



ENVIRONMENTAL POLICY

Argenvans contributes to improving our environment through:

- The re-use of packaging material that is in conditions for its use mainly cardboard and paper.
- Use recycled paper as much as possible and as much as possible. Do not forget that recycled paper is perfectly valid and can have a quality similar to that of conventional paper.
- Perform the separation of recyclable waste from garbage.
- Energy consumption is the largest controllable item of expenditure in an office, with which Argenvans undertakes to turn off the monitors and computers when leaving the workplace as well as using the air conditioners at 20-21°C in winter, and in 24°C in summer, to reduce energy consumption, maintaining comfort.

CODE OF CONDUCT

From the beginning, Argenvans has maintained and fulfilled the integrity, fair treatment and full compliance with all laws, since then its directors and employees have sustained and fulfilled this commitment their daily responsibilities.

The Argenvans code of conduct stipulates certain values and principles that it assumes to fulfill. It establishes minimum standards of non-negotiable compliance applicable to all areas.

Principle N ° 1

We respect the law always

Compliance with all applicable laws and regulations should never be compromised. In addition, employees must adhere to the internal rules and regulations as they are applicable in a given situation.

Principle No. 2

Free competition

Argenvans is prepared to compete successfully in the current commercial world and will always do so in full compliance with all applicable antitrust and commercial loyalty laws. Therefore, employees must adhere to the following rules at all times:

- The commercial policy and the prices will be established independently and will never be agreed with competitors or other unrelated parties.
- Customers, territories or service markets will never be distributed between Argenvans and its competitors but will always be the result of fair competition



-Clients and suppliers will be treated fairly.

Principle No. 3

Honesty

Employees should never be involved in a fraudulent act or other dishonest conduct involving the assets or assets or financial records and accounting of Argenvans or a third party.

Principle No. 4

Diversity and respect

Argenvans respects the personal dignity, privacy and personal rights of each employee and is committed to maintaining a workplace in which there are no situations of discrimination or harassment. Therefore, employees must not discriminate regarding their origin, nationality, religion, race, gender, age or sexual orientation, nor must they have any verbal or physical harassment behavior based on the aforementioned or any other reason.

Principle N ° 5

Protection of information

The protection of customer information is a fundamental principle for Argenvans. The data requested from Argenvans will be used for the specific purpose for which they were supplied in compliance with their functions and in the provision of the services themselves or related to their functions.

DATA PROTECTION POLICY

All personnel that are part of Argenvans must be aligned with the following privacy and information security requirements.

When we refer to personnel that are part of Argenvans we refer to all owners, managers, shareholders, employees, contracted personnel or any person connected to your business.

The terms of this privacy and security policy will be shared with all employees and contracted personnel who work at Argenvans or have access to this information.

General guidelines for personnel

- The only people able to access the data covered by this policy should be those who need it for their work.
- Data should not be shared informally.
- Employees must keep all data safe, taking precautions and following the following guidelines:



- Secure passwords should be used and should never be a company
- Personal data should not be disclosed to unauthorized persons, either within the company or externally.

Data storage

When the data is stored on paper, it must be stored in a safe place where unauthorized persons cannot access it.

These guidelines also apply to data that is normally stored electronically but has been printed for some reason:

- When necessary, paper or files should be stored in a locked drawer or filing cabinet.
- Employees must ensure that paper and prints are not left where unauthorized people can see them, for example in the printer.
- Data impressions must be shredded and disposed of safely when it is no longer required.

QUALITY POLITICS

CONTINUOUS IMPROVEMENT

Work permanently on the continuous improvement of the service provided, based on the requirements of the standard and compliance with quality objectives

CUSTOMER SATISFACTION

Protection and care of the personal elements of our customers providing security in each service in order to meet the requirements and expectations to achieve their full satisfaction.

COMMUNICATION

Permanent communication with clients, always looking for the correct interpretation of their needs

UPDATE AND TRAINING

Update and incorporation of new suppliers to guarantee the best service.

To provide all the staff with the necessary training so that they can carry out their tasks effectively and participate in the realization of the objectives set by the company