

Scope

The policy applies to all TIARG employees, regardless of employment arrangement or rank.

Elements of the policy

Company employees must follow the Employee Code of Conduct in the performance of their duties. The components of this code are described below.

Compliance with the law

All employees must protect the legality of the company. They shall comply with and respect all applicable laws and regulations. They must act ethically and responsibly when dealing with issues related to the company's finances, products, services and public image.

Respect in the workplace

All employees must act with respect for their fellow colleagues. Discriminatory behavior, harassment or victimization will not be permitted. All employees shall act in a manner that promotes equal opportunity in all aspects of their work, including hiring, performance appraisal and interpersonal relationships.

Professionalism

All employees shall conduct themselves with professionalism and integrity on the job:

Corruption

Accepting gifts from customers, partners or suppliers is strongly discouraged. Bribes or kickbacks for the benefit of internal or external parties are strictly forbidden. In turn, no employee shall engage in these practices in favor of personal, company or third party interests. In any case, any irregularity must be reported as soon as possible to their immediate superior, directors or even the CEO.

Job Duties and Authority

All employees must perform their job duties with integrity and respect for stakeholders, customers, community, etc. Managers and directors shall not abuse their authority.

Confidentiality

All employees must safeguard the confidential information to which they have access, whether such information is the property of customers, suppliers and/or partners. In any case, any irregularity must be reported as soon as possible to their immediate superior, directors or even the CEO.

Conflicts of Interest

All employees must avoid any personal, financial or other interest that may hinder their ability or willingness to perform their job functions and in their relationship with customers, suppliers or partners. In any case, any irregularity must be reported as soon as possible to their immediate superior, directors or even the CEO.

Policies

All employees must read and follow company policies. If in doubt, they should consult their managers or the Human Resources Department.

Non-compliance

All employees must ensure full compliance with the Code of Conduct. If necessary, assistance should be sought from their immediate supervisor or the Human Resources manager. Care must always be taken to "do the right thing", ensuring the highest standards of integrity, which is the personal responsibility of each employee and cannot be delegated. Any breach of this Code may result in disciplinary sanctions, including dismissal or legal action.

Reporting of illegal or violating conducts of the Code of Conduct

All employees must report to their immediate superiors, directors or even the CEO, any practice or action that they believe to be inappropriate in terms of the provisions of this Code. The company guarantees that any facts will be investigated in an appropriate and confidential manner. The company guarantees that the rights of the incriminated person will be protected, as well as prohibits retaliation against any employee who makes a claim or complaint in good faith.



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