

PADIMA

ETHICS CODE



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Founder's message

Honesty, transparency, and empathy have been at the heart of PADIMA since its inception. These values guide our behavior, both internally and in our relationships with colleagues and clients. At PADIMA, this way of operating comes naturally because it is part of our culture, although its obviousness should not be overlooked in writing, communicating, and sharing.

These values fuel our commitment and involvement in what we do, focusing on excellence, quality, and a dedication to service. In such a globalized and polarized world, it is essential to keep our Ethics code in mind and share it to strengthen our identity and make the best decisions, especially in situations of uncertainty or stress that we frequently face.

At PADIMA, we do not understand quality or excellence without ethical behavior based on honesty, transparency, and empathy. Thus, ethical behavior is a cornerstone that must be present in every person who makes up PADIMA.



Eva Toledo

About

WHO WE ARE

We are an internationally renowned firm with over 27 years of experience in the strategic management, protection and defense of creativity and innovation worldwide.

MISSION

To be partners with companies and entrepreneurs who want to change the world with their innovation.

VISION

We take care of your difference: we protect, defend and give value to your innovation worldwide with the most cutting-edge tools.

VALUES

RIGOR

Your case is always the most important. That's why it deserves the utmost precision and quality we can offer.

HONESTY

We act ethically, clearly, and sincerely.

EMPATHY

We put ourselves in your shoes to truly understand you. We want to be your team.

TRANSPARENCY

Integrity and responsibility.

COMMITMENT

Our commitment is to be with you and walk alongside you, based on trust.

Our commitments

WHY

The main objective of this code of ethics is to define the ethical principles and conduct to which PADIMA is committed. It contains a compilation of the values, principles, and ethical and behavioral guidelines that shape our organizational culture.

Furthermore, it will serve as a guide for the conduct of all PADIMA employees in the performance of their professional duties.

TEAM

PADIMA's principle and commitment is to treat all individuals working within the company and its sphere of influence with dignity, respect, equality, and fairness.

PADIMA's professional services must adhere to the highest quality standards to ensure that clients always receive the most effective and appropriate solution for their entrusted matters.



ETHICAL PRINCIPLES THAT SHOULD GUIDE THE ACTIONS OF PADIMA'S EMPLOYEES AND MANAGERS:

Regulatory compliance and professional ethics.

We guarantee strict compliance with the law and our obligations regarding confidentiality, use of non-public information, non-competition, responsible use of assets, leveraging business opportunities, related-party transactions, and prevention of conflicts of interest, always applying established security standards and procedures.

Confidentiality.

The entire team assumes a commitment to confidentiality by signing the specific clause established for this purpose.

Respect for human rights.

We maintain a firm commitment to the protection and promotion of human rights in all our actions.

Diversity, inclusion, and non-discrimination.

We guarantee equal treatment and opportunities, without discrimination based on sex, condition, or any circumstance, fostering diversity and inclusion in all its dimensions.

Work-life balance.

We promote work-life balance, facilitating environments that encourage equilibrium.

Occupational health and safety.

We develop the necessary actions to provide safe and healthy working conditions, preventing work-related injuries and illnesses.

Ethical communication channels.

We provide mechanisms for reporting, through established channels, any situation potentially contrary to the firm's principles and values.

Responsible use of resources.

The company provides its employees with facilities, resources, and tools for professional performance, which must not be used for other purposes.

Consideration of legitimate interests.

We act responsibly, taking into account the legitimate public and private interests that converge in the development of our business activity.

Environmental protection.

We adopt sustainable practices that contribute to the protection and conservation of the environment.



At PADIMA, we understand that the true value of an organization lies in its people. That's why we hold the **efr certification** from the Másfamilia Foundation, as part of our commitment to work-life balance, equal opportunities, and the overall well-being of our team.

This management model, internationally recognized by the **United Nations** and the **Interreg Europe** program as a "Good Practice," allows us to implement concrete measures that promote a healthy balance between personal, family, and professional life.

Thanks to the efr certification, we have developed policies and tools that foster a more humane, inclusive, and sustainable work environment. This certification not only reinforces our organizational culture but also positions us as a socially responsible company, capable of attracting and retaining talent committed to our values.

Therefore, we offer a range of benefits and opportunities to balance personal and professional life, which are applied to our employees according to individual circumstances:

Flexibility to learn and grow: Flexible schedules for training.

Boosting professional development: We invest in courses and master's programs that enhance our employees' professional profiles..

Support during important matters: We adapt the workday for breastfeeding care, making the return to work easier..

Freedom to manage your time: Flexible start and end times, because we trust our team.

Easier summers and longer weekends: Intensive work schedule from July 1st to August 31st and every Friday throughout the year.

Leave time to care for what matters most: Because we understand the importance of caring for our families during hard times.

Tailored vacations: Our employees decide how and when to disconnect.

Protection on every trip: Insurance for international travel.

Convenience in daily life: Personal orders delivered to the office.

Moments to share: Meals and activities that strengthen team bonds.

A birthday gift: A day off to celebrate.

Guaranteed well-being: Health insurance to take care of you at all times.

Work without barriers: Remote work to choose where you perform best.

THE CLIENT. OUR FOCUS

PADIMA, always applying standards of transparency, information, and protection, is committed to delivering high-quality services.

Additionally, it will guarantee the confidentiality of its clients data, committing not to disclose it to third parties, except with the clients consent or when required by law or in compliance with judicial or administrative decisions.

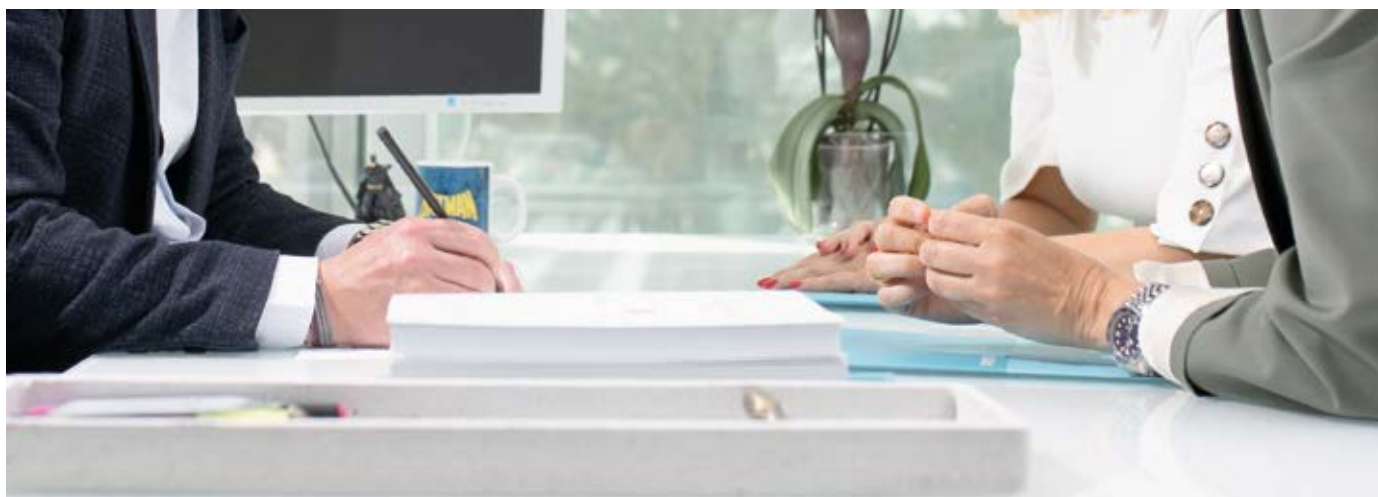
The collection, use, and processing of clients personal data shall be carried out in a manner that guarantees their right to privacy and compliance with personal data protection laws, as well as the rights granted to clients under legislation on information society services and electronic commerce and/or any other applicable provisions.

Contracts with PADIMA's clients will be drafted in a clear and simple manner.

In pre-contractual or contractual relationships with clients, transparency will be encouraged, and clients will be informed of the different available alternatives, particularly with regard to services and fees.

Professionals will avoid any form of interference or influence from clients or third parties that could affect their impartiality and professional objectivity, and they may not receive any form of remuneration from clients or, in general, from third parties for services related to their activity within the organization.

Finally, at PADIMA we reserve the right not to work with those brands or companies that do not comply with our organization's policies on the prevention of crime, corruption, and fraud, as well as with the highest standards of ethical and moral conduct.



OUR SUPPLIERS

PADIMA will align its supplier selection processes with criteria of objectivity and impartiality, avoiding any conflict of interest or favoritism in their selection.

Professionals within our organization who have access to suppliers' personal data must maintain its confidentiality and comply with the provisions of personal data protection legislation, to the extent applicable.

The information provided by PADIMA professionals to their suppliers will be truthful and not intended to mislead.

Whenever possible, PADIMA will support and prioritize local suppliers.

Additionally, collaboration with suppliers will be encouraged in order to enhance their competitiveness, taking into account their level of commitment to the environment and other corporate social responsibility initiatives, such as the hiring of people with disabilities, social employment programs, and their approach to production, waste management, and atmospheric emissions, among others.

In light of the above, the organization has developed a supplier catalog with individual profiles detailing the conditions, practices, and actions carried out by each of them.

PADIMA will ensure that its suppliers comply with the provisions set out in this Code of Ethics and will act accordingly in the event of any breach.



We believe that every action counts and that companies have the power—and the responsibility—to transform the world. That is why we are members of the **United Nations Global Compact**, the world's largest corporate sustainability initiative, with more than 25,000 participating companies in over 160 countries.

Being part of the **UN Global Compact** means taking on a firm commitment to ten universal principles that promote:

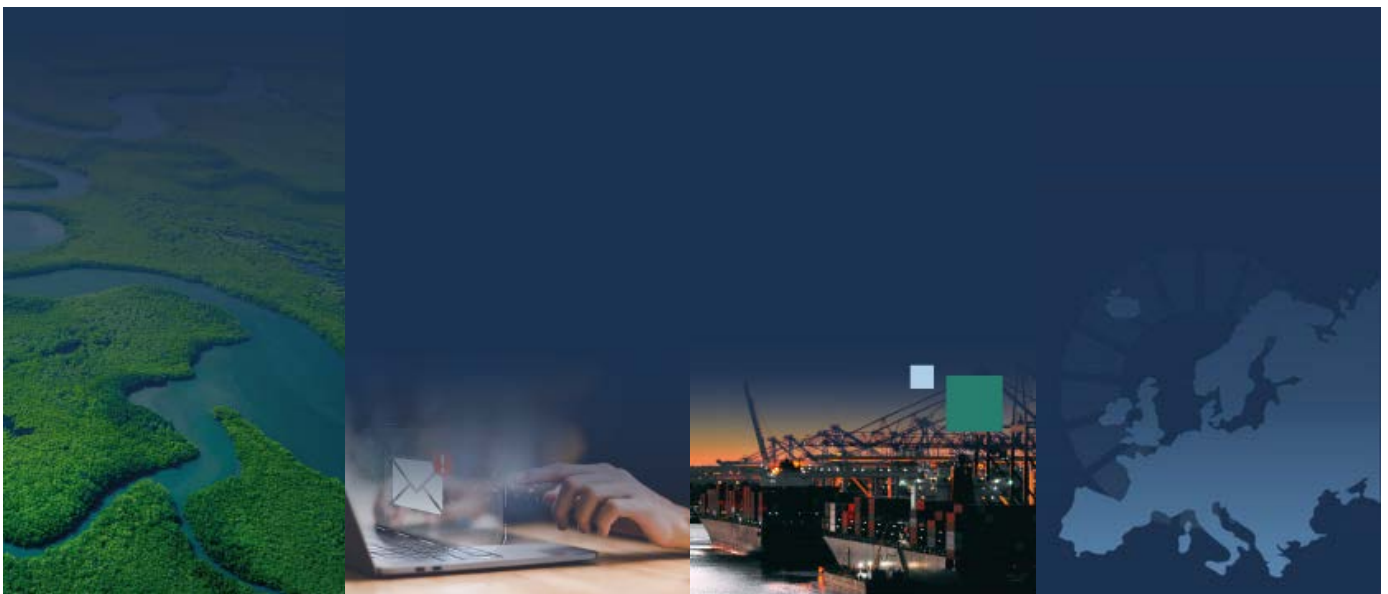
- Respect for and protection of **human rights**.
- Decent, safe, and **non-discriminatory** working conditions.
- Responsibility in addressing **environmental challenges** by promoting sustainable practices.
- Zero tolerance for **corruption** in all its forms.

In addition, we take action in support of the **Sustainable Development Goals (SDGs)** to help build a fairer and more sustainable future. This commitment reinforces our vision:

- A positive impact both globally and locally.
- Transparency, ethics, and integrity as core pillars of our work.

As our founder Eva Toledo states:

"This voluntary commitment reflects our dedication to sustainability and corporate responsibility on a global scale. It is not about words, but about actions that demonstrate true intent and commitment."



COMMITMENT TO THE ENVIRONMENT

At PADIMA, we integrate respect for and protection of the environment into all our activities as part of our **corporate responsibility**. We have an Environmental Management System certified under the **ISO 14001 standard**, which ensures a rigorous approach to controlling and reducing our environmental impact.

We promote the efficient use of **natural resources**, the reduction of energy consumption, and the proper management of waste across all our operations.

We promote environmental awareness among our team through **ongoing training** and participation in sustainable initiatives.

We regularly assess and improve our environmental practices to adapt to **new ecological challenges** and contribute to environmental protection.

HOW DO WE DO IT?

We have motion **sensors** that automatically turn off office lights.

We choose the suppliers most committed to environmental sustainability in each case.

We avoid leaving electrical devices on **standby** and disconnect them from the power supply to prevent passive energy consumption.

We promote the use of **digital file sharing** to avoid the consumption of paper and toner.

We apply the **3Rs**: we reduce, reuse, and recycle the waste generated within the office, including both plastic and paper.

We provide reusable **glass bottles** for internal water consumption.



AENOR



Certificado del Sistema de Gestión Ambiental



GA-2024/1003

AENOR certifica que la organización

PADIMA TEAM, S.L.P.

dispone de un sistema de gestión ambiental conforme con la Norma UNE-EN ISO 14001:2015

para las actividades: **Servicios de consultoría en materia de protección, defensa y gestión de la propiedad industrial e intelectual y otros intangibles (reputación, know-how u otros).**
que se realizan en: **EXPLANADA DE ESPAÑA 11 - 1º 03002 ALICANTE**

Primera Emisión: 2024-01-29

Expiración: 2027-01-29

Rafael GARCÍA MEIRO
CEO



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Original Electrónico

COMMITMENT TO INFORMATION SECURITY

At PADIMA, we ensure the confidentiality, integrity, and availability of information through an Information Management System certified under the **ISO 27001** standard. This commitment extends across all our processes and is reflected in an organizational culture focused on information protection and continuous improvement.

All staff receive **ongoing training** in security best practices, awareness of digital risks, and compliance with data protection regulations.

We foster a culture of **shared responsibility**, where every individual actively contributes to preserving information security.

We regularly assess and improve our systems and protocols to anticipate new threats and ensure a secure digital environment for PADIMA and our clients.



AENOR

Certificado del Sistema de Gestión de Seguridad de la Información

**SI-0058/2024**

AENOR certifica que la organización

PADIMA TEAM, S.L.P.dispone de un sistema de gestión de seguridad de la información conforme con la Norma
ISO/IEC 27001:2022

para las actividades: **El sistema de información que da soporte a los servicios de consultoría en materia de protección, defensa y gestión de la propiedad industrial e intelectual, reputación o know-how otros intangibles, según la declaración de aplicabilidad vigente a fecha de emisión del certificado.**

que se realizan en: **EXPLANADA DE ESPAÑA, 11 - 1º. 03002 - ALICANTE**

Primera emisión: 2024-06-28

Expiración: 2027-06-28

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Communication, validity and acceptance

The Compliance Officer, in coordination with the relevant departments, communicated and organized the initial implementation of PADIMA's Code of Ethics on 14/02/2022.

This Code of Ethics, together with the guidelines that develop it, has been approved by PADIMA's Management and is mandatory for all team members and executives. It also extends to any individual or legal entity that maintains a relationship with PADIMA.

The development of this Code will be carried out through such policies, manuals, and protocols as deemed appropriate at any given time. The Code will be subject to periodic review and updating, in line with regulatory developments and identified opportunities for improvement.

For queries, suggestions, or comments, the following communication channel is available: csi@padima.es.

