



MANUAL OF CONDUCT
"How we behave"

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REGISTRATION OF EDITIONS OF THE CODE OF CONDUCT

VERSION	PAGE	DATE	SUMMARY OF CHANGES
01	All	21-12-2019	Initial Essay
02	4; 9	19-11-2020	Jomafe' Values and Beliefs have been added (page 4) Final considerations (page 9)
03	All	21-06_2022	"Jomafe" logo was replaced by the new image

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GENERAL FRAMEWORK

JOMAFE believes in the social responsibility of companies and their obligation to pursue and maintain high ethical and behavioural standards and to uphold these standards in our co- operations with business partners and suppliers.

The basis for this principle is our conviction that the rights of the individual, fairness in human relations and responsible business conduct are the foundation of a social and just society.

Congruent with the values for which we stand, we expect our business partners and suppliers to also commit to this code of conduct and to uphold its framework of rules.

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JOMAFE'S VALUES AND BELIEFS

Values	Beliefs
Creativity and Innovation	We believe in the strength of creativity and believe on Innovation as the appliance of our organization
Team Spirit	We believe that together we can prosper and, therefore, we trust on collaboration and teamwork. We comply with our commitments and add value to exceed expectations.
Excellence	We achieve excellence through innovation, learning and adaptability
Professionalism	We apply the knowledge, the most appropriate techniques, and the required effort to complete each task. We seek to update and develop our knowledge and competences, to improve our professional skills.
Product Quality and Detail and Service	We believe that the value featured in the products we offer to our customers of high levels of Quality and Detail, distinguishes Jomafe from the competition.
Social Responsibility	We defend the principle of social responsibility as the guiding line of our organization's philosophy.
Respect the difference	No difference is made based on race, gender, sexual orientation, creed, marital status, physical disability, political or belief orientation, ethnic or social background or naturalness.

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1. CHILD LABOUR

According to United Nations regulation and international national law child labour is illegal. JOMAFE supports these laws uncompromisingly.

The term "child" refers to a person who is younger than 15 years and has not completed his/her compulsory education according to respective national law. In countries where compulsory education ends before the age of 15, both national law and the convention of the United Nations on child labour must be respected and followed.

2. FORCED LABOUR

The company must not be involved in or support the use of forced or compulsory labour as defined in ILO Convention 29 (International Labour Organization).

Any kind of forced or involuntary labour (e.g. prison labour or penal servitude) is strictly forbidden.

3. NON-DISCRIMINATION

Prejudice and intolerance towards employees are strictly forbidden. Any kind of discrimination in staff hiring and employment practices, including any distinction, exclusion or preference based on race, skin colour, caste, gender, age, ethnicity, nationality, religious belief, political opinion, membership in workers' organizations, physical or mental disability, national or social background, sexual orientation or any other personal characteristic, is prohibited.

4. DISCIPLINARY MEASURES

All members of staff must be treated with respect and dignity. Any verbal, psychological, physical, sexual or physical abuse, along with any coercion or harassment is strictly forbidden.

5. HEALTH AND SAFETY

Any conditions or work practices which are not in compliance with all applicable laws and regulations or violate the United Nation's statutes of human rights are prohibited. Access to clean drinking water and toilets must be provided for in sufficient quantity. In addition, laws and regulations regarding factors such as fire safety or the provision of appropriate safety gear must be followed and upheld.

6. FREEDOM OF ASSOCIATION

The freedom of association and the right of assembly for members of staff is recognized without limitations.

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7. SALARY AND COMPENSATION

Salaries and wages paid to members of staff must be equal or exceed the minimum wage prescribed by law or applicable industry-specific custom. The wage paid must be sufficient to cover an employee's basic needs. Illegal and unjustified wage deductions or indirect disciplinary measures in the form of wage deduction are prohibited.

8. OVERTIME COMPENSATION

Employees will be compensated for overtime hours at the premium rate that is legally required or, if there is no legally prescribed premium rate, at a rate at least equal to the regular hourly wage rate.

9. HOURS OF WORK

Working hours must be in accordance with applicable law and industry standards. An employee's weekly hours are limited to 40 hours and 48 hours with overtime. Overtime must be voluntarily agreed to by members of staff and needs to be compensated at the relevant premium rate, and it is recommended to be at least 25% of the value.

Working hours may exceed 40 hours in 7 days only in exceptional situations and if the following conditions are met:

- The legislation of the country permits;
- Collective agreements freely negotiated between an organization of employees who represent a significant part of the workforce permit;
- There are appropriate measures to protect the health and safety of employees; and
- The employer can demonstrate the existence of exceptional conditions, such as production peaks, accidents or emergencies.
- Workers are entitled to at least one day off after a period of six working days.

10. ENVIRONMENTAL PROTECTION

All relevant and applicable environmental laws and regulations must be complied with in full.

11. ANTI-CORRUPTION POLICY

JOMAFE opposes to corruption and bribery and does not tolerate any practices that seek to obtain results unlawfully. No employee of JOMAFE and other interested parties is authorized to offer, receive or accept from business partners any kind of benefit that could compromise their autonomy and their ability to make decisions objectively and fairly.

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12. LAW ADHERENCE OF SUPPLIERS

Suppliers are obligated to comply with all applicable laws and regulations, including those pertaining to wage policy, work hours, health and safety regulations, as well as manufacture, pricing and distribution of products.

13. BRIEFING AND COMPLIANCE OF SUPPLIERS

Suppliers are being informed in detail on the content of the HMS code of conduct and must agree to implement and uphold the framework of rules. Regular inspections of suppliers are conducted, and manufacturing facilities can be inspected unannounced. In addition, suppliers are obliged to maintain documentation confirming their adherence to the code of conduct.

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14. FINAL CONSIDERATIONS

It is in this aim that Jomafe relies on the enthusiasm and dedication of its employees, suppliers and other interested parties, with which it seeks to develop mutually beneficial relationships that result in advantages for our customers, in all the markets in which it operates.

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