



Ethical Trading Initiative
Respect for workers worldwide


keros
CERÁMICA

Code of Ethics of KEROS CERÁMICA S.L. Ethical Trading Initiative Ethical Trading Initiative (ETI)

1. Employment will be freely chosen.

- 1.1. There will be no involuntary or forced labor, or in the prison setting.
- 1.2. Workers will not have to leave in the custody of the employer "deposits" or their identity documentation and they will be free to leave their employment with reasonable notice.

2. Freedom of association and the right to collective bargaining will be respected.

- 2.1. Workers without any distinction shall have the right to join or form the unions of their choice, as well as to bargain collectively.
- 2.2. The employer will adopt a tolerant attitude towards the activities of the trade unions, as well as their organizational activities.
- 2.3. The workers' representatives will not be discriminated against and will be able to carry out their representative functions in the workplace.
- 2.4. In those cases in which the law restricts the right to freedom of association and collective bargaining, the employer will facilitate and not hinder the development of parallel means to associate and negotiate freely and independently.

3. Working conditions will be safe and hygienic.

- 3.1. A safe and hygienic work environment shall be provided, taking into account the prevailing knowledge of the industry, as well as any specific hazards. The necessary measures will be taken to avoid accidents and damage to health derived from work, associated with it or that occur during the same, by reducing, as far as is reasonable, the causes of the dangers inherent in the work environment. .
- 3.2. Workers will receive regular written health and safety training, which will be repeated for new or reassigned workers.

- 3.3. Access to clean toilets and potable water and, if necessary, sanitary facilities for food storage will be provided.
- 3.4. Accommodation, when provided, will be clean and safe and will meet the basic needs of the workers.
- 3.5. The company that adheres to the code will assign responsibility for health and safety to a representative of the senior management.

4. Child labor will not be used.

- 4.1. Child labor will not be hired
- 4.2. The companies will develop or participate and contribute to the policies that favor the transition period necessary for any child who performs child labor work to be able to go to school and receive a quality education continuously until they are no longer a child . The annexes define the terms "child" and "child labor".
- 4.3. Children and youth under the age of 18 shall not be employed for night work or in dangerous conditions.
- 4.4. These policies and procedures will comply with the provisions of the corresponding OIT regulations.

5. A living wage will be paid.

- 5.1. The salaries and benefits paid for a standard work week must comply, at least, with national legal regulations or the reference industrial regulations, the one that sets the highest salaries and benefits. In any case, salaries must always be sufficient to cover basic needs and have certain discretionary income.
- 5.2. All workers will be provided with written and understandable information on their working conditions in relation to wages before accepting employment and on the details of their wages during the pay period in question, each time they receive their wages.
- 5.3. Deductions from wages as a disciplinary measure will not be allowed nor will any deduction not provided for by national legislation be made without the express consent of the worker in question. All disciplinary actions must be recorded.

6. Working hours will not be excessive.

- 6.1. Working hours must be adjusted to national legislation, collective agreements and the provisions of points 6.2 to 6.6 below, which offer greater protection to workers. Subsections 6.2 to 6.6 are based on international labor law.

6.2. Working hours, excluding overtime, will be contractually defined and will not exceed 48 hours per week. *

6.3. Overtime will be voluntary and will be carried out in a responsible manner, taking into account the following aspects: the scope, frequency and hours worked by each worker individually and the workforce as a whole. They should not take the place of regular employment. Overtime will always be compensated with a premium, which is recommended not to be less than 125% of the usual salary.

6.4. The total number of hours worked in any seven-day period will not exceed 60 hours, except in the case of any of the situations indicated in point 6.5. following.

6.5. Working hours may exceed 60 hours in any seven-day period in exceptional circumstances when one or more of the following situations occur:

- National legislation allows it;
- When allowed by a collective agreement that has been freely negotiated with a union that represents a significant part of the workforce;
- When appropriate measures are taken to safeguard the health and safety of workers;
- When the employer can demonstrate that there are exceptional circumstances such as, for example, unexpected production peaks, accidents or emergencies.

6.6. Workers will have at least one day off for each period of seven days or, when national legislation allows it, two days off for each period of 14 days.

* International legislation recommends the progressive reduction of normal working hours, where appropriate, to 40 hours per week, without any type of reduction in the salary of workers as a result of the reduction of hours.

7. There will be no discrimination.

7.1. There will be no discrimination when hiring, compensating, training, promoting, firing or retiring for reasons of race, caste, national origin, religion, age, disability, sex, marital status, sexual orientation or union or political affiliation.

8. Regular work will be provided.

8.1. In all respects, the work performed must be based on recognized labor relations established through national legislation and practices.

8.2. Obligations towards employees in accordance with labor legislation and regulations or the social security system, arising from conventional labor relations, shall not be circumvented through the use of employment-only contracts, subcontracts or domestic work contracts, or to through internship programs in which there is no intention to equip the worker with skills or to provide him with regular employment, nor will such obligations be avoided through the excessive use of contracts of limited duration.

9. Inhuman or severe treatment will not be allowed.

9.1. Physical abuse or punishment, the threat of physical abuse or sexual or other harassment, as well as verbal abuse or other forms of intimidation are prohibited.