



4G INGENIERÍA CODE OF CONDUCT

- **Mandatory observance** for all collaborators, clients, suppliers, authorities, and general visitors within the facilities of 4G Ingeniería.
- **Promote values, work ethic, and professional conduct.**
- **Foster good relationships, camaraderie, safety, and the proper and responsible use of facilities and equipment.**

Use and Behavior in Common Areas

Restrooms and Changing Rooms

- Respect established hours.
- Take care of the facilities.
- Be mindful of restroom supplies (water, electricity, toilet paper).
- Take care of lockers and respect stored belongings.

Prohibited:

- Smoking, writing on walls or signage, wasting time, playing games, putting up flyers or advertisements, drug use, leaving food in lockers.

Dining Hall Services and Facilities

- Take care of the facilities.
- Dispose of food waste in designated dispensers.
- Leave your table clean.
- Use the ovens for heating your food.
- Use and take care of the entertainment furniture provided in the dining hall.

Prohibited:

- Smoking, writing on walls, tables, or signage.
- Making direct complaints to service staff.
- Using any intoxicating substance.

Upstairs Cafeteria Facilities

Rights:

- Store your food in the mini-refrigerator.
- Use the cabinets to store non-perishable food, dishes, and utensils.
- Use the water dispenser for consumption.

Prohibited:

- Leaving spoiled food in the refrigerator, leaving dirty dishes, wasting supplies: water, electricity, soap.



Use of Personal Attire and Accessories in Production Lines

Within company facilities and/or production lines, the use of the following is prohibited:

- Skirts and/or dresses.
- Loose pants, loose blouses or shirts, low-cut blouses, sleeveless blouses, tights, sweatpants, leggings, lycra.
- Pants with rips on the legs that expose skin.
- Cropped blouses or shirts that expose skin.
- Wearing slave bracelets, bracelets, watches (production area).
- Wearing earrings, chains, necklaces, pendants, ribbons, and ties (production area).
- Wearing rings (production area).
- Having long, loose hair (production area). Hair must be fully tied back, in a bun.
- Wearing high heels, ballet flats, sandals, huaraches (production area).

Protection and Security of Personal Data of Employees, Clients, and Suppliers

- Signing of privacy notice protection with corresponding departments (HR, Logistics and Purchasing, Projects).

Do Not Alter Statistical Data: Financial, Fiscal, Quality, Production Compliance.

No Conflicts of Interest

Anonymous and Confidential Reporting of Irregularities

- **Suggestion Box:** (Floor 1 on the first floor, next to the Director's offices, and ground floor at the entrance to the restrooms).
- **Email:** culturalaboral@4gingeneria.com
- **QR Code:** (On the suggestion boxes, in the Dining Hall, on Floor Two next to the restrooms, at the security booth).
- **Workplace Culture WhatsApp Group:** 4G Communication Group: 477 854 9035