





hello

This is our
Ethics Code.

Our Ethics Code represents us.

The document in your hands is of great importance to all of us who are part of this family; through it we will let you know the rules that govern our daily work so that you may know the established line of behavior on each one of us in our respective work area.

These principles, values and norms are the frame of reference with which we determine if an action is correct and are the ethical support of our conduct. Taking into account the above, our Code of Ethics signifies a commitment from each one of us to live and give life to the guidelines that determine the way in which we must act; more than a text, it is this document that establishes a guideline to behave with integrity within the company.

The present allows us to delimit the organizational culture and regulate the behavior that we must exhibit within the company; this will allow for productive and quality relationships, therefore, results.

We are sure that your experience at Alfamex will be enriching and that you will be able to be part of this culture of values that we share with you.



Objectives

Among the chief objectives to implement through the following are:

- Define an organizational culture based on Ethics.
- It is one of Alfamex's commitments to its people, to operate ethically and transparently.
- Disclose the principles under which our actions within the organization will be regulated.
- To regulate relationships with our stakeholders (customers, suppliers, employees, shareholders and government institutions).
- Be the behavior standard within the company.



Our Philosophy

Mission



We are a company specialized in the production of suede and leather, innovating products and developing fashion that generates profitability for our clients, sustained by the quality of our processes, committed to our people, society and the environment.

Vision



To be a model company through infrastructure and innovation at a global level.

Values



Honesty

A human quality that consists on behaving and expressing yourself with coherence and sincerity. Honesty with others and with oneself enhances a man.



Positive Attitude

A positive attitude and a helpful spirit. That is the main thing.



Teamwork

It is the conjunction of all our effort toward the pursuit of a common good.



Green Commitment

Commitment to the environment for the good of our families, society and future generations.



Perseverance

It is to try as many times as it takes to achieve the objective. It is to exhaust all efforts.



Ethical Guidelines

Alfamex will respect its obligations with society as an economic, intellectual and social asset to the community where it operates through the following guidelines:

With our Board of Directors

Value treatment

The relationship between collaborators and shareholders is always one of respect, cordiality and based on human dignity. The relationship, though employee-employer, will always be cordial and of quality on both sides.

Transparency

Transparency will be demonstrated in each collaborator-shareholder relationship, whether it is a labor, economic or human relationship.

With our Collaborators

Non discrimination

Alfamex recognizes and respects cultural differences. Employment, including hiring, salary, benefits, termination and retirement, must be based solely and exclusively on the individual's ability to perform his job and not on their beliefs or other personal traits.

No employee, regardless of their position, should discriminate based on race, age, color, origin, gender, religion, sexual preferences, physical disabilities, ethnic origin, political or social opinion, or any other similar factor.

No harassment

No employee, regardless of their position, should commit workplace harassment. Everyone must ensure respectful and dignified treatment of others in the workplace.

Corporal, physical, sexual, psychological or verbal punishment should not be used, nor should monetary punishments (fines) be used as disciplinary practices.



Ethical Guidelines

Women's Rights

Alfamex must ensure that women receive equal pay, including benefits; equal treatment in all aspects of their work; equal evaluation of the quality of their work and equal opportunity to fill vacancies as their male counterparts. Pregnancy tests should not be a condition of employment, nor will female employees be required comply to one.

Employees who are on maternity leave (the duration will be determined by local and national laws) will not be dismissed, nor will they lose seniority, nor will their salary be reduced, and they will be able to return to work with the same salary and benefits as before their leave. Employees will not be forced to use any form of contraception. Employees will not be exposed to dangerous situations, including contact with glues and solvents that endanger their reproductive health. Alfamex must provide appropriate services to pregnant employees.

No child labor

At Alfamex, those under eighteen and over fifteen can work under certain circumstances, provided they have express authorization of the father or mother; in their absence, the paternal or maternal grandfather or grandmother; or in the absence of these, of the guardians, persons or institutions that have taken charge of the minor, or in the absence of all of the above, of the respective labor inspector and will only perform light work that does not harm their health and development.

Safe and respectful workplace

Nothing is more important than the healthy and safety of our people, therefore, we are committed to offering you the appropriate working conditions so that your work is optimal, we offer you the necessary protection equipment and facilities so that your work is adequate and your health is not affected or threatened.

Respect for human rights

We support and respect the protection of Human Rights, we do not tolerate any violation of these and in all our processes we adhere to good practice and respect for people.

No Bribery

No employee, regardless of position, is allowed to bribe or be bribed by any interested party.



Ethical Guidelines

Diversity and Inclusion

From recruitment, training, promotions and even the termination of the employment relationship, opportunities are granted according to the experience and knowledge or performance of the employee, differences are valued and equal employment opportunities are given regardless of the age, race, ethnicity, religion, gender, sexual preference, marital status, etc.

Data Privacy and Information Protection

Protecting the confidentiality and integrity of personal information is a responsibility to which we are committed, all of the information collected within the company is safe and protected.

With our clients

Quality Customer Service

We offer a direct customer support system with each of our clients, this allows us to know their specific needs and we personally follow up on each one of them; we are distinguished by our personalized attention and monitoring of a client's needs until they are satisfied.

Product Quality

We focus our operation on offering quality products, we have a Quality Management System that allows us to demonstrate the standardization of our processes, from the manufacturing to the marketing of our products to achieve quality.

Transparency

Relations with our clients are based on transparency and honesty, as well as the rejection of bribery, production processes based on quality and commercial relations will always be focused on the ethics regulated by this code.

Data Privacy and Information Protection

Protecting the confidentiality and integrity of personal information is a responsibility to which we are committed, all of our client's information is fully protected and secure.



Ethical Guidelines

Intellectual Property

We care for and protect the information of products that we develop for our clients, we know the value of your information and we give it the necessary care and protection from other clients.

With our suppliers

No Conflict of Interest

We do not accept any kind of bribery in relation to our suppliers, any vice or link that is not in accordance with the provisions of this code will be reported and sanctioned.

Data Privacy and Information Protection

Protecting the confidentiality and integrity of information is a responsibility with which we are committed, all of our supplier's information, such as prices, location, policies, patents, etc. maintains total protection and security.

Equitable negotiations for both parties

We seek to strike fair negotiations regarding the fairness of prices, quality and service with mutual benefit as the main objective.

With society

Social Responsibility

We have a responsibility to give our society the moral, economic and support tools required in certain marginalized and groups in need; this then allows us to have a positive impact on our society since, through donations, support, etc. We promote the development of vulnerable populations.

Communication and use of Social Networks

The way we communicate our products, achievements, goals, etc. demonstrates the values that are experienced within the company; we make quality products with highly trained personnel, we ensure the privacy of personal information and we value their results.



Ethical Guidelines

With the authorities

Adherence to requirements and regulations

We can proudly say that we are in total adherence to the labor, environmental, social, tax laws, etc. that our current government demands. We practice transparency and compliance before the authority as a show of good faith and behavior.

With the environment

Caring for our planet

We carry out actions, in which we involve our stakeholders, focused on caring for the environment; At Alfamex we are certain that an environmental culture is a responsible practice.

Our production processes are based on the reduction and separation of waste, energy and water savings, as well as training in environmental matters in compliance with current regulations.