



# Arancō

**Code of Ethics  
and Conduct.**

Aranco

Aranguren Comercial del Embalaje, S.L.

C/ Industrias, 10

Massamagrell Industrial Estate

46130 Massamagrell (Valencia), Spain

Last review: December 2024

Contact: [sostenibilidad@aranco.com](mailto:sostenibilidad@aranco.com)

Ethical Channel: <https://aranco.factorialhr.es/complaints>

Table of contents

Introduction..... 3

Our values ..... 3

Our Code of Conduct..... 5

    Global commitments..... 5

    Commitments to our employees..... 7

    Commitments to the environment and its natural resources..... 9

    Commitments to suppliers .....10

## Introduction

At Aranco we have developed a service culture that incorporates ethical behaviour as part of our value proposal.

We are convinced that Aranco's success is based on the integration of an ethical framework of action that harmoniously combines the growth of the company, the development of people and care for the planet.

In this way, we are able to develop our organisation by improving people's lives and having a positive impact on the environment.

Thanks to this conviction, we have been able to forge a value proposition capable of generating trust in the different stakeholders with whom we interact.

With the aim of consolidating the integration of our ethical values in the daily work of the organisation, our Code of Conduct is developed below, which will help to guide our actions and decision-making in the day-to-day running of the organisation in a practical way.

The Code of Conduct should be understood as a set of ethical guidelines that guide the behaviour and decisions of the people who work at Aranco in the scope of their activities, thus promoting individual responsibility and consistency in our behaviour.

By integrating our values and our code of conduct into our business, we seek to maintain and consolidate a continuous reflection on our daily ethical behaviour and decisions, which helps to generate personal and organisational growth.

## Our values

The ethical values that make up Aranco's ethical commitment and culture are set out below. Along with these ethical values, there are also other values that are strategic for the development of Aranco's business and which are not included in this document.

### Respect

At Aranco we are committed to putting people at the centre of our relationships, acting towards them as we would like them to act towards us, and to strive to create a climate of equal treatment for all people in which empathy, diversity, humility and care are key aspects of our behaviour.

***Committed to the care and fair treatment of all people.***

## Trust

At Aranco we are committed to generating realistic expectations, based on truthful, reliable and rigorous information, and to striving to comply in good faith with what has been agreed, generating transparent and honest relationships that make possible the development and growth of all the people with whom we interact.

***Committed to building transparent and honest relationships that generate a climate of trust.***

## Commitment

At Aranco we are committed to a vocation of service that drives us personally to contribute our maximum involvement in the fulfilment of our particular objectives, as part of a common mission, and to strive to generate a climate of cooperation and companionship that allows us to contribute to a shared vision and culture, beyond what is minimally required.

***Committed to a vocation of service and to the development of people within a shared vision.***

## Sustainability

At Aranco, we are committed to creating an organisation that provides shared and balanced value to our stakeholders, under a governance framework that facilitates responsible decision-making, and to striving to integrate a management model that takes into account the consequences of our actions from an economic, social and environmental perspective.

***Committed to generating shared value with our stakeholders.***

## Our Code of Conduct

Below are the behavioural guidelines that make up our Code of Conduct, which define our values and guide the day-to-day development of Aranco's actions and decision-making

We have divided these guidelines into four blocks. The first of these refers to the organisation's global commitments, which therefore apply to our relationship with all stakeholders

The second block refers to commitments that apply specifically to our relationship with our employees.

The third block covers Aranco's commitments in relation to the environment and the use of natural resources.

Finally, the fourth block specifies our commitments to Aranco's suppliers.

### Global commitments

Below are the global commitments, which apply to our relationships with all Aranco stakeholders

#### Legal compliance

At Aranco we are firmly committed to respecting the legislative framework applicable to the development of our activity.

Specifically, we are committed to following the legislative framework applicable in each of the countries in which the company operates.

#### Fighting corruption, extortion and bribery

At Aranco, we do not tolerate corrupt business practices, including extortion and bribery.

#### Respect for privacy

At Aranco we respect the privacy of the data we manage, developing at all times data management and protection systems in accordance with the highest standards.

## **Financial responsibility**

At Aranco we keep the documents relating to our business management up to date and duly registered, in accordance with the legal framework established in the countries in which we operate.

## **Transparency in the disclosure of information**

At Aranco, we are always willing to communicate relevant information on the development of the organisation in a timely manner, in accordance with the applicable regulations at all times.

## **Managing conflicts of interest**

At Aranco, we avoid any possible conflict of interest that may arise and that we are aware of in our relationship with any of our stakeholders, developing for this purpose an explicit protocol for reporting any possible conflict of interest.

## **Identity protection and non-retaliation**

At Aranco we always maintain an attitude of listening, respect and protection of the identity of any possible complaints or suggestions communicated by any of our stakeholders, ruling out at all times any type of reprisal on our part.

## **Antitrust and fair competition advocacy**

At Aranco, we conduct fair business practices and respect competition, ruling out any activity related to the exchange of information from our competitors, price fixing, bid rigging or improper market sharing.

## **Generating positive social impact**

At Aranco we carry out our activity with the firm commitment to contribute value to society, especially to the environment in which we carry out our activity.

## Commitments to our employees

Below are Aranco's commitments directly linked to our relationship with our employees.

### Child labour and child employees

In Aranco it is strictly forbidden to employ minors under the legal minimum working age.

With regard to employees under 18 years of age, we will ensure that the working conditions are appropriate for their health and safety, as well as that the working hours are adequate for their normal development in accordance with their age.

### Salaries and benefits

At Aranco we strictly respect labour rights related to the payment of wages, sick leave, rest periods, work-life balance measures, etc., as established by collective agreements and the applicable legal framework. These rights set the basis on which we are committed to working with an aspiration to improve.

### Extension of the day

At Aranco we are committed to a balanced development of our employees' working hours, implementing all the necessary practices within our reach to minimise the extra effort or to adequately compensate such effort if it is made.

### Forced or compulsory labour and human trafficking

At Aranco we are radically against any labour practices that do not respect human and labour rights, such as forced or compulsory labour or human trafficking.

### Freedom of association and collective bargaining

At Aranco we respect the freedom of association of our employees as a tool to defend their interests and carry out collective bargaining.



## Health and safety

When carrying out our work, at Aranco we always maintain an attitude of prevention, evaluation and control of the occupational risks associated with our activity.

To this end, as required by the regulatory framework and international standards, we have an occupational health and safety policy that is regularly updated and reviewed.

## Harassment

At Aranco, we have zero tolerance for any harassment that may occur between and with our employees. In particular, we ensure that there is no sexual or gender-based harassment, as well as any other verbal or physical abuse that may occur in our dealings with employees.

## Non-discrimination

At Aranco we maintain an attitude of tolerance and respect towards all forms and manifestations of diversity, as long as they are also respectful of other diversities.

Importantly, we consider equal opportunities between men and women as a key aspect of diversity in our organisation.

## Commitments to the environment and its natural resources

At Aranco we are firmly committed to the environment and its natural resources.

In this sense, we provide the means for Aranco's employees to be aware of the environmental impact of their actions and decisions and we expect them to take this into account in the performance of their work activities.

In particular, we expect an attitude of care and prevention of our environmental impact in the development of our activities in relation to:

- Energy consumption.
- The use of natural resources.
- Waste generation and management.
- Greenhouse gas emissions.
- The impact on water quality and consumption.
- The impact on air quality.

## Commitments to suppliers

### Working conditions of suppliers

The commitments established in relation to the working conditions of Aranco's direct employees are applicable to our suppliers.

In this regard, with the means at our disposal, we check that our suppliers also integrate similar standards related to:

- Child labour and underage employees.
- Salaries and benefits.
- Extension of the day.
- Forced or compulsory labour and trafficking in human beings.
- Freedom of association and collective bargaining.
- Health and safety.
- Harassment
- Non-discrimination

### Environmental care of suppliers

The commitments established by Aranco in relation to environmental care are applicable to our suppliers.

In this regard, with the means at our disposal, we check that our suppliers also integrate similar standards related to:

- Energy consumption.
- The use of natural resources.
- Waste generation and management.
- Greenhouse gas emissions.
- The impact on water quality and consumption.
- The impact on air quality.

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