

## **Procafecol S.A. Bribery and Corruption Prevention Policy**

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Procafecol S.A. has adopted a policy of prevention and non-tolerance to corruption and bribery, in order to minimize the risk of its occurrence. The policy establishes standards of ethical behavior and transparency, including guidelines for employees, advisors and third parties with direct or non direct relation with the company, as well as procedures to prevent, identify, monitor and rectify the potential situations, listed as follows:

- Offer or receive money, in-kinds or different offers of advantage in favor of benefits from or to a customer, supplier, authority or third party who has an interest in obtaining something from Procafecol.
- Offer or receive any contribution for a public servant to obtain a favorable decision.
- Request or offer donations, gifts, hospitality and / or entertainment from customers, suppliers, authorities or third parties.
- Accept gifts, hospitality and / or entertainment from clients, suppliers, authorities or third parties.
- Change, alter or manipulate records, falsify them or make them misleading to hide the reality of the company's operation to hierarchical superiors, shareholders, third parties or the authorities.
- Alter, change or manipulate the information in the financial statements and their disclosures.
- Request or accept trips, lodging and / or expenses on behalf of customers, suppliers, authorities or third parties who have an interest in obtaining something from the company.
- Carry out activities associated with lobbying.
- Have real or apparent conflicts of interest that may influence decisions regarding a customer, supplier, authority or third party who has an interest in obtaining something from Procafecol.

To handle the situations of non-compliance of this policy, an Ethics Committee was created. To the email address [comite.etica@juanvaldezcafe.com](mailto:comite.etica@juanvaldezcafe.com) can be report **doubts, questions, reports or complaints regarding situations or sings that can evidence or support unlawful activities, irregularities, violations to these or any other policy or rule of the Company or national public order**. The information is directly received by the Ethics Committee to guarantee its confidentiality. For its proper review and assessment, it's important that the provided information is reliable, wide and fact supported to allow its confirmation.