

CORPORATE POLICIES



TECHNOLOGY, ENGINEERING AND CONSTRUCTION



TECNA

TECHNOLOGY, ENGINEERING AND CONSTRUCTION



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Quality, Safety, Health and Environmental Policy



TECNA is committed to the continual improvement of processes leading to more satisfied clients, employees and vendors/contractors. For such purpose, it considers the social needs, safety and health of the people involved through prevention of injuries and diseases, prevention of pollution, and compliance with statutory requirements or other willfully undertaken duties. Management is based on enhancing the efficiency of the Quality, Safety, Health and Environment System, availing of the necessary resources and offering shareholders an increasing value.

In order to support these premises, **TECNA** undertakes to:

UNDERSTAND AND ANTICIPATE the needs of the clients, providing appropriate solutions and truly fulfilling its commitments.

PROMOTE specialized training of those working at **TECNA**, as well as specific training and certification in business processes, creativity, freedom of thought, fluid communication, and safe work as a means towards the continual improvement of processes and social commitment.

INCLUDE all the “stakeholders” in a project, such as vendors, contractors, service companies, as potential participants in **TECNA's** business operations, both economically and technically, creating mutual profit relations and enhancing its and their ability to create value.

MINIMIZE negative environmental impact and maximize the safety levels in every activity, taking preventive action and paying special attention to the protection and health of the people involved in company business and their working environment.

INCREASE shareholders' profitability through the quest for higher value added products, increase market share, and maximize the return on investment.



José R. Tjemblo
CEO

Ethics and Business Conduct Policy



TECNA stands as a good corporate citizen in the different countries where it operates, managing its business with ethics and good performance. It believes that in order to achieve its goals, it must:

COMPLY WITH laws, respect every country's culture, and follow the best international practices and standards.

REJECT dishonest and improper practices.

REFLECT the nature of the transactions, business operation, and the issuance of records on a transparent basis.

All members of **TECNA** must:


REJECT gifts and payments that compromise them in further actions.

REFRAIN FROM MAKING contributions with valuable assets from **TECNA**, or directly or indirectly offering payments to clients or officers.

PERFORM assignments and approve documents within their scope of authority based on their certification and position at the company, training and experience. Request, where appropriate, the participation of a specialist to complete the assignment.

MAINTAIN a proper conduct in the course of their activities, privileging safety, health, and the environment.

REPORT any activity performed independently or personal relationship that could have a negative impact on **TECNA's** business, clients and/or vendors.



José R. Tiemblo
CEO

Policy on **Behavior Patterns**



TECNA recognizes the importance of contributing to the balance between labor and non-labor aspects of all its members, encouraging them to conform to the best practices and international standards in the business world. In order to support this premise, **TECNA** seeks to:

DETERMINE working days and hours in every workplace. There may be some flexibility patterns, based on predictability and control of operations.

RESPECT, in conflict situations such as strikes, individual will to enforce both the right to strike and the right to work. In any case, the company will promote operational continuity.

Any member of **TECNA** is required to:

ADHERE to standards of appearance, communication and dress, in line with the style at workplaces and the activity being performed.

COMPLY WITH the predefined working hours. Breaks during a working day must be rational and must not create conflict among team members.

USE only the smoking areas for smoking purposes.

FOLLOW the behavior patterns, such as dress code and working hours, at the facilities of a client, vendor or partner.

FOLLOW the behavior patterns even in their free time when moved to other cities on account of their duties, thus avoiding situations with potentially adverse effects on the business and those carrying it on.

AVOID being under the influence of alcohol and/or hazardous drugs (narcotics, stimulants, hallucinogens, etc.) in the discharge of their duties, both at their own or at third-party facilities. Analyze, on a culture-by-culture basis, whether alcohol intake at business meetings would be accepted or rejected.

DRIVE assigned vehicles following the guidelines of the Goals of the Quality, Safety, Health, and Environmental Policy, focusing on the safety and health of all people that could be affected by improper maintenance and/or driving.

MANAGE expenses on behalf of **TECNA** on a rational and moderate basis, within the planned budget. Maintain criteria on the appropriateness of incurring corporate expenses as if they were personal.

TAKE CARE of corporate assets as if they were personal, making proper use thereof.

MAINTAIN the labor-related and non-transferable nature of any assets assigned to them, and facilitate the performance of actions to control and monitor them.

REFRAIN from indirectly doing what is directly forbidden.

All actions taken in case of violation by any employee in the performance of their duties shall be aimed at:

- Maintaining discipline at work.
- Allowing employees to correct their behavior.

Any violation of this Policy will be subject to the penalties under the applicable regulatory framework.


José R. Tiemblo
CEO

Team Leadership Policy



INVOLUCRARSE en la gestión en el reconocimiento de los miembros de su equipo, en forma coordinada con sus superiores y bajo las prácticas del centro de trabajo correspondiente.

TECNA defines the integrated management of its Human Resources as one of the most important factors for the development of its business. The leaders of the company play a key role in such management and therefore have specific responsibilities.

A Leader of **TECNA** is required to:

OVERSEE compliance with business processes and procedures.

LEAD newcomers personally at the organization, at management, in a specific sector or activity, and in their certification, so that they work under **TECNA** method, following business processes.

CREATE AND MAINTAIN fluid channels of communication with their team members, among them, between them and their superior, and between them and other levels of the organization.

CREATE AND MAINTAIN harmonious relations and a working environment in furtherance of meeting the company goals.

EXERCISE the authority granted as team leader, in accordance with applicable policies.

DELEGATE their authority in a responsible manner when absent and therefore unable to perform the duties assigned to them, upon proper notice of the delegation and its estimated term.

LEAD their team free from harassment or discrimination, whether for reasons of race, color, religion, gender, nationality, age, disability, or sexual orientation.

ADDRESS all issues and concerns raised by the members of their team, and respond accordingly. Any member may resort to the supervisor of the Leader when they find no proper response to issues regarding conflicts of interests, legal violations, ethical issues, any sort of discrimination or harassment, or activity suspension.

PLAN training and know-how transfer for the members of their team, reviewing results, contributing to the professional and personal growth and development of their team.

ASSESS the performance of the members of their team, in order to provide them feedback and guide their development, making them stronger and projecting their future within the organization.

AFFORD opportunities for development, assigning greater responsibilities if possible.

PARTICIPATE in the recognition of the members of their team, in coordination with their superiors and pursuant to the practices of the relevant workplace.

ENSURE that **TECNA's** Policies are applied



José R. Tiemblo
CEO

Information Security Policy



TECNA defines Information as one of its most valuable assets. Hence, it minimizes the risks related to potential foreseeable or unforeseeable facts that could affect the company. To do business and duly protect information, it must:

HAVE access to information, subject to a proper level of authorization, to all information-related resources as required, within such periods and in such manner as defined. (Availability)

USE predefined methods for accurately managing all the information, so that processing methods and modifications are only performed by authorized users. (Integrity)

CONTAIN, PROCESS AND TRANSPORT Information by physical means, in compliance with applicable statutory regulations in each area. (Legality)

ENSURE a proper use of all information devices and systems made available to **TECNA's** members, through appropriate audits including the monitoring of contained and/or circulating information, as it is deemed owned and controlled by **TECNA**.

Any member of **TECNA** is required to: **SAFEGUARD** the information, either stored in electronic media or not, its physical integrity, equipment setups and access profiles.

USE the information skillfully and for the purposes defined by **TECNA**. All Company's information devices and systems must be properly used. For business security reasons, communications may be monitored and will be electronic, through **TECNA**-owned systems.

PROMOTE a transparent management of information and decision-making, which accurately depicts reality.

AVOID disclosing or using, to one's own benefit or to the benefit of third parties, information on **TECNA**, clients, vendors, partners or other members, considering its confidentiality.

MAKE USE, professionally and reasonably, of electronic media for private reasons, provided it is rational and does not affect the availability of resources in **TECNA's** network, or work performance.

USE TECNA's communication channels, in a responsible manner, abiding by each country's laws and regulations, without sending or exchanging massive data or in violation of **TECNA's** Policies, such as illegal, libelous, defamatory, offensive, discriminatory or deemed confidential information.

REPORT as soon as possible any deviation from data access levels of **TECNA**, its clients, and/or its vendors.

PROTECT personal data at its disposal, either on **TECNA's** members or any other person related to **TECNA's** business, and request authorization for its use where necessary and appropriate.



José R. Tiemblo
CEO

Alcohol and Drugs Policy



TECNA considers that the use of alcohol and drugs impairs employees' health and performance and jeopardizes third parties' Safety, thus negatively affecting them, and that it reduces workers' ability to operate safely.

The goals related to Safety, Health and the Environment are:

PROMOTE a working environment that discourages and rejects the use of alcohol and illegal drugs, through the application of strict rules of conduct.

ACKNOWLEDGE that reliance on alcohol and drugs is a disease and therefore a condition that can be prevented and dealt with.

PROHIBIT using, holding, selling or distributing illegal drugs and alcohol at company's and clients' facilities.

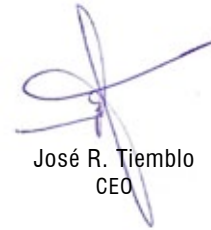
REPORT to the Supervisor or any designee if you are taking any medicine that might affect your performance.

CONSULT, in case of doubt, with the Supervisor or the designee who will seek medical advice.

TAKE ACTION in case of alcohol or drug abuse.

If you are the supervisor or the work manager, you must:

IDENTIFY any present or potential violations of this Policy, reporting any possible circumstance to your immediate superior.



José R. Tiemblo
CEO

Activity Suspension Policy



One of TECNA's priorities is to protect both its own and contractor companies' employees, the environment, and the property of the company and third parties.

In the course of **TECNA's** business, both its own and contractors' employees have the right and duty to interrupt or suspend any unsafe activity, in which case they will:

STOP any act or condition related to the activity and give immediate notice to the supervisor, so that the latter takes corrective action in order to avoid recurrence of this act and/or unsafe condition.

PRIORITIZE safety in case of conflict with operation, costs, quality, and working schedules, in which case the supervisors shall manage the resources available and ensure that safety is properly dealt with.

EXPLAIN, before commencing any activity, the risks it entails, any necessary preventive action, and the definition of roles and responsibilities. Any deviation from this paragraph is a valid ground for interrupting the activity.

INTERRUPT any activity if the working conditions are unsafe for the personnel, which requires analyzing and documenting all present risks and the relevant mitigation steps before resuming work.

VERIFY the use of mandatory PPE in workplaces, as non-use of such PPE is a valid ground for interrupting the activity.

Safe working is one of the employment conditions.



José R. Tiemblo
CEO

Procurement Policy



TECNA has developed basic principles and guidelines of conduct that govern our performance in the course of Procurement activities.

All employees are required to adhere to these principles.

GENERAL PRINCIPLES

LOYALTY: In our business, the interests of the Company prevail over foreign interests and any particular interest.

HONESTY: All professionals engaged in Procurement must act with honesty and professional ethics. The achievement of efficiency must only be based on the quality of our systems and processes, and the professional qualifications of our people.

In no event shall Tecna request or accept money or any other form of compensation from companies directly or indirectly involved in any purchase process.

Moreover, no employee shall ever use undue influence or family or emotional bonds to propose the award of assets or services.

OBJECTIVITY IN DECISIONS: The selection of vendors and the entire process of bid, hiring and award must be strictly based on objective criteria, ensuring utmost professionalism, independence, and impartiality.

TRANSPARENCY AND EQUAL OPPORTUNITIES: The Company shall use and spread all mechanisms that support transparency in purchase management and offer equal opportunities to all vendors, both during negotiation and upon purchase award.

CONFIDENTIALITY: Any information acquired in the course of Procurement activities must be strictly used inside the company, and may not be disclosed to anyone except other Procurement professionals or the Project Manager who need to know it for the same purposes, refraining from using it in their own interests. All facts, data or circumstances in the course of our activities shall be kept confidential and may not be disclosed to third parties, unless otherwise authorized by the parties involved.

PROCESS EFFICIENCY: Employees shall use the most appropriate purchase strategies in every Project, in compliance with business processes, and shall properly manage the different variables that form the purchase process (specifications, quantity, quality, price, etc.), in order to achieve the best result in terms of efficiency and fulfilment of the contractual conditions under the RM, in line with the goals of the Project.

In any case, the company intends that relations with vendors is created, if possible, on a lasting basis in the medium and long term, which cannot be overlooked but rather applied in our efficiency goals.

No operation or negotiation shall be conducted with any company whose purpose or known activity violates any of the behavioral principles or Policies of the Company.



José R. Tiemblo
CEO



LATIN AMERICAN HEADQUARTERS

TECNA Estudios y Proyectos de Ingeniería S.A.
Encarnación Ezcurra 365
C1107CLA, Buenos Aires
Argentina
Tel: (+54 11) 4347 0300

EAA HEADQUARTERS

TECNA Proyectos y Operaciones S.A.
Av. General Peron 38
Planta 13 Bldg MASTER'S I
28020, Madrid
España
Tel: (+34 91) 556 63 59 / 67 51