

Our commitments

We understand ethics to be the moral criteria that are consolidated in our conduct through our customs, and which facilitate our cohabitation as a community by helping us to distinguish between right and wrong. Every society is governed by ethics that characterise it, customs that are repeated, morality for day-to-day life.

The companies of the Intramundana group operate in dozens of countries, and this means that our members must be familiar with a variety of legal systems and social customs. We believe it is important to establish a minimum common code of ethics, which establishes the principles of action of our companies, going beyond strict compliance with the law, and which demonstrates our moral fibre.

This Code of Ethics is configured as a set of regulations we aspire to share with all those who are connected to us, internally and externally, with a view to improving our coexistence and the ultimate contribution of value to society.

VISION

We are interested in ethically interrelated areas: the world of the individual *person*, the community of people who make up any *city* and the sustainability of our shared home, the *planet*.

Investment areas

Person – we invest in knowledge, products and services that offer advantages for the practical lives of each *person*, and where possible, promote beauty and material culture.

City – We invest in knowledge, products and services that add splendour and aim to serve the common good and civil cohabitation, as unwaiverable values of our lives in the *city*, and which stimulate peaceful cohabitation amongst citizens.

Planet – We invest in knowledge, products and services with the appropriate proportion of materials and technology, taking into account the good judgement of those who recognise the obligation and urgency of safeguarding our most precious communal asset, the *planet*.

MISSION

We are interested in learning, generating and disseminating knowledge at the intersection between three independent disciplines: design, ecology and management. We believe that our possibility of generating social value lies at this conjunction.

Knowledge

Design – We practice good design as an honest, quality art that takes the user into account when designing a new object. An honest object is one that is worth something in itself without flattery or trickery, offering its service without making a fuss. For its part, quality also entails the characteristics of being welcoming, friendly and attentive to the senses. Intramundana is interested in honesty and quality in all its products, two virtues that lie in the details.

Management – The emergence of organisations has been the most significant social phenomenon of the twentieth century and management is the knowledge required to govern them. Human groups that share goals and efforts are the protagonists of the twenty-first century now more than ever. Intramundana is interested in innovating through fairer, better integrated management models in the society of knowledge.

Ecology – We understand ecology as the relationships between the different beings and with their environment: ecosystems. Intramundana is interested in the defence of our shared home, that is, in circular economy, the sustainability of our day-to-day activities, permaculture and improving the quality of human life on the planet.

OUR VALUES

Commitment – We are committed to promoting knowledge, products and services that offer advantages of practical use for their users.

Continuous improvement – Our goal is to offer the best quality in our products and services through the analysis and constant improvement of their life cycles.

Transparency – We aim to act correctly and sincerely, recognising our strong and weak points, and critically analysing the results of our actions.

Collaboration – We are committed to promoting internal and external attitudes and relationships aimed at the progress of peace and the unbiased distribution of effort and rewards.

Good judgement – We are committed to being responsible towards the current and future generations, locally and globally.

INTERPERSONAL RELATIONSHIPS

Corruption

We understand corruption as the direct or indirect granting, offering or accepting of a loan, reward, advantage or benefit of any kind to a civil servant, or any other competent person, as a consideration for an act or omission thereby, or to induce them to use their position for their own benefit, in order to obtain or retain advantages. Intramundana prohibits offering or giving bribes, accepting gifts, etc., inciting or accepting corruption or requesting anything of value in exchange for a transaction, service or information.

Gifts and hospitality

Exceptionally, gifts of a symbolic nature, acts of courtesy or reasonable gestures, such as work lunches, shows of hospitality or sales material, may be given or accepted. If in any doubt as to whether or not it is acceptable, it is better to decline the offer or check with a superior.

Relationship with the authorities

Intramundana is committed to maintaining a relationship of cooperation and transparency with the authorities and public administration bodies at all times.

Relationship with clients

In our commercial relationships, we follow the principle of transparency, informing of the alternatives available in terms of products, services and tariffs, and providing truthful, complete and comprehensible information on these. We always respect our commitments, we don't mislead, we honour our word and strive to be upstanding.

Relationship with suppliers

We ask our suppliers to comply with their legal and contractual obligations, including the commitments acquired through our Supplier Code.

Relationship with the shareholders

Intramundana guarantees all its shareholders accuracy in the financial information made available to them, in addition to explanations of the foreseeable expectations that may affect its activities.

Economic and financial transparency

The Intramundana group audits its economic and financial information annually to guarantee that it faithfully reflects the reality of its finances and assets.

HUMAN RIGHTS

Prohibition of child labour

As established in article 32 of the Charter of Fundamental Rights of the European Union¹, we ensure that the minimum age to join our teams is never lower than the age at which obligatory schooling comes to an end.

Prohibition of forced labour

Forced labour is labour carried out involuntarily and/or under duress². We understand the appropriation by someone of the legal personality, work or humanity of another person as immoral and illegal. To combat possible abusive practices, in our chain of supply we provide a Supplier Code which we constantly audit.

Prohibition of illegal labour or fraudulent migration

Illegal or fraudulent migration perpetuates the inequalities that deny fundamental rights³. We respect foreign legislation to guarantee equal opportunities and treatment in employment. All our workers have an employment contract signed before they start work.

Principle of non-discrimination, equality and fairness⁴

A diversity of opinions and values constitutes one of our fundamental pillars for more intellectually-stimulating, sensitive and moral cohabitation. In defence of the importance of diversity and equality, we declare our commitment to effective equality between women and men, as well as to non-discrimination on the grounds of race, religion, nationality, age, disability, genetic information or any other characteristic, regardless of whether or not it is protected by the law.

We welcome diversity of origin, recognise the different cultural expressions and encourage contribution by all our members.

Our non-discrimination policy extends to all corporate areas, including the selection and hiring process, working conditions and professional promotion.

Reconciliation of home and work life and a dignified life

We seek reconciliation measures for those who need them, to manage any personal and family incidents that may arise. We make an effort to provide training on and prevent violence in the workplace and harassment through training and awareness programmes. We are committed to enriching our community through dignified corporate activity.

WORKERS' RIGHTS

Open doors

We make an effort to maintain a harmonious, stimulating and horizontally cooperative and demanding working environment. We encourage all the people who work with us to express any problems in relation to the work, including communication in the workplace or interpersonal conflicts. We encourage communication, feedback and discussion on any topic of relevance.

Salary

We are committed to paying a fair salary, higher than the legal minimum or that established by the industry collective bargaining agreement. We facilitate the receipt of salary payments with comprehensible information on salary payment and the particular features that apply in each case. We guarantee that salaries and other benefits are paid in due time and form according to the applicable legislation.

Harassment, violence and intimidation

We reject any conduct or action that could create an intimidating or offensive atmosphere or which promotes or incites hatred, discrimination, hostility, humiliation or violence. We are committed to maintaining a working community where there are no situations of verbal, physical or psychological harassment or abuse of authority leading to fear or hostility.

Health and safety in the workplace

The health and safety of our staff is a priority. We comply with a policy of occupational risk prevention and health and safety in the workplace, adopting whatever preventive measures are established by law and improving these where possible.

Professional development

We promote the personal and professional development of our staff through internal training, in addition to paying part or all of the cost of said training when it is enriching for the group. Internal promotion is an essential principle in filling new roles of responsibility.

COMPLIANCE WITH THE LAW

We are firmly committed to carrying out our activities in accordance with the legislation in force at any given time. We encourage all our staff to be familiar with the legislation that affects their area of work. We strictly forbid collaboration with and/or participation in illegal acts that compromise the respecting of the principle of legality and of this Code.

Intellectual and industrial property

We recognise and value original protectable design, registered by our designers or within our internal departments. We protect our rights all over the world in defence of our intangible property.

The exploitation rights to any innovations and inventions produced by Intramundana staff in carrying out their work and which give rise to products, designs, patents, invention models, intellectual rights, drawings or models are passed on to the group companies which actively protect these according to the terms established by the law.

Data protection

Employees have the obligation to protect the information and knowledge generated within the organisation, belonging to the organisation itself or in its custody. Employees shall abstain from using any data, information or document obtained during the exercising of their professional activity for their own benefit. They also shall not provide information to third parties, except in compliance with the applicable legislation, the company's regulations or when expressly authorised to do so.

Likewise, employees undertake to observe the confidentiality and make use of any data, information or document obtained during the exercising of their duties within the company in accordance with the internal rules on the matter in question. As a general rule, and unless indicated to the contrary, the information they have access to must be considered confidential and may only be used for the purpose for which it was obtained.

ENVIRONMENT

We take responsibility for the impact generated by our activities, understanding this responsibility as an obligation to act in line with the principles and values we declare.

Since our creation in 1985, our respect for the natural and human environment has been a permanent commitment. We believe that private

initiative must demand and lead the paradigm shift towards a fairer and more sustainable, more shared and open society, now and in the future.

Participant in the Terra Carta⁵ For Nature, People & Planet initiative

Coinciding with our philosophy of "Person, City, Planet", which we have been promoting since 2005, Terra Carta (2021) is an ambitious international plan to put nature, people and the planet at the centre of value creation in the private sector. In participating in the Terra Carta initiative, we are committing to the protection of fundamental rights and generation of social value, making an effort to have a long-lasting positive impact and offer a better legacy to current and future generations.

Sustainability plan

We defend the work of companies in the economic and social development of societies and therefore consider ourselves an active party in the achieving of the Sustainable Development Goals (SDGs)⁶. Our social and environmental responsibility plan channels our commitment to the eco-social transition and transparency. The plans, which have a duration of 3 years, guide our progress through specific actions.

Policy of local hiring and local purchases

We are committed to the creation of social value wherever we carry out our activities. We are committed to local, handcrafted production. We work with the best industrial suppliers and craftsmen, ensuring excellent quality standards. We seek efficient production, with the lowest possible impact.

Policy of environmentally preferable products

In any new product, the selection of the right materials is one of the most important moments in our creative process. As we are designers and do not depend on any internal machinery, we place special emphasis on the life cycle of our products, choosing the most appropriate materials and processes for each case with complete freedom.

¹ More information in the [_Charter of Fundamental Rights of the European Union and SDG 4 on Guaranteeing inclusive and equitable quality education](#)

² More information on the [Forced Labour Convention](#)

³ More information on the [Migrant Worker Convention](#)

⁴ More information on the [Convention on Discrimination and SDG 5 on Gender Equality](#)

⁵ More information on www.sustainable-markets.org/terra-carta/

⁶ The Sustainable Development Goals (SDGs) were drawn up during the United Nations Conference on Sustainable Development held in Rio de Janeiro in 2012 and represent the basic principles to put an end to poverty, protect the planet and guarantee peace and prosperity for all people.



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PERSONA · CIUDAD · PLANETA