



**Code of Conduct for Vendors, Service  
Providers and Business Partners**



## Mission

Render integral legal services with the highest professional and ethical standards, aiming to work with the highest efficiency, in the less possible time and with minimum stress for our clients

## Vision

Being a law firm leader in the Mexican market and a reference for international law firms

## Values

Professionalism

Loyalty

Ethics

Responsibility

Transparency

Honesty

Confidentiality

*You must be the  
change you wish to  
see in the world*

*—Gandhi.*



# Code of Conduct for Vendors, Service Providers and Business Partners

Complying with the provisions of this code shall always give us the satisfaction of having acted loyally with our Firm and with our Interest Groups, in a clear manner, in an environment of trust, honesty and cordiality in all aspects of our lives, both on a personal and on a professional level.

Kroy Abogados S.C., complies with the following:

**Mission:**

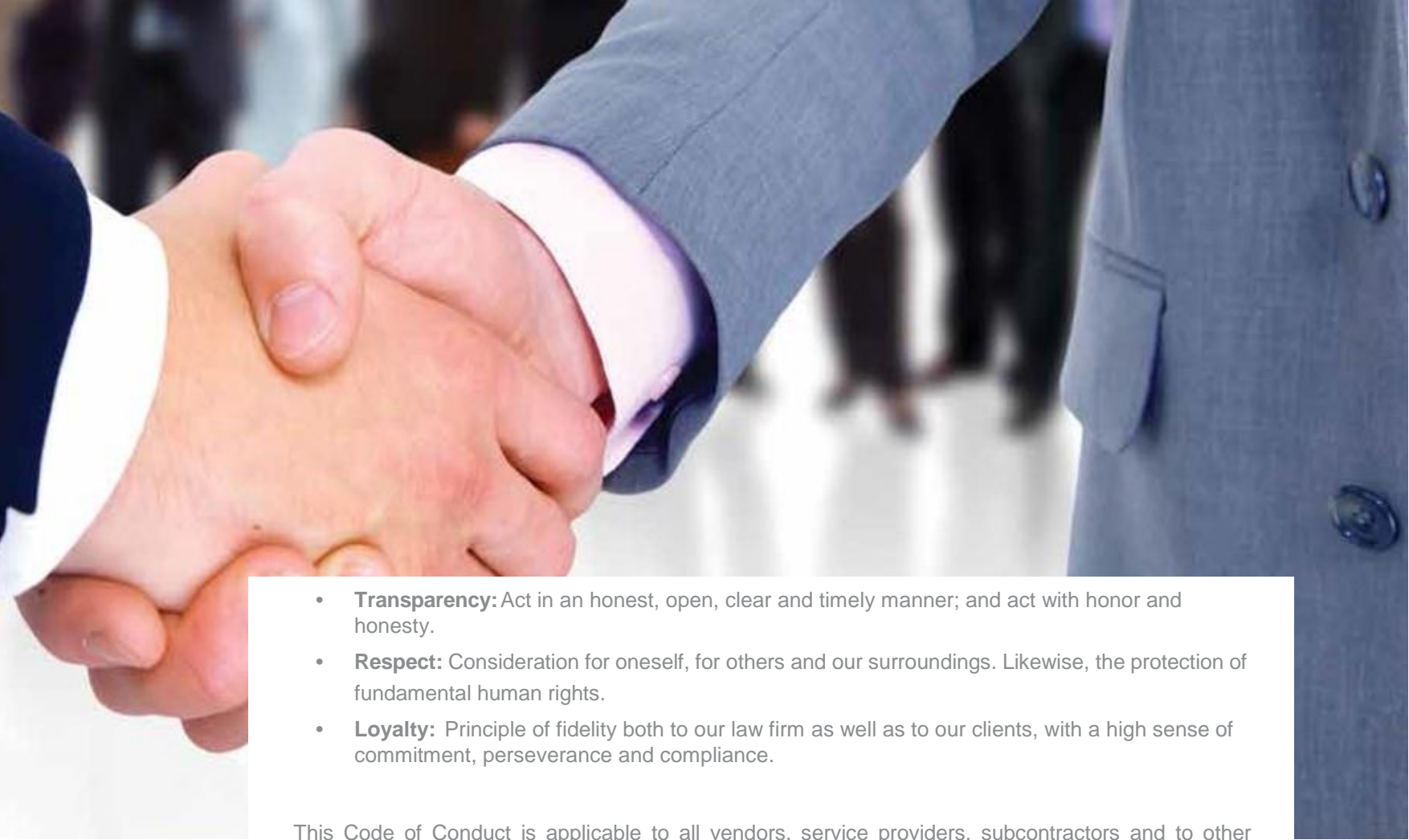
“Render integral legal services with the highest professional and ethical standards, aiming to work with the highest efficiency, in the less possible time and with minimum stress for our clients”.

**Vision:**

“Being a law firm leader in the Mexican market and a reference for international law firms, as well as contribute to a sustainable development”.

**Corporate Values:**

- **Professionalism:** The development of our professional activity, both within the legal scope as well as in the support areas thereof with full commitment, respect, quality, objectivity, curtesy, honesty, responsibility and efficiency according to the specific formation and experience of each member, and following the socially acceptable standards.
- **Responsibility:** Assume the consequences of our actions. Comply with the obligations undertaken, whether through an agreement or through our word given to any person.
- **Honesty:** Behave with honesty or sincerity and justice, be congruent and transparent in our actions; thus guaranteeing trust and safety to our clients.



- **Transparency:** Act in an honest, open, clear and timely manner; and act with honor and honesty.
- **Respect:** Consideration for oneself, for others and our surroundings. Likewise, the protection of fundamental human rights.
- **Loyalty:** Principle of fidelity both to our law firm as well as to our clients, with a high sense of commitment, perseverance and compliance.

This Code of Conduct is applicable to all vendors, service providers, subcontractors and to other business partners who work with Kroy Abogados S.C., in order to honor our commitment towards our personnel, our clients, our partners and the community in general.

This Code of Conduct is based mainly on international standards such as the Universal Declaration of Human Rights, the United Nations Organization Conventions, the Rights of Boys and Girls, the conventions applicable to the International Labor Organization, the Principles of the World Pact of the United Nations Organization, as well as the applicable Mexican laws.



## 1.- Ethical Principles and Legality

AS a general rule, all vendors, service providers, subcontractors and other business partners must, in each and all of their activities, respect the laws and applicable provisions in force, as well as the highest ethical standards and the best practices of the industry, if the case may be.

## 2.- No Child Labor

Kroy Abogados S.C., acknowledges and demands the application of the principles that govern vendors, service providers, subcontractors and other business partners regarding the Convention on Children's Rights, with respect to forbidding employment of minors.

The Convention provides that the Member States must ensure that all boys and girls, without any type of discrimination, are benefited from a series of special protection and assistance measures; have access to services such as education and healthcare; may fully develop their personalities, skills and talents; grow in an environment of happiness, love and understanding; and receive information about the way in which they can obtain their rights and participate in the process in an accessible and active manner.

## 3.- Health and Safety

Kroy Abogados S.C., demands from all of its vendors and business partners that the safety of their employees be always a priority, including social welfare aspects.

## 4.- Accidents and First Aid

The employer must work proactively to avoid labor accidents that could cause damages to the employees and dispose of the first aid equipment in the manner and terms provided by the applicable laws, as well as to carry out training and coaching as required by the business or the industry.

## 5.- Labor Environment

The labor surroundings must be kept clean and in good order, offer a healthy working environment for workers, which allows the personal and professional development thereof.







## 6.- Rights of the Employee

Kroy Abogados S.C. does not accept any manner of forced or mandatory labor or the use of forced or illegal labor.

All workers shall be treated with respect and dignity. We shall not accept under any circumstance that our vendors, their subcontractors and our business partners make use of humiliation or physical punishment, or any other type of harassment or physical, sexual, psychological or verbal abuse.

No employee must be subject to labor discrimination due to his/her sex, race, color, age, pregnancy, sexual orientation, religion, political opinion, nationality, ethical origin, disease or disability.

Weekly working hours must not exceed the established legal limit. Likewise, extraordinary working hours must not exceed the amount established by Mexican law and, if applicable, shall be compensated in accordance with said law. Moreover, employees shall at all times have the right to unionize.

Employees must be guaranteed a fair compensation in the case of compensated absences provided by law, such as vacations, maternity/paternity leave and illness leave.





### 7.- Environment

Our vendors, service providers, subcontractors and business partners must comply with all laws and regulations in environmental matters applicable in the country where they operate. Specifically, they must care for, handle and compensate the impact caused to the environment derived from the company's activities.

The company must have the necessary environmental permits and licenses for the performance of its operations.

### 8.- Transparency and Corporate Responsibility

Kroy Abogados S.C., expects that all of its vendors, service providers, subcontractors and other business partners respect this Code of Conduct and strive to apply our standards. Likewise, we hope they adopt a transparent behavior and corporate responsibility, contributing to sustainable development and thus guaranteeing the welfare of our future generations.

### 9. Resource Management

Vendors, service providers, subcontractors and business partners of Kroy Abogados S.C., agree to efficiently manage all kinds of resources, in order to avoid unnecessary or excessive spending, wasteful spending or their deviation to personal interests to the detriment of its activity based on the strategic relationship with Kroy Abogados S.C.





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