

ACTION PRINCIPLES OF FUNDACIÓN PROFUTURO

1. OUR BASIC PRINCIPLES

Our Action Principles stem from three basic values: integrity, commitment and transparency, essential values for promoting the relationship of trust that the Fundación ProFuturo seeks to have with its stakeholders. The relationship we have with each of our stakeholders is based on a commitment to always act responsibly and to keep our promises.

Integrity

Our integrity entails honesty and acting in accordance with non-negotiable ethical standards.

Commitment

The relationship we have with each of our stakeholders is based on a commitment to always act responsibly and to keep our promises.

Transparency

We are committed to beneficiaries, employees, providers, partners, and society in general having clear and accessible information about our strategy and activities, and to their always being able to ask any questions, or clarify any doubts they may have related thereto.

2. GUIDING ACTION PRINCIPLES IN THE EXERCISE OF OUR ACTIVITY

a) Ethical and responsible management

Honesty

- We are honest and trustworthy, fulfilling the commitments acquired regarding our stakeholders.
- We avoid any action that could be interpreted as dishonest, including conflict of interest situations or situations that generate undue benefits for the Fundación. This means that:
 - all forms of bribery are forbidden; it is not permitted to promise, offer or award any benefit or advantage of any nature to anyone in order to influence decisions of any kind (including governmental, administrative and judicial decisions), to obtain undue advantages for the Fundación or to accept any benefit or advantage that may result in a breach of our employees' obligations and duties,
 - we do not offer or accept gifts, invitations, or any other type of incentive that may reward or influence a decision-making process,
 - we avoid any conflict of interest that may prioritise personal interests ahead of the Fundación's interests.
- We will immediately report conflict-of-interest situations which may be ongoing and abstain from any decision-making that may affect FUNDACIÓN PROFUTURO in the event of a situation of conflict of interest.

Respect for the law

- We ensure compliance with all laws, regulations, and regulatory obligations, both domestic and international, also taking into account, among them, the internal policies and regulations whose goal is to promote the fulfilment thereof by our employees.

Political Neutrality

- We act institutionally with absolute political neutrality and we refrain from any direct or indirect adoption of positions, whether for or against the legitimate processes and political actors.
- Specifically, we do not make donations in cash or in kind of any kind whatsoever to political parties, organisations, factions, movements, or entities, whether public or private, whose activity is clearly linked with political activity.

Human Rights

- We respect and actively promote the internationally recognised human and labour rights, including the content of the United Nations Universal Declaration of Human Rights, as well as the principles related to the rights recognised by the International Labour Organization (ILO) and the eight Fundamental Conventions which implement them.

Transparency of the Information

- We immediately and indiscriminately provide all relevant information. We are aware of the importance of sharing truthful, complete, timely and clear information in the reports that we submit to our control bodies and society in general.
- Generally speaking, Fundación ProFuturo discloses the purposes, projects and activities that it carries out, the beneficiaries of its action and any other relevant information, using, as the main medium for this purpose, its web page at <https://profuturo.education/>

Fiscal Transparency

- We act with honesty, transparency and respect for the law while managing our fiscal affairs and are committed to our obligation to correctly pay the legally required taxes, thus contributing to social and economic progress.

Privileged Information

- We refrain from using privileged information for our own benefit or that of third parties, safeguarding confidentiality and establishing the controls and processes legally required by our governance and control bodies.

b) Commitment to the beneficiaries of and participants in our projects

- Beneficiaries and participants must be at the centre of attention on which our projects are implemented.
- We must only offer what we are sure about in order to be able to meet the commitments and obligations acquired in our projects with integrity.
- As guarantors of the development of said projects, we attempt to ensure that our partners and allies also comply with their commitments and obligations.
- We provide the participants with the necessary information to be able to understand the scope of the project or activity which they will be part of.

c) Commitment to our employees

Professional Development

- We support the professional development of our employees, encouraging the improvement of their capabilities and competencies, making the tools necessary to ensure their continuous training and information available to them. Our internal selection, recruitment, training and promotion processes are based on clear criteria related to ability, skill and professional merit.
- We promote the active participation of employees in the achievement of objectives and in the assessment process of said objectives so as to jointly continue to improve our performance.
- Furthermore, we seek to contribute so that employees can achieve a balance between their personal and professional lives.

Labour Rights

- We guarantee that all our employees enjoy their labour rights, in no case whatsoever tolerating forced labour, threats, coercion, abuse, discrimination, violence or intimidation, or child labour in our work environment.
- We guarantee the right of our employees to belong to the trade union of their choice, and we do not tolerate any kind of retaliation or hostile action towards those who participate in trade union activities.

Diversity

- We believe in the importance of working with diverse teams in order to reflect the reality of the society to which we are oriented and to anticipate its needs.
- We promote diverse teams, guaranteeing equal opportunity. We treat all people fairly and impartially, without prejudices associated with race, colour, nationality, ethnic origin, religion, gender, sexual orientation, marital status, age, disability, or family responsibilities.

Health and Safety

- We offer our employees a safe working environment. We establish all the necessary processes to prevent occupational accidents, injuries, and illnesses associated with our professional activity through strict compliance with all regulations, training, and preventive management of occupational risks. We encourage all our employees to take care of their health and the health of the people around them.

Compensation

- We try to ensure that our compensations are fair and appropriate to the labour markets in which we carry on our activity.

d) Corporate governance and internal control

Corporate governance

- Fundación ProFuturo is managed according to the highest standards in matters of corporate governance. We are guided by the chief national and international recommendations on the good governance of non-profit entities and the principles regarding the social responsibility of foundations.

Internal Control and Risk Management

- We establish appropriate controls for assessing and managing the risks that stem from our activity, as well as their impact and probability of occurrence, taking into account factors such as the loss of value for the Fundación or reputational risks.
- All the departments of Fundación ProFuturo participate in the assessment of the risks, identifying them and implementing the action plans whenever the situation so requires. The regulatory compliance activities complement this control system.

e) Privacy

- Security and respect for the privacy of personal information form the basis of our activity and our priority, starting from the design of the Fundación's projects.
- We inform our beneficiaries, counterparts, volunteers, providers, and collaborators how we use and protect their information so that they have greater control over it, and thus comply with the current law regarding personal information protection, the privacy of users, and the secrecy and security of personal information.

f) Information Security

- Our commitment in terms of security involves anticipating, preventing, and responding to threats guaranteeing compliance with the security measures necessary to protect people and their assets, including confidentiality, integrity, and availability of the information we

manage.

- If the security is compromised in any way, we act swiftly and responsibly to solve the problem.

g) Responsible communication

- We promote freedom of expression, pluralism, and diversity, and undertake the commitments of truthful information, education, and inclusion, assuming a responsible, ethical, and quality communication.

h) Responsibility to the Supply Chain

- Fundación ProFuturo is committed to acting with rigour, objectivity, transparency and professionalism in relation to the entities and providers with which it collaborates.
- We require that our providers and allies develop their activities applying principles that are similar to those indicated in these Principles in order to ensure that they act responsibly at all times towards their stakeholders, and we require that they comply with the laws and regulations that exist in each country.
- We use a global purchasing system that promotes competition and guarantees transparency and equal opportunities for all our current and potential suppliers. We honour the payment commitments agreed with providers.

i) Environment

- We are committed to sustainable development, the protection of the environment, and the reduction of any negative impact that our operations may have on the environment.
- In order to honour these commitments, we encourage all Fundación ProFuturo employees to adopt environmentally responsible behaviour.

j) Development of Society

- We contribute to the social, educational and digital progress of the countries we operate in, fundamentally through collaboration projects to improve the quality of life of the local community.
- We seek to cooperate with civil, community and non-profit organisations and institutions and with public initiatives aimed at the reduction of social problems in the regions in which we operate, fundamentally through the use of our capabilities and technology so that our activity has a greater social impact.