

Code of Ethics and Conduct CoopeVictoria R.L.

Our code of ethics applies to all and all collaborators and associates that make up CoopeVictoria R.L.

It is based on the following standards:

1. Comply with the provisions of the Social Statute of CoopeVictoria R.L.
2. Comply with the corporate values that constitute an important part of our organization, according to 4-DI-1.0 Values CoopeVictoria R.L.
3. Comply with social and environmental guidelines, according to 3-DI-1.0 Socio-Environmental Guidelines.
4. Comply with the internal policy of the organization, according to the 1-DI-1.0 CoopeVictoria R.L.
5. Conform to laws and regulations, to function optimally in their social environment.
6. Comply with the mission and vision of the organization according to 9-DI-1.0 Mission CoopeVictoria R.L and 5-DI-1.0 Vision CoopeVictoria R.L.
7. Comply with the provisions of the Internal Regulations of the organization.
8. Collaborators who serve clients and / or associates must offer them a fair and honest treatment in each transaction, providing the products and services that concern them with the highest quality and opportunity within their reach, adhering at all times to official regulations and internal regulations.
9. Avoid making false or misleading comparisons with products or services equivalent to those offered by competitors.
10. The acquisition of goods and services will be carried out through homogeneous and transparent processes, which ensure the equitable participation of suppliers and an impartial selection of them, based on internal criteria.
11. In all contacts with competitors, whether individual or business or professional associations, employees must avoid issues that could generate risks or possible contingencies for the company in terms of compliance with internal laws and regulations.
12. Those who are in charge of collaborators have a moral obligation to respect and protect them.
13. The financial information must be truthful and sufficient for the purposes of its users.
14. Collaborators and associates must refrain from disclosing confidential information related to processes, methods, strategies, plans, projects, technical data, market data or of any other type.

15. Associates and collaborators must have a loyal, respectful, diligent and honest conduct.
16. Managers and collaborators must refrain from having relatives or relatives working under their dependence, except in authorized cases.
17. It is forbidden to use information of the organization for personal benefit or third parties that is not known by the interested parties.
18. Comply with the procedures of financial entities supervised by the Superintendency of Financial Entities (SUGEF). Payments to suppliers or associates are made through financial entities supervised by SUGEF. Cash amounts greater than US \$ 4,000 are not accepted as payment for the sale of products or assets. The receipt of money for sale to transnational companies is carried out through correspondent banks of Costa Rican Banks.

Signature _____ Date: _____