

## CTS Business and Ethics Rules Publication for Clients

Caribbean Temporary Services LLC (CTS) has been very successful in its operations thanks partly to the values and principles that guide our business. These include but are not limited to our long-standing reputation of excellence and integrity, as well as the way in which we manage our business based on the highest moral and ethical standards. CTS is committed to operating ethically and in compliance with the applicable local and federal laws and regulations.

This Publication is adopted to share information and encourage our clients to get acquainted with our business practices and all other standards of ethical conduct, work, health, safety, human rights, and environmental protection:

1. **Ethics and Integrity.** CTS considers them to be inalienable, fundamental principles that serve as a foundation for maintaining sustainable business relationships. It pledges to develop its business activities by employing exemplary ethical behavior.
2. **Worker and Human Rights.** As a responsible company, CTS seeks to do business only with the clients, suppliers, and contractors that follow the law and are always governed by principles of justice and ethics. CTS expects these individuals and entities to act ethically and protect employees' worker and human rights, regardless of gender, race, or social origin. We pledge to keep working ethically, rejecting forced labor, slavery, child labor, and human trafficking.
3. **Health and Safety.** CTS is committed to providing a safe and healthy workplace for its employees, clients, suppliers, and the people of the communities in which we operate.
4. **Environmental Protection.** CTS is committed to protecting the environment.

### ETHICS AND INTEGRITY

#### CTS:

- CTS performs its activities in compliance with the highest ethical standards, avoiding unethical practices or behaviors even when they may be allowed by the applicable legislation.
- Under no circumstances will CTS engage in practices that may be considered as any type of corruption or bribery, including but not limited to the following:
  - Offer, promise, or grant, directly or indirectly, monetary payments, goods, or any other benefit to any natural or legal person:
    - at the service of any authority, entity—be it public or private—political party, or candidate for public office to illicitly obtain or retain business or other advantages;
    - with the purpose of profiting from their actual or perceived influence to obtain any business or advantage from any public or private authority or entity;
    - while knowing or suspecting that all or part of the money or good will be offered or delivered, directly or indirectly, to any authority, entity—be it public or private—political party, or candidate for public office for any of the purposes mentioned in this section.

- CTS respects the free-market competition and avoids behavior that constrains it, including but not limited to the following:
  - Negotiate or enter into agreements or employ concerted or consciously parallel activities with competitors that can hinder market competition (e.g., price fixing or undue interference with other business, market, or client conditions, limiting or controlling production, etc.);
  - Engage in acts of unfair competition.
- CTS protects the confidentiality of all sensitive information obtained during the business relationship with its clients.

## WORKER AND HUMAN RIGHTS

### CTS:

- Supports and respects the protection of fundamental human rights recognized internationally.
- Ensures there is no discrimination based on race, nationality, social origin, age, gender, sexual orientation, ideology, religion, disability, or any other circumstance susceptible to discrimination, promoting equal opportunity and respect for diversity.
- Promotes and procures a workplace environment that fosters respect for people's dignity and safety, avoiding any threats or manifestations that harm them, especially workplace and/or sexual harassment.
- Rejects forced labor in any shape or form, all manifestations of abuse of authority, and the employment of child labor.
- Provides its employees with working conditions and practices that comply with the applicable laws and regulations.
- Recognizes its workers' freedom of association and their right to collective bargaining.
- Promotes and guarantees the safety and privacy of all confidential personal data of its employees and clients.

## HEALTH AND SAFETY

### CTS:

- Integrates health and safety considerations into all its tasks and activities.
- Implements the appropriate, necessary controls to mitigate or eliminate hazards.
- Trains its employees so they are knowledgeable about the applicable safety measures and prevention practices.
- Implements preventive measures to avoid safety risks and formulate emergency responses for work-related accidents.
- Immediately communicates and investigates all accidents, injuries, sicknesses, or unsafe conditions that could be produced or detected within its business operations framework.
- Implement plans to address different types of emergency situations and distribute them appropriately to its employees.

## ENVIRONMENTAL PROTECTION

### CTS:

- Performs its activities with the highest grade of responsibility and respect towards the environment, fully complying with governing laws or other general mandates.

- Focuses on prevention and fosters initiatives that promote greater environmental responsibility, such as seeking greater efficiency in its activities, facilities, equipment, and means of work.
- Devises effective systems to identify, control, and treat the main environmental impacts generated by its activities as they relate to the use and management of natural resources and the handling of emissions, waste disposal, dangerous substances, and spills.
- If environmental damage occurs, it employs all means necessary to reverse the situation to what it was before the impact occurred.
- Encourages ecological awareness of its employees by participating in events that positively impact the environment.
- Provides training to its employees on environmental policies and regulations.

The codes and policies of CTS regarding the subjects discussed herein that are not classified as confidential are available in printed form. The clients may request a copy at CTS.

This CTS Business and Ethics Rules Publication for Clients is available on our web page: [www.ctspr.com](http://www.ctspr.com).