CODE OF ETHICS AND CONDUCT

Based on the principles of the Universal Declaration of Human Rights, the Conventions of the International Labor Organization and the National and Community Legislation, Vital & Relvas assumes and establishes a set of moral and ethical values and principles that are aligned with its corporate culture and that culminated in the elaboration of a Code of Ethics and Conduct.

In order to ensure its dissemination, understanding and compliance, this code will be posted in strategic places in the company and will be communicated verbally to all employees.

This code, based on the general principles that define the ethical behaviour of the company, is applicable to all its employees. This strategy aims to guarantee:
- All Vital & Relvas activities are carried out in an ethical and responsible manner, respecting the environment;
- All persons who maintain a direct or indirect labour, commercial or social relationship with Vital & Relvas receive fair and dignified treatment.

Vital & Relvas is committed to comply with all the following principles of Social Responsibility, ethics and conduct.

PRINCIPLES OF RESPONSIBILITY, ETHICS AND CONDUCT

FORCED LABOR

Vital & Relvas does not use or admit the use of forced or involuntary labour, whether through physical or psychological imposition or other forced methods. It does not apply any kind of pressure or withhold identification documents.

Vital & Relvas recognizes the right of its employees to leave their job upon notice given within a reasonable period of time.

CHILD LABOR

Vital & Relvas does not use or allow the use of child labour. Child labour refers to a person who is under 16 years of age, or younger than the age required to have completed compulsory education.

DISCRIMINATION

Vital & Relvas ensures the integrity and dignity of employees in the workplace. It does not discriminate against any person, in particular on the basis of race, religion, gender, sexual orientation, ancestry, age, language, territory of origin, political or ideological beliefs, economic situation, social background, family responsibilities, disability, marital status, trade union membership, contractual relationship or any other condition that may encourage discrimination.

FREEDOM OF ASSOCIATION

Vital & Relvas recognizes and respects its employees' rights to freedom of association and representation, in accordance with their freely expressed wishes and without pressure.

DISCIPLINARY PRACTICES

Vital & Relvas ensures that its employees respect their dignity and disapproves any type of physical, sexual, psychological or verbal abuse or harassment. Vital & Relvas expects its suppliers and subcontractors to respect the dignity of its employees and acts accordingly when this expectation is not met.

HEALTH AND SAFETY AT WORK

Vital & Relvas promotes compliance with health and safety standards. It identifies, assesses and deals with hazardous situations and risks that may jeopardize the health and safety of its employees, property and equipment, in order to ensure a safe and healthy working environment.

REMUNERATION

Vital & Relvas recognizes that an adequate salary is essential for the satisfaction of its employees' basic needs and ensures all legally established remunerations.

WORKING HOURS

Vital & Relvas ensures compliance with working hours and overtime pay in accordance with applicable legislation.

REGULAR EMPLOYMENT

Vital & Relvas ensures the promotion of regular employment, within the framework of the regulation of employment relationships.

In this way, workers' rights recognized in labour and social security legislation will not be undermined by schemes in which there is no real intention to promote regular employment, within the framework of employment regulation.

LEGAL REQUIREMENTS

Vital & Relvas complies with national and international laws and regulations applicable to its activity. No acts in violation of regulatory provisions may be carried out.

ENVIRONMENT

Vital & Relvas promotes the adoption of the necessary measures to protect the environment and conducts all its activities in accordance with the legal requirements related to environmental protection, encouraging environmental management practices in its suppliers and subcontractors.

Suppliers and subcontractors are required not to engage in forced labour, including bonded labour, debt bondage, serfdom, slave labour or any form of human trafficking.

ETHICAL BEHAVIOR AND ANTI-CORRUPTION POLICY

Vital & Relvas assumes an ethical business conduct and guarantees that it is not involved in acts of corruption, extortion or embezzlement, nor in any form of bribery.

ANTI-HARASSMENT AND ANTI-ABUSE POLICY

Vital & Relvas supports the principles of equal opportunities and fair treatment. Vital & Relvas does not tolerate any form of discrimination or verbal or physical harassment of its employees.

GRIEVANCE POLICY

Vital & Relvas recognizes its employees, suppliers, customers and the wider community's personal issues. "Grievances" are dealt with impartially and fairly. To this end, employees and other parties can use one of the following mediums:

- A suggestion box within the company;

- Sending an email to luisa.ribeiro@vitalerelvas.eu;

- Access to the company's Complaints Book on the Vital & Relvas website https://vitalerelvas.eu/.

This right includes, in particular:

- Anonymity (if preferred);

- The right to be heard before any measure is taken that adversely affects the complainant;

- The right of any complainant to have access to the files relating to him/her/them, while respecting the legitimate interests of confidentiality and professional and commercial secrecy;

- The management's obligation to supply supporting reasoning for its decisions.

Vila Nova de Famalicão, Julho/2023