

## **SUPPLIER CODE OF CONDUCT**

*"The essence of our values and principles is to do always the right thing."*

### **I. FRAMEWORK.**

At ENAP, we seek to develop our business by establishing honest and collaborative relationships with our stakeholders.

We work with multiple suppliers and contractors, which are a fundamental part of the business we develop.

We seek to generate commercial relationships with our suppliers that are carried out in good faith criteria, based on respect, compliance with laws, and operational excellence. Therefore, we consider it relevant that suppliers and contractors know and share our values and principles, as stated in ENAP's Code of Ethics.

### **II. OBJECTIVE AND SCOPE.**

The purpose of this Code of Conduct for Suppliers (hereinafter "Code of Conduct") is to deepen those ethical guidelines that allow us to regulate the relationship with our suppliers and contractors. Additionally, it is in our interest to establish common criteria around the actions that occur within the framework of our working relationship, seeking to prevent risks and promote performance by the implementation of our values.

The following are the main guidelines in this matter and the minimum behaviors expected from our suppliers and contractors, as well as the commitments established by ENAP to promote such behaviors in the long term.

The supplier companies and their workers, as well as the contractor companies and their members, hereinafter referred to generically as "suppliers", are called to adhere to this Code of Conduct.

### **III. APPLICABLE LAWS AND REGULATIONS.**

Our suppliers must comply with the laws and regulations applicable to them in each of the countries in which we operate, including international guidelines, such as the "OECD Guidelines for Multinational Enterprises"<sup>1</sup>. Likewise, they are obliged to comply with ENAP's Internal Regulations applicable to them and the provisions established in their contracts.

We expect our suppliers to commit themselves to establish mechanisms that allow them to fight against all forms of corruption, bribery, and any other crime in the development of their activities.

In line with the above, our suppliers must:

- Ensure that their workers and the staff of their dependence, know the applicable laws, and implement measures to ensure compliance.
- Know and respect the regulations on free competition, as well as the provisions of Law No. 20,393 on Criminal Liability of Legal Entities and its amendments.

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<sup>1</sup> <http://www.oecd.org/daf/inv/mne/MNEguidelinesESPANOL.pdf>. It contains recommendations for multinational companies that include principles and standards for responsible business conduct within the global context, under applicable laws and internationally recognized standards.

- In case they become aware of any fact or actions that prevent, limit, or restrict free competition, as well as those acts that may constitute the crimes outlined in Law No. 20,393, they must take the appropriate measures to correct it and inform ENAP through the mechanisms provided for such purpose.

#### **IV. GUIDING PRINCIPLES.**

##### ***a) Excellence and continuous improvement.***

At ENAP, we seek to develop our activities under standards of excellence, understanding this effort as the continuous search for addressing improvement opportunities that arise along our value chain, and in the relationship that we establish with all our stakeholders. In this context, we encourage our suppliers to become part of the challenges that arise in our joint work relationship, assuming as their own the task of improving every day.

For this purpose, ENAP is committed to developing supplier selection processes with impartiality and according to the provisions established in our internal regulations, applying objective criteria that include, among others, quality, cost, and opportunity, so that decisions are not affected by factors other than the legitimate interests of our company. We also seek to maintain transparent relationships based on open and sincere communication that allows us to enhance the work processes we develop.

Therefore, our suppliers must:

- Perform with high-quality standards, strictly complying with the contracts and agreements signed.
- Respect and maintain the principles of confidentiality in the use of ENAP's information, as well as its workers, employees, partners, and business partners.
- To adequately protect confidential and/or privileged information to which they could have access due to the relationship established with ENAP.
- Respect the intellectual property rights in force.
- To protect ENAP's image, ensuring that any relationship with the media or press is developed through the people or channels duly arranged for this purpose.
- To know ENAP's Conflicts of Interest Policy and timely communicate any family or affective relationship with members of the company, or of any other nature, which could affect the impartiality in the decision-making process.
- To know the provisions established in ENAP's Crime Prevention Model.
- To know ENAP's Free Competition Policy.
- To know ENAP's Gifts, Invitations, and Benefits Policy, which states that no gifts, invitations, or other benefits that interfere with the fair and objective supplier selection process may be given.
- Use responsibly and carefully the resources and facilities that ENAP makes available for the activities to be developed.

The aforementioned policies, as well as ENAP's Crime Prevention Model, are published on the corporate website [www.enap.cl](http://www.enap.cl), in the link <https://www.enap.cl/gestion-proveedores-enap>.

##### ***b) Human Rights.***

As a company, we adhere to the Universal Declaration of Human Rights, as well as to the principles included in the Fundamental Conventions of the International Labor Organization ("ILO") or other instruments aimed at addressing these issues, for example, the Convention on the Rights of the Child. Within this framework, human rights are based on the recognition of the inherent dignity of all persons<sup>2</sup>. This is why we seek to ensure that the recognition and promotion of human rights are at the core of our business activities and those of our suppliers.

In turn, we expect our suppliers to follow the guidelines established in our Diversity and Inclusion Policy, contributing from their sphere to the strengthening of a culture of non-discrimination, valuing diversity, and equal employment opportunities.

In short, we expect our supplier's practices to ensure respectful and dignified treatment, under the laws and regulations in force in these matters in each of the countries in which we operate. We propose that these guidelines be put into practice through the following behaviors:

- Make use only of volunteer labor, guaranteeing the absence of all forms of forced labor.
- Respect local laws and regulations regarding the minimum working age.
- Respect freedom of association and allow union activity, as well as all other labor rights of employees.
- Promote a culture of appreciation for diversity, i.e., act with gender equality criteria, make no distinctions of sex, age, social condition, religion, sexual orientation, race, color, marital status, unionization, political opinion, physical condition, nationality, ethnic group or any other that reflects any bias of discrimination or that affects the fundamental rights of individuals.
- Promote and maintain the physical, mental, and social well-being of those who make up their organizations, ensuring that their working conditions respect applicable international labor standards, in terms of wages, working hours, maternity protection, and safe working environment, among others.
- Ensure mechanisms to prevent and punish sexual and labor harassment or any other situation that represents a hostile or offensive work environment for people.

### ***c) Safety and Well-being.***

Taking care of people's health and life will always be the priority for ENAP, therefore, we ensure processes of excellence in safety and occupational health risk management for all its members. We expect that, in the development of their operations, our suppliers ensure a healthy and safe work environment, with complete identification of hazards and management of risks of accidents and occupational diseases for all those who participate in the activities related to our organization.

At ENAP we commit to putting safety at the center of our management by implementing the best industry practices and rigorous regulatory compliance, which allow us to prevent accidents and occupational diseases to safeguard the health and life of all those who participate in our operation.

In turn, we expect our suppliers to adopt this challenge and align with our practices through the following concrete actions:

- Evaluate the health and safety risks in their work environments, and establish management aimed at eliminating, controlling, and/or mitigating the identified risks.

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<sup>2</sup> Universal Declaration of Human Rights - United Nations (UN)

- Maintain a present and visible leadership of executives and managers promoting safety and occupational health matters, facilitating the modeling of behaviors and operational discipline of all workers.
- Achieve continuous learning and performance improvement through effective incident management and activities to verify the maturity of established work processes.
- To apply the legislation and best practices in safety and occupational health, especially enforcing to its employees and subcontractors the ENAP's internal safety regulations applicable to them according to the services and supplies they provide.
- Ensure infrastructure, hygiene, and food conditions for the adequate development of personnel activities.
- Promote participation spaces and internal practices that allow achieving improvements in the quality of working life for those who are part of their organizations.

***d) Social and Environmental Performance.***

ENAP plays a fundamental role in Chile's energy development and contributes to that in the countries where it operates. It must guarantee the sustainability of its industrial activity, and balance environmental, social, and economic imperatives, promoting the construction of mutually beneficial relationships. In this line, we also invite our suppliers to promote an active strategy in reducing the impact of their activity and creating shared value, understanding that progress in these matters requires the exchange of good practices throughout our value chain, allowing us to make joint efforts and add learning around social and environmental issues.

As far as we are concerned, we have specialized areas aimed at implementing increasingly better practices in social and environmental matters that, in turn, can be extended to the joint work relationships we establish with our supplier companies.

We encourage these efforts, both in social and environmental matters, to be addressed under the laws and regulations in force, and the guidelines of our organization.

Within this framework, our suppliers must ensure compliance with, among others, the following actions:

- Of the environmental regulations and develop their activities minimizing the impacts in this matter.
- Ensure the proper handling, transfer, storage, reuse, recycling, and management of waste generated by their activities, as appropriate.
- Seek an efficient use of the resources to be used for their operation and reduce their impact on the environment.
- Seek opportunities to reduce emissions to lower the carbon footprint and freshwater consumption.
- Follow the policies and strategies of relationship with the communities established by ENAP.
- Act and react promptly and commit actively to correcting the eventual negative effects of their operations.

**V. COMPLIANCE WITH ESTABLISHED COMMITMENTS.**

This Code of Conduct is a guiding tool that allows us to better develop the relationship with our suppliers. Therefore, we expect it to be respected and promoted, and at the same time, to implement the necessary corrective measures in case there is any breach concerning the issues addressed in this document.



Our suppliers shall be the ones to supervise compliance with the guidelines established in this document.

We make available to our suppliers the **whistleblowing channel, called “ENAP Responde”** (<https://enap.ines.cl/enap/formulario/>) , through which they can make inquiries related to this Code of Conduct and its application, and communicate the facts that may be considered violations of what is established herein, either by ENAP or any of its members or any third party.

ENAP is committed to applying measures to protect the confidentiality and to ensure that no reprisals are taken against those who, acting in good faith, have reported any possible breach of this Code of Conduct for Suppliers.

The supplier's non-compliance with the legal provisions, regulations, or those contained in this document may give rise to eventual liabilities in its contractual relationship with ENAP, regardless of the civil or criminal penalties to which the supplier may be exposed by application of the legislation and regulations in force.

#### **VI. TRANSITORY PROVISION.**

This document will become effective from December 15, 2020.