

## SUTAINABILITY

The objective of our sustainability plan is to promote sustainable practices in moving operations to reduce environmental impact and promote social responsibility in the community.

For information regarding our Sutainability Plan and Corporate Social responsibility actions please follow us on Instagram: @argenvansworldwide

## **QUALITY POLICY**

Our principles are:

## **Customer satisfaction**

Ensure the compliance of our clients, giving the security that in each export, import and artwork moving service, their belongings will be protected and cared for to achieve their complete satisfaction.

## Internal and external communication

Maintain active communication and listen to the needs raised by all interested parties.

### **Continuous improvement**

Constantly work on management to ensure that each export and import move meets legal requirements and through continuous improvement gives us the competitiveness to keep up with a demanding and dynamic market.

## Update and training

Provide all our collaborators with the necessary training to carry out their tasks by managing the comprehensive moving service and aligning with the objectives set by management.

F-GEN-12 V4

06/29/2023

## DATA PROTECTION POLICY

All personnel who are part of Argenvans must align with the following privacy and information security requirements.

When we refer to personnel who are part of Argenvans we refer to all owners, managers, shareholders, employees, contracted personnel or anyone connected to your business.

The terms of this privacy and security policy will be shared with all of your employees and



contracted personnel who work at Argenvans or have access to this information.

## **General Guidelines for Staff**

• The only people able to access the data covered by this policy should be those who need it for their work.

- Data should not be shared informally.
- Employees must keep all data secure, taking precautions and following the following guidelines:
- Strong passwords should be used and should never be shared.

• Personal data must not be disclosed to unauthorized persons, whether within the company or externally.

### **Data Storage**

When data is stored on paper, it should be kept in a secure location where unauthorized persons cannot access it.

These guidelines also apply to data that is normally stored electronically but has been printed out for some reason:

• When necessary, paper or files should be stored in a locked drawer or filing cabinet.

• Employees must ensure that paper and printouts are not left where unauthorized persons can see them, for example at the printer.

• Data printouts should be shredded and securely deleted when no longer required.

• The client's information must be protected and available if the client requires it within the storage period defined by Argenvans.

• When data is stored electronically, it must be protected against unauthorized access, accidental deletion and malicious hacking attempts.

• Data should be protected by strong passwords that are changed regularly and never shared between employees.

- Data should only be stored on designated drives and servers.
- Servers containing personal data should be located in a secure location, away from the general office space.
- Data must be copied frequently. These backups must be tested periodically, in-house.
- Data should never be saved directly to laptop PCs or other mobile devices such as tablets or smartphones.
- All servers and computers containing data must be protected by security software Firewall
- Devices that store data should be physically destroyed when they are no longer in use.



## Consent

It is indicated in the documentation requests for both Import and Export:

We inform our clients that to perform the service they will be asked for personal information that will be used in accordance with national laws and its use will be limited to the duration of the contracted services. The information will not be kept longer than necessary. For more information you can consult our website https://argenvans.com.ar/laempresa.html

The receipt of this document is considered sufficient authorization for the use of the data that the client provides for the purposes of managing the process of their move.

## Information Collection, Use, Retention, Disposition and Access

Personal information is collected in physical and digital form for presentation to Customs and for the performance of the service. The information will only be shared with third parties involved in the process.

The client's information must be protected and available if the client requires it within the storage period defined by Argenvans (10 years).

The client may request access to the information in our possession by contacting us by phone at 54 -11 4813-2000 or by email: argenvans@argenvans.com.ar

## Quality of the information

Argenvans ensures the quality and integrity of the information through a periodic Backup system established in its IT procedures.

The physical information is protected in our offices with an electronic alarm system connected to a monitoring center and a camera system.

## **Communication to Suppliers and Third Parties**

These policies are also applicable to Suppliers and third parties involved in the moving process. For this purpose, the Supplier Certification form F-GEN-25 is sent to each supplier. The mere receipt of this form implies acceptance of the policies.

## Monitoring, enforcement and escalation

We monitor compliance with privacy policies and to do so we have procedures to ensure it. Likewise, our staff is trained to comply with these policies and are informed about the disciplinary actions applicable if they do not do so.



If you consider that your personal information is not being handled in accordance with the law and our policies, you can file a complaint to the following email: Gestión@argenvans.com.ar

## Revision

This policy will be reviewed annually during the Management Review or when any event requires it.

The direction.

18/04/2024 V3

## CODE OF CONDUCT

Since the beginning, Argenvans has maintained and fulfilled integrity, fair treatment and full compliance with all laws, since then its directors and employees have maintained and fulfilled this commitment in their daily responsibilities.

Argenvans' code of conduct stipulates certain values and principles that it assumes to comply with. It establishes minimum non-negotiable compliance standards applicable to all areas.

Principle No. 1

We always respect the law

Compliance with all applicable laws and regulations should never be compromised. Additionally, employees must adhere to internal rules and regulations as applicable in a given situation.

Principle No. 2

Free competition

Argenvans is prepared to compete successfully in today's business world and will always do so in full compliance with all applicable antitrust, antitrust, and trade loyalty laws. Therefore, employees must adhere at all times to the following standards:

- Commercial policy and prices will be established independently and will never be agreed with competitors or other unrelated parties.

- Clients, territories or service markets will never be distributed between Argenvans and its competitors but will always be the result of fair competition

-Customers and suppliers will be treated fairly.

Principle No. 3



## Honesty.

Employees should never be involved in fraudulent or other dishonest conduct involving the property or assets or financial records and accounting of Argenvans or a third party.

Principle No. 4

Diversity and respect

Argenvans respects the personal dignity, privacy and personal rights of each employee and is committed to maintaining a workplace free of discrimination or harassment. Therefore, employees must not discriminate with respect to origin, nationality, religion, race, gender, age or sexual orientation, nor must they engage in any type of verbal or physical harassing conduct based on the above or on any other basis.

Principle No. 5

Information protection

Protecting customer information is a fundamental principle for Argenvans. The data requested from Argenvans will be used for the specific purpose for which they were provided in compliance with its functions and in the provision of its own services or related to its functions.

## Escalation

Today's success depends on employees raising their problems and concerns as early as possible. Therefore, any breach or potential breach of the code must be reported.

The code escalation channels are as follows:

- Notify your immediate superior
- Notify Management

Notifications can be written or verbal. All reports will be treated confidentially and every effort will be made to respond to you as soon as possible.

## Corrective actions

If notification of non-compliance is received, the corresponding investigation will be carried out. If necessary, the person(s) involved will be summoned to inform them of the notification of noncompliance and they will be allowed to make a statement.

The person in charge of the management will hold a conversation with whoever has violated what is detailed there.



If necessary, the Management will evaluate the corresponding sanctions; These may include: written notification, warning, suspension and, in extreme cases, termination of the employment relationship.

## Communication

Any change in this Code of Conduct will be notified to the staff in writing by email and its receipt and confirmation of reading will imply consent. If necessary, a paper copy of the Code of Conduct will be provided for the staff to sign and file in their file.

The direction.

F-GEN-23 V1 11/04/2021

### **ENVIRONMENTAL POLICY**

Mission: At Argenvans we are dedicated to providing exceptional moving services, giving relevance to environmental sustainability. Our commitment is to minimize our impact on the environment through responsible practices, thus contributing to the conservation of natural resources for future generations.

Argenvans is committed to the environment as it contributes to improving our environment through:

• The re-use of packaging material that is in condition for use, mainly cardboard and paper.

• Preferably use recycled paper as much as possible. It should not be forgotten that recycled paper is perfectly valid and can have a quality similar to that of conventional paper.

- Separate recyclable waste from garbage.
- Optimize packaging and delivery routes to reduce CO2 emissions.

• Energy consumption represents the largest controllable item of expense in an office, for which Argenvans undertakes to turn off the monitors and computers when leaving the workplace as well as use the air conditioners at 20 -21°C in winter, and in 24°C in summer, to reduce energy consumption, maintaining comfort.

Likewise, the management of Argenvans is committed to:

• Keep the Environmental Policy available to the general public.

• Disseminate the Environmental Policy among workers, suppliers, clients, communities and other interest groups.

• Enable the organization to adopt good environmental management practices.

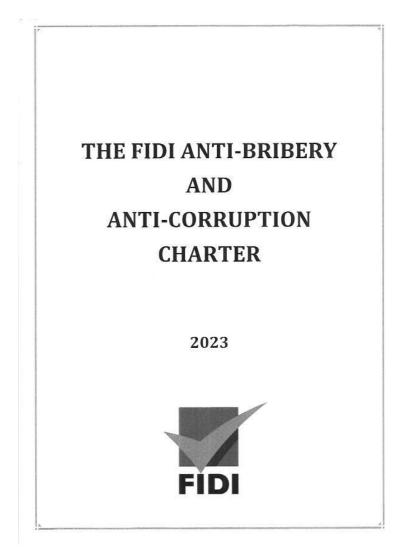
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F-GEN-22 V1 06/10/2023



# ANTI-BRIBERY, ANTI-CORRUPTION AND ANTI-TRUST POLICY

Argenvans takes as reference the FIDI Bribery and anti-corruption policy





# Leading The Fight against Corruption

FIDI is determined to lead the relocation industry by taking a clear stand against bribery and corruption. By doing so, FIDI will protect the best interests of the industry, the Affiliates and their customers.

## Background

Membership in FIDI is highly valued by its Affiliates, and to ensure that value continues, all FIDI Affiliates pledge to abide by the highest ethical standards.

This Charter is a declaration of commitment. It will strengthen the FIDI organisation, the FAIM programme, and all Affiliates by making it clear what distinguishes FIDI Affiliates from non-FIDI companies.

All FIDI Affiliates agree to sign and be guided by the Charter's provisions. The Charter covers their employees (whether permanent, fixed-term or temporary) and any associated third parties providing services to or on behalf of the FIDI Affiliates.

The Charter is integrated into FAIM. The procedural and audit requirements form part of the FAIM Implementation Manual and the Pre-Audit assessment.



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## What Is Bribery?

<u>Bribery</u> is the offering, promising, giving, accepting or soliciting of an advantage as an inducement for action. It is illegal, and it is a breach of trust.

<u>A bribe</u> is an inducement or reward offered, promised or provided in order to gain a commercial, contractual, regulatory or personal advantage.

# **FIDI Will Not Tolerate Bribery**

Corruption, bribery or attempted bribery is unacceptable. This applies whether offering a bribe, or accepting a bribe. It is against FIDI's core values of conducting business to the highest legal, moral and ethical standards.

Bribery and corruption are covered by various international laws and statutes. These laws often require companies, including FIDI Affiliates, to have rigorous, pro-active measures in place to detect and prevent corrupt practices.





## **Charter Statement**

## Undertaking by all FIDI Affiliates with immediate effect

All FIDI Affiliates commit to legal and ethical behaviour, and to refrain from doing anything that will harm the interests of FIDI, other affiliates, clients, or the industry. FIDI and its Affiliates will take steps to ensure they are fully informed of applicable regulations and will monitor their employees and business partners to ensure full and continual compliance.

#### Legal compliance

FIDI Affiliates will ensure that they are aware of all applicable laws countering bribery and corruption in all the jurisdictions in which they operate, and that they will obey and uphold those laws.

The laws that apply to particular international business activities include those of the countries in which the activities occur as well as others that - like the US Foreign Corrupt Practices Act (FCPA) and the UK Bribery Act 2010 - govern the international operations of national companies and citizens in respect of their conduct both at home and abroad.

We, as a FIDI affiliated company, have to ensure that we are aware of, and are complying with, applicable laws.

#### Ethical behaviour

As a demonstration of its commitment, FIDI and its Affiliates pledge to take a zerotolerance approach to bribery and corruption. At all times, FIDI and its Affiliates will act professionally, fairly and with the utmost integrity in all business dealings and relationships. This will apply wherever they operate.

#### Commitment to the values of FIDI

This Charter will be formally integrated into the FAIM quality standard.





# **Code of Conduct**

By agreeing and committing to this Charter, each FIDI Affiliate undertakes to:

- 1. Never engage in any form of bribery, either directly or through any third party.
- Never offer or make an improper payment, or authorise an improper payment (cash or otherwise) to any individual, including any local or foreign official anywhere in the world.
- Never attempt to induce an individual, or a local or foreign official to act illegally or improperly.
- Never offer, or accept, money or anything of value, such as gifts, kickbacks or commissions, in connection with the procurement of business or the award of a contract.
- Never offer or give any gift or token of hospitality to any public employee or government official or representative if there is any expectation or implication for a return favour
- Never accept any gift from any business partner if there is any suggestion that a return favour will be expected or implied.
- Never facilitate payments to obtain a level of service which one would not normally be entitled to.
- Never disregard or fail to report any indication of improper payments to the appropriate authorities.
- Never induce or assist another individual to break any applicable law or regulation.





# Agreement

I confirm that I have read and understood the FIDI Anti-Bribery and Corruption Charter.

I accept and agree to abide by this Charter and the Code of Conduct, which is included in the FAIM Implementation Manual and is available on the FIDI website.

I understand and accept that non-compliance with this Charter signifies non-compliance with FAIM pre-requirements. Non-compliance with FAIM pre-requirements will result in expulsion from the FIDI organization.

Date:

Individual:

PSAC

Title:

For and on behalf of (Affiliate company)

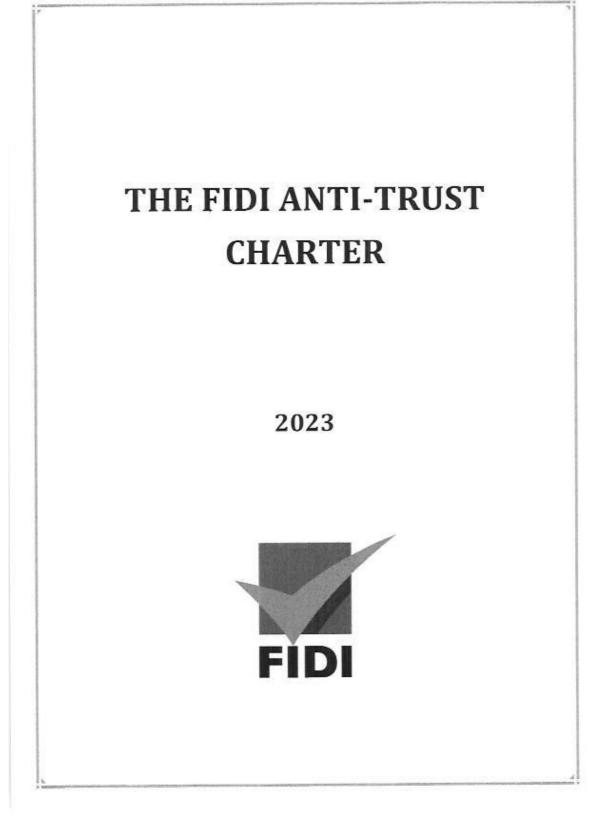
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# Leading the Fight Against Cartels

FIDI supports the adoption of Anti-Trust compliance programs by its Affiliates. In this connection, FIDI is determined to support the fight against cartels, which restrict competition among suppliers to the detriment of customers.

# Background

Membership in FIDI is highly valued by its Affiliates, and to ensure that value continues, all FIDI Affiliates pledge to abide by the highest ethical standards and to free and fair competition.

The Anti-Trust Charter is a declaration of commitment. It will strengthen the FIDI organisation, the FAIM programme, and all Affiliates by making it clear what distinguishes FIDI Affiliates from non-FIDI companies.

All FIDI Affiliates agree to sign and be guided by the provisions of the Anti-Trust Charter. The Anti-Trust Charter covers their employees (whether permanent, fixedterm or temporary) and any associated third parties providing services to or on behalf of the FIDI Affiliates.

The Anti-Trust Charter is integrated into FAIM. The procedural and audit requirements form part of the FAIM Implementation Manual and the Pre-Audit assessment.





## What Is a Cartel?

A <u>cartel</u> is an agreement, concerted practice or conspiracy among competitors to fix prices, submit collusive tenders, divide or share markets and, more generally, restrict competition.

A cartel is regarded as the most egregious violation of Anti-Trust laws in most jurisdictions, which may lead to the imposition of significant fines as well as, in certain jurisdictions, criminal penalties.

## **FIDI Will Not Tolerate Cartel Conduct**

FIDI respects the Anti-Trust laws and regulations in the countries in which it operates and requires that its Affiliates do the same. Involvement in a cartel is unacceptable. It is against FIDI's core values of competing freely and fairly, based on the added value of its products and services.

The laws and regulations that sanction cartel conduct are in place in most jurisdictions. These laws and regulations are designed to promote free and fair competition and to protect consumers. Anti-Trust compliance programs are e to detect and prevent cartels.





## **Charter Statement**

## Undertaking by all FIDI Affiliates with immediate effect

All FIDI Affiliates commit to legal and ethical behaviour, and to refrain from engaging in any business that will harm the interests of FIDI, other affiliates, clients, or the industry. FIDI and its Affiliates will take steps to ensure they are fully informed of applicable Anti-Trust laws and regulations in connection with cartel conduct and other Anti-Trust violations, and will monitor their employees and business partners to ensure full and continual compliance.

#### Legal compliance

FIDI Affiliates will ensure that they are aware of all applicable laws and regulations covering anticompetitive practices in all the jurisdictions in which they operate, and that they will obey and uphold those laws and regulations.

FIDI affiliated companies will ensure that they are aware of, and are complying with, applicable laws and regulations in connection with cartels.

#### Ethical behaviour

As a demonstration of its commitment, FIDI and its Affiliates pledge to take a zerotolerance approach to cartel conduct. At all times, FIDI and its Affiliates will act professionally, fairly and with the utmost integrity in all business dealings and relationships. This will apply wherever they operate.

#### Commitment to the values of FIDI

This Charter will be formally integrated into the FAIM quality standard.





# **Code of Conduct**

By agreeing and committing to this Charter, each FIDI Affiliate undertakes to:

- Never make direct or indirect (via third parties including agents, suppliers or customers) contact with an actual or potential competitor or other third party, the object of which is to engage in cartel behaviour.
- Never propose or reach an agreement, whether directly or indirectly, formally or informally, with actual or potential competitors, regarding any sensitive competition-related issues, including:
  - · Fixing prices
  - · Dividing or sharing markets, customers or territories
  - Rigging a competitive bidding process
- Report any indication or initiative of improper anticompetitive business conduct by an actual or potential competitor in accordance to your internal reporting procedure, including but not limited to, reporting to your legal department and/or to the relevant Anti-Trust authorities.
- 4. Not to participate in a meeting of a trade association in which sensitive competition-related issues are discussed. If such subjects are raised during a meeting, employees of FIDI Affiliates must immediately ask for the discussion to end. If not, they must leave the meeting and ask for that to be noted in the minutes of the meeting.
- 5. Ensure that all internal and external correspondence, including e-mails and texts, and documents, discussions and public statements do not contain any statements that might be misinterpreted by third parties or Anti-Trust authorities and courts in the context of a potential Anti-Trust investigation.
- Maintain independent judgment in pricing or selling of any products and/or services.
- Limit any information discussed during commercial negotiations, with or disclosed to competitors or other third parties, to that which is strictly necessary for completing or assessing the transaction.





## Agreement

I confirm that I have read and understood the FIDI Anti-Trust Charter. I accept and agree to abide by this Charter and the Code of Conduct, which is included in the FAIM Implementation Manual and is available on the FIDI website.

I understand and accept that participating in a cartel, as described in this Charter, in a final decision of a competent authority, is considered as non-compliance with this Anti-Trust Charter.

I understand and accept that non-compliance with this Charter signifies non-compliance with FAIM pre-requirements, which will result in expulsion from the FIDI organization.

Date:

Individual:

Title:

For and on behalf of (Affiliate company)

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FIDI

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