

# GOOD PURCHASING PRACTICES

1



## HONESTY

Denounce any form or manifestation of bribery. Always evaluate the suitability of a supplier based on objective criteria. Do not use your authority or position for personal gain. Do not tolerate any inappropriate conduct.

2



## PROFESSIONALISM

To avoid establishing overly personal relationships with suppliers that are not strictly professional and could interfere with negotiations.

3



## INTEREST OF THE COMPANY

Consider, first and foremost, Saica's interest in all transactions; participate in and act in accordance with established policies.

4



## CONFIDENTIALITY

Confidentiality on commercial or technical information related to the purchase in question, and on other aspects that may prejudice the company's position in the negotiation or benefit any supplier in a particular way over the rest.

5



## EFFICIENCY AND EFFECTIVENESS

Being aware of the impact of our daily work on Saica's results and working to achieve maximum results.

6



## WILLINGNESS TO IMPROVE

We are aware that the permanent search for Excellence is the only way to fulfill our mission of offering our internal customers the best possible service.

7



## TEAMWORK

Because the strength of the group will help us to achieve the goals we have set for ourselves.

8



## PROACTIVITY AND COLLABORATIVE SPIRIT

Lending our help to the surrounding colleagues and departments, knowing that we are not alone but part of a greater whole.

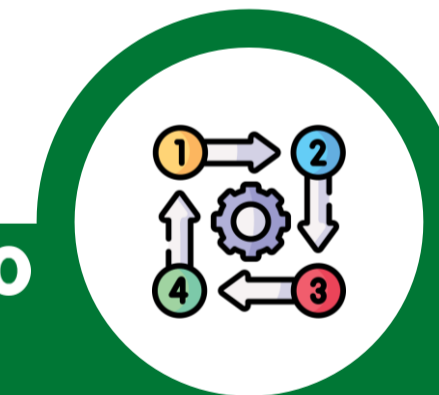
9



## SERVICE VOCATION

Assuming and internalizing that the Purchasing Department is a service department whose fundamental job is to satisfy the needs of the company's internal customers.

10



## PROCEDURES

- Respect the procedures, both those of the department and those of others.
- Actively participate in the improvement of Saica's processes and procedures.