



SITRASA®

al servicio del medio ambiente

Sistemas de Tratamiento Ambiental S.A. de C.V.

**POLICY FOR REPORTING ACTS
ILLEGAL AND PREVENT RETALIATION.**



POLICY FOR REPORTING ACTS ILLEGAL AND PREVENT RETALIATION.

OBJECTIVE

Establish the policy to prevent and offer protection against retaliation and establish a framework and procedure to protect the people who are part of the organization against retaliation.

DEFINITIONS

Prohibited Practices: Refers to corrupt, fraudulent, collusive, coercive, obstructive and immoral practices.

Retaliation: Any direct or indirect detrimental action recommended, threatened, or taken because an individual reported wrongdoing in good faith or cooperated with an authorized fact-finding activity.

Complaint: is the act by which a person informs another person and/or the authority about the possible commission of acts that may be contrary to the law.

POLICIES

1.- All SITRASA personnel have the right and duty to report any suspected irregularity.

People who report these types of cases will be protected from any type of retaliation.

2.- Any collaborator of SITRASA may inform the Human Resources department, the General Management, the General Directorate, or any authority that the collaborator considers competent regarding the existence of any conduct that is contrary to the law, to the values as a company or any act that violates their human dignity.

3.- Said acts may be formally denounced by means of a simple document, in which they narrate in detail, the behaviors that in their opinion could be a prohibited practice; or, they may be reported directly to the authorities, if the collaborator considers it so.



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- 4.-All complaints received will be admitted for processing and the possible existence of prohibited or illegal practices will be evaluated.
- 5.- If the existence of a prohibited or illegal practice is considered, an investigation will be initiated internally in order to obtain the greatest amount of information and combat the situation; so that, if necessary, the competent authorities can be seen.
- 6.- From the moment the complaint is received, any type of retaliation will be protected and prohibited.
- 7.- Retaliation committed by staff members constitutes improper conduct that will lead to disciplinary measures, dismissal and even giving a hearing to the competent authorities depending on the type of retaliation.