

Code of Ethics

AmCham Guatemala

The Guatemalan American Chamber of Commerce (hereinafter, -AmCham-), presents this Code of Ethics for the purpose of guiding the conduct and protecting the prestige of AmCham and its members. It puts forth a number of statements that serve as a basis for strengthening corporate ethical behavior, free market competition, relations with employees under the laws and regulations in force in the country, inter-institutional and governmental negotiations, protection of the environment, among others.

This instrument is a first approach; therefore, it is not exhaustive. It is subject to improvements, revisions or amendments. The scope of the Code involves knowledge, commitment and voluntary application by all members. It can be assumed by all its associates and, if applied, we recommend the establishment of an internal Ethics Committee to monitor compliance with the provisions.

The structure of this Code responds to corporate social responsibility criteria: values and principles, quality of life in the workplace, relationship with communities, suppliers and customers, institutional relationship with the public sector and protection of the environment.

CHAPTER I VALUES AND PRINCIPLES

Article 1. Values

- a. Responsibility**
- b. Justice**
- c. Solidarity**
- d. Respect**

Article 2. Principles

- a. Trust**
- b. Collaboration**
- c. Integrity**
- d. Security**
- e. Transparency**

CHAPTER II

CORPORATE GOVERNMENT

Article 3. Corporate Government

Corporate Government will be understood to be the Board of Directors and AmCham associates.

Article 4. Corporate Government relations

The relationship among the members of the Corporate Government will be based on principles of respect, trust and transparency in the decisions made, and the use of the resources of its associates.

Article 5. Corporate Government duties

In addition to basing their relationship on the values and principles set forth in this Code, the Corporate Government pledges to:

- a. Promote the lawful and ethical behavior of all the members of the Board of Directors and of AmCham associates;
- b. Prioritize common interest over personal interest;
- c. Avoid misuse of AmCham's confidential information;
- d. Make rational and prudent use of AmCham resources to optimize their return and scope; and
- e. Promote dialogue and raise relevant topics to make decisions in consensus which are validated by the members of the Board of Directors.

CHAPTER III

QUALITY OF LIFE IN THE WORKPLACE

Article 6. Company responsibility

The responsibility of companies towards their employees must be based on principles to guide their actions through fair and equitable treatment and adequate health and safety conditions. It is essential to avoid discrimination and harassing behavior.

Article 7. Company duties:

In addition to basing their relationships on the principles and values set forth, companies pledge to:

- a. promote fair, respectful and decent treatment for workers within each company associated with AmCham;
- b. not discriminate against workers for reasons of age, religion, ethnicity, culture, language, nationality, sex or any other condition other than the assessment of their abilities and merits;
- c. not tolerate harassment, violence or labor abuse, and punish these conducts;
- d. promote a transparent hiring process that considers the candidate's professional profile and academic merits;
- e. favor comprehensive education, development and promotion of workers;
- f. promote equal opportunities based on the candidate's professional profile, track record and performance;
- g. create fair, comprehensive and transparent systems of compensation based on profile, history and performance assessment;
- h. promote health and safety mechanisms in the workplace, and adopt measures to prevent work-related risks or accidents;
- i. promote and enable the engagement of workers in community-wide social programs.

CHAPTER IV

COMMUNITY RELATIONS

Article 8. Business and community relations

Each member company is an integral part of the community and society where it operates, and is therefore expected to promote relations of respect, association and participation, and to aim to build sound relations with communities through the adoption of the following commitments:

- a. to favor rapprochement and to build a relationship with the communities where the member company operates in order to learn of their reality and needs;
- b. to create work opportunities and favor sustainable development projects in the community;
- c. to create relationships of respect, justice and decent treatment for the community where each member company operates;
- d. to engage members of the company in community development programs in order to produce greater positive social impact;
- e. to promote dialogue, participation and implementation of joint actions for the benefit of the community and the company;
- f. to systematize community-wide programs and create evaluation mechanisms for the social projects carried out by the company; and
- g. to foster community education efforts aimed at enabling leaders to pursue proposed programs and projects.

CAPÍTULO V

CHAPTER V

RELATIONSHIP WITH SUPPLIERS, VENDORS AND CUSTOMERS

Article 9. Company relationship with suppliers, vendors and customers

Member companies must act in abidance with the laws in force, and favor honest, transparent and fair market negotiations.

Article 10. Company duties towards suppliers, vendors and customers

Regarding the conduct of companies, in addition they pledge to:

- a. promote lawful and ethical conducts;
- b. promote competition and mutual respect between competitors, as well as to make efforts to reduce or to penalize unfair practices based on the laws, regulations and standards in force;
- c. establish relationships that comprehensively promote transparent practices in abidance with the Law, which respect the dignity of its workers, and protect the environment;
- d. define transparent guidelines for suppliers, vendors and customers in order to prevent unlawful practices, including corruption, bribery or coercion to favor a negotiation;
- e. promote transparency in commercial relations between member companies and political parties;
- f. make contributions to non-governmental organizations or entities that are properly established in the country, and preferably which are non-partisan; and to
- g. respect and recognize the intellectual property of other suppliers, vendors and clients.

Article 11. Conflict of interest

A conflict of interest is a situation where a Director or worker has or accepts commitments which respond to external interests or obligations or with third parties, whether individually or as a group, which:

- a. jeopardize their dedication or even their belonging to the organization;**
- b. affect his/her honor;**
- c. may cast doubts about the ethical nature of their behavior;**
- d. may directly or indirectly harm the organization;**
- e. create antagonism between personal convenience or interest and their loyalty to the organization.**

Real, potential or perceived conflicts or interest must be reported to the organization.

CHAPTER VI

RELATIONSHIP BETWEEN THE COMPANY AND THE PUBLIC SECTOR

Article 12. Company relations with the public sector

It is important for AmCham member companies to maintain and build their relations with government officials and authorities in abidance with the Law, with transparency and an ethical conduct. In addition, member companies must pledge to:

- a. promote respectful, transparent, lawful, and professional relations with public sector officials and authorities. This precludes accepting, offering, paying or authorizing bribes, gifts or privileges in exchange for favorable official procedures;
- b. not engage in commercial relations with public officials whose capital comes from illegal or unclear source
- c. promote transparency in public-private partnerships through principles of accountability, audits and the disclosure of results;
- d. AmCham member companies shall promote independence from partisan politics, and prevent linkages that may to the loss of the good reputation of the rest of the members of the organization; and
- e. seek transparent commercial relations with political parties in order to avoid harmful associations for AmCham members or political favors that might discredit it.

CHAPTER VII

THE ENVIRONMENT

Article 13. Protection of the environment

AmCham member companies pledge to promote environmental protection through the following general principles:

- a. fostering holistic conducts of respect and care for the environment in the area of water and waste management, energy efficiency, carbon emissions, care for the species that are endemic to the communities, and other areas applicable to the company;
- b. promoting and implementing the development of comprehensive programs to protect the environment;
- c. systematizing environmental protection programs in order to disclose their results;
- d. creating indicators and measurements to provide evidence of their protection of the environment;
- e. favoring and enabling the involvement of their workers in environmental protection programs;
- f. promoting awareness-raising and discussion activities at all levels with an aim to promote environmental awareness.

CREDITS

Director: Corporate social Responsibility Committee – Chairperson: Eduardo Palacios
Supervision: Ingrid Melania Godínez Flores, Consultant

Produced by the following students of Rafael Landívar University:

- Ana Libertad Guzmán Villeda – School of Political Science
- Samuel Andrés Pérez Alvarez – School of Economic and Business Science
- Katherine Melissa Villatoro Herrera – School of Legal and Social Science
- Milton Alexander López de León – School of Liberal Arts