

Code of Ethics and Conduct - FutureLab

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1. Purpose

The purpose is to establish general guidelines for ethical conduct that must govern all FutureLab employees in the performance of their duties, as well as in their professional relationships with colleagues, managers, subordinates, clients, suppliers, and public officials. These actions must always comply with national legislation and respect the ethical principles of different cultures.

The Code of Ethics is part of FutureLab's Corporate Governance standards and reflects its commitment to business ethics and transparency in all areas of operation.

2. Scope of Application

This Code of Ethics applies to every person who has a labor or similar contractual relationship with FutureLab. This includes those in training internships or those who carry out their work activities in FutureLab facilities or using its materials, regardless of their geographical or functional location.

Compliance with this code is understood without prejudice to general or sector-specific rules derived from Peruvian legislation or the laws of the countries where professionals carry out their activities.

3. FutureLab Values

- **Collaboration:** I know I can rely on my team when I need help, just as they can rely on me. I strive to be an ally for those who need me and establish reciprocal relationships to achieve common goals.

- **Justice:** I treat others with equity. I respect the integrity of others at all times and seek the common good above my own.
- **Innovation:** I believe things can always be done better, and I am willing to think outside the box at all times.
- **Honesty:** I diligently respect current laws, the Code of Ethics, and internal regulations. Under no circumstances can the pursuit of FutureLab's interests justify dishonest conduct.

Correct Conduct in Case of Potential Conflicts of Interest

I avoid situations where those involved in transactions are, or appear to be, in a conflict of interest. This applies if a collaborator has an interest different from FutureLab's mission or benefits personally from business opportunities, or if representatives of clients, suppliers, or public institutions act against their fiduciary duties.

4. General Rules of Conduct

Compliance with Legality, Rights, and Fundamental Freedoms

Actions will respect legality, human rights, and public freedoms at all times. All FutureLab policies, procedures, and regulations must be assumed and respected.

Labor Rights

The rights of workers, including the right to rest, digital disconnection, and occupational health and safety, will be promoted and respected. The workday will comply with local legislation and the recommendations of the International Labour Organization. FutureLab is also committed to equal pay for work of equal value.

Respect

Forced labor, coercion, and child labor are strictly prohibited at FutureLab.

People Management

The diversity of people, viewpoints, talent, and experiences must be promoted and valued. Managers must take responsibility for their actions and those of their collaborators, promoting professional development through necessary training. Relationships must be based on mutual respect and constant communication. Selection and career decisions will be based exclusively on academic, personal, and professional merits, never solely on personal relationships.

Teamwork

Active collaboration within teams is required to achieve objectives. Necessary information must be provided to colleagues and managers without hiding errors or non-compliance.

Right to Privacy

The right to privacy of professionals regarding personal, medical, and financial data will be respected. While FutureLab respects personal internet communications, means provided for professional use are considered corporate information and do not generate an expectation of privacy if supervision is required for control duties.

Use and Protection of Resources

FutureLab provides necessary resources for professional activity, which must be used appropriately. The use of any asset or expense must align with principles of necessity and austerity. Upon ending a labor relationship, professionals must deliver all worked information; institutional email accounts will be managed by technical support to ensure process continuity and transparency with clients.

Health and Safety

FutureLab promotes a preventive culture so that all team members, suppliers, and contractors integrate health and safety management into their daily work.

Environmental Responsibility

All members of the organization must strive to minimize the environmental impact of their activities and the use of equipment and facilities.

Good Governance

FutureLab adopts advanced corporate governance practices in line with international market recommendations.

Anti-Corruption and Bribery

- **Bribery:** Employees are prohibited from offering, paying, or soliciting bribes (loans, fees, rewards) to induce dishonest or illegal acts.
- **Facilitation Payments:** Handing over or receiving money to speed up a procedure or action is prohibited.
- **Gifts:** Generally, accepting or offering money, gifts, or preferential treatment is prohibited. Exceptions include branded merchandising or holiday gifts (anniversaries, birthdays) provided their value does not exceed **100 soles**.

Confidentiality

Strategic, economic, or commercial information is strictly confidential. This obligation continues even after the professional relationship with FutureLab ends.

Responsibility in the Use of Artificial Intelligence (AI)

- **Human-in-the-Loop:** No critical decision affecting clients or employees will be made solely by AI; human oversight is mandatory.
- **Algorithmic Transparency:** Clients will be informed when a service is significantly assisted by AI.
- **Data Ethics:** Use of AI must respect data confidentiality and avoid discriminatory biases.

5. Code of Ethics Regulations

Ethics Channel

FutureLab provides a confidential communication channel to report conduct that may involve irregularities or illegal acts. **Email:** canaldedenuncias@futurelab.pe

Interpretation and Compliance

The Compliance Committee is available to answer questions regarding the interpretation of this code. It is the obligation of every employee to report potential breaches. Sanctions for violations will be established by the General Manager based on a report from the Compliance Committee.

Approval and Review

This code enters into force upon approval by the General Manager. The Compliance Committee will review it annually to propose updates based on employee suggestions and social responsibility commitments.