



# ETHICAL CODE

MANAGEMENT  
LEXSOFT SYSTEMS

**DOCUMENT INFORMATION****GENERAL INFORMATION**

<b>Document name</b>	COD-01 Ethical Code
<b>Produced by</b>	Chief Executive Officer
<b>Reviewed by</b>	Board of Directors
<b>Authorized by</b>	Board of Directors
<b>Creation date</b>	27/06/2023

**CONTROL DE VERSIONES**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Description</b>
1.0	27/06/2023		Initial documentation

Lexsoft Systems S.L., as well as all its subsidiaries, (hereinafter LEXSOFT), supplies consulting services to Law Firms, Legal Advice Departments and Legal Compliance as well as provision of IT Services (design, development, maintenance, and support on computer applications) for the implementation of solutions specialized in Document Management, Knowledge Management as well as many other legal processes.

As LEXSOFT serves the world's best lawyers, we believe in, and have publicly committed to, doing what's right and being a good corporate citizen. Because of that, LEXSOFT is highly committed to complying with Environmental, Social and Governance (ESG) principles as well as with the United Nations 2030 Agenda for Sustainable Development.

### **Our Purpose, Values and Principles**

Our Purpose, Values and Principles are the foundation of who we are. Our Purpose is to improve lawyers' productivity in small but meaningful ways, and it inspires our employees to make a positive contribution every day. Our Values of Integrity, Ownership and Trust shape how we work with each other and with our clients and partners. And Our Principles articulate our deliberate approach to conducting work every day in the best and most personalized way we can achieve. The confidentiality of information relating to customers, partners and employees is the fundamental pillar on which the relationship of trust is based.

### **Good Governance**

LEXSOFT believes that strong governance practices contribute to better results not only for shareholders but also for our employees, clients and partners. LEXSOFT will maintain governance principles, policies and practices that support Board and Management accountability and transparency.

### **No Discrimination**

LEXSOFT is committed to providing equal employment opportunity. This means that we must treat our LEXSOFT colleagues and applicants fairly and never behave in a discriminatory manner. We follow all related laws and in our employment decisions (such as recruiting, hiring, training, salary, and promotion) LEXSOFT do not discriminate against anyone based on race, color, gender, age, national origin, religion, sexual orientation, gender identity or expression, marital status, citizenship, disability, veteran status, HIV carrier or any other fact protected by law.

### **Health and Safety**

The health and safety of LEXSOFT employees and our contractors is foundational to the Company and directly linked to our core Values. Nothing we do is worth getting hurt. Safety can be managed. Every injury can and should be prevented. Safety is everyone's responsibility. LEXSOFT will have a Health and Safety Protocol in each of our offices that will comply not only with local regulations but also with the highest standards viable. LEXSOFT is committed to ensuring the health and safety of our employees and contractors.

### **Commitment, efficiency and professional life**

LEXSOFT aspires that all employees know and share the company's strategic objectives and collaborate in their achievement. LEXSOFT's main asset is the people that make it up and the values and principles that

drive it, adding individual strengths to the virtues and efficiency of the company. LEXSOFT believes that a policy on equality and reconciliation favors productivity and facilitates the balance between the workplace and the personnel of its workers.

### **Environmental Quality**

LEXSOFT seeks continual improvement throughout our business operations to lessen our impact on the local and global environment by conserving energy, water and other natural resources; reducing waste generation; recycling and reducing our use of toxic materials.

### **Anti-bribery and Corruption**

LEXSOFT has zero tolerance for any corruption in business activities. Bribes or other improper or unauthorized payments that directly or indirectly make, offer or promise to make, kickbacks, benefits, or advantages to any person, individual, organization, or entity, are prohibited. A violation of this Policy can occur even if a bribe or other corrupt practice fails to achieve the desired outcome. All LEXSOFT Personnel is expected to adhere to both the spirit and the letter of this Policy concerning all aspects of LEXSOFT's business anywhere in the world. It is the responsibility of Personnel to be aware of how each situation may violate or lead to a violation of this Policy and Anti-Corruption Laws. The conduct of Persons Subject to this Ethical Code must always be based on the principles of honesty, integrity and common sense.

### **Respecting Human Rights**

Respect for Human Rights is fundamental to the way LEXSOFT manages business. LEXSOFT supports the United Nation Guiding Principles on Business and Human Rights, which respects and honors the principles of internationally recognized human rights consisting of those rights expressed in the International Bill of Human Rights (i.e., Universal Declaration of Human Rights and the International Covenants on Economic, Social and Cultural Rights, and Civil and Political Rights) and the principles concerning fundamental rights as set out in the International Labor Organization (ILO) Declaration on Fundamental Principles and Rights at Work.

**This Ethical Code is mandatory for each of the LEXSOFT employees, contractors and board members that work directly or indirectly for the company.**