

CODE OF CONDUCT

Our mission: to contribute to extolling and promoting those scientific, cultural and humanistic values that form part of the universal heritage of humanity and to consolidate the existing links between the Principality of Asturias and the title traditionally held by the heirs to the Spanish throne.



Fundación
Princesa de Asturias

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INTRODUCTION

The Princess of Asturias Foundation (hereinafter, the “Foundation”) is a non-profit private institution whose aims are to contribute to extolling and promoting those scientific, cultural and humanistic values that form part of the universal heritage of humanity and to consolidate the existing links between the Principality of Asturias and the title traditionally held by the heirs to the Spanish throne.

His Majesty King Felipe VI was Honorary President of the Foundation since its creation in 1980 until his proclamation as King of Spain on 19th June 2014, following which Her Royal Highness Leonor de Borbón y Ortiz, Princess of Asturias, became the Honorary President of this institution which annually convenes the Princess of Asturias Awards.

Aimed at rewarding the scientific, technical, cultural, social and humanitarian work carried out at an international level by individuals, institutions or groups of individuals or institutions, these awards are granted in eight categories: the Arts, Communication and Humanities, Concord, International Cooperation, Literature, Social Sciences, Sports, and Technical and Scientific Research.

The Awards are presented at a solemn ceremony held each year at the Campoamor Theatre in Oviedo.

The Foundation’s Code of Conduct (hereinafter, the “Code”) expresses its commitment to ethical conduct and is the highest-ranking norm that is to be complied with at all times and in all places.

In order to identify, prevent and manage potential risks arising from inappropriate conduct or breaches of the Code, the Foundation has established a model of compliance whose fundamental guidelines are defined in this Code.

The Foundation has also established “Regulations governing the Princess of Asturias Awards”, which regulate the functioning of Jury meetings and the rules governing the participation of its members, a “Protocol for Preventing and Acting against Harassment” and a “Code of Conduct with regard to Investments”, applicable specifically to the financial scope of its activities.

1.1. SCOPE OF THIS CODE

All those persons directly involved in achieving the Foundation’s goals (hereinafter, its “stakeholders”) are subject to this Code.

Main stakeholders

Employees

The Foundation team: employees and associates (regardless of their position or rank in the organization or type of contract).

Trustees and Patrons

The Foundation’s Trustees, members of the Princess of Asturias Board of Trustees and the Foundation’s Patrons.

Juries

Members of all the Juries responsible for choosing the Laureates for all the Awards granted by the Foundation.

Suppliers, associates and partners

- Individuals or organizations that maintain a direct relationship with the Foundation and provide support and/or supply goods and services to it.
- Choir members.
- Other individuals or organizations with a direct relationship with the Foundation, such as associates and other partners.

1.2. OBLIGATIONS ARISING FROM THIS CODE

The Foundation has established a model of compliance with the aim of identifying, preventing and managing judicial and legal risks, in addition to minimizing any possible impact in terms of the matters included in this document.

The starting point of the model is compliance with the rules applicable to the Foundation's activities. Consequently, the following common obligations are considered to be shared by all those subject to observing this Code:

- Be familiar with and apply legal regulations and ensure their observance in all the Foundation's activities.
- Be familiar with, understand and comply with this Code.
- Communicate any possible breach, suspicion or concern.
- Observe the Code, expressly accepting the aforementioned obligations.

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PRINCIPLES AND VALUES

The Foundation has established overarching principles regarding deeds and conduct that it considers especially important which are to act as guidelines for the conduct of its stakeholders (including its Trustees, Patrons, Jury members, employees and suppliers).

All stakeholders referred to in this Code are to:

Behave in an exemplary manner

This entails upholding the Foundation's reputation in their public and private actions (with exemplary conduct).

Act with objectivity and independence

This entails being objective when making decisions, acting independently and preventing interests other than those of the Foundation from interfering in their decisions and actions. In addition, they are to inform the institution of any conflict of interest, whether their own or those they may observe in other persons linked to the Foundation.

Protect diversity and the rights of people

This entails avoiding participating in any activity that may be understood to lead to or enable the violation or abuse of human rights. It likewise entails engaging in express measures and commitments to protect diversity and human rights.

Safeguard information

This entails avoiding the use and disclosure of non-public information relating to the Foundation obtained via their relationship with it.

Act with the best interests of the institution in mind and with a sense of institutional loyalty

This entails acting in accordance with the goals and nature of the Foundation and the universal values it represents and promotes.

Take responsibility for all decisions made

This entails providing reasonable evidence, when required, that decisions have been made in keeping with the Foundation's policies, processes and controls, including the principles established in this Code.

Uphold the institution's reputation in any relationship with third parties

This entails being suitably knowledgeable of who they interact with so as to avoid reputational risks.

Be familiar with and observe the rules

This entails acting in accordance with this Code and other internal and external regulations that underlie and develop it. In case of doubt, stakeholders are to request help via the procedures that the Foundation may establish.

Communicate irregularities

This entails informing the Foundation, via the channel it has established, of any irregularity or breach of the Code that they may be aware of.

As to the Trustees of the Foundation, these are to make their knowledge and skills available to the Foundation for the appropriate discharge of the responsibilities of their position, such as, for example, supervision of the Foundation's management, administration of its resources, and the strategic vision that both guides and enables it to evolve in management terms.

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GENERAL GUIDELINES

In light of its activities, the Foundation has identified the areas of compliance that it considers of special relevance, grouping them into four major blocks:

- 1. The carrying out of the activities for which it was founded and those related to its Awards:** avoiding illicit practices and conflicts of interest, irregular payments or considerations, and protecting the Foundation's reputation and resources.
- 2. Work environment:** work practices, work environment, respect for diversity, protection of health, safety, and the Foundation's assets.
- 3. Use and disclosure of information:** protection of information, confidentiality, use of privileged information, reliability of information, transparency, use of the Foundation's name and responsibility in external communication.
- 4. Commitment to society:** the Foundation's commitment to society and the environment.

3.1. CARRYING OUT OF THE FOUNDATION'S ACTIVITIES AND THOSE RELATED TO ITS AWARDS

3.1.1. Professional conduct

All stakeholders covered by this Code are to **be sufficiently familiar with the current laws and regulations** that govern their area of responsibility. They should **strive to act in compliance with these** and make the pertinent query when in doubt. They should avoid any form of conduct, both public and private, that may jeopardize the Foundation's reputation or call into question its values or interests in the eyes of third parties.

3.1.2. Conflicts of interest

Employees, Trustees and Jury members are to bear in mind that conflicts of interest¹ appear in those situations in which personal interests are directly or indirectly different from those of the Foundation.

They may arise when the people who have to make a decision (hiring, purchasing or conferring a recognition, among others) have a personal interest that may be different from that of the Foundation.

Situations of conflict of interest are to be brought to the attention of the Foundation. Those persons who have a conflict between their personal interest and that of the Foundation may not participate in any way whatsoever in processes or decision making. In particular, those persons covered by this Code are to avoid using their relationship with the Foundation for personal gain or acting in such a way that independent third parties may understand that they are doing so.

All those who carry out their professional work at the Foundation are to formally request authorization to perform activities other than their work at the institution.

In the specific case of Jury members, these are to report any possible conflict of interest. They are to avoid situations in which they may have an interest (personal or professional) that might affect their impartiality or influence –or be perceived to influence– their decisions.

The Foundation may require Trustees to periodically confirm they are free of conflicts of interest.

3.1.3. The fight against corruption and bribery

The Foundation is committed to **preventing fraud, corruption and bribery** in all its forms. It declares itself contrary to influencing the will of third parties to generate benefits via the use of unethical practices.

1. The Foundation considers a conflict of interest to be any situation that may involve or appear to be a benefit or advantage (directly or via third parties) or in which related parties intervene.

Nor shall it allow other persons or entities to use such practices in their relationship with the Foundation. Likewise, it does not accept or make inappropriate payments², nor does it grant advantages or privileges of any kind for unethical purposes.

Within the framework of their relations with the Foundation, the stakeholders covered by this Code **are not to offer or accept gratuities, gifts or considerations** with respect to third parties that may affect their impartiality, influence decisions or jeopardize, *de facto* or in appearance, their objectivity or professional independence

The Foundation does not and will not use **misleading or fabricated** information to attract grants, financial aid or advantages. All financial aid received by the Foundation is earmarked exclusively and diligently for the purpose for which it was granted.

The Foundation's contracts, both public and private, are negotiated by persons expressly authorized to do so.

Receiving money from or paying money to parties or associations of a political or trade union nature are prohibited.

The Foundation **periodically reviews its accounting and internal control practices**. It also applies the utmost rigour to prevent being participant in the laundering of money from criminal or illicit activities, for the purpose of which it boasts internal control policies and procedures.

3.1.4. Prevention of money laundering

The Foundation shall prevent laundering money from criminal or illicit activities. All persons are to comply with the applicable legislation and pay special attention to those cases in which there are indications of lack of integrity of the people or entities with whom business relations are maintained.

2. The Foundation considers irregular payments or considerations those whose origin or destination is unknown or that may run the risk of being considered an illicit act, as well as those others (whether or not expressly specified in the regulations) whose delivery or receipt might negatively affect the Foundation's independence, honourability or reputation.

Likewise, the Foundation shall avoid obtaining undue advantages in tax matters and shall ensure that the information it declares is correct and adequately reflects reality. It shall ensure that any public grant, financial aid or any other funding of which the organization may be a beneficiary is exclusively used for the purpose for which it was awarded.

3.1.5. Use of resources

Those persons forming part of the Foundation team **are to use the institution's resources in a responsible, appropriate way**, and, where appropriate, with the relevant authorizations. They are to protect and preserve them from inappropriate uses that could jeopardize the Foundation's interests.

Upon termination of their professional relationship with the Foundation, employees are to return any property that the Foundation has provided them with in the same condition in which it was provided to them. They are also to avoid the loss or theft of the Foundation's resources and assets.

Those persons working for the Foundation are prohibited from alienating, transmitting, ceding or concealing any property owned by the institution in order to avoid compliance with their responsibilities and commitments with respect to third parties.

Computer equipment and systems are to be used for the specific purposes of the Foundation. Their use for personal purposes should be reasonable, appropriate and in keeping with the principle of contractual good faith. In no case whatsoever should the Foundation's technological resources be used to store or distribute inappropriate material or to visit Internet sites that host material of this nature, or to undertake any activity that infringes the intellectual or industrial property rights of third parties.

The Foundation reserves the right to access information from the equipment it makes available for the carrying out of professional activities (computers, mobile phones, etc.) with the aim of monitoring its proper use.

3.2. WORK ENVIRONMENT

3.2.1. Respect for people

Respect and trust should govern relationships between Foundation personnel, as well as with regards to third parties, thereby fostering a pleasant, healthy and safe working environment.

The Foundation fosters and respects human rights and labour rights as recognized in the United Nations Universal Declaration of Human Rights and the Declaration of the International Labour Organization and their fundamental conventions. It also supports the integral development of individuals and the necessary balance between professional and personal life.

The Foundation **rejects any manifestation of harassment**, whether physical, psychological or moral, or abuse of authority or any other form of intimidating or offensive attitude towards people and their rights. The Foundation employs a specific internal protocol to prevent harassment in all its forms, including sexual harassment and gender-based harassment.

3.2.2. Equal opportunities and diversity

The Foundation promotes **diversity, including gender diversity**, and ensures **equal opportunities** through its internal and external actions.

The Foundation **does not accept discrimination of any kind** on the grounds of age, race, nationality, gender, religion, political opinion, sexual orientation, disability or any other personal, economic or social characteristic.

As regards diversity, the Juries for the Awards granted by the Foundation shall be made up of people who are a reflection of the diversity of society, in keeping with the provisions of the Regulations governing the Awards.

3.2.3. Cooperation and dedication

Efficient work and teamwork are to constitute a guiding principle at the Foundation, making knowledge available to all members of the

institution so as to facilitate the achievement of the Foundation's goals and the values it defends.

3.2.4. Protection of health and safety

Foundation employees are to avoid any act that may endanger the health and safety of people, both in the Foundation's facilities and in relation to the activities it undertakes. They shall likewise adopt the necessary preventive measures and follow any instructions or emergency plans established in this regard.

3.3. USE AND DISCLOSURE OF INFORMATION

3.3.1. Protection of information

Information and knowledge are key assets for the Foundation and, consequently, are to be especially protected.

The members of the Foundation are to be **diligent and careful in the management of information**. Furthermore, they are to protect information in all its different stages (obtaining, storage, supports and media processing, and destruction).

In particular, they are to take the utmost care to meet their **confidentiality commitments** in order to avoid leaks that may potentially jeopardize social trust in the rigour of the Foundation's work.

The Foundation complies with current legislation on data protection, protecting the personal information entrusted to it by those with whom it maintains a relationship. It likewise undertakes to request and use only such information necessary for the effective management of its activities.

In the case of Trustees, these are to refrain from using or disclosing non-public information about the Foundation –which they may know due to their position as Trustee– for private purposes or such information that could provide a benefit or advantage, directly or through third parties or entities with whom it maintains a relationship.

Jury members are required to maintain strict confidentiality throughout the decision-taking process and are subsequently to refrain, for example, from disclosing the names of candidatures or Laureates prior to their

official announcement and from disclosing information regarding Jury deliberations.

When so required, all persons are to sign their acceptance of the policies that the institution may establish in this matter, as well as any modification of such policies.

The **duty of confidentiality** shall persist even when their relationship with the Foundation has ended.

3.3.2. Reliability of information

The Foundation and the people who constitute it communicate, both internally and externally, in a **truthful and comprehensive** manner. They never knowingly provide incorrect or inaccurate information that could mislead the recipient.

All stakeholders covered by this Code that work with information associated with the Foundation are to ensure that it is both **rigorous and reliable**.

The Foundation likewise undertakes to request and use exclusively such information that is necessary for the efficient management of its activities.

In this respect, Jury members are required to be rigorous in relation to the public information they offer regarding their knowledge and authority in the corresponding subject, merits and recognitions obtained, avoiding providing misleading, inaccurate or embellished information.

As for the information provided to the Jury regarding the candidatures for the Awards, the Foundation undertakes to collaborate with and make available to it the necessary means so that it may exercise its role in a diligent manner. Furthermore, the Foundation is committed to carrying out a due diligence process to verify the achievements of the candidatures and verify that their values and reputation are in line with those of the Foundation.

3.3.3. Transparency

The Foundation maintains a commitment to transparency both in response to legal or regulatory requirements and voluntary standards and standards of good practice in this area.

This information refers to its activities, governance and management models and its main economic parameters, among others.

Any information given to third parties is to be provided through authorized spokespersons. Only these persons may communicate matters that may be understood to constitute the opinion of the Foundation.

Employees of the Foundation and stakeholders linked to it are to be cautious regarding their opinions and conduct insofar as these may affect the Foundation's prestige and reputation or its interests. They are to be especially cautious on social networks, pointing out that their personal opinions do not represent those of the Foundation, especially in the case of management positions.

3.4. COMMITMENT TO SOCIETY AND THE ENVIRONMENT

3.4.1. Respect for the environment

The Foundation and all the stakeholders covered by this Code are committed to protecting the environment and promoting sustainable practices to minimize negative environmental impacts.

3.4.2. Commitment to society

The Foundation maintains a firm commitment to society and especially to the Principality of Asturias.

The Foundation and its stakeholders act in a manner consistent with the **institution's social commitment**. In the carrying out of their professional activities and in their relations with third parties, the Foundation's personnel works with the commitment of making the work of the Princess of Asturias Award Laureates better known to society at large.

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GOVERNANCE FRAMEWORK FOR THE CODE

The Foundation has established a compliance structure aimed at ensuring the proper dissemination and observance of the Code, in addition to fostering good practices and preventing, detecting and eradicating irregularities.

DISSEMINATION AND ADHESION

The Foundation shall communicate and disseminate this Code among its stakeholders. All those persons who come to form part of the Foundation in the aforementioned roles are to commit themselves formally to complying with it.

The Foundation may request the groups with which it maintains a relationship to periodically confirm their compliance with the Code formally and with documentary support. Compliance may likewise be included in training actions, performance appraisal or the assessment of potential candidates or third parties.

No one, regardless of their rank or position, has the authority to request an employee to contravene the provisions of this Code. Nor can practices contrary to it, based on an order from a superior or ignorance of this Code, be justified.

Any person is authorized to report any breach or violation of conduct covered by this document.

STIMULUS PROVIDED BY THE BOARD OF TRUSTEES: COMPLIANCE COMMITTEE

The Foundation's Board of Trustees is ultimately responsible for ensuring observance of the Code.

The Foundation applies the principle of due control to foster compliance. Among other things, this means that it analyses and manages risks, defines responsibilities and expected conduct, allocates

resources to training in these matters, and employs processes, controls and procedures that allow reporting, assessing and responding to conduct contrary to this Code. In this respect, the Foundation also ensures that those who report conduct contrary to the Code are not subject to retaliation.

By mandate of the Board of Trustees, the Compliance Committee ensures the fostering of the model of compliance.

The Committee shall be made up of the members of the Foundation's Audit Committee.

In terms of compliance, the Committee has the following responsibilities:

- To foster the dissemination, knowledge and observance of the Code and, in general, of the model of compliance among the Foundation's stakeholders and relevant third parties.
- To provide a complaints channel to collect or transmit information regarding the observance of the Code, manage any reports or queries received, coordinate their resolution and diligently monitor them.
- To periodically inform the Board of Trustees regarding any reports received, their management and resolution in accordance with the model established in the Complaints Channel procedure.
- To review and propose to the Board of Trustees the incorporation, modification or elimination of elements of the Foundation's Code of Conduct or model of compliance.
- All decisions by the Compliance Committee regarding any received reports of non-compliance with the Code are to be duly substantiated and justified.
- The Compliance Committee may request the collaboration of any person from the Foundation, and/or request external advice in order to analyse and resolve any reports or queries it receives.

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NON-COMPLIANCE

When using this procedure, it should be borne in mind that imputing facts when cognizant of their falsehood or with contempt for the truth may lead to criminal or civil liability under the provisions of current regulations.

Any non-compliance with the provisions of the Code will be assessed in accordance with internal procedures and the corresponding legal regulations. Upon identifying any such non-compliance, the Compliance Committee will determine whether to apply preventive and/or disciplinary measures as established in the corresponding agreements or in the applicable labour law and whether it is considered an action contrary to the principles of contractual good faith.

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COMMUNICATION CHANNEL

The Foundation has established a complaints channel that allows reporting irregular conduct or conduct contrary to that established in this Code.

The Compliance Committee shall ensure confidentiality in the treatment of reports and shall not accept any form of retaliation against those who, in good faith, report any alleged breach. It shall also guarantee the rights of those persons related to the reports and shall exhaustively assess any possible breach, with independence and objectivity, in order to ensure its veracity.

The Compliance Committee shall maintain the following channels open to Trustees, Patrons, employees, Jury members and third parties in order to resolve any doubts they may have regarding the interpretation of the Code or to report any breach:

- **Email, filling out the form established for this purpose, which is to be sent to a Compliance Channel mailbox** (See “Appendix. Reporting form”, in the present document)
- **Postal mail, to the attention of: INFOLEY, S.L., Canal de denuncias de la Fundación Princesa de Asturias. Calle Corrida, 19-7^a planta, 33206, Gijón.**

No query or communication sent to the aforementioned channels that is not made via the established reporting form will be admitted.

Reports and queries are to be submitted in the name of a particular person so as to facilitate their resolution and shall be studied and treated confidentially. Information regarding those involved shall be managed in accordance with the provisions of Spanish Organic Law 3/2018, of 5 December, on the protection of personal data and guarantee of digital rights and General Data Protection Regulation (EU) 2016/679, of 27 April.

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APPROVAL

This update to the Code of Conduct comes into force on 15th December 2023, following its approval by the Board of Trustees and shall remain in force until its repeal is approved or further updates are made.

It shall be reviewed and updated with the periodicity agreed upon by the Board of Trustees and, where appropriate, the necessary policies, processes and controls will be reviewed, updated or implemented. The suggestions and proposals made by employees and the commitments acquired by the Foundation in matters of ethics and compliance shall be taken into account to this end.



APPENDIX

REPORTING FORM, VIA EMAIL

ALL FIELDS IN THIS FORM MUST BE FILLED IN.

DETAILS OF THE NOTIFIER

You must provide all the details regarding the notifier so that you may be contacted to inform you about the process or whether additional information is required

Anonymous reports via email are not permitted.

Full Name

ID or Passport no.

Email

Telephone

Specify whether you have any contractual or other kind of relationship with the Foundation:

INFORMATION REGARDING THE PERSONS INVOLVED IN THE OBSERVED SITUATION

* Fill in if you know them. If you do not know the person who instigated the events you are reporting, write NO in those fields that you do are ignorant of.

Full name, if known*

Position in the Foundation/
relationship with
the Foundation, if
known*

Other persons
involved

INFORMATION REGARDING THE OBSERVED SITUATION

Date of the events

Location of the events

Please be as specific as possible in describing the situation.

If you have no knowledge of any information, write NO in those fields that you are ignorant of.

Description of the events that prompted the report:

When you send this form, you will have the possibility of attaching documents to the email that is generated. Please list the attached documents here.

Details of attached documents:



APPENDIX

REPORTING FORM, VIA EMAIL

PRIVACY POLICY

We inform you that INFOLEY, S.L. acts as the external manager of this Compliance Channel. Its responsibility is limited to the independent and secure receipt and processing of complaints, in the terms established in Article 24 of Spanish Organic Law 3/2018, of 5 December, on the protection of personal data and the guarantee of digital rights, via their referral to the Princess of Asturias Foundation Compliance Committee, which will head the appropriate investigation, if applicable.

In accordance with the provisions of applicable data protection regulations and, in particular, of General Data Protection Regulation (EU) 2016/679, we inform you that the personal data provided via this form will be processed by the Princess of Asturias Foundation, whose offices are at Calle Plácido Arango Arias, 2 - 1º, 33004 – Oviedo, 33004 - Oviedo (Principado de Asturias) (hereinafter, the "Foundation"), for the purposes of processing and investigating your report in accordance with the provisions of the Foundation's Code of Conduct. INFOLEY acts for these purposes as a service provider to the Foundation in charge of data processing, compliant with the Foundation's instructions. The legal basis for the processing of your personal data is the legitimacy deriving from the consent given by the data owner, the fulfilment of a legal obligation and to satisfy the legitimate interest of the party in charge of data processing. The data provided may be stored for the legally required periods. We likewise inform you that, if necessary, both the information you provide us through this Compliance Channel and the personal data that you provide us via this form may be communicated to third parties in the terms established in the Princess of Asturias Foundation's Code of Conduct, as well as to the competent legal authorities for the purpose of investigating the facts reported by you.

You may exercise your rights of access, rectification, cancellation, opposition, portability and limitation of the processing of your personal data, as well as raise any query regarding the processing of said data with the Princess of Asturias Foundation, as data controller, by sending an email to CanalDenunciasFPA@infoley.com. Should they be dissatisfied in the exercising of their rights, data owners may lodge a complaint before the Spanish Agency for Data Protection via its e-office by means of the electronic procedure for filing complaints.

I ACCEPT THE CONDITIONS OF THE GDPR CLAUSE THAT APPEARS IN THE PRECEDING PARAGRAPHS.

IMPORTANT

Sending instructions

1. Download the form here and fill it out
2. Send it as an attachment via email to CanalDenunciasFPA@infoley.com

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