

Code of Ethics

1. Identification

1.1. Objective

To establish the ethical scheme of reference that should govern the behavior of Saba Parking CZ a.s., with its registered office at Prague 1 - Nové město, Washingtonova 17/1599, Postal Code 11000, Czech Republic, company ID no. 26198631, a member of the corporate group Saba (hereinafter Saba or company) and its employees and member of the corporate bodies, so that they abide by standards of conduct and similar values.

1.2. Scope

The Code of Ethics (also referred to as the **Code**) applies to all employees (including members of corporate bodies) of companies of the corporate group Saba.

Saba encourages subsidiaries and affiliated companies of Saba Infraestructuras SA, to be governed by patterns of behavior and values similar to those established in the Code; without prejudice to the adjustments that they could perform in order to respect their own specific legislation of each of the countries where these companies are located.

The purpose of this Code is to be applicable to all companies of the group (subsidiaries); but not automatically. It must be approved by relevant body of each of companies; after the fulfillment of any required adjustments to the legislation of each country.

1.3. Scope of dissemination

This Code must be made known to all Saba's employees and members corporate bodies, such as statutory and supervisory bodies (for the purposes of this Code, the employees and members of corporate bodies together will be referred to as **employees**).

2. Principles of action

Today's society requires that companies behave according to basic values and principles of action.

Saba's purpose is that Corporate Social Responsibility will be part of all areas of its business strategy and constitutes a way of doing business.

Beyond economic results, the objectives will always be ethical criteria and respect for people, environment, culture and legislation of each of the countries where it operates.

2.1 Mission, Vision and Values

Saba keeps and enhances the Vision, Mission, and Values that until now have been the pillars and the guiding principles of its management.

Mission: To respond to the need for sustainable mobility, offering parking capacity and complementary services to the client.

Vision: To be an international leader in the sector of car parks and sustainable mobility services, being a benchmark in quality of service, innovation and technology..

Values: our way to acting:



The company's management and development philosophy is based on:

- The perspective and vision of long-term permanence in the management of its businesses and in the development of new investments.
- Maintain an industrial profile and with commitment, as well as responsibility and active participation in management. Therefore, no financial investments are contemplated.
- Efficient management. Optimising management know-how by seeking the best practices and achieving economies.
- Excellence in the quality of service and customer service.

3. General Guidelines

The Code of Ethics is not an isolated instrument, but it shall act together with prevention protocols and internal rules, to be developed and approved by Saba, establishing prevention and detection behaviors that could break the law and this Code. This Code shall be available to all employees.

This Code is binding on any employee.

The behavior of all our employees has to be respectful with the laws in force in any part of the world in which we act. No business or situation justifies any illegal behavior.

All those who join Saba must expressly accept the ethical principles contained in it and shall receive a specific training on compliance with it.

The binding nature of the Code is specified in the fact that any infringement of its provisions may be punished and disciplinary actions up to and including dismissal may be taken.

4. Compliance with Laws.

It is not allowed any act or omission constituting a breach of the laws, regulations, provisions of regulators, etc. of each of the countries where Saba runs its business.

5. Worker Rights.

Saba is committed to act at all times in accordance with applicable law and with respect for human rights and freedoms of individuals.

In internal and labor relations in Saba it is not tolerated any abuse of authority or any behavior that could mean an intimidating or offensive to another person. Employees and managers should be treated with respect, trying to make the work environment pleasant.

They shall try to achieve a personal and professional development of employees.

Saba ensures equal opportunities and non-discrimination among its employees, both in the direct and in communications; with special attention to the visual and written language, to be respectful, balanced and inclusive.

There will be no discrimination on grounds of sex, race, national origin, religion or belief, age, sexual orientation, nationality, political opinion, marital status or disability.

When the levels of performance and / or the employee's attitudes are poorly adapted to the values of Saba, should be considered if it is due to functional location factors. If so, they shall try to find alternative positions / responsibilities that may be more appropriate. However, if the dismissal of the employee of the company was inevitable, it will be in accordance with the internal procedures established and based on respect for the individual.

Communication with employees should be clear, both in the evaluation of performance, as in setting expectations.

The relationship between employees should be focused on mutual respect, integrity, transparency, and trust, as well as on behaviors that ensure personal dignity of all employees. Behaviors that promote harassment, discrimination or intimidation, and that undermine the dignity or honor are unacceptable.

Every manager must keep a considerate and exemplary behavior with their subordinates, maintaining good communication with them, promoting and encouraging freedom of expression in all that relates to compliance with the legal obligations of the company, its policies and practices.

Every manager should encourage responsibility and initiative-taking by employees, while making it clear that they have always to be carried out in strict compliance with the laws and principles of the Code. As a consequence, adequate supervisory measures shall be established; also to resolve or help to resolve any doubts expressed by his employees concerning compliance with the legal provisions affecting their activity.

Delegation of tasks shall be done accurately, expressly informing the legal and always giving the degree of authority necessary for the person delegated to properly carry out his duties properly.

The performance of a director or officer contrary to the law or the directions or orders given by him, do not take the responsibility out for those employees who are acting at their direction.

The selection and recruitment will be done with equity criteria and based on a previous description of the jobs to be filled. It will not be acceptable any discrimination based on race, ethnicity, gender, religion, sexual orientation, union membership, political ideas, beliefs, social origin, familial status or disability, in performing the job or recruitment processes; or the establishment of conditions of employment, including promotion opportunities, remuneration, renewal of employment contract and dismissal, or in the organization of work or in acting disciplinary activity.

Our companies give much importance to the reconciliation of work and family life of employees, and therefore they promote concrete measures to ensure the balance between work and family life.

All people of Saba have free right to organize. The company direction shall promote the exercise of this right.

Saba ensures their workers, without exception, the rights of association and affiliation and collective negotiation, without the exercise of reprisals, and no remuneration or payment of any kind shall be offered to employees, in order to restrict the exercise of such rights.

The representatives of the workers will be protected against any form of discrimination and they may freely develop their functions as representatives in their workplace.

All political activity conducted by employees shall not be attributed in any way to Saba, it should be done as a personal activity and should not interfere with work activity.

6. No discrimination.

Saba does not accept any behavior in dealing with customers or third parties, which may be construed as discrimination based on race, ethnicity, gender, religion, sexual orientation, union membership, political ideas, beliefs, social origin, familial status or disability.

7. Use and protection of facilities and equipment.

Employees are required to maintain the working environment and facilities in good working order. They should make appropriate and respectful use and inform the persons in charge about the facilities and / or buildings when they don't have the proper conditions or a malfunction is being done. This will help to maintain a decent, comfortable and safe workplace.

Saba's assets consist of equipment, vehicles, tools, equipment, software, trademarks, domain names, intellectual property, business information, knowledge and work product of the employees, etc.

Employees must protect the assets of Saba, ensuring efficient and appropriate use of them, and preserving them from misuse. Generally, they shall only be used for the benefit of the company, except for those cases which may be authorized.

All information contained in both, physical media (papers, reports, etc..) and electronic media (computers, intranet, etc.), is part of the knowledge and value of the company and therefore it is its property.

Employees should ensure that any use of the assets of Saba is done for the activities of these companies.

8. Relations with customers and suppliers.

In communications with customers, suppliers, or any third party, competitors shall not be discredited or disregarded.

Relationships with customers and suppliers shall be based on the principles of integrity, honesty and respect.

Employees must commit to fairly treating customers, providing accurate and verified information, and always seeking excellence in their services.

The protection of privacy and confidentiality of customer data shall be guaranteed. The customer information will only be used for business purposes.

The supplier's selection process must comply with the principles of fairness, objectivity and transparency. The selection criteria will be based on quality, cost and deadlines fulfillment.

When establishing business relations with other companies or professionals, in the selection it will be taken into account that its behavior is similar to those set forth in this Code.

Also, it shall be complied with the contractual terms agreed between the parties.

In the selection and recruitment of suppliers should also be included environmental and social clauses when appropriate, based on the basic guidelines on this matter that have been established by Saba.

9. Relations with government.

Any conduct aimed at obtaining illicit favors from the Administration or which might lead to a lack of honesty and transparency in the Administration decisions is strictly forbidden.

In the behavior of a company are particularly dire all conduct designed to manipulate the outcome of tenders organized by management, such as:

- Agreement with other bidders or to bribe to not attend a tender,

- The corruption of public officials to communicate relevant information to us or with the intent to resolve in our favor the tender assignment.

The current legislation establishes such a penalties and harsh measures for these cases that it could lead to the demise of the company.

Thus, employees of the company shall, in its relations with the public authorities at national, European, third countries and international organizations, behave in such a way that does not induce a public official to violate his duty of impartiality or any legal provision.

Employees may not offer or give gifts or remuneration of any kind of an authority, public official or person engaged in the performance of the public administration, even if he was requested by him.

From this obligation it is derived as follows:

- The absolute prohibition of offering to any public official, directly or indirectly, any undue advantage to violate obligations in order to promote our businesses.

- It is forbidden to abusively use personal relationship with a public official, his family or the leader of a political party in order to use this influence, in making decisions favorable to the company.

- It is forbidden to give gift, invitation or attention to public officials. This prohibition extends to persons closely related to the officer by family ties or friendship.

Saba employees may not influence a public official or authority, taking advantage of any situation arising from his personal relationship with him or other public officer or authority, to achieve a favorable resolution for Saba's employees or third parties.

Saba's employees shall not offer, promise, give any undue pecuniary or otherwise, corrupting or attempting to corrupt, by themselves or through intermediaries, to any local or foreign public official or international organizations, or respond to requests in the benefit of the employees of Saba and / or a third party, to act or refrain from acting in relation to the exercise of public functions in order to obtain or retain business or other improper advantage performing international business.

Our employees maintain an attitude of collaboration and high availability with administrative authorities in the course of their inspections or checks; not obstructing its work.

10. Free competition and consumer relations.

Saba business is based on the quality of their service, and therefore it refuses to carry out any agreement with other companies that restrict free competition, consisting for example of the market-sharing or price fixing. No employee may feel authorized to perform these behaviors claiming an interest for the company.

In the field of private business relationships it is forbidden to offer an economic advantage to the people responsible for purchasing goods or services on other companies in order to, breaching their duties, they will decide the acquisition of our services or products, to a detriment of the consumer.

Saba's employees shall not promise, offer or grant to officers, directors, employees or collaborators from a third party an unjustified benefit or advantage of any kind in favor of Saba's own employees or to a third parties to a detriment of any other party. Similarly, Saba's employees, or through intermediaries, shall not receive, solicit or accept an unjustified benefit or advantage of any kind to encourage third parties, to the detriment of the person and / or entity, to which they belong and which grants or wait for the benefit or advantage.

It is also prohibited giving gifts, or hospitality to employees or directors of other companies that have significant value, which are not suitable to the circumstances or are beyond those considered normal according to custom.

11. Conflicts of interest.

Any situation where the interests of the employee or its environment can collide with the interests of Saba shall be avoided. For this reason, employees shall refrain from any transaction or decision when they are in a conflict of interest; such as when they have economic interests with the party performing the business or operation.

Should identify any of these situations, the employee must communicate to his hierarchical responsible, and / or the Human Resources Department, so that a solution will be decided and adopted. He shall not make any kind of management unless he gets express permission.

In order to avoid conflicts of interest, employees of Saba:

- They can not provide services to companies competing in the same sector of Saba, or customers, suppliers or other third parties that represent interests also incompatible with the principles of Saba.
- They should not accept or give gifts or compensation to customers, suppliers and government, which have significant value, which are not suitable to the circumstances or beyond those considered normal according to custom. Objects of propaganda, invitations or holiday gifts whose value is within reasonable limits could be accepted.
- They should not take advantage of personal benefits to them or their immediate environment by reason of his position in Saba.
- No professional activities which may interfere with the interests of Saba.
- They can not perform any acts of self-dealing or contracting with relatives or friends or companies in which they have an interest.

12. External communication, transparency of information and confidential information.

Any employee, who is asked about some aspect relating to Saba by any communication means, or as required for public intervention on behalf of Saba, should previously contact with the Department of Communication and Institutional Relations of Saba. In any case, the information on Saba should be transparent, truthful and consistent.

All employees of Saba must take the utmost care to preserve the image and reputation of the company in all their professional activities. Also, when they will appear or be showed, at its own initiative, as employees of Saba, in any social environment (Internet, social networks, etc.), they must ensure the correct and appropriate use of the image of Saba and respect for the values promoted in this Code.

Employees are responsible for the reliability and updating information of Saba, and its conservation. The information must be transparent, verifiable and consistent.

Consumers of our services have the right that anything publicized match what they actually purchase. Saba rejects any misleading advertising, in which claims are made so that they do not correspond with reality.

In particular, in the case of financial reporting, employees shall ensure compliance with applicable regulations.

It is prohibited by any means the possession of trade secrets of our competitors. The possible advantages arising therefore in favor our organization shall never justify this behavior.

It is further prohibited giving false information or rumors about the quality of the products or services of our competitors.

A valuable asset for any company is the confidential information; this is why our employees have a duty of confidentiality.

Employees are responsible for protecting the confidential information that could be accessed in the course of their activity.

The confidential information means any information concerning legal or financial transactions (which may be under consideration or negotiation) and all information belonging to Saba that, if disclosed, would prejudice the interests of Saba and / or further the interests of its competitors.

It is not allowed to disclose any confidential information to anyone outside the company, except when authorized and needed for the business. In addition, they should minimize the risk of unauthorized access to confidential information.

Employees may not disseminate, disclose or lease Saba secrets. Nor they may take, by any means, electronic or written documents, computer media, or similar objects, or use technical listening devices, transmission, recording or reproduction of sound or image or any other communication signal to disclose the secrets of Saba.

It is not allowed the use of confidential information for personal benefit or benefit of the employee's immediate environment. The obligation of secrecy must continue even after cessation of employment relationship with Saba.

Employees shall not, without the consent of the third parties concerned, to seize their papers, letters, emails or any other documents or personal effects or intercept telecommunications and use their technical listening devices, transmission, recording or reproduction of sound or image, or other communication signal to disclose the secrets or violate the privacy of the third party concerned. It also prohibited taking, using or modifying, to the detriment of third parties any personal confidential data or relative to another employee which are registered in files or media, electronic, or any other type of file or public or private record. It is also prohibited to disseminate, disclose or transfer to third parties the data or facts discovered or captured images.

13. Workplace Safety.

The security at work is a priority in our organization which aims to deliver the highest level of safety and security required by law in any country in which we act. Our companies, in any case, shall respect the international standards established by the International Labour Organization (ILO).

Saba shall not employ any minors, shall not use forced labor, or impose working conditions that violate the laws in each country and international conventions. Nor it will contract with companies that violate these obligations, or acquire their product, supply products or provide services.

In the area of prevention of occupational risks, Saba will develop risk assessments, preventive action planning, and it will take measures of protection and prevention.

Each employee has the responsibility to comply with the provisions of the rules of occupational safety, health and safety at work. Also, he has a responsibility to report, immediately, any accident or unsafe working conditions to their superiors and employees designated for prevention and protection, and to participate in training courses on occupational hazards.

14. The right to protection of personal data.

Any behavior of Saba, and of its employees, should guarantee and protect, with regard to the processing of personal data, public freedoms and fundamental personal rights, and especially their honor and personal and family privacy in compliance with the applicable data protection regulation, in particular the GDPR.

The company's business needs information and seamless communication between our employees and third parties, it uses media and needs to perform processing operations and data storage.

Our company is fully aware of all the risks that this entails for the privacy of others, especially consumers, and workers. For this reason we have developed the security measures required by the data protection legislation. All employees should be aware that:

- They have only access to data and resources needed for the performance of their functions. No employee can access the data of a file without authorization.

- Personal data can only be collected and stored to the extent and for such time as necessary to fulfill a legitimate purpose and it can only be used for the purpose for which they were collected.

- The personal data subject to processing may only be disclosed to a third party for purposes directly related to the activity of the company; being always necessary the subject's consent, SABA's legitimate interest or legal obligation, or as the case may be, other legal grounds according to applicable data protection regulations, in particular the GDPR.

15. Computer systems, internet, email and telephone.

Employees shall not violate security measures existing in Saba, or in other companies, to access data or programs contained in computer system, against the will of the holders of the rights of such systems.

Employees without authorization shall not, whatever the means used, delete, damage, deteriorate, alter, suppress or render inaccessible data, computer programs or electronic documents outside. Nor hinder or disrupt the operation of the computer systems of Saba, inputting, transmitting, damaging, deleting, deteriorating, altering, suppressing or rendering inaccessible any computer data.

Using source files or external programs can pose serious risks to our security. For this reason, you should avoid the use of unauthorized software by the computer services Saba, performing downloads or any other behavior that involves the risk of introducing a virus into our network or any other dangerous computer security.

Neither any unauthorized copies of software internally developed or acquired by Saba to third.

It is forbidden to use in the computer systems any computer programs or any other piece of software for which our company has not acquired the appropriate license.

The use of computer systems, internet, email and phone must be highly professional. Moderately, they could be used with particular purposes, provided that they do not harm the image or interests of the company, that the use is minimal, not involving a cost to the company, and not to interfere in the work activity. Neither it could be used for personal business or business in relation with another company or political activities.

In any case, the use of computer systems, internet, email and telephone shall comply with current law; employees must refrain from making applications that may involve an illegal act.

It is especially inappropriate use of the internet to use the company's media to access to chat rooms or places that allow downloading music, movies, etc., as well as places of sexual content or games and entertainment. It is forbidden to use company email for virus propagation practices, etc. child pornography. The employee will be solely responsible for the commission of such crimes.

They shall not be used to violate the non-discrimination directives, or harassment at work, or for collecting signatures or funds. Exceptionally, the use of internet, email and telephone to collect signatures or funds for activities within voluntary actions can be performed by Saba employees.

Saba reserves the right to conduct a series of control actions on these uses, with a specified and legitimate purpose,

within its control authority. Control measures will be made when they are justified, necessary and proportionate in order to control the application made by the employee on the use of computer systems, internet, email and telephone, without concerning the content of the information.

It shall be allowed to enter into the content of the information, while complying with current legislation, where there is a real and consistent evidence of the commission of a criminal misconduct, in order to prove it.

16. Environment protection and planning.

16.1. Environment.

Saba shall respect all legislation of environmental protection and it is committed to sustainability. The company management shall adopt measures to optimize energy expenditure.

In the field of injury prevention and / or environmental threats, Saba has several policy and environmental policy and procedures; being the responsibility of each employee to comply with them.

Employees must comply with the laws and other general environmental protection and they shall not, directly or indirectly, perform any action that might seriously impair the balance of ecosystems and / or endanger the health of people.

Saba shall act disposing of those authorizations that legally correspond.

No inspection activity shall hinder the administration or distort or hide environmental aspects of the activities performed by Saba.

The employee must inform his superior of any behavior involving a breach of environmental regulations, and any other act that may involve damage and / or threat to the environment.

16.2. Territorial planning.

Shall not be carried out any development works, unauthorized construction or building in any land intended for roads, parks, public property or places that are legally or administratively recognized with special features for its landscape, ecological, historic or cultural value; or if they were considered with a special protection for the same reasons. Nor development works, construction or unauthorized building in a “undeveloped land” shall be carried out.

17. Fraud and Fraudulent conveyance of assets.

It is against this Code to perform any fraud consistent in using deception to produce error in another person, inducing him to perform an act of prejudice in his own or in another. Also, commit fraud those making use of a computer or similar device to achieve a transfer without consent of any financial asset to the detriment of third party.

It will also be against this Code uprising Saba goods to the detriment of its creditors. It is also prohibited making any such disposition or obligating, whatever the nature of these obligations, that could dilate, obstruct or impede the effectiveness of a foreclosure or a procedure or urgency executive, judicial, or administrative court, initiated or with a foreseeable initiation.

18. Money laundering.

It is forbidden to acquire, possess, use, convert or convey property, knowing that they originate in a criminal activity committed by the employee himself or a third person. It is also forbidden to perform any other act to conceal or disguise the illicit origin or to help the person involved in the offense or offenses to evade the legal consequences of his actions.

To prevent that, in the development of its activities, it could be carried out any irregular payments or money laundering arising from illicit or criminal activities, all the economic operations which by their nature or amount, could be considered unusual shall be particular checked; preventing or especially controlling those made by cash, with cashiers checks or addressed to bank accounts located in tax heavens.

Shall be also diligently examined the professional integrity of those individuals or legal persons whose identity is unknown and with who a trade relations of particular relevance (acquisitions, land acquisition, etc..) is taking place, in order to prevent that any operations made with our business could be used for money laundering.

Our staff shall pay particular attention to the cases showing evidence of lack of integrity of the persons or companies with which the Group is related.

Saba and its employees shall always act in compliance with the applicable money laundering regulation, in particular the AML Directive (EU) 2015/849 and relevant national laws.

19. Tax and social security.

A basic requirement of any business is the timely fulfillment of tax obligations and Social Security. For this reason all our Tax declarations will loyally provide all the facts holding tax significance.

Commercial accounting, tax books and records must be done without violating the direct assessment of the tax bases; without conducting separate accounts that refer to the same economic activity and tax year, hiding or pretending about the real situation of the company; without registering in the compulsory company books, acts, transactions or, in general, economic transactions with other than the real figures, without registering fictitious accounting entries.

The same commitment to society and public institutions is what inspires our relationship with public entities to which we have asked for subsidy or that they have granted to us. Apart from the specific mechanisms that can be implemented to avoid subsidies fraud; in any application and within the subsidies management, the following controls shall be taken:

- There will be a person in charge for each subsidized project, who will be responsible for transmitting the information to the subsidy body and to ensure their accuracy.

- A separate body which manages the grant funds will review the compliance with the purposes of the grant and the information given to the Treasury.

- It is prohibited, either by commission or omission, defrauding the State Treasury, state, statutory, local, the European Union finance or general budgets of the European Union or other managed by it. Nor defraud, by act or omission, to the Social Security evading payment of dues and concepts of this joint collection, by improperly obtaining refunds or improperly enjoying the same deductions for any reason. Similarly, it is prohibited to distort the conditions required by the government for a grant, allowance or public assistance or to hide the conditions that would have prevented the relevant concession.

20. Falsehoods in payments and financial control of the cash payments.

It is prohibited to modify, copy, reproduce or otherwise falsifying credit or debit cards or travelers checks. Also, it is prohibited to have the aforementioned false payment means for distribution or trafficking; also, it is prohibited the use of the same means of payment on third parties when employees are aware of their falsity.

In order to eliminate illicit payments, any operation or transaction carried out in the company shall be as follows:

- Must be related to the company object or within our activity of social responsibility.
- Must be properly authorized.
- Must be duly documented and recorded, and there must be a complete congruence between the stated purpose of the transaction and its actual purpose.
- There must be a reasonable proportion between the amount paid and the service received or the purchased product.
- To pay special attention to the extra payments not previously planned in the agreements or contracts.

21. Stock market.

The stock market today is a vital tool in economic life, an essential tool for business financing. For this reason our employees:

- Shall not engage in securities transactions in the stock market of customers, suppliers, partner companies, for example through a consortium or joint venture or any other company based on inside information to which they gained access thanks to their professional activity. This prohibition extends to any financial product whose price depends on the price of these entities.
- They shall not communicate this information to third parties or recommend buying shares or other financial instruments from the same information.

Inside information means any information of a particular nature which relates directly or indirectly to one or more securities or financial instruments admitted to trading, or in the process or to their issuers, which has not been made public, and, if it were so, it could appreciably influence its quote.

Inside information could arise, for example, from the knowledge of the financial results of another company, its financing plans, preparation of mergers or acquisitions, or of major contracts preparation of signing, current inventions, new products launching etc.

22. Intellectual property.

Under no circumstances Saba's employees shall feel free to unlawfully use or produce goods or objects protected by the rights of intellectual and industrial property.

As well, the employees may not make any use of intellectual property belonging to a person or entity external to Saba without having the relevant prior authorizations.

23. Alcohol and drugs.

It is not allowed the use or possession of drugs or alcohol in the workplace (excluding institutional celebrations or conventional situations in which the consume alcohol will be permitted).

It is not allowed making or trafficking any drugs, narcotics or psychotropic substances. It is also prohibited any act that could promotes or facilitates the use of these substances.

24. Social projects.

As a socially responsible member, our company encourages the culture, social work and humanitarian projects. Within these projects, it is possible any kind of collaboration with NGOs and government; as long as the amounts given have been transparently provided and without looking for the benefit and personal promotion of any of the people in the organization or that could imply the impartiality of a public official.

These contributions should never be made as means to bribe a public official surreptitiously.