

Code of Ethics

By ethics, we denote the moral criteria that facilitate coexistence in a community. Each society is governed by the ethics that characterise it, the habits that it repeats, and its everyday morality.

This **Code of Ethics** establishes a common set of guidelines which go beyond strict compliance with the law. It seeks to lay the foundations for the conduct of our businesses and to outline our moral stance.

VISION

Our purpose is centred around three interrelated realms: the world of the individual, the community of people within each city, and our common home - the planet.

PERSON	We invest in knowledge, practical products, and services that promote beauty and material culture.
CITY	We invest in knowledge, products, and services that promote peaceful coexistence among citizens.
PLANET	We invest in knowledge, products, and services with the appropriate proportion of materials and technologies, attentive to the wisdom of those who acknowledge the need to safeguard our planet.

MISSION

We want to learn, generate, and disseminate knowledge at the intersection of three independent disciplines: design, ecology, and management. We believe that in this conjunction lies our potential to create social value.

DESIGN	We conceive good design as an honest and quality art that prioritises the user when creating a new object. An honest object is one that stands on its own without flattery or deception, offering its service without pretense.
ECOLOGY	We advocate for our common home, which engages in circular economy, the sustainability of our daily activities, permaculture, and the improvement of the quality of human life on the planet.
MANAGEMENT	We innovate through more collaborative and equitable management models in the knowledge society.

OUR VALUES

We promote sound judgement in all our work, seeking to provide knowledge, products and services that are useful for all users. Mindful of our duty to present and future generations, both locally and globally, we seek the quality and longevity of our products, leading us to the continuous analysis and improvement of their materials, processes, finishes, and life cycles.

We value transparency in our relationships and encourage respectful collaboration both internally and externally. We recognise the importance of teamwork, maintaining responsible relationships, which are honest in their self-criticism, and open to dialogue.

INTERPERSONAL RELATIONSHIPS

We value trusting, healthy, and respectful relationships. We foster a dignified work environment that promotes dialogue, avoiding any form of discrimination or harassment. We strongly condemn corruption and strive to maintain high levels of integrity in our actions and decisions. We provide accurate and honest information to our suppliers, customers, and shareholders, encouraging comprehensive and understandable communication. We always uphold commitments, refrain from deception, and honour our word.

CONFLICTS OF INTEREST

Recognising the importance of avoiding conflicts of interest, which can compromise our integrity and objectivity, we strive to make impartial decisions based on the best interests of the organisation.

HUMAN RIGHTS

The diversity of opinions and values constitutes one of our fundamental pillars for a more intellectually, emotionally, and morally stimulating coexistence. Defending the importance of diversity and equality, we embrace the plurality of backgrounds, recognise different cultural expressions, and encourage contributions equally.

Respect for human rights is a shared responsibility. We thus work with others in order to ensure that these values are prioritized at all levels of our organization, including our supply chain.

LABOUR RIGHTS

We recognise the importance of working in a safe, healthy, and respectful work environment, conducting training and awareness programs to prevent violence and harassment.

We care about well-being, ensuring fair working conditions and taking work-life balance into account. We value the knowledge and growth of individuals. We co-finance studies that aim to expand common knowledge.

LEGAL COMPLIANCE

We conduct our work in accordance with the laws and regulations in force. Respect for and compliance with regulations are not only a requirement but also a moral responsibility.

We encourage all personnel to be familiar with the regulations that affect their respective work area and promote a culture of compliance. Our commitment extends to our relationships with clients, suppliers, and the community at large.

ENVIRONMENT

Since our establishment in 1985, respect for the natural and human environment has been a constant commitment for us. We believe that the private sector should lead the paradigm shift towards a more equitable and sustainable society – one that is more shared and open, both now and in the future.

We work towards achieving the Sustainable Development Goals (SDGs) through the Social and Environmental Responsibility Plan, which we audit each year.

QUALITY

We promote quality as a fundamental element that can ensure our satisfaction and that of our customers and partners. Quality is the essence of being warm, close, and attentive to the senses. We adhere to the highest standards and maintain a culture of continuous improvement.

INTERPERSONAL RELATIONSHIPS

CORRUPTION

We understand corruption to be the direct and indirect granting, offering, or acceptance of a loan, rewards, or benefit of any kind, with the aim of obtaining or retaining advantages in exchange for an act of omission. Intramundana categorically prohibits offering or giving bribes, and encourages neither inciting nor tolerating corruption.

GIFTS AND HOSPITALITY

Gifts of a symbolic nature, courtesy gifts, or reasonable gestures may be accepted on an exceptional basis. Where there is any doubt regarding what is acceptable, it is better to decline the offer or check with a manager.

Presents will never be accepted on a personal basis, but rather as a part of the teamwork.

RELATIONSHIPS WITH AUTHORITIES

We commit to maintaining a cooperative and transparent relationship with authorities and public administrations at all times.

RELATIONSHIPS WITH CUSTOMERS AND SUPPLIERS

In our business relationships, we follow the principle of transparency, disseminating truthful, complete, and understandable information about them. We always uphold commitments, refrain from deception, honour our word, and strive for integrity. We request our suppliers to fulfil their legal and contractual obligations, including commitments outlined in our Supplier Code.

RELATIONSHIPS WITH SHAREHOLDERS

We ensure accuracy in the financial information that we provide annually, as well as in the explanation of foreseeable expectations that may impact their activities.

ECONOMIC AND FINANCIAL TRANSPARENCY

We annually audit our economic and financial informational to ensure that it is a true reflection of our financial situation and our assets.

COMMUNICATION AND MARKETING

We provide accurate, comprehensive information about our products and services. We value the comments and opinions of our customers and partners, using them to enhance our quality.

HUMAN RIGHTS

PROHIBITION OF CHILD LABOUR

As established by Article 32 of the EU Charter of Fundamental Rights, we affirm that the minimum age for admission to our staff shall not be lower than the age at which compulsory schooling ends.

PROHIBITION OF FORCED LABOUR

Forced labour is work performed involuntarily and/or under threat. We consider it immoral and illegal for anyone to appropriate the legal personality, labour, or humanity of another person. To combat potential abusive practices, we disseminate a Supplier Code throughout our supply chain, which we continuously audit.

PROHIBITION OF ILLEGAL LABOUR OR FRAUDULENT MIGRATION

Clandestine or fraudulent migration perpetuates inequalities by denying fundamental rights. We respect immigration laws to ensure equality of opportunities and treatment in employment. All our workers have a signed employment contract before commencing their work.

PRINCIPLE OF NON-DISCRIMINATION, EQUALITY, AND EQUITY

We advocate the importance of diversity and equality, declaring our commitment to effective gender equality and non-discrimination based on race, religion, nationality, age, disability, genetic information, or any other characteristic protected or not protected by law. Our non-discrimination policy extends to all business areas, including the selection and hiring process, working conditions, and professional development.

WORK-LIFE BALANCE AND DIGNIFIED LIVING

We promote policies that allow for flexibility in working hours and adaptation to family responsibilities. Our aim is to ensure that our employees have access to fair working conditions, adequate salaries, and benefits that enable them to live with dignity.

LABOUR RIGHTS

OPEN DOORS

We promote dialogue and strive to maintain a stimulating, demanding work environment in which there is cooperation across the board. We encourage all staff to express their opinions on work-related or interpersonal issues.

FAIR SALARY

We are committed to paying a fair salary. We facilitate the receipt of periodic payroll statements with understandable information about them and the specificities that apply in each case. We ensure that salaries and other benefits are settled in a timely manner according to applicable regulations.

HARASSMENT, VIOLENCE AND INTIMIDATION

We reject any behaviour that may create an intimidating, offensive environment or promote hatred, discrimination, hostility, humiliation, or violence. We commit to maintaining a work community where there is no verbal, physical, psychological harassment, or abuse of authority, generating fear or hostility through an action protocol and awareness programs.

OCCUPATIONAL SAFETY, HEALTH, AND HYGIENE

The safety, health, and hygiene of our staff are a priority. We comply with the occupational risk prevention policy, safety, and health at work, adopting all preventive measures set out in the legislation and improving it when possible.

PROFESSIONAL DEVELOPMENT

We encourage the personal and professional development of our staff through internal training, as well as partially or fully subsidising educational programs when deemed enriching for the group. Internal development is an essential principle in filling new positions.

LEGAL COMPLIANCE

INTELLECTUAL AND INDUSTRIAL PROPERTY

We recognise and value original design that is protectable, whether registered by our authors or generated in our own departments. We protect our rights worldwide in defence of our intellectual and industrial property.

DATA PROTECTION

Our organisation safeguards the information and knowledge generated within its sphere, whether owned or held in custody. Our collaborators shall refrain from using any data, information, or document obtained during the exercise of their professional activity for their benefit.

CONFIDENTIALITY

We commit to maintaining the confidentiality of any data, information, or document obtained during the course of our activities.

COMPLIANCE WITH STANDARDS AND REGULATIONS

We comply with all relevant standards and regulations in our industry, as well as ISO 9001 and 14001 standards. We remain attentive to new legal requirements to ensure that our products and services meet the required quality standards.

ENVIRONMENT

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY PLAN

Aligned with the achievement of the Sustainable Development Goals (SDGs), we channel our commitment by annually auditing our progress.

LOCAL HIRING AND PROCUREMENT POLICY

Aspiring to create social value wherever we operate, we prioritise local and artisanal production. We collaborate with the best industrial suppliers and artisans.

PREFERRED ENVIRONMENTAL PRODUCTS POLICY

The selection of fair materials is one of the most crucial decisions in our creative process. As editors, not relying on an internal machinery park, we emphasise the life cycle of our products, choosing materials and processes most suitable for each case with complete freedom.

SUPPLIER CODE

We audit our suppliers annually in order to ensure that our social and environmental responsibility standards are met throughout our value chain.

QUALITY

EXCELLENCE IN PRODUCTS AND SERVICES

We are committed to using effective methods and processes to guarantee quality at every stage of development, production, and delivery.

CONTINUOUS IMPROVEMENT

We recognise quality as an ongoing focus and strive to continually improve our processes, products, and services. We promote a culture of learning and continuous improvement, encouraging all our collaborators to contribute ideas to optimise our quality.