

Preventive Protocol for Sexual and Gender-Based Harassment

INDUSTRIAS TAPLA, S.L.

MAY, 2023

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1. OUR COMPANY'S VALUES

TAPLA INDUSTRIES S.L. is a company based in Lliçà de Vall, specializing in activities related to the design and manufacture of flocked products.

We are a company that is respectful and committed to the principle that all individuals should be treated equally, regardless of their personal conditions. For us, defending the dignity of every employee is a hallmark of our corporate philosophy. Aware that women and men are entitled to effective equality of opportunity, we have implemented the necessary measures to bring our philosophy to life within our team.

The prevention and management of sexual and gender-based harassment in the workplace requires the implementation of a comprehensive, guaranteed procedural approach, which is the focus of this document.

As an organization that works with and for people, we affirm our firm commitment to the effective respect of both women and men and to implementing the appropriate actions to prevent and manage potential situations of sexual or workplace harassment that may arise and affect our workforce.

2. ESSENTIAL PRINCIPLES IN THE PREVENTION AND MANAGEMENT OF SEXUAL AND GENDER- BASED HARASSMENT

ZERO TOLERANCE POLICY ON SEXUAL HARASSMENT AND GENDER-BASED HARASSMENT

Our organization is firmly committed to the prevention and rejection of harassment behaviors in all their forms and modalities. To this end, it focuses its efforts on

preventing, addressing, monitoring, and reviewing situations that may affect its employees, of which we have appropriate knowledge.

PRINCIPLE OF EQUAL TREATMENT

Our company will deploy the necessary preventive and management resources in all cases, regardless of the personal or professional circumstances of the affected individual, always providing ethical and respectful treatment, upholding the dignity every person deserves.

PRINCIPLE OF NON-RETALIATION

We commit to refraining from any form of retaliation following the report of a possible situation of sexual or gender-based harassment, whether as a complainant or a witness, without prejudice to any consequences arising from manifestly false accusations or complaints.

Activating the harassment protocol within the organization does not in any way diminish the victim's right to pursue any legal actions to which they may be entitled.

CONFIDENTIALITY

Confidentiality in the handling of sexual or gender-based harassment complaint investigation procedures is guaranteed, with access to information limited to the individual responsible for managing the protocol in their role as investigator, as well as HR personnel, management, and involved parties, to the extent necessary to fulfill the organization's obligations. We may outsource the required preventive services, ensuring that such services are protected under the professional secrecy of the contracted specialists. To guarantee confidentiality, each file will be assigned a numeric code to identify it throughout the entire procedure, and this code will be used in all documentation generated within the file.

PRINCIPLE OF PROMPTNESS

We commit to act diligently, swiftly, and without undue delays from the moment the harassment protocol is activated.

PRINCIPLE OF CONTRADICTION

The investigation and management of internal complaints will preserve the right to contradiction for all parties involved, allowing, in good faith, all individuals to have the appropriate means and channels to clarify the facts. Individuals involved in the internal complaints procedure may be accompanied by a person of their choice, including advisors, family members, or legal representatives, as long as it does not interfere with the instructor's proceedings and is within the terms established in this protocol.

PROTECTION OF THE HEALTH OF VICTIMS

The organization will adopt appropriate measures to guarantee the right to health protection for employees affected, as applicable.

3. SCOPE OF APPLICATION OF THE PROTOCOL

This protocol applies to all employees of **INDUSTRIAS TAPLA, S.L.**, regardless of their type of contract or employment relationship.

Additionally, it applies to individuals working for companies contracted or subcontracted by us in relation to the investigation process. This protocol also applies when the involved parties are interns, trainees, users, clients, suppliers, or any other individuals who may interact with the organization's activities.

For employees provided by temporary employment agencies, our organization will coordinate with these agencies to ensure compliance with relevant regulations and the

rights of the employees. In these cases, temporary employees may access our company's reporting channel, and we, as the receiving entity, will be responsible for investigating incidents and implementing necessary preventive measures. Each respective organization will apply appropriate disciplinary actions to the individuals it employs.

DURATION OF THE PROTOCOL

The protocol will remain in force for four years. However, modifications may be made earlier if warranted by legislative reforms, changes in committee membership, adjustments to the reporting channel, or structural or organizational changes within the company.

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4. GENERAL OBJECTIVES

This protocol for the management and prevention of sexual harassment and gender-based harassment within the organization is designed to comply with current regulations on equality and the prevention of sexual violence.

Article 48.01 of LO3/2007 on Effective Equality, in conjunction with Article 12 of LO10/2022, mandates that organizations promote working conditions that prevent behaviors and offenses against sexual freedom and moral integrity in the workplace.

The protocol ensures the prevention and proper management of cases of sexual and gender-based harassment, including, but not limited to, the following measures:

1. Providing information, raising awareness, and promoting understanding among employees regarding the prevention of sexual and gender-based harassment, including cases that occur in virtual settings.
2. Reviewing compliance with relevant regulations by third-party companies.

3. Implementing communication measures to increase awareness among suppliers and clients of the organization's zero-tolerance policy on harassment, as well as respect for individual rights and dignity.
4. Defining a structured procedure for managing and addressing internal complaints.
5. Ensuring the health and well-being of the affected employee.
6. Adopting appropriate response and management measures tailored to each specific case.

5. SEXUAL AND GENDER BASED HARASSMENT CONCEPTS AND DEFINITIONS.

For the purposes of this Protocol, the following definitions apply:

SEXUAL HARASSMENT

Defined as any behavior, whether isolated or repeated, that contradicts dignity and sexual freedom, with an offensive and unwelcome nature that should be known to the perpetrator. Such behavior can negatively impact on the victim's work environment or, if accepted, may be used as a condition to avoid adverse consequences in the workplace or regarding the victim's career advancement prospects.

Sexual harassment is distinguished from freely accepted and reciprocal approaches, as it involves conduct that is unwanted by the victim. Sexual harassment is considered a severe labor infraction and may be categorized as mild, severe, or very severe depending on its nature. Examples of sexual harassment include (FOR ILLUSTRATIVE, BUT NON-LIMITING PURPOSES):

- Intentional lascivious looks
- Lascivious gestures
- Offensive or insulting remarks
- Unwanted physical contact
- Pressure to engage in sexual activities
- Explicit sexual advances
- Physical acts of a sexual nature
- Conditioning access to rights or benefits on sexual favors

Motivation for these behaviors may include:

- Power stereotypes between men and women in the workplace
- The desire for a sexual benefit
- Psychological harassment
- The gender of the harassed individual
- Creation of an intimidating, humiliating, or hostile work environment

Indicators of Sexual Harassment include:

- Comments on clothing
- Comments on physical appearance

- Lascivious looks or gestures
- Invitations to meet outside work under the pretext of discussing work matters
- Unwanted offers of friendship or intimacy during delicate personal moments
- Explicit sexual requests under threat or coercion

Types of Sexual Harassment:

A distinction is made between quid pro quo harassment and environmental harassment. Quid pro quo harassment occurs when a sexual request, implicit or explicit, is made a condition for access to, continuation of, or benefits within the job. Environmental harassment has less direct consequences than quid pro quo harassment but involves enduring unwanted sexual behaviors that create a negative work environment, impacting job performance and making the situation unsustainable.

Cyber Harassment and Sexual Harassment via Technology:

Special attention is given to cyber harassment and technology-based sexual harassment, which the organization is committed to preventing through knowledge and awareness. Prohibited cyber harassment behaviors include:

1. **Sexting:** The sending of intimate images or videos, often taken by individuals on their phones, sometimes accompanied by erotic comments, falling under unauthorized pornography.
2. **Sextortion:** Using intimate images, videos, or audio to blackmail the victim into non-consensual actions.
3. **Grooming:** When an adult contacts a minor online, concealing their identity, to establish an emotional bond with the intent to later commit abuse or harassment. This is relevant in case any employee may be a minor.

GENDER, SEX, OR SEXUAL IDENTITY-BASED HARASSMENT:

This includes any verbal, gestural, or behavioral actions that, through repetition or systematic occurrence, harm an individual's dignity and physical or psychological integrity, degrading working conditions, and jeopardizing the person's employment, labor rights, health, and dignity due to their sex or gender.

Gender or sexual identity-based harassment is rooted in discrimination, contradicting the right to equality for all workers. This type of harassment arises when a person, due to their sex or gender identity, experiences unjust limitations on their labor rights or access to benefits that other workers in similar roles enjoy. The harasser may be a colleague, supervisor, subordinate, or any other individual in the workplace.

Direct and Indirect Discrimination:

Gender-based harassment may involve psychological harassment and lead to direct or indirect discrimination:

- **Direct Discrimination:** When an individual is treated less favorably than others in a similar situation due to their sex or sexual identity.
- **Indirect Discrimination:** When an organizational practice, unintentionally, disadvantages an employee due to their gender or sex.

Examples of Gender-Based Harassment include:

- Ridiculing or undermining women's intellectual abilities solely due to gender
- Publicly discrediting a person and their work
- Persistent derogatory comments about physical appearance or sexual orientation
- Sexist humor with degrading content

- Repeated use of offensive language
- Restricting or hindering access to labor rights based on sex, gender, or sexual identity
- Creating unjustified obstacles to career advancement

It is important to note that sexual harassment, gender-based harassment, and harassment based on sexual orientation or identity do not require repeated actions to be considered harassment. Single or isolated acts may qualify as harassment. The examples provided are illustrative and do not represent an exhaustive list.

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SEXUAL VIOLENCE:

Sexual violence is defined in the recent Organic Law for Comprehensive Protection of Sexual Freedom 10/2022 (September 6), which describes sexual violence as any non-consensual sexual act or act that restricts the free development of sexual life in any public or private setting, including digital environments. This includes, among other acts, sexual harassment, sexual assault, femicide, digital extortion, and non-consensual pornography.

Sexual violence refers to actions involving coercion or threats aimed at forcing a person to engage in specific sexual behavior. This includes unwanted sexual comments or insinuations, or actions aimed at exploiting or using a person's sexuality through coercion, due to their relationship with the victim, in any setting, including the home or workplace.

Sexual violence involves aggressive acts, using physical, psychological, or moral force, reducing the person to a state of inferiority to impose unwanted sexual behavior. This act fundamentally seeks to dominate the body and will of the victims.

6. LEGAL FRAMEWORK

Legally, the situations addressed in this document can be viewed from both a constitutional and labor perspective.

In relation to the rights violated in cases of sexual and gender-based harassment, the following fundamental rights stand out:

- a. The right to privacy (Article 18.1 of the Spanish Constitution, CE).
- b. The right to physical and moral integrity (Article 15 CE) in connection with Article 40.2 CE, as such actions impact the health of affected individuals.
- c. The right to equality (Article 14 CE), as most of these actions are committed against women. All discrimination entails a violation of fundamental rights, entitling the injured party to compensation for the resulting harm and damages.

Labor legislation specifically addresses the prevention of sexual and gender-based harassment.

In general, the Workers' Statute (Texto Refundido de la Ley del Estatuto de los Trabajadores, approved by Royal Decree 2/2015 of October 23, hereafter ET) includes respect for personal privacy and dignity, including protection against verbal or physical sexual offenses, as one of the basic labor rights of employees (Article 4).

Article 17 ET further establishes the general principle of non-discrimination in employment relationships, while Article 19 ET addresses the right to effective safety and health protection at work, in connection with Article 20 ET.

These rights and obligations must be aligned with the provisions of Law 10/2022, of September 6, on the Comprehensive Guarantee of Sexual Freedom (hereafter LO 10/2022), which mandates in Article 12 that organizations protect employees from sexual and gender-based harassment and work to prevent such behaviors, including those occurring through technological means.

These provisions should be interpreted alongside the applicable regulations under the Law on Offenses and Penalties in the Social Order, enacted by Royal Legislative Decree 5/2000, in connection with Law 31/1995, of November 8, on Occupational Risk Prevention (Articles 4, 14, 15, among others) and with Instruction 104/2021 for the assessment of psychosocial risks. In this context, the organization's obligation to prevent moral or psychological harassment is rooted in the employee's right to effective health protection. This requires the appropriate assessment, planning, and prevention of workplace risks associated with each job position. With the enactment of LO 10/2022, this must now necessarily include sexual and gender-based harassment in the assessment of job-related risks.

7. COMMISSION OF INVESTIGATION

COMPOSITION OF THE COMMITTEE

A small committee composed of three individuals appointed by the company will be responsible for requests to activate the protocol for sexual harassment and gender-based harassment, as there are currently no legal employee representatives. To ensure proper coordination with the external prevention service and considering the company's size, the same individuals who handle cases of psychological or moral harassment will also serve on this committee:

1. Member of the Executive Board and a part of the people management team.
2. Head of the Integrated Management System (SIG)
3. Head of HR and SIG Support

The committee members act collectively. However, for better task organization, such as recording minutes, notifying the prevention service, and providing support to

affected individuals, the HR representative may take on the role of lead investigator, as needed.

An external technical advisor or a multidisciplinary team may also participate in the committee. Additionally, the investigation process can be fully outsourced. Any committee member whose impartiality could be compromised due to family or personal relationships (friendship or hostility) with the parties involved, or who has a conflict of interest due to their role as a complainant, respondent, or witness, should refrain from participating in the complaint management process as soon as they become aware of such circumstances. Failing to abstain in these cases will result in appropriate disciplinary action.

The committee members' roles have a four-year term, coinciding with the duration of the harassment protocol. If a member leaves due to illness, leave, or any other cause, they will be replaced by another individual with similar qualifications and responsibilities in the company. Priority will be given to those who have received training in this area, with approval from management.

FUNCTIONS AND ROLES OF THE COMMITTEE

The committee for managing and preventing sexual and gender-based harassment has the following responsibilities:

- Ensuring compliance with the procedures and principles outlined in this protocol.
- Implementing necessary preventive measures to safeguard the rights of the individuals involved in a reported case, particularly the right to health.
- Conducting investigative processes to gather documentary, testimonial, graphic, and any other evidence necessary to clarify the facts.
- Preparing a report that includes background, alleged facts, evidence, verified facts, and a conclusion assessing the presence or absence of harassment indicators. The report will classify the behavior and its severity, along with

recommended preventive measures suitable for the specific circumstances of the case and the individuals involved, especially the victim.

- Providing information on the existing procedure for handling harassment cases.
- Supporting and assisting the harassed individual.
- Informing the individuals involved about public or private health and advisory resources available.

8. PREVENTIVE ASPECTS

This Protocol aims to provide a comprehensive response that covers everything from prevention to appropriate resolution in the event of a harassment incident, in accordance with the applicable collective agreement and labor legislation.

The goal of prevention is to foster a culture of equality, non-violence, coexistence, and respect within the organization, leaving no space for harassment. Preventing inappropriate and unacceptable behaviors such as harassment requires a proactive approach, designed to identify factors that contribute to a workplace free from such conduct.

Preventive actions will be developed primarily through awareness-raising, education, information, training, monitoring, and follow-up.

- 1) Raising employee awareness on preventing sexual harassment, gender-based harassment, and harassment in digital environments.
- 2) Training the individuals responsible for activating and managing the protocol.
- 3) Publicizing the organization's commitment to zero tolerance for sexual and gender-based harassment to clients and suppliers.
- 4) Informing employees through the most effective communication channels about the existence of the harassment protocol and the reporting channel.

- 5) Monitoring and reviewing the effectiveness of preventive processes, the operation of the reporting channel, the management of cases, and the status of individuals involved, including regular follow-up on their physical and emotional well-being.

9. INTERVENTION PROCEDURE

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We have developed an internal complaint management procedure for cases of sexual harassment and gender-based harassment within our company, based on the guidelines established in the XX General Collective Agreement for the Chemical Industry.

The procedure consists of four distinct phases, noting that the conventional standard does not impose specific deadlines or requirements for the process:

- 1. ACTIVATION**
- 2. INVESTIGATION**
- 3. RESOLUTION**
- 4. MONITORING**

The purpose of this procedure is multi-faceted: on one hand, it aims to support the individual who files the complaint by providing information and guidance regarding the incident; on the other hand, it addresses the actions of the individual allegedly responsible for the harassment to prevent continuation of such behavior, thereby stopping any prolonged negative impact on the complainant. Disciplinary measures may be taken if the reported incidents are substantiated.

ACTIVATION

The activation phase begins when the company receives a request to activate the protocol through the reporting channel. This request must be submitted by completing all sections of ANNEX I. The reporting channel is an efficient and direct means available

to all employees for submitting a request to activate the harassment protocol. In this organization, the reporting channel is the email address prevencion@tapla.com, managed exclusively by the committee members, who are bound by a confidentiality commitment.

A complaint may be submitted by the affected individual, a witness, a union representative, or a legal representative. However, if the complainant is a third party, they must have the express, written consent of the affected person, and this consent must be attached to the complaint submission. If the complaint must be made verbally due to circumstances beyond the control of the instructor, it will be documented in an official statement signed by both parties, with an appropriate receipt issued.

Once received, the complaint will be reviewed by the instructor, who will meet separately with the complainant and the respondent. The instructor will then decide and provide written notifications to the parties involved, to management, to the external prevention service, and, if requested by the parties, to the respective legal representatives of the employees. The instructor will inform the parties in writing of one of the following outcomes:

- a. Proceeding with an informal reconciliation process aimed at mediating between the parties to reach a mutually agreed resolution. This procedure is contingent on the following conditions: (1) the consent of both the complainant and the respondent; (2) the approval of the instructor; (3) the allegations must be of a mild nature; and (4) it must concern environmental sexual harassment rather than direct sexual harassment. This process will conclude within 10 days of the date the complaint was received.
- b. Non-admission of the complaint if the reported actions do not fall within the scope of this protocol or if it is determined that the situation does not constitute sexual or gender-based harassment. In cases where the situation is a labor conflict, this will be justified in a written report along with the mediation and intervention measures to be taken.

- c. Acceptance of the complaint, specifying the facts and grounds for this decision, and agreeing to proceed with the formal process, which includes conducting an investigation into the facts. In this initial phase, the committee may take precautionary measures as deemed appropriate, including the physical separation of the complainant and the respondent without infringing upon labor rights.

During this initial phase, the instructor may also implement precautionary measures, such as physically separating the complainant and respondent, while ensuring no adverse effect on the labor rights of either party, to protect the complainant.

INVESTIGATION

The evaluation phase spans from the admission of the complaint to the conclusion of all investigation and assessment actions necessary to determine whether sexual or gender-based harassment has occurred.

The instructor will gather and examine all information, assessing the situation, and if harassment is identified, its severity will be determined. Necessary and reasonable resources and tools will be employed by the organization to thoroughly investigate the facts. The investigation will include interviews with the individuals involved, beginning with the complainant, who will be contacted first.

During interviews and the investigation process, the instructor may be assisted by an external professional team. Interviewees may be accompanied by an advisor, representative, colleague, or family member who will have the right to ask questions or seek clarifications during the final ten minutes of the interview, without prior interference.

Documentary, testimonial, graphic, and audiovisual evidence, as well as other legally admissible forms of evidence, may be collected to clarify the facts. The victim will receive necessary support from the outset, with the external prevention service informed of the procedure.

If the instructor considers it necessary to implement urgent preventive measures to protect the safety and health of the parties involved, they may do so at this stage. This includes arranging for the complainant and respondent to avoid physical contact during the investigation, without infringing on the labor rights of either party.

Within 30 days from the receipt of the complaint, the instructor will issue a report detailing the background of the complaint, facts, evidence, evidence assessment, conclusions, preventive measures taken and to be taken, and a determination on the existence or non-existence of sexual or gender-based harassment. Any applicable sanctions will be recommended in line with the collective agreement's current provisions. Interview transcripts will not be included in the main report but will be attached as a separate annex.

Examples of types of sexual or gender-based harassment, according to severity (with potential disciplinary classification per labor regulations), include:

- a. Mild: Derogatory or sexual verbal expressions, ranging from jokes or taunts to unwelcome comments, persistent unwanted invitations, assigning meaningless or impossible tasks, ignoring or ridiculing contributions, lascivious looks, or unwanted physical proximity.
- b. Severe: Direct situations with highly sexual content (sexual coercion, demands for sexual favors, ridicule of the victim), and unauthorized physical contact.
- c. Very Severe: Direct verbal pressure, unwanted physical contact like hugs, kisses, touching, caressing, cornering, following the victim, direct intimidation for sexual favors, sexual relations under fear of consequences, sexual assault, and retaliatory actions such as dismissal or punishment for non-compliance. The unauthorized distribution of sexual content also falls into this category.

RESOLUTION

The investigation report will be submitted to the organization's Management, which will have a maximum of 15 days to implement the necessary measures.

The disciplinary regime for sexual and gender-based harassment under the General Collective Agreement for the Chemical Industry (BOE No. 171; 19-07-2021) classifies sexual harassment as a very serious offense, which can be sanctioned, depending on the severity of the acts, by:

- a) suspension from work and pay for 16 to 60 days
- b) dismissal.

If the instructor determines that the complaint was made in bad faith or that the information or testimonies provided were false, they may recommend initiating a disciplinary procedure against the responsible individuals.

Should the victim have experienced retaliation or harm during the investigation process, the company is obligated to restore them to their prior conditions, identify those responsible, and implement measures to address any resulting repercussions.

All documentation generated through this procedure will be safeguarded by Management and the Human Resources Department or the person responsible for HR management, even if outsourced.

MONITORING

Within 15 days, and subsequently within 30 days (both counted from the date on which Management implements the measures), the instructor will issue a follow-up report on the proposed measures and the oversight actions being taken by responsible parties to prevent any recurrence of prohibited situations and to ensure the affected individual's right to health, dignity, and non-discrimination.

If deemed necessary, these follow-up measures will be continued at appropriate intervals to ensure the safety and health of the affected employees.

In all cases, vigilance will be maintained to ensure that no form of retaliation is taken against any individual involved in the investigation, be they complainant, respondent, witness, or informant.

Following the implementation of the protocol, a general semi-annual follow-up report will be prepared to record any incidents and assess the protocol's effectiveness, with the aim of introducing any improvements deemed necessary.

An annual general evaluation report will be prepared to assess the protocol's effectiveness.

The following basic indicators will be used for tracking and evaluation purposes:

Number and types of information, awareness, and training actions conducted regarding Protocol.

- Number and types of personnel who have participated in the information, awareness, and training actions.
- Number and types of harassment situations identified.
- Number and types of harassment situations reported.
- Number and types of cases resolved.
- Number and types of corrective measures implemented.
- Number and types of improvements introduced to the Protocol.
- Satisfaction level of individuals who have used the Protocol measured through a qualitative survey.

This monitoring will be carried out by the Human Resources department or the individual responsible for such functions, in coordination with the external prevention service.

ANNEX I

REQUEST FOR ACTIVATION OF THE SEXUAL AND GENDER-BASED HARASSMENT PROTOCOL

Complainant's Information: (mark with a cross)

- ☐ Affected Individual
- ☐ Middle or Senior Management
- ☐ Human Resources Department
- ☐ Management
- ☐ Prevention Delegate
- ☐ Safety and Health Committee
- ☐ Occupational Risk Prevention Service
- ☐ Others

FULL NAME :.....

ID. NUMBER (DNI/NIE/PASSPORT):.....

TELEPHONE NUMBER:.....

POSITION:.....

Type of contract with TAPLA:

- ☐ Permanent
- ☐ Temporary
- ☐ Intermittent Permanent
- ☐ Temporary Employment Agency (TEA)
- ☐ Contracting Organization

Information of the Respondent: (mark with a cross)

- ☐ Affected Individual
- ☐ Middle or Senior Management
- ☐ Human Resources Department
- ☐ Management
- ☐ Prevention Delegate
- ☐ Safety and Health Committee
- ☐ Occupational Risk Prevention Service
- ☐ Others

TYPE OF HARASSMENT:

- ☐ Sexual
- ☐ Gender-based
- ☐ Cyber Harassment

Reported Facts: (Use as many sheets as needed)

Proposed Evidence: (specify):

Witness Testimony:

Indicate name, surname, workplace, and position for each witness

...

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...

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Documentary Evidence (specify)

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...

...

Other

Based on the above, I REQUEST the initiation of the investigation procedure.

In XXX (DATE)

SIGNATURE, FULL COMPLAINANT'S NAME

Nº Ed.	DATE	SUMMARY OF NOTIFICATIONS