



GUI-LEC-OP-01
CODE OF ETHIC CONDUCT FOR THE PROTECTION OF CHILDREN AND ADOLESCENTS AGAINSTS SEXUAL EXPLOITATION IN TOURISM ESCNNA

Version: 2

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TITLE PAGE

| VERSIÓN | Premise of Modification |
|----------------|---|
| 0 | Launch |
| 1 | 18/09/2017: Logo update by change from Ltda to SAS |
| 2 | 12/03/2019: General Review of the Document |

| Issued by | Revised by | Approved by |
|--------------------------------------|--------------------------------------|----------------------------------|
| Position: Quality Coordinator | Position: Operations Director | Position: General Manager |
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1. OBJECTIVE

Prevent and thwart exploitation, pornography and sexual tourism of children and adolescents, according to the provision of the 2001 Law 679, Law 1336 and 2009 Resolution 3840, fulfilling the commitments that must be contained in the code of conduct, which must be followed and complied by tourism services providers.

2. SCOPE.

This code of conduct of **Líneas Especiales Cajitur S.A.S** will have scope throughout all Colombian territory and will be communicated to customers, users, companies that have a commercial relationship, suppliers, associates, employees, the community and any other personnel related with the provision of tourism automotive transport service by road.

3. CONSIDERACIONES GENERALES

Líneas Especiales Cajitur S.A.S in the adoption of this code of ethic conduct to protect children and adolescents from sexual exploitation in tourism is committed to implement:

1. CORPORATE POLICY FOR THE PROTECTION OF CHILDREN AND ADOLESCENTS FROM SEXUAL EXPLOITATION IN TOURISM.

Líneas Especiales Cajitur S.A.S, pursuant to the provisions of existing legislation on protection of children on all forms of exploitation and sexual abuse is committed to: Suppress, condemn and denounce before the competent authorities, any criminal act and of exploitation or sexual abuse against minors, and on which it has knowledge.

- Fighting, prohibit and reject that personnel of Cajitur Special Lines Limited - CAJITUR LTDA, make the dissemination of pornographic material with minors during working hours through the use of Cajitur Special Lines Limited - CAJITUR LTDA facilities, including their computer networks.
- Prohibit the utilization and dissemination of illegal material with minors at its premises and lieu of provision of the services.
- Condemn, reject and avoid the creation or dissemination of tourism programs

"Whoever commits exploitation, pornography and sexual tourism involving children and adolescents, shall be punished with deprivation of liberty and pecuniary penalties and administrative measures by the competent authorities."



promotion that promote and/or market the sexual exploitation of minors.

- Adopt measures to impede that employees, provide tourism information or promote sexual contact with minors.
- Support the National Government in the dissemination of information to passengers about the existence of legislation against sexual exploitation of minors.
- Refrain from offering on tourism promotion programs and tourism plans, express or surreptitiously, plans of sexual exploitation of children and adolescents.
- Adopt measures to prevent that **Líneas Especiales Cajitur S.A.S** employees, dependants or brokers, offer tourism services that include sexual contact with minors.
- Protect minors, national citizens or foreigners, of all forms of exploitation, and sexual violence, inflicted by tourist citizens or foreigners.
- Incorporate in our advertising, information on the legal consequences of the exploitation, pornography and sexual tourism.
- Refrain from giving information to tourists, directly or through employees, about places where sexual services with minors are coordinated or offered.
- Refrain from driving tourists to establishments or places where prostitution of minors is practiced.
- Refrain from driving minors, directly or through employees, to places where tourists are accommodated, for the purpose of minors' prostitution.
- Refrain from using vehicles on tourism routes for the purpose of prostitution or sexual abuse with minors.
- Prevent the entry of minors to hotels, accommodation places, bars, similar businesses, and any other touristic establishments, with the purpose of minors sexual abuse and prostitution.

2. EDUCATE AND FORM ON THE IMPLEMENTATION OF THE CORPORATE POLICY FOR THE PROTECTION OF CHILDREN

AND ADOLESCENTS FROM SEXUAL EXPLOITATION IN TOURISM.

- **Líneas Especiales Cajitur S.A.S** will inform, train and educate its personnel on the duty to observe the policies contained in this document with the purpose to prevent the utilization, exploitation and sexual abuse of children and adolescents, and the duty to observe these policies, giving effect to compliance with current legal regulations.

3. APPLICATION TO THIRD PARTIES

From the date of adoption of this code, **Líneas Especiales Cajitur S.A.S**, will inform to its customers, users, companies it has commercial relationship, suppliers, associates, employees, the community, and any other personnel related with the provision of tourism automotive transport service by road, the policies contained in this document, to prevent the utilization, exploitation and sexual abuse of children and adolescents.

Additionally it will include a clause in its contacts, in which it is jointly rejected the sexual exploitation of children.

4. INFORMATION TO TRAVELERS

In furtherance of the provisions of Article 17 of Law 679 of 2001 **Líneas Especiales Cajitur S.A.S** inform passengers using its services, that in Colombia there are provisions that prevent and punish sex tourism of children and adolescents.

This supportive activity in the dissemination of the information shall be executed considering the policies and means of **Líneas Especiales Cajitur S.A.S**, through any of the following means:

- Website
- Office and service delivery points
- E-mails

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•Catalogues, posters, onboard informational videos, or other channels that are considered appropriate for this purpose.

5. REPORTING TO THE COMPETENT AUTHORITY

In the event that any of the employees of **Líneas Especiales Cajitir S.A.S** is aware that a child or teenager is being used or sexually exploited in the administrative, operational facilities or within the vehicle, must report it in order to give advise to the police authority who will denounce before the Ministry of Commerce, Industry and Tourism, the Attorney General's office, the ICBF and any other competent institution, the facts related to the sexual exploitation of minors.

INTERNAL WAYS OF PROCEDURE

As follows it is established the internal way of procedure for **Líneas Especiales Cajitir S.A.S** where the information about complaints phone lines and steps to follow

are given when ESCNNA cases are detected or suspicion of it exists.

Internal procedure:

Any employee of the organization shall inform the Director of Human Resources and/or the General Manager in order to verify and report to the proper authorities (Police, ICBF). The Colombian Institute of Family Welfare - ICBF has national hotline and receive complaints 24 hours 01 8000 112 440, it can also be reported anonymously through the website www.teprotejo.org or free mobile phone application Te Protejo. National Police 123.

We are also committed to implement the respective monitoring mechanisms, and to adopt sufficient and appropriate control measures aimed to avoid that performing the provision of the service **Líneas Especiales Cajitir S.A.S**; may be used for the purpose of sexual exploitation, pornography and sexual tourism with children and adolescents.



The ethical code of conduct to protect children and adolescents from sexual exploitation in tourism has the full support of senior management of **Líneas Especiales Cajitir S.A.S**.

Nydia Johana Cagua Venegas
General Manager
Líneas Especiales Cajitir S.A.S

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