

# Code of Ethics

may / 2020

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Interdependence is something intrinsic to human nature: we have to relate, we need to relate.

Structural changes such as globalization, breaking paradigms such as the internet, manifestations of nature such as the climatic collapse and global crises such as the pandemic have placed interaction between peoples at an unprecedented level in human history.

There is no doubt that attention should be paid to this interdependence between people. Whether in companies, in governments, or in third sector organizations.

This Code aims to establish principles for the relationship with the different parties with which Instituto Escolhas interacts so that it is legitimate regarding the objectives that mark the Institute's mission and ethical not only in its ends, but also in its means.

The Institute expresses here the stance that it wishes to have as an organization and also the one that it values in everyone around it. The Code, therefore, by mutual agreement, establishes the commitment of its members (team and advisers), consultants and partners to observe it in its relations with entities, organizations, suppliers, government, environment and society in general.

## The Code

Through this Code, the Institute aims to strengthen transparency and internal and external responsibility, ensuring good governance practices.

The Code must be formally disclosed to suppliers and partners in general and must be mentioned in the contracts to be signed, attesting the knowledge and alignment of those involved with its values and principles.

It is the duty of the team to immediately inform their superiors or to activate the Reporting Policy in case of violations of the precepts presented here, in order to defend the interests of Escolhas Institute, as well as to protect its reputation.

## Respect to People

Instituto Escolhas sees its relationships as a learning opportunity because it considers that it can and should be a path of professional and personal improvement for all. The Organization provides a favorable environment for innovation and ensures that its relationships favor the emergence of creative ideas.

The Institute encourages the balance between work and personal life as a way to maintain the relationship with its employees. It strives to offer an informal, healthy, safe and harmonious space for a fruitful professional and personal interaction. It is everyone's duty to ensure that the professional environment preserves these qualities, and it is up to the leadership to be the example in this zeal.

All people deserve to be treated with respect, dignity and politeness. The Institute welcomes human diversity in its relationships and believes in the strength of that diversity to achieve its goals. The Institute assumes a conduct free from discrimination of any kind - age; appearance; breed; color; sex; sexual orientation; language; religion; political or other opinion; national, ethnic or social origin; social class; any other condition. Thus, the Institute's daily life is based on respect for human rights.

## Relationship with Suppliers, Partners, Communities and Society in General

Instituto Escolhas' suppliers are selected based on objective and impersonal criteria, prioritizing partners that adopt more sustainable, ethical, fair and solidary practices.

The Institute does not use economic, political or any other type of coercion to impose commercial conditions on negotiations and defends a respectful and professional relationship with suppliers.

The Institute seeks to continuously improve communication with suppliers so that the parties know what to expect from each other.

The Institute seeks to act in a socially responsible manner that observes human rights, strives to minimize the possible environmental impacts of its activities, adopting more sustainable practices and promoting awareness of them.

## Abuse of Power, Sexual Harassment and Moral Harassment

Abusive behaviors can manifest themselves in the form of sexual harassment or bullying. A sexual proposal or approach imposed on someone using intimidation, blackmail or other forms of subjection characterizes sexual harassment. Moral harassment is configured by abuse of power, through disqualification, contempt or humiliation of the other.

Instituto Escolhas has the absolute principle of respect for others and, therefore, abusive behaviors that can be interpreted as moral, sexual harassment or any abuse of power are not accepted under any circumstances.

## Use of the Institute's Facilities and Equipment

Materials with pornographic or racist content cannot be created, accessed, exposed, stored, distributed, edited or recorded using the Institute's computer resources. The use of any systems or applications unrelated to the Institute's functions and activities is prohibited.

For legal purposes of auditing and ensuring compliance with the rules established by the laws in force, the Organization reserves the right to inquire or conduct research on any of its equipment that integrates the network, in the mailboxes of the Institute's e-mail and in the reports internet usage.

Harassment or harassment of third parties on the Institute's premises or through electronic messages with the organization's e-mail is strictly prohibited, either because of the language used, or because of the frequency with which they are sent, or because of their size. Only the ethical use of the Institute's e-mail and exclusive for the professional activities of the team is allowed.

The policy of Instituto Escolhas for the use of its furniture, equipment and other parts of its facilities requires that it be done exclusively for professional purposes.

## Exploitation of Adult or Child Labor

Instituto Escolhas repudiates all forms of child labor and the use of a workforce whose recruitment is not of the free and spontaneous will of the worker.

Establishing or maintaining professional relationships with partners, service providers or suppliers that use slave labor (or similar to slavery) or child labor is prohibited by the Institute in its activities.

\* According to Article 60 of the Child and Adolescent Statute, instituted by Law No. 8069/1990 of Brazilian Code, it is prohibited to offer any work to children under 16 years of age, except as an apprentice, from the age of 14.

## Acts of Violence

The Institute encourages thoughtful conduct; it values the physical, emotional, psychological and social well-being of its team and encourages the adoption of healthy habits that contribute to the well-being and safety of its team.

The Institute considers any aggressive manifestation, whether physical or verbal, to be unacceptable.

## Compliance with Legislation

Instituto Escolhas does not accept illegal payments for the activities it develops or for the services it provides and does not make payments in an irregular manner. It vigorously repudiates practices such as fraud, bribery and corruption. It does so because it is guided by a high standard of ethics in its activities and relationships, the only conduct in harmony with the mission of the Institute and beliefs that include obeying the laws, honoring implicit or explicit commitments and fulfilling contracts.

All team members must fully comply with Law 12.846/2013 of Brazilian Code, known as the "Anticorruption Law", which regulates the action of entities working in the interaction between the public and private sectors, as well as Law 9.613/1998 Of Brazilian Code in its provisions about crimes of laundering and concealment of assets, rights and values.

## Forming Partnerships and Hiring Consultants

This Code recommends that every member of Instituto Escolhas make a check of the intermediaries and potential partners with special attention to their reputation, their specialized knowledge and their professional history; the reasonableness and appropriateness of the proposed form of payment; the business justification for carrying out the transaction or activity in question.

## Activities and Interactions with Public Agents

To discuss the results of their studies and public policy issues with the executive, legislature, class entities and diplomatic representations, every representative of Instituto Escolhas should preferably attend accompanied by more than one person in order to favor the transparency of their conduct and the harmony with the Organization's ethical premises.

Instituto Escolhas understands that its multiple interfaces with public agents must be developed through a clear, non-partisan and transparent dialogue. The Institute reaffirms, in this Code, strict compliance with the law in any contact with State agents and never induce them to deviate from the legal requirement that they be guided by respect for impersonality, morality, publicity and efficiency in the relationship eventually established. The Institute believes that, observing these principles, positive relationships are made possible with the public sphere in which it can help transform the Brazilian reality.

## Conflicts of Interest

Conflicts of interest arise from situations in which a member of Instituto Escolhas has the performance of his duties exposed to personal interests (or those of third parties related to him) that are antagonistic to the interests of the Institute. Such situations must be avoided and addressed through impartial choices. Institutional decisions must be based on opinions that are free of interest or personal gain.

The conflict situation involving a member of the Institute must be immediately communicated by him to the immediate superior or to the Council. If you don't, a colleague can do it.

In supplier selection processes for the Institute, the member involved who eventually has ties of any kind with any candidate must declare himself prevented from participating in the process.

## Gifts and Advantages

There are situations where it is customary to give or receive gifts. When such circumstances occur involving team members, the recipient of the courtesy should communicate it to his/her superiors and follow the specific guidelines for the case. However, as situations like this may suggest eventual favouritism, the courtesies offered to the team or its members in the form of gifts, presents or other offers deserve special attention.

Instituto Escolhas considers as a gift that courtesy that is genuine (offered in gratitude for legitimate functions, without incentive), independent (not generating effects or reflecting on future situations), free (without obligations) and transparent (openly declared). Without these characteristics, the courtesy will not be seen as a gift, but rather as a bribe.

## Secrecy and Confidentiality

Everyone is responsible for the protection of information and data, physical or electronic, held by the Institute, and access to its files before third parties. The use of computers must always be done with due care to prevent theft and exposure of confidential information. Passwords and other access codes to internal systems are individual and non-transferable.

The team is advised not to associate their personal activities with the Institute or to cite it as a reference for public manifestations of a personal nature, which includes those made on social networks, except in the case of official positions. In case of doubt, the Communication Policy should be consulted.

In work routines in which Instituto Escolhas' team needs to access privileged, sensitive or confidential information, it must guarantee the total confidentiality of the data, whether related to the activities developed in these routines, or to the Institute, even after the link between the Organization and the professionals involved in them has ended. A team member should always consult with his superior when he has doubts about the confidentiality of certain information.

## Intellectual Property

Instituto Escolhas owns the intellectual property of the results generated or registered in documents, files, models, methodologies, formulas, scenarios, projections, analyzes and reports by the Institute's team, whether innovative or not, regardless of relevance, provided they are developed during the realization of activities of the Institute or directly linked to them.

## The Institute's Brand

In order to use Instituto Escolhas' materials and logo, team members and Councils must follow the Brand Use Policy .

## Press Contacts

The Communication area and the Executive Director will select and train the team members who are to act as spokespeople for the Institute and represent it in contacts with the press. The Communication area is also responsible for disseminating information about projects or institutions to professionals and media outlets; it will guide how this disclosure can be made and, whenever applicable, consult the partners involved.

## Accounting Statements and Accountability

The Institute is responsible for the proper preparation and presentation of its financial statements, ensuring alignment with Brazilian accounting practices and that accurately describe the financial operations related to the execution of its activities. The Institute must also adopt policies and procedures that ensure control and security in the use of financial resources, avoiding fraud and deviations.

Annually, in accordance with the Bylaws, the Institute will make the Activity Report available on its website and submit its financial statements to an independent and qualified external audit.

## Non-compliance with the Code

Conducts or situations potentially contrary to the provisions of this Code must be informed and resolved according to the Institute's management rules. If it is not possible to resolve this issue, issues must be dealt with in accordance with the Instituto Escolhas' Whistleblower Policy.

The confidentiality of the complaints received is guaranteed, and any measures against team members are strictly prohibited as a form of retaliation for having made a complaint. The provision, however, will not prevent appropriate disciplinary measures when the internal investigation concludes that the complaint is false and in bad faith.