

## **Mundi Consulting CODE OF ETHICS**

### **CODE OF CONDUCT – Supplier Partners of Mundi Consulting**

#### **1. Framework**

Mundi Consulting is an international management consultancy, strategy, training, human resources and international cooperation for development, recognized as an organization that develops projects in all CPLP countries, working with a diversity of organizations. Mundi Consulting's objective is to present management solutions for organizations in the markets where it operates, creating value, with close and trusting relationships.

Mundi Consulting develops its activity based on strict criteria, expressed in its Code of Ethics and associated policies. Mundi Consulting is a signatory to the United Nations Global Compact and is committed to the ten fundamental principles of the UNGC. These principles are reflected in our Code of Ethics.

This Code of Conduct for Partners, developed from the Mundi Consulting Code of Ethics, defines the standards that Mundi Consulting expects to be followed by all Suppliers with whom it does business and develops activities, hoping that these standards will be followed equally by all its collaborators or people who are mobilized to work on the projects.

#### **2. Compliance with the Applicability of the Code of Conduct**

Supplier Partners consist of all collective, public or private institutional entities, as well as individual persons, who are mobilized and integrated into the organization of services that Mundi Consulting performs or participates in.

Supplier Partners must respect Mundi Consulting's Code of Ethics, as well as all applicable legal regulations and standards, both locally in the market where the projects are developed, and internationally, issued by the international institutions with which Mundi Consulting interacts. Mundi Consulting may develop a risk due diligence process, hoping that there can be full cooperation for its development by the Supplier Partners.

#### **3. Continuous Improvement**

The provisions of this Code of Conduct establish the minimum standards expected from Mundi Consulting's suppliers, with the expectation that they will try to exceed the best international practices in the consulting areas where we intervene. Mundi Consulting recognizes that achieving some of the standards established in this Code of Conduct is a dynamic and not static process and encourages suppliers to continually improve their working conditions in accordance with this Code of Conduct for Supplier Partners.

#### **4. Management and Monitoring**

Mundi Consulting expects its suppliers to have established procedures to meet the standards established in this Code of Conduct, as well as to have established and maintain management systems appropriate to the content of this Code of Conduct, and which guarantee the monitoring and evolution of their management processes and business operations to be in line with the principles of this Code of Conduct.

#### **5. Work and Freedom of Association**

Mundi Consulting expects its suppliers to have practices that recognize that their employees can exercise the right to organize themselves and develop collective activities related to the promotion of the defense of their interests and negotiate collectively, as well as protect their employees from any action that may be discriminatory in relation to the exercise of that right.

Mundi Consulting expects its suppliers to prohibit forced or compulsory labor, in any form, guaranteed whenever employees have the freedom to decide about the work they perform.

## **6. Child Labour**

Mundi Consulting expects its suppliers not to employ children younger than the minimum working age allowed by the law of the country or countries where the projects are developed, without employment contracts, ensuring that they have the age of majority and conditions to carry out professional activities without compromising the health, safety or morals of such persons.

## **7. Discrimination**

Mundi Consulting expects its supplier partners to ensure equal opportunities in relation to employment, without discrimination based on race, color, sex, religion, political opinion, national origin or social origin and any other reason that may be recognized by the national legislation of the countries where projects take place. Mundi Consulting also expects its supplier partners to ensure that these equal opportunities in relation to employment are applied to controlling entities, subsidiaries or affiliates, or to employees who are subcontracted.

## **8. Wages and Working Conditions**

Mundi Consulting expects its supplier partners to ensure the payment of salaries to employees who participate in the projects, keeping records of these payments. It also expects that salary reductions, if any, refer only to situations provided for in the applicable law, regulations or collective agreement, and supplier partners must inform the workers in question about such deductions at the time of each payment. Wages, working hours and other working conditions provided by suppliers must not be less favorable than market conditions that apply locally on similar projects.

## **9. Health and Safety**

Mundi Consulting expects its supplier partners to ensure, to the extent reasonably practicable and within the framework of the process of developing the activities of each project, that the health and safety conditions are safeguarded for carrying out the activities in the countries where they are carried out, including equipment, materials and insurances.

## **10. Human Rights**

Mundi Consulting expects its supplier partners to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.

## **11. Harassment and Inhumane Treatment**

Mundi Consulting expects its supplier partners to create and maintain an environment that treats all employees with dignity and respect, as well as not involving themselves in any situation involving threats of violence, harassment or verbal or psychological abuse and/or exploitation and sexual abuse.

Mundi Consulting also expects its supplier partners to take all appropriate measures to prohibit their employees or other contracted persons from engaging in sexual exploitation and abuse. Failure to take preventive measures against sexual exploitation or abuse, to investigate allegations thereof or to take corrective measures when sexual exploitation or abuse has occurred, as well as in relation to severe or inhumane treatment, coercion or corporal punishment, constitutes grounds for termination of any agreement with Mundi Consulting.

## **12. Environment**

Mundi Consulting expects its supplier partners to have an environmental policy aligned with the legislation and regulations related to the protection of the environment, seeking to develop activities and undertake initiatives to promote greater environmental responsibility.

## **13. Corruption**

Mundi Consulting expects its supplier partners to follow the highest standards of moral and ethical conduct, respect local laws and not engage in any form of corrupt practices, including, but not limited to, extortion, fraud or bribery.

## **14. Conflict of Interests**

Mundi Consulting expects supplier partners to report any situation that may constitute and appear to be a conflict of interest and to disclose all situations that associate entities or subcontracted consultants are aware of, within the scope of the Contract with Mundi Consulting, that may have had some kind of interest in the business or projects to be developed, whatever the link with Mundi Consulting or its supplier partners.

## **15. Gifts and Entertainment**

Mundi Consulting has a policy of not tolerating the offer or receipt of any type of gift or offer/acceptance of entertainment that may conflict with the impartial and exemplary performance of the agreed and contracted services. Mundi Consulting expects its supplier partners not to offer any benefits, such as free products or services, employment or sales opportunities to entities for whom Mundi Consulting and its partners develops projects, in order to facilitate the realization of the same or other projects.

## **16. Contacts**

Any questions or clarifications needed in relation to this Code of Conduct can be directed to the Quality/Compliance Area of Mundi Consulting, via email: [etica-conduta@mundiconsulting.net](mailto:etica-conduta@mundiconsulting.net).

## **17. Agreement to the Code of Conduct for Supplier Partners of Mundi Consulting**

After knowing the content of the Code of Conduct for Supplier Partners of Mundi Consulting, we agree with it.

Place and date:

Supplier Partner Name:

NIPC:

Signature of the legal representative:

Name:

Office:

Partner Entity: