

# **CODE OF CONDUCT**

2022



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## Catalog Card

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Research & Extension Support Foundation (FAPEX)

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# Board Message

Through this message, we present the Code of Conduct of the Research & Extension Support Foundation (FAPEX). Our intention is to encourage culture of integrity in the work environment, to develop a responsible and committed attitude, compatible with our values.

This Foundation understands that each person is a member of the FAPEX team, taking on from the beginning of the relationship an honest and ethical conduct, in different situations, being attentive to the practices of transparency, respect and collaboration with everyone. For this, we have our Ombudsman, who can be consulted on the best way to act in certain situations.

We are committed to maintaining a healthy environment in compliance with current legislation, which is consistent with respect for freedom of opinion, full defense of privacy; with the guarantee of equal treatment, without discrimination or special privileges; with a respectful workspace, collaborating with motivation and professional growth; with protection of health and safety at work; with training and full integration in matters related to the Foundation.



We intend that all people involved in FAPEX's activities, including our Partners, Suppliers, as well as society in general, read, understand, comply with and enforce, with conviction and without flexibility, this Code of Conduct, not condoning with acts that characterize or may characterize a breach of the procedures described here, in accordance with ethical principles, moral and legal.

The integrity image of the FAPEX team depends on everyone!

Enjoy the reading!

Antônio Fernando de Souza Queiroz  
**EXECUTIVE DIRECTOR**



# Introduction

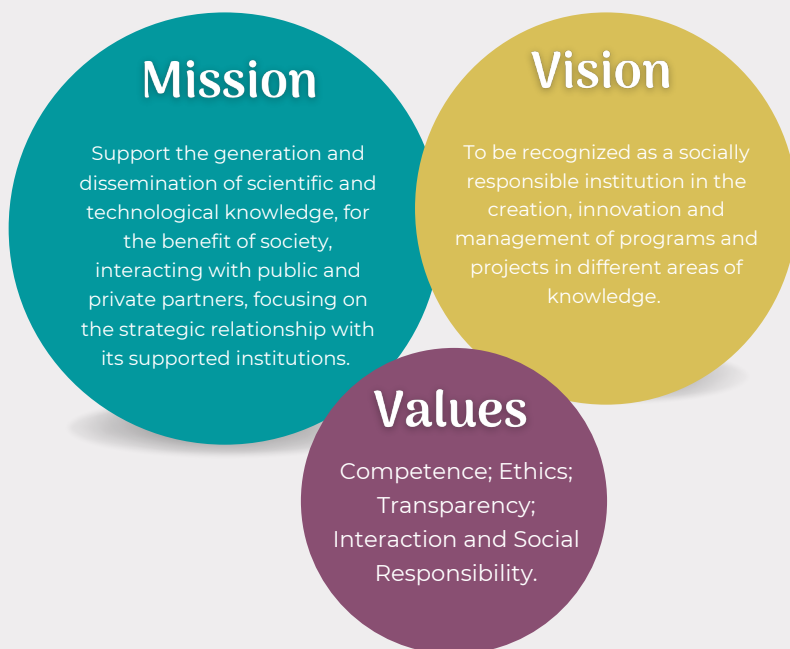
This Code of Conduct has been prepared to strengthen the mission, vision and values of Research & Extension Support Foundation (FAPEX). It has the aim to establish an alignment of the Foundation professional relations, ensuring a standard of honest behavior for all Employees in relations with our Clients, Suppliers, government agencies and third parties in general, regardless of their position at the Foundation.

The content of this Code of Conduct applies to all and all FAPEX Employees, Suppliers and the general public, within the scope of their relations with the Foundation, and compliance with it is mandatory, including when dealing with third parties. It is important that each Employee discloses and ensures compliance, in order to ensure that everyone is involved in the objective of increasing integrity in all professional relationships.

# The Code of Conduct

## Importance

The Research & Extension Support Foundation (FAPEX) is a non-profit legal entity under private law, created to support teaching, research and extension activities, and training and qualification activities to academic staff and administrative technician of the Federal Higher Education Institutions (IFES) and Scientific Technological and Innovation Institutions (ICTs) supported institutions, as well as to cooperate with the institutional, scientific and technological development of such institutions. Thus, its MISSION, VISION and VALUES are established on the following bases:



The Foundation understands that honest conduct is important in every organization. It is the main ingredient in building and maintaining business relationships based on trust.

The actions of our Employees, Suppliers and third parties directly impact FAPEX's image and reputation, compromising the Foundation's survival, growth and credibility. For this reason, FAPEX is committed to working with everyone who shares its commitment and values, including safety, respect for the environment and integrity. We hope that all third parties with whom we have relationships are encouraged to act in a manner consistent with this Code of Conduct.



This Code of Conduct was prepared with the aim of highlighting the conducts through which our organization conducts the professional relations of Employees with the Teams that work in the Projects, Suppliers, authorities and society in general.

Seeking to preserve the credibility, integrity, transparency and reputation of FAPEX and its Employees, this Code of Conduct was prepared in accordance with the following Laws: Lei Anticorrupção (nº 12.846/2013), Lei de Acesso à Informação (nº 12.527/2011) and Lei Geral de Proteção de Dados Pessoais (nº 13.709/2018), and complements the policies for the use of technological resources, privacy, the confidentiality agreement, internal operating procedures and other institutional documents that are valid.



If, at any time, you have any questions, please send an email to **[ouvidoria@fapex.org.br](mailto:ouvidoria@fapex.org.br)**.

It is very important that you understand this Code of Conduct and how it applies to you.

Finally, FAPEX asks each team member to commit to complying with the expected standards of conduct described in this Code of Conduct.



## Our Behaviors in Professional Relations

# 01

### Diversity and Equal Treatment

The Foundation supports diversity and equal treatment among its Employees, as it understands that differences are important for the learning and growth process. In this regard, FAPEX has been seeking to train its Staff in an inclusive manner, without discrimination and/or prejudice of any kind, whether sexual, racial, ethnic, gender, religion, age, political or disability.

Based on the premise of equal treatment, from the beginning, in the recruitment and selection processes, candidates are evaluated for meeting the basic requirements of each duty.

Also as a guarantee of equal treatment, the Foundation undertakes to investigate any practices that are contrary to this Code of Conduct and to adopt the appropriate measures, regardless of the Employee's role or the structure of the Project, the reputation of the Supplier or third parties.

## 02

### **Fair Play and Conflict of Interest**

FAPEX maintains an impersonal, open, honest and collaborative dialogue with the various government agencies, with the same exemption and transparency provided to the private sector, in strict compliance with the laws that regulate its operations.

Therefore, it is strictly prohibited to offer or receive from third parties monetary values, gifts, treats, travel, facilitations, improper payments, agreements, sponsorships, exchange of favors, among other favors, in order to influence a decision or obtain some kind of advantage with the Foundation. In this way, institutional gifts, with no commercial value, can be accepted, as long as they represent only the practice of cordiality and courtesy, and not the obtaining of benefits.



A conflict of interest arises when a Foundation Employee's position, considerations, financial or personal interests interfere or have the potential to influence their judgment, objectivity or independence, affecting their ability to judge or make impartial decisions. Therefore, when a decision is based on personal reasons without considering the company's interests, we will be faced with a conflict of interest. As examples of conflicts of interest, we have:

→ Participate in decision-making processes for hiring and/or partnerships with organizations that have as partners or managers people with whom they maintain a family relationship;

→ Improperly use your role at the Foundation to take business opportunities for yourself, your family members or close third parties;

→ Develop parallel and conflicting activities with those of FAPEX;

→ Hire third parties with a particular interest.





## Purchase and Hiring Services

The Research & Extension Support Foundation does not support any corrupt practices in its activities. In this way, the purchase of any goods and the contracting of any services in the interest of the supported Projects must be carried out in strict compliance with the legal discipline that governs the activities of the Support Foundation. All other contracts, including those of the aforementioned Projects, must be impartial, follow all standardized internal procedures and, whenever possible, have the registration, background, reputation, qualifications, shareholders, financial conditions or history of compliance with anti-corruption rules verified and other information that can confirm the integrity of the entire process.




## Abusive Conduct

FAPEX does not accept the practice of abusive conduct, such as moral or sexual harassment, threats, intimidation and blackmail in its professional relationships, whether with a co-worker, subordinate, Manager, Supplier or anyone else.

It is important to note that these behaviors should not be confused with an assessment, constructive teaching or observation about performance or behavior in work relationships.

Thus, it will not be admitted jokes, tricks or comments about someone's race, gender, ethnicity, religion, sexual orientation, age, physical appearance, or disability.



# 05

## **Possession of Legal and Illegal Psychoactive Substances, Possession of Weapons and Sale of Goods and Services**

The consumption of psychoactive substances is not compatible with a safe and healthy work environment. Thus, it is not allowed, during working hours or in the building, to encourage, sell and use legal or illegal psychoactive substances, such as alcoholic beverages, cigarettes (even electronic), cigarillo, pipe, cigar, hookah and other drugs. It is also prohibited to work in an altered state of behavior due to the use of these substances.

Aiming at the safety of everyone who has a relationship with FAPEX, it is not allowed to carry any weapons, except by people expressly authorized by a competent body.

Also prohibited is the commercialization and/or exchange of goods and services of particular interest between Employees on the Foundation building or the Project in which it is located.



# 06



## Information Security and Intellectual Property

FAPEX is very concerned about the security of the various information generated or circulated by its Employees and by the Projects.

We have exclusivity for the management, use and final destination of e-mails, equipment, multimedia communication and the like, internet and intranet, among other sources of information in the facilities of the Administrative Headquarters, it cannot be made available, in whole or in part, to third parties without the prior authorization of the Foundation. Therefore, any and all information stored on FAPEX is considered its property, reserving, at any time, the right to access and/or revise it, except when limited by law. The Foundation does not tolerate any type of manipulation of information, whether through falsification, concealment, destruction or the creation and dissemination of information that induces errors.

Employees may not share or use the resources and information of the Foundation or the Project in which they work, in order to send, receive, access, exchange or store content of a sexual nature, which encourages hatred, injury, discrimination, slander, defamation or any other type of violence or disrespect. All information must be used by Employees exclusively in the development of their work and in the interests of the Foundation.

It is also not allowed to use FAPEX resources or any of its Projects for games, chain messages, access to social networking sites, as well as installation or copying of software and programs without prior authorization from the Project or the Foundation, respectively.

FAPEX, by respecting and honoring the intellectual property of third parties, does not use rights without obtaining a license. Therefore, it is prohibited to reproduce, distribute, sell or alter materials or any content created by FAPEX or any of its Projects without prior authorization.

The logo of an organization is part of its identity in the world. Therefore, the use of the FAPEX logo, in whole or in part, without proper authorization is prohibited. Such conduct affects the reputation, credibility and image of the Foundation and its Collaborators before its Clients, its Suppliers, the Teams that work in the Projects and the community in general, as it compromises its prestige and the quality of the services provided.



All accounts for access to systems or internal networks are personal and non-transferable. As such, they cannot be shared with others. Access passwords must be kept confidential and held only by the responsible account holder.

Any documents should never be discarded without knowing whether the disposal is due, as well as it is essential to pay attention to whether it is necessary to keep such files for legal, commercial or historical reasons. In case of doubt, consult the immediate Manager of the sector responsible for issuing the document!

FAPEX is committed to protecting the security and privacy of the data of the people with which it interacts (Customers, Employees and third parties). Thus, to affirm its commitment and respect for the rules of privacy and protection of personal data collected and in compliance with the applicable legislation in force, FAPEX is governed by the law Lei Geral de Proteção de Dados Pessoais - LGPD (nº 13.709/2018) with regard to the processing of the data collected.





# 07

## **Social and Environmental Responsibility and Work Environment**

Based on its sustainability practices, FAPEX does not encourage the purchase of disposable cups, plates and cutlery among the work materials because it understands that equipment that favors nature must be used responsibly, to contribute to a less polluted planet for future generations.

In addition, each Employee must ensure that their work environment is kept in perfect working, clean, use and conservation conditions. The furniture, equipment and facilities of the Foundation and its Projects are exclusively intended for the development of professional activities and cannot be used for private purposes, except in specific situations, defined and authorized by the immediate Manager.





## Communication and Expression of Opinion

A Institutional communication will only be carried out by persons authorized by the Foundation or by the Project, who may represent and publicly express themselves within the limits of the authorization received. Such authorized persons must act responsibly, in accordance with the identity of FAPEX and this Code of Conduct, and may provide relevant information to third parties, in compliance with the principles of the Laws: Lei de Acesso à Informação (nº 12.527/2011) e da Lei Geral de Proteção de Dados Pessoais - LGPD (nº 13.709/2018).

The Employee may not promote the disclosure of confidential, false, doubtful information about another Employee or third parties, on the premises of the Administrative Headquarters, in the Project or in any means of communication. Such conduct is considered a serious infringement because FAPEX privileges the disclosure of true facts and the strengthening of its reputation, which directly impacts the maintenance of the credibility of its organizational image.

The Foundation condemns misleading advertising and considers that any advertising initiative must be characterized by respect for current legislation, ethics and national and international standards.



The public expressions of opinion of any Foundation Employee or third parties, of any nature, especially religious, ethnic, political, cultural and gender, in articles, interviews, conferences, social media or any other means, must make it clear and express that this is a personal manifestation, not related to or corroborated by the Foundation.

FAPEX respects the individual right of its Employees to be involved in civic affairs and participate in national or foreign political processes. However, this participation must occur in your spare time and at your expense, so as not to impair your professional responsibilities. Thus, the exercise of political party activities and any form of propaganda using the Foundation's communication vehicles is strictly prohibited.

The Employees' right to union involvement is also respected by FAPEX, as well as the freedom of association, collective agreements and negotiations, seeking constant dialogue in a respectful and peaceful manner.



# 09

## Ombudsman Channel

All FAPEX Employees are responsible for applying the information in this Code of Conduct in all their professional relationships.

In case of doubts regarding any situation, as mentioned above, a query can be sent to the Ombudsman, via e-mail **[ouvidoria@fapex.org.br](mailto:ouvidoria@fapex.org.br)**.

Employees who become aware of any deviation from this Code of Conduct, by any person, are encouraged by FAPEX to immediately report it to the Ombudsman, for investigation and adoption of appropriate measures, even if the communication is anonymous. The Foundation does not permit or condone retaliation against bona fide whistleblowers.

Failure to comply with the principles, values and commitments expressed in this Code of Conduct, whether by action or omission, will be treated as a matter of extreme gravity, with Employees and Suppliers being subject to appropriate disciplinary, contractual and administrative sanctions, notwithstanding civil liability or criminal, if applicable.

Accomplishment



Journalist in Charge - Tiara Rubim | DRT/BA 3348

Graphic Design and Layout - Ivna Barreto

## RECEIPT OF THE FAPEX CODE OF CONDUCT

Employee:

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(Name in block letters)

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(Functional registration)

I declare that, on this date, I received guidance on the Code of Conduct of the Research and Extension Support Foundation (FAPEX), of which I was given a printed version, being aware of my responsibility to respect the policies and standards set out in this document, to which I am mandated to comply.

Salvador, \_\_\_\_ of \_\_\_\_\_ of \_\_\_\_\_

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(Signature)



FUNDAÇÃO DE APOIO À PESQUISA E À EXTENSÃO

