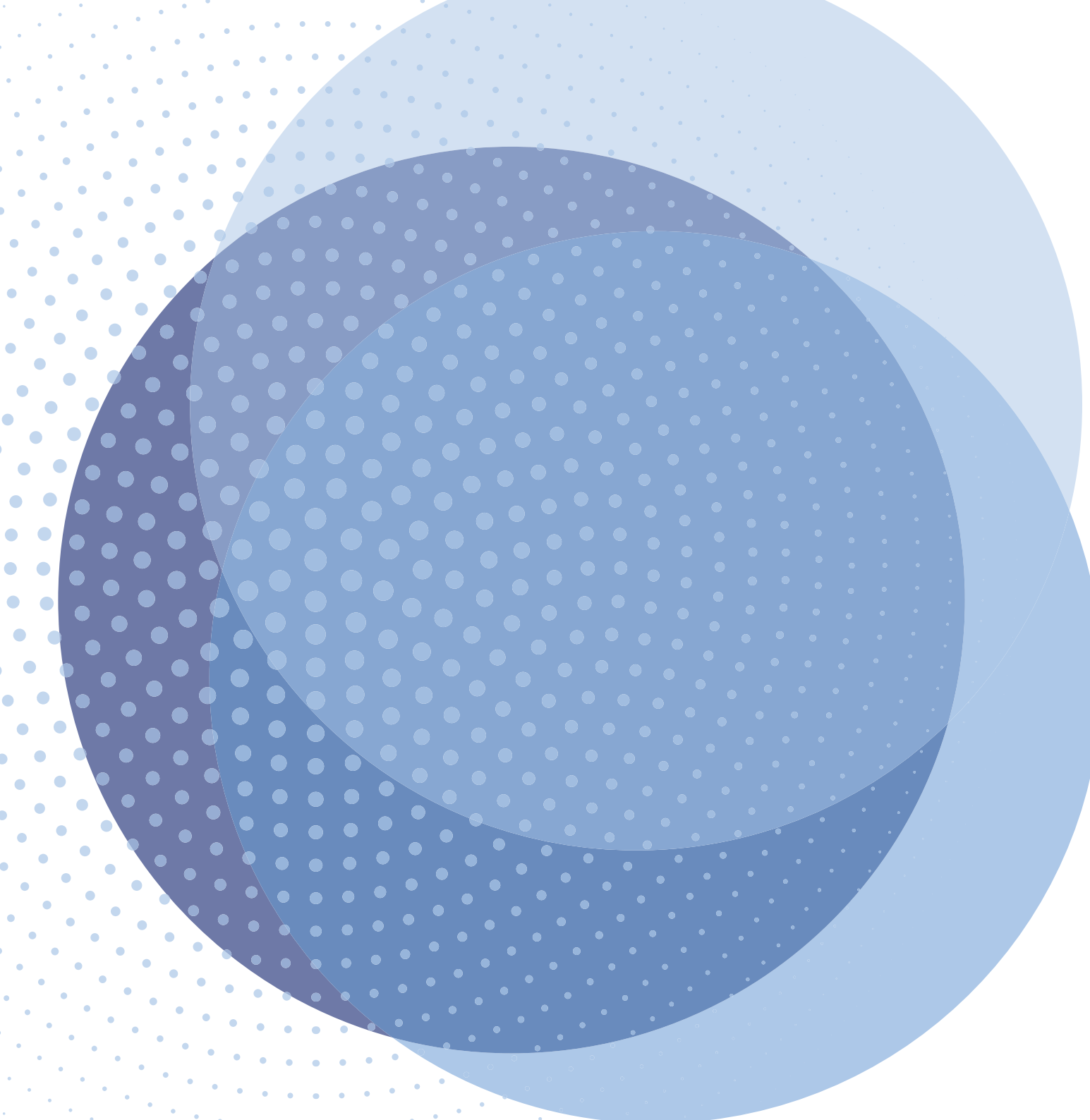
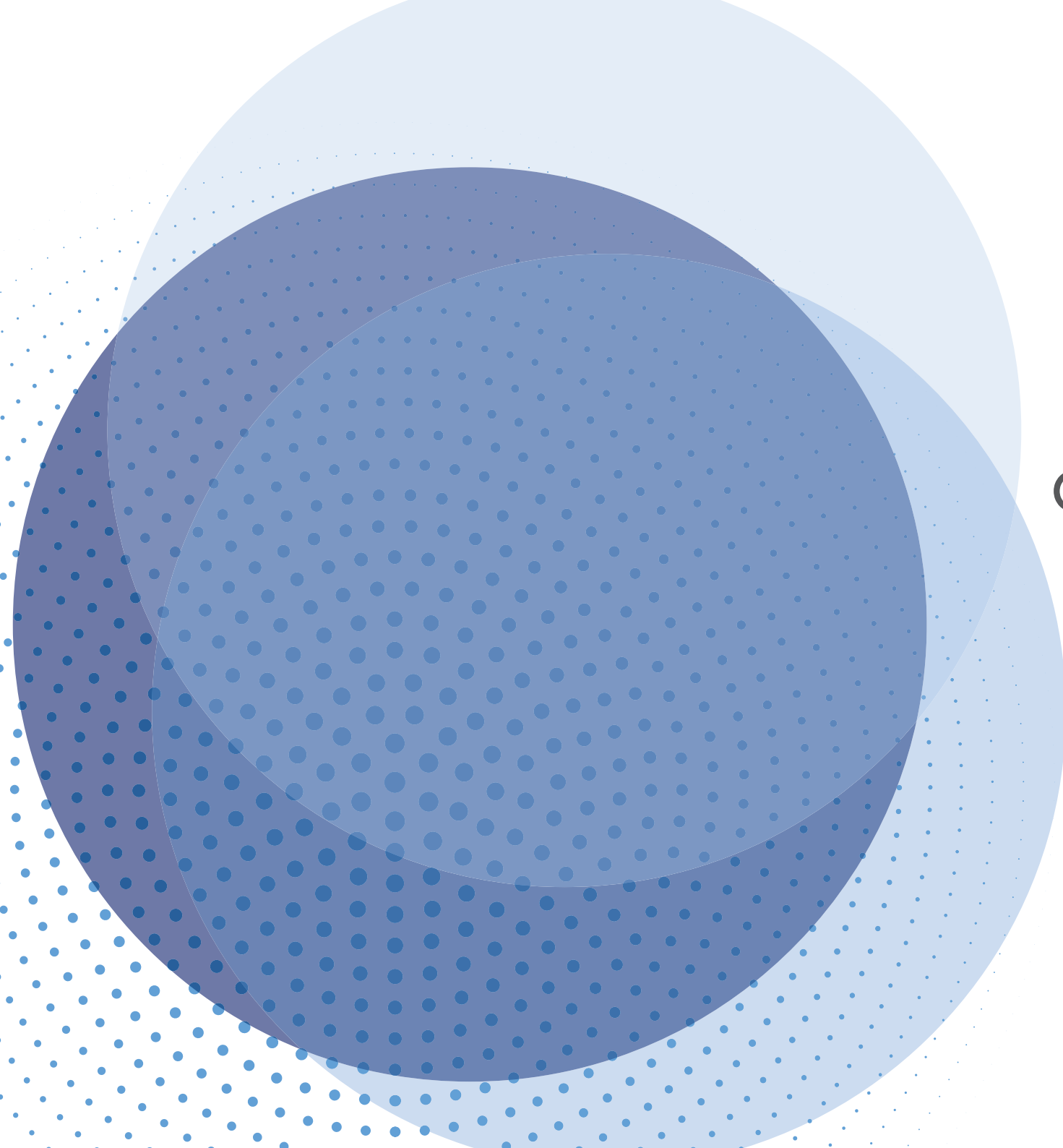




Code of Ethics and Conduct





Code of Ethics
and Conduct
FAPEX

Presentation



The Foundation for Research and Extension Support (FAPEX) is a private, non-profit organization founded in 1980 on the initiative of some professors from the Federal University of Bahia (UFBA), together with some business executives from the private sector. FAPEX was founded with the primary aim of supporting teaching, research, extension, scientific, and technological institutional development, notably by encouraging innovation. Over the years, the FAPEX has gained notoriety and recognition, broadening its horizons of action beyond exclusive support for UFBA. Currently, it develops activities in partnership with the following institutions:



FAPEX plays a significant role in the indirect support and development of scientific activity, especially in the administrative and financial management of projects, which goes beyond state boundaries and encompasses the national level, as well as partnerships with international institutions. Over its four decades of existence, FAPEX has always strived for excellence in its work, as well as for the development and maintenance of a favorable environment for constant scientific, technological, artistic, and cultural improvement, with transparency, ethics, and social responsibility.

FAPEX growth and independence are due, in particular, to its loyalty to its internal staff, ensuring fair, upright, and respectful relations. It understands that supporting, encouraging, and valuing its staff strengthens the organizational purpose, which consequently reflects on the quality of its activities and, ultimately, contributes positively to society.

Precisely since it is based on these values, FAPEX is taking another important step in its history and formalizing its commitment to a healthy and socially responsible working environment.

This is the 4th edition of the Code of Conduct, now FAPEX's Code of Ethics and Conduct, to comply with new regulations and best market practices, confirming the Foundation's concern to keep itself up to date, modernized, and always recycled, ensuring that it plays the leading role it has already achieved at national level. In a similar vein, this confirms the attention paid to integrity and the commitment of management to never lose sight of opportunities to improve and enhance the working environment, guaranteeing FAPEX a great legacy with its integrity policy, bearing the hallmark of its pioneering spirit and cutting-edge approach.

This Code of Ethics and Conduct is a portrait of FAPEX's set of guiding principles for all its activities. Therefore, it is a guideline for all agents who have a relationship with the Foundation. It is a useful tool for informing anyone who is interested in the values that are part of our daily lives, with maximum transparency and dissemination via all available channels.

The starting point for the Foundation's entire integrity policy is the support and commitment of senior management to its implementation, since this is indispensable for fostering the primacy of ethics established here.

The FAPEX routine conduct is guided by the awareness of all our employees—direct and indirect—of the importance of the activities conducted by FAPEX. In this sense, our employees must not forget that FAPEX contributes to the development of research that can be decisive in the community's life, based on results that change—and optimize—everyday activities.

Besides looking at the results of research and extension work, our Foundation directly influences the construction of a more egalitarian society that is aware of democratic values, as the academic environment presupposes the debate of ideas and the construction of concepts based on different perceptions of the world. It is the FAPEX role to contribute to educational construction that is not cloistered and, on the contrary, is intrinsically linked to the demands and desires of the community.

This awareness gives organicity to our internal environment since it engages all our employees around these common goals to fulfill our social function. This is the purpose that drives the FAPEX daily life.

FAPEX understands that the construction of the integrity program is dynamic and requires regular rereading, revision, and updating. With this new edition of the Code, the aim is to expand the dissemination of the values and principles that shall guide the FAPEX activities. These values and principles must

not be transgressed to consolidate the Foundation's culture, which will remain, despite the passage of time, unchanged in its essence.

In other words, different managers, employees, interns, and project coordinators may, over the years, be part of FAPEX and leave; however, our commitment to ethics and transparency will remain unshaken, regardless of who is representing us at any given time.

This is a contribution that we, the FOUNDATION FOR RESEARCH AND EXTENSION SUPPORT, can (and must) make to our society. More than establishing conduct rules, this Code supervises their adherence and compliance, based on the implementation of reporting channels that aim to protect the identity of the reporter, so that we can curb any found deviations.

Everyone must be aware that any deviations of conduct, whether by action, omission, or complacency, are seriously harmful to society, violate the legal system, and ruin FAPEX's reputation. Therefore, this is not only an individual commitment but also collective, maintaining the values and principles that govern our Foundation.

Compliance with this Code of Ethics and Conduct will certainly contribute to strengthening the trust and protection of our Institution and building a solid foundation of values and principles. In this regard, all those involved must commit to acting in an ethical, honest, and transparent manner, being jointly responsible for the implementation, observance, dissemination, and guarantee of compliance with the ethical guidelines of this

Foundation, in accordance with good governance practices and the laws in the legal system.

The reading of this Code can be supplemented with other internal normative instruments, which are based on the demand and need, to explain the procedure to be followed in the activity's routine of each FAPEX sector.

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Mission and Vision

MISSION

FAPEX aims to intensify the social impact of Teaching and Research activities with the program of support and project management across diverse knowledge domains with public transparency, dialogue with the university community and society, and interaction with public, private, national, and international partners. These efforts aim to establish an environment that promotes constant development of scientific, technological, artistic, and cultural development. Moreover, aware of the times we live in and the constant technological revolution we are experiencing, FAPEX seeks to effectively guarantee the confidentiality and protection of personal information.

VISION

The Foundation strives to be recognized for its excellence in resource management. In this way, it can qualify scientific production and expand investments in innovative technological production.

Values and Principles

VALUES

1. Transparency, Ethics, Competence, and Interaction
2. Impersonality and prohibition of conflicts of interest
3. Pursuit of excellence in core activities
4. Respect for diversity and opposition to all forms of intolerance and discrimination
5. Valuing people, fostering dialogue, and encouraging cooperation
6. Respect for the plurality of ideas, promotion of democratic values, and citizenship
7. Commitment to Social Transformation
8. Sustainability and Environmental Responsibility

PRINCIPLES

FAPEX is guided by a set of elementary principles: dignity of the human person; integrity; commitment to social transformation; environmental responsibility; ethics. From this basic set, the following principles unfold:





DEALING WITH
EMPLOYEES
AND PROJECT
COORDINATORS

PRINCIPLE OF EQUALITY

1

The Foundation ensures equal treatment among all its employees, especially with regard to the policy of positions and salaries, providing the opportunity, under equal conditions, for the possibility of growth in the institution. In this line, it is part of FAPEX's objective to respect employees, not allowing any form of discrimination. FAPEX strives for an inclusive policy, guaranteeing the admission of different people to promote ethnic, gender, religious, age, cultural, and sexual orientation diversity at the institution.

PRINCIPLE OF FREEDOM

2

The Foundation understands that individual freedom is an innate right, which implies that it is the institution's responsibility to guarantee the freedom of all employees, in all aspects, in line with the other values preached. Thus, FAPEX rejects any type of labor practice that goes against the will of its workers, violating their dignity and their right to choose, especially regarding their working hours and the healthy conditions to perform their duties, while ensuring that each worker has the right to freedom of movement. Another important

point is respect for the right of association and labor unions, as well as the rights that govern labor relations in general.

PRINCIPLE OF PRIVACY

3


The Foundation is committed to ensuring the privacy of its employees, with the adoption of the necessary precautions to ensure the preservation of personal and sensitive information and data entrusted to us.

PRINCIPLE OF INTEGRITY

4

The Foundation's employees are committed to the ethical principles of the market and strict compliance with current legislation, in a philosophy that includes all employees, regardless of their position. The principle of integrity also applies to project coordinators, who must strictly respect national legislation and the Foundation's ethical values. Implementing this principle requires a constant updating of our human capital to improve the understanding of expectations and guide routine activities. The values to be followed in this principle will be covered in more detail in the following topic.





DEALING WITH THE
EXTERNAL PUBLIC
AND THE ETHICAL
POSTURE OF THE
INSTITUTION

The principles at this point are aligned with the guiding principles of Public Administration.

PRINCIPLE OF LEGALITY

1

Refers to the Foundation's commitment to strict compliance with current legislation. In this way, employees and project coordinators commit themselves to observe and follow the latest legislation, especially anti-corruption measures—regarding misconduct in general, including acts harmful to the Public Administration, especially those occurring in the context of bidding processes.

PRINCIPLE OF IMPERSONALITY

2

Relates to equal treatment and the principle of equality, as well as acting without favoritism or persecution of any kind. Personal, political, or ideological sympathies or animosities do not interfere with the performance of our employees. It is also about the prohibition of conflict of interest, repudiated by the Foundation, in which self-interest is privileged to the detriment of FAPEX's interests.

PRINCIPLE OF MORALITY

3

Refers to the ethical and moral performance of our employees and project coordinators. More than a common moral reference, this principle is based on the moral values of legal norms, so it reinforces the principle of legality.

PRINCIPLE OF PUBLICITY

4

Comprises the full transparency that the Foundation maintains in all its activities—including the clarity and accuracy of our accounting records.

PRINCIPLE OF EFFICIENCY

5

Refers the Foundation's commitment to excellence. FAPEX ensures a good management of its resources, valuing excellence and maximum quality in its activities.





—
**COMMITMENT
TO SOCIAL
TRANSFORMATION**
—

PRINCIPLE OF SOCIAL FUNCTION

1

The purpose is the guiding principle of the Foundation's activities and must be present in the understanding of all FAPEX employees. It originates from recognizing the pivotal role of education in shaping society, as a vector for consolidating and maturing the democratic values that govern the social organism. At the same time, research and extension support can deliver highly valuable direct results to citizens, fostering studies that influence daily life. With this understanding, FAPEX seeks to strengthen research activity to expand and strengthen scientific production and investments in innovative technological production, transforming research into a powerful instrument for social transformation and inclusion. To this end, the Foundation strives to value people, dialogue, encourage cooperation, pluralism of ideas, and promote democratic values and citizenship. FAPEX aims to create a favorable field for continuous scientific, technological, artistic, and cultural development to conciliate a growing international presence with a firm commitment to meeting local and regional social demands.



ENVIRONMENTAL
RESPONSABILITY



PRINCIPLE OF SUSTAINABILITY

1

Finally, the Foundation is guided by the principle of sustainability, seeking to preserve natural resources and their rational and responsible use. Furthermore, the Foundation is deeply committed to promoting a culture of environmental respect while strictly complying with environmental laws, preserving fauna, flora, and ecosystems and promoting sustainable development.

General Guidelines

This part of the Code deals with harmful conduct, reaffirming the commitment of FAPEX to contribute to an environment that complies with legal guidelines and the practices set forth in this document.



This is the set of measures that covers the “anti-corruption” practices that are part of the Foundation’s body of rules. The use of the term “anti-corruption” in this Code has a broad meaning, covering deviant conduct with the public sector in general, including acts harmful to the public administration, especially those occurring in the context of bidding processes.

UNDUE ADVANTAGES

➤ Public officials may not offer or receive undue advantages

The Foundation prohibits the offering of an undue advantage by any of its employees to public officials for any reason.

At the same time, it must not be forgotten that project coordinators are public servants by nature, so they follow the guiding principles of Public Administration, notably: legality, morality, and publicity. In this context, they are prohibited from receiving illicit advantages, directly or indirectly, of any kind, by reason of their duties. More than the simple offering or receiving, the promise to give or receive the advantage is also prohibited. These advantages are not just monetary values, but advantages in general (see Policy on Presents, Gifts, and Hospitality).

To illustrate:

- I) In a project aimed to assess the environmental impact of a certain activity, the project coordinator receives money from the sponsoring company to change the study results;
- II) a FAPEX employee offers money to a local authority to speed up the approval of a building permit.



PROCUREMENTS

Several conducts are prohibited, and a careful analysis of each one of them must be conducted. The most important thing — which must not be forgotten by any FAPEX collaborator and/or project coordinator — is that we must, at all times, preserve the character of free competition in bidding processes, ensuring the morality that guides contracting with public resources and/or supported projects.

- **It is prohibited to obtain an undue advantage or benefit by fraud in modifications or extensions of contracts that are not supported by the law, in the invitation to tender, or in the respective contractual instruments.**

To illustrate:

the project coordinator arranges a contract extension or amendment, causing the research contract to be unduly extended.

- **It is prohibited to waive bidding processes without complying with the law—Articles 74 and 75 of the Bidding Law—or failing to observe the formalities related to no-bid contracts.**

To illustrate:

the procurement department of FAPEX, by demand of a project coordinator — aiming to speed up the execution of the project or due to personal preference for a certain supplier — directly hires a service that does not fall under any of the hypotheses of waiver of bidding, failing to carry out the bidding process.

- **It is prohibited to hinder the investigation or supervision of public bodies or to intervene in their work, including within the scope of regulatory agencies and inspection bodies of the national financial system. In this way, harmful acts that could interfere with investigations of conduct that threatens the Public Administration, in such a way as to hinder proper legal protection, are prohibited.**

To illustrate:

aware of the investigation of acts potentially harmful to the Public Administration, a FAPEX employee or project coordinator suppresses data relevant to the investigation.

HIDDEN OR DISGUISED INTERESTS

➤ **It is prohibited to use interposed persons to hide or disguise their real interests or the identity of the beneficiaries of the acts performed;**

To illustrate:

A FAPEX employee or project coordinator agrees to act on behalf of a hidden third party while concealing their actual involvement. This also applies to the use of interposed persons to conceal and disguise economic interests, such as in the case of profit sharing, which is prohibited in this institution.

CONFLICT OF INTEREST AVOIDANCE

2

Conflict of interest is usually a situation in which the interests of the Foundation are opposed to the interests of others (either individuals or groups); however, in exceptional cases, it can be identified in situations that a clear convergence of interests is noted. In this sense, the key to establishing the undesirable hypothesis of conflict of interest—prohibited in this Code of Ethics and Conduct—is to identify situations in which there has been a breach of transparency, free competition, impersonality, with possible unauthorized release of company information, capable of allowing (or facilitating) the signing of a contract

that benefits the contractor, or even improperly influencing the performance of duties.

Conflicts of interest are one of the most damaging factors in the regular market, as they encourage a culture of collusion and cronyism, which can ultimately contradict competence and merit.

For the purposes of this Code for example, without prejudice to other hypotheses, a conflict of interest may be defined when:

- There is disclosure or use of privileged information, for one's own benefit or for the benefit of a third party, obtained by duties/positions;
- An activity is conducted to allow the provision or maintenance of a certain service or contract that is of interest;
- Parallel activities are conducted and perceived as incompatible with those performed in the foundation;
- Any act that benefits the interests of a legal entity in which a spouse, partner, or blood relative or akin, in a direct or collateral line, up to the third degree, participates;
- Receiving gifts or presents (or any monetary value, agreement, exchange of favors, or sponsorship) from those who may benefit from any contract with the Foundation.



The prohibition of conflict of interest, in some strategic cases, must be extended even after the relationship between the Foundation and the employee has ended, and the disclosure

of privileged information accessed due to duty/position is prohibited at all times. Likewise, a quarantine of 6 (six) months must be respected for members of senior management to provide services to the Foundation, except in cases of project coordination, due to ties with the supported institution.

To avoid conflicts of interest, therefore, employees must:

- perform their activities impartially, impersonally, transparently, and seriously;
- refuse favors and courtesies from third parties whose interests may be affected or supported by the employee's actions;
- refrain from participating in decision-making processes for contracts with organizations that have as partners or managers people with whom they have a relationship of kinship (in a straight or collateral line; by consanguinity or affinity, up to the third degree) or personal friendship;
- refrain from developing parallel activities that conflict with those of FAPEX;



- refrain from hiring third parties for private interest;
- inform Compliance if they identify a conflict of interest.

ACCURACY OF ACCOUNTING RECORDS

3

FAPEX accounting records must be accurate and transparent, reflecting the Institution's transactions in an accessible and complete manner. Internal controls must, thus, ensure that FAPEX reports and financial statements are prepared promptly and reliably. Journal entries must present detailed descriptions and be subject to periodic monitoring and revisions to curb irregularities.

MEASURES FOR DEALING WITH EMPLOYEES

4

FAPEX understands that support, respect, and equal treatment among employees strengthens the organizational culture, boosting the personal and professional growth of employees—affecting the quality of the activities conducted by the Foundation. Moreover, the Foundation understands that respect for others encompasses respect for pluralism, cultural, ethnic, and religious diversity, among others. Therefore, FAPEX repudiates any type of discrimination, whether based on ethnicity, gender, sexuality, age, or political position. Our goal is to spread inclusive politics that respects individualities and, therefore, diversity.

The Foundation prohibits any kind of disrespect for individual freedom. That is, FAPEX does not tolerate attitudes that violate the individual freedom of our employees, especially with regard to their rights of association, union, and labor. The Foundation also ensures decent working conditions, guaranteeing strict compliance with labor legislation.

In addition, the Foundation seeks to create and maintain a cordial and healthy work environment, encouraging freedom of expression and the effective participation of its employees. FAPEX also ensures equal treatment among all employees, so that hiring and eventual promotions comply with objective criteria, free of discrimination based on skin color, ethnicity, sexuality, or gender.

POLICY ON PRESENTS, GIFTS, AND HOSPITALITY

5

In light of the legal prohibition on offering any undue advantage to public servants, FAPEX has instituted a gift policy that covers both the relationship between employees, managers, and project coordinators and the external public, as well as the relationship between the external public and the aforementioned internal staff.

FAPEX only allows its collaborators, including project coordinators, to accept or offer gifts with no commercial value, which, thus, constitute an act of kindness and cordiality between the parties.

If in doubt about permissions or prohibitions, the employee should consult the internal regulations that specifically regulate the gifts policy.

Failure to communicate about the receipt or proposal to receive a gift or donation that violates this Code may be subject to sanction.

POLICY ON HIRING PEOPLE

6

The policy on hiring people must be objective and impartial, based on the technical and personal profile of the candidate. In other words, in addition to analyzing whether the candidate has experience, technical training, and practical knowledge, it is necessary to assess whether their values are compatible with the Foundation's values: in addition to the compatibility of the professional profile, it is of fundamental importance that the candidate meets the ethical and honest profile encouraged by FAPEX.

Moreover, diversity must be respected in the recruitment and selection of people, ensuring a more diverse workforce. The Foundation understands that ethnic, gender, cultural, religious, and sexual differences are important for the learning and growth process—not only for individual employees but also for the Institution itself.

CORPORATE TRAVEL POLICY

7

FAPEX's corporate travel policy concerns the treatment given in situations in which an employee, based at the Foundation's headquarters, needs to travel to another location, city, or state on business. This subject is covered by internal regulations, to which the reader should refer.

The coordinators and other people linked to the team executing the projects managed by FAPEX, who travel on duty from the place where they regularly perform their duties to another point in the national or international territory, must obey the regulations of the granting, financing, and contracting bodies and, in the absence of these, the governing legislation.

SUSTAINABILITY MEASURES

8

FAPEX is committed to spreading a culture of respect for the environment, in strict compliance with environmental legislation that preserves fauna and flora, as well as all ecosystems, in order to guarantee sustainable development. It is a commitment to social and environmental responsibility.

To ensure that the Foundation is even more active, it is committed, whenever possible, to supporting projects and initiatives that aim to preserve the environment and promote sustainable development.

FAPEX does not encourage the purchase of disposable cups, plates and cutlery among its work materials, as it believes that their use encourages excessive waste production and is highly harmful to the environment. In this way, FAPEX favors the use of non-disposable utensils in order to contribute to a less polluted planet for future generations.

Moreover, the Foundation's employees must ensure that their work environment is kept in perfect working order, cleanliness, usage, and conservation.

DATA PROTECTION MEASURES

9

FAPEX has a data protection policy that follows current legislation, distinguishing between personal data and sensitive personal data.

The Foundation is committed to implementing policies to protect the information of individuals to which it has access, regardless of whether they are employees or project coordinators. In this vein, the activities conducted by the Foundation value information security, as well as the guarantee of each user's fundamental rights to freedom and privacy, and is willing to manage personal information responsibly, from its collection and processing to its use and eventual disposal.

FAPEX will process data in exceptional cases, only when it is necessary and complies with the following requirements: for the purpose of complying with a legal obligation, for research or study, for the execution of a contract, and for health protection.

- The Foundation will appoint a competent employee for the position of data controller. This individual will guide the entire workforce on practices for protecting individual information, overseeing the safeguarding of stored information, as well as directly liaising with relevant data subjects for complaints, communications, clarifications, and other necessary actions;
- The handling of personal data — even sensitive information—by the Foundation must adhere to the principles of purpose (legitimate, specific, and explicit purpose to the data subject), adequacy (linkage of data processing to the proposed, legitimate, and specific purpose informed to the data subject), necessity (linkage of data processing to the minimum necessary for achieving its purpose), free access (guarantee of access to data subjects), data quality (assurance of accuracy, clarity, relevance, and updating), transparency (clarity in information to data subjects), security (database protection measures provided by FAPEX), prevention (preventive measures), non-discrimination (prohibition of deviation from data usage purpose for illegal or abusive treatment), and accountability (information to the data subject about the storage process);
- The personal database stored by the Foundation will be duly protected by security systems—periodically tested—that make it impossible for unauthorized persons to consult, collect, alter, and/or delete information;
- From the interviews and resumes used to hire employees of the Foundation, the criteria for collecting individual

data in the Personal Information Report must be followed, with strict compliance with those that are pertinent to the activities that are part of FAPEX's routine. It shall be noted, in this sense, that the storage of sensitive data will be subject to specific processing, under what the Law requires;

- The personal information collected by FAPEX will remain stored in its database for a maximum period of 10 (ten) years, which may be renewed, with prior notice and for the same period, based on a reassessment of the specific intended purpose;
- It is the right of all holders of personal information stored in the FAPEX system to be aware of what data has been collected, used, or processed, as well as to rectify or delete any individual information recorded;
- It is forbidden to disclose, process, or use personal data for purposes unrelated to FAPEX's activities without collecting informed consent forms;
- Interested parties who wish to redress any breach of their data can do so by contacting the responsible department, which will duly start an internal procedure to ascertain and consequently hold responsibility for the damaging act, with sanctioning measures being applied accordingly;
- In case of leakage, destruction, loss, alteration, disclosure, or any form of inappropriate or illicit processing of personal data, a liability investigation procedure will be initiated for appropriate sanctions, as well as

notification to the Brazilian National Data Protection Authority and the holder of the violated right.

REPORTING CHANNELS

10

If there are concerns about potential breaches of any rules in this Code, or actions that go against the principles, values, and commitments of the Foundation, immediate report must be made using FAPEX Reporting Channel.

It is important to highlight that those reporting are completely protected by confidentiality and secrecy regarding their communication. Any form of retaliation against those wishing to make a report or notification is strictly prohibited. Discrimination or undue punishment of the Reporter is subject to sanctions.

The entire process of investigating the reported incident must be shared with the reporter, ensuring the ethical and transparent nature that characterizes FAPEX operations.

Employees or project coordinators found to breach the guidelines stated in this Code of Ethics and Conduct, or engage in behavior contrary to the Foundation's culture, shall face applicable sanctions as outlined in the disciplinary regulations and current legislation.

In case of any doubts or matters not covered in this Code of Ethics and Conduct, individuals are encouraged to reach out to the Ombudsman for guidance and clarification. They are readily available to address doubts and offer necessary assistance.



The Reporting Channel can be easily accessed on www.fapex.org.br. Doubts can be resolved by contacting the Ombudsman via email: ouvidoria@fapex.org.br.

ADHESION AND ACCOUNTABILITY INSTRUMENT

By this Instrument of Responsibility, I declare, as a Collaborator, business partner, supplier, or Project Coordinator of IFES supported by FAPEX, to be aware of the terms of the current Code of Ethics and Conduct, committing myself to adopt its practices for conducting my activities, as well as to maintain the confidentiality of all information received in the course of my activities within the scope of the Foundation for Research and Extension Support (FAPEX), even after the termination of my contractual relationship with the Institution or the closure of the project.

Name: _____

CPF*: _____

*Individual Taxpayer Number

Position: _____

Company/Institution/Project: _____

Date: ___ / ___ / ___

Collaborator, Business Partner, Supplier, or Project Coordinator



RECORD

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