

# Code of Conduct

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## 1. Mission, principles and values

This Code of Conduct contains a set of guidelines inspired by and built around our Mission, Principles and Values. They reflect the expectations and rules of the Província Marista Brasil Centro-Sul regarding appropriate behaviors and attitudes:

### Mission

To promote ethical, just and solidary citizens formation, by education guided by the values of the Gospel, in the way of Mary, for the transformation of society.

Promoting the formation of just and solidary citizens: For Marcelino Champagnat, Marist education is a privileged means of "forming good christians and virtuous citizens" [1]. In the present times, we translate the adjectives "good" and "virtuous" for "ethical, just and solidary." We believe that ethics, justice and solidarity are values that permeate the construction of an emancipating citizenship. Therefore, we offer an integral education, elaborated from a christian vision of human person and its development,[2] which prepares for a participation in society, the search for the common good, solidarity and care for the planet. [3]

Through education: The mission of the Marist Institute is to evangelize through education,[4] harmonizing faith, culture and life. This mission involves the entire educational community, especially children and young people, in their different educational processes, and it is everyone's responsibility. It is defined as an emancipatory process, of development of critical awareness and the sense of social responsibility. Therefore, it integrates itself into the daily life developing the person in an integral way: knowledge, skills and values; professional preparation; formation of the ethical and social sense; opening to the transcendent;[5] and developing sensitivity to the challenges of plural society.

Oriented by the values of the Gospel: The Gospel, the "Good News", is the announcement of the person of Jesus Christ to the world. Its first objective is to promote a dignified life, with special attention to the small and the poor. The main values contained in it are: love of our neighbor, dialogue with all people and cultures, fraternal relations, solidarity, mercy and service to the common good. As Província Marista Brasil Centro-Sul, we are guided by these Gospel values for the exercise of our mission. They permeate all our relationships and processes, shape our christian and Marista identity, and open us to new challenges.

In the Mary's way: Marist comes from Mary, the mother of Jesus. Champagnat, in giving us the name of Mary, wanted us to live by her spirit.[6] In the Gospel we find the characteristics of Mary that form our "way": the service, the openness to the transcendent, the simplicity in relationships, the joy, the welcome, the tenderness, the compassion, the care, the attention to the less privileged, the aggregative posture, the communion.[7] Woman and lay, and the first

disciple of Jesus, Mary guides our walk in faith and the fulfillment of our mission. Like her, we seek to build a society based on the revolutionary force of tenderness and affection.[8]

For the transformation of society: Social transformation is one of the principles of evangelization. In the Marist Institute this reality comes from the commitment to the promotion of social justice and the defense of the rights,[9] especially of children, adolescents and young people. In a context of violence and disagreement, we adopt a prophetic attitude and a permanent promotion of dialogue;[10] we seek the peripheries of the world, offering an inclusive, critical and committed education;[11] we foster awareness and social and political participation, in view of changing structures that oppress.

## Values

Love of Work - Commitment to what we do:

We carry out the work with dedication and responsibility;  
We express opinions in a transparent and constructive way;  
We seek continuous improvement in what we do.

Spirituality - Living with passion and consistency the Marista mission:

We cultivate enthusiasm and joy;  
We promote and participate in practices of spirituality;  
We celebrate our achievements, we grow with our mistakes.

Significant Presence - We make difference in people's lives:

We have an educator and caring attitude;  
We exercise listening and openness to dialogue;  
We put ourselves in others' shoes.

Interculturality - Welcoming the differences:

We build relationships of respect;  
We live harmoniously with different opinions;  
We promote the integration of gender, religions, generations and ethnicities.

Simplicity - Being simple in processes and relationships:

We act according to what we speak;  
We facilitate organizational processes;  
We make decisions in an agile and objective way.

Family Spirit - Relations of belonging, trust and care:

We collaborate with each other;  
We value people and their contributions;  
We trust people's ability to act responsibly.

Solidarity - Willingness to serve:

We act in favor of the common good;  
We create opportunities for all;  
We relate to ethics.

Sustainability - Perenniality of institution and mission:

We challenge ourselves innovating solutions focused on target audience;

We contribute to environmental conservation and social transformation;  
We work to achieve better financial results.

## 2. Scope of the Code of Conduct

By working in the Organization, all the people that are part of it, including the Brothers and Employees, represent the Marist Values.

Hence, the guidelines of the Code of Conduct apply equally to all those working with the Organization and to any situation, regardless of the type of relationship.

## 3. Human Rights

Human Rights put forward peace and dignity, so that all human beings have the conditions to live and develop in an environment that prioritize equity, justice and dignity. There are some forms of violence among the different aspects that impact these rights.

Violence is understood as any attitude of abuse of power by a stronger person against a weaker one, especially when the latter is a child or adolescent.

Among the different forms of violence are:

- a. Physical Violence: Any action taken against the body with brutality that causes pain, whether frequent or not, even if it does not leave marks;
- b. Negligence and Abandonment: Lack of care for basic needs;
- c. Child labor: subjecting children and adolescents under the age of 16 to working conditions that impair their development. (In Brazil, adolescents between the ages of 14 and 16 are allowed to work, subject to a learning condition, a right guaranteed by the Adolescent Apprentice Act.);
- d. Violence and Sexual Abuse: All sexual, physical or embarrassing sexual acts performed by an adult with a child or adolescent;
- e. There is also psychological violence; characterized by verbal or non-verbal threats, moral harassment, jokes that cause embarrassment, and bullying.

The Marist Institute is committed to the Promotion, Protection and Defense of the Rights of the Child and Adolescent, and all employees and service providers must follow the Child and Adolescent Statute (CAS), [http://www.planalto.gov.br/ccivil\\_03/LEIS/L8069Compilado.htm](http://www.planalto.gov.br/ccivil_03/LEIS/L8069Compilado.htm), especially in face of the new challenges presented today in society. We promote those rights when we provide access to quality education, health, and other social policies and when we defend them through our network, whether with other public or private organizations, before the States and international organizations. We strengthen the protection of rights by looking with special attention to the victims of violations, in a propositional manner, allowing for complaint and reparation.

In this scenario we repudiate any type of violation of the rights of children and adolescents. As an advisory member of the United Nations (UN) and by following the recommendations and treaties on the subject, the institution values the identification, follow-up and deliberation on the cases that occur in its areas and that are its responsibility. In case there are any occurrences in our units, immediate referral to the competent internal channels is necessary.

## 4. Responsibility of being Marist

Based on the mission and the vision, it is possible to understand the magnitude of the responsibility assumed by the Organization's Brothers and Employees. With each gesture and each life touched, the legacy of Saint Marcellin Champagnat becomes evident.

Through their daily activities and the experience of Marist values, the Brothers and Employees contribute to the dissemination of knowledge, to the defense and protection of life and to the growth of children, adolescents, youth and adults.

### 4.1 Responsibilities of Brothers and Employees

The Brothers and Employees of the Província Marista Brasil Centro-Sul are encouraged to seek clarification regarding doubts or situations that may present ethical dilemmas. In this sense, this Code is a valuable tool that describes the standards of conduct to be followed by all, mitigating subjective interpretations vis-a-vis moral and ethical aspects. As a result, the responsibilities of the Brothers and Employees are:

- a) Being an example of ethical conduct towards their colleagues and the public;
- b) Not participating in actions that may create situations of discomfort or embarrassment to other colleagues;
- c) Respecting and treating everyone with civility and politeness to maintain a healthy and ethical work environment;
- d) Assuring for attendance and punctuality with regard to the obligations that involve the Organization;
- e) Reading, understanding, recognizing and practicing the Code of Conduct and other procedures of the Organization;
- f) Reporting, through the use of the Direct Channel, cases that may concern one or more employees or that represent a noncompliance with the Code of Conduct;
- g) Maintaining absolute confidentiality with respect to corporate information of restricted use, whose knowledge is acquired by reason of the position held in the Província Marista Brasil Centro-Sul ;
- h) Respecting the differences of gender, ethnicity, sexual orientation, religion, social status and political position, among others;
- i) Promoting, at all levels, inclusion and solidarity;
- j) Acting consciously, with integrity and rectitude;
- k) Knowing and observing the different responsibilities of each position assigned by the organizational structure;
- l) Respecting the norms, procedures, guidelines of its managers, as long as they comply with the principles presented here.

The Província Marista Brasil Centro-Sul vehemently condemns any form of retaliation against the people who formalize reports through the Direct Channel. People who believe they have been victims of any form of retaliation or have questions about it, should report it to their immediate manager, HOD, or make a report through the Direct Channel. Reports of retaliation will be analyzed and investigated.

## 4.2 Responsibilities of managers

All Employees, regardless of their hierarchical level, are important to the success of the Organization. Thus, it is very pertinent, on the part of the managers, the proper understanding of their role and their commitment in the dissemination of Marist values by example and by practical actions. Therefore, in addition to complying with the common guidelines to all Employees, managers are expected to:

- a) Act with responsibility and to look after institutional interests, goals and objectives;
- b) Behave with ethical posture, common sense and parsimony in resolving possible conflicts. When support is needed, seek guidance from the HOD and/or the Compliance area through the Direct Channel;
- c) Be committed not only in relation to their tasks, but also in order to contribute to the good results of the team and in the achievement of the goals entrusted to them;
- d) Ensure a harmonious coexistence, based on cooperation, rectitude and integrity;
- e) Treat contractors appropriately and honor the commitments entered into between the company of origin and the entities that make up the Província Marista Brasil Centro-Sul, so that it can be demanded from them reciprocal behavior;
- f) Realize objective performance evaluations and privilege the merit of the Employees, avoiding that personal interests favor or prejudice someone;
- g) Read, understand, practice and guarantee conditions for compliance with this Code of Conduct, in addition to guiding Employees about actions and/or circumstances that represent doubts, ethical dilemmas or conflicts of interest;
- h) Act in order to preserve the individual rights of people, avoiding comments on the personal lives of their Employees. Managers must act in a manner consistent with the Organization's Principles, Values and Guidelines;
- i) Have the appropriate discernment regarding the positions inherent to each assignment, not withdrawing from their responsibilities, nor exceeding their functions, guiding their decisions in the models of Governance and Management established by the Organization, as well as its policies and norms;
- j) Respect the Governance and Management models, as well as the formal decision-making process established by the Organization;
- k) Always follow the policies and rules of the Organization by promoting or moving Employees internally;
- l) Do not use authority for personal gain.

## 5. Building a healthy environment

When different points of view coexist and dialogue prevails, an environment in which people feel motivated to do their work with love is created.

In this context of pluralism and multiculturalism, the following guidelines must be observed:

## 5.1 Internal relationships

The Província Marista Brasil Centro-Sul treasures interpersonal relationships and values building an environment marked by generosity and a collaborative spirit.

Therefore, the Organization strongly recommends that all Brothers and Employees work to maintain a healthy working environment, free from behaviors that may be characterized as slander, libel, defamation or harassment.

Opinions must be expressed in a respectful and constructive way, always with a view to preserving the privacy and intimacy of people. The Organization reinforces that any manifestation of prejudice or violence (whether physical or verbal) directly violates the Marist Principles, and behaviors that may be interpreted as moral embarrassment, sexual harassment or power abuse will not be tolerated.

## 5.2 Conflict of interests

The Província Marista Brasil Centro-Sul expects its Brothers and Employees to act with honesty and integrity in all relationships maintained on behalf of the Organization and in all activities carried out. Thereby, whenever a situation that may characterize a conflict of interest is identified, Brothers and Employees shall interrupt their actions and immediately communicate their manager.

A conflict of interest exists when individual aspirations influence or have the power to influence, albeit indirectly, a particular decision or action contrary to the Organization's purposes, interests, Principles and Values.

Examples of attitudes that characterize conflicts of interest:

- a) Using assets and resources belonging to the Organization for personal or third parties' benefit;
- b) Using, in an inappropriate way or for self-interest, the privileged or confidential information to which they have access due to the activities performed, function or position in the Organization;
- c) Promoting negotiations and/or making decisions for personal or third parties' benefit, to the detriment of the interests of the Organization;
- d) Receiving items of any nature that may somehow influence their decision-making and/or value judgment;
- e) Acting as a supplier (products and/or services) while acting as employee of the Província Marista Brasil Centro-Sul (CLT or RPA).

It should be noted that the situations described above are just examples and do not demonstrate all possible conflicts that may arise in the work environment.

In case of doubt, you should consult the Província Marista Brasil Centro-Sul (immediate manager or Direct Channel) and seek clarification before proceeding with any action.

### 5.3 Attitude and personal manifestations

Although the Província Marista Brasil Centro-Sul values the freedom of expression of its Brothers and Employees, it emphasizes that their position must be aligned with the institutional values of the Organization.

Brothers and Employees should avoid ideological, political, sporting, gender and religious positions that may cause disharmony or breach of the values of the Província Marista Brasil Centro-Sul, as well as clothing and/or props not suited to the work environment.

### 5.4 Health and safety

The Província Marista Brasil Centro-Sul believes that a safe and healthy working environment is essential for the well-being of Employees and the performance of the Organization.

Therefore, the Organization promotes health and protection of workers' integrity through protective equipment and training.

Brothers and Employees are expected to be aware of, and comply with, health and safety standards, procedures and practices, avoiding situations of risk. Attention is drawn to the use of personal protective equipment (PPE) and collective protection equipment (CPE) necessary for daily activities, keeping them in proper conditions.

As additional care, any situation of risk to the physical integrity of any person in the facilities of the Província Marista Brasil Centro-Sul must be communicated to the SESMT – Specialized Service in Occupational Health and Safety Engineering or to the person in charge, for formal recordkeeping of the situation.

The Província Marista Brasil Centro-Sul is concerned about the safety and well-being of Brothers and Employees, not allowing the entry or consumption of alcoholic beverages or illicit drugs in its facilities. Carrying them or being under their influence while in service, constitutes a violation of this document, except for permission to consume alcoholic beverages in the following situations:

- a) Institutional gatherings or events, as long as previously authorized by the manager responsible for the event and the tenant;
- b) Guests and Tenants, as long as they respect the rules and limits established by the local management.

Any form of physical or moral violence is unacceptable to the Organization, and the presence of guns in the venue is expressly prohibited, except in the case of qualified and appointed professionals.

## 6. Practicing the Code of Conduct

Harmony, care and respect must be fostered through attentive presence in the environments where the Marist mission is developed.

### 6.1 Conduct towards suppliers and partners

Good relationships with suppliers and partners should be improved with the view to guarantee the quality of the services provided. The Província Marista Brasil Centro-Sul believes that in order to obtain the commitment of suppliers and partners, the following principles should be adopted:

- Offering equal opportunities for participation and parity of conditions to companies in the processes of choice, homologation and contracting of suppliers;
- Using of technical criteria, such as price, delivery time and quality of the products and services offered, in order to seek the best benefit cost ratio for the Organization, always in accordance with its procurement processes and policies;
- Non acceptance of gifts, favors, as well as benefits or personal advantages, aiming at obtaining privileges arising for the relationship with suppliers and partners.

Suppliers and partners are expected to be aware of this Code of Conduct and to refrain from engaging in any action that may lead Brothers and Employees of the Organization to breaching it. Failure to comply with this code may result in the termination of the contract.

### 6.2 Conduct as educators

All the professionals who work in the Província Marista Brasil Centro-Sul , especially those who make up the teaching staff, have the mission of building the future. These professionals have the task of transforming the world through education, forming fair, ethical, conscious and solidary citizens.

It is expected that the professionals involved in the educational process follow the Marist pedagogical proposal and apply the appropriate evaluation criteria, not granting nor receiving favors or benefits of any kind.

It is up to these professionals to preserve the physical and moral integrity of the students, respecting the individuality of each one and not allowing prejudicial or discriminatory acts.

In the institutional environment, laws and norms must be strictly respected, and it is the duty of educators to ensure that students comply with these regulations.

Several times the interaction between educators and students goes beyond the walls of the Província Marista Brasil Centro-Sul. In these cases, the behavior of education professionals should be adequate and in line with the position in the Organization, demonstrating attitudes consistent with the Institutional Principles and Values.

### **6.3 Conduct towards children, adolescents, youth and adults**

The Província Marista Brasil Centro-Sul helps the development of children, adolescents, youth and adults, especially supporting those who are in situations of social vulnerability. Hence, the Brothers and Employees are responsible to taking care of the physical and moral integrity of these individuals, reporting to the authorities any situation that violates their rights.

As special care, attention should be drawn to ensuring that there is no abuse or negligence that could cause physical, psychological and moral harm to children and adolescents under their responsibility. In addition, Brothers and Employees must ensure caution with the use of the image of our students.

### **6.4 Conduct and patient care**

Any action in the Health area should aim at the integrity of the patient, the protection of their health and the search for their well-being. It is expected that the members of this area comply with the following guidelines:

- Preserve the dignity of patients and deliver a warm and humane service;
- Maintain an ethical and conscious attitude towards the patient, their relatives and companions, which means:
  - Acting with sensitivity and common sense when it is necessary to report on the state of health or any special situation of the patient;
  - Demonstrating understanding and tolerance with the patient, even when their behavior is hostile or aggressive;
  - Acting with care and attention with the patient's health. Identifying oneself, saying why one is there and calling the patients by their names are ways to convey confidence and comfort.
- Following established hygiene standards;
- Acting as required by the norms of conduct of health professionals, such as the Professional Ethics Codes of Medicine, Nursing, Institutional Humanization Policy and all other codes of health professions applicable.

### **6.5 Conduct towards family members**

Interaction with the families of students, patients or people assisted in social projects should be occur in a way that inspires confidence. In these situations, dialogue and respect must be a priority, and care must be delivered in the best possible way.

### **6.6 Conduct towards the community**

The Organization's initiatives aim to support families in building the future and communities to develop in a sustainable and responsible way. Thus, the relationship of the professionals of the

Província Marista Brasil Centro-Sul with the community must be welcoming, with attentive listening and promptness.

The objectives to be achieved in these cases should always be the articulation and involvement of the community in the educational processes and the offering of conditions for the cultural enrichment, intellectual growth and learning of the Marist Values by each member of the community involved in this action.

## 6.7 Conduct towards other institutions

The Província Marista Brasil Centro-Sul values the good relationship with the other Provinces, Marist bodies and other institutions that integrate the mission of the Catholic Church, and works with them to build a more just society with more opportunities.

The relationship between the Província Marista Brasil Centro-Sul and other institutions will be built on the principles of fraternity, solidarity and mutual support.

## 6.8 Conduct towards public agents

The Província Marista Brasil Centro-Sul respects the laws and regulations, acting ethically in all interactions with public agents, and expects that the same attitude will be adopted by its Brothers and Employees.

### WHAT IS A PUBLIC AGENT?

Public agents are all those who render services to the State, even if temporarily or without remuneration, by election, nomination, appointment, contract or any other form of bond, mandate, position, job or function in entities of direct, indirect or foundational administration of any of the powers of the Union, of the States, of the Federal District, of the Municipalities, of a company incorporated into the public patrimony or of an entity whose creation or financing depends on public resources that contribute or have contributed with more than 50% of the equity or annual income. As an example of public agents, we may indicate policemen, firemen, employees of Banks and other companies with state participation, among others.

**Source:** [www.cgu.gov.br/sobre/perguntas-frequentes/atividades-disciplinar/agentes-publicos-e-agentes-politicos](http://www.cgu.gov.br/sobre/perguntas-frequentes/atividades-disciplinar/agentes-publicos-e-agentes-politicos).

In inspections of any nature, the Organization is committed to providing the information regarding the entities that make up the Província Marista Brasil Centro-Sul in a fast and precise manner. This information must be made available exclusively by professionals designated for this purpose.

All Brothers and Employees of the Província Marista Brasil Centro-Sul are expressly prohibited from promising, offering or giving, directly or through third parties, an undue advantage to a public agent or third person related to them, in order to obtain benefit for themselves or for the

company. This advantage is not limited to cash payments, and may include, depending on the circumstances, gifts, meals, job offers, among others.

The Província Marista Brasil Centro-Sul does not engage in political party activities and does not make donations to candidates or political parties. Any initiatives of the employees in this direction must be restricted to their personal sphere and be carried out in their free time.

*In order to check the full text of Federal Law No. 12,846, of August 1<sup>st</sup>, 2013, known as Brazil's "Anti-Corruption Law", access: [http://www.planalto.gov.br/ccivil\\_03/ato2011-2014/2013/lei/l12846.htm](http://www.planalto.gov.br/ccivil_03/ato2011-2014/2013/lei/l12846.htm)*

## **6.9 Conduct towards trade unions and representative bodies**

The Organization values the good coexistence and open dialogue with trade unions and understands that the right to free association with responsibility is legitimate. In addition, it aims to promote a positive and constructive relationship with these bodies.

## **6.10 Conduct towards the press and the media**

The relationship with the press and the media must be managed by professionals formally designated for this purpose. Upon receiving a request for information involving the Organization, the Brother or Employee shall direct it to the Press Service or the Marketing area.

Lectures or presentations about the Província Marista Brasil Centro-Sul, or about the activities performed in the Organization, must be previously discussed with the direct manager and, in case of doubts, the clarification will be provided by professionals of the Marketing area.

## **7. Special cares**

### **7.1 Assets and patrimony**

The assets and patrimony of the Província Marista Brasil Centro-Sul, at the disposal of Brothers and Employees, should be used in a cautious and responsible manner, in order to fulfill the institutional mission. Consequently, everyone should help conserve them by protecting them against loss, damage and diversion and using them for the purposes for which they are intended, in favor of the organization.

The technological resources made available for professional activities such as internet, electronic mail and other tools should also be used for professional purposes. It is hereby established that the organization, as a measure of zeal for its assets, may carry out audits and/or inspections regarding its assets, within the scope of its power of control, and in accordance with current legislation.

## 7.2 Information security

The Província Marista Brasil Centro-Sul recommends that all its Brothers and Employees, in their daily activities, act with care, responsibility and common sense regarding organizational information security.

Personal passwords are individual and confidential, and should not be shared under any circumstances. Brothers and Employees are responsible for all the accesses and uses that are made with their passwords.

The Província Marista Brasil Centro-Sul considers that corporate e-mail is a work tool belonging to the institution; the Organization is directly responsible for the consequences of its misuse. It is important to emphasize, however, that the responsibility of the Organization does not exempt the employee from the consequences of their actions, including in the civil and criminal spheres.

Corporate e-mail cannot and should not be used for the propagation of messages with non-corporate content such as jokes, commercialization of objects, group messages, pornography, proselytizing, political campaigns or as an instrument of slander or defamation, among others. Therefore, do not send information or files that are not related to the function performed in the Organization.

Prudence should prevail on the Internet and Social Media. When declaring to be a member of the Província Marista Brasil Centro-Sul or of its Units, the employee must guide their behavior by the following instructions:

- a) Do not expose the name of the Organization in a derogatory way;
- b) Not to make derogatory or offensive comments to co-workers, managers, suppliers and partners, nor regarding students, patients, clients and anyone involved in their activities;
- c) Refrain from commenting and criticizing corporate decisions;
- d) Not divulge confidential information of the Organization;
- e) Preserve their self-image, not allowing pejorative expositions, such as the publication of inappropriate photos or situations that are ethically reprehensible;
- f) Not to publish or incite positions that differ from those of the Província Marista Brasil Centro-Sul .

In public environments, careful attention should be paid to the circulation of information, especially with regard to sensitive issues related to the Organization.

As in the case of the assets, the Organization's technological resources are auditable, as a means of guaranteeing the best performance of work routines, as well as preventing risks and ensuring the quality and continuity of the systems.

## 7.3 Intellectual property

### WHAT IS INTELLECTUAL PROPERTY?

The definition of Intellectual Property covers: "rights relating to inventions in all areas of human activity, scientific discoveries, industrial designs and models, industrial, trade and service marks, commercial names and designations, protection against unfair competition, protection for literary, artistic and scientific works, interpretations of artists, performances by artists, phonograms and broadcasts, as well as other rights relating to intellectual, industrial, scientific, literary and artistic activity."

**Source:** ABPI - Brazilian Association of Intellectual Property.

The knowledge originated in the Organization must be safeguarded and the knowledge produced by third parties must be respected. For this to happen, the following premises are established:

- The Organization respects industrial property and copyright, and its Brothers and Employees are responsible for their actions;
- The Organization reserves the right to economically exploit the patents resulting from its research, considering the participation of the inventors and the developed works in its facilities or with the use of its resources;
- Any creation within the Organization shall follow the established procedures for the registration and preservation of Intellectual Property;
- All intellectual property rights related to any software developed by employees or outsourced professionals of the units that make up the Província Marista Brasil Centro-Sul belong to that unit; and
- The intellectual property protection and economic exploitation rights referred to in item 7.3 of this Code shall be governed by the relevant legislation and by the agreement entered into between the parties involved.

## 7.4 Hiring employees

The Organization searches for professionals who work with willingness, generosity and cooperative spirit, and their hiring must observe the Recruitment and Selection Policy, not allowing the admission of relatives in disagreement with our organizational guidelines for the Recruitment of Relatives.

The criteria used for the selection will be technical, behavioral and professional, consistent with the objectives of the position and functions to be performed. Respect for diversity is paramount, and discrimination is not tolerated.

## 7.5 Accuracy with financial and accounting records

The financial and accounting records must reflect in a complete and precise manner the operations of the Província Marista Brasil Centro-Sul. Thus, its bookkeeping must be carried out in accordance with accounting principles and current legislation, supported by appropriate documentation.

The Província Marista Brasil Centro-Sul highlights that it does not agree with any modification in its financial or accounting records that aim at fraud or manipulation and the preservation of financial and accounting information should be carried out with care and responsibility, obeying the established legal deadlines.

Whenever requested, official records should be made available to auditors and competent authorities. These records must be clear, accurate and timely delivered.

The Organization understands that the process of control and revaluation of its assets must receive attention and care. It is up to the Employees to follow the internal regulations on the identification and destination of all fixed assets.

## 7.6 Gifts and invitations

The Província Marista Brasil Centro-Sul does not tolerate the granting and receiving of gifts, souvenirs and favors, as well as benefits or personal advantages, in order to obtain privileges arising from the relationship to third parties (suppliers, service providers, patients, students, etc.).

The concession or acceptance of courtesies may only occur in accordance with the current institutional norms and policies of gifts and souvenirs.

## 7.7 Zeal for the image and reputation of our brands

It is the duty of all the Brothers and Employees to care for the image and reputation of the Organization, acting in accordance with the Marist Principles and Values.

Thereby, it is fundamental that any reference to the Organization be made in a respectful and cautious way.

## 8. Environment and sustainability

The concern with sustainability is always present in the activities realized in the units of the Província Marista Brasil Centro-Sul. All activities developed by the Organization or in its facilities must be sustainable, which means promoting actions that are environmentally friendly, economic viable and that do not generate negative social and cultural impacts.

It is the responsibility of the Employees and partners working in the Província Marista Brasil Centro-Sul to recognize and respect the actions and programs of sustainable development of

the Organization, whose objective is to protect the environment and contribute to the economic and social development of the community in which the Organization is inserted.

It is recommended to adopt responsible measures such as recycling, rational use of resources such as water and electricity, waste disposal in an appropriate manner and in accordance with current legislation and compliance with any institutional determination to reduce damage to the environment.

## 9. Ethics Management Program

The Província Marista Brasil Centro-Sul 's Ethics Management Program is based on this Code of Conduct and provides a Direct Channel so that all employees can manifest themselves to the Organization. The information shared in this channel is submitted to the appreciation of an Ethics Committee whose responsibility is to promote improvements and value ethics in all our activities. The guidelines of this Ethics Management Program are formalized in an institutional policy which is made available electronically to all employees of the Província Marista Brasil Centro-Sul.

### 9.1 Direct Channel

The Direct Channel is a safe and official means of communication made available by the Província Marista Brasil Centro-Sul to all employees, partners, suppliers, third parties, volunteers and other agents in the Organization. Through the Direct Channel there is the opportunity to contribute, in a responsible and reliable way, to the maintenance of an ethical work environment, with more security, efficiency and quality.

Through the Direct Channel, it is possible to send doubts about the content of this Code of Conduct, recommend improvements to the work environment, suggest changes to eliminate losses and reduce costs in the processes, give ideas to improve the safety of Employees and that of Província Marista Brasil Centro-Sul Units and to address ethical issues. The Direct Channel also receives reports of possible conflicts of interest and conduct contrary to the guidelines of this Code of Conduct or the norms of the Organization.

The suggestions, doubts and statements received by the Direct Channel are verified in an organized and confidential way. Specific analyzes are conducted by a specialized and independent company. By submitting a statement through the Direct Channel, the employee contributes to an increasingly better work environment. The Organization reinforces the commitment to preserve their identity, safeguarding their protection against any type of retaliation.

The Direct Channel is governed by specific regulations and procedures and complies with the current legislation. All deliberations arising from the statements received will be verified by the Ethics Committee of the Organization.

When presenting a statement through the Direct Channel, the employee is responsible for the follow-up, answering the questions that are made and providing complete, accurate and true information.

## 9.2 Ethics Committee

The Ethics Committee is made up of members nominated by the Provincial Council amongst the Employees of the Província Marista Brasil Centro-Sul, having as main responsibilities:

- Fulfill and enforce the Ethics Management Program Policy;
- Exercise the functions, respecting the duties of loyalty and diligence;
- Examine, with impartiality, the occurrences presented to them for deliberation; e
- Issue an opinion and provide clarification when requested.

## 10. General provisions

After the proper disclosure of this Code of Conduct, the Organization will not consent to any allegation of lack of awareness of its content by someone who must comply with it, in relation to the statements contained in this document, regardless of the justifications that may be presented.

The infractions and violations of this Code of Conduct will be analyzed and will be subject to applicable disciplinary measures, without prejudice of the applicable legal penalties. Employees who are aware of situations that violate this Code of Conduct and that fail to notify the Organization or omit relevant information will also be subject to appropriate disciplinary measures.

## 11. Validity of the Code of Conduct

This Code of Conduct does not substitute the policies and procedures in force in the Organization or in its units, entering into force on the date of its publication.

Curitiba, May 9<sup>th</sup>, 2016.

# ACKNOWLEDGEMENT OF COMPLIANCE WITH THE CODE OF CONDUCT

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I acknowledge that I am aware that the Província Marista Brasil Centro-Sul has a Code of Conduct, which I am committed to reading and fully complying with.

Name: \_\_\_\_\_

Employee number (or registration number): \_\_\_\_\_

Job title (or function): \_\_\_\_\_

Unit and department: \_\_\_\_\_

Place and date: \_\_\_\_\_

\_\_\_\_\_

Signature