



**GUIDELINES FOR ETHICAL BEHAVIOUR**  
**HUMAN RESOURCES OFFICE**

**VERSION 1**

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Version	Changes	Checked by	Approved by	Date of approval
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## ABBREVIATIONS AND ACRONYMS

Acronyms	Description
CAF	Corporación Andina de Fomento

## RELATED DOCUMENTS

Name
Constitutional Agreement
Headquarter Agreement

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## **I. INTRODUCTION**

The following Guidelines for Ethical Behavior aim to establish and spread the high ethical standards which need to prevail in the officer, employee and supplier behavior who work for the Corporation, both in the daily activities and the general behavior in the Corporation and outside it, as well; when the officer, the employee and the supplier are representing the Corporation explicitly or implicitly in order to have a proper conduct and an image of responsibility, transparency and honesty. The Guidelines for Ethical Behavior seek to protect the integrity and interests of the Corporation, making people aware of those situations that could be harmful or detrimental to its image within the organization.

## **II. OBJECTIVE**

The purpose of these Guidelines for Ethical Behavior is to promote an adequate culture within the Corporation, as well as be in charge of the image to be conveyed to shareholders, directors, officers, clients, suppliers and public in general in order to achieve goals and comply with the Corporation's Mission, its interests and its Corporate Ethical Values.

## **III. SCOPE**

The Guidelines for Ethical Behavior include all the general guidelines of officer, employee and supplier behavior and conduct in their workplace or while they are representing the Corporation.

## **IV. CORPORATE ETHICAL VALUES**

The Guidelines for Ethical Behavior are based on ethical principles of general acceptance, which serve as guidelines and orientation for the Corporation's officers, employees and suppliers behavior in their daily activities.

Amongst the values the Corporation has included as Corporate Ethical Values are the following:

**Transparency:** Acting and communicating clearly, without doubts or ambiguities whatsoever and without hiding what has to be known.

- Loyalty:** It means a coherent behavior in accordance with the ethical principles of the Corporation which puts first the corporate interests before any others.
- Honesty:** Decency, righteous and justice in people and their behavior.
- Equality:** Applying the rules and policies established in the Corporation both coherently and homogenously, with the aim of giving an equal treatment, free of arbitrary decisions and without discrimination of race, nationality, gender, religion, social class, age and national origin.
- Integrity:** The disposition of acting morally, honestly and sincerely, without any sort of influences and according to current legal rules.
- Discretion:** Sensibility to think and gentleness to talk or behave, with reservations, prudence and circumspection.

## V. STRUCTURING AND FUNCTIONING

### **Structuring**

**Committee of Ethics:** It must be integrated by people with homogenous ideas within the organization; formed by one (1) officer of the highest hierarchy of the Corporation, excluding the members of the Executive Presidency Office, who will be the President of the Committee, one (1) officer as the Director, two (2) officers with Executive posts and one (1) officer with an Administrative post. The officer who is the President of the Committee will be appointed by the Executive President for a period of two (2) years. The other members will be elected among the officers with similar posts, with similar level, for periods of one (1) year by public draw.

**Secretary of the Ethical Committee:** He/She is the Manager of the Human Resources Department, responsible for receiving and gathering the information related of non-ethical behavior or situations, starting the process before the Ethical Committee, preparing and updating the report until its conclusion.

### **Functioning**

The most appropriate way to send information to the Ethical Committee is through the President of the Committee, who will be responsible for the confidentiality of information and its source. Furthermore, the Corporation will rely on practical rules for receiving information on potentially breaching situations of the ethical behavior in order for officers,

employees or suppliers to communicate their doubts effectively and in a dependable and confidential way, knowing that anonymous complaints will not be processed.

The Ethical Committee will be responsible for dealing with the case presented by the Secretary of the Committee, analyzing the elements of the case, listening to the parties involved in order to have the information and available versions and to make the necessary recommendations the Executive President estimates, within the framework of the Corporate Ethical Values and the *officer, employee and suppliers' duties* which are referred to in the VI section below. Additionally, it is in charge of managing the Guidelines for Ethical Behavior and to answer or clarifying doubts regarding their use.

The recommendations of the Ethical Committee will be clean of any influence and coercion by the majority, by secret vote and each vote will have the same value. To validate all the recommendations, all the members of the Ethical Committee will have to be present; nevertheless, the Committee may accept distance voting should any of the members be absent. The Ethical Committee will have to define the regime of shifts in the event that a member is absent.

The Ethical Committee must adopt the rules it deems as necessary for its functioning, in any case it must act quickly and its recommendations will be notified to the Executive President in a deadline of twenty (20) business days as of the moment the process has started.

## **VI. OFFICER, EMPLOYEE AND SUPPLIER DUTIES**

The following list of officer, employee and supplier duties, as well as its content, must be interpreted as including but not limited to within the framework of Corporate Ethical Values, referred on the IV section of this document.

### **Compliance of rules**

The officer or employee will have to obey and comply with the Constitutional Agreement, the Headquarter Agreement, policies, rules, guidelines, instructions, and forms which are valid in the Corporation. Likewise, he/she will have to look after the compliance of all the processes related to operations in an honest, transparent, timely, and efficient way, living all the available and relevant information to the Corporation's business and other interests.

### **Handling of goods**

The officer, employee or supplier will have to look after the Corporation's goods which have been given to them to carry a duty, be it the nature they have, as well as to comply with their functions and responsibilities efficiently and with the dispositions, instructions and orders issued directly or through the paths established for that, as responsible for its effective enforcement.

### **Safekeeping of funds**

The Corporation's funds that represent a monetary or financial value will have to be administered in a responsible, honest way according to the policies and other corporate rules set forth. Likewise, payments and reimbursements such as product of subsidies, salary benefits, representation expenses, travel expenses, corporate credit cards and other expenses of the same nature, will have to be managed and used according to the correspondent rules and the Ethical Values referred to by these guidelines.

### **Compliance with approvals and instructions**

Internal decisions must be obeyed without negotiating or modifying them with third parties in detriment of the Corporation or breaching the rules and instructions given by the correspondent entities of the Corporation.

### **Immunities, Exemptions, and Privileges**

Immunities, Exemptions, and Privileges must have to be followed, as well as other rights or benefits which are given officers thanks to the Constitutional Agreement and Headquarter Agreement, along with any other internal rule or legal specific disposition which can be applied, honestly and following strictly the applied rules.

### **Conduct in the workplace**

The officer, employee or supplier will have to conduct and have a dress code according to appropriated standards while they are working or stay in the Corporation's facilities and act in every moment according to the Corporate Ethical Values referred in this document.



### **Image**

The officer, employee or supplier will have to behave in an appropriate way in the workplace or where they are representing the Corporation, by avoiding affecting the Corporation's reputation or image or its interests. Exclusively authorized people by the Executive President can act as spokesmen of the Corporation.

### **Conflicts of interests**

The officer, employee or supplier will have to avoid personal, political, financial situations or situations related to contracts, distinctions, benefits or favors, which can cause conflicts between the different interests, represented by the Corporation and related to the Corporation. In such an event, the officer, employee or supplier will have to notify their supervisor about these conflicts and refrain from participating in them.

### **Gifts**

The officer or employee cannot receive any kind of gift which surpass the amount of 200.00 \$ American dollars (US\$ 200.00) given by external clients or suppliers. In the event of receiving gifts which surpass the specified amount or which are considered inappropriate, the officer will have to notify his/her immediate supervisor who will consult on this with the President of the Ethical Committee in order to decide the procedure the Corporation considers more adequate in each case.

### **Use of systems, communication and other resources**

Technological or communication resources, mobile phones, equipment, office material, vehicles or other assets or properties of the Corporation must be used with objectives set by the Corporation.

### **Intellectual Property**

The right of intellectual property, Corporation's property, and third parties' property must be respected and internal documents, which belong to the Corporation, will not be used as personal documents.

## VII. GLOSSARY

Term	Concept / Description
Corporation	It is the Corporación Andina de Fomento, legal entity of international law created by Constitutional Agreement on February 7th, 1968.
Officer	Professional or administrative personnel of the Corporation.
Employees	According to these guidelines, the employees are the hired personnel, consultants, suppliers, interns and exchange personnel.
Supplier	Any supplier, enterprise or person that supplies a service to the Corporation.
Ethics	The group of moral rules, which regulate behavior and human relations.