

Annex 26. Code of Ethics

Profonanpe reaffirms its commitment to the fulfilment of ethical principles, prevention standards and the fight against corruption, as well as with the commitment to maintain as institutional value, to be an autonomous, efficient organization and with transparent management; insuring the good use of resources entrusted by donors, those that require the administration to be carried out with integrity, transparency, efficiency and effectiveness, and complying with timely management procedures and reports.

Profonanpe commits its staff to implement the highest standards of moral and ethical conduct, and constantly strives to make the institution worthy of the trust of the donors and institutions with which it executes its projects and the community at large.

Profonanpe promotes ethical conduct based on integrity, respect and transparency and promotes an anti-fraud culture, implementing prevention, detection and response measures to practices that constitute fraud and corruption.

CHAPTER I OBJECTIVE AND GENERAL PRINCIPLES

The objective of the Profonanpe Code of Ethics is to draw up general patterns of behavior to be followed by collaborators and third parties; so that its actions are in line with the values of the institution, as well as the ethical principles indispensable to ensure transparency in internal relations and with the persons and / or entities with which Profonanpe has contact or maintains a contractual relationship or interinstitutional working link and promote the permanent existence of a healthy management environment, within the framework of morality, honesty and personal ethics.

The Purpose of the Code of Ethics (i) is to establish the procedure for preventing conflict-of-interest aspects, (ii) avoid situations that place them in such conflicts, and; (iii) if presented, know how to act correctly.

The same applies in the event of evidence or acts of corruption in the execution of expenses and contracts that Profonanpe detects, or when it receives any reports of alleged dishonest acts by its contracted personnel.

Reach

This code and its obligations govern all workers, consultants and in general all persons and/or suppliers providing services in and to Profonanpe, whatever their employment regime, modality of contracting and/or source of funding, within the framework of the different activities or tasks scheduled in each case. All workers of the institution, consultants and suppliers indicated in the preceding paragraph, whatever their method of contracting, shall become aware of this Code of Ethics and undertake the commitment of its proper compliance.

In order to prevent possible cases of conflicts of interest, workers, consultants/suppliers hired to provide professional services in general for Profonanpe, during their stay and term of their contractual relationship, shall observe the following:

- a. They shall protect their independence and avoid any potential conflict of interest, rejecting gifts or perks that may be construed as attempts to influence the independence and integrity of the worker.
- b. They shall avoid relations with persons who may influence, compromise or threaten the worker's ability to act independently and convey the image of independent action.
- c. They shall not use their office for private purposes and shall avoid relationships that involve a risk of corruption, or which may raise doubts about their objectivity and independence.
- d. They shall not use information received in the performance of their obligations, as a means of obtaining personal benefits or in favor of third parties. Nor shall they disclose information granting unfair or unjustified advantages to other persons or organizations, nor shall they use such information to the detriment of third parties.

Any behavior that violates or threatens our code of ethics or any other policy or regulation, external or internal, will not be tolerated. We encourage prompt internal notification of violations of this code to the top immediate chief. Disciplinary action will be taken against all types of violation of the code and its obligations. Measures may range from a verbal warning to dismissal, according to the seriousness of the fault.

LEGAL BASIS

1. Supreme Decree No. 003-97-TR, Single Ordained Text of Legislative Decree No. 728, Law on Productivity and Labour Competitiveness.
2. Decree Law 26154, on the creation of Profonanpe and its Regulations D.S: 024-93-AG, as well as amending rules.

3. Statute of Profonanpe.

Definitions

For the purposes of this Code of Ethics:

- **Institutional Ethics:** Performance of Profonanpe workers, consultants who provide timely professional services for service location contracts and/or various service providers hired by the institution for its different requirements, based on the observance of values, principles and duties that guarantee professionalism and effectiveness in the exercise of the functions and/ or positions for which they have been hired by the institution.
- **Conflicts of interest: A situation in which a** person, because of his activity, is in a position where he or she could take advantage for his own benefit or for a third party, the decisions he makes in the face of different alternatives of conduct. Conflict of interest arises when the personal, family or business interests of staff, consultants/suppliers hired to provide professional services, timely and/or specific services may affect the impartial performance of your employment, position or commission.
The conflict of interest may be:
 - Potential: There is no conflict of interest at the moment, but in the future, under certain circumstances, it may appear.
 - Real: When an interest partially influences the performance of a server's activities.
- **Ethical principles: Basic beliefs about the right way to relate** to others and the world, from which stands the system of ethical values to which the person or group subscribes.
- **Responsibility:** Fulfill the obligations acquired fully and in a comprehensive way, give adequate answers to what is expected of a person or company, institution, group or society.

CHAPTER II GENERAL PROVISIONS

1. Profonanpe is a private entity, being this code self-regulated and not of legal obligation.
2. This Code of Ethics seeks to provide Profonanpe workers with an orderly set of rules that guide ethical behavior in the exercise of their duties or office, and in the case of persons providing a professional service or providing various services to the institution, being an instrument of transcendental value, as it promotes patterns of exemplary conduct that contribute both to combating corruption and providing an efficient service to Profonanpe.
3. The Profonanpe worker must embody a model of exemplary conduct based on the values of respect, probity, efficiency, suitability, truthfulness, loyalty, obedience, justice, fairness and loyalty to the institution for which he works, which must be manifested and demonstrated permanently in the transparency of his daily duties and tasks.
4. The transparent practice of these values will contribute to the conservation and organizational strengthening of Profonanpe; which, in turn, will contribute to fairness in our society. The same is expected of all consultants or others providing professional services or the provision of services of goods or equipment or others, to Profonanpe.
5. The Profonanpe worker must act with honorability, according to the rights of each person, so that he inspires confidence both internally in the institution and against third parties.
6. Profonanpe's worker must avoid infractions, externalizing probity in all his acts. In social life it must behave with dignity, moderation and sensitivity to facts of general interest. In the performance of his duties, the worker has the duties of neutrality, transparency, discretion, confidentiality and reservation of the information or documentation that is provided to him or to which he/she accesses in exercise or occasion of his office, proper exercise of the office as the case may be, appropriate use of the assets of the institution and responsibility for the performance of his duties or position.
7. By taking knowledge of this Code of Ethics, the Profonanpe worker assumes the commitment of his due compliance.
8. The provisions contained in this Code are ethical in nature. In this sense, its requirements and corrective actions are independent of disciplinary measures and any legal sanctions.

CHAPTER III Duties

Persons under the scope of this Code should act in accordance with the following duties:

1. **Neutrality:** It must act with absolute political, economic or other impartiality in the performance of its functions or services commissioned or contracted, demonstrating independence from its links with individuals, political parties or institutions.
2. **Transparency:** You must execute the acts of service and, in general, activities or benefits contracted in the case of consultants/suppliers, in a transparent manner; this implies acting at all times with integrity; for which, in a special but not limited way, it will respect and observe the rules on combating fraud and corruption established by Profonanpe, avoid conflicts of interest and other special provisions contained in this document and other regulations or guidelines that Profonanpe may establish in the future. The worker and, in general, a contracted person or entity must provide and provide reliable, complete and timely information in the execution of his or her work or services contracted by Profonanpe.
3. **Discretion:** You must reserve facts or information that you are aware of or have been provided to you by Profonanpe, on the occasion or during the performance of your duties or services, without prejudice to your duties and responsibilities under the contracts entered into with such workers, consultants and suppliers.
4. **Proper Exercise of Office:** On the occasion or during the performance of his duties, the Profonanpe worker and, in general consultant, supplier or person hired by Profonanpe, must not retaliate of any kind or exercise any coercion against other Workers of Profonanpe or other persons or against third parties.
5. **Responsibility:** Every Profonanpe worker must carry out his duties fully and comprehensively, assuming with full respect his functions according to the office for which he has been hired; this is equally applicable with regard to the exercise and development of the activities contracted in case of consultants / suppliers. In the face of extraordinary situations, the Profonanpe worker and, in general, contracted persons, included in this document, may perform tasks that by their nature or modality are not strictly inherent in their care, provided that they are necessary to mitigate, neutralize or overcome the difficulties faced.

Every Profonanpe worker must respect the rights of his co-workers either these immediate or subordinate bosses or vice versa, and in general whatever hierarchical level at which he and the other party are located in the institution. This also applies to consultants/suppliers hired in their relationship with Profonanpe staff or other third parties who are interrelated on behalf of Profonanpe, in execution of the contracted services. In this sense, it must act with honesty, impartiality and efficiency, with the utmost capacity, with skill and understanding, taking into mind respect for the interest of the institution, depending on the relevant circumstances of the case.

The Profonanpe worker, whatever hierarchical level he performs or has within the institution, must be courteous, pleasant, both in his relations, with co-workers (superiors, colleagues and subordinate staff), and with third parties (consultants, suppliers, companies, others), with whom you must always interact, providing and demonstrating a work of quality, promptness and consideration; which is equally applicable in the case of consultants /suppliers hired by Profonanpe, applying this provision in the sense that they must execute the contracted services observing the guidelines indicated above in their treatment with the staff of the institution or other persons with whom it interrelated in execution of the contracted services

The Profonanpe worker, as well as in general contracted persons/suppliers falling within the scope of this document, must attend to their responsibilities and provide their services, respectively, as specified in the Terms of Reference of the contract and in general contractual provisions that he has concluded with the institution. For this purpose, it is expressly stated that in the performance of its work/services it shall not perform or promote acts involving discriminatory practices or conduct with respect to other personnel or third parties, whether specifically with respect to gender, race, color, religion, culture, education, social level, disability, age, sexual orientation, marital status or nationality, political preferences and other similar preferences.

The Profonanpe worker and, in general, contracted persons/suppliers, must generate and transmit useful, timely, relevant, understandable, reliable, and verifiable information to their hierarchical superiors or to the institution, respectively, as well as to any person empowered to evaluate their activities.

The Profonanpe worker and, in general, contracted persons/suppliers must have a permanent willingness to perform their contracted functions or services; acting fairly in their interpersonal and interinstitutional relationships, whatever hierarchical level he occupies in the institution, both at the level of the subordinate, as with his superiors and with any person who interacts within the framework of his activities.

The Profonanpe worker must denounce, acts of which he was aware on the occasion or in the exercise of his duties and responsibilities and which could cause harm, constitute a crime or violation of the provisions contained in this Code. This provision is also applicable, if applicable, to consultants/suppliers hired by Profonanpe who, in the execution of its contracted services, may become aware of criminal or improper acts, as indicated in the preceding paragraph.

CHAPTER IV Prohibitions

Persons under the scope of this Code are prohibited from:

- a. Maintain conflict interests: Maintain relationships or accept situations in which your personal, labor, economic or financial interests may conflict with the performance of the duties and functions in your care or contracted services.
- b. Gain undue benefits: Obtain or seek undue benefits or benefits, for yourself or others, through the use of your position, powers, influence, or appearance of influence.
- c. Perform Political Proselytizing Activities: Carry out activities of political proselytism through the use of its functions or through the use of infrastructure, goods or resources of the institution, either for or against political parties or organizations or candidates.
- d. Misuse of Privileged Information: Participate in transactions or financial transactions or operations in general, using privileged or private information (other than publicly accessible) Profonanpe or that may have access to it because of your condition or exercise of the position you perform, nor should you allow the improper use of such information for the benefit of any interest, whether own or third party.
- e. Pressure, Threaten and/or Harass: Exercise sexual pressure, threats or harassment against other workers or subordinates, or whatever institutional hierarchical level it occupies in Profonanpe; or any third party that provides services to it, which may affect the dignity of the person or induce the realization of intentional actions.
- f. Acts of Nepotism: intervene in the processes of selection of personnel, appoint positions of trust, ad honorem activities or appoint members of management or evaluation committees or others that Profonanpe has for the execution of its different activities and projects, in respect of relatives up to the fourth degree of blood relation, second of affinity or when direct or indirect interference is exercised in the cases described above.
- g. Request and receive in a personal capacity or through third parties any type of prizes, commissions, advantages, participation, gifts or any other similar benefit, as well as bidders or contractors of goods and services that could compromise Profonanpe and the exercise of the assigned functions.
- h. Dedicate regular working hours for matters other than the strict performance of their duties, with the exception of teaching or training activities authorized by the instance corresponding to the interior of Profonanpe.
- i. Move or deliver in unauthorized locations, documentation classified as "secret", "reserved" or "confidential" and, in general, information that is not publicly accessible, including that contained in magnetic media.
- j. Disseminate, transmit or disseminate in whole or in part, the content of the information of which you have or have become aware in the exercise of its contracted functions or services, unless it is information of public knowledge or that is in junction.
- k. To raise false or anonymous testimonies of any kind, against officials, trusted workers and/or co-workers in general, without distinction of hierarchical degree; and spread them by disturbing the peace and harmony of work in the institution.
- l. Provide false information, as well as alter, modify or destroy working documents, causing harm to Profonanpe.
- m. No Profonanpe worker who is hired full-time or part-time or subject to remuneration form, whatever the legal regime or modality of his contract, may receive from another person, institution or company, whatever it was, fees to fulfill the same objective or terms of reference for which the worker was hired by Profonanpe.
- n. No Profonanpe worker may be hired in parallel as a Profonanpe consultant.
- o. Carrying weapons of any kind within Profonanpe's premises, without the authorization of the competent authority and/or competent organic unit.

Serious violations include:

- a. A worker who has access to Profonanpe information containing internal information concerning accounting matters and/or issues, taxes, labor, contractual and, in general, institution information and other documentation/information involving your reservation and confidentiality whatever your manual or computerized support; and use, manipulate, provide information, omit or other act to your advantage, in favor of third parties, in exchange for receiving gifts, favors or money or any other benefit in return.
- b. Whoever sponsors, represents, advises or provides services to third parties and receives in return gifts, favors, money or any other benefit to himself or others.
- c. Whoever subtracts, distorts, disposes of, destroys documentation in general that is in his custody or in Profonanpe's archives. Such an infringement also applies to personnel who cease their link with Profonanpe.

- d. Whoever, by report, affidavit, manifestation, office or any other document that enters Profonanpe or issues in office, lacks the truth, omits information, distorts information and accuses or mistakenly accuses the administration and/or management of the institution.
- e. The one who deceives or misrepresents information for the purpose of obtaining a license with or without it.
- f. In the selection processes for the recruitments carried out by Profonanpe, within the framework of its activities and for the management, administration and/or implementation of its different projects, the one that grants preference or privileges, or that intercedes by a bidder or person, alters information, makes sub-assessments or evaluations, and any act that favors participants or bidders, blood relatives or with which he has affinity for third parties, in exchange for receiving gifts, favors or any other benefit for it.
- g. The use or provision, the consummate or frustrated appropriation, of Profonanpe's goods or services that are in its custody, as well as the retention or misuse thereof, for the benefit of own or third parties, without prejudice to their value, to the detriment of Profonanpe.
- h. The abuser of his status as director, manager, assistant manager, head of functional team, or immediate supervisor or other office, who determines superiority with respect to the other Profonanpe workers, in the performance of his duties and who performs acts of denigration, discrimination, or any other type of differential treatment that affects the dignity of the worker, whatever position or hierarchical rank he occupies in Profonanpe's organizational structure.
- i. Whoever has become aware of an unlawful or contravention of this Code of Ethics and conceals it does not communicate to his superiors or do not report to the respective authority.
- j. Other conduct that contravenes the prohibitions indicated, and which as a result, Profonanpe is seriously affected in its image or affects the purpose of its functions.

CHAPTER V

SANCTIONS AND PROCEDURES

- 1. Every Worker of Profonanpe has a duty to comply with the provisions of this Code and the obligations arising therefrom and, therefore, to be informed of its content and any subsequent modifications made known to the Executive Directorate of the institution.
- 2. The transgression of ethical duties, prohibitions imposed by this Code and its obligations, are considered an infringement, rising from the passable liability of sanction to the Profonanpe worker, in accordance with the labour regulations applicable in the case of Profonanpe personnel.

3. Sanctions -

3.1. For those who maintain employment ties.

- a. Admonition
- b. Suspension - Temporary in the exercise of its functions or position, without remuneration, in accordance with Profonanpe's Internal Labour Regulations.
- c. Dismissal, provided that the severity of the fault is verified, in accordance with the labour legislation in force in Peru.

For this purpose, the provisions of the Internal Labour Regulation, applicable to Profonanpe workers and other applicable legal provisions, shall apply. If, in the face of evidence or acts of corruption in the execution of expenses and contracts Profonanpe detects or receives any reports of alleged dishonest acts by its contracted personnel, it will initiate an investigation to determine the veracity of the complaint, protect the reputation of the institution, mitigate the consequences and correct the controls. If such presumption or complaint is verified, it will immediately proceed in accordance with legal and labour regulations and separate the personnel involved.

3.2. In the case of suppliers/consultants, who have no employment link with Profonanpe, and who fall within the scope of this Code, the penalties and responsibilities set out in the respective contracts shall apply; without prejudice to damages corresponding to non-compliance or partial, late or defective non-compliance arising from the cause of reasons attributable to the contracted supplier/consultant, in accordance with the Civil Code of Peru.

3.3. In the event that the person reported no longer has a link of any kind with Profonanpe, the penalty shall be referred to the appropriate damages actions, in accordance with Peruvian law.

3.4. The application of sanctions shall be carried out taking into account the following criteria:

- (a) The damage caused to the institution.
- b) Affecting procedures

- c) Nature of the functions performed, as well as the position and hierarchy of the infringer.
- d) The benefit obtained by the infringer
- (e) Recidivism or repetition of the fault.

3.5. Sanctions shall apply to all Profonanpe staff, whatever their method of contracting, and in accordance with Peruvian law (Supreme Decree No. 003-97-TR, Single Ordained Text of Legislative Decree No. 728, Law on Labour Productivity and Competitiveness); incurring infringements established in this Code and the obligations arising therefrom, for which the rules established in the a specified legislation and labour regime, applicable under the position or function performed, in accordance with the legal devices in force, will be taken into account.

In this sense, a worker's failure to comply with the principles, obligations and other provisions set out herein shall expressly constitute non-compliance with his contractual obligations which results in breach/infringement of good labour faith and, it therefore empowers Profonanpe, as an employer, prior to the legal procedures, and as indicated in numeral 3.1 above, to terminate the employment contract or employment relationship in general for serious misconduct, pursuant to the current Article 16(g) and 25(a) of the current Supreme Decree No.003-97-TR (Law on Productivity and Labour Competitiveness) or rule to replace it in the future. Legal devices will also apply, as appropriate.

4. From the registration of Sanctions:

4.1. The above-mentioned sanctions imposed on Profonanpe Staff, within the framework of this Code of Ethics, the Institutional Operations Manual, the Guidelines to Prevent Conflict of Interest and/or the Internal Labour Regulations, and existing labour legislation, and depending on the seriousness of the fault, they will be informed verbally initially to the worker, and/or in writing through internal memorandum, and/or through a notarized letter sent by the legal representative of the institution, in the case of the Executive Director, where applicable and appropriate, and recorded in the corresponding files of the sanctioned staff; also considering the procedures established in the Internal Labour Regulations applicable to Profonanpe staff..

5. Formulation of the complaint:

5.1. All officials, staff, consultants and in general all persons and/or suppliers providing services in and to Profonanpe, whatever their employment regime, modality of recruitment and/or source of funding, including persons hired under the modality of location of services for specific or timely work at the request of the institution and/or the different projects, and for which they provide their professional services within the framework of the different activities or tasks scheduled in each case, among others, they have the obligation and duty to inform, verbally and/or in writing, when appropriate, without delay, any improper act or alleged inappropriate conduct that they know in the execution of their contracted tasks or services , as appropriate, before Profonanpe's Executive Directorate..

5.2. In the event of any situation, potential or real, of conflict of interest that contravenes or violates the guideline to prevent the conflict of interest referred to in the Profonanpe MOP, or this Code of Ethics, it shall be immediately reported to Profonanpe, as follows:

- a. If you are a Profonanpe worker, you must report in writing to your immediate superior so that the relevant preventive or corrective measures are applied on time. In case the report is not attended to or resolved by your superior, you can do so in writing and directly to the Profonanpe Compliance Officer.
- b. In the case of consultants and/or suppliers hired to provide professional services and/or in general any person providing services to Profonanpe, you must report the fact in writing, directly to Profonanpe's Financial Management. In case the report is not attended to or resolved by your superior, you can do so in writing and directly to the Profonanpe Compliance Officer.
- c. Complaints submitted by third parties outside Profonanpe may be made directly through the institutional website (in the latter case complaints are received by a member of the Audit Committee directly to your email account). In this case, to make the corresponding complaint, the complainant must fill out the format of the Profonanpe website the complaint form, indicating his name and address in order to contact us and respond to his complaint after the investigation is complete.

6. Of the procedures:

6.1. The Executive Directorate of Profonanpe, depending on the degree of the improper act or the inappropriate conduct recorded, shall refer to the relevant instances: Compliance Officer or form an ad-hoc committee, within Profonanpe, for

them to carry out the corresponding investigations and investigations, as well as the respective follow-up with the persons involved in such acts which are likely to be sanctioned.

6.2. The Compliance Officer or Committee shall submit a written report to the Executive Directorate of the institution or Board of Directors, as applicable, taking into account the results obtained from the inquiries or investigations carried out on the person(s) reported, involved or punishable in this regard.

6.3. The Executive Directorate or the Board of Directors shall act by suggesting the relevant recommendations, as well as the appropriate type of sanction to be applied in accordance with the seriousness of the act committed.

6.4. If the task of those involved is a non-serious act, the respective Management or Management shall proceed to sanction in accordance with the internal procedures laid down in its Internal Labour Regulations (applicable to Profonanpe staff) and its Operations Manual, respectively.

6.5. If the act is serious, the legal representative shall make the corresponding complaints in accordance with the law, before the relevant authorities (Ministry of Labour, National Police, Judiciary, others), if applicable for criminal acts, and the provisions of Supreme Decree 003-97-TR and its Regulations for staff shall apply. All information relating to this administrative process will be kept in absolute reserve to protect the confidentiality of the same.

7. Whistleblower Protection:

7.1. The whistleblower may request that his/her identity be kept in reserve.

7.2. The Profonanpe worker who files a complaint is protected against any measure involving retaliation from the employer, in particular the application of sanctions, dismissal or dismissal, as well as acts that may be considered hostility.

7.3. An official providing for measures contrary to this Article shall be punished in accordance with the applicable labour provisions.

7.4. When filing a complaint with Profonanpe's Executive Directorate, the complainant may request that his/her identity not be disclosed until the conclusion of the investigation and, where appropriate, the relevant sanctioning procedure. This information will be considered confidential, and its disclosure will be sanctioned in accordance with this Code of Ethics.

7.5. Whistleblower protection is not enough to:

- a. To personnel measures or disciplinary measures in proceedings or mis faults that occurred prior to the filing of the complaint.
- b. To those complaints that are made in bad faith or without providing evidence or evidence of the facts alleged.

7.6. Whistleblower protection also does not reach:

- a. When, as a result of the inquiries and investigations, the complainant is also involved in the facts that motivated the complaint made by him.
- b. When an administrative process is opened to you by having evidence of commission of a crime or wrongdoing, in which case you would go from whistleblower to reported by the relevant authorities.
- c. If the reliable commission of an improper, intentional or criminal act deserving of labour or criminal sanctions (crime) is verified, if applicable, in accordance with the legislation in force in Peru.

7.7. The Profonanpe worker who is charged with the alleged commission of a misdemeanor shall make the relevant disclaimers and carry out the necessary administrative and/or judicial measures, in order to leave his honour and the dignity of his office safe.

CHAPTER VI FINAL PROVISIONS

FIRST. - The Executive Directorate of Profonanpe, through its Directorates and Managements, will promote within the institution a culture of probity, transparency, justice and full service.

SECOND. - To provide each Profonanpe worker, whatever the modality of their contracting of the work regime of private activity, a copy of the Code of Ethics together with a Declaration confirming that they have read these rules and undertakes to observe them. Similarly, any new worker must be recruited.

THIRD. - The Code of Ethics will be published on Profonanpe's institutional server.

FOURTH. - In order to monitor compliance with the code of ethics, and its obligations, as well as the guideline to prevent conflict of interest, the Financial Management will be responsible for doing the same, in accordance with the following:

- a. It shall make available to all Profonanpe staff, on the internal computer server, the information relating to these rules and institutional arrangements in such a way that the staff have permanent access and due knowledge thereof, and if applicable, their updates.
- b. It shall include in the respective fixed-term and/or indeterminate employment contracts, if any, the corresponding clauses for compliance with institutional rules and provisions.
- c. You will verify that the Procurement and Contracts Area, consider in the same clause applied in the contracts of Profonanpe staff, so that professional and/or consultancy contracts, competitions and/or public tenders, etc., that such area is responsible for drawing up, include an obligation to know and comply with all scopes and aspects relating to the Code of Ethics and its obligations, as well as the guideline to prevent conflict of interest.
- d. The "Affidavit of Non-Conflict of Interest" formats duly signed by Profonanpe workers will be part of your personal file.
- e. The formats must also be signed by each provider and/or consultant or service provider as a mandatory and conditional requirement to conclude a service contract with Profonanpe. The monitoring and compliance with this provision will be carried out by the Profonanpe Procurement and Contracts Area and the document will form part of the corresponding procurement dossier.
- f. It will verify through regular evaluations, that Profonanpe workers, consultants/suppliers hired to provide professional services and in general to all persons providing services in Profonanpe, know the Code of Ethics and the obligations arising therefrom, as well as the guideline to prevent conflict of interest. It will evaluate annually on its proper understanding and dissemination.

FIFTH. - **This Code of Ethics will be amended** when there are changes in the legal provisions, and when it is convenient or necessary for the institutional purposes of Profonanpe, in coordination with the Directorates and Managements, and with authorization and knowledge of Profonanpe's Executive Directorate.