



1. Importance of the subject

The following is an excerpt from the norm INTE / ISO 26000:2010, which clearly states the issue of implementation of fair operating practices as an essential component of social responsibility: "Having an ethical behavior is essential to establish and maintain legitimate and productive relationship between the organizations. Therefore, enforcement, promotion and development of standards of ethical behavior underlie all fair operating practices"

2. Definitions

Fair operating practices: Ethical conduct of an organization in its dealings with other organizations. Include the relationships between organizations and government agencies, as well as between organizations and their partners, suppliers, contractors, customers, competitors, and associations which are members.

Corruption: abuse of a gain power that looks to generate own profits, often advantaging from goods of others. Could create negative results in the environment, human rights, community development and political processes.

Responsible political Participation: refers to the support of an organization to promote and support the political processes that benefit society in a transparent and lawful.

Anti-competition: unfair behavior can affect the image and balance of a company, because it damages the organizational environment and the rights of other competitors in the market.

3. Self-assessment guide on critical issues related to the subject

The following questions can diagnose and take corrective and preventive measures for the development and proper implementation of fair operating practices at the company.

Issue 1: Anticorruption

- Identifies corruption risks and implements and maintains

policies and practices to combat corruption, and extortion?

- Ensures that their leaders are an anti-corruption example and provides commitment, motivation and supervision in the implementation of anti-corruption?
- Supports and trains its employees and representatives in their efforts to eradicate bribery and corruption?
- Ensures that the remuneration of its employees and agents is appropriate and occurs only for services rendered in a legitimate way?
- Establishes and maintains an effective system to combat corruption?
- Promotes that their internal and external stakeholders to report on violations of organizational policies and immoral and unjust treatment?

Issue 2: Political Participation responsible

- Trains your employees and representatives awareness of responsible political participation and contributions and how to handle conflicts of interest?
- Transparent with respect to its policies and activities related to lobbying, political contributions and political participation?
- Establishes and maintains policies and guidelines to manage the activities of persons engaged to advocate on behalf of the organization?
- Avoids making political contributions that come to assume an attempt to control or may be perceived as undue influence on politicians or those responsible for decision making?
- Prohibits activities that imply lack of information, lack of representation, or pose threats or coercion?

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*Based on: ISO 26000:2010. Guidance on social responsibility.



Item 3: Fair Competition

- Implements activities according to laws and regulations on competition?
- Establishes procedures and other safeguard mechanisms to avoid involvement or complicity in anti-competitive behavior?
- Looks to aware employees on legislation regarding competition?
- Supports anti-dumping practices and anti-monopoly?
- Keeps in mind the social context without taking advantage of it through their operations?

Issue 4: Promoting social responsibility in the value chain

- Implements a due diligence and monitoring with respect to related organizations, to avoid any compromise that harms the corporate social responsibility?
- Promotes fair relationships and fair costs within the value chain?
- Looks to increase awareness about the ethical and social responsibility of business?
- Integrates ethical and socio-environmental responsibility within policies and purchasing practices?
- Promotes other organizations to adopt similar policies?
- Considers supporting PyMOs through social responsibility?

Issue 5: Respect for property rights

- Do not gets engage in activities that violate the property rights?
- Makes sure having proper land titles legalized?
- Considers human rights, expectations and needs of the population?
- Implements practices and policies to promote respect for traditional knowledge and property rights?
- Compensates exactly the property you use or purchase?

4. Good integration practices

4.1. Planning the integration of the subject into the organization

The organization is responsible for enforcing the laws and to implement measures to mitigate environmental and social impacts according to regulations. It is therefore essential that they have processes to identify impacts and stimulating market demand for socially responsible products increases. In addition, to stimulate inside and outside the organization processes and

support fair competition in public political processes, through compliance by promoting transparency and denouncing any act of corruption.

4.2. How to carry out the integration?

At the time the organization has identified the potential impacts or damages that may result through its operating practices, this should improve or develop documents, records and policies that benefit the social responsibility and fair competition at the organizational and market.

4.3. Verification

This involves a process of verification as to the fair practices of operation, where audits are conducted, interviews, legal assessments, evaluations and financial records, and agreements with other organizations or parties. This must be done in a planned and regular basis in order to compare what was actually done with the objectives they seek to fulfill.

5. What to do if that risk is present?

At the time of presenting risks within the organization related to the way they develop their operations, should be implemented immediately and corrective preventive actions are documented and that seeks to eliminate any act of corruption, violation of property rights and competition unfair. Therefore it is necessary to establish appropriate mechanisms for communication, analysis and control through strict policies and procedures.