



Code of Conduct

Restated Code of Conduct approved on February 19, 2024



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Code of Conduct

(Restated Code of Conduct approved on February 19, 2024)

1. What is this Code for?

This **Code** aims to help you, internal/external collaborator of **Instituto Clima e Sociedade (iCS)**, to know how to act so that we are always aligned with the **legal requirements** and the highest **ethical standards** of behavior in your daily interactions and decisions.

We are committed to promoting an ethical, safe, and healthy work environment with transparency, mutual trust, and responsibility at all levels.

2. Who does this Code apply to?

This **Code** applies to all **iCS internal collaborators**, thus considering the institution's associates, directors, officers, employees, and volunteers.

The **Code** shall also be observed, to the maximum extent possible, by (a) consultants, researchers, and any suppliers of goods or services contracted by **iCS** (the **external collaborators**) and (b) **individuals and institutions that receive financial support from iCS** during the support term.

3. What is iCS?

iCS is a **non-profit association** that supports projects and institutions that strengthen the Brazilian economy and the country's geopolitical positioning and reduce **inequality by tackling climate change and sustainable solutions**.

The **iCS** mission is to **help Brazil achieve 66% emissions reduction by 2030**.

iCS was founded in 2015, and its headquarters is in Rio de Janeiro.

4. Respect and appreciation of diversity

We believe that human beings are free and equal in dignity and rights. Therefore, **everyone deserves respect, regardless of their characteristics, conditions, or personal preferences**.

We do not tolerate any form of prejudice, racism, or discrimination, whether based on gender, sexual orientation, age, origin, ethnicity, race, socioeconomic condition, disability, religious belief, political party or trade union affiliation, marital status, or any other nature contrary to the dignity of the person. **If you were a victim of – or were aware of –**



any event of this nature involving iCS employees, follow the guidelines provided in item 20 below.

Furthermore, we seek to actively promote **diversity**, especially gender, sexual orientation, race, socioeconomic status, or people with disabilities. Therefore, we are committed to identifying how these aspects are distributed within the team and, whenever possible, in other **iCS** areas of activity, further adopting measures that promote said people's inclusion.

5. Moral and sexual harassment

Moral harassment comprises exposing one or more employees to humiliating situations or psychological violence while they perform their duties or submitting them to embarrassing situations voluntarily and repeatedly. For example, shouting at the employee, delegating impossible tasks, or intimidating the employee.

Sexual harassment means embarrassment with sexual connotations within the workplace. The harasser uses their superior hierarchical position or influence to get what they want. The conduct is even a crime under the Brazilian Penal Code (art. 216-A).

Therefore, **always treat everyone with respect and dignity**. Be careful with jokes or unintentional attitudes since they can also be considered harassment. Never behave in an offensive, intimidating, or malicious manner or make or tolerate threats, coercion, or violence at work.

Report any abusive behavior, even if it is not directed at you. Check out item 20 below and see how to do this.

6. People in vulnerable situations

Children, adolescents, or even adults are in a vulnerable situation who, due to age, illness, disability, or the social context in which they are inserted, are less capable or even unable to protect themselves against any form of abuse, conscious or not.

We prioritize protecting **people in vulnerable situations**, never tolerating any conduct that causes or may cause harm to them.

Therefore, before starting any action, project, or program, **evaluate** whether the initiative could involve or impact people in vulnerable situations and, if so, **adopt all measures within your power to protect them**.

Specifically in the case of children and adolescents, **iCS** has a **Child Protection and Guarantee Policy**. Don't forget to watch it.



7. Conflict of interest

Conflict of interest is a **situation in which, in addition to the iCS interests, you also have personal interests involved – whether family, financial or of any other nature**. In this case, attending to one of them may harm or interfere with your ability to attend to the other.

As **iCS** employees, we must always consider what is best for the institution. This means that, in every activity or decision taken in the exercise of the function, **the iCS institutional interests shall always prevail concerning private interests**.

Conflict of interest is not deemed an irregularity in the strict sense. The problem is not recognizing it and continuing to act as if it did not exist, casting doubt on the integrity of the decision concerning the best institutional interests.

Therefore, **annually until January 31**, internal/external **iCS** employees shall complete a form **declaring personal circumstances that may give rise to a conflict of interest in the exercise of their functions**, such as any direct or indirect links (including through family members) with suppliers of goods or services to the **iCS**, with institutions supported by the **iCS** or that carry out activities in the same area of activity as the **iCS** or, with donors and sponsors of the **iCS**, among other situations.

Furthermore, **faced with a situation of conflict of interests, you shall declare the conflict and then refrain from participating in the discussion and decision on the matter – or submit it to your supervisor**. Thus, we ensure that decisions are always made in the institutional interests of **iCS** and are publicly perceived in this way. If you are in doubt regarding the configuration of the conflict, consult your supervisor or the Compliance coordinator, as provided in item 19 below. **Any failure by any employee to declare a conflict of interest promptly may constitute serious misconduct, giving rise to the application of disciplinary sanctions (including possible dismissal) and other applicable measures**.

Finally, note that you may put yourself in a conflict-of-interest situation when making a decision **external to iCS**. This is what happens, for example, when joining another institution (whether profit or non-profit) that operates in the same area as **iCS**, which has objectives or defends positions contrary to those of **iCS**, as well as when speaking out on issues that are the subject of **iCS** workspace.

In cases like this, before accepting the invitation or opportunity, **you shall bring them to the attention of the Compliance Coordinator**. The latter shall then decide whether there is a conflict or impediment that would advise against accepting it or shall submit the matter to the Board of Executive Officers.



8. Information protection

Any information relating to the guidelines, strategies, exhibitions, programs, projects, operation, organization or performance of iCS not released for public disclosure, or that contains data relating to people's intimacy or private life, without prejudice to other information that may be classified as such.

It would be best if you were cautious with confidential information that you have access to while carrying out your work, understanding that undue exposure of this information may result in breaches of contract, exposure of personal data or other violations of the General Personal Data Protection Law (LGPD) and even risks to the safety of people and facilities. Therefore:

- a) do not retransmit, disclose or, by any other form or means, make confidential information accessible to unauthorized persons;
- b) do not use, record or copy confidential information to which you have access for your benefit or that of third parties, present or future;
- c) ensure the adequate storage and sharing of documents and other materials containing confidential information that have been made available to you only in the media and their disclosure only to previously authorized people.

Also remember that you are solely responsible for your passwords (telephony, electronic means and systems) for accessing them, which are personal and non-transferable. Never disclose your passwords to co-workers or third parties.

9. Rights, duties and prohibitions

The following are **rights** of **iCS** employees, without prejudice to others established in this **Code**, in other internal standards or legislation:

- a) be treated with respect by all other **iCS** employees, regardless of hierarchical level;
- b) exercise your beliefs and express your opinions freely;
- c) work in an environment free from any form of prejudice, racism or discrimination, moral or sexual harassment;
- d) not be called outside of the working hours stipulated in the employment contract, except in unexpected or unpredictable situations that require urgent action;
- e) present criticisms and suggestions that contribute to the improvement of **iCS**, without fear of suffering any reprisal;
- f) consult the Board of Executive Officers and/or the Ethics Committee regarding the legal and/or ethical compliance of any conduct, whether assumed or completed, and report attitudes contrary to the rules of this **Code**.

The following are **duties** of **iCS** employees, without prejudice to others established in this **Code**, other internal standards or legislation:

- a) participate in the integration process (*onboarding*) organized by the People and Culture area, become aware of this **Code** and other **iCS** policies, especially training on good behavioral practices during the electoral period and the Child Protection and Guarantee Policy;
- b) fulfill the commitments expressly assumed in the individual employment contract, with care, attention and professional competence;



- c) submit to the Medical Control and Occupational Health Program (PCMSO) and additional preventive health measures, whenever designated or called upon to do so;
- d) observe compliance with the working hours stipulated in the employment contract whether in a remote, in-person or hybrid format and, whenever working remotely, remain available for communication and carrying out activities during their total regular working hours, remaining online in the systems and standby regime for receiving calls or participating in tele/video conferences (any periods of unavailability shall be indicated in advance in the work schedule);
- e) treat with respect and courtesy all people with whom he interacts in the exercise of their duties;
- f) ensure the exemplary conservation of facilities, equipment, and machines, communicating any abnormalities noted and using the equipment and digital resources offered by **iCS** with common sense;
- g) serve **iCS** with loyalty, supporting it whenever possible and ensuring the smooth progress of the institution's projects and initiatives;
- h) declare any likely conflict of interest in a matter under their responsibility as soon as he/she becomes aware of it, refraining from participating in the discussion and decision and/or submitting the matter to their supervisor;
- i) protect confidential information to which it has access in the exercise of its duties;
- j) take action in case of a likely violation of this **Code** and/or other standards applicable to **iCS** employees, according to the guidelines in item 20 below.

All **iCS** employees are forbidden to do as follows, among other conducts provided for in this **Code**, other internal rules or legislation:

- a) adopt or condone discriminatory behavior, whether due to gender, sexual orientation, age, origin, ethnicity, race, socioeconomic condition, disability, religious belief, political party or trade union affiliation, marital status, or any other nature contrary to the dignity of the person;
- b) do favors at the expense of **iCS**;
- c) use or lend, for your benefit or that of third parties, the **iCS** brand, facilities, goods, or services without the knowledge and approval of the Board of Executive Officers;
- d) receive from third parties any form of personal advantage, direct or indirect, for carrying out their functions;
- e) omit to exercise or protect the interests and rights of **iCS**;
- f) directly or indirectly, receive a compensation for lectures, consultancies, or any other services provided to institutions supported by **iCS** and **iCS** suppliers or donors.

It does not constitute a personal advantage to receive a gift (in the form of products and/or services) with a value not exceeding R\$ 300.00 (three hundred reais), distributed as a courtesy, advertising, regular publicity, or on the occasion of events or dates commemorative events of a historical or cultural nature, in line with **iCS**' institutional activities.



10. Public statements

Only the Chairman of the Board of Directors, the Executive Officer, employees whose position involves external representation duties (within the limit of these duties), and employees assigned to this task by any of the former can publicly represent and express themselves institutionally on behalf of **ICS**.

If you are speaking on behalf of **ICS**, **ensure that your statement reflects the positions adopted by the institution and always try to refer to scientific data and evidence. Avoid giving personal opinions that mislead others into believing they reflect the understanding of ICS or are endorsed by ICS.**

You must also know and observe the **ICS** Communication Policy and its possible revisions.

If you have any criticism of **ICS**, please present it internally to your supervisor or the Board of Executive Officers. Publicly, please do your best to respect **ICS** in its statements.

Articles for newspapers, magazines, websites, and publications in general

If you are going to sign an article in the name and/or capacity of an **ICS** collaborator, you must validate the intention and proposed approach with the **ICS** Communication team reasonably in advance (we request that this be done, whenever possible, at least two weeks before the date of delivery of the text for publication). The **ICS** Communications team shall also conduct spelling/grammatical reviews and check content alignment with key **ICS** messages. Depending on the case, you may also recommend the inclusion of a disclaimer notice explaining that the article is written by the contributor on a personal and not institutional basis.

Participation as a speaker in third-party events

If you receive an invitation to speak at third-party events (including institutions supported by **ICS**) as an **ICS** representative and/or collaborator, you shall fill out the **form** with basic information about the event so that we can evaluate the convenience of participation, who should represent **ICS**, the possible need for support from the **ICS** Communication area, the existence of budgetary resources and logistical arrangements. After the event, we request that the participant submit a **report** with highlights and takeaway points, if any.

Organization and/or participation as a speaker in events co-organized by **ICS**

In events to be promoted by **ICS** with third parties, we request the completion of the **form** with basic information to assess the strategic alignment of the event with the institutional interests of **ICS**, the demand for support from the **ICS** Communication area, and the applicable operational measures.



11. Activity on social media

ICS does not judge or condemn the opinions of its employees on personal social networks, such as Facebook, Instagram, LinkedIn, Twitter, or any other. Therefore, **feel free to use them** (if you are at work or using the institution's equipment, use them sparingly, of course). Don't forget: **speak on your behalf**, never on behalf of **ICS**. We even recommend that your profile expressly indicate that said channel is for expressing your opinions.

Even when acting on your behalf, your actions may be interpreted as reflecting **ICS**'s opinions or affecting **ICS**'s reputation. Therefore, **you must use social networks ethically, prudently, and carefully**.

12. Relationship with donors and sponsors

ICS does not receive donations, sponsorship, or any other form of support from individuals or institutions that:

- a) are included in the Register of Employers who have subjected workers to conditions similar to slavery ("Dirty List");
- b) have been convicted of crimes resulting from any form of prejudice, racism or discrimination, domestic violence or, even, environmental crimes or crimes against the Public Administration;
- c) have directly benefited from the illegal extraction of wood and/or mineral resources (mining);
- d) operate in the production and/or sale of weapons and ammunition, alcoholic beverages, and/or tobacco;
- e) support terrorist groups or their activities;
- f) have objectives, or act or defend positions that conflict with the mission, vision, or values of **ICS**, at the discretion of the Board of Executive Officers.

If **ICS** becomes aware that a supporter falls into any of these situations after the conclusion of the contract or receipt of support, it shall take the necessary measures to terminate the relationship as soon as possible and return the amounts received that have not yet been compromised or used.

Furthermore, **ICS** values autonomy in conducting supported projects. For this reason, **ICS does not accept interference from donors, sponsors, or third parties acting in their interest, in the direction of the institution's actions, projects, and programs**, except in initiatives that require the involvement of donors or sponsors and that have been previously agreed upon between the parties.

ICS does not tolerate money laundering and prohibits working with shell banks. Therefore, all resources received or granted shall be moved through known people and companies based on legal practices under Brazilian legislation and the best national and international practices to prevent money laundering.



13. Relationship with individuals and institutions supported by iCS

iCS supports, including through financial support, projects and institutions related to climate change, the defense, preservation, and conservation of the environment and sustainable and social development, as well as new technologies to solve environmental and social problems, under its Bylaws.

They shall not be able to request or receive support from iCS:

- a) the individuals and institutions referred to in item 12 above;
- b) institutions that are not regularly organized;
- c) political parties, institutions controlled by political parties, and individuals who exercise leadership roles in political parties;
- d) foreign organizations that are not authorized to operate in the national territory, in cases where such authorization is required
- e) individuals and institutions known to be engaged in illicit activities or contrary to Brazil's sovereignty over its territory and/or natural resources, observing the international commitments assumed sovereignly by the country and the importance of cooperation between countries;
- f) individuals known to fall into any of the cases provided for in art. 1st, I, of complementary law no. 64, of May 18, 1990, as amended by complementary law no. 135, of June 4, 2010 (Clean Record Law), as well as institutions in which they appear as administrators (Directors or officers), controllers, partners, or shareholders with more than 10% (ten percent) shareholding;
- g) **iCS** internal employees, as well as institutions in which they appear as remunerated administrators (Directors or directors), controllers, partners, or shareholders with more than 10% (ten percent) shareholding, unless authorized by the Board of Directors and/ or Ethics Committee.

Support for institutions in which spouses, partners, parents, grandparents, children, grandchildren, brothers, parents-in-law, sons-in-law, stepchildren, or brothers-in-law of any **iCS** internal collaborator appear as administrators (Directors), controllers, partners, or shareholders with more than 10% (ten percent) of equity participation shall only be admitted on an exceptional basis, with prior authorization from the Board of Directors and/or **iCS** Ethics Committee.

Furthermore, **six months after the formal dismissal of any employee, iCS** shall not allow resources transferred to supported institutions to be used to pay salaries and/or benefits to the former employee. Under no circumstances shall **iCS** commit to future support to an employee leaving **iCS**, nor shall the institution they join.

If **iCS** becomes aware that a supported individual or institution falls into any of these situations after concluding the contract or offering support, it shall take the necessary measures to terminate the relationship as soon as possible and to return the amounts received that have not yet been committed or used.

Contracts shall contain a clause by which the supported institution declares to have complete knowledge and understanding of this Code, commits to complying with it to the maximum extent possible, and recognizes that violation of the rules set out here constitutes contractual default.



ICS reserves the right to audit and monitor the financial statements of supported projects if necessary.

14. Relationship with suppliers

ICS carries out the contracting of works and the acquisition of goods or services according to market parameters to select the proposal considered globally the most advantageous for the institution, considering financial and technical criteria. For more information about this, see our Procurement Procedure and Policy.

As with supported institutions, contracts shall contain a clause in which the supplier declares to have complete knowledge and understanding of this Code, undertakes to comply with it to the maximum extent possible, and recognizes that violation of the rules set out herein constitutes a breach of contract.

Any contracting of works, goods, or services with (a) **ICS** employees, their spouses, partners, parents, grandparents, children, grandchildren, siblings, parents-in-law, sons-in-law, stepchildren or brothers-in-law; or (b) organizations in which these individuals are administrators, controllers, partners or shareholders with more than 10% shareholding shall be admitted only on an exceptional basis, with prior written authorization from the Board of Executive Officers, and shall be carried out under reasonable and equitable conditions, identical to those that prevail in the market or that **ICS** would practice with third parties.

15. Relationship with governments and public authorities

ICS has a solid commitment to combating corruption. Employees of the institution **cannot suggest, promise, or offer any financial aid, gratification, prize, commission, donation, or advantage of any kind** to government representatives and public authorities in general, their families, or anyone directly or directly linked to them.

To preserve the independence of **ICS**, the employee who eventually assumes a public position or job in a body or entity that works on issues related to **ICS** or integrates the governmental sphere with which **ICS** maintains partnership shall **be automatically dismissed from their duties, with prejudice to their salaries (in the case of paid employees)**. This prohibition does not extend to public science and technology institutions and public universities as long as the applicable legislation does not impede this.

ICS shall promote compliance with quarantine deadlines for former public agents, to clearly distinguish the public and private spheres. Therefore, if a conflict of interest effectively arises, as defined by the Public Ethics Commission of the Presidency of the Republic or an equivalent body, the individual who has occupied, in the previous 6 (six) months, a public position or job in which he or she has established relevant relationship with **ICS** and/or whose duties were directly related to **ICS**'s area of activity shall be **prohibited** from doing the following:

- a) join the **ICS** Board of Directors and Ethics Committee;



- b) be hired, directly or indirectly, as an employee or service provider to **iCS**;
- c) receive, in your name or through an organization in which you are an administrator, controller, partner, or shareholder with more than 10% equity interest, financial support from **iCS**;
- d) have part or all of any salary and/or benefits in supported institutions paid with resources transferred by **iCS**.

Any institutional partnerships with public bodies or entities to achieve the Institute's statutory purposes shall be subject to a special regime of evaluation and internal control by the Board of Directors and/or Ethics Committee upon a reasoned proposal from the Board of Executive Officers, which shall formally examine the case in light of its perfect compliance with Brazilian legislation and national interests.

16. Relationship with political parties and electoral campaigns

iCS is a non-partisan institution and **does not participate, in any way or form, in campaigns of political or electoral interest.**

To ensure that we always comply with this rule, all **iCS** employees must undertake training on good behavioral practices during the election period. If you haven't already done so, please get in touch with People and Culture (pessoasecultura@climaesociedade.org) as soon as possible.

Since this is a citizen's constitutional right, **iCS** employees may be affiliated with political parties. Members of the Board of Directors, the Ethics Committee, the Audit Committee, and the Board of Executive Officers shall be automatically relieved of their duties when **(a)** they assume leadership positions in political parties or **(b)** they become candidates for elected office.

17. Accounting and Financial Records

The reliability and transparency of **iCS** accounting are fundamental.

Legislation, standards, and generally accepted accounting principles shall be strictly observed to generate consistent records and reports that enable the disclosure and evaluation of **iCS** operations and results

iCS's books and records shall reflect, in a reasonable level of detail, all its transactions in a timely and accurate manner to, among other things, enable the preparation of accurate financial statements under generally accepted accounting principles and applicable legislation. All **iCS** assets and liabilities shall be recorded.

All transactions shall be properly authorized, recorded, and supported by accurate and reasonably detailed documentation.

No information may be omitted from the External Auditors, Compliance Coordinator, Board of Executive Officers, Board of Directors, and Ethics Committee.



18. Implementation and monitoring instances

The **Board of Executive Officers** is liable for implementing this **Code**. The Board shall designate one of the institution's employees to act primarily as **Compliance Coordinator** and focal point for matters related to this **Code**. The Compliance Coordinator shall act autonomously, reporting directly to the Operations and Finance Executive Board.

Annually, the Board of Executive Officers shall **report** to the Board of Directors and the Ethics Committee detailing the actions adopted to disseminate the content of this **Code** among employees, the consultations and any complaints received, and offering suggestions for improving this **Code**.

19. Communication channels

At any time, you can contact the **Code** implementation and monitoring bodies (in case of doubts or complaints, items 20 and 21, below, detail how this can be done). This contact can be in whatever way is most comfortable for you, whether in a face-to-face conversation, by telephone or videoconference, or by email. **Your identity shall be kept confidential.**

General communication channel (email): Ouviria@climaesociedade.org

This email is managed *externally* by the **iCS** law firm, which shall direct the message to the Compliance coordinator, the Board of Executive Officers, or the Chairman of the Board of Directors and/or the Ethics Committee, depending on the situation.

20. Questions related to this Code?

We strongly encourage any doubts regarding the suitability of conduct, whether it is assumed or already completed, to be addressed to Ouviria@climaesociedade.org.

Your query shall be forwarded to the Compliance Coordinator, the Board of Executive Officers, the Board of Directors, and/or the Ethics Committee, as applicable.

When in doubt, contact us! Annually, **iCS** shall internally publish a summary of the answers to the queries without identifying the enquirers.

21. What to do if this Code is violated?

At **iCS** we value sincere communication and believe that all employees need to be open to criticism. Therefore, **if you have been a victim of or become aware of any conduct that may constitute a violation of the norms of this Code, consider initially addressing the issues in a frank, respectful, and open dialogue with the people involved.**

When this dialogue is impossible, or the problem is not resolved, report the issue to your supervisor or **the Compliance coordinator.**

However, if you feel uncomfortable discussing the matter with those involved, with your supervisor or the Compliance coordinator, or if these strategies do not yield results, you should **submit a report to Ouviria@climaesociedade.org**. Anyone who reports violations of this **Code** shall not suffer any labor retaliation, except in cases of demonstrated bad faith.

The complaint shall indicate the facts in as much detail as possible. If there are documents that corroborate the allegations (photos, videos, or audio, for example), attach them. We are committed to keeping your



identity confidential. If it is necessary to expose the complaint or the complainant, we shall request their prior authorization.

The Board of Executive Officers may order the summary filing of complaints that do not present minimal evidence that an infraction occurred or who the offender is, as well as those made anonymously. Otherwise, a confidential investigation procedure shall begin to clarify what happened.

The investigation shall be conducted by the Board of Executive Officers or delegated to the Compliance Coordinator or external professional at the discretion of the Board of Executive Officers. The person responsible for the investigation shall have free access to **ICS** documents, be able to listen to collaborators, and carry out any other necessary steps.

At the end of the investigation, the Board of Executive Officers shall approve a conclusive report and, in the event of finding an effective violation of the rules of this **Code**, adopt the necessary measures to punish the person(s) responsible, repair the victim(s)(s) and prevent similar episodes from occurring again.

Furthermore, in the event of complaints involving the Board of Executive Officers, said complaints shall be directed and processed by the Chairman of the Board of Directors and/or the Ethics Committee or the designated professional.

22. Final provisions

The Board of Executive Officers shall extensively **disclose** this Code and post it on the **ICS** website and intranet. In addition, the Board of Executive Officers shall establish a permanent training program for employees regarding the **Code**, including initial training for employees when they join **ICS**.

This restated **Code of Conduct** shall come into force on the date of its approval. The restated **Code of Conduct** shall be submitted for approval by the Board of Directors and reviewed and updated at least every four years.

Rio de Janeiro, February 19, 2024.

DocuSigned by:
Maria Eugenia Netto de Assis Carvalho Schneider
D13098160C8048E...

Maria Netto
Executive Director

Certificado de Conclusão

Identificação de envelope: 49BEF75F4AC3490CAF0E0AF07A02353B	Status: Concluído
Assunto: Complete com a DocuSign: ICS - CODIGO DE CONDUTA - POS BOARD 1_ENGLISH.docx	
Envelope fonte:	
Documentar páginas: 14	Assinaturas: 1
Certificar páginas: 4	Rubrica: 13
Assinatura guiada: Ativado	Remetente do envelope:
Selo com Envelopeld (ID do envelope): Ativado	Contratos iCS
Fuso horário: (UTC-08:00) Hora do Pacífico (EUA e Canadá)	Rua General Dionísio, 14
	RJ, 22271-050
	administrativo@climaesociedade.org
	Endereço IP: 200.196.60.118


Rastreamento de registros

Status: Original	Portador: Contratos iCS	Local: DocuSign
26/04/2024 06:28:35	administrativo@climaesociedade.org	

Eventos do signatário

Maria Eugenia Netto de Assis Carvalho Schneider
 maria.netto@climaesociedade.org
 Diretora Executiva
 Nível de segurança: E-mail, Autenticação da conta (Nenhuma)

Assinatura

DocuSigned by:

 D13098160C8048E...

Adoção de assinatura: Estilo pré-selecionado
 Usando endereço IP: 179.218.0.35

Registro de hora e data

Enviado: 26/04/2024 06:30:33
 Visualizado: 26/04/2024 08:24:19
 Assinado: 26/04/2024 08:24:39

Termos de Assinatura e Registro Eletrônico:

Aceito: 21/08/2023 10:53:34
 ID: 4fccca3ea-02f5-42d7-aac2-e353983c3055

Eventos do signatário presencial	Assinatura	Registro de hora e data
Eventos de entrega do editor	Status	Registro de hora e data
Evento de entrega do agente	Status	Registro de hora e data
Eventos de entrega intermediários	Status	Registro de hora e data
Eventos de entrega certificados	Status	Registro de hora e data
Eventos de cópia	Status	Registro de hora e data
Eventos com testemunhas	Assinatura	Registro de hora e data
Eventos do tabelião	Assinatura	Registro de hora e data
Eventos de resumo do envelope	Status	Carimbo de data/hora
Envelope enviado	Com hash/criptografado	26/04/2024 06:30:33
Entrega certificada	Segurança verificada	26/04/2024 08:24:19
Assinatura concluída	Segurança verificada	26/04/2024 08:24:39
Concluído	Segurança verificada	26/04/2024 08:24:39
Eventos de pagamento	Status	Carimbo de data/hora
Termos de Assinatura e Registro Eletrônico		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, INSTITUTO CLIMA E SOCIEDADE - ICS (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact INSTITUTO CLIMA E SOCIEDADE - ICS:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: tatiana@climaesociedade.org

To advise INSTITUTO CLIMA E SOCIEDADE - ICS of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at tatiana@climaesociedade.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from INSTITUTO CLIMA E SOCIEDADE - ICS

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to tatiana@climaesociedade.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with INSTITUTO CLIMA E SOCIEDADE - ICS

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to tatiana@climaesociedade.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify INSTITUTO CLIMA E SOCIEDADE - ICS as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by INSTITUTO CLIMA E SOCIEDADE - ICS during the course of your relationship with INSTITUTO CLIMA E SOCIEDADE - ICS.