



C Minds Code of Ethics

At C Minds, we maintain a professional, respectful, and considerate attitude and strive to advance the economic and social development of Mexico and surrounding regions through ethical and innovative practices. This document outlines the values, responsibilities, and expectations of C Minds employees, collaborators, partners, and Board of Directors and Advisors. Any breach of the following standards will result in termination or dismissal from involvement with C Minds.

I. Accordance with the Law

Employees, partners, and Board members are expected to comply with all applicable legal requirements and understand the major laws and regulations that apply to their work. If you have any questions about the laws that govern our work, please consult our Office Manager.

II. Confidentiality/Privacy

Plans, projects, and any other information expressed in confidence will not be shared with anyone outside the relevant parties unless explicitly stated.

III. Discrimination and Harassment

C Minds will not tolerate any kind of discrimination or harassment among its employees, its partners, or towards the general public.

During your time at C Minds, any comments, actions, or views that we are made aware of will be subject to scrutiny, and appropriate steps will be taken as a consequence of any behavior deemed inappropriate. C Minds will not tolerate any form of discrimination or harassment by collaborators. C Minds will not tolerate any form of discrimination or harassment by collaborators.

IV. Health and Safety

C Minds is committed to providing a clean, safe, and healthy work environment. Each employee has a responsibility for maintaining a safe and healthy workplace by following safety and health rules and practices and reporting accidents, injuries and unsafe conditions, procedures, or behaviors.

Violence and threatening behaviors are not permitted and any suspicion of such comportment will result in disciplinary measures.

Employees must report to work in a condition to perform their duties, free from the influence of recreational drugs or alcohol.





V. Recordkeeping, Reporting, and Financial Integrity

C Minds' accounts, records, and financial statements must be maintained in appropriate detail, must properly reflect the organization's transactions and must conform to both applicable law and to the organization's system of internal controls.

VI. Professional Behavior

C Minds strictly forbids offering, providing, or accepting, either directly by employees or indirectly through third-parties:

1. Bribes in both government and commercial business;
2. Facilitating payments to secure or expedite a routine government action by a government official

C Minds expects all parties involved to behave in a respectful and professional manner, upholding the C Minds values¹ and positively representing the organization in both appearance and conduct.

VII. Fiduciary Duty

C Minds stakeholders will always act in the best interest of the community that we are collaborating with and contributing to at the time.

VIII. C Minds Activities

C Minds seeks to contribute to an inclusive Fourth Industrial Revolution and improved living conditions of communities, therefore we only accept projects, articles, events, and other engagements that reflect this belief and fit into our strategy to achieve this objective.

IX. Environment

C Minds stakeholders will take reasonable actions to minimize their carbon footprint by not relying on paper, recycling when possible, and making smart environmental choices in all areas related to C Minds work and operations.

X. Questions and Reporting Violations

Employees should speak with the Head of Operations when they have a question about the application of the Code of Conduct or when in doubt about how to properly act in a particular situation.

C Minds will not allow retaliation against an employee or relevant actor for reporting actual or suspected misconduct by others in good faith. Any reports may be anonymous, however, we encourage adding your names so

¹ To review the C Minds values, refer to [this document](#).





that we may contact you if any further action is needed. Reports can be made to the Head of Operations, the CEO, and the Board if necessary.

XI. Periodic Certification

C Minds leadership will conduct a periodical revision of anti-corruption risk assessment to identify, assess, and prioritize key compliance risk mitigation or remediation needs

The C Minds Head of Operations will act as Compliance Officer. To report any concerns, you may contact this person at claudia@cminds.co. You may also reach out to the CEO, Constanza Gómez Mont, at constanzagm@cminds.co at any time.

This document used references and best practices from:

Amazon Code of Ethics

Apple Code of Ethics

Google Code of Ethics

Council of Nonprofits.org

