



**Code of conduct**

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## **Derechos Humanos y Litigio Estratégico Mexicano A.C.**

### **Code of conduct**

#### **I. General principals**

##### **1. Applicable standards**

The code of conduct (onwards, the “Code”) is oriented by standards of integrity, transparency, accountability, and social responsibility that characterize Derechos Humanos y Litigio Estratégico Mexicano A.C. (hereafter, “DLM” or the “Organization”) from its incorporation in 2015.

##### **2. Scope of application**

The Code contains the rules and provisions by which the members of the board of Directors, directives, law clerks, employees, consultants, agents and administrative staff of DLM must abide (jointly, “the members of the Organization”) in the development of their ordinary professional activities and the execution of their obligations derived from their relationship with DLM.

##### **3. Attorney – beneficiary relationship**

The Code recognizes the relationship of the Organization with its beneficiaries, by the principals of integrity, social service, independency, confidentiality, and protection of the professional secret, favoring the interests of its beneficiaries and assuming the liberty of these to choose the legitimate methods to be represented or sponsored.

##### **4. Supplementary provisions**

The parameters of conduct provided by the “International Principles on Conduct for the Legal Profession” of the International Bar Association and the



Manual on public integrity by the Organization for Economic Cooperation and Development are supplementary to this Code.

## **II. Prohibited and regulated conducts**

### **5. Bribery**

It is prohibited to promise, offer, or grant, directly or through third parties, any unlawful benefit or sum of money to any person of public or private nature, in order to execute or abstain the fulfillment of his/her duties for the profit of DLM or the beneficiaries of the Organization.

### **6. Charitable contributions and sponsorships**

Regarding charitable contributions and sponsorships legitimately granted by the members of DLM acting personally and duly registered in their accounting, all necessary and appropriate measures should be taken to ensure that they are not used as way of corruption or bribery on behalf of DLM.

### **7. Gifts and expenses**

The gifts delivered, as well as the hospitality expenses and any other expenditures executed by any of the members of the Organization, in name or on behalf of the beneficiaries of DLM should be done in good faith, consistent with a licit practice of the sector, not having a substantial value nor the purpose to influence the actions of any person of public or private nature.

### **8. Facilitation payments**

It is prohibited to make payments to accelerate or ensure the execution of a routine or necessary action, over which DLM has legal or other type of rights, except in those cases that cannot be avoided by coercion, risk to the health or safety of the members of the Organization, if the payments are accounted for in the books and records of DLM.



## **9. Referral fee**

It is prohibited to receive or deliver fees from or to any person or firm for the referral of cases or projects in which DLM works or cooperate.

## **10. Conflict of interest**

Prior to the closing of a framework agreement for collaboration on a project or cooperation agreement, or the issuance of a legal opinion for any of the beneficiaries, the members of DLM in charge of the project or opinion shall verify with every member of the Organization the existence of any conflict of interest that could affect the objectivity and impartiality of the due representation by DLM.

The conflict of interest of any member of the Organization, generally impedes the participation of DLM in the project or opinion as appropriate.

Exceptionally, when the existence of a conflict of interest of the Organization with its beneficiaries is confirmed, DLM will immediately inform the beneficiary for him/her to decide if him/her authorizes or refuses the subsequent participation of the Organization in the project or opinion. In case DLM is authorized to participate, the Organization and the beneficiary will jointly agree upon the method that ensures complete transparency, objectivity of criteria and loyalty.

Same rules are applicable if conflict of interest arises after the conclusion of the agreement or the issuance of the legal opinion for any of the beneficiaries of the Organization.

The members of the Organization shall disclose every conflict of interest that they might have with any member of DLM or related third parties that impede or harm the operations of the Organization or the public interest.



### **III. Implementation of the Code**

#### **11. Third parties**

DLM shall encourage that people outside of the Organization, with which it has a relation or a strategic alliance for the participation in a project or the emission of legal opinions (v.gr. Civil Society Organizations, Collective groups, governmental institutions, law firms, accountants, economists, correspondents inside or outside of Mexico, among others, called in this Code as “third parties”) apply the standards and values mentioned in this Code.

In the formalization of a relationship or alliance with third parties, DLM must inform them orally or in writing of the existence of this Code, as well as of the Organization 's commitment to prohibit bribery and any irregular conduct.

#### **12. Irregular acts report and whistleblowers counseling**

Any person who has knowledge of an irregular act punishable by this Code or by national or foreign laws in which any member of DLM is involved, must inform via email to the address [contacto@dlmex.org](mailto:contacto@dlmex.org) or in writing to the postal address of DLM addressed to the Chairman of the Board of Directors of the Organization, who will have to take the pertinent actions to investigate the reported conducts and seek the reparation of harm caused.

The Chairman of the Board of Directors shall keep a record of the reports filed that contains a list of these, the facts that motivated them, whistleblowers and actions implemented as a result of the complaint. The record shall be available to whomever requests them.



Any member of the Organization may request advice from the Chairman of the Board of Directors regarding the application of this Code or any conduct that he/she considers irregular or contrary to law.

No member of the organization shall suffer retaliation, discrimination or disciplinary sanctions for reporting irregular acts or acts punished by this Code, nor for soliciting counseling on behaviors that might be considered as irregular or punishable.

### **13. Periodic review**

This Codes shall be periodically reviewed by the Chairman of the Board of Directors in order to determine its relevance, improve its effectiveness and implement improvements. DLM, through its Chairman of the Board of Directors, must inform on its website about the result of the review and publish the new version of the Code for immediate application.

### **14. Leadership**

The Chairman of the Board of Directors of DLM is ultimately responsible for the design and implementation of the Code, who must show respect, support and visible commitment of "zero tolerance" to acts of corruption.

### **15. Publication**

The Code will be published on the Organization's website ([www.dlmex.org](http://www.dlmex.org))

In the agreements signed with beneficiaries, in the agreements entered into with third parties, as well as in labor agreements entered with the Organization's employees, it shall be informed that DLM is governed by this Code.



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## **16. Communication**

The content of this Code shall be informed by Chairman of the Board of Directors to all the members of the Organization, who must sign in accordance with its precepts and indicate their commitment to comply with it. After each modification done to this Code, the members of the Organization are constrained to comply with the duties contained in this section.

## **17. Update**

The managing partner of DLM shall periodically inform the members of the Organization about the negative repercussions of non-compliance with this Code and the rules of conduct regulated here.

**Derechos Humanos y Litigio Estratégico Mexicano A.C.**

Mexico City, Mexico

February 2022



**DLM**