



# Denunciation Mechanism



Profonanpe's priority is to foster in its employees the highest ethical values that guide its behavior as an organization. In this way, we encourage individuals or groups to report in good faith groups to report, in good faith, any fact that goes against our code of ethics, guaranteeing anonymity and an impartial and independent evaluation.

### What is a denunciation?

It is a verbal, written or virtual communication, individual or collective, that reports a possible deviation from Profonanpe's values or norms, an alleged or possible act of corruption that may be investigated through administrative or judicial channels.

### Who can file a denunciation?

Any natural or legal person who, individually or collectively, informs Profonanpe, through the channels for receiving complaints, of an alleged act of corruption.

# How does Profonanpe's Complaint Mechanism work?

You can file a complaint through the corresponding channels along with the means of proof, if you like anonymously and requesting protective measures if appropriate.

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The complaint is received and evaluated if it qualifies as one, according to the criteria established in Profonanpe's procedures. Protective measures are granted if they have been requested..

Profonanpe's ethics committee evaluates the case, gathers information, conducts interviews and, if necessary, hires specialists to carry out the research.

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The ethics committee determines the measure or sanction, as the case may be.

The results are communicated to the persons involved.

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The investigation is referred to the relevant authorities, if applicable.



## What can be reported?

### Examples:

- Fraudulent or unlawful acts.
- Embezzlement of money or property.
- Manipulation of financial statements.
- Omissions or absence of process controls.
- Non-compliance with regulations, policies and legal obligations.
- Conflict of interest.
- Corruption and/or bribery.
- Obtaining undue advantages.
- Misuse of confidential information.
- Nepotism.

# How can I file my complaint with the Profonanpe mechanism?

There are several channels where you can file your complaint:

## 1. In person:

- Go to Profonanpe's offices, with the form provided on the web page or if requested, a form will be provided at our offices, as well as guidance through the process.

## 2. In a virtual way:

- Through the link (<https://profonanpe.org.pe/denuncias>) located on Profonanpe's web page where you can access the form that can be sent electronically. Remember that for a complaint it is important to include as much evidence as possible.

Remember that you can file your complaint anonymously and if you do not do so, you can access protection measures for the complainant.



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[www.profonanpe.org.pe](http://www.profonanpe.org.pe)