

Corporate procedure

Doinmedia

Code of conduct

Ensure and Monitor Customer and Stakeholder Satisfaction

Introduction

At Doinmedia we always work with people who are:

- Respectful and kind towards the others: Team mates, clients, suppliers, allies and in general every one with whom keep a regular contact, pets, family, helpers, etc.
- Honest and clear with the finances, the tasks and the daily homeworks, the negotiation and the execution of the projects, the communication with every team member and client.
- Responsible, they always make the best out of their talent and professionalism at the role they play.
- Taking action for a more sustainable world. from their own every day live.
- Compliant and punctual at their responsibilities.
- Assuming as their own, the objectives of every project of the company, whether they are own or for a client.
- Passionate and interested in making stories that transcend, giving purpose to their jobs.
- Being careful with themselves, the others, the tools that they get, their surroundings and the environment that we all share.

It's applied to

- This code applies to everyone involved as independent, employee or allied of Doinmedia who form part of any company's project.
- The professionals and creative industries, public employees, independents, clients, suppliers and business partners who act representing Doinmedia must also comply with this code.

Roles and responsibilities

Team members

- To read this code and comply with it at their daily tasks.
- To inform of possible violations to the code.

Corporate

- To read this code and comply with it at their daily tasks.
- To lead with example and never ignore or accept a non ethical behavior.
- To make sure that the team members understand how to comply with this code at their daily tasks.
- To make sure that any third party who represents Doinmedia is identified, evaluated, formed and complied with this code.
- To inform of possible violations to the code.

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1. General policie

At Doinmedia, we search that everyone who works with us always acts professionally and compromised with their own's, their partner's, our environment's and the company's well being. Any illegal action that we discover will be brought up to the authorities. We also prevent any form of bribe or corruption through registers and verification of our allies. We have a complaints and claims form open to the public so we can handle any fault to this code, the process for these claims has been designed to be transparent, trusted, and secured for the one who reports with an internal protocol of accompaniment and tracing by corporate. In addition, this year we are starting our environmental measures to start applying actions in 2024. Every information that we receive is treated following the Colombian law 1581 form 2012.



2. Employment

At Doinmedia you can work with us through the application box on our website <https://www.doinmedia.com/postulaciones-doinmedia/>.

We are known for having a chill and open minded work environment. When we hire, we check your skills and your experience, we don't look your race, gender, social position, sexual orientation ore ethnicity. We always want our partners to be constant, in that way we can build a great team. Every interaction is regulated by our internal labor regulation.



3. Work and life conditions

We hire through an independent and employee contract following the Colombian working law.

Right now, we have a desired balance between younger and older employees, so as long as you are 18 or older, you are more than welcome to work with us. We care about your safety, that's why we have established an occupational health and safety manual, in which you will find rules so we can all work safely.



4. Work relations

At Doinmedia we care about our worker 's necessities. That is why we are always willing to listen to any proposal. Also, we have internal labor regulations, where you can find every rule so we can have a nice time while working.

In case of being in an uncomfortable situation with superiors or coworkers, you can send an email to denuncias@doinmedia.com that will be sent to all corporate. If you prefer, you can reach directly to carolina.guerrero@doinmedia.com or david@doinmedia.com.



5. Links

Anticorruption and antibribe policy:

Tell us your experience:

https://docs.google.com/forms/d/e/1FAIpQLScQJLCVS7bPDJhfY8gDFg3xQ-_9gdVBwzDhaG7L7ogaS1bSRA/viewform?usp=sf_link

Sustainable management policy:

<https://www.doinmedia.com/wp-content/uploads/2023/09/Sustainable-management-policy-1.pdf>

Inclusive management policy:

<https://www.doinmedia.com/wp-content/uploads/2023/09/Inclusive-management-policy-1.pdf>

Sexual harassment policy:

<https://www.doinmedia.com/wp-content/uploads/2023/09/Sexual-harassment-policy-1.pdf>

Mobbing policy:

<https://www.doinmedia.com/wp-content/uploads/2023/09/Mobbing-policy-1.pdf>