



**Mariz de Oliveira e  
Siqueira Campos**  
ADVOGADOS



DE MARIZ DE OLIVEIRA E  
SIQUEIRA CAMPOS ATTORNEYS  
**AT LAW CODE  
OF CONDUCT**



# Original Source

This Code originates in the practices adopted by the firm since its creation and which have been consolidated over time to establish a recognized ethical standard as a distinctive element of Mariz de Oliveira e Siqueira Campos. This standard has earned it the prestige it currently enjoys and the trust and respect that the firm has engendered in its clients, the regular and administrative law courts, other authorities in general, other law firms, and other attorneys, in short, in all who come in contact with it, regardless of whether they have worked with or for Mariz de Oliveira e Siqueira Campos.

## Purpose

The purpose of this Code is to establish the uniform standards of conduct for all personnel at Mariz de Oliveira e Siqueira Campos Attorneys at Law.

## UNQUALIFIED RESPECT FOR THE CODE

Full knowledge and acceptance of this Code and unqualified compliance with all of its express provisions, as well as the implicit conduct not expressly stated by arising herefrom, are requirements of employment at Mariz de Oliveira e Siqueira Campos, at all times and in all positions.

# Component principles of this code of conduct

1

The interests of clients must supersede the interests of the firm, including in the latter any personal interests of its members. In the event of a conflict, the interests of the firm must be relegated to a secondary priority, satisfying the interests of the affected client first and, in the event that the conflict can not be mitigated in a manner that is reasonable and acceptable to the client, favoring the latter's interests to the exclusion of any others.

2

The fees obtained by the firm, the legitimate source of its maintenance, are the consequence of the quality service it renders and not an objective to be pursued above any other. Fees must be negotiated with clients in advance and strictly charged according to the agreed upon terms, preferentially in writing. "Give first and receive later."

3

Quality service (item 2) means the best that the firm and any of its members involved in that service can provide on behalf of the client in each case and under the circumstances. No job should be initiated without a full commitment to do the best possible work. If a case is lost or something goes wrong, the measures that were taken must be analyzed to ensure that everything was done that could and should have been done to the best of the abilities of the persons involved.

4

Quality service demands that the partner or employee involved is qualified to offer it, in accordance with item 3 above. All firm members must give the best of themselves and inform the client of the reasonable time required to serve him at the level of service referred to in item 3. Unreasonable pressure to provide service in a period that is incompatible with that needed or that obligates giving unjustified preference to one client over all others must be rejected.

5

Members must also not attempt a task if they lack the necessary knowledge or experience, keeping the quality service requirements of items 3 and 4 in mind. In the event a firm member finds himself in such a situation, he should never take any risk, but rather seek advice exclusively from other firm members who are able to rectify his deficiencies.

6

The deficiencies mentioned in item 5 are not signs of incapacity, but normal occurrences in professional life, and they must be acknowledged as inherent to the development of every individual, just as seeking assistance, per item 5, is a sign of the responsibility expected of a good professional who is always developing his skills.

7

The stance adopted in any job, either in litigation or consulting, must always be guided by prudence so as to find the best solution for the client, without exposing him to any risk directly related to an action or recommendation of the firm, even if such caution results in the client not obtaining some advantage that a riskier posture might have generated. It is the client who must make any decision regarding the assumption of the risks arising from the situation in which he finds himself, or in which he may find himself, and he must be provided with all the necessary information to make such a decision.

8

The ideal choice is not to litigate without a reasonable conviction as to the good faith and merits of the position to be defended, as a belief in the correctness of one's position is a condition of good advocacy. Therefore, litigation should never be commenced that is contrary to the positions the firm has adopted as its understanding, except as the defense of the client may require and only with the approval of the partner in that practice area, if the defense is legitimate and if there is reasonable cause to do so in light of jurisprudential instability. Likewise, any attorney is free not to commit to a cause

3de 4in which he does not believe, in which case he must transfer the respective case to those of his colleagues who are comfortable in assuming it.

9

The success of the firm is the result of the individual contribution of all of its members, even those who are not directly involved in the work resulting in a given positive outcome. It is the policy of the firm that all work be performed exclusively by its members, without interference of any kind by outsiders, including clients, with joint work with other entities only being permitted when necessary to the interests of the client and upon approval by the partners. The latter must zealously ensure that the principles stipulated herein are respected by said outside entities.

10

In light of item 9, there should be no internal competition between any members of the firm, nor any feelings of superiority or inferiority. Rather, all members must make every effort to develop themselves and to follow the good examples of their fellows. All members are colleagues and collaborators in obtaining the best results for the whole firm. "It is not necessary to put out your neighbor's light for your light to shine."

11

There must be solidarity between the members of the firm, with reciprocal and disinterested assistance expected from all, even when not requested, and each member must comply with his tasks and take responsibility for that which he is capable of doing himself, without the need for any request, order, or supervision.

# 12

All members must contribute to the reasonable maintenance and growth of the firm, without assessing the capacity of others or past performance in this regard, including with respect to recruiting new clients or jobs or generating earnings for the firm.

# 13

Respect for each person who works at the firm, regardless of their position and personal differences, is a fundamental factor in the existence and maintenance of the firm's unity, as referred to in items 9 to 12, and in achieving the objectives of this Code.

# 14

Each member must look to his own needs and organize himself so that he does not overemploy his time on any particular job and thereby exceeding his physical, mental, or psychological limits or without leaving adequate time for his family, personal life, recreation, and rest. A person who is tired or spent from over-strenuous effort can not achieve the level of quality that he could otherwise achieve if his time and efforts were properly allocated.

# 15

The matters related to the firm, the interpersonal relations between its members, its internal and external activities, as well as those related to its clients and the work they entrust it with and information regarding their personal or business conditions, even when not strictly confidential under the law, shall be considered as unrestrictedly confidential and must never be divulged to persons outside of the office nor the object of family, social, or professional conversation. Included in this category are the amounts involved in litigation or with respect to any assets and information of any nature related to clients, even including a list of the client names. This precept must never be forgotten, even in the event that a client or one of his employees has some personal, family, social, or business ties with a member of the firm.

# 16

The salaries and working conditions at the firm are strictly confidential, even among members of the firm.

17

All members should consider it a mark of special deference, a demonstration of trust, and an honor if an individual or company seeks out the firm for information, guidance, or a defense.

18

Following that provided for in item 17, no one should forget that, when a client grants the lawyers and interns of the firm a power of attorney, he is authorizing them to speak in his name and binding him with their actions and words. Thus, all care should be taken in conducting his case and in the submissions made on his behalf as they involve both the professional responsibility of the lawyer or intern and the dignity of the client himself.

19

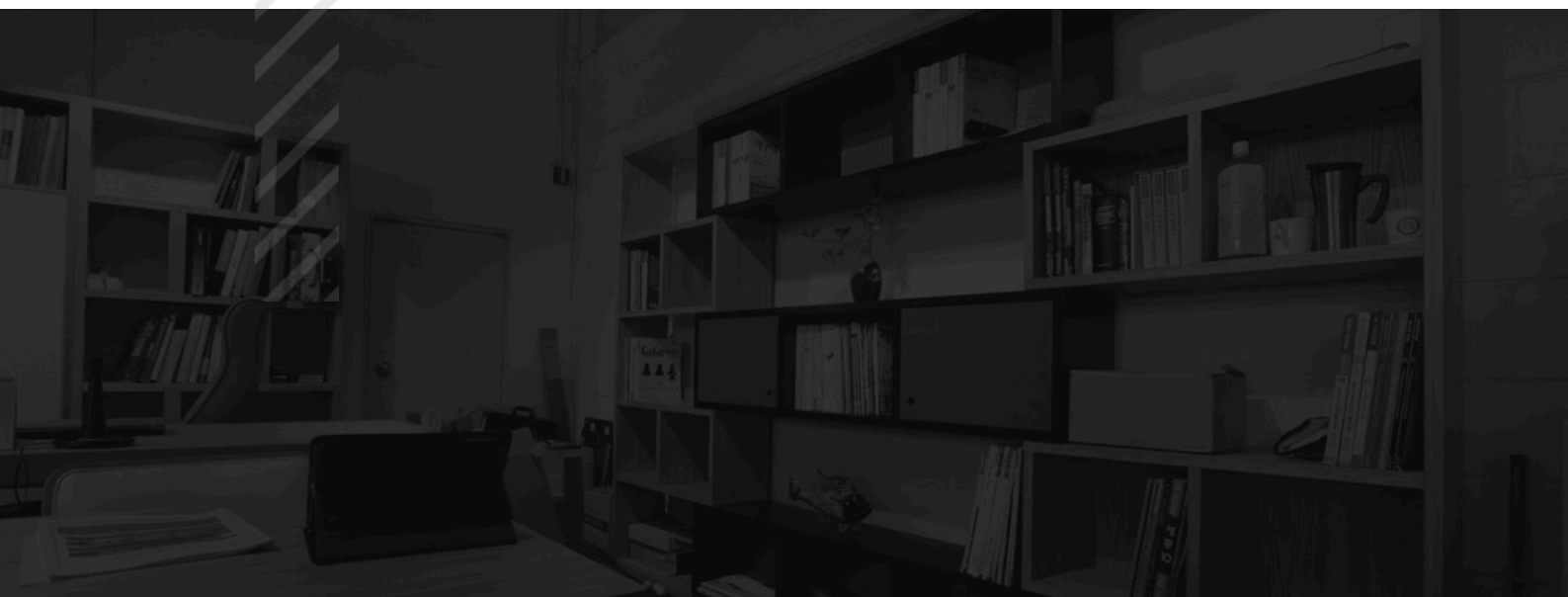
An awareness of the provisions in items 17 and 18 not only proves the importance of the previous items in this Code, but also emphasizes the necessity of complying with their provisions and of strengthening the resolution of the firm's members to so endeavor.

20

Compliance with the Code of Ethics of the Brazilian Bar Association (OAB) is obligatory for all attorneys and interns. All members of the firm must take care to avoid any involvement in situations or with persons liable for any infringements of Law 8,429 (July 2, 1992) and Law 12,846 (Aug.1, 2013), or of any other laws that define crimes and violations. All members must respond to requests for information regarding kinship and other information necessary to ensure compliance with this Code.

21

The principles contained in the above items are not arranged in order of importance but constitute an integrated whole, each one reinforcing the others.



## Date

Though it reflects the customary and prior practices of this firm, this text was approved by the partners of Mariz de Oliveira e Siqueira Campos Attorneys at Law and disseminated on February 8, 2010. (The additions to items 9 and 20, previously implicit in this code, were expressly added on September 14, 2015.)

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