

**SURVEY TO THE STAFF OF THE INSTITUTION**

**ORIGIN**

This survey applies as part of the work of the Internal Audit plan.

**OBJECTIVE**

Identify the perception that the officials of the institution have regarding the institutional framework regarding ethics and its implementation.

**INSTRUCTIONS**

The form has a header which presents different options of answers. You are requested to select, for each question, the option that is more congruent with your opinion with respect to claims arising. To do this, place an X in the checkbox at the right of each question.

Please mark with X in the column that contains the option more consistent with your opinion with respect to claims which arise.

Four response options are provided. Read each statement, think about it so that you can bring to your mind situations or facts that will enable you to form a clear idea, and select the response which you most identify, in accordance with the following criteria:

- Mark "**agreement**" when you think that the statement expresses something that is decidedly incorporated into the way of being of the entity.
- Mark "**partial agreement**" if you think that the statement expresses something that sometimes happens in the entity
- Mark "**disagreement**" when you think the assertion is far away from the reality of the entity.
- Mark "**Don't know/ Don't reply**" in the event that the claim relates to a topic or subject that you definitely do not get to comment because you don't have any information.

In each row, you must check an option only.

NO.	Subject	Agreement	Partial agreement	Disagreement	Don't know / Don't reply
	<b>The ethical programme</b>				
1	The institutional head is the leader in the institutional ethics management.				
2	I have a broad participation in the definition and communication of ethical values and principles that are expected in the institutional and individual management of officials.				
3	Higher authorities always carry out or encourage actions to strengthen the ethical environment of the institution and the commitment of all members of the organization.				
4	I know and fully understand the document in which the institution has declared the values and ethical principles that must be observed.				
5	I have been extensively involved in training, education and awareness on ethical matters.				
6	Higher authorities devote significant efforts to motivation, enforcement and follow-up of institutional ethics.				
	<b>On the ethical environment</b>				
7	The institution is characterized by an environment that promotes ethics and performance based on the established values and principles.				

· Mark "**disagreement**" when you think the assertion is far away from the reality of the entity.

8	Higher authorities, including the boss of which I depend on, have a high commitment to institutional ethics.				
9	In the work I do every day, I always act with a high commitment to institutional ethics				
10	What higher authorities say and do is always consistent with the institutional ethical principles and values and it reinforces the expected behavior and commitment to ethics.				
11	I fully share the institutional values.				
12	I know and fully understand the mechanisms established for the management of conflicts of interest and alleged unethical behavior.				
13	If I find myself in a condition that may involve a conflict of interests or before a case of alleged unethical conduct, I know what I have to do, and do it.				
14	Appropriate institutional authorities always serve effectively, timely and confidential communications from officials over alleged unethical conduct.				
	<b>On the integration of ethics in sensitive and high risk institutional management systems associated with ethics</b>				
15	The most important activities in my work area, consider ethical matter as part of its various procedures.				
16	I know the controls and mechanisms in ethical matters to be applied in the activities at my office, and always observe them				
17	Management attached to institutional ethical principles and values, is taken into account in the performance evaluation and the granting of benefits.				
<b>Additional comments:</b>					