

REGULATION No.1-26
MANAGEMENT REGULATIONS OF COOPEDUC, R. L.

ARTICLE 1: With the provisions of this regulation the conduct, behavior and performance of the executives of COOPEDUC, R. L. shall be governed on the different governing bodies, committees and commissions.

ARTICLE 2: Any member of the different governing bodies, either designated by the Magna Assembly or those named by the Board of Directors, their performance must be adhered to that provided in the corresponding regulations and specifically, to those described in their functions.

ARTICLE 3: To main and alternate directors, of any organisms and without exceptions, will be allowed to participate in actions or activities, whether personal or educational for which they have not been previously designated or authorized.

ARTICLE 4: No executive will be allowed to make public statements in newspapers, magazines, radio, television or any other media of massive communication at a personal or institutional level that will affect the image of COOPEDUC, R. L. without previous authorization of the Board of Directors.

ARTICLE 5: Every executive of COOPEDUC, R. L. shall procure that personal, familiar or professional activities do not interfere or affect the institutional framework of the Cooperative.

ARTICLE 6: During official acts and meetings of the organisms of the Cooperative, the executives of COOPEDUC, R. L. must follow instructions given by the Board of Directors, in terms of dressing and other elements related and coordinated for each event.

ARTICLE 7: At all times, the executives of COOPEDUC, R. L. main and alternates, must express themselves constructive and objectively, in order to avoid any harm to the image of the Cooperative. Their expressions will be framed in accordance to ethics and morality.

ARTICLE 8: Executives of COOPEDUC, R. L. main and alternates will maintain a moral conduct in accordance to principles taught and accepted by the Code of Ethics, the Law, Bylaws and Regulations of the Cooperative.

ARTICLE 9: It is of mandatory compliance the participation at the Ordinary and Extraordinary Meetings of all executives, as well as the assistance to Chapter Meetings, CODEGO, social and cultural activities in which their participation has been confirmed

and of the organism that each one represents, subject to foreseen penalties for unjustified absences or delays incurred by the executives.

ARTICLE 10: Main and alternate executives and commissioners that do not report before 24 hours of absence or delay at events organized, shall cover the individual cost of the activity.

ARTICLE 11: Executives of COOPEDUC, R. L., main or alternate, will not participate in any national or international integration agencies or in organizations of cooperative integration of second or third grade without previous and explicit consent of the Board of Directors.

ARTICLE 12: The management of COOPEDUC, R.L. will be deprived, at all times, of aspiring, pretend, demand, request or suggest perks or privileges derived from the position that holds in the Cooperative, subject to the censor and sanctions, moral and disciplinary, established by Law and Bylaws.

ARTICLE 13: All executives of COOPEDUC, R. L. will have no outstanding balances in loans, contributions and any other financial commitment undertaken with the Cooperative.

If incur in late payment, must removed voluntarily from the organism; otherwise, the corresponding disciplinary provisions shall be applied.

ARTICLE 14: The executive and commissioner of each organism will give their best in order to guarantee the best performance.

ARTICLE 15: The Presidents of boards, committees and commissions shall be responsible for making the calls to the meetings, with at least two (2) days of anticipation, in written form when it comes to extraordinary meetings and previous authorization of the Board of Directors.

ARTICLE 16: Confidentiality shall be regulated in the Bylaws and Regulations of the Cooperative. It refers to not disclose, photocopy, remove or take, outside the operation limits of the Cooperative, confidential information or documents of the same; otherwise, shall be subject to the corresponding disciplinary sanctions.

ARTICLE 17: Executives and commissioners shall endeavor to remain, in areas of customer service at Head Office or Branches, as long as necessary to perform personal transactions and must refrain from engaging in operational situations of the associates or employee, without previous and explicit request of the same.

ARTICLE 18: All financial operations of the associates with the Cooperative are strictly confidential. It may only be disclosed under the order of a competent authority. Those associates, executives, commissioners or employees that violets this disposition shall be penalized, in accordance with provisions of the corresponding regulation.

ARTICLE 19: Are managerial duties with the other executives, the following:

1. The Executive owes full respect to his co-workers, must abstain from becoming intimate with other executives, associates or employees of the Cooperative.
2. Offer the treatment that consider must be received from others.
3. Must exercise his position with uprightness, honesty and efficiency

ARTICLE 20: Are managerial duties with other employees of the cooperative, the following:

1. Employees deserve from the executives respect and courtesy.
2. Must be aware that the employees are the executors of the policies dictated by the Board of Directors
3. Must never abuse of his authority towards the employees.
4. The executive must respect the regular communication channel with the employees, thru the General Manager.
5. The executive must be impartial and objective in the dealing with the employees.

ARTICLE 21: Modifications, interpretations and enforcement of this regulation is faculty of the Board of Directors of COOPEDUC, R.L.

ARTICLE 22: This regulation shall be in force as of April 7, 2005.

(signed) Prof. Etelvina V. de Castillo
President

(signed) Magister C. de Batalla
Secretary