

Institutional Due Diligence Pack

National Institute of Technologies & Psychosocial Monitoring – INTMP • OSCIP • Brazilian tax ID (CNPJ) 32.174.686/0001-23

This pack brings together, in a single document, the information that foundations, funds, companies and international bodies usually require before funding a civil society organization: a completed due-diligence questionnaire, integrity policies and an index of supporting documents. Each answer points to its documentary source.

Part	Contents
A	Due Diligence Questionnaire (DDQ)
B	Integrity policies: anti-corruption; anti-money laundering, counter-terrorist financing and sanctions; conflict of interest and related parties; gift acceptance; data protection; whistleblowing; safeguarding
C	Data room index (supporting documents)
D	Legal representative's declarations

Why INTMP exists, in official figures: 546,254 sick-leave benefits for mental disorders in Brazil in 2025, a record (Ministry of Social Security), and 232,382 in the first half of 2026 alone (INSS open data); about R\$ 3.59 billion paid by social security in 2025 for this leave (INTMP estimate); 142,828 workplace-bullying lawsuits in 2025, up 22% (Superior Labour Court); 74% of the 6,043 deaths on federal highways in 2025 linked to recklessness and driver health (Federal Highway Police). INTMP works before these numbers happen.

Part A • Due Diligence Questionnaire

A1. Identification

Legal name	Instituto Nacional de Tecnologias & Monitoramento Psicossocial – INTMP
CNPJ	32.174.686/0001-23
Legal form	Private non-profit civil association of indefinite duration (Bylaws, art. 1)
Public-interest status	Civil Society Organization of Public Interest (OSCIPI) under Law 9,790/1999, qualified by Brazil's Ministry of Justice and Public Security. Case 08000.003153/2023-15, published in the Federal Official Gazette on 10 Aug 2023.
Status certificate	Ministry of Justice certificate SEI 36251158, issued 15 Jul 2026, valid for 180 days; verifiable at sei.autentica.mj.gov.br (CRC code E49A4578).
Registration	7th Civil Registry of Legal Entities of the Federal District; original registration no. 1194, Cidade Ocidental – GO.
Registered office	Setor SHN, QD 02, Bloco F, Sala 625, Parte, SN – Edifício Executive Office Tower – Asa Norte – Brasília/DF – CEP 70702-906 – Brasil
Current bylaws	Consolidated Bylaws approved by the Extraordinary General Assembly of 28 Sep 2026.
Financial year	Calendar year, ending 31 December (Bylaws, art. 21).
Contact	presidente@intmp.org • +55 11 94599-4265 • intmp.org Integrity channel (active): integridade@intmp.org • Data Protection Officer: dpo@intmp.org

A2. Mission and activities

Statutory purposes (art. 2): free promotion of health, including mental health, well-being and the prevention of psychosocial risks; economic and social development and poverty reduction; ethics, peace, citizenship and human rights. Health and well-being promotion is always free for participants, and any charge to the final beneficiary is prohibited (art. 2, sole paragraph).

Programme	Description
Predictive Psychosocial Risk Management	Self-assessment with validated instruments (COPSOQ III, JCQ, MBI, NASA-TLX & PROART, PSS) in 30-day cycles, with aggregated indicators for employers and public bodies (NR-1).
Well-being and Self-awareness	Monthly mobile modules, free for the population, with an individual report owned by the participant.
Control Tower	Continuous monitoring platform with three-step access (password, code and iToken) and aggregated, anonymous indicators.
Alerta Mulher	Platform for protection, monitoring and response to violence against women, without replacing official emergency channels (art. 3, §22).

Programme	Description
Observatory and research	Global Observatory with open WHO, World Bank and ILO data, plus live dashboards on labour lawsuits (National Council of Justice/DataJud), highways (Federal Highway Police and ANTT) and social-security and public-health costs, refreshed daily by server robots; research body for the purposes of art. 5, XVIII, of Brazil's data protection law (art. 3, §20).
Mental health on the highways	Well-being and Self-awareness Programme at truck rest stops, through a partnership agreement with the Ministry of Transport and toll-road concessionaires (proposal of 26 Oct 2026).

A3. Governance

Bodies	General Assembly (sovereign body), Executive Board and Fiscal Council (art. 9). Scientific Advisory Council, technical and non-deliberative (art. 11-A).
Executive Board	Vicente Ferreira Armond Ribeiro (legal name: Vicente Dias Ribeiro Filho) – National President Alessandra Regina de Fátima Ribeiro Torres – National Vice-President Adriana Gomes Silva Dias Ribeiro – National Finance Director Isabelle Silva Ribeiro – National Secretary Director 4-year term, re-election allowed (composition ratified by the General Assembly of 28 Sep 2026).
Fiscal Council	Members: Osmar Tadao Igarashi, Vinicius Pereira Alves and Fábio Luiz Thomaz. Alternates: Luciana Viana Barbosa and Ana Maria Tomaz Dias Ribeiro. Reviews financial and accounting reports and asset transactions (art. 18, III).
Membership	9 voting members (General Assembly of 28 Sep 2026).
Signing authority	The President represents the Institute and may sign alone up to R\$ 200,000. Joint signature of the President and the Finance Director is required, regardless of amount, for bank accounts, investments, credit, real estate and partnership agreements with public bodies, and for any instrument above R\$ 200,000 (art. 12).
Director remuneration	Allowed by art. 18, VI, only at market rates, with General Assembly approval and a Fiscal Council opinion, excluding the interested party from the vote and with public disclosure. As of the 28 Sep 2026 Assembly, no remuneration had been set. Fiscal Council and Scientific Advisory Council members are not paid for their roles.
Related parties	There are family relationships among members of the management and oversight bodies, including between the President and members of the Executive Board. Safeguards: joint signature (art. 12), Fiscal Council (art. 18, III), prohibition of personal benefits (art. 18, II), Conflict of Interest Policy (Part B3) and independent project audits at the funder's request.
Data Protection Officer	Douglas da Silva Mota · dpo@intmp.org

Legal review

Constitutive acts reviewed by counsel: Louise Helena Gomes Rocha, Brazilian Bar (OAB/DF) no. 89,572.

A4. Financial management and reporting

- **No distribution:** distribution of profits, bonuses, benefits or assets to directors, members, councillors, founders, benefactors or third parties is prohibited; any surplus is applied to the statutory purpose (art. 15).
- **Ring-fenced accounts:** funds from public partnerships, agreements and parliamentary amendments are kept in a dedicated bank account per instrument and disclosed on the website (art. 14, sole paragraph). INTMP applies the same rule to project-tied private and international gifts.
- **Annual accounts:** financial statements and activity report at each year-end, with a Fiscal Council opinion and General Assembly approval; publication of the statements and of social-security and FGTS tax clearance certificates (arts. 17 and 18, V).
- **Accounting standards:** Brazilian Accounting Standards for non-profit entities (art. 16 and art. 18, V, a).
- **Independent audit:** when required by law or by the agreement (art. 17). INTMP accepts an independent audit of any funded project, budgeted in the work plan.
- **Procurement:** INTMP Procurement Regulation (data room, item C10).
- **Pricing:** programme prices set in a reference table approved by the Board, based on costs and market benchmarks (art. 16, sole paragraph); Well-being Programme: R\$ 5.80 per participant per month (INTMP Resolution 0010/2026).

A5. Sources of funds and foreign funding

- Permitted revenue: domestic or foreign gifts, bequests and sponsorships; partnership agreements with public bodies and international organizations; service and licensing contracts; international technical cooperation; parliamentary amendments through the executing agency (art. 14).
- Foreign funds arrive through official banking channels (SWIFT), with the foreign-exchange contract registered with the Central Bank of Brazil as a gift or technical cooperation, in line with exchange regulations (art. 3, §18, and art. 14, VI).
- Agreements with foreign funders may specify governing law, language and arbitration, provided they are compatible with Brazilian law (art. 4, §5).
- Gifts from companies taxed on actual profit are deductible up to 2% of operating profit (Law 9,249/1995, art. 13, §2, III).

A6. Integrity, AML/CFT and sanctions

The Bylaws require INTMP, in every domestic and international partnership, to comply with the Anti-Corruption Law (12,846/2013), anti-money-laundering law (9,613/1998), counter-terrorist-financing rules and applicable sanctions regimes, and to submit to the due-diligence procedures required by partners and funders (art. 4, §4). Operating rules are set out in the Part B policies, approved by the Executive Board in its minutes, and the integrity channel integridade@intmp.org is active.

A7. Data protection and information security

- Processing under Brazil's LGPD (Law 13,709/2018) and, for international operations, compatible with the GDPR; sensitive data only under art. 11 of the LGPD (Bylaws, art. 3-A).
- Individual reports belong to participants; employers, municipalities and funders receive only aggregated, anonymous indicators, published only for groups of 5 or more people.
- Three-step Control Tower access (password, verification code and iToken), 15-minute sessions, environments isolated by client and country, and access logging.
- International data transfers under art. 33 of the LGPD and ANPD rules. INTMP does not sell data or use it for advertising.

A8. Monitoring, evaluation and reporting

- Project indicators defined in the work plan: participants, uptake, modules completed, territorial reach, referrals to the public network and aggregated psychosocial indicators.
- Quarterly report to the funder and a final project report; publication on INTMP's Transparency Portal.
- Methods, indicators and content validated by the Scientific Advisory Council before publication (INTMP Internal Ordinance 008/2026).

Part B • Integrity policies

The policies below set out in detail obligations already established in the Bylaws (arts. 3-A, 4 §4, 15 and 18).

B1. Integrity and Anti-Corruption Policy

- **Zero tolerance:** offering, promising, giving, requesting or accepting, directly or indirectly, any undue advantage to or from a public or private agent is prohibited, including facilitation payments.
- **Laws observed:** Brazil's Law 12,846/2013 and, in international relationships, the anti-corruption laws applicable to the funder, such as the U.S. Foreign Corrupt Practices Act and the UK Bribery Act.
- **Gifts and hospitality:** symbolic value only, unrelated to any pending decision, and recorded when above R\$ 100.
- **Dealings with government:** partnerships only through legal instruments (Law 9,790/1999 and applicable law), with meeting records and public reporting; parliamentary amendments received only through the executing agency (art. 14, VII).
- **Political contributions:** INTMP makes no donations to parties, candidates or campaigns.
- **Third parties:** suppliers and partners acting on INTMP's behalf accept an anti-corruption clause and may be subject to risk-based due diligence.

Policy approved by the Executive Board, as recorded in the minutes. This policy is in force and published on INTMP's Transparency Portal.

B2. Anti-Money Laundering, Counter-Terrorist Financing and Sanctions Policy

- **Know your donor:** identification of every corporate donor (articles of association, ultimate beneficial owner) and of individuals giving more than R\$ 10,000 per year; risk- and value-proportionate verification of the lawful origin of funds.
- **Sanctions lists:** prior screening against United Nations Security Council lists and, where applicable to the funder or currency, OFAC (US), European Union and United Kingdom lists.
- **Refusal:** INTMP refuses funds of unproven origin, cash above R\$ 1,000, funds from sanctioned persons or entities, or funds structured to conceal the donor.
- **Traceability:** receipts only by identified bank transfer; foreign funds with a foreign-exchange contract registered with the Central Bank of Brazil.
- **Reporting:** suspicious transactions are reviewed by the Finance Director and the President and reported to the competent authorities when required by law; records kept for 5 years.

Policy approved by the Executive Board, as recorded in the minutes. This policy is in force and published on INTMP's Transparency Portal.

B3. Conflict of Interest and Related Parties Policy

- **Annual declaration:** directors, councillors and coordinators declare in writing their relevant family, business and professional ties.
- **Recusal:** anyone with a direct or indirect interest, including that of a spouse or relative up to the third degree, takes no part in the decision, contracting or oversight of the matter (Bylaws, art. 11-A §4, and art. 18, II).
- **Related-party transactions:** only when necessary, at market value supported by quotations, with a prior Fiscal Council opinion and disclosure on the Transparency Portal.
- **Remuneration:** only under art. 18, VI, of the Bylaws, excluding the interested party from the vote.

Policy approved by the Executive Board, as recorded in the minutes. This policy is in force and published on INTMP's Transparency Portal.

B4. Gift Acceptance Policy

- Gifts are accepted when consistent with the statutory purposes and free of conditions that would compromise free access for citizens, scientific independence or participant privacy.
- Funders receive no individual participant data, do not interfere with methods, results or scientific content, and do not make gifts conditional on purchasing their products or services.
- Public recognition and brand use follow a written agreement; INTMP may refuse or return any gift inconsistent with these principles or its reputation.
- Receipts and declarations required by tax law are issued for every gift (art. 14, II).

Policy approved by the Executive Board, as recorded in the minutes. This policy is in force and published on INTMP's Transparency Portal.

B5. Data Protection Policy

- Legal bases, purposes, retention periods and data subject rights as set out in the Privacy Policy published at intmp.org/#politica-de-privacidade.
- Minimization: each partner receives only the data needed for the purpose of the agreement, with access logging (Bylaws, art. 3-A, V).
- Security incidents reported to the ANPD and data subjects within regulatory deadlines; Data Protection Officer: dpo@intmp.org.

Policy approved by the Executive Board, as recorded in the minutes. This policy is in force and published on INTMP's Transparency Portal.

B6. Whistleblowing and Non-Retaliation

- Anyone may report suspected wrongdoing, including anonymously, through INTMP's integrity channel, integridade@intmp.org; reports involving the Executive Board are forwarded to the Fiscal Council.
- Any retaliation against good-faith reporters is prohibited. Each report receives a case number, an investigation and a recorded conclusion.

Policy approved by the Executive Board, as recorded in the minutes. This policy is in force and published on INTMP's Transparency Portal.

B7. Safeguarding Policy

- Protection of children, adolescents, women experiencing violence and people in emotional crisis across all programmes.
- Adolescents take part only with authorization from their parents or guardians, under art. 14 of the LGPD (Bylaws, art. 3, §25).
- Life-threatening situations immediately trigger emergency services such as SAMU 192, without replacing the public health network or official emergency channels (art. 3, §§22 and 24).
- Support is provided by licensed professionals under the technical responsibility of a registered professional; trainees act only under direct supervision (art. 3, §24).

Policy approved by the Executive Board, as recorded in the minutes. This policy is in force and published on INTMP's Transparency Portal.

Part C • Data room index

Supporting documents are made available to the funder on request to the National Presidency. Directors' personal identification documents are provided only to funders that require them for KYC purposes, under data protection safeguards.

#	Document	Status
C1	Consolidated Bylaws (General Assembly of 28 Sep 2026), reviewed by counsel	Available
C2	Minutes of the 28 Sep 2026 General Assembly, attendance list and appointment and resignation terms	Available
C3	OSCIIP qualification certificate (SEI/MJ 36251158, 15 Jul 2026)	Available • renewed every 180 days
C4	CNPJ registration certificate	Available, issued on request
C5	Tax clearance certificates (Federal Revenue/PGFN, FGTS and labour debts)	Available, issued on request
C6	Financial statements and activity report for the last financial year, with the Fiscal Council opinion	On request
C7	INTMP Internal Ordinance 008/2026 • Scientific Advisory Council	Available
C8	INTMP Resolution 0010/2026 and Reference Price Table	Available
C9	Appointment of the Data Protection Officer	Available
C10	INTMP Procurement Regulation	Available
C11	Regulation of the Psychosocial Health Promotion Programme	Available
C12	Programme Manual and Control Tower technical description	Available
C13	Privacy Policy and Terms of Use (intmp.org)	Published
C14	Part B integrity policies, approved by the Board	Approved in minutes • available
C15	Bank account confirmation for the project	At signing of the agreement
C16	Identification documents of directors	For KYC purposes only

Part D • Legal representative's declarations

INTMP's legal representative declares, under penalty of law, that as of the date of signature:

1. the information in this pack is true and matches the Institute's registered acts;
2. INTMP holds valid OSCIP status and operates regularly;
3. to the best of its knowledge, INTMP, its directors and councillors are not on any national or international sanctions list;
4. INTMP does not distribute profits, bonuses or assets and applies all its resources to its statutory purposes;
5. INTMP undertakes to inform the funder, within 10 business days, of any material fact that changes these declarations.

Brasília – DF, Brazil, 27 October 2026.



Vicente Ferreira Armond Ribeiro • National President, INTMP

Civil name: Vicente Dias Ribeiro Filho

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