



1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the specific procedures and protocols that must be followed when conducting financial transactions. It details the steps for approval, documentation, and reporting, ensuring that all actions are in compliance with applicable laws and regulations.

3. The third part of the document addresses the role of internal controls in preventing fraud and errors. It describes how a robust system of internal controls can help identify and mitigate risks, thereby protecting the organization's assets and reputation.

4. The fourth part of the document discusses the importance of regular audits and reviews. It explains how these activities provide an independent assessment of the organization's financial health and operational efficiency, allowing management to make informed decisions and improvements.

5. The fifth part of the document concludes by reiterating the commitment to high standards of financial integrity and ethical conduct. It encourages all employees to adhere to these principles and to report any concerns or potential issues promptly to the appropriate authorities.

6. Finally, the document provides contact information for the Finance Department and the Internal Audit team, ensuring that employees know where to go for assistance or to report any concerns. It also includes a statement of support from the Board of Directors, underscoring the organization's dedication to these values.

Algo sobre Ricardo Opazo, "Poemas para naufragar en tu piel" [artículo] Bernardo González Koppmann.

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