# What can be reported on the **Reporting Channel?**

This Channel exists to give you the safety, security, and reliability you need to make your report with peace of mind. Check below to learn about the irregular **situations, behaviors and conduct that can (and should) be reported.**



## 1. Misconduct

Misconduct are attitudes and behavior that violate the guidelines established in our **Code of Ethics and Conduct** and **Internal Policies**, as well as in **current legislation.**

The list below brings some **practical examples** of this type of irregularities. If you identify actions like these, report it!

- Conflict of Interest.
- Favoring suppliers, customers and/or other people/external organizations.
- Damage to the company's image and/or reputation.
- Failure to comply with internal rules and procedures.
- Granting or receiving gifts, donations and/or sponsorships.
- Improper relationship with public agents.
- Retaliation.
- Malicious allegations.
- Among others.

## 2. HR (Human Resources) issues

Creating and maintaining a healthy and welcoming work environment is **up to all of us.** For this reason, behavior that is harmful to work relationships **cannot be tolerated.**

See below some **situations that are not consistent with our company's values** and that must be reported in the Channel, if they occur:

- Sexual or moral harassment.
- Irregularities in labor matters (overtime, vacation, salary, etc.).
- Nepotism, affective relationship with direct subordinate.
- Racism, prejudice, discrimination, disrespect for diversity, etc.
- Occupational health and safety at work (e.g. risks, accidents, unhealthy/ hazardous environment, etc.).
- Slave labor, child labor.
- Non-compliance with basic management requirements (employee recruiting, poor management, leadership issues, etc.).
- Organizational climate, intrigues, fights, disrespect, etc.
- Irregularities in union matters, Internal Accident Prevention Committee (CIPA), etc.
- Among others.

## 3. Misuse of company materials

Taking care of and making conscious use of the equipment and materials made available by us is also a collective duty. Using company assets for **personal purposes and/or inappropriately** cannot be normalized.

**Check out some examples of attitudes related to this topic that, when observed, should be reported:**

- Theft/diversion of goods and assets (money, raw materials, finished goods, software, fixed assets, etc.).
- Misappropriation (e.g., taking home a stapler or copying a book for personal use).
- Destruction or damage of company property.
- Theft of intellectual property, leakage of confidential information and/ or trade secrets.
- Misuse of company resources (including electronic media).
- Among others.



## 4. Cases that violate the Anti-Corruption Law

You can also report attitudes provided for in the **Brazilian Anti-Corruption Law (12.846/13).**

The **Anti-Corruption Law** was created to ensure the **upholding of integrity practices** in business relations between private companies and the public administration.

This legislation foresees the application of fines and penalties for actions such as:

- Corruption, bribery, kickbacks.
- Competition issues (cartels, tie-in sales, price fixing, consumer harm, etc.).
- Bidding fraud.
- Accounting fraud or irregularities in financial statements.
- Facilitation payments.
- Money laundering.
- Other illegal actions against public administration.

## 5. Non-compliance with other laws

All other irregularities not related to the Anti-Corruption Law can also be reported through the Reporting Channel, as well as **actions contrary to other laws,** namely:

- Environmental Laws.
- Tax Laws.
- Corporate Laws.
- Regulations specific to our business segment (e.g. regulatory bodies).
- Financial Market Regulations (Central Bank, CVM [Brazilian Securities and Exchange Commission], etc.)
- Wage discrimination 14.611.
- Among others.

If you identify any illegal or inappropriate behavior, such as mentioned in the examples, you can report it and help us build a healthier work environment.

**Your contribution is really important to us!**

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