

# ***Human Resources Policy***

## **Principles**

1. The company considers it essential to value people. They enable our existence, innovation and business sustainability.
2. Employees are to be treated with dignity and openness to dialogue and to discuss differences of opinions.
3. Managers and Supervisors should seek to meet the needs of the business and to value employees through processes that provide for their development and a good organizational environment, having merit as the basis of recognition.
4. Leadership shall be exercised in an ethical and transparent manner, favoring dialogue, openness to listening, motivation, commitment and team performance, in order to obtain results aligned with the company's strategies, preserving the health and safety of people.
5. Employees should conduct their activities in accordance with corporate guidelines, committed to achieving business objectives, based on the company's ethical values and principles.

## **Guidelines**

1. Ensure that Human Resources processes are integrated and aligned with the needs of the company, and encourage productivity and the capacity for innovation.
2. Ensure that in the processes of recruitment, retention, movement and succession we have people with adequate competencies in the right places and at the right times, according to the needs of the business.
3. Develop people who can achieve the company's business goals and preserve the unique technical and management capacity of the company.
4. Reward people based on results as well as behavior and attitude, and ensure that all performances are addressed and recognized in a transparent manner.
5. Adopt compensation levels and benefit policies aligned with the best market practices and company strategies.
6. Implement sustainable agreements for the company through constructive dialogues based on ethics and transparency, aiming to overcome differences in negotiations with employees and their representatives.
7. Provide employees with a good working environment that promotes diversity and relationships based upon trust and respect and do not tolerate any form of harassment or discrimination.