

# Code of Ethics and Conduct of Sovena Group



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**”In the performance of each of us, there are no distinct ethics of convenience, but only one, which does not depend on policies, countries or moments”**

by Jorge de Melo, Sovena CEO

We believe that the people who make up the Sovena Group have behaviors guided by high ethical standards; this is how the ”ethical character” of the group is built and consolidated. All of us, through our attitudes, behaviors and actions, have a huge responsibility, not only in the development of the Group, but above all in the good relationships between all employees, stakeholders and society.

The **Sovena Group** has adopted principles that constitute reference points at the level of corporate ethics, essential for the performance of all its **employees and stakeholders**.



# Social and Citizenship Principles



## Respect for Human Life and Guarantee of Human Rights, Mentioned in the Universal Declaration of Human Rights

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The Sovena Group respects and undertakes to promote to its employees, suppliers, partners and customers, human rights, guiding the performance of its activity by the Universal Declaration of Human Rights. Respect for human life and its preservation, both in the physical, psychic and social spheres, must be a priority for all.

## Application of International Labor Conventions

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The Sovena Group respects the Conventions of the International Labour Organisation in applying the principles on ensuring the protection, health and safety of work, equality and non-discrimination, fair pay and the prohibition of child, youth and forced labour.

The Sovena Group does not tolerate any form of bullying or sexual harassment and prohibits any behaviour aimed at creating an intimidating work environment, hostile or offensive.

## Respect for the Law

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The Sovena Group acts in a socially responsible manner in compliance with the laws and regulations in force and is concerned that its suppliers should proceed in the same way.

Employees are made aware of compliance with the laws governing them, including competition standard, work and employment, food safety, occupational health and environmental protection.

## Respect for the social environment where we are inserted and for the "other"

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The Sovena Group and each of its employees respect the inherent value of each individual/society and does not tolerate any type of discrimination, namely on grounds of race, nationality, origin, social class, affiliation, political conviction, age, gender, religion, disability, marital status or sexual orientation.

# Principles of Behavior



## Equity

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In our recruitment, development management processes professional and, even more generally, in the global field of we do not carry out any kind of discrimination of a religious nature, nationality, race or gender.

## Loyalty

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We commit ourselves individually or as a team to do everything we can is within our power to carry out the work within the standards of quality standards, with respect to the established procedures and standards, within the time limits set and always worrying about corresponding the needs and expectations of our customers.

## Honesty and Integrity

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We respect the principles of integrity, honesty and fairness in relations we have with all stakeholders of the Sovena Group. With customers, suppliers or any other third party, we are committed to act on objective criteria only and in the exclusive interest of the Sovena Group, not allowing situations that generate conflict of interests.

## Transparency

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We do not accept any form of corruption, active or passive. We respect and treat all partners fairly and place Rigor and Transparency in the information that The Sovena Group provides to its customers, partners and institutions.

## Availability Change

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We believe that the development and growth of the Sovena Group is based on a permanent openness to change by each of its employees. The ability to adapt to new work models, new procedures, new cultures is the differentiating factor of our business strategy.

## Competitiveness

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The Sovena Group is concerned with the the continuous development of aimed at creating value and conducting business in positions of reference in the markets in which it operates. We are committed to the performance of our day-to-day work, with an attitude of permanent improvement, through the proper application of our technical, interpersonal skills management.

## Gratitude

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At Sovena Group we recognize the work of our employees, confident that this attitude is motivating and helps to overcome difficulties.





# Environmental Principles



# Environmental Protection and Protection of Natural Resources

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The Sovena Group assumes a culture of appreciation and respect environment. The Sovena Group invests in minimize environmental risks.

## Environmentally Responsible

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We are committed to preserving the environment in our workplaces by avoiding waste, not polluting, and favouring recycled products with a lower CO2 footprint impact.



# Communicating Ethics

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The Ethics Officer of the Sovena Group is responsible for the implementation of dissemination of this Code, by ensuring the analysis and resolution of any matter relating to non-compliance and also the submission of proposals for changes to the Sovena Group's Code of Ethics and Conduct.

Anyone can contact the Ethics Officer via email [ethics@sovenagroup.com](mailto:ethics@sovenagroup.com) in order to request information related to topics of ethics, report incidents or report irregularities or even make suggestions and proposals for improvement.

The Sovena Group undertakes to treat all information sent confidential and to keep the identity of the complainant(s) confidential, assuming the explicit commitment of non-retaliation against those who use this medium, ensuring reservation sums of the matter in question.

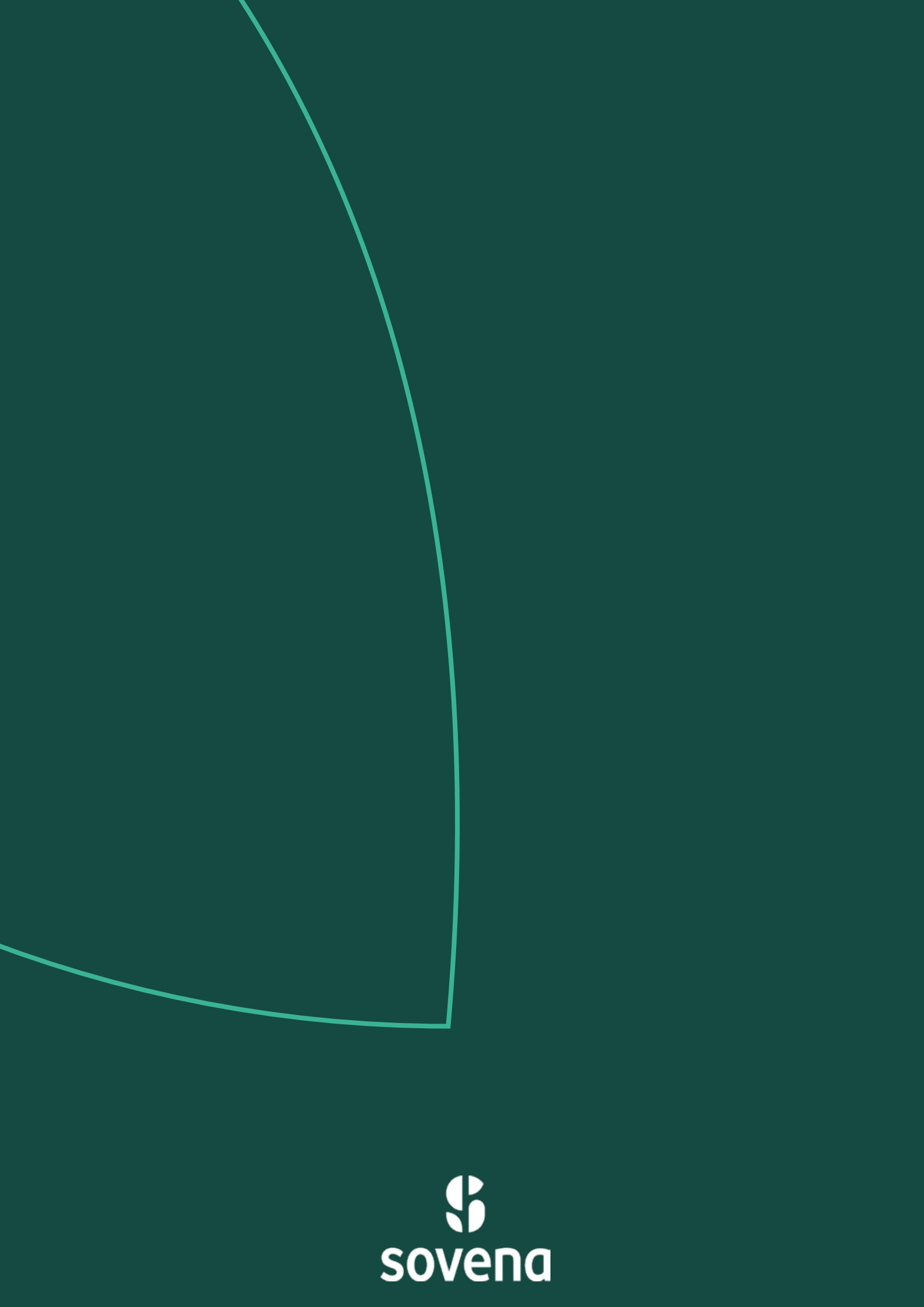
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Review and Approval: Executive Committee (EC) / CEO Sovena Group

Scope: All companies of the Sovena Group

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