

# Supplier's Code of Conduct

We at **PPC SANTANA** are committed to conducting our business in full compliance with all laws and regulations and in line with the highest ethical standards. Integrity and commitment to stable and honest business relationships are the foundation of our long-term success. This level of commitment is expected from all our employees, partners and suppliers who share **PPC SANTANA's** responsibility to defend and promote these values.

Therefore, we at **PPC SANTANA** ask all our suppliers to ensure that their operations are carried out in accordance with the following principles:

### I. Compliance with Laws

Complying with all applicable laws and regulations, acting in an ethical, sustainable, and socially responsible manner, and respecting internationally recognized human rights.

### II. Anti-Bribery and Anti-Corruption

Not soliciting, receiving or accepting any improper advantage in obtaining or retaining business or any advantage in the conduct of business. In addition, by not offering, promising or granting any undue advantage to public officials or any individuals or corporate entities in the private sector, in order to obtain or retain business or any advantage in the conduct of business, to act or refrain from act in relation to the performance of their official duties. This applies regardless of whether the improper advantage is offered directly or through an intermediary.

### III. Gifts and Hospitality

Ensuring that all business entertainment and hospitality involving persons representing **PPC INSULATORS** is kept reasonable and proportionate and is undertaken solely for the purpose of maintaining good business relationships and not with the intention of influencing any future business decisions. Giving gifts should be avoided and gifts should be refused if they seem exorbitant and inappropriate.

### IV. Conflict of interests

Not participating in or seeking to influence any decision in the event of a real or apparent conflict of interest. Such circumstances may be of business or personal interest - financial or otherwise - directly or through someone closely related. Upon becoming aware of a possible conflict of interest, **PPC SANTANA** must be notified without delay.

## V. Anti-trust Law

**PPC SANTANA** believes in fair competition in the market. Suppliers must therefore comply with all applicable antitrust and competition laws that prohibit agreements, business practices, or conduct that are anti-competitive or that unreasonably restrict trade. At all times competitor information will be collected and maintained in accordance with applicable competition laws.

#### VI. Appropriate Working Conditions

Providing your employees with a suitable workplace in compliance with all applicable local laws and regulations. Any form of forced labor and human trafficking in your business activities is prohibited. Suppliers must not withhold identification or residency documents as a condition of employment. The supplier must recognize that its employees have the right to be - or refrain from being - union members and to be represented in collective bargaining agreements. Suppliers shall not employ children under the age of 15 or under the minimum age in accordance with applicable local laws.

Recruiting, selecting, and promoting its employees, solely based on qualifications and abilities and not accepting any form of employment discrimination, including hiring, compensation, promotion, discipline, termination, or retirement based on race, color, religion, gender, sexual orientation, national origin, age or disability.

Ensuring that wages paid to employees and contract workers comply with applicable laws. Ensuring that working hours are not excessive and complying with local laws regarding working hours. Ensuring that all employees are free to leave their employment/ job after notice. Ensuring that all your employees have a formal employment contract, setting out the conditions of employment in a language understandable to them; and that they have access to effective mechanisms for making complaints.

#### VII. Health and safety

Ensuring a safe and healthy work environment and safe conduct in accordance with internationally recognized health and safety management principles and practices and applicable laws. Acting effectively on the risks associated with the activities carried out by its employees.

Revision 00(20/03/23)



#### PPC SANTANA EQUIPAMENTOS ELÉCTRICOS LTDA Production & Commercial office:

Rua Antonio Pedro, 645 - Centro 13920-000 - Pedreira/SP - Brasil T +55 19 3893-9205 e-mail: vendas@ppcinsulators.com.br



# VIII. Environment

Operating in a manner that protects the environment and complying with all applicable environmental laws, regulations, and standards. Operations, supply, manufacture, distribution of products, and provision of services must be carried out with the aim of protecting and preserving the environment.

In a practical way, we encourage effective actions such as monitoring oil leaks and black smoke emissions from internal equipment and/or vehicles, controlling (identification, storage, and disposal) the generation of waste contaminated with chemicals, resulting from manufacturing processes, in addition to the rational use of resources (consumption of water and energy, mineral extraction) and the continuous search for improvement with a focus on reducing aspects and impacts related to the environment.

# IX. Confidential Information

Protecting intellectual property and all other confidential information provided by PPC Santana, which is not in the public domain, and which is considered confidential and should only be used for the purpose for which it was intended.

### X. Announcement / Complaint of Irregularity

Reporting suspicious behavior or non-compliance with any laws or regulations, with the Supplier's Code of Conduct, Anti-Corruption Guidelines, and Anti-trust Guidelines, through the Integrity Line, at compliance@ppcinsulators.com.br. Any Supplier report and contact is confidential and, if required by the reporting person, the report may be made anonymously (unless otherwise permitted by local law). Reported facts, if followed up, must continue without revealing the identity of the person making the complaint. The complaint must be made regardless of the position of the person responsible for it, immediately after noncompliance. All such reports will be promptly investigated and appropriate corrective action taken, if necessary.

This Supplier's Code of Conduct is an integral part of all contractual documents signed between us, PPC SANTANA, and our Suppliers. The obligations imposed in this document should be cascaded to your own suppliers and contractors, who should implement a similar approach to continuous improvement and compliance.

By adhering to this Code of Conduct, the supplier agrees to be evaluated or audited by PPC SANTANA or by third parties appointed by the company in terms of the principles, upon prior notice.

I ACKNOWLEDGE that I am the legal, authorized representative of the company mentioned below, I have carefully reviewed and understood the content of this document and I confirm that the Company is in full compliance with the PPC SANTANA Supplier's Code of Conduct and that it will fully comply with the principles established therein.

Supplier's company name: \_\_\_\_\_ company stamp:

Name of the company's legal representative:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_.

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