

# GIFTS, PRESENTS AND ENTERTAINMENT

## GUIDED INSTRUCTIONS FOR THIRD PARTIES REGARDING RECEIVING AND/OR OFFERING GIFTS, PRESENTS AND ENTERTAINMENT



**PETRONECT CONSIDERS THAT GIVING AND/OR RECEIVING GIFTS, PRESENTS AND ENTERTAINMENT WILL BE CONSIDERED, RESTRICTIVELY AND PRECAUTIONARY, AS A PRACTICE OF MERE COURTESY, COMMON IN BUSINESS**

**SINCE THE REFERRED PRACTICE OCCURS IN A JUSTIFIED, SUITABLE, REASONABLE, ETHICAL MANNER, AND INVESTED OF LEGALITY.**



- Petronect warns some situation might rise expectations or claims of favoring, perception that bribery or inappropriate advantage have occurred, and it might characterize a situation of conflict of interests and generate constraint among the involved Parties.
- In situations where there are any evidence or intention, or even expectancy of obtaining improper advantage or improperly influence the action of a Customer, prospective Customer, Supplier and Business partner, whether public or private, the Petronect Collaborator should refuse receiving or giving presents, independently of its nature or value. Not refusing it can be interpreted as a corruption and/or bribery action.

### **AT PETRONECT, IT IS NOT ALLOWED TO OFFER, GRANT OR ACCEPT GIFTS, PRESENTS AND ENTERTAINMENT IN SITUATIONS THAT:**



- there are any evidence, intention, or expectancy of obtaining improper advantage or improperly influence the action of a Customer, prospective Customer, Supplier and Business partner, whether public or private, independently of its nature or value
- might rise expectations or claims of favoring, perceptions that bribery or an inappropriate advantage have occurred, and it might characterize a situation of conflict of interests and generate constraint among the involved
- any amounts of money (including check, voucher, deposit, transfer, or equivalent)
- or gift, present and/or entertainment with value higher than R\$ 100,00
- there is coherence for the collaborator participating in the event offered



- Petronect reserves the right, by all applicable legal means, to recover the damages, of civil and criminal nature, causes by the author of the referred conduct.
- The involvement of intermediate or third parties in offering or receiving presents, gifts, and entertainment do not exempt the application of the instructions of this Procedure.
- Our collaborators are instructed to return gifts, presents and entertainment that are conflicting with the Petronect's rules.
- In the case you become aware of the non-compliance with these instructions, denunciation it via Denunciation Channel, available at the Petronect Portal (<https://www.petronect.com.br>), ensuring the information confidentiality and safety (identification is not required to use the Channel, however, it is fundamental to act with responsibility when reporting, which shall be consistent and truthful).



***Petronect***