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CODE OF CONDUCT FOR SUPPLIERS

1. INTRODUCTION

Petronect is guided by ethics and transparency, stimulating an environment of responsible involvement, and fair practices in the relationship with the entire productive chain.

We identify companies that observe the respect to their values and act with integrity, in compliance with the laws and regulations, performing contractual obligations and applicable regulatory acts.

The Code of Conduct for Suppliers is based on the essential values for our organization: respect, safety, agility, compliance, simplicity and sustainability, and in the ethical standards of our society.

MISSION

Connect Suppliers and Purchases in a sustainable B2B marketplace

PURPOSE

Provide the best experience, and have recognition for that

OUR VALUES

These are the deals of attitude, behavior, and results that Petronect expects from their Suppliers, being:

RESPECT



COMPLIANCE



SAFETY



AGILITY



SIMPLICITY



SUSTAINABILITY



2. PURPOSE

This document has as purpose to inform and enlighten Suppliers and other stakeholders what are the principles that guide the actions and conduct commitments that must be adopted in the relationships with Petronect.

3. DESCRIPTION

It is obligation of all Suppliers to know and comply the rules of this Code of Conduct for Suppliers.

A Petronect is committed with the highest standards of integrity, compliance, social and environmental responsibility, and Suppliers should provide safe working conditions, treat their workers with dignity and respect, act in an integral and ethical manner, in compliance with the principles established in this document.



RULES OF CONDUCT FOR SUPPLIERS

All the Petronect's Suppliers must adopt the following conduct standards:

a) ACT with integrity and ETHICS

- Do not get involved in any illegal or unethical practice
- Do not offer or accept bribery
- Do not get involved in money laundering practices, terrorist funding, or other financial crimes
- Support anti-corruption efforts and do not infringe any applicable laws and regulations, including the anti-corruption and anti-bribery laws
- Comply with, and make other comply with, by itself, their subsidiaries, shareholders, employees, or eventual subcontractors, the Anti-corruption Law (Law no. 12.846/13) and other national and/or foreigner related regulations

b) Refute CONFLICT OF INTERESTS

- Act in a strictly professional manner, prioritizing the fair relationship, of mutual benefits, in addition of preserving the impartiality required to the best interest of the business for the companies
- The services provided shall be exempted and free of any conflict of interests
- The relationship, agreements or knowledge about Petronect shall not be used for personal profits
- Voluntarily report any conflicts of interests with Petronect and their collaborators

c) TREAT with CORDIALITY and do not HARASS

- Treat your Collaborators, Clients, Suppliers, and other stakeholders with cordiality and do not harass, respecting their privacy and ethnic, religious, social, cultural, political, aesthetics, age, physical, mental, gender and sexual orientation diversity, among others
- Promote a cultural, social and working environment where no harassment practice is allowed, including, but not being limited to, moral, sexual harassment or retaliation by eventual denunciation reports

d) Respect the WORKERS

- Comply with the sub-item XXXIII of article 7 of Constitution of the Republic, Statute of the Child and Adolescent (Law no. 8.069/90) and other legal standards and do not use child labor, or under 18 years old, and do not keep commercial agreement of any kind with companies that use, explore, or hire without observing the legal regulations
- Do not explore any type of degrading works, or to a condition analogous to slave work
- Do not use discrimination and restrictive to access practices in relation to the employee or its maintenance due to sex, origin, race, color, physical conditions, religion, marital status, family situation, or any other condition
- Do not put the employees physical integrity or health in risk, respecting the constant practice of actions to reduce accidents and improve the employees' work conditions

e) Preserve the Environment, care for the Community and the Good Governance

- Do the best efforts to preserve the environmental, seeking for performing activities with sustainability and fulfilling all the applicable environmental standards
- Compromise with the environmental practices that try to value human beings
- Reduce the negative environmental impacts and give visibility to their progress toward this commitment
- Motivate the development and used or practices, ecological technologies, and reduction of negative environmental impacts in the entire value chain
- Keep the best corporate governance practices with transparency, diligence, respect to the stakeholders, corporate responsibility, anti-corruption practices, among others

f) Cooperate with INVESTIGATIONS and AUDITS

- Integrally cooperate and assist with the investigations and/or audits carried out by Petronect or by a third part assigned by the company
- Require an attitude similar from your (sub)suppliers and pull out efforts to correct eventual notes

g) Ensure the INFORMATION SECURITY and Preserve PERSONAL DATA

- Comply with the laws and regulations in force for the use of Personal Data and Information Security, giving the adequate treatment to information, require an attitude similar from your (sub)suppliers and observe the Petronect's internal normative acts applicable to your business
- If there are any doubts regarding the application of the General Data Protection Law by Petronect, the supplier shall use the contract with DPO (Data Protection Officer) via e-mail dpo@petronect.com.br

h) Respect the INTELLECTUAL PROPERTY

- Comply with the legislation in force related to the intellectual property and the respective copyright and use rights, whether from third parties or the own Petronect

i) COMPLY WITH THE GIFTS POLICY

- Observe the Petronect's internal procedures regarding to presents, gifts, and entertainment, available in the portal, to which all the Suppliers shall be acknowledged of, and follow the rules established in it
- Do not perform, offer or do not authorize, direct or indirectly, any payment, gift, entertainment, trip, promise, or any other advantage, liable to constitute illicit set forth in the Brazilian laws, or on the Foreign Corrupt Practices Act from 1977 - FCPA or in the UK Bribery Act from 2010 - UKBA
- A Petronect does not tolerate offer of presents with corrupt intentions, that is, those that have as purpose obtaining illicit benefit, including applicable measures and sanctions can be applied

j) Treat the COMPETITORS

- Treat the competitors in a fair, legal, ethical manner, and provide your services and solutions based on your merits, do not belittle your competitors, nor provide them misleading information
- Do not allow the practice of any behavior that results in deviations to the law no. 12.529/2011 (“Competitor Defense Law”) and prohibit any business practices that result in infringement to the economic order

k) USING THE DENUNCIATION CHANNEL

- Petronect has a “Denunciation Channel”, for both internal and external public, to comply with their commitment with the ethics and compliance values (www.petronect.com.br)
- It is possible to communicate, via Denunciation Channel, irregularities regarding fraud, corruption, harassment, discrimination and safety, ensuring the confidential and impartial treatment by Petronect
- The Supplier shall report, in a timely, honest, reasonable and responsible manner, detailing attitudes or practices that do not meet the Rules of Conduct of this Code

l) COMPLY WITH THE CODE

- All Suppliers must comply with the rules described in this Code of Conduct for Suppliers
- The violation of this Code of Conduct for Suppliers might imply in adoption of penalties and other applicable consequences, and it might result in contractual termination and legal responsibilities according to the applicable legislation and Petronect’s rules

