

## **Code of Conduct**

### **1 - OBJECTIVE**

This Code of Conduct is mandatory and must be adopted by suppliers, partners, employees, and anyone representing **CHECKLIST FÁCIL SISTEMA LTDA**

### **2 - CODE OF CONDUCT**

For the realization of this code of conduct, it's determined to carry out training, update courses, and annual improvement, with all employees.

#### **2.1 - Harassment, Power abuse, and Discrimination**

**CHECKLIST FÁCIL SISTEMA LTDA** respects the protection of human rights, therefore, it does not tolerate the conduct of power abuse, discrimination, and harassment, such as sexual, economic, moral, or any other nature. The same applies to situations that characterize disrespect, intimidation, or threat in the relationship with employees and with surrounding communities.

#### **2.2 - Working Conditions**

**CHECKLIST FÁCIL SISTEMA LTDA** commitment is to promote a safe and healthy workplace, with freedom of expression and respect for the integrity of all employees, partners, suppliers, customers, and visitors. Employees must comply with the authorized hours and provide for in their employment contract and the regulations in force for their location. They must pay attention to these aspects when registering their working hours, according to the tools made available for that function. It's forbidden for employees to register the point before the time of the effective start of work and after the time of departure, and they should always communicate to their immediate superior, even verbally, significant **CHECKLIST FÁCIL SISTEMA LTDA** Registration Number 04.906.685 / 0001-90 Rodovia José Carlos Daux, 8600 - Bloco 2 - Sala 10 Santo Antônio de Lisboa - Florianópolis - SC Brazil - CEP 88050-001 delays in entries, early departures or absences. In cases of overtime requirements, authorization is required. It's expected, according to a specific control, that all employees must periodically carry out occupational examinations, as provided for in the current laws. **CHECKLIST FÁCIL SISTEMA LTDA** does not accept, either inside its facilities or in its suppliers and business partners, slave labor or in similar conditions, as well as the use of child labor.

#### **2.3 - Confidentiality Information**

Employees, partners, suppliers are responsible for safeguarding the confidential information to which they have access. Secrecy is essential when dealing with personal data from customers, employees or administrators, contract values, market negotiations, or any strategic matters. In this sense, it is not allowed to copy, reproduce, transmit or distribute documents, files, models, methodologies, formulas, codes, research, projects, analyzes, and reports produced in the performance of company activities.

#### **2.4 - Use of Physical Resources**

Goods, IT equipment such as "software", "hardware" and printers, equipment in general, and the company's facilities are intended exclusively for use in its operations. It's the employee's



responsibility to ensure the good use and conservation of the assets of **CHECKLIST FÁCIL SISTEMA LTDA**. It's forbidden to violate, remove, or change hardware components of **CHECKLIST FÁCIL SISTEMA LTDA** computers and equipment without authorization, or to attempt any existing system or software. **CHECKLIST FÁCIL SISTEMA LTDA** Registration Number 04.906.685 / 0001-90 Rodovia José Carlos Daux, 8600 - Bloco 2 - Sala 10 Santo Antônio de Lisboa - Florianópolis - SC Brazil - CEP 88050-001

#### **2.5 - Use of Alcohol, Drugs, Arms**

The consumption of alcoholic beverages during work hours is prohibited, as well as the exercise of professional function in a state of intoxication. The use and possession of drugs and permanence in the work environment in an altered state due to the use of these substances are also prohibited, which can affect the safety and performance of both the employee and his co-workers. No weapons of any kind are allowed on the company's premises, except for professionals expressly authorized to do so.

#### **2.6 - Relations with the Union**

**CHECKLIST FÁCIL SISTEMA LTDA** respects the freedom of association with legally constituted Union entities and respects the right to collective bargaining. Negotiations and dialogue with entities representing employees must be carried out only by formally authorized persons.

#### **2.7 - Relations with Competition**

All market and competitor information, legitimate and necessary to the business, must be obtained using transparent and suitable practices, not being allowed to obtain it by illicit means. Employees are prohibited from adopting any attitude that could defame the image of competitors or business partners of **CHECKLIST FÁCIL SISTEMA LTDA**. **CHECKLIST FÁCIL SISTEMA LTDA** abhors the practice of cartels and supports free competition.

#### **2.8 - Conduct Outside the Company**

As a member of **CHECKLIST FÁCIL SISTEMA LTDA**, employees must be judicious with their conduct in public environments, whether at **CHECKLIST FÁCIL SISTEMA LTDA** Registration Number 04.906.685 / 0001-90 Rodovia José Carlos Daux, 8600 - Bloco 2 - Sala 10 Santo Antônio de Lisboa - Florianópolis - SC Brazil - CEP 88050-001 circumstances of his professional activity, whether in situations of his private life, acting with prudence and care.

#### **2.9 - Relations with Communities**

**CHECKLIST FÁCIL SISTEMA LTDA** is committed to the economic and social development of the communities in which it operates.

#### **2.10 - Customer Relations**



The satisfaction of our customers is the measure of the success of **CHECKLIST FÁCIL SISTEMA LTDA**. Therefore, it's necessary to build solid and reliable relationships, improve service, and the quality of services offered. It's the employee's responsibility to keep the confidentiality of confidential information passed on to him by his customers and partners.

### 2.11 - Relations with Suppliers

**CHECKLIST FÁCIL SISTEMA LTDA** suppliers must be evaluated using clear criteria, without discrimination and favoring. Every decision must have technical and economic support, and privileges of any kind are not allowed.

### 2.12 - Health, Safety, and Environment

Health, the physical integrity of employees, and protection of the environment are priorities for **CHECKLIST FÁCIL SISTEMA LTDA**. **CHECKLIST FÁCIL SISTEMA LTDA** deals transparently with all information related to health, safety, and the environment that may have an impact on its employees, on communities, or on the environment itself. **CHECKLIST FÁCIL SISTEMA LTDA** Registration Number 04.906.685 / 0001-90 Rodovia José Carlos Daux, 8600 - Bloco 2 - Sala 10 Santo Antônio de Lisboa - Florianópolis - SC Brazil - CEP 88050-001 Everyone is expected to carefully observe the work environment, identifying possible risk situations. If any evidence is identified, the fact must be reported to the local management and those involved must be alerted. **CHECKLIST FÁCIL SISTEMA LTDA** and its collaborators must respect human rights, providing a safe workplace, and respect the environment. Employees must pay attention to the separation of solid waste, as indicated in the company's social environments. You must also make conscious use of water and electrical resources.

### 3 - Doubts

The guidelines in this code make it possible to assess most situations and minimize the subjectivity of personal interpretations of moral and ethical principles, but they don't necessarily detail all the situations that may arise in the daily lives of each member. In case of doubts in the application of the guidelines of this code, the area manager should be consulted.

### 4 - Violations

Members are expected to comply with these guidelines in all circumstances. The member who violates conduct, practice, or policy of **CHECKLIST FÁCIL SISTEMA LTDA**, will be subject to disciplinary action, including that of dismissal.

### 5 - General Provisions

This Code of Conduct is effective as of this date. The conduct guidelines contained in this code will be brought to the attention of all members. No employee can claim ignorance of the guidelines contained in this code under any circumstances or any arguments.



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This Code of Conduct came into effect on March 1, 2019.

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