



## **CODE OF ETHICS AND PROFESSIONAL CONDUCT**

The Code of Ethics brings together the guidelines that must be observed in professional and industrial action to reach ever higher ethical standards in the exercise of our activities. It reflects the cultural identity and commitments that GPTEC makes in the market in which it operates.

### **1. General**

The Code of Ethics applies to all GPTEC employees.

Specifically for Machine Operators, the Confidentiality and Confidentiality Agreement must be registered and kept under custody in the Employee dossier.

GPTEC is convinced that in order to consolidate and develop it must be based on business objectives and precise ethical principles that are shared by the company's directors, managers and collaborators.

GPTEC is an industry that operates in the market aiming at continuous development and customer satisfaction. It is among its most important goals to maintain the reputation of a solid and reliable company, aware of corporate and social responsibility, that pursues results in an honest, fair, legal and transparent manner.

Action must always be marked by integrity, trust and loyalty, as well as respect and appreciation of the human being, in their privacy, individuality and dignity.

DIRECTORS, MANAGEMENT AND EMPLOYEES must be committed to upholding the values and image of the company, maintaining a consistent attitude with this image and values, and acting in defense of the interests of clients and the company.

Ensure compliance with internal standards, policies and legislation. The pursuit of the development of GPTEC must be based on these principles, with the confidence that actions are guided by the highest ethical standards and strict respect for legality.

### **2. Professional and Personal Integrities**

To employ in the performance of his duties the same attitude that any honest and honest person would employ in dealing with others and in running his own business.

Always act in defense of the best interests of the company, maintaining confidentiality about business and operations of the company, as well as business and customer information.

It is critical that attitudes and behaviors reflect the personal and professional integrity of each employee, and do not endanger their own financial and property security or that of the company.

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Carefully evaluate situations that may characterize conflict between the company's own interests and those of the company and / or conduct that is not ethically acceptable - even if they do not cause tangible harm to the company.

In particular, the following conducts are NOT acceptable:

- Business relations, as a representative of the company, with companies in which the employee or manager, or persons in his or her family or personal relationship, have an interest or participation - direct or indirect, without permission of the hierarchical superior, at the minimum level of Manager or equivalent;
- Maintain customary private business relationships with customers or suppliers;
- Default on personal business;
- Use the position, function or information about the business and affairs of the Organization or its customers to influence decisions that may favor the interests of the Company or others;
- Accept or make improper or kickback payments;
- Bullying, which is the exposure of male and female workers to humiliating and embarrassing, repetitive and prolonged situations during the workday and in the exercise of their duties, being more common in authoritarian and asymmetrical hierarchical relationships, in which negative behaviors, negative relations predominate. inhumane and unethical actions of one or more bosses addressed to one or more subordinate (s), destabilizing the victim's relationship with the work environment and the organization, forcing him to quit his job;
- Sexual harassment, embarrassing someone for the purpose of obtaining sexual advantage or favor, whichever is the agent of his or her superior status or ancestry inherent in the exercise of employment, position or function. It is worth noting the fact that harassment, according to the new law, has as its typical element the embarrassment exercised by someone seeking sexual satisfaction. It involves, therefore, power relationship, subjection of the victim, offense to his dignity and, finally, affectation to his sexual freedom;
- Accepting or offering, directly or indirectly, personal favors or gifts (except company logo giveaways, trade show invitations or promotional shows) that result from relationships with GPTec that may influence decisions, facilitate business. or benefit third parties;
- Any attitude that discriminates against people with whom professional contact is maintained, based on color, gender, religion, origin, social class, age or physical disability
- Hire relatives; indicate the hiring of relatives or have someone else refer them;
- Use Company equipment and other resources for private, unauthorized purposes;
- Use for private purposes or pass on to third parties technologies, methodologies, know-how and other information owned or developed by the company; speak on behalf of the company when not authorized or entitled to do so.

Examples of expected conduct consistent with company values and the search for results:

- Honestly acknowledge the mistakes made and immediately communicate the superior;
- Question the guidelines contrary to the principles and values of the company;
- Present constructive criticism and suggestions, aiming to improve the quality of the work;
- Respect cultural diversity, race, religion, professional, gender and place of birth.
- Do not offend colleagues under any circumstances;

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## **3. Customer Relations**

The commitment to customer satisfaction must be reflected in respect for their rights and in the search for solutions that meet their interests, always in line with GPTEC's objectives of development and profitability. Customer service should be courteous and efficient, providing clear, accurate and transparent information. They should get answers, even if negative, to their requests, in a timely and timely manner. Avoid giving preferential treatment to anyone out of interest or personal feeling.

## **4. Relations in the Workplace**

Relationships in the workplace should be based on courtesy and respect. Team spirit, loyalty, trust, conduct consistent with GPTEC values and the pursuit of results should predominate.

When in the role of people manager, keep in mind that employees will take you as an example. Actions, therefore, should be a model of conduct for the team.

The use of office to solicit personal favors or services from subordinates is not permitted.

It is essential to recognize the merit of each and provide equal access to existing professional development opportunities, according to the characteristics, skills and contributions of each employee.

No decision affecting the career of subordinates based solely on personal relationships is accepted.

## **5. Relations with Suppliers**

The choice and hiring of suppliers should always be based on technical, professional, ethical and company needs criteria, and should be conducted through predetermined processes, such as competition or price quotation, that guarantee the best cost-benefit ratio.

Avoid business with reputable suppliers.

The same standards of conduct should apply to relationships with other financial institutions that provide services to GPTEC.

## **6. Relations with Competitors**

Fair competition should be the basic element in all operations and relationships with other market institutions. Competitiveness must be exercised on the basis of this principle.

No comments should be made that could affect competitors' image or contribute to the spread of rumors about them. Treat other institutions with the same respect that GPTEC expects to be treated.

Providing Company proprietary information to competitors is prohibited.

## **7. Relations with Class Representatives**

GPTEC welcomes class representatives annually on union visits and their employees are free to join or not to join the union representation body.

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Communications and consultations regarding the topics reported in this document may be made effectively and directly to the Human Resources and / or Board areas to the following persons:

Jussara de Castro Florentino - Human Resources Officer.

Fabio Passarella - Industrial Board

Dr. Rodrigo Ferreira da Costa Silva - Department. Legal

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