

Altenburg



Supplier Code of Conduct

**Facilitate choices,
Uncomplicate life.**

Altenburg has a soul. We are not, nor do we want to be, just another company.

For 100 years, we have seen life in a lighter, more humane, and uncomplicated way. Believe it, it never goes out of style. With passion and courage, we reinvent ourselves to create timeless icons that deliver quality with simplicity and authenticity.

It is with pride in our history and entrepreneurial spirit that we evolve together and generate value, day after day. Yes, we make it happen.

The most beautiful thing is to realize that these values have never been more relevant. In a world awash in information and complexity, the simple and the authentic become fundamental.

When we simplify, we allow the essential to manifest. That is why we dress in trust to further strengthen our culture, which has brought us here: reason, emotion, and action.

Because it is only possible to make history when we unite people and true causes to see the essence of everything around us.

Altenburg

This Code applies to and must be signed by all Altenburg suppliers. It aims to promote alignment with the guidelines that should govern business conducted by Altenburg and its suppliers, in the search for ethical conduct and in compliance with the laws.

Through this document, which is based on international standards such as the SDGs and ILO guidelines, Altenburg establishes the expected conduct of its suppliers, and of these in relation to its employees and subcontractors.

By accepting this Code, suppliers assume the commitment that all existing and future agreements, contracts, and business relations with Altenburg will adhere to the provisions contained in this document.

INDEX

MAKING CHOICES EASIER, SIMPLIFYING LIFE	.02
LABOR RELATIONS	.05
1. Employment contract	.05
Child labour	.05
Forced Labor/Slave Labor	.06
1. Subcontracting	.06
2. Working hours	.07
3. Valuing and respecting diversity	.07
4. Harassment	.07
5. Health and safety in the workplace	.08
6. Remuneration (Salary and benefits)	.08
7. Freedom of Association	.08
8. Notice, dismissal, and disciplinary action	.09
CONDUCTS AND POLICIES	.10
1. Compliance with Laws	.10
2. Confidentiality of information	.10
3. Corruption	.10
4. Gifts and freebies	.10
5. Kin relations	.11
6. Communication	.11
7. Product quality	.11
8. Community Engagement	.11
9. Respect for the environment	.12
10. Transparency and honesty	.13
11. Ethics Channel	.13
CHECKS, SANCTIONS AND PUNISHMENTS	.14
TERMS OF MEMBERSHIP	.15

LABOR RELATIONS

1. Employment contracts

Altenburg suppliers must establish employment contracts with their employees that respect local laws as well as value and respect for human rights. Labor relations that are not at odds with this premise or are not governed by formal employment contracts are not tolerated.

Child labor or forced/slave labor is not tolerated by Altenburg, subject to immediate suspension of the contract with the supplier if found.



Child labour

Child labor is any form of work performed by children and adolescents, below the minimum age allowed, according to the legislation of each country. In Brazil, work is prohibited for those who have not completed 16 years, as general rule. Altenburg does not tolerate the use of child labor in violation of the legislation and standards of the International Labor Organization ("ILO").

Altenburg suppliers must comply:

- i) local legislation, especially regarding the minimum age of employees, in accordance with ILO guidelines.
- ii) The legal requirements for programs involving "young apprentices," especially in relation to working hours and conditions, wages, health and safety.

Forced Labor/Slave Labor

Altenburg does not accept or tolerate that its suppliers, regardless of their location, use labor:

- i) In conditions analogous to slavery.
- ii) in forced labor of any kind, either due to debt or retention of documents.
- iii) in degrading conditions, due to threat or psychological violence.
- iv) in a geographically isolated place, or that maintains ostensive surveillance of the workplace, in order to retain workers.
- v) Linked to any type of charges collected during the recruitment and admission processes.

Suppliers must hire only workers upon payment of wages and who possess legal work permit documents. Workers should be free to leave their jobs upon prior notification.



2. Subcontracting

Subcontracting by suppliers shall be preceded by:

- i) Authorization from Altenburg.
- ii) Agreement to full acceptance of this Code by the subcontractor. The supplier is co-responsible for the acts of its subcontractors, and therefore must maintain mechanisms for monitoring its subcontractors with regards to compliance with this Code.

It is not allowed to subcontract suppliers that do not follow the premises of this code of conduct either, especially issues related to formalization, health, and safety at work.



3. Working hours.

Suppliers must respect the limits of the working day established by the local legislation in force. In addition, the workload shall not exceed the overtime limit established by law, and any overtime shall be accounted for and remunerated, also in accordance with local legislation.

4. Valuing and Respecting Diversity

Suppliers must assure workers that employment—including the hiring process, compensation, benefits, career development, dismissal, and retirement—is offered based on individual competence, without any distinction of gender, nationality, race, color, ethnic or social origin, age, marital status, maternity or paternity, creed, political conviction, union affiliation, disability, sexual orientation, or any form of diversity. For example, wage differences due to gender are not tolerated, in which men are paid more than women even though they perform the same duties or occupy the same positions at work. The right to maternity, paternity or another leave provided for by law must be ensured, as well as accessibility to information and company structures for all employees who require adaptations or translation, such as immigrants/foreigners or people with disabilities.

Suppliers must promote an environment of inclusion to all kinds of diversity, without discrimination or attitudes of



5. Harassment

Suppliers must treat workers with respect and dignity. For this, the work environment must be exempt from any form of harassment, such as physical, moral, or pecuniary punishment (fines), abuse or physical, sexual, psychological or verbal harassment.

6. Health and safety at work

Suppliers must provide workers with a working environment:

- i) Risk-free and in compliance with the laws and regulations applicable to its activity, including worker safety and health,
- ii) Equipped with sanitation, fire safety, risk protection and electrical, mechanical, and structural safety,
- iii) With preparedness for emergencies, injuries, and occupational diseases.
- iv) With proper hygiene and industrial safety.
- v) With the supply of PPE for special work or that requires physical effort,
- vi) With protection for equipment,
- vii) Provided with occupational safety.
- viii) With the necessary number of dormitories (if applicable), toilets, dining halls and canteens.

7. Remuneration (salaries and benefits)

Suppliers must remunerate workers at least by the wage floor for the legal category, required in accordance with local legislation, and provide all legally determined or agreed benefits.

In addition to the payment of wages, workers must receive where applicable – the equivalent of overtime worked, night pay, vacation, 13th salary, benefits, all in accordance with local legislation and applicable convention.



7. Freedom of association

Suppliers must recognize and respect the rights of workers to exercise free association with trade unions or workers' committees to seek representation in accordance with local laws. In addition to respecting and complying with the rights of workers provided for in conventions and collective agreements.

8. Notice, dismissal, and disciplinary action

Suppliers must always value respectful relationships with their employees, including in case of prior notice, dismissal or application of disciplinary actions for conduct in disagreement with the supplier code of conduct or with the conduct described in this document.

Any kind of discriminatory punishment, physical or psychological, that represents sexual, moral, or verbal abuse is not tolerated.



CONDUCTS AND POLICIES

1. Compliance with Laws

Altenburg's suppliers must conduct their business in compliance with all laws and regulations applicable to the countries in which they operate.

2. Confidentiality of information and data protection

Altenburg's suppliers must comply with the legislation on privacy and data protection in force, and especially Federal Law 13.709/2018 (LGPD) and maintain the confidentiality of all information received and may not disclose any information unless expressly authorized by Altenburg.

Information or data about Altenburg's operations should always be treated by suppliers as confidential unless such information is in the public domain.



3. Anticorruption

Altenburg does not tolerate the practice of any act of corruption. Suppliers undertake to observe, comply and/or enforce, always in accordance with any and all Anti-Corruption Law, in particular Law 12,486, Anti-bribery and anti-fraud, seeking relationships based on ethics, integrity and transparency.

4. Gifts and freebies

Altenburg employees are expressly prohibited from receiving gifts, trips, dinners/lunches or any other items from suppliers, in order to avoid any conflict of interest in the business relationship

Only items of a promotional nature, with a value of less than R\$ 100.00, for example: pens, appointment diaries, and calendars, are accepted by Altenburg.



5. Kin relationships

To avoid conflict of interest, if the supplier has a relationship of kinship or affinity with any Altenburg manager, it must report to the compliance area for evaluation.

Kin relationships may be allowed between employees and suppliers if they do not interfere with the independence and impartiality of the professional relationship.



6. Communication

Suppliers must ensure the communication and application of this Code to their employees and must also maintain good business relationship with Altenburg employees.

7. Product quality

Suppliers must supply products according to:

- i) that described in the Production/Purchase Orders.
- ii) the Quality and Safety standards required and specified in the Quality Standards, where applicable.

8. Community Engagement

Every company is part of a larger social organism and impacts the community to which it belongs. Altenburg suppliers must value good relationships with the surrounding communities, respecting social and cultural aspects and promoting their development.


They should always base their choices on the generation of sustainable value for the business and the community.



9. Respect for the environment

Suppliers must comply with environmental laws, codes, and regulations applicable to the workplace, products supplied or manufactured, and manufacturing methods. In addition to using only materials from operations that also comply with the environmental laws and regulations of the country of origin. It is the responsibility of the supplier to act in the management of its environmental impacts, such as the treatment of effluents, disposal / recycling of waste or conscious consumption of water and energy resources, through PGRS – Solid Waste Management Plan, water and energy consumption indicators, CO2 emission inventories, or monitoring of effluent parameters.

In addition to the management of its environmental impacts, the supplier must commit to acting in the continuous improvement of its processes, reducing negative environmental impact and enhancing innovations that promote the conscious consumption of natural resources. Activities or practices that result in the degradation of biodiversity, such as deforestation of preserved areas, water pollution or waste of natural resources, are not tolerated.



Residues and waste from materials sent by Altenburg, in the case of suppliers who carry out stages of the production processes, must be fully returned to Altenburg after production stages including residues and waste from packaging, textiles

10. Transparency and Honesty

Suppliers must, in the exercise of their activities and actions, adopt an honest, dignified, transparent conduct, of strict observance of applicable laws, respect for human rights, the environment and the ethical standards of society. They must also comply with all laws, rules, and regulations applicable to each country or region in which they operate.

11. Ethics Channel

Altenburg provides an Ethics Channel for any report or complaint about situations that are in disagreement with this Code of Conduct. The channel can be accessed through the "Safe Contact" application, on the www.contatoseguro.com.br/altenburg website or at 0800 700 7272.

Suppliers must ensure that their employees know and have access to Altenburg's Ethics Channel, either through dissemination in internal communication channels or through other materials, such as brochures and banners, made available in the company's circulation areas, visible to all employees.

All reports made through the Channel will be received by the company's Contato Seguro (safe contact), an independent company specialized in the Ethics Channel. Once registered, the reports are investigated internally by Altenburg's Ethics Committee and Subcommittees, formed by representatives from different areas who act with discretion, impartiality, and independence. Whistleblowers are assured anonymity and total confidentiality, and they can choose to identify themselves or not.

Communication Channel

Anyone who identifies a violation of these principles should contact Altenburg through the following communication channels:

Site: contatoseguro.com.br/altenburg

Application: Safe Contact

Phone: 0800 700 7272



CHECKS, PENALTIES AND PUNISHMENTS

Altenburg suppliers must be aware of the provisions of this Code and take the necessary corrective measures to promptly remedy any identified non-compliance.

The management of compliance with all the conducts described in this document is carried out through on-site visits, documentary monitoring, as well as the monitoring and verification of complaints and reports received by the Ethics Channel or by the business teams that work directly with suppliers.



In the event of non-compliance with any item of this Code, Altenburg reserves the right to take corrective actions (blocking for new orders or hires), or until the termination of current contracts. Suppliers must ensure compliance with this Code, which is the fundamental condition for their permanence in Altenburg's supplier base.

TERMS OF MEMBERSHIP

By this term, the company _____ fully agrees with the terms and conditions of Altenburg's Supplier Code of Conduct. The company is aware:

- i) that all principles specified in the Code must be met
- ii) that its supply contract may be suspended or even terminated if practices of the supplier or its representatives, agents or subcontractors are proven to be in non-compliance with this Code
- iii) is co-responsible to Altenburg for the acts performed by its subcontractors, agents and employee's contrary to the Code.

Signature of the Company's Legal Representative

Name of the Company's Legal Representative

Corporate Name:

DUNS:

State Registration:

Address:

Zip code:

Neighborhood:

Municipality/State:

Email:

Phone:

Date: / /