



Internal Confidentiality Policy, internet use, media, emails and others.

We define our Internal Confidentiality Policy, internet use, media, emails and others, which we must use responsibly, ethically and confidentially, as follows:

PERSONAL PASSWORDS: They are individual, non-transferable and confidential for exclusive use and mandatory for access to Systems, Internet, emails and logins.

LOGIN: It is provided for access to company systems, e-mails and or electronic communication software such as (Messenger, Yahoo, among others), internet browsing permission, or other electronic means, and are all tracked and monitored. Responsibility for data manipulation is always the responsibility of the person who receives the login and access permission, every act performed in your login is your sole responsibility, and it is not accepted arguments that someone else accessed and committed illegal acts. Do not provide your data even temporarily. If in doubt, ask your personnel department to change your login or password. These are company-owned work tools for company use, confidential, professional and individual at work, non-transferable, tracked and monitored.

E-MAILS: It is for the exclusive use of work subjects, it is forbidden to use electronic communication for personal matters such as chains, jokes, private message exchange, browsing or receiving and transmitting adult content. It is also prohibited to register your private email in the system, receive inappropriate material, pass on to friends or family, block unwanted senders, open virtual cards, even with the name of friends or acquaintances or enter your personal bank password in emails. Our system does not guarantee total security against viruses or the like, if receipt without your consent occurs, immediately notify the Personal Department, we report that improper use causes slowness in the server, generates losses and the company will adopt administrative measures provided by law.

WEB: Personal use and use of the Web is prohibited. Internet use is monitored. Inappropriate, offensive, sexual, harmful, racially discriminated, hacking, or business-risky websites cannot be accessed. No programs, photos, music, videos, or files should be downloaded to your computer's network or hard drive. Files of any kind, via email, FTP, USB sticks, or otherwise, may not be sent outside the company of any content, including drawings, electronic files, data, solids, programs, models, postprocessors, unless required by the company's work. Personal use for entertainment or study is permitted at lunch and dinner time, provided that it does not infringe or endanger any rule of this policy. Our bylaws and additional or supplementary rules. Any questions should be clarified with the personnel department.



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CIRCULATION OF DOCUMENTS: The company has a policy of confidentiality with our customers and or suppliers, so it is prohibited to leave the company with documents, media, tools, accessories, equipment, or any other tools owned by the company, even if originating from scrap. , is confidential and non-transferable information. Included in this item is physical and electronic documentation of any nature owned by the Company, also entering the Company with personal materials such as diskettes, or other electronic media such as CDs, USB sticks, and using on Company computers such materials may harm and contaminate viruses. the network and etc. Do not pass on technical, legal, administrative, commercial or financial information from our CUSTOMERS, and suppliers to other persons or companies.

However, with the need to bring to the company premises leave them in the guardhouse, avoid embarrassment. If extremely necessary, communicate the direction.

PROFESSIONAL ETHICS: Employees may not, during the term or subsequent to their Employment Contract with this company, communicate or transmit, directly or indirectly to anyone, any administrative or commercial information they obtained during the contract that have a relationship with the company and confidentiality is required.

Violation of this clause, under the terms of the Employee's Employment Contract, will entitle the Company to immediately terminate it based on letter "g" of article 482 of the Consolidation of Labor Laws, regardless of any other criminal or civil proceedings it may deem appropriate. necessary or convenient about the fact. The same applies to internal or external documents, drawings, records of any kind, or internal technical standards or those of our CUSTOMERS.

Campinas, October 10rd, 2019.

Fabio Passarella - Director

Revision 01 on 14/09/2020.