

NPC 0304 OUTSOURCING POLICY
HUMAN RESOURCES
Version 03 of 01.20.2021

1. PURPOSE

Establishing guidelines to guide the practice of outsourcing at Companhia Paranaense de Energia – Copel (Holding), in its wholly-owned subsidiaries - WOSs (direct and indirect) controlled companies (direct and indirect), henceforth Copel, respecting its corporate procedures.

It is also applicable, as a recommendation, to joint ventures, affiliated companies and other equity interests, in compliance with their corporate procedures.

2. PREMISES

2.1 - Copel considers, respecting legal provisions, that the following activities are susceptible to be outsourced:

- a) temporary or seasonal execution;
- b) execution of works and engineering services;
- c) execution of common services, thus considered those whose performance and quality standards can be objectively defined by the public notice, through usual specifications in the market (for example: cleaning, security, surveillance, transport, IT, cupboarding, reception, reprographics, maintenance building and equipment and similar);
- d) execution of services of an atypical nature, whether due to the volume or specialization required; and
- e) execution of services in which the outsourcing analysis appears to Copel as the best opportunity and convenience option and/or projection of greater efficiency gains.

2.2 - Copel does not outsource the following activities:

- a) decision-making or institutional positioning; and
- b) those considered strategic, whose outsourcing could jeopardize the planning, management and control of processes, of Copel's exclusive knowledge and technologies.

Note: The outsourcing of specific stages that contribute to the development of activities is allowed, such as, for example, hiring consulting services

2.3 - The outsourcing of services provided for in the item 2.1 occurs if approved by the Executive Director responsible for the process that encompasses the activity and based on the analysis of the following aspects:

- a) the administrative principles of efficiency, economicity and reasonableness;
- b) the risks and their impacts, in particular the breach of legal and contractual obligations;
- c) the convenience of contracting, considering the internal restrictions and the specificities of the activities involved; and
- d) availability in the market of service providers with the appropriate skills for Copel's needs, with a view to achieving competitiveness.

3. GUIDELINES

3.1 - Selecting and hiring service providers, within the legal precepts.

3.2 - Respecting the universal, constitutional and legal precepts that regulate labor relations.

3.3 - Observing the Copel's policies on Human Rights (NPC 0320) and on Sustainability (NPC 0303).

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3.4 - Applying the Brazilian General Data Protection Law (LGPD) in order to safeguard the personal data of contracted parties, as well as outsourced employees, and demanding good practices for meeting the requirements of the LGPD.

3.5 - Guiding the relationship with outsourced companies and their employees by the basic values of the Copel Code of Conduct (Ethics, Respect for People, Dedication, Transparency, Health and Safety, Responsibility and Innovation), being a co-responsibility of the parties.

3.6 - Promoting the integration of outsourced workers into Copel's culture and standards, as well as maintaining a communication process with outsourced workers, through various channels, to inform decisions taken, disclose relevant matters and address issues related to the relationship between the parties.

3.7 - Ensuring that outsourced workers are not subjected to situations that may characterize personality and direct subordination in the labor relationship.

3.8 - Supervising the execution of services and provision of ancillary obligations provided for in the contract, in particular those related to health and safety at work and socio-environmental.

3.9 - Periodically performing a critical analysis of outsourced processes, evaluating the performance and contribution of outsourced processes to the business.

4. REGULATIONS RELATED TO THE SUBJECT

- a. Brazilian Federal Constitution of 1988;
- b. Federal Decree No. 9,507 of 09.21.2018;
- c. Brazilian Federal Law No. 8,666/1993;
- d. Brazilian Federal Law No. 8;987/1995;
- e. Brazilian Federal Law No. 13,303/16;
- f. Brazilian Federal Law No. 13,429/2017;
- g. Brazilian Federal Law No. 13,709/2018; and
- h. State of Paraná Law No. 15.608/2007.

This Policy was approved at 210th Ordinary Meeting of the Board of Directors, of 01.20.2021, after the favorable recommendation at 2429th Executive Board Meeting - Redir, of 01.14.2021.