

Alupar's Corporate Policy

Human Resources Policy



ALUPAR

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1 CONTROL INFORMATION

VERSION	DATE	REVIEW TYPE	DETAILS
01	07/2017	New	Creation of new policy.
02	03/2018	Change	Required changes in the policy.
03	08/2020	Change	Required changes in the policy.
06			
07			
08			
09			
10			
11			
12			

Review types

- **Inclusion:** Inclusion of information that did not exist in the previous version.
- **Removal:** Removal of information that existed in the previous version.
- **Change:** Change or amendment of information that already existed in the previous version.
- **New:** It indicates that the guideline was created, corresponding to the first version of the document.





2 OBJECTIVE

The Human Resources Policy aims to maintain the competitiveness of the company through the attraction, development, recognition, rewarding and maintenance of qualified staff, with high performance and adhering to Alupar Way of Being, who meet the needs of growth and development, current and future, of the Company business, within practices that promote equality and collective wellbeing.

3 SCOPE

This regulation encompasses all employees of the Company with contract under the CLT (Brazilian labor regulations), internship contracts and Statutory Directorates, in all the affiliates and subsidiaries, current and future.

4 INVOLVED AREAS

All the departments of the company.

5 VALIDITY

This document has unspecified duration, from the publication date. However, if changes are required, a new version shall be published timely and given the required diffusion among all hierarchical levels.

6 CONCEPTS / DEFINITIONS

Not applicable.

7 REFERENCES

Not applicable.

8 REGULATORY GROUNDS

Not applicable.





9 GENERAL GUIDELINES

The Company adopts practices abiding to the labor and social legislation, permeated by the commitment with business results, by the pursuit and sharing of learning, by relationships based on mutual respect, transparency and appreciation of the individual; always working to prevent discriminatory practices and of moral and sexual harassment, in all its forms, as well as eradicating child, forced or compulsory work, valuing diversity and respecting the free association to unions and collective bargaining; all to create a healthy work environment, safe, free of insinuations and to provide collective wellbeing and high performance.

9.1 CULTURE: ALUPAR WAY OF BEING

Alupar is concerned in promoting a sense of belonging among its employees, aiming to create harmony between their personal way of being and the Company's Way of Being, as we believe that, this way, it is possible to converge beliefs and values and align attitudes and behaviors, generating a positive work atmosphere, with people who are happier, more motivated and more productive.

9.2 RECRUITMENT AND SELECTION

With the adherence to Alupar Way of Being, with have the mission of attracting the best professionals of the market to the open vacancies, in a manner that, at once, they gather the technical competences required to the performance of the duties, align with our Organizational Culture, and be a potential for overcoming the current and future challenges of the Company.

9.3 APPRECIATION OF THE INDIVIDUAL AND DIVERSITY

Alupar believes in the appreciation of the individual and in the immensurable richness of diversity - be it of opinions, gender, race, origin or age. For this reason, we advise that all relations are based on respect, care and consideration for the individual. Additionally, the Company sees the INDIVIDUAL as an essential agent to achieve organizational strategic objectives and targets.

9.4 SHARING WHAT IS LEARNED

Alupar believes that learning is, essentially, a collective construction. For this reason, it adopts practices towards evoking, encouraging and promoting actions that favor sharing and multiplying knowledge among people and teams, as well as motivating actions of self-development and the active pursuit of knowledge, both through formal continuous education and dynamics of lessons learned, through real experiences in the work environment.





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9.5 CAREER AXES AND MANAGEMENT BY COMPETENCE

Alupar adopts the model of People Management by Competence and Career Axes, which presents consistent and long-lasting effects. This model provides the bases for the several processes of People Management, and it also aligns to the objectives, values, characteristics and strategies of the Company, bringing responses for questions of Recruitment and Selection, Performance Assessment, Development, Career and Succession and Compensation.

9.6 BENEFITS

Alupar follows the best market trends to build its benefit package, in order to make it appealing to attract and retain professionals that adhere to its Alupar Way of Being, as well as providing wellbeing inside and outside the professional environment, always aiming at the continuous improvement of working conditions.

9.7 LEADERSHIP DEVELOPMENT

Alupar understands that its leadership is the main link to connect people to the strategy, to the sense of belonging and to the Organizational VALUES. Thus, it invests in qualification programs, development and in the alignment of the management team to Alupar Way of Being.

9.8 BALANCE AND WELLBEING

Alupar believes that the best results may be achieved when the person enjoys conditions of a fulfilling life, in all aspects, personal and professional. Thus, it encourages the adoption of balanced habits between professional and personal, be it through flexible work hours, overtime bank, sponsoring cultural and artistic activities, sports practices, healthy food, family life and other activities aimed at the wellbeing and the sense of personal appreciation, such as celebration of festive dates, and the recognition of important milestones in the career journey.

10 RESPONSIBILITIES

It is the responsibility of all employees with contract under the CLT, internship contracts and Statutory Directorates, in all its Affiliates and Subsidiaries, to be aware of this Policy and abide to its terms.

11 ATTACHMENTS

Not applicable.



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12 DOCUMENT APPROVALS

With the aim to ensure the sustainability of the approvals of these documents and their reviews, they will be sent by email with the agreement of the process owner and the participant areas, and it is the responsibility of the process owner to request all approvals and send evidence to the Process area.

13 DIFFUSION

The diffusion of the material is the responsibility of the area, as well as ensuring the understanding of the information.



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