

## **SUPPLIER POLICY**

### **1. PURPOSE**

The purpose of this Policy is to formalize the guidelines passed by Universo Americanas to its suppliers and service providers, aiming at a relationship based on ethics and social and environmental responsibility throughout the value chain.

### **2. APPLICATION FIELD**

This Policy applies to all suppliers and service providers in Universo Americanas.

### **3. DEFINITIONS**

- B2W Digital: Publicly-held company controlled by Lojas Americanas, which owns, among others, the websites [www.americanas.com.br](http://www.americanas.com.br); [www.submarino.com.br](http://www.submarino.com.br), [www.shoptime.com.br](http://www.shoptime.com.br), which operate in the e-commerce field.
- Lojas Americanas: Publicly-held company operating in the retail business.
- Universo Americanas Group that includes Lojas Americanas, B2W Digital, Ame Digital, IF – Inovação e Futuro, and LET's, extending to all business units and lines linked to these companies.

### **4. STANDARD CONTENT**

Universo Americanas offers all suppliers and service providers a fair and uniform treatment. Decisions regarding the business relationship are based on objective criteria, such as price, quality, reliability and honesty. Suppliers are considered partners and ethics and honesty are essential requirements for healthy and lasting relationships. Audits are carried out on critical suppliers in compliance with current legislation, compliance of processes with working conditions and Human Rights and to ensure good ethical practices and social and environmental responsibility.

As a signatory commitment to the United Nations (UN) Global Compact, the strategies and operations are aligned with universal principles in the areas of Human Rights, Labor, Environment and Anti-Corruption, and with the guiding principles on Business and Human Rights;

The strategy is in line with the UN 2030 Agenda, which proposes 17 Sustainable Development Goals (SDGs) to be pursued by countries and organizations to face the main challenges to sustainability in the coming years;

Universo Americanas supports the Principles for the Empowerment of Women; Pact for the Eradication of Slave Labor. And, as members of the Ethos Institute, it is part of the Business Coalition for Racial and Gender Equity, in addition to signing the Business Charter for Human Rights and the Promotion of Decent Work;

The main objective of the Sustainability Committee is to advise the Board of Directors of Lojas Americanas and B2W Digital in defining the best management practices, based on the search for balance between the environmental, economic and social pillars.

Following these precepts, Universo Americanas requires from its suppliers:

- Compliance with all laws in force in Brazil, including those relating to the environment, tax, labor and social security;
- Respect and strict compliance with agreements signed in commercial contracts;
- Confidentiality of data and information, which must be handled responsibly and with the same degree of protection given to their own data and information;
- Constant improvement of products, processes and services provided, aiming at sustainability and total quality, management and cost control;
- The Commitment to ensure proper certification by competent bodies (eg ANVISA, INMETRO) of products offered by suppliers, ensuring that they do not pose risks to the health or safety of the final consumer;
- Periodic proof of fiscal regularity and adequacy of its social objectives with the nature of products and/or services offered to Universo Americanas and cooperation in auditing processes for the adequacy of the manufacturing and/or production operation to labor protection standards and guidelines for preserving the environment and social responsibility;
- Compliance with local environmental legislation applicable to its operations and maintenance of an environmental management system, adopting practices to reduce energy, water consumption and waste generation, in addition to adapting to climate change in order to mitigate its emissions and reduce environmental risks.
- Commitment to the procedures and instructions that regulate and preserve safety and health at work, and compliance with laws and standards relating to Occupational Health and Safety;

- Search for an environment free from violence or threats and fighting against and preventing any form of moral and/or sexual harassment and exposure of employees to humiliating and/or embarrassing situations;
- Absence of use of any form of work that violates human rights, as well as workers' rights provided for by law, including forms of compulsory/slave-like work and use of child labor. These forms of work consist of crimes and must be eradicated;
- Decent working conditions for employees, providing a working environment within the standards required by law;
- Commitment to seeking the eradication of sexual exploitation of children and adolescents, with special attention to sectors that are more sensitive to the subject, such as logistics;
- Defense of freedom of association and the right to collective bargaining for all employees;
- Fight against practices of discrimination, including those related to ethnicity, origin, gender, sexual orientation, religious belief, social class, condition of people with special needs, among others;
- Exclusivity of supply to Universo Americanas, when products and/or services are specially developed for Universo Americanas, with or without affixing the own brand of any of the companies of Universo Americanas, being strictly prohibited the sale to third parties without the due and express authorization of the legal representatives of Universo Americanas representatives, under penalty of the supplier being summarily disqualified, without prejudice to the collection of damages;
- Control of tax obligations regularity, such as with the Federal Revenue, Social Security, and other bodies;
- Absence of use of corruption, active or passive exchange of favors or any other benefit that could harm the impartiality of the relationship and violate ethical principles. All suppliers must be aware of and faithfully adhere to the terms of Universo Americanas Gift Policy;
- Use of ethical criteria in the selection of suppliers, such as positive or negative public registrations of companies;
- Compliance with the guidelines set forth by the Code of Ethics and Conduct;
- In order to disseminate essential principles for a fairer and more sustainable society throughout the entire production chain, Universo Americanas strongly encourages and guides its suppliers to:
  - Value diversity in all its forms, including the inclusion in the market and training of people with special needs;

- Promote equity and fight against the practice of discrimination in any form, as explained in this Policy;
- Seek to promote small and medium suppliers, such as local suppliers;
- Participate in the local and national agendas for the development and promotion of sustainable initiatives, which include the search for the reduction in consumption of energy, water, supplies and the increase of selective collection for the disposal of generated waste, in addition to monitoring, mitigation and adaptation to climate change;
- Disseminate, throughout the value chain, ethical, responsible management practices that respect human dignity and environmental preservation;
- Use the Whistleblower Channel to report any practice that violates the guidelines of this policy and the Code of Ethics and Conduct. The channel is exclusive and confidential for secure and, if desired, anonymous, communication of conduct that violates ethical principles and standards of conduct and/or current legislation. Registered information will be received by an independent and specialized company, ensuring absolute confidentiality. Contact can be made by phone: 0800 282 25 50 or through the website <https://canaldedenuncias.com.br/universoamericanas/>.