

# General Rules for Service Providers

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## 1. Purpose

This Policy complements the requirements of the Code of Ethics and Conduct of SLC Agrícola S.A., the Integrated Management System Policy, the Purchasing Policy, the Sustainability Policy and the Code of Ethics and Conduct for Third Parties, and has the aim of disclosing the rules and guidelines to be followed by service providers, their employees and subcontractors, during the execution of their activities for SLC Agrícola S.A.

## 2. Scope

Internal and external.

## 3. References

- Code of Ethics and Conduct
- Code of Ethics and Conduct for Third Parties.
- **POL.006** - Purchasing Policy
- **POL.067** - Sustainability Policy
- Integrated Management System Policy

## 4. Definitions

- **CRV**: Vehicle Registration Certificate
- **ESG**: *Environmental, Social and Governance*
- **Munck**: machine with hydraulic development widely used to load and transport other heavy equipment, in addition to other large machines;
- **QSSMA**: Quality, Health, Safety and Environment;
- **SGI**: Integrated Management System.

## 5. Rules

SLC Agrícola prioritizes to keeping relationships with reliable, transparent companies, committed to ethical principles, seeking to establish long-term partnerships. By observing the SGI Policy guidelines, this document defines the rules and guidelines to communicate to interested parties, especially those who perform any type of activity at premises of SLC Agrícola S.A., the need to comply with standards related to quality, social responsibility, environment and occupational health and safety.

- Promote communication of the Company guidelines to suppliers;

- Guarantee ethics and transparency in decision-making processes, always in compliance with the [Code of Ethics and Conduct of the Company](#) and with guidelines of the [Corruption Prevention and Combat Policy](#);
- Adhere to and comply with the provisions of the [Code of Ethics and Conduct for Third Parties](#);
- Fulfill the terms and conditions agreed and defined in contracts and/or purchase orders, observing the provisions of the [Term and General Conditions for Contracting Suppliers](#).

## 5.1. Contracting – service providers

The Supplies area is responsible for the flow from quotation to contracting, which begins with a demand from the requester area. Service rendering must be preceded by the contract formalization, evaluated by the Legal department of the Company and duly signed.

Documents to be delivered by the service provider at this phase include:

- Commercial proposal containing the service rendering scope, location and deadline for execution, technical and commercial conditions;
- Articles of association and addenda;
- Corporate Taxpayer ID (CNPJ) card;
- ID document and individual taxpayer ID (CPF) of the partners.

## 5.2. Access to SLC Agrícola premises by service providers

The release of access of outsourced employees to SLC Agrícola units for rendering the services is subject to prior review of the documentation of the service provider and its employees, as well as participation in induction training for visitors and third parties in the unit where the service will be rendered.

All suppliers entering the units with a vehicle must present the CRV (Vehicle Registration Certificate). Subject to the nature of the activity, the list of specific documents will be provided as required (guidelines valid for third parties who will perform activities within the units).

Additional documents can be requested by the unit as required.

Execution of the activities described below, rated as risk activities, requires the presentation of specific documentation that proves the conduction of training required and the skills of third parties to perform the activity.

- Work at height;
- Work into confined space;
- Mechanical maintenance and assembly;
- Hot works (Cutting, sanding and welding);
- Electricity activities;
- Substation operations;
- Flammables supply;
- Handling of chemicals (pesticides);
- Operations with special machines (Munck and cranes, forklifts, lift platforms);
- Civil construction;
- Painting.

The induction training for visitors and third parties has the aim of introducing the company, business, our big dream and values, code of ethics, whistleblower channel and general rules related to disciplinary practices

and coexistence, environment responsibility, selective collection, preservation of environmental areas, climate change, water resources, quality management systems and occupational health and safety practices.

### **5.3. Monitoring of service providers**

The service provider must assure proper compensation to its employees, in accordance with the minimum criteria established by law or trade union agreement, and sufficient to meet the basic needs of its employees, with payments on time, in addition to other legal benefits.

The service provider is responsible for maintaining documents proving the employment bond of its employees, as well as documents proving legal tax and duty payments applicable, and others considered as necessary to verify the fulfillment of labor, social security and occupational health & safety obligations, in accordance with the contract executed between the parties. SLC Agrícola reserves itself the right to request them at any time of the business relation.

### **5.4. Occupational accident communication**

As a legal obligation, service providers must register the occurrence of work or commute accidents involving their employees, until the first business day after the occurrence via CAT (Occupational Accident Communication) and, in the case of death, immediately, to the competent authority, under penalty of fine, as provisioned in articles No. 286 and 336 of Decree 3.048/99, which regulates Social Security. Furthermore, the service provider (employee) must immediately notify the QSSMA management/sector of the unit upon the occurrence of any event (Accidents, incidents and deviations).

### **5.5. Commitment to sustainability**

SLC Agrícola does not tolerate any form of exploitation of child labor or slave labor at its premises or operations, as well as at those of third parties. Likewise, it repudiates any act that involves prostitution or sexual exploitation of children and teenagers. Service providers must fulfill the applicable environment laws and demonstrate commitment to the environment protection.

### **5.6. Roles and Responsibilities**

a) The Board of Directors is responsible for:

- Performing strategic management of Environmental, Social and Governance (ESG) issues, under advice of the ESG Committee of the Company;
- Defining business strategies, considering the impacts of the company activities on the society and environment, aiming at the business perennality and creation of value in the long term;
- Evaluating periodically the exposure to risks of the Company and the effectiveness of risk management systems, internal controls and integrity/compliance system, and approving a risk management policy compatible with the business strategies;
- Reviewing annually the corporate governance system, so as to improve it.

The Board of Directors duties are fully set provisioned in its Regulations, which are available for reference in the Company's Investor Relations [website](#).

b) The Advisory Committee of the Board of Directors – Environmental, Social and Governance – “ESG Committee” is responsible for:

- Advising the Board of Directors and the Company Management on all aspects related to Environmental, Social and Governance (ESG) issues, by identifying, approaching and handling matters related to ESG themes or that may have a relevant impact on the business, long-term results, relationship with stakeholders and the Company image;
- Formulating recommendations and monitor the implementation of policies, strategies, investments and actions related to ESG management of the Company;
- Evaluating periodically the Company performance on matters related to sustainability of its business, as well as recommend policies, strategies and actions in ESG plans, relationship with stakeholders, among others;
- Evaluating and formulating recommendations for the communication strategy and relationship of the Company with its several publics (internal and external).

The ESG Committee assignments are fully provisioned in its Regulations, which are available for reference in the Company's Investor Relations [website](#).

c) The Executive Board is responsible for:

- Executing and enforcing the deliberations of General Assemblies and the Board of Directors;
- Establishing goals and objectives for the Company;
- Approving this Policy.

The Executive Board assignments are fully provisioned in its Regulations, which are available for reference in the Company's Investor Relations [website](#).

d) The Sustainability Board is responsible for:

- Approving this Policy, as well as performing its supervision and implementation.

e) The Sustainability Management is responsible for the periodical update of this Policy;

- Conduct its processes and routines in accordance with the guidelines defined here;
- Perform communications and negotiations with suppliers, observing the ethical standards defined by the Company.

f) Service providers and their employees working at SLC Agrícola premises are responsible for:

- Knowing this Policy and acting based on its guidelines;
- Attending training events provided by the Company;
- Providing the required documents within the deadline indicated by SLC Agrícola;
- Reporting to SLC Agrícola any irregularities identified in its operations that may impact the Company.

The occupational health and safety guidelines are part of the corporate governance system of the company, and are reviewed at every two years or within shorter interval, whenever the Company considers it necessary.

## 6. Prohibitions

Not applicable.

## 7. Exceptions

Not applicable.

## 8. Sanctions

Failure to comply with the guidelines contained in this policy will result in non-compliance with the internal rules and procedures of the Company, and may be subject to disciplinary measures in compliance with provisions of the Investigations and Disciplinary Measures Policy.

SLC Agrícola supports and encourages people to report any practices that may represent a violation of internal guidelines and rules, this Policy, the Integrity Program, or that are in disagreement with applicable national and foreign laws. The Company assures anonymity, confidentiality and non-retaliation to the whistleblower. Records must be made on the Whistleblower Channel, which can be accessed by phone, website or app.

- Phone: 0800 648 6306
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