



Compliance System ITB Electrical Equipment - NBR ISO 19600 Code of Ethics and Conduct ITB Equipamentos Elétricos

WORD FROM THE PRESIDENT

The Code of Ethics and Conduct is the main guiding document for ITB's actions, as it includes the commitments assumed with all agents (partners, suppliers, customers, employees, shareholders, etc.,) involved in our business.

We are determined to act based on transparency, ethics, sustainability, innovation and conduct that result in respect and solidarity with human beings. Our teams of professionals share these values and are committed to using them in what they do on a daily basis.

When launching this Code of Ethics and Conduct, all members of the ITB production chain must seek alignment with the conducts contained therein, contributing to the enhancement of the ITB brand.



This is the first version of our Code of Ethics and Conduct, therefore, we are proud to be able to say that we have taken another step towards responsible leadership whose challenges drive our creativity.

ETHICAL COMMITMENTS

Our relationship with stakeholders is driven by commitments:

RESPECT FOR HUMAN DIGNITY AND PEOPLE: Protect and value life respecting people's moral and physical integrity.

INTEGRITY: Honesty and probity in doing business.

SOCIAL / ENVIRONMENTAL RESPONSIBILITY: Environmental performance aimed at the efficient use of resources, economically fair and socially balanced, contributing to future preservation.

LEGALITY: Respect for national legislation and the countries where we operate

TRANSPARENCY: Observing the limits of the right to confidentiality, other actions must be transparent.

IMPERSONALITY: ITB's actions are guided by impersonality, impartiality and objectivity, unconditionally respecting gender, race or color diversity.

SUSTAINABILITY: Support the efficient use of resources.

INNOVATION: Support new ideas that provide the diversification of our business.

RESPECT FOR PEOPLE: Protect the health and safety of our employees.

LEADERSHIP: Practice responsible leadership with a team of professionals who share these values, aiming to be a reference with all parties that relate to the ITB.

MOTIVATION: Motivate our employees for constant personal and professional development, valuing teamwork and improving skills.

CONDUCT COMMITMENTS

ITB's commitments in carrying out its activities:

- To base its business decisions on ethics, respect for dignity and people, integrity, social / environmental responsibility, legality, transparency, impersonality, using all its resources in



the continuous search for competitiveness;

- Ensure the heritage and institutional image of the ITB;
- Refuse partners who use child labor or forced labor and report offenders;
- To act so that the negotiation processes with partners, suppliers, entities, etc., obey the principles of transparency, impersonality and honesty;



- Ensure that all entities involved in negotiations with the ITB have dignified and respectful treatment;
- To act so that the impacts of the decisions taken, aiming at innovations or business expansion strategies are under constant monitoring of the responsible technical areas and protected by professional secrecy;
- Enable the permanent education of employees and the surrounding community, aiming at raising awareness of the rational use of natural resources, proposing actions for the recovery of degraded areas, selection and recycling of waste, commitments to reduce pollutants, etc.;
- Ensure that our information, subject to the limits of the right to confidentiality, is disclosed in a transparent and objective manner;
- Ensure that conflicts of interest and / or personal interests do not overlap with ITB's interests;
- Act so that the recruitment and selection processes of personnel strictly obey the aspects of professional profile, providing due isonomy, impartiality and impersonality and immediately rejecting any restrictions regarding race, color or gender;
- Refuse the use of the ITB brand in political party, religious, ideological or any other promotions that may interfere with the autonomy of the choice;
- To ensure that the company's communication channels, whether formal or informal, written, verbal or electronic, are used for the purpose for which they are intended, preventing the ITB from being linked to the practices of disseminating pornography, child pornography, offensive advertisements, apology to illicit conduct, political parties or ideologies;
- Act so that the intellectual property of partners, suppliers or third parties is respected;
- Promote the relationship with the Public Power respecting the principle of morality, with integral, contributory, neutral or exempt conduct from party interests;
- Refusing corrupt conduct, receiving or paying bribes, favoring illegal acts and extortion;
- Support events, sports activities, campaigns, programs and projects that target vulnerable populations or that perform social work;
- Refuse conduct that promotes inequity, intimidation, racial, political, religious, sexual discrimination, exposure to ridicule, intimidation, hostility and embarrassment to all those who relate to the ITB;



- Valuing preventive work related to health, education, work, quality of life, social assistance with ITB employees and the surrounding community;
- Encourage the professional improvement of ITB employees through continuous training, enabling agreements with educational institutions, technical courses and professional training;
- Allow the receipt of gifts of negligible amounts. Negotiation practices must be transparent and objective, guided by the fairness and conduct of professionals in the respective areas, strictly aiming at the interests of ITB.

PROCEDURE FOR APPLYING THE CODE OF ETHICS AND CONDUCT

Compliance with the ITB Code of Ethics and Conduct will be coordinated by the Ethics and Conduct Committee, formed by a multifunctional team. It is available for complaints, the telephone (18) 3643 8000, e-mail ouvidoria@itb.ind.br or suggestion box available in the productive and administrative sectors of ITB.

HISTORY OF CHANGES

DATA	REVIEW	DESCRIPTION	RESPONSIBLE
05/09/2018	00	Initial issue FOR 352	Eliel Robson
01/08/2021	01	Change History table inclusion	Nayara Duarte
10/07/2023	02	adjustments in ethical commitments	Eliel Robson