

MÓVEIS KATZER LTDA

Móveis Katzer Ltda. conducts its business based on ethical and moral principles that must be present in all relations of the company. This Code of Conduct is part of our management philosophy and reaffirms our commitment to ethics and good faith in individual and collective conducts, establishing the premises and guidelines that will conduct all members of the company.

Besides defining our Code of Conduct, it's our commitment to share it with our employees, suppliers and customers.

HUMAN RIGHTS AND WORKPLACE PRACTICES

Regarding the Human Rights and Workplace practices, Móveis Katzer is committed to:

- ✓ Support and respect the protection of internationally proclaimed human rights, ensuring that it is not complicit in violations of those rights;
- ✓ Ensure that will not be child labor, protecting the rights of the child;
- ✓ Ensure that the young workers will be employed in accordance with the applicable law, protecting them from any activity that endangers their health, safety and morale;
- ✓ Ensure that will be no forced or involuntary labor;
- ✓ Ensure life and accident insurance to all workers;
- ✓ Respect and promote diversity and fight all forms of prejudice and discrimination (race, skin color, ethnical, nationality, social status, age, religion, gender, sex, aesthetic, physical condition, mental state, civil state, political affiliation, or any other factor of individual differentiation) through transparent criteria for admission, training, promotion and dismissal;
- ✓ Promote working conditions that provide balance between the professional, personal and family life of all employees;
- ✓ Ensure the minimum salary paid to the employee in accordance with the Collective Agreement and ensure that the total workload will not exceed 56

Ask 

hours per week (between normal and overtime) and that hours in excess of the normal working day are voluntary and remunerated in accordance with the additional provisions of the Collective Agreement;

- ✓ Ensure safety and health at work by providing all the necessary conditions and equipment. Ensure workers are in safe and healthy environments, prevented from exposure to health and safety risks;
- ✓ Ensure the availability and transparency of information affecting its employees, while preserving privacy rights of relevant medical, functional and personal information;
- ✓ Promote equal opportunities for all employees in all policies, practices and procedures;
- ✓ Recognize employees' right to free association, respect and value their participation in Syndicates and not engage in any negative discrimination against the unionized employees;

SUPPLIERS AND CUSTOMERS

In relations with suppliers and customers, Móveis Katzer Ltda is committed to:

- ✓ Encourage its suppliers and customers of products and services to adopt the best occupational health and safety practices, preserve the environment, and comply with current labor, tax and environmental legislation, thus helping to ensure product safety and consumer health;
- ✓ Select suppliers and customers of products and services, as well as conduct negotiation processes with them, based on essentially technical and professional criteria, favoring the best cost-benefit ratio;
- ✓ Do not accept the practice of bribery, as well as prohibit its employees from receiving gifts, advantages or favors that may be offered by suppliers, except usual courtesies in common business practices.

AK,

✓

ENVIRONMENTAL PRINCIPLES

In relations with the environment, and as a demonstration of its responsibility to current and future generations, Móveis Katzer Ltda is committed to:

- ✓ Preserve the environment and comply with current environmental legislation, acting with social responsibility and respect for human dignity, contributing to sustainable development;
- ✓ Promote sustainable use of water and energy, the reduction of consumption, the recycling of materials, reduction of solid waste generation and emission of polluting gases;
- ✓ Maintain an environmental management system for continuous improvement of its processes, encouraging environmental awareness.

COMMUNITY AND GOVERNMENT

In relations with the community and government Móveis Katzer Ltda, in order to contribute to the development of a better society, is committed to:

- ✓ Provide donations, sponsorships, and other forms of community support in accordance with the company's internal policy;
- ✓ Develop social responsibility projects in schools, public institutions and others, contributing to society;
- ✓ Ensure that you will not be involved in any act of corruption, extortion or embezzlement;
- ✓ Provide accurate and complete information to government agencies in accordance with applicable laws and regulations.

São Bento do Sul, September 10th, 2019.



Anor Evaldo Katzer



Orli Ademir Katzer