

This Code of Conduct defines the minimum requirements required of suppliers and business partners of ASTA's goods and services, corresponding to their responsibility towards their market, customers, civil society, and public agencies and employees.

Compliance with these guidelines is a fundamental requirement for maintaining the business relationship with ASTA. Therefore, upon receiving this Code, you must commit to and promote the following practices within your supply chain:

1. LEGAL COMPLIANCE

Seek Legal Compliance in the management of its business, in all aspects: Tax, Business Practices, Labor Relations, Health & Safety and Environmental.

2. CONFIDENTIALITY OF INFORMATION

Whenever due to the business relationship, the supplier or commercial partner becomes aware of information of *ASTA's domain information, in terms of industrial secrets, prices and/or specific knowledge, they must sign, when requested, a confidentiality agreement, submitting It is mandatory to comply with all requirements regarding the protection and confidentiality of information, as well as being aware of the applicable contractual and legal penalties.

2.1. Intellectual Property

Under no circumstances may you appropriate information, technologies, or any other intellectual property belonging to ASTA. Therefore, you are not authorized to copy documents, capture images and audio.

In situations where the supplier or partner participates in the development of new technologies or receives confidential information, they will be asked to sign a confidentiality agreement with the ASTA.

2.2. Protection of personal data

According to the activities of the Service Provider, ASTA may request personal data from its employees. When this happens, the purpose and treatment of this information will be guaranteed in accordance with LGPD 13.709/2018. To this end, if necessary, formal consent will be requested for the use of personal data.

3. BRIBERY AND CORRUPTION

Do not use bribery and corruption practices of any nature in the conduct of their business, especially in their relations with public agencies, government agents, inspectors or representatives of the public power.

The offering of gifts and courtesies to ASTA employees is prohibited. Gifts of small value may be accepted, which have as their purpose only the promotion of the brand or product, such as; pens, little diaries, calendars, and things of that nature.

We ask **Suppliers, Service Providers and Business Partners** to pay special attention to complying with Law 12846/2013.

4. MONEY LAUNDERING

Do not engage in any illicit activity aimed at money laundering practices when carrying out your activities. Examples of typical money laundering activities are:

- ✓ Fictitious company;
 - ✓ Use of intermediary agents without legitimacy in the operation;
 - ✓ Payments made in tax havens;
- Among others.

5. ANTITRUST (CARTEL FORMATION)

The supplier must be fair in competition and pay attention to the applicable Antitrust Laws. There is a strong recommendation that business relationships between partners that compete with each other be legitimate and suitable, thus preserving a healthy and complete business environment. In case of suspicion of diaper in the competition related to; collusion, obtaining information by illegal means, solicitation of persons with influence in decision-making and other illegal competition practices, ASTA will take appropriate legal action.

6. CONFLICT OF INTEREST

Avoid situations that may lead to conflicts of interest that may compromise your ability to make decisions involving business with ASTA.

7. RESPECT FOR THE WORKER

Guarantee to its workforce all the labor rights provided for by the legislation of the country in which it operates.

To provide decent working conditions, which strive for the valorization of the human being.

Do not, under any circumstances, use slave or similar labor in condition.

Guarantee free association with trade unions or trade associations.

Ensure the payment of all remuneration salaries according to the workload, overtime (always respecting the legal limits provided for), and other salaries previously agreed upon at the time of the conclusion of the employment contract.

Promote an adequate work environment, enabling the full development of work without requiring overload or abuse of authority.

7.1. Respect for Diversity

Do not practice discriminatory acts based on ethnicity, gender, sexual orientation, religion, age, physical and/or social condition.

Ensure equal treatment of all regardless of gender, when the use of labor permits.

8. PROHIBITION OF CHILD LABOUR

Not to employ workers under 18 years of age in night, dangerous or unhealthy activities and of minors under 16 years of age in any work, except as apprentices, from 14 years of age, for the purpose of complying with the provisions of item XXXIII of Article 7 of the Federal Constitution of Brazil of 1988.

9. OCCUPATIONAL HEALTH AND SAFETY

Comply with all Health and Safety Standards required in the execution of your business.

Control the risks that exist in their activities in order to provide a safe and healthy work environment.

Provide appropriate training according to your risks and/or in accordance with legal requirements.

Enforce all Health and Safety Standards regarding the service provided by its employees.

10. RESPECT FOR THE ENVIRONMENT

Act in accordance with the Legal Standards for the protection of the Environment.

Contribute to the protection of the environment and demonstrate commitment to good environmental management practices, with regard to the non-use, reduction, reuse and recycling of natural resources.

Commit to the search for energy efficiency, reduction of GHG emissions and preservation of biodiversity in its entirety.

11. LEGAL LIABILITY

Any act committed by the supplier or business partner that is not in accordance with this Code of Conduct will be the sole responsibility of the same. In the event that ASTA is involved in any lawsuits because of and liability of the supplier or business partner, the supplier or business partner shall bear all costs and any damages that may occur such as fines, legal costs, attorneys' fees or legal penalties that lead to financial losses and damage to ASTA's image.

12. TRANSPARENCY RELATIONSHIPS

Business relationships should always be conducted with a view to generating value for both parties, without the influence of personal interests. Therefore, all ASTA employees are instructed to refuse gifts and hospitality.

ASTA values transparency in the conduct of its business. In this way, it provides an Ethics Channel that can be used by anyone who wishes to express concerns. Any report received involving suppliers and business partners will be investigated in order to clarify the facts and ensure ASTA's image in the market.

Reports can be made through the number 0800 601 8272, or via website <https://www.0800.com.br/astaetcbrasil>

13. COMPLIANCE CHECK

ASTA will be able to carry out compliance checks on its suppliers in relation to compliance with legislation, compliance with contractual conditions and good management practices. These checks will take place periodically and will be carried out through audits, questionnaires and/or document checks. Such actions are intended to disseminate ASTA's values in its supply chain.

SPECIFIC ITEM***ROHS AND REACH CHEMICAL COMPLIANCE**

In case of the use of chemicals, ensure that your products intended as raw materials comply with the requirements of the RoHS and REACH Standards in their latest updates.

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Sep/23	1 st publication (Integrity System implementation).	Anilton Alves de Menezes Rebeca Messias	Helena Bianqui Aldo Ioti	Marcelo Porsch

TERM OF COMMITMENT

By receiving this term, the supplier or business partner undertakes to comply with all the conditions set forth above.

You also undertake to inform ASTA if your company becomes involved in any situations that may impact the conduct of its business.

Aware that you may be asked to demonstrate your adherence to the terms informed. To this end, it is essential to recommend the search for recognized Management Systems, which attest to their commitment to Business Integrity (Law 12846/14), Health and Safety at Work (ISO 45001), Social Responsibility (SA 8000), good practices in Environmental Management (ISO 14001) and Quality Management (ISO 9001).

I, _____, Legal Representative of the company _____, understand and agree with the premises established in this Code of Conduct for ASTA Suppliers. I have read and agree with ASTA's Integrity and Social Responsibility Policy.

Name:

Position:

Sig.: _____

DATE: