



HUMAN RESOURCES POLICIES

Grendene[®]

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As part of the company's principles, Grendene recognizes people as the protagonists of its growth. That's why they are at the center of everything we do. We believe that when people grow, we also grow and it is through respect that we build the relationship with our employees.

By means of our Code of Conduct, we set out ethical principles and standards of conduct that guide internal and external relationships with our stakeholders. The guidelines established in this Code are applied and must be noted by all employees, regardless of their duties and responsibilities.

The Code of Conduct is available on our website — RI | Corporate Governance:

<http://ri.grendene.com.br/PT/Governanca-Corporativa/Codigo-de-Conduto>

We follow the Brazilian labor law and the relationship with our employees is based on valuing the human being, trust, mutual respect, a sense of justice, transparency and the sharing of responsibilities.

The Human Resources area's mission is to contribute to the business strategy, through integrated and competitive actions in the people management relationship. Aligned with our Values, we prioritize professional fulfillment — individual and team, by means of constant feedbacks, education and training programs. We also encourage cooperative environment and the balance between professional and personal life.

Our Human Resources Policies guide managers and employees in practices related to people management, in all locations where we operate.

Contract and Employment Terms: the company has the objective of maintaining a long-term employment relationship and that is why more than 98% of the contracts are for an indefinite period (which is the most conventional in our country).

Exceptionally, we have fixed-term contracts and they are agreed with the union of the sector. The contracts, whether for an indefinite or determined period, are entered into with all employees in accordance with the laws in force in the CLT and in the Collective Labor Agreements. In this contract, the rights and duties of our employees, the start date of the activities as well as their workload, working hours, salary and position are described herein. The employee receives a copy of the document at the signing of the contract and this document is also available in the HR files. The termination of the contract may occur at any time, as long as there is prior notice from one of the parties.

Working Hours and Rest Interval: the company follows the working hours provided for in the labor legislation (CLT) and in the Collective Labor Convention. The rest interval is at least one (01) hour, as determined by the CLT, except in the places where the Collective Work Convention allows an interval less than (01) hour and more than thirty (30) minutes.

Overtime: all of our units have a Collective Agreement to perform the hour bank. When there is a sporadic need for work on Sundays and holidays, overtime is paid, except for workdays covering these days, such as 12x36 schedule and 5x1 schedule.

Notice: every employee when he is not hired for a specific period and after the end of the experience period shall be entitled to the notice. For each year of employment, he shall also receive three (03) more working days, limited to a maximum of ninety (90) days paid by the company to the employee. Grendene strictly follows the Brazilian labor law (CLT) and Local Collective Agreements.

Resignation: every employee who for some reason decides to end his working relationship with the company is free to resign at any time. All information about his rights can be verified with the unit's HR department.

Disciplinary Action: it is applied to the employee who breaches any rule linked to article 482 of the CLT, and the signature of the document formalizing the action is optional.

Maternity and Paternal Leave: leaves are applied according to CLT and this benefit also extends in cases of adoption. The Maternity Leave is provided for in Article 392 of the CLT and the Paternal Leave is provided for in article 473.

Annual Holidays and Holidays: the information is available on the HR Portal, with managers, or directly with HR. The company considers holidays as a day of rest and follows the calendar according to each location.

Forced and Slave Labor: every employee is admitted according to CLT labor legislation. He may also leave the company's premises at any time, if desired.

Child labor: according to the labor legislation, the company only allows people under the age of 18 to work as apprentices (from the age of 14). Night work (from 10 pm to 5 am) and in an unhealthy place for children under 18 is not allowed.

Diversity and Inclusion : Diversity and inclusion: Grendene complies with the legislation regarding the hiring of People with Disabilities (Federal Law 8213/91), as well as carrying out the Young Apprentice Programs, governed by Law 10.097/2000. We reinforce the practice of respect through intolerance of discrimination, in accordance with rules detailed in our Code of Conduct.

Salaries: Grendene follows what is determined in the collective agreement of each location, therefore, no employee receives less than a minimum wage. The paychecks for access and visualization of values are available on our Portal, mobile application and Electronic Kiosks.

Freedom of Association and Collective Bargaining: Brazilian labor law allows union membership for any employee.

Grendene never interferes in this membership. In collective bargaining, workers' and employers' unions are responsible for negotiating economic and social clauses.

Occupational Health and Safety: Grendene has a Corporate Occupational Health and Safety Policy with the objective of protecting its employees, providing quality of life in line with human, organizational and Grendene Values. Thus, we build competitive and sustainable advantages, essential commitments for all the people who make up our business.



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