



## HUMAN RESOURCE MANAGEMENT PRINCIPLES

The Board of Administration of Eco-Oil, undertakes to adopt a Human Resource Management Model in compliance with best practices and in strong defense of our employees and their family's well-being, to support a competent and willing workforce who are fundamental to achieve organizational goals.

In compliance of the defense and promotion of previous statement, Eco-Oil has also implemented responsible conduct, supported by a management model based on the principles of continuous improvement, aiming to satisfy the stakeholders and the environment.

### Support actions

In line with the principles defined, Eco-Oil pursues the following support actions:

- Company retribution policy includes annual bonus and promotions, based in personal overall performance evaluation.
- All employees have access to health care program. Program can be extended to all family by employee direct contribution.
- All employees with school children have an annual subvention to support child education.
- All salaries are higher than minimum legal wage.
- Eco-Oil has the objective to have no employees with short term contracts.
- All employees have a transport bonus to support commuting expenses.
- Equal opportunities and salary for man and women. Eco-Oil celebrate diversity and are committed to creating an inclusive environment for all employees, we do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as an individual with a disability, or other applicable legally protected characteristics.
- Harassment is prohibited. Eco-Oil does not tolerate any type of harassment expresses, verbal or physically, coming from any person, representing any function or category, our commitment is to keep a workplace free of harassment, so our employees can feel safe and happy. We will not tolerate anyone intimidating, humiliating or sabotaging others in our workplace.
- Education program and training for all employees to develop skills and competences.
- High standard for individual protective equipment and continues risk assessment.



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### Involvement

Eco-Oil's performance is a collective construction, with their effort and dedication are responsible for a continuous worthy performance over the years.

August 14<sup>rd</sup>, 2020

The CEO

A handwritten signature in blue ink, appearing to read 'Vijay', is written over a faint, light blue circular stamp.