



HUMAN RESOURCES MANAGEMENT POLICY

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1. INTRODUCTION

Why a Human Resources Management Policy?

THE HUMAN BEING, the SANEPARIAN is the Company's most important asset. Corporately managing such human wealth demands the support of a Human Resources Management Policy that understands the employee as a partner, a skilled and qualified individual to transform the organizational environment and society.

2. PURPOSE

More than guiding, the Human Resources Management Policy has the challenge of aligning elements of the corporate culture, mission, objectives, and values, with the profile of the Company's people.

This document brings principles and guidelines to promote a safe, healthy, inspiring, and innovative work environment, which values knowledge, skills, and attitudes, with equal opportunities, respect for plurality, diversity, and equity.

The transformation of these propositions into reality is everyone's responsibility, with the Company's Human Resources Management, together with the board of directors, being the great impellers and drivers of this evolution and constant learning.

3. SCOPE

This Policy guides Sanepar's personnel relations with all employees, administrators, members of Councils and Committees, interns, and apprentices, in all the Company's operating systems in the municipalities served.

4. REFERENCES

Human Resources Management Policy is based on Brazilian legislation and the Company's corporate standards, meeting, in particular:

- ❖ Sanepar's Code of Conduct and Integrity
- ❖ Consolidation of Labor Laws - CLT (Decree Law 5,452/1943)
- ❖ Government-Owned Companies Law (Law 13,303/2016)
- ❖ Internship Law (Law 11,788/2008)
- ❖ General Data Protection Law – LGPD (13,709/2018)
- ❖ Organic Health Law (Law 8,080/1990)
- ❖ Brazilian Standards (NBR and NR's)
- ❖ Sanepar's Normative System (SNS)
- ❖ Disciplinary Regulation of Sanepar

5. ACTION FRONTS

5.1 Guide Human Resources

Strengthening the culture of innovation, improving knowledge, skills and attitudes, and developing the organizational environment is our focus to leverage the learning and growth of the Sanepar team. They are the bases for facing current and future challenges in our Company.

At Sanepar, we live with the purpose of generating health and sustainability for society, in everything we do, we are guided by a mission, a vision, and a set of values.

OUR MISSION is to ensure environmental sanitation services in a sustainable and innovative way, contributing to economic and social development.

OUR VISION is to universalize environmental sanitation, with excellence, in all municipalities served, committed to customer satisfaction.

OUR VALUES are pillars that inspire our conduct and behavior, they are the basis of our personal and professional relationships and attitudes. Our values are: competence, commitment, ethics, innovation, professionalism, respect, responsibility, and transparency.

5.2 Focus on Human Resources Management

- Promoting health and safety to employees.
- Directing the actions, aligned with the company's strategic objectives.
- Developing leaders and employees, inspiring everyone in the consolidation of our purpose.
- Humanizing personal and professional relationships, fostering empathy and team spirit.
- Strengthening organizational culture and innovation.
- Managing knowledge and developing skills, providing productivity.
- Recognizing constructive attitudes and honest conduct, valuing human capital.
- Creating a cooperative, healthy, and dynamic organizational environment.
- Implementing best practices, bringing lightness and simplicity to processes.
- Communicating in a clear, objective, constant, and transparent manner, maintaining credibility and professionalism.

5.3 Fair and sustainable relationships

- Strengthening and facilitating human and formal relationships in the Company through universal, constitutional and legal precepts that regulate activities, providing security and trust.
- Treating everyone equally, and understanding work relationships as a continuous process of satisfying individual and organization needs.
- Modernizing human resources management processes with current methodologies and efficient and transparent information and communication systems, serving all employees, optimizing operating costs, and ensuring economic and financial sustainability.
- Protecting freedom of association, recognizing unions as legitimate representatives of employees, viewing collective bargaining as essential for conflict prevention, and managing claims and negotiations in an ethical and respectful manner.
- Respecting the diversity of thoughts, colors, creeds, manifestations, and opinions, promoting union and empathy, and understanding that differences produce a rich and promising environment.

6. GUIDELINES

6.1 Ethics and Integrity

- Managing human relations within the company, consolidating the principles and practices of ethics and corporate integrity in all processes.
- Disseminating and solidifying the principles of professional ethical conduct, in partnership with the Compliance area of the Company.
- Promoting and disseminating Sanepar's Code of Conduct and Integrity.
- Assisting in the analysis of conduct, supporting the Compliance area and Leadership in the application and consolidation of the Company's Disciplinary Regulations.
- Positively influencing the transformation of people's attitudes and conduct, promoting a fair corporate environment.

6.2 Safety, Health, and Well-being

Providing a healthy and safe work environment, directly reflecting on the improvement of workers' quality of life and, by extension, their families.

- Ensuring safety, health, and well-being is everyone's duty and right.
- Providing a healthy and safe work environment, directly reflecting on the improvement of the quality of life of workers and their families.
- Ensuring the physical, psycho-emotional, and social integrity of employees, free from any type of harassment.
- Promoting and encouraging actions to improve the quality of life of employees and professional achievement, physical and mental integrity and balance between personal life and work.
- Eliminating risk situations that could compromise people's health and well-being.
- Carrying out social monitoring of employees, providing assistance to improve their living conditions, in line with the organizational principles of health and quality of life.
- Promoting a harmonious and appropriate work climate and environment.

6.3 Transparency and Information Management

Management of information concerning people, and for people, with responsibility, security, and transparency.

- Managing information from people and for people, with legality, responsibility, security, and transparency.
- Protecting formal and sensitive personal data, respecting the right to privacy.
- Intensifying the dissemination of internal corporate information, contributing to the maturity of the professional relationship.
- Communicating constantly at all corporate levels, with clarity, speed, and assertiveness.
- Unifying data and information, seeking reliability, objectivity, agility, and information security.
- Virtualizing data and personal information securely and reliably, protecting information assets.

6.4 People-to-People Planning

Management of human resources with a focus on people, engaging and seeking the best use of individual potential and the maximum result for the Company.

- Planning the sizing of the staff in accordance with the Company's strategic objectives, with a focus on productivity and the pursuit of excellence.
- Strategically mapping profiles of positions and people, allocating talent in the right position.
- Assisting areas in studies of process outsourcing and personnel demands.
- Restructuring areas, promoting the dynamism of activities and expected and desired deliveries.
- Acting preventively in accordance with the legislation, mitigating risks and labor non-compliance.
- Complying with the training and development plan in a continuous and systemic manner, in line with the strategic perspective of learning and growth.

6.5 Organizational Human Development and Recognition

Thinking about Sanepar's future requires investing in the personal and professional development of employees, as better people are capable of making a better company.

- Investing in personal and professional development, training employees to transform the company, making it even better.
- Intensifying employees' skills, leveraging the value of human capital, providing professional fulfillment to people.
- Promoting interaction with other companies, exchanging knowledge and experiences, enriching and expanding the vision.
- Facilitating access to knowledge through modern interactive tools that are simple to operate.
- Offering training, courses, lectures, seminars, webinars, among other opportunities for professional and personal growth and updating.
- Actively participating in social actions to transform society, fostering solidarity and valuing citizenship.
- Encouraging reading to enrich human knowledge, providing a vast corporate library collection as a resource for personal and professional development and improvement.

7. ROLE OF LEADERSHIP

- Contributing to building ethical and respectful professional relationships.
- Being an example of humanized, honest, and professional treatment, constantly promoting Sanepar's values.
- Keeping teams in tune with the Company's objectives and challenges.
- Monitoring and promoting the performance and development of subordinates.
- Maintaining a favorable climate, inspiring commitment and engagement in your teams.

8. COMPENSATION

8.1 Compensation of the Employees

- Maintaining a job, career, and compensation plan that encourages productivity and fair recognition of efforts.
- Prioritizing good performance, recognizing successes, and valuing employees' potential.
- Transparently disclosing the criteria adopted for functional and salary promotions.
- Sharing corporate results with employees, favoring a good relationship between capital and work.
- Monitor the career, compensation and benefits of employees, providing a fair and positive climate in the work environment, contributing to motivation, engagement, improvement of interpersonal relationships and increased productivity.
- Keeping benefits that favor the quality of life and well-being of employees and their dependents.

8.2 Compensation of the Managers

Managers are understood to be the Board of Directors and the Executive Board, pursuant to Chapter IV of the Bylaws.

The General Meeting is the highest body of the Company, empowered to deliberate on all business relating to its purpose and it will be governed by current legislation. In Article 18, item VII, the General Meeting, in addition to other cases provided for by law, decides on the determination of the compensation of the administrators, of the Audit Committee and of the Statutory Committees.

The compensation of managers approved at the General Meeting is fixed, and it does not have variable compensation in its composition, and it is based on the following assumptions:

- ✓ Best market practices;
- ✓ Business goals and strategies;
- ✓ Vision, mission, and values of the Company.

9. RESPONSIBILITIES

SANEPARIANS: observing the principles and guidelines established in this Policy in all its activities, collaborating to strengthen the corporate culture and achieve Sanepar's objectives.

HUMAN RESOURCES MANAGERS: observing the principles and guidelines established in this policy in all its activities, disseminating and encouraging knowledge of this policy among its teams.

HUMAN RESOURCES MANAGEMENT: implementing this policy, acting in its formal corporate developments and in the permanent and systematic disclosure of its content to stakeholders.

EXECUTIVE BOARD: disseminating and consolidating this policy by encouraging and engaging human resources managers, with cohesive and exemplary guidelines, actions and attitudes for the entire Company.

BOARD OF DIRECTORS: approving the human resources management policy in harmony with the related parties, bringing good practices and experiences from the market, stimulating relationships in a mature and professional way.

10. GENERAL PROVISIONS

This policy was considered by the Executive Board at meeting No. 22/2021, held on 06/07/2021 and approved by the Board of Directors at the 06/2021 ordinary meeting, held on 06/24/2021, in accordance with article 34, item XXV of the Restated Bylaws of Sanepar and article 18, item I of Law 13,303 of June 30, 2016.

11. HISTORY

Human Resources Management Policy			Version		1
			Management Area		Administration of Human Resources Management
			Confidentiality		External Audience
Version	Date	Person in Charge	Approved by	Change Description	
1	06/24/2021	Administration of Human Resources Management	Board of Directors	First Issue	

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