

DIVERSITY AND INCLUSION POLICY

..FELSBERG
ADVOGADOS

1. Purpose

The present Diversity and Inclusion Policy of Felsberg Advogados (“Policy”) aims at establishing guidelines for relationships between professionals, leaders, customers, suppliers, third parties and other interested parties regarding the issues of Diversity and Inclusion, as well as providing transparency, with the objective of an environment free from discrimination, which promotes and values respect and equal opportunities.



2. Scope

This document applies to all professionals at Felsberg Advogados, in addition to suppliers, service providers, customers, social institutions and office partners.

3. General guidelines

3.1. Contextualization

This Policy is governed by national and international human rights principles, which guarantee equal rights to all people, regardless of race, color, gender, sexual orientation, religion, nationality, political or other opinion, social status, or any other condition. In this context, in order to build a work environment of excellence, all actions must be guided by the appreciation of diversity and the inclusion of people with their own identities, cultures, ethnicities and special physical or intellectual needs. Bearing in mind that the services provided by Felsberg Advogados are essentially developed by people, the vision of each professional in the context of plurality is essential for the delivery of highly technical and creative legal content, necessary to the strategies formulated with our clients and partners.

Here are the principles that govern Felsberg Advogados:

- Valuing the plurality of identities, cultures and religions;
- Living with ethnic, cultural, social, religious, sexual orientation and special physical or intellectual needs, based on harmony and respect;
- Actively promoting the inclusion of vulnerable groups and minorities in the workforce;
- Supporting social responsibility and integration; and
- Guaranteeing ethical values and human rights in all relationships that the firm establishes with its employees, customers and partners.

In this sense, our actions are guided by the objectives of ensuring:

- Inclusion of people with special physical and / or intellectual needs;
- Ethnic-racial, gender and sexual orientation diversity;
- Respect for different religious practices;
- Gender equality; and
- Socioeconomic integration.



3.2. Commitment

Our commitment is to promote diversity and inclusion in all its forms, in search of an increasingly inclusive work environment free from any prejudice and discrimination, in which each person can express their identity in an unrestricted way, with their individualities respected and valued.



In 2019, the Equity, Diversity and Inclusion Committee (“DiversiFeA”) was created, in order to promote the dissemination of the appreciation of diversity and inclusion among the different areas of the office, to support and propose actions of diversity and inclusion, and to develop strategies for engaging members and monitoring diagnostics and indicators. DiversiFeA defined three priority themes with their respective affinity groups, as a way to disseminate the principles and purposes of the committee and to invite members of the firm to discuss the following themes:

Gender Equity:
Promote gender equity through actions that involve women’s empowerment and equal opportunities.

Ethnic-Racial:
Promote an inclusive work environment, free from racial and ethnic discrimination and attentive to unconscious biases.

LGBTQIA+: Promote an inclusive work environment, free from discrimination based on sexual orientation or gender identity, where respect and equal opportunities and rights are guaranteed.

4. General guidelines

4.1. Role of Leadership

Leadership is one of the essential instances for building an inclusive organizational culture and a safe and healthy environment for all employees and, therefore, it is essential that it is knowledgeable and actively disperses this Policy. Felsberg Advogados invests in the training and updating of its leaders, so that they adopt inclusive, protective, and harmonious behaviors. It is expected as a value and practice of our leadership to:

- Investigate and rebuke exclusionary behaviors and / or discriminatory attitudes;
- Guide our employees to use the competent channels;
- Develop active listening and value different opinions, regardless of hierarchical relationships;
- Know our own biases and work to minimize them in our daily decisions;
- Maintain an environment of psychological security for our teams;
- Communicate in an assertive and inclusive way;
- Hire and develop different teams; and
- Activate the Denunciation Portal in situations that involve the breach of this Policy.

4.2. Rules of respect and coexistence

We value an environment based on respect for differences and individuality, with productive coexistence and aimed at the well-being of all. Therefore, we must always assume an open and accepting posture in the face of what is different.

We do not tolerate any type of prejudiced behavior and discriminatory harassment on the part of professionals or by those who professionally relate to us. This includes any unwanted conduct of a verbal, physical or graphic nature with respect to race, creed, color, religion, gender, nationality, sexual orientation, marital status, age, or disability. Good faith complaints about possible non-compliance with this Policy are encouraged, which can be forwarded to the Denunciation Portal and dealt with in the firm's Compliance Committee.

Anyone who deliberately commits or ignores harassment or discrimination will be subject to disciplinary action up to and including the loss of a job or termination of the relationship with the firm.

Some important recommendations:

- Not to stereotype, that is, not to assume truths based only on your point of view;
- Do not assume people's sexual orientation or gender identity;
- Treat everyone with respect;
- Do not make jokes related to the characteristics (physical or otherwise) of the professionals;
- Express your opposition whenever faced with a discriminatory situation; and
- Adopt inclusive communication.



4.3. Equal opportunities

In order to promote an environment of equal opportunities for all people, Felsberg Advogados established strategic priorities, namely:

- **Work environment:** foster a culture of respect with training and educational actions to combat discrimination and eradicate behaviors that violate this Policy;
- **Remuneration:** evolution of policies and processes to guarantee equal pay for all people, without distinction; any type of prejudice or differentiation by gender, race, sexual orientation, socioeconomic origin, age or any other nature will not be tolerated;
- **Recruitment and Selection:** review of processes to reduce the incidence of unconscious biases and make our workforce more diverse and inclusive, through inclusive communications with the disclosure of inclusive vacancies, in order to encourage the integration of minorities and vulnerable groups; and
- **Training:** dissemination of study materials, articles, internal lectures with guests involved with our objectives, as well as periodic training for our professionals.



4.4. Relationship with third parties

All service providers and business partners must comply with applicable laws and regulations, in addition to knowing the values and respecting the principles established in this Policy.

4.5. Denunciation Portal and Compliance

Committee Felsberg Advogados provides its professionals with an official tool for receiving reports of violations of non-compliance with the guidelines for valuing Diversity and Inclusion (“Denunciation Portal”).

Any discriminatory conduct and / or not in accordance with this Policy must be reported to the Compliance Committee and / or the Human Resources Department, regardless of the position or situation of those who have practiced it.

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