

Machado
Meyer

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TEMM VOZ

TRANSPARENCY AND ETHICS
AT MACHADO MEYER



TEMM VOZ – TRANSPARENCY AND ETHICS AT MACHADO MEYER

WHAT IS TEMM VOZ?

TEMM VOZ is Machado Meyer's official whistleblowing channel. The tool can be accessed in different ways and is managed in a confidential manner by the Ethics Committee, with the participation of an independent specialized partner company.

WHO CAN ACCESS IT?

The channel is available to our people, clients, and third parties in general (service providers, suppliers, and business partners).

WHAT TO REPORT?

Situations of moral and sexual harassment.

Cases of fraud, corruption, and bribery.

Physical and/or verbal aggression.

Conduct that does not comply with or appears not to comply with applicable laws, our Code of Conduct, policies, rules, regulations, and/or internal firm procedures.

It is not necessary to know whether a specific situation is a breach, but it is necessary to raise concerns and report any situation that may represent a breach.

WHAT NOT TO REPORT?

Dissatisfaction or complaint about the work routine, the work itself, or about colleagues. In these cases, talk to your immediate manager or, if you prefer, talk directly to the People and Culture team by e-mail at recursoshumanos@machadomeyer.com.br.

Request for psychological or emotional support. In these cases, rely on the actions of the Equilibrar Program and consult our Health Management professional, Rafaela Baraçal (RQU), by e-mail at rbaracal@machadomeyer.com.br.

Questions about internal policies, standards, or procedures. In such cases, please contact the Internal Compliance team by e-mail at complianceinterno@machadomeyer.com.br.

HOW TO REPORT?

Reporting can be done by phone, email, website, and even in person, as indicated below.

It can be anonymous or not, at the sole discretion of the whistleblower. However, in all cases, confidentiality of and non-retaliation against the whistleblower in good faith are ensured.

CONTACT CHANNELS

TELEPHONE

- 0800 591 0153
with 24-hour electronic assistance (voicemail).

WEBSITE

- www.temmvoz.com.br.

E-MAIL

- comitedeetica@machadomeyer.com.br

IN PERSON

- With a member of Ethics Committee.

WHAT INFORMATION SHOULD YOU INCLUDE IN YOUR REPORT?

What ? Detailed description of the report.

Who? Full names of persons involved and witnesses, if any.

When? Date on which the situation occurred.

Where? Unit, floor, location, room, or virtual environment.

How many? If possible, explain the amounts involved in the reported breach.

Is there evidence? If yes, please state where it can be found and, if possible, attach documents and other files.

It is everyone's duty to cooperate with investigations conducted by TEMM VOZ by providing honest information.

HOW DOES THE PROCESS WORK?

- 1 Aliant is the independent and specialized company that acts in the receipt, preliminary analysis, classification, and forwarding of reports to the Ethics Committee. Committee members who have a conflict of interest related to the report and/or those involved will not be involved.
- 2 All reports received, regardless of the medium used, are recorded on the platform and processed by the Ethics Committee.
- 3 For each report received, an investigation plan is established and internal or external investigators are activated, depending on the case, which may also require multidisciplinary analysis.
- 4 Once any investigations have been carried out, the Ethics Committee decides whether or not the report is justified and takes the actions it deems appropriate.

- 5 The process from receipt to completion of the complaint will take place in the shortest possible time, with an average duration of 90 days, and may require a longer period according to the complexity of the situation.
- 6 It is important that the whistleblower follows the process frequently on the platform, in order to respond to any requests for additional information.

Lack of necessary data may lead to the case being closed without investigation. Especially for anonymous complaints, the whole process will take place via the website. Therefore, if there is a request for additional information without a response for longer than 30 days, the complaint will be closed.
- 7 The whistleblower can track the status of the case to see whether the report has been received, forwarded for review, is under review, or has been completed. The information will be kept confidential.
- 8 For the sake of transparency and effectiveness of TEMM VOZ, the Ethics Committee will disclose data from the channel every six months (preserving the confidentiality of the information on each case), such as: number of reports received and resolved, average resolution time, types of violations, and evolution of the data history.

WHAT ARE THE MAIN POSITIVE IMPACTS OF TEMM VOZ?



- Strengthen the culture of ethics and compliance.
- Enable the maintenance of a safe, healthy, and collaborative working environment.
- Identify opportunities for process improvement.
- Inhibit the occurrence of unwanted behaviors.

MEET THE MEMBERS OF THE ETHICS COMMITTEE:



**Tito
Andrade**



**Andrea
Massei**



**Fabio
Itano**



**Cristiane
Romano**



**Marcelo
Lucon**



**Beatriz
Alli**



**Renata
Sanches**

People can make suggestions for improvements to TEMM Voz at any time

Feel free to contact

complianceinterno@machadomeyer.com.br

and provide your comments, which will be brought to the Committee.



Visit our channel and learn more about our Code of Conduct.

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