

# Code of Ethics



# **\*\* 10 Commitments of the Code of Ethics \*\***

- 1.** Conduct Ethics with collaborators, customers, Partners and suppliers;
- 2.** Relationships based on mutual respect, equality and human values;
- 3.** Honesty, transparency and confidentiality of business;
- 4.** Confidentiality of daily work information, protect the data of customers, employees, partners and suppliers;
- 5.** Serve customers with ethics, attention, respect and focus on solving problems;
- 6.** Protect company resources;
- 7.** Remain open to new ideas and changes;
- 8.** High standards in products and services to generate sustainable and profitable growth;
- 9.** Act in accordance with and comply with laws, rules and regulations;
- 10.** Social, environmental and business responsibility, acting with ethics, integrity, transparency and being an example in their attitudes.

# **\*\* Ethical Values \*\***

- People – what makes the difference
- Customer Focus – the voice of the customer guides our actions
- Innovation - our passion for shaping the World
- Transparency - we do what we say
- Geration of value – continuous improvement and feeling of ownership



## **\*\* Code of Ethics \*\***

Alliage's Code of Ethics clearly and objectively summarizes the rights, duties and responsibilities of all professionals who are part of the company.

The Code's main objective is to establish parameters of conduct for building a company that values ethics, respect, honesty and transparency.

The Code of Ethics must be complied with by all employees of the company, without distinction of position or function. Having an ethical conduct does not depend on hierarchical position.

They determine guidelines for ethical conduct, and also establish relationship standards that provide confidence to shareholders, customers, employees, partners, suppliers, and also to the dental market and society in general.

They value the employee as the company's main asset and base relationships on reciprocal respect and human values that are fundamental in building a good internal and coherent climate inside and outside the company.



# **\*\* Relationships \*\***

All corporate relationships must be free of offenses, defamation and exploitation of any kind, as well as intimidation, repression, sexual\* and moral harassment\*\*, violence of any nature (verbal or non-verbal), especially in the relationship between manager and subordinate.

Alliège values diversity in labor relations. Therefore, everyone should be treated respectfully, cordially, and fairly, regardless of the position or function they hold.

The company does not admit discrimination or prejudice of any kind, whether of race, religion, age group, gender, political conviction, nationality, marital status, sexual orientation, physical condition or any other, maintaining equal treatment.

All relationships should be free of personal favor, obligation, or commitment.

Not to engage in activities that conflict and/or compete with the business or interest of the company and its brands.

The sale of products, materials and services by employees and their families without specific authorization is a prohibited activity within the company's premises.

The choice and hiring of suppliers and third parties must always be based on technical, professional, ethical criteria and the needs of the company. In any meeting and negotiation, including online, the presence of at least 02 Alliège employees is mandatory.

\* Sexual Harassment: Embarrassing someone with the intention of obtaining sexual advantage or favor, taking advantage of the agent's condition of hierarchical superior or ascendancy inherent to the exercise of employment, position or function. \*\*Moral Harassment: Exposure, repeatedly, unjustifiably and continuously, to humiliating and vexatious situations, during the working day and in the exercise of functions, in order to depreciate the image or performance of the professional, practiced by the hierarchical superior(s), subordinates or co-workers, so as to affect physical or mental health and the work environment.

# \*\* INFORMATION AND CONFIDENTIALITY \*\*

- Not to omit the occurrence of errors, negligence, unlawful acts or any other action that may be detrimental to the smooth running of the company's activities.
- Respect the confidentiality, availability of required access and the integrity of the company's information, as well as information of employees, customers and third parties, passwords for personal and non-transferable use.
- The use of the systems for personal matters is allowed, as long as it does not contradict internal rules and guidelines or harm the progress of the employee's work.
- Any form of use of obscene, pornographic, violent, discriminatory, racist, defamatory or disrespectful content is prohibited.
- Software installations or any other type of program only with authorization from the IT - Information Technology sector.
- In specific situations, Alliage may request the breach of confidentiality of private information or monitor users of the company's electronic systems, as such files may be considered property of Alliage.
- All employees must take care of the equipment and facilities of the companies, as well as keep the workstations clean and organized.
- All employees must take care of the data processed in their work routines, avoiding leakage, disclosure, accidental or illicit events of destruction, alteration, loss, communication or dissemination of data.

# **\*\* COMPLIANCE \*\***

To act in COMPLIANCE is to act in compliance with external and internal laws and regulations. This is above all, an individual obligation of each employee, partner and supplier of Alliage.

Alliage's employee, partner and supplier may not use their relationship, position, or function in the company to promise, offer, give or receive, directly or indirectly, an undue advantage to a public or private agent, or to a third person related to them, whether through payment, supply or receipt of gifts {except for those of symbolic value), gift, value of money or anything of value or advantage for one's own benefit, or for the purpose of influencing any act or decision of a public or private official, government official or political party {or candidate); inducing a public or private official to perform or not perform any act in violation of his or her duties; or inducing a public official to use influence in relation to governments to facilitate the fulfillment of his obligations.



The practice of this conduct is characterized as a very serious misconduct, and just cause for termination of the employment contract with the employee, or a contract of any other nature with a partner or supplier.

The employee undertakes to act with ethics, compliance, integrity and transparency in the performance of their duties, respecting the Brazilian legal system, this code of ethics, and **COMPLIANCE rules.**

# \*\* PEOPLE \*\*

- There is no restriction on the admission of relatives as long as they participate in the selection process and the intended functions are performed in different teams.
- An employee's interest in participating in an internal recruitment process should be understood as a natural alternative for career development, and no type of retaliation is allowed.
- Any mistakes made by employees should be pointed out by the leadership through feedback.
- Perform their functions and attributions efficiently and with a focus on solving problems, committing to the quality of the service provided.
- In all situations that refer to the work environment, dress appropriately, without exaggeration.
- The ingestion and sale of alcoholic beverages or any illicit substance during working hours is prohibited.
- It encouraged proactivity, creativity and team spirit.
- Weapons of any kind are allowed on the Company's premises, except for expressly authorized professionals.



# \*\* Processes, Documents, and Regulations \*\*

- Negotiations and dialogue with trade unions should be carried out only by formally authorised persons.
- Trademarks are valuable assets for Alliage, therefore, it is mandatory to use them in a standardized and correct way, according to the Brand Manual.
- It is the duty of each employee to be aware of the rules and directions related to the activities under his or her responsibility, developing them as indicated in these documents and, for any deviation from this standard, to notify their immediate leader.



# **\*\* Health, Safety and Environment \*\***

- The employee must familiarize himself with and strictly comply with health, safety, and environmental policies, procedures, and practices.
- It is expected that everyone observes the work environment, identifying possible risk situations, and if any evidence is identified, the fact must be reported to the local leadership and those involved must be alerted.
- It is the responsibility of the Employee to use the Protective Equipment, as instructed by the Occupational Safety Technician.



## \*\* Ethical Conduct Committee \*\*

- Ensure the implementation and compliance with this Code.
- Ensure the confidentiality of the matters forwarded.
- Receive complaints, reports of possible violations of the Code and direct them to solutions by calling (16)3512-3723 or 3512-1333 and e-mail [canalconfidencial@alliage-global.com](mailto:canalconfidencial@alliage-global.com)
- The company will apply disciplinary action that is appropriate for the nature of the company *and* the circumstances of each violation of the Code.
- Exceptions *and* any provisions of this Code must be directed *to and* approved by the Ethics Committee through the referral to the Human Resources Management.

