



BBC Industria e Comercio Ltda., which supplies additives for plastics and special compounds to the domestic and foreign markets, with the commitment and purpose of producing and supplying sustainable and competitive solutions for the processing of plastics and rubbers, with creativity and respect for people, has a Gifts, presents, commissions and hospitality policy guided by the following guidelines:

- a) The offering of gifts, presents and hospitality must not be linked to the intention of obtaining undue gains for the company, of rewarding someone for a deal obtained or characterize an exchange of favors or benefits, whether implicitly or explicitly;
- b) The offering of gifts, presents and hospitality must be related to brand awareness, dissemination of the company's values, gifts at fairs in which the BBC participates, celebrations, product and service launches and other situations strictly linked to the dissemination, dissemination and advertising of the company's products, services and values;
- c) Meetings to decide on commercial policies, whether with clients or suppliers, should be held within the companies involved or via online meetings, avoiding hospitality such as lunches and dinners being arranged for this sole purpose;
- d) It is forbidden to give, offer or receive gifts, presents or hospitality with the intention of making a profit, whether the act is carried out by BBC employees or third parties providing services, whether national or international public officials, including relatives of public officials;
- e) It is forbidden to give, offer or receive hospitality exceeding the value of US\$ 50 (fifty US dollars), whether to public officials and their relatives, clients, competitors, collaborators, third parties or suppliers working for the BBC;
- f) Exceptions to paragraph "e" must be submitted to and approved by the Chief Executive Officer;



g) It is forbidden to receive commission without a service contract for the activities carried out by the company, signed by the parties, with the amount clearly established;

h) It is forbidden to offer money, gifts, presents, commissions or hospitality linked to public officials and their relatives with the intention of obtaining gains, licenses, cancellation of fines, reduction in the amount of fines, or any other situation whose purpose is to provide some advantage to the company, carried out by employees or third parties acting on behalf of the BBC. Bribery is not just money, but the act of corrupting public officials by circumventing the rules and laws in force;

i) If there is a need to offer a gift to a public official, you should check which situations are permitted by the laws in force at federal, state and municipal level on gifts, presents and hospitality, taking into account the value of the ceiling stipulated by the laws in force;

j) When the company is interested in offering a public official participation in congresses, seminars, courses or events of a similar nature, it is necessary to check whether the official is responsible, either individually or as a member of a collegiate body, for a decision of interest to the company, in which case it is advisable not to proceed with the offer of the benefit;

k) If it is possible to offer the benefit indicated in the previous item, it is recommended that the offer be made in writing with the justification for the appointment of the public official and the relevance of the event to the authority's duties;

l) Also for the public official, the offer of a gift should be accompanied by a "gift card" from the company stating that the gift is given purely at the discretion of the offeror and that, having consulted the organization's code of ethics, it was found that there was no offense against the applicable rule;

m) It is recommended that gifts for public officials, as far as possible, are not commercial in nature and, whenever possible, come with the company's brand, thus making it clear that they are merely advertising. Examples of suitable gifts, not limited to: diaries, pens, cups, table decorations, etc.



Based on the following objectives:

- ✓ Managing the purchase of gifts;
- ✓ Training and awareness.