



CODE OF ETHICS FOR SUPPLIERS, SERVICE PROVIDERS AND PARTNERS

Accelerate your essence

<u>1. OBJECTIVE</u>	2
<u>2. TERMS AND DEFINITIONS</u>	2
<u>3. SCOPE</u>	2
<u>4. ROLES AND RESPONSIBILITIES</u>	3
<u>4.1 Shopping</u>	3
<u>4.2 Suppliers</u>	3
<u>4.3 Partners</u>	3
<u>4.4 Ethics Committee</u>	4
<u>5. POLITICS</u>	4
<u>5.1 Principles</u>	4
<u>5.2 Relations between Suppliers, Service Providers, Partners and Employees of the Qintess Group</u>	4
<u>5.2.1 In the Exercise of their Position or Function, the Qintess Group's Service Providers and Suppliers:</u>	4
<u>5.2.2 Relationships with immediate superiors and colleagues</u>	5
<u>5.2.3 Regarding the Practice of Discriminatory Behavior, Abuse of Authority and Harassment, the Qintess Group's Suppliers, Partners and Service Providers</u>	5
<u>5.2.4 The Work Environment</u>	5
<u>5.2.5 With regard to Information to Clients, Partners, Suppliers and Competitors, the Providers of Qintess Group Services, Partners and Suppliers</u>	6
<u>5.2.6 When in Conflict of Interest, Group Suppliers, Partners and Service Providers Qintess</u>	6
<u>5.2.7 In Relations with Customers, Suppliers and Service Providers of the Qintess Group</u>	6
<u>5.2.8 Regarding Personal Benefits, Suppliers, Service Providers and Partners When Acting on Behalf of the Qintess Group or During the Term of the Contractual Relationship</u>	6
<u>5.2.9 With regard to the Anti-Corruption Commitment, the Suppliers, Service Providers and Partners of the Qintess Group</u>	7
<u>5.3 Community Relations</u>	8
<u>5.4 Commitment to Ethics</u>	8
<u>6. COMMUNICATION CHANNELS</u>	8
<u>6.1 Lack of Compliance and Irregular Conduct</u>	9
<u>6.2 Complaints</u>	9
<u>6.2.1 Website</u>	9

1. OBJECTIVE

To be a formal and institutional benchmark for the personal and professional conduct of all the Quintess Group's suppliers, partners and service providers, regardless of the relationship between the parties, in order to become a standard for internal relations and with its stakeholders: shareholders, customers, employees, unions, partners, suppliers, service providers, competitors, society, the government and the communities where it operates, and also.

- Enable ethical behavior based on the beliefs and values of the Quintess Group;
- Reduce the subjectivity of personal interpretations of moral and ethical principles;
- Strengthening the Quintess Group's image among its stakeholders.

2. TERMS AND DEFINITIONS

Conflict of Interest: Any situation in which someone is not independent in relation to the matter under discussion and can influence or make decisions motivated by interests that conflict with those of the Company.

Executive Ethics Committee: Direct and operational responsibility for the management of

Integrity Program, it must operate the Compliance Communication Channel, as well as prepare periodic clarifications and reports on the operations and work conducted, to be submitted to the Integrity Council.

Third Parties: Any person(s) who provides a service or has a relationship with a **third party**.

partnership with the Quintess Group.

Employee(s): any person(s) who contributes to the work conducted in the Quintess Group, regardless of the contracting regime, position or function they hold.

3. SCOPE

This Code applies to all suppliers, partners and service providers of the Quintess Group, regardless of the contracting regime, the position or function they hold, and the service provided.

The Quintess Group promotes a culture of integrity throughout the organization and encourages all suppliers, service providers and/or partners, irrespective of

the contractual object, to base their actions on the highest levels and ethical standards of conduct in order to maintain an ethical, safe and healthy working environment and, with this, both integrity and ethics, issues so dear to the organization, are maintained during the provision of the adjusted service.

Therefore, in order to maintain the highest level of integrity and the best possible organizational culture, the Quintess Group does not tolerate in any way the practice of any form of harassment by its suppliers, partners and service providers, including verbal, written or electronic harassment that is abusive, humiliating or intimidating.

It is the duty of all suppliers, partners and service providers of the Quintess Group, regardless of their relationship with the organization, to prevent, avoid and denounce this type of behavior, since a safe and healthy working environment for everyone is of paramount importance to the company.

All reports of harassment, whether moral or sexual, should be made through the company's Ethics Channel, available at the following link: <https://contatoseguro.com.br/qintess>.

4. ROLES AND RESPONSIBILITIES

4.1 Shopping

Make this Code of Ethics available to Suppliers, Service Providers and Partners, as well as the Corporate Anti-Corruption Policy and Due Diligence forms.

4.2 Suppliers

- Present this Code and the Corporate Anti-Corruption Policy to employees who are going to provide the registered service;
- Ensure that all its employees who are going to conduct the object of the contract have access to the training provided by the Quintess Group;
- Respect laws, rules, procedures and this Quintess Group Code of Ethics and Conduct.

4.3 Partners

- Present, when contractual applicable, this Code and the Corporate Anti-Corruption Policy to the employees involved in the partnership;
- Ensure that all employees involved in the partnership have access to the training provided by the Quintess Group.

4.4 Executive Ethics Committee

- To help maintain upright and ethical behavior in the Quintess Group;• To investigate any complaints received;
- Properly record the results of the investigation;• Position the parties on the results of the investigation.

4.5 Senior Management

To guarantee the preservation of the organization's values in its relations with third parties and to decide on the termination of relations that disagree with this Code or the applicable legislation.

5. POLITICS

5.1 Principles

The purpose of this Code of Ethics is to provide suppliers, service providers and partners with mandatory benchmarks for good corporate governance practices and, to contribute to the company's sustainable development, it is guided by the following principles:

- Integrity - understood as conducting activities in accordance with current legislation, as well as observing moral and ethical precepts;
- Effectiveness - the use of instruments that can achieve the expected results, always guided by the rationality of processes and actions;
- Transparency - publicizing values and practices, with the active and passive availability of information that affects stakeholders;
- Better Results - optimization of activities according to a short, medium and long-term analysis, adding value in a sustainable way to businesses and;
- Socio-environmental Responsibility - integration with the reality of the various publics with whom it relates, in a collaborative and sustainable approach;
- Continuous Improvement - commitment to reviewing methods and critically analyzing processes and actions;
- Secrecy of Information - protection and preservation of personal and confidential data, in favor of the privacy of those involved.

5.2 Relations between Suppliers, Service Providers, Partners and Employees of the Quintess Group

5.2.1 In the exercise of their position or function, service providers and suppliers of the Quintess Group

- They perform their duties effectively, eliminating situations that lead to errors or delays in providing the service;
- They always adopt a transparent, respectful and collaborative attitude towards their work colleagues, Quintess Group employees, suppliers and representatives of community bodies;
- They promote actions to improve the institution's internal communication;

- They emphasize integration and the development of teamwork;
- They do not use their position, function, activity, facilities, position or influence to obtain any favor for themselves or others;
- They do not create artificial difficulties in the exercise of their position, function or assignment, with the aim of overvaluing their professional performance;
- They do not alter or misrepresent the content of any document, information or data;
- Promote diversity and inclusion with integrity, respect and honesty. Respect the guiding principles of the Qintess Group and the human rights provided for in local laws, international agreements and universal declarations of human rights;
- They respect and guarantee their human rights and can in no way be physically or psychologically forced into any kind of complaint because of their work;
- They do not discriminate against any Qintess Group employee, service provider or supplier on the grounds of race, gender, sexual orientation, marital status, pregnancy, religion, political opinion, nationality, ethnic origin, social status, disability, age or political party or trade union membership.

5.2.2. Relationships with immediate superiors and colleagues

- They do not damage the reputation of colleagues or managers through prejudiced judgments, false testimony, unsubstantiated information or any other subterfuge;
- In their professional life, they always act loyally towards colleagues or managers;
- They do not seek to obtain exchange of favors that appear or could give rise to any kind of personal commitment or obligation;
- They act courteously, with availability and attention to all the people with whom they interact, respecting individual differences.
- They encourage the expression of ideas, when aligned with the company's strategic planning objectives;
- They have no prejudices of origin, race, sex, color, age, religion, social, party political or any other form of discrimination.

5.2.3. Regarding the practice of discriminatory behavior, abuse of authority and harassment, the Qintess Group's suppliers, partners and service providers

- They do not tolerate discriminatory behavior, abuse of authority or other harassment, including sexual, social and party-political harassment;
- They do not make jokes, insults or any other comment based on a particular condition, be it age, disability, sex, condition, social class, race, religion, sexual preference or orientation, political party orientation or that in general is (or could be) considered discrimination or harassment.

5.2.4 Regarding the working environment

- Individual rights are legitimate and respected, and are always compatible with the collective well-being and values of the company;

- The Qintess Group guarantees its service providers, partners and suppliers a suitable working environment, aimed at safety, hygiene, health and well-being;
- In conducting their activities, the Qintess Group's suppliers and service providers preserve the company's assets in the form of equipment, materials and strategic information.

5.2.5 Regarding information about customers, partners, suppliers and competitors, the Qintess Group's service providers, partners and suppliers

- They only pass on documents to the external public when duly authorized by the relevant areas, always identifying the author;
- They always disclose truthful information, making it equally available to all interested parties. When they are not authorized to answer a query, they inform the applicant;
- They do not divulge strategic or confidential information;
- They do not disclose company information, such as customer contracts, customer information and internal results.

5.2.6 When suppliers, partners and service providers of the Qintess Group have a conflict of interest.

- Do not misuse the Qintess Group's resources (information, computers, printers, telephone, working hours, etc.) to serve private interests;
- They do not engage in any activity that conflicts with the Qintess Group's business interests;
- When there is a conflict of interest, they formally report it or its imminence.

5.2.7 In customer relations, the Qintess Group's suppliers and service providers

- They maintain a strictly professional relationship and, in the event of any type of more intimate relationship, they immediately inform the immediate contract manager, as well as the Qintess Group's Executive Ethics Committee, via the Ethics Channel (<https://contatoseguro.com.br/qintess>), so that the appropriate measures can be taken and any type of conflict of interest between the parties can be avoided.

5.2.8 Regarding the personal advantages of suppliers, service providers and partners when acting on behalf of the Qintess Group or during the term of the contractual relationship.

- They do not accept personal invitations to accommodation, travel or other attractions that could damage the image and/or interests of the Qintess Group;
- They do not allow themselves to be influenced by deciding by personal relationships with customers, other suppliers, partners and competitors;
- They do not ask for, solicit, suggest or receive any kind of financial aid, gratuity, prize, commission, donation, gift or advantage of any kind (even without commercial value), for themselves, their family members or any other person, for the exercise of their professional activities or to influence another colleague or employee of the Qintess Group for the same purpose.

5.2.9 Regarding the Anti-Corruption commitment, the Qintess Group's suppliers, service providers and partners

- They behave with honesty and integrity, refraining from fraudulent behavior or behavior that could be interpreted as such, and paying special attention to complying with all anti-corruption and/or money laundering laws;
- They do not accept or offer, directly or indirectly, any kind of payment, gifts or gratuities (even without commercial value) from a third party or to an employee of the Qintess Group, regardless of their hierarchical position, to obtain or maintain business or any other advantage;
- In the event of a relationship or kinship between an employee, service provider and/or supplier, when they are the majority shareholder or have decision-making powers in relation to the activities pertaining to the contract in question, the supplier, service provider or partner must, before the contract begins, report this situation in writing to the Executive Ethics Committee by e-mailing comitê.etica@qintess.com.
- You may not offer any payment or professional kindness to a civil servant, equivalent and/or government official if this could be interpreted as having any connection with the Qintess Group's business, even if it is of nominal or no value;
- You should be aware that what may be permissible when negotiating with private companies may be considered illegal and criminal when negotiating with public authorities;
- You are responsible, in Brazil or abroad, for full compliance with the Brazilian Anti-Corruption Law, the US Foreign Corrupt Practices Act and the UK Antibribery Act, where applicable. These laws make it illegal to offer, pay, promise to pay or authorize the payment of any sum, gift or other item of value to any foreign official, political party or candidate in order to help the Company or anyone else obtain or retain business; All suppliers, service providers and partners of the Qintess Group must provide
- information on compliance with applicable legislation whenever requested, as well as cooperating in verification procedures and audits (second or third party) undertaken by the Qintess Group.

5.2.9.1 Gifts

Subject to all the other parameters and limits of this Policy, gifts may be accepted or offered, provided that they are modest, common in a business environment, unsolicited, without money involved (or equivalent), without commercial value, in accordance with the law and without the intention of influencing professional judgment, contractual dealings and/or working relationships.

5.2.9.2 Bribes and blackmail

It is forbidden to ask for or accept, offer or practice any kind of bribe, extortion or any other illegal benefit. They must immediately inform the Qintess Group's Ethics Channel at <https://contatoseguro.com.br/qintess> whenever they become aware of any offer, proposal or intention of bribery, blackmail or any act that contravenes the law or this Code.

5.3 Community relations

The Qintess Group seeks to support actions aimed at the exercise of citizenship and local, regional and national development, especially those aimed at improving the living conditions of the communities where it operates:

- Constructive relationship with society;
- Concern for the environment and support for sustainable measures, rejecting the waste of environmental resources;
- Encouraging volunteering and social action.

The Qintess Group's service providers, suppliers and partners are therefore expected to adopt the same attitude.

5.4 Commitment to Ethics

- Considering their exercise of citizenship, service providers, suppliers and partners, where applicable, always seek to respect the laws, rules, procedures and this Code of Ethics;
- Violations of the Ethical Principles or this Code of Ethics are liable to contract termination, suspension or withholding of payment of fees due;
- The company's ethical culture should be disseminated, encouraging the reporting of any breaches of the law and the Organization's policies, with no retaliation for reports made in good faith;
- The supplier, service provider and partner must be impartial, not acting in a way that generates suspicious attitudes, always informing the contract manager responsible for any suspicious activity.

4. COMMUNICATION CHANNELS

- The Qintess Group maintains communication channels where questions can be answered, complaints made or concerns raised about non-compliance with this Code of Ethics, the Corporate Anti-Corruption Policy or applicable legislation;
- In the training sessions provided, general guidelines will be given that will enable a large number of the situations that the Qintess Group's Suppliers, Service Providers and Partners may face to be assessed, although not necessarily all possible problems and situations will prevail, and others may arise a daily basis;

- Occasionally there may be doubts about a behavior or act, in which case it should be submitted to the Qintess Group Ethics Channel available on the website <https://qintess.com/etica-e-integridade> before any decision is made;
- Any questions regarding the interpretation and application of the provisions of this Policy can be addressed to the Qintess Group Ethics Channel, available on the website <https://qintess.com/etica-e-integridade>;
- Those covered by this Policy have the commitment to report, in a timely and immediate manner, any act or suggestion of any act that may be harmful to the Public Administration, carried out or proposed by employees, outsourced service providers and/or their employees, public agents and/or their representatives, so that such fact can be promptly verified, stopped and the appropriate corrective actions adopted (reports can be made through the Secure Contact channel <https://contatoseguro.com.br/qintess>).

6.1 Lack of Compliance and Irregular Conduct

- It is the responsibility of each supplier, service provider and partner to comply with and ensure full compliance with all the terms of this Code. Whenever necessary, third parties can seek guidance through the Qintess Group Ethics Channel available on the website <https://qintess.com/etica-e-integridade>.

6.2 Complaints

- All suppliers, service providers, partners and their employees must submit complaints in relation to a possible ethical, illegal, harmful or the communications submitted will be treated confidentially;
- Any practice or action that may be considered inappropriate according to this Code of Ethics must be reported;
- Concerns and suspicions raised in good faith will never be the subject of screening and investigation and any kind of retaliation against the whistleblower is prohibited;
- Doubts, concerns and complaints should be registered through the channels provided, in a confidential manner, allowing anonymity, through the following communication channel.

6.2.1 Website

- https://www.qintess.com/pt_br/etica-e-integridade