



Código de Ética

This Ethics Codes aims to establish the principles and conduct rules that should guide the internal and external relations of all members of **We Shaft**, regardless of their attributions and responsibilities.

The Ethics Code gathers the set of principles that guide the behavior of all **We Shaft's** team. It serves as a reference of daily use in the relationships with employees, community, partners, suppliers and service providers. The Code has mandatory application for **We Shaft's** employees and must serve as reference for the company's partners.

The creation of this ethic code does not intend to restrict the business development, but to add values, support the growth and the constant search for excellence.

MISSION: To transport lives safely and punctually, seeking to meet the customer's needs, providing peace of mind, investing in employee training and fleet renewal, respecting and collaborating for better inclusion and interaction with the community.

VISION: To be recognized by the customers and the market as the best charter company in Rio de Janeiro.

VALUES: Ethical conduct; Integration with society; Personal and professional development; Valuing life and the environment; Quality in all activities undertaken.

QUALITY POLICY: To provide solutions in logistics of personnel transportation, seeking to satisfy the needs of the customers, improving continuously and meeting the requirements of the Management System, aiming to highlight the quality of our processes.

QUALITY OBJECTIVES: to obtain customer satisfaction in the services provided; to ensure the safety and integrity of employees and users; to adopt management methods aimed at organizational growth.

COMPANY'S PROFESSIONAL CONDUCT

We Shaft is committed to govern its conduct with its employees so as to:

- Value the relationship and communication with its collaborators, in a direct and transparent way based on the trust and dedication of its team;
- Prioritize the right to confidentiality of each employee, preventing the disclosure of personal information that may embarrass or expose them;
- To believe that its greatest asset is its collaborators, acting with respect and commitment in all stages, from admission to dismissal.
- Offer equipment, facilities, and tools necessary to ensure an appropriate work environment that matches its activities;
- To respect the basic human rights of its employees;
- To guarantee safety and health at work, keeping a permanent staff. Occupational safety technician and psychologist;
- Do not make use of slave and child labor, except in the condition of apprentice allowed by law;
- Provide the understanding, ensure the implementation and improvement of the code of ethics of **We Shaft** for all the involved.
- **We Shaft** repudiates any discrimination of race, color, creed, sexual orientation or matrimonial status or maternity against its collaborators, treating all with equality.

PROFESSIONAL CONDUCT OF THE COLLABORATORS

The **We Shaft** employees are committed to conduct themselves based on the principles of this Code of Ethics, as well as are aware that it is part of their work contract, so, the employees must:

- Watch over and take care, in their daily activities, of the company's assets;
- Represent the company, preserving our positive image in all activities;
- Maintain a personal appearance and attire consistent with the work environment;
- Do not use alcoholic beverages, illicit drugs or be under the effect of them during working hours or at the company's service;

- In case of direct or indirect treatment with suppliers or customers, adopt as a practice the execution of good service, respecting what is established in the contract between the parties;
- Maintain confidentiality about the company's business, not using, under any circumstances, this information to obtain any kind of advantage;
- Always be within the legal determinations and moral standards when making use of the Information Technology systems, according to the company's internal procedures;
- Not to accept any kind of gift, with the exception of gifts of small value, always respecting local customs;
- Not to benefit oneself or a third party, with or without prejudice to the Company, as a result of the commercial opportunities that one becomes aware of due to one's duties;
- Not to admit the practice of abuse of power, moral, sexual or economic harassment, or situations that mean intimidation or threats in the relationship among employees, regardless of their hierarchy;
- Comply, disclose and contribute to the improvement of this Code of Ethics;
- **We Shaft** repudiates any discrimination of race, color, creed, sexual orientation or marital or maternity status against its collaborators and believes in the transparency of its collaborators so that they respect their coworkers.

RELATIONSHIP WITH CUSTOMERS

We Shaft guarantees a service based on quality, aiming to offer a service that has as fundamental the three pillars: Security, punctuality and comfort. For this, we have defined some guidelines that guide our relationship with our clients:

- To keep all our vehicles in great working order, thus ensuring the physical integrity of our customers and their satisfaction;
- Respect all customers by adopting egalitarian, non-discriminatory practices;
- To guide the relations with the customers through legal apparatuses, with transparency, respect, efficiency and satisfaction;
- **We Shaft** repudiates any discrimination of race, color, creed, sexual orientation or marital or maternity status against its collaborators and believes in the transparency of its collaborators so that they respect the customers.

RELATIONSHIP WITH SUPPLIERS

We Shaft adopts criteria for the acquisition of products, ensuring the qualification of its suppliers so that:

- Select and hire only suppliers properly evaluated according to unique methodology, guided in the non-discrimination;
- **We Shaft** repudiates any discrimination of race, color, creed, sexual orientation or marital or maternity status against its collaborators and believes in the transparency of its collaborators so that they respect the suppliers.

RELATIONSHIP WITH THE COMMUNITY

We Shaft assures the commitment with the society, in which it commits itself to:

- Conduct its activities so as not to utter any harm to the community;
- Participate in social actions, according to the demand;
- Keeping the open-door policy in force and accessible to all levels of the community;
- Contribute and respect the inspections of the public sphere;
- The **We Shaft** repudiates any discrimination of race, color, creed, sexual orientation or marital status or maternity against its employees and believes in the transparency of theirs to respect the community.

RELATIONSHIP WITH THE ENVIRONMENT

We Shaft is concerned about the aspects and impacts that it may cause to the environment, for this reason it practices actions that aim to minimize them in its activities, in order to

- Adopt selective collection policy;
- Adopt a policy of reducing the emission of pollutants by vehicles;
- Communicate about possible environmental damages resulting from **We Shaft's** activity and its repair, when it happens.

