

# HUMAN RESOURCES POLICY



#### INTRODUCTION

At Ambipar Group, we recognize that all our employees are critical to the success of the Company.

This document contains the guidelines that serve as a basis for Human Resources Management in all business units.

Ambipar Group's mission, vision, values, and competencies, together with its Quality and Compliance Policies, in line with its management and leadership, inspire all Company employees in their actions and in their relationships with other people and society.

The Code of Conduct, in turn, refers to all the guidelines that Ambipar Group uses as a reference to guide conduct, actions, and decisions.

These documents are the essence of this Policy.

Employee satisfaction, professional and personal development, health, and safety prevention are integral parts of Ambipar Group's strategic objectives.

The implementation of this Human Resources Policy is based on labor laws, good market practices, specific context, and common sense.

Ambipar Group created this Policy to retain and assist in the development of its employees and to attract new talent.

# 1. DEFINITION

The Human Resources Policy is a compilation of guidelines based on values that should govern labor relations, supporting the Company's strategies and aligned with the well-being of its employees and other Policies.

## 2. PURPOSE

To present Human Resources Management guidelines involved in the dynamics of its employees.



### 3. HIRING PERSONNEL

Ambipar Group seeks to quantitatively and qualitatively cater to corporate needs and requirements with professionals who hold the skills and competencies for the profiles required by their job functions, objectively and clearly disclosing the job openings available, which can be filled by internal or external audiences and applying good market practices in the process, always in line with legal precepts.

It is noteworthy that the hiring of personnel, as a rule, is carried out internally, with no hiring by third parties, agencies, or specialized companies, guaranteeing the applicant the right to participate in selection processes without the payment of any fees or expenses, with ethics and in compliance with the law.

Any hiring done by a specialized company must follow Company policy; in particular, regarding the prohibition of charging any amount from the applicant.

# 4. HIRING APPRENTICES

Employees under the age of 18 (eighteen) are only admitted to the company's staff through an Apprenticeship Agreement, in compliance with the legal requirements on the subject (Law 10,097/2000).

Pursuant to current legislation, it is expressly prohibited to hire children under the age of fourteen, even under the "apprenticeship" mode.

The apprentice agreement is handled by a qualifying institution duly authorized/accredited by the Ministry of Economy/Labor, having its own rules and characteristics, set forth by Law, which are strictly observed by the Ambipar Group.

All documentation submitted in the admission process, especially by the apprentice, is verified by the Company and the Qualifying Institution so that no one under the age of fourteen is hired.

It is expressly prohibited for apprentices to work overtime, night shifts, or in unhealthy or hazardous environments.

## 5. REMUNERATION AND BENEFITS

The Company seeks to remunerate and grant benefits to its employees in a fair and impartial manner, not allowing any salary difference due to



color, gender, sexual orientation, religion, or other option or characteristic that is not specifically related to the technical requirements for exercising their function. In particular, the collective norms of each location will be observed, including with regard to any bonuses and profit sharing, respecting the rules regarding the irreducibility of wages and providing monthly payment receipts specifying all amounts paid.

For Executives, the Company has its own policy, available at https://ri.ambipar.com/governanca/atas-estatutos-e-politicas/

#### 6. TRAINING

The Company provides training and continuous development to its employees, preparing them for the Company's challenges and needs, aiming to maximize the balance between professional and personal life and disclosing and making its policies available to all.

#### 7. LABOR AND UNION RELATIONS

Ambipar Group recognizes Unions as legitimate representatives of their employees, and their activities are respected by the Company.

It is the objective of Ambipar Group to permanently enable, through ethical and transparent attitudes, a relationship channel with employees and their representative entities.

Employees are guaranteed freedom of association with Unions, in accordance with the representative category and legal parameters. In addition, Union entities are allowed access to Ambipar Group's facilities whenever requested, subject to legal requirements on this subject.

#### 8. CURRENT ANTI-SLAVERY AND PEOPLE TRAFFICKING

The Company does not condone the practice of any act that may be characterized as slavery, so that all work is duly remunerated, and the working conditions comply with the exact terms of the Law.

Likewise, the Company does not maintain commercial relationships/partnerships with companies (clients/suppliers) that do not share its express anti-slavery position.



It is expressly forbidden to retain original documents of employees, as well as unjustified salary reduction, in full compliance with the Consolidation of Labor Laws and the Federal Constitution.

In this sense, the Company takes a stand against human trafficking and against any act that curtails the freedom of expression and movement of its employees.

Likewise, Ambipar Group's suppliers and customers must also observe the Group's position on the matter.

Any proven offense of the Group's position on the subject may lead to the justified termination of the employment agreement of the person responsible for such offense or of the commercial partnership.

#### 9. COMMITMENTS

Ambipar Group prohibits any type of verbal and/or physical coercion and humiliation, ensuring the correct application of disciplinary measures and prioritizing the educational nature of such measures in order to avoid the recurrence of the practiced conduct, in accordance with labor laws.

Disciplinary measures, such as verbal or written warning and suspension, occur within the legal parameters, observing the principle of isonomy, the gradation of penalties, and discretion in the act of communicating the employee.

The motivated termination of the employment contract is the most severe penalty that can be adopted, and for that reason it is analyzed with caution but applied when the legal requirements are fulfilled.

In cases of violation of the company's Code of Conduct, the occurrence is forwarded to the Conduct Committee for analysis and orientation of the disciplinary measure to be applied, which, depending on the seriousness of the act, may lead to the termination of the employment contract.

Employees may report any irregularities to the Conduct Committee through the email address <a href="mailto:canaldeetica@ambipar.com">canaldeetica@ambipar.com</a> or anonymously directly to the Ambipar Group website in the field "Contato">denúncia.

The Conduct Committee guarantees the whistleblower anonymity as well as protection against any form of retaliation.



#### 10. DIVERSITY

The Company prohibits any type of discriminatory act, paying particular attention to equality and diversity among its employees, in line with its own Policy on the subject.

# 11. WORKING ENVIRONMENT

Ambipar Group provides its employees with a suitable working environment, in compliance with the Technical Standards on the subject, such as ventilation, lighting, etc.

It is the Company's commitment to supply and replace, whenever necessary, Personal and Collective Protection Equipment.

Analysis and monitoring of the Work Environment is carried out by the Company's QHSE department.

## 12. QUESTIONS

Questions regarding this Policy or any matter related to the Human Resources area can be directed to the email rh@ambipar.com or by phone at +55 19 3467.4800. Communications concerning non-compliance with this or any Group Policy may be forwarded to the Conduct Committee through the channels already listed in item 9 of this document.

# **AMBIPAR GROUP**