

# Code of Conduct and Ethics



**Horizon Elastômeros**

# Message from the Horizon Board of Directors

Horizon was founded in September 2005, and stands out in the production of Rubber Artefacts. It is always on the pillars of good conduct, ethics and social responsibility, to offer quality products and services as a company that respects the environment. This means that the company is always renewing itself, maintaining its leadership position in the market and guaranteeing the satisfaction of its customers.

In addition, its investment in technology, care for the environment and social responsibility is continuous. The high-quality standards of Horizon products and services are the key factors to achieve the company's objectives. This Code of Conduct and Ethics is intended to guide the behaviour and attitudes of employees and other interested parties, regardless of position or function, so that everyone can be guided by the company's basic values and guidelines.

The Code of Conduct and Ethics must be complied with by everyone, as everything that has been established has the objective of maintaining Horizon's image as a solid and reliable entity in the eyes of its relationship audiences: customers, suppliers, society, government, representative bodies and entities, besides its own employees. The present Code must, therefore, be the guide for the attitudes of the Company and all its audiences. We count on everyone's full membership.

**Rodrigo Guardia**  
**Managing Director**

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# 1 – Introduction

To act in a competitive manner, always focusing on sustainability, respecting the environment and contributing to social justice through the generation of jobs. We will always act ethically and in harmony with our relationship audiences, valuing the contribution and initiative of those who share our values. However, so that values and good coexistence are aligned with corporate policies, certain principles deserve to be known and adhered to.

At Horizon we consider it of the highest importance:

- Respect and value people in all aspects;
- Practice values and group spirit and represent them in an appropriate way;
- Doing the right thing rightly - know, adhere to and comply with the rules and achieve the proposed results;
- Be ethical in relationships and business and comply with current legislation, rules and policies;
- Respect and preserve the environment;
- Seek continuous quality improvement and facilitate the development of new ideas;
- Properly use work tools and ensure information security;
- Properly relate to authorities, entities, agencies, media and public person;
- Valuing the truth and free enterprise.

## 2 – Ethical Principles

- Treat people with frankness, respect, justice and equality;
- Do not use company resources for personal benefit;
- Ensure transparent information;
- Be consistent with the company's principles;
- Act in accordance with laws, regulations and standards;
- Respect differences and promote inclusion and appreciation of diversity;
- Promote an environment of participation and cooperation;
- Optimize processes within an ethical and human relationship;
- Act in the prevention and solution of problems;
- Achieve competitiveness through legal and ethical practices;

## 2 – Ethical Principles

- Promote the sustainability of socio-environmental systems;
- Prevent and manage risks associated with the company's activities;
- Make decisions based on facts and objective information;
- Protect Horizon's assets from loss, damage, misuse or theft;
- Keep open to new ideas and changes;
- Use permanent, frank and open dialogue with opinions and freedom of expression;
- Promote well-being, health and safety, integration of people and team spirit;
- Reject situations that constitute discrimination, prejudice, any type of harassment, forced or child labour;
- Recognize and value people, favouring the professional growth and personal development of our employees;
- In case of employee termination, always treat with respect and thank them for their dedication.

# 3 – Relationship with Employees

- Comply with the duties and attributions with responsibility and security to perform them in the best possible way;
- Follow established practices and procedures to ensure the quality of the activities performed;
- Respect co-workers, comply with and observe safety signs, environment and health;
- Activate the person in charge or manager, in case of unsafe acts and actions or conduct, which may cause an accident at work, material or environmental damage;
- Avoid wasting water and electricity. If you see any situation like this, communicate it to those responsible;
- Inform the **HR Department** in advance (**11-2888-2032 and 2025**) if you need to be absent from work for any reason;
- Properly use the available resources of the company, maintaining their conservation and good state of use;
- Do not remove any company documents or equipment without prior authorization from the person in charge;
- Behave honestly, fairly and act with integrity of character, eliminating personal advantages due to the position occupied;
- Treat people with respect: do not discriminate, do not disregard, do not threaten, do not embarrass, do not slander, do not disqualify and do not harass anyone;
- It is strictly forbidden to pass on confidential or exclusive information to competitors;
- Always care for Horizon's image and name.

## 4 – Relationship with Customer

- Maintaining quality, which is one of Horizon's values, must be reflected in the products and services offered by our company. Caring for legality, trust, professionalism, ethics and impersonality in all acts and actions performed with customer;
- Horizon seeks the confidentiality of its clients' information, committing itself not to reveal it to third parties, except with the client's consent or due to a legal obligation;
- Keep all our vehicles in great working condition, thus ensuring the physical integrity and the satisfaction of our customers;
- Respect all customers by adopting egalitarian, non-discriminatory practices;
- Register and resolve complaints about services and take the necessary measures to improve the efficiency and effectiveness of our service;
- Guide customer relations through legal provisions, with transparency, respect, efficiency and satisfaction.



## 5 – Relationship with Supplier

- Only suppliers duly evaluated according to a single methodology, based on non-discrimination, will be selected and contracted;
- Horizon repudiates any kind of discrimination against its employees, whether of race, colour, creed, sexual orientation, marital status or maternity, and believes in their transparency to respect all suppliers;
- Consider suppliers and potential suppliers, first of all, as partners, watching over their image, common interests and agreed commitments;
- Horizon repudiates child labour, the sexual exploitation of children and adolescents and work in degrading and slave conditions, not contracting suppliers and service providers that adopt these practices;
- Select and contract suppliers of goods and services based on strictly legal and technical criteria of quality, cost and punctuality, and demand an ethical profile in their management of social and environmental responsibility, refusing unfair competition practices, child labour, forced or compulsory labour and other practices contrary to the principles of this Code;
- Comply with and demand full compliance with all contractual obligations entered, establishing a partnership relationship with our supplier.

## 6 – Relationship with the Environment

- We work with products and production practices that aim to eliminate the environmental impact;
- We have selective waste collection;
- Objectives and targets for reducing consumption and waste;
- Comply strictly with the environmental standards and legislation applicable to Horizon;
- Always carry out the correct disposal of waste;
- Always encourage environmental awareness and preservation for its employees, through training, reduction, reuse and recycling;
- It is the duty of each employee to use the equipment and resources in a conscious, economical and responsible manner, aiming at their contribution to sustainability.

# 7 – Relationship with the Government

- We comply with the laws;
- We pay our taxes;
- We reject corruption;
- It is forbidden to campaign politically within the company or while working;
- We respect the free will of all when choosing candidates for public office.

## 8 – Relationship with Society

- Horizon maintains respectful behaviour and an attitude of dialogue with society, especially with the communities surrounding its facilities, with the purpose of achieving common goals, presenting corporate situations and preventing possible situations of conflict and risk;
- Horizon does not tolerate any of its interest groups carrying out, directly or indirectly, practices that violate human rights, nor does it accept any type of payment intended to sponsor illegal activities;
- Nor does it categorically tolerate child labour or any form of slave labour and is committed to making this position known to its interest groups, especially suppliers and third parties;
- Maintains sustainable relationships for ethics, respect and trust, in a fair and balanced way, which can generate mutual benefits and contribute to society.

## 9 – Relationship with our Competitors

- We respect the reputation and opinions of our competitors and do not devalue their products and services, ensuring conditions for healthy competition;
- We act according to the principles of free competition and, in this sense, the following practices are forbidden: use of privileged information, omission of relevant facts, manipulation of good faith, espionage, etc.;
- Never issue offensive comments, which may affect the image or contribute to the spread of rumours about our competitors;
- Horizon must always act in a dignified and respectful manner, prohibiting dishonest, destructive and unfair behaviour.

# 10 – Relationship with Media

- In order to maintain the quality and consistency of the information, in addition to avoiding embarrassing and possibly conflicting situations with the Company's strategic interests, transmitted or disclosed, or with the objective of the interview to be granted, contacts must be conducted by the persons appointed by Horizon's senior management;
- If employees are asked to provide information, grant interviews and statements on behalf of Horizon to any media outlet, as well as to any natural or legal persons, institutions, public and private bodies, schools and international organizations, they must report to superiors and the Executive Board immediately, for prior authorization and guidance.

# 11 – Management of the Code of Conduct and Ethics

- The Code of Conduct and Ethics is a document that guides the performance of employees and third parties in the eyes of interest groups, and must be respected and followed by everyone;
- In case of doubts or perception of non-compliance with this document, Horizon provides a support channel for the code: [rh@horizonborracha.com.br](mailto:rh@horizonborracha.com.br) ;
- This channel is for answering doubts, criticisms and complaints that reach Horizon's ethics, it means that imply the non-compliance with the code or the understanding of its content;
- It is an electronic means that receives internal and external demands and makes the appropriate treatment. This system is for monitoring complaints or doubts and ensuring confidentiality and a commitment to reply;
- At Horizon, inconsistent reports are not accepted. Anonymous reports are also not encouraged; however, it is up to the employees to identify themselves or not;
- Complaints related to violations of the Code of Ethics will not imply retaliation or be subject to appreciation or recognition by the professionals who made the complaint.

# 12 – Conclusion

Horizon knows that, in order to consolidate and develop itself, it must start from precise business objectives and ethical principles, which are shared by all Employees and Third Parties. And for all of us to grow, we all must be committed to actions that can contribute to our growth, without interference from our personal ambitions or projection.

**This is how we will grow together!**