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Meyer** ADVOGADOS

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# Letter from the CEO

The year 2020, so atypical and difficult, reinforced the importance of being a firm founded on a solid culture and values. We believe that this was a fundamental element to face the moment and enabled us to get even closer to our people and our clients, helping to ensure the sustainability of our business.

In 48 years, we had never experienced such an unexpected and challenging crisis. The pandemic required us to reevaluate old habits as a way of adjusting to the new reality, while also directing our efforts to continue generating a positive impact on society.

In the pages below in this report we share the actions carried out by our Corporate Social Responsibility (CSR) area for 2020 to be transformative for many people, being one of the highlights of the year, the firm's commitment to the Global Compact. Through it, we reinforce our continued support

to the organization and we formally begin our commitment with the initiative and its principles.

We hope that all scenarios keep improving from now on and that we can continue our trajectory with much health, diversity, ethics, and pride.

**Tito Andrade**  
Managing Partner







# Letter from the Social Responsibility and Pro Bono Committee

The Social Responsibility and Pro Bono Committee took for itself as its biggest challenge in 2020 the remote execution of projects that, until then, were entirely on-site.

Gradually, we transformed our cultural and volunteer actions, in addition to application of our legal intelligence in the selection and evaluation of projects executed by the third sector, into a job performed entirely in a home office.

The promotion of a culture of donation has become even stronger in the firm's routine, mainly due to the times we live in. In addition, the continuity of the cultural and events calendar was essential to ensure proximity with our employees, partners, and clients.

Thus, our committee continued to contribute effectively to society and to organizations that promote education in various parts of the country.



Adriana Pallis  
Corporate

Eduardo Castro  
Corporate

Fernanda Sá  
Tax

Raquel Novais  
Tax

# Letter from the Diversity and Inclusion Committee

The year 2020 was important for us to reflect on our empathy as individuals and an organization and to evolve in that regard.

Aligned with the appreciation of our people and with respect for the diversity and inclusion that are part of our culture, we launched *Elas Conectam* [Connecting Women], an affinity group dedicated to discussions that reinforce our commitment to promoting gender equity.

The group was designed to replace the traditional Women at Machado Meyer Program, innovating with respect to actions and agendas raised and bringing a new communication approach to generate greater engagement.

During its first months of existence, *Elas Conectam* held several meetings and events on topics that embrace women in their transversality.

We also reinforced actions in the LGBTQIA+ and racial and ethnic pillars by formalizing policies and external commitments.

We continue to strongly support all of the committee's fronts and hope to move forward together in the search for an even more inclusive society and team in the coming year.



Ana Karina Souza  
Infrastructure

Camila Galvão  
Tax

Cristiane Romano  
Litigation

Mauro Cesar Leschziner  
Corporate

opera

model



# ating

In line with the commitment to acting ethically with integrity and transparency in our business, Machado Meyer's actions are guided by our Code of Conduct, which establishes the attitudes, decisions, and behaviors expected of our employees, suppliers, and business partners. In addition to the Code, we also have the values of our culture as guidelines for all our actions.

# e

## **We value our people**

We are committed to valuing our people, respecting diversity, and generating recognition and professional development. We lead by example to guide and motivate our teams to face challenges with autonomy, assuring them all the necessary support. We reward performance/merit in a stimulating, collaborative, open, and creative environment.

## **We do what is best for the client**

We know our clients and offer innovative solutions to their needs. We act with flexibility, courage, and responsibility to ensure differentiated experiences and results. We are committed to what we promise and we build long-term partnerships and bonds. We know that our client's issues are challenging and relevant and that is why we work in an integrated manner, taking care of all phases of the project with the same level of excellence.

## **We innovate to create value**

Our commitment is to generate value in our relationships. We believe in innovation to ensure the continuity of our success story. We use our talent and knowledge to ensure the excellence of our processes and services, without forgetting that a combination of specialties generates more creative and effective solutions for us and our clients.

## **We act with ethics and transparency**

We build trusting relationships with our clients based on the consistency of our services and the strength of our brand. We act with integrity, transparency, in compliance with the law, our Code of Conduct, and internal values. We believe that respect for people, and clarity and agility in communication generate good results and positive interactions.

## **We are proud to be MACHADO MEYER**

We care for our firm and our brand. We value actions that inspire our employees and build client loyalty. We seek results that contribute to the constant growth of Machado Meyer. We invest in commitment, cooperation, excellence, and uniformity to manage our teams and deliver legal intelligence. Our team is united, competent, and reflects the strength of our brand and the values of our culture.

# #1MACHADO MEYER culture

**The #1MachadoMeyer culture permeates our corporate social responsibility action model in all respects, connecting to its five pillars: Diversity & Inclusion, Social Investment and Incentive Laws, Pro Bono, Volunteering and Sustainability, with Education as the main guiding principle and present in all initiatives.**

As a law firm, the ongoing education and training of our people is critical to the continuity and success of our business. Therefore, we also believe in education as a tool for social change, applying this guideline to the community in which we are found.





# Adherence to the Global Compact

**The Global Compact is an initiative launched by the United Nations (UN) in 2003, with the objective of providing guidelines for the promotion of sustainable growth and the exercise of citizenship. It is supported by committed business leaders who monitor how their organizations' actions contribute to meeting society's current challenges.**

The mission of the Global Compact is to mobilize companies to integrate into their strategies the 17 Sustainable Development Goals (SDGs) established by the UN as the basis of a sustainable development agenda to be worked on over 15 years: the 2030 Agenda. The initiative encompasses an action plan that guides governments, civil society, academia, businesses, and individuals in defining sustainable development priorities and aspirations for 2030.





In order to align our strategic planning with the SDGs and measure how our corporate social responsibility actions contribute to achieving them, the firm became a signatory to the Global Compact Network Brazil in 2020. For that, we need:

**1 Understanding the SDGs**

**2 Setting Priorities**

**3 Setting Goals**

As part of this process, we created an extraordinary internal committee to analyze the topics of the Global Compact and understand which of them make the most sense for our organization's mission and for our performance in the area of Corporate Social Responsibility. This diagnosis allowed us to identify and prioritize the SDGs that guide our actions. They are:



We then identified which targets and indicators from these objectives relate to our actions:

## 4



Goal	Indicator
4.3 By 2030, ensure equal access for all men and women to affordable, quality technical, vocational, and higher education, including university.	4.3.1 Participation rate of youth and adults in formal and non-formal education in the last 12 months, by sex.
4.6 By 2030, ensure that all young people and a substantial proportion of adult men and women are literate and have acquired a basic knowledge of mathematics.	4.6.1 Percentage of the population of a given age group achieving at least the minimum proficiency level in (a) reading and writing and (b) mathematics, by sex.
4.a Build and improve physical facilities for education that are appropriate for children and sensitive to disability and gender and that provide safe and non-violent, inclusive, and effective learning environments for all.	4.a.1 Proportion of schools with access to: (a) electricity; (b) internet for learning purposes; (c) computers for learning purposes; (d) infrastructure and materials adapted for learners with disabilities; (e) safe drinking water; (f) gender separate sanitation facilities; and (g) basic handwashing facilities (as defined by WASH indicator definitions).
4.b By 2030, substantially expand globally the number of scholarships for developing countries, in particular least developed countries, small island developing States, and African countries, for higher education, including vocational, information and communication technology, technical, engineering, and scientific programs in developed and other developing countries.	4.b.1 Volume of official development assistance flows for scholarships by area and type of study.
4.c By 2030, substantially increase the supply of qualified teachers, including through international cooperation for teacher training, in developing countries, especially the least developed countries and small island developing States.	4.c.1 Proportion of teachers who received the minimum qualification required, by level of education.

# 5



## Goal

## Indicator

5.1 End all forms of discrimination against all women and girls everywhere.

5.1.1 Existence or absence of legal framework in place to promote, enforce, and monitor equality and non-discrimination on the basis of sex.

5.2 Eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation.

5.2.1 Proportion of women and girls aged 15 years and older who have experienced physical, sexual, or psychological violence by a current or previous intimate partner in the last 12 months, by form of violence and by age.

5.5 Ensure women's full and effective participation and equal opportunities for leadership at all levels of decision-making in political, economic, and public life.

5.5.2 Proportion of women in management positions.

# ODS 10



## Goal

## Indicator

10.1 By 2030, progressively achieve and sustain income growth for the poorest 40% of the population at a rate higher than the national average.

10.1.1 Growth rate of household expenditure or income per capita among the lowest-income 40% of the population and the total population

10.2 By 2030, empower and promote the social, economic and political inclusion of all, regardless of age, gender, disability, race, ethnicity, origin, religion, economic, or other status.

10.2.1 Proportion of people living below 50% of median income, by sex, age, and persons with disabilities

10.3 Ensure equal opportunities and reduce inequalities of outcomes, including through the elimination of discriminatory laws, policies, and practices and the promotion of appropriate legislation, policies, and actions in this regard.

10.3.1 Proportion of population reporting that they have personally experienced discrimination or harassment in the past 12 months on grounds of discrimination prohibited under international human rights law

## 16



Goal	Indicator
16.1 End abuse, exploitation, trafficking, and all forms of violence and torture against children.	16.1.3 Proportion of young women and men aged 18–29 who have experienced sexual violence by age 18.
16.2 Promote the rule of law, nationally and internationally, and ensure equal access to justice for all.	16.2.1 Proportion of victims of violence in the last 12 months who reported to the competent authorities or other officially recognized conflict resolution bodies.
16.b Promote and enforce non-discriminatory laws and policies for sustainable development.	16.b.1 Proportion of population reporting that they have personally felt discriminated against or harassed in the last 12 months on grounds of discrimination prohibited under international human rights law.

From this analysis, we will work in 2021 to link our activities to the corresponding SDG metrics, ensuring that they are absorbed into our strategic planning. We will then start projecting periodic goals to move towards the Machado Meyer we want to be in 2030: a more humane, responsible, and socially aware firm in relation to global challenges.

To learn more about the step-by-step implementation of the SDGs in business strategy, go to <https://cebds.org/wp-content/uploads/2015/11/Guia-dos-ODS.pdf>

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## Approximate number of beneficiaries

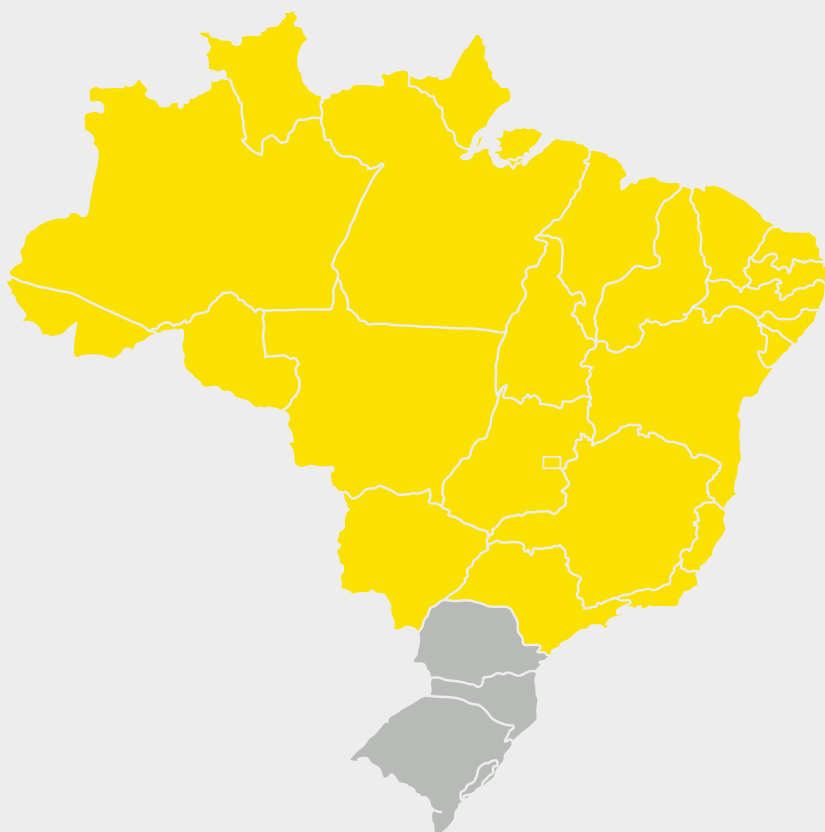
Considering the number of beneficiaries declared by all the organizations we supported in 2020, we can consider that, directly, we have reached around

# 32.814 people

**+ 331,000** people indirectly



# 23

 organizations supported

## Firm's operations through projects in all brazilian states:

Acre, Amapá, Amazonas, Bahia, Espírito Santo, Maranhão, Mato Grosso, Mato Grosso do Sul, Pará, Pernambuco, Piauí, Rio de Janeiro, Rondônia, Roraima, São Paulo, Sergipe e Tocantins.

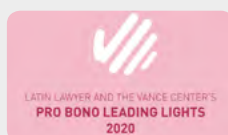




## 3 Awards



Selo Municipal Direitos Humanos e Diversidade



Pro Bono Leading Lights 2020



Prêmio Lumen 2020



# Social investment and incentive laws

(in reais)

Rouanet law **830,000.00**

Sports law **270,000.00**

Law of the elderly **270,000.00**

Children and  
adolescent fund **270,000.00**

National program of support for the  
health care of people with disabilities **270,000.00**

Free budget **110,000.00**

Total **2,020,000.00**



**3,746**

Pro bono  
dedicated hours



**38%**

**of women**  
in top leadership



**170**

**trees**  
were saved

## 17

## Diversity and Inclusion Activities in 2020

### Diversidade e Inclusão

- Selection of books and films by the Diversity and Inclusion Committee
- Election of new members of the Diversity and Inclusion Committee
- Event on good diversity practices – Black Awareness Month

### ID.Afro

- "Pathways to Inclusion" event, promoted by the Legal Alliance for Racial Equity
- Talk on structural racism – ID.AFRO
- Event on the mental health of the black population – Black Consciousness Month

### #1gualdade

- Talk on crisis management and diversity
- Machado Meyer becomes a signatory to the Companies and LGBTI+ Rights Forum

### Elas Conectam

- Conversation on child sexual exploitation
- Distribution of 20 postcards on female protagonism
- Chat about work and parenting in quarantine
- Talk on self-defense as a support against domestic violence
- Event about women in politics – Elas Conectam
- Event on gender equity in art – partnership with MuBE
- Launch of the Guide for Domestic Workers, with tips on health, rights, and safety during the pandemic
- Launch of the Women's Mentorship Program 2021

social  
investm  
and  
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laws



# ent

Transforming realities through our legal intelligence is part of our purpose, which we also apply in the selection and evaluation of projects executed by the third sector. Our internal analysis is done carefully based on factors such as: number of beneficiaries reached, region where the project is executed, connection with our core business, among others.

# e

# Criteria for evaluation

## Projects

## Machado Meyer

### Main guideline

Evaluation of the main thematic guideline that guides the organization's actions, ensuring that it is in accordance with the main guideline of support from Machado Meyer to the projects: education.

### Governance

Consideration of the organization's management processes, transparency, relationships among stakeholders, and objectives. These processes must demonstrate the reliability of the organization.

### Beneficiaries

Qualitative and quantitative evaluation of those who receive or benefit from the actions of the project to be supported.

### Relevance of the contribution compared to the budget


Evaluation of how much the contribution that the firm is able to make represents for the annual budget of the applicant.

### Return for the firm's image

Analysis of the scope of the firm's current stakeholders and assessment of the contribution in terms of content.


### Alignment with the core business

Verification of the project's alignment with the firm's core business, considering opportunities to insert law-related topics into the organization (mentoring, lectures, among others).



After being selected, the project is included in the **integrated support model**, stimulating the connection and relationship between the initiatives supported through incentive laws, social investment, pro bono, donation culture, and volunteering. In this way, it is possible to multiply the benefits and impact for the organizations supported.

In addition, we strengthen the firm's relationship with its employees and other stakeholders, encouraging the connection of ideas and people between the projects supported.



# Projects supported in 2020



## Education

Investment  
area

## Segment

## Organization

Formal  
educationEarly  
childhood

Scholarship



Afterschool



Culture



Sports



Third age

People with  
disabilities



### **Vaga Lume Association**

Library construction and management project by volunteers in municipalities of the Brazilian Legal Amazon.



### **Grei Community Clinic**

Founded in 2004 by three psychotherapists who wished to act as agents of change in society, favoring the emotional restructuring of children and adolescents.



### **Olga Kos Institute**

Founded in 2007, the Olga Kos Institute for Cultural Inclusion (IOK) is a non-profit association that develops artistic and sports projects approved by tax incentive laws to assist, as a priority, children, youth, and adults with intellectual disabilities.



### **Reaction Institute**

Created by Olympic medalist Flavio Canto, his coach Geraldo Bernardes and friends in 2003, the Reaction Institute is a civil society organization that promotes human development and social integration through sports and education, fostering judo from initiation to high levels.



### **Superar Institute**

A non-profit organization that has been working with people with disabilities and/or reduced mobility in Rio de Janeiro since 2006. The organization works with human development through Paralympic sports and education.



### **Liga Solidária**

More than 10,000 children, young people, adults and elderly people in situations of high social vulnerability are assisted during the year in eight education and citizenship programs aimed at rescuing the dignity and fostering the autonomy of these people.



### **Dom Cipriano Chagas School**

With an interdisciplinary curriculum, the school works on combining social, personal, cognitive, and productive skills. Through the pedagogical project, it develops the students' curiosity and self-esteem, besides thinking about their relationship with the city and the community.



### **Mão Amiga School**

Created in 2002, it is part of the Federación Mano Amiga (international), whose goal is to build community development centers in areas of scarce resources to train people in three dimensions: individual, family, and community.



### **Music School of the State of São Paulo (Emesp)**

Santa Marcelina Cultura runs two music education programs of the São Paulo State Government: Guri and the São Paulo State Music School (Emesp Tom Jobim). The projects cover a complete cycle of musical training integrated with a project of social and cultural inclusion, promoting the training of people for life and society.



### **School of Music and Citizenship**

Conceived by the Agência do Bem, a non-profit social organization, the School of Music and Citizenship project began in August of 2006, in the Beira Rio community, located in the Vargem Grande neighborhood in the city of Rio de Janeiro. In the Schools of Music and Citizenship, every day hundreds of children and young people learn, among good friends, beautiful melodies and various chords and dream of a better future.



### **Iniciativa LIFT**

The purpose of LIFT is to train and qualify young people, using a second language as a tool for social mobility.

The project offers free English language teaching and mentoring for low-income black college students from the city of São Paulo, attending the 3rd or 4th semester of graduation.



### **Inhotim Institute**

Contemporary art museum and botanical garden located in Brumadinho (MG). Recognized as a Civil Society Organization of Public Interest (OSCIP) by the Government of Minas Gerais in 2008, Inhotim offers visitors a unique experience that blends art and nature. Some 700 works by more than 60 artists from nearly 40 countries are exhibited outdoors and in galleries, amid a botanical garden with more than 4,300 rare botanical species from all continents.





## MAR

The Rio Museum of Art promotes a transversal reading of the city's history. Its exhibitions unite historical and contemporary dimensions of art through long and short term shows, both national and international. The museum also has the mission of enrolling art in public education, through Escola do Olhar.



## Brazilian Sculpture and Ecology Museum (MuBE)

Promotes art in its various forms – sculpture, painting, photography, graffiti, drawing, music, and film. It houses exhibitions of international artists and new names from the national art scene.



## Brazilian Symphony Orchestra

Founded in 1940 by conductor José Siqueira, it is the most traditional symphonic ensemble in the country, and is recognized for the pioneering nature of its actions: it was the first Brazilian orchestra to tour Brazil and abroad, perform in open-air concerts, and in audience training projects.



## Society of Artistic Culture

Founded in 1912, its mission is to make art a part of people's lives. Driven by a passion for music and performance, it promotes the best of the cultural scene with national and international shows and educational activities.



### **Brazil Solidarity Institute (IBS)**

An organization that contributes to the development of quality education, the modernization of teaching, sustainable development and bringing the school community and public authorities closer together through training and support programs in disadvantaged communities with low HDI.



### **Felipe Augusto Casa Azul**

A non-profit organization that works to combat social inequality, providing assistance to children, adolescents, and families in the Federal District, in the communities of Samambaia, Riacho Fundo II, São Sebastião, and Vila Telebrasil. During after-school hours, the institution offers art, theater, music (flute, percussion, orchestra), dance (ballet and hip hop), computer, sports activities, educational guidance, and professional training workshops for over 2,000 children and young people aged 6 to 24 years, in addition to allowing them to join the labor market as apprentices.



### **Paulista Israelite Congregation (CIP)**

Promotes various activities: music classes, study groups, choir, activities for the elderly, study camp, youth movements, among others.



### **Gauss Project**

A non-profit association that grants scholarships and offers multidisciplinary support to low-income young people with great potential. The main objective is to enable their access to excellent universities.



### **Prof Institute**

A non-profit social organization that serves children and young people from 6 to 17 years old in the community of Porto Seguro, Paraisópolis, and Jardim Colombo. It provides non-formal educational activities after school whose pillars are: writing and reading, logical reasoning, art, culture, sports, and digital communication. For young people in high school, there is a vocational qualification program.



### **Hospital of Love**

Formerly known as Barretos Cancer Hospital, it is a philanthropic healthcare institution specializing in the treatment and prevention of cancer in the interior of São Paulo. Focused on the humane practice of palliative care, the hospital offers care for an average of 120 patients per month.



### **Institute for Entrepreneurial Research and Projects (IPPE)**

A non-profit organization in Belo Horizonte that provides opportunities to build paths that support the meaning of life in all its phases, preparing for productive longevity. Through the development of entrepreneurial activities, generation of new projects, creation of companies, and promotion of self-sustainability, the institute seeks to promote income generation among senior citizens.

# Education Chat

**A project conceived in 2018 through a partnership between the Social Responsibility Committee and Pro Bono and the Gauss Project, aims to foster education and networking among third sector organizations working on the topic.**

The initiative consists of bimonthly debates on concepts and ideas with the aim of contributing to the construction and consolidation of good management and governance practices and the development of financial sustainability in the third sector. In addition, we support third-party projects and develop our own actions that strengthen the performance of the group of organizations participating in the meetings.

The project also legitimizes the educational guideline of our social investment front, contributing to the exchange of experiences among organizations working to improve education in Brazil.



## **See the topics covered in 2020:**

**3/6** Endowments

**7/14** Fundraising in times of pandemic

**9/22** LGPD in the third sector



## Education in numbers chat

About  
**50**  
registered  
organizations

Average of  
**45**  
attendees  
per meeting

About  
**2** hours  
per meeting



# Cultural calendar

**Since 2019, the initiative aims to encourage our employees to learn about the cultural actions promoted by the firm's partner organizations, through guided tours, meetings, tickets to performances, among others. These events also encourage integration between our people and partner institutions, promoting knowledge exchange and learning.**

In 2020, because of the pandemic, our calendar was totally rethought to offer virtual experiences to our employees, always considering appreciation of and access to culture.

Disclosed monthly for employees, former employees, and clients, the calendar has various entertainment and cultural appreciation options.

## February

- 2/15** Guided visit to Tomie Ohtake exhibition: Poetry Meditation + Workshop
- 2/16** Youth Orchestra of the State
- 2/15** Guided visit to the exhibition Rua! no MAR
- 2/16** Brazilian Symphony Orchestra

## March

- 3/21** Guided visit to the exhibition Our Artists | Mariana Palma
- 3/8** State Youth Orchestra and São Paulo Dance Company
- 3/7** Guided visit to the exhibition Rua! no MAR
- 3/10** Brazilian Symphony Orchestra

## April

- 4/28** Suggestions for films and books about gender equity, respect for LGBTQIA+ rights, and promotion of racial equity
- 4/28** Online guided tour to the exhibition Lumina
- 4/28** Online guided tour to the exhibition O Rio dos Navegantes no MAR
- 4/28** Yoga class live on MuBE
- 4/28** Web series Ouvir pra Crer on the Brazilian Symphony Orchestra

## Maio

- 5/5** Online performance of the Tom Jobim Youth Orchestra
- 5/5** MAR music web series
- 5/5** Amplitudes Podcast at the Tomie Ohtake Institute

## June

- 2/6** Queerantime: first virtual exhibition of the Museum of Sexual Diversity
- 2/6** Suggestions for documentaries, books, films, and series focused on respect for LGBTQIA+ rights and pride month.

## July

- 7/7** Suggestions of exclusive botanical wallpapers from Inhotim Institute
- 7/7** Debates: black experiences at the Tomie Ohtake Institute
- 7/7** Online Guided Tour of the Rio Museum of Art
- 7/7** Free Music Appreciation Course at Emesp Tom Jobim



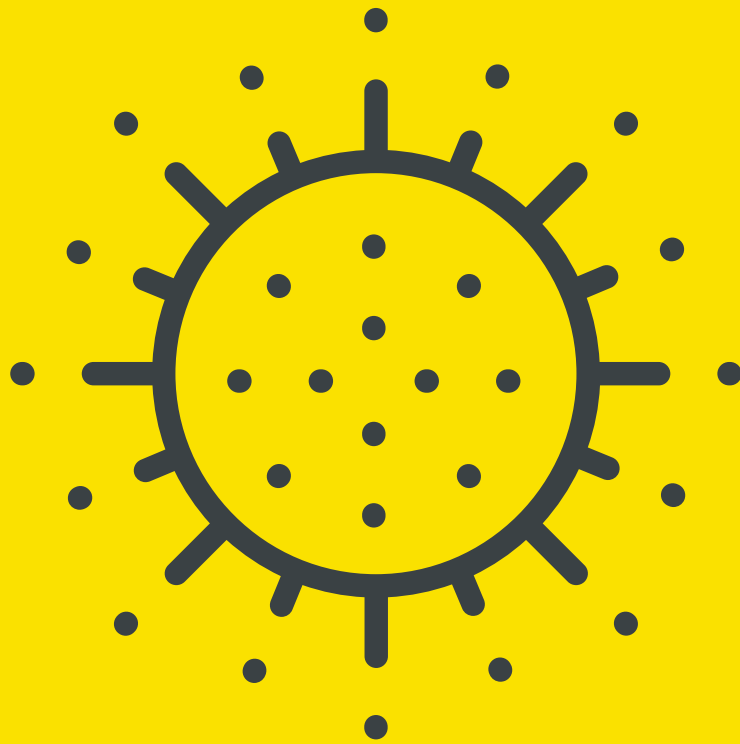
# actions re covid- 19

**The adversities faced with the arrival of the covid-19 pandemic in the country demanded quick and careful changes from companies not only in adapting their people to a home office environment, but also in their commitment to society as a whole.**

After ensuring the health and safety of our employees, which was our initial priority, we began a process of adaptation and mobilization to meet the needs generated by the crisis, both internally and externally.



# related to



# Social investment



## **Reinforcement of the importance of the culture of donation**

on May 5, combined with the global initiative #DiadeDoarAgora (anticipation of the #DiadeDoar campaign, which normally takes place after Thanksgiving – 2nd half-year period).



**Allocation of approximately 80 computers** (resulting from the migration of work in the office to home office) to third sector organizations that we support. Part of these computers were used to build two computer labs (to be inaugurated after the pandemic) for children and young people who did not have access to the Internet in their schools. The second part was donated so that young people can continue their studies at home during the pandemic.



**Dissemination of online cultural activities promoted by cultural organizations supported by the firm**, highlighting the importance of art production and consumption.

## Pro bono



**Free legal aid for third sector organizations** regarding issues related to MP 936/2020, which provides for the Emergency Program for the Maintenance of Employment and Income.

## Sustainability



**Adaptation of the meetings of our sustainability affinity group, the Green Team,** to virtual format.

## Diversity and Inclusion



**All monthly meetings of affinity groups were maintained in virtual format** and we relaunched the group focused on gender equity – Elas Conectam.



**We share with our people material with tips on books and movies** that address issues of diversity and inclusion.



**We carried out actions during LGBTQIA+ pride month,** celebrated in June, aligning them with the challenges of the pandemic and encouraging donations and support to people in situations of greater social vulnerability.



**We produced a guide for domestic workers** with guidance on working during the pandemic.

# pro bono

**Making business possible is the essence of our brand and our purpose. We do this by building solid partnerships, sharing knowledge and extending the reach of our legal intelligence to transform realities. This is only possible with the engagement of our people.**

Since the foundation of the firm, we have made a commitment to pro bono work, aiming to offer free services to organizations and individuals represented by them. For this to happen in an organized and sustainable manner, we created a Support Committee, made up of partners, associates, and interns who work on pro bono cases on a voluntary basis.

We also have a Pro Bono Manual, a pioneering initiative in the legal market which, in addition to reaffirming our commitment to the practice, encourages our people to perform pro bono work. The publication has detailed guidelines on internal procedures, service standards, among other topics. The content was developed entirely by the employees involved in these actions.

# ono



Our next challenge is to expand the pro bono practice in the firm, promoting initiatives that inspire our people to do this work.

# Pro bono in numbers

**143**

cases opened in 2020

**3,746**

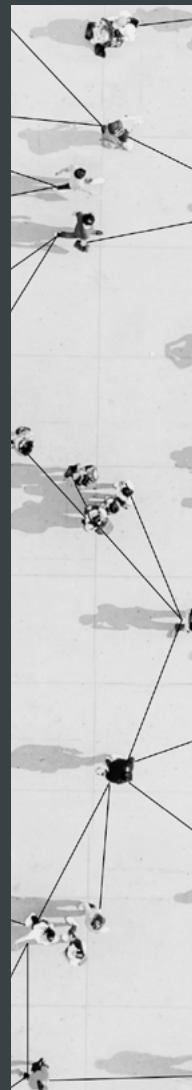
dedicated hours

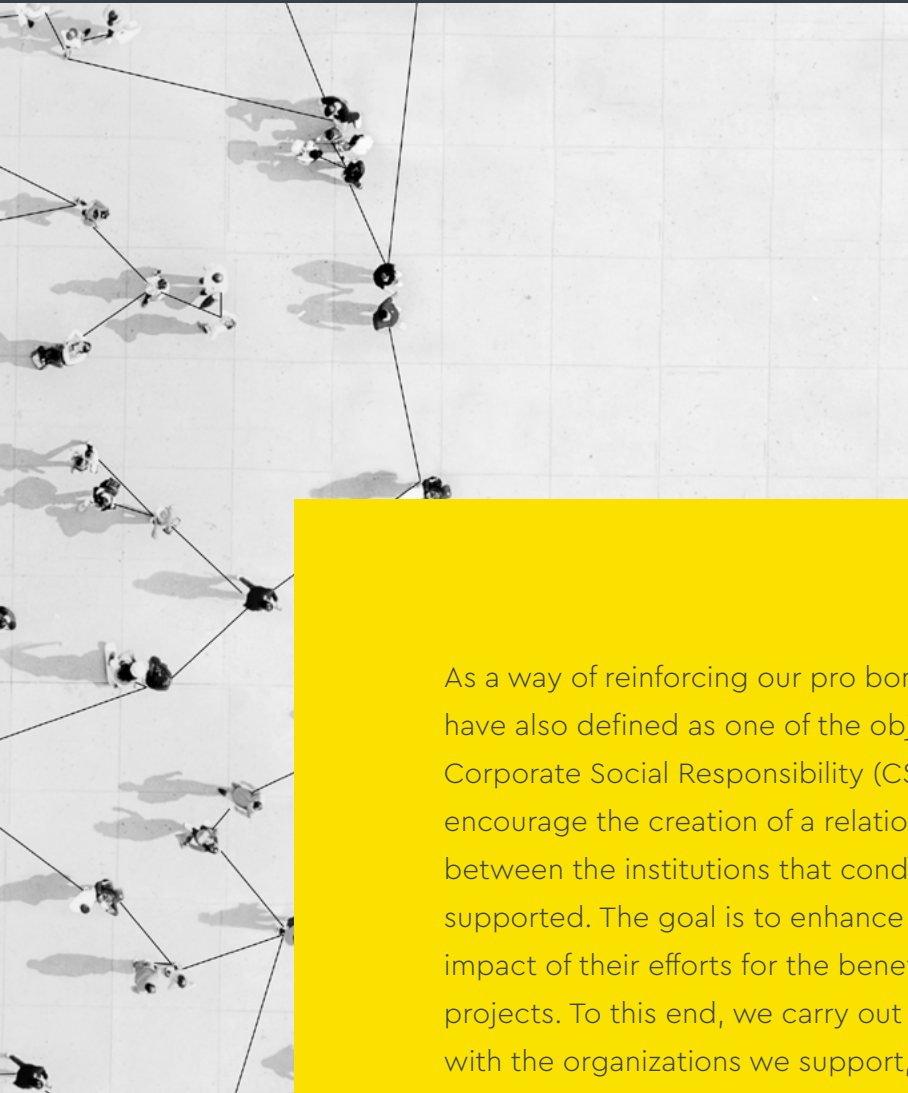
**R\$ 2,997,558.33**

total value

**189**

volunteer professionals dedicated to pro bono cases





As a way of reinforcing our pro bono pillar, we have also defined as one of the objectives of the Corporate Social Responsibility (CSR) area to encourage the creation of a relationship network between the institutions that conduct the projects supported. The goal is to enhance the results and impact of their efforts for the beneficiaries of these projects. To this end, we carry out transversal work with the organizations we support, offering them support in the different pillars of our CSR practice, that is, tax incentives, direct investment, pro bono work, and volunteer actions.

In 2020, we have already seen the results of the implementation of these initiatives with the recognition that our performance in pro bono cases obtained in the list "**Pro Bono 2020 Leading Lights**", prepared by the publication Latin Lawyer in partnership with the Cyrus R. Vance Center for International Justice.



LATIN LAWYER AND THE VANCE CENTER'S  
**PRO BONO LEADING LIGHTS**  
2020

# volunt

**Launched in 2018, is an opportunity to make a difference, contributing to meet the needs of several communities in which we operate, always in a manner consistent with our corporate social responsibility guidelines. We believe that together we can promote transformation and the construction of a more just and caring society.**

In 2020, because of the adversity caused by the covid-19 pandemic, our program was fully revised in March, with voluntary actions that could be carried out remotely. With this, we aim not only to keep our employees engaged, but also to respond to the challenging times experienced by our partner institutions.

# progra



# eering

## Get to know the profile of our volunteers

The actions of our initiative are divided into three types:



### Ad hoc

Carried out at specific times



### Continuous

Executed in the long term



### At a distance

Conducted in a virtual environment

## 2020

Total number of employees engaged:

# 45



Men: **10**

Administrative: **15**



Women: **35**

Legal: **30**

# m

# Actions in 2020



## **Punctual**

The first punctual action of the year was done in partnership with Instituto Brasil Solidário (IBS), a third sector organization supported by the firm, and E.E. Ministro Costa Manso, a school supported by Bloomberg, which also brought its volunteers to the action. The group divided into teams for activities that involved: planting, painting wooden boards and pallets, building benches, and whatever else creativity and volunteer labor would allow.



## **Continuous**

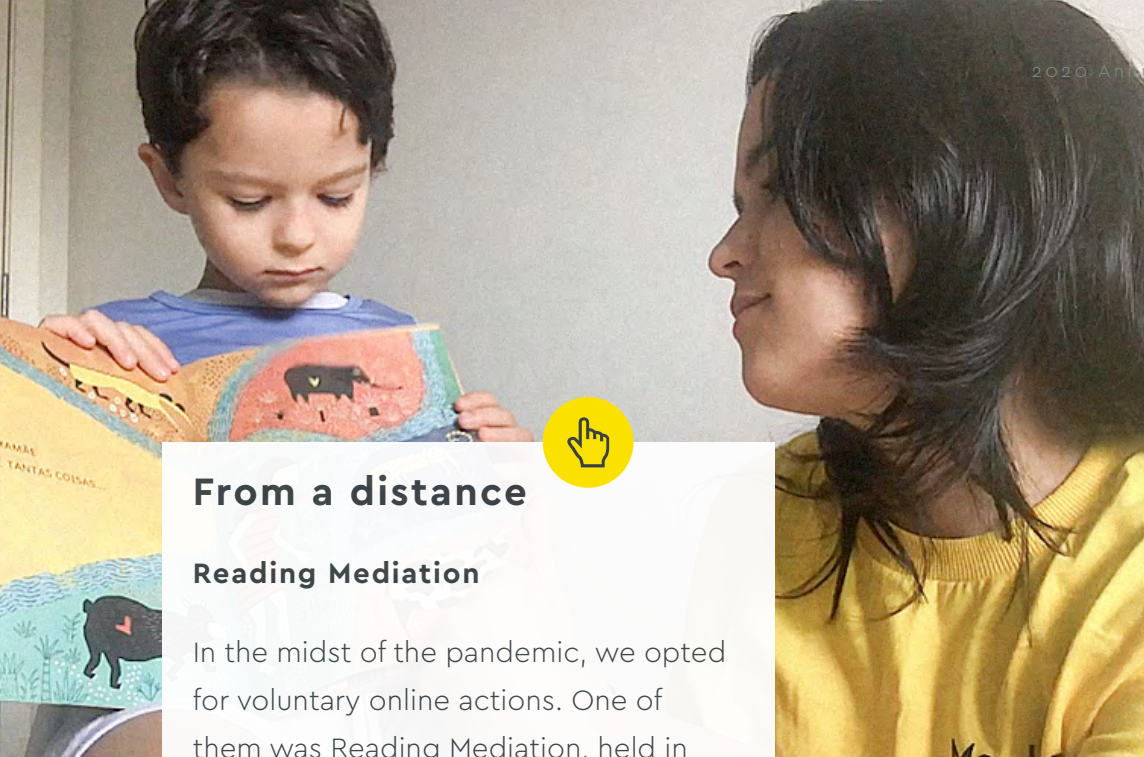
### **Mentoring – LIFT Initiative**

The LIFT Initiative is an ongoing volunteer action that uses mentoring and English language teaching as social mobility tools. In 2020, the project offered opportunities to 75 black, cis and trans college students from Greater São Paulo, with low income and attending the 3rd or 4th semester of their undergraduate studies

Machado Meyer supports the LIFT Initiative and has 19 employees who work voluntarily for the development of the participants.

Since the course is two years long, classes and mentorships continue in 2021. Next year, we hope to release the results of the initiative.





## From a distance

### Reading Mediation

In the midst of the pandemic, we opted for voluntary online actions. One of them was Reading Mediation, held in partnership with Vaga Lume Association and the Dom Cipriano Chagas School. The volunteers who signed up participated in a mini-course to record a video inside their homes performing reading mediation. The videos were sent to the school, which included the activity in their students' lesson plans.

### Museum of the Person

We carried out our second online action in partnership with the Museum of the Person, which aims to record, preserve, and transform the life stories of each and every person in society into heritage of humanity. Its collection has more than 18,000 stories. Volunteers were responsible for reviewing story transcripts and creating titles and tags, as well as drafting synopses and biographies for interviewees.

### Liter of Light

Our last action of 2020 was done in partnership with Liter of Light, an international organization that operates in more than 20 countries, bringing light to residents of communities that do not have adequate access to electricity or who live without light in their homes and streets. Our volunteers received materials in their homes and participated in an online workshop to learn about the renewable energy solution that has already changed the lives of over 16,000 Brazilians and thousands more around the world. All solutions used in the workshop are forwarded to a community in need of lighting.







# sustainable ability



# ain ty



**Our affinity group dedicated to mitigating negative impacts on the environment, the Green Team, completed one year in 2020 with a great challenge to overcome: how to maintain its performance in home office. The physical distance required by the pandemic encouraged the group to put into practice sustainable alternatives that would expand the boundaries of the corporate environment and reach our people's daily lives, now at home.**

In September, while moving out of our old building in São Paulo, we carried out a campaign focused on the correct disposal of materials that could be destined for reuse or recycling (such as paper, pens, and other firm materials).

In all, we directed more than ten tons of paper for recycling, through the NGO Pimp My Carroça. That means more than:



**480,000 liters**  
of water saved



**17,4 m<sup>3</sup>**  
of landfill space  
saved



**25,000 kWh**  
energy saved



**170 trees**  
were saved



**25 barrels**  
of oil saved



**48 kg**  
of stationery materials  
for recycling



Withdrawal Campaign of  
Waste and Terracycle/Faber  
Castell Competition

The team remained very active with the launch of our new unit in São Paulo, discussing in their bimonthly meetings practical actions and solutions capable of changing thoughts and attitudes inside and outside the firm.

In November, the Green Team also launched a periodical internal publication, with hints for sustainable food sources. In addition to the survey of restaurants with sustainable practices and small producers in São Paulo and Rio de Janeiro, we also disclosed tips to avoid waste and use solid waste and even a step-by-step to create a vegetable garden at home. The group also addressed the separation of solid waste during the pandemic and how to make a compost bin at home, among other issues.

diver

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inclus



# sity

## Our People

Valuing our people, with respect for diversity, is part of our culture. We believe that a diverse and inclusive environment is capable of generating more creative and innovative solutions, as well as stimulating dialogue and collaboration.

## Pillars of Diversity and Inclusion

Machado Meyer operates in three dimensions of diversity:



**Gender**



**Racial-ethnic**



**LGBTQIA+  
Gender equity**

Each of the fronts has specific initiatives, consistent with the demands of the affinity group and society.

# sion

# Our numbers

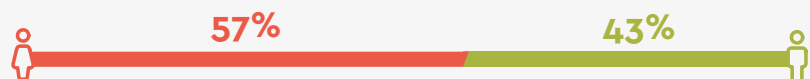
Total Number  
of Employees:

**833**

Total:

● **473** women

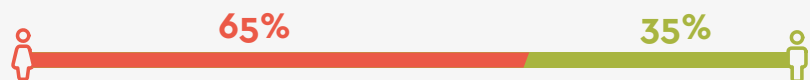
● **360** men



Administrative area:

● **153** women

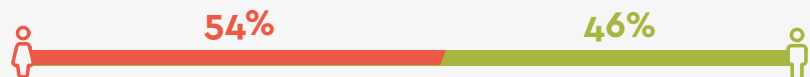
● **83** men



Legal area:

● **320** women

● **277** men

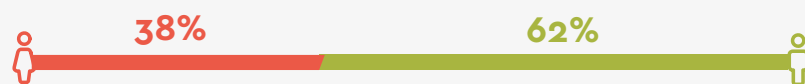


## Top Leadership

### Total:

● 38 women

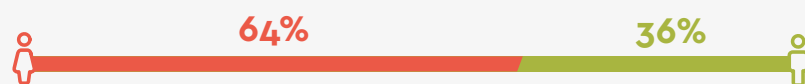
● 61 men



### Administrative area:

● 7 women

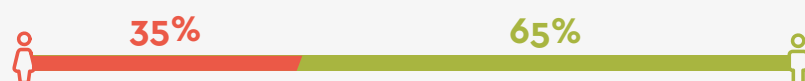
● 4 men



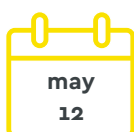
### Legal area:

● 31 women

● 57 men



## Calendar of actions in 2020



### Election of new members of the Diversity and Inclusion Committee

To keep our employees closer to the planning of the Diversity and Inclusion Committee's actions, we open two vacancies every two years for new members to join the group alongside the partners. In the current term, one of the vacancies was reserved for a full or senior associate and the other for a full or senior analyst position.

### Committee members

Ana Karina Souza, Camila Galvão, Cristiane Romano e Mauro Cesar Leschziner

### New members



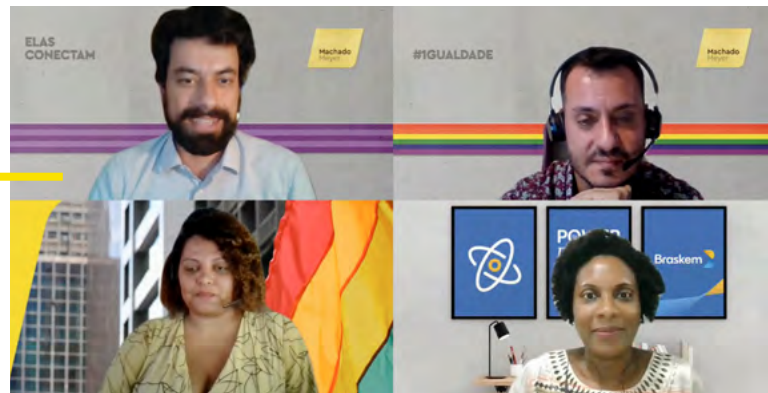
Claudia Guimarães e Wagner Alves de Araújo



### Talk on crisis management and diversity

In the first week of October, we held a chat on crisis management and valuing diversity, organized by the Diversity and Inclusion Committee and our affinity groups *Elas Conectam*, *#1gualdade* and *ID.AFRO*. Participating in the conversation were guests Elaine Santana, responsible for Social Responsibility at Braskem and leader of the Community Front in the Financial Compensation and Relocation Support Project in Maceió, and Humberto Pinheiro, executive legal manager at Vale S.A.

During the conversation, Humberto explained how the most recent crisis at Vale was managed, emphasizing the appreciation of the people involved, as well as how diversity in the teams of large companies makes a difference in business results. Elaine talked about her professional experience and stressed how necessary it is to give opportunities to talents from groups that are usually underprivileged in the job market, as well as to recognize their contribution.



### Recognition by the Human Rights and Diversity Seal

In 2020, we received the Human Rights and Diversity Seal for the second time. We were featured in the category "Transversalities" due to the work of our affinity groups *Elas Conectam*, *#1GUALDADE*, and *ID.AFRO*.

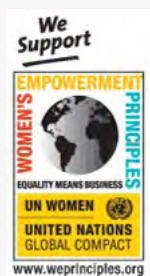
The objective of the seal is to reinforce the importance of diversity in the labor market and to promote equal rights, so that people are treated with more dignity and respect. The organizations whose practices are recognized are part of a monitoring network, in which they exchange experiences and have access to programs, policies, and equipment of the São Paulo City Government.



# elas conect

**Launched in 2011 as the Women's Program and established in 2020 as an affinity group for gender equity, Elas Conectam represents the firm's women and seeks to create instruments to develop our female lawyers and administrative staff in order to promote opportunities to rise to decision-making and leadership positions.**

Through Elas Conectam, we are signatories to external commitments such as:



**United Nations  
Women's  
Empowerment  
Principles**



**WILL**  
**Women in Leadership  
in Latin America**

# am

## 6 pillars of action:

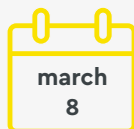
1. Affinity group
2. Professional development
3. Mentoring
4. Networking
5. Corporate Citizen Program
6. Flexibility on return from maternity and paternity leave

This year, we also joined the "Equity is Priority" movement. The initiative, developed by the platform Action for Human Rights of the Global Compact Network Brazil, aims to increase the number of women in senior leadership positions and strengthen the business contribution to the achievement of SDG 5 – Gender Equality. We work on the movement's two pillars of action – capacity building and commitment – with the objective of ensuring gender equity in top leadership for the coming years.

We care for the welfare of our people, always seeking the best for them. This year, we joined the Citizen Company Program, established by Law No. 11,770/2008 and regulated by Decree No. 7,052/2009. Thus, our people will be able to request extension of maternity leave for 60 days and paternity leave for 15 days, in addition to the five already granted by Law No. 13,257/2016.

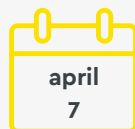


## Calendar of actions in 2020



women's month

To celebrate International Women's Day in 2020, we adopted the theme proposed by the UN – "I am the Equality Generation: realizing women's rights" – and produced postcards to disseminate inspiring stories about female empowerment. The action with a focus on information was aligned with UN Women's new multigenerational campaign "Generation Equality", which marks the 25th anniversary of the Beijing Declaration and Platform for Action, on which a review of progress should be released this year.



Launch of elas conectam

In April of 2020 we launched Elas Conectam, an affinity group that meets monthly to discuss and carry out actions aimed at promoting gender equity. The entire firm is invited to attend the meetings.

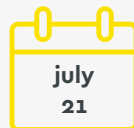






### Signing of the "Equity is a Priority" commitment

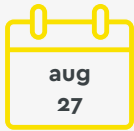
The movement is an initiative of the Global Compact Network Brazil, which has as one of its objectives to establish clear targets for the companies participating in the network to increase the number of women in senior leadership positions. Machado Meyer has assumed the commitment of having 30% of women in senior leadership (corporate officers for the legal area and senior managers for the administrative area) by 2025.



### Child sexual exploitation

The internal chat was an action of the Diversity and Inclusion Committee and Elas Conectam with the goal of addressing one of the aspects of violence against women: child sexual exploitation. For this meeting, we welcomed Professor Luciana Temer, CEO of the Instituto Liberta, whose mission is to combat sexual exploitation of children and adolescents in Brazil.

The meeting had as its main agenda issues presented in the documentary A Crime Among Us, which portrays child sexual abuse in our country. Based on research, the feature brings data and reports of boys and girls who suffer from this perverse cycle of violence, seeking to raise awareness of the population about the problem.



## financial education

In partnership with the Equilibrar Program, Elas Conectam invited specialists Fernanda Rios Moura, Liliana Berthier and Rodrigo Nesadal, from Lifetime Investimentos, to talk about the presence of women in the financial market and issues of financial management and investments. They addressed the market's reaction to the pandemic, in addition to talking about how women have been gaining space within large companies (like our firm) and in segments that were previously mostly led by men.

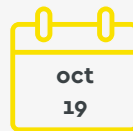


## Self-defense as a support against domestic violence

In commemoration of the National Day of the Fight Against Violence against Women, we held a special chat on self-defense as a resource against domestic violence, organized by the Diversity and Inclusion Committee and Elas Conectam. The event was attended by the guest Antônio Rodrigo Nogueira, better known as Minotauro, former MMA fighter and current UFC ambassador.

During the conversation, Minotauro spoke a little about his history as a fighter, current projects, and stressed the importance of combating the growth of domestic violence. The guest also gave some instruction to our staff and taught basic self-defense moves that can be used in extreme cases.





### Women in politics

With the support of the Diversity and Inclusion Committee, we held a chat on women's leadership and presence in politics, with the participation of Valeria Paes Landim, who has a Master's degree in Constitutional Law, and Patricia Tuma Martins Bertolin, who has a Master's and Doctorate in Labor Law.

During the conversation, issues such as the importance of the presence and representation of women in public positions, the issues that involve a female political career and how we can face the barriers imposed by a mostly patriarchal governmental system so that women find and conquer more space in this environment were discussed.





### **Gender equity in art**

In partnership with the Brazilian Sculpture and Ecology Museum (MuBE), an organization supported by the firm in our Social Investment and CSR Incentive Laws pillar, we held a special chat about the female presence in art.

The event counted with the participation of guests Galciani Neves, MuBE's curator, Regina Parra and Regina Silveira, artists who deal with the theme in their works and in their experience in the cultural

environment. During the conversation, our guests shared life experiences and reflections on their work and trajectories, and discussed issues such as the low representation of women in universities and the artistic world and how it is possible to conquer space in the universe of art.

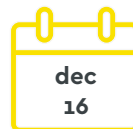




### Guide for domestic workers, with tips on health, rights, and safety during the pandemic

Thinking about gender equity and the autonomy of women domestic workers, Elas Conectam and the Pro Bono Case Support Committee, in partnership with the Pro Bono Institute and Sanfran Jr., developed a guide with the objective of informing them regarding health, rights, and safety during the pandemic.

The publication was recognized in the 4th edition of the Lumen Award, in the category "Good Practices in Facing covid-19", obtaining 2nd place.



### Women's Mentoring Program

In late 2020, applications were opened for the 2021 Cycle of the Women's Mentorship Program. The project, carried out by the Diversity and Inclusion Committee, aims to promote gender equity by enhancing the development of female talent in our firm.

During the program, the mentors have the support and monitoring of Tree Consultoria, in face-to-face meetings and through special materials. The contact with the mentors is very close and flexible, which facilitates learning and broadens the exchange of experiences between everyone.



**Launched in 2017, the #1gualdade [#1equality] program represents the firm's commitment to supporting diversity and promoting an open, inclusive, and welcoming environment for the LGBTQIA+ public.**

Its main objectives are: respect for diversity by creating an environment for our people to express themselves freely, and recognition of the value of our diverse team.



To achieve these goals, we work on the following pillars of action:

**4** pillars of action:

1. Affinity group
2. Promotion of events and debates
3. Internal primer
4. External commitments

This year, with the support of the Diversity and Inclusion Committee and the affinity group #1gualdade, our firm became a signatory to the **LGBTI+ Business and Rights Forum**.

The forum was created in 2013 to bring together large companies around ten commitments to promoting LGBTI+ human rights. The movement also focuses on improving business

management practices and generating value for all its participants; combating LGBTI+phobia and its harmful effects; and acting together to positively impact the business environment and society.



## Calendar of actions in 2020

MÊS DO ORGULHO  
**LGBTQIA+**



**LGBTQIA+ Pride month**

During the month of June of 2020, we promoted actions related to the topic and transversal issues of the Diversity and Inclusion Committee.

One of the actions consisted of sharing tips through a cultural calendar prepared by our affinity group #1gualdade, including documentaries, books, movies, series, and exhibitions.



We took advantage of the commemorative month to launch backgrounds for meetings and presentations in Microsoft Teams and Zoom with the theme of each of the affinity groups: #1gualdade, Elas Conectam, and ID.AFRO.



Following up on our actions, the Diversity and Inclusion Committee relied on the engagement of part of our employees in the Cesta Solidária [Solidarity Basket] campaign for the LGBTQIA+ population. Organized by the OUTstand group in partnership with Cesta Incentivo [Incentive Basket], the action aimed to help vulnerable groups during the pandemic. The donations were forwarded to Eternamente Sou, Família Stronger, Casa Florescer, Casa Arouchianos, and the Diversity Reference Center.



To close the LGBTQIA+ Pride Month programming, the Diversity and Inclusion Committee and the affinity group #1gualdade, in partnership with our Culture group, produced a video with testimonials from our LGBTQIA+ people and allies, reinforcing the importance of building and maintaining an environment that values all people and respects diversity. What is diversity and inclusion for you? And what is it like to be LGBTQIA+ at Machado Meyer? Our people responded.

# ID.AFRO

**IDENTIDADE AFRO – ID.AFRO is the racial affinity group of our Diversity and Inclusion Committee. It seeks to promote racial and ethnic equity through debate and initiatives to create an inclusive and diverse firm.**

Its main objectives are discussion of tools for the recruitment and selection process, promotion of the mentoring program for black people, and internal dissemination of guidance on the subject and the fight against racism.

### Through ID.AFRO, we support:



Created in 2017, the project aims to ensure the representation of black people in the legal world, contributing to the reduction of inequalities and discrimination.

### We are also part of the:



The group, founded in 2017, aims to promote racial inclusion and equity of black professionals, in the offices of advocacy and legal market.



### basic pillars of action:

1. Affinity group
2. Recruitment
3. Events and debates
4. Internal primer
5. Mentoring
6. Support to third party projects

## Calendar of actions in 2020



### Pathways to Inclusion – Obstacles or opportunities?

Organized by the Legal Alliance for Racial Equity, the event included the participation of various law firms to discuss inclusion experiences and actions. We were represented by a member of ID.AFRO, who presented information about our Diversity and Inclusion Committee and affinity groups.



### Talk on structural racism

The Diversity and Inclusion Committee joined ID.AFRO to promote a talk about structural racism, which counted with the presence of lawyer, philosopher and university professor Silvio Luiz de Almeida. Current president of the Luiz Gama Institute, Silvio is the author of the books Structural Racism and Sartre: Law and Policy.

In almost two hours of conversation, about 160 employees had the opportunity to listen, reflect, and ask questions about the topic, which is extremely important in all social spheres. Our speakers brought historical facts, data, and reports that elucidated the transversality of the subject.







## Special program on Black Consciousness month

In addition to the indication of films, series, and books that deepen knowledge on the subject, the programming of the month of November included three initiatives detailed below.

1. Talk about "Intersectionality", in partnership with the Tomie Ohtake Institute. Experiences and reading tips on overlapping systems of oppression, domination, or discrimination were shared. Topics were debated such as the history of racial inequality, structural racism in Brazil and its recent evolution,

censorship issues, and rights related to diversity in art and politics, gender equity, accessibility, and the reasons why the fight for a more equal society belongs to all.



Participantes do bate-papo sobre interseccionalidade

# MÊS DA CONSCIÊNCIA NEGRA

A SAÚDE MENTAL DA  
POPULAÇÃO NEGRA

ID.AFRO

**Machado  
Meyer** ADVOGADOS

2. Event on "Good diversity practices", a conversation focused on the exchange of experiences on diversity and inclusion, with an emphasis on the ethnic and racial topic. The participants shared their personal and professional experiences and discussed topics such as structural racism and the importance of representation and cultural change in the job market so that black talents are recognized and have the opportunity to progress. Issues related to good practices of welcoming and inclusion in the workplace were also addressed, especially during the pandemic, when not everyone has access to the resources needed for a home office routine, for example.

3. Event on "Mental health of the black population". During the conversation, participants reflected on the relationship between mental and physical health and how it can be affected by the context in which a person is embedded. Also addressed was the importance of looking at the history and social construction for black people; racial democracy; structural racism; personal and career opportunities; and how we can, together, continue to fight for more racial equity in our country.



# Young Apprentice Program

## Socio-economic inclusion

**The Young Apprentice Program is governed by the Apprenticeship Law (Law No. 10,097/2000). It provides that medium and large companies must have from 5% to 15% young apprentices among their employees. Machado Meyer has been hiring apprentices for 14 years and is attentive to the development and retention of these talents.**

In 2020, we began a partnership with the **Vocation Project**, which awakens and strengthens vocations through social inclusion. In this initiative, young people between the ages of 14 and 22 receive preparation and mentoring to enter the job market.

With this project, which adds to our Mentorship Program, supported by the firm financially and with the cooperation of volunteers, we strengthen transversality in our work.











**TEMM Voice – Transparency and Ethics at Machado Meyer – is a channel designed to give a voice to the firm's employees in cases of irregularities, compliance issues, and other situations that violate our Code of Conduct.**

The channel is managed by ICTS, an independent company specializing in gathering and processing complaints. All information recorded is treated confidentially.



Corporate Social Responsibility

**Helena Rabethge**

**Catharina Rivellino**

**Juliano Henrique dos Santos**

# report



MACHADO  
MEYER  
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MACHADO, MEYER, SENDACZ E OPICE ADVOGADOS  
SÃO PAULO / RIO DE JANEIRO / BRASÍLIA / BELO HORIZONTE / NEW YORK