



**KASZNAR
LEONARDOS**

Communication on Progress Report

2021/2022

SDG Good Practices Portfolio and Communication on Progress Report

COP 2021/2022

Reference Period

Jan/2021 to Set/2022

Written by

Kasznar Leonardos and Geração Social

Formatting by

Kasznar Leonardos

Reviewed by

Kasznar Leonardos and Geração Social

Open Letter to Society

Social Responsibility and Sustainability are strategic pillars of our business. We understand our potential as drivers of social transformation and believe it is our duty to add value to society and to effectively contribute to the creation of a fairer, more egalitarian and sustainable world, by way of a shift of culture and our attitude in our daily activities.

We have committed to contribute to the sustainable development of our society. It is our belief that, because we are a solid enterprise, aware of the multiple realities surrounding us, our primary duty is to create positive impacts, imbued of truly transformative power.

With partnerships and actions built over the course of our history, we aspire to respect and honor that commitment. We want to be recognized as a company that respects and values human beings and their personal and professional development, pursues innovative solutions to address the challenges of sustainability, and builds its business entrenched in ethics and transparency, while tending to and engaging with global issues.

It is with this outlook that we are proud to present our first Global Compact Communication on Progress Report, reflecting our commitment to a pledge made in 2021, when we adhered to the Global Compact's 10 principles,

covering Human Rights, Labor, the Environment and Anticorruption, aligned with the Sustainable Development Goals of the United Nations Organization.

We know that there is still much to be done for both the present and future generations, and look forward to advancing, together, in the creation of value for our collaborators, as well as society.

Cordially,

João Luis Vianna

Chief Executive Officer, **Kasznar Leonardos**

Summary

About Kasznar Leonardos

Our purpose

Our history

About the Report

Our commitment to future generations

Global Compact

HUMAN RIGHTS

Diversity and Inclusion

Diversity and Inclusion Census

Gender Equality

Racial Equality

Persons with Disabilities (PWD)

LGBTI+ Community

Support of Social Projects and Philanthropy

LABOR

Inclusive Leadership Workshop

Internship Program

Joining Businesses without Barriers

“Incluir Direito” Project

“Young Apprentice” Program

Volunteering Program

**Benefits and Health and Quality of Life Program - Viva+
Courses and Training Group
"Formando Estrelas" Program
Coffee with the CEO**

ENVIRONMENT

**Reducing disposable waste
Full carbon offsetting
First steps**

ANTICORRUPTION

**Code of Ethics and Compliance and Ethics Committee
Incident Reporting Hotline
Internet Use Policy**

Future Plans

About Kasznar Leonardos

Our purpose

We are innovative by nature and always bring our creativity and multidisciplinary approach wherever we go. We have extensive knowledge and experience with numerous fields of Law and rely on a team of highly qualified associates and collaborators, as well as a wide-ranging network of global partners, all working nonstop to create customized solutions to protect the innovations that push the world forward.

Our values

Loyalty
Integrity
Credibility
Ethics
Respect

Our history

Emerging from the famed, traditional industrial property agency Momsen, Leonardos & Cia, our firm inherited a priceless legacy: highly qualified professionals, offering a full range of services consisting of the protection, enforcement and commercial exploitation of intellectual property assets and rights, for some of the major corporations in the world, in multiple market segments.

In the past century, we have been closely associated with the growth of the Intellectual Property business in Brazil, which has afforded us unique expertise in this field of Law.

**We have been building the future for more
than 100 years**

[Click here and learn more with the Kasznar Leonardos Special 100th Anniversary Celebration book](#)

About the Report

Our commitment to future generations

The Communication on Progress Report is a tool that describes the actions implemented by the company and, in addition to contributing to a database of corporate practices in sustainability, allows for the examination of our performance and achievements over time, thereby constituting a solid commitment to society.

We have made a commitment to contribute to the sustainable development of our society. It is our belief that, because we are a solid enterprise, aware of the multiple realities surrounding us, our primary duty is to create positive impacts, imbued of truly transformative power.

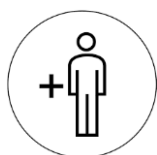
With partnerships and actions built over the course of our history, we aspire to respect and honor that commitment. After all, we want to make our working environment and our society fairer, more egalitarian and sustainable.

We are determined to identify opportunities for socio-environmental enhancement, develop innovative solutions, and contribute with good practices in sustainability. To that end, we believe that the transparency of our actions and projects are a part of our journey to become better for people and better for the world.

Global Compact

The **Global Compact** is a call for businesses to align their operations and strategies with 10 universal principles in the fields of Human Rights, Labor, Environment, and Anticorruption, and to develop actions that help address the challenges facing society.

HUMAN RIGHTS



1. To respect and support internationally recognized human rights within its area of influence.



2. To ensure that the company does not engage in human rights violations.

THESE INITIATIVES MEET THE FOLLOWING SDGs:



- **HUMAN RIGHTS**
- **Diversity and Inclusion**

GRUPO DE TRABALHO E COMITÊ DE DIVERSIDADE E INCLUSÃO

We know that the development of a diverse workplace is crucial for any progressive organization. We appreciate our collaborators, as well as their differing worldviews, ways of life and forms of expression, as they are a critical element for our advancement.

In our efforts to disseminate the issue of inclusion, we created the **Diversity and Inclusion Program**, in March 2020, to foster debate on the matter, in addition to implementing affirmative actions within and outside the office. We focused on four core issues: **gender**, **LGBTI+**, **PWDs**, and **ethnic-racial**, and so defined the goals and the strategic planning for the Diversity and Inclusion Program.

The initiative was developed by Human Resources based on one of the Corporate Strategic Planning guidelines, upon the creation of the **Diversity and Inclusion Work Group**, made up of 33 volunteering collaborators, which report to the Human Resources department. The group's purpose is to promote in-company discussions, propose and organize actions that are consistent with our goal.

Today, we also rely on the **Diversity and Inclusion Committee**, a strategic entity that supports Kasznar Leonardos' Board of Directors, which assumed the responsibility for the strategic initiatives and guidelines concerning this issue within our corporate environment.

In 2020, a schedule of **commemorative date campaigns** was launched, to foster reflection and create awareness among the collaborators nearly every month of the year. The schedule includes the following:

- ◆ **29/Jan** - Transgender Visibility Day
- ◆ **08/Mar** - International Women's Day
- ◆ **21/Mar** - International Day for the Elimination of Racial Discrimination
- ◆ **17/Mai** - International Day Against Homophobia, Biphobia and Transphobia
- ◆ **28/Jun** - LGBTI+ Pride Day
- ◆ **25/Jul** - International Day of Black, Latin-American and Caribbean Women
- ◆ **29/Ago** - Lesbian Visibility Day
- ◆ **21/Set** - National Day of Celebration of the Challenges faced by Persons with Disabilities
- ◆ **01/Out** - National Day for the Elimination of Violence Against Women
- ◆ **20/Nov** - Black Awareness Day
- ◆ **03/Dez** - International Day of Persons with Disabilities
- ◆ **10/Dez** - International Human Rights Day

27

in-company and external
campaigns developed

13

webinars held

7

Pacts and Partnerships

5

NGOs supported, focusing on
underrepresented groups

DIVERSITY AND INCLUSION CENSUS

In the year 2021, in partnership with the consulting service “Parangolé do Saber”, we held our **first Diversity and Inclusion Census**, to draw up a demographic diagnosis of diversity and the perceptions of the company's employees regarding diversity and inclusion. 218 collaborators answered the questionnaire, which corresponds to 83% of the total 263 collaborators.

First, demographic data was collected, with self-declaring questions, to quantify the representation percentages of the following dimensions: Sex/Gender, Color/race, Sexual orientation/gender identity, Generations, PWDs [Persons with Disabilities], Geography and Religion. Afterward, the existing perceptions of diversity and inclusion in the workplace were examined.

The results of the census allowed for the identification of opportunities for improvement within the company and, based on the results, a Plan was drawn up, proposing affirmative actions to be implemented over the course of the next three-year period, focusing on four pillars:

- ◆ **Gender equality**
- ◆ **Racial equality**
- ◆ **Persons with Disabilities (PWDs)**
- ◆ **LGBTI+ Community**

Regarding gender equality, we learned that Kasznar Leonardos is a majority-female company, whereas women account for 52% of the collaborators in leadership roles and 50% of the Administration. In terms of racial equality, in turn, we found that only 23.4% of the responding collaborators self-declared as black, with just a small percentage holding leadership roles. Additionally, 3.7% self-declared as Asian, with 6.8% in leadership roles.

As for persons with disabilities [PWDs], the firm is compliant with the legally mandated quota and our selection processes do not discriminate against candidates on account of a disability. Finally, the collaborators who self-declared as LGBTI+ represent 11% of the respondents. Both groups are underrepresented in leadership roles.

The census revealed, further, that 78.6% of the collaborators expressed the opinion that **it is important to have more diversity in the workplace**, and 83.7% fully agreed with the phrase **“I believe that the company benefits from having a more diverse, inclusive workspace,”** which shows that the

collaborators understand and support the importance of Diversity and Inclusion at Kasznar Leonardos.

The following are some of the most relevant comments made by the responding collaborators about the 2021 Diversity and Inclusion Census:

“This census is extremely important. We still have a long way to go, but the first step is to hold hope for a better society, in addition to a better workplace. Thank you for this opportunity!”

“The work on inclusion and diversity in the company is being very well handled and executed by the Diversity TG, with the involvement of multiple collaborators. The ongoing improvement of the actions is increasingly engaging the employees with these issues.”

“I would like to congratulate the whole Diversity and Inclusion Committee team. Their work is extremely important for our workplace, providing accurate information and showing everyone that a company’s human capital is its greatest legacy and the best recipe for its success.”

The census was crucial to map the new needs and urgencies of the thematic groups at Kasznar Leonardos and to prepare the plan of action for the 2022-2024 period. Additionally, since 2021, the company has prepared **annual pamphlets**, which are widely circulated to the public and available for consultation on our website.



Two years of Kasznar Leonardos'
Diversity and Inclusion Program



 **KASZNAR
LEONARDOS** Diversidade
e Inclusão

[Click here to access the latest pamphlet on Diversity & Inclusion at Kasznar Leonardos](#)

52 %

female collaborators in leadership
roles

23,4 %

black collaborators

11 %

LGBTI+ collaborators

78,6 %

collaborators expressed the opinion
that it is important to have more
diversity in the workplace

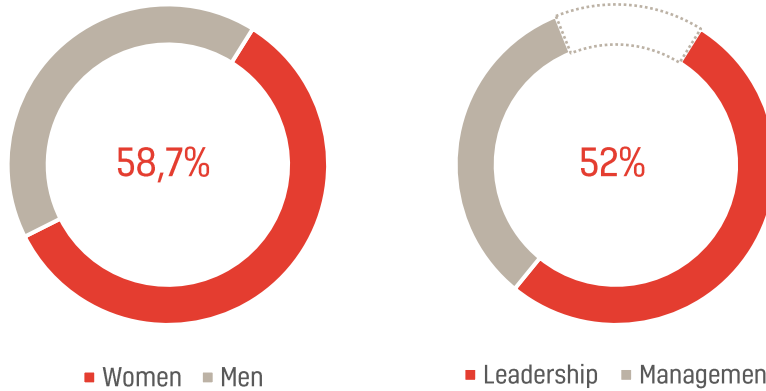


INTERNATIONAL HUMAN RIGHTS DAY CAMPAIGN

Since December 2020, to celebrate the date, **we have circulated the Universal Declaration of Human Rights internally**, to reinforce the importance and the **present-day relevance of the Declaration**, even now, seven decades after it was drafted. The Universal Declaration of Human Rights, a milestone document proclaimed by the U.N. in 1948, sets out the fundamental rights common to everyone, contemplating all of human diversity and fighting discrimination.

GENDER EQUALITY

The Diversity and Inclusion census produced by “Parangolé do Saber” for Kasznar Leonardos learned that the company is a female-majority enterprise, although women hold a minority of the administrative roles. Out of the total respondents, nearly 59% are female, while only 52% of those women hold leadership roles.



In Brazil, according to the latest National Household Sample Survey [PNAD], conducted by the IBGE, 52.2% of the country’s population is female. The presence of women in leadership roles has increased in the past years. Today, they hold 38% of all leadership roles. We were proud to learn that we have exceeded that number.

In light of this scenario, since 2020, actions have been implemented to expand the role of women in the labor market and in society:



U.N. WOMEN - WEPS

In March 2021, we adopted the United Nation’s “Women’s Empowerment Principles”, as an additional tool to reinforce our position against gender inequality. We have made a commitment to our collaborators to **provide opportunities for female protagonism, and to ensure a workspace that is**

healthy and respectful to all women, which includes reprehending incidents of harassment or misogyny.

Our Code of Ethics and Compliance sets guidelines to address any violations and, additionally, the document instructs readers, when faced with a violation, to report the incident publicly and anonymously on the Incident Reporting Hotline, available on the company's website.

[The Code of Ethics and Compliance is available on our website,](#)
[as well as the Incident Reporting Hotline](#)



CAMPAIGN FOR THE NATIONAL DAY FOR THE ELIMINATION OF VIOLENCE AGAINST WOMEN

During the pandemic, the number of violent acts against women increased. To fight that statistic, we implemented a specific action to **alert people about gender-based violence** in a number of different scenarios, including domestic violence, which consisted of circulating information about the existing incident reporting channels and available shelters for women in violent households. This action, which started in October 2020, is ongoing, and **sheds light on the challenges faced by women in the fight for gender equality.**



INTERNATIONAL WOMEN'S DAY CAMPAIGN

Although the majority of our collaborators and managers are female, comprising 17% of the partners' board, 57% of the company's leadership roles, and 58% of the staff in general, the reality outside the company is different. The novel coronavirus pandemic **highlighted the role played by scientists in search of a cure or treatment for the disease**. Many women participated in the race for immunization and, as a result, they became the focus of our International Women's Day campaign.

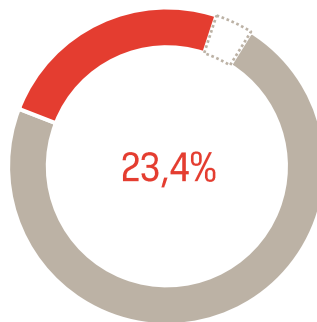
So, in March 2021, we included in our publications information about the disproportionate number of men as compared to the number of women in this professional field, as well as the challenges faced by those women. In addition to **highlighting the big female names involved in the fight against the pandemic**, we paid homage to the **female scientists employed at our company**, sharing a bit of their history. To close the month, at our roundtable held to discuss this issue, we received **Laura de Freitas** and **Ana Bonassa**, both involved in the project "Nunca Vi 1 Cientista" ["I have never seen 1 female scientist"], and **Renata Malheiros**, National Coordinator of Female Entrepreneurship at SEBRAE.

In 2022, **we have emphasized the power and protagonism of our female collaborators: the women of the 21st Century**. We compiled a number of testimonials, to get a better idea of who our company's female professionals

are, as well as their wildly differing realities. The latest edition of the webinar encouraged the sharing of experiences among female employees, across various hierarchical levels, including the intersectional representation of all thematic groups.

RACIAL EQUITY

The Diversity and Inclusion census produced by “Parangolé do Saber” for Kasznar Leonardos learned that blacks are the most underrepresented group in the company, and also the group whose inclusion is deemed the most imperative. Out of the total respondents, 23.4% identified as black [including blacks and brown-skinned], and 3.7% of the collaborators self-declared as Asian.



■ Whites ■ Black/Brown-skinned □ Amarelos

In Brazil, the make-up of the population is different: 56.2% of the population consists of blacks, but they hold only 4.7% of the leadership roles in the 500 largest companies in the country, according to a study by Instituto Ethos. When we look at black women, those figures grow even more alarming. Black

women account for 9.3% of those companies' personnel, but hold only 0.4% of all high-ranking jobs.

At Kasznar Leonardos, only 16% of the leaders self-declare as black or brown and, according to IBGE data, less than 30% of all leadership roles are held by black individuals. **We still have a long way to go on this issue, not only in terms of increasing black representation in the general staff, but also in leadership roles.**

In regards to the individuals who self-declared as Asian or indigenous, in Brazil, they represent just over 1% of the population. Asian and indigenous workers account for 12% of the total number of jobs above entry level in Brazilian companies. However, in terms of administrative positions, they represent just 2% of the total.

Acknowledging the demands and challenges faced by Kasznar Leonardos in the fight for racial equality means admitting that there is still much to be done, but it also means that it will take **the combined efforts of the whole team, to prepare and conceive strategies to change the corporate reality.** Here are some of the efforts that we have implemented since 2020:



CAMPAIGN FOR THE INTERNATIONAL DAY FOR THE ELIMINATION OF RACIAL DISCRIMINATION

In remembrance of the Sharpeville massacre, the U.N. created, in 1966, the International Day for the Elimination of Racial Discrimination. In 2021, on the same date, we remembered, in our in-company publications, the history behind that landmark event, which took place in South Africa during Apartheid. We gathered data on the ethnic-racial social inequality that is still abundant in Brazil, to **raise awareness and remember the black population's efforts** in their fight for equality, and **share** that with all our collaborators.

We also featured the **report on violence against blacks in Brazil**, in 2021, and, in 2022, material referencing emblematic cases of racism in Brazil and the world, such as the Evaldo Rosa case, along with an **essay encouraging the raising of antiracist children**.



BLACK AWARENESS DAY CAMPAIGN

As of November 2020, in honor of the black population's battles and countless challenges, we created a **robust, month-long, in-company communication campaign**. We released information and statistics on our society's inequitable reality, featuring historic and cultural facts, as well as big names and personalities.

The idea was, in addition to revisiting the silenced history of the black population in Brazil, to emphasize their invaluable contributions to the construction of this country. **We also held two in-company events**, with the participation of **Talita Peixoto**, the creator of “Clubinho Preto”, a subscription club for antiracist educational material for children, and **Renata Shaw**, founder of Westminster Shaw Advocacia, to talk about their experiences on the job market.

To round out the month’s campaigns, we released the initiative **“Recommend a black professional,”** to build a curriculum database for future job and internship opportunities at the company.

The Black Awareness Day actions, during the course of the first two years of the program, have focused on raising awareness among our collaborators, especially of the historical fight. Three facets were especially emphasized:

- ◆ **Black culture and its importance in Brazil and the world;**
- ◆ **Black history and important black personalities, past and present;**
- ◆ **The situation of black individuals in society and on the job market.**

Among the actions implemented in the years 2020 and 2021, special reference is made to the magazines that provided in-depth coverage, for instance, of the analysis of the historic roots of racism and the examination of the reflections of the African diaspora on the history of blacks in Brazil and on the culture of the Brazilian people.

Additionally, our in-company webinars gave voice to important black personalities. We discussed the following issues in each of those years: **“Building dialog on racial equality and antiracist practices,”** in 2020, and **“The impacts of the remnants of slavery on the job market,”** in 2021. We also distributed books from “Clubinho Preto” and TAG, which help promote the importance of antiracist education.

One of our guests, **Robson de Oliveira**, from our second meeting in 2021, is the coordinator of the **“Incluir Direito” Project**, an initiative by Centro de Estudos das Sociedades dos Advogados [CESA], which we also joined. Our association with the **“Incluir Direito” Project (an initiative by CESA)** and **“Projeto Jovens Aprendizizes”**, detailed in this report, in the section on labor rights, has allowed Kasznar Leonardos to contribute to the lessening of inequality and to the creation of hiring opportunities, especially of black, brown and Asian individuals, in addition to other groups that are underrepresented in our company.



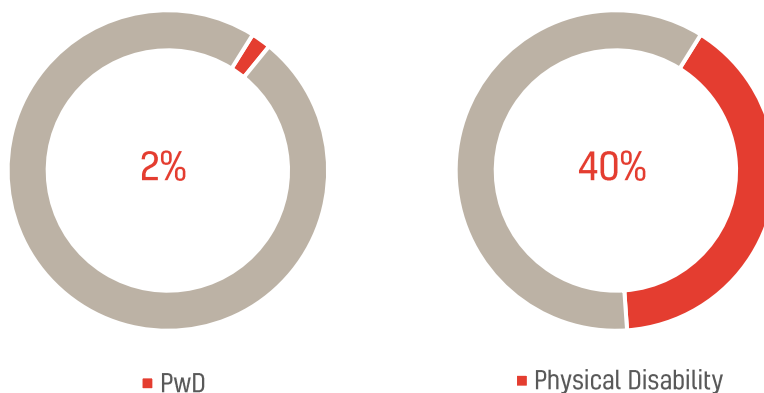
CAMPAIGN FOR THE INTERNATIONAL DAY OF BLACK, LATIN-AMERICAN AND CARIBBEAN WOMEN

To plunge into the intersectionality of the topics surrounding diversity, we included the **International Day of Black, Latin-American and Caribbean Women** on our calendar, to feature this group of women who are statistically more likely to be victims of violence.

This acknowledgment is necessary since these women, especially in Brazil, are the most common victims of femicide, domestic violence, obstetrical violence, and maternal morbidity, in addition to being at the base of the country's socio-economic pyramid, as they are constantly subjected to oppression, racism, and sexism. On this date, we celebrate a woman who is a symbol of resistance and crucial leadership in the fight against slavery: **Thereza de Benguela**, who represents the identity and the history of black Brazilian, Latin-American, and Caribbean women.

PERSONS WITH DISABILITIES (PWDs)

The Diversity and Inclusion census produced by "Parangolé do Saber" for Kasznar Leonardos learned that, at the company, only 2% of the respondents declared any sort of disability. Among those individuals, 40% declared a physical disability. According to the questionnaire, none of the responding PWDs holds a leadership position.



In Brazil, 8.4% of the population have a disability. Less than 10% of all professionals with any kind of disability occupy leadership positions in corporations. There are currently 31 million persons with disabilities of working age in Brazil, but only 418 thousand are employed.

So, to change this scenario, Kasznar Leonardos has launched visibility campaigns and associated with programs for the advancement of persons with disabilities to **encourage hiring** and present them as **valued professionals**.



CAMPAIGN FOR THE NATIONAL DAY OF PERSONS WITH DISABILITIES AND CAMPAIGN FOR THE NATIONAL DAY OF CELEBRATION OF THE CHALLENGES FACED BY PERSONS WITH DISABILITIES

In December 2020, we released in-company materials with **educational contents on the challenges and achievements of Persons with Disabilities (PWDs)**. We learned new concepts, such as “ableism”: the name given to discriminatory speech and behaviors targeting this group.

The National Day of Celebration of the Challenges Faced by Persons with Disabilities was an opportunity to convey to the readers the challenges experienced by persons with disabilities in their daily routines. **We proposed a reflection on their daily struggles, as well as the loneliness resulting from the sense of not belonging.** The date was further celebrated by a special poem

written for the occasion, by **one of** the coordinators of the Diversity and Inclusion Work Group for the period of 2021-2022. We also held a **webinar**, with the presence of former Paralympic athlete **Claudemir Santos**, who shared some of his personal experiences and career highlights. In 2022, a roundtable was held to discuss potential improvements to the office's accessibility, with **Mila D'Oliveira**, lawyer and content creator for the website Bora Mesmo, and **Alessandra Trigo**, consultant and mentor specializing in Diversity and Inclusion.

We reiterated our **commitment to advocate for the inclusion of persons with disabilities into society** and invited our professionals to be more empathetic to their situations. A **magazine** was released with a series of useful information, to raise awareness and foster the respectful, egalitarian coexistence among all people. In 2021, we included information about **Autism and the many facets** that it can have. To illustrate, we included examples of autistic personalities who have excelled in their fields, and promoted a **webinar** to expand our understanding of the matter.

Through our Volunteering Program, we made an **institutional donation to Casa de David**, an organization focusing on families including persons with disabilities. Additionally, we entered into a partnership with Inklua, a professional recruitment and selection advisory, to assist with the recruitment of PWDs to fill our job vacancies.

Within the scope of the Diversity and Inclusion Program, we also provided **live closed-captioning services** for all our meetings since the start of the

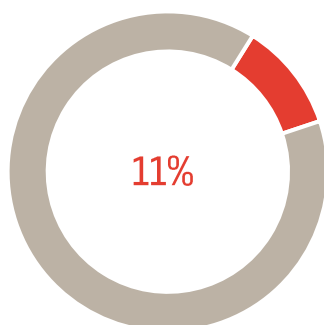
pandemic, in 2020, to make them accessible to the company's hearing-impaired collaborators.

Lastly, we produced a **magazine** that compiles information ranging from **the legislation to the good practices** to be adopted for the better accommodation of individuals on the autism spectrum, respecting and maximizing their potential.

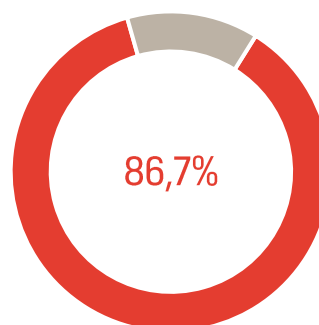
September is the month of acknowledgment of the **challenges faced by Persons with Disabilities in Brazil**. To celebrate the date, we **listed the major taboos** on the subject, to dispel prejudices and end discrimination.

LGBTI+ Community

The Diversity and Inclusion census produced by "Parangolé do Saber" for Kasznar Leonardos learned that, at the company, 86.7% of the respondents self-declared as heterosexual and 11% as homosexual or bisexual [LGBTI+], while the majority of those responding collaborators is on the general staff, but not in leadership roles.



■ Homosexual or Bisexual



■ Heterossexuais



ADHESION TO U.N.'S FREE AND EQUAL CAMPAIGN

Taking an additional step to reinforce our commitment and standing, in June 2020, we adhered to the United Nations' global campaign against homophobia and transphobia, **Free and Equal**. The project seeks to **raise awareness about the violence and discrimination against the LGBTI+ community**, in addition to celebrating the International Day against Homophobia and Transphobia on the 17th of May. This date reiterates the struggle and resistance of the community, having been created in 1990, after the removal of homosexuality from the International Classification of Disorders by the World Health Organization [WHO].



TRANSJOBS

To support the transgender community and increase our company's diversity, we enrolled with the **TransJobs** (TransEmpregos) registry. As the **first employability project for Transgender people in Brazil**, it provides a job posting platform for companies, in addition to courses and the production of content to promote inclusion in the corporate environment.

We are committed to diversity and inclusion and understand the importance of our contributions to form a fairer society, with better opportunities for everyone. We know we still have a long way to go and that it is riddled with obstacles, but we will follow through on our goal to become an even more equitable, diverse, inclusive, unprejudiced company.



LGBTI+ PRIDE DAY CAMPAIGN

The first major initiative of the Diversity and Inclusion Program! Held in June 2020, our goal was to **raise awareness**, by circulating information about the LGBTI+ community and some important concepts about the issues affecting this group. We held **two webinars** to address **historic issues, concepts, and personal and professional experiences** within this group. The participation of

Julio Moreira, Director of “Grupo Arco-Íris”, and **Rafhael Romero**, Co-leader of the Diversity and Inclusion work group at the Mattos Filho law firm, further contributed to the debates.

Concurrently with our in-company events, we implemented a communication campaign, which disseminated fundamental concepts: from culture to the NGOs that support the cause. To round off the month’s actions and reinforce our commitment, we chose the **NGO “Grupo Arco-Íris”** to receive a financial donation from our firm. In 2021 and 2022, we also supported the institutions **“Conexão G”** and **“Grupo pela Vidda”** with food basket donations.

In 2021, we held three webinars to address historic perspectives and, mainly, to ensure the **protagonism of activists in the field of LGBTI+ rights**, and to bring **visibility to the struggles of transvestites and transgender individuals**, who made up the panels at the two events. Among the speakers were **Carlos Tufvesson, Danieli Balbi** and **Maria Pia Guerra**.

In 2022, **Nick Thomás** and **Yasmin Campbell**, mediated by **Ísis Moretti**, were featured at the roundtable held to discuss the **challenges faced by LGBTI+ individuals on the job market**.



LESBIAN VISIBILITY DAY CAMPAIGN

To complement the actions in the preceding month, focused on the LGBTI+ community, we turned to the peculiarities and challenges faced by lesbian individuals. In this case, the challenge is twofold: these women face misogyny as well as homophobia. Since 2020, we have published **two magazines**, with information on the **challenges faced, statistics from the corporate world, and the physical and mental health adversities impacting lesbians.**



TRANS VISIBILITY DAY CAMPAIGN

Brazil is the country that most kills transgender individuals in the world. To broaden the debate and help lower this alarming statistic, **we have shared material about the lifestyle and the peculiarities of this population.** In January 2021, we listened to the experiences and struggles of two transgender men, **Gabriel Meinberg**, Managing Partner at the Vint&Poucos Agency, and **Daniel Netto**, Application Developer at IBM, during a moving roundtable held to discuss the job market and society.

- **HUMAN RIGHTS**
 - **Social Projects**
-

SUPPORTING SOCIAL PROJECTS AND PHILANTHROPY

If we are to actually ever live in the society of our dreams, we must ensure that every citizen has access to the fundamental rights of life. However, a large portion of the Brazilian population still lacks the bare minimum.

So, our commitment to the construction of a better future is not restricted to our daily activities. It is part of our DNA and who we want to be in the next few years. Therefore, we are constantly trying to make positive impacts on society, by supporting projects that directly contribute to education, culture, and the advancements of the individuals and communities in our country.

After all, it is our duty to be a part of the transformation. Our attitudes can help build a fairer, more dignified future for thousands of families in the next generations.

We have long been committed to social responsibility and actions that impact our society. Here are some of the results and accomplishments of the projects that we support: Veja a seguir os resultados e conquistas dos projetos que apoiamos:

• • • •

2021

“A Arte Gerando Renda” (Art Generating Income)

In the first semester (as part of the project that we supported in 2021), the project educated more than 220 female students at professional development workshops focused on women living in precarious conditions in various communities of Rio de Janeiro.

“Agência do Bem”: Civic Consciousness and Music Schools

With the purpose of promoting civic consciousness in children and youth through music lessons, the Civic Consciousness and Music Schools are present in six Brazilian cities, including São Paulo and Rio de Janeiro. In 2021, the Civic Consciousness and Music Schools resumed teaching more than one thousand students at its 17 units scattered throughout Brazil, offering lessons on a number of different musical instruments, in addition to administering civic consciousness workshops. Besides the lessons, the project maintains the New Symphony Orchestra and Chorus, made up of its 42 top students, who perform on live broadcasts online, in theaters and other events.

[Access the Civic Consciousness and Music Schools website](#)

“Rio Memórias”

In 2021, the project opened four new virtual galleries, held 40 workshops about the City’s history, in addition to conducting 20 teaching visits and

organizing a film festival, which showed documentaries on the changing landscapes and architecture of the City of Rio de Janeiro over time.

HackTudo Festival

HackTudo is a festival that focuses on the new trends in technology, innovation and sustainability, aiming to make digital culture available to everyone. With a duration of three days, the event was held in person and online, and admissions were free of charge. Among its attractions were lectures presented by big names on the market, programming marathons, children's workshops, exhibits, robot and drone arenas, and much more!

[Access the Hacktudo website](#)

Pediatric Hospital (Hospital Pequeno Príncipe)

In 2021, we supported the project "Pelo Direito À Vida III", which aims to ensure children's and youth's right to life and health by associating hospital services and outpatient care; investments in technological innovations and scientific research; training of health professionals and the dissemination of knowledge.

[Take a look at the 100-year history of "Pequeno Príncipe"](#)

• • • •

2022

“A Arte Gerando Renda”

The project, created by the NGO “Favela Mundo”, the only one in Brazil to be recognized by the U.N. as a “Model of Social Inclusion in Big Cities,” offers professional development workshops to young people from various communities of Rio de Janeiro, focusing on the artistic and Brazilian “Carnaval” job markets. Since 2014, more than 2,800 people [98% women] have completed the workshops. In the second semester of this year, a new class will start the workshop.

[Access the lectures by Kasznar Leonardos and the Arte Gerando Renda website](#)

“Rio Memórias”

Rio Memórias is an online space created to revisit, appreciate and update the history and culture of Rio de Janeiro. This year, the second and third seasons of the “Rio Desaparecido” podcast will be released, and new galleries will open, featuring the City’s history and beauty. Additionally, workshops will be offered to the students of the City’s public schools, or social projects will be launched focusing on economically vulnerable youth.

[Access the Rio Memórias website](#)

“Cria Brasil”: Education + Culture | Rio +30

CriaBrasil is a project by the CRIAPE group, aiming to boost culture, education, and innovation throughout the country. The initiative, directed to schools, universities, NGOs, and startups, will focus, this year, on education as a tool to foster innovation in socio-environmental actions.

The Rio+30 Cities Conference, scheduled for October 2022, in Rio de Janeiro, will rely on the participation of the CriaBrasil project, offering spaces and workshops focusing on Innovation and the Creative Economy, Robotics, Animation, Games, among other initiatives. The goal is to promote the creation of ideas and projects that encourage sustainable development.

RJCLICK

The RJCLICK Project proposes to qualify young students who reside in the most vulnerable communities of Rio de Janeiro. With courses offered to NGOs, institutions and schools, the initiative will assist approximately 250 young people in 2022.

Overall, three professional development workshops will be offered, focusing on the technology and programming universe: Front-End Developer; Back-End Developer; Mobile Developer.

Pediatric Hospital (“Hospital Pequeno Príncipe”)

“Hospital Pequeno Príncipe” is the largest hospital in Brazil dedicated exclusively to the treatment of children, which allots 60% of its services to the treatment of patients from the public healthcare system. A national reference in the field of pediatrics, “Pequeno Príncipe” operates in 35 medical specialties and is renowned as an integrated diagnostics and treatment center, which, in

association with “Instituto de Pesquisa Pelé Pequeno Príncipe” and “Faculdades Pequeno Príncipe”, make up a pediatrics compound that combines social assistance, research and education to the benefit of child-youth health.

This year, the institution will publish the Encyclopedia of Interesting Facts about Sound Instruments, a project compiling information about 50 musical instruments, of all origins, disseminating technical knowledge and interesting tidbits about this universe, made for children and young people.

A total of three thousand bilingual copies will be produced, as well as a video workshop teaching people how to build musical instruments.

[Would you like to know more about our Volunteer Work? Click here.](#)

LABOR



3. To support freedom of association and acknowledge the right to collective bargaining.



4. To eliminate all forms of forced or compulsory labor.



5. To eradicate all forms of child labor from its production chain.



6. To encourage practices that eliminate any and all discrimination in the workplace.

THE FOLLOWING INITIATIVES ADHERE TO THESE SDGs:



INCLUSIVE LEADERSHIP WORKSHOP

Recognizing the importance of qualifying leaderships to support this process of cultural transformation, and assisted by our Diversity and Inclusion advisory, in April 2021, we held a **workshop**, with a number of meetings, to better prepare all of our leaderships to **endorse a more inclusive workplace**. During the workshop, leaders learned how our unconscious bias manifests at the workplace, the importance of diversity, important concepts on the matter and, at the end, established, together, commitments to foster a more diverse and inclusive culture.

INTERNSHIP PROGRAM

Kasznar Leonardos has an **Internship Program** in place, which recruits, retains, qualifies and promotes interns. From the **“Incluir Direito”** Project, which is further detailed on page 44, we received 5 interns, 3 at the office in São Paulo and 2 at the office in Rio de Janeiro.

The **“Incluir Direito” Project** relies on 3 mentoring lawyers who volunteer their time to assisting the new talents’ adjustment and orientation in the company’s daily routines.

As an indicator of the firm's search for the development and retention of new talents, between 2021 and 2022, we hired **21 interns**.

Today, we have also partnered with **Grupo Capacitare**, which acts as an integrating agent with all universities. The group is responsible for the drafting and management of the contracts, and 3 workshops are held every year with guest speakers addressing current corporate issues.

To attract and qualify new talents, Kasznar Leonardos frequently attends college internship fairs, the last of which was the UFRJ FND **Internship Fair**, held in the first semester of 2022.

As part of the program, Kasznar Leonardos holds the event **Meeting with the HR Department**, including a Workshop for intern qualification, to give students feedback about the program and learn what their professional experiences at the company have been like. Additionally, we hold biannual competency assessments to track the students' progress and provide resources to assist their professional development. And, to encourage the students to learn new languages, we also offer a **complete English course, including legal English, which is fully funded by the company**, to all interns arriving from the "Incluir Direito" project.

JOINING BUSINESSES WITHOUT BARRIERS

To support the racial cause in the fight for equal access to the job market and effectively expand the number of black professionals at our company, since August 2020, we adhered to the technical cooperation effort by the Brazilian Human Resources Association of Rio de Janeiro [ABRH-RJ] and the Labor Public Prosecutor's Office [MPT-RJ].

The project seeks to promote ethnic-racial equality in corporations.

Additionally, the cooperation effort aims to create opportunities for black people (who account for more than half of the Brazilian population, albeit underrepresented in the academic and labor settings), and assist their professional development. In the corporate scenario, Businesses without Barriers helps to **conceive more inclusive recruitment processes**.

"INCLUIR DIREITO" PROJECT

In addition to joining Businesses without Barriers, we have sought other ways to leverage our in-company diversity. In October 2020, we adhered to the "Incluir Direito" project, by CESA (Centro de Estudos das Sociedades de Advogados). The initiative proposes to **build a bridge between legal firms and Law students**, to give them a better chance to find new professional

opportunities, in addition to implementing actions to mitigate inequality and discrimination.

The results have been quite positive: Os resultados são positivos:

- ◆ Five interns hired, in Rio de Janeiro and São Paulo;
- ◆ **100% of the costs of English courses subsidized;**
- ◆ Participation by 3 of the company's collaborators as mentors.

YOUNG APPRENTICE PROGRAM

In association with CAMP Mangueira - a civic consciousness school and institution that helps socially vulnerable teenagers and youth into the job market - with the Young Apprentice Program, Kasznar Leonardos seeks to **include, develop and retain the apprentices belonging to minority groups.**

We have also partnered with NURAP - Núcleo de Aprendizagem Profissional e Assistência Social, whose mission is to **develop the potential of persons with or without disabilities, in view of their socio-economic advancement and the reinforcement of family ties.**

Nurap is also a member of the Brazil Network of the Global Compact and, within Nurap, projects and programs are developed which foster human advancement according to the population's needs, the expansion of society rights.

At Kasznar Leonardos, the internal approval rate is high: **5 of every 7 apprentices have been promoted to interns** since the start of our Diversity and Inclusion Program. Between 2021 and 2022, a total of 4 apprentices were promoted and, currently, we have 7 apprentices at our offices.

As with the Internship Program, **HR workshops** and **competency assessments** are held periodically.

VOLUNTEERING PROGRAM

In addition to its support of social actions and institutions, Kasznar Leonardos has also implemented a Volunteering Program, which seeks to **procure the combined efforts of all the company's collaborators in volunteer work that drives transformation.**

For example, one of the actions available on the platform, which was held in August 2022, was to participate in the construction of a home in Rio de Janeiro for a family assisted by TETO. 30 spots were opened for collaborators to volunteer for the work, which was done on two weekends. Check out the schedule of our Volunteering Program for 2022:

- ◆ **January/2022:** Back to School / Encouraging Knowledge - Fundraising for the acquisition of school materials with the NGO "Projeto Gramachinhos".

- ◆ **February/2022:** S.O.S Petrópolis - Collecting donations
- ◆ **May/2022:** TETO Corporate Collections
- ◆ **August/2022:** Housing Day - Action by TETO for the construction of a home in Rio de Janeiro

BENEFITS AND HEALTH AND QUALITY OF LIFE PROGRAM - VIVA+



HEALTH AND QUALITY OF LIFE PROGRAM - VIVA +

In an effort to find integrated health solutions, Kasznar Leonardos created the Health and Quality of Life Program, known as Viva + (Live More). The Program's goal is none other than to have people who feel good about themselves, working in a space that is pleasant, safe and productive and, thereby, **contribute to a healthy organizational climate**, which is also fun and stimulating, ultimately leveraging the employer's brand.

The program consists of an integrated perspective of health initiatives, occupational medicine, occupational safety, benefits, sports, entertainment, and wellbeing. It provides the tools and resources necessary to enable our collaborators to **invest more on their physical, emotional, social and professional health and wellbeing**.

Pillars

EMOTIONAL HEALTH

To implement a culture of quality by adopting a healthy lifestyle, encouraging balance in the multiple aspects of life (body, mind, family, and finance)

PHYSICAL HEALTH

To encourage people to care for their bodies, with actions focusing on preventive health, healthy eating and regular physical activities

PROFESSIONAL HEALTH

To foster motivation and engagement, by cultivating good work relationships and low turnover rates

SOCIAL HEALTH

Integrating people, departments and units, through dynamic actions, outside the corporate environment, for the offices of Rio de Janeiro and São Paulo.

The program potentializes existing actions that are positive, and implements new initiatives focusing on quality of life, which interconnect and cater to the collaborators' needs, making the collaborators aware of what the company has invested for effective participation and implementation, and establishes management indicators to control and measure the progress of its collaborators' health and wellbeing.

In 2022, we started mapping the health of our collaborators, to understand their health profiles and risk factors to allow for a more strategic planning of our health initiatives. Also this year, we began offering Yoga and Meditation classes at our Rio de Janeiro and São Paulo offices.

Kasznar Leonardos also provides a series of benefits to its collaborators: Optum - a full-range support service to the collaborator; Medical and Dental Plan [collaborators and dependents]; integrated Meal Tickets; Partnership with the startup **Swile** for flexible benefits; **Totalpass** - partnership offering discounts at gyms and studios.

In-company vaccination campaigns are also commonly held at the Company, based on demand. The last campaign was held in this year of 2022, with the application of flu vaccines.



SCHEDULED CAMPAIGNS

For the year 2022, Kasznar Leonardos prepared a schedule of campaigns and volunteer work focusing on the health and quality of life of its collaborators, which also includes festive events and occasions allowing for the integration of the whole team. Take a look at the schedule:

JANUARY	31/1/2022	White January - Mental Health Awareness Month
FEBRUARY	28/2/2022	Brazilian "Carnaval" (festive date)

MARCH	24/3/2022	World Tuberculosis (TB) Day
APRIL	6/4/2022	World Day for Physical Activity
	8/4/2022	World Cancer Day
	19/4/2022 - 20/4/2022	Vaccination Campaign
	27/4/2022	Birthdays of the Month - Easter theme
	8/5/2022	Mother's Day
MAY	14/5/2022	Race - "Night Run Rio de Janeiro"
	15/5/2022	Family Day
	17/5/2022	World Hypertension Day
	15/6/2022 to 31/6/2022	Health Mapping Activity
JUNE	26/6/2022	Races - Seasons Run Series ["Estações"] - São Paulo
	29/6/2022	Birthdays of the Month - Typical June Festival Party theme ["Festa Junina"]

JULY	17/7/2022	Races - Seasons Run Series ("Estações") - Rio de Janeiro
	1/7/2022	Yellow July - Fighting Viral Hepatitis
	27/7/2022	Birthdays of the Month
AUGUST	25/9/2022	Run for Breast Cancer - São Paulo
	8/8/2022	Cholesterol Awareness Day
	14/8/2022	Father's Day in Brazil
	31/8/2022	Birthdays of the Month
SEPTEMBER	21/9/2022	Yellow September - Suicide Prevention Month
	25/9/2022	Races - Seasons Run Series ("Estações") - Rio de Janeiro
	27/9/2022	World Heart Day
	28/9/2022	Birthdays of the Month
OCTOBER	1/10/2022	Pink October - Breast Cancer Awareness Month
	26/10/2022	Birthdays of the Month

NOVEMBER	14/11/2022	World Diabetes Day
	1/11/2022 - 30/11/2022	Blue November - Prostate Cancer Awareness Month
	30/11/2022	Birthdays of the Month
DECEMBER	4/12/2022	Races - Seasons Run Series ["Estações"] - Rio de Janeiro
	5/12/2022 - 9/12/2022	Orange December - Skin Cancer Awareness Month
	11/12/2022	Races - Seasons Run Series ["Estações"] - São Paulo

Due to the coronavirus pandemic, the participation in races was suspended in the years 2020 and 2021, however, in 2022, 7 collaborators participated in the Seasons Run Series São Paulo [26/6] and 27 participated in the Night Run - First Strike Rio de Janeiro [14/5]. In July, another edition of the Seasons Run Series was held in Rio de Janeiro and 30 of the company's collaborators enrolled.

In 2021, we also exempted our collaborators from their co-pay share applying to breast and prostate exams done in the months of October and November.

A total of 21 exams were done. We have planned the same action for 2022.



MENTAL HEALTH CAMPAIGN: YELLOW SEPTEMBER

As part of the campaigns, since 2020, lectures have been held to raise awareness about the relevance of personal care linked to mental health. In 2020, the lectures addressed bereavement, while in 2021 they shifted to the anxiety experienced during the pandemic and the return to social interactions, and in 2022, the main topic has been caring for mental health in general.

In 2022, a lecture was presented to the company's leaderships, in association with Optum, on "Emotional Wellbeing in the Corporate Universe: the Manager's Role." The company's collaborators, in turn, participated in a webinar on mental health, identification and prevention of pathologies. Additionally, in-company meditation and yoga classes were made available.

COURSES AND TRAINING GROUP

The qualification and specialization of our collaborators is a priority for us. We **subsidize courses and training programs for collaborators** who have been with the company for at least 6 months. The subsidy can cover up to 100% of the costs of short-term courses, and 50% of long-term courses, such as college courses, postgraduate programs or MBAs. The evaluation of the subsidy considers the applicability of the course to the collaborator's daily work activities. Between 2020 and 2021, 132 collaborators were granted subsidies. By August 2022, 56 collaborators had already been sponsored.

"FORMANDO ESTRELAS" PROGRAM

Kasznar Leonardos' "Formando Estrelas" Program includes the distribution of a 90-day **integration questionnaire** to all new hires, to follow up on their adjustment to the company and its corporate culture, in addition to assessing their engagement and how their personal beliefs align with the company's values.

During the first month, an **onboarding meeting** is held with all new hires, to convey all of the company's policies, rules, programs, and the corporate history.

All our new collaborators also rely on an **Orientation Program**, with a duration of 16 hours, administered every Tuesday and Thursday, during more than a month, to address issues relating to our business. The event is directed to all new hires. In 2021, the program was attended by 164 collaborators.

Whenever a new collaborator joins Kasznar Leonardos, he or she is received with a **welcome basket** including personal items, such as a reusable drinking cup, metallic water bottle and coffee mug, which affords the added benefit of encouraging the reduction of disposable waste.

COFFEE WITH THE CEO

Just over a year ago, our Human Resources department, jointly with the company's CEO, João Luis Vianna, implemented an action to **foster integration and build a sense of belonging**: Coffee with the CEO.

This initiative proposes to bring collaborators from numerous areas closer to our CEO, allowing for the sharing of experiences, and providing an opportunity for employees to tell their personal stories and give feedback about the company's daily routines. To date, **more than 80 collaborators have participated** in this action, which is available every month.

ENVIRONMENT



7. To adopt practices with a preventive, responsible, proactive approach to environmental challenges.



8. To develop initiatives and practices to promote and disseminate socio-environmental responsibility.



9. To encourage the development and dissemination of environmentally responsible technologies.

THESE INITIATIVES MEET THE FOLLOWING SDGs



INITIATIVES IN DEVELOPMENT

In 2022, we established a partnership with Geração Social, a social responsibility advisory service, specializing in good ESG practices and, by the date of this report, **Impact Assessment B** had been produced and the **SDG Assessment** had started on the **B System** platform. Additionally, **training programs** had been administered to all collaborators on ESG-related issues, Materiality, and the Sphere of Influence, as well as leadership courses on ESG Training, SDGs, and the Global Compact.

The result of Impact Assessment B was the drafting of a Plan of Action focusing on the improvement of current practices, especially Environmental practices, which had never been properly mapped. So, we committed to conceive environmental impact reduction and mitigating actions by the delivery of the next Communication on Progress Report to the Global Compact.

REDUCING DISPOSABLE WASTE

As part of the Onboarding process, as soon as a new employee is hired, we offer a welcome basket, including: a **reusable drinking cup, metallic water bottle** and **coffee mug to all new collaborators**, in view of reducing the use of disposables. At meetings held with outside guests, we use **biodegradable bamboo cups**.

In 2022, we also started gradually replacing our lightbulbs for LED bulbs, and removed all plastic disposables from our conference rooms.

SUSTAINABILITY SEALS



CARBON NEUTRAL SEAL

Issued by climate tech Moss.Earth, it certifies the full offsetting of the carbon emissions from our activities in the past year. The procurement of Moss's seal with the acquisition of certified carbon credits was enough to offset the totality of our carbon footprint in 2021. The carbon credits are transformed and reapplied to projects to preserve the Amazon forest,

in addition to fostering the social progress of neighboring communities.

ECOVADIS SEAL



Ecovadis is a rating platform that assesses companies' social responsibility and sustainable procurement. We earned the seal upon the completion of an extensive, detailed questionnaire, which assured us the score needed to secure the certification, which grows more and more important on the international corporate market. Our overall EcoVadis score reflects the quality of the company's sustainability management system at the time of the assessment.

ANTICORRUPTION



10. To fight corruption in all shapes and forms, including extortion and bribery.

THESE INITIATIVES MEET THE FOLLOWING SDGs



CODE OF ETHICS AND COMPLIANCE AND ETHICS COMMITTEE

In September 2020, we completed and reviewed the **Code of Ethics and Compliance**, which, in addition to educational and informative contents, also addresses the **development of coexistence rules and policies, to establish a more diverse environment**. To that end, we reviewed our Code of Ethics and Compliance, expanding on the clauses describing our commitment to respect everyone, and including specific provisions establishing reprimands and penalties in case of discrimination or harassment in the workplace.

The **Ethics and Compliance Committee** is responsible for coordinating the **implementation of the Compliance policy, enforcing the policy, and ensuring compliance with the applicable laws**, the regulations in the Code of Ethics and Compliance, and all other rules and policies governing the company's business and activities. The Committee is also in charge of investigating any misconducts and applying the appropriate penalty, when germane.

The Code of Ethics and Compliance also establishes the ethical benchmark that has driven its activities during the course of its long history, by instituting a number of actions and conducts to ensure that the appropriate legal and regulatory provisions are observed, which are circulated in-company, focusing on honesty, loyalty, and other general ethical values and **corporate governance good practices**.

With it, Kasznar Leonardos has adopted an important **tool for good corporate management** and to establish its commitment to fight systemic corruption, discrimination, among other misconducts; besides, it ensures the maintenance of the high standard of quality of its services and a healthy, transparent workspace, permeated by ethical standards, mutual respect, inclusion, and responsibility.

To meet the proposed goals, Kasznar Leonardos has in place an effective culture and policy of control, prevention, detection and suppression of potential violations of the law and this Code; with the implementation of an effective system based on education, periodic training and monitoring, regular audits, records and documentation of all transactions and established business relationships, and a system to support the reporting and investigation of irregularities, which provides for the application of penalties and other actions to put an immediate stop to any misconducts.

The Code of Ethics and Compliance covers all Collaborators (in-company and outsourced), whether individuals or legal entities, operating for profit or not for profit, including (but not limited to) associations, vendors, subcontractors, agents, consultants, and service providers. There is zero tolerance of corruption, of any kind.

INCIDENT REPORTING HOTLINE

Following the review of our Code of Ethics and its circulation to our staff, in October 2020, we implemented an Incident Reporting Hotline. The platform is **dedicated exclusively to the reporting of incidents in violation of in-company and external regulations governing the peaceful coexistence and assurance of mutual respect among our collaborators, vendors and clients**. The service is provided with the support of an **outside vendor**, so that everyone feels free and safe to report. We will provide for punitive actions and orientation, as required and appropriate, reviewing all reported incidents. Between 2021 and 2022, 3 incidents were reported and resolved.

[Learn more about our Incident Reporting Hotline](#)

INTERNET USE POLICY

Today, companies are increasingly dependent on information technology to ensure their business continuity and competitiveness. So, it is vital that they **properly protect their information**. To best employ information technology resources and introduce a new approach to security, in 2020, we officially implemented our Internet Use Policy.

Its rules highlight and define the proper use of those resources, avoiding impacts to the management of the company's business and enabling the establishment of a safer, more stable workspace.

The Internet Use Policy provides a series of recommendations to the collaborators, to assure the security and reliability of the information produced on our computers. The complex nature of this operating environment's infrastructure causes concern within the company for the security of its information, which is its most important asset.

So, it is crucial that we work constantly to minimize the risks that could result from the misuse of that infrastructure. A secure environment presumes control of the acquisition, development, manipulation and operation of the computer and telecommunications infrastructure components as well as the information generated by them.

Among the primary principles of the Internet Use Policy are:

- ◆ Sending or publishing discriminating, harassing or threatening messages or images using the internet or the electronic mail service
- ◆ Sending files using any means, without the permission of the partner in charge, and after notifying Tech Support
- ◆ Sharing any or all confidential materials, trade secrets or proprietary information outside the organization
- ◆ Sending or publishing defamatory information about the company, its products and services, colleagues and/or clients
- ◆ Sending, receiving or accessing materials containing or referring to: insults, defamation or discrimination of any kind, or profanities and obscenities

At the end, we stipulate that if there is any doubt as to what constitutes acceptable use of the internet, the reader should contact his or her supervisor for directions and explanations, provided that any incidents may be reported to the Ethics and Compliance Committee or, anonymously, on the Incident Reporting Hotline. In case of violation of the Internet Use Policy, the appropriate actions will be taken, as the case may be.

Future Plans

In 2021, we made a commitment to the U.N. Global Compact, an effort to align business strategies and operations with the universal Human Rights, Labor, Environment and Anticorruption principles. Since then, projects and socio-environmental actions have been implemented, and our internal policies and customer relations have been reviewed.

GENDER EQUALITY (HUMAN RIGHTS) - Our efforts for next year concerning this pillar are:

- ◆ To create structured Projects to professionally develop and retain women, by organizing "top-down" mentorships and group mentorships, encouraging women to share their experiences on the job market and other related issues;
- ◆ Recognition and promotion of women in all business areas (setting a goal of 50% of all annual recognitions and promotions being directed to women);
- ◆ Onboarding-back for women returning from maternity leave.

RACIAL EQUALITY (HUMAN RIGHTS) - We have set goals for the recognition, retaining and recruiting of black professionals. Over the next three years, we want to:

- ◆ Raise the number of black persons employed at the office (in 2021, the number was 23.4%. By 2024, we want to raise that number to 30%), in technical, supporting and management positions;
- ◆ Implement actions to advance recognition and promotion [setting a goal of 50% of all annual recognitions and promotions being directed to the group], for instance, through a mentorship project and subsidizing courses for these collaborators, to enhance the knowledge and development of the people on our team;
- ◆ Expand our calendar of awareness actions to place greater focus on the struggles of indigenous peoples.

LGBTI+ COMMUNITY AND PWDs (HUMAN RIGHTS) - We want to provide a workplace that grows fairer and more accepting by the day, so that every collaborator feels comfortable expressing what makes him or her unique. To accomplish that, we plan to:

- ◆ Continue our actions to raise awareness about the issue;
- ◆ Periodically follow up on the percentages in our Census, to get a better sense of our personnel and provide a workplace where everyone feels comfortable enough to declare their sexual orientation and to coexist together, regardless of any disabilities;
- ◆ Consider that data in future employee selection and recruiting processes, in view of boosting diversity and inclusion even more;
- ◆ Continue our partnership actions under the Volunteering Program, to support the LGBTI+ community and persons with disabilities.

VOLUNTEERING PROGRAM AND NEW CAMPAIGNS (LABOR RIGHTS) - Schedule of actions aligned with the Diversity and Inclusion Program:

- ◆ **Oct/2022** - National Adopt a Pet Day - Fundraising action to buy animal feeds for animal protection NGOs [Now in planning phase]
- ◆ **Oct/2022** - Collective Cleaning Effort - Limpa Brasil
- ◆ **Nov/2022** - National Culture Day - Collecting book donations [Now in planning phase]
- ◆ **Nov/2022** - National Culture Day - Mentorship [Now in planning phase]
- ◆ **Nov/2022** - National Blood Drive - Campaign to encourage blood donations [Now in planning phase]
- ◆ **Dec/2022** - Christmas CAMP - Sponsor Program [Now in planning phase]

ENVIRONMENT- We expect to conclude, in the first months of 2023, the Materiality and ESG Policy development process with Geração Social, a social responsibility advisory firm, to increase our efforts in the fundamental environmental field, in view of the preservation of resources and life.



**KASZNAR
LEONARDOS**

kasznarleonardos.com

