
Corticeira Amorim

Human Rights Policy

(Approved by the Board of Directors of Corticeira Amorim, S.G.P.S., S.A. at a meeting held on 06 December 2021)

1. VISION

Corticeira Amorim and its Companies (all the companies in which Corticeira Amorim has a controlling interest, regardless of whether their head offices are in Portugal or in another country), hereinafter jointly referred to as the "Organisation", undertake to respect Human Rights as a structural principle in all their activity.

In particular, the Organisation is against arbitrary arrest, torture or execution and in favour of human dignity, non-discrimination, equal rights, safety and well-being, education, personal and professional development and freedom of conscience, religion, organisation, association, opinion and expression.

The Organisation is committed and dedicated to building and fostering a framework of respect for the fundamental values of human rights (as proclaimed by the United Nations Universal Declaration of Human Rights) and labour rights (as proclaimed by the International Labour Organization), which is imperative for the entire Organisation and which will progressively spread to other stakeholders, including Employees, partners, customers and the supply chain.

Corticeira Amorim is also committed to contributing to the Sustainable Development Goals (SDGs) adopted by the United Nations in 2015. It has therefore designed, and conducts, ongoing programmes to support innovation, research and development, policies and initiatives aimed at improving their impact and which have the following objectives in this area:

- Achieve economic growth in a sustainable and inclusive way, ensuring efficient production and decent work for all.
- Promote training, well-being and personal and professional development for all its employees;
- Ensure Employees' safety in the workplace and access to quality health conditions.

2. SCOPE

All the Organisation's employees are responsible for contributing to the implementation of this policy, by both defending and observing the principles of good governance also set out in the company's Code of Ethics and Professional Conduct, and through direct roles in sustainability matters.

This policy is aimed at both an internal and external group:

- The internal group includes all employees (including members of the governing bodies, directors and workers) of any company that is part of the Organisation. The Organisation and its employees will base their decisions and actions on the principles established in this Code, fulfilling their obligations in a professional, responsible and dutiful manner, at all times pursuing excellence in performance and promoting an appropriate working environment, while upholding the reputation of the Organisation and contributing to its sustainability;
- The external group comprises all entities that have an economic, institutional or corporate relationship with the Organisation. External stakeholders (the Organisation's shareholders and investors, customers, business partners and suppliers) are expressly required to respect and adhere to the principles established in this policy, to the extent that the values, principles and standards established herein may be applicable to them.

3. REFERENCES

This policy includes the Organisation's stance on this issue and establishes principles in line with the main applicable international frameworks:

- Principles of the 1948 Universal Declaration of Human Rights;
- Basic conventions of the International Labour Organization;
- Organisation for Economic Cooperation and Development's (OECD) guiding principles for multinational companies;
- The 10 principles of the United Nations Global Compact;
- BCSD Portugal Charter of Principles;
- Act4Nature Portugal;
- Sustainable Development Goals (SDGs).

4. COMMITMENTS

- Not to accept, either within the Organisation or in its supply chain, forced, slave or involuntary labour;
- Respect and promote due respect to employees, ensuring their right to working conditions that are decent, safe, healthy and balanced from a physical, social and psychological point of view;
- Not to tolerate physical punishment, acts of psychological violence, moral coercion, abuse, violence or exploitation in the workplace - such as insults, threats, isolation, invasion of privacy or professional limitation;

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- Not to tolerate harassment or discrimination in the workplace, whether because of ethnic origin or race, place of origin or language, gender, sexual orientation, disability, religion, politics or ideology, union membership, family situation, social class, pregnancy or any other characteristic protected by law;
 - Contractual relationships must be recognised and defined according to the applicable legislation and collective labour regulation instruments, the Organisation not being permitted to avoid or circumvent its legal obligations;
 - Not to employ staff whose immigration status is unlawful and whose age does not allow them to work. No form of illegal labour trafficking or fraudulent immigration will be allowed, and legislation on aliens and their entry and transit will always be respected;
 - No employee may be required to leave any "deposit", passport or identity document with the Organisation, they being free to terminate their contractual relationship at any time, in compliance with the legally or contractually applicable notice;
 - The Organisation undertakes not to use child labour or any other form of exploitation of children or adolescents, never accepting work by persons under 16 years of age and not condoning such practices by third-party suppliers of products or services;
 - The Organisation ensures health and safety in the workplace, making sure that its activities do not harm the health and safety of its employees and subcontractors, those involved in operations, neighbouring populations or users of its products;
 - Comply with and respect regulations on the prevention of occupational risks and to provide the necessary means for Employees to carry out their professional activities with the appropriate safety and hygiene measures in order to safeguard their lives, health and physical and psychological integrity;
 - Working time and remuneration comply with the international rules established by the International Labour Organization, the legislation in force and the applicable instruments of collective labour regulation, with the one that most protects Employees being followed;
 - The remuneration of the Organisation's Employees is fair and in accordance with the instruments of collective labour regulation and applicable legislation and with balanced and healthy people management policies and practices;
 - All the Organisation's Employees may, without exception, associate themselves with Employees' legal representatives, in particular with trade unions, in accordance with the legislation in force and Employees' representatives shall not be discriminated against and may perform representative activities in the places of work in accordance with the law in force;
 - The exercise of association, unionisation, collective bargaining and strike rights, within the framework of applicable regulatory norms for each of these basic rights, may not be illicitly restricted.

5. RELATED DOCUMENTS

- Code of Business Ethics and Professional Conduct;
- Corticeira Amorim Sustainability Report;
- General Sustainability Policy;
- Energy, Environment and Biodiversity Policy;

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- Human Resources Policy.

6. VALIDITY

This Policy takes effect on 06 December, the date on which it was approved by the Corticeira Amorim Board of Directors. Given the Organisation operates in different countries, if the content of this policy differs from local rules and regulations, Employees shall give preference to the most restrictive rule.

7. REVIEW AND UPDATE

This Policy will be periodically reviewed, taking into account annual reports. Whenever possible and desirable, the Organisation will notify Employees of updates to this Policy, and will promote training courses to ensure that they are aware of the rules it contains.

8. COMMUNICATION

The Organisation will take appropriate measures to ensure that all employees are aware of the contents of this Policy and understand its scope. To this end, the Human Rights Policy will be available on the Intranet and on Corticeira Amorim's corporate website (in Portuguese and English), so that all those to whom it is addressed may have access to it, the Human Resources Department also being responsible for other internal disclosure measures.

Mozelos, 06 December 2021