



# Code of Conduct

Message from Director

Dear collaborator,

Introducing the Citrus Juice's Code of Conduct serving as acting guide within our production plant and relationships between everyone involved in the production process, suppliers, partners and stakeholders and reaffirms its commitment to social responsibility, an integrated, ethical and transparent management . On it are the procedures and guidelines that guide our internal and external relationships and all responsibilities within this corporate vision. Always keep this information up to date and any questions, clarify it with their direct manager. That all information contained in this Code of Conduct is part of their daily lives, preserving the relations of ethics and respect between people, processes, diversity and the environment.

Citrus Juice

Citrus Juice is a Brazilian company specialized in the production and commercialization of citrus based products and derivatives, such as concentrated orange, lemon and Tahiti, clarified juices, essential oils and dry peel. The company has a team of managers and employees with over 20 years of knowledge in the production of concentrated juice. The company has its own plantation of lemon, the largest Brazilian producer of this raw material. The company generates around 300 direct jobs and indirect accounts of approximately 1,200 jobs, considering the manpower in lemon and orange crops, labor generated in the transport sector, as well as other support services.



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Principles Citrus Juice

- Development guided by an integrated approach, including economic, social and environmental dimensions;
- Contemplation of issues such as education, training and commitment of its workforce;
- Repudiation and combat all forms of degrading and / or abusive labor such as forced labor, child labor, slave labor and other forms of human trafficking and work contrary to the laws and labor standards;
- The company respects the right of employees regarding the association to a labor union without fear of reprisal, intimidation or harassment;
- Compliance with applicable laws and standards;
- Respect for human rights, combat and repudiation of all acts that imply in any kind of discrimination or violation of human rights, in particular but not limited to, combat and repudiation of all racial, religious, political and option sexual;
- Development of human resources and equal opportunity with rejection of discrimination and harassment based on race, color, national or social origin, religion, politics and option sexual;
- Competitive and fair remuneration in accordance with the laws and signed collective agreements on wages, working hours, overtime and benefits;
- Ethics and transparency as pillars in the relationship with its employees, contractors, suppliers, customers and society, but not limited to, including business ethics;
- Involve suppliers, customers, communities, competent entities, entities representing workers, among others, the policies adopted by Citrus Juice;



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- Permanently Enhance knowledge and disseminating the culture of sustainability and social and environmental responsibility;

## Ethics Committee

The Citrus Juice's Ethical Committee is formed by a multidisciplinary team working in order to fulfill what is set forth herein. This committee is responsible for taking action in serious breach of this code case, receive suggestions of areas, answer questions, update the document.

## Values

- High Quality;
- Commitment in the business relationship;
- Customer Satisfaction;
- Ethics and environmental responsibility;

## Principles of Conduct

Citrus Juice supports compliance with laws and regulations with respect to all who participate in some form of its process, the community and the environment. No employee of the company has the authority to request any action that violates this policy. It is not subject to any



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waiver or exceptions because of commercial or competitive demands, industry practices or requirements otherwise. Any employee who knowingly violates this policy, or authorizes or permits their violation by a subordinate shall be subject to disciplinary action, including the shutdown.

Citrus Juice team, about our relationships.

In the work environment

- Respect your colleagues! Collaborate for team spirit with loyalty and dignity.
- Create a great working environment, avoiding any kind of embarrassment to you and to others.
- To care for our image, avoiding improper behavior in public when wearing a garment or vehicle with the trademark of the Company or one of our brand.

It is forbidden:

- Use your position to ask for personal favors or services from subordinates.
- Any and all forms of racial, sexual or religious or is related to deficiencies..



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- Offending your coworkers or cause a situation that may lead to a physical confrontation.

Remember: responsibility, reliability, cooperation and commitment to colleagues and work help to maintain a high standard of productivity and quality.

This is for you, our Leader!

You must be an example of ethical behavior for all Team Citrus Juice! Recognize the merits of each person and fosters professional development equal to the value and contribution of each employee. We do not admit that decisions concerning the professional career of employees are based only on personal relationships. Make sure that your staff receives continuous and adequate training as well as updated information about the company's policies. It is the duty and responsibility of all leadership communicate, guide and develop their staff in compliance with this code of conduct and all other procedures, standards and internal policies.

Without the permission of his superior, it is prohibited:

- Remove inner material of Citrus Juice, including information relating to the Company's operations, even if you have participated in their development.
- Make copies - on paper, magnetic media or any other means - documents that may contain sensitive company information, including information on customers, suppliers or any matter that relates to the activities in your area.



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- Senior officials who are interested in running for municipal, state or federal elected office shall notify the Administration of Citrus Juice about their intentions;

Criteria for recruitment, selection and promotions

The criteria for recruitment and internal and external selection, promotion and movement of people in Citrus Juice only consider the candidate's conditions to meet requirements of each role, being forbidden any kind of discrimination and / or favoritism. There is no restriction for admission and promotion of ascending relatives (parents and grandparents), siblings, spouses and collateral relatives (uncles, cousins, nephews, in-laws and concunhados), provided that the required functions are carried out in different teams (by team, understand- if group of employees who respond to a leader in charge of charge or above).

Conduct with suppliers, partners, and community stakeholders

Gifts and payments

It is forbidden to offer gifts to customers, suppliers, shareholders and others or them receive them.

Conduct:



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- Do not accept gifts, favors, loans, special services, payment or special treatment of any kind to persons or organizations that do or seek to do business with the Company. Exceptions: corporate gifts that are compatible with good business practices and when they have a symbolic value of up to \$ 10 (ten US dollars).
- Expenses with customers, suppliers, dealers and shareholders, such as meals, transportation, accommodation or entertainment, can only be accepted in case of events related to the Company, for which the costs have already been provided or approved.
- Only solidarity donations will be accepted at events involving the community through charitable actions with the participation of our partners, suppliers and employees.

## Quality and Product Safety

Products supplied by Citrus Juice meet current legislation and are safe for consumption according to the standards set out in the Food Safety Management System implemented.





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## Business Ethics

Citrus Juice aims to attend in an integrated manner the interests of customers, consumers, employees, community, partners and stakeholders. We cherish much for customer appreciation, meeting any of its requirements within the required quality for the products, required quantities and taking fully established contracts.

## Heritage protection and use of company property

Citrus Juice invest in adequate infrastructure, either in furniture or equipment. The use of this heritage must be unique for business purposes on behalf of the company and must be preserved to prevent any depreciation or misusing. Citrus Juice reserves the right to employ all efforts and resources necessary to monitor and ensure the proper use of its assets.

## Industrial property, Industrial secrets and Trade secrets

Commercial and industrial secrets, the unique information of Citrus Juice and much of the internal information are valuable assets. Protecting these assets by keeping them in secret, it is essential so that we can continue to grow and compete. Industrial and commercial secrets are information used by Citrus Juice not commonly known or easily discovered. Therefore, we strive to keep them confidential. In addition, other unique information such as know-how need to be protected. Industrial and commercial secrets of Citrus Juice and other proprietary information may consist of formulas, designs, devices and information used in our activities that provide the Citrus Juice the opportunity to gain an advantage over competitors. Industrial and commercial secrets of Citrus Juice and other proprietary information are not always of a technical nature. They include business research, new product plans, strategic objectives, information on price and financial information not yet disclosed, lists of employees, customers and suppliers, as well as information requests, preferences, shopping habits and customer



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plans. Although incomplete, this relationship represents a wide range of information that need to be safeguarded. Industrial and trade secrets and other proprietary information need not be patented and can not be public knowledge.

Your obligations with respect to industrial and commercial secrets of Citrus Juice and other proprietary information are:

- Do not disclose this information to others in Citrus Juice, unless there is a "need to know" or "need to use".
- Do not disclose this information to people who do not belong to the Citrus Juice picture.
- Não usar essas informações em benefício próprio ou em benefício de pessoas que não pertençam ao quadro da Citrus Juice.

If you leave the Citrus Juice, its obligation to protect commercial and industrial secrets and other proprietary information of Citrus Juice stand up to the time when such information becomes public, or until the Citrus Juice does not consider most such information as trade secrets and industrial or proprietary information. Remember that all correspondence, printed materials, electronic information, documents or records of any kind, knowledge of specific processes, procedures and special way of action of Citrus Juice - are unique or not - also are company property and must stay in Citrus Juice. If you are unsure whether information is a unique information or a commercial or industrial secret, contact the Legal Department.

### Health, work safety and environment

Citrus Juice adopts an attitude of constantly evolving their methods and ways to develop its activities by adopting different strategies, for which it considers the health and safety in their labor activities more than priority, considers this a VALUE. We consider it essential to have a safe and healthy working environment for the performance of activities of its employees.



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targets are set for the industrial activities for development in harmony with the environment, and are implemented in order to always seek sustainability and energy efficiency, is guiding by the following guidelines:

- Develop activities in accordance with current legislation in the areas of Safety, Environment and Health;
- To ensure the sustainability of projects, ventures and products throughout their life cycle, considering the impacts and benefits in economic, environmental and social dimensions;
- Manage waste generation, handling and disposal;
- Control and Optimize Use of Water;
- Monitor the risks inherent to the activities developed by identifying, evaluating and managing to avoid the occurrence of accidents and / or ensure the minimization of its effects;
- Search constantly for their processes, fuels that generate less environmental impact;
- To implement, in the short, medium and long term projects aimed at increasing the energy efficiency of its activities;
- Encourage, engage and train their employees to develop conservation practices of the Environment and sustainability measures, not only within the company but also in their homes.

## Information Security

Internet, websites and e-mails.

Our Internet systems, website and e-mails belong exclusively to the company. Under no circumstances, the systems can be used to send or receive discriminatory or harassing messages, chain letters, obscene material or distasteful, commercial solicitation or, otherwise, violate



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this Business Conduct Code. All messages sent or received by these means are owned by Citrus Juice, with the body, so the right to use them and disseminate them in the event of litigation or judicial investigation.

External relations - Politics and government

Citrus Juice respects the legislation and government authorities. Any relationship with public officials should always be done with the guidance of administrative staff. Employees are prohibited from offering, promising, receiving gifts, economic benefits or benefits of any kind to representatives, officials, agents and public servants in general or on behalf of Citrus Juice without formal approval by the Executive Board.

What is the procedure when there is a violation of the code?

The existence of standards, policies, procedures and processes is essential for a company to prosper and grow and all their leaders have the responsibility and obligation to ensure that they are followed for integrated and efficient operation of the company.

Any violation of the Code of Conduct must be immediately reported to the Ethics Committee.

Breaches of internal policies, standards and code of conduct are not tolerated and are punishable by disciplinary action.

As a communication channel for deviations or violations of the code of conduct , the company provides an e- mail records relating to the code of conduct , being [ouvidoria@citrusjuice.com.br](mailto:ouvidoria@citrusjuice.com.br) ;



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## Periodic Review

This document does not in itself constitute any kind of employment contract. You can proceed to the modification or updating at any time and for any reason, when the company deems appropriate.

The Citrus Juice Code of Conduct comes into force since its adoption by the Board of Directors and shall apply as not approve your update, review or derogation. The ethics committee is also responsible for continuous improvement of this Code, performing a periodic the same review and propose amendments for approval by the Quality Sustainability and CSR Committee, as well as by the Board of Directors. For such purposes, this Code will be reviewed regularly and introduce - will change when there are appropriate. Citrus Juice notified properly of significant changes to employees, directors and officers, as well as to its trading partners.



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Commitment Agreement

## STATEMENT OF SCIENCE AND LIABILITY FULL AS THE RULES AND RULES

Me, [Name of the employee], carrier of the RG nº [RG of the employee ] and CTPS [CTPS of the employee], and duly registered on CPF/MF under nº [CPF of the employee], declare for all due purposes, that I am fully aware of all the rules and Internal Regulations, having received specific training regarding all issues related to my rights and duties as employee [Name of the Company], and I was driven among several other things, but especially about the duty of punctuality, as well as the correct record point of control on the certificates of receipt of policy, on Safety Rules and Hygiene at Work on Ethics and discipline, even being aware of each Fouls Graves willing on article number 482 of CLT (Consolidação das Leis do Trabalho - Decreto Lei nº 5.452, de 01º/05/1943), and aware that the practice of any of the faults there willing Graves may risk dismissal for cause. Finally, I declare that I have clarified all possible doubts, and I was told the procedure to remedy any new doubts and given to me 01 [one] via the Manual of Standards and Internal Regulations.



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Given the declared science, I take the responsibility.

[City of the Company], [Date of the beginning of the Date of Experience Contract Start]

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[Name of the employee]