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THIRD PARTY HIRING POLICY

Objective:

Guide, through guidelines and procedures, those responsible (managers, coordinators, supervisors and contract managers, directors, and other administrators) on the different types of contracting of third parties and documentation required for each type, practiced, and approved by the Company, in accordance with the current Third-Party Hiring Policy.

Application:

This Policy applies to all forms of contracting third parties carried out by the Company (internal/external services/remote access), such as: Contracting Cooperative Services; Hiring of Independent Services/Individuals; Hiring Product Suppliers, Hiring Outsourced Services/Legal Entities and Commercial Representatives, among others.


Necessary Conditions:

Have made available, electronically, the revised and updated Standard (PS 714.0-001) and have signed the corresponding terms of adherence to the Code of Conduct and Anti-Corruption, Travel, Commercial, Conflict of Interest, Transactions and Related Parties Policies and all those that deal with contracting third parties from FCC S.A, which prove that all these third parties are aware of the rules, obligations, responsibilities, prohibitions/prohibitions, sanctions, penalties and other conditions in force in their contractual relations with FCC S.A.

Safety, Health and Environmental Conditions:

Where necessary and in compliance with the rules, conditions and situations corresponding to the type and type of service or product to be delivered/supplied/provided to FCC S.A., third parties must go through an integration process with the Health and Safety Coordination and Environment, in accordance with Standard MD 755.02-001 - GENERAL INDUSTRIAL SAFETY GUIDELINES FOR WORK AT FCC S.A.); Main topics covered: PPE; working at heights and scaffolding; work permission; confined space; fire and explosion risk; toxic substances; electrical work; procedures in case of emergency; guidelines in case of accidents (MD 755.2.010 - GUIDELINES WHEN INCIDENTS, WORK ACCIDENTS AND ENVIRONMENTAL ACCIDENTS OCCUR); Occupational Health and Hygiene; risk map and behavioral audits. Compliance with NR5 (representative or constituted Cipa). Contracts must comply with Standards MD 755.0-001 - GUIDELINES FOR ASSESSING LEGAL REQUIREMENTS APPLICABLE TO FÁBRICA CARIOCA DE CATALISADORES S.A.

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IN THE AREAS OF INDUSTRIAL SAFETY, ENVIRONMENT AND OCCUPATIONAL HEALTH Guidelines for Assessment of Requirements Statutes Applicable to the Areas of Environment, Safety and Occupational Health; MD 755.2-002 - INDUSTRIAL SAFETY GUIDELINES FOR CONTRACTORS and MD 755.2.006 - GUIDELINES FOR USE, REPLACEMENT AND RETURN OF PERSONAL PROTECTIVE EQUIPMENT; MD 755.2-035 – ENVIRONMENTAL DEMONSTRATION OF UNITS AND MINIMUM GUIDELINES FOR PREPARING THE PPRA BY CONTRACTORS.

The contracted company must provide its services in strict accordance with the Brazilian Civil Code, Law 6,938/1981, which establishes the National Environmental Policy, Law 9,605/1998, which deals with the criminal liability of legal entities in the case of environmental crimes, to the National Solid Waste Policy(Law 12,305/2010), to the New Forest Code(Law 12,651/2012), to the recent Renovabio Law(Law nº 13,576/2017), which created Decarbonization Credits (CBIO), to the General Law of Brazilian Data Protection (law 13709/2018), the Brazilian Anti-Corruption Law (Law 12846/2013) and its Regulatory Decree, law 11.119/2022, the Bidding Laws - Law 14.133/2021 and Law 8666/1993, among other related laws.

It should be noted that such conditions are not necessary for all types of hiring and in these cases, there is an exemption from the processes and guidelines and legal compliances listed above.

Content:


PROCEDURES FOR HIRING THIRD PARTIES AT FÁBRICA CARIOCA DE CATALISADORES S.A.

Policy

This policy aims to ensure effectiveness in the processes of hiring outsourced labor, commercial representatives, contractors for sporadic services or companies specialized in outsourcing activities, independent service providers and legal entities, suppliers of products and services, commercial partners and others.

Everyone must respect the norms and standards of Fábrica Carioca de Catalisadores S.A., committing to establish partnerships that promote the achievement of organizational results and continuous improvement, the Consumer Protection Code and the Civil Code.

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Hiring Procedures

When necessary and legal requirements are met, the contracting process is carried out by the Contract System, from sending the Invitation Letter to issuing the Contract and 5W2H, including Addendum and Contract Closing Term.

COOPERATIVE AGREEMENT

The purpose of this Work Cooperative contract is the provision of specialized services selected within a group of members that can be offered with the quality expected by the client. A Work Cooperative is considered a society formed by workers to carry out their work or professional activities with common benefit, autonomy and self-management to obtain better qualifications, income, socioeconomic situation and general working conditions.

This type of contracting for Work Cooperative Services must be in strict accordance with:


- (i) Law No. 5764 of 1971, which defines the National Cooperative Policy and establishes the legal regime for cooperative societies,
- (ii) Federal Constitution of 1988 - article 174, § 2, which supports and encourages cooperativism and other forms of associations and
- (iii) Law No. 12,690 of 2012, which provides for the organization and operation of Work Cooperatives; establishes the National Program for the Promotion of Work Cooperatives - PRONACOOOP; and considers the existence of an employment relationship between the cooperative society, its members and between them and the service provider (FCC S.A)
- (iv) Civil Code

Procedure:

The work cooperative contracted to provide specialized services will only be able to begin its activities upon signing the respective contract.

2. Documentation required from the work cooperative to be provided at the time of hiring:

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- a) Cooperative Bylaws
- b) National Register of Legal Entities (CNPJ)
- c) Internal regulations of the Cooperative
- d) Registration with the ISS
- e) Monthly proof of payment for medical assistance (health plan)
- f) Monthly INSS contribution guide for members
- g. Minutes of meeting with cooperative members and associates

INDEPENDENT CONTRACT


Hiring Independent Services (Individuals).

The hiring of independent services (necessarily provided/executed by individuals) must be used exceptionally, as a last alternative and, solely and exclusively, in sporadic activities, never becoming habitual so that it is not characterized as an employment relationship and this self-employed person mistakenly seeks to claim labor rights that are not due to him.

Procedure:

1. The contracting area will take care of preparing the contract with the previously defined term and will provide the signatures of those responsible for FCC S.A (the Contractor) and the Independent Professional (the Contracted individual), based on PO 712.1.022 - Guidelines for establishment of Limits of Competence.
2. If there is a need to use transportation services (public transport company that provides services to FCC S.A.), food (meals at the FCC S.A. restaurant) and lockers by the self-employed person (available in the locker room), the Infrastructure area must be consulted for approval of this measure.
3. Control items, performance and quality indicators (defined by contract managers), internal audit deadlines and monthly monitoring, use of PPE and EPC's (using this Policy for Hiring Third Parties as a reference) must be agreed between the parties and be included, as an annex, in the contract signed between the contractor and the contractor.
4. The self-employed person hired to provide specialized services will only be able to begin their activities upon signing the contract and policies (and their corresponding

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terms of adherence) described above and which provide rules on the hiring of third parties.

5. Documentation required of the self-employed person to be provided at the time of hiring:

- a) Registration with the INSS
- b) Proof of Technical Capacity to carry out the activity


Hiring Outsourced Services (Legal Entities)

Outsourcing applies to activities within the company (although current legislation authorizes it to occur for core activities as well) when there is no personality of the service provider and the direct subordination of its employees to the employees of the contracting company. This type of contracting will be carried out with legal entities created for this specific purpose, through their corporate objects and CNAEs (7820-5/00) and that are up to date with their tax, social security and labor obligations.

Procedure:

1. Define the service that will be performed and/or outsourced and approve it.
2. Survey the market of companies that carry out this activity.
3. Service providing companies, in order to qualify to provide services at FCC S.A., must meet the following requirements:
 - a. Be legally constituted.
 - b. Have your activities well defined in the Constitutive Acts (Corporate Documents covering the legal type of the company - Social Contract / Bylaws), and compatible with the services to be provided.
 - c. Provide services to other borrowers, without exclusivity or financial dependence.

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- d. Have a legally constituted establishment, outside the premises of FCC S.A.
- e. Prove it by presenting specific documents (Certificate of Tax Regularity issued by the Federal Revenue Service of Brazil (RFB), by the Attorney General of the National Treasury (PGFN), Certificate of Labor Debts - CNDT and Certificate of Regularity of the FGTS - CRF.), its suitability with the Federal, State and Municipal Revenue, Labor Court, and Social Security.
- f. Offer your employees a benefits package, including transportation (Single Ticket and private transportation to access FCC facilities, being able to use the current contract (FCC x Transport Company – Administrative Hours) with payment through Debit Note), use of locker (for employees who wear a uniform), group life insurance, medical assistance (health plan (outpatient + hospital) or temporary agreements with clinics and/or hospitals for floating workforce) and safety material (Personal / Collective Protective Equipment and uniforms with Certificate of Approval-CA)..
- g. Prove delivery of PPE (according to standard MD.755.2.006) - Uniforms and Personal Protective Equipment / Collective Protection Equipment.
- h. Have trained and qualified personnel to perform the functions (minimum education required - Elementary Education (4th grade – 5th year) and Technical Secondary Education or Higher Education for services that require specialization).
- i. Provide all proof of professional training and skills necessary to carry out the activity.
- j. Provide occupational health certificates - ASO, Environmental Risk Prevention Program - PPRA, and Occupational Health Medical Control Program - PCMSO and Work Conditions and Environment Program - PCMAT, inherent to its activities.
- l. Safety, Health and Environmental Policy defined.

3. Contracting by calling competing companies (“BID”/auction/demand) for a specific activity or supply of products or services

After identifying the scope of the service to be contracted, the area responsible for demand maps the companies, carries out a process of calling these companies by sending letters/documents/invitations to certain companies by email in order to receive their proposals for this “bid”/“auction”, all within the FCC S.A. contract management system.

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To do this, the following steps must be taken:

3.1. Issuance of the invitation letter by the contract manager via email.

3.1.1. The call/invitation letter must consider:

3.1.1.1 Invitation to at least 3 (three) companies, when possible;

Note: For each type of contract, its particularities will be observed, and the number of competing companies may vary (always more than 3 companies), due to the value of the contract and/or complexity of the services to be provided.

3.1.1.2 It must contain the descriptive memorandum with the object and details of the scope of the services to be performed, the deadlines for performing the services and the deadline for submitting a proposal.

3.2. The Invitation Letter will have a link to a Portal where suppliers will include the files of their Commercial/Technical proposals (necessarily in PDF format) until the deadline defined in the invitation letter. The supplier will make the connection using the CNPJ.

3.3. Proposals must contain the information: number of the call/invitation letter, bidder's details (corporate name, address, CNPJ) and proposal identification (1- Technical and 2- Commercial).


3.4- All Commercial Proposals will be accompanied by a training statement showing the proposed prices.

3.5. The opening of proposals must be carried out by a committee formed by representative(s) from the Contract Manager, Legal and Compliance area and, if necessary, a representative from another management. The process of opening proposals takes place through the FCC S.A contract system in a transparent manner.

3.6. The manager must analyze the proposals (price, deadline, team and quality), defining the one that meets the Policy established for Hiring Third Party Services in the company, and prepare the contract.

3.7. Issue the 5W2H and forward it for evaluation by Legal and Compliance, accompanied by the contract, technical/commercial opinion, proposals and invitation letter.

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3.8. Evaluations of proposals, negotiations, preparation of the contract and issuance of the 5W2H will be carried out by the Contract Manager, with support from Legal and Compliance, if necessary whenever requested by the manager.

3.9- The company that wins the “bid” and will be hired is not necessarily the one that offered the lowest price for its services, but rather the one that has the best cost-benefit ratio.

4. Contracts Committee Assessment

4.1. The negotiation committee is made up of two permanent members (Financial Manager and a representative from the Legal and Compliance area) and a third from the management group to be defined later.

4.2. There will be participation of the negotiation committee for contracts with a global value equal to or greater than R\$1 million, with a report issued at the end of the evaluation.

5. Prepare Contract

5.1. Legal and Compliance has two contract models: standard and simplified (those used for contracts with a maximum duration of 30 days for any type of service).

5.1.1. In the case of common contracts, it is recommended to use contract models previously made available by FCC S.A to guarantee greater speed in the analysis and legal certainty of these contracts.


5.2. When the service is specific, the contractor's contract model may be used, if it is previously analyzed and validated by Legal and Compliance at FCC S.A.

5.3. The simplified Contract may be used for services provided, lasting up to 90 (ninety) calendar days, considering all possible amendments or extensions.

5.3.1. For the Simplified Contract, the same documentation required above must be required.

5.4. To speed up the contract analysis process, the manager should:

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- Analyze the Commercial Proposal in detail and include its conditions in the contract model, observing the instructions in item 5.5 below;
- Forward the draft contract to the third party for evaluation before reviewing it by Legal and Compliance, unless there are doubts regarding its interpretation;
- Always request that changes be made by the third party to revision marks;
- Commercial issues must be discussed and decided by the Contract Manager's Management.

5.5. To minimize risks, throughout the contract analysis process, Legal and Compliance warn and clarify that certain contractual clauses may constitute risks for the business, with the contract manager alone being responsible for deciding whether or not to assume the risks identified by the same.


5.6. Essential clauses in contracts are those that provide for:

- a) Object;
- b) Obligations of the parties;
- c) Prices and value;
- d) Method and place of payment;
- e) Price adjustment;
- f) Price base date;
- g) Deadlines;
- h) Fines;
- i) Supervision;
- j) Rescission and termination; (unilateral, corresponding to an early termination)
- l) Tax incidences;
- m) Guarantee, when necessary;
- n) Judicial forum or arbitration;
- o) Obligations and Responsibility of the parties;
- p) Rules regarding data protection, in accordance with the national (Brazilian) and international General Data Protection Law;
- q) Anti-Corruption Clause and compliance with Law 12846/2013, Decree 11,129/2022 and other related laws

5.7. Contract clauses must clearly express:

- a. All contractual conditions: it is essential to point out all the terms and conditions agreed with the third party, including those contained in the commercial proposal, checking them after the legal analysis returns.

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b. Describe the object in detail. The adequate description of the object reflects what was agreed between the parties and protects the business. The technical/commercial proposal may assist in the description of the object, and it must be an integral and inseparable part of the contract, not dispensing, in any way, with the details of the contracted scope. It should also be noted that, in case of divergence between the contract and the technical/commercial proposal, the prevalence will be what is stated in the contractual draft.

c. The Tax Incidence clause must present detailed taxes with their respective rates.

d. The price and value clause must present the composition of the price with a percentage of labor and materials and other inputs, when applicable, in accordance with the values contained in the supplier's price opening.

e. Properly defining the deadline is essential. We remind you that FCC SA does not sign contracts for an indefinite period. It is always possible to extend the deadlines by formalizing an addendum, remembering that there are cases in which the Board of Directors must deliberate in accordance with article 14 of the Bylaws of FCC S.A (term above 36 (thirty-six) months and amounts above R\$6 million).

f. The types of dangerous services and measures to be taken, according to safety standards to avoid accidents.

g. Compliance with the requirements of NR10 - safety in electrical installations and services for services related to the same.

h. Compliance with the requirements of NR11 - transportation, movement, storage and handling of materials, for services related to it.


i. Compliance with the requirements of NR13 - boilers and pressure vessels for services related to it.

j. Compliance with the requirements of NR33 - confined spaces for services related to it.

k. Compliance with the requirements of NR18 - civil construction for services related to it.

l. Compliance with the requirements of NR35 – working at heights for services related to the same.

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m. Compliance with the requirements defined in Safety, Health and Environmental standards.

n. The commitment to maintaining qualified personnel to carry out the activities.

o. The availability of a supervisor/representative to manage its employees allocated to the company;

p. The establishment of working hours by mutual agreement between interested parties, considering the characteristics of the activities to be developed.

q. Fines provided for non-compliance with NR9 (PPRA).

r. The provision of auditing contracts based on the requirements defined in the company's Third Party Hiring Policy in force.

s. The company's prerogative to withhold payment of invoices until the contractor proves full compliance with the conditions established in the contract and payment of social security, tax and labor charges required.

t. The clause referring to fines will stipulate contractual penalties, in accordance with the Brazilian Civil Code. The amount corresponding to the sum of late payment fines will be limited to a maximum percentage of 10% (ten percent) of the contractual value per month and/or *pro rata dies*, in addition to compensatory fines and default interest.

u. The measurement clause must stipulate the frequency, form, criteria and term of measurements, as well as the terms necessary to correct measurements made too large or too small.


v. The commitment to keep employees trained in the contractor's HSE Standards, and present evidence of training, whenever requested.

5.8. Other conditions and clauses deemed essential or necessary.

5.8.1. The necessary conditions and method of returning the withheld amounts (technical guarantee) must be mentioned when there are retention clauses.

5.8.2. The contractual amount will be representative of the total value of the contract when contracting is based on a global price, or of the total estimated value of the contract when contracting is based on unit prices and/or man/hour.

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5.8.3. The contract inspector (name, registration number and position) must be indicated.

5.8.4- In the clause relating to Personal Data Protection, the contractor must be obliged to act in accordance with the determinations of regulatory/supervisory bodies on the matter, in particular Law 13,709/2018, in addition to other data protection standards and policies from each country where there is any type of processing of data from customers and other natural persons, processing the data in strict accordance and compliance with the determinations of FCC S.A, declaring itself to be fully responsible for the payment of moral losses and damages and material, as well as for reimbursement of the payment of any fine or penalty imposed on **FCC S.A** and/or third parties directly resulting from the **Contractor's failure to comply with the LGPD rules**, aiming to mitigate or exempt FCC S.A from joint and several liability (joint between the operators and controllers), maintain and use administrative, technical and physical security measures, not reveal data to third parties, notify the FCC in the event of a cybersecurity and information security breach or cyber incident, within 24 hours, etc.


5.8.5- In the Anti-Corruption clause, the Contractor must expressly declare that it is in compliance with Brazilian Anti-Corruption Legislation (and International, as applicable), not carrying out any act prohibited by these laws relating to bribery, kickbacks, corruption, fraud in bids or administrative contracts and others, as well as having a robust and effective compliance program, all with the aim of reducing the objective liability imposed by Law 12846/2013.

5.9. The business commitment to conduct its activities in accordance with the requirements of Social Responsibility, Secrecy and Confidentiality Agreement, Code of Conduct, FCCSA Anti-Corruption Policy and, when appropriate, with the Commercial Policy, with the Conflicts of Interest, Related Party Transactions Policy, Consequences and Disciplinary Measures Policy, Travel Policy and others.

5.10. Contracts must not mention modes of action, names or individual positions of the contractor's employees, nor any clause that may suggest the direct or indirect management of third-party employees and self-employed people by the company.

5.11. The company contracted to provide services will be responsible for transportation (single ticket and private transportation to access FCC facilities, being able to use the current contract (FCC x Transport Company – Administrative Hours) with payment via Debit Note), locker rental (available at the FCC S.A. Partner Companies Hub) and medical assistance (contracts of up to 3 (three) months – agreement with a 24-hour hospital; contracts longer than 3 (three) months – health plan – outpatient and hospital) for its

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employees, all of this must be included in the contract signed between the Contracting Party and the Contractor.


5.12. The control items, performance and quality indicators (defined by contract managers) and monthly monitoring (using the Third Party Hiring Policy as a reference) must be agreed between the parties and appear as an annex to the contract signed between the contractor and the hired.

5.13. The company providing outsourced services can only begin its activities upon signing the contract, based on standard PO 712.1.022 – Guidelines for establishing Limits of Competence.

5.14. Documentation required from the service provider company, when applicable, to be provided at the time of contracting in addition to those required during the bidding (if applicable):

- a. National Register of Legal Entities (CNPJ).
- b. Constitutive Acts (Social Contracts / Bylaws).
- c. Municipal/State Registration Card.
- d. CIPA constituted (according to your economic class) or appoint a trained designee, for contracts longer than 180 days, who responds to NR5 and MTE Regulatory Standards.
- e. After 30 days of contracting, the contractor must present the appropriate PPRA or PCMAT and PCMSO to FCC S.A., which must be delivered to the Safety and Environment and Occupational Health Coordination.
- f. Registration at the Regional Labor Office of the specialized service in Occupational Safety and Medicine - SESMT (when due).
- g. Certificate of Tax Regularity issued by the Brazilian Federal Revenue Secretariat (RFB) and the National Treasury Attorney General's Office (PGFN).
- h. FGTS - CRF Regularity Certificate.
- i. Labor Debt Certificate - CNDT.
- j. Civil Liability Insurance Policy;
- k. ART - Technical Responsibility Authorization, according to the specialty (ART is issued for each Contract or Addendum);
- l. Policy and proof of payment for medical assistance;
- m. List of hired employees;
- n. Proof of employee training in all the skills required to perform the function, especially those required by Laws, Decrees and Regulatory Standards;
- o. Form duly completed with information from the Job Competency Specifications of the professionals hired;
- p. Copy of the employee registration form;

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- q. Copy of employees' CTPS (personal data and employment contract);
- r. Worker's Occupational Health Certificate (ASO);
- s. Safety, Health and Environmental Policy.

5.15. Contractual requirements by type of contract, in addition to those required above.

Transport (Passangers)


- a. Annual vehicle licensing (check registration status and year).
- b. Drivers' license (validity).
- c. Vehicle preventive maintenance program.
- d. Drivers defensive driving course certificate.
- e. Vehicle Insurance Policy.
- f. ISS/ICMS registration (bus).
- g. Road insurance and Civil Liability Insurance policy (bus).

Armed Surveillance

- a. Check whether the security system is approved by the Federal Police Department in accordance with Article 1 of Law 7,102 of 06/20/83.
- b. Request authorization for operation issued by the Ministry of Justice, through its competent body or through an agreement with the Public Security Secretariat – Art. 20 – Item I – Section “a” of Law 7,102 – Annual Validity – Art. 32nd Paragraph 7 of Dec.1,592 of 08/10/95.
- c. Certificate of the Security Guard Training Course for the contractor's employees, registered with the Federal Police Department.
- d. Check the registration of security guards in the DRT of the Ministry of Labor in the Professional Card.
- e. Proof of ownership and registration of weapons used by security guards in the exercise of their duties – 38 caliber – Articles 21 and 22 of Law 7,102
- f. Proof of ammunition acquisition.
- g. Physical and mental health examinations of security guards.
- h. Check whether the guards are being recycled every 2: Art. 75 – Cap. V – Ordinance 91.
- i. Approval of the Security Guard Uniform by the general director of the Federal Police.
- j. Group Life Insurance Policy.

Food

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- a. License from the Health Surveillance Department.
- b. Food analysis program.
- c. Presentation of laboratory test results covering food, handlers, utensils and environment (control item).

6. Contractual Changes

The contract signed with the Contracting Party can be changed by issuing an Addendum.


- 6.1. Contractual changes will be made through the signing of amendments, which will receive sequential numbering, and must be signed by the company's Legal Representative.
- 6.2. The amendments will contain the name and qualifications of the parties, containing clauses referring to the object of changing the contract and ratification of contractual stipulations not altered by its execution.
- 6.3. The draft amendments will be subject to analysis by Legal and Compliance,
- 6.4. The term of the original contract, including amendment, cannot exceed 36 months, as provided for in the Bylaws of FCC S.A., if this occurs, it must be approved by the Board.

7. Contract Management: Monitoring and Inspection

7.1. Contract Management: Monitoring and Inspection

- 7.1.1. Know the entire content of the Contract and its possible amendments to be inspected, including the contracted specifications and other characteristics;
- 7.1.2. Know the inspector's duties for carrying out inspection activities;
- 7.1.3. Ensure full compliance with contractual obligations and services provided to the contractor;
- 7.1.4. Monitor, inspect and certify the execution of contracted services and works and the respective measurements of the services;
- 7.1.5. Indicate any glosses on invoices;

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7.1.6. Check whether the delivery of materials, execution of the work or provision of the service is being carried out in accordance with the agreement, within the deadline, specifications, price and quantity and quality;

7.1.7. Inform the contract manager of any non-compliance with agreed commitments, which may lead to penalties being applied.

7.1.8. Maintain nominal control of the Contractor's employees linked to the contract, as well as requiring them to present themselves in uniform and with an identification badge, requesting the replacement of those who compromise the perfect execution of services, including when resulting from inappropriate behavior;

7.1.9. Reject goods and services that do not comply with the specifications of the contracted object;

7.1.10. Constantly evaluate the quality of contractual execution.

7.2. Contract Manager Responsibilities

7.2.1. Start by surveying hiring needs, sending an invitation letter to suppliers with a descriptive memorandum of the contractual object, issuing a technical and commercial opinion and issuing the contractual instrument;

7.2.2. Receive and certify tax notes or invoices;


7.2.3. Record in a specific record the occurrences relating to the execution of the contract, informed by the contract inspector, determining the measures necessary to correct the faults or defects observed and adopting, together with third parties, measures to ensure the regular execution of the contract;

7.2.4. Always formalize understandings with the Contractor or its Agent, adopting all measures that make it possible to make bilateral obligations compatible;

7.2.5. Control the term of the contract, communicating any delays to the contractor and forwarding, in a timely manner, an addendum for the extension of the contract or for the opening of a new price assessment, if applicable;

8. Procedures for issuing identification badges and rules for controlling access of people, vehicles and materials to company facilities.

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8.1. The contracted company must comply with the procedures for registering service providers, in accordance with standard PS 750.0-003 - Registration of employees, service providers and visitors for access to FCC S.A., request and use of the identification badge.

8.2. Comply with standard PS 750.0.002 - Access control for people, vehicles, and materials to the facilities of Fábrica Carioca de Catalisadores S.A.

9. Contract Signing

Signatures occur through the Electronic Signature System.

Documents sent for signature: Contract, annexes and 5W2H (FCCCSA internal document with information on the bidding process, and should not be viewed by the CONTRACTED PARTY).

After signing by the parties, the signed documents (contract, annexes and 5W2H) must be downloaded and inserted into the contract system and forwarded to the Technical and Financial Documentation area.

10. Payment Procedures

10.1. To proceed with payments, Finance/Treasury uses Standard PO 712.1-022 (Guidelines for establishing Limits of Competence).

10.2. Payment requests (through Invoice and Autonomous Payment Receipt) must be issued by the CONTRACTED PARTY (containing the contract number) and delivered to the CONTRACTING PARTY's Finance Department up to seven business days before the due date.


10.3. Companies (legal entity)

Payments will be made upon presentation of payment slips (social security, tax and labor charges - INSS, FGTS, ISS, list of SEFIP employees, nominal list of employees, DAS, etc.), presentation of the original slip and copy, to the Company finances area, in accordance with procedures.

10.4. Self-employed (individual)

The Autonomous Payment Receipt must be issued in the name of the individual responsible for providing the service and in accordance with the procedures, containing all the information requested when filling out.

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11. Performance evaluation of CONTRACTED PARTIES.

11.1. The evaluation will be carried out by the Contract Manager (TOTVS System), as follows:

11.1.1. The evaluation will be applied for contracts of up to 12 months at the end of the contract, and for contracts for more than 12 months, every six months;

11.1.2. The total evaluation score will be calculated based on the weight (5 to 15) and the grades assigned by the contract manager for each item evaluated (0 - Does not meet / 3 - Meets with restrictions / 5 - Completely meets);

11.1.3. At the end of the evaluation, the contractor will be classified as: Preferred (average equal to or greater than 4 - supplier maintenance); Adequate (average between 1.5 and 3.9 - contractor maintenance - with corrective actions) and Replacement (average equal to or less than 1.4).

11.2. For companies contracted with more than one contract in force, managers must evaluate together.

12. End of Contract

At the end of the contract, a **Contract Termination Term** must be issued by the responsible area attesting that the service was provided satisfactorily, that payment for the contracted services and others has been paid in full.

13. Responsibilities and Authorities

RESPONSIBILITIES	Legal and Compliance	Contract Manager	Financial	Human Resources	CSMS
Negotiate commercial conditions and resolve contract impasses		X			
Make contract drafts available	X				
Carry out legal risk analysis of the contract	X				

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RESPONSIBILITIES	Legal and Compliance	Contract Manager	Financial	Human Resources	CSMS
Definition of commercial issues in the contract (cost center; prices; deadlines; price modalities; fines; direct billing to the Customer, etc.)		X			
Provision of contractor's draft		X			
Define and make attachments available (e.g. commercial proposal; price sheet; additional/special conditions; etc.)		X			
Contractor's draft analysis	X				
Analysis of financial aspects (e.g. taxation; guarantees)			X		
Analysis of labor aspects (e.g.: additional documentation for billing; CEI, training and integration; etc.)			X	X	X
Analysis of insurance aspects (e.g.: contracting "all risk"; policy review; etc.)			X		
Submission of the contractor's constitutive acts and signed contracts and amendments to the Legal and Compliance area		X			
Sending of signed contracts (Technical, Financial Documentation)		X			
Occupational Safety (EPI, EPC, PPRA) and Environment					X
Occupational Medicine (ASO, PCMSO, PCA. PPR)					X

Abnormalities – Action:

Associated Records:

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