

# CODE OF ETHICS

**SCOPE:** Applies to all board members, executives, employees, collaborators and members of Amec (“PARTICIPANTS”).

**PURPOSE:** To uphold the highest integrity and ethical standards in all interactions and serve to emphasize the Association’s commitment to ethics and compliance with the law.

## PRINCIPLES:

- (i) Standard of Conduct: Participants are expected to behave with responsibility, serenity and transparency.
  - i. Members shall not use their position in their own interest.
- (ii) Transparency and information – whenever possible, the decisions taken by the Association shall be made on a total transparent basis.
  - i. Members that eventually have relevant intrinsic interests about the topic under discussion shall make their position clear.
- (iii) Impediment, conflict and own interest – Whenever a Member becomes aware of any conflict of interest related to matters to be addressed in Amec’s meetings, he/she shall proceed in compliance with the procedures set forth in Amec’s bylaws and communicate that to the meeting’s chairman or coordinator, who shall report it to the Ethics Committee ([etica@amec.com.br](mailto:etica@amec.com.br)), in the event the member’s representative does not report it within 48 (forty eight) hours as of the date of the mentioned meeting.
- (iv) Confidentiality – Non-disclosed decisions, activities and/or initiatives of Amec shall be solely discussed among the attendees of the meeting(s) in which they are participating, until they are officially disclosed according to the item (v) of this Code of Ethics and Amec’s bylaws. Accordingly, attendees shall refrain from commenting on the decisions, activities and/or initiatives with third parties and from allowing the leaking of such discussions, primarily to the media. Yet consolidated positions, as well as matters and topics openly discussed among Amec’s members with no direct intervention of the Association shall not be subject to confidentiality terms, always in compliance with the existing laws and regulations.
- (v) Communication with agents, the media, the government and other associations – The CEO shall be the exclusive representative of Amec before agents, the media and the government. Such representation can be shared with a Vice President especially assigned by the remaining members of the Management Board; may it be the case.
  - i. Vice Presidents shall represent the Association before agents and the government in the absence or impediment of the CEO according to the decision made in the Management Board’s meeting.

Trips and gifts – Any free benefit, invitation, trip and event invitation accepted by Amec’s board members, executives, employees and collaborators as a result of the position they occupy shall be recorded in “*Livro de Benefícios*” (“Book of Benefits”) kept by the Association’s Management, and be promptly communicated to the Ethics Committee and the CEO.