HUMAN RESOURCES POLICY



## **1. OBJECTIVE**

To define guidelines for the effective management of people, creating a fair, respectful and motivational working environment, guaranteeing better results and positively influencing the organizational atmosphere.

## **2. APPLICATION**

This Policy applies to Prumo Logística S.A. and its controlled companies. This Policy shall also be made available to the subsidiaries in which Prumo exercises significant influence, such as joint ventures and entities in which Prumo has a minority stake, in order to enable the adoption of this Policy by such companies to the extent possible. All employees, officers and board members of the Company may be subject to penalties in case of non-compliance with the terms of this Policy.

## **3. REFERENCES**

- . The Company's Values
- . Company's Code of Conduct and Anti-Corruption

## **4. GUIDELINES**

i. Managing people with quality and transparency, focused on valuing and developing human talent.

ii. Not tolerating harassment or discrimination due to ideology, ethnicity, gender, social origin, religion, belief, or disability, or due to participation in any type of association, order or congregation.

iii. Recognizing and respecting the right to free association and collective negotiation of employees, provided that this is carried out in accordance with professional ethics and does not incur any conflicts of interest.

iv. Providing a working environment that promotes health and safety.

v. Maintaining order and discipline in the workplace through the use of rules and disciplinary actions, fairly and in accordance with labor legislation.

vi. Encouraging employees to establish a balance between their professional and personal lives.

vii. Prohibiting, in the conduct of its business, the use of compulsory, slave-like, child or forced labor.

viii. Recruiting Policies based on the company's values and using fair and objective selection criteria in order to create equal opportunities for all candidates.

ix. Compliance with labor legislation.

x. The formation of an integrated and committed team of highly qualified professionals that are constantly given recognition using a system of meritocracy.

xi. Establishing well-defined roles and responsibilities for all employees.

xii. Establishing a culture of leadership by example.

xiii. Providing tools for career development and maintaining a positive organizational atmosphere.

xiv. Maintaining an active and competitive global compensation structure aligned with the interests of employees, the company and its shareholders.

xv. Providing guidance to managers so they can establish challenging and tangible targets for their team members, encouraging them to commit to excellence in performance and organizational results.

xvi. Guaranteeing that evaluation cycles take place, guiding managers in the provision of adequate feedback and the drawing up of individual development plans.

xvii. Guaranteeing the respectful treatment of all employees.

José Magela Bernardes CEO of Prumo Logística

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