

Introduction

This Code of Ethics and Conduct of Movelar establishes the principles that guide the company's actions, as well as those of its employees and business partners. It aims to ensure high standards of integrity, ethics, social and environmental responsibility, in compliance with legal requirements, international standards (ILO, ICS Social, SA8000, amfori BSCI) and commitments undertaken with international clients.

1 - Compliance with the Law

Movelar is committed to strictly complying with all applicable national and international laws. No employee may perform, on behalf of the company, acts that violate the law, this Code or the applicable regulations.

2 - Human Rights, Equality and Non-Discrimination

Any form of forced, compulsory or child labor is strictly prohibited.

Discrimination based on gender, age, race, ethnic origin, nationality, religion, sexual orientation, disability, or political opinion is not permitted.

Equal opportunities must be guaranteed at all levels, including management positions.

Harassment, coercion or any abusive conduct, whether moral or sexual, is strictly rejected.

3 - Freedom of Association and Collective Bargaining

Movelar recognizes and respects workers' rights to form unions, join representative organizations, and engage in collective bargaining, in accordance with legislation and ILO conventions. No worker shall be penalized or discriminated against for exercising these rights.

4 - Working Conditions and Remuneration

Movelar ensures that workers' remuneration complies with at least the legal minimum wage or applicable collective agreements, and is sufficient to guarantee decent living standards.

Working hours comply with national law, including limits on overtime and rest periods.

Wages and legal benefits are to be paid in full and on time.

5 - Integrity and Anti-Corruption

All forms of corruption, bribery, extortion or undue advantage are strictly prohibited. No employee may negotiate or commit the company without express authorization from Management.

6 - Confidentiality

Employees are bound by professional secrecy and must protect strategic and sensitive information belonging to Movelar, its clients and partners.

7 - Health, Safety and Working Environment

Movelar promotes a healthy and safe working environment, in compliance with national legislation and international OHS standards.

All employees must comply with hygiene and safety rules, reporting risks and non-conformities.

Mutual respect and cooperation are encouraged, ensuring a positive and inclusive working environment.

8 - Social and Environmental Responsibility

Movelar integrates social and environmental considerations into its decision-making processes.

Preference is given to the use of recyclable/biodegradable materials.

The company is committed to preventing pollution, reducing waste and adopting circular economy practices.

Movelar actively contributes to the social and economic development of the communities where it operates.

9 - Responsible Supply Chain

Movelar extends this Code to its suppliers and subcontractors, requiring them to comply with the same social, labor, environmental and ethical standards.

Business partners must reject practices such as child labor, forced labor, discrimination or corruption.

Audits and periodic assessments may be conducted to verify compliance.

10 - Transparency and Information Disclosure

All information disclosed by Movelar must be accurate, complete and timely. The company undertakes to fully cooperate with external audits (such as ICS Social) and client inspections (such as ADEO).

11 - Whistleblowing Channel

Movelar provides a confidential and secure channel for employees, suppliers or partners to report irregularities, misconduct, violations of this Code or of legal standards, without risk of retaliation.

12 - Management System and Continuous Improvement

Movelar is committed to:

- Carrying out periodic internal audits on ethics, labor and environmental practices.
- Implementing continuous improvement plans based on the results of audits and external assessments.
- Promoting continuous training of employees in ethics, social responsibility and sustainability.

13 - Disclosure and Acceptance

This Code is disseminated to all employees, who must acknowledge it and commit to its compliance.

A handwritten signature in black ink that reads 'Maria Rina'.

Managing Partner

A handwritten signature in black ink that reads 'Filipe Rina'.

Managing Partner