

**DIVERSITY AND INCLUSION
POLICY**



1. Introduction

Montreal is committed to seeking fairness by encouraging its employees to change their habits, based on the principles of diversity and inclusion.

Our aim is to generate reflection on the social reality in which the company operates and to welcome the diverse groups that are part of it.

Our standards, values and attitudes related to this issue must be shared with employees, partners, contractors and the general public.

These principles have a positive impact on our commitment to the well-being of our professionals, in relation to diversity of ethnicity, people with disabilities, young people, the elderly, gender, LGBTQIAP+, among others.

This policy values respect for human rights and the individuality of each person.

2. Objective

This policy establishes guidelines to reinforce respect for the principles of the issues in question and is based on valuing human and cultural diversity, inclusion and equity in the corporate actions of the regional offices.

3. Application

This policy applies to 100% of **Montreal's** employees, always in accordance with the constitutive documents and legislation in force.

All employees, members of the Executive Board and the Board of Directors must know and commit to the rules set out in this Policy, support its application and disseminate the guidelines contained herein.

4. References

Montreal's Diversity & Inclusion Policy is based on:

- Federal Constitution;
- Privacy and Personal Data Protection Policy;
- Code of Ethics and Conduct;
- Universal Declaration of Human Rights;
- UN Guiding Principles on Business and Human Rights;
- Law No. 9.029 - Combating Discrimination;
- Law No. 8.213/91 - People with Disabilities;
- Law No. 10.097/2005 - Apprentice;
- Law No. 13.146/2015 - Brazilian Inclusion Law.

5. General definitions

The following are some basic definitions that will be taken into consideration by Montreal with regard to the PDI - Diversity & Inclusion Policy:

Diversity: All the differences and similarities that make an individual unique in their group of belonging. Respect and inclusion are valued factors in diversity, benefiting everyone involved.

Inclusion: The inclusion of individuals who are often excluded in society. These are actions aimed at the equal participation of all, regardless of ethnicity, sexual orientation, social class, gender, disability, etc.

Equity: Determined by fair access to human rights.
Encompassing inequalities and seeking a sense of justice in actions.

PDI-Diversity & Inclusion Policy: Deals with issues involving Diversity and Inclusion at Montreal. It guides the other documents and actions that promote sensitization, awareness and respect for inclusion, involving stakeholders.

6. Target Audience

The scope of the PDI includes:

- a) Employees working for the company or for clients;
- b) Clients who have **Montreal** employees as service providers;
- c) Suppliers and service providers who deal with the company's employees;
- d) Partners who work directly with **Montreal** employees;
- e) Social groups that are served by voluntary actions or other external actions;
- f) Social institutions that care for minority groups (PwD's, the elderly, young people, etc.).

7. Commitment

Our commitment is to encourage employees, who are the main stakeholders, to commit to the Diversity and Inclusion Policy.

The policy helps to increase the feeling of inclusion, respect, fairness and the creation of actions against social inequalities.

By valuing the coexistence of different generations in corporate environments, we are enriching the integration of all the groups of professionals belonging to our company.

When we raise public awareness of the importance of a more inclusive and welcoming environment, we will be creating a working environment that is in line with the ethical standards of inclusion and non-discrimination, which are provided for in legislation.

To encourage awareness of diversity and inclusion in labor relations, we respect and base our actions on the principles of the "Universal Declaration of Human Rights" and the "Brazilian Inclusion Law".

Failure to comply with the rules set out in the documents relating to Diversity & Inclusion, employees will be subject to sanctions.

8. Sanctions

Employees must respect the guidelines of the "Diversity & Inclusion Policy". If a situation of non-compliance is identified, indicating any issues related to prejudice or discrimination on the part of employees, clients or third parties, the issue will be assessed and shared with the Compliance Committee, so that corrective or improvement actions can be created.

Attitudes that do not comply with the Diversity & Inclusion Policy are subject to the sanctions of the Code of Ethics and Conduct. The Compliance Committee should be contacted whenever there are reports of inappropriate conduct, and the company will provide support and guidance on the appropriate measures for each case, in accordance with the **Montreal's** guidelines.

All Montreal employees, without exception, will be subject to the following sanctions if they are involved in any infraction:

1. Warning;
2. Suspension;
3. Termination of the contractual or statutory relationship.

9. Guidelines

- **Inclusive Actions:** ensure that internal processes for attracting, hiring, developing and recognizing employees are aimed at all employees with equal rights. Ensure that the criteria for institutional decisions cover diversity, taking into account all groups.
- **Integration:** approach integration measures to include employees in their diversity, respecting the plurality of each one, including in the family and affective spheres.
- **Conscious leadership:** the leader must make decisions free of prejudice, promoting an inclusive working environment. Their listening must be active and their position free of judgment and discriminatory attitudes. Ensure that other team members do not use exclusionary phrases or attitudes.
- **Raising awareness:** constantly raising awareness among employees, especially those in management positions, who should promote the importance of diversity in the company.
- **Valuing diversity:** valuing each employee with their particularities, appropriate behavior and ensuring a work environment that does not tolerate any form of discrimination.
- **Respect:** respecting and valuing each person's individuality, promoting a healthy working environment, combating discrimination and prejudice at its core.
- **Communication:** promote the use of inclusive language in internal communication and social networks. Avoid any case that could give rise to discriminatory language.

- **Development:** create content to develop teams, which should convey knowledge about respect for diversity & inclusion, conveying an inclusive character in communication.
- **Monitoring:** constantly update management processes to enhance inclusive diversity, promote contact between teams and facilitate interaction within the company.

10. Commitment

- 1. Environment:** in the workplace it is essential to value individuality, ensuring a fair workplace where everyone has opportunities to develop their potential.
- 2. Trust:** ensuring that employees are free to express their doubts, criticisms and ideas, putting forward their points of view and being treated with respect and fairness.
- 3. Prejudice and harassment:** everyone must be treated with dignity, respect is the most important factor in this policy. Violations are considered non-compliance with the "Code of Ethics and Conduct" and are subject to the penalties set out in the document. Any kind of discrimination on the grounds of disability, ethnicity, gender, religion, sexual orientation, social class and beliefs, including in the R&S, promotion, training and dismissal processes, which must be based on evaluations free of prejudice.
- 4. Promoting Diversity:** stimulating dialogue on diversity, equity and inclusion in order to raise everyone's awareness of respect and combat discrimination through educational actions.
- 5. Respect for identity:** adopting the Social Name is guaranteed by Decree 8727/16, respecting the same protection granted to the registered name. We must consider the mode of identification of those whose civil document is not compatible with their gender identity.

11. General Provisions

This Policy must be reviewed annually or on demand and submitted for approval by the responsible department.

12. Revision and Editing Control

Versão	Data	Resumo de Alterações
00	05/07/2021	Primeira versão da Política de Diversidade & Inclusão.
01	24/01/2022	Revisão da Política de Diversidade & Inclusão.