

 Klabin	POLICY	Revision: 01 August 2018 Sheet 1/5
	Fundamental Rights in Labor Relations	

CONTENTS

1.	Purpose.....	2
2.	Scope	2
3.	Guidelines	2

	POLICY	Revision: 01 August 2018
	Fundamental Rights in Labor Relations	Sheet 2/5

1. Purpose

To establish guidelines which must secure fundamental rights in labor relations at Klabin and its partners.

2. Scope

All employees, outsourced personnel, suppliers, and other partners in Klabin's business must adhere to the guidelines of this Policy at all the company's units, the areas which relate to the stakeholders mentioned being directly responsible for compliance therewith while the areas of People & Management and Sustainability and Communication Management are responsible for its promotion.

3. Guidelines

Klabin's conviction is that it must act in a correct and transparent manner as well as exercise responsibility in its social role.

The employees, outsourced personnel, suppliers, and other stakeholders of the company are all essential for Klabin to reach its strategic objectives and the company invests in the development, in the safety and in the quality of life of its people.

In line with these principles, the company establishes the following guidelines which must be applied and adhered to by all employees, outsourced personnel, suppliers, and other links in the value chain when applicable. These guidelines are:

1. To comply with Klabin's Code of Conduct for the purpose of strengthening already established principles and values such as respect for the basic values supported on the pillars of morality, dignity, freedom, integrity, loyalty, transparency and justice; being intolerant offensive language, moral or sexual harassment, discrimination based on religious beliefs, color, race, gender, age, marital status, sexual orientation and disability of any nature also with a view to the preservation of the Company's moral assets.
2. To comply with the current legislation both from the labor as well as the environmental, social, and economic point of view.
3. To comply with the declaration of the International Labor Organization - ILO on the Fundamental Rights and Principles at Work, a universal document committing member states and the international community in general to respect, promote and apply in good faith the fundamental principles and rights at work.

	POLICY	Revision: 01 August 2018
	Fundamental Rights in Labor Relations	Sheet 3/5

4. To comply with the Universal Declaration of Human Rights which defends the equality and dignity of people and recognizes that human rights and fundamental freedoms must be applied to all.
5. To base its relations on the guidelines established by the Guiding Principles on Business and Human Rights, prepared by the United Nations Human Rights Council.
6. To prevent all and any form of moral and sexual harassment in its operations.
7. To dedicate efforts in combatting the sexual exploitation of children and adolescents in the communities within the area of influence of the company's new projects.
8. To ensure equality of opportunity for all employees and not to practice discrimination in any form, either directly or indirectly, in its labor practices.
9. To promote practices of awareness and valorization of diversity, ensuring that aspects such as race, color, gender, sexual or religious orientation, social origin, appearance, age, physical disability, and special needs are not used as qualification criteria in the composition, development, or promotion of the company's staffing.
10. Not to tolerate any form of compulsory or child labor at Klabin or in our suppliers and partners and to act immediately to ensure complete eradication in the event of the least suspicion.
11. Whenever possible, to combat child labor and forced or compulsory labor along the entire value chain of the company.
12. To exert efforts to regularize labor relations along the productive chains, which implies the formalization of employment relations by the producers and suppliers, in the compliance with all labor and social security obligations and preventive actions with respect to the health and safety of personnel.
13. To respect freedom of association and the right to collective bargaining.
14. To offer all its employees at all stages of their professional experience, access to professional qualifications, training, and learning as well as opportunities for career progression in an equitable and non-discriminatory manner.

	POLICY	Revision: 01 August 2018
	Fundamental Rights in Labor Relations	Sheet 4/5

15. To provide and stimulate working conditions as much as possible for all employees, permitting a healthy work/life balance.
16. To establish joint programs involving employees and managers for promoting health and wellbeing.
17. To promote equitable compensation. Equilibrium in compensation constitutes a factor in the retention of qualified employees in the labor force.
18. To promote equitable treatment and working conditions between employees and outsourced workers wherever possible, such as access to restaurants and first aid posts.
19. To provide decent working conditions in terms of the working day, salaries, weekly rest days, vacation periods, health and security, maternity support, and capacity to reconcile work with family responsibilities.
20. To analyze and control the risks to health and safety in their activities and to supply the necessary safety equipment, including personal protection equipment, for the prevention of occupational injuries, illnesses, and accidents and also to handle cases of emergency.
21. To offer equal protection to health and safety for workers hired on a part time and temporary basis as well as for outsourced staff and to provide all personnel with adequate training in health and safety.
22. To adhere to global, national, and/or regional initiatives for reinforcing the commitment of Klabin in ensuring the fundamental principles in labor relations, the Sustainable Development Goals/UNO, the Global Compact/UNO, and the National Pact for the Eradication of Slave Labor in Brazil.
23. To practice dialog with internal stakeholders through meetings and organizational climate surveys with the aim of receiving, recording, responding, clarifying, and preparing action plans for all criticism and suggestions received.
24. To promote training and engagement of employees, outsourced personnel, suppliers and other partners on the following themes: eradication of child labor, eradication of forced or compulsory labor, combating the practice of discrimination in all its forms, valorization of diversity, prevention of moral and sexual harassment, respect for freedom of association and the right to collective bargaining and the combating sexual exploitation of children.
25. To report on the measures adopted for implementing the aforementioned guidelines with the company's stakeholders.

 Klabin	POLICY	Revision: 01 August 2018 Sheet 5/5
	Fundamental Rights in Labor Relations	

APPROVAL SHEET

Alteration: Revision: Approval

Alteração:



Carime Karbour Zaccaria
Gerente de Comunicação e Relações Institucionais

Revisão:



Yuri Zacharavskas
Gerente Riscos Corporativos e Controles Internos

Aprovação:



Sergio Luiz de Toledo Piza
Diretor de Gente e Serviços Corporativos

21/08/2018