




POLICY OF  
**DIVERSITY AND  
PROMOTION OF  
EMPLOYABILITY**





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## 1. PRINCIPLES

- 1.1 Klabin believes that diversity is important for attracting, engaging, and motivating employees, originating from all types of economic and social realities.
- 1.2 Klabin believes that diversity is essential for reaching innovative results, encouraging greater creativity in the teams, and promoting critical thinking.
- 1.3 The valorization of diversity is conducive to a healthy environment and deters cases of discrimination and harassment.
- 1.4 The promotion of a diverse culture also stimulates and improves the company's relationship with the communities in which it is inserted.

## 2. SCOPE

This Policy applies to all direct, indirect, and temporary employees.

## 3. ASSUMPTIONS

- 3.1 The basic values guiding the decisions and attitudes at Klabin are based on morality, dignity, liberty, integrity, and transparency with a view to the preservation of the Company's moral heritage (Klabin Code of Conduct, p. 4).
- 3.2 Klabin recognizes that it is a key player in the promotion of human rights both inside the company as well as outside its confines and bases the guidelines of this Policy on the Guiding Principles on Companies and Human Rights prepared and approved by the United Nations Human Rights Council and on the Sustainable Development Goals, established under the UNO's Agenda 2030.

Among the obligations and commitments publicly assumed, it is incumbent on Klabin to:

- 3.2 Comply with the Universal Declaration of Human Rights, which defends the equality and dignity of people and recognizes that human rights and fundamental liberties shall apply to all (Klabin's Policy on Fundamental Rights in Labor Relations, p. 3).

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- 3.4** Ensure equality of opportunity for all employees and to avoid, directly and indirectly, the practice of discrimination in any of its forms involving any labor practice (Klabin's Policy on Fundamental Rights in Labor Relations, p. 3).
- 3.5** Promote practices for valorizing diversity, ensuring that aspects such as race, color, sex, religious or sexual persuasion, social origin, appearance, age, physical disability, and special needs are not used as a criterion of qualification in the composition, development, or promotion of the company's staffing (Klabin's Policy on Fundamental Rights in Labor Relations, p. 3).
- 3.6** Foster and promote the construction of resolutions focusing formats, which benefit co-creation, originating from different points of view, based on relations, which produce mutual benefits for both Klabin and its stakeholder (Policy on Stakeholder Engagement, p. 4).
- 3.7** Promote dialog with the company's stakeholders to identify the satisfaction and potential demands for improving the relationship and reputation with these audiences (Klabin's Reputational Capital Policy, p. 4).
- 3.8** Promote the representativity of different stakeholder groups as well as conditions for accessing, permanence, and mobility within the organization.

## **4. GUIDELINES**

Klabin works responsibly on behalf of its employees, shareholders, suppliers, clients, and the community in which it operates. The company believes in diversity and inclusion as key elements in ethical labor relations. In addition, it is therefore committed to:

- 4.1** Fostering an internal culture, which supports and respects the values and needs of all individuals, irrespective of color, gender, race, religion, culture, sexual orientation, physical condition, appearance, and age.
- 4.2** Creating and promoting a healthy and safe environment for all direct and indirect employees, free of discrimination, harassment and victimization provoked by any motivation, which harms any existing diverse groups in the company.
- 4.3** Making available complaint channels for situations already mentioned, ensuring the anonymity of the complainant and in compliance with the related legal obligations pursuant to the Code of Conduct.
- 4.4** Considering the principle of universality which defines human rights as those innate to all human beings, establish that conduct based on physical, psychological or sexual violence, which have their origin in cases of discrimination and prejudice as well as harassment relating to sexual orientation, whether the subject of complaints through the official channels or otherwise, shall not be tolerated and shall be submitted for remedial action as stipulated under the Ombudsman's Policy.
- 4.5** Ensuring equitability in the processes of attracting talents to the company, guaranteeing impartiality at all stages of the process, seeking participation of candidates from minority and/or vulnerable groups, such as women, black, LGBTQIA+ groupings, the disabled, refugees, among others.
- 4.6** Whenever possible, ensuring critical analysis of the competences required for the vacancy offered by the area responsible for hiring, assessing the real necessity of criteria such as a top ranked university or a mandatory foreign language.

- 4.7** Through the intermediary of its Corporate Diversity Committee, regularly reviewing its practices, policies and procedures for recruitment, which help, reduce conscious or unconscious bias.
- 4.8** Promoting training on the valorization of differences and bias, which may give rise to discriminatory and non-inclusive environments.
- 4.9** Whenever possible, disclosing and positioning in relation to matters relevant to Diversity with the internal and external audiences as well as sector organizations.

## **5. RELATED INTERNAL GUIDELINES AND POLICIES**

- 5.1** Code of Conduct
- 5.2** Sustainability Policy
- 5.3** Fundamental Rights in Labor Relations
- 5.4** Stakeholder Engagement Policy
- 5.5** Reputational Capital Policy



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