

BIC AMAZÔNIA S.A.
SOCIAL PERFORMANCE REPORT

JANUARY 2022

I - PRESENTATION

BIC Amazônia unit is located in the city of Manaus, State of Amazonas, where pens, pencils, lighters and razors are produced. The company has been in Manaus Industrial Park since the 70's.

BIC Amazônia was certified in ISO 9001 in 1997. In 2003, it obtained ISO 14001 certification and in 2007, OHSAS 18001 certification migrating to ISO 45001 in 2019. In 2019 it also obtained the new ISO 50001 energy efficiency certification.

With great satisfaction, in November 2010, we were granted with certification SA 8000:2008 - on Social Responsibility, which stands out our organization as a company focused on the relations with its *stakeholder*: customers, suppliers, shareholders, government, trade unions, NGOs and especially our target audience: the employees.

By directing substantial resources to ensure the implementation, certification and maintenance of SA 8000 Standard, we want to consolidate our status of a socially responsible and sustainable company.

With that purpose, our business is based on ethical principles that include the human relations at work and its continuous improvement.

SA 8000 International Standard, the most prestigious Corporate Social Responsibility Standard, deals with Human Rights at Work and was launched in October 1997 by *Social Accountability International (SAI)* - Council on Economic Priorities of the UN, and is the first and most respected global standard certification for the social aspects.

II - COMMITMENT

Our commitment is clearly set in our social policies:

SOCIAL RESPONSIBILITY POLICY

BIC AMAZÔNIA SEEKS THROUGH THIS POLICY TO BE A SOCIALLY RESPONSIBLE COMPANY, BASED ON THE FOLLOWING PRINCIPLES:

- Support and develop actions for the benefit of its employees and the society in general, thereby contributing to the sustainable development of the company;
- Provide a healthy and safe physical and psychological workplace environment, which contributes to the personal and professional growth of its employees;
- Meet the requirements of SA 8000 International Standard and the Code of Conduct of BIC Group, respecting the relevant principles of international instruments on human rights and the requirements of the national legislation;
- Improve the relationship with its suppliers, encouraging them to commit to exercise the social responsibility practices of this policy, with its employees and society in general;
- Pursue the continuous improvement of its Social Responsibility Management System.

PROTECTION POLICY TO CHILD LABOR

- BIC is not involved nor supports the use of child labor, as detailed below:
 - In case of child labor* at BIC, the following actions will be taken:
 - Remove the child from work immediately;
 - Provide financial and any other necessary support to ensure the child attends to and remain in school until over the child age, as defined below.
 - The scope of the corrective actions will be based on the criteria of an effective reparation necessary for the child, and may extend beyond the actions herein declared.

* Child is anyone under 15 (fifteen) years of age.

III - MONITORING RESULTS

This report seeks to demonstrate with transparency, to the interested parties, the performance of the Social Responsibility Management System.

This system is integrated with our values and norms, to promote productive activities with quality (ISO 9001), in harmony with environmental (ISO 14001) and energy efficiency (ISO 50001) sustainability, promoting the health, safety and well-being of our employees (ISO 45001 and SA8000).

In May 2021 took place the social responsibility management system internal audit, where a team of consultants could assess, in a preventive manner, the performance of the system. There were some improvement opportunities pointed out, 7 observations and 2 non-conformities regarding the Management System.

In February 2021 we had a remote External Audit (follow-up review) and in September 2021 we had both physical and remote External Audit to evaluate the Social Responsibility Management System.

The audit team conducted an audit based on processes focused on aspects / risks / significant goals required by the standard(s). The audit methods used were interviews, observation of activities and review of documentation and records.

The audit team concluded that the organization has established and maintained its management system in accordance with the requirements of the standard and demonstrated the ability of the system to achieve systematically the requirements agreed for products or services within the scope, policy and goals of the organization.

Number of non-conformities identified:0 Critical:0 Higher:0 Lower:0

The excellent result was obtained through serious teamwork of all employees, and our special recognition to the managers who have demonstrated an extraordinary commitment and alignment with the guidelines of the company.

During the interviews with the employees, it is remarkable the improvement shown in the interpersonal and professional relationships of the company.

During the interviews, both with the employees and outsourced personnel who work on site, it was demonstrated, once more, the improvement in the professional relationships between managers and employees.

Due to the COVID-19 pandemic, the SGI WEEK was held remotely between December 2021 and January 2022, using a virtual platform available to be accessed by all employees and outsourced personnel, with the objective of strengthening all standards, in harmony with Environmental Sustainability (ISO 14001) and Energy Efficiency (ISO 50001), promoting the health, safety and well-being of our employees (ISO 45001 and SA8000).

IV - CRITICAL ANALYSIS

Held in May 2021, BIC monitors the performance and adequacy of its Social Responsibility System through an internal audit, open channel of employees' complaints, requests of interested parties, internal changes in the processes, external changes that may affect the system. The Social Performance Team meets and evaluates the adequacy and strengthening of the standard.

BIC has a control system of its third-party suppliers and a signed commitment of its national suppliers to meet the requirements of SA8000 Standard.

In our system we make 'Risks Assessment' where we consider the risks and impacts on the system.

V - SUPPLIERS AND SERVICE PROVIDERS

Solid actions are being developed in order to influence our suppliers and service providers on the same social practices already engaged by us.

Currently, we have 93% of our suppliers and service providers who are signatories of our Code of Conduct, which covers all requirements of SA 8000, a fact which is highly rewarding for us.

VI - CODE OF CONDUCT AND ETHICS

Aligned with the group, BIC Amazônia launched in February 2010 its own Code of Conduct, which aims to establish ethical principles in its relations with its suppliers and partners, as well as its Code of Ethics which aims at a series of principles to be followed in its internal environment.

In 2017 the BIC Group reinforced the commitment by training all employees.

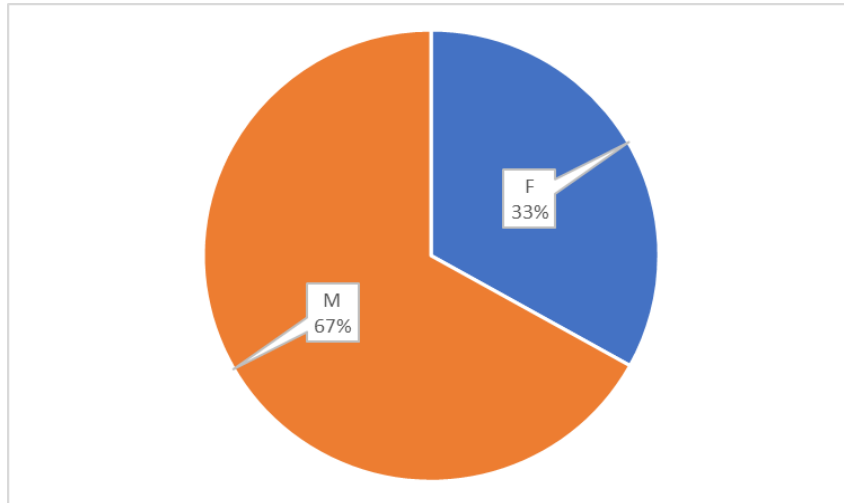
Our goal with the Code of Ethics is to formalize the fundamental ethical principles of BIC, serve as a reference for all employees to ensure compliance and promote a work environment where each person does the right thing every day.

Our principles are benchmarks in our daily conduct and the reflection of who we are to all interested parties, to whom the company offers an open dialog on its Social Responsibility Management System, based on SA 8000 Standard.

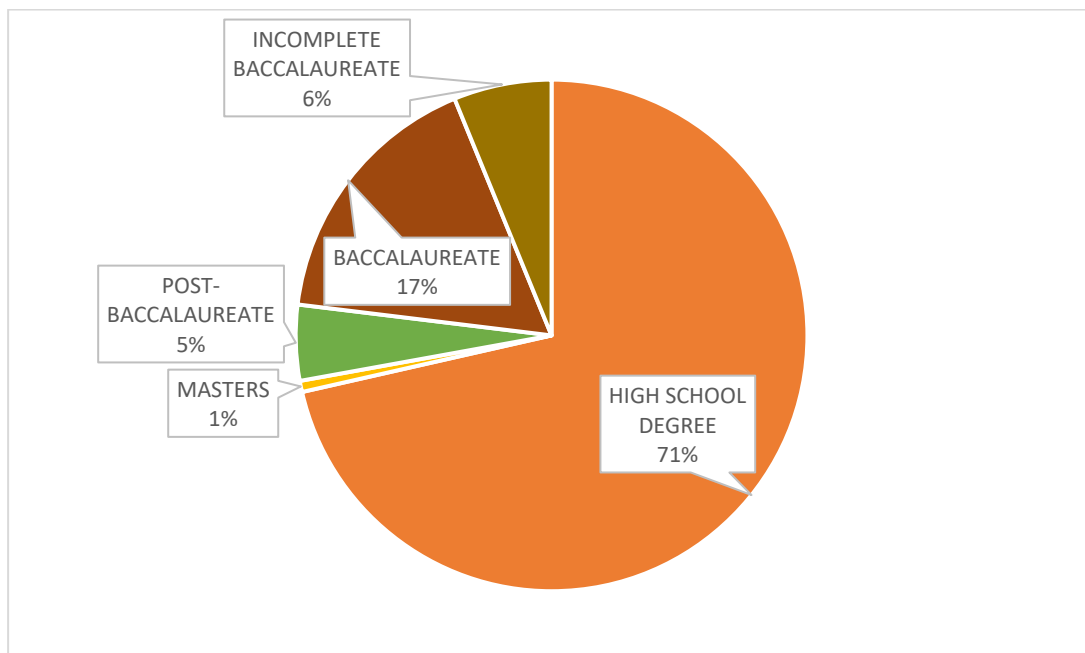
VII - SOCIAL INDICATORS

Currently, our team comprises 710 employees, 202 outsourced, 10 trainees, 22 apprentices. This team represents our diversity, which is welcome and considered as a value adding factor.

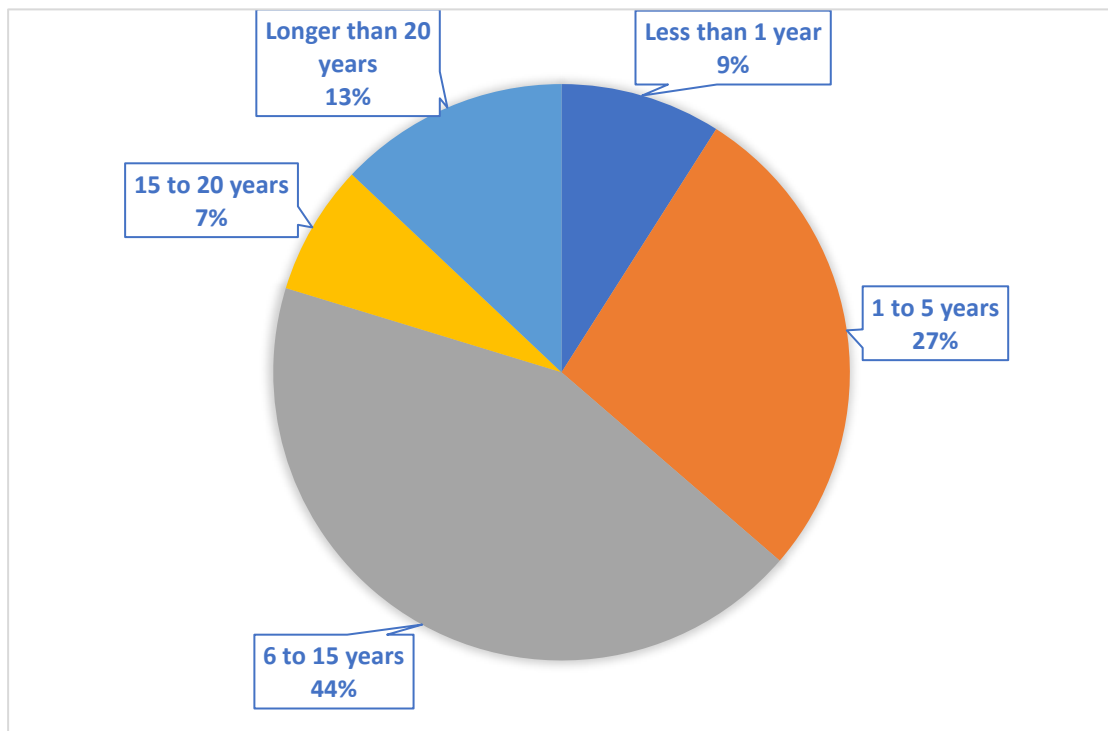
DISTRIBUTION OF EMPLOYEES BY GENDER



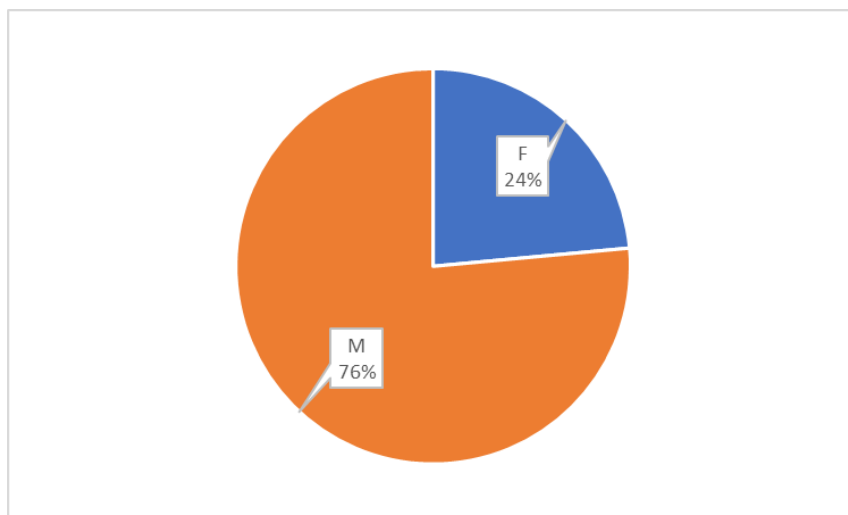
DISTRIBUTION OF EMPLOYEES BY LEVEL OF SCHOOLING



DISTRIBUTION OF EMPLOYEES BY LENGTH OF SERVICE IN THE COMPANY



DISTRIBUTION OF MANAGERS BY GENDER



a) Actions for the Community:

- Fundação Amazonas Sustentável - FUMCAD tax incentive law for the municipality of Tefé.
- Aldeia Infantil – SOS, through FUMCAD tax incentive law.
- Donations of PPEs to Manaus city hospitals for combat of COVID-19 pandemic.
- P.I.E. – Project of Innovation and Entrepreneurship for 3.000 public schools students through Rouanet tax incentive law.
- Donations of Christmas food parcels for Instituição Coração do Pai.

b) Actions for the employees:

- Definition of COVID-19 Protocol as a way to monitor, instruct and prevent situations of virus exposition, detailing the cautionary measures implemented by the company, aiming the safety and health of all employees.
- Investment in technical operational training for the employees, plus 12 available courses free of charge, we had in 2021 over 30 internal promotions, between internal recruiting and direct promotions.
- Training and development of managers through Leader's School.
- In December the SYSTEM MANAGEMENT WEEK was held with the aim of strengthening safety, security, health, SA8000 - Social Responsibility. This year we proposed an online presentation to prevent crowding, where employees and outsourced could participate remotely on the YouTube platform. The videos presented reinforced the Systems and the employees with our rules for safety, social responsibility and environment.
- Viva Você Project: Celebration of commemorative dates such as fathers and mothers' day, Easter, Labor Day, celebration lunch of the end of the year and gifts for Christmas, such as BIC kits and prize draws.
- Delivery of Baby Kits for pregnant employees.
- Jubilee, celebration for time working in the Company
- Investments in benefits: External medical assistance, chartered transport, balanced diet, life insurance.
- Profit sharing program.
- Association of Employees BIC (Club).

- Back to School Project, donation of BIC kits for the employees' children.
- In 2021 we held various health care campaigns, among them: Flu vaccination, reaching not only our direct employees, but the outsourced ones too; Pink October with guidance for the female employees about the importance of making preventive examinations, Blue November with guidance for the male employees on the importance of the preventive exam for prostate cancer.
- New partnership with Gympass, company that provides access to wellbeing and mental health applications, and discounts in main gyms in Manaus. This new benefit was made available for all employees and extended to their dependents as well.

We are at your disposal for contact and further information at sa8000@bicworld.com