

# RELATIONSHIP WITH SUPPLIERS POLICY

## 1. Introduction

This document aims to strengthen the commitment of Editora Saraiva in building a society that is economically efficient, socially just, politically democratic and environmentally sustainable as well as outlining the main directions in the relationship with their supply chain.

## 2. General Guidelines

Editora Saraiva undertakes and requires from its suppliers:

- Compliance with legislation, respect for constitutional rights, human rights, labor rights and environmental rights.
- The non-involvement in any kind of illegal, immoral services or that otherwise harms or threatens public interests in general.
- A commitment to high standards of professionalism, which translates in delivering products and services in the combined conditions.
- The confidentiality of all information and content provided during the term and after the closure of the provision of the service.
- Do not offer payments, commissions, favors, gifts (except promotional gifts of small value or no commercial value) or other benefits that may undermine the fairness of the relationship and confront ethical principles.
- Do not bind the name and logo of any party to the communication (internal or external), without the prior written consent (including email) of the company.

Editora Saraiva seeks and encourages:

- The creation of a process of education and dissemination of beliefs and values of its organization with the internal audience with the involvement of other stakeholders, either directly or indirectly, in this process.
- Treatment of demands from the supply chain, seeking continuous improvement of procedures, policies and resources used in the management of products and outsourced services, as well as ensuring an ethical and transparent relationship.
- The use of criteria focused on corporate responsibility and sustainability in the choice of suppliers.
- The company's commitment to environmental causes, making it present in all management processes and incorporation into the organizational culture.

## 3. Review

The Relationship Policy with Suppliers ~~Policy~~ has an indefinite term and will be reviewed at intervals determined by the Sustainability Committee of Saraiva.

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