

Program Guidelines

SUMMARY

How the Volunteer Challenge works? 3

Challenge Structure 4

Recognition 5

Timetable 5

Choosing the Social Organization 5

Activities Suggested 6

Score Table 8

“The concept of volunteering refers to rendering of service by choice or free will for the benefit of the wider community by an individual, group, or institution without necessarily expecting a monetary gain in full knowledge and appreciation of being a volunteer.”

Points of Light Institute

HOW THE VOLUNTEER CHALLENGE WORKS?

The Volunteer Challenge aims to encourage, facilitate, value and recognize the engagement of team members in volunteer actions in communities located near Braskem’s facilities.

During the Volunteer Challenge, Braskem’s team members form up teams and carry out volunteer actions in Non-Profit Organizations surrounding its plants.

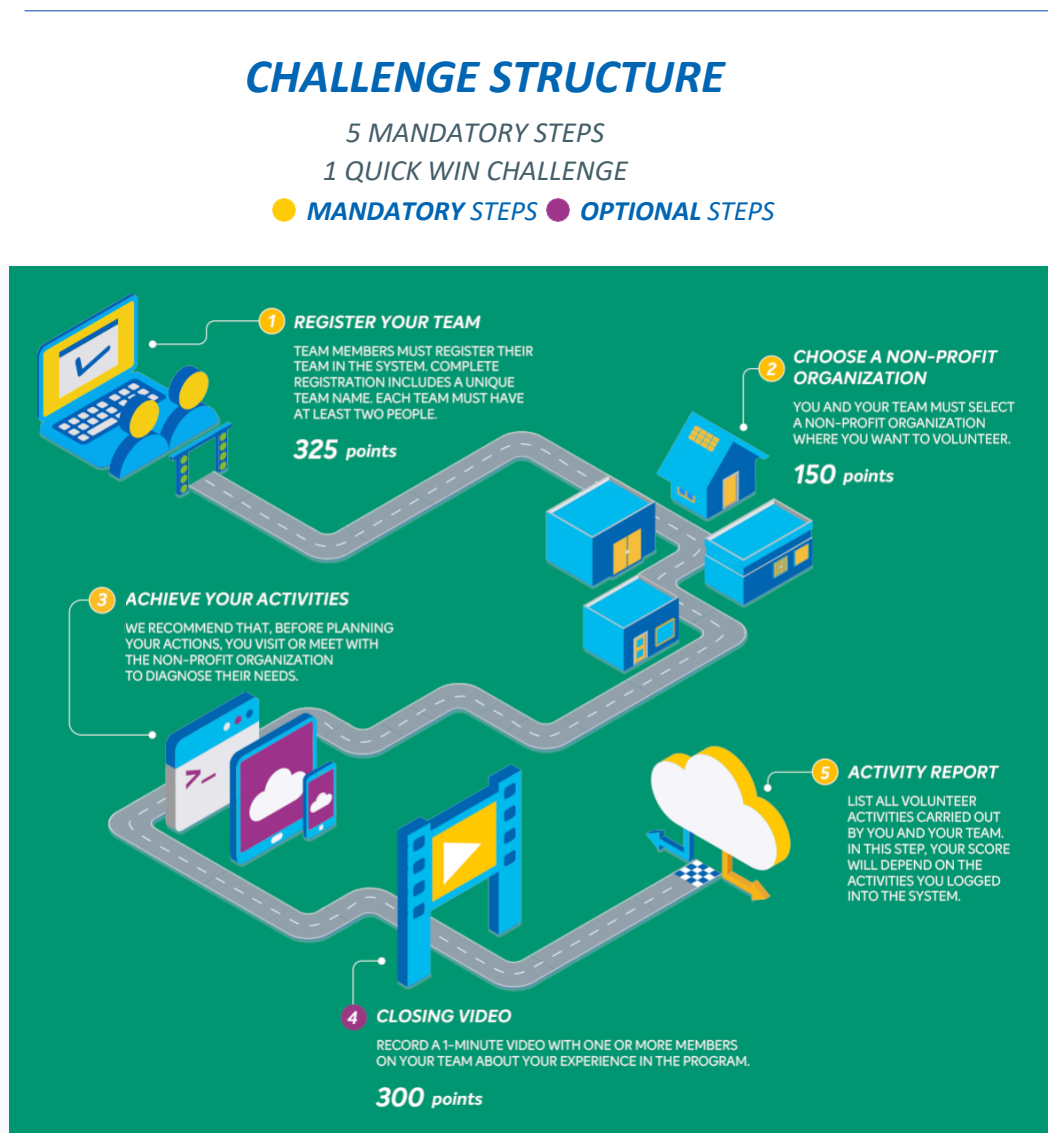
In 2020, the Program was adjusted to the Especial edition, focused on Digital Volunteering and respecting the guidelines of Braskem's Safe Return Plan.

CHALLENGE STRUCTURE

The Volunteer Challenge consists of five Mandatory Steps and one Quick Win Challenge

MANDATORY STEPS

Completing each Mandatory Sep adds important points in the Challenge. Get to know them:



QUICK WIN CHALLENGE

In parallel with the mandatory steps, a Quick Win Challenge will be held: a surprise task that can add bonus Challenge points.

Stay tuned to the official messages so as to not miss this opportunity.

RECOGNITION

Due to the possibility of having individual or group registrations, the Volunteer Challenge - Special Edition 2020 will not have awards from winning teams. However, all volunteers will be recognized at the end of the Program. Below is the list with the participating regions:

BRAZIL

- São Paulo (São Paulo, Cubatão, Paulínia, Campinas)
- ABC (Mauá, Santo André)
- Rio de Janeiro (Rio de Janeiro, Duque de Caxias)
- Rio Grande do Sul (Porto Alegre, Triunfo)
- Bahia (Salvador, Camaçari)
- Alagoas (Maceió , Marechal Deodoro)

USA

- South: La Porte, Seadrift, Oyster Creek, Houston, Pasadena
- Northeast: Philadelphia Office, Pittsburg, Marcus Hook, Kenova

MEXICO

- Vera Cruz, Coatzacoalcos
- Mexico City

EUROPA

- Germany: Wesseling, Schkopau
- Netherlands: Rotterdam

Recognition for Team Members will be defined by the end of the Program, aiming to fulfill the health and safety measures imposed by Covid-19.

TIMETABLE

Check the Volunteer Challenge's timetable in the Rules & Regulations so as to not miss the deadlines for each step.

CHOOSING THE ORGANIZATION

Your team may work with a legally constituted Non-profit Organization in good standing.

Even when working with an organization that is already a Braskem partner, it is important for the team to contact them to verify if they are currently welcoming volunteers before to plan the actions.

Partner Organization

Some organizations are already Braskem's partners. Doing volunteer work with your team with them is a way to expand the partnership!

Remember to understand if the organization has the structure to receive online volunteering, and if there are employees willing to assist you remotely.

The system will accept that up to three teams volunteers with the same organization. In such cases, it is important that the teams coordinate their work so that there is no overlapping of activities or any disruption to the organization.

Important: be careful when dealing with the expectations of the benefitted institutions. Always show the real action possibilities and make it clear that their achievement depends on the success of raising some funds and recruiting more volunteers on the part of your team. Also make it clear that the efforts right now are timely, part of a program with a beginning, middle and end, and that the team may decide to continue in the following year.

ACTIVITIES SUGGESTED

Due to the pandemic scenario, volunteering actions must be carried out remotely.

As such, we prepared some suggestions for activities that may be done remotely during Braskem Volunteer Challenge - Especial Edition. These actions aim to guide and inspire, but volunteers can also use their creativity and propose other actions!

Check the Online Training material, available in the Resources page, and see many tips on how to carry out Online Volunteer actions. Moreover, the system has an Online Training area with interesting videos and documents on the subject.

In case you choose to carry out on-site actions, remember to follow local health and safety guidelines and those recommended by your Braskem unit.

The activities suggested were split into three major groups:

1**2****3**

Sustainability macro-objectives	Donations	Volunteers
Voluntary actions related to:	All items donated to the Non-profit Organization will be counted for voluntary actions:	Will be counted all the volunteers who were directly involved in the Challenge:
Health and Safety of the people	Building and refurbishment	Team Members volunteers
Economic and Financial Sustainability	Infrastructure	Guest volunteers
Post-consumption of plastics	Cleaning, Hygiene, and First Aid	
Use of Renewable Resources	School and Cultural Material	
Water	Gardening	
Climate change	Food	
Energy	Clothing	
Human Development	Toys	
Solutions on chemistry and plastics		
Strengthening of management		

SOME POINTS MUST BE EVALUATED WHILE PLANNING ACTIONS, AS FOLLOWS:

- Unit.** An accounting unit was set for each kind of action. At the time of reporting, your group will need to jot down the number of actions carried out. The “accounting unit” informs what must be reported in the system. For example: most actions involving “lectures” are accounted for “per lecture”.
- Score per unit.** Informs the score for each valid unit of action reported.
- Cap.** In order to make the execution of activities more balanced, there is a cap of maximum points per action.

For example: in the Donations category, teams and volunteers can score 5 points for each efficient light bulb donated; however, there is a cap of 15 light bulbs, that is, a max of 75 points on this item. The cap is set by the Challenge’s organization and may be altered.

4. **Photos.** A photo must be uploaded as proof for every action carried out.
5. **Guest Volunteers.** All active volunteers must sign a document that governs their relations with the institution attended. Such document is the Submission Form and is required by law.

Attention: do not forget to upload the Form specified in the Program’s Rules & Regulations and provided in the Resources area, which must be signed individually by ALL volunteers. If the number of valid Forms is less than the number reported, the number of volunteers will be adjusted.

In the “Activity Report” Step, in addition to filling in the number of actions carried out in each item of the activity list, volunteers should inform how many hours were dedicated to the activity and how many volunteers were directly involved in the actions. These two pieces of information (hours and number of volunteers) do not generate points. They will be used to create indicators for the program.

In the following example, the cells in yellow should be completed.

Actions – People Health & Safety	Unit	Cap	Score per unit	Quant.	Number of Volunteers	Number of hours
Lecture on Traffic Safety	Per lecture	2	50	XX	XX	XX

In the example above, there is a cap of 2 lectures, scoring 50 points each. If “quantity” receives 1, score is 50.

SCORE TABLE

SUSTAINABILITY MACRO-OBJECTIVES

Just remembering that actions should not be carried out in person, always online and remotely, respecting the guidelines of Braskem's Safe Return Plan.

ACTIONS - STRENGTHENING MANAGEMENT PRACTICES

Actions related to strengthening management	Unit to register	Ceiling	Points by unit
Creation of digital marketing campaign including the creation of social networks, development of corporate identity and logotype and creation of educational materials	By campaign	1	500
Development of IT actions, including website maintenance, creation of database and online indicators	By action	5	100
Consulting on evaluating projects, understanding the organization's indicators and the software that facilitate reporting	By consulting service	1	500

Accounting or legal advisory services for the organization	By advisory service	1	500
Consulting on managing the volunteer team and supporting the coordination of campaigns	HH + Consulting Firm	1	500
Consulting on the organization's administrative and operating processes	By consulting service	1	400
Other (provide details in "Notes")	By action	4	50

ACTIONS – LOCAL DEVELOPMENT

Actions related to local development	Unit to register	Ceiling	Points by unit
Lecture on entrepreneurship for people in the organization's local community, providing a step-by-step explanation of how to start business under the micro-entrepreneur (MEI) tax regime, market information, credit facilities, etc.	By lecture	2	300
Conducting financial education activities for employees and/or beneficiaries of the institution	By activity	1	500
Creation of crowdfunding campaigns for organizations	By campaign	1	400
Workshop on how to draft a resumé	By workshop	1	300
Lectures on topics such as gender equality or social inclusion	By lecture	2	200
Preparation of audio books for the elderly living in nursing homes	By activity	2	200
Creation of campaign to exchange letters with elderly persons in quarantine	By campaign	1	200
Workshop on how to sew masks	By workshop	1	200
Conducting educational activities in general	By activity	4	50
Other (provide details in "Notes")	By action	4	50

ACTIONS - FINANCIAL RESULTS

Actions related to financial sustainability	Unit to register	Ceiling	Points by unit
Financial consulting for the organization	By consulting service	1	500
Workshops of activities that generate income for employees and/or beneficiaries of the organization	By workshop	1	500
Consulting on financing sources	By consulting service	1	500
Development of opportunities to raise funds for the organization	By activity	1	400
Workshops on "How to weather the recession caused by the covid-19";	By workshop	1	400
Lecture on sales for employees and/or beneficiaries of the organization	By lecture	2	200

Other (provide details in "Notes")	By action	4	50
------------------------------------	-----------	---	----

ACTIONS - POST-CONSUMER WASTE

Actions related to post-consumer waste, including plastic	Unit to register	Ceiling	Points by unit
Campaign to encourage and support engagement in recycling and recovery programs, especially through educational programs on conscientious consumerism and raising awareness on the value of plastic waste to the economy	By action	1	750
Lecture on the recycling of certain solid waste, such as Styrofoam, fluorescent lamps, ink cartridges, coffee capsules, etc.	By lecture	1	600
Lectures on the life cycle of electronic devices, diapers, etc., with comparisons of the kinds of materials (glass, Styrofoam, plastic, etc.)	By lecture	1	600
Workshop on creating utensils/handicrafts made from recycled material	By workshop	4	150
Culinary workshop using ingredients that typically are discarded	By workshop	4	150
Workshop for creating furniture or useful tools for the organization from recycled materials	By item	10	60
Consulting on implement/strengthen systems for collecting/picking/recycling materials	By action	1	700
Other (provide details in "Notes")	By action	4	150

ACTIONS - SAFETY

Actions related to people's health and safety	Unit to register	Ceiling	Points by unit
Campaign for psychological and emotional support to those affected by the pandemic, with various publics	By campaign	1	400
Lecture on precautions to be taken during the pandemic and the impacts that flexibilization could have on public health	By lecture	1	300
Creation of drive campaigns to support healthcare systems	By campaign	1	300
Lecture on good food safety practices	By lecture	1	300
Safety campaign focused on employees and/or beneficiaries of the organization	By campaign	1	300
Lecture on traffic safety	By lecture	2	50
Other (provide details in "Notes")	By action	4	50

ACTIONS - RENEWABLE RESOURCES

Actions related to the use of renewable resources	Unit to register	Ceiling	Points by unit
Workshop for making soap from cooking oil	By activity session	1	300
Campaign encouraging the use of ethanol	By campaign	1	300
Lecture on the importance of renewable resources	By lecture	1	300
Development of food reuse solutions	By action	1	300
Other (provide details in "Notes")	By action	4	50

ACTIONS - WATER EFFICIENCY

Actions related to water consumption	Unit to register	Ceiling	Points by unit
Campaign to reduce water consumption at the organization	By campaign	1	300
Art workshop on water efficiency (drawings for kids, posters, painting, etc.)	By workshop	4	100
Consulting on good practices and conscious use of water	By consulting service	1	300
Hydroponic vegetable garden Workshop	By vegetable garden	1	400
Other (provide details in "Notes")	By action	4	50

ACTIONS - CLIMATE CHANGES

Actions related to mitigating and adapting to climate changes	Unit to register	Ceiling	Points by unit
Lectures to raise awareness on climate change	By lecture	2	400
Campaign to encourage the use of bicycles	By campaign	1	300
Lecture on the documentary "An Inconvenient Sequel: Truth to Power Distribuidor"	By lecture	1	400
Awareness campaign for planting trees in the community	By campaign	1	400
Other (provide details in "Notes")	By action	4	50

ACTIONS - ENERGY EFFICIENCY

Actions related to energy consumption	Unit to register	Ceiling	Points by unit
Lecture on tips for reducing consumption at home	By lecture	2	200
Lecture on the classification seal for home appliances	By lecture	2	200

Evaluation of organization's electricity consumption pattern and consulting on how to reduce it	By evaluation	1	300
Campaign to reduce the organization's electricity consumption	By campaign	1	200
Other (provide details in "Notes")	By action	4	50

ACTIONS - DEVELOPING SOLUTIONS

Actions related to promoting solutions in chemistry or plastic	Unit to register	Ceiling	Points by unit
Lecture on the importance of plastic in people's daily lives	By lecture	1	400
Lecture on the importance of using Face shields	By lecture	1	400
Consulting looking for sustainability solutions related to chemistry and plastic, such as painting walls with clear chlorines and installing thermal insulators to avoid wasting energy.	By consulting	1	400
Other (provide details in "Notes")	By action	4	50

DONATIONS

CONSTRUCTION AND RENOVATION

Items for donation	Unit to register	Ceiling	Points by unit
Tableware and metals	by unit	8	50
Lighting fixtures	by unit	20	50
Doors	by unit	8	50
Tools (drilling machines, saws, hammer, etc.)	by unit	10	10
Door knobs and door locks	by unit	20	10
Light switches	by unit	100	5
Sandpaper	by unit	50	5
Wood	linear meter	100	5
Paint brushes and rollers	by unit	30	5
Shelves	by unit	30	5
Nails, screws, nuts and washers	by Kg	50	5
Paints and varnishes	by liter	200	5
Power outlets	by unit	100	5
Glass	by m ²	50	5

Sand	by Kg	500	2
Angular rocks or stones	by Kg	500	2
Lime	by Kg	500	2
Other (provide details in "Notes")	By action	4	50

INFRASTRUCTURE

Items for donation	Unit to register	Ceiling	Points by unit
Wheelchairs	by unit	20	200
Baby carriages	by unit	20	100
Home appliances	by unit	10	100
IT equipment	by unit	10	100
Furniture in general	by unit	10	100
Drinking fountains	by unit	10	50
Fans	by unit	10	50
Organizing boxes	by unit	20	10
Trash cans / barrels for waste collection	by unit	30	10
Curtains and blinds	by unit	20	10
Blackboards	by unit	20	10
Notice boards	by unit	20	10
Efficient light bulbs	by unit	100	5
Disposables (packaging, cups, plates, cutlery, trash bag rolls, etc.)	by package	500	2
Other (provide details in "Notes")	by unit	10	5

CLEANING, HYGIENE AND FIRST AID

Items for donation	Unit to register	Ceiling	Points by unit
Cleaning instruments (brooms, squeegees, etc.)	by unit	20	10
Bath or face towels	by unit	50	10
Baby or adult diapers	by package	500	5
First-aid items (bandage, strips, antiseptics, adhesive tapes, etc.)	by unit	100	5
Toothpaste	by unit	500	2
Deodorant	by unit	500	2
Toothbrushes	by unit	500	2
Hygiene inputs (swabs, cotton, tissues, etc.)	by package	500	2

Cleaning inputs (cloth, sponges, etc.)	by unit	500	2
Cleaning gloves	by unit	500	2
Toilet paper	by roll	500	2
Cleaning products (liquid)	by liter	500	2
Cleaning products (washing powder, saponaceous powder, etc.)	by package	500	2
Soup	by unit	500	2
Trash bags	by 10 units	500	2
Shampoo/conditioner	by unit	500	2
Disposable towels	by package	500	2
Other (provide details in "Notes")	by unit	20	2

SCHOOL/SPORTS/CULTURAL SUPPLIES

Items for donation	Unit to register	Ceiling	Points by unit
Sound and lighting equipment for presentations	by unit	5	100
Marker posts, beams, poles, etc.	by unit	5	50
IT inputs and supplies (cartridges, flash drive, etc.)	by unit	10	50
Whistles and flags	by unit	20	10
Balls, rackets, sticks, ropes, gloves, etc.	by unit	20	5
Theatre costumes or musical instruments	by unit	50	5
Books/Magazines/Comics (textbooks or books donated by the Department of Education that cannot be registered)	by unit	500	5
Printing/reproduction paper	by unit (500 sheets)	100	5
Nets, hoops, boards, etc.	by unit	20	5
Sneakers, football boots	by pair	200	5
Trophies and medals	by unit	20	5
Sports uniforms	by unit	100	5
School supplies (pens, pencils, notebooks, etc.)	by unit	1000	2
Gardening tools	by unit	20	10
Other (provide details in "Notes")	by unit	20	2

GARDENING

Items for donation	Unit to register	Ceiling	Points by unit
Fertilizer / humus	by Kg	50	5
Hoses	by unit	20	5
Seedlings	by unit	100	5
Seeds	by package	100	5
Vases	by unit	100	5

Soil	by Kg	200	2
Other (provide details in "Notes")	by unit	20	2

FOOD

Items for donation	Unit to register	Ceiling	Points by unit
Non-perishable foods / animal feed	by Kg	500	2
Donation of snack kits for the day of the Action	by snack kit	500	2
Other (provide details in "Notes")	by unit	20	2

CLOTHING

Items for donation	Unit to register	Ceiling	Points by unit
Footwear (sneakers, shoes, slippers, sandals)	by pair	200	5
General apparel (shirts, pants, shorts, coats, etc.)	by piece	500	5
Underwear (socks, men's and women's underwear, bra)	by piece	500	2
Other (provide details in "Notes")	by unit	20	2

TOYS

Items for donation	Unit to register	Ceiling	Points by unit
Playground equipment (swings, seesaws, slides, trampoline, etc.) / "Brinquedão" (uprights)	by unit	10	100
Toys and games in good condition	by unit	200	5
Other (provide details in "Notes")	by unit	10	5

VOLUNTEERS

Volunteer profile	Unit to register	Ceiling	Points by unit
Company's volunteers	by volunteer with Term of Consent	1000	50
Guest volunteers	by volunteer with Term of Consent	2000	30

