

BEST PRACTICES

INTRODUCTION

This Guide was developed to introduce best practices to the Volunteer Challenge – Especial Edition participants. The guidelines contained in this document should drive the online voluntary actions developed through Braskem’s Volunteer Program. They are complementary to the information provided in the Volunteer Manual and Braskem’s Code of Conduct.

HEALTH AND SAFETY DURING VOLUNTEER WORK AND ENVIRONMENT

Volunteers must know and fulfill all requirements related to protecting the environment, volunteer worksite safety, and the health of themselves and the others directly involved in the activities.

Due to the risk of contagion imposed by Covid-19, voluntary actions must be carried out remotely, following the guidelines of Braskem’s Safe Return Plan.

In all activities carried out through the Volunteer Challenge, volunteers must analyze the risks involved and implement control measures. If a volunteer does not feel safe, they should not perform the activity.

The Volunteer Challenge does not permit the execution of hazardous activities or actions that require technical liability for their execution.

VOLUNTARY WORK AND DIVERSITY

One of the benefits of volunteering is learning through interacting with a wide variety of people, different gender and sexual orientations, religions, races, cultures, nationalities, social classes, ages, physical conditions, among others. In other words, volunteering creates a wealth of experience, which helps you to recognize, respect and value diversity.

It is crucial to ensure that everybody is always treated fairly and in an equitable manner regarding their differences. Braskem volunteers should not condone discrimination or prejudices of any kind.

RESPECT TO HUMAN RIGHTS

“All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood.” - The Universal Declaration of Human Rights, United Nations, 1948.

All those who volunteer through the program must recognize the inalienable rights of all members of the humankind as known universally, but not limited to:

- The right to life, liberty, and security of person.
- The equality in dignity and rights;
- The equality before the law and without any discrimination
- The right to freedom of movement and residence
- The right to freedom of opinion and expression
- The right to privacy

- The right to freedom of peaceful assembly and association

The right to work and education and a standard of living adequate for the health and well-being of himself and of his family. You can download The Universal Declaration of Human Rights (UDHR) at <http://www.ohchr.org/EN/UDHR>.

VOLUNTARY WORK CONDITIONS

The following restrictions must be observed by those who volunteer through the program:

It might seem redundant, but it is worth noting: volunteer work is voluntary.

Participation in the Volunteer Challenge cannot be sought out in exchange for a career promotion or remuneration.

Team Members who wish to be part of the Volunteer Challenge must fill out specific Submission Form and sign it, along with the Social Organization where the activity will take place.

Activities of political or religious nature are prohibited.

It is not allowed to hold any activities of political or religious nature.

HARASSMENT

In line with Braskem's Code of Conduct, threats, moral harassment or sexual harassment of any kind will not be tolerated, as well as situations that show lack of respect, violation of intimacy, intimidation or threat in the relationship among volunteers and in contact with the beneficiaries.

ENTERING AT-RISK COMMUNITIES

Communities at risk are those considered excluded from society mainly by socioeconomic factors. It is not synonymous with poverty. It is a condition connected to the socioeconomic fragility of a group or individual.

When accessing areas of high social vulnerability, it is recommended that the volunteer:

- Walk in groups.
- Avoid carrying valuables.
- Reach out to the Non-profit organization representatives for safety tips.
- Avoid volunteering at night.
- Prefer the busiest access routes.

SOCIAL MEDIA

Voluntary work is a delightful and contagious activity. It is only natural that volunteers will want to share their experiences and achievements with their friends and family, and the way people typically do that nowadays is through social media. However, it is critical to have in mind that all humans have the right to privacy and those being assisted may not want their pictures posted.

The situation is even more delicate in case of minors. Children who are under Child Protective Service cannot have their images disclosed in any circumstance. All other children

must have their parents or guardians formally sign an image usage agreement with Braskem so their pictures can be legally shared.

For these reasons, the program does not allow volunteers to post pictures of people who have not signed an image usage agreement with Braskem.

DRESS CODE

- When volunteering, consider the following these guidelines:
- Wear comfortable clothes
- Avoid loading on accessories
- If the activity is outdoors, consider wearing a hat, sunscreen and insect's repellent

SUBMISSION FORM

Volunteers must sign the Submission Form before acting. The document is an agreement between the volunteer and the Non-profit organization. Volunteer participation is dissociated from labor activities, not generating labor or social security rights

