



MANUAL
DE INTEGRAÇÃO
DOS COOPERADOS



cooxupé

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01

MESSAGE FROM THE PRESIDENT



Dear members,

Cooxupé, with over 90 years dedicated to cooperativism, has unity, work and dedication at its core in all its production processes.

A cooperative that brings together more than 19 thousand coffee-growing families who are responsible for offering the market sustainable, high-quality production.

Always guided by ethics and integrity, Cooxupé offers its members benefits and services that allow them to develop one of the most sustainable production models in the world – coffee farming.

In this booklet you will learn about some principles of cooperativism, the duties of cooperative members and the Cooxupé management model.

Take the opportunity to learn a little more about your cooperative.

Good reading!

02 COOPERATIVISM AND COOPERATIVE PRINCIPLES



Understanding Cooperativism

It all starts when people come together around the same goal, in an organization where everyone owns their own business. And it continues with a cycle that brings

benefits for people, the country and the planet.

The goal of COOPERATIVISM is joint prosperity, meeting the needs of the group, not individualism. The cooperative practice simultaneously promotes economic growth, social inclusion and the socioeconomic development of both its members and the communities involved.

Cooperative Principles

Free and Voluntary Membership

Cooperatives are voluntary organizations, open to all people able to use their services and assume the responsibilities of membership.

Democratic Management

Controlled by its members, who actively participate in formulating its policies and making decisions. In cooperatives, members have equal voting rights (one member, one vote).

Economic Participation of Members

Members contribute equitably to the capital of their cooperatives and control it democratically.

Autonomy and Independence

Cooperatives are autonomous, mutual-aid organizations controlled by their

members. If they enter into agreements with other organizations, including public institutions, or resort to external capital, they must do so under conditions that ensure democratic control by their members and maintain the autonomy of the cooperative.

Education, Training and Information

Cooperatives promote the education and training of their members, elected representatives and workers so that they can contribute effectively to the development of their cooperatives.

Intercooperation

Cooperatives serve their members more effectively and strengthen the cooperative movement by working together with local, regional, national and international structures.

Interest in the Community

Cooperatives work for the sustainable development of their communities, with policies approved by their members.

03 WHAT IS A COOPERATIVE?



An autonomous association of people voluntarily united to achieve their economic, social and cultural needs and aspirations through a collectively owned and democratically managed enterprise.

04

COOXUPÉ



For more than nine decades, Cooxupé has been building its trajectory in Brazilian cooperatives and, today, represents the voice of more than 19 thousand coffee-growing families. We are present in more than 340 cities in important coffee regions, such as the South of Minas, Cerrado Mineiro, Matas de Minas and Média Mogiana in the state of São Paulo.

Our Arabica coffee production reaches 50 countries. Customers from national and international markets find credibility and trust in the cooperative in each negotiation. They also have the guarantee of quality and traceability of the coffees produced by Cooxupé.

We are a successful cooperative with a Management focus constantly focused



on good practices and sustainability. Our history and actions have given us the leadership in the ESG ranking in the country, among the Brazilian cooperatives analyzed. We will always honor our environmental, social and economic commitments to our producers and the communities where we are present. All of

us directors, employees and cooperative members find in coffee growing a passion that motivates us, every day, to bring our customers and consumers a coffee represented by our 90 years of tradition and success. A café that symbolizes the cooperative spirit in every aspect.

05

Green coffee *(export and domestic market)*

We offer all types of coffee for the domestic and foreign markets and various types of services: blending, preparation, coffee processing, storage, traceability, analysis and classification, among others. We also have all the fine quality coffee blends available.



Coffee Analysis Laboratory

It classifies and tastes all the cooperative members' coffees.



Roasting (adding value to the cooperative member)

Verticalization, liquidity of part of the coffees produced by the cooperative members, industrializing and selling roasted and ground coffees on the national market.



**MAINAC
OF
COOPE**

Production inputs

Through all its stores, Cooxupé supplies pesticides, fertilizers, machinery and implements, seeds, harvesting material, veterinary products, feed, mineral supplements and various goods commonly used on rural properties.



TIVITIES THE RATIVE

Soil Analysis Laboratory



Provides support for the area of animal nutrition, performs chemical and physical analysis of soil, plant tissue (leaf), fertilizers (mineral, organic and organomineral), collection of soil and leaf samples. The analyses carried out constitute an important resource for more precise agriculture, with rational use of resources, application of quality inputs and environmental responsibility.

Cereals



Cooxupé is present in the cereal sector, providing purchasing, sales and storage services. Storage can be done in our own warehouses that provide us with services. Our acquisition is made through commercial agents, present in all our branches. The sale of corn, soybeans and sorghum is carried out through our cereal sales department.

Feed



The Feed Factory has more than 60 types of feed and concentrates for cattle, horses, pigs, goats, poultry and laying hens, as well as mineral supplements, proteins and mineral cores for beef and dairy cattle. Our production also complies with Good Manufacturing Practices (GMP), respecting nutritional levels and the requirements of MAPA (Ministry of Agriculture, Livestock and Supply).



06

ORGANIZATIONAL STRUCTURE



07

COMPOSITION OF THE BOARDS AS SET OUT IN THE ARTICLES OF ASSOCIATION

From the Board of Directors

According to articles 40 to 42 of the articles of association, the Cooperative will be managed by a Board of Directors consisting of an Executive Board and voting members. The Board of Directors is composed of 9 (nine) effective members, all associates, elected at the General Assembly with a term of 4 (four) years, who may be reelected or dismissed, with the renewal of at least 1/3 (one third) being mandatory.

The Executive Directors will be appointed by and from the members of the Board of Directors, one of whom will be the President and as many others as are necessary and established in the Organizational Structure of the Company.

From the Supervisory Board

According to article 59 of the statute, the administration of the Cooperative will be supervised by a Fiscal Council, composed of 6 (six) members, 3 (three) effective and 3 (three) alternates, any of these to replace any of those all associated, elected by the General Assembly, for a term of 1 (one) year, with the dismissal or re-election being permitted, the latter for the immediate term, of only 1/3 (one third) of its members.

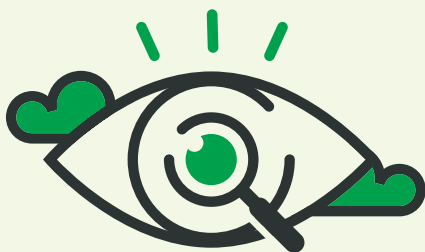


08



MISSION

Promote the sustainable development of cooperative members.



VISION

To be a cooperative that adds value to its members, through their effective participation.



VALUES

Trust, work and cooperation.

09 COOXUPÉ POLICY

Achieve customer satisfaction by offering products that meet the requirements applicable to the business, with qualified and engaged employees and with continually improving processes.

Goals:

- Increase participation in the markets in which it operates by meeting customer needs and business requirements.
- Consolidate Cooxupé's image through responsible management.
- Ensure the viability of the business.
- To be the best option for cooperative members, increasing agribusiness with an emphasis on coffee.
- Have a team of committed and qualified employees who meet the requirements for their positions and who can carry out their activities safely.
- Continuously guarantee the quality and safety of our products through the standardization and modernization of processes.



10

ETHICAL AND INTEGRITY PRINCIPLES

RESPECT FOR DIVERSITY AND DIGNITY OF THE HUMAN PERSON.

Cooxupé and its members value the right to diversity of the different social groups that make up the Cooperative, with equality, equity and justice.



IMPARTIALITY

Cooxupé and its Members do not condone or permit any form of conflict of interest, whether provided for in the Bylaws, the Code of Ethical Conduct or current legislation, which may influence the Organization's decisions, resulting in personal gains, failing to comply with the principles governing cooperativism and conflicting with the Cooperative's objectives.

INTEGRAL CONDUCT

Cooxupé and its Cooperatives seek excellence in business and, therefore, do not condone or permit fraud, corruption, money laundering, bribery, kickbacks, tax evasion, offering or receiving undue advantages, intervention in free market competition, or any other conduct that violates internal policies and current legislation.

ADDITIONAL INFORMATION:

To learn more about Cooxupé's CODE OF ETHICAL CONDUCT and INTEGRITY PROGRAM, visit



Reports of non-compliance with Cooxupé's CODE OF ETHICAL CONDUCT and INTEGRITY PROGRAM must be reported exclusively to the Ombudsman Channel.



11

GENERAL DATA PROTECTION LAW (LGPD)



Cooxupé processes personal data and/or sensitive personal data to carry out tactical marketing procedures and storage, supply, financial, technical and social services, established in art. 8 of COOXUPÉ's Bylaws, as well as for the exercise of rights and compliance with legal, statutory and regulatory obligations by Cooperative Members, **having the privacy of the Data Subject respected.**

To learn in full about COOXUPÉ's PRIVACY POLICIES and/or to clarify doubts on matters related to the General Data Protection Law, visit:



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SUSTAINABILITY POLICY

In accordance with the commitment defined in the Mission, Vision and Values, in the Code of Ethical Conduct, in the Integrity Program aligned with Strategic Planning, Cooxupé, through its Sustainability Policy, incorporates responsible principles and practices in search of sustainability in the conduct of its business, operations and facilities and even in decisions that relate to interested parties (cooperatives, employees, suppliers, customers and community).

The Sustainability Policy seeks balance and follows guidelines related to economic, social, cultural and environmental aspects, aligned with the Sustainable Development Goals – SDGs defined by the United Nations, as well as compliance with National, State and Municipal laws.





Cooxupé developed GERAÇÕES - Cooxupé Sustainability Protocol, which is a continuous improvement tool that prepares the cooperative member for the consumer, and enables Cooxupé for current and future sustainability demands.

The commitment is to provide sustainable coffee from an ethical and environmental point of view, linked to a production system that is economically beneficial for the producer in the long term, in harmony with the environment and communities.

Cooperative members are supported to act in the face of constant changes and to align themselves with best practices, aiming to guarantee resilience, profitability, safe working conditions and coffee quality. To this end, Cooxupé provides all of its structure, benefits and services that will be applied in the Protocol:



**PROTOCOLO DE
SUSTENTABILIDADE
COOXUPÉ**

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COOPERATIVE ACTS

Cooperative acts are the acts carried out between cooperatives and their members.

A cooperative is a society that has its own non-profit purposes. Its purpose is to assist the economic development of its members. The relationship that the member maintains with the cooperative does not always include all the aspects involved. It is of fundamental importance that when joining a cooperative society, the person is clear about these relationships, which are:



1ST

A cooperative member is the **OWNER** of the company and as such must work for the good name and progress of his company.



2ND

The cooperative member is the **SUPPLIER** of the raw material, which in the case of the production cooperative is the production of his property that he sells or even industrializes to later sell through the cooperative.



3RD



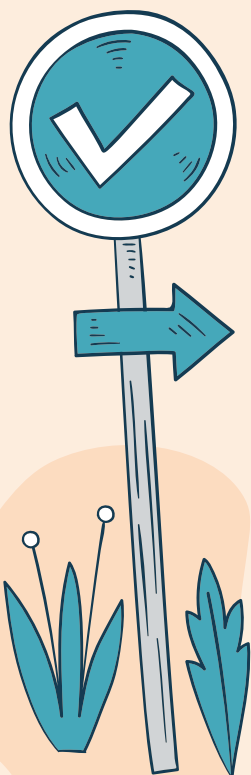
The cooperative member is the **CUSTOMER**, as he/she benefits from the cooperative's products and services such as: technical assistance, storage services, future market operations, price guarantee, CPR and exchange, in addition to acquiring products and inputs necessary for production on his/her property through the cooperative.

IMPORTANT: We recommend that you, the cooperative member, carefully read the following text, which transcribes your rights and duties towards the Cooperative, as set out in the COOXUPÉ Bylaws. It is important that you, as a member, enjoy your rights and fulfill your duties, avoiding future problems for both parties, so that your relationship with the Cooperative is transparent, healthy and long-lasting.

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RIGHTS, DUTIES AND RESPONSIBILITIES OF COOPERATIVE MEMBERS AS SET OUT IN THE ARTICLES OF ASSOCIATION

According to article 16 of the statute, the member acquires all rights and assumes all duties and obligations arising from the law and the decisions taken by the Cooperative.



Member's Rights

- a) Take part in the Assemblies and vote on the matters discussed therein; once the legal and statutory conditions have been met;
- b) Propose to the Board of Directors or General Assemblies measures of interest to the Cooperative;
- c) Vote and be voted for in the election of members of the Board of Directors and the Supervisory Board, respecting the restriction that legal entities may not be voted for, once the legal and statutory conditions have been met;
- d) Resign from the Company whenever it is convenient for him/her, once the commitments with the Cooperative have been settled;
- e) During the 10 (ten) days preceding the Ordinary General Meeting, consult, at the Cooperative's headquarters and with prior notice, the "Sustainability Report and Financial Statements", which must be available to the member.

Member's Duties and Obligations

- a) Deliver its production to the Cooperative and carry out other operations that constitute its economic and social objectives, in accordance with the rules and conditions established by the Board of Directors;
- b) Subscribe and pay up the capital shares in accordance with these Articles of Association and contribute to the service fees and operating charges that are established;
- c) Comply with the provisions of the Law, the Articles of Association, resolutions regularly taken by the Board of Directors and deliberations of General Meetings;
- d) Actively participate in the corporate and business life of the Cooperative and punctually fulfill its commitments to it;
- e) Contribute what is appropriate, in accordance with the provisions of this Statute, to cover the expenses of the Company;
- f) Provide the Cooperative with information related to the activities that entitle it to membership;
- g) Pay its share of any losses eventually recorded in the Balance Sheet, if the Reserve Fund is not sufficient to cover them;
- h) Carry out, with the Cooperative, those operations that correspond to its activities as a member and always in accordance with the strategic policies and objectives that make up the form and objective of the Society's action.



15

FORMS OF DISMISSAL OF COOPERATIVE MEMBERS AS SET OUT IN THE ARTICLES OF ASSOCIATION

The process of dismissing members is carried out according to a defined standard, which includes mechanisms to minimize possible wear and tear in the dismissal, elimination or exclusion of members.

RESIGNATION

Article 19 - The resignation of members occurs only at their request, when it will be requested to the President, being taken by him to the Executive Board and recorded in the Registration Document by means of a document signed by the President.

ELIMINATION

Article 20 - The elimination of a member, which is applied due to a violation of the Law or these Bylaws, is made by decision of the Board of Directors, after a maximum of three written notifications to the offender; the reasons that determined it must be included in the term drawn up in the Registration Document and signed by the President of the Cooperative. §1° The Board of Directors may eliminate a member who:

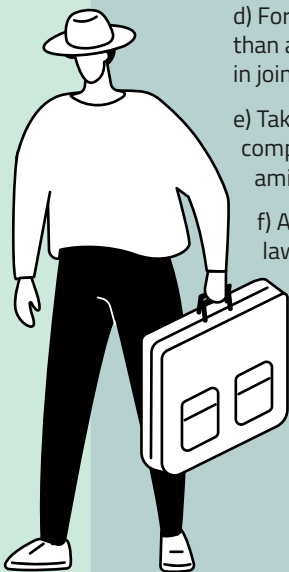
- a) Carry out any activity considered harmful to the Cooperative or that conflicts with its objectives;
- b) It is characterized by defamation, insult, slander and procedures that are harmful to the Company;
- c) Fail to operate with the Cooperative under the terms set forth in

Article 16 in its §2°, with emphasis on item “a”, that is, fail to deliver its production to the Cooperative, diverting it to intermediary trade;

d) For not having any transactions with the Cooperative for more than a year, thus confirming its complete non-participation, neither in joint sales operations nor in joint purchase operations;

e) Take the Cooperative to carry out legal actions to obtain compliance with obligations undertaken by it, after all possible amicable resources have been exhausted to receive its credit;

f) After being notified, again violates the provisions of the law, these Bylaws and the resolutions or deliberations of the Cooperative; §2° - An authentic copy of the decision will be sent within 30 (thirty) days to the interested party, by means of a process that proves the dates of sending and receipt. §3° - The eliminated member may, within 30 (thirty) days, counted from the date of receipt of the notification, file appeals that have a suspensive effect on the first General Assembly.



EXCLUSION

Article 21 - The member will necessarily be excluded:

I - By dissolution of a Legal Entity;

II - In the event of the death of an Individual;

III - Due to unmet civil incapacity;

IV - For failing to meet the statutory requirements for joining or remaining in the Cooperative.

Sole Paragraph - The exclusion of a member, based on the provisions of item IV of this Article, is made by decision of the Board of Directors, applying, in this case, the provision in Art.20 in its paragraphs 2 and 3.

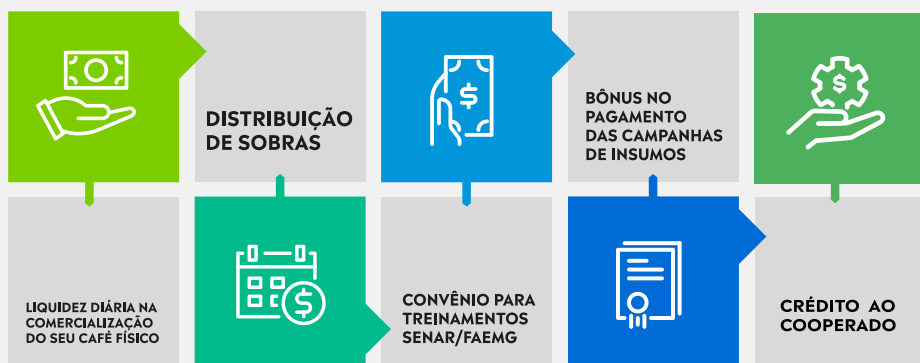


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BENEFITS TO COOPERATIVE MEMBERS

The commitment and loyalty of members are necessary for the cooperative to adapt to a constantly changing institutional economic environment and with a more loyal membership, the cooperative achieves greater profitability and stability in the market.

The benefits offered to members include education, communication, and economic incentives, which are key factors in making them feel increasingly confident and believe that through their participation they can achieve their goals and satisfy their needs.



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CREDIT POLICY

The granting of credit by Cooxupé must be linked to the objectives of its inputs, coffee and cereals areas, providing the necessary resources to increase its activities. Each member's credit limit is defined by their movement with Cooxupé, that is, operating with Cooxupé in their warehouses and selling their coffees, as well as acquiring the necessary inputs to cover the costs of their crops. Therefore, **the cooperative member who deposits 100% of his/her production will have enough money to cover his/her daily crop financing needs.** For further clarification, the cooperative member may contact their operating center or branch.



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ESG - ENVIRONMENTAL, SOCIAL AND GOVERNANCE

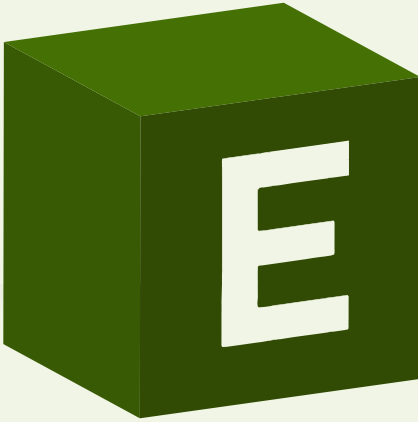
Cooxupé has an agenda full of practices linked to Sustainability, Social and Governance. The changes and new needs of the market and consumers have been posing great challenges for companies to meet these demands and, thus, move towards a promising and absolutely strategic future. There is no longer room for a reality that only aims at profit.

It is within this scenario that the acronym ESG gains prominence, leading companies to operate under new management models and analysis parameters. Corporate commitment, in this sense, goes far beyond profitability, since the adoption of good practices and sustainability also play a prominent role in the strategic focus of large organizations. In tune with changes, new consumer relations and demands, Cooxupé has been implementing management based on ESG practices in recent years to ensure a better future for the cooperative and its members.

This set of practices measures the performance of companies and effectively contributes to the impact of their image on the audiences with which they interact. They also propose to organizations a generalized and committed vision with the environment and society, through governance.



Next, find out in practice what ESG is



FOCUS ON THE ENVIRONMENT (ENVIRONMENTAL)

It encompasses the aspects and analyses of greenhouse gas emissions, electrical/ water efficiency and waste disposal. This is an important role for the company in preventing environmental damage.



FOCUS ON SOCIETY (SOCIAL)

How organizations relate to their communities, including transparency, the supply chain and employee satisfaction, as well as compliance with labor laws and attention to human rights. Thus, they point out how such a business impacts the lives of the people around them. Work with the third sector also fits into this pillar. The objective is always to mitigate social risks where the organization is located.



CORPORATE FOCUS (GOVERNANCE)

Transparency in actions, ensuring environmental and social aspects and, above all, sustainable management in line with the interests of its audiences. In the case of Cooxupé, especially with its members. In this way, governance plays a fundamental role in aligning common interests, generating quality, sustainability, competitiveness and longevity for the organization's business.

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CERTIFICATIONS



Cooxupé has a support structure for its members that allows, mainly, the participation of small producers in sustainability programs, a current market requirement. This support consists of technical and credit assistance, supply of inputs and machinery, and security and transparency in the coffee trade.

Below are some of our main certifications, programs and compliance with legal regulations:

Over time, Cooxupé has implemented and continues to implement several voluntary and mandatory certifications and programs, aiming to meet the best market practices, demands of customers, cooperatives and regulatory bodies in our country and in the countries that import our products.

These certifications and programs cover compliance with quality standards, food safety, traceability, social, environmental and economic requirements, which encompass and maintain the operating standard of our units.

ISO 9001 - FSSC 22000 – CAFÉ PRACTICES – 4C – NESPRESSO – RAINFOREST ALLIANCE - FSMA Food Safety Modernization Act - C-TPAT - Customs-Trade Partnership Against Terrorism - GMP - Good Manufacturing Practices

20

LABOR PRACTICES IN COFFEE FARMING

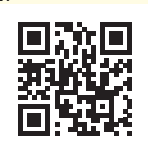
A learning dialogue with the coffee grower!

Dear coffee grower,

We provide a booklet prepared by the FAEMG SENAR SYSTEM in collaboration with the OCEMG SYSTEM, which addresses labor practices related to coffee harvesting and provides important information on the regulatory standards that guide the activities of harvest workers.

To reinforce the subject, we will replicate the topics and bring the main observations.

If you are not yet familiar with this material, don't waste time and access the full content via the link <https://encr.pw/Hu15n> or download the file using the QR code below.



01 Hiring seasonal workers

The first aspect to be considered is the formalization of the harvest employment contract.

- It is necessary to register in the Digital Work Card, in the employee's Note Book

and make the necessary communications in E-Social, before starting work;

- Night work, dangerous or unhealthy work is prohibited for minors under 18 years of age. Any work by anyone under the age of 16 is prohibited, except as an apprentice, from the age of 14;

- The hiring of the migrant must be carried out directly by the employer, in the city of origin, without the use of labor intermediaries (gatos/turmeiros), and the workers must leave the city of origin already hired, with an admission exam, employment contract and signed Work Card, as well as having access to all information regarding their working conditions;

- Guarantee migrants safe transportation, food and accommodation in accordance with NR 31;

- It is mandatory to carry out occupational medical examinations, such as those upon admission, periodic examinations, dismissal examinations, examinations upon returning to work after 30 days of absence due to illness/accident and changes in function or risk.

02 Obligation to provide living areas in suitable conditions for use

It will be necessary to provide places for workers to rest, spend the night, eat, wash their clothes, relax and generally have a peaceful, healthy stay that in no way places them in precarious conditions.

- Sanitary facilities may be mobile or fixed, as long as they meet legal requirements, such as: being kept in a condition of conservation, cleanliness and hygiene; being separated by gender; being located in places with easy and safe access; having clean water, soap or hand soap and paper towels; being connected to a sewage system, septic tank or equivalent system; having toilet paper and having a container for collecting garbage;

- Canteens must have hygienic and comfortable conditions; capacity to serve workers with a sufficient number of seats, observing meal schedules; have tables with smooth, washable or disposable surfaces or coverings; have drinking water available in hygienic conditions, with the use of shared cups being prohibited; have a garbage container with a lid; have a place or container for storing and preserving meals in hygienic conditions;

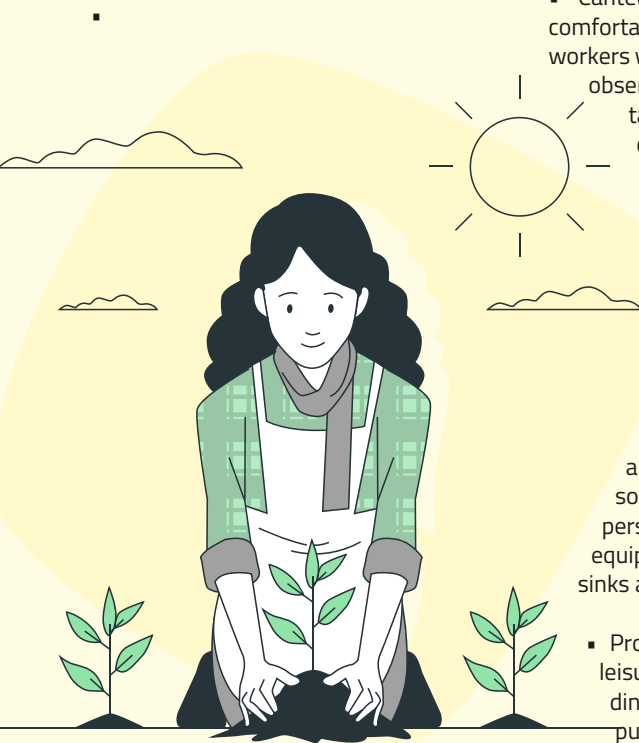
- Laundries must be installed in a covered and ventilated location so that workers can wash their personal clothes; they must be equipped with individual or collective sinks and clean water/soap;

- Provide a place for socializing or leisure for housed workers, and the dining area may be used for this purpose;

Accommodation must be separated by gender, have good structural and hygienic conditions; and bedding appropriate to the climatic conditions must be provided;

- The use of stoves, hobs or similar items is not permitted inside dormitories in accommodation;

- Work fronts must contain adequate sanitary facilities, fixed or mobile, as well as places for meals and rest that offer protection against the weather.



3

The possibility of using accommodation outside the property or hotel chain

Locations must comply with the rules established in the legislation.

- The employer may choose to use external accommodation, laundry, meal provision and restaurant services, provided that they are duly authorized to provide these services by the public authorities and that they comply with regulatory standards;
- In cases where the employer uses outsourced locations, it is necessary to supervise the maintenance of adequate hygiene conditions.

4

Mandatory provision of work tools and Personal Protective Equipment

It is necessary to provide means for workers to carry out harvest work and protect themselves against accidents and illnesses.

- The employer must provide, free of charge, work tools and accessories, such as stripping machines and fuel, as well as carry out the necessary maintenance for their proper functioning and proceed with replacement whenever necessary;
- It is not permitted to rent or charge for the use of equipment, tools and accessories necessary for the work;
- The employer must provide free of charge the PPE appropriate for the functions performed, and upon delivery, collect a receipt detailing the quantity, registration/serial number, date of receipt and the employee's signature.

5

Mandatory provision of drinking water and bottle/gallon for storage and consumption during daily harvest

Throughout the coffee harvest, it is essential to guarantee workers access to drinking water.

- Fresh, potable water must be provided in sufficient quantity and under hygienic conditions in all workplaces (including work fronts), and the use of shared cups is prohibited;
- A potability report must be obtained, ensuring that the water meets appropriate hygienic conditions;

6

On the duty of safety for the transportation of seasonal workers

Workers must be transported safely and in suitable vehicles.

- Workers must be transported safely, with workers seated and using only appropriate and authorized vehicles;
- The transportation of workers in trailers, dump trucks, bodies, trucks and tractors is prohibited, including inside the property, even for short distances.

7

Duty to pay wages – possibility of payment based on production – discounts on legal advances

Harvest work must be fairly remunerated

- Salaries or harvested amounts must be paid, when by production, periodically,



and upon proof, describing each of the amounts paid individually in a receipt;

- Deductions from the worker's salary are permitted, provided they are authorized by law or collective labor negotiations, and provided they are previously authorized.

- It is not permitted to make discounts on workers' payments for the use of machinery, tools, fuel, among others;

- It is prohibited to offset salary payments by opening accounts or credit accounts in commercial establishments owned by the company or third parties (supermarkets, pharmacies, butchers, grocers, repair shops, etc.), and it is also prohibited to make purchases on credit that result in the employee becoming indebted.

8 On the duty to define the working day

The start, break and end times of work must be determined.

- The permitted working day is 8 hours per day or 44 hours per week, with the right to a break for rest and food of at least 1 hour, for working days exceeding 6 hours. Up to 2 hours of overtime per day are permitted, with legal increases of at least 50% more than the normal hour.

9 On the duty of risk prevention and safety of equipment and machinery

It is necessary to calculate and evaluate, through qualified professionals, the risks involved and what procedures can be adopted to minimize and avoid the occurrence of illnesses/accidents.

- Agricultural machinery and implements must be in suitable conditions for use and safety;

- The preparation and implementation of the Rural Work Risk Management Program - PGRTR is mandatory, aiming at the prevention of accidents and

occupational diseases. Furthermore, as a rule, it is necessary to review the program every 3 years.

10 On the duty of regular storage of agricultural pesticides

It is essential to avoid any inappropriate exposure of harvesters to agricultural pesticides.

- Do not allow the reuse of packaging or the storage of pesticides, full or empty, in accommodation, living areas or any places where people/workers circulate;
- It is forbidden for people under 18, over 60, breastfeeding women and pregnant women to work with pesticides.

11 From the funds due at the end of the coffee harvest

At the end of the harvest, it is necessary to pay the severance pay for the period worked during the harvest.

- Normally, upon termination, proportional vacation pay plus 1/3, proportional 13th salary, FGTS and INSS contributions are paid, in addition to payment of the salary balance and/or quantity of coffee harvested, together with the seasonal worker's compensation.
- Payment must be made within ten calendar days after termination.

12 The duty to prevent any practice of harassment

During the entire harvest period, please note that any form of harassment in the workplace is prohibited.

- Any form of harassment, whether through verbal or physical conduct, involving humiliation, coercion or threats directed at seasonal workers in the workplace is expressly prohibited.

- These are forms of harassment that must be rejected in the workplace: Moral harassment; Sexual harassment and Sexual harassment.

13 Failure to comply with labor obligations and consequent risk of inspections

The Ministry of Labor and Employment is the body that carries out routine inspections or inspections resulting from complaints.

- In the event of non-compliance with labor regulations, the employer is subject to inspections, which may result in administrative and judicial penalties, and may also be subject to civil, labor and even criminal proceedings;

- If irregularities are identified, inspectors fine the company and, if necessary, rescue and free workers who are in precarious conditions and/or considered to be similar to slavery, ensuring payment of the corresponding labor benefits;

- The main objectives of the inspection are to identify whether there is: forced labor; exhausting working hours; degrading working conditions; restriction of movement due to debt; retention of documents or personal objects of the worker; restriction of the use of any means of transportation; maintenance of ostensive surveillance.

14

Of the triple responsibility

In addition to inspections, other administrative and judicial procedures may occur, especially when precarious working conditions are identified.

- In the administrative field, at the end of the trial of the infraction reports, the producer may be sentenced to pay fines, which are calculated according to the nature of the infraction and multiplied by the number of employees identified in the irregular situation;
- In the civil field, the producer will

respond to an investigative procedure with the Public Ministry of Labor, normally a civil inquiry, which may determine compliance with a series of documentary and structural requirements, as well as compensation for moral damages to the seasonal workers involved in the inspection.

- In the criminal field, the producer will respond to an investigative procedure with the Federal Public Ministry that will investigate the nuances and the occurrence of any crime of labor analogous to slavery, which in the end may result in restrictive measures and, depending on the case, even imprisonment.

Stay tuned to our social media for more tips! Count on us to learn more about the subject.



cooxupé

www.cooxupe.com.br