

CORPORATE GOVERNANCE GUIDELINES

This Law Firm adopts a set of corporate governance practices that support its commitment to observe the values of quality, professionalism, respect, honesty, seriousness and integrity.

The Articles of Association define the representation of the Firm, the levels of authority and the highest body for decisions, the Meeting of Partners, as well as the majority thresholds for approval of ordinary and specific matters.

The Firm has a Code of Ethics and Professional Conduct, which covers standards of conduct, honesty and integrity, conflicts of interest, professional confidentiality, individual behavior, responsibilities and penalties in relationships among its members and between them and the Firm's service providers, suppliers and clients.

The Firm also has a transparent Profit Distribution Policy, based on objective criteria.

The Manual of Administrative and Financial Procedures covers the main activities of the Firm, establishing functions, attributions and orientations to confer security and controls and to mitigate the occurrence of losses resulting from failures or fraud, with emphasis on the quality of the services rendered.

These policies and manuals are revised and updated whenever necessary, in response to the growth and complexity of the activities and the size of the Firm.

The policies and manuals also serve to disseminate a culture that recognizes the importance of the internal controls, whose purpose is to mitigate risks and the resulting losses, assure the quality of the services, the good reputation and healthy financial situation of the Firm, and assure compliance with laws, notably Law 8,906/1994, together with the acts and decisions of the Federal Council and the State

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Chapters of the of the Brazilian Bar Association, and observance of the ethical standards, defense of honor and dignity of the legal profession.

The potential risks that must be constantly avoided by members of the Firm are:

- Mistakes in representing clients
- Conflicts of interest in representing clients
- Breach of professional secrecy
- Publicity in discord with the determinations of the Code of Ethics and Discipline of the Brazilian Bar Association (OAB)
- Reporting of inconsistent and outdated information about cases in progress
- Failure to act regarding critical events of cases
- Absence or insufficient content of management reports
- Failure to consolidate data
- Failure to provide refresher training to existing team members and regular training to new members
- Failures of management systems
- Absence of performance metrics and quality indices, impeding the adoption of corrective actions
- Failures in relations with clients
- Misbehavior regarding ethical and disciplinary questions involving the OAB
- Inadequate internal behavior

Risk to Image or Reputation



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The Firm's Governance Guidelines aim to instill in its members the duty to observe the rules of the Code of Ethics and Professional Conduct, to mitigate the occurrence of failings that pose a risk to its reputation.