



EMPLOYEE'S HANDBOOK

2024



WELCOME TO TROPOC!

Dear colleague, we have summarized the company's rules of conduct in this small booklet, so that we can facilitate your growth in this company. Just as we present our Mission, Vision and Values, so that you have a clear idea of how the company thinks and acts. In advance, we wish you success. May you be very happy with us.





A SUSTAINABLE COMPANY

Often the word Sustainability brings us to thoughts about the environment. It is as well, but not only the environmental part forms Sustainability. We have the social and economic part. A company should not live off extractivism; its business needs to be sustainable and to achieve this it needs to be based on these three pillars: Environmental, Social and Economic.

Tropoc is a company of the Fuchs Group, which in Brazil works with pepper and whose ideology is to act in a sustainable way. We are aware and convinced that businesses need to be long lasting and recyclable. We do not want to make just one purchase, just one sale, pay just one salary, produce just once. We want to perpetuate the business. Always buy, always sell, always create jobs and always produce. To achieve this, we operate on several fronts, from the origin of the raw material to the arrival of the product on the final consumer's table, where we know that it is not the end point, business for us is a cycle.



To make this cycle always in motion we need people, our greatest asset. People need to be informed of what we expect of them, so they can give their best. To do this, I suggest you carefully read this small booklet, which will help you in your growth at Tropic.

From now on, I wish you good luck and may you help us build a Better Company, a Better City, a Better Country and a Better World.

**FRANCIANO VIEIRA,
CEO – CHIEF EXECUTIVE OFFICER**

MISSION, VISION AND VALUES

MISSION

Assuring our customers assured and recognized raw materials of quality. Offer our customers a technical, logistical and commercial advantage. Provide rural producers with business and income opportunities in the geoeconomic region of Amazonia. Offer our customers total transparency through Total Tropoc Traceability. Offer customers products based on a broad Sustainability Program.

VISION

Use the experience of 50 years of agro-industrial activities in order to be recognized globally as a company with guaranteed quality and sustainability. We are the largest company in the segment in Latin America, providing the global market with tracked, selected and tested products, with quality and responsibility.



VALUES

Global presence and financial strength. Commitment to customer needs, proposing solutions that encompass quality, innovation and services. Commitment to the environment and society in which we operate. Respect for employees, being a company where they are proud to work.



WHAT WE VALUE AT TROPOC

PROFESSIONALISM

Being productive and focusing on the **solution** and not on the problem; pursue and generate results; Punctuality, Respect the rules.

SIMPLICITY

Seriousness in what you do; simple and effective execution; solve problems without creating new ones.

TRUST

Deliver what was agreed; Commitment to the consequences of our actions.

SENSE OF JUSTICE

Cooperation to achieve results; decide for the best for everyone, Union between people, Ethic.

MERITOCRACY

We believe that people should be treated according to their results. Equal opportunities for all, fairness in evaluating each person's results.

INNOVATION

Quickly follow new market demands; seek more modern and efficient ways of carrying out work; encouraging new ideas.



IMPORTANT:

EACH EMPLOYEE MUST FIRST GO THROUGH THE PRESENTATION OF THIS BOOKLET, WHICH MUST BE DONE BY THOSE RESPONSIBLE OR PEOPLE DESIGNATED BY THEM, FROM THE SECTORS MENTIONED IN THIS BOOKLET, WHICH ARE: QUALITY, SESMET AND ADMINISTRATIVE. THEREFORE, THE BEGINNING OF ITS ACTIVITIES IS EXPRESSLY PROHIBITED BEFORE THIS PRESENTATION IS OFFICIALLY CARRIED OUT.

QUALITY DEPARTMENT

We are a company that processes and prepares food, therefore, each employee must be aware of their responsibility and bear in mind that whoever chooses to work with food, chooses to take care of people. What we produce here will be consumed by thousands of people, from different cultures, all over the world.

FOOD SAFETY POLICY

Aligned with the company's Mission, Values and Vision, senior management is committed to encouraging investing and monitoring the conduct of our employees in terms of complying with our Food Safety Policy, which aims to produce a Black pepper to the highest possible quality standard, meeting our customers' customers' specifications, as well as national and international food safety standards, minimizing potential risks of contamination as much as possible, to offer our customers an extremely reliable and safe product.



OUR FOOD SAFETY POLICY INCLUDES:

- Investments in high-performance industrial equipment
- Training schedule for employees
- Process Control Points (PCCs) on production lines
- Statistical analysis of the process
- Statistical analysis of the final product
- 100% of raw material batches are analyzed
- 100% of production batches are analyzed
- Rigorous training and supervision, in compliance with Good Manufacturing Practices

GOOD MANUFACTURING PRACTICES

Good Manufacturing Practices consist of a set of measures that must be adopted in order to guarantee the sanitary quality and conformity of products from the purchase of Inputs/Materials to be used in the process to the sale of the product to the Customer/Consumer.

Among the Good Manufacturing Practices, we have:

a) Access Control to the Production Area

- a.1) access is only permitted by a registered person, with access being granted via fingerprint;
- a.2) everyone must be wearing a uniform, which is in accordance with availability, needs and internal criteria;
- a.3) nails cannot be long or painted (In the case of visitors who have long or painted nails, they must wear gloves);
- a.4) visitors are not allowed to enter alone or touch the equipment/products;
- a.5) everyone must wear hair caps;



- a.6) people who have a beard must wear a beard protector;
- a.7) the use of adornments, such as rings, earrings, bracelets, etc., is not permitted;
- a.8) when entering the production area, follow the following steps:
 - a.8.1) put on the cap and beard protector, if applicable;
 - a.8.2) wash hands and forearms;
 - a.8.3) put on gloves, if applicable;
- a.9) expressly prohibited from bringing food of any kind;
- a.10) it is expressly prohibited to sit in places that are not suitable for this, such as floors, machines, structures, etc...;

GOOD MANUFACTURING PRACTICES

b)General Rules

b.1) smoking is expressly prohibited on company premises;

b.2) expressly prohibited from carrying food of any nature;

b.3) food must be taken exclusively in the company Cafeteria;

b.4) it is expressly prohibited to sit on the curb, floor or any other location other than those stipulated for this purpose;

b.5) employees who have contact with the product, Pepper, cannot eat meals in the uniform they wear in the industry;

b.6) we advise everyone to keep their uniforms in good condition, clean and free of "loose parts";

b.7) we advise everyone to maintain adequate personal hygiene;

b.8) respect the uniform color rotation;



CONTAMINATION

Contamination occurs when a certain food contains substances or objects that pose a risk to health when ingested or may be foreign bodies in the food.

Types of contamination:

- Biological: Such as microorganisms (fungi, viruses, bacteria).
- Chemicals: Such as poisons, soap, detergent, etc.
- Physical: Such as plastic, screw, hair, etc.



SPECIALIZED SERVICE IN ENGINEERING AND SAFETY AND OCCUPATIONAL MEDICINE - SESMET

HEALTH AND SAFETY POLICY

TROPOC is committed to providing its employees with a safe and healthy working environment in all its facilities, in order to avoid accidents, damage to health and the environment, minimizing causes and damages inherent to the work environment.

It is expressly prohibited by the Company Management for any employee to work without the appropriate use of PPE. No one in the company's hierarchical chain has the authority to request otherwise in accordance with NR 6 Personal protective equipment - PPE established by MTb Ordinance n° 3.214 /98.



a) General Rules

- a.1) access to the production area is prohibited for people who are not registered employees, unless previously authorized and accompanied by a Tropoc employee;
- a.2) service providers must sign the contract for the work to be performed and receive guidance from SESMET, before starting the service, work or consultancy;
- a.3) the entry of people carrying any type of weapons, even so-called "bladed weapons" is prohibited;
- a.4) the entry of people with cell phones, cameras and camcorders without authorization from the administration is prohibited.
- a.5) In the industrial area, the use of PPE is mandatory according to the risk of the area.

SPECIALIZED SERVICE IN ENGINEERING AND SAFETY AND OCCUPATIONAL MEDICINE - SESMET

a.6) if the emergency sound alarm is activated, people must immediately go to the meeting points and look for a brigade member (identified by the seal on the helmet). Follow this guidance. Remember to walk and do not run, stay calm and do not touch anything.

a.7) expressly prohibited from entering the company area with alcoholic beverages, as well as consuming them;

a.8) for employees, the company will provide the PPE necessary for their function, according to the risk indicated in the risk map, and the employee is responsible for taking care of them.



ADMINISTRATIVE DEPARTMENT

WORKING HOURS

The head of each sector, within the CLT regime, will establish the working hours. This may vary day to day, according to the company's needs.

OVERTIME SCHEME

Overtime can only be done upon request and/or authorization from the immediate supervisor. The company works with the time bank system, which is valid for a maximum of 6 months.

VACATION BOOKING

Managers, always complying with the CLT regime, will determine vacations. The employee may request advance notice from their supervisor, if necessary, which will be at the company's discretion whether to grant it or not.

ADMINISTRATIVE DEPARTMENT

SALARY PAYMENT

Payment to TROPOC employees is made monthly by the 5th business day of each month via bank deposit, at the bank designated by the company. In case of salary differences the Human Resources Department confirms resulting from an error in the calculations of monthly salary amounts, the amounts will be paid on the day after the error. If the mistake is in favor of the employee, it will only be deducted from the next sheet.

REFECTORY

The company has its own cafeteria and provides the following meals: breakfast, lunch, dinner and supper.

The price for lunch and dinner is R\$2.00 per meal, with no charge for breakfast and supper. These amounts are deducted from the pay slip, according to the number of meals eaten by the employee.



FOOD BENEFIT

The company grants the food benefit to the employee after 30 (thirty) days of hiring. The value of the benefit is R\$250.00 and is paid through the Food Card.

TRANSPORTATION VOUCHERS

Tropoc provides a transport voucher worth R\$: 200.00 reais to each employee. In the case of absence from work, the employee's value will be deducted in proportion to the days of absence.

JOURNEY CONTROL

Journey control is done via electronic point, with the employee being responsible for scheduling this, which is done digitally, which is registered before starting at the company. If the point record is faulty, the person must immediately contact the Personnel Department or his or her immediate superior.

It is expressly prohibited for employees, who have to register their time, to start work without having registered. Likewise, you must register your time at the end of your work shift.

ORGANIZATION CHART, POSITIONS AND SALARIES

In the organisation chart opposite, note that the colors of the helmets are related to the position on the organizational chart.

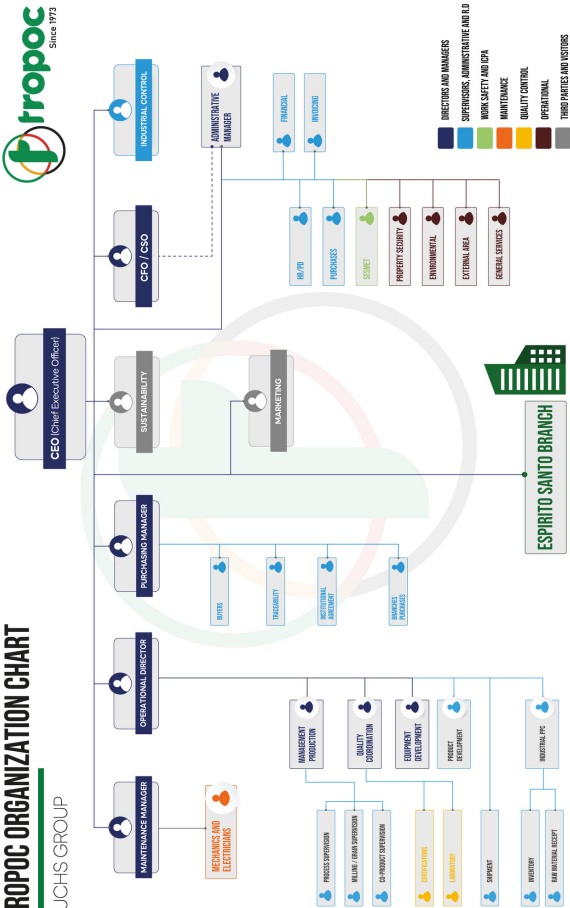
The company has well-defined positions and salaries, through an official table, which contains the function, position and the respective salary for the position.

Thus, positions have two job descriptions, making the prerequisites he needs to be promoted clear and transparent to the employee.

The issue of available vacancies is checked and controlled through the QL (capacity table), which is defined according to the needs of the operation.

TROPROC ORGANIZATION CHART

FUCHS GROUP



- DIRECTORS AND MANAGERS
- SUPERVISORS, ADMINISTRATIVE AND R.D.
- WORK SAFETY AND ICPA
- MAINTENANCE
- QUALITY CONTROL
- OPERATIONAL
- THIRD PARTIES AND VISITORS





PUNISHMENTS

Attitudes of indiscipline or non-compliance with internal guidelines may result in punishments, such as:

- verbal warnings
- written warnings
- suspension

Remembering that absence from work is considered an act of indiscipline.

CERTIFICATES/TIMES OFF

Absence from work, which will be justified by presenting certificates, must follow the following steps:

1. When possible, present the certificate within a maximum of 48 hours after the first absence
2. the certificate must be presented to the sector manager, who stamps and signs it, returns it to the employee who delivers the certificate to the Personnel Department;
3. If it is impossible to present within the period mentioned above, the employee must inform the Personnel Department through the following channels
 - 3.1 rh@tropoc.com.br
 - 3.2 (91) 9 92891098– Telephone and WhatsApp contact.
4. When needing time off, the employee must request it from the department manager, who may or may not grant it.



OMBUDSMAN

When you, an employee, also wish to contact us to give your opinion or report an incident, we have our ombudsman, a direct channel for us to receive your opinion, whether as a Report, Complaint, Suggestion or even a Compliment.

Here is our QR CODE and the name of the website:



[OUVIDORIA.TROPEC.ONLINE](https://ouvidoria.tropec.online)

If you would like to get in touch via phone call, please contact us:

(91) 9 92891098– Telephone and WhatsApp contact.



TERM OF ACKNOWLEDGMENT AND COMMITMENT:

I received the Employee Handbook from the company TROPOC, which seeks to inform and clarify the Rules, Benefits and Prohibitions.

EMPLOYEE'S NAME

EMPLOYEE'S SIGNATURE

Responsible for ADM training

Responsible for SESMET training.

Responsible for QUAL.CONTR. training

CASTANHAL - PARÁ ___/___/_____



Since 1973



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