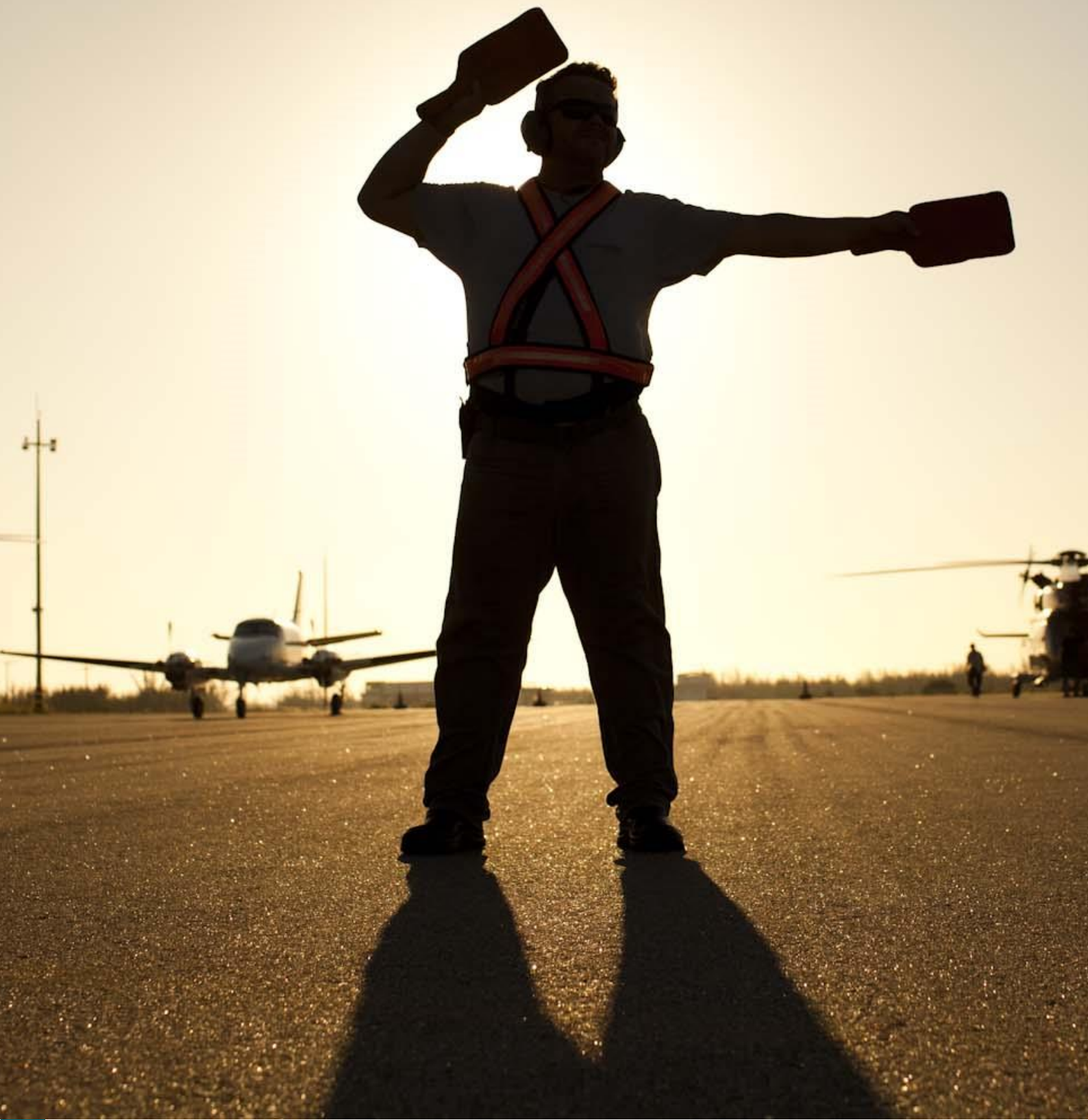


# Compliance & Integrity Manual



## **A WORD FROM THE DIRECTOR GENERAL**

*"We at the Cabo Frio Airport understand that compliance is more than just acting in accordance with the applicable laws and regulations. We believe it is a culture that must be implemented, propagated, supported, and respected by each and every one of us. Is it also an integration of personal values and of all the organizational environment, in which our collaborators become an essential tool for the fulfillment of our mission without compromising the basic values of the company.*

*Finally, I invite you to take on the commitment to adhere to the Compliance and Integrity Manual of the Cabo Frio Airport, which should be regularly applied and incorporated into our internal guidelines and, most importantly, into our corporate culture.*

*Kind regards,*

Rodrigo Vasconcelos de Abreu

Director General

Dear Collaborator:

The Cabo Frio Airport principles contained in this document are guidelines that govern our business decisions and our relationship with all our collaborators, suppliers, the board of directors, government official, community, and clients. These principles reflect who we are and what we believe to be correct and ethical. That is why it is important that each and every one of us knows, experiences, and spreads these guiding principles into our daily activities.

In the broad sphere of what is understood by integrity, we are also committed to the effective observance of the principles that include areas of human rights, environment, safety, health, anti-corruption, and antitrust, all of these essential elements to our business strategy.

That is why we are pleased to share this booklet of the Compliance Program. It is up to each of us to always be in compliance and act according to the ethical standards of conduct of the Cabo Frio Airport, reinforcing our internal policies, developing training programs, strengthening communication channels, and improving the monitoring of these matters. We understand that ethics must be at the forefront of all our actions.

After reading this document, if you have any doubts, suspicions, worries, and/or situations that might indicate an illegal or unethical conduct that puts the image and/or reputation of the Cabo Frio Airport at risk, contact your direct manager or the company's Ethics Line.

## **MISSION, VISION AND VALUES**



## **VISION AND VALUES**

### **Our Mission:**

To develop and manage airport infrastructure assets with security, efficiency and reliability, in cooperation with the communities where it operates, generating wealth for society and all those involved.

### **Our Vision:**

To be recognized as the best airport infrastructure logistics operator in Brazil, due to management with a high standard of safety, operational efficiency and service excellence, which has a positive impact on the communities where it operates and a sustainable return for all those involved

### **Our Values:**

Values are a set of characteristics that determine the way the organization behaves and interacts with others and the environment. We share the following values:



# RESPONSIBILITIES



## **RESPONSIBILITIES**

The Relationship Principles of the Cabo Frio Airport are a guide for everyone in their daily activities. Through actions, projects, and actions we must show that this document is not just a set of words, but an effective compass to our behaviors.

To put our Principles into practice means not only to follow what is stated in them, but also to question which ethical behaviors should be adopted in each situation. Furthermore, we must reflect every time we are faced with a conflict between our standards of conduct and our commercial goals and, if necessary, denounce any anti-ethical behavior noticed or witnessed.

Remember that our ethical principles should always come first!

Below, find each individual's responsibility according to our Principles:

### ○ **Collaborators:**

- To read, understand, and apply the Relationship Principles of the Cabo Frio Airport in your daily work;
- To always comply with current legislation;
- To behave ethically, transparently, and professionally in all our relationships and activities.
- To communicate situations that indicate or characterize a violation of the Principles and/or of any other policy of the Cabo Frio Airport;
- To cooperate and maintain absolute secrecy over any internal and/or external investigation of which you have knowledge or participated.

### ○ **Managers:**

- Whenever appropriate, to openly talk to the staff, clients, and suppliers and encourage them to ponder on the Relationship Principles of the Cabo Frio Airport;
- Reflect every time you are faced with a conflict between our standards of conduct and our commercial business goals. Remember that our ethical principles should always come first;
- Lead by example and encourage your team to act with integrity in all situations and negotiations;

- Do not cover up or ignore any problems or suspicions of ethical nature. Try to deal with the situation quickly, looking for guidance and help if necessary. Instruct our clients and suppliers to do the same;
  - Do not question, reprehend, or pressure people, whether they are collaborators, clients, or suppliers, for raising ethical issues or reporting any situations to the people or departments responsible;
- **Suppliers (Including outsourced parties), communities, clients, and public agents:**
- To commit to and engage with our Compliance & Integrity Manual and the way in which we conduct our business.
  - To participate and contribute with Civil Society Institutions, investing in practices that promote social development in accordance with current legislation and good integrity practices.



# RELATIONSHIP PRINCIPLES OF THE CABO FRIO AIRPORT





## **RELATIONSHIP PRINCIPLES OF THE CABO FRIO AIRPORT**

### **1. Respect for Laws:**

Compliance with legislation is the basis of our reputation and our ethical principles. All our collaborators have the obligation of complying with Brazilian legislation.

### **2. Legal References for the Cabo Frio Airport – Relationship, Compliance & Ethics:**

The devices described below assisted in creating more effective internal controls so that the Cabo Frio Airport can eliminate its financial and/or operational risks by means of incorporating a structured and functional technical organizational chart for proper administrative conduct:

- Law No. 7.753/2017, which establishes the requirement of an Integrity Program for all companies involved in contracts, consortiums, agreements, concessions, or public-private partnerships with direct, indirect and foundational public administration.
- Law No. 9.613/98, amended by Law No. 12.683/12, other regulations that provide for “Money Laundering”, such as: BACEN Circular No. 3461 and other BACEN regulations; CMV Instruction No. 301 and other reports and releases; and other resolutions and norms issued by COAF;
- Law No. 12.846, from August 1, 2013, which entered into force in February 2014, amended in order to combat the illicit acts against the Brazilian and foreign public administration;
- Decree-law No. 2.848/1940, which deals with crimes against the foreign and Brazilian Public Administration according to the Brazilian Penal Code;
- Law No. 8.666/93 which deals with crimes of corruption according to the Brazilian Procurement Legislation;

- The U.K. Bribery Act, The United States Foreign Corrupt Practices Act and any other applicable law that forbids corruption and bribery, collectively referred to as "Anti-corruption Laws".

The laws mentioned above are referenced in this Compliance & Integrity Manual only as examples, being everyone's duty to act accordingly to the legislation and not possible to declare unfamiliarity with the laws in order to avoid liability for any illegal practice.

### **3. Fraud and Corruption Prevention and Combating:**

To combat every form of corruption and fraud. Corruption is defined as the abuse of power by an individual to obtain benefits from themselves and always involving a public and a private agent. Fraud is the intentional omission or manipulation of transactions, tampering of documents, records, etc. with the intention of misleading or cheating someone or some obligation and can occur in both private and public sectors.

Do not allow our collaborator to offer services, entertainment, or any other benefit of value, directly or indirectly, to authorities and/or government collaborators, state-owned companies, and other public entities with the purpose of influencing an official act or decision in order to obtain or maintain an undue advantage.

#### **3.1 Transparent Private-Public Relationship**

In the private-public relationship, conduct business with transparency and in accordance to legal dispositions. Avoid all kinds of privileges, do not make promises we cannot keep and that are not in tune with the Compliance & Integrity Manual.

The Cabo Frio Airport depends on the daily interaction with public agents to conduct our business. In these relationships, it is our responsibility to preserve the company's image and reputation and, therefore, our actions must reflect the guidelines presented in this document and cannot give room to suspicions about our true intentions.

We always act transparently and precisely in all our negotiations and interactions with state entities. We follow the applicable laws and regulations in the context of public contracts.

#### **3.2. Undue Advantages, Favors, and/or Facilitating:**

It is forbidden to all Cabo Frio Airport collaborators to offer or promise to offer payments, assets, gifts, paid travel expenses, as well as to provide or accept favors with

the intention of obtaining, assuring, or directing undue advantages or privileges to the Cabo Frio Airport in illegal and unethical ways, reflected in contracts, licenses, and other government approvals, as well as facilitating processes, deadlines, or the providing of legitimate public services. It is worth noting that by undue advantages, we mean privileges to which there is no legal provision.

### **3.3. Offer and Granting of Benefits:**

It is forbidden to make any offers, promises, concessions, or actions that could be interpreted as an attempt to improperly influence a public servant or as a bribe of a business partner with the purpose of obtaining a commercial advantage. Therefore, it is strictly forbidden to receive any cash amounts for any reason.

In case of an offer, we must stress that it must not be excessive or have any characteristics that appear to be a waste, squander, or have any criteria different from those that will be presented. In these cases, of requesting or accepting institutional and/or commercial gifts, entertainment, as well as participating in corporate events with public agents, that the following criteria must be met:

- The offer must not include family members, friends, or relatives of the public agent;
- All gifts must not have commercial value and must be a social or cultural product, have topics/concepts linked to the Cabo Frio Airport, and may not exceed the value of BRL\$ 300.00;
- All expenses must be supported by receipts immediately registered in the Cabo Frio Airport books along with purpose or justification information, as well as the individuals involved;
- In times of procurements, we suggest avoiding that such situations/concessions be interpreted or appear as an attempt to exert undue influence over the public agent.

### **3.4. Political Contributions and Donations:**

When the Cabo Frio Airport decides to participate in political activities or efforts related to legislative, regulatory, or government policy matters, all applicable laws, policies, and regulations must be observed, as well as internal policies and proceeding on how to interact with government agents.

The decisions on political donations by the company must be proposed by the Compliance Committee and approved by the internal Board of Directors, making sure that all donations follow the conditions laid out in the law.

Political and party contributions are forbidden.

This Policy, however, does not prevent those covered by it to participate in the political process and make personal political contributions. However, if that is the case, they cannot declare that their personal political contributions (or any related opinions or affiliations) are in any way related to the company.

### **3.5. Sponsorship and Philanthropic Donations:**

It is understood by sponsoring any contribution made in cash or in kind provided for an event organized by third parties in exchange for the opportunity to publicize a brand. All sponsorship contributions must be transparent, based on a written contract, have a legal business purpose and be appropriate to the compensation offered by the host of the event.

Tax incentive laws must not be used as a way to obtain any type of benefit and/or favoritism, financial concessions, recommendations, or other undue influence by the sponsored.

Thus, we recommend that the sponsorship should be in conformity with the following requirements:

1. The reason for the sponsorship must be clear, recorded in the contract, and there must be a trustworthy receipt supporting the operation;
2. The financial transaction must be recorded and accounted for;
3. The possibility of including a device in the contract that requires the sponsored transparency in its rendering of accounts and compliance with laws, regulations, and good practices involving the sponsorship must be assessed by the Legal Department.

All charitable donations must be transparent and approved by the Executive Committee. This means that the identity of the recipient and the intended use of the donation must be clearly defined, justified, and documented.

It is forbidden to promise, offer, or pay contributions aiming at ensuring undue competitive benefits or other undue purposes. It is not possible to contribute to events

organized by individuals or organizations with objectives that are incompatible with the business principles of the Cabo Frio Airport or that may harm our reputation.

It is noteworthy that in violation of the anticorruption laws, offenders can suffer the following penalty:

- ✓ Company fined in up to 20% of the amount of our revenue or, alternatively, in BRL\$ 60 million;
- ✓ Possibility of suspension of activities and public disclosure of the conviction;
- ✓ A fine for the individuals responsible of up to 20% of the value of the one imposed on the Company;
- ✓ A sentence of up to 4 years of imprisonment for those involved in the practice of cartel and up to 12 years for charges of corruption. These sentences can be increased due to recidivism or association with other crimes

#### **4. Free Competition:**

We are committed to acting under the rule of law, compete fairly and ethically, strictly observing and obeying all monopoly and antitrust laws.

We will not execute formal or informal arrangements with our competitors to manipulate prices or procurements. We observe and comply with all monopoly and antitrust legislation.

The main actions banned by the authorities with regard to monopolies are:

- Getting in touch with competitors about pricing, production, capacity, sales, profits, profit margins, costs, methods of distribution, or any other parameter that determines or influences the competitive behavior of the company, aiming at inducing a parallel behavior on the competitor;
- Establish agreements with competitors in order not to compete, restrict business with suppliers, submit bogus bids for proposals, or split customers, markets, territories, or production programs;
- Execute agreements on prices, production, and sales capabilities in informal meetings that can hint at monopoly formation.

Additionally, collaborators cannot obtain confidential information on the competition using means of espionage, bribery, theft, or electronic interception of information, nor knowingly communicate false information about a competitor or its products and services.

If you suspect any monopoly activity or is unsure of how to act regarding a hazardous situation, contact your manager.

#### **4.2. Concurring Professional Activities:**

Collaborators with concurring professional activities, such as commercial ventures, educational and research academic activities, consultancy services, etc. are encouraged to report their situation to their manager, who will evaluate possible conflicts of interest and possible conflicts with the work schedule.

Thus, it is prohibited to carry out any type of concurring professional that is directly or indirectly related to the competition.

### **5. Money Laundering Prevention:**

The Cabo Frio Airport will not tolerate, support, or facilitate money laundering activities, which consist in a process by which individuals or companies try to hide illicit funds or ensure that the source of these funds appears legitimate.

We respect the law anti-money laundering laws and its related regulations. We will not help, execute, share, or accept procedures through which individuals or companies try to hide resources deriving from criminal activities or try to make them seem legitimate.

It is our responsibility to:

- Ensure that all accounting and financial records are: True, Complete, and Detailed;
- Ensure that all transactions are: Transparent, Accurate, truthful to the reality and include clear backing information and documents that identify and leave no doubt as to the motivation of payments, expenses, or reimbursements.

### **6. Accounting records:**

The accounting records should follow the principles and rules established in accordance with the practices adopted in the country, allowing the financial statements to properly reflect the equity value and financial position, as well as the proper performance of operations and disclosures required.

Additionally, we must strictly follow the laws, corporate and tax rules established by the federal, state, or municipal authorities or other regulatory entities and authorities. Therefore, we must ensure that all acts and facts are properly supported by suitable documentation and that records relating to revenue, expenses, costs, assets, and liabilities are timely and correctly kept and classified according to their origin and nature, with the adoption of the fundamental principles of accounting, in particular the one which establishes that the essence overlaps form, over any other interests.

## **7. Diligent Work with Suppliers:**

It is part of our principles to make every effort to promote, among our suppliers, compliance with the dispositions of this document and all applicable laws. In addition, we follow the principles of non-discrimination, respecting the selection and treatment of suppliers.

All collaborators who work in the hiring of consultants, agents, suppliers (outsourced parties), and other business partners must take appropriate measures in order to:

- Ensure that these third parties understand and comply with the Relationship Principles of the Cabo Frio Airport;
- Evaluate the qualifications and the reputation of third parties; and
- Include in agreements and contracts the appropriate provisions designed to protect the Cabo Frio Airport.

## **8. Avoid Conflicts of Interest:**

Our personal interests cannot be confused with the interests of the Cabo Frio Airport; therefore, our decisions must be free and fair.

Personal interests include those of family members, friends, and organizations of which people close to us or we are part. We will try to prevent, remove ourselves from, and communicate situations that are recognizable and/or give the impression of a conflict of interests, even if the circumstances are not caused or intentional.

Collaborators must inform their manager about any personal interests that may arise while carrying out their professional duties.



Collaborators cannot use, for contracts or personal orders, companies with which they have commercial relations on behalf of the company, if this could lead to any benefits in the contract or order. This is especially applicable if the employee exercises or has the ability to exercise a direct or indirect influence on the granting, or not, of a contract with the company.

In the case of provision of services/products, the approver of the expenditures cannot employ direct relatives (first and second degree) and first and second-degree relatives(\*) of their managers/subordinates as service providers.

(\*) First-degree relatives: mother, father, spouse and children; second-degree relatives: grandparents, siblings, uncles, aunts, nieces, nephews, and grandchildren.

### **8.2. Relationships:**

We allow the hiring of people who are related among themselves, including direct relatives (parents, siblings, spouses, and children), however, these collaborators may not work at the same department, occupy positions with subordinate relationship and/or any position that can affect the hiring, assessment, promotion, or dismissal of the other. That restriction is also necessary for collaborators part of the same sector, regardless of subordination.

The only exceptions to the condition set forth above shall be for cases existing prior to the release of this Manual.

### **8.3. Do not accept or demand benefits:**

Collaborators are not authorized to use its roles to encourage, require, accept, obtain, or receive promises of benefits. This does not apply to accepting occasional gifts of purely symbolic value, meals, or entertainment events, in agreement with the local traditions and customs and the policies of the Cabo Frio Airport. Any other gifts, meals, or entertainment events must be rejected.

In order to preserve our image and avoid actual or seemingly improper relationships with suppliers, customers, financial institutions, and government authorities, the following points should be considered:

- Promotional and institutional gifts, without commercial value can be accepted;

- Gifts with a value above BRL\$ 200.00 (two hundred reais) should be forwarded to a draw in the Cabo Frio Unit;
- Participation in presentations, courses, lectures, and related activities invited by suppliers, customers, partners, or competitors should be aligned with the interests of the company and approved by the manager immediately.
- Paying for meals of public and private authorities may be characterized as a bribe and for this reason, this practice is expressly forbidden.

## **9. Sustainability:**

The sustainability vision of the Cabo Frio Airport is supported by 4 pillars, which should guide our business decisions and actions:

- To act ethically and transparently;
- To improve the use of natural resources;
- To be part of the development of the surrounding communities;
- To consistently evolve the way collaborators are managed.

We reinforce the principle of valuing life and aim to minimize the adverse socioeconomic impacts of our operations by complying with applicable laws, guidelines, and industry standards. We actively support the initiatives of our suppliers (including outsourced parties) and customers in keeping their services and products in accordance with the standards of a sustainable company.

### **9.2. Health, Safety, and Environment:**

The Cabo Frio Airport aims to promote a healthy and safe environment with no violence or negative influences that may divert us from our responsibilities, valuing life and preserving the health and integrity in accordance with the standards of workplace and environmental safety.

Our goal is to minimize the potential risks of accidents through the proactive actions of our collaborators and suppliers. In the same way, we expect our partners to promote a healthy environment with safe working conditions for their collaborators, offering their products and services with quality, in accordance with the provisions of their contract.

The use of the following substances is not acceptable, and we will not risk our own safety or of others by working under their effect or influence:

- Illegal substances;
- Narcotics;
- Alcohol;
- Prescription drugs that can affect our awareness and understanding.

In addition, it is important to emphasize that weapons of any kind are not allowed on the premises of the Cabo Frio Airport, except to individuals authorized by law and upon justification by their professional role.

#### **10. Encouragement of diversity and intolerance to discrimination:**

We respect diversity and do not tolerate any kind of discrimination during the hiring process of collaborators. Respect prohibits any kind of discrimination, be it based on gender, race, color, sexual preference, religion, creed, nationality, region of origin, special needs, marital status, age, or any other characteristic protected by law.

It is noteworthy that the Cabo Frio Airport repudiates the practice of bullying, in view that we value the equal protection assured by the Constitution of the Federative Republic of Brazil.

We encourage everyone to treat other honestly, fairly, with dignity and respect.

#### **11. Combating Harassment and Power Abuse:**

We will treat each other with mutual respect and dignity. We do not tolerate harassment of any nature, whether verbal, moral, or sexual or any abusive situation which configures pressures, intimidations, or threats, regardless of hierarchical or social level or commercial interest.

#### **12. Compliance with Labor Rules:**

We are committed to complying with all applicable laws and regulations on labor issues: applicable federal, state, and local laws, in addition to the relevant labor conventions, corporate policies, and procedures regarding pay, working hours, and safety issues.

We abominate the use of slave and child labor, by both Cabo Frio Airport and our business partners.

In addition, we respect the applicable laws concerning the free formation of assemblies and groups for the protection of the rights and interests of our collaborators.

### **13. Warranty of Non-Retaliation and Mutual Respect:**

We assure the non-retaliation to anyone who makes manifestations in "good faith", in any hierarchical level. We will always listen to suggestions, concerns, suspicions, and questions. We believe that communication plays an important role in a healthy and productive work environment and business relationship.

The term "in good faith", in this context, demonstrates a sincere attempt to confirm the principles and rules of the Cabo Frio Airport, contributing to a transparent work environment.

### **14. Relationship with the Press and Communications:**

The Cabo Frio Airport defends the freedom of the press and understands that the media is an important communication channel with society. For this reason, the company recognizes the need to maintain an open and transparent dialog, sharing information based on our Vision, Values, and Business Management.

To ensure consistency, credibility and transparency of information and communications, verbal or written, only authorized spokespersons may clarify doubts or speak publicly on behalf of the company.

### **15. Care for the image of the Cabo Frio Airport:**

It is the duty of every one who acts on behalf of the Cabo Frio Airport to ensure its image, Values and reputation, inside and outside the company, including on websites and social networks. Therefore, some care must be taken:

- When in external environments, using the uniform and/or badge, remember to act with respect, integrity, and ethics.
- When publishing information and opinions on websites and social networks, maintain conduct that is in tune with the ethics, professional secrecy, respect, and reputation of the company, in addition to signaling your statements are personal opinions and are not connected with the company.

- In public environment conversations, when confidential matters are discussed, do not mention information that may undermine the professional confidentiality and ethics. Avoid handling internal affairs in inappropriate environments and in the presence of a third party.

## **16. Photographs in Restricted areas are Expressly Prohibited:**

Aiming at the confidentiality and privacy of the Cabo Frio Airport, our customers, and partners, the use of cameras, phones, tablets or similar devices is prohibited in restricted and/or marked areas. If it is necessary to record cargo handling and operations, the Cabo Frio Airport will provide the means and equipment, as well as the support for the work to be done.

It is important to highlight that any record made in restricted areas must have prior and express authorization of the client and the person in charge of the operation through a Term of Authorization for the use of the image.

Thus, collaborators authorized to register the moment in question must communicate the areas concerned and participants of the operating process, such as security, clearance, and operations, so that every precaution necessary is taken.

In order to preserve transparency, the non-compliance of this provision can result in the penalties described in this document.

## **17. Use of Resources and Asset Protection:**

It is the responsibility of all who act on behalf of the Cabo Frio Airport to care for the good use and conservation of our assets and resources available. It is forbidden to:

- Transport weapons, drugs, animals, children, and third-party cargo on vehicles of the company;
- Sell any goods in the bonded areas of the airport;

Participate in chats and access websites with improper content (for example: pornography, racism, incitement to violence, disrespect for minorities, offensive to religious beliefs, etc.).

Software protected by copyright, developed internally and/or by license agreements must not be copied. In the same way, it is prohibited to install programs that have not been authorized by the departments in charge.

All information generated within the Cabo Frio Airport cannot be disclosed and donated without proper authorization, unless legally required.

### **18. Confidentiality of Information:**

The results of intellectual work and strategic information generated in the company are of exclusive property of the Cabo Frio Airport, in which each individual is responsible for treating the information to which they have access confidentially, using it in a careful manner. We do not allow the disclosure of such information without the express permission of the Executive Board.

### **19. Good use of Insider Information:**

Sometimes we may have access to confidential and privileged information that may influence investment decisions or generate an unfair advantage. All of us, regardless of the hierarchical level or position in the company, will not use such information to take advantage or gain any undue advantage, nor will we disclose it to third parties, even if they are relatives or friends.

### **20. Compliance and Management of the Cabo Frio Airport Principles:**

#### **20.2. Compliance with the Principles:**

All collaborators, third-party vendors (outsourced parties), public agents, and customers (who subscribe to the principles via contract) must have a copy of the Relationship Principles. In addition, this document is available for consultation at the company intranet and internet.

Thus, we advise everyone to read and understand the guidelines described in the Principles so that their actions reflect the full compliance of this content and other policies, procedures, and rules adopted by the Cabo Frio Airport.

### **20.3. Consequences:**

The word Compliance means obeying the law, behaving in accordance with the policies adopted by the company, in addition to following, in full, with the procedures established to enforce our policies. Any violation will be treated as a serious matter.

The Cabo Frio Airport does not tolerate Compliance violations. Therefore, this means that we need to have a healthy and consistent process for dealing with those who are not prepared to take their responsibilities seriously.

All such cases will be dealt with by the Compliance & Integrity department of the Cabo Frio Airport, who will also decide on the penalty that should be applied.

In situations of violation or omission, collaborators, of any hierarchical level, will suffer disciplinary measures that may include a formal warning, or even the termination of the employment contract. In the case of suppliers (including outsourced parties), the contractual penalties provided for will apply, which may lead to the termination of the contract with the Cabo Frio Airport.

In both cases, both collaborators and suppliers (including outsourced parties), can answer civil and criminally, according to the applicable law.

### **21. Ethics Line:**

When we communicate our concerns towards integrity related matters we make the Cabo Frio Airport a stronger company, protecting every collaborator from damages.

It is not necessary to have absolute certainty that a violation has occurred. The recommendation is that in case of suspicion of a possible violation, the collaborator should report it immediately through the proper channels. All communication made in good faith will not suffer any retaliation. Remember that confidentiality will always be respected, and the collaborator can always remain anonymous. However, when they choose to identify themselves, we can keep them informed on the progress of the occurrence.

It is important to clarify that the Ethics Line is open to all collaborators, suppliers, clients, or third parties who have any knowledge of irregularities involving operations of companies of the Cabo Frio Airport.



0800 799 8589  
(toll-free from Monday to Friday from 9h-17h)

## **22. Acknowledgment and Liability Agreement:**

All associates, collaborators, partners, customers who, in any way, have or come to have a relationship with the Cabo Frio Airport must read this manual and sign the Acknowledgment and Liability Agreement.

The agreement must be reproduced in a separate sheet, with its paper original and its copy transmitted electronically.

## **23. General Provisions:**

The Compliance & Integrity Manual of the Cabo Frio Airport will be valid for an indefinite period of time and its contents must be known to all collaborators, affiliates, partners, suppliers, and any other individuals that, in any way, have or come to have a relationship with the Cabo Frio Airport. No one, physical or legal person, can claim ignorance of the guidelines



**ACKNOWLEDGMENT AND LIABILITY AGREEMENT**

I, \_\_\_\_\_,  
holder of National Identity Card No. \_\_\_\_\_, enrolled  
under the CPF No. \_\_\_\_\_, hereby declare that I have read the  
Cabo Frio Airport Compliance and Integrity Manual and declare that I am aware of  
its contents and guidelines, in order to conduct business in accordance with the in-  
terests of the Cabo Frio Airport with ethics and transparency.

Cabo Frio, \_\_\_\_\_ 2020.

Signature: \_\_\_\_\_