



# ETHICAL POLICY

## Why an Ethic Code?

Most of the codes that we know is “morals.” The moral is exactly a group of norms, rules, laws that it guides the individuals life and groups in the society, configuring what calls ethos, the mark of the society, the way to live and relating, based on certain values.

The ethic is a critical glance on the ethos, a reflection that asks by the foundation and by the coherence of the values. It is on the space of the ethic that are the beginnings that must sustain the norms and the laws.

We can notice, then, that the moral has a private character, in the measure in that the ethos - the habits, the laws, and the norms- varies from a society for other, from a time for other. Already the ethic keeps a universal character their beginnings have as last reference to the human dignity, **the very common**.

**Therefore, when we look for an ethic code, we must meditate it the reflexive perspective. It must be explained the beginnings that will be reference for the actions. In the measure in that one can't leave aside the practice of the daily; the code will bring indications for the appropriate accomplishment those actions, serving as resource to evaluate them.**

The norms and rules that an organization establishes for their directors' work and employees explain of a specific way in an Internal Regiment. This regiment will have possibility so much being accepted how much more is sustained in ethical beginnings. Then the meaning to make a Code of Ethic, in which come the beginnings guiding of the actions of the organization, that they are valid not just in its interior, but in the global context of the society.

As well as the social life, to which refers, the code is not something static, established once by all. The critical glance about the practice and about own code it will allow that are done, along the time, revisions and transformations in the direction of the wanted objectives.

“When the other enters in scene, it is born the ethic.”  
Umberto Eco

## Apresentation

**Gelnex Indústria e Comércio Ltda is a company that gathers two industrial plants with placed in national territory, that has the compromising in looking for the continuous improvement of their products and processes, and as consequence, to increase their customers satisfaction, we have a system integrated in the production areas, planning and implementation of quality programs, training, mensuration and evaluation of results.**

Because of the plurality of relationships that we established with the customers and publics of different places, we judged important explicit the beginnings that must orientate the job and the relationships in the Organization. Follow the presupposition that the professionals' of the industry ethical conduct is important for the improvement of the quality their services, for the development of the organizations for which render services and, consequently, for the construction of the Brazilian society.

Subjects that involve the interrelations among individuals, groups and nations have marked the world championship contemporary context. The absence of recognition of the differences, of the plurality, generates inequalities and attitudes prejudiced and **discriminadoras** that allow the installation of the violence and of the cruelty.

In the Brazilian society and in our work atmosphere, we also saw facing situations conflictive, mainly in the extent of the socioeconomic relationships, especially the undone to the job market and of services rendered. Beside the speech about the respect need and solidarity, we live with the practice of the disloyal competition and of the distrust in the relationships.

We are part of that scenery as analysts and as participant agents of the creation process and popularization of ideas, influencing decisions and forming opinions. We have, therefore, needed to exercise our activities with responsibility. Only with surveillance before our own actions can do the industries-citizens' part and contributing with our work for the transformation of the society in the direction of the very common.

**This Code defines and explicit our professional to all whom we related with: competition, customers, community, and employees. It is applied**

**all of units of Gelnex Indústria e Comércio Ltda., of which for the coherence is waited with the beginnings presented here.**

## **Beginnings**

Gelnex Indústria e Comércio Ltda has their actions orientated by the following beginnings:

The respect as base of all the relationships. That implicates the recognition to the existence of the other and the defense of the human dignity.

The justice, whose meaning is equality in the difference, defense of the exercise of the rights of all of the natures for all of the individuals and segments of the society.

The solidarity, pledge synonym in the promotion of actions knowledge of the growth and accomplishment of all and each one.

The dialogue, as share and confrontation of ideas, in the perspective of the enlargement of the knowledge and of the collective enrichment of the culture.

Those beginnings, narrowly articulated among, they can be recognized by the presence of the following values in our professionals' attitudes:

The honesty and the rightness in the transport of our businesses.

The responsibility in the accomplishment of actions of effective collective benefit.

The search of the expressed excellence in the social quality of our products and services.

The commitment with the search of the truth and the rigorous defense of its presence in the internal and external relationships of work.

The humility and the courage in the relation of the challenges.

The integrity in the construction and preservation of our patrimony and of our image in the society.

The clarity and the precision in the popularization of information, without damage of the trust, the pledge in the creation of structures and communication channels that help and promoting the free circulation of information.

## **Relationships**

### **1. Competition**

All of works Gelnex Indústria Comércio Ltda are made with base in the respect to the Norms and Effective Legislations. Our competitiveness should be sustained in our capacity of business administration, improvement of the productivity of their processes as form of guaranteeing our competitiveness and of negotiation close to the form customers to contribute for his/her preservation.

In the sense of denying the predatory and disloyal competition, it is demanded:

Not to use vicious resources to recruit professionals in competitive companies, harming them or obtaining privileged information.

Not to copy projects of competitive.

To defend the practice of transparent and exempt competitions of artifices that you/they implicate the illicit of some collaborator actively.

Not to offer advantages excuses benefiting in the results of competitions.

To collaborate with the competition when the accomplishment of a work like this to demand, seeking him/it very common of whole the customers.

In conflict situations, to assume position open to the negotiation and to the understanding.

## 2. Customers

Gelnex Indústria e Comércio Ltda competent performance it is revealed in the observance of the following precepts:

To give to the customer all of the concerning information on the acquired product, explicated the specific attributions of the product and of the professionals with that they link, defining the quality and the inclusion of our services and the commitments and professional responsibilities, so that the customer can decide on herself acquisition or you refuses.

Not to accept contracts to hurt Gelnex Indústria e Comércio Ltda dignity and oppose to the beginnings of this code.

To keep secrecy of the information that are confident Gelnex Indústria and Trade Ltd. in function of the work and not to reveal subjects to be harmful to his/her customer, to not to be when if he/she treats of crimes.

Not to use strategic information obtained his/her customer close to in own benefit or as form of bargaining advantages or benefits personal or business.

No compacter with the lying information.

In cases of conflicts of interests, to act with transparency before the customer, explaining to it on the dilemmas in subject.

Not to admit relative discrimination to the age, sex, color, race, religious credo, origin, etc. in the service to the customer or in any relationship.

To respect the structure of the customer's organization and the professional that he highlights for service.

## 3. Press

In the sense of establishing relationships sustained by the values that we defended, Gelnex Indústria e Comércio Ltda should respect the codes of conduct of the press vehicles, being banned:

To admit illicit practices that can take to corrupt or to commit Gelnex Indústria e Comércio Ltda integrity or their Customers.

To disseminate information false, deceiving or that cannot be proven through known facts and demonstrable.

To practice forms of the collaborators' approach to commit Gelnex Indústria e Comércio Ltda image.

#### **4. Employees and collaborators**

He/she should grow up in the Industrial units an atmosphere that allows to the employees individually to develop his/her work or in team, with responsibility and professionalism, through the improvement of their knowledge and attitudes, seeking for the professional growth and for the constant improvement of her competence and well-being.

The conviviality in the work atmosphere owes if it finds in the respectful conduct and responsible of all the professionals, independent of the hierarchical position, in the search of a common objective. He owes, therefore, to be free from offenses, defamation, exploration of any nature, repression, intimidation, sexual blockade, moral blockade, verbal violence or no verbal, or favorecimento, that they can be seen as obligation or personal commitment, mainly if advents of the relationships among leaders and led.

The preservation of the health and the professionals' physical and psychic integrity and the promotion of the life quality are fundamental values. To guarantee safe and healthy work conditions it is necessary also responsible attitudes in the execution of laws and relative internal norms the Medicine and Safety of the Work.

The Gelnex Indústria e Comércio Ltda doesn't admit any in hypothesis, besides of their suppliers and parts with that it maintains commercial relationship too much:

The use of infantile labor and 16 year-old minor work save by special recruiting of the "smaller apprentice" (considered like this starting from 14 up to 18 years, in the form of the applicable special legislation);

The exploration of the slave work; forced by intimidation and no paid;

Conduct that causes embarrassment, in other words, disrespectful with subordinates or other people of the company, such as offensive words, intimidation, blockade sexual, moral and aggression psychological or physical;

All and any discrimination form or prejudice involving age, race, color, nationality, sex, politics, religion or credo and deficiencies or physical limitations;

The consumption of drunk alcoholic or you drug illicit or to be under the effect of these during the workday or to service of the company.

## **5. Supplying**

The recruiting of suppliers owes if it rules for the beginnings here defined, settling down, therefore, the preference for the work with company-citizens, possessors of good reputation and adepts to the practices of social responsibility.

It is recommended that to Gelnex Indústria e Comércio Ltda units adopt politics of recruiting of services in that the creativity is stimulated and the diversity is valued, allowing opportunities same to all.

The relationships with suppliers should be ruled by the transparency and impartiality, for the respect to the contracts, as well as in the periods and conditions you negotiate, based on ethical beginnings in way to preserve the trust their decisions in technical factors, quality and financial balance.

Not to use strategic information obtained for own benefit or as form of bargaining advantages or benefits personal or business, respecting the integrity, the expectations and the privacy of the organization, accomplishing the legislation, the norms and the regulations, internal or external, in all their instances conclusion.

They are explicated in this Code the guidelines of the work of the agencies that constitute Gelnex Indústria e Comércio Ltda they reveal the ideal of a competent performance, of seriousness, syntony and integration around the objective of construction of a democratic and pluralist society, of a worthy and happy life for all.

The Code is, besides, reference for the elaboration of a Regiment, us which you/they come normative indications for the accomplishment of the work of the industrial units, being considered the peculiarities of their organizations and the specificities of the demands with which work in the daily.

The cases of suspicion of infractions to this Code of Ethics should be judged by Council of Ethics of Gelnex Indústria e Comércio Ltda, through measures you discipline and/or penalties, with base in the legislation labor, civil or criminal, according to the case.

She will fall to Council, still, to promote the discussion and to make the periodic revision of this Code, to the light of the development of their works and of the interaction of the agencies associated with the society in general.