

## **LOJAS AMERICANAS S.A.**

### **PRODUCT DONATION AND PROJECT SUPPORT POLICY**

#### **1. GOAL**

1.1. This Policy on Product Donations and Project Support ("Policy") establishes the guidelines and rules that must be observed for contributions, donations and sponsorships, by Lojas Americanas S.A. ("Company") and its subsidiaries, to philanthropic, cultural, social, and environmental projects or political activities.

#### **2. PRINCIPLES AND APPLICATION**

2.1. The Policy applies to all associates of the Company and its subsidiaries.

2.2. This Policy is guided by the principles of transparency, integrity, ethics and legality.

2.3. The Company seeks to ensure transparency regarding the use of its resources and its subsidiaries in making any voluntary contributions, as well as ensuring good reputation in its business and activities.

#### **3. PROCEDURES**

3.1. All voluntary contributions made by the Company and other subsidiaries will be evaluated by the sustainability area, which should, if it agrees, submit the request for the approval of the Division responsible for the Sustainability area and the Superintendent Officer. In the case of contributions involving political activities, approval by the Board of Directors will also be required, subject to the prohibitions set forth in item 4.4 of this Policy.

3.2. It is the responsibility of the Sustainability Committee to establish guidelines, deadlines and requirements for the realization of any voluntary contributions.

3.2.1. The Communication and Sustainability areas are responsible for verifying the possibility of supporting the solicitations of partnerships and sponsorships for social and / or environmental projects.

3.3. The analyses of voluntary contributions will take into account the adequacy of the contribution with this Policy and the Company's availability.

3.4. The requests for contributions and donations will follow the flow below:

- *Donation request;*
- *Screening/prior approval of the Sustainability area;*
- *Approval of the Division responsible for the Sustainability area;*
- *Approval of the Superintendent Officer.*

## **4. GUIDELINES**

### **Contributions and Donations**

4.1. All donations and contributions must follow the guidelines of this Policy and the "Gift Policy", available for consultation.

4.2. Any donation to be made on behalf of the Company shall comply with the procedure established in clause 3.1 above.

4.3. No individual or organization will be allowed to benefit improperly from the Company, through the sale of donations and others.

4.4. Any contributions and/or donations are barred:

- (i) for entities with political and/or religious purposes;
- (ii) to political parties or persons attached to them, even if permitted by law; and
- (iii) in exchange for favors with any individual or legal entity, whether public agent or not, even if the recipient is a genuine charity organization.

### **Project Sponsorship and Support**

4.5. The Company, aiming to promote and intensify brand recognition and exercise the commitment and corporate citizenship with the community through cultural, educational and socio-environmental actions, sponsors and supports several projects.

4.6. All contributions in the form of sponsorship and project support must be transparent and based on formal contracts between the Company and the institutions that will be sponsored/supported.

4.7. The entities interested in establishing partnerships should be aligned with the Company's vision of social and environmental commitment.

4.8. The following sponsorships are prohibited:

- (i) initiatives that may be associated with any risk to life or the environment;
- (ii) cultural events that express: transgression, restriction or that corroborate prejudice to minority groups;
- (iii) events that pollute the environment or affect fauna and flora;
- (iv) events contrary to the protection of animals, such as predatory hunting and fishing;
- (v) events that promote gambling, such as poker, bingo, lotteries, etc; and
- (vi) initiatives that have controversial themes and imply some kind of social, racial or gender discrimination.

## **5. FINAL PROVISIONS**

5.1. This Policy shall come into effect on the date of its approval and may only be modified by a resolution of the Company's Board of Directors.

5.2. Violations of this Policy result in disciplinary action or dismissal, in accordance with the Code of Ethics.

5.3. Possible omissions and doubts of interpretation of its devices will be analyzed analyzed and clarified clarified by the area of Sustainability and by the Board of Directors.

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