CODE OF ETHICS AND CONDUCT

PO-JUR-001-01 – Code of Ethics and Conduct

SYNERGYE
TECNOLOGIA DA INFORMAÇÃO

CERTIFIED COMPANY
ISO 9001
QMS CERTIFICATION

MESSAGE
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title

CODE OF ETHICS AND CONDUCT

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Comments

REVISION LOG

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1 INTRODUCTION

1.1 Code of Ethics and Conduct

1.1.1 The Code of Ethics and Conduct aims to reinforce the ethical standards and conduct accepted and expected by **SYNERGYE** and in national legislation that should guide its relationships and business.

1.1.2 This policy is designed to help each partner, collaborator, and business partner to remain aligned with **SYNERGYE 's values,** its ethical standards and the law, during the exercise of its activities.

1.1.3 Adherence to the Code of Conduct is mandatory and in the event of conflicts, it will be resolved in the following instances:

a) Immediate superior.
b) Chief Compliance Officer.
c) Compliance Committee.

2 MISSION, VISION, VALUES AND POLICY

2.1 Mission

To be a reference in the distribution of the largest line of representation of equipment and accessories for the industry with the shortest delivery time, nationwide.

2.2 Vision

Propose more complete solutions to customers, from sales to after-sales, based on ethics and mutual partnership with a fair price and a product considered a reference in the segment.

2.3 Values

Reference, Partner, Ethics, Respect, Sustainability

2.4 Quality Policy and combating bribery.

Maintain and improve customer satisfaction in the distribution of equipment and accessories for industry, meeting customer requirements and product regulations.

SYNERGYE **repudiates** and combats situations of bribery, or any other form of undue advantage, under the penalty provided for in the legislation applicable to those involved.

Encourage interested parties, based on good faith and reasonable belief, to use the reporting channels anonymously, to report illegal acts or any other situation of breach of the Compliance program, without fear of retaliation.

The Compliance Officer must ensure the effectiveness of the SGI in meeting the requirements set out in applicable standards and legislation.

Have commitment from the entire **SYNERGYE** to the Integrated Management System aiming for better results.

3 OBJECTIVES

3.1 Objectives

3.1.1 This code aims to explain the rules and behavioral guidelines to be followed by all **SYNERYGE employees and business partners**, in the various ways in which they interact with the environment that involves them in their work and relationships. This code also focuses on guiding the values and principles that support **SYNERGYE 's organizational culture.**

3.1.2 To facilitate the organization of this document, interactions were divided as internal and external to the **SYNERGYE environment.**

3.1.3 This subdivision should not, in any way, characterize any difference in the attitudes to be followed inside and outside the company, considering that the success of implementing this document will be measured by the individual attitude of each employee, regardless of the specific environment in which they find themselves.

3.1.4 This code also focuses on guiding the values and principles that support **SYNERGYE** 's Organizational Culture.

3.1.5 **SYNERGYE** 's values and objectives and were created in accordance with current legislation in Brazil. These guidelines refer to the key business areas and the different types of relationships that **SYNERGYE** has and are complemented, when necessary, by additional policies and other documents that aim to facilitate access to more detailed information.

3.1.6 All business partners must familiarize themselves with the rules established here.

3.1.7 An interested party is understood to be anyone who performs any activity for **SYNERGYE,** at any hierarchical level, Directors, Managers, Employees, and the entire production chain.

3.1.8 This code of conduct is based on 3 policies that must be observed whenever necessary:

a) PO-JUR-002- Conflicts of Interest Policy
b) PO-JUR-003 - Gift Policy
c) PO-JUR-005 - Anti-Corruption Policy

3.1.9 Violation of any precept constitutes sufficient reason to terminate the relationship or employment contract signed with **SYNERGYE,** in addition to the legal implications in force in the country.

3.1.10 Anyone who notices any inappropriate situations in relation to what is stipulated in this code, in addition to being able to use the access channels for criticism, suggestions, complaints or complaints, should feel free to discuss directly with their Hierarchical Superior, the Human Resources area or with the person responsible for Compliance.

3.1.10.1 Compliance Manager

3.1.10.1.1 The person responsible for Compliance will be appointed by the Board and will report to it when carrying out their duties, having independence to carry out their activities.

3.1.10.2 Reporting channel

3.1.10.2.1 In the event of a situation of doubt, in which the conduct to be taken is not clear in this code or in the policies linked to it, or in which it is understood that the code is not being complied with, the employee has the responsibility to ask for guidance and report. In cases like this, immediately contact your superior, Human Resources or the person responsible for Compliance.

3.1.10.2.2 If for some reason it does not seem appropriate to consult with the people above, you can use email:

3.1.10.2.3 To speak to the Chief Compliance Officer – CCO: compliance@synergye.com.br

3.1.10.2.4 To speak to the Administrative Director about CCO issues: malmeida@synergye.com.br.

3.1.10.2.5 These e-mails will keep the identity of the complainant and the person being reported as confidential and when the complainant wishes to respect anonymity.

3.1.10.3 As part of a report, there will be an investigation, in compliance with Brazilian legislation.

3.1.10.4 If non-compliance with the conduct presented here is found, the offender will be subject to the sanctions provided for by the Consolidation of Labor Laws, in addition to the legislation applicable to each case.

3.1.10.5 Non-retaliation and confidentiality

3.1.10.5.1 SYNERGYE **will** not accept any type of retaliation against employees who make reports in good faith and/or assist in investigations of suspected violations of this code or internal procedures.

4 GENERAL PRINCIPLES IN THE CODE OF CONDUCT

a) Respect and value human beings in all their dimensions.
b) Practice the culture, values, and spirit of **SYNERGYE** and fully respect them.
c) **SYNERGYE** laws, standards, and policies.
d) Respect and care for the environment, both internal and external.
e) Value all the audiences with which we interact, especially customers, employees, partners, and associates.
f) **SYNERGYE** 's tangible and intangible assets, in addition to seeking continuous quality improvement and facilitating the development of new ideas.
g) Do not act in your own cause or perform any act that characterizes a conflict of interest.
h) Properly use work tools and ensure information security.
i) Relate appropriately with authorities, entities, bodies, media, and public figures.
j) Value truth, free enterprise, and democracy.

5 STRUCTURE

This code is structured into rules organized according to the different forms of interaction of **SYNERGYE employees,** whether internally or externally, and is subdivided as follows:

5.1 Internal environment

a) Partners.
b) Collaborators.
c) Heritage.
d) Use of the internet, intranet, and virtual systems.
e) Confidentiality and information security.
f) Intellectual property.
g) Group spirit.
h) Safety and health at work.
i) Internal and Corporate Communication.
j) Records.
k) Audits and Investigations.
l) Responsibilities of directors and managers.
m) Quality.

5.2 External Environment

a) Customers
b) Government Customers
c) Partners and suppliers
d) Competition
e) Corporate events
f) Gifts and Hospitalities
g) Conflict of interests
h) Class entity/civil society bodies
i) Community
j) Unions
k) Regulatory entities
l) Environment

6 RULES

6.1 Rule

6.1.1 **SYNERGYE** leaders and are focused on employee behavior. The objective is for **SYNERGYE** employees to personally absorb the rules described here and practice them.

6.1.2 All decisions and actions of **SYNERGYE employees,** whether internal or external, must be guided by the concept of SUSTAINABILITY, integrating the economic, social, and environmental dimensions, seeking to use available resources responsibly in order to preserve them for current and future purposes. generations.

6.2 Internal environment

6.2.1 It involves the universe of interaction between employees, third parties and **SYNERGYE.**

6.2.2 Collaborators

6.2.2.1 SYNERGYE **reflects** each of its employees. The way each employee interacts with people is **SYNERGYE.** Therefore, each employee is committed to clearly understanding what **SYNERGYE is,** so that our true message can be transmitted to people. To do this, employees must use their talents, intelligence, creativity, communication, knowledge, and skills to build **SYNERGYE** and be a spokesperson for our message.

6.2.2.2 Every employee must be an example of positive conduct in their personal attitudes towards those with whom they interact. You must use common sense, respect laws and regulations, care for assets and compliance with **SYNERGYE 's vision, mission, values, and policies.**

6.2.2.3 Employees must be evaluated for their individual and collective performance in their roles and areas of activity, in accordance with **SYNERGYE 's Human Resources procedure.**

6.2.2.4 Career progression at **SYNERGYE** occurs through the generation of growth opportunities within a range of positions and skills. The employee's performance and qualifications will determine their progress.

6.2.2.5 In open talent selection processes to meet new challenges, the **SYNERGYE employee,** under equal conditions, always has preference over the external candidate.

6.2.2.6 Communication between employees must be done sincerely and respectfully.

6.2.2.7 SYNERGYE considers that the private life of its **employees** is a personal matter and their privacy must be respected, as long as their attitudes and behavior do not negatively compromise **SYNERGYE** or the company's assets.

6.2.2.8 In interpersonal relationships, practices, acts, or omissions that result in defamation, slander or insult should not be tolerated.

6.2.2.9 The levels of responsibility of **SYNERGYE executives** must be respected to avoid, among others, situations of duplication of leadership with the same degree of power over the same activity.

6.2.2.10 Human differences must be respected and any acts or practices that characterize discrimination based on sex, sexual orientation, color, age, creed, ethnicity, marital status, kinship, or physical/mental disability are not accepted or tolerated.

6.2.2.11 SYNERGYE does not allow any form of harassment in relationships between its employees, whether of a moral or sexual nature, regardless of the position they occupy.

6.2.2.12 All employees, regardless of their position, must contribute to an open, inclusive, and respectful work climate.

6.2.2.13 **SYNERGYE** employees are free to express and defend their ideas, as well as the right to association for lawful purposes.

6.2.2.14 All employees must continually seek to improve quality in everything they do, as well as promote the development of new ideas within their division or the company.

6.2.2.15 No employee can self-approve anything that benefits them in the company.

6.2.2.16 It is not permitted to carry out private professional activities during the working day.

6.2.2.17 Every employee must cultivate the awareness that all divisions have their importance within **SYNERGYE,** interacting with each other in order to keep the company's activities running smoothly. Based on this principle, ensure that hierarchical relationships are as healthy as possible, guided by mutual respect between employees.

6.2.2.18 Those who occupy a leadership position within **SYNERGYE** must pay special attention to their conduct and adopt an exemplary ethical stance that inspires confidence in order to be followed by other employees.

6.2.2.19 Employees who feel disrespected, discriminated against or embarrassed must use the

reporting system via email compliance@im.com.br, to report the fact in disagreement with this Code. This report will be treated confidentially and without retaliation, according to the rules detailed above.

6.2.3 Political participation

6.2.3.1 SYNERGYE **does** not make donations to political parties or candidates for public office.

6.2.3.2 SYNERGYE **must** always remain equidistant from political parties, encouraging democracy and free enterprise.

6.2.3.3 Employees cannot issue partisan positions in the name of **SYNERGYE,** in order not to compromise the company's neutrality.

6.2.3.4 Employees have their individual right to carry out political activities if they do not link to or use **SYNERGYE 's name** and that they are not carried out within its facilities.

6.2.3.5 Any employee who runs for political office must inform **SYNERGYE.** So that you can decide whether to suspend your employment contract.

6.2.4 **SYNERGYE** Heritage

6.2.4.1 No employee should use company assets or assets for their own benefit or for private activities.

6.2.4.2 In the case of work tools such as, for example, cell phones and laptops, in which, due to the nature of the equipment and work, it is impracticable to separate or control business and private use, the employee is responsible for any loss or damage to **SYNERGYE** da If used inappropriately, the use of company cars also applies.

6.2.5 Use of the internet, intranet, social media and virtual systems

6.2.5.1 Every employee is required to use common sense and responsibility when using digital correspondence, emails, professional or non-professional social networking sites, blogs, etc. These correspondences cannot compromise **SYNERGYE** and **SYNERGYE 's ethics** or harm your productivity or that of your colleagues, nor commit moral or personal offenses to anyone whatsoever, or so-called web crimes such as the practice or encouragement of pedophilia or pornography. child using the network.

6.2.5.2 It is not permitted to create **SYNERGYE profiles without authorization from the person responsible for SYNERGYE** Corporate Communications.

6.2.6 Confidentiality and information security

6.2.6.1 Every employee must protect confidential information, or information considered strategic in relation to business and competition, as well as documents, projects, inventions, systems, and processes that they have access to or are entrusted with. It is also prohibited to pass them on to third parties without superior authorization in accordance with the company's delegation of responsibilities.

6.2.6.2 **SYNERGYE** matters in public environments such as airports, aircraft, parties, etc., in a way that third parties can hear.

6.2.6.3 The granting of passwords represents trust placed by the company. Its use is personal and non-transferable, and the employee is responsible for any deviation resulting from misuse or carelessness.

6.2.6.4 Any employee who has access to privileged information within **SYNERGYE** may not, under any circumstances, disclose it to third parties, nor use it for their own benefit.

6.2.7 Intellectual property

6.2.7.1 The merits of authorship in generating ideas, once proven, must always be preserved to value the name and capacity of the author.

6.2.7.2 All creation, invention and development of ideas, processes, systems, products and services, created within the scope of work, or the responsibilities and mission of the employee's function or position in the company, must be transferred to **SYNERGYE,** with the exceptions defined in special agreements.

6.2.7.3 The intellectual property of third parties must always be respected, not violating copyrights, or downloading software without the owner's permission.

6.2.8 Group spirit.

6.2.8.1 Every person, upon joining **SYNERGYE as an employee,** is considered an employee of the

company. Therefore, you must develop and practice GROUP SPIRIT through which, in addition to defending the interests of the unit where you work directly, you must also think and act for the benefit of the greater interests of **SYNERGYE.**

6.2.9 Health and safety at Work

6.2.9.1 SYNERGYE strives **for** the highest standards of safety, health, and security in the workplace by implementing programs, training, and internal controls necessary to promote safe work practices. All types of risk to co-workers, suppliers, customers, and communities must be avoided.

6.2.9.2 Every **SYNERGYE employee** is responsible for contributing to workplace safety, suggesting improvements, taking preventive measures, or notifying those responsible internally when they notice any unsafe condition.

6.2.9.3 You must behave in the same way in relation to unhealthy or ergonomic environments or conditions that put the health of any employee at risk.

6.2.10 Internal and corporate communication

6.2.10.1 Relationships with the media must be based on truth, respect for human dignity and the protection of **SYNERGYE** and its stakeholders.

6.2.10.2 Only authorized spokespersons may make statements to the press, if they are on matters within their responsibility and in accordance with the competence or delegation of responsibility for such.

6.2.10.3 **SYNERGYE** employees who write articles and opinions for the press must not sign the position and the company when the opinion or article is of a personal nature.

6.2.11 Records

6.2.11.1 It is essential to maintain accurate records of the activities carried out in corporate systems.

6.2.11.2 The Public Prosecutor's Office and Government Regulatory Bodies need the accuracy and precision of the information contained in the records of all businesses. Employees and partners responsible for any form of registration have the responsibility to ensure that the information is accurate, timely, complete, clear and understandable. This applies to all

types of records, technical, commercial, or financial.

6.2.11.3 Financial records must follow internal and legal procedures. It will not be permitted for an employee to create or participate in the creation of records that purposely contain incorrect information, aiming to mislead someone or hide any improper activity. This means that you should never make false or misleading entries, unrecorded sums or improperly disclosed off-balance sheet accounts.

6.2.12 Audits and Investigations

6.2.12.1 In the event of investigations carried out by legitimate authorities, all employees must cooperate. Any visit by a public official, relating to an investigation or inquiry, must be coordinated by the Legal Department and the person responsible for the area involved in the investigation.

6.2.12.2 Inspections by government authorities, in any sphere, must always be presented via official letter. Responses to these letters must be made formally, in writing, with due legal analysis, and presented through a protocol to the requesting body.

6.2.12.3 Any administrative process, such as a notice, subpoena, or any official document received, must be forwarded to the Legal Department for the necessary measures.

6.2.12.4 SYNERGYE **does** not allow its employees or partners to use its name to resolve personal matters before government bodies.

6.2.13 Responsibilities of Directors and Managers

6.2.14 **SYNERGYE** Directors and Managers have additional responsibilities that go beyond respecting the Code and procedures. They are expected to lead by example and always demonstrate fidelity and consistency with this code. They must also support **SYNERGYE** 's values and promote ethical business standards.

6.2.15 Managers must make the Code of Conduct and internal procedures, which apply to their work areas, available to all their employees. They must be prepared to receive questions and seek the applicable answer.

6.2.16 The person responsible for Compliance will provide managers with the necessary support so that this code, policies, and procedures are observed by everyone.

6.2.17 Quality

6.2.17.1 All **SYNERGYE** is committed to the quality of its activities.

6.2.17.2 To achieve this commitment, all quality control standards that govern the duties of the work carried out must be respected, such as Internal regulations and control procedures and specifications contained in contracts.

6.3 External Environment:

6.3.1 It involves the universe of interactions with people, public bodies, entities, and organizations external to **SYNERGYE.**

6.3.2 Partner Customers, Suppliers and Competitors

6.3.3 As part of protecting the integrity of **SYNERGYE,** it is necessary to ensure that interactions with third parties are appropriate and that all activities carried out by **SYNERGYE** are correct, fair and objective.

6.3.4 Correct business practices

6.3.4.1 Principles such as integrity, honesty and transparency must guide each employee in their commercial activities.

6.3.4.2 All customers, suppliers and partners must be treated in accordance with **SYNERGYE values** and in accordance with applicable law and regulations.

6.3.5 Customers

6.3.5.1 SYNERGYE ensures compliance with all obligations assumed with the customer. Every commitment must be strictly fulfilled.

6.3.5.2 Employees must seek to understand the needs of our customers and build the Solution that delivers the expected benefits.

6.3.6 Government Customers

6.3.6.1 SYNERGYE **is** constantly involved in projects and contract negotiations with various

government authorities. This type of client requires strict compliance with current legislation.

6.3.6.2 All employees and partners involved with these clients must ensure compliance with the law, acting with honesty and integrity throughout the process in which they operate.

6.3.6.3 In projects that involve contracts with a government entity, including state-owned or government-controlled entities, there is a duty to know and follow the laws and regulations that govern contracting with the public administration.

6.3.6.4 It is important to highlight that these rules, including confidentiality obligations, are considerably more stringent than those governing relationships with private clients.

6.3.6.5 **Reference document** – PO-JUR-005 - Anti-Corruption Policy

6.3.7 Protection of third-party information

6.3.7.1 SYNERGYE and its employees safeguard and protect the confidential information of its partners. Third party information must be treated in accordance with the terms of its disclosure and in accordance with applicable law and regulations.

6.3.7.2 This obligation is enhanced by the profile of customers with which **SYNERGYE** carries out its activities. In some cases, **SYNERGYE** is subject to specific legislation on confidentiality and secrecy, such as what occurs in the case of Government clients.

6.3.7.3 Every employee is responsible for the information to which they have access. The display of documents on worktables or even computers should be observed.

6.3.7.4 Any questions must be reported to the immediate manager or the person responsible for Compliance.

6.3.8 Partners and Suppliers

6.3.8.1 The relationship with partners and suppliers must be based on a win-win relationship, aiming at prosperity and generating value for both parties and they must be required to comply with their legal obligations, ethical conduct and respect for **SYNERGYE 's values.**

6.3.8.2 The selection of suppliers must be based on objective, transparent and impersonal criteria, with no type of favoritism permitted.

6.3.8.3 **SYNERGYE** 's goal is to work with the best partners and suppliers who have the highest standards of integrity.

6.3.8.4 **SYNERGYE** partners and suppliers are expected to share and share the same ethical standards in business, especially about anti-corruption actions, human rights, labor standards and environmental sustainability.

6.3.8.5 SYNERGYE **does** not use or accept partners and suppliers who work with slave labor and/or child labor.

6.3.8.6 Supplier partners must declare that they are aware of and comply with **SYNERGYE 's standards of conduct.**

6.3.9 Competition

6.3.9.1 **SYNERGYE** 's relationship with competitors is based on ethical and legal attitudes, and it is the duty of all employees to ensure, with their attitudes, the maintenance of this relationship.

6.3.9.2 **SYNERGYE** 's positioning in the market, alone or in partnership, must always follow the principles of this Code of Conduct.

6.3.9.3 In relations with competitors, practices or acts that result in defamation, slander or insult are not tolerated. everyone must strictly comply with the competition laws applicable in Brazil.

6.3.9.4 SYNERGYE **will** not accept conduct that is contrary to free competition or that denigrates the competitor's **SYNERGYE.**

6.3.10 Zero tolerance to corruption

6.3.10.1 SYNERGYE **does** not tolerate bribery and inappropriate transactions.

6.3.10.2 No **SYNERGYE employee** should be involved in any type of corruption, whether public or private.

6.3.10.3 Brazilian legislation determines that attitudes that constitute corruption by public employees are a crime. According to these laws, it is prohibited to offer, attempt to offer,

promise, and authorize any type of bribe to a public employee for the purpose of obtaining or maintaining business, or an undue advantage.

6.3.10.4 You cannot hire third parties for these purposes. Hiring a third party to indirectly make an undue payment violates Brazilian anti-corruption law, in addition to the criminal code.

6.3.10.5 The anti-corruption policy must also be applied when hiring third parties. All third parties hired by **SYNERGYE** must be carefully filtered and follow the same standards of conduct when carrying out their activities.

6.3.10.6 When interacting with public employees, you must pay attention to local regulations, including those that limit or prohibit gifts and hospitality.

6.3.10.7 **Reference document –** PO-JUR-003 – Gifts and Hospitality Policy and PO-JUR-005 – Anti-Corruption Policy.

6.3.11 Corporate events

6.3.11.1 Employees, when attending events promoted by **SYNERGYE** for the external public, must act as hosts, avoiding being together at the same table or in groups.

6.3.11.2 Employees, when attending events with the participation of the external public, must seek to get closer to other participants with the purpose of establishing networking, developing professional relationships and commercial opportunities, as well as acquiring important experiences and information to enrich their knowledge and **SYNERGYE** business.

6.3.11.3 **SYNERGYE** employees must wear the **SYNERGYE** badge in social and business activities, especially when traveling on behalf of the company.

6.3.12 Gifts and Hospitalities

6.3.13 Business courtesies, such as gifts and hospitality, given or received from customers, suppliers and other partners are common practices in the business environment. Used to build goodwill and recognize the value of relationships.

6.3.14 However, such courtesies must reflect a normal business situation and cannot influence or appear to influence any business decision.

6.3.15 Business courtesies follow several restrictions when it comes to relationships with public bodies, containing limits that must be observed. They may be prohibited by law in some

specific situations and in some countries. **SYNERGYE** 's gift and hospitality policy must be followed and, in case of doubt, contact the person responsible for Compliance.

6.3.16 Gifts of cash or cash equivalents such as vouchers and settlement are also prohibited.

6.3.17 **Reference Document –** PO-JUR-003 – Gifts and Hospitality Policy

6.3.18 Conflict of interests

6.3.18.1 A conflict of interest exists when the employee, in contact or negotiation with business partners, seeks, with their attitudes, situations that aim to benefit interests.

6.3.18.2 **SYNERGYE** customer, supplier, partner, or competitor.

6.3.18.3 If the employee comes across any type of offer or a real or apparent conflict of interest, he or she must bring it to the attention of his or her superior.

6.3.18.4 Care must be taken when hiring former or current public servants, whether as collaborators or consultants. In this situation, all applicable laws must be observed, as well as regulations and guidelines, especially those relating to conflicts of interest.

6.3.18.5 If the employee has another occupation, in addition to that developed at **SYNERGYE,** they must inform their superior.

6.3.18.6 **Reference document** – PO-JUR-002 - Conflict of Interest Policy.

6.3.19 Class entities/civil society bodies

6.3.20 **SYNERGYE** employees are encouraged to participate in business class entities and civil society bodies, in order to represent the **SYNERGYE brand,** collaborate and positively influence the changes and improvements necessary for the interests of society, the appreciation of free initiative, the development of democracy and the country's growth.

6.3.21 Community

6.3.22 SYNERGYE seeks to participate in social, cultural, and environmental projects that aim to improve the quality of the population, including being the main cause **of SYNERGYE.**

6.3.23 All proposals for participation in projects will be analyzed by the Board.

6.3.24 Unions

6.3.24.1 SYNERGYE **is** open to interactions with unions if a climate of mutual respect is maintained.

6.3.25 Regulatory Entities

6.3.25.1 The attitude of employees towards authorities and people who have supervisory powers must be polite and respectful, and behavior that prevents or hinders the legal actions of these agents is not permitted.

6.3.26 Environment

6.3.26.1 SYNERGYE respects the environment and seeks all ways to protect it when carrying out its activities. All environmental laws and regulations applicable to **SYNERGYE** are strictly respected.

6.3.26.2 Respect and care for the environment must guide all employee actions, both internally and externally. This stance involves the preservation of natural resources, the management of solid waste and everyone's responsibility for the physical space occupied.

7 RECORDS

Identification	Protection	Storage	Recovery	Filing time	Disposal
AT	AT	AT	AT	AT	AT

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