



Internal Labor Regulation

2020

INTERNAL LABOR REGULATION

CHAPTER 1

INDIVIDUAL EMPLOYMENT CONTRACT INTEGRATION

Art. 1 –The present Regulations are an integral part of the individual employment contract. The rules and precepts contained herein apply to all employees and complements the general principles of rights and duties contained in the Consolidation of Brazilian Labor Laws (CLT).

Sole Paragraph – The present contract is binding upon the parties during its term and the employee, who signs it, cannot claim to be unaware of its provisions.

CHAPTER 2

ADMISSION

Art. 2 –The admission of an employee is subjected to the terms of the selection and recruitment process, as well as to the medical evaluation and presentation of the required documents, within the deadline set by the employer.

CHAPTER 3

EMPLOYEES DUTIES, OBLIGATIONS AND RESPONSIBILITIES

Art. 3 – Every employee shall:

- a) fulfill the commitments assumed in the employment contract in a zealous, careful and competent way;
- b) obey the orders and instructions issued by their hierarchical superiors;
- c) suggest measures for greater service efficiency;
- d) act with discipline in the workplace;

- e) ensure order and cleanliness in the workplace;
- f) ensure the good conservation of facilities, equipment and machinery, reporting any abnormalities noted;
- g) maintain in private and professional life a conduct compatible with the dignity of the position held and with the reputation of the Institute;
- h) use work safety equipment, as well as those determined by virtue of the legislation that regulates its activity;
- i) wear the established means of personal identification (badge);
- j) maintain a collaborative spirit with the Institute and its colleagues;
- k) inform the department or person responsible for human resources about any change in their personal data, such as marital or military status, increase or reduction of family members, possible change of residence, etc.;
- l) respect the honor, good reputation and physical integrity of all people with whom they have contact for employment reasons;
- m) wear the uniform provided by the employer;
- n) respond for damages caused to the Institute, by fault or malice (negligence, malpractice or recklessness), being the employee considered responsible for:
 - evasion of values and objects trusted to them;
 - any damages to materials under their custody or subject to their inspection; and,
 - willful miscalculation against the Institute.

§ 1 – The administrative liability does not exempt the employee from the appropriate civil or criminal liability.

§ 2 – Indemnities and replacements for damages caused shall be deducted from wages.

CHAPTER 4

WORKING HOURS

Art. 4 – The established working hours shall be strictly complied with by all employees; however, they can be changed according to service needs.

Sole paragraph – The Institute’s standard working hours are 44 hours per week.

Art. 5 – Employees must be in their respective places at the start of work time; delays shall not be allowed, unless the justifications presented are in accordance with the Institute’s internal regulations.

Sole paragraph – In the case of a coffee break, its interval shall be stipulated by the management and cannot exceed 10 minutes.

Art. 6 – Overtime work shall be previously informed, authorized in writing, and paid in accordance with the law or compensated by an overtime bank.

CHAPTER 5

PUNCH CARD OR TIMEKEEPING BOOK

Art. 7 – Entry and exit shall observe the designated time.

Art. 8 – It is up to the employee to punch the card or fill in the timekeeping book, at the beginning and the end of the day, as well as during coffee, meal and rest break intervals.

§ 1 – It is expressly prohibited to punch someone else's card. If such occurs, the employee shall suffer the consequences, from verbal warning to dismissal.

§ 2 – Any mistakes concerning the daily attendance control shall be immediately reported in writing to the department or person responsible for the Institute's human resources.

Art. 9 – All employees, except the managers, are obliged to punch the card or fill in the timekeeping book, as the case may be.



CHAPTER 6

ABSENCES AND DELAYS

Art. 10 –The employee who is late for work, leaves before the end of the day or is absent, for any reason, shall justify the fact to the immediate superior, either orally or in writing.

§ 1 –The Institute is responsible for discounting the periods related to delays, early departures, absences from work and the consequent weekly rest, except in case of legally justified absences.

§2 – Illegal absences, not justified before the corresponding supervisor, shall entail the application of the penalties provided for in CHAPTER 14.

CHAPTER 7

PAYMENT

Art. 11 –The Institute shall pay the salaries until the fifth working day of the following month.

Art. 12 – The salary shall be deposited in a banking account.

Art. 13 – Any errors or differences shall be informed to the Personnel Department, on the first business day after the corresponding payment.

Art. 14 – Earnings and allowances of the employees registered with the Social Integration Program (PIS) shall be made on the payroll, once a year, in accordance with the record file sent by the Caixa Econômica Federal.

CHAPTER 8

VACATIONS

Art. 15 – It is the Institute's responsibility to annually set the period during which its employees shall enjoy their vacation, subject to the exceptions provided for by law.

CHAPTER 9

LEAVE OF ABSENCE

Art. 16 – As established in the CLT, the Institute shall grant leave to the employee under the following circumstances:

- Marriage;
- Death of a spouse, ascendant, descendant or dependent declared in the Social-Security Card (CTPS); and
- Birth of a child.

§ 1 – The employee shall communicate their marriage, in writing, to the person or department responsible for the Institute's department of human resources, at least 8 days in advance.

§ 2 – In the event of the death and birth of a child, the employee shall communicate the event to the person or department responsible for the Institute's department of human resources on its respective day.

§ 3 – In any of these cases, the employee shall present the required documentary evidence.

CHAPTER 10

TRANSFERENCES

Art. 17 – The employer may transfer the employees to any unit that needs the , at any time, as long as they are duly communicated 05 days in advance.

CHAPTER 11

BENEFITS

Art. 18 – The Institute shall offer the following advantages:

- a) dental insurance;
- b) group life insurance;

- c) cafeteria: for employees who work at the organization's headquarters;
- d) transportation voucher;
- e) Unimed Medical Insurance;
- f) agreement with the Public Servant Club and Sesi Club and;
- g) ECX Card benefit;
- h) discount on internal products.

CHAPTER 12

PROHIBITIONS

Art. 19 – It is expressly forbidden to:

- a) Enter or remain in areas alien to their own work, except by express order;
- b) Engage in any activity that may harm the Institute's interests and make personal use, without superior authorization, of the machines, computers, telephones, etc., which are available in the work environment.
- c) Promote discussions, make noise and joke around, during the work day;
- d) Use inappropriate, immoral disrespectful words or gestures on the Institute's premises;
- e) Remove from the workplace, without prior authorization, any equipment, object or document.
- f) Propagate or incite insubordination in the workplace;
- g) Introduce outsiders to the Institute's premises, without prior authorization;
- h) Disclose, by any means, the Institute's private issues; and
- i) Use personal equipment (notebook, pen drive, etc.) within the institute's premises.

CHAPTER 13

INTERPERSONAL RELATIONSHIP

Art. 20 – All employees, without distinction, shall effectively collaborate to the achievement of the Institute's purposes.

Art. 21 – Harmony, cordiality, respect and a spirit of understanding shall prevail in the relationships established regardless of hierarchical position.

Art. 22 – Team spirit shall prevail in the execution of tasks to achieve the Institute's objectives.

CHAPTER 14

PENALTIES

Art. 23 – The employees who violate the rules of this Regulation are subject to the following penalties:

- Oral warning;
- Written warning;
- Suspension; and
- Dismissal.

Art. 24 – The penalties shall be applied according to the seriousness of the infringement by the person or department responsible for the Institute's human resources department.

Art. 25 – The respective supervisors shall prepare a written and detailed report on cases of fair dismissal.

CHAPTER 15

GENERAL PROVISIONS

Art. 26 – The employee has the right to make suggestions or complaints about any matter pertaining the Institute's work and activities.

Art. 27 – The employees shall follow the present Regulations, newsletters, work orders, notices, communications and other instructions issued by the Institute's management.

Art. 28 – Each employee shall receive a copy of these Regulations and declare, in writing, that they have received and read it, as well as agreed to its content and conditions.

Art. 29 – The omissions or unforeseen cases shall be dealt by the Institute in light of the CLT and other relevant complementary legislation.

Art. 30 – The present Regulation shall be replaced by another, whenever the Institute deems it convenient, as a result of changes in the social legislation.