



RNP Supplies Relationship Policy

Distribution and Effectiveness

This document consists of RNP Supplier Relationship Policy, which should be of science and observance to all employees of the organization, including PoPs, suppliers and other external parties, when necessary. To do so, the policy must be available for consultation at any time in all RNP internal and external media.

This version has been approved by the Board of Executive Officers and will take effect immediately after its approval and automatically revokes the previous versions.

The validity period of this document is indeterminate and may be changed at any time due to changes in RNP's legal requirements and guidelines or strategic objectives.

Approval Cycle

We approve the "RNP Supplier Relationship Policy" by:

Preparer	Date
Purchase Coordination/GADM	10/19/2015

Reviewer and approver	Date
Wilson Coury	2016

Final Approver	Date

Version Control

Version	Date	Responsible	Nature of changes
1.0			First version of the document.

Introduction

Qualified as a Social Organization (OS), the National Education and Research Network (RNP) is linked to the Ministry of Science, Technology, Innovation and Communications (MCTIC) and maintained by it, together with the Ministries of Education (MEC) Citizenship, Health (MS) and Defense (MD), who participate in the Interministerial Program RNP (PI-RNP). A pioneer in Internet access in Brazil, RNP plans, operates and maintains the Ipê network, a national high-performance academic optical infrastructure. With Points of Presence in 27 units of the federation, the network connects 1,174 campuses and units in the capitals and in the interior. There are more than 4 million users, benefiting from an advanced network infrastructure for communication, computing and experimentation, which contributes to the integration of Science and Technology, Higher Education, Health, Culture and Defense systems.

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1 - OBJECTIVES

The Supplier Relationship Policy aims to:

- Establish a good relationship with suppliers, partners and service providers through ethical conduct in business relationships.
- To communicate to suppliers, commercial partners and service providers the rules of conduct adopted by RNP.

- Preserving the image and reputation of RNP in the commercial relationship, by means of procedures that are in accordance with the principles and guidelines set forth in this document and the RNP Code of Ethics and Conduct.
- Recommend to suppliers, partners and service providers that the rules set out here be extended to the companies contracted by them.

2 - DECLARATION OF PRINCIPLES

RNP undertakes, in the relationship with its suppliers of goods and services, to obey the principles and guidelines of this document and those established in its Code of Ethics and Conduct.

Suppliers, partners and service providers should be responsible for conducting their business with RNP, based on good business practices, committing themselves to know and follow the principles and guidelines of the RNP Code of Ethics and Conduct and the laws and principles (Law No. 12.846 / 13 and its updates), reinforced in some items of this policy.

The use of the principles of this policy will enable RNP's suppliers, partners and service providers to continuously improve commercial relations between the parties, giving reliability and continuously ensuring compliance with workers' rights, labor standards and other human rights issues, environmental partners and sustainability of organizational processes.

3 - GUIDELINES

3.1 Relationship

RNP:

- Strengthens the construction of business relations that are mutually satisfactory to it and its suppliers;
- Does not work with suppliers who offer benefits or benefits of any nature to its employees in exchange for the award of services or business perspective;
- Establishes penalties for employees who may act for their own or others' benefit, presenting favoritism or preference to any supplier or accepting offers that may be considered as compensation for any contractual advantage;
- Fully respects the laws and regulations applicable in the country, or international agreements and agreements, including the anticorruption guidelines applied by Law 12.846 / 13 and their updates, in which operations are performed; and
- Promotes joint initiatives for the development of products and services and improvement of processes and forms of relationship.

3.2 Participation in procurement and contracting processes

RNP:

- Targets the relationship based on the exercise of competitive commercial practices in relation to the quality, price, term and agreed service, assuming that all decisions must have technical, economic and environmental support;
- Does not work with suppliers who: Take advantage of the single supplier to offer high prices; expose RNP's brand, image and reputation; lack the truth or deliberately induce error during the negotiations; are notoriously committed above their actual capabilities; or any other behavior that undermines the isonomy in the purchasing process;
- Requires that all products and services must be delivered in accordance with the quality and safety criteria stipulated, either in the approved proposal, in the accepted purchase order or via contract, given the full intended use;
- Commits itself to forwarding the requirements for the Levels of Services and of Social and Environmental Responsibility together with the invitations of the procurement processes and their respective documents;
- Undertakes to provide clear and adequate information and requirements in such a way that the supplier knows what, when and where he will provide the product / service, in addition to charging that suppliers meet the agreed conditions, at any time.
- There will be no privileges or favors in procurement processes, suppliers that have any type of cooperation contract, sponsorships or adherence to internal partner strengthening programs, such as the Contributor Supplier Program, for example.

3.3 Human, social and workers' rights

RNP is not related to:

- Suppliers who are involved in the exploitation of child, degrading or slave labor and who do not comply with labor laws;
- Suppliers who are not up to date with their fiscal and social situations, and need proof, with regular documentation submission, thus maintaining their registered status, following the guidelines of the Supplier Management process.

3.4 Privacy Policy

- RNP respects and protects all information contained in the processes and in the confidentiality agreements concerning industrial and intellectual property that suppliers may share with RNP; Environment, socio-environmental, health, safety and well-being

3.5 RNP will conduct its operations with respect to the environment and in accordance

- Normative Instruction INº01 of the Standard of Purchasing Management: Criteria for sustainable procurement and contracting at RNP.

4 - THIRD-PARTY SERVICES

RNP considers outsourcing an alternative to increase efficiency, generating value for the organization and for the stakeholders, complementary to the support activities of the organization. The provision of outsourced services is monitored based on criteria of cost-benefit, operational capacity, quality, suitability, safety and risk, among others.

5. SUPPLIER MANAGEMENT

5.1 Treatment of non-conformities in suppliers

According to the outcome of the Evaluation and Monitoring sub-process, suppliers and service providers should make efforts to promptly implement corrective actions to address identified nonconformities. RNP will be able to carry out visits to the facilities of its suppliers and service providers, as well as send monitoring questionnaires to ensure compliance with this relationship policy and the stated nonconformities.

5.2 Supplier Management Process

RNP undertakes to have a Supplier Management process transparent, in accordance with a Supplier Management Standard, including the following sub-processes below:

- Prospection, selection, classification, registration and homologation of suppliers;
- Development and strengthening of partnerships with suppliers;
- Corrective development of suppliers and
- System of evaluation, qualification and monitoring of suppliers.

6 - MANAGEMENT OF THIS POLICY

6.1. In compliance with the Supplier Relationship Policy and the RNP Code of Ethics and Conduct, it is established that in the contacts with suppliers, the intervening members of the RNP staff, according to their functional duties, must follow the instructions contained in the following items:

I - The face-to-face relationship may occur in any room or locality with RNP's suppliers and must be attended by at least two (2) RNP employees.

II - Written electronic communications must always be transcribed with the extension "@ rnp.br", to be considered official in the processes and negotiations between the parties.

III - Copies of communications made and documentation between RNP and Contractor must be filed in own folder, for registration and internal control.

IV - Suppliers will appoint their Relationship Agents to RNP (attorneys, agents, representatives, etc.) and the negotiations with the contracted company will only take place through the indicated representatives.

6.2. RNP's employees are indispensable, observing the Code of Ethics and Conduct of RNP, involved in the relationship process with suppliers; (bidding process, negotiation and administration of contracts, management of suppliers, user of services, recipients of goods, etc.):

I - Declare when there is participation of you, from spouse or relatives, up to third degree, in a corporate frame of company that appears as a supplier of RNP;

II - To declare its participation in conjunction with suppliers of RNP, in any economic activities, even if not related to the professional activities developed by RNP;

III - Refuse to offer a reward under the argument of service or good service;

IV - Refuse gifts and gifts of any value over R \$ 100.00 (one hundred reais).

V - To preserve the secrecy of privileged information, refraining from using them for their own benefit or of third parties;

VI - Only forward decisions to suppliers respecting RNP's internal competencies and responsibilities;

VII - Abstain from procedures that may characterize influence traffic or sponsorship, direct or indirect, of private interest before RNP, using the quality of collaborator;

VIII - Conduct the purchase and / or contracting of products and services in accordance with the legal provisions contained in the Regulation and its own standard and in compliance with the RNP Code of Ethics and Conduct;

IX - Conduct proper administration of contracts, avoiding circumstances of favoring any supplier, for own or others;

X - Report any abnormality (malicious approach on the part of supplier, proposals that make the decorum or offers that compromise the smoothness and legality of the processes under its responsibility) to one of the Area managers or of projects directly related to the process;

XI - Refrain, in compliance with the principle of Impersonality, from indicating or suggesting to RNP suppliers the contracting of third parties to perform the contracted services, or to defend promotions for employees of these suppliers;

XII - Ensure the preservation of the documents under its custody, in order to preserve the secrecy of privileged information and the integrity of the process;

XIII - Accept invitations to events with expenses borne by clients, suppliers and other stakeholders only when there is a real opportunity for professional development and new practices for RNP, when they have also been extended to professionals from other companies and with authorization from the Executive Board of the RNP;

XIV - Adopt the criteria established in the Human Resources Regulation of RNP in the hiring of companies owned or managed by former employees;

XV - In participation in external Events, if the employee wins some prize, by means of a lottery, it can be accepted, without the need for internal authorization to use it. It will be conditioned to the analysis by the Executive Board of RNP the participation of RNP employees, as well as the linkage of their image, in business promotion activities, advertising pieces or marketing actions of suppliers.

The contacts with the suppliers for matters related to contracting processes (bidding process) in progress, should only be made through the purchasing and contract areas of RNP.

7. OBLIGATIONS

7.1. Supplier's Obligations

- Deliver proposals on time with prices under the conditions established by RNP.
- Respect deadlines and delivery locations.
- Provide products and services within the specification.
- Attend to all information requested by the RNP Buyer.
- Respect the agreements and procedures of purchase and payment of the RNP as arranged in letters invitations, request for quotation, request or agreed in contract.
- Ensure that the Supplier Relationship Policy requirements and the RNP Code of Ethics and Conduct are understood by your suppliers and partners and have their commitment to serving them.
- Comply fully with what is established in the contract.

7.2. RNP's Obligations

- Specify in detail the item to be purchased.
- Offer, in accordance with the Basic Purchasing Regulation, full transparency in the processes.
- Respect payment deadlines.
- Always make the best purchase based on the principles of the Basic Purchasing Regulation.
- Always promote good communication with suppliers and partners.
- Comply fully with what is established in the contract.

8. VIOLATIONS, REVISIONS AND DISSEMINATION OF THE POLICY

The proven non-compliance with the terms established in this Supplier Relations Policy shall subject the supplier to the application of the administrative sanctions provided for in the purchase order and in the contractual instruments, without prejudice to any penal and civil penalties legally established.

This Supplier Relationship Policy will be subject to periodic reviews, with transparency and stakeholder participation, and will be posted on the organization's website, portal, or other public means of communication.

