



# Sustainability Report

---

2022 & 2023





**MESSAGE FROM THE CEO 3**
**INTRODUCTION 7**
**About the Report 8**

Defining Material Topics 9

Description of Material Topics 12

**Who are we 14**

Management and Governance 15

Timeline 18

Commitment to Sustainability 19

Awards, Recognition and Admissions 24

**SOCIAL IMPACT 29**
**Fair Labor Practices 31**

Working Hours 32

Compensation and Benefits 33

Corporate Education 34

Forming Stars Program 35

**Occupational Health and Safety 38**

Life in Balance Program 39

Awareness campaigns 40

**Diversity, Equity & Inclusion 41**

Diversity, Equity &amp; Inclusion Committee 42

Diversity, Equity &amp; Inclusion Work Group 43

People Recruitment and Selection 44

**Local Community Development 47**

Corporate volunteer program and incentive actions 48

**ENVIRONMENTAL IMPACT 56**
**Climate Strategy 57**

Greenhouse Gas 58

Inventory 58

Commitment to the Reduction of Gas Emissions 61

Sustainable Waste Management 64

**ECONOMIC IMPACT AND GOVERNANCE 66**
**Corporate Governance 67**
**Performance and Economic Impact 68**

The Importance of Managing Financial Resources 68

**Anti-corruption Practices 69**

Code of Ethics and Compliance 69

Reporting Channel 70

Ethics &amp; Compliance Committee 72

Information Security 73

**ANNEXES 74**
**About this report 75**
**SDG Index 76**
**Contact 77**

# Summary

## MESSAGE FROM THE CEO

During the year of 2018, our organization engaged in a strategic planning project for the years 2019 to 2024, with the support of an outside consultancy and intense contributions by its employees.

From the discussions held, we defined five strategic drivers for the coming years and, among them, is the goal to “contribute to the sustainable development of society.”

This marked the beginning of our efforts to seek initiatives and foster an internal culture where it would be possible to position Kasznar Leonardos as a company that effectively contributes to the sustainable development of society, pursuing actions that demonstrate the group’s commitment to the global issues involved in shifting to a more dignified, equitable world.

There are many ways by which a company can contribute to this sustainable development. Each company has its own characteristics, as well as its specific challenges, which means that sustainability strategies are variable. Regardless of the paths chosen, the important thing is that the company is committed to acting responsibly towards the environment and society.

Naturally, as a service company, the contributions we can make to the environment (here we address the “E” for Environmental in the ESG acronym) are limited, as we are not a company whose operations have a direct impact on the environment. Unlike industrial activities, for example, where the goal is the production or transformation of products that necessarily intersect with the environment, power consumption, waste management, or other factors that

could potentially harm the environment if not properly controlled.

Our firm provides services that are more focused on intellectual property and, therefore, the environmental impacts are essentially indirect, measurable by the means we use to perform our activities, by the relationships we establish with our suppliers, encouraging them (or not) to also be concerned with their own ESG practices, and through the dissemination of knowledge and responsibilities to our employees, emphasizing the importance of transforming these concerns into good individual and family practices, in addition to taking them into their respective social circles.

### OUR ESG STRATEGY

That is how, in 2019, when we developed our strategic plan with a vision for the future over the next five years, we defined the factors to be addressed in order to

meet our “social responsibility” directive:

Creating a culture of conscious consumption, aiming for the better use of resources and a lower environmental impact.

Turning Kasznar Leonardos into an organization that is recognized for respecting and valuing human beings and contributing to a fairer, more equitable society. Promoting training and education initiatives, encouraging innovation and entrepreneurship.

Expanding the knowledge of Intellectual Property in all the markets associated with the activities of Kasznar Leonardos.

Creating a policy that encourages employees to engage in volunteer actions, whether or not sponsored by Kasznar Leonardos, ensuring them a place on the organization’s overall corporate agenda.

## ENVIRONMENTAL

As for issues associated with conscious consumption and environmental impact, we have fully implemented a paperless environment where there is no more need to use paper for in-company or outside processes. Additionally, we have replaced internal consumables with recyclable materials [cups and other items].

We have also installed timers to be activated only during the use of restrooms and break rooms. At the same time. We conduct

in-company campaigns with our employees on how best to raise awareness and apply environmentally sound practices.

We have already implemented selective waste disposal in our offices in Rio de

Janeiro and São Paulo and are working towards ensuring that the entire building adopts the same standard of selective waste collection through partnerships with companies specializing in this form of waste disposal in both cities.

It is already a frequent requirement by our clients that our product and service vendors also be respective of environmental issues, which could lead to a virtuous circle where our entire service chain, from its origins to delivery, including the means used to do so, comply with the best practices concerning the “E” in ESG.

This pursuit also leads us to prioritize our investments in view of the financial maintenance of our operations in financial institutions that respect these principles and are recognized for it.

## SOCIAL ISSUES

This is perhaps the topic within ESG that has gotten the most attention, investments, and cooperation from our employees in recent years. Following the directive in our strategic planning developed in 2019, in April 2020, we instituted an extremely ambitious “Diversity, Equity, and Inclusion Program,” the benefits of which we have been reaping, especially since 2023.

This is an ongoing program, the stages of which are defined by priority, coordinated by a Work Group created specifically for this purpose, interacting with our Board

Of Directors through a Diversity, Equity and Inclusion Committee.

Our employees’ enthusiasm has been tremendous and everyone has actively participated, which certainly explains the success of the initiative. The program and The Work Group are coordinated by our

HR Manager, Fátima Barreiras, and the Committee is coordinated by our partner, Luciana Minada, representing the women who have been the pillars of the solid construction of this block within the firm.

### 1st year strategy (2020):

- Structuring the Diversity, Equity and Inclusion Program;
- Organization of the Diversity, Equity and Inclusion Work Group;
- Start to raise awareness and sensitize employees about the topic;
- Structuring internal communications;
- Research and identification of key endorsements to give visibility to the Program.



## 2nd year strategy (2021):

- Training leadership for diversity management;
- Structuring external communications;
- Development and execution of the Diversity, Equity and Inclusion Census;
- Continuing to raise awareness and sensitize employees to consolidate the “literacy” of all Kasznar Leonardos employees in the various addressed topics.

## 3rd year strategy (2022):

- Definition of indicators based on the results of the Diversity, Equity and Inclusion Census;
- Reviewing internal personnel

management policies, aligned with the strategies and indicators;

- Definition of target strategies and affirmative actions based on the results of the Diversity, Equity and Inclusion Census to address existing gaps;
- Maintaining “literacy” actions for Kasznar Leonardos employees;
- Aligning the DE&I Program with the Volunteering Program.

Through this strategic framework, the intended results have been achieved with huge success and intense employee participation. This success is reflected in internal initiatives that are already running at full steam, along with external partnerships that have positioned us among companies recognized for their ESG best practices.

Additionally, we have pledged support, through both funding and volunteer actions, to different institutions and NGOs, which brings us pride and satisfaction to know that we are

contributing to a better and more equitable society.

Our internal census study provided us with a better picture of our organization at the time [it was conducted in 2021], in terms of our diversity vs. non-diversity and where we should act to improve our contribution to ESG best practices.

For educational purposes, I will share our initiatives within the letter “S”, split into in-company actions, partnerships to support external actions, and partnerships with bodies that organize and evaluate companies in terms of ESG criteria.

## In-company actions

Different in-company employee training and development programs have resulted in a strong engagement, sense of belonging and professional growth among our colleagues. Some examples are the Star Training, In-Company Mentoring, Affirmative Vacancies, Free scholarships for employees, Courses and Training Working Group, among others.

## Partnerships to support external actions

Our firm engages with various external initiatives that result in significant social development within each specific initiative. I refer here to the partnerships that we have, for example, with TETO, the Little Prince Hospital, Apontar, Rio Memórias, among others.

## Partnerships with organizing and assessment bodies

Our partnership with Great People ESG has allowed us to coordinate our actions to move towards meeting the goals outlined by the Global Compact, in addition to supporting and guiding us in the process to be qualified as a B Corp. It is not the purpose of this letter to discuss each of these initiatives in detail, but I believe it is important to name them so that the level of commitment of Kasznar Leonardos to Social Responsibility issues and all their ramifications can be assessed.

## GOVERNANCE

Our strategic planning, in 2019, defined the implementation of a new governance model as one of the 5 key drivers, along with social responsibility and diversity.

Since the creation of Kasznar Leonardos in 2012, our management had followed an

unclear model, where a group of partners acted as Board Members, but also as Managers, which made the drafting of strategy, the execution of the goals set and all the interconnections that naturally existed difficult because of this lack of clarity in those definitions. So, throughout the year of 2020, we worked exhaustively, partnered with an outside consultancy, on a governance model that would be suitable for our business and aligned with the best practices. This work was done concurrently with the development of our compensation and performance model, which also resulted in a modern, transparent standard. Both projects were implemented in January 2021 and, as we approach the beginning of the fourth year of implementation, it is safe to say that we have made significant progress towards a governance structure that clearly defines the responsibilities and functions of each of the bodies currently managing our firm.

Our highest governing body is the

Partners' Assembly, which names the Board members, who, in turn, choose the Officers. Each level of this governance structure has clearly defined decision-making roles, and the Corporate Charter unequivocally outlines the scopes of action of each of the three corporate bodies.



João Vianna  
**CEO**



# Introduction

---



# About the report

Kasznar Leonardos' Sustainability Report refers to the period between January 1, 2022 and December 31, 2023. Its scope covers all operations carried out by both offices, in São Paulo and Rio de Janeiro.

The starting point for this report is to understand Kasznar Leonardos' business model and its main impacts on the economy, the environment and people. Based on this, we can identify the most important topics to be considered when analyzing the company's plan, opportunities, the risks it faces, and the actions it plans to take. These same topics are the basis for the selection of the report's contents, according to the recommendations of the Global Reporting Initiative (GRI).

Additionally, the practices implemented by the company, as well as its performance data, are presented in a way that is aligned with the United Nations' (UN) Sustainable Development Goals (SDGs).

\*The content of this publication has not been approved by the United Nations and does not reflect the views of the United Nations or its officials or Member States.



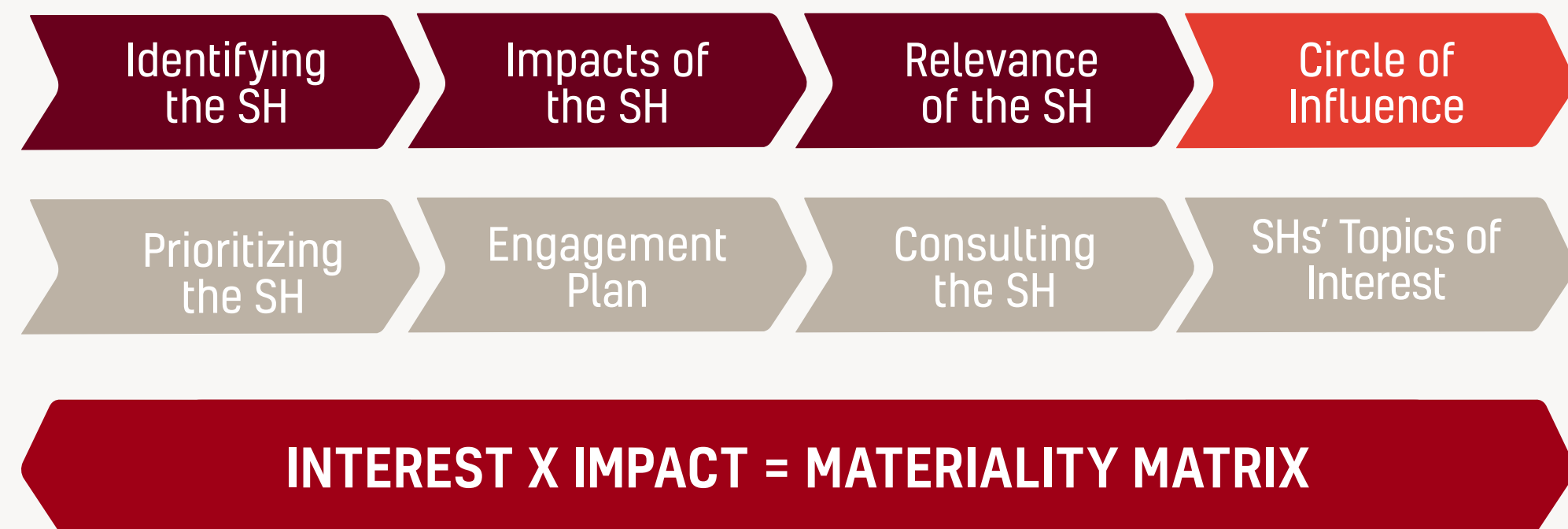
## DEFINING THE MATERIAL TOPICS

In 2022, we developed Kasznar Leonardos' first Materiality Matrix. In addition to being a recommended practice, by defining a materiality assessment, we ensure that we are aligned with the new 2021 GRI standards. So, we were inspired by the "**GRI 3: Material Topics 2021**" standard to determine what is effectively relevant to the organization.

Kasznar Leonardos' Materiality Assessment was conducted in eight steps, as illustrated in the following image.

## MATERIALITY ASSESSMENT

### TOPICS OF INTEREST TO STAKEHOLDERS (SH)

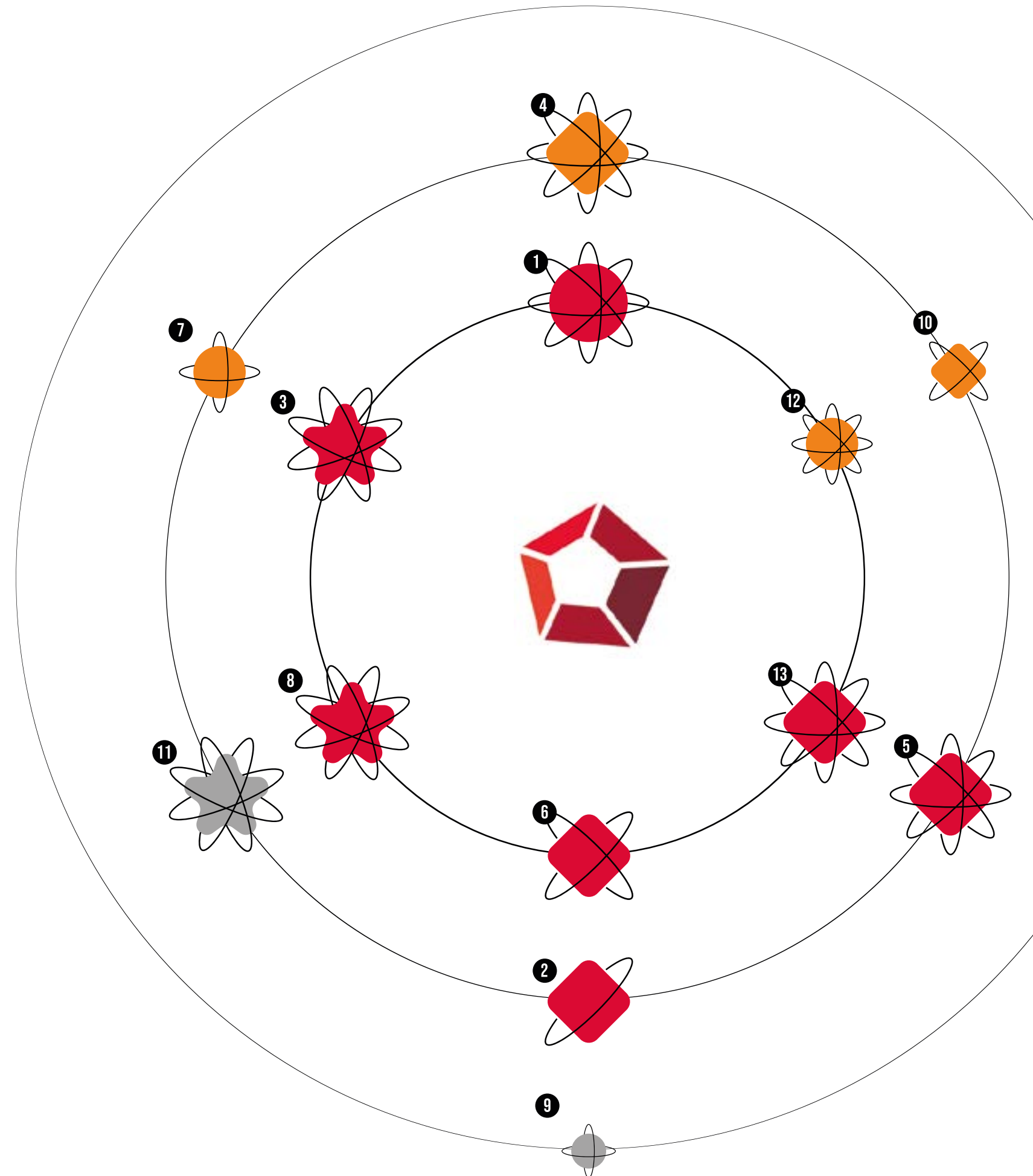


Once the Stakeholders (SH) are defined, we assess their impacts and relevance to the organization.

These activities result in the Circle of Influence, where we assess the full relationship between Kasznar Leonardos and each of the Stakeholders identified. This relationship encompasses the levels of:

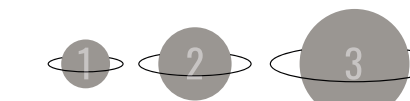
- Influence;
- How we affect the Stake Holders (SH)
- Relationship;
- Responsibility and dependence.

Based on this methodology, among the 13 stakeholders identified previously, we **prioritized 9**: associations, clients, employees, the local community, board members, international correspondent offices, interns, government/unions, and partners.



## LEGEND

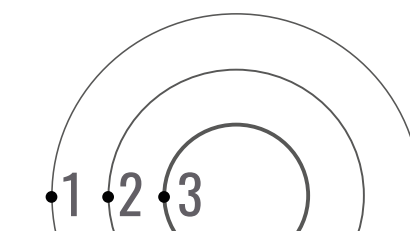
- |  |  |
|--|--|
| 1. Associations                        | 8. Interns                             |
| 2. Clients                             | 9. Students / Educational institutions |
| 3. Employees                           | 10. Suppliers                          |
| 4. Local community / NGOs              | 11. Government / Unions                |
| 5. Board members                       | 12. Diversity work group               |
| 6. International correspondent offices | 13. Partners                           |
| 7. Competing companies                 |  |



The **level of influence** is represented by the **size** of the planets. The larger the planet, the greater the influence on the Stakeholder.



The **level of our effect** is represented by the **colors**. The more vibrant they are, the greater the level of our effect on the Stakeholder.



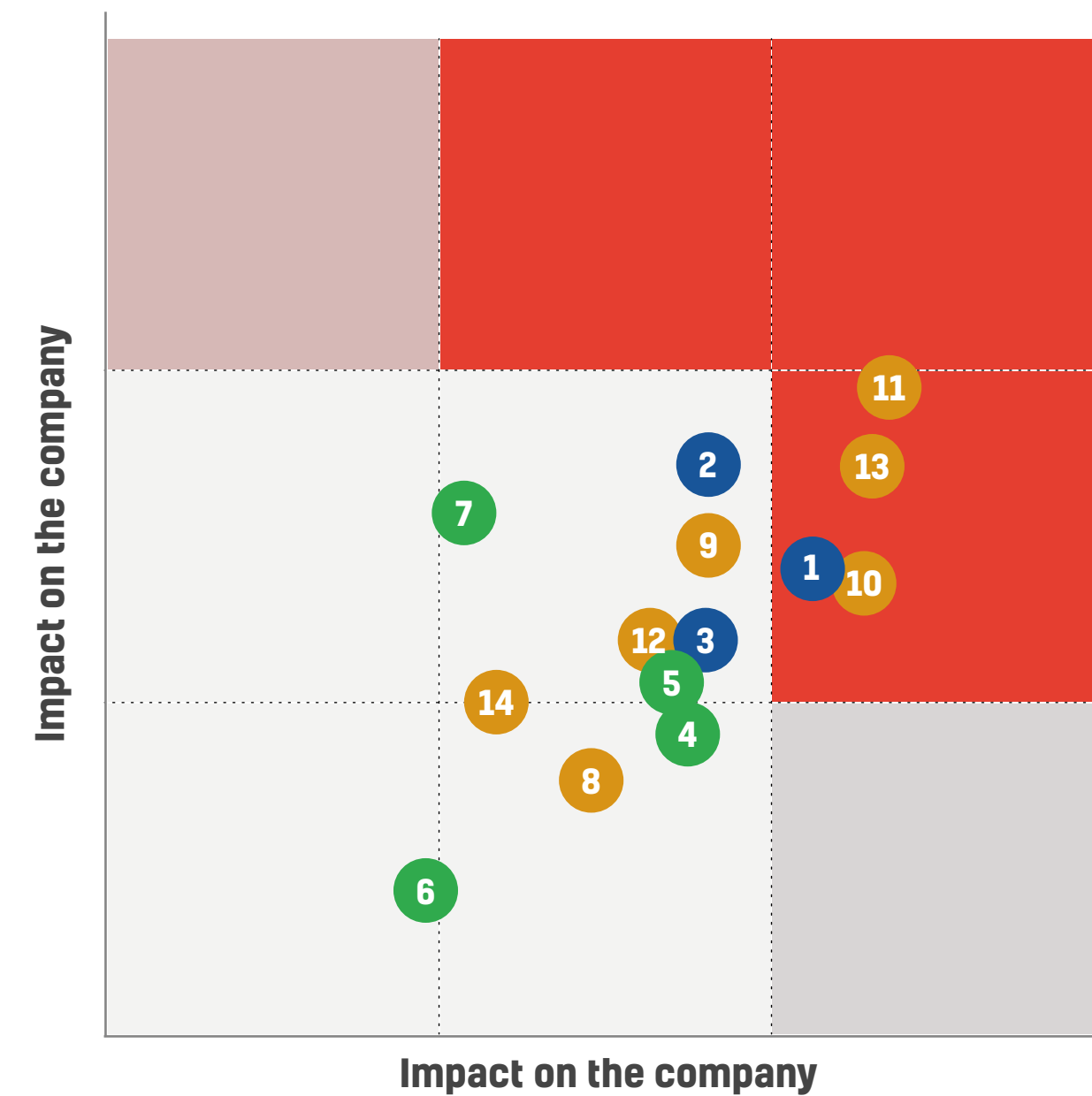
The **relationship level** is represented by the **distance**. The closer to the core, the bigger the relationship.



Next, we developed the Engagement Plan, which consists of defining the tools that can assist with the consultation and involvement of the Stakeholders (SH) in the decisions about material topics.

How we address the impacts of the material topics will be described throughout the Sustainability Report, when the topics associated with the impacts are addressed, with policies, actions, indicators, targets, and monitoring.

## MATERIALITY MATRIX



1. Economic performance and impact
2. Anti-corruption practices
3. Legal and tax compliance
4. Material and waste management
5. Eco-efficiency
6. Biodiversity

8. Supply chain management
9. Fair labor practices
10. Occupational health and safety
11. Diversity, equity and inclusion
12. Human rights
13. Local community development
14. Client security





## MATERIAL TOPICS

- 1 Economic performance and impact   
- 2 Anti-corruption practices 
- 7 Climate Strategy  
- 9 Fair labor practices 
- 10 Occupational health and safety  
- 11 Diversity, equity and inclusion  
- 13 Local community development  

### Pillars

-  Economic
-  Environmental
-  Social

### Quadrants

-  Material topics
-  Impact on the company
-  Stakeholder interests
-  Neutral topics

# DESCRIPTION OF MATERIAL TOPICS

In the following table, we show how the material topics are correlated to the content of the GRI Standards and the indicators used to measure the management performance of these topics.

The actions to prevent and remedy any negative impacts, as well as the practices to leverage positive impacts, are described throughout this report, in the indicated chapters.

Material Topic	Topic Description	GRI Content	Correlated Indicators
Economic performance and impact	Kasznar Leonardos’ economic performance contributes to the production of shared value, through the return on profit sharing (PLR) and by stimulating the economy with the acquisition of materials and supplies, in addition to the generation of direct and indirect jobs, the payment of taxes, and the development of business partners.	<b>GRI 201</b> Economic performance <b>GRI 203</b> Indirect economic impacts	201-1 to 201-4 203-1 and 203-2
Anti-corruption practices	The implementation of measures to refrain breaches of ethical conduct or infringements of laws and regulations must permeate relationships, data protection and management, generating trust, transparency, and preventing the practices of fraud, bribery and unfair conduct.	<b>GRI 205</b> Fighting corruption <b>GRI 206</b> Unfair competition	205-1 to 205-3 206-1
Climate Strategy	Greenhouse gas emissions are the main cause of climate change. Kasznar Leonardos advocates for the saving of natural/energy resources through awareness-raising actions and the acquisition of carbon credits.	<b>GRI 202</b> Market presence <b>GRI 305</b> Emissions	202-1 305-1 and 305-5



Fair labor practices	<p>Kasznar Leonardos respects the labor rights of its own and other parties’ GRI 401 Jobs employees, dedicating its best efforts to develop, attract and retain GRI 402 Labor relations talents, to form qualified, motivated teams.</p>	<p><b>GRI 401</b> Jobs <b>GRI 402</b> Labor relations <b>GRI 407</b> Freedom of association and collective bargaining</p>	<p>401-1 to 401-3 402-1 407-1</p>
Occupational health and safety	<p>Performance in this pillar encompasses the promotion of wellbeing, occupational health, the safety of direct and indirect employees, and the prevention of workplace accidents and harassment.</p>	<p><b>GRI 403</b> Worker Health and Safety <b>GRI 410</b> Safety practices</p>	<p>403-1 to 403-6; 403-8 to 403-10 410-1</p>
Diversity, equity and inclusion	<p>Kasznar Leonardos adopts an active, conscientious approach to promoting a work environment and organizational culture that values and respects the diversity of people, experiences, backgrounds and perspectives, as well as corporate donation.</p>	<p><b>GRI 404</b> Training and education <b>GRI 405</b> Diversity and equal opportunities <b>GRI 406</b> Non-discrimination</p>	<p>404-1 to 404-3 405-1 and 405-2 406-1</p>
Local community development	<p>Kasznar Leonardos supports the development of vulnerable communities through involvement in volunteer work and tax incentive programs and corporate donations.</p>	<p><b>GRI 413</b> Local communities</p>	<p>413-1 and 413-2</p>

# WHO ARE WE: INTRODUCING KASZNAR LEONARDOS

Since 1919, we are a law firm specializing in the protection of innovation that pushes our world forward, changing markets, technologies and lives. With extensive market knowledge and over 100 years of experience, Kasznar Leonardos is one of the largest Intellectual Property law firms in Brazil.

We provide first-rate services in several Intellectual Property areas to businesses and clients in various segments, in Brazil and worldwide. Recognized by various important rankings in our fields of expertise, we stand out for our unique expertise in numerous areas of Innovation and, through strategic solutions, we help drive creativity and the development of

society as a whole, with a highly qualified, multidisciplinary team of partners and employees, as well as an wide international network of partners.

With offices in Rio de Janeiro and São Paulo, Kasznar Leonardos relies on a team of professionals specializing in several areas, such as: trademark protection and anti-piracy laws; traditional community rights and biodiversity protection; registration of trademarks, patents and industrial designs, within and outside major industries; digital law, data protection law (LGPD) and internet security, startups and innovation ecosystems; copyrights applying to music, films, literary works and others;

metaverse, Web3, artificial intelligence and other emerging technologies; regulatory and health laws as applied to food, medicines and other items regulated by ANVISA; fashion and sports law; trade secrets, and other issues related to innovation and inventions.

In any area, we always work tirelessly to create customized solutions to protect our clients' innovations.





# MANAGEMENT AND GOVERNANCE MODEL



Gabriel Leonardos  
**Chairman of  
the Board**



Nancy Caigawa  
**Vice Chairwoman  
of the Board**



João Vianna  
**CEO**



Cláudio Barbosa  
**Partner**



Filipe Leonardos  
**Partner**



João Vianna  
**CEO**



Ronaldo Varella  
**Chief Financial  
Director**



Tatiana Almeida  
**Chief Operating  
Officer**



## Our Foundation

### TO ENSURE THE PROTECTION OF INOVATION

At Kasznar Leonardos, our primary focus is on the protection and preservation of our clients' innovative ideas and discoveries, as well as our own.

We are committed to safeguarding intellectual property, trade secrets, patents, trademarks and other innovations that are crucial to the success and competitiveness of the clients who rely on our services.

## Our Purpose

### TO ENCOURAGE INNOVATION BY ENSURING THE RIGHTS OF THE PARTIES WHO INVEST IN IT, BRINGING BENEFITS TO SOCIETY AS A WHOLE

We value innovation as a means of driving progress and development, both within the company and in society as a whole. We understand that innovation is advanced when investors and creators of ideas feel secure about their rights and the intellectual property associated with their discoveries and new ideas.

We are focused on driving innovation, but also understand the importance of ensuring that its benefits extend to the whole of society, rather than a select group of stakeholders. This is consistent with our vision of corporate social responsibility and business ethics.



## Our Mission

### WE INNOVATE TO PROTECT YOUR INNOVATION

We are constantly searching for new approaches, technologies and strategies to protect our clients' intellectual property. We are committed to introducing new ideas and solutions and staying at the forefront of our field.

This mission reflects how valuable innovation is to Kasznar Leonardos and how committed we are to defending the value of our clients' creations and protecting them from unfair competition and infringements against the rights in their intangible assets.

## Our Values

### ETHICS, INTEGRITY, CREDIBILITY, LOYALTY AND RESPECT

We believe that Ethics, Integrity, Credibility, Loyalty and Respect are crucial to any organization and human relationships in general. These values shape our culture and conduct and are essential to the success, the relationship of trust between stakeholders and the sustainable development of Kasznar Leonardos.

**We are a contemporary firm that values equity, celebrates diversity, invests in the potential of new generations and engages in social causes, while remaining true to its original heritage.**





# TIMELINE

American lawyer Richard P. Momsen established his law firm in Rio de Janeiro.

**1919**

Thomas O. Leonardos joined the firm.

**1927**

The firm's name was changed to Momsen, Leonardos & Co.

**1944**

A second generation of partners joined the firm. Tomaz Francisco Leonardos, along with his brothers, as well as Carlos Henrique Fróes and Walter Pinho.

**1950**

A number of new partners joined to bring added value to the firm: Filipe and Gabriel, who represent the third generation of the Leonardos family.

**1990 a 1999**

**2024**

Kasznar Leonardos earns recognition for its positive impact by way of its certification as a B Corp.

**2022**

Kasznar Leonardos delivers its first Progress Report to the UN Global Compact in the form of its Sustainability Report.

**2021**

Launch of the Kasznar Leonardos Rebranding, with a new brand positioning and Certification of our Quality Management System (ISO 9001:2015)

**2019**

Definition of the Strategic Plan for the next 5 years.

**2012**

Gabriel and Filipe Leonardos, who established a permanent partnership with Elisabeth Kasznar, created the currently existing Kasznar Leonardos Intellectual Property. This combination of the two iconic names was the result of a partial spin-off of Momsen, Leonardos & Co.



# COMMITMENT TO SUSTAINABILITY

Kasznar Leonardos constantly strives to adopt the best practices concerning sustainability. The integrity of our strategy, which is the result of our ongoing progress on this journey, is corroborated by the major ESG assessment tools and recognitions. Finally, as a way of continually reinforcing our commitment, we have produced and disclose our Sustainability Policy

To learn more about it, [click here!](#)

Since 2021, Kasznar Leonardos has been committed to the principles of the United Nations (UN) Global Compact and joined the 2030 Agenda, consisting of 17 Sustainable Development Goals (SDGs). Based on a Materiality Matrix, we have defined the priority SDGs for our work.

We are committed to contributing directly to **5 SDGs:**

- Gender equality;
- Reducing inequality;
- Sustainable cities and communities;
- Action against global climate change;
- Peace, justice and effective institutions.

Indirectly, we also support and cooperate to achieve all the goals. For the coming years, **we have established the following goals.**



**Pacto Global**  
Rede Brasil



## 1. Collective Mentoring

Two groups of employees were created, one to focus on women and the other on black people, with the aim of developing people professionally, discussing the specific barriers faced by each underrepresented group, and sharing tools and strategies to overcome them. There were 18 participants in the ethnic-racial group and 15 in the gender group in the second half of 2023.

**2.** Recognizing and promoting women in all areas of the business. The goal is to have 50% of the total number of annual recognitions and promotions contemplate women. In 2023, we registered a total of **52.3% of recognitions.**

**52,3%**  
RECOGNITIONS AND  
PROMOTIONS FOR WOMEN





**1.** To increase the number of blacks in the firm, in technical, support, and management positions. In 2021, the number was 23.4%. This figure is expected to climb to 30% by 2024. In 2023, a consultancy specializing in recruitment and selection was hired, in view of increasing the number of black candidates. As a result, we closed the year with 32% Blacks on the team.

**32%**  
**BLACKS ON THE  
TEAM IN 2023**

**2.** To implement actions to recognize black people in the firm, through job and salary promotions. The goal is that 30% of the number of annual recognitions and promotions contemplate the group. In 2023, we recognized and promoted 35.7% of our employees, including blacks.

**35,7%**  
**RECOGNITIONS  
AND PROMOTIONS  
CONTEMPLATED BLACKS**

**3.** Maintain the actions for the promotion and training of black people through a mentoring project and the funding of courses for these employees, to enhance the knowledge and development of the people already on the team.



**4.** To expand the calendar of awareness-raising activities to highlight the struggle of indigenous peoples. In 2023, we held an activity on indigenous art directed to that target audience.

**5.** To monitor our Diversity Census percentage periodically to learn more about our staff and provide a work environment where everyone feels comfortable living together and declaring their race/ethnicity, sexual orientation, and gender identity. In 2023, we conducted a re-registration process to collect the socio-demographics of all our employees. Ethnic-racial data were collected as a mandatory requirement due to new legislation and requirements, imposed by the government for the IBGE's research purposes, while the remaining data on the other groups represented was collected voluntarily. Moreover, we collect the sociodemographics of all new employees during the hiring process.

**6.** To consider the data collected by the Diversity Census in future selection processes and the hiring of new employees to further drive diversity and inclusion. Currently, Kasznar Leonardos' Recruitment and Selection Policy ensures that we are committed to an inclusive recruitment process. Additionally, we rely on partnerships that make our recruitment process more diverse and equitable.





**1.** To adopt volunteering actions according to the Volunteer Program schedule. In 2023, we developed several actions with local communities and philanthropy projects. To learn more, refer to Chapter 2 of this report.

**1.** To complete the Materiality assessment and develop the Sustainability Policy together with the specialized consultancy firm in order to increase our efforts in the environmental area, which is crucial to the preservation of resources and life. In 2023, we completed 100% of the Materiality Assessment, as described below.

**1.** To provide services with technical excellence according to our customers' requirements, using the appropriate resources.

**Follow-up:** We earned the ISO 9001 certification and hold a valid certificate through 2027.

**2.** To raise our clients' satisfaction.

**3.** To attract and retain talent.

**Follow-up:** Our turnover rates were 14% and 17% in 2022 and 2023, respectively.

# AWARDS, RECOGNITION AND ADMISSIONS

The company's efforts have earned it significant recognition, which is reflected in a number of awards that highlight its commitment to excellence and innovation. These honors validate the continuous pursuit of higher standards and inspire and motivate the entire team to continue to overcome the challenges and achieve exceptional results.



## WE ARE A CERTIFIED B CORP! 2024 - 2027

Since 2022, Kasznar Leonardos had been seeking the B certification, which it earned in early 2024. As a B Corp in the Intellectual Property segment in Brazil, we are leading a movement towards global transformation. This seal, created by the NGO B Lab, recognizes companies committed to social and environmental responsibility, following a strict assessment.

This recognition reflects our alignment with ESG guidelines, since that the B Corp certification rewards a lengthy process of establishing goals

and implementing actions, both internally and externally.

Sustainability is not just an achievement for us; it is a daily task. On our transformation journey, each action reflects our purpose. At Kasznar Leonardos, our commitment to sustainable development is at the core of our identity. For us, the future is now!



**IP STARS**  
2016 - 2023

We were recognized as one of the best Intellectual Property firms in Brazil, in four of the guide's categories: Patent Disputes and Patent Prosecution, in Tier 2 (2022); and Trademark Contentious and Trademark Prosecution, in Tier 1 (2023).

**CHAMBERS AND PARTNERS: GLOBAL GUIDE**  
2014 - 2023

Our firm was recognized as one of the leading firms, Band 1, in Intellectual Property, in the "Trademark, Copyright & Trade Secrets" and "Patents" categories.

**LEADING TRADEMARK  
PROFESSIONALS IN THE WORLD**  
2015 - 2023

We were recognized as one of the best firms, in the Gold category, in Trademarks in Brazil.

**IAM PATENT 1000: LEADING PATENT  
PROFESSIONALS IN THE WORLD**  
2015 - 2023

We are recognized as one of the best firms, in the Gold category, in Patents in Brazil.



### WHO'S WHO LEGAL 2018 - 2022

Our partners Elisabeth Kasznar, Claudio Barbosa, Gabriel Leonardos, Rafael Lacaz Amaral and Viviane Trojan were recognized by the renowned World IP Review Leaders 2023 international guide. This distinction reflects their outstanding contributions in several areas of Intellectual Property, in Brazil and worldwide.



### WORLD IP REVIEW (WIPR) LEADERS 2023

Our partners Elisabeth Kasznar Fekete, Claudio Barbosa, Gabriel Leonardos, Rafael Lacaz Amaral and Viviane Trojan were recognized by the renowned World IP Review Leaders 2023 international guide. This distinction reflects their outstanding contributions in several areas of Intellectual Property, in Brazil and worldwide.



### LEADERS LEAGUE 2017 - 2023

Our firm is recognized in ten practice areas: as a Leader in Trademark Litigation, Trademark Registration, Patent Registration, and Fashion Law; for Outstanding Patent Litigation practice, Anti-Piracy and Copyright Law; for its Highly Recommended practice in Media and Entertainment Law; for its Recommended practice in Data Protection; and, finally, for its Valuable Practice in Technology.





### REGIONAL ADVOCACY ANALYSIS 2013 - 2022

We are recognized as one of the most admired law firms in Rio de Janeiro in the area of Intellectual Property according to the Regional Advocacy Analysis ranking, conducted by Análise Editorial.



### LATIN LAWYER 250 2013 - 2023

Our firm is recommended by the guide, which features the leading law firms in Latin America, as a pioneer in the area of Intellectual Property in Brazil.



### THE LEGAL 500 LATIN AMERICA 2012 - 2023

We were recognized as one of the best firms in the Tier 2 category of Intellectual Property in Brazil, and we maintained our recognition in the area of Life Sciences.



### ISO 9001:2015 CERTIFICATION 2021 - 2024

Kasznar Leonardos has a Quality Management System in place, which has been certified since 2021, demonstrating our commitment to high quality standards for our services and the satisfaction of our clients.



### SELO WEPS DA ONU 2021 - 2024

This commitment recognizes and celebrates the fact that we demonstrate an outstanding commitment to the advancement of gender equity and the empowerment of women in our operations and business practices.



### SELO CESA - EQUIDADE DE GÊNERO 2023

This seal recognizes inclusion efforts and projects, in addition to setting goals for the development and appreciation of professional women within Law Firms, both in the legal and administrative areas.



### SELO LIVRES & IGUAIS DA ONU 2020 - 2024

Since 2021, we have participated in the UN's Free & Equal campaign, restating our commitment to the promotion of equal rights and fair treatment for all people.

### MOVIMENTO EMPRESA SEM BARREIRAS 2020 - 2024

The initiative is part of the Company without Barriers project, a technical cooperation with the Public Labor Prosecution Office of Rio de Janeiro, which encourages the sharing of experiences and mutual support among black professionals working in the field of Human Resources, advocating for their hiring and the development of a career plan.



# Social Impact

---



In this pillar, we have our **Social Responsibility Policy, Corporate Volunteering Policy, Diversity, Equity and Inclusion Policy, Anti-Harassment and Anti-Violence in the Workplace Policy, Pro bono Policy, Sustainable Procurement Policy, as well as the Code of Ethics and Compliance**, as the guidelines for the strategic actions that continually add value to the Kasznar Leonardos brand and its target audiences.

We have committed to building a reputation for excellence in corporate citizenship by recognizing the impact of our actions on sustainable development. This encompasses the ongoing dialogue with the communities, the adoption of strategic planning and compliance with public regulations, the institution of good corporate governance practices, and respect for human rights.

Kasznar Leonardos chooses to act ethically, to continually dialogue with its stakeholders, and identify and mitigate negative impacts, thereby contributing to sustainable development.



**LEARN ABOUT ALL OUR  
SOCIAL POLICIES IN PLACE**



# Fair Labor Practices

Our culture is about putting people first and ensuring mutual respect, in addition to providing the best conditions to balance workload and employee wellbeing. This is expressed through benefits, policies and technical and behavioral development actions, with a focus on building positive relationships in the workplace. We recognize that people are the organization's most valuable resource, and, so, we work to stimulate diversity, value the team, and respect different perspectives and forms of working.

To demonstrate fair work practices, we aim to establish an inclusive, equitable and respectful environment for our employees, clients and partners. The practices we adopt are described next.



# WORKING HOURS

We currently adopt the hybrid work model. We believe that flexible working hours can have the direct effect of promoting health and wellbeing, as flexible working hours can help reduce stress, improve work-life balance, and even promote healthier working practices.





# COMPENSATION AND BENEFITS

Our commitment to equity starts with our job and salary plan. Our principle is to make sure that all employees receive a fair and competitive salary, which considers factors such as the job title, responsibilities, experience and performance. We use market analysis to keep compensation aligned with the current market trends, thereby ensuring the payment of fair compensation.

Additionally, we are committed to ensuring pay transparency. Our employees have access to clear information about salaries, benefits, promotion criteria and performance goals connected with variable compensation.

We recognize that benefits play a key role in employee wellbeing. So, we provide the necessary tools and resources so that our team members can invest more in their health and wellbeing, in the physical, emotional, social and professional aspects.

- EAP (Employee assistance program) – Provides comprehensive assistance to employees and their dependents, including psychological, nutritional, financial, legal, and social assistance.
- Medical and Dental Assistance (employees and their dependents);
- Private pension plan;
- Meal and food vouchers integrated through the flexible card;
- Totalpass - Partnership offering discounts on gyms and studio plans to employees and their dependents;
- Monthly birthday party;
- Participation in street races to boost group physical activities;
- Wedding gift;
- Maternity basket for pregnant employees;
- Making fruit available in the office pantries to encourage healthy snacks throughout the workday;
- Christmas voucher;
- End-of-year celebration with prize draws;
- Recognition for time of service at the firm;
- Lectures and informative materials on health.

## CORPORATE EDUCATION

Our training policy registered good results throughout the year. 1,390,876 thousand hours were dedicated to training and development, 28% of which consisted of e-learning and 72% of in-person education.

The training courses aimed at all employees include:

- Concepts in the General Data Protection Law (LGPD);
- Sustainability Track: Conscientious Consumption;
- Invisible Barriers Course: Unconscious Biases;
- People & Management Track;
- Communication Track;
- Productivity and Technical Pillar Track.

**+ 1.390  
thousand**

 **HOURS DEDICATED  
TO TRAINING AND  
DEVELOPMENT ACTIONS**

Additionally, Kasznar Leonardos has an online platform offering free courses that issues certificates for employee development, named Edukar. It offers courses for training in leadership skills and abilities, communication, teamwork, career planning, among others. The platform also provides employees with access to a detailed diagnosis of their profile and behavioral skills.



# FORMING STARS PROGRAM

The Forming Stars program is a demonstration of the value we put on the professional development and growth of the employees of Kasznar Leonardos. We invest in training and qualification programs to enhance skills and provide opportunities for career advancement. We encourage internal mobility, whenever possible and with equal opportunities, as a form of recognition of potential and talent within the team.

For new arrivals, we have adopted the **Business Orientation Program**, by which we present, through a number of lectures by partners and other employees, the areas of our business to help with the integration process. Additionally, during the first month, we hold an onboarding meeting with all new hires to review all of our policies, rules, corporate history, and programs.

## INTERNSHIP PROGRAM

Our internship program seeks to enable and provide internship and professional development opportunities to university students. In 2022, we hired 55 interns and 10 were offered permanent positions. In 2023, we hired 63 interns and 14 were kept permanently.

## YOUNG APPRENTICE PROGRAM

We participated in the Young Apprentice program in association with CAMP Mangueira and NURAP, which work with young people in vulnerable situations, in pursuit of socio-economic development. Between 2022 and 2023, we received a total of 15 apprentices, 8 of whom were hired as interns and employees.

## COFFEE WITH THE CEO

The Human Resources department, jointly with the board of officers of Kasznar Leonardos, instituted “Coffee with the CEO”, a proposition seeking to optimize integration and create a sense of belonging within the company.

We participated in the Young Apprentice program in association with CAMP Mangueira and NURAP, which work with young people in vulnerable situations, in pursuit of socio-economic development. Between 2022 and 2023, we received a total of 15 apprentices, 8 of whom were hired as interns and employees.

---

## EDUCATION SUBSIDY

Employee training and specialization are priorities at Kasznar Leonardos. We provide subsidies for outside courses and training (short, medium and long term) for anyone who has been with the company for at least three months. This incentive can cover up to 100% of

the costs of short-term courses and 50% of the costs of long-term courses, such as postgraduate, undergraduate and MBA courses. The subsidy is assessed based on the utility of the course for the daily activities of the job title or new activities to be incorporated.

---

## CORPORATE MENTORING

Developed with strategic goals to strengthen the organization, Corporate Mentoring plays a crucial role in the retention and management of unspoken knowledge, providing a space for the sharing of experiences and the enhancement of organizational efficiency.

Additionally, this project focuses on people development, fostering readiness for organizational challenges, developing strategic skills and boosting performance.

Another key goal of this Mentoring program is the retention of talent at all levels, from all areas, heightening the potential of key people at Kasznar Leonardos. The program also endeavors to strengthen the firm's culture, encouraging the employees' ongoing search for knowledge, generating value and offering a continuous learning environment.

---

## BUSINESS FORUM

In line with our commitment to innovation, the Business Forum enables the professional and technical development of employees through the sharing of information and market experiences.

This space was created to discuss the numbers, welcome in-company and outside guests and propose agendas targeted to each sector in view of further integrating our members, teams, and Board of Officers.

Additionally, the segment's economic and financial scenarios are brought into the debate, so that alternatives and solutions for the reality of each area can be developed - together - keeping the team aware of any changes on the market and prepared for every new challenge.



As part of the Forming Stars program, we offer qualification workshops to help students develop important skills to begin their careers and help them grow professionally, both inside and outside Kasznar Leonardos. Additionally, we conduct biannual assessments of the interns and apprentices, to monitor their development and identify areas for improvement and training requirements, to support the professional growth of young workers.

IN 2023, KASZNAR LEONARDOS INVESTED

**+ 150 thousand reais**

IN SUBSIDIES TO FUND OUTSIDE COURSES FOR  
THE PROFESSIONAL DEVELOPMENT  
OF EMPLOYEES.



# Occupational Health and Safety

## PREVENTING OCCUPATIONAL ACCIDENTS AND ILLNESSES

The management of Kasznar Leonardos is committed to preventing/mitigating material adverse impacts on occupational health and safety that are directly tied to operations and services, and on all kinds of social and business relationships.

Our Occupational Health and Safety (OHS) management is based on the regulatory standards (NR) that complement Chapter V of the Brazilian Consolidation of Labor Laws (CLT), enacted by the defunct Ministry of Labor and Social Security (MTP), and on all the specific laws and technical standards concerning the matter of occupational health and safety.

In 2023, we implemented the Fire Brigade and the Internal Committee for Prevention of Accidents and Harassment (CIPA), whose members are elected by the employees.

Today, Kasznar Leonardos has a score 1 (ergonomic) for occupational risk, due to our work in the legal field. As a treatment measure for this risk, we have prepared and published a guide aligned with NR17, which sets the parameters to allow for the adaptation of the working conditions to the workers' psycho-physiological characteristics.

As a result of these practices, no work-related accidents or occupational illnesses were identified in 2022 and 2023. To reinforce its commitment to a safe and healthy work environment, Kasznar Leonardos implemented its OHS Policy.



# LIFE IN BALANCE PROGRAM

The Life in Balance Program was created with the goal of driving the wellbeing, health and occupational safety of all direct and indirect employees, preventing occupational illnesses, work-related accidents, and protecting the workers' physical integrity.

It is structured on four pillars, by which Kasznar Leonardos provides benefits and incentives to its employees.

## PHYSICAL HEALTH

- Subsidies for participation in street races;
- Totalpass to encourage physical activity;
- Offering fruits as healthy snacks during working hours;
- Vaccination campaign.

## PROFESSIONAL HEALTH

- Corporate education actions, such as mentoring programs, subsidies and incentives for professional development;
- Course platform - Edukar;
- Competency assessment process;
- Feedback and PDP for personal development.

## SOCIAL HEALTH

- Offering cultural and volunteer activities to employees and their families, such as outings, recognition awards and end-of-year parties;
- Celebrating holidays, such as Family Day, with the employees and their families;
- Monthly birthday celebration to boost integration;
- Wedding gifts for employees;
- Maternity basket;
- Christmas voucher.

## EMOTIONAL HEALTH

- Employee assistance program, including psychological, nutritional, financial, legal, and social assistance;
- Flexible working hours;
- Hybrid work model.

# AWARENESS CAMPAIGNS

For the years 2022/2023, Kasznar Leonardos implemented a schedule of initiatives focusing on its employees' health and quality of life, including festive occasions, to further integrate the entire team.

We are committed to valuing and caring for our employees in every aspect of their lives, including mental health and wellbeing. We understand that this is a crucial part of work-life balance and are determined to create a work environment that ensures a high standard of care and support.

So, as part of the campaigns, lectures were held in order to raise the relevance of personal care linked to mental health. In 2022, lectures were delivered to both leaders and employees, covering topics such as the identification

and prevention of pathologies and caring for mental and emotional health. In-company yoga and meditation classes were offered as well.

We recognize that every individual is unique and believe that a healthy work environment is built on a foundation of trust and respect. While we cannot address every situation, we are committed to making employees feel supported and valued by the company.





# Diversity, Equity and Inclusion (DE&I)

To encourage respect for diversity, we developed **the Mosaic Program** at Kasznar Leonardos, focusing on Diversity, Equity and Inclusion. Initially, the program had 4 focus groups: gender, LGBTQIA+, PWD, and ethnic-racial. However, in 2023, we expanded to **6 groups, including Religions and Intergenerational Relations**. So, our plan is to create a work environment where everyone feels included and respected, regardless of their origin, gender identity, sexual orientation, race-ethnicity, religion, age, disability, or any other characteristic capable of triggering discrimination.

In 2021, the Diversity and Inclusion Census was executed by a specialized company, to prepare a demographic diagnosis of the diversity and perceptions of the company's employees in concerning diversity and

inclusion. Additionally, we have collected the company's self-declared sociodemographics since 2023 to keep our sociodemographic profile current at all times.

Our commitment starts with the guidelines in the Code of Ethics and Compliance, the Diversity, Equity and Inclusion Policy, and the Anti-Harassment and Anti- Violence in the Workplace Policy, where we establish clear policies to refrain all forms of harassment, discrimination or prejudice in the workplace. Our Code is effectively communicated to all employees through Onboarding, upon admission, in addition to lectures and courses, organized by HR and the DE&I Work Group, to address specific topics in line with the Code.

Any violation can be reported confidentially and anonymously through the **Reporting Channel**.





# DIVERSITY, EQUITY & INCLUSION COMMITTEE

In order to institute more strategic practices, Kasznar Leonardos created the DE&I Committee to advise the Board, in addition to the DE&IWG.

**The Committee's main responsibilities are to:**

- Report to the Kasznar Leonardos Board of Directors about DE&I indicators and initiatives;
- Propose strategic actions to achieve the goals and commitments taken on by the firm;
- Propose DE&I goals and commitments for the firm according to the market benchmarks.





# DE&IWG – DIVERSITY, EQUITY & INCLUSION WORK GROUP

To strengthen and encourage an inclusive, equitable work environment, and create a space where everyone can share experiences and feel heard, we created the **Diversity, Equity & Inclusion Work Group (DE&IWG)**.

Made up of volunteer employees from all job levels who are interested in discussing, reflecting on and contributing to **Diversity, Equity & Inclusion issues, such as gender, ethnicity, persons with disabilities, LGBTQIA+, generations, and religious beliefs**, the DE&IWG proposes to develop practical actions to instill more diversity in the workplace, with no hierarchical relationships between its members.

The participants of the DE&IWG are divided into two formats: members, who actively participate in the development of the group's actions, and allies, who act when needed and as facilitators for the cause in their workplace.





# PEOPLE RECRUITMENT AND SELECTION

Being inclusive in our recruitment process is crucial to the promotion of diversity and equity in the workplace. To this end, besides advertising opportunities internally and externally, on social media platforms, we have teamed up with partners such as **Incluir Direito (CESA)**, as well as consultancies and affirmative action job platforms, such as **Inklua, Trans Jobs, TOTI, Company Without Barriers (ABRH), Empregue Afro, and Indique uma Preta.**

By adopting inclusive practices, we have the opportunity to attract and retain diverse talent, which enhances the company culture and encourages innovation and creative thinking, since diverse teams are more likely to produce innovative solutions and address challenges

more effectively. Additionally, building inclusion into the recruitment process is an expression of corporate social responsibility and a crucial step in the direction of a work force that reflects society as a whole. This way, we promote a fairer, more equitable environment.

Since we joined the projects in 2020, there has been a considerable increase in the representation of black people within the Kasznar Leonardos work force, which has led us to exceed the 30% representation goal established for the 2022-2024 three-year period.





## Incluir Direito Project

An initiative of CESA – Study Center for Law Firms, it proposes to build a bridge between law firms and law students. Working with partnered universities, the project creates opportunities for young black people and promotes learning, strengthens self-esteem and the sense of belonging, creates connections and encourages the sharing of knowledge between people. With this approach, the project creates a support network and encourages the professional and personal growth of its participants.

### IN THE PROGRAM, STUDENTS TAKE CLASSES TO DEVELOP A NUMBER OF SKILLS:

- Professional demeanor and the corporate environment;
- How to identify competencies and draft a competitive CV;
- Strategies to participate in selection processes;
- Mock interviews;
- Mentoring and career counseling;
- Fluency in English;
- Networking;
- How to handle difficult situations at work;
- Reflections on racial inequity and the importance of diversity for a more egalitarian and democratic society.

We contribute the voluntary participation of our partners and lawyers in the corporate mentoring program of the Incluir Direito project, who participate by supporting and assisting the professional development of the supported students.

**CURRENTLY, KASZNAR LEONARDOS IS A SUPPORTING FIRM, AND WE HAVE TWO EMPLOYEES WHO CAME FROM THIS INITIATIVE, ONE INTERN AND ONE FULL-TIME LAWYER.**

**We fully subsidize English courses for interns coming from the Incluir Direito Project and apprentices hired after the program ends.**

## Consultancies and affirmative employment platforms

### INKLUA (INKLUDE)

Focusing on job market inclusion, Inklua secures opportunities for Persons with Disabilities (PWD) and other marginalized groups. It provides services such as inclusive recruitment, company training, and accessibility consulting.

### TRANSEMPREGOS (TRANSJOBS)

TransEmpregos is an initiative that promotes the inclusion of transgender people in the job market, connecting transgender, transvestite, and non-binary candidates with companies. In addition to functioning as a job portal, it promotes events on inclusion and diversity, thereby contributing to organizational education.

### TOTI PLATFORM

Focusing on refugees and migrants, especially in the technology market, Toti offers professional training courses and promotes employability in technology sectors.

### COMPANY WITHOUR BARRIERS

This initiative promotes racial inclusion through fair selection processes and affirmative action policies.

### EMPREGUEAFRO (EMPLOYAFRO)

Human resources consultancy that promotes racial diversity, connecting black professionals with companies. It offers recruitment and selection services, diversity training, and inclusion strategies.

### INDIQUE UMA PRETA (REFER A BLACK WOMAN)

Initiative that promotes the inclusion and empowerment of black women in the job market, especially in prominent positions in underrepresented segments, such as technology and business leadership.





# Local Community Development

Kasznar Leonardos contributes to the development of the local communities in which it operates and encourages the implementation of numerous cultural and educational projects, as well as initiatives to support children, young people and the elderly, and healthcare assistance. Through Tax Incentive Laws, voluntary actions and institutional donations, we have the opportunity to collaborate with various projects that directly contribute to the development of people and communities in our country.

Throughout 2022 and 2023, these initiatives were **constantly updated and posted on our Volunteer Portal**. The actions were widely diversified and included the support of art and culture, educational, social assistance and healthcare institutions.

**Access our portal.**



# CORPORATE VOLUNTEER PROGRAM AND INCENTIVE ACTIONS

The Kasznar Leonardos Volunteer Program seeks to emancipate communities through independent actions promoted by our employees and to support institutions and non-governmental organizations (NGOs) with donations of time, knowledge and supplies. This is the best strategy to support projects that work for equal opportunities and to offer a better quality of life for the residents of the assisted communities.

Through the Corporate Volunteer Program and incentive actions, we boost employee engagement in social projects supported by the company, encouraging the sharing of knowledge and the pursuit of intelligent solutions to the communities' problems.

Knowing the importance of aligning our volunteer practices with our employees' values and interests, we conducted an in-depth analysis of material issues, to identify volunteer projects that not only meet the urgent needs of the community, but also resonate with the team.

As a result, we identified projects focusing on the issues of Education, Health and Quality of Life, Decent Housing, Animal Health, Culture and Environment. This analysis ensures that the volunteer initiatives will be meaningful and capable of maintaining a deep level of engagement among the participants.



Additionally, the volunteers receive a bonus for a portion of the volunteer hours worked on the program's initiatives, to further ensure their engagement.

We believe this is one way that the firm can contribute to the expansion of equal opportunities, as the volunteers donate their time and talent to improve the quality of life of people and groups in situations of social vulnerability. People who are constantly involved with volunteer actions accumulate experience dealing with and creatively handling tasks that are not a part of their daily routine, which triggers the emergence of new skills and know how.

**Among the incentive actions conceived for the development of the local community in 2022 and 2023, we highlight:**

## RIO MEMÓRIAS (RIO MEMORIES)

(ISS INCENTIVE LAW)

A partnership developed in 2020, Rio Memórias is a virtual space created to revisit, appreciate and update the history and culture of Rio de Janeiro. The platform is maintained by the Rio Memórias Association, an organization aiming to defend and preserve our heritage, in addition to promoting culture and educational projects.

## CRIA BRASIL (CREATE BRAZIL)

(ROUANET LAW)

CriaBrasil is a project created by the CRIAPE group, to advance culture, education and innovation throughout the country. The initiative, aimed at schools, universities, NGOs and startups, focuses on education as an innovation tool for socio-environmental actions.

The 2022 Rio+30 Cities Conference in Rio de Janeiro featured the participation of the CriaBrasil project, with spaces and workshops focusing on the fields of Innovation and Creative Economy, Robotics, Animation, Games, among other initiatives.

## RJCLICK

[ISS INCENTIVE LAW]

The RJCLICK Project trains young students who live in the most vulnerable communities of Rio de Janeiro. Offering courses at NGOs, institutions and schools, the initiative served around 250 young people in 2022.

Overall, there are three professional workshops focusing on the field of technology and programming: Front-End Developer; Back-End Developer, Mobile Developer.

## BRINCANDO NA PRAÇA (PLAYIN IN THE SQUARE)

[ROUANET LAW]

The initiative fosters creativity, learning and the sense of community through sustainable, inclusive practices and the appreciation of culture and the work of artists from all over the City of São Paulo, the greater ABC region, and the rural areas of the State of São Paulo with sensitive lectures, which share stories, music and knowledge that are unique to Brazilian culture.

## GOOD DEEDS DAY

[ROUANET LAW]

Good Deeds Day (DBA) is a global volunteer movement that brings together people who are willing to help organizations that need support, transforming good intentions into effective action. During the action, individuals, organizations and companies join together for a number of voluntary actions, promoting solidarity and social engagement in various areas.



## ARTE GERANDO RENDA (ART GENERATING INCOME)

[ISS INCENTIVE LAW]

A partnership developed in 2019, this project provides social inclusion and professional training to young people and adults over the age of 16 in conditions of high social vulnerability through free workshops aiming at the job market, which focus on aesthetics, carnival and performing arts. Six free workshops have been offered in Rio de Janeiro.

**IMPACTED POPULATION:  
300 young people and adults**

## TETO (ROOF)

NGO that works with residents of precarious communities in different states and regions to create concrete, emergent solutions that improve the habitat and housing conditions in those territories. With the support of collaborators from RJ and SP, we build emergency homes for socially vulnerable families.

**IMPACTED POPULATION:  
+ 4 thousand families**

## S.O.S PETRÓPOLIS

Donations of items to help the residents of Petrópolis, in Rio de Janeiro. In February 2022, the city suffered heavy rainfall that caused flooding and landslides and left more than 240 people dead and countless families homeless, left with nothing.

**IMPACTED POPULATION:  
+ 600 homeless people**

## CONEXÃO G (G CONNECTION)

The institution's goal is to minimize the discrimination suffered by the LGBTQIA+ community in an integrated, comprehensive manner, focusing on the theme of Human Rights and the Promotion of Health and Education for residents of low-income communities in Rio de Janeiro. We support the institution by donating basic food baskets.

**IMPACTED POPULATION:  
200 families**

## CASA DE DAVID (DANIVD'S HOUSE)

The institution's mission is to care for and assist people with intellectual and physical disabilities and autism, most of whom are socially vulnerable, to provide them with quality of life, dignity, love and respect. We support the institution by donating basic food baskets and sponsoring the assisted individuals to exchange gifts at our Christmas party.

**IMPACTED POPULATION:  
+ 200 people and their families**

## GRAMACHINHOS PROJECT

NGO with the mission of promoting social transformation through education and nutrition and bringing dignity and hope to the children of the extinct Jardim Gramacho landfill. We donate basic food baskets and perform fundraising campaigns with the employees, and donate to help purchase early childhood education items for the assisted individuals.

**IMPACTED POPULATION:  
+ 1.500 people**



## CUFA

CUFA (Central Única das Favelas) is a 20-year-old Brazilian organization recognized nationally and internationally for its work in the political, social, sports, and cultural circles. We support the institution by donating basic food baskets.

**IMPACTED POPULATION:**  
**+ 2 mil people**

## GRUPO PELA VIDDA (GROUP FOR LIFFE)

The main goals of Grupo Pela VIDDA-RJ are to break the isolation and tear down the stigma associated with AIDS, and reintegrate people living with HIV into society, to defend the rights and ensure the dignity of this group. We support the institution by donating basic food baskets.

**IMPACTED POPULATION:**  
**+ 3.500 people**

## LITTLE PRINCE HOSPITAL - HPP

[FIA INCENTIVE LAW]

With a focus on the humanized care of patients and their families, HPP dedicates most of its capacity to caring for patients through SUS (the Brazilian Unified Health System) and receives children from all over the country. This partnership has been in place since 2015, and the project has funded the renovation and improvement of the complex's building structure.

**IMPACTED POPULATION:**  
**+ 249 thousand children**

## INSTITUTO LIMPA BRASIL (CLEAN BRAZIL INSTITUTE) LET'S DO IT!

Founded in 2010 by the company Atitude Brasil, it is a non-profit organization whose mission is to promote education and public mobilization, in a democratic and inclusive way, to eradicate improper waste disposal, restore the environment and instill a recycling culture, conscientious consumption, responsible production, circular economy, and generate income for recyclable material collectors. Overall, four clean-up campaigns were held with employees and their families, two in 2022 and two in 2023, to collect garbage. The action focused on raising awareness about pollution and climate change, as well as group integration.

## PROVIDENCIANDO A FAVOR DA VIDA (PROVIDING IN FAVOR OF LIFE)

[ISS INCENTIVE LAW]

The primary goal of this project is to advocate for the inclusion of adults, especially women who became mothers as teenagers and did not have the opportunity to finish elementary school. Knowing the difficulties that adults face for being out of school for many years, it employs easy-to-understand techniques, reading workshops, math tutoring and even adult literacy classes. In this context, we support the NGO's cultural and educational projects for the assisted mothers.

**IMPACTED POPULATION:** **Communities of Providência, Morro do Pinto and King Kong, in the borough of Olaria, Complexo do Alemão, and throughout the City of Rio de Janeiro.**

## INSTITUTO APONTAR (POINT OUT INSTITUTE)

[ISS INCENTIVE LAW]

Institution whose mission is to contribute to the cognitive and socio-emotional development of gifted children and teenagers from low-income families, through social work and academic, cultural and ethical training, which enables them to be agents of change in their lives, families and surroundings.

**IMPACTED POPULATION:**  
**+ 300 students from the Public  
School System assisted**



## CÃO SEM DONO (DOG WITH NO OWNER)

Non-profit NGO created to take as many animals off the streets as possible, providing them with the proper care and placing them in families that will give them love, affection, and a decent life. In addition to financial donations, we collect various animal care items.

**IMPACTED POPULATION:**  
**+ 450 animals**

## ASSOCIAÇÃO FOCINHO DE LUZ

Non-profit organization that fights for the reinsertion of abandoned animals into society. At the Association, the animals are cared for until they are ready to attend adoption fairs. In addition to financial donations, we collect various animal care items.

**IMPACTED POPULATION:**  
**Approximately 100 animals**

# Environmental Impact

---





# Climate Strategy

Kasznar Leonardos' climate strategy is an essential part of its commitment to environmental responsibility, aiming to mitigate the impact of the firm's operations on climate, and to promote sustainable practices. To this end, we have adopted a strategy to reduce, whenever possible, any and all operations that negatively impact the environment, with a special focus on actions to fight climate change.

Finally, everything that cannot be eliminated is offset until we achieve neutral greenhouse gas (GHG) emissions. The measures taken by Kasznar Leonardos in this sense are discussed in greater detail ahead.



# GREENHOUSE GAS INVETORY

During the 2022-2023 period, Kasznar advanced in its environmental reporting, producing greenhouse gas inventories to improve the accuracy of the information and monitor the emissions released by its business operations.

The measurement of the emissions adhered to the GHG Protocol, covering the three scopes of direct and indirect emissions defined by the methodology. The analysis included variables such as power consumption, maintenance of air conditioning systems, home-work commutes, among other aspects.

Having examined the data collected to compile the inventory, we arrived at the following results for the **São Paulo** office:

**2022**

SCOPE 01

FUGITIVE EMISSIONS  
**46.16 t/year**  
CO2e Emissions

SCOPE 02

TOTAL EMISSIONS  
**0.19 t/year**  
CO2e Emissions

SCOPE 03

HOME-WORK  
COMMUTES  
**-**  
CO2e Emissions

**2023**

FUGITIVE EMISSIONS  
**46.16 t/year**  
CO2e Emissions

TOTAL EMISSIONS  
**0.20 t/year**  
CO2e Emissions

HOME-WORK  
COMMUTES  
**5.08 t/year**  
CO2e Emissions



For the **Rio de Janeiro** office,  
the results were the following:

## 2022

SCOPE 01

FUGITIVE EMISSIONS

### 70.61 t/year

CO<sub>2</sub>e Emissions

SCOPE 02

TOTAL EMISSIONS

### 12.8 t/year

CO<sub>2</sub>e Emissions

SCOPE 03

HOME-WORK  
COMMUTES

-

CO<sub>2</sub>e Emissions

## 2023

FUGITIVE EMISSIONS

### 70.61 t/year

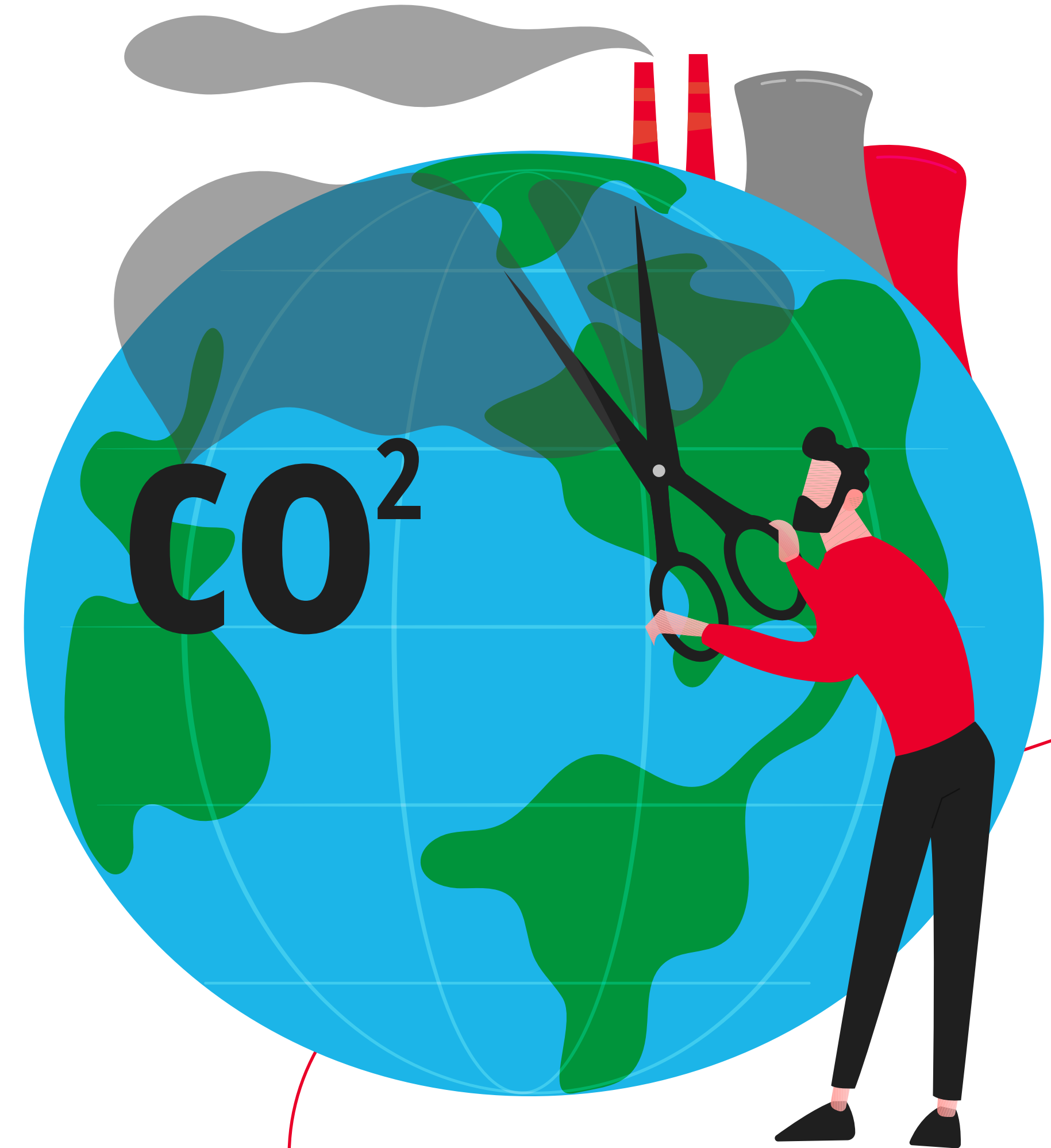
CO<sub>2</sub>e Emissions

TOTAL EMISSIONS

### 13.11 t/year

CO<sub>2</sub>e EmissionsHOME-WORK  
COMMUTES

### 156.13 t/year

CO<sub>2</sub>e Emissions

Regarding scope 3 emissions, in the **business travel** category, considering both offices, we reached the following result:

**2022**

**BUSINESS TRAVEL**  
**40,94 t/year**  
CO2e Emissions

**2023**

**BUSINESS TRAVEL**  
**99.85 t/year**  
CO2e Emissions

The emissions increased from one year to the next, mainly due to the growth of our client base and increased business travel. In 2022, the emissions totaled 170.74 tCO2e, while in 2023, they climbed to 397.52 tCO2e.

The significant annual growth is also tied to the expanded data collection. As of 2023, the emissions resulting from commutes were included in scope 3, considering the different means of transportation used by the employees. Additionally, in the business travel category, there was an increase in travel associated with the end of the Covid-19 global pandemic, at which time the institution started travelling more to events, client visits, among other reasons.

Moreover, the emissions released by waste transported to landfills were recorded. This waste includes packaging and sanitary waste, which are still not recyclable in the cities where the firm operates.

By implementing the greenhouse gas inventory, Kasznar Leonardos aims to neutralize 100% of its emissions with the acquisition of carbon credits and, in the future, mitigate them through awareness-raising initiatives and other mitigation actions.



# COMMITMENT TO THE REDUCTION OF GREENHOUSE GAS EMISSIONS

Kasznar Leonardos reinforces its ongoing commitment to the environment with the institution of a robust climate strategy. Our proactive approach aims to significantly reduce greenhouse gas emissions to minimize the environmental impact of our operations and contribute to the mitigation of climate change.

Since 2021, we have strengthened our commitment to actions to fight global climate change. As a result of this effort, we can say that, since 2022, **our operations have achieved neutral GHG emissions and we are committed to maintaining offsets in future years.** This was possible thanks to the mapping of the emissions with the use of

the GHG Protocol, where we identified emissions classified under the three scopes. Once equivalent emissions from our operations have been identified, we offset them with the acquisition of carbon credits.

We have implemented a number of measures to achieve energy efficiency in our facilities. The substitution of LEDs for conventional light bulbs, the use of motion sensors and the more efficient electronic equipment lower our power consumption. These initiatives are just some examples of what we do to contribute to the preservation of natural resources and generate sustainable operational savings in the long run.

Committed to cleaner energy sources, we actively explore the adoption of renewable energy. However, we understand that, despite the efforts to reduce our emissions, there is still a residual footprint. So, we offset this with the acquisition of carbon credits, which contributes to the neutralization of our emissions and demonstrates our commitment to balancing the environmental impacts we cause.





# MOSS

## Certificado de compensação

da pegada de carbono



We have adopted the GHG Protocol to systematically monitor our greenhouse gas emissions. This measurement method allows us to assess performance over time, identify opportunity areas and continually adjust our practices to achieve more ambitious emission reduction goals.

Our climate strategy is dynamic and subject to regular evaluations and ongoing improvement.

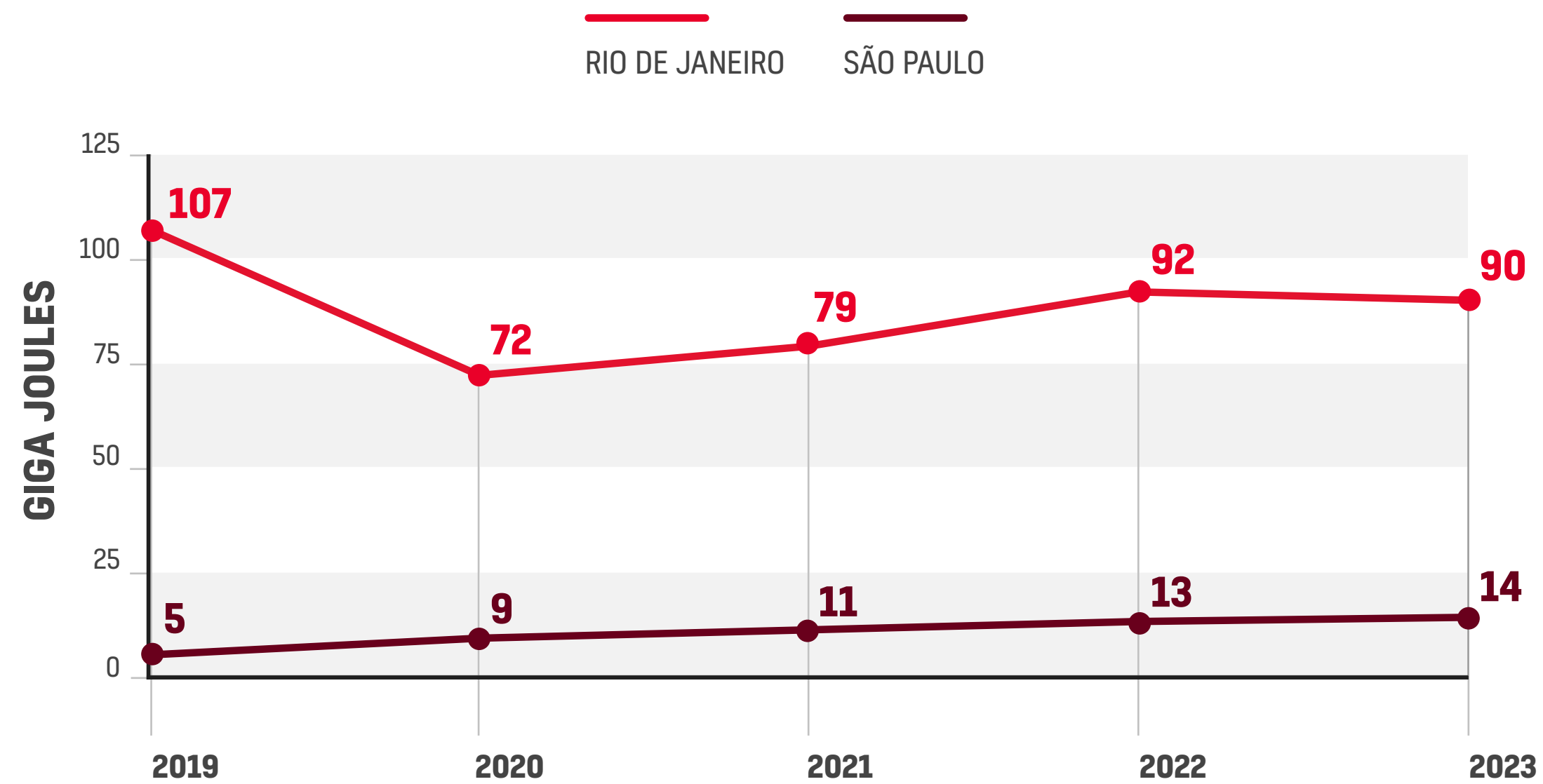
We are on the lookout for emerging opportunities and innovative technologies that could further strengthen our approach and ensure that we remain at the forefront of environmental responsibility.

\*The certificate above is an Emission Offset Stamp for the Purchase of Carbon Credits.





## Average Power Consumption in Giga Joules



2019 Total  
**112 Gj**

2020 Total  
**81 Gj**

2021 Total  
**90 Gj**

2022 Total  
**105 Gj**

2023 Total  
**104 Gj**

Clearly, we reduced our power consumption during the COVID-19 pandemic by working 100% remotely. However, even though we came back with the hybrid work model, we have not gone back to our pre-pandemic emission levels.

# SUSTAINABLE WASTE MANAGEMENT

Kasznar Leonardos' commitment to sustainability is not restricted to greenhouse gas emissions, but extends to responsible waste management. Our strategy incorporates specific measures to minimize the environmental impact associated with waste generation and, so, it aligns with a holistic approach to the preservation of the environment.

We have implemented strict waste separation practices in our facilities, distinguishing between organic waste, recyclables and electronics. This approach optimizes the recovery of valuable materials and reduces the amount of waste sent to landfills. By prioritizing proper separation, we contribute to the promotion of a circular economy, where resources are used more efficiently, since recycling materials reduces the need to extract natural resources, conserves energy, and mitigates the environmental impacts associated with the production of new materials.

These efforts also extend to the careful selection of

destinations for different types of waste. Partnerships with waste management service providers committed to environmentally sound practices ensure that waste is handled responsibly. This includes encouraging recycling, composting organic waste, adopting methods that minimize pollutant emissions, and teaming up with partners who reuse electronic materials.

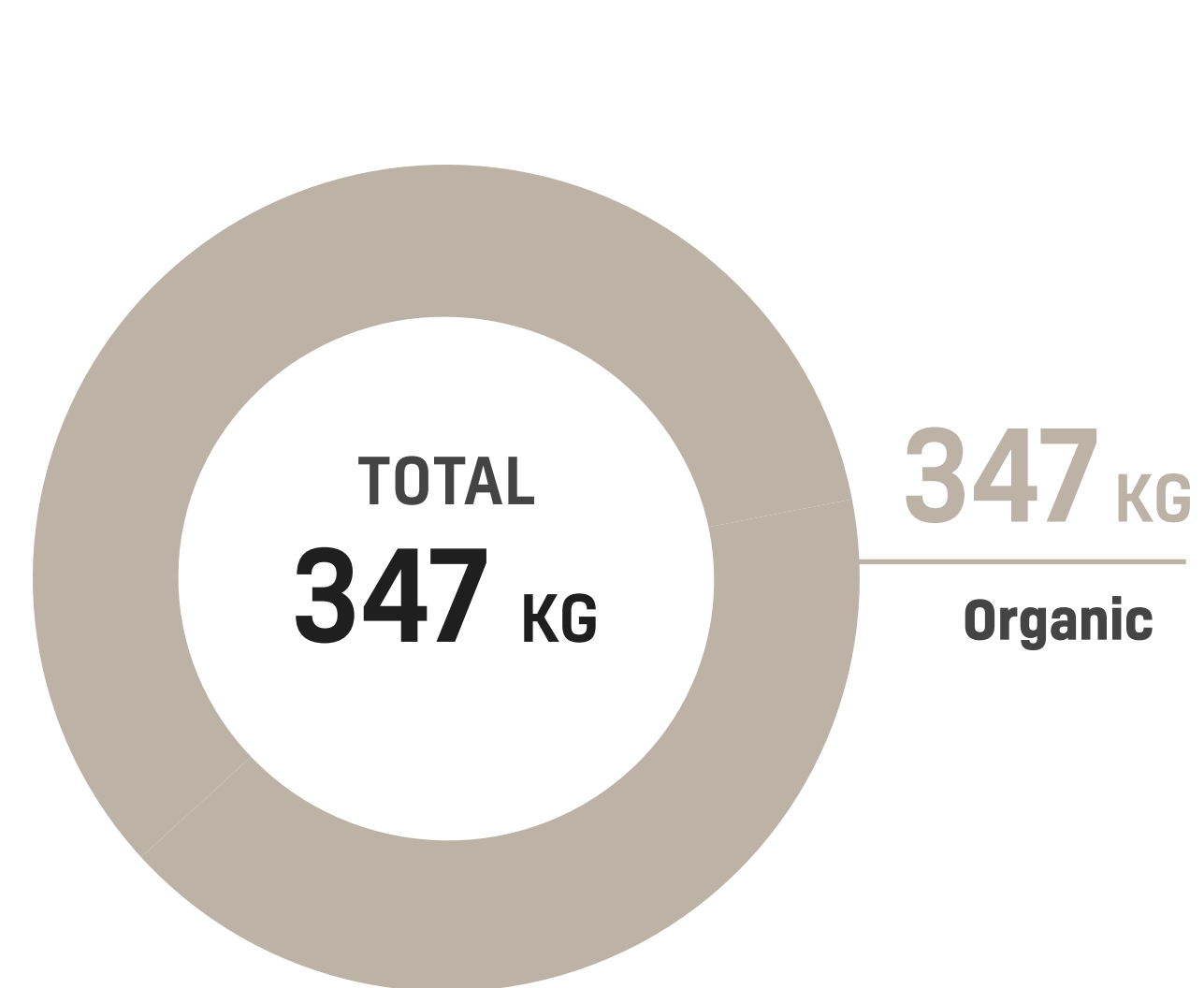
Among the actions developed for the proper disposal of its waste, Kasznar has entered into partnerships with institutions in Rio de Janeiro and São Paulo. The aim of those partnerships is the recycling of bottle caps and seals, with the proceeds from the sale of these recyclable materials going to support the animal cause. The NGOs involved are Rio Ecopets and Ecopatas.





## Waste Production

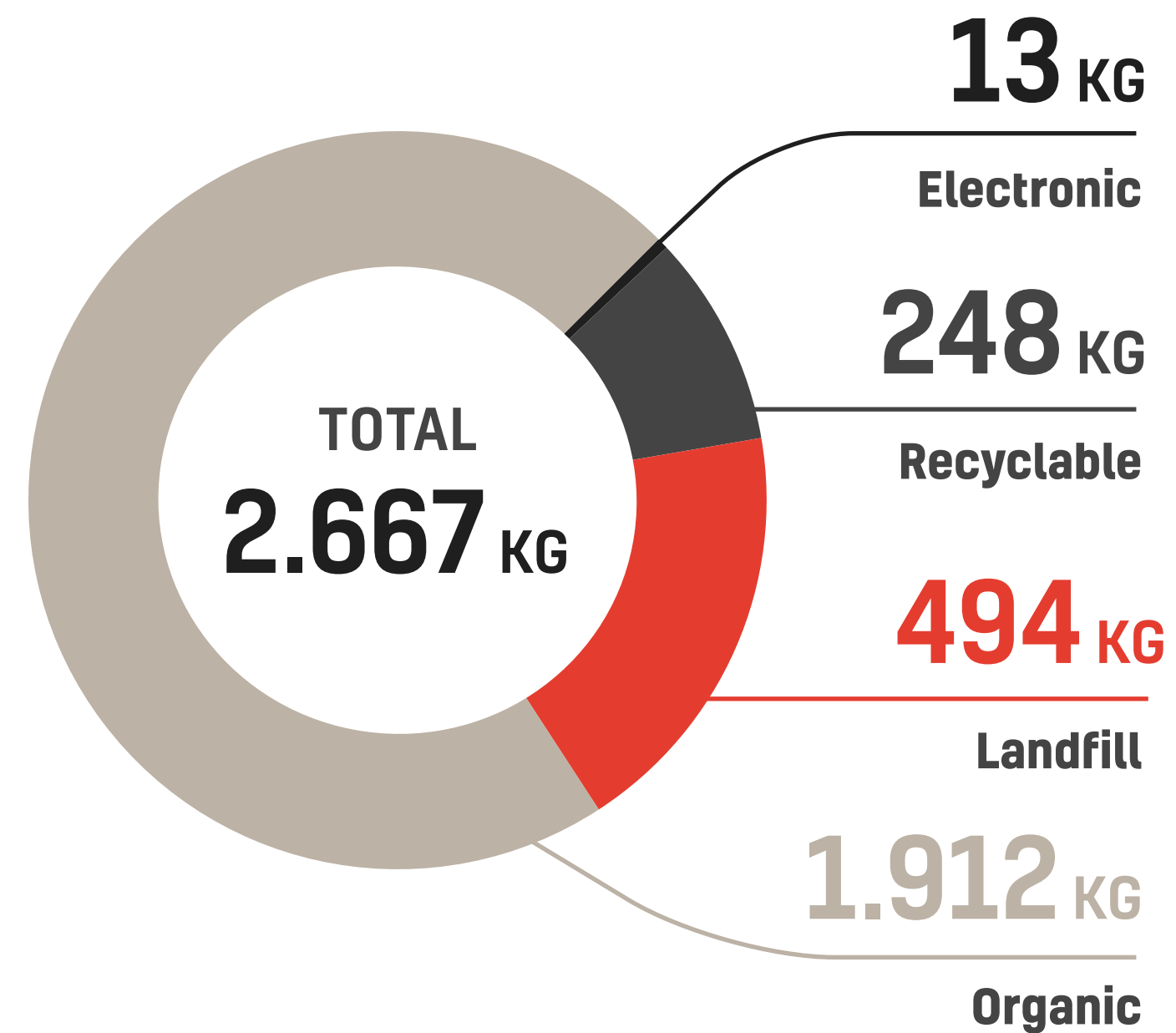
SÃO PAULO



\* The weighing of recyclable waste destined for landfill for the SP office was not carried out.

## Waste Production

RIO DE JANEIRO



Waste management is key to the reduction of our global carbon footprint. We adopt practices that not only minimize our office's contribution to climate change, but also reinforce our broader commitment to sustainability.

By effectively integrating sustainable waste management into our climate strategy, we remain on the path to environmental innovation and demonstrate that sustainable business practices are crucial to the environment and the long-term success of our organization.



# Economic Impact and Governance

---



# Corporate Governance

Corporate governance plays a key role in the sustainable development of Kasznar Leonardos, acting as the foundation for responsible, transparent practices that align the interests of all stakeholders. A robust governance system ensures that the company adopts ethical practices, improves transparency, and reinforces the trust of investors, employees, customers and the community at large.

Responsibility and accountability within the organization are effectively established through

well-defined control structures, clear policies and oversight mechanisms. These elements ensure compliance with all laws and regulations, and the adherence to high ethical standards.

Our Code of Ethics guides all the operations of Kasznar Leonardos. And to ensure that our operations are conducted in an orderly, efficient, safe manner, according to the organization's standards and values, we have instituted policies.

In short, corporate governance establishes the necessary framework for the implementation of ethical practices, effective risk management and the creation of value in the long term. By incorporating ESG principles, Kasznar Leonardos not only meets the stakeholders' expectations, but also contributes significantly to a more sustainable and equitable future.

**Social Responsibility Policy;**  
**Diversity, Equity & Inclusion Policy;**  
**Corporate Volunteer Policy;**  
**Corporate Giving Standard;**  
**Sustainability Policy;**  
**Sustainable Procurement Policy;**  
**Pro bono Policy;**  
**Internet Usage Policy;**  
**Quality Policy;**  
**Anti-Harassment and Anti-Workplace Violence Policy;**  
**Recruitment and Selection Policy;**  
**Occupational Health and Safety Policy;**  
**Internship Program Policy;**  
**Young Apprentice Program Policy;**  
**Information Security Policy;**  
**Privacy Policy.**

# Economic Impact and Performance

## IMPORTANCE OF MANAGING FINANCIAL RESOURCES

At Kasznar Leonardos, we understand that sound financial resource management is a crucial pillar of our sustainability narrative, which is reflected in a number of actions and strategies. Transparency and integrity are reflected in the external audits of all accounting reports and in the disclosure of our financial performance to employees, which demonstrates the commitment to balancing economic success with ethical and sustainable business practices.

Economic performance is not only an indicator of our present success, but also a tool to assess long-term sustainability. We believe that trust is crucial to any solid relationship. By including this information, we provide stakeholders with a clear view of the company's financial health, thus building a solid foundation of trust and transparency.

We recognize the growing importance of ESG criteria in the market and, by aligning economic performance with sustainable practices, we mean to attract business partners who share the same corporate responsibility values.

A thorough understanding of this topic is vital to anticipate and mitigate risks. When facing these challenges, we want

to make informed decisions that ensure the resilience and financial stability of our operations.

Our commitment to sustainability is not an isolated initiative; it is inherent to all aspects of our operations. By providing this detailed report, in combination with our environmental and social practices, we highlight the effective integration of sustainability into our business strategy.



# ANTI-CORRUPTION PRACTICES

The Ethics and Compliance Committee is responsible for implementing the Code of Ethics and Compliance, monitoring the enforcement of and compliance with the applicable legislation, the regulations established in the Code, and other policies and standards governing the company's business and activities.

The Committee is also responsible for investigating any misconduct and applying the corresponding penalty, where appropriate.

## CODE OF ETHICS AND COMPLIANCE

The code of conduct formalizes the ethical standard of excellence that has guided our operations throughout our many years of existence, by establishing a set of rules of operation and conduct designed to ensure compliance with the appropriate legal and regulatory standards, conceived internally, with a focus on honesty, loyalty and other general ethical values and good corporate governance practices.

With this code, Kasznar Leonardos adopts an important instrument of good corporate management and commitment to the systematic fight against corruption, prejudice and other misconducts. It also ensures the maintenance of a high level of quality of the services provided and an honest and transparent work environment, permeated by ethical standards, mutual respect, inclusion, and responsibility.

Kasznar Leonardos maintains an effective culture and

policy of control, prevention, detection and repression of potential violations of the law and the terms of this Code. This is done through an effective system of education, periodic training and monitoring, regular audits, registration and documentation of all transactions and business relationships established, as well as a system for the reporting and investigation of irregularities, which allows for the application of penalties and other actions.

The Code of Ethics and Compliance covers all Employees (our own, as well as outsourced employees and associates), individuals and/or legal entities having a direct relationship with the firm, whether or not for profit, including (but not limited to) associations, suppliers, subcontractors, brokers, consultants, and service providers. No corrupt practices of any kind are tolerated.

## REPORTING CHANNEL

Any violation or suspected deviation from the Code of Ethics and Compliance can be reported on the Reporting Channel. This is a channel of dialogue about ethical issues, a space open to any interested party – employees, third parties, partners, suppliers, clients and service providers – reserved exclusively for the electronic registration of complaints about any conduct in violation of our values.

In this channel, you can confidentially report situations of legal violation, fraud, moral and sexual harassment, theft, corruption, conflicts of interest, illegal professional practice, discrimination and prejudice, among other issues. In this way, the complainant can provide evidence or indicate paths to be taken by the Ethics and Compliance Committee to improve the work environment within the firm and heighten our ethics, inclusion and transparency, which are essential values for us.

The platform is to be used exclusively to report cases that violate in-company and outside rules for good coexistence and respect among employees, suppliers and clients. The service is provided with the support of an outside vendor, so everyone feels comfortable and safe to report.

After receiving the report, the issue is forwarded electronically to the Ethics and Compliance Committee, which will begin its review and procure the necessary information. At no time will the complainant need to identify themselves, nor will they be identified if they have chosen to file the report anonymously.

When filing a report on the Channel, a filing number is generated to allow for the tracking of the process. The complainant will not be identified when the report is filed anonymously.







The complaint is received online, through an outside platform, available at the link:



Within the portal, the complainant fills out a form to share the complaint with the appropriate parties in view of its resolution, and may attach any documents and other materials that they deem relevant to the investigation of the complaint. The portal also allows additional information to be requested of the complainant.



The complaint is always reviewed by the Ethics and Compliance Committee.



The complainant receives a filing number after filing the report that allows for the tracking of the progress of the complaint.

In 2022, four complaints were filed, but only three were deemed valid. They were reviewed by the Ethics Committee and classified as inappropriate conduct by the accused and, consequently, corrective measures were taken. In 2023, one complaint was filed and deemed valid and serious. It was reviewed by the Ethics Committee and classified as inappropriate conduct by the accused and, in this case, more severe measures were taken, following the inquiries.

# ETHICS AND COMPLIANCE COMMITTEE

This committee operates on a permanent basis and consists of a number of full members, among Partners and Employees from different areas of the company. The Committee's members will serve for an indefinite period of time, and may be changed periodically by the Board.

This committee is responsible for reviewing all complaints, whether internal or external, filed and submitted through the Channel, against people holding any position with the company. To review the reports received, the Committee may delegate informative and/or investigative duties to third parties, appointed exclusively for this purpose, as long as they strictly observe the rules and principles of confidentiality of the information to which

they have access. The Committee also takes the necessary measures to protect the complainant from retaliation by anyone named in the complaint.

The Committee shall direct the information, investigations, the collection of evidence and proof on the cases, and take all steps and measures deemed appropriate to resolve the issue, immediately when possible.

All complaints must be filed with the use of a specific form within the Reporting Channel system, by which the user may later complement the filing or anonymously monitor its progress.





# INFORMATION SECURITY

The information and data of Kasznar Leonardos' clients and professionals are deemed to be extremely valuable assets of the company. So, intellectual property and information security are the most important activities and get a lot of the company's attention. We are always interested in the latest technology trends to protect our clients' data.

With this in mind, in 2010, we created the Privacy Policy and the Information Security Policy, which consolidates all of Kasznar Leonardos' commitments regarding the processing and security of users' personal data.

The Privacy Policy compiles recommendations to the employees and ensures the protection and reliability of the information generated in computer environments. The complex infrastructure of this

operating environment considers the company's concern with the security of information, which is our greatest asset.

So, it is crucial that we constantly seek to minimize the risks that could arise from the misuse of this infrastructure. A secure environment assumes control over the acquisition, development, handling or operation of the components of the IT and telecommunications infrastructure and the information it generates.

Any infringement of the policy may be reported to the Ethics and Compliance Committee, and an anonymous report may be filed through the Reporting Channel. It is also worth noting that if the Privacy Policy is infringed, Kasznar Leonardos will take the corresponding actions, as applicable.





# Annexes

---



# ABOUT THIS SUSTAINABILITY REPORT

This Sustainability Report describes the 2022 and 2023 practices of Kasznar Leonardos and is aligned with the United Nations' (UN) Sustainable Development Goals (SDGs) and the Global Reporting Initiative (GRI). With our sustainability practices, we intend not only to meet regulatory and market expectations, but to exceed them and, in doing so, set new standards for the legal and intellectual property sector, always looking for new ways to contribute significantly to a more sustainable and fair future.

We thank all our stakeholders for their continued support and belief in our mission, and commit to continually improve our practices and transparency along the way.

## Written by

**GREAT PEOPLE ESG**

---

## Review

**GREAT PEOPLE ESG &  
KASZNAR LEONARDOS**

---

## Layout

**GREAT PEOPLE ESG**

---

**SDG 1**  
NO POVERTY

p.51

**SDG 2**  
ZERO HUNGER AND SUSTAINABLE AGRICULTURE

p.52 p.53

**SDG 3**  
GOOD HEALTH AND WELLBEING

p.11 p.31 p.38 p.53

**SDG 4**  
QUALITY EDUCATION

p.31 p.49 p.50 p.52 p.53 p.54

**SDG 5**  
GENDER EQUALITY

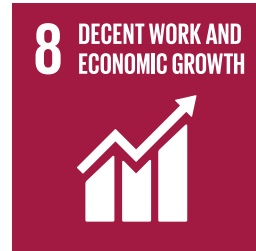
p.20 p.41

**SDG 6**  
CLEAN WATER AND SANITATION

p.51

**SDG 7**  
AFFORDABLE AND CLEAN ENERGY

p.11 p.57

**SDG 8**  
DECENT WORK AND ECONOMIC GROWTH

p.11 p.31 p.38 p.50 p.68

**SDG 9**  
INDUSTRY, INNOVATION AND INFRASTRUCTURE

p.11 p.49 p.50 p.68

**SDG 10**  
REDUCED INEQUALITIES

p.21 p.41 p.50 p.51 p.52 p.53 p.54

**SDG 11**  
SUSTAINABLE CITIES AND COMMUNITIES

p.11 p.23 p.47 p.49 p.50 p.51

**SDG 12**  
RESPONSIBLE CONSUMPTION AND PRODUCTION

p.11 p.47

**SDG 13**  
CLIMATE ACTION

p.11 p.23 p.54 p.57

**SDG 14**  
LIFE BELOW WATER

p.54

**SDG 15**  
LIFE ON LAND

p.54 p.55

**SDG 16**  
PEACE, JUSTICE AND STRONG INSTITUTIONS

p.11 p.23 p.51 p.68 p.69

**SDG 17**  
PARTNERSHIPS FOR THE GOALS

p.41



## Contact Information

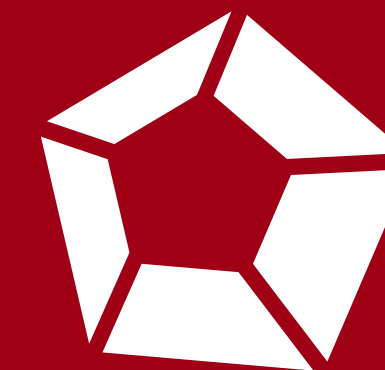
### EMAIL

[mail@kasznarleonardos.com](mailto:mail@kasznarleonardos.com)

### SOCIAL MEDIA

### WEBSITE

[www.kasznarleonardos.com](http://www.kasznarleonardos.com)



**KASZNAR  
LEONARDOS**