

FAQ's

My supervisor never takes into account the team's ideas and never shares important information. Is this harassment?

Harassment usually involves humiliation, threats or verbal offenses. If you think your supervisor should demonstrate a participating work environment, speak with them about it. If you don't feel comfortable talking to them, contact your local HR for assistance.

I'm a beauty product representative (Avon, Mary Kay, Herbalife among others). May I sell my products at the Company?

It is against Company policy to conduct any personal business at the workplace, such as selling clothes, jewelry, beauty products amongst other things. The use of resources such as email, company phones, office supplies or conducting sales is also unauthorized.

Can I access my personal email using the company's computer and internet connection?

If you have access to the internet, then your supervisor has authorized it, considering it to be a necessity for the development of your work. Gerdau's resources are exclusively intended to the execution of your professional duties. You may access your personal email from Gerdau's computer as long as you limit your time and not abuse the policy. Keep in mind that your private interests cannot interfere with your work at the company. Such access reduces your productivity. In addition, be careful not to put the security of Gerdau's network at risk. You should never open emails or files that are potentially infected by viruses.

A colleague who was on a business trip invited a friend to dinner. The employee paid for the bill and included the full amount in their expense report. How is this action viewed by the company?

This is not considered the correct procedure. The company provides employees on business trips with an appropriate value for meals, so that he/she can have an appropriate lunch or dinner. Given regional differences, the purchasing power of the established limit is higher in some cities while in others it is lower. Even if the limit covers the meals of more than one person, such practice is prohibited. The limit is intended to cover expenses incurred in the performance of the employee's duties on behalf of the company during the trip. For this reason, it is not permitted to charge the company for meal expenses of third-parties not related to company business. Gerdau should only pay for expenses effectively incurred by its employees on behalf of its business. In addition, if the referenced employee obtains an itemized receipt not representing the true facts, he/she will submit falsified information in the company's records. This is true for any receipt of expenses incurred on behalf of Gerdau, which must always be accurate.

May I wear clothing that declares my political preferences at the company? What about wearing pins or stickers on my uniform or helmet?

Uniforms and helmets are protective equipment provided by Gerdau for the use of the employees. Uniforms and helmets carry Gerdau's logo, and must not be associated to any political views. Clothing, uniforms and PPEs must be worn without your political views displayed on them during working hours.

I have access to non-public information about the company and would like to know if the limitations of use of such information are only valid in the period prior to the announcement of financial results.

NO. Non-public information must ALWAYS be kept confidential, until it is disclosed, and must NEVER be used as a basis for negotiation by you or any other third party. In addition to this requirement, certain executives are prohibited in negotiating shares during the blackout periods and before the release of financial results.

Is the blackout period only applicable to managers?

NO. The blackout period is applicable to all those who have access to non-public information. A notification email is sent to the Executives, Directors, Managers and certain employees. Management must forward it to subordinates with access to insider information. In case subordinates also have a team with access to such information, they must also inform their team about the blackout period, and so forth. No matter what your position is in the company; a supervisor, an assistant, an analyst or any other position, if you have access to insider information, the blackout period applies to you too.

Does Gerdau allow personal relationships between employees?

Personal relationships between employees may, under certain circumstances, result in a conflict of interest. An example of such conflict is a personal relationship, in which one could be tempted to favor the other in terms of a promotion or any other benefit. In many countries and divisions Gerdau is strict in regards to this matter. Consult your HR department to know if any related policy exists.

Is a personal relationship between an employee and a supplier acceptable?

In this case, the existence of a conflict of interest must be evaluated. There will be a conflict of interest if the position of the employee at Gerdau allows him/her to favor the supplier. Such favoritism may manifest itself with communication of internal or confidential information, preference or favored conditions in hiring. If the employee suspects to be in a conflict situation he/she must inform the Company by contacting his/her supervisor, HR or the Ethics Helpline. The Company will evaluate the situation and help identify the existence of a conflict. If the conflict is confirmed, the Company will find a solution, thus, avoiding the conflict.

May I invite people who work for the company's suppliers to a party or social occasion? Also, is it appropriate to accept gifts from them?

The company acknowledges and respects the individual freedom of each employee. Who should or shouldn't be invited to your private party is your own choice; it's up to you to decide. There is no problem in inviting work colleagues, including those who work for suppliers, to your party. Likewise, there is no problem in accepting gifts, as long as they are appropriate for the occasion. In other words, gifts should not stand out (because they are more expensive) from the others.

My sister works for a company's supplier. Is there anything wrong with this? What should I do?

An employee is not prohibited from being hired if a family member or a friend owns or works for a Gerdau supplier. Your only obligation is to inform the company if you think you are in a conflict of interest situation. A conflict of interest will exist if you are in a position to favor your sister's company. The conflict of interest, in this case, could reveal the overlapping of the private interest to favor the supplier company that your sister works for. In this case, you are required to inform Gerdau in order to identify a potential conflict of interest and take appropriate action to ensure the business relationship between Gerdau and the supplier.

I work in the sales department and plan to have my own decorating business with my wife. Is there any restriction?

NO. As long as you do not use your work time and the company's resources, as well as information and knowledge from Gerdau to run your decorating business.

A supplier has offered me a flat screen TV as a gift. On occasions I receive promotional low-cost pens as souvenirs and wonder whether it is appropriate to accept the TV? I purchase products from this supplier because of the quality and (...)

(...) they never expect anything in return. -----

----- If you are responsible for the decision of buying products, you should not accept the offer. Even if you choose this supplier because of the quality of its products, accepting the gift may create the expectation for future favors. Besides, others will come to know that you've accepted the gift and may think your professional decision for this supplier was influenced by the gift which would be negative for you and Gerdau. In addition, a TV set cannot be considered a promotional gift (those containing the logo of the offering company and meant to promote the product) and, is above the established limit for accepting gifts (US \$100). You should politely thank the supplier for the offer and explain Gerdau considers it inappropriate to accept the gift and has adopted a policy that avoids even the appearance of favoritism. Ask them to understand your position and explain that, more important than the offer, is the professional partnership between you or both companies.