



IMPLEMENTATION GUIDE

GMT GREEN

GRUPO MONTESANTO TAVARES

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1.

PROGRAM
PRESENTATION



1. Program Presentation

The Montesanto Tavares Group (GMT) operates in the coffee production stages, from origin to the sale of our blends to different regions of the world. The market greatly appreciates and values the flavor of Brazilian coffee and is constantly evolving regarding agricultural production practices. To serve our customers with a sustainable product, we need to develop our suppliers and provide guarantees on the coffees we deliver.

As a large and solid Group, we understand that we are responsible for sharing our experience in good practices and helping our partner farmers, regardless of size, to progress towards conscious management practices, which reflect our concern for natural resources and the people who produce the origin of our business. We take a careful look at our entire value chain, especially producers, and we want to help them evolve, teaching more responsible and assertive forms of production, which bring profitability, quality of life to field workers and respect for the environment.

To reflect our commitment to development of responsible production, we publish our Sustainability Policy. In it we highlight that our dedication to the relationship with producers comes first. Our Field Technicians are close to farmers, working day-to-day, helping them plant and harvest with environmental and social responsibility, promoting buy at fair prices and understand more and more of their realities, desires and difficulties, which also are ours, because, just like them, we are also producers. And we emphasize: we are proud to be producers to support family farming and to promote the appreciation of coffee growers in our country.

Onward is an English word that means forward, to forward, and that is the name we gave to our Sustainability Policy. Our strategic planning is with an eye on the future: *Onward*. Grow, mature, like a plant, it takes time. And play our better, it requires a self-analysis perspective, which allows the continuous improvement. Let's achieve this future together: GMT will be alongside its producers supporting their evolution, demonstrating best practices and helping each one performing their best, in their own time.

Our strategy is based on three pillars, they are:

1



Recognize and pay

2



Develop the supply chain

3



Connect production to consumption

2.

PROGRAM OBJECTIVES
AND STRATEGY



2. Program Objectives and Strategy

The desire to recognize and remunerate our producers, develop the supply chain and connect production to consumption gave birth to this project: GMT GREEN. Aware of all the challenges faced by producers, we understand that we could and should support a change in the sector, a change that would bring benefits to everyone involved in our business. Because, by improving working conditions, land management, and relationships with the community, we will be improving our chain and, increasingly, enhancing shared value. We also know that this change is gradual, not immediate, but we are willing to evolve together, set improvement goals according to the reality of each producer, support individual challenges and, in this way, make our production mature in the concepts of sustainability, just like a coffee bean: which is born green and needs attention, care, resources, and time, to finally mature.

We believe that this work and effort will impact the improvement of the quality and reputation of Brazilian coffee, will open up new market opportunities and will bring prosperity to everyone involved. This is our way of sharing value with our partners, sharing our knowledge and promoting evolution in practices, product quality and quality of life for those who join us in this challenge.

GMT GREEN aims to develop the producers who work with us, sharing best practices and encouraging continuous improvement of their processes. We evaluate the practices used point by point and, with this, we are able to identify opportunities for improvement in the properties, allowing each person to evolve individually.

In addition to promoting the evolution of good practices in the coffee production market in Brazil, the program will support the improvement of the traceability of our suppliers. Today, GMT already has tools that allow the traceability of each batch delivered to our customers. However, to ensure the effectiveness of processes, our suppliers need to understand the importance of this mapping and engage in the safe and effective delivery of the information necessary for full traceability of our supply chain. In this way, the program provides, through educational reinforcement, to raise awareness among the producer base in order to guarantee commitment to true and valid information for our tracking process. Participating producers pledge not to pass on coffee produced on farms not participating in the program to GMT and to carry out actions, within their properties, that guarantee the effective segregation of lots sold with the Group.

This program was developed with consultancy support from Peterson Solutions, using as a basis the Coffee Sustainability Reference Code from the Global Coffee Platform. Additional items were included in order to guarantee the standard of practices, conduct and management that the GMT seeks for its supply chain. In order to customize the requirements and dynamics to the reality of our production, we invite interested parties and the Group's entire technical field team to contribute with observations and suggestions, adopting, from the beginning of the process, the concept of continuous improvement. This concept is the basis of the entire program, using continuous improvement as a master tool to develop the evolution of partner producers, thus enhancing the achievement of the objectives listed.

2.1 General Objectives

- Enhance shared value in our production chain;
- Promote sustainability in the coffee sector;
- Improve the reputation of Brazilian coffee in the international market

2.2 Specific Objectives

- Promote awareness of human rights, ensuring an ethical chain that respects the integrity of each worker
- Promote agriculture that respects the environment
- Share knowledge in order to develop partner producers
- Improve practices in the coffee production chain, making it more sustainable
- Improve the remuneration given to coffee producers, thus improving the quality of life in the countryside
- Ensure the implementation of good practices that meet the requirements of international standards
- Guarantee the traceability of our coffees, from origin



3.

SCOPE



This implementation guide was developed to instruct everyone involved with GMT GREEN to understand the rules, procedures and operation of the same regarding the strategy for verifying compliance with the requirements developed.

It is aimed, in particular, at coffee producers, Group suppliers and customers who will receive products with greater guarantee of quality in the product and production methods, aligned with the most demanding standards guaranteeing Human Rights and respect for the environment.



3.1 Definitions

Auditor: person responsible for conducting the audit.

Audit: process of verifying compliance with the criteria established by GMT GREEN, highlighting the conformity or non-conformity found in the verification. First Party Audit (or internal audit): is a self-assessment, conducted by the property's internal team.

First Party Audit (or internal audit): it is a self-assessment, conducted by the company's internal team property.

Second Party Audit: an external audit, conducted by a GMT representative or by a representative of an interested party, such as a client, for example.

Third Party Audit: an external audit, conducted by an independent and impartial certification body, and may or may not be accompanied by a GMT representative.

Auditable: is the target of the audit, which could be a management system, process or supplier and its entire organization.

Cycle: period stipulated for the development of the program, refers to three years counting from the signing of the Term of Commitment. The program is cyclical, that is, it does not close at the end of the cycle. A new cycle begins again when the previous one ends.

Audit Client: the supplier eligible for the program that must undergo auditing.

Program criteria: These are the requirements relating to coffee production practices, including the management of necessary resources and other practices listed.

Conformity: is the compliance, by the auditee, with the analyzed criteria.

Audit team: two or more people involved in the audit process.

Scope of audit: delimitation of the audit and its scope, consequently determining the certification based on the requirements and criteria of the program such as grouping, leveling, rural property, and other pertinent and necessary information to verify compliance in meeting the criteria during the conduct of the audit.

Audit evidence: documents, materials presented by the auditee to the auditor, and interviews and notes made during the audit in order to prove compliance with the analyzed criteria. All evidence must have a copy saved in the records files of the property participating in the program.

Producer: also called supplier or rural producer, it is the GMT coffee supplier and may be the audit client.

3.2 Program Management: Duties and Responsibilities

Program management is the responsibility of the GMT Sustainability Coordinator

This reports to the organization's Sustainability Committee. The management of program, from implementation, communication, planning, team management, contracting support services, making resources available, controlling audit processes, the necessary analyzes and equations, are under your control. responsibility. In short, your duties are:

- **Establishment of the program**, internal communication, negotiation, and facilitation of GMT GREEN actions;
- **Management of financial, economic, human resources and time** necessary to conduct GMT GREEN;
- **External communication** with interested parties to publicize the program;
- **Monitoring of audit processes**, in all their stages;
- **Monitoring progress and complying** with the actions proposed in the action plans;
- **Management of program information**, indicators and documents, including their collection, control, validation, archiving, organization and access;
- **Responding to and executing** the exception request procedure;
- **Management of the Remediation Plan**;
- **Analysis and evaluation** of continuous improvement of GMT GREEN

3.3 Producers: Eligibility and Membership

All program participants must be previously approved as a GMT supplier through the company's own mechanism for this purpose. This mechanism was not included in the scope of the program or in the audit process as it is an internal procedure and already established in the company. To include suppliers in the program, approval as a supplier must first be carried out by GMT. Candidates for the program must be officially notified about the start of the program by any means, which may be in person, electronically or collectively, at events.

The formalization of the candidate's membership begins with the presentation of the GMT GREEN to the producer. This can be performed at an event for collective presentation, or it can be presented individually. The presentation must follow the syllabus of this guide, including at a minimum the sections:

- **GOALS**
- **ASSIGNMENTS OF PROGRAM MANAGEMENT RESPONSIBILITIES**
- **ELIGIBILITY AND MEMBERSHIP OF PARTICIPANTS**
- **RESPONSIBILITIES AND OBLIGATIONS OF PARTICIPANTS**
- **TYPES OF AUDIT**
- **CONDUCTING THE AUDIT**
- **REMEDATION PLAN**
- **ACTION PLAN**
- **GMT GREEN CRITERIA (ANNEX)**

GMT GREEN requirements and criteria must be presented and explained. The candidate's understanding of the responsibilities of participating in the program must be confirmed.

A participation list must be completed confirming the candidate's participation, in cases of collective presentation. For this registration, the Attendance List template attached to this document can be used. The Technician responsible must fill it out with his name and the date of the presentation. Participants must fill in their full name, identification document (CPF), name of the rural property and signature. If a supplier has more than one rural property, they must repeat personal information for each property they wish to include in the program.

After the presentation, the candidate must complete the Term of Commitment document, also attached to this document, making their inclusion and participation in GMT GREEN official. In this document, the producer will confirm that he has received guidance on the program, including participation responsibilities.

Each membership corresponds to a rural property and its responsible producer. He may appoint a representative, and must make the appointment official in the Term of Commitment, in the field provided for this appointment. If a rural producer has more than one rural property, he must complete a Term of Commitment corresponding to each rural property.

3.4 Responsibilities and obligations of participants

Each program participant must commit to achieving compliance with the defined criteria. To this end, the participant is responsible for:

- Actively participate in events promoted by GMT for the program;
- Comply with the obligations required by law for agricultural activities;
- Provide the GMT representative with the necessary and truthful information to prove compliance with the GMT GREEN criteria;
- Give access to the auditor (second or third party) to carry out inspections on the rural property and its improvements, for all audits;
- Comply with the actions and deadlines agreed in the Action Plan to meet the program requirements;
- **Ensure compliance with the GMT traceability system, complying with coffee origin requirements, delivering to the Group only coffees from its own production and from its property participating in the program;**
- **Communicate any eventuality, problem or suggestion for improvement related to the program. The communication must be delivered to the GMT representative, through the communication channels defined by the GMT;**
- **Complete and sign the GMT GREEN Term of Commitment.**

These terms are highlighted in the Term of Commitment attached to this guide and must be fully complied with by all participants.

Documents that can be audited must be made available in a way that allows them to be easily located and consulted. It will not be necessary to keep the original documents on the rural property for audit purposes, copies may be presented, including digital ones accompanied by a certificate of regularity when the documents are obtained electronically, or authentication at a Notary's Office, for physical copies.

3.5 Communication with stakeholders

To meet and facilitate the program's communication dynamics, we provide an exclusive communication channel for it:



gmtgreen@montesantotavares.com.br

Through this email address, our business partners were introduced to the initiative and, through it, were able to contribute collaboratively to its construction and evolution.

This tool will also be used for any and all communication related to the program: formalizations, registration of exceptions or petitions, publicizing events, among others.

The manager of this communication instrument will be the Sustainability Coordinator. He will have the mission of reporting any formality to the Group's Sustainability Committee according to the urgency of the matter: immediately, when the matter is urgent, or at the Committee's periodic meetings, when they are routine.

The communication channel will be monitored and will feed some of the program's strategic indicators. The GMT does not authorize participating producers to commercially disclose their categorization in this Private Standard. Changes to this rule will be widely publicized through official communication channels.

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4.

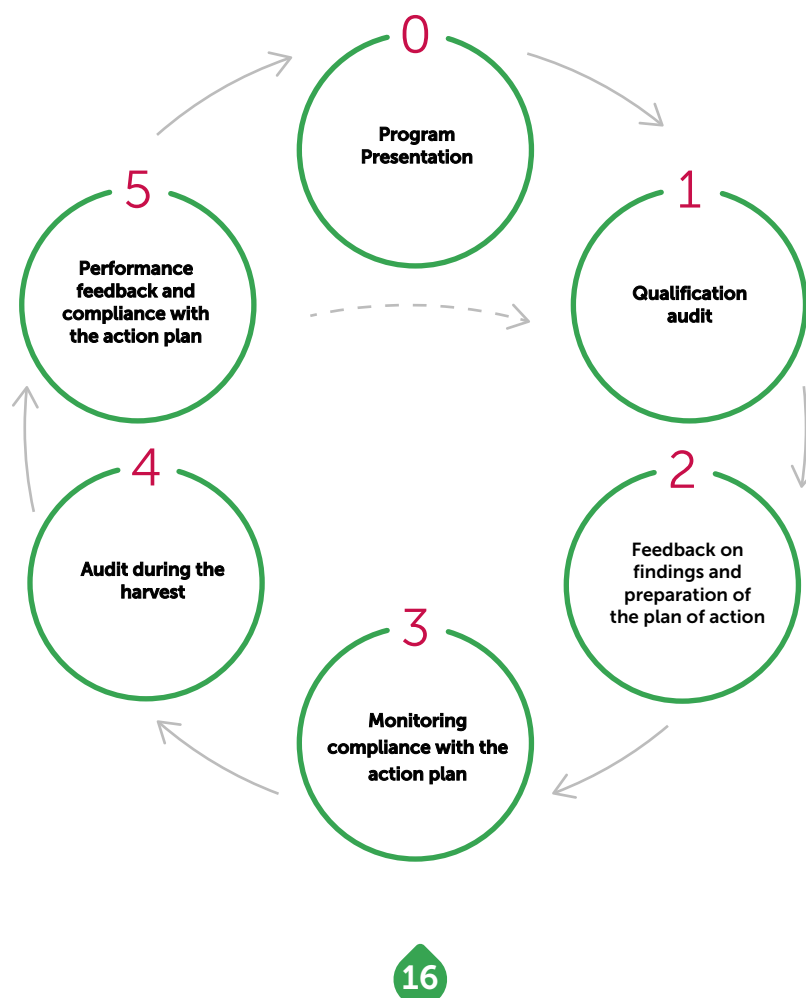
PHASES



The program was developed based on the improvement process of practices employed on coffee producing farms. To this end, six different stages were thought of, each with a specific objective, in order to guarantee the verification, qualification and evolution of participants at the stipulated levels.

The first step is necessary for the producer to join the program. This initial phase is the effective presentation of the program following the established criteria and complying with the determined minimum syllabus. It also includes the formalization of participation through the Term of Commitment.

The program is only available to new entrants. The others are continuous, being applied, analyzed and evaluated annually to recognize progress in fulfilling the GMT GREEN criteria. The following figure exemplifies the steps of the process.



4. Phases

PHASE 0 – PROGRAM PRESENTATION

This stage is the presentation of the program to the participants. Requirements for membership have been outlined in the “Participant Eligibility and Membership” section.

PHASE 1 – QUALIFICATION AUDIT

The initial stage consists of carrying out the second part audit, carried out by a GMT representative, to verify compliance with the requirements and to level the participant. A technician trained in the program must conduct the audit, sequentially verifying compliance with each criterion. This audit will be in person and on the participant's rural property. The visit must be scheduled and the participant can request or receive guidance and recommendations for preparing the audit.

PHASE 2 – FEEDBACK OF FINDINGS AND PREPARATION ACTION PLAN

After completing the qualification audit, the participant will receive feedback on compliance with the program requirements and an action plan identifying the necessary points to be developed so that they can increase their categorization in the program. The supplier must define, together with the GMT representative, the number of program criteria that can be met and the respective deadline for implementation.

PHASE 3 – MONITORING COMPLIANCE WITH THE ACTION PLAN

All actions agreed in the action plan must be monitored by the GMT Field Technician who advises the property. This monitoring must be organized through the control of existing action plans for each participant. This stage continues until the deadline is met or compliance with the requirements of the desired category is achieved.

PHASE 4 – AUDIT DURING THE HARVEST

During the harvest period, approximately between the months of March and September, all rural producers participating in the program who have already gone through the previous stages will be subject to an audit for monitoring purposes. The result of the audit will be shared with the rural producer to validate compliance with the requirements achieved or adequacy of the action plan proposed in step two.

Harvest is understood as the period in which farms present ripe cherry beans that can be observed at the time of inspection.

The audit may be second or third party, accompanied by a GMT Technician, and is not mandatory. The audit will verify compliance with the GMT GREEN criteria for the program category, regardless of the action plan signed with the producer.

4. Phases

ETAPA 5 – PERFORMANCE AND COMPLIANCE FEEDBACK ACTION PLAN

At the end of the harvest, the producer must receive feedback on his performance in complying with the actions in the action plan and the audits carried out. The person must be informed about compliance with the criteria and, if there are uncompleted actions, the recommendations and review of deadlines for compliance. Opportunities for improvement to achieve criteria not met to date and not previously included in the action plan should be highlighted. If any setback has been observed, or any criterion has not been met so far, the feedback must address the problem and the adjustment must be established in the existing action plan, or a new one, if there is not one in progress. Upon completion of the feedback and full compliance with the Action Plan, the producer will undergo a new qualification audit.



4.1 Timeline

To understand the dynamics of the stages, we illustrate an annual schedule that identifies the months in which each stage is scheduled. This schedule is a reference for carrying out the actions that will take place annually, and may be changed at the discretion of the Program Manager. The figure below illustrates the expected schedule.

PHASE/PERIOD	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Program Presentation												
Scheduled audits												
Qualification and Action Plan												
Courses promoted by GMT												
Action plan and evolution												
Harvest audit												
Performance feedback												

5.

CATEGORIES



5. Categories

To define each of the program categories, 119 analysis criteria were listed on the practices used in the participating properties. The full list of criteria used in this analysis can be found in the annex to this document. It is likely that the properties will not be able to meet all the criteria listed in the program in their first evaluation, and this does not make the producer's participation unfeasible. With this in mind, we designed four service categories, which represent the level of sustainability maturity of the processes used at the property. They are:



Bronze: These are producers who meet the minimum requirements required by the program. These can and will evolve through the GMT and established action plans.



Silver: These are those producers who have knowledge about good practices, but who, due to numerous factors, have not yet managed to adopt them on their property.



Gold: These are the producers who have achieved a high level of maturity in the practices adopted in farm management and operations.



Diamond: These are the producers who have achieved an exceptional level of maturity in sustainable farm management and serve as a reference and inspiration to others.

The objective of the program is for all coffee growers in the Group's supply network to reach the Gold and Diamond categories, and, to this end, it was developed based on the continuous improvement methodology, where the development of the actions determined in the action plans will allow that properties evolve their practices and progress their categorization in GMT GREEN.

To achieve classification in one of the categories presented, it is necessary to meet 100% of the criteria requested in the category. Failure to meet any of the criteria listed in the category makes categorization unfeasible.

Those producers who do not meet 100% of the criteria of the first category of the program, called Bronze, will be participating in the improvement program if, after signing the Term of Commitment, they have passed the initial presentation and within the Bronze Category they comply with all critical criteria.

These producers will be in the early stages of development and will be considered as beginning producers, they will not have a category until they reach all Bronze requirements.

Producers who meet 100% of the Bronze criteria are considered Bronze, those who meet 100% of the Silver criteria are classified as Silver, and so on. Those who meet all the critical criteria, but do not fully achieve Bronze, will be included in the program, but without a category. Those producers who do not meet all critical criteria will not be participating in the program.

5.1 Meeting the criteria

The criteria are presented methodologically in the following format:

<p>QUESTION: There will be a question about a certain practice. It tends to be very objective and the description below may help with understanding.</p> <p>TOPIC DESCRIPTION: In this section we seek to explain the entire context surrounding the question above, in order to resolve any type of doubt. This part</p>	<p>serves to support understanding and clarify, both for the producer and the auditor, about compliance with the criterion.</p> <p>EXAMPLES: Some questions bring examples of evidence that can be presented to qualify the service covered in the question.</p>
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Every GMT GREEN compliance audit must follow the order in which its criteria are presented. Each standard criterion must have its compliance, or lack thereof, indicated in the corresponding columns, following the established registration structure.

YES	NO	N/A	VERIFICATION METHOD	FIELD OBSERVATIONS
X				

If the criteria require evidence, it must be made available, physically or electronically, for archiving in the program management system. The lack of the requested evidence invalidates the fulfillment of the requirement. Each criterion has a field called "Verification method" in which it will contain the format in which the evidence must be collected, which may be through interviews, documentation, visual checking or others.

Each criterion has a field for "Observations" where the auditor can report details about the situation found. There is also the possibility of marking the "Not Applicable" (NA) field, if what is required is outside the scope of the property. In this case, a written justification is mandatory, from the auditor explaining the situation and why the criterion was not applied to the property in question, the same is valid for answers given as "No", in these cases the justification is necessary in the field "Observations".

5.2 Exceptions and Infractions

In certain situations, an exception to compliance with any of the listed criteria may be requested by the producer. These cases will be treated individually. The exception request must be justified and formally registered by the producer and/or GMT auditor via the program's contact email gmtgreen@montesantotavares.com.br. Requests will be carefully analyzed by the Program Manager, who will have up to 30 calendar days to return it to the applicant. The return may contain requests for further information or a decision on the request. The final resolution will be shared with the interested party and all program technicians, reinforcing the commitment to impartiality and justice with everyone involved.

In the event that a participating Property is identified with any serious violation of the criteria stipulated here, immediately, through supplier tracking, the lots purchased from the site will be suspended for sale. If the products have already been purchased, customers will be informed and, if they wish, the lots will be returned. A Remediation Plan will be opened with the producer, with deadlines for solutions and full attention from the Program Manager in monitoring it. The producer, by joining the program and signing its Term of Commitment, affirms its commitment to ensuring compliance with the criteria stipulated for this standard.

6.

AUDITS



6. Audits

The guide determines that all suppliers participating in the program must be audited, without exception. This document presents the entire audit system management process, the schedule model and the definition of supplier sampling within a cycle.

The audit process was defined through a set of actions established in a systemic way, ordered, documented and inserted within a schedule to conduct compliance checks and categorization of coffee producers, GMT suppliers. Its organization was outlined in activities that must be followed to

manage the process and monitor compliance with the practices established in the criteria and compliance with the commitments agreed in the action plans.

For the development of the audit process, this guide was additionally based on the guidelines of NBR ISO 9001:2015 Quality management systems and NBR ISO 19011:2018 Guidelines for management system audits.

The methodology developed to carry out verification audits provides for two levels of audits: second and third parties.

TYPE OF AUDIT	EXECUTION	CATEGORIES AUDITED	MIN. FREQUENCY	MODEL	PROJECT STEPS
Second Party Audits	GMT	Bronze, Silver, Gold, or Diamond	Annual	1 qualifying scheduled audit + 0 or more surprise or scheduled audits	1 and 4
Third Party Audits	External Company	Bronze, Silver, Gold, or Diamond	Not determined	1 qualifying scheduled audit + 0 or more surprise or scheduled audits	1 and 4

6.1 Qualification Audit

Initial assessments will be second-party and will take place at least once a year for all GMT GREEN participants. At this time, a GMT representative will validate compliance with the requirements, which will determine the category in which that property falls.

6.2 Program Audits

Producers participating in GMT GREEN underwent second-party and individual audits.

After the qualification audit and the result of classification in one of the program categories, the person responsible for the property will receive a proposal for an action plan and, among which, they must list the improvements that will be developed in that cycle. The program foresees that, by developing the proposed initiatives, the producer will evolve the maturity of his property management, thus demonstrating the use of continuous improvement as a tool for developing our production chain. Since the evolution of your performance within the program, for subsequent categories, depends on the development of this action plan, monitoring by GMT Field Technicians may occur as many times as necessary.

All categories will be able to receive a surprise audit, in which the producer will receive the audit notification up to 48 hours in advance. This must be carried out by a GMT Technician and/or by a third party company.

GMT GREEN foresees the possibility of third-party audits. These checks will be carried out by exempt companies, hired to perform only this assessment activity and, therefore, issue impartial reports. This audit aims to confirm and validate compliance with the criteria, the categorization achieved and guarantee the suitability of the program.

The Gold and Diamond categories will be audited on a sample basis, as the level of maturity in the management of these properties already allows for greater security in relation to performance in the criteria required by GMT GREEN.

6.3 Participant Grouping

To facilitate the conduct of audits, producers in the Gold and Diamond categories may be divided into groups based on similarity. The criteria evaluated will be according to the size and characteristics of the property and/or region.

The dynamics of each group will depend on the interaction between participants, that is, their reciprocal influence between suppliers. The GMT encourages groups

to develop a routine for exchanging information in order to share their experiences about the main challenges encountered, the changes and achievements achieved. This methodology promotes relationships between peers, the exchange of knowledge and the possibility of inspiring other producers. In this way, we understand that the positive impact generated by our program will be multiplied and enhance the shared value in the production chain.

6.4 Sampling

Interval	0 - 10	11 - 30	31 - 50	50 - 100	101 - 150	151 - 200	201 - 300	301 - 400
Sample	5	7	11	20	28	31	36	40

To standardize the sample size for Gold and Diamond audits, the following steps must be observed:

- List all suppliers classified as Gold. In another list, list all suppliers classified as Diamond. Sampling will be handled by list.
- Add the number of suppliers in each list.
- To determine the sample for each category, the following table must be applied.
- Draw from each list the number of suppliers determined to plan the audits.

In the table above, the audited sample always remains above 10% in all intervals, thus ensuring an adequate margin of transparency and suitability for audits and results.

6.5 Qualification of GMT Auditors

To qualify as second-party auditors, GMT representatives, minimum quality assurance requirements for the execution of audits were defined, as follows:

- **Be part of the GMT field technical team, or have professional qualifications as an agricultural technician, or equivalent training with experience in coffee production;**
- **Receive instructions on the GMT Code of Ethics and Conduct;**
- **Receive internal training from GMT GREEN, in all requirements and criteria and the documents and procedures necessary to comply with the program.**

These requirements must be guaranteed by the Program Manager, who must seek to facilitate the obtaining of evidence and document the list of qualified auditors and evidence of qualification. Technical training diplomas may be accepted as evidence, proving participation in extracurricular courses on topics related to sustainability and good practices, even in related areas. Control of participation in the program's training and training must also be recorded and maintained. A periodic training review of the requirements and criteria of the implementation guide is foreseen, which may be annual.

6.6 Requirements for External Audit

To conduct third-party audits, the contracted professional or company must present proof of curricular experience in sustainability or quality audits, knowledge of coffee production, preferably in products originating from agribusiness. This proof may be from an individual in the case of hiring independent auditors or, in the case of hiring a legal entity, the proof may be from a market reference.

The contracted external audit may be trained by the Program Manager or GMT technical team, or may be instructed in an alignment meeting.

This contracted third party must have ISO 65, be accredited in ISEAL and have knowledge of the Global Coffee Platform and its most current equivalence mechanism.

External audits are requested by the program manager, and must follow the second-party audit sampling and be performed during the harvest period. The certificate for this audit will be valid for 3 years.

7.

REMEDIATION PLAN



7. Remediation Plan

If non-conformities occur regarding the previous categories in which the auditee is, the auditee will go through the following process:

- You will receive a notification within **60 days to correct the problem** and prove the correction.
- If there is a repeat offense, the Manager will evaluate the case **with the committee and the producer.**
- If it occurs for the third time, the supplier/producer may be **downgraded in its category.**
- If the producer does not meet the GMT GREEN critical criteria, he or she **will not be able to participate in the program.** In cases of non-compliance with these critical criteria by producers already participating, they will be subject to expulsion from the program.

8.

EVIDENCE, DOCUMENTS AND INFORMATION CONTROL



8.1 Program Management Documents

The GMT GREEN Manager will be responsible for organizing the program's evidence archiving system. Documents such as: relevant meeting minutes, internal auditor qualification evidence documents, external auditor hiring process, e-mail statements from suppliers and interested parties, audit reports, action plans, among others, will be stored and indexed for your control.



The Montesanto Tavares Group reinforces its commitment to keeping all information and/or evidence acquired as a result of individual assessments confidential, and may only make public consolidated information, by groups, in order to share the results and evolution of its program with interested parties. . Any and all disclosures will be in accordance with the General Personal Data Protection Law, Law No. 13,709 of 2018.

8.2 Audit Process Documents

The GMT GREEN criteria listed require the presentation of evidence to validate compliance. To record and document information, all required proof is stored in an individual database for each participating property, in which GMT maintains all its information relating to the program. The organization of information is extremely important to ensure adequate management of the program, as it is these records that will allow the necessary audits to be carried out whenever and wherever necessary. The evidence and documents that must necessarily be stored are:

- **Attendance list for training participation;**
- **The Commitment Term;**
- **Evidence of compliance with criteria;**
- **Action plans under development and/or completed;**
- **Other documents and additional information presented by the supplier.**

The archiving of relevant information and documents must last for at least four years, a period equivalent to one cycle of the action plan plus one year to investigate past information, when necessary.

9.

ACTION PLAN



9. Action Plan

To achieve classification in one of the categories presented, it is necessary to meet all the criteria listed for this purpose, that is, it is necessary to achieve 100% of the requirements requested in the category. Failure to meet any of the criteria listed in the category makes categorization unfeasible.

As explained previously, continuous improvement is the basic tool for the success of this program. In this way, when we evaluate the producer's compliance with the criteria, we are able to place it in one of the performance categories.

One of the objectives of this program is to help our supplier producers evolve their production practices towards a more sustainable value chain. In this way, so that he can increase his qualification in the program categories, the producer will be presented with a suggested action plan that will cover the criteria of the subsequent category.

The action plans will be validated with the producer, so that he can list which of the opportunities identified will be developed by him in

the first instance. A deadline will be established for each action, and GMT Technicians will follow the deadline schedule in order to check the producer's progress in the chosen practices. A cycle is understood as a period of 3 years for the producer to evolve in the practices of the first action plan created, and a period of 3 years beginning with each new action plan generated in the following audits.

During the period of development of the action plan, the Field Technician will monitor the evolution of the producer's performance and will be able to assist him with guidance, whenever necessary

At the end of the cycle, the producer will receive feedback on the treatment given to the action plan, the progress achieved and the perspective for evaluation in the next cycle. The producer, by signing the Term of Commitment to this program, undertakes to respect and commit to developing the proposed action plans that promote the continuous improvement of the coffee production chain, the basis and objective of the program, respectively, as previously stated.

The action plan will contain the fields:

Theme	Category	Criteria	Comments by GMT Technician	Action Required	Term	Status	Responsible	Additional Observations
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10.

PROGRAM EVALUATION
AND REVIEW



10. Program Evaluation and Review

GMT reserves the right to review and change the following document with a view to improving practical applications, or even evolving the project. The program's evaluation methodology provides for annual review, but this may occur exceptionally if the GMT deems it necessary.

In order to guarantee the impartiality and security of the program, all evidence, reports and data management systems will undergo an annual verification process by the Group's Compliance sector. The assessment report carried out by the group's internal audit will be analyzed at the Annual Meeting of the Sustainability Committee for this purpose.

If there are suspicions of non-conformities in any of the audit reports, the Sustainability Committee must request an assessment by another Field Technician of one or more properties. The verification will take place at least 48 hours in advance and will serve to validate the notes made in the last report issued for that property. This initiative seeks to guarantee the suitability of the GMT in the search for truthful answers and evidence and to guarantee the transparency and efficiency of the categorization proposed in this program.

The annual reviews aim to evolve the program as a whole and will have an investigative focus on two main lines: the audit dynamics used in the process and the analysis of the practices adopted by producers. Therefore, the evaluation proposal foresees two significant moments:

- **Annual Closing Meeting:** The entire team involved in the program will participate, including all Field Technicians, responsible for applying second-party audits, and the Sustainability Coordinator, Program Manager. This meeting will be the moment where the group can present their feedback and map the challenges and opportunities identified.
- **Sustainability Committee Meeting:** At this time, the Program Manager, Sustainability Coordinator, and the Sustainability Committee will evaluate the Field Technicians' deliveries during the period: the reports presented, the evidence accepted and the monitoring and support during the development of action plans.

All contributions and suggestions sent by interested parties will be evaluated and considered at this time. Furthermore, at this meeting, an assessment will be made of all requests for exceptions and petitions received throughout the year in order to highlight the need for any changes to criteria or processes.

If significant changes occur in criteria or dynamics, a report will be sent to all audiences related to the program and a copy will be made available on the group's institutional website. We fully respect the requirements of transparency and equity, and our objective will always be to promote information in an egalitarian and democratic way.

10.1 Program Results

In order to consolidate the achievement of the objectives proposed in the Objectives and Strategy chapter of the program, the GMT defined some indicators that will make it possible to measure and evaluate the progress of producers and the success of the program. They are:



The consolidated results of the performance and evolution of participating producers, in addition to monitoring indicators relating to the program's performance, will be published annually in the GMT Annual Sustainability Report.

INDICATOR	2023	2024	2025
Number of participating producers			
Number of participants who joined the program			
Volume of coffee purchased from participating producers (tons)			
Total production area included in the program (hectares)			
Total average productivity of the program (tons of coffee per hectare)			
Average price per kg paid to participating producers			
Average price per kg paid to non-participating producers			
Number of producers participating in good practice events			
Number of Bronze Category producers			
Number of Silver Category producers			
Number of Gold Category producers			
Number of Diamond Category producers			
Number of actions proposed in the Action Plans			
Number of shares accepted in Share Plans			
Number of actions completed at the end of the Action Plans			
Number of producers who moved up a category			
Number of suggestions received from interested parties			
Number of exceptions requested by participants			
Number of petitions requested by participants			

ATTACHMENTS



TERM OF COMMITMENT – GMT GREEN

GMT Identification Code: _____

Representative appointment	Name:
	Telephone:

Mandatory requirements for participation in the program

Have received the presentation on GMT GREEN, which includes instructions on the Implementation Guide and which covered the following topics: objectives, assignments of program management responsibilities, eligibility and membership of participants, responsibilities and obligations of participants; conducting the audit audit requirements

Date of execution of the above presentation: ____/____/____

- Comply with all criteria achieved in the category achieved by the producer
- Provide true information and evidence to the Field Technician, GMT representative
- Comply with all rules established in the program
- Give free access to the property, for the Field Technician, during evaluation visits, whether scheduled or not
- Commit to the development of proposed action plans with a view to continuous improvement of its processes
- Cannot claim ignorance of the action plans received after the audits
- Commit to the traceability system, ensuring the true origin of the lots traded with GMT
- Those responsible for the farm confirm or declare that they have full powers to guarantee the execution of the program

By signing this document, I declare that I am aware of and in accordance with the requirements of the *GMT GREEN* certification standard, as well as all applicable conditions for joining it.

I also declare that I agree and authorize that the information, photos and other evidence collected through the assessments may be used and disclosed by GMT, under the terms and limits of Law no. 13.709, 14 of August of 2018 - Lei Geral de Proteção Pessoais

Place and Date

Signature of the person responsible
CPF of the person responsible

Signature of the Technician

