

MACE
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VITO
RINO

2023

SUSTAINABILITY REPORT

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V I T O
R I N O

INDEX

03 FOREWORD

06 WHAT WE DID IN 2023

07 REDUCING ENERGY
CONSUMPTION

08 REDUCING WATER
CONSUMPTION

09 WE CONSUME MORE PAPER

10 WE RECYCLE MORE AND BETTER

11 WE WORKED LESS PRO BONO

12 WE HAVE MAINTAINED OUR
BUSINESS ETHICS

14 ABOUT US

FOREWORD

Since we live in a constantly changing world in which only values and principles last over time, we believe in a legal profession in which rigour, initiative, integrity and dedication are the best measure of success.

As a law firm, we provide "pro bono" legal services and legal training to non-profit organisations and people they appoint. The firm and each of its employees also endeavour to play a civic role through social volunteering activities, involving ourselves in campaigns and directly supporting certain institutions in need of help.

MACEDO VITORINO has been aware of its environmental responsibility, developing measures to promote the efficient use of energy, water and consumables, which it has further developed and improved.

We believe that we have an obligation to the community, to nature and to the planet on which we live. We believe we have an obligation to future generations to leave them a better world. We believe that we can do more and better than we have been doing.

In 2020, we proposed an [Agenda for the Decade](#) and listed 10 concrete principles for changing the world - you can find them on the next slide - in the field of sustainability and ethics, which have served as guidelines for our behaviour.

This report aims to analyse our progress in this direction and describes what we did during 2023 in favour of sustainability, while also giving some notes on what we want to do in 2024.

TEN PRINCIPLES FOR CHANGING THE WORLD

HUMAN RIGHTS

Principle 1.
Companies must support and respect the protection of internationally recognised human rights.

Principle 2.
Ensure their non-participation in human rights violations.

LABOUR PRACTICES

Principle 3.
Companies must support freedom of association and the effective recognition of collective bargaining.

Principle 4.
The abolition of all forms of forced and compulsory labour.

Principle 5.
Effective abolition of child labour.

Principle 6.
Elimination of discrimination in employment.

ENVIRONMENTAL

Principle 7.
Companies must support a preventive approach to environmental challenges.

Principle 8.
Carry out initiatives to promote environmental responsibility.

Principle 9.
Encouraging the development and dissemination of environmentally friendly technologies.

ANTI-CORRUPTION

Principle 10.
Companies must combat corruption in all its forms, including extortion and bribery.

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SUSTAINABILITY REPORT

2023

WHAT WE DID IN 2023

In 2023, MACEDO VITORINO endeavoured to continue helping its employees to carry out their work safely, comfortably and efficiently in a number of ways: promoting stable working relationships; creating an individual Career Plan; describing our practices in a Manual of Procedure; providing modern and comfortable facilities; promoting a pleasant working environment; regular participation in training; maternity and paternity support; and taking out health insurance.

Hybrid teleworking has improved the quality of life of our employees and led to a reduction in our ecological footprint through less travelling to the office, as well as a significant reduction in energy consumption.

Climate change has also influenced our records: in the summer we saw an increase in energy consumption with the use of air conditioning on the hottest days, and in the winter a reduction in the use of air conditioning with the colder winters.

Our success was moderate in terms of pro bono work and the use of paper, but it encourages us to improve in the future.

For 2024 MACEDO VITORINO proposes to:

- Continue to reduce its ecological footprint; and
- Promoting environmental awareness among its employees at work and in their personal lives.

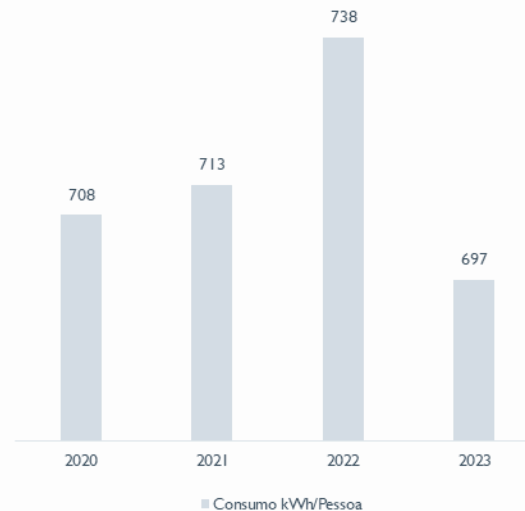
WE REDUCED OUR ENERGY CONSUMPTION

Reducing energy consumption is one of the fundamental aspects of our policy to reduce our ecological footprint. To reduce energy consumption, most of our lighting is made up of low-energy bulbs or LEDs. We endeavour to purchase A+ energy class equipment unless it is not available on the market.

We also set out to do small tasks that help reduce energy consumption:

- Activate energy-saving devices on computers;
- Switch off lighting and screens during lunchtime and at night;
- Switch off air conditioning units one hour before the close of business; and
- Wear warmer clothes in winter and lighter clothes in summer.

In 2023 we achieved the lowest consumption ever.



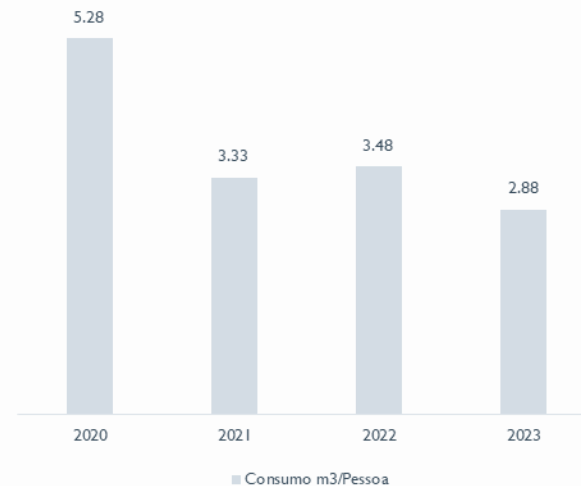
WE REDUCED OUR WATER CONSUMPTION

As you know, 97 per cent of the planet's water is salty and 2 per cent is frozen. Only 1% of the planet's water is drinkable. Reducing water consumption is therefore essential to ensure the survival of the planet.

To achieve this goal, we try to implement simple measures such as:

- Avoid leaving taps running or dripping;
- Use dishwashers with their maximum load;
- Replace bottled water with filtered water;
- Ensure that all employees are aware of the need to reduce water consumption;
- Try not to turn the taps on full blast and pay attention to water consumption to avoid wasting water;
- Avoid washing dishes under running water;
- Install flow reducers to reduce water consumption.

In 2023, even with the return to the office, we managed to lower our water consumption per person.



WE CONSUMED MORE PAPER

A large part of our activity involves the use of paper and IT resources. Paper, electronic instruments and consumables are polluting products whose use has a significant impact on our ecological footprint.

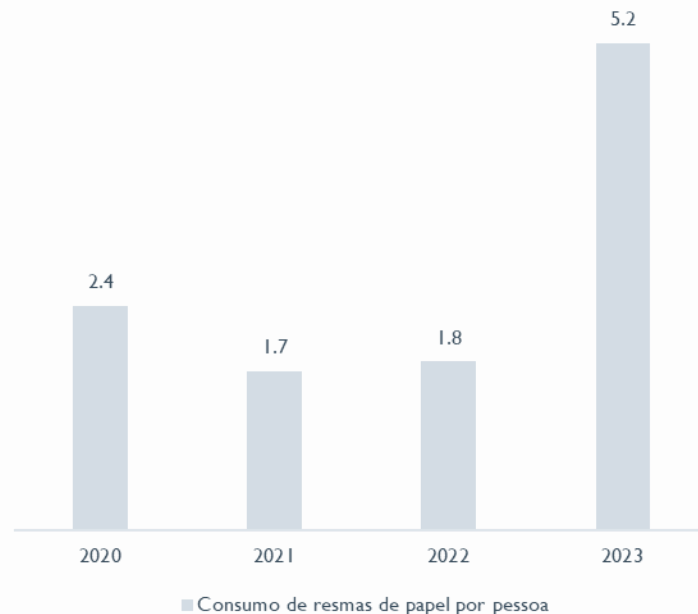
That's why we endeavour to follow best practices in order to reduce paper consumption and reduce the ecological impact of our IT resources. By 2023 we had managed to reduce our paper consumption compared to pre-confinement figures.

We try to reduce paper consumption by printing and photocopying double-sided sheets and by avoiding colour printing.

We reuse files, cardboard packaging and envelopes. We prefer email to post and use our intranet and digital database as privileged ways of transmitting, archiving and sharing information.

We inform all our employees about the most appropriate way to use printers and photocopiers.

We include a message for responsible printing in our email signatures. However, as a result of a significant increase in activity, paper consumption has grown.



WE RECYCLED MORE AND BETTER

Environmental quality and the recycling of equipment, products and waste is essential to ensure the lowest possible impact from our activity.

Our main suppliers of computer equipment, namely HP, Canon and Apple, claim to follow the best environmental practices.

When buying new equipment, we try to identify the most energy-efficient equipment, but there is still a lack of an international standard that measures the ecological footprint of equipment manufacturing and the integration of environmentally harmful components.

It would be useful if there were internationally accepted measures that would allow us to compare the environmental quality of the equipment we buy. We pledge that when such measures are approved, we will favour equipment and products with less environmental impact in their production and with fewer harmful materials.

At the moment, we endeavour to ensure that the equipment we replace is either reused by institutions that can still use it or recycled by the manufacturers or delivered to recycling points.

We have also adopted recycling practices that ensure that a very significant proportion of our waste is recycled:

- Non-reusable paper is handed over to companies that recycle it;
- Batteries, used printer ink cartridges and other polluting consumables are disposed of in appropriate recycling containers;
- Computers and other equipment that are no longer in use are donated or sent for recycling.

All employees are informed about our recycling rules and encouraged to hand in the equipment and products that are to be recycled, where the recycling objectives and selective separation procedures are explained.

In 2024 we will endeavour to adopt new rules on the purchase of equipment, paper, consumables and other products that take into account tighter environmental criteria.

We periodically review the results of our policy and seek to adopt new measures that reduce our efficiency.

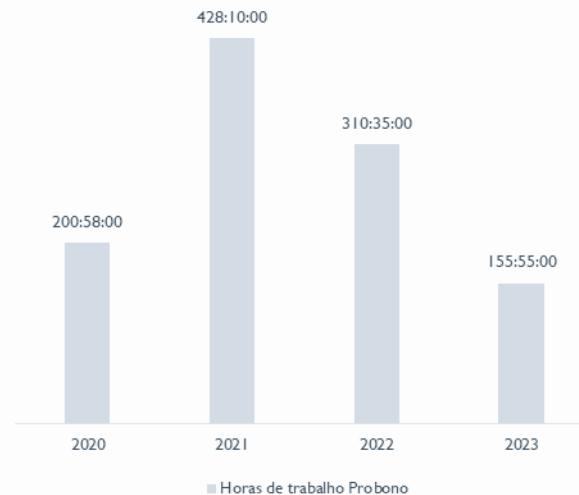
WE WORKED LESS PRO BONO

The defence of human rights must be an essential component of any business. This is particularly true for law firms, whose most noble function is to aid justice.

For this reason, over the years we have collaborated with social solidarity organisations and provided unpaid legal services to needy beneficiaries of social solidarity institutions, namely accompanying them in legal or administrative proceedings and carrying out training activities requested by social support organisations.

We have collaborated with various social support organisations, providing pro bono services, including [SPEM - the Portuguese Multiple Sclerosis Society](#).

Our partnership with Probono Portugal suffered some difficulties following the restructuring of the Association, which we tried to compensate for by signing a protocol to provide pro bono services with [TrustLaw](#), the Thomson Reuters agency for supporting social sustainability practices.



WE HAVE MAINTAINED OUR BUSINESS ETHICS

MACEDO VITORINO demands that all business interactions be conducted with high standards of integrity.

We have adopted a "zero tolerance" policy that prohibits any form of bribery, corruption, extortion and fraud. All business must be carried out transparently and recorded accurately, with documentation shared and accessed via our intranet.

- Risk assessment of corruption and bribery in the market segment and country of operation of the company and client/potential client;
- Written company policies of "zero tolerance" for corruption, bribery and extortion;
- Reference to the UN Convention Against Corruption and other international instruments through our statement of continued support;
- Participation in training activities and initiatives on corporate governance, business ethics and the fight against corruption; and
- Adoption of transparent invoicing systems, computerised recording of the work carried out, and costs incurred by or on behalf of our clients.

MACEDO VITORINO prohibits the offering and payment of gratuities and gifts as a means of obtaining or influencing business. Our employees are expressly forbidden from offering money or any other type of good with the intention of obtaining any undue advantage.

MACEDO VITORINO does not make offers to customers or suppliers or employees, nor does it allow its employees to accept gifts, invitations, favours or similar benefits in the context of their professional activity with our company, with the exception of:

- Low-value merchandising material;
- Offers or invitations of reasonable value; and
- Small souvenirs and gifts of reasonable value (never in cash) to celebrate festive occasions, such as Christmas, wedding, birthday or childbirth presents.

It is forbidden to accept any kind of remuneration or commission for operations carried out on behalf of MACEDO VITORINO, as well as to otherwise profit from the hierarchical position held.

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ABOUT US
AND WHAT WE DO

WHAT WE DO

WE ARE A LAW FIRM WITH A TRULY INTERNATIONAL PRACTICE. WE ADVISE OUR CLIENTS ON ALL ASPECTS OF COMMERCIAL LAW, BANKING LAW, LABOUR LAW, TAX LAW, COMMERCIAL CONTRACTS, COMPANY RESTRUCTURING AND DISPUTE RESOLUTION.

WE ARE ORGANISED INTO FOUR WORKING GROUPS THAT COVER THE FULL SPECTRUM OF OUR CLIENTS' LEGAL NEEDS.

PROJECTS AND REGULATION

WE ADVISE PUBLIC ORGANISATIONS AND PRIVATE COMPANIES ON LARGE-SCALE, COMPLEX PROJECTS IN A WIDE RANGE OF SECTORS, INCLUDING INFRASTRUCTURE AND TRANSPORT, WATER AND WASTE, HOSPITALS, ENERGY AND TELECOMMUNICATIONS.

COMMERCIAL AND CORPORATE

WE ADVISE NATIONAL AND FOREIGN CLIENTS ON THE VARIOUS LEGAL ASPECTS NECESSARY FOR THE DEVELOPMENT OF THEIR BUSINESS IN PORTUGAL. INCORPORATION OF COMPANIES, FOREIGN INVESTMENT, MERGERS AND ACQUISITIONS, COMMERCIAL CONTRACTS, FRANCHISING AND AGENCY CONTRACTS, DISTRIBUTION AND INDUSTRIAL PROPERTY.

WHAT WE DO

BANKING AND CAPITAL MARKETS

WE HAVE EXPERIENCE IN FINANCING PUBLIC AND PRIVATE COMPANIES, DERIVATIVES, PROJECT FINANCE, SECURITISATION AND CAPITAL MARKETS.

LITIGATION AND ARBITRATION

WE WORK IN ALL AREAS OF CIVIL, COMMERCIAL, LABOUR AND INDUSTRIAL PROPERTY LITIGATION, IN ADMINISTRATIVE AND TAX LAW, AS WELL AS IN INSOLVENCY PROCEEDINGS AND COMPANY RESTRUCTURING. FOR EACH CASE ENTRUSTED TO US, WE CREATE A MULTIDISCIPLINARY TEAM OF LAWYERS SPECIALISED IN THE VARIOUS ISSUES AT STAKE, PREPARED TO DEAL WITH BOTH THE PROCEDURAL AND SUBSTANTIVE ASPECTS OF THE DISPUTE.

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