

**SELF CLEANING**  
*(autossaneamento)*  
**HANDBOOK**

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## SELF CLEANING (Autossaneamento) OVERVIEW

Petrobras has **performance evaluation tools and consequence systems** in place for suppliers who fail to comply with contractual requirements or bid specifications.

In situations where a supplier engages in illicit acts or actions that cause or have the potential to cause harm to Petrobras, the **CAASE - Comissão para Análise de Aplicação de Sanções** (freely translated **Commission for Analysis of Sanctions Application**) should be nominated. The CAASE, after granting the supplier its right to a full defense, may recommend to the competent authorities the application of consequences.

**One of the measures adopted in the consequence system is the blocking of suppliers through administrative sanctions**, as established in Article 83 of Law 13.303/2016. These suppliers are prohibited from participating in new bidding processes and signing new contracts with Petrobras.

The same law establishes in its Article 37, §2 that **companies that are administratively sanctioned may demonstrate the overcoming of the reasons that led to the restriction imposed against them**, aiming for exclusion from the register of sanctioned companies (self cleaning, *Autossaneamento*, in Portuguese).

- **Article 37\***. The public company and mixed-economy company shall provide information regarding the sanctions imposed on suppliers, as defined in Article 83, in order to keep the register of sanctioned companies updated, as established in Article 23 of Law No. 12.846, dated August 1, 2013.

§ 1. The supplier included in the register referred to in the main provision shall not be able to compete in bidding processes or participate, directly or indirectly, in contract execution.

§ 2. Suppliers who demonstrate the overcoming of the reasons that led to the imposed restriction against them will be excluded from the register mentioned in the main provision at any time.

\* Unofficial translation.

The original text is available in Portuguese at [http://www.planalto.gov.br/ccivil\\_03/\\_ato2015-2018/2016/lei/l13303.htm](http://www.planalto.gov.br/ccivil_03/_ato2015-2018/2016/lei/l13303.htm).

**To do so, it is necessary to present all measures already implemented with the purpose of demonstrating such overcoming.** In this process, several tools are adopted to verify the effectiveness of the actions reported by the supplier, such as documentary analysis of evidence, evaluation within other ongoing contracts with Petrobras, and/or third-party auditing.

1.

## What is self cleaning (*autossaneamento*)?

Self cleaning (*autossaneamento*) is the way for a sanctioned supplier to **demonstrate the overcoming of the reasons** that led to the restriction and request the termination of the penalty imposed by Petrobras.

After Petrobras formalizes the sanction, the supplier can submit a request for self cleaning (*autossaneamento*) if they believe they have implemented concrete measures that demonstrate the overcoming of the reasons that led to the restriction.

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## When to request self cleaning (*autossaneamento*)?

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## Who can request self cleaning (*autossaneamento*)?

The request for self cleaning (*autossaneamento*) must be submitted by a legal representative of the supplier, who must prove their status by providing a copy of the Company's Articles of Incorporation (authenticated), a power of attorney in authenticated copy (if the representative is not listed in the Articles of Incorporation), and an identification document (simple copy).

In the self cleaning (*autossaneamento*) request, the supplier must provide an **analysis of the root cause**, facts and/or documents that clearly and objectively demonstrate the overcoming of the reasons that led to the sanction and prove that the situation that triggered the sanction no longer persists. This evidence is an **essential condition for the continuation of the self cleaning (*autossaneamento*) process**, and it is the responsibility of the sanctioned company to **demonstrate that they have effectively corrected their conduct and implemented procedures capable of eliminating the actual risk of future harm or wrongdoing to Petrobras.**

The request for self-cleaning (*autossaneamento*) must be sent to the email [gpcase@petrobras.com.br](mailto:gpcase@petrobras.com.br)

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## How to request self cleaning (*autossaneamento*)?

Petrobras will establish a **technical committee** to analyze the supplier's self cleaning (*autossaneamento*) request.

If the technical department of Petrobras, responsible for evaluating the request, deems it necessary to seek clarifications, resolve doubts, or request additional information from the sanctioned supplier, they may contact them for such clarifications.

**After the relevant analyses of the self cleaning (autossaneamento) request** by the technical committee and deliberation by the competent authority(ies), the supplier will be notified of Petrobras' decision.

If the self cleaning (*autossaneamento*) request is accepted, **the sanction will be extinguished, and the supplier will no longer be required to comply with the effects of the sanction from the date of the decision.**

**If it is rejected, the supplier will be notified of the continuation of the applied sanction's effects.**

## 5. How does Petrobras evaluate the request for self cleaning (*autossaneamento*)?

## 6. What are the criteria for evaluating self cleaning (*autossaneamento*)?

Self cleaning (*autossaneamento*) entails **investigating the root cause** of the incident that led to the sanction and **implementing corrective actions that eliminate this cause** and demonstrate that the supplier has overcome the issue.

The actions presented must have been implemented and their effectiveness proven. This self cleaning (*autossaneamento*) request does not involve Petrobras monitoring an ongoing action plan by the supplier.

Assistance, audits, or third-party reports may be used to certify the actions taken, all of which are initiated and financed by the supplier.

As a criterion for approval, Petrobras may require the supplier to present a third-party audit under their responsibility for evaluation.