

NovaMente Soluções Cognitivas

Document 16 — Internal Regulations

Version 1.0 · January 2025 · HR & Culture Department

Introduction

This document establishes the day-to-day rules and norms that govern how work is conducted at NovaMente — in the office, remotely, and in any context where employees represent the company. These regulations are not intended to be exhaustive; they address the most common situations where clarity is useful. Where a situation is not explicitly covered, employees should apply the spirit of these regulations and, when in doubt, consult their manager or the HR & Culture team.

Office Use and Shared Spaces

General Conduct in the Office

The Florianópolis office is a shared workspace that accommodates a variety of work styles and needs. Employees are expected to use shared spaces with consideration for their colleagues. This means maintaining a reasonable noise level in open areas, using meeting rooms for calls and conversations that would otherwise disturb others, keeping shared areas clean and tidy after use, and respecting the focus time of colleagues who are visibly engaged in concentrated work.

Meeting Rooms

Meeting rooms must be booked in advance through the room booking system. Bookings that are not needed should be cancelled as early as possible to allow others to use the space. Rooms must be left clean and with furniture returned to its default arrangement. AV equipment must be disconnected and powered off after each meeting. Employees who arrive to find a room in use without a booking should not interrupt the current occupants — they should contact the HR & Culture team to resolve the conflict.

Kitchen and Common Areas

The office kitchen is stocked by NovaMente with basic provisions — coffee, tea, water, and light snacks. Personal food items stored in the communal refrigerator should be clearly labeled with the employee's name and date. Unlabeled items older than one week may be discarded. Employees are expected to clean up after themselves in the kitchen — this includes washing personal dishes, wiping down surfaces after use, and disposing of waste in the appropriate bins.

Visitors and External Guests

Employees who bring external guests to the office — clients, candidates, partners, or personal visitors — must register the visit in advance with the reception contact or HR & Culture team. Guests must be escorted at all times while in the office and must not be left with unsupervised access to sensitive areas or systems. Personal visitors are permitted on an occasional basis at the

manager's discretion and should not create disruption to the working environment.

Dress Code

NovaMente does not have a formal dress code. We trust employees to dress appropriately for the context of their work. For most situations — internal meetings, day-to-day office work, and remote work — casual and comfortable attire is entirely acceptable. For client-facing meetings, investor presentations, or external events, employees are expected to dress in a way that is professional and consistent with the context. If in doubt, business casual is a reliable default. NovaMente does not permit attire that is offensive, discriminatory, or that features content incompatible with the values in Document 10.

Use of Company Name and Brand

NovaMente's name, logo, and visual identity are proprietary assets and may only be used in connection with authorized activities. Employees must not use NovaMente's branding on personal materials, personal projects, or any context that could imply official company endorsement without prior approval from the Marketing team. Templates for common external-facing documents are available in the internal knowledge base and should be used for all official communications.

Expense and Reimbursement

Employees who incur reasonable business expenses in the course of their work are entitled to reimbursement, provided they follow the expense policy. All expense claims must be submitted through the finance system within 30 days of the expense being incurred, accompanied by original receipts. Claims submitted after 30 days may be declined at the Finance team's discretion. Pre-approval from a manager is required for individual expenses above R\$ 500,00. Travel expenses are governed by a separate travel policy maintained by the Finance team.

Expenses that are not reimbursable include personal meals not associated with a client or business meeting, personal entertainment, commuting costs for regular office travel, fines or penalties incurred during business travel, and any expense that would not withstand reasonable scrutiny as a legitimate business cost. Submitting false or inflated expense claims is fraud and will be treated as such.

Intellectual Property

All work product created by employees in the course of their employment at NovaMente — including code, designs, documentation, data analyses, written content, and any other work output — is the intellectual property of NovaMente. This applies to work created using company equipment or resources, or during working hours, regardless of the specific location in which the work was produced.

Employees who develop ideas, inventions, or works that they believe should be treated as personal rather than company intellectual property should discuss this with the Legal team before proceeding. Attempting to claim company intellectual property as personal property, or using company IP for personal or external commercial purposes without authorization, is a serious violation of this policy.

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