

Governance and Rules

Of the Legacy Certification Protocol

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Introduction

This document contains the description of all the operational rules of the Legacy Protocol, as well as the rules for obtaining the Legacy Certificate. Additionally, it clarifies the protocol's governance structure and the rights and duties of the cooperators interested in participating in it. Finally, the document also provides detailed explanations of the steps or activities involved in complying with the protocol, as well as the scoring and the different certificate modalities that each scoring range offers.

The Legacy Protocol operates operationally in three main fronts: the Socio-environmental Risk Management Tool, the Legacy Adaptation Journey, and the Legacy Certification Program, as shown in the figure below.



Purpose and Objectives

What Legacy exists for.

The purpose of the Legacy protocol is to organize the implementation and management of the cooperative's actions, projects and investments in sustainability-related issues, with the aim of contributing to the real sustainability of the agricultural activity of its members, and thus guaranteeing the cooperative's sustainability in its social, environmental and economic aspects.

Legacy specific objectives can be summarized as follows:

- i) To have an internal socio-environmental risk management tool;
- ii) To promote the adoption of sustainable agricultural practices among Minasul's cooperative producers;
- iii) Obtaining market recognition and commercial advantages for the cooperative members and for Minasul as Legacy is implemented and scaled up.

Actions of Legacy

What are the three action fronts in Legacy and what are their functions

The Legacy has been divided into three main action fronts, each fulfilling different functions within the sustainability theme for the Minasul cooperative.

Socio-environmental Risk Management Tool: This tool addresses the management gap of potential complaints, media exposure, or legal

actions against the cooperative and/or its members involving non-compliance with basic requirements of Brazilian legislation on Socio-environmental issues, such as slave labor or deforestation.

Legacy Adaptation Journey: This set of actions serves all members who wish to assess their property's status in relation to the Legacy Principles and Criteria Protocol and initiate a journey of continuous improvement of their Socio-environmental practices. Joining this journey involves a series of assessments (producer's self-assessment and assessments by cooperative technicians, both virtual and in the field), the preparation of an annual report demonstrating the producer's performance regarding each aspect and principle of the protocol, and an annual corrective action plan outlining improvements in the short, medium, and long terms. This Adaptation Journey represents benefits to the producer's operations because it leads to improved production efficiency and profits through better understanding and continuous improvement of their practices.



Legacy's third action front is the **Legacy Certification Program**. As the name implies, it involves a series of actions to issue a certificate, including at least one field inspection (or audit) visit per year. Unlike traditional certification systems, this certificate does not follow a tripartite governance, with an accreditor, certification bodies and certified producers, but a simpler governance structure, internal to Minasul. The Legacy Certification Program brings the same benefits "from the gate in" as the Jornada de Adequação. However, it also brings commercial and financial benefits "out of the gate", since it offers certified producers more exposure to the market, better conditions for negotiating and selling coffee, better conditions for negotiating credit and investment, as well as internal advantages within the cooperative, such as discounts in the store and participation in a special category in the specialty coffee contest.

These three lines of action will have specific documents detailing the activities and planning for their implementation. In this document, we will present only the rules and governance structure of each one.



Types of Participation in the Legacy Protocol

How a Minasul member can participate

There are three possibilities for a Minasul member to join the Legacy Protocol.

The first possibility is mandatory and automatically performed when the member is registered (or re-registered) with Minasul. It involves a verification of basic Socio-environmental requirements, which are also required by Brazilian legislation, and are part of Minasul's Socio-environmental risk management strategy. For this assessment, only the geographic location of the property or the CAR (Rural Environmental Registry) number, and the CPF (Individual Taxpayer ID), CNPJ (Business Tax ID), or State Producer Registration are required. With this information, the cooperative can evaluate the basic requirements, which include the absence of recent deforestation, absence of judicial embargoes, absence of slave or child labor, and absence of land overlap with Conservation Units, Indigenous Lands, or Quilombola Territories. This information will be stored by Minasul, and if any irregularity is identified, the producer will be guided to correct it.

The other two possibilities for applying the Legacy Protocol are voluntary. The first one refers to the Legacy Adaptation Journey, in which the member will respond to a questionnaire with questions related to the eight Principles of the Legacy Protocol. They will receive a report (summary or complete, depending on the member's level of involvement in the protocol) of their assessment, with their score or rating in the journey, non-conformity points, and a corrective action plan to be completed in the short, medium, and long term to improve the member's assessment and rating in the Legacy.

Participation in this program will bring benefits to the producer, improving natural resource management and, consequently, coffee production as a whole, enhancing efficiency, reducing costs, and increasing productivity and profitability.

Finally, the third and last option for applying the Legacy Protocol is through the Legacy Certification Program, in which the producer initially follows the same steps as the Legacy Adaptation Journey but also undergoes field inspections (audits) by Minasul technicians and obtains the Legacy Certificate. The Legacy Certificate allows the producer to have commercial advantages such as discounts at the Minasul store, special conditions for coffee commercialization, special conditions for obtaining credit from the cooperative's partners, and the opportunity to participate in the Sustainability category in the cooperative's Special Coffee Competition.



Governance Structure of the Legacy

How governance and management of the Protocol and its various actions occur

The governance structure of the Legacy has three instances, all internal to Minasul. The first instance refers to the Presidency and Board of Directors of Minasul, responsible for deliberating on the general guidelines of the protocol and approving its various documents, which contain the concept and strategy of the protocol and its action fronts. The Presidency and Board of Directors are responsible, for example, for approving Minasul's Sustainability Policy and the foundational documents of the Legacy Protocol, namely: i) the Principles, Criteria, and Practical Actions document, ii) the explanatory document on Governance and Rules of the Legacy Protocol (this document).

The second instance of the Legacy's governance structure refers to Minasul's Sustainability Committee, consisting of at least three and at most five members, who may or may not be part of Minasul's staff and who are invited and approved by the cooperative's Board of Directors. This Sustainability Committee is primarily responsible for managing all protocols, projects, and actions involving the Legacy. It must also ensure that the rules and guidelines contained in this document are followed and respected. Additionally, it is the responsibility of the Sustainability Committee to ensure compliance with the specific rules for granting the Legacy Certificate, as well as its use, and to apply, if necessary, warnings, suspensions, or even revocation of the certificate.

Finally, the third instance of the governance structure refers to the Coordination of the group of Minasul Technicians (and associated consultants), responsible for implementing the protocol in practice, through technical assistance actions, field inspections/audits, monitoring visits of corrective actions, as well as the elaboration of action plans and periodic evaluation reports. It is also the responsibility of this instance to feed the digital platform, which will be used for the overall management of the protocol, with data and information.



Beneficiaries and Applicants

Who benefits from Legacy, and who can participate

Legacy Protocol was designed, like most of Minasul's programs, to directly benefit rural producers. Thus, the primary direct beneficiary of this protocol is the Minasul cooperative member, especially those who value innovation, continuous improvement, and strive for excellence in production. Participation in Legacy Protocol activities will provide the producer with better knowledge of their property's reality regarding the eight socio-environmental themes described in the Legacy Principles, giving them the opportunity to correct or improve what is poor and maintain or further improve what is already good. With this, gains in efficiency and management are certain. Another direct beneficiary of Legacy is Minasul itself, which will have a socio-environmental risk management tool, as well as a set of information about its members, which will serve as a springboard for various continuous improvement actions, promoting better market opportunities, marketing, communication, and sales.



The Minasul cooperative member is the primary direct beneficiary of Legacy

As indirect beneficiaries, we can mention all stakeholders related to Minasul: suppliers, employees, coffee sector workers, partners, customers, coffee market, coffee sector, end consumers, and finally, society as a whole. By promoting a protocol to improve socio-environmental conditions in coffee production, everyone wins because agriculture is driven by natural resources, which are its production factors.

However, not all beneficiaries can be applicants for the Legacy Protocol, that is, officially join the protocol and implement it in practice on their property.

To be an applicant for Legacy and register in the protocol, one must:



Be an active member of Minasul cooperative and be up to date with obligations to the cooperative.



Have no irregularities in meeting the basic requirements of Minasul's Socio-environmental Risk Management Tool.



Be a coffee producer.

Once these prerequisites are met, the member must sign the Legacy Protocol accession letter, in which they will assume their long-term commitment to the protocol's purposes, and with this, they can start their journey of actions promoted by Legacy.

Step - by - Step to the Legacy Journey and Certification Program

Activities involved in the actions and general rules

The Legacy Adaptation Journey consists of seven steps, while the Certification Program adds three more steps to obtain the certificate. Both processes start with the registration of basic information on the digital platform to determine if the cooperated meets the three initial premises for protocol registration: i) compliance with the basic requirements, ii) being a Minasul member and up to date with obligations, and iii) being a coffee producer.

After this initial step, the cooperated must then sign the Commitment Letter to the Legacy Protocol, expressing their long-term commitment to continuous improvement actions towards production sustainability.

The third step involves entering more detailed information on the digital platform, beyond the basic information used in the initial registration, about coffee production, natural resource management, financial management, and social aspects.

In the fourth step, the cooperated engages directly with one of the protocol's most important stages, which is responding to the evaluation questionnaire of the coffee production activity regarding each environmental, social, and governance aspect required by the protocol.

¹The basic requirements demanded by the Socio-environmental Risk Management Tool are: i) no recent deforestation, ii) no slave or child labor, iii) no embargoes, iv) no overlap with Indigenous and Quilombola Lands.

In this step, the cooperated may choose to do a self-assessment or rely on technical assistance from the Minasul team or third-party consultants, including field visits.

The fifth step presents the evaluation results in a simplified report on the digital platform (scorecard) and a summarized action plan. Similar to the previous step, the cooperated can choose to contract Minasul's assistance services or consultants to obtain more detailed documents, as well as support in conducting corrective actions, which corresponds to the sixth step of the process.

Finally, at the end of implementing the corrective action plan, the cooperated is invited to undergo a new evaluation (with or without Minasul's technical assistance) to verify improvement in their scorecard, i.e., in their performance report regarding the Legacy. This corresponds to the seventh and final step, and this cycle of evaluations and implementation of corrective actions for continuous improvement should be repeated annually.

To fulfill the Legacy Certification Program, three additional steps are added, and some steps are modified.

The first modification is that in the third step (registration of additional information on the platform), it is necessary to respond to the registration under the "certification applicant" option. Another very important change is that in the seventh step, it is mandatory for a field inspection (audit) to take place so that all requirements for certification are evaluated in detail. After the field inspection, the eighth step is the receipt of the audit report, with the producer's score and a brief description of the highs and lows.



In the next step, if the certification applicant meets an acceptable score for the different certificate categories, the report is forwarded for approval by the Sustainability Committee. Once the report is approved, the tenth step corresponds to the issuance of the certificate, valid for up to 36 months. . Legacy certification works in three-year cycles, in which the following parameters are observed:

Year 1: In addition to the self-assessment or internal assessment, the producer receives a field visit from a Minasul technician, who will carry out a complete assessment of each of the criteria and practical actions required by the Legacy protocol. The practical actions classified as 'Continuous Improvement' must be completed in this three-year cycle, starting in Year 1 with the planning and implementation of actions.

Year 2: In the second year of the certification cycle, the producer must again carry out the self-assessment and may, depending on the need, receive another field visit from a Minasul technician. In this second year, it is expected that the items labeled 'Continuous Improvement' have already been put into practice for the most part and are being monitored.

Year 3: In the third year of the certification cycle, the producer must carry out a self-assessment and again may or may not receive a field visit, depending on the judgment of the Minasul technician in charge. At this point in the certification cycle, the practical actions classified as 'Continuous Improvement' are expected to be fully implemented, monitored and an evaluation of the results made, to determine whether corrections are needed in the planning and implementation of the actions.

Unplanned or 'surprise' field visits: depending on the results of the self-assessment, or the producer's request, or complaint, or the judgment of the technician accompanying the producer's certification, unplanned or surprise visits may be carried out to check specific points or help the producer resolve pending issues.

The figure below illustrates the various steps of the Legacy Adaptation Journey and the Certification Program, which start the same way and follow different paths from the fifth step.



Points and types of certificate

How Legacy score works

The Legacy Protocol consists of eight Principles, four of which relate to environmental themes (the "E" in ESG acronym), two to Social themes ("S"), and two dedicated to Governance themes ("G"). These Principles are divided into 25 Criteria, which are further subdivided into 109 Practical Actions. The following table explains this composition.

Legacy Protocol – Distribution among ESG themes				
	E	S	G	Total
Principles	4	2	2	8
Criteria	13	6	6	25
Practical Actions	63	30	28	121

Each of the Practical Actions is classified, based on its priority and importance, as Critical, Continuous Improvement, or Recommended. This division also defines the levels of protocol compliance difficulty. Compliance with Critical Practical Actions relates to Difficulty Level 1. Compliance with Continuous Improvement Practical Actions relates to Difficulty Level 2, and compliance with Recommended Practical Actions relates to Difficulty Level 3.

When registering for participation in the Legacy Protocol, the cooperative member can choose which difficulty level they want to start with.

	Practical Actions	Observations
Difficulty Level 1	Critical Actions	All Critical Actions must be fulfilled
Difficulty Level 2	Critical Actions + Continuous Improvement	With 100% compliance of Critical Actions and 50% compliance of Continuous Improvement, the benefits of participating in the Protocol begin
Difficulty Level 3	Critical Actions + Continuous Improvement + Recommendable	To participate in the Special Coffee Contest in the Sustainability category, the member must participate in the evaluation in Level 3

Furthermore, for scoring purposes in evaluations, Practical Actions are assigned a weight of 1 or 2, which directly influences the final evaluation score. As a rule, all Critical Practical Actions have a weight of 2, and all Recommendable ones have a weight of 1. Continuous Improvement Practical Actions may have a weight of 1 or 2. Thus, the overall Legacy scoring framework is defined as follows:

	Critical Actions	Continuous Improvement	Recommendable	
Principle 1	6	9	0	
Principle 2	12	84	0	
Principle 3	6	45	18	
Principle 4	12	305	6	
Principle 5	42	63	3	
Principle 6	0	27	3	
Principle 7	36	54	0	
Principle 8	12	21	0	
Total points	126	333	30	Total geral 489

The response to the Legacy questionnaire—whether through self-assessment by the participant via the digital platform or by a Minasul technician or consultant, remotely or in the field—results in an automatic evaluation by the digital platform. This is achieved by tallying the points for each Corrective Action, which are assessed on a four-level scale according to the participant's performance on that item. The following table explains the levels of the assessment scale and how points are counted based on different weights.

Concept for the evaluation of each practical action	Corresponding Score	Weight of Corrective Action	Points Earned in the final score
Bad performance. No evidence of meeting the goals.	0	1	0
		2	0
Moderate performance. Some requirements have been met, but the adaptation process is still in its early stages.	1	1	1
		2	2
Adequate performance. Most requirements have either been met or adaptation effort is being finalized.	2	1	2
		2	4
Very good/excellent performance. All requirements have been met.	3	1	3
		2	6

Once the final score is determined, after tallying all the scores, the Legacy participant—whether in the Adaptation Journey or Certification Program—receives a scorecard, consisting of six rating bands, as shown in the table below. These same rating bands are used for issuing different Legacy Certificates. Only the bands corresponding to Critical Practical Actions do not receive a certificate.

<i>Difficulty Level 1 - Critical Actions</i>	<i>Certificate Type</i>
Does not fully meet Critical Actions yet.	Does not receive a certificate, must restart the Adaptation Journey
Fully meets Critical Actions.	Does not receive a certificate, Level 0: Initial. Can proceed to the Certification Program

<i>Difficulty Level 2 - Critical Actions + Continuous Improvement</i>	<i>Certificate Type</i>
100% compliance with Critical Actions and 50% to 79% with Continuous Improvement. Score: 126 for Critical Actions + 166 to 263 points for Continuous Improvement.	Receives Level 1 Certificate: Intelligent
100% compliance with Critical Actions, 80% or more with Continuous Improvement. Score: 126 for Critical Actions + 264 points or more for Continuous Improvement.	Receives Level 2 Certificate: Responsible

<i>Difficulty Level 3 - Critical Actions + Continuous Improvement + Recommendable</i>	<i>Certificate Type</i>
100% compliance with Critical Actions and 50% to 79% with Continuous Improvement, and 50% to 79% with Recommendable. Score: 126 for Critical Actions + 166 to 263 points for Continuous Improvement + 15 to 23 points for Recommendable	Receives Level 3 Certificate: Sustainable
100% compliance with Critical Actions, 80% or more with Continuous Improvement, and 80% or more with Recommendable. Score: 126 for Critical Actions + 264 points or more for Continuous Improvement + 24 points or more for Recommendable	Receives Level 4 Certificate: Exemplary

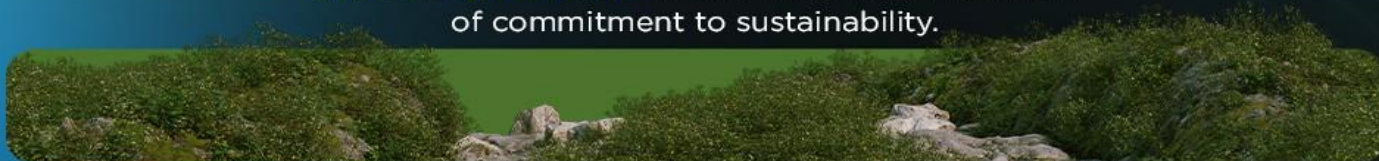


Minasul Sustainability Protocol

Level 4 - Exemplary: The standard of excellence in sustainable practices.



Level 3 - Sustainable: An advanced and solid level of commitment to sustainability.



Level 2 - Responsible: Demonstrating a significant effort in adopting sustainable practices.



Level 1 - Intelligent: The first step towards more sustainable practices.



Level 0 - Initial: Does not engage in any sustainable practices.



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Legacy Protocol Assurance System

The Certification Committee is the body responsible for Legacy's assurance system, which was developed with a view to ensuring the consistency of Legacy's evaluation methodology and audits, guaranteeing that the entire process is carried out transparently, fairly, with responsibility in the use of data, and finally, that Legacy's objectives and goals are met. To guarantee the consistency of Legacy's methodology, the Certification Committee has three mechanisms at its disposal:

Annual evaluation based on historical data:

Minasul has an ID in which all the producers' information is entered, both in relation to coffee production and other relevant data and information. From one year to the next, the Certification Committee gathers the data from Legacy-certified producers and produces comparative analyses to see what has changed and improved over time, and what needs more attention in order to progress more quickly. The 'continuous improvement' points of the Legacy requirements are analyzed more closely.

Risk assessment:

Every six months, the Certification Committee, at one of its ordinary meetings, analyzes the data obtained from a risk analysis prepared by Minasul's quality team. This analysis identifies points of risk in relation to failure to meet Legacy's objectives (failure to meet targets), reputational risks - reports of non-conformities at critical points and risks to Legacy's ethical principles: transparency, fairness, consistency and technical competence. Based on the analysis and discussion of the risk points, an action plan is drawn up to be implemented by Minasul's Sustainability department.

On-site assessment / field visits:

Once a year, around 1% to 2% of the certified producers are selected to receive a field visit, with a view to verifying that the Legacy methodology is being correctly applied. In addition to the field visit, the documents generated by the auditors are also reviewed and analyzed in order to evaluate their work. The sampling mechanism for choosing these producers is simple: those with the lowest performance in terms of requirements are selected, as well as those that have suffered a complaint, suspension of the seal or some kind of penalty from Legacy. This field assessment and document review can be carried out either by a member of Minasul's quality department or by external consultants. The auditors' performance assessment also includes the following actions:

- Review of complaints or grievances: All complaints against auditors are analyzed by the Certification Committee and considered in their performance assessment.
- Sanctions or punishments: If complaints against auditors are considered valid by the Certification Committee, auditors may be punished with suspension or even dismissal from Legacy.
- The review of complaints (this is regarding complaints against auditors).

APPENDIX I:

Remediation Policy of the Legacy Protocol of Minasul

1. Objective

Establish guidelines to identify, correct, and prevent serious performance gaps or errors within the Legacy Protocol of Minasul, aiming for continuous improvement in agricultural practices and compliance with sustainability standards.

2. Definitions

- **Critical 'Practical Action' Non-Compliance:** Violation of fundamental protocol criteria, such as illegal deforestation, forced labor, child labor, use of prohibited products, or unmet environmental restrictions.
- **Continuous Improvement 'Practical Action' Non-Compliance:** Partial deviations or failures to meet protocol criteria that do not pose an immediate risk but require attention to prevent long-term deterioration.

3. Remediation Procedures

3.1. Identification Non-compliances can be identified through internal audits, external audits, or reports from stakeholders.

3.2. Classification After identification, non-compliances will be classified as critical or continuous improvement, according to the definitions above.

3.3. Corrective Action

- **For Critical 'Practical Action' Non-Compliances:**
 - Immediate suspension of certification until the issue is fully resolved.
 - Development of a detailed action plan, including specific measures, responsible parties, and deadlines for correction.
 - Implementation of corrective actions as soon as possible, with continuous monitoring by Minasul's sustainability team.
- **For Continuous Improvement 'Practical Action' Non-Compliances:**
 - Notification to the producer about the identified issue.
 - Establishment of a reasonable deadline for correction, considering the nature of the non-compliance.
 - Monitoring the implementation of corrective actions during subsequent audits.

3.4. Verification: After implementing corrective actions, verification will be conducted to ensure that the non-compliance has been properly addressed.

3.5. Prevention and Corrective Actions: The prevention of new non-conformities requires not only 'root cause analysis' but the development and planning of actions so that these errors are not repeated. In addition, it demands a wide range of actions to remedy or compensate the situation of the person(s) affected before the incident occurred, including financial and non-financial compensation, reimbursement of recruitment fees, unpaid wages, illegal overtime or salary deductions, apologies or reparation, and should always include a guarantee of non-repetition.

If the incident involves a perpetrator, for example in cases of sexual harassment, actions can also include punishments, including termination of employment and referral for criminal and judicial investigations. In cases where violations of human and labor rights violate local criminal law, the certificate holder may cooperate with local authorities at the discretion and request of the victim of the crime.

The role of Minasul and the Legacy protocol in remediation situations is to accompany their resolution, from start to finish, and to provide all possible support so that they are resolved in the most correct and fair way for all involved.

For remediation actions that involve only technical issues related to agricultural production and farm management (internal issues), the standard procedure is to draw up a corrective action plan and have this plan monitored by Minasul's technical department, under the supervision of the Certification Committee. For more serious remediation situations, which may involve parties other than the cooperative, producers and workers - such as the police, press, judicial bodies, companies, etc. the procedure is to set up a 'Crisis Committee' within the 'Certification Committee' and closely monitor the remediation until its conclusion, whether with a formal apology, compensation or other measures.

3.6 Continuous improvement falls short of expectations: In cases where interruptions or failures in the continuous improvement process are identified, such as the implementation actions of a project not being carried out to the expected schedule, these cases will be considered non-conformities in the annual audit and must therefore go through the entire remediation process described above. Obviously, plausible justifications for delays in the schedule and other impediments will be considered, but if there are no plausible justifications, they really will be considered non-compliances with the requirements.

4. Communication and Record-Keeping

All stages of the remediation process will be documented and recorded. Producers will be informed about the status of non-compliances and the necessary corrective actions.

5. Policy Review

This policy will be reviewed periodically to ensure its effectiveness and alignment with best practices in sustainability and agricultural compliance. This Remediation Policy aims to ensure that all parties involved in the Legacy Protocol of Minasul are committed to compliance and continuous improvement, promoting sustainable and responsible coffee production.

APPENDIX II

EXCEPTION ASSESSMENT PROCEDURES

It is understood that some guidelines of the LEGACY Protocol may present specific challenges in certain regional contexts.

Therefore, the Minasul Certification Committee is available to review requests for reconsideration regarding the non-compliance of practical actions or any other certification aspects that may lead to differing interpretations.

Producers or groups of producers may request exceptions to protocol criteria, provided they submit robust technical and economic justifications. Elements such as climate, farm size, coffee variety grown, and other regional factors will be considered in the analysis. To formalize the request, documentation must be provided to justify the necessity of the exception and the expected impacts. The Minasul Certification Committee will be responsible for carefully evaluating each request, ensuring that any granted flexibility aligns with sustainability principles. The decision will consider the specificities of production in the region and the potential environmental and social impacts.

All granted exceptions will be transparently communicated to all parties involved in the certification process, including producers, auditors, certifiers, and clients. Additionally, exceptions will be periodically monitored to ensure they do not generate negative effects.

For example, if a specific agricultural input is allowed as an exception, a control system will be implemented to prevent environmental impacts, such as contamination of water sources or harm to biodiversity. In the case of flexibilizations related to labor practices, such as seasonal adjustments in working hours, it will be assessed whether the measure does not create inequalities or undue pressures on other producers.

Exceptions will have defined deadlines, determined by the Minasul Certification Committee. At the end of this period, a reassessment will be conducted based on data collected during monitoring. This will determine whether the exception can be maintained, adjusted, or revoked.

The final decision on each case will be made in an ordinary meeting of the Certification Committee, ensuring that no flexibility compromises the fundamental principles of the LEGACY Protocol and the sustainability of the production chain.

Validity

This document shall remain valid from its approval by the Sustainability Committee until the review date of all Legacy Protocol baseline documents.

Version	Author	Date	Revised by	Approved by	Approval date
2.1	Laura Prada	Jan./2025	Frederico Caldeira	Frederico Caldeira	Jan./2025
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