

Social Balance**Period: January to December 2019****FOUNDATION FOR SCIENTIFIC AND TECHNOLOGICAL DEVELOPMENT IN HEALTH - FIOTEC****1. Identification**

Legal Nature: Private nonprofit foundation profitable with administrative and financial autonomy and with own equity

Accredited by the Ministry of Education (MEC) and Ministry of Science, Technology and Innovations and Communications (MCTI) to act as a support foundation for Fiocruz, pursuant to Law 8,958/94 and regulated by Executive Order 7,423/10

It is awarded with State Public Utility Title by the Government of the State of Rio de Janeiro

Qualified as a Social Organization by the City of Rio de Janeiro

Audited by the Prosecution Office

Our mission is to participate in scientific, technological and innovation development in health, through the shared management of programs and projects, for the quality of life of the society.

Vision: To be recognized by 2021 by the coordinators as a benchmark institution in program and project management, by using the best governance practices, and to be a source of pride for our employees.

Values: We respect life, human dignity and the environment; We value people and encourage proactivity; We encourage an integrated, participatory, collaborative and innovative environment; We believe in the strength of our work to carry out our actions with excellence; We act in an ethical and transparent manner in organizational processes; Our institutional relationship is based on respect for diversity, trust, cordiality and responsible attitude.

2. Origin of Financial Resources	2018	2019
Total Revenue (a+b)	R\$ 47,541,790.65	R\$ 51,793,128.59
a) Total resources	R\$ 45,651,704.48	R\$48,228,096.71
a.1) TA revenues	R\$ 37,173,302.47	R\$34,875,997.77
a.2) Other operating revenue	R\$ 8,478,402.01	R\$13,352,098.94
b) earnings from financial investments	R\$ 1,890,086.17	R\$3,565,031.88

3. Investment of Financial Resources	2018	2019
Total Expenses (a+b)	R\$ 45,205,071.89	R\$45,335,250.97
a) personnel (salaries, benefits and charges)	R\$ 28,748,953.90	R\$24,282,698.82
b) miscellaneous expenses	R\$ 6,969,713.14	R\$11,097,917.82
b.1) tax and fees	R\$ 74,382.03	R\$96,229.30
b.2) financial	R\$ 720,196.58	R\$365,085.21
b.3) other	R\$ 8,691,826.24	R\$9,493,319.82

4. Investment in Human Resources	2018	2019
Total investment in Human Resources	R\$ 3,589,380.64	R\$ 3,903,337.70
a) Food (food and meal)	R\$ 1,617,674.07	R\$ 1,614,432.76
b) Education allowance (college, graduate and foreign language allowance)	R\$ 28,330.01	R\$ 9,287.15
c) Training and professional development (training and courses)	R\$ 3,651.12	R\$ 34,054.98
d) Childcare allowance	R\$ 49,628.40	R\$ 44,696.70
e) Health (Dental and Health Care)	R\$ 1,689,403.80	R\$ 1,889,668.22
f) Life insurance	R\$ 48,681.68	R\$ 98,463.81
g) Transportation	R\$ 130,924.36	R\$ 172,862.58
h) Internship scholarships	R\$ 21,087.20	R\$ 39,871.50

5. Technology investment	Amount R\$) 2019
Indicators and Reports	R\$ 691,463.87
Safety	R\$ 227,342.39
E-Social	R\$ 25,616.28
Single payroll	R\$ 92,892.55

Information Access Portal	R\$ 59,685.93
Portal of the Coordinator	R\$ 1,490,098.89
Voetur	R\$ 320,203.48
Total Projects	R\$ 2,907,303.38
Support	R\$ 1,083,012.96
Software Licenses	R\$ 937,136.95
Infrastructure	R\$ 1,803,260.37
Overall total	R\$ 6,730,713.66

6. Data on the staff	2018	2019
Employees at the end of the period	243	251
Interns	3	2
Young apprentice	20	23
Employees aged between 18 and 45 years	79%	77%
Employees over 45 years	21%	23%
Female employees	54%	54%
Male employees	46%	46%
Women as leaders	64%	69%
Men as leaders	36%	31%
Black employees	8%	4%
People with special needs	9	12
Employees with more than 10 years of employment agreement	17%	20%

7. Qualification of the staff	2018	2019
a) Graduate studies (complete)	92	89
b) Undergraduate studies (complete)	98	99
c) Secondary/technical education (complete)	35	43

8. Functional indicators	2018	2019
a) Turnover index	1.80%	4.90% reduction in turnover
b) Absenteeism rate	3.74%	3.61%
c) Number of occupational accidents	15	16

9. Young Apprentice Program		
9.1 Young Apprentice Program	Number of benefited participants	Investment
2018	20	R\$ 403,880.00
2019	23	R\$ 431,086.00

10. Relevant information regarding Social Responsibility		
10.1 Campaigns carried out	2018	2019
10.1.1. Action Plan for Solid Waste Collection of the Campus Administration Directorate/ Fiocruz		
Used vegetable oil	61 Lt	10L
Writing material	258 un.	518un.- 3kg
Batteries	1.035 un.	1,318 un. - 23 kg
Technological waste	245 items	456 un. - 174 kg
Long-life packaging	16 Kg	27 kg

Print cartridges and toners	76 un.	67 un. - 38 kg
Paper	1.366.7 Kg	1.071 kg
Metal	3.9 Kg	15 kg
Cardboard	256.1 Kg	940 kg
Plastic	210.6 Kg	273 kg
Plastic cover	-	33 kg
Long-life packaging	16 kg	27 kg
Glass	112.8 Kg	41 kg

10.1.2 Donation campaigns	Benefitted Institution	Donated items
Solidarity June Party	Elderly residents of Cristo Redentor Shelter	101kgs of non-perishable food
Donate Happiness	Children from 2 to 13 days residents of Amorim Community	140 toys
Donation for Christmas	150 child students at Vila do João Daycare	100 items (toys and books)
Good Socks Project	Homeless people benefitted by Puklet Store	128 pairs of socks
Small Kindness Project	Argilando NGO	170 items (mini soap bars, mini shampoo, and mini conditioner)

10.2 Investments in Social Responsibility	2018	2019
Investments made	R\$ 8,902	R\$ 40,204.00

11. Ethics and transparency	Information
11.1 Internal citizenship policies	
Does the organization have a career incentive plan?	() no (x) yes, which one: Performance Appraisal, Position and Wage Plan and Training and Qualification Policy.
The employee hiring process for employees is:	The % by indication 100 % by selection
Is there a profit or bonus distribution policy?	(x) no () yes
Does the organization encourage voluntary employee participation?	() no (x) yes, how? Through various solidarity campaigns, such as: blood donation, distribution of toys to poverty stricken children at Christmas, warm clothing and supplies for public calamities, among others.
Does the organization have a Code of Ethics?	() no (x) yes

Does the organization have different salaries for men and women?	(x) no () yes
--	----------------

11.2 Complaints and processes (Fiotec and supported projects)	2019	Amounts (R\$)
11.2.1 Labor claims	58	R\$ 4,805,990.42
11.2.2 Environmental processes/infractions	-	-
11.2.3 Complaints with consumer protection agencies	-	-
11.2.4 Civil proceedings	32	R\$ 30,715,863.90

12. Corporate governance

The Foundation is managed by: Board of Trustees, Board of Statutory Auditors and Executive Board

Institutional Policies:

* Registered Foundation Bylaws

* Ethics and Information Security Policy

* Purchase Regulation

* Benefits Policy

* Employee Performance Appraisal Policy

* Public Hearing for accountability

* External audit performed by an auditor registered with the Prosecution Office of Rio de Janeiro and with the Brazilian Securities Commission

13. Explanatory Notes and Comments

This Foundation does not use child labor or slave labor, it is not involved in prostitution or sexual exploitation of children or adolescents.

Statement : Fiotech undertakes not to hire people under the age of eighteen for night, hazardous and unhealthy work, and does not hire people under the age of sixteen, except as young apprentice.

Young Apprentice Program: is oriented to the preparation and insertion of young people aged between 16 and 22 in the labor world, in compliance with Law No. 10,097/2000, which is engaged for a 17-month period.

The Information Access Portal implemented in 2014, discloses information about supported projects that used public funds. In 2019, it was downloaded 11,843 files, a significant increase, more than double realized in 2018, which recorded 5,158 downloads of files.

Coordinator Portal: Interaction system between Fiocruz project coordinators and Fiotech support team, allowing all requests to be sent electronically and financial, accounting and operational information to be made available to projects.

Indicators and Reports encompasses B1/Qlikview projects. The Business Intelligence Tool is a system that aims at improving the quality of Fiotech's information, since it allows consolidating, researching, visualizing and analyzing different data sources for the issuance of management reports.

In 2019, Fiotech changed the methodology for measuring Selective Collection numbers after acquiring a specific scale to weigh recyclable materials, and started to account for all material collected through weight and no longer by quantity. The collection of technological waste is developed in the Institution since 2013, a permanent campaign for the collection of technological waste, including monitors, cabinets, keyboards, mouse, boards, HDs, memory, source, drivers and speakers for computers delivered by employees. The conscious disposal action aims at preserving the environment and reinforcing Fiotech's commitment to sustainability.

Another important action for the results of selective collection was the reuse of more than 13 kg of A4 paper for the production of 38 Filicube blocks, for use as a draft, in addition to the donation of empty boxes to employees for home use.

Goods donated for obsolescence: Fiotec's practice is to donate items without use and in perfect condition to institutions indicated by the Social Cooperation area of Fiocruz, or to the Foundation's own units.

Fiotec does not measure the amounts of donations made by employees, but identifies the number of personnel involved and accounts for the hours invested to carry out these actions and these indirect contribution amounts are recorded in the Social Responsibility Investment item. In order to promote the inclusion of people with special needs, Fiotec invested BRL 18,960.00, in sign language interpreters in its lectures; in Environment Week invested BRL 3,792 and acquired 100 pairs of tickets for the new edition of 'Show à Vida', with Zizi Possi in Oi Casa Grande Theater, supporting the event with a total amount of BRL 10,000.00. These investments, be them financial or actions developed along the year reinforce the Fiotec's commitment with its Social Responsibility and Sustainability.

JOAO CAMILO DE ASSIS
CUQUEJO:89236998704

Assinado de forma digital por
JOAO CAMILO DE ASSIS
CUQUEJO:89236998704
Dados: 2020.09.14 14:29:13 -03'00'

João Camilo de Assis Cuqueijo

CRC/RJ 074037/0-6



Hayne Felipe da Silva
Diretor Executivo