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## **1. Introduction**

It is VTEX's policy to appropriately respond to notifications of alleged copyright infringement. This page outlines the policy and provides the information that is required in relevant notices.

## **2.Notification of Claimed Infringement**

To submit a Notification of Claimed Infringement, you must provide a written communication by legal@vtex.com. To help us respond to your notification as quickly as possible, it should include the following details:

- 1. Identification of the copyrighted work claimed to have been infringed, or if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site.
- 2. Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit the service provider to locate the material.
- 3. Information reasonably sufficient to permit the service provider to contact the complaining party, such as an address, telephone number, and, if available, an electronic mail address at which the complaining party may be contacted.

## **3.Response to Notification of Claimed** Infringement

Our response to a Notification of Claimed Infringement may include removing or disabling access to material claimed to be the subject of infringing activity and/or disabling public access from the Internet to an entire website hosted on our systems. If we remove content or disable access to a website due to a notification, we will notify the owner of the affected site so that they may make a counter notification.

## 4. Counter Notification

Upon notification that content has been removed or access disabled to a website following a Notification of Claimed Infringement, the owner of the affected site may submit a Counter Notification. VTEX

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Any Counter Notification, must be provided as a written communication by legal@vtex.com and should include the following details:

- 1. If the Notification of Claimed Infringement is contested (in whole or in part), an explanation as to why.
- 2. If the Notification of Claimed Infringement is accepted, identification of the material that has been removed by the owner of the Site following receipt of the Notification of Claimed Infringement, or to which access has been disabled and the location at which the material appeared before it was removed or access to it was disabled.

#### **5. Disabling Public Access to a Website**

VTEX reserves the right, in its sole discretion, to disable public access from the Internet to a website if VTEX determines that the owner of the website is a repeat infringer, or to suspend or remove any of such users' VTEX accounts or profiles.

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### 6. History

Version	Updated content	
1.0	Elaboration and Approval of VTEX Copyright Policy	

Made by:

Version	Name	Date
1.0	Legal Team	20/05/2021

Reviewed by:

Version	Name	Occupation	Date
1.0	Thiago Athayde	Head of Risk and Compliance	20/05/2021
1.0	Luiza Amorim	DPO	20/05/2021

Approved by:

Version	Name	Occupation	Date
1.0	André Spolidoro	CFO	09/06/2021

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