



SALARY POLICY

BCR SUPPLY COLOMBIA SAS has the following salary policies:

1. Hiring terms and remuneration levels will be set in accordance with a competitive market reference study, budget availability and the resume of the selected candidate.
2. Salaries will be paid biweekly by deposit or transfer into the checking or savings account of each employee within a maximum period of 5 days after each biweekly cut. Collection accounts will be made monthly or according to the payment schedule.
3. Employees with an indefinite contract may request a salary advance if it does not exceed the total of their monthly remuneration. This advance will be deducted in biweekly installments by mutual agreement between the employee and the organization. They may also request payment credits or ordinary credits approved by the directors' board in installments that will be approved and defined by the third-party service provider.
4. The company may grant emergency loans to its employees with an indefinite employment contract or contractors or advisors, if they do not have debts with the company, and they are requested for justified reasons. The loan cannot be greater than your monthly income in a period of no more than 12 months.
5. The company's salaries have clear equal processes remuneration for women and men by hierarchical level.
6. Any other special request can only be approved by the general manager.

Company employees with an indefinite contract, in addition to the legal benefits, will receive the following benefits:

- a) Communication Subsidy: it is a fee that will be delivered monthly in order to maintain permanent and constant communication between the employee and the employer in different technological media; updated annually at the discretion of the employer.
- b) Transfer Subsidy: it is a fee that will correct the economic impact generated by the mandatory **BCR SUPPLY COLOMBIA** transfer to the outskirts of Bogotá city.

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- c) Social Responsibility: it will be given to the employee depending on the activity to be carried out by the company.
 - d) Studies, training and/or certifications: will be given to the employee depending on their own needs or those of the organization.
 - e) Performance: a salary increase established by the organization and updated annually will be delivered.
7. The company will recognize the employee's holidays worked as compensatory days for enjoyment and/or remuneration.
8. The company excludes Saturday for the accounting of the vacation period.
9. **BCR SUPPLY COLOMBIA SAS**, in accordance with its Corporate Social Responsibility Commitment and in compliance with Law 1857 of 2017, will grant its employees one day per semester per year, called "FAMILY DAY", in the event that BCR SUPPLY COLOMBIA SAS does not plan the activity, the employee has the right to request the enjoyment of said day at any time during each semester.



Marielba Contreras
General Manager