

WORK DISCONNECTION POLICY

BCR SUPPLY COLOMBIA SAS, through this document, implements the labor disconnection policy, in accordance with Law 2191 of 2022, which aims to create, regulate and promote the workers disconnection labor in relations within the different contracting modalities in force in the Colombian legal system and their ways of being executed, as well as in legal and/or regulatory relationships, in order to guarantee the effective free time enjoyment and rest periods, licenses, permits and/or vacations to balance personal, family and work life. Our objective is to protect the safety and health of all workers, promoting proper balance in the relationship between rest and work, for the professional development's sake and under healthy and effective criteria, all from a comprehensive health perspective, in its three areas (social, physical and mental).

Guarantee of the right to disconnect from work. All **BCR SUPPLY COLOMBIA SAS** workers will enjoy the right to disconnect from work, which begins once the workday has ended. The employer must guarantee that the worker can effectively and fully enjoy rest time, leaves, permits, vacations and his or her personal and family life.

Exceptions

Force majeure situations or unforeseen events, in which it is required to fulfill extra duties collaboration with the company, when they are necessary for the service continuity or to solve difficult or urgent situations in the company operation, provided that the another viable alternative lack.

AREA OF APPLICATION

This policy is applicable to all people who make up and **BCR SUPPLY COLOMBIA SAS** form part. Without prejudice to the foregoing, the people who act as **BCR SUPPLY COLOMBIA SAS** representatives will promote, to the extent that their powers and responsibilities allow, the application of principles and guidelines like those contained in this Policy.

ACTION PRINCIPLES

This policy will apply to all **BCR SUPPLY COLOMBIA SAS** workers.

Disconnection from work is a right and, consequently, does not constitute an obligation.

BCR SUPPLY COLOMBIA SAS recognizes in all cases the right to disconnect from work of all its workers, in order to guarantee, outside of working time, respect for rest time, permits and vacations, as well as their personal and family privacy. except in situations of urgency, extreme necessity or force majeure. In particular, **BCR SUPPLY COLOMBIA** will guarantee that employees will be able to exercise their right to disconnect from work. This right will take into account the nature and purpose of the employment relationship and with the differentiation between effective work time and personal and rest time, it will contribute to the reconciliation of the professional and family life of workers. Always ensuring productivity and adequate service provision, the exercise of the right to disconnect from work will not imply the application of disciplinary measures or impact on performance evaluations, unless the employee's conduct has resulted in harm to the company and/or or for the rest of your employees.

To this end, the policy responds to the following commitments:

- Establish the mechanisms through which the right to disconnect from work is guaranteed and exercised, considering the appropriate use of information and communications technologies.
- Guarantee the mechanisms and means so that the **BCR SUPPLY COLOMBIA SAS** workers can present complaints in their own name or anonymously against the possible violation of this right before the company's coexistence committee, which is established in the "Processing complaints about work disconnection" procedure
- Enforce the provisions of the "Processing of complaints about labor disconnection" procedure, to manage complaints, guaranteeing due process, as well as conflict resolution mechanisms and verification of

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compliance with the agreements reached and the cessation. of the behavior.

This policy is strictly followed by all **BCR SUPPLY COLOMBIA SAS** workers.

The right to disconnect from work will be specified in this internal policy prepared in accordance with the provisions of the Law and will be governed, in general terms, according to the following rules or modalities of exercise:

- As a general rule, **BCR SUPPLY COLOMBIA SAS** workers will not send email messages outside of their working hours, and sending is prohibited, in addition, on weekends, holidays and vacations except in situations of urgency, extreme need or force majeure.
- Without prejudice to what was previously established, no worker may demand a response to the electronic message sent outside the recipient's working hours. Likewise, you will avoid marking the email as urgent if it is not strictly necessary.
- The programs developed will be aimed at promoting a preventive culture and mutual care, intervening in working conditions that may cause occupational accidents or illnesses, controlling absenteeism and preparing for emergencies.
- As a general rule, the issuance of work-related communications through digital media cannot take place between the end of the working day and the beginning of the next. In the event that this type of communications are issued and/or received outside of the aforementioned hours, the sender must keep in mind that the recipient may exercise their right to disconnect from work and respond to them only within their working hours. The above would not apply to:
 - Emergency situations, extreme necessity, namely: cases that may pose a serious risk to people or potential business harm to the business, the urgency of which requires the adoption of special measures or immediate responses.
 - Force majeure situations

Systematic use of automatic out-of-office messages that were available in corporate messaging and email systems, such as, for example, "scheduled or

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delayed sending" in emails sent outside of working hours or during vacations, incapacity due to illness, etc.

Use by the sender of programming tools that may be available in email or messaging systems, such as scheduling the sending of emails, so that they are received within the recipient's business hours.

About deferred shipments and programming

In this type of automatic messages during periods of absence, indicate the dates on which the worker will not be available and designate the email or contact information of the person who will act as a backup for the worker during his or her absence.

MEETINGS OR SIMILAR

- Meeting planning, as a general rule, the start and end time of the meetings that take place will be within working hours.
- As a general rule, the start of meetings cannot take place before the start time of the established day and their end will not extend until after the end of the ordinary work day.
- As a general rule, send calls in an informative and never limiting sense, whether for training, meetings, videoconferences, presentations, etc. outside the workers' ordinary daily work hours.
- To the extent possible, make the calls for sessions indicated in the previous paragraph with sufficient advance notice so that workers can plan their day.
- As a general rule, include in the calls the start and end time, as well as all the documentation that is going to be discussed so that the topics to be discussed can be viewed and analyzed in advance and the meetings are as productive and effective as possible. possible by not extending the time more than established.
- In any case, the schedules for reducing working hours and shift work regimes will be respected in the calls.
- These measures may be periodically reviewed by **BCR SUPPLY COLOMBIA SAS** in case it is necessary to adapt them to new and future needs of the organization.

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BCR SUPPLY COLOMBIA SAS will promote respect for workers' rest time after the end of their workday.

This policy will be disseminated internally through:

- The appropriate periodic internal communications and socializations for all the company's workers, leaving as evidence the attendance record of the disclosure, so that all workers are duly informed of all the criteria of the content of this policy.
- The location of this policy will be on the billboard, for viewing by all members of the company.



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