

## ZERO TOLERANCE POLICY

**BCR SUPPLY COLOMBIA SAS** in consideration of the potential unsafe acts occurrence and conditions, as well as the presence of risks and dangers in the DESIGN, MANUFACTURING and MARKETING OF SPECIAL CHEMICAL ADDITIVES FOR THE PETROLEUM INDUSTRY, establishes a zero tolerance policy on the following actions:

1. Carry out activities where it does not comply with all the strategic planning, policies, regulations, procedures, formats, and instructions established by **BCR SUPPLY COLOMBIA, S.A.S.**
2. Not delivering the indicators on time, in order to evaluate the growth and the organization establishment both internally and externally. And give the guidelines that will define the company's medium-term strategic plan, as well as business continuity.
3. Deliver products without meeting the requirements of the procedure for receiving raw materials samples, finished products and laboratory materials BID – P – 001.
4. Hire personnel who do not meet the health profiles and conditions established for the position.
5. Carry out activities without their respective elements for their job.
6. Develop and comply with the staff career plan, taking as a starting point the annual each employee evaluation, strengthening their soft and technical skills.
7. Carry out activities without the inspection practice, applying the standard or format required by the third party or the inspection format established by **BCR SUPPLY COLOMBIA SAS.**
8. Proceed with the products manufacture, without guaranteeing the proper equipment functioning, tools and others, which may affect the product quality and/or the personnel who use and manipulate them.
9. Carry out activities without using personal protection elements necessary to carry out their work. Includes: helmet, boots, glasses, gloves, respiratory and hearing protection, body protection, etc.
10. Assign activities of unmanned personnel for emergency control, when the emergency arises.
11. Assign a service to any supplier without meeting the minimum requirements established in the BAD – P – 001 purchase management procedure. This specifically includes merchandise transportation services suppliers without travel documents. They include, as appropriate:

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cargo manifest, trip management, non-contractual civil liability policy, customs transit declaration (dta), safety sheet (MSD) for transported chemicals, product quality certificate, truck identification, safety kit. spill, EPP, tool kit, social security affiliation up to date (includes EPS, ARL, AFP).

12. Assign activities to staff when they test positive for alcohol and psychoactive substances.

Taking into account that all company workers at different organization levels, both direct and contractor, have been informed this policy guidelines.

- The omission of the controls mentioned in this policy will not be accepted, even with the consent of the company's directors board and/or interest groups.
- No direct worker or contractor will be admitted who is proven to have engaged in unsafe acts or who has not timely implemented corrective actions to the unsafe conditions that, under his or her responsibility, should have activated the "OBSERVATION CARD" measure in the event of high risks. incident potential. The worker could be sanctioned.
- The responsibility for compliance with this policy, for reporting unsafe acts and conditions and for the timely controls application corresponds to all personnel, including suppliers, subcontractors and other interested parties involved in the activities of **BCR SUPPLY COLOMBIA SAS**.
- sanctioning system: it will be taken into account in the "INTERNAL REGULATIONS" for the sanctions implementation in accordance with non-compliance by personnel with current regulations and policies of **BCR SUPPLY COLOMBIA SAS**



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GENERAL MANAGER