



**INTERNAL LABOUR REGULATIONS ORYGEN
PERÚ S.A.A.**

These Internal Labour Regulations apply to all employees of Orygen Perú S.A.A. and its provisions are integrated into the individual employment contracts. The Internal Labour Regulations (ILR) shall also be applicable to people who are under labour training modalities, to the extent applicable to them and without this implying the creation of an employment relationship with the Company. In this regard, all Company workers must be fully aware of the contents of the Internal Labour Regulations and undertake to comply with them without any reservation or limitation whatsoever, so that in no case may ignorance of them be invoked to justify any non-compliance. The rules contained in the Internal Labour Regulations are mandatory.

Cases not contemplated in this ILR shall be governed by the provisions issued in each case by the Company in the exercise of the rights and powers established in the labour regulations in force. Likewise, the Company may at any time modify or supplement the provisions of the ILR, informing the workers of the changes.

For the purposes of these Internal Labour Regulations, the following terms will be used, the definitions of which are presented below:

- Company: This shall be used to refer to the company ORYGEN PERÚ S.A.A.
- Manager: This shall be understood to refer to the manager of the specific department in which the worker performs their duties.
- Direct supervisor: This shall be understood to refer to the hierarchical superior to whom workers must report directly.
- People and Culture or P&C: Either of these shall be used interchangeably to refer to the Company's People and Culture Management.
- Internal Labour Regulations or ILR: Either of these shall be used interchangeably to refer to these Internal Labour Regulations.

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CHAPTER I: OBJECTIVES AND SCOPE OF THE INTERNAL LABOUR REGULATIONS

Article 1

The purpose of these Internal Labour Regulations is to establish the standards of workplace behaviour to be observed by all workers of Orygen Perú S.A.A., regardless of their positions, categories or hierarchical levels, and who are working in the different work or operations centres, as well as those who are teleworking or working remotely. The provisions of this ILR are oriented to:

- a) Regulate labour relations in accordance with the purpose, vision, mission and values of the Company.
- b) Promote harmony and maintain an atmosphere of understanding and comprehension within the Company.
- c) Ensure discipline in the Company's work or operations centres, emphasising the importance of the principle of good faith in all labour relations, in order to ensure efficient service delivery, high productivity and that the Company can meet its objectives in the market and respond to the expectations of its customers.

Workers are obliged to comply with the legal and conventional framework in force, and within the Company's values, culture and principles set forth in its Code of Ethics, Criminal Risk Prevention Model (Law No. 30424 and Legislative Decree No. 1352), Zero Tolerance Plan for Corruption, Human Rights Policy and other applicable directives.

The rules contained in this ILR do not imply any restriction on Orygen's administrative authority to organise its activities, to supervise compliance with the work and to apply the corresponding sanctions. Its rules do not replace the specific obligations of each employee arising from the position held, nor do they imply any variation of the applicable legal provisions in force.

Article 2

The Internal Labour Regulations also regulate all those aspects that are not specifically established in the individual employment contract, individual or collective bargaining agreements, policies, organisational procedures, technical documents, labour directives and in the labour legislation in force. Its content is incorporated into the obligations arising from the employment contract.

CHAPTER II: POWERS AND OBLIGATIONS OF THE COMPANY

Article 3

In addition to those contained in the current legal framework, the Company has the following powers:

- a) Plan, organise, coordinate, direct and control activities in their work centres.
- b) Introduce and apply new methods, procedures and systems that facilitate operations and ensure competitiveness and productivity.
- c) Determine the number of jobs and the number of workers necessary to meet its objectives; qualify workers as management personnel, trustworthy and not subject to immediate supervision; create new categories or jobs it deems convenient or eliminate any of the existing ones; change positions or transfer workers to another department, according to its operational needs or evolution of the Company's activities, with the limitations established by law.
- d) Assign and describe the functions, powers and responsibilities of the personnel, in each position and within their corresponding work group. Supervise the work of the workers, setting general and specific objectives and analysing the results in order to ensure that the work is carried out at the lowest possible cost and in accordance with quality, quantity and time standards.
- e) Establish and apply evaluation methods and work measurements, as well as determine and readjust workloads. Workers shall assume the normal loads and the expected performance; from the moment the Company assigns them or after a reasonable period of time when circumstances so require.
- f) Determine the remuneration of employees, which shall be paid in accordance with the method established by the Company.
- g) Establish and modify working hours and schedules, in accordance with the legal provisions in force.
- h) Establish, modify, adapt, suspend and eliminate working conditions according to its needs, which must be duly justified.
- i) Granting leaves and licences of absence to workers.
- j) Approve and enforce the policies, procedures, manuals, and/or directives governing the performance of work duties.
- k) Supervise, oversee and periodically control the proper use of the work tools provided to its workers, without affecting the privacy or intimacy of the personnel. For this purpose, the Company may verify the frequency and periodicity of the e-mails sent and received by the personnel, the recipients of the same, as well as the web pages reviewed by the workers during their working hours or during the time they remain in the workplace or in the teleworking place.
- l) Apply disciplinary sanctions to workers, whether reprimands, suspensions or dismissals, assessing at its sole discretion and within the legal parameters that recognise the importance of the principle of good faith in the employment relationship, the seriousness of the faults or breaches committed by workers, their responsibilities and other elements that it deems reasonable.
- m) Establish identification measures for workers within the Company's facilities.
- n) Establish measures to guarantee occupational health and safety and property security in work centres, facilities, real estate, goods and documentation, without affecting the privacy of personnel.
- o) Replace your handwritten signature with a digital or digitised signature on all documents of a labour nature, at the time and in the manner decided by the Company.

This list is not exhaustive, but merely illustrative of other prerogatives inherent to the free administration, managerial authority, and disciplinary powers that are proper to the Company.

Article 4

The following are obligations of the Company:

- a) Comply with the legal provisions in force.
- b) Fulfil the obligations arising from the employment relationship.
- c) Comply and enforce compliance with the ILR, policies, procedures, instructions and guidelines of a specific nature issued by management, as well as with the obligations that correspond to it by law in its condition as an Employer.
- d) In compliance with the provisions of Ministerial Resolution No. 376-2008-TR, promote the development and implementation of policies and programs on HIV and AIDS in the workplace, aimed at executing permanent actions to prevent and control its progression, protect labour rights, as well as eradicate rejection, stigma and discrimination of persons actually or supposedly HIV-positive.
- e) In compliance with Law No. 30287, Law for the Prevention and Control of Tuberculosis in Peru and its Regulations, approved by Supreme Decree No. 021-2016-SA, promote and implement the policies and programs it deems pertinent on the infection of workers with tuberculosis disease in the workplace.
- f) In accordance with the provisions of Law No. 29973, General Law for Persons with Disabilities, recognise and protect the rights of workers with disabilities and implement measures to prevent discrimination of workers on the basis of disability.
- g) In accordance with the provisions of Law No. 27942, Law for the Prevention and Sanction of Sexual Harassment and its regulations and Legislative Decree No. 1410, implement the policy, procedure and mechanisms that allow it to prevent and manage any possible case of harassment and/or sexual harassment.
- h) Promote a safe environment, free of any type of discrimination, harassment and violence, where workers can perform their duties with total normality.
- i) Inform the personnel of the Internal Labour Regulations, which shall be delivered by physical or virtual means, with the employee having the obligation to sign the respective delivery charge or make the electronic acknowledgment of receipt.
- j) In the case of policies, procedures and technical documents, the Company shall make available to workers the platforms to access all this documentation, so that it is the worker's obligation to access and take timely knowledge of its contents, according to the mechanisms established for this purpose by the company.

This list is not exhaustive, but merely illustrative of other prerogatives inherent to the free administration, managerial authority, and disciplinary powers that are proper to the Company.

CHAPTER III: WORKERS' RIGHTS

Article 5

The following are workers' rights:

- a) Have all personal information of a private nature that the Company has regarding the worker kept confidential, in accordance with the provisions of the Personal Data Protection Law and its Regulations. The Company may establish policies or guidelines related to the processing of personal data, which shall be brought to the attention of the worker.
- b) Have a suitable place to carry out their activities, within the physical space made available by the Company.
- c) Have a favourable work environment, where trust prevails, and free from any type of discrimination, harassment and violence.
- d) Enjoy the insurance coverage established by law.
- e) Receive respectful and courteous treatment from their superiors and, in general, from the Company's workers.
- f) Resort to the pertinent instances to request guidance or to file complaints regarding any decision that, according to their criteria, is detrimental to them.
- g) The worker affected with tuberculosis shall have the right that the Company grants them the necessary facilities so that they can carry out their treatment, can enjoy the medical leave indicated by their treating physician and is guaranteed the assignment or reassignment, according to the state of their health, of the job position.
- h) Any worker with HIV or AIDS shall enjoy the same rights as any other worker of the Company.
- i) The safeguarding and confidentiality of their identity, when, using the channels implemented by the organisation, they report situations that contravene the Code of Ethics and the Zero-Tolerance Plan against Corruption.
- j) Report situations that go against the Code of Ethics, the Criminal Risk Prevention Model and the Zero Tolerance Plan for Corruption, without being subject to reprisals regardless of their status or hierarchy.
- k) Propose through the corresponding communication channels, proposals and initiatives that contribute to the improvement of the Company's efficiency and productivity.
- l) Be informed and communicated upon entry of the provisions that regulate working conditions and the respective modifications that the employer may make, according to law.
- m) Others established in this ILR, in the legal regulations in force, as well as in any other applicable provision.

CHAPTER IV: OBLIGATIONS AND PROHIBITIONS OF WORKERS

Article 6

Violation of any of these rules will result in the application of disciplinary sanctions, in accordance with the seriousness of the offense committed and with the rules issued by the Company in this regard.

The obligations of employees include, but are not limited to, the following:

General Obligations

- a) Render their services in good faith and faithfully comply with their employment contract.
- b) Know, abide by and comply with the Internal Labour Regulations, as well as all procedures, guidelines and/or policies that are approved by the Company and that are part of the work that concerns the position held by the worker; in addition to complying with the tasks and orders given by their supervisors and/or managers.
- c) Comply with the policies, rules and procedures established in the Code of Ethics.
- d) Perform their duties with diligence and responsibility, carrying them out with efficiency and timeliness, regardless of the position they hold.
- e) Attend punctually the meetings to which they are summoned for work purposes.
- f) Keep confidentiality and strict reserve on all information and documents to which they have access, especially when it comes to sensitive information of customers and workers of the Company.
- g) Perform the work assigned to it in the workplace, teleworking place or operations in which it corresponds to perform it, according to the nature of this and according to the needs of the Company. Workers who perform their duties outside of the Company's work or operations centres shall do so in the place provided by their management in accordance with the nature of their work.
- h) Respect the principle of authority and hierarchical line, complying with the principle of subordination that governs the employment relationship, as well as observing a correct behaviour with their superiors, coworkers, customers and the public in general, maintaining an atmosphere of harmony, order and labour discipline.
- i) Read and comply with Company notices, bulletins and communications.
- j) Permanently wear the ID badge while in the workplace.
- k) Consult and report to P&C any indications that may arise during the performance of their duties that may contravene any of the provisions of this ILR.
- l) Safeguard the Company's assets and immediately report any irregularity. Therefore, every worker has the duty to report to their immediate superior any breach of this obligation on the part of their coworkers.
- m) Take care of the work tools, as well as the equipment and instruments assigned to them for their work. Workers shall promptly report to their immediate supervisor any faults or flaws they detect for repair or replacement, and shall not use them for any other purpose, and shall be responsible for any damage, flaws or losses they may suffer as a result of improper use.
- n) Deliver to P&C in a timely manner the documents that are requested for the beginning of the employment relationship or during the course of the same.
- o) Permanently update the variations of address, telephone and personal e-mail, through the forms established by the Company or through a written communication addressed to P&C. Information that is not submitted in a timely manner shall not be considered valid.

- p) Attend and participate in induction, training and other courses scheduled by the Company.
- q) Immediately report to their superiors and/or pertinent levels of control, any fraudulent, irregular or abnormal acts, as well as incidents that may jeopardize the good performance of the business, the Company's reputation, the normal development of operations, the development of the functions of the department or management, the Company's assets or that denote negligence; at the time they become aware or suspect the existence of such acts, whether they have been committed by their coworkers, third parties or are not aware of their authorship. Report complaints and/or irregularities to the ethical channel or other official channels established by the Company.
- r) Protect the image of the Company both in the workplace and outside it, paying special attention to those situations in which they participate on behalf of the Company such as events, celebrations, trips, promotional activities to be developed inside or outside the Company, for workers, third parties and / or similar.
- s) In the event of traveling on behalf of the Company to carry out activities, training or visits to clients, conduct themselves in a moderate and responsible manner in order to preserve their well-being and the Company's image.
- t) Complying with the submission of medical leaves in accordance with current regulations and the established procedure. Likewise, to comply with the observations and/or recommendations made in said documents by the treating physician, for which they must abstain from activities that could affect their prompt and full recovery from any ailment or health condition that would prevent them from working.
- u) Submit all necessary documentation so that the Company can carry out the procedures for the recovery of the subsidy with ESSALUD or the corresponding entity, within the term established in the Company's internal rules. Additionally, workers must complete the forms, procedures, provisions, and sworn statements required by ESSALUD, as well as submit to the Company the Temporary Work Incapacity Certificate (Certificado de Incapacidad Temporal para el Trabajo – CITT) and all documentation related to the ailment that led to the medical leave within 72 hours of receipt, so that the Company can process the reimbursement of subsidies within the legal deadlines. If the Company is unable to recover the subsidy due to the worker's failure to submit the aforementioned documents, the cost shall be borne by the worker.

Ethics and Professional Behaviour

- a) Present truthful information, being prohibited from manipulating, altering or changing the information or documents that handle or present to their superiors or other departments of the Company.
- b) Consult and obtain the respective authorisation from the direct supervisor, in the event of any doubts that may arise during the performance of their duties, when these may contravene any aspect of this ILR.
- c) Submit to the evaluations that the Company provides to verify the suitability of job holders or their development potential.
- d) Not to slander or make false or libellous statements about the Company, leaders, workers or customers. Likewise, it is forbidden to provide false information to your superiors or coworkers related to the provision of services.
- e) Maintain at all times, inside and outside the workplace, professional secrecy and the most absolute and strictest reserve on the activities and operations of the Company in which they has been involved or about which they has become aware; likewise, to respect the confidentiality of the Company, and may not disclose to third parties any confidential information of the Company, in accordance with the internal regulations of the Company.
- f) Report to the Company situations or facts that constitute or may constitute conflicts of interest in accordance with the policy established by the Company.

- g) Inform and/or report to your direct supervisor any incident that could jeopardize the secrecy of telecommunications and the protection of the personal data of the Company's customers.
- h) Maintain a correct, courteous and respectful behaviour with their superiors and other coworkers, in order to foster and maintain harmony, mutual respect, order and discipline both in the workplace and in the teleworking mode. Likewise, to treat internal and external customers, as well as any person who has any relationship with the Company or with those with whom they must interact due to the functions they perform, with respect, endeavouring to address requests within their capabilities and in accordance with the responsibilities granted to them.
- i) Ensure workplace harmony by neither participating in nor encouraging activities that undermine it, cause disturbances in the workplace, or distract colleagues from their duties, maintaining a calm and quiet environment and avoiding loud music or noises that could annoy or distract coworkers.
- j) Maintain in their personal or private life, a conduct of integrity and in accordance with the Company's values, and may not get involved in situations that call into question their morals, such as gender violence or violence against the family, animal abuse, discrimination, illegal business, addictions or others, since all this is not consistent with the application of the Company's values and may impact their image, as established in the Code of Ethics.
- k) Submit to P&C the certificates or diplomas evidencing attendance and approval of any training event financed by the Company, within 48 hours of its completion or delivery of the certificates or diplomas, whichever occurs first.

Working Hours and Work Schedule

- a) Comply with the working hours and work schedule within the limits established by the Company, as well as with the on-call/standby schedules set by the operational departments.
- b) Attend work punctually, registering daily their arrival and departure from the workplace, respecting the schedules and shifts established by the Company. In the case of workers affected by tuberculosis, the Company shall allow them to enter the workplace one (1) hour after the established time or leave one (1) hour before the scheduled finishing time, so that they can receive supervised treatment. This measure shall remain in effect until the completion of their treatment. For this purpose, the worker affected by tuberculosis must coordinate with their treating physician and inform the Company in a timely manner.
- c) Request prior authorisation from their direct supervisor when needing to be absent from their workstation, whether at the Company's premises or at the telework location, for work-related, health, or personal reasons.
- d) Communicate to their direct supervisor, within the first hour of the working hours, about any illness or accident that prevents them from attending the workplace or attending their work in telework, unless it is clearly impossible due to the special circumstances of the fact, in which case they shall be obliged to do so as soon as possible. The worker may be visited by the physician or social worker designated by the Company for the attention of the case. If it is verified that the worker who is on medical leave is not at home, shall be taken the corresponding disciplinary sanctions, which may even be qualified as a serious offense according to the evaluation of the case.

Occupational Health and Safety

- a) Attend the workplace properly groomed, respecting the dress code established by the Company, and to maintain appropriate behaviour and sobriety during the working hours, always ensuring the good image of the Company. If the Company assigns or

gives a uniform or clothing to carry out work activities, worker must use it during working hours, and is responsible for its care.

- b) Comply with the Internal Occupational Health and Safety Regulations and the safety measures established by the Company; adopt actions to avoid work accidents. Likewise, prevent them by reporting unsafe situations and acts immediately to the safety area according to the procedure established by the Company.
- c) Immediately provide assistance or inform the place that is needed due to an accident or imminent risk, in which the physical integrity of the workers and the Company's property and facilities are in danger.
- d) Diligently use and keep during the performance of their duties, the protective, health and safety equipment assigned to them.
- e) Perform occupational medical examinations and health controls, in accordance with the Occupational Health and Safety Law and its regulations. Submit to the corresponding analysis when there is suspicion of being under the influence of alcohol, drugs or narcotic substances, or any other substance that alters their mental or physical faculties. In turn, all workers are obliged to report this fact when such a situation generates risks to the health and safety of their coworkers.
- f) Ensure that their workplace is clean and tidy, respecting the company's health and safety policies. Care for and maintain in optimal conditions the facilities, furniture or equipment provided for the compliance of their functions, and may not use them for any other purpose than the one indicated at the time of their assignment. This section includes the prohibition of using Company vehicles for personal purposes, unless the Company has assigned it for personal use.

Regarding work tools and documents (digital or physical)

- a) Use personally and non-transferable the keys, access codes, passwords, and credentials assigned to them for the security of the Company's facilities and information, or for access to software applications, clouds, computer or communication equipment, or others, and not to use the keys, access codes, and/or passwords of other users.
- b) Receive, sign, and return all communications and/or documents sent by the Company when required, without prejudice to their right of defence; otherwise, the corresponding disciplinary measures shall be applied.
- c) Order, diligently conserve and return in good condition the supplies, equipment, tools, instruments, work equipment and/or work clothes assigned to them, being accountable for them when requested or returning them in case of loss or theft with full responsibility.
- d) Inform their direct supervisor about possible damage to the Company's facilities, machinery or equipment. Any abnormality should be reported as soon as it is noticed.
- e) Observe internal security standards on the handling, preservation, filing and destruction of the Company's documentation, as well as cyber security rules.
- f) Any others expressly established by internal regulations.

Article 7

The following are prohibitions for workers and subject to disciplinary measures in case of non-compliance:

Ethics and Professional Behaviour

- a) Disclose outside or within the scope of the Company to unauthorised persons any information or documentation for internal use, especially that considered as reserved, confidential, privileged, strategic, professional or commercial secret.

- b) Make changes in the organisation, conduct and/or work procedures on their own initiative. Any modification must be expressly authorised, following the guidelines and instructions of the hierarchical superiors.
- c) Incurring in a conflict of interest or not reporting in a timely manner situations that could constitute a potential or actual conflict of interest, in accordance with the Company's policies.
- d) Provide inaccurate or false information to the Company, your direct supervisor, manager, customers or suppliers, or altering, modifying, falsifying or destroying correspondence or work documents, without the prior consent of your direct supervisor.
- e) Slander or make false, libellous or defamatory statements about the Company, leaders, workers or customers; make statements or publications on matters related to the Company through the various media, except those who have been expressly authorised by the Company to do so.
- f) Retain in its possession, documents, plans, information or data of any nature that refer directly or indirectly to the Company.
- g) Use their status as a worker to obtain undue benefits for themselves or for third parties, as well as to receive gifts, compensation or gratuities for actions carried out in the performance of their duties, in accordance with the provisions of the Company's policies.
- h) Accept, without prior authorisation from the General Management, positions in public or private entities, except in cases duly authorised by law.
- i) Engage in partisan and/or religious political activities, meetings or assemblies during working hours, whether outside or inside of Company's facilities.
- j) Organise or carry out collections, raffles, fundraisers, publicity, or obtain any form of income within the workplace, and even outside it, during working hours, as well as to use the Company's logo, trade name, stationery, or equipment without the express written authorisation of the corresponding Management.
- k) Use the Company's premises to carry out activities unrelated to its purposes, such as introducing or distributing propaganda of any nature, carrying out any sales activity and other activities that benefit themselves or third parties.
- l) Make concessions or offers in favour of third parties and on behalf of the Company without the corresponding authorisations or powers. The obligations acquired by workers before third parties, assuming powers that have not been conferred by the Company, shall not be respected by the Company, and the worker shall be directly liable before such third parties.
- m) Incurring in deliberate lack of collaboration.
- n) Process and/or store data belonging to the Company and/or its customers on private devices or equipment; install and/or use unauthorised software on the computers under their responsibility.
- o) Omit relevant information of the Company to related organisations or to the employer, which may result in an administrative and/or financial sanction for the institution.
- p) Refuse to open lockers or checkrooms and/or your Company-assigned vehicle, when requested.
- q) Communicate to another worker and/or third party the password to access the system or any assigned application, unless expressly authorised by the Company.
- r) Use the password belonging to another worker, unless expressly authorised to do so. If a worker becomes aware that another person knows their access password, they are obliged to inform their direct supervisor and take the necessary steps to obtain a new password.
- s) Improperly use or access a Company database, system, or computer network, or any part thereof, to alter, interfere with, intercept, access, or copy commercial or technical information, computer programs in any form, written materials, databases, software, or similar; and to allow or facilitate third parties to access the work terminal without proper authorisation.

- t) Bring, attempt to bring, or consume alcoholic beverages or other toxic substances in the workplace, as well as to report for work under the influence of alcohol, drugs, or any narcotic substance, whether on-site or while teleworking. When workers participate in breakfasts, lunches, dinners or similar events provided by the Company, the consumption of alcoholic beverages is not permitted, whether during or outside the working hours, unless authorised by the Company. Likewise, workers may not smoke inside the Company's facilities.
- u) Bring into the workplace any kind of devices that may distract other workers, as well as to engage in gambling, placing bets, or buying and selling items of any kind during working hours, unless expressly authorised by the Company.
- v) Enter the workplace with weapons, whether firearms or of any kind, or any other objects that may cause harm due to accidents, except when expressly authorised by Management or when justified for work purposes and duly permitted for such use.
- w) Disrespect, threaten, slander, defame, insult, or offend verbally or in writing their supervisors and/or coworkers, as well as security and cleaning personnel, occupational health personnel, and others providing services to the Company within the workplace, during telework, or even outside of it, when the actions are directly related to the employment relationship.
- x) Encourage or take part in arguments or fights within the workplace, as well as in physical altercations or throwing objects at any type of event.
- y) Do not agree to receive or sign the charges for all communications or documents sent by the Company.
- z) Not to use safety equipment or to use it incorrectly.

Working Hours and Work Schedule

- a) Attend to personal or unrelated matters during working hours.
- b) Distract another worker in a manner that exposes them to an accident or prevents them from performing their duties.
- c) Be absent to the workplace or to telework unjustifiably; incur in successive lateness; to circumvent the attendance control systems that could be implemented by the Company, registering its entrance and/or exit as that of another worker, without immediately returning to work.
- d) Enter the workplace improperly outside of working day and without authorisation from their direct supervisor.
- e) Work overtime and/or on public holidays and/or on rest days without following the established internal procedure or obtaining approval from their management.
- f) Sleep during the working hours.

Work Tools

- a) Cause damage to the facilities, equipment and other elements owned by the Company.
- b) Use work tools, computer equipment, services and/or any type of goods assigned by the Company for private matters, unless authorised by the Company for personal use.
- c) Handle, operate, drive and/or remove from the Company's facilities, equipment, machines, vehicles, which have not been assigned because they are not part of the management thereof, unless expressly and previously authorised by the corresponding unit.

- d) Perform any other act prohibited by this Regulation, by the Company's policies and/or directives, by procedures or workflows, or arising from the status of being a worker or from legal regulations.

Article 8

The prohibitions listed in this article are not exhaustive, but merely illustrative. Consequently, they shall apply without prejudice to other prohibitions established in the legal system in force.

Article 9

Failure to comply with any of the obligations or incur in the prohibitions contained in these Regulations shall be subject to the imposition of the corresponding disciplinary measures, according to the seriousness of the case.

CHAPTER V: EMPLOYMENT AND TERMINATION OF WORKERS

SECTION I: PERSONNEL SELECTION

Article 10

The Company shall determine the general conditions and requirements to apply for any of the vacant positions, reserving the right to incorporate the applicants it considers suitable for the positions being sought.

Article 11

The selection and admission of new workers is an exclusive power of the Company, exercised by P&C, in accordance with its policies or organisational procedures for filling vacancies and hiring employees established by the Company.

SECTION II: ENTRY REQUIREMENTS

Article 12

To join the Company, the selected candidate shall meet all the established requirements:

- Be over 18 years of age. In the case of minors, it shall be governed by the relevant legal legislation.
- Submit the documentation required by P&C.
- Perform and pass the evaluations required by the Company according to the nature of the position.

Article 13

The applicant, prior to hiring and the corresponding induction, may undergo the evaluations established by the Company. The applicant expressly authorises in writing that gives their informed consent for the Company to perform evaluations or other medical examinations that, during the course of the employment relationship, the Company considers to be decisive for the continuity of the employment relationship and exclusively for purposes related to the verification of the aptitudes of the Company's selection process or the continuity of the employment relationship. The refusal of workers to undergo a medical examination required by the Company in connection with work shall be sanctioned in accordance with the legislation in force.

Article 14

The Company carries out the selection and admission processes respecting the applicable legal provisions regarding employment quotas, including releasing circumstances. The selection process and its conditions shall be regulated according to its internal procedures.

Applicants who meet the established requirements and pass the selection process shall submit the requested documents, which must be authentic and contain truthful information, prior to their incorporation to the Company. The Company reserves the right to keep a copy of

all the information and/or documentation submitted by the applicant, as well as their personal data with their express authorisation.

In the event that any information, data or document is found to be totally or partially false or inaccurate, either during the course of the selection and incorporation process or after said process, the Company shall proceed to take the corresponding measures, in accordance with its procedures and legislation, among which could be: (i) the disapproval of the selection process, when the responsible party is an applicant; (ii) the adoption of the corresponding disciplinary measures, when a worker is involved; (iii) the adoption of the legal measures that apply to the specific case, in any circumstance.

SECTION III: RECRUITMENT AND INDUCTION

Article 15

The selected candidate shall sign the employment contract in accordance with the labour regulations in force for these purposes, before the first day of work, after submitting all the requested documents.

Workers who start working in the Company shall be subject to the probationary period that may apply depending on the particular characteristics of the position they occupy, which may be extended from 06 to 12 months, in accordance with labour legislation.

Workers are obliged to provide truthfully all information submitted to the Company or requested by the Company, in accordance with its policies, procedures and legal regulations in force.

Likewise, workers must inform the P&C Management within ten (10) business days of the occurrence of any change or variation of the information provided at the beginning of the employment relationship, whether personal, family, marital status, address, and/or, in general, any other information that is part of their personal file. In the event of a change of address, the worker is required to enter it in the system maintained by the P&C Management, attaching the relevant supporting document. For all purposes, the Company shall consider as current the information most recently provided by the worker.

Workers must inform the P&C Management of the Private Pension Fund (Administradora de Fondos de Pensiones – AFP) to which they are affiliated or if they are enrolled in the National Pension System (SNP). If the worker is not affiliated to any pension system, the Company shall compulsorily enrol them (by law) in the AFP of the corresponding Private Pension System after delivery of the information bulletin within the first five (5) business days after entry; unless, expressly and in writing, within

(10) calendar days from the date of delivery of the informative bulletin, the worker expresses their desire to join the SNP.

Article 16

The beginning of the employment relationship occurs on the effective date on which the worker begins their duties, which shall be stated in: i) their employment contract, if applicable; ii) the Company's payroll; and iii) their payslip. This is regardless of whether it is an employment contract subject to a fixed-term or indefinite-term contract.

The Company reserves the right to initiate any type of administrative procedure, civil and/or criminal proceedings against the candidate who makes false statements or provides inauthentic documentation, based on what they affirm in the Affidavits or any document they provide to the Company.

Article 17

A personal file (physical or digital) shall be opened for any worker who joins the Company, in which their personal information will be recorded and documents related to their administrative duties and workplace behaviour will be filed, hereinafter referred to as the worker's file.

The file is the property of the Company, which, upon its authorisation, may deliver copies of the archived documents to the personnel, if requested by them.

Article 18

All workers are obliged to provide the Company with the documentation requested and within the term indicated by P&C.

P&C shall provide the new worker with an identification card or badge, which will certify them as an employee of the Company and grant them access to the workplace. This card or badge is the property of the Company, being the sole responsibility of the worker its care and custody. In case of loss or theft, workers shall request P&C, the issuance of a duplicate, presenting the respective police report if requested.

Article 19

The Company may verify the data provided by the employee, as well as the authenticity of the documents provided, for which it reserves the right to obtain information from the competent entities or institutions.

Article 20

The Company shall conduct induction programmes for new workers, which include a corporate induction coordinated by P&C and a workstation induction conducted by the direct supervisor, with the purpose of facilitating their adaptation to the role and reinforcing information regarding labour policies and internal regulations.

CHAPTER VI: TERMINATION OF WORKERS

Article 21

The termination of the employment relationship takes place in accordance with current labour legislation. Upon termination, both the obligations of the workers and those of the Company terminate definitively. Without prejudice to other causes recognised in the law, the employment relationship may be terminated for the following reasons:

- a) Worker's resignation.
- b) Dismissal of the worker, in the cases permitted by law.
- c) Retirement of the worker.
- d) Death of the worker.
- e) Absolute permanent disability of the worker.
- f) By mutual agreement between the worker and the Company.
- g) Fulfilment or expiry of a fixed-term contract.
- h) Completion of the work or service, fulfilment of a resolutive condition, or expiry of the term in contracts legally entered into under a specific modality.
- i) Termination of the employment relationship for objective reasons, in the cases and manner permitted by law.
- j) Other causes provided for under the legal framework.

Depending on the nature of the event that terminates the employment relationship, the legal or conventional provisions in force shall apply.

Article 22

In the event that the worker decides to terminate their employment relationship, they must send a letter to the Company, addressed to their direct supervisor with a copy to P&C, communicating the decision to resign, no less than thirty (30) calendar days prior to the termination date.

The decision regarding the total or partial waiver of the notice period, whether on the Company's own initiative or at the personnel request, shall correspond to the department manager or the direct supervisor with whom the worker was employed at the time of resignation, in coordination with P&C, and shall be communicated to the personnel in writing within the legal term.

Article 23

The dismissal of the worker may be originated by causes related to their capacity or conduct, following the procedures established in the legislation in force and that regulate the matter.

CHAPTER VII: WORKING HOURS

Article 24

The working hours is defined as the daily, weekly or accumulated time during which the worker performs the assigned tasks. Since punctuality is absolutely necessary, the Company shall require that all worker arrive at their workstation at the corresponding time.

The Company is empowered to establish the working hours, schedules and shifts at any of its work centres and/or premises. Likewise, the Company may apply modifications and/or variations, taking into account administrative and operational needs, subject to the limits, powers and procedures contemplated in the legal provisions, and all workers are obliged to comply with and respect them.

The maximum working hours in the Company is 48 effective hours per week. The Company may implement atypical working hours, in which the hours worked shall not exceed the established constitutional and legal maximums.

Work schedules and shift scheduling are established and/or communicated in advance through the head of the corresponding department. Therefore, it is the workers' obligation to attend the workplace according to the established schedule. In the event of changes in the schedules that generate the recovery of hours not worked, these shall be made progressively and as soon as possible, according to the needs of the corresponding department.

It is the responsibility of the workers to be at their workstation at the time established as the beginning of their working hours and to remain there until the time established as the end of the workday.

In cases where workers perform their duties under the modality of teleworking, such modality shall be governed by its respective policy, which establishes the guidelines, criteria and obligations for both the Company and the workers.

Article 25

The Company grants an exceptional 15-minute tolerance for the start of the working hours; however, a worker who records their attendance within this tolerance shall still be considered late and may be subject to disciplinary action in accordance with the law. In addition, the Company may restrict access to its facilities due to tardiness. Tardiness shall be fully recorded for legal and administrative purposes, so that the Company is authorised to deduct from the workers' remuneration the minutes of tardiness incurred, without prejudice to any disciplinary measures that may apply.

During the working hours, the worker may not leave their workstation. The only exceptions to the abandonment of the workstation are the existence of an emergency and the prior and express authorisations of the direct supervisor. Unjustified abandonment of the workstation is considered as non-attendance, subject to the corresponding penalties and discounts.

In the case of shift work, the schedule must be respected. The worker may not leave the workstation at the end of the working hours until the worker designated to replace them arrives. In the event that the relief worker is not present at the beginning of the new shift, this fact must be immediately communicated to the supervisor or immediate superior in charge in order to

take the appropriate measures. The worker must provide their replacement with a report of the incidents that occurred during the shift they worked.

Workers who must perform their work outside the workplace must do so at the place and time indicated by the Company.

Given the nature of their position and the functions they perform, it is understood that management personnel, those not subject to immediate supervision, workers who work intermittent on-call schedules, and others as indicated by current regulations, are not subject to the maximum working hours and, therefore, are not regulated by this chapter.

CHAPTER VIII: OVERTIME WORK

Article 26

Overtime work is defined as the time actually worked in excess of the Company's regular working hours, carried out with prior authorisation, on an exceptional basis, and through the means established by the Company. Overtime is governed by the following rules:

- a) The performance of overtime work is voluntary, both in its granting by the employer and in its acceptance and provision by the employee, except in cases of urgent need of the service that may cause disruptions to work activities or for reasons of force majeure, in which case they are mandatory for the worker.
- b) If a worker commits to work overtime or to work on non-working holidays or mandatory rest days, they are obliged to comply with their commitment and their unjustified non-attendance constitutes an offense subject to disciplinary action, without it being understood that this affects the voluntary nature of the overtime. Failure to work the overtime hours for which they have committed severely impairs the Company's operations and is subject to penalties.
- c) In any case, the overtime must have been recorded by the means established by the Company and must have the prior express authorisation of the corresponding Management, in accordance with the Company's internal procedures.
- d) Taking into account the applicable legal provisions, overtime hours are either remunerated with an additional rate in accordance with the law or, alternatively, compensated through paid time off proportional to the excess hours worked, or with the additional rate established by the Collective Agreement.
- e) Overtime compensation through time off is carried out on a "one hour of overtime for one hour of time off" basis, without generating any additional surcharge. Such time off shall be scheduled on the other days of the week or in the following calendar month, unless the parties agree otherwise, in which case the direct supervisor shall make the respective scheduling.
- f) The mere voluntary permanence of the worker in the Company before or after their working hours does not in itself constitute overtime work; therefore, such presence shall not generate the right to overtime payment or the granting of compensatory time off. All overtime work must be previously authorised by the direct supervisor, in accordance with the internal procedures established by the Company.
- g) It does not constitute overtime nor does it generate the right to demand the payment of overtime or the granting of compensatory time off, the time of permanence of the worker in the workplace or in teleworking prior to the initiation or after the termination of their working hours for particular reasons and, in general, for everything that does not entail a provision of services duly authorised by the Company.
- h) Time spent by workers to compensate for changes in working hours or schedules or to compensate for a leave granted shall not be considered overtime, provided that the worker has requested it and it has been previously authorised by the respective manager.

CHAPTER IX: ON THE MEAL BREAK

Article 27

Meal break is the time the worker has to eat their meals. Meal break time is 45 minutes, which is not part of the working hours.

Article 28

It is an obligation of the workers to return to work with strict punctuality after taking the meal break; otherwise, the corresponding disciplinary measures shall be applied.

Article 29

The management of each department shall determine the opportunities in which the meal break time should be paid according to the work program of each department and taking into account the administrative, commercial, operational and maintenance needs. The Company shall communicate to the personnel, in a timely manner, the established meal break schedule, if applicable, and its modifications.

Article 30

For health, hygiene and safety reasons, and in compliance with the quality standards in force, it is strictly prohibited for workers to eat any type of food at their workstation during meal break time, unless expressly authorised by P&C.

Article 31

In the case of workers which working hours are rotating shifts, the time set for meal breaks may be taken when the work so permits, without exceeding the time provided for this purpose.

CHAPTER X: ATTENDANCE AND PUNCTUALITY

Article 32

The worker is obliged to personally record the time of arrival and departure from the workplace in the electronic markers where they renders regular services or in any other means of control determined by the Company for such purpose.

Article 33

It is the responsibility of each worker to arrive at their place of work with due anticipation in order to start work at the exact time.

Article 34

Workers must leave the workplace according to the schedule established by the Company.

CHAPTER XI: PERMITS, LEAVES AND ABSENCES

Article 35

The permit or leave is the express authorisation to interrupt or suspend work. The Company may or may not grant the permit or leave, except in the cases established by law and in accordance with established policies. The granting of a permit or leave in one case does not obligate the Company to grant similar permits or licenses in the future.

Article 36

A permit shall refer to an absence from working day for duly justified reasons, provided it has the knowledge and express consent of the worker's direct supervisor. Under no circumstances shall the Company be deemed to have tacitly accepted a request for leave for the granting of any permit. It is up to the Company's sole discretion to assess whether the reasons and supporting documentation provided by the worker requesting permit are sufficient and submitted in a timely manner.

Article 37

Leave is the express authorisation granted to a worker to stop attending the Company or rendering services for a certain period of time, in accordance with the established policy.

Article 38

The leave may be without pay, when it is intended to attend to particular matters that cannot be carried out outside the working hours. The leave shall be with pay, when it is for a cause determined in the labour legislation, or when the Company so provides. The granting of a paid leave does not obligate the Company to grant a similar leave in the future.

Article 39

The Company has full discretion to grant or deny leave to the worker to be absent from their workstation for private reasons. Their authorisation shall be subject to the needs of the job and to the limitations established to attend to duly justified and assessed personal matters. The hours missed must be compensated.

Article 40

The granting of leaves or permits is the Company's authority and shall be governed by the provisions of its policies, these Regulations, collective bargaining agreements, current labour legislation and the availability of the service, in order not to affect the normal development of the Company's activities.

Those leaves and permits that are not regulated by collective bargaining agreement or specific rule must be requested as regulated with reasonable advance notice, to the direct supervisor, who shall coordinate with People and Culture. The other licenses and/or permits shall follow the procedure according to the applicable regulations, always with prior communication to the respective Management and with the authorisation of P&C.

Article 41

If the worker serves as mayor, volunteer firefighter, or holds any public office, they are obliged to inform P&C in a timely manner of their designation, appointment, incorporation, suspension, dismissal and/or retirement from such position.

Article 42

Absence from work is justified in the following situations:

- a) Medical leave: Illness, supported by a Medical Certificate, which must be issued and signed by a medical professional who is not related to the worker and must meet the legal requirements. The Company may arrange for a physician or social worker to be sent to the home of a worker who is on medical leave in order to monitor their state of health.
- b) Temporary, absolute or partial disability, duly proven and declared by the corresponding authorities.
- c) Leaves or permits formally granted by the Company within its internal policies.
- d) Others as established by law or Collective Agreement.

Article 43

The non-attendance or absence is the non-attendance of the worker to their workplace or to the place of telework, the same that can be justified or unjustified, depending on it the payment of the remuneration for the day or the days not worked.

Article 44

Absence from work constitutes a non-compliance of the worker's primary obligation, which is the provision of services, and therefore exempts the Company from the obligation to pay the corresponding remuneration and from counting it towards the accrual of holiday entitlement and other social benefits, except in cases of exception provided by law or Collective Agreements.

Article 45

Any absence or non-attendance to the workplace or to the teleworking place must be communicated by the worker to their direct supervisor immediately and its justification must be accredited within the third working day of produced to P&C. It will be the responsibility of the direct supervisor to inform P&C immediately after the fact is known, so that P&C, if it considers it convenient, can carry out the verifications of the case.

In the event that the worker does not justify their absence, these shall be considered as days not worked for all legal purposes and the pertinent disciplinary and corrective measures shall be taken.

When it is impossible for the worker to personally report their absence to the work centre or to the teleworking place, they must do it through a relative or a third party within the same period indicated above.

In the case of medical leave, the worker is obliged to present the original certificate to P&C within 48 hours of its issuance.

Article 46

The Company shall classify a worker's absence as justified or unjustified based on the specific evidence provided, which shall determine the payment of remuneration.

The Company has broad powers to verify the truthfulness of any justification a worker provides regarding an absence from work, including all activities necessary to confirm the authenticity of the documentation submitted by the worker. The Company has the power to verify the Medical Certificates presented by the workers, without this being interpreted or considered as an inquiry to know or know the diagnoses. The purpose of the verifications carried out by the Company is to verify the existence of medical care in the medical centre referred by the worker who reports an absence, and with the physician who issues the Medical Certificate.

CHAPTER XII: WEEKLY REST AND HOLIDAYS

Article 47

Every worker has the right to rest at least one day a week, preferably on Sunday. The Company, in use of its directive powers and depending on its operational needs, may establish a day of rest other than Sunday in accordance with the provisions of current labour legislation.

Article 48

The worker is entitled to thirty (30) days of holiday leave for each full year of service to the Company, if the record of effective working days is complied with in accordance with the provisions of the labour legislation in force.

Article 49

The opportunity to take the holiday leave shall be determined by mutual agreement between the Company and the worker. In the absence of an agreement, the Company shall decide the date from which the holiday leave shall be taken.

The vacation schedule may be modified by the Company for justified service reasons.

The worker must make use of their holiday leave within one year of having acquired the right, under their own responsibility. It is within the Company's authority to allocate holiday days to the holiday periods it deems appropriate.

It is the responsibility of the supervisor and/or department manager to ensure that the scheduled holiday leave is observed.

The Company may resort to holiday management tools such as the accumulation of holidays, the splitting of holidays, or the reduction of holidays, in accordance with the provisions of this Regulation and applicable legislation.

Article 50

No employee may begin or extend the enjoyment of holiday leave without the prior authorisation of the direct supervisor, subject to the internal policies established for this purpose by the Company.

Article 51

A worker who is responsible for equipment, tools, supplies, furniture, vehicles, work instruments, documents, files, etc., must make them available to their direct supervisor before going on holiday.

Article 52

In accordance with the law, the worker who fulfils the aforementioned record must enjoy thirty (30) days of uninterrupted holiday; however, at the written request of the worker, the Company may authorise holidays in fractional periods, in accordance with the provisions established in the labour legislation.

The Company may authorise the accumulation of holidays in particular situations, provided that they are duly authorised by P&C.

CHAPTER XIII: FLEXIBLE WORK

Article 53

The Company, through its internal policies, may implement a flexible working model for its workers, with the aim of promoting a balance between their personal and working life. Workers who, due to the nature of their duties, are not compatible with the application of this model are totally or partially exempt from the flexible work model.

Article 54

The flexible work model seeks to ensure that workers have:

- a) Flexibility and autonomy in the organisation of days, times and work spaces.
- b) Attendance at the office agreed with your direct supervisor.
- c) Commitment and responsibility with the tasks they perform.
- d) Collaborative ways of working that encourage teamwork.
- e) Generate closeness and trust between leader and worker.
- f) Sense of belonging to their coworkers and the culture of the organisation.
- g) Innovation in the ways of working and agility in the processes.
- h) Well-being, providing a balance between the personal and work life of each worker.
- i) Increased productivity in the tasks they perform.
- j) Diverse spaces for collective creativity.

Article 55

Workers working under the flexible work model must ensure certain conditions from the place they connect to work, such as:

- a) Safeguard the security and confidentiality of both physical (paper printouts) and digital information, preventing anyone else from having access to this information.
- b) Take care of tools and work supplies, in order to avoid damage or loss.
- c) Ensure that the place where they work complies with the health and safety guidelines established by the Company.

CHAPTER XIV: PERFORMANCE EVALUATION

Article 56

The Company has the authority to implement performance evaluation policies and procedures for its personnel, with the purpose of assessing and determining the worker's alignment with the Company's values and individual objectives and, based on their results, reinforcing and/or improving the workers' skills, performance, and competences. Compliance with and respect for such evaluations are of vital importance to the Company. The Company may establish and modify the rules and conditions applicable to performance evaluation.

Article 57

The performance of all workers shall be evaluated to determine their contribution to the Company's results and/or the way in which they achieve those results, which must be aligned with the objectives of each management and of the Company. Performance evaluations shall be carried out periodically, in accordance with the methodology and schedules established by P&C.

Article 58

The results of the evaluations will allow the Company to take measures in each case, which may include recognition, training, performance improvement action plans, and eventually the termination of the employment relationship in accordance with the Law.

Article 59

The Company may determine the worker's capacity and suitability for the position held or for the performance of the assigned task.

CHAPTER XV: TRAINING AND DEVELOPMENT

Article 60

It is in the Company's interest to promote the training and development of its workers, encouraging their participation in training activities related to their occupational or complementary fields, in order to enhance their professional development as well as increase the Company's productivity. Training shall be conducted in person or virtually, in accordance with the programs established by P&C.

Article 61

Training conducted during the working hours shall be considered mandatory attendance.

In the event that training and/or courses are held outside the working hours, such shall be considered mandatory, provided that there is an agreement through which the worker agrees to attend.

Article 62

The worker selected to attend a training session, regardless of their level or occupation, shall attend the scheduled training. If the worker fails to attend the training, they must provide justification for their absence to P&C.

In the event that the worker is unable to attend the scheduled training, they must notify P&C at least forty-eight (48) hours in advance; otherwise, the corresponding disciplinary measures shall be applied.

Article 63

If the worker does not attend or abandons a training and/or course assigned by the Company without reasons of force majeure, the Company may apply the respective discount, subject to the worker's authorisation.

Article 64

The worker who has received internal or external training commits to the Company to apply everything they have learned for the benefit of the Company.

Article 65

The worker shall be obliged to inform P&C of any eventuality that may affect the normal course and purpose of the training they attend. Likewise, the worker is obliged to carry out the evaluations of the courses they attend, according to the established formats.

Article 66

When required to submit a report on the training received, the worker is obliged to submit it in the manner requested by their direct supervisor. Likewise, the worker must collaborate as an instructor of the training received when P&C requests it.

Article 67

All training materials, whether handouts, books, magnetic media, or any other type of physical or electronic documents received during the training, shall not be the exclusive property of the workers. When required, they shall be shared with P&C so that they may be disseminated among the workers.

Article 68

Workers who provide training externally are prohibited from using any distinctive sign of the Company (name, logos, brand, among others). In the event of engaging in such conduct, the corresponding disciplinary measures shall be applied, unless the worker has the proper authorisation granted by the Company for participation in this type of external initiatives.

CHAPTER XVI: REMUNERATION REGIME**Article 69**

As part of its management powers, it is the Company's responsibility to establish the salary policy to be applied to workers in accordance with corporate policies.

Article 70

Workers shall receive the monthly remunerations agreed in their employment contracts. If the payment date falls on a Saturday, Sunday or holiday, the respective remuneration shall be paid on the first business day prior to the payment date.

Remunerations shall be paid into the bank account that the worker expressly and in writing has authorised for such purpose.

Article 71

When agreed, remuneration and monetary benefits shall be adjusted in the manner and for the periods stipulated in the labour contracts and/or collective agreements in force, without prejudice to the modifications applied by the Company.

The Company shall deduct from remunerations the applicable taxes, social security contributions, trade union dues expressly authorised by the worker, obligations to institutions permitted by law, as well as any other sum of money expressly authorised by the worker.

Article 72

Only the work actually performed and supported by the records used by the Company for attendance control, paid leave and holiday period, entitle the worker to receive remuneration.

Article 73

With regard to exceptional money loans, these shall be carried out in accordance with the procedure or regulation developed for that purpose.

Article 74

The delivery of payslips may be carried out through technological means, such as the e-mail address assigned by the Company to the personnel, as well as the Intranet or other similar

means, which shall determine their proper issuance, receipt, and full acknowledgement. In such cases, the worker's signature of receipt shall not be required.

The Company is entitled to change the method of delivery of the payment slips at any time.

CHAPTER XVII: DISCIPLINARY MEASURES

Article 75

It is the function and responsibility of the Company and of the workers to ensure discipline as a necessary and indispensable condition for the normal and efficient performance of work.

The purpose of disciplinary measures is to provide workers with the opportunity to correct their conduct or work performance, except in those cases in which, due to the seriousness of the offense committed by the worker, the continuation of the employment relationship is unreasonable.

Article 76

In order to promote a permanent state of discipline, the Company requires the following practices to be carried out:

1. Compliance with the indications given by those who are competent to do so.
2. Mutual respect among personnel, regardless of their level or hierarchy.
3. The observance of morals, public order and good customs.
4. Faithful compliance with the obligations of each worker in their occupational field.

Article 77

Actions or omissions that involve infringement of labour standards contained in general legal provisions, failure to comply with the obligations of workers and the commission of the prohibitions contained in these Regulations, as well as failure to comply with the Code of Ethics, policies, procedures, directives established by the Company shall be classified as labour misconduct, which shall be sanctioned according to the nature of the irregularity in the performance of their duties and the objective and subjective circumstances in each case.

Article 78

For the application of disciplinary measures, the Company shall proceed in observance of the principles of proportionality and reasonableness, being able to consider the circumstances under which the misconduct was committed, as well as the degree of responsibility of the personnel, in accordance with their involvement and their position.

It should be noted that, under its supervisory and disciplinary powers, the Company has full authority to analyse all factual and evidentiary elements it deems necessary in order to assess the seriousness of the misconduct committed.

Article 79

The application, decision, and administration of disciplinary measures and of the formal dismissal procedure are the responsibility of the People & Culture Management, by virtue of the gradation of the misconduct committed by the personnel.

Supervisors, as well as any worker, are under the duty to report to P&C any misconduct committed by workers. P&C shall be responsible for carrying out the disciplinary proceedings, in accordance with the internal procedures established.

Article 80

Taking into consideration that the Company duly delivers to all its workers the Internal Labour Rules, the Code of Ethics and other policies that must be mandatorily read by them, it is concluded that the workers have full knowledge of the content of the aforementioned documents and, in general, of any document that has been delivered to them. In this regard, lack of knowledge of the rule does not prevent the application of the corresponding disciplinary sanction.

Article 81

The Company establishes four types of disciplinary sanctions to be applied in cases of violation of internal rules and current legislation.

During the investigation of a misconduct, the worker may be temporarily relieved from performing their usual duties, or assigned to perform only part of them, without affecting their remuneration. This situation shall not result in the application of a disciplinary measure.

In this regard, and after assessing the misconduct in accordance with the criteria set out in Article 78 of these Rules, the Company shall apply the following sanctions, which shall not be required to be imposed in a specific order in order to be valid:

- a) **Verbal warning.** This is the corrective measure applied in cases of minor misconduct. It shall be applied by the worker's direct supervisor with or without the support of P&C.
- b) **Written warning.** This is the corrective measure applied when there is a recurrence of primary misconducts or when the misconduct is relatively serious. It shall be applied by P&C in coordination with the corresponding Management and/or Department Head.
- c) **Suspension without pay.** This is a corrective measure that suspends the employment contract for a determined period of time, without the right to receive remuneration, due to a work-related misconduct of medium seriousness and/or causing damage to the Company or its personnel. It shall be applied by P&C in coordination with the corresponding Management and/or Department Head.
- d) **Dismissal for serious misconduct.** It is the definitive separation of the worker for having incurred in any just cause for dismissal, such as non-compliance with the ILR or other internal rules, which shall be applied in accordance with the current legal framework and these Regulations. P&C is responsible for the application of the definitive dismissal of the worker in coordination with the corresponding Management.

The list of disciplinary measures set forth in this article establishes a gradation of severity, which does not mean that they must be applied correlatively or successively. Each

disciplinary measure shall be appropriate to the nature and gravity of the misconduct and/or the worker's record.

Article 82

The dismissal of the worker may be due to fair reasons related to their capacity or conduct. These are fair reasons for dismissal related to personnel capacity:

- a) Physical, intellectual, mental, or sensory impairments that arise and, once the corresponding reasonable adjustments have been made, prevent the performance of the worker's duties, provided that there is no vacant position to which the worker may be transferred and which does not entail risks to their own health and safety or that of third parties.
- b) Poor performance in relation to workers' capabilities and to average performance in similar jobs and under similar conditions. The Company may implement policies aimed at the application of this cause.
- c) The worker's unjustified refusal to undergo a medical examination previously agreed or established by law, which is decisive for the employment relationship, or to comply with the prophylactic or curative measures prescribed by the physician to prevent illnesses or accidents. The worker's refusal to undergo a medical examination required by the employer when the worker suffers from a disability for which the Social Health Insurance (ESSALUD) will cease to reimburse the allowances falls within this ground.

These are fair reasons for dismissal related to the worker's conduct:

- a) The commission of serious misconduct.
- b) Criminal conviction for intentional crime.
- c) Disqualification of the worker.

Article 83

Disciplinary measures shall be addressed to the worker sanctioned, and a copy shall be sent to P&C for filing in the corresponding file.

Article 84

P&C shall notify disciplinary sanctions, as well as other communications within the framework of the disciplinary procedure, to the worker by e-mail, in accordance with its internal procedures. In the event that communications are delivered in physical form, the worker shall be obliged to receive and sign the acknowledgement of receipt of the documents served, whether for the purpose of notifying them of the application of a specific disciplinary measure or any other communication issued by the Company. In case of refusal, the delivery of the document shall be made through a notary public at the address indicated by the worker to P&C.

CHAPTER XVIII: CONFLICT OF INTEREST

Article 85

A conflict of interest is a situation that may affect the neutrality and objectivity required for making a decision or, in general, may affect the transparent development of the activities of a worker, in the exercise or on the occasion of their work activities. It arises

when an individual's personal interests, relationships, or responsibilities conflict (or are perceived to conflict) with their professional duties or the broader interests of the Company.

Article 86

Conflicts of interest shall be governed by its respective policy, which establishes the guidelines, causes and obligations for both the Company and the workers.

CHAPTER XIX: USE OF WORKING TOOLS

Article 87

The work tools and IT systems provided by the Company are the property of the Company and shall be used exclusively for work-related purposes.

The Company reserves the right to review, monitor and audit the use of these tools, within the framework of its control, supervision and regulatory compliance functions, including aspects of information security, risk prevention and legal compliance. These reviews may be carried out periodically or randomly, with due respect for the fundamental rights of the worker, especially the right to personal privacy and the protection of personal data, in accordance with current legislation.

The use of work tools for personal purposes is prohibited, unless expressly and specifically authorised by the Company.

Article 88

The use of telephone and computer equipment and other work tools assigned by the Company is for personal use.

If a password has been assigned to the system in the case of computer equipment, it cannot be shared with another worker under any circumstances.

The password belonging to another worker may not be used either. If the worker becomes aware that another person knows their password, they shall be required to inform their direct supervisor and take the necessary steps to obtain a new password.

Article 89

If the Company provides the worker with access to a computer and telephone, the worker is obliged to use them and their peripheral equipment (printers, scanning devices, accessories, etc.) exclusively for work purposes and for activities related to the Company's purposes and specifically for the performance of the tasks entrusted to them. Failure to comply with this rule shall result in the application of the corresponding disciplinary measures.

Article 90

The computer equipment provided by the Company to the worker comes with the respective authorised software, which cannot be duplicated by the worker.

The modification or alteration of the software used by the Company is strictly prohibited, as well as the installation of programs other than those expressly authorised by the Company. The inclusion of any software shall require express written authorisation from the Company.

The violation of the rules on intellectual property of computer programmes (software) shall be the responsibility of the offending worker, who shall bear sole responsibility for any unauthorised programme installed thereon.

Article 91

Workers who have been granted access to the Internet or any of the Company's proprietary systems must limit their use to matters related to the Company's activities and/or purposes or to the needs of the service. Its use for purposes other than those that gave rise to the authorisation is strictly prohibited. Likewise, they shall comply with the provisions and policies on the proper use of technological work tools, which are available on the Company's intranet.

Article 92

E-mail is a formal means of internal communication. The Company provides this medium to its workers to facilitate the performance of their work, and it must be used to communicate internally or externally with customers, external advisors, suppliers and any other person related to the Company's activity. The use of such tools is strictly prohibited for sending messages unrelated to assigned duties, such as electoral or political propaganda, obscene files or information, chain messages, or any other content unrelated to the Company's activities.

CHAPTER XX: CYBER SECURITY

Article 93

Workers are obliged to comply with all responsibilities established in the Company's policies or guidelines related to information security, which are intended to protect the information of the Company, its workers, and clients, against any internal or external threat, in order to ensure and maintain compliance with the confidentiality, integrity, custody, and availability of any information asset, thereby reducing the risk of theft, fraud, and misuse.

Article 94

By way of example, and without limitation, workers, as users of information technology tools, have the following responsibilities:

- a) Maintain the confidentiality of passwords and access devices to applications and systems. Access passwords are personal and non-transferable and serve as the worker's signature. Any activity carried out using a specific user ID is the sole responsibility of the worker to whom it was assigned.
- b) Report any information security breaches occurring in their work environment, such as access system failures, loss of password confidentiality, unauthorised access to the Company's confidential information, etc.

- c) Ensure correct information is entered into the Company's systems in accordance with the company's information security guidelines.
- d) Maintain the confidentiality of the Company's information, protecting it from unauthorised access according to the classification of the information.
- e) Know and comply with the information security policies established by the Company.

CHAPTER XXI: OCCUPATIONAL HEALTH AND SAFETY

Article 95

The basic occupational health and safety standards are contained and duly approved in the Company's internal occupational health and safety regulations. It is the obligation of all workers to comply with and disseminate the Internal Occupational Health and Safety Regulations, the complementary rules that may be issued for their better application and the provisions contained in the applicable general and special laws in force. The non-observance, intentional or not, of any norm related to occupational health and safety, shall result in the imposition of disciplinary measures, including dismissal depending on the severity.

Article 96

All workers are obliged to immediately inform those responsible for Occupational Health and Safety or their direct supervisor of any accident and/or incident occurring outside or inside the workplace facilities; in the latter case, provided that they are directly related to the company's activities.

Article 97

No worker shall change, alter, displace or destroy safety devices or other equipment provided for their protection or that of others.

Article 98

The workers of the Health and Safety department are the only ones empowered to authorise the change of place of the safety implements, devices and/or equipment. A worker who handles them without authorisation and/or causes damage shall be deemed to have committed a labour infraction, unless it is proven that the action was taken to combat or prevent an incident.

Article 99

Order and cleanliness are fundamental aspects to avoid accidents, so they must be kept in mind at the end of each task or operation. Workers must ensure that, during their absence or at the end of their working hours, lights, computers and similar equipment are turned off, disconnecting machines, fans, air conditioners or other electrical appliances. They must also take care not to cause damage through the installation of unauthorised software, use of web pages or information containing viruses to the Company's networks.

Article 100

The Company shall provide the most appropriate facilities for the care and transfer of workers who suffer accidents with major injuries or sudden illnesses, to a suitable medical centre.

Article 101

The Company may provide workers with work clothing and personal protective equipment (PPE) that it considers necessary and appropriate, according to the activity carried out by each worker. It is the obligation of all workers to adequately and permanently wear work clothes and the respective safety equipment and implements provided by the Company, according to their function, throughout the working hours.

Article 102

Workers are responsible for the care and proper use of safety clothing and equipment provided by the Company. It is strictly prohibited to remove from the workplace any implements, tools, uniforms, or working conditions in general, except when necessary for the work to be performed and with prior written authorisation from the worker's direct supervisor.

Likewise, the Company undertakes to carry out the following preventive measures in order to reduce the harmful effects on the health of workers who, by reason of their duties, are exposed to solar radiation during their working hours:

- a) Inform workers about the adverse health effects of prolonged exposure to solar radiation.
- b) Provide workers with the appropriate protective equipment and training for its proper use.
- c) Perform activities without prolonged exposure to solar radiation and with adequate protection.

The worker shall be obliged to use the appropriate protective elements to avoid the harmful effects of solar radiation.

Article 103

It is the responsibility of all workers to undergo pre-employment, periodic, and exit medical examinations as defined by specific regulations and/or established by the Company, as well as comprehensive rehabilitation processes, provided that the confidentiality of the medical procedure is ensured.

Article 104

All workers are obliged to follow the occupational health and safety recommendations issued by the Company, which are included in the employment contracts.

Article 105

For first aid attention, the Company has first aid kits and trained personnel and/or brigades for such attention at each of its work centres.

The respective instructions for providing first aid shall be determined by the Occupational Health and Safety Service, or its equivalent, through procedures, protocols, contingency plans, and/or internal regulations governing this matter.

CHAPTER XXII: ATTENTION TO LABOR MATTERS AND THE PROMOTION OF HARMONY

Article 106

Workers who believe they have grounds for a labour complaint or grievance should submit it to P&C through the appropriate channels and in accordance with internal procedures.

Article 107

No individual or collective grievance constitutes a reason to leave the workplace.

Article 108

The Company and the workers have the obligation to seek the most appropriate mechanisms for the solution of their conflicts, in order to achieve the harmony that should exist in every workplace.

Article 109

The Company and workers shall, whenever possible, seek to resolve their conflicts internally and directly before approaching the relevant authorities.

Article 110

The Company and the workers have the obligation to act in their relations with loyalty and good faith.

CHAPTER XXIII: FREEDOM OF ASSOCIATION

Article 111

The Company respects the freedom of association and the collective rights of workers who are members of a trade union organisation, in accordance with national legislation and international conventions/treaties. Collective relations are governed by the applicable legislation and collective agreements. The Company collaborates, to the extent of its possibilities, with the activities carried out by the union organization, provided that these are not linked to political or religious activities.

CHAPTER XXIV: GENDER EQUALITY, DIVERSITY AND INCLUSION

Article 112

The Company, in accordance with the fundamental objectives of the International Labour Organisation, seeks to promote opportunities for both women and men to have access to and perform dignified and productive work in conditions of freedom, equality, safety and human dignity within the Company.

Article 113

The Company recognises the importance of eliminating discrimination in employment and occupation, equal pay and equal opportunity and treatment between women and men in labour relations.

The Company also recognises that equality between women and men is a key element for social and institutional changes to generate growth.

SECTION I: MEASURES REGARDING WORKERS WITH DISABILITIES**Article 114**

The hiring of persons with disabilities shall be carried out in accordance with the parameters established by the General Law on Persons with Disabilities, Law No. 29973, its Regulations, approved by Supreme Decree No. 002-2014-MIMP, and any other complementary regulations issued on the matter. The Company protects the rights of workers with disabilities, who have the right to equality before the law and not to be discriminated against on the basis of their disability or any other reason.

Article 115

As part of the measures for the protection of the disabled worker, the Company shall make the necessary adjustments in the workplace according to the needs of the disabled worker, unless this involves an excessive economic burden, in accordance with the criteria set by the Labour Administrative Authority. These measures shall include:

- a) Adaptation of work tools, equipment and the work environment.
- b) The introduction of adjustments in the organisation of work and schedules, depending on the needs of the disabled worker.

CHAPTER XXV: PREVENTION AND TREATMENT OF VIOLENCE AGAINST WOMEN**Article 116**

The Company recognises the importance of providing immediate and urgent attention to women who are affected by any form of violence.

For these purposes, violence against women is considered to be any action or conduct that causes death or physical, sexual or psychological harm or suffering because of their condition as women. This includes rape, physical or psychological mistreatment, sexual abuse, among others, taking place in the following scenarios:

- a) Within the family or domestic unit or in any other interpersonal relationship.
- b) In the community, committed by any person, such as in cases of rape, sexual abuse, torture, human trafficking, forced prostitution, kidnapping, and sexual harassment in the workplace, among others.

- c) That which is carried out or tolerated by agents of the State, wherever it occurs.

Article 117

Violence against women can be caused by:

- a) Physical violence
- b) Psychological violence
- c) Sexual violence
- d) Economic or patrimonial violence
- e) Sexual harassment

Article 118

The Company establishes the parameters for the prevention of violence and provides attention to workers affected by these events, in accordance with the stipulations of the Company's Policy for the Prevention and Treatment of Violence against Women, through the following stages:

- a) Identify the situation of violence and its modality.
- b) Identify the urgency of the case and record the data.
- c) Refer to specialized agencies.
- d) Follow-up.

CHAPTER XXVI: RIGHTS OF THE WORKING MOTHER

SECTION I: MATERNAL BREASTFEEDING LEAVE

Article 119

The Company recognises all the rights granted to working mothers by current labour legislation. In this regard, it recognises that working mothers who work for the Company are entitled to breastfeeding leave of one hour per day, which may be taken continuously or in instalments within the working hours.

In cases of multiple births, the benefit of breastfeeding leave shall be two hours per day.

Article 120

The hours in which this right is exercised may be agreed upon, provided that it is exercised within the worker's working hours.

Article 121

Breastfeeding leave begins at the end of the post-natal period, until the working mother's child or children are one (01) year old.

SECTION II: BREASTFEEDING ROOMS

Article 122

The Company has a specially equipped breastfeeding room for working mothers to their expression of breast milk, ensuring its proper conservation during working hours.

The use of the breastfeeding room is independent of the entitlement to breastfeeding break, in accordance with current regulations, and shall have the following characteristics:

- a) Area: The physical space to enable the service has a minimum area of 7.5 m².
- b) Privacy: The space shall include curtains, screens, room dividers, or others. The environment is exclusively for the expression and storage of breast milk, ensuring privacy to protect the users' personal space.
- c) Comfort: The breastfeeding room is equipped with all the necessary equipment to provide comfort to users during the expression of breast milk and its storage during the working hours.
- d) Refrigerator: The breastfeeding room has a refrigerator or cold bar in a good state of conservation and operation for the exclusive conservation of breast milk.
- e) Accessibility: The breastfeeding room is accessible to all mothers, including those with disabilities, as it is located in an easily and quickly accessible place in the workplace.
- f) Sink or drinking water dispenser: The breastfeeding room shall be equipped with its own sink or drinking water dispenser and other hygiene utensils to allow proper handwashing.

The Company is empowered to make modifications regarding the characteristics and conditions of use of the breastfeeding room, within the limits established in the labour legislation.

Article 123

The breastfeeding room implemented by the Company for the expression and proper conservation of breast milk has the infrastructure, equipment and privacy requirements, in accordance with current regulations.

In accordance with current regulations, the time of use of the breastfeeding room shall be one (01) hour per day, in accordance with the work schedule established by the Company.

Article 124

The working mother shall have the possibility of using the breastfeeding room, at the time she considers pertinent. Likewise, the conditions of use of the breastfeeding are as follows:

- a) The lactation room is exclusively for the expression and storage of breast milk of the workers during the working hours, i.e. it is prohibited to use it for activities unrelated to their functions or to share it with other services.
- b) The materials and utensils in the breastfeeding room are for exclusive use in its operation.
- c) Female workers of childbearing age who are in the breastfeeding period, regardless of their type of employment contract, may access the breastfeeding room during working hours for the necessary time, which shall not exceed one (01) hour per day.
- d) The breastfeeding room environment should always be clean and hygienic to provide a service in optimal sanitary conditions.

- e) The HSEQ Department shall maintain control and records of users who are in the breastfeeding period and make use of the breastfeeding room.

Users of the breastfeeding room shall abide by the following rules for its proper use:

- a) Sign the daily register of breastfeeding room users each time it is used.
- b) Keep the infrastructure, materials, equipment and other assets of the breastfeeding room clean, as found.
- c) Bring utensils such as glass containers, thermal cases, and others, which must be labelled with the worker's name to allow proper expression and storage of breast milk.
- d) Respect the 01 hour daily schedule for the use of the breastfeeding room.
- e) It is prohibited to eat and sleep in the breastfeeding room.

The breastfeeding room and all the goods found in it are the property of the Company, and therefore any improper or unlawful use or damage caused to them shall be the responsibility of the worker involved, and the corresponding disciplinary sanctions may be applied.

CHAPTER XXVII: PREVENTION AND SANCTION OF SEXUAL HARASSMENT

Article 125

In accordance with the obligation established in Article 7 of Law No. 27942, Law on Prevention and Sanction of Sexual Harassment, as amended by Legislative Decree No. 1410 and its Regulations approved by Supreme Decree No. 014-2019-MIMP, as well as complementary and/or amending regulations that may be issued, the Company has the obligation to establish measures to prevent and sanction sexual harassment in the workplace. In this way, the Company complies with establishing an Internal Regulation for the Prevention and Sanction of Sexual Harassment, which establishes the channels for reporting and the investigation procedure for reporting and sanctioning sexual harassment.

It is a primary concern of the Company to maintain a decent work climate and work environment that promotes the physical and psychological well-being of its workers and facilitates the performance of their work. In this context, it is essential for the Company to prevent all types of hostile, discriminatory or abusive conduct of any kind, but in particular, conduct that may constitute sexual harassment.

Article 126

Any report of sexual harassment should be directed to the channels established by P&C in its Regulation for the Prevention and Sanction of Sexual Harassment.

If the investigations result in a false accusation, the worker may be sanctioned according to the seriousness of the case and in accordance with the disciplinary measures established in Chapter XVII of these Regulations.

CHAPTER XXVIII: ACTION AGAINST AIDS AND HIV

Article 127

The Company undertakes to promote the development and implementation of HIV/AIDS policies and programs in the workplace with the aim of preventing HIV/AIDS and eradicating rejection, stigma and discrimination of people who are actually or supposedly HIV positive.

Article 128

In order to comply with the policies and programs referred to in the preceding article, the Company undertakes to:

- a) Not to require HIV tests or the exhibition of their results for the hiring of new workers, during the employment relationship, or as a requirement for the worker to remain in the Company, unless the work for which they have been hired requires the performance of a medical examination, which shall be expressly and timely communicated to the worker.
- b) Ensure confidentiality regarding the condition of workers living with HIV or AIDS in the workplace, to the extent that it is known.
- c) To have documentary information at the P&C Management so that upon the worker's request it can be delivered and without prejudice to providing it via e-mail.

CHAPTER XXIX: MEASURES AGAINST TUBERCULOSIS IN THE WORKPLACE

Article 129

The Company promotes the development and implementation of policies and programs aimed at preventing and informing workers about tuberculosis (TB). This work shall be carried out by the Occupational Health and Safety department, which shall implement permanent actions to protect the labour rights of workers suffering from this disease and avoid any type of discrimination.

Article 130

The Company shall adopt measures to guarantee support and assistance to its workers suffering from TB.

CHAPTER XXX: PREVENTION AND CONTROL OF THE RISKS OF TOBACCO CONSUMPTION

Article 131

In accordance with the provisions of Law No. 32159, Law on the control of the consumption of tobacco products, nicotine or substitutes for both for the protection of life and health, smoking is prohibited in all areas of the workplace. Workplaces include all locations where work is performed or rest periods are taken, which

include hallways, elevators, stairwell skylights, lobbies, shared facilities, cafeterias, restrooms, classrooms, dining areas, and annexed buildings such as sheds, among others. Work vehicles are also considered workplaces and must be specifically identified as such. The interiors of workplaces include all spaces located within their perimeter.

Workers who violate this prohibition must be reported immediately to P&C, by any means, so that the appropriate measures may be taken in accordance with this Regulation.

SUPPLEMENTARY AND FINAL PROVISIONS

First.- The Company, within its powers, may provide for the correct application of these Regulations, issuing internal rules and/or executing the administrative actions it deems necessary.

Second.- Aspects not foreseen in these Internal Labour Regulations may be dealt with and/or resolved in accordance with the corresponding legal framework.

Third.- For the application of these Regulations, and if the case so requires, specific and/or complementary rules shall be issued to facilitate their interpretation. Likewise, the Company reserves the right to expand and/or modify these Regulations in accordance with legal provisions and/or internal regulations.

Fourth.- These Internal Labour Regulations shall be automatically approved upon submission to the Administrative Labour Authority, in accordance with the provisions of Article 4 of Supreme Decree No. 039-91-TR.

Fifth.- As of the entry into force of these Regulations, the previous Regulations shall be null and void.

MINISTRY OF LABOUR AND
EMPLOYMENT PROMOTION
SUB-DIRECTORATE OF GENERAL
RECORDS

LIMA, MAY 19, 2025

FILE NO. 97777-2025 REG. NO. 602

INTERNAL LABOUR REGULATIONS
AUTOMATIC APPROVAL
SUPREME DECREE NO. 039-91-TR

[SEAL] Ministry of
Labour and
Employment
Promotion

[SIGNATURE]
ÓSCAR DANIEL BERRIALES RAMÍREZ
Deputy Director (e)
Sub-directorate of General Records

APPROVAL

These Internal Labour Regulations of ORYGEN PERU S.A.A. have been approved in the city of Lima, on May 19, 2025.

[Coat of arms of Peru]	PERU	Ministry of Labour and Employment Promotion
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“Decade of Equal Opportunities for Women and Men.”
“Year of the Recovery and Consolidation of the Peruvian Economy.”

APPROVAL OF THE MODIFICATION OF THE INTERNAL LABOUR REGULATIONS

FILE NO. 97777-2025-MTPE/1/20.23

Lima, May 19, 2025

In the document with registration No. 97777-2025: Approve as **modification** of the Internal Labour Regulations of **ORYGEN PERU S.A.A.**

LET IT BE KNOWN. - Original signed by Attorney. **OSCAR DANIEL BERDIALES RAMIREZ**, Deputy Director of the General Records Sub-Directorate. Which I hereby notify in accordance with the law.