

TABLE OF CONTENTS

TABLE OF CONTENTS	1
OBJECTIVE	5
SCOPE	5
DESCRIPTION OF THE MANUAL	5
Policies 5	
Occupational Safety and Health Policy	5
Alcohol and Drug Prevention Policy 6	
Road Safety Policy 6	
CHAPTER 1.OCCUPATIONAL SAFETY AND HEALTH	7
CONTRACTOR RISK CLASSIFICATION 7	
1.1. Contractor Risk Grade Classification 7	
1.2. Minimum Requirements for Occupational Safety and Health 8	
1.3. Contractor Occupational Safety and Health Plan	10
1.3.1. OSH Management Objectives and Indicators 10	
1.3.2. Roles, Responsibilities, Functions and Resources 11	
1.3.3. Work Plan - OSH Activity Schedule 15	
1.3.4. Occupational Safety and Health Induction	15
1.3.5. Learning, Education and Training 15	
1.3.6. Hazard Identification, Risk Assessment and Determining Control.	16
1.3.7. Occupational Medical Examinations.....	16
1.3.8. Provision of Personal Protection Equipment (PPE) 17	
1.3.9. Industrial Safety Signs 17	
1.3.10. Reporting and Investigation of Work Accidents and Incidents 17	
1.3.11. Emergency Prevention, Preparedness and Response plan 18	
1.3.12. Medical Emergencies 19	
1.3.13. PTAM Work Plan and SITI 19	
1.3.14. Basic Resources at Work Sites	19

1.3.15. Visitor Entry Requirements	21
1.3.16. Machine, Tool and Equipment Management	22
1.3.17. Workplace Safety Practices	23
1.3.18. Management Reports	24
1.3.19. Monthly Meeting	24
1.3.20. OSH Audits - Inspection Visits	25
1.4. STRATEGIC ROAD SAFETY PLAN.....	25
1.4.1. Documentation of Drivers or Their Replacements	26
1.4.2. Requirements for Vehicles and Trucks	26
1.4.3. Maintenance Management.....	29
1.5. OPERATIONAL CONTROL	30
1.5.1. Safe Work Procedures and Work Permits	30
1.5.2. Hazard Controls for in or near Energized Facilities	31
1.5.3. Hazard Control for Working at Heights	31
1.5.4. Hazard Control for Excavations and Earthworks	33
1.5.5. Hazard Control for Confined Space Work	35
1.5.6. Hazard Control for Lifting Loads	36
1.5.7. Handling Chemicals	40
1.5.8. Hazardous Energy Control	42
CHAPTER 2. PHYSICAL SECURITY	43
2.1 Basic Requirements for Physical Security	43
2.1.1 Risk Classes	43
2.1.2 Classifying of Contractors per Contract Duration	43
2.1.3 Due to Its Risk Level Based on the Physical Security Vulnerability Map in Force at Grupo Energía Bogotá S.A. E.S.P.	43
2.2 Compliance Review	44
2.3 Corporate Security Policy of Grupo Energía Bogotá S.A. E.S.P.	46
2.3.1 Comprehensive Application of the Current Corporate Security Policy	46
2.3.2 Applying Current Physical Security Procedures and Forms	47
2.3.3 Entry of Authorized Personnel to Contract Work Site	47
2.4 Providing Required Information	47
2.4.1 Guaranteeing Information Required by the Company (Habeas Data or Applicable Standards)	47
2.5 Verifying Court Orders	47
2.5.1 Ensuring that Contractor and Subcontractor Employees Are Not Subject to Current Legal Proceedings	47

2.5.2 Complying with Legal Requirements for Hiring Foreign Citizens.	47
2.6 Using Private Security Services 48	
2.6.1 Prohibition of Carrying and Using Firearms 48	
2.6.2 Providing a Copy of the Superintendency Resolution on Surveillance and Private Security, if Required 48	
2.6.3 Physical Security Management 48	
2.7 Physical Security Incidents 48	
2.7.1 Incident Reports 48	
2.7.2 Obligation to Report Physical Security Incidents 48	
2.8 Coordinating with the Police Force 48	
2.8.1 Complying with Police Force Instructions 48	
2.8.2 Coordinating Police Force Assistance 49	
2.9 Specific Physical Security Measures 49	
2.9.1 Adopting Physical Security Controls 49	
2.9.2 Transporting Special Cargo 49	
2.9.3 Installing Electronic Security Systems 49	
2.10 Verifying Compliance 49	49
2.10.1 Verifying Compliance with Minimum Physical Security Requirements 49	
2.11 Responsibly Assigning Physical Security 50	
2.11.1 Notifying of the Person Designated for Physical Security 50	
2.11.2 Presenting the Head of Physical Security 50	
 CHAPTER 3. ENVIRONMENTAL 50	
3. Contractor Management..... 50	50
3.2 Environmental Requirements 55	
3.2 PHYSICAL COMPONENT 57	
3.3 Water Resources 57	
3.4 Atmospheric Resources 59	
3.5 Soil Resources 59	
3.5.1 Waste Management..... 60	60
3.5.2 Hazardous Waste Management 61	
3.5.3 Non-Hazardous Solid Waste Management 62	
3.5.4 Liquid Waste Management 63	

3.6 ENVIRONMENTAL CONTINGENCIES	64
3.7 BIOTIC COMPONENT	65
3.7.1 Management of Fauna, Vegetation Cover and Sensitive Ecosystems	65
3.7.2 Using Natural Fibers	65
3.8 REPORTS	66
CHAPTER 4. SOCIAL	68
SOCIAL RELATIONS FOR CONTRACTORS	68
4.1 EXTERNAL STAKEHOLDERS AND ACTION FRAMEWORK- GEB S.A. E.S.P.	68
4.2 REGULATORY COMPLIANCE	69
4.3 VERIFYING COMPLIANCE.....	73
4.3.1 VERIFYING COMPLIANCE WITH MINIMUM SOCIAL MANAGEMENT REQUIREMENTS	73
4.3.2 CLASSES OF SOCIAL RISKS	73
4.4 GENERAL GUIDELINES FOR CORPORATE MANAGEMENT	75
4.5 LOCAL AND REGIONAL WORKFORCE	77
4.6 PROCURING LOCAL GOODS AND SERVICES	79
4.7 ATTENDING SUGGESTIONS, COMPLAINTS, PETITIONS, CLAIMS and REQUESTS	80
4.8 PARTICIPATION GUIDELINES	81
4.9 USING ROADS WHILST UNDERTAKING CONTRACT	82
4.10 ATTENDING ALARMS AND CORPORATE EVENTS	83
4.11 CONTRACTOR CORPORATE RESPONSIBILITY	84
DEFINITIONS AND ACRONYMS.....	85

OBJECTIVE

Establish the minimum requirements that Contractors and Subcontractors of **THE COMPANY** must comply with in terms of Occupational Safety and Health, Environmental Management, Social Management and Physical Security whilst undertaking activities for purposes of the contract. The foregoing must adhere to the compliance framework of the legal regulations and current Policies of **THE COMPANY**.

SCOPE

This Manual applies to Contractors and subcontractors as an instrument of control for **THE COMPANY**. The requirements established in this Manual will be the criterion for evaluating the performance of Contractors in the execution and closing phases of the contract.

THE CONTRACTOR undertakes to know, accept, apply the policies and procedures of **GEB S.A. E.S.P.**, and ensure the application of this Manual to its **SUBCONTRACTORS** and leave evidence of the same.

DESCRIPTION OF THE MANUAL

Our Contractors are our strategic allies. Therefore, they must be aligned with these conditions:

- ✓ **Caring for the lives** of all our employees as a Corporate Value.
- ✓ ***Nobody dies at work!***
- ✓ All accidents **can be prevented**.
- ✓ Safety and health require **leadership**.
- ✓ Safety and health are **profitable**.

Policies

The Contractor undertakes to know, accept, disseminate and apply the policies of GEB. Via its management system, the Contractor must provide evidence of the disclosure of the GEB Sustainability policy. The updated versions of these policies can be accessed by the Contractor on the GEB website. **Sustainability Policy**.

Occupational Safety and Health Policy

Any Contractor or Subcontractor company **must** demonstrate their commitment to the management system with a well-formulated policy, which considers at least the following elements:

- ✓ Commit to promoting the safety and health of its workers, and the prevention of occupational accidents and damage to property.
- ✓ Comply with pertinent Colombian legislation (compliance with legal requirements).
- ✓ Maintain and continuously improve the occupational health and safety management system.
- ✓ The legal representative must sign and date the document.
- ✓ Publish the document in a visible place, disclose it to all its workers, and have the mechanisms for its implementation.

Alcohol and Drug Prevention Policy

Contractors **must** ensure the appropriate disclosure and control process to prevent its workers from smoking, lighting fires, or carrying lighters or matches in explosive atmospheres, or in areas where prohibited. Also, Contractors **must** implement a disclosure and control system for its workers, which guarantees that employees cannot bring alcoholic beverages or other unauthorized substances onto work sites, nor must they be intoxicated, hungover, or under the influence of any psychoactive substance.

Contractors are **obliged** to publish the policy in a visible place, disclose it to all its workers, and possess the mechanisms for its implementation

For the Contractor's workers driving or operating equipment, **control** the type of medications that they may be taking for a common disease. If these affect employee physical or mental capacity, **report** this immediately to **GEB** and carry out the necessary replacement schedule.

The Contractor **must** carry out breathalyzer tests on all personnel involved at the beginning of high-risk tasks (every day): including on operators of heavy equipment and critical equipment. There must be accredited staff available for breathalyzing test procedures. The equipment used to carry out these tests must have their respective valid calibration certificates.

Road Safety Policy.

Whilst providing services using its own or contracted vehicles, the Contractor **must** have a road safety policy and strategic road safety plan per the applicable and current legal regulations.

CHAPTER 1. OCCUPATIONAL SAFETY AND HEALTH

CONTRACTOR RISK CLASSIFICATION

1.1. Contractor Risk Grade Classification.

GEB defined the following classification of Contractors and / or Subcontractors according to their level of seniority and level of risk.

Contract Duration.

- a. **Type A Contractors:** These carry out one or more activities inside and / or outside of **GEB** facilities, and their contractual relationship is less than three (3) months.
- b. **Type B Contractors:** These carry out one or more activities inside and / or outside of **GEB** facilities, and their contractual relationship is greater than or equal to three (3) months and less than six (6) months.
- c. **Type C Contractors:** These carry out one or more activities inside and / or outside of **GEB** facilities, and their contractual relationship is equal to or greater than six (6) months.

Objective Contract Risk Level.

- a. **Level 1 Risk Contractors:** Those who carry out one or more activities inside and / or outside of **GEB** facilities, and understood as any activity that does not involve the direct operating with **GEB** assets.
- b. **Level 2 Risk Contractors:** Those who carry out one or more activities inside and / or outside of **GEB** facilities, and are understood to be any activity that does NOT include performing high-risk tasks related to and / or defined by **GEB**.
- c. **Level 3 Risk Contractors:** Those who carry out one or more activities inside and / or outside of **GEB** facilities, and are understood to be high-risk as defined by **GEB**.: Working in or near energized electrical installations, working at heights, working in excavations and earthworks, working in confined spaces, lifting loads, transporting dangerous goods, and working with hazardous energies.

ACTIVITIES ACCORDING TO CONTRACT PURPOSE RISK LEVEL	RISK LEVEL
<ul style="list-style-type: none"> * Management activities. * Office tasks (document management, in-house messaging, cleaning and cafeteria). * Professional Engineering Services not including field activities (Updating of designs, structural designs, architectural designs, design review). * Legal services (advice on civil, commercial, labor law, regulatory framework, legal consulting). * Preparing reports (comptroller reports, management, sustainability, presentations). * Marketing and distribution (Market studies; qualitative, quantitative, feasibility, perception, market research). * Community and social services (Awareness activities, community relations, cooperation agreements). * Environmental management (socio-political analysis, consultancy and advice on sustainability models, environmental reports, environmental licenses). * Real estate services (consultancy in real estate management, updating of appraisals). * Managing properties and easements. * Management advisory services (corporate strategy, supply, process consulting). * Human resources services (human management, consulting on organizational culture) * Cleaning and cleaning services (administrative headquarters, offices). * Leisure, recreational and wellness activities that do not include physical activity. * Disclosure and dissemination activities. * Supply and maintenance of computer equipment. 	1
<ul style="list-style-type: none"> * Auditing (Engineering, gas pipelines, technical, projects) with field activities not including TAR. * Professional Engineering Services with field activities not including TAR. (Consulting, cartography, design update, structural designs, architectural designs, design review). * Inspecting works and maintenance not including TAR. * Consulting and environmental studies with field activities not including TAR. * Waste Management (Sampling, collection and disposal of waste) not including TAR. * Specialized technical consultancies with field activities not including TAR. * Technical Studies and Analysis (Oil Analysis, contaminated elements) with field activities not including TAR. * Maintenance, adjustments, and repairs with field activities not including TAR. * Advertising and marketing activities with field activities not including TAR * Leisure, recreational and wellness activities that include physical activity. * Supplying logistics services with installation without TAR * Vehicle maintenance. 	2
<ul style="list-style-type: none"> * Operation, construction, expansion and maintenance activities on transmission lines and E / S. * On-site maintenance and installing equipment in administrative headquarters with TAR. * Cargo and staff transportation service. * Consulting including TAR. * Study and design with field activities with ART. * Specialized Technical Services (Civil works consultancy, meter calibration, grounding measurement, operation tests, thermography), includes TAR. * On-site maintenance including TAR. * Constructing civil works, in transmission lines, in distribution networks, in SE. * Geotechnical activities. * Projects to expand operational capacity and improve infrastructure in operation. * Logistics services including TAR. 	3

Note: When classifying an activity to be carried out that is not contemplated within the Risk Grade Classification Table, it must be consulted and validated by the **OSH area**.

1.2. Minimum Requirements for Occupational Safety and Health.

To ensure the management of risks generated by Contractor activities, **GEB** has determined that the minimum standards for occupational health and safety **must** be included by Contractors and Subcontractors in their OHSMS whilst undertaking contract activities.

Minimum Requirements in Occupational Safety and Health for Contractors and Subcontractors											
TYPE OF CONTRACTOR PER SERVICE PERIOD	TYPE A			TYPE B			TYPE C			FREQUENCY	Requirement Applicable Law Resolution 0312 of 2019 Article 27 table "MINIMUM OHSMS STANDARDS"
RISK LEVEL	1	2	3	1	2	3	1	2	3		
REQUIREMENT											
1.3. Contractor Occupational Safety and Health Plan			X			X		X	X	1 time. When update is required.	Decree 1072: Articles: 2.2.4.6.8. clause 7, 2.2.4.6.12. clause 5; 2.2.4.6.17. clause 2.3 and paragraph 2; 2.2.4.6.20. clause 3, 2.2.4.6.21. clause 2, 2.2.4.6.22. clause 3. Resolution 0312: 2.4.1
1.3. Contractor's Occupational Safety and Health Plan: Format Personnel Database	X	X	X	X	X	X	X	X	X	At the start and monthly	
1.3.2 Roles, Responsibilities, Functions and Resources: Management Commitment Letter that proves the allocation of resources, implementation, monitoring, and review of the OHSMS	X	X	X	X	X	X	X	X	X	1 time	Decree 1072: Article 2.2.4.6.8 clauses 2,3,4; Article 2.2.4.6.12 clause 2; Article 2.2.4.6.17 clause 2.5; Article 2.2.4.6.8., clause 3 Resolution 0312: Clause 1.1.2; 1.1.3; 2.6.1
1.3.2.1 Staff Requirements: Current Social Security Payments or affiliations of the personnel participating in the Project.	X	X	X	X	X	X	X	X	X	At the start and if there is new income	Decree 1072: Articles: 2.2.4.2.2.5; 2.2.4.2.2.6; 2.2.4.2.2.13; 2.2.4.2.3.4; 2.2.4.2.4.3; 2.2.4.3.7; 2.2.4.6.28; Clause 3; 2.2.1.6.1.3; 2.2.1.6.1.4; 2.2.1.6.4.6; 2.2.1.6.4.7 Resolution 0312: 1.1.4; 1.1.5
1.3.2.1 Staff Requirements: Supports competencies and experience of skilled labor (operators, welders, working at heights, drivers, electrical technicians, etc.).			X			X			X	At the start and if there is new income	Decree 1072: Articles: 2.2.4.6.2. paragraph 2, 2.2.4.6.8. clause 9; 2.2.4.6.11. paragraph 1, 2.2.4.6.12. clause 10; 2.2.4.6.32. paragraph 2, 2.2.4.6.34. clause 4; 2.2.4.6.11; 2.2.4.6.12 clause 6; 2.2.4.6.8. clause 8; 2.2.4.6.11. paragraph 2; 2.2.4.6.12. clause 6; 2.2.4.6.13. clause 4; 2.2.4.6.28. clause 4; 2.2.4.2.4.2. Resolution 0312: 1.1.5 Retic Articles 3, 10.2; 32.1.3 Resolution 1348 Articles 6,8,10
1.3.2.2 Foreign Personnel Requirements: For foreign personnel: Passport, work visa, medical insurance that covers accidents, illness or death. Yellow Fever vaccination Card for endemic areas.			X	X	X	X	X	X	X	At the start and if there is new income	Decree 1072: Article 2.2.4.6.28; Article 2.2.6.8.2.3 Resolution 1238/25018
1.3.3 Work Plan - Schedule of OSH Activities	X	X		X	X		X			Monthly	Decree 1072: Articles: 2.2.4.6.8. clause 7, 2.2.4.6.12. clause 5; 2.2.4.6.17. clause 2.3 and paragraph 2; 2.2.4.6.20. clause 3, 2.2.4.6.21. clause 2, 2.2.4.6.22. clause 3. Resolution 0312: 2.4.1
1.3.4 Occupational Safety and Health Induction: Support Assistance GEB OSH induction	X	X	X	X	X	X	X	X	X	At the start and if there is new income	
1.3.6 Hazard Identification, Risk Assessment and Determination of Control: Hazard Identification, Risk Assessment.	X	X	X	X	X	X	X	X	X	1 time, whenever necessary	Decree 1072: Articles: 2.2.4.6.16. clause 2; 2.2.4.6.15. Paragraph 1; 2.2.4.6.23; 2.2.4.6.24; 2.2.4.6.12. clauses 7 and 9. Resolution 0312: 4.1.1; 4.1.2; 4.1.3; 4.2.1; 4.2.2; 4.2.3
1.3.6 Hazard Identification, Risk Assessment and Determination of Control: Instrument for hazard identification; definition of activity control Job Safety Analysis (SWA).		X	X		X	X		X	X	When required	Decree 1072: Articles: 2.2.4.6.16. clause 2; 2.2.4.6.15. Paragraph 1; 2.2.4.6.23; 2.2.4.6.24; 2.2.4.6.12. clauses 7 and 9. Resolution 0312: 4.1.1; 4.1.2; 4.1.3; 4.2.1; 4.2.2; 4.2.3
1.3.7 Occupational Medical Examinations: Medical fitness certificate of not more than one year old. For Administrative personnel; according to his job profile diagram validated by the GEB.	X	X	X	X	X	X	X	X	X	At the start and if there is new income	Decree 1072: Articles: 2.2.4.6.8. clause 8, 2.2.4.6.12. clauses 4, 13 and 16, 2.2.4.6.20. clause 9; 2.2.4.6.21. clause 5; 2.2.4.6.24. Paragraph 3; 2.2.4.6.13 clauses 1 and 2; 2.2.5.1.28. Resolution 0312: 3.1.3; 3.1.4; 3.1.5; 3.1.6
1.3.8 Personal Protection Equipment (PPE) provision: List of specific PPE for the activity, with delivery support.		X	X		X	X		X	X	1 time	Decree 1072: Articles: 2.2.4.2.4.2; 2.2.4.2.16; 2.2.4.6.12. clause 8; 2.2.4.6.13. clause 4; 2.2.4.6.24. Numeral 5 and paragraph 1. Resolution 0312: 4.2.6
1.3.11 Prevention, Preparedness and Response to Emergencies: Emergency Work Plan			X		X	X	X	X	X	1 time	Decree 1072: Articles: 2.2.4.6.12. clause 12, 2.2.4.6.25 clause 11; 2.2.4.6.28. clause 4. Articles: 2.2.4.6.12. clause 12, 2.2.4.6.25. 2.2.4.6.28. clause 4 Resolution 0312: 5.1.1; 5.1.2
1.3.12 Medical emergency: (MEDEVAC) and Standard Operating Procedure (SOP)	X	X	X	X	X	X	X	X	X	At the start and when required	Decree 1072: Articles: 2.2.4.6.12. clause 12, 2.2.4.6.25 clause 11; 2.2.4.6.28. clause 4. Articles: 2.2.4.6.12. clause 12, 2.2.4.6.25. 2.2.4.6.28. clause 4 Resolution 0312: 5.1.1; 5.1.2
1.3.13 PTAM work plan and SITI (When applicable)	X	X	X	X	X	X	X	X	X	When required	Resolution 1348 of 2009 Article 10
1.3.16 Machine, Tool, and Equipment Management		X	X		X	X		X	X	Monthly	Decree 1072: Articles: 2.2.4.6.12 clause 14, 2.2.4.6.24 paragraphs 1 and 2, 2.2.4.6.25 clause 12. Resolution 0312: 4.2.4; 4.2.3; 4.2.5
1.3.17.2 Workplace Safety Practices: Managerial Visits according to the periodicity defined by GEB in the work site.			X		X				X	Monthly	
1.3.18 Monthly Management Report.	X	X	X	X	X	X	X	X	X	Monthly	
1.3.19 Monthly Accident Prevention Meeting for Contractors			X		X				X	Monthly	
1.4. Strategic Road Safety Plan.			X		X				X	At the start and when required	Article 12 Law 1503/2011. Resolution 1565/2014 Decree 2851/2013. Law 1503/2011.
1.5.1 Operational control: Work Permit Procedures (as applicable for the activity)			X		X				X	At the start and when required	Decree 1072: Articles: 2.2.4.6.16. clause 2; 2.2.4.6.15. Paragraph 1; 2.2.4.6.23; 2.2.4.6.24; 2.2.4.6.12, clauses 7 and 9. Resolution 0312: 4.1.1; 4.1.2; 4.1.3; 4.2.1; 4.2.2; 4.2.3

1.5.1 Operational control: Safe Work Procedures (as applicable for the activity)		x	x		x	x		x	x	At the start and when required	Decree 1072: Articles: 2.2.4.6.16. clause 2; 2.2.4.6.15. Paragraph 1; 2.2.4.6.23; 2.2.4.6.24; 2.2.4.6.12, clauses 7 and 9. Resolution 0312: 4.1.1; 4.1.2; 4.1.3; 4.2.1; 4.2.2; 4.2.3
--	--	---	---	--	---	---	--	---	---	--------------------------------	---

Note: If there is a consortium or temporary union, each of the companies that constitute the same must have the Occupational Safety and Health Management System in place and comply with the Minimum Standards indicated in Resolution 0312 of 2019.

1.3. Contractor Occupational Safety and Health Plan.

Type A and B Contractors engaged in low- and medium-risk activities **must** have a schedule or work plan for carrying out the minimum of OSH activities, which **GEB** may verify. For Type A contractors, if they need to enter our assets, they **must** present the respective PTAM work plan in accordance with the established procedure.

Type A, Type B and Type C Contractors carrying out high-risk activities per the Contractor Risk Grade Classification table **must** prepare and deliver an Occupational Safety and Health Plan for the contract. **GEB** will verify and approve the plan, following the established checklist for the **OSH Plan Review Report**. Similarly, Contractors must send a digital copy of all the information related to the personnel involved in the contract, according to the **Personnel Database Format**.

The **GEB** OSH team will attend the job start meeting with contractors who will be carrying out High-Risk activities. The Occupational Safety and Health Plan must be presented in accordance with the template. **Template for Occupational Safety and Health Plan**.

Said documentation is for compliance with legal requirements and controls per the activities to be carried out. For the clarifications and explanations, Contractors must request a meeting with the OSH, who will arrange the same. Contractors **must** send documentation to **GEB** no more than **Eight (8)** business days after the meeting with the OSH area. Whilst undertaking the works, Work Plan activities must be complied with and records must be available to demonstrate such compliance.

1.3.1. OSH Management Objectives and Indicators.

Contractors **must** define logical and measurable objectives per contract activities, and in turn, **must** keep coherent statistics and indicators that facilitate OSH management analysis of the same. They **must** also provide information to **GEB** when required, make statistical comparisons, and evaluate and publish management measurement indicators.

For the scope of the contract, Contractors must implement the practices applicable to the following indicators:

1.3.1.1. Proactive Indicators:

- ✓ Complying with Management Visits and / or Behavioral Observations (per the goal defined by **GEB**).
- ✓ Carrying out the action plan for the closure of High-Potential accident investigations (100%).
- ✓ Complying with the OSH work plan (100%).

1.3.1.2. Result Indicators:

The **GEB** area offering the contract shall set these goals.

- ✓ LTIFR: Lost Time Injury Frequency Rate

• **Indicador de Frecuencia de Accidentes de Trabajo Incapacitantes (IFI AT)**

$$\text{IFI AT} = \frac{\text{N}^\circ \text{ de AT con incapacidad en el año}}{\text{N}^\circ \text{ HHT año}} \times K$$

Se incluye en el cálculo del indicador todos los eventos clasificados como Accidente de Trabajo que resulten en:

- AT Fatales
- AT Incapacitantes (Días fuera del trabajo)*

*La clasificación como evento incapacitante se hará con base en clasificación del GEB siguiendo la metodología OHSAS300 (no incluye eventos de primeros auxilios, AT no relacionados con la operación, ni eventos que aun teniendo incapacidad médica, la lesión se considera bajo concepto médico no imposibilitaba al trabajador para regresar a laborar).

Note: K = 240,000

Additionally, and as defined in the OSH Monthly Report, the indicators recorded there will be compiled.

The indicator register will be maintained through the ([OSH Monthly Report Format](#))

1.3.2. Roles, Responsibilities, Functions and Resources.

Contractors **must** establish, assign, document, and disclose responsibilities in Occupational Safety and Health at all hierarchical levels of their organization. Senior management is responsible for Occupational Safety and Health performance.

Its personnel will support the performance and activities, per the defined roles and responsibilities.

- **Roles:** Contractors **must** establish a hierarchical structure via an organization chart for undertaking the contract.
- **Functions and Responsibilities:** By means of a document (function manual, position profile), Contractors **must** establish the functions of the position and the specific OSH responsibilities, according to Decree 1072.
- **Resources:** Contractors **must** define, document, and guarantee the allocation of human, physical, financial, and resources of any kind required for the management of Occupational Safety and Health, as well as for implementing the OHSMS.

The minimum activities in which the Contractor Company Manager or legal representative **must** participate are:

- ✓ Managerial visits according to the periodicity defined by **GEB** for the contract work site.
- ✓ Monthly Meeting for Contractor Accident Prevention.

1.3.2.1. Staff Requirements.

Contractors **must** comply with the legal commitments regarding affiliation and payment of contributions to social security entities (ARL, EPS, AFP) and parafiscal entities (SENA, ICB, FIC, Family Compensation Fund), and have the records available for review. **GEB** will undertake the review either by direct request, inspection or audit scheduling, prior to commencing any contract activity, or prior to entering the facilities where the contractual activities are to be carried out.

Any Contractor that carries out activities in the infrastructure in operation including operations, maintenance and construction, or any other activity that involves high-risk activities **must** be affiliated at least to risk **IV** in ARL. For any other case, the risk level will be that as stipulated by the Contractor's ARL according to its economic activity, and will be validated with an ARL-issued certificate.

Strict compliance with this obligation extends to dependent workers, contractors, subcontractors, representatives, cooperators, and themselves when acting as a natural person. Contractors must take into account the verification period for affiliation to the ARL, AFP and EPS to guarantee that no contract activity is carried out without workers having comprehensive coverage from the Social Security System.

The Contractor company **must** present the following documentation for all the people involved in the contract:

- Copy of national ID card
- OSH Induction registration, with a validity of no greater than one year.
- Affiliations or social security payroll
- Record of delivery of PPE and work clothes in accordance with the provisions of the regulations.
- Copy of the current occupational medical examination (*Certificado de Aptitud Laboral*). Valid for no more than one year.
- Vaccination card for tetanus
- Copy of yellow fever vaccine card, according to the endemic area.
- Certificates for those who will perform high-risk tasks

This documentation must be submitted attached to the Personnel Database Format.

1.3.2.2. OSH Personnel Requirements

Contractors **must** guarantee an Occupational Safety and Health support structure, according to the number of employees, place where services are provided, working face, type of activity to be carried out, scale and risk of the activity, legal requirements, and per contractual and project offer requirements. Any change in OSH staff **must** be communicated in a timely manner. **GEB** will approve the change after verifying the experience and training of the proposed personnel.

The following are established as base profiles of those responsible for OSH:

- ✓ **OSH Supervisor:** A person from the same work group that can be designated to carry out Safety functions. This is applicable only for **Risk 1** activities, according to the risk classification table. The designated person must have undergone certified training in safety management systems and workplace safety of a duration of 50 hours, as defined by the Ministry of Labor.
- ✓ **OSH Analyst:** Technician or Specialist in Occupational Safety and Health, or in areas related to the work being undertaken, licensed in OSH, and one (1) year of subsequent specific experience in activities similar to those of the contract. The designated person must have undergone certified training in safety management systems and workplace safety of a duration of 50 hours, as defined by the Ministry of Labor.
- ✓ **OSH Inspector:** Specialist in Occupational Safety and Health, or in areas related to the work being carried out, licensed in OSH, and two (2) years subsequent specific experience in activities similar to those of the contract. The designated person must have undergone certified training in safety management systems and workplace safety of a duration of 50 hours, as defined by the Ministry of Labor.

- ✓ **OSH Professional:** Professional in engineering, Occupational Safety and Health, or areas related to the activity being carried out, currently licensed in OSH, and three (3) years post-qualification experience, specifically in activities similar to those of the contract. The designated person must have undergone certified training in safety management systems and workplace safety of a duration of 50 hours, as defined by the Ministry of Labor.
- ✓ **Nurse:** Nursing professional with specific experience of three years in hospital and emergency care.

According to the risk assessment and length of stay, **GEB** has defined the on-site presence of OSH personnel per the table below:

# DE TRABAJADORES EN ACTIVIDADES DE CONSTRUCCION O ALTO RIESGO	GRADO DE RIESGO	DURACIÓN DEL SERVICIO		
		MENOR A 3 MESES	ENTRE 3 Y 6 MESES	MAYOR A 6 MESES
MENOR A 25 TRAB	1	Vigia	Vigia *	Vigia **
MAYOR A 25 TRAB	1	Vigia	Vigia**	1 Analista
MENOR A 25 TRAB	2	1 Analista	1 Analista **	1 Analista ***
MAYOR A 25 TRAB	2	1 Analista **	1 Analista ***	1 Profesional SST
MENOR A 25 TRAB	3	1 Inspector SST	1 Profesional SST	1 Profesional SST
ENTRE 26 - 50 TRAB	3	1 Profesional SST y 1 Inspector SST	1 Profesional SST y 1 Inspector SST	1 Profesional SST y 1 Inspector SST
ENTRE 51 - 80 TRAB	3	1 Profesional SST y 1 Inspector SST	1 Profesional SST y 1 Inspector SST	1 Profesional SST y 1 Inspector SST
ENTRE 81 - 110 TRAB	3	1 Profesional SST y 2 Inspectores SST y 1 Enfermero.	1 Profesional SST y 2 Inspectores SST y 1 Enfermero.	1 Profesional SST y 2 Inspectores SST y 1 Enfermero.
MAYORES A 111 TRAB	3	1 Profesional SST adicional por cada 50 trabajadores adicionales; 1 Inspector SST adicional por cada 50 trabajadores adicionales; 1 Enfermero adicional por cada 50 trabajadores adicionales.	1 Profesional SST adicional por cada 50 trabajadores adicionales; 1 Inspector SST adicional por cada 50 trabajadores adicionales; 1 Enfermero adicional por cada 50 trabajadores adicionales.	1 Profesional SST adicional por cada 50 trabajadores adicionales; 1 Inspector SST adicional por cada 50 trabajadores adicionales; 1 Enfermero adicional por cada 50 trabajadores adicionales.

* 1 Visita mensual por el responsable SST del Contratista

** 1 Visita Quincenal por el responsable SST del Contratista

*** 1 Visita Semanal por el responsable SST del Contratista

Note: The length of stay of this staff **must** be 100% in the field, at their respective work sites.

1.3.2.2. Foreign Personnel Requirements.

In the event that foreign personnel are contracted, Contractors **must** comply with the following obligations:

- ✓ Guarantee that life insurance is obtained for hired foreign personnel undertaking contract activities or being present in **GEB** facilities, regardless of whether or not there is a specific employment contract for said personnel for Colombia. The insurance must cover risks to life, permanent disability, medical expenses and funeral services, including those arising from the undertaking contractual activities. A foreign Insurance Company may issue this insurance, as long as it has coverage in Colombia. The validity of said insurance will be for the term of the contract or specific work.

If additional activities are performed, extend the insurance validity to cover the activities.

- ✓ Ensure that foreign personnel comply with all applicable national and international OSH standards and with the specific regulation for high-risk tasks (working in or near energized electrical installations, working at heights, work in excavations and earthworks, work in confined spaces, lifting loads, transporting dangerous goods, and working with hazardous energy).

1.3.3. Work Plan - OSH Activity Schedule

Contractors **must** prepare a work plan according to the contract activities, contract duration, hazard identification matrix and risk assessment, follow-up on preventive maintenance, pre-operational inspections, public health activities, training, induction - reinduction, medical examinations, emergency prevention, preparedness and response activities, and other factors that may negatively or positively impact OSH management. This document **must** have a schedule or frequency of activities, person in charge, indicator of compliance and, if necessary, resources for its management.

1.3.4. Occupational Safety and Health Induction

All Contractor and Subcontractor personnel **must** attend the Occupational Safety and Health induction at the location determined by **GEB**. Contractors not complying with this requirement cannot undertake contract activities. Contractors **must** provide the duly signed induction record of each worker assigned to the contract. Contractors must attend annual re-inductions. Additionally, Contractors **must** deliver evidence of their internal inductions.

1.3.5. Learning, Education, and Training.

Contractors are responsible for having the resources required to carry out OSH training for all its personnel; it must include the norms, standards, and requirements established by **GEB** in relation to the contract activities.

Contractors **must** establish and guarantee an Occupational Safety and Health training program, which includes responses to emergency situations. Said program must be measurable and be aligned with the Contractor's policies and programs, the hazard matrix, and contract duration. The program will aim to provide the knowledge to identify hazards and control work-related risks, in order to prevent workplace accidents and occupational diseases. The

activities of this clause **must** be part of the Work Plan - OSH activity Schedule.

Contractors **must** have training records on the issues required for risk control.

1.3.6. Hazard Identification, Risk Assessment and Determining Control.

For identifying hazards, assessing risks and determining the control of contract activities, the Contractor **must** present the format prior to starting the contract **GIR-PRO-003-F-001 Hazard identification matrix, risk assessment and determination of controls**, according to the model and methodology defined by **GEB GIR-PRO-003 Hazard Identification and Safety Risk Assessment and Workplace Health**. The document must be current and updated for the duration of the contract and ensure compliance with the controls defined for each hazard. New risks that cause accidents whilst undertaking an activity and that are not identified must be registered.

Contractors **must** prepare a training plan in accordance with the identified dangers and implement controls for said risks while performing the contract. Contractors must have the materials and attendance record of this training, which may be subject to verification by **GEB**.

Additionally, Contractors **must** use the SWA (Safe Work Analysis) methodology, to guarantee continuous identifying of hazards, assessing of risks and the aspects, impacts and determination of controls for undertaking their activities. **DSO- PRO-004-F-004 Análisis de Trabajo Seguro – ATS**. Contractors **must** complete the SWA at the work site, considering the specific site conditions and the activity to be carried out.

1.3.7. Occupational Medical Examinations

Contractors **must** deliver the job profile diagram to carry out the admission, periodic, and retirement medical examinations for the personnel involved in the contract. These **shall** be performed by a Physician specializing in Occupational Safety and Health with a valid Occupational Safety and Health license. For high-risk activities, the physician **must** specify in the certificate whether the employee is suitable for this critical task (according to current legislation). Contractors **must** define the frequency of the examinations. After completing the activities, Contractors **must** deliver **GEB** a letter or medical exam upon leaving that state the employee's state of health.

1.3.8. Personal Protection Elements (PPE) provision.

Contractors **must** prepare and implement a document that defines a delivery plan (which must be recorded with the worker's signature and delivery date), control of use, maintenance, and replacement of personal protection items for all of its workers at the work site. The foregoing must be in accordance with the previous identification of hazards, and risk evaluation and assessment. **GEB** will deliver a file with the basic PPE list that takes into account the **PPE Base Matrix Template**. Contractors **must** supplement the document per the risks associated with the position.

Contractors **must** permanently review the proper use of PPE by its workers, inspect PPE, maintain sufficient inventory for their replacement in case of damage or loss, and also delivery records signed by the workers.

Note: No Contractor or sub-contractor employee may start activities without the required PPE or clothing provision required.

1.3.9. Industrial Safety Signs

Contractors **must** delimit, enclose, and mark the work areas, sites and / or items that can cause injuries to people. The same applies for the transit and evacuation areas defined for storage areas, site circulation paths, emergency exits, and meeting points, etc.

The signs **must** at least comply with the safety and contrast colors and the corresponding geometric shapes and meanings. These must consist of signs placed on tripods or similar structures, cones, reflective marking, and marking tape. The use of poles for marking and demarcation is prohibited.

1.3.10. Reporting and Investigation of Work Accidents and Incidents

Contractors **must** have a procedure for investigating and reporting accidents and incidents in accordance with the requirements established in resolution 1401 of 2007 and Decree 1072/2015 of the Ministry of Social Protection or those that modify or replace them. They additionally **must** provide personnel trained in accident and incident investigation. If Contractors do not have their own Procedure, they must use the **GEB** procedure **DSO-PRO-004 Investigación de Incidentes y Accidentes**.

In the event of an accident or incident that affects the personnel, the environment, the equipment, or the property of **GEB**, of the contractor, subcontractors or third parties, within the scope of the contract, Contractors **must** give immediate notice to the auditor and the GEB designated person. Contractors **must** provide the respective FURAT (Work Accident Single Format Report), the description of the position, and copies of the injuries and extensions, if any. Send within twenty-four (24) hours after the occurrence, a

full written report indicating the place, day and time it occurred, name of the affected person(s), injuries suffered, probable causes, damages caused, and all the information that it considers necessary for a complete understanding of the facts, using the appropriate form. **Safety Alert Form**.

In the event of a fatal or serious accident, Contractors **must** immediately inform the auditor and **GEB** OSH staff, and present a preliminary report eight (8) business days after the event occurred. Submit a copy of the investigation delivered to the ARL, submit a technical report delivered by the ARL and the evidence of the actions defined in the investigation, and submit a copy of the report to the Ministry of Labor.

In all cases, Contractors **must** make the respective report, present the investigation, the action plans, and the lessons learned per their accident and incident investigation and analysis procedure. The foregoing must comply with current regulations (resolution 1401 of 2007, or that which modifies or substitutes it). Any accident that occurs whilst undertaking contract activities must be adequately publicized by Contractors to all workers involved in the activity being carried out.

Contractors **must** disseminate the “lessons learned from the event” among its workers and subcontractors. To do so, they must use the **OSH Lessons Learned Form** supplied by **GEB**, and prepare the evidence that supports the process.

GEB will have the power to follow up on the action plans prepared to verify their implementation and completion.

Contractors **must** deliver the closing actions derived from qualified workplace illnesses identified while undertaking the contract.

1.3.11. Emergency Prevention, Preparedness and Response

Contractors **must** prepare, implement, and maintain a document on prevention, preparedness and response to emergencies, which may be prepared as a consequence of their work. The documents **must** cover all work centers and shifts and all workers, regardless of their labor or other relationship, and contain at least:

- Threat identification
- Analysis of vulnerabilities
- Standard Operating Plans
- Creation, training and identification of response teams

Contractor’s staff **must** be organized and linked to **GEB** emergency plans and be willing to work in their response teams and participate in drills, if required.

High-risk jobs (working in or near energized electrical installations, working at heights, working in excavations and earthworks, working in confined spaces, lifting loads, transporting dangerous goods, and working with hazardous energy) and those with specific legal requirements, **must** have an associated rescue and emergency plan, with all the equipment and resources required for its undertaking. This will form an integral part of the general emergency response coordination plan.

1.3.12. Medical Emergencies

Contractors **must** present an outline of the evacuation plan for medical emergencies (**MEDEVAC**) adjusted according to the parameters defined by **GEB**. The outline **must** include responsibilities, an action plan, effective communication possibilities, contact persons, resources available for care, travel distances, health care centers classified by level I, II and III in the contract's area of influence, as well as the availability of ambulances and other means of transport, both air and river, depending on the geographical location of the work site, etc. For high-risk jobs, Contractors must guarantee the availability of an emergency vehicle per the risk assessment, the need for emergency care, taking into account the distances to medical care centers, travel times, and the number of personnel according to the histogram – thus guaranteeing timely attention to emergencies.

Type A Contractors must present a MEDEVAC according to the template attached **MEDEVAC Basic Form**.

1.3.13. PTAM Work Plan and SITI

All personnel or Contractors carrying out activities related to the transmission infrastructure in operation **shall** follow the Procedure. **GMA-PRO-009 Aprobación de Trabajos en la Infraestructura operativa de Transmisión**.

1.3.14. Basic Resources at Work Sites.

In accordance with contract purposes and the scope of activities, the Contractor **must** provide the conditions, resources and equipment at the work sites to always guarantee the safety of the personnel, manage risks, control accidents, and fulfill the conditions established in Occupational Safety and Health. The Contractors' facilities and work sites will be subject to review by **GEB** who will make the observations it deems necessary. Contractors must comply with these in accordance with the legal requirements, the contractual criteria, and the conditions established in the tender.

As a minimum, Contractors **must** guarantee:

In camps, operational work sites:

- ✓ Publication and dissemination of OSH policies, regulations, and documentation.
- ✓ List of employees
- ✓ List of machines and tools.
- ✓ Timetable of OSH activities.
- ✓ Respective PTAM Work Plans, SWAs and WPs.
- ✓ Attendance Sheets for Daily Toolbox Talks, with the topics covered.
- ✓ Information, warning, obligation and prohibition signs.
- ✓ Pre-operational inspections and service life of (on-site) machinery and equipment used for undertaking activities.
- ✓ When storing chemical substances is necessary, a specific location or area with the respective incompatibility list must be available, thus avoiding any type of reaction. Likewise, the safety sheets or MSDS for each of them must be available, and be published and disclosed to all workers.
- ✓ Systems and resources for emergency care and evacuation:
 - **First-aid kits and stretchers:** The first-aid kits will be kept equipped with items for the attention of incidents according to the identification of dangers, and evaluation and assessment of risks. First-aid kits will be classified Type B, according to the description of Resolution 0705 of 2007 (with the exception of medicines). The kits will be adjusted to the number of workers on site and must be available at all times on each of the work sites. In jobs where workers are exposed to snake envenomation risk, the work sites must provide antivenom according to the type and condition of the risk. If there are no qualified medical personnel on site, the affected worker and the Antivenom must be sent immediately to a Level III medical center where the administration protocols will be performed. In no case must personnel other than medical professionals administer the antivenom serum. All work sites must also be equipped with a rigid stretcher with a neck immobilizer for transporting the injured, with material that is easy to clean and disinfect.
 - **Fire extinguishers:** According to the identification of hazards, and evaluation and assessment of risks. Each work site and / or work center must maintain an adequate number of fire extinguishers to protect the facilities in the event of fire, according to their level of risk and the combustible materials in the place. The foregoing must comply with the NFPA 10 standard, or other regulations that modify, expand, complement or replace it.

- **Vehicles or means of transport:** According to the type of activity and the location, all working groups must have the effective means and resources to transport personnel in case of emergency. For high-risk jobs, Contractors must guarantee the availability of an emergency vehicle per the risk assessment, the need for emergency care, taking into account the distances to medical care centers, travel times, and the number of personnel according to the histogram – thus guaranteeing timely attention to emergencies.
- ✓ Fixed sanitary facilities separated by gender: at least one (1) for every fifteen (15) workers in accordance with the provisions of Resolution 2400 of 1979. Waste management from mobile sanitary facilities must be arranged through an authorized entity.
- ✓ Signaling of evacuation routes, meeting points, equipment for emergency care, storage areas, warning signs, among others.
- ✓ Work or construction sites must be duly marked and signed to prevent unauthorized personnel or the community from entering.
- ✓ When storing chemical substances is necessary, a specific location or area with the respective incompatibility list must be available, thus avoiding any type of reaction. Likewise, the safety sheets or MSDS for each of them must be available, and be published and disclosed to all workers.
- ✓ If Contractors supply food to their workers, they must take all precautions so service Sub-Contractors comply with the legal requirements and submit to the occupational sanitary and health controls expressed in the policies for the same. In addition, Sub-Contractors must meet the following criteria related to food preparation and provision:
 - The canteen must be located outside the work sites and be separated from other places that may produce contamination.
 - Drinking water must be available for cooking meals and for washing kitchen utensils.
 - The highest levels of sanitation and hygiene must be maintained in accommodation, sanitation services and waste management, with emphasis on pest and vector control.

1.3.15. Visitor Entry Requirements.

Bearing in mind the operational controls established for the protection of life and risk mitigation required for infrastructure operations and maintenance in the electric power transmission process, Contractors **must** take into account the following entry protocol:

- ✓ Any visit or work, **must** be informed in advance (at least 5 calendar days) to the contract auditor, the infrastructure operations manager, the OSH manager, or the manager of Operations Management. To inform of this, Contractors must send the request, attaching the valid Social Security contribution payment certificates and identification documents.
- ✓ Using basic personal protection equipment is mandatory to enter the facilities, per **GEB** requirements, and those of the place where the activity is taking place.

1.3.16. Machine, Tool and Equipment Management

1.3.16.1. Heavy Machinery

Contractors who, for purposes of undertaking the contract, need to operate heavy or yellow machinery (large and medium backhoes, forklifts, bulldozers, motor graders, compactors, vibro-compactors, rollers, pile drivers, Bobcat skid steer loaders (adaptable for auger), truck-cranes, cranes, etc.), must take into account the following requirements:

- ✓ Maintain records of the pre-operational inspections carried out on heavy or yellow machinery.
- ✓ Present the preventive and / or corrective maintenance records of heavy or yellow machinery carried out periodically according to the criteria defined by the manufacturer and the needs of the contract.
- ✓ Deliver the operator certificate, or a letter issued by the contractor company, in which the worker certifies that they have the skills and experience to operate said machinery, specifying the machinery to be used.
- ✓ Contractors **must** arrange and affix an extinguisher onto each of the machines available for the contract activities, according to the size and type of fire to be extinguished.
- ✓ Contractors **must** not use yellow machinery (backhoes, bulldozers, motor graders, compactors, vibro-compactors, rollers and Bobcat skid steers) to lift loads.

Note: In the event that site conditions do not allow the entry of certified lifting equipment, different alternatives will be reviewed. The aforementioned must be duly documented, and Contractors must present the procedure for **GEB**'s prior authorization.

1.3.16.2. Preventive Maintenance

Contractors **must** guarantee the delivery, availability, quality, and good condition of the equipment, machines and tools required for undertaking the activities by means of:

- Preparing a master list that identifies (Serials, numbering and / or Labels) the machinery, equipment, and minor tools to be used during the contract.
- Define a schedule: preventive / corrective maintenance program, in which the frequency (taking into account the manufacturer's recommendations) of maintenance, designated person, and their respective documentation are clearly indicated.

1.3.16.3. Inspections and Pre-operational

Contractors must define a schedule: inspection and pre-operational program, in which the frequency, designated person, and the respective documentation for the equipment, machinery, and previously identified equipment are clearly indicated.

1.3.17. Workplace Safety Practices.

1.3.17.1. Daily Toolbox Talks.

The Talks are a tool to raise worker awareness, disseminate the measures to be adopted at work to prevent accidents, and warn about the risks present in the workplace. Contractors **must** perform the talks before the start of the working day in plain language, and whose duration varies between 10 and 15 minutes. Topics range from safety regulations to the analysis of events occurring during work hours, unsafe conditions, incidents, etc. There **must** be a daily record for the activity **Toolbox Talk Attendance List Template**. If Contractors schedule shift work, they **must** do a daily Toolbox Talk for each shift. Contractors must prepare the Talks according to a defined methodology to inquire about the health status of workers, include an introduction, motivate employee participation, and establish commitments.

1.3.17.2. Managerial Visits and Behavioral Observations Program.

The program is a method of observation and interaction with workers that focuses on the behavior and attitudes of people as they perform any activity. It uses a Positive Approach Technique that centers on OSH awareness, motivation, and good performance. The program identifies unsafe acts and conditions, but with an immediate action with the worker to mitigate the risk condition through positive dialogs.

A person at Company managerial level **must** prepare the observations. Alternatively, the Supervisor or Coordinator of the field project may also do so. The Talk lasts for a minimum of 20 minutes. There must be records of each observation and of the approaches discussed. Contractors must use the standardized **GEB** template. **Managerial Visit Template**.

1.3.18. Reporting Unsafe Acts and Conditions.

An instrument for reporting acts, unsafe conditions, and work incidents. The Report must allow to qualify the potential for harm of what is being reported so that the intervention is prioritized. To make the Report, Contractors **must** use the standardized **GEB** template: **Acts and Conditions Report Template**. For this program, Contractors must comply with the minimum goals established by **GEB**.

1.3.19. Management Reports

Contractors **must** present these reports according to digital templates supplied by **GEB** – **OSH Monthly Report Template** – and **shall** be sent to the corporate emails of the area in a single delivery per company, within the first three (3) calendar days of each month for all contractors, regardless of risk classification.

The content of the report mainly contemplates:

- ✓ Contract Purpose
- ✓ Description of contract activities and / or the progress of the Project
- ✓ Undertaking of the Occupational Safety and Health Plan (Risk 3) and / or Schedule of OSH Activities (Risk 1 and 2).
- ✓ Aspects of Operational Control
- ✓ OSH Indicators
- ✓ Conclusions and Additional Aspects

Note: Contractors will deliver a consolidated report. Within the report, there will be a breakdown of activities for each region.

1.3.20. Monthly Meeting.

Managers or legal representatives **must** participate in the Contractor Accident Prevention Monthly Meeting scheduled by **GEB** and send the presentation according to the established format within eight (8) business days of each month **REMPAC Presentation Form**. **GEB** shall send the corresponding invitation and confirmation of the date, place and time for this meeting by mail.

The content of this presentation mainly contemplates:

- ✓ Contractor leadership activities.
- ✓ Results of the last contract performance evaluation and improvement plans: in the meeting following the evaluation. Minimum every six months.
- ✓ Number of incidents occurring during the contract, results of investigation, and compliance with action plans.
- ✓ High potential accidents occurring during the contract and action plans.
- ✓ Contractors communicate the lessons learned,
- ✓ Contractor action plans to address Critical Deviations identified by GEB and fulfillment of critical task checklists.
- ✓ Accident indicators trend.
- ✓ Proactive indicators.

1.3.21. OSH Audits - Inspection Visits.

Contractors **must** plan and implement internal audits to verify their OSH performance. Contractors **must** communicate the audit results, along with the respective action plan for addressing findings, to **GEB**. These audits **must** cover the undertaking of critical or high-risk tasks and contemplate the evaluation of the effectiveness of the actions proposed to address gaps detected in previous inspections or work accidents.

Contractors performing high-risk activities, **must** carry out audits with a minimum frequency of 6 months or less according to the duration of the contract and determine the corrective and preventive actions that control and mitigate risks.

GEB, either directly or through a third party, may carry out the Audits and Inspections that it deems necessary. This is to ensure Contractor adherence to the parameters of Occupational Safety and Health and Environmental Management while undertaking contract activities.

GEB performs Audits and Inspection visits to identify non-conformities, observations, or opportunities for improvement. These **shall** be reflected in a corrective or preventive action plan, which the Contractor must monitor and periodically report in writing on the progress of the activities defined in the action plan, but adjusted to its own management system.

1.4. STRATEGIC ROAD SAFETY PLAN

According to activity scope and type, Contractors and Subcontractors using vehicles for contract activities either for

contract purposes or transporting their workers, in their own or rented vehicles, must comply with the provisions of Colombian regulations, the National Traffic Transportation Code, the Road Safety regulations and / or the Strategic Road Safety Plan for each mode of transport, and for undertaking activities required for the contract, as applicable.

According to legal requirements, Contractors that own, manufacture, assemble, market, contract or manage more than 10 automotive or non-automotive vehicles, or hire or manage drivers, two or more (Article 12 Law 1503/2011) **must** have the Strategic Road Safety Plan according to the parameters established in Resolution 1565 of 2014, Decree 2851 of 2013 and Law 1503/2011, in addition to all the legal regulations that regulate this service, and the requirements and demands of the **GEB** Strategic Road Safety Plan.

Any company that is obliged to implement a Strategic Road Safety Plan must articulate it with the OSH Management System.

1.4.1. Documentation of Drivers or Their Replacements.

Contractors **must** certify the suitability and experience of the staff by sending a copy of the documents listed below:

- ✓ A valid driver's license in accordance with the requirements of the law.
- ✓ Copy of the national identity document.
- ✓ A resume with their respective documentation that certify at least two (2) years driving experience.
- ✓ Occupational medical examination.
- ✓ Certificate of physical, mental and motor coordination aptitude to drive issued by a Health Provider Institution or by a Driver Recognition Center, in accordance with the regulations issued by the Ministry.
- ✓ Documentation demonstrating fines or sanctions verified in the RUNT. Drivers with outstanding fines / tickets will not be accepted.
- ✓ A defensive driving certificate valid for no more than one (1) year.
- ✓ Training in the matters required in the company's SRSP, which must comply with the minimum requirements of Resolution 1565 of 2014, clause 8.1.3.

1.4.2. Requirements for Vehicles and Trucks.

Contractors and their Subcontractors using any vehicle for contract activities **must** in addition to the legal requirements applicable in Colombia, meet the following specifications:

- ✓ ATVs and trucks: no more than 7 years old (from the date of registration), traction control, horn or reverse alarm, roll bar (flatbed trucks), seat belt for all seats (according to the capacity of the traffic license), airbags in the front seats.
- ✓ Minibuses, buses and vans: no more than 7 years old. Must not have a number of seats greater than those defined by the traffic license, which includes the driver, firm handrails, wide access doors and in good working order, emergency exits duly positioned and marked, hammer for breaking glass, seat belts in the front positions and those that do not have a front seat, speed control, reflective strips in accordance with current legislation, visible sticker with telephone number for reporting driver behavior.
- ✓ Rigid trucks, dump trucks, tanker trucks, and articulated vehicles: Regardless of the age of the vehicles, Contractors must:
 - Present a certification of mechanical revision, no more than 1 year, which must be carried out in a certified workshop (the document must contain: name of company name, NIT, address, contact telephone number, name of technician performing inspection).
 - Contractors are responsible for selecting workshops that meet these requirements, which will be subject to review when the **GEB** requires as such. Contractors must demonstrate the guarantee of the spare parts used, the correct handling of waste, and the suitability of the mechanical personnel.
 - The inspection must cover at least the following systems:
 - Brakes.
 - Suspension.
 - Electrical system (lights, electrical connections, battery).
 - Indicator system.
 - Tire condition.
 - Structure State (chassis and bodywork).
 - Passive Safety (Belts, seats, head restraints, windows, etc.).
 - Revision of accessories (if applicable).
 - All seats must have seat belts.
 - Have side mirrors, auxiliary and rear vision mirrors.
 - Annual certification of the spare wheel and the King Pin, which must be carried out by a body accredited by the **National Accreditation Body of Colombia (ONAC, for the Spanish original)**.
 - Underrun bars.
 - Reflective strips in accordance with current legislation.
 - For reconditioned vehicles, a certificate of mechanical work must be presented stating the type and scope of the reconditioning, which must have been carried out in a certified workshop. In any case, **GEB** reserves the right to accept reconditioned vehicles or not.

- For Lifting Cranes: **Crane Certification by an entity accredited by the ONAC.**

Note: Every special case will be analyzed by the GEB Road Safety Committee.

Vehicles must have the following documentation that must be available for review by **GEB**.

Public service vehicles

- Transit license (Ownership document).
- Technical-mechanical revision and for gas (when applicable).
- Mandatory Traffic Accident Insurance (SOAT).
- RCC contractual civil liability policy
- RCE non-contractual civil liability policy
- Operation card.
- Last two Registrations according to the mandatory bi-monthly review (Resolutions 0000315 and 0000378 of 2013).
- Transit license for extra-heavy or over-sized or dangerous cargo, transport cargo manifests, where applicable.

Private service vehicles

- Transit license (Ownership document) in the name of the company.
- Technical-mechanical revision and for gas (when applicable).
- Mandatory Traffic Accident Insurance (SOAT).
- All risks tort liability policy
- Transit license for extra-heavy or over-sized or dangerous cargo, transport cargo manifests, where applicable.

Only for where the law expressly allows it, Contractors may use own vehicles, but guaranteeing cover for non-contractual liability insurance that has the same cover and for an amount equivalent to the insurance for public service vehicles. Under no circumstances may heavy machinery (backhoes, motor graders, vibro-compactors, etc.) transport personnel.

Transporting personnel will only be allowed in vehicles that are enabled for this purpose and only to the capacity established in the operation cards. Vehicles transporting personnel used during the contract activities must be classified public service and have a valid operations card.

1.4.3. Maintenance Management

Within the framework of the Strategic Road Safety Plan and according to its scope, **CONTRACTORS** must implement a maintenance program for all their vehicles that includes at least:

- Operating frequency
- Mandatory revisions per the Law
- Documentation records
- Maintenance records
- Pre-operational and periodic inspections
- Service life record

Contractors commit to sending the following information to the OSH area, according to the frequency defined in the table below:

INFORMATION	TYPE OF DELIVERY	FREQUENCY
Road Safety Training Plan	Evidence	Monthly
Appearance report	Report form with action plan	Monthly
Follow-up to road safety regulations	Report	Monthly
Vehicle Maintenance	Report	Monthly
Preoperational Inspections	Monitoring report	Monthly
Breakdown or corrective maintenance report	Report	Monthly

Traffic Accidents	Report with respective investigation and lessons learned	For each event
Route Analysis	Route Report or similar	According to the changes of the road

1.5. OPERATIONAL CONTROL

1.5.1. Safe Work Procedures and Work Permits.

Contractors **must** ensure compliance with the Procedures established by the **GEB Critical Risk Programs**.

Contractors **must** clearly establish the assignment of roles and responsibilities of all their workers within the work permit scheme (e.g. area supervisors, specific area operators, atmosphere inspectors, enforcement, etc.) and follow safe procedures specific to rescue systems for each type of work.

Prior to performing any activity, Contractors **must** carry out hazard identification, evaluation, risk assessment and establish controls for people, the environment, and infrastructure. This activity must be verifiably recorded.

In accordance with legal requirements, the contract purpose, and the activities associated with undertaking the contract, the Contractor **must** use **GEB** procedures. For performing high-risk works (working in or near energized electrical installations, working at heights, working in excavations and earthworks, working in confined spaces, lifting loads, and working with hazardous energies), **GEB** procedures are an essential requirement for the aforementioned procedures.

Contractors **must** carry out breathalyzer tests on all personnel involved at the beginning of high-risk tasks (every day), including operators of heavy equipment and critical equipment. Contractors **must** have accredited personnel available for breathalyzer testing. The equipment used to carry out these tests **must** have the respective valid calibration certificates.

Note: The implementation of these procedures does not exempt Contractor from their responsibilities to comply with their own requirements and for performing activities appropriately in accordance with legal requirements and the contract purpose.

1.5.2. Hazard Controls for in or near Energized Facilities

The main objective is to guarantee the safe performance of activities implying an electrical risk in the **GEB** transmission infrastructure. This is pertinent to the construction, operation and maintenance stages, establishing risk assessment and prevention criteria, reducing the probability of their occurrence, and minimizing the probability of injury to employees and contractors. Contractors **must** take into account and apply the established procedure – **Safe Work Procedure with Electrical Hazards** – which is part of the **GEB** Electrical Risk Program.

Contractors **must** present the electrical risk management program for **GEB** approval before starting contract activities. The program must comply with the minimum requirements of current Colombian legislation and the provisions of NFPA 70E (2018).

The program **must** comply with the minimum requisites established to comply with the requirements of the Electrical Risk Activities Check List. **Electrical Risk Activities Check List.**

GEB reserves the right to suspend work or activities at any time, if the Electrical Risk Program and the OSH standards established in each case are not being complied with.

1.5.3. Hazard Control for Working at Heights.

To carry out work at heights, Contractors **must** comply with the following indications:

- ✓ Follow at least what is established in the **GEB Falls from Heights Protection Program.**
- ✓ Contractors must comply with the minimum requirements established for compliance with the requirements of the Working at Heights Check List **Working at Heights Check List.**
- ✓ Employees working at heights **must** have their respective certificate for safe work at heights and current retraining focused on the activities of the contractor company. Employees can obtain these through training or certification in workplace competency. Contractors must

supply a copy of the certificates in accordance with the provisions of current regulations in Colombia.

- ✓ While working at height activities are being carried out, Contractors **must** guarantee the full time presence of the working at heights coordinator.
- ✓ All contractor employees performing work at heights **must** have the equipment defined in Resolution 1409 / 2012, but not limited to: a full body harness with chest ring, lanyards with shock absorber to arrest falls and without shock absorber for work in restraint, lifeline, connectors, helmet class E type II. Contractors **must** have an emergency protocol and a specific rescue procedure for the activity, in addition to the engineering resources required to apply said procedure. All equipment for working at heights must be certified and be inspected annually by competent personnel. In the event that the works are close to energized electrical installations, **GEB** may request the use of Fall Protection Equipment, without adding additional costs to those contractually agreed.
- ✓ Contractors **must** ensure that all access systems for working at heights, such as: scaffolding, ladders, personnel lifts, cranes with basket, and all means used for worker access to and / or support at places to carry out working at heights, comply with the criteria for certification, inspection, and selection requirements established in Res 1409/2009 or any that modify the same. The assembly and / or operation of any access system for working at heights must be inspected by the working at heights coordinator in accordance with the instructions given by the manufacturer or a qualified person.
- ✓ Contractors **must** use duly certified, load-bearing, modular or multi-directional scaffolds and comply with the requirements established in current national and international regulations. Only competent personnel must assemble and disassemble scaffolds.
- ✓ Contractors **must** make periodic inspections and before each use of the access systems, which the user must undertake. Additionally, an equipment inspector who accredits the certificate must make an annual inspection.
- ✓ Contractors **must** possess and fill out the inspection forms for all items and personal protective equipment for working at heights on an annual basis, through a person or team of people endorsed by the manufacturer and / or qualified as appropriate.

- ✓ Contractors **must** have a rescue team for heights and rescue plan that workers and / or the working at heights coordinator can activate in case of an emergency. The rescue system must be certified for industrial rescue (the use of improvised rescue systems will not be allowed) and be sufficient for such an undertaking.
- ✓ Working at heights in rainy conditions is prohibited.
- ✓ Use radio handsets when it is difficult to maintain eye contact with work colleagues including working at heights coordinator.

1.5.4. Hazard Control for Excavations and Earthworks.

To carry out excavation and earthworks work, Contractors **must** comply with the following indications:

- ✓ Prior to starting activities, Contractors **must** fill out the respective **SWA** and the excavation work permit. If Contractors do not have their own form, they can fill out the form established by **GEB: Unified Work Permit Format**. When performing each activity that involves this risk. Working conditions shall be inspected every day.
- ✓ Contractors **must** comply with the minimum requisites established for complying with the Excavation Check List requirements. **Excavation Checklist Form**.
- ✓ Contractors **must** ensure that for excavation work deeper than 1.5 m, the workers involved have a current advanced working at heights certificate and specific training on the risks associated with excavations. A working at heights coordinator must be present to evaluate the technical and safety conditions and the applicable requirements of Resolution 1409 of 2012. A supervisor or inspector must be appointed to verify and control the specific safety conditions for performing excavation works.
- ✓ Excavation sites that exceed 1.2 m in depth, **must** have an access and evacuation system, operative while the activities are being carried out. Said system must include an auxiliary lifeline and an evacuation and / or rescue system in case of emergency. When the excavation exceeds a linear distance of 7 m, the distance from the work site to the exit point must not exceed 7 m. All evacuation ladders must protrude 1 m from the edges of the excavation. If personnel require passage over the excavation, the requirements of Res 1409/2012 for walkways and ramps with

railings must be incorporated. Wooden or metal frames must adequately shield or internally protect excavations to avoid accidents caused by landslides. Qualified or competent personnel must endorse the structures and the props used in excavations at a depth greater than 6 m. Tools, equipment, stones, and excavated soil must be at least two meters away from the edges of the trench.

- ✓ Contractors **must** display adequate signage and physical and / or visual barriers to prevent personnel from approaching and / or falling within the excavation, as well as adequate lighting conditions for performing the work. Where applicable, Contractors must place prevention signs and barriers to prevent accidents caused by vehicle and pedestrian traffic.
- ✓ If no ground study is available, excavations cannot be more than 6 meters deep, more than 0.60 meters wide, and have a slope of at least 1.5: 1 meter on each side. With the exception of excavations where technical or design restrictions prevent doing so, all excavation at a depth greater than three (3) meters must be carried out in terraces, whilst taking into account the type of terrain where the work is being carried out.
- ✓ For earthworks (construction of landfills, earthworks, etc.), Contractors **must** place the corresponding preventive signs and beacons on the roads surrounding the work and other strategic locations due to the traffic from vehicles, heavy equipment, or pedestrians. If it rains during excavation or land removal works and there is the risk of landslides, the works must be suspended until the ground is optimally drained and stable.
- ✓ For excavating, Contractors **must** have an emergency protocol and a specific rescue procedure, in addition to the engineering resources required for procedure: tripods, pulleys, ladders, scaffolding, handles, etc. For excavations deeper than 1.5 m, the minimum PPE equipment used shall be: full body harness with dorsal ring, lanyards with and without shock absorber, lifeline, connectors, class E type II helmet and all equipment required for the rescue procedure, as well as all the additional equipment per current regulations. According to the type and place of excavation, Contractors must build barriers and / or ditches to divert rainwater or runoff so as to ensure the technical and safety conditions of the excavation.
- ✓ Regular measurement of pollutants, flammable substances, and oxygen levels must be performed in excavations. Contractors shall define the frequency of the testing according to the type of work and the depth of the excavation. This frequency must be indicated in the risk analysis for the task. All measurement or control equipment used must be current in terms of being

certified and calibrated. In the event that air quality conditions are not optimal, a ventilation system must be installed to ensure worker safety while performing the task.

- ✓ According to the scope of the excavation works, Contractors shall identify and determine any additional requirements established in the Guide for Safe Work in Excavations, published by the Ministry of Labor.
- ✓ If excavation implies a risk of confined space work, Contractors **must** comply with the additional measures established in the section on confined space work.

1.5.5. Hazard Control for Confined Space Work.

While carrying out activities in confined spaces, Contractors **must** minimally comply with the provisions of Resolution 0491 of 2020, as well as with the following requirements:

- ✓ Prior to starting work, Contractors **must** fill out the **SWA** and the confined space work permit. If Contractors do not have their own form, they can complete the form provided by **GEB: Unified Work Permit Format**. When performing each activity that involves this risk. Working conditions **shall** be inspected every day.
- ✓ Contractors **must** comply with the minimum compliance requirements established in the Confined Spaces Check List. **Confined Spaces Check List Form**.
- ✓ Contractors **must** have a documented and communicated procedure that includes safety measures for the prevention of risks in confined spaces.
- ✓ Contractors **must** ensure that for working in confined spaces, their employees have a current advanced certificate for working at heights, and specific training on the risks associated with working in confined spaces. A working at heights coordinator must be present to evaluate the technical and safety conditions, and the applicable requirements of Resolution 1409 of 2012. A supervisor or inspector must be appointed to verify and control the specific safety conditions for working in the confined space.
- ✓ Work sites in confined spaces that exceed 1.5 m in depth or height, **must** have an evacuation system for working at heights, and operational while the activities are being carried out. The system must include an auxiliary lifeline, and an evacuation and / or rescue system for if

an emergency should occur. Contractors must put adequate signage and physical and / or visual barriers in place to prevent personnel from approaching and / or falling within the confined space, as well as adequate lighting conditions for the work. If there is an explosive atmosphere present or the work is in a classified area, lighting equipment must be intrinsically safe.

- ✓ Contractors **must** have prepared an emergency protocol and a specific rescue procedure for the activity, in addition to the engineering resources required to apply said procedure: tripods, pulleys, ladders, scaffolding, handles, etc. The minimum PPE shall be: full body harness with dorsal ring, slings with and without shock absorber, life line, connectors, class E type II helmet, and all the equipment required for the confined space rescue procedure, as well as all the additional equipment required by current regulations.
- ✓ Contractors **must** continually measure contaminants, flammable substances, and oxygen levels within the confined space. All measurement or control equipment used must have current certification and calibration.
- ✓ Contractors must ensure that the following parameters are maintained during confined space work:

PARÁMETRO	CLASE C	CLASE B	CLASE A
TIPO DE GAS	CONCENTRACIÓN EN AIRE		
Oxígeno	Entre 19.5% y 21.5%	Entre 16%-19.5% o entre 21.5% y 25 %	Menor a 16%, o mayor a 25%,
H ₂ S	<10ppm	10ppm-100ppm	> 100ppm
CO	< 35 ppm	35 ppm - 350 ppm	> 350 ppm
% LEL (Límite Inferior de Explosividad)	LEL inferior a 10%	LEL entre 10% y 19.9%	LEL mayor a 20%

- ✓ Contractors **must** provide communication equipment for areas with potentially explosive and / or flammable atmospheres. Radio sets must be explosion-proof, class IEC2.

1.5.6. Hazard Control for Lifting Loads.

All Contractors lifting heavy loads or using mechanical aids to move loads during the contract are obliged to comply with the following requirements:

- ✓ Contractors **must** comply with at least what is established in the **Load Lifting Risk Management Program** established by **GEB**.
- ✓ Contractors **must** comply with all the applicable minimum requirements established in the Mechanical Lifting of Loads Check List. **Mechanical Lifting of Loads Check List Form**.
- ✓ Contractors must comply with all applicable legal requirements established in:
 - RESOLUTION 2400 OF 1979 - MINISTRY OF LABOR Title X. On the Handling and Transport of Materials. Chapter II. Of the Handling and Mechanical Transport of Materials.
 - ASME B30 standard (American Society of Mechanical Engineers). Applicable to each piece of equipment or tool used in contractor activities.
- ✓ Contractors **must** ensure there is a Safe Working Procedure for performing each specific task and include a lifting plan. Contractors must guarantee that it is adequately communicated and understood by all employees involved in the work. Contractors must also ensure the availability and proper use of PPE equipment.
- ✓ All equipment (cranes, hoists, winches, hoists, etc.) and accessories (hooks, slings, shackles, etc.) used for the work must be previously inspected as established by Colombian legislation. These pre-use inspections must be recorded in the Inspection forms that Contractors provide, or they may use the forms established by **GEB**. These forms must be correctly filled out and available for review in the work area.
- ✓ Contractors **must** comply with the provisions in the approved lifting plan. Similarly, Contractors must undertake an analysis that includes the calculation of loads, according to the position of the equipment, the location, and the load weight. If Contractors do not have their own, they may fill out the form provided by **GEB**. **Lifting Plan Form**, before starting each activity that involves this risk. Working conditions shall be inspected every day.

1.5.6.1. Critical Load Lifting.

1.5.6.1.1. Definition of Critical Lifting.

Contractors must evaluate the conditions in which lifting is taking place, and must deem the lifting as critical when one or more of the following characteristics is identified:

- When cranes are used whilst adapting baskets for lifting people.
- When the load is going to be suspended or moved over areas accessible to people.
- When the load contains materials or substances dangerous to health.
- When the load and / or the lifting equipment could occur in prohibited areas due to the proximity to electrical lines or electrical substations.
- When two or more cranes are required for the lift.
- When the lift could cause damage to pipes, lines, tanks, equipment, or products that can provoke an adverse environmental impact, e.g., natural gas pipelines, oil pipelines, multiple pipelines, etc.
- If the load in movement is potentially unstable due to the following situations:
 - Complex design, configuration, or shape of the load.
 - When, in addition to lifting, turning, rotating or tilting the load is required.
 - Potential sudden changes in load configuration, for example liquid loads, moving parts, arms, or joints that can suddenly move or reposition.
 - The lift will be carried out in places with very close obstacles and the spaces available for moving the load and / or the lifting equipment are very narrow.
 - When the load is to be lifted by several lifting devices simultaneously.

- When the lift is a one-off or exceptional, and has never or almost never been performed by the personnel involved.
- When the lift requires a special means of access (e.g. man lift, platforms, etc.) to install or remove the lifting gear or accessories.
- If the load exceeds 80% of the lifting equipment's load capacity, in the initial and / or final position of the lift.
- If the load exceeds 80% of the load capacity of the accessories at the angle, on the rigging and / or conditions in which they will be installed.

1.5.6.1.2. Hazard Control for Critical Lifting of Loads.

In addition to complying with all the applicable minimum requirements for complying with the Mechanical Lifting of Loads Check List, the following additional measures must be taken prior to the critical lift:

- ✓ Contractors must re-check that all operating personnel can demonstrate competence according to their role for the lift. This applies to:
 - The Lift Supervisor
 - The Operator(s) of the lifting equipment or crane
 - The Rigger(s)
- ✓ Contractors must carefully review the equipment and accessories used for the lift. The equipment revision will be recorded in the pre-use inspection forms that those responsible for the lift shall sign. The persons carrying out the inspection must demonstrate competence for this work.
- ✓ Contractors must ensure that the inspection certificates for the load lifting equipment and accessories to be used in the lift are available in the work area. These certificates must be issued by an entity accredited by the **ONAC** and they must have an issue date of no more than one year from the date of the lift.

- ✓ Contractors must present a specific Emergency Protocol that includes the risks, action plan, responsibilities, and other aspects that guarantee appropriate emergency management per the framework for the works. Contractors must ensure that all personnel are familiar with the aforementioned protocol and safe work procedures to ensure optimal performance.
- ✓ Contractors must install the grounding system for the load lifting equipment prior to starting lifting activities. The grounding system installation must be verified.
- ✓ Contractors must guarantee the preventive and corrective maintenance processes for fixed cranes, traveling cranes, winches, and others where the safety elements and devices have been verified as functioning correctly (gears, manufacturing clutches, chain drives, etc.). Records for this activity must be available to **GEB** at all times.
- ✓ All lifting accessories including hooks, slings, shackles, etc., as a minimum must meet following criteria:
 - The manufacturer must be identified
 - The load rating is clearly identified
 - No modifications without manufacturer authorization
 - No visible permanent deformations
 - No repairs undertaken without manufacturer authorization
 - All accessories must be fully complete with no missing parts
- ✓ In the lifting plan, Contractors must show the calculations that take into account and verify the load capacity of the slings and accessories, the lifting angle and type of rigging to be used.
- ✓ Evaluate the weather conditions before and during any operation. Lifting work is prohibited in rainy conditions.
- ✓ When planning lifts, Contractors must include communication between the participants using hand signals established by ASME B30. This is valid as long as all the participants understand the signals, or conversely, participants may use an exclusive frequency for radio communication.

1.5.7. Handling Chemicals

For works where Contractors have to carry out chemical substance handling, they **must** comply with the following indications:

- ✓ Establish a procedure for handling chemical substances, which must include and be updated throughout the contract works.

- ✓ On the work sites, make the safety sheets (MSDS) accessible for each chemical substance used for contract activities. The sheets must be shared with all exposed workers.
- ✓ Present the basic information on dangerous chemical materials and substances in terms of inventories, identification and classification systems, labeling, PPE, material safety data sheets, and emergency cards for transport. Any chemical substance that is repackaged must be immediately identified, controlled, and properly stored.
- ✓ For the identification of dangerous chemical substances, the classification established by Decree 1496 of August 6, 2018, the globally harmonized system of classification and labeling of chemicals, will be used. Contractors must also ensure that the specific OSH management documentation for the activity is completed, is available for review and approval, and includes the associated risk and the specific substances that are to be handled.
- ✓ Contractors must comply with the procedures established by the applicable current legal regulations and by **GEB** for the purchase and ingress of hazardous materials, their transportation, storage, use, handling, waste disposal, and emergency response.
- ✓ Contractor personnel using and handling these materials must be included in specific training and competency programs.
- ✓ Present a specific Emergency Plan that includes the risks, action plan, responsibilities, and other considerations that guarantee the appropriate management of any emergency per the contract framework. Contractors must ensure that all personnel know the procedure for handling chemical products, the emergency plan, and the safe procedures to guarantee optimal execution of handling chemicals.
- ✓ Carry out daily Toolbox Talks before commencing work to analyze the specific risks of the task to be carried out, and to communicate the procedures, controls required, roles, responsibilities, etc.
- ✓ When storing chemical substances, a specific place or area must be available, with the respective incompatibility list (to avoid any type of reaction) and spill containment dikes in place. Likewise, each storage site must have the safety sheets or MSDS, which must be published and communicated to all workers.
- ✓ Provide all the means for controlling chemical spills and / or poisoning or contact scenarios as established by the safety data sheets themselves. Contractors must always guarantee the availability of an anti-spill kit that contains the resources to attend to any contingency. In addition, Contractors must ensure that all chemical substances are

duly identified, classified and labeled, and must adequately dispose of chemical substances classified as hazardous waste.

1.5.8. Hazardous Energy Control

Contractors undertaking tasks involving hazardous energy **must** meet the following requirements:

- ✓ Ensure that for all activities involving hazardous energy, an activity-specific OSH management document is completed and is available for review and approval. Contractors **must** guarantee, as a minimum, the availability of: Safe Work Analysis (SWA), Work Permits, Supporting Certificates, equipment inspection certificates, etc.
- ✓ Per contract purposes and the scope of the activities to be carried out, Contractors **must** comply with all national and international standards, especially OSHA 1910.147, for activities involving hazardous energy. All workers must know the task procedure beforehand and must have the PPE required for the work. Furthermore, Contractors must ensure that workers understand and accept the applicable provisions for the hazardous energy control procedure. Contractors must guarantee that their procedure is aligned with the provisions and with the hazardous energy control procedure implemented by **GEB**.
- ✓ Based on their procedure, Contractors **must** ensure that energy sources are isolated when maintaining machinery or equipment where starts / ignition or energy release may occur causing injury to people. Only competent personnel may isolate mechanical, electrical, process, hydraulic, pneumatic, thermal energy systems, etc., whilst using the appropriate locking and tagging system. This process must align with a Hazardous Energy control system, based on the use of locks, padlocks, and cards.
- ✓ Contractors **must** ensure that the tools, equipment, and machinery used for this activity are inspected and are in perfect condition, in addition to having the resources required to perform secure lockouts and labeling of equipment and systems.
- ✓ When performing activities involving hazardous energies, Contractors **must** submit a specific Emergency Plan that includes the risks, an action plan, the responsibilities, and other aspects that guarantee the appropriate management of any emergency per the contract framework. All personnel must know the hazardous energy management,

lockout, tagout, emergency plan, and safety procedures to ensure optimal performance.

CHAPTER 2. PHYSICAL SECURITY

2.1 Basic Requirements for Physical Security

Grupo Energía Bogotá S.A. E.S.P. has defined the following classification of Contractors and / or Subcontractors per their level of permanence and their level of risk.

2.1.1 Risk classes

Grupo Energía Bogotá S.A. E.S.P. has defined the following classification of Contractors and / or Subcontractors according to the duration of the contract and their level of risk based on the territorial security vulnerability map, administered by the Security Management of Grupo Energía Bogotá S.A. E.S.P. or their substitute, as follows:

2.1.2 Classifying of Contractors per Contract Duration

Type A Contractors: Carry out one or more activities inside and / or outside the facilities of Grupo Energía Bogotá S.A. E.S.P. and their contractual relationship is less than three (3) months.

Type B Contractors: Carry out one or more activities inside and / or outside the facilities of Grupo Energía Bogotá S.A. E.S.P., and their contractual relationship is greater than or equal to three (3) months and less than six (6) months.

Type C Contractors: Carry out one or more activities inside and / or outside the Grupo Energía Bogotá S.A. E.S.P. facilities, and their contractual relationship is equal to or greater than six (6) months.

2.1.3 Due to its risk level based on the Physical Security Vulnerability Map in force at Grupo Energía Bogotá S.A. E.S.P.

The vulnerability map is a technical instrument designed from the analysis and weighting of internal and external factors associated with crime, delinquency, and other influences in Colombia. The Security Management of Grupo Energía Bogotá S.A. E.S.P. or its substitute, establishes a specific period for evaluating and updating of the map.

The Security Management of Grupo Energía Bogotá S.A. E.S.P. or its substitute will supply the information for the Vulnerability Map that delegated auditors require to

verify compliance with the provisions of this chapter.

The vulnerability map determines criticality levels of the areas according to the number of incidents related to public safety and coexistence. As such, the Security Management of Grupo Energía Bogotá S.A. E.S.P. or its substitute, classifies the level of risk of the companies, according to the area of Colombia where it will be undertaking work, as follows:

- **Risk Type 3:**

Companies that carry out their activities in areas where the public safety incidents are weighted according to the vulnerability map: a critical levels of delinquency and criminal activity.

- **Type 2 Risk:**

Companies that carry out their activities in areas where public safety incidents are weighted according to the vulnerability map: medium levels of delinquency and criminal activity.

- **Type 1 Risk:**

Companies that carry out their activities in areas where public security incidents are weighted according to the vulnerability map: low levels delinquency and criminal activity.

2.2 Compliance Review

MINIMUM SAFETY REQUIREMENTS FOR CONTRACTORS AND SUBCONTRACTORS											
TYPE OF CONTRACTOR PER CONTRACT LENGTH	TYPE A			TYPE B			TYPE C			Require ment of applica ble law	
	1	2	3	1	2	3	1	2	3		
2.3.1 Comprehensive application of the current Corporate Security Policy.	X	X	X	X	X	X	X	X	X	X	Preside ncy Decision 0005 of 17

										May, 2018
2.3.2 Application of procedures and current forms for physical security.	X	X	X	X	X	X	X	X	X	
2.3.3 Entry of authorized personnel to contract execution site.	X	X	X	X	X	X	X	X	X	
2.4.1 Guarantee information required by the Company (Habeas Data or applicable standards).	X	X	X	X	X	X	X	X	X	Law 1266/2008 and Law 1581/2012
2.5.1 Ensure that Contractor and Subcontractor employees are not subject to current legal proceedings.	X	X	X	X	X	X	X	X	X	
2.5.2 Fulfillment of legal requirements for hiring foreign citizens.	X	X	X	X	X	X	X	X	X	Decree 1072/2016 and Resolution 1238 of 2018
2.6.1 Prohibiting the carrying and using of firearms.	X	X	X	X	X	X	X	X	X	Decree 2362/2018
2.6.2 Provision of a copy of the SUPERVIGILANCIA resolution if requiring a private security service.	N/A	N/A	X	N/A	N/A	X	N/A	N/A	X	Decree Law 356/1994 Decree 2355/2006
2.6.3 Physical security	N/A	N/A	N/A	N/A	N/A	X	N/A	N/A	X	

management										
2.7.1 Incident reports	X	X	X	X	X	X	X	X	X	

2.7.2 Obligation to report physical security incidents	X	X	X	X	X	X	X	X	X	
2.8.1 Compliance with Police Force recommendations.	X	X	X	X	X	X	X	X	X	
2.8.2 Coordination for assisting the Police.	X	X	X	X	X	X	X	X	X	
2.9.1 Adoption of physical security controls.	N/A	X	X	N/A	X	X	N/A	X	X	
2.9.2 Transportation of special cargo.	N/A	N/A	X	N/A	N/A	X	N/A	N/A	X	
2.9.3 Installation of electronic security systems.	X	X	X	X	X	X	X	X	X	
2.10.1 Verification of compliance to the minimum requirements of physical security.	X	X	X	X	X	X	X	X	X	
2.11.1 Notification of appointment of physical security designee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X	
2.11.2 Presentation of head of physical security.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X	

2.3 Corporate Security Policy of Grupo Energía Bogotá S.A. E.S.P.

2.3.1 Comprehensive Application of the Current Corporate Security Policy

The Corporate Security Policy establishes a set of mechanisms, controls, and security procedures for the protection of employees, infrastructure, and assets of Grupo Energía Bogotá S.A. E.S.P. Its objective is to create good practices for the protection of company employees, infrastructure, and assets. This policy is published on the page <https://www.grupoenergíabogota.com/informacioncorporativa/gobiernocorporativo/politicas-corporate> and will be made known to Contractors by the contract auditor.

2.3.2 Application of Current Physical Security Procedures and Forms

Contractors must adopt the procedures and forms established by Grupo Energía Bogotá S.A. E.S.P. for authorizations, controls, and other issues that the Company requires to preserve the physical security of employees, assets, and infrastructure.

The procedures and forms in force for such purposes will be made known to Contractors by the auditor delegated by Grupo Energía Bogotá S.A. E.S.P. for their timely adoption.

2.3.3 Entry of Authorized Personnel to Contract Work Site

Contractors must guarantee that only authorized personnel will enter the contract work site, or the areas operated by Grupo Energía Bogotá S.A. E.S.P.

2.4 Providing required information

2.4.1 Guarantee Information Required by the Company (Habeas Data or applicable regulations).

Contractors must guarantee that its employees entering the contract work site, either temporarily or permanently, submit the information required by the Security Management of Grupo Energía Bogotá S.A. E.S.P., or it substitute, such as identification and employment card, per that established in the Habeas Data protection law or applicable regulations.

2.5 Verifying Legal Proceedings

2.5.1 Guaranteeing that Contractors and Subcontractors Employees Are not Subject to Current Legal Proceedings.

Contractors must ensure that their employees and those of its subcontractors entering to carry out work in Grupo Energía Bogotá S.A. E.S.P. are not subject to any current legal proceedings. Contractors must verify said information during the contractual term, in accordance with the provisions of article 94 of Decree 19/2012.

2.5.2 Complying with Legal Requirements to Hire Foreign Citizens.

Contractors must comply with the legal requirements and those of the Colombian migration authorities when hiring foreign employees.

2.6 Using Private Security Services

2.6.1 Prohibition of Carrying and Using Firearms

Carrying and using firearms, even when licensed, by Contractors and their Subcontractors within the administrative and operational headquarters of Grupo Energía Bogotá S.A. E.S.P. is completely prohibited. Contractors must provide the contract auditor a document evidencing the instruction given to their employees in this regard.

2.6.2 Providing a copy of the Superintendency Resolution on Surveillance and Private Security, if Required

Contractors and Subcontractors that require private security services to comply with their work, must send the contract auditor a copy of the resolution issued by the Superintendency of Surveillance and Private Security in accordance with Decree 356/1994, which authorizes this type of services to the Subcontractor selected.

2.6.3 Physical Security Management

Contractors must manage their security by carrying out technical assessments of risks and vulnerabilities in order to ensure the protection of their employees, their workplaces, dependencies and other sites assigned for contract works. Contractors must send a copy of the document to the contract auditor.

2.7 Physical Security Incidents

2.7.1 Incident Report

Physical security incidents that occur during the contract must be reported to the contract auditor and, through the same, to the Security Management of Grupo Energía Bogotá S.A. E.S.P., or its substitute, within 24 hours of the event(s).

2.7.2 Obligation to Report Physical Security Incidents

All Contractor staff and / or their Subcontractors must inform the contract auditor in a timely manner of any situations that may arise in terms of direct physical security risks in contract work site. Contractors must instruct their employees on this obligation.

2.8 Coordination with the Police Force

2.8.1 Complying with Police Force instructions

Contractors and their Subcontractors must comply with Police Force recommendations at the work site and related areas, or when accessing the contract work site in order to prevent physical security risks.

2.8.2 Coordination for Police Force Assistance

Any special coordination for ordinary and extraordinary assistance that Contractors and their Subcontractors require from the Police Force will be requested via the contract auditor. The auditor will subsequently perform the pertinent steps with the Security Management of Grupo Energía Bogotá S.A. E.S.P. or its substitute, for this purpose.

2.9 Specific Physical Security Measures

2.9.1 Adoption of Physical Security Controls

Contractors must adopt activities to control people, vehicles, loads, and goods at the contract work site to preserve their integrity.

2.9.2 Transporting Special Cargo

When a Contractor is transporting special cargo by land, the Contractor must request the contract auditor, via the Security Management Grupo Energía Bogotá S.A. E.S.P. or its substitute, to opportunistically evaluate public safety concerns at least fifteen (15) calendar days before the activity is to be carried out.

2.9.3 Installing Electronic Security Systems

When Contractors install any electronic security system or technical devices for physical protection on contract work sites, they must inform the contract auditor at least fifteen (15) days before installing the same. Contractors must submit the specifications and corresponding technical sheets to the auditor, who in turn will request the Security Management of Grupo Energía Bogotá S.A. E.S.P., or its substitute to respond.

2.10 Verifying Compliance.

2.10.1 Verifying Compliance with Minimum Physical Security Requirements.

The Security Management of Grupo Energía Bogotá S.A. E.S.P., or its substitute, may request authorization from the contract auditor to verify, at any time during the term of the contract, Contractor compliance with the minimum requirements of physical security contemplated in this chapter.

2.11 Responsibly Assigning Physical Security

2.11.1 Notifying of the Person Designated for Physical Security

Contractors performing one or more activities inside and / or outside the facilities of Grupo Energía Bogotá S.A. E.S.P., and whose contractual relationship is equal to or greater than six (6) months, and whose risk level is type 3 in accordance with the Vulnerability Map of the Security Management of Grupo Energía Bogotá S.A. E.S.P. or its substitute, must inform the contract auditor within fifteen (15) days following the signing of the Initiation Document, the delegation of a physical security manager for the contractual term.

The Security Management or its substitute will be in charge of guiding the Control Management regarding this responsibility so that the designated auditors are aware of which companies must comply with said requirement.

2.11.2 Presenting the Head of Physical Security

The Contractor's designee for physical security must appear in a timely manner before the Security Management or its substitute, through the contract auditor, for an induction on the Corporate Security Policy and other requirements, procedures, and levels of coordination contemplated in this chapter.

CHAPTER 3. ENVIRONMENTAL

3. CONTRACTOR MANAGEMENT

3.1 Contractor Risk Grade Classification

To ensure compliance with the requirements of the manual, GEB has defined the following classification of environmental risks, taking into account the possible impacts that **CONTRACTORS and SUBCONTRACTORS** may create whilst undertaking contract activities.

Note: Environmental management risks are not defined for the duration of the contract, as environmental risks depend on the possible environmental impacts that activities at the work site may imply.

Description of Risk	Criticity	Risk classificati on
---------------------	-----------	----------------------------

Low - does not imply any environmental impact	Low	1
Moderate - implies a negative environmental impact and may have strict environmental regulations	Medium	2
Moderate - implies a negative environmental impact and has strict environmental regulations	High	3

Taking into account the previous risk description, the risk classification is carried out for each contract activity in order to define **CONTRACTOR** and **SUBCONTRACTOR** requirements.

ACTIVITIES ACCORDING TO CONTRACT PURPOSE RISK LEVEL	RISK LEVEL
<ul style="list-style-type: none"> * Management activities * Office tasks (document management, in-house messaging, cleaning and cafeteria) * Professional engineering services, not including field activities (updating of designs, structural designs, architectural designs, design review) * Legal services (advice on civil, commercial, labor law, regulatory framework, legal consulting) * Preparing reports (comptroller reports, management, sustainability, presentations) * Marketing and distribution (market studies; qualitative, quantitative, feasibility, perception, market research) * Community and social services (awareness activities, community relations, cooperation agreements) * Real estate services (consultancy in real estate management, updating of appraisals) * Management of properties and easements * Management advisory services (corporate strategy, supply, process consulting) * Human resources services (human management, consulting on organizational culture) * Leisure, recreational activities * Disclosure and dissemination activities * Advertising and marketing activities with field activities * Leisure, recreational, and wellness activities that do not include physical activity. 	1

ACTIVITIES ACCORDING TO CONTRACT PURPOSE RISK LEVEL	RISK LEVEL
<ul style="list-style-type: none"> * Auditing (engineering, gas pipelines, technique, projects) with field activities * Professional engineering services with field activities (consulting, cartography, design update, structural designs, architectural designs, design review) * Consulting and environmental studies with field activities * Specialized technical consultancies with field activities * Maintenance, adjustments, and repairs with field activities * Supply of logistics services with installation * Vehicle maintenance * Cleaning and cleaning services (administrative headquarters, offices). * Supply and maintenance of computer equipment * Environmental management (socio-political analysis, sustainability model advice and consultancy, environmental reports, environmental licenses) * Location maintenance and installation of equipment in administrative headquarters * Cargo and staff transportation service * Study and design with field activities * On-site maintenance * Geotechnical activities * Logistics services * Inspection of works and maintenance 	2
<ul style="list-style-type: none"> * Operation, construction, expansion and maintenance activities on transmission lines and E / S. * Consulting including * Specialized technical services (civil works consulting, meter calibration, grounding measurement, operation tests, thermography) * Constructing civil works, in transmission lines, in distribution networks, in SE * Projects to expand operational capacity and improve infrastructure in operation. * Waste management (sampling, collection and waste disposal) * Technical studies and analysis (oil analysis, contaminated elements) with field activities 	3

Table 3. Minimum environmental compliance requirements

RISK LEVEL	1	2	3	Frequency	Associated regulations
REQUIREMENT					
3.2 Identifying environmental issues and impacts		X	X	<i>At commencement of activities</i>	
3.2 Carry out environmental induction	X	X	X	<i>At commencement of activities</i>	
3.2 Comply with environmental licensing obligations (when applicable)			X	<i>During the contract</i>	Decree 1076 / 2015 Environmental license for each project
3.2 Demonstrate the composition of the environmental department (where applicable)		X	X	<i>1 time</i>	Resolution 1299 of 2008
3.2 Inform the Company when using resources is required			X	<i>Before the activity</i>	Environmental license for each project
3.3 Accredite the origin of and / or supplier of water resources			X	<i>Before the activity</i>	Environmental license for each project
3.3 Report the volume of water supplied to the project			X	<i>Daily</i>	Environmental license for each project
3.3 Complying with the efficient water use program	X	X	X	<i>During the contract</i>	
3.4 Vehicles must have a technical-mechanical review	X	X	X	<i>Before the activity</i>	
3.4 Supplying air conditioners		X		<i>Before the activity</i>	Resolution 2120 of 2006
3.4 Report vehicle fuel consumption		X		<i>Monthly</i>	
3.3 Complying with the efficient energy use program	X	X	X		
3.5 Proving construction material origin		X	X	<i>Before the activity</i>	Law 685 / 2001 Law 1753 / 2015

3.5.1 Disposing of all types of activity-generated waste		X	X	<i>When required</i>	Decree 2981 / 2013. Law 2309 / 1986, Decree 4741 / 2005. Resolution 1402 / 2006, Resolution 1512 / 2010, Resolution 1511 / 2010 Law 1259 / 2008, Resolution 1457 / 2010 and others
--	--	---	---	----------------------	---

RISK LEVEL	1	2	3	Frequency	Associated regulations
REQUIREMENT					
					rules that add, modify, or repeal them.
3.5.1 To accept the classification of the internationally established color code or to accept the colors established by the Company		X	X	<i>Before the activity</i>	Decree 2981 / 2013.
3.5.2 Land transportation of chemicals, fuels, greases, oils, lubricants, solvents, etc.		X	X	<i>Before the activity</i>	Decree 1609 / 2002. NTC 1692 "Transport of dangerous goods. Classification, tagging and labeling."
3.5.2 Submit and keep certificates of transport, storage and proper disposal of hazardous solid waste		X	X	<i>After the activity</i>	Single Regulatory Decree on the Environment and Sustainable Development 1076 / 2015 (Title 5)
3.5.3 Submit and keep the certificates of transport, storage, and proper disposal of liquid waste.		X	X	<i>After the activity</i>	Single Regulatory Decree on the Environment and Sustainable Development. 1076 / 2015 (Title 5)
3.6 Prepare contingency plan			X	<i>Before the activity</i>	Law 1523 / 2012 Unique Regulatory Decree on the Environment and Sustainable Development Sector 1076 / 2015 (art. 2.2.2.3.9.3)
3.7 Wood supply certificate			X	<i>Before the activity</i>	Resolution 619 / 2002
3.8 Using natural fibers			X	<i>Before the activity</i>	Resolution 1083 / 1996

3.2 Environmental Requirements

- a. Before commencing activities, **CONTRACTORS** must identify and assess the environmental issues and impacts that contract activities may produce.
- b. **CONTRACTORS** are solely responsible to **THE COMPANY** for compliance with environmental obligations. The requirements and responsibilities must be issued to and met by their **SUBCONTRACTORS**.
- c. **CONTRACTORS** and their **SUBCONTRACTORS** must comply with the obligations of the contract and also the demands and requirements established in the Environmental Impact Study (EIA), Environmental Licenses or Modification Resolutions (if applicable), Environmental Management Plans, environmental permits and other provisions that issued by Environmental Authorities, such as the Ministry of Environment and Sustainable Development, the National Environmental Licensing Authority (ANLA, for the Spanish original), Regional Autonomous Corporations and for Sustainable Development, municipalities, districts and metropolitan areas whose population within their urban perimeter is equal or more than one million inhabitants, the environmental authorities referred to in article 13 of Law 768 / 2002, the National Natural Parks of Colombia, the District of Buenaventura (article 124 of Law 1617 / 2013) and the metropolitan areas within the framework of Law 1625 / 2013, without implying an increase in contract cost, or an extension of the term for undertaking the same.
- d. **CONTRACTORS** must responsibly and with the appropriate quality perform environmental activities related to the object and scope of the contract. Environmental quality means avoiding, mitigating, correcting, and compensating for negative environmental impacts.
- e. Prior to commencing contract activities, **CONTRACTORS** must attend the induction process for Environmental Management, which **THE COMPANY** will coordinate.
- f. Before commencing work, **CONTRACTORS** must hold informative talks for the workers to address issues regarding the contract's purpose, scope of the activities, the legal requirements, the tender, and the contract.

The talks will inform the employees on the existing obligations and prohibitions for undertaking activities.

- g.** Responder ante **LA EMPRESA**, autoridades y particulares, por no adoptar las medidas necesarias para garantizar la calidad ambiental. **THE COMPANY** will not compensate or cover the costs that may result from non-compliance with environmental management measures or the applicable legal requirements.
- h.** **CONTRACTORS** must demonstrate, when applicable, the configuration of the environmental department of their company in accordance with Resolution 1299 / 2008.
- i.** **CONTRACTORS** must inform **THE COMPANY** of those services or activities that require additional use or exploitation of natural resources, before carrying them out.
- j.** Constructing camps is only authorized for infrastructure whose environmental license or Environmental Management Plan is authorized, and the environmental management measures established there must be implemented.
- k.** Do not pollute soil, water, and air resources
- l.** Do not exhaust bodies of water or alter and / or block the normal flow of currents.
- m.** Inspect and control the proper operation of machinery and equipment, mainly in relation to noise, emissions, and control of possible fuel, liquid or lubricant leaks.
- n.** **CONTRACTORS** and / or **SUBCONTRACTORS**, upon completing the day's activities, must order and clean the work site. Similarly, transport and deposit all waste and surpluses in authorized collection sites. According to the contract type and scope, **CONTRACTORS** must comply with all instructions and procedures established by **THE COMPANY** for satisfactorily undertaking the work.
- o.** To protect historical and cultural resources, **CONTRACTORS** are obliged to respect and comply with Law 397 / 1997 of Cultural Heritage of the Nation, modified by Law 1185 / 2008, as well as / or the

regulations that repeal, modify, expand, or replace them, whilst taking into account the following recommendations:

- If a fortuitous archaeological find is discovered in the area where the contracted activities are being carried out, destroying the remains and artifacts is not permitted.
 - Advertising the same must be avoided to prevent looting or altering the site.
 - **CONTRACTORS** must temporarily suspend work and immediately contact **THE COMPANY**, which will direct the procedure to be followed in accordance with the Procedures Manual for the Conservation of Archaeological Heritage of the Colombian Institute of Anthropology and History (ICANH).
- p. All the areas in which work or personnel transport were carried out must be delivered completely free of waste and materials. Furthermore, landscape rehabilitation of all the affected areas must be contemplated (if applicable).

Any doubts arising in the field re applying the environmental technical specifications must be clarified with the Control Office. Doing so does not absolve **CONTRACTORS** of any liability.

3.2 PHYSICAL COMPONENT

3.3 Water Resources

Contractors must meet the following specifications in addition to those found in the environmental license (if applicable):

- a. Prior to commencing work activities, **CONTRACTORS** must inform of and accredit the origin and / or supplier of the water to be used during the contract. These must not be natural sources, unless there is a water concession given through the licensing or permits from environmental authorities, but to municipal and/or local aqueducts, or block water commercialization companies, which have for their water concession, the necessary catchment volume to support local consumption, plus those required for contract activities. **CONTRACTORS** must refer to the auditor for **COMPANY** approval the following documents:

- Copy of Resolution granted by the Water Concession from which will supply the work site activities.
- Copy of the water transport service to the work access site (when undertaken) and a photographic record of the small-scale transport of the same to the work site.
- At month's end, or for the purposes of approval of partial payments, **CONTRACTORS** must provide the record of water quantities supplied to the works, and the proof or certification of the supply.

If no supplier can meet this requirement in the local area, **CONTRACTORS** must submit to **THE COMPANY** other supply alternatives to guarantee legal compliance with water supply.

In addition to the obligations found in the environmental license, the following considerations for water use and management must be taken into account, (if applicable).

- b.** Washing vehicles and machinery is not permitted in areas near bodies of water, or within them. Soaps, grease, oils, and other liquid residues negatively affect the quality of the water and harm the aquatic system.
- c.** When using equipment and / or machinery that require fuel and / or lubricants, **CONTRACTORS** must implement the measures required to avoid contaminating the soils and bodies of water near the work site. Used lubricants and cleaning residues must be properly disposed of. In no case may water courses be used for this purpose.
- d.** Carry out hydro-biological, physical-chemical, and microbiological monitoring in the water bodies identified in the contract (if applicable).
- e.** Do not carry out activities in bodies of water without the appropriate permission issued by the competent environmental authority. **CONTRACTORS** must furthermore establish actions that mitigate the alteration of the hydrological dynamics of the area, the interruption of water bodies, water pollution, and the impact on water species.
- f.** Do not obstruct, fill with soil, or alter the natural course of rivers.

- g.** The activities carried out in the administrative headquarters of **THE COMPANY** and require the presence of permanent personnel for the duration of the contract. The personnel must comply with the Efficient Water Use program, which aims to reduce or maintain water consumption, so as to use it appropriately and avoid waste.

3.4 Atmospheric Resources

CONTRACTORS must guarantee compliance with the following strategies, in addition to the measures requested by the environmental license (if applicable):

- a.** All vehicles used for the contract must have undergone a current technical-mechanical and gas revision.
- b.** Refrain from making bonfires or controlled burning.
- c.** When transporting and storing construction materials (gravel, sand, etc.), as well as organic and mineral soil from excavations, must be covered to avoid receiving particulate matter.
- d.** **CONTRACTORS** that supply air conditioners, must comply with the provisions established in Resolution 2120 / 2006 "By which the importation of ozone-depleting substances is prohibited."
- e.** **CONTRACTORS** must report the vehicle and machinery fuel consumption used for the contract on a monthly basis.
- f.** **CONTRACTORS** carrying out activities in the administrative headquarters of **THE COMPANY** must commit to the Efficient Energy Use program, which seeks to reduce energy consumption and thus help reduce greenhouse gas emissions and also the pressure on natural resources associated with energy generation.

3.5 Soil Resources

Contractors must meet the following specifications in addition to those found in the environmental license (if applicable):

- a. Prior to commencing works, **CONTRACTORS** must inform of and accredit the origin of the construction materials (gravel, sand, etc.), through suppliers that have a Mining Registry and Environmental License issued by the competent authorities for each specific case. Similarly, civil works Contractors must acquire these supplies in places where they have documentation in accordance with Law 685 / 2001, Law 1753 / June 9, 2015, and other regulations that add to, modify, or repeal them.
- b. **CONTRACTORS** must send the following documents to the auditor for **COMPANY** approval:
 - Copy of the Mining Registry for the supplier(s) of the aforementioned materials.
 - Copy of the Environmental License for the supplier(s) of materials of mineral origin.
 - At month's end, or for the purposes of approval of partial payments, **CONTRACTORS** must provide the records for the quantities supplied for contract works, and the proof or certification of the supply.
- c. When the work or activity requires undertaking excavations, **CONTRACTORS** must perform the same in stages considering the soil horizons. The organic top layer must not be mixed with the inert material and must be stored or temporarily disposed of in a suitable site until reusing it in the rehabilitation phase for the vegetation cover.
- d. Build containment structures to avoid landslides and sediment build-up in water bodies.
- e. Soil or inert "loan" material from areas adjacent to the works may not be used without the mining and environmental permits defined in current regulations.

3.5.1 Waste Management

- a. **CONTRACTORS** are responsible for managing and disposing of all types of operations waste products in accordance with the provisions of Colombian legislation, including hazardous waste. **CONTRACTORS** are responsible

for transferring of all types of waste they generate, or are duty bound to dispose of duly classified, labeled, and packaged waste (if applicable). **CONTRACTORS** must furthermore provide the waste generation and disposal information in the forms established by **THE COMPANY**.

- b. **CONTRACTORS** must appropriately dispose of waste, depending on the type, origin, and state in which they are found, and that they obey the provisions of Decree 2981 / 2013, Law 2309 / 1986, Decree 4741 / 2005, Resolution 1402 / 2006, Resolution 1512 / 2010, Resolution 1511 / 2010 Law 1259 / 2008, Resolution 1457 / 2010 and other regulations that add to, modify or repeal them.
- c. Regarding the managing and disposing of non-hazardous and hazardous waste, **CONTRACTORS** must adhere to the classification of internationally established color codes or adopt those established by **THE COMPANY**. **CONTRACTORS** must furthermore designate areas for storage, complying with the provisions of Decree 2981 / 2013, or all the regulations that repeal, modify, expand, or replace them to guarantee 100% storage of waste, as well as all pertinent regulations.

3.5.2 Hazardous Waste Management

- a. **CONTRACTORS** undertaking land transport of chemicals, fuels, fats, oils, lubricants, solvents, etc., must transport the products complying with the parameters established in Decree 1609 / 2002 for the transport of dangerous goods and environmental license, as applicable to the type of product. The activities must furthermore align with the definitions and classifications established in Colombian Technical Standard NTC 1692 "Transport of dangerous goods. Classification, tagging and labeling."
- b. **CONTRACTORS** and/or **SUBCONTRACTORS** are responsible for building the containment systems for fuel tanks, power generators, and temporary storage of fuels and other liquid substances that can negatively impact the environment. The retention works must comply with current Colombian regulations and the NFPA 30 standard.
- c. **CONTRACTORS** must provide and keep the certificates on the appropriate disposal of the waste (specifying the quantities, treatment, and final disposal

of the same), and the current licenses of the waste management services used. **CONTRACTORS** must at all times provide **THE COMPANY** the information and documents related to hazardous waste management, as established in the section corresponding to Reports, using the forms established by **THE COMPANY**.

- d. Transportation service **CONTRACTORS** must contract maintenance services at dealerships and / or lubrication centers, as well as verifying they have the necessary environmental permits for storing used lubricants (where applicable).
- e. **CONTRACTORS** must obtain a certificate issued by the concessionaire and / or lubrication center, stating and describing the process carried out for storing, transporting, processing and / or final disposal of the hazardous waste that the maintenance service produces. **CONTRACTORS** must furthermore provide monthly maintenance documentation for said establishments to the contract auditor. For hazardous waste (lead acid batteries) or special handling (tires) that have a post-consumer management program, **CONTRACTORS** must obtain a record from the establishment where the waste is delivered, in which the post-consumption management being implemented is indicated. The final recipients defined in the certificate must be found in the lists of the Post-consumer Waste Program of the Ministry of the Environment and Sustainable Development.
- f. **CONTRACTORS** must provide the documentation for the final disposal of hazardous materials and complete the forms established by the **COMPANY** for waste management.

3.5.3 Non-Hazardous Solid Waste Management

CONTRACTORS must manage the solid waste it produces during the contract taking into account the following:

- b. Decreasing production of solid waste.
- c. Using recyclable materials.
- d. Giving the corresponding induction to all personnel on the proper handling of ordinary, recyclable, and dangerous waste.

- e. Establish an education and training plan for the management and final disposal of solid waste.
- f. Identify, classify, and quantify the waste produced in the forms that **THE COMPANY** stipulates.
- g. Provide duly marked containers in the facilities or operating centers to separate refuse correctly at source, in accordance with the color code established in the Comprehensive Management Program for Recyclable and Non-recyclable Waste.
- h. **CONTRACTORS** must manage the collection and transport of waste through a public service company pertaining the municipality in which the **COMPANY** headquarters is located. Said service company will dispose of ordinary waste in an authorized landfill. This activity can be contracted out to an authorized waste management provider.
- i. **CONTRACTORS** performing activities in the administrative headquarters of **THE COMPANY** must commit to the Comprehensive Management of Recyclable and Non-recyclable Waste program, which seeks to reduce waste and provide tools to carry out efficient separation at the source.

3.5.4 Liquid Waste Management

- a. Carry out the appropriate disposal of liquid waste, depending on the type, origin, and state in which it is found, whilst complying with current regulations.
- b. On the work site, containers must be duly marked with the color code adopted by **THE COMPANY** and strategically located, thereby preventing them from being left out in the elements.
- c. Build a barrier and / or collection channel around the containers as a preventive measure.
- d. **CONTRACTORS** producing liquid waste, must implement evacuation, storage, transport, and final disposal systems through an authorized hazardous waste manager,

whose license or environmental permits facilitate the processing of this waste.

- e. Sludge or substances produced in contract activities must not be thrown or spread on the ground or into bodies of water, except when **CONTRACTORS** have the corresponding discharge permit. Prior to any discharge, **CONTRACTORS** must undertake the physical-chemical, bacteriological, and biological analyzes that the competent environmental authority requests. Additionally, **CONTRACTORS** shall perform the discharge quality analysis required in the permit, so as to guarantee compliance with the discharge quality parameters.

3.6 ENVIRONMENTAL CONTINGENCIES

CONTRACTORS must establish the appropriate management and actions for emergencies during the construction, operation, and maintenance of the infrastructure, whilst taking into account the following provisions:

- a. Establish a chart of possible emergencies.
- b. Design timely and accurate mitigation measures for such emergencies.
- c. Define interaction mechanisms for the environmental authorities at national, regional, and local levels to prevent and attend to emergencies.
- d. Establish and update operational procedures for emergencies (database).
- e. Define strategies for inspecting, monitoring, evaluating and updating critical scenarios identified in the Infrastructure of **THE COMPANY**.
- f. Report to the Company within 12 hours of the occurrence of environmental emergencies and provide a report with the contingency actions implemented.
- g. **CONTRACTORS** must establish appropriate management of and attention to contingencies during operations, whilst taking into account the following provisions:
 - Updating the Contingency Plan Database.

- Preparation of the Employee Functions and Responsibilities Manual in relation to the “Contingency Plan.”
- Updating the Pocket Manual “Emergency Plan.”
- Performing drills with **COMPANY** employees, the community, local authorities, and support agencies on the activities related in the Contingency Plan.
- Preparedness drills for emergency actions.
- To undertake the aforementioned activities, the provisions of Law 1523 / 2012 must be taken into account, thereby adopting the National Policy for Disaster Risk Management and establishing the National System for Disaster Risk Management, as well as dictating other provisions.

All **CONTRACTOR** staff must understand the consequences of not applying operational controls to the activities being carried out.

3.7 BIOTIC COMPONENT

3.7.1 Managing Fauna, Vegetation Cover and Sensitive Ecosystems

- a. If some wood is required for form works or other purposes, **CONTRACTORS** must send the wood supply certification, or failing that, a copy of the invoice from the wood supplier depot. Likewise, **CONTRACTORS** must request the depot to provide a copy of the Unique National Transport Permit or ECR waybill (as appropriate), to submit to the municipality in which the wood supply depot is located. The species purchased must coincide with that stated in the transport permit.
- b. Logging without the proper forest use permit issued by the competent environmental authority is prohibited.
- c. Extracting species of fauna or flora from their habitat is prohibited, as is trading in the same. **CONTRACTORS** must not hunt, or use traps or weapons for that purpose.

3.7.2 Using Natural Fibers

- a. Per the provisions of Resolution 1083 / 1996, **CONTRACTORS** must use natural fibers where technically feasible or for activities such as: sand bags; revegetation and / or planting work; geotechnical work; supporting

trunk and flow line construction; stabilizing, protecting, and recuperating soils; water management structures; and those determined by environmental licenses or Environmental Management Plans.

3.8 REPORTS

According to activity scope and type, **CONTRACTORS** must provide a monthly periodic report on the activities carried out for the environmental management associated with the project, work or contracted activity, etc. The report must contain the applicable considerations of:

- a. Vegetation cover works at the work site, previously authorized.
- b. Loading and unloading of hazardous chemicals.
- c. Storing hazardous chemicals.
- d. Using machinery and equipment:
 - Machinery and / or equipment type (list)
- e. Material handling.
- f. Use of greenhouse gases (CO₂, CH₄, N₂O, HFC's, PFC's, SF₆)
- g. Water use issues:
 - Monthly volume of water supplied to the work.
 - Supplier or source of supply.
 - Proof of supply.
 - Water concession (where applicable).
 - Transportation to the job site: (description and photographic record)
- h. Monthly volume of stone aggregates used on site:
 - Provider(s) or source of materials.
 - Proof of supply.
 - Mining Registry.
 - Environmental License.
- i. Wood used in construction:
 - Provider(s).
 - Proof of supply.
 - Transport permit (where applicable).
 - Plantation registration and ICA referral (where applicable).
 - Monthly quantity of wood supplied.
- j. Waste Produced and Management
 - Collection of ordinary waste.
 - Inert material (debris) produced during the month.
 - Inert material (debris) disposed of during the month.

- Recipient.
 - Certificate number and date.
 - Environmental Permits.
- k.** Production of Hazardous Waste
- Type:
 - Amount produced.
 - Temporary storage site.
- l.** Hazardous Waste Disposal
- Type:
 - Final recipient amount.
 - Certificate number and date.
 - Processing type.
 - Environmental Permits
- m.** Waste (liquid, solid and / or semi-solid) from domestic effluents
- Amount Produced.
 - Amount of waste disposed of.
 - Amount
 - Final recipient.
 - Certificate number and date.
 - Processing type.
 - Environmental Permits.
- n.** **CONTRACTOR** record of trainings carried out on the Environment (where applicable, attach records)
- o.** Environmental Incidents: Detailed description of the environmental incidents occurring during the period, type of incident, origin, impacts, activities carried out and action plans, per the **COMPANY** form for the EMS Environmental Incident Report. For report on hazardous waste incidents and contingencies, the AST-F-AI-008 Respel Report on contingencies or its substitute, must be completed.
- p.** Personnel Report: All personnel working on the contract, not simply those hired in the region, must have their name, identification number, gender, age, village, municipality, and telephone number recorded.
- q.** Report on purchases, goods and local services contracted.
- r.** Report on payments to hired personnel and local service providers.
- s.** Report on vehicles rented in the area by **CONTRACTORS**.
- t.** In the final report, **CONTRACTORS** must present proof of payment signed by:

- Owners of properties where undertaking the contract causes harm.
 - The personnel hired for the contract.
 - For the food, transport, accommodation, and other services procured for the contract.
- u. Additional records
- Proof of supply of wood, water, and materials.
 - Required environmental permits.
 - Certificates for the disposal and / or final processing of waste.
 - Safety sheets for stored and / or used chemical substances.

CHAPTER 4. SOCIAL

SOCIAL RELATIONS FOR CONTRACTORS

4.1 EXTERNAL STAKEHOLDERS AND ACTION FRAMEWORK- GEB S.A. E.S.P.

GEB S.A. E.S.P. is a strategic connector, not only for operations and business, but also for all the territories where we cooperate with our stakeholders. Permanent dialog using specific messages on positive transformation, and the legitimacy we achieve through our model facilitate relationships based on trust. As such, the genuine relations that form part of our corporate identity have enabled us to get to know each territory and to identify different stakeholders. **GEB S.A. E.S.P.** studies the territories in which it operates to identify risks and opportunities in order to establish priorities with stakeholders, according to criteria defined by the various areas that manage communication channels and corporate relations. The areas also update their agendas every year and develop plans aimed at addressing the interests, level of influence, actual requirements, and opportunities to meet expectations related to the creation of shared value and distributed value.

Based on the process described above, the external stakeholders identified to date by **GEB S.A. E.S.P.** are:

- Communities.
- Shareholders or Investors.
- Authorities.
- Employees.
- Clients.
- Opinion makers.
- Suppliers.

4.2 REGULATORY COMPLIANCE

GEB S.A. E.S.P. has defined guidelines and established obligations for Social Management in the territories where has a presence per environmental and social regulations, and furthermore according to all those at a national, departmental or local level. **GEB S.A. E.S.P.** policy and the respective documents govern its actions in the territory.

When implementing this Manual, **CONTRACTORS** must take into account the legal framework, and social and cultural considerations, as stated in

Table 1:

Table 1. Legal framework social and cultural considerations

Regulation	Title	Specific content
ILO Agreement 169 / 1989	"On Indigenous and Tribal Peoples in Independent Countries"	Governments must assume the responsibility for developing, with stakeholder participation, a coordinated and systematic action with a view to protecting the rights of these peoples and guaranteeing respect for their integrity.
Political Constitution of Colombia 1991	Title I Articles 1 and 2 Title II, Chapter I, Article 41	Colombia is a Social State of Law, organized in the form of a democratic, participatory and pluralistic, unitary republic. The State's essential purposes are facilitating the participation of all in the decisions that affect them, and in the economic, political, administrative, and cultural life of the Nation. The States promotes democratic practices for learning the principles and values of citizen participation.

<p>Law 70 / 1993</p>	<p>“By which it expands upon transitory article 55 of the Political Constitution.”</p>	<p>Its purpose is recognizing the black communities that have been occupying uncultivated lands in the rural areas bordering the rivers of the Pacific Basin, in accordance with their traditional production practices, and the right to collective property, in accordance with the provisions of the following articles. It also aims to establish mechanisms for the protection of the cultural identity and the rights of the black communities of Colombia as an ethnic group, and the promotion of their economic and social development, in order to guarantee that these</p>
--------------------------	--	---

Regulation	Title	Specific content
		communities obtain real conditions of equal opportunities vis-a-vis the rest of Colombian society.
Law 134 / 1994	Whereby regulations are issued on mechanisms for citizen participation.	This Statutory Law on the mechanisms of participation of the people regulates the popular legislative and normative initiatives; referendums; the popular consultation of the national, departmental, district, municipal and local orders; the revocation of the mandate; the plebiscite and the open council.
Decree 1320 / 1998	By which the prior consultation with indigenous and black communities for use of natural resources within their territory is regulated.	Prior consultation aims to analyze the economic, environmental, social, and cultural impact that may be caused to indigenous or black communities by the extraction of natural resources within their territories, in accordance with the definition of article 2. of this decree, and the measures proposed to protect their integrity.
Law 743 / 2002	by means of which article 38 Political Constitution of Colombia is presented in relation to communal action organizations.	Its objective is to promote, facilitate, structure, and strengthen democratic, modern, participatory, and representative organization in communal action organisms in their respective associative degrees, and at the same time, it aims to establish a clear legal framework for their relations with the State and with individuals, as well as for the full exercise of rights and duties.
Law 850 / 2003	through which citizen environmental oversight bodies are regulated	Citizen Oversight is understood as the democratic representation mechanism that allows citizens or different community organizations to exercise vigilance over public management, authorities, and administrative, political, judicial, electoral, legislative, and <i>control bodies</i> , as well as public or private entities, non-governmental organizations, either national or international, that operate in the country, and in charge of undertaking programs, projects, contracts, or the provision of a public service.

Decree 330 / 2007	whereby the public hearings are regulated.	Public environmental hearings are intended to inform social organizations, the community in general, public entities, and private applications on licenses, permits or
-------------------	--	--

Regulation	Title	Specific content
	and Decree 2762 / 2005 is repealed.	environmental concessions, or the existence of a project, work, or activity. The hearings also communicate the impacts that the foregoing may imply or produce and the management measures proposed or implemented to prevent, mitigate, correct and / or compensate for said impacts. Hearings also receive opinions, information, and documents contributed by the community, and other public or private entities.
Law 1185 / 2008	By which Law 397 / 1997 - General Law of Culture - is modified and extended, while other provisions are issued.	The cultural heritage of the Nation is constituted by all material goods, intangible manifestations, products, and representations of culture that are an expression of Colombian nationality, such as the Spanish language, the languages and dialects of indigenous, black and Creole communities, tradition, ancestral knowledge, the cultural landscape, customs and habits, as well as material goods of a movable and immovable nature to which, among others, special historical, artistic, scientific, aesthetic or symbolic, in areas such as plastic, architectural, urban, archaeological, linguistic, sound, musical, audiovisual, film, testimonial, documentary, literary, bibliographic, museological, or anthropological.
Presidential Directive No. 10 of 07 / 2013	Guide for conducting Prior Consultation	The “Guide for conducting Prior Consultation with Ethnic Communities”, the application of which is indicated in this directive, must be used as a tool for inter-institutional coordination, to achieve administrative efficiency, and good governance practices in prior consultation processes with ethnic communities for undertaking projects, such as works or activities.
Decree 2041 / 2014	Ministry of Environment and Sustainable Development.	Title VIII of Law 99 / 1993 on environmental licenses is regulated

<p>Law 1636 / 2013</p>	<p>"By means of which the mechanism for the protection of the unemployed is created in Colombia"</p>	<p>The Public Employment Service, as an efficient and effective employment search tool. General training in basic and specific job skills, provided by the National Learning Service</p>
----------------------------	--	--

Regulation	Title	Specific content
		(Sena), the Family Compensation Funds or quality certified job training institutions; for the purposes of guaranteeing, if necessary, retraining of the unemployed population
Decree 1076 / 2015	"Through which the sole regulatory decree of the environment and sustainable development sector is issued"	Its objective is to compile and rationalize the rules of a regulatory nature that govern the environmental and sustainable development sector and to possess a single legal instrument for said sector. Therefore, it includes the previous regulations contained in Decree 2041 / 2014.
Law 1755 / 2015	"By means of which the fundamental right of petition is regulated and the title of the code of administrative procedure and contentious matters is substituted."	Replace Title II, Right to Petition, Chapter 1, Right to petition before the authorities-General Rules, Chapter II Right to petition before authorities-Special Rules and Chapter TII, Right to petition before private organizations and institutions, Articles 13 to 33, of the First Part of Law 1437 / 2011:
Law 1757 / 2015	"By which provisions are issued regarding the promotion and protection of the right to democratic participation"	The purpose is to promote, protect, and guarantee procedures for the right to participate in political, administrative, economic, social and cultural life, and also to control political power. This law regulates the popular and normative initiative before public corporations, the referendum, the popular consultation, the revocation of the mandate, the plebiscite and the open council; and establishes the fundamental standards by which the democratic participation of civil organizations will be governed.
Decree 1066 / 2015	"By means of which the Single Regulatory Decree of the Administrative Sector of the Interior is issued"	TITLE 3 Prior consultation for general administrative and legislative acts and prior consultation for projects, works, or activities. CHAPTER 1 Prior consultation with the Indigenous and Black Communities for the extraction of natural resources within their territory. CHAPTER 2. Inter-institutional Coordination Protocol for prior consultation

4.3 VERIFYING COMPLIANCE

4.3.1 VERIFYING COMPLIANCE WITH MINIMUM SOCIAL MANAGEMENT REQUIREMENTS

The Social and Shared Value Management of **GEB S.A. E.S.P.**, or its substitute, may at any time request the contract auditor the authorization to verify contractor compliance of the minimum requirements contemplated in this chapter.

4.3.2 CLASSES OF SOCIAL RISKS

* Social and Shared Value Management risks are not defined for the duration of the contract, because the social risks depend on the relationship and proximity with the interest groups, especially the communities in the area of influence of **GEB S.A. E.S.P.**

Social and Shared Value Management is responsible for identifying, assessing, defining, and monitoring the social risks that may affect the operations and / or activities of **GEB S.A. E.S.P.** The foregoing does not absolve the actions of **CONTRACTORS** and **SUBCONTRACTORS** in the management of social risk.

SOCIAL RISK LEVEL IN HIRING BY EL GRUPO ENERGÍA BOGOTÁ		
CATEGORY	CRITICITY	RISK CLASSIFICATION
SOCIAL AND SHARED VALUE MANAGEMENT	LOW	1
	MEDIUM	2
	HIGH	3

- **High Risk**

High impact on **GEB S.A. E.S.P.** stakeholders permanently in the territory (example: communities, local authorities, union groups, NGOs, etc.) that, due to their proximity, create a negative impact on the social climate, reputation, delays in schedules, and costs.

- **Medium risk**

Moderate impact on **GEB S.A. E.S.P.** stakeholders permanently in the territory (example: communities, local authorities, union groups, NGOs, etc.)

that, due to their proximity, create a negative impact on the social climate, reputation, delays in schedules, and costs.

- **Low risk**

Low impact on **GEB S.A. E.S.P.** stakeholders permanently in the territory (example: communities, local authorities, union groups, NGOs, etc.) that, due to their proximity, create a negative impact on the social climate, reputation, delays in schedules, and costs.

RISK CLASSIFICATION TABLE FOR CONTRACTORS	
ACTIVITY RISK LEVEL ACCORDING TO CONTRACT PURPOSE	RISK LEVEL
<ul style="list-style-type: none"> * Management activities. * Office tasks (document management, in-house messaging, cleaning and cafeteria). * Professional Engineering Services not including field activities (Updating of designs, structural designs, architectural designs, design review). * Legal services (advice on civil, commercial, labor law, regulatory framework, legal consulting). * Preparing reports (auditor reports, management, sustainability, presentations). * Marketing and distribution (Market studies; qualitative, quantitative, feasibility, perception, market research). * Management advisory services (corporate strategy, supply, process consulting). * Human resources services (human management, consulting on organizational culture) * Cleaning and cleaning services (administrative headquarters, offices). * Supply and maintenance of computer equipment. * On-site maintenance and installation of equipment in administrative headquarters. * Cargo and staff transportation service. * Advertising and marketing activities with field activities * Leisure, recreational and wellness activities that include physical activity. * Supply of logistics services with installation * Vehicle maintenance. * Leisure, recreational and wellness activities * Disclosure and dissemination activities. * Study and design with field activities 	1
<ul style="list-style-type: none"> * Waste management (sampling, collection and waste disposal) * On-site maintenance * Geotechnical activities * Logistics services * Specialized technical services (civil works consultancy, meter calibration, grounding measurement, operation tests, thermography) * Real estate services (consultancy in real estate management, updating of appraisals) * Managing properties and easements * Professional engineering services with field activities (consulting, cartography, updating of designs, structural designs, architectural designs, design review) * Consulting and environmental studies with field activities * Specialized technical consultancies with field activities * Environmental management (socio-political analysis, consultancy and advice on sustainability models, environmental reports, environmental licenses) * Technical studies and analysis (oil analysis, contaminated elements) with field activities 	2
<ul style="list-style-type: none"> * Operation, construction, expansion and maintenance activities on transmission lines and SE * Consulting with field activities. * Constructing civil works, transmission lines in distribution networks, in SE * Community and social services (awareness activities, community relations, cooperation agreements) * Auditing (engineering, gas pipelines, technique, projects) with activities in the field. * Maintenance, adjustments and repairs with activities in the field. * Projects to expand operational capacity and improve infrastructure in operation. * Auditing of work and maintenance. 	3

Minimum Requirements in Social Management for Contractors and Subcontractors				
RISK LEVEL	1	2	3	APPLICABLE LEGAL REQUIREMENTS
4.4 GENERAL GUIDELINES FOR SOCIAL MANAGEMENT		X	X	Political Constitution of Colombia 1991 / Law 70 of 1993 / Decree 1320 of 1998 / Law 743 of 2002 / ILO Convention 169 of 1989 / Law 850 of 2003 / Presidential Directive No. 10 of 07-2013 / Decree 1076 of 2015 / Decree 1066 of 2015 / Law 1185 of 2008 / Decree 2041 of 2014 / Law 1755 of 2015 / Law 134 of 1994 / Law 850 of 2003 / Decree 330 of 2007 / Law 1757 of 2015 / Law 1636 of 2013 / Decree 1066 of 2015
4.5 LOCAL AND REGIONAL LABOR			X	Political Constitution of Colombia 1991 / Law 70 of 1993 / Decree 1320 of 1998 / Law 743 of 2002 / Law 1551 of 2012 / Law 1636 of 2013 / Decree 1066 of 2015 / Decree 2852 of 2013 / Resolution 2605 of 2014 / Resolution 000129 of 03-03-2015
4.6 PROCUREMENT OF LOCAL GOODS AND SERVICES		X	X	Political Constitution of Colombia 1991 / Law 70 of 1993 / Decree 1320 of 1998 / Law 743 of 2002 / Law 1551 of 2012 / Law 1636 of 2013 / Decree 1066 of 2015 / Decree 2852 of 2013 / Resolution 2605 of 2014 / Resolution 000129 of 03-03-2015
4.7 RESPONSE TO COMPLAINTS, PETITIONS, AND CLAIMS		X	X	Political Constitution of Colombia 1991 / Law 70 of 1993 / Decree 1320 of 1998 / Law 743 of 2002 / Law 1551 of 2012 / Law 1636 of 2013 / Decree 1066 of 2015 / Decree 2852 of 2013 / Resolution 2605 of 2014 / Resolution 000129 of 03-03-2015
4.8 PARTICIPATION GUIDELINES			X	Political Constitution of Colombia 1991 / Law 70 of 1993 / Decree 1320 of 1998 / Law 743 of 2002 / Law 134 of 1994 / Law 850 of 2003 / Decree 330 of 2007 / Law 1757 of the 2015
4.9 USING ROADS DURING CONTRACT			X	Political Constitution of Colombia 1991 / Law 70 of 1993 / Decree 1320 of 1998 / Law 743 of 2002
4.10 ATTENTION TO ALARMS AND SOCIAL EVENTS			X	Political Constitution of Colombia 1991 / Law 70 of 1993 / Decree 1320 of 1998 / Law 743 of 2002 / ILO Convention 169 of 1989 / Law 850 of 2003 / Presidential Directive No. 10 of 07-2013 / Decree 1076 of 2015 / Decree 1066 of 2015 / Law 1185 of 2008 / Decree 2041 of 2014 / Law 1755 of 2015 / Law 134 of 1994 / Law 850 of 2003 / Decree 330 of 2007 / Law 1757 of 2015 / Law 1636 of 2013 / Decree 1066 of 2015

4.4 GENERAL GUIDELINES FOR SOCIAL MANAGEMENT

This Manual establishes the action framework for Social Management issues for the **CONTRACTORS AND SUBCONTRACTORS** of **GEB S.A. E.S.P.** in accordance with the contract scope. The Manual guarantees social viability and sustainability where the company is present by preventing and managing associated risks and impacts, and creating value for its stakeholders while adhering to framework of respect for Human Rights and the Sustainable Development Goals. When applying this Manual, the following aspects shall be taken into account: Local and Regional Workforce; Procuring Local Goods and Services; Attending Complaints, Petition and Claims; Participation Guidelines; Using roads during the contract; Attending Alarms and Social Events; Social responsibility of **CONTRACTORS** and other issues that may arise during the entire course of the project.

-
- a. **CONTRACTORS** must execute responsibly and with the appropriate quality activities related to the object and scope of the contract. **CONTRACTORS** must ensure that they frame activities per **GEB S.A. E.S.P.** policies, thereby promoting the welfare of

- communities, minimizing environmental impact, and generating shared value where **GEB S.A. E.S.P.** is present. The foregoing should be within the framework of respect for Human Rights and in compliance with Sustainable Development Goals.
- b. Prior to commencing work, **CONTRACTORS** must present a work plan focusing on social issues that consider the EMP and its management requirements for approval by the Directorate of Sustainability-Social Management and Shared Value of **GEB S.A. E.S.P.**
 - c. The person responsible for the contract, and / or their substitute in the field, must support the Social Management group to facilitate progress on the project, work, and / or operations. Their participation contributes to decision-making, performing activities, and submitting timely and accurate information.
 - d. In order to comply with that enshrined in this Manual, **CONTRACTORS** must have a professional with certified experience in Social Management for mining-energy infrastructure, linear projects, and / or those defined in the contract. The person must be permanently in the field and with the technical and financial resources they require.
 - e. When changing social personnel, **CONTRACTORS** must report the same in writing to **GEB S.A. E.S.P.**, to the head of the Contract Auditor, so as to approve the replacement professional in the shortest time possible; Likewise, **CONTRACTORS** must guarantee prior submission of the resumes to the Department of Sustainability-Social Management and Shared Value of **GEB S.A. E.S.P.** Professionals without the corresponding profile will not be approved by the Audit Office or formally accepted by **GEB S.A. E.S.P.**
 - f. Both **CONTRACTORS** and the personnel involved in the Contract must attend an initial induction as a requirement before commencing activities. This induction must be undertaken in Bogotá or at the regional headquarters, as previously determined by **GEB S.A. E.S.P.**
 - g. Should any repercussion emanate from **CONTRACTORS AND SUBCONTRACTORS** breaching commitments and / or agreements, the same must assume and resolve said breaches thereby mitigating any economic, reputational or moral harm to **GEB S.A. E.S.P.** The breaches must be previously informed to the Directorate of Sustainability-Social Management and Shared Value.
 - h. **CONTRACTORS** must abide by the observations of the Department of Sustainability-Social Management and Shared Value of **GEB S.A. E.S.P.** in terms of respecting the social values and cultural traits of the regions where they operate.
 - i. When **CONTRACTORS** or any of their **SUBCONTRACTORS** carry out social relations activities or any other requirement before communities, local and / or regional institutions or other social actors, the activities must be planned with the knowledge of the **GEB S.A. E.S.P.** social team and with the respective cooperation of the field social manager designated by **GEB S.A. E.S.P.** The foregoing does not exempt **CONTRACTORS** or any of their **SUBCONTRACTORS** to respond, participate, and report directly and immediately on the requirements and / or agreements made with the communities,

- local and / or regional institutions, or other social actors. If the person in charge or designated by **GEB S.A. E.S.P.** cannot participate, **CONTRACTORS** must always submit as a minimum the minutes or proceedings of the meeting.
- j. **CONTRACTORS** must comply with all the requirements of the Environmental Management Plan (EMP), Environmental Impact Study (EIA), environmental licenses corresponding to the project and / or operation before the appropriate Authorities. Furthermore, they must submit the information that is requested there for the environmental compliance reports (ECR) to **GEB S.A. E.S.P.** within the stipulated terms.
 - k. The presentation of reports, statistics, and others that **GEB S.A. E.S.P.** requires. Their frequency will be determined at the initial meeting and meeting follow-ups.
 - l. **CONTRACTORS** and their **SUBCONTRACTORS** must take special care when dealing with the owners, administrators, managers and / or residents of the properties related to the project's area of influence. This care also extends to displaying respect and proper cordiality with the dignitaries of the Community Action Boards, Municipal Authorities, or other social actors, and in general with the population that inhabits the Project's area of influence.
 - m. **CONTRACTORS** must refrain from entering or undertaking work on land owned by third parties without previously having the written permission of the owners, possessors, holders, occupants (whatever applies in each case) of the properties subject to the activities.
 - n. When requiring access permits to private properties to perform tasks related to the contract, **CONTRACTORS** must manage the commencement and finalization in a timely manner, only after prior coordination with the Sustainability Directorate - Land Management of **GEB S.A. E.S.P.** **CONTRACTORS** must leave evidence of the management carried out in the monitoring reports that must be prepared and produced in the respective documents (including photographic records and other documents required by **GEB S.A. E.S.P.**), before and after the intervention, which they must attach to the aforementioned report.
 - o. **CONTRACTORS** must prepare the neighborhood policies required for undertaking the project.
 - p. **GEB S.A. E.S.P.** must demand proof of payment signed by the Sustainability Directorate - Social Management and Shared Value, for the settlement of the Contract.
 - q. **CONTRACTORS** must give recognition to **GEB S.A. E.S.P.** for the actions that it carries out for the benefit of communities, local and / or regional institutions, or other social actors.
 - r. **CONTRACTORS** must provide an awareness induction to all site workers on archaeological heritage, its characteristics, importance, and the applicable legislation.

4.5 LOCAL AND REGIONAL LABOR

This **GEB S.A. E.S.P.** Manual will be applied by **CONTRACTORS** and **SUBCONTRACTORS** to all contract activities. The area of

application of this procedure will correspond in principle to the areas of influence where the company is undertaking activities. Furthermore, knowledge and application of the provisions of the Substantive Labor Code and, in general, all norms, decrees, or laws that support the rights and duties of companies and workers in the country must be taken into consideration. Additionally, **CONTRACTORS** must give special attention to the following regulations in force, or their substitutes:

- Law 1551 / 2012 “By which regulations are issued to modernize the organization and operation of municipalities” (the certification of residence is established solely by the municipal mayor).
 - Law 1636 / 2013 “By means of which the mechanism for the protection of the unemployed is created in Colombia.”
 - Decree 2852 / 2013 “By which the Public Employment Service and the benefits regime of the Unemployed Protection Mechanism are regulated, and other provisions are issued.”
 - Resolution 2605 of 2014 “By which guidelines are established and the reporting of vacancies provided for in article 13 of Decree No. 2852 of 2013 is regulated.”
 - Resolution 000129 / 03-03-2015 “By which the guidelines on the registration and publication of vacancies are undertaken.”
- a. **CONTRACTORS** must apply this Manual with the guidance of the **GEB S.A. E.S.P.** social professional and maintain evidence of the management carried out throughout the contract. The foregoing includes the creation of vacancies, publication in places easily accessed by the community, and the selection and hiring process. Note that the publication of vacancies must be directed to the villages of the area of influence (AI) for unskilled labor, and to the municipality as a whole for qualified labor.
- b. **CONTRACTORS** and **SUBCONTRACTORS** must hire 100% of the unskilled labor force from the AI areas of influence. If this percentage is not fulfilled by the AI, after due justification, **CONTRACTORS** or any of their **SUBCONTRACTORS** must expand coverage, in accordance with the provisions of this Manual.
- c. Regarding skilled labor personnel, **CONTRACTORS** and their **SUBCONTRACTORS** must strive to contract the largest amount of local skilled labor belonging to the AI, as required by the project.
- d. If the required personnel are not found, **CONTRACTORS** must implement the AI participation system according to territorial scope. They must advertise again, expanding coverage to first neighboring municipalities, then at the department level, and finally at the national level. This process must be sufficiently documented and must be aligned with the management strategy in each territory.

- e. Should the **GEB S.A. E.S.P.** social professional, or local and / or community authorities solicit using the local labor hiring process through the Public Employment System (SPE, for the Spanish original), this activity will be carried out in accordance with the regulations in force for the National Labor Hiring Process and authorized employment agencies in the area.
- f. **CONTRACTORS** must keep and submit in their periodic reports the unskilled and skilled workers register during the works using the corresponding form. The form must be sent to the personnel of the **GEB S.A. E.S.P.** Social Management area.
- g. In the framework for operational emergencies and unscheduled maintenance that endanger the operation, the environment, the communities, and that imply an immediate mobilization of personnel currently hired, the application of this paragraph is not applicable. However, if 10 calendar days after the declaration of the emergency, work has not been carried out in the field, the procedure for contracting labor will be applied in accordance to that defined in this Manual. **CONTRACTORS** must aim to use the Manual for routine activities once the emergency has been attended to. Furthermore, **GEB S.A. E.S.P.** is directly in charge of every action related to the environment, contact, and coordination with communities, municipal, and departmental authorities and regulatory institutions, as required for undertaking the project and / or operation.

4.6 PROCURING LOCAL GOODS AND SERVICES

This Manual must be applied by **GEB S.A. E.S.P. CONTRACTORS** and **SUBCONTRACTORS** for all procurement activities related to local goods and services. This activity seeks to revitalize the local economy in the AIs of **GEB S.A. E.S.P.** As such, **CONTRACTORS** and **SUBCONTRACTORS** must take into account the following issues:

- a. If any claim is made by local suppliers of goods and services re their participation in the works, **CONTRACTORS** and **SUBCONTRACTORS** must prioritize the procurement of local goods and services, as long as they meet the delivery, quality, and price requirements in accordance with work requirements. **CONTRACTORS** must inform the **GEB S.A. E.S.P.** Sustainability Department and manage the situation in such a way that it does not affect work or the schedule.
- b. If **CONTRACTORS** and **SUBCONTRACTORS** do not link goods and services in the IA of the **GEB S.A. E.S.P.**, must submit a report to the Sustainability Directorate of the **GEB S.A. E.S.P.** in writing detailing the situation and the care measures so as not to impact the social climate around the areas of operations.

- c. When being supplied goods and services, **CONTRACTORS** and **SUBCONTRACTORS** must guarantee their supplier implements good practices for hiring its employees by applying the provisions of the Substantive Labor Code and, in general, all norms, decrees or laws that support the rights and duties of both companies and workers in the country.
- d. If **CONTRACTORS** and **SUBCONTRACTORS** cannot procure the goods and services in the **GEB S.A. E.S.P.** AI, they must expand the territorial search parameters to procure in neighboring municipalities, then at a Department level, and finally at a national level. This process must be sufficiently documented and must be aligned with the management strategy in each territory.
- e. If operational emergencies and unscheduled maintenance put the operation, the environment, communities and suppliers at risk, and imply an immediate mobilization of personnel and the use of goods and services already acquired, there is no requirement to apply this clause. However, if 10 calendar days after the declaration of the emergency field work has not been carried out, the goods and services procedure in this Manual must be applied. **CONTRACTORS** must aim to use the Manual for routine activities once the emergency has been attended to. Furthermore, **GEB S.A. E.S.P.** is directly in charge of every action related to the environment, contact, and coordination with communities, municipal, and departmental authorities and regulatory institutions, as required for undertaking the project and / or operation.

4.7 RESPONSE TO COMPLAINTS, PETITIONS, CLAIMS and REQUESTS

GEB S.A. E.S.P. CONTRACTORS and **SUBCONTRACTORS** must apply this Manual when undertaking the actions to guarantee the satisfaction of the community's requirements by attending petitions, complaints, claims and requests (PQRS, for the Spanish original) associated with the project and / or operation, and by clearly establishing the procedure for reception, attention, and response.

- a. **CONTRACTORS** must undertake actions that guarantee satisfaction in meeting the requirements of the community or interest groups, through an orderly system of attention to petitions, complaints, claims and requests (PQRS), associated with the Project and / or Operation, clearly establishing the procedure for reception, attention and response. The system must have criteria for classifying, monitoring, and measuring the agility to respond and close the issues.
- b. **CONTRACTORS** must guarantee the handling of and response to the petitions, complaints, claims and requests submitted by the interest groups. **CONTRACTORS** are obliged to adequately attend to these according to current regulations and

the guidelines established by **GEB S.A. E.S.P.** in Presidential Decision 00000077 “by which the instruction manual of petition rights is adopted in compliance with law number 1755 / July 30, 2015, through which the fundamental right of Petition is regulated and a title of the administrative procedure and contentious-administrative matters code is substituted”.

- c. During the construction phase of the transmission project, **CONTRACTORS** must provide community service points in the Municipalities of the **GEB S.A. E.S.P.** AI. The **CONTRACTORS**' social professionals must attend to the community at least once a week and will receive the PQRS that stakeholders submit.
- d. **CONTRACTORS** must permanently interact with the interest groups in the **GEB S.A. E.S.P.** AI, in the spaces and on the days designated for PQRS. **CONTRACTORS** must follow up on the information sent through the PQRS and must include all the communications that are designed for the project and / or operation.
- e. During the construction phase of the transmission project, **CONTRACTORS** must report daily to **GEB S.A. E.S.P.**, or its designee, communicating the PQRS received by any means, whether via service points, emails, **CONTRACTOR** offices, or through their employees.
- f. **CONTRACTORS** must keep a database of PQRS received by any means. They shall record: petitioner name, petitioner contact, PQRS receipt date, subject to which it refers, area to which it is addressed, PQRS expiration time, response delivery date, with the respective petitioner signature for its receipt, and whether it is a partial or definitive closure.
- g. **CONTRACTORS** must keep a physical file of PQRS with their respective requests and closure. **CONTRACTORS** shall submit the original documents to **GEB S.A. E.S.P.** on a monthly basis, whilst filing a reference copy.

4.8 PARTICIPATION GUIDELINES

GEB S.A. E.S.P. CONTRACTORS and **SUBCONTRACTORS** must apply this Manual to the spaces required, both in terms of content in the Environmental License, and in what is requested by **GEB S.A. E.S.P.**

- a. **CONTRACTORS** must where necessary attend and participate in the spaces for relations, informational meetings, coordination meetings, trainings, and others with stakeholders, as programmed by the **GEB S.A. E.S.P.** Sustainability Directorate during the project. Attendance at these spaces may be at the project headquarters (Regional), or in the areas of influence in the field.

- b. **CONTRACTORS** must participate in all participation guideline spaces that are required to comply with the Information and Communication program. The program is an integral part of the Environmental Management Plan of the project and / or operation and other spaces that are required for performing the contract. **GEB S.A. E.S.P.** social professional shall coordinate these spaces and will be in charge of making scheduling, inviting stakeholders, or possible designating the scheduling **CONTRACTORS**.
- c. **CONTRACTORS** must coordinate with the **GEB S.A. E.S.P.** social professional on the social relations presentation content. Matters to include are: the hiring of labor, personnel to be hired, profiles required in the community, community service space, among other pertinent considerations. The **GEB S.A. E.S.P.** social professional, or their designee, must approve the presentation. To clarify, these planning spaces must be scheduled with sufficient time prior to the social relations meetings.
- d. Per the **GEB S.A. E.S.P.** forms provided, **CONTRACTORS** must record the meeting minutes and / or proceedings and attendance list of any meeting with AI stakeholders. The minutes with communities will be presented in print preferably, or filled out by hand, with good spelling and handwriting. Accompanying the minutes there must be the attendance list, plus a photographic and / or film record, only if so authorized by the community. The minutes will be read and adjusted in plenary to obtain their final approval and signature. A copy must be left for the community group representatives for their filing and monitoring of commitments.

4.9 USING ROADS DURING THE CONTRACT

This Manual guides **CONTRACTORS** on managing tertiary roads and relations with **GEB S.A. E.S.P.** AI communities. This aims to maintain harmonious relationships with communities without affecting their mobility, or the state of the roads.

- a. **CONTRACTORS** must submit a road use plan prior to commencing the works (transmission line, electrical substations, etc.) to be implemented during the construction stage. The contract auditor and the Sustainability Directorate of the **GEB S.A. E.S.P.** shall appraise and, if appropriate, approve the plan.
- b. Prior to commencing, **CONTRACTORS** must carry out an inventory of the public and private roads required for the project. Once project activities are completed, **CONTRACTORS** must deliver a proof of payment for the roads, as well as evidence of leaving the roads in the same conditions as first found, with the signature of the respective roads administrators (municipal authorities, presidents of community groups, owners of private properties).

- c. **CONTRACTORS** must inform of and design a transport mobilization procedure for the materials, machinery, equipment, tools, and personnel required for the construction of the project.
- d. **CONTRACTORS** must devise a strategy for accident rate reduction on the roads to be used during project construction. They must identify the risks so as to implement controls, and preventive and safety actions.
- e. **CONTRACTORS** must survey the access roads to the work sites to be used during the project in order to assess their physical state prior to commencement. The survey must be done in the presence of communities and their leaders, road users, and with the pertinent municipal administrations.
- f. **CONTRACTORS** must detail the access roads that lead to the work sites, camps, cabling squares, collection centers, and other project-related sites. This activity helps identify the actions and works required for the adaptation and conservation of roads in order to leave them at least in similar operating conditions to which they were originally found.
- g. **CONTRACTORS** must produce a maintenance plan for the community or tertiary roads to be used during the project. Additionally there must be a traffic management plan to guarantee the safety of users and of the loads to be transported.

4.10 ATTENTION TO ALARMS AND SOCIAL EVENTS

This Manual seeks to promote pertinent and precise attention to the civil actions (blockades and / or demonstrations) that stakeholders undertake against **GEB S.A. E.S.P.** electricity transmission projects in their various stages (licensing, construction and operation). We seek to use dialog, agreement and negotiation as ways of exchanging different points of view in order to perpetuate neighborly and trusting relations in the company's AIs.

- a. **CONTRACTORS** must anticipate and proactively manage possible social conflicts between stakeholders and **GEB S.A. E.S.P.** within the framework of respecting Human Rights, and thereby avoiding civil actions.
- b. **CONTRACTORS** must pay attention to the social climate in the AI where it's undertaking the project. This includes keeping an Alarm Matrix that must be completed and submitted to the **GEB S.A. E.S.P.** social professional or to their designee in the area. The document must be submitted

weekly for construction phase activities. Together with the Alarm Matrix, **CONTRACTORS** must submit to **GEB S.A. E.S.P.** action measures to prevent events occurring that may affect the social climate in the AI.

- c. If an alarm situation arises due to civil actions (blockades or demonstrations), **CONTRACTORS** must report the same within a period of no greater more than 3 hours after the event occurs to the **GEB S.A. E.S.P.** social professional, or their designee. **CONTRACTORS** shall furthermore attend in a timely manner to the requests that are made, including coordination meetings to address the civil actions and the meetings with the communities that are demonstrating.

4.11 CONTRACTOR SOCIAL RESPONSIBILITY

If within their Corporate Social Responsibility program, **CONTRACTORS** plan to implement a Social Investment Project in the AI of the project and / or operation, the initiative shall be fully coordinated with the **GEB S.A. E.S.P.** Social Management professional. In any case, **GEB S.A. E.S.P.** prefers that the initiative complements or supports initiatives already established in the area, and as per the sustainability policy.

DEFINITIONS AND ACRONYMS

1. **High-Potential Accident:** Accidents that could have had VERY SEVERE consequences according to the Risk Assessment Matrix of **GEB**. (Source: Occupational Safety and Health Management)
2. **Serious accident:** One that results in the amputation of any body part; long bone fracture (femur, tibia, fibula, humerus, radius and ulna); head trauma; second and third degree burns; severe hand injuries, such as crushing or burns; severe spinal injuries involving the spinal cord; eye injuries that compromise vision, or injuries that compromise hearing. (Source: Resolution 1401 / 2007).
3. **Recycling:** An action aimed at collecting products discarded by consumer at the end of their useful life and that are subject to management plans to be transformed into post-consumer products, in a place equipped for that purpose, in a safe and environmentally appropriate way, in order to facilitate its regulation and subsequent comprehensive management. The place where this activity takes place will be called the recycling center. (Source: Environmental Management)
4. **Social actor:** Individual or collective entity that inhabits and / or exercises power in a territory and generally integrates one or more social networks. Faced with a project or infrastructure, it has particular or collective interests and expectations, and has the ability to affect the activities of **GEB S.A. E.S.P.** (Source: Social and Shared Value Department)
5. **Aquifer:** A rock or sediment body, capable of storing and transmitting water, and understood as the system that involves recharge, transit and discharge areas, as well as interactions with other similar units, surface and marine waters. (Source: Environmental Management)
6. **Groundwater:** Underflow and those hidden below the ground surface or seabed that spring naturally, via as springs and sources captured at the site of upwelling, or those that require works such as wells, filtering galleries, or other similar works. (Source: Environmental Management)
7. **Air:** The component that forms the Earth's atmosphere, made up of a gaseous mixture whose volumetric composition is at least: twenty percent oxygen, seventy-seven percent nitrogen, and variable proportions of inert gases and water vapor. (Source: Environmental Management)
8. **Storage:** It is the temporary warehousing of hazardous or non-hazardous waste or waste in a defined physical space and for a specified time prior to its use and / or recovery, treatment and / or final disposal. (Source: Environmental Management)

9. **Safe Work Analysis (SWA)** A logical thought methodology that establishes risk control measures by identifying the hazards and impacts associated with each stage of work. (Source: Occupational Safety and Health Management)
10. **Exploitation:** The use of resources by man. From timber and non-timber resources originating from wild flora and forest plantations. (Source: Environmental Management)
11. **Area of Influence (AI)** Area in which projects, works, or activities cause significant environmental impacts on abiotic, biotic, and socioeconomic environments, manifesting in an objective and quantifiable way, in each of the components of said environments. (Source: Social and Shared Value Department)
12. **Area of Social Influence:** For the purposes of this Manual, area of social influence is understood as the set of territorial units recognized administratively or socially (villages, police inspections, townships, municipalities, departments, reservations, town councils, community councils and partialities with territory) in which **GEB S.A. E.S.P.** has or plans to develop infrastructure such as electrical substations and easements for high voltage power lines, so as to achieve its corporate objectives. (Source: Social and Shared Value Department)
13. **Atmosphere:** Gaseous layer that surrounds the Earth. (Source: Environmental Management)
14. **Goods and Services:** Any service or item that **CONTRACTORS AND SUBCONTRACTORS** require for to achieve their corporate purpose or undertake a specific project. (Source: Social and Shared Value Department)
15. **Community:** A social group not necessarily homogeneous in its composition, located in a territory, which at a certain moment shares a common situation (that of being included in a project), and which can have varying interests and needs. The community also shares a common social heritage and recognition of a shared history and identity. (Source: Social and Shared Value Department)
16. **Contractor:** Any natural or legal person hired by GEB S.A. E.S.P. other than its employees to: a) Undertake all or part of the contract, as long as it has been authorized by GEB S.A. E.S.P., b) Perform related, complementary, or advisory activities for the fulfillment of the contractual purpose. (Source: Social and Shared Value Department)
17. **Contract:** A contract is understood to be the document signed between the parties, where reciprocal obligations are created in order to fulfill a purpose, which can be expressed as Agreement, Covenant, Contract, Service Order or Purchase Order. (Source: Social and Shared Value Department)

- 18. Final Disposal:** The process of isolating and confining hazardous residues or wastes, especially those that are not usable, in specially selected, designed places, and duly authorized to avoid contamination, damage or risks to human health and the environment. (Source: Environmental Management)
- 19. Personal Protective Equipment (PPE):** The Personal Protection Equipment have as their main purpose or function to protect the body and avoid the risk of suffering injury or illness. (Source: Occupational Safety and Health Management)
- 20. Noise emission:** The sound pressure generated by any medium that transcends the environment or public space. (Source: Environmental Management)
- 21. Emission:** It is the discharge of a substance or element into the air in solid, liquid, or gaseous state, or in a combination of the same, from a fixed or mobile source. (Source: Environmental Management)
- 22. Environmental Impact Assessment (EIA).** A set of information that allows decision-making by the environmental authority at the request of an environmental license petitioner. An EIA involves measures of prevention, correction, compensation, and mitigation of impacts and negative effects of a project, work, or activity. (Source: Social and Shared Value Department)
- 23. FURAT:** Work Accident Single Format Report (Source: Occupational Safety and Health Management)
- 24. External safety factors:** Incidents related to public safety and coexistence based on official information from the National Police and whose manifestation occurs in areas of direct interest to Grupo Energía Bogotá. The Security Management defined the following incidents as external factors: robbery, personal injury, homicide, kidnapping, extortion, and terrorism. (Source: Services and Infrastructure Management)
- 25. Internal safety factors:** These are incidents or actions that directly affect Grupo Energía Bogotá S.A. E.S.P., such as property theft, acts of sabotage (understood according to Colombian legislation as individual or collective actions aimed at suspending or paralyzing work through the destruction, disablement, concealment, or in any other way damage tools, databases, software, facilities, equipment, or raw materials), against administrative and operational headquarters, and events affecting the physical and personal integrity of employees. (Source: Services and Infrastructure Management)
- 26. Fixed source:** The emission source located in a determined and immovable place even when the discharge of pollutants is dispersed. (Source: Environmental Management)

- 27. Mobile source:** the source of emission that, due to its use or purpose, is susceptible to movement, such as motor vehicles transport vehicles of any nature. (Source: Environmental Management)
- 28. GEB:** Grupo Energía Bogotá S.A. ESP (Source: Occupational Safety and Health Management)
- 29. Social Management:** Dynamic and systemic process of actions and decision-making that facilitate the social viability of the projects and the subsequent coexistence with the infrastructure. (Source: Social and Shared Value Department)
- 30. Stakeholders:** Individual or group that has an interest in any decision or activity of the organization. Stakeholders may be affected or affect the Company and its ability to successfully implement its strategies. (Source: Social and Shared Value Department)
- 31. Environmental impact:** Any alteration in the biotic, abiotic, and socioeconomic environment that is adverse or beneficial, total or partial, that can be attributed to undertaking a project, work, or activity. (Source: Environmental Management)
- 32. Impact:** Change in a system, whether physical, biological, social or political, which generates a reaction, positive and / or negative, depending on the management and the control that is had over it. (Source: Social and Shared Value Department)
- 33. Physical security incident:** Event or act that puts the physical integrity of employees and / or the security of goods and infrastructure at risk. (Source: Occupational Safety and Health Management)
- 34. Work incident:** An event that occurs during work or in connection with the same, which had the potential to be an accident, in which people were involved without suffering injuries or property damage and / or loss in the process. (Source: Resolution 1401 / 2007).
- 35. Environmental license:** Authorization granted by the competent environmental authority, via an administrative act to a person or company to undertake a project, works or activities in accordance with the law and also regulations. The foregoing actions may cause serious deterioration to renewable natural resources or the environment, or provoke considerable or noticeable modifications to the landscape. The license establishes the requirements, obligations, and conditions that the beneficiary of the environmental license must comply with to prevent, mitigate, correct, and compensate the environmental effects produced by the authorized project, work, or activity. The environmental license covers all permits, authorizations, and / or concessions for the use or extraction of, and / or harm to renewable natural resources, which are necessary for the service life of the project, work, or activity. (Source: Social and Shared Value Department)
- 36. Skilled labor:** Workers who have qualification or certification in some specific art or work, which is verifiable. The

requirements for their profile will be adjusted depending on the specific needs of the work to be carried out. (Source: Social and Shared Value Department)

- 37. Unskilled labor:** Workers who do not have a qualification or certification of studies in any specific art or work. Therefore, the requirements for their profile are limited to basic studies such as primary education, vocational secondary, or high school. (Source: Social and Shared Value Department)
- 38. MEDEVAC:** Step-by-step procedure to transfer injured patients to the nearest specialized medical center. (Source: Occupational Safety and Health Management)
- 39. Compensation measures:** Actions aimed at compensating and reimbursing communities, regions, localities, and the natural environment for the negative impacts or effects stemming from a project, work or activity, which cannot be avoided, corrected, or mitigated. (Source: Environmental Management)
- 40. Corrective measures:** Actions aimed at recovering, restoring, or repairing the conditions of the environment affected by the project, work, or activity. (Source: Environmental Management)
- 41. Mitigation measures:** Actions aimed at reducing the negative impacts and effects that a project, work, or activity may have on the environment. (Source: Environmental Management)
- 42. Preventive measures:** Actions aimed at reducing the negative impacts and effects that a project, work, or activity may have on the environment. (Source: Environmental Management)
- 43. PTAM work plan:** Work plan for activities in the transmission infrastructure in operation: A document in which, according to the requirement of Art.10 Res 1348 / 2009, the planning, operational, and safety conditions for work are communicated. This document is fill out for each activity, regardless of its duration. For a routine activity or with a broad execution horizon, the frequency will be defined by the contract auditor. (Source: Occupational Safety and Health Management)
- 44. Work Permit (WP):** Authorization granted by the area supervisor to an assigned person(s) to carry out a specific activity with a limited scope on a defined equipment or system, and also on an established date, time, and location and under previously agreed conditions. Additionally, said person verifies the prevention and protection measures to be used during the work. (Source: Occupational Safety and Health Management)
- 45. Strategic Road Safety Plan:** The official planning instrument that contains the actions, mechanisms, strategies, and measures which must be adopted by the entities, organizations, or companies of the public and private sector in Colombia.

The foregoing aims to achieve Road Safety as an inherent condition in the human being and thus avoid or reduce road accidents for the employees of their companies, businesses or organizations, and reduce the effects of traffic accidents (Source: Decree 1079 / 2015).

- 46. Forest Plantation:** Man-made forest resources grown for extraction purposes. (Source: Environmental Management)
- 47. Permanent presence in the territory:** Guaranteeing genuine relations and knowing the needs of the community implies a permanent presence in the territory, via community relations visits, undertaking social, economic and cultural vocation studies; performing key actions to promote trust, as well as the relationship with groups of observers, group of opponents, and favorable groups. (Source: Social and Shared Value Department)
- 48. Program:** Group of related projects, managed in a coordinated manner to obtain benefits and control not available through individual management. All projects within a program are related by a common goal. (Source: Social and Shared Value Department)
- 49. Project:** Temporary effort made to create a single product, service, or result. (Source: Social and Shared Value Department)
- 50. Water resources:** Corresponds to surface, underground, meteoric, and marine waters. (Source: Environmental Management)
- 51. Relations:** The process by which an organization establishes reciprocal links with various stakeholders, promoting their participation, and interacting in equal conditions. The latter is understood in the terms established by the Law within the framework of the Political Constitution of Colombia. This corresponds to entities such as **GEB S.A. E.S.P.** who strengthen itself as an institution through the monitoring and affirmation of norms, in order to make the construction of sustainable projects possible over time. (Source: Social and Shared Value Department)
- 52. Hazardous waste:** Residues or waste that, due to their corrosive, reactive, explosive, toxic, flammable, infectious, or radioactive characteristics can cause direct and indirect risks, damage, or harm to human health and the environment. Likewise, packaging, containers, and packaging that were in contact with them are considered hazardous waste. (Source: Environmental Management)
- 53. Waste:** Any object, material, substance, element, or product that is in a solid or semi-solid state, or is liquid or gas contained in containers or tanks, that have been discarded, rejected or delivered because their properties do not allow them to be recycled in the activity in which they were produced, or because current legislation or regulations stipulate as such. (Source: Environmental Management)

- 54. Risk:** Product of combining the probability of a specific unwanted event occurring and the severity of the consequences. (Source: Social and Shared Value Department)
- 55. Safe conduct of mobilization:** The document issued by the corresponding administrative entity to mobilize or transport timber and non-timber products for the first time, and which is granted based on an administrative act that permits as such. (Source: Environmental Management)
- 56. Public Employment Service:** A digital platform that connects company labor demands in the country with the domestic labor supply. The Public Employment Service Unit, a unit attached to the Ministry of Labor, operates the platform. Transparency, equity, and democratic participation are its fundamental pillars. (Source: Social and Shared Value Department)
- 57. AI participation system per territorial scope:** A participation system for labor, goods and services, which is based on the staged search for the required resources, starting with the area around the project site, followed by the next immediately higher territorial level, until then searching at a national level. (Source: Social and Shared Value Department)
- 58. Sustainability:** A way of life aimed at maintaining a balance between economic growth and social and environmental development, promoting trust and commitment with the stakeholders of **GEB S.A. E.S.P.**, as well continuous improvement and positive transformation of the environments where it operates. (Source: Social and Shared Value Department)
- 59. Subcontractor:** A legal person hired by **CONTRACTORS** to undertake activities authorized by GB S.A. E.S.P., for the purposes of the contract. Subcontractors will not have a direct contractual relationship with GEB S.A. E.S.P. (Source: Social and Shared Value Department)
- 60. High Risk Tasks (HRT):** Any activity that, due to its nature or location, implies exposure to dangers, for which if control measures are not taken could become risks with consequences for people, processes, and companies that can be serious, fatal, or catastrophic. **GEB** deems high-risk tasks as: Working in or near energized electrical installations, working at heights, working in excavations and earthworks, working in confined spaces, lifting loads, and working with hazardous energies. (Source: Occupational Safety and Health Management)
- 61. Terms of reference:** The document that contains the general guidelines, and by which the Ministry of the Environment or corporations establish the

requirements to carry out and submit specific studies. (Source: Environmental Management)

- 62. Territory:** An expanse of land delimited by its biophysical complexity (relief, environmental conditions, biodiversity). It is a socially constructed space and is composed historically, economically, culturally, and politically. This includes power relations or possession by an individual or social group, where the activity of the actors is distinct, and thus their appropriation is unequal. The territory is mobile, alterable, unbalanced, and permanently requires new forms of territorial organization. (Source: Social and Shared Value Department)
- 63. Territory work:** Refers to activities to be carried out with AI communities for electrical transmission projects limit to a regional defined by the **GEB S.A. E.S.P.** In general terms, all territories where **GEB S.A. E.S.P.** operates. For the specific case of **CONTRACTORS AND SUBCONTRACTORS**, whose purpose is related to consultancies in the city of Bogotá, this Manual is not applicable. (Source: Social and Shared Value Department)
- 64. Power transmission:** The electricity transport service via high voltage networks, plus the connection services to the National Transmission System and the coordination, control, and supervision of the operation of the transmission assets. The transportation of large blocks of energy corresponds to the high-voltage transmission business, which for Colombia carries 220 and 500 kilovolts (kV). This is the operating business of Grupo Energía Bogotá. (Source: Social and Shared Value Department)
- 65. Territorial unit:** Delimitation of the territory that constitutes a unit of analysis selected depending on the level of detail with which the information is required. This unit is applied to define the area of influence of the components of the socioeconomic environment, and can coincide with the political-administrative division of legally recognized territorial entities, or respond to a social adoption recognized by the same community. (Source: Social and Shared Value Department)
- 66. Project social feasibility:** The steps (identification, relationship and involvement with external and internal stakeholders, social investment, institutional presence in the territory, etc.) that the Company undertakes so that the project progresses harmoniously. Therefore, it is important to understand that the objective will be achieved through sustainability, namely “a continuous process that requires fostering transparent relationships, identifying stakeholders, and permanently involving them to select and prioritize issues” and their expectations and needs, thereby generating relationships of trust.” (Source: Social and Shared Value Department)

DOCUMENT CONTROL

Version No.	Version date	Certificate of approval of documentation	Reason for update
001	10-Mar-2020	026	Version # 001 of the manual is created which replaces the OSH annex. It is created to provide a tool for auditors to manage contracts and define the requirements for their fulfillment to contractors and subcontractors.

	Name	Position	Area
Drafted by:	1. Jorge Alirio Rojas 2. Jairo Enrique Rodriguez 3. Carmen Angelica Lampréa 4. Sara Chaparro	1. Advisor I 2. Works Safety (E) 3. Semi Professional junior 4. Advisor I	1. Management for Occupational Safety and Health Manager 2. Management of Safety 3. Environmental Management 4. Social Management and Shared Value
Reviewed by:	1. Ivan Puentes 2. Jorge Salcedo	1. Head of Occupational Safety and Health Policy	1. Occupational Safety and Health

	<p>3. Fabio Alejandro Giraldo</p> <p>4. Sebastian Devis</p>	<p>2. Manager of Infrastructure and Services</p>	<p>Management</p> <p>2. Management of Safety</p>
--	---	--	--

	5. Sandra Rodríguez 6. Daniel Posada	3. Environmental Manager 4. Head of Social and Shared Value 5. Supply Manager 6. Audit Manager	3. Environmental Management 4. Social and Shared Value Department
Approved by:	Juan Daniel Ávila	Manager of Sustainability	Management of Sustainability

Form **OGE-PRO-004-F-002 GEB Manual Version 01** is part of procedure PRO-004 Document creation, update, or deletion (do not delete this text).