

# GEB Labor Practices Programs 2024

Grupo Energía Bogotá ensures the effective management of its labor practices through robust and transparent programs.



Grupo  
Energía  
Bogotá

*Mejoramos vidas  
con energía  
sostenible y  
competitiva*

# Salary

Learn how GEB implements the guiding principles of its [Corporate Compensation Policy](#):

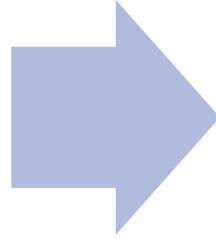
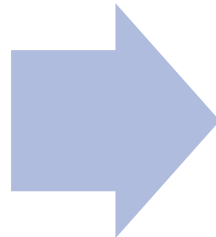
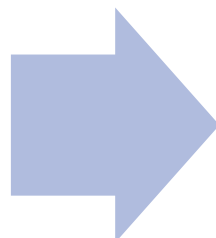
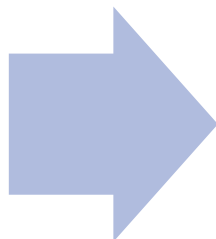
## Guiding principles

*“We pay based on annual market studies, ensuring salary competitiveness in the reference market (external competitiveness).”*

*“We have job evaluation methodologies that include objective criteria to measure the level of contribution of positions to the achievement of the Company's strategic objectives.”*

*“We seek to position ourselves in terms of total compensation around the median of the reference market.”*

*“We offer compensation packages aligned with industry best practices and the markets where the Company operates.”*



## How we implement it

We participate annually in a salary study with a specialized provider, which provides us with information about the positioning of different job positions in the market.

All positions are evaluated using **Mercer's IPE (International Position Evaluation) methodology**, which is recognized worldwide and allows for a specific weight to be given to each position and for competitive compensation to be established compared to the market.

Our benchmark is the **market median**, ensuring we remain **competitive and attract and retain** the best talent.

We offer **fixed pay, variable compensation, and benefits schemes** aligned with the best practices in the markets where we operate.

# Salary Study 2024

In order to ensure adequate and competitive salaries, GEB conducts an annual internal fairness study and an external competitiveness diagnosis with the support of the specialist supplier Mercer.

In the context of the 2024 salary competitiveness update, a salary study was developed for GEB in comparison with a select market in the Colombian energy sector.

The **Internal Equity** reflects the behavior of salary administration, and there is a general **consistency in payment trends**.



## Guaranteed payments

- The study shows that the salary administration is aligned with market payment practices.

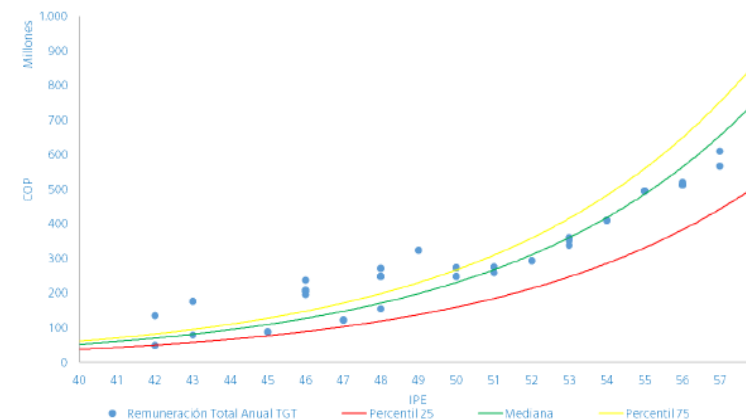


## Benefits

- The study shows a high level of commitment in the company regarding the portfolio of benefits provided to employees.

## GEB Competitiveness

### Remuneración Total TGT – Comp 5



**Components 1 to 5 are within an ideal and competitive pay range compared to the market median.** This reflects a clear alignment with the objectives of attracting, developing, and retaining talent.



# Equal Pay Monitoring

GEB has a strong commitment to diversity, equity, and inclusion, and has no salary differentiation based on any factor associated with sex, gender identity, disability, race/ethnicity, etc. The company's commitment to equal pay is contained in several corporate policies:

## Human Rights Policy

*"Ensure equal pay, ensuring that, under working conditions of equal value, people are paid equally"*

## Compensation Policy

*"We pay according to the level of responsibility and complexity of the position, promoting equal opportunities, free of any type of discrimination and guaranteeing gender equality (internal equity)."*

## Human Resources Policy

*"To have a compensation and benefits scheme, duly approved by the Board of Directors, that guarantees the external competitiveness and internal equity of employees at different levels, within relationships of justice and equity that must exist within the Group."*

GEB monitors gender pay equality as part of its human resources KPIs, and annually discloses the result in its Integrated Report as well as in relevant internal instances.

### GEB-29 Average Salary

	GEB		Enlaza		TGI		Cálida		Contugas		Electrodunas		Cantalloc		Conecta		PowerCo		Business Group	
Average Annual Salary (M COP)	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Executive level (base salary only)	COP 871.14	COP 612.29	COP 597.74	COP 505.49	COP 665.96	COP 710.35	COP 730.14	COP 560.94	COP 346.26	0.00	COP 441.35	COP 366.00	COP 308.07	COP 179.34	COP 488.56	COP 335.34	0.00	0.00	COP 556.15	COP 467.11
Executive level (base salary + other cash incentives)	COP 1,315.28	COP 901.39	COP 879.81	COP 733.80	COP 825.79	COP 880.84	COP 897.03	COP 689.15	COP 403.97	0.00	COP 480.41	COP 366.00	COP 308.07	COP 179.34	COP 572.07	COP 385.64	0.00	0.00	COP 710.30	COP 590.88
Management level (base salary only)	COP 311.24	COP 300.38	COP 316.88	COP 295.19	COP 313.09	COP 311.26	COP 343.69	COP 319.88	COP 236.76	COP 254.40	COP 152.29	COP 158.75	COP 105.85	COP 95.95	COP 247.41	COP 200.55	COP 343.28	0.00	COP 263.39	COP 242.05
Management level (base salary + other cash incentives)	COP 402.06	COP 388.34	COP 410.65	COP 380.34	COP 388.23	COP 385.97	COP 422.24	COP 393.00	COP 276.22	COP 296.80	COP 154.30	COP 158.75	COP 105.85	COP 95.95	COP 284.52	COP 230.64	COP 343.28	0.00	COP 309.71	COP 291.22
Non-Management level (base salary only)	COP 152.32	COP 142.48	COP 152.80	COP 134.95	COP 109.37	COP 120.11	COP 109.84	COP 103.52	COP 79.68	COP 79.17	COP 51.81	COP 52.38	COP 27.34	COP 26.26	COP 112.43	COP 86.64	COP 132.91	0.00	COP 103.17	COP 93.19
Currency	M COP		M COP		M COP		M COP		M COP		M COP		M COP		M COP		M COP		M COP	
Scope of the reported information (% of workforce)	100%		100%		100%		100%		100%		100%		95%		100%		100%		99%	

# Working hours

In 2015, the company introduced a reduced working week of 42 hours for all its employees in GEB (the holding company) and Enlaza, despite the legal working week in Colombia being 48 hours at the time. Law 2101, approved in 2021, set the legal working week to 42 hours starting in 2026, providing companies with the option to adopt the shorter workweek before then. GEB has upheld a 42-hour week since 2015, implementing various initiatives to promote well-being, work-life balance, and overall health of employees.

For more information on GEB's flexible working hours and part-time working options, see website:

<https://www.grupoenergiabogota.com/en/media/geb-web/archivos/talento/internal-work-regulations-geb.pdf>

# Overtime

According to GEB's [Internal Work Regulations](#), overtime may only be caused in the following way:



***No overtime was caused in GEB in 2024.***

For the **registration and monitoring** of overtime, GEB has a module within the Success Factors platform for employees to request the recognition and payment of overtime. This must be previously approved by the Company in accordance with the Internal Work Regulations.



**ARTICLE 15. Supplementary work.** Supplementary work or overtime is the work time that exceeds the ordinary work week, and in all cases the work time that exceeds the legal maximum number of hours (Article 159, SLC). Any supplementary work must be previously approved by the Company, in accordance with legal provisions in this regard. It must also be authorized by the Ministry of Labor or by an authority delegated by the Ministry.

**PARAGRAPH.** Overtime, either during the daytime or nighttime, must not exceed two (2) hours per day and twelve (12) hours per week.

**ARTICLE 16. Surcharge calculation rates.** (Article 168, SLC or any provision that amends or replaces it).

- Nighttime work is remunerated with a surcharge of thirty-five percent (35%) over the value of daytime work, except in the case of special shifts.
- Daytime overtime is remunerated with a surcharge of twenty-five percent (25%) over the value of daytime work.
- Nighttime overtime is remunerated with a surcharge of seventy-five percent (75%) over the value of daytime work.
- Each of the aforementioned surcharges is produced independently, i.e., they are not accumulated with any others.

# Labor union

The [Collective Bargaining Agreement](#) establishes the creation of the **Labor Relations Committee**, made up of representatives of the trade union organization and the Company. This Committee meets **monthly** in order to discuss, within the framework of social dialogue, issues of interest to the parties.

ARTICLE 55: LABOR RELATIONS COMMITTEE. The Labor Relations Committee will be composed of four (4) members with voice and vote, two (2) representing the Company and that shall be appointed by the Presidency and Two (2) representing the Union, appointed by the Bogotá - Cundinamarca Sectional. The decisions of the Committee shall be made by secret ballot when it comes to the events referred to in number 5. The Committee will have a secretary who will keep the corresponding minutes.

***In April 2024, GEB, Enlaza and labor union SINTRAELECOL signed a collective agreement by which the current Agreement was extended and additional benefits for workers were agreed.***



- Una negociación exitosa que destaca el diálogo social.
- El acuerdo establece la nueva vigencia de nuestra Convención Colectiva de Trabajo (CCT) y beneficios adicionales.

En un hecho que confirma las buenas relaciones laborales entre el Grupo Energía Bogotá, ENLAZA y el Sindicato de Trabajadores de la Energía de Colombia "SINTRAELECOL" Directiva Nacional y Subdirectiva Bogotá - Cundinamarca; anunciamos que hemos llegado a un acuerdo para modificar la Convención Colectiva de Trabajo (CCT) vigente hasta el 30 de junio de 2024.

Lo anterior como producto del ejercicio del diálogo social que ha fundamentado nuestra relación en los últimos años, y gracias a la disposición y el mutuo entendimiento de las necesidades de las partes, acordamos prorrogar nuestra CCT a través de la firma de un acta extra convencional.

Este acuerdo brinda un marco óptimo para que GEB y ENLAZA puedan planear su desarrollo e inversiones con la certeza de que el costo laboral convencional no se verá afectado en los próximos cinco años, y asegura a los trabajadores y SINTRAELECOL la permanencia de sus beneficios y garantías.

Para GEB, ENLAZA y SINTRAELECOL es motivo de orgullo finalizar una etapa de negociación donde primó el diálogo social, rodeado de respeto, proposición y discusión propios de nuestras relaciones laborales, con lo cual esperamos haber demostrado que las diferencias se minimizan cuando de manera constructiva se complementan para lograr propósitos comunes que se materializan en grandes acuerdos.



# Social protection

In addition to what is established by law, GEB offers the following social protection benefits to its employees:

## Collective Bargaining Agreement

ARTICLE 26: ASSISTANCE FOR OCCUPATIONAL ILLNESS OR WORK ACCIDENT. In the cases of Occupational Disease or Occupational Accident, in addition to what is recognized by the ARL, the Company will pay the worker 100% of his monthly basic salary during the time of the incapacity.

ARTICLE 34: ADDITIONAL HEALTH PLAN. The Company will maintain an additional health plan under the modality of a collective health policy, with a legally constituted insurer, or a prepaid medicine for all workers beneficiaries of the Convention and its core primary family member (spouse, partner or permanent partner, children over the age of 18 and up 25 years who are financially dependent on parents). For single and childless workers this benefit will be extended to parents. The Labor Relations Committee will follow up on the health plan on a semi-annual basis.

## Benefits Portfolio

### Dental or health plan assistance

#### Definition

Offer support for the payment of health service and/or specialized dentistry services, in addition to those covered by the General Comprehensive Social Security System, through an assistance for the payment of prepaid medicine, complementary health plan or health policy of the employee.

### Voluntary savings plan

#### Definition

It consists of a savings plan in which the Company contribute to a Voluntary Pension Fund (in addition to the savings made by the worker) through a monthly contribution in favor of their workers.

# Vacations

In accordance with the provisions of the Law, GEB employees are entitled to **15 working days of paid vacation per year**. The company's [Internal Work Regulations](#) establishes the **obligation to take a minimum of 6 working days per year**, that cannot be accumulated.

For the **registration** of vacations, GEB has a module within the Success Factors platform for employees to request their vacations:

## Solicitar tiempo libre

**i** En caso de requerir un encargo o delegación en su ausencia, por favor seguir el procedimiento GHU-PRO-021 - Gestión de movilidad temporal al interior de GEB, o contactarse con el área de Arquitectura organizacional y Compensaciones a través del correo electrónico [gestionandoeltalento@geb.com.co](mailto:gestionandoeltalento@geb.com.co). Por favor tenga presente que no se recibirán solicitudes por otro medio

Tipo de tiempo\* 

Vacaciones

Saldo disponible

10,25 días

Fecha de inicio\*

04 jun 2025



Fecha de finalización\*

13 jun 2025



Solicitud

8 días

Reincorporación al trabajo  
el

16 jun 2025

## INTERNAL WORK REGULATIONS GRUPO ENERGIA BOGOTA S.A. ESP

**ARTICLE 23. Compensation of vacation time for money.** As a general rule, vacation time will not be compensated for money, except in exceptional cases duly authorized by the Company. The employer and worker may agree in writing, based on a prior request by the worker, that up to half the vacation time be compensated in money (Section 1, Article 189, SLC).

When at the end of a contract the worker has not enjoyed his/her vacations, the vacation time will be compensated in money for each full year worked and proportionally for any fraction of a year. In all cases, the compensation of vacation time shall be calculated based on the latest salary earned by the worker (Article 1, Law 995/2005).

**ARTICLE 24. Accumulation.** Each year, the worker must enjoy a minimum of six (6) continuous work days of vacation, which cannot be accumulated. The parties may agree to accumulate the remaining vacation days for up to two (2) years. Vacation time can be accumulated for up to four (4) years in the case of technical, specialist, management with confidentiality obligations, or foreign workers who provide their services in locations other than where their families live. (Article 190, SLC).

**ARTICLE 25. Remuneration.** During the vacation period, the worker shall receive the ordinary salary he/she earns on the day on which the vacations begin. Consequently, the calculation of the vacation payment shall only exclude the amounts earned when working on mandatory rest days, and the amount earned from supplementary work or overtime. In the case of variable salaries, the vacations payment will be calculated based on the worker's average earnings over the previous year from the date on which the vacations are granted (Article 192, SLC).

**PARAGRAPH.** The Company will carry a record of vacations indicating each worker's start date at the Company, the date on which vacations were taken, the end date of the vacations, and the remuneration amount.

# Vacations - benefits

In addition to what is established by law, GEB offers the following benefits to its employees:

## Collective Bargaining Agreement

*“ARTICLE 46: VACATION BONUS. The Company will recognize a vacation premium as follows:*

*Mode 1. For employees who have joined the Company before January 1, 2004, the Company will recognize a vacation bonus equivalent to fifty-one (51) days of monthly basic salary. The holiday bonus will be paid to the employee at the time of leaving to enjoy this right, and also in case of withdrawal of this right, if there is evidence that he has requested the vacation on time and the Company has not granted it to him. This bonus will not be paid to employees who, due to voluntary retirement from the Company, have not made use of the pending vacation, nor to those who request vacation in money, unless this compensation is arranged by the Company.*

*Compensation of vacation in money: When the employment contract ends without the worker having enjoyed vacations, the compensation in money will be made per year completed of service and proportionally per fraction of a year, provided that it exceeds three (3) months. For compensation in vacation money, in the above case, it will be based upon the last basic salary earned by the worker.*

*Mode 2. For employees who have joined as of January 1, 2004, the Company will recognize a vacation bonus equivalent to thirty (30) days of monthly basic salary. This premium will be paid to the worker at the time of leaving to enjoy this right and also in case of vacation compensation at the time of retirement. In accordance with the provisions of article 15 of Law 50 of 1990, the parties agree that this benefit does not constitute salary for any labor effect.”*

*ARTICLE 23: ECONOMIC WELL-BEING FOR FAMILY VACATIONS. The workers beneficiaries of the Company's Collective Labor Agreement will have the right to an annual allowance equivalent to five (5) monthly legal minimum wages in force at the time they leave to enjoy the paid rest, they will not be cumulative on the understanding that it is independent of the number of vacation periods to be enjoyed, except if due to service needs, the Company considers it necessary to postpone the vacation. This allowance does not constitute salary for any legal purpose nor will it be the basis for settlement of legal or extra-legal benefits.*

## Benefits Portfolio

### Vacation savings

#### Definition

Savings for vacations and/or reimbursement of the purchase of air tickets for the worker and his family.

# Featured Training 2024

GEB permanently trains its employees in relevant topics to face the challenges associated with industrial and climate transition changes. Some of the highlighted 2024 training courses in this regard were the following:

**6**   
**Initiatives**

**257**   
**Certifications**

  
**2.927**  
**Hours**

Course	Certificates	Duration
Climate Change	110	24
Sustainability e-learning	112	1
Climate Change Finance	3	7
Corporate induction training	28	1
Rurality, Environment and Territorial Development	1	18
Climate Change for Decision-Makers: Challenges, Transformations, Strategies	3	36



 EDHEC Business School 

Las finanzas del cambio climático



**SAP SuccessFactors** 

Impacto positivo Social y Ambiental

**CAMBIO CLIMÁTICO**

**GUÍA DE SOSTENIBILIDAD**

Cambio Climático

**Graduación**

Reconozcamos tu esfuerzo y dedicación y celebremos juntos este importante logro.

Jueves 30 de enero 2025 10:00 a.m. (hora Colombia) Conexión solo para graduandos [Aquí](#)

Transmisión del evento por nuestro sitio web: [www.grupoenergiabogota.com](http://www.grupoenergiabogota.com)

Grupo Energía Bogotá En Grupo es Mejor ACADEMIA GEB

 **+100** Graduados

Mejoramos vidas con energía sostenible y competitiva

Dirección Gestión del Talento



# Grupo Energía Bogotá



---

Para uso restringido GRUPO ENERGÍA BOGOTÁ S.A. ESP. y sus filiales  
Todos los derechos reservados. Ninguna parte de esta presentación  
puede ser reproducida o utilizada en ninguna forma o por ningún medio  
sin permiso explícito de GRUPO ENERGÍA BOGOTÁ S.A ESP. o sus  
filiales como propietarias de la información.