



# **HUMAN RESOURCES MANAGEMENT POLICY**



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## PURPOSE

This policy is aimed at contributing to the achievement of the objectives proposed in the Corporate Strategic Plan of Grupo Energía Bogotá (GEB), through the application and consolidation of a human resources management model that enables the following:

1. The consolidation of practices to attract and retain the best talent.
2. The development of integral people aligned with the proposed strategy.
3. The definition of adequate structures for the proposed strategy that enable flexibility, teamwork and mobility.
4. The consolidation of a culture based on the corporate values and on fair and equitable relationships.
5. The continuous improvement of processes and the definition of roles for each team member.

The frame of reference set forth in this document will be materialized through adequate planning of personnel management, the formalization and communication of the policies and procedures related to human talent administration and management, and will be supported by an internal communications process.

## SCOPE

This policy applies to all the companies of Grupo Energía Bogotá, subject to prior approval by their respective boards of directors or management councils, with the aim of fulfilling the human resource management objectives established for the Corporate Group.

All employees of Grupo Energía Bogotá must comply with and apply this policy.

The leaders shall be responsible for human talent management, and they must adopt the guidelines established herein and apply them in their everyday relationships with their teams.

## STATEMENT OF COMMITMENT

### ATTRACTION AND SELECTION

- Attract and select the talent with the defined qualifications to ensure the sustainability of the Corporate Strategic Plan and the fulfillment of its associated goals and objectives.
- Establish transparent policies for both internal and external selection processes, to ensure the best talent for the Group.

### KNOWLEDGE MANAGEMENT

- Promote the comprehensive human development of GEB employees by creating an environment in which education through public and private entities and training are combined with the effective performance of everyday tasks and responsibilities, to enable achieving their full professional potential and personal growth.
- Ensure adequate knowledge management, defined as the capacity to acquire, disseminate and maintain knowledge within the Group companies as a differentiating element in the market.

### PERFORMANCE MANAGEMENT

- Develop and implement a performance evaluation system at all levels of the organization to facilitate individual and team management.
- Develop high-performing cross-disciplinary teams within the Group, whose performance is measurable and objectively manageable.

### COMPENSATION AND BENEFITS

- Have a remuneration and benefits scheme duly approved by the Board of Directors that ensures external competitiveness and internal equity for employees at different levels, with relations based on fairness and equity within the Group.

## DEVELOPMENT AND SUCCESSION PLANNING

- Identify and develop the skills required among employees to decidedly contribute to short and long term objectives.
- Consolidate a team of leaders that is fully aligned with the proposed strategy and with the skills and values required to fulfill the strategic objectives.
- Identify high-potential individuals within the Group to enable the development of adequate succession planning maps that will ensure continuity in fulfillment of the objectives.
- Implement a Seedbed Plan for key positions to ensure the development of a long-term strategic plan and the continuity of the processes, and that will facilitate access to a first job, promoting the transmission of key knowledge.

## WORK ENVIRONMENT

- Structure an annual organizational environment plan that is aligned with the corporate business strategy and promotes the life quality of employees and their families, addressing their needs for recreation, culture and integration, aimed at achieving a highly favorable workplace environment that increases productivity.
- Abide by and fully comply with applicable labor legislation, both in individual and collective aspects, to ensure harmonious relationships with all participants of the corporate environment.

## CULTURE AND VALUES

- Define and establish a culture and values that make GEB a unique company and that leverage fulfillment of the corporate strategy, facilitating any transformation processes that may be necessary for its implementation.
- Promote understanding and respect for the culture of the different countries in which we are present.

## **PARTIES RESPONSIBLE FOR THIS POLICY**

The Human Resources Department of Grupo Energía Bogotá is responsible for the application, administration, follow-up, monitoring, control, and improvement of this policy.

The Human Resources area, or its equivalent at each Group company, is responsible for implementing and complying with this policy.

## **VALIDITY:**

This policy is effective as of October 1, 2017.

*This policy replaces any previous EEB policies or provisions pertaining to this matter.*