

# Internal Labor Regulations

2025



## **INTERNAL WORK REGULATIONS<sup>1</sup>**

### **Chapter XV**

#### **"PREVENTION MECHANISMS FOR WORKPLACE HARASSMENT BEHAVIORS"**

##### **LAW 1010 OF 2006**

##### **PREVENTION MECHANISMS**

###### **Article 54**

The following are established as preventive mechanisms for conduct that constitutes workplace harassment:

1. The employer shall periodically carry out training or instructive talks, individually or collectively, aimed at the workers linked to the company, aimed at improving the work environment, developing good treatment within the company, promoting decent and fair working conditions, ensuring a good working environment and in general preventing harassment at work.
2. The company will carry out individual or collective activities or therapies of a psycho-pedagogical nature and/or educational activities, with the purpose of instructing workers in relation to the development of appropriate behaviors in their work environment.

##### **PROCEDURE FOR OVERCOMING BEHAVIOR OF HARASSMENT AT WORK**

###### **Article 55**

The procedure contained in these Regulations shall be carried out in a confidential and conciliatory manner and its main objective shall be to prevent or overcome conduct that could be considered acts of harassment in the workplace.

In accordance with the foregoing, each and every one of the persons participating in this procedure shall have the obligation to keep absolute reserve and confidentiality with respect to the facts and in relation to the participants in the same.

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<sup>1</sup> **Clarification:** This is a translation of one of the chapters of the Internal Work Regulations, available for Corporate Sustainability Assessment purposes, which is for internal use and the entirety of its content cannot be disclosed because it contains sensitive information for our organization.

## **Article 56**

The employee who is considered to be the passive subject of a conduct that constitutes harassment at work, must immediately inform the Human Resources Manager or Director of Labor Relations, and in the regions the Administrative and Human Resources Assistant Manager, or the person who has been designated for such purpose, who will carry out the corresponding internal inquiries and will seek the appropriate preventive mechanisms to overcome possible situations of harassment. The information submitted by the employee will be handled in a confidential and reserved manner and is only intended to initiate the internal investigation procedure aimed at detecting and overcoming possible situations of harassment in the workplace.

**PARAGRAPH:** When the person involved in a situation of harassment as a passive or active subject is one of those holding the positions set forth in this article, the hierarchical superior shall be informed of the existence of such situation for the purposes set forth in this article.

## **Article 57**

In the development of the above procedure, the persons in charge of conducting the corresponding investigations, if they deem it necessary, may summon in writing and confidentially the parties involved in the facts and the corresponding witnesses so that they may testify about what happened. The statements made shall be formalized in minutes, which shall also include a record of the alleged acts of harassment reported, the alternative solutions proposed and the agreements reached, if any.

## **Article 58**

In the development of the above procedure, the persons in charge of conducting the investigations may order the execution or development of the corresponding preventive measures, which will seek to improve the work environment, as well as the prevention or overcoming of behaviors that may eventually be considered as harassment at work.

## **Article 59**

The employer may create, when deemed appropriate, a special committee to follow up on events or situations that may eventually be considered as harassment at work. Such a committee shall be composed of representatives of the employer and the workers, in equal numbers for each party. The committee shall meet outside of working hours on a semi-annual basis or at such other intervals as its members may determine.