

## Employee Policy

### INTRODUCTION

Aligned with the Macro Policy on Corporate Responsibility, the Employee Policy of *Grupo Energía de Bogotá* offers a frame of reference to the principles that guide the compliance of our commitment with human and organizational development to become recognized by our co-workers as an excellent place to work.

### COMMITMENT STATEMENT

It is our duty to act in accordance with our corporate values wherever *Grupo de Energía de Bogotá* has a presence or an impact. With this in mind, *Grupo Energía de Bogotá* hereby declares its commitment to promote the satisfaction of its employees through a healthy workplace setting, where human development, respect, trust and leadership facilitate the buildup of participatory environments.

### FRAMEWORK FOR ACTION

The directive for the Companies of the *Grupo de Energía de Bogotá*, includes the following commitments:

**Legal**, comply with the applicable constitutional and legal provisions that apply in individual and collective matters in every country where we operate and have an influence; we also honor the universal principles in matters of human development for work established by the International Labor Organization and the United Nations Global Compact.

**Human**, encourage our co-workers to achieve the maximum potential of their talents, since the success of each employee depends on their capacities and contributions, and the time that produces a balance in their personal, family and professional development.

Similarly, ensure the protection of employee safety and physical integrity by way of policies that cover the primary risks of their work activities.

**Organizational**, foster diversity and equality of opportunities, where all decisions regarding talent are based on our corporate leadership model, as well as the on the job performance and potential demonstrated by the person.

To this end, the companies of *Grupo de Energía de Bogotá*:

- Treat each of their employees at all times in accordance with our corporate values, including the individual and collective results, change and innovation, human development, respect, justice, integrity, transparency and excellence.
- Safeguard the lives, physical integrity and safety of our employees, implementing actions oriented toward ensuring the occupational health and safety, around a culture of self-care and safe work standards that contribute to the prevention of occupational injuries and illnesses.

- Comply with the regulatory and quality standards through an Internationally Certified Comprehensive Management System that enables us to preserve the occupational health and safety of our employees.
- Promote the creation of spaces that stimulate dialogue among its employees, facilitating the development of an inclusive and participatory culture, within an environment characterized by trust and openness to diversity and change.
- Manage comprehensive processes aligned with best practices that inspire comprehensive development of our employees by offering them tools so that they can undertake the leadership of their own careers.
- Identify the need for human and organizational development and develop the performance management process where each employee has an awareness of his or her contribution to the success of the organization.
- Offers incentives that highlight or interest in acknowledging the comprehensive development of our employees, seeking to balance their lives both inside and outside of the workplace, such as development plans, flexible work hours, variable compensation for merits from job performance, and housing loans under attractive market-based terms.
- Promotes a culture that enables compensated leave time and ensures that accrued vacation days can be concurrently.
- Facilitate talent mobility agreements while ensuring that all our employees learn about the conditions associated with job mobility.

## **DEPARTMENT RESPONSIBLE FOR POLICY**

We all share the responsibility of behaving with others in a manner characterized by integrity, honesty, thoughtful courtesy, respect and dignity.

The application of Employee Policy for Grupo de Energía de Bogotá is facilitated by all of its employees, and its management is conducted by the departments that oversee matters associated with Human Resource Management.

## **DEPARTMENT RESPONSIBLE FOR POLICY**

Employee: At Grupo de Energía de Bogotá the term employee is understood to mean workers, student interns and trainees. International Labor Organization: is the global institution responsible for the preparation and supervision of the International Labor Standards.

It is the only tripartite agency of the United Nations as it is comprised of parties who represent the interests of governments, employers and workers and participate together in the preparation of its policies and programs as well as in the promotion of decent work for everyone.

[www.ilo.org](http://www.ilo.org)

United Nations Global Compact: is a global, open and on-going platform of dialogue, action and interaction between the private sector, governments and civil society to define and develop an agenda for sustainable development where there is an exchange and disclosure of “good business practices” that have had social impact under the principles of Corporate Social Responsibility.



Headquarters of



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The member organizations hereby undertake to align their strategies and operations into ten universally accepted principles within four thematic categories: human rights, standards of labor, environment and anti-corruption.

[www.unglobalcompact.org](http://www.unglobalcompact.org)