

# CORPORATE POLICIES

## ALCOHOL AND OTHER PSYCHOTOXIC SUBSTANCES POLICY

The Prodeco Group is committed to maintaining a healthy and safe working environment for all workers and contractors, controlling the risks to which they are exposed, including those related to the consumption of alcohol and other psychotoxic substances.

The consumption of alcohol and other psychotoxic substances produces effects that alter the physical capacities, the state of consciousness, memory, concentration, coordination, mood, perception and capacity of reaction of the consumer, putting at risk: health, the performance of the processes and mainly, their safety and the safety of the people around them.

In order to maintain a safe and healthy work environment, we have established the following:

a) A prohibited from the possession, use, distribution and commercialization of alcohol and psychotoxic substances in the Company's facilities by all employees, contractors and visitors.

b) Standardized procedures to detect compliance with this policy through the detection of alcohol and other psychotoxic substances upon admission, at random, on suspicion or in case of an incident.

c) The restriction of entry of any person, worker, visitor or contractor to the facilities of our company, when the tests carried out indicate the presence of alcohol or other psychotoxic substances (zero permissibility).

d) Failure to comply with this policy, the related standards and procedures, constitutes a serious infraction as established in the Internal Work Regulations in accordance with the Labor Code.

In the same way, the Company is committed to safeguarding the integrity and health of its workers and contractors by ensuring spaces for the socialization of the alcohol and other psychotoxic substances policy.

We have implemented awareness-raising training and information activities that to provide education about the risks associated with the consumption of alcohol and use of psychotoxic substances.

Any employee who suffers from abuse or dependence on alcohol or other psychotoxic substances can speak to their immediate superior, so that the medical assessment and assistance can be sought. The handling of these situations will be given with full respect for the right to privacy and the good name of the employee and total adherence to the provisions of Colombian labor legislation.

The Prodeco Group expresses its commitment to its workers to provide support in the rehabilitation process through the corresponding EPS.

  
**Mark McManus**  
CEO