



## DIVERSITY, GENDER EQUALITY, AND INCLUSION POLICY

RC.P.02

Version

1

Date

April 26, 2021

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### 1. OBJECTIVE

The purpose of this Policy is to establish guidelines for promoting a culture of respect for and acceptance of diversity, for encouraging gender equality and the occupational inclusion of vulnerable population groups, and for guaranteeing equal opportunities for all Terpel employees.

### 2. SCOPE

The policy applies to all direct employees of Organización Terpel S.A. The guidelines are for all countries where the company operates, and for all stakeholders that represent the organization and undertake activities in its name.

Affiliates must respect the corporate guidelines while managing their plans in accordance with each country's particularities.

### 3. AREAS INVOLVED

The Policy is for all the company's departments. The Vice President of Human Resources and Administration will oversee the guidelines and their periodic updates.

All changes must be approved by the Office of the President, by the Executive Committee, and, when necessary, by the Compensation and Benefits Committee.

### 4. GUIDELINES

At Terpel we recognize diversity, gender equity, and inclusion as fundamental to our operation. Honoring our commitment to equality and respect, we have established the following guidelines relative to each of these values:

#### 1. DIVERSITY:

Diversity, in our understanding, is what makes people different, including nationality, gender, ethnic group, race, beliefs, marital status, age, and sexual orientation, among other things. We believe that having diverse talent guarantees greater innovation and efficiency for solving daily challenges, therefore resulting in profitability, growth, and productivity.



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To guarantee diversity at our company, we have made the following commitments:

- To build job profiles and carry out selection, training, and development processes based on the competencies required for each role, without any discrimination in terms of nationality, ethnic group, gender identity, sexual orientation, beliefs, or ideology.
- To support and respect the LGBTIQ+ community, Afro and indigenous communities, and all those minority groups that form a part of Terpel's operations, acting in a way that is free from any bias or stereotyping.
- To develop a leadership style where openness to new ideas and different ways of thinking predominates and where people's individuality is recognized and respected at all levels.
- To stimulate an inclusive and diverse organizational culture characterized by respect for differences.

### 2. GENDER EQUITY:

We believe that all people should compete for job opportunities under the same conditions. Attitude, skills, and knowledge should be the determining factors both for hiring and for later growth and development at Terpel.

To close gaps in the area of gender equity, we have made these commitments:

- To promote equilibrium at the different levels of the organization, creating incentives for people to participate under equal opportunities.
- To establish an equitable and competitive compensation system based on the functions and responsibilities of each job.
- To continue promoting the participation of women in our selection processes and to develop mentoring plans as a strategy for women's development and empowerment.
- To continue generating and strengthening benefits that favor men and women equally, such as longer parental leaves, time off for nursing mothers, and the same retirement age for men and women (See Appendices).

### 3. INCLUSION:

Inclusion refers to hiring people from vulnerable population groups. This includes people with mild cognitive disabilities, physical disabilities, victims of the conflict, former combatants, and former prisoners. It implies identifying opportunities for



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them to develop their skills, thereby closing social and employment gaps. We believe in second chances, and we are committed to taking action to move ahead with reconciliation and peacebuilding in Colombia.

Based on that premise, we have made these commitments:

- To create arenas for employment and social inclusion that will bring to potential the skills of people with cognitive and physical disabilities.
- To promote employment alternatives for the victims of the conflict, former combatants, and former prisoners.

### 5. MONITORING AND REPORTING

Terpel has established several internal control bodies to ensure the promotion of practices in favor of diversity, equity, equal opportunities, and inclusion:

- **Sustainability Committee:** This committee defines the inclusion strategy, and accompanies and makes decisions related to managing equity and equal opportunities.
- **Workplace Harassment Committee:** This committee receives and processes any complaints regarding discrimination.
- **Ethics and Compliance Committee:** This committee monitors compliance with policies and tools that prevent inappropriate conduct in the areas of ethics, human rights, and transparency.
- **Confidential reporting line:** This line receives reports and complaints about situations that may be counter to the Code of Conduct or corporate policy.
- **Communications Committee:** This Committee shares this Policy with all stakeholders connected with the operation.
- **Office of Leadership, Diversity, and Culture:** This office generates and implements this Policy's strategies.

### 6. APPENDICES

- Procedures for requesting additional weeks of paternal leave and time off for nursing mothers. Clause 4.4.12 Personnel Management Policy
- Guidelines for extending the pension age for women.



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**APPENDIX - GUIDELINES FOR EXTENDING THE PENSION AGE FOR WOMEN**

We promote gender equality on our team. Consistent with this premise, women who express a desire to continue in the organization once they have reached the required number of weeks and the pension age established in the Average Premium with Established Benefit System (57 years), will be evaluated by the Executive Committee. The committee will determine whether they may continue to hold their position in the company for an additional period, without exceeding the age of 62 years, which is the pension age established for men.

Employees who choose to ask the Pension Fund to recognize their pension and include them in the pension payroll, shall have their employment contract terminated with just cause, in application of numeral 14 letter A of article 62 of the Substantive Labor Code. The guidelines described in the preceding paragraph, of course, will not apply to these individuals.

In all cases, the company reserves the rights conferred in numeral 14 letter A of article 62 of the Substantive Labor Code, and paragraph 3 of article 33 of Law 100, when deemed pertinent.