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WORK DISCONNECTION POLICY

CODE: SIG-4816

Drummond Ltd. is committed to the wellbeing of its employees and understands that this is an essential factor to achieve the company's objectives and the integral development of each one of them. As a consequence of the above, and according to that established in Law 2191 from 2022, work disconnection is a right that our employees have to not be contacted or receive instructions, orders, or other work requirements during their breaks, licenses, permits, and/or vacation for purposes of balancing their work and personal lives.

It is for this reason that the Company has designed schedules, rotation, and work shifts that guarantee the relief of the staff to be able to enjoy their rest, as well as establishing, for those employees who work in alternance, the hours that they should be available, as they continue to work under the shift and rotation scheme they had when they were performing their functions at their work locations.

All of the above means that Drummond Ltd. aims for the days and times of compensatory rest for employees to be maintained, except if emergencies or situations that compromise the continuity of the service occur, or to attend urgencies of special circumstances in the operations, where the employee may be required, attending the availability criteria contained in the employment contracts.


This Policy also applies for the use of technological tools supplied to employees, such as desktop computers, laptops, and/or cell phones, among others, for which electronic or text messages, and from applications and calls must be conducted within work shifts.

For purposes of guaranteeing the right to work disconnection, the employee that feels that his/her right is being inflicted or that of another employee that knows of said situation, has at its disposal a Claims Channel to present complaints, worries, and/or concerns in which absolute confidentiality is guaranteed and that can be accessed through the following means:

1. Email: denuncias@drummonltd.com
2. Free ethics line: 018000919161 / direct number 57 (5) 5719499 extension 8499.
3. Postal address: Calle 72 # 10 – 07 office 1302, Bogotá D.C.
4. Direct report to the Human Resources Director at each office

Once the claim is received, which must contain a detailed list of the events and summary evidence thereof, the following procedure will be followed:

1. The claim will be forwarded to the Human Resources Vice-Presidency and the corresponding Vice-Presidency.
2. Through the Human Resources Department at each office, individual and/or joint meetings will be scheduled with those involved in the events.

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3. At said meetings, the goal will be to facilitate dialogue and agreement between the parties, as well as establishing dates for follow up of the commitments acquired.
4. In case that it is verified that the commitments acquired have not been met, the administrative or disciplinary requirements that correspond will be presented.
5. According to the law, the employee is at liberty of informing the Work Inspector or the Nation's Attorney General that has competency at the location of the events of this situation.

Ignoring the right to work disconnection may constitute workplace harassment, as long as the conduct is persistent and can be proven, for which that determined by Law 1010 from 2006 will be followed.

Employees with directive positions, trust, and management will be exempt from this Policy, as well as those that are required to solve situations of force majeure, fortuitous event, extra duties for collaboration with the Company, and those that are needed to overcome difficult or urgent situations. However, this type of employees must also have real and effective rest, reason why unnecessary interruptions if their time off should be avoided for purposes of balancing their personal, family, and work life.