

HUMAN RESOURCES POLICIES OF CONSTRUCTORA CONCRETO S.A.

INTERNAL RECRUITMENT POLICY

Objective of the policy

To promote opportunities within the company for employees who, based on their performance, knowledge, skills, and seniority, wish to work in other vacant positions that offer them professional and personal development, with the aim of providing opportunities for growth, ensuring and preserving knowledge, retaining talent, and promoting employees' interest in improving their level of professionalism by finding options within the organization.

Scope of the policy

The entire company

Responsible for compliance with the policy

The Vice President of Human Resources is responsible for compliance, and Human Resources Management is responsible for administering and updating this policy.

Policy guidelines

Human Resources management works with the leaders responsible for the process requesting the vacancy to determine whether the call for applications will be open or closed, taking into account the impact of the position and the potential candidates.

Closed call for applications: This type of call for applications is made taking into account the profiles and positions within the company. The most suitable candidates are reviewed and the process begins, taking into account the following aspects:

- Human Resources defines the profile and requirements of the vacancy with the applicant.
- The resumes, competencies, and performance evaluations of the employees who meet the requirements of the vacancy are reviewed.
- Human Resources notifies the leaders of the employees of their participation in the call for applications.
- Selected candidates are invited to participate through the corporate platform.
- The evaluation process begins for candidates who decide to participate (according to the organization's selection process).

- Human Resources communicates the results to the leaders, candidates, and the applicant.
- Human Resources provides feedback to candidates who did not pass the call for applications, with a view to developing individual and professional skills that will motivate the candidate to achieve their potential and participate in future calls for applications.
- If the closed call for applications is not successful, another recruitment method will be considered.

Open call: In this type of call, all company employees have the opportunity to find out what it consists of by accessing the corporate portal and, taking into account the profile requested, can decide whether to apply.

Human Resources defines the profile and requirements of the vacancy with the applicant. Job openings are then posted on the corporate platform with the following information:

- Name of the vacant position
- Company, project, and/or area
- City, project, or work location
- Salary range
- Performance evaluation range
- Profile and requirements
- Purpose and responsibilities of the position
- Request for documents supporting compliance with the requirements of the vacancy.
- Opening and closing dates of the call for applications and each stage of the process.

Human Resources will notify the status of each stage of the process on the bulletin board or corporate platform, taking into account:

- Candidates who meet the requirements according to the supporting documents.
- The dates on which the assessment process will take place (interview or technical evaluation, potential measurement).
- The results of the people who passed the assessment process, for which Human Resources discloses the results obtained to the leaders, the candidates, and the applicant.

- Human Resources provides feedback to candidates who were not selected, with a view to developing individual and professional skills that will motivate them to achieve their potential and participate in future recruitment processes.
- If the open call is unsuccessful, another recruitment method is proposed.

General conditions

- If the selection process indicates that the employee is suitable for the position, the current manager of the participating candidate must allow the transfer.
- Human Resources and the area from which the candidate is transferring agree on the conditions under which the employee's transfer will take place.
- The Vice President of Human Resources or the Human Resources Manager and the immediate supervisor of the proposed employee, with prior authorization from the VP of the area, will negotiate the employee's availability to leave their current position. Before any contact with the candidate, the profile and skills will be validated to ensure they are appropriate.
- An employee may apply if they have been with the company for at least six (6) months and may only participate in two (2) internal open calls per year.
- Human Resources may propose candidates who were evaluated in past calls for new applications.
- The employee must have good performance (a rating above 75%) and demonstrable results in their current role.
- Employees who apply for a position must reside in the city where the vacancy is located.

Glossary

Feedback: Communication process between the direct supervisor and each member of their work team to review the performance obtained in the execution of their activities during the evaluation period. Shown in the fulfillment of their activities and as expected by the organization.

Profile: Definition of the position that includes the list of activities that a person would perform in that role.

Corporate platform: This is a portal that allows Company employees to quickly access the following services: vacation requests, employment certificates, internal job postings, and benefits from the "Time: an ally for you and your family" program. This portal can be found at <http://corporativo.concreto.com> under the Human Resources section.

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Open call: Publication of job offers within the organization through an internal mass media (Of Interest) so that potential candidates can apply.

Closed call: Publication of job offers through process leaders, who invite and nominate potential candidates.

ADMINISTRATIVE AND PROFESSIONAL PROMOTION POLICY

Objective of the policy

To define and establish the basic criteria for action that allow managers to appropriately manage organizational movements and promotions of the personnel under their charge, from the moment they join the company.

Scope of the policy

The entire company.

Responsible for compliance with the policy

The Human Resources Manager is responsible for keeping this policy up to date, and the Vice President of Human Resources is responsible for enforcing it.

Policy guidelines

All promotion or internal transfer processes are subject to approval by the Vice President of Human Resources or Human Resources Management, in accordance with the organizational structure.

The job changes referred to in this policy represent two types of movement: promotion to a higher level and horizontal movement.

The Vice President of Human Resources or the Human Resources Management, in coordination with the area leader, are responsible for ensuring the participation of internal personnel as candidates for vacancies, ensuring that they possess the necessary skills, knowledge, and competencies.

The review of internal candidates for promotion must be carried out through the internal sources established by Human Resources Management within the human talent development process.

The Vice President of Human Resources or Human Resources Management and the immediate supervisor of the proposed employee, with prior authorization from the VP of the area, negotiate the employee's availability to leave their current position and how the transfer of knowledge and information should be carried out (in compliance with the provisions of the Professional Assignment Policy, item 4.5). Before any contact with the candidate, it is validated that the profile and competencies are appropriate.

The final selection of the candidate is made based on the results of the evaluations recorded in the human talent development process.

As a general practice, the minimum tenure in a position is one year before being considered for another position.

All internal candidates selected for a change of position (promotion or transfer) must undergo training and development plans.

The conditions defined for the new position are only disclosed when a formal proposal has been made and delivered to the new manager. No one in the organization, with the exception of Human Resources Management, may make any promises to the selected employee regarding the financial conditions of the change.

Glossary

Promotion: Change to a position with greater responsibility and/or organizational level.

Transfer: Change to a position of same level representing an equivalent level of responsibility.

- Vacation pay is paid in the corresponding fortnightly installments according to the time requested.
- When last-minute changes to vacations occur, the following must be taken into account:

1. The immediate supervisor must report the change to the payroll department.
2. The employee's immediate supervisor may not interrupt the vacation to start work if it has already been reported in the social security payment, because they will no longer be covered by the ARL (work accident and occupational disease).

HUMAN RIGHTS POLICY

Objective of the policy

Respecting human rights is an integral part of our humanistic culture, which is why we are convinced that our employees are our greatest asset; their qualities and commitment enable our company to stand out in the execution of projects.

Scope of policy

The entire company

Responsible for policy compliance

The Human Resources Department is responsible for keeping this policy up to date, and the Vice President of Human Resources is responsible for enforcing it.

Policy guidelines Salary:

- The company must comply with national laws on the minimum wage in force.
- Salaries must correspond to the number of hours worked, including overtime.
- Workers must be paid in a timely and regular manner; their wages should preferably be deposited into a bank account.
- Deductions from wages must comply with current labor legislation and be justified, not exceeding 50% of wages, and clearly explained to workers.

Working hours:

- The company must comply with the legislation governing working hours and overtime, where applicable. Legal restrictions on overtime must be respected, even at the employee's request.

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- The company must keep a record of the number of hours worked per week.
- Overtime must be remunerated in accordance with current labor legislation.
- All employees must be entitled to at least one day off per week, except for certain types of work or situations, for which special rules on working hours and rest periods may apply.
- Free access to restrooms and breaks during the workday must be allowed.
- Employees must be informed of the internal work regulations and ethics manual.

Vacation:

- The company must always comply with the provisions of national laws on the vacation entitlement of workers.

Worker representation:

- The company must respect national laws on freedom of association and the right to collective bargaining.
- The company must not discriminate against workers' representatives or workers who wish to form trade unions.

Hiring of underage workers:

- The company has a policy regarding the minimum age for admission to work in accordance with current labor legislation; this age cannot be less than 18 years.

Discrimination:

- The company combats all forms of discrimination at the time of hiring, in labor relations, and during the professional development of its employees.
- The company is committed to promoting equal opportunities between men and women.
- The company must strive to develop programs to promote diversity and raise awareness of non-discrimination among its staff.
- As far as possible, the company must strive to harmonize the working conditions of migrant (foreign) personnel working in the same workplace.

- The company must strive to implement complaint handling mechanisms so that workers can use them effectively to file any work-related complaints.

Occupational health and safety:

- The company must develop health and safety policies that cover all persons working in its workplaces, regardless of their professional status.
- The company must provide all categories of workers with regular safety training.
- The company must provide all workers with personal protective equipment adapted to the task assigned to them.
- Employees must have access to sanitary facilities and dining rooms.

Glossary

Salary: Money received by a person from the company for which they work as payment, generally on a regular basis as compensation for the provision of a service.

Working hours: The employer and the worker may agree that the 48-hour working week shall be distributed over a maximum of 6 days with one mandatory day off.

Vacation: Paid time off from regular work recognized by the employer.

Discrimination: Different and prejudicial treatment of a person on the basis of race, sex, political beliefs, religion, etc.

Health and safety at work: A system aimed at implementing measures and carrying out the necessary activities to prevent risks arising from work in the workplace.

MINORS POLICY**Objective of the policy**

To establish the minimum age for hiring young people in the organization, taking into account the legal framework.

Scope

The entire company

Responsible for policy compliance

The Human Resources Management Department is responsible for keeping this policy up to date, and the Vice President of Human Resources is responsible for enforcing it.

Policy guidelines

The minimum age for admission to work in the company, in accordance with current labor legislation, is 18 years of age, with no exceptions.

In accordance with human rights guidelines, the company must not employ minors for any type of work, including activities in hazardous conditions such as underground, underwater, at heights, or in confined spaces.

The application of this measure extends to group companies and indirect personnel of labor subcontractors.

Glossary

Minor: Citizens who have not reached the age of majority established in Colombia, i.e., 18 years of age.

Ministry of Labor: State entity that monitors and regulates compliance with current labor legislation.