

# **Internal Regulations of the Human Resources Committee**



By means of this document, the Board of Directors of Constructora Conconcreto S.A. (hereinafter the "Company") adopts the Internal Regulations of the Human Resources Committee.

#### **Article 1 - GENERAL PRINCIPLES**

The actions of the members of the Human Talent Committee shall follow the general principles of good faith, equality, morality, speed, economy, impartiality, effectiveness, efficiency, participation, publicity, responsibility, and transparency.

#### **Article 2 - APPLICABLE REGULATIONS**

The Human Talent Committee is governed by the provisions of these Regulations, the Bylaws, and the regulations issued by the Financial Superintendency of Colombia and the Law.

#### **Article 3 – FUNCTIONING AND COMPOSITION OF THE COMMITTEE**

The Human Resources Committee is made up of three (3) members of the Board of Directors, who shall be elected by the Board itself by a majority vote of its members, for terms equal to those of the Board of Directors. In the event of a vacancy, the Board shall elect a replacement, who shall serve until the end of the term.

This Committee shall also have a Secretary and a Chair, who shall be elected by the members of the Committee for terms of one (1) year, but may be re-elected indefinitely, and their term of office shall be understood to be extended until the Committee makes a new appointment.

Some members of the Committee shall have knowledge of strategy, human resources (recruitment and selection, hiring, training, administration, or personnel management), salary policy, and related matters, at a level sufficient to understand the scope and complexity of these matters within the Company.

#### **Article 4 – MEETINGS, QUORUM, AND NOTICE**

The Human Resources Committee shall meet at least twice (2) a year, following a notice sent by the Committee Secretary at least five (5) calendar days in advance.

The Human Resources Committee shall deliberate and make valid decisions with the presence and votes of the majority of its members. Notwithstanding the foregoing, this Committee may meet remotely. In the event of a tie in a vote or decision, the matter under discussion shall be deemed rejected.

The decisions adopted by the Committee shall be of an advisory nature. Minutes shall be taken of the Committee meetings, a copy of which shall be kept in the custody of the General Secretariat and made available to all members of the Company's Board of Directors, who shall also be provided with a brief report on the matters discussed. The minutes shall comply with the requirements of Articles 189 and 431 of the Commercial Code.

#### **Article 5 - FUNCTIONS**

The main objective of the Human Resources Committee is to advise the Board of Directors and the President of the Company in the exercise of their duties related to the appointment and remuneration of members of the Board of Directors and Senior Management. The functions of the Human Resources Committee are:

1. Review the performance of the Company's senior management, understood to be the President and officials of the immediately lower rank.
2. Periodically review the compensation programs for members of the Board of Directors and Senior Management and make the relevant recommendations to the Board of Directors.
3. Evaluating candidates and proposing the appointment and removal of the Company's President.
4. Proposing methodologies for the internal and external evaluation of the Board of Directors.
5. Propose and review the profiles to be followed for the composition of the Board of Directors.
6. Propose to the Board of Directors the succession policy for members of the Board of Directors.
7. Propose to the Board of Directors the remuneration policy for members of the Board of Directors—which must be approved by the General Assembly—and the remuneration policy for senior management.
8. Analyze the results of the Board of Directors' evaluation.
9. Review the performance evaluations of senior management members.
10. Propose the Company's Human Resources Policy and general policies for training and retaining personnel.
11. Inform the Board of Directors about the topics discussed at its meetings and submit for its consideration those decisions that must be approved by the Board.
12. Promote the existence and updating of variable compensation policies consistent with performance, talent retention, and the Company's results.
13. Any other matters consistent with the nature of the Committee's objective.

#### **Article 6 - TRAINING**

Once the Human Resources Committee has been formed, its members shall endeavor to receive, at least at the beginning of their term of office, training in human resources and personnel remuneration and evaluation policies.

#### **Article 7 – DEPENDENCY AND SUBORDINATION**

The members of the Committee shall not be dependent on or subordinate to any executive or official of the Company. Their dependence is limited to the Board of Directors.

#### **Article 8 – PARTICIPATION OF OTHER PERSONS**

Committee members may invite any other person from the Company or an independent expert when they deem it necessary and appropriate to the nature of the topic under discussion. These expenses shall be borne by the Company.

#### **Article 9 – CONFLICTS OF INTEREST**

Committee members shall observe the same rules established in the Internal Regulations of the Board of Directors regarding conflicts of interest.