
 <b>DRUMMOND LTD.</b> <small>COLOMBIA</small>	<b>REMOTE WORK POLICY</b>	Version 1
		06/15/2020
	<b>HUMAN RESOURCES DEPARTMENT</b>	Page 1 of 6


<b>Drafted (name and position):</b>	Ricardo Barros Manager of Labor Relations
<b>Reviewed (name and position):</b>	Ricardo Urbina VP Human Resources
<b>Approved (name and position):</b>	Ron Damron President Mining

TRACKED CHANGES		
Version	Date	Brief description of the change
1	June 15, 2020	Initial version.

 <b>DRUMMOND LTD.</b> <small>COLOMBIA</small>	<b>REMOTE WORK POLICY</b>	Version 1
		06/15/2020
	<b>HUMAN RESOURCES DEPARTMENT</b>	Page 2 of 6

## TABLE OF CONTENTS

<b>1. OBJECTIVE .....</b>	<b>3</b>
<b>2. SCOPE .....</b>	<b>3</b>
<b>3. DEFINITIONS.....</b>	<b>3</b>
<b>4. POLICY GUIDELINES .....</b>	<b>3</b>
<b>5. PERSONS RESPONSIBLE .....</b>	<b>5</b>
<b>6. REFERENCE DOCUMENTS .....</b>	<b>6</b>

 <b>DRUMMOND LTD.</b> <small>COLOMBIA</small>	<b>REMOTE WORK POLICY</b>	Version 1
		06/15/2020
	<b>HUMAN RESOURCES DEPARTMENT</b>	Page 3 of 6

## 1. OBJECTIVE

Establish a remote work policy, in order for Drummond employees to perform their job assignments and tasks in a remote manner, to avoid the spread of COVID-19.

Implement clear guidelines for both the company and employees on the expectations and conditions of this new type of work.

## 2. SCOPE

Applicable to all employees who have been identified and approved for remote work.

## 3. DEFINITIONS


**Remote work:** an occasional, temporary and exceptional measure where companies authorize some of their employees to work from home during the COVID-19 health emergency.

## 4. POLICY GUIDELINES

The COVID-19 pandemic that we are currently facing has compelled the company to make decisions aimed at preventing the spread of this disease within the workplace. For this reason, Drummond has introduced measures and guidelines to reflect the decisions and recommendations of the Colombian National Government.

The Government, by issuing External Circular 018 from 2020 by the Ministries of Labor and Health, and Circular 021 from 2020 by the Ministry of Labor, allowed companies to utilize the remote work modality for employees who can provide job duties remotely, in order to avoid the spread of the virus and as a measure to preserve employment. DLTD has implemented clear guidelines for both the company and employees on the expectations and conditions of this new type of work.

The National Government has been clear in differentiating remote work/work from home from Telework, which is established in law 1221 from 2009 and its regulatory decrees, since remote work specifically responds to an occasional, temporary, and exceptional measure where the companies authorize this type of work due to the sanitary emergency. This means that once the pandemic is overcome or the conditions thereof allow it, according to the measures that the government decrees, the Company may also terminate this measure, without prejudice of the cases that due to the needs of the operation, require the presence of the employee at the


 <b>DRUMMOND LTD.</b> <small>COLOMBIA</small>	<b>REMOTE WORK POLICY</b>	Version 1
		06/15/2020
	<b>HUMAN RESOURCES DEPARTMENT</b>	Page 4 of 6

company's installations, which for all purposes must occur by strictly following all protocols and instructions imparted by the Company.

For DLTD, it is paramount that each employee carries out his/her job duties, in compliance with our Occupational Safety and Health Management System (SGSSST). This new work modality includes obligations and responsibilities both for the company as well as for the employees with the objective of performing duties in a safe and productive manner, as follows:

### **COMPANY**

1. Continue with the payment of social security contributions.
2. Register employees who are working under this modality, reporting this to the ARL and indicating the modality, time, and location conditions in which the employee will be providing the service, and will maintain this information updated, conditions that are identical to those the employee had when he/she was providing its services in person.
3. Supply these employees with information about the safety and health conditions to be adopted while working from home.
4. Maintain a constant and continuous communication with these employees regarding the measures adopted and the development of the pandemic.
5. Supply tools so that employees self-report the health conditions, accidents, and incidents.
6. Supervise the tasks of the employee through electronic, virtual, telephone, or cell phone means, without these being understood as a violation of their home privacy.
7. Establish the schedules in which the employee must be available, as well as promote rest times. For this, the Company has decided that the employee under remote work will continue to work under the normal shifts and rotations that they had when they were performing their tasks at their job sites.
8. If an employee is off work, his/her immediate supervisor must establish the necessary measures so that the work to be performed by this employee is "replaced" by another; said replacement must be contacted in such way that the rest of the first employee is guaranteed. The above means that the Employer must tend so that the days and schedules for compensatory rest are maintained for employees, except if emergencies or important situations arise where the employee might be required, according to what is included in their work contracts, in terms of being available when needed.
9. Supply the tools, training, and technological support required and needed to perform work from home.
10. Include the work in the risk matrix and adopt the actions needed in the Annual Work Plan of the el SG SST
11. The company will pay the amount established for transport aid as digital connectivity aid to the employees who earn up to two (2) minimum monthly legal salaries, and who perform work from home.


 <b>DRUMMOND LTD.</b> <small>COLOMBIA</small>	<b>REMOTE WORK POLICY</b>	Version 1
		06/15/2020
	<b>HUMAN RESOURCES DEPARTMENT</b>	Page 5 of 6

## EMPLOYEES

1. Practice self-care measures including for his/her family while performing work from home. Adopt healthy habits and physical exercise.
2. Follow and obey the biosafety measures and protocols established by the Company and decreed by the competent authorities.
3. The self-report of health conditions established by the company must be carried out daily through <https://siiso.drummondLtd.com/Login.aspx>.
4. Have the work site ventilated, with good lighting, in good order and sanitary conditions, as well as follow the indications to disinfect work elements and tools.
5. Report any work-related accident.
6. Adequately use the equipment supplied and the information technology supplied by the Company.
7. Strictly observe the confidentiality of the data and company related information and that of DLTD peers.
8. Participate in the scheduled trainings by the Company and consult the material related to work at home published by the company or ARL.
9. Be vigilant of answering corporate emails and cell phone assigned by the company with the goal of having fluent communication with internal and external clients.
10. The employee must inform the supervisor if during the work shift, he/she has to leave home.
11. Comply with the work shift and work rotation established.
12. Attend, during rest days and times, the requirements of the company in emergencies or important situations.
13. Show up at the company's installations when required, strictly following the protocols and measures established.
14. Use the technological tools supplied by the company in a responsible manner, which should only be used for work according to the policies established.
15. Inform of any anomaly that occurs related to this modality (work shift, rest days/hours) to the Human Resource Director of the corresponding office, or through the Claims Channel.
16. Perform active pauses during the work shift between meetings.

## 5. PERSONS RESPONSIBLE

- **VP of Human Resources** ensure the implementation of and compliance with the corporate and social responsibility strategy throughout the Company.

 <b>DRUMMOND LTD.</b> <small>COLOMBIA</small>	<b>REMOTE WORK POLICY</b>	Version 1
		06/15/2020
	<b>HUMAN RESOURCES DEPARTMENT</b>	Page 6 of 6

**6. REFERENCE DOCUMENTS**

- External Circular 018 from 2020 by the Ministries of Labor and Health, and Circular 021 from 2020 by the Ministry of Labor