

# PROCEDURE FOR MANAGING EMOTIONAL BENEFITS

## 1. PURPOSE

Describe the procedure to be followed by the workers of Corficolombiana and its subsidiaries, to request the emotional benefits established by the entities to enable the worker's bond with the family members.

## 2. SCOPE

It begins with the agreement between the employee and the immediate supervisor, continues with the registration of the leave of absence or signature of the rider, and ends with the authorization and control of the above by the immediate supervisor.

This procedure includes apprentices, interns and temporary workers.

## 3. DEFINITIONS

**Domestic calamity:** It is a serious family event that significantly affects the normal development of the worker's activities and in which fundamental rights with a significant impact on the worker's personal or family life are threatened. It includes events such as a serious illness proven by the hospitalization of members of the family nucleus; home fire, theft or flooding, and forced displacement; among others.

**Emotional compensation:** Non-monetary compensation strategies focused on improving the quality of life of workers and promoting a balance between their personal and work lives.

**Marriage:** act by which the worker legally joins their partner, regardless of the way of celebration, either through civil or religious marriage.

**Mere liberality:** Free action taken by the employer to grant or not a benefit to their workers.

**Paid leave:** Paid absence of the employee.

## 4. GENERAL RULES

- These benefits work as an agreement between the Supervisor and the employee; therefore, the role of the supervisor in the endorsement and optimum use thereof is very essential.
- It is the responsibility of the immediate supervisors to control the paid leaves of absence of their workers through the Time Management Form - Paid Leave of Absence or through the self-service website.

- The benefits can be enjoyed without affecting the normal development of work responsibilities and at the discretion of each area manager, prior agreement with the employee.
- These benefits seek to provide the workers with spaces to share with their relatives, schedule personal errands, and family members' medical or dental appointments, among other activities.
- If the employee is absent and an accident occurs during that period, it is not considered work-related, hence the importance of recording the absence to know the exact date and time of the leave.

#### 4.1. Flexible Work Schedule

- To facilitate the professional needs of the worker or create spaces for bonding with family members to attend to their duties of protection and accompaniment, the work schedule may be modified in the following cases:
  - Flexible work schedule: Possibility of modifying the time of entry and exit, as follows: Entry between 6:30 a.m. and 9:00 a.m. and exit between 3:30 p.m. and 6:00 p.m.
  - In the event of attending school: each requirement will be reviewed individually and will be valid until the end of their academic period.
  - License plate restriction ("Pico y placa"): Depending on the city and schedules established for this modality, specific to the needs of the position.
- The employee must fill out the format USCPRGH19\_Appendix 2 "Modification of Work Schedule Request Form" which must be authorized by the immediate supervisor and the Human Resources area.

#### 4.2. Birthday

- One day of paid leave will be granted on the date of the employee's birthday according to the identity document; as long as the date coincides with a business day. In the event the birthday date is not a business day, the business day before or following the birthday date will be granted.
- During vacation and disability periods, the permit is interrupted and will be granted on a business day, within the same month.

### 4.3. Five (5) Hours

- Corresponds to five (5) hours of paid leave per month, not cumulative; these can be requested consecutively or in separately, depending on the needs of the employee, after agreeing with the immediate supervisor.

### 4.4. Domestic Calamity

- In the event of a duly proven serious calamity, paid leave will be granted for up to three (03) business days so that the worker can attend to said situation.
- The worker must give timely notice by any means to the immediate supervisor, before or at the time the events occur.
- It will be up to the immediate supervisor in charge to determine the reasonable period between one (01) and three (03) days of the calamity, weighing the circumstances and particularities of the specific situation, the level of seriousness, the affectation on the job position, to the entity and the backup for the temporary replacement of the employee.

### 4.5. Marriage Leave of Absence

- When the employee gets married, the entity will grant a paid leave of three (3) business days, which the employee can use before or after the celebration.

## 5. DESCRIPTION

<http://intranet:90/admindocs/documentos/sistemas/USCPRGH19F.JPG>

### 5.1. Flexible Work Schedule

- Employee
  - Agree on the modification of the work schedule with the immediate supervisor.
  - Fill out and sign the Modification of Work Schedule Request Form (USCREGH28).
  - Submit to the immediate supervisor for approval.
- Immediate supervisor
  - Review and sign the form as a sign of approval.
  - Send the form to the Labor Relations Analyst - USC.

- Labor Relations Analyst - USC
  - Verify the correct completion of the form.
  - Request the signature of the Head of Labor Relations - USC and/or Corporate Manager of Human Resources on the form.
  - Prepare the rider to the employment contract regarding the change of work schedule
  - Request the signature of the legal representative on the rider.
  - Send to the employee to sign.
- Employee
  - Sign rider to the employment contract
  - Return signed rider to the Labor Relations Analyst – USC
- Labor Relations Analyst - USC
  - Receive signed contract rider.
  - Send to the Payroll area together with the Modification of Work Schedule Request Form USCREGH28) to include in the employee's work file.

END

## 5.2. Paid Leave of Absence

- Immediate supervisor
  - Download annually or each time a new employee joins the Company the time Management Form - Paid Leave of Absence (Appendix 1) in the case of subsidiaries.
- Employee
  - Agree with the immediate supervisor on the date and time of the paid leave.
  - Fill out and sign the Time Management Form – Paid Leave of Absence (Appendix 1), indicating the date and time of the leave, or register the request on the self-service website.
- Immediate supervisor
  - Give the Time Management Form - Paid Leave of Absence (Appendix 1) to the employee to fill out or enter the self-service website to approve the request.

END

## 5.3. Domestic Calamity

- Employee
  - Notify the immediate supervisor by any means the days for calamity leave of absence required, indicating the situation that leads to this requirement.

- Immediate Supervisor
    - Review the request and determine the number of days that can be granted
    - Report the days granted to the Payroll area via email.
- END

#### 5.4. Marriage Leave of Absence

- Employee
    - Agree with the immediate supervisor on the days for the paid leave of absence.
    - Notify the immediate supervisor by email of the agreed dates of paid leave.
  - Immediate Supervisor
    - Review the application.
    - Report the days granted to the Payroll area via email.
- END

### 6. REFERENCE DOCUMENTS AND ATTACHMENTS

N/A

#### 6.1. Attachments

- Attachment 1: Time Management Form - Paid leave of Absence.  
[http://intranet:90/admindocs/documentos/sistemas/USCPRGH19\\_Anexo1\\_V2.xlsx](http://intranet:90/admindocs/documentos/sistemas/USCPRGH19_Anexo1_V2.xlsx)
- USCREGH28- Modification of Work Schedule Request Form  
<http://intranet:90/admindocs/documentos/sistemas/USCREGH28.pdf>

### 7. TRACK CHANGES TO THE PROCEDURE

Date	Version	Nature of the Change
Aug-10/2018	1	Document creation. The procedure FIDPR-GRH-025 Emotional salary is incorporated.
Jul-02/2019	2	General document modification: <ul style="list-style-type: none"> <li>○ The entire procedure is modified.</li> <li>○ Appendix 1 - Time Management Form - Paid Leave of Absence is modified.</li> <li>○ The Modification of Work Schedule Request Form is added.</li> </ul>

