

PROCEDURE FOR THE STANDARDIZATION OF WORK SCHEME



Corficolombiana

Trabajamos e invertimos
en el progreso del país

1. PURPOSE

Describe the procedure to be followed by Corficolombiana's employees and those of its subsidiaries, to request or retract from remote work modality.

2. SCOPE

It begins with the employee's request to implement or retract from the remote work scheme and ends with the signing of minutes and delivery or collection of work elements, depending on the type of request.

3. DEFINITIONS

REMOTE WORK: A form of work, which consists of the performance of remunerated work-related activities using information and communication technologies (ICT) as a mechanism to establish and maintain contact between the Employee and the Company, without requiring the Employee's physical presence in the Company's facilities.

TELEWORKER: Employee who performs their work-related activities through the use of information and communication technologies (ICT) outside the Company's facilities.

AUTONOMOUS TELEWORKERS: Employees who use their own home or a chosen place to conduct their professional activity, this group includes people who always work outside the Company's facilities and only come to the office one day a week and on occasion.

SUPPLEMENTARY TELEWORKERS: Teleworkers who conduct their work-related activities from home two or three times a week, while working the remainder of the work days from the Company's facilities.

4. GENERAL RULES

- The activities described in this procedure are governed by the provisions set forth in document USCNOGH05 - Rules for Remote Work.

5. DESCRIPTION OF THE PROCEDURE TO BE FOLLOWED

Request For Remote Work Scheme

Employee

- Request and agree to a remote work scheme with the immediate supervisor.

Immediate Supervisor

- Send an email to the Human Management Corporate Department and/or Remuneration, Benefits and Occupational Relations USC, and the Welfare and Occupational Safety and Security (SST) - authorizing the change to a remote work scheme.

Occupational Relations Analyst III - USC

- Prepare an addendum to the employment contract modifying the work scheme to a remote work scheme.
- Obtain the relevant signatures.
- Send the addendum and the email authorizing the change to the payroll department, in order for it to be included in the employee's file.
- Notify the Ministry of Labor of the Teleworker, in order to add it to the Teleworkers' Records.
- Notify the Welfare and Occupational Safety and Security (SST) – USC in order to program a visit by the ARL and coordinate the delivery of work elements with the Administrative Management Department and IT Support and Service Coordinators - USC.

Welfare And Occupational Safety And Security Analyst - USC

- Notify the Occupational Risk Administrator in order to program a visit and assessment of work conditions, and validate that the place of work complies with the required conditions for remote work.
- Implement the necessary corrective measures in the Teleworker's place of work, including the delivery of elements and tools required for the adaptation of the place of work, as needed.
- Notify the Administrative Management Department of the elements required for the adaptation of the Teleworker's place of work, as needed.
- Notify the Asset and IT Configuration Management Department via email, of the IT elements required to complete the adaptation of the Teleworker's place of work, as well as all personal information.

Asset And It Configuration Management Department

- Check Warehouse to determine if the requested elements are in stock.

If the requested elements are not in stock:

It Support And Service Coordinators - USC

- Begin the process to purchase the aforementioned elements, which will depend on the purchasing process.

If the requested elements are in stock or have already been received:

Administrative Management Department

- Coordinate with the vendor and/or vendor employees the delivery and installation of the elements at the address reported by the Employee.
- Deliver the elements to the Employee's home address.

Employee

- Receive the elements and sign the certificate of delivery, either digitally or physically.

It Support And Service Coordinators - USC

- Notify the Welfare and Occupational Safety and Security (SST) area – USC, to complete the necessary confirmations.

In the event any of the IT elements are missing, these must be reported, and the process must begin again, starting by notifying the Asset and IT Configuration Management Department of the missing elements.

Occupational Relations Analyst III- USC

- Prepare the certificate of delivery of the work elements.
- Send certificate to the Administrative Management Department for delivery to the Employee.

Administrative Management Department

- Have the Teleworker sign the certificate of delivery.
- Send the original document to the Remuneration, Benefits and Occupational Relations area.
- Call the Teleworker after the delivery to validate the quality of the elements delivered, times, and receive any observations; in the event of comments to the IT and SST areas, these will be shared with the respective area in order to address the requirements.

Occupational Relations Analyst III- USC

- Obtain the necessary signatures.
- Send to the payroll department, in order for it to be included in the employee's file.

Retraction - Return To The Traditional Work Scheme

Employee

- Request and agree to a change from a remote to a traditional work scheme with the immediate supervisor.

Immediate Supervisor

- Send an email to the Human Management Corporate Department and/or Remuneration, Benefits and Occupational Relations USC, and the Welfare and Occupational Safety and Security (SST) - authorizing the change from a remote to a traditional work scheme, and requesting a workplace within the Company's facilities.

Occupational Relations Analyst III - USC

- Prepare an addendum to the employment contract modifying the work scheme.
- Obtain the relevant signatures.
- Send the addendum and the email authorizing the change to the payroll department, in order for it to be included in the employee's file.

- Notify the Ministry of Labor of the Teleworker, in order to remove the employee from the Teleworkers' Records.

Welfare And Occupational Safety And Security Analyst - USC

- Notify the ARL of the change to a traditional work scheme.
- Notify the Administrative Management Department of the change in work scheme in order to coordinate the collection of work elements assigned to the Teleworker.

Administrative Management Department

- Coordinate the collection of work elements assigned to the Teleworker, as listed in the certificate of delivery signed by the Teleworker upon delivery, and deliver them to the corresponding areas.

IT Support And Service Coordinators - USC

- Contact the corresponding Employee and coordinate the receipt of the work elements, certificates of delivery and update the Asset and IT Management and Control Tool.

6. REFERENCE DOCUMENTS AND APPENDICES

USCNOGH05 - Rules for Remote Work

USCPRGA51 - Purchasing Procedure

Appendices

N/A

7. TRACKED CHANGES TO THE PROCEDURE

Date	Version	Nature of the Change
May-31/2022	1	Initial document.

SUPERINTENDENCIA FINANCIERA
DE COLOMBIA

VIGILADO

www.corficolombiana.com
www.investigaciones.corficolombiana.com

 Corficolombiana S.A

 @corficolombiana

   Corficolombiana

 Investigaciones Económicas Corficolombiana