



Attraction and Selection Procedure

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Fotografía: Lina María Mora
Segundo lugar en el concurso de Fotografía para Colaboradores GEB





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OBJECTIVE

Define the way for attracting and selecting talent in an integral manner, ensuring that applicants have the required knowledge, qualifications and aptitudes in accordance with the competencies, corporate values and cultural traits of the company's talent, in order to facilitate achievement of the strategic objectives of GEB, in the framework of the values of meritocracy, transparency and equal opportunities.



Grupo Energía Bogotá



Fotografía: Luz Helena García
Finalista categoría infraestructura
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SCOPE

This procedure starts out with the review of the organization chart to confirm the existence of vacancies available for a required position, and ends with either forwarding of the documentation of the selected person for contracting, or with a thank you letter to the candidate in the event he/she is not hired.

This procedure applies to all selection processes carried out by Grupo Energía Bogotá SA ESP.



Grupo Energía Bogotá

GENERAL CONDITIONS

The functional areas and roles named in this document are based on the organizational structure in place at the time of approval of this document. In the event any changes are made to the structure, such duties shall be performed by whoever takes on the new roles and responsibilities.

- Carry out the relevant activities for documentation and information asset management, whenever applicable, in accordance with the corporate procedures, manuals and instructions established in the Integrated Management Systems (IMS).
- The vacancy must have been approved by the appropriate role in the organizational structure prior to starting the selection process.
- Talent Management is the only area authorized to provide information to candidates on salaries, benefits and hiring conditions.
- The Selection area is responsible for validating, assessing and assuring the experience required to fill a vacancy.
- In the event a request is not accepted by attraction and selection because it does not match the position description, the requesting party is responsible for requesting any update of the description in the organizational structure.

GENERAL CONDITIONS

- Externally posted vacancies must be published in accordance with the guidelines of the Employment Public Service (SPE, for the Spanish original) - Article 31 of Law 1636 of the Labor Ministry -Decree 2852/2013.
- The attraction and selection terms will only begin to count from the date on which the request is approved.

The following are the modalities and criteria for vacancy postings:

Internal

- They will be published during three (3) business days on the intranet. If no candidates apply within this term, the requesting area will be informed and the posting will be published externally.
- Seniority in the current position: minimum of 6 months.
- Notice to immediate supervisor.
- Results of the latest performance evaluation with a minimum rating of satisfactory.
- Candidates must not have any disciplinary proceedings currently in progress.
- The candidates must apply within the term of the publication and through the authorized channels or as indicated in the published vacancy posting.

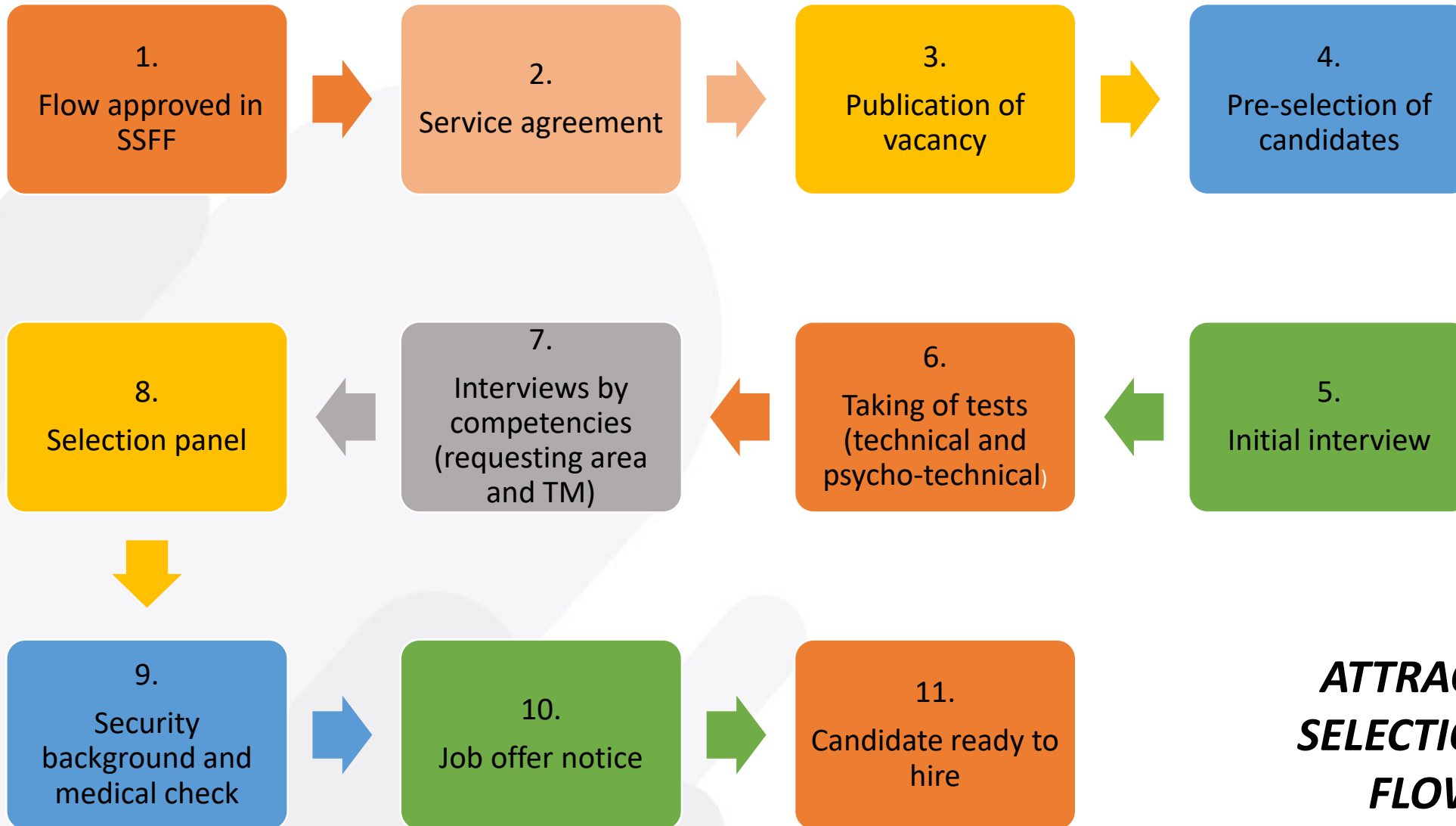
GENERAL CONDITIONS

External

- External vacancies will be published for the following number of days, depending on the type of position:
 - Support and professional level: 4 business days
 - Support advisors and tactical level: 5 business days
 - Critical positions and specialists: 10 business days
- They will be published on the GEB website, through authorized job agencies, social media, and others depending on the profile.
- Candidates must apply within the time frames established in the job postings and through the authorized channels.
- Group employees may forward resumes they believe fit the profile to cover the requested vacancy, and they will be taken into consideration as long as they are received within the time frame established in the posting. Any resumes received outside the process will only be taken into consideration if no suitable candidates have been found.
- The technical tests are defined by each requesting area, depending on the vacancy's requirements, and the same area will issue its opinion on whether or not a candidate has the expected technical knowledge.

GENERAL CONDITIONS

- The interview by competencies may be made independently by the selection area, by the requesting area, and/or jointly, as agreed by the areas.
- The security background check will be required in all cases as standard procedure, regardless of the type of position to be filled.
- Internal employees will not be allowed to apply to more than one posting at the same time. If an employee is already participating in one process, he/she must resign in order to apply to a second position.
- Grupo Energía Bogotá, pursuant to its “Diversity and Inclusion” policy,
- will ensure that the same attraction and selection criteria are used, with no gender bias, and that no discrimination is involved in the process.
- In the event the SSFF tool is not operating correctly, physical supporting documents must be used for the request and selection process.
- In the case of confidential positions, the Talent Management Director shall be responsible for arrangements related to forms and the consolidation of information, and for ensuring the suitability of the selected candidate for the position.
- The human talent department has the authority to decide in the event that only one candidate applies, and such decision shall be based on the knowledge, experience and/or specialized education in a specific field.



***ATTRACTION AND
SELECTION PROCESS
FLOW CHART***



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