



# **PRESIDENTIAL DECISION No. 010**

## **Policy on Teleworking and the Right to Disconnect from Work**



**Grupo Energía Bogotá**

## **SCOPE OF THE DECISION**

Adoption of the Policy on Teleworking and the Right to Disconnect from Work of Grupo Energía Bogotá.

## **BACKGROUND**

In accordance with minutes No. 10 of the Presidency Committee meeting held on March 13, 2023, the Committee recommended the approval of the Policy on Teleworking and the Right to Disconnect from Work, as it is considered suitable for the organization.

The objectives related to teleworking and the provisions established to such end shall apply to all the workers of Grupo Energía Bogotá S.A. E.S.P., and consequently are incorporated in the employment contracts of all workers who, given the nature of their tasks, activities and responsibilities are eligible to work in under this modality, pursuant to the provisions of Law 1221/2008, Decree 0884/2012, Decree 1227/2022, any provisions that amend or replace them, and the Internal Work Regulations.

The right to disconnect from work applies to all GEB workers hired by means of employment contracts. The right to disconnect from work will depend on the nature of the position and shall be subject to the exceptions defined in Law 2191/2022, any provisions that amend or supplement it, and this policy. The following workers shall not be subject to the provisions of this policy regarding the right to disconnect from work:

- a. Workers in positions of supervision and management with duties of confidentiality.
- b. Those who by the nature of the activities or duties they perform must be permanently available, i.e., those who are responsible for activities whose purpose is to ensure the adequate and permanent provision of public utility services.

## **PURPOSE**

Establish the framework of action for the performance of activities under the modality of teleworking, supported by information and communication technologies (ICT) for communications between the worker and the company, without requiring the worker's physical presence at a specific workplace. It also seeks to strengthen the workers' right to disconnect from work, in a manner that ensures their effective enjoyment of time off and breaks, with the aim of achieving a balance between personal, family and work life.

## **SCOPE**

Grupo Energía Bogotá S.A. E.S.P. and its controlled companies must apply this policy, in accordance with the applicable regulations in each jurisdiction in which they are domiciled.

Date of approval: March 13, 2023

## **STATEMENT OF COMMITMENTS**

### **TELEWORKING:**

1. Ensure that workers who by the nature of the tasks, activities and responsibilities, and who qualify for teleworking, have access to this work modality on a voluntary basis.
2. Define the roles that may qualify for teleworking, depending on the nature of the position and its contribution to the operation, in order to determine whether the role's services can be provided through teleworking, and the applicable modality.
3. Ensure the conditions required to perform the duties that have been defined as suitable for teleworking, during the work shift defined in the work contract and the working hours established by the Company.
4. Ensure that teleworkers have the same rights, obligations and guarantees as workers who provide their services physically on site, which must be made effective through the application of the provisions set out in the Internal Work Regulations.
5. Provide safe and adequate work and protection equipment for teleworkers to perform their activities and ensure that they receive information on the risks derived from the use of computer equipment and on risk prevention.
6. Make available to teleworkers the technological channels, solutions and tools they require, while maintaining the corporate data quality and protection standards.
7. Communicate to teleworkers the obligations and prohibitions for performance of their employment contracts under this modality, especially those related to confidentiality and information management.
8. Promote compliance with the employer's special obligations and prohibitions, as established in applicable regulations.
9. Ensure that the teleworkers' performance evaluations are made using the same methodology established for workers who work on site.
10. Respect the teleworkers' personal and family privacy.
11. Ensure that suitable channels are available for teleworkers to file complaints related to alleged labor harassment; make requests to the Joint Committee on Occupational Safety and Health (COPASST, for the Spanish original) or the Human Resources area, and report any work-related accidents or diseases.

**from Work**

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12. Before taking any disciplinary action, when applicable, enable the charged teleworker to make his/her statements on the facts under investigation.
13. Include teleworking in the Company's hazard and risks identification, evaluation and assessment matrix, and take the required actions in accordance with the annual work plan of the Occupational Safety and Health Management System.
14. Perform the prevention and promotion measures and activities described in the internal teleworking procedure, as well as the procedures of the Occupational Safety and Health Management System.
15. Ensure that teleworkers have access to training on occupational risk prevention and promotion activities, particularly on caring for mental health and ergonomic risk factors, as well as the use and adoption of the ICT and digital security for teleworking

**THE RIGHT TO DISCONNECT FROM WORK**

16. Comply with applicable provisions related to the right to disconnect from work, to ensure the effective enjoyment of rest, through the actions defined in the internal guidelines on disconnecting from work and other activities carried out by the Company.
17. Establish the conditions required to ensure compliance with the work shifts and hours established by GEB.
18. Guarantee that workers will only be under the obligation of using the information and communications technologies (ICT) related to or assigned for performance of their duties during their work shifts. Any e-mails, instant messages, phone calls or any type of communication sent while they are enjoying their rest periods must be reasonable and necessary, and inasmuch as possible should not imply that a worker must take effective action during non-working hours.
19. Promote the right to disconnect from work to create a balance between the workers' work and personal and family life, and enable them to fully and effectively enjoy their rest time.
20. Avoid contacting workers during non-working hours, before the beginning of their shift, during lunch breaks, or after the work shift, except in situations when additional duties are required to cooperate with the Company, when they are necessary for the continuity of the public utility services, or to solve emergency situations, as long as such action is justified and no viable alternative exists.

**from Work**

21. Promote the use of technological tools to restrict sending messages outside the receiving worker's working hours, and instead program sending such messages during working hours.
22. Follow the established procedure for workers to submit complaints if they believe their right to disconnect from work has been violated.
23. Define specific actions to effectively guarantee the right to disconnect from work for all GEB workers, even those in positions of supervision and management with duties of confidentiality .

**RESPONSIBLE PARTIES**

The Talent Management Department is in charge of leading the implementation, follow-up, monitoring, control and continuous improvement of this policy. The scope of its management includes a periodic evaluation of this Policy to establish its relevance and functionality, making the necessary adjustments if required.

The communications departments are responsible for communicating and disseminating this policy through the available channels to inform all the organization's stakeholders.

Employees are responsible for applying this policy and the binding agreements with third parties related to the commitments stated herein.

**PROCESS THROUGH WHICH IT WILL BE IMPLEMENTED**

This policy will be implemented through the Talent Management process

**DOCUMENT CONTROL**

	<b>Name</b>	<b>Position</b>	<b>Area</b>
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<b>Approved by:</b>	Juan Ricardo Ortega	President	Presidency

Date of approval: March 13, 2023

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**VALIDITY**

No. of Prior Decisions	Version date	Type of action	Reason for the update and description of the last version