



RESPECT POLICY

OD-TH-004

RESPECT POLICY

At ODINSA and its concessions, we practice a culture of principles and values where respect is the basis of our relationships, establishing mechanisms and tools for the prevention and immediate resolution of harassment, workplace harassment, whether moral, sexual, psychological or of another nature. and any other act that threatens the dignity of the people who work in the organization and those who directly or indirectly provide us with their services; under the principle that every person must be respected for their human condition and has the right to respect for their honor and recognition of their dignity.

We are an organization committed to carrying out all its actions without any type of discrimination, integrating in our workplaces people of different nationalities, race, language, religions, gender, age, physical and intellectual capacity, marital status, collective or political affiliation, origin social status, economic position and sexual orientation, we promote a work environment free of labor and sexual harassment, abuse or physical punishment and we promote a work-life balance in our different locations.

This policy seeks to prevent workplace or sexual harassment, by promoting greater awareness in the human team, the early resolution of situations that arise and the use of channels and processes necessary to attend to it, guaranteeing the application of the principles of impartiality, flexibility, confidentiality, neutrality and independence in the resolution of the complaints that are presented. In addition, this policy is intended to help create and maintain a positive and productive work environment, free from discrimination, in which people are treated with fairness, equality, dignity and respect. We want to promote, in addition to well-being in the workplace, the strengthening of the values of integrity and trust that constitute the basis of a solid organization.

This policy is implemented in accordance with the Code of Business Conduct, Internal Work Regulations, Procedure for Formulating Complaints, and other related laws and regulations.

ODINSA tends to protect the right to work in equal conditions, eradicate prejudices and stereotypes, prevent, repair, punish and eliminate all forms of discrimination and workplace and sexual harassment. Ensuring equal opportunities and intolerance of discrimination.

This is how we apply our respect policy at ODINSA:

We have mechanisms for dealing with situations that may constitute workplace and/or sexual harassment within the company, guaranteeing the application of the principles of respect, impartiality, and confidentiality. Mechanisms such as the Labor Coexistence Committee, the transparency line, the Code of Business Conduct, and the work regulations make this possible applying corrective and/or corresponding disciplinary actions, in case of proven behavior of discrimination or harassment.

- We promote and develop policies and training programs for the prevention and disclosure of the behaviors described here.
- We promote awareness to avoid any type of situation that threatens the dignity of people and promote information, support and protection services for people who have been victims of any of the acts or behaviors that contravene the provisions of this policy.
- . We prohibit acts contrary to the principles and values of the company, such as discrimination, workplace and sexual harassment, the use of jokes, sexist comments, and obscene language among employees, which may create an unpleasant, psychologically unsafe work environment and we apply the corresponding sanctions when the reported cases are investigated and confirmed.
- We promote the prevention of workplace and sexual harassment through mandatory training programs for all employees on discrimination and harassment in the workplace, by sharing information of behaviors that constitute and do not constitute workplace and sexual harassment, the internal mechanisms, and procedures available to file a complaint if any of these behaviors occur, in any of its modalities.
- We inform all personnel of this policy and ensure that respect for dignity and diversity are an integral part of our relationships with customers, suppliers, contractors, and other stakeholders.

Finally, we declare that the commitment of each of the Odinsa employees and their concessions with inclusion, equity, diversity and non-discrimination and harassment, is a necessary requirement to maintain a healthy work environment that maximizes productivity, work as a team, personal and professional development, and growth, in an environment of trust and mutual respect.

It is Human Talent's responsibility to periodically review this policy.

1. EXCHANGE CONTROL AND APPROVAL DOCUMENT

TRACK CHANGES		
VERSIÓN	DATE	DESCRIPTION
1	23/05/2024	Initial publication of the document
2	22/05/2024	Wide application scope for all Odinsa companies

APROBACIÓN

Carlos Mario Alzate
Vice President of Human Talent and Administrative

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Informe de auditoría final

2024-05-28

Fecha de creación:	2024-05-28 (hora estándar de Colombia)
Por:	ODINSA Firma Electronica (firmaelectronica@odinsa.com)
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Historial de “OD-TH- 004 RESPECT POLICY”

-  ODINSA Firma Electronica (firmaelectronica@odinsa.com) ha creado el documento.
2024-05-28 - 13:34:07 CDT- Dirección IP: 163.116.234.102.
-  El documento se ha enviado por correo electrónico a calzate@odinsa.com para su firma.
2024-05-28 - 13:38:03 CDT
-  calzate@odinsa.com ha visualizado el correo electrónico.
2024-05-28 - 17:12:22 CDT- Dirección IP: 54.205.38.58.
-  Acuerdo visualizado por calzate@odinsa.com
2024-05-28 - 17:12:23 CDT- Dirección IP: 3.80.57.236.
-  Acuerdo visualizado por calzate@odinsa.com
2024-05-28 - 17:12:23 CDT- Dirección IP: 3.80.57.236.
-  El firmante calzate@odinsa.com firmó con el nombre de Carlso Alzate
2024-05-28 - 17:23:57 CDT- Dirección IP: 190.90.86.130.
-  Carlso Alzate (calzate@odinsa.com) ha firmado electrónicamente el documento.
Fecha de firma: 2024-05-28 - 17:23:59 CDT. Origen de hora: servidor.- Dirección IP: 190.90.86.130.
-  Documento completado.
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