

## EXCERPT FROM THE MANAGING CASES OF ALLEGED WORKPLACE OR SEXUAL HARASSMENT PROCEDURE

### OBJECTIVE

Defining the activities and the way in which they should be carried out to effectively and appropriately address the complaints filed for alleged workplace or sexual harassment within Grupo Energía Bogotá S.A. E.S.P.

### SCOPE

This procedure begins as soon as the employee reports through the Ethics Line and / or email of the GEB Employee Relations Committee or informs any of its members, the existence of a situation of alleged workplace or sexual harassment at GEB.

Its scope of application is for any complaint made to Grupo Energía Bogotá S.A. E.S.P.

### GENERAL CONDITIONS

- The management of cases for alleged sexual or workplace harassment must comply with the principles of confidentiality and impartiality, avoiding discriminatory treatment based on sex, gender, gender identity, age, origin, among others.
- The coexistence agreements established, derived from a situation of workplace harassment, must be framed in GEB's internal work regulations.
- The filing and treatment of information related to a claim for alleged workplace or sexual harassment must be handled according to the guidelines enshrined in Law 1010 / 2006, Law 1581 / 2012 and Law 599 / 2000.
- Complaints of sexual or workplace harassment will be received, both from employees and from contractors and interest groups.
- The Employee Relations Committee must prepare a quarterly report, in which all the cases received for alleged workplace or sexual harassment are listed and how many of these were closed by reaching an agreement, all of which must be recorded, as well as the respective recommendations and actions in each case.
- The Employee Relations Committee must ensure the confidentiality of the information and people related to the events, particularly when the cases are presented to the Learning Process President's Committee.
- The formal channels defined by the GEB for receiving complaints about workplace or sexual harassment are: Ethics Channel and E-mail of the Employee Relations Committee.
- When the Employee Relations Committee receives repeated complaints about the same person, the case must be immediately referred to the Department of Employment Relations.
- For each case received by the Employee Relations Committee, a file must be kept that gives a detailed and documented account of the facts, verifications and commitments of the parties.