



COLEGIO
COLOMBO
BRITÁNICO

Unimos Pueblos y Culturas
a través de la Educación

COLEGIO COLOMBO BRITANICO'S
INTERNAL LABOR
REGULATIONS



INTERNAL LABOR REGULATIONS

AREA OF APPLICATION

ARTICLE 1. This is the Internal Labor Regulations signed by the CORPORACIÓN COLEGIO COLOMBO BRITANICO, who from now on will be known as “The School,” domiciled at Avenida La Maria No. 69 Pance, in the city of Cali, and all its employees are bound by it, in all the school’s offices/areas and those that will be later added on, and any place that it operates from within the national territory of the Republic of Colombia.

This regulation forms part of all individual written or verbal employment contracts, including those who have been concluded or are being entered into with all employees, unless otherwise stipulated, which can only be considered favorable for the employee.

Any legal norm that repeals, modifies, replaces, or regulates any of the terms included in this regulation will be considered encompassed within it.

PRE-EMPLOYMENT CONDITIONS

ARTICLE 2. For any candidate to become an employee of the school they must previously carry out and pass any psychological, skills, job knowledge, and cognitive ability assessments that the school may deem necessary to evaluate depending on the duties and responsibilities of the position offered.

ARTICLE 3. Whoever aspires to work for the school must carry out the formal employment process under the School’s guidelines and procedures, also they must provide at the end of the process the following documentation, to the satisfaction of the school, which all must be truthful and altered to reality.

- a) Resume with a recent photograph.
- b) Academic certifications and photocopies of Diplomas.
- c) Certificate from the last two previous employments, stating how long you worked there, duties, responsibilities, and salary earned.
- d) Two written personal references.
- e) A copy of your citizenship card (cédula de ciudadanía). If you are a foreigner, a copy of your immigration card, valid passport, and valid work visa.
- f) For minors under the age of eighteen (18), written authorization from the Ministry of Labor or in its place the first local authority, at the request of the parents or in their absences, the Family Defender.
- g) Every aspiring candidate must undergo the required medical and health examinations required by law, the cost of which will be paid by the School.
- h) Certificates of affiliation to the EPS (Medical health provider) of the employee and their family.

- i) Certificates of affiliation to the pension and severance fund.
- j) And any other document that the School considers pertinent for their selection, employment, and orientation process.

The previously mentioned requirements are not subject to additional requirements the school may have depending on the position or task that is being applied for.

All the previously mentioned documents will become part of the employee's personnel record. If it is found that an employee provided false or altered information or documentation, omitted or concealed information to obtain employment or to facilitate their entry into the school, this will result in termination of their contract under the grounds established in the numeral 1 of Article 62 of the Substantive Labor Code.

PARAGRAPH 1: School may request from the applicant, in addition to the documents mentioned above all those it considers necessary for the hiring process, however, such requirements cannot include documents, certifications, or specific information prohibited by law, to complete the selection process, such as, information about marital status, number of children, religion or political party to which they belong to (Article 1 Law 13 of 1972); the requirement of a pregnancy test for women, unless the job is related to high-risk activities (Article 43, C.N. articles first and second, agreement No. 111 from ILO (Internal Labor Organization), Resolution No. 003941 of 1994 of Ministry of Labor), HIV test (Regulatory decree No. 559 of 1991 Article 22), Criminal Records (Articles 93 and 94 Law decree 019 of 2012) and the Military passbook (Article 111 decree 2150 of 1995).

PROBATIONARY PERIOD

ARTICLE 4. Once hired, a probationary period will be established during which the School will be able to see the employee's aptitudes and capabilities and they will have the opportunity to verify the suitability of the working conditions.

ARTICLE 5. The probationary period must be stipulated in the employment contract depending on the duration and terms of each contract, otherwise, it will be understood and regulated by the general rules of the employment contract (Article 77, numeral one, Substantive Labor Code).

In cases of consecutive employment contracts between the School and an employee, a probationary period will only be valid for the first contract, unless there is a change in the job description (duties and responsibilities).

ARTICLE 6. In cases where the agreed probationary period is shorter than the maximum limit permitted by law, the parties may extend it before it ends. In any case, the total probationary period may not exceed the limits established by law.

ARTICLE 7. During the probationary period, contracts may be terminated unilaterally at any time, without prior notice or compensation.

If the school decided to unilaterally terminate an employment contract during the probationary period, the decision must be properly justified by reasonable cause. Once the probationary period has expired, the employee will continue to work at the School with his/her implicit consent, and all services provided by the employee will be considered regulated by the rules of the employment contract from the beginning of the probationary period.

ARTICLE 8. Employees in a probationary period will receive all the legally applicable benefits.

TRANSITIONAL OR TEMPORARY EMPLOYEES

ARTICLE 9. The School may hire transitional or temporary employees to take care of short-term specific jobs for no more than one month and for a different nature than the School's regular activities. These employees would be entitled, in addition to a salary, to paid time off on Sundays, as well as to social benefits.

WORKDAY

ARTICLE 10. Working hours for staff will be established per the legal limits and will depend on the type of work being done. Therefore, each group: (i) Administration, (ii) Maintenance, (iii) Transportation, (iv) Administrative Aids, (v) Security, and (vi) Academic areas, must comply with a set schedule that the School will stipulate (see Appendix 1) and will be shared during once you are hired.

ARTICLE 11. The breaks specified in the work schedule of each employee are not considered part of the staff's work hours.

ARTICLE 12. The school may change the employee's work hours when required, for which they will give the employee three (3) days' notice before said shift change.

PARAGRAPH 1: When the school has more than fifty (50) full-time employees, who work a forty-eight (48) workweek, said employees are entitled two (2) hours of their day dedicated exclusively to recreational, cultural, sport or training activities (Article 21 of Law 50 of 1990).

ARTICLE 13. The maximum limit of working hours can be increased without permission from the Ministry of Labor in extenuating cases or for unforeseen reasons where certain tasks needed to be completed urgently by the School to continue with daily operations.

ARTICLE 14. The employees who hold management positions will not be subject to a work hour limit, they must work the necessary hours to complete their work duties, without this time being considered overtime, and therefore require extra pay.

ARTICLE 15. When employees habitually work on mandatory rest days, what is established in Article 181 of the Substantive Labor Code, will be applied, *"Any employee who works habitually on mandatory rest days will be entitled to a paid day off, not subject to the monetary compensation stated in Article 180 of the Substantive Labor Code."*

OVERTIME AND NIGHT SHIFTS

ARTICLE 16. Day shift is that carried out in the period between six hundred hours (6:00 a.m.) and twenty-one hundred hours (9:00 p.m.). Night Shift is that carried out in the period between twenty-one hundred hours (9:00 p.m.) and six hundred (6:00 a.m.). Supplementary or overtime is that which exceeds normal work hours and any case that exceeds the legal maximum workday.

ARTICLE 17. RATES AND PAYING SURCHARGES.

1. The night shift, for the sole reason of being at night, is compensated with a surcharge of thirty-five percent (35%) of the cost of an ordinary daytime work hour, except in cases of a thirty-six (36) hour week, as stated in Article 20 subsection C of Law 50 of 1990).
2. Day shift overtime will be compensated with a surcharge of twenty-five percent (25%) of the cost of an ordinary daytime work hour.
3. Night shift overtime will be compensated with a surcharge of seventy-five percent (75%) of the cost of an ordinary daytime work hour.
4. Each of the previously listed surcharges occurs exclusively, in other words, there are not to be accumulated with any other. (Article 24, Law 50 of 1990).

PARAGRAPH 1: The School may establish special night shifts according to the Decree 2351 of 1965.

ARTICLE 18. The School will not recognize overtime except when employees are authorized by their immediate boss with prior authorization from the Headmaster.

In extenuating circumstances like the threat of a probable accident, or a work emergency that must be done at the School facilities, authorization from the Ministry of Labor will not be required; however, this exception is only allowed to prevent the School operation from being seriously disrupted.

PARAGRAPH 1: In no case may overtime or a night shift, exceed more than two (2) hours per day and twelve (12) hours per week. When the workday is extended by mutual agreement between the School and the employees to ten (10) hours per day, overtime will not be allowed during the same working day.

PARAGRAPH 2: DAY OF ON SATURDAYS.

A forty-eight (48) workweek can be extended by up to two (2) hours, by mutual agreement between the parties, with the exclusive purpose of allowing workers to rest on Saturday. This extension does not constitute supplementary or overtime.

LEGALLY MANDATORY PTO (PAID TIME OFF)

ARTICLE 19. As long as the law does not change, there will be mandatory PTO on Sundays and civil or religious public holidays, as indicated by law:

1. January 1st, January 6th, March 19th, May 1st, June 29th, July 20th, August 7th, August 15th, October 12th, November 1st, November 11th, December 8th, and 25th. Additionally, Holy Thursday and Friday, Ascension of the Lord, Corpus Christi, and Sacred Heart of Jesus. Rest on Sundays and other holidays has a duration of twenty-four (24) hours.
2. In cases where the following holidays: January 6th, March 19th, June 29th, August 15th, October 12th, November 1st, November 11th, Ascension of the Lord, Corpus Christi, and Sacred Heart of Jesus, fall on a date different than Monday, they will be moved on to the following Monday. When the mentioned holidays land on a Sunday, the paid time off will also be moved to Monday.

3. The benefits and right that employee has the right to for holidays, will be recognized per was it is established in the previous paragraph (Article 1 law 51 from December 22nd of 1983).

PARAGRAPH 1. When the work hours agreed by the parties, in days or hours, do not imply the provision of services during all working days of the week, the worker will be entitled to compensation for PTO on Sundays proportional to the time worked. (Article 26, numeral 5, Law 50 of 1990).

ARTICLE 20. The school will only be obligated to pay time off on Sundays to employees who, have worked a full work week and have not missed any days, or have been absent with just cause, or because it was required by the School. Just cause is understood as an accident, illness, domestic calamity, or any unforeseen event. The employee is not entitled to PTO on Sundays when said employee must receive aid or monetary compensation for any work illness or accident, because he/she didn't work a day because they were suspended or legally sanctioned when they are on unpaid leave, or any other circumstance that the School considers unjust. For PTO on Sundays, holidays don't count and are counted as if the employee had worked that day.

In all salaries, whether it be weekly, semimonthly, or monthly, the payment of time off for rest is included in the days that must be paid.

PARAGRAPH 1. The compensation for obligatory PTO on holidays different than Sundays will be paid as if it were PTO on Sundays but without deductions for the day not worked.

ARTICLE 21. WORKING ON SUNDAY AND HOLIDAYS. (Article 26 Law 789 of 2002 that modified Article 179 of the Substantive Labor Code).

1. Working on Sundays or Holidays will be compensated with a surcharge of seventy-five percent (75%) of the ordinary salary in proportion to the hours worked.
2. If another holiday coincides with a Sunday, the employee is only entitled to the previously mentioned surcharge.
3. This does not apply in cases of a thirty-six (36) hour work week as it is stated in Article 20 Subsection C of Law 50 of 1990. (Article 26 Law 789 of 2002).

PARAGRAPH 1. The employee may come to an agreement with the School that his mandatory day off is on Saturday or Sunday, which for all intents and purposes will be institutionalized as their mandatory day off.

ARTICLE 22. As compensation for PTO on Sunday will receive a days' worth of salary, even if the Sunday coincides with one of the other previously mentioned obligatory PTO.

All salaries include the payment of PTO for Sundays with the days that must be legally paid.

ARTICLE 23. In cases where due to a holiday not previously determines in Law 51 of December 22, 1983, the School decides to not open, they are legally obligated to pay it as if it had been worked. They are not legally obligated to pay when there has been an express agreement to suspend or not compensate, or as it is stated in the regulations, pact or collective agreement, or arbitration award. This compensatory work will be paid without it being understood as overtime. (Article 178 CST).

PAID VACATION

ARTICLE 24. Employees who have worked for one (1) year are entitled to fifteen (15) consecutive business days of paid vacation (Article 186, paragraph 1, S.L.C.).

ARTICLE 25. The School will state the period in which vacations must be taken and will notify its employees of it at least one year before they are earned and will be granted at the request of the employee, without interfering with their job or their time off.

ARTICLE 26. If there is a justified interruption of the vacation days, the employee does not lose the right to resume them. (Article 188, S.L.C.).

ARTICLE 27. Employer and employee may come to the agreement that, done so in writing and with the previous request from the employee, up to half of their accumulated vacation days can be compensated in money, paid according to the employee's last salary.

ARTICLE 28. The parties may agree to accumulate vacation days up to a maximum of two (2) years, but in any case, the employee should take at least six (6) business days of vacations annually, which are not accumulative. Employees may accumulate the remaining vacation days for up to two (2) years; In the case of technical, specialized, trustworthy, or foreign employees who provide their services in places different than those of where their relatives live may accumulate vacations for up to four (4) years.

ARTICLE 29. Accumulation and partial compensation of vacation days for employees under eighteen (18) years old are prohibited during the validity of their employment contract. They must take all of their vacation days at once during the following year.

ARTICLE 30. During the vacation period, the employee will receive their ordinary salary that he/she is currently earning at the start of his vacation days. Consequently, the school will only exclude the compensation for mandatory rest days and overtime from the employee's paid vacation. When the salary is variable, vacation payment will be paid by averaging the amount earned by the employee during the previous year to the date on which they are granted.

ARTICLE 31. The School will keep a record of vacation days and will note the date of entry of each employee in the company, the date on which they take their vacations when they end, and their compensation. (Decree 13 of 1967, Article 5).

PARAGRAPH 1. In fixed-term contracts of less than one year (1), employees will be entitled to vacation payment in proportion to the time worked, whatever it may be (Article 3, paragraph, Law 50 of 1990).

SICK LEAVE, TIME OFF, AND LEAVES

ARTICLE 32. The following table will detail the procedure for time off for leave and the policies for granting requests for time off and leaves for employees of the Colegio Colombo Britanico.

GENERAL ILLNESS AND WORK ACCIDENTS		
PROCESS	RESPONSIBLE PARTY	PROCEDURE
INITIAL NOTIFICATION	CCB Employees	<p>From the first day of your absence, you must notify your immediate boss.</p> <p>In cases of general illness, it is not required that you present a valid medical excuse from your medical service provider (incapacidad) on the first day of your absence, it is only required to formally process the absence with your immediate boss, and with previous notification to Human Resources.</p>
	Turned in by: CCB Employees. Received by: Human Resources	<p>Employees must submit their transcribed medical excuse from their medical service provider (EPS) to the Human Resources office once it has been granted by their doctor no later than two (2) days from the moment the medical leave began.</p> <p>If you require help from the School for the process of transcribing your medical excuse, you must provide a copy of your medical history and voluntarily authorize the school to handle it, as it is a confidential document.</p> <p>If you are granted disability or medical leave by your doctor from a prepaid medical provider, this service provider must be included in the network of institutions of your Medical Service provider (EPS). In cases where you are hospitalized, and you cannot provide an immediate medical excuse, you must initially provide proof of your hospitalization and after you have been released from the hospital you must submit your transcribed excuse to the Human Resources office.</p> <p>The transcription process does not apply for medical leave due to work accidents, the valid medical excuse and copy of your medical history must be submitted to the Human Resources office</p> <p>It is the employee's responsibility to <i>"Based on what is indicated.... once the employee has been put on medical leave, they must inform their employer of such situation and send them their valid medical excuse, so that they can proceed to file with the EPS the economic benefits that they are entitled to...."</i> Ministry of Health and Social Protection of the Republic of Colombia Concept 88023 (May 2nd of 2012)</p>

<p>PAPERWORK FOR MEDICAL LEAVE</p>	<p>CCB Employees</p>	<ol style="list-style-type: none"> 1. Original Medical Excuse: <ul style="list-style-type: none"> – Medical excuse due to common illness – Medical excuse due to work accident – Medical excuse due to occupational illness – Medical leave in case of abortion 2. Copy of personal ID 3. In Case of Maternity license: <ul style="list-style-type: none"> – Original Document – Nacido Vivo Certificate DANE – Birth Certificate – Medical certificate stating date of delivery and gestational age 4. In Case of Paternity license: <ul style="list-style-type: none"> – Original Document – Nacido Vivo Certificate DANE – Birth Certificate – Copy of the spouse’s medical records 5. Medical leave due to traffic accident: <ul style="list-style-type: none"> – Copy of the SOAT – Medical History / Historia Clinica – Copy of the FURIPS (a document that the medical entity fills out where you were attended) – In case of presenting the Furips Form, you must also include the traffic authority report (sketch), or the sworn statement of the facts (only if the disability was originated by the traffic accident)
<p>INSTITUTIONAL RECOMMENDATIONS</p>	<p>CCB Employees</p>	<p>During your disability, whether it’s due to general illness or a work-related accident, the Employee must not report to work and must comply with the medical recommendations given by the health professionals.</p> <hr/> <p>If you don’t turn in your disability supporting documents, then it will be considered an unjustified absence from work and will be taken as unpaid leave. To rectify the process, the employee must give written authorization to Human Resources to discount said absence as unpaid leave. Likewise, and according to the severity of said absence.</p>

LIST OF TIME OFF REQUEST AND LEAVES GRANTED

<p align="center">GRANTING LEGALLY MANDATORY REQUEST FOR TIME OFF</p>	<p align="center">1</p>	<p>The school will grant its employees the necessary time off to exercise their legal right to vote, to take part in official transitional positions of forced acceptance, to attend the funeral service of a deceased colleague, provided they notify the school and its representatives with ample time and in the case of the last two (2) events, the number of absent employees cannot be that the operation of the school is stopped. In other cases (right to vote, taking part in official transitional positions, attending corresponding medical services) notice must be given in advance if circumstances permit it.</p>
<p align="center">BEREAVEMENT LEAVE</p>	<p align="center">2</p>	<p>In the event of the death of a spouse, partner, permanent partner, relative in the second degree of consanguinity, first of affinity, civilly first, the employee is entitled to five (5) business days of paid-for bereavement leave, independent of what type of contract they may have. In cases of serious domestic calamity, bereavement leave is not included as it is stated in this section.</p> <p>To be granted this leave, the employee must immediately notify their immediate boss and may use the five (5) days of paid leave immediately. Upon your return to work, you must fill out the necessary form and attach a copy of the death certificate of the deceased relative.</p>
<p align="center">MATERNITY AND PATERNITY LEAVE</p>	<p align="center">3</p>	<ol style="list-style-type: none"> 1. Every pregnant employee is entitled to paid leave for eighteen (18) weeks for the delivery period and after, to be paid with the monthly salary at the moment when the leave begins. 2. In cases where the monthly salary is not a fixed rate, an average of the salary earned for that year will be taken into account, or of all their time in the company, it is in the case of a minor. 3. For this type of leave, the employee must submit to the Human Resources office a medical certificate which must include the following: <ol style="list-style-type: none"> a. How far along in the pregnancy the employee is in. b. Possible date of delivery. c. Possible date for when maternity leave should begin, taking into account that it should start two (2) weeks before the birth. 4. All the same provisions and guarantees established in this law for biological mothers also apply for adopting mothers or if a father is left as the sole guardian of the infant, whether it be due to illness, death, or assuming the date of delivery to the date of adoption, or when custody is gained right after birth. Maternity leave can also be extended to the father in cases where the mother is ill or has died, the father's employer will grant him leave for the duration of what is left of the mother's leave after birth. 5. Maternity leave for mothers of premature infants will take into account the difference between the gestational date and full-term birth, which will be added to the eighteen (18) weeks that are legally mandatory. For mothers with multiple births, their leave will be extended two (2) more weeks. 6. For employees who make use of their maternity leave for the eighteen (18) weeks, will do so in the following manner: <ol style="list-style-type: none"> a. Prepartum maternity leave will begin one (1) week before the expected due date. If for any medical reason the mother needs an additional week before the birth, she may take two (2) weeks and enjoy sixteen (16) weeks after birth. If for any medical reason you cannot enjoy one (1) week before the birth, you will be able to enjoy the eighteen (18) weeks after birth.

<p style="text-align: center;">MATERNITY AND PATERNITY LEAVE</p>	<p style="text-align: center;">3</p>	<p>b. Maternity Leave postpartum, this leave will have a normal duration of seventeen (17) weeks from the date of delivery, or sixteen (16) or eighteen (18) weeks if there is a medical reason, per what is stated in the previous paragraph.</p> <p>Paragraph 1. Of the eighteen (18) weeks of paid leave, the week before the possible delivery date will be mandatory, unless the treating doctor prescribes something different. The paid leave of which this article refers to is conflicting with the domestic calamity leave and in case the last one has been requested due to the birth of a child, these days will be deducted from it.</p> <p>Paragraph 2 The husband or life partner will have the right to eight (8) business days of paid paternity leave.</p> <p>Paid paternity leave applies to children born from the spouse or partner.</p> <p>The only valid support for granting paid paternity leave is the Birth Certificate, which must be submitted to the E.P.S. no later than thirty (30) days following the date of the baby's birth.</p> <p>The paid paternity leave will be in responsibility of the E.P.S., for which it will be required that the father has been effectively contributing during the weeks before being granted the paid paternity leave.</p> <p>The National Government is authorized so that in the case of premature and adoptive children, the established in this paragraph applies.</p> <p>Paragraph 3. To apply the fifth (5th) numeral of this article, the nacido vivo certificate and the certification issued by the treating doctor must be attached, indicating the difference between gestational age and full-term birth, to determine how many weeks the maternity leave should be extended, or to determine if it is the case of multiple births.</p> <p>The Ministry of Health will dictate a term that shall not exceed six (6) months from the issuance of Law 1822 of 2017, regarding the content of the certification referred to in this paragraph and will set the medical criteria to be taken into account by the treating doctor to issue it.</p>
<p style="text-align: center;">PAID LEAVES FOR FOREIGN TEACHERS FOR JOB INTERVIEWS</p>	<p style="text-align: center;">4</p>	<p>Five working days are granted as paid leave so that foreign teachers who will not continue with the School for the next academic year, can carry out job interviews abroad, with prior approval of their immediate boss and the Headmaster, giving notice of fifteen (15) days from when the leave is set to start.</p>
<p style="text-align: center;">OTHER REQUEST FOR TIME OFF AND LEAVES</p>	<p style="text-align: center;">5</p>	<p>For requests for time off, paid and unpaid leaves, the employee must fill out the respective form and request approval as established in the request for time off and license policy.</p> <p>In the case of unpaid leave, the employee must attach to the form a letter addressed to the School in which they authorize the school to deduct the time of the leave from his respective monthly payroll.</p>

LEAVE FOR DOMESTIC CALAMITY	6	<p>This type of leave applies to the following:</p> <ul style="list-style-type: none"> • Serious illness of Spouse, child, or Parent. • Disaster in the employee's house. <p>If an employee needs to make use of this leave, the School can grant up to three (3) days of paid leave.</p>
UNPAID LEAVE	7	<p>To make use of this type of leave, the employee must send a letter to their immediate boss requesting the time off and authorizing said deduction from his/her salary.</p>

LIST OF REQUESTS FOR TIME OFF AND LEAVES

REQUEST FOR TIME OFF	1	<p>Doctors or Dental Appointment: The employee may request time off with his/her immediate boss to go to a Doctors or Dentist appointment during work hours, but it may not exceed one (1) workday (8 hours), and if your medical service provider cannot offer another alternative during not work hours.</p>
	2	<p>Personal Errands: The employee may request time off with his/her immediate boss for personal errands only for the following cases: Children's doctors' appointments or report card conference at their child's school.</p> <p>This time off cannot exceed one (1) workday (8 hours), and the approval of said request will be at the discretion of your immediate boss.</p>
	3	<p>Special Request for familial situations:</p> <ol style="list-style-type: none"> a. If a close relative, different than those previously mentioned for bereavement leave, has a life-threatening illness, live under the same roof, and depend economically on the employee, the school may grant up to three (3) days of paid leave. b. If a close relative, different than those previously mentioned for bereavement leave, has a life-threatening illness, but don't live under the same roof, the school may grant up to two (2) days of paid leave. c. If the calamity occurs due to the death of a close relative, different than those previously mentioned for bereavement leave, the School may grant time off while the calamity last, which in the case of funeral services, it is understood that this counts the day of the wake and the day of the funeral. After these two (2) days, the employee must return to work.
PROCEDURE TO REQUEST TIME OFF:		<p>The employee must make his/her request for time off through the established form, stating the reasons for the request according to one of the previously mentioned reasons. Their immediate boss will review it and proceed according to the stipulated approval policy.</p>

POLICY TO APPROVE TIME OFF AND LEAVE FOR EMPLOYEES

1	Request for time off or leaves for any period (other than maternity, bereavement, and paternity leave) are authorized by their immediate boss, upon receiving a written formal request by the employee. Once approved, the employee agrees to turn into the secretary of their section, the following workday after the time off, all the supporting documents that justify the request for time off. In case the supporting documents are not turned in, or they do not justify his/her absence, it will be considered an unjustified absence from work and will be taken as unpaid leave. Likewise, and depending on the severity of the absence, the employee's immediate boss has the power to initiate a disciplinary process.
2	Requests for time off and leaves, except for bereavement, maternity, and paternity leave, will be approved depending on if the absence does not affect normal operations or cause additional costs for the school.
3	The form used to request time off and leaves must be the one established by the Area or Section.

SUBSTITUTIONAL REGULATIONS (COVERS)

1	When a substitution corresponds to a teacher for an academic activity programmed by the School (pedagogical trips), the substitution of the teacher will be authorized as long as the budgetary costs are included for said activity.
2	When a substitution corresponds to the absence of an employee for three (3) days or less, the replacement must be made with another member of the section.
3	When the substitution corresponds to the absence of an employee for more than three (3) days, the section may hire a replacement to carry out the duties of the absent employee and the salary to be assigned to the replacement should not cause the school additional costs for payroll. The area responsible for the hiring of the replacement or substitute teacher will be Human Resources.

ARTICLE 33. The School will grant, in addition to those mentioned in the previous article, additional time off or leaves whenever they consider them necessary and depending on the employee's work performance, subject to what is subsection 4 of Articles 51 and 53 of the Substantive Labor Code.

ARTICLE 34. In all circumstances, except for bereavement leave, the employee must make a request in writing for time off or leave, with notice, indicating the reason for his/her absence. No employee may take time off without first having received the corresponding written authorization and following the procedure established by the School.

MINIMUM AND CONVENTIONAL SALARY, TIME, PLACE, DATE OF PAYMENTS AND PERIODS THAT REGULATE IT

ARTICLE 35. FORMS AND FREEDOM TO STIPULATE.

1. The school and employee can freely agree on the salary in its various forms, such as per hour, per project, and task, etc., but always making sure to respect the legal minimum wage or the one previously agreed upon.
2. Notwithstanding what is stipulated in articles 13, 14, 16, 21, and 340 of the Substantive Labor Code and the regulations regarding these when an employee earns an ordinary salary that is higher than ten (10) legal minimum monthly wage, it is necessary to stipulate that in addition to the compensating ordinary work, it also compensates in advance the cost of fringe benefits, surcharges, and benefits received from night shifts, overtime and working on Sundays and Holidays, severance payments, and their interest, and subsidies and salaries in kind. In general, all of those included in said stipulation except vacation shall be valid.

ARTICLE 36. The salary will be paid to the employee directly, or to the person he/she authorizes in writing as so:

1. The salary in money must be paid for equal periods and in arrears. Daily wages must be paid in a period no longer than a week and for monthly salaries no greater than a month.
2. Payments for overtime and surcharges for night shifts can be made together with the ordinary wages during the same period they were caused or at least the following period (Article 134, CST).

MEDICAL CARE, SECURITY MEASURES, OCCUPATIONAL RISKS, FIRST AID IN THE EVENT OF WORK ACCIDENTS, WORK REGULATIONS FOR BETTER HYGIENE, RELIABILITY AND SAFETY AT WORK

ARTICLE 37. The school must ensure the health, safety, and hygiene of its employees. Likewise, they must guarantee the necessary resources to implement and execute constant activities in preventive and occupational medicine, hygiene, and industrial safety in compliance with the Occupational Health and Safety Management System, to ensure comprehensive protection of their employees.

ARTICLE 38. Any medical care required by employees will be provided by the EPS (medical service provider) or ARL (Work accidents), at a clinic or hospital, that the worker is affiliated to. Likewise, other medical care services may be used if the employee has additional health coverage other than those stipulated by law. If an employee is not affiliated with any entity, the School will be responsible, without prejudice for the pertinent legal actions.

ARTICLE 39. Employees must comply with the instructions and undergo the recommended treatments as ordered by their physician, as well as preventive exams or treatments ordered by the school in certain cases. Employees who refuse to submit to the exams, treatment, or instructions mentioned above, without just cause, will lose their right to the compensation of disability.

PARAGRAPH 1. When an employee is under medical treatment, the dates of the appointments will be assigned by the E.P.S. and ARL, or by the doctor that appears on the medical excuse, this excuse must be turned in to your immediate boss as soon as possible, ideally with two (2) days in advance, so the request can be granted, and the school can proceed with a replacement.

ARTICLE 40. Employees must submit to all health and safety measures recommended by the authorities and those established by the School, to prevent diseases and risks related to their work and any the use of other work elements to avoid work accidents.

ARTICLE 41. Any breach by an employee of the instructions, regulations, and risk prevention purposes, and that are included in the School's Occupational Health and Safety Management System, that have been communicated in writing, will give the School the right to terminate the employment contract with just cause, for both, private and public employees, with prior authorization from the Ministry of Labor, always respecting the right to defense (Article 91 Decree 1295 of 1994).

ARTICLE 42. In the event of a work accident, the head of the section or his/her assistant, will request immediate first aid provisions, doctor attention and take all the required actions to minimize the effect of the accident. Human Resources Office will report the accident to the ARL and the Occupational Health & Safety Committee-COPASST, as well reporting the E.P.S. and the A.R.L. as established in Decree 1295 of 1994.

ARTICLE 43. In the event of a non-fatal accident, even it is considered minor, the employee will report it immediately to his/ her immediate boss so that medical assistance and timely treatment can be provided according to current legal measures. The treating doctor will indicate the consequences of the accident and the date on which the disability ends.

ARTICLE 44. The School and the occupational risk management entities must keep statistics of occupational accidents and illnesses, for which they must, in every case, determine the severity and frequency of work accidents or occupational illness, according to regulations. Any work accident or occupational disease that occurs within the School's facilities must be reported by the School's Human Resources area to the occupational risk management entity, within two (2) working days after the accident occurred or the illness was diagnosed.

ARTICLE 45. In any case regarding the circumstances mentioned in this chapter, both the School and the employee will be subject to the occupation risks regulations cited in the Substantive Labor Code, Resolution 1016 from 1989, issued by the Ministry of Labor and others established for this purpose. Furthermore, both parties are obligated to comply with Law Decree 1295 of 1994 and Law 776 of 2002, current legislation on occupational health, following the terms stipulated in the legal guidelines and other concurring and regulatory norms of the mentioned Decree.

EMPLOYEE'S DUTIES

ARTICLE 46. Employees have the following duties:

- a) Comply with the obligations derived from the Political Constitution and the laws of the Republic, as well as complying with the General Statutes for Teachers, Internal Labor Regulations, internal regulations of the School and your section, Institutional Education Project (P.E.I.), Coexistence Manual, Code of Ethics and Good Corporate Governance, and other internal rules, policies, and procedures established by the Institution in their CCB Policy Manual.
- b) Fully comply with the duties and responsibilities that are in your job description, which are an integral part of an employee's contract.
- c) Treat all members of the school community with respect, inside and outside the school grounds.
- d) Receive and accept orders, instructions, and improvements related to your work, with their true intention, which after all is for your benefit and that of the School.
- e) Make observations, claims, and requests when they need to be made in a well-founded, measured, and respectful manner.
- f) Work in an integrated manner with other colleagues to promote unity, collaboration for the benefit of the community; seek complete harmony as well in personal relationships.
- g) Respect and show subordination to your superiors.
- h) Maintain good conduct in all circumstances and act in the spirit of loyal cooperation in the moral order and general discipline of the School.
- i) Comply with your full workday every day, from the moment you arrive and leave, except in cases of request for time for the special circumstances detailed in this regulation and approved by the School, according to established procedure.
- j) Remain at your desk or area during your workday, strictly prohibited, unless asked to do so, to do another colleague's job.
- k) Carry out the work entrusted to you with honesty, trustworthiness, goodwill, responsibility, intellect, and by respecting other's opinions.
- l) Comply with the measures and precautions that are given to you by your immediate boss for handling machines or work equipment.

- m) Report to the School any theft of tools or work equipment done by another person or the use of school equipment or vehicles for purposes other than those indicated by the School.
- n) Keep strict confidentiality of what is seen or heard in the workplace and especially regarding disciplinary measures taken against other colleagues.
- o) Arrive at work promptly in full uniform and necessary equipment.
- p) Refrain from arriving while under the influence of or ingesting at School barbiturates, drugs, alcohol, or any similar substances.
- q) Comply with the guidelines established in the Administration of Information Policy.
- r) Keep strict confidentiality the information and data of the members of the Educational Community that come to be known as part of your job and/or responsibilities, as listed in your job description, as established by Law 1581 of 2012 for the protection of personal data. If there is a breach of confidentiality, you are the responsible party for paying any of the damages caused to the Colegio Colombo Britanico, without prejudice of the criminal, labor, and disciplinary actions that may occur.
- s) Employees must avoid distractions from their duties and responsibilities during the workday. Therefore, they may only use electronic devices such as cell phones, tablets, etc. for purposes of their work. When they require the use of electronic devices for personal reasons, they must inform their Immediate boss to obtain the corresponding authorization. Academic staff should put their cell phones on silent or vibrate mode during classes or when supervising students.
- t) In the event of a health condition, either due to an illness or work accident, the employee must inform their immediate boss and Human Resources, promptly, the condition they are in, and any medical recommendations in a span no later than three (3) business days.

Special duties for teachers: In addition to the duties previously mentioned, teachers also have the following specific duties:

- a) Participate in the process of establishing the School's disciplinary rules, sharing them, and supervision of their compliance.
- b) Comply with what's established your job description that can be found in CCB's Policy Handbook.
- c) Contribute to the construction and application of the Coexistence Manual.
- d) Identify, report, and follow-up on cases of school bullying, violence, and violation of sexual and reproductive rights that affect students. The act of intimidation, of which you become aware of, is done through electronic means, you must also report to the Coexistence

Committee to activate the corresponding protocol.

- e) Transform pedagogical practices to contribute to the development of democratic and tolerant learning environments that enhance participation, the collective construction of strategies for conflict resolution, respect for human dignity, life, physical integrity, and student morale.
- f) Participate in the processes updating of staff training and evaluation of the school environment.
- g) Carry out academic activities with honesty and intellectual responsibility, respecting different opinions.
- h) Participate in teachers' meetings and in academic-administrative activities, for which you are required to attend.
- i) Develop assigned courses following the School's curricular programs and the established calendars.
- j) Instill, among the students, respect for the historical and cultural values of Colombia, Great Britain, and the world.
- k) Develop activities that pay tribute to national-patriotic symbols, extracurricular activities, inter-house, or substitute.
- l) Keep the student's progress reports up to date.
- m) Carry out scheduled academic evaluations in each department and inform the students about the results before inputting the grades in the system.
- n) Comply with providing progress reports, class preparers, annual assessment records, student report cards, and other material, which is part of your duties according to the set deadlines in the School's current Calendar or according to the instructions provided by you Head of Section.
- o) Student reports, as well as official school documents, should be prepared preferably within the school grounds.
- p) Correct and/or review the evaluations with the students.
- q) Call attendance every morning and keep these records so they can be included in the student's intermediate and semester grades.
- r) Summon parents when needed, previously notifying the Head of Section and their assistant.
- s) Do not provide paid private classes inside or outside the school to any student, except in

cases where they have been previously authorized by the Heads of Section of the School.

- t) Conflict resolution and the respect of human dignity, life, and physical and moral integrity of the students.
- u) Take part in renewing the training process for teachers and the assessment of the school climate.

ORGANIZATIONAL STRUCTURE

ARTICLE 47. The School's Hierarchical structure according to the existing positions in the school is the following:

GENERAL ASSEMBLY
BOARD OF DIRECTORS
HEADMASTER
ADMINISTRATIVE DIRECTOR – GENERAL ASSISTANT – HEADS OF ACADEMIC SECTIONS

PARAGRAPH 1. The following will have the power to carry out disciplinary actions to employees of the school: The Board of Directors (only the Headmaster), the Administrative Director, and the Head of Human Resources.

PARAGRAPH 2. Regarding granting requests for time off or leaves, the regulations that the school has currently put in place will be taken into account (agreements, policies, and/or rulings).

SPECIAL OBLIGATIONS FOR THE SCHOOL AND ITS EMPLOYEES

ARTICLE 48. The following are special obligations for the school:

1. Make available to their employees, unless other stipulated, the appropriate tools and raw materials needed to carry out their work.
2. Provide their local employees the appropriate and adequate elements to protect them against accidents and occupational illness, to guarantee their safety and health.
3. Provide immediate first aid in the event of a work accident or illness. For this purpose, the School will have the necessary equipment and medications as mandated by the Health authorities.
4. Pay salaries according to the previously agreed-upon conditions, periods, and place.
5. Maintain absolute respect for their employee's dignity, beliefs, and feelings.
6. Grant employees the necessary leaves for the purpose and terms as stated in Article 32

of this Regulation.

7. Provide a certification, to any employee who requests it and at the end of their employment contract, stating the time of service, nature of their work, and salary earned, and take a post-employment medical exam with its certification, in the event the employee took a pre-employment exam, provide certification for this as well. It is considered that an employee due to guilt eludes, hinders, or delays the exam, when after five (5) days from their departure from the company they do not show up for the exam, despite having received notice to appear.
8. Keep up to date records of overtime.
9. Allow employees who are breastfeeding to take the necessary breaks as ordered by Article 238 of the Substantive Labor Code.
10. Keep an employee's positions when he/she is enjoying paid time off or vacation days, or who's on paid medical or maternity leave. Any dismissal will not be effective if the School informs the employee during any leave period or gives notice during the previously mentioned breaks or leaves.
11. Keep a record of all minors who the School employs, making sure to indicate their date of birth.
12. Comply with this regulation, maintain order, morality, and respect for the law.
13. Sign up all employees to the Social Security System (Seguridad Social).
14. Comply with the school's endowment policy (GH-SI-PD-03), to comply with what is required by law, article 11 of Law 11 of 1984 (Article 230 of the Labor Code).
15. Pay the moving expenses, for the employees who are moving to work at the school, unless the termination of their contract was caused due to a fault by the employee or it was their decision. If the employee decides to live elsewhere, the school must pay for their moving expenses equivalent to those necessary to move him back to where he previously resided before coming to work at the school. It is understood that moving expenses also include those of the members with whom the employee resides.
16. In addition to the special obligations previously mentioned and are responsibilities of the school, they will also provide job training for employees who are underage and grant unpaid leave when they need it for school activities. (Article 11 Law 11 of 1984).
17. Comply with what is established in Law 1581 of 2021 for the protection of personal data.

ARTICLE 49. Without prejudice to the obligations established in the employment contract, in these regulations and those contained in the current legislation, the following will be obligations

for all employees, among others:

1. Personally, carry out the work in the terms stipulated with efficiency and care; Observe the precepts of these regulations, accept and comply with the guidelines and instructions given by the School or its representatives, according to the established hierarchical order.
2. Faithfully and strictly comply with each one of the school's requirements and regulations and any other rules they consider pertinent, any rules that are defined in the employment contract, and those dictated by the law, conventional requirements, collective agreements, arbitrations rulings, and the resolutions of the Ministry of Labor.
3. Employees must commit to comply with what is established in his job description, which is available in the Human Resources office.
4. Don't communicate to third parties, unless explicitly authorized, information that is of a reserved nature (databases) and whose disclosure may cause harm to the School or the Community, this does not apply for reporting to the authorities crimes, violations to the employment contracts, or breaking legal labor laws.
5. Preserve and return in good condition, unless if it's normal decay, documents, supplies, equipment, vehicles, furniture, goods, and instruments that have been entrusted or provided for you to perform your job.
6. Rigorously maintain morality in relationships with superiors, colleagues, and other members of the educational community.
7. Report promptly to the school any observations that may seem pertinent to prevent damages.
8. Provide help when needed in the event of a possible incident or in imminent danger that can affect or threaten people or property of the School.
9. Give Human Resources in writing your Address and inform them promptly if it changes (Article 58, S.L.C), within one week of the change occurring.
10. Inform in writing or via email any changes in marital status, death of a child or parent, the birth of a child, any studies carried out, degrees obtained, so the School can update their records.
11. Comply with the regulations for requests for time off as established by the School.
12. Wear your ID card issued by the School and which certifies you as a member of the staff and present when needed.
13. Maintain the necessary discipline required by your job and the smooth operation of the School. Be loyal to the institution and provide critical assessment and possible solutions

that will help improve the School.

- 14.** Maintain public conduct consistent with the decorum and dignity of the position.
- 15.** Arrive at work on time, per the schedule set by the school or the one previously agreed upon.
- 16.** Uphold absolute loyalty with the school and keep confidential any sensitive information that you acquire as a result of your position, any commercial, technical, academic, or administrative secrets, that disclosing may cause damage to the school.
- 17.** Perform by yourself any complementary tasks to those of your main responsibilities, such as simple and routine maintenance of your equipment and cleaning your workspace.
- 18.** Do not transport people or foreign objects in the school's vehicles without prior authorization or lend them to unauthorized employees or personnel.
- 19.** Transportation personnel must keep their driver's license valid and per the policies established by the school.
- 20.** Immediately report any accident or damage suffered to any of the machines or vehicles of the school, regardless of how small they are.
- 21.** Strictly comply with what is defined by the school in its Human Resources procedures.
- 22.** Stay up to date and comply with the rules, procedures, and policies established by the school and government, to perform your duties and the correct functioning of the institution.
- 23.** Work overtime when indicated by the school and as determined by law with prior authorization from the Ministry of Labor.
- 24.** Undergo any inspection of records that the school may need.
- 25.** Properly and permanently wear the uniform provided by the school and per the standards established by the latter, making good and appropriate use of it, making sure to maintain a good image and personal presentation. For personnel who do not have uniforms, you must wear work-appropriate clothing. Refrain from wearing jeans, shorts, miniskirts, t-shirts with advertising, rubber sandals, clothes that expose your shoulders and back, transparent dresses or blouses, leisure pants, and sweatshirts. Any exception for specific activities will be notified and approved by your boss.
- 26.** Comply with what is established in the Occupational Health and Safety Management System Policy; in the School's regulation for the Prevention of Tobacco, Alcohol, Energy Drinks, and Illicit Drugs Consumption, and the Industrial Hygiene Regulation.
- 27.** Comply with what is established in the Coexistence and Prevention of Workplace

Harassment policies.

28. Follow the orders and instructions on security and facility surveillance given by the School's Security department.
29. Once the employee meets the requirements to be entitled to his/her pension, he/she is obligated to carry out the pertinent procedures. Thirty (30) days after the employee meets the requirements established, for their pension, by Law, if he/she does not request it personally, the school may do it on their behalf.
30. **Special Obligations for Teachers:** In addition to the obligations mentioned above, teachers have the following specific obligations:
 - a) Refrain from giving paid private classes inside or outside the facilities, to any student of the School, except for authorized exceptions by the Heads of the academic sections.
31. Any other obligations that result from the employment contracts, legal requirements, regulations, instructions, procedures, and rules of the School.

SPECIAL RESTRICTIONS FOR EMPLOYEES

ARTICLE 51. Any infringement by anyone, of the obligations stated in the contract, the responsibilities specified in this regulation, in the Coexistence Manual, Code of Ethics and Good Corporate Governance, and the Institutional Educational Project will constitute a serious fault; being also prohibited to the staff, the following:

1. Keeping weapons of any kind except those with legal authorization to be carried by the guards of the security company.
2. Showing up to work under the influence of alcohol, drugs, and/or hallucinogens. Consuming or having in their possession liquor, narcotic, and/or hallucinogenic drugs on the School premises, or during activities promoted by the School, whether they be on campus or off.
3. Smoking on School premises or during activities with students promoted by the School, on-campus or off.
4. Administer medications of any nature to students, unless authorized by the School Doctor.
5. Missing work without just cause to do so or without permission from the School.
6. Intentionally slowing down your work pace, suspending work, promoting untimely suspensions of work, and encourage their declaration or maintenance, whether you choose to participate or not.
7. Carrying out other work different than those your job description within the School without authorization from your superior.

8. Taking part in idle chat, discussions, or consultations that do not pertain to your work, with your coworkers, during work hours and non-designated breaks.
9. Distract yourself from your work inside the school during work hours with games, teasing, or reading material different than that of your work.
10. Take part in acts of proselytism, propaganda, or political, religious, or racial discrimination with the members of the educational community.
11. Harass colleagues for their political and/or religious views on or off the school premises.
12. Assign to another employee your job responsibilities without permission from the school.
13. Restrict the freedom of another employee their right to work or not work, or to join or not join a union and whether they should leave it.
14. Use the school's tools, supplies, or machines for purposes other than the ones you were hired to do.
15. Access Social Media for personal reasons during work hours from a school' computer/tablet, which the school has only made available for your job.
16. Begin or end work at hours that are not designated in the regulations without orders or previous authorization from your boss.
17. Leaving the school facilities at times that are not designated in the regulations without prior notice or authorization from your boss.
18. Sleep during work hours.
19. Hold meetings for non-work-related matters during your workday.
20. Remove documents or elements from the school's archives or offices or share any document or confidential information without explicit authorization to do so.
21. Take from the school, work supplies, equipment, and other elements with previous authorization from your boss.
22. Take advantage or benefit from studies, information, improvements, discoveries, inventions, made either by another employee or by his intervention or related to the task or duties you performed, during the validity of your employment contract.
23. Divulge without written consent from the school to third parties, any information about you have access due to your work, especially sensitive or confidential information, with whom you may disclose could represent damages to the school or its members.

- 24.** Promote or incite others to stop working, whether they participate or not.
- 25.** Provide false information, statements, or opinions that violate the interest of the school or that can cause disruptions to its activities.
- 26.** Abusing of the school's telephone privileges to make personal phone calls, except for in extreme cases, or unforeseen circumstances.
- 27.** Present false, altered, or modified vouchers or documents or anything not considered strictly true for any purpose during your employment.
- 28.** Distribute newspapers, flyers, or posters of any kind; put up flyers or posters not previously approved by the school.
- 29.** Remove from the school grounds vehicles owned by the school without the subsequent approval.
- 30.** Bring or remove packages, bags, or similar objects from the facilities, without showing its content to a representative of the School, or to the guards, when it is required.
- 31.** Disrespecting and/or mistreating people, whether or not they work at School.
- 32.** Discrediting your superiors or the School on and off-campus, as long as the fact is duly proven.
- 33.** Refusing without just cause to carry out your duties or to comply with the orders and instructions given by your superiors.
- 34.** Carrying out acts that endanger your safety, and the safety of your coworkers, superiors, students, or any third party, and that causes harm to the buildings, machines, vehicles, equipment, and other elements of the School.
- 35.** Introducing dangerous substances or elements to the School facilities.
- 36.** Driving School vehicles while breaking traffic regulations, or leaving the assigned routes without the due authorization of your Immediate boss.
- 37.** Disobeying or violating any of the provisions and indications contained in the Hygiene and Safety Regulations, or not observing the instructions and preventive orders for accidents or occupational illnesses.
- 38.** Driving or operating vehicles, equipment, or machines that have not been assigned to you, or for which you do not have the proper authorization.
- 39.** Using fire equipment or stoves, during the workday, which can endanger the safety of members of the school community, the school facilities, or third parties.

40. Submitting students to physical or psychological punishment.
41. Taking or borrowing money from members of the school community or doing business with them.
42. Encouraging students to lie or omit the truth or being deceitful.
43. Taking personal belongings from members of the school community.
44. Providing students with books, magazines, or material with inappropriate content.
45. Selling and/or buying any kind of employee or third party product among the members of the school community, for their private benefit. Carrying out negotiations for the purchase and/or sale of any type of articles, equipment, or vehicle between employees at any type of hierarchical level.
46. Asking for collections, offering raffles or subscriptions, or any other type of propaganda in the workplace.
47. Being at work during hours that are different than your normal work schedule.
48. Hiding errors or faulty work, and not reporting it immediately to your superiors.
49. Changing work shifts without the School's authorization.
50. Working overtime without the School's authorization.
51. Promoting conflicts among employees over politics, religion, or personal matters outside of work.
52. Any act of violence, insult, mistreatment, or serious indiscipline that an employee commits during his workday, against their immediate boss, the members of his family, the managing staff, his/her co-workers, or any other members of the school community.
53. Perform lewd behavior or obscene acts that may be considered inappropriate within the school's facilities, that may affect its moral and good standing, taking into account that most of the students are minors.
54. Refuse to actively participate in training programs provided by the school that are for better performance.
55. Fail to comply with the policies established in the Training Program.
56. All other acts that are a result of your contract or its clauses, laws, regulations, procedures, and policies put in place by the school.

PARAGRAPH 1. These are considered special offenses and their disciplinary actions as follows:

- a) Being up to fifteen (15) minutes late to work without sufficient excuse, when it does not seriously affect the school or its members, and it is the first offense, the penalty will be a fine of one-tenth of the persons daily salary, if it is the second offense, this will constitute a fine of one-fifth of the persons daily salary, if it occurs a third time, the penalty will be a suspension from working in the morning or the afternoon depending on their schedule, if it happens a fourth time, they will be suspended from work for up to three (3) days.
- b) Not working in the morning, afternoon, or their corresponding shift without sufficient excuse, when it does not affect the school or its members, the penalty for the first offense will be a suspension from work for up to three (3) days, if it happens a second time, the penalty will be suspension from for up to eight (8) days from work, and if it occurs a third time, the employment contract will be terminated with just cause.
- c) Being absent from work without sufficient excuse, when it does not affect the school or its members, the penalty for the first offense is a suspension from work for up to eight (8) days, if it happens a second time, the penalty will be a suspension from work for up to ten (10) days, if it occurs a third time, the employment contract will be terminated with just cause.
- d) Any slight violation of the terms and regulations of the employment contract, for the first offense, the penalty will be a suspension from work for up to eight (8) days, if it happens a second time, the penalty will be a suspension from work for up to two (2) months, if it occurs a third time, the employment contract will be terminated with just cause.
- e) For maintenance and transportation personnel, the table of sanctions established by the school will apply and be made known (Appendix 2).

ARTICLE 52. Before the school can apply disciplinary action, they must first hear out the employee that's being sanctioned through a formal disciplinary procedure, the school must summon the employee for a hearing in writing, with the date, time, and reasons for the disciplinary action, for the hearing the employee may bring in two (2) witnesses. It should be taken into account that any verbal or written warnings made to the employee without the corresponding formal proceedings do not constitute disciplinary action.

During the disciplinary hearing, the employee will have the right to express everything about the situation and the school may ask any question they consider conducive, pertinent, and useful to clarify the situation and why it happened.

The school must draw up a written account that includes the employee's statement and any questions or clarifications the school requested; said written account must be signed by all parties who participated in the proceedings.

Once the disciplinary hearing is over the school must notify the employee of their decision in writing.

During the disciplinary hearing the Head of Human Resources, the employee's immediate boss, and the employee must be all be present, along with the two witnesses, if the employee decides

to have them.

The school may decide to have the General Assistant (legal support) present when they deem it necessary.

CLAIMS: HOW AND WHO SHOULD THEY BE FILED WITH

ARTICLE 53: Any claim filed by an employee should be done so with the Head of Section, who will hear out the complaint and will resolve it according to the law, employment contract, internal policies, and what is established in this regulation.

JUST CAUSE TO TERMINATE AN EMPLOYMENT CONTRACT

ARTICLE 54: The following are considered just causes to terminate an employment contract by the School:

1. Being deceived by the employee through the presentation of false certificates for his/her hiring or to obtain an undue advantage.
2. Any act of violence, slander, insult, mistreatment, or serious indiscipline caused by the employee during his/her work, or against the School, managing staff, the staff in general, and the student community.
3. Any serious act of violence, slander, insult, mistreatment caused by the employee outside of his/her work for the school, against the school itself, managing staff, and the staff in general.
4. All serious and intentional material damage caused to buildings, constructions in progress, machinery, equipment, vehicles, supplies, and any other objects related to your work, and all negligence that endangers the safety of the school community and their property.
5. Any immoral or criminal act committed by the employee in his office or place of work during the execution of his tasks.
6. Any serious violation or prohibitions related to the employee per article 58 and 60 of the Substantive Labor Code and what is established in the coexistence manual, in the institutional educational project, in the teaching regulations, in the employment contract, internal regulations or procedures; or any serious misconduct qualified as such in collective agreements, arbitration rulings, individual contracts or regulations, and especially the present labor regulations.
7. Any preventive detention of the employee for more than thirty (30) days, unless later acquitted when the cause of the detention is sufficient by itself to justify the termination of

the employment contract.

8. When an employee reveals trade or commercial secrets or discloses confidential information to the detriment of the school.
9. Poor work performance, concerning the employee's capabilities and their average performance in analogous work, when it is not corrected during a reasonable period, despite being asked by your superiors.
10. The systematic non-execution, without a valid reason, by an employee of the conventional and legal obligations.
11. Any vice of the employee that disturbs the discipline of the school.
12. The employee's systematic reluctance to accept the preventive, prophylactic, or curative measures prescribed by the school doctor, or by those in charge of the Occupational Health & Safety personnel, to avoid illness or work accidents.
13. The employee's inability to carry out their assigned work.
14. When the employee has been awarded their retirement pension or been put on disability while at the service of the school.
15. When an employee develops a contagious or chronic illness that is not due to a work-related reason, as well as any other illness or injury that incapacitates the employee from work, for 180 days.
16. Serious breach by the employee of instructions, regulations, determination of risk prevention that are established within the School's Occupation Health Programs, which have been published and communicated, this gives the school the power to terminate the employment contract with just cause, indifferent of the type of employee (private or public), with prior authorization from the Ministry of Labor and respecting their right to defense.
17. When the employee is found to have caused workplace harassment in any of the forms established by the government.
18. Non-compliance with the labor regulations established by the Government, the Occupation & Safety Program, and the Transit Department (for the Transportation Area)

PARAGRAPH 1. When a contract is unilaterally terminated by the school, they must indicate its reasons or motives for said cancelation. Subsequently, the school may not legally cite other motives after the fact.

ARTICLE 55. The School may also justly terminate a contract for reasons mentioned in individual employment contracts, collective agreements, pacts.

ARTICLE 56. For Article seven (7), letter (a), number six (6) of the Decree 2351 of 1965, the following are considered serious offenses, in addition to those who are generally characterized

this way:

1. Recidivism in minor contractual, legal, or regulatory violations and especially including those contained in this document, when they cause damage to the School.
2. Make the workplace dangerous due to violations in the regulations for safety and hygiene; not submitting to medical or health examinations requested by the school or by the authorities, as well as not using the necessary personal protection elements provided.
3. Refusing to work during your assigned shift or schedule.
4. Making improper use of the permissions granted by the School.
5. Doing work other than your own without the proper authorization.
6. Losing school property assigned to you, especially weapons or communication equipment.
7. Changing your work shift or subbing in for another employee, without direct authorization from the School.
8. Receive tips, gifts, or any type of compensation as a benefit of your work.
9. Stealing, destroying, or harming in any way the School's property or the institution to whom you provide your services to.
10. Provide false information about facts or situations that occurred in your presence or refrain from reporting serious events that you have witnessed or became aware of as a result of your work.
11. Sleep during work hours.
12. Using your work uniform in places outside of the school or on non-workdays.
13. Reveal or provide any information obtained from your work, without authorization, to third parties.
14. Allow strange people to enter the school facilities without the corresponding authorization.
15. Share information that is strictly confidential or reserved, results of investigations, consultations, and/or services that are confidential.
16. Operate a school's vehicle, without permission, or with authorization but without a valid driver's license, as well as transporting unauthorized personnel, or doing unauthorized bus routes without permission. As well as exceeding the speed limit and not respecting legal traffic laws.
17. Embezzling school funds, from employees, or entities made up of employees.

18. Not submitting to examinations or preventive treatments ordered by the school for all personnel or some.
19. Using the school's email or search engine, provided only for work-related purposes, for purposes different than your job, and in general for illegal or inadequate usage, as well as using the school's internet or Wi-Fi meant for work.
20. Any breach of the regulations established by the Government about work-related, industrial security, and traffic (for transportation employees) matters.

MECHANISMS TO PREVENT WORK HARASSMENT AND INTERNAL PROCEDURES TO SOLVE IT

ARTICLE 57. DEFINITION. Workplace harassment shall be understood to be all persistent and evident conduct, made to an employee by his employer, boss or immediate hierarchical superior, a co-worker or a subordinate, aimed at instilling fear, intimidation, terror, and anguish, to cause labor-injury, to generate demotivation at work or to induce their resignation.

ARTICLE 58. TYPES OF BEHAVIOR THAT CONSTITUTE WORK HARASSMENT. The considers the following behavior as harassment:

- Acts of physical aggression, regardless of the consequences.
- Yelling, insulting, or outrageous expressions about a person, with the use of degrading words or that allude to race, gender, family or national origin, political preference or social status;
- Ridiculing or discrediting someone's work and in the presence of their co-workers.
- Unjustified threats of dismissal in the presence of coworkers.
- Hostile and humiliating professionally disqualifying comments made in the presence of co-workers.
- Joking in public about physical appearance or the way they dress.
- The public allusions to a person's private life.
- Humiliating disqualification of work proposals or opinions, done so in the presence of co-workers.
- Isolate or exclude co-workers by ignoring them as if they didn't exist.
- The imposition of odd duties that are presumably non-related to the person's obligations.

11. Noticeable discriminatory treatment of other employees.
12. The refusal to supply materials and information necessary to complete the work assigned.
13. Multiple disciplinary complaints by an active subject of the harassment, whose recklessness remains evident by the repeated disciplinary actions.
14. Asked to work for an excessive number of hours than your normal workday or that exceed the legally permitted amount.
15. Unsatisfyingly refusing to grant permission for time off, sick leave, ordinary leave, and/or vacation, when the legal, regulatory, and conventional requirements are met.
16. Sending anonymous phone calls, emails, or instant messages with content that is considered abusive, offensive, intimidating, or being submitted to a situation of isolation.
17. Spreading rumors, and/or negatively affecting someone's reputation, among other behaviors that are stipulated in Law 1010 of 2006.

PARAGRAPH 1. When the previously listed behaviors occur in private, they must be proven by legal means as recognized in civil procedural law.

ARTICLE 59. CONDUCT THAT DOES NOT CONSTITUTE WORK HARASSMENT. The following does not represent workplace harassment and under any of its forms:

- a) Demands and orders necessary to maintain discipline in the bodies that make up the Public Forces, according to the constitutional principle of obedience.
- b) Acts intended to exercise disciplinary power that superiors are legally entitled to over their subordinates.
- c) Reasonable demands of expression of work, business, or institutional loyalty.
- d) Work memos intended for requesting an improvement in technical requirements or work efficiency and/or job evaluations of a subordinate according to objective indicators and general performance.
- e) A request to complete extra tasks in collaboration with the School or the institution, when they are considered necessary for the continuity of the operation or to solve a difficult situation.
- f) Administrative actions or steps taken to terminate the employment contract, when there is legal or just cause, as it is stipulated in the Substantive Labor Code or public legislation.
- g) The request to fulfill your personal and civic duties, as referred to in Article 95 of the Constitution.

- h) The requirement to comply with the obligations or duties referred to in Article 55 to 60 of S.L.C, as well as not committing those prohibited in Articles 59 and 60 of said Code.
- i) The requirement to comply with what is stipulated is contained in the regulations and clauses of your employment contract.
- j) The requirement to comply with the obligations, duties, and prohibitions as referred to in Disciplinary legislation applicable to public servants.

ARTICLE 60. CONDUCT THAT DOES NOT CONSTITUTE WORK HARASSMENT. The mechanisms to prevent workplace harassment put in place by the School constitute activities geared towards creating collective awareness that promotes dignified and fair working conditions. The synergy between those who work together and have a good work environment at School should always be a priority for all work situations. The mechanism put in place to protect must protect the privacy, honor, mental health, and freedom of the individual.

ARTICLE 61. For the purpose of the previously mentioned article, the school has established the following mechanisms:

1. Inform employees about Law 1010 of 2006, including preventive communication campaigns, guidance on the contents of the law; particularly those concerning behaviors that constitute workplace harassment, those that do not, aggravating circumstances, mitigating behaviors, and sanctioned treatments.
2. Spaces for dialogue, focus groups that allow for a periodic evaluation of the current working environment, to promote operational coherence and functional harmony that encourage good relationships within the School.
3. Design and implement activities for the employees to:
 - a) Establish through joint construction, values, and habits that promote a coexisting work environment.
 - b) Make constructive recommendations that may arise about school situations that may affect the implementation of such values and habits.
 - c) Examine specific behaviors that may constitute workplace harassment or other types of harassment in the School that can affect a person's dignity, and making recommendations.
4. Any other activities the School may establish for the previously mentioned article.

ARTICLE 62. To search for a solution to workplace harassment behaviors, the following internal procedures have established to develop characteristics such as confidentiality, effectiveness, conciliatory nature, as indicated by law for this purpose:

1. Conforming: The Labor Coexistence Committee will be comprised of at least two (2)

representatives of the School and two (2) for the employees, with their respective substitutes. Public entities and private companies may, according to their internal organization, designate a greater number of representatives, which in any case will be equal for both parties.

The members of the committee will preferably have attitudinal and behavioral skills, such as respect, impartiality, tolerance, serenity, confidentiality, discretion with the information provided, and ethics. Also, they must possess, assertive communication, leadership, and conflict resolution skills. When this committee meets within the scope of workplace harassment law, it will be called the "Labor Coexistence Committee". The School will directly designate its representatives and the employees will choose theirs through a secret vote, that represents their free and authentic expression, done so through public scrutiny. This procedure must be adopted by each company or public entity and must be included in the election process.

The Labor Coexistence Committee of public entities and private companies may not be made up of public servants or employees to whom a workplace harassment complaint has been made about them, or who have been victims of workplace harassment in the six (6) months before its constitution.

2. The Labor Coexistence committee will have the following duties:
 - a) Receive and process complaints submitted for cases of workplace harassment, as well as their supporting evidence.
 - b) Examine confidentially the specifics of the complaint or claim is made, that may constitute workplace harassment within the institution.
 - c) Individually listen to all parties involved about the facts that gave rise to the complaint.
 - d) Hold meetings to create a space for dialogue between the parties involved, promoting mutual commitment to reach an effective solution.
 - e) Formulate an improvement plan between all parties involved, to build, renew, and promote labor coexistence, and always guaranteeing strict confidentiality.
 - f) Follow up on the commitments made by the parties to verify that everyone is in agreement.
 - g) In cases where an agreement cannot be reached between the parties, where the recommendations made are not followed, or if the conduct continues, the Labor Coexistence Committee must refer said complaint to the office of the Nation's Attorney General, in cases where the public sector is involved. For the private sector, the Committee must inform senior management of the company, close the case and the employee can file the complaint with the labor inspector or file a complaint before a judge.
 - h) Present to senior management of the public or private entities all recommendations

for their effective development of preventive and corrective measures for workplace harassment, as well as to report annually the results of the labor coexistence committee and provide the necessary report required by the entities of control.

- i) Follow up if the parties are complying with the recommendations given by the Coexistence Committee to the Head of Human Resources and Occupational and Safety of the company.
 - j) Prepare quarterly reports on the committee's progress that include statistics on complaints, what follow-ups on cases have been made, and the recommendations made. These reports will be presented to the senior management of the company.
3. The committee will ordinarily meet every three (3) months and will have a quorum with half of its members plus one. They can have extra meetings if a case arises that requires immediate intervention and can be called by any of its members.

The committee will review suggestions made by any of the members of the school community for improvements in work life.

4. Once request to review possible situations of workplace harassment have been received, the committee will examine them and listen to the parties involved if it is applicable. They will formulate a plan for recommendations that should be followed, and in special cases, they will ask for coexistence commitments.
5. In any case, the internal preventive procedures established in this document, do not prevent, or affect the victim's right to carry out any administrative and judicial actions as established for this purpose in Law 1010 of 2006.

FAMILY PROTECTION MEASURES (LAW 1857/2017)

ARTICLE 63. To comply with Law 1857 of July 26th of 2017, Article 3, the School has designated the following dates to facilitate a space where their employees can take the time to attend to their familial duties of protection and accompany their spouses or their life partner, to their children, an elderly member of the family or a relative in the 3rd degree that may require it or are in a situation of disability or dependency.

1st semester of the academic year: Friday of the week of spring break as declared by the Ministry of Education.

2nd semester of the academic year: Monday or Tuesday of Easter week (if there is a holiday).

PUBLICATIONS

ARTICLE 64. The union organization, if any, and non-unionized employees, may request to their employer within fifteen (15) business days following the publication of this regulation the adjustments they consider necessary if they believe that their clauses breach Articles 106, 108, 111, 112, or 113 of the Substantive Labor Code.

If there is no agreement, the labor inspector will carry out the corresponding investigation, formulate objections, if any, and order the employer to make the necessary additions, modifications, or removals, and will do so in a maximum period of fifteen (15) business days, after which the School will make the adjustments under penalty of incurring in a fine equivalent to five (5) times the current legal monthly minimum wage.

VALIDITY

ARTICLE 65. This Regulation will be effective eight (8) days after its publication as prescribed in the previous article of this Regulation (Article 121 of the C.S.T.).

FINAL PROVISIONS

ARTICLE 66. Once these regulations become effective, any previous provisions made by the school, as well as any agreements or resolutions that may contradict it, will no longer be in effect.

INEFFECTIVE CLAUSES.

ARTICLE 67. The clauses of this regulation that pretend to worsen employee conditions concerning what is established by the law, individual contracts, agreements, collective agreements, or arbitration decisions, will not be effective, they will be substituted for provisions of this regulation that are more favorable for the employee. (Article 109, CST).

Date: March 15th of 2021 | **ADDRESS:** Avenida La María #69 Pance | **CITY:** Cali (Valle del Cauca)



NICHOLAS JOHN REEVES
Legal Representative

Appendix 1: Workday

The school has established the following work schedules for each Area/Section.

AREA/SECTION	DAY(S) OF THE WEEK	SCHEDULE
Bach / Primary / Early Childhood	Monday to Thursday	7:30 am a 4:00 pm
	Friday	7:30 am a 3:00 pm
	45-minute intermediate break	
Administration/ Academic Support (Library and IT)	Monday to Thursday	7:30 am a 4:00 pm
	Friday	7:30 am a 3:00 pm
	45-minute intermediate break	
Medical Department	Monday to Thursday	7:30 am a 5:00 pm
	45-minute intermediate break	
	Saturdays	8:00 am a 12:00 m
Extracurricular	Monday to Thursday	7:30 am a 5:00 pm
	Friday	7:30 am a 3:00 pm
	45-minute intermediate break	
	Saturdays	8: 00 am a 12:00 m

MAINTENANCE | WORKDAY

NSS: Nigh-Shift Surcharge | DOT: Daytime Over Time

SHIFT 1	MAINTENANCE ASSISTANTS AND CLEANERS			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
7:30	9:00	Maintenance Work	1:30	
9:00	9:15	BREAK		
9:15	11:15	Maintenance Work	2:00	
11:15	12:00	BREAK		
12:00	16:55	Maintenance Work	4:55	
			8:25	42:05
SATURDAYS				
7:00	9:00	Maintenance Work	2:00	
9:00	9:15	BREAK		
9:15	12:00	Maintenance Work	2:45	
WORKDAY FROM MONDAY TO SATURDAY			4:45	
TOTAL HOURS PER WEEK				46:50

SHIFT 2	MAINTENANCE ASSISTANTS AND CLEANERS			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
6:00	8:00	Maintenance Work	2:00	
8:00	8:15	BREAK		
8:15	11:00	Maintenance Work	2:45	
11:00	12:10	BREAK		
12:10	16:00	Maintenance Work	3:50	
			8:35	
			7:35	41:55
FRIDAYS				
SATURDAYS				
7:00	9:00	Maintenance Work	2:00	
9:00	9:15	BREAK		
9:15	12:00	Maintenance Work	2:45	
WORKDAY FROM MONDAY TO SATURDAY			4:45	
TOTAL HOURS PER WEEK				46:40

SHIFT 2		AQUEDUCT AND POOL TECHNICIAN AND VARIOUS TRADES MAINTENANCE ASSISTANT		
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
5:30	9:00	Maintenance Work	3:30	
9:00	9:15	BREAK		
9:15	11:15	Maintenance Work	2:00	
11:15	12:15	BREAK		
12:15	16:00	Maintenance Work	3:45	
			9:15	
TOTAL HOURS PER WEEK				46:15

2,5 Hours of **NSS** will be paid per week.

SHIFT 3		SUPPLEMENTAL BUS DRIVER AND VARIOUS TRADES SHIFT 1		
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
4:45	9:00	Maintenance Work	4:15	
9:00	9:15	BREAK		
9:15	11:15	Maintenance Work	2:00	
11:15	12:15	BREAK		
12:15	16:00	Maintenance Work	3:45	
			10:00	
TOTAL HOURS PER WEEK				50:00

2 Hours of **DOT** will be paid per week.
6,15 Hours of **NSS** will be paid per week.

SHIFT 4		SUPPLEMENTAL BUS DRIVER AND VARIOUS TRADES SHIFT 2		
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
7:30	9:00	Maintenance Work	1:30	
9:00	9:15	BREAK		
9:15	11:15	Maintenance Work	2:00	
11:15	12:15	BREAK		
12:15	18:15	Maintenance Work	6:00	
			9:30	
TOTAL HOURS PER WEEK				47:30

ADMINISTRATIVE AIDS | WORKDAY

NSS: Nigh-Shift Surcharge | DOT: Daytime Over Time

SHIFT 1				
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
5:10	7:30	Bus Routes	2:20	
7:30	11:15	Administrative Work	3:45	
11:15	12:45	Break		
12:45	16:30	Bus Routes	3:45	
			9:50	
TOTAL HOURS PER WEEK				49:10
1,10 Hours of DOT will be paid per week.				
4,16 Hours of NSS will be paid per week.				

SHIFT 2				
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
5:30	7:30	Bus Routes	2:00	
7:30	11:15	Administrative Work	3:45	
11:15	12:45	Break		
12:45	16:30	Bus Routes	3:45	
			9:30	
TOTAL HOURS PER WEEK				47:30
2,5 Hours of NSS will be paid per week.				

SHIFT 3		PART-TIME A		
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
5:00	7:30	Bus Routes	2:30	
13:00	17:00	Bus Routes	4:00	
			6:30	
TOTAL HOURS PER WEEK				32:30
2,5 Hours of DOT will be paid per week.				
5 Hours of NSS will be paid per week.				

SHIFT 4	PART-TIME B			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
5:15	9:00	Bus Routes	3:45	
12:45	15:00	Bus Routes	2:15	
			6:00	
TOTAL HOURS PER WEEK				30:00
4,15 Hours of NSS will be paid per week.				

SHIFT 5	PART-TIME C			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
5:15	7:30	Bus Routes	2:15	
12:45	16:30	Bus Routes	3:45	
			6:00	
TOTAL HOURS PER WEEK				30:00
4.15 Hours of NSS will be paid per week.				

SHIFT 6	PART-TIME D			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
12:45	19:00	Bus Routes	6:15	
			6:15	
SATURDAYS				
6:30	9:00	Bus Routes	2:30	
12:00	14:00	Bus Routes	2:00	
			4:30	
TOTAL HOURS PER WEEK				35:45
4,15 Hours of DOT will be paid per week.				

SHIFT 7	PART-TIME E			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
7:10	9:00	Bus Routes	1:50	
14:50	19:00	Bus Routes	4:10	
			6:00	
SATURDAYS				
6:30	9:00	Bus Routes	2:30	
12:00	14:00	Bus Routes	2:00	
			4:30	
TOTAL HOURS PER WEEK				34:30
4,15 Hours of DOT will be paid per week.				

SHIFT 8	PART-TIME F			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
6:45	9:00	Bus Routes	2:15	
12:45	16:30	Bus Routes	3:45	
			6:00	
TOTAL HOURS PER WEEK				30:00

SHIFT 9	AFTERNOON SPORTS ACTIVITIES (ROTATING TWICE A MONTH)			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
5:30	7:30	Bus Routes	2:00	
12:45	19:15	Bus Routes	6:30	
			8:30	
TOTAL HOURS PER WEEK				42:30
2,5 Hours of NSS will be paid per week, only full-time bus aids.				

SHIFT 10	SATURDAY SPORTS SCHOOL (WITH SHIFT 9)			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
SATURDAYS				
6:30	9:00	Bus Routes	2:30	
9:00	12:00	BREAK		
12:00	14:30	Bus Routes	2:30	
			5:00	
TOTAL HOURS PER WEEK				47:30

BUS DRIVERS | WORKDAY

NSS: Nigh-Shift Surcharge | DOT: Daytime Over Time

SHIFT 1				
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
4:45	7:30	Bus Routes	2:45	
7:30	9:00	Workshop Activities	1:30	
9:00	9:15	BREAK		
9:15	11:00	Workshop Activities	1:45	
11:00	12:45	BREAK		
12:45	16:15	Bus Routes	3:30	
			9:30	
TOTAL HOURS PER WEEK				47:30
6,15 Hours of NSS will be paid per week.				

SHIFT 2				
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
4:30	7:30	Bus Routes	3:00	
7:30	9:00	Workshop Activities	1:30	
9:00	9:15	BREAK		
9:15	11:00	Workshop Activities	1:45	
11:00	12:45	BREAK		
12:45	16:00	Bus Routes	3:15	
			9:30	
TOTAL HOURS PER WEEK				47:30
7,5 Hours of NS will be paid per week.				

SHIFT 3				
AFTERNOON SPORTS ACTIVITIES				
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
4:45	7:30	Bus Routes	2:45	
12:45	19:30	Bus Routes	6:45	
			9:30	
TOTAL HOURS PER WEEK				47:30
6,15 Hours of NSS will be paid per week.				

SHIFT 4	SATURDAY SPORTS SCHOOL (WITH SHIFT 3)			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
SATURDAYS				
5:30	9:00	Bus Routes	3:30	
12:00	15:00	Bus Routes	3:00	
			6:30	
TOTAL HOURS PER WEEK				54:00
6 Hours of DOT will be paid per week.				
2,5 Hours of NSS will be paid per week.				

SHIFT 5	AFTERNOON SPORTS ACTIVITIES - SECOND ROUTE SHIFT			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO THURSDAY				
6:00	9:30	Bus Routes	3:30	
14:30	19:30	Bus Routes	5:00	
			8:30	34:00
FRIDAYS				
6:00	9:30	Bus Routes	3:30	
14:30	16:00	Bus Routes	1:30	
			5:00	39:00
SATURDAYS				
6:00	9:00	Bus Routes	3:00	
9:00	12:00	Workshop Activities	3:00	
12:00	15:00	Bus Routes	3:00	
			9:00	
TOTAL HOURS PER WEEK				48:00
5,45 Hours of DOT will be paid per week.				

SHIFT 6	BUS DRIVER'S ROUTE- SHIFT A			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
3:00	7:30	Bus Routes	4:30	
12:45	17:15	Bus Routes	4:30	
			9:00	
TOTAL HOURS PER WEEK				45:00
15 Hours of NSS will be paid per week.				

SHIFT 7	BUS DRIVER'S ROUTE – SHIFT B			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
4:45	7:30	Bus Routes	2:45	
7:30	9:00	Workshop Activities	1:30	
9:00	9:15	BREAK		
9:15	10:30	Workshop Activities	1:15	
10:30	12:45	BREAK		
12:45	17:45	Bus Routes	4:15	
			9:45	
TOTAL HOURS PER WEEK				48:45
0,45 Hours of DOT will be paid per week.				
6,15 Hours of NSS will be paid per week.				

SHIFT 8	ADMINISTRATIVE PERSONNEL ROUTE – SHIFT A			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
4:45	7:30	Bus Routes	2:45	
7:30	9:30	Workshop Activities	1:30	
9:00	9:15	BREAK		
9:15	10:30	Workshop Activities	1:15	
10:30	12:45	BREAK		
12:45	17:00	Bus Routes	4:15	
			9:45	
TOTAL HOURS PER WEEK				48:45
0,45 Hours of DOT will be paid per week.				
6,15 Hours of NSS will be paid per week.				

SHIFT 9	ADMINISTRATIVE PERSONNEL ROUTE – SHIFT B			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
3:45	7:30	Bus Routes	3:45	
7:30	12:45	BREAK		
12:45	17:30	Bus Routes	4:45	
			8:30	42:30
SATURDAYS				
6:30	9:00	Bus Routes	2:30	
9:00	12:00	BREAK		
12:00	15:00	Bus Routes	3:00	
			5:30	
TOTAL HOURS PER WEEK				48:00
11,15 Hours of NSS will be paid per week.				

SHIFT 10	BUS DIVER'S ROUTE MORNINGS AND AFTERNOONS			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
4:30	7:30	Bus Routes	3:00	
7:30	12:45	BREAK		
12:45	18:15	Bus Routes	5:30	
			8:30	42:30
SATURDAYS				
6:30	9:00	Bus Routes	2:30	
9:00	12:00	BREAK		
12:00	14:30	Bus Routes	2:30	
			5:00	
TOTAL HOURS PER WEEK				47:30
7,5 Hours of NSS will be paid per week.				

SHIFT 11	AFTERNOONS AND SPORTS ACTIVITIES			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
12:30	20:00	Bus Routes	7:30	
			7:30	37:30
SATURDAYS				
GENERAL ROUTE				
4:30	9:00	Bus Routes	4:30	
9:00	12:00	BREAK		
9:00	14:00	Bus Routes	5:00	
			9:30	
TOTAL HOURS PER WEEK				47:00
1,5 Hours of NSS will be paid per week.				

SHIFT 12	WORKSHOP SUPERVISOR			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
6:30	11:00	Bus Routes	4:30	
11:00	13:00	BREAK		
13:00	17:00	Bus Routes	4:00	
			8:30	
SATURDAYS				
7:30	12:00	Bus Routes	4:30	
			4:30	
TOTAL HOURS PER WEEK				47:00

SHIFT 13	SUMMER SHIFT (JULY-AUGUST)			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
7:30	11:00	Bus Routes	3:30	
11:00	12:00	BREAK		
12:00	17:00	Workshop Activities	5:00	
			8:30	42:30
SATURDAYS				
7:30	9:00	Workshop Activities	1:30	
9:00	9:15	BREAK		
9:15	12:00	Workshop Activities r	2:45	
			4:15	
TOTAL HOURS PER WEEK				46:45

SECURITY | WORKDAY

NSS: Nigh Shift Surcharge | **DOT:** Daytime Over Time

SHIFT 1	GUARDS			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
6:00	12:00	Work	6:00	
12:00	12:45	BREAK		
12:45	17:00	Work	4:15	
			10:15	
SATURDAYS				
			0:00	
TOTAL HOURS PER WEEK				51:15
They will complete 1 hour of DOT per week.				

SHIFT 2	OCCUPATIONAL HEALTH & SAFETY ANALYST			
SCHEDULE	END OF WORK	ACTIVITIES	TOTAL HOURS	TOTAL HOURS/WEEK
MONDAY TO FRIDAY				
7:30	12:00	Work	4:30	
12:00	12:45	BREAK		
12:45	17:00	Work	4:15	
			8:45	
TOTAL HOURS PER WEEK				43:45



COEXISTENCE POLICY AND PREVENTION OF WORKPLACE HARASSMENT

- 1. COEXISTENCE POLICY.** CCB is an institution that recognizes, respects, and defends the dignity of all human beings and promotes policies, procedures, and practices that resist any kind of discrimination based on age, ethnicity or racial origin, gender, orientation or sexual identity, marital status, political affiliation, religion, physical, social or cultural condition.

CCB is committed to providing a safe environment in which all members of the community, including students and their families, alumni, directors, teachers, administrators, and all school employees can interact with the highest standards of civility and respect. Good behavior, the use of good language, and excellent standards of courteousness must be observed at all times, per our fundamental values: respect, honesty, solidarity, responsibility, tolerance, and justice.

The School must be a place for gathering and friendship, a place for the construction of the values of solidarity, cooperation, respect, and dignity.

- 2. COMMITMENTS.** CCB commits to:

- 2.1.** Defend the rights of all members of the school community to be treated with dignity, counting on the commitment of its community members.

- 2.2.** Prevent and unite efforts to eradicate:

- All forms of physical or psychological violence (Substantive Labor Code, Law 1010 of 2006, resolution 2646 of 2008, and Internal Work Regulations).
- Constituting workplace harassment mechanisms. CCB gives the highest priority to the prevention and elimination of workplace harassment, bearing in mind that it may be harmful to the physical and psychological well-being of the person, undermine morale and disrupt the work environment. Any colleague who has shown evidence of workplace harassment will be subject to investigation according to current regulations, procedures, and their corresponding disciplinary measures.

- 2.3.** Our employees, contractors, subcontractors, suppliers, and visitors will have the responsibility of complying with the highest standards of civility and respect, respecting the dignity and integrity of the people who are part of the school, whatever their rank or contractual situation, always assuming responsibility for their actions and adjusting their behavior to this policy.

All members of the school community must take actions to guarantee compliance with the coexistence policy and inform the Labor Coexistence Committee about any conduct that violates this policy, always prioritizing loyalty to the institution.

- 2.4.** Employees in positions of authority are responsible for offering and maintaining a work environment free from workplace harassment and will make every effort to prevent it, as well as to adopt effective protective measures as soon as they become aware of situations that may negatively affect the work environment, to ensure that all violent behavior at work or workplace harassment stops immediately.

- 3. Guidelines to ensure compliance.**

- 3.1.** Code of Ethics and Good Corporate Governance. Chapter 6, number 5, Coexistence Policy.

- 3.2.** The school will adopt the guidelines of the Ministry of National Education on school coexistence.

“School coexistence can be understood as the action of living in the company of others, peacefully and harmoniously, in a school setting. It refers to a set of relationships that occur between people who

belong to an educational community, which should focus on achieving their educational objectives and integral development. School coexistence summarizes the ideal of life that people have in common, who are part of the educational community, all based on the desire to live together in a viable and desirable way despite diversity (Mockus, 2002). Likewise, it is also related to building and abiding by a set of rules; having mechanisms for social self-regulation and a system that allows for compliance; respecting differences; learn to celebrate, comply with and repair broken promises; and lastly build relations of trust between people in the educational community (Mockus, 2003). However, learning to live together is a process that must be integrated and cultivated daily in all school settings (Perez-Juste, 2007). Democratic learning environments should be promoted, where participation and identity can be created from each other's differences. A positive school environment is not improvised it is created through students, teachers, teacher aids, administrative personnel, families, and heads of sections, speaking up and participating. These learning processes should consider that coexistence does not just mean the absence of conflict. In every social group, these types of situations can arise due to differences in points of view and interests; differences that can become engines for transformation and change.

It is necessary to use these conflicts as opportunities for all members of the educational community to communicate as an option to transform relationships, critical thinking as a mechanism to understand what is happening, the ability to put yourself in someone else's shoes, and even feel what they are feeling (empathy) as an opportunity to recognize yourself, and mediation as a tool to resolve differences (Ruiz-Silva & Chaux, 2005). In this way, the problem does not lie in the conflict itself, but in its incorrect handling. For this, the School must have strategies for its management, which becomes a challenge for the educational community to develop strategies that allow for appropriate conflict resolution and learning from the past" (Taken from Guide No. 49. Pedagogical Guides for School Coexistence of the National Ministry of Education, page 25).

4. **RELATIONSHIPS.** In front of the education community and society in general, the school must show its commitment to offering equality, and fair, cordial, and equal treatment of others, always complying with current regulations.

Any member of the community must be attended to promptly and swiftly, making sure to always respect the established conduct. With the obligation to offer a timely and quality response, when someone asks you to perform a task inherent to your job, it should be done to demonstrate confidence to the community, and society in general, always being respectful of religious, political, sexual, gender, age, and intellectual beliefs.

Relationships with students and employees. Institutional well-being is conceived, on one hand, as a space for the construction of an educational environment and institutional life, geared towards raising the quality of life of the educational community: students, teachers, parents, and employees. On the other hand, it is a combination of academic and administrative actions. In this double perspective, the School seeks to contribute to comprehensive training, the construction of life projects, and the development of individual capacities and institutional groups in a participatory and pluralistic context. The institution can achieve this through policy and strategies that allow for the construction of a friendly, respectful, comfortable and, safe environment.

5. RIGHTS, DUTIES, AND PROHIBITIONS IN LABOR COEXISTENCE.

5.1. RIGHTS:

- To be treated respectfully by your superiors, parents, colleagues, and students.
- Not be discriminated against because of your political or religious beliefs, or because of your social condition, or sex.
- Receive recognition from your superiors for your achievements.

5.2. DUTIES:

- Submit to the obligations derived from the Political Constitution and the Laws of the Republic,

as well as the General Statute for Educators and other internal rules and regulations of the School and its Section.

- Abstain from engaging in acts of political, religious, racial discrimination, or other acts of proselytization with colleagues and students.
- Promote a sense of belonging to the Institution, reflecting a behavior consistent with its philosophy and values.
- Work jointly with other colleagues, to promote union, collaboration, and value for the School community.
- Treat all members of the community with respect on and off-campus.
- Be loyal to the Institution and provide critical judgments and possible solutions for its improvement.

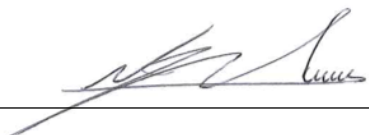
5.3. PROHIBITIONS: It is forbidden to act out the following behaviors as is established in the administrative measures of law 1010/2006:

- Acts of physical aggression, regardless of the consequences.
- Yelling, insulting, or outrageous expressions about a person, with the use of degrading words or that allude to race, gender, family or national origin, political preference or social status;
- Ridiculing or discrediting someone's work and in the presence of their co-workers.
- Unjustified threats of dismissal in the presence of coworkers.
- Hostile and humiliating professionally disqualifying comments made in the presence of co-workers.
- Joking in public about physical appearance or the way they dress.
- The public allusions to a person's private life.
- Humiliating disqualification of work proposals or opinions, done so in the presence of co-workers.
- Isolate or exclude co-workers by ignoring them as if they didn't exist.
- The imposition of odd duties that are presumably non-related to the person's obligations.
- Noticeable discriminatory treatment of other employees.
- The refusal to supply materials and information necessary to complete the work assigned.
- Spreading rumors, and/or negatively affecting someone's reputation, among other behaviors that are stipulated in Law 1010 of 2006.

Employees who are the object of any of these behaviors may report it to the Labor Coexistence Committee or the Human Resources Area.

This regulation is published in a visible place and divulged to all employees when they sign their employment contract and/or at a meeting to comply with it and abide by its rules.

Failure to comply with this policy will cause disciplinary sanctions according to the current legal regulations, and to what is stipulated in the Internal Labor Regulations. If workplace harassment is proven, it may be grounds for termination of their contract, as established in article 1 of Law 1010 of 2006.



NICHOLAS JOHN REEVES
Legal Representative

INSTITUTIONAL POLICY FORT THE PREVENTION OF TOBACCO, ALCOHOL, ENERGY DRINKS, AND ILLEGAL DRUG CONSUMPTION

The Colegio Colombo Britanico has established a policy to prohibit the consumption of alcohol, tobacco, illicit drugs, vapes, and psychotropic drugs without a prescription, to promote the prevention of consumption, and encouraging a healthy lifestyle in the students, employees, and contractors, given how negatively it can affect the community, work environment, and safety of the school.

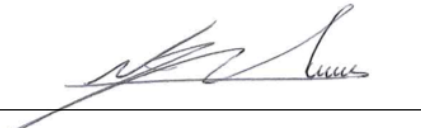
Therefore, to ensure efficient work performance and to promote healthy habits and lifestyle among the school community, the following are used as reference:

- Law 1566 of July 31st of 2012. By which regulations are issued to guarantee comprehensive care for people who consume psychoactive substances and by which the award for “most committed institution to the prevention of the consumption, abuse, and addiction to psychoactive substances” is created.
- Resolution 1075 of March 24th of 1992. By which Occupation health activities are regulated.
- Resolution 4225 of May 29th of 1992. By which sanitary measures for smoking are adopted.
- Resolution 1956 of May 30th of 2008. By which measures for tobacco or cigarette consumption are adopted.
- Sentence C-636 of 2016. By which employees are prohibited to report to work inebriated or under the influence of narcotics or drugs. Legally it is understood that this only applies when consumption directly affects work performance.

Per the previously mentioned legal references, the Colegio Colombo Britanico has put in place the following measures.

1. All CCB employees are prohibited from showing up to work while under the influence of psychoactive substances, alcoholic beverages, and others that may affect the person's physical and/or mental state.
2. The consumption of tobacco, vapes, psychoactive substances, alcoholic beverages, or energy drinks is strictly prohibited inside the school's grounds.
3. Colegio Colombo Britanico Cali will raise awareness and promote training activities, for its employees and contractors, to show the harmful Side effects of cigarettes, use vapes, psychoactive substances, alcoholic beverages, and energy drinks to the human body.
4. All of Colegio Colombo Britanico's employees must maintain responsible conduct and participate in awareness-raising actions that encourage compliance with this policy.

Signed in Cali on the fifteenth (15) day of the month of March of the year two thousand and twenty-one (2021).



NICHOLAS JOHN REEVES
Legal Representative

OCCUPATIONAL HEALTH AND SAFETY POLICY

1. GENERAL POLICY FRAMEWORK

CCB will be a guarantor and be vigilant to make sure that everyone inside the school has the resources, constant accompaniment, and support, to prevent all kinds of incidents, work accidents, and occupational illnesses.

CCB is committed to the Occupational Health and Safety Management System, SGSST, directing its efforts towards the prevention of occupational accidents or occupational illnesses and promotion and preventive activities aimed at protecting the health and maintaining the physical, psychological and social well-being of the working population.

1.1. NATIONAL REGULATIONS

Decree 1072 of 2015: Through which the unique Regulatory Decree of the Labor Sector is issued.	Resolution 0312 of 2019 defining the minimum standards of the Occupational Health and Safety Management System.
Law 1443 of 2014, provisions for the implementation of the Occupational Health and Safety Management System, SGSST.	Chapter II, Article 5 of Law 1443 of 2014 stipulates: "The Employer or Contracting Party must establish a written Occupational Health and Safety policy".

2. POLICY OBJECTIVES

Create an institutional culture in which adequate working and safety conditions are promoted at school, from a perspective of continuous improvement and quality standards aligned with our corporate values.


2.1. SPECIFIC OBJECTIVES

- Identify and evaluate risks and hazards, that can lead to minimizing incidences and the prevalence of incidents, accidents, and occupational illnesses, through the corresponding controls.
- Comply with current regulations and legislation on occupational risks and industrial safety, as well as the requirements of Colombian legislation institutionally adopted by the CCB.
- Maintain the safety and health of all school employees, and ensure the safety of the students, contractors, employees, and other people within the School.

3. SCOPE

This policy is intended for the entire CCB Community, administrative, operational, academic staff, students, suppliers, contractors, and visitors.

Signed in Cali on the fifteenth (15) day of the month of March of the year two thousand and twenty-one (2021).



NICHOLAS JOHN REEVES
Legal Representative

INDUSTRIAL HYGIENE REGULATION

BASIC INFORMATION OF THE INSTITUTION

CORPORATE NAME	COLEGIO COLOMBO BRITÁNICO
NIT	890300652
ECONOMIC ACTIVITY	PRIVATE EDUCATION
NAME OF THE INSURANCE COMPANY FOR LABOR RISK (ARL)	ASEGURADORA SURA
CITY	CALI
DEPARTMENT	VALLE DEL CAUCA
ADDRESS	CARRERA 125 # 10 - 51 PANCE
PHONE NUMBERS	555 53 85 - 555 53 40 - 555 54 99
NUMBER OF EMPLOYEES	360
NUMBER OF PEOPLE AFFILIATED TO THE ARL	140117
CLASS OR TYPE OF RISK ASSIGNED BY THE ARL	01
DATE OF AFFILIATION TO THE ARL	JANUARY 1 ST OF 2013
ECONOMIC ACTIVITY CODE DETERMINED BY THE ARL	4514102
LEGAL REPRESENTATIVE	NICHOLAS JOHN REEVES

ARTICLE 1. The Colegio Colombo Britanico pledges to comply with current legal dispositions to guarantee the necessary mechanism that helps ensure adequate and proper prevention of work and occupational illnesses, as dictated by articles 34, 57, 58, 108, 205, 206, 217, 220, 221 282, 283, 348, 349, 350, 351, and 352 of the Substantive Labor Code, Law 9 of January 24th of 1979 (Sanitary Measures), Resolution 2400 of May 22nd of 1979 (Which establishes provisions for housing, hygiene, and safety measures for work establishments), Decree 614 of 1984, Resolution 2013 of 1986, Resolution 2026 of 1989, Resolution 6398 of 1991, Decree 1295 of 1994, Decree 1072 of 2015, and any other regulations established for this purpose.

ARTICLE 2. The Colegio Colombo Britanico is obligated to promote and guarantee the creation and operation of a Joint Occupation Health Committee, as dictated by the provisions made in Decree 614 of March 14th of 1984 (Where the bases for the organization and administration of occupational health in Colombia can be found), Resolution 2013 of June 6th of 1986 (by which the organization and operation of Medicine, Hygiene, and Industrial Safety committees in the workplace are regulated), Decree 1295 of June 2nd of 1994 (By which the organization and administration of the System for General Occupational Risk is determined), Resolution 1016 of March 31st of 1989 (which regulates the organization and administration of Occupational Health Programs, developed by employers in the Country), and Decree 1072 of May 26th of 2015 (by which the Unique Regulatory Decree for the workforce is issued).

ARTICLE 3. The Colegio Colombo Britanico will pledge to allocate funds to develop permanent activities, as dedicated by the Occupational Health and Safety Management system and the Decree of 1072 of May 26th of 2015, and by which the Unique Regulatory Decree for the workforce is issued, Article 2.2.4.6.8.

ARTICLE 4. These are possible risk factors of the institution and they are mainly constituted by:

RISK FACTORS	SOURCES	POSSIBLE INJURIES OR SIDE EFFECTS
BIOLOGICAL	<ul style="list-style-type: none"> • Virus • Bacteria • Fungus • Parasites • Bites • Fluids • Excrements 	Rashes on the mucous membranes, dermatitis, allergies, infections, wounds, conjunctivitis, dengue, chickenpox.
PHYSICAL	<ul style="list-style-type: none"> • Intermittent Sound • Continues Sound • Poor or too much light • Vibrations 	Hearing loss, headache, eye strain, excessive sweating, thermal discomfort, stress, irritability, facial paralysis, dizziness, nausea, vomiting, balance disorders, reduced work performance.
CHEMICAL	<ul style="list-style-type: none"> • Chemical Products • Hypochlorite • Gasoline • Thinner • Oils • Solvents • Poisons • Acids • Smoke • Particular Material 	Skin irritation, mucosal irritation, allergies, contact dermatitis, respiratory conditions, headache, burns.
PSYCHOSOCIAL	<ul style="list-style-type: none"> • Organizational management • Organizational and work characteristics • Social group • Conditions resulting from daily tasks • Workday 	Fatigue, stress, irritability, lack of concentration, poor work performance, headache, physical exhaustion, anxiety, mood swings, behavioral disturbance.
BIOMECHANICAL	<ul style="list-style-type: none"> • Posture • Effort • Repetitive movements • Manual manipulation of weight 	Fatigue, stress, irritability, lack of concentration, poor work performance, headache, physical exhaustion, anxiety, mood swings, behavioral disturbance.

<p style="text-align: center;">SPECIAL CONDITIONS</p>	<ul style="list-style-type: none"> • Mechanical • Electrical • Workplace • Technological • Work Accidents • Public • Heights 	<p>Mechanical: Being trapped, crushing, blows, stabbing, different types of wounds, different types of burns, amputations, and lacerations.</p> <p>Electrical: Burns, cardiac arrest due to electrocutions, suffocation, tetanization, ventricular fibrillation, other vascular disorders, kidney problems, nervous disorders, eye disorders, sensory and auditory issues, and death.</p> <p>Workplace: Blows, musculoskeletal injuries, various traumas, injuries, and death.</p> <p>Technological: Burns, irritation of the mucous membranes, respiratory problems, and death.</p> <p>Work Accidents: Blows, wounds, fractures, different types of traumas, and death.</p> <p>Public: Physical assaults, blows, various types of injuries, various disorders, various traumas, and death.</p> <p>Working at heights: Traumas as a result of a fall, various injuries, multiple fractures, various forms of trauma, damage to vital organs, and death.</p>
<p style="text-align: center;">NATURAL</p>	<ul style="list-style-type: none"> • Earthquakes • Storms • Floods • Landslides • Precipitation, Rain, and Hailstorms. 	<p>Being trapped, blows, wounds, fractures, various forms of trauma, amputations, drowning, immersion, hypothermia, and death.</p>

PARAGRAPH. Given the case where the risks contemplated in this article do not turn into an occupational accident or occupational illness, the institution will find the source and exert control, whether it be the transmitting source or into the employee, following what is established in CCB's SGSST, which is public knowledge for all employees.

ARTICLE 5. The School and its employees will submit to the legal regulations, as well as the technical and internal regulations adopted to achieve the implementation of preventive and occupational medicine, hygiene, and industrial safety activities, which agree with the present regulation and with the SGSST of the School.

ARTICLE 6. The School has developed a training process for all employees about the activities that they must carry out, training them on preventive and safety measures required by their work environment and the tasks they must complete.

ARTICLE 7. This regulation and its approving resolution will remain exhibited in visible places and/or common areas of the school; its content will be public knowledge and during the hiring process.

ARTICLE 8. This regulation will become effective with the signature of the School's Legal Representative.

This regulation will remain unchanged over time, as long as the school's regulations remain the same, the original conditions established, and its validity isn't changed by request of the national government.

Signed in Cali on the fifteenth (15) day of the month of March of the year two thousand and twenty-one (2021).



NICHOLAS JOHN REEVES
Legal Representative



COLEGIO COLOMBO BRITÁNICO

Unimos Pueblos y Culturas
a través de la Educación

