



## **Labor Confidentiality and Evaluation of Reliable Personnel Policy**

**Policy No. 2**

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**LABOR CONFIDENTIALITY AND EVALUATION OF RELIABLE PERSONNEL  
POLICY**

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## **OBJECTIVE**

This policy establishes the terms and conditions under which the corporation's employees, during and after their working relationship, must maintain the confidentiality of data, information and knowledge acquired in their work area. We also seek to warn all employees about the improper handling and use of confidential information to which they have access.

Regarding reliable personnel, by means of this policy we establish the guidelines for psychometric tests, investigation of socioeconomic situations as well as other evaluations that may be pertinent. These processes are intended to minimize the risk of committing illicit acts in the corporation.

## **SCOPE**

This policy is applicable to all employees of the corporation in the performance of their work function and subsequent to the termination of said working relationship, regardless of the work unit to which they belong.

## **LABOR CONFIDENTIALITY**

It is the guarantee that labor information will be protected so that it is not disclosed without prior consent.

## **CONTENTS**

By means of this policy, the employees of the corporation commit themselves:

- Not to divulge, disclose or disseminate by any means and to any person, information related to their work activity;
- Not to use for their own benefit or the benefit of third parties, the knowledge of administrative matters or the business of the companies which are part of the corporation;
- That the use of confidential information is solely for the purpose of evaluation and not in any way to carry out the same or a similar personal project presented by the company.
- Not to use confidential information in any way that could cause direct or indirect damage to the corporation;



- Not to contact suppliers or customers for personal business;
- Not to divulge or disclose information about someone's wage incomes with other employees;
- Not to promote or participate in rumors, libel, slander or defamation;
- Not to divulge, disclose or lend access codes to other employees;
- Not to take, reproduce or appropriate, under no reason, database or confidential information owned by the corporation at the end of the working relationship.

## **SANCTIONS**

Disciplinary sanctions applied to those who do not comply with this policy will be subject depending on the seriousness of the case.

Also, appropriate legal action may be taken for the disclosure and seizure of confidential information that is the intellectual property of the corporation.

## **EXCEPTIONS**

Disciplinary sanctions shall not be applicable in the following cases:

- When the information received is in the public domain;
- When the information ceases to be confidential because it is disclosed by the corporation.

## **EVALUATION OF RELIABLE PERSONNEL**

Reliable personnel are considered to be those positions that are performed with recognized moral suitability and sufficient discretion to assure the security of the corporation.

## **CONTENTS**

We are committed to maintaining a healthy work environment for our employees and protecting our assets, in addition to regulating the demands of our customers and certification requirements that need certain controls to ensure the protection of the company's integrity.



Therefore, guidelines are established for the performance of psychometric tests, investigations of the socioeconomic situation and any other evaluation that is considered pertinent to minimize the risk of an illicit act within the company or to affect the work environment.

These evaluations are part of the employee's labor obligations, which may be carried out on personnel who occupy or aspire to occupy reliable positions within the corporation.

The evaluations that the corporation may routinely carry out include the following:

- Psychometric tests;
- Socioeconomic evaluations and investigations;
- Requests for employment references (previous jobs);
- Request for personal references;
- Request for criminal, police and judicial records;
- Polygraph tests; and
- Those considered convenient according to the country where hiring processes takes place.

The evaluations and tests described above may be carried out on an annual basis or as deemed necessary.