

OROTÍN

BOLETÍN INFORMATIVO



SECCIONES

OROTIN |6| NOVEMBER - DECEMBER

For C.I. Orometro S.A.S. it is a pleasure to present Orotin, our bimonthly newsletter in which we bring topics of interest to all, risk and safety and in which we build organizational identity. You can propose the topics you think are important to contact us or write to us:

info@orometro.com

puedes consultar los boletines ingresando a:

www.orometro.com/boletines

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FOR EMPHASIZING
WE WANT TO REMIND YOU OF SPECIAL DATES!



THOUGHT FOR YOUR HEALTH AND SAFETY AT WORK: PESV AND SG SST.

EMERGENCIES

We put ourselves to the test!

In C.I. OROMETRO S.A.S. we perform the evacuation drill, this is one of the best practices of Safety and Health at Work, the drills are essential to verify that the facilities and resources of the company in case of emergency are adequate, that all staff is informed about the procedure to be followed, it is also an important opportunity that tests our Emergency Brigade.

What care should be taken in the event of an emergency?

- Stay calm, assess the situation and help others.
- Stay away from windows, shelves and anything that could fall on you or in the escape route.
- If you cannot get out, move to a safe area until evacuation.
- Follow the evacuation instructions.
- Locate evacuation routes, fire extinguishers, first aid kits and stretchers.

Tips or basic advice to prevent emergencies

- Keep the work and/or study place clean and tidy, (Dirt, spills and papers can easily cause a fire).
- Do not overload the sockets, avoid connecting several electrical appliances to the same point of the network.
- If you detect any anomaly in the facilities, report it.
- Do not store flammable and combustible products, isolate them in remote areas; avoid generating contact with electrical sparks or high temperatures.
- Do not store boxes, flammable material close to light points, electronic equipment or elements that generate fire.
- Do not place objects or boxes that obstruct evacuation routes and exits, or obstruct visibility or access to fire extinguishers, first aid kits and stretchers.
- Inspect your place of work and/or study at the end of the day. If possible, unplug electrical appliances that you do not need to keep plugged in.
- Know the signage, check the available exits, routes to use and the location of the fire extinguisher, first aid kit and stretcher closest to your area.



PREVIEWING

DRUG USE

Drug use is a problem that affects both the individual and society as a whole. To reduce the harm caused by drug use, it is essential to implement preventive programs within the school, work, family, community or leisure and free time environments, with the aim of **reducing the prevalence of the use and abuse of different substances.**

This time real life case studies of people with consumption problems were made and through a practical workshop the collaborators of C.I. OROMETRO S.A.S. reached the following conclusions regarding prevention tools:

1. Drug risk awareness
2. To have emotional tools
3. Living and coexisting in a good environment
4. Promoting assertive communication
5. Identify warning signs
6. Setting limits
7. Establish bonds of affection and positive coexistence with family members, groups of friends, neighbors, teachers, etc.
8. Integrate the family in an environment of communication, respect and trust.

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REMEMBER THAT THESE ARE WARNING SIGNS

In principle, we must remember that warning signals are those situations that, when analyzed, go beyond the particular behavior of customers or the market, being considered atypical and therefore requiring further analysis to determine whether there is a possible money laundering or terrorist financing operation.

C.I. OROMETRO SAS, in order to ensure the correct handling of unusual, attempted and/or suspicious operations, has defined a list of warning signs, in order to establish how these can be identified to avoid their possible occurrence and guarantee their adequate treatment.

It is important to emphasize that, when talking about a suspicious operation, it should be taken into account that these are situations that are observed within the organization and/or its processes, which by their characteristics may be abnormal and therefore should not be ignored the warning signs that these transmit, as they may be giving indications that some kind of critical situation is materializing within the company and/or its processes. In this order of ideas, all personnel are invited to read the document D-GR-01 Warning Signals in order to be aware of which situations are catalogued therein and thus be able to carry out a more effective system.





PTEE

Transparency and business ethics.

WE HAVE A NEW VERSION OF THE PTEE

The company, recognizing its national and international context, joins the Colombian government's efforts to guarantee a stable economic environment free of illicit trade, business and transactions, in which free competition can be ensured in any market in order to strengthen trust among governments, companies and other actors in the supply chain.

Therefore, C.I. OROMETRO S.A.S., implements controls to prevent and detect corrupt practices, bribes and other illicit activities that may occur in the business activity, which may affect the growth and economic development of the country. Therefore, it has implemented a program focused on transparency and corporate ethics, which includes internal mechanisms for the management of these risks, based on the applicable regulations.

In this sense, the PTEE of C.I. OROMETRO S.A.S., is framed in the principles of transparency and legality, and other corporate values that have as purpose the confidence in the relations with the different interested parts of the company; which is of obligatory fulfillment in the transactions and businesses developed for carried out in the development of the missionary object.

Therefore, the company presents its version 3 of the Business Ethics and Transparency Program, where you can find all the policies, processes and procedures of the management system for the prevention of corruption and/or bribery risks.



BASC CONTROL AND SAFETY MANAGEMENT SYSTEM POLICY

C.I. OROMETRO SAS is a company that is aware of its context in the Colombian mining sector, and of the risk scenarios to which it is exposed in the development of its mission, is committed to transparency and reliability in its supply chain.

To achieve this purpose it has established a Control and Security Management System that seeks to minimize through the implementation of treatment measures to reduce the probability of occurrence of risks or their impact if they materialize; as well as seeks to ensure security in the use of information technology and promote a culture of security within C.I. OROMETRO SAS for the prevention of illicit activities, especially those related to illegal mining, corruption, bribery, money laundering, financing of terrorism, proliferation of weapons of mass destruction and other situations that may affect the integrity of the processes, operation of the company and stakeholders.

This commitment is developed in compliance with the legal and regulatory requirements demanded by the National Government, as well as those with which the company has committed to other entities. For this purpose, the company has the different technical, human and technological resources necessary for the operation of the SGCS, which in turn is framed within a continuous improvement scheme.

SUSTAINABILITY

What is social sustainability?

Social sustainability refers to a society's ability to maintain a balance between economic development, social welfare and environmental protection.

It seeks to ensure that the needs of the present do not compromise the ability of future generations to meet their own needs, as well as that all people have access to the resources and services necessary to lead healthy and productive lives.

In addition, it involves the protection of human rights, respect for cultural differences, community participation in decision making and seeks to build a more just and inclusive society.

What are the characteristics of social sustainability?

The most noteworthy are the following:

- **Social justice:** is to ensure that all people have access to the resources and services necessary for a dignified life (equal opportunities, the elimination of poverty and the promotion of equity).
- **Inclusion:** promotes the inclusion of all people, regardless of their origin, gender, sexual orientation, disability or any other characteristic (diversity, accessibility and tolerance are also included).
- **Citizen participation:** Community participation in decision making and resource management is promoted, which fosters accountability and transparency.
- **Corporate responsibility:** Implies that companies comply with their social and environmental responsibilities in order to improve the quality of life of their employees, customers and the community in general.
- **Sustainable development:** seeks to balance economic, environmental and social objectives. This implies a responsible and sustainable use of natural resources and environmental protection.

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INFORMATION SECURITY

PROCEDURES TO ENSURE PROPER PROTECTION OF OUR INFORMATION.

Within the procedures to ensure a correct protection of our information, it is important to take into account:

Access credentials and identity protection:

Authentication passwords to information systems, workstations and technology platforms must be configured to comply with the following parameters:

- Its length must be at least 10 characters.
- Contain at least one capital letter.
- Contain at least one lowercase letter.
- Contain at least one number.
- Containing a special character to the minor
- Passwords must be renewed at least every 60 days.
- Passwords cannot be reused for the last 3 changes.

Remember that usernames and passwords must be personal and non-transferable!!!!

Management of work sessions on computers:

- ✓ The workstations have a configured parameter that forces the blocking of the session when the equipment is inactive for more than 10 minutes.
- ✓ As a recommendation: Lock the session when you have to be absent from your work place.



- ✓ Do not install software on computer equipment.
- ✓ Do not access Internet pages that promote violence, violate fundamental rights or copyright.
- ✓ Do not open attachments or links from unknown senders.
- ✓ Do not provide access credentials in response to an e-mail message or in links, web pages or forms.

Hap Birthday

November

22 Cristina Taborda

24 Gabriel Perez

December

1 Jaime Bustamante

2 Ana Cecilia Ossa

6 Mayra Parra

8 Fredis Vizcaino

11 Brayan Rua

At C.I. OROMETRO SAS, we constantly strive to strengthen our ties and be a big family. Therefore, all members of our team are pleased to congratulate colleagues celebrating their birthday. We wish you a day full of joy and that this new year of life brings you success and prosperity. happy birthday!



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