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SUSTAINABILITY REPORT 2023



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SUSTAINABILITY REPORT 2023

Ethical and Socially Responsible Management System

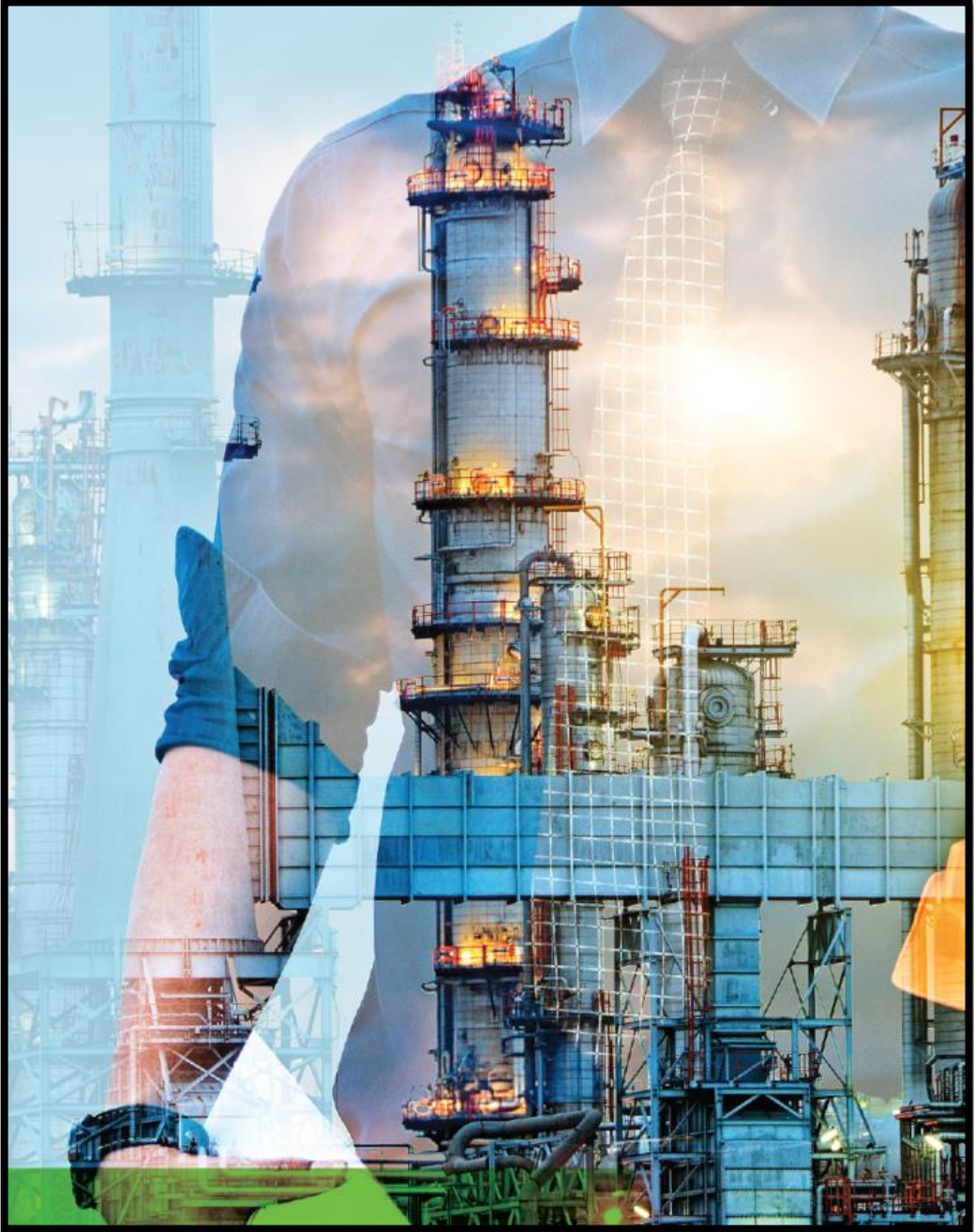
INSURCOL's 2023 Sustainability Reports. It reports the company's main economic, social and environmental performance results for the period between January and December 2023, responding to the company's commitment to report in annual cycles to make its management transparent in relation to its stakeholders and society in general from the comprehensive perspective of Corporate Social Responsibility.

INSURCOL
01/30/2024

CONTENT

- 1.3. MISSION 10
- 1.4. VISION 10
- 1.5. COMPREHENSIVE MANAGEMENT POLICY 11
- 1.6 ANTI-CORRUPTION POLICY.....13
- 1.7 PAPER USE POLICY 14
- 1.8 ROAD SAFETY POLICY..... 15
- 1.9. OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM..... 16
- 2. AWARDS AND RECOGNITIONS 17
- 3.CERTIFICATIONS AND ACCREDITATIONS23
 - 4.1 SOCIAL INDICATORS 24
 - 4.1 SOCIAL INDICATORS 24
- 5. OUR VALUE CHAIN.....27
- 6. ECONOMIC DIMENSION 30
 - 6.1 ECONOMIC INDICATORS 30
- 7. SOCIAL DIMENSION.....30
 - 7.1 WORK PRACTICES.....30
 - 7.2 STAFF LINKING.....30
 - 7.3 DISTRIBUTION OF PERSONNEL BY POSITION31
 - 7.4 DISTRIBUTION OF PERSONNEL BY GENDER31
 - 7.5 DEMOGRAPHIC DISTRIBUTION BY AGE GROUP31
 - 7.6 DEMOGRAPHIC DISTRIBUTION BY EDUCATION LEVEL.....31
 - 7.7 DIVERSITY MANAGEMENT.32
 - 7.8 TRAINING AND EMPLOYMENT PROMOTION.32
 - 7.9 ABNORMAL WORKING CONDITIONS.33
 - 7.10 HUMAN RIGHTS33
 - 7.11 SOCIETY AND COMMUNITY 34
- 8.1 CLIMATE CHANGE37
- 8.2 Water and Energy Consumption..... 39
- 9. CONCLUSIONS..... **¡Error! Marcador no definido.**

1. ORGANIZATION PROFILE



1.1 History



INSURCOL is a leading Colombian company in the Oil & Gas sector, with experience accumulated since 1988, which highlights the capacity to manufacture and integrate technological solutions developed "tailor-made" to the needs of each client. At INSURCOL we have our Registered Trademark "INSURCOL people who know what they do", this distinctive sign was conferred with resolutions 4339 and 7987 of the Superintendency of Industry and Commerce, including the products and services of the Nice International Classification edition No. 11, classes 35, 37, 40, 42, 41 and 45, fully covering the manufacture and integration of tailored solutions, supplies of equipment and spare parts, technical services, engineering and execution of projects for analyzer systems, heating and temperature maintenance systems, Fire & gas systems, telemetry, instrumentation and automation systems, SCADA systems, combustion systems and systems for control and regulation of flow in processes; including civil, mechanical, electrical, instrumentation and control, and mechatronics specialties.

All our processes are certified under ISO 9001:2015 (ONAC, ANAB and UKAS), ISO 14001:2015 (ONAC, ANAB and UKAS), ISO 45001:2018 (ONAC) standards, whose certified scope includes all our business units and solutions.

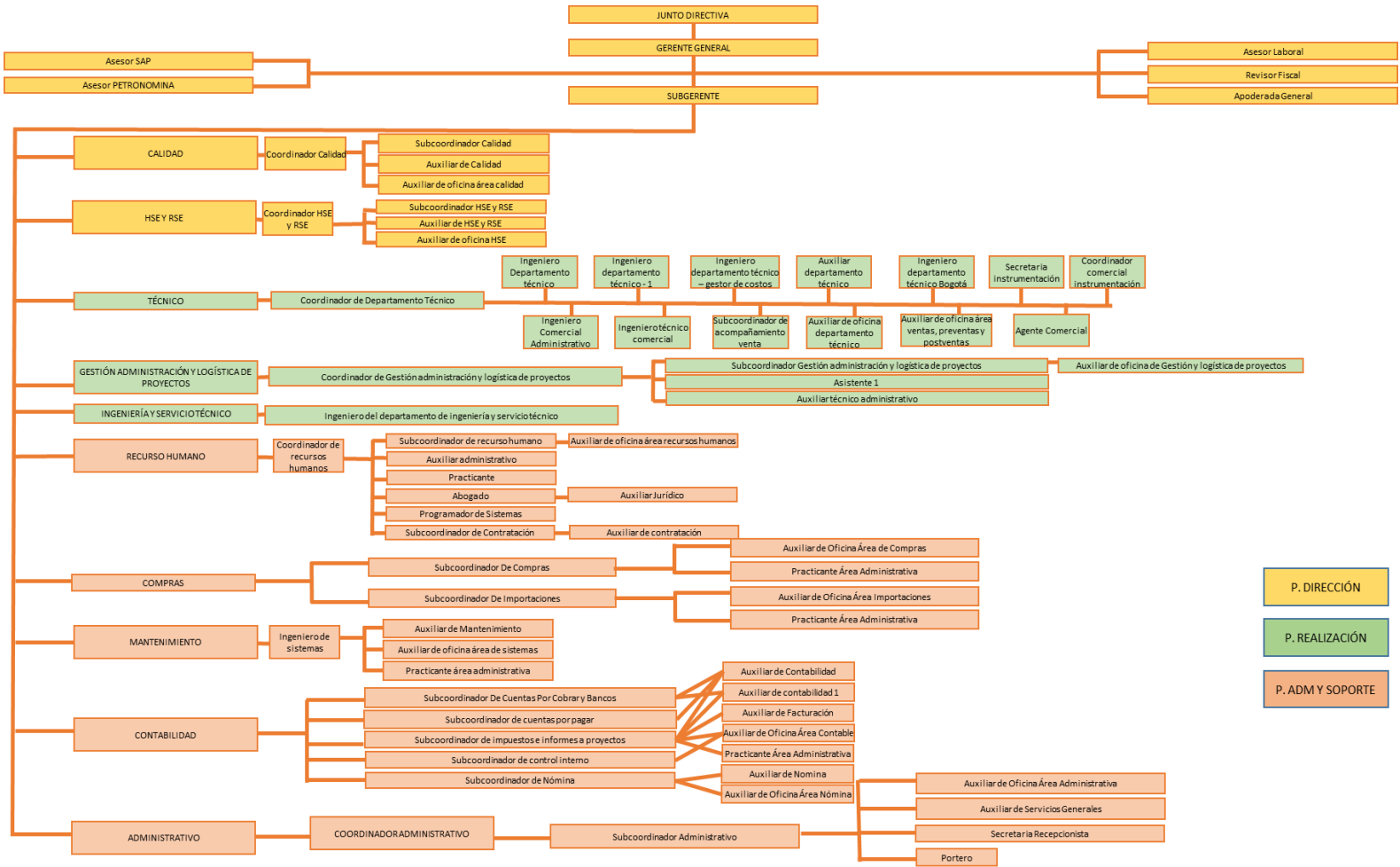
We currently provide high-value comprehensive solutions to our client-partners in the areas of Low Emissions and New Energies, Analytical Measurement for Process Optimization; Fire&Gas for Plant, Process and People Protection; Heat Management for Flow Assurance and Process Improvement; Optimization of Combustion and Flame Processes; Real-time diagnosis of rotating, static and electrical equipment, for predictive, preventive and corrective maintenance; Telemetry, Instrumentation, Automation and Hydrocarbon Logistics; Flow Control and Regulation; HVAC Explosion Proof Systems; and Electrical SCADA Systems; we also offer the execution of EPC/PC projects.

Our corporate objective is to ensure availability and operational continuity of our plants and increase the profitability of our clients.

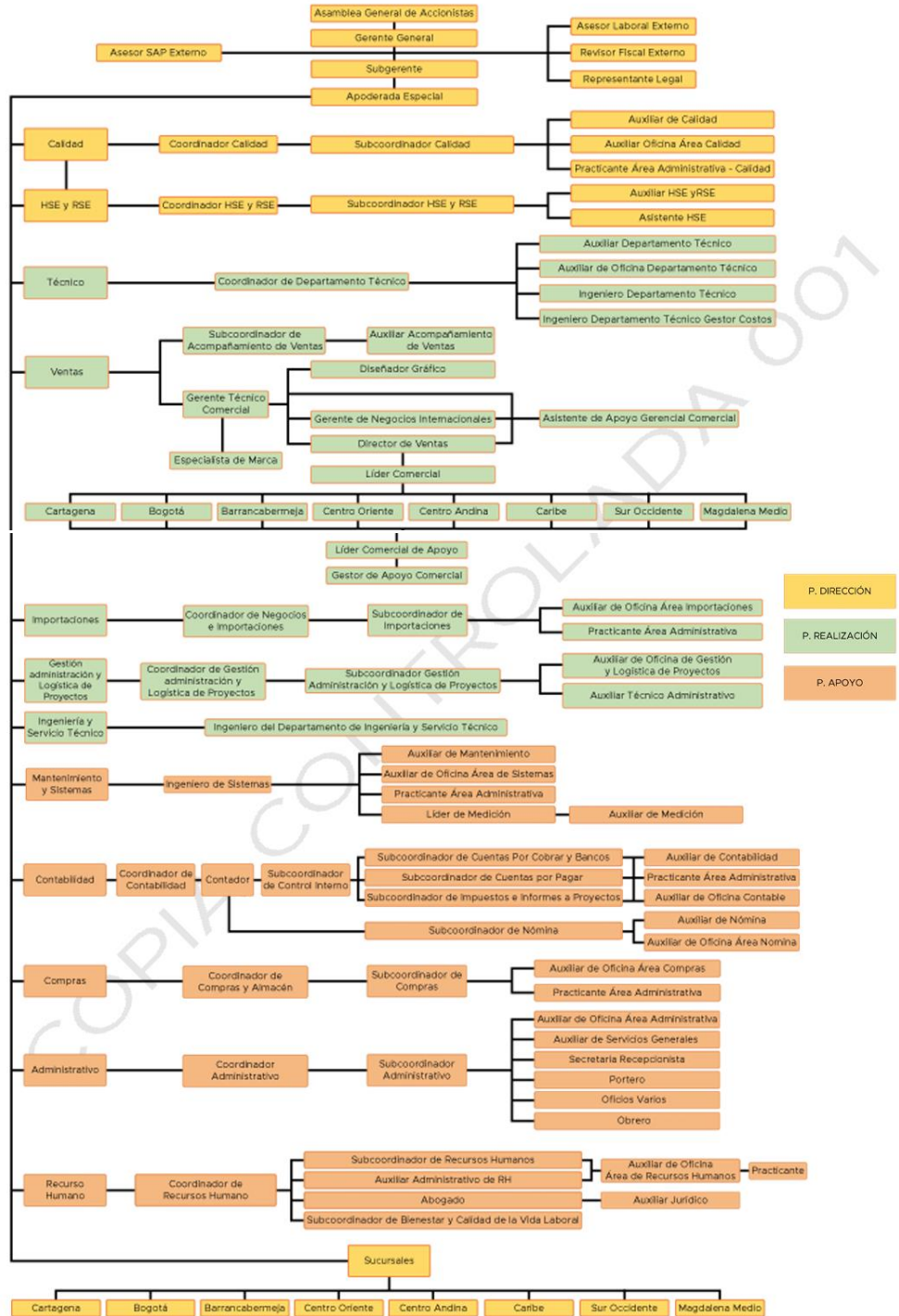
We have four main business units:

- **Catering:**We supply equipment, instruments and spare parts from the factories we represent in Colombia.
- **Comprehensive Solutions:**We develop solutions tailored to the needs of our clients, adding value to their processes.
- **Specialized Technical Services:**We provide specialized technical services for predictive, preventive and corrective maintenance; technical assistance, installation and assembly, testing, commissioning and start-up of the equipment and systems associated with our representative brands.
- **Projects:**We execute both EPC and PC projects.

OFFICIAL ORGANIZATION CHART OF INSURCOL BUCARAMANGA



- P. DIRECCIÓN
- P. REALIZACIÓN
- P. ADM Y SOPORTE



OFFICIAL ORGANIZATION CHART OF INSURCOL BOGOTÁ



<small><NOMBRE DEL DOCUMENTO></small>		
ORGANIGRAMA OFICINA INSURCOL BOGOTA		
<small><CODIGO DEL DOCUMENTO></small>	<small><FECHA ULTIMA REVISION></small>	<small><ESTADO DE REVISION></small>
IN-AZD48	17/11/2023	05

ORGANIGRAMA BOGOTA

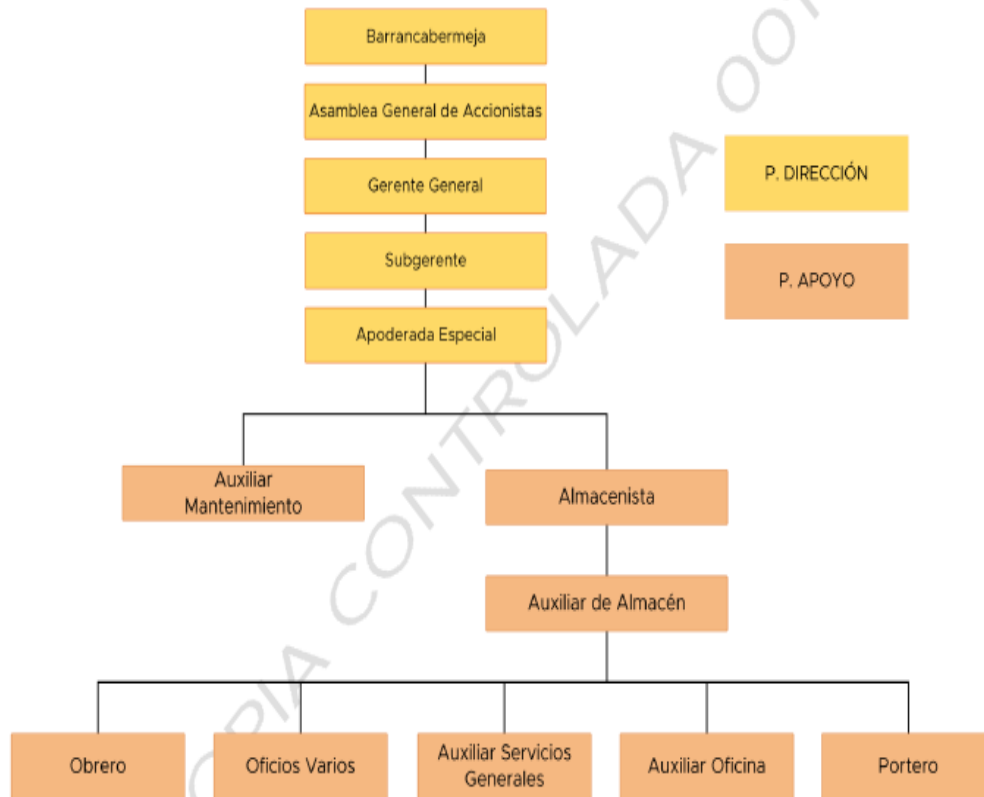


ORGANIGRAMA OFICIAL INSURCOL BARRANCABERMEJA



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IN-AZD49	17/11/2023	03

ORGANIGRAMA BARRANCABERMEJA

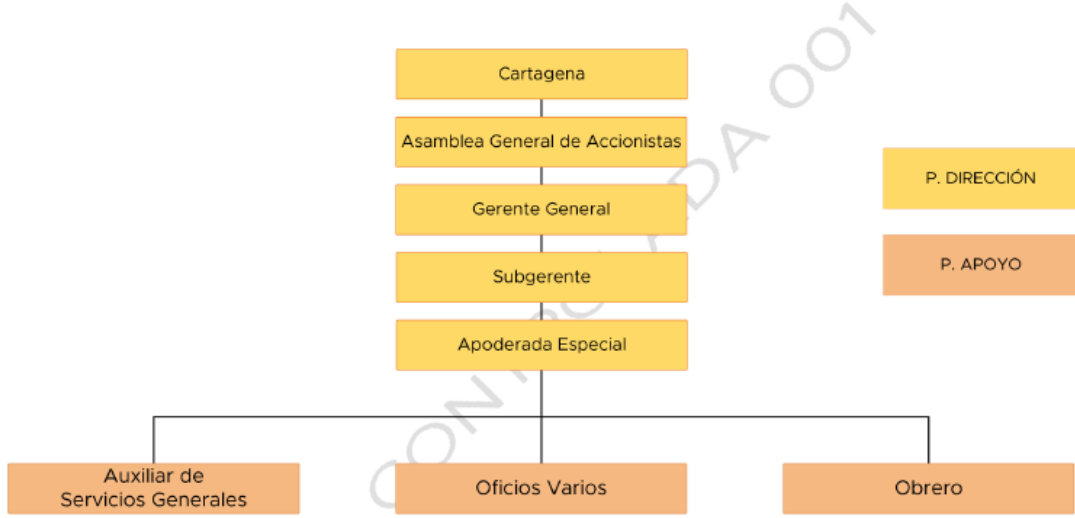


OFFICIAL ORGANIZATION CHART OF INSURCOL CARTAGENA



ORGANIGRAMA OFICINA INSURCOL CARTAGENA		
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IN-AZD87	17/11/2023	01

ORGANIGRAMA CARTAGENA



1.3. MISSION

At INSURCOL® we exceed our clients' expectations by providing the best service in Supplies, specialized Technical Services, Technological Solutions and Project execution for the energy, gas, hydrocarbon, petrochemical, fuel, biofuel, lubricant, mining and chemical industries, among others; innovating with clean technologies and energy efficiency, adding value to our clients. The above is framed within a comprehensive management system focused on continuous improvement in HSEQ, CSR and Road Safety systems, in compliance with legal requirements and international standardization regulations, guaranteeing the balance between economic growth, environmental care and social well-being.

We provide comprehensive support to our clients through highly qualified professionals and collaborators trained by manufacturers, who provide their services as a vocation, through which they achieve their personal and professional development; thus guaranteeing the availability and reliability of our clients' systems and equipment. We strive for the strengthening, positioning and growth of the INSURCOL® brand by designing, developing, integrating and manufacturing technological solutions that meet the needs of our clients with high quality standards and in harmony with the environment.

The honest, responsible and fair management of our business and relationships with suppliers, customers, government and the community in general allows us to guarantee a fair economic performance in the execution of each of the projects where INSURCOL® is involved, contributing to the well-being and development of our stakeholders.

1.4. VISION

By 2030, INSURCOL® will be a leading company at national and international level in the design, manufacture and integration of technological solutions, promoting the implementation of clean and innovative technologies in compliance with national and international norms and standards; for the energy, gas, hydrocarbons, petrochemical, fuels, biofuels, lubricants, mining and chemical industries, accompanying and advising its clients from the start-up phase to the implementation of each solution; satisfying our current needs without compromising the needs of future generations, guaranteeing sustainability from the operation, establishing actions for the climate, in terms of Greenhouse Gas Management (GHG).

1.5. INTEGRAL MANAGEMENT POLICY



INTEGRAL MANAGEMENT POLICY		
<DOCUMENT CODE>	LAST REVIEW DATE	REVISION STATUS>
IN-CAD31	11/17/2023	22

INSURCOL is committed to increasing customer satisfaction, protecting the environment by preventing pollution generated in its processes and managing occupational risks within the framework of the occupational health and safety management system in order to improve the individual and collective health of its employees, the quality of life of our workers, their families and the communities where we carry out our work, the management of risks generated in its processes and the consolidation of a culture of information security. For this reason, its main headquarters and branches base their policy on:

- To exceed customer expectations by providing serious, respectful and responsible treatment, offering top quality supplies, specialized technical services, INSURCOL brand technological solutions and execution of projects involving engineering, purchasing and construction for the energy, gas, hydrocarbon, petrochemical, fuel, biofuel, lubricant, mining and chemical industries, among others, innovating with clean technologies and energy efficiency. We provide comprehensive support to our clients through highly qualified, motivated professionals and collaborators who are emotionally connected to the organization; fostering mutually beneficial business relationships with our suppliers, with high quality standards and in harmony with the environment.
- Identify hazards, evaluate, assess and eliminate the risks of SST and road safety, present in the activities that are developed, establish controls, implement safe work procedures, execute epidemiological surveillance programs, medicine, hygiene and industrial safety; the organization establishes responsibilities in SST matters, promotes healthy lifestyles, training and capacity building programs, safety inspections, and activities aimed at the prevention and mitigation of accidents, incidents and occupational diseases related to the inherent risks duly identified, maintaining adequate safety conditions by preventing and controlling potential risks that may cause damage to property or to the financial integrity of itself and that of our clients. Therefore, the organization is committed to ensuring the competence of the personnel who carry out tasks that impact on matters of Safety and Health at work SST, and also undertakes to comply with all Biosecurity protocols regarding the prevention of COVID-19
- Maintain a work environment free from all forms of violence against women and based on gender, and discrimination based on race, ethnicity, sex or sexual orientation, gender identity or any type of discrimination in the workplace and contractually, by developing protocols to prevent, address and adopt protective measures against all forms of violence, any type of aggression, mistreatment, harassment, inconsiderate and offensive treatment and, in general, any outrage to human dignity within the organization in the context of labor relations, developing procedures and allocating the necessary resources to implement preventive and corrective measures for workplace harassment, in order to promote an excellent work environment, foster positive social relations among all of the company's workers and support the dignity and integrity of people at work.
- Identify and control significant socio-environmental aspects and impacts, such as the discharge of sanitary wastewater, solid waste, gas emissions and others that occur during the development of activities; contribute to the preservation of the environment, preventing soil, air and water pollution; promote the use of clean and renewable energy, make efficient use of water and energy resources, and ensure proper disposal of waste. The organization undertakes to allocate resources to offset the carbon footprint generated by its operation, through monitoring, control and compensation, establishing strategies to protect the environmental and socioeconomic environment of present and future generations.
- Ensure compliance with good business practices in operations and business relationships with suppliers, contractors, customers and competitors, taking into account our principles and values clearly defined in the Code of Conduct. Establishing a set of values and principles that govern INSURCOL's behavior in the fulfillment of its functions and in its commercial and professional relationships, acting in accordance with current regulations. Likewise, INSURCOL extends its commitment to good organizational governance, compliance with human rights, freedom of expression, free development and other actions to improve the working conditions of its workers, implementing practices aimed at improving and strengthening relationships between family-employee-company, thus achieving emotional, family and economic stability for them; executing social action programs and ensuring the proper use of resources invested by its associates.
- Protect, preserve and objectively manage INSURCOL information, together with the technologies used for its processing, against internal or external threats, deliberate or accidental, in order to ensure compliance with the principles of confidentiality, integrity and availability.

FILE ROUTE: E:/iso9000/5. LEADERSHIP/5.2 IN-CAD31 POLICY INTEGRAL MANAGEMENT POLICY This document is property of insurcol The rights of use and reproduction are Amiton or the organization for three businessmen. It is prohibited



DOCUMENT NAME		
INTEGRAL MANAGEMENT POLICY		
<DOCUMENT CODE>	LAST REVIEW DATE>	KREVISION STATUS
IN-CAD31	11/17/2023	22

- Define the criteria, procedures and execution in matters of prevention and control of money laundering, financing of terrorism and financing of the proliferation of weapons of mass destruction - hereinafter SAGRILAFT -, within the operations of the organization, by identifying and controlling the risks of LA/FT/FPADM.
- Insurcol establishes the design, structuring, implementation, execution and verification of actions aimed at the effective prevention and mitigation of any corrupt practice, complying with the transparency and business ethics program (PTEE) defined in the organization.

Likewise, it undertakes to comply with the specific requirements and those that, even if not established, are necessary for the specified or intended use, likewise, legal, regulatory and local regulations applicable requirements and others to which the organization subscribes, framing its Quality, Environment, Safety and Health at work Management Systems and ethics and social responsibility in the philosophy of prevention, continuous improvement, well-being and development of interested parties and in the guidelines of NTC ISO 9001:2015, NTC 14001:2015, INTC 45001:2018, SGE 21 and NTC ISO 27001:2013. Senior Management will permanently maintain financial support for all activities generated from the implementation, development, maintenance and improvement of management systems. Management, advisors, professionals, technicians, administrative staff, service providers, and other interested parties will participate in the different programs agreed upon and disclosed in a creative, prospective and positive process, to achieve effectiveness in the Integrated Management System. the objectives of the

P.P. ALVARO GONZALEZ RODRIGUEZ
General Manager

Last Review Date: November 17, 2023 Current Review Date:
December 11, 2023 Updated on Website: YES X INO
Website Update Date: December 11, 2023

CONTROLLED COPY

1.6 ANTI-CORRUPTION POLICY



ANTI-CORRUPTION POLICY		NAME OF DOCUMENTATOR
DOCUMENT CODE	LAST REVISION PECHA	REVIEW STATUS
IN-CAD32	09/21/2020	06

INSURCOL is committed to combating bribery, extortion, fraud and corruption within its administrative, operational and financial processes that arise from its daily operations, for which it establishes

- Eradication of corrupt practices such as bribery/extortion through the Code of Good Government, Code of Conduct, Audits and fiscal audits that ensure the transparency of all income and expenses, also ensuring that resources are applied efficiently.
- Criteria for issuing and receiving gifts and attentions: No employee is authorized to give gifts on behalf of Insurcol. If it is considered necessary, due to commercial events, it will be duly controlled under the Request for resources for CSR activities procedure.

Any payment that is undue or contrary to the principles and ethics of the company, made or received by INSURCOL employees or representatives or any natural or legal person, made with the aim of obtaining some degree of influence in the initiation or maintenance of a business relationship in which INSURCOL is involved, will be totally rejected and sanctioned based on the provisions of our internal work regulations.

All employees are responsible for keeping records of any transaction or business that involves disposing of or transferring assets owned by INSURCOL.

- Ways to detect and limit conflicts of interest: Likewise, situations that may present conflicts of personal and company interest should be avoided. In the event that any situation arises, we must inform our immediate supervisor in order to provide an appropriate solution.
- Consultation mechanisms in the event of dubious actions: In order to comply with the above, there is a management committee in charge of promoting, monitoring and guaranteeing the application of this policy and of informing the Management or its delegate of any anomaly presented in the compliance of this policy.


PP ALVARO GONZALEZ RODRIGUEZ
General Manager

Last Revision Date September 25, 2023
Current Revision Date December 11, 2023
Updated on the website: SIX NO Date of update
on the website: IT December 2023

1.7 PAPER USE POLICY



<DOCUMENT NAME>		
PAPER SAVINGS AND EFFICIENT USE POLICY		
<DOCUMENT CODE> IN-AZD53-F01	<LAST REVIEW DATE> 09/21/2020	<REVIEW STATUS>
		04

PAPER SAVINGS AND EFFICIENT USE POLICY

As part of INSURCOL's commitment to reduce the environmental impact caused by the activities it carries out, and in particular, as part of its commitment to save natural resources by making efficient use of them, it has established the following policy on saving and using paper.

COMMITMENT:

1. Insurcol undertakes to reduce its total paper consumption by 20% compared to the consumption levels of the previous year. To do so, it will carry out a monthly accounting of the consumption of the different types of paper and will implement an action plan aimed at achieving this reduction.
2. Perform maintenance on equipment such as printers and photocopiers to avoid unnecessary expenses due to malfunctions.
3. Employees and anyone who uses Insurcol facilities will be informed of the good practices regarding paper use that are followed in the entity so that they can follow them.
4. Insurcol undertakes to select recyclable paper in the areas where it originates, disposing of it in bags according to the colour code established in the environmental programme.

PROHIBITIONS

- Printing informative emails to the organization's staff is prohibited.
- Printing internal documents on a single side on a clean sheet of paper is prohibited, unless the document so requires.
- Printing forms and documents that are systematized or digitized is prohibited for review, correction and/or archiving purposes.
- Use, copying and printing of paper for personal purposes is prohibited.

APPLICATION

This policy is mandatory for all employees of the company as well as INSURCOL. On behalf of

EMPLOYEE MONITORING AND ASSISTANCE PROGRAM

To achieve the purpose of this and ensure compliance with the policy, Insurcol will have systems that allow measuring, promoting, and disseminating


p.p
Alvaro Gonzalez Rodriguez Manager

Last Review Date: September 25, 2023 Current Review
Date: December 11, 2023
Updated on the website: SIX NO
Fecha de actualización er the website: December 11, 2023

1.8 ROAD SAFETY POLICY



ROAD SAFETY POLICY			<NAME OF DOCUMENTER
DOCUMENT FOODIGO DATE	EL TIEMPO DE VIGENCIA	RIGHT SUBTRACTED	
INCAD07F03	07/24/2023	10	

For the development of this policy, the senior management of Insurcol SAS provides the resources for the planning, implementation, monitoring and continuous improvement of the organization's Strategic Road Safety Plan, in favor of taking actions focused on the prevention of road accidents that involve damage to people, damage to equipment, damage to third parties or the environment during work trips and in itinere journeys of personnel for the development of the company's corporate purpose according to the mission and size of the organization.

- ✓ Establish compliance with the objectives of the Strategic Road Safety Plan by executing the activities scheduled in the **IN-AZM29-F07 ANNUAL SST SG WORK PLAN**
- ✓ Implementation of awareness and sensitization strategies to minimize risks arising from driver behavior through the development of defensive driving training for all personnel operating vehicles and others scheduled in the **INCAD07F03 ANNUAL PLAN OF TRAINING**
- ✓ Compliance with national and local laws and regulations issued by the Ministry of Transport and other control entities
- ✓ The development of inspection programs and timely maintenance of the vehicle fleet, whether owned or contracted
- ✓ Identification of Critical Risks during work travel planning.
- ✓ Ensure the competence of the collaborators who have a role within the PÉSV through strengthening of skills, verification of education, training and experience

Likewise, guidelines and prohibitions are established for personnel operating vehicles for the development of the economic activity of Insurcol SAS.

GUIDELINES

- ✓ Compliance with IN-AZM32-F04 Role Manual, Vehicle Driver Role.
- ✓ Respect and courtesy for other road users
- ✓ I respect and obey traffic signs
- ✓ Every operator must have the documentation required by the traffic authorities, as well as that of the vehicle.
- ✓ Respect for speed limits established by signs and traffic authorities, including customer facilities, national roads, rural and urban areas.
- ✓ The use of seat belts must be carried out by drivers and passengers, whenever a vehicle is operated, regardless of the distance or time of the journey, in addition to obeying good behavior before, during and after the journey as established in the strategic road safety plan and in case of emergency, act as established by the road emergency response protocol.
- ✓ Before starting a trip, the operator will study the route and verify the condition of the vehicle, using **IN-AZD01-F108 PREOPERATIONAL INSPECTION OF VEHICLES**
- ✓ Every driver must be rested and in optimal physical condition before driving or making any journey and stop in a safe place if they show any signs of fatigue.
- ✓ The vehicle operator must take breaks in the places recommended according to the route in order to reduce the public risk due to robbery, mugging, kidnapping or other

PROHIBITIONS

- ✓ The use of electronic items such as cell phones, tablets, screens, books, magazines, food consumption or distractions while driving is not permitted. However, an exception is established where the worker may use technological navigation tools such as guides to help with movement and they may only be manipulated when the vehicle is stopped.
- ✓ It is not permitted to operate vehicles under the influence of hallucinogenic substances, alcohol, drugs or medications or that alter their behavior.
- ✓ It is not permitted to transport people other than Insurcol workers and if this is the case there must be an authorization or assignment.

FILE PATH: E-Aso90005_LEADERSHIP/ST LEADERSHIP AND COMMITMENT/ROAD SAFETY POLICY

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Page 1 of 2

1.9. OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

Occupational Health and Safety Management System that allows the organization to control its risks and improve its performance. To do so, it has based its structure on the legal requirements of Decree 1072, ISO 45001 Standard and RUC Guide.

2. AWARDS AND RECOGNITIONS



Decoration by INSURCOL SAS to workers (September 1, 2023) where recognition was given for years of work with the organization, where the company has classified the recognition by year as follows: 5 Years, 10 Years, 15 Years, 20 Years, 25 Years.GG











2.1 OUTSTANDING WORKER OF THE MONTH.

In this space, the featured workers of the month are published on a bulletin board as a way of incentivizing the worker.



2.2 SOCIAL WORKS

TRANSFORM FOUNDATION: Insurcol SAS continues to support the comprehensive development of the Transformar community with the Plan Padrino, where the company and some workers contribute to the education of the children of the Transformar Foundation. Additionally, every year in October, bingo games are held where prizes are raffled by INSURCOL and the company's suppliers and clients. This activity is carried out virtually and in person for ease of participation by workers and their families and the community belonging to the Transformar Foundation. Below, you can see the activities carried out with the foundation in 2023.

FUNDACIÓN TRANSFORMAR

16 Encuentro presencial - virtual

Empresas y Amigos solidarios

B I N G O

¡Gracias, contamos contigo!

¡Amando transformamos vidas!

VALOR BONO \$30.000

Derecho a dos cartones

- Asistencia presencial
Colegio Agustiniانو
Floridablanca
- Asistencia virtual
Transmisión EN VIVO
por Facebook Live
@FundaciónTransformar

DAVIVIENDA
Fundación Transformar
Nit 800.111.978-6
Ahorros: 047370011802

Banco Caja Social
Fundación Transformar
Nit 800.111.978-6
Ahorros: 26503663832

Bancolombia
A la Mano
03162455348 3104884199

NEQUI

☑ **Sábado 7 de octubre 2023** 🕒 **Hora: 2 pm** **Nº 000**

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3.CERTIFICATIONS AND ACCREDITATIONS

INTEGRAL SYSTEM CERTIFICATION

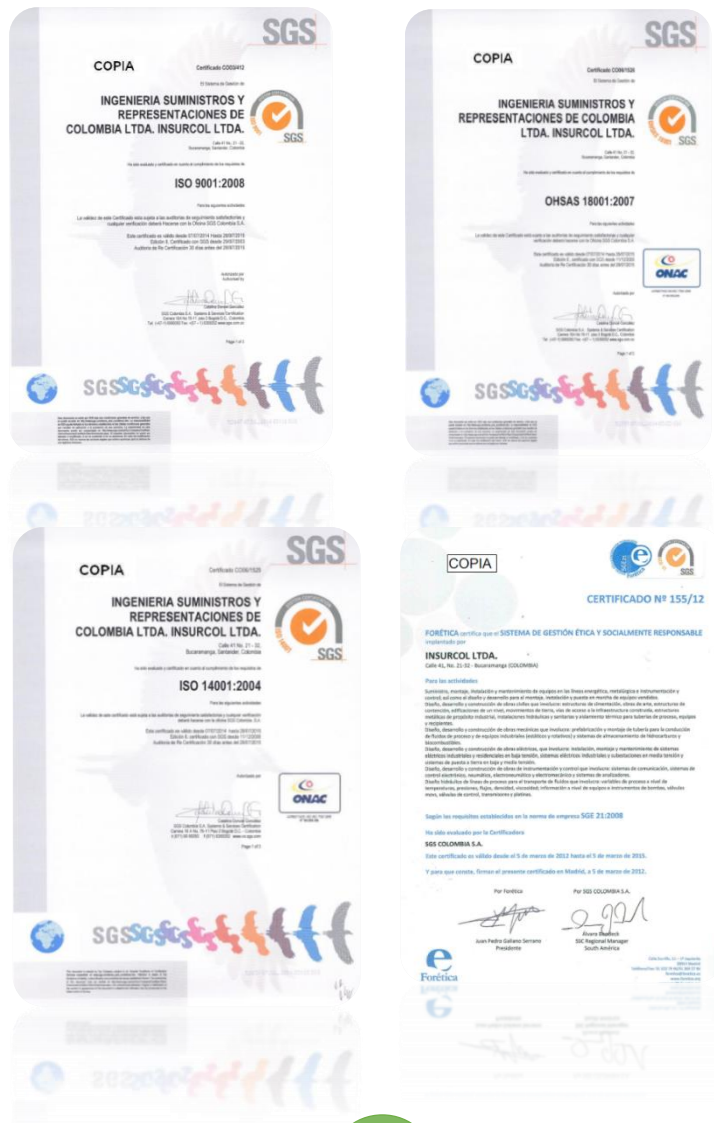
INSURCOL has the following certifications: ISO 9001: 2015, ISO 14001: 2015, ISO 45001: 2018. These certificates are supported by SGS Colombia SA (Société Générale de Surveillance). Our certifications are also approved for UKAS "United Kingdom" and ANAB "United States"

Our commitment is to continuous improvement and excellence in our products and services to give our customers guaranteed satisfaction.

RUC RATING OF THE COLOMBIAN SECURITY COUNCIL

INSURCOL has been registered since January 28, 1999 in the Uniform Registry of Evaluation of Occupational Health and Environmental Programs for Contractors in the Hydrocarbon Sector.

The objective of the Colombian Safety Council is to guide and oversee the development of the activities of the Occupational Health and Environment Program through the annual monitoring and evaluation of the procedures and other regulatory documents defined for its operation, where it is intended to maintain scores above 90.



4. CORPORATE RESPONSIBILITY

4.1 SOCIAL INDICATORS

ETHICAL AND SOCIALLY RESPONSIBLE OBJECTIVES

🏠 Establish appropriate channels of satisfaction with interested parties

Goal 1: Obtain an average score of 8/10 points out of 10 points as a result of the satisfaction survey (technical training, assembly and installation, maintenance and guarantees).

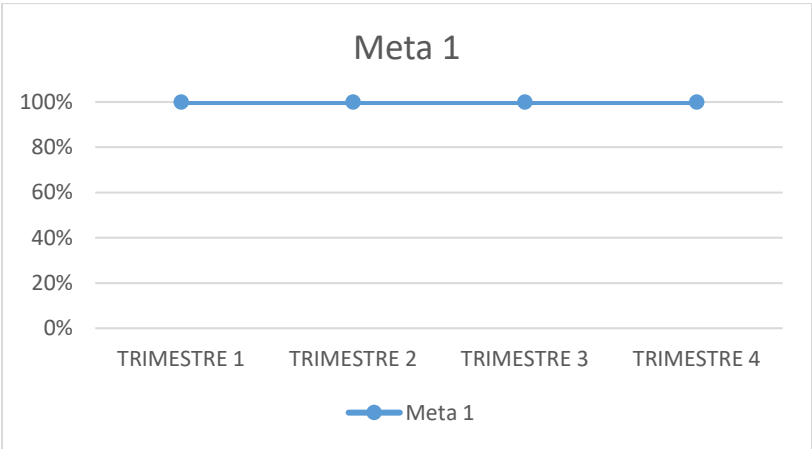
4. CORPORATE RESPONSIBILITY

4.1 SOCIAL INDICATORS

ETHICAL AND SOCIALLY RESPONSIBLE OBJECTIVES

🏠 Establish appropriate channels of satisfaction with interested parties

Goal 1: Obtain an average score of 9,425 points out of 10 points as a result of the satisfaction survey (technical training, assembly and installation, maintenance and guarantees).



Goal 2: Comply with 100% of the suppliers to be evaluated.

The established goal of evaluating 100% of suppliers is carried out annually; for the year 2023 the following were evaluated:

Year 2023: $(100/100) * 100 = 100\%$

Goal 3: Comply with timely payment to suppliers for the period.

Goal 4: Obtain an average greater than or equal to 60% in relation to the motivation and remuneration of Insurcol workers

The indicator is calculated on an annual basis: for the year 2023, the result of staff motivation and remuneration is 98% according to the organizational climate report.

🌿 Generate continuous improvement of our corporate social responsibility system

Goal: Comply with 100% of CSR activities

🌿 Establish appropriate communication channels with external parties

Goal 1: Publish 80% of internal bulletin boards, Avantel Topics, Memoranda, HSE News scheduled in the period

🌿 Carry out management for the control of workplace harassment.

Goal 1: Comply with 100% of the activities related to the prevention of workplace harassment.

DESCRIPTION	COMPLIANCE
CAMPAIGN FOR THE PREVENTION OF HARASSMENT IN THE FIELD	100%
WORKPLACE HARASSMENT PREVENTION ACTIVITY	100%
TRAINING FOR MANAGERS AND STAFF	100%
QUARTERLY MEETING	100%

🌿 Promote job creation

Goal: To ensure that 100% of Insurcol workers join the organization through employment contracts.

🌿 Ensure occupational health for the organization's workers

Goal 1: Ensure that 80% of workers who have completed their vacation period take it during the year.

🌿 Ensure occupational health for the organization's workers

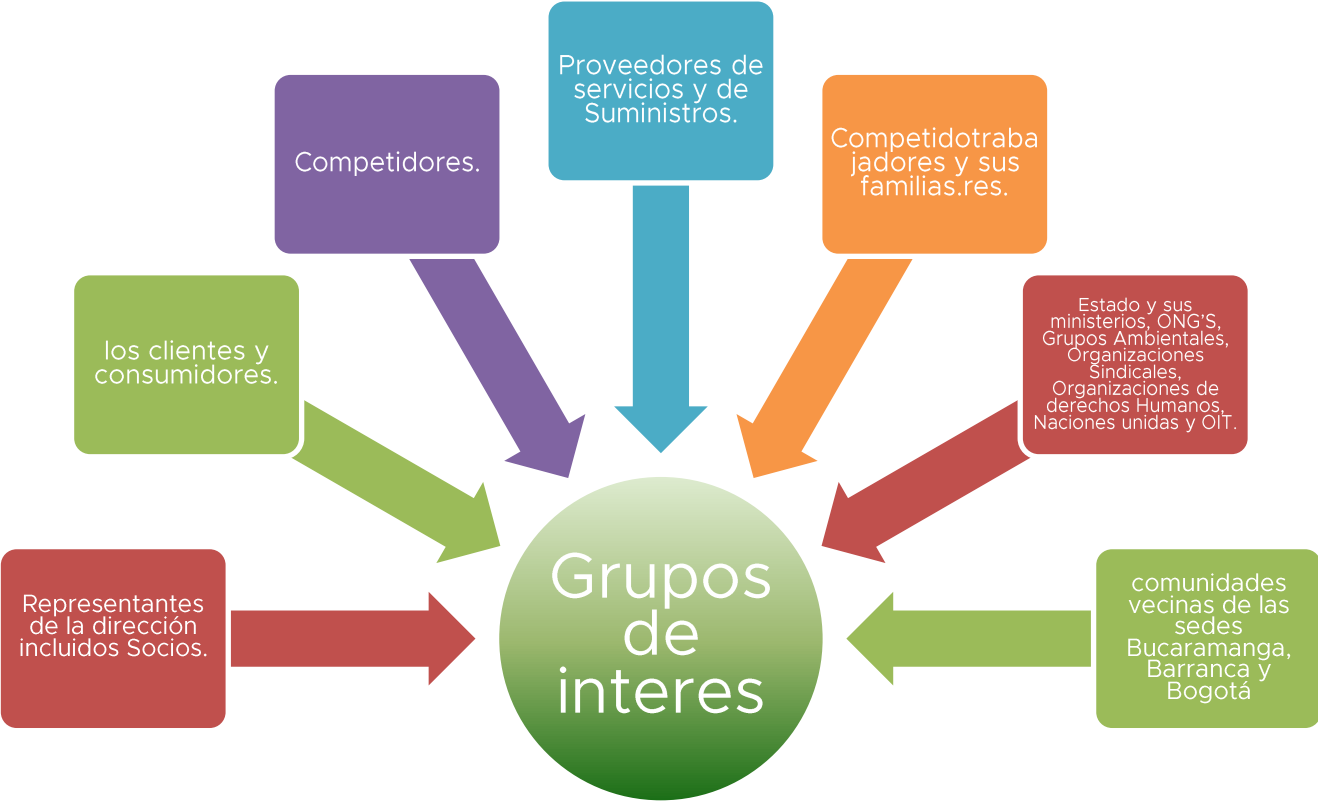
Goal 2: Achieve that 50% of workers attend their family activities by providing flexible working hours.

4.2. ETHICAL AND SOCIALLY RESPONSIBLE MANAGEMENT

Ethical and socially responsible management is a response by organizations to the challenges of transparency, integrity and sustainability, the latter understood in its triple aspect: economic, environmental and social, seeking to reduce the impact generated by activities concerning the services and products that INSURCOL offers.

INTEREST GROUPS

For the continuous identification of interest groups, the Communications document with code IN-AZD65 was generated, from which the IN-AZD65-F01 Interest Group Matrix is derived in accordance with the 11 processes of the comprehensive management system. In this matrix, interest groups are identified and needs and expectations are identified, as well as the mechanisms to address them.



5. OUR VALUE CHAIN



INSURCOL's headquarters are located in Bucaramanga, Colombia, and we serve our major customers from Bogotá DC, Barrancabermeja, Cali, Cartagena and Houston (Texas, USA). Our extensive sales and service organization provides our customers with effective assistance in the areas of:

- **HEAT MANAGEMENT:** Insurcol offers a complete solution that includes consulting, engineering, supply and commissioning of heating systems to guarantee and maintain temperature and flow; combining different technologies that range from the hole down, to pipes, storage tanks and plants with multiple surface applications.



■ ELECTRICAL:

Insurcol offers a complete solution that includes consulting, engineering, supply and implementation of integrated electrical systems for the industry in low and medium voltage.



Telemetry, instrumentation, automation and hydrocarbon logistics:

Insurcol offers a complete solution that includes consulting, engineering, supply and implementation of integrated fire and gas detection security systems in order to preserve human life, property and buildings.



■ **Fire and gas, Protection of people, plants and processes:**

Insurcol offers a complete solution that includes consulting, engineering, supply and implementation of integrated fire and gas detection security systems in order to preserve human life, property and buildings.



■ **Combustion and flame management:**

Insurcol offers a complete solution that includes consulting, engineering, supply and commissioning of burning systems for the industry.



■ **Flow control and regulation:**

Insurcol offers a complete solution for the start-up of systems and equipment for flow control in storage lines and systems.



■ **Real-time diagnostic system:**

Insurcol offers real-time monitoring and diagnostic solutions for rotating, static and electrical equipment to increase reliability.



6. ECONOMIC DIMENSION

6.1 ECONOMIC INDICATORS

AIM: Disclose financial statements according to requirement 6.7.2 Transparency of information on the SGE 21 standard.

They reported to government entities within the established times and deadlines.

7. SOCIAL DIMENSION

7.1 WORK PRACTICES

For Insurcol, proper management in the selection of human talent is of great importance, since it is responsible for the excellence of successful organizations. The advantage of these organizations over their competitors is the effective leadership of their talent, since with them we achieve our objectives and fulfill our mission.

Occupational safety

To ensure the occupational safety of Insurcol workers, the company is certified according to ISO 45001 and is qualified by the Colombian safety council RUC.

7.2 STAFF LINKING

During 2023, 166 direct jobs with fixed-term contracts were created, during the period from January to December 2023, with a tendency to increase employability rates for 2023, contributing to the development and quality of life of the region as part of the global objective of "the eradication of poverty."

7.3 DISTRIBUTION OF PERSONNEL BY POSITION

The distribution of personnel working in the Administrative and Project areas for the year 2023 as of December 2023 is reflected in the following graph; according to the total number of employees linked during the same period, where the operational area includes the workforce in each of the projects.

- a. Administrative: 91
- b. Projects: 75

DISTRIBUCION DE PERSONAL POR CARGOS	
AL ADMINISTRATIVO	PERSONAL DE PROYECTOS
91	75
166	

7.4 DISTRIBUTION OF PERSONNEL BY GENDER

The distribution of the personnel who began working in the organization in administrative areas and projects for the year 2023 as of December 31, 2023, is reflected in the following graph; according to the total number of employees linked during the same period, where the male gender predominates.

- a. Man: 112
- b. Women: 54

GENDER DISTRIBUTION	
WOMEN	MEN
54	112
166	

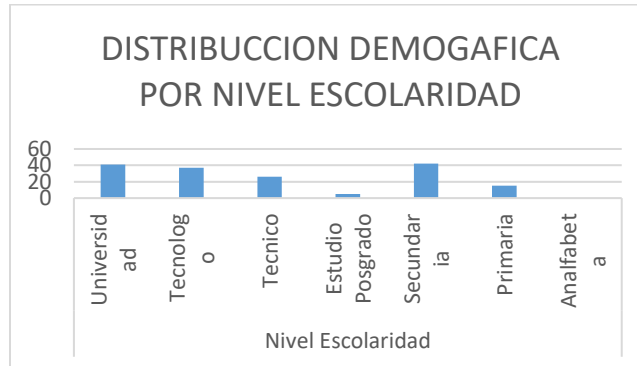
7.5 DEMOGRAPHIC DISTRIBUTION BY AGE GROUP

The demographic distribution of the staff that started working in the organization in administrative areas and projects for the year 2023 as of December 2023, is reflected in the following graph; according to the total number of employees linked during the same period, where it is shown that we do not have staff under 18 years of age and ages between 20 and 45 years predominate.

7.6 DEMOGRAPHIC DISTRIBUTION BY EDUCATION LEVEL

The demographic distribution of the staff that started working in the organization in administrative areas and projects for the year 2023 as of December 2023, is reflected in the following graph; according to the total number of employees hired during the same period.

DISTRIBUCION DEMOGRÁFICA POR NIVEL DE ESCOLARIDAD							
Nivel Escolaridad							
Item	Universidad	Tecnologo	Tecnico	Estudio Posgrado	Secundaria	Primaria	Analfabeta
Total	41	37	26	5	42	15	0



7.7 DIVERSITY MANAGEMENT.

The following diversity profiles are identified in Insurcol:

1. First job opportunity (Students/Interns).
2. People with disabilities
3. Elderly population
4. NARP Community (Black, Afro-Colombian, Raizal and Palenquera population)
5. Indigenous community
6. LGBT+ Community
7. Women and men heads of household
8. Others

Actions implemented for the identified diversity profiles:

1. Female and male staff in command positions: the quality coordination, human resources, HSE, accounting, payroll, imports, technical department, systems and maintenance, assistant management, administration and logistics area, sales department and projects area are led by women and men, clarifying that the positions are open to be filled by personnel who meet the profile of the position.
2. First job opportunity: For positions of Assistants in the administrative areas of Insurcol, priority is given to those professionals, technicians or technologists who are recent graduates since they represent a representative percentage in the administrative areas.

7.8 TRAINING AND EMPLOYMENT PROMOTION.

Insurcol has established a training matrix by position through which training needs are identified so that workers can develop and update their skills.

Every time a worker enters the organization, he or she will receive information related to the following within the induction plan:

- ✚ INTEGRAL MANAGEMENT POLICY EVALUATION
- ✚ ANTI-CORRUPTION POLICY EVALUATION
- ✚ EVALUATION CODE OF CONDUCT
- ✚ POSITION MANUAL

Likewise, during the annually scheduled re-induction, staff are trained and given feedback on issues related to the Corporate Social Responsibility system.

✚ **Working conditions**

To ensure adequate, equitable and satisfactory working conditions for its employees, it carries out the following activities:

- ✚ Housekeeping inspections.
- ✚ Inspections of administrative areas.
- ✚ Fire equipment inspections
- ✚ Report by workers using the ABNORMAL WORKING CONDITIONS-CONTROL FAILURES SELF-REPORT format.

7.9 ABNORMAL WORKING CONDITIONS.

- ✚ Allocation of equitable salaries and benefits taking into account the seniority and training of employees.
- ✚ Job analysis.
- ✚ Regarding Sunday rest and holidays, in the event that due to extreme necessity the execution of work is required, remuneration or compensation will be provided according to Colombian labor legislation.
- ✚ Respect the enjoyment of earned vacations.
- ✚ To ensure the effectiveness of this process, these aspects are evaluated through an organizational survey once a year.

7.10 HUMAN RIGHTS

Human rights recognize basic values such as the dignity and equality of ordinary people in virtually all cultures and civilizations.

For this reason, we established human rights as an integral part of the organization and a commitment to our workers.

a) Insurcol respects the participation of its employees in the industry's union organization, therefore when a worker joins Insurcol whose functions are to be performed in refineries, a record is made in which the worker expresses whether or not he or she wishes to contribute to this organization. This procedure is expanded upon in the personnel selection and hiring document.

b) Insurcol respects Colombian labor legislation, therefore the hiring of minors must be at least 17 years old with the prior approval of the Ministry of Social Protection. In the event that a minor is hired, at least a quarterly inspection of jobs for minors must

be guaranteed. In the work area to ensure that the minor will not perform the following jobs:

1. Jobs involving toxic or harmful substances.
2. Working at abnormal temperatures or in contaminated or poorly ventilated environments.
3. Underground mining work of all kinds involving harmful agents such as pollutants, thermal imbalances, oxygen deficiency as a result of oxidation or gasification.
4. Jobs where the minor is exposed to noises that exceed eighty (80) decibels.
5. Jobs involving handling radioactive substances, luminescent paints, X-rays, or involving exposure to ultraviolet, infrared radiation and radio frequency emissions.
6. All types of work involving exposure to high voltage electrical currents.
7. Underwater works.
8. Work in garbage dumps or any other type of activities where pathogenic biological agents are generated.
9. Activities involving handling explosive, flammable or acoustic substances.
10. Work as stokers or shipyard workers on maritime transport vessels.
11. Industrial painting work involving the use of lacerusa, lead sulphate or any other product containing these elements.
12. Work on grinding machines, tool sharpening, high-speed grinding wheels and similar occupations.
13. Work in blast furnaces, metal smelters, steel mills, rolling mills, forging works, and heavy metal presses.
14. Jobs and operations involving the handling of heavy loads.
15. Work related to changing transmission belts, oil, lubrication and other work related to heavy or high-speed transmissions.
16. Work on shearing machines, cutters, rolling machines, lathes, milling machines, die-cutting machines, and other particularly dangerous machines.
17. Glass and pottery work, grinding and mixing of raw materials; kiln work, dry polishing and grinding of glassware, sandblasting operations, work in etched glazing rooms, work in the ceramics industry.
18. Gas and arc welding work, oxygen cutting in tanks, confined spaces, on scaffolding or on preheated mouldings.
19. Work in brick, pipe and similar factories, hand-forming bricks, work in brick presses and kilns.
20. Work in those operations and/or processes where high temperatures and humidity are present.
21. Work in the iron and other metals metallurgical industry, in operations and/or processes where toxic fumes or dust are released, and in cement plants.

7.11 SOCIETY AND COMMUNITY

Our economic growth allows us to participate in national development and in generating well-being for the most vulnerable communities in the region.

Within our framework of Social Responsibility, we financially support and are part of the Transformar Foundation, participating in the various activities carried out through donations and support.

Among all the activities carried out in social responsibility, the following stood out in the period analyzed:

Date: Organizational Climate

An activity is carried out to promote a good organizational climate among coworkers.



Date: International Women's Day

An activity is held to commemorate International Women's Day, promoting the great significance and value that this gender has for society.



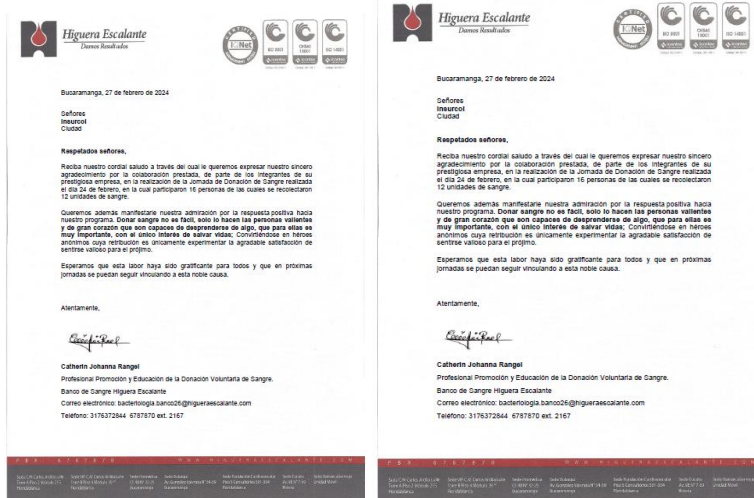
Date: Mother's Day Celebration

An activity is held to celebrate Mother's Day, highlighting the value that mothers have in our homes.



Date: Blood donation

A campaign is held to promote blood donation among the working population to foster the agreement with the blood bank and the culture of donation.



8. ENVIRONMENTAL DIMENSION

ENVIRONMENTAL PROGRAM

Identify environmental aspects that have a significant effect on the environment in order to establish guidelines and procedures for managing the impacts generated. The Environmental Program applies to all people who work at Insurcol inside and outside the company, including tasks performed at our clients' facilities when supply, assembly and installation, maintenance and/or training activities are carried out.

8.1 CLIMATE CHANGE

Global warming is a problem that threatens the world's ecosystems, compromising sustainable development and the well-being of humanity. Stopping climate change is a collective challenge that requires immediate action leading to a low-carbon development model.

Within the social responsibility of the organization, the environment is considered a fundamental factor. Incorporating the risks and opportunities of climate change into strategic management and risk analysis and control systems is a growing trend that allows it to respond to the demands of its stakeholders, as well as ensuring a more sustainable production and management model with fewer greenhouse gas emissions.

ENVIRONMENTAL INDICATORS AND DISCLOSURE OF ENVIRONMENTAL ASPECTS AND IMPACTS.

Objective 1.

ENVIRONMENTAL ASPECT:Gas emissions from mobile sources/Air conditioning.

ENVIRONMENTAL IMPACT:Air pollution damages ozone layer – global warming.

Within the framework of the Environmental Management System against Climate Change, the following Objectives are established.

GOAL 01: Achieve 100% in the performance of maintenance of air conditioners installed in the offices and containers of the organization.

No maintenance performed on air conditioners 100

No maintenance that needed to be done

II. TABLA DE DATOS					IV. INTERPRETACION
Periodo	No de mantenimiento realizados a los aires acondicionados	No de mantenimientos que debian realizarse	Cumplimiento	Meta	
ENERO	0	0	Ingrese los datos correspondientes para el cálculo del indicador	100%	4. Realizar un manejo adecuado de los residuos sólidos y líquidos generados en las actividades laborales de la organización, efectuando la separación en la fuente en las bolsas dispuestas para cada clase de residuo sólido, reduciendo el impacto adverso sobre el medio ambiente. IN-AZD32 Plan de gestión de residuos Interpretación: Enero: No se programaron mantenimientos Febrero: No se programaron mantenimientos Marzo: No se programaron mantenimientos Abril: No se programaron mantenimientos Mayo: No se programaron mantenimientos Junio: No se programaron mantenimientos Julio: No se programaron mantenimientos Agosto: No se programaron mantenimientos Septiembre: Se realizaron dos mantenimientos Octubre: No se programaron mantenimientos Noviembre: Se realizaron siete mantenimientos Diciembre: No se programaron mantenimientos
FEBRERO	0	0	Ingrese los datos correspondientes para el cálculo del indicador	100%	
MARZO	0	0	Ingrese los datos correspondientes para el cálculo del indicador	100%	
ABRIL	0	0	Ingrese los datos correspondientes para el cálculo del indicador	100%	
MAYO	0	0	Ingrese los datos correspondientes para el cálculo del indicador	100%	
JUNIO	0	0	Ingrese los datos correspondientes para el cálculo del indicador	100%	
JULIO	0	0	Ingrese los datos correspondientes para el cálculo del indicador	100%	
AGOSTO	0	0	Ingrese los datos correspondientes para el cálculo del indicador	100%	
SEPTIEMBRE	2	2	100%	100%	
OCTUBRE	0	0	Ingrese los datos correspondientes para el cálculo del indicador	100%	
NOVIEMBRE	7	7	100%	100%	
DICIEMBRE	0	0	Ingrese los datos correspondientes para el cálculo del indicador	100%	

Goal 2:Maintain an emission into the atmosphere of CO2 in L/Kg less than or equal to 70,000 L/Kg CO2.

I = Fuel consumption (Liters)*Emission Factor (Kg CO2)

FE Gasoline: 2.382KgCO2

FE Diesel: 2,746KgCO2

CARBON FOOTPRINT – GASOLINE

Periodo	Consumo combustible (galones)	Factor de Emisión (Kg CO2)	Cumplimiento Toneladas CO2	Meta <25 Ton Co2
Primer Trimestre	310,00	9	2,79	25
Segundo Trimestre	282,00	9	2,538	25
Tercer Trimestre	258,95	9	2,33055	25
Cuarto trimestre	294,80	9	2,6532	25

CARBON FOOTPRINT-ACPM

Periodo	Consumo combustible Galones	Factor de Emisión Kg Co2	Cumplimiento Ton Co2	Meta <20 Ton Co2
Primer trimestre	1996,74	10,133	20,23	20
Segundo Trimestre	2295,67	10,133	23,26	20
Tercer Trimestre	1572,00	10,133	15,93	20
Cuarto Trimestre	1565,00	10,133	15,86	20

8.2 Water and Energy Consumption

ENVIRONMENTAL ASPECTS: use of water and energy for the operation of administrative headquarters

ENVIRONMENTAL IMPACT: Water resource expenditure, deterioration of natural resources.

Water and energy consumption at the Bucaramanga, Barrancabermeja and Bogotá offices directly depend on the number of employees working during the month analyzed.

OBJECTIVE 1

Control the resources used by the organization, maintaining a constant consumption curve that does not show an increase greater than or equal to 15% of the established average, increasing awareness campaigns via internal communication when the consumption curve exceeds the established goal to avoid excessive use of the same.

GOAL 1: Maintain a constant consumption curve on the water resource, which does not present an increase greater than or equal to 15% of the established average Water resource control:

((m3 consumed in the month/ Average number of workers in the month) – Average)* 100 Average

Media= Established media

BUCARAMANGA

Periodo	((m3 consumidos en el mes/ Número trabajadores promedio en el mes) – Media	Media Media Bucaramanga: 5,50 m3/mes/trabaja	Cumplimiento	Meta
ENERO	1,8	5,5	-67,27%	15%
FEBRERO	1,840909091	5,5	-81,81%	15%
MARZO	1,755555556	5,5	-68,09%	15%
ABRIL	1,782608696	5,5	-67,58%	15%
MAYO	1,244897959	5,5	-77,36%	15%
JUNIO	1,145833333	5,5	-79,16%	15%
JULIO	1,276595745	5,5	-76,00%	15%
AGOSTO	0,109375	5,5	98,01%	15%
SEPTIEMBRE	1,153846154	5,5	-79%	15%
OCTUBRE	1,285714286	5,5	-77%	15%
Noviembre	1,557692308	5,5	71,68%	15%
Diciembre	1,557692308	5,5	-71,68%	15%

BOGOTA

Periodo	((m3 consumidos en el mes/ Número trabajadores promedio en el mes) – Media	Media	Cumplimiento	Meta
ENERO	-0,58	1,83	-31,69%	15%
FEBRERO	-0,663333333	1,83	-36,25%	15%
MARZO	-0,663333333	1,83	-36,25%	15%
ABRIL	0,003333333	1,83	0,18%	15%
MAYO	-0,663333333	1,83	-36,25%	15%
JUNIO	-0,996666667	1,83	-54,46%	15%
JULIO	-0,58	1,83	-31,69%	15%
AGOSTO	0,92	1,83	-50,27%	15%
SEPTIEMBRE	0,92	1,83	-50,27%	15%
OCTUBRE	-1,83	1,83	-100,00%	15%
NOVIEMBRE	3,67	1,83	-46,28%	15%
DICIEMBRE	1,67	1,83	-91,50%	15%

RAVINE

Periodo	((m3 consumidos en el mes/ Número trabajadores promedio en el mes) – Media	Media	Cumplimiento	Meta
ENERO	0,52	0,98	-44,94%	15%
FEBRERO	0,77	0,98	-19%	15%
MARZO	1,27	0,98	32%	15%
ABRIL	0,82	0,98	-14%	15%
MAYO	0,353333333	0,98	-61,95%	15%
JUNIO	0,186666667	0,98	-78,95%	15%
JULIO	1,02	0,98	6,08%	15%
AGOSTO	3,62	0,98	271,39%	15%
SEPTIEMBRE	0,353333333	0,98	-61,95%	15%
OCTUBRE	-0,105	0,98	-108,71%	15%
NOVIEMBRE	0,395	0,98	-57,69%	15%
DICIEMBRE	0,395	0,98	-57,69%	15%

Goal 2.

Maintain a constant consumption curve for electrical energy, which does not show an increase greater than or equal to 15% of the established average.

Electric power control:

$$\frac{((\text{Kw-h consumed in the month}/\text{Average number of workers in the month}) - \text{Average}) * 100}{\text{Average}}$$

Media= Established media

BUCARAMANGA

Periodo	((Kw-h consumidos en el mes/ Número trabajadores promedio en el mes) – Media)	Media	Cumplimiento	Meta
ENERO	35,48222222	28,18	-125,91%	15%
FEBRERO	30,95090909	80,14	-38,62%	15%
MARZO	32,59333333	80,14	-40,67%	15%
ABRIL	29,77304348	80,14	-37,15%	15%
MAYO	26,96204082	80,14	-33,64%	15%
JUNIO	31,61	80,14	-39,44%	15%
JULIO	22,3706383	80,14	-27,91%	15%
AGOSTO	36,08916667	80,14	-45,03%	15%
SEPTIEMBRE	10,66769231	80,14	-13,31%	15%
OCTUBRE	39,22734694	80,14	-48,95%	15%
NOVIEMBRE	25,49461538	80,14	-31,81%	15%
DICIEMBRE	17,03307692	80,14	-21,25%	15%

BOGOTA

Periodo	((Kw-h consumidos en el mes/ Número trabajadores promedio en el mes) – Media)	Media	Cumplimiento	Meta
ENERO	43,8	63,7	-68,76%	15%
FEBRERO	1,3	63,7	-2,04%	15%
MARZO	4,966666667	63,7	-7,80%	15%
ABRIL	17,3	63,7	-27,16%	15%
MAYO	31,3	63,7	-49,14%	15%
JUNIO	20,63333333	63,7	-32,39%	15%
JULIO	26,63333333	63,7	-41,81%	15%
AGOSTO	-2,2	63,7	3,45%	15%
SEPTIEMBRE	-4,7	63,7	7,38%	15%
OCTUBRE	66,3	63,7	-104,08%	15%
NOVIEMBRE	78,3	63,7	-122,92%	15%
DICIEMBRE	92,3	63,7	-144,90%	15%

RAVINE

Periodo	((Kw-h consumidos en el mes/ Número trabajadores promedio en el mes) – Media)	Media	Cumplimiento	Meta
ENERO	-83	122	-68,03%	15%
FEBRERO	-83,75	122	-68,65%	15%
MARZO	-62,5	122	-51,23%	15%
ABRIL	-67,4	122	-55,25%	15%
MAYO	-85,66666667	122	-70,22%	15%
JUNIO	-78,5	122	-64,34%	15%
JULIO	-78,66666667	122	-64,48%	15%
AGOSTO	-78,5	122	-64,34%	15%
SEPTIEMBRE	-85,66666667	122	-70,22%	15%
OCTUBRE	-96,875	122	-79,41%	15%
NOVIEMBRE	-87,875	122	-72,03%	15%
DICIEMBRE	-94,125	122	-77,15%	15%

9. ENVIRONMENTAL THEMATIC PUBLICATION

Within the organization, publication is carried out through bulletin boards with environmental themes which are located in places where the organization's staff has access.



9.1 CONVERSATION AND ENVIRONMENTAL CAMPAIGNS WITH STAFF FROM THE ORGANIZATION:

- a. A campaign was carried out to correctly classify waste, taking into account the national colour code and the waste code of our clients where contracts and/or service orders are executed.



- b. Road safety campaigns: A road safety campaign is carried out with the aim of raising awareness among staff about the risks and control measures implemented in PESV.



10. CONCLUSIONS

- The organization's commitment to corporate social responsibility is highlighted, especially in the social environment, given that during the entire year 2023 no incidents with communities were recorded and the commitments acquired in the regions where the contracts were developed were fulfilled.
- The work plan for 2023 on CSR was presented, framed within the management areas of the organization's Government, People who make up the organization, Clients, Suppliers and supply chain, Social environment and impact on the community, environmental environment, investors, competitors and public administrations.
- Regarding the ESG Indicators, the goals for 2023 were met.

THANK YOU