

<NOMBRE DEL DOCUMENTO> <b>NO ALCOHOL, NO DRUGS, NO SMOKE POLITICS</b>		
<CODIGO DEL DOCUMENTO> <b>IN-AZM02-F06</b>	<FECHA ÚLTIMA REVISIÓN> <b>12/04/2013</b>	<ESTADO DE REVISIÓN> <b>02</b>

## PROHIBITIONS:

It prohibited the use, possession and / or marketing of illicit drugs, alcoholic beverages and snuff as the inappropriate use of psychotropic or controlled chemical substances, both at company premises or work activities outside the office, in which case The most senior position will be responsible for compliance with this policy.

It is prohibited to all employees present at the work site under the influence of alcohol, narcotics or psychotropic substances (drugs that have the ability to alter the feelings, perceptions and mood of the individual (affecting the central nervous system), producing psychomotor excitement and incoordination ) and consume and / or encouraged to consume on the site.

It also prohibited the use of any substance that threatens the safety of myself or other employees in the normal job performance.

Workers who use medically prescribed controlled medication (anxiolytics, antidepressants, anticonvulsants, strong analgesics etc.), must immediately inform to the Occupational Health personal in the area, in order to implement appropriate preventive actions.

## APPLICATION:

This policy forms part of the employment contract and is enforceable by all employees of the Company. Also, INSURCOL LTDA. require compliance with its contractors the same if required. For this purpose, we will announce its content and those required to make mandatory the personnel provided for in the execution of contracts concluded with INSURCOL LTDA.

The Company reserves the right to conduct inspections at any time and laboratory tests of its staff on the premises of the Company.

The violation of this policy and opposition to inspections or sampling, is considered a serious offense and accordingly the Company may take disciplinary action, including terminating an employment contract for cause in accordance with the provisions of Working Rules and the Law, as applicable.

## MONITORING PROGRAM AND EMPLOYEE ASSISTANCE:

To achieve the purpose of this policy, the company will have systems to promote, disseminate and ensure compliance with policy.

**ALVARO GONZALEZ RODRIGUEZ**  
**Gerente General**