

**AUTHORIZATION CLAUSE ON THE PROCESSING OF PERSONAL DATA FOR EMPLOYEES IN ARD COLOMBIA PROGRAMS.** THE EMPLOYEE, acting freely, priorly, clearly, expressly, voluntarily, and informedly, hereby authorizes the EMPLOYER to process his/her personal data, such as the collection, storage, usage, distribution, or deletion of the same, for purposes related to the object of the employment contract signed. This includes audits, inspections, statistical processes, or review by external legal advisors, all in accordance with the criteria set forth in Law 1581 of 2012, Decree 1074 of 2015, other applicable regulations, and the Organization's prevailing data protection policy, which can be accessed via the following link: <https://www.tetrattech.com/policies/ard-colombia-data-protection-policy>.

The personal data covered by this authorization include the information found in the CV, identification details, contact information, gender, salary and financial information, bank details, information related to your affiliation with the general social security system, information related to your past studies and tax information and that contained in the Single Tax Registry, as well as those included in the information forms that are provided by the **EMPLOYER** for such purposes.

In accordance with the above, it is hereby certified that the processing of such data will serve the following purposes:

- Carry out well-being activities for employees within the company.
- Maintain accurate residence information of employees when it is necessary for home visits during admission procedures or for the execution of support activities within the welfare programs.
- Conduct epidemiological surveillance activities in the context of the Occupational Health Program.
- Enable contact with a family member in case of an emergency within the company.
- Contact a family member in case an emergency event occurs within the company.
- Maintain a record of the dates of entry and age of the contributors to the AFP (Pension Fund Administrator), in order to provide support in the pension application process.
- Offer assistance to employees in procedures with the EPS (Health Promotion Entities), especially when dealing with inconsistencies in personal and beneficiary care or affiliation.
- Offer support to employees in procedures related to the Family Compensation Fund, particularly in cases of discrepancies in personal or beneficiary care or affiliation.
- Making determinations in labor-related matters, including the execution and termination of employment contracts, either by the company's legal department or external advisors.
- Handling Accounting, economic, tax and administrative management tasks.
- Managing the affiliation of employees to the general social security system.
- Payment of wages, employment benefits, and other legal benefits.
- Preparing tax declarations or managing tax-related and collection information.
- Transferring or transmitting Personal Data, nationally or internationally, to suppliers collaborating with the EMPLOYER in program development, to the parent company, or to any third party that may be essential for carrying out the EMPLOYER's programs.
- Enforcing entry and exit controls at the EMPLOYER's facilities.
- Preparing and submitting reports to regulatory authorities responsible for inspection, surveillance and control.
- Safeguarding information in compliance with legal provisions, particularly regarding data contained in the company's records and documents.
- Conducting any required actions for managing and maintaining the employment relationship.

**First Paragraph.** ARD's Human Resources Department will be responsible for handling the EMPLOYEE's personal data. It will employ the necessary technical, human, and administrative safeguards to ensure the integrity and security of these records, thus preventing any tampering, loss, unauthorized access, or fraudulent use. This department is also committed to maintaining the confidentiality of the EMPLOYEE's personal information.

**Second paragraph.** In order to comply with the provisions of Law 1581 of 2012, the Company hereby informs you, as the owner of the mentioned data , that you have the following rights:

- a) Know, update and rectify your personal data in the possession of Data Controllers or Data Processors. This right may be exercised, among others, in instances of partial, inaccurate, incomplete, fragmented data that is misleading, or data whose processing is expressly prohibited or has not been authorized.
- b) Request proof of the authorization granted to the Data Controller, except when expressly excepted as a requirement for conducting the Data Processing, in accordance with Article 10 of Law 1581 of 2012.
- c) Be informed by the Data Controller or the Data Processor, upon request, about the use of your personal data.
- d) Submit complaints to the Superintendence of Industry and Commerce for violations of the provisions of Law 1581 of 2012 and other regulations that modify, add, or complement it.
- e) Revoke the authorization and/or request the deletion of the data when the constitutional and legal principles, rights and guarantees are not respected in the Processing. The revocation and/or suppression will proceed when the Superintendence of Industry and Commerce has determined that in the Processing, the Data Controller or the Data Processor has incurred in conduct contrary to the law and the Constitution.
- f) Access free of charge to the personal data that has been Processed.

To exercise the rights of access, updating, correction, deletion, revocation or claim related to your data, the **EMPLOYEE** shall send a letter to the **EMPLOYER's** Email address: [colombiareplegal@tetrattech.com](mailto:colombiareplegal@tetrattech.com).

**Third Paragraph. Cases Exempt from Authorization.** The Owner's authorization will not be necessary in the following cases:

- a) Information required by a public or administrative entity in the exercise of its legal functions or by court order.
- b) Data is publicly available.
- c) Situations of medical or health emergencies.
- d) Processing of information authorized by law for historical, statistical, or scientific purposes.
- e) Data related to the Civil Registry of Persons.