

Authorization to Process Personal Data of Employees in ARD Colombia Programs

I hereby grant ARD, Inc. Colombia Branch ("**ARD**") permission to collect, store, use, circulate, transmit, transfer, delete, process, administer, analyze and handle (collectively referred to as "**Processing**") my personal data through its employees, consultants, advisors or contractors.

The personal data covered by this authorization are those related to the information contained in the CV, identification data, contact information, gender, salary and financial information, bank details, information related to your affiliation with the general social security system, information related to past studies, tax information, and that included in the Single Tax Registry (RUT), as well as data included in the information forms provided by ARD (hereinafter, the "**Personal Data**").

In this respect, I authorize the processing of my personal data to be carried out for the following purposes: (i) Transfer or transmission of my Personal Data, nationally or internationally, to suppliers with whom ARD develops its programs, to its parent company, or to third parties that may be necessary for the development of ARD's programs. (ii) Management of accounting, economic, fiscal, and administrative aspects related to employees, contractors, service providers, suppliers, grantees, and beneficiaries. (iii) Development of internal compliance programs, policies, and procedures, including, but not limited to, programs aimed at preventing money laundering, terrorist financing, bribery, and corruption. (iv) Management of labor processes. (v) Carrying out maintenance, development and/or control of the employment relationship between the Data Owner and **ARD**. (vi) Maintaining records of economic, accounting, tax, and administrative activities for the purpose of managing collections, payments, invoicing, and ensuring compliance with financial obligations. (vii) Preparing the income tax returns or managing information related to the payment and collection of taxes. (viii) Contacting an emergency responder when necessary. (ix) Overseeing and managing the employment relationship and labor-related procedures. (x) Enrolling in the general social security system. (xi) Disbursing salaries, employment benefits, and other legally mandated benefits. (xii) Categorizing, storing, and archiving candidates' Personal Data obtained during selection processes. (xiii) Verifying, comparing, and assessing candidates' professional and personal competencies against the selection criteria. (xiv) Addressing inquiries made by regulatory authorities. (xv) Performing entry and exit control for **ARD** facilities. (xvi) Disseminating employment offers.

I also acknowledge that the processing of my personal data will be conducted in accordance with ARD's Personal Data Processing Policy, which I am aware of and can access at any time using the following link: <https://www.tetrattech.com/policies/ard-colombia-data-protection-policy>.

I also understand that I may exercise, at any time, my rights as the Owner of the Personal Data, as established in Article 8 of Law 1518 of 2012, which includes the right to know, update, rectify, modify, access, and request the deletion of personal data, or revoke the authorization granted. This is subject to the exception of a legal or contractual obligation that obliges ARD to retain the information in its databases or a court order following the procedure outlined in ARD's Personal Data Processing Policy.

For any request or requirement related to the Personal Data provided, I understand that I may contact ARD through the following Email address: colombiareplegal@tetrattech.com or at the following address: Carrera 7 # 72-13, Piso 10 in the city of Bogotá D.C., Colombia.

By virtue of the above, I declare that I am the Owner of the Personal Data provided to ARD. Therefore, I authorize the processing of my personal data.

I Accept

I Do Not Accept

Signature: _____
Name: _____
Citizenship I.D. _____