

**REGLAMENTO INTERNO DE TRABAJO**



# INTERNAL REGULATIONS

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## **CHAPTER I: GENERAL POINTS & SCOPE OF APPLICATION**

### Article 1

The purpose of these internal regulations of UNACEM S.A.A. is to regulate the rights and obligations of all the company's workers, regardless of age, sex, race, religion, political creed and/or employment status and to encourage responsibility and harmony in the workplace in order to achieve high productivity and general welfare.

### Article 2

Employees of UNACEM S.A.A. are subject to the private sector employment regime, to any collective bargaining agreements that may be applicable and to their own employment contracts.

### Article 3

Employees of UNACEM S.A.A. enjoy all the benefits granted by current legislation and by agreements entered into with the company.

### Article 4

Employees of UNACEM S.A.A. are subject to the internal rules drawn up by the competent departments of the company in accordance with their management and administrative capacities.

## **CHAPTER II: EMPLOYER'S RIGHTS AND OBLIGATIONS**

### Article 5

The company has the exclusive right to plan, administer, organize and direct its activities, organize the work, determine the number of its employees and distribute work according to its operational needs and those that arise from rationalization, automation and, in general, reasons inherent in the industrial process and development of the company, and is empowered to:

1. Select, evaluate and hire personnel.
2. Establish and modify the contents and responsibilities of different job titles according to its needs.
3. Assign employees to jobs and evaluate their performance.
4. Establish the working day and working hours in accordance with legislation and its operational needs.

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5. Use its assets, equipment, installations and machinery as it sees fit.
  6. Approve and ensure compliance with general and specific instructions to its employees, through its management personnel and foremen.
  7. Apply such disciplinary sanctions as may be appropriate in accordance with legislation and these Internal Regulations.
  8. Determine its employees' remuneration using mechanisms set forth in law.
  9. Give instructions, set out policies and establish rules concerning its employees' work.
  10. Implement such health and safety at work measures as it considers appropriate for its personnel and installations, in accordance with the relevant legislation.

#### Article 6

Every employee is obliged to understand these Internal Regulations and modifications hereto, which form an integral part of each contract of employment; for that purpose the company shall provide them with a copy.

#### Article 7

It is a company rule to require and promote good faith, courtesy and respect among its people and the company and/or those who represent it.

#### Article 8

The choice and hiring of personnel is the exclusive competence of the company's management and administration and is carried out in accordance with current or future selection criteria.

#### Article 9

Employees may be hired on open-ended or fixed term contracts depending on the type of service and the nature of the job offered, subject to a probationary period set by law or agreed between the parties.

#### Article 10

The company has the following obligations:

1. To comply with employment, social security, pension, health and safety at work, environment and community relations legislation.
2. To comply with and ensure compliance with these internal regulations, as well as the policies, rules, procedures and other current internal provisions.

3. To provide its employees with an adequate environment in which to carry out their work and provide them with the equipment, materials and tools necessary to do the work assigned to them.
4. To respect the dignity of each and every one of its employees.
5. To pay the agreed remuneration to its employees as and when legally established.
6. To respect the right to freedom of association of each employee, in accordance with current legislation.
7. To comply with and ensure compliance with collective bargaining agreements.
8. To encourage a harmonious working environment on its premises.
9. The company has adopted measures to guarantee support and assistance for employees infected with HIV and AIDS or affected by their consequences.

### **CHAPTER III: EMPLOYEES' RIGHTS, OBLIGATIONS & PROHIBITIONS**

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#### Article 11

All employees without exception, are obliged to comply with the provisions of these regulations. No employee may claim ignorance of these regulations as an excuse for non-compliance.

#### Article 12

Employees have the following rights:

1. To receive cordial and respectful treatment from their superiors and all other employees in general.
2. To talk freely to their superiors about any difficulties they may encounter in doing their job or their own needs, using the appropriate channels.
3. To receive remuneration for services provided to the company.
4. To receive training with a view to improving job performance, provided that the programs of the different company departments so require, including the right to training in the company's health, safety and environmental systems.
5. To have recourse to all rights applicable to them under the law and agreements entered into with the company.
6. To confidentiality regarding the information in their personal files and other information given to the company that may compromise their right to privacy.



### Article 13

Employees' have the following obligations:

1. To provide such data and/or documents and/or information as they may be asked to provide.
2. To refrain from providing, divulging and/or publishing information on the company except when duly authorized in writing to do so.
3. To check the company notice boards and internal e-mail, if applicable, all notices, communications, directives and reports that are published from time to time by the administration.
4. To carry out their work to the best of their ability and perform tasks entrusted to them, acting responsibly, honestly and ethically during working hours.
5. To look after and use in a responsible manner the equipment, machinery, materials, tools, personal protection and communications equipment provided for their work.
6. To obey the orders and directives in matters of their work given by their superiors.
7. To comply with the company's instructions, maintaining discipline and respect for his superiors and other workmates and preserving harmony and peace in the workplace.
8. To refrain from carrying out industrial or commercial activities similar to those of the company for his own benefit or that of third parties.
9. To cooperate with the common effort that the work requires to achieve optimum levels of production and quality.
10. To permit periodic checks of personal lockers and clothing, bags, pockets and packages and private vehicles.
11. To keep the information on their general data sheets, which is given under oath, up to date at all times.
12. To undertake all occupational and preventive medical examinations and health checks, whether physical and/or mental, that may be required by the company.
13. To cooperate in maintaining order and report promptly to the appropriate person any situation that could endanger personal safety or cause damage to the company's installations, equipment or property, and to provide assistance in any emergencies that may arise.
14. To record their individual attendance correctly, both when entering and leaving work.
15. Com comply with ordinary working hours and overtime

assigned to them and/or specifically undertaken and the established meal breaks.

16. To use their photo-checks during working hours.
17. To used as appropriate all personal protection and industrial safety equipment and to comply and ensure rigorous compliance with all accident prevention, health and safety at work and environmental rules and regulations.
18. To attend training program assigned by the company.
19. To attend safety drills programmed by the company.
20. To maintain good relations with other company employees and with public and private institutions, clients and the general public in order to safeguard the image of UNACEM S.A.A.
21. Finally, to comply with all orders, duties, assignments, directives and others assigned by the company on the understanding that this list is merely illustrative and not exclusive as all similar obligations emanating from their employment contracts shall also apply.

#### Article 14

UNACEM S.A.A. sets out a series of policies and standards to be complied with by all users of the company's IT system without exception, in order to safeguard confidential information and ensure the integrity and proper use of the IT resources assigned by the company to users.

### **CHAPTER IV: EMPLOYEES' INCOME:**

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#### Article 15

The process of selecting and hiring personnel shall be carried out by the company's Human Resources Department.

#### Article 16

Every employee hired by the company must meet the following requirements:

1. Be aged over 18.
2. Submit original and photocopies of their birth certificates, personal ID documents and driving licenses if required; foreign personnel must provide proof of their legal status in Peru.
3. Submit police, court and criminal record certificates.



4. Submit proof of residence certificates.
5. Submit education and employment certificates.
6. Exhibit their professional qualifications, diplomas and/or certificates for positions that require them.
7. Submit marriage or civil partnership certificates and the birth certificate of their children, if any.
8. Submit documentation proving membership of the state pension or private pension system.
9. Provide any additional data and documents that the company may require and report in an opportune manner any changes in these documents and/or their addresses that may occur while their contracts are in force. Update their personal data annually.
10. Take any occupational medical examinations the company may require, as well as examinations that are part of health and safety at work medical monitoring programs.

#### Article 17

It is hereby clearly established that for all employment and/or legal purposes, the company shall consider valid all communications sent from or received at the last recorded address of each employee in their personal files held by the company's Human Resources Department; the information in these files is given under oath.

#### Article 18

Every new employee must undergo the induction program about the organization, policies and functions of the company and the functions, duties and responsibilities of their positions prior to starting work.

#### Article 19

All new employees shall receive a photo-check; lost, stolen, mislaid or damaged photo-checks should be reported to the Human Resources Department.

#### Article 20

Use of the photo-check is obligatory while on the company's premises and must be worn in a visible manner.

### **CHAPTER V: WORKING DAYS, WORKING HOURS AND PUNCTUALITY**

#### Article 21

The duration of the working day is established in law and does not include the

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time required for employees to change clothes or get ready for work.

Article 22

Employees should be in their workplaces in working clothing at the time their shift starts and should remain there until their shift ends, carrying out the work assigned to them.

Article 23

Employees may not change shifts without prior written authorization from their immediate superior.

Article 24

Employees shall have their designated and obligatory weekly rest day(s) and the company is exclusively empowered to establish alternative and/or substitute and/or accumulative and/or compensatory regimes, as the case may be, in accordance with the law.

Article 25

The shift system shall apply to the personnel as and when necessary at the discretion of the company, within the scope of relevant legislation and current employment agreements.

Article 26

The working day shall consist of the working hours established by the company as a function of its needs and those of its workplaces, in accordance with the law and current employment agreements.

Article 27

Working hours at the company's installations are as follows:

ATOCONGO PLANT

STAFF AND ADMINISTRATIVE PERSONNEL

Plant day shift

*Working hours 1:*

Monday to Friday: 07:00 to 16:00 hours - meal break: 45 minutes

*Working hours 2:*

Monday to Friday: 07:00 to 15:00 hours - meal break: 45 minutes

Saturday from: 07:00 to 12:00 hours

*Working hours 3:*

Monday to Saturday: 07:00 to 15:00 hours - meal break 45 minutes

Administration offices, day work

Monday to Friday: 08:00 to 16:30 hours - meal break 45 minutes

Shift workers

1st. Shift 07:00 to 16:00 hours - meal break: 45 minutes

1st. Shift 07:00 to 15:00 hours - meal break: 45 minutes

2nd. Shift 15:00 to 23:00 hours - meal break: 45 minutes  
3rd. Shift 23:00 to 07:00 hours. - meal break: 45 minutes

**OPERATIONS PERSONNEL:**

Plant day shift

Monday to Friday: 07:00 to 16:00 hours - meal break 45 minutes  
Saturday from: 07:00 to 13:20 hours

Shift workers

1st. Shift 07:00 to 15:00 hours - meal break 45 minutes

2nd. Shift 15:00 to 23:00 hours - meal break 45 minutes

3rd Shift 23:00 to 07:00 hours - meal break 45 minutes

In this workplace a maximum of twenty (20) minutes daily on starting work and twenty (20) minutes daily on leaving are recommended for washing and changing work clothing before and after the shift; these times are not cumulative and are not included in ordinary working hours, except for special cases that require prior authorization.

**AVENIDA CARLOS VILLARÁN OFFICES STAFF AND**

**ADMINISTRATIVE PERSONNEL**

Monday to Friday from 09:00 to 17:30 hours - lunch 45 minutes

**CONCHAN PORT FACILITY**

**STAFF AND ADMINISTRATIVE PERSONNEL**

Monday to Friday from 07:00 to 16:00 hours - Lunch: 45 minutes

**CONDORCOCHA PLANT**

**ADMINISTRATIVE PERSONNEL**

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Day

Monday to Friday from 08:00 to 17:00 hours - lunch 45 minutes

Shift workers

1st. Shift 07:00 to 15:00 hours - meal break 45 minutes

2nd. Shift 15:00 to 23:00 hours - meal break 45 minutes

3rd Shift 23:00 to 07:00 hours - meal break 45 minutes

STAFF

Day

Monday to Friday from 07:30 to 16:30 hours - lunch 45 minutes,

Saturday from 08:00 to 12:00 hours

Shift workers

1st. Shift 07:00 to 15:00 hours - meal break 45 minutes

2nd. Shift 15:00 to 23:00 hours - meal break 45 minutes

3rd Shift 23:00 to 07:00 hours - meal break 45 minutes

OPERATIONS PERSONNEL

Day

Monday to Friday from 07:30 to 17:00 hours - lunch 1 hour,

Saturday from 07:00 to 12:30 hours

Shift workers

1st. Shift 07:00 to 15:00 hours - meal break 45 minutes

2nd. Shift 15:00 to 23:00 hours - meal break 45 minutes

3rd Shift 23:00 to 07:00 hours - meal break 45 minutes

Article 28

A tolerance of up to ten (10) minutes a day shall be allowed for employees starting work.

Article 29

Furthermore, it is hereby clearly established that the tolerance authorized and supervised by the company does not constitute a modification to the ordinary working day and frequent or reiterated use is a fault subject to sanction.

Article 30

An employee's work ends at the end of his working hours and he hands the shift over to his relief.

## CHAPTER VI: MONITORING ATTENDANCE AT WORK

### Article 31

Employees shall arrive at work punctually in accordance with company regulations.

### Article 32

Employees are obliged to record their attendance (starting and leaving work) personally using the system installed by the company for that purpose at both the start and end of the working day. Established meal breaks must be respected.

### Article 33

Employees should register the start and finish of their working day personally at each workplace and dressed in working clothing. The company has absolute administrative authority to vary, modify and/or replace the attendance registration system for its personnel.

### Article 34

Senior management and trusted staff not subject to monitoring by an immediate supervisor and duly classified as such by the company in accordance with the law, are exempt from the obligation to register their attendance (start and finish of the working day).

### Article 35

It is hereby established that remaining on the presence outside working hours does not constitute overtime or similar as no work is effectively being done. Employees require written permission to remain on the premises outside working hours for personal reasons.

### Article 36

Repeated cases of failing to register attendance shall be classified as a lack of attention or interest in the work and therefore only the time actually recorded in the attendance register shall be used to calculate remuneration.

### Article 37

Absence for illness or any other justified reason should be reported to employees' immediate supervisor no later than two (2) hours after starting time on the day of the absence and documents to justify the absence should be provided on the day they return to work. Failure to do so shall be considered unjustified absence and dealt with as set forth in these

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regulations and applicable legislation, so that the company can arrange a replacement.

#### Article 38

It is hereby clearly established that warning of absence does not in any way constitute justification of the absence but is merely notice so that a replacement can be arranged.

#### Article 39

Leaving the workplace or the premises for no reason and without specific permission constitutes absence subject to the corresponding sanctions and discounts.

#### Article 40

Permission not arising from justified circumstances, unjustified absence, leaving the workplace without justification and lateness shall give rise to reduced remuneration in proportion to the time not worked.

### **CHAPTER VII: OVERTIME WORKING**

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#### Article 41

Only overtime that has been previously authorized by the company and is carried out by employees who are not prevented from doing so shall be recognized, in accordance with legislation, regulations and collective agreements. Under no circumstances shall overtime worked without permission be recognized.

#### Article 42

Overtime working is voluntary, nevertheless, a commitment to work overtime becomes an obligation subject to disciplinary measures in the event of non-compliance, except when justified by the employee.

#### Article 43

The company reserves the right to authorize work outside established hours and to choose employees to work overtime and/or on their weekly rest days or public holidays.



## CHAPTER VIII: PERMISSION TO LEAVE THE WORKPLACE, LEAVE OF ABSENCE & ABSENTEEISM

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### Article 44

Permission to leave the workplace is given for periods when an employee has personal reasons for leaving his workplace during working hours. Permission must be authorized in advance by the company. Permission may be:

1. **Compensated:** Permission for absence during working hours that must be offset by working additional hours. The employee must register when leaving and entering work with permission.
2. **Not compensated:** Permission for absence during working hours which do not require to be offset by working additional hours (due to illness, medical appointments with ESSALUD, among others). The employee must register when leaving and entering work with permission.

In all cases, the granting of permission for personal reasons is at the company's discretion; authorization is subject to the needs of the company, which is not obliged to grant it automatically, but subject to an evaluation by the applicant's immediate supervisor, who shall grant the permission in writing if he considers it justified.

### Article 45

Leave of absence is granted to an employee to absent himself from the workplace for at least one day.

Leave of absence may be:

#### 1. Paid:

- For the death of a spouse, parents or children.
- When the employee is summoned by a public sector entity in relation to his job.
- Other cases described in the relevant legislation.

Paid leave of absence for temporary inability to work as a result of illness or accident, maternity or paternity leave, adoption or serious illness affecting direct family, among other reasons, is granted in accordance with the provisions of relevant legislation.

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## 2. Unpaid leave:

Will be granted after evaluation and classification, by the applicant's immediate superior in a written document, which must be sent to the Human Resources Department and should indicate the duration of the leave granted, with the employee's application giving reasons for the application attached.

### Article 46

Any absence from the workplace for which permission has not been granted must be justified by the employee in question. This justification include the submission of any documents the employee considers relevant. If the explanation is not satisfactory, the relevant disciplinary measures shall be applied to the employee.

### Article 47

Absence from work by any employee without obtaining permission or leave shall be considered an unjustified fault.

### Article 48

If an employee is prevented from going to work by unforeseen circumstances he shall report to his immediate superior and/or the Human Resources Department using the quickest means possible. The company shall classify absence by an employee as justified or unjustified, according to the documentation provided by the employee himself, no later than three business days afterwards; otherwise the absence shall be considered unjustified and the appropriate disciplinary measures imposed.

### Article 49

Permits or leave not granted in writing, unjustified absences, leaving the workplace for no reason and lateness shall give rise to a proportional reduction in wages and, if applicable, a discount of part or all of the remuneration for the obligatory weekly rest day of rest obligatory in addition to the applicable disciplinary measures, without prejudice to further disciplinary action.

### Article 50

ESSALUD medical certificates are the only documents that justify absence by an employee in cases of illness, and must be sent to the Human Resources Department by the quickest means and no later than three (3) days after the start of the incapacity. Failure to do so shall be considered an unjustified fault subject to the appropriate disciplinary action.

Article 51

In all cases of absence, the company reserves the right to visit the employee's home, in which case the employee shall facilitate such visits.

**CHAPTER IX: WAGES AND SALARIES**

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Article 52

No employee of the company shall receive remuneration that is less than that set forth in law or in the current collective bargaining agreements.

Article 53

All employees shall be paid monthly and shall receive a fixed sum of money weekly or fortnightly as an advance payment.

The schedule of payments and advance payments can vary in exceptional or fortuitous circumstances, which will be communicated to the employees.

Article 54

All payments received by employees, as well as amounts withheld shall be shown in the payroll ledgers and pay slips, which shall indicate the corresponding concept.

**CHAPTER X: WEEKLY REST DAYS AND DAYS IN LIEU**

Article 55

All employees shall have a minimum of twenty four (24) consecutive hours of rest in every full week of services rendered, to be set by the company in accordance with its needs.

Article 56

The company may, in accordance with its needs, change the weekly rest day to any other day of the week, which may be decided individually and/or collectively, administratively by the company. If an employee does not enjoy his weekly rest day he shall be remunerated for it at the overtime rate set by law.

Article 57

The company is empowered to implement alternative and/or cumulative and/or replacement regimes for working days and weekly rest days in accordance with its needs.

## CHAPTER XI.: HOLIDAYS

### Article 58

All employee of the company have the right to thirty (30) consecutive days of holiday for each complete year of service to the company, according to law. Holidays may not be broken up into fractions that do not include public holidays.

### Article 59

The right to holidays is inalienable. All employees are obliged to take their holidays within the year following that in which they earn them and when programed by the company in accordance with its needs.

### Article 60

Holidays shall be established in the holiday roster, which can only be in exceptional cases. In all cases the needs of the company must be given precedence, but without transgressing current legislation.

### Article 61

Holiday pay shall be paid before employees take their holiday entitlement and shall be included in the payroll ledger and payslips.

## CHAPTER XII: HARMONY AT WORK AND EMPLOYMENT MATTERS

### Article 62

The company encourages an environment of harmony and mutual respect at work, as well as responsibility, cooperation and participation by all employees in achieving the goals of the organization and satisfying human needs. In order to encourage and maintain harmony in the workplace, the Company has a Human Resources Department to address and process all matters relating to labor relations.

### Article 63

It is company policy to encourage a speedy solution to employment matters that may be submitted by its employees.

Employees may, either individually or collectively, make known to the

company, any concern or disagreement arising at work using the appropriate channels.

Article 64

The company shall encourage the solution of employment problems by direct negotiation between employees and/or their representatives and the company.

Article 65

The company shall hold meetings with employee representatives in order to discuss any problems in the relationship with its employees, through the Human Resources Department.

### CHAPTER XIII: DISCIPLINARY MEASURES

Article 66

One of the company's functions is to ensure discipline, manifested through harmony in the workplace, in which employees devote all their ability and effort to their work, observing correct conduct and good relations within the company. It is fundamental to discipline that hierarchical positions and functions be respected and that orders and directives be obeyed.

Article 67

All disciplinary measures imposed in writing upon an employee shall be reported by his department to the competent Human Resources Department, with a copy sent to the employment authority when necessary.

Article 68

Disciplinary measures shall be imposed at the discretion of the company taking the following factors into account:

1. The nature of each fault.
2. The seriousness of each fault.
3. The employee's record.
4. Whether it is a repeat offense.
5. The circumstances in which the fault occurred.
6. The responsibility and position of the employee in the company.
7. The fact that the aim of all administrative disciplinary measures is to correct and make good improper conduct in order to prevent more serious faults.

## Article 69

Disciplinary measures may be:

1. A verbal warning, used for first faults, minor faults and when the consequences are not serious.
2. A written warning, for repeat minor faults or in the event of a more serious fault.
3. Suspension, in cases when the fault is not so serious as to merit dismissal, must be penalized by a more severe sanction than a written warning. Suspension implies not going to work and losing pay and collateral benefits. Suspension may be for one or more days, according to the seriousness of the fault and without the need for a written warning, at the company's discretion.
4. Dismissal, when an employee commits a serious fault as defined in law.
  - 4.1. Serious non-compliance with obligations concerning health and safety at work contained in the UNACEM Health and Safety at Work Regulations, Safety Protocols, safety recommendations for the department and job in question and other complementary safety regulations and legislation constitute serious faults that are grounds for dismissal.
  - 4.2. Refusing to take part in health and safety at work training required by law and to undertake medical examinations specifically required by law, are serious faults and grounds for dismissal.

## Article 70

The following faults, among others, are grounds for a verbal warning:

1. Arriving late or unjustified absence from the workplace, independent of the corresponding wage discount, provided such lateness does not seriously compromise the production and/or administrative processes of the company.
2. Lack of collaboration, or sporadic or infrequent collaboration.
3. Incorrect use of the company's materials, tools, equipment, instruments, raw materials or similar, provided this is not serious.
4. Taking more than the allotted time for meal break.
5. Not starting work at the time required by the company.
6. Remaining in the workplace for more than twenty (20) minutes after leaving time without permission from an immediate supervisor.
7. Eating or resting during meal breaks in the offices,



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- locker rooms, yards, toilets or areas other than the mess room.
8. Failing to keep lockers assigned by the company clean and in good order or using them for purposes other than that for which they were assigned.
  9. Failing to keep the working area free from materials, waste or similar.
  10. Displaying unauthorized bulletins or communications outside the noticeboards installed for that purpose.

#### Article 71

The following faults, among others, are grounds for a written warning:

1. Repeating the faults described in the previous article.
2. Repeated and frequent use of the permitted tolerance for starting work, independent of any discounts incurred for unproductive time.
3. Changing clothes and washing before finishing time.
4. Minor negligence.
5. Lack of collaboration when this is repeated.
6. Unjustified absences of one day when not frequent.
7. Minor discourtesy to workmates or superiors.
8. Refusing to take part in programmed training sessions or instructions imparted by the Emergency Response Brigade.
9. Introducing or distributing any type of commercial, religious or political propaganda in the company.
10. Failing to provide in an opportune manner data, information, documentation and/or similar that the company may require in accordance with company standards, regulations, orders and procedures.
11. In general, faults of a similar nature or seriousness, as the above list is illustrative but not exhaustive.

#### Article 72

The following faults, among others, are grounds for suspension:

1. Not using tools and equipment and personal protection equipment in an appropriate manner.
2. Failing to respect signage and safety notices, provided that no serious consequences arise.
3. Failing to report promptly to an immediate supervisor any area or workplace that could be considered hazardous, provided that

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- the consequences are not serious.
4. Using the company's equipment, machinery or tools for other than their own jobs or for unauthorized purposes, provided the consequences are not serious.
  5. Refusing to sign the proof of receipt of any disciplinary sanction.
  6. Refusing to carry out orders given by an immediate superior.
  7. Negligence that obstructs the normal course of work.
  8. Frequent lateness.
  9. Unjustified absences of one day or when such absences are frequent.
  10. Shift changes without prior authorization from the management.
  11. Deliberate failure to collaborate.
  12. Lack of respect for workmates.
  13. Laziness, even when no physical or other damage is caused.
  14. Lack of respect or rudeness to superiors, workmates and/or security personnel.
  15. Recording attendance for another employee.
  16. Intentionally failing to record attendance or doing so on a shift other than the shift worked.
  17. Failing to obey orders given by superiors when the consequences of doing so are not serious.
  18. Leaving the workplace during working hours, with no serious consequences.
  19. Sleeping on the job.
  20. Intentionally providing false information about the to a superior, even when the consequences are not serious.
  21. Refusing to allow the contents of packages, satchels, bags, briefcases or similar items to be examined by plant security personnel, either entering or leaving work, without prejudice to the intervention of the police.
  22. Causing damage through negligence or gross negligence to premises, services, machinery, sanitary fittings, furniture, materials, tools, articles and raw materials belonging to the company.
  23. Arriving at work in a state of inebriation or under the influence of drugs or similar, provided that the nature of the employee's function or work does not make this a serious fault.
  24. Improper use of the company's assets or materials or wasting them intentionally.
  25. Obstructing the work of the Emergency Response Brigade when the consequences are not serious.

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26. Failing to work overtime or to take holidays or rest days despite having specifically undertaken to the company to do so.
  27. Boarding vehicles in movement, driving without authorization or driving with unauthorized passengers aboard.
  28. Damaging the doors of lockers in the locker room, whether their own or belonging to other people, as well as doors, windows, desks, drawers, cupboards, locks, padlocks and/or similar articles belonging to the company without specific permission to do so.
  29. Refusing to facilitate inspections, whether regular or extraordinary, of locker contents, and obliging the company to open them by force.
  30. Carrying or introducing firearms, knives or similar weapons into the premises.
  31. Engaging in acts contrary to discipline and good order in the workplace.
  32. Smoking on company premises.

The aforementioned infringements are for illustration only and under no circumstances should be considered exhaustive.  
Re-offending shall be grounds for suspension for further days, or dismissal if allowed under the law, with repeat offending not necessary in the latter case.

#### Article 73

All sanctions shall be imposed after an examination of the specific case.

#### Article 74

Sanctions imposed on employees shall be entered in their personal files.

### CHAPTER XIV: VIGILANCE & SECURITY

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#### Article 75

The company contracts a specialist firm to provide security services, using personnel trained and equipped for this work, such that security shall be as efficient as possible or complemented by both internal and external security services.

Article 76

Security guards are responsible for the custody and security of people, materials, vehicles and other assets on the company's premises. Employees are obliged to obey controls established by this service and to collaborate as necessary.

Article 77

Security guards in the gatehouse or control points must monitor those entering and leaving the premises, whether employees or third parties, materials and vehicles; they are also authorized to prevent the company's property from being taken off the premises if they do not have proper written authorization.

Article 78

They are also empowered to prevent employees from leaving if they do not have the correct permission, and to ask to examine the bags and belongings of all employees and/or visitors to the company or workplace. They shall monitor incoming and outgoing packages, vehicles, merchandise, raw materials, finished products, etc.

## **CHAPTER XV: CONDITIONS FOR THE USE OF IT EQUIPMENT & TOOLS**

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Article 79

The company may at its discretion, provide access to its e-mail systems, personal and/or portable computers with compatible software, with or without Internet access, to certain of its employees as tools to assist them in their work.

Article 80

Computers and Internet access, e-mail and other facilities made available to employees, should be used by them exclusively for their work.

Article 81

Furthermore, information contained in computers and e-mails, as well as that obtained from the Internet and other IT systems belonging to the company must be used for the duties entrusted to each user in accordance with the internal regulations and provisions issued by the company.

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Article 82

Accounts, passwords and access keys assigned to employees are personal, confidential and non-transferable. Each user is responsible for their use.

Article 83

The company reserves the right to restrict any employee's use of the e-mail systems either temporarily or permanently.

Article 84

The company's e-mail systems and electronic communications provided by it must not be used to create, send, receive, disseminate or keep offensive, contemptuous, damaging or commercial messages.

Article 85

All components of the company's e-mail systems (including any message created, sent, received or kept in the system), as well as information contained on personal and/or portable computers assigned to employees, are the property of the company. Employees and other users should not expect to enjoy privacy or confidentiality while using this equipment or systems.

Article 86

Like other company files, e-mail messages may be used in investigations in litigation contrary to the interests of the company. Thus users of the company's e-mail systems are obliged to make responsible use of this means of communication.

Article 87

E-mail may not be used for unauthorized dissemination of information belonging to the company.

Article 88

Employees may use company IT equipment to gain access only to e-mail systems and communications authorized by the company.

## CHAPTER XVI: HEALTH AND SAFETY AT WORK

### Article 89

The company has duly approved internal health and safety at work regulations, compliance with which is obligatory.

### Article 90

All new employees must attend the induction course in health and safety at work and collaborate in keeping the workplace safe and healthy, especially the areas where they work.

### Article 91

All employees are obliged to take care of the locker rooms and toilets provided to preserve their own health and hygiene; for that purpose the company shall provide one (01) individual locker for each employee when the nature of their work so requires.

### Article 92

The company shall provide its employees with the tools necessary to carry out their work, as well as appropriate personal protection equipment and shall also provide its machinery with the safety and control devices necessary to prevent accidents.

### Article 93

All employees without exception are obliged, during their work, to protect their workmates and the company's installations from all forms of loss or risk.

### Article 94

The company shall adopt all possible health and safety measures to safeguard the lives and health of its employees, in accordance with current employment legislation, the health and safety at work regulations and its own initiative.

### Article 95

Working areas must be kept clear of materials and waste. To that end, waste containers and materials must be placed in the bins provided.



## CHAPTER XVII: SEXUAL HARASSMENT

### Article 96

This chapter shall apply to all employees of UNACEM, as well as to personnel who, for the purposes of training, employment or outsourcing and, in general, suppliers and contractors' personnel (hereinafter third parties) carry out work in the plants and on the premises of UNACEM.

UNACEM is committed to ensuring that its plants and workplaces are environments based on respect and are free from discrimination, acts of violence, bullying, or sexual harassment; therefore it will not tolerate any behavior of that type. Thus, in order to safeguard the integrity of all of its employees and third parties, it believes in the need to disseminate and enforce an adequate corporate policy against bullying and sexual harassment, in order to main due respect among its employees and collaborators, as well as an adequate working environment.

UNACEM has a policy of preventing sexual harassment, which will be made known to all employees and collaborators in order to raise awareness, discourage, investigate complaints and apply sanctions to acts of sexual harassment and shall adopt such measures as may be necessary for that purpose.

### Article 97

In accordance with the provisions of current legislation, sexual harassment is a form of violence involving behavior of a sexual or sexist nature, unwelcome to the person against whom it is directed, which could create a hostile, humiliating or intimidating atmosphere, or which could affect their activity or position at work, during training or in any other manner.

Rejection and repetition of such behavior need not be accredited.

Sexual harassment may be manifest by the following conduct, among others:

- a) A specific or implied promise to the victim of preferential treatment and/or benefits regarding their current or future situation in exchange for sexual favors.
- b) Threats involving explicit or implicit demands for conduct unwelcome to the victim that violates their dignity.
- c) Use of terms having a sexual or sexist nature or connotation (whether written or

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- spoken), sexual insinuations or propositions, obscene gestures or exhibition by any means of images with a sexual content, that are objectionable, hostile, humiliating or offensive to the victim.
- d) Bodily contact or other physical conduct of a sexual nature that is unwanted or offensive to the victim.
  - e) Offensive or hostile treatment arising from rejection of the conduct described in this article.
  - f) Other conduct that may be considered sexual harassment as described above.

#### Article 98

Any employee or third party, man or woman, who finds themselves being sexually harassed, has the right to submit a verbal complaint to the Human Resources Department, or in writing by following the procedure described in this chapter, or by using the channels established in article 141 of these regulations.

If the complaint is against the Human Resources Manager, it should be made to the immediately superior authority in person, either verbally or in writing, or through the complaint channels indicated in article 141 of these regulations.

If the complaint is made against a person more senior than the person responsible for resolving it, the complainant shall have the right to apply to the courts for a restraining order in accordance with the law.

Verbal complaints shall be included in a written memorandum signed by the complainant and a witness.

The investigation and sanctioning of sexual harassment is intended to protect the victim throughout the procedure and to sanction the perpetrator of the sexual harassment and to guarantee a confidential, impartial, swift and effective investigation.

Furthermore, in the event of a false complaint or one made in bad faith, UNACEM reserves the right to sanction the complainant in accordance with current legislation, without prejudice to the rights of the person against whom the complaint was made.

#### Article 99

The complaint should contain identification data for the claimant and alleged harasser and include

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definitive evidence for the Sexual Harassment Intervention Committee (hereinafter the committee), which is the body responsible for investigating sexual harassment allegations; evidence may be submitted up until the final ruling is issued. Both parties (the alleged harasser and alleged victim) may submit or offer the following evidence:

- Witness declarations.
- Public or private documents.
- Recordings, e-mails, text and telephone messages, photographs, objects and magnetic tapes, among others
- Any other evidence that enables the committee to rule with a proper degree of certainty.
- A confrontation between the parties may be arranged at the request of the alleged sexual harassment victim.

The Human Resources Department shall have no more than one (1) business day in which to arrange medical and psychological help for the victim if it is required. It shall also have three (3) business days in which to apply the following protective measures to the victim, or others that may be appropriate:

- Rotation of the alleged harasser.
- Temporary suspension of the alleged harasser.
- Rotation of the victim, but only at his/her request
- Preventing the alleged harasser from approaching the victim or their family, for which a report should be made to the police.
- Psychological treatment or other protective measures to guarantee the physical and psychological health of the victim.

Furthermore, no later than six (6) business days after the complaint has been made, a report shall be sent to the Ministry of Employment and Job Creation that a sexual harassment investigation has commenced, describing the measures used to protect the alleged victim.

#### Article 100

The alleged harasser and the committee shall be informed of any complaint of sexual harassment within one (1) business day of receipt; the committee shall be responsible for investigating the allegation and shall rule on whether sanctions are to be imposed or the allegation dismissed, as well as any further measures to prevent new cases of sexual harassment.

The committee shall be made up of four (04) members with

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gender parity (02 men and 02 women), elected or appointed in accordance with the procedure established by UNACEM.

#### Article 101

The alleged harasser or defendant shall have a period of three (03) business days in which to submit a defense, to be accompanied by such evidence as is considered relevant.

The committee shall have a period of one (1) business day after receiving the alleged harasser's defense in which to make that defense known to the complainant in the course of the investigation, which shall proceed respecting due process, with all information made available to both parties.

The committee shall have a period of fifteen (15) business days after receipt of the complaint, in which to carry out such investigations as it deems necessary to determine whether sexual harassment effectively took place or not and to report its conclusions; this report should contain as a minimum, a description of the events, examination of the evidence, proposed sanction or decision to dismiss the allegation, with reasons for doing so, and recommended additional measures to prevent new cases of sexual harassment.

The committee's report should be sent to the Human Resources Department, which is the sanctioning body in such cases, no later than one (1) business day after issue.

When, during or as a result of the procedure there are indications that a crime has been committed, UNACEM or the victim, if the victim is a collaborator, must make a complaint to the State Attorney's Office, the police or other competent institutions, with copies sent to the alleged victim.

#### Article 102

The Human Resources Department shall have a period of three (3) calendar days after receipt of the committee's report to send it to the alleged harasser and victim, so that they can respond within a similar period.

#### Article 103

On receipt of the responses from the parties, the Human Resources Department should make a decision to end the internal process no later than

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ten (10) calendar days after receipt of the committee's report. If it is decided that sexual harassment took place, the decision should contain measures to prevent further cases and the sanctions to be applied, which will depend on the seriousness of the case and, in accordance with the principles of reasonableness and proportionality, may be a warning, suspension or dismissal.

The Ministry of Employment and Job Creation must be informed of the Human Resources Department's decision no later than six (6) business days after it is issued.

#### Article 104

When the alleged harasser works for an intermediate or outsourcing service company and the alleged victim is an employee, service provider or trainee of UNACEM or when the alleged victim of sexual harassment works for an intermediate or outsourcing service company and the alleged harasser is an employee, service provider or trainee of UNACEM, the complaint should be made to the UNACEM Human Resources Department, which shall be responsible for investigating and proposing sanctions through the committee; the committee's report shall be sent to the intermediate or outsourcing company for a final decision on the case.

When the alleged harasser and alleged victim work for an intermediate or outsourcing company and the act of sexual harassment took place on UNACEM premises or during services provided to the company, the alleged victim shall file a complaint to the intermediate or outsourcing company or to the Human Resources Department of UNACEM.

The investigation and sanctioning procedure in this latter case shall be the responsibility of the intermediate or outsourcing services company.

UNACEM shall send the complaint to the intermediate or outsourcing company no later than one (1) business day after receipt or after the event becomes known, so that the latter company can take such measures as it deems appropriate or start an investigation if appropriate.

The investigation procedure does not imply any labor relationship between the alleged victim or the alleged harasser and the principal or user company.

## CHAPTER XVIII: TREATMENT OF HIV AND AIDS

### Article 105

Although UNACEM's activities do not involve an immediate or potential to our employees of infection with the virus, the following protective measures against HIV and AIDS have been established:

1. UNACEM shall encourage the development and implementation of policies and programs concerning HIV and AIDS, which involve permanent action to prevent its spread, to protect employee rights and to eradicate rejection, stigma and discrimination against those who are or are said to be HIV positive. Thus UNACEM undertakes to give talks to all personnel regarding HIV and AIDS, aimed at preventing these diseases and prohibiting discrimination against any employee with HIV or AIDS.
2. UNACEM shall provide support and assistance for employees with HIV/AIDS.
3. Any dismissal based on infection with HIV shall be null and void, as shall any action based on the condition within the employer / employee relationship.
4. HIV/AIDS tests cannot be carried out by company employees or by personnel linked economically to it, in order to guarantee the exercise of free will of employees and the confidential nature of the test and its results.
5. No employee of UNACEM should demand an HIV test or to see the results of such a test when hiring employees or during the employment relationship or as a requirement for continuing to work for the company.

### Article 106

HIV/AIDS test results and information on the cause or probable cause of contagion is confidential except in the following cases:

1. When used by healthcare personnel treating the infected person and,
2. When required by the state prosecutor's office or the courts as an essential part of a complaint or arraignment or in any stage of criminal proceedings for offenses against public health.

### Article 107

Employees who have developed AIDS and as a result of this illness and in accordance with current legislation qualify for a disability pension from the state pension system (ONP) or a private pension fund (AFP), will receive assistance from UNACEM



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in the application procedure, for which all documentation required by the ONP or AFP will be made available.

#### Article 108

The following procedure has been established, to which UNACEM employees may resort when facing discrimination against employees infected with (or carrying) HIV/AIDS:

1. The affected UNACEM employee should submit a complaint to the Human Resources Department.
2. The Human Resources Department shall take such immediate measures as are necessary to avoid or prevent all discriminatory acts against employee who are or are thought to be HIV positive, without prejudice to the disciplinary procedure applicable to the alleged offender.

#### Article 109

Complaints or claims shall be treated with absolute confidentiality, those involved in the reception, investigation and/or application of any sanctions are totally prohibited from disseminating information on such cases.

#### Article 110

If an act of discrimination based on HIV and AIDS is confirmed, the company shall impose the corresponding sanctions on the employees responsible in accordance with the seriousness of the offense, which may include dismissal.

### CHAPTER XIX: TREATMENT OF TUBERCULOSIS (TB)

#### Article 111

The company has established appropriate policies, programs and regulations to prevent and control the spread of TB and its effects on the workforce, and offers social protection to eliminate all sources of discrimination against employees diagnosed with TB.

#### Article 112

The company encourages prevention and treatment of TB in the workplace, such that continual action is taken to prevent and control the spread of the disease, protect employee rights and eradicate all discrimination against affected employees.

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Thus the company undertakes to give talks to all personnel on TB-related subjects aimed at preventing infection and prohibiting discrimination against employees infected with TB.

#### Article 113

The following procedure has been established for company employees to lodge complaints relating to discrimination against any collaborators with TB.

1. The affected employee should submit a complaint to the Human Resources Department.
2. The Human Resources Department shall take such immediate measures as are necessary to avoid or prevent all discriminatory acts against employees affected by TB, without prejudice to the disciplinary procedure applicable to the alleged perpetrator of the discriminatory act.

#### Article 114

Complaints or claims shall be treated with absolute confidentiality, those involved in the reception, investigation and/or application of any sanctions are totally prohibited from disseminating information on such cases.

The Human Resources Department should resolve the complaint no later than ten (10) business days after it is lodged. During this period it shall call for evidence of the alleged discrimination.

#### Article 115

If an act of discrimination based on TB is confirmed, the company shall impose the corresponding sanctions on the employees responsible in accordance with the seriousness of the offense, which may include dismissal.

#### Article 116

Employees with TB have the following obligations:

1. As soon as an employee has been diagnosed with TB, they should inform the Human Resources Department, providing the medical diagnosis, in order to make use of the corresponding rights and benefits, such as sick leave and the possibility of starting work one hour later or leaving one hour earlier on treatment days. Once informed of the diagnosis, the company

- shall keep this information confidential.
2. Provide the Human Resources Department with monthly proof of attendance at a healthcare facility for TB treatment. If the employee fails to attend the healthcare facility, the company may apply the respective deduction from their wages.
  3. He should comply with the safety measures required by the company and other measures to control infections in order to prevent the illness from spreading in the workplace.
  4. At the end of their sick leave, employees with TB must obtain a health report from their physician, which must declare that they cannot pass on the TB, as well as the time remaining to complete treatment. This document should be given to the Human Resources Department, who shall keep the information confidential.

#### Article 117

The company may not dismiss an employee diagnosed with TB because of that condition, nor may it carry out any other action that affects the employee, based on their condition.

### **CHAPTER XX: PERSONNEL WITH DISABILITIES**

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#### Article 118

The fundamental rights and duties of people with disabilities are guaranteed in accordance with the law.

#### Article 119

A disabled employee is one who has been examined in accordance with the law and possesses a Certificate of Disability.

#### Article 120

Reasonable accommodations shall be made by the company for employees with Certificates of Disability when necessary, in accordance with relevant regulations.

#### Article 121

Reasonable accommodations are not always the same and depend on the circumstances of each disabled person, depending on their work and in accordance with health and safety at work regulations.

## CHAPTER XXI: USE OF BREAST FEEDING ROOMS

### Article 122

A breast feeding room is a space where mothers employed by the company can express milk during working hours and keep it under adequate conditions; the room should meet all the characteristics established in law for breast feeding rooms in public and private institutions which employ 20 or more women of child-bearing age.

### Article 123

According to the relevant legislation, 'women of child-bearing age' means those between fifteen (15) and forty nine (49) years of age.

### Article 124

Working mothers who are breast feeding benefit from the use of the room, whatever their jobs, and while they are breast feeding they may use it until their child is twenty four (24) months old.

### Article 125

Working mothers benefiting from the breast-feeding room must store their milk in hermetically-sealed glass containers in the refrigerator during working hours to ensure conservation; working mothers are solely responsible for bringing and collecting their bottles no later than the end of the working day.

### Article 126

The breast-feeding room may be used for one (1) hour a day, either in a single use or in shorter periods totaling no more than one hour.

### Article 127

The breast-feeding room shall be used solely for expressing and storing breast milk.

### Article 128

The breast-feeding room shall be available permanently for any mother working for or providing services to the company during the company's normal working hours.

### Article 129

Users of the breast-feeding room shall sign the "breast-feeding room register of users" every time they make use of it.

Article 130

Users of the breast-feeding room must take care of the equipment and materials used to express and preserve the breast milk of other users.

Article 131

Users of the breast-feeding room must obey the company's instructions for the correct use of the room, published in memorandums or directives.

## CHAPTER XXII: LOANS AND SALARY ADVANCES

Article 132

The company may grant loans and advance payments of remuneration, subject to policies or agreements with its employees contained in collective bargaining agreements currently in force.

## CHAPTER XXIII: PREVENTION & CONTROL OF TOBACCO USE

Article 133

Smoking on company premises, vehicles and transport is absolutely prohibited.

Article 134

Any collaborator may report violations of this prohibition to the Human Resources Department of the corresponding workplace or by using the company's internal communications.

Article 135

In all cases the identity of the claimant shall be kept confidential and an investigation carried out to correct or impose sanctions when appropriate.

Article 136

The company shall erect notices in Spanish, with or without images, bearing the following legend: "NO SMOKING"

## **CHAPTER XXIV: COMPLEMENTARY PROVISIONS IN GENERAL - EXCEPTIONAL CASES**

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### Article 137

The company is within its rights to issue complementary regulations to ensure full compliance with the provisions of these regulations.

### Article 138

Cases not specifically considered in these regulations shall be governed by provisions issued by the company in legitimate exercise of its rights under the law and/or agreements in force in each circumstance.

## **CHAPTER XXV: CODE OF ETHICS AND CONDUCT (CODEC) & INTEGRAL COMPLAINTS SYSTEM (SID)**

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### Article 139

The company has a Code of Ethics and Conduct (CODEC), which is a corporate document describing the minimum behavior guidelines for each UNACEM collaborator, aimed at creating an organizational culture that infuses every decision and defines us as a group of people.

### Article 140

The integral complaints system (SID) is the official system by which collaborators, clients, suppliers, stakeholders and the general public can make queries and complaints relating to non-compliance with the code of ethics and conduct and the bribery prevention system.

### Article 141

Complaints lodged using the SID shall be made through the following channels:

Website: [www.lineadedenuncia.com/UNACEM](http://www.lineadedenuncia.com/UNACEM)

E-mail: [comunicacionesinternas@unacem.com.pe](mailto:comunicacionesinternas@unacem.com.pe)

Freephone: 0800-78252



PERÚ

Ministerio de Trabajo  
y Promoción del Empleo

**Trabajo**  
Ministerio de Trabajo y Promoción del Empleo

## APROBACIÓN DE MODIFICACIÓN DEL REGLAMENTO INTERNO DE TRABAJO

EXPEDIENTE N° 3414-2020-MTPE/1/20.23

Lima, 13 de enero de 2020

Al escrito N° 3414-2020: Que, estando a lo comunicado por el administrado; **Apruébese como modificación** el Reglamento Interno de Trabajo de la empresa **UNION ANDINA DE CEMENTOS S.A.A. - UNACEM**, debiendo, apersonarse dentro del plazo de diez (10) días hábiles de notificado la presente, a fin de recabar un (01) ejemplar del Reglamento Interno de Trabajo aprobado, caso contrario será derivado al área de archivos de esta Sub Dirección para su custodia.

Fdo. **VILMA FANNY RUIZ ROJAS**  
Sub Directora (e)  
Sub Dirección de Registros Generales  
Lo que notifico a Ud. Conforme a Ley



**Vilma Ramírez Silva**  
Asistente  
Sub Dirección de Registros Generales

DEBERÁN ACERCARSE A LA OFICINA N° 303 CON UNA CARTA PODER SIMPLE A FIN DE RECABAR UN EJEMPLAR DEL REGLAMENTO INTERNO DE TRABAJO APROBADO EN EL SIGUIENTE HORARIO: 8:30 A 11:30 AM Y 2:00 A 4:00 PM.  
VFRR/rpa



## INTERNAL REGULATIONS OF UNACEM S.A.A.

### PROOF OF RECEIPT

I hereby declare that I have received a copy of the Internal Regulations from UNACEM S.A.A.

It is my duty to read and understand this information and put into practice the regulations, policies and rules contained in it.

Given names and surnames:

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Signature:

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Date:

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APPROVAL BY MINISTRY OF EMPLOYMENT  
FILE N°3414-2020-MTPE/1/20.23