



POLICY FOR CHOICE AND USE OF WORK SCHEDULES

I. OBJECTIVE

At Interseguro Compañía de Seguros S.A. (From now on, "INTERSEGURO"), we recognize our employees as essential elements for our growth and success. Thus, their level of commitment to our Company is fundamental to achieving our goals.

To adjust to the new policies of people management of corporations worldwide and facilitate the development of our collaborators, we have decided to implement this Policy for Working Hours use and Choice so that they can be eligible according to our collaborator's personal and professional needs.

II. LEGAL FOUNDATIONS

- Supreme Decree No. 007-2002-TR, Single Ordered Text of Legislative Decree No. 854, "Ley de Jornada de Trabajo, Horario y Trabajo en Sobretiempo" (Law on Working Hours, Schedule, and Overtime Work).
- Supreme Decree No. 008-2002-TR, Regulation of the Single Ordered Text of Legislative Decree No. 854, Jornada de Trabajo, Horario y Trabajo en Sobretiempo" (Law on Working Hours, Schedule, and Overtime Work).

III. SCOPE OF THE POLICY

This Policy applies to all INTERSEGURO workers, regardless of the labor contracting modality and the time of services provided to the Company and subject to a work schedule.

IV. CONSIDERATIONS

Full-time employees, subject to schedule control

1. The working day is maintained as a maximum weekly forty-eight (48) hours and will be adjusted according to the chosen schedule flexibility.
2. The employee must register his entry and exit in the INTERSEGURO attendance control system according to the chosen flexible working hours.
3. Any breach related to this obligation may be subject to disciplinary action.
4. Overtime is accounted for when exceeding the maximum forty-eight (48) hours per week of working hours.
5. Overtime will be computed before the start of the working day or from the end of the working hours chosen by each employee, depending on the modality carried out.
6. Without prejudice, the employer must expressly authorize the employee to perform overtime, considering that overtime must be extraordinary.

V. CONSIDERATIONS FOR THE CHOICE OF WORKING HOURS

7. The possibility of choosing schedules applies to those areas that do not have a specific plan of attention to the final customer. In this sense, those areas that serve external customers and suppliers with established hours will not be able to apply for this benefit.
8. Those areas that apply must guarantee the fulfillment of their objectives, internal coordination with other departments, and support to the business. Thus, they may restrict the benefit when it is impossible to guarantee this point. It is the responsibility of Vice Presidents, Managers, Heads, Supervisors, and Coordinators to ensure the proper functioning of their areas.
9. In coordination with his direct boss, the collaborators must coordinate the choice of working hours.
10. The working hours may be chosen semi-annually by the collaborator. Only in specific cases and duly justified, the collaborator may request the Management and Human Development Area to change the selected work schedule before agreeing with his or her headship.
11. Employees must choose the work schedule considering the particularities of their job, functions, performance objectives, and the area in which they work.
12. The "zero-tolerance" policy will be maintained for the time of entry and exit to the Company.
13. The "flexible time" coupons in favor of employees can be used according to coordination with their immediate headship and effective registration through the proper channels.

VI. PROCEDURE FOR THE CHOICE OF SCHEDULES

For each employee, to select the work schedule that best suits their needs, they must follow the following procedure:

1. Evaluate the work schedule to be selected according to personal and professional needs, with immediate leadership.
2. Complete the "Work Schedule Choice Form " that will be enabled by the Company and send it to the Management and Human Development Area duly signed.
3. Suppose the collaborator intends to vary the work schedule already selected. In that case, he or she must request it in writing to the Management and Human Development Area at least five working days before applying the new temporary schedule, indicating the reasons that justify the necessary change. For this, he must enter a ticket through the GTI.
4. Employees may retire on flex Fridays (from January to March and from July to September of each year) as long as a collaborator from their area remains in their work position until the departure time established in their working hours. This is a rotative scheme.

VII. REGISTRATION OF FLEXIBILITY BENEFITS

For each employee to request and use the available flexibility coupons, this will be done through the web platform, considering the following link: <http://www.interseguro.com.pe/cuponera>

For registration, the following coupons must be considered:

1. **Flex Home Office:** Flexibility of 1 day can be redeemed once a month and can be worked from home. To access and be able to use it, the security of the information and the following considerations must be contemplated:
 - The workday must be the same as the semester of choosing.
 - The daily deliverables must be presented to the headship for that day.
 - Respond to requests by email.
 - Availability in answering phone calls.
 - In case differentiated access is required (systems, folders, etc.), the headship must authorize it and request it through the GTI one week in advance.
 - Consider that this coupon does not have the concept of teleworking but is the possibility of working from home for a day.
2. **Winter Flex:** Flexible half-day time on a Friday can be redeemed from July to September of each year once a month, as long as a collaborator from the area remains at the job position until the departure time set in the working time. This scheme is rotative.
3. **Summer Flex:** Flexible half-day time on a Friday can be redeemed from January to March of each year once a month, as long as a collaborator from the area remains at the job position until the departure time set in the working time. This scheme is rotative.
4. **1 Day Flex:** Flexible one-day time that can be used to prepare for a particular date, such as marriage, baby arrival, pet emergencies, etc.
5. **Flex Half Day:** Flexible half-day business, which can be redeemed to share with family, attend to personal matters, enjoy birthdays with family, etc.
6. **One-hour flex:** Flexible time of 1 hour to arrive later or leave earlier, or extend lunchtime, or special dates with sons/daughters, etc.
7. **Flex Post Natal for couples:** Extend postnatal leave considering two options:
 - a. Extend the legal license for an additional fifteen days (paid as maternity leave).
 - b. Return to part-time work for an entire month.

Coupons involve coordination with the immediate headship and entry of the proper application through the web.

For each request made by the collaborator, the immediate headship receives an email from cuponera@interseguro.com.pe; the same one that the boss approves, and with it, the collaborator gets a response to the coupon request.

Likewise, the coupons requested and duly approved will be considered part of the control of attendance, not affecting the weekly schedule.

VIII. COMMITMENTS TO THE CORRECT USE OF WORK SCHEDULES AND OTHERS

Collaborators subject to this policy must commit to comply with the following guidelines:

1. Respect the chosen work schedule fully.
2. Enter the workplace punctually since there are no minutes of tolerance.
3. Record entry and exit in the attendance control registration system.
4. Report the use of flexible time coupons at least one day in advance, except for the home office coupon (which is 5 days in advance)
5. According to the administration manual, consider communicating the permanence in the offices after 8:00 pm.

IX. RESPONSIBILITY

The detailed policy's application, compliance, and dissemination are in charge of the Management and Human Development Area. Thus, if the collaborators have doubts regarding this document, they must communicate directly with the previously mentioned Area.

X. FINAL CONSIDERATIONS

INTERSEGURO reserves the right to suspend, modify or eliminate the benefit of flexible working hours established in this policy when it deems appropriate, to the extent that it is a benefit of unilateral origin of the employer

Likewise, the COMPANY may vary or cancel the procedure for requesting the choice of working hours described in this policy when it considers it relevant.

Part-time audited employees

Given the part-time condition, the flexibility benefits would not apply to this group at the moment.

Item	Page	Changes description
-	-	The document was created.