



Internal Regulations



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Special Provisions

Initial Provisions

I. Background

RIMAC SEGUROS Y REASEGUROS S.A., hereinafter RIMAC, was incorporated in Peru on September 26, 1896 as Compañía de Seguros "RIMAC." On April 24, 1992, the Company merged with Compañía Internacional de Seguros del Perú, incorporated on August 17, 1895, adopting its current corporate name as of that date.

RIMAC's principal economic activity comprises the underwriting and administration of all classes of insurance, as well as the performance of related activities, within the scope of Law No. 26702, the General Law of the Financial and Insurance Systems and Organic Law of the Superintendency of Banking and Insurance (SBS).

II. Purpose and Scope of Application

These Internal Labor Regulations, hereinafter the REGULATIONS, apply to all RIMAC employees in their daily work and are issued on the basis of Supreme Decree No. 039-91-TR. Their purpose is to establish general rules governing the employment relationship between RIMAC and its employees, regardless of the type of hiring, category, or hierarchical level, hereinafter referred to indistinctly as the employees, so that the rendering of services takes place with the greatest understanding and effectiveness, in keeping with the principle of good faith; to that end, the rules and procedures contained herein are consistent with applicable legal provisions and RIMAC's policies.

These REGULATIONS serve as a standard in all matters not specifically established in employment contracts, the Code of Conduct, internal guidelines and policies, Collective Bargaining Agreements, and/or applicable labor legislation, and, where applicable, supplement them.

The provisions of these REGULATIONS derive from RIMAC's legal management and oversight authority; RIMAC therefore has the power to amend and/or eliminate the rules contained herein according to its business needs.

It is understood that RIMAC and its employees regard the employment relationship as a means of achieving both RIMAC's growth, through the optimization of its business activity, and the individual growth of its employees, within an environment of general well-being, in accordance with applicable laws and RIMAC's policies.

For purposes of these REGULATIONS, whenever the term RIMAC is used, it shall be understood to refer to the Offices, Customer Service Centers, Platforms, and other premises where RIMAC operates within the national territory.

All employees will be given a copy of the REGULATIONS, and they undertake to observe and comply with all the rules it contains. Likewise, the company will notify any amendment to these REGULATIONS in writing or by email, and it is the employee's responsibility to comply with any such amendment.

The applicable REGULATIONS are available to every employee, and under no circumstances may an employee claim total or partial unawareness of their content to justify non-observance or non-compliance.

RIMAC's leaders must guarantee and ensure compliance with the provisions of these REGULATIONS, in order to promote integrity, commitment, excellence, and a spirit of service within their teams. RIMAC's leaders must set the example for compliance with the provisions of these REGULATIONS.

Chapter I: Admission Controls

Article 1:

Employment opportunities at RIMAC are offered equally to all persons, without discrimination on the basis of race, gender, age, religion, ideology, social status, marital status, or any other subjective condition.

Article 2:

Hiring as an employee at RIMAC falls within the authority of the Talent Attraction and Selection area, which will hire personnel to fill vacant positions in accordance with the job profile and applicable selection policies.

Article 3:

During the hiring process, the employee must submit all documents requested by RIMAC, which must be authentic and contain truthful information.

Failure to comply with the above requirements and/or the submission of false or altered information or documentation, as well as other conduct contrary to the good faith that must exist in the relationship between RIMAC and the employee, may be grounds for immediate termination of the employment relationship, without prejudice to any civil or criminal action that may apply.

Article 4:

Among the requirements RIMAC may request of any applicant are those set forth in SBS Resolution No. 838-2008 and its amendments, which include provisions on rules for the prevention of money laundering and terrorist financing.

Article 5:

Upon joining RIMAC, the employee must attend the Induction process and/or any other process RIMAC considers relevant for the position.

Chapter II: Rights and Obligations of RIMAC

Article 6:

It is RIMAC's exclusive right to plan, organize, coordinate, direct, guide, control, supervise, sanction, and, in general, administer the workplace.

With regard to the administration of its employees and labor relations, this right includes the following powers:

- a. Plan, organize, direct, control, and evaluate the ways in which personnel are managed.
- b. Select, hire, promote, and appoint to the hierarchical structure the personnel necessary for the development of its activities, determining the professional qualifications it deems appropriate according to the activities performed.
- c. Establish and modify the duties assigned to each employee according to RIMAC's operational needs.
- d. Set and modify the work schedule and other internal rules of conduct.
- e. Establish compensation and performance evaluation policies.
- f. Approve and, through its leaders, enforce the general and specific policies and instructions issued, sanctioning cases of non-compliance.
- g. Any other prerogative arising from legal rules, the employment contract, the REGULATIONS, guidelines, RIMAC's policies, and any other prerogative deriving therefrom in connection with RIMAC's own administration. The foregoing list is merely illustrative and not exhaustive

Article 7:

RIMAC's obligations are:

- a. Comply with and enforce applicable labor provisions, Collective Bargaining Agreements, employment contracts, and all internal rules, regulations, codes, and policies.
- b. Ensure that, at all hierarchical levels of RIMAC, the dignity, integrity, and, in general, all Fundamental Rights of the people who work at RIMAC are respected and upheld, seeking to maintain harmony and understanding within labor relations.
- c. Require leaders to provide reports to the Human Management and Development Division whenever these are needed to prevent, analyze, and recommend solutions to problems involving employees.
- d. Encourage and promote the social, cultural, professional, and technical development of its employees.
- e. Provide employees with the elements and resources necessary to perform their duties and ensure their proper use. RIMAC will maintain oversight, through the corresponding service, of its facilities, machinery, vehicles, documents, and other assets, in order to safeguard their security and upkeep.
- f. Assign, to employees who require it for their duties, an email account whose domain is owned by RIMAC. This email account is for work purposes only. Accordingly, RIMAC may verify the recipients of emails sent by its employees and, in general, the proper use of the assigned email account.
- g. Adopt the measures necessary to protect the life and health of all those who work on RIMAC's premises, through appropriate risk prevention and occupational health measures.

Chapter III: Rights and Obligations of Employees**Article 8:**

Employees responsible for direct customer service, whether in person or virtual (call center), are required to keep their personal electronic devices (cell phones, tablets, MP3 players, etc.) turned off or set to vibrate, unless their supervisor directs otherwise.

Article 9:

Employees enjoy all the rights and benefits provided for under private-sector labor legislation, their employment contract, and any applicable collective bargaining agreements. Among other rights, employees shall enjoy the following:

- a. Receive compensation not lower than the legal minimum wage for full-time work performed.
- b. Confidentiality of their private information, in accordance with applicable legal provisions.
- c. Receive courteous and dignified treatment from leaders and any RIMAC employee.
- d. Submit complaints, claims, and/or suggestions, which must be presented and substantiated to their direct supervisor, who must address the matter as team leader. Notwithstanding the foregoing, if the employee considers that the matter has not been addressed, they may escalate it to the next hierarchical level and/or to the Human Management and Development Division.
- e. Freely choose to enroll in the private health system administered by the Health Care Providers (EPS) or to remain under the Social Health Insurance (ESSALUD).
- f. Other rights granted by the Constitution, laws, applicable collective bargaining agreements, and regulations in general.

Article 10:

The following obligations apply to all employees:

- a. Know and comply with these REGULATIONS, the Code of Conduct, legal rules, employment contracts, provisions issued by RIMAC, and the duties inherent to their category, position, and level of responsibility.
- b. Maintain the confidentiality of information deemed confidential to which they have access, even after termination of the employment relationship with RIMAC.
- c. Report to their immediate supervisor, on the same date it becomes known, any fact that could harm RIMAC.
- d. Attend and/or complete any training programs or other training activities assigned to them, and pass such programs.
- e. Comply with the verbal or written orders and instructions given by their superiors in connection with their work, and perform their work conscientiously, diligently, responsibly, and in good faith.
- f. Observe the established schedules for both the start and end of the workday and the established meal break.
- g. Comply with the provisions regarding recording and monitoring of work attendance, as established by each supervisor.
- h. Provide attentive, respectful, and courteous treatment to customers, suppliers, and other co-workers, both within and outside the workplace, in order to strengthen RIMAC's reputation and maintain a harmonious work environment.
- i. In the event of any emergency, investigation, or disruption of normal circumstances, demonstrate commitment and provide full cooperation.
- j. Render their services under the principle of good faith, acting with honesty, willingness, skill, and efficiency in any task assigned to them, complying with the directives of their superiors as well as any guidance received to improve their work performance.
- k. Abide by RIMAC's provisions regarding temporary or permanent changes and/or transfers to or within any of its offices, in accordance with the law.
- l. Remain at their respective posts, devoting the full working hours to the tasks assigned to them. Any intentional decrease in performance will be considered a violation, and the applicable labor legislation will be enforced.
- m. Abide by occupational health and safety rules, faithfully complying with the applicable Internal Occupational Health and Safety Regulations as well as any other applicable provision.
- n. At the end of their daily work, leave all documents duly stored away, equipment turned off and unplugged, and any assigned furniture with a lock duly locked.
- o. Provide necessary, pertinent, and timely information whenever RIMAC requests it, such as an updated Curriculum Vitae, marriage and/or birth certificates, sworn statements of assets, among others, in order to keep personnel files up to date. Likewise, any change of address or marital status must be brought to RIMAC's attention within fifteen calendar days of its occurrence. Otherwise, any communications sent by RIMAC shall be deemed valid if sent to the last registered address.
- p. Use, take care of, and be accountable for the work supplies, equipment, and valuables provided and/or assigned to them.
- q. Report to the workplace and perform assigned duties using the photo ID badge provided by RIMAC.



- r. Comply with the guidelines of the Company's Security Area regarding entry to, presence in, and exit from each of its premises.
- s. Undergo, at the scheduled time, the medical examinations established by RIMAC as well as those required by law.
- t. Maintain absolute confidentiality regarding RIMAC's operations and activities, and in particular regarding the nature of the documents and/or electronic information provided to them for the performance of their duties.
- u. Report any irregularity they detect, such as theft, breaches of trust, money laundering, among others.
- v. Any other obligation arising from legal rules, the employment contract, the Code of Conduct, the REGULATIONS, policies, and any other obligation deriving from their status as an employee.

Article 11:

RIMAC employees will be liable for the damages and consequences arising from the non-performance of their duties and obligations, in which case the disciplinary measures established by RIMAC, in its capacity as employer, will apply to them.

Chapter IV: Compensation and

Benefits

Article 12:

Compensation is understood to mean the consideration in cash and/or in kind that the employee receives from RIMAC for the work performed on its behalf.

It is RIMAC's authority to determine the compensation policy and establish the categories and salary and occupational level of the positions set forth in its organizational chart, making

whatever necessary changes it deems appropriate whenever it considers it convenient, while respecting the category and compensation attained by the employee.

Article 13:

RIMAC may grant salary advances to its employees in duly substantiated and verified cases, subject to internal policies and applicable legal provisions, which shall be processed through the Human Management and Development Division.

Article 14:

Employees' compensation will be paid monthly by RIMAC in cash, by check, by deposit into a bank account (savings, checking, etc.), or through any other method established by RIMAC that is permitted by technology and legislation.

RIMAC guarantees the timely delivery of pay slips to employees, whether in physical or electronic form. Once the pay slip has been made available, the compensation shall be deemed paid in full, as indicated on such pay slip. The employee's agreement shall be understood if no claim is filed within the following four business days.

Claims relating to the payment of compensation will be handled at the administrative offices designated by RIMAC for that purpose, in accordance with the business hours it has established.

Article 15:

RIMAC will comply with the payment of statutory benefits in the form and amount provided for by law.

Chapter V: Work Schedule, Working Hours, Meal Breaks, and Overtime

Article 16:

Depending on the nature of the position they hold and the duties they perform, RIMAC employees are classified as: subject to time monitoring and not subject to time monitoring.

Employees subject to time monitoring are required to record their entry into and exit from RIMAC in compliance with the work schedule set by RIMAC in accordance with the provisions established by each supervisor, under applicable labor rules and the organization's guidelines

Employees not subject to time monitoring are not required to record their entry into and exit from RIMAC; however, they are required to attend coordination meetings, training sessions, and any other meetings scheduled by their supervisor. In addition, they must ensure the proper performance of the duties inherent to their position and be available to their teams when needed.

Article 17:

For personnel subject to time monitoring, the ordinary workday established at RIMAC is up to 48 flexible hours per week on average, as determined by RIMAC based on its operational needs. The reference work schedule is from 9:00 a.m. to 6:00 p.m., Monday through Friday or Saturday, depending on the duties involved.

Management employees, those not under immediate supervision, and those who intermittently perform standby, surveillance, or custody services are excluded from the maximum weekly working hours as well as from the provisions on presence at the workplace.

Each area may establish its own work schedule, according to its own characteristics and needs,

and may have various working-hour arrangements, including cumulative, atypical, continuous, or split shifts, always in compliance with legal limits.

Article 18:

An employee working shifts may under no circumstances leave their post until their replacement has arrived. If the replacement does not show up at the scheduled shift time, the employee must notify their immediate supervisor or, in their absence, the next immediate superior.

Article 19:

Employees are entitled to at least twenty-four (24) consecutive hours of rest each week, which will preferably be taken on Saturday and/or Sunday. When service requirements make it indispensable, RIMAC may establish compensatory work schedules according to its needs, in observance of applicable legislation.

Likewise, RIMAC may reduce or extend the number of days or hours of the weekly work schedule and is authorized to allocate the hours proportionally among the remaining days of the week, in strict compliance with the weekly working hours.

Article 20:

The established schedules indicate the full duration of the effective workday. Employees must not remain at RIMAC before the start of their daily workday or after it has ended, except with the prior written authorization of their direct supervisor, as regulated by RIMAC's policies. Presence on RIMAC's premises is for work purposes only.

Article 21:

Except for duly justified reasons, employees may not leave their workstations during the workday. Only the immediate supervisor may authorize an employee to interrupt their work.

Article 22:

Employees will be entitled to an intermediate rest period (meal break) in accordance with the schedules established by RIMAC and applicable legal provisions. The meal break is 60 minutes long and is not part of the workday.

Article 23:

The rendering of overtime work or work on non-working days is voluntary and extraordinary in nature. However, in justified cases where the work becomes indispensable as a result of an unforeseeable event or force majeure that poses an imminent danger to persons or to RIMAC's property or to the continuity of its operations, the rendering of overtime is mandatory.

To carry it out, the direct supervisor will determine the need to perform overtime work, as well as the employees assigned to perform it. To that end, the work must have been formally agreed in advance and in writing, in accordance with the procedure established by each area.

In cases of urgent service needs that could disrupt work activities, or for reasons of force majeure, the established approval procedure may be relaxed, and the immediate superior must formalize it afterward.

Overtime work will preferably be compensated with equivalent rest periods, as established in applicable legislation, and may not be used to offset absences, leaves, or tardiness.

Chapter VI: Attendance and Punctuality

Article 24:

No employee is subject to any grace period for the performance of their duties. There are no defined grace periods for the performance of duties. This applies both to the workday and to meetings and service commitments.

Article 25:

The entry and exit of employees subject to time monitoring will be monitored on a daily basis:

- a) Before the start of the workday.
- b) At the end of the workday.
- c) On every entry into or exit from RIMAC.

Monitoring will be carried out through the means determined by RIMAC, which may be modified or discontinued whenever it deems appropriate.

The clocking in and/or recording of entries and exits is strictly personal. The photo ID badge or other means of identification is personal and non-transferable. Improper use of the photo ID badge, understood as impersonating another employee or clocking in before the start of effective work or after it has ended, constitutes a serious offense.

Article 26:

The working hours recorded through the means provided by RIMAC will serve as the basis for the payment of wages and salaries, as applicable.

Attendance records showing hours of work exceeding the normal daily workday will not be counted as overtime unless they have been previously authorized in writing by the immediate supervisor.

RIMAC will apply deductions for tardiness, which will be proportional to the time not worked by employees subject to time monitoring.

The arrival of an employee subject to time monitoring after the designated entry time will not be considered tardiness if it results from carrying out errands on RIMAC's behalf, provided the immediate supervisor is fully aware of it.

Chapter VII: Presence at Work and Leaves of Absence

Article 27:

An employee who leaves RIMAC's offices without the authorization of their immediate supervisor will be subject to the corresponding deductions from their monthly pay, in addition to disciplinary measures.

Article 28:

In order to justify their absence from work, every employee must immediately notify their supervisor and submit the certificates supporting such justification. This information must also be submitted to the Human Management and Development Division.

Article 29:

An employee absent due to illness is required to report the reason for their absence to their direct supervisor and the social worker within the first four hours of the workday.

The employee must submit the original medical leave certificate within 72 hours of its issuance, in accordance with the guidelines of the Occupational Health and Safety area; otherwise, the absence will be considered unjustified.

Article 30:

RIMAC reserves the right to verify the absences covered by this chapter, sending, for that purpose, its physician or a person it designates to the place where the employee is located, without this releasing the

employee from the obligation to promptly report the reason for their absence.

Article 31:

Even though RIMAC is not obligated to do so, it may, whenever it deems it appropriate, grant employees leaves of absence and/or permits, with or without pay, allowing them to arrive after the entry time or leave the workplace before the exit time, or even to be absent from the workplace altogether.

The final decision to grant the permit and/or leave of absence rests with RIMAC. Leaves of absence will be granted in accordance with applicable legal provisions.

Article 32:

In addition to those established by law, RIMAC recognizes as justified, and with pay, absences due to the death of relatives up to the second degree of consanguinity (parents, spouses or declared domestic partners, children, and siblings), in accordance with the company's labor policy and for the number of days it determines in each case.

Article 33:

Employees are required, within their workday, to attend Training Courses and/or Training Programs arranged by RIMAC, whether inside or outside the workplace, in which case the resulting absence from work will be considered justified.

Chapter VIII: Rest Periods and Medical Benefits

Article 34:

Employees who require medical care provided by the Social Health Insurance (ESSALUD) and its affiliated institutions, Health Care Providers (EPS), or similar or other entities, must abide by the relevant rules, following the procedures established by RIMAC.

Article 35:

Medical leave prescribed to the employee by physicians of the Social Health Insurance (ESSALUD), EPS, or similar entities must be documented in writing on the corresponding official form.

In general, any medical leave certificate must be submitted to RIMAC within 72 hours of its issuance, so that appropriate precautions may be taken.

Article 36:

Employees will undergo a pre-employment medical examination, periodic examinations during the employment relationship, and one upon termination of the employment relationship, in order to protect their health and that of their co-workers; they are likewise required to participate in any prevention programs that may be required.

Article 37:

Leave taken to receive care from the Social Health Insurance (ESSALUD) and EPS does not deprive the employee of their salary for the time

the employee's absence for this reason lasts, provided such leave is granted in accordance with the guidelines established by RIMAC.

Article 38:

Every employee who meets the requirements established by law is entitled to the annual vacation period.

The timing of the vacation period will be set, within the year following the employee's acquisition of the right to physical vacation rest, in principle by agreement between RIMAC and the employee. Where there is no agreement, RIMAC will determine the date and timing of the vacation period.

If service needs so require, RIMAC may postpone the vacation period, notifying the employee of such a situation. Such vacation must necessarily be taken within the year following the employee's acquisition of the right to the vacation period.

If, for reasons of force majeure, an employee needs to move up or postpone the date of their vacation, they will submit the request to their immediate supervisor, who will decide whether to grant or deny it after coordinating as necessary with the Administrative Management area of the Human Management and Development Division

Chapter IX: Measures to Prevent Sexual Harassment

Article 39:

This chapter establishes the rules for preventing acts of sexual harassment and/or mobbing or workplace harassment, and regulates the procedure by which an employee may file a complaint if they are the victim of sexual harassment. It is issued in compliance with the provisions

of Law No. 27942 and its Regulations approved by Supreme Decree No. 010-2003-MIMDES.

Article 40:

Typical sexual harassment or sexual blackmail consists of unwanted and/or rejected physical or verbal conduct of a sexual nature directed at a person, carried out by one or more individuals regardless of their position of authority, hierarchical rank, or any other position of advantage.

Article 41:

The following are manifestations of Sexual Harassment:

- a) The implicit or express promise of better treatment regarding the person's current or future situation in exchange for sexual favors.
- b) Threats used to compel the victim to engage in unwanted conduct that violates or offends their dignity.
- c) The use of language of a sexual nature, sexual innuendo, sexual propositions, obscene gestures that are intolerable, hostile, humiliating, or offensive, obscene jokes, questions, jokes, or comments of a sexual nature. Also, physical approaches, brushing, touching, indecent exposure of a sexual and offensive nature, or other physical conduct of a sexual nature.
- d) Offensive or hostile treatment resulting from the rejection of the conduct described above.

Article 42:

In the event of an act of sexual harassment, the affected employee must file their complaint, verbally or in writing, with the Labor Relations area of the

Human Management and Development Division immediately.

If the complaint involves an officer of that area, it must be filed with the Vice Presidency of the respective Division.

Along with the complaint, and if deemed appropriate, evidence may be offered, such as witness statements, documents, recordings, emails, photographs, video footage, and others.

For employees located in the provinces, complaints may be filed by any means with the Labor Relations area of the Human Management and Development Division.

Article 43:

The time allowed for evaluating the case and requesting evidence will be determined on a case-by-case basis by the Labor Relations area of the Human Management and Development Division, in compliance with applicable rules.

Article 44:

Once the sanction imposed has been carried out, the proceeding will be deemed concluded and, therefore, the act of sexual harassment will be deemed to have ceased, and it may not be invoked as an act of hostility by the employer. Accordingly, RIMAC will be deemed to have complied with all the rules set forth in Law No. 27942 and its Regulations.

Should new acts constituting sexual harassment occur, they must be subject to the internal procedure set forth in these REGULATIONS.

Article 45:

During the internal processing of the complaint, precautionary measures may be ordered to protect the affected person. Such measures may not be regarded as a sanction.

Precautionary measures that may be ordered include the reassignment of the alleged harasser, temporary paid leave, reassignment of the affected person at their request, and any other measure deemed appropriate to protect the victim and clarify the facts.

Article 46:

If it is determined that no act of sexual harassment occurred, both parties will be notified of this fact, and the proceeding will thereby be concluded.

However, if it is duly established during the proceeding that the person who filed the complaint acted with intent or inexcusable fault, RIMAC may impose disciplinary sanctions for such conduct. This is without prejudice to the right of the person harmed by the false complaint to bring legal action against the person who filed it.

Article 47:

RIMAC will notify the Ministry of Labor and Employment Promotion of all proceedings initiated for sexual harassment and of the sanctions imposed, within 30 calendar days of the date the resolution concluding the internal proceeding is issued.

Chapter X: Measures Addressing HIV and AIDS in the Workplace**Article 48:**

RIMAC promotes policies and programs on HIV and AIDS in the workplace, aimed at carrying out ongoing actions to prevent and control its progression, protect labor rights, and eradicate the rejection, stigma, and discrimination of persons who are, or are believed to be, HIV-positive.

Article 49:

The company will hold talks on HIV/AIDS for its employees as often as it deems appropriate, in order to prevent this disease and avoid discrimination in the workplace.

Article 50:

If an employee is discriminated against in the workplace for being, or being believed to be, HIV/AIDS-positive, they will file a complaint with their immediate supervisor and/or the Human Management and Development Division to coordinate the investigation of the case, and, if warranted, the corresponding sanctions will be applied.

Article 51:

The company will advise and support an employee who has developed AIDS in proceedings before the National Pension Office (ONP) or the Pension Fund Administrator (AFP) to obtain their disability pension, when applicable.

Article 52:

RIMAC will not require an HIV test or the disclosure of its result, either at the time of hiring employees or during the employment relationship.

Article 53:

No employee is required to disclose to RIMAC their HIV infection or diagnosis; making such disclosure is strictly at the employee's discretion. Should an employee voluntarily choose to disclose this situation, RIMAC undertakes to maintain strict confidentiality regarding the employee's medical condition throughout the employment relationship.

Article 54:

Claims related to discriminatory acts associated with HIV and AIDS will receive priority attention from RIMAC, in accordance with the policies established for that purpose.

Chapter XI: Occupational Health and Safety**Article 55:**

Every employee should be aware of and comply with the safety measures established by RIMAC, and those who violate them or endanger their own

life or health, or that of other employees, suppliers, or customers of RIMAC, will be sanctioned.

Article 56:

RIMAC will provide its employees with the safety and hygiene equipment and supplies necessary for the performance of their duties. RIMAC will determine the applicable criteria for the provision of the equipment and supplies referred to above.

To fulfill these purposes, RIMAC will keep its facilities in optimal safety and hygiene conditions. It will likewise provide the sanitary facilities necessary for use by its employees, in accordance with the provisions of the Occupational Health and Safety

Regulations and its supplementary rules.

Article 57:

The following are the main general safety rules that employees must observe while at RIMAC, aimed at preventing accidents and protecting the safety of people, equipment, and facilities:

- a) Do not report to work under the influence of alcoholic beverages, drugs, or narcotic substances, and do not consume them on RIMAC's premises; otherwise, the employee will be required to undergo the corresponding verification test, both the internal one and that of the competent authority. RIMAC promotes a zero-alcohol policy on its premises; accordingly, the presence of alcohol in an employee's blood, at any level, constitutes a serious offense.
- b) Keep the workplace tidy and clean.
- c) Do not leave waste lying around, not only for hygiene reasons but also to avoid potential accidents.
- d) Do not smoke on the company's premises. The use of electronic cigarettes will not be permitted on RIMAC's premises. Comply as well with the provisions of Law No. 29517, its regulations, and amendments.
- e) Do not bring in firearms, explosives, or hazardous items in general.
- f) Ensure the cleanliness of RIMAC's facilities; their proper use and upkeep are mandatory, and any defects must be reported immediately to the Logistics area.
- g) Turn off lights and computers, and unplug any electronic device, fans, etc., while away for meal breaks and at the end of the workday, in order to prevent accidents.
- h) Safeguard the Company's information, which entails knowing and complying with what

is established in the Internal Information Security Policy.

- i) Violation of any of these rules will result in the application of the disciplinary measures provided for in these REGULATIONS, taking into account the severity of the offense.

Article 58:

Employees are required to cooperate fully in the event of work-related accidents, incidents, and/or occupational illnesses. They must report to RIMAC any infectious or contagious disease of which they may be aware or which they may have, with the exceptions provided for in these REGULATIONS, and must undergo the corresponding treatment.

Article 59:

In keeping with its policy of safeguarding its employees' health, RIMAC will install and maintain, at its head office and branches, first-aid kits stocked with the necessary and essential supplies for the immediate care of its employees in emergencies.

Article 60:

Every work-related accident, however minor, must be reported to the immediate supervisor and/or the Human Management and Development Division, so that appropriate measures may be taken, without prejudice to the applicable labor and safety rules on the matter.

Article 61:

Employees must complete regulatory courses and attend the talks and drills organized by RIMAC to prepare for emergencies, as well as any medical examinations it schedules.

Article 62:

As soon as an employee becomes aware of a fire, a fire hazard, or any other dangerous or risky situation within RIMAC EPS, they must immediately notify their immediate supervisor and the Security area, without prejudice to taking the appropriate action warranted by the circumstances.

Likewise, when an employee becomes aware of a violation of the express prohibition on smoking on the company's premises (cigarettes or electronic cigarettes), they must report it to the company's Labor Relations area.

This report will be investigated by the Labor Relations area, which will respond to the employee's report regarding the actions implemented by the company in accordance with the provisions of Supreme Decree No. 001-2001-SA.

In cases where RIMAC EPS verifies the reported violation, the corresponding sanctions will be applied.

Article 63:

In the event of a high-intensity earthquake, employees must proceed immediately to the safety zones marked and established by RIMAC, in an orderly manner, remaining calm and avoiding panic.

Chapter XII: Labor Relations and Social Welfare

Article 64:

The Human Management and Development Division is the department responsible for addressing, processing, and resolving all labor matters concerning employees.

In accordance with applicable legal provisions, RIMAC will maintain a

social assistance service dedicated to fostering support activities for its employees, promoting harmony among personnel.

Article 65:

RIMAC has the authority to determine job positions, their titles or designations, and their duties and responsibilities, as well as to assign and reassign employees to the positions or roles for which it considers them suitable and qualified.

Personnel assignments and reassignments are made pursuant to RIMAC's management and administrative authority.

Each immediate supervisor is the first point of contact for Human Resources matters for their employees and has direct responsibility for preserving harmony within their area and for instilling RIMAC's principles and values in their personnel.

Article 66:

Any courses and studies undertaken by employees must be scheduled so as not to interrupt the established workday. Only in exceptional cases may RIMAC allow an employee to pursue studies during all or part of the workday.

If an employee fails any courses paid for by RIMAC, they must reimburse RIMAC in full for the expenses incurred.

Article 67:

RIMAC will keep an up-to-date record of the various matters relating to the employee's work activity, including merits and sanctions. As this is an internal record, the handling of the employee's personal file will be absolutely private and confidential, and RIMAC may make use of it, where applicable, whenever it deems it appropriate.

Article 68:

Employees may be assigned by RIMAC to temporarily replace other employees in the event of the latter's absence and under circumstances that, in the organization's judgment, warrant it.

Article 69:

Employees must perform their work in accordance with the verbal and/or written instructions received from their supervisor and must consult with the supervisor whenever they have doubts about how to apply them. Otherwise, this may constitute insubordination.

Article 70:

RIMAC will provide the supplies necessary for carrying out work obligations; these may not be removed from RIMAC's offices and/or other premises and facilities, unless authorized to do so.

Article 71:

The corporate name "RIMAC SEGUROS Y REASEGUROS S.A.," its trade name, its registered address, as well as the address of its offices, premises, etc., must not be used for personal purposes under any circumstances, nor shall articles be published concerning the company's operations or, in general, any matter related to the

company, without RIMAC's express authorization in each case.

Article 72:

RIMAC may transfer an employee to different provinces, premises, positions, or shifts, whenever it considers this necessary for its efficient operation, in accordance with applicable legislation and consistent with the provisions of these REGULATIONS

Article 73:

Employees are responsible for the materials, equipment, supplies, and, in general, all work implements provided to them by RIMAC. Accordingly, if any RIMAC property or item is lost, broken, damaged, or otherwise rendered unusable, the employee must immediately report it to their supervisor so that appropriate measures may be taken. If it is determined that the employee acted negligently, they will be required to pay the value of the item.

Article 74:

RIMAC is the sole owner of the email accounts it allocates for use by its employees as part of their work tools. Any communication sent through this channel must be related to the work the employee is required to perform according to their duties at RIMAC.

Accordingly, the use of the email account for any purpose other than work is prohibited, and, consequently, any employee who misuses this channel will be personally liable for the content of any information or documentation sent in violation of the provisions of this article.

Employees expressly authorize and allow RIMAC to review their email accounts in order to verify compliance with the email usage rules set forth in the policies issued by RIMAC.

Article 75:

Every RIMAC employee is assigned a username and password to access the systems and/or email. This information is for personal, non-transferable use, and each employee must ensure it is properly safeguarded and used.

Article 76:

Employees must observe good conduct and comply with rules of morality and good customs, in order to contribute to the harmonious and normal performance of duties at RIMAC.

Employees are required to work in good faith, properly performing their duties. Any act that in any way affects RIMAC's interests will entitle RIMAC to proceed in accordance with applicable legal provisions. Every employee is obligated to report to their immediate supervisor any such act of which they become aware.

Likewise, employees are required to inform their superiors of any incident that endangers RIMAC's employees, premises, services, or assets, under penalty of liability.

Article 77:

Personnel must show respect and consideration toward all RIMAC members, customers, and suppliers, and must immediately comply with the orders given by their superiors.

Article 78:

During the workday, personnel are required to remain at their post and devote the full working hours to attending to and performing the tasks assigned to them; accordingly, they are prohibited from engaging in activities unrelated to their regular duties, or in non-work-related, recreational, or sports activities during working hours, or in commercial, business, or similar activities within RIMAC, except for those activities expressly promoted by RIMAC.

Article 79:

For RIMAC's security, it may set up at its various premises the control and surveillance systems it deems appropriate, and employees are required to respect the personnel specifically assigned by RIMAC for such purposes and to comply with the procedures established for such control and surveillance

Article 80:

RIMAC has a Leadership and Development area, whose strategic objective is:

To achieve an organizational culture based on shared values, strong leadership, and high levels of commitment. To this end, it relies on the following strategies:

- a) Manage leadership
- b) Management of the employee well-being and personal development
- c) Other duties related to their functions

Article 81:

The company may reward its personnel for their performance, commitment, and contribution to achieving institutional objectives. This reward may be monetary, when so determined by the company and provided it is for reasons of productivity, efficiency, and ability, or it may take the form of social recognition, in the case of outstanding actions linked to the values of the organizational culture

Chapter XIII: Disciplinary Measures**Article 82:**

Integrity, commitment, excellence, and a spirit of service are the values that govern the standards of conduct for RIMAC employees. RIMAC employees undertake the commitment and obligation to act in accordance with these values and acknowledge RIMAC's authority to sanction conduct that undermines them. The standard guiding RIMAC in its relations with its personnel leads it to try to give employees the opportunity to correct their misconduct, except in cases of serious violations of these REGULATIONS or of labor laws that justify termination of the employment relationship between RIMAC and the employee.

In order to maintain order and discipline at work and to avoid, as far as possible, the harm and damage arising from non-observance of legal and regulatory provisions, if an employee commits an act contrary to the provisions of these Internal Regulations, the Code of Conduct, internal policies, legal rules, employment contracts, or collective bargaining agreements, the disciplinary measures set forth in these REGULATIONS will be applied, for which RIMAC will use the disciplinary management criteria it establishes. Where the same offense is committed by several employees, RIMAC may impose different sanctions, taking into account each employee's record and the existing circumstances

Article 83:

Sanctions will be applied following a procedure that guarantees the full exercise of the employee's right of defense and dignity, taking into account the severity of the offense committed, any recurrence, the employee's background or prior conduct, and the effect

on RIMAC's interests, image, or labor relations and/or the specific conditions or circumstances, among others. The disciplinary measures that RIMAC may apply to employees who commit offenses are as follows:

- a) Verbal warning
- b) Written warning
- c) Suspension without pay
- d) Dismissal

Article 84:

Employees are generally prohibited from engaging in acts involving non-compliance with, neglect of, or failure to perform their obligations, or that violate RIMAC's provisions and policies or the dignity and integrity of their co-workers, customers, and any person rendering services on RIMAC's premises. They are likewise prohibited from engaging in the following acts:

- a) Instigating or holding religious, political, or any other type of meetings or demonstrations on RIMAC's premises.
- b) Damaging RIMAC's walls, floors, facilities, vehicles, machinery, and equipment by writing, painting, and/or posting flyers, programs, notices, announcements, papers, or other materials that detract from RIMAC's appearance and good presentation.
- c) Organizing, promoting, or holding raffles or bingo games, circulating subscription or endorsement lists, and/or collecting signatures, except with the express authorization of a competent RIMAC officer. It is likewise prohibited to distribute, without due authorization, literature, writings, or printed materials of any kind on RIMAC's premises.
- d) Using RIMAC's equipment and/or materials for personal purposes, whether during or outside working hours.
- e) Using the email accounts assigned by RIMAC for purposes other than work. The

email account is strictly for work use and is therefore monitored; if the employee uses it for other purposes, they acknowledge and accept that persons designated by RIMAC may have access to the content of their sent and received messages.

- f) Visiting, via the Internet, websites not necessary for the performance of their own work activities.
- g) Entering RIMAC's premises outside their respective work shift, except with the authorization of a competent officer granted for very special reasons.
- h) Entering other RIMAC departments other than their own respective work areas, except when required by matters related to their own work and with written authorization.
- i) Selling or renting any item on RIMAC's premises and/or bringing drugs, alcoholic beverages, weapons, or explosives onto them.
- j) Removing from RIMAC any property and/or item owned or used by it.
- k) Intentionally slowing down the pace of work, whatever the purpose sought thereby, as well as stopping work or instigating sudden work stoppages, or inciting others to call or maintain them. Committing this serious offense carries the sanction provided for by applicable legal provisions.
- l) Instigating or taking part in arguments or fights within RIMAC or at events and/or activities organized by RIMAC, as well as in horseplay, throwing objects, and any kind of pranks that distract an employee's attention and/or could lead to an accident
- m) Threatening, insulting, or assaulting, in any manner, their superiors or co-workers, whether within or outside RIMAC.
- n) Circulating or distributing newspapers, flyers, books, leaflets, or any kind of documents unrelated to work.
- o) Engaging in any type of advertising or promotional activity.
- p) Circulating subscription lists and other

- means of collecting money or signatures during RIMAC's working hours.
- q) Carrying out, directly or through third parties, any discriminatory act on the grounds of race, creed, ethnicity, gender, HIV status, age, sexual orientation, etc., or any act that affects, to any degree, people's dignity.
 - r) Entering or remaining in the workplace under the influence of alcoholic beverages or prohibited drugs, or leaving it after having consumed alcohol. RIMAC is authorized to order that the corresponding medical examination be performed; if the employee refuses, a state of intoxication will be presumed.
 - s) Reporting to the office in violation of the dress code policy in force and duly communicated by RIMAC.
 - t) Any act that undermines RIMAC's financial assets or image.
 - u) Taking advantage of their status as a RIMAC employee to make, on their own behalf or on behalf of third parties, monetary loans and/or loans of any other means of payment to other employees, customers, or suppliers of RIMAC.
 - v) Any other conduct that could affect the normal performance of daily duties.
 - g) Dismissal, in the cases and manner permitted by law, in which case the provisions of applicable legal rules and RIMAC's policies must be followed.
 - h) Collective termination for objective cause, in the cases and manner permitted by law.
 - i) Any other ground provided for by law.

Chapter XIV: Termination of the Employment Relationship

Article 85:

The causes for termination of the employment relationship are:

- a) Death of the employee.
- b) Employee's resignation or voluntary withdrawal.
- c) Expiration of the term in fixed-term contracts.
- d) Mutual agreement to terminate between the employee and RIMAC.
- e) Permanent total disability.
- f) Retirement due to old age.

Special Provisions

FIRST.- RIMAC does not guarantee any employee's personal obligations, nor is it liable for actions unrelated to the employment relationship.

SECOND.- RIMAC may establish such other administrative provisions as it deems necessary and will order whatever is required for RIMAC's efficient functioning and operation, in accordance with its management, administrative, control, and disciplinary authority. The matters covered by these REGULATIONS shall not be considered exhaustive, since the general rules set forth herein do not constitute a tacit waiver of anything that, in fact or by right, falls within the employer's authority.

Final Provisions

FIRST.- In all cases not expressly provided for by these Internal REGULATIONS and applicable labor provisions, the internal rules issued by the organization will apply, as pertinent. If, in a specific case, there is doubt as to their application or interpretation, the employee should not act; in any event, the employee may consult with their immediate supervisor before acting.

SECOND.- RIMAC reserves the right to issue such administrative rules and supplementary provisions as it deems appropriate for the proper application of the text and spirit of these Internal Regulations.

THIRD.- As of the effective date of these Internal Labor Regulations, any internal rules or provisions that conflict with them shall be rendered null and void.

Every employee, regardless of their location or the type

of employment contract, must have full knowledge of the content of these REGULATIONS and undertakes to comply with them without reservation or limitation, within the framework of applicable labor rules; accordingly, partial or total ignorance may not be invoked to justify non-observance or non-compliance, since these rules are mandatory in nature.

FOURTH.- RIMAC will have the right to amend or add any article to these REGULATIONS in the future, in accordance with its internal policies, with due notice to the Labor Administrative Authority.

If RIMAC should at any time refrain from exercising any of its powers in response to a specific event, or fail to exercise a specific right provided for under applicable legal rules or these REGULATIONS, such conduct shall not be deemed a permanent waiver of its right to enforce the same right or any other right provided for under the aforementioned rules or these Internal Regulations

FIFTH.- These Internal Labor Regulations will take effect upon submission to the Labor Administrative Authority



RIMAC

Juntos todo es posible