

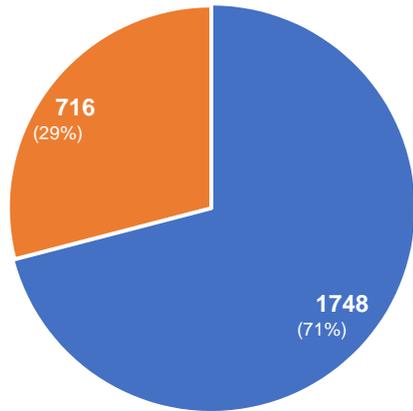
Bale Work /

Leader's Guide - August 2022

RIMAC

How are we doing?

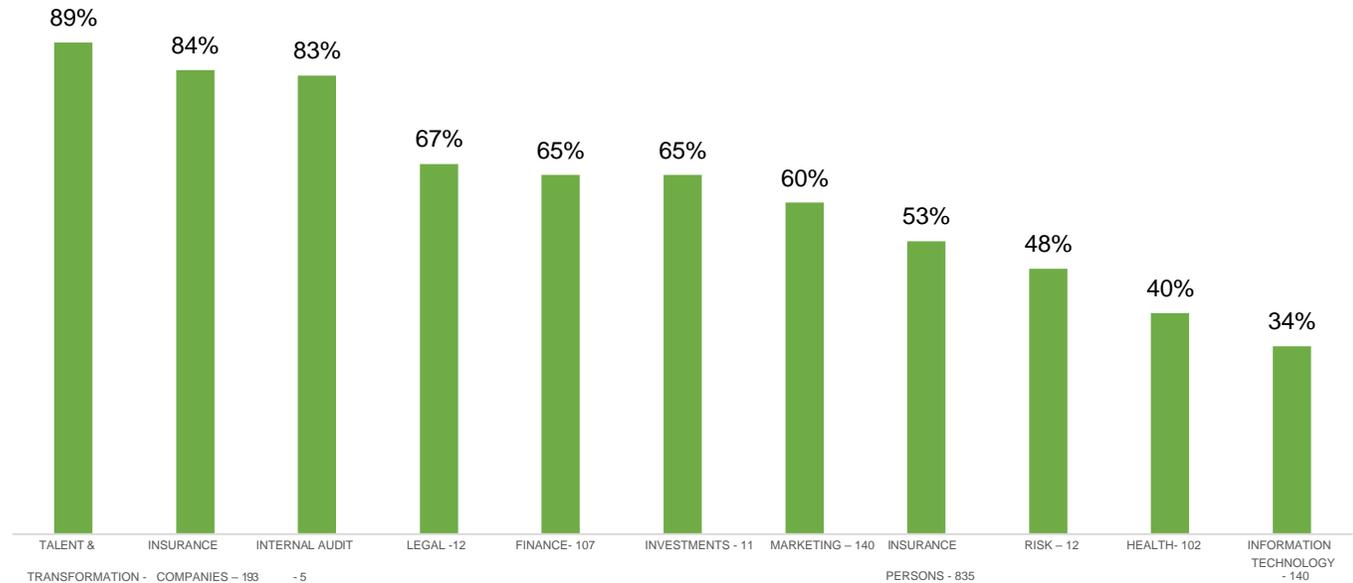
Employees eligible for admission: 2464



■ Employees who attend office

■ Employees who have not yet returned to the office

Cumulative % of employee attendance by Division



Tuesdays and Thursdays are the busiest days

- Empowerment
- Experimentation
- Work-life balance
- Achievement of results

- Creating a sense of belonging and connection to our purpose while launching our brand repositioning.
- Encouraging interaction and camaraderie: Getting to know 30% of new employees and the team.
- Promoting leaders by developing their people: 1-1 coaching, feedback, accompaniment, etc.

- 60% face-to-face: leaders leading by example and with flexible schedules. Encouraging the good use of face-to-face attendance to find value in it.
- Admission protocol: APP Work Balance symptomatology card and QR scanning
- Maintaining Early Friday* starting at 8 a.m. and ending at 2 p.m.
- Flexibility for "non-eligible lower-risk"*** and third-party employees' entry
- Parking on a first-come, first-served basis in TDP 1 and 2 in basements 3 and 4, subject to capacity.
- As of September, COVID testing is no longer required. They should only go to the office if they are asymptomatic.
- COVID protocol in the office: use of face mask, if the employee travels he/she should not return to the office for 72 hours to ensure that he/she is asymptomatic.
- Use of Begonias concessionaire and common spaces to promote integration.



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Q&A Leaders
Work Balance 2.0

RIMAC

1. What message do you recommend I give when deploying this guideline to my team?

"Team, after a few months experimenting with the flexible hybrid "Work Balance" work model and having controlled the risk of COVID, we want to encourage us to reconnect with the value that face-to-face work brings, especially after so much time working more remotely than face-to-face.

We want to promote a model that remains hybrid and flexible by attending 60% of our time in offices with flexibility. This will undoubtedly help us:

- To connect much more among all of us, not only for the achievement of our goals, but also to foster closeness among all of us and the connection with the Purpose that unites us.
- Resolve quick face-to-face consultations, having us close at hand.
- Promote integration spaces by having lunch together at the new cafeteria concessionaire.
- Meet many new colleagues (30% who joined after March 2020) and make them feel welcome to join our RIMAC team.



2. What do you expect from me as a leader, what is the next step?

Gather your team to inform them and agree, in consensus, on the days that they would go on-site and the days that they would work remotely in order to meet the 60% on-site guideline. Be sure to open a space to listen to them and resolve their concerns. Raise with your Business Partner any alert you consider important.

Then, define what use you will make of your face-to-face days and what type of meetings or sessions they will be for. The idea is that it should always be fruitful.

3. Do we still have to use the APP or Work Balance Web before logging in?

Yes, you must register in the APP or Web prior to your entry. We recommend you to download the APP in your cell phone or save the link to its web version in your favorites, it is very fast and simple.

Using the APP, you will be able to complete your Symptomatology Form, so that we can take care of you and perform the traceability in case we have a COVID positive coworker who has been in your apartment or area, and with this we can activate the protocol.



4. Will external personnel who need to enter be able to do so?

Yes, to do so, they must follow these steps:

- Each Division must designate a person responsible for completing the Excel file, download it here, and send it to the "Work Balance" mailbox (workbalance@rimac.com.pe) by Friday, September 2. Only one document consolidating the Division's information will be accepted.
- The OSH team will request the required documents from the providers according to protocol. Once validated that they are eligible, their data will be uploaded to the APP.
- To log in, it is essential to access the Work Balance APP by clicking on the "I am an external user" option and complete the daily symptomatology form.

5. Will the employees who have not been authorized so far, be able to come to offices?

We will continue to be extremely cautious with employees who present a more serious condition. Lower risk cases will be allowed to enter as long as the employee signs the "Affidavit of risk for return, through the TuRecibo platform, by updating it [here](#).

6. What happens to the people in my team who are outside Lima or abroad?

In these cases, you should ask them to return to Lima and organize themselves to be part of this new guideline.

