

# EMPLOYEE HANDBOOK

— 2020

# — TABLE OF CONTENTS

Introduction .....	1
Open Door Policy .....	2
Purpose of this Handbook .....	3
At-Will Employment .....	4
<b>Company Policies and Procedures</b> .....	5
Equal Opportunity Employment .....	6
Non-Harassment Policy / Non-Discrimination Policy .....	6
Smoking, alcohol and drugs policy. ....	8
Work From Home (WFH) .....	10
Professional Conduct .....	13
Dress Code .....	14
Payday .....	15
Company Property .....	16
Slack use and management .....	17
<b>Attendance Policies</b> .....	19
General Attendance	
Tardiness .....	20
<b>Leave Policies</b> .....	
Request Leaves .....	21
Vacations Policy .....	22
Vacation Requests .....	23
Sick Leave .....	24
Family and Medical Leave .....	25
Holidays .....	26

# — TABLE OF CONTENTS

<b>Other Procedures</b> .....	27
Money Loan .....	28
Education Bonus Policy .....	30
<b>Expenses and Reimbursement Policy</b> .....	32
Responsibility .....	33
Enforcement .....	33
Reporting Guidelines .....	34
Expense Authorization .....	36
Air Travel .....	37
Auto Travel: Car Rental .....	39
Lodging / Hotel .....	42
Miscellaneous Expenses .....	45
<b>Work Performance</b> .....	46
Reviews	
<b>Discipline Policy</b> .....	49
Grounds for Disciplinary Action .....	50
Procedures .....	56
Company's Internal Regulations .....	57
Harvest: Reporting Hours.....	58

# — INTRODUCTION

The purpose of this Talos handbook is to guide new employees within the company. It is a resource that provides answers for the most frequently asked employee questions. Besides informing new employees about company policy, Talos' handbook emphasizes the at-will nature of the employment and the company's disciplinary and termination rights. Most importantly, it is a declaration of your rights and our expectations.



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**OPEN DOOR  
POLICY**

The company has an open door policy and takes employee's concerns and problems seriously. The company values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or some other member of management.

This handbook has been prepared to inform new employees of the policies and procedures of this company and to establish the company's expectations. It is not all- inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guaranteeing employment for any length of time and is not intended to induce an employee to accept employment with the company.

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## **PURPOSE OF THIS HANDBOOK**

The company reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. If any discrepancy between this handbook and current company policy arises, conform to current company policy. Every effort will be made to keep you informed of the company's policies, however we cannot guarantee that notice of revisions will be provided. Feel free to ask questions about any of the information within this handbook.

**This handbook supersedes and replaces any and all personnel policies and manuals previously distributed, made available or applicable to employees.**

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**AT-WILL  
EMPLOYMENT**

Employment at this company is at-will. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. This at-will employment relationship exists regardless of any statements by office personnel to the contrary. Only a general manager is authorized to modify the at-will nature of the employment relationship, and the modification must be in writing.

# COMPANY POLICIES & PROCEDURES

## **Equal Opportunity Employment**

Talos is an equal opportunity employer and does not discriminate against employees or applicants for employment on the basis of an individual's race, gender, religion, creed, sexual orientation, nationality, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

## **Non-Harassment Policy / Non-Discrimination Policy**

Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and is free from discriminatory practices, including without limitation harassment. Consistent with its workplace policy of equal employment opportunity, the company prohibits and will not tolerate harassment on the basis of race, gender, religion, creed, sexual orientation, nationality, age, disability, marital status, veteran status or any other status protected by applicable law. Violations of this policy will not be

Any employee from Talos who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of HR Director.

Talos will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the company will take appropriate action based on the outcome of the investigation.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, when:

- 1.** Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- 2.** Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- 3.** Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

## Reporting

Harassment is generally defined as unwelcome verbal or nonverbal conduct, based upon a person's protected characteristic, that denigrates or shows hostility or aversion towards the person because of said characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

# — **SMOKING, ALCOHOL AND DRUGS POLICY**

Talos, being aware of both the necessity of promoting a safe and healthy workplace, and the adverse effects of alcohol consumption and substance dependency on the health, productivity and performance of its employees, has established a set of guidelines to be observed at work by all of the organization's employees, interns, contractors and visitors, in conformity with Colombian law in "resolución 1075 de 1992", "resolución 1956 de 2008" and "circular 0038 de 2010" or any other applicable laws.

Smoking and the use of non-medical and/or illegal drugs are prohibited for employees, visitors and contractors during work hours on the main premises as well as off-site.

- ▶ The illicit use of legal drugs, or the consumption, possession or being under the influence of non-prescribed drugs on the company's main premises or off-site is strictly forbidden.
- ▶ The misuse, possession, distribution and sale of prescribed and non-prescribed medicine, and illegal drugs, on or off-premises is strictly prohibited.
- ▶ The consumption of alcohol by employees, visitors or contractors during working hours, is prohibited, except for social and work-related situations promoted by the employer, in which consumption should be minimal and sensible.

In accordance with this policy, the company will be entitled to perform drug and alcohol tests either directly or through third parties, based upon reasonable cause or suspicion of substance abuse, and/or after an employee has been involved in any accident to determine any relation between the events and drug or alcohol consumption, acting in accordance with the legal considerations of the Colombian Supreme Court of Justice, in "radicado No. 38381 - 18th June 2014" and all other related laws.

Talos has designated both human and financial resources to ensure the compliance of this policy, and in return expects the support and collaboration of its employees through active participation in awareness and training programs.

This policy is mandatory for all employees, and Talos will also require visitors and contractors to comply with it, if necessary.

Violations of this policy will be considered a serious misconduct as established in the internal work regulation, and will lead to disciplinary actions taken by the company.



# WFH

"Work from home" is a form of telecommuting which allows employees to work remotely one day of the week specifically between Tuesdays and Thursdays. In order to obtain this benefit, the employee must have acquired the appropriate autonomous skills in the development of the functions he is responsible for, and will be allowed to apply for the benefit after the trial period.

All WFH requests should be directed by email to [request@talosdigital.com](mailto:request@talosdigital.com) and the employee's team leader, and are subject to revision and subsequent approval.



Once the request has been approved, employees must meet the following conditions:

- ▶ A workspace that complies with work health and safety regulations, with special attention to the employee's self-care obligations. Please see link for further Information.

#### Office ergonomics tips

Provide photographic evidence of the WFH space to HR.

- ▶ Full availability via email, phone and slack, during regular working hours.

Evidence of an Internet connection with a minimum of

- ▶ 10 Mbps speed.

The physical workspace should guarantee a quiet

- ▶ environment for good quality communications such as phone calls and tele-conferences. The use of headphones is recommended.

During "demos" or any other kind of milestones for projects,

- ▶ WFH will not be allowed.

- ▶ Performance and productivity should not be affected negatively by the WFH benefits, as employees will continue to fulfill their usual responsibilities such as daily meetings and teleconferences, among others.
- ▶ WFH days cannot be accumulated.
- ▶ PM/PO's should notify HR when employees are failing to observe WFH conditions.
- ▶ Daily housework activities aren't related to the employee's professional responsibilities, and therefore, they will not be considered causes of working accidents by the company.
- ▶ Any working equipment or tools provided by the company should be kept in the home workspace, and shouldn't be available to, or used by other people.
- ▶ The consumption of alcohol or the use of illegal drugs are strictly prohibited during work hours.
- ▶ The regular WFH location or "base" will be the employee's home. Any variation of this location will be considered a change of the WFH terms and conditions.
- ▶ With the purpose of determining and verifying the health, ergonomics and safety conditions for the employee, among others, the company is entitled to pay home visits.
- ▶ It is expected of the employee to take part in all studies, surveys, reports and analysis related to the development and maintenance of the WFH program.
- ▶ Talos provides a subsidy for the safe and adequate transportation of the Company's equipment and tools required by the employee to work from home. The company will supply all necessary items to ensure ideal working conditions for employees, while expecting the employee to guarantee the confidentiality of the information managed during regular work activities.
- ▶ At the end of their working contracts, all equipment or working items provided should be returned in the same operational and functional conditions as when they were handed to the employee, assuming responsibility for loss or damage, in case of fraud or negligence.



## — PROFESSIONAL CONDUCT

Talos expects its employees to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.



## — DRESS CODE

Employees are allowed to wear casual attire during work hours, maintaining a neat and clean appearance.

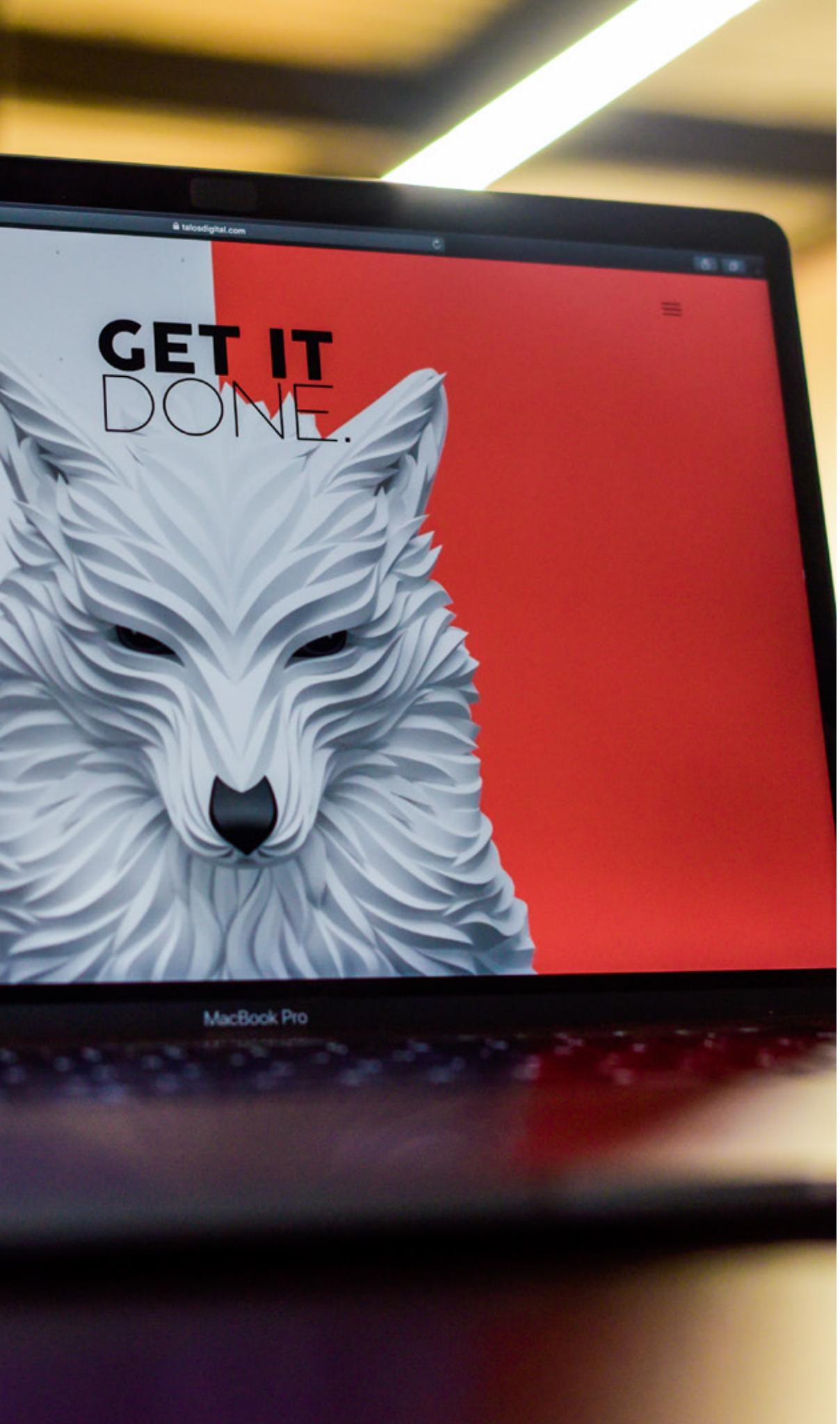
# PAYDAY



Payroll policy is established in the employee employment contract. Employees are paid on a bi-weekly basis, or the previous working day in case the payday occurs on a weekend.

Pay slips will be sent by email to employees the day after payment is made effective.

All employees' questions or requirements should be directed by email to [request@talosdigital.com](mailto:request@talosdigital.com), and the HR team will process and answer them as soon as possible.



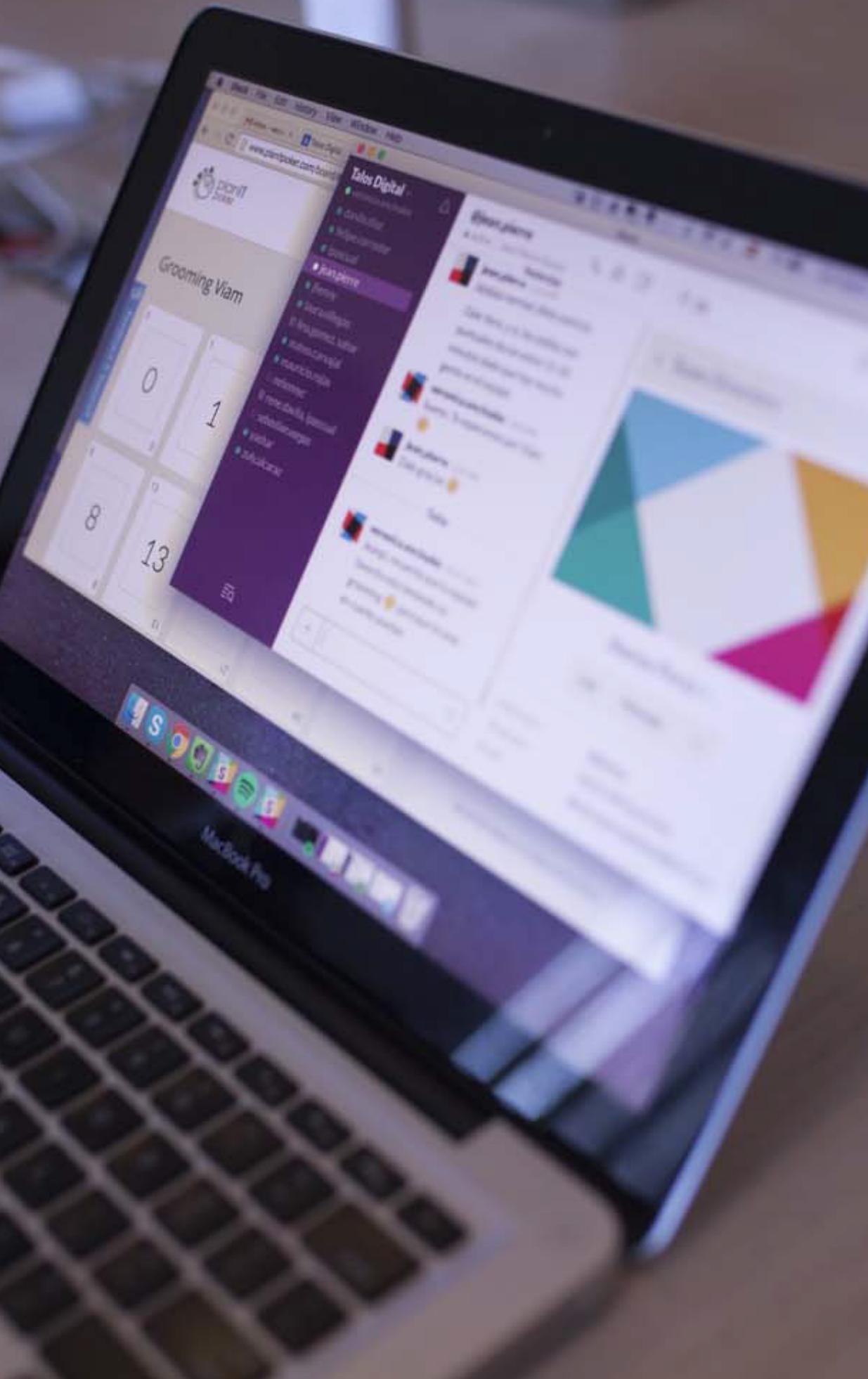
## — COMPANY PROPERTY

Talos property, such as equipment, vehicles, telephones, computers, and software, is not for private use. These devices are to be used strictly for company business, and are not permitted off grounds unless authorized. Company property must be used in the manner for which it was intended. Upon termination, employees are required to surrender any company property they possess.

Company computers, internet and emails are a privileged resource, and must be used only to complete essential job-related functions. Files or programs stored on company computers may not be copied for personal use.

Phones are provided for business use. The company requests that employees not receive personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief. Personal long distance calls are not permitted.

Employees are reminded that they should have no expectation of privacy in their use of company computers or other electronic equipment.



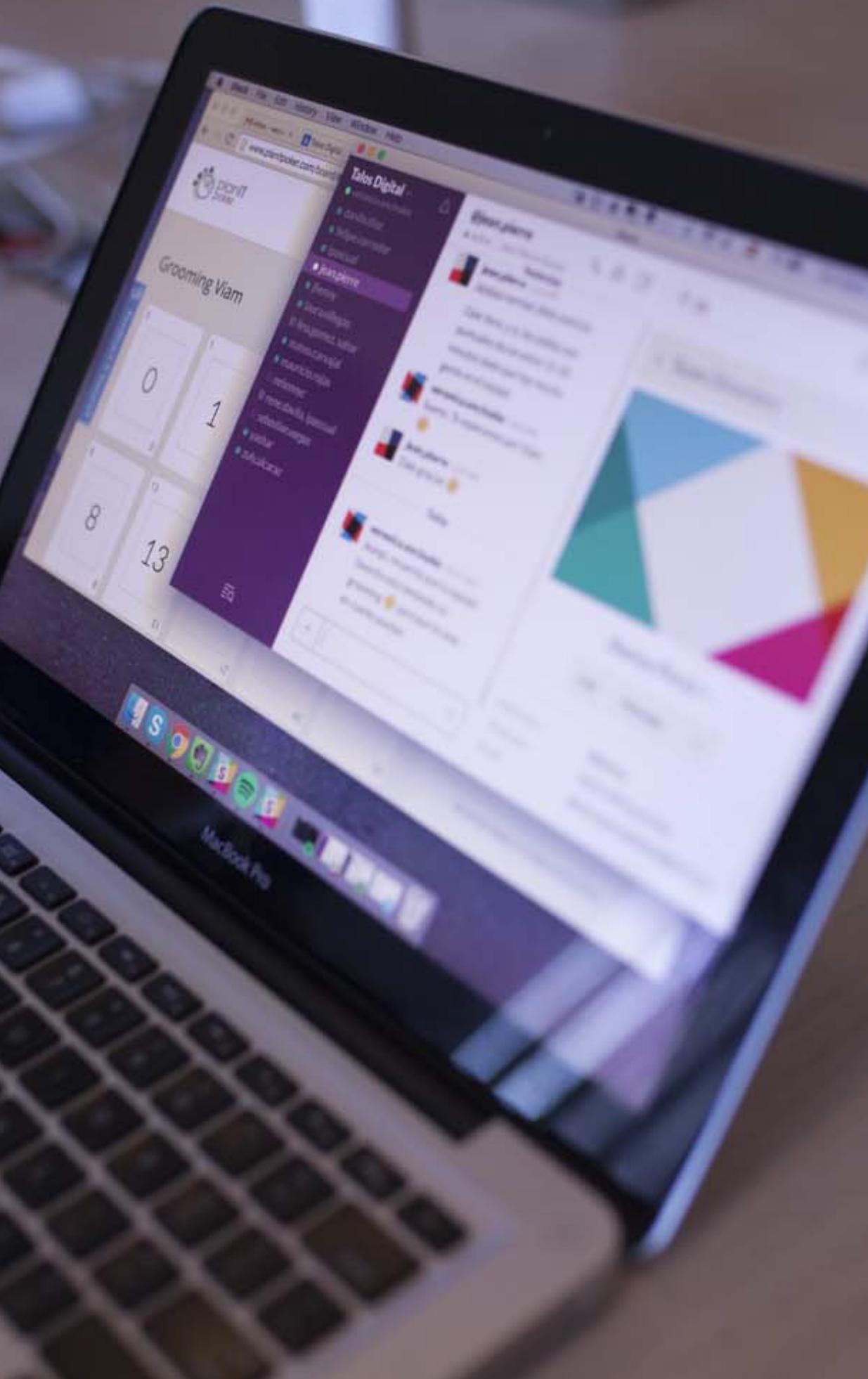
# — SLACK

## USE AND MANAGEMENT

The **#general** channel is used to receive all official company communications related to policies, important news, vacancies, training sessions and celebrations. Posts on this channel are exclusive for managerial positions.

The **#office** channel is used to provide general information for the individual offices. Information such as company news, birthdays, get-togethers, support and well-being activities is shared in this channel. Employees are allowed to interact, congratulate, ask questions, comment among others. These channels are categorized as follows

- ▶ Lleras-office
- ▶ Manigua-office
- ▶ Rionegro-office
- ▶ Manizales-office
- ▶ Cartagena-office



The SGSST (Sistema de Gestión de Seguridad y Salud en el Trabajo) channel is used to share all information related to health and safety at work for all employees in Colombia.

Information about SGSST Policies and objectives, industrial safety and hygiene, active breaks, employee responsibilities in the system, safety drills, committee members among others is shared in this channel. The people in charge of this channel are: Patricia Campo, responsible for the SGSST, the members of COPASST (Comité Paritario de Seguridad y Salud en el Trabajo), and the members of COCOLA (Comité de Convivencia Laboral).

The #random channel can be used by all employees to share trivia, jokes and songs among others.

# ATTENDANCE POLICIES

## General Attendance

Talos maintains normal working hours of 48 hours per week. Hours may vary depending on work location and job responsibilities. Supervisors will provide employees with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact HR.

The work schedule established by Talos is from Monday to Friday from 8:00am to 5:00 or 9:00 am to 6:00 pm pm. You have one hour for lunch. You can choose between 12:00 pm and 1:00 pm.

Those are the only two work schedules you can use at Talos. If you have a special request for your work schedule, please email HR explaining your request, which work schedule is best for you and how this will not affect your current duties.

To send the request, you must email [request@talosdigital.com](mailto:request@talosdigital.com) with the subject "Work Schedule Special Request." HR will give you an answer as soon as possible.

Work on Saturday will be demanded by the employer in case this time is required, or if the employee considers it necessary to finish an uncompleted task during the week, without exceeding the legal maximum. However, there could be schedule adjustments or changes whenever convenient by the employer, without these changes decreasing the working conditions of the employees.

The company does not tolerate absenteeism without excuse. Employees who will be late or absent from work should notify a Leader and the Human Resources Department in advance, or as soon as possible, in the event of an emergency. Chronic absenteeism may result in disciplinary action.

### **Tardiness**

Punctual and consistent attendance to work is the employee's responsibility. All employees must begin work according to the established schedules.

Employees are expected to arrive before the starting time and be ready to work for the duration of their schedule. An employee who arrives after their scheduled arrival time is considered tardy. Talos recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

# LEAVE POLICIES

## Request leaves

In order to request medical, personal or any other type of leaves, employees should:

- ▶ Send a request via email to [request@talosdigital.com](mailto:request@talosdigital.com) and their current leader at least two days in advance, explaining in detail the type of leave, and the total hours or dates to be taken.
  
- ▶ HR will receive and process the request. It is important to remember that this type of requests should be used only for special situations and will not be accepted in recurring events without clear justification.

# VACATIONS POLICY

The following is the company's vacation policy, applicable in general to all employees at Talos.

In accordance with Colombian law, employees are entitled to vacation rights upon meeting the requisites defined under "artículo 186 del Código Sustantivo del Trabajo" which states that every worker shall have the right to 15 working days of vacation per year of service. Both employer and employee can agree upon monetary payment of up to half vacation time, as long as the employee takes a minimum of 6 consecutive days of vacation per year.

To guarantee an effective vacation request process, the company has defined the following guidelines:

- ▶ All vacation requests should be directed via email to HR and the Account manager or corresponding PO depending on the vertical. E.g. [request@talosdigital.com](mailto:request@talosdigital.com) and Account Manager or PO.
- ▶ All vacation requests for more than 5 working days, should be presented at least 4 months in advance.
- ▶ All vacation requests for less than 5 working days should be presented at least 1 month in advance.
- ▶ When vacations are subject to a customer's approval, the request should be managed directly by the Account Manager, never by the employee.
- ▶ We recommend that the employees' vacations coincide with the termination dates of their projects, in order to avoid affecting their development.



- ▶ It is part of Talos culture to request vacation time on a yearly basis, in order to avoid accumulating and requesting consecutive periods.
- ▶ All the members of a team should avoid taking vacation time simultaneously, and vacation requests will be answered in order of arrival.
- ▶ If after a year of work, the employee has not applied for vacation time, the company will unilaterally schedule vacation time for the employee, and will notify them of this, 15 working days in advance of the granted resting period. This is done in order to avoid vacation periods accumulation.

In case of having questions or needing further information on this policy, please communicate with HR.

### **Vacation Requests**

All vacations requests will be made through the Ng Soft Employees website. Follow the link to the instructions to make your requests [Manual Ng Soft](#)



## — SICK LEAVE

Situations may arise where an employee needs to take time off to address medical or other health concerns. The company requests that employees provide notification to their Leader as soon as possible when taking time off. Sick days are granted on a paid basis to regular (full time) employees; in order to do so, employees must present a medical excuse or send it by email to [request@talosdigital.com](mailto:request@talosdigital.com) one day after any medical leave, otherwise those days will not be paid. If the leave is for three or more days, the employee should send a copy of the medical case history (epicrisis)



## — FAMILY AND MEDICAL LEAVE

If the need for leave is foreseeable, employees should notify the leader 30 days prior leaving. If the need for family or medical leave arises unexpectedly, employees should notify the HR Director as soon as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work.

Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work.



## — HOLIDAYS

Talos provides gainful Sunday or Holidays rest to all the employees and remunerates Sunday rest with a regular salary day, for the purposes of this article, the holidays do not interrupt the continuity.

Exceptional cases of projects may require employees to work on Sundays or Holidays, however Talos will try to avoid these situations.

# OTHER PROCEDURES



## — MONEY LOAN

Talos employees can request a loan for up to 150% of monthly salary, interest-free. In order to request it, the following steps should be followed:

Request the loan at least one month in advance.

Send a signed letter to **request@talosdigital.com** explaining the details of the loan, requested amount, purpose of the loan, final payment due date, and the specific installments to pay the loan through payroll deductions.

Form

If the request is approved, the agreed upon deductions will be applied through payroll, with a previously written authorization signed by the employee. If the employee is retired from the company, either by resignation or dismissal, before the loan has been paid back in full, the remaining balance will be deducted from the severance and/or final payment to the employee.



## — **EMPLOYEE CERTIFICATION**

To request any certificate or letters, an employee must proceed with the following process:

- ▶ Send an email to [request@talosdigital.com](mailto:request@talosdigital.com) including "Employee certification" in the subject line, and a message specifying the purpose of the request, and the entity the response should be directed to.
- ▶ HR will take up to two working days to send the certification.



## — EDUCATION BONUS POLICY.

The objective of this policy is to contribute to the growth and educational development of our employees and to reinforce retention.

This bonus only applies to studies which are directly related to the current role or professional profile of the employee, and is directed to workers earning less than five million pesos (5'000.000).

A permanence clause will be applied to those employees granted the education bonus as follows: The employee should remain in the company for at least one year after receiving the bonus. If by any reason, the employee's contract is terminated before this time, the employee must reimburse the total amount of the bonus, through the deduction from the final and/or severance pay, according to the bonus legalization document signed by the employee in conformity with Article 149 of "Código Sustantivo del Trabajo".



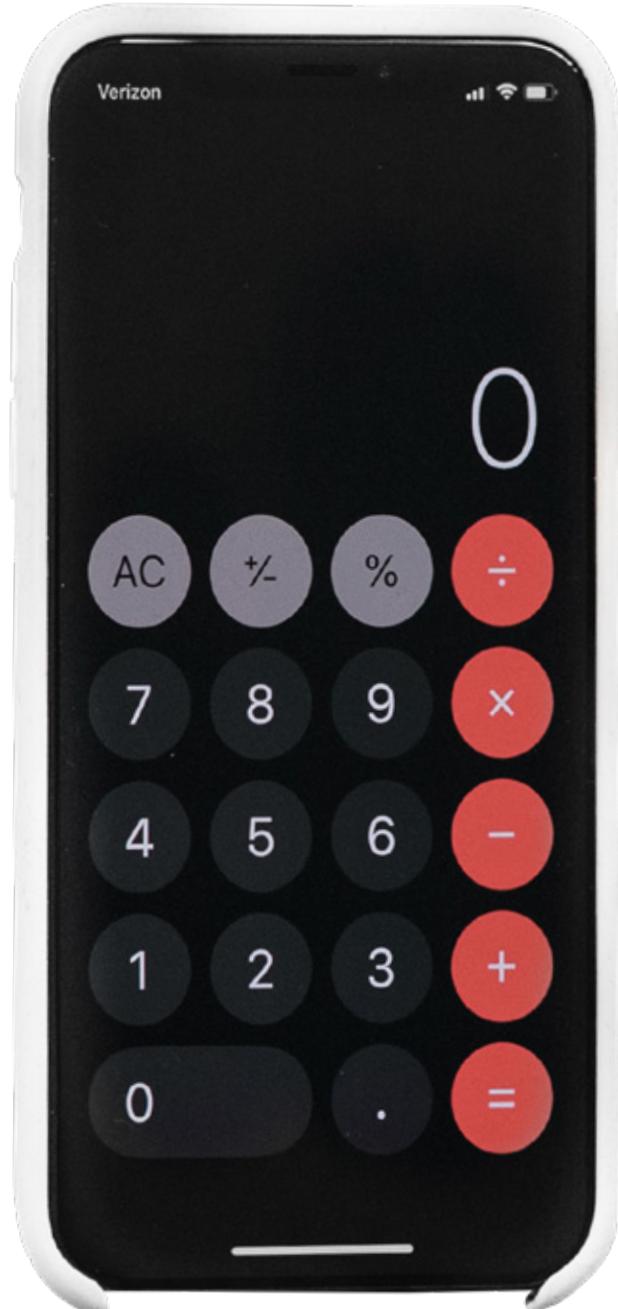
To apply for the bonus, these are the steps to

- ▶ Send an email to request@talosdigital.com, explaining the details about the required amount of money and the description of the study program or type of study (Should be related to the employee's current position).
- ▶ Once the request is received, the management committee reviews it and defines if it is accepted or rejected, and the allotted amount.
- ▶ The company will directly pay the approved amount of money to the educational institution directly, as indicated in the invoice emitted by it.
- ▶ This request can only be presented once a year, and it applies only to ongoing studies.
- ▶ Expenses such as lodging, food and transportation will not be included in the total amount of the bonus, in case the employee needs to travel to other cities in order to complete the studies.

**In conformity with article 128 of Código Sustantivo de Trabajo, this bonus does not constitute any form of salary, since it is granted as an economic bonus to the worker, to cover educational expenses, it is provided freely and extralegally, and is NOT A FORM OF RETRIBUTION FOR ANY PROVIDED SERVICES.**

# **EXPENSES & REIMBURSEMENT POLICY**

# EXPENSES AND REIMBURSEMENT POLICY



These policies and procedures are designed to act as a guideline for business travel and entertainment expenses as well as miscellaneous expense reimbursements. While this handbook does contain suggested expense limits, all employees are expected to use professional judgment when incurring expenses on behalf of the Company. Talos recognizes that, in some isolated cases, business related expenses might need to be reviewed on a case-by-case basis; however, this primarily applies if the expense in question was not discussed in this policy.

Please note: The following outlines the expense policy of Talos. If an employee submits expenses that are billable to a client, every effort should be made to comply with the expense policy of that particular client.

## Responsibility

The employee is responsible for complying with the Talos Expense and Reimbursement policy. The company will reimburse employees for all reasonable and necessary expenses while traveling on authorized company business or entertaining business clients. Talos assumes no obligation to reimburse employees for expenses that are not in compliance with this policy.

## Enforcement

Employees who do not comply with this policy may be subject to delay or withholding of reimbursement and/or, disciplinary action.



## REPORTING GUIDELINES

- ▶ Employees must submit expense reports (with receipts) no later than 30 days following the completion of the trip or of incurring the expense.
- ▶ Expenses should be submitted mid-month and end of month for approval, previous to pay dates.
- ▶ Receipts and an explanation of the business expense and a list of the individuals/company affiliations entertained (in the case of meal/entertainment receipts) must be documented. Receipts must include location, date and amount.
- ▶ Receipts must be scanned to a single PDF document (no jpeg or images). Place as many receipts as possible on one page. If a receipt is not attached or receipts are scanned incorrectly, the expense will not be approved and will have to be resubmitted. This can cause reimbursement to be delayed.
- ▶ When a receipt is not available, a full explanation of the expense and the reason for the missing receipt is required. All expenses must be reported, regardless of how they were paid.



## Company Card use

If an employee has used the company card for an expense, the employee must add the description "USED COMPANY CARD" and flag the item as non-reimbursable.

## Client Reimbursement Policies

- ▶ Project managers should communicate to employees the client's reimbursement policy.
- ▶ If an employee alters travel arrangements outside of policy or without approval it is at his/her own expense.
- ▶ Disregard for company policy or altering of receipts can result in disciplinary action up to and including termination.

## — EXPENSE AUTHORIZATION

- ▶ All expenses must be validated by HR and Account Manager/PO and approved by the CEO/COO.
- ▶ Any non-approved and non-budgeted expenses will not be reimbursed.
- ▶ Approvals must be documented via email – undocumented approvals will not be reimbursed.



## — AIR TRAVEL

Air travel reservations should be made in such a manner as to secure the best available fare in coach class.

- ▶ Employees are expected to use the lowest logical airfare available.
- ▶ Employees are expected to reserve 7-day advance notice purchases.
- ▶ Employees are expected to use non-direct flights when the savings are substantial.
- ▶ Obtain CEO approval for all trips over \$1,000 (or non-USD equivalent)
- ▶ Obtain CEO approval for all International travel.



### **Upgrades for Air Travel**

Upgrades for air travel are not reimbursable. If an employee wishes to upgrade, it is done at the employee's expense.

### **Cancellations**

When a trip is cancelled after the ticket has been issued, the traveler should inquire about using the same ticket for future travel. Employees should reuse airline tickets if: a) they are traveling on the same route, or b) airfare eligibility requirements are met.

### **Unused/Voided Airline Tickets**

Unused airline tickets or flight coupons must never be discarded or destroyed as these documents may have a cash value. To expedite refunds, unused or partially used airline tickets must be returned immediately to the issuing authority. Employees must NOT include unused tickets with their expense reports. Employees with an electronic ticket simply need to call the travel agent/issuing authority to initiate a refund.



## — AUTO TRAVEL CAR RENTAL

Employees may rent a car with pre-approval to get to their destination when driving is more cost effective than airline or rail travel.

Employees may rent a car at their destination when it is less expensive than other transportation modes such as taxis, airport limousines and airport shuttles or when entertaining customers. Whenever multiple employees are traveling together, every effort to rideshare or carpool must be made.

Employees must reserve a car in the compact rental car category. At the time of rental, inspect the car and be sure that any damage found is noted on the contract before the vehicle is accepted.

When plans change, employees are responsible for cancelling rental car reservations. Employees may book a car rental class of service one level higher when:

- ▶ The traveler can be upgraded at no extra cost.
- ▶ Two or more company employees are traveling together. Entertaining customers.
- ▶ Cars in the authorized category are not available.
- ▶ Transporting excess baggage such as booth displays.

Domestic travelers should always accept the collision insurance offered by rental agencies but should decline all other offered insurances. International travelers should accept all insurances offered. Additionally, whenever possible, the prepaid gas option should be declined.

### Rental cars must be returned as

- ▶ To the original rental city unless approved for a one-way rental
- ▶ Intact (i.e. no bumps, scratches, or mechanical failures).
- ▶ On time, to avoid additional hourly charges.
- ▶ With a full tank of gas.

Should a rental car accident occur, employees should immediately contact the rental Car Company, local authorities (as required), and his/her manager.

**Rental Car Gas:** Gasoline for use in rental cars is reimbursable with proper documentation.

**Taxi / Shuttle / Parking Fees:** The use of airport shuttles and taxis upon arrival at the employee's destination is the preferred mode of transportation. Make sure to ask for a receipt if one is not offered.

**Business Use of Personal Vehicle:** Employees may use their personal vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternate transportation. Personal vehicles may also be used when transporting company goods for delivery or entertaining clients.

It is the personal responsibility of the vehicle owner to carry adequate insurance coverage for their protection and for the protection of any passengers.

Mileage is reimbursed at the rate recognized and approved by the employee's country. This mileage allowance is in lieu of actual expenses for gasoline, oil, repairs, tags, insurance, and depreciation. Therefore, actual expenses for those items will not be reimbursed when your personal vehicle is used for business.

To be reimbursed for the use of your personal vehicle or business, employees must list on the expense report:

- ▶ Date and purpose of the trip.
- ▶ Locations traveled to and from.
- ▶ Mileage.



## — **LODGING HOTEL**

Hotel reservations should be made in such a manner as to secure the best available rate.

Employees are required, whenever possible, to use properties in the mid-price range for the geographic location. In case of cancellation:

- ▶ Employees need to advise for previous cancellations.
- ▶ Employees will be held responsible and will not be reimbursed for "no-show" charges unless there is sufficient proof that the billing is in error or circumstances were beyond the traveler's control.

**Meals:** Personal meals are defined as meal expenses incurred by the traveler when dining alone on an out-of-town business trip. Approximate meal expenses may vary between \$20 to \$50 a day outside Colombia. In Colombia expenses may vary between COP\$30.000 and COP\$50.000 a day.

#### **Business Meals Taken With Other Employees:**

- ▶ Employees will be reimbursed for business-related meals taken with other employees only in the following circumstances:
  - ▶ When a client is present.
  - ▶ When, for confidentiality reasons, business must be conducted off company premises.
  - ▶ Special circumstances such as celebrations or meetings.

#### **The following documentation is required and must be recorded on the expense report:**

- ▶ Names of individuals present, their titles and company name.
- ▶ Exact amount and date of the expense.

Please note that employees will not be reimbursed for entertaining other employees unless there is a direct reporting relationship between them.

**Laundry:** When business trips are five or more days in duration, reasonable laundry and valet costs are reimbursable when supported by appropriate receipts.

**Tipping:** Appropriate tipping, in circumstances where it is customary, is a reimbursable expense. As a general rule, tips should not be excessive, and should follow the local customs under the circumstances. Tips for restaurant services should be reported as part of the cost of the meal.

**Telephone Expenses:** Long distance telephone calls connected with Company business are valid reimbursable expenses. Employees should use the lowest reasonable cost option available (e.g., Lync, Skype, etc.). When business calls are charged to a home telephone, cell phone or personal phone card, the itemized statement should be attached to the expense report (a copy is acceptable).



## MISCELLANEOUS EXPENSES

The following miscellaneous items are designated for expenses that do not fit into the previous categories, yet are directly business related and therefore reimbursable. The following items can be considered as reimbursable business expenses:

- ▶ Office services (i.e. faxes, copies, overnight delivery / postage).
- ▶ Currency conversion fees.
- ▶ Business gifts of reasonable value with prior management approval.
- ▶ Seminar fees / training classes with prior management approval.
- ▶ Subscriptions with prior management approval.
- ▶ Conferences with prior management approval.

Never assume that an item will be covered under the "Miscellaneous" category. Be sure to check with your manager or HR if an item you need is not outlined specifically in this policy.



Be sure to note that the following items are NOT reimbursable under this policy:

- ▶ Airline club / Country club membership dues
- ▶ Parking tickets, traffic citations or other fines
- ▶ Delinquency fees / Finance charges for personal credit cards
- ▶ Excess baggage charges
- ▶ Expenses for travel incurred by companions / family members
- ▶ Expenses related to vacation or personal days while on a business trip
- ▶ Loss / Theft of personal funds or property / Lost baggage
- ▶ Avoidable "No-Show" charges for hotel or car service
- ▶ Non-Compulsory insurance coverage
- ▶ Rental car upgrades
- ▶ Repairs due to accidents, including towing and locksmith charges
- ▶ Mini-bar charges
- ▶ Hotel in-room movie rentals/entertainment

# WORK PERFORMANCE



## — WORK PERFORMANCE

### Reviews

Talos has created a performance review process in order to evaluate and develop the potential of employees through periodic follow up reviews during the year.

The results allow the company to help employees enhance their abilities and reach their maximum potential through an Individual Development Plan, by addressing performance gaps, and finding solutions. The company could also rely on the performance reviews as tools to determine salary raises, promotions and or layoffs.



All performance reviews are based on merit and achievements, and evaluate competencies such as:

- ▶ Learning
- ▶ Leadership
- ▶ Commitment
- ▶ Attendance and punctuality
- ▶ Technical
- ▶ Teamwork
- ▶ knowledge
- ▶ Policy compliance
- ▶ Discipline
- ▶ Adapting to the Talos culture
- ▶ Work quality
- ▶ English level
- ▶ Attitude
- ▶ Communication

Employees should note that a performance review does not mean a pay increase or promotion. Written performance evaluations may be made at any time to advise employees of good or unacceptable performance. Evaluations or any subsequent change in employment status, position or pay does not alter the employee's at will-relationship with the company.

# DISCIPLINE POLICY

## — **GROUNDS FOR DISCIPLINARY ACTION**

Talos reserves the right to discipline and/or terminate any employee who violates company policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

The following actions are unacceptable and considered grounds for disciplinary action.

This list is not comprehensive; rather, it is meant merely as an example of the types of conduct that this company does not tolerate. These actions include, but are not limited to:

- ▶ Harassing, instigating, performing obscene acts, against colleagues or general personnel inside the company premises.
- ▶ Forging, falsifying or distorting the contents of any documents related to the company.
- ▶ Any other action or conduct that proves inconsistent with the company's policies, procedures, standards and expectations.
- ▶ To make public by any means, information pertaining to the company, in violation of the "industrial reserve" clause in the individual employment contract, and/or retrieving or duplicating files or publicating documents without previous authorization from a superior.
- ▶ To provide information to third parties regarding payroll details, paycheck days, information about clients, human talent, income, colleagues' addresses, phone numbers, and in general any other information that may be considered confidential for the company or that may affect its trade relations.

- ▶ Workplace untidiness and uncleanliness.
- ▶ Disrespecting acts or attitudes against superiors or any coworkers.
- ▶ Failing to observe safety procedures.
- ▶ Conducts that constitute workplace harassment, or any form of discrimination based on gender, religion, ethnicity, political positions, age, among others.
- ▶ Being under the influence of controlled substances or alcohol at work, on premises.
- ▶ Exceeding breaks time.
- ▶ Absence from work, during a work session or programmed workday, without a justified cause, previous notice, or timely notification, or failing to present reason for sick leave, permission, license, calamity to HR and the corresponding leader.
- ▶ Smoking or allowing any personnel to smoke on Talos' premises, or in any non-smoking areas for the company.
- ▶ Making false or malicious affirmations about the company, its workers or its services.
- ▶ Fund raising, raffles, subscriptions, gambling, or making any type of propaganda on premises; unless previously allowed by the employer.

- ▶ Loans between company's employees, with lucrative benefits for the loaner; and/or acting as an intermediary between employees and informal moneylenders known as "gota a gota" or "pagadiarios".
- ▶ Working on activities non-related to the employee's position in the company, and in general, during work hours without due authorization.
- ▶ Failure to comply with the commitments agreed upon with clients and/or any other person related to Talos S.A.S.
- ▶ Mistreating, threatening or perjuring against clients, and in general any person related with the company.
- ▶ Failing to follow the orders and instructions given by superiors in the development of the employee's responsibilities.
- ▶ Failing to turn off computers, equipment, tools and elements, after work hours.
- ▶ Being absent from meetings, activities, training sessions and other events organized by the employer.

- ▶ Failing to inform, report or update the employee's contact information such as: Address, phone number, email address, etc. when they are changed, or providing false information.
- ▶ Taking part in acts of discrimination or harassment in the workplace.
- ▶ Participating in fights, mistreatments, threats and perjury against coworkers, and or employers or superiors, during work hours, on premises. Between employee and employer, these offenses apply off premises and off working hours.
- ▶ Losing working elements under the responsibility of the employee, either by lack of attention or negligence.
- ▶ Disturbing the work environment by means of scandalous or inappropriate acts, leading to personal relations conflicts between coworkers.
- ▶ Possession of unauthorized weapons on premises.
- ▶ Presenting false certificates and/or documents for admittance, or to obtain undue benefits, as well as misleading the company to obtain loans or any kind of economic benefits.

- ▶ Unjustified lateness for more than 15 minutes.
- ▶ Subtracting elements, procedures, instructional material, informatic resources such as hardware, software, clients' data bases, or sensitive information from the company without the permission of the employer.
- ▶ Subtracting or misplacing between coworkers, food, money, personal effects, etc.
- ▶ Using or damaging intentionally or negligently the elements or tools provided by the company, or using them for purposes different to the employee's responsibilities.
- ▶ Using the company's goodwill or name to create, support or accredit personal business, or commercial activities either personal or for third parties.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action.

The company reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

## — PROCEDURES

In conformity with the Internal Work Regulation, the employees which may incur in absences, included among others the previously mentioned, will be penalized as follows:

Type of misconduct	First time	Second time	Third time
Minor	Written reprimand	Second written reprimand	Suspension of up to 3 days
Serious	suspension of up to 3 days	Suspension of up to 15 days	Justified termination
Severe	Justified termination		

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**COMPANY'S  
INTERNAL REGULATIONS**

To consult the Internal Work Regulation, please visit:

[Internal Workplace Regulations](#)

The company reserves the right to unilaterally review, suspend, revoke, rescind or change any of its policies or processes.

This Regulation was approved by the General Manager.

Love your job. Report your time accurately.

Understanding the investment of our time is the foundation of a polished process in the company. Some of the examples of a good usage of these reports are:

## — **HARVEST: REPORTING HOURS**

- ▶ Time spent on projects: development, UX/UI, QA, PO/SM, shadowing.
- ▶ Helps us keep our projects on time and within budget.
- ▶ Resources utilization and allocation.
- ▶ Vacation, sick leave, etc.

**Talos Digital**

**Tcomm**

## Rules

- ▶ Each person must report ALL of the hours worked during the week. They should always add up to a minimum of 40 hours/week.
- ▶ If you are on vacation, sick leave, personal day, etc. use the Talos Digital > Holidays / sick leave / vacation project to log your hours. This will ensure we see your 40 hrs that week.
- ▶ The description fields on time entries are NOT optional, they're required.
- ▶ Entries should be specific to a task and include a brief note or ticket reference.
- ▶ Entries should NOT be a large block of time without details. In other words, break up your 8-hour day.
- ▶ Fill in your entries DAILY. Much easier than trying to remember what you did 5 days ago.
- ▶ Watch out! do NOT "Submit for Approval" until you finish the weekly hours report.
- ▶ You have to SUBMIT your weekly timesheet every Friday.
- ▶ IF YOU DON'T HAVE PROJECT ASSIGNED, SAY SO.
- ▶ Internal meetings to discuss an approach or brainstorming on a project are usually reported under "Development".

**Important:** Every Monday we check all timesheets and we expect to see a minimum of 40 hours for each of you, so make sure you do it right.

### Example of Descriptions

- ▶ JIRA ticket link & number
- ▶ Fixing an issue
- ▶ Specific features

### When you are using an external tracking system (provided by Client)

Make sure the entries are identical in both the external tracking system and Harvest.

**TALOS▶**