

01. Aim

Establish the documentary requirements, linked to the authorization of resources, to be presented by Contractors and Subcontractors, so that they can provide services at a given site during the scope agreed upon in the contracting. It not only includes the necessary documentation for adding resources, but also those established for leaving personnel, monthly control and evaluation of suppliers.

02. Scope

Applies to 360 Energy contractor personnel reached by the “contractor control” process. It contemplates the contracts and assignments that are developed or participated in by the companies 360 Energy Solar SA and/or 360 Energy Catamarca SA and/or their employees.

03. Definitions

Contractor: natural or legal person that provides services to 360 Energy.

Subcontractor: natural or legal person hired by the Contractor to outsource its work or part of it.

Resource: is any Contractor, Subcontractor, person, vehicle and/or machinery affected by a specific Order / Order.

Requirement: document or information that is presented and corresponds to one or more Resources, in accordance with the criteria established by 360 Energy.

O&M: Operation and Maintenance of solar plants in service.

SSOyA (EHS): Safety, Occupational Health and Environment.

Monthly Control: monthly audit of documentary requirements regarding labor, pension, union and contractual obligations that Contractor and Subcontractor companies must comply with.

Supplier Evaluation: evaluation process according to EHS requirements, through which the service provided by the Contractor is qualified regarding compliance with documentary requirements and performance during the service provided.

04. Development

4.1 Formalities in the Presentation of Documentation

It is the responsibility of the Contractor company to present all the required documentation, corresponding to its own resources and those of its subcontractors, in accordance with the established presentation formalities:

- Contractors must send the required documentation at least 3 days in advance, that is, 72 hours prior to the beginning of the provision of the contracted services so that it can be duly validated.
- The documentation must be submitted via email, addressed to:
 - EHS and Document Control Coordinator
 - Document Control Analyst
 - EHS Chief
- Documents must be sent digitally in PDF format. They may be rejected if they are not legible.
- Documents in JPG format (images) will not be accepted.
- Documents that are not sent through official communication will be considered as not presented.
- The documents presented at the beginning of the service must be updated and presented again when they expire, have an established presentation frequency (monthly, semi-annual, annual) or have been modified.
- The documents corresponding to the Monthly Resource Control must be submitted before the 15th of each month.

Depending on the type of service to be provided and its duration/frequency, the EHS Coordinator and the Document Control Analyst will analyze and evaluate whether there are exclusive and/or non-exclusive requirements depending on the activity.

4.2 Documentary Requirements to enable entry to the site

Below are the documentary requirements that must be presented at the beginning of the provision of a service:

4.2.1 Company

- A. Proof of registration in AFIP
- B. Updated Gross Income Registration
- C. Proof of Registration with the IERIC (Construction Companies)
- D. Free of debt from union entities.
- E. Declaration of Start of Work before the ART (Companies with personnel under a Dependent relationship).

4.2.2 Staff

4.2.2.1. Personnel under a dependency relationship

- a) Identity Document
- b) Proof of registration of the employee in AFIP (My Registry simplification)
- c) ART policy with personnel payroll, with NO repetition Clause in favor of the company name of the site where it will provide service.
- d) Mandatory life insurance policy with staff payroll.
- e) Proof of Deliveries of Personal Protection Elements – S/ Res 299/11
- f) Medical Aptitude: Concernal medical examination. For personnel with tasks that do not involve work at height, in confined spaces or driving a vehicle, a medical certificate indicating the worker's fitness will be sufficient.
- g) Proof of registration of the employee in IERIC (Exclusive for construction companies' personnel - UOCRA).

4.2.2.2. Autonomous Personnel

- a) Identity document
- b) Proof of registration in AFIP
- c) Proof of Monotax payment – Self-employed
- d) Personal Accident Insurance Policy with:
- e) Minimum coverage amount for:
- f) Death due to accident: AR\$ 4,000,000
- g) Permanent total and partial disability due to accident: AR\$ 4,000,000
- h) Medical-pharmaceutical assistance: AR\$ 400,000
- i) NON-repetition clause in favor of the company name of the site in which it will provide service.
- j) Proof of payment and/or debt-free personal accident policy
- k) Proof of Deliveries of Personal Protection Elements – S/ Res 299/11.
- l) Medical Aptitude: Concernal medical examination. For personnel with tasks that do not involve work at height, in confined spaces or driving a vehicle, a medical certificate indicating the worker's fitness will be sufficient.

4.2.2.3. Foreign Personnel – Foreign Companies

- a) Identity document or Passport as appropriate
- b) Work Visa
- c) Work/Personal Accident Insurance Policy with scope in the Argentine Republic (specific or worldwide) with coverage value expressed in legal tender equivalent to at least:
- d) Death due to accident: USD 30,000 (thirty thousand US dollars)
- e) Permanent total and partial disability due to accident: USD 30,000 (thirty thousand US dollars)
- f) Medical-pharmaceutical assistance: USD 3,000 (three thousand US dollars)
- g) Proof of payment and/or debt-free personal accident policy.
- h) NON-repetition clause in favor of 360 ENERGY SA and the company name of the site where it will provide service.
- i) Proof of Deliveries of Personal Protection Elements

- j) Medical Aptitude: Concernal medical examination. For personnel with tasks that do not involve work at height, in confined spaces or driving a vehicle, a medical certificate indicating the worker's fitness will be sufficient.

4.2.3 Additional Requirements according to the Activity developed

4.2.3.1. For personnel who drive vehicles/equipment, they must present:

- Driver's license with the corresponding category according to the task/function performed by the resource.
- Proof of defensive driving course
- For professional drivers, they must present: Enabling license for the transportation of personnel, general cargo and/or dangerous cargo issued by the LINTI.

4.2.3.2. For crane, hydrocrane and/or equipment operators:

- Operator Certificate. In the case of cranes, hydrocranes, telescopic handlers and forklifts, it must be enabled for the capacity of the equipment.

4.2.4 Vehícles and Equipment

4.2.4.1. Vehicles:

- A. Ownership title or rental contract of the vehicle to be entered.
- B. Vehicle identification card. If the green card is not valid, you must add a blue card or driving authorization if the driver is not the owner of the vehicle.
- C. Automobile Insurance Policy
- D. Proof of payment of the automobile insurance policy
- E. Vehicle technical verification
- F. Registration in ROUTE (Transportation).

4.2.4.2. Machinery:

- A. Ownership title or rental contract for the equipment to be entered.
- B. Identification card
- C. Technical Insurance Policy
- D. Proof of payment of the Technical Insurance Policy
- E. Equipment certification by authorized entity.

4.2.5 Additional EHS Documentation according to the activity

Companies that develop works according to Res SRT 51/97, 35/98 and 319/99 must present:

- A. Hygiene and Safety Program presented and approved by ART.
- B. Risk prevention training records of personnel.

- C. Data of the company's Hygiene and Safety Manager.

4.3 Documentary Requirements for monthly control of Resources

Below, the documentary requirements are established that must be submitted monthly (before the 15th of each month for the monthly audit of resources regarding labor, pension, union and contractual obligations that Contractor and Subcontractor companies must comply with. These obligations are part of the exclusive requirements for signing certificates of services performed.

4.3.1 Staff

4.3.1.1. Personnel Under Relationship of Dependency

- A. AFIP F 931 form with personnel payroll
- B. Proof of payment of F 931 - VEP
- C. Proof of payment of union dues and/or free debt from union entities with personnel payroll, concepts and amounts contributed, as appropriate in accordance with the requirements of each Union Association.
- D. Salary Receipts: they must be presented signed by the worker and arranged alphabetically (both first and second fortnight and/or Supplementary Annual Salary of each employee). They must be prepared in accordance with the provisions of the current Labor Legislation and the union framework of the worker, CCT, function, category, shift and salary zone must be determined, as well as all the concepts that are settled (Remunerative, Non-Remunerative, Withholdings), Deductions, etc.), as well as the percentages, amounts, quantities and unit values of each of the concepts used. The payment method must be included. In all cases, the remuneration structure corresponding to each CCT must be applied.
- E. Proof of bank accreditation of salaries.

Payments of salaries and any other remuneration must be made through bank accreditation, and cannot be made in cash unless the employee expressly wishes. In this case, they must present a monthly note signed in original by the worker addressed to the employer requesting and authorizing said practice, expressly recording the remuneration received and the corresponding period.

4.3.1.2. Autonomous Personnel

- A. Gross Income - Proof of payment
- B. Proof of Monotax payment – Self-employed
- C. Proof of payment and/or debt-free personal accident policy
- D. Invoice of fees for services performed, indicating the period billed to your employer.

4.3.2 Vehicles and Equipment

- A. Proof of payment of the Automotive Insurance Policy
- B. Proof of payment of the Technical Insurance Policy.

4.4 Documentary Requirements for the Termination of personnel

The following establishes the documentary requirements that Contractor and Subcontractor companies must present upon the contract termination of the employee and/or upon the end of the contract or provision of services:

- A. Proof of withdrawal from AFIP: It must be presented if:
 - During the provision of services, the contractor's employee resigns or is fired.
 - Upon completion of the contracted services, in the event that the employee or employees continue to provide services to the contractors, they must present a note (replacing the withdrawal from AFIP in the form of a sworn statement indicating their continuity).
- B. Salary Receipt: for the last month affected by the company and final settlement signed by the employee
- C. Proof of bank accreditation or reliable payment.
- D. Proof of delivery of documentation for collection of the Labor Termination Fund (Exclusive IERIC-UOCRA)
- E. Note in the form of a DDJJ signed between the representative of the Contractor Company and the independent personnel, indicating the end date of the subcontracting and that there is no debt between the parties (Only self-employed personnel)
- F. Exit Exam. If it is not carried out, the Contractor must record that it offered the worker the possibility of doing so.

4.5 Validation of presented Documentation and Entry authorization

Document validation is carried out through the use of the RE-82 Documentary control of contractors registry.

The types of documentary status vary depending on the documentation presented and the management carried out regarding them:

- **Satisfactory:** all required documentation has been submitted by the Contractor, is in order and NOT expired.
- **Satisfactory with exception:** there are documents pending delivery or documents about to expire. Documentary exceptions are analyzed and approved only by the EHS area.
- **Unsatisfactory:** at least one mandatory document has not been submitted, or has observations, or has expired.

Once the corresponding documentation is presented and approved by EHS and the Document Control Analyst, they will be authorized to enter the site. This will be notified via email to the Contractor and informed to each site manager and intervening areas of 360 Energy.

To begin the tasks, they must additionally have the EHS entry induction.

For the execution of the tasks, they must take into account what is established in the “**Annex I–Guidelines for Preventive Management**”.

4.6 Evaluation of Suppliers according to EHS

In the event that the contractor, whether for the provision of a service or the delivery of a good, is subjected to the performance evaluation according to EHS, compliance will be evaluated and must support with documentation, if applicable, the following items:

4.6.1 Environment

- A. Environmental Policy and/or an Environmental Management system implemented
- B. Know and comply with the environmental legislation applicable to the contracted activity
- C. Calibration and/or authorization certificates as appropriate
- D. Procedures/work instructions for the task/activity to be performed
- E. Identification of environmental aspects and impacts that the assigned tasks may generate
- F. Vehicles/equipment/tools free of fluid leaks, loose or missing parts
- G. Safety sheet of the products to be used
- H. Know the management that must be applied to the waste that may be generated
- I. Appropriate elements to address a possible environmental incident
- J. Adequate environmental performance of personnel in the activity
- K. Attend and adequately treat any environmental incident during the task
- L. Remove materials/tools/equipment from the workplace leaving it clean and tidy
- M. Adequate use and consumption of the resources used (Energy / Water / Fuel)
- N. Practices to avoid/reduce air and/or soil pollution.

4.6.2 Occupational Health and Safety

- A. Security Policy and/or a related Management system implemented
- B. Know and comply with the health and safety legislation applicable to the contracted activity
- C. Calibration and/or authorization certificates as appropriate
- D. Procedures/work instructions for the task/activity to be performed
- E. Identification of risks and dangers that the assigned tasks may generate
- F. Vehicles/equipment/tools in suitable conditions for use
- G. Appropriate elements to deal with a possible work incident

- H. Attend and adequately treat any work incident during the task
- I. Have and use the PPE necessary for the activity
- J. Adequate safety performance of personnel in the activity
- K. Leave the workplace clean and tidy
- L. Comply with the established premises and controls

After the EHS evaluation has been carried out, its score will be included in the contractor's general evaluation; If necessary, an action plan will be established for the weaknesses found and if the intended standard is not exceeded, said supplier may be disqualified.