 <small>Austin Powder Argentina - División Petroquímica</small>	Contractor's personnel entry control			90-RH-PG#000094
	Classification: EKC-Class B	Version: 1 Date: 09/18/2024	Next review: 09/18/2027	Page 1 of 6

Edition	Date	Review	Date	Approval	Date	Publication	Date
Sabrina Mollo	09/18/2024	Maira Carabajal	09/17/2024	Ricardo Salas	09/17/2024	Diego Alonso	09/18/2024

PD-Purpose

To establish the requirements for authorizing the entry of contractors to Juramento plant of APA-DP.

PD-Scope

All external personnel, who are not part Austin Powder company, that have to enter Juramento Plant.

PD-References

N/A

PD-Definitions and abbreviations

APA-DP: Austin Powder Argentina Petrochemical Division

HR: Human resources

SHES&Q: Security, Hygiene, Environment, Safety and Quality

Construction Manager: ADA-DP personnel, contractor's referent.

PO: Purchase order

PD-Responsibilities

Surveillance: allow the entry of contractor personnel who have been authorized by HR.

HR: verify the compliance status of the requirements for personnel entry onto the platform

EXACTIAN and send the authorization by email.

Construction/Service Manager: must send to HR the application for the contractor company.

SHES&Q: control of security and vehicle documentation.

Buyer: linking the contractor company with HR.

PD-Development

1. User creation on platform

HR hires the firm Hubaide & Böhm, in order to ensure the audit by outsourcing the documentary control of contractors using EXACTIAN platform.


The platform unifies and centralizes the registration and control of the different resources (people and vehicles).

The contractor will have to register in the system all the resources related to the contracting, its own resources and subcontractors' resources, and should complete and keep up to date all the requested documentation.

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The buyer, after assigning the PO to the contractor, sends an e-mail to HR requesting the registration on EXACTIAN platform.

HR asks Hubaide & Böhm Law Firm to register the contractor's company on the platform and links it to its referent in order to proceed with the user's creation. They will receive instructions and support from the platform for the registration of resources and the corresponding uploading of documentation.

2. Documentation

The details of the required documentation are provided below:

CONTRACTOR

- Opening of Checking Account (single presentation)

Exactian will send the template in order to be completed with the company's information, signed by the person in charge and uploaded in PDF format.

- Letter of Indemnity with certified signature (single presentation)

Exactian will send the template in order to be completed with the company's information, signed by the person in charge and uploaded in PDF format.

- AFIP Form 931 (for withholdings and contributions) (monthly submission) CUIT (tax identification number, TIN) and Business Name

Declared period in arrears (e. g., the documents corresponding to October must be submitted in the 2022-11 period of the system).

Verify number of employees declared

Verify ART fixed rate update

- Acknowledgment of submission of Form 931 (monthly submission)

Check that the verification number corresponds to the number on the F931.

- Payment Ticket or Payment Facilities Plan with Acknowledgment of Submission to AFIP (monthly submission)

The payment receipt for all the items declared in the F931 is attached.

When a payment plan is made for the social security items, the payment plan must include the obligations stated in the plan in addition to the payment receipt for all other items.

- Union dues (monthly presentation) Business Name, CUIT, period (expired month)

Attach payment ticket or proof of accreditation


EMPLOYEES

- Proof of delivery to the employee regarding work clothes and/or safety elements (periodical renewal)
- Driver's license (periodic renewal)

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WORKERS WITH EMPLOYEE STATUS

- Early Worker Registration with AFIP

Employee's full name, CUIT and signature; Employer's CUIT and Business name

- ART Coverage Certificate

Employee's name and DNI/CUIT

With a Waiver of Subrogation in favor of AUSTIN POWDER ARGENTINA SA 30-50398566-3

Validity: general criterion 30 days from the date of issue.

The validity in some cases depends on the certificate (no more than 30 days).

In any case, the expiration date of the Policy must be verified (the validity of the certificate cannot exceed the validity of the Policy).

- Mandatory Life Insurance Certificate that includes the list of personnel affected by the Contract

Employee's name and DNI (ID)/CUIT

Validity: general criterion 30 days from the date of issue.

The validity in some cases depends on the certificate (no more than 30 days).

In any case, the expiration date of the Policy must be verified (the validity of the certificate cannot exceed the validity of the Policy).

- Personnel pay stubs

Employee's full name, DNI/CUIT and signature. Employer's name/Business name

Settled Period (in arrears)

- Detail of personnel included in AFIP form 931 indicating the personnel affected by the Contract

Full name, DNI (ID)/CUIT

Employer's name/Business name

Settled Period (in arrears)

The amount stated has to match the amount on the pay stub

- Direct Deposit or Cash Receipt

For compliance purpose, the receipt must be submitted and approved


Employee's name and CUIT

The transfer or payment must comply with the settled period of the receipt

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The amount paid stated has to match the net amount declared on the pay stub

- Photocopy of Pre-employment Medical Exams or Medical Fitness Certificate signed and stamped by a doctor

Employee's name and CUIT

Medical clearance for assigned tasks with the signature and stamp of the doctor

INDEPENDENT PERSONNEL: SELF-EMPLOYED OR INDIVIDUAL TAX PAYER

- Annex I-Registration of resources allocated to the contract (single presentation)

Exactian will send the template in order to be completed with the company's information, signed by the person in charge and uploaded in PDF format

- Annex II-affidavits on the conditions of independent workers (single presentation)

Exactian will send the template in order to be completed with the company's information, signed by the person in charge and uploaded in PDF format

- Personal Accident Insurance Policy with a Waiver of Subrogation in favor of Austin Powder Argentina S.A. (periodical renewal)

With a Waiver of Subrogation in favor of AUSTIN POWDER ARGENTINA SA 30-50398566-3

Minimum amount for death: \$18,000,000

Minimum amount for total and/or partial permanent disability due to an accident: \$18,000,000

Minimum amount for pharmacy: \$1,800,000

You have to register the name and CUIL (Worker identification number) of the insured

Validity: as established in the policy. (The values will be updated every six months

according to inflation)

- Payment Receipt for Personal Accident Insurance (periodical renewal)

For compliance purposes, the Personal Accident Insurance must be submitted and approved

The policy number on the Payment Receipt has to match the policy number shown on the Personal accident insurance submitted for the personal. Validity:

The debt clearance is approved for 30 days from the date of issuance

if the next due date or full payment is not specified. Effective date of payment coupon


Payment ticket for 30 days if you do not specify due date

In any case, the expiration date of the Policy must be verified (the validity of the vouchers cannot exceed the validity of the Policy)

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- Proof of Registration with DGI (Tax Administration Department) under AFIP for Independent Personnel (single presentation)

Taxpayer's name and CUIT

- Payment for Self-Employed, Individual tax payer or Retirement Fund to which they are affiliated (monthly submission)

You have to register the subcontracted personnel's CUIL and period (due month)

VEHICLES AND SAFETY DOCUMENTATION

Managed by the SHES&Q department

Details regarding documentation, requirements and conditions for entry are provided in:

90-SHS-RQ# 000001 SHES requirements for contractors

3. Application for entry

The construction manager has to send to HR the application form for the contractor company, providing the following details:

- Entry date
- Personnel involved in the service: Last name, name, DNI (ID) CUIL of each person.
- Activity/Service for which you enter the plant.

HR verifies the personnel documentation status. If the documentation has been uploaded, audited and approved, an email will be sent back authorizing the entry. If any person has any document pending upload, expired or rejected by the platform, the entry will not be authorized and the reason will be detailed in the email.

The email must include vigilancia.pet@austinpoder.com and SHES personnel in copy.

EVENTUAL VISITS:

It will be considered as an eventual visit if the personnel attends on a one-time to pick up equipment, tools, make quotations, budgets, provide consulting services, conduct in situ surveys, etc. The following documents should be sent by mail to HR:

Workers with employee status

- ART Certificate with a Waiver of Subrogation in favor of Austin Powder Argentina S.A.;
- Mandatory Life Insurance (SVO) Certificate;
- Presentation of affidavits and payment of the Form 931 (electronic slip and proof of payment);
- Registration of personnel with AFIP;
- DNI (ID) photo of each person entering.


In case of being freelance (individual tax payer), or foreigner:

- DNI (ID) of each person entering
- PA (Personal Accident) Insurance with a Waiver of Subrogation in favor of AUSTIN POWDER ARGENTINA S. A. - CUIT: 30-50398566-3

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The insurance amount must be at least:

- 1 - Death \$18,000,000.00
- 2 - Permanent Total and/or Partial Disability due to accident \$18,000,000.00
- 3 - Pharmacy \$1,800,000.00

(The values will be updated every six months according to inflation)
 The insurance has to be from an Argentine insurance company; examples: Prevención ART/Federación Patronal Seguros/Sancor Seguros/Swiss Medical/etc.

Any entry situation that is not described in this procedure must be approved by the Plant Management via email.

CK-Related Documents

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