



**POLICY AND PROCEDURE FOR THE
PREVENTION AND SANCTIONING OF
OF SEXUAL HARASSMENT
IN THE WORKPLACE**

	SOCIAL POLICY				SOLEIL METALS
	P&P FOR THE PREVENTION AND SANCTIONING OF SEXUAL HARASSMENT IN THE WORKPLACE.				
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1. POLICY STATEMENT

The policy applies, within the framework of its corporate social responsibility, to all commercial activities carried out by **SOLEIL METALS SA** and its related companies in Peru, and its employees (hereinafter collectively referred to as "**SOLEIL METALS**").

SOLEIL METALS reaffirms its commitment to the unrestricted respect for fundamental labor rights, particularly recognizing that acts of sexual harassment damage the dignity and integrity of individuals, and, in order to safeguard them, implements the necessary measures to prevent and investigate such acts, as well as to determine the degree of responsibility of the harasser, prevent them from approaching the person being harassed, and punish the harasser with the appropriate disciplinary measures, including termination of employment, as sexual harassment is a very serious offense.

2. OBJECTIVE

The purpose of this policy is to define and establish the guidelines and procedures that management, department heads, and employees must comply with as a necessary condition for the correct application of the regulations on the prevention and punishment of sexual harassment in the workplace, which must be known inside and outside the **SOLEIL METALS** facilities, during or after the working day, and regardless of the degree of hierarchy between the harassed person and the harasser.

3. SCOPE

This policy and procedure apply to all operational and administrative personnel working within the company, as well as all management and trusted personnel, department heads, and strategic partners; contractors, suppliers, service providers, and visitors.

4. LEGAL FRAMEWORK

- 1993 Political Constitution of Peru: Respect for dignity (Art. 1). Freedom and privacy (Art. 2). Work (Art. 3).
- Supreme Decree No. 010-2003, which approves Law No. 27942, the Law on the Prevention and Punishment of Sexual Harassment.
- Supreme Decree No. 014-2019-MIMP, approving the Regulations of Law No. 27942
- Ministerial Resolution No. 223-2019-TR: Practical guide for the prevention and punishment of sexual harassment.

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- Resolution No. 319-2019-SUNAFIL: Protocol for the Oversight of Sexual Harassment.
- Ministerial Resolution No. 115-2020-TR: Reference forms for complaints or reports of sexual harassment in the public and private sectors.
- Supreme Decree No. 021-2021-MIMP: Amendment to Regulation Law No. 27942
- Internal Work Regulations
- Code of Ethics

5. PRINCIPLES

SOLEIL METALS is a legal company dedicated to mineral processing, gold refining, and marketing. It is committed to providing a work environment in which all people are treated with respect and dignity. Therefore, we commit to:

- To comply with the relevant legal regulations on the prevention and punishment of sexual harassment.
- Implement a Committee against Sexual Harassment.
- Implement the Sexual Harassment Policy within the framework of corporate social responsibility.
- Promote respect for the dignity and integrity of the organization's employees.
- Hold awareness talks for workers on the prevention of sexual harassment.
- Prohibit violence and sexual harassment against men or women in all its forms.
- Provide spaces for help and trust for those affected in cases of sexual harassment.
- Report cases of sexual harassment and the results of investigations carried out to verify compliance with Law No. 27942 and its regulations to the Ministry of Labor and Employment Promotion.
- Incorporate this policy into the Internal Work Regulations.
- Publish this Policy in open spaces accessible to all members of the mining organization.

CHAPTER I.

OBLIGATIONS OF THE PROCESSING PLANT

1. PREVENTION

The employer will conduct annual assessments and diagnoses to identify possible situations of sexual harassment or risks of such situations occurring within the mining project. These assessments will be included in the work environment assessment. The questionnaires will include questions that allow for the identification of improvement actions for the prevention of

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sexual harassment. The questionnaires will guarantee respect for the respondent's right to privacy.

2. PREVENTION TRAINING

Employers must provide two types of training:

- i. Training at the beginning of the employment/training/contractual relationship in which the company must provide comprehensive information on the problem of sexual harassment at work so that staff can recognize and report such cases. The purpose is to raise awareness of the issue, identify such situations, and provide information on the channels for handling complaints.
- ii. Annual specialized training for Human Resources personnel and the staff that make up the Intervention Committee. The purpose of this training is to provide information on the proper treatment of victims, the investigation procedure, and how to evaluate evidence without falling into gender stereotypes.

3. DISSEMINATE INFORMATION

In addition to training, employers must:

- i. Provide **material** that facilitates the identification of **situations** that qualify as sexual harassment, as well as the possible sanctions that the company could adopt.
- ii. Disseminate the **reporting channels** implemented in the company to report cases of sexual harassment and general information about the reporting procedure.
- iii. Make sexual harassment complaint **forms** available.
- iv. Basic information about the procedure.

4. PROHIBITION OF REVICTIMIZATION

The use of evidence must not expose the alleged victim to situations of revictimization, such as:

- i. Repeated statements of the facts,
- ii. Confrontations or questioning about their behavior or personal life,
- iii. Confrontations with the alleged harassers, among others.

The members of the bodies involved in the procedure shall refrain from any action that, directly or indirectly, dissuades the victim from filing a complaint or report and from continuing with the procedure.

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5. INTERVENTION COMMITTEE

5.1. Composition

- i. Companies **with more than 20 employees** must form an **intervention committee** against sexual harassment (hereinafter the Committee). Companies **with fewer than 20 employees** must choose a delegate against sexual harassment.
- ii. This committee will be responsible for receiving complaints of sexual harassment, issuing protective measures, investigating allegations, and issuing recommendations for sanctions and other additional measures to prevent further cases of sexual harassment.
- iii. The Committee shall be composed of **four members: two** representatives of the employees and **two of the employers**. Each party shall appoint one male and one female representative.

5.2. Committee actions

- The Committee will communicate with the alleged victim only through the formally established channels.
- The entire procedure shall be documented in writing or by other appropriate means to which the parties have access.
- The Committee shall keep the identity of the alleged victim and the person filing the complaint confidential from persons outside the procedure. The names of witnesses shall also be kept confidential, if requested by them.
- Upon receipt of the complaint, the Committee shall grant the alleged harasser a period of five (05) business days to present their defense,
- attaching any evidence, they deem relevant, which shall be the same as that referred to in section 20 of this procedure. A copy of the defense, once received, shall be delivered to the victim within three (03) business days.
- The report issued by the Committee with the conclusions of the investigation must contain, at a minimum, the following:
 - Description of the facts;
 - Assessment of the evidence;

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- Proposed sanction; and, if applicable,
 - Recommendations for additional measures to prevent new cases of sexual harassment.
- The report shall be forwarded to the Human Resources Department, as appropriate, within one (01) business day of the report being issued.

5.3. Procedure for forming the sexual harassment intervention committee.

- Worker representatives shall be elected, where possible, together with the election of the members of the Occupational Health and Safety Committee, as regulated in Article 29 of Law No. 29783, the Occupational Health and Safety Law. Their term of office shall be one (01) year, renewable for one (01) additional year.
- The requirements for appointment or election as a member of the committee are as follows:
 - Be an employee of the employer.
 - Have no police, criminal, and/or judicial record;
 - Not have been sanctioned by **the OWNER** for acts of sexual harassment; and,
 - Not having been convicted and/or reported for violence against women and family members.
 - The Employer's representatives on the Committee are appointed as follows: one representative from the Human Resources Office or whoever acts on its behalf and one (01) appointed by the employer.
 - The agreements of the Committee on Sexual Harassment are adopted by simple majority. The casting vote corresponds to the representative of the Human Resources Office or whoever acts on its behalf.

CHAPTER II.

PROCEDURE IN CASES OF SEXUAL HARASSMENT IN THE WORKPLACE

1. INITIATION OF THE PROCEDURE

Sexual harassment investigation procedures will be handled by the **Human Resources** department (or its representative) and the Sexual Harassment Intervention **Committee** (or its delegate), in accordance with the following details: (See flowchart: Annex No. 2 and Annex No. 3):

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1.1. FILING A COMPLAINT

- The procedure for investigating and punishing sexual harassment is initiated by:
 - A complaint from the victim,
 - At the request of a third party who is aware of the incident,
 - By the company, ex officio, when it becomes aware by any means of facts that allegedly constitute sexual harassment.
- The complaint may be submitted verbally or in writing to the Sexual Harassment Committee, the Reporting Channel, or the Human Resources department, as appropriate, within one (01) day.
- If the alleged harasser is responsible for human resources management or leadership, the complaint is filed with the immediate superior. In such a case, the alleged harasser does not participate in the investigation.
- The form for filing a complaint by the victim can be found in Annex 1 of this policy.
 - If the complaint is filed with the Sexual Harassment Committee, the Committee must bring it to the attention of Management, the Board of Directors, and Human Resources, as appropriate, within one (01) day.
 - Likewise, any complaint received by the Human Resources Department/Area, as appropriate, must be brought to the attention of the Sexual Harassment Committee, as well as management, if it constitutes or may constitute a criminal offense.

1.2. COMPLAINT REQUIREMENTS

1.2.1. The complaint shall contain at least the following information:

1. Name of the alleged harasser;
2. Position of the alleged harasser;
3. A description of the events;
4. Relevant facts to be investigated;
5. Relationship between the two parties; and
6. Evidence and witnesses provided.

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1.2.2. The following evidence may be provided:

1. Witness statements;
2. Documents;
3. Recordings, emails, text messages, photographs, objects, among others;
4. Any other suitable evidence that may be relevant.

2. INVESTIGATION STAGE

- 2.1** The Human Resources Department, as appropriate, within one (01) business day of receiving the complaint, informs the Sexual Harassment Committee, the Sexual Harassment Task Force, and the accused.
- 2.2** The Sexual Harassment Committee investigates and prepares a report with the results of the investigation. During the investigation process, the accused is summoned to present their defense. Deadline: 15 calendar days from receipt of the complaint.

3. SANCTION STAGE

- 3.1** The Human Resources Department, as appropriate, issues the corresponding sanction within a period of no more than ten (10) calendar days from the date of receipt of the report.
- 3.2** Within this period, the Human Resources Department, as appropriate, informs the victim and the accused of the content of the report submitted by the Committee so that they may express their agreement or disagreement with the results of the investigation (pleadings), which must be submitted within three (03) business days.
- 3.3** The decision taken by the Human Resources Department, as appropriate, shall contain the sanction that, in its opinion, should be applied to the accused, if applicable, and the measures necessary to prevent further cases.
- 3.4** In cases where it is concluded that the respondent is liable, depending on the seriousness of the offense, the disciplinary sanction of suspension or dismissal may be applied; in the latter case, in accordance with the regulations established in the relevant legislation.
- 3.5** A measure that favors the defendant may not be applied as a sanction, nor may the protective measure imposed be considered a form of sanction.
- 3.6** The sanction imposed shall be communicated to the Ministry of Labor and Employment

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Promotion (MTPE) within six (06) business days of its issuance.

CHAPTER III.

PROTECTIVE MEASURES FOR CASES OF SEXUAL HARASSMENT IN THE WORKPLACE.

1. MEDICAL AND PSYCHOLOGICAL CARE MEASURES

- 1.1. Within one (01) business day of receiving the complaint, the Human Resources Department shall provide the victim with the necessary facilities to attend the public or private health services of their choice. The report issued as a result of the medical, physical, mental, or psychological care shall be incorporated into the proceedings and considered as evidence only if the victim authorizes it.
- 1.2. Likewise, it shall issue and execute the protective measures it deems appropriate within three (03) business days, calculated from the date the complaint was filed.
- 1.3. The following protective measures can be taken on behalf of the victim:
 - Rotate or change the alleged harasser's location;
 - Temporarily suspend the harasser, with pay, unless they are proven guilty, in which case the days paid will be deducted;
 - Rotate or change the location of the victim, provided they request it;
 - Manage restraining orders prohibiting the perpetrator from approaching or coming into contact with the victim or their family environment, or from communicating with them; and
 - Other measures to ensure the victim's well-being and protection.
- 1.4. The measures ordered in favor of the victim may be extended or replaced, depending on the circumstances, provided that it is reasonable, justified, proportionate, and beneficial to the victim.
- 1.5. Protective measures remain in place until a decision is issued that ends the proceedings. Notwithstanding the foregoing, some protective measures may be temporarily maintained.
- 1.6. Protective measures may also be ordered in favor of witnesses whenever strictly necessary to ensure their cooperation in the investigation.
- 1.7. Any act that directly or indirectly dissuades the victim from filing a complaint is prohibited.

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CHAPTER IV.

ADDITIONAL CONSIDERATIONS

1. RESPONSIBILITY OF EMPLOYEES

If an employee witnesses or suspects a case of sexual harassment in the workplace, they can play a very important role in contributing to a harmonious working environment and promoting justice among those affected by taking the following actions:

- a) Initiate formal proceedings in a case of sexual harassment: the regulations allow them to file a complaint and guarantee protective measures.
- b) Contribute testimony during the investigation process. If you have any evidence, it will be very useful in evaluating the case.
- c) Encourage employees not to stigmatize people who are under investigation: avoid gossip, jokes, hostile treatment, etc.; and talk to people who do so to discourage such behavior.
- d) People who are under investigation should be treated with empathy and respect:
 - Avoid asking them how they feel or how the case is going if it makes them uncomfortable.
 - Be willing to help them when needed and understand if their work performance is not the same during those days.
 - Encourage dialogue among employees about sexual harassment, its consequences, and how to prevent it.

2. HANDLING CASES OF SEXUAL HARASSMENT INVOLVING OUTSOURCING OR SERVICE INTERMEDIATION COMPANIES:

- 2.1. In the event that the harasser works for a service intermediation or outsourcing company and the alleged victim is an employee of **the EMPLOYER**.
- 2.2. The complaint is filed with the EMPLOYER, who, within one (01) business day of receiving the complaint or becoming aware of the facts, reports it to the company that provides the intermediation or outsourcing services so that it may take the measures it deems appropriate.

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- 2.3.** THE EMPLOYER (the user company) will carry out the investigation procedure through the Sexual Harassment Intervention Committee, which will issue the corresponding report in accordance with the provisions of this procedure; it will also rule on protective measures.
- 2.4.** If the report recommends the application of a sanction and protective measures to prevent further cases of harassment, the report shall be forwarded to the intermediary or outsourcing company so that it may proceed in accordance with the law and the provisions of this Manual of Policies on Sexual Harassment and Investigation and Sanction Procedures.
- 2.5.** The victim of sexual harassment works for a service intermediation or outsourcing company, and the alleged harasser works for THE EMPLOYER (user company).
- 2.6.** The complaint is filed with THE EMPLOYER (user company), who, within one (01) business day of receiving the complaint or becoming aware of the facts, reports it to the service intermediation or outsourcing company so that it may take the measures it deems appropriate.
- 2.7.** THE EMPLOYER (the user company) carries out the investigation and sanctioning procedure in accordance with the provisions of this procedure, ensuring that the victim can file a complaint for the acts of sexual harassment they have suffered.
- 2.8.** The alleged harasser and the alleged victim work for a service outsourcing or intermediation company, and the act of sexual harassment has occurred within the scope of control or in connection with the service they provide to the EMPLOYER (user company).
- 2.9.** The alleged victim may file a complaint with the outsourcing or service intermediation company or with THE EMPLOYER (the user company). In the latter case, THE EMPLOYER shall forward the complaint to the company to which the alleged harasser belongs within one (01) business day of receipt.
- 2.10.** The investigation and sanctioning procedure is the responsibility of the outsourcing or service intermediation company, without prejudice to the corresponding coordination by the EMPLOYER.

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3. COMMUNICATION TO THE MINISTRY OF LABOR AND EMPLOYMENT PROMOTION

The Human Resources Department, as appropriate, shall, within six (06) business days of receiving the complaint, notify the Ministry of Labor and Employment Promotion that it has received a complaint, that it has initiated the investigation procedure, and that it has decided to grant protective measures.

4. POLICE REPORT

When the investigation of a case of sexual harassment in the workplace reveals evidence of a crime, **THE EMPLOYER** shall file the corresponding complaint with the Public Prosecutor's Office, the National Police of Peru, or any other institution with jurisdiction in accordance with current legal regulations, with the knowledge of the alleged victim.

CHAPTER V.

FINAL SUPPLEMENTARY PROVISIONS

In matters not covered by this Manual of Policies on Sexual Harassment and Investigation and Sanction Procedures, the provisions of Regulation No. 27942, Law on the Prevention and Punishment of Sexual Harassment, approved by D. S. No. 014-2019-MIMP of July 19, 2019, and other applicable complementary or, where applicable, amending regulations in force shall apply.

In the event of any contradiction, which is not apparent at this time, between the provisions of the Policies contained in this Manual and the legal provisions in force, the latter shall prevail and be applied.

CHAPTER VI.

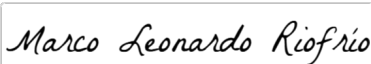
ANNEXES

ANNEX 1: FORM FOR COMPLAINTS OR REPORTS OF SEXUAL HARASSMENT IN THE WORKPLACE

ANNEX 2: PROTECTION STAGE

ANNEX 3: INVESTIGATION AND DECISION/SANCTION STAGE

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Prepared by:	Reviewed by:	Approved by:
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Human Resources Department	Director of Operations	SOLEIL METALS Board of Directors
SOTO BARRIOS, Ana Paola	LEONARDO RIOFRIO, Marco	MATHIOT, Laurent SALAS GARCIA, Ivan DENTROUX, Maxime
Date: 3 oct 2025	Date: 3 oct 2025	Date: 9 oct. 2025

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APPENDIX 1

"FORM FOR FILING A COMPLAINT OR REPORT OF SEXUAL HARASSMENT IN THE WORKPLACE AT SOLEIL METALS S.A.

....., of..... of
20.....

To: Senior Head of Human Resources or equivalent / Committee

.....

I am writing to you to file a complaint or report of sexual harassment in the workplace, identifying the harasser, clearly describing the events, and detailing the evidence that will help to prove the acts of sexual harassment; as well as requesting protective measures, in accordance with the provisions of Law No. 27942 and its Regulations, approved by Supreme Decree No. 014-2019-MIMP.

I. Information about the victim of sexual harassment

First and last names					
Identity document (DNI)		Foreign ID card	Passport number		
Area/Department					
Position					
Address					
Landline:		Cell		Email	

II. Details of the person against whom the complaint or report is made

First and last names	
Position	

Relationship to the affected person

Superior	Subordinate		Client	
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Same hierarchical level	Supplier		Other (specify)	
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III. Details of the person making the complaint or report (if the victim is not the person making the report)

First and last names					
Identity document (ID)		Foreign resident card	Passport		
Area/Department					
Position					
Address					
Landline:		Cell		Email	

IV. Details of the events that are the subject of the complaint or report (specifying circumstances, date or period, location(s), perpetrator(s), participants, occupational, social, or psychological consequences, among

--

V. Evidence¹ offered or collected that allows for the verification of the acts of sexual harassment reported (*) acts of sexual harassment reported (*)

1.-
2.
3.
4.

*) In the event of presenting witnesses: I request that protective measures be guaranteed for the witnesses offered in order to prevent reprisals after the investigation procedure has been completed, in accordance with Law No. 27942, Law on the Prevention and Punishment of Sexual Harassment, and its Regulations, approved by Supreme Decree No. 014-2019-MIMP.

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Evidence

- Witness statements
- Public and/or private documents
- Audio recordings, emails, videos, text messages, photographs, objects, or others.
- Psychological and forensic psychiatric assessments, graphology, biological and chemical analyses, among others.
- Any other appropriate means.

VI. Protective measures for the victim

I request that the following protective measures be granted to me (mark with an X):

1. Rotation or change of location of the alleged harasser
2. Temporary suspension of the alleged harasser
3. Rotation or change of location of the victim, provided that they have requested it
4. Restraining order prohibiting the perpetrator from approaching or coming into close proximity to the victim or their family environment, or from communicating with them in any way
5. Medical, physical, and mental or psychological care
6. Other protective measures (specify)

In view of the foregoing, I REQUEST that this complaint be processed in accordance with the procedure established by Law No. 27942, Law on the Prevention and Punishment of Sexual Harassment, and its Regulations, approved by Supreme Decree No. 014-2019-MIMP.

Sincerely,

Last name and first name:

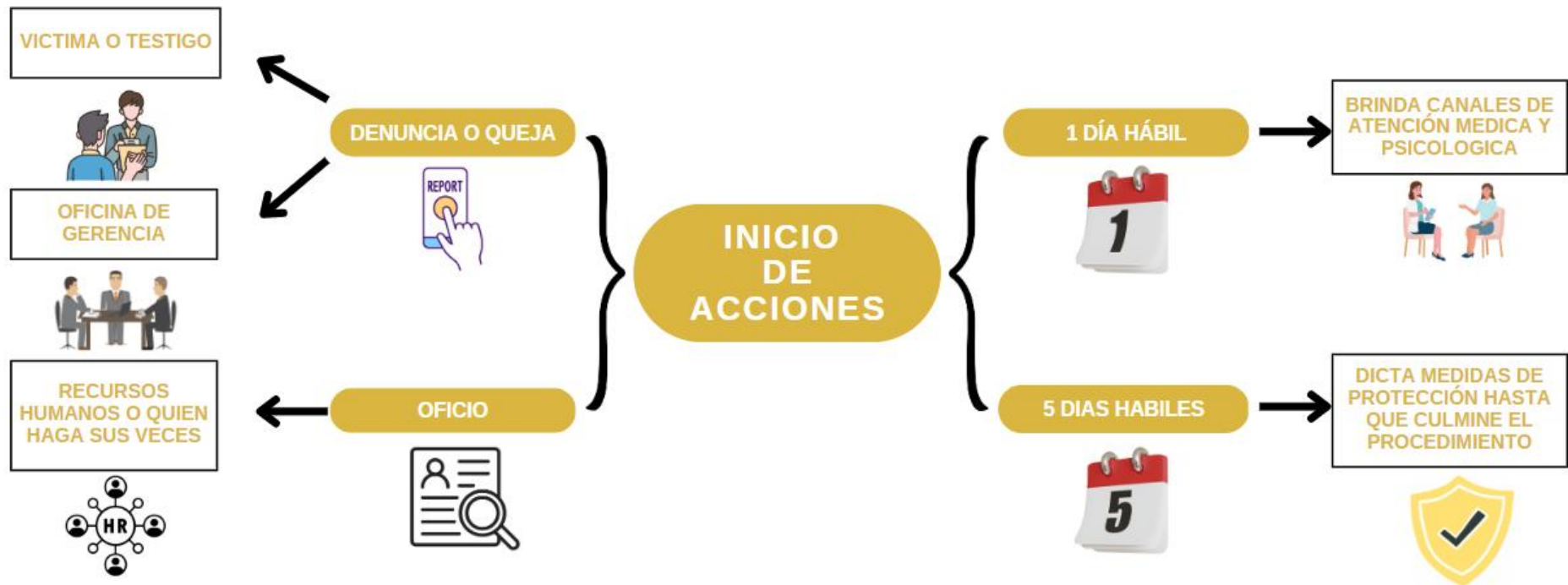
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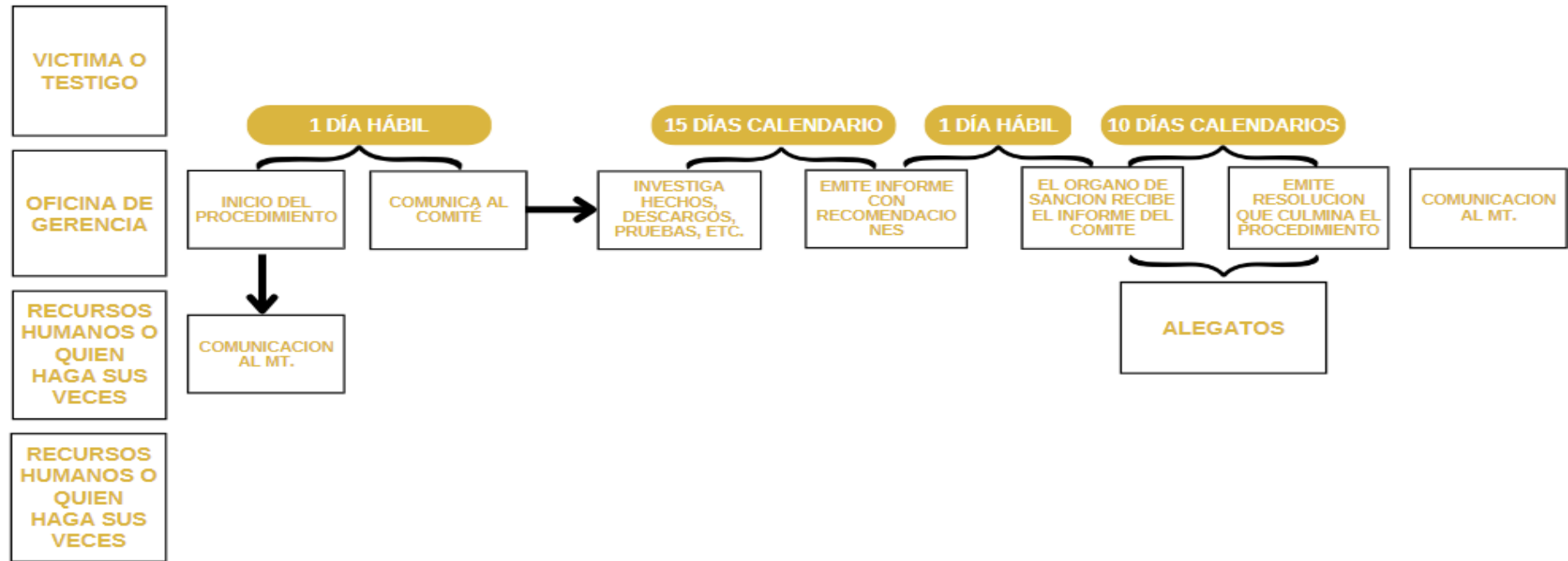
PROTECTION STAGE

ANNEX 2



INVESTIGATION AND DECISION/SANCTION STAGE

ANNEX 3



MT. Ministerio de Trabajo.