

Environmental and Social Action Plan (ESAP)

| No. | Action | Deliverables | Date of compliance |
|--|--|---|--|
| PS 1: Assessment and Management of Environmental and Social Risks and Impacts | | | |
| 1.1 | Document and approve TIA's Environmental and Social Management System according to current requirements and initiatives: Planning, Organization, Identification of Risks and Impacts, Implementation of Environmental and Social Control Measures, Human Development, Emergency Preparedness and Response. Furthermore, complementing and defining how ESMS monitoring and evaluation is executed. | Manual of the Tia's Environmental and Social Management System | December 2020 |
| 1.2 | Management preparation and approval of the Tía Sustainability Policy, defining environmental and social objectives and principles that guide the company. | 1. Environmental and social sustainability policy approved 2. Records of socialization of the policy with Tía's collaborators. | June 2020 |
| 1.3 | Defining performance indicators that will be used to monitor the implementation of Tía's ESMS | 1. Matrix consolidating TIA's ESMS indicators | December 2020 |
| 1.4 | Completing 100% of environmental registers of Tía branches with the Ministry of Environment of Ecuador. | Environmental records and Resolutions issued for branches, pending Environmental Registers | December 2020 |
| 1.5 | Update the organization chart of Tía Stores so as to reflect the environmental management and its report line | Updated organization chart | January 2020 |
| 1.6 | Integrating the mechanism for handling complaints and claims in the TIA ESMS | 1. Complaints Protocol 2. Protocol socialization record 3. Statistics of topics attended | 1. Third quarter 2020 2. Third quarter 2020 3. December 2020 and then biannually |
| PS 2: Labor and Working Conditions | | | |
| 2.1 | Review and update human resources Policies and Standards (PRO.000.RRH rev 04 Nov.2006) in order to reflect current practices. | Document of Policies and Standards applied to human resources (PRO.000.HR) reviewed, updated and approved by 2020 | Second Semester 2020 |
| 2.2 | Consolidate Tía's coworker complaints mechanism in alignment with PS2 | 1. Mechanism for handling coworker complaints and claims 2. Socialization of the mechanism among workers 3. Statistics of covered topics | 1. Third quarter 2020 2. Third quarter 2020 3. December 2020 and then semiannually |
| PS 3: Resource Efficiency and Pollution Prevention | | | |
| 3.1 | Licensing process for the use of groundwater from wells in the NDC, including a record of the use of the resource (amount extracted) in the Tía monitoring plans for the CND. | 1. Identification of all the requirements and regulatory entities involved in the licensing process. 2. Licensing application with the competent authority 3. Groundwater use license 4. Resource use quantification | 1. Second quarter 2020 2. Third quarter 2020 3. When issued by the competent authority 4. Second quarter 2020 |
| PS 4: Community Health, Safety and Security | | | |
| 4.1 | Incorporating human rights training for the team in charge of the physical security of Tía facilities. | 1. Updated annual training program 2. Training record in human resources for security personnel | First quarter 2020 |