

Internal regulations of Occupational Health and Safety

2022



CHANGE CONTROL SHEET

N° Version	Date of Validity	Changes	Code
1	15/10/2008	Initial preparation of the document.	MRT
2	26/01/2011	Point D has been updated. Functions and responsibilities of companies that provide services described in chapter V and the supreme decrees that regulate this chapter.	ETM
3	12/12/2013	Updated in accordance with R.M. 050-2013-TR	
4	11/06/2016	Chapter VII Emergency Preparedness and Response. Article 200. Reference is made to Annex 1: Occupational safety and health signs. Article 207. G.3.5. First Aid Kits. Article 209. Reference is made to Annex 2: Customer incident inside Lima and/or Province stores.	
5	29/06/2016	Chapter V. Occupational Health and Safety Standards in the activities of Banco Internacional del Perú S.A. Security measures for Cleaning Activities and Physical Security Services were detailed Chapter VI. Health and Safety Standards in Related Activities. General Safety Measures were added for people with some type of Disability. Law No. 29973 General Law on Persons with Disabilities and its Regulations.	
6	22/06/2016	The numbers were modified since Art. 154. Item 5.5 was inserted in Chapter V. Health and Safety Standards in the Activities of Banco Internacional del Perú S.A. Elevators, rules for the use of people elevators. It was inserted in Chapter VI. the Health and Safety Standards in Services and Related Activities, item 6.9 Other Security Measures.	
7	05/10/2018	No changes made, approved by the Occupational Safety and Health (OSH) Committee according to committee approval No. 007- 2018 dated 05/10/2018	
8	11/11/2019	No changes made, reviewed, and approved by the OSH Committee according to Register No. 019- 2019 of 11/11/2019	
9	05/02/2021	The guidelines for the surveillance, prevention, and control of Covid-19 in the workplace was added in article 48, in accordance with RM 972-2020-MINSA of 11/27/2021. Art. 8 of the Functions of the OSH Committee was updated in accordance with DS 001-2021-TR of 29/01/2021. OSH's recommendations for non-face-to-face work were added.	
10	10/08/2021	The following articles were corrected: Article 1 (f) was corrected because the sentence was broken Articles 43 and 45 were the same, in that way Article 45 was deleted. Articles 155 and 156 were the same, in that way Article 156 was deleted.	

N° Version	Date of Validity	Changes	Code
11	23/03/2022	The following recommendations were added: Article 11 (g) and (h). Article 22 item • Risk due to entrapment/blows with income and/or exit door, opening and closing of high-capacity safety deposit boxes, drawers among others. Article 23(n) and (o). Article 46, guidelines were modified by provisions according to RM 1275-2021-MINSA.	

This review and approval were carried out in compliance with the regulation of Law No. 29783, Occupational Safety and Health Law. Supreme Decree No. 005-2012-TR. Chapter IV of the OSH Committee. Article 42 (b) Approve *The Regulation*.

Last revision and approval were made: 23/03/2022

NOTE: Occupational Safety and Health regulation is in possession of the bank and contain the signatures of the members of the OSH Committee on Safety and Health with approval date 23/03/2022, in accordance with the provisions of Minutes No. 46-2022 of the meeting of the OSH Committee dated 08/03/2022.

TITLE I: INTRODUCTION	
A. EXECUTIVE SUMMARY	5
.....	
TITLE II: OBJECTIVES AND SCOPE	
A. OBJECTIVES	6
.....	
B. SCOPE	6
.....	
TITLE III: LEADERSHIP, COMMITMENT AND HEALTH AND SAFETY POLICY	
A. LEADERSHIP AND COMMITMENT	7
.....	
B. HEALTH AND SAFETY POLICY	7
.....	
TITLE IV: FACULTIES AND OBLIGATIONS	
A. ROLES AND RESPONSABILITIES	8
.....	
B. INTERNAL HEALTH AND SAFETY ORGANIZATION	9
.....	
C. IMPLEMENTATION OF RECORDS AND DOCUMENTATION OF THE MAGEMENT SYSTEM	11
.....	
D. ROLES AND RESPONSABILITIES OF THE COMPANIES THAT PROVIDE SERVICE	11
.....	
TITLE V: HEALTH AND SAFETY STANDARDS IN INTERBANK'S ACTIVITIES	12
.....	
TITLE VI: SAFETY STANDARDS IN SERVICES AND RELATED ACTIVITIES	20
.....	
TITLE VII: EMERGENCY PREPAREDNESS AND RESPONSE	26
.....	
TITLE VIII: ADDITIONAL AND TRANSITIONAL PROVISIONS	34
.....	

Introduction

The Occupational Safety and Health Internal Regulations (from now on, "*The Regulation*") aim to guarantee safety conditions at work, safeguard the life, physical integrity and well-being of Interbank employees.

The topics included in *The Regulation* are described in eight chapters, the first shows an Executive Summary of *The Regulation*, the second chapter refers to the Objectives and Scopes, the third shows everything related to Leadership, Commitment and Health and Safety Policy, the fourth describes the Attributions and Obligations of Interbank, employees and the Committee on Safety and Health at Work, the fifth chapter details the Health and Safety Standards in Interbank's Activities, the sixth the Health and Safety Standards in Services and Related Activities, the seventh Emergency Preparedness and Response, the eighth, the Complementary and Transitory Provisions and, finally, the different headquarters and the characteristics of the safety signs are presented as annexes.

Also, at the beginning of the Document, the Change Control Sheet shows a brief explanation of the modifications that were made in *The Regulation*.

The Occupational Safety and Health Committee is responsible for keeping *The Regulation* updated, managing the approvals regulated therein. The Occupational Safety and Health Committee has the support of the Organizational Development Division for updating and internal sharing.

The Regulation will be enriched with improvements to the processes. If any modification is presented, the Organizational Development Division will update the content.

Finally, *The Regulation* is very important because of the knowledge that provides about Occupational Health and Safety policies. *The Regulation* is owned by Interbank and it should be considered as a confidential document.

A. EXECUTIVE SUMMARY

Interbank belongs to the financial sector and we have different work shifts by function. Our main headquarters are located in a 20th floor building in Carlos Villarán Avenue N° 140 in the Santa Catalina Urbanization – La Victoria District in the City of Lima and covers a built area of 45,000 m². We also have offices and stores in Lima and provinces, detailed in Annex 1.

The Regulation is carried out in compliance with occupational safety and health laws, with the aim of raising awareness about the prevention of accidents and is governed in accordance with the conditions of the Bank, as well as with the requirements and legal requirements.

The Regulation may be subject to review and evaluation, according to the relevant needs.

The Regulation seeks to stimulate and promote awareness of occupational safety and health, protecting the life and health of employees of Interbank as a priority. In this way, the awareness promotion is based on:

- Providing and supervising essential information to respond quickly and adequately to events that involves risks.
- Also, responding quickly and efficiently to any event with the possibility to put in risk life and health, with responsibility, technical and specific methods.
- Teaching employees how to identify risks.

Objectives and Scope

A. OBJECTIVES

- **ARTICLE 1.-** The objectives of this Regulation are:
 - a. Provide and guarantee safety conditions and safeguard the life, physical integrity, and well-being of employees, through the prevention of incidents, work accidents and occupational diseases.
 - b. Promote a culture of occupational risk prevention in all employees, including suppliers and contractors.
 - c. Continue to improve the conditions of safety, health and workplace, seeking to avoid and prevent damage to health, facilities, or processes in the different activities of the Bank, making easy the identification of existing risks, their evaluation, control, and correction.
 - d. Protect Interbank's facilities and assets, seeking to guarantee the source of work and improve productivity.
 - e. Stimulate and promote the development of prevention awareness among employees, including intermediation and outsourcing regimes, training modality and even among those who provide services sporadically in the facilities of BANCO INTERNACIONAL DEL PERÚ S.A. - INTERBANK, with the Occupational Health and Safety Management System.

B. SCOPE

- **ARTICLE 2.-** *The Regulation* considers all the activities, services, and processes that we develop in Interbank in all the headquarters and stores nationwide. In addition, it establishes the functions and responsibilities related to occupational safety and health that must be fulfilled and promoted by all employees, including suppliers and contractors.



Leadership, Commitment and Health and Safety Policy

A. LEADERSHIP AND COMMITMENTS

- **ARTICLE 3.-** Senior management is committed to:
 - a. Lead and provide the resources required to develop the activities in the Bank and for the implementation of the Occupational Health and Safety Management System in order to achieve its success in the prevention of incidents, accidents and occupational diseases.
 - b. Assume responsibility for the prevention of incidents, accidents at work and occupational diseases, encouraging the commitment of each employee through strict compliance with the provisions contained in this regulation.
 - c. Provide the resources necessary to maintain a safe and healthy workplace.
 - d. Establish occupational safety and health programs, defined and measure performance in safety and health carrying out the improvements that are justified.
 - e. Work systematically with practices consistent with Interbank's culture, and with full compliance with occupational safety and health laws and regulations.
 - f. Investigate the causes of workplace accidents, occupational diseases, dangerous incidents, and other incidents; as well as developing preventive actions effectively.
 - g. Promote a prevention culture of occupational risks for which employees will be induced, trained in the safe and productive performance of their work.
 - h. Maintain a high level of preparedness to act in cases of emergency, promoting its integration with the National Civil Defense System.
 - i. Require suppliers and contractors to comply with all applicable occupational health and safety standards.
 - j. Respect and comply with current laws on occupational safety and health.

B. HEALTH AND SAFETY POLICY

- **ARTICLE 4.-** In Interbank we are committed to the general well-being of our employees, that is why we develop and promote programs that contribute to their protection and care, oriented in the identification, control and prevention of risks and dangers, as well as in the training and active participation of our collaborators. Also, complying with the legal requirements of the Occupational Safety and Health System, which are integrated into the bank's management systems. Likewise, constant monitoring allows us to implement continuous improvements in order to continue to adequately ensure the health and well-being of all.



Attributions and Obligations

A. ROLES AND RESPONSABILITIES

1. RELATED TO THE EMPLOYER

- **ARTICLE 5.-** At Interbank we assume responsibility for the organization of the Occupational Health and Safety Management System and we comply with all the obligations established by the Occupational Safety and Health Law and its Regulations. For the above, in Interbank:
 - a. We will be responsible for the prevention and conservation of the workplace ensuring that it is built, equipped and directed in a way that provides adequate protection to all employees, against accidents that affect their life, health and physical integrity.
 - b. We will train employees, suppliers and contractors (so that the employee knows in a reliable way the risks to which he is exposed and the prevention and protection measures that he must adopt or demand from the employer), adopting the necessary measures to avoid accidents or occupational diseases.
 - c. We will develop awareness-raising, and training aimed at encouraging compliance with occupational health and safety standards by employees. The trainings will be carried out within the working day, without implying any costs for the employees.
 - d. We will provide employees with the necessary personal protective equipment according to the activity they carry out and will provide the machinery with guards and control devices necessary to avoid accidents.
 - e. We will promote a culture of risk prevention at work in the all levels.
 - f. We will provide the facilities and adopt the appropriate measures to ensure the effective functioning of the Occupational Safety and Health Committee, and we will provide the authority it requires to carry out its functions.
 - g. We will guarantee compliance with the agreements adopted by the Occupational Safety and Health Committee, in accordance with the provisions of article 54 of the regulation of the Occupational Safety and Health Law.
 - h. We will develop training actions for the Collaborators of the Bank's security brigades (Evacuation, Fire and First Aid).
 - i. We will communicate accidents to the respective entities in accordance with the current legal framework.

2. RELATED TO COLLABORATORS

- **ARTICLE 6.-** In application of the principle of prevention, all employees are obliged to comply with the rules contained in *The Regulation* and other complementary provisions, including suppliers and contractors. In that sense, the employees:
 - a. Shall make appropriate use of all safeguards, safety devices and other means provided in accordance with the provisions of *The Regulation*, for the protection of employees and third parties. They shall also comply with all work-related safety instructions appropriate or approved by the competent authority.
 - b. Must inform their immediate boss, and these in turn to the Higher Instance, of the accidents and incidents occurred, majors or minors.
 - c. They shall refrain from intervening, modifying, moving, damaging, or destroying the security devices intended for their protection and that of third parties; likewise, they will not modify the methods or procedures adopted by the company, public or private entity.
 - d. Maintain conditions of order and cleanliness in all places and activities.
 - e. They will undergo the medical examinations which are mandatory by rule, provided that the confidentiality of the medical act is guaranteed.

f. They will be prohibited from making jokes that endanger the life of another collaborator and third parties, rough games and, under no circumstances, working under the influence of alcohol or narcotics.

• **ARTICLE 7.- Sanctions:**

- a. Collaborators who generate conditions against safety standards, as well as, contrary to what is expressed in *The Regulation*, will be subject to the respective admonitions. Being applicable, so as not to generate any unwanted event that affects the safety and health of employees.
- b. Will be sanctioned any collaborator who damage, lose or harm, either by action or omission, any safety and hygiene system or implement or any machine or work implement.
- c. Those Collaborators who disable or lose their personal protective equipment due to misuse or proven negligence, will be deducted the cost of those.
- d. The employees who don't comply *The Regulation* will be sanctioned with those sanctions provided by our Internal Labor Regulations and the current labor law.

B. INTERNAL OCCUPATIONAL SAFETY AND HEALTH ORGANIZATION

1. ROLES AND RESPONSABILITIES OF THE COMMITTEE ON SAFETY AND HEALTH AT WORK

- **ARTICLE 8.-** Interbank will have an Occupational Safety and Health Committee. Any meeting, event, agreement and dates of compliance of the Occupational Safety and Health Committee will be recorded in a Book of Minutes, exclusively intended for this purpose.

The Occupational Safety and Health Committee shall have the following functions:

- a. Know the documents and reports referring to the working conditions that are necessary for the fulfillment of their functions, as well as those coming from the activity of the occupational safety and health service.
- b. Approve and monitor compliance with *The Regulation* and the Annual Plan for Occupational Safety and Health, prepared by Interbank.
- c. Know, approve and monitor compliance with the Annual Program for Occupational Safety and Health, the Annual Program of the Occupational Health and Safety Service and the Annual Training Program in Occupational Safety and Health.
- d. Participate in the development, approval, implementation and evaluation of policies, plans and programs for the promotion of occupational safety and health, the prevention of occupational accidents and diseases.
- e. Promote that at the beginning of the employment relationship employees receive inductions and training on the prevention of occupational risks present in the workplace.
- f. Monitor compliance with legislation, internal standards and technical specifications of work related to Occupational Safety and Health.
- g. Inform and aware to employees about *The Regulation*, instructions, technical specifications of work, notices and other written or graphic documents related to the prevention of risks in the workplace.
- h. Promote the commitment, collaboration and active participation of employees in the prevention of risk in the workplace.
- i. Carry out periodic inspections of the workplace and its facilities, machinery and equipment, in order to strengthen preventive management.
- j. Consider the circumstances and investigate the causes of all incidents, accidents and occupational diseases that occur in the workplace, issuing the respective recommendations to avoid that these events happen again.
- k. Verify compliance and effectiveness of its recommendations to avoid the occurrence of the same accidents or occupational diseases.
- l. Make appropriate recommendations for the improvement of working conditions.
- m. Review monthly statistics on incidents, accidents and occupational diseases that occur in the workplace, whose record and evaluation are constantly updated by Interbank's occupational health and safety unit.
- n. Collaborate with medical and first aid services.
- o. Supervise occupational health and safety services and Interbank's assistance and advice to employees.
- p. Report the following information to Interbank's General Management:
 - The fatal accident or dangerous incident, immediately.
 - The investigation of each fatal accident and corrective measures taken within ten (10) days of its occurrence.
 - The activities of the Safety and Health at Work Committee with statistics on occupational accidents,

incidents and diseases, quarterly.

- q. Keep track of compliance with the agreements recorded in the Minutes Book.
- r. Meet monthly on an ordinary basis to analyze and evaluate the progress of the objectives established in the annual program, and in an extraordinary way to analyze accidents that are serious or when circumstances require it.

The Occupational Safety and Health Committee shall have the following responsibilities:

- a. Carry out its functions subject to the provisions of the Occupational Safety and Health Law and its Regulations, not being empowered to carry out activities for purposes other than the prevention and protection of safety and health.
- b. Coordinate and support the activities of the Subcommittees or the Occupational Safety and Health Committee, if it's applicable.
- c. Carry out its activities in coordination with the Occupational Safety and Health Service; if it exists, but with the persons responsible designated in each headquarters and / or area as applicable.
- d. Write an annual summary report of the work carried out.
- e. Collaborate with the Labor Inspectors of the Competent Authority or authorized auditors when carrying out inspections of the Bank.
- f. Promote the participation of Collaborators and their training, with a view to achieving a preventive culture of Occupational Safety and Health and promoting the resolution of safety and health problems generated at work.
- g. Request advice from the competent authority of Occupational Safety and Health, address problems related to the prevention of risks at work within the Bank, in accordance with current legal provisions.
- h. Ensure that all new employees receive appropriate safety training, instruction, and guidance.

2. ORGANIZATIONAL CHART OF THE COMMITTEE

- **ARTICLE 9.-** The organizational chart is the graphic representation of the organizational structure of the Bank's Occupational Safety and Health Committee, it will serve for the study and analysis of the organization in terms of safety and health, as well as to foresee and implement possible changes. Interbank will adopt the following functional organizational chart for the Committee:
 - President
 - Secretary
 - Members

A. ANNUAL OCCUPATIONAL SAFETY AND HEALTH PROGRAMME

- **ARTICLE 10.-** The Annual Programme for Occupational Safety and Health is the set of prevention activities in occupational safety and health that Interbank establishes to be implemented over a year and must be approved by the Occupational Safety and Health Committee. It is part of the documentation of the Occupational Health and Safety Management System that Interbank must exhibit and is the one who assumes the leadership for the fulfillment of this program.

B. RISKS MAP

- **ARTICLE 11.-** The Hazard Map is a map of working conditions to identify, locate, control, track and represent in graphic form, the agents that generate risks that cause accidents, dangerous incidents, other incidents, and occupational diseases at work.

The significant occupational safety and health risks found at Interbank are the following:

- a. Dysergonomic risks of hyperextension of muscles and repetitive movements, in all offices where administrative work is performed that uses data display screens and mice constantly.
- b. Risk of assault due to robberies, assaults in offices and / or headquarters where cash is handled.
- c. Risk of fire of electrical origin.
- d. Risk of injury from the use of hand tools
- e. Risk of injury to the auditory system from exposure to noise.
- f. Risk of falls at different levels (head trauma, spinal cord trauma, contusions).
- g. Risk of stress due to: workload, family issues.
- h. Risk due to entrapment/knocking with entrance and/or exit door, opening and closing of high-capacity safes, drawers among others.

C. IMPLEMENTATION OF MANAGEMENT SYSTEM'S REGISTRATIONS AND DOCUMENTATION

- **ARTICLE 12.-** For the evaluation and evidence of the Occupational Health and Safety Management System, Interbank shall have the following records:
 - a. Record of occupational accidents, occupational diseases, dangerous incidents and other incidents, including investigation and corrective action.
 - b. Record of occupational and other medical examinations.
 - c. Recording of monitoring of physical, chemical, biological, psychosocial agents and dysergonomic risk factors.
 - d. Register of internal occupational safety and health inspections.
 - e. Register of Occupational Safety and Health Statistics.
 - f. Registration of Safety or Emergency Equipment.
 - g. Registration of Induction, Training and Training and Emergency Drills.
 - h. Audit Log.

- **ARTICLE 13.-** The registers must contain the minimum information established by R.M. 050-2013-TR.

D. ROLES AND RESPONSABILITIES OF PROVIDING COMPANIES

- **ARTICLE 14.-** Contractors, subcontractors, special service companies, labor intermediation companies and cooperatives of collaborators must guarantee:
 - a. The safety and health of the collaborators who are in the place where they were assigned. This will be done through the management and prevention of occupational risks particular to the activity they carry out.
 - b. The contracting of insurance in accordance with the current rules during the execution of the work. Especially for those who perform high-risk jobs (work at height, in confined spaces, in hot, critical lifting and others that condition that employees are exposed to highly probable risks and high severity of damage to their physical integrity and health in general.)
 - c. Compliance with occupational health and safety regulations.
 - d. Report within 48 hours in case of accident or dangerous incident to the Ministry of Labor and Employment Promotion, in accordance with the provisions of *The Regulation* of Law No. 29783, Occupational Safety and Health Law, DS No. 005-2012-TR.
 - e. In the same way, in the event of an accident or dangerous incident, these must be communicated officially and within the same period (48 hours) to the security officer and / or maximum representative of the headquarters and / or Interbank office where the events occurred. Likewise, the accident or dangerous incident investigation report must be delivered within a maximum period of 48 hours to the security officer and / or maximum representative of the headquarters and / or Interbank office where the events occurred.
 - f. Others relevant to the aspects of safety and health at work that apply to any aspect of Occupational Safety and Health that is established in the contract with services.
 - g. The supervision in the matters of safety and health during the development of its activities will oversee a designated supervisor of the same company, who will oversee keeping the Interbank staff informed, regarding any news regarding the safety and health of the collaborators while they are providing services to the Interbank.

- **ARTICLE 15.-** The Supervisor appointed by the third-party company shall be responsible for ensuring that employees correctly use safety and personal protective equipment in all circumstances where this is necessary. When they have doubts about the need to use or not to use safety or personal protective equipment, they must act by demanding their use.

- **ARTICLE 16.-** The Supervisor appointed by the third undertaking shall be aware of the safe arrangements and methods for carrying out all the activities carried out under his command.

- **ARTICLE 17.-** In general, every employee must inform his Supervisor / Immediate Superior boss of any dangerous conditions that are in his place of work.

- **ARTICLE 18.-** The Supervisor appointed by the third-party company must instruct his collaborators on the correct procedure to carry out work, explaining in detail the risks that exist and the precautions that must be taken to carry it out safely.

- **ARTICLE 19.-** The Supervisor appointed by the third-party company in charge of equipment in general must verify by means of a personal inspection that said equipment is completely safe to be able to carry out repair and maintenance work.

- **ARTICLE 20.-** The Supervisor appointed by the third company has a special responsibility regarding the prevention of accidents, since he directs the work to be carried out, ordering the work of his collaborators, selecting the materials to be used and supervising the procedures and rules that must be followed to carry out the work efficiently and safely.
- **ARTICLE 21.-** The Supervisor appointed by the third-party undertaking shall ensure that he has been understood and that his instructions have been complied with.
- **ARTICLE 22.-** When a new employee joins a working group (even if he is transferred on a temporary basis), the Supervisor appointed by the third-party company must explain in detail the safety rules and practices that must be observed at Interbank's facilities.

TITLE V:

Health and Safety Standards in Interbank's activities

The main associated risks are as follows:

Occupational hygiene:

- Ergonomic risk due to improper working posture: musculoskeletal injuries. Improper use of data display screens: eye strain.
- Psychosocial risk from decision-making under pressure in case of unwanted events: stress, anxiety, etc.
- Biological risk from exposure microorganisms, such as bacteria, viruses.

Occupational safety:

- Risk of contact with sharp parts: cuts.
 - Risk of electrical contact by electrical cables: electrical burns.
 - Risk of falls at the same level and/or at different levels: bumps, bruises.
 - Risks of earthquake or another unwanted event.
 - Risk due to entrapment/knocking with entrance and/or exit door, opening and closing of high-capacity safes, drawers among others.
- **ARTICLE 23.-** Collaborators must:
 - a. Do not sit at the ends of desks.
 - b. Keep desk drawers closed when not in use.
 - c. Maintain orderly conditions, lift objects off the ground to avoid possible slips and keep floors clean.
 - d. Do not recharge outlets.
 - e. At the end of daily tasks, you should leave off all equipment that uses electrical energy, such as calculators, computers, fans, etc.
 - f. Do not store food on desks.
 - g. Report any unsafe conditions that exist in your office.
 - h. Correctly use the equipment or safety devices, as well as machines that are available to the Collaborators.
 - i. Correctly use electrical and electronic equipment such as stairs, elevators or accesses.
 - j. Areas where materials or files are stored should be kept in optimal conditions of order and cleanliness.
 - k. For the lifting of any manual load, they must follow the following procedure:
 - Stand in front of the load.
 - Make a squat position.
 - Hold the load firmly with both hands.
 - Use the strength of the muscles of the arms and legs to lift the load, never with the back.
 - l. In all work environments the waste of the administrative tasks or offices will be disposed of in the designated bins for subsequent disposal.

- m. Smoking will be strictly prohibited in offices and warehouses or archives.
- n. Opening and/or closing doors gently to avoid bumps, finger entrapment.
- o. Opening and/or closing high-capacity vault doors: Act with caution to avoid serious injury to the fingers or other part of the body. Follow the recommendations below:
 - Do not put any material on top of the safe.
 - Check that there are no objects on the floor, to avoid tripping falls. Withdraw if any
 - Verify that in front of the door of the safe there are no objects that hinder its opening and / or closing.
 - Open the door avoiding sharp pulls to prevent it from hitting your limbs or hitting walls or other nearby objects.
 - To withdraw the money do not make sudden forward movements with the body or head.
 - When removing or putting the trays out of the box do it carefully to avoid injuries to hands and fingers.
 - Keep your lower and upper limbs out of closing point located between the box frame and the door.
 - Close the door avoiding throwing it with excessive force.
- **ARTICLE 24.-** Employees and customers who enter Interbank must comply with the following security measures:
 - a. Any person who enters or leaves any Interbank headquarters or store carrying suitcases, briefcases, or packages, is obliged to show the contents of this to the surveillance personnel, as long as they request it, to verify that they are not entering dangerous products and / or removing property of the Bank.
 - b. Surveillance personnel can hold any item that violates Interbank's rules and security.
 - c. Any interbank or private vehicle entering or leaving the premises will be inspected by surveillance personnel.
 - d. It is strictly forbidden the entry of people in an ethyl state, under the influence of drugs or hallucinogenic substances.
 - e. Any person who is not an employee of Interbank is obliged to identify himself with an identity document (DNI, driver's license, photocheck, etc.) before the surveillance personnel at his or her request, before entering the Banco.
 - f. Interbank contributors must carry their photocheck in a visible place.
- **ARTICLE 25.-** Employees who discover defects or dangerous conditions in the Bank's facilities, in its structure, machinery, installation, tools or any other accessory, must immediately inform the supervision of the area.

FIELDWORK

When employees visit clients or carrying out field work, must take the necessary precautions such as:

- a. Be attentive and vigilant of everything that happens around you, so you can capture the danger signs; avoid crowds, do not put resistance in case of theft.
- b. Park in demarcated locations for vehicles.
- c. In case you have an emergency or accident during your visit to clients, contact the supervisor or boss immediately and report what happened.
- d. Drive your vehicle following the traffic signs and traffic regulations.
- e. In case of moving by visits on public transport, always stay focused, do not travel on the stirrup, and pay attention when getting on and off the vehicle.
- f. Place yourself in safe areas in case of an earthquake.

PARKING

- a. Respect safety and traffic sign indications.
- b. Park in demarcated locations for vehicles.
- c. No stations in front of emergency response equipment such as stretchers, fire extinguishers, hydrants.
- d. Avoid annoying noises in the parking lot such as alarm sounds and/or horns.
- e. Do not leave the parked vehicle on due to the danger of gas generation.
- f. Do not exceed the speed of 10 km / h in the displacement of the company's facilities.

PHYSICAL AND/OR VERBAL AGGRESSION

- **ARTICLE 26.-** In the event of physical or verbal aggression, follow the instructions:
 - a. Stay calm, try to contain the situation: do not respond to verbal aggressions or provocations. Try to redirect the situation by looking for points of agreement.
 - b. Keep a safe distance: try to establish an adequate safety distance (between the possible aggressor and the possible victim).
 - c. Place yourself near the exit door, which allows you to flee if necessary. Do not put any obstacles in the way to the exit door to ensure escape.
 - d. Ask for help or stay accompanied or accompanied to minimize the situation of violence, and act as witnesses to the facts if necessary.

- e. Interrupt the activity, if the situation is not controlled, or the collaborator is not in a position to resume it with sufficient security guarantees.
 - f. Communicate by the available means (cell phone, radio, etc.) with an immediate supervisor or someone who can go to the place and / or go to him in the event of the aggression. Provides accurate data regarding situation and location.
- **ARTICLE 27.-** If the aggression occurs, it must be reported immediately to Interbank staff. If the collaborator product of the aggression would have suffered personal injuries that require major attention to first aid, he must be immediately transferred to the nearest health center for prompt attention.
 - **ARTICLE 28.-** Regarding the investigation of the incident or accident, the company providing the service will comply with the obligations previously established in article 14, (Functions and responsibilities of the companies that provide services) of *The Regulation*.

ASSAULTS AND ROBBERIES

- **ARTICLE 29.-** Security personnel must be constantly properly trained in this eventuality. Records evidencing the training will be presented periodically to Interbank representatives.
- **ARTICLE 30.-** Regarding the risk of physical and/verbal aggression, robbery and assault, the general recommendations established in articles 26 and 27 of *The Regulation* must be followed.

OCCUPATIONAL HEALTH AND SAFETY RECOMMENDATIONS FOR FACILITIES NOT CONTROLLED BY THE EMPLOYER (REMOTE, TELEWORKING, REMOTE WORK AND/OR OTHER MODALITIES)

- **ARTICLE 31.-** Employees who are working in the modality of remote work, teleworking and / or other work modalities must comply with the following recommendations of safety and health at work:
 - a. Maintain order and cleanliness in the workplace and in the entrance and exit routes.
 - b. Wash and disinfect your hands after having contact with contaminating substances and/or materials and/or money, before and after eating, using toilets. This hand washing should last no less than 20 seconds.
 - c. Do not place near the edges of the desk or tables: telephones, machines, tools, and office equipment.
 - d. Check the good condition of the electrical connections, disconnect the electrical equipment before trying to clean them. Don't saturate electrical connections.
 - e. Do not clean machines with flammable liquids.
 - f. Don't lean back on chairs.
 - g. The collaborator is responsible for the care of the goods and resources that are entrusted to him for the development of his work.
 - h. Respect all occupational safety and health provisions that Interbank establishes in order to ensure safe work and health protection inside and outside the Bank, and in your home, until determined by the Government and Interbank.
 - i. Use the right work furniture.
 - j. The data display screen must be aligned in front of the user and the top edge of the screen aligned at eye level.
 - k. Workplace must be illuminated and ventilated.
 - l. Maintain social isolation.
 - m. Inform Interbank of any health problems or accidents that occur.



2. IDENTIFIED RISKS AND FACILITIES HYGIENE

CONTROL OF ENVIRONMENTAL AGENTS

- **ARTICLE 32.-** In relation to ventilation in work rooms, adequate atmospheric conditions shall be maintained by natural and artificial means to avoid inefficient air supply, contained or stale air, harmful currents, etc. Artificial ventilation systems must be maintained on a regular basis.
- **ARTICLE 33.-** All workplaces and in general the interior spaces of Interbank will be provided with artificial lighting when the natural one is insufficient.
- **ARTICLE 34.-** Artificial lighting shall have a uniform, adequate and distributed intensity so that each machine, equipment, workbench, or place where work is carried out are separately illuminated and, in any case, that they do not cast shadows or produce glare or injury in the sight of the collaborators cause appreciable changes in temperature.
- **ARTICLE 35.-** In all places where people work or transit, in case of emergencies, there will be during the time they are in use, adequate natural or artificial lighting, or both appropriate for the operations and for the type of work that is executed, in accordance with the provisions of R.M. N°375-2008-TR.
- **ARTICLE 36.-** Lighting will be intensified in dangerous places, traffic with risk of falls, stairs and emergency exits.
- **ARTICLE 37.-** Interior premises should be painted in light tones or preferably finished in matt in contrast to the color of the furniture and equipment used to reduce the risk of eye strain.
- **ARTICLE 38.-** Periodic maintenance and cleaning of lighting equipment (lamps, spotlights, etc.) will be carried out.)
- **ARTICLE 39.-** The use of light sources that produce oscillations in the emission of luminous flux is prohibited.
- **ARTICLE 40.-** The temperature directly influences the well-being, comfort, performance, and safety of the Collaborator, so the respective actions must be measured, evaluated and taken in all the facilities that merit.
- **ARTICLE 41.-** If the temperature control at the source is insufficient, the workspace must be conditioned by ventilation, air conditioning, etc.
- **ARTICLE 42.-** When for work reasons the collaborator is exposed to annoying noises that may affect him, or the limits established by R.M. N°375-2008-TR are not complied with. The following recommendations will be followed:
 - Eliminate or reduce noise at its source.
 - Isolate noisy operations.
 - Wear hearing protection equipment.

RISK CONTROL

- **ARTICLE 43.-** Regarding the dysergonomic risks related to inappropriate positions due to the improper use of furniture, at Interbank we will adopt preventive measures related to improving the space of the same, and to the training of employees in ergonomic criteria, such as body movements and appropriate postures.

- **ARTICLE 44.-** Regarding the dysergonomic risks related to repetitive movements, preventive measures will be adopted when training personnel to perform exercises during their working day that prevent this type of injury.
- **ARTICLE 45.-** Regarding the psychological risk of stress, staff will be trained in stress management techniques.
- **ARTICLE 46.-** In relation to the biological risks of allergies or contagion, hygiene measures of computer equipment, floors, carpets will be maintained constantly. In Interbank we comply with the applicable legal regulations for the prevention of biological risk by applying the following guidelines of the Plan for the Surveillance, prevention, and control of COVID-19 in the workplace, which are the following:
 - Provision 1: Ensure ventilation in workplaces.
 - Provision 2: Assessment of the worker's health condition prior to returning to the workplace.
 - Provision 3: Hand washing or disinfection points.
 - Provision 4: Raising awareness of the prevention of contagion in the workplace.
 - Provision 5: Preventive measures of collective application.
 - Provision 6: Personal protection measures.
 - Provision 7: Surveillance of worker health in the context of COVID-19.
- **ARTICLE 47.-** A program of fumigation and disinfection of workspaces will be available to eliminate, among others, chemical agents such as bacteria, fungi and parasites that cause dermatitis.
- **ARTICLE 48.-** Regarding mechanical risks, order and cleaning measures will be promoted within all facilities, as well as it will be promoted that the cables are channeled, the stairs and passages do not have a slippery surface that could cause accidents to the collaborators.
- **ARTICLE 49.-** Places of transit shall be free from damage or obstruction which constitutes a risk of tripping.
- **ARTICLE 50.-** Regarding the risk of illicit acts, such as robbery, assault, employees will be trained for the response and appropriate behaviors in these cases. The general recommendations are as follows:
 - Report the fact to the Control Center as quickly as possible.
 - Once the emergency is confirmed, the Control Center will initiate a response operation giving notice to the authorities.
 - Do not take risks with reckless attitudes, wait for the response of the emergency operation.
 - Once the emergency is over, provide all possible details that will help the investigation of the case.
- **ARTICLE 51.-** All work areas, yards, stairs, corridors, and floors will be kept clean and free of obstacles that hinder free movement and / or could represent a fire hazard.

WELLNESS AND OTHER SERVICES

Adequate and separate hygienic services will be provided for each sex, the minimum relationship that will be maintained between the number of collaborators and hygienic services will be:

Employees	Men	Women	Mixed
1 a 6			1L, 1u, 1 I
7 a 20	1L, 1u, 1 I	1L, 1 I	
Employees	Men	Women	Mixed
21 a 60	2L, 2u, 2 I	2L, 2 I	
61 a 150	3 L, 3 u, 3 I	3L, 3 I	
For every additional 60	1L, 1u, 1 I	1L, 1 I	

Legend: L: Sink. U: urinal I: toilet

- **ARTICLE 52.-** The hygienic services must be always kept in a good state of cleanliness and conservation, being the obligation of all employees to contribute to it.
- **ARTICLE 53.-** It is forbidden to scratch or draw on the walls, doors, separators of hygienic services.
- **ARTICLE 54.-** Smoking is prohibited on interbank premises.
- **ARTICLE 55.-** Employees are obliged to comply with the sanitary practices that Interbank recommends for the protection of health.

- **ARTICLE 56.-** All collaborators are obliged to take care of the conservation of the notices, signs or other means of dissemination that are placed for the dissemination of hygiene and safety practices.

3. FACILITIES CONSERVATION

WATER FACILITIES

- **ARTICLE 57.-** Cold water sanitary installations must be designed in such a way as to present and preserve the potability of the water and to ensure its supply without noise in sufficient quantities and pressure at the points of consumption.
- **ARTICLE 58.-** Tanks must be satin (cleaned and disinfected) at least every 6 months.
- **ARTICLE 59.-** Water network pipes shall be of only the following materials, cast iron, galvanized iron, steel, copper, bronze, or PVC.

OPENINGS IN FLOORS AND WALLS

- **ARTICLE 60.-** The openings for stairs will be protected on all exposed sides, except the entrance to them, by means of permanent railings.
- **ARTICLE 61.-** Any other opening in the floors through which a person may accidentally transit will be protected by permanent railings.

STAIRS, FIXED STAIRS, AND PLATFORMS

- **ARTICLE 62.-** Under normal conditions the floors, steps and landings will not be slippery or built with materials that due to use become so. On stairs where slips may be especially dangerous, non-slip surfaces will be placed.

4. SAFETY CONDITIONS IN CIVILIAN FACILITIES

- **ARTICLE 63.-** All permanent or temporary buildings shall be a safe and firm construction, to avoid the risk of collapse and shall meet at least the requirements laid down in the building regulations or the respective technical standards.
- **ARTICLE 64.-** The roofs will have sufficient resistance to normal rain and wind conditions, according to the weather conditions of the location and as much as necessary to withstand the suspension of loads.
- **ARTICLE 65.-** The foundations and floors will have sufficient strength to safely support the loads for which they have been calculated and are not overloaded.
- **ARTICLE 66.-** The safety factors corresponding to the materials used in the structure shall at least correspond to those determined by the country's building regulations, or the respective technical standards, considering the static or dynamic nature of the load to which they are subjected.

ELEVATORS

ARTICLE 67.- Lifts must be sufficiently sturdy and secure and shall bear in a conspicuously visible form an indication of the maximum capacity they can withstand.

All parts of the structure, machinery and equipment of the elevators will be:

- Made of a solid design and construction and of adequate resistance and without defects;
- Kept in good repair and working condition;
- Subject to an obligatory safety procedure and will have all the accessories and regulatory safeguards;
- Installed with safety mechanisms operating in combination with the speed regulator;
- Inspected at regular intervals prescribed by regulations.

5. PREVENTION AND PROTECTION AGAINST RISKS

ELECTRICAL. SPECIFIC INSTALLATION CONDITIONS

- **ARTICLE 68.-** Electrical installations must be constructed, installed, and preserved in such a way as to prevent

both the danger of contact with the voltage elements and the risk of fire.

- **ARTICLE 69.-** Thread-type lamp holders for electric lamps shall be constructed in such a way that no metal element or tension belonging to the lamp holder or to the bulb itself is exposed.
- **ARTICLE 70.-** The cable edges used in arc welding circuits shall be carefully insulated at the end of the current supply and the outer surface of the electrode edge shall be insulated as much as possible.
- **ARTICLE 71.-** In electrical installations electrical conductors must be properly wired, those conductors that pose a danger of short circuit or risk of electric shock, due to their deterioration must be immediately replaced or corrected.
- **ARTICLE 72.-** When structural repairs, extensions or painting works are carried out, the electrical power in the area must be cut and the necessary measures must be taken for the protection of the Collaborators who are working in the vicinity of the voltage equipment.
- **ARTICLE 73.-** Electrical energy may only be obtained from outlets located for this purpose, adequate plugs, solid and insulated, being strictly prohibited to make connections directly from the distribution boards, general keys and / or use loose wires for such connections.
- **ARTICLE 74.-** Only authorized persons will have access to distribution boards, control panels and/or fuses that have drivers exposed.

6. ACCIDENTS AT WORK

ACCIDENT CAUSES

- **ARTICLE 75.-** According to DS No. 005-2012-TR, the following definitions are considered:

Work Accident: Any sudden event that, due to work produces an organic injury, a functional disturbance, a disability, or the death of the employee. An accident at work is also considered to be one that occurs during the execution of tasks ordered by the employer, or during the execution of a work under its authority, even outside the place and hours of work. Depending on their severity, work accidents with personal injuries can be categorized as:

- a. **Minor Accident:** Event whose injury, because of medical evaluation, generates in the injured person a short rest with maximum return the next day to their usual tasks.
- b. **Disabling Accident:** An event whose injury, because of medical evaluation, results in rest, excused absence from work, and treatment. The day of the accident will not be considered. Depending on the degree of disability, work accidents can be:
 - **Temporary Total:** When the injury generates in the collaborator the impossibility of using his organism. Medical treatment will be given until full recovery.
 - **Permanent Partial:** When the injury generates in the collaborator the partial loss or functions of a member or organ.
 - **Permanent Total:** When the injury generates in the collaborator the total anatomical or functional loss of a limb or organ. It is considered from the loss of the little finger.
- c. **Fatal Accident:** Event whose injuries cause the death of the collaborator. To the statistics, the date of death must be considered.

FACTORS IN ACCIDENTS CAUSES

- **ARTICLE 76.-** According to DS No. 005-2013-TR, the causes that cause accidents can be of the following two types:
 - a. **Lack of control:** These are failures, absences, or administrative weaknesses in the conduct of the employer or service and in the supervision of measures to protect safety and health at work.
 - b. **Basic Causes:** Referring to personal factors and work factors:
 - **Personal Factors:** Referred to limitations in experiences, phobias and tensions present in the collaborator.
 - **Work Factors:** Related to work, conditions and working environment: organization, methods, rhythms, work shifts, machinery, equipment, materials, safety devices, maintenance systems,

environment, procedures, communication, among others.

c. Immediate Causes. - Are those due to acts and conditions below standards.

- Substandard conditions: It is any condition in the workplace that can cause an accident.
- Substandard acts: It is any incorrect action or practice done by the collaborator that can cause an accident.

ACCIDENT INVESTIGATION. FUNDAMENTALS

- **ARTICLE 77.-** The investigation of accidents and incidents, as defined in DS No. 005-2012-TR, is the process of identifying the factors, elements, circumstances, and critical points that cause accidents and incidents. The purpose of the investigation is to reveal the causality network and thus take corrective actions and prevent the recurrence of these.
- **ARTICLE 78.-** Accidents or incidents that cause or do not cause injuries to the employee will be investigated and will oversee the Occupational Safety and Health Committee.
- **ARTICLE 79.-** In the case of incidents, accidents to third parties, the designated representative of your company must carry out the corresponding investigation for which the Interbank staff will provide the necessary facilities. A copy of the accident or incident report must be delivered to Interbank within a maximum period of 48 hours from the occurrence.
- **ARTICLE 80.-** The subsequent analysis of incidents, accidents to provide the necessary information for the training of employees, highlighting the elements to dangerous areas and indicating the precautions to be taken, as well as the specific protection required by each operation.

NOTIFICATION OF ACCIDENTS GROUNDS

- **ARTICLE 81.-** The notification of accidents that cause temporary or permanent disability to the collaborator, as well as damage to the assets of Interbank, will be made for the purposes of knowledge of the competent official authorities in accordance with the provisions of D.S 005-2012-TR and the executives of Interbank, so that corrective measures are taken to prevent it from being repeated and proceed in accordance with the legal regulations regarding the compensation of the collaborator and others related to corporate assets.
- **ARTICLE 82.-** The occurrence of the accident will be notified, clearly describing in accordance with the minimum information established by R.M. 050-2013-TR.
- **ARTICLE 83.-** When a collaborator, whatever his employment relationship with Interbank, suffers an accident, he must proceed as follows:
 - The collaborator must be transferred to the nearest Medical Care Center.
 - Notice shall be given immediately to the boss and to the Occupational Safety and Health Committee.
 - The victim after his full recovery, will give his statement to the Occupational Safety and Health Committee about the details of the accident. In the case of being a collaborator of stores in provinces, the demonstration will be by conference call.
- **ARTICLE 84.-** The registration of Work Accidents must be carried out in accordance with the provisions of D.S. 005-2012-TR and RM 050-2013-TR.

7. GENERAL SAFETY MEASURES FOR PEOPLE WITH SOME TYPE OF DISABILITY

- a. Have audible and visible signals to communicate any unwanted event.
- b. Signal the place where wheelchairs are located or other means to mobilize or evacuate employees with motor disabilities.
- c. Locate as far as possible the jobs of employees with some type of disability near the exit roads and safety zones.
- d. Verify that the buildings comply with the requirements of the legal regulations to facilitate the movement and use of people with some type of disability.
- e. Inform Emergency Response Brigades and Security personnel of the location of people with some type of disability.
- f. Keep track of the location of visitors with some type of disability to facilitate their location and support as needed.

- g. Facilitate the accompaniment, if requested, by the visitor or collaborator with some type of disability



TITLE VI:

Safety standards in services and related activities

- **ARTICLE 85.-** The following standards apply to suppliers and contractors. Given the diversity of services involved in the related activities, the most outstanding ones are specified. Those activities that were not contemplated will be defined by the representatives of the Interbank.

1. AIR COMPRESSORS: INSTALLATION, OPERATION AND CONSERVATION

- **ARTICLE 86.-** The automatic control mechanism and safety valve of each compressor will be checked daily.
- **ARTICLE 87.-** The air intakes of the compressors shall be in a place where the air is as clean as possible and free of flammable or toxic greases or fumes. All compressors also have air filters.
- **ARTICLE 88.-** All air compressors are fixed on iron bases.
- **ARTICLE 89.-** Air compressors and their corresponding pressure vessels will be inspected monthly.
- **ARTICLE 90.-** If any equipment used by third party personnel does not offer the safety conditions and may cause danger to the life or health of employees or other people in or around the Interbank, the work will be paralyzed, and appropriate measures will be taken immediately to avoid accidents.

2. USE OF STAIRS AND PLATFORMS

- **ARTICLE 91.-** Stairs, scaffolding, and other equipment for work at height will be in optimal condition for use in Interbank facilities and check list records must be evidenced prior to use. These records may be required by an Interbank representative before or during work.
- **ARTICLE 92.-** The use of stairs, scaffolding or other equipment that lacks steps, has cracks or damage to its structure will not be allowed. If these conditions are detected, the work will be paralyzed and will not resume until the used equipment has provided the appropriate safety conditions to the employee.

- **ARTICLE 93.-** Any Interbank collaborator who discovers defects or dangerous conditions in the Bank's facilities, in its structure, machinery, installation, tools or any other accessory, will immediately inform the supervision of the area.

3. MAINTENANCE AND REPAIR OF MISCELLANEOUS EQUIPMENT

- **ARTICLE 94.-** When repairs are to be made to any equipment, it must be stopped and then take appropriate safety measures, closing the starts or control devices, to ensure that it cannot be turned on or started until the repair work has not been completed.
- **ARTICLE 95.-** After the repair has been completed and before connecting the force again.
 - All tools, instruments and materials used during the work will be carefully removed and collected in a safe place of operation.
 - Space around the equipment should be left free and restored to its normal condition.
- **ARTICLE 96.-** When the guards, protective devices of some equipment are removed due to maintenance or separation work:
 - These guards will be removed only when the equipment is not in motion.
 - The person in charge of the repair work shall be responsible for ensuring that the guards and other protective devices have been properly reinstalled before allowing the equipment to be put back into operation.
- **ARTICLE 97.-** All portable welding equipment, such as gas cylinders, hoses, electrical cables, etc., shall be installed in workplaces in such a way as to avoid any risk of falling to employees.

MACHINERY PROTECTION

All moving parts of machinery, motors, transmissions, couplings, etc. shall be protected.

No one may remove or cancel guards, or safety devices which protect machinery or a part there of which is dangerous, except where the machinery is stopped for the purpose of repair or maintenance operations, at the end of which such guards, apparatus or safety devices shall be placed immediately.

The collaborators will report to their immediate Headquarters of the defects or deficiencies that they discover in a machine, shelter, apparatus, or device to stop its operation and prohibit its use, until the necessary repairs have been made, and notices or respective prevention labels must be placed.

Guards shall be designed, constructed, and used in such a way that they:

- Provide adequate protection.
- Prevent all access to the danger zone during operations.
- Do not cause inconvenience or inconvenience to the operator.
- Work automatically with minimal effort.
- Are suitable for the job and the machine.
- Allow lubrication, inspection, adjustment, and repair of the machine.
- Can be used for a long time and with a minimum of conservation.
- Resist normal use, shock and cannot be easily neutralized.
- Do not constitute a risk (no chips, sharp corners, rough edges, or other source of accidents).

ELECTRIC MOTORS

Only qualified and authorized personnel may perform work or operate machinery and engines, adopting the necessary precautions.

Electric motors shall be fitted with permanent covers or safety guards and other appropriate guards, arranged in such a way as to prevent contact with persons or objects.

The distribution boards for the control of the engines will be of armored type. All elements with tension will be in closed compartments.

Before starting engines or machinery, safety precautions will be taken for personnel working near them. All maintenance, adjustment or repair work shall be carried out when the engines are stopped and insured against all risk (whether with a safety lock or fuse removal)

4. CLEANING ACTIVITIES

- **ARTICLE 98.-** Third party companies that provide cleaning services at Interbank's facilities must establish safe procedures for the activities that their employees carry out. These procedures will be provided to the Bank to consider in inspections.
- **ARTICLE 99.-** Third-party companies that provide the cleaning service in the Facilities of Interbank must provide their collaborators with adequate tools to carry out their work, which must have characteristics that do not put at risk the integrity of the collaborator and, as appropriate, must comply with the following:
- **ARTICLE 100.-** Third-party companies that provide cleaning services at Interbank's facilities must provide their employees with adequate protective equipment to carry out their work. Among these should be considered gloves, masks, safety glasses, work clothes, disinfectant gel and comply as appropriate with the following:

OFFICE CLEANING SERVICES

- a. Wear personal protective equipment for body, head, and upper and lower extremities protection.
- b. In case you do cleaning work above your shoulders use a ladder with non-slip legs.
- c. When sweeping changes posture and arms when using the dustpan and broom.
- d. Avoid direct contact with solid waste when emptying bins.
- e. When replenishing the bags in the bins, flex the legs.
- f. To wash, disinfect the materials, containers, and others that you use in your work, use only the products that are provided for this purpose. Follow the instructions for proper use and/or ask to be instructed in this regard.
- g. To clean furniture in general try to do it in natural posture of your body and externalities. Do not stretch, avoid twisting the tilt of the trunk to reach lower places.
- h. Clean glass, walls, ceilings using the materials that are provided for this purpose. Never modify materials.
- i. When using disinfection products or other chemicals, read the safety measures that are on the container and/or on the safety sheet, if necessary, use the indicated personal protective equipment.
- j. Avoid moving furniture, such as desks, tables, shelves, without assistance. Ask for the help of other people as needed.
- k. Keep in good order and cleanliness in the place where you store the working material and others that are provided to you.
- l. In open environments jobs sun protector use is recommended.
- m. Wash and disinfect your hands regularly, especially after cleaning toilets or by contact with organic matter.
- n. Use only manufacturer-approved packaging to store or transport chemicals.
- o. Inform when you have materials, electrical cleaning equipment in poor condition and signal them.

5. ACTIVITIES OF THE PHYSICAL SAFETY SERVICE

- **ARTICLE 101.-** The third-party provider of the physical security service must train its personnel on the necessary security procedures in accordance with the activities and associated risks. Among these should be considered as a minimum: response to physical and verbal aggression, response to robbery or assault, among others. Training records on these topics may be required at any time by Interbank staff.
- **ARTICLE 102.-** The third-party provider of the physical security service must have procedures in place for the main risks that affect its personnel. These procedures will be presented to Interbank staff for validation. In general, the following measures are established:
 - a. In open environment work use sun protection.
 - b. Wear comfortable clothing not tight to the body.
 - c. Use the equipment and materials that are provided to you for your work safely to avoid damage or injury when using them or to third parties.
 - d. Avoid approaching moving vehicles, especially on public roads and internal and external parking areas. Warn drivers of your presence.
 - e. Take mini breaks every 50 minutes when you're using computer equipment.
 - f. Maintain proper posture when sitting. Check the good condition of the chair.
 - g. Do not use work equipment in poor condition inform and signal.
 - h. If you are exposed to the sun, try to look for shade and drink liquids to avoid becoming dehydrated.
 - i. Avoid standing on one leg and tilting your hip to the side.
 - j. Having a correct posture (erect posture) for this it is necessary that the head, neck, chest and abdomen are aligned with the hip, the feet must be slightly separated and the shoulders back, that is, together they have

to form a straight vertical line.

- k. Have a correct posture when sitting, start this it is necessary to keep your back straight against the back of the chair, do not slouch too far forward or backward, straighten your shoulders to correspond with the back. Place your feet firmly on the ground. Place a footrest under your feet if you can't get to the ground. Keep your neck, back, and heels aligned and straight.

USE OF HAND TOOLS: APPLIES ONLY TO TRAINED PERSONNEL

- **ARTICLE 103.-** Hand and portable tools shall be used for the purposes for which they were constructed and shall be kept in good condition.
- **ARTICLE 104.-** Tool heads must be kept free of deformation or cracking.
- **ARTICLE 105.-** Special care will be taken in the storage of tools with sharp edges and tips to avoid injuries to the employees.
- **ARTICLE 106.-** Handles for tools of all kinds shall be kept in good condition and firmly secured.
- **ARTICLE 107.-** Employees who use tools such as hammers, chisels, bars, etc. and those driven by motive force, such as drills, that by action of work can release particles, must be provided with protective glasses.
- **ARTICLE 108.-** Tubes, bars or other elements shall not be used for the purpose of extending or increasing the lever arm of hand tools to exceed the mechanical strength of the hand tools, unless such elements are specially designed or prepared for these purposes.
- **ARTICLE 109.-** Suitable and conveniently located cabinets, tools or shelves shall be available on benches or machine machines for tools in use.
- **ARTICLE 110.-** Operators will be instructed and trained in the use and safety of their hand tools.
- **ARTICLE 111.-** The handles of portable power tools shall be insulated or constructed of insulating material.
- **ARTICLE 112.-** Portable power tools shall be provided with a switch built-in to them, which shall be:
 - Subjected to the action of a spring in a way that forces the operator to keep the switch constantly under pressure for position and operation.
 - Positioned in such a way as to reduce the minimum risk of accidental commissioning.
- **ARTICLE 113.-** When portable power tools are used in outdoor locations and in the absence of their insulation or continuity to the ground may cause a serious electrical concussion, the voltage of the supply current of the tools shall not exceed 250 volts.
- **ARTICLE 114.-** Portable power tools shall be connected by outlets and plugs of a model such as to have a pin and an additional contact for the ground duct.
- **ARTICLE 115.-** Whenever feasible, the cables of portable power tools should be suspended at a height sufficient to allow free passage under them.

6. WORK AT HEIGHTS

APPLIES ONLY TO PERSONAL TRAINED FOR HIGH-RISK JOBS.

- **ARTICLE 116.-** To perform any work at height above 1.80 meters, the mandatory use of protective equipment for work at height is considered: use of helmet with chin, safety harness, lifeline, ropes, among others.
- **ARTICLE 117.-** Before each use the protective equipment will be visually inspected, on dry land, falls to try to detect: tears, corrosion or deterioration of the metal material, crushers, cuts and general damage.
- **ARTICLE 118.-** When choosing an anchor point, it should be located above the level of the collaborator's head so that the distance of falls is as short as possible. If there are personnel working at lower levels, a tarp shall be placed at an appropriate distance to protect personnel from falling materials and tools.

- **ARTICLE 119.-** If there is no one working on the lower level, the projection of the work area at height must be fenced with tape and a sign that says: "DANGER DO NOT PASS".

7. ELECTRICAL MAINTENANCE AND REPAIRS

APPLIES ONLY TO PERSONAL TRAINED FOR HIGH-RISK JOBS.

- **ARTICLE 120.-** Electrical repair personnel shall use adequate personal protection against electric shock and use appropriate tools for their repair work (Dielectric gloves and shoes).
- **ARTICLE 121.-** For electrical work of any kind, only pliers, screwdrivers, fuses, and other similar hand tools that are properly insulated shall be used.
- **ARTICLE 122.-** It is forbidden to carry out repair operations in circuits that are with energy.
- **ARTICLE 123.-** Before proceeding to replace defective fuses, the power must be removed from the corresponding circuit.
- **ARTICLE 124.-** To avoid direct contacts (contact of people with parts under tension in operation) the following measures will be taken:
 - **Minimum distances:** The active parts shall be separated from the place where persons circulate or work in such a way that fortuitous contact with the hands or by the manipulation of conductive objects is not possible, such distances shall be not less than 2.5 m. upwards, not less than 1.0 m. downwards or laterally.
 - **Coatings:** The coating of the active parts of an installation will be carried out by means of an appropriate insulation capable of preserving its properties over time.
- **ARTICLE 125.-** To avoid indirect contacts (contact of the person with metal parts of an apparatus or equipment under normal conditions that are isolated from the parts under tension and that are accidentally activated) all machines and equipment must be connected by means of a metal conductor to an electrode buried in the ground that will allow the passage to earth of the defect current. This grounding shall be associated with a defect intensity cutting device consisting of a fuse short circuit.

8. UNIFORM, WORKING CLOTHES, AND PERSONAL PROTECTIVE EQUIPMENT

- **ARTICLE 126.-** When selecting work clothes, the risks to which the employee will be exposed will be considered. For this, a safe work analysis is recommended before performing the work.
- **ARTICLE 127.-** Clothing should be comfortable in such a way that it cannot get stuck or hooked on machinery and equipment.
- **ARTÍCULO 128.-** Aprons should not be worn near rotating parts of any equipment.

VISION PROTECTION

- **ARTICLE 129.-** Safety glasses should be worn in areas during work that requires it.
- **ARTICLE 130.-** All employees who execute any operation that may endanger their eyes, whether by projection of particles, splashes of corrosive liquids, molten metal etc., will have appropriate protection for these organs, which can be safety lenses, visors, and masks for welders.
- **ARTICLE 131.-** Additional eye and face protections such as masks or welding protectors are necessary when burning or grinding.
- **ARTICLE 132.-** For all welding work with gas or oxyfuel it will be necessary to use glasses of no less than No. 4 in density and plastic covers on both sides of the lens filter.

EAR PROTECTION

- **ARTICLE 133.-** In operational workstations where the noise level exceeds 85 decibels in 8 hours of work, the use

of hearing protectors (earplugs or headphones) will be mandatory. For other work shifts (4 hours or others), those established by RM 375-2008-TR will apply as limits.

- **ARTICLE 134.-** Ear protectors such as earplugs shall be for individual use and shall be kept in closed containers protected from such mechanical, metallic, oil, grease, or other substances. Hearing protectors type headphones may be for collective use and the third company will be responsible for providing this protective equipment to its employees.

HAND AND ARMS PROTECTION

- **ARTICLE 135.-** Gloves should be worn whenever hazardous material or equipment is being handled.
- **ARTICLE 136.-** Protective gloves and sleeves for persons engaged in welding work shall be of the appropriate material. For electrical work, dielectric material gloves will be provided.
- **ARTICLE 137.-** The collaborator assigned to the cutting work has the responsibility to wear the steel mesh gloves.

FOOT AND LEGS PROTECTION

- **ARTICLE 138.-** The safety footwear will be provided by the third-party company to employees who carry out work with risk of falling objects.
- **ARTICLE 139.-** Sandals and other similar shoes are not tolerated in work areas.

PROTECTION OF THE RESPIRATORY SYSTEM

- **ARTICLE 140.-** All employees will be protected in those activities in which there are risks of the respiratory system caused by:
 - a. Dust or fibers.
 - b. Toxic gases or vapors.
 - c. Biological agents.

Note: This relationship is only enunciative and not limiting.

9. OTHER SAFETY MEASURES

- **ARTICLE 141.-** The necessary safety measures shall be taken to protect the employees who repair or do maintenance work to the buildings or structures of moving machinery.
- **ARTICLE 142.-** When the maintenance of any machine of the company is carried out, a notice indicating the reason, date, name of the person in charge, type of machine or equipment must be left at the door of the workplace where it is used.



TITLE VII:

Emergency Preparedness and Response

1. FIRE PREVENTION AND PROTECTION

FIRE PREVENTION

- **ARTICLE 143.**-All stores and venues must be provided with sufficient firefighting equipment. People trained in the correct use of this equipment will be present during all normal periods of work.
- **ARTICLE 144.**- Equipment and installations presenting high fire hazards should be constructed and installed, whenever feasible, so that it is easy to isolate them in the event of a fire.
- **ARTICLE 145.**-The best way to avoid fires is to prevent them. Therefore, it is forbidden to smoke in places where there are combustible and flammable materials and it is advisable to have free and clean areas, so that the movement of people is not hindered and elements that can produce a fire are not added. It is important that you know the exact place where the extinguishers are, all of them are in perfect conditions. In case of fire, the alarm must be raised immediately and try, as far as possible, to cut off the electrical fluid immediately.
- **ARTICLE 146.**-In Interbank we will ensure the provision and adequate conservation of the workplaces, ensuring that they are built within the technical standards that guarantee the integral safety of the collaborators.
- **ARTICLE 147.**-All operations involving serious risks of explosion and rapid fire shall be located in isolated places, where the equipment is placed in such a way that at any time the employees are exposed to the least amount of risk possible

HALLS, PASSAGES AND CORRIDORS

- **ARTICLE 148.**-In the headquarters, stores and in the aisles of these, there must be a separation between machines and accumulation of materials of at least 0.60 m.
- **ARTICLE 149.**-In all venues and shops where there is no immediate access to the exits, continuous and safe passages or corridors that have a free width of not less than 1.20 m. and that lead directly to the exit will be

always available (Ref.: Art. 121 of the D.S. N° 42-F).

- **ARTICLE 150.-** The width of any passageway shall be calculated in such a way that in no case of emergency agglomeration may occur.
- **ARTICLE 151.-** All stairs, breaks and parts of floors that are used by persons who take stairs, shall be entirely enclosed within a box of fire-resistant material.

STAIRS, DOORS AND EXITS

- **ARTICLE 152.-** All accesses to the stairs that can be used as an escape must be marked in such a way that the direction of exit to the street is clear.
- **ARTICLE 153.-** The exit doors are placed in such a way that they are easily visible. Obstructions that interfere with access to or visibility should not be allowed. They will be clearly marked with signs indicating the exit route and will be arranged in such a way that they are easy to locate even in the case of lack of electric current.
- **ARTICLE 154.-** The exits shall be placed in sufficient numbers and arranged in such a way that all the employees in workplaces can leave them immediately in complete safety in the event of an emergency. The minimum width of the outputs will be 1.20 m.
- **ARTICLE 155.-** The doors and exit passage must be clearly marked with signs indicating the exit route and must be arranged in such a way that they are easily located.
- **ARTICLE 156.-** The doors that give access to the stairs will not open directly on the steps, but on a rest whose width will be at least equal to that of the door.

2. FIRE PROTECTION

GENERAL CONDITIONS

- **ARTICLE 157.-** Fire is produced by the interaction of 3 elements: oxygen, fuel, and heat. The absence of one of these elements will prevent the fire from starting.

Fires are classified, according to the type of combustible material that burns, into:

- a. **FIRE CLASS A:** They are fires that occur in solid combustible materials, such as: wood, paper, cardboard, fabric, etc.
 - b. **FIRE CLASS B:** They are fires produced by flammable liquids such as: gasoline, oil, paint, solvent, etc.
 - c. **FIRE CLASS C:** They are fires produced in electrical equipment such as: motors, switches, rheostats, etc.
- **ARTICLE 158.-** any collaborator who detects a fire must proceed as follows:
 - a. Give the internal and external alarm.
 - b. Communicates to the members of the fire brigade. (In case you have the respective brigade).
 - c. Follow the instructions of the corresponding brigade. (In case you have such a brigade).
 - d. Evacuate the area in an orderly manner in the direction of the nearest exit door.

Important general considerations:

- a. The best way to fight fires is to prevent them from occurring.
- b. Keep your work area clean, tidy, and as much as possible free of combustible materials and flammable liquids.
- c. Do not obstruct doors, access roads or passageways with materials that may hinder the free movement of persons.
- d. Inform your Superior about any faulty electrical equipment.
- e. Familiarize yourself with the location and the use of fire extinguishers and faucets. (If you have those).
- f. In case of fire of electrical equipment, disconnect the electrical fluid. Do not use water or fire extinguishers that contain it if the power has not been cut off.
- g. The operation of using a fire extinguisher takes a very short time. Therefore, use it well, get as close as you can, direct the jet to the base of the flames, do not waste its contents.
- h. Obey safety advisories and familiarize yourself with the fundamental principles of first aid.

WATER: SUPPLY, USE AND EQUIPMENT

- **ARTICLE 159.-** The reservoir must ensure an adequate water supply at a minimum pressure of 60 pounds, in case of fire of ordinary combustible materials (class A).
- **ARTICLE 160.-** Fire pumps must be positioned and protected in such a way that they do not interrupt their operation when a fire occurs.
- **ARTICLE 161.-** Fire faucets must be easily accessible, preserved and maintained in good working condition.
- **ARTICLE 162.-** In type B and C fires, means other than water must be used to extinguish them.

PORTABLE FIRE EXTINGUISHERS

- **ARTICLE 163.-** At Interbank we will equip ourselves with sufficient fire extinguishing equipment suitable for the type of fire that may occur, considering the nature of the processes and operations. Likewise, we will train the collaborators members of the Security Brigades for their proper use. Depending on the type of fire that occurs, the extinguishers are strategically distributed in the workplaces.
- **ARTICLE 164.-** In Interbank we will provide extinguishers for any case of fires A, B and C. The extinguishers will be of dry chemical powder, pressurized water, or carbon dioxide.
- **ARTICLE 165.-** All extinguishers shall be placed in visible and easily accessible places, hung 1.5 m from the ground at the top of the extinguisher, at the center of a box of oblique lines, with an inclination of 45°, of alternating colors red and yellow (or white).
- **ARTICLE 166.-** Portable fire-fighting appliances must be inspected at least once a month and recharged when their validity time expires or they are used, whether all the cargo is spent or not.
- **ARTICLE 167.-** Dust extinguishers will be charged annually or immediately after use, whether the entire load is spent.
- **ARTICLE 168.-** When fires of fatty liquids or flammable paints occur, the portable equipment will not require the use of water in its ordinary state, but will consist of extinguishers of foam, carbon dioxide, dry chemical dust or other equivalent systems.
- **ARTICLE 169.-** When fires occur in places with the presence of electrical equipment, the extinguishers to fight them are made of dry chemical powder; in case the fire is in the computer center, laboratories or sophisticated equipment, carbon dioxide (CO₂) extinguishers must be used for its extinction.

It is absolutely forbidden to place material in front of firefighting equipment if that material conceals its presence or hinders its use.

3. ALARM SYSTEMS AND FIRE DRILLS

- **ARTICLE 170.-** In Interbank we have an alarm system that will be activated in all types of emergencies. The system must have enough alarm stations operated by hand, placed in visible places, in the regular escape route of a fire and duly signposted.
- **ARTICLE 171.-** In Interbank we will carry out both scheduled and unscheduled exercises so the conditions of a fire are simulated, in addition the brigades must be trained in the use of portable extinguishers, evacuation, first aid and flooding.
- **ARTICLE 172.-** In any type of emergency, employees will remain calm and must leave the place orderly in accordance with what is described in the Contingency Plans.
- **ARTICLE 173.-** The Bank's security brigades (Evacuation, Fire and First Aid), will proceed to the general evacuation of Collaborators, Clients, and Visits of the facilities, and subsequently will be made available to the emergency operations command.
- **ARTICLE 174.-** In case of evacuation, staff must follow the signage indicated as EXIT.

- **ARTICLE 175.-** The Bank's Control Centre must be informed immediately (see annex number in the Bank's Internal Telephone Directory). Once the emergency is confirmed, fire extinguishers will be used and security personnel will go to emergency place, assuming control of the situation. The support of the Fire Department will be requested after the initial assessment of the emergency.
- **ARTICLE 176.-** The Occupational Safety and Health Committee shall communicate or order to communicate with the General Manager of the Bank detailing the emergency and its state of control at that time.
- **ARTICLE 177.-** At the end of the emergency, the Occupational Safety and Health Committee will receive information about the used equipment from the specialized and involved areas.
- **ARTICLE 178.-** The leader of the area where the fire or emergency occurred will prepare a written report of the causes, consequences, and preventive measures he has ordered in his area, to avoid similar loss. The report will be submitted to the General Manager of the Bank within 24 hours of the event.
- **ARTICLE 179.-** The Occupational Safety and Health Committee will issue an initial written report of the investigation of the causes of the event and the initial action and response of the Brigade who had the the control of the emergency.

4. FLAMMABLE SUBSTANCES STORAGE

- **ARTICLE 180.-** In places of Interbank where it is used, handled, stored, transported solid materials or liquid fuels or liquid flammables, smoking and using uncovered flames will be forbidden.
- **ARTICLE 181.-** Preventive notices will be placed in the areas of the Bank where solid materials or combustible or flammable liquids are used, handled, stored, transported, which will be strictly complied with by the collaborators.
- **ARTICLE 182.-** The use of flammable liquids for cleaning purposes in general is prohibited, except in cases where the technical conditions of the work requires it, in which case these works must be carried out in suitable premises, free of other combustible materials, equipped with fire prevention systems.
- **ARTICLE 183.-** In premises where combustible or flammable materials or liquids are used, handled, stored, transported, etc., smoking or using uncovered flames or lights that are not fireproof or explosion-proof are forbidden.
- **ARTICLE 184.-** In case of using cylinders with compressed gases, these shall be placed outdoors, adequately protecting them from excessive changes in temperature, direct rays of the sun and humidity. In addition, they must not be close to flammable rooms.

5. WASTE DISPOSAL

- **ARTICLE 185.-** Waste of flammable material should not be allowed to accumulate on the floor, which must be destroyed or accumulated separately from other waste.
- **ARTICLE 186.-** Containers must be available to immediately collect rags with oil, paint, or other combustible materials, subject to spontaneous combustion in the workplaces where they are produced.
- **ARTICLE 187.-** The cleaner must collect daily the garbage containers of each workplace, placing them in a certain place to be eradicated from the company.

6. SAFETY SIGNS

- **ARTICLE 188.-** Safety signs shall be identified and located in accordance with the graphs in Annex 2. Those that were not included will be governed in accordance with the Peruvian Technical Standard NTP 399.010 - 1 Safety Signs.

OBJECT

- **ARTICLE 189.-** The purpose of safety signs is to make known as quickly as possible, the possibility of an accident, the type of accident and the existence of certain circumstances around the danger. It is mandatory to respect the safety signs and abide by their compliance.

DIMENSIONS OF THE SAFETY SIGNS

- **ARTICLE 190.-** Safety signs shall be as large as possible and their size shall be consistent with where they are placed or the size of the objects, devices, or materials to which they are affixed. In all cases the safety symbol must be identified from a safe distance.
- **ARTICLE 191.-** The dimensions of the safety signs are as follows:
 - Circle: 20 cm. diameter.
 - Square: 20 cm. side.
 - Rectangle: 20 cm. high and 30 cm. base.
 - Equilateral triangle: 20 cm. side.

These dimensions can be multiplied by the following series: 1.25; 1,50; 1.75; 2,00; 2,25; 3.50 as needed to expand the size.

APPLICATION OF COLORS AND SYMBOLS IN SAFETY SIGNS

- **ARTICLE 192.-** Safety signs are classified into prohibition signs, warning signs, mandatory signs, and informational signs.
- **ARTICLE 193.-** The prohibition signs have as a white background color, the circular crown and the crossbar are red, the security symbol black and is in the center and does not overlap the crossbar, the red color will cover at least 35% of the signal area.
- **ARTICLE 194.-** The warning signs have a yellow background, a black triangular band and a black security symbol, thos last one must be located in the center. The yellow color must cover at least 50% of the signal area.
- **ARTICLE 195.-** Mandatory signs have a blue background color and a white circular band. The safety symbol must be in the center, the blue color covers at least 50% of the signal area.
- **ARTICLE 196.-** Information signs should be placed on general safety equipment, escape routes, etc. The shapes of the information signs should be square or rectangular, depending on the location of the security symbol or text. The security symbol is white, the background color is green and must cover at least 50% of the signal area.

See ANNEX 1: Occupational health and safety signs.

7. FIRST AID

GENERAL

- **ARTICLE 197.-** The main objective of first aid is to avoid any circumstances of possible death or disability of the injured collaborator.

Another of the main objectives is to provide help to the injured collaborator, while they're waiting for the arrival of the doctor or being transferred to a hospital.

First aid must be provided by trained personnel.

GENERAL RULES

- **ARTICLE 198.-** When an emergency occurs these basic rules should be followed:
 - a. Avoid nervousness and panic.
 - b. If immediate action is required to save a life (artificial respiration, bleeding control, etc.), do the right treatment without delay.
 - c. The victim must be carefully examined.
 - d. Never move the injured person, unless if it's necessary to remove them from danger.
 - e. Notify the doctor immediately.

TREATMENTS:

SHOCK

- **ARTÍCULO 199.-** When a "shock" occurs follow these basic rules:
 - a. Lay the patient down with the head down, this can be achieved by lifting the feet from the table or bench,

where the patient is lying, 6 inches higher than the head.

- b. Check that the patient's mouth is free of foreign bodies and that the tongue is in the front side.
- c. Provides the patient with plenty of fresh air or oxygen if available.
- d. Avoids cooling, so the patient should be warmed with a blanket and taken to the doctor.

WOUNDS WITH BLEEDING

- **ARTICLE 200.-** A hemorrhage is an open wound on the skin that leads to bleeding. To stop them, follow this treatment:
 - a. Bleeding can be stopped or delayed by placing a clean bandage or tissue over the wound and pressing moderately.
 - b. If the bleeding persists, apply a tourniquet (belt, handkerchief, etc.) to the area immediately above the wound and adjust tightly.
 - c. Put the patient to bed and try to keep them warm.
 - d. Take the injured to the hospital.
 - e. If the trip is long, release the tourniquet every 15 minutes so that the blood circulates.

FRACTURES

- **ARTICLE 201.-** Fractures are breaks of a bone anywhere in the body. There are 2 types of fractures, simple and open:
 - a. Simple fractures: These are those where the bone breaks, but the skin remains intact. In case of fractures follow the following treatment:
 - Do not bend, twist, or pull the fractured limb.
 - Keep the patient rested and warm.
 - For back, neck, arm, or leg fractures, do not move the patient and call the doctor.
 - For fractures of any other part of the body, take the injured person to the doctor.
 - If there is doubt about whether a bone is fractured, treat it as a fracture.

BURNS

- **ARTICLE 202.-** Burns are injuries that occur because of dry or humid heat, they are classified according to the degree of injury they cause to the tissues of the body. In 1st, 2nd and 3rd degree. They can be:
 - a. Minor burns, or 1st degree, to which an ointment can be applied and can be covered with sterilized gauze.
 - b. 2nd and 3rd burns grade: remove loose clothing and apply sterilized gauze large enough to cover the burn and surrounding area and long enough to avoid air contact with the burn.
 - c. Never burst a blister, do not apply medications with a greasy or oily base to 2nd or 3rd burns grade.

MOUTH-TO-MOUTH BREATHING

- **ARTICLE 203.-** It is an effective method by which a person who cannot breathe on their own is revived, its application never harms the victim and if it is not done at the right time, it can be fatal. Follow this treatment:
 - a. Lie on its back and in its horizontal position to the injured and stand next to the head.
 - b. Raises the lower jaw to ensure the passage of air.
 - c. Try to cover the mouth, for this insert the finger, thumb, and pull the chin forward, with the other hand cover the nostrils (that prevents the loss of air).
 - d. Breathe deeply and place your mouth over the victim's and blow gently and regularly.
 - e. Remove your mouth to allow the victim to exhale, blow again, and repeat at least 12 times per minute. Sometimes the victim closes the mouth tightly, so it is difficult to open it, in these cases blows the air through the nose, seal the lips with the index of the hand that contains the chin.

BOTIQUINES DE PRIMEROS AUXILIOS

- **ARTICLE 204.-** In Interbank we have two topics of medical care of Pacific EPS in the Tower (hours of operation: Monday to Friday from 9:00 a.m. to 6:00 p.m.) and in the Credit Card Center (opening hours: Monday to Friday from 9:00 a.m. to 3:00 p.m.). In case of an emergency the patient will be referred to the nearest clinic, while the ambulance arrives you can get emergency care via the emergency telephone number of Pacific EPS.

Likewise, each Store (nationwide), training centers (Camacho and Lince), Credit Card Center, Mortgage Center, Camaná Building (downtown Lima) and Club Las Brisas, have a first aid kit that is supplied so that there is always a permanent stock.

There is a record of occurrences and attention received.

First aid kit materials:

NAME	MINIMUM QUANTITY
Alcohol 70 ° 1000 cc	01 bottle
Hydrogen peroxide 1000cc	01 bottle
Fractional sterilized gauze of 10 cm x 10 cm	01 pack
Sterilized dressings 10 cm x 10 cm	01 pack
Tape 2.5 cm x 5m	01 roll
Elastic bandage of different sizes	03 unit
Adhesive bands (band-aids)	10 units
Disposable gloves box x 100 units.	01 box
Mercury or Digital Thermometer	01 unit
Antiseptic soap	01 unit

First Aid Kit materials according to Annex No. 1 Minimum supplies of first aid kit in commercial establishments, D.S. 018-2016-SA Regulation of Law No. 30200.

8. EMERGENCY EVACUATION STANDARDS

- **ARTICLE 205.-** The actions for emergency cases are as follows:

Before:

- a. Identify members of the area's Evacuation and Rescue Brigades.
- b. Know your safety zone.
- c. Keep free of obstacles the passages to the exits.
- d. Keep all doors operational and free of obstacles.

During:

- a. Obey instructions that Evacuation and Rescue Brigade grants.
- b. Stay calm, don't run.
- c. Evacuate the place in a row of two by the nearest exit of your workplace.
- d. Go to your safety zone.
- e. Position yourself around the circle of your safety zone.
- f. Inform your boss if anyone is missing from their safety zone.
- g. Inform your boss about the location of trapped or injured people.
- h. To return to your workplace, wait for Interbank's official statement.

After:

- a. Return to your job.
- b. Inform your boss if there is damage your workplace.

See Annex 2: Customer incident inside Lima and/or Province stores.

REFERENCES FOR EMERGENCY CASES

- **ARTICLE 206.-** In each headquarters or store there will be contact references for emergencies that will be reviewed annually. In case of emergency contact the following references:

AMBULANCES

- a. Firemen 116
- b. Firemen located in the North of Lima 533 – 7735
- c. Red Cross 265 – 8783
- d. Green Cross 372 – 7272
- e. Medical Alert 225 – 4040
- f. ESSALUD 265-6000 / 265-7000

In case of Medical Emergencies for members of the EPS Pacific, you can call 415-1515 (even if the ambulance is needed).

POLICE EMERGENCY

- a. Emergency National Police 105
- b. North Emergency Squad 528 – 8233
- c. Vehicle steal 328 – 0207
- d. Anti-rabies Center 425 – 6313 – 207-5700



Additional and transitional provisions

FIRST:

The Regulation will be effective upon its approval by Interbank's Occupational Safety and Health Committee.

SECOND:

In what is not foreseen by *The Regulation*, the D.S. Nº 005-2012- TR and its amending rules will be applicable. For specific cases, the Occupational Safety and Health Committee will be responsible for defining the measures or procedures to be included.








THIRD:

Regarding the standards of risk activities that will not be defined in *The Regulation*, the Occupational Safety and Health Committee will be consulted before its implementation to define general safety recommendations and special supervision will be designated for the period of time that these activities will take.

ANNEX 1: Occupational safety and health signs

1. SAFETY SIGNS

Geometrical shape and meaning

GEOMETRICAL SHAPE	MEANING	SECURITY COLOR	CONTRAST COLOR	PICTOGRAM COLOR	USING EXAMPLES
 CIRCLE CROSSED	PROHIBITION	RED	WHITE	BLACK	No smoking. No fire Forbidden the passage of pedestrians
 CIRCLE	OBLIGATION	BLUE	WHITE	WHITE	Wear eye protection. Wear a safety suit. Wear a mask.
 EQUILATERAL TRIANGLE	WARNING	YELLOW	BLACK	BLACK	Electrical risk Danger of death Corrosive acid hazard
 SQUARE  RECTANGLE	SECURITY CONDITION ESCAPE ROUTES SECURITY EQUIPMENT	GREEN	WHITE	WHITE	Direction to be followed. Meeting point. Emergency telephone.
 CUADRADO  RECTANGULO	SEGURIDAD CONTRA INCENDIOS	ROJO	BLANCO*	BLANCO	Extintor de incendio Hidrante incendio. Manguera contra incendios.

SQUARE

**FIREFIGHTING
SECURITY**

RED

WHITE

WHITE

Fire
extinguisher.
Fire hydrant.
Fire hose.

RECTANGLE











PROHIBITION SIGNS

EN 12866:2013
ISO 7243-2:1988, General principles for the creation of graphical symbols.
ISO 7243-2:2012, Safety colours and safety signs.

MEANING OF THE SIGN	SYMBOL	SECURITY SIGN
NO SMOKING		
FORBIDDEN TO MAKE FIRE		
IT IS FORBIDDEN TO MAKE OPEN FIRE OR IN CAMPFIRES		
FORBIDDEN TO DRINK FROM THIS WATER		
DO NOT USE WATER FOR FIRE EXTINGUISH		

OBLIGATION SIGNS











EN 12866:2013
ISO 7243-2:1988, General principles for the creation of graphical symbols.
ISO 7243-2:2012, Safety colours and safety signs.

MEANING OF THE SIGN	SYMBOL	SECURITY SIGN
MANDATORY USE OF SECURITY HELMET		
MANDATORY USE OF HEARING PROTECTION		
MANDATORY USE OF SAFETY BOOTS		
MANDATORY USE OF INSULATING BOOTS		
USO OBLIGATORIO DE MÁSCARA DE SOLDAR		

MANDATORY USE OF
WELDING MASK

WARNING SIGNS

ANTECEDENTES
ISO 3461-1:1988, General principles for the creation of graphical symbols.
ISO 3864:2002, Safety colours and safety signs.

MEANING OF THE SIGN	SYMBOL	SECURITY SIGN
ATTENTION ELECTRICAL RISK OR HIGH VOLTAGE DEATH HAZARD		
ELECTRIC SHOCK RISK		
TOXIC MATERIALS OR TOXIC SUBSTANCES OR DANGER OF DEATH		
FLAMMABLE SUBSTANCES/ MATERIALS OR FLAMMABLE HAZARD		
OVERHEAD LOADS		

FIRE EQUIPMENT SIGNS

ANTECEDENTES

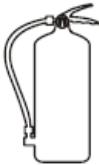



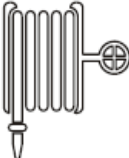

NFPA 170:1999, Símbolos de Seguridad Contra el Fuego.

ISO 6309:1987, Fire Protection, Safety Signs.

MTC 1931, Protección Contra Incendios, Señales de Seguridad.

IRAM 1005-1:1982, Colores y Señales de Seguridad, Colores y Señales Fundamentales.

NCH14112-Of 1978, Prevención de Riesgos - Parte 2: Señales de Seguridad.

MEANING OF THE SIGN	SYMBOL	SECURITY SIGN
EXTINTOR		
WHEELED FIRE EXTINGUISHER		
FIRE HOSE		
HYDRANT	