



Employee Manual

Inversiones Jacar, S. A. makes available the policies for employment applicants for El Faro Estate.

Purpose

To give applicants advanced information of the general employment policies.

- ❖ Inversiones Jacar, S. A. guarantees and binds itself that total compensation for full-time and part-time employees meets and exceeds the minimum wages established by the local laws and international conventions.
- ❖ Employees are paid all the benefits established by the Department of Labor and Social Security.
- ❖ Total compensation paid to the employees will be directly related to: schooling, capacity, responsibility, job experience, and performance in a qualification test. Such compensation, regardless of their level of education will never be less than the minimum established by the local laws and international conventions.
- ❖ The company ensures equal compensation for an equal job. In other words, the company pays in equal conditions to temporary and permanent employees.
- ❖ Employees are hired on a non-discriminatory basis, without regard to an individual's sex, race, color, national origin, religion, disability, age (except for children under 15 years of age), and sexual preference.
- ❖ The company guarantees a non-discriminatory work environment, including job assignment, occupational training, raises, promotions, compensation, benefits, discipline, or discharges.
- ❖ No slave or forced labor is allowed and/or work under any pressure.
- ❖ Employees will have access to their true and accurate personal records when required. Such records guarantee the employees the status of their compensation. Such records will be kept according to the generally accepted accounting principles.
- ❖ The company will not, under any circumstances, manipulate the accounting records to impose corrective actions on its employees where money may be involved.
- ❖ Employees will work the hours of work established by the local laws. Overtime payment is governed by the internal employment regulations authorized by the Department of Labor and Social Security.
- ❖ The company cannot force its employees to work overtime. The company confers title to its employees to choose whether or not they want to work overtime, unless required otherwise, in case of an emergency. In case of emergency, overtime work will be required and compensated accordingly. Everything regarding salaries and overtime is governed by the internal employment regulations, available to the personnel.
- ❖ Permanent employees are entitled, by employers and employee's fees, to health insurance, workman's insurance, common diseases, disability, and



retirement. Such service is hired with the Guatemalan Social Security Administration.

- ❖ Regular employees are granted a 15-working day vacation time each year. Besides, employees are granted one paid day off, according to the Internal Labor Regulations.
- ❖ The services provided by the Guatemalan Social Security Administration are available to the employees for paid disability programs.
- ❖ No forced or involuntary labor by suppliers or contractors is allowed. Suppliers must abide by the company's standards.
- ❖ Any employee is free to leave the place of work at the end of the shift, and to resign from such work without fear of any retaliation. However, it should be taken into account that such resignation must follow the procedures established in the Internal Labor Regulations.
- ❖ Corporal punishment or any other physical or psychological coercion is absolutely forbidden.
- ❖ Employees are not required to deliver their identity cards or any other original personal documents to the company.
- ❖ The company cannot accept from the applicant any deposits, whether monetary or otherwise, as a condition or guarantee for employment.
- ❖ The company provides employees education and training programs to guarantee short, medium and long-term promotions.
- ❖ Employees are provided a safe and healthy working environment, governed by all applicable laws and regulations regarding working conditions.
- ❖ All employees have access to deserving housing with appropriate and clean utilities, and drinking water.
- ❖ All employees' children are entitled to school education free of charge. All such school expenses are borne by the company.
- ❖ The company hires the professional services of AGROSALUD, which provides all employees health care services, preventive and educational services, first aid, and other.
- ❖ Employees of El Faro Estate are entitled to collective bargaining, and therefore, to be represented with the general manager to bargain and discuss any issue without fear of retaliation by it.

The Human Resources Manager of Inversiones Jacar, S. A., "El Faro Estate" guarantees that all employment policies mentioned above are in an ongoing improvement process in the course of time.

Human Resources Manager's Office
Inversiones Jacar, S. A.
El Faro Estate