




<b>PROMET</b>   <b>HOTELERÍA</b>	Rules and regulations for camp use	Review 2 <b>EECL-48-1-CO-PRO-009</b>
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## Regulation of use Camp

**EECL-48-1-CO-PRO- 009**

# Hospitality

## HILLS OF TALTAL

	Elaborated by:	Revised by:	Approved by:
Post	Promet Hotels Administrator	SSOMA	Administrator Hotel and casino
Name	Antonia Godoy  <small>ANTONIA GODOY Administradora de Hotelería PROMET SERVICIOS SPA</small>	Jenny Barraza C./ Shirley Tapia 	Juan Araya TO.  <small>JUAN ARAYA A. Administrador de Hotelería PROMET SERVICIOS SPA</small>
Date	30-05-2024	30-05-2024	30-05-2024

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## YO.- RULES GENERAL

1. Considering the importance of living conditions in isolated places, it is necessary to establish rules necessary for keep he order and discipline of the Camp, by part of companies and workers.
2. In he time that the Camp HE find in construction, only transit by the authorized and segregated areas for pedestrian traffic. Do not enter unauthorized areas.

## II.- ACCOMMODATION AND USE OF THE FACILITIES OF THE CAMP

1. It is the obligation of each user to use the three support points (use of handrails when going up or down stairs). Running on the stairs and talking on the phone or using electronic devices while walking, using stairs and/or sidewalks is prohibited.
2. It is mandatory to use sidewalks to move around the campsite.
3. Smoking must only be allowed in designated smoking areas. Smoking is prohibited under stairs and in areas where there is synthetic grass.
4. Room reservations begin with the request for quotas by the client and contractors to the Camp Promet Administration.
5. This application has to be performed by he Administrator of Engie contract, or by whom this designate, and will send the information of the staff in he form established by Promised hospitality for this purpose, including at least the following:
  - Amount of staff and rooms required.
  - Standard of rooms (single, double or triple)
6. Considering the 15th of each month as the maximum period, the manager must review (maintain, increase or decrease) the number of rooms reserved for the following month, for it which shall inform by written to the Administration of Camp Promised the requirement and the new occupancy curve.
7. He schedule of assignment of rooms will be of 09:00 to 18:00 hrs. of Monday to Sunday.
8. Every user entering or leaving the Camp area must carry their personal identification (Engie Credential) and enter and exit through the enabled controls.
9. Anyone staying at the Camp is required to go through reception on their day of arrival and departure from the project (start and end of their shift).
10. In he Check in and Check out Out se will carry out a revision visual inspection of bags, suitcases and backpacks by the security personnel on duty, in order to control the entry and exit of items from the Camp.

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11. He control of income and exit of the facilities HE will perform to through of the system Webcontrol or similar, for it which, is requirement, that each user of the Camp sea enrolled in said system (only for internal control of use of Camp services).
12. In schedule of 08:00 to 18:00 hrs. the buildings HE will find closed by both accesses.
13. He staff that require get into to the rooms in schedules of 08:00 to 18:00hrs., You must request authorization at the Camp Reception.
14. Each User is responsible for the careful and protection of your belongings, objects of valuables must be kept locked in the closets assigned in each room, each user must count with his padlock. The Administration of the Camp No will assume any liability for any loss or damage.
15. HE consider washing and change of bed sheets to the term of the shift of the worker, with a frequency of once a week and change of blankets every 6 months.
16. Cleaning staff will clean and tidy the buildings, dormitories and common areas on a daily basis, using disinfectants and sanitizers to maintain a good standard of hygiene.
17. It is not permitted to store or consume food in the rooms, food consumption is only permitted in the Casino. and in the common spaces outside of the Buildings. Leaving food remains in the designated garbage bins and waste generated.
18. Defects: Any damage or defects must be reported to the Camp Administration, or failing that, to the Service Manager of each Company.
19. It is mandatory for all users who use the recreation room and soccer field to register in the daily log of use of the facilities, in addition to keeping a signed liability waiver sheet.

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### III.- FAULTS TO THE DISCIPLINE

1. Do not use all three points of support when going up or down stairs.
2. Talking on the phone or using electronic devices while walking or using stairs.
3. Do not use sidewalks to walk around the campsite.
4. Smoking in unauthorized areas, smoking under the stairs, inside rooms, game rooms, courts, casinos. Smoking is only allowed in authorized areas designated as smoking areas.
5. Sitting on the stairs is prohibited as it may hinder the ascent or descent of personnel carrying suitcases and may cause an incident.
6. Change of room without be authorized by the Administration of the Camp.
7. Unauthorized removal of any object, article or equipment that is the property of the Camp.
8. Entry, possession or consumption of alcoholic beverages or illegal drugs inside the Camp. If signs of alcohol are found in rooms, the commissioning company will be notified immediately so that measures and/or sanctions can be taken according to the situation.
9. Possession of unauthorized photographic or recording equipment inside the facilities; recording in private spaces is prohibited.
10. Alter all guy of locks of rooms either plates of closet. In view of any loss of padlock keys must be notified to the Camp Administration.
11. Handling of the devices of security, between they, sensors of smoke, fire extinguishers, wet network, emergency lights, alarm center and/or electrical panels.
12. Forbidden income of arms of fire, weapon white l objects dangerous in he Camp.
13. It is prohibited to cross hard barriers (signs, cones, safety tapes, chains, among others).
14. It is forbidden to defecate or urinate in places not intended for that purpose.
15. Feeding wildlife (dogs, foxes, etc. ) is prohibited.
16. Disrespect or physical and/or verbal confrontations are prohibited.
17. It is prohibited to use stairs for physical activities.
18. It is forbidden to ignore security alarms. Every time the alarm sounds, you must immediately evacuate the premises and go to the emergency meeting point.

### IV.- SANCTIONS TO THE NON-COMPLIANCE OF FAULTS TO THE DISCIPLINE


1. Depending of the gravity of the lack to the discipline HE will take measures copies:
  - A. Sanction Verbal.
  - B. Letter of admonition.
  - C. Expulsion of the Camp.
  - D. Suspension of the contract of job.
  - E. Others Sanctions.

\*The sanctions will be taken after review of the team Engie, who will indicate the extent to take, according to the Ruler N°14 of Engie (Culture Fair) and it indicated in he regulation internal of each company.

### V.- PROCEDURE EVACUATION OF THE CAMP IN VIEW OF EMERGENCIES

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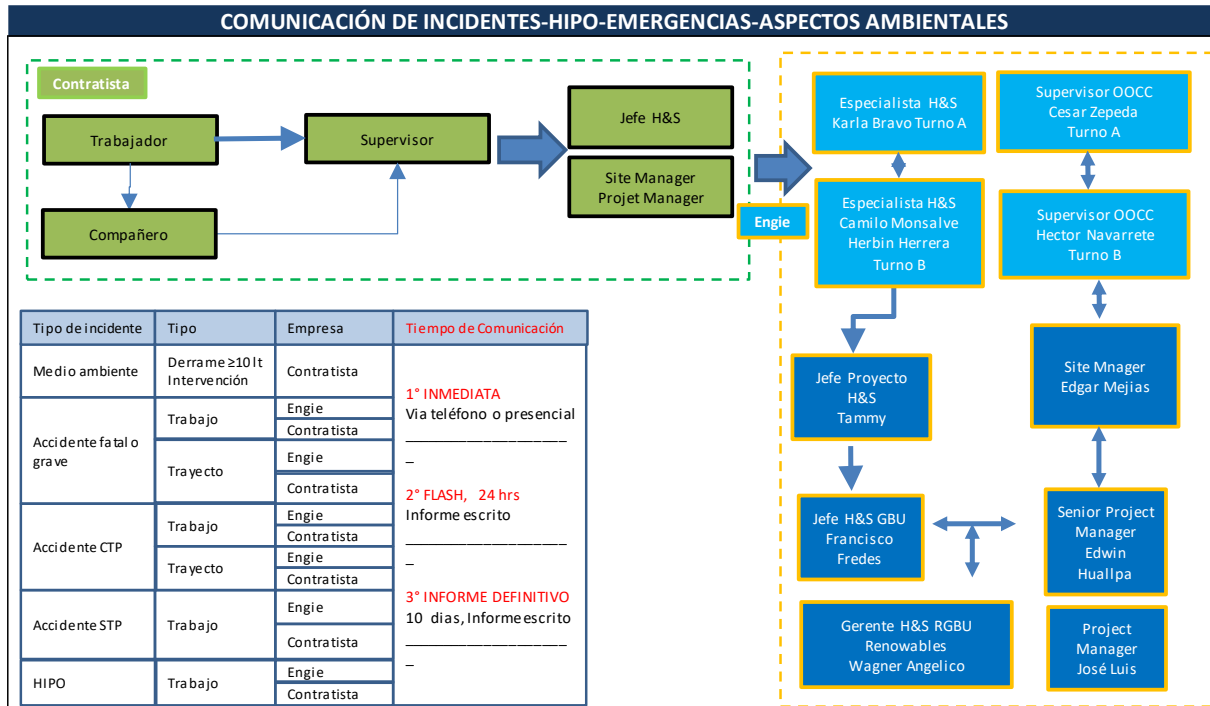
1. When has to abandon his room?
  - Notices Verbal of other person.
  - Immediately that listen a alarm of evacuation either receive instructions.
  
2. That do when detect smoke?
  - When you detect strange smoke or a burning smell, notify the nearest security personnel or camp officials, they will know what to do, cooperate with them and follow their instructions.
  
3. As abandon his room?
  - Interrupt their activities, abandon with calm his room
  - Abandon he area in shape fast and closing the doors behind his. "NO RUN"
  - No try rescue their others equipment
  - While come out, hit the doors of the Others rooms
  - Collaborate in do go out to their companions.

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## VI.- DINING ROOM / SCHEDULES SERVICES FEEDING

1. The service system will be mixed, self-service and guided, with mandatory dialing modality for the use of the service, with ID card of Identity in reader digital either Biometrics facial, for early start of work, food service will be provided under the concept of transport or disposable, without carrying out any type of food handling in the consumption casino, only the rethermalization process, respecting DS No. 594 art 28 and 29.
2. Passing through the self-service line must be orderly and with respect for other people, always cooperating to ensure that it is expeditious.
3. Entry is prohibited with safety helmets, bags, backpacks, divers, overalls, shorts, sandals, barefoot and t-shirts without sleeves, during the hours of the services. All person must enter the casino in a hygienic and reasonably presented condition.
4. Maintain good manners and respect towards other people present and all staff at all times. Failure to do so may result in disciplinary action by the supervisor present and the Camp Administration being informed. If you persist in this attitude, you risk being expelled from the Camp.
5. The service schedules (upon prior agreement with the client) will be visibly published by the Camp administration. And no people will be allowed outside these hours, unless expressly authorized by this administration. For the formality of the schedules, an email will be sent to which must be channeled directly through the Camp Chief, for the costs involved in extending or reducing the time slots. The established schedules are as follows:
  - Breakfast 06:00 to 08:30 hours.
  - Lunch 12:30 to 14:30 hours.
  - Dinner 18:00 to 21:00 hours.
6. Any suggestion either claim with regard to the feeding, the worker has to submit it to the administration of your company, who will inform the administration of the Camp. The area in charge must evaluate and take appropriate measures if necessary to normalize the service.
7. It is prohibited to remove food from the casino to the rooms. It is not permitted to take food out of the casino or consume food in work areas or in places not authorized for such purpose. HE finds strictly forbidden take out tableware I covered, the staff that be surprised will be notified to his company and HE will perform the collection of the stolen utensils.
8. As measures of Quality and Safety of the food products that are produced in the production plant, as well as the safety of our visitors, for which we request that, during his stay inside of the facilities, it is respected continuously this regulation.
9. The rules contained in this Instrument are directly complemented by the decrees supreme No. 594 (regulation health on sanitary conditions and environmental regulations in the workplace) and No. 132 (Regulation of mining safety), internal regulations of the Camp and in general, with all the rules relevant to its content and its respective amendments. Failure to comply with these rules exposes the worker to the sanctions established in the internal regulations, as well as to the legal provisions that regulate the matter.

### VII.- INCIDENT COMMUNICATION-HYO-EMERGENCIAS-ENVIRONMENTAL ASPECTS



**Clasificación HIPO:** Una vez reportado un evento será revisado por Gerentes de Implementación y de SSO, para determinar si clasifica como HIPO o no.

### VIII.- INCIDENT COMMUNICATION-HYO-EMERGENCIAS-ENVIRONMENTAL ASPECTS

NOMBRE	TELEFONO	DIRECCIÓN
AMBULANCIA Interna	Canal Radial 1	PE Lomas de Taltal
Numero Policlínico	+569 51768585	PE Lomas de Taltal
Doctor Fernando Arbuch Turno A	+569 42516574	PE Lomas de Taltal
Doctor Josehp Perez Turno B	+569 67548265	PE Lomas de Taltal
SAMU	131	
Bomberos	132	
Rodrigo Ramirez, Superintendente Bomberos de Taltal	+56 9 4080 4790	
Mario Gonzalez, ViceSuperintendente Bomberos Taltal	+569 4281 3778	
Marie Rodríguez, Coordinadora de Emergencias Bomberos Taltal	552 611342	
Marisel Meza Zepeda, Asistente de Emergencias Bomberos Talta	+569 77548267	
Carabineros	133	
Reten Movil Alemania (Carabineros)	552755105 - 552755106	Ruta 5, Kilometro 1144, Antofagasta
Rescate ACHS	1404	Av. Grecia 840, Antofagasta, Chile
Rescate Mutual de seguridad CCHC	1407	Avenida Grecia 1840 1260000 Antofagasta Región
Hospital Regional de Antofagasta.	+56 55 244 2119	Azapa 5395, Antofagasta, Chile.
Hospital Militar del Norte.	(055) 2464245	General Borgoño # 957
Hospital Clínico Universidad de Antofagasta	+5622 345 5000	Avenida Argentina #1662
Informe de accidente grave o fatal	600 42 000 22	
CITUC emergencias toxicológicas	+56 226353800	
CITUC Emergencias Químicas	+56 2224736600	PE Lomas de Taltal
Senior Project Manager Edwin Huallpa	+56 934535844	PE Lomas de Taltal
Project Manager José Rojas	+56 934481536	PE Lomas de Taltal
Lider HV Edgar Mejias	+56 985499813	PE Lomas de Taltal
Supervisor OOC Cesar Zepeda	+56933838023	PE Lomas de Taltal
Lider OOC Hector Navarrete	+56 932047977	PE Lomas de Taltal
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Especialista H&S Karla Bravo	+56942483158	PE Lomas de Taltal
Especialista H&S Camilo Monsalve	+56 944330366	PE Lomas de Taltal
Especialista H&S Herbin Herrera	+56 95201 5515	PE Lomas de Taltal

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**VIII.- SKETCH OF THE CAMP / ROUTES OF TRANSIT PEDESTRIAN**



**ANNEX 1.- EXCHANGE CONTROL**

Revision No.	Description of Change / Observations	Date
1	It is forbidden to defecate or urinate in places not intended for that purpose. <b>III.- FAULTS TO THE DISCIPLINE POINT 14</b>	23.05.2024
1	Feeding wildlife (dogs, foxes, etc. ) is prohibited. <b>III.- FAULTS TO THE DISCIPLINE POINT 15</b>	23.05.2024
1	Disrespect or physical and/or verbal confrontations are prohibited. <b>III.- FAULTS TO THE DISCIPLINE POINT 16</b>	23.05.2024
1	It is prohibited to use stairs for physical activities. <b>III.- FAULTS TO THE DISCIPLINE POINT 17</b>	23.05.2024
1	It is forbidden to ignore security alarms. Every time the alarm sounds, you must immediately evacuate the premises and go to the emergency meeting point. <b>III.- FAULTS TO THE DISCIPLINE POINT 18</b>	23.05.2024
2	<b>VII.- INCIDENT COMMUNICATION-HYPO-EMERGENCIAS- ENVIRONMENTAL ASPECTS</b>	05-01-2025
2	<b>VIII.- INCIDENT COMMUNICATION-HYPO-EMERGENCIAS- ENVIRONMENTAL ASPECTS</b>	05-01-2025
2	Breakfast hours: 06:00 to 08:30 hrs. <b>VI.- DINING ROOM / SCHEDULES SERVICES FEEDING</b>	05-01-2025



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**ANNEX 2.- RECEIPT OF REGULATION INTERNAL OF CAMP ENGINEERING PE HILLS OF TALTAL**

I ACCUSE RECEIPT FROM THE "REGULATION INTERNAL OF CAMP" FOR HE PROJECT PE HILLS OF ENGIE ENERGIA CHILE COMPANY TALTAL.

ME COMMITMENT TO READ THIS BROCHURE AND ACHIEVE WITH THE RULES AND REGULATIONS THAT IN HE IT IS ESTABLISHED.

NAME: \_\_\_\_\_

IDENTITY CARD: \_\_\_\_\_

CONTRACTOR COMPANY: \_\_\_\_\_

CONTRACT NO: \_\_\_\_\_

DATE OF DELIVERY OF THE REGULATION: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF THE WORKER

\_\_\_\_\_

REPRESENTATIVE COMPANY CONTRACTOR

NOTE: He present form will be filed in the file staff of the worker in task.