

Document No: FC-7.1.4-024	Reference: 7.1.4	Modification date: 07-01-2021	Revision Level: A
Document Title: PROTOCOL FOR CONTRACTORS.			

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REVIEWS / APPROVALS

Signature: _____		General Management		Date of Approval:	Rev 00 Rev 01

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Introduction

This document was created with the purpose of creating a protocol for contractors working at the facilities of Siete Leguas Automotive S.A. de C.V. and SLA Tecopress S.A. de C.V.

1. General Provisions

- Persons with alcoholic breath or under the influence of drugs may not enter the facilities, nor may they introduce such substances, armed or underage.
- Comply with the Safety, Hygiene, Health, Environmental Protection and Civil Protection rules and regulations established in SLA and SLA Tecopress.
- The contractor must present his work identification.

2.2. Entrance to the facilities

- The contractor must leave identification (INE, badge, driver's license, etc.) with the SLA guard.
- This must be recorded in the "logbook for control of visits and access to external personnel".
- The SLA guard must take a photograph of the contractor's vehicle(s) and work equipment with which they enter the facilities.
- The SLA guard must indicate to the contractors the parking area where they must place their vehicle.
- Before leaving the facility, all contractors must get out of the vehicle so that the SLA guard can inspect it.
- The identification that was given to the SLA guard will be returned to its owner at the end of the day's stay at the Siete Leguas Automotive facilities.
- In the event that the contractor leaves the company's facilities for a short period of time, the identification will be returned to him and will be required again upon his return to the facilities.

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3. Updated insurance registrations and payments.

- The area requesting the contractors must inform and send the contacts to the safety and hygiene manager to request the contractors' SUA.
- The contractor, 2 days prior to starting work at the company's facilities, must submit their SUA to the health and safety manager via e-mail.
- The health and safety manager will prepare a list based on the SUA and this list will be given to the SLA guard who will give access to the contractors who are allowed to enter the company's facilities. Contractors whose names are not on the list will not be registered on the contractor access list. The contractor will be denied access to the facilities.
- If the contractor remains for a period of more than one month in the facilities, he/she must submit to the health and safety manager, the updated insurance payments on the 15th and no later than the 17th of each month, via email.
- When a new contractor that is not in the SUA is presented, the "proof of affiliation movements" of the new contractor that is presented to work in the company's facilities must be presented, this document will be delivered to the person in charge of safety and hygiene via e-mail.

NOTE: The required documentation is mandatory. Failure to present it when required will result in denial of access to the company's facilities.

4. Vehicles and mobility

- The contractor must place his vehicle(s) in the parking area.
- In the event that it is necessary to enter the facilities (silver, warehouse, machining) with the vehicle, it will be through an in and out operation, and must return the vehicle to the parking area.

5. Common areas and use of facilities

- The contractor must cover the essential needs of its workers, such as portable toilets, tables as well as use of dining room and microwave if needed, etc. The contractor may not make use of the aforementioned unless instructed to do so by management.
- It is the contractor's responsibility to provide food and beverages for his support personnel. It is therefore forbidden to dispose of beverages and food (coffee, sugar and cream) owned by the company.

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NOTE: As far as possible, the company will designate a specific place for contractors to use microwaves and tables as a dining room.

- The use of the dining room is prohibited.
- The contractor is prohibited from eating food during working hours, for this the worker must wait for his assigned break time.
- The contractor may use the food and beverage vending machines.
- The use of restrooms in SLA facilities is prohibited.
- The contractor is prohibited from smoking in the work areas, for this the contractor must go to the smoking area (the contractor may use the smoking area only during his break time).
- The contractor is not allowed to enter the plant for any reason, he must only move in the areas where he is assigned his work area.

6.6. Provisions by COVID - 19

- Upon entering the premises, the contractor is required to complete the "COVID - 19 self-assessment" form in all honesty.
- The contractor is subject to the taking and recording of temperature at the entrance of the premises. If the temperature is higher than 37.5 °C, the contractor will be denied access to the premises.
- Contractor exhibiting cold-like symptoms will be denied access to the facility.
- The contractor must wear his mouth cover correctly (covering the nose and mouth) from the entrance to the facilities in the booth. Failure to comply with this measure will result in the contractor being encouraged to leave the facilities.
- It is encouraged to maintain a healthy distance of at least 1.5 meters, as far as possible.
- Use of alcohol gel and frequent hand washing are encouraged.
- The contractor is urged to apply the etiquette of sneezing, avoid spitting on the premises and avoid shaking hands, kissing, hugging, etc.
- For more information on the provisions by COVID - 19. Read the "PROTOCOL OF MANDATORY ACTION BEFORE COVID - 19 SEVEN LEGUAS AUTOMOTIVE", numeral 5.

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NOTES:

- Any person who does not abide the provisions in this protocol: "PROTOCOL FOR CONTRACTORS" will be encouraged to leave the company's facilities.
- Any person who misuses the facilities will be encouraged to leave the company's facilities.
- Any person who does not comply with the security measures to mitigate the spread of COVID-19 will be encouraged to leave the company's facilities.