	Guide for Engagement with Ethnic Communities Annex 3. Guidelines for Coexistence with Ethnic Communities		
	Environment Management Sustainable Development Vice Presidency		
	CODE GDE-G-006i	Prepared 30/11/2022	Version: 3

Annex 3. Guidelines for Coexistence with Ethnic Communities

INTRODUCTION

These Coexistence Guidelines set forth behaviors for all people associated with the operations and projects of Ecopetrol S.A, whether employees or contractors. When activities are conducted in areas where the presence of ethnic communities has been identified, point 1 must be applied.

Point 2 of the Annex must be known by contractors for applying it when an ethnic community's presence is identified, or a request is received from any of them, either verbal or written.

Companies and workers must commit in writing to always comply with them, at all places, either during working or rest hours.


1. CRITERIA TO BE APPLIED IN PROJECTS WITH THE PRESENCE OF ETHNIC GROUPS.

- This document must be part of the work contracts and be signed by personnel associated with the project before activities start.
- Suggestions, doubts, and concerns received from the community must be reported in an agile and timely manner to the line manager, and the social setting professional assigned to the project.
- Visiting or staying in the project area is strictly restricted to personnel authorized by Ecopetrol or the Inspection Office, which also applies to rest periods.
- All project personnel must be aware of management measures agreed upon with the community to prevent, mitigate, and correct possible impacts, as the procedure to repair or compensate for any potential damage.
- There will be a specific Engagement Manual that accounts for the cultural characteristics, and the uses and habits of the ethnic communities in the project area; therefore, such a manual will also apply to this Annex.
- In cases where there is no prior consultation but there is presence of ethnic communities in the territory, this manual should also be applied.

PROHIBITIONS

It should be borne in mind that the following behaviors and activities are not permitted among personnel involved in the project.


- Hunting, fishing, capturing, or acquiring animals by any means (native fauna and domestic animals), eggs, wild or subsistence fruits, forest plants, insects, or beehives are prohibited.
- It is strictly forbidden to take fruits, roots, leaves, stems, etcetera, from any part of the project area.
- It is prohibited to dismantle the traditionally installed traps for hunting wild animals or to take the captured prey.
- Interfering with chants, ceremonies and rituals are prohibited.
- Promoting or practicing prostitution is prohibited. Cultural differences related to the conception of sexuality and romantic relationships can lead to conflicts with the person and involve the company. Likewise, any lack or transgression could be considered a breach of common law, and the community can request that the special indigenous jurisdiction judge it.
- Building new roads is prohibited.

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- Washing project vehicles, equipment, or tools in the rivers or streams in the project's area of influence is prohibited.
- Fetching water in areas other than those authorized by the environmental authorities is prohibited.
- It is prohibited to stop company vehicles in unauthorized places or to transport personnel from outside the project, except in emergencies that must be reported as soon as possible to the respective supervisor.
- It is prohibited to enter places that are not authorized by ethnic communities without permission from their authorities.
- Carrying or disseminating religious or partisan political propaganda is prohibited.
- Buying local products from local people, such as animals, forest plants, wood, and handicrafts, and accepting them as gifts is prohibited unless expressly approved by Ecopetrol S.A.
- Visiting ethnic territories without prior authorization from the authority of the ethnic group and Ecopetrol S.A. is prohibited while conducting specific business projects or operations. These restrictions also apply during rest periods, considering that any breach of the integrity of the territory or its natural resources can become an intercultural conflict leading to operational, economic, image and reputation impacts for the people and the Company.
- Establishing a romantic relationship with women or men belonging to ethnic communities is prohibited during the execution of projects or specific business operations. Different cultures conceive interpersonal relationships as per guidelines that do not always correspond to those recognized by the western culture. In this regard, violating personal rights or disrespecting the dignity of the person or group is possible, even without any direct intention.

RULES AND CONDUCTS THAT MUST BE COMPLIED WITH:

- Respect the beliefs, practices, and habits of local populations.
- Respect the rights of the community settled in the project area.
- Follow local authorities' instructions and members of the military forces.
- Report on time when discovering archaeological remains (ceramic pieces, burials, and carved stones, among others), stop works in the area, and delimit it with tape. The remains found must be left in the original form in which they were found.
- Avoid discrimination due to culture, beliefs, ethnicity, gender, age, disability or physical limitation, political position, or religion.
- Report any conflict that may arise among workers.
- Uphold confidentiality of information relative to the project and communicate through the channels established for such purpose.
- Carry in a visible place the credential that identifies you as a project worker.
- Leave doors, trusses, and bars in the position in which they were found.
- Respect the use of indigenous languages in their territories.
- Agree with the authorities and traditional doctors to carry out rituals for deities or protective spirits as an assurance of harmonization of the territory, to ensure the balance of their ecosystem, natural resources, and health of all the inhabitants, and as a guaranteed payment for potential impacts derived from business activities.
- Establish road safety regulations in ethnic territories, determining the type of vehicles, speeds, schedules, places, and mechanisms for coordinating activities. These must be translated into the ethnic community's language and be socialized, understood, and accepted by all community members.

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- Arrange the form of reparation, replacement, or compensation to the ethnic community if, due to exceptional circumstances, any official, vehicle, or equipment belonging to the operation causes impact or damage to people, animals, goods, equipment, crops, natural resources, or other goods belonging to the ethnic community.


2. ACTIONS WHEN AN ETHNIC COMMUNITY IS PRESENT IN A PROJECT AND HAD NOT BEEN PREVIOUSLY IDENTIFIED.

If during the execution of the project, in any of its stages, people appear who state that they belong to an ethnic community and that they are in the project area and, therefore, a prior consultation process must be implemented, the person who receives the information must follow the following protocol:

1. Take note of the pertinent data of whoever presents the claim, if it is verbal: name, position, the community represented, location of the community, contact details and specific request. The community should request a copy of the Ministry of the Interior registration certifying it as an ethnic group. In case of not having the document, this must be reported to the Ministry. In any event, this procedure must be fulfilled.
2. Inform the claimant that it is the responsibility of the Prior Consultation National Authority to determine whether the prior consultation is appropriate; however, to request its ruling, a visit to the community must be conducted to assess its location and establish what the relationship is with the project.
3. It is necessary to arrange a visit to the community to establish its location, take coordinates, and meet with the community to request the National Prior Consultation Authority to analyze whether there may be a direct impact on the part of the project. If possible, the date of the visit should be agreed, or else, a date and call time should be set to define it.
4. If the community states that there has been an impact on its territory, the visit should be insisted to assess the effect. Coordinates of the place must be taken, and a description of the activity must be made, with the accompaniment of the Social Setting Team of Ecopetrol S.A.
5. If the community does not accept the visit, it should be requested to contact the National Prior Consultation Authority at mesadeentrada@mininterior.gov.co.
6. In any event, the name of the village in which they say they are located should be requested for reviewing the activities that have been performed and to assess whether it is pertinent to stop them when it is likely to affect the rights of an ethnic community.
7. Once the visit is conducted, its results must be sent to the National Directorate of Prior Consultation, including coordinates, a description of the project activities undertaken in the area, and if impacts on the community in question were identified, plus the documentation provided by the community.
8. For this report, the contractor must present the supports for the execution of its activities, and evidence of compliance with the management measures set out by the Social Setting Management Plan to address impacts.

LIST OF VERSIONS

Previous Document			
Version	Date	Old Code and Title	Changes
N/A	N/A	N/A	N/A

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New Document		
Version	Date	Changes
1	27/02/2018	Annex Issue
2	15/04/2020	Adjustments related to Developer, Reviewer, and Approver, based on changes to the governing document.
3	30/11/2022	Guidelines for the care of unidentified ethnic communities are defined prior to projects' execution.

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