
	<b>CONTRACTOR PERFORMANCE PROCEDURE</b>		
	<b>SUPPLY MANAGEMENT SUPPLY DEPARTMENT</b>		
	<b>GAB-P-013</b>	<b>Drafted 12/28/2023</b>	<b>Version: 7</b>

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## 1. OBJECTIVE

Establish the methodology and criteria to assess the performance of Ecopetrol S.A. (hereinafter Ecopetrol) Contractors, to thus secure contractual relationships with the best Contractor of goods and services, and in compliance with the contracting purposes.


## 2. GENERAL CONDITIONS

### 2.1. Scope

The Contractor Performance Procedure is applicable to all the procurement of goods and services conducted in the Supply Management procedure defined in the Process Operation Model -MANAGEMENT SUPPLY (GAB-N-001).

### 2.2. Considerations

- The contractor performance evaluation includes the comprehensive management of sustainability in the performance of contracts and, therefore, the contractor performance evaluation is based on evaluation criteria for environmental, Social and Governance (ASG for its initials in Spanish) management.
- The contractor performance evaluation is managed and documented from its planning to the performance, closing and settlement of the contract (the latter when applicable) in the tool defined for such purpose, according to the type of contract.
- With the registration of information on Ecopetrol suppliers, or the presentation of the proposal(s), the proponent accepts and represents that Ecopetrol and the Ecopetrol Group companies will have access and will be able to know and use the information related to the performance of Contractors.
- This procedure is applicable for the Methods of Choice established as of the effective date of this document. For contracts that are currently valid in the opinion of the Authorized Official, with prior justification of the Contractual Management Official, the Administrative Monitoring Official (as applicable), or whoever takes their stead (hereinafter Contractual Management Official), it will be possible to execute an amendment for the implementation of this new procedure.
- The unfavorable information of the supplier derived from the application of performance procedures with previous versions is registered in the information systems of Ecopetrol.
- If at the time of conducting the contractor performance evaluation a possible breach of the Code of Ethics and Conduct is detected, the supporting documentation of the presumed breach should be submitted to the Corporate Department of Ethics and Compliance Management of Ecopetrol or to the Compliance Manager of the respective companies of the Ecopetrol Group, who will be in charge of performing the pertinent validation and issuing the respective opinion if applicable.

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- In such cases in which differences or contradictions could arise between the Contractor Performance Procedure (GAB-P-013) and the Model format for the Contractor Performance evaluation, the standard on formats set out hereunder shall prevail.
- For contracts that were ongoing at the time of coming out live of SAP Ariba, the performance evaluation will continue in SAP SRM and a gradual plan by business unit will be created for incorporating the performance evaluation of these contracts in SPM.


### 2.3. Exceptions

Due to the nature of the following commercial relationships, as they are short, specific transaction contracts, but without limitation thereto, this Contractor Performance Procedure does not apply to:

- Contracts for rights of use, support, maintenance or rights to new versions of software licenses.
  - Adhesion contracts.
  - Public utilities.
  - Rental of buildings that do not include physical adaptations.
  - Subscriptions, memberships and affiliations.
  - Mobility processes between companies of the Ecopetrol Group.
  - Surveys, photocopying, advertising and media, translation, photography and graphic design services.
  - Printing and reprographics (pre-printed forms).
  - Internships.
  - Services acquired through the process of expedite supply by credit card.
- For those contracts classified as Tier 3 - Low Technical complexity, where the category-grouper is not currently exempted from the performance evaluation of the contract, the planning may determine not to apply it.

### 2.4 Relevant Concepts

- **Sourcing library:** this is a central location in the SAP Ariba application where the standardized criteria and indicators to be used in the configuration of performance evaluation projects are stored.
- **Contractor's Performance:** this corresponds to the arithmetic mean of the last recorded evaluation of all contracts that have been executed or have been in force for the past 2 years and have been approved in the tools defined by Ecopetrol for each criterion, as of the date of consultation.
- **Evaluation survey:** it is a document (form) used to collect information related to the performance of suppliers; this information can be provided by one or several participants in the process.

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- **Quick survey:** it is a document created to perform the complete the performance of the contracting in SAP ERP (applies only to projects in which there is no sub agreement or contract created in Ariba).
- **Health quality evaluation:** this is the evaluation of the quality of the services provided by the Health Professionals (Attachments); the structure of the health quality evaluation format must correspond to the standard defined in the Quality Indicators format (GAB-F-297), according to the contracted service.
- **Partial or Final Performance Evaluation of the Contract by Criteria:** it corresponds to that accumulated for the corresponding period (partial) or for the entire performance of the contract (final) evaluated for each criterion.
- **Integral management of sustainability in the performance of contracts:** It is aimed at measuring compliance with Environmental, Social and Governance (ESG) management requirements acquired by the contractor for the execution of contracts with Ecopetrol, as follows:

**1. Environmental Management:** Measures compliance with the "HSE Aspects" criterion to monitor and reduce the potential negative impact on people, the environment, and the facilities during performance of contracts.


## **2. Social Management:**

To measure compliance with:

- **Labor and Commercial Aspects:** Monitor and measure compliance with legal and contractual obligations of a commercial, labor or social nature, and monitor compliance with inclusive labor linkage or linkage of qualified local labor in excess of the percentage set forth by law.
- **Set Environment Management Criterion:** Monitors and measures incidents, complaints, and grievances.
- 3. **Governance Management:** Measure compliance with:
  - **Criterion Operational Efficiency:** Monitor and measure the efficiency of the contracted service and compliance with the promise of value in economic, technical, object and scope of the contract and/or supply strategy.
  - **Contract Deadlines Criterion:** Evaluate compliance with the agreed work plan and monitoring and control of the delivery of administrative documents, which includes the contractor's qualification in the Supplier Information System, in accordance with legal, financial, commercial, HSE, ethics and compliance requirements.
- **Total Recordable Case Frequency Rate (TRIF):** number of recordable injuries caused by or due to the work of direct personnel, contractors and subcontractors, which includes: (i) fatality, (ii) medical disability, (iii) restricted work, or (iv) medical treatment, for every million hours worked, calculated using the following formula:

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$$TRIF = \frac{(f + Tr + tm) \times 10^6}{\sum_{i=0}^n hl}$$

Where:

f: Number of fatalities in the period analyzed

Tr: Number of restricted jobs in the analyzed period

tm: Number of medical treatments during the period analyzed

hl: Number of hours worked during the analyzed period

**Corrective action plans:** the objective is to identify the fundamental causes of the problems or gaps presented by the Contractor for the fulfillment of the contractual obligations agreed with Ecopetrol, and to design and implement measurable, achievable actions with a defined compliance period that will be periodically monitored accordingly to improve the performance of contracted activities.

**Supplier Performance Management Project:** SAP Ariba module that allows to configure surveys to evaluate supplier performance.

**SPM:** Supplier Performance Management (hereinafter SPM), SAP Ariba module that supports the performance evaluation process.

**Road vehicle accident rate (TAV for its initials in Spanish):** measures the number of road vehicle accidents during work (with responsibility for their occurrence, which may affect the indicator according to the HSE-H-002 indicator), personnel of the contractor and subcontractor that cause fatalities, personal injuries with medical disability, restricted work or medical treatment to Ecopetrol personnel, contractor, subcontractor or third parties and/or material damage for every million kilometers traveled.

$$TAV = \frac{(\sum_{i=0}^n AVAI) \times 10^6}{\sum_{i=0}^n Km_r}$$

where:

*TAVn (for its initials in Spanish):* Car road accidents rate

*AVAI (for its initials in Spanish):* Car accidents that affect the indicator

*Km<sub>r</sub>:* Kilometers travelled in the analyzed period

## 2.5 In situ and/or documentary supplier checks


These are on-demand evaluations, conducted in a corrective or preventive manner to the process and the contractor performance regulations to verify compliance with the guidelines and methodologies established for such purpose; such verification shall comply with the parameters of objective, scope, definition of population and sample, check instrument, outcome report, and corrective action plans to close the gaps or opportunities for improvement identified as applicable.

Nevertheless, Ecopetrol may conduct audits, inspections, reviews or other types of additional visits to verify compliance with the guidelines and methodologies of the contractor performance process.

## 3. DEVELOPMENT

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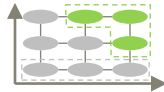
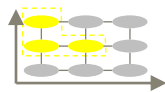
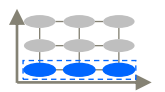
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### 3.1. CONTRACTOR PERFORMANCE EVALUATION SEGMENTATION

The segmentation model groups Ecopetrol's suppliers in 9 segments, considering the variables of strategic potential and supplier performance, changing from a commercial relationship to the creation of incremental value in the supply chain, leveraging the business strategy according to Ecopetrol's internal regulations, as follows:

Through the segmentation of suppliers Ecopetrol identifies as significant suppliers those who are classified in the quadrants Influence, Integrate and Invest, given that they represent greater participation in expenditure, great relevance for the business, and favorable performance in the environmental, social and governance management.

The type of interaction is defined in a different manner by supplier segments pursuant to the results of the segmentation model as follows:

		 <b>Significant Suppliers</b>	 <b>Suppliers Invigorate</b>	 <b>Suppliers Challenge</b>
<b>Metrics to track</b>	1. Performance evaluation Are performance objectives being met?	✓	✓	✓
	2. Business case/Value generation initiatives How much value has been captured?	✓		
	3. Corrective Action Plan How much has performance improved?	✓	✓	✓
	<ul style="list-style-type: none"> <li>Coverage</li> <li>Monitoring and follow-up</li> </ul>	✓		
	4. PRM Relationship Model (Performance Review Meeting) <sup>1</sup>	✓		


<sup>1</sup> Performance Review Meeting (PRM), a relationship mechanism that implies high-level sessions with Suppliers, which will develop strategic sessions, in addition to a session at the level of the President and Executive Vice President of Operations, aimed at achieving:

- Building strategic relationships and generating synergies.
- Identifying innovation opportunities and new technologies in favor of operational efficiency, bringing to Ecopetrol the best market practices.
- Focus on critical process safety, environment, and technical aspects for performing contracts and defining improvement actions.

## 2.1. CONTRACTOR PERFORMANCE EVALUATION PLANNING

### 2.1.1. Purchase orders

The Logistics Evaluation of purchase orders consists in the evaluation of Governance Management as per operational efficiency criteria and contract deadlines associated with the purchase orders. The evaluation form is generated automatically from the ERP system and is applicable for all purchase orders. It includes all orders for contracting goods (orders derived from contracts for goods, generated as contracting in SAP ERP, derived from ANDE and derived from ABE's).

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Purchase orders are evaluated until their performance has been completed (upon total delivery of items without pending quantities).

### 2.1.2. Service agreements

Ecopetrol evaluates the comprehensive sustainable performance of contractors by measuring compliance with Environmental, Social and Governance (ESG) management requirements, based on 5 evaluation criteria.

The criteria and indicators to evaluate the Contractor's performance are standardized and will be qualified in the tools defined by Ecopetrol.

The summation of the criteria must be 100 points, which will be distributed proportionally as applicable. For those supply strategies that require a weight distribution different from that standardized for the criteria to be evaluated, it may be defined in the planning, adjusted and registered in the Performance Management Project.

For the labor and commercial aspects criteria, HSE aspects and environment management, the weight of each indicator and their possible combinations are standardized by the functional authority of each criterion in the SPM Sourcing Library.

According to the segmentation of contracts by value and complexity, the business planner shall select in SPM the criteria, indicators and frequency (see table) for performance evaluation.

Variables	Tier 1/Complex Technique	Tier 2/Medium Technique	Tier 3/Basic Technique
<b>Frequency</b>	Quarterly <sup>1</sup>	Semiannual <sup>1</sup>	Annual or a final performance evaluation <sup>1</sup> .

<sup>1</sup> **Frequency:**


- For letters of assignment of health services, the criteria will be evaluated in a range of 6 to 12 months periodically according to the schedule of Ecopetrol's Health Audit Model, frequency that must be defined in the contract planning and does not apply to evaluate in Ecopetrol's tools.
- If the contract execution time is less than the frequency defined for the Tier, a single evaluation is performed at the end of the execution.

All contracts must be evaluated through the Supplier Performance Management Project in SPM, except for contracts in which there is no sub-agreement (hierarchy) or contract created in Ariba (contracting in SAP ERP), which are carried out through a quick survey in SAP Ariba. The following table sets out, according to the type of contract and its complexity the items to be evaluated and registered in the tool defined by Ecopetrol:

Evaluation by type of contract	Tier 1/Technique Complex	Tier 2/Technique Medium	Tier 3/ Technique Basic
Specific Contract	The contract is evaluated		
Master Agreement	Only the SDO is evaluated	Only the contract is evaluated	
ANDE <sup>(1)</sup>	Only the SDO is evaluated	Only the ANDE is evaluated	
ABE <sup>(2)</sup>	Only the SDO is evaluated		
SAP ERP Recruitment	Not applicable		Only PCS is evaluated

(1) Anticipation of Demand (hereinafter ANDE)

(2) Economic Basis Agreement (hereinafter EBA)

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The business planner with the support of the Labor, Commercial, HSE and Environment functional areas may remove any criteria or indicator to the extent that it is not applicable to the contract, always maintaining the standard defined by the functional authority; this should be done as part of the Supplier Performance Management Project, or in the quick survey as applicable.

For contracts that are evaluated through a quick survey, and for contracts that are derived from an ERP requisition, the business planner must include within the requisition documents, the Model Contractor performance evaluation form (GAB-F-128) ensuring that the "Model Contract Evaluation" and "Create Operational Efficiency KPI" sheets are filled out completely.

### 3.2.2.1 Management and Contractor Evaluation Criteria

#### 1. Governance Management: Based the following criteria:

##### 1.1. Operating Efficiency Criteria

This criterion is intended to objectively measure the efficiency of the contracted service, and it will be evaluated in all cases. The business planner or the person acting in his stead must select the standard indicators in the SPM Sourcing Library; if any indicator is not already built and its creation is necessary, the request for it must be processed through the Contractor Performance Evaluation mailbox according to the instructions of the sheet "Create Operational Efficiency KPI" of the Contractor Performance Evaluation Model Form (GAB-F-128). It will be the planner's responsibility to ensure the participation of the operational and engineering team in this process at the central and regional levels, as applicable.


These indicators should respond to:

- The measurement of the promise of value in technical issues, object, and scope of the contract and/or sourcing strategy.
- The object and scope defined for the contracting of services in the operative planning, pursuant to the following aspects:
  - Compliance with technical specifications
  - SMART indicators (Specific, Measurable, Achievable, Relevant and Time-bound).
  - That add value for decision making.
  - It is suggested to set a maximum of 5 indicators per contract.
  - Care should be taken not to duplicate indicators that are being measured as per other criteria (contract deadlines, labor and commercial aspects, document delivery).
  - For health contracts, the indicators are those defined in the format; Quality Indicators (GAB-F-297).

##### 1.2. Contract Deadline Criteria

The business planner must select the standard indicator(s) in the SPM Sourcing Library applicable to the contract (object and scope), according to the following definition:



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- Measurement of the agreed work plan, which considers the activities, obligations, and products contained therein (service agreements) and/or
- Follow-up and control of the delivery of administrative documents of the contract.

**2. Environmental Management:** It contemplates the following criteria:

### 2.1. HSE Aspects Criteria

This criterion applies to executed service agreements:

- Within Ecopetrol's facilities and under its operational control.
- Outside Ecopetrol's facilities but under its operational control.
- Through the scheme of secondment letters with health professionals who work at Ecopetrol's facilities.

The business planner must select the standard model applicable to the contract from the SPM Sourcing Library indicated by the HSE Vice-Presidency through the response received from the Gestion HSE Contractors mailbox [gestionHSEcontratistas@ecopetrol.com.co](mailto:gestionHSEcontratistas@ecopetrol.com.co), once the HSE Requirements Definition Form - Contract Planning has been filled out.

In the event that the model defined and notified from the Contractors HSE Management mailbox does not apply due to some particular characteristic of the contract, the HSE Vice-Presidency Professional in charge of this issue must be consulted through the functional mailbox for its analysis and definition.

The planner should define the limit of both TRIF and TAV in the contract planning, considering:

- It may take the limit of the TRIF and/or TAV established for each Vice-Presidency, Management or Department for the period in which the planning is carried out.
- If more than one area is impacted, the limit should correspond to the lowest value.
- You can set a different limit [including 0], as long as it is below the limit set for the area.

**3. Social Management:** It considers the following criteria:


### 3.1. Labor and Commercial Aspects Criteria

The business planner must select the standard indicator(s) in the SPM Sourcing Library applicable to the contract (object and scope), according to the following definition:

- Employment of labor with exclusive dedication (labor, social security), and/or
- Commitment to inclusive labor hiring or hiring of qualified local labor above the percentage established in the legislation, and/or
- Subcontracting and Procurement of goods and services (Commercial)

### 3.2. Environment Management Criteria

The business planner must select the standard indicator(s) in the SPM Sourcing Library that applies to the contract, according to the following definition:

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- Execution of operational activities with the potential to generate conflict with stakeholders in the territory, for which the indicator of environmental incidents attributable to contractors and/or complaints and claims affecting the environment must be included.
- That the environmental aspects have been evaluated in the commercial bid submitted by the contractor or are stipulated as minimum requirements to be met during the term of the contract (Promotion of the local bid).

Note: for the specific case of the indicators of environmental incidents attributable to contractors and/or complaints and claims affecting the environment, support may be sought through the functional mailbox: [gestionentorno.contractual@ecopetrol.com.co](mailto:gestionentorno.contractual@ecopetrol.com.co)

## 2.1. IMPLEMENTATION OF THE CONTRACTOR PERFORMANCE EVALUATION

### 3.3.1 Purchase Orders

#### 3.3.1.1 Contractor Management and Evaluation Criteria

### 1. Governance Management

#### 1.1. Operational Efficiency

The integrated fulfillment of the obligations set out in the Purchase Order will measure the number of items received at satisfaction in terms of the goods quality, quantity, and technical documentation, as follows:

$$\%C = \left( \frac{IC}{TI} \times 100 \right) \times 35\% + \left( \frac{IQ}{TI} \times 100 \right) \times 30\% + \left( \frac{ID}{TI} \times 100 \right) \times 35\%$$

Where:

$\%C$ : Percentage of Compliance

$TI$  = Total No. of Purchase Order items

$QI$  = No. of items received at satisfaction in terms of quality

$IQ$  = No. of items received at satisfaction in terms of quantity

$ID$  = No. of items received at satisfaction in terms of technical documentation of the good

#### 1.2. Contract terms

Compliance will be calculated as follows:

$$\%PC = \frac{i_t}{i_T} \times 100\%$$


Where:

$\%PC$ : Percentage Fulfillment of Contract Term

$i_t$  : # of items delivered on time or before deadline

$i_T$  : Total of Purchase Order Items

If all purchased items are delivered without default, it will get 100%.

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### 3.3.1.2 Notification of performance evaluation of purchase orders

The ERP tool automatically notifies the Supplier of the performance evaluation, and the Supplier may, within 7 calendar days from the date of such communication, submit written comments to the monitoring officer by e-mail supporting the difference.

When observations are submitted, the monitoring officer reviews and if applicable, the performance evaluation must be rejected in the tool, the results must be adjusted manually, and the final result is sent again through the tool. If no replication or observations are submitted, after 7 calendar days, the result is automatically published.

In cases where the product does not meet the requirements and the quality assurance must be used, Ecopetrol shall adjust the result of the performance evaluation and must proceed with the notification process.

### 3.3.2 Service Agreements

The evaluation of the Contractor's performance shall be performed by the Contract Management Official, and it shall ensure the following aspects:

- The performance evaluation is cumulative for all criteria, considering **the entire performance of the contract** as of the date on which each period to be evaluated is completed.
- The performance evaluation covers the period from the date of commencement of performance to the date of termination of the contract.
- Should non-compliance be evidenced within the period before the start of the contract, these results must be considered in its first performance evaluation.
- If non-compliance is evidenced within the balance and closing period of the contract, an additional performance evaluation must be completed to include that period.
- The results must be calculated and recorded in a timely manner in the tool defined by Ecopetrol according to the frequency stipulated in the contract planning, as follows:


#### Final Performance Evaluation

<b>Tier 1 - Quarterly frequency</b>	<b>Tier 2 - Semiannual frequency</b>	<b>Tier 3 - Annual frequency or final performance evaluation</b>
Deadline for evaluation: 45 calendar days following the date of completion of the contract.		Deadline for evaluation: 30 calendar days after the contract completion date.

If the contract performance time is less than the frequency defined for the Tier, a single evaluation is performed after completion.

#### Partial Performance Evaluation

<b>Tier 1 - Quarterly frequency</b>	<b>Tier 2 - Semiannual frequency</b>	<b>Tier 3 - Annual frequency</b>
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Deadline for evaluation: 45 calendar days following the date on which the period to be evaluated expires.				Deadline for evaluation: 30 calendar days following the date on which the period to be evaluated expires.	
Period to be Evaluated	Evaluation period	Period to be Evaluated	Evaluation period	Period to be Evaluated	Evaluation period
Jan - Feb - Mar	01 Apr - 15 May	Jan - Jun	01 Jul - 15 Aug	Jan - Dec	31-Jan
Apr - May - Jun	01 Jul - 15 Aug				
Jul - Aug - Sep	01 Oct - 15 Sep	Jul - Dec	01 Jan - 15 Feb		
Oct - Nov - Dec	01 Jan - 15 Feb				

The performance evaluation must be conducted during the period shown in the table above, regardless of whether the contract under execution covers the entire period being evaluated or only part of it. If the contract performance has not started, the performance evaluation should not be conducted and the Contractors Performance Evaluation mailbox should be notified [evaluaciondedesempeno.contratistas@ecopetrol.com.co](mailto:evaluaciondedesempeno.contratistas@ecopetrol.com.co).

As regards health service contracts (legal and natural persons), the performance evaluation will be conducted within a range of 6 to 12 months periodically, according to the schedule of Ecopetrol's Audit Health Model; the performance evaluation of the letters of assignment will be documented in the format; Quality Indicators (GAB-F-297), during performance and, therefore, the evaluation in the tool defined by Ecopetrol does not apply.

For contracts of Tier 3 complexity of the agile sourcing process for more than 1-year term, a single evaluation shall be performed at the end of the contract.

- When the contract is not commenced or completed due to causes attributable to the Contractor, its performance evaluation in all criteria will be 0 points; when the contract is not initiated or executed by mutual agreement of the Parties, there will be no performance evaluation.
- In cases of non-compliance attributable to the Contractor (e.g. labor, commercial, documentary, among others) known after the closing of the evaluation or due to supervening events (e.g. fatality, HIPO, environmental incidents, failure to report work accidents by the Contractor, among others) and without considering the defined evaluation frequency, the Contract Management Official shall conduct a new evaluation and timely record the results in the tool defined by Ecopetrol, to reflect the Contractor's performance situation at that moment.
- If during performance of the contract, use is made of the penal restraint clause, penalty clauses, findings, non-conformities derived from audits, verifications, comprehensive review of contracts, or any other review determined by Ecopetrol, the Contractual Management Official must affect the criterion and indicator according to the formula defined (as appropriate) in the contractor's performance evaluation.
- If required, the Labor, Commercial, HSE and Environment functional areas will provide timely support in the evaluation of the Contractual Management Official and will maintain available sources of information on Contractors' non-compliance to be reflected in the performance of the contract.

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- In contracts where there is a Technical Leader role, the Technical Leader performs the performance evaluation of the related indicators for the operational efficiency criteria, contract terms and HSE aspects and must provide the results to the Contractual Management Officials for their respective management.
- The Contract Management Official shall make contractual modifications after having identified opportunities for improvement in the contract indicators.
- Upon completion of contract performance, the Contractual Management Official will be able to document lessons learned from the contractor performance measurement process in SPM.
- The performance evaluation obtained by the Joint Contractor, for all purposes, shall apply to each of its members.

### 3.3.2.1. Management and Evaluation Criteria of the Contractor

#### 1. Governance Management

##### 1.1. Operational Efficiency

The formulas defined for each of the indicators must be applied, considering that the calculation is cumulative for **the entire performance of the contract**. An example of the calculation is shown below for clarity purposes:

- Contract classified as Tier 2 with a six-monthly evaluation frequency, measured at the end of the third semester of contract performance.
- Operational Efficiency Criterion
- Indicator: Delivery of reports and/or reports agreed in the technical specifications in a quality, timely, manner; this indicator measures compliance with the delivery of the requested documentation in a quality and timely manner.
- Formula:

$$\%C = \frac{D_i}{D} \times 100\%$$

Where:

%C: Percentage of Compliance


$D_i$  : Total documents received without *non-compliance*

D: Total documents scheduled for delivery

- Calculation of the indicator

<b>Response options</b>	<b>First Semester</b>	<b>Second Semester</b>	<b>Third Semester</b>	<b>Total Execution</b>
Documents received without non-compliances	4	4	6	14
Total documents scheduled for delivery	5	4	7	16
<b>Cumulative evaluation of the contract (considers the entire performance)</b>				<b>88%</b>

- The rating table defined in SAP - Ariba must be applied to the accumulated result as follows:

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Calificación entre 80% y 89%

80 %

Rating between 80% and 89%

## 1.2. Contract terms

### Compliance with the Work Plan

The **cumulative** compliance with the agreed work plan **during the entire performance of the contract** will be considered, based on the activities, obligations, and products set forth therein, which will be calculated as follows:

$$\%Pdt = \%Cumplimiento\ del\ plan\ de\ trabajo$$

The table to assign the score for this criterion according to the measurement and results of any of the indicators is as follows:

Response options	Score
100% rating	100%
Rating between 90 and 99%.	90%
Rating between 80 and 89%.	80%
Rating between 70 and 79%.	70%
Rating between 60 and 69%.	60%
Rating between 50 and 59%.	50%
Rating between 40 and 49%.	40%
Rating between 30 and 39%.	30%
Rating between 20 and 29%.	20%
Rating between 10 and 19%.	10%
Qualification less than 10%.	0%

### Delivery of documents

The timely and quality delivery (completeness and with the pertinent supports in case they are required) of the contractually agreed administrative documents is measured, considering that the calculation is cumulative considering the **entire performance of the contract** as of the date on which each period to be evaluated is completed, and it is calculated as follows:

$$\%C = \frac{D_i}{D} \times 100\%$$


Where:

%C: Percentage of Compliance

$D_i$  : Total administrative documents delivered to satisfaction during the execution of the contract up to the cut-off date.

$D$ : Total administrative documents to be delivered during the contract execution up to the cut-off date.

The score to be assigned will be in accordance with the following table:

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<b>Response options</b>	<b>Score</b>
100% rating	100%
Rating between 90 and 99%.	90%
Rating between 80 and 89%.	80%
Rating between 70 and 79%.	70%
Rating between 60 and 69%.	60%
Rating between 50 and 59%.	50%
Rating between 40 and 49%.	40%
Rating between 30 and 39%.	30%
Rating between 20 and 29%.	20%
Rating between 10 and 19%.	10%
Qualification less than 10%.	0%

The administrative documents may be the report of labor, employee peace of mind, report of goods and services, specific information requirements by Ecopetrol, timely invoicing, HSE information report (hours worked, kilometers traveled, environmental compliance information), information and documentation to maintain the Contractor's qualification in the system defined for this purpose<sup>(a)</sup>, among others.

**Note:**


(a) The information and documentation required to maintain the Contractor's qualification in the information system defined for such purpose, includes the following aspects:

- The contractor shall ensure the updating of the information and documentation with which the qualification was determined in the system.
- For evaluating this obligation, the Contractual Management Official will consult the contractor's status in the system defined for such purpose; if the contractor is not qualified, a rating of 0% must be assigned in the Delivery of documents indicator. This evaluation will be maintained until the contractor provides the information required for its qualification in the system, i.e., the non-compliance of this information prevails over the evaluation table defined in this indicator.

## 2. Environmental Management

### 2.1. HSE Aspects


<b>Indicators</b>	<b>Limit</b>	<b>Reference value</b>
<b>PERFORMANCE INDICATORS HSE</b>		
<b>TRIF: Total Recordable Case Frequency Rate</b>	<ul style="list-style-type: none"> <li>The TRIF limit is the one defined in contract planning (See chapter 3.2. Planning of the contractor performance evaluation numeral 4).</li> <li>In cases where the TRIF limit for the contract is the one defined by Ecopetrol for the Vice-Presidency, Management, or Department, when this value changes, it must be updated and the Contractor must be notified.</li> </ul>	<p>If TRIF ≤ Defined limit, it will get 100% of the points.</p> <p>If TRIF &gt; Defined limit, it will get 0 points.</p>

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Indicators	Limit	Reference value
<b>PERFORMANCE INDICATORS HSE</b>		
<b>HIPO: High potential event affecting people or the environment defined according to the CCA standard.</b>	<ul style="list-style-type: none"> <li>The limit in all cases where this aspect applies will be 0</li> </ul>	HIPO = 0 will get 100% of the points. HIPO > 0 will get 0 points
<b>TAV: Vehicle Accident Rate (When applicable)</b>	<ul style="list-style-type: none"> <li>The limit of the TAV is the one defined in the contract planning (see chapter 3.2. Planning of the Contractor Performance Evaluation numeral 4).</li> <li>In cases where the TAV limit for the contract is the one defined by Ecopetrol for the Vice-Presidency, Management or Department, when this value changes, it must be updated, and the Contractor must be notified.</li> </ul>	If TAV < defined limit will get 100% of the points.  If TAV ≥ Definite Limit, will get 0 points.
<b>PREVENTIVE INDICATORS OR HSE MANAGEMENT</b>		
<b>Indicators compliance of Contract obligations.</b>	<ul style="list-style-type: none"> <li>They must be evaluated based on the follow-up conducted through evaluations, inspections, incident investigations, audits, etc., performed by Ecopetrol personnel (Contractual Management Official, Technical Leader, Functional Leaders Occupational Health, Safety, Environment, as applicable, responsible for the area in which the contract is performed</li> <li>The results of the follow-ups and/or non-compliance reports must be documented in the Salesforce tool and/or in the official reports of the process.</li> </ul>	Standard Models are available in SPM to be applied for performance evaluation, which are part of the Method of Choice documents.

- The performance evaluation is cumulative for all indicators, considering **the entire execution of the contract** as of the date on which each period to be evaluated is completed.
- When fatalities of the contractor occur in the execution of the activities under the contract, the value in the HSE result indicators will be zero (0), this impact will be maintained for 2 years from the date of the occurrence of the fatality.
- When there is evidence of the Contractor not reporting work accidents, the result in the TRIF indicator will be zero (0) for 1 year counted from the date of the occurrence of the event.
- For the calculation of the TRIF of the contract, the hours worked and the recordable injuries occurred from the beginning of the contract until the cut-off date of the evaluation to be performed will be considered (each recordable injury will impact the performance evaluation only for 1 year counted from the date of its occurrence).
- For the calculation of the TAV of the contract, the kilometers traveled and the vehicular accidents affecting the indicator from the beginning of the contract until the cut-off date of the evaluation to be performed will be considered (each vehicular accident affecting the indicator will impact the performance evaluation for 1 year counted from the date of its occurrence).



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- The classification of an incident as HIPO will be defined according to Annex 6 of the Ecopetrol HSE Incident Management Procedure, for the performance evaluation, the HIPO events of the contract occurring from the beginning of the contract until the cut-off date of the evaluation to be performed will be taken into account (incidents classified as HIPO will impact the performance evaluation for 1 year counted from the date of its occurrence).

### 3. Social Management

#### 3.1. Labor and commercial aspects

- Compliance with legal and contractual labor and social security obligations:**

If there is evidence of labor or social security non-compliances that are rated as very high or high impact (see Annex 1 of this document: "*Labor non-compliances considered of high and very high impact*"), they must be taken into account for the evaluation of this criterion at the date on which each period to be evaluated is completed; the calculation is cumulative considering **the entire execution of the contract**. This indicator is calculated **as** follows:

$$\%C = \frac{m - m_i}{m} \times 100\%$$

Where:

%C: Percentage of Compliance

$m$ : Number of months of contract execution


$m_i$  : Number of months with high and very high non-compliances

The table for assigning the indicator result is as follows:

Response options	Score
% Compliance = 100%.	100%
% Compliance between 95 and 99%	90%
% Compliance between 90 and 94%	80%
% Compliance between 85% and 89%	70%
% Compliance between 80 and 84%	60%
% Compliance less than 80%	0%

The sources of information to be used by the Contractual Management Official to verify compliance or non-compliance with these obligations are as follows:

- Labor verifications: this source only applies when the Procurement Management (Contractual Labor Assurance Coordination) uploads one or more non-compliances by the Contractor in the system defined by Ecopetrol.
- Result of the Verification of the Conventional Regime Conditions Policy in the system defined by Ecopetrol. This source only applies to contracts of conventional and mixed salary and benefit regime (conventional regime operating personnel).
- Labor complaints and claims classified as valid, information provided by the Citizen Participation Office.

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Note: If the Contractual Management Official requires support, he/she may consult the Labor Functional area.

- **Fulfillment of contractual labor obligations in accordance with the commitment presented by the supplier.**

If there is evidence of non-compliance with the commitment presented by the supplier in the commercial offer of: inclusive employment (when applicable) or employment of local skilled labor in excess of the percentage established in the legislation (when applicable), these must be taken into account for the evaluation of this criterion.

The table for assigning the indicator result is as follows:

<b>Response options</b>	<b>Score</b>
Fulfills the entire commitment	100%
Does not comply with the entire commitment	0%

Non-compliances will impact the performance evaluation for 1 year from the date of occurrence.

The source of information to be used for the validation of compliance or non-compliance with this obligation is the result of the verification of compliance with the commitment to inclusive labor linkage and the linkage of qualified local labor. To verify compliance with the commitments, the Contractual Management Official may consult the labor reports of workers that are uploaded in the digital file of the contract by the contractor, and in turn compare them with the commitments of inclusive labor recruitment or prioritization of labor submitted by the contractor, the latter are also part of the digital file of the contract in the planning stage.

- **Fulfillment of commercial obligations**

In order to evaluate compliance with the Contractors' civil or commercial obligations with third parties (suppliers and subcontractors), the number of non-compliances should be taken into account in relation to the number of months of execution of the contract, taking into account that the calculation is cumulative considering the **entire execution of the contract** as of the date on which each period to be evaluated is completed:

$$\%C = \frac{m - m_i}{m} \times 100\%$$

Where:


%C: Percentage of Compliance

$m$ : No. Months of contract execution

$m_i$  : Number of months with civil or commercial defaults with third parties (suppliers and subcontractors)

The table for assigning the indicator result is as follows:

<b>Response options</b>	<b>Score</b>
% Compliance = 100%.	100%
% Compliance between 90 and 99%	90%
% Compliance between 80 and 89%	80%
% Compliance between 70 and 79	70%

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<b>Response options</b>	<b>Score</b>
% Compliance between 60 and 69	60%
% Compliance between 50 and 59%	50%
% Compliance less than 50%	0%

The sources of information to be used for the verification of compliance or non-compliance of obligations with third parties (suppliers and subcontractors), whether civil or commercial:

- Report of contracts with non-compliance in payments to workers and suppliers generated from the Supply Management (Commercial Assurance Coordination).
- Commercial and goods and services verifications and payment follow-up report, which are confirmed by the Contract Management Professional, who will rely on the report generated by the verifications made by the Supply Management (Supplier Management Coordination), section: Payment Follow-up.
- Complaints and claims of a commercial nature classified as valid, information provided by the Citizen Participation Office.

### 3.2. Environment Management


#### · Environmental incidents attributable to contractors

The evaluation of this component will be carried out taking into account the number of environmental incidents attributable to the contractor. The score assigned for the respective period under evaluation will be affected in accordance with the provisions of this indicator, as follows:

<b>Response options</b>	<b>Score</b>
If you do not present any environmental incidents	100%
If 1 environmental incident occurs during the execution of the contract	90%
If there are 2 environmental incidents during the execution of the contract	80%
If 3 environmental incidents occur during contract execution	70%
If it presents 4 environmental incidents during the execution of the contract	60%
If it presents 5 environmental incidents during the execution of the contract	50%
If they present more than 5 environmental incidents during the execution of the contract	0%

It is up to the Contractual Management Official to evaluate this indicator with the information provided by the Environment Professional (Contractor Management) and the definition of whether or not the incident is attributable to the contractor will be made jointly by the Contractual Management Official, the Environment Professional (Contractor Management) and the Goods and Services Professional (Supply Management), and other functional areas may also be consulted when applicable.

The sources of information to be used by the Contractual Management Official to verify compliance or non-compliance with the environment incidents indicator are as follows:

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- Environment monitoring tool.
- Systematic reporting of regional environment with contractor companies
- Reporting of alarms and incidents from the Salesforce Goods and Services tool.
- Other documentation such as minutes, reports, among others.

#### · **Complaints and claims affecting the environment**

The Contractual Management Official shall evaluate this indicator with the Environment Professional (Contractor Management), with the support of the Goods and Services Professional (Supply Management) and shall take into account those complaints and claims classified as valid and attributable to the contractor, related to the report with environment issues by suppliers, provided by the Citizen Participation Office, through the mailbox: [participacion.ciudadana@ecopetrol.com.co](mailto:participacion.ciudadana@ecopetrol.com.co).

The score assigned for the respective period under evaluation will be affected in accordance with the provisions of this indicator, as follows:

<b>Response options</b>	<b>Score</b>
If no valid classified complaint and/or grievance is filed during the performance of the contract	100%
If you present 1 or 2 complaints and/or claims classified as valid during the execution of the contract	90%
If 3 or 4 valid classified complaints and/or claims are presented during the execution of the contract	70%
If 5 or 6 complaints and/or claims classified as valid during the execution of the contract are submitted	50%
If more than 6 valid complaints and/or claims are filed during the execution of the contract	0%

#### · **Promotion of local supply**

The evaluation of compliance with the following activities will be carried out taking into account the respective commitment included in the commercial offer.


##### - **Commitment to linkage management**

The fulfillment of the commitment regarding the contracting of local goods and services acquired by the Contractor, in the commercial offer and specified in the Form for the Disaggregation of Linkages (GAB-F-268), must be materialized during the execution of the contract, that is, before the end of the term of execution of the Contract or of the service orders (ODS), in the periods established for their presentation, the Contractor must accredit the fulfillment of the total (100%) of the commitment.

The final evaluation of the Contract shall reflect the contractor's level of compliance with the commercial offer in accordance with the following ranges:

<b>Response options</b>	<b>Score</b>
If the contractor fulfills 100% of the commitments in the bid.	100%
If the contractor fulfills 90% - 99% of the bid commitment	80%
If the contractor meets 80% - 89% of the bid commitment	50%
If the contractor complies with less than 80% of the bid commitment	0%

The sources of information to be used by the Contractual Management Official to verify compliance or non-compliance with this indicator are as follows:

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- Information on contracting of local goods and services reported by the Contractor in the Form for the Follow-up of Contractor's Commercial Commitments with Suppliers and Subcontractors (GAB-F-105), which must be submitted during the first 5 days of each month.
- Commercial and goods and services verifications, which are confirmed by the Contractual Management Official, who will rely on the report generated by the verifications made by the Supply Management (Supplier Management Coordination), section: Chaining Management. Additionally, the Contractual Management Official may request the respective progress and support reports.

When the Contractual Management Official verifies that the information provided by the Contractor does not correspond to reality, this indicator will have a result of 0% in the final performance evaluation of the contract or ODS, without prejudice to other actions that correspond according to the law and what is agreed in the contract.

- **Value creation activities**

During the development of the contract, the value generation plan to which the contractor committed in the commercial offer will be evaluated and the level of compliance with the activities and deliverables committed to in said plan will be analyzed; the measurement of this indicator is cumulative and considers **the entire execution of the contract** as of the date on which each period to be evaluated is completed and **is** calculated **as** follows:

$$\%C = \frac{A_i}{A} \times 100\%$$

Where:

%C: Percentage of Compliance

$A_i$  : Total activities performed to satisfaction during the contract execution and in accordance with the established schedule


A: Total activities planned in the value generation plan during the contract execution period

The score to be assigned will be in accordance with the following table:

<b>Response options</b>	<b>Score</b>
If the contractor fulfills 100% of the commitments made in the bid.	100%
If the contractor fulfills 90% - 99% of the bid commitment	80%
If the contractor meets 80% - 89% of the bid commitment	50%
If the contractor complies with less than 80% of the bid commitment	0%

The sources of information to be used by the Contractual Management Official to verify compliance or non-compliance with this indicator are as follows:

- The evidence for compliance with this indicator will be the certification of the Legal Representative or Statutory Auditor together with the photographic record, attendance lists, proofs of departure (when applicable), or the documents that the Contractual Management Official determines, according to the nature of the commitment, among others.

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- Commercial and goods and services verifications, which are confirmed by the Contractual Management Official, who will rely on the report generated by the verifications made by the Supply Management (Supplier Management Coordination), section: clauses for value generation activities. Additionally, the Contractual Management Official may request the respective progress and support reports.

When the Contractual Management Official verifies that the information provided by the Contractor does not correspond to reality, this indicator will have a result of 0% in the final performance evaluation of the contract or ODS, without prejudice to other actions that correspond according to the law and what is agreed in the contract.

### 3.3.2.2. Framework Contracts and ANDE


In cases where it is defined to evaluate the Framework contract and ANDE (Tier 2 and 3 according to table 3.2.1 Service agreements), the following must be taken into account:

- Contractual Management Official of each service order shall:
  - Perform the calculation of each indicator corresponding to each criterion as defined for the contract (without applying the indicator scoring table).
  - Notify the Contractor of the partial results.
  - Submit the ODS performance evaluation in a timely manner within 20 calendar days following the date on which the period is completed and at the frequency established in the planning, to the Contractual Management Official of the Framework contract or ANDE for its respective consolidation.
- Contractual Management Official of the Master Agreement or ANDE shall:
  - Consolidate the result of the performance evaluations of the SDOs derived from the contract, keep control and measurement outside the tool.
  - Calculate the arithmetic mean of each indicator corresponding to each criterion of the evaluations of the SDOs executed in the contract; for the TRIF and TAV indicators the arithmetic mean does not apply to them, since they are indexes, these are calculated in accordance with the provisions of chapter 2.4 Relevant Concepts of this procedure with all the information generated for the framework contract.
  - Apply to the final result of each indicator the corresponding scoring table according to the evaluation model defined in the planning.
  - Record the results in the Framework contract evaluation tool.

### 3.3.2.3. Notification of Contractor Performance Evaluation

Once the evaluation has been carried out, it shall communicate the result to the Contractor, who within 7 calendar days from the date of such communication may submit written observations, which shall be resolved by the Contractual Management Official within the following 14 calendar days.

The notification process of the performance evaluations carried out through the Supplier Performance Management Project is done through SPM or the tool defined for such purpose; the others will be processed through e-mail.

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If the Contractor does not present observations, does not substantiate them, or if they are presented and substantiated Ecopetrol does not accept them, the Contractual Management Official will approve the evaluation and close it in the tool.

### 3.3.3 Construction and development of corrective action plans

#### a. Request and construction of corrective action plans

The corrective action plans apply to Contractors and contracts with unfavorable information (See chapter 3.4 identification of invitees in selection methods) and that according to the segmentation are classified as significant Suppliers. The Sourcing Excellence Department will request and follow up on the formalization and compliance of the corrective action plan through the Contractual Management Official for this supplier segment.

For the rest of the Suppliers that are classified in the energize and challenge segments and that have unfavorable information, the application of a corrective action plan will depend on the analysis of the Contractual Management Official according to the needs of the Company and in case this plan is required, the formalization and compliance will be monitored by said Professional.


In cases where a corrective action plan has not been defined, if the Functional Leaders (Technical, Labor, Commercial, Environment, Occupational Health, Industrial Safety, Environment) identify the need to generate one, they must notify the Contractual Management Official to formally request it to the Contractor, according to what is defined in this document.

#### b. Roles and Responsibilities

ROLE	RESPONSIBILITY
Contractual Management Official	<ul style="list-style-type: none"> <li>Perform an analysis of contract performance and determine those that are at risk of impacting the operation due to poor performance and are subject to the construction of a corrective action plan.</li> <li>Request the corrective action plan from the Contractor through the SPM module.</li> <li>Validate and approve the corrective action plan defined in the GAB-F-127 Format Corrective Action Plan for Contractors through SPM, with the support of the Functional Leaders (Technical, Labor, Commercial, Environment, Occupational Health, Industrial Safety, Environment), as applicable.</li> <li>Request the Contractor to formalize the plan, sending it through the SPM module, stating the commitment acquired with Ecopetrol to implement such plan.</li> <li>Follow up and monitor the execution of the actions defined in the plan, ensuring the quality and timely implementation of the deliverables, with the support of the Functional Leaders, as applicable.</li> </ul>
Functional leaders (technical, labor, commercial, environment, occupational health, industrial safety, environment, as applicable).	<p>Provide timely support to the Contractual Management Official in the:</p> <ul style="list-style-type: none"> <li>Validation or recommendation against the corrective action plan.</li> <li>Contractor's review of the quality of deliverables.</li> <li>When unfavorable results are identified, the Contractual Management Official should be notified of the need to generate a plan.</li> </ul>
Contractor	<ul style="list-style-type: none"> <li>Generate corrective action plan when required in GAB-F-127.</li> <li>Formalize the plan and commitment to execute it with quality and timeliness through SPM.</li> <li>Execute the plan and deliver evidence with quality and timeliness to the Contractual Management Official.</li> </ul>

### 3.4 IDENTIFICATION OF GUESTS IN ELECTION METHODS



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In the exercise of due diligence and to ensure the purposes of contracting, Ecopetrol will take into account for the identification of those invited to participate in the Methods of Choice, as well as for the subscription of Additional or Other contracts or uses of option, for the supply of goods and services, the objective favorable and unfavorable information of its Suppliers, making a comprehensive analysis of the same, which may include trends in performance evaluation results by periods, lines of services among others that are considered relevant for the respective analysis.

Unfavorable or favorable information from Suppliers may be shared and used by Ecopetrol Group Companies. The following information, among others, is considered unfavorable information in the performance of Contractors:

1. When in the criteria of Operational Efficiency, Contract Deadlines, Labor and Commercial Aspects and Environment Management the Contractor obtains a result of less than 80 points and for the HSE Aspects criterion the Contractor obtains a result of less than 85 points.
2. When in the evaluation of health professionals (Attachments) obtains a result of less than 90 points in its last performance evaluation of health quality indicators.

The unfavorable information referred to in paragraphs 1 and 2:

- The Contractual Management Official shall conduct a review and analysis of contract performance and request structuring of a corrective action plan from the Contractor as defined in the Construction and Development of Corrective Action Plans chapter.
- If the supplier identified to be invited has a corrective action plan, the Authorized Officer will request the Contractual Management Official the progress of execution and/or closure of the plan, which must be fulfilling as planned, for their respective analysis and decision making.


## 4 CONTINGENCIES

In the event that the tool is not enabled to perform the performance evaluation, this shall be done in the GAB-F-245 format, and once the tool is enabled, the Contractual Management Official shall perform the respective uploading to the tool defined for such purpose.


### VERSION RATIO

Previous Document			
Version	Date	Old Code and Title	Changes
8	27/03/2012	ECP-VST-P-005 Contractor Performance Procedure	Template standardization, target adjustment, standardization of terms.
9	27/08/2012	ECP-DEA-P-006 Contractors' Performance Procedure	Update of template and assignment of new code. (old code ECP-VST-P-005)
10	11/09/2012	ECP-DEA-P-006 Contractors' Performance Procedure	Inclusion of ANDE's procurement evaluation methodology. Inclusion of review of the application of the Performance Evaluation by the Functional Authority. Inclusion of a new paragraph for numeral 4.3.a. on non-compliance in the contracting of Local Labor. Application of numeral 4.3.a. for the Business Group.




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11	30/10/2012	ECP-DEA-P-006 Contractors' Performance Procedure	Change of Codes of the related Forms in the Procedure
<b>New Document</b>			
<b>Version</b>	<b>Date</b>	<b>Changes</b>	
1	30/06/2014	Derivative actions are included.	
2	21/07/2016	Contractor performance evaluation methodology form (GAB-F-128) is included.	
3	28/12/2017	<p>The frequency of the different criteria is changed, clarifications are made regarding the different criteria to be evaluated and it is determined that an analysis of the contractor's favorable and unfavorable objective information must be made to determine the list of suppliers to be invited, based on Ecopetrol's strategy.</p> <p>It is indicated that the Procedure will not apply to health service providers linked through the modality of Attachment, adhesion contracts, among others.</p>	
4	30/10/2019	<ul style="list-style-type: none"> <li>• Inclusion of chapter: Segmented Contractor Performance Evaluation and Framework Contracts.</li> <li>• Strengthening and updating of the criteria: Operational Efficiency (Measuring Value Promise), Administrative Aspects, HSE and Environment Management.</li> <li>• Strengthening the structuring of improvement plans (Annex 1. Construction and Development of Improvement Plans) and updating of Annex 2. Labor non-compliances considered of high and very high impact.</li> <li>• Inclusion of the evaluation of Health Professionals linked to letters of secondment.</li> <li>• Exceptions chapter update.</li> <li>• The time of the Contractor Evaluation Average is modified.</li> <li>• Supplier Performance Committee eliminated.</li> <li>• The frequency of contractor performance evaluations was standardized.</li> </ul>	
5	13/05/2021	<ul style="list-style-type: none"> <li>• The HSE Aspects criterion is updated: <ul style="list-style-type: none"> <li>◦ The TRIF calculation considers the man-hours worked and the events occurring in the last two years or fraction thereof, elapsed up to the date on which the evaluation of the corresponding period is to be performed.</li> <li>◦ Measurement of good HSE practices is included.</li> <li>◦ The High Potential Event-HIPO measurement is included.</li> </ul> </li> <li>• The Administrative Aspects criterion, sub-criterion Compliance with Legal and Contractual Labor and Social Security Obligations, includes the measurement of inclusive employment and skilled labor in excess of the percentage established by law.</li> <li>• The following changes are made to the Environment Management criterion: <ul style="list-style-type: none"> <li>◦ It includes the measurement of the sub-criterion Alarms and Environmental Incidents attributable to contractors and the timeliness and quality of the information reported for Chain Management.</li> <li>◦ The mechanism for measuring the sub-criteria Complaints and claims affecting the environment, Contractor's Environment Plan and Promotion of local supply is strengthened.</li> </ul> </li> </ul>	
6	15/10/2021	<ul style="list-style-type: none"> <li>• Update of the exceptions chapter.</li> <li>• Articulation with the new role of the Contract Management model.</li> <li>• Strengthening measurement of purchase orders: Incorporation of logistical evaluation of purchase orders and integral evaluation of the Supplier by the Authorized Official/Category Leader.</li> <li>• Updating sub-criterion Document Delivery: Incorporation of the measurement of delivery of documents required to keep the Contractor enabled in SIPROE.</li> </ul>	
7	30/11/2023	<ul style="list-style-type: none"> <li>• Contractor performance evaluation manages and documents from the planning phase through the execution, closing and balance of the contract in the Ariba SPM tool.</li> <li>• Update of the supplier segmentation model.</li> <li>• Update and articulation with changes in the Contract Management Model: roles, responsibilities, contract complexity, frequency, contract evaluation or ODS.</li> <li>• The criteria and indicators to evaluate the Contractor's performance are standardized and will be rated in the tools defined by Ecopetrol and the sum of the criteria must be 100 points.</li> <li>• The distribution of weights per criterion is modified and integrates the supplier's performance into a single result.</li> <li>• Every contract must be evaluated through the Supplier Performance Management Project in SPM, with the exception of Service Orders Derived from EBA's and Sourcing Service Contract Orders in SAP ERP which are done through a quick survey in SAP Ariba.</li> <li>• Automation of the logistical evaluation of purchase orders.</li> <li>• The partial or final performance evaluation of the contract by criterion is modified by the <b>cumulative of the entire contract performance</b> evaluated by each criterion.</li> </ul>	

	<b>CONTRACTOR PERFORMANCE PROCEDURE</b>		
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		<ul style="list-style-type: none"> <li>Creation of the library in SAP Ariba and loading of standardized indicators of the five criteria.</li> <li>Standardization of the table to assign the result of the indicators of each criterion.</li> <li>Criterion HSE Aspects: Elimination of the HSE good practices indicator, for the calculation of the TRIF of the contract, recordable injuries occurring in the last year prior to the period to be evaluated and strengthening and clarity of the role of HSE will be considered.</li> <li>The notification process for service contract evaluations carried out through the Supplier Performance Management Project is done through SPM and purchases through the ERP or the tool defined for such purpose; the others will be processed through e-mail.</li> <li>Update on the evaluation of framework contracts.</li> <li>Strengthening and updating the construction and development of corrective action plans and incorporation of lessons learned.</li> </ul>
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### ANNEX No. 1

#### **Non-compliance with labor, social security and local labor force requirements considered to be of high and very high impact.**

The following is a list of non-compliance with labor, social security and local labor obligations materialized and evidenced through labor verification, complaints and claims, reports on critical cases, among others.

The Contractual Management Official shall consider this annex, when evaluating the Contractor, in the criterion called Labor and Commercial Aspects Criteria, of a labor and social security nature.

<b>Labor Non-compliance</b>	<b>Valuation</b>
No readjustment or incorrect readjustment of salaries	VERY HIGH
Non-payment or underpayment of wages	VERY HIGH
Late Payment of Wages	VERY HIGH
Discount without employee authorization	HIGH
Non-payment or underpayment of overtime	VERY HIGH
Non-payment or underpayment of night surcharges	VERY HIGH
Non-payment or underpayment of surcharges for Sunday and holiday work	VERY HIGH
Non-payment or underpayment of rest	HIGH
Failure to provide compensatory or incomplete rest breaks	HIGH
Non-payment or underpayment of interest on severance payments	VERY HIGH
Untimely payment of interest on severance payments	VERY HIGH
Non-payment or underpayment of severance payments	VERY HIGH
Untimely payment of severance payments	VERY HIGH
Non-payment or underpayment of service bonuses	VERY HIGH
Late payment of service bonus	VERY HIGH
Non-granting of vacation time	HIGH
Underpayment or non-payment of transportation allowance	HIGH
No provision of transportation in kind	HIGH
Underpayment or nonpayment of food allowance	HIGH
No provision of food in kind	HIGH
Underpayment or non-payment of conventional premium (conventional regime applies)	VERY HIGH
Late payment of conventional premium (conventional system applies)	VERY HIGH
Underpayment or nonpayment of vacation premium (conventional regime applies)	VERY HIGH
Late payment of vacation premium (conventional system applies)	VERY HIGH
Underpayment or non-payment of housing subsidy (applies only to conventional regime)	VERY HIGH
Late payment of housing subsidy (only applies to conventional regime)	VERY HIGH

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<b>Labor Non-compliance</b>	<b>Valuation</b>
Non-payment of extralegal benefits (conventional or not)	VERY HIGH
Underpayment of extralegal benefits (conventional or otherwise)	VERY HIGH
Late payment of extralegal benefits (conventional or otherwise)	VERY HIGH
Non-compliance with Article 21 Law 50 of 1990	VERY HIGH
Non-compliance with Law 1857 of 2017 - Family Law.	VERY HIGH
Non-compliance with policy conditions conventional regime	VERY HIGH
Non-compliance with labor guarantees	HIGH
Overtime is regularly worked without the authorization of the Ministry of Labor.	VERY HIGH

<b>Non-compliance with Social Security</b>	<b>Valuation</b>
No ARL affiliation	VERY HIGH
No EPS affiliation	VERY HIGH
No AFP affiliation	VERY HIGH
No affiliation to a Family Compensation Fund	HIGH
Non-timely affiliation to ARL	VERY HIGH
Non-timely EPS affiliation	VERY HIGH
Non-timely affiliation to AFP	VERY HIGH
Non-timely affiliation to Caja de Compensación Familiar (Family Compensation Fund)	HIGH
Non-payment of general social security or parafiscal contributions	VERY HIGH
Late payment of social security	VERY HIGH
Non-payment or underpayment of disability benefits	HIGH
Non-payment or underpayment of the final settlement of the employment contract	VERY HIGH
Non-compliance in delivery frequency/complete delivery/quality of equipment and PPE.	HIGH

<b>Non-compliance in the hiring of local labor</b>	<b>Valuation</b>
Failure to comply with the minimum percentages established in the legislation for the hiring of qualified local labor	VERY HIGH
Failure to comply with the minimum percentages established in the legislation for the hiring of unskilled local labor	VERY HIGH
No certificate of residency issued by the municipal mayor's office	HIGH