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EMPLOYEE MANUAL - ITEPROF

"INTERNAL WORK REGULATIONS"

The purpose of the ITEPROF Employee Manual is to establish norms, guidelines and action guides that model the attitudes and actions expected of each employee of ITEPROF S.R. L.

This instruction compiles the provisions emanating from the Labor Code, the company's bylaws, our Mission-Vision-Values, and all those international regulations and laws.

The information contained in this manual is a fundamental part of our work and culture, so it is of vital importance to know and apply it by all employees, considering that in order to regulate and maintain satisfactory labor relations it is necessary to disclose in a clear, precise and formal way, what are the expected behaviors, the commitments assumed and the obligations contracted.

The establishment, approval and dissemination of this manual unifies criteria and provides timely guidance to all employees and managers for decision-making, guaranteeing impartiality, correct administration, motivation and development of human talent, as a fundamental piece of our success.

The Internal Work Regulations are a labor instrument through which a set of mandatory provisions are made clear for both workers and employers.

In accordance with the provisions of Title II, Articles 129 to 134, of the Labor Code, ITEPROF S.R.L., has decided to formalize its Internal Regulations under the following statements:

- Requirements for admission
- Employee Obligations
- Prohibitions
- Working Hours and Rest Days
- Holidays
- The Christmas Salary and Salary
- The Holidays
- Absences and tardiness
- Permissions
- Leave with Wages
- Training and Training
- Industrial Safety and Hygiene
- Dress Code
- Justified causes for dismissal
- Disciplinary process
- Confidentiality
- Access
- Internet use policy
- Motherhood
- Pension Fund
- Family Health Insurance

I.- REQUIREMENTS FOR ADMISSION

1. Meet the requirements specified in the job profiles, including any aptitude tests that the company deems necessary.
2. Possess an identity and electoral card and/or passport. In the latter case, the following documentation must also be provided:
    - If the candidate is the son of Dominicans, submit a copy of the corresponding birth certificate
    - Otherwise, the candidate must present a copy of the work permit granted by the corresponding authorities.
3. Agree to undergo Medical Evaluation
4. Accept to be subjected to a Police, Criminal and Credit Purge, both national and international

ITEPROF reserves the right to admit the candidate, even if they meet the requirements of the job profile and have deposited all the necessary documentation. The condition of meeting the requirements does not necessarily mean that the candidate will be admitted, since, among others, he must have satisfactorily passed the different levels that apply and have obtained results at acceptable levels (at least) in the tests applied according to the vacancy he has applied for.

II.- OBLIGATIONS OF THE EMPLOYEE

All employees are expected to assume with responsibility the provisions established in these Internal Regulations, in accordance with Article 44 of the Labor Code, as determined at the time of hiring and the provisions of the labor laws in force.

1. Attend their daily work **punctually**: this may mean, in most cases, that the employee must arrive at the company at least five (5) minutes before their work schedule, when the performance of the same is determined by the connection to computer systems and/or applications.

2. Perform his/her duties in the agreed manner and the functions for which he/she has been timely and adequately trained, with care and dedication, taking into account the updates and modifications that have been duly communicated.

3. Rigorously observe the preventive or hygienic measures required by law or dictated by the competent authorities, as well as those indicated in the company's policies and procedures, in order to achieve safety and protection for both the employee and his colleagues, and/or the place where the work is performed. Similarly, the employee is obliged to notify a manager of any observation he or she has in order to avoid damage.

4. Submit to the medical examinations required by the company in order to verify that they do not have any illness or disability that prevents them from performing their functions satisfactorily or that due to ignorance may cause any damage, both to the employee and to those around them.

5. Observe good conduct and strict discipline during working hours and while remaining in the vicinity of the company.

6. All employees must maintain with absolute discretion the **confidentiality of information** about the commercial activities, methods, procedures and any other information of the company to which they have access by reason of the work they perform, as well as the confidential administrative matters whose disclosure may cause damage to the company, both while the employment contract is in force, and after the termination of the same.

7. The employees of **IT PROFESSIONAL, S.R.L.**, they must give the correct use and care to the **equipment and tools, machinery,** materials that have been assigned to them for the performance of their functions, as well as to the facilities in which they carry out their work. Such **equipment, tools, machinery or materials** may not be removed from our facilities without prior written authorization from one of the company's directors.

8. Maintain the hygiene and organization of your work area and avoid waste and waste of the assigned materials.

9. Comply with the assigned work schedule, both for entry and exit and the stipulated breaks. Similarly, in case of increases in the workload, if the employee commits to work additional hours, he must comply with the schedule assigned to him for such a case.

10. Each employee must have appropriate **clothing,** as indicated according to the work they perform and the current Dress Code. An appearance

Neatness adds to the employee's poise and self-confidence and gives an air of dignity to the company.

11. All employees must **follow the instructions and work methods** that have been indicated during their training period, considering the following:

    - Avoid wasting time and materials
    - Maintain quality in the work
    - Achieve expected levels of productivity and efficiency
    - Updates and/or changes that have been introduced both in the work methodology and in the characteristics or specifications of the product or service itself
    - Comply with all applicable regulations and laws, both national and those that correspond to the country where we are providing our services.

12. Every employee is obliged **to resort promptly to any call** to provide his services or collaboration in cases of accident or imminent risk/emergency in which the person or property of the employer or an employee is in danger, without being entitled to additional remuneration.

13. All employees must maintain due **consideration and respect** among themselves, regardless of the levels of hierarchy and avoid situations that include verbal conduct (racial or sexual comments, inappropriate language, ethnic jokes, derogatory comments or slander), physical contact or any other offensive behavior. Mutual respect is one of ITEPROF's main values and as such it expects all employees to demonstrate it.

14. All employees will enjoy the same **rights and privileges** that the company stipulates for each position. We believe that impartiality is the foundation of loyal and cooperative teamwork. We treat our staff individually, but without causing the perception of special treatment.

15. All employees must clearly understand and apply our values as a company. We expect **honesty** in the handling of money, merchandise, and property; we also expect appropriate behavior with respect to intangible things such as time, effort, performance of tasks, dealing with colleagues, recognizing mistakes, and other details. Dishonesty will result in immediate dismissal. There are other actions that qualify as dishonest acts: alterations, changes, theft of intellectual property, privileged information, goods or money handled by our employees.

16. All ITEPROF employees must assume **a commitment to fair treatment** in all their interactions, whether with customers, end users and/or co-workers. By acting impartially and fairly, we gain trust and loyalty in all of our relationships.

III.-PROHIBITIONS

Our commitment as ITEPROF employees includes not only complying with the actions, behaviors and expected performance, but also knowing what they are and avoiding behaviors and actions that are not allowed and/or in violation of the Labor Code, our internal policies, Law 53-07 against High Technology Crimes and Offenses, and other applicable laws. These violations include, but are not limited to:

1. Showing up to work in a state of drunkenness or any other similar condition. Similarly, the consumption of controlled drugs/substances, as punishable by law, even if it does not involve or manifest altered behavior, is prohibited to employees. In cases where any prescribed medication causes temporary or long-term effects that impair or impair the employee's ability to perform duties and/or the employee's wisdom and judgment in such a way that his or her behavior may affect his or her safety or that of those around him, the employee must also withdraw from the area

until the side effects have disappeared or decreased so that you can perform your duties properly. In these cases, it will be necessary to present a medical certification indicating that the medicine has been prescribed by a professional accredited for such purposes.

2. Carrying any type of weapon during working hours or within the company's facilities, except for those positions established by law.

3. The use of time, labor, supplies, equipment, tools, buildings, and other assets of the company for personal benefit, as well as the use of these for any purpose other than for which they were assigned, whether or not it is for the purpose of obtaining personal benefits or for third parties.

4. Games, raffles, collections and similar activities during their working hours and/or at the company's facilities.

5. Carrying out political and/or religious propaganda within the company's facilities or within their working hours.

6. Disclose, alter, copy, decrypt, decode, generate, or otherwise decipher access codes.

7. Unlawfully access systems, with or without subsequent use of the information obtained through such access, or illegitimately exploit any access obtained intentionally.

8. Delete, affect, introduce, copy, mutilate, alter or eliminate data and components present in electronic, computer, telematic, or telecommunications systems, or transmitted through one of these, for fraudulent purposes.

9. Altering, mistreating, blocking, disabling, causing malfunction, damaging or destroying an electronic, computer, telematic or telecommunications system, or the logical programs and operations that govern it. Performing any of these actions is likewise considered sabotage.

10. Obtaining funds or personal benefits or for third parties illicitly through the use of high technology through the accesses, permissions, systems and applications to which the employee has access in order to perform the tasks for which he or she has been hired.

11. Using another person's identity through electronic means. This type of action constitutes identity theft and is punishable by local and international laws and regulations.

12. Establish loving relationships; Any act that may be construed as sexual harassment will result in disciplinary action up to and including termination, following an investigation of the facts based on the complaint made by the affected employee or another employee who witnessed the facts. Any request, physical or verbal conduct is considered sexual harassment when any of the following conditions are present, among others that can be considered circumstantial:

    - That submission to such conduct is made explicitly or implicitly as a term or condition of an individual's employment;
    - That submission or rejection of such conduct is used as a basis for employment decisions affecting the individual;
    - That such conduct has the purpose or effect of irrationally interfering with an individual's job performance or creating an offensive, hostile, and intimidating work environment.

IV.-THE WORKING DAY AND REST DAYS

The regular working day will consist of eight (8) hours from Monday to Friday and four (4) hours on Saturdays, ending at twelve 12:00M on Saturday, during the regular working day, the employee will be entitled to a total of two (2) hours of rest.

The schedule currently worked is related to the service to be provided by the employees

8:00 AM to 12:00 M 2:00 PM to 6:00 PM 8:00 AM to 12:00 M

7:00 AM TO 12:00 M 1:00 PM to 4:00 PM 7:00 AM TO 11:00 AM

In the event that the employee, due to the nature of our company, extends outside his or her working hours to deal with work increases, additional breaks will be granted accordingly. Breaks or breaks are unpaid.

The regular working day extends up to forty-four (44) hours per week, if any employee exceeds this amount, the company will grant an additional compensatory incentive to their fixed salary to compensate for such effort and dedication during the hours worked in said days.

The working day is considered daytime when it is between 7:00 AM and 9:00 PM: during these hours, and except for those cases in which the hours are overtime or holidays, the employee receives the agreed salary. Night shift is one that occurs between 9:00 PM and 7:00 AM and during these hours the employee receives a night incentive of a 15% increase over the hour worked. Mixed shifts occur when the employee works both day and night hours, not exceeding three (3) hours at night: in case of exceeding three (3) hours, the payment of all hours will be made with a 15% increase; in case it does not exceed three (3) hours, they will be paid according to their nature.

V.- HOLIDAYS

Due to the nature of our company, we wish to emphasize that in the event that due to the increase in the projects we develop, it is required that all employees must work on a holiday, that day will be considered with the incentive program indicated above.

VI.- CHRISTMAS SALARY AND SALARY

ITEPROF complies with the provisions relating to wages contemplated in articles 192 to 218 of the Labor Code. At present, the frequency of payment is biweekly and is made on the fifteenth (15th) and thirtieth (30th) of each month.

With regard to the Christmas Salary, ITEPROF complies with the provisions of articles 219 to 222 of the Labor Code. In this sense, it is appropriate to remember that for the calculation of the same, the amounts accrued for overtime or those worked on holidays are not taken into consideration: the calculation is based on the sum of the amounts corresponding to the regular salaries accrued plus incentives received throughout the year (including those corresponding to night hours worked and performance). and then divide the result by twelve. In the event of termination of the employment contract, whatever the reason, this payment will also be made.

For both the salary and the Christmas salary, ITEPROF has defined the payment of the same through the electronic payroll service of the Banco Popular Dominicano. Once the employee is hired, the opening of the account is processed through the Payroll Department that from that moment on will serve to receive their salary. The first payment is made the following fortnight after the start of work, and so on: the biweekly payrolls to be paid are computed from the first day to (15) fifteen and from (15) fifteen to (30) thirty of each month, the day on which he or she is due to receive the first salary, the employee must attend the Banco Popular Dominicano Cerros de Gurabo Branch, duly identified with their ID to sign the documents related to the account and remove the corresponding plastic. From that moment on, the employee will be able to access their funds through ATMs, and will receive the funds biweekly.

deposits to said account. In the case of the Christmas salary, it will be deposited no later than December 20, regardless of the day of the week.

VII.- VACATIONS

Employees shall enjoy their vacations in accordance with the provisions of the Labor Code, articles 177 to 190.

The employee may enjoy his vacations every time he completes one year in the company, the established period being fourteen (14) working days from one (1) to four (4) years of seniority and eighteen (18) working days from the fifth (5th) year. Holidays will be paid on the day of the week on which the start date of the holidays occurs, regardless of whether they are taken at the same time or not.

Vacations will be scheduled by mutual agreement between the employees and the representatives of the company, such scheduling must be recorded in writing on the form intended for such purposes and delivered to Human Resources, once said form has been completed and seen by the employees requesting vacations. The programming and enjoyment of them must take place within 6 months of the acquisition of this right.

No later than the last day of work before starting their vacation, the employee must go to the Human Resources Department to register in the record book designated for such purposes.

VIII. ABSENCES AND TARDINESS

ITEPROF, expects and has the **daily and punctual assistance** of all its employees. If for any reason he/she cannot arrive on time, the employee must call the number 809-226-0118 no later than ten minutes after the start of the day, being preferable that he/she communicates at least one hour before the start of the day, must provide the name and reason for the absence or tardiness. In case of tardiness, also notify the time at which it will be possible to show up. Any or any excuse that is not presented through the system of absences and tardiness will not be considered valid: the only exception to this regulation being when a medical certification is presented before or at the time of starting the work.

The fact that absences and tardies **are properly and timely reported** does not necessarily indicate that the excuses presented are considered valid and does not exempt the employee from receiving written warnings if they apply. Similarly, recidivism is the basis for such faults to escalate in the level of seriousness and can lead to the termination of the contract (dismissal) due to lack of dedication to the work and failure to comply with the most basic obligation of every employee, which is **to attend to provide their services.**

In cases of absence due to illness, and in the event that this incapacitates the employee from reporting to work for more than one day, such absence must be accredited by a medical certificate signed and stamped by the professional who attended him. Medical licenses must be deposited within 24 hours of the certification being issued to be considered valid and must clearly include both the employee's condition and the duration of the same. All medical certification can be deposited with Human Resources by a family member or close friend of the employee in case the condition makes it impossible for him or her to present it personally.

IX.- PERMITS

Permits must be requested at least three (3) working days in advance and one day before or on the same day in case of a proven emergency. Employees must fill out a form designed for such purposes and submit to Human Resources. It is important to note that the fact of completing the form does not oblige the company to grant it, although requesting it with adequate anticipation gives more possibilities of approval of it. Leave is unpaid.

In case the employee needs to be absent for more than one day and does not correspond or wishes to take vacations, he or she can request leave without pay. Such request shall also be submitted for approval and must be requested in writing.

X.- LEAVE WITH SALARY

All employees shall be granted leave with pay in the following cases, for the number of days established by law:

1. Five (5) days of leave with pay, on the occasion of the celebration of the employee's marriage: for these purposes, the enjoyment may be granted effective on the day of the marriage, after that, or days before, depending on how convenient it is for the employee.
2. Three (3) days in the event of the death of any of the grandparents, parents, children or spouse; Similarly, if the employee wishes to take only two days and reserve a third for later religious customs, this can be done by prior agreement between the parties.
3. Two (2) days in the event of the birth of the wife or partner.

In order to apply the payments of place, the employee is obliged to present to the company the documentation that supports any of the three previous facts, no later than the day on which he or she is due to join his or her work after the end of the leave. Payment will not be processed until the corresponding documentation is submitted. In any case, in those cases where the event that generates the leave has been unexpected or unpredictable and therefore could not have been communicated in advance to the company, the employee has the obligation to notify the event through the appropriate channels within 24 hours of its occurrence.

XI.- TRAINING AND TRAINING

It is mandatory for the employee to take the training courses that the company determines necessary so that he can execute his work with care and efficiently, and according to Ordinal 9no. of Article 46 of the Labor Code, it is equally obligatory for the employer to provide training, training, updating and improvement to employees.

Once the candidate has successfully completed the induction process, the training process begins: this process will have a variable duration, depending directly on the level of complexity of the task to be performed, and in some cases scored, on the specific experience in the area that the new employee may or may not have. These trainings, due to the nature of our company, will not only be limited to ITEPROF's internal processes, but will mostly cover procedures, parameters and application systems of our customers, as well as information on products and services offered by them.

At any time during the employment relationship, updates or modifications may be made to current processes, in which case ITEPROF provides its employees with the opportunity to receive specialized training outside the company. Such training may be requested by the employee through an external training request form, if approved, the company will cover all the expenses accrued from said training including the cost of the training itself, transportation, support materials, per diems and/or other travel expenses as applicable. In exchange, the employee agrees to remain in the company for a period of twelve months to apply the knowledge acquired: In any case, no ITEPROF client may contract for himself, directly or indirectly, the service of any of the ITEPROF consultants or staff participating in the project, from the beginning until one year after the end of the services of said person. without written authorization from ITEPROF.

XII.- INDUSTRIAL SAFETY AND HYGIENE

In accordance with current laws and regulations, including Decree 522-06, and to guarantee protection and compliance with the associated policies and procedures, ITEPROF has an Industrial Safety and Hygiene committee which will be in charge of overseeing everything associated with this matter. This committee will be made up of at least five people, and may be assisted by external expert advisors in specific cases.

All ITEPROF employees must abide by the provisions and regulations, understanding that they are designed and implemented taking into account as essentially the protection of the company's most important resource, the human asset and the facilities and equipment owned by the company, so we must all take into account some of the following measures to avoid accidents that may damage the equipment, among which are:

- Properly turn off the equipment at the end of the day each day, including the voltage regulator.
- Do not install download software on any computer.
- Do not drop your mouse or keyboard on the floor.
- Avoid placing magnetic tools on the equipment.
- Avoid placing utensils such as: Cups, cups with liquids on the equipment.
- Uncovering the machines without the presence of the qualified technician.

Every ITEPROF employee is responsible and must ensure that they know the emergency exit that belongs to them according to their current location and restrict themselves from using exits that do not correspond to them to avoid unnecessary crowds: the staff has been divided into the exits according to their proximity, so that the flow of each person is optimal. The above is in order to guarantee the total evacuation of the facilities if necessary in a time of one minute.

XIII.- DRESS CODE

Ladies:

Allowed:

- Skirts with a maximum of 2 inches above the knee.
- Jeans in good condition.
- Shirts and blouses with sleeves.
- Jackets and dress pants. Not

Allowed:

- ❖ Low-cut blouses.
- ❖ Transparent clothing.
- ❖ Shorts.
- ❖ Very tight pants or lycras.
- ❖ Mini skirts.
- ❖ Calypso.
- ❖ Blouses or shirts that do not completely cover the abdomen and back.
- ❖ Blouses and sleeveless shirts.

Knights:

Allowed:

- ✓ Ties.
- ✓ Jackets and Jackets.
- ✓ Long-sleeved or short-sleeved shirts tucked into the pants.
- ✓ Pants and jeans in good condition.
- ✓ T-shirts with collars, always tucked into the pants.
- ✓ Closed-toe shoes.
- ✓ Tennis shoes in good condition.

Not Allowed:

- Calypso.
- Pants with holes.
- Tank tops or shirts with holes.
- Inadequate haircuts.
- Shorts.
- Collarless shirts or t-shirts.

XIV.- CONFIDENTIALITY

In the performance of the employment obligation with the Company, the employee will obtain information about business practices of ITEPROF and its clients. In the same way, the employee will have access to data related to ITEPROF customers and the end users of these customers. Any information that fits the description provided above is considered confidential and should be treated as such.

Reproducing, copying, disclosing to third parties or using such information for any purpose other than for which it was intended is grounds for immediate termination of the contract.

In this same sense, the act of altering, affecting, misrepresenting, manipulating, eliminating, introducing, mutilating, copying or editing any type of information and/or carrying out sabotage or other action of improper handling of the information to which it has been given access and that as a result of such actions the company is affected, is considered within Law 53-07 as a crime to which not only monetary penalties are imputed, but also but up to three years in prison. This type of action also includes identity theft.

XV.- ACCESS

Upon entering the company, each ITEPROF employee is assigned a unique username and password to gain access to the system. The employee acknowledges that the combined name and password are confidential and should not be disclosed to anyone. Failure to maintain the confidentiality of the username and password will be the reason for a warning with the criteria of a very serious offense. This applies to both cases of disclosing this information to others and/or accessing the system by using a username or password that does not belong to you.

Similarly, and in accordance with Articles 5 and following of Law 53-07 Against High Technology Crimes and Offenses, it is punishable by law and is a basis for immediate termination of contract to disclose, generate, copy, alter, decipher, clone or use any access code for another use for which it was intended, as well as to obtain information, even if it is due to an unforeseeable event, and subsequent use of it for one's own benefit. This also applies in cases where access to privileged and proprietary information is used to achieve a personal benefit, whether monetary or not, and is equally applicable to the illicit obtaining of funds, goods or services.

XVI.- SECURITY POLICIES

The employee understands that he must apply the security policies in force, understanding that they not only exist to safeguard the company, its facilities and equipment, but also to guarantee the safety of the employees, he agrees to follow the security policies and to inform Human Resources when he understands that they have been broken. As part of the reinforcement of security policies, the employee understands that random inspections of belongings can be carried out at any time, as well as drug detection tests.

XVII.- DISCIPLINARY PROCESS

The faults that employees can commit are classified as follows:

1. Minor offenses: their consequences are verbal and/or written warnings, depending on the case and the recurrence of them. Minor offenses can escalate to other levels according to their recurrence.

The following are considered minor offenses, among others:

- ✓ Two failures to be punctual in a month without justified causes, including tardiness when returning from breaks
- ✓ Failure to notify in advance of an absence from work for a justified cause
- ✓ Lack of personal grooming and cleanliness
- ✓ Not following the dress code
- ✓ Discussions that impact the work environment
- ✓ Lack of attention or diligence with internal or external clients, as well as in the development of the assigned work.
- ✓ Failure to notify the company of changes of residence, address and telephone numbers where you can be contacted.

2.- Serious Offenses: its consequences are written warnings that may or may not be provided to the employee in the presence of inspectors from the Ministry of Labor, depending on the case. However, regardless of whether they are provided in the presence of a representative of the Ministry of Labor or not, a copy of said reprimand will be sent to the S.T. as proof of the fault committed and the agreement with the employee on the correction of his behavior.

The following are considered as Serious Misdemeanors, among others:

- ❖ Up to 4 failures to work on time during a month
- ❖ Missing work one day a month without just cause
- ❖ Manipulate the belongings of other companion without authorization, regardless of the purpose of such manipulation
- ❖ Negligence or recklessness in the performance of the assigned responsibilities, provided that this does not bring major consequences to the company
- ❖ Lack of discipline or respect for colleagues and superiors
- ❖ Negligence in the conservation and use of materials and/or equipment that the employee is in charge of.
- ❖ Leaving the workplace without just cause or permission from a superior
- ❖ Perform private work or use company materials and equipment for their own benefit.

3.- Very Serious Misdemeanors: Very serious misdemeanors generally occur in violation of the Labor Code, Law 53-07 Against Crimes and Crimes of High Technology and these Internal Regulations. These offenses bring with them the mandatory incorporation of the S.T. into the process (by requesting an inspector visit) or the DICAT (Department of Crimes and High Technology Crimes), depending on the nature of the offense. Very serious faults are considered grounds for justified dismissal due to the consequences that they can bring to the company.

The following are considered Very Serious Misdemeanors, among others:

- ➢ 5 or more unjustified punctuality of more than 10 minutes each committed in a period of one month

- Missing two days a month or two consecutive days without justification, in accordance with Ordinal 11 of Article 88 of the Labor Code.

- Dishonesty, fraud, disloyalty, and abuse of trust in assigned roles.

- The proven simulation of an accident or illness, including submitting false, altered or inappropriate medical licenses or certifications to the condition.

- Disappearing, disabling, destroying or causing damage to equipment, facilities, buildings, furniture and/or documents of the company, also considered sabotage and punishable under Article 11 of Law 53-07 Against Crimes and High Technology Crimes

- Drunkenness and drug addiction during work, as well as a positive result in random tests for drugs/controlled substances conducted in the company.

- The disclosure to third parties of confidential information of the company, customers, end users, employees or any other to which they have access during the performance of their functions, punishable by both Labor Code and Law 53-07 Against Crimes and High Technology Crimes.

- Physical or verbal abuse against a subordinate, colleague, superior, customer or any person related to the company, in accordance with Article 88 of the Labor Code.

- Abandonment of the job without permission or authorization from the immediate superior.

- Recurrent disobedience and indiscipline (as long as it is the contracted service) after the corresponding feedback, and insubordination.

- Proven sexual harassment with intent, after the relevant investigation has been completed.

- Any violation of Law 53-07 Against High Technology Crimes and Offenses and the current Labor Code, as well as the international conventions to which our country is a signatory, ITEPROF's internal regulations and its policies and procedures.

Written feedback that appears in the personal files of employees for faults committed, expires for the purpose of recording the seriousness of the fault, within the following periods:

- In Offenses Less than three months

- In Serious Misdemeanours, after six months

XVIII.- JUSTIFIED CAUSES FOR DISMISSAL

The employer, in this case ITEPROF, may terminate the employment contract with an employee for any of the reasons established in all the ordinals of Article 88 of the Labor Code, which establish the following:

1. For having misled the employer by pretending to have indispensable conditions or knowledge that he does not possess, or by presenting personal references or certificates whose falsity is later proven.

2. For performing the work in a manner that demonstrates their incapacity and inefficiency. This cause ceases to have effect after three months of providing their services.

3. For incurring during working hours the worker in lack of probity or honesty, in acts or attempts of violence, insults or ill-treatment against the employer or the latter's relatives under his dependency.

4. For the worker, against one of his colleagues, to commit any of the acts listed in the previous section, if this alters the order of the place where he works.

5. For the worker, off duty, against the employer or the relatives who depend on him, or against the company's directors, acts or attempts of violence, insults or ill-treatment, as well as lack of probity or dishonesty.

6. For the worker intentionally causing material damage during the performance of the work or due to it, in the buildings, works, machinery, tools, raw materials, products and other objects related to the work.

7. For the worker causing the serious damages, mentioned in the previous point, without intention, but with negligence or recklessness of such a nature that they are the cause of the damage

8. For the worker committing dishonest acts in the workshop, establishment or workplace.

9. For revealing manufacturing secrets by the worker or disclosing matters of a confidential nature to the detriment of the company.

10. For compromising the worker, through inexcusable recklessness or carelessness, the safety of the workshop, office or other centre of the company or of people who are there.

11. For the worker's absence from work for two consecutive days or two days in the same month without the permission of the employer or his representative, or without notifying the just cause for doing so within the period prescribed in Article 58 of the Labor Code in force. This article obliges the worker to notify the employer within 24 hours of the occurrence of the event.

12. In the absence, without notification of the justified cause, of the worker who is in charge of a task or machine whose inactivity or stoppage necessarily implies a disturbance to the company.

13. When the worker leaves during working hours without the permission of the employer or his representative and without having previously stated the justified cause he had for leaving work.

14. For disobeying the employer or its representatives, provided that it is the contracted service.

15. If the worker refuses to adopt preventive measures or to follow the procedures indicated by law, the competent authorities or employers, to avoid accidents or diseases.

16. For the worker violating any of the prohibitions provided for in ordinals 1, 2, 5 and 6 of article 45 of the Labor Code in force.

    These ordinals indicate the following:
    - ❖ Reporting to work or working while intoxicated or in any other similar condition
    - ❖ Carrying weapons of any kind during working hours, except for the exceptions established by law for certain workers.

- ❖ Extracting raw or processed materials from the factory, workshop or establishment without the employer's permission.
- ❖ Doing any kind of religious or political propaganda during work

17. For violating any of the prohibitions provided for in paragraphs 3 and 4 of Article 45 after the Department of Labor or the Local Authority exercising its functions has warned him for the same offense at the request of the employer. These ordinals indicate the following.

- ❖ To make collections in the place where they provide services, during the hours of the same;
- ❖ Using the tools and tools provided by the employer in work other than the one for which they are intended, or using the employer's tools and tools without its authorization.

18.- because the worker has been sentenced to a custodial sentence by irrevocable sentence.

19.- For lack of dedication to the tasks for which he has been hired or for any other serious breach of the obligations that the contract imposes on the worker.

Within what are serious offenses or obligations that imposed by the employment contract, are those indicated as serious offenses in these regulations.

XIX.- CHANNELING OF CONFLICTS, COMPLAINTS AND SUGGESTIONS

ITEPROF, through this legal instrument, leaves effective channels for its employees to recognize, abide by and observe the moral, social and labor standards that make up our Internal Work Regulations, which will greatly serve to increase knowledge of their duties within the company.

The company has rules that each employee must comply with and respect, in order to avoid the possibility of any type of confrontation or conflict.

When for any reason or circumstance a disagreement occurs, the incident will be channeled in the following way, always on an appropriate scale to the chain of command.

- ➢ The affected person will notify the Human Resources Manager
- ➢ If the person does not respond within a reasonable time, the affected person will contact the immediate superior of the Human Resources Manager.

When an employee understands that he has been offended by another person during the working day, he must not under any circumstances establish an argument with him; the correct way is to report the case to Human Resources and continue with the escalation process described, which is also valid for the proper channeling of suggestions and complaints.

Finally, it is appropriate to point out that ITEPROF expects its employees to maintain mutual attachment and respect among all, so that an atmosphere of harmony, so necessary for good performance, can reign.

XX.- MATERNITY

If a pregnancy is suspected, the employee must immediately notify Human Resources within 24 hours of notification, take a pregnancy test and submit it to Human Resources. In compliance with article 232 of the Labor Code, the employee must also present a medical certificate stating the presumed date of delivery.

In compliance with Law 87-01, the employee will be provided with a Maternity Report form to be completed by her and the treating physician. This form is the instrument with which the pregnant employee is registered with the Security Treasury

Social according to their condition will later be used to apply for maternity and breastfeeding subsidies.

Once the employee begins her maternity leave, either for prenatal leave or for the birth of the child, she must also submit a medical certification in this regard. The birth certificate must be received as soon as possible after the birth, since it is with this certificate that the breastfeeding subsidy is requested. The breastfeeding subsidy consists of an aid that the government provides to employees for twelve months ranging from 25% to 5% of their salary. Depending on what the salary of the month prior to the maternity leave was; According to the law, the limit to receive this subsidy is three minimum wages, therefore, in case the employee earns more than three minimum wages, it does not apply to this subsidy.

The subsidies are deposited in an account that SISALRIL opens for these purposes in the name of the employee in the Reserve Bank. In case she applies for the subsidy, the employee is informed of the account number (either by Human Resources or by SISALRIL), and she only has to go to the nearest branch of the Reserve Bank to pick up the plastic with which she will have access to the subsidies via ATM.

Since the allowances are for the child, not the mother, the employee must designate a person authorized to claim the allowances in the event of her death. This is also done through the maternity report in the space indicated for such purposes.

According to Article 236 of the Labor Code, maternity leave consists of six prenatal weeks and six postnatal weeks, for a total of twelve weeks of maternity leave. In the event that the employee does not make use of the six weeks of prenatal leave or does so insufficiently, the unused time will be added to the postnatal leave. In compliance with Article 238 of said code, in the event that the employee wishes to take her consecutive vacations with maternity leave, they will be granted.

XXI.-PENSION FUNDS

Likewise, in accordance with Law 87-01, employees are susceptible to a percentage discount based on their salary that is transferred to their pension fund, just as the company makes a contribution: these contributions vary according to what the law establishes for each year.

Pension funds are managed by Pension Fund Administrators or AFPs. In the case of an employee who is not affiliated with any AFP at the time of hiring, the process is carried out during the induction.

The AFPs guarantee a dignified old age at the time of retirement through a pension that will be paid to the employee once he reaches the minimum contributions stipulated at retirement age, or in the extreme case of disability due to accident or illness. In the event of the employee's death, the fund will be distributed as applicable among the following:

- If the employee is married (or has a certified, legalized, and proven common-law agreement), and has no children, the entire fund saved will be given to his or her spouse;
- If the employee has children (regardless of whether he or she is married or not), they will be given a pension until the age of majority (18 years), according to the accumulated fund, the average salary of the three months, and the minimum established at the time in accordance with the law for these purposes;
- If the employee is single and without children, the entire saved fund will be given to his or her parents.

It should be noted that, apart from the administration of the fund, the AFPs pay dividends or interest according to the value of the fund. Each employee will receive a semi-annual report from the AFP to which he or she belongs, which will reflect both the monthly contributions and the interest received and the current balance. After six contributions (six months within the AFP), if the employee is not satisfied with the services, he or she can request a change to another of his or her choice.

XXII.- FAMILY HEALTH INSURANCE (SFS)

According to Law 87-01 that creates the Dominican Social Security System, all employees are subject to withholding for SFS. These withholdings are made biweekly, according to the applicable and established percentage of salary. By the same percentage, the employee

It can include your spouse (legally married or not) and your children and stepchildren under the age of 18 and permanently if they are disabled.

Similarly, the employee has the possibility of including additional dependents (fathers, mother, father-in-law, children under 21 years of age who are students), for the monthly cost established by SISALRIL for these purposes. The discount will be divided according to the fortnightly payment.

The coverage offered by the FSS includes maternity, hospitalization, outpatient medicines, catastrophic and high-complexity diseases, surgeries and therapies. Employees can request the current coverage description from Human Resources, as it is frequently modified and improved. Unlike private health plans, the FSS covers pre-existing illnesses and conditions.

Although the FSS is required by law, the different ARSs are responsible for providing coverage. However, SFS coverage is standard for all ARS, what may vary is that a specific provider (clinic, laboratory, pharmacy among others) can accept the SFS of a certain ARS and that of another not.

For the affiliation and inclusion of dependents, it is necessary to complete the forms designed for such purposes and provide the relevant documentation for each case (copy of ID, birth certificate, free union agreement, marriage certificate, among others).

The FSS also allows its affiliates with a minimum of twelve contributions to access the Common Illness subsidy, applicable to illnesses, non-work-related accidents and disabilities due to pregnancy. This subsidy consists of a payment of 60% of the average daily salary of the last six months for employees who receive hospital care. In cases where the care is mixed, the payment would be applied according to the days of disability for each one and is applicable for disabilities of at least four days.

Once the employee submits the medical certification and it is confirmed that they meet the criteria for contributions and number of days, a form is generated through the Social Security Treasury's website and given to the employee. This form must be completed legibly by the specialist who has certified the disability and deposited with Human Resources as soon as possible. The approved subsidy will be deposited via payroll for the nearest payment.

BRIEF HISTORICAL OVERVIEW

Iteprof S.A., was founded, with the purpose of initially supplying the Dominican market with consulting services for PeopleSoft applications.

The main founding partners have the degree of systems and computer engineers, graduated from recognized universities in the Dominican Republic. With more than 15 years of work experience in the analysis, development and implementation of information systems, we focus primarily on customer satisfaction, providing them with a professional service on time, with: quality, morale and respect; These are the key factors of our excellence, thus achieving the loyalty of our customers.

Our greatest experience is the result of hard work in the following sectors: Free Trade Zones (Textile Industries), Financial (Banking and Insurance).

MISSION

To offer software consulting and implementation products and services, guaranteeing sustainable growth in the organizational development of your company.

VISION

To be a leading company in the continuous growth of the market, with a multinational presence, which stands out for promoting an excellent quality of service to its customers, providing them with sustained profitability for shareholders and an expansion of professional development opportunities for our employees.

VALUES

Customer Orientation

Commitment to Results We

Lead by Example We Work as a

Team Integrity

Responsibility Honesty

I _____, identity card and electoral card No._____, I hereby state that I have read and understood all the information provided to me through these Internal Regulations.

Read and signed in Santiago de los Caballeros, Dominican Republic, on the following __days, of the month of _____of the year _____.-

_____ _____

Employee Signature Human resources