



Colegio Albania

Teacher Handbook

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1. WHO WE ARE

Colegio Albania – COALBA – is a co-educational, bilingual (Spanish–English), Calendar B school accredited by the International Baccalaureate (IB) and Cognia. Established in 1983, it was founded to serve the children of the Carbones del Cerrejón community in La Guajira, Colombia.

2. MISSION

To foster the continuous development of each student's skills and to strengthen their academic, artistic, and athletic talents through the practice of values and principles, forming well-rounded individuals who act responsibly and with global awareness.

3. VISION

By 2028, Colegio Albania will be recognized nationally as a leading institution for its innovative and entrepreneurial programs, through which all students maximize their talents within a framework of educational excellence, values, and principles.

4. OUR VALUES

- a. Responsibility
- b. Honesty
- c. Autonomy
- d. Equity
- e. Respect

5. IB LEARNER PROFILE

International Baccalaureate (IB) programmes encourage students to develop an international perspective by considering the viewpoints of people from around the world. This philosophy is expressed through the following ten attributes:

Attribute	Definition
Inquirers	Develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and demonstrate independence in learning. They enjoy learning and sustain this love of learning throughout their lives.
Knowledgeable	Explore concepts, ideas, and issues of local and global significance. In doing so, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
Thinkers	Exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and to make reasoned, ethical decisions.
Communicators	Understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
Principled	Act with integrity and honesty, with a strong sense of fairness, justice, and respect for the dignity of individuals, groups, and communities. They take responsibility for their actions and the consequences that accompany them.
Open-minded	Understand and appreciate their own cultures and personal histories and are open to the perspectives, values, and traditions of others. They are accustomed to seeking and evaluating a range of viewpoints and are willing to grow from the experience.
Caring	Show empathy, compassion, and respect for the needs and feelings of others. They have a personal commitment to service and act to make a positive difference in the lives of others and in the environment.

Risk-takers	Approach unfamiliar situations and uncertainty with courage and sound judgment. Their independent spirit enables them to explore new roles, ideas, and strategies. They are brave and articulate in defending their beliefs.
Balanced	Understand the importance of balancing intellectual, physical, and emotional well-being to achieve personal well-being for themselves and others.
Reflective	Thoughtfully consider their own learning and experiences. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

Source: <https://www.ibo.org/es/benefits-of-the-ib/the-ib-learner-profile/>

6. RIGHTS, DUTIES, AND PROHIBITIONS OF TEACHERS

A. RIGHTS

1. To be respected and treated fairly.
2. To participate in school governance (Academic Council and Board of Directors), either directly or through elected representatives.
3. To express ideas and opinions about the institution freely and responsibly.
4. To be guaranteed all legal, political, and economic protections and the rights granted by the National Constitution.
5. To be evaluated fairly and without discrimination.
6. To be heard in situations that warrant it, particularly regarding professional performance evaluations or responsibilities assigned.
7. To due process in cases of non-compliance with professional duties or matters related to school climate.

8. To receive training and professional development for the implementation and advancement of the programs defined in the Institutional Educational Project (PEI).
9. To have the time and materials necessary to carry out professional responsibilities.
10. To receive first aid assistance in case of accident or illness.
11. To have access to counseling and Human Resources services.
12. To receive timely and accurate information about institutional matters.
13. To be informed in a timely manner about employee benefits provided by the School.
14. To be notified in due time regarding contract renewal or termination.
15. To participate in social, academic, cultural, athletic, recreational, occupational health, and safety activities organized by the School.

B. DUTIES

1. To comply with policies and procedures established by FECEN.
2. To respect and treat all members of the educational community fairly and equitably.
3. To serve as a model of responsibility and good conduct for the educational community.
4. To understand, practice, and promote the Mission and Vision of Colegio Albania.
5. To comply with the work schedule established by the School.
6. To request authorization from their supervisor when needing to be absent from school.
7. To accept reasonable assignments deemed necessary by the School.
8. To contribute to the planning and implementation of the School's Institutional Educational Project.
9. To contribute to the execution of the School Improvement Plan.
10. To use school resources and facilities responsibly and appropriately.

- 11.To implement pedagogical practices according to school guidelines.
- 12.To ensure the delivery of high-quality education that addresses the needs of each student.
- 13.To promote a positive school climate, student safety, and care of school property.
- 14.To safeguard their own comprehensive health and well-being.
- 15.To practice assertive communication with parents and encourage their active participation in their children’s learning process.
- 16.To attend and actively participate in meetings scheduled by the School.
- 17.To maintain confidentiality regarding institutional information and matters related to students and their families.
- 18.To identify, report, and follow up on cases of bullying, school violence, and violations of students’ sexual and reproductive rights, in accordance with Articles 11 and 12 of Law 1146 of 2007 and other applicable regulations, the School Coexistence Manual, and the protocols established in the Comprehensive School Coexistence Care Route.
- 19.To immediately report any workplace accident or incident.

In addition to the above responsibilities and duties, teachers must comply with the obligations established in the Political Constitution, the Childhood and Adolescence Code, current Labor Regulations, and the Internal Work Regulations.

C. PROHIBITIONS

1. The use of corporal punishment, rough handling of any student, or discriminatory or humiliating comments.
2. Reporting to work under the influence of alcohol or any substance that alters mental capacity (see FECEN’s Alcohol and Drugs Policy).
3. Engaging in a romantic relationship or any inappropriate physical contact with a Colegio Albania student.
4. Receiving money from students for any purpose without prior authorization from the Vice Principal.

5. Disregarding School regulations.
6. Sending students out of the classroom without supervision.
7. Asking students to perform personal favors.
8. Using obscene or inappropriate language.
9. Smoking on School premises or anywhere while performing teaching duties.
10. Introducing personal political, religious, or sexual opinions during class instruction.
11. Conducting extracurricular activities in the name of the institution without prior authorization from the Principal.

7. GUIDELINES FOR TEACHERS WHO ARE ALSO PARENTS

Teachers who are parents must avoid making comments to students—inside or outside the classroom—regarding their status as children of School employees. References to the parent’s role or position within the School or Cerrejón must be avoided, as well as sarcasm or inappropriate remarks.

If an employee/teacher needs to discuss their child’s academic or behavioral performance with a colleague, they must formally request a meeting in accordance with established School procedures and follow the appropriate communication channels.

Similarly, when teaching the child of a colleague, teachers must follow the established procedures for scheduling meetings and sharing information, and should not approach the parent informally (e.g., in hallways).

When addressing their child’s teacher, communication must be respectful and assertive. Teachers must respect professional decisions and adhere to School processes and procedures.

Teachers must guarantee equitable treatment of all students, without exception for children of faculty or staff members, regardless of position.

Parents who are also School employees must not interfere with the normal development of their child's daily school life (e.g., purchasing snacks in advance, entering classrooms, bringing forgotten homework, etc.).

8. WORK SCHEDULE AND TEACHING LOAD

The academic schedule is as follows:

Primary School: 7:20 a.m. – 12:00 p.m. and 1:35 p.m. – 3:15 p.m.

Secondary School: 7:15 a.m. – 12:09 p.m. and 1:35 p.m. – 3:15 p.m.

Primary teachers must arrive at 7:00 a.m. and 1:15 p.m. to be in their classrooms when doors open (7:05 a.m. and 1:20 p.m.).

Secondary teachers must arrive at 7:05 a.m. and 1:25 p.m. to be in their classrooms when doors open (7:10 a.m. and 1:30 p.m.).

The workday extends until 4:30 p.m. From 3:40 to 4:30 p.m., teachers must be available to provide tutoring to students and/or attend meetings scheduled in the weekly agenda.

Primary teachers teach an average of 20–24 class hours (out of a total of 36 working hours), plus meetings required by their role within a six-day rotation schedule.

Secondary teachers teach an average of 22–26 class hours (out of a total of 42 working hours), plus meetings required by their role within a six-day rotation schedule.

9. SCHOOL MEETINGS

Parent–Teacher Meetings

- Report card conferences (at the end of each trimester)

- Student-Led Conferences (held twice per year)

In addition to these scheduled meetings, teachers are expected to maintain ongoing communication with parents, either in person or through Phidias, in order to provide timely information regarding students' academic performance and behavior.

It is important that matters discussed during these meetings be documented using the official Parent Meeting Form and submitted to the corresponding Vice Principal for signature and proper filing.

Academic Meetings

Teachers have the following meetings scheduled within their work timetable, which take place once per rotation cycle:

Meeting Name	Participants	Objective
Primary Collaborative Planning Meeting (CPM)	All grade-level teachers and the PYP Coordinator	To plan the unit of inquiry; share experiences related to its implementation; and monitor the unit's progress.
Secondary Collaborative Meeting	Teachers according to the assigned schedule and the MYP/DP Coordinator	To review interdisciplinary unit planning; share experiences related to IB programmes; and monitor curriculum development.
Primary Student Follow-Up Meeting (SFU)	Homeroom teacher, Spanish teacher, Student Support Team, and Vice Principal	To share academic and behavioral information about students; analyze specific cases; review and implement individual plans; and monitor agreed strategies and actions.
Department Meeting	Each teacher attends the meeting of their assigned department with the respective Department Head	To establish annual goals focused on implementing best practices; share professional experiences within the subject area; and monitor the department action plan.

Primary Homeroom Teachers Meeting	Homeroom teachers and the PYP Coordinator	To monitor academic programmes and student progress.
Secondary Homeroom Teachers Meeting	Homeroom teachers, Grade-Level Counselor, and Dean of Students/Coexistence Coordinator	To provide guidance regarding homeroom programmes and address specific student management cases.
Primary Student Support Team Meeting	Counselors, Speech Therapist, Occupational Therapist, Intensive English Teachers, PYP Coordinator, and Vice Principal	To review follow-up actions agreed upon in Student Follow-Up Meetings; analyze specific cases; and design group and individual strategies according to student needs.
Area Leaders Meeting	Department Heads, Programme Coordinator, and Vice Principal	To plan and monitor programme implementation and action plans developed with teachers; and oversee budget execution (instructional materials).

The following meetings are not included in the regular schedule and are convened as needed:

- General staff meetings
- Grade-level meetings
- Teaching teams
- Training sessions and workshops related to health and safety

Institutional Meetings

- Academic Council
- Board of Directors
- Evaluation and Promotion Committee
- School Coexistence Committee
- Workplace Coexistence Committee
- Wellness Committee
- Joint Occupational Health and Safety Committee (COPASST)

- Administrative Leadership Committee (STAFF)

10. TEACHER LEAVE AND ABSENCES

When a teacher needs to be absent, they must first inform their supervisor. If the absence exceeds one hour, the official leave request form must be completed through the School's system.

Whenever a teacher leaves the School during working hours, they must record their name and departure time at the main gate, and do the same upon returning.

If a teacher wakes up ill or experiences a family emergency and cannot arrive at school on time, they must:

- Contact their Vice Principal before the beginning of the school day to inform them of the situation. If direct communication is not possible, they must call the level secretary. Email or chat messages are not acceptable for this purpose.
- Provide sufficient information regarding lesson plans, send classroom keys if necessary, and supply any additional relevant information.
- In the case of illness, contact the School nurse so the absence can be recorded and proper guidance provided.
- Submit or email medical leave documentation to the School nurse no later than two days after it is issued.
- Ensure that all absences due to illness are supported by official medical documentation.

Important:

- Elective treatments and surgeries must be scheduled during school vacation periods.
- Other personal requests such as attending weddings or family trips will not be automatically granted and, depending on the case, may be unpaid.

The corresponding Vice Principal must be consulted before planning such activities.

11. USE OF ENGLISH

- Teachers hired to teach their subject(s) in English must communicate in English at all times with students, including in social situations where students are present, both inside and outside the School.
- Teachers who only speak Spanish are encouraged to learn and practice English.
- Teachers whose native language is English are encouraged to learn Spanish in order to communicate more effectively, especially during parent meetings.

12. PAID PRIVATE TUTORING

Teachers may work as private tutors for Colegio Albania students under the following conditions:

- Tutoring must not interfere with regular school or classroom responsibilities.
- Private tutoring may not take place during working hours or on School premises.
- Teachers may not provide private tutoring to their own students.
- Before accepting a tutoring assignment, teachers must consult the corresponding Vice Principal.

13. TEACHER DRESS CODE

When selecting attire, teachers are expected to ensure it is appropriate for the professional school environment and conducive to maintaining professional relationships with students and other members of the educational community.

The dress code is designed to uphold standards within the framework of health, safety, and school coexistence.

The following guidelines apply:

Men: Must wear long pants or jeans in good condition (no rips). Shorts are not permitted except on special occasions or when involved in recreational activities, physical education, or sports. Sandals and Crocs are not permitted. Closed-toe shoes with non-slip soles are recommended.

Women: May wear bermuda-length shorts (not short shorts), dresses, sleeveless blouses that do not expose undergarments, and jeans in good condition (no rips). Formal sandals are permitted; flip-flops and Crocs are not allowed. Transparent blouses or dresses, thin straps, or very low necklines are not permitted. If wearing heels, they must not exceed 4 cm in height. Footwear with non-slip soles is recommended.

14. GENERAL GUIDELINES FOR THE USE OF RESOURCES

A. LIBRARY

The library is one of the most important resources in the School. Teachers are encouraged to make use of the various bibliographic resources available, not only for instructional purposes but also for professional growth and personal enrichment.

When using library resources, the following must be observed:

- Promote in students the habit of daily reading, as well as the appropriate and respectful use of library resources and spaces.
- Teachers are directly responsible for any materials checked out under their name. This includes ensuring proper care, maintaining materials in good condition, and returning them within the established timeframe.

Responsible management guarantees availability and proper use for the entire educational community.

- Books may be borrowed for one month. After this period, they may be renewed if no other user has requested them.
- In the event of loss or damage, the teacher must replace the material or assume the corresponding cost, in accordance with library policies.
- Each teacher is assigned a username and password to access Destiny Discover, the library platform, where they may consult the physical catalog and explore available digital resources.
- Library spaces must be reserved in advance by emailing library@colegioalbania.edu.co or visiting the circulation desk in the Secondary library.
- Teachers may access and make use of partnerships and agreements established by the library, provided they do so in a timely manner and in accordance with current policies and guidelines.

B. STUDENT SUPPORT TEAM

The Student Support Team is composed of psychologists, speech therapists, an occupational therapist, and Intensive English teachers. The team provides support at each level to students, parents, teachers, and administrators to strengthen students' academic and cognitive development. The team develops screening, skill-building, promotion, and prevention programs.

B.1. COUNSELING

The Colegio Albania counseling team provides both individual and group support to students, parents, teachers, administrators, and the broader educational community. Its purpose is to contribute to students' holistic development and to foster a healthy and positive school environment.

The team develops programs and strategies to promote and protect mental health, addressing key developmental issues and emphasizing prevention of risks faced by the community.

To fulfill its mission, counselors conduct activities such as parent workshops, group sessions with students, professional development workshops for teachers, prevention campaigns, student retreats, and teacher support initiatives. In the final years of Secondary School, the level counselor coordinates and implements the college and career guidance program. Counselors also intervene in the implementation of comprehensive care pathways, conducting initial evaluations and assessments to identify potential risk situations.

B.2. SPEECH THERAPY

The primary role of the school speech therapist is to support students in developing communication skills essential for learning, either individually or in group settings. The therapist also provides guidance to teachers and parents regarding strategies and resources that facilitate learning processes and the acquisition and development of reading and writing skills, both automatic and comprehension-based.

This support is provided through group classes or workshops, small and medium group interventions, the administration of standardized assessments to identify learning-related difficulties, selection of targeted support groups, implementation of curricular and environmental accommodations, and ongoing progress monitoring.

The speech therapist also plays an important role in the admissions process. Since students may enroll at any time during the academic year and at any grade level, it is essential to assess their learning skills to determine whether curricular and/or environmental accommodations are needed to support their learning pace through standardized assessments.

B.3. OCCUPATIONAL THERAPY

Within the educational community, the Occupational Therapist focuses on identifying and intervening through accommodations for students with special educational needs who experience difficulties meeting established curriculum expectations. The therapist works collaboratively with teachers and parents.

Screening processes are conducted to identify fine and gross motor difficulties, sensory processing challenges, and issues related to task organization and execution that may affect school performance. These processes include direct observation and the administration of standardized assessments.

B.4. LANGUAGE ACQUISITION

The Language Acquisition Program is designed to support students who need assistance bridging the language gap in order to succeed in classes where English is the language of instruction.

The mission of the program is to ensure that every English language learner develops linguistically, academically, and cognitively within a supportive environment.

The program is structured in two ways:

- Pull-out support, where students receive targeted instruction to strengthen communication skills (reading, writing, speaking, and listening).
- In-class support, where students receive assistance to effectively interact with peers and teachers and engage with academic content.

C. SCHOOL NURSING SERVICES

Colegio Albania provides nursing services as a support resource:

- To promote preventive healthcare for members of the educational community through programs and initiatives developed throughout the school year.
- To provide first aid care within the scope of available services.
- To offer guidance and support regarding medical or clinical processes within its area of competence.
- The nurse may assist teachers in scheduling medical appointments and, if requested, accompany them to the clinic.

D. HUMAN RESOURCES

E. COMMUNITY FACILITIES

Colegio Albania may have access to the Auditorium, Calagualla Hall, and other facilities within the Mushaisa Residential Unit, provided there is no prior reservation for a special event by Cerrejón.

To reserve these facilities, teachers must contact the School's Head of Maintenance.

15. GENERAL GUIDELINES FOR THE USE OF COMMUNICATIONS

A. INFORMATION TECHNOLOGIES

- Use mobile phones appropriately. Teachers are role models for their students; therefore, compliance with institutional guidelines helps prevent misunderstandings and conflicts.
- The use of electronic devices such as cell phones, tablets, or iPads for personal matters during class time or during any school-organized curricular activity is strictly prohibited.
- Guide students in the appropriate use of the virtual platforms implemented by the School, including Gmail, Google Meet, Phidias, Google Classroom, Toddle, and other ICT tools used to support learning.
- Users are responsible for the use of and information transmitted through electronic devices; therefore, professional and ethical conduct is required

at all times. Messages shared in official school chats must be work-related and relevant. Personal matters should be addressed through appropriate private channels. In parent chat groups, it is not permitted to share confidential school information, student information, or personal opinions.

B. FROM THE SCHOOL TO PARENTS, STUDENTS, AND TEACHERS

- The School uses its official website, Facebook, Instagram, WhatsApp, and institutional email to communicate news, updates, and activities to parents, students, teachers, and the broader community.
- In addition to official channels, each class has a parent WhatsApp group, which the School may occasionally use for brief communications.

C. FROM THE VICE PRINCIPALS TO TEACHERS

- Vice Principals send weekly agendas to inform teachers of special actions and important information for the upcoming week.
- The institutional email account assigned to each FECEN employee enables direct and consistent communication between Vice Principals and teachers.
- The School uses WhatsApp groups for internal communication among specific groups of teachers.
- Individual and group meetings are held to address specific objectives related to teaching responsibilities.

D. FROM TEACHERS TO PARENTS AND STUDENTS

- In Secondary School, PHIDIAS Academic Platform is the official communication channel with parents and students, ensuring timely,

responsible, and ethical communication. In Primary School, the communication notebook is used for this purpose.

- Teachers may request meetings with parents at any time during the school year to discuss relevant aspects of a student's learning process. When appropriate, the counselor or Vice Principal may be invited to attend. A written record of the meeting, including agreements and follow-up actions, must be completed and filed accordingly.

E. GENERAL GUIDELINES FOR THE USE OF WHATSAPP AND FECEN EMAIL

- **Work-related use only:** Institutional email accounts, WhatsApp groups, and chats must be used exclusively for work-related matters, including FECEN academic and administrative affairs.
- **Respect for working hours:** Sending messages outside established working hours should be avoided, except in exceptional situations, emergencies, or when there is a prior agreement between the parties involved.
- **Clear and professional communication:** Messages must be clear and respectful. Ambiguous wording, personal remarks, or messages that could lead to misunderstandings should be avoided.
- **Avoid public discussions or reprimands:** Disagreements, corrections, or sensitive matters should not be addressed through these communication channels. Such situations must be handled privately and through the appropriate channels.
- **Privacy and confidentiality:** Sharing sensitive or confidential information regarding students, families, or staff members through unauthorized groups or chats is strictly prohibited.

The School promotes respectful and open communication aimed at supporting academic and administrative management. It also encourages constructive dialogue and the use of established formal channels to address concerns, suggestions, or situations requiring guidance, in order to foster a healthy work environment aligned with institutional values.

16. TEACHER REPRESENTATIVES

Each year, teachers elect two representatives who serve as spokespersons for faculty proposals and concerns before the administration. This process promotes open and positive communication between faculty and administration.

The two representatives also serve as voting members of the School Board (Consejo Directivo) throughout the academic year.

17. PROCEDURES

A. EDUCATIONAL FIELD TRIPS

To ensure the safety and well-being of students and teachers, the following procedure must be followed when planning an educational field trip:

- Inform the immediate supervisor of the intention to organize the trip.
- Complete the field trip and risk assessment forms available on the School intranet and submit them to the level secretary at least ten (10) days prior to the event for supervisor review and approval.
- When completing the risk assessment form, consult the intranet's risk scenario bank and procedures. Conduct a chronological review of the event, identify potential risks, and determine preventive actions.
- The completed forms are submitted to the Principal's Assistant for final approval, after review by the relevant departments (Occupational Health and Safety Coordinator, Administrative Head, Vice Principal, Principal).
- Once approved, the teacher in charge must inform parents and students about the activity and request transportation through the School reception if needed.
- Parent authorization for student participation must be obtained as part of the communication process.

B. STORM ALERT

- The alert is activated by the central monitoring system upon detection of the first lightning strike in the mining industrial area, including the Colegio Albania zone.
- Lightning may occur without rain, triggering the alert. Conversely, rain may occur without lightning, in which case the alert may not be activated. The alert is activated when there is a risk of electrical discharge, regardless of rainfall.
- When activated, the School receptionist is notified by Cerrejón's Emergency Center and informs parents, students, and staff through official chats and institutional email.
- In Preschool and Primary, homeroom teachers and assistants also notify parents through the designated class parent contact and confirm notification in the section chat.
- During a storm alert, everyone must remain safely inside classrooms or offices until the alert is lifted. Primary students may go to the restroom accompanied by an adult if necessary. Secondary students may go one at a time.
- Class changes may occur only within the same building. Preschool and Primary students must be accompanied by a teacher. Movement to other buildings is not permitted.
- No one may walk through open spaces.
- Hallways and the amphitheater (Media Torta) are not considered safe shelter areas.
- Outdoor activities are suspended until the alert is lifted.
- Students must be picked up by authorized adults. Teachers must supervise students until dismissal or until the alert is lifted.
- If the alert is activated before school begins, students must proceed directly to their classrooms.
- The School must ensure inspection and maintenance of lightning protection and grounding systems, including annual visual inspections and

technical measurements every five years in accordance with NTC-4552 standards.

Important: Thunderstorms pose a potentially fatal risk in open spaces.

C. EVACUATION DRILL

Homeroom teachers must review the following guidelines with students prior to the first annual evacuation drill:

- Clearly know the evacuation route.
- If possible, turn off or unplug electrical equipment and close (without locking) doors and windows. Evacuation is the priority.
- The teacher must be the last person to leave the classroom.
- Remain calm, orderly, and silent. Walk—do not run. Keep to the right and move in single file. Once evacuation begins, no one may return to the classroom.
- Students must not carry personal belongings.
- Assist students with disabilities by assigning a responsible and mature helper if necessary.
- Immediately notify the Vice Principal or area coordinator if a student is missing.
- Bring a class list to the meeting point, verify attendance, and report to the Evacuation Leader.
- Return to the building only upon authorization from the Evacuation Coordinator.

D. HEALTH EMERGENCY PROCEDURE

In the event of an accident or health emergency involving a student or other individual:

1. The teacher or responsible adult remains with the injured person.
2. The teacher calls the nurse. If unavailable, send a student or adult with basic information.
3. The nurse assesses the situation and determines next steps.
4. The teacher informs the Vice Principal by phone.
5. The Vice Principal immediately goes to the location.
6. The nurse determines whether the student should be taken to the infirmary or evacuated and verifies medical authorization and permission to leave campus.
7. If the nurse cannot leave the scene, the Vice Principal completes these steps with the support of the level secretary.
8. The nurse or Vice Principal contacts the parents.
9. If the student can move independently, they must go to the infirmary accompanied by a responsible adult or classmate.
10. The nurse or responsible adult accompanies the student if emergency medical services are required.
11. The teacher completes an accident report and submits it to the nurse no later than the following day for inclusion in the student's health records.

18. ALCOHOL AND DRUG POLICY FOR EMPLOYEES

1. General Policy

It is the policy of Fundación Educativa Cerrejón (FECEN) to maintain work and learning environments where safety, health, and productivity are prioritized. The Foundation recognizes that alcoholism, drug addiction, and the abuse of other hallucinogenic, intoxicating, or dependency-producing substances by employees adversely affect their ability to perform adequately and seriously compromise the safety, efficiency, productivity, and overall environment of the Foundation and its staff.

The improper use of prescribed medication, as well as the use, possession, distribution, or sale of non-prescribed controlled substances or hallucinogenic, intoxicating, or dependency-producing substances while performing work or

study-related functions, and within facilities or vehicles owned, operated, or contracted by the Foundation, is strictly prohibited and constitutes grounds for termination of employment.

Likewise, the possession, use, distribution, or sale of alcoholic beverages on Foundation premises is not permitted.

Reporting to work under the influence of alcohol, drugs, hallucinogenic, intoxicating, or dependency-producing substances is expressly prohibited and constitutes just cause for termination of employment.

2. Treatment and Prevention

The Foundation recognizes that alcoholism and drug addiction are conditions that may be treated. Employees who believe they may have problems related to alcohol or drug dependency are encouraged to seek counseling and follow appropriate treatment promptly, before the issue becomes an obstacle to proper performance or professional development.

During each academic term, prevention programs regarding alcohol and drug use may be implemented for employees in order to jointly address risk factors associated with substance abuse.

3. Testing and Inspections

All candidates/employees serving the Foundation must undergo a pre-employment drug screening prior to signing an employment contract.

Unannounced inspections may be conducted at any Foundation-owned or contracted facilities in order to detect drugs and/or alcoholic beverages. Likewise, the Foundation may require employees to undergo medical evaluations or laboratory testing when there are reasonable grounds to suspect the improper use of alcohol, drugs, hallucinogenic, intoxicating, or dependency-producing substances.

Refusal to submit to such testing or inspections, as well as a positive test result, constitutes grounds for disciplinary action, including termination of employment.

19. OCCUPATIONAL MEDICAL EXAMINATIONS

All school employees must undergo occupational medical examinations (pre-employment, periodic, post-medical leave, occupational assessments, and exit examinations) in accordance with Colombian law governing the beginning and termination of employment contracts.

Under no circumstances shall an employment contract be signed without first completing the required pre-employment medical examinations. Likewise, no employee may begin duties without fulfilling these requirements.

20. OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM (SG-SST)

FECEN implements the Occupational Health and Safety Management System (SG-SST), which consists of a series of measures and actions designed to maintain and preserve the health and well-being of teachers and other staff members at Colegio Albania. These measures are developed and continuously implemented under the coordination of the School Administration.

The Joint Occupational Health and Safety Committee (COPASST) of FECEN serves to notify, advise, review, and oversee the implementation of the SG-SST. The committee is composed of two representatives of the employees and two representatives of the administration, along with their respective alternates. The committee meets once per month during the school year.

21. TRAVEL

A. TRAVEL ADVANCES

A FECEN business trip is defined as attendance at conferences, courses, or the handling of matters related to job responsibilities outside the employee's usual place of work. These trips are generally short-term and for specific purposes.

FECEN seeks to ensure that employees traveling outside their regular workplace do not incur financial or other disadvantages and are able to represent the Foundation appropriately.

Travel expense advances are available only to FECEN employees and must be endorsed in advance by: the person responsible for the Budget, the Level Vice Principal, the Administrative Head, the School Director, Once endorsed, authorization must be requested from the FECEN Administrator (Director of the URM) to cover reasonable costs incurred in the execution of business responsibilities.

Advances are generally processed via bank transfer.

Visa and/or passport expenses will be recognized for employees required to travel internationally for business or training purposes if they do not possess a valid passport and/or visa at the time of travel.

All expenses incurred for travel, purchases, or services must be supported by official electronic sales invoices issued in the name of Fundación Educativa Cerrejón – FECEN, NIT 800-100-796-5.

The School Administrator is responsible for the development and administration of FECEN's travel policies and guidelines, as well as the coordination of any changes or exceptions.

Employees traveling and those coordinating travel arrangements are responsible for familiarizing themselves with these operational practices, complying with their requirements, and raising any questions regarding interpretation prior to travel.

All national travel requires approval from the FECEN Administrator. If the amount exceeds fifteen million Colombian pesos (COP 15,000,000) per person, approval from the Chairman of the Board of Directors is required. All international travel must be approved by the Chairman of the Board of Directors.

1. Legalization of Travel Advances: Travel advances must be settled within fifteen (15) days following the employee's return from the trip. Hotel and meal services included as part of a program/event must be previously approved by: the person responsible for the Budget, the Level Vice Principal, the School Director, the FECEN Administration (for national business travel under COP 15,000,000 per person or national training) If national business travel exceeds COP 15,000,000 per person, approval from the Chairman of the Board of Directors is required. The same applies to international training. Employees must prepare their travel expense reports promptly upon completion of each business or training trip and obtain approval from the Level Vice Principal and the Director. All documentation required for settlement of advances must consist of electronic sales invoices issued in the name of Fundación Educativa Cerrejón – FECEN, NIT 800-100-796-5.

2. Electronic Sales Invoice Requirement: It is mandatory to submit electronic sales invoices issued in the name of Fundación Educativa Cerrejón – FECEN, NIT 800-100-796-5 for all lodging, meals, air and ground transportation expenses, regardless of amount, as well as for any other individual expenses. Invoices that include alcoholic beverage consumption will not be accepted. It is the employee's responsibility to retain all required documentation supporting incurred expenses. FECEN will not reimburse expenses lacking proper documentation unless specifically authorized by the FECEN Administration. Reasonable tips are considered a valid exception to this policy.

a. DURATION OF TRAVEL

Travel must be carried out in a timely manner and only for the time strictly necessary to attend the opening of the course or event punctually.

Likewise, the return trip must take place immediately after the course or purpose of travel has concluded.

It is common for an employee traveling abroad to use the opportunity, once the course or official purpose has ended, to begin vacation leave. Provided that work conditions allow, the School Director and Administration who initially authorized the business trip may also authorize the corresponding vacation time.

b. MEDICAL ASSISTANCE ABROAD

Employees who travel internationally for business purposes shall be covered by a Medical Assistance insurance policy to address contingencies and provide medical services if required.

FECEN shall maintain an active contract with an accredited provider for International Medical Assistance services. Coverage will operate through the issuance of travel cards per trip, covering expenses related to injuries/accidents or emergency/illness episodes (subject to the limits established in the employee's affiliated health plan). Cards will be issued according to the number of days of stay for non-frequent travelers.

For beneficiaries of the Comprehensive Health System or, where applicable, the established SIS plan, initial coverage will be provided through the benefits contemplated under ASSIST-CARD.

If an employee has exhausted the ASSIST-CARD coverage provided by the Comprehensive Health System (SIS) during a business trip, FECEN will recognize equivalent coverage should the employee subsequently travel abroad for tourism purposes.

FECEN Administration will provide the necessary guidance and support regarding these matters upon request.

B. AIR TRANSPORTATION

1. CERREJÓN AIR TRANSPORTATION

Air transportation services are provided by Cerrejón through its contractor and are primarily intended to support Cerrejón's operations. Below is a summary of key points from the air transportation policy. Please refer to the full policy document for detailed information.

- The maximum baggage allowance per passenger is ten (10) kilograms. Higher weights may be permitted only if aircraft cargo capacity allows.
- No piece of luggage (bags, coolers, boxes, framed items, etc.) may travel unaccompanied. Unaccompanied baggage transport is allowed only for company-related needs and requires prior authorization.
- Food items (fish, chicken, cheese, etc.) may only be transported in properly sealed portable coolers (Igloo-type).
- Animals (dogs/cats) may be transported in appropriate carriers. If the pet owner does not have a carrier, Air Transportation may provide one on loan. This service must be requested at least three (3) days prior to travel.
- Passengers who have recently undergone surgery, pregnant women, passengers with special medical conditions, or disabilities must provide written authorization from their treating physician or from the Cerrejón Medical Division. It is the passenger's responsibility to declare this condition at the check-in counter upon arrival.
- Children under 12 years of age must travel accompanied by an adult responsible for them.

2. OTHER AIR TRANSPORTATION

- **Reservations:** All airline reservations must be made through FECEN's designated travel service provider. This ensures access to favorable corporate fares and allows important itinerary information to be readily available for security purposes.
- Employees must demonstrate flexibility in scheduling and accept the lowest available airfare consistent with business needs and service class

standards. The travel provider will present available flight alternatives that meet business objectives. If an employee insists on a higher-cost option, prior approval from FECEN Administration is required, and the incremental cost must be documented.

- When arranging international travel, employees are responsible for ensuring compliance with visa, passport, and entry requirements for the destination country.
- Economy class is the standard for domestic and international flights.

C. FLIGHT STOPOVERS

Employees should generally select the most direct flights, minimizing stopovers.

If stopovers are required for business purposes, employees will be reimbursed for all normal travel-related expenses supported by electronic sales invoices issued in FECEN's name.

Discretionary stopovers must receive prior written approval from the appropriate supervisory level and must be attached to the Travel Expense Report. Only expenses that would have been incurred without the discretionary stopover will be reimbursed. Any additional expenses are the employee's personal responsibility.

D. EXCESS BAGGAGE CHARGES

Excess baggage fees will be reimbursed only when directly related to the business purpose of the trip. Otherwise, such costs are the employee's personal responsibility.

E. AIRLINE CLUB MEMBERSHIPS

Memberships to airline clubs or lounges are at the employee's personal expense.

F. UNUSED OR PARTIALLY USED AIR TICKETS

Employees must report unused or partially used tickets in the expense report and attach the tickets. The Administrative Head will coordinate with the travel provider for appropriate reimbursement.

G. LODGING

All hotel reservations must be made through FECEN's travel service provider to secure negotiated corporate rates.

Employees must stay at hotels with negotiated FECEN rates unless:

- No rooms are available.
- The conference/event is held at a different hotel.
- No negotiated-rate hotels are available in the area.
- Event organizers recommend a specific hotel offering logistical advantages.
- When significant price differences exist between acceptable hotels in the same area, employees must select the lower-cost option.

H. TRAVEL INCENTIVE PROGRAMS

Employees may retain non-monetary benefits from frequent traveler or other incentive programs. However, benefits exceeding nominal value related to a single trip are generally unacceptable and must be reported to the approving authority.

Any tax implications are the employee's personal responsibility. Costs associated with mileage programs or credit card reward programs are also the employee's responsibility.

I. FAMILY MEMBERS ACCOMPANYING BUSINESS TRAVEL

Additional meal or lodging expenses incurred by accompanying family members are the employee's personal responsibility unless previously approved and documented. Only the employee's business-related expenses are reimbursable.

J. PERSONAL EXPENSES DURING TRAVEL

Personal purchases (clothing, gifts, etc.) and entertainment expenses (theater, cinema, sports events, in-room movies, gym fees, reading materials) are the employee's responsibility.

Reasonable personal calls (e.g., one daily call home) and necessary expenses (laundry, dry cleaning) may be reimbursed with proper electronic invoice documentation.

K. MEDICAL EXPENSES

Routine medical expenses incurred during business travel are handled as they would be at the employee's regular place of work. Illness or injury not covered by the employee's insurance will generally be reimbursed by FECEN.

L. CURRENCY EXCHANGE TRANSACTIONS

Local travel expenses must be reported in Colombian Pesos; international travel expenses must be reported in U.S. Dollars.

Exchange rate gains or losses from standard currency conversion are borne by FECEN. The exchange rate used must reflect the actual rate received. Bank or exchange commissions are covered by FECEN.

M. MULTIPLE EMPLOYEES TRAVELING TOGETHER

Expenses must be paid and accounted for separately, or the highest-ranking employee may pay and assume responsibility for total costs. Expense reports must be approved by a higher level than the highest-ranking participant.

N. BUSINESS COURTESIES

Occasionally, employees may give or receive moderate-value courtesies serving a legitimate business purpose. Such expenses must be proportional, reasonable, geographically appropriate, and approved by a higher authority than the highest-ranking participant.

Employees traveling for more than one week may request reimbursement for limited reasonable recreational expenses with prior approval.

O. GIFTS

Cash gifts are prohibited. Gifts must be moderate, infrequent, appropriate, and reflect sound business judgment. Gifts exceeding US\$50 require approval from the FECEN Board of Directors.

P. LOSS OR THEFT DURING BUSINESS TRAVEL

Employees are personally responsible for cash and traveler's checks received for business purposes.

Reimbursement may be approved in cases of non-recoverable losses if the employee demonstrates that all reasonable precautions were taken. Reimbursement may apply in cases of:

- Assault or armed robbery
- Personal effects under the custody of a carrier
- Personal belongings left in reasonably secure circumstances (excluding high-value items)

A formal police report must be filed and attached to the report. Cash reimbursement will not exceed the amount of the travel advance provided.

22. PURCHASES AND SERVICES

Purchases under COP 500,000 must be made through a bank transfer advance and approved by the Budget Leader, corresponding Vice Principal, Director, and Administrative Head. Legalization must occur within eight (8) days.

Purchases exceeding COP 500,000 and under USD 1,000 require a Service Order, including approvals from the Budget Leader, Vice Principal, Director, and FECEN Administrator.

23. MEDICAL REFERRAL EXPENSES

When a Mushaisa resident employee or an immediate family member (spouse or children) requires treatment not available locally, and upon prior authorization from the Company's Medical Division, referral may be authorized to cities such as La Guajira, Valledupar, or Barranquilla.

The Company will reimburse lodging at corporate hotel rates in Barranquilla and provide a fixed daily allowance (as authorized) to cover meals, transportation, and laundry.

The employee must inform the Cerrejón Medical Division and obtain prior approval. The Division will determine the number of authorized days and whether an accompanying person is necessary. Additional days require prior approval.

Upon return, the employee must submit medical certifications and hotel invoices.

The Company reimburses lodging at authorized corporate rates plus taxes in Barranquilla. The employee may request a travel advance to cover authorized expenses within established limits.

MEALS / LOCAL GROUND TRANSPORTATION (TAXIS)	COP 61,000
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CONCEPT	CORPORATE RATES*
Daily Allowance (if hotel is not used)**	COP 56,000
Companion (daily allowance)	COP 61,000
Airport Taxi (round trip)	COP 48,000
Rate for Stays Exceeding 30 Days	COP 2,676,000

* Corporate rates established under the agreement with hotels in Barranquilla.

** Expense reimbursements for meals, supported by official electronic sales invoices.