

# Public Officers Relations Policy



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## 1. GOAL AND SCOPE

The purpose of this document is to regulate interactions between employees, executives and directors of Empresas Copec S.A. (hereinafter referred to as "Members of Empresas Copec") and public officers in the performance of their duties, as part of the activities of Empresas Copec S.A., in order to ensure due transparency and probity in such interactions.

The provisions of this document are also applicable to any person or company that provides services to Empresas Copec S.A., managing its affairs before third parties, with or without its representation, as part of the services it provides to the Company.

**For the purposes of this document, a public officer is understood as:** any person who holds a position or role in the executive power, judicial power, legislative power, central administration of the State, in public, semi-public or municipal institutions or companies, or agencies created by or dependent on the State. The above definition includes all persons holding elected positions.

## 2. REGULATIONS

Members of Empresas Copec shall observe the following guidelines in their relations with public officers:

- 2.1. All interaction with public officers must be conducted with respect, fair treatment and in accordance with the law. As a result of the foregoing, it is prohibited in any case or situation to threaten, extort or unduly coerce public officers; it is also prohibited to participate in the commission of crimes by public officers, or in any way induce them to commit crimes or unethical acts.
- 2.2. It is forbidden to give, offer or consent to give gifts or any other type of economic or other kind of benefit to public officers, by reason of their position, for their own benefit or for the benefit of third parties related to them. Exceptionally, gifts of low economic value, authorized by custom as manifestations of courtesy and good manners, may be offered or given only if this in no case could be interpreted as an

attempt to influence the independence, impartiality or judgment of the public officer.

In the event that a public officer requests (directly or insinuated) a benefit of any kind from a Member of Empresas Copec, the Member of the Company in question must expressly reject the request and report the situation as soon as possible to the Offense Prevention Officer (hereinafter "OPO") through the Whistleblower Channel.

- 2.3. Members of Empresas Copec who interact with public officers must be duly authorized to do so. In case of any doubts in this regard, they should consult their management or the OPO.
- 2.4. In the event that Empresas Copec S.A. is subject to an inspection carried out by public officers, all interaction with them that takes place as part of this inspection must be carried out or conducted by two or more Members of Empresas Copec, in the case that this is physically and legally possible. The foregoing applies to face-to-face visits, e-mail exchanges, telephone calls and any other instance of communication that may occur in relation with each inspection.
- 2.5. All information and statements formally given or made by Members of Empresas Copec to public officers must be -in good faith and to the best of their knowledge - truthful, complete and timely, through official means.

The information that is formally delivered to public officers, as a result of official notifications received from the authorities or other occasional requests for information received by Empresas Copec S.A., must be previously approved by the legal consultants of Empresas Copec S.A. or by two Members of Empresas Copec duly empowered to do so.

Regarding official statements made to public officers, these must be submitted by a Member of Empresas Copec duly authorized to do so and, if physically and legally possible, in the presence of another Member of Empresas Copec.

- 2.6. In the event that, as part of their duties at Empresas Copec S.A., a Member of Empresas Copec meets with a public officer, if legally and physically possible, they must attend the meeting accompanied by another Member of Empresas Copec. In any case, the Member of Empresas Copec must leave a record of the meeting, previously informing his or her management or the OPO in writing.
- 2.7. Before attending a meeting described in the preceding paragraph, the Member of Empresas Copec who has coordinated it, in case of any doubt, must verify with his/her management or the OPO whether the public officer with whom he/she is meeting is a passive subject in accordance with Law 20,730 on Lobbying, and that the purpose of the meeting is one of those matters to which the aforementioned law applies. In appropriate cases, the public officer must be required to comply with the obligations imposed by Law 20,730.

### **3. APPROVAL AND UPDATE RECORD**

This document was approved by the Company's Board of Directors at its meeting held on August 29, 2024.

In the preceding paragraph, note should be taken of the dates on which the Board of Directors agrees to modify or update this document, in order to have traceability of the changes it undergoes.

### **4. DISSEMINATION MECHANISM**

The complete and updated text of this document will be available to interested parties on the web page of Empresas Copec S.A.: <https://www.empresascopec.cl/en/>.