



Association of Universities for Research in Astronomy

AURA OBSERVATORY

Colina El Pino s/n
La Serena

INTERNAL GUIDELINES

**ASSOCIATION OF UNIVERSITIES FOR RESEARCH
IN ASTRONOMY INC.**

AURA, INC.

THIS DOCUMENT IS A VERBATIM TRANSLATION OF THE “REGLAMENTO INTERNO DE ORDEN Y SEGURIDAD” DE AURA, INC.”, AND HAS BEEN INTENDED ONLY FOR REFERENCE PURPOSES ONLY AND AS A MEANS TO OFFER A GENERAL GUIDANCE ON INTERNAL REGULATIONS OF SAFETY AND ORDER EXISTING AT AURA, INC. IN CHILE.

FOR ALL LEGAL, CONTRACTING AND OTHERWISE GENERAL POLICY EFFECTS, THE SPANISH VERSION, APPROVED BY THE COMPETENT CHILEAN LABOR AUTHORITY, WILL BE DEEMED THE ONLY SOURCE FOR POLICY AND REGULATION ACTIVITY.

**FIRST PART
GUIDELINES FOR REGULATING LABOR RELATIONSHIPS
OF AURA, INC.'S STAFF**

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SECOND PART

ORDER, HYGIENE AND SAFETY GUIDELINES

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1. PERSONAL BACKGROUND AND RECRUITMENT TERMS

Employees just recruited in the Organization must provide the following documents:

- a) Valid national identification card
- b) Certificate of criminal records
- c) Life resume or a list of activities previously performed
- d) Certificate of Graduate Studies and specialization courses completed or certificates of studies.
Every university graduate must additionally submit an academic certificate or diploma.
- e) Certificate of registration to the Social Security Agency (AFP, ISAPRE, S.S.S. CAJA DE EE.PP., etc.)
- f) Certificate of completion of military service.
- g) Pre-occupational medical certificate.

2. EMPLOYMENT CONTRACT

Provided the above requirements were met and within 15 days following the start of his/her duties, the respective Employment Contract will be prepared in writing. The Agreement will be issued in two copies and will be signed by both parties, one copy for each signing party (Article 9 Labor Code - LC).

The Employment Agreement shall contain the stipulations considered in Article 10 of the Labor Code. Any modifications to the Agreement shall be made in writing and signed by the parties in a document attached to the Agreement. Salaries must be updated in the agreements once a year, including adjustments (Article 11 LC).

Work relationships shall be based on a behavior compatible with the dignity of people. Contrary to such principles are considered behaviors such as sexual harassment, which is understood as a situation in which a person makes undue sexual propositions by any means not consented by the person being involved that may threaten or impair his or her job position or employment opportunities (Article 2 of Labor Code).

3. WORKING HOURS

The regular working hours, as a general rule, consist of 40 weekly hours distributed in 5 days, regardless of other special working hours to be agreed, provided they are always within the range of the above working hours. The job position will be mainly performed from Monday to Friday, except for exceptional authorized working days, which must be held because of the nature of the work activities performed in the observation centers at AURA, Inc. (Article 38 of Labor Code).

The weekly working hours shall be stipulated by common agreement with the employee and in accordance to AURA, Inc. requirements. The working hours will be as follows:

- a) For employees in La Serena and Santiago the working hours from Monday to Friday will be as follows:

From 8:30 a.m. to 1:00 p.m. and 2 p.m. to 5:30 p.m. (40 weekly hours).

- b) For employees in the observation centers working within regular working hours from Monday to Friday, the working hours will be as follows:

From 8:30 a.m. to 4:30 p.m. continuously, including a 30 minute lunch break, a time period that will be considered as worked for purposes of worked hours and salaries records. The working hours are 40 weekly hours.

- c) For AURA employees working at the observation centers with exceptional working days from Monday to Monday (8 uninterrupted work days by 6 days off duty), their working hours shall be the following: Nurses 08:30am through 6:30 pm with 0.30min break for eating accountable as the regular work hours; Kitchen staff: first Monday 14:45pm through 7:30 pm, Tuesdays through Sunday 07:30am to 7:00 pm., and last Monday 07:00 am through 13:45 pm (Art. 39 LC.)
- d) For employees working at the observation centers in the position of Observer Support, with exceptional working shifts of 7 working days by 7 days off, their daily working time will be 09:00am to 8:30 pm, or night 2:00 pm to 01:30 am, with one hour eating time imputable to the regular work hours. The exceptional work week shift for the Electronic Engineers will be: daytime: 09:00 am to 8:30 pm; evening: 12:00 pm to 11:30 pm; both work week schedules include one hour off for eating accountable as regular work hours.
- e) For Observer Assistants working at the observation centers in exceptional shifts of 7 working shifts by 7 days off, their working hours will be: 7:00 pm to 6:30 am, with a rest hour between 11:00 pm and 12:00 am accountable to their regular work hours.
- f) It is deemed time effectively worked the time devoted to driving vehicles of the organization from the installations of the observatory in La Serena to the centers of observation, and vice-versa.

Any modification to the work shift shall be notified 30 days in advance (Article 12 of Labor Code).

4. ABOUT OVERTIME WORK

- a) Overtime work are the hours of work in excess of the work shift agreed upon for regular work weeks or special shifts. Overtime work may only be agreed for complying with temporary requirements or situations in the company. The agreements shall be made in writing and have a validity of at least three months, which may be renewable by the mutual consent of the incumbent parties (Article 32 of Labor Code).
- b) Except for emergency cases, overtime work shall be agreed by the Head of the Department, the employee and the Human Resources Department. The written agreement shall stipulate the exceptional circumstances or causes that account for such overtime work (Article 32 of Labor Code).
- c) In order to check the attendance and calculate regular or overtime working hours, the employer shall keep a record on personnel attendance consisting of a record book or a time attendance clock system (Article 33 of Labor Code).

5. PAYMENT OF OVERTIME WORK

The overtime work to be paid shall be calculated according to the following:

a) For employees working 40 weekly hours:

- For time in excess from 40 hours up to 48 hours:
1.5 times the hourly rate of pay
- For time in excess of 48 hours:
2 times the normal hourly rate of pay

b) For employees working in shifts of 80 hours:

- For overtime in excess from 80 hours up to 96 hours:
1.5 time the regular hourly rate of pay.
- For overtime in excess of 96 hours:
2 time the regular hourly rate of pay.

c) For overtime worked by any employee during holidays, excluding Sundays, except when they have been declared as a holiday:
2 times the regular hourly rate of pay. In accordance to paragraph 5 of Article 38, this special remuneration method is provided in compensation of the additional day off.

Employees excluded from limits to overtime work pursuant Article 22 of the Labor Code have no right to get any payment for overtime work. However, those workers falling into this condition who are assigned to shifts at the observation centers shall be entitled to be paid for overtime work exclusively when working at feast days; and their payment of overtime work will be governed by clause 5c.

6. SALARIES

The monthly salary amount shall not be under the MONTHLY BASIC WAGE. If partial work days would be agreed, the salary shall be proportionally related to the worked time and the monthly salary agreed (Article 44 of Labor Code).

a) A SALARY includes, among others, the following:

1. BASIC WAGE. A fixed stipend paid in money in equal terms according to the work agreement received by the employee in compensation for his or her services.
2. OVERTIME PAYMENT. A salary for overtime work.
3. BONUS. Even though AURA, Inc. is a non-profitable organization, it grants a monetary compensation called as Bonus to its employees in accordance to individual or collective agreements (Articles 49 and 50 of Labor Code).

b) ITEMS NOT CONSIDERED AS SALARY: Allocations related to transportation, cash losses, wear of tools, lunch, per-Diem expenses, family allowances be granted in accordance to law, compensation for service years established in Article 163 and further allowances that must be paid at the termination of a contractual relationship (Article 41 of Labor Code).

7. PAYMENT OF SALARIES

Salaries shall be paid in legal currency by a check or direct deposit into a bank current account held by the employee. Together with the payment, the Employer shall provide a salary report with information on the amount paid and the deductions made (Article 54 of Labor Code).

Salaries shall be paid on a monthly basis according to the Yearly Payment Calendar to be published by the company in the last two weeks of December of each year, coming into force on the following year. Biweekly advances can be made not exceeding 40% of the monthly base salary.

Salaries shall be paid in a working day at the location the employee provides his or her services (Article 56 of Labor Code).

The employer shall deduct from salaries taxes that may be applied, social security payments and ordinary union charges stipulated in the statutes of the union organization, as well as payments to pension fund and health insurance institutions or to public entities. The stipulated amounts or rates to be withheld for any reason can be only deducted by prior written agreement between the employer and the employee. However, the deductions herein referred to CANNOT EXCEED A 15% OF THE TOTAL SALARY PAID TO EMPLOYEES (Article 58 of Labor Code).

8. CHANGE OF DOMICILE

The employer must reimburse employees for duly supported and reasonable round trip expenses in case an employee has been forced to move to another location, which will not be considered as salary. These expenses shall include those incurred by his or her family living with him or her.

The above obligation will not be applicable when the work contract is terminated because of the employee's fault or arising from its sole decision (Article 53 of Labor Code).

9. LEAVES OF ABSENCE

All permissions for leaves of absence shall be requested by using the "Leave of Absence" form that is available at the AURA-O web site. The application form must be approved by the employee's superior officer and by the manager of the respective department. Leaves of absence arising from medical permissions require no Leaves of Absence applications.

Except for emergency cases, leaves of absence must be approved three days in advance to the starting date and ten days for permissions that must be replaced by outsourced personnel.

Employees must justify their emergency leaves of absence by notifying within two hours before the start of their shift their superior officer and filling the “Leave of Absence” form on the day the employee returns to work.

10. ABOUT YEARLY VACATIONS

- a) Vacation period will be granted in accordance to the Organization’s policies, which are detailed below, and on the dates to be allowed by the Organization’s needs.
- b) Vacations must be approved at least one week in advance by the employee’s Superior Officer and the Manager of the respective department. Approved vacation dates can only be modified in the event of an emergency that properly justifies this change.
- c) Employees serving over one year at full time shall be entitled to at least 15 working days of vacation with full payment of salaries (Article 67 of Labor Code).
- d) Any employee having served for 10 years to the same employer, either continuously or not, shall be entitled to get an additional vacation day for each additional three years of work. This benefit shall be subject to be individually or collectively negotiated (Article 68 of Labor Code) in case Option 2 has been adopted, which is described in detail in letter g) of this number.
- e) Vacations must be uninterrupted, but an excess of 10 working days may be fractioned by common agreement. Vacations may be also accumulated by common agreement of the parties, but only up to two consecutive periods (Article 70 of Labor Code).
- f) At the termination of an employment contract of an Organization’s employee, AURA, Inc. shall pay the accumulated vacations that have not been taken until the termination date (Article 73 of Labor Code).
- g) Staff employees working in full time shall be entitled to the following credit options because of vacations and may choose the most convenient one.

Vacation accumulation rate – Staff employees working full time

Option 1 is stipulated by the policy of AURA, Inc. and option 2 is established by Chilean laws. Staff employees in Chile have the option to choose the most appropriate one:

<u>Classification</u>	<u>Option 1</u>	<u>Option 2</u>
Managers and personnel excluded from the limitation applicable to Article 22 of Labor Code.	2.00 working days/month (16 hours).	1.25 working days/month (15 days/year) plus progressive vacation days.

Staff employees not excluded from the limitation of work shift hours.

1) With less than 2 service years.	1.25 day/month (10 hours)	Idem
2) Between 2 up to 5 service years	1.50 day/month (12 hours)	Idem

- 3) Over 5 service years 2.00 days/month (16 hours) Idem

Note: The quantities expressed in hours correspond to employees working at full-time.

- i) Employees working on a part-time basis 20 weekly hours shall be entitled to vacations being proportional to what is stipulated by AURA, Inc. Employees working on a temporary basis or part-time less than 20 weekly hours shall be subject exclusively to option No. 2.

11. LEAVES OF ABSENCE BECAUSE OF DISEASE AND ACCIDENTS

- a) The Head of Department may authorize a leave of absence for disease up to two uninterrupted days at his or her own discretion in case an employee is not able to produce a Medical Permission.
- b) Leaves of absence for disease or accidents suffered by employees must be supported by a Medical Permission. This must be provided at the Human Resources Department within 24 hours after its issuance by the doctor, medical center or Workers Hospital that has treated the patient.
- c) For cases of leaves of absence stipulated in letter a), the employee must fill and submit a "Leave of absence" form immediately at his or her return to work for its approval by the Superior Officer and Department Manager. After the approval, the form must be sent to the Human Resources Department.

12. UNREPORTED AND UNJUSTIFIED LEAVES OF ABSENCE

As a general rule, any unforeseeable leave of absence must be reported to the employee's Superior Officer or the superseding officer within two hours after the work shift has started. Leaves of absence not reported opportunely by any communication means available and not duly justified later will be considered as BREACH OF AGREEMENT for any legal purposes; regardless of the fact such failures are cause for dismissal at the discretion of AURA, Inc. in accordance to the stipulations under Clause 15 of these guidelines.

Sanctions that may be applied for breaching the obligations stipulated in these guidelines may consist in oral or written warning and a penalty of 25% on the daily salary. In cases of a breach to the internal guidelines by employees penalized with a monetary sanction, it may not exceed the fourth part of the daily salary of the offending employee, and from its application he/she may file a claim at the respective Agency of the Work Inspectorate.

13. SPECIAL LEAVES OF ABSENCE WITH RIGHT TO SALARY

With the approval of a Superior Officer, the Department Manager and the Human Resources Department or the Program Director, an employee may apply for a leave of absence up to 6 working days within a calendar year on the following special reasons:

- a) Serious disease or death of the employee's spouse, children, grandchildren, brothers, cousins, uncles, brothers-in-law, parents, grandparents or parents-in-law.

- b) Medical examinations of children that need to go out of the city where an employee lives and that must be accompanied by his or her father and/or mother. For getting this permission, a certificate issued by the treating doctor must be presented previously.
- c) Birth of a child.
- d) Subpoenas from qualified courts or authorities, by prior presentation of the respective writ.
- e) Renewal of official documents such as identification card, driver's license, passport, by prior presentation of the expired or soon-to-be-expired document.
- f) Bank procedures that require the personal appearance of the employee, by previous presentation of a written notification or a superseding document from the bank.
- g) In general, any other procedure required by Chilean laws that must be performed in working days.
- h) Household moving inside or outside the city of La Serena, for a maximum time of two (2) days.
- i) Time used by an employee for transportation from and to the city of La Serena for health reasons not being subject of a Medical Permission, such as consultations with specialized doctors, specialized treatments or laboratory examinations or scanning.
- j) One day will be granted upon completion of a five year work period (the total hours of a regular daily work shift of the employee). Such one day may be taken on the anniversary day, the Prize Awarding Ceremony or within 30 days following to this.

14. MATERNITY PROTECTION

Female employees shall be entitled to a six-week maternity leave before the delivery and a 12-week leave after it, holding their job position over such periods. For making use of such rights, the interested party shall submit the respective medical permission issued by a doctor or an obstetrician in certification of such circumstances.

The father shall be entitled to take a 4-day paid leave of absence in case of childbirth (in addition to that contemplated under Art.13, letter c of this regulation body), which he may take at his own discretion from the delivery date. In such case, the leave shall be uninterrupted or shared within the first month since the birth date (Law No. 20.047 and Articles 195 and 197 of Labor Code).

During the pregnancy period and within one year after the maternity leave has expired, the employment agreement cannot be terminated without prior authorization from a competent judge, who may approve it on the following causes:

- a) Expiration of the term stipulated in the Agreement.
- b) Completion of work or services that gave rise to the agreement.
- c) In the event a female employee falls into any cause of termination of employment

agreement pursuant to Article 160 of the Labor Code.

Any female employee will be entitled to a permission and subsidy stipulated by the law when the health of her child under one year old requires her care at home because of a serious disease, a circumstance that must be proved by a medical certificate to be issued by the medical center in charge of pediatric medical attention (Article 199 of the Labor Code).

When the health condition of a minor under 18 years of age requires personal care of his or her parents because of a serious accident or a terminal disease in its final stage or a disease being serious, acute and likely to cause death, the mother employee shall be entitled to a get a leave of absence for the total of hours equivalent to 10 regular work shifts per year, to be distributed at the employee's discretion into full, partial or mixed days, all of which shall be taken as time effectively worked for all legal purposes. Such circumstances related to accidents or disease shall be proved by a medical certificate issued by the doctor in charge of the patient.

If both parents are staff employees, anyone of them may apply for the above permission at the mother's discretion.

The non worked time shall be restored by the employee by crediting it to the following yearly holidays or by working overtime or by any other way the parties may agree upon. As AURA, Inc. takes into consideration permission days with payment of salaries, the employee must first make use of them and then credit the time that must be restored to the following yearly holidays or to permission days in the following year (Article 199 Bis).

In case AURA, Inc. has a staff of 20 female employees or more of any age or marital status, mother employees shall be entitled to have a nursing room nearby and independent from the work place where mothers can nurse their children under two years of age and leave them under care while they are working. It will be assumed that AURA, Inc. complies with this obligation if it pays directly to the nursery where a mother employee takes her children under 2 years old. Mother employees are entitled to have two time periods not exceeding one hour a day jointly for nursing their children. Such time periods shall be considered as actually worked hours for effects of salary payment, regardless of the applicable remuneration system (Article 203-206 of Labor Code).

The above permission will be extended within the time needed for the trip to and back needed for nursing their children (Article 203 of Labor Code).

The right to use such time for the above stipulated purpose cannot be waived under any circumstance (Article 206 of Labor Code).

15. TERMINATION OF EMPLOYMENT AGREEMENT

Pursuant the Labor Code, an Employment Contract will be terminated under the following circumstances:

1. Article 159 CT.

a) By mutual agreement of the parties.

- b) By the employee's resignation on account of a prior notice sent to the employer with at least thirty days in advance.
- c) Death of the employee.
- d) Expiration of the term stipulated in the contract agreement. The term of a fixed period agreement may not exceed one year. For people having a university or technical degree issued by a superior educational institution approved by the government, the agreement term may not exceed two years.
- e) Completion of the work or service that gave rise to the agreement.
- f) Unexpected circumstances or acts of God.

2. Pursuant Article 160 CT, the employment agreement may be terminated by the employer with not compensation rights to the employee under the following circumstances.

- a) Dishonest behavior, violence, offence or serious immoral behavior, which must be duly proved.
- b) Business activities performed by the employee which are in conflict with the Organization's business activity, prohibited in writing by the employer in the corresponding contract agreement.
- c) The unjustified non-attendance to duties by the employee during two uninterrupted days, two Mondays in one month or a total of three days over the same period of time. In the same way, the unjustified absenteeism without prior advice by an employee who is in charge of an activity, work or machine whose failure or stop might imply a serious interruption in the progression of the job.
- d) Job abandonment by an employee, which is understood as:
 - A sudden and unjustified abandonment by an employee from the work site during working hours, without permission from the employer or its representative.
 - The refusal to work without a justified cause to perform the duties stipulated in the contract agreement.
- e) Serious failure to fulfill the obligations stipulated in the agreement.
- f) Actions, omission or recklessness that may affect the work site safety or proper operation, the safety, activities or health of workers.
- g) Material damage intentionally caused at facilities, machinery, tools, work tools, products or goods.

3. The employer may terminate the Employment Contract Agreement on reasons of the company's interests, such as rationalization or modernization, productivity loss, changes in market conditions or in the economy that might force the dismissal of one or more employees.

4. If the employment agreement had been in force for one year or more and the employer had terminated it in accordance to Article 161 of the Labor Code, the employer shall pay the employee the compensations that the parties had previously agreed individually or collectively, provided the amount is above the one stipulated in Article 163 of the Labor Code.

An employee, whose employment agreement has terminated by the application of one or more reasons stipulated in Articles 159, 160 and 161 of the Labor Code, who considers such application has been unjustified or unfounded, may appeal before a competent court within 60 business days, counted from the date of discharge, in order to let the court decide. In this case, the judge will order the payment of compensations referred to in clause 4 of Article 162 and clauses 1 or 2 of Articles 163, as applicable, by increasing them in the percentages stipulated by Article 168, letters a), b) and c) of the Labor Code.

16. COMPULSORY MILITARY SERVICE

An employee shall hold his or her employment with no right to get a salary while serving at the Obligatory Military Service or for being a member of the national reserves in duty or of reserves called for military instruction (Article 158 of Labor Code).

The military service does not interrupt the employee's service years for all legal purposes.

The obligation of holding an employee's employment terminates if the employee fails to attend his or her job after one month from the issuance of the respective Discharge Certificate, except in cases of proven disease, in which case the term will be extended up to four months.

17. ORDER GUIDELINES

An employee must follow the following order guidelines:

- 17.1.1 To comply with the guidelines stipulated in the Internal Guidelines and Order, Hygiene and Safety Guidelines of AURA, Inc.
- 17.1.2 To perform the agreed duties personally.
- 17.1.3 To accomplish the agreed duties according to the orders and instructions of the company superior officers.
- 17.1.4 To perform his or her duties diligently and consistently cooperate to the improvement of service provision processes and the company's productivity.
- 17.1.5 To respect the dignity of the employer or his or her representatives.
- 17.1.6 To cooperate, assist and help in case of catastrophe or risk within the company.
- 17.1.7 To be duly loyal to the company in its varied aspects. This item also considers loyalty infringements the act of accepting gifts, presents, or other personal advantage benefits related to the employee's work in the company or his or her

duties.

- 17.1.8 To keep confidentiality on the work duties charged to the employee and/or performed by the employer.
- 17.1.9 To abstain from competing with the company or cooperating with other competitors to do so. However, in case the company authorizes him/her officially, an employee may carry out work of the same business activity complementarily.
- 17.1.10 To notify the employer on the absence to his/her duties because of an unjustified cause.
- 17.1.11 To faithfully perform the remaining duties established by the labor guidelines, collective agreements or covenants, individual agreements or those arising from the effect related to the employer's right or power.
- 17.1.12 To fill time cards properly and sign attendance records on a daily basis, both for purposes of calculating the costs of overtime work as well as for purposes of an eventual transit accident.
- 17.1.13 To do his or her best efforts in the performance of the agreed duties.
- 17.1.14 To obey his or her superior officers on the job and meet the contractual obligations diligently.
- 17.1.15 To keep hierarchical relationships consistently by observing a deferential attitude towards superior officers, colleagues and subordinates.
- 17.1.16 To justify appropriately all absence to work in lack of a previous authorization not to attend.
- 17.1.17 To notify within 48 hours after any change of personal information to be entered into the employment agreement, in particular for cases of change of domicile.
- 17.1.18 Employees who are required to keep special licenses updated for performing their job must meet the above obligation; and the fact the company is penalized because of an employee's serious negligence will be considered as a serious breach.
- 17.1.19 Public attending personnel shall work efficiently and cordially.
- 17.1.20 To keep the regular productivity rhythm at work without decreasing it due to causes inherent to the employee's willful determination.
- 17.1.21 To personally assume the losses of tools and/or equipment under the employee's charge delivered with a receipt.
- 17.1.22 To request from the corresponding officer and according to the prescribed procedure, the Shipping Delivery Voucher for any element or material property of the company that may be required for work purposes or special needs.

17.1.23 To notify the Operations Center and the Observatory Access Control on the start of a trip from or to La Serena, and between the observation centers.

17.2 Mandatory prohibitions for employees:

Mandatory prohibitions for employees include the following ones:

17.2.1 To fail to attend the job or to abandon it during working hours without justification or without the respective permission.

17.2.2 To attend the job under effects of alcohol, drugs or narcotics, not just because of unsafe conditions, but also because this is deemed a censurable behavior.

17.2.3 To cause intentional damage or act with reckless negligence causing damage to machinery, facilities, materials, raw materials or finished products.

17.2.4 To be late at work.

17.2.5 To take spirituous drinks or drugs of any nature inside the Company's facilities; to drink them or give them other ones to drink at any time or under any circumstance while on the job.

17.2.6 To conduct religious, doctrinal or private business activities during working hours.

17.2.7 To discuss, promote disputes or fights, make coteries.

17.2.8 To practice games of chance; however, social games without betting will be permitted exclusively at break hours between shifts and only in properly suited premises.

17.2.9 To perform trading activities inside the company without any superior authorization.

17.2.10 To trade any bonus that may be granted by the company, as any such bonus have a purely social purpose, but not a commercial one.

17.2.11 To use machinery, tools and equipment for work other than that which is incumbent of the Company activity without the prior approval by the respective Head of Department.

17.2.12 To travel to and from the observatory in private cars not expressly authorized by writing by the observatory's management.

17.2.13 In general, all the above rules must be observed, but are not deemed limited to the present regulation instrument, in order to ensure an honorable environment of mutual respect among the employees (Article 153).

18. ABOUT THE PROTECTION TO EMPLOYEES. Articles 184 of the Labor Code and the Following:

AURA, Inc. commits itself to take all necessary actions to protect the life and health of their

employees efficiently by properly keeping suitable hygiene and safety conditions at the work site, as well as by providing the necessary elements in order to prevent accidents or professional diseases.

AURA, Inc. must also provide or ensure the ready availability of the necessary protective elements for employees to gain prompt and opportune access to adequate medical, hospital and pharmaceutical attention in case of an accident or emergency.

The hygiene and safety prevention standards and instructions that must be observed by AURA, Inc.'s employees shall be governed by the AURA, Inc.'s Guidelines on Order, Hygiene and Safety, which shall be valid for one year, renewable in equal terms, regardless of eventual revisions and improvements, in accordance to provisions established by the Law N° 16.744, Article 67, Title VII and by Book II, Title I of the Labor Code on protection of workers.

Any violation to the provisions of the Internal Guidelines or to the safety rules established by the Organization or by the above Law will be dealt with firstly by a verbal reprimand and next by means of a written warning. In case of recurrence, the offending employee shall be penalized by a cash fine that will be deducted from his or her salary.

The amount will be proportional to the seriousness of the violation and shall not exceed one-fourth of the offending employee's gross daily salary (Article 157 of the Labor Code).

A serious infringement incurred by an employee, in accordance to the provisions of the Guidelines on Order, Hygiene and Safety, shall give cause to AURA, Inc. to terminate the Employment Contract Agreement, insofar as recurrence will be deemed a serious breach.

To these effects, the Human Resources Department will keep a trail log register on the above activities.

Penalties will be applied and regulated by the AOSS' Management after recommendations made by the Safety Committees, who will qualify the gravity of the breach and will provide the necessary substantiating information.

The net amounts of a penalty fine will be transferred to the Welfare Service of AURA, Inc. strictly in the sole benefit of its affiliated workers (Article 157 of Labor Code).

The offending employee may protest against this disciplinary action within 10 business days, starting from the date the penalty has been notified, before the respective Work Inspectorate Agency, who shall resolve on the case.

19. WORK PERFORMANCE EVALUATION

- a) The work performance of employees shall be completely and objectively evaluated on a yearly basis and thereafter discussed with employees.
- b) The job responsibilities of each employee shall be explained by his or her supervisor on the date of recruitment or when the description of duties is substantially modified. Work duties shall be revised and discussed from time to time in order to make sure both the employee and the supervisor have a mutual and precise understanding of these.

- c) Work evaluation reports will be made in writing and sent to the Human Resources Department. A copy of such evaluation report will be provided to the employee. He/she shall be entitled to counter in writing by making comments on the Comment Section in the evaluation form.

20. CORRECTIVE ACTIONS

Corrective actions aim to let the employee know about deficiencies or failures affecting his/her performance standards. Otherwise, an employee may freely assume the work is being performed satisfactorily.

Disciplinary actions aiming to represent the deficiencies observed and to recommend the steps to improve an employee's work performance will include:

- a) Private discussions with the employee, the number of which will depend on the gravity of the case. As a general rule, a supervisor must not hold more than three meetings for dealing with the same problem.
- b) Disciplinary hearing. In case private talks between the supervisor and the employee fail to produce the necessary changes, a disciplinary hearing may be conducted with the failing employee, but this time in presence of a hierarchical supervisor. The disciplinary hearing shall be addressed to a specific problem. The employee shall be notified about what specific problem the disciplinary hearing is aiming to solve. The employee must have the opportunity to explain the reasons of poor performance before the superior officer issues a written warning.
- c) Written Warning. Except for very particular cases, the written warning is the following corrective action the supervisor must take, when he observes that the previous corrective measures were not successful as expected and the employee's work performance is still decreasing.

A written warning must state a trial period has been established for the employee to improve his/her unsatisfactory performance. The trial period must be extended over a reasonable period of time. The trial period must consist of a specific time period and this will not be subject to extensions.

The employee must sign the written warning thereby affirming that he or she understands the problem and the actions expected from him/her to solve the problem. He/she may reply or make written comments at the foot of the written notice. Otherwise, the supervisor shall write a note on that respect.

A copy of the written warning shall be sent to the Human Resources Department for control procedures. Records of previous conversations must be also included into the copy to Human Resources.

- d) An individual Employment Agreement can be terminated in case an employee fails to show any substantial improvement in the work performance, after a negative work performance evaluation, and after having completed a thorough evaluation of all background information.

21. INFORMATION, GRIEVANCES, PETITIONS

In accordance to the cooperation spirit that must prevail in labor relations, employees are entitled to:

- a) Express their recommendations for improving work methods, production systems and operation and maintenance cost economies within the organization.
- b) To make suggestions for the implementation of safety measures aimed at protecting personnel, their own material goods and those of AURA, Inc. from physical harm and damages.
- c) Express their disagreement if they consider to have totally or partially received unjust corrective actions.

All the above oral or written information shall be channeled through their direct supervisor, who must forward it to the Division Manager if unable to resolve on the case.

Employees must be informed on the results of their suggestions or grievances within a reasonable time period.

In any case, copies of the written suggestions or grievances must be sent to the Human Resources Department.

In such cases when an employee considers that his/her problem is of private nature and it is therefore embarrassing to discuss with a direct superior officer, the employee may consult with the Human Resources Department whom will instruct him or her on the procedure to be followed.

Petitions of collective nature must be forwarded by the delegates of the employees to the Management of the Aura Observatory Support Services (AOSS)

22. EQUAL EMPLOYMENT OPPORTUNITIES

One of the principles at AURA, Inc. establishes that employees shall not be subject to discrimination, exclusions or preferences based on race, color, sex, age, marital status, affiliation, religion, political opinion, nationality, country or social origins (Article 2 of Labor Code).

23. TRADE UNIONS AND COLLECTIVE BARGAINING

For matters related to trade unions and collective bargaining between AURA, Inc. and its personnel, these will be dealt in accordance to the provisions of the Labor Code.

24. AURA, Inc. AS AN INTERNATIONAL ORGANIZATION

For all legal effects, AURA, Inc. expresses that it reserves the rights granted by Chilean law and/or international agreements stemming from its status as a recognized International Organization.

25. GENERAL PROVISIONS

- a) The provisions established herein are valid for all AURA, Inc.'s employees who have contracted their services in Chile.
- b) These guidelines shall be valid for successive periods of one year, renewable indefinitely, except for those clauses that the applicable Chilean laws and updated labor guidelines might recommend their revision and/or modification.
- c) These guidelines shall be assumed as incorporated for all legal effects into the respective Employment Agreements of each employee of AURA, Inc.

ORDER, HYGIENE AND SAFETY GUIDELINES

CHAPTER 1: INTRODUCTION

1.0. SCOPE

The Association of Universities for Research in Astronomy, Inc. (AURA, Inc.), upon issuing these Order, Hygiene and Safety Guidelines, has considered the following main objectives:

- 1.1. To faithfully meet the provisions of Article 153 of the Labor Code on the issuance and free distribution of these guidelines to employees under its charge. These guidelines include the obligations, rights and prohibitions employees must be subject to with regard to their duties, duration of their contracts, and stay at the organization's facilities.
- 1.2. To instruct their employees about basic principles on prevention of hazards and hygiene currently in force at the organization.
- 1.3. To promote through these guidelines training programs, handing over of personal protection materials and gear, advising and further actions, to safekeeping the life, mental and physical fitness of its employees on the recognition that personnel is the most valuable of its resources.
- 1.4. To orient its employees about their existing rights, benefits, prohibitions, duties, permissions and punishments, so they can always act within a legal and responsible frame, thereby promoting proper human and labor relations inside the organization as a whole.
- 1.5. Law N° 16.744, Article 67:

In accordance to the provision of the previous 1.1 item, AURA, Inc. strictly complies with Law N° 16744 related to work accidents and professional diseases, which in its Article N° 67 stipulates: "It is mandatory for companies or entities to keep hygiene and safety internal guidelines updated and for employees to follow the provisions of said guidelines that may be imposed to. These Guidelines shall consider the application of fines on employees who fail to wear protection devices that have been provided or on those who fail to meet the obligations imposed by the rules, guidelines or instructions on hygiene and safety at the workplace. The application of the above fines will be governed by the provisions of Article 157 of the Labor Code."

- 1.6. Invocation to Cooperation:

AURA, Inc. by these guidelines encourages all its employees to not only faithfully adhere to the rules, duties and prohibitions stipulated in these guidelines, but to also cooperate in all such matters as those related to order, hygiene and safety guidelines that contribute to the well-being of the entire workforce at the organization.

1.7. Prevention of Work Accidents

Prevention of Work Hazards and Professional Diseases requires the joint action and close cooperation between workers and management in order to gain the main objectives, namely, to keep under control and eliminate the causes that originate workplace accidents and illnesses.

These guidelines have the purpose that all work is performed under the necessary order, hygiene and safety conditions, which shall only be achieved by the committed collaboration of the people working at AURA, Inc.

CHAPTER 2: GENERAL PROVISIONS

2.1. General definitions: In order to clarify some concepts stated in these guidelines, the following terms will be defined as follows:

- 1) EMPLOYEE: Any person who provides any kind of remunerated services to the organization.
- 2) EMPLOYER. Natural or legal person who engages employees to perform a particular work or activity.
- 3) UNSAFE ACTION: An action by an employee that may cause an accident.
- 4) SAFETY COMMITTEE. An organization of workers and managing officers dedicated to promote safety.
- 5) UNSAFE CONDITION: Hazardous condition at the workplace that may cause an accident.
- 6) OCCUPATIONAL RISK. Any condition that may cause an accident to an employee while performing work related duties at the company.
- 7) AGENT: Physical element or material that causes injuries.
- 8) TYPE: The means by which the agent gets in contact with an accident.
- 9) SOURCE: A detailed description of the activity performed by the employee at the occurrence of an accident.
- 10) ACCIDENT INQUIRY: A report that is made after an accident for finding out the cause and as a means to preventing it from repeating.
- 11) IMMEDIATE SUPERIOR: A person who is in charge of the employee, such as the section supervisor, shift supervisor, foreman. For those cases where two or more persons work in the same category, the immediate superior will be deemed the one person with the highest hierarchy rank.
- 12) WORK HEALTH INSURANCE ORGANIZATION: *Mutual de Seguridad* operating under Law 16744.

2.1 Procedures for Medical Examinations:

All employees recruited by AURA, Inc. shall be contracted only with the prior conduct of a pre-occupational medical examination, performed at an administrative entity working under the Labor Accidents Law, whom shall order the pertinent examinations according to the nature of the job. All such exams shall be reported to AURA, Inc.'s Human Resources

Department as prerequisite documentation prior to the signing of the agreement. Regardless of the above, AURA, Inc. reserves the right to request its employees the medical examinations that it might deem necessary, in accordance to the needs and periodicity the organization would opportunistically determine, in particular for those employees involved in the manipulation of food, chemicals, etc. and drivers of motor vehicles. Any new employee who is about to enter into the Organization must fill an occupational medical form and provide the information requested in there, in particular the one related to jobs or activities previously performed and diseases and accidents the applicant may have suffered, as well as their eventual consequences.

Should an employee suffer from any disease that may affect his or her capacity and safety at the workplace, an immediate superior must be promptly informed in order for him/her to take the necessary mitigating actions, in particular for cases related to dizziness, epilepsy, sickness, heart diseases, poor hearing or visual capacity.

In the case an employee is presumed to suffer from any Professional Disease, at the discretion of AURA, Inc. or the Administrating Organization of Law 16744, the employee shall have the obligation to take the prescribed medical exams without delay, at the place as it might be designated by management.

CHAPTER 3: ABOUT OCCUPANIONAL ACCIDENTS

3.1. Definition of Work Accident:

Pursuant Law No. 16744, Title II, Article 5, a work accident is defined as:

“Any personal injury a person suffers from cause or on occasion or work related activities, causing disability or death”.

“Work accidents are also considered those occurring while traveling to and from the employee’s private domicile and his/her workplace”. “Work accidents will also considered be those suffered by union leaders as a consequence of their work activities, or while performing their duties in connection to union business or affairs”.

3.2. Definition of Occupational Disease:

Pursuant to Law No. 16744, occupational disease is defined as follows: “A disease directly caused by the practice of a profession or work performed by a person, which may cause disability or death”.

3.3. Procedure for Work Accident Investigations:

Any employee who suffers a work accident within or outside the Organization’s facilities, even if it looks insignificant or unimportant, must report it to his/her supervisor immediately.

All Work Accidents must be reported to the Administrating Organization of Law 16744 within 24 hours from its occurrence.

Employees must all cooperate in the investigation of accidents in the Organization. Supervisors must be informed by employees on accident suffered by workmates known to or witnessed by them, even if the affected person considers it insignificant or has suffered

no injuries. In the same way, employees have the obligation to thoroughly and truthfully report the facts witnessed or heard when the Administrating Organization of Law 16744 to which Aura, Inc. is affiliated to, would require it so.

Any Work and/or Journey Accident, even if it is insignificant, must be investigated at least by:

- A managing delegate of the Safety Committee.
- A delegate of the workers participating at the Safety Committee.
- The Head or Supervisor of the affected section.
- The Safety Consultant

The results from such inquiry will be entered into the forms available at AURA, Inc. for this purpose. This form together with an internal memorandum must be sent to the Manager of Aura Observatory Support Services (AOSS), the Human Resources Department, the Department Head to which the affected person belongs, the Safety Consultant and the Safety Committees.

An employee who has suffered an accident and has been medically treated as a consequence of it shall be precluded from resuming his/her work duties at AURA, Inc. without a prior "discharge certificate" issued by the Administrating Organization of Law 16744. This procedure will be under the responsibility of the Personnel Department.

CHAPTER 4: ABOUT SAFETY COMMITTEES

Article 1 of the Supreme Decree No. 54 of 1969 of the Ministry of Labor and Social Security stipulates: "Industries or work sites with over 25 employees shall organize Hygiene and Safety Committees, made up by delegates from the management and workers, and their decisions taken for the practice of the powers entrusted by Law No. 16744 shall be compulsory for the company and its employees".

Article 14 of the above Supreme Decree stipulates that: "the company shall be in charge of facilitating and taking the necessary actions in order that the Hygiene and Safety Committees organized in accordance to these guidelines work properly; in case of doubt or disagreement, the respective Work Inspector shall resolve with no further formalities.

Article 23 of the same Supreme Decree stipulates that. "In organizations having a Prevention Department for Professional Risks, the Hygiene and Safety Committees shall operate in close coordination with such Department.

The designation or election of the members at the Safety Committees will be carried out according to the procedure established by Decree No. 54 of the Ministry of Labor and Social Security on February 21, 1969 and its modifications.

The management delegates shall be designated by the employer and they must preferably belong in the technical ranks of the organization.

The delegates of workers will be elected by secret and direct voting. The vote shall be in writing and the voter must write down both the name of the persons to be elected as regular and deputy members.

Candidates to become representative members of workers must:

- a) Be at least 18 years of age
- b) Be able to read and write
- c) Be currently working in the respective industry or workplace for at least one year.
- d) Provide evidence of having attended an introductory course on Professional Risk Prevention given by Health Agencies or other Administrating Agencies of Insurance coverage for Work Accident Risks and Professional Diseases; or having provided services at the Department of Professional Risk Prevention for at least one year.

Safety Committees shall regularly meet once a month, but they may hold extraordinary meetings at the joint request by one delegate of the workers and the delegate of the Organization, or whenever the Risk Prevention Department or the Administrating Organization requires it.

In any case, the Committee must meet whenever a work accident occurs in the Company that may cause the death of one or more workers; or whenever a work accident may cause, in the Committee's opinion, on one or more workers a permanent decline of their earning capacity over 40%.

Meetings will be held during working hours and these will be considered as time worked. At the Organization's discretion, meetings may be held out of working hours, but in such case, the time used will be considered as overtime for salary payment purposes.

Discussions held at each meeting will be recorded in the respective minutes.

The duties of the Safety and Hygiene Committees are:

- 1) Offer guidance and instruction to employees on the correct use of Personal Protection Elements.
- 2) Keep close control on the compliance by the Organization and employees of precaution measures, hygiene and safety, and make scheduled inspections on the various work areas.
- 3) Investigate the causes of work accidents and professional diseases that may take place in the Company.
- 4) Investigate the causes of journey accidents that may take place in the private roads of the Organization.
- 5) Determine whether an accident or professional disease occurred because of inexcusable negligence of a worker.
- 6) Recommend actions related to hygiene and safety aiming to prevent professional risks.

- 7) Organize specific activities to promote overall Safety in all work positions.
- 8) Carry out any other duties or tasks entrusted by the respective Administrative Organization.
- 9) Promote the planning of Training Courses aimed to the professional training of employees.
- 10) Make known to employees on the risks involved in their duties, preventive actions and correct working methods.

For any further issue not taken into consideration in these Guidelines, the Safety Committee shall be governed by the provisions of Law No. 16744 and the Supreme Decree No. 54 of 1969 issued by the Ministry of Labor and Social Security.

CHAPTER 5: THE DEPARTMENT OF RISK PREVENTION

Companies with a workforce in excess of 100 employees must all have a Risk Prevention Department, administrated by a prevention consultant expert who, pursuant to Supreme Decree No 67, by the sole authority arising from his position shall become a member of the Safety Committees.

The organization of this Department shall depend on the extent and nature of problems, but it must have the means and personnel necessary to accomplish the following minimum objectives:

- 1) Inspection and assessment of accident hazards or professional diseases.
- 2) Keeping control on hazards by scheduled inspections to the diverse workplaces.
- 3) Promotion and organization of training courses for employees.
- 4) Keeping computer statistical database on results, frequency indexes, severity rates, risk rates, and other safety metrics.
- 5) Offering expert counsel to the Safety Committees for Hygiene and Safety.
- 6) Assisting the supervisory levels in issues related to Risk Prevention and Environment protection.
- 7) Organizing promotional campaigns on overall safety.
- 8) Proposing safety guidelines to be applied within the organization.
- 9) Organize activities for the promotion and protection of the environment.
- 10) Finally, it must plan yearly activity programs, which shall be made known to the Organization and the insurance administrating organism.

For any further issue not included in these Guidelines, the Risk Prevention Department shall be governed by the provisions of Law No. 16744 and its complementary legislation.

CHAPTER 6: BASIC INSTRUCTION ON RISK PREVENTION

6.1. Basic Instruction for New Coming Employees

During the first week of work, any new employee at AURA, Inc. shall be introduced by the Personnel Manager to the Safety Consultant in the Organization in order that the employee:

- a) Is incorporated into the hygiene and safety system at AURA, Inc., receives instructions and, if necessary, educational material on the subject.
- b) Receives the Internal Guidelines on Order, Hygiene and Safety of AURA, Inc.
- c) Is authorized to take out of the Materials Warehouse the respective personal protection elements.
- d) Hopefully, is introduced to his/her workmates and showed the main work areas at AURA, Inc.
- e) Receives instructions on the typical hazards involved by his/her duties (Right to Know).
- f) Receives specific instruction on safe procedures for the work to be assigned. This task must be in charge of the employee's direct superior.

6.2. Permanent Scheduled Instruction:

Regardless of the above, and in accordance to the main objective of keeping their employees duly informed, AURA, Inc. reserves the right to involve their employees in talks and courses related to accident prevention and environmental hygiene, either within or outside the worksites. Attendance to these talks and courses will be compulsory for those who have been summoned because of being closely related to their own personal safety.

CHAPTER 7: RESPONSIBILITY OF EXECUTIVE RANKS

Senior executives, heads of department, heads of section and/or supervisors, as it corresponds, must at least:

- 7.1. Actively participate, as a duty inherent to their positions, in risk prevention programs.
- 7.2 Direct supervisors and heads must make known to the Department of Risk Prevention about apparent physiological limitations that they might recognize in personnel under their charge in order to take the proper corrective actions.
- 7.3 Participate in inquiries on accidents, either with personal injuries or not, that may occur at their work division, department or area, and prepare the respective report.
- 7.4 Make scheduled inspections on the operations performed by their personnel, stressing on cleanliness, order and respect to rules related to environmental hygiene and safety being in force.
- 7.5 Take care of the employees under their charge who have suffered from personal injuries caused by work accidents, so they can get the respective medical attention opportunely.
- 7.6 Promote risk prevention and environmental care in the areas under their responsibility, including, if necessary, talks given by them or at specific request by the AURA, Inc.'s Risk Prevention Consultant or another consulting entity on such issues.
- 7.7 Identify and familiarize themselves with all rules and safety guidelines and with other potentially hazardous areas, the ways how to prevent and neutralize them, as well as actively cooperate with care and preservation of the environment.

- 7.8 Promote among the personnel under their charge and within the limitations of authority and capacity to act or by appealing to an immediately superior hierarchical rank, an attitude of effective, appropriate and cooperative safety, and keep close control on the application of preventive and corrective disciplinary actions.
- 7.9 Impede an employee, accident victim or patient performs activities of any kind; in case of doubt, the interested party must ask the Human Resources Department and/or the Consultant on Risk Prevention at AURA, Inc.

CHAPTER 8: ABOUT PERSONAL PROTECTION ELEMENTS

In accordance to Law No. 16744, in particular with regard to Article 68, AURA, Inc. shall provide for free their employees with the personal protection elements that are necessary and according to their respective duties, in accordance to the following criteria:

- 8.1. AURA, Inc. shall keep through the Risk Prevention Department a permanent and valid list of personal protection elements that are necessary for carrying in out the various tasks in the respective positions under the charge of the Human Resources Department.

The above list may be modified at request of the Heads of Department, Consultant on Risk Prevention and/or at suggestion of the Safety and Hygiene Committees, provided it is applicable in the opinion of the Head of the respective Division.

- 8.2. Programs or Centers shall keep a stock of safety wear and personal protection elements suitable for the needs of the employees under their charge. The acquisition of such elements shall be made by following the applicable procedures.
- 8.3. New AURA employees shall receive from the respective Division Manager or Head of Department the necessary personal protection elements in accordance to the duties these employees will perform.
- 8.4. Employees may request the replacement of personal protection elements as they become obsolete because of natural wear caused by time and/or the type of work that is performed.

The replacement shall be authorized by the respective Heads of Division or Department upon the handing over of the disabled obsolete element.

- 8.5. Employees who suffer from any physical disability may request their personal protection articles, as agreed for each particular case with the respective Head of Department, the Head of Human Resources and the Risk Prevention Consultant. These cases must be supported by the medical certificates that attest the need of a special kind of personal protection.
- 8.6. Employees must be directly responsible for the correct use of personal protective elements assigned to them.

Employees who refuse to use personal protection elements and equipment that the organization provides to them for carrying out the activities that require such protective wear will be penalized at recommendation of the Safety Committees, the respective Head of Department and the Risk Prevention Consultant, as resolved at an extraordinary meeting. The penalty must be approved, modified or refused by the Head of Human Resources and the Manager of Aura Observatory Support Services (AOSS) or the administrative officer to be assigned by the Organization's management.

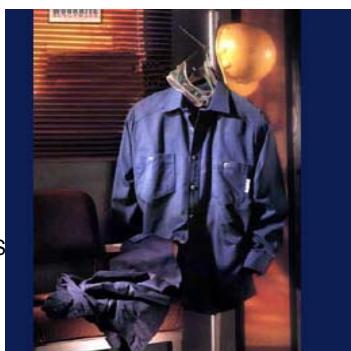
- 8.7. Any loss of a personal protection element by an employee will be discounted from his/her salary, and will result in a written warning in case the loss has occurred because of the

employee's negligence.

The repeated loss of personal protection elements by an employee shall be considered as "inexcusable fault or serious breach of obligations stipulated in the employment agreement, in which case penalties will be applied, ranging from a written warning, with a copy sent to the Regional Work Inspection Agency, to the termination of the employment agreement, regardless of the deductions of the cost of lost elements.

For all cases, the Safety Committees, the Head of Human Resources and the Risk Prevention Consultant shall hold an extraordinary meeting and write a report to be addressed to the respective Head of Department and, through this, to the Organization's Management. This one will reserve the right to void, amend or approve the suggested penalties.

- 8.8. An evident and/or documented proof that personal protection elements have been deliberately damaged shall be considered as serious and inexcusable fault or serious breach of the obligations imposed to an employee by the employment agreement. Penalties shall be proposed in the same way as the previous article.
- 8.9. The use of protection elements that have been replaced or taken away is strictly forbidden to employees and these and the officer who has provided obsolete protection equipment, instead of dismantling it as prescribed by applicable regulations will be penalized.
- 8.10. Personal Protection Elements to be purchased in Chile or abroad must be certified by technical certification entities such as CESMEC, IDIEM or OSHA in order to assure a suitable protection to employees.
- 8.11. Personal protection elements must have all a particular purpose; therefore users must keep them clean and in good operative conditions. Employees have the obligation to report to their immediate superior when they are unable to use the personal protection equipment.
- 8.12. As a general rule, it is compulsory to wear the following elements:
 - Safety helmet
 - Safety shoes
 - Respirators
 - Protective jackets for employees working on the road
 - Safety glasses
 - Hearing protection (for those exposed to noise)
 - Leather gloves



PROTECTIVE GEAR	Function of personal protective items
SAFETY GLASSES AND GOGGLES	They prevent the embedding of particles that fly or are thrown away in work environments (at operating lathes, drills, grinders, etc.)
SAFETY BELT WITH HARNESS AND RETRACTABLE HARNESS AND TAIL	They prevent users from falling down from one level to another. Inside a vehicle, they prevent from impacting against seats, windshields, other passengers, etc.
SAFETY SHOES	They protect the operator's shoes from impacts by stones, coming off objects, nails and other sharp objects hidden underground, etc.
RESPIRATORS (RESPIRATOR MASKS)	They protect from contaminated environments against gases, acids, dust, smoke, etc.
GLOVES	They prevent from having contact with hot, cold, sharp, abrasive, acid materials.
SAFETY HELMET	It protects the user's head from being bumped or objects falling down.
NOTES	Please request these and other personal protective items to your immediate supervisor or members of the Safety Committee. Ask for the replacement of defective elements.

CHAPTER 9: ABOUT ORDER AND CLEANLINESS

9.1 It much more pleasant to work in clean, well-ordered and safe areas. Oil stains may cause people to fall down, an object obstructing aisles, entrances, etc. may also cause falls, personal injuries, material piled in disorder, trash, etc. out of place always imply some injury risks. Prevent them by taking the following measures:

1. Do not leave tools disseminated in anywhere.

2. Always keep your workplace clean.
3. Discard waste materials in a suitable place.
4. Waste materials, garbage and cigarette ends must be thrown away in cans specially assigned for this purpose.
5. When you open boxes, place the pieces of wood in order and bend or discard the nails.
6. Pile any material orderly so it does not obstruct passageways or roads.
7. Discard garbage, in particular pieces of paper, wipers soaked with oil and other products.
8. Gather objects that are disseminated on the floor.
9. Grease, oil, shavings, bottles, garbage, tools, boxes, etc. out of place may produce falls with serious consequences.
10. Take a moment to order your workplace before starting your daily work and at the end of same.
11. Flammable liquids must be kept in suitable places.
12. Clean protective items such as masks, goggles, protective shields of grinders, extinguishers, etc.
13. Do not destroy or misuse the materials purposed for garbage collection.

CHAPTER 10: ABOUT CARE AND MAINTENANCE OF EQUIPMENT AND MACHINERY: Order and cleanliness help to reduce accidents, maintain materials, reduce waste of time and work and make workplaces more pleasant. Employees have the following obligations:

1. To keep the floor and work area clean and free from obstructions.
2. Glass items must be placed into special containers and garbage in a separate container.
3. To pile materials orderly and in a way they do not obstruct passageways or roads.
4. Employees must all take care of and keep close control on proper condition, functioning and operation of the equipment that is used for carrying out their duties. They must also make sure their workplace is kept clean, in order and free from obstacles.
5. Employees that must make repairs, check or perform any other operation that requires taking covers or protections out must replace them as soon as they have completed their job.
6. If a machine operator must move away from the machine for justified purposes, he must stop the motor or driving system.
7. To return or hand over to the respective person, before leaving their work, any document,

machine, tools, items or materials which are important or valuable for them to be kept in a safe place. Employees must answer for tools and accessories given under their charge when they have been damaged, lost or destroyed because of their negligence or carelessness in the opinion of their superiors.

8. To cooperate with the preservation of facilities, premises, properties and services of the Company.

CHAPTER 11: ABOUT MATERIAL HANDLING:

11.1 While lifting, loading or carrying materials, always keep in mind the following:

WEIGHT	If weight is higher than your strength, ask for help.
SIZE	If the item is too big and large, even if it is lightweight, ask for help.
CLASS	If it is abrasive, splintered, hot, sharp, soaked with chemicals, etc. wear the respective protective gear.
PATH	It must be free from obstacles and clean.
PLACE	The place where the item will be unloaded must be free from obstruction.

All tools and machinery to be used for carrying and lifting material must be in good operative conditions.



Support on your feet firmly.



Separate your feet at an approx. distance of 50 cm.



Bend your hip and knees for picking the load up.

Keep your back straight.



Keep the item as close to your body as possible. It increases your loading capacity.



If the item size would require, do not hesitate in asking for help.

11.2 HAND TOOLS:

Taking care and using tools properly are your obligation. Tools in proper condition assure efficiency in any work; offer the best safety conditions, providing protection to the work done and the worker from unnecessary physical injuries; increase the service life of tools; and shows the interest you have for carrying out your work in a better way.

<u>HAND TOOLS</u>	CORRECT USE OF TOOLS
TONGS	<ul style="list-style-type: none"> • Do not use tongs as a hammer • Do not heat the tongs • Do not try to bend very heavy wires with tongs
SCREWDRIVERS	<ul style="list-style-type: none"> • Do not use screwdrivers as a lever • Do not expose screwdrivers to fire • Do not use screwdrivers as a chisel • Use proper size screwdrivers
HAMMER	<ul style="list-style-type: none"> • Do not use a hammer with a splintered or broken end • Do not use the grip as a lever • Make sure the grip is properly adjusted • Make sure the grip has no knots
CRESCENT WRENCH	<ul style="list-style-type: none"> • Do not use crescent wrenches as a hammer • Do not enlarge the grip of a crescent wrench by adding a piece of pipe or something similar • Use a proper size wrench for the work to be done • Keep the tools in good conditions • Keep the tools in a safe place
	ASK FOR THE REPLACEMENT OF ANY DEFECTIVE TOOL



CHAPTER 12: ABOUT PERSONAL APPEARANCE AND HYGIENE:

12.1 PERSONAL HYGIENE

Keeping body clean by taking a daily bath with water and soap produces relaxation; facilitates detoxification of the organism and gives a good appearance to other people.

When an individual has been exposed because of his/her duties to materials with caustic, toxic, irritating action or from animal origin, he/she must take a bath as many times it is necessary.

Wash with soap and water immediately after defecating and, in particular, before having meals.

Keep away the mouth, nose, ears and wounds and contaminated items or cleaning appliances that have been used by other people.

Avoid using other people's items that have not been properly washed or disinfected, such as silverware, chinaware, towels, drinking glasses and similar items.

Teeth's washing after every meal is important for keeping teeth in good health; helps to eliminate infection sources of mouth cavity; avoids the generation of caries and bad breath.

Do not use pressure air for cleaning working clothes that you are wearing.

Do not get too close to persons whom you talk with in order to avoid droplets expelled from the mouth and nose at coughing, sneezing, laughing or talking.

12.2 MENTAL HEALTH

Sports and games help keeping a good mental balance and reduce possibilities of the appearance of neurosis and anxiety. They also help relaxing mentally and physically and facilitate detoxification through skin pores and induct a relaxing sleep.

Friendship, companionship and good understanding make work day pleasanter and easier.

"Not doing to other people what you would not like others do to you" favors harmony, peacefulness and good human relationships.



12.3 MENTAL HEALTH AND ALCOHOLISM:

Be careful! Do not appreciate your health and physical fitness only when you are losing them. Have in mind the following:

Alcohol abuse:

1. Shortens and deteriorates life.
2. Increases seriousness and frequency of diseases.
3. Makes individuals fail to perform their duties properly.
4. Induces apathy.
5. Debilitates a strong individual and deprives from discernment to smart individuals.
6. Reduces the ability to appraise and prevent hazardous conditions.
7. Reduces the capacity to strive and concentrate.
8. Increases accident risk rates.
9. Prevents individuals from performing their duties diligently, readiness and faultlessly as they were able to do previously.
10. Slowly extinguishes family harmony and happiness until they disappear completely.
11. Decreases productivity at work and with a poor quality.
12. Drug consumption deteriorates health quickly and produces addiction and eventually the consumer's death.

CHAPTER 13: ABOUT FIRE PREVENTION AND FIGHTING

- 13.1. Any employee that observes any fire threat, start or hazard must immediately advise and follow the procedures established for these cases by the company.
- 13.2. Access to fire fighting equipments must be free from obstacles.
- 13.3. The immediate superior must be advised immediately after a fire extinguisher device has been used.
- 13.4. Employees must cooperate with the officers to be assigned by the company at evacuating the affected place calmly.
- 13.5. Employees must all be fully familiarized with the location of fire extinguishing devices. Access to these must be immediately reported to the Risk Prevention Department either for recharge in case they have been used or replacement if they look damaged.
- 13.6. It is forbidden to light a fire near combustible, flammable or explosive materials, such as paints, diluters, chemicals, oxygen tanks or acetylene, even if these are empty, paraffin, gasoline, etc.
- 13.7. Employees must avoid gathering up garbage, in particular wiper or rags soaked with oil or grease in corners, workplaces, wardrobes, etc. as they can ignite by spontaneous combustion.
- 13.8. Employees must follow the previously planned evacuation plan quickly and orderly, without losing control, in order to avoid accidents caused by panic.



13.9. GETTING TO KNOW FIRE EXTINGUISHERS

1. Familiarize yourself with the location of fire extinguishers.
2. Always make sure fire extinguishers are free from obstructions or easy to access in case of emergencies.
3. Familiarize yourself with the different types of fire extinguishers and their proper operation.
4. A fire extinguisher is a very important device. If you observe it has been discharged, report immediately to the Safety Committee for it to be recharged.
 - a. **CARBON DIOXIDE FIRE EXTINGUISHER (CO₂)**

CO₂ fire extinguishers are generally in red and can be used for any type of fire, such as of electrical origin, wood, oil, etc. and have a distance range of 2 to 3 meters. To operate a CO₂ fire extinguisher, take the locking pin out, aim the horn to the fire base source from a certain distance (always against wind) and “sweep” the surface by squeezing the grip release lever.



- b. **DRY CHEMICAL FIRE EXTINGUISHER**

Dry chemical fire extinguishers are in red color. They are used for extinguishing fire caused by flammable liquids such as grease, oil or electricity. They are operated in the same way as CO fire extinguishers and have a distance range of 3 meters.

Dry chemical fire extinguishers have been completely eliminated from our facilities, as in case of electrical fire extinguishing, they leave dust agent on equipments and it is very difficult to remove it.

c. **FE 36 FIRE EXTINGUISHER**

FE 36 fire extinguishers use a clean, colorless, odorless and strictly conductive agent that is discharged as liquid and gas, thereby increasing their distance range and assuring effectiveness during firefighting. They do not damage sensitive electronic devices.

13.10. FAMILIARIZING WITH TYPES OF FIRES

Types of fires and fighting methods:

1. **Class A fire**



This class of fire involves materials such as paper, wood and cardboard, rags, rubber materials and several types of plastics.

The most popular extinguishing agents for putting out this type of fire are water and multipurpose dry chemicals.

2. **Class B Fire**



This class involves combustible and flammable liquids, gas, grease and similar materials. The most common extinguishing agents for fighting this type of fires are dry chemicals and carbonic anhydride.

3. **Class C Fire**



This class involves powered equipments, machinery and facilities. For safety reasons for the fire fighting people, non electricity conductive agents must be used, such as dry chemicals or carbon anhydride.

4. **Class D Fire**



This class involves metals such as magnesium, sodium and others. Extinguishing agents are specific for each metal.

13.11. WHAT TO DO IN CASE OF FIRE

The following steps must be taken into consideration and followed in case of fire:

1. **GIVE ALARM SIGNAL:** Give notice to at least one person, who may give the alarm signal while your are trying to extinguish fire before it spreads out.
2. **KEEP FIRE UNDER CONTROL:** Do your best effort to keep fire under control while the firefighters come. Turn the electrical supply off from the main cabinet, move combustible materials out of the fire range. Do the same with gas cylinders or other explosive or highly flammable materials, provided they put no risk for yourself and you know how to do it.
3. **IN CASE YOUR CLOTHES SET ON FIRE:** Do not run because this enlivens fire. Lie down on the floor and wrap up with a blanket, clothes or wallow in sand or earth. Use water at once if available nearby.
4. **IN CASE OF SUFFOCATION:** Open the windows and drag yourself to the closest exit. Air is purer at the floor level.
5. **WHEN THE FIRE BRIGADE ARRIVES:** Talk with the captain or person in charge, as you know the workplace better and your information will be very helpful.

CHAPTER 14: ABOUT OBLIGATIONS

Employees have the following obligations:

- 14.1 They must carefully and thoroughly read these guidelines and apply the rules and standards herein contained.
- 14.2 To maintain and use equipments and tools the Organization has provided to them in a proper way, and report to their immediate superiors on any wearing out condition or deterioration caused by normal and regular use of equipments and tools.
- 14.3 To report to their superior officers on any natural or professional symptom of disease and personal accident any employee would suffer, even if they are insignificant.
- 14.4 To cooperate with the investigation on accidents occurred in the facilities or worksites when required by their Superior Officers, the Safety Committee or the Professional Risk Prevention Consultant.
- 14.5 At request of immediate superiors, the Risk Prevention Consultant or members of the Safety Committee, employees must cooperate in case of work accidents that occur at worksites.
- 14.6 To report to their immediate superiors on defective machinery, equipments and other devices that may affect personal safety of thirds or facilities or equipments in the Organization.
- 14.7 To follow all the rules established by these guidelines and those that may be added in the future with regard to working methods, operations or actions related to prevention.
- 14.8 To take part at any educational activity or operation related to risk prevention and environment hygiene programmed by the company's officers.

- 14.9 At the observation centers, they must keep the bedroom and bathroom to be assigned to an employee clean and in good hygiene conditions. They must also avoid throwing garbage and wastes away, damaging furniture, etc. and they must report any sanitary, electrical, etc. failures in order to always keep a good household appearance.
- In the same way, they must take care of good cleaning and hygienic conditions of recreational areas, bedroom buildings, by cooperating with cleanliness and preventing furniture from being deteriorated.
- 14.10 To report immediately to their direct superiors when they suffer from a work or journey accident so they can receive first aid attention immediately from the respective people. We must remind that, in accordance to law, any accident must be reported within 24 hours to the administrating organization of Law on Work Accidents which AURA, Inc. is affiliated to. After such term, employees will not get any medical or economic benefit because of the accident.
- 14.11 They must use for their personal hygiene, in particular for hands, soap and detergents. It is forbidden to use sawdust, wiper or rags that may obstruct drain tubes or cause unclean conditions.
- 14.12 They must take care of and cooperate with maintenance and good operative conditions of machinery, tools and facilities in general, both those purposed for operation and safety and hygiene. They must also make sure their workplace is kept clean, in order, free from obstacles in order to prevent accidents or physical injuries to anybody walking nearby.
- 14.13 To keep workplaces clean and in order and avoid spills of oil, grease and other substances that may cause people to slip and/or fall down.
- 14.14 Warning notices, signs and safety posters must be read and instructions must be followed by all employees.
- 14.15 They must be familiarized with the exact location of fire extinguishing equipments, taps in the workplace as well as with their operation. The supervisor has the obligation to instruct personnel on this. In the same way, employees must be familiarized with the Material Safety Data Sheet (MSDS) on materials and chemicals, fuels or flammables.
- 14.16 To give the alarm immediately when they observe a fire threat, start or hazard and take part in the procedure established by AURA, Inc. for these cases.
- 14.17 To keep access ways to fire extinguishing equipments unobstructed and employees must report when they have been used for recharging purposes.
- 14.18 They must not set fire close to combustible or flammable materials such as paints, diluters, chemicals, oxygen or acetylene bottles, paraffin, gasoline, etc. even if these are empty.
- 14.19 For the case of employees not belonging to the Fire Fighting Brigades, employees must cooperate with these and follow the plan worked out by the Organization for solving such situations quickly and in order.
- 14.20 In any case, employees must cooperate with the officers to be assigned by the Organization for evacuating the affected location calmly.
- 14.21 To keep on hand the Safety Data Sheet and to be duly trained and authorized for handling or carrying chemical products.
- 14.22 To cooperate with campaigns on Environment Protection.

CHAPTER 15: ABOUT PROHIBITIONS

Employees have the following prohibitions:

- 15.1. To attend the workplace drunk caused by the consumption of alcohol or drugs of any nature.
- 15.2. To introduce and/or drink alcoholic drinks or drugs within the Organization's facilities.
- 15.3. To remove or make safety items or devices installed by the Company inoperative.
- 15.4. To destroy or damage visual or other kind of signs purposed to promote risk prevention and environment hygiene.
- 15.5. To eat meals or smoke in work environments where there are risks of intoxication, professional disease or fire.
- 15.6. To ignore existing safety guidelines or instructions or those which have been explicitly stipulated for carrying out the duties assigned in a regular way.
- 15.7. To wear loose clothes or jewels while working with machinery or moving devices.
- 15.8. To enter into other sections without the authorization of the area supervisor.
- 15.9. To use and operate tools, vehicles, machinery or equipments without the respective authorization.
- 15.10. To carry out any action that puts life at risk for an employee or third persons or that goes in detriment to the discipline at the worksite; or in general, to carry out any action related to the nonobservance of order, hygiene and safety guidelines.
- 15.11. To stay at the workplace out of the regular working hours without the authorization of the direct officer.
- 15.12. To allow untrained person to try to take foreign materials out of the eyes or wounds of an accident person.
- 15.13. To refuse to provide information on some particular working conditions and safety or on accidents that may have occurred.
- 15.14. To work without the Personal Protective Gear or working clothes to be provided by AURA, Inc.
- 15.15. To take possession or use personal protective items belonging to AURA, Inc. and assigned to some other workmate.
- 15.16. To travel in vehicles or machinery which have not been designed and enabled for personnel transportation, such as fork lifts, backhoe loaders, crane hooks, trucks, vehicle steps, etc.
- 15.17. To drive AURA, Inc.'s vehicles without the authorization of the program directors or the managing officers of Aura Observatory Support Services (AOSS) or the person that this designates and without the respective valid driving license.

CHAPTER 16: ABOUT PUNISHMENTS

Minor, slightly gross or gross misconducts arisen from the breach of the rules stipulated in these internal guidelines shall be decided by the Organization's Safety and Hygiene Committee or by the Risk Prevention Consultant in an extraordinary meeting. These must advise the respective Head of Department and Head of the Human Resources Department on the penalty to be applied. The

Head of Department or the Observatory's Management, as it corresponds, shall reserve the right to apply, modify or annul the suggested penalty.

The penalty shall be applied in accordance to the following procedure:

- a) Oral warning
- b) Written warning with annotation on the employee's personal file
- c) Fine up to 25 % of the daily salary
- d) Transfer of work position
- e) Termination of agreement

The Company must decide on the fine amount within the above limit, for which the seriousness of the infringement will taken into account.

If it has been proved that an accident or professional disease occurred because of inexcusable negligence, the respective Health Service shall impose the fine in accordance to the procedure and penalties stipulated in the Sanitary Code. The condition of inexcusable negligence must be resolved by the Safety and Hygiene Committee, who must report it to the appropriate Health Service for the pertinent effects.

For any issue other than the provisions of these guidelines, the Company, the Safety Committee and employees shall be governed by Las No. 16744 and the Labor Code.

The obligations, prohibitions and penalties stipulated in these Guidelines must be construed as incorporated into the individual employment agreements for each employee.

CHAPTER 17: ABOUT CLAIMS

Whenever an employee has been subject to Article No. 157 of the Labor Code, this may claim its application before the respective Work Inspection Agency.

With regard to the Evaluation of Disabilities, Supreme Decree No. 159 dated June 7, 1968 issued by the Ministry of Labor and Social Security must be applied.

The employees or attorneys, as well as the Law's Administrating Entity are entitled to claim to the Medical Committee for Claims on Work Accidents and Professional Diseases on the decisions taken by the Health Service, within 90 business days, based on facts referred to medical nature matters.

In any case, the Committee's decisions can be appealed within 30 business days before the Social Security Supervisory Board, who shall decide within exclusive competence. Regardless of the provisions of the Administrating Entities, appeals can be submitted within a term of 90 business days directly to the Social Security Supervisory Board.

The time terms stipulated in this article will be considered as of the reception date of the certified letter notifying the resolution claimed.

Claims and appeals must be submitted in writing to the Work Inspection Agency. For this last case, the Work Inspector must immediately submit the claim or appeal and any further issue to the committee.

Claims or appeals shall be assumed as filed on the date the certified letter addressed to the

Medical Commission or Work Inspection Agency was sent. If these have been submitted personally, the date of acknowledgment of receipt at the offices of the Medical Commission or Work Inspection Agency shall be taken as valid.

Appeals must be filed in writing directly to the Supervisory Board. Appeals can be filed to the Medical Commission within 30 business days. In case the notification has been made by a certified letter, the notification date will be taken as the date the letter was received.

The Medical Commission and the Supervisory Board may require any further background information to be deemed as necessary from the Administrating Entities or directly from entities they depend upon, from the Safety Committees and the concerned persons themselves.

For purposes of claiming to the Supervisory Board referred to in clause 3 of Article 77 of the Law, the Administrating Entities must notify on the resolutions they take by sending copies of these to the concerned party by certified mail.

The envelope containing said resolution shall also include the claim for purposes of calculating time terms.

Actions for claiming benefits on Work Accidents or Professional Diseases will expire within a term of five years, starting from the date of the accident or from the diagnosis of the disease. For cases of pneumoconiosis, the expiration time will be 15 years starting from the diagnosis date.

CHAPTER 18: ABOUT OBLIGATIONS TO MAKE KNOWN ON WORK RISKS, DECREE No. 50 (DECREE DATE JULY 21, 1988)

18.1. The employer will have the obligation to make known opportunely and appropriately to the employees on the risks that involve such works, preventive measures and correct working methods, an obligation that shall be performed through the Safety and Hygiene Committees and Risk Prevention Departments, at the moment of engaging employees and creating activities that involve risks.

In any case, information must be provided about elements, products and substances employees must use in production processes or while working, about the identification of same (formulas, synonyms, appearance and odor), about the allowable exposition limits for such products, about hazards to health and control and prevention actions that must be taken to avoid such risks.

18.2. Employees must provide the equipments and devices that are technically necessary for reducing risks that may appear at the workplaces to the lowest levels.

18.3. Employers must meet the obligations stipulated in Article 21 through Safety and Hygiene Committees and Risk Prevention Departments upon the engagement of employees or at creating activities that involve hazards.

18.4. Breach of duties that may be incurred by employers with regard to the obligations imposed by this Title shall be penalized in accordance to the provisions of articles 11 and 13 of the Supreme Decree No. 173 of 1970 sanctioned by the Ministry of Labor and Social Security, regardless of the provisions of article 69 of Law No. 16744.

For purposes of compliance of the above provisions, it is necessary that all employees acknowledge the main risks arisen from work accidents and professional diseases available at the various sections in the Company, which may affect them while performing their regular duties. Next

is a detailed description on preventive actions for some of the accidents that may eventually occur in our facilities:

- 1. Accident risk:** Handling of materials, machinery, tools and equipments.
Causes: Incorrect or careless actions, incorrect conditions, excessive force.
Injuries or damage: Any kind of physical injuries and cut wounds.
Preventive actions: Handling of materials, machinery, tools and equipments only by trained personnel.
Be careful while handling materials, machinery and tools.
Make sure the work is correctly performed in accordance to user instructions and ask for help if in doubt.
- 2. Accident risk:** Loss of hearing, hypoacusia.
Causes: Industrial noise with a level over 80 decibels
Injuries or damage: Partial or total loss of hearing capacity.
Preventive actions: Use hearing protection the company provides to employees.
Isolate the hazardous area.
- 3. Accident risk:** Falls at same or higher levels.
Causes: As a general rule, falls are caused by unsafe conditions on work surfaces by objects that obstruct while walking. They may also arise from the action of carrying elements by hand which obstruct the view, which may be an unsafe action.
Injuries or damage: Fracture, sprains, contusions.
Preventive actions: Move around appropriate areas only and be careful of transit conditions. Clear the area from elements that may obstruct a smooth personnel circulation. Use a flashlight in case of poor lighting.
Keep circulation corridors unobstructed, dry and in order. Use appropriate shoes.
- 4. Accident risk:** Bumps with or against objects.
Causes: Careless or imprudent actions.
Injuries or damage: Fracture, sprains, contusions.
Preventive actions: Follow the instructions.
Use properly the protective equipment provided for carrying the work duties properly.
- 5. Accident risk:** Working in Warehouses/Workshops
Causes: Careless or incorrect use of machinery and tools.
Injuries or damage: All kind of injuries.
Preventive actions: Be careful. Operate machinery properly and follow the obligation of wearing personal protective gear and other necessary items for performing a work.

- 6. Accident risk:** Use of electrical supply.
Causes: Wrong actions, negligent carelessness.
Injuries or damage: Electrocutation. Burns of diverse grades.
Preventive actions: In case of any power supply abnormality, switch the main cabinet off. Before repairing or moving any machine or in case of accident, the main cabinet must be switched off. Use appropriate protection.
- 7. Accident risk:** Driving of motorized vehicles.
Causes: Wrong, imprudent, irrational or over speed driving.
Injuries or damage: Overall injuries.
Preventive actions: Drive at prudent and reasonable speed.
Follow traffic signals.
Meet driving rules by acting on the defensive.
Attend training courses regularly.
- 8. Accident risk:** Explosions and fire.
Causes: Unawareness on the operation of furnaces and stoves.
Injuries or damage: Burns on hands and arms.
Preventive actions: The furnace's operational part must be fully operative, as well as the door, handles, turning arm for the car.
- 9. Accident risk:** Lumbar pains arising from force.
Causes: They are caused from manually handling or carrying materials whose weight exceeds the employee's physical capacity.
Injuries or damage: Hernia, lumbago, sciatica, damaged backbone.
Preventive actions: Wear the appropriate gear for carrying materials such as Vise grips, wheel carts, etc. Apply appropriate methods for handling heavy objects.
- 10. Accident risk:** Washing of floors and machinery.
Causes: Wrong actions.
Injuries or damage: Electrocutation, burning.
Preventive actions: Unplug machines before washing.
Unplug the general switch board.
- 11. Accident risks:** Fire.
Causes: Setting on fire close to combustible or flammable materials, by spontaneous combustion, because of the gathering of garbage.
Injuries or damage: Highly intense or high grade burns.
Preventive actions: Avoid open flames near combustible or flammable materials.
Avoid the accumulation of flammable materials.
- 12. Accident risks:** Electrical shock.
Causes: Use pressure water based fire extinguishers and devices for

	Class C fires.
Injuries or damage:	Burns on different parts of the body.
Preventive actions:	In case of fire, switch the equipments off.
13. Accident risks:	Dermatitis
Causes:	Using of unprotected solvents, fuels and chemicals.
Injuries or damage:	Skin diseases.
Preventive actions:	Familiarize yourself with handling techniques and use of products. Use personal protective elements while handling solvents, fuels and chemicals; do not use solvents or gasoline for washing your hands.
14. Accident risks:	Actinic conjunctivitis
Causes:	Electric arc radiation.
Preventive actions:	Cover and protect the areas where welding works are performed in order to protect workers from electric arc radiation. Wear appropriate protective elements.
15. Accident risk:	Working on telescopes.
Causes:	Inappropriate use of equipments and tools. Poor lightning.
Injuries or damage:	All kind of injuries.
Preventive cautions.	Do not operate any equipment or machinery without authorization. Use a flashlight.
16. Accident risk:	Expelling of particles.
Causes:	Use of unprotected machinery or with poor training.
Injuries or damage:	Impact of particles on the body, in particular on the face.
Preventive actions:	Protection of all moving parts. Do not put your hands in between moving parts. Use safety glasses and goggles. Protect areas where particles are expelled.
17. Accident risk:	Food handling.
Causes:	Poor training, inappropriate actions.
Injuries or damage:	On hands and arms.
Preventive actions:	Wear steel gloves. Wash your hands appropriately. Sanitize foods.
18. Accident risk:	Handling of hazardous substances.
Causes:	Poor training or unawareness of technical specifications of the material that is being handled.
Injuries or damage:	On hands and overall injuries.
Preventive actions:	Familiarize yourself with the classification of the material you handle. Do not use it without reading the Material Safety Data Sheet. Use personal protective gear.

Regardless of the above said, and in compliance with the provisions of Supreme Decrees No. 40 of 1969, No. 50 of 1988 referred to in clause 1, whenever evident risks or professional diseases

are observed in the company, the employer shall make known to employees on the existence of these and the way how to prevent them, instructions that will be incorporated into these Guidelines.

CHAPTER 19: VALIDITY OF THE INTERNAL HYGIENE AND SAFETY GUIDELINES

These guidelines shall be valid one year, starting on March 1, 1999, and will be assumed as automatically and successively extended if no observations have been made by the Risk Prevention Department, the Safety Committees and/or the Workers Trade Union.

Cerro Tololo Safety Committee

La Serena Safety Committee

AURA, Inc. Personnel Department

Risk Prevention Consultant

Aura, Inc. Trade Union