



Functions of the Workplace Coexistence Committee.

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Resolution Number 3461 of 2025 – Article 6.

The Workplace Coexistence Committee is an independent workplace harassment prevention body that contributes to protecting workers against psychosocial risks that affect health in the workplace, its role is preventive, guided, conciliatory and channeling, therefore, the committee does not determine if there is workplace harassment.

In the performance of its preventive function, the Committee must plan, execute and communicate annually to Grupo Aval's employees activities aimed at preventing workplace harassment, promoting respectful and healthy work environments, as well as disseminating its functions, scope and the mechanisms established for the presentation of complaints.

Members of the Workplace Coexistence Committee 2026-2028

Colaboradores



Lina González
Principal



Jorge Vera
Principal



Francynér Aldana
Suplente



Andrés Garzón
Suplente

Empresa



Adriana Gaviria
Principal



Sandra Cárdenas
Principal



Oscar Ruiz
Suplente



Mauricio Borrero
Suplente

Functions of the Workplace Coexistence Committee.

Funtions	Response Time
1. Receive and process complaints filed in which situations that may constitute workplace harassment are described.	Five (5) calendar days
2. To examine confidentially the specific or specific cases in which a complaint or claim is made, which could typify behaviors or circumstances of workplace harassment, within the public entity or private company.	Five (5) calendar days. The Committee to extend the term for ten (10) calendar days more, with prior written justification. In any case, the maximum term may not exceed fifteen (15) calendar days.
3. Listen to the parties involved individually about the facts that gave rise to the complaint.	Five (5) calendar days
4. To hold meetings in order to create a space for dialogue between the parties involved, promoting mutual commitments to reach an effective solution to disputes; and to formulate an improvement plan in agreement between the parties, in order to build, renew and promote working coexistence, guaranteeing in all cases the principle of confidentiality.	Between five (5) calendar days, after hearing the parties individually. The Committee may extend the term for ten (10) calendar days, with prior written justification. In any case, the maximum term may not exceed 15 calendar days.
5. Follow up on the commitments made by the parties involved in the complaint, verifying their compliance in accordance with what was agreed.	Monthly.

Funtions	Response Time
6. In those cases in which an agreement is not reached between the parties, the recommendations made are not complied with or the conduct persists, the Labor Coexistence Committee must refer the complaint to the Office of the Attorney General of the Nation or to the District and Municipal Attorneys' Offices, in accordance with the territorial circumscription, in the case of the public sector. In the private sector, the Labor Coexistence Committee will inform the company's senior management, close the case, and the worker may file a complaint with the labor inspector or file a complaint with the competent judge.	La submission must be made within a maximum of fifteen (15) calendar days, once the non-compliance is verified.
7. Submit to the senior management of the public entity or private company the recommendations for the effective development of preventive and corrective measures against workplace harassment with a copy to the worker.	Entre five (5) and maximum ten (10) calendar days
8. Monitor compliance with the recommendations given by the Labor Coexistence Committee to the human talent management and Occupational Health and Safety agencies of companies and public and private institutions.	Monthly
9. Prepare quarterly reports and one (1) annual report on the management of the Labor Coexistence Committee that includes statistics on complaints, follow-up of cases and recommendations, which will be presented to the senior management of the public entity or private company.	Quarterly/Yearly
10. Present an annual report on the results of the management of the Labor Coexistence Committee and the reports required by the control bodies.	Annual

Labor Complaint Procedures.

Definitions.

Workplace Harassment

According to Law 1010 of 2006, it is:

Any persistent and demonstrable conduct exercised on a worker by the employer, boss, colleague or subordinate, aimed at instilling fear, intimidation, terror or anguish, causing labor damage, generating demotivation or inducing the resignation of the worker.

Examples of Workplace Harassment Behaviors

Labor Abuse: any conduct that harms the dignity, moral integrity or self-esteem of the worker:

- ✓ Recurring teasing about mistakes, appearance, or abilities
- ✓ Insults, humiliation, or yelling in front of others
- ✓ Constant degrading or derogatory treatment
- ✓ Verbal threats or intimidation.

Labor Persecution: Repeated and arbitrary conduct aimed at forcing the resignation of the worker:

- ✓ Unjustified excessive workloads
- ✓ Constant changes in schedule or duties to affect the worker
- ✓ Impossible goals for just one person
- ✓ Constant and disproportionate monitoring ("harassment by control").

Employment discrimination: differentiated treatment without objective justification:

- ✓ Denying training to only one person
- ✓ Systematically exclude from meetings or decisions
- ✓ Assigning lower-value tasks without explanation
- ✓ Favor others with similar conditions.

What is Workplace Harassment Conduct?

Workplace bullying behaviors are the specific behaviors that, when repeated and proven, constitute harassment.

Interference with work: Actions that deliberately hinder work:

- ✓ Failure to provide necessary information
- ✓ Hide emails, documents, or supplies
- ✓ Delaying key approvals to just one person
- ✓ Sabotaging processes to show poor performance.

Labor inequality: Assignment of clearly disproportionate functions or responsibilities:

- ✓ Repeatedly assigning tasks that do not correspond to the position.
- ✓ Remove key functions without explanation.
- ✓ Overloading a single person in front of equals.

Lack of labor protection: Exposing the worker to risks without minimum protection measures:

- ✓ Omitting necessary equipment or tools
- ✓ Ignoring reports of psychosocial risks
- ✓ Not to intervene despite previous formal complaints.

How to file a complaint for workplace harassment?

The complaint must be submitted in writing, by email or through the established format, and sent to the email of the Labor Coexistence Committee or delivered to any of its members.

The complaint must contain, at a minimum, the following information:

- ✓ **Details of the employee filing the complaint:** full name, type and identification number, position, area, contact telephone number and email.
- ✓ **Persons allegedly involved:** full names, positions, areas and type of employment relationship (boss, colleague, subordinate).
- ✓ **Description of the facts:** Clear and detailed account of the conduct, indicating approximate dates or periods.
- ✓ **Place or work context** in which the events occurred.
- ✓ **Perceived impact at work:** emotional affectations, demotivation, deterioration of the work environment, impact on performance, health effects or others.
- ✓ **Tests (if any):** emails, messages or chats, witnesses, minutes or other supporting documents.