



## PARA TI GLOBAL

### GENERAL POLICY ORDERED BY BOARD OF DIRECTORS POLICY POLICY

#### **Introduction and Purpose**

Para Ti Global is committed to ensuring that all policies are developed and implemented in a manner that is consistent with its values and objectives, and that they remain relevant and effective over time. This policy provides guidance on the process for developing and reviewing policies.

#### **Policy Development**

All policies shall be developed through a process that is comprehensive, transparent, and inclusive. The policy development team shall include representatives from different departments, such as legal, human resources, compliance, and operations, and shall be responsible for drafting the policy.

#### **Policy Review**

All policies shall be reviewed periodically to ensure that they remain relevant and effective. The review shall be conducted by the policy development team and shall include feedback from employees and stakeholders. The policy development team shall make revisions to the policy as necessary.

#### **Approval and Communication**

All policies shall be approved by the appropriate decision-making body, such as the board of directors or executive management, and communicated to all relevant employees through the company's intranet, email, or other communication channels. Training may also be provided to ensure that employees understand the policy and its implications.

#### **Policy Retention**

All policies shall be retained for a specified period of time, as determined by legal and regulatory requirements or best practices. After the retention period has elapsed, policies may be archived or deleted in accordance with the organization's document retention policy.

### **Policy Documentation**

All policies shall be documented in a centralized policy repository, which shall be accessible to all relevant employees and the public. The repository shall include the policy title, date of approval, and a brief summary of the policy's purpose and scope.

### **Policy Exceptions**

In exceptional circumstances, exceptions to a policy may be granted by the appropriate decision-making body. Exceptions shall be documented and communicated to all relevant employees.

### **Conclusion**

Overall, the policy on policies is designed to ensure that Para Ti Global's policies are developed and implemented in a manner that is consistent with its values and objectives, and that they remain relevant and effective over time. By following this policy, Para Ti Global can ensure that its policies are comprehensive, transparent, and inclusive, and that they promote legal and ethical behavior among its employees.

This policy was adopted by unanimous vote of the Para Ti Global board of directors.

Witness our corporate seal this 8th day of April, 2023.

