

## Cash Transactions Protocol

<b>CEMEX Protocol</b>	CEMEX COVID-19 Cash Transactions Guidelines
<b>Purpose of the Protocol</b>	This protocol provides a recommended preventive measures for site managers and employees during a Pandemic scenario of COVID-19.
<b>Who does this protocol apply to</b>	This protocol applies to all CEMEX's sites. The Plant RRT/managers/employees should take responsibility for implementing it.
<b>Disclaimer</b>	This protocol was prepared by CEMEX based on the recommendations of the World Health Organization (" WHO "), external consultants and the experience of the company itself. CEMEX is not responsible for the result of the implementation of the protocol and in no way guarantees the effectiveness of this material to prevent or reduce CORONAVIRUS (COVID-19) infections among its employees or officials. Authorization to use this material is exclusively and limited to consultation. No person or entity will be able to use this material, in whole or in part, for publicity, advertising and/or promotion in any material or media, for any company, products or services. Copyright ©2020 Cemex Innovation Holding AG.

<b>I. Preventive Measures for Cash Transactions</b>	
1.	Cash exchanges should be discouraged wherever possible and contactless payment options should be encouraged (i.e. debit or credit cards, wire transfers, etc.).
1.1	If no option than using cash, consider that all cash handling policies will remain in place during COVID-19.
1.2	Where credit cards or debit cards are used, payment receiving devices, and cards should be sanitized with disinfectant wipes after each use. <ul style="list-style-type: none"> <li>a. Never spray disinfectant directly into the terminal or its components.</li> <li>b. Never reuse wipes/paper towels. Dispose of it after every use.</li> </ul>
2.	All personnel should always wear COVID-PPE (i.e. gloves, mask, goggles)
2.1	Maintain a minimum of 2 meters (6 feet) separation between people or a barrier should be set up whenever people-to-people proximity is unavoidable.
3.	Any personnel that uses cash will always require using gloves and wash or sanitize hands every time cash is handle (even with gloves). The counter must be disinfected frequently.
4.	A thorough cleaning scheme must be in place for areas where people-to-people interactions take place to ensure these areas are free from potential COVID-19.
4.1	Increase the cleaning and disinfecting activities frequency for all the areas where people have direct and constant contact (i.e. Chairs, desks, doors, etc.)
4.2	Increase the cleaning and disinfecting activities frequency for all the equipment used by people such as monitors, keyboards, mouse, etc.