



## LABOR AND EMPLOYMENT

GRI 401: 103-2, 103-3 , 402: 103-1, 103-2, 103-3, 402-1, 408: 103-1, 103-2, 103-3, 408-1, 409: 103-1, 103-2, 103-3, 409-1

We are responsible for guaranteeing the labor rights of our associates, including wages and payments; benefits; and fair, equal, and inclusive treatment

### The following policies, among others, help to fulfill this responsibility:

- Policy on Time and Attendance: We guarantee our associates their rights, pursuant to all labor laws governing work shifts and work-life balance.
- Global Policy on Harassment and Discrimination Prevention: We guarantee no differentiation in treatment due to gender, age, religion, sexual preference, or political ideology of our associates, in addition to the prevention of harassment.
- Policy on Labor Compliance: By properly following requirements, all associates are guaranteed fair compensation and benefits, authorization to work, job position classification, working hours, and breaks for meals and rest

Likewise, we conduct ongoing campaigns in all units to ensure overtime payment, respect for breaks and work schedules, and to prevent harassment and discrimination.

### Throughout the year, the Labor and Employment program was involved in the following initiatives, in conjunction with HR and other areas of the company:



Automated calculations for daily integrated daily wages



Disinfection protocol of units due to COVID-19 cases



Updating of individual work contracts



The elimination of outsourced personnel and their integration as associates, pursuant to labor reforms



In addition, the following policies were updated and published: Labor Policy; Policy on Harassment and Discrimination; and the Policy on Time and Attendance

