



HUMAN CAPITAL POLICY

INTRODUCTION

The dynamic of companies in a globalized and constantly changing world requires the definition of human talent management policies that are in accordance with the new demands to remain highly competitive, efficient, and effective.

People are the most important resource for FibraShop, as it is their skills and qualities that imbue the entire organization with life, movement, and action. The value that our human talent generates is undeniable for organizational performance, allowing integration of the human and the strategic, forming concepts of strategy, competition, and performance evaluation, with the assumption that people are the fundamental pillar for organizational success.

I. PURPOSE AND SCOPE

Through our “**Human Capital Development Policy**,” we strive to prioritize and keep our talented workers as a fundamental part of the organization, thus contributing positively to retaining personnel and, therefore, well-being.

II. POLICY

A) PRINCIPLES

Our commitment at **FibraShop** towards developing human capital is based on the following principles:

- Developing skills based on job descriptions and hiring processes Corporate initiatives to develop the organization’s human capital
- Providing job security and work that shape work skills
- Performance-based compensation systems
- Developing controls that allow us to detect potential problems related to retention, conducting surveys, and analyzing them so that any retention-related issues that might occur can be identified Providing a training, coaching, and skills-development plan to be implemented by leaders
- A healthy work-life balance
- Diversity: not to discriminate against anyone due to age, sex, nationality, beliefs, or ideology, and not to allow poor treatment, humiliation, or harassment at work
- Prevention: to comply with current legislation in preventing work-related risks, and providing workers with training and adequate resources to ensure their maximum safety at work

B) RESPONSIBILITIES

The Board of Directors is tasked with providing the appropriate resources to establish this policy and ensure it is adequately communicated and distributed throughout the organization.

These objectives are formalized and broken down into specific goals that focus on continuous improvement. These objectives are evaluated periodically and approved by the Board of Directors.

Human Resources managers from all geographic areas are responsible for implementing the objectives of this policy throughout the company, and reviewing and updating it.

1. REFERENCE DOCUMENTS:

DOCUMENTS	CODE
Annual Sustainability Report	IAS

2. RECORDS:

RECORDS	RETENTION TIME	RESPONSIBLE FOR RETENTION	RECORD CODE
FSIntranet	Undefined	Systems Management	Does not apply

3. CHANGES TO THIS VERSION:

VERSION NUMBER	DATE UPDATED	CHANGE DESCRIPTION
1	January 2022	Does not apply

Authorization date:

PREPARED BY:	REVIEWED BY:	AUTHORIZED BY:
Miriam Reyes Sánchez Internal Control	Irvin Garcia Millán Assistant Comptroller	Gabriel Ramírez Fernández Chief Financial Officer