



# SOCIAL, TALENT AND CULTURE POLICY

## INTRODUCTION

Our people are our most valuable asset, therefore at FibraShop we have a wide-ranging commitment to our employees that focuses on their growth and development by creating opportunities in a respectful and fair environment, regardless of their age, gender, sexual orientation, political preferences, religious beliefs, etc.

### I. PURPOSE AND SCOPE

Our social policy applies throughout the entire organization, and along the entire lifecycle of our employees.

### II. PRINCIPLES AND RESPONSIBILITIES

We offer equal opportunities at FibraShop in a work environment where everyone is treated with respect and dignity. As part of our responsibility to our employees, we have committed to providing a workspace and environment that is beneficial to performing our activities, with the main focus on the following areas:

#### 1. Work environment

At FibraShop, we have committed to creating and maintaining a healthy and safe working environment, respecting human rights at all times, and providing a space that is free of any type of discrimination and harassment, where our employees can grow, perform, and express themselves freely, mitigating the possible risks and barriers that might appear in the performance of their daily activities.

We also encourage our employees to report any type of discrimination, or anything that is in violation of our Code of Conduct and our Diversity and Inclusion Policy.

Any type of retribution against those who report conduct that is perceived as harassment or discrimination is prohibited.

#### 2. Professional growth

At FibraShop, we strive to develop a career plan that encompasses the entire lifecycle of employees within the organization, without any distinction whatsoever. This includes specific training programs according to the needs of the position, periodic performance evaluations, equitable remuneration based on the role of each employee, performance metrics, specific annual goals, and performance bonuses.

Furthermore, with the goal of encouraging growth and promoting our employees, vacancies in high-level positions within the group are published internally, so that we can try to fill them with employees before hiring someone external to the organization.



**3. Attracting and retaining talent**

FibraShop is an employer that strives to provide equal opportunities throughout its entire selection process, and we have committed to having a diverse and inclusive workforce. All applicants with the requested profile for a given job will be considered regardless of age, religion, nationality, gender, sexual orientation, or political preference.

**4. Health, safety and well-being**

We recognize the importance of the health and well-being of our employees for performing their activities, both in their professional and personal lives. We therefore support initiatives that benefit the health, safety and well-being of our workers, focusing on a life-work balance by offering flexible hours, parental leave, and benefits according to legal provisions.

Progress on our objectives and actions is reported quarterly and annually in our Annual Sustainability Report.

**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:
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