



MASTER'S DEGREE SUPPORT POLICY



1. PURPOSE

To establish appropriate foundations for granting support to FibraShop employees who wish to obtain a master's and/or postgraduate degree.

2. SCOPE

FibraShop will provide monetary support to all its employees who wish to obtain a master's or postgraduate degree, with the goal of contributing to talent development, and retaining its personnel.

3. RESPONSIBILITY

The personnel involved in the processes described in this policy will be responsible for their application and completing their studies, while Corporate's internal control area will validate that those processes are carried out in strict compliance with established regulations.

4. POLICIES

- Employees should immediately notify their direct supervisor of their intent to obtain a master's or postgraduate degree in their area of interest, providing the supervisor with the steps of acceptance at the chosen institution, as well as the study plan and total cost. The director of the area will provide authorization by e-mail to the immediate supervisor and the employee, stating the amount of the master's and/or postgraduate degree that FibraShop will cover. According to FibraShop's criteria, the authorized amount will be delivered, or it will be deposited directly with the institution chosen by the employee.
- The employee must provide the invoices or tax receipts issued by the institution offering the master's and/or postgraduate degree, backing the amounts paid by FibraShop. The employee must use the entire amount provided by FibraShop to help pay for the master's and/or postgraduate degree. The employee must also obtain sufficient resources of their own to pay the remainder of the total cost of the master's and/or postgraduate degree.
- Employees must attend at least 80% (eighty percent) of classes or sessions of the master's and/or postgraduate degree, and they must apply themselves to study with integrity and in pursuit of academic excellence, and they must obtain a final passing grade in the course of at least 8.5 (eight point five) on a scale of one to ten, or its equivalent. The employee must continue working at FibraShop for two years after finishing their master's and/or postgraduate studies. If for any reason the employee fails to fulfill any of the obligations established in the previous points, they must immediately, automatically, and in full, return to FibraShop the total authorized amount on the date on which said breach is verified. If for any reason the employee ceases to work at FibraShop at the end of their master's or postgraduate studies, they must immediately, automatically, and in full, return the total amount of support provided on the date on which the working relationship with FibraShop ends. If for any reason the employee ceases to work at FibraShop one year prior to the established period (two years of additional work at FibraShop at the end of their studies is required), they must return 50% of the amount granted. If the employee duly fulfills the obligations in the points above, they will not be required to return the support provided to FibraShop, as

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this will have served as help or incentive for the employee to be able to perform the functions more efficiently that FibraShop has assigned them until that date.

CHANGES TO THIS VERSION:

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

Authorization date:

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