



FUNERAL SUPPORT POLICY

I. PURPOSE

To establish the guidelines for granting financial help to FibraShop employees to cover funeral expenses of a direct family member.

II. SCOPE

FibraShop will provide financial support to its employees who must pay funeral expenses for a direct family member.

III. RESPONSIBILITY

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

IV. DEFINITIONS

- **Help with funeral expenses:** Financial support provided to an employee for the purpose of funeral expenses.
- **Direct family member:** A person related by blood, such as a father, mother, children, spouse, or domestic partner.

V. POLICIES

- FibraShop provides its employees with financial support of MXN 10,000 for help in the event of a death.
- This support will only apply for employees who have signed a full-time contract.
- Funeral support may only be paid for an employee's direct family members.

VI. PROCEDURE FOR GRANTING FUNERAL SUPPORT

Employees who have suffered the loss of a direct family member may receive financial support for funeral expenses by following the procedure below:

1. The employee must ask the Human Resources Manager for support for funeral services by e-mail, attaching to their request a certified copy of the death certificate of their direct family member.
2. To prove the employee's direct relationship, the following documentation must be attached to the request:

Parents

- Copy of the worker's birth certificate Copy of the father's or mother's birth certificate

Spouse

- Marriage certificate

Children

- Child's birth certificate
3. The Human Resources Manager validates the information.
 3. Once Human Resources has provided authorization, payment is scheduled.
 4. The Treasury Manager will schedule the payment, which will be made to the employee's payroll account.
 5. The employee will be notified of the deposit for the purpose of help in paying for funeral expenses.

CHANGES TO THIS VERSION:

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

Authorization date:

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