



**POLICY ON MATERNITY AND
PATERNITY LEAVE**



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LEAVE**

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I. PURPOSE

To establish the guidelines to provide maternity leave and paternity leave to FibraShop employees, so they can share quality time with their newborn, and establish strong family ties.

II. SCOPE

Applicable to mothers or fathers who work at FibraShop during the time immediately following the birth or adoption of their children.

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. BASIS

As stated in the Federal Labor Law, Article 170, working mothers will have the following rights:

- a) During pregnancy, they will not perform work that requires considerable effort and that poses a danger to their health in regard to the pregnancy, such as lifting, pushing, or pulling heavy weights, work that causes anxiety, standing for long periods of time, or work that might alter their psychological state.
- b) They will be allowed leave of **six weeks prior to and following the birth**. At the worker's express request, and upon written authorization from the doctor from an applicable social security institution, or where applicable the healthcare services provided by the employer, taking into account the employer's opinion and the nature of the work performed, the employee may transfer up to four of the six weeks of leave to prior to the birth.
- c) If authorization from private doctors is presented, such authorization must have the name and professional credential number of the person issuing it, as well as the date and medical status of the worker.
- d) During lactation, and for a **maximum period of six months, the mother will have two extra rest periods during the day** of one-half hour each to feed her children in an adequate and hygienic place designated by the Company, or if this is not possible, with the employer's agreement, during the indicated period their **workday will be reduced by one hour**.

Article 132, Subsection XXVII of the Federal Labor Law establishes the following:

Regarding paternity leave for fathers, the law establishes **five paid days of leave** for birth or adoption of a child.

V. POLICIES

- In accordance with the Social Security Law, the status of maternity will be recognized as of the day on which a doctor from an IMSS institution certifies the pregnancy, and that confirmation must be given to the Human Resources area.
- Maternity leave comprises a period of 90 paid days according to the terms established in the Federal Labor Law.
- Working mothers must inform the Human Resources area of the dates established for their maternity leave.
- Medical authorization must be given to the HR area in order to modify the dates established by law, and to protect the mother's health.
- Changes to the dates of maternity leave must be formalized in writing, for the worker's safety, and to avoid possible salary discounts or penalties.
- The date of maternity leave will be determined based on the date of birth, which is established by the doctor attending the worker.
- The period of lactation established by the Labor Law will be agreed to in coordination with the Company's Human Resources area and the working mother.
- Paternity leave must be reported to the Human Resources department to avoid any discounts to the worker's salary.

VI. PROCEDURE

A. Maternity Leave

Maternity leave is requested from the IMSS. After revisions, the pregnant mother is given a document certifying "disability," to be presented subsequently to the Human Resources area.

Maternity leave may be processed online, considering the requirements indicated on the following page of the IMSS.

<http://www.imss.gob.mx/maternidad/solicitud-incapacidad>

B. Paternity Leave

Paternity leave is requested directly from the **Human Resources area**, and the medical certificate of the child's birth must be presented to avoid any type of discount to the worker's salary, and their immediate supervisor must be advised of their absence for those days.



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1. REFERENCE DOCUMENTS:

DOCUMENTS	CODE
Federal Labor Law	LFT
Social Security Law	LSS

2. CHANGES TO THIS VERSION:

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

Authorization date:

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