DONATION AND SPONSORSHIP POLICY

Objective: To establish clear guidelines for managing charitable contributions (donations) and sponsorships, ensuring that they align with the company's values and contribute positively to the community and relevant causes.

Scope: This policy applies to all charitable contributions and sponsorships made by FibraShop at the local, regional, and national levels.

1. General Guidelines

1.1 Contribution Principles:

- Charitable contributions and sponsorships must align with FibraShop's mission, vision, and values.
- Supported activities or causes should promote social, educational, cultural, or environmental welfare.
- The company will prioritize initiatives that have a significant impact on local communities or key areas of interest for the company.

1.2 Eligibility Criteria:

- Organizations or events receiving support must be duly registered and recognized as non-profit entities or legitimate causes.
- Requests must meet the requirements set forth in this policy and clearly demonstrate how they align with the company's strategic objectives.

2. Application and Evaluation Process

2.1 Application:

- Organizations interested in receiving donations or sponsorships must submit a formal application through the person in charge of ESG, including detailed information about the cause, the expected impact, and the use of the requested funds or resources.

2.2 Evaluation**:**

- Applications will be evaluated by ESG Committee, Finance Department and the Operations Department, who will review the alignment with the company's values and potential positive impact.
- The Committee will make decisions based on objective criteria and the budget availability for contributions and sponsorships.

3. Approval and Delivery

3.1 Approval:

- All charitable contributions and sponsorships must be approved by the Technical Committee of FibraShop or, in exceptional cases, by senior management based on the amount or importance of the contribution.

3.2 Delivery:

- Contributions will be delivered according to the terms and conditions set forth in the sponsorship or donation agreement.
- The company will ensure that the delivery is documented and received transparently.

4. Prohibition of Bribery and Corruption

4.1 Legal Compliance:

- FibraShop strictly prohibits any form of bribery, corruption, or dishonest practices in handling contributions and sponsorships.
- Offering, giving, soliciting, or receiving any form of bribery or improper incentive in relation to charitable contributions and sponsorships is prohibited.

4.2 Responsibility:

- All employees, directors, and third parties involved in the process of contributions and sponsorships must adhere to this policy and business ethics principles.
- Any suspicious conduct related to bribery or corruption must be reported immediately to lineaetica@fibrashop.mx for investigation and resolution.

5. Monitoring and Reporting

5.1 Monitoring:

- The ESG responsible will monitor contributions and sponsorships to assess impact and ensure proper utilization.

5.2 Reporting:

- The company will report annually on the contributions and sponsorships made, highlighting the impact and benefits obtained for stakeholders.

6. Conflicts of Interest

6.1 **Conflict Disclosure:**

- Members of the ESG Committee must disclose any potential conflicts of interest related to donation or sponsorship requests and abstain from participating in the evaluation of such requests.

REFERENCE DOCUMENTS:

DOCUMENTO	CODE

1. VERSION DESCRIPTION:

VERSION	DATE OF UPDATE	DESCRIPTION
1	Octubre 2023	No aplica

Approval date:

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