



Nombre del documento

Versión

**Diversity and Inclusion Policy**

**01**

## Overview of the Document

<b>Document Title:</b>	Diversity and Inclusion Policy
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## Version Log

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## 1. Objective

The objective of this policy is establishing the guidelines to promote a culture of respect for diversity, labor equality, non-discrimination, and labor inclusion of vulnerable groups at Alsea. This policy ensures the protection of equal opportunities for the staff of the Company, harmonizing what is established in section III of Article 1 of the Federal Law to Prevent and Eliminate Discrimination (LFPED) 1.

## 2. Scope

This Diversity and Inclusion Policy applies to all functional areas and brands covered by Alsea.

## 3. Related Documents

Name of document
Code of Ethics
Recruiting and Selection Center ÚNETE.pdf
SIA Compensation.docx
Business_Rules_Working_Hours
Business Rules Flexible Quality of Life Plans
Federal Law to Prevent and Eliminate Discrimination

## 4. Authorized Areas to View this Document

The entire organization

## 5. Definitions

- ▶ **Accessibility:** General principle and law to for the adoption of the pertinent measures to guarantee that all places of the workplace, such as buildings, premises, installations, and areas, with or without furniture, machinery or equipment, may allow for employees and employees with disabilities to access, move, exit, steer, and communicate themselves in safe, autonomous and comfortable manner to conduct production, marketing, transport, and storage activities, or provision of services activities.
- ▶ **Affirmative Action:** The special, specific measure, of temporary nature, in favor of persons or groups in situation of discrimination. Its objective is to correct potential situations of inequality so as to enjoy or exercise rights and freedoms. Applies as long as such situations subsist. It shall be adjusted to the situation intended to be corrected, it shall not be discriminatory, it shall be legitimate, and shall respect the principles of justice and proportionality.
- ▶ **Harassment:** Harassment is understood as an attitude of intimidation, pursuit or annoyance from one person to another. The verb "harass" makes reference to an action or conduct that generates nuisance or disagreement in another person.
- ▶ **Sexual Harassment:** Sexual harassment is understood as any verbal, psychological or physical behavior aimed against persons who do not wish it by reason of sex, and which purpose is to attempt against their dignity o to create an intimidating, humiliating or offensive environment.
- ▶ **Reasonable Adjustments:** The modifications and adjustments necessary and adequate within infrastructure and services, which performance does neither impose a disproportionate burden nor affect third parties. They apply whenever they are required in a particular case,



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so as to guarantee that persons with disabilities enjoy or exercise their rights under equal conditions with other persons.

- ▶ **Salary Inequality:** Is the gap of gender inequality in the labor sector. It is identified as the difference between the total male and female average income that show that males have a greater total income, and does not reflect the following principle: “for an equal job, fulfilled under a position, hours and efficiency conditions also equal, must be matched by an equal salary”.
- ▶ **Disability:** This concept involves and results from the interaction between people with disabilities and the barriers derived from both attitudes and environment, preventing their full and effective participation in society, in conditions of equality with other people.
- ▶ **Discrimination:** any distinction, exclusion, restriction or preference that, by action or omission, with or without intention, is not objective, rational or proportional and has the object or result of obstructing, restricting, preventing, impairing or nullifying the recognition, enjoyment or exercise of human rights and freedoms, when based on one or more of the following reasons: ethnic or national origin, skin color, culture, sex, gender, age, disabilities, social and economic condition, health or legal status, religion, physical appearance, genetic characteristics, immigration status, pregnancy, language, opinions, sexual preferences, identity or political affiliation, marital status, family situation, family responsibilities, language, criminal record or any other reason.
- ▶ **Diversity:** Originality and plurality of identities that characterize both groups and societies that compose humanity. It consists in abundance, variety, and difference. It is expressed in variety among religions, sexual orientations, political stances, ethnic groups, traditions, experiences, cultures, languages, age, and their coexistence.
- ▶ **Gender Equality:** Defined as the impartiality in the treatment for women and men according to their respective needs, either an equality treatment or a differentiated treatment considered as equal with respect to their rights, benefits, obligations, and possibilities. Within the scope of development, an objective of gender equality oftentimes requires measures that offset historical and social disadvantages that women have been endured.
- ▶ **Gender:** Set of ideas, behaviors and attributes that a given society considers are pertinent to each sex. Group to which human beings of each sex belong, understood from a sociocultural point of view instead from an exclusively biological point of view.
- ▶ **Gender Equity:** Situation where women and men have access to the same possibilities and opportunities of use, control and benefit of goods, services, and resources, as well as to the decision-making process in all spheres of the workplace.
- ▶ **Inclusion:** Welcoming and embracing the strengths of our differences, promoting inclusive practices, and offering equal access to opportunities and information.
- ▶ **Labor Inclusion:** The creation of favorable conditions so that persons in vulnerability situations can participate within the labor market. These conditions must be free from discrimination and provide equal opportunities concerning the access, permanence, remuneration, and promotion in the employment.
- ▶ **Accessible Language:** Language aimed to improve information and communication in the workplace to the personnel that composes it. In order to eliminate any communication barrier, the language must be clear, open, fluid, brief, and easily understood.
- ▶ **Inclusive Language:** Language that recognizes women and men both in oral and written communication. It reflects social diversity and endeavors to balance inequalities. Inclusive language promotes the creation of a society that recognizes and incorporates diversity, parity and gender equality.
- ▶ **Non-sexist Language:** The use of communication expressions allowing to make both sexes visible, in particular women, eliminating subordination, humiliation, and the use of stereotypes.



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- ▶ **Sex:** Set of biological, anatomical and physiological differences of human beings that define them as women or men. It includes the evident diversity of their external and internal genital organs, the endocrine peculiarities that sustain them and the differences regarding the function of procreation.
  
- ▶ **Violence:** Any action or omission that causes psychological, physical, patrimonial, economic, sexual damage or suffering or death, and that can occur both in the private and public spheres.

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- ▶ **Sexism:** All practices and attitudes promoting the differentiated treatment to persons by reason of their biological sex, adopting, and expecting certain characteristics and behaviors. Sexist practices affect mainly women, given that some cultural beliefs which are still current consider them inferior or unequal to men by nature.
- ▶ **Sex:** Differences established due to the biological, anatomical, physiological, and chromosomic characteristics of human beings that define them as men or women. Makes reference to the characteristics with which we are born, which are universal and unmodifiable.

## 6. Development

### 6.1 General Provisions

- In Alsea, we respect the individual differences in culture, religion, ethnical origin, and sex.
- We promote equal opportunities and offer development for all employees.
- In the hiring processes, we seek to grant equal employment opportunities to candidates, notwithstanding their race, color, religion, gender, sexual orientation, marital status, nationality, disability or any other situation protected by the federal, state or local laws.
- We promote a work environment of respect and equality, a humanitarian atmosphere of open communication, and a workplace free from discrimination, sexual harassment, and other forms of intolerance and violence.
- We are committed to the attraction, retention and motivation of our personnel and, thus, the system of compensations and benefits in our workplace does not make any difference between male employees and female employees that fulfill duties with similar responsibilities.
- The processes to select talent and development are conducted based on performance and potential parameters, and make no gender distinction.
- We respect and promote the right that people have to attain balance in their lives, fostering a joint responsibility in the workplace, family and personal life of all our employees.

### 6.2 Non-discrimination

Alsea expressly prohibits any distinction, exclusion, restriction, or preference that, due to an act or omission, with intent or not, is not objective, rational, or proportional, which purpose or result is to hinder, restrict, prevent, diminish or nullify the recognition, enjoyment or to exercise of human rights and freedoms, of the authorities of the Company towards all employees, and among the employees themselves when they are based on one or more of the following motives:

- Ethnic or national origin
- Skin color
- Culture
- Sex
- Gender
- Age
- Disabilities



- Social condition
- Economic condition
- Health status
- Legal status
- Religion
- Physical appearance
- Genetic characteristics
- Immigration status
- Pregnancy
- Tongue
- Language
- Opinion
- Sexual preferences
- Gender identity
- Political identity or affiliation
- Marital status
- Family situation
- Family responsibilities
- Criminal history

We also prohibit any expression of homophobia, misogyny, xenophobia, racial segregation, anti-Semitism, racism, and other related forms of intolerance, which shall be understood as discrimination.

### **6.3 Rules of Conduct**

In Asea, a respectful and educated conduct shall be maintained at all times when treating other persons, taking into account their ideas and contributions, building a sound relationship, promoting a proper and cordial treatment, and making no distinction of sex, age, social or ethnic origin, creed, nationality, sexual preference, political affiliation, or hierarchy. The understanding of the principles of diversity and inclusion will be promoted, and we will seek to develop, in all employees, a global mentality allowing a work environment that promotes dignity and respect for all.

Our rules of conduct are reinforced in the Code of Ethics established by the Company, which includes the following factors that make reference to this subject in one of its sections:

- Compliance with the Law, regulations, and internal and external rules
- Our service to customers
- Equal opportunities
- Harassment-free workplace
- Labor safety
- Protection of our private and confidential information

We have a Committee of Ethics that has been entrusted with the supervision and assessment to properly observe our Code of Ethics, to provide guidance and support in the solution of the personnel's situations and consultations, and to identify and propose the proper measures in dealing with breaches.



### 6.3.1 Inclusive, Non-sexist or Discriminatory Language and Communication

In Alsea, we promote the use of inclusive, non-sexist, non-discriminatory language, free from expressions of prejudices. The foregoing has the objective of favoring relationships of respect and equality among genders, to make women visible, and to prevent violence and discrimination against any person.

In our oral and written communications, both internal and external, just like all information disclosed in printed, visual, auditory, digital or oral manner, we promote the use of inclusive language, free from prejudices and stereotypes, taking the following into account:

- Eliminating any form of discrimination due to reasons of sex, age, social or ethnic origin, creed, nationality, sexual preference, political affiliation or hierarchy, in both images and contents of communications of organizational campaigns.
- Using, in all forms of communication, an inclusive, non-sexist language, free from prejudice, stereotypes of gender, and avoiding any type of violence that promotes victimization, humiliation, stigmatization, that may suggest subordination or detriment of the personnel.
- Representing persons with respect and dignity through any media, as well as offering a balanced vision of their diverse ways of life, omitting affirmations or images that may devalue them or show them only in traditional roles.
- Using the feminine and masculine gender in articles, pronouns, nouns, adjectives, positions, and professions to guarantee the explicit presence of women and men in the language, to the extent that the fluency, clarity, and usefulness of the communication may allow so.

### 6.3.2 Harassment-free Workplace

Our labor environment is defined by a respectful treatment in all levels of the organization; this principle applies at any time and place of interaction, during the performance of the duties, in the sessions of performance feedbacks, and in each forum where ideas and opinions are expressed. Considering the above, any action, situation or insinuation of harassment is strictly prohibited within Alsea and its brands.

We condemn and severely punish sexual, physical and/or verbal harassment. In Alsea, and in each one of its brands, nobody has the right to exercise or insinuate this type of acts to another employee under any circumstance, and even less in exchange of a promise of labor benefit within the Company.

Likewise, labor harassment is not tolerated: the employees may not be harassed by other persons due to their social or cultural condition, or of any other nature. All employees abstain ourselves from criticism and mockery towards others, understanding that such actions harm their dignity and performance. In view of the foregoing, the conducts that disrupt or interfere the labor or performance of another employee are prohibited, and which may promote an intimidating or hostile work environment.

In Alsea, we manage our differences by maintaining at all times an absolute line of respect.



### 6.3.3 The Right Line

The company makes available, for all employees that could be victims of mistreatment, harassment, injustice, discrimination or any act that violates our Code of Ethics or Diversity, the **Right Line** where they can make the pertinent complaint in anonymous and confidential manner. Depending on the seriousness of the case, this complaint is escalated to the Committee of Ethics of the organization. You can contact the line by the following numbers:

- Toll-free phone: 01 800 2677 32 82
- Webpage: <http://www.tipsanonimos.com/Linea-correctaSIA>
- E-mail: [alsealineacorrecta@tipsanonimos.com](mailto:alsealineacorrecta@tipsanonimos.com)
- Fax: 01 (55) 5255 1322
- P.O. Box: Galaz, Yamazaki, Ruiz Urquiza, S.C., A.P. (CON-080), Mexico City, PC 06401

### 6.3.4 Process and Consequences

In our working environment, all of us are committed to observe the values of our culture, the internal policies, and the rules and guidelines that derive from them, in order to assure that our goals and objectives are achieved, and to develop a positive work environment, and protect our reputation.

Therefore, any act breaching our Code of Ethics could give rise to the application of disciplinary measures, from an admonishment, a report in the personal file and the documentation regarding the breach, to the commitment with a correction and improvement plan, a record of administrative action, suspension from work without pay, or either, the termination of the employment relationship with the Company, and the application of the pertinent legal penalizations.

The above, based on the laws applicable to each country in order to guarantee the legal certainty of the imposition thereof.

Both the Diversity and Inclusion Policy and the Code of Ethics do not set forth all situations that could arise in our labor environment, and thus, their contents must be considered together with the requirements of the current laws, as well as with the ethical standards that direct our actions. We must consider that if any situation in particular is not included in this document, but represents a breach of the ethics of Alsea and its brands, we must apply the criteria based on the values that compose the culture of the Company.

## 6.4 Labor Inclusion

In Alsea, we endeavor to have a team of employees that reflect the values of the Company, and who are a referent of the best talent. Likewise, our belief is that the best talent can be found in very different ways of life, as long as the opportunities exist. For this reason, in Alsea we seek to implement programs that propitiate labor inclusion in different sectors of the population, such as persons with disabilities, older adults, and vulnerable people.



### 6.4.1 Persons with Disabilities

In Alsea, we believe that the labor inclusion of persons with disabilities enrich our environment, and that the right to work cannot derive from compassion or a forced solidarity, but from an inalienable respect to the human rights of every person. To this end, we promote the selection of talent with a view that goes beyond limitations, or physical, social or mental capabilities.

For us, it is extremely important that all of us may be afforded the same opportunities to work, to be useful to society and, at the same time, to satisfy with dignity both our needs and the needs of our families. Because we build a better society by providing equal opportunities and by improving the quality of life of people.

### 6.4.2 Diagnosis Accessibility to Positions vs Types of Disabilities

As a tool for an effective labor inclusion of persons with disabilities, Alsea will conduct and keep current a diagnosis wherein the consistency of responsibilities and functions of each position available in the operation will be established, with the limitations for each type of disability. Said diagnosis may be consulted in a matrix for each one of the brands entrusted to their respective Human Resources areas, and of the Social Responsibility area.

The Labor Inclusion Matrix for PcD will be used as basis to select talent and the respective hiring.

### 6.4.3 Older Adults

To attain an inclusive labor environment, it is important to consider generational diversity. For this reason, in Alsea, we promote the respect to the rights of older adults, as well as their inclusion and empowerment. Likewise, Alsea promotes specific strategies to strengthen the creation of employment opportunities in favor of older adults.

When our workforce is formed by older adults, we have the possibility of having employees who are reflexive, whose values have been defined, who have experience, and the natural wisdom that only life can teach. For this reason, the program for the labor inclusion of Alsea's older adults promotes the reactivation of older adults in society, and also benefits the economy of their families.

### 6.4.4 Persons in Vulnerable Situations

In Alsea, we believe that one of the greatest social responsibilities of a company is to generate employments and profit to mobilize economies, and to offer decent jobs to persons who seek these jobs. For this reason, we endeavor to open the doors of employability to the groups in situation of vulnerability with less opportunities. In this manner, we contribute to prevent informal economy in the countries where we have established our presence, and we aid to cover the employment needs of minorities.



### 6.4.5 Accessibility and Inclusive Service

We are committed to move forward to an effective labor integration by introducing technical aids and supports that will reduce and eliminate barriers for all employees with disabilities to make sure that they participate in a labor environment under equal conditions.

We move forward towards the accessibility of our establishments, services, and products to promote and boost the inclusion of all persons, eliminating any type of barriers with the purpose of fostering their inclusion, seeking, at all times, to adjust our services to the needs of our customers so that all of them may gain a positive customer experience.

## 6.5 Gender Equality

In Asea, we promote the effective equality between women and men within the Company with regards to their access to employment, education, professional promotion, and working conditions, fostering gender diversity as an expression of social and cultural reality and, particularly, in the following areas:

- Strengthening the commitment of Asea with an effective equality of opportunities between women and men, both in the organization and in society, and promoting the awareness of this topic in the two spheres.
- Making sure, through our policy of compensations, of the equality in the remuneration of the personnel working in Asea guaranteeing that, to equal duties and responsibilities, there will be an equal remuneration for women and men.
- Guaranteeing the professional development of women within the Company by removing the obstacles that could hinder or limit their professional career, implementing practices that address criteria of merits and capacity in relation to the work profile requirements.
- Analyzing measures of positive action to correct any inequalities that may arise, and promote the access of women to positions of responsibility where they have scarce or nonexistent representation.
- Promoting selection mechanisms and procedures, and a professional development to facilitate making visible the presence of women who have the qualification necessary in all areas of the organization where their representation is insufficient, including the start-up of educational programs and supervision of professional development specific to women.
- Endeavoring a balanced representation among the different organizations and decision-making levels, guaranteeing the participation of women under conditions of equal opportunities throughout all the spheres of consultation and decision-making processes of the Company.

Promoting the organization of the working conditions under a gender perspective, allowing the reconciliation of personal, working and family life of the women and men who work in Asea, endeavoring the elimination and discrimination due to reasons of gender.



### 6.5.1 Recruiting: One Woman per Slate of Three Candidates

As a means to promote professional selection and development of women with the qualification necessary in all the areas of the organization, it is been established that the teams of *Atracción de Talento* and *Únete* shall comply with their recruiting processes placing special attention on including at least one candidate of the feminine sex in each slate of three candidates that they may present to their internal customers, provided there are candidates of such sex, without generating any obligation for the client (hiring manager to hire or give preference to the candidate of such sex over other candidates).

In Alsea, we are concerned for the wellbeing and safety of all our employees and, thus, it shall be deemed as a recommendation of safety for candidates when the recruiting team omits the inclusion of women in slates of three candidates for positions that, based on a prior analysis of duties, represent a greater risk for a candidate of the female sex than for a candidate of the male sex.

## 6.6 Flexible Quality of Life Plans

In Alsea, there are different plans of flexibility in each country and operation, which purpose is to promote a balance of the work life with family and personal life by making a better distribution of the effective working hours. The guidelines detailed can be consulted in the respective Policies of Flexible Quality of Life Plans.

### 6.6.1 Maternity and Paternity Leaves

As a measure to promote the organization of the working conditions under a gender perspective, allowing a balance in the personal, working and family life of all our employees, apart from the guidelines set forth by the labor law of each country, in Alsea we offer additional days to paternity and maternity leaves, and the possibility of choosing between different flexibility options to address maternity leaves according to their personal needs.

### 6.6.2 Flexible Office

Alsea offers all its employees the possibility of working under the Flexible Office plan, which purpose is to increase Alsea's staff productivity, and support their life-work balance.

In Flexible Office employees are able to work remotely, making sure that the objectives are met, and delivering the results established for them in due time and proper form. This shall apply for the Support Center personnel which role is 100% in a corporate office, under the guidelines of the program.

### 6.6.3 Leaves of Absence for Personal Affairs

Employees may be afforded a special leave of absence to carry out their personal affairs, which comprises a total of 2 days per year (one day per six-month period) in which



employees may request to be absent from their working position to address personal affairs such as children's festivals, school processes and/or emergencies, legal or government processes.

The employees who request this leave must obtain the approval from their direct supervisor by e-mail.

#### 6.6.4 Flexible Hours

The personnel must work full 8-hours of working time, but they can decide, with the prior approval from the Company, their clock-in and the clock-out time. Once this time is chosen, it will become their mandatory working time.

To request this flexibility plan, the prior approval from the direct supervisor is required, and also that the employee may inform so, by e-mail, to the area of Human Resources, with copy to their direct supervisor.

#### 6.6.5 Lactation Room

In Asea, we promote an effective protection to exercise the right to support maternal lactation as an essential condition in the search of actual equality of opportunities for women in the working environment. As part of the reasonable adjustments made in the Company to attain this objective, the lactation room was implemented within the premises that allow so.

The function of the lactation room is allowing women to continue with an exclusive or supplementary maternal lactation subsequent to the period of their maternity leave, offering to them the proper conditions for the extraction and storage of their milk. The use of the lactation room is set forth in the Premises Management Policy implemented in Asea.

### 6.7 Diversity in the Board of Directors

The Board of Directors of Asea will make sure that the proposals to appoint and reelect directors are based on the prior analysis of its needs, and will favor the diversity in knowledge, education and professional experience, age and gender. The Board will make no difference in the selection of its directors that could imply any type of discrimination. This Policy shall be subject of the application to the selection of candidates of a Director who are individuals and, in case the candidates to a director are legal entities, the provisions of this Policy shall extend to the individuals who act in their representation.

### 6.8 Diversity and Inclusion Committee

The Diversity and Inclusion Board is created, formed by leaders who promote these principles, and who are committed to protect the implementation and observance of this policy in all levels of the organization. Its mission is focused in promoting programs that contribute in the consolidation of diversity and inclusion in the organization, as a means to guarantee multiculturalism,



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gender equality, profiles and experiences among our male employees and female employees so that we are able to reflect the market we address, and offer the best service to all our customers.

Apart from the responsibilities of the Board and of D&I, all employees assume the individual responsibility of observing the procedures set forth in this policy, which guarantee the diversity, inclusion and non-discrimination in their actions, calling attention on any discriminating practice, and abstaining themselves from harassing or intimidating other employees, customers or visitors.

