



Equal Opportunities Policy	
Department: Human Resources & Administration	Area: Recruitment
Type of Document: Policy	Code: 50.300.002 PO

## EQUAL OPPORTUNITIES POLICY

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**1. PURPOSE**

To establish the guidelines as well as the measures and actions necessary to achieve equality in the treatment and access to employment opportunities, seeking to promote and facilitate a culture of labor equity both for external candidates applying for vacancies, as well as for the Company's employees.

**2. IMPLEMENTATION**

All external candidates applying for vacant positions and the internal employees of the Company.

**3. DEFINITIONS**

Equal opportunity is understood as the access of employees to the same opportunities without discrimination for reasons unrelated to the minimum requirements for access.

**4. POLICY**

One of the Company's objectives is to attract and retain the best talent available and utilize it effectively within its workforce. To this end, the Company is committed to provide its employees with a work environment that allows for a development free of discrimination.

The Company rejects any act of discrimination based on age, race, sex, religion, sexual orientation, marital status, ethnicity, physical or social condition, among its employees or external candidates when it comes to equal access to employment opportunities. These processes shall be carried out in accordance with the corporate policies, procedures, requirements and other standards that promote transparency and equity within the Company.

It is prohibited to carry out actions that are considered harassment, intimidation or discrimination against an employee or external candidate for any of the aforementioned conditions.

The Company prohibits sexual harassment, which may consist of, among other things, unwelcome sexual advances, requests for favors or unwelcome sexual attention by anyone associated to the Company, be it male or female. No supervisor, manager or employee may threaten or imply, explicitly or implicitly, that an employee's refusal to submit to a sexual advance, request for sexual favors or any other type of harassment will adversely affect the employee's position, salary, assigned duties, work schedule, professional development, opportunity to participate in selection processes or any other condition of employment.

This policy applies to all aspects of employment including recruitment, hiring, job assignment, compensation, promotion, access to benefits, training, facilities, employees' social and recreational programs.

All employees have the right to report situations where this policy is violated without fear of retaliation. Any and all retaliatory action is prohibited and should be reported to your immediate supervisor, Human Resources or the Company's Compliance Officer.

**5. RESPONSIBILITIES**

**Employees:** Shall promote the application of this policy in their work areas and internal processes, seeking to generate an equitable work environment within the work teams.

**Selection and Recruitment:** The department will be in charge of policy administration and update.



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**6. VIOLATIONS OF THIS POLICY**

Any violation of this policy will carry out, as a result, disciplinary consequences in accordance with the established corporate procedures, internal codes, regulations and applicable labor laws.