

<b>POLICY TITLE:</b>	<b>DIVERSITY, INCLUSION, AND NON-DISCRIMINATION POLICY</b>
<b>POLICY CODE:</b>	
<b>ISSUANCE DATE:</b>	August 2023
<b>LAST REVISION DATE:</b>	July 2023
<b>REVISION N°:</b>	0
<b>PREPARED BY:</b>	Fibra Inn Human Capital
<b>SCOPE:</b>	This policy applies to all company employees, as well as any client, supplier, or visitor to our facilities. Any employee who violates this policy is subject to disciplinary action, including termination of employment.

#### UNDER F.F.L :

#### **ACCORDING TO THE FEDERAL LAW TO PREVENT AND ELIMINATE DISCRIMINATION (DOF 01-19-2023):**

" The purpose of this law is to prevent and eliminate all forms of discrimination against any person, in accordance with Article 1 of the Political Constitution of the United Mexican States, as well as to promote equal opportunities and treatment."

### 1. OBJECTIVE

At Fibra Inn, we believe that the foundation for fostering a positive work environment and organizational culture lies in considering the needs and values of each of our employees, members of the Technical Committee, and third parties involved in the creation of business value.

This policy establishes Fibra Inn's guidelines and position on Diversity, Inclusion, and Non-Discrimination to promote an atmosphere of respect and equal opportunities for minorities, without distinction based on age, gender, physical appearance, sexual orientation, race, ethnic origin or nationality, social conditions, health conditions, religion, marital status, family situation, political affiliations, or any other characteristics and preferences that may result in discriminatory situations.

### 2. DEFINITIONS

- **Discrimination:** Discrimination is understood as "any distinction, exclusion, restriction, or preference which, by action or omission, whether intentional or not, is not objective, reasonable, or proportional, and which has the purpose or effect of obstructing, restricting, preventing, undermining, or nullifying the recognition, enjoyment, or exercise of human rights and freedoms, when based on one or more of the following: ethnic or national origin, skin color, culture, sex, gender, age, disabilities, social, economic, physical or mental health condition, legal status, religion, physical appearance, genetic characteristics, migratory status, pregnancy, language, opinions, sexual preferences, political identity or affiliation,

marital status, family situation, family responsibilities, language, criminal record, or any other reason.

- Gender diversity: Refers to having a fair representation/proportion of all genders within an environment.
- Sexual diversity: Refers to all the possibilities individuals have to assume, express, and live their sexuality, as well as to adopt sexual and gender expressions, preferences, orientations, and identities — which vary across cultures and individuals.
- Gender: According to the World Health Organization (WHO), gender refers to the roles, characteristics, and opportunities defined by society as appropriate for men, women, boys, girls, and people with non-binary identities. Gender interacts with biological sex, but it is a distinct concept.
- Inclusion: The integration of different perspectives and values within work teams, providing a space where individuals can contribute and influence every part and level of the organization.
- LGBT: Acronym used to refer to the minority group composed of individuals who identify as lesbian, gay, bisexual, and transgender.
- Minorities: Groups that represent a smaller portion of society and tend to be more vulnerable, such as people with disabilities, women, ethnic groups, religious groups, LGBT individuals, among others.
- Complaints and Suggestions Procedure: Establishes the guidelines for the proper control and follow-up of reports and/or suggestions made by employees, clients, or suppliers to the Ethics Committee of Fibra Inn through the official communication channels.
- Interview Guide for Addressing Complaints and Suggestions: Establishes proper management and assertive handling of complaints and suggestions submitted by employees, clients, or suppliers to the Ethics Committee of Fibra Inn through the official communication channels.
- Organizational Manual: A document that systematically presents the organizational structure and job chart, serving as an administrative support tool. It describes the hierarchical relationships within the organizational structure, delineating the scope of action and specifying the functions of each administrative area and position.

### 3. GUIDELINES

- Refrain from engaging in discriminatory practices or any conduct that harms or undermines the dignity of individuals based on their sexual orientation, sexual characteristics, gender identity, or gender expression in any policy, practice, hiring decision, promotion, performance evaluation, termination, or any other employment-related matter.
- Provide all employees with a safe and respectful work environment that does not tolerate harassment, intimidation, or any form of discrimination, and take appropriate actions to sanction such behavior and prevent its recurrence.
- Ensure equitable access to employment, training, and professional development opportunities regardless of employees' sexual orientation, gender identity, or gender expression, and guarantee fair access to salary increases, responsibilities, and internal promotions.
- Offer training and awareness programs for all employees to ensure they understand and respect diversity and inclusion for all individuals.
- Cooperate with LGBTI+ organizations and communities to advocate for inclusive and equal policies and practices.
- Unconditionally reject discriminatory attitudes that lead to exclusion, distinction, restriction, invalidation, harassment, bullying, or physical or verbal violence.
- Provide a diverse work environment where the value and identity of each individual are celebrated and respected.
- Foster a workplace environment in which individuals can express themselves freely and be listened to with respect.
- Offer equal opportunities for professional development and compensation to all employees.
- Comply at all times with the provisions established in [Fibra Inn's Code of Ethics and Conduct](#).
- Follow up on open cases reported through the Whistleblower Hotline that relate to violations of the above guidelines.

### 4. APPOINTMENT AND COMPENSATION OF MEMBERS OF THE TECHNICAL COMMITTEE / CORPORATE GOVERNANCE

We recognize that diversity within governing bodies is essential for business decisions to reflect the society in which the company operates. Therefore, the guidelines listed above also apply to members of the Technical Committee.

The [Policy on Nomination, Appointment, and Compensation of Governing Body Members](#) establishes that there shall be no discrimination and that equal opportunity must always be guaranteed throughout the selection processes, ensuring alignment with the company's strategy. Furthermore, when searching for candidates, at least one female candidate must be considered; if no suitable female candidate is found, a justification must be provided.

## **5. RECRUITMENT AND SELECTION**

Fibra Inn acknowledges social diversity and integrates it into its business model. Therefore, as established in our Recruitment and Selection Policy, our process is aligned with the specific needs of each position. At no point will any decision-making factor involve criteria reflecting social, economic, or any other type of prejudice.

All our job openings are publicly posted on the recruitment platforms designated by the Company, ensuring equal application opportunities and reinforcing our commitment to attracting the best talent.

The Organizational Manual defines the Company's structure through job descriptions and profiles, which include only the requirements necessary to perform the functions, focusing exclusively on training and professional experience, and avoiding any criteria that could result in discriminatory practices.

Throughout the recruitment and selection process, we ensure the confidentiality and privacy of candidate information.

## **6. COMPENSATION, PERFORMANCE EVALUATION, PROMOTIONS, AND CAREER PLANNING**

In the processes of compensation, performance evaluation, promotions, and career planning, considerations related to race, gender, or any other potentially discriminatory criteria are not taken into account.

At Fibra Inn, we guarantee a fair compensation process for all our employees through our Compensation Policy, which establishes guidelines for the design and implementation of an equitable and competitive salary and compensation model. Each year, we assess and review organizational and individual objectives to ensure a fair variable compensation process for all eligible participants.

## **7. REPORTS, COMPLAINTS, AND SUGGESTIONS**

Fibra Inn has established a reporting channel called the "Whistleblower Hotline," which allows employees, clients, and suppliers to confidentially report any operational misconduct or non-compliance, significantly reducing the occurrence of improper practices or behaviors.

Fibra Inn is committed to following up on all reports submitted through the following channels:

- a. Email: [lineadealertafibrainn@ethicsglobal.com](mailto:lineadealertafibrainn@ethicsglobal.com)
- b. Whistleblower Hotline Platform
- c. Telephone Call: 01 800 2ALERTA (253782)

The Whistleblower Hotline Platform is managed by a third party responsible for classifying cases unanimously and assigning an investigator based on the Complaints and Suggestions Procedure and the Interview Guide for Handling Complaints and Suggestions. For Human Resources matters, the categories are as follows:

- Abuse or Misuse of Authority
- Workplace Sexual Harassment
- Bullying
- Immoral Conduct or Inappropriate Behavior
- Improper Hiring or Compensation
- Defamation
- Discrimination
- Extortion
- Harassment
- Sabotage or Vandalism
- Policy Violations
- Violence
- Other matters affecting personnel

## **8. EXCEPTIONS**

Any exception to the criteria established in this policy must be authorized by the Chief Executive Officer.

## **9. SIGNATURE SECTION**

<b>Authorized / Reviewed by:</b>	<b>Position:</b>	<b>Signature:</b>
OSCAR CALVILLO AMAYA	Chief Executive Officer	
MIGUEL ALIAGA GARGOLLO	Chief Financial Officer	
MIGUEL RODRIGUEZ VALDEZ	Human Capital Director	