

POLICY TITLE:	WORK-LIFE BALANCE POLICY
POLICY CODE:	
ISSUE DATE:	October 30, 2020
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REVISION N°:	2
PREPARED BY:	Fibra Inn Human Capital
SCOPE:	All Fibra Inn personnel.

BY F.F.L :

Article 59: The employee and the employer shall determine the duration of the workday, without exceeding legal limits. Working hours may be distributed to allow employees rest on Saturday afternoons or through an equivalent arrangement.

BY OFG: Establish the elements to identify, analyze, and prevent psychosocial risk factors, as well as to promote a favorable organizational environment in the workplace. (NON 035)

BY ESG: Integrate a business model and actions that drive positive change across all pillars of sustainable development and are key to the consolidation and evolution of the company. This involves going beyond financial results, challenging our ability to transcend as a company and as individuals, while contributing to the common good and the creation of shared value.

1. OBJECTIVE

To define guidelines and practices that include aspects of health, safety, environment, flexibility, and working conditions, with the aim of improving productivity and efficiency at work, increasing engagement at all levels, and prioritizing the physical and mental well-being of our employees. These efforts aim to generate a positive impact on the community.

To ensure that we are a "Great Place to Work".

To achieve employee retention and promote contributions that add value for investors.

2. DEFINITIONS

- **Work-Life Balance:** The meaningful and comfortable balance between the work sphere and personal life (family, friends, health, social life, etc.) in an individual's life. It refers to the level of satisfaction people feel with their performance across various domains of their lives when they are able to function optimally in these areas. A well-balanced person tends to be more productive in the workplace.

- **Labor Productivity:** The relationship between the work performed by a person and the resources used to achieve such output.
- **Work-related Stress:** A type of stress where increasing pressure in the work environment may lead to physical and/or mental overload, causing a variety of consequences that not only affect the employee's health, but also their immediate surroundings, by creating an imbalance between work and personal life.
- **Occupational Burnout:** Described as an inadequate way of coping with chronic stress, mainly characterized by emotional exhaustion, depersonalization, and reduced personal performance.

3. GUIDELINES

Fibra Inn will promote enhanced labor productivity through practices and guidelines that enable a balance between personal and professional life, encouraging family time, recreation, personal development, and well-being. These efforts aim to prevent work-related stress and occupational burnout.

Fibra Inn will ensure the well-being of its employees and will seek to integrate current labor trends and best practices in line with the market to safeguard its human talent through models or actions that help prevent psychosocial risks.

4. WORK-LIFE BALANCE

Fibra Inn has defined the following benefits to foster work-life balance, helping to enhance each employee's productivity and professional development:

4.1 EMPLOYEE BENEFITS

4.1.1. SPATIAL (Workplace) AND TEMPORAL (Schedule) FLEXIBILITY

Fibra Inn's work scheme includes flexible work hours and the possibility of working both in person and remotely (hybrid model), always in coordination with team leaders and based on individual responsibilities and commitments.






































The hybrid workplace model primarily proposes on-site work in the mornings and remote or home office work in the afternoons. However, it is the employee's responsibility to attend events or company commitments requested by the organization or immediate supervisor during afternoon hours, as scheduled.

The employee's work schedule will consist of a maximum of 48 hours per week, distributed from Monday to Thursday (morning and afternoon) and Friday (morning), with Saturdays and Sundays as rest days. Under this arrangement, both parties agree that the company may distribute the working hours according to its needs. At all times, the maximum working hours established by the Federal Labor Law must be respected.

The employee may choose their entry and exit time, as well as their lunch break duration each day, in a way that best suits their professional and personal activities, as long as they meet their assigned tasks and responsibilities. The selected schedule must always be approved by the immediate supervisor.

A daily work schedule is defined, which may begin at 7:30 a.m. Monday through Friday, and end no later than 7:00 p.m. Monday through Thursday and 2:00 p.m. on Fridays. From Monday to Thursday, employees are granted a lunch break of up to two hours between 2:00 p.m. and 4:00 p.m.

A common availability window is specified so that, regardless of the workplace, clock-in time, or lunch break used, employees are expected to be available and responsive during this period.

Monday to Thursday			Friday		
Working Hours	7:30		7:30		<p>Legend</p> <p>On-site </p> <p>On-site/HO </p> <p>Mandatory availability </p>
	8:00		8:00		
	8:30		8:30		
	9:00		9:00		
	9:30		9:30		
	10:00		10:00		
	10:30		10:30		
	11:00		11:00		
	11:30		11:30		
	12:00		12:00		
	12:30		12:30		
	13:00		13:00		
	13:30		13:30		
Lunch Break	14:00				
	14:30				
	15:00				
	15:30				
Working Hours	16:00				
	16:30				
	17:00				
	17:30				
	18:00				
	18:30				
	19:00				

The company will provide each employee with the necessary technology, tools, systems, and equipment to ensure flexibility and continuity of work in any designated workspace.

4.1.2. DRESS CODE

At FIBRA INN, the dress code prioritizes comfort, allowing casual attire as long as it is appropriate for the environment or daily commitments the employee may have.

Please avoid wearing:

- Sandals
- Exposed underwear
- Shorts
- T-shirts with offensive messages or graphics

4.2 EMPLOYEE BENEFITS

Fibra Inn's work scheme includes flexible work hours. In order to support family well-being among our employees and promote workplace flexibility for parents, guardians, or caretakers of minors or dependents requiring special attention, Fibra Inn establishes the following:

- Pregnant women, starting from their seventh month of pregnancy, may choose to work remotely up to the point that it does not interfere with the maternity leave granted by the IMSS.
- Fathers or mothers of a newborn may choose to work remotely for up to one additional month after the legally granted leave period.
 - Lactation period: the company will grant one paid hour per day for breastfeeding during the first six months after returning from maternity leave. This hour may be scheduled at the employee's discretion.
 - Lactation room: The company provides a private, secure lactation room within Fibra Inn facilities for those who need it.

4.3 PERSONAL BENEFITS

To promote work-life balance, Fibra Inn employees are entitled to additional paid leave beyond what is required by law, including:

- Holy Thursday and Good Friday
- May 10 (Mother's Day) – (Half day off)
- September 15 – (Half day off)
- December 24 – (Half day off)
- December 31 – (Half day off)
- Birthday – (Half day off)
- Personal Days: All employees are granted three personal days per year, to be used at their discretion for personal matters.
- Health Day: Every employee is entitled to one day per year for medical check-ups. Fibra Inn strongly believes that employee health comes first, which is why this benefit is provided.

- **Volunteer Days:** At Fibra Inn, we encourage our employees to participate in initiatives that benefit the communities in which we operate. Therefore, two paid days off per year are granted for social service or volunteer activities.
- **Unpaid Day:** This type of leave may be used once the employee has exhausted their other paid leave options (vacation, personal, or other types described above).

All leave requests must include valid supporting documentation and require prior acknowledgment and approval from the direct supervisor.

All leave must be entered and approved in the internal system.

4.4 HEALTH BENEFITS

- **Fibra Health Program:** Fibra Inn promotes the overall health of its employees through the Fibra Health program, which provides free in-office health services, including: vaccinations, medical check-ups, eye exams, nutritional guidance, physical wellness activities, and talks led by experts on related topics.

This program is held once a year and complements existing health benefits and services. This program is held once a year and complements existing health benefits and services.

- In line with NOM-035 regulations, Fibra Inn is committed to identifying, analyzing, and preventing psychosocial risk factors, while promoting a favorable organizational environment in the workplace.
- The company also aims to provide advanced digital tools that offer multiple benefits to help employees improve their physical and financial health, and to access discounts and wellness resources.

4.5 SOCIAL BENEFITS

To support employees' social well-being and foster a positive and integrated workplace culture, Fibra Inn offers the following recognition and engagement activities:

- a. **Year-End Dinner (Holiday Party):** Fibra Inn organizes an annual event to promote camaraderie and good relationships among employees. This event also serves to recognize employees for their years of service and commitment to company values.
- b. **Birthday Celebration:** During the week of an employee's birthday, Fibra Inn hosts a birthday celebration on Friday for all team members celebrating that week.
- c. **Team Integration Gatherings:** On the last Thursday of each month, Fibra Inn hosts a team-building gathering on the office terrace. Employees collaborate in preparing and sharing food, fostering team integration and a strong sense of community.
- d. **Seniority Recognition:** Employees who reach work anniversaries at Fibra Inn will receive a recognition bonus of MXN \$1,000 per year of service, delivered every five years via an electronic

gift card on their anniversary date. This is intended to honor their loyalty and commitment to the company.

- e. Values and Culture Recognition: Employees who are voted by their peers for best representing the company's values will be awarded a recognition package of 2 nights' stay at premium hotels within Fibra Inn's portfolio. This initiative is meant to reward dedication and encourage ongoing high performance within the organization.
- f. Special Hotel Rates or Discounts: Fibra Inn offers its employees and their families special rates and discounts for stays at its hotel portfolio, as well as preferred pricing at other partnered hotel brands.
- g. Discounts on Products and/or Services: The company will seek to establish partnerships or agreements with vendors to secure preferential prices and discounts on various goods or services deemed valuable for employees.
- h. Other Celebratory Events: Fibra Inn will host and sponsor events such as breakfasts or luncheons in recognition of employees during key occasions, such as Mother's Day and Father's Day, fostering camaraderie and integration.
- i. Summer Internship Program for Family Members: To strengthen family bonds and workplace culture, Fibra Inn offers a summer internship program allowing relatives to engage in a one-month professional experience, which includes financial support.

At Fibra Inn, we are fully committed to our employees and their families. We strive to provide dignified and respectful working conditions, including flexible scheduling where requested by the employee, enabling work-life harmony without compromising the company's interests.

All actions are conducted within a framework of respect for labor obligations, aligned with our Code of Ethics and applicable labor laws.

Any exceptions to this policy must be authorized by General Management.

5. SIGNATURE SECTION

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