

# Inclusion and Diversity Policy



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## 1. Purpose:

This Inclusion and Diversity Policy aims to ensure that all Arca Continental associates feel respected and valued in their individuality and not excluded, in order to promote and maintain a work environment and corporate culture with equal opportunities, free from any type of discrimination, and thus obtain the best ideas and contributions from every associate.

As an additional purpose, we seek to reinforce our commitment to the personal and professional development of our associates in conjunction with the objectives of the United Nations programs with respect to issues such as gender equality, the right to decent and safe work, and the reduction of inequalities, among others.

## 2. Scope:

This policy applies to all Arca Continental associates, but it is intended to be extended to our value chain suppliers, in order to support the principles of this policy.

## 3. Definitions and abbreviations:

**Arca Continental:** Arca Continental, S.A.B. de C.V. and its Subsidiaries, AC, the Company, the Business, or the Organization.

**Zero Tolerance:** Expression used to refer to the zero degree of flexibility that is applied to certain conducts, behaviors, or attitudes, which be subject to disciplinary actions, up to and including termination.

## 4. Policy Guidelines:

All AC Management must foster and promote in the Organization a culture that respects and values the differences and unique characteristics of each associate. Likewise, we must all ensure that our Company's associates feel listened to, valued, and integrated. We must also safeguard that our programs, systems, and tools reflect this commitment.

Through continuous awareness and training, management must discourage the spread of stereotypes, or discrimination, based on, or because of, an individual's race, color, religion (including religious dress and grooming), sex or gender, national origin, ancestry, age, mental or physical disability, medical condition, pregnancy, military or veteran status, genetic information, citizenship status, marital status, sexual orientation, gender identity and/or expression, or any other reason prohibited by law.

The various areas of the Company must ensure the execution of any and all activities promoted by the Company related to this Policy, including but not limited to Communication and Training.

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All senior and middle managers of the Company should contribute to identify the physical working conditions in which associates operate that may not be favorable to carry out the functions and activities entrusted to them, and to propose any improvement actions, particularly in the case of people with specific physical or mental conditions (temporary or permanent), for whom specific solutions are then required.

The Management referred to in the preceding paragraphs must also consider that, within their responsibilities in relation to compliance with this policy, the following are included:

- Ensuring equal opportunities for all associates and interested third parties for the incorporation, promotion, and development of talent, regardless of their race, color, religion, sex or gender, national origin, ancestry, age, mental or physical disability, medical condition, pregnancy, military or veteran status, genetic information, citizenship status, marital status, sexual orientation, gender identity and/or expression, or any other reason.
- Providing full collaboration to Human Capital to carry out studies, surveys, programs, etc. that make it possible to ensure, maintain, or improve the actions through which the reasonable degree of equity, inclusion, and diversity expected is achieved.
- Designing, implementing, and promoting practices and programs that ensure, maintain, and improve a work environment of respect and civility among all associates
- Promoting improvements in the necessary, suitable working conditions to favor the empowerment and development of all associates
- Promoting synergistic alliances with those civil society organizations, authorities, or other organizations that pursue goals and purposes similar to those indicated in this policy, particularly in those geographic areas in which the Company operates.

In Arca Continental we invite all of our associates to promote among our value chain the objectives, principles, philosophy and benefits of this Policy, in the hope that they adopt a similar policy

All associates of the Company must attend trainings, calls, messages, programs, surveys and activities that the Company requires of them to achieve its objectives with respect to the provisions of this policy within the applicable law.

Arca Continental's Inclusion and Diversity policy is aligned and does not supersede the CCSWB Equal Opportunity and Affirmative Action Policy Statement and Policy Against Harassment, Discrimination and Retaliation

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## 5. Vigilance and Compliance with the Policy:

Even though the Organization expects that all Arca Continental associates understand, comply with, and execute the provisions of this policy, the Executive Director of Human Capital, the Talent Director, and, in general, all the leaders of the organization will support, comply with, enforce, and monitor the compliance of this policy.

## 6. Consequences or Sanctions for Lack of Compliance with the Policy:

Any breach of this policy must be reported to the Human Capital Directors. Failure to comply with the provisions of this policy by any of the responsible parties may result in discipline, up to and including termination of employment in accordance with the Code of Ethics of Arca Continental and any other applicable Law.

## Changes Log POL-GG-CHU-TTO-001:

Issue date:	August 16, 2021
Date of application:	August 16, 2021
Date of last update:	August 16, 2021
Initial effective date of the update:	August 16, 2021
Director responsible for the issue or update:	Talent Director (HR)

Any associate who reasonably suspects or becomes aware of conduct that deviates from this policy is encouraged to make a complaint to any manager or by any other means, including the Transparency Mailbox, through the following options:

1. The “Transparency Mailbox” on the corporate intranet or on the Arca Continental web page
2. The email address: [informa@buzondetransparenciaac.com](mailto:informa@buzondetransparenciaac.com)
3. The toll-free phone lines:
  - In Argentina:0800-345-5478
  - In Ecuador:1-800-001-135
  - In the USA:1-888-303-8442
  - In Mexico:800 8228966
  - In Peru:1-705-2233