

## **6. Procedure for the Direct Communication between Company Employees and the Audit, Ethics, Corporate Governance, and Compliance Committee**

### **1. Purpose**

To establish guidelines for the direct communication between company employees, including the corporation's affiliates, and the Committee.

### **2. Scope**

Any suspicious, fraudulent or illegal activity involving the company's employees, including the corporation's affiliates, must be reported to the Committee for its knowledge and action.

### **3. Definitions**

Committee.- Audit, Ethics, Corporate Governance and Compliance Committee.

### **4. References**

The Company's Corporate Governance Code.

### **5. Procedures**

- The identification of any suspicious, fraudulent or illegal activity that hampers the economic interests or the reputation of the company and its affiliates is the responsibility of the employees at all levels (managers, employees and workers).
- The employee who identifies such activity has the obligation to communicate it to the Committee, as soon as possible, through the channel of complaints that has been created for such purpose.
- Once the Committee has been informed, it must take action, order pertinent investigations and issue a special report on the matter, which will include the adoption of necessary corrective or disciplinary measures.
- In order to carry out its work and investigations, the Committee must have unrestricted access to the management, workers, and any relevant information.
- It is the Committee's responsibility to ensure that the confidentiality and anonymity of the communication made by the company's employees, including the corporation's affiliates, is maintained.

- The results of the investigations, as well as the proposed corrective or disciplinary measures will be reported to the company's Board of Directors in the session immediately following the issuance of the special report for its ratification or modification.