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1. PURPOSE

To establish the principles and good practices regarding donations to be followed by Quálitas Controladora, S.A.B. de C.V. and its member companies.

2. SCOPE

To all personnel (direct or indirect employees (fees), Officers or Board Directors) assigned to Quálitas Controladora, S.A.B. de C.V. (hereinafter referred to as Quálitas Controladora - QC) and its member companies.

3. TERMS

See "Glossary of Corporate Governance Terms".

4. GENERAL POLICIES

4.1. Quálitas supports the development of the most vulnerable communities, in the fields of education, health, environment and social development, through support to civil associations and private assistance institutions that demonstrate a real concern and commitment for other people' welfare.

4.2. The Board of Directors of Quálitas Controladora and of each of its member companies shall ensure compliance with this policy in each of their countries and legislations. Likewise, it will promote compliance with the established principles and best practices for donations.

- 4.3. Donations are not subject to an exchange of considerations or other contractual obligations between Quáalitas Controladora and the donee or Foundation.
- 4.4. It is not allowed to make contributions in money, in kind or property to political parties, unauthorized government institutions, government officials or employees and any person who, due to his or her position in any government institution, may have influence in benefit of Quáalitas Controladora or any of its subsidiaries.
- 4.5. The potential donees must meet the following requirements:
 - 4.5.1. Organization legally incorporated under Mexican law and/or in the applicable country.
 - 4.5.2. Non-profit organization, whose corporate purpose is education, health, environment, or social development.
 - 4.5.3. Authorized donee with current accreditation from SAT and/or the corresponding institution in accordance with the applicable legislation.
 - 4.5.4. To accept a verification visit, when applicable.
 - 4.5.5. To have the necessary controls to guarantee that the resources received are not related to operations of illicit origin.
- 4.6. Annually, the Chairman of the Board of Directors or the Chief Executive Officer of QC or the Chairman of the Social Responsibility Committee and the Chief Financial Officer of QC will evaluate and determine the total amount allocated for donations.
- 4.7. The annual limit (calendar year) per donee or Foundation will be \$1,800,000 (one million, eight hundred thousand pesos M.N.) or its equivalent in local currency.
- 4.8. Exceptions or general waivers to the Corporate Charitable Giving Policy must be granted by the Chairman of the Board of Directors of Quáalitas Controladora or by the Chief Executive Officer of QMX.
- 4.9. The donations you can make are:
 - 4.9.1. Financial: Only by bank transfer
 - 4.9.2. In-kind or consumer goods, such as perishable goods, consumer goods, furniture, uniforms, toys, school supplies, equipment, among others.
- 4.10. Financial donations will be made by bank transfer only to the accounts of the donee.
- 4.11. A partial support to the project or to a specific activity of the project may be granted.
- 4.12. The donations made by the service offices using the "Quáalitas" trademark must respect the guidelines for the use of the trademark provided for in the *Policy for the Use and Management of the Trademark in the Advertising Media* and be reported in the same month in which they are made to the social responsibility area, as well as to comply with the provisions of this policy.
- 4.13. The Social Responsibility Committee will report to the Board of Directors on a quarterly basis on the status of donations and on an annual basis on the results of each project.



5. SANCTIONS

Infringement of the provisions included herein shall result in, depending on the severity of the event, sanctions provided for in the Policies and, if necessary, the sanctions established in the applicable laws.

6. RELATED POLICIES

- Donations Procedure.

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