



# HUMAN AND LABOR RIGHTS

## Objective

At **Coca-Cola FEMSA**, we recognize that Human and Labor rights are the set of prerogatives based on human dignity, the effective realization of which is essential for the integral development of the person.

## General guidelines

### Respect for Human Rights

1. We respect the Human and Labor Rights of our Employees, having as a fundamental principle the respect for human dignity above any other business consideration.

### Regulatory Compliance

2. We comply with international labor standards, labor and social security legislation and any other related legislation, as well as with individual and collective contracts, agreements, conventions or labor covenants in the countries where we operate.

### Freedom of Association and Trade-Union Freedom

3. We respect employees right to freedom of association, freedom of unionization and collective bargaining, as well as the right to form or join a union, voluntarily and freely, without fear of reprisal or intimidation.
4. We respect the autonomy, institutionality, internal administration and ancestry that trade union organizations have with their members.
5. We attend to collective labor relations with legitimate trade union organizations that affiliate and represent the Employees.



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## General guidelines

### No forced labor

6. We prohibit any employment relationship that is not voluntarily agreed upon and reject any form of unpaid work, servitude, slavery, or mandatory retention of documents as a condition of employment.

### No to child labor

7. We support the elimination of child labor and comply with the relevant local legislation on the employment of minors.

### No to discrimination

8. We maintain work environments free from discrimination, we make no distinction, exclusion, restriction or preference that is not objective, rational nor proportional, and which has a purpose the obstruction, restriction, reduction or nullification of the acknowledge and exercise of the human rights and freedom for any reason, including origin, race, marital status, age, opinion, gender, creed, tribe, association or affiliation to a union, ethnicity, social or economic class, pregnancy, gender identity, sexual orientation, health condition, disability or nationality.

### Inclusive environment

9. We acknowledge diversity as a strength within our work teams, so we promote an inclusive work environment in which there is equitable access to development opportunities and space to add value from their characteristics and diversities.



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## General guidelines

### **No to harassment, violence, and bullying**

10. We encourage dignified and respectful treatment of Employees, and therefore we reject, condemn, prohibit and punish all types of harassment, violence and bullying.

### **Occupational health and safety**

11. We place the physical and mental integrity and safety of our Employees above all economic and operational considerations, thus facilitating safe and healthy work environments.



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## Definitions

For the purposes of this Coca-Cola FEMSA Policy, the following terms will have the meanings established herein, both when used in singular or plural.

**Coca-Cola FEMSA**, Coca-Cola FEMSA, S.A.B. de C.V., including all its Subsidiaries.

**Coca-Cola FEMSA Code of Ethics**, a document that contains Coca-Cola FEMSA's ethical principles, unifies criteria and establishes a common reference framework that gives direction for acting in an integral manner, it is also a useful work tool that guides correct and value-driven decision-making.

**Coca-Cola FEMSA Corporate Policies**, documents that contain the general principles that govern the conduct of Coca-Cola FEMSA and its Employees in a relevant topic or area, keep order and consistency between Operations and / or mitigate critical or high-impact risks that affect the Operations, and which are authorized by the Coca-Cola FEMSA Chief Executive Officer, or by the Board of Directors, as applicable.

**Coca-Cola FEMSA Ethics Committee**, a body formed by a representative of Human Resources, Internal Audit, Legal, Finance and the Compliance Officer, which ensures compliance with Coca-Cola FEMSA Code of Ethics, ensures the dissemination, understanding and use of both the Coca-Cola FEMSA Code of Ethics and KOF Ethics Line and guidance in dealing with reports, questions and concerns received in the KOF Ethics Line.

**Employees**, unionized and non-unionized workers in Coca-Cola FEMSA's companies.

**Internal Regulations**, Coca-Cola FEMSA Code of Ethics, Coca-Cola FEMSA Corporate Policies, Global Standards, processes, procedures, work regulations, and any other internal document authorized by management to have such effects.

**KOF Ethics Line**, is the formal mechanism that is used by Directors and Employees, as well as by Third Parties with whom Coca-Cola FEMSA has any relationship in the development of its operations, to report any non-compliance and/or possible risk of non-compliance of Coca-Cola FEMSA Code of Ethics, Coca-Cola FEMSA Corporate Policies, and other Internal Regulations, as well as to address any doubts or concerns.





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**Operation,** each of Coca-Cola FEMSA's business units, considered by country or by group of countries according to Coca-Cola FEMSA's organizational management, and which are led by a Director; except when the Internal Regulations refer to the person responsible for compliance (Compliance Officer), the Coca-Cola FEMSA Ethics Committee or any functional area of an Operation, in which cases the term "Operation" will be understood as the business units of Coca-Cola FEMSA considered by country. The countries in which we operate are Mexico, Costa Rica, Panama, Guatemala, Nicaragua, Colombia, Venezuela, Brazil, Argentina and Uruguay.