



# INOVA TEXTILES, S.A. DE C.V.

## POLICY ON FORCED LABOR AND FREEDOM OF MOVEMENT

Inova Textiles S.A. de C.V. is committed to ensuring a safe and healthy work environment for all employees, in which their fundamental rights are respected.

The purpose of this policy is to ensure the employees, suppliers and/or customers area understand our position and regulations to prevent forced labor, protect worker's freedom of movement and establish specific protocols for their attention and follow-up.

This policy is aligned to comply with current labor laws and focused on promoting a work environment free off violence and discrimination.

### 1. Forced Labor:

- The company prohibits any form of forced or involuntary labor.
- All employees must be hired on a voluntary basis and receive a fair and equitable wage for their work.
- The withholding of original personal documents, identity documents, payments or any other means of keeping employees in their jobs will not be tolerated.
- We are committed to prohibiting and eliminating any form of forced or involuntary labor in all our operations. This includes slavery or servitude and any other similar practices.
- The employee and the employer will establish the duration of the workday; it may not exceed the legal maximums established by the Federal Labor Law and may be subject to change.

*The schedules for unionized employees are as follows:*

- First shift from Monday to Friday from 6:30 a.m. to 3:00 p.m. and Saturdays from 6:30 a.m. to 12:00 noon.
- Second shift from Monday to Friday from 15:00 to 22:00 and Saturdays from 12:00 to 18:00
- Third shift from Monday to Friday from 10:00 p.m. to 6:30 a.m.
- Fourth shift from Monday to Wednesday 10:00 p.m. to 6:30 a.m. (if applicable)

For employees it is from Monday to Friday from 8:30 a.m. to 6:00 p.m. and Sunday from 6:00 p.m. to 6:30 a.m.

It is worth mentioning that if at any time, the company requires any worker to work overtime or have any other extra work, the **worker may decide freely without any obligation** whether or not **he/she** can support the company in the required area.

The hours of overtime shall be paid at one hundred percent (double pay) more than the salary corresponding to the hours of the day's work.

### 2. Freedom of Movement.

- We recognize the right of all employees to freedom of movement within and outside our facilities, provided that it does not interfere with the performance on their work duties.
- Legal Compliance: We are committed to comply with all relevant provisions of the Federal Labor Law and Secretary of Labor and Social Security regulations, as well as other applicable labor laws and international human rights standards.
- All employees have the right to freedom of movement in and out of the workplace.

**The areas to which no person may enter without authorization are the following.**

- Areas designated as "authorized staff only" (**Unless you are authorized staff**)
- Areas marked with "No Trespassing" signs (**Unless you are authorized staff**)



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### 3. Compliance:

- Management and all employees are obligated to comply with this Policy and to respect worker's rights at all times.

### 4. Complains and follow-up:

- This Policy will be reviewed periodically to ensure its effectiveness and complaints with applicable labor laws and regulations.
- There are complaint mailboxes within the company (toilets and lockers) and complains will be received electronically at [capitalhumanon@inovatex.com.mx](mailto:capitalhumanon@inovatex.com.mx).
- Cases received regarding forced labor and freedom of movement will be followed up with the General Management, a follow-up report will be issued to employees to ensure compliance with this Policy, and corrective measures will be taken in case of violations.

### 5. Sanctions:

We are committed to the effective implementation of this Policy and to promoting a safe, fair and respectful work environment for all; therefore, failure to comply with this Policy may result in disciplinary action, including termination of employment.

#### Important

- It's important that this Policy is clearly communicated to all employees and that adequate information is provided to ensure understanding and compliance.
- In addition, it is essential that the company's management, directors, managers and leaders set an example by strictly adhering to this policy in all their actions and decisions.
- This Policy will be effective immediately and will be communicated to all employees, customers and suppliers of the company.

This Policy will have a scope to the facilities located in **Naucalpan de Juárez, Edo. De México and Jilotepec, Edo. De México. its internal staff, external visitors and/or suppliers.**

It will be reviewed and updated every 2 years in order to promote its relevance and to keep pace with the progress and development of best practices and lessons learned.