



POLICY

"PREVENTION OF PSYCHOSOCIAL RISKS"

At **Industria Nacional de Detergentes, S.A. de C.V.**, it is the commitment of all personnel to collaborate in the **Prevention of Psychosocial Risk Factors**, the **Prevention of Workplace Violence**, and the **Promotion of a Favorable Organizational Environment**, by adhering to the following commitments:

- **It is the obligation of Area Managers, Supervisors, Heads of Departments, Managers, and Directors to apply this Policy and lead by example.**
- **Acts of Workplace Violence are not tolerated**, nor any incidents that encourage psychosocial risk factors or actions against a favorable organizational environment.
- **Measures aimed at preventing psychosocial risk factors, workplace violence, and promoting a favorable organizational environment are implemented** to mitigate adverse consequences.
- **A fair care procedure is in place**, which does not allow reprisals, avoids baseless or abusive complaints, and ensures the confidentiality of all cases.
- **Awareness campaigns, informational programs, and training are carried out.**
- **Prevention policies and measures are effectively communicated.**
- **All workers participate** in establishing and implementing this policy in the workplace.
- **The personal rights of employees are respected**, including their beliefs, practices, or needs related to race, gender, religion, ethnicity, age, or any other condition that could give rise to discrimination.

The Policy is based on the following principles:

1. To foster a favorable organizational environment, the workplace:
 - a) Holds meetings with employees to provide an opportunity for everyone to voice their concerns, doubts, or complaints related to their work.
 - b) Keeps work areas clean, as well as shared spaces such as dining areas, restrooms, and entrances.
 - c) Promotes treating coworkers, supervisors, subordinates, visitors,

- suppliers, and clients with **kindness and courtesy**.
- d) Addresses all cases of harassment, mistreatment, or discrimination. Such behavior is sanctioned when applicable.
 - e) Conducts medical exams for new hires to ensure and maintain their health.
 - f) Administers psychological and/or psychometric tests to assign employees to roles suited to their skills and qualifications.
 - g) Develops internal promotion plans.
 - h) Provides training to all staff to enhance their performance, safety, and development.
2. In this workplace, to foster employees' sense of belonging, it is emphasized that **all employees are vital to the organization**. From cleaning staff to operational, administrative, and executive personnel, everyone contributes to its functionality.
 3. To ensure the proper execution of assigned tasks, this workplace provides its employees with **training as required by the Federal Labor Law**, according to their respective activities.
 4. To achieve a clear definition of employee responsibilities, the workplace promotes adherence to **organizational manuals and job descriptions**, which specify the duties of each position.
 5. To encourage proactive participation and communication, the workplace publishes notices, announcements, and news of interest to employees on boards. Employees can also use these boards for related notices. However, non-work-related notices are prohibited.
 6. To promote decent work and ensure a favorable organizational environment, the workplace ensures **a proper distribution of workloads and work hours** in compliance with the Federal Labor Law. Manuals, job descriptions, and the Internal Work Regulations specify these details based on the nature of each job.
 7. To recognize employee performance, the workplace evaluates each employee at least **once a year**. This evaluation is conducted directly by the employee's immediate supervisor or manager. The results serve as a basis for recognizing or rewarding outstanding employees.
 8. This workplace commits to monitoring compliance with policies designed to prevent workplace violence, safeguarding collected information, and addressing complaints promptly and through established procedures.