POLICY

“SUPPLY CHAIN SECURITY POLICY”

INDUSTRIA NACIONAL DE DETERGENTES S.A. DE C.V. is committed to developing and following all necessary processes and procedures to ensure that its shipments and facilities are protected from criminal activities such as drug trafficking, terrorism, human trafficking, and illegal smuggling.

It is the commitment of our organization to apply standards and procedures, along with information and training activities, to ensure compliance with this policy.

We strongly encourage our employees and staff to take an active role in identifying security breaches, implementing and following security measures and best practices. All participants within our company are fully involved in the responsibility and commitment to this program.

Scope

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This policy applies to all stakeholders of Industria Nacional de Detergentes S.A. de C.V. involved in the export supply chain — from production to storage and distribution.

General Provisions

2.1. This policy must be reviewed every 12 months to determine if an update is required.

2.1.1. Any review and update (when necessary) must be documented.

2.2. The organization has established a Supply Chain Security Program.

2.2.1. The Supply Chain Security Program (SC-F-06) must be reviewed and updated annually.

2.2.2. The Supply Chain Security Program (SC-F-06) must be capable of identifying threats, assessing risks, and implementing sustainable measures to mitigate the organization's vulnerabilities.

2.3. All processes designed to ensure supply chain security must be documented.

Selection of Business Partners

A permanent part of our company’s commitment is to maintain a documented program for evaluating and selecting business partners. Therefore, the Evaluation, Selection, and Onboarding of Suppliers Process (CO-IT-02) has been established.

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Information Technology Security

The IT department has established and implemented policies and procedures to protect the IT infrastructure and data from unauthorized access or manipulation.

Actions have been implemented to prevent the use of counterfeit or improperly licensed technology products. We maintain strict control of devices, equipment, and hardware for managing sensitive information. All system/policy violators are subject to disciplinary measures. Computer and network/system access is revoked upon termination of employment.

Container and Trailer Security

5.1. The Plant Access Procedure (SP-PR-01) ensures physical integrity of container structures before receipt and loading. This includes verifying container reliability through inspection processes following the Export Cargo Vehicle Checklist (SP-F-01) and Container Inspection for Shipment (LO-F-04), as well as pest prevention measures.

5.1.1. If anomalies are found, entry will be denied, and the incident must be reported to the shipping supervisor or a designated management representative.

5.2. Drivers delivering or receiving cargo must be positively identified before loading or unloading.

5.3. Outbound inspections of containers or trailers must verify that transport documents are accurate and complete, that the driver has the correct container or trailer, and that the seal number matches the shipment documentation.

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5.3.1. Incidents involving seal discrepancies or broken seals must be logged and reported according to the Plant Access Procedure (SP-PR-01).

5.3.1.1. When a seal discrepancy is discovered, the security guard and the shipping area must jointly inspect the container and/or trailer contents for illegal cargo.

Procedural Securit

6.1. CCTV recordings must be retained for a minimum of 30 days.

6.2. Security guards must inspect incoming packages or mail prior to distribution, in accordance with the Parcel Reception Procedure (SP-PR-05).

6.2.1. The security department is not authorized to receive documentation or provide any information. In all cases, including those involving authorities, the guard must notify the corresponding department:

6.2.1.1. Ministry of Labor and Social Welfare → Notify Human Resources.

6.2.1.2. SEMARNAT, PROFEPA, Ecology, Civil Protection, Fire Department, SEGAM, etc. → Notify the Administration and Safety & Hygiene Management departments.

6.2.1.3. SEDENA → Notify Administration Management.

6.2.1.4. SAT → Notify Accounting Department.

6.2.1.5. For any other cases, the security department must consult with Administration Management (maximum response time for authorities: 5 minutes).

6.3. When receiving external calls, the receptionist must ask for the caller's full identification, institution name (if applicable), purpose of the call, and the INDESA department or person they wish to contact. Calls may not be transferred without this information.

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6.3.1. It is strictly prohibited to provide any information, even to individuals claiming to represent an authority, except in the following cases:

6.3.1.1. Service providers → Provide the Purchasing Department's email.

6.3.1.2. Job applicants → Provide the Recruitment Department's email.

6.3.2. If a person identifies as a representative of an authority, the receptionist must notify Administration Management, who will decide whether to take the call.

6.3.2.1. If Administration Management is unavailable, the caller's information must be recorded, and they should be asked to call back. The manager must be notified as soon as possible.

6.3.3. If the security department receives an external call, it must follow the same rules but prioritize transferring the call to reception.

6.4. Creation of documents and cargo manifests must follow the Finished Product Loading and Documentation Work Instruction (LO-IT-01).

6.5. The Finished Product Export Procedure (LO-PR-04) ensures that export documentation and cargo manifests are accurate, legible, complete, and protected from tampering or loss.

Agricultural Security

7.1. *Industria Nacional de Detergentes S.A. de C.V. designates the Safety and Hygiene Department to implement pest prevention measures.*

7.2. The Infested Units Handling Procedure (LO-PR-03) has been established for visual inspection of pest contamination in containers.

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Physical Security

8.1. Asset protection procedures have been established to ensure facility integrity and safety.

8.2. The Key Control Procedure (DG-PR-02) defines responsibilities, control, handling, safeguarding, and key assignment.

8.2.1. Lost key reports must follow the Key Control Procedure (DG-PR-02).

8.3. The Administration Manager or designated security guards will hold meetings to review security alerts and discuss improvements for facility safety.

Physical Access Control

9.1. *Industria Nacional de Detergentes S.A. de C.V. has designated the Security Department to monitor facility access.*

9.2. Access to the plant is regulated under the Plant Access Procedure (SP-PR-01).

9.2.1. Employees must meet the requirements stated in the Plant Access Procedure (SP-PR-01) to enter the facility.

9.2.1.1. Employees may access only the areas authorized on their company ID card and common areas (cafeteria, restrooms). Access to additional areas requires authorization from the respective supervisor.

9.2.1.2. Security guards will deny entry to employees who have resigned or been terminated unless authorized by Human Resources.

9.2.1.3. For vehicle access, guards must verify that employee vehicles display a visible Vehicle Control Tag; otherwise, entry will be denied.

9.2.1.3.1. All employee vehicles must be parked in designated areas. Parking in front of the security post is prohibited.

9.2.1.3.2. Employees must request a vehicle control tag from Human Resources prior to entering with their vehicle.

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9.2.1.3.3. The following information is required: payroll number, full name, department, position, schedule, vehicle make, model, color, and license plate.

9.2.1.3.4. The Recruitment Department must assign a sequential number to each issued tag for proper tracking.

9.2.1.4. The main gate must be closed at 7:15 p.m., once the shift change is completed.

9.2.2. Visitors, contractors, and drivers must meet the requirements of the Plant Access Procedure (SP-PR-01).

9.2.2.1. All visitors, contractors, and drivers must wear a visitor badge at all times.

9.2.2.2. Visitors must remain accompanied by their host employee throughout their stay.

9.2.2.3. Contractors bringing tools must complete an inventory for inspection upon exit.

9.3. Security guards must conduct facility patrols and report security incidents (e.g., perimeter damage, unauthorized access attempts, broken locks) to the facility administration team, in accordance with the Patrol Procedure (SP-PR-02).

9.3.1. Patrols must begin at 7:00 p.m., alternating between the two assigned guards — one remains at the gate while the other patrols.

9.4. Security guards must act according to the Suspicious Activity or Intrusion Procedure (SP-PR-03) when employees or guards identify any security incident on-site.

Personnel Security

10.1. The Recruitment and Selection Procedure (PE-PR-02) governs the employee hiring process.

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10.1.1. The recruiter must send candidates the document list specified in the Personnel File Control Form (PE-F-10).

10.1.2. The applicant's name must be verified with an official photo ID.

10.1.3. Applicants for sensitive positions will undergo an address verification via Socio-Labor Investigation (PE-F-31).

10.1.3.1. The Socio-Labor Investigation (PE-F-31) must be conducted annually for sensitive areas.

10.1.4. Candidate files must be created following the Personnel File Control Form (PE-F-10), assigning an employee number and preparing onboarding documentation.

10.1.5. Each employee must receive a photo ID badge for access, in accordance with Recruitment and Selection (PE-PR-02).

10.2. The Payroll Procedure (PE-PR-02) governs employee termination processes.

10.2.1. A Clearance Form (PE-F-25) must be completed.

10.2.1.1. The recruiter must notify the Security Department of any resignations or dismissals.

10.2.1.2. When employees from sensitive areas leave the company, the area manager must notify relevant stakeholders.

11. Security Training and Threat Awareness

The Training Department maintains a Threat Awareness Program to promote recognition and awareness of threats such as terrorism, theft, and illegal smuggling.

Employees are informed about company policies and procedures for handling and reporting such situations. Specific training is provided to employees working

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in shipping, receiving, and other sensitive areas.

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