

# Social Responsibility Policy

This is Aztec Plumbing's Social Responsibility Policy, and the principles that help us comply with it are presented below:

"Aztec Plumbing operates through a sustainable business model, based on the creation of shared values with its stakeholders, seeking permanence in the market through legal compliance, respect, and care for the environment and the welfare of society."

## 1 Child Labor

Aztec Plumbing will never hire people under 18 years old.

## 2 Forced Labor

Aztec Plumbing will not use or sponsor the use of forced labor, nor will it require its personnel to leave "deposits" or identity documents in their custody when beginning their employment relationship with the company. Recruitment fees will never be charged to candidates to work in the company.

## 3 Harassment and Abuse

Aztec Plumbing will treat all of its employees with dignity and respect. No worker shall be subject to corporal punishment or to physical, sexual, psychological or verbal harassment or abuse. In addition, monetary fines will not be used as a disciplinary practice. The company will be responsible for following up and resolving complaints of harassment and abuse.

## 4 Remuneration

Aztec Plumbing will guarantee that the wages paid for a normal work week always comply with, at least, the legal regulations or the minimum wages established by each respective industry, so that they are sufficient to cover the basic needs of the personnel and to offer certain capacity for discretionary spending.

## 5 Working Hours

Aztec Plumbing states that the normal work week will be as defined by law but will not exceed 48 hours. Staff will be granted at least one day off in each seven-day period. All work involving overtime will be reimbursed with 100% more than normal hours, up to 9 hours a week. The following hours will be paid with 200% more than the normal hours.

If for extraordinary reasons, such as production peaks, accidents or emergencies, employees are requested to work more than 60 hours per week, the immediate boss must authorize overtime and will be responsible for verifying the employee's safety conditions. Such overtime will not be compulsory.

## 6 Non-Discrimination

Aztec Plumbing will not carry out, nor sponsor, any type of discrimination based on the attributes of race, national origin, religion, disability, gender, sexual orientation, participation in unions, political affiliation or age when hiring, remunerating, training, promoting, firing or retiring its staff.

## 7 Freedom of Association and Collective Bargaining

Aztec Plumbing will respect the right of its employees to form unions, and to be members of the union of their choice, as well as to bargain collectively.

## 8 Health and Safety

Aztec Plumbing will establish a safe and healthy work environment and will take adequate measures to prevent accidents and injuries caused during or associated with the work activity. The company will provide all necessary personal safety equipment in each area and will ensure that employees use it.

## 9 Environment

Aztec Plumbing will promote respect for the environment with a preventive approach, and ensuring that its procedures for Energy Saving, Responsible Consumption of Water and Circular Economy are complied with. The company will ensure that its operations avoid any type of contamination, and commits to remedy and repair any damage in the event of spill or contamination. The company is committed to encourage greater environmental responsibility with its Stakeholders, through initiatives, project development and implementation of environmentally friendly technologies. The company will comply with all applicable environmental laws and regulations.

## 10 Biodiversity

Aztec Plumbing recognizes the importance of protecting biodiversity and is committed to the responsible use of natural resources, operating in accordance with national legal frameworks and applicable regulations, seeking to promote comprehensive sustainable projects of social and economic impact for communities.

## 11 Communication

Aztec Plumbing will promote effective communication among all its employees. The company will promptly communicate the relevant activities and results in all areas, especially those related to employees' health and safety.

## 12 Business Ethics

Aztec Plumbing has a Code of Ethics, a Code of Conduct and Internal Regulations that are shared with all employees, to ensure an effective and pleasant work environment.

## 13 Acquisition of Real Estate

Aztec Plumbing will ensure compliance with legal requirements for the acquisition or lease of real estate, including respect for the Human Rights of indigenous peoples and ethics and transparency in the process.

## 14 Sustainable Purchases

Aztec Plumbing will seek to have a value chain aligned with its ethical, social and environmental expectations. Current and potential suppliers will receive the Aztec Plumbing Supplier Code and must commit to its compliance. The sustainability profile of the supplier and the impact of the product and / or service will form part of the selection and evaluation criteria in the processes of the value chain and purchase of raw materials.

## 15 Complaint Mechanisms

Aztec Plumbing will provide various reporting mechanisms where its employees can report any request or complaint. Reporters will be guaranteed confidentiality and non-retaliation. Complaints may be due to non-compliance with the Code of Conduct, the Internal Regulations or the Code of Ethics. The company is committed to following up on all reports, and if there has been a violation of Human Rights, the company will make sure to repair the damage caused.

## 16 Compliance

The Human Resources department will be in charge of monitoring compliance with this policy. They will periodically review the convenience and effectiveness of this policy. When appropriate, modifications and improvements will be made to the system. People who detect a breach of this policy may send an email to **ethics@aztec-plumbing.com**, which will be treated confidentially.