



HUMAN RIGHTS AND THE INCLUSION, DIVERSITY AND EQUITY POLICY

OBJECTIVE:

Promote and support Human Rights, including equal employment opportunities at Kimberly-Clark de Mexico, S.A.B. de C.V. and Subsidiaries, to guarantee that our employees are treated with respect, that labor laws are complied, as well as Human Rights.

SCOPE:

It applies to all our collaborators, employees and managers, affiliated companies, as well as to any person who provides professional services to the company.

GUIDELINES:

I. HUMAN RIGHTS

- 1) We recruit, hire, promote, and support the development of personnel regardless of any condition that precedes him/her.
- 2) We recognize the diverse abilities and experiences, while offering and accepting different perspectives that collaborators may have.
- 3) We maintain a respectful workplace. Harassment or bullying in any form are not tolerated.
- 4) No one can force any collaborator to carry out activities of any kind that are outside the work environment or activity for which they were hired, even more so if they are illegal activities, against the law, or that put their physical integrity at risk.
- 5) Employment related decisions are made based on job qualifications and merit.
- 6) We respect the right to freedom of religion and association in accordance with the laws.

II. INCLUSION, DIVERSITY AND EQUITY

- 7) We adopt an inclusive, gender equity and free of discrimination culture in all the groups and communities in which we operate.
- 8) Through the Inclusion, Diversity and Equity Committee we seek to maintain the representation of minorities.

III. RESPONSIBLES FOR GUARANTEEING THE IMPLEMENTATION OF THIS POLICY

- Upon an Employee's complaint of an alleged violation of any of the applicable labor laws or regulations, or of this Policy, the Functional Leader of each business unit will ensure that an expeditious and exhaustive investigation is carried out, with notification to the Internal Audit, Human Resources and Legal Departments.
- To report any concerns or situations that go against with what is established in the Code of Ethics or in our policies, we provide our collaborators and stakeholders with several channels where they can comment, report, or denounce, anonymously if they wish, but always respecting the confidentiality of the provided information.

The channels to comment, report or denounce are:

- **E-mail:** codigo.etica@kcc.com
- **Website:** <https://www.kimberly-clark.com.mx/conoce-kcm/reporte-de-etica>
- **Messenger or Postal Service:** Jaime Balmes No. 8 Piso 9, Los Morales, Polanco, Alcaldía Miguel Hidalgo C.P. 11510, Ciudad de México.
To:
Act. Alejandro Lascurain – Director de Recursos Humanos
Lic. Alejandro Argüelles – Abogado General