

LABOR GUIDELINES FOR SUPPLIERS OF SPECIALIZED SERVICES OR CONSTRUCTION WORKS

1.- The following Guidelines are mandatory for Suppliers of Specialized Services or Construction Works ("Supplier") that:

- (i) Have permanent personnel in SI facilities in Mexico (offices, construction and operation sites); or
- (ii) Perform temporary activities within SI's facilities in Mexico (offices, construction and operating sites).

2.- The Supplier shall adhere to (i) the Company's Sustainability Policy; (ii) Supplier Code of Business Conduct, and (iii) these Guidelines. The Sustainability Policy and these Guidelines are based on the International Finance Corporation's Performance Standards for Environmental and Social Sustainability, with which Semptra Infrastructure in Mexico is committed to comply.

3.- The Supplier undertakes to:

3.1. Record in writing working conditions and provide a copy of the employment contract to the employee, signed by both employer and employee, in strict compliance with the Federal Labor Law. The individual employment contract shall clearly state at least the following:

- The type of contract, terms and duration of the employment relationship;
- The worker's employer;
- Salaries and benefits;
- Form of payment and periodicity;
- Hours of work;
- Overtime;
- Rest days, vacations and recesses;
- Health insurance, among others.

In addition, the Supplier shall have a point of contact or service center for its employees to approach in case they have any doubts about their contract and terms of employment.

3.2. Pay salaries directly to workers at regular intervals. Deductions from salary may only be made in accordance with applicable law and collective bargaining agreements. The Supplier shall inform its personnel of such deductions at the time of making salary payments. Likewise, the Supplier must send the employee his/her stamped payroll receipt (in accordance with current tax legislation), clearly reflecting the deductions in question.

3.3. Ensure that project-related activities respect and meet the needs of workers in a dignified manner, ensuring that people with the same skills receive equal pay for work of equal value, promoting equal opportunity and providing an equitable and inclusive workplace.

3.4. Use appropriate hiring and employment practices to avoid discrimination. Job descriptions, salaries, promotions, recognition and training shall not be based on age, ethnicity, national origin, skin color, culture, religion, marital status, disability, gender, among others, in full respect for diversity and inclusion.

3.5. When it is necessary to provide accommodation for workers as part of the service, the Supplier shall ensure that he/she meets the needs of the workers, including but not limited to: safe location, cleanliness, access to drinking water and sanitation, sufficient space for each worker, adequate waste management, safety, health and hygiene. For reference purposes, the Supplier undertakes to consult the IFC and the European Bank for Reconstruction and Development guide entitled "[Workers accommodation: processes and standards](#)".

3.6 Provide or ensure that workers have access to a space for dining and/or food consumption, rest or hydration at the work site, properly conditioned to avoid exposure to rain, dust, sun or other factors that could put their health at risk. These spaces must be maintained in an orderly and clean manner.

3.7 Provide or ensure that workers can make use of accessible toilet facilities at the work site, separate for men and women, with supplies of water, paper, soap and drying, as well as periodic cleaning, maintenance and sanitization by a duly authorized service supplier .

3.8 Guarantee the supply of drinking water. If food is provided, it must be prepared in strict compliance with safety and hygiene measures.

3.9 In the case of providing transportation to workers, the Supplier shall ensure that the vehicles are in good condition and properly maintained.