



TREVINO LEATHER®

CORPORATE POLICIES

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Empresa
Socialmente
Responsable



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TREVINO LEATHER®

ENVIRONMENTAL POLICY

At Curtidos Treviño S.A. de C.V., we are a company dedicated to the processing of leather and automotive components, as well as committed to protecting the environment based on the following fundamental principles:

- Compliance with the legal requirements that apply as well as any other requirements that Curtidos Treviño S.A. de C.V. subscribes;
- Consider nature, the magnitude and environmental impact of activities, products and services, as well as apply continuous improvement methods with the purpose of minimizing, mitigating and / or preventing pollution and improving environmental performance;
- Encourage our internal and / or subcontracted personnel, as well as our suppliers, to make good use of resources by applying and respecting our Environmental Management System;

These principles constitute the frame of reference for the establishment of environmental objectives of our environmental management system.



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ANTICORRUPTION POLICY

At Curtidos Treviño we are totally opposed to corruption, which we define as “the use of functions for personal gain”.

Therefore, we are committed to taking whatever action is necessary to ensure that both management and employees always act ethically.



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PRIVACY NOTICE POLICY

At Curtidos Treviño we promise that all personal data obtained from our staff, clients and suppliers will be treated under the strictest security measures that guarantee confidentiality.

Personal information will be used exclusively to follow up on comments, queries, complaints and claims that you present in relation to our products and services, maintain statistical and administrative controls and, where appropriate, for advertising and commercial prospecting purposes.



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LABOR WELFARE POLICY

At Curtidos Treviño we contribute to the improvement of the quality of life of all our collaborators, suppliers and partners, providing conditions focused on their well-being as a reference to their lifestyle.

With the focus of improving work well-being and healthy lifestyles, the following concepts were defined:

- Prevention of occupational risks and the promotion of health and well-being in all activities and decisions, at all levels of the Organization.
- Seek to have wellness programs that facilitate the development of the individual skills of each employee in an inclusive teamwork environment.
- Have a fair, equal and inclusive welfare work scheme that is aligned with the personal growth and that of the families of our collaborators.



TREVINO LEATHER®

QUALITY POLICY

Process leather that fully meets the expectations of each client in quality, profitability and delivery.

Fulfilling the applicable requirements, quality objectives and strategic direction.

Working day by day towards the reduction of risks and for the continuous improvement of the Quality Management System.



TREVINO LEATHER®

TRAINING POLICY

All Curtidos Treviño employees must accredit a minimum of required hours of training, depending on their position. It will be the responsibility of the Area Manager or the immediate supervisor to present to human resources the training needs they require and suggest for their team, as well as to inform the employees of the mandatory and available courses according to the needs of their position.

The company must present an annual training calendar according to the needs of the personnel and the budget authorized by management, which helps to improve the capacities and abilities of the company's collaborators.

It will be the responsibility of the employees to schedule, attend and approve the required courses according to their position. All employees must receive a mandatory induction course to familiarize them with the company.

The Training Department must coordinate the different areas that will be responsible for imparting general induction courses to new employees; In these courses that will be taught weekly, the collaborator must know everything related to the company in terms of human resources, health and safety, payroll, quality, 5s and the environment. The company must at all times consider in its training material all the necessary elements for employees with any physical limitation or disability.

It will be the responsibility of the immediate supervisor, to coordinate the training for the position of the employee after the general induction. In the case of promotion or hiring, the immediate supervisor must assign a person who will be responsible for training in the activities of the position.

It will be the responsibility of the employee assigned to give the training, explain in detail the activities of the position, as well as give examples that facilitate learning. This process should be repeated as many times as necessary to achieve the desired quality in the activities.

All training given will end with an evaluation according to the frequency established in the area's own procedures.



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COMMUNICATION POLICY

Our goal at Curtidos Treviño is to develop communication actions aimed at promoting the good reputation of our company through the creation, development and dissemination of its image, with honesty, integrity, transparency and responsibility, to provide truthful and clear information, maintaining the coherence between the messages issued, both external and internal, in any of its channels, by all areas of the organization.

We consider that communication actions are a strategic value, that they help the company to achieve its corporate and business objectives and that they must be governed by the following principles:

- Preserve and promote the image and reputation of Curtidos Treviño
- Manage proactive and planned communication with our stakeholders
- Actively collaborate in the generation of internal culture
- Continuous improvement



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OUTSOURCING CONTRACTING POLICY

The company will guarantee that the legal and human rights of the people who work for the companies subcontracted by Curtidos Treviño are respected.

Curtidos Treviño will no longer have commercial relationships with the subcontracted company or companies that present significant violations of these rights.

The subcontracted provider must guarantee that it complies with its obligations before all the authorities of the country in which it operates and is incorporated.

The company and the subcontracted personnel must comply 100% with the commercial and confidentiality agreements signed with Curtidos Treviño. In addition, you must adhere to compliance with the internal regulations and procedures, code of ethics and sanctions established by Curtidos Treviño.



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HUMAN RIGHTS POLICY

THE GENERAL ASSEMBLY proclaims this UNIVERSAL DECLARATION OF HUMAN RIGHTS as a common ideal for which all people and nations should strive, so that both individuals and institutions, constantly drawing inspiration from it, promote, through teaching and education, respect for these rights and freedoms, and ensure, through progressive national and international measures, their universal and effective recognition and application, both among the people of the Member States and among those of the territories placed under their jurisdiction. Therefore, Curtidos Treviño is committed to complying with them and promoting them as an important practice among all its stakeholders.

Article 1.

All human beings are born free and equal in dignity and rights and, endowed as they are with reason and conscience, must behave fraternally with one another.

Article 2.

Everyone has all the rights and freedoms proclaimed in this Declaration, without any distinction of race, color, sex, language, religion, political opinion or of any other nature, national or social origin, economic position, birth or any other condition. In addition, no distinction will be made based on the political, legal or international condition of the country or territory on whose jurisdiction a person depends, whether it is an independent country, or a territory under fiduciary administration, not autonomous or subject to any another limitation of sovereignty.

Article 3.

Every individual has the right to life, liberty and personal security.

Article 4.

No one will be held in slavery or servitude, slavery and the slave trade are prohibited in all their forms.

Article 5.

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Article 6.

Every human being has the right, everywhere, to the recognition of his legal personality.

Article 7.

All are equal before the law and are entitled, without distinction, to equal protection of the law. Everyone is entitled to equal protection against any discrimination that violates this Declaration and against any provocation to such discrimination.

Article 8.

Every person has the right to an effective recourse before the competent national courts, which protects them against acts that violate their fundamental rights recognized by the constitution or by law.

Article 9.

No one shall be subjected to arbitrary arrest, detention or exile.

Article 10.

Every person has the right, under conditions of full equality, to be heard publicly and fairly by an independent and impartial court, for the determination of his rights and obligations or for the examination of any accusation against him in criminal matters.

Article 11.

1. Every person accused of a crime has the right to be presumed innocent until proven guilty, in accordance with the law and in a public trial in which all the necessary guarantees for his defense have been assured.
2. No one shall be convicted for acts or omissions that at the time of their commission were not criminal according to national or international law. Neither shall a more serious penalty be imposed than that applicable at the time of the commission of the crime.

Article 12.

No one shall be the object of arbitrary interference with his private life, his family, his home or his correspondence, nor of attacks on his honor or reputation. Everyone has the right to the protection of the law against such interference or attacks.

Article 13.

1. Everyone has the right to move freely and to choose his residence in the territory of a State.
2. Everyone has the right to leave any country, including his own, and to return to his country.

Article 14.

1. In the event of persecution, everyone has the right to seek asylum, and to enjoy it, in any country.
2. This right may not be invoked against a legal action genuinely originated by common crimes or by acts contrary to the purposes and principles of the United Nations.

Article 15.

1. Everyone has the right to a nationality.
2. No one shall be arbitrarily deprived of his nationality or of the right to change his nationality.

Article 16.

1. Men and women, starting from the age of marriage, have the right, without any restriction on grounds of race, nationality or religion, to marry and start a family, and shall enjoy equal rights regarding marriage, during marriage and in the event of dissolution of the marriage.
2. Only with the free and full consent of the future spouses may they get married.
3. The family is the natural and fundamental element of society and has the right to the protection of society and the State.

Article 17.

1. Everyone has the right to property, individually and collectively.
2. No one shall be arbitrarily deprived of his property.

Article 18.

Everyone has the right to freedom of thought, conscience and religion; This right includes the freedom to change your religion or belief, as well as the freedom to manifest your religion or belief, individually and collectively, both in public and in private, through teaching, practice, worship and observance.

Article 19.

Every individual has the right to freedom of opinion and expression; This right includes the right not to be disturbed because of one's opinions, to investigate and receive information and opinions, and to disseminate them, without limitation of borders, by any means of expression.

Article 20.

1. Everyone has the right to freedom of peaceful assembly and association.
2. No one may be forced to belong to an association.

Article 21.

1. Everyone has the right to participate in the government of his country, directly or through freely chosen representatives.
2. Everyone has the right of access, under conditions of equality, to public service in his country.
3. The will of the people is the basis of the authority of public power; This will be expressed through authentic elections that will be held periodically, by universal and equal vote and by secret ballot or other equivalent procedure that guarantees freedom of vote.

Article 22.

Every person, as a member of society, has the right to social security, and to obtain, through national efforts and international cooperation, taking into account the organization and resources of each State, the satisfaction of economic, social and cultural rights, indispensable to their dignity and to the free development of their personality.

Article 23.

1. Everyone has the right to work, to free choice of work, to just and satisfactory working conditions and to protection against unemployment.
2. Everyone has the right, without any discrimination, to equal pay for equal work.
3. Every person who works has the right to fair and satisfactory compensation, which ensures him/her, as well as his/her family, an existence in accordance with human dignity and which will be supplemented, if necessary, by any other means of social protection.
4. Everyone has the right to form unions and to organize for the defense of their interests.

Article 24.

Everyone has the right to rest, to enjoy free time, to a reasonable limitation of the duration of work and to periodic paid vacations.

Article 25.

1. Everyone has the right to an adequate standard of living that assures him/her, as well as his/her family, health and well-being, and especially food, clothing, housing, medical assistance and the necessary social services; everyone is also entitled to insurance in the event of unemployment, illness, disability, widowhood, old age or other cases of loss of source of livelihood due to circumstances independent of your will.
2. Motherhood and childhood have the right to special care and assistance. All children, born in wedlock or out of wedlock, have the right to equal social protection.

Article 26.

1. Everyone has the right to education. Education should be free, at least with regard to elementary and fundamental instruction. Elementary instruction

will be mandatory. Technical and professional instruction must be generalized; access to higher education will be the same for all, depending on the respective merits.

2. Education shall have as its objective the full development of the human personality and the strengthening of respect for human rights and fundamental freedoms; It will promote understanding, tolerance and friendship among all nations and all ethnic or religious groups, and will promote the development of United Nations peacekeeping activities.
3. Parents will have a preferential right to choose the type of education to be given to their children.

Article 27.

1. Everyone has the right to freely take part in the cultural life of the community, to enjoy the arts and to participate in scientific progress and the benefits that result from it.
2. Every person has the right to the protection of the moral and material interests that correspond to him/her by reason of the scientific, literary or artistic productions of which he/she is the author.

Article 28.

Everyone has the right to establish a social and international order in which the rights and freedoms proclaimed in this Declaration are fully effective.

Article 29.

1. Everyone has duties to the community, since only in it can he freely and fully develop his personality.
2. In the exercise of their rights and in the enjoyment of their freedoms, every person will only be subject to the limitations established by law with the sole purpose of ensuring the recognition and respect of the rights and freedoms of others, and to satisfy the just demands of morals, public order and the general welfare in a democratic society.
3. These rights and freedoms may not, in any case, be exercised in opposition to the purposes and principles of the United Nations.

Article 30.

Nothing in this Declaration may be interpreted in the sense that it confers any right to the State, to a group or to a person, to undertake and develop activities or carry out acts aimed at the suppression of any of the rights and freedoms proclaimed in this Declaration.



TREVINO LEATHER®

DIVERSITY AND INCLUSION POLICY

No person in Curtidos Treviño will be subject to discrimination based on race, marital status, union membership, physical disability, illness, religion, sexual orientation, political opinion, age, nationality or gender, or any other condition protected by law that affects any right fundamental of people. The company will seek to guarantee equal opportunities for all the people who work in the organization.

In our organization we work in an inclusive culture, where everyone feels valued and respected, and where they can fully contribute to the achievement of the objectives. It seeks to eliminate barriers that may stop full participation in the workplace and / or having the same opportunities. Likewise, we guarantee that the remuneration of our collaborators meets only criteria of merit and ability in relation to the requirements of the job.

The values of inclusion and equal opportunities are communicated through our recruitment and selection policies, where equal employment conditions are guaranteed for all employees equally.

At Curtidos Treviño we strive to create a work environment focused on equality, acceptance and understanding, where all employees have the freedom to express

their ideas and be heard. For this purpose, we have different ways to express any comment, complaint or suggestion of any kind. Discrimination of any kind is not tolerated and, in the event of an alleged event, we have the appropriate systems and mechanisms so that employees can report them.

OUR COMMITMENTS IN DIVERSITY AND INCLUSION ARE:

- Promote and defend the human rights of employees
- Promote equal pay
- Respect diversity
- Combat and punish discrimination of any kind
- Establish clear measures and mechanisms to prevent, address, punish and eradicate harassment in the workplace
- Generate a work environment free of violence
- Promote the communion of work, personal and family life
- Ensure inclusive and non-discriminatory internal and external advertising and communication



TREVINO LEATHER®

LABORATORY POLICY

The Laboratory at Curtidos Treviño S.A de C.V. offers a coherent operation in the testing area to generate high rates of satisfaction for our clients, always committed to impartiality and confidentiality, for this purpose our staff remains in permanent training to improve competence through evaluation programs, to generate services that comply with national and international standards.

The laboratory staff is committed to the development and implementation of the management system and to continually improving its effectiveness.



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POLICY OF NO ABUSE AND ABUSE

It is the duty of everyone in the company to promote and guarantee respect and protection of human rights; likewise protect the rights of all of us who make up this company in such a way that working hours, salaries and other benefits are granted fairly.



TREVINO LEATHER®

POLICY OF NON-RETALIATION TO PLAINTIFFS AND ACCUSED

Curtidos Treviño will not tolerate retaliation against any employee who has filed a complaint, so no employee should take, directly or indirectly, retaliation against another employee who has filed a complaint.

The Ethics Committee will take the necessary measures in each case to ensure that retaliation does not occur in the terms indicated in this policy.

In the event of retaliation against a collaborator who has filed a complaint, the Ethics Committee will take the necessary measures against the collaborator or collaborators who have taken the indicated reprisals, in addition to taking measures to prevent their recurrence.

Retaliation by any employee against another who has submitted a query or complaint will be considered a serious offense.



TREVINO LEATHER®

PSYCHOSOCIAL RISK PREVENTION POLICY

At Curtidos Treviño S.A de C.V., the prevention of workplace violence and the promotion of a favorable organizational environment is a priority to have a sustainable organization that meets the regulatory requirements and those of our clients.

It is the obligation of supervisors, managers and directors to apply this policy. Acts of workplace violence are not tolerated, as well as any incident that encourages psychosocial risk factors or actions against the favorable organizational environment.

We have an anonymous report that does not allow retaliation and avoids abusive or unfounded claims that guarantees the confidentiality of the cases.

The exercise of the rights of the personnel to observe their beliefs or practices or to satisfy their needs related to race, sex, religion, ethnicity or age or any other condition that may give rise to any other type of discrimination is respected.

Spaces for participation and consultation are created, taking into account the ideas of workers and employees.



TREVINO LEATHER®

SUPPLIERS POLICY

Our challenge is to find potential suppliers who can offer products and services in accordance with our selection criteria and our commitment to quality and customer satisfaction. The criteria and modes of interaction that we apply to suppliers are intended to ensure quality, uninterrupted delivery of the products and services agreed with them. As well as ensuring correct management of issues such as environmental protection, code of conduct for manufacturers and suppliers, and code of ethics; in which suppliers are also related when applicable.

Curtidos Treviño's supplier policy aims to:

- Establish relationships with those suppliers that offer the best practices, cost, service and quality (Selection Criteria for Curtidos Treviño).
- Make purchases from a limited number of excellent suppliers.
- Find the lowest cost of supplies, taking into account not only the price, but other factors such as quality, service, logistics.
- Engage with suppliers that have quality management system certifications.

Involve suppliers in Curtidos Treviño's environmental management system, to reduce the environmental impact of all work activities carried out in their production plants.

Give priority in the evaluation of suppliers to those with whom they have an ISO 14001 accreditation.

Establish relationships with suppliers based on respect, honesty and ethics.

Suppliers related to Curtidos Treviño must undertake to respect the human and labor rights of all employees hired, as well as to involve and transmit these principles to their business.

The corresponding commercial and confidentiality contracts must be signed.

Establish commercial relationships that are not based on offering, granting, requiring, and / or accepting, gifts or gifts, favors or compensation, in cash or in kind, whatever their nature, that may influence the decision-making process.



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ACKNOWLEDGEMENTS POLICY

Curtidos Treviño has adopted the recognition of staff as a philosophy of action that aims to strengthen, through recognition, encouragement and motivation of staff to influence the improvement of company processes.

Said policy is identified with the following guidelines:

- Analyze individual achievements and, based on them, agree on starting standards of what is considered an ideal performance.
- Start an incentives program for staff performance. This program has the particularity of being oriented to all personnel.

The purpose of this policy is to motivate and create the favorable motivational conditions for the company's personnel to develop, granting certain benefits to personnel who stand out for their work.



TREVINO LEATHER®

RECRUITMENT AND SELECTION POLICY

In the context of Curtidos Treviño as a growing company, it is important to have competent collaborators with potential, who contribute to sustaining this growth in the medium and long term. Each time a vacancy occurs, either due to the creation of a position and / or the absence of the occupant in the position, a series of processes and resources are initiated, both internal and external to identify, recruit and evaluate the most important people qualified for the position requested. It should be an essential concern of Curtidos Treviño, to incorporate human resources of excellence and consistent with the organizational culture, that is, competent and adaptable people who, through their performance, contribute to increasing the competitiveness of the company in a context of collaboration and respect. For the purposes of this policy, we will understand by recruitment and selection the following concepts:

- Recruitment is the "process of identifying and recruiting qualified candidates to fill vacancies." The recruitment process begins with the search (request for the provision of personnel) and ends when the job applications are received ”.
- Personnel selection is "that structured and planned activity that allows, evaluating and identifying, with a predictive character, the personal characteristics of a set of candidates that differentiate them from others and make them more suitable or close to a set of characteristics and capacities previously determined according to the profile of the position, so that it is performed efficiently ”.

Curtidos Treviño S.A. de C.V., promotes a transparent policy of recruitment, selection and provision of positions, which guarantees the incorporation of the most qualified people for the positions to be filled.

The basic premise in the development of these policies is the following:

In any recruitment and selection process, the pertinent measures must be adopted to ensure objectivity, transparency, non-discrimination and equal conditions.

It is prohibited for any employee of the company to spontaneously and independently decide that a person starts and / or establishes a working relationship with the company.

It will be essential, in all cases, to carry out a formal selection process and have the authorizations of the Human Resources Management to initiate said relationship. The provision of a position will be subject to the following rules:

- a. The selection process must be endorsed by the form called "Personnel Requisition" (RH01F0100), in which the relevance of providing the position must be verified.
- b. All provision of positions will be made through a recruitment and selection process, which can be covered by external provision or internal mobility.
- c. Any personnel requirement that implies an increase in salary must be approved by the Human Resources Management and General Management. Likewise, to complete the contract of any applicant, the Human Resources Management must have the approval.
- d. The direct head of the position to be provided, will participate in the selection process by defining the profile, interviewing and, as a consultation instance, in the final selection of the candidate for administrative positions and middle management.
- e. The notices of the selection processes must not contain biases of any kind, nor use discriminatory language, nor require personal information that exceeds the requirements of the position and does not refer directly to it. Within the requested requirements, no distinctions, exclusions or preferences based on race, color, sex, age, marital status, union, religion, political opinion, national ancestry, disabilities, sexual orientation or social origin may be applied nullify or alter equal opportunities or treatment in employment.
- f. There are the following minimum entry requirements, which are applicable to any position that needs to be covered at Curtidos Treviño:
 - Level of Formal Education: Education will be based on the profile of the position defined in the job description; however, the minimum level required to enter the company is complete / truncated basic education.
 - Age: minimum 18 years old.
 - Nationality: Mexican and any other, that proves legal stay in the country and permission to work.

- Relationship: Any person may apply to Curtidos Treviño, even if they are related to a current collaborator, as long as they are not dependent on each other in hierarchical order.
- Personal Presence: Adequate presence, treatment and correct use of language are expected.
- Psychological Profile: Refers to the set of intellectual and personality characteristics that every applicant must have to perform successfully in their position. Specific psychological requirements are considered according to the functions of the position.
- Physical profile: Applicants who present a disability that requires an adaptation for the application of the selection tools and their subsequent incorporation to the position, must inform them in their application, for the purpose of adapting them and thus guaranteeing non-discrimination for this reason.

To ensure that the hiring policies of Curtidos Treviño S.A. de C.V. are met, all candidates for vacant positions must be hired by the Human Resources Management.



TREVINO LEATHER®

HUMAN RESOURCES POLICY

At Curtidos Treviño we know that healthy interaction with and among people is vital to achieving the company's objectives. For this reason, it is important to have a set of rules that help us to have an adequate corporate development.

In the company we will always seek to have the best possible people who can contribute their knowledge and skills in favor of the desired results, regardless of race, marital status, unionization, physical disability, disease, religion, sexual orientation, political opinion, age, nationality or gender, or any other condition protected by law that affects any fundamental right of people

The company will guarantee equal fair treatment for all employees, including compensation, which will be based solely on merits and skills.

Every day, in all processes, we must communicate, guide and act in accordance with our values, regulations, code of conduct and ethics.

We are aware that the best work team must be formed in the best possible way to guarantee personal and professional growth; It is necessary to measure and evaluate performance, behavior and actions in order to provide feedback, motivate and support the professional and personal growth of all the personnel who work in the company.

Curtidos Treviño and its staff recognize that we operate and belong to a community that requires support from us to improve its environment; our daily practices will always be considering the needs of the community and what is best for it.



TREVINO LEATHER®

SOCIAL RESPONSIBILITY POLICY

Curtidos Treviño S.A. de C.V. conceives social responsibility as a fundamental part of its business strategies to contribute to the generation of economic, social and environmental value, seeking the preservation of the environment and the sustainability of future generations.

The company must take into account that its activities affect, positively or negatively, the quality of life of its employees and of the communities in which it operates.

Adhering to strict compliance with laws, regulations, standards and commitments, the organization promotes ethical behavior among its stakeholders through its code of ethics.

Our principles are based on:

- Transparency towards our stakeholders with the dissemination of relevant and truthful information.
- In the adoption of the ten principles of the United Nations World Pact, as well as dignified, equal treatment and without discrimination of any kind within our organization and with or towards interest groups.
- Create links with surrounding communities.
- Ensure that Curtidos Treviño's activities and operations generate the least possible impact on the environment.
- Promoting fair market practices.



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MINIMUM WAGE POLICY

The wages and salaries paid to our workers will always be in accordance with the provisions of the current Collective Agreement.

The company will try to pay the workers a fair salary that is higher than the minimum wage in our geographical area and in accordance with the role performed.

The company also agrees that it is the one that pays all wages and salaries and not a third company.



TREVINO LEATHER®

OCCUPATIONAL HEALTH AND SAFETY POLICY

Curtidos Treviño S.A. de C.V. is committed to Occupational Health and Safety being present in each of our processes, to prevent injuries and the deterioration of health. That is why we are committed to meeting the following principles:

- Identify, evaluate and control the dangers and risks inherent to our activities that may affect the safety or occupational health of all our employees, and non-employees during their stay at our facilities.
- Ensure that our current and future operations and processes comply with applicable occupational health and safety legislation and other requirements defined by management.
- Ensure that the necessary measures and facilities are in place so that employees with a physical disability can carry out their work safely and without risk.
- Motivate, train and educate our employees to carry out their work safely and healthily by encouraging their consultation and participation.
- Carry out periodic reviews and audits of our management system to verify and evaluate the fulfillment of goals, objectives and opportunities.
- Safeguard people and property, ensuring a workplace free of occupational injuries and illnesses, establishing actions for continuous improvement of our occupational health and safety management system.
- Prevent drug addiction and disease by keeping employees informed through health campaigns.



TREVINO LEATHER®

CHILD LABOR POLICY

Child labor takes away the precious time of childhood, does not allow its development or education; For this reason, this company will NOT hire people under 17 years of age under any circumstances. Those hired under 18 years of age and over 17 years of age will perform functions where it is not required to operate a machine or there is no exposure to chemical products.



TREVINO LEATHER®

VOLUNTEER POLICY

As part of the culture of Curtidos Treviño, S.A. de C.V., those of us who work in the company promote social commitment, seeking to contribute to the improvement and development of projects and programs aimed at the communities in which we live and operate.

For this reason, we encourage our collaborators to be an active part of them through their volunteer work, social actions and / or their donations of time and knowledge.

This corporate citizenship is experienced in our company as part of the social responsibility strategy and is reflected in this Corporate Volunteering Policy, which establishes the commitment of our employees and their families, with our stakeholders and the communities to which we belong.

This Policy applies to all its collaborators nationwide and establishes that:

- All employees can actively participate in social programs and projects that promote the development of the communities in which Curtidos Treviño operates.
- The hours dedicated to volunteer activities must not interfere with their work responsibilities, the fulfillment of projects, their daily performance or put the optimal operation of the company at risk.
- Each volunteer must schedule their activities and inform their immediate boss of the hours in which they will carry out their work, since the hours allocated to social actions should not be recovered.
- The participation of collaborators, during working hours, is subject to the authorization of their immediate boss.

- Initiatives of a political or religious nature, as well as those that represent a potential conflict of interest for Curtidos Treviño, are excluded from Corporate Volunteering activities.