



PROCEDURE FOR THE OPERATION OF THE SUSTAINABILITY COMMITTEE	Código
	Fecha de Vigencia:
	Numero de versión:

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### Objective

To establish the methodology by which the Sustainability Committee (hereinafter "the Committee") performs its functions, including how the members are determined, the sessions are convened, and the sessions are developed.

### Scope

This procedure applies to the members of the Sustainability Committee, as well as to the Sustainability and Institutional Business team.

### Description

The Committee has a central role in the company's experience of the collective understanding reflected in our Sustainability Policy and in the implementation of the Sustainability Strategy (hereinafter "the Strategy").

A formalising procedure is defined:

- 1) The designation of the members, so that the different areas related to the Strategy are represented and we involve our operations in all the countries.
- 2) The summoning of the sessions and their development.

It also includes the tasks that correspond to the Sustainability Coordinator to maintain the continuity of the Committee's operation, as well as to coordinate and monitor the implementation by the company's corresponding areas of the decisions adopted by the Committee.

### Terms and Glossary

**Indicator:** data or information that serves to know the current development of sustainability in Grupo Rotoplas and that allows to manage its future evolution.

**Collective decision:** a decision taken by a group of people by majority vote after the casting of a vote by each member, with the possibility of there being a casting vote in the event of a tie assigned to the maximum responsible person designated in the group.

### Roles and responsibilities

**VP of Sustainability and Institutional Business** - Chairman of the Sustainability Committee, authorizes the members, including local representatives, as well as the holding of special sessions. Presents at the Committee



sessions an assessment of the company's scenario, to contextualize decision-making, as well as presents to the Corporate Practices and Strategy Committee the state of progress in the Sustainability Strategy.

**Sustainability Coordinator** - Responsible for the operation of the Committee, being in charge of convening the sessions and scheduling the contents, as well as conducting the sessions. It is in charge of monitoring the indicators of the Strategy initiatives and of presenting the degree of progress in the sessions, also following up on what has been agreed by the Committee.

**Sustainability Committee** - The body responsible for representing stakeholders in the Grupo Rotoplas and following up on the Sustainability Strategy, which it also participates in defining. Its sessions make it possible to present the points of view of the areas involved in the Strategy, study progress and deal with additional issues related to the operational context and its relationship with the Strategy.

**Areas that integrate the Sustainability Committee** - Through the representative they designate, they participate in the sessions of the Committee, exposing the pertinent aspects related to the initiatives they develop within the framework of the Sustainability Strategy.

#### **Procedure: General**

##### **Mission of the Committee**

To be a representative body of the priority interest groups for Grupo Rotoplas, which determines the Sustainability Strategy and oversees its monitoring. It serves as a meeting point to reflect the expectations of stakeholders, analyze the operating context and respond to the impacts, risks and opportunities of the company in the different issues that make sustainability.

#### **Procedure: Stages and Activities**

##### **1. Definition of functions**

- The Sustainability Committee is the body in charge of approving the company's Sustainability Strategy and keeping it updated, as established in the specific procedure. It is also in charge of monitoring the progress of Grupo Rotoplas in its implementation.
- Additionally, any director of the company may propose functions to be undertaken by the Sustainability Committee, which will be analyzed in the first instance by the Sustainability and Institutional Business VP, for the subsequent presentation of the proposals to the Committee itself, which will decide collegially if and how to incorporate them into its responsibilities.
- The responsibilities of the Sustainability Committee are listed in the updated Appendix I of this procedure, in addition to being referenced in other procedures and policies of the company.

## **2. Determination of participants**

### **2.1. Chair and secretariat of the Committee**

The **Chair of the Committee** corresponds to the Sustainability and Institutional Business VP, with the following functions:

- Validate the composition of members of the Committee, at the proposal of the Sustainability Coordinator and/or direct request from an area of the company.
- Present to the Corporate Practices and Strategy Committee the agreements of the Sustainability Committee, as well as the status of the main indicators of the Strategy, which have been previously analyzed in this committee.

The Secretariat of the Committee corresponds to the Sustainability Coordinator, with the following functions:

- Propose the members of the Committee, which will be validated by the VP of Sustainability and Institutional Businesses.
- Summon Committee sessions.
- Prepare Committee Agenda.
- Present Sustainability Strategy monitoring indicators.
- Follow up the decisions and agreements adopted in the Committee.

### **2.2. Participants: Area Representatives**

- The areas of Grupo Rotoplas that participate with representatives in the Committee are those that the Sustainability team establishes due to its relationship with the Sustainability Strategy, with its focal points/pillars, lines and initiatives.
- Additionally, any other area can request participation by itself, formulating the request to the Sustainability and Institutional Businesses VP, who will finally decide on its inclusion. The petition must include a description of the value proposition it delivers and how it relates to the Sustainability Strategy.
- The updated list of Committee members is presented in Appendix II.

### **2.3. Participants: Local/market representatives**

- The Committee also has a representation of the countries in which Rotoplas operates local representatives. To this end, the Sustainability Coordinator, with the approval of the Sustainability and Institutional Businesses VP, has appointed a local Strategy representative, who may be from any of the areas linked to the Strategy itself.
- The set of local representatives participates in the Committee, not as spokespersons for their area but for the set of operations in the country.
- The updated list of members of the Committee is presented in Appendix II.

## **2.4. Other participants**

- According to the topics contemplated in the agenda of each session, the Committee may count on the participation of third-party specialists and/or representatives of interest groups. The Sustainability Coordinator is responsible of defining the agenda for each session, including the topics to be addressed, as well as, consequently, defining which possible external participants may be invited and formulating the call for them.
- In addition, any of the members of the Committee may propose the participation of an external to Grupo Rotoplas, informing the Sustainability Coordinator so that the pertinence may be evaluated, and the invitation issued.
- Any request that proposes the participation of a third party to Grupo Rotoplas in the Committee must be accompanied by the following information: 1) Name and title, 2) Group of interest to which it belongs, 3) Reason for its participation and subject that it will deal with in the session.
- Once the participation has been decided, the Sustainability Coordinator will send the formal invitation to the interlocutor, with the details of the session and the time assigned; he or she is also in charge of confirming the attendance of the guest.

## **2.5. Rights and obligations of Committee members:**

### **Rights:**

- Attend meetings of the Committee.
- Have a voice and vote during the sessions of the Committee.
- Collaborate actively in the Committee's proposals.

### **Obligations:**

- Provide a critical - constructive approach to the Committee's decisions.
- Seek the greatest benefit for the company and its internal and external stakeholders.
- Attend at least 75% of the sessions in person or by sending a designated representative of the area, country or subsidiary.

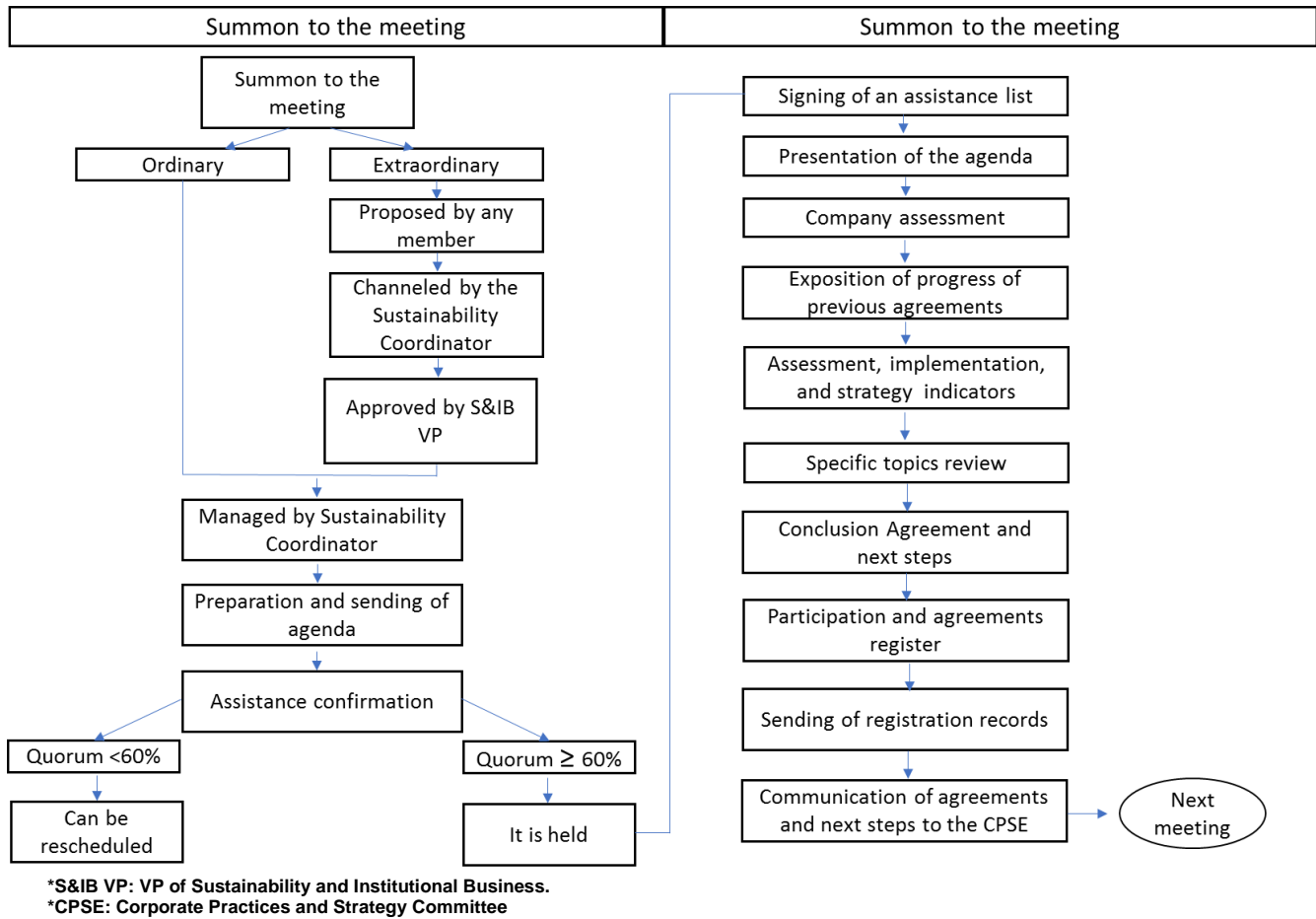
## **3. Operative – Flow chart**

### **3.1. Summon to sessions**

- The Sustainability Committee meets quarterly on a regular basis, the Sustainability Coordinator formulating the call to members.
- It is possible to call extraordinary sessions, which can be requested by any of the members of the Committee, by petition to the Sustainability Coordinator, which will be approved by the VP of Sustainability and Institutional Business.
- The Sustainability Coordinator prepares the agenda for each session, which will be sent by him/her one week in advance to the members of the Committee.
- Prior to the celebration of the session, the Sustainability Coordinator confirms the attendance by consulting the members, with the objective of guaranteeing a quorum. The celebration of the session can be modified in date and time with respect to the initial summoning in case in this previous consultation the attendance of at least 60% of the members is not guaranteed.

### **3.2. Holding of meetings**

- Members sign an attendance list upon arrival.
- The session begins with the presentation by the Sustainability Coordinator of the agenda he has prepared with the issues and topics to be addressed.
- Next, the Sustainability and Institutional Businesses VP issues a first assessment, with the situation of the company's strategy and operation and the business context, as well as the impact it visualizes on sustainability performance. In this way, the different members will have a vision of the scenario in which the company finds itself. This will not occur if external third parties participate in the session to safeguard confidentiality.
- The Sustainability Coordinator presents the state of progress with respect to the agreements of previous sessions.
- Next, the Sustainability Coordinator issues an assessment of the evolution in the implementation of the Sustainability Strategy and presents the indicators of the priority scorecard; this is established as indicated in the Sustainability Strategy Definition and Update Procedure.
- After that, the space is opened to address the different specific topics of the session, with the participation of the members and/or external third parties that have been invited.
- Prior to the end of the session, the Sustainability Coordinator will present the agreements reached and the next steps, so that they are agreed and scheduled.
- The agreements reached in the session, as well as the main proposals for the participation of the different members, are recorded by the Sustainability Coordinator in a report, which he sends them in the following days.
- The VP of Sustainability and Institutional Businesses submits the main agreements reached, the results of the scorecard and the next steps, to the Corporate Practices and Strategy Committee.



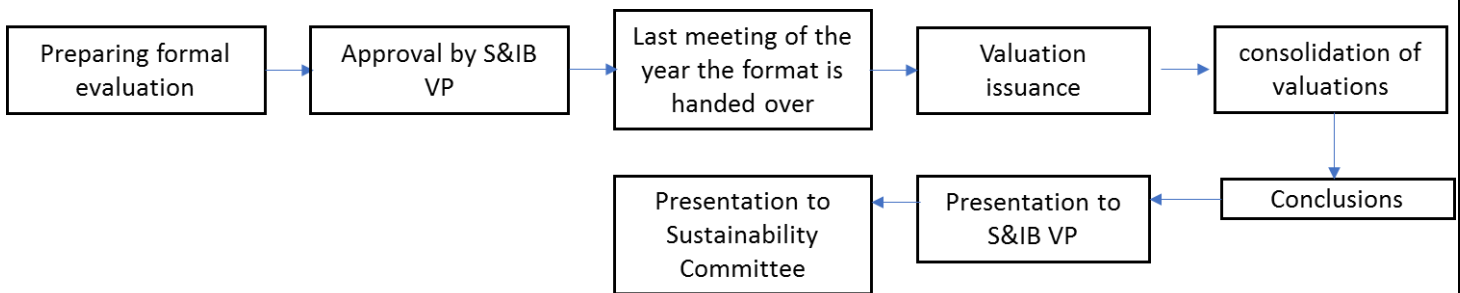
### 3.3. Follow-up of sessions

- In addition to the Committee's quarterly sessions, monthly follow-up meetings are held with the participation of the Sustainability and Institutional Businesses VP, the Sustainability Coordinator and Senior BP of Strategy, in the months when no Committee is held.
- Follow-up meetings are convened by the Sustainability Coordinator, who also presents progress on committee commitments and Sustainability Strategy initiatives.
- The areas that participate in the Sustainability Strategy must report monthly to the Sustainability Coordinator the progress in the established indicators and the performance information of the initiatives.
- The Sustainability Coordinator oversees managing that it is uploaded to the PMO platform by the corresponding Planner<sup>1</sup>.

<sup>1</sup> In accordance with the Procedure for Defining and Updating the Sustainability Strategy.

#### 4. Sustainability Committee Evaluation - Flowchart

- The performance of the Sustainability Committee, in terms of the relevance of the decisions taken considering the Sustainability Strategy and the operating context, is evaluated with the objective of promoting continuous improvement.
- In no case does the evaluation have the purpose of analyzing and qualifying the individual performance of each member.
- The self-evaluation modality is established. For this purpose, the Sustainability Coordinator prepares a format with the aspects to be evaluated (e.g. length of sessions, frequency, relevance of contents, topicality of topics, knowledge delivered, participation, etc.), which is approved by the VP of Sustainability and Institutional Businesses.
- In the last session of the year, the format is delivered by the Sustainability Coordinator to the members, who issue their assessment anonymously within a previously defined period.
- The Sustainability Coordinator consolidates the valuations issued by the members and establishes the main conclusions, which he presents to the VP of Sustainability and Institutional Businesses in the first instance and to the Sustainability Committee afterwards, in the following session (the first of the year).



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#### Sources of Information and References

- Sustainability Policy.
- Institutional and Stakeholder Relations Policy.
- Procedure for Defining and Updating the Sustainability Strategy

## Appendix

### I. Functions of the Sustainability Committee

- Sensitize the areas involved and senior management on the importance of compliance and adherence to the Sustainable Purchasing Policy and the implications in terms of reputational and operational risk management that for Grupo Rotoplas means hiring suppliers with the best environmental, social and corporate governance (ESG) practices.
- Promote and monitor the company's environmental, social and corporate governance initiatives that are part of the Sustainability Strategy, including established indicators, as well as other additional initiatives that may be considered.
- Maintain the Sustainability Strategy updated in accordance with the company's approach and stakeholder perspective.
- Promote the implementation of the initiatives that form part of the Sustainability Strategy in the different countries in which we operate, coordinating the representatives established for this purpose.
- Monitoring of the results and analysis of the evolution in the implementation of the initiatives of the Sustainability Strategy.
- Selection and approval of suitable communication channels for the transmission of performance in the implementation of the Sustainability Strategy.
- Approval of criteria for identifying company stakeholders.
- Promote and monitor climate change commitments and associated initiatives, including the analysis of the results obtained in their implementation by the different areas involved.
- To propose the necessary adjustments to the commitments made by Grupo Rotoplas regarding climate change, including those related to the intensity of energy use and the intensity of GHG emissions.

### Members of the Sustainability Committee

*Representatives of areas of Grupo Rotoplas:*

- Supply Chain
- Change management
- Human capital
- Purchasing
- Internal communication
- Strategy
- Hygiene, Safety and Environment
- Government Projects
- Innovation
- Marketing
- Investor Relations
- Sustainability
- Institutional relations



Additionally, representatives of the companies that have joined Grupo Rotoplas during the first stage of the integration.

- IPS
- Sytesa

*Representatives of countries with operations (in addition to Mexico):*

- Argentina
- Brazil
- Guatemala (on behalf of Central America as a whole)
- Peru

## **II. Formats**

- Agenda format
- Format of the minutes of the session
- Format of action plans (including indicators)