

OBJECTIVE

This manual establishes the guidelines for carrying out corporate volunteering activities at Genomma Lab International, in order to generate positive social and environmental impact, promote the leadership of employees and strengthen their sense of belonging to the Company.

SCOPE

This manual is global and applies to each country in which Genomma Lab Internacional, S.A.B. de C.V., its affiliates, subsidiaries and interest groups, in addition and complementary to the provisions of the applicable laws for each country. If any provision of this policy conflicts with the laws applicable to any particular country, the laws of that country shall prevail.

KEY DEFINITIONS

- **Direct beneficiaries:** People who receive direct support from volunteering.
- **Indirect beneficiaries:** People benefited secondarily or collaterally by the activities, projects or impacts generated by the Company.
- **Social and Environmental Cause:** Activities aligned with the well-being of the community and the ecosystem.
- **Corporate Volunteering:** Initiatives organized by the Company to involve employees in social impact activities.
- **Global Volunteering:** Coordinated activities in all the countries where Genomma Lab operates, carried out under the same framework.
- **Local Volunteering:** Independent initiatives within each subsidiary or team.

RESPONSIBILITIES

- **Global Social Responsibility Committee:** Define plans and dates for global volunteering.
- **Country Manager:** Approve local volunteer activities.
- **General Management:** Approves the volunteer scheme.
- **Ambassadors with Purpose:** They manage volunteer activities.
- **Volunteers:** They execute the activities.

PRINCIPLES OF VOLUNTEERING

The sustainability model has a social pillar that focuses on:

- Health and well-being of communities.
- Actions for the environment.

With the following priority groups:

- Children
- Young people
- Natural Disasters

Volunteer Modalities

- **Global Volunteering:** Annual activity in which actions of impact on health and well-being are carried out in collaboration with civil organizations.
- **Local Volunteering:** Activities promoted within the country in which we have a presence with the principles of the corporate sustainability model.
- **Virtual Volunteering:** Social, environmental or community support activities through digital means, without the need to physically travel.

Collaboration Schemes

- **Time and activities:** Face-to-face participation in volunteer activities.
- **Professional volunteering:** Technical advice on social projects.
- **GenTalks:** Conferences given by Cluster Managers and leaders to children and/or young people in vulnerable situations.

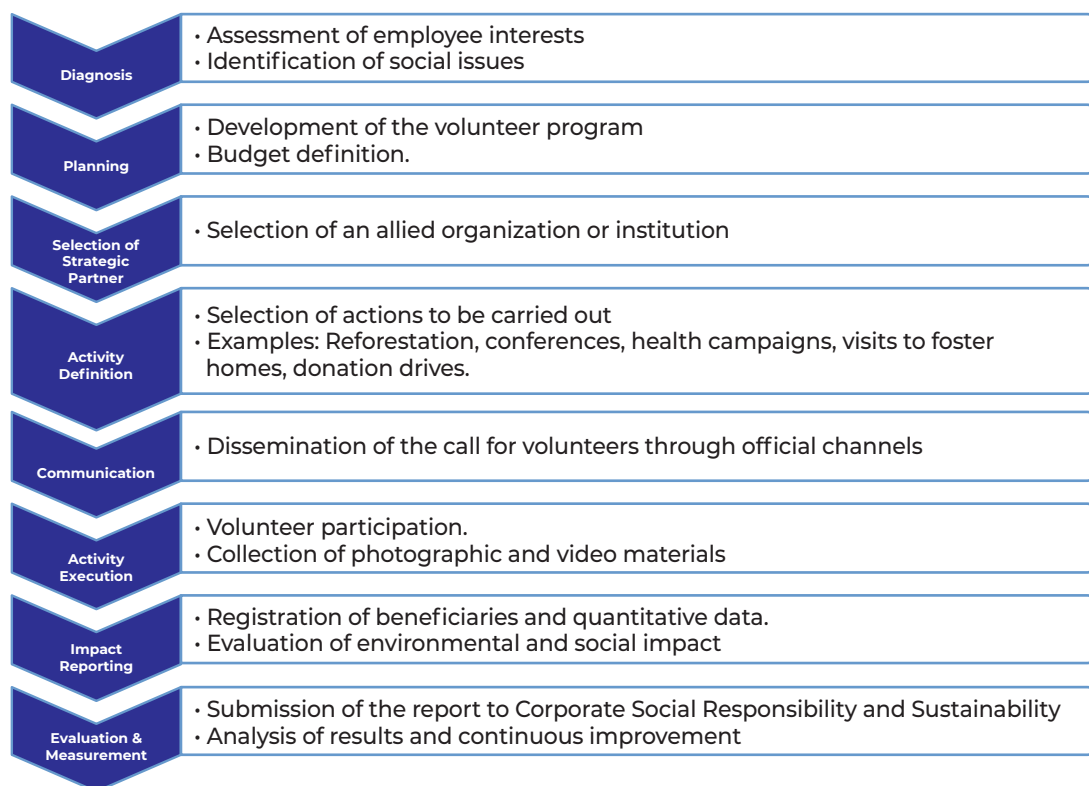
PROCEDURE FOR THE EXECUTION OF VOLUNTEERING

- 1. Diagnosis:** Evaluation of employees' interests and nearby social problems.
- 2. Planning:** Development of the volunteering plan and definition of the budget.
- 3. Choosing a strategic partner:** Identification and selection of an organization, institution or group with which we will establish a strategic relationship to carry out volunteer activities.
- 4. Definition of Activities:** Selection of actions or social/environmental cause to be carried out in the volunteer day.
- 5. Communication:** Dissemination of the call through official internal channels.
- 6. Activity execution:** Compilation of graphic material (photos and video).
- 7. Impact report prepared by the beneficiary institution:** The priority data that must be requested are:
 - o Number of beneficiaries
 - o Gender breakdown
 - o Localities impacted
 - o In the case of environmental activities, quantitative data; total hectares, total CO2 mitigated, total tons of waste collected, among others.
 - o Photographic memory
- 8. Evaluation and measurement:** Preparation and submission of "Social/Environmental Impact Report" (Annex 1) with quantitative and qualitative indicators to the Corporate Social Responsibility and Sustainability area

EXAMPLES OF VOLUNTEER ACTIVITIES (NOT LIMITED TO):

- **Environment:** Reforestation and cleaning of green areas
- **Education:** Conferences of impact on different subjects, for example: personal finance, personal hygiene, Excel, cooking, leadership, nutrition, corporate image design, teamwork, among others.
- **Health:** Health day, blood donations, etc.
- **Community:** Visits to foster homes and hospitals, rehabilitation of spaces, among others.
- **Collection and delivery of supplies:** Books, toys, clothes, school supplies, etc.
- **Festivities and celebrations:** December activities, Children's Day, anniversary of the institution, among others.

PROCESS FLOW DIAGRAM



ANNEX 1

Social/Environmental Impact Report

It must be completed for each volunteer activity carried out by the members of the Global Social Responsibility Committee of each country and will be sent at the end of each quarter to the Social Responsibility and Corporate Sustainability team.

I. General Data

Country:	
Location of the volunteer activity:	
Volunteer activity:	
Description of the activity:	
Beneficiary institution:	
# Direct beneficiaries:	
# Indirect beneficiaries:	
Quantitative impact data:	
Total hours of the activity:	
Economic investment (<i>dollars</i>):	

II. Volunteer registration

Volunteer's Full Name	Country of origin	Mail	Hours invested (preparation and volunteering)

Send the form to tania.rodriguez@genommalab.com with the Impact Report prepared by the beneficiary institution and photographic evidence of the activity.



Alejandro Bastón Patiño
Global Leader of Institutional
Relations, Media, Human
Resources and Sustainability
Abril, 2025



Sabrina Herrera Aspra
Address of Fundación
Genomma Lab
April, 2025