

## OBJECTIVE

Establish a clear and efficient procedure for the management and delivery of in-kind donations of Genomma Lab International, within the framework of the action plan of Fundación Genomma Lab 2.0, ensuring transparency, regulatory compliance, as well as a positive social impact.

## 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.

## RESPONSIBILITIES

- o **Management of the Genomma Lab Foundation:** Review the quarterly donation reports and assess the progress off the KPIs outlined in the Genomma Lab Foundation 2.0 Plan, broken down by country and cluster.
- o **Corporate Social Responsibility and Sustainability Team/ Country Social Responsibility Champion:** Plan and manage the donation process, verify compliance with legal and fiscal requirements of the selected institutions, as well as monitor the impact of the donation.
- o **Leader of BU s or Financial Controller (countries):** Authorizes quantities and types of products to be donated so that there are no repercussions on the P&L.
- o **Legal Direction:** Prepares donation agreements if required by the local authority and ensures regulatory compliance.
- o **Inventory Management:** In Mexico's case, it is responsible for keeping the inventory of short expiration dates updated, validating the existence of products selected for donation and managing the assortment (The rest of the countries homologate their internal operation).
- o **Comptroller of the Distribution and Logistics Center:** In Mexico's case, it is responsible for valuing the inventory selected to request from the beneficiary organizations. the issuance of the deductible receipt. (The rest of the countries homologate their internal operation).
- o **Distribution and Logistics Management:** In Mexico, it manages the distribution of donated products. (The rest of the countries homologate their internal operation).
- o **Master Data Management (MDM):** Registration process in the Company's system of the beneficiary organizations. (The rest of the countries homologate their internal operation).

## SELECTION OF BENEFICIARY INSTITUTIONS

1. Select the Beneficiary Institution based on its impact on the priority groups of the Genomma Lab 2.0 Foundation Plan, giving preference to the following:
  - o Children
  - o Young People
  - o Natural disasters
2. Call or meeting to learn about the mission of the Institution and to know its needs.
3. Consider that the institution has the following characteristics (homologate with its national regulations):
  - o Constituted as a non-profit organization, civil association or similar
  - o Ability to generate deductible receipts or tax documents.
  - o Check that they are up to date with their tax obligations.
  - o Previous management references or validate background with other companies with wich they manage activities, through their annual reports or institutional websites.

## REQUEST FOR LEGAL AND/OR ADMINISTRATIVE DOCUMENTS FOR THE REGISTRATION OF EACH INSTITUTION (homologate to their national regulations)

- Deductible receipt with details of the donation to be granted
- Tax Compliance Opinion (updated one month after registration)
- Copy of the Tax Identification Card or Proof of Tax Situation
- Simple copy of Tax Document
- Letterhead and signed by the legal representative with all the details of the institution
  - o Name of the institution
  - o Bank details
  - o RFC
  - o Fiscal Directorate
- Copy of Bank Statement Cover
- Copy of Proof of Address
- Copy of the CURP (only for individuals)
- Copy of Identification of the Individual or Attorney(s)
- Copy of Incorporation and Power of Attorney (only legal entities)
- Agreement with the detail of the donation to be granted signed by both parties

## PROCEDURE

### • Donation Planning

o Corporate Social Responsibility and Sustainability Team o Country Social Responsibility Champion identify donation needs according to requests received from beneficiary organizations, natural disasters (immediate priority) or identification of social programs that can be promoted by the Company.

1. All applications must be submitted on a letterhead and considering **the Request Form for In-Kind Donations**.
2. All applications must be aligned with the impact model of Fundación Genomma Lab 2.0.
3. All beneficiary institutions must comply with the legal, fiscal and social impact capacity criteria (listed above).

### IN-KIND GRANT REQUEST FORM

- o The beneficiary institution(s) are requested to fill out the form in Annex I to understand and meet their needs:
- o The quantity of products to be donated is determined and a list is prepared with expiration and batch details, generally from the inventory of short expiration dates.
  - 1. Medicines:** Consider a minimum of 6 months of expiration (suitable for donation, unless local authorities have restrictions)
  - 2. Personal Care Products:** Consider a minimum of 5 months shelf life (Suitable for donation, unless local authorities have restrictions)
  - 3. Isotonic drinks:** Consider a minimum of 3 months of expiration (suitable for donation, unless local authorities have restrictions)
  - 4. Child Nutrition Products:** Consider a minimum of 9 months shelf life (suitable for donation, unless local authorities have restrictions)

### • Approval and formalization of the donation

- o The leaders of the Business Units, Country Managers and/or Financial Controllers (countries) authorize the products and quantities to be donated so that there are no repercussions on the budget.
- o A donation agreement or document is signed that binds the Company to the beneficiary organization and requires the correct use of the donated products, for no reason for political purposes or to generate any type of profit (in accordance with its national regulations).
- o The "Supplier Registration" process is managed in the case of Mexico (homologate to its national processes).
- o The institution issues a deductible receipt in the case of Mexico (homologate to its national regulations).

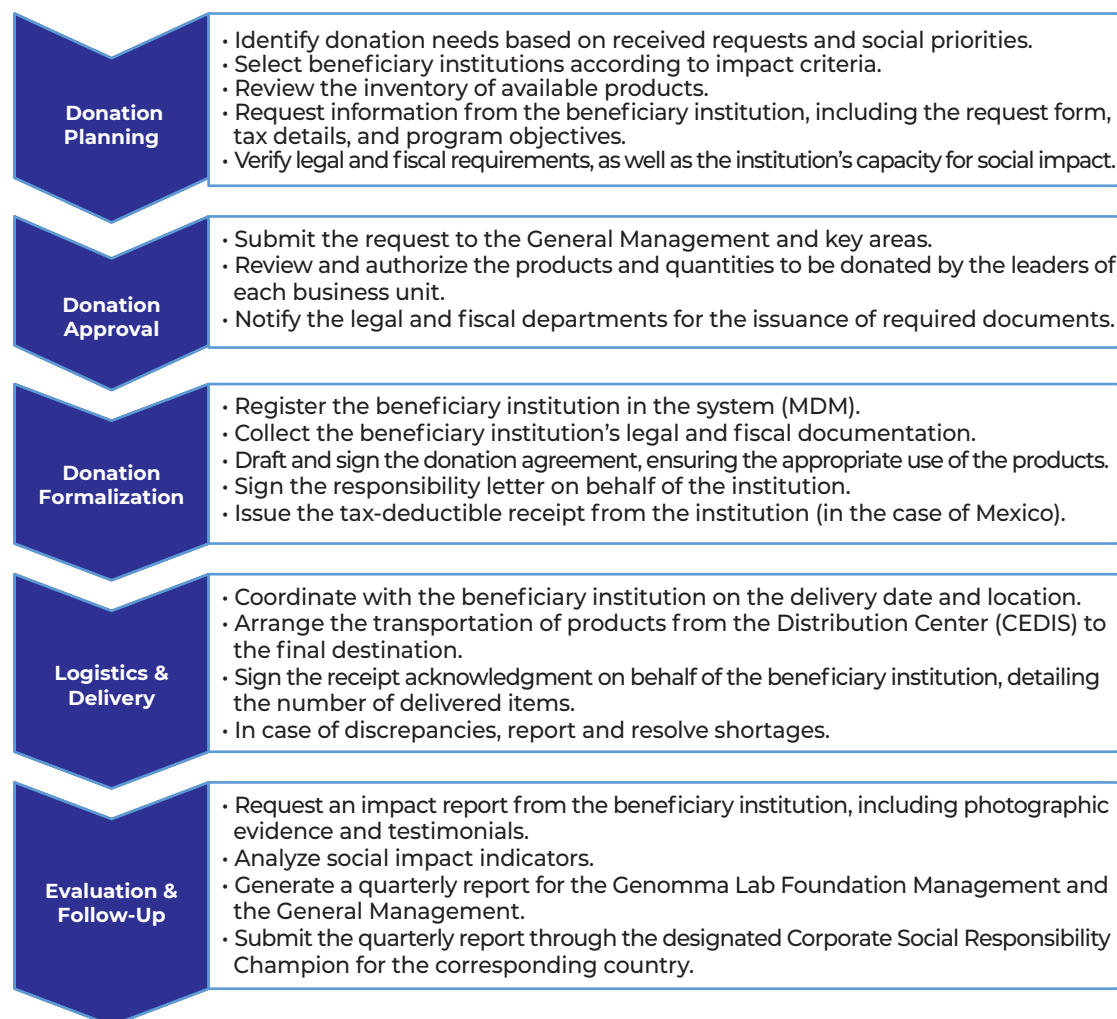
### • Logistics & Delivery

- o The date and place of delivery are coordinated with the beneficiary institution.
- o The Distribution and Logistics Management organizes the transfer of the products from the Distribution Center (CEDIS) to the final destination, in the case of Mexico (homologate to their national processes).
- o The beneficiary institution signs an acknowledgment of receipt detailing the number of pieces and confirming that there are no incidents. In case of any anomaly, it is reported to the Comptroller's team of the Distribution and Logistics Center and the lack is corrected, in the case of Mexico (homologate to its national processes).

### • Evaluation and Monitoring

- o The Corporate Social Responsibility and Sustainability Team/Country Social Responsibility Champion has the responsibility to request from the institution a Report on the Covenant (Annex II), including photographic evidence and possible testimonials.
- o The donation is documented and a quarterly report is generated along with the Results Format by country (Annex III) for presentation to the Management of Fundación Genomma Lab and the General Management. The Champions of Social Responsibility Countries has the responsibility to deliver these reports on a quarterly basis or advice that there were no donations in that period of time.

## PROCESS FLOW DIAGRAM



## RESULTS FORMAT

This must be delivered by the members of the Global Social Responsibility Committee of each country to the Social Responsibility and Sustainability area of Mexico (Annex III).

Send the form to [tania.rodriquez@genommalab.com](mailto:tania.rodriquez@genommalab.com) with the Impact Report prepared by the beneficiary institution and photographic evidence of the activity.



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April, 2025



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April, 2025

## ANNEX I. REQUEST FORM FOR DONATIONS IN KIND

Request form for donations in kind (Genomma Lab products: <a href="https://marcas.genommalab.com/">https://marcas.genommalab.com/</a> )	
Name of the institution:	
Logo of the institution:	
Logo de la institución:	
Objective of the institution:	
Brief description of the initiative/program for which the donation is required:	
Number and description of beneficiaries:	
Quantify and brand of products required (considered as a suggestion but subject to inventory availability):	
Date on which donation is required:	
Place of delivery of the donation:	
Official social networks of the institution (LinkedIn):	

## ANNEX II. IMPACT REPORT FORMAT

Impact Report Format	
Country to which it belongs:	
Name of the beneficiary institution:	
Location:	
Brief description of the activity carried out:	
Number of <b>direct</b> beneficiaries:	
Number of <b>indirect</b> beneficiaries:	
Quantitative data of the impact	
Economic investment (dollars):	
Testimonies of those involved in the activity: <i>(If any, please send photographic or video evidence as an attachment).</i>	

### ANNEX III. COUNTRY RESULTS FORMAT

Country results format	
Country to which it belongs:	
Brief description of the activity indicating whether it is a donation or volunteering, mentioning the problema addressed:	
Beneficiary institution:	
Date on which the donation was made <i>(please attach deductible receipt):</i>	
Description of the beneficiary group:	
Number of people benefited:	
Number of Genomma Lab products donated and their economic equivalent (USD):	
<b>Evidence</b> <i>(if any, please send photographic evidence, videos and/or logo of beneficiary institutions as an attachment):</i>	