

HUMAN RIGHTS AND THE INCLUSION, DIVERSITY, AND EQUITY POLICY

| | | |
|---------------------------------------|--|--|
| Policy Executive Office | Executive in charge: Chief Executive Officer | Contact person: Human Resources Director General Attorney |
|---------------------------------------|--|--|

OBJECTIVE:

To promote and to support Human Rights, including equal employment opportunities at Kimberly-Clark de Mexico, S.A.B. de C.V. and Subsidiaries (KCM), to guarantee that our Collaborators are treated with respect, and that labor laws and the protection of Human Rights are complied.

SCOPE:

It applies to all our Collaborators, employees and managers, affiliated companies, as well as to any person who provides professional services to KCM.

GUIDELINES:

I. HUMAN RIGHTS

- 1) We recruit, hire, promote, and support the development of personnel regardless of any condition that precedes him/her.
- 2) We do not accept the recruitment and use of child labor, as well as any form of child exploitation.
- 3) We recognize the diverse abilities and experiences, while offering and accepting different perspectives that Collaborators may have.
- 4) We maintain a respectful workplace. Any form of harassment, intimidation, or physical and/or mental abuse is not tolerated.
- 5) No one can force any Collaborator to carry out activities of any kind that are outside the work environment or activity for which they were hired, even more so if they are illegal activities, against the law, or that put their physical integrity at risk.
- 6) Employment related decisions are made based on job qualifications and merit. We ensure that the processes of talent attraction, hiring, training, performance evaluation, equitable remuneration, promotion, compensation, among others, occur regardless of any conditions that precede them.

- 7) We respect the right to freedom of religion, association, and collective bargaining in accordance with the laws.
- 8) We base the proposals for the appointment and/or ratification of members of Corporate Governance bodies on a prior analysis of KCM's needs, and that diversity of knowledge, training, and professional experience is favored, without suffering biases that may imply any discrimination.

II. INCLUSION, DIVERSITY, AND EQUITY

- 9) We adopt an inclusive, gender equity, and free of discrimination culture in all the groups and communities in which we operate. We respect differences and do not engage in discriminatory behavior based on personal characteristics; including, but not limited to, race, color, gender, sexual orientation, age, religion, nation origin, health and/or disability.
- 10) Through the Inclusion, Diversity and Equity Committee we seek to maintain the representation of minorities.

III. RESPONSIBLES FOR GUARANTEEING THE IMPLEMENTATION OF THIS POLICY

- Collaborators have the responsibility to ask questions or raise concerns if they suspect that misconduct has occurred, or if a KCM Collaborator or a third party acting on its behalf has violated our Code of Ethics, its policies, or procedures.
- Upon a Collaborator's complaint of an alleged violation of any of the applicable labor laws or regulations, or of this Policy, the Functional Leader of each business unit will ensure that an expeditious and exhaustive investigation is carried out, with notification to the Internal Audit, Human Resources and Legal Departments. These departments will provide follow up through training, risk assessments, audits, corrective action programs, procedures, and necessary controls to ensure compliance.
- To report any concerns or situations that go against with what is established in the Code of Ethics or in our policies, we provide our Collaborators and stakeholders several channels where they can comment, report, or denounce, anonymously if they wish; if it is not anonymous, the confidentiality of the provided information will always be respected.

Kimberly-Clark de Mexico does not tolerate retaliation against anyone who raises a concern in good faith or who cooperates in a review. If you believe someone has retaliated, you should raise a concern immediately.

The channels to comment, report or denounce are:

- **E-mail:** codigo.etica@kcc.com
- **Website:** <https://www.kimberly-clark.com.mx/conoce-kcm/reporte-de-etica>
- **Messenger or Postal Service:** Jaime Balmes No. 8 Piso 9, Los Morales, Polanco, Alcaldía Miguel Hidalgo C.P. 11510, Ciudad de México.
To:
Act. Alejandro Lascurain – Human Resources Director
Lic. Alejandro Argüelles – General Attorney

If you have any questions or require more information regarding any of our policies and/or documents, if you represent an investor or analyst, please write to kcm.finanzas@kcc.com. If you belong to any other interest group, please do not hesitate to contact us to our email kcm.contacto@kcc.com.