

## Talent Attraction Policy



### 1. Objective and Scope

This policy establishes the guidelines for activities pertaining to personnel recruitment, starting with the request made to fill an open position (whether the goal is to replace someone in a position or when a new position is created), and up to the selection of the candidate that will be hired.

This policy applies to all employees (regardless of whether they have a full-time, part-time, our outsourced contract) of Infraestructura Energética Nova , S.A.B. de C.V., herein referred to as “IEnova” or the “Company”, and all its subsidiaries and related parties in Mexico .



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### 3. Policies

#### 3.1 Ethical Principles

IEnova and its subsidiaries ensure, in strict adherence to the Company's Code of Ethics, that they offer decent employment, respecting the human dignity of all workers, with no distinctions made for ethnicity or national origin, sex, gender, age, disability, social standing, health, religious beliefs, political affiliation, migratory status, opinions, sexual preferences, or marital status.

At IEnova, we are convinced that all our employees perform their jobs with commitment, and we disapprove of and penalize all types of compulsory labor. To avoid any such practices, we provide a reporting line 800 062 2107 that can be used to anonymously report any situation concerning these matters.

#### 3.2 Open Position Postings

Employees who have authorization to request from Talent Management and Culture that they fill an open position are listed in appendix A1.

Requests for filling an open position are managed on the mIEspacio system, with specifications for replacement requests and for unbudgeted new position requests.

The following are the authorizations required by the open position approval stream on the mIEspacio system:

A1

Position level	Replacement	New position	Promotion/Salary adjustment
Vice-President	CEO	CEO	CEO
Division	Executive VP	CEO	CEO
Manager	Division VP	Division VP + Chief Sustainability, Corporate and Public Affairs Officer	Division VP + Chief Sustainability, Corporate and Public Affairs Officer
Staff / Operational and Administrative	Director	Division VP + Chief Sustainability, Corporate and Public Affairs Officer	Division VP + Chief Sustainability, Corporate and Public Affairs Officer

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An open position can be published on either our online job search section or by employing the external recruiting entities that have been authorized by the Talent Management and Culture division for this purpose. At the discretion of the Talent Management and Culture division, vacancies may be confidential and will be published exclusively in the channels the division deems to be appropriate.

The Talent Management and Culture division is responsible for defining the specifications of the job profile, in collaboration with the person making the request. The Compensations division is responsible for assigning a salary group and level, depending on the levels in force for the open position at the time the request is made.

When a candidate search expires because the allotted timeline is exceeded, a new search will begin on the date the first search expires.

The Talent Management and Culture division will request work references by employing an external service and will coordinate medical exams as needed, depending on the position.

### 3.3 Eligibility

The following are indispensable requirements for candidates looking to become part of IEnova:

- A valid schooling certificate, depending on job profile.
- Foreigners will need to present official documentation proving their authorization to work in Mexico.
- In order to safeguard the physical integrity of our employees, candidates will be required to obtain a "suitable" result during the medical exam prior to being hired. The goal of this is exclusively to determine whether there are any factors that could impede the employee from performing the functions of the post safely and/or that could have a serious effect on the candidate's health. Exams will be performed in adherence to recommendations made by a doctor assigned by the company, depending on the characteristics of the open position being filled.

In case of a potential conflict of interest as stipulated in the guidelines of our Code of Ethics and our Independence Policy, the candidacy will need to be submitted for evaluation and approval by experienced and authorized authorities within the company who have the capability of making strategic decisions, namely the Director for Talent Management and Culture, Ethics Director, CEO, and/or the Board of Directors. They are the only parties with the faculty to authorize any candidates postulated to fill an open position who could potentially put the Company's interests at risk or if they are direct family relations to a top or senior manager in the Company. The CEO and/or Board of Directors are enabled to authorize strategic positions.

It is not allowed for direct family relatives to work for the same superior, in the same division, or as part of any other work relationship where one of the family members has the direct responsibility to supervise, review, or direct the other. To resolve any such situation, one of the employees will have to be transferred to another position.

When the family relationship is formed after both parties are already IEnova employees, the Talent Management and Culture division and the employees involved need to be notified immediately. The situation will be assessed in a period of 90 natural days after notification.

IEnova retirees are eligible for rehiring, in accordance to the stipulations of the IMSS law.

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Former IEnova employees are eligible to be rehired, as long as at least one year has gone by from the date of their termination from the company and only after a detailed evaluation of the motives for separation is made in order to determine whether the conditions were appropriate (at the discretion of the Talent Management and Culture division). Prior to scheduling any interviews, the Talent Management and Culture division and the Director or highest authority in the business segment of the open position need to approve the potential hiring of a former employee.

If a finalist candidate was last employed by a government, regulatory, or financial auditing institution, prior to being hired she or he will be required to sign a questionnaire designed for former government officials as well as our Conflict of Interest format, in compliance with the stipulations of the general responsibilities law for public officials (*Ley General de Responsabilidades de Funcionarios Públicos*). Compliance will be assessed as part of the talent attraction process.

### 3.4 Internal Candidates

Vacancies can be offered to Company employees directly or they can be published in external recruiting sources.

Only the Talent Management and Culture division is authorized to contact an IEnova employee to offer them another position within the Company. It is strictly prohibited for anyone else to initiate a direct approach or negotiation process between a potential internal candidate and the person offering the open position.

The Talent Management and Culture division, in collaboration with the corresponding director or authority, will analyze the feasibility of hiring an internal candidate, in accordance to the Promotions and Transfer Policy.

The Talent Management and Culture division is the only division authorized to make economic and/or promotion proposals; no other employee is authorized to make an offer to another employee.

### 3.5 Work References

It is the responsibility of the Talent Management and Culture division to verify all professional references (integrity and/or work references) for every external candidate or employees already working for the Company. This can be done by employing an external agency or internally.

### 3.6 Employment Assessment for External Candidates and Employees

All evaluation methods used by IEnova are to be managed under standardized conditions, accompanied by scoring rules, and in compliance with standard professional validations.

The acquisition of new tests or evaluation tools needs to be approved by the Labor and Talent Manager or by the Senior Director for Talent Management and Culture.

The Talent Management and Culture division will choose, at its own discretion, which evaluation resources to apply to each of the candidates, depending on the position to be filled. The period for safekeeping the results of any applied tests must adhere to the stipulations of GE-15 Policy for Retaining Records.

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Candidate evaluation results are confidential and will only be shared with those parties who have a legitimate business reason to gain access to the information (at the discretion of the Talent Management and Culture division).

### 3.7 Candidate Selection

The Talent Management and Culture division is responsible for reviewing all candidate CVs and determine which profiles are compatible with the open position in order to begin the selection process, employing the recruiting tool or technique of their choice. In this task, the Talent Management and Culture personnel will follow the process established in the mIEspacio system.

Once a candidate has been subjected to all the selection filters, he or she will be subjected to the medical, knowledge, and aptitude assessments required for each case.

Once a candidate has gone through the selection process filters and the medical, knowledge, and aptitude tests, he or she will deliver the corresponding documentation to the Talent Management and Culture division.

#### Copies of:

- Birth certificate
- Marriage certificate (if applicable)
- Birth certificates of children (if applicable)
- Proof of address (valid utilities invoices)
- Schooling certificates and/or documentation on current studies
- Official ID (INE, valid passport, or professional certification)
- Record of IMSS affiliation (pink format, AFIL, or ID)
- Tax ID (Registro Federal de Contribuyentes, RFC)
- Population Record ID (CURP, Cédula Única de Registro de Población)
- Report from the Mexican credit bureau ([www.burodecredito.com](http://www.burodecredito.com)), in case it is a requirement of the position;
- Debit card contract

### 3.8 Referral Bonus

The referral bonus applies exclusively for positions previously identified by the Talent Management and Culture division.

Employees who refer a person who is later hired, are eligible to receive a bonus, at the discretion of the Talent Management and Culture division, and at least six months after a successful hire.

The bonus must be justified by the performance of the referred hire, in addition to the position they hold.

In case several employees refer the same candidate, the first employee to have made the official referral to the Talent Management and Culture division will be awarded the bonus.

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### 3.9 Agency Personnel

Agency employees can nominate themselves to fill any vacancies available during their service to the company and/or at the end of it.

Agency employees who wish to nominate themselves to fill a open position, must first obtain authorization from their supervisor.

Exceptions to this must be approved by the Director for Talent Management and Culture.

### 3.10 Developing Professionals

Division directors can request from the Talent Management and Culture division to be assigned an intern by filling out format GT-09-F07 Intern Request.

The Talent Management and Culture division will carry out the recruiting process in collaboration with the corresponding Division Manager.

Interns will be required to deliver a school-company agreement, including the duration and schedule for the internship, total number of hours required, and general information on the school, among other information

Every school with a professional internship agreement with the Company is obliged to offer student insurance.

All interns will be subject to the Company's policies and are obliged to comply with the requisites described in them.

For interns to be able to input information in the commercial system, the Division Director must grant them authorization.

The Intern Coordinator must deliver to the Talent Management and Culture division the record of hours worked for each designated period, signed by both the coordinator and the intern.



## 4. Definitions and Terminology

Term	Definition
<b>Scholarship</b>	Economic incentive granted to interns
<b>Candidate</b>	Person aspiring to become a IEnova employee, who takes part in the Company's Recruiting and Selection process with the purpose of filling a open position.
<b>Internal Candidate</b>	An employee who directly offers a subordinate service in any of the IEnova business segments and who could potentially occupy an open position within the Company. This definition does not include employees hired by agencies and/or independent consultants under a specific contract.
<b>Intern Coordinator</b>	The person in each division who is responsible for assigning the functions and special projects in which interns are to participate.
<b>CV</b>	Curriculum Vitae or Résumé
<b>Entity</b>	Identifiable unit that performs economic activities, constituted by a combination of human, material, and financial resources (composed of

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	economic activities and resources), led and managed by one central control who makes decisions designed to comply with the specific purpose for which it was created.
<b>Employment Assessment</b>	Any measure which 1) is used as part of the employment decision and/or 2) exemplifies behaviors, aptitudes, attitudes, abilities, and competencies. This definition includes aptitude, personality, physical abilities, and dexterity tests.
<b>Direct Family Relation</b>	Family relation in any direction: parents, children, siblings, direct economic dependents, spouse, concubine, and blood and in-law relationships up to a second degree
<b>Related Parties</b>	<p>a) The people who control or have a significant influence over a company that is part of a business group or consortium to which IEnova belongs, as well as Board Members or managers and Relevant Executives of the companies which make up such business group or consortium.</p> <p>b) The people who have the Power to Rule over a company that is part of a business group or consortium to which IEnova belongs.</p> <p>c) The spouse, concubine, or blood or in-law relatives to the fourth degree or by affinity to the third degree, with people who respond to conditions a) and b) above, as well as the partners or co-owners of the people mentioned in such conditions with whom they have a business relationship.</p> <p>d) Companies that are part of a business group or consortium to which IEnova belongs.</p> <p>e) Companies over which one of the people referenced by conditions a) to c) above, have control or Significant Influence</p>
<b>Intern</b>	In terms of this policy, an intern is a student who begins his or her professional internship after signing a school-company agreement.
<b>Outsourced Personnel</b>	Employees who offer services by means of an external company that offers personnel management services, for a specific period
<b>Toxicology Test</b>	In terms of this policy, toxicology tests include urine samples that indicate an active use of prohibited substances, that are done by a laboratory
<b>Work References</b>	In terms of this policy, work references are the requests made by the Company or a third party for work references
<b>Subsidiary</b>	Any entity in which IEnova is a shareholder and is said to "control" such entity. IEnova is said to have control over an Entity if it has the ability to execute any of the following acts: (i) directly or indirectly impose the decisions of the General Shareholders' Meetings, of the partners, or equivalent bodies, or to name or destitute the majority of the Board Members, executives, or their equivalent of an Entity; (ii) maintain the right to, directly or indirectly, hold voting rights for more than fifty percent of the capital stock of an Entity; or (iii) lead, directly or indirectly, the management, strategy, and main policies of an Entity, be it by ownership of shares, by contract, or in any other way
<b>Policy Owner</b>	Individual who is responsible for creating, reviewing, and ensuring that the content of a given policy is updated, relevant, and in compliance with all applicable laws and regulations



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### 5. References and Formats

#### 5.1 Internal References

- Code of Ethics
- GE-03 Independence and Conflicts of Interest Policy
- GE-12 Confidentiality of Information Policy
- GT-04 Conduct Policy
- GT-06 Training and Development Policy
- GT-07 Performance Management Policy
- GT-08-F03 Questionnaire on Responsibilities of former public officials
- GT-22 Personnel files check-list

#### 5.2 External References

- N/A

#### 5.3 Formats

Code and Name of the Document	Retention Code
GT-01-F02 Job Description Format	ADM-10-02
GT-01-F04 Proposal Letter Format	ADM-10-02
GT-01-F05 List of Documents for New Hires	ADM-10-02



### 6. Responsible Party

Responsibility	Division
Manage the content of the policy (Policy Owner)	Manager for Talent Management and Culture
Comply with the policy	All employees
Compliance oversight	Manager for Talent Management and Culture, Manager for Labor Relations and Talent, Senior Director for Talent Management and Culture, and Chief Sustainability, Corporate and Public Affairs Officer
Apply sanctions	Talent Management and Culture

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### 7. Authorization

Name	Position
Araceli Pérez	Senior Director for Talent Management and Culture
Abraham Zamora	Chief Sustainability, Corporate and Public Affairs Officer
Rene Buentello Carbonell	Executive Vice President of Compliance and General Counsel
Roberto Rubio Macías	Vice President Controller
Ramiro Fernández	Senior Manager for Compliance



### 8. Contacts (Questions and/or comments)

Questions related to the implementation or compliance with this Policy should be discussed with the immediate supervisor; the contact person designated as the responsible party for this Policy is the Manager for Cybersecurity, and questions can be addressed to the Ethics reporting line at 800 062 2107. The Ethics reporting line is available 24/7. All calls made to the Ethics reporting line can be treated as confidential.

Contact	e-mail	Phone number
Jacob Cerón	jceron@ienova.com.mx	(55) 5002 1000, 439
Susana Campuzano	scampuzano@ienova.com.mx	(614) 442-1818, 651
Armando Razo	arazo@ienova.com.mx	(686) 568-8012, 604
Mauricio Morales	mmorales@ienova.com.mx	(55) 91 38 01 00
Paloma Guerrero	pguerrero@ienova.com.mx	(55) 91 38 01 00
Araceli Pérez	aperez@ienova.com.mx	(55) 91 38 01 00



### 9. Tracked Changes

Review	Date	Description	Section affected	Observations
1	August 1 <sup>st</sup> , 2020	Policy review project	All	Adaptation to the new format Reorganization of the information in the "Policies" section
2	June 28, 2021	Form adequations	4, 5.1, 7	