



5.1. Prevention of psychosocial risk factors policy

In **MAQUINARIA Y ACCESORIOS, S.A. DE C.V.** the prevention of psychosocial risk factors, workplace violence, and efforts to maintain a favorable organizational environment are essential. To achieve these goals, the following commitments are assumed:

- * It is the obligation of Heads, Assistant Managers, Managers, and collaborators to implement and lead by example in applying this policy.
- * Acts of workplace violence are not tolerated, nor are any incidents that contribute to psychosocial risk factors or actions against the favorable organizational environment.
- * There is a Regulation in place that prohibits retaliation, avoids baseless or abusive claims, and ensures the confidentiality of cases.
- * Management systems are implemented to promote awareness of change, along with information and training programs.
- * The prevention policy and measures for psychosocial risk factors are effectively disseminated.
- * All workers participate in establishing, respecting, and implementing this prevention policy in their work area.
- * Respect for the rights of personnel regarding race, religion, gender, sexual orientation, ethnicity, or any other condition that may lead to discrimination is encouraged.
- * Spaces for participation and consultation are created, considering the ideas of the collaborators.

The policy is based on the following principles:

- 1.** To promote a favorable organizational environment, the following practices are implemented at **MAQUINARIA Y ACCESORIOS, S.A. DE C.V.:**
 - a)** Meetings with workers are held for everyone to have the opportunity to express their doubts, concerns, and complaints related to their work.
 - b)** Work areas, as well as common areas such as the cafeteria, bathrooms, toilets, and entrances, are kept clean.
 - c)** Colleagues, supervisors, subordinates, visitors, suppliers, or clients are treated with kindness and courtesy.
 - d)** All cases related to teasing, mistreatment, discrimination, etc., reported in the complaints and suggestions box or other means, are addressed and, if necessary, sanctioned.
 - e)** The health conditions of new personnel are reviewed, as well as at certain periods according to their activities.



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f) A recruitment process is applied, respecting the requirements requested to place each worker in a position for which they have suitable abilities and preparation, while maintaining the confidentiality of information.

g) Internal job promotion plans are implemented based on competence.

h) All personnel are trained for the performance of their functions, safety, and development.

2. At **MAQUINARIA Y ACCESORIOS, S.A. DE C.V.** to promote a sense of belonging among workers, emphasis is placed on the importance of all collaborators to the workplace.

3. For the proper completion of assigned tasks, the employees of **MAQUINARIA Y ACCESORIOS, S.A. DE C.V.** create an Annual Training Plan according to the activities they perform.

4. To achieve a precise definition of responsibilities for workers, the dissemination and promotion of compliance with organizational procedures, as well as Job Descriptions and Profiles indicating the specific responsibilities of each collaborator, are carried out.

5. To encourage proactive participation and communication among its members, **MAQUINARIA Y ACCESORIOS, S.A. DE C.V.** publishes news, notices of interest related to its operations and tasks for its employees on informative boards, brochures, etc.

6. To promote dignified work and achieve a favorable organizational environment, this workplace distributes workloads appropriately with working hours in accordance with the Federal Labor Law. To this end, procedures, Job Descriptions and Profiles, as well as the Internal Work Regulations, are defined based on the specific nature of the work in question.

7. To recognize the performance of workers at **MAQUINARIA Y ACCESORIOS, S.A. DE C.V.**, an evaluation of each collaborator's performance is carried out at least once a year. This is conducted personally by the supervisor, immediate boss, or manager of the respective employee, and the results serve as a basis for determining recognition or benefits for outstanding workers.

8. **MAQUINARIA Y ACCESORIOS, S.A. DE C.V.**, commits to monitoring compliance with standards aimed at preventing any conduct or behavior involving workplace violence, safeguarding the information collected, processing and intervening promptly in complaints received through established channels.

At **MAQUINARIA Y ACCESORIOS, S.A. DE C.V.** it is the responsibility of each collaborator, Head, Assistant Managers, and Managers to fully comply with this policy and to report any behaviors that may interfere with the objective of this policy.



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