

## Policy for Employee Termination



### 1. Objective and Scope

This policy establishes the guidelines and controls needed to carry out dismissals for employees of Infraestructura Energética Nova, S.A.B. de C.V., and its subsidiaries, herein “IEnova” or the “Company”, in order to comply with legal and labor requirements.

This policy applies to all employees (regardless of whether they have a full-time, part-time, our outsourced contract) of IEnova, and all its subsidiaries and related parties in Mexico.



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### 3. Policies

#### 3.1 Motives for termination

##### 3.1.1 Retirement

Employees who are eligible for and wish to participate in the SEFORE Retirement plan must indicate the SEFORE plan of their choice in the mIEspacio system. They need to approach the Talent Management and Culture division and fill out format GT-14-F02 SEFORE Application.

Employees who decide to retire will need to abide by the guidelines of the SEFORE Retirement plan.

Employees who voluntarily have decided to retire at age fifty-five and with ten years of service with the Company, need to notify the Talent Management and Culture division in order to start planning for their retirement.

Employees who are not affiliated to the SEFORE Retirement plan and meet the retirement requirements as established by the Mexican social security law (*Ley del Seguro Social*) need to notify the Talent Management and Culture division about their intent to retire from the Company, and they need to go to the corresponding IMSS office to start the retirement process.

##### 3.1.2 Resignation

Employees who choose to resign from the Company need to send notification of their decision, in writing, to their direct superior and/or the Division Manager, as well as the Talent Management and Culture division.

##### 3.1.3 Layoffs

In case of planned Company layoffs, the Talent Management and Culture division will need to be notified by the corresponding Division Manager, who in turn needs to be duly authorized by the Division Director, at least 30 days in advance to the scheduled layoff date.

The Company is aware of how important it is for employees to keep their jobs, and in this spirit, in the face of changes or adverse situations, the Company will always search for other alternatives before opting to reduce its workforce.

##### 3.1.4 Dismissal

The Head of the Talent Management and Culture division is responsible for having all the information and support required for an employee dismissal process. Dismissals must be previously authorized by the corresponding division Director and/or Vice President.

Everyone involved in an employee's dismissal process is obliged to respect the confidentiality of the information they hold.

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### 3.2 Guidelines for the termination process

#### 3.2.1 Exit interview

The Talent Management and Culture division is responsible for sending the termination interview to the employee who is leaving the company, a record of which will then be kept in the mIEspacio system.

#### 3.2.2 Canceling access rights and credit cards, and revoking employee rights

The Talent Management and Culture division will notify through [ienova-exitchecklist@ienova.com.mx](mailto:ienova-exitchecklist@ienova.com.mx) email or to the staff in charge of managing the Company's computer systems, by means of the mIEspacio system, of the need to cancel all access passwords. In addition, it will notify the Treasury division of the need to cancel the employee's credit cards (when applicable).

#### 3.2.3 Severance pay calculation

The Payroll division will input the dismissal information into the system as well as any adjustments needed and the corresponding payroll records. The system will then calculate the severance pay amount automatically. The severance pay calculation will include the corresponding portion of the Christmas bonus, vacation pay, and days worked during the last payment cycle, as well as the savings fund, food coupons, and special bonuses pending payment at the date of the dismissal, and will discount the corresponding taxes.

In case of layoffs and/or an unjustified dismissal, in addition to the conditions described above, other concepts have to be included in the severance pay, as stipulated by law.

The Payroll division will generate the severance invoice and will validate it in collaboration with the Controller division.

#### 3.2.4 Work tools and applicable deductions

Employees are obliged to turn in all the work tools assigned to them to perform their jobs. In case any of the assets are damaged or missing, two checks will be made out to pay the debt on behalf of the employee.

#### 3.2.5 Files of the dismissed employee

The files of employees who leave the Company must include the following information:

- Severance pay invoice signed by the employee, as well as a copy of the check, as applicable
- GT-14-F01 Format for Severance for Resignation, Letter of resignation (when applicable) signed by the employee
- Document confirming elimination from the IMSS registry
- Termination agreement signed by the employee

Employees will need to sign any documents specified by the Talent Management and Culture and Legal divisions.

Employee files will need to be safeguarded for a period of five years, as established by GE-15 Policy for Retaining Records, and the Talent Management and Culture Division will be responsible for ensuring that files comply with all the requirements mentioned above.

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### 3.2.6 Job record letter

The Talent Management and Culture division is responsible for delivering the job record letter (*constancia de trabajo*) to the employee.



## 4. Definitions and Terminology

Term	Definition
<b>Entity</b>	Identifiable unit that performs economic activities, constituted by a combination of human, material, and financial resources (composed of 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>Related Parties</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>d) Companies that are part of a business group or consortium to which IEnova belongs.</li> <li>e) Companies over which one of the people referenced by conditions a) to c) above, have control or Significant Influence</li> </ul>
<b>Resignation</b>	When employees voluntarily decide to end their work relationship with the Company.
<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 replace 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



## 5. References and Formats

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### 5.1 Internal References

- Code of Ethics
- Internal Bylaws
- GE-15 Record Retention Policy
- GE-03 Independence and Conflicts of Interest Policy
- GT-07 Performance Management Policy
- GT-04 Conduct Policy
- GE-12 Confidential Information Policy

### 5.2 External References

- Mexican Labor Law (*Ley Federal del Trabajo*)
- Social Security Law (*Ley del Seguro Social*)

### 5.3 Formats

Code and Name of the Document	Retention Code
GT-14-F01 Severance Format	ADM-10-02
GT-14-F02 SEFORE Application	ADM-10-02
GT-14-F03 Application for Making Voluntary Deposits to the SEFORE	ADM-10-02



## 6. Responsible Party

Responsibility	Area
Manage the content of the policy (Policy Owner)	Manager for Talent Management and Culture
Comply with the policy	Talent Management and Culture and Legal
Compliance Oversight	Managers
Apply Sanctions	Talent Management and Culture



## 7. Authorization

Name	Position
Gloria Araceli Pérez Leal	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	Vice President Controller
Ramiro Fernández	Senior Manager for Compliance

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

Questions related to the implementation or compliance with this Policy should be discussed with the direct supervisor; the contact person designated as the responsible party for this Policy will be the Talent Management and Culture area 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	<a href="mailto:jceron@ienova.com.mx">jceron@ienova.com.mx</a>	(55) 9138 0100
Susana Campuzano	scampuzano@ienova.com.mx	(614) 442 1818 ext. 651
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### 9. Tracked Changes

Review	Date	Description	Section Affected	Observations
01	August 1 <sup>st</sup> , 2020	Policy review project	All	Adaptation to the new format Changes in definitions Additions to the guidelines in the "Policies" section Deletion of narrative for the creation of the procedure
02	September 7, 2020	Modification	3.2.2	Notifications
03	June 28, 2021	Form adequations	4, 5.1, 7	