



Working Hours Policy

We establish work hours that contribute to the quality of life within the company, as well as a positive work environment. Therefore, through our policy we commit to the following:

- Respect our associates' breaks and work schedules.
- Ensure payment of overtime to our associates.
- Conduct ongoing campaigns in all units to ensure overtime payment, thus guaranteeing appropriate compensation measures.
- Develop ongoing campaigns in all units to ensure respect for rest periods and schedules, as well as to prevent and avoid harassment.
- Establish special work schedules for students.
- Designate fixed work schedules during breast-feeding periods.
- Provide fixed work hours for single mothers or fathers.
- Create flextime work weeks for staff associates, to reduce work hours on Fridays.
- Guarantee our associates' right to vacations and time off.

