

A laptop is shown from a low angle, with its screen and keyboard visible. The laptop is illuminated with a blue light on the left side and a red light on the right side, creating a split-color effect. The background is dark.

HUMAN CAPITAL MANAGEMENT SERVICES

The BDO logo, consisting of the letters "BDO" in a bold, sans-serif font, with a horizontal line underneath the letters.

BDO

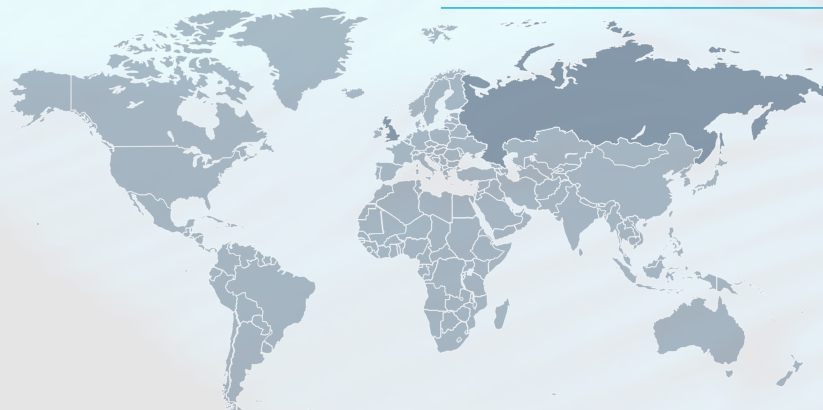
BACKGROUND

At **BDO México**, we have observed the need in our clients for services related to **Human Capital** Resources.

In this order of ideas, we established our **Human Capital Services Area two years ago**, comprised of our legal, labor, social security and organizational psychology specialists, which allow us to provide high quality service in Human Resources Management.

Accordingly, the main services we offer our clients are as follows:

1. Recruitment and Personnel Selection
2. Application of Mexican Official Standard-035 (NOM-035), Identification, analysis and prevention of Psychosocial risk factors at work.
3. Advisory services in labor and social security matters in times of COVID-19.



1.- Recruitment and personnel selection.

Our recruitment and personnel selection specialists handle **professional search protocols** and are drawn up to take on the challenge of selecting candidates that meet the characteristics required for each job profile requested by our clients.

Among the main services, we offer the followin:

Market study.



- It refers to the analysis of salaries and benefits, with the objective of obtaining average values of the economic cost of payment to a specific position.

Profile and search for talent.



- With the job profile requirement, we guarantee the best viable candidates that cover the required profile.
- Reports are provided for candidate analysis.
 - Preliminary interview.
 - Psychometric tests.
- Agile response time in covering required human resources.

Hiring process.



- Once the ideal candidate has been selected in accordance with the required profile, the legal hiring process is carried out.
- Labor and social security terms, fringe benefits and mandatory benefits to be granted to the candidate are set forth in accordance with the currently enacted Federal Labor Act and Social Security Act.
- Documentation is compiled for the candidate's file.

2.- Application of Mexican Official Standard-035 (NOM-035), Psychosocial risk factors at work, analysis and prevention.

The NOM 035 aims to establish the elements to identify, analyze and prevent psychosocial risk factors, as well as to promote a favorable organizational environment in the workplace. Its full implementation has been mandatory for employers since October 23, 2020.

■ Fields of application.

- Work centers where up to 15 employees work.
- Work centers where from 16 to 50 employees work.
- Work centers where up to more than 50 employees work.

■ Factors that are analyzed and evaluated.

- Work environment conditions (the climate between colleagues has to be clear, but so do the correct lighting and a comfortable temperature).
- Workloads (reduce the workload of psychophysical requirements to which the worker is subjected throughout his/her working day).
- Control over work (The degree of control that the worker has over the tasks he performs influences his/her stress level).
- Work shifts that exceed what is set forth by law (The worker and the employer will determine the length of the work day, and they cannot exceed the legal maximum limits set forth in the Mexican Labor Law).

■ Specialized service proposal.

- **Work Program:** We will draw up and deliver the work program to the client, through which the first stage of NOM-035-STPS-2018 will be applied.
- **Joint Committees:** If required, we will provide legal-labor advice that is required for setting up the following Joint Committees:
 - ▶ Joint Committee for Safety, Hygiene and Environment at Work.
 - ▶ Joint Committee for Training, Instruction and Productivity of Workers.
 - ▶ Joint Committee for Employee Profit Sharing (PTU) with respect to the corresponding fiscal year.

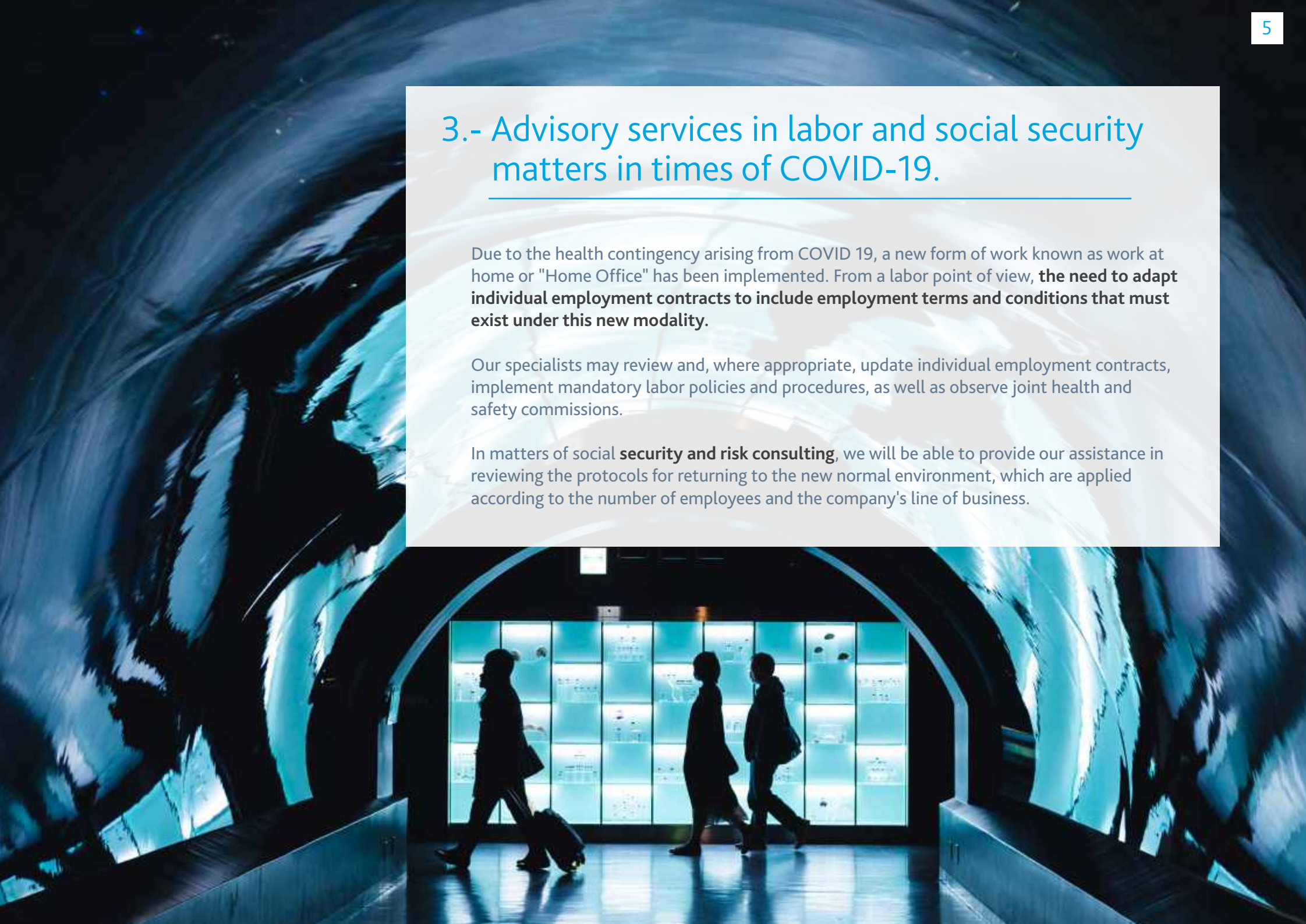
- **Policy for Psychosocial Risk Prevention:** We will draw up and deliver this policy to the client, as well as the advice for its application, including elements for establishing a safe, confidential mechanism for receiving complaints about practices contrary to the favorable organizational environment and for reporting acts of workplace violence.
- **Protocol to prevent discrimination on the basis of gender and attention to cases of violence and sexual harassment, as well as eradicate forced and child labor:** We will draw up and deliver this Protocol to the client, as well as advise on how to apply it.
- **Training for Management personnel:** We will train designated personnel on NOM-035 matters, in order to convey the most important elements and raise awareness of their application within the organization.
- **Evaluations:** We will carry out evaluations for a maximum number of people, in order to identify and analyze psychosocial risk factors and the evaluation of the organizational environment, as appropriate, through the programs and computer systems that we have, which will include:
- **Diagnostics and Reports:** We will draw up and deliver the following reports:
 - ▶ Identification of workers who were subjected to severe traumatic events at work or related to work.
 - ▶ Evaluation for identifying and analyzing psychosocial risk factors. This is applied at work centers that have from 16 to 50 workers.
 - ▶ Evaluation for identifying and analyzing psychosocial risk factors and evaluating the organizational environment. This is applied at work centers that have more than 50 workers.
- **Confidential telephone and electronic complaint line:** Establish safe and confidential mechanisms for receiving complaints for practices contrary to a favorable organizational environment and for reporting acts of workplace violence.

3.- Advisory services in labor and social security matters in times of COVID-19.

Due to the health contingency arising from COVID 19, a new form of work known as work at home or "Home Office" has been implemented. From a labor point of view, **the need to adapt individual employment contracts to include employment terms and conditions that must exist under this new modality.**

Our specialists may review and, where appropriate, update individual employment contracts, implement mandatory labor policies and procedures, as well as observe joint health and safety commissions.

In matters of social **security and risk consulting**, we will be able to provide our assistance in reviewing the protocols for returning to the new normal environment, which are applied according to the number of employees and the company's line of business.



ESTADÍSTICAS GLOBALES BDO 2021

BDO INTERNACIONAL

INGRESOS GLOBALES

\$11.8

MIL MILLONES
DE DÓLARES



10.8%*
(tipo de cambio
constante)*

164

Países
y territorios



1,713



Oficinas

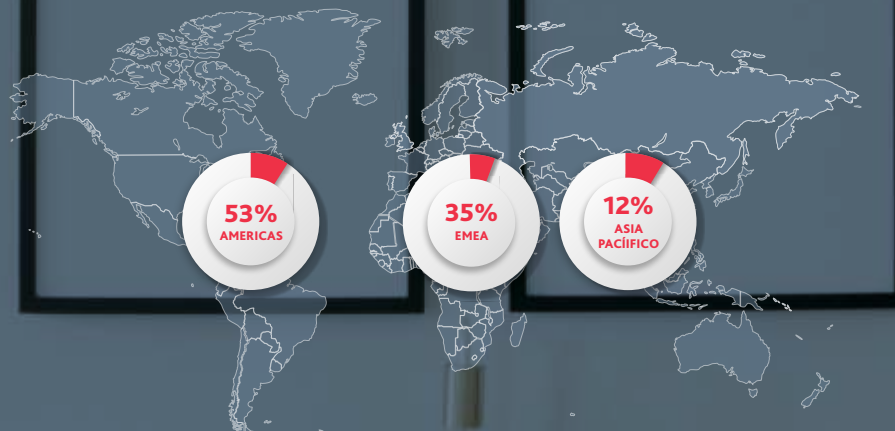


SEDE GLOBAL

95,414

6.8% Incremento
anual

PROMEDIO GLOBAL
PROFESIONAL
PROPORCIÓN
SOCIOS
A STAFF
1 A 10



PRESENCIA NACIONAL

BDO
MÉXICO



STAFF
+ 800

NÚMERO DE
oficinas

8



LOCALIZACIÓN
OFICINAS

CIUDAD DE MÉXICO
CIUDAD JUÁREZ
GUADALAJARA
HERMOSILLO
MONTERREY
MAZATLÁN
TIJUANA



BDO

LÍDERES POR NUESTRO SERVICIO EXCEPCIONAL AL CLIENTE
THE LEADER FOR EXCEPTIONAL CLIENT SERVICE

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BDO/MX/2022

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