

# Suppliers' and Sustainable Purchasing Policy

## Purpose.

Establish the criteria for the selection of suppliers and distributors of daily-use products for the business operation in accordance with the best international practices and the sustainability and social responsibility interests of Hoteles City Express S.A.B. de C.V. ("Hoteles City Express" or "The Company").

## Description

For Hoteles City Express, its Suppliers are important part of its strategy of sustainability, innovation and commitment with the community; therefore, it seeks to encourage a business relation with them based on its institutional values and on the following practices:

Permanently research the market to promote the incorporation of products and/or services with sustainable specifications, in accordance with the sustainable purchasing practices included in this policy.

Ensure equal opportunities for all suppliers offering their products and services.

Use a methodology to measure the performance of the supply chain suppliers in relation to the environmental aspects by evaluating them periodically.

Periodically evaluate the service level provided by suppliers by using the Satisfaction Survey to encourage sound competition and avoid the risk in the operations of the company.

Evaluate suppliers' satisfaction in relation to the transparency and clarity of the selection and bidding processes.

Select national suppliers in accordance with objectivity, impartiality and equal-opportunity criteria, to prevent favoritism or conflicts of interests, based on ethics and free competition (competitive prices, added value and financial strength).

Select local suppliers by considering civil society organizations or community groups that are usually excluded, for example, indigenous cooperatives developing products for the hotel segment.

Develop the local suppliers that are selected by establishing quality standards, periodic evaluation and formalization of their workers' benefits granting more production sustainability to the region.

Ensure through the hiring of each of suppliers, their adherence to the Ethics Code of the company, as well as that they do not fail to comply with the Anti-corruption Policy or the Guidelines for Antitrust Practices inside and outside of their value chain.

Exhaustively validate that the practices of all suppliers meet standards that do not pollute or harm the environment.

Watch for the individual improvement of each supplier by supporting him in adopting sustainable and energy-saving measures, as well as stimulating the employment of people and contributing to the communities where they operate.

Likewise, it is the policy of Hoteles City Express to buy sustainable items, operating inputs and office supplies, maximize their use and minimize the production of waste through the following practices:

Choose products reducing greenhouse gas emissions or manufactured with renewable energy.

Choose items reducing the use of hazardous chemicals for the environment and public health.

Prefer products containing the highest possible percentage of post-consumption recycled content.

Prefer products reducing air and water pollution and reducing waste.

Select suppliers striving to improve their environmental performance, being possible to document the impacts of their efforts in the supply chain.

Choose products fulfilling several functions (for example, copiers/printers, multi-purpose cleaners) to reduce the total number of purchased products.

Choose recycled or compostable products.

Compliance with this Policy aims to ensure a sustainable supply chain over time and responsible to society and the environment.

This Policy will be published in the adequate internal media and will be disclosed to each of the employees, suppliers, collaborators, third parties and related parties of Hoteles City Express S.A.B. de C.V. The sole fact of the continuity of the daily operation will be sufficient evidence of its acceptance and makes its compliance enforceable.

The establishment of these guidelines is authorized through the power invested by the Board of Directors of Hoteles City Express through the Corporate Practices Committee in the Sustainability and Social Responsibility Committee of Hoteles City Express S.A.B. de C.V. and subsidiaries, being this document signed by the CEO of the Company.

A handwritten signature in black ink that reads "L. BARRIOS".

**Luis Eduardo Barrios Sánchez**  
CEO and Chairman of the Board of Directors  
Hoteles City Express, S.A.B. de C.V.