

1. Objective

Describe the pillars of the talent attraction and selection process in Grupo Éxito.

2. Scope

This policy of attracting, selecting and retaining talent is of a corporate nature and therefore applies to all businesses.

3. Politics

Talent Attraction

The talent attraction seeks to attract the best talent and effectively select the diversity of profiles required in a high geographical dispersion of Grupo Éxito. It has the following pillars:

- Employee ambassador: The experience of our employees is the best way to transmit our culture, benefits and employer brand.
- Technology: The selection process management platform allows us to make our vacancies public and accessible to the entire population, as well as to share relevant information about the position and the Company.
- We promote Decent Employment: We are one of the largest private employers in the country and we are linked to initiatives such as the promotion of the first job, employment of vulnerable populations, promotion of female leadership, public-private partnerships for employability and alliances between academia, business and the state to promote quality employment, among others. We promote multiple forums that bring Universities closer to the Company, we create spaces for rapprochement between the student community and the Company in reference to its dynamics, culture and we promote development and innovation activities, as well as we promote multiple initiatives to attract the best Talent.

Talent Selection

At Grupo Éxito and its national subsidiaries, we are committed to generating employment and opportunities for growth and development for our employees, which is why in our selection processes:

- We promote diversity and inclusion. Our processes reject any form of discrimination and bias.
- We generate growth opportunities for internal talent (internal promotions), leveraged by a talent planning exercise, career and succession plans.

- We carry out a process of attraction and selection of nationally approved Talent, respecting customs and regionalization, we have suitable professionals and objective tools to guarantee the quality of the same.
- We involve leaders in the selection process of their teams.
- The suppliers of the process are permanently evaluated in terms of quality and service.
- We try to ensure that candidates who go through a selection process with the Company always have an answer and in the cases that apply, we provide valuable information to contribute to their development.
- We promote the identification, selection, development and intentional mobility of talent aligned with the organizational culture and strategy, ensuring a good employee experience and leveraging the sustainability and competitiveness of the business.
- The mapping of internal candidates in the talent planning exercise is an input for the selection process.

Talent Loyalty

At Grupo Éxito we are committed to Talent and its permanence in the organization, which is why:

- We promote the well-being and comprehensive health of our employees and their families directly and through our allies such as the Employee Fund and compensation funds to maximize the benefits portfolio.
- We permanently monitor the work environment, performance and leadership, and we establish work plans to guarantee permanent improvement in the management of Human Resources.
- We promote the efficient management of compensation to attract, motivate and retain our human resources; guaranteeing salary equity and aligning ourselves in competitive terms with respect to the market.
- We permanently generate opportunities for training and talent development.
- We consider internal talent as the first option for promotions, favoring their growth.
- We provide help and special accompaniment in situations of calamity.

Talent Attraction

- The Talent Attraction and Selection process seeks to ensure that the company has the right and bias-free personnel to achieve results, in the short, medium and long term, through the attraction, recruitment, selection, hiring and promotion of the most qualified people for the required positions.

- It is an analytical and methodical process of choosing among a group of applicants who meet the required profile.
- It is the responsibility of the Leader of an area or process to activate the vacancy when the needs are identified, requesting the support of the Selection team or activating the Administration, structure and personnel expenditure area to be covered by the temporary operator according to the type of vacancy.
- The selection process is flexible, adapting to the objectives of the organization and the dynamic environment in which the company is immersed.
- It will be essential to promote the internal promotion of employees; however, the option and relevance of going to external candidates will be evaluated according to the needs of the area and the company.
- Anyone who wishes to work for the company will be able to register their resume in the tool defined by the Group; and in case of applying to a call, or being invited to a selection process and meeting the requirements, you will have the right to participate in the process.
- The role of the Selection team is to advise with technical elements the decision to fill a vacancy by a Leader.
- The selection processes will be carried out by professional and suitable personnel to perform this task in accordance with the guidelines given by the company.
- The selection processes of subsidiaries or members of the Group will comply with the guidelines set forth in this policy.
- The Group's Selection team will report all those processes in which there is a perceived risk of loss of objectivity, conflicts of interest are generated or any point of those declared in the company's Ethics Committee is violated.
- Within the business group, family members can work as long as there is no relationship between the positions that may affect the performance of any or there is any dependence or conflict of interest, in which case, the employee will declare the conflict. In this case, the selection process should inquire if there is any conflict of interest.
- The staff promotions will coincide with the beginning of a fortnight; employer substitutions may only be processed at the end of the month, to begin on the 1st of each month, in accordance with the Payroll and Organizational Learning calendar.
- To define the date of promotion, it must be reconciled between the current leader and the future leader. All promoted employees will begin work in their new position 15 calendar days after the Selection process has closed.
- If a leader wants to propose a collaborator to work with, he/she must first consult with that collaborator's immediate boss and the business partner

- If the vacancy will be filled by means of an appointment, the person responsible for setting up the requisition must describe the name and ID of the person in the observation field and/or complete the exception form and must validate with the Business Partner the relevance of this appointment in order to validate the performance, climate and other relevant aspects, in order to comply with objectivity and the process is carried out free of bias.
- All vacancies will be reported in the mandatory vacancy system of the Ministry of Labor, in accordance with current legislation, through our employment provider.
- It is the obligation of the Selection team to verify the information of the candidates in the company's validation systems.