

General Policy on Human Resources



Introduction

Our principles and personality reflect the way we work and should be the prism through which we conduct our work and make our decisions.

At CCU, we recognize our employees as the main engine that gives life to the Company. Each is key to the success of the business, driving the day-to-day management and sustainability of the organization.

It is essential that our employees feel committed and develop a deep sense of belonging to the Company, while at the same time continuing to develop and acquire knowledge that allows them to enhance the talent that lies within each of them.

The main purpose of this document is to provide a framework to guide good practices in personnel management in accordance with the Company's principles, which are based on strong and deep convictions.



Excellence, we are passionate about quality and a job well done.

Dedication, we put the well-being of others and our environment above our own interests.

Integrity, we comply with the standards that regulate us, always inspired to act correctly.

Empowerment, we promote an entrepreneurial, innovative and proactive attitude.

Pride, we feel legitimate pride in who we are and in our history.

Empathy, we relate and collaborate with our people from a place of affection and trust.

Drive, we like to set ambitious goals for ourselves, exceed them and adapt to the market.

Passion, we are enthusiastic and we like to pass this on.

Being part of CCU means living by our principles and projecting our personality at all times, fulfilling our Purpose:

**We are passionate about
creating experiences to
share a better life together.**

Working Conditions

Our commitment to our employees is to provide them with appropriate working conditions so that they can develop in a work environment of maximum safety, high satisfaction and a sense of belonging where they can enhance their comprehensive development.

Our supervisors are committed to building an environment of trust, mutual respect and dialogue with their teams, ensuring their well-being and maximum development.

Safety is part of our culture at CCU. Our efforts are aimed at promoting and ensuring the safety of all employees from the bottom of the organizational pyramid, represented by the Health and Safety Committees and the Safety Pillar.

From Human Resources, we must guarantee the identification of the ideas, interests, needs and expectations of our employees, generate spaces for participation and establish adequate communication channels, both vertically and horizontally.

Selection

In the recruitment and selection area, our aim is to provide the Company with the necessary talent to meet the strategic objectives we have set ourselves.

The selection process is aimed at discovering potential for growth, skills and knowledge for an adequate performance of immediate duties and those that our employees may potentially perform.

To select the right candidates, we are committed to a process with tools that successfully predict performance. We use competency-based interviewing and innovative selection processes, delivering quality work in a timely manner.

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We also manage our employer brand, ensuring participation in talent attraction talks, job fairs and university fairs, as well as managing our social media and job portals.

At CCU, we are committed to the inclusion of people with disabilities in the workplace, which drives us to create equal opportunities. We undertake not to discriminate on the basis of race, religion or any other grounds in the selection process.



Training and Development

At CCU, we seek to contribute to the competitiveness and development of people to ensure an organization that is capable of growing efficiently and sustainably over time.

For this reason, we have training programs that allow us to detect the learning needs of each of the Company's employees. The aim is for staff to grow with their work, improve their skills and expand their possibilities for development within CCU.

The first person responsible for identifying training needs is our direct supervisor. The most effective and efficient way to achieve training objectives is to seek support from Human Resources.

The main sources of learning are on-the-job experience and training. Our supervisors are responsible for guiding and training their teams to thrive in their current positions and reach their full potential.

In addition, we need exemplary leaders who are strongly committed to the growth and development of our people. Each CCU Leader is primarily responsible for the development of the people in his or her team.

Talent Management

At CCU, we identify strengths and opportunities for growth through assessments of Performance and Potential.

Through these, we can observe compliance with the goals and responsibilities of the position, the adherence of each employee to the

CCU Principles and the capacity of each person to assume positions of greater responsibility.

We manage each of our employees in keeping with their skills and potential, ensuring that we have each of our talents in the right position.

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Based on the above, as a Company we have focused on attracting, retaining and developing our talents through promotions and appointments, as well as favoring internal mobility, rewarding meritorious performance.

All of the above is managed through the Talent Management Program.



Compensation

At CCU, we seek to generate a real commitment to our employees, offering salaries that are positioned above the national minimum wage.

Our policy is to maintain a competitive pay scale to attract and retain our employees. To this end, we have a structured process and a specific methodology to validate and review compensation with respect to the market, seeking to ensure that the remuneration of each employee is in keeping with the level of the position.

At CCU, we seek internal equity, where positions of equal relative value have the same salary range and external competitiveness.

To establish the market values of each position at the Company, it is the responsibility of our direct supervisors to ensure that a job description is kept up to date for all employees under their supervision.

In relation to the gender pay gap, the earnings of men and women are equivalent for the same position and job level.

Work-Life Balance

At CCU, we believe that our employees should have a good work-life balance.

Through the Quality of Life and Organizational Culture area, under the CCU in Balance program, we seek to achieve a balance between work, family

and personal life for those who work in the Company, with policies, benefits and action plans to improve the working environment.

The Vivamos Bien (Living Well) Program is based on four pillars: **Wellbeing in the Workplace, Healthy Living, Leisure and Family and Emotional Support.**

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Each of these dimensions considers different initiatives and benefits that aim to improve the quality of life of our CCU employees and their families.

In terms of Organizational Culture, we seek to reinforce a love of our brands and pride in working at CCU through a variety of initiatives that encourage responsible consumption of our products and living the experience generated by our brands.



Labor Relations

For CCU, labor relations with trade union organizations and representatives of our employees are a fundamental basis for building open and effective relations in all the places where we operate.

In this context, as a Company we establish that:

- At CCU, we respect the freedom of association of our employees and recognize the right to collective bargaining.
 - Collective bargaining takes place within the existing legal framework.
 - As a company, we retain our organizational, managerial and administrative powers.
 - Negotiations are based on the principle of good faith and on respectful, trusting and harmonious relations.
- Negotiations focus on reaching the fairest possible solution to improve both the working conditions of employees and the competitive advantages of the company.

Our Company and our employees' representatives are expected to have a relationship aimed at developing fair and constructive negotiations in an atmosphere of dialogue, discussion and mutual understanding in order to reach agreements and maintain long-term relationships.

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