

A stylized graphic of a lightbulb. The top half is a white semi-circle with two white diagonal lines radiating from its edge. The bottom half is an orange semi-circle with three white diagonal lines radiating from its edge. A dark teal vertical line with a loop at the top and three horizontal bars at the bottom represents the base of the bulb.

Talent

**Attraction,
selection,
and retention
Policy**



Objective

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

Scope

The Talent, attraction, selection, and retention policy is corporate and therefore applies to all the businesses and brands of "Grupo Éxito". This Policy will be reviewed annually and updated every two years in accordance with the Stakeholder consultation reflected in the materiality analysis. This policy was presented and approved by the Sustainability Committee of the Board of Directors in 2023.

Declaration


Grupo Éxito's talent, attraction, selection, and retention policy is articulated with the following Sustainable Development Goals:



Talent Attraction








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 and 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 first jobs, employment for vulnerable populations, promotion of female leadership, public-private alliances for employability and partnerships between academia, business and the state to promote quality employment, among others. We encourage multiple forums that bring universities closer to the company, we create spaces to get the student community closer to the company in terms of its dynamics and culture, and we promote development and innovation activities, as well as multiple initiatives to attract the best talent

Talent Selection

In the Exito Group 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 and career and succession plans.
-  We carry out a talent attraction and selection process standardised at a national level, respecting customs and regionalisation. We have qualified professionals and objective tools to guarantee the quality of the process.
-  We involve the leaders in the process of choosing their teams.
-  The suppliers of the process are permanently evaluated in terms of quality and service.
-  We ensure that candidates who undergo a selection process with the Company always have a response, and, where applicable, we provide valuable information to contribute to their development.
-  We promote the identification, selection, development and intentional mobility of talent aligned to the organisational 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 input to the selection process

Talent Loyalty

In Grupo Éxito, we are committed to talent and its permanence in the organisation, that is why:

- We promote the well-being and integral health of our employees and their families directly and through our allies such as the Employee Fund, Mutual Investment Fund and compensation funds to maximise the portfolio of benefits.
- We permanently monitor the work environment, performance and leadership and establish work plans to guarantee permanent improvement in human resources management.
- We promote the efficient management of compensation to attract, motivate and retain our human resources, guaranteeing salary equity and aligning ourselves in competitive terms concerning the market.
- We permanently generate training and talent development opportunities.
- We consider internal talent the first promotion option, favouring their growth.
- We provide special assistance and support in situations of calamity.

Talent Attraction

- The Talent Attraction and Selection process seeks to ensure that the Company has the right personnel, free of biases, 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 systematic process of choosing applicants with 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 starting the area of Administration, structure, and personnel expenses to fill the vacancy with 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 fundamental to promote the internal promotion of employees; however, the option and relevance of turning to external candidates will be evaluated according to the needs of the area and the Company.
- ☺ Any person who wishes to work for the Company may register his or her résumé in the tool defined by the Company, and if he or she applies to a call for applications or is invited to a selection process and meets the requirements, he or she 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 qualified personnel to perform this task according to guidelines given by the Company.
- ☺ The selection processes of subsidiaries or members of the Company shall comply with the guidelines outlined in this policy.
- ☺ The Group's Selection team will denounce all those processes in which there is a perceived risk of loss of objectivity, conflicts of interest are generated, or any of the points stated in the Company's Ethics Committee are violated.
- ☺ Family members may work within the corporate Company as long as there is no relationship between the positions that may affect the performance of any of them or there is any dependence or conflict of interest, in which case, the employee shall declare the conflict. In this case, the selection process must investigate whether there is any conflict of interest.
- ☺ Personnel promotions shall 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, following the Payroll and Organizational Learning calendar.

- To define the promotion date, the current and future Leaders must agree on the promotion date. All promoted employees will start working in their new position 15 calendar days after the closing of the selection process.
- If a leader wants to propose an employee to work with him/her, he/she must first consult with the immediate boss of that employee and the business partner.
- If the vacancy is to be filled through an appointment, the person responsible for assembling the requisition shall describe the name and ID of the person in the observation field and/or complete the exception form and shall validate with the Business Partner the relevance of this appointment to validate performance, climate, and other relevant aspects, to comply with objectivity and to ensure that the process is conducted free of bias.
- All vacancies will be reported in the mandatory vacancy system of the Ministry of Labor, under current legislation, through our employment provider.
- The selection team should verify the candidates' information in the Company's validation systems.
- Employees will find the following information as requirements to apply for a vacancy.