

B Corp Certification - Disclosure Questionnaire Documentation	
PROVIDED BY:	Hipocampus Centros de Aprendizaje
UPDATED AS OF:	05/26/2021
DISCLOSURE QUESTIONNAIRE CATEGORY [1]	Significant layoffs of >20% of workforce
ISSUE DATE [2]	2020
TOPIC [3]	Significant layoffs due to COVID-19 Pandemic
SUMMARY OF ISSUE [4]	Unfortunately, due to the current context caused by the pandemic, we have had to let go of very valuable people for the organization in the last year. In addition to the layoffs related to the last year's global pandemic (center closings and financial strategy) the main cause of layoffs in the last 5 years has been related to performance. Any decision to dismiss an employee is accompanied by a performance improvement process and a close follow-up of the guidelines within the Federal Labor Law of Mexico to identify the justification for the dismissal and thus grant the employee all the benefits related to the law. So far, no dismissal has required any legal procedure, since we have complied with and in some cases exceeded the provisions of the law
SIZE/SCOPE OF ISSUE (e.g. \$ financial implication, # of individuals affected) [5]	9 employees were laid off, representing 30% of the company's employees at that time.
IMPACT ON STAKEHOLDER(S) [6]	For most of our collaborators their salary is the only income they have, without a doubt for some the exit could represent a complicated episode, from Hipocampus we always seek to support this transition through accompaniment from the Performance Improvement process itself and obviously providing the amount corresponding to liquidation and all legal compensations. In addition to this, for employees who had to leave due to the context of the pandemic, support has been offered in their transition and job search processes.
IMPLEMENTED MGT PRACTICES [7]	At Hipocampus, we offer employees the opportunity to join a savings account so that they can withdraw savings plus their annual return. This savings is also withdrawn when the employment relationship ends. For most of our collaborators is the only method they have for saving. Additionally, every time a dismissal occurs, employees are offered the payment of: 1. Three months' salary as severance pay 2. The seniority bonus, which consists of the payment of 12 days' salary for each year of service, taking as a basis for the payment of this benefit twice the minimum wage in the event that the employee receives a salary higher than this. In addition, the payment of the proportional parts of: 3. Christmas Bonus, 4. Holiday bonus and 5. Any other generated benefit. These rights are based on Articles 48, 87, 79, 80, 162 of the Mexican Labor Law, 79, 80, 162 of the Federal Labor Law (LFT).
REPORT [8]	[optional]

OTHER MANAGEMENT COMMENTS [9]	<i>[optional]</i>
RELATED INCIDENTS (YES/NO) [10]	2016 -2019 10% layoffs vs. total employees

- [1] Summary of Disclosure Questionnaire item/category (e.g., Material Product Recall, Financial Reporting, Labor Issue, etc.)
- [2] Date (or date range) to indicate time period of the reviewed issue.
- [3] High level summary of the issue (e.g., Voluntary Product Recall)
- [4] Facts-based, informative summary of the essential details about the issue requiring disclosure.
- [5] Information about the scale/scope of the issue. (e.g., \$ amount of the fine assessed; gallons/litres of liquid leaked to environment)
- [6] Summarize impact on affected stakeholders
- [7] Description of management practices, internal controls, or other steps implemented to avoid future occurrences.
- [8] Link to any external reports, press releases, supplementary documents pertaining to the reviewed issue.
- [9] Any management commentary/context to provide perspective on the issue or incident (e.g. compared to industry standards, norms or best practices).
- [10] List any other related issues or incidents to this disclosure item (e.g., any other material recalls, or litigation about labor standards?)