

B Corp Certification - Disclosure Questionnaire Documentation	
PROVIDED BY:	Hipocampus Centros de Aprendizaje
UPDATED AS OF:	May 26, 2021
DISCLOSURE QUESTIONNAIRE CATEGORY [1]	Operations and Suppliers in Conflict Zones
TOPIC [2]	Company operates learning centers in areas affected by armed conflict in Mexico
SUMMARY OF ISSUE [3]	Hipocampus Centros de Aprendizaje is a Mexican social enterprise that provides high-quality early childcare and education services. In order to support working parents, they partner with large employers to develop and operate community driven Learning Centers. Some of its Centers are located in regions of Mexico affected by armed conflicts related to drug trafficking. The company works with community suppliers local to these learning centers for products and services such as building services/maintenance, food preparation, furnishings, and cleaning supplies.
SIZE/SCOPE OF ISSUE (e.g. \$ financial implication, # of individuals affected) [4]	Two of the four learning centers are in conflict-affected areas, and represent ~23% of company revenues. Local suppliers are utilized at each of these locations, accounting for approximately 18% of overall expenses.
IMPACT ON STAKEHOLDER(S) [5]	Conflict-affected areas often characterized by an increased risk of human rights abuses and/or violations of national or international law, as well as presenting a safety risk to local stakeholders.

<p>IMPLEMENTED MGT PRACTICES [6]</p>	<p>To ensure the correct development and implementation of protocols, Hipocampus works under the guidance of a team of experts, and has appointed a Compliance Officer who has been in charge of evaluating, drafting and subsequently ensuring implementation. Based on a risk assessment conducted by the company, Hipocampus has established the following formal protocols and policies to address potential risks:</p> <ul style="list-style-type: none"> • Protocol of attention, prevention and reaction to sexual violence in the work environment. • Protocol of attention, prevention and reaction to acts of discrimination in the work environment. • Safe Environment Protocol • Domain extinction prevention protocol. • Contracting protocol • Anti-corruption and anti-bribery protocol. • Personal data management protocol. • Review and improvement of privacy notices • Establishment of the complaints channel • Establishment of the ethics committee <p>[DESCRIPTION OF SAFETY PRACTICES]</p> <ol style="list-style-type: none"> 1. This protocol is complemented by the Prevention Subprogram, Brigade Subprogram, Exercises and Drills Subprogram, Assistance Subprogram, Alert Plan, Emergency Plan, Damage Assessment Plan, Return to Normal Plan, Manual of establishment of centers, administrative manual, manual for parents and any other applicable norm. 2. It is HIPOCAMPUS commitment to keep the standards described above constantly updated. 3. It is the commitment of HIPOCAMPUS to continuously train its workers regarding this protocol and the standards described in section 1. 4. It is the obligation of HIPOCAMPUS to evaluate the degree of knowledge of its population regarding the standards described, at least once a year. 5. Parents or guardians must promptly notify about the health condition, allergies and consumption of medications of the children who attend the centers. 6. The personnel of the work centers must comply with the Inspection and Risk Analysis Programs, the Drills Program and the Safety Plan. 7. It is the obligation of HIPOCAMPUS to keep the Accident and Use of Insurance Protocol updated. 8. HIPOCAMPUS and its staff are committed to maintaining permanent contact with parents or guardians who are part of the community. 9. HIPOCAMPUS must determine civil protection brigades in each center, which must be in the process of permanent training. <p>In addition, the company has an ethics code that all suppliers must sign that includes topics related to anit-corruption and auditing.</p>
<p>REPORT [7]</p>	<p><i>optional</i></p>
<p>OTHER MANAGEMENT COMMENTS [8]</p>	<p><i>optional</i></p>

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