

## **8. Procedure for Virtual Board of Director Meetings**

### **1. Purpose**

To establish the mechanisms and minimum requirements that give validity to a virtual Board meeting or to the virtual participation of one or more directors in a live in-person Board meeting.

### **2. Scope**

Any board session in which any or all of its members are found in different locations.

### **3. Definitions**

N/A

### **4. References**

The Company's Corporate Governance Code.

### **5. Procedures**

- Depending on the agenda items to be discussed, the Chairman of the Board will decide whether any or all of the agenda items can be virtually dealt with by the Directors.
- The above decision will be communicated in the notice of the Board meeting.
- Any director will have a period of up to 3 business days following the date of the call to a live in-person Board meeting to request his/her virtual participation in it. The Chairman of the Board will decide on this matter.
- The directors who participate virtually in a meeting will be part of the quorum for the agenda items for which this form is allowed.
- A director participates virtually in a board meeting if he or she uses a digital means of communication that allows him, or her, to listen, participate and vote on the agenda's items.
- The General Management will define which communication platforms are valid and will also ensure that these work appropriately.

- When discussing agenda topics that include the virtual participation of any director, no documents nor evidence may be used that have not been available to that director before the beginning of the discussions.
- For any practical purpose, provisions established through the virtual participation of one or more directors have the same force and generate the same consequences as any other Board decision.