



TAILOR-MADE FOR THE FOOD INDUSTRY

# SUSTAINABILITY REPORT 2021

MACHU PICCHU FOODS S.A.C



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# ABOUT OUR REPORT

GRI 102-5, GRI 102-50, GRI 102-51, GRI 102-52, GRI 102-53. GRI 102 - 54

The following report is based on the Competitive Business Program framework conducted by the Global Reporting Initiative. The aim is to promote transparent data through the preparation of sustainability reports.

In 2020, we made our first Sustainability Report to keep our group of interest updated on our sustainable management.

In this respect, we are pleased to present our second sustainability report as Machu

Picchu Food SAC. The information shown below corresponds to our management carried out in 2021.

If you have any doubts, please contact Mr. Jhonnatan Murga Abad.  
E-mail: [jhonnatanmurga@mpf.com.pe](mailto:jhonnatanmurga@mpf.com.pe)  
Phone: +51 974216010

It is stated that this report has been prepared following the GRI Standards references.



# WELCOME LETTER

GRI 102-14

It is our great pleasure to share with you our second Sustainability Report based on the Global Reporting Initiative framework, which reflects the management carried out in the economic, environmental, and social areas during 2021. We are deeply committed to periodically informing our employees, customers, providers, and other groups of interest about our sustainability approach following the alignments of continuous development in the organization.

MACHU PICCHU FOODS SAC has the purpose of connecting the cacao valleys of Peru with the world as we transform the cacao bean into a high-quality final product that meets the customer's needs. In this way, our contribution is that 98% of the final products we export have added value, keeping us apart from the regular business model based on commodities.

We are currently working with more than 5 000 farming families and their communities with whom we keep strengthening bonds. We know that corporate social responsibility involves economic and environmental aspects; so, we have implemented our Sustainability roadmap which reveals our main projects and initiatives based on the ESG criteria (Environmental, Social, and Governance)

In the pursuit of becoming one of the worldwide leaders of organic chocolates, we keep promoting sustainable farming by certifying organic farms as we are involved in the process of accompaniment, technical orientation, and purchase guarantee to the producers during the whole year.

We have certified 131 more conventional cacao producers through Rainforest Alliance in Madre de Dios and Ucayali. This is a way to promote sustainable farming in the production of conventional cacao, as well.

In Machu Picchu Foods, we have been always committed to improving the school infrastructure in the communities as we are very sure this is a way to improve the educational conditions for children. For this reason, in 2021 we built a canteen, kitchen, and a playground; and renovated the restrooms of a Student Center located in the jungle of Pasco Department, having 220 beneficiaries.

In 2021, we faced many challenges, and our priority was focused on our collaborator's health. As a result, we conducted surveillance, prevention, and Covid19 Control programs shown below:

- Biosafety kits giveaways
- Online and on-site talks on Prevention every week.
- Lending of Oxygen concentrators.
- Monthly meetings with the Covid-19 Surveillance committee.
- Adaptability and implementation of new regulations
- Vaccination campaigns in our facilities.

As part of our commitment to the protection of the environment, we have carried out the first carbon footprint measurement in our plants (Pisco and Callao) to propose and put into practice initiatives to reduce the greenhouse effect and make our operations more sustainable. We are constantly monitoring our processes to improve our environmental performance.

To conclude, we want to thank the participation and effort of our collaborators who make it possible for this company to continue being a great reference to the food industry. We reaffirm our commitment to sustainable development to achieve our objectives as a company.



**FERNANDO GUZMAN FLORES**  
CEO



**ABOUT  
US**

# About us

GRI 102-1, GRI 102-2

Machu Picchu Foods SAC is the leading manufacturer in the cacao and chocolate industry throughout Peru. We have been promoting our passion for cacao and chocolate and meeting the needs of our clients for more than 20 years.

Our cacao is well-known for its fine aroma and flavor in the chocolate premium global market. We export the best Peruvian cacao and chocolate products to the world. To do so, we are deeply committed to manufacturing sustainable, high-quality, organic, and allergen-free products.

The process starts at the cultivation fields, where cacao beans are harvested from the production farms, working in cooperation with more than 5 000 family farmers located along the Peruvian cacao valleys, where we have more than 36 supply centers. To improve the production practices and the quality of cacao beans, we provide technical assistance to our farmer partners.

We manage a whole production line for our cacao products, where the process goes from raw cacao to finished products. This way, we meet our customer's requirements throughout the entire supply chain.

We offer the highest quality cacao products with an exquisite aromatic flavor that only Peruvian lands can produce. As a company with a wide experience in the field, we can customize the cacao percentages and add a variety of toppings and additions to every product. Most premium chocolates around the world are made with our cacao products as ingredients.

Our main products are:

- **Cacao by-products:** cacao nibs, cacao liquor, cacao powder, cacao butter, cacao cake.
- **Chocolates:** drops, wafers, kibbles, chunks, bars, bites, bonbons, compound, Easter eggs, and chips.
- **Wafers and confectionery:** wafer sticks, cream wafers, mini-wafers, crepes and mini-crepes, cones, and dragees.
- **Instant mixtures:** brownies mix, muffin mix, pancakes mix, pudding mix, super-mixes, granulated, chocolate flakes and flavored.

We also have an exclusive product line for the manufacturing of products intended for special consumer segments like vegan, gluten-free, non-GMO, allergen-free, Kosher, and, Halal.

# Location of headquarters and operation centers

GRI 102-3, GRI102-4

Machu Picchu Foods SAC manages its administrative operations from its headquarters located at

- Av. Cádiz #206 San Isidro District, Lima-Peru

Machu Picchu Foods SAC has also nationwide production plants and collections centers:

## Production Plants:

- Calle Carbono N° 213 Urb. Grimanesa, Callao (Plant 1)
- Carretera Panamericana Sur Km 232 - Pisco (Plant 1)
- Av. Fermin Tanguis N° 519 - Pisco (Plant 2)

## Collection Centers throughout cacao valleys in Peru:

To achieve our social goal, we have 36 collection centers and processing plants located in the cacao-producing areas. In 2021, the number is smaller due to the relocation of centers based on cacao purchase market strategies criteria. The current ones are:

ZONES	CENTER	ZONES	CENTER
AYACUCHO	Kimbiri	TINGO MARÍA	Tingo María
	San Antonio		Aucayacu
	Villa Virgen		Aguaytia
	Selva de Oro		San Alejandro
SATIPO	Satipo		Neshuya
	Pangoa		Curimana
	Pto Porvenir		Constitución
	Iscozacin		Campo Verde
	Atalaya		Puerto Bermudez
JUANJUI	Juanjui		TOCACHE
	Huicuingo	Tocache	
	Campanilla	Nuevo Bambamarca	
TARAPOTO	Tarapoto	Uchiza	
	San José de sisa	QUILLABAMBA	Quillabamba
	Chazuta	JAÉN	Jaen
	Barranquita		Chiríaco
	Shamboayacu	MADRE DE DIOS	Pto Maldonado
	Alao		
	Yurimaguas		

We are a world-class company that exports the best Peruvian chocolate and cacao

products around the world.



**Machu Picchu Foods S.A.C.** exports its products to more than 40 countries in America, Asia, Europe, Oceania, and Latin America.

## Ownership and Legal Form

GRI 102-45, GRI 102-5

Machu Picchu Foods SAC is a Peruvian company duly constituted under a closely-held corporation according to the provisions of the General Corporate Law N° 26887 on October 3rd, 2020 in the presence of the Public Notary Mr. Federico Campos Echeandia and registered in the electronic record N° 70209764 of the Registry of Legal entities at the Registry office in Callao with tax number 20500985322.

# Fundamentals

GRI 102-16

Our company **FUNDAMENTALS** are based on the following:



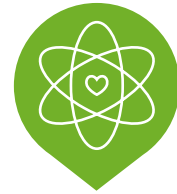
## MISSION

We strive to be recognized for our promptness, innovation, and reliability to serve with the highest quality ingredients.



## VISION

To become the tailor-made of the chocolate industry.



## VALUES

- Honesty
- Commitment
- Integrity
- Entrepreneurship

These fundamentals were approved by the senior management to show our identity as a company.

**They take part in our Organization Strategic Plan**



**CORPORATE  
GOVERNANCE**



# The scale of the Organization

GRI 102-6, GRI 102-7

Machu Picchu Foods SAC is well-known for being the tailor-made of the cacao and chocolate industry as we export our products to more than 42 countries: United States, Canada, Mexico, Colombia, Brazil, Chile, Argentina, Bolivia, United Kingdom, Germany, the Netherlands, Italy, France, Poland, Estonia, Russia, Japan, South Korea, Australia, New Zealand among others. The types of clients we have are wholesale distributors, brokers, retailers, and supermarkets.

DIRECT ECONOMIC VALUE (SOLES)	2020	2021
NET INCOME		
NET SALES	441,690,171	559,727,700
TOTAL INCOME	441,690,171	559,727,700

TOTAL CAPITALIZATION	2020	2021
DEBT	238,592,009	352,353,600
EQUITY	344,310,521	376,512,929

Our most important operation centers are:

1. Callao Plant: Manufacturing of tailor-made chocolates
2. Pisco Plant: Manufacturing of Organic Chocolate and Cacao Ingredients

Our main products are:

COMPANY	TYPE OF PRODUCTS	QUANTITY	LOCATION
MPF	CACAO PRODUCTS	01	PISCO
	ORGANIC CHOCOLATES	01	PISCO
	CHOCOLATES AND TAILOR-MADE PRODUCTS	01	CALLAO

# Supply Chain

GRI 102-9

The supply chain is one of the key elements in Machu Picchu Foods. By managing an adequate supply chain, we can ensure the compliance of the customer's needs and the success of the company.

The participants of our supply chain include Collection centers, suppliers, products, and purchase procedures described in detail as follows:

**1. Collection Centers:** Machu Picchu Foods has 36 collections centers throughout the country:

ZONE	CENTERS
JAEN	JAEN
	CHIRIACO
TARAPOTO	TARAPOTO
	SAN JOSE DE SISA
	CHAZUTA
	BARRANQUITA
	SHAMBOYACU
	ALAO
	YURIMAGUAS
JUANJUI	JUANJUI
	HUICUNGO
	CAMPANILLA
TOCACHE	TOCACHE
	NUEVO PROGRESO
	UCHIZA
	NUEVA BAMBAMARCA

ZONE	CENTERS
TINGO MARIA	TINGO MARIA
	AUCAYACU
	AGUAYTIA
	SAN ALEJANDRO
	CURIMANA
	NESHUYA
	CONSTITUCION
	CAMPO VERDE
	PUERTO BERMUDEZ
SATIPO	SATIPO
	ISCOZACIN
	PUERTO PORVENIR
	ATALAYA
	PANGO
AYACUCHO	KIMBIRI
	SAN ANTONIO
	SELVA DE ORO
	VILLA VIRGEN
QUILLABAMBA	QUILLABAMBA
MADRE DE DIOS	PUERTO MALDONADO

**2. Suppliers:** Having a supplier that ensures the best services and products, and has the certifications required by the market, is crucial for us. This makes us more competitive and attractive to our customers.

Within the group of suppliers, we consider our farmers, collectors, and/or companies involved in products and services. These are divided as follows:

- **Conventional suppliers:** 5 300 approx.
- **Organic suppliers:** 4 491 organic producers + 132 certified in Rainforest Conventional
- **Organic suppliers (Cooperative, Associations):** 12

For organic cacao producers, it is important to fulfill some requirements like the transition periods in the use of fertilizers and the organic supplies that are admitted into the cultivation fields. We manage an Internal Control System (ICS) that is in charge of the field visits to check that producers are fulfilling the requirements; and the documentation and training of all certified producers.

We currently have 4 623 certified producers in the following regulations: Argentine Organic, EU/NOP/JAS/RTPO, and Rainforest as shown in the following chart:

REGULATION	ZONE	CERTIFIED PRODUCTS	PRODUCERS WITH CERTIFICATION IN THE PROCESS	TOTAL PRODUCERS
ARGENTINE ORGANIC	SATIPO	139	0	139
EU/NOP/JAS/RTPO ORGANIC	AYACUCHO	15	121	136
	HUALLAGA	27	61	88
	JAEN	208	48	256
	MARISCAL CACERES	296	123	419
	SATIPO	359	280	639
	TARAPOTO	743	507	1250
	TINGO MARIA	186	77	263
	TOCACHE	213	63	276
	UCAYALI	274	127	401
	MADRE DE DIOS	0	36	36
RAINFOREST ORGANIC	AYACUCHO	334	0	334
	TARAPOTO	254	0	254
RAINFOREST CONVENTIONAL	UCAYALI	113	0	113
	MADRE DE DIOS	19	0	19
TOTAL		3180	1443	4623

As you can see, the regulations we apply to Europe, the United States, Japan, and Peru are organic. The Argentine organic regulation and the Rainforest Alliance regulation with two groups: One of them is organic: EU-NOP-JAS-RTPO + Rainforest and the other is conventional + Rainforest.

**3. Products:** The type of products that are purchased in the collection centers are divided into two: Conventional and Organic

CODE	PRODUCT NAME	TYPE OF PRODUCT	MANAGEMENT
CAC0000001	CONVENTIONAL CACAO	CONVENTIONAL	PURCHASE
CAC0000002	BABA DE CACAO CONVENCIONAL	CONVENTIONAL	PURCHASE
CAC0000006	UTZ CACAO	CONVENTIONAL	PURCHASE
CAC0000021	CONVENTIONAL CRIOLLO CACAO	CONVENTIONAL	CONVERSION
CAC0000036	CACAO CONVENCIONAL CRIOLLO	CONVENTIONAL	PURCHASE
CAC0000046	CONVENTIONAL CLEANED BEAN KG (ZONES)	CONVENTIONAL	CONVERSION
CAC0000047	BEAN CLUSTER KG (ZONES)	CONVENTIONAL	CONVERSION

CAC0000048	NIBS KG (ZONES)	CONVENTIONAL	CONVERSION
CAC0000049	CACAO POWDER KG (ZONAS)	CONVENTIONAL	CONVERSION
CAC0000050	CONVENTIONAL CRIOLLO CACAO FRUIT PULP	CONVENTIONAL	PURCHASE
CAC0000051	CONVENTIONAL DRY CRIOLLO CACAO IS OBTAINED FROM FRUIT PULP	CONVENTIONAL	CONVERSION
CAC0000058	CONVENTIONAL SPECIAL CACAO	CONVENTIONAL	CONVERSION
CAC0000059	CONVENTIONAL TRACE CACAO	CONVENTIONAL	PURCHASE
CAC0000075	CONVENTIONAL PORCELAIN CRIOLLO CACAO	CONVENTIONAL	PURCHASE
CAC0000003	NOP EU JAS CACAO	ORGANIC	PURCHASE
CAC0000004	NOP EU JAS CACAO FRUIT PULP	ORGANIC	PURCHASE
CAC0000011	NOP EU JAS UTZ CACAO FRUIT PULP	ORGANIC	PURCHASE
CAC0000012	NOP EU JAS UTZ CACAO FRUIT PULP	ORGANIC	PURCHASE
CAC0000019	CACAO CONVERSION TO NOP EU JAS	ORGANIC	PURCHASE
CAC0000022	NOP EU JAS DRY CACAO OBTAINED FROM FRUIT PULP	ORGANIC	CONVERSION
CAC0000026	NOP EU JAS UTZ DRY CACAO OBTAINED FROM FRUIT PULP	ORGANIC	CONVERSION
CAC0000052	NOP EU JAS ARG CACAO	ORGANIC	PURCHASE

**4. Bean purchase procedure in the collection centers:** It is subdivided into two processes: Reception and Purchase

#### 4.1. Reception Process

4.1.1. The supplier arrives at the MPF collection center with the product to be sold. The product goes through a quality control procedure (humidity and foreign bodies) and is registered in the system with the supplier ID to enter the type of cacao, the number of sacks, and the weight of the container (tare). Then, with the electronic scale, the weight in kg. is automatically obtained.

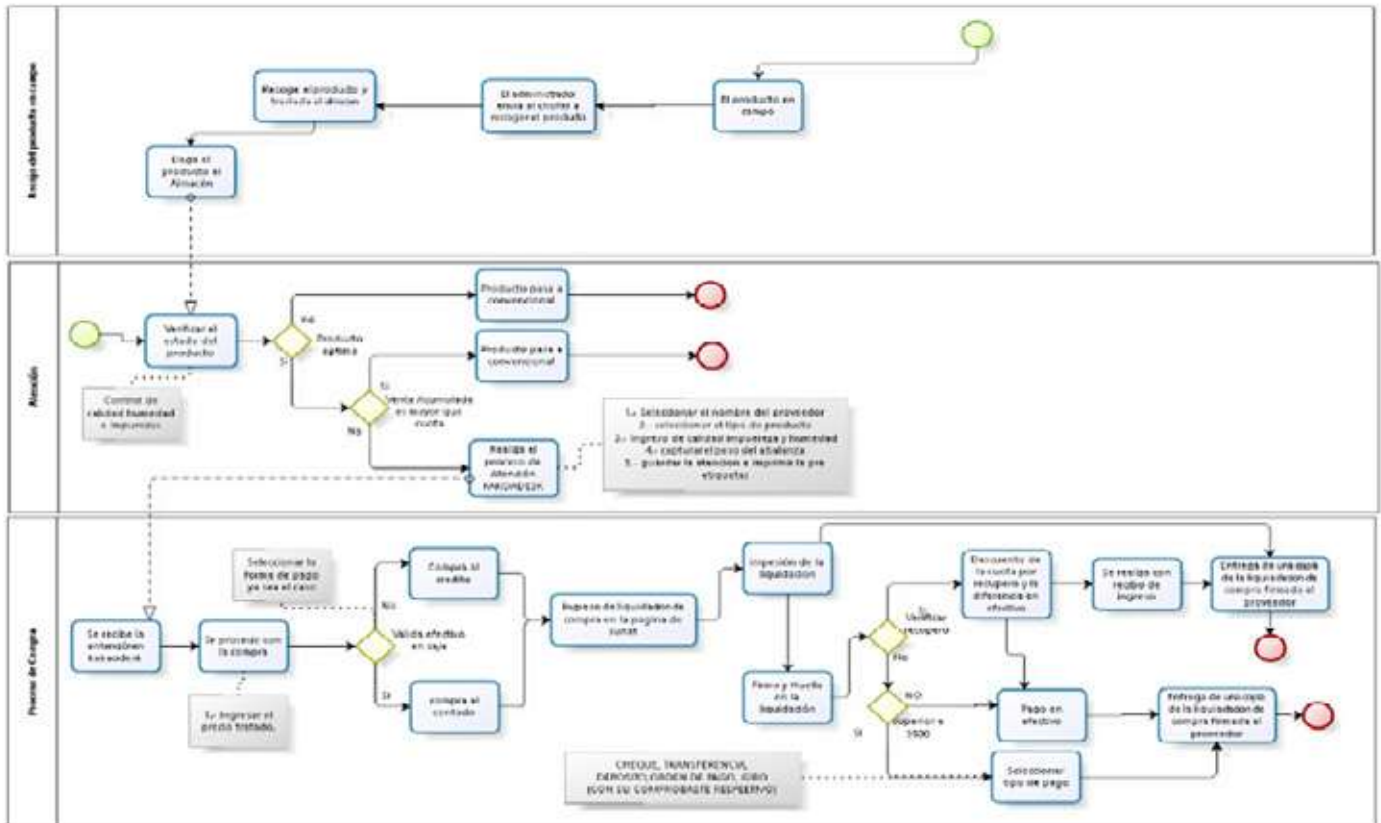
4.1.2. The type of reception printing is selected (Ticket, pre-labeling) and then we save and print with the labeling machine.

#### 4.2. Purchase Procedure:

4.2.1. Once the product is received, the supplier gets paid for the service rendered. The person in charge registers the purchase at the Internal Revenue System website (SUNAT) with the supplier's information, the cacao weight, and the agreed price. Later, the information of the receipt and the payment method (cash, credit, or recovery) is entered into the company's system.

4.2.2. Then, the purchase is searched on the SUNAT website to register its cancellation.

4.2.3. The supplier can verify the quantity sold and check the price and amount he will receive for the product(s) sold with a hard copy of the receipt he was given by the person in charge



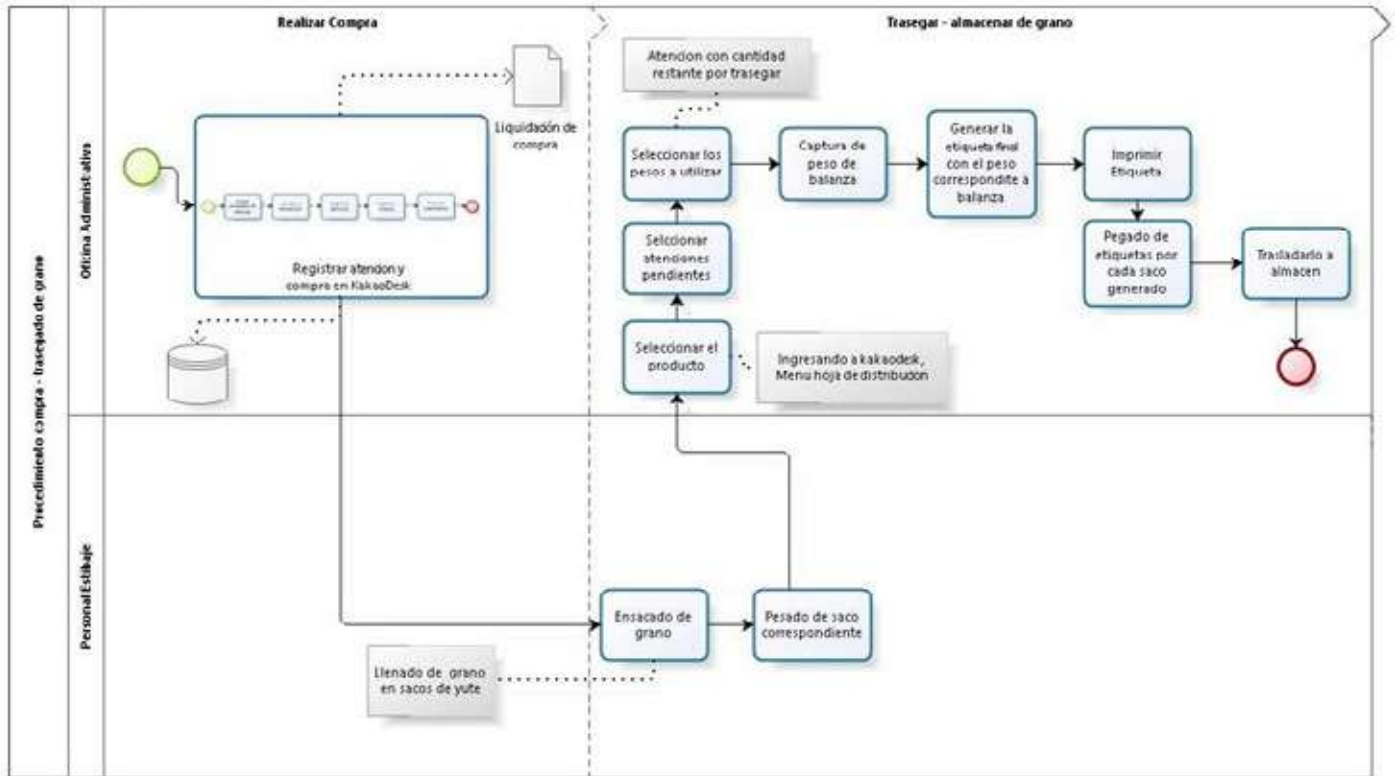
**5. Sending the beans to the production plant:** For organic products, this is the following procedure.

### 5.1. Racking process

5.1.1. The beans are taken out from the jute bags with the weight selected and entered into the KakaoDesk management system.

5.1.2. The weight is measured on the scale. Then, we select the corresponding reception, supplier to complete the gross weight (net weight + tare) that was obtained on the scale. After that, the weight is recalculated to create the final label. Once the final label is created, we print the label with the corresponding bar code and put it on each bag respectively.

## Bean Racking Process Diagram



### 5.2. Transfer of Bags

5.2.1. The bags are put on the scale to know the weight and labels. The information should be registered in the kakaodesk program for labeling validation.

5.2.2. Then, the weight is captured and accumulated, and a Packing List is generated.

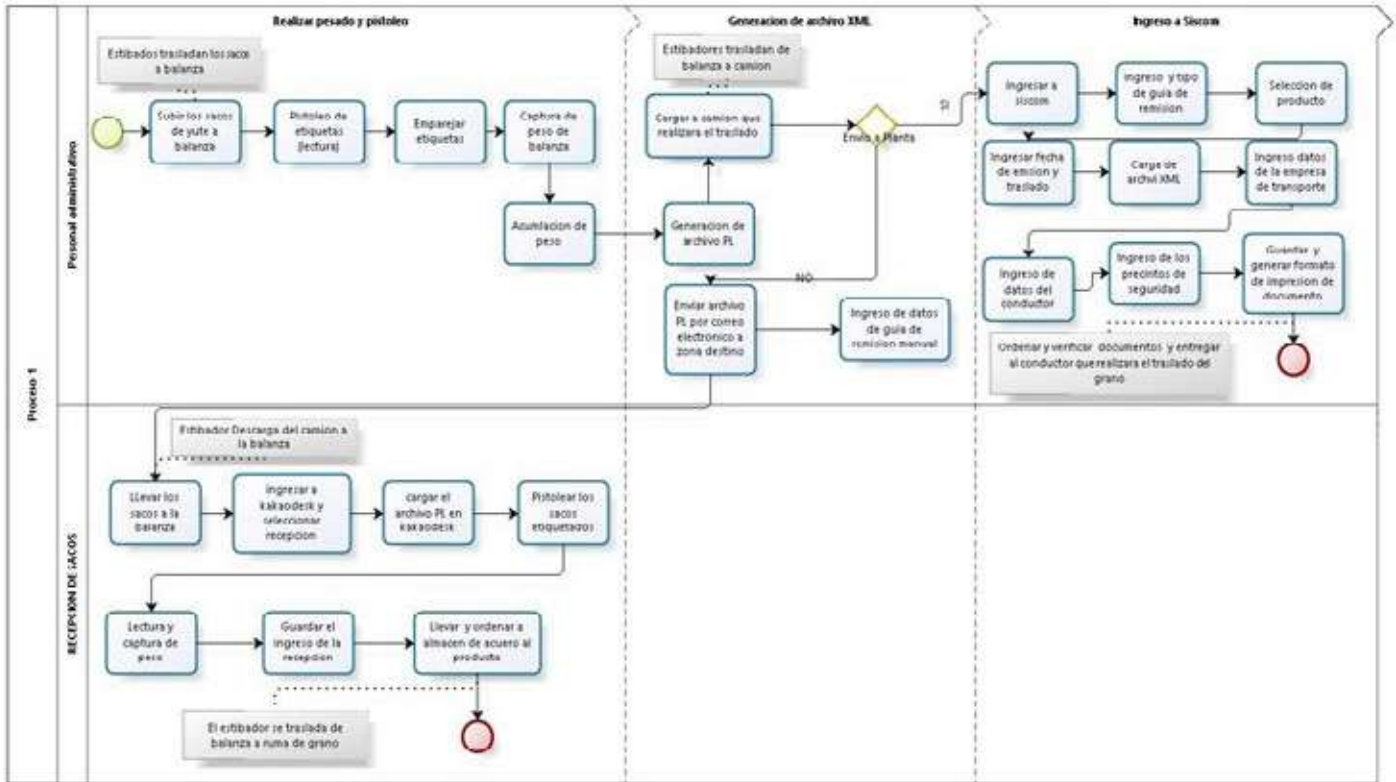
5.2.3. The system registers the dispatch note number, the transfer date, the destination as well as the transportation data. Other information required as the quality parameters (humidity, foreign material, fermentation, etc) is also entered. The information is linked to the Packing List generated and the final weight and labeling are obtained.

### 5.3. Cacao Bean Reception Process

5.3.1. Once the bean arrives at the production plant, it is unloaded to a scale to verify the weight. Some samples are extracted for the respective quality control process, and we confirm the reception or send any observation to the collection center where the bags come from.

5.3.2. Once the cacao batch passes the quality control process, they are selected for the manufacturing of finished products such as chocolates, liquor, butter, etc. If it is necessary, the batch is put in a machine for cleaning and foreign bodies extraction and/or into another machine for drying and humidity reduction.

## Delivery and Reception Process Diagram



## Membership of associations

GRI 102-13

The relationship that Machu Picchu SAC holds with the following entities is based on a business strategy:

### National Society of Industries:

Our company takes part in the Food: Restaurants, Fisheries, Aquaculture, Fertilizers, and Detergents Committee (Candy sector) as an active member in the sessions since 2019. We are currently working together on the contribution of regulations in the food industry and local manufacturing activities.



### Association of Peruvian Exporters - (Adex):

As a member of this entrepreneurial institution that represents exporters and importers, we take part in working sessions with other governmental organizations to inform the topics that are affecting the food exporting industry in the country.



## Lima Chamber of Commerce:

As a member of this organization, we participate in the evaluation of possible solutions to matters that the cacao industry is facing in the country



# The mechanism for advice and concerns about ethics

GRI 102-17

The senior management is the governing body in our organization. They are responsible for seeking prevention mechanisms and allocation of resources to implement the management system to the Administrative Responsibility Model. MPF receives the external advice of consultants who provide guidance on compliance with the Code of Ethics and Business Conduct whose rules govern our organization. They give us training and advice on ethical concerns and behavior throughout the company.

The MPF's Administrative Responsibility Model - Compliance has been implemented by Law 30424 with the purpose of the company having a Criminal Risk Prevention Model and being exempt from any risk situation that involves the vulnerability of ethics principles. For this reason, we have been working on a compliance practice in the whole company by implementing a Complaint Channel (Code: LEG.P.RA.002) that can be found on our website ([HTTPS: //www.mpf.com.pe / complaints /](https://www.mpf.com.pe/complaints/)). We regularly spread and train our staff on this system, which is available to the members of the company, as well as to third parties linked to our operations. This means allowing any measure to make a complaint which will be processed in an anomic manner and according to the procedure.

Machu Picchu Foods SAC complies with a Code of Ethics and Conduct approved by the board of directors in the n°007-2019 session held on July 24th, 2019. These principles are designed to guide our activities, operations, and the requirements of a Prevention System for administrative responsibilities of the legal entity which contains the legal documents for the compliance of obligations in our company. You can see them through our website <https://www.mpf.com.pe/ethical-code/>.

Here are the details:

1. Code of Ethics and Business Conduct
2. MPF's Management System Policy for the Administrative Responsibility Model
3. Complaint Channel Procedure
4. Risk Management Procedure for the Prevention System of Administrative Responsibility
5. Safe Workplace Policy

See the English version of our Code of Ethics and Conduct on the following website: <https://www.mpf.com.pe/ethical-code/>

Compliance with the Prevention System for Administrative Responsibility relies on the Legal

Management. Therefore, there is a person in charge of supervising the execution and monitoring of the system and the Risk Management Procedures approved (Law Code: RA001), containing the steps to follow to identify hazards/ vulnerabilities when assessing risks. These procedures are applied to all employees and facilities of the company.

The complaint channel procedure is available to any employee and third parties just by entering the link <https://www.mpf.com.pe/complaints/> you can make your complaint, claim or complaint on breaching the ethical policies of the organization. However, as of 2021, we have not received any complaints through the mechanisms implemented.

Capacitación: Sistema responsabilidad administrativa de la persona jurídica (Compliance)

Training: Administrative Responsibility System of the Legal entity. (Compliance)

**¡Realiza tus capacitaciones!**

Encuentra y completa, en la carpeta de Legal, la Charla de Compliance.

**Pasos**

- Ingresas usando tu DNI como usuario y contraseña.
- Seleccionas una materia.
- Visualizarás algunas recomendaciones a tomar en cuenta antes de iniciar la capacitación.
- Realizas tu examen.
- Al terminar da clic a procesar respuesta.

**Recuerda:**

- Lee recomendaciones antes de iniciar con la capacitación.
- Repasa el contenido varias veces antes de realizar tu examen.
- Tienes solo 15 minutos para dar tu examen y solo 2 intentos.
- Las capacitaciones son de carácter obligatorio.

¿Consultas? Comunícate con Carmen Guevara al 887730019

**¿Qué son las normas de anticorrupción?**

Son las políticas y procedimientos implementados al interior de MPF para garantizar el cumplimiento de las obligaciones derivadas de la Ley de Responsabilidad Administrativa de las Personas Jurídicas (Ley N° 30424) con el fin de identificar, monitorear, alertar y mitigar los riesgos penales en MPF.

En MPF contamos con los siguientes modelos de prevención:

- Procedimiento de Gestión de Riesgos para la Prevención de la Responsabilidad Administrativa.
- Código de Conducta y Ética Empresarial
- Reglamento Interno de Trabajo
- Canal de Denuncia

¿Quieres hacer una denuncia? Ingresar a <https://www.mpf.com.pe/complaints/>

**Aprende MPF**

Potenciamos nuestros conocimientos en **Cultura Ambiental y Cumplimiento Normativo.**

**Curso: Política Ambiental MPF**  
Básico de la actividad

**Curso: Cumplimiento Normativo**  
Básico de la actividad

**Además:**

- Si llevaste los cursos de los Programas de Cultura Ambiental y Cumplimiento Normativo de forma presencial este 2021, no es necesario que los vuelvas a realizar de forma virtual.
- Los cursos son de carácter obligatorio para todos los colaboradores.

**¡Tienes hasta el 15 de octubre para completar los cursos!**

¿Consultas? Comunícate con Pedro Vela al 961728519 o con Claudia Gutiérrez al correo [capacitaciones.desarrollad@mpf.com.pe](mailto:capacitaciones.desarrollad@mpf.com.pe)



## Information on employees and other workers

GRI 102-8

In 2021, MPF was conformed of 2418 workers between men and women. They are the cornerstone of our organization as they perform the necessary tasks to ensure the production, development, and consolidation of our company in the market. They represent a strategic resource that must be cared for and promoted.

Below you will see the breakdown of our personnel per location

CONCEPT	2020		2021	
	MEN	WOMEN	MEN	WOMEN
OUTSOURCING -CONTRACT WORKERS	0	0	0	0
FULL-TIME CONTRACT EMPLOYEES	545	1365	674	1744
CALLAO	283	490	406	696
SAN ISIDRO	35	35	38	31
PISCO	177	558	183	724
JAEN		25	3	11
JUAJUI	8	39	9	36
KIMBIRI	4	35	3	40
LORETO	1	3		
MADRE DE DIOS		6		6
QUILLABAMBA	1	1	1	2
SATIPO	7	30	5	33
TARAPOTO	14	55	12	67
TINGO MARÍA	15	63	13	71
TOCACHE	0	25	1	27
TOTAL	545	1365	674	1744

## Governance Structure

GRI 102-18

Machu Picchu Foods S.A.C. has a corporate governance structure integrated by:

- **The Shareholders' Meeting** is mandatorily held by law once a year within three months after the end of the fiscal year. The purpose is to take up a position about corporate management and the outcomes obtained. Likewise, it will be carried out as many times as it is called to discuss any matter.
- **The Board of Directors** is made up of seven (07) members designated by the shareholders' board and the position lasts for two (02) years. It is chaired by the President, expressly designated for this purpose by the association itself. The sessions are held every month, after calling its members.
- **General Management:** It is in charge of the execution and administrative management of the company and is the one that takes the decisions made by the boards of directors and shareholders into effect. The responsibilities of the General Manager are approved by the Shareholders' meeting on July 11th, 2013 and the length of the position is indefinite.
- **The Management:** The management team of the company consists of executives having them own functions under the organizational structure of the company and take part of the Committees referred to below.

In addition, Machu Picchu Foods SAC relies on committees that facilitate the relationship between the company and the employees. These are:

- **Management Committee:** It is the institutional coordination body in which strategic, administrative, environmental, information and general management topics are revised. They hold a meeting once a month
- **Risk Committee:** It is in charge of reviewing finances, logistics, and production topics and analyzing the risks and internal and external threats to the organization. The purpose of this committee is to make decisions and establish corrective measures. It is held every week and is chaired by the General Manager of the organization.
- **Crisis Committee:** It is the body that makes the decision, as unified management, for an Emergency and/or crisis. The main role is to accelerate the decision-making process to solve incidents and/or crises by defining priorities and establishing the strategy and tactics to overcome the event. It is chaired by the General Manager of the organization.

## Delegating authority

GRI 102-19

Following the Corporate Bylaws, Machu Picchu Foods SAC has agreed that the board of shareholders designates and approves the assignation of power representatives on behalf of the General Manager who is responsible for the administration of the company. That is, for corporate purposes, the General Manager in turn delegates powers of representation to certain executives and regional administrators to deal with administrative, financial, logistical, environmental topics and other activities as well as different public and private entities. These powers are granted also for legal purposes such as contracts; financial and banking purposes that are represented negotiation extrajudicial, or judicial conciliation, among others.

## Composition of the highest governance body and its committees

GRI 102-22

## Chair of Board

Machu Picchu Foods S.A.C has a high-level person responsible for deciding on the organization which is called the Chair of the Board and General Manager of the Organization; He is the one who chairs the sessions of the Board of Directors, as well as the different Committees that the organization has constituted.

He actively participates in the making of decisions, vision, and strategy of the company operations.

NAME AND LAST NAME	POSITION
Luis Fernando Gúzman Flores	Chair of Board - CEO

At Machu Picchu Foods S.A.C, the highest governing body is the Board of Directors. They are made up of seven (07) members

BOARD OF DIRECTORS COMPOSITION				
NAME	POSITION	CATEGORY	TENURE	SIGNIFICANT POSITIONS AND RESPONSIBILITIES
Fernando Guzmán Flores	President	Patrimonial	2014	No applicable
Robert Damian Priday	Director	Independent	2016	Takes part in other boards in national private organizations
Carlos Gonzales Nohra	Director	Independent	2019	Takes part in other boards in national and foreign private organizations
Mauricio Olaya Nohra	Director	Independent	2014	Takes part in other boards in national private organizations
Carlos Velasco Carreon	Director	Independent	2021	Takes part in other boards in foreign private organizations
Luis Isaac Guzman Ruesta	Director	Patrimonial	2014	No applicable
Fernando Andres Guzmán	Director	Patrimonial	2014	No applicable

The composition of the different committees of the organization is as follows:

BOARD OF DIRECTORS COMPOSITION				
NAME	POSITION	CATEGORY	TENURE	SIGNIFICANT POSITION AND RESPONSIBILITIES
Fernando Guzmán Flores	CEO	Senior Management	2012	Responsible for economic topics
Luis Isaac Guzmán Ruesta	Commercial Manager	Manager	2014	Responsible for economic topics
Fernando Andres Guzmán	Strategy Manager	Manager	2014	Responsible for economic and strategy topics
David Ambrosini Valdez	Admin. Fin Manager	Manager	2016	Responsible for economic and financial topics
María Velazco Marticorena	Legal Manager	Manager	2012	Responsible for legal and social topics
Gregoria Cortrina Casavilca	Production Manager	Manager	2010	Responsible for food topics
Roxana Escate Victorio	Production Manager	Manager	2003	Responsible for food topics
Mercedes Chaves Cabanillas	Commercial Manager	Manager	2004	Responsible for commercial and business topics
Julieta Acevedo Farfán	H. Talent Manager	Manager	2021	Responsible for human resources and strategy topics
Oscar Nicho Malca	Logistics Manager	Manager	2018	Responsible for economic and supply topics

## CRISIS COMMITTEE COMPOSITION

MEMBERS	POSITION	CATEGORY	TERENURE	SIGNIFICANT POSITION AND COMMITMENT	MEMBERSHIP IN UNDER-REPRESENTED SOCIAL GROUPS	COMPETENCIES RELATING TO ECONOMIC, ENVIRONMENTAL, L, AND SOCIAL TOPICS
Fernando Guzmán Flores	CEO	Senior M.	2012	Not applicable	Not applicable	Specialization in economic topics
Luis Isaac Guzmán Ruesta	Commercial Manager	Manager	2014	Not applicable	Not applicable	Specialization in economic topics
Fernando Andrés Guzmán	Strategy Manager	Manager	2014	Not applicable	Not applicable	Specialization in economic and strategy topics
David Ambrosini Valdez	Administ. and Finance	Manager	2016	Director in other private and national entities	Not applicable	Specialization in economic and finance topics
María Velazco Marticorena	Legal Manager	Manager	2012	Not applicable	Not applicable	Specialization in legal, environmental, and social topics
Gregoria Cotrina Casavilca	Production Manager	Manager	2010	Not applicable	Not applicable	Specialization in food topics
Roxana Escate Victorio	Production Manager	Manager	2003	Not applicable	Not applicable	Specialization in food topics
Mercedes Chávez Cabanillas	Commercial Manager	Manager	2004	Not applicable	Not applicable	Specialization in commercial and business topics
Julieta Acevedo Farfán	Human Talent Manager	Manager	2021	Not applicable	Not applicable	Specialization in human resources and strategy
Oscar Nicho Malca	Logistic Manager	Manager	2018	Not applicable	Not applicable	Specialization in economic topics and supply
Jaime Osorio Bonilla	Maintenance	Assistance Manager	2003	Not applicable	Not applicable	Specialization engineering and maintenance
Víctor García Torres	Technical and Information Assistance M.	Assistance Manager	2010	Not applicable	Not applicable	Specialization in technology and continuous improvement
David Rivas Peña	Maintenance	Chief	2003	Not applicable	Not applicable	Specialization engineering and maintenance
Verónica Asato Noborikawa	Purchase	Chief	2010	Not applicable	Not applicable	Specialization in economic and purchase topics
Amílcar Sulca Palomino	Warehouse	Chief	2003	Not applicable	Not applicable	Specialization in economic topics and supply chain
Magally Chumpitaz	Quality Chief	Chief	2003	Not applicable	Not applicable	Specialization in regulatory, quality, and food safety topics

# Conflicts of interest

GRI 102-25

Through the highest governance body, Machu Picchu Foods SAC verifies if there is any conflict of interest during the assignation of directors. For this reason, there is a review and consultation with third parties about the candidates to occupy the position, especially, to identify the independence in decision-making and whether they participate in other groups of interest, that may cause a conflict of crossed interests. Directors are currently people linked to activities or participants in other boards that have nothing to do with the corporate purpose of the company.

In addition, there is no shareholder within the company who can control the decision-making or operations in the organization since decision-making is done in the association, keeping decisions clear and independent and in the exercise of the vote of the participants.

# List of Stakeholder Groups

GRI 102-40

In 2021, Machu Picchu Foods has been working on the elaboration of the first stakeholder group graphic which was developed along with Legal, Commercial, Logistics, and Human Talent Areas and you can see below:



# Defining report content and topic boundaries

GRI 102-46

Within the framework of the Competitive Business Program, the process to define the contents has been carried out by our Implementing Partner *Impacto Positivo*, who has invited us to make our Sustainability Report following the GRI methodology.

These 8 principles have been applied in the elaboration of the reports:

- I. Sustainability Context
- II. Completeness
- III. Accuracy
- IV. Balance
- V. Clarity
- VI.- Comparability
- VII. Reliability
- VIII. Timeliness

## List of material topics

GRI 102-47

a. List of material topics identified in the process of defining the report contents.

STAKEHOLDER GROUP	MATERIAL TOPIC	GRI STANDAR INDICATOR	RATING	
			Influence on the stakeholder group	Importance to the company
Shareholders and directors	High operation standards for the industry	102 - 14 Statement from the senior decision maker	5	5
Employees	Development and retention of human talent.	401 - New employee hires and employee turnover	5	5
Employees	Occupational Safety and Health	403 - 1 Occupational Health and Safety management system	3.5	3.5

Suppliers	Development of suppliers and producers		5	5
Customers	Standard and certification in Sustainability	416 - Assessment of the health and safety impacts of product and services categories	4.5	4.5
State	Responsibility and resource sustainability/compliance with socio-environmental regulations	419 - 1 Non-compliance with laws and regulations in the social and economic area	5	5
Community	Sustainable Development	413 - 1 Operations with local community engagement, impact assessment, and development programs	5	5
Professional Associations	Efficient Processes and high standards in the industry	102 - 13 Membership in associations	4	3.5





**ECONOMIC  
MANAGEMENT**

# Market Presence

## Management Approach

Having an adequate presence in the market is very relevant for MPF as it represents that the employee's salary goes from the minimum vital wage to more according to the position and there is no inequality between workers either by sex, race, or location. This impact is reflected not only internally in our financial statements, employees, and suppliers; but also externally in our customers.

Machu Picchu Foods SAC manages an adequate presence in the market thanks to our SAP system. With this tool, we obtain information for the company's indicators, and is annually revised by the senior management for the making of decisions. Likewise, the international methodology "HAY" is used to analyze, describe, and evaluate positions and manage the compensations.

## Ratios of standard entry-level wage by gender compared to local minimum wage

GRI 202-1

	GRI 2020		GRI 2021	
	MEN	WOMEN	MEN	WOMEN
TOTAL	1366	544	1744	674
#MINIMUM WAGE	501	240	509	289
PERCENTAGES	36.68%	30.61%	29.19%	42.88%

POSITION WITH MINIMUM WAGE	GRI 2020				GRI 2021			
	MEN		WOMEN		MEN		WOMEN	
	PISCO	CALLAO	PISCO	CALLAO	PISCO	CALLAO	PISCO	CALLAO
PRODUCTION ASSISTANCE	1							
KITCHEN ASSISTANCE	4		5		1		2	
ENGINE DRIVER		2						
COURIER		1						
FORKLIFT OPERATOR	1	1						
LAUNDRY ASSISTANCE							6	
BACK-OFFICE ASSISTANCE		2	13					
OPERATOR A				1				
OPERATOR B		2		9				1
OPERATOR C		176		150		286		240
WAREHOUSE OPERATOR	7	3			11	5	1	
DOSIMETER OPERATOR		2				10		
CLEANING OPERATOR		12		7		8		9
PLANNING OPERATOR		4				7		
PRODUCTION OPERATOR	252		57		173		29	
WASTE OPERATOR	1							
SANITATION OPERATOR	18		5		7		1	
BEAN COLLECTOR			1					
GENERAL SERVICE OPERATOR		12				1		
TOTAL	284	217	81	167	192	317	39	250

# Indirect Economic Impacts

## Management Approach

Developing initiatives and projects to benefit the cacao producers and the community is important for MPF because it promotes the continuity of producing this crop in better conditions for the beneficiaries. The main impact is reflected in the communities around the organic cacao producers, and MPF's partners. These communities and farms are located in the Peruvian jungle.

Since 2019, Machu Picchu Foods has been working with a Sustainability Roadmap where the initiatives and social projects are included and whose impact reaches organic cacao communities and families according to the scope of the project.

The social projects are driven by a team assigned by the Logistic Department consisting of a project coordinator who is responsible for the compliance of the project, schedule, and defined costs during the initiation phase, ensuring good project management practices through its five phases: Start, Planning, Execution, Control, and Closing.

## Infrastructure investments and services supported

GRI 203-1

In 2021, investments in social projects amounted to \$ 61, 834.98 and were focused on improving the infrastructure of a school located in the Community of Zungaroyali, Puerto Bermudez District, Oxapampa Province- Cerro de Pasco region.

This infrastructure-improvement project has brought 220 beneficiaries into pre-school and elementary school and ensured personal hygiene by setting up water supply through a ravine located 700 meters far.

Finally, as part of the social improvement, a ramp was built with stairs and metal handrail

ITEM	NAME OR INITIATIVE OF THE PROJECT CARRIED OUT	BUDGET	(\$) 2021
1	Building a canteen, kitchen, toilets, and playground in - Zungaroyali Community	\$	61,834.98
	TOTAL 2021	\$	61,834.98

ITEM	NAME OF THE PROJECT CARRIED OUT IN 2021	BUDGET	(\$) 2020
1	Two semi-automatic hexagonal fermentation boxes and sun driers at MPF facilities	\$	40,368.33
2	Extension of tool bank to all zones (93 new equipment for lending)	\$	50,536.48
3	Five manual hexagonal fermentation boxes of 20 buckets capacity	\$	5,153.20
4	Six lightweight trimmers to benefit 6 farmers	\$	3,175.49
5	Acquisition of harvest tool kits for 48 farmers in Satipo and Ayacucho	\$	10,000.00
	TOTAL 2020	\$	106,058.01

## Anticorrupción

### Management Approach

The management of this indicator is very relevant for Machu Picchu Foods. We are against all types of corruption by applying a zero-tolerance criterion regarding any breach of our Administrative Responsibility Management Policy, the Code of Ethics and Business Conduct, and the Complaint Procedure.

Any corrupt in case that is linked to our operations would be affecting our corporate image and putting at risk our reputation since it will be infringing our principles and values of the company

Due to this effect, the main stakeholder groups affected by this case would be our customers, collaborators, and farmers, who are the basis of our operations; For this reason, we have the Management System for the Administrative Responsibility Model - Compliance, implemented under the Law No. 30424 and supplemented in our Code of Business Conduct and Ethics.

Every employee including the governing bodies that make up our organization is trained on our policies, codes, and procedures, to create awareness and understanding about the scope of the anti-corruption practices established and approved in the organization and especially, in the Complaint Channel which is available to all stakeholders on our website <https://www.mpf.com.pe/wp-content/uploads/proc-canal-denuncias.pdf>.

In this sense, we permanently train our employees and those who are incorporated into the organization on these principles to ensure compliance with our Ethics Line in all our activities. We are always keeping our employees updated and answering their questions so they can determine whether or not they are facing an act of corruption and/or bribery, as well as the prohibitions related to the delivery and/or acceptance of gifts linked to an act of corruption. The complaint channels and the investigation procedure are open, having established communication and awareness campaigns such as:

- Continuous training talks in person or via Teams.
- Informative boards and educational messages appear on the computer screen automatically every time they are turned on, WhatsApp messages through our

internal communication channel.


- Disclosure of our policies and procedures in a transparent manner to all members of the organization through the corporate intranet.
- Open a channel in our institutional portal (website) where the Code of Ethics is available to the o public and stakeholders.

The constant training allows us to monitor the knowledge and understanding of the corruption and bribery issues, as well as to identify any potential compliance problems and reinforce the knowledge about our complaints channel, access and correct filling of the web form which remains anonymous. The exchange of ideas within this training allows us to resolve the concerns of our employees and make possible the continuous improvement of our policies and procedures.

Despite the health Emergency declared due to COVID-19, we have continued carrying out the training program, reaching 61% of company employees in 2021.

Likewise, the principles set out in our Code of Ethics and Business Conduct and the policies and procedures against anti-corruption and bribery practices are shared with our suppliers and customers once commercial negotiations are established and before the provision of each service, through the signing of the respective contracts, being their acceptance mandatory.

	<b>CODIGO DE CONDUCTA Y ÉTICA EMPRESARIAL</b>			
	Asignado a :	Copia N° :	Código: GE.PO.G.002	
			Versión: 04	Pág.: 1/9
	<b>CARGO</b>	<b>NOMBRE</b>	<b>FIRMA</b>	<b>FECHA</b>
<b>Elaborado por:</b>	Gerente Legal	María Velazco	Original firmado	04/01/2022
<b>Revisado por:</b>	Gerencia Comercial	Luis Guzmán	Original firmado	10/01/2022
<b>Revisado por:</b>	Gerente Adm. y Finanzas	David Ambrosini	Original firmado	11/01/2022
<b>Revisado por:</b>	Gerencia General	Fernando Guzmán	Original firmado	12/01/2022
<b>Aprobado por:</b>	Presidente del Directorio	Fernando Guzmán	Original firmado	20/01/2022

	DIRECTIVA ANTISOBORNO, REGALOS Y FAVORES			
	Asignado a :	Copia N° :	Código: GE.D.G.001	
			Versión: 02	Pág.: 1/4
	CARGO	NOMBRE	FIRMA	FECHA
<b>Elaborado por:</b>	Jefe Legal	Carla Quintanilla	Firma digital	14.Ene.22
<b>Revisado por:</b>	Gerente Legal	Maria Velazco	Firma digital	15.Ene.22
<b>Aprobado por:</b>	Gerente General	Fernando Guzmán	Firma digital	16.Ene.22

Quarterly, our organization evaluates the Compliance / Corruption Acts / Money Laundering / Bribery indicators through the Management Committee, and annually through the Board of Directors, since during 2021 we did not have any reports of acts of corruption.

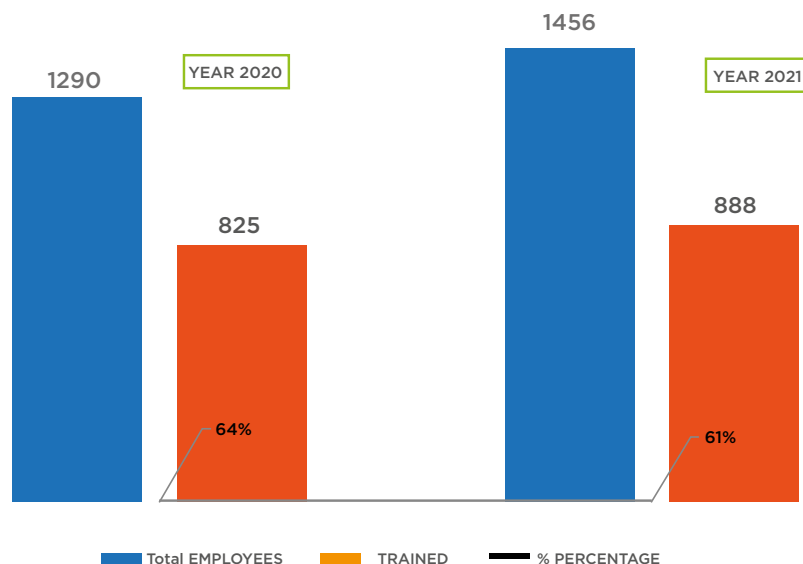
Objectives	Indicators	Measure	2021 E
Compliance: Prevention / Corruption Acts / Money Laundering / Bribery	N° of Complaints	Normative Compliance	0 Denuncia

## Communication and training on anti-corruption policies and procedures

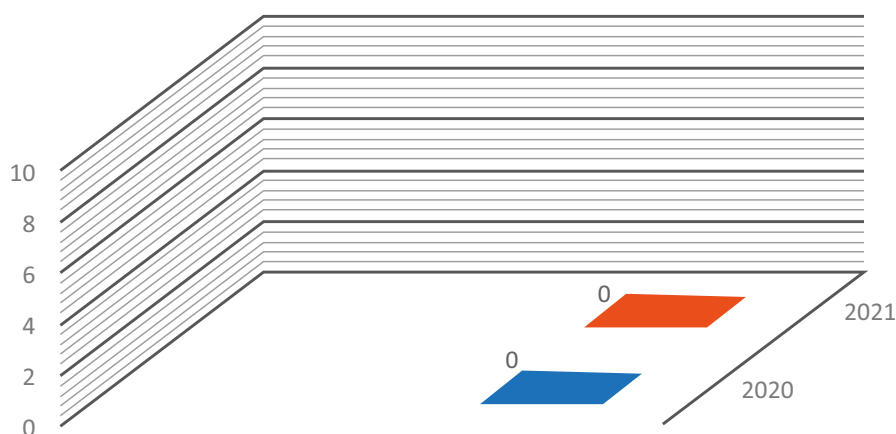
GRI 205-2

To verify the knowledge acquired, all participants were evaluated through on-site and online examinations which were carried out through the training platform. This will help us know the employees have sufficient knowledge and can identify a corruption and or bribery case and the corresponding administrative, disciplinary, labor, and, criminal sanctions derived from these actions.

### EMPLOYEES COMPLIANCE TRAINING 2020-2021



## Complaints made



## Anti-competitive behavior

### Management Approach

Free competition is essential for the economic growth of a country, which is why MPF's actions are oriented to towards consumer protection, intellectual property, and free and fair competition. It defends anti-trust practices, only if contrary behavior invalidly restricts the competition of the consumer, the competitive process; concentrates power market in some companies for other reasons greater than efficiency and sustainable growth; or illegally uses the market power they have to take advantage of it and prevent the entry of new competitors or hinder the permanence of those already operating in the market and; or produces a serious risk to the market itself that our organization does not share.

In addition, the relationship we maintain with our suppliers and customers is built up with honesty, integrity, and fair treatment based on the preference for the quality of our products and/or services, as well as the competitive prices that we offer. It is never about unfair or deceptive commercial practices, as we have set out in our Code of Ethics and Business Conduct (Pto. 9.11)

	<b>CODIGO DE CONDUCTA Y ETICA EMPRESARIAL</b>	Código: GE.PO.G.002
		Versión: 04
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#### 9.11 POLITICA CON NUESTROS PROVEEDORES Y CLIENTES

**MACHU PICCHU FOODS S.A.C.**, considera a sus proveedores como parte clave en el desarrollo empresarial con quienes tenemos el compromiso de prácticas de conducta éticas y anticorrupción, procurando perfeccionar los procesos de comunicación y las relaciones interpersonales; por nuestra parte consideramos ser un socio estratégico para nuestros clientes.

#### 11. POLITICA DE LIBRE COMPETENCIA

**MACHU PICCHU FOODS S.A.C** se comprometen a cumplir con todas aquellas normas en materia de libre competencia y competencia desleal, así como de prevención de corrupción a funcionarios, lavado de activos y financiamiento del terrorismo (conforme a las exigencias de la Ley N° 30424 y el Decreto Legislativo N° 1352). A la celebración del presente Contrato, ninguno de sus accionistas, socios, directores, empleados, contratistas, subcontratistas, representantes legales, comisionados, agentes, o cualquier persona que actúe en su representación, bajo cualquier modalidad contractual, ha violado o infringido las referidas normas o es sujeto de investigación o interposición de tipo penal, civil o administrativo derivado de las Leyes Anticorrupción, Lavado de Activos, Financiamiento del Terrorismo y conductas anticompetitivas aplicables.

All MPF's employees must report any suspicion of infringing the rules and mechanisms of consumer protection, intellectual property, and defense of free and fair competition, they must also respect the confidentiality of the information that they may obtain from our customers, suppliers, and competitors unless it is in the public domain. In this sense, they will only be able to comment on the products or services of the competition in a precise and truthful way, using only legitimate means to obtain said information, complying with anti-trust and fair competition laws, as provided in our Code of Conduct and Business Ethics.

	<b>CODIGO DE CONDUCTA Y ETICA EMPRESARIAL</b>	Código: GE.PO.G.002
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## 8. POLITICAS Y LINEAMIENTOS DE CONDUCTA

Los colaboradores, ejecutivos, gerentes, directores y accionistas de **MACHU PICCHU FOODS S.A.C.** asumen el compromiso de actuar en bajo los siguientes Políticas y Lineamientos de conducta.

Violation of these assumptions may cause damage to our reputation and our business relationships; therefore, Machu Picchu Foods S.A.C is committed not to entering to contracts or agreements related to the following issues:

- Anti-competitive agreements or agreements that affect free competition
- Cartels
- Anti-competitive mergers
- Unfair business practices
- Exchange of commercially sensitive information content between competitors
- Restrictions imposed or agreed with distributors and other customers
- Abuses of dominant market position
- Set prices or conditions of sale of products and/or services
- Coordination or allocation of offers.
- Production or sales limitations
- The division or allocation of geographic markets, customers, or product lines
- Behaving to take advantage of customers or unfairly prevent competitors from entering, staying, or expanding in a market.

# Legal actions for anti-competitive behavior, anti-trust and monopoly practices

GRI 206-1

MPF has not been sued by another competitor in these 20 years in the market, nor taken part in any investigation procedure by the legal authorities related to infringements of the rules that regulate fair competition, antitrust practices, or that affect free competition.

Quarterly, our organization evaluates through the Management Committee the indicators of Claims and Administrative Procedures, including those related to unfair competition, monopolistic practices, and against free competition, and annually through the Board of Directors.

Likewise, the organization has not received through the Complaints Channel, communication from other companies, nor administrative and/or judicial authority of any cm for unfair competition practices, monopolistic practices, bandaged against competition, nor has it been fined with a sanction. administrative or pecuniary.



# ENVIRONMENTAL MANAGEMENT

# MATERIALS

## Management Approach

For Machu Picchu Foods, the raw material acquisition is material to be included in our 2020 - 2021 Sustainable Purchases Report because it represents the magnitude and positive impact on our cocoa suppliers.

In addition, the local community is impacted, if we support our partners the impact will be positive and the community will be economically sustainable, which is a pillar throughout the company.

The logistics management assumes the challenge every year of buying the raw material through our offices distributed throughout the Peruvian jungle; our cocoa is 100% local. Machu Picchu Foods has 36 collection centers where our partners deliver the cocoa beans that have been grown in close collaboration with our team of technical advisors. The product is delivered dry or in slime. In the case of cocoa slime delivery, we support the farmer by assuming the post-harvest process to achieve the desired quality. In addition to selling us the cocoa in slime, the farmer does not have to wait a long time for the cocoa to dry, but you can sell it as soon as you finish harvesting and cutting the pods.

## Materials used by weight or volume

GRI 301-1, GRI 204-1

The indicators chosen are process indicators, in which we measure the purchases made by our farmers and our external suppliers following the requirement of the Commercial area, which sends us its estimate at the beginning of the year. In this way, we manage the purchase by type, certification, and geographical location.

Our objectives are:

- To comply 100% with the estimated purchase estimate.
- To buy 100% of the harvest from our organic farmers.
- To keep the organic program sustainable through benefits.
- To cover the basic needs of our farming partners.
- To maintain sustainable agriculture in our organic certifications by controlling and preventing the use of chemicals.

This Report covers purchases in our 36 collection centers during the years 2020 and 2021

Weight and percentage of raw material (cocoa) purchased, divided by type of bean

### Weight and percentage of raw material (cocoa) purchased, divided by location

	2020		2021	
	TN	%	TN	%
Organic	9082	25%	5309	14%
Fair Trade	5207	15%	3270	8%
Conventional	21341	60%	30000	78%
Total	35630		38579	

## Weight and percentage of raw material (cacao) purchased, divided by location

	2020		2021	
	TN	%	TN	%
Ayacucho	1874	21%	1603	30%
Juanjui	467	5%	279	5%
Satipo	1122	13%	1201	23%
Tarapoto	1703	19%	1212	23%
Tingo Maria	2875	33%	407	8%
Tocache	910	10%	577	11%
Jaen	44	0%	30	1%
Loreto	17	0%	0	0%
Madre de dios	70	1%	0	0%
Quillabamba	0	0%	0	0%
<b>Total</b>	<b>9082</b>		<b>5309</b>	

## Weight and percentage of raw material (cacao) purchased, divided by type of certification

	2020		2021	
	TN	%	TN	%
NOP EU JAS	6539	72%	3446	65%
NOP EU JAS UTZ	1954	22%	1457	27%
NOP EU JAS KOREA	149	2%	0	0%
NOP EU JAS BRAZIL	65	1%	109	2%
NOP EU JAS FT USA	82	1%	0	0%
NOP EU JAS UTZ KOREA	0	0%	0	0%
NOP EU JAS UTZ FT USA	0	0%	0	0%
NOP EU JAS CRIOLLO	157	2%	75	1%
NOP EU JAS ARGENTINA	110	1%	222	4%
NOP EU JAS MEXICO	25	0%	0	0%
<b>Total</b>	<b>9082</b>		<b>5309</b>	

# Energy

## Management Approach

The energy that our organization manages comes from a thermal source, generating an indirect impact on the environment and on the health of the surrounding populations, which is why the main purpose is to reduce said impacts through the measurement of our first carbon footprint as an organization.

It should be noted that our sources of emissions are generated at the Callao and Pisco headquarters. Both Callao plant and Pisco 1 and Pisco 2 plants are in an industrial zone, but these last ones adjoin vacant land. In 2021 we started measuring the carbon footprint, through the company Schneider Electric Industries S.A.S which collects data information such as consumption recording, for example, electricity, fuels like LPG, Natural Gas, and others that we use at our headquarters, this is calculated based on the terms of ISO 14064-1-2019 reference.

The gas emissions generated in the fixed sources (boilers, ovens, dryers) of the company are reported in environmental studies, which means they have an annual environmental monitoring program, which is strictly complied with and reported to the competent entity (OEFA). The measurements of the chimneys are carried out according to those established in the monitoring program and if any parameter exceeds the LMP, measures are established for its control. Likewise, we carry out preventive maintenance of the burners in the fixed sources.

On the other hand, it is indicated that they use LPG as fuel, without hydrogen sulfide emissions.

For adequate control and management of this issue, semi-annual or annual monitoring of fixed sources is carried out (according to the monitoring program) and reports to the competent entity (OEFA) are made as well as audits to suppliers to assess whether they comply with the identification of its aspects and its significant environmental impacts.

## Energy consumption within the organization

GRI 302 - 1

PISCO-CALLAO PLANTS	2021
Electric energy consumption	19,964.795

# Water and effluents

## Management Approach

Since our services require the use of water as the main resource, there is persisting participation in raising awareness among others regarding the correct management of the resource. For this reason, through our environmental plan, we provide training to carry out a responsible consumption of resources. As part of our policy, we are committed to controlling the effluents generated by our services. Within the main activities we develop, we have the following:

- **Callao Plant:** Industrial effluents are generated and treated in a Waste Water Treatment Plant (WWTP) and disposed of in the sewer system, complying with the Maximum Admissible Values (MAV) established in Supreme Decree No. 010-2020- HOUSING.
- **Pisco Plant:** There are grease traps for primary treatment of the effluents generated in the production processes. As part of the improvement projects, work is being done to build the WWTP.

Drinking water is used in production and domestic (toilets, showers, sinks), reducing its use, through the installation of automatic faucets in the toilets, as well as raising awareness among employees.

With the aforementioned, we propose two specific purposes:

- Implementation of a WWTP at the Pisco plant: Minimize the risk that the effluents exceed the MAV
- Reduction of water consumption for domestic use: Reduce the payments made for this service.

To evaluate the management of this indicator, there is an annual presentation of the non-domestic effluent generator declaration to SEDAPAL, with an analysis of the established parameters and Internal and external audits of the Environmental Management System ISO 14001:2015, of the plants located in the district of Callao – Callao, and Pisco, Ica.

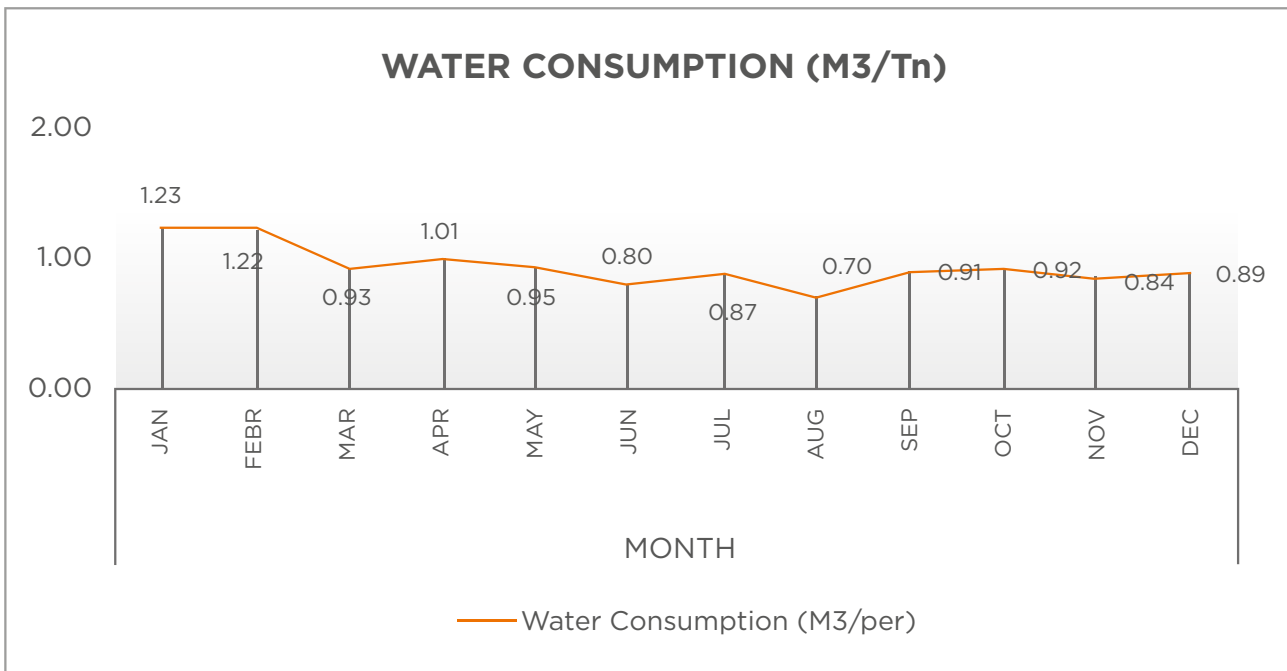
# Water Consumption

GRI 303-5

Our goal is to reduce water consumption by 1% by 2023, and the plans to be developed throughout this year correspond to the activities: training in responsible consumption, use of saving taps, and our measurable indicator: consumption m<sup>3</sup>/ month 2021 compared consumption m<sup>3</sup>/month 2022.

Our water consumption is shown in the following chart.

DATA CHART												
DESCRIPTION	MESES											
	JAN	FEBR	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
M3 of consumed water	5085.35	5011	5357	4998	5766	5123	5194	4219	5434	5925	5141	5138
TN produced	4,131	4,109	5,766	4,957	6,039	6,413	5,973	6,024	5,965	6,422	6,113	5,789



## Emissions

### Management Approach

The generation of greenhouse gas emissions from chimneys contributes to the generation of gases and particles, which can affect the health of the surrounding population. The greatest impact is seen at Callao and Pisco sites, affecting the surrounding population, as in the case of the Callao plant, which comprises an industrial zone.

The greenhouse gas emissions generated in the fixed sources (boilers, furnaces, dryers) of the organization are reported in the environmental studies. They go through an annual environmental monitoring program which is strictly complied with and reported to the corresponding entity (OEFA), the chimney measurements are carried out according to the alignments established in the monitoring program and if any parameter of the maximum permissible Limit (MPL) is exceeded, measures are established for its control. In addition, we carry out preventive maintenance of the fixed source burners. On the other hand, it is indicated that they use LPG and natural gas.

# Direct (Scope 1) GHG emissions

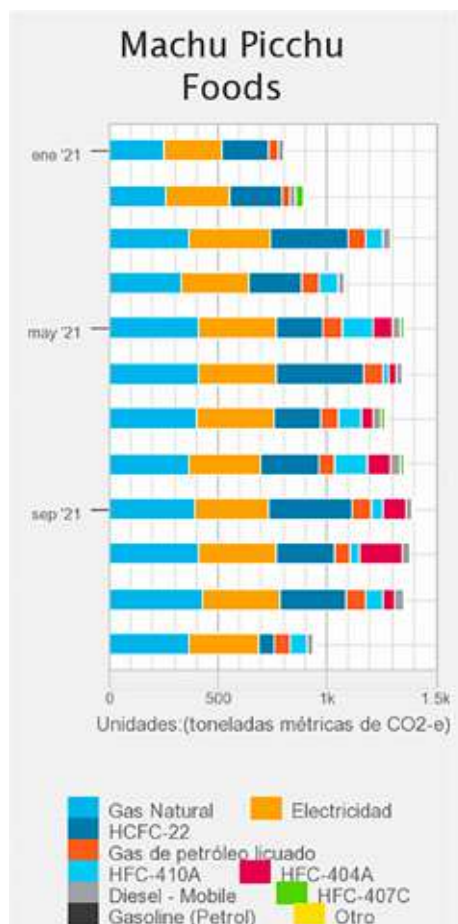
GRI 305 - 1

In 2021, we measured the carbon footprint in the Callao 1 and Pisco 1 Plants. Scope 1 and Scope 2 have been considered for the measurement.

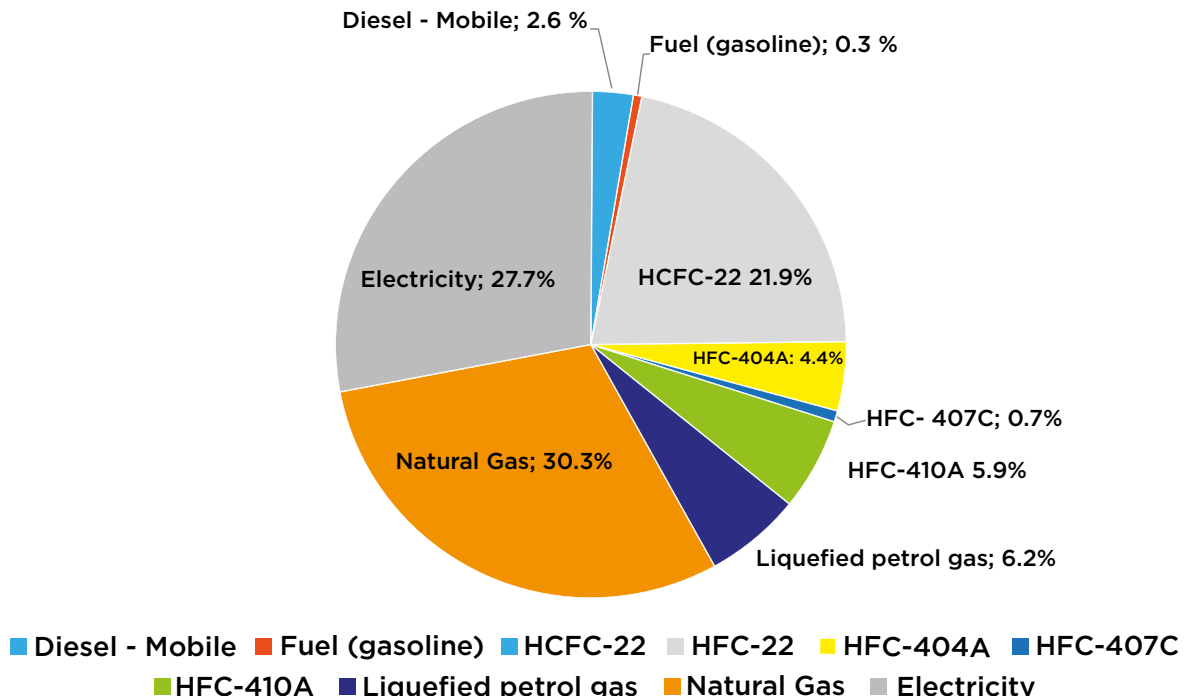
The carbon footprint is defined as the set of greenhouse gas emissions produced, directly or indirectly, by people, organizations, products, events, or geographic regions, in terms of equivalent CO<sub>2</sub>, and serves as a useful management tool to know the behaviors or actions that are contributing to increasing our emissions, how we can improve them and make more efficient use of resources.

1. **Direct emissions (Scope 1):** Greenhouse gas emissions that come from sources that are owned or controlled by the company, such as the consumption of fossil fuels in fixed sources and/or mobile, no leaks| intentional air conditioning equipment, etc.
2. **Indirect emissions from energy consumption and distribution (Scope 2):** Greenhouse gas emissions are associated with the consumption of electricity and/or vapors generated by third parties.

We work on this process with the Company Schneider Electric S.A.S, whom we have signed a contract with to work on an Emissions Management Program that would culminate in December 2025 and according to the attached report, which corresponds to the measurement of the footprint as to 2021.



## FOOTPRINT 2011



According to our first footprint measurement, in 2021, 14508 TCO<sub>2</sub>e was generated

## Waste Management Approach

For Machu Picchu Foods, this material topic is of utmost importance for all our stakeholders (employees, suppliers, clients, and communities), since the positive and negative impact that may be generated on our environment is a huge responsibility. For this reason, through our actions and communications, we raise awareness and promote behaviors that contribute to the achievement of the same objective. The purpose of the management approach is to avoid, mitigate or remedy negative impacts and enhance the positive impacts that affect all our stakeholders. For this, we carry out annual training for workers on issues related to solid waste management.

We want the scope of this material topic to be as wide as possible through training, wall newspapers publication, and WhatsApp messages, either horizontally or vertically in our company, generating its main impact on:

- The initial, intermediate, and central solid waste warehouses, as well as the transport and final disposal of solid waste.
- The production area and auxiliary areas.
- The central solid waste warehouses.
- Raising awareness among employees on environmental issues.

The solid waste generated in the different production processes and auxiliary areas is disposed of in containers (initial or intermediate warehouse) duly segregated according to the NTP 900.058-2019 (Peruvian Color Code for storage devices) and later they are taken to the central solid waste warehouse and placed in larger capacity containers. Likewise, hazardous waste has a central warehouse with the appropriate security measures indicated in MINAM SD 014-2017.

The waste is collected from these warehouses and transported by solid waste operating companies (EO-RS) authorized by MINAM, and they are transferred to authorized sanitary or security landfills, as appropriate.

The manifests of hazardous solid waste and annual statements of solid waste generation are presented by the NON-MUNICIPAL SIGERSOL platform of MINAM, as established by the National Regulations.

We have hired an authorized third-party company (EO-RS) for the transport and final disposal of solid waste. The company is responsible for ensuring proper disposal and obtaining evidence of proper management.

To have adequate control, we carry out annual internal and external audits for the ISO 14001: 2015 environmental management system; ISO 9001: 2015 quality management of the plants located in the Callao-Callao district and Pisco-Ica district. We evaluate the following items:

- Amounts of generated waste/tons produced.
- Trainings carried out / scheduled training.
- Recycled waste / non-hazardous waste generated.

All the personnel of Machu Picchu Foods S.A.C. is responsible for reducing the volume and danger of solid waste generated in its activities as much as possible, taking into account the concept of responsible consumption.

They must also comply with current regulations:

- Legislative Decree 1278- Law on Integral Management of Solid Waste
- MINAM Supreme Decree 014-2017, Approval of LD 1278 - Law on Integral Management of Solid Waste.
- Peruvian Color Code for Storage Devices (NTP 900.058.2019)
- Solid Waste Management Plan
- ISO 14001: 2015

## **Waste generation and significant waste-related impacts**

306 - 1

The Solid Waste Management Procedure of Machu Picchu Foods SAC consists of a technical/operational document in which the responsibilities and actions necessary for the proper management are detailed and are framed in the general policy of

the company, in compliance with the LD 1278- General Law on Solid Waste, MINAM SD 014-2017- Law on Integral Management of Solid Waste D.S. 014-2017, And NTP 900.058.2019 Peruvian Color

### **Waste generated in 2021**

At the Callao plant and the Pisco plant, around 1,260 tons of usable solid waste (cardboard, plastic, organic) were generated, which were marketed with an operating company duly authorized by the Ministry of the Environment for subsequent recycling

## **Gestión de impactos significativos relacionados con los residuos**

306 - 2

The waste generated at the Callao and Pisco Plants is delivered to an operating company and taken to a sanitary landfill. In the case of hazardous waste, they are disposed of in a security landfill, the operating company is duly registered with MINAM.

The usable waste generated at the Callao and Pisco Plants is marketed with operating companies duly registered with MINAM to ensure its recycling.

### **DOUBLE IMPACT SUPPORT:**

On the other hand, MACHU PICCHU FOODS SAC has signed an agreement with ANIQUEN, where they promote Social Responsibility actions, programs, and activities, linking private economic agents with civil society organizations

ANTIQUEN is a Peruvian, non-governmental, non-profit institution, founded in 1999 that permanently works in favor of children who suffered burns, giving them physical and emotional recovery, also developing the prevention culture for burn accidents., whose treatment is generally long, expensive, and requires social support for its purposes.

Machu Picchu Foods SAC participates in the program “Recicla para ayudar” (*Recycle to help*) carried out by ANIQUEN, being aware that the waste collected in the campaigns and donated to ANIQUEN allows the organization to have funds to carry out social welfare works in favor of the burn victims they care for, providing services for their comprehensive rehabilitation.

ANTIQUEN promotes Social Responsibility actions, programs and activities, linking private economic agents with civil society organizations.

# REPORTE SOCIOAMBIENTAL



Muchas gracias por sus entregas de residuos reciclables realizadas durante el periodo 2021



Kilogramos

TOTAL

35,033.05



Soles

14,719.23



# REPORTE SOCIOAMBIENTAL



## IMPACTO AMBIENTAL

Evitar la tala de

571

árboles



Ahorrar

84.08

m3 de espacio en el relleno sanitario



Ahorrar

137,895

kwh de energía



# REPORTE SOCIOAMBIENTAL



## IMPACTO SOCIAL

Sus entregas permitieron 1 año de terapias físicas para 20 pacientes, terapias psicológicas para 04 pacientes y terapias ocupacionales para 04 pacientes sobrevivientes de quemaduras de segundo y tercer grado.

Las terapias físicas permitirán mejorar su calidad de vida y distanciar las intervenciones quirúrgicas.



# REPORTE SOCIOAMBIENTAL



## IMPACTO AMBIENTAL

Evitar la tala de árboles y ahorrar energía son indicadores que se traducen en la menor generación de CO2 para crear nuevo material y así reducir la emisión de gases que provocan el efecto invernadero.

Reciclar evita el uso de espacios en los rellenos sanitarios, estos materiales son contaminantes para el ambiente. Y el reciclaje permite la creación de nuevos puestos de trabajo.



# Environmental compliance

## Management Approach

Our company is committed to the environment, so we comply with the Peruvian environmental legal framework. Our industrial plants are certified by the Ministry of Production, complying with the different environmental commitments indicated in the approved environmental studies, as well as the legislation on solid waste, discharge of non-domestic effluents, greenhouse gas emissions (international regulations), management of chemical inputs, soil protection and, other applicable.

The impact occurs in the different environmental aspects of the organization that generates the most significant impacts. They are regulated by the GENERAL ENVIRONMENTAL LAW, legal framework, and the sectorial and transversal laws issued by the MINISTRY OF PRODUCTION AND ENVIRONMENT respectively.

The organization has an environmental legal matrix that helps monitor the compliance and persons in charge. It is also updated every year. Each industrial plant has environmental certification, permits, and authorizations nationally required and updated every five years. Environmental studies have environmental commitments that are fulfilled according to a program. Environmental monitoring is also conducted to assess the environmental status of industrial plants.

We aim to comply with current and updated environmental legislation and other legal requirements, derived from the environmental commitments of environmental studies, to enhance our image in the country.

To measure and manage we have the following guidelines:

- Internal and external audits for the environmental management system.
- Compliance with the environmental commitments established in the environmental compliance program and environmental monitoring program.
- Quarterly report of hazardous solid waste manifests on the SIGERSOL platform (MINAM)
- Annual report of the statement of solid waste on the SIGERSOL platform (MINAM).
- Satisfactory audits without major conformities.
- Legal compliance and report to the supervisory entity as there is no SANCTIONING PROCEDURE presented due to non-compliance.
- Reports presented according to the dates established in the Solid Waste Regulation as there are no SANCTIONING PROCEDURES.

# Non-compliance with environmental laws and regulations

GRI 307-1

We are aware that by using valuable natural resources and other activities, we cause unavoidable effects on the environment.

MPF is very committed to the environment and taking care of it is part of our fundamentals. In this sense, we promote training on environmental matters for all our employees and are actively involved with our clients in compliance with environmental regulations following the guidelines expressed in our environmental policy.

In this sense, MPF states no law or regulation has been infringed in terms of environmental topics and all applicable legal requirements have been followed regarding environmental aspects preventing pollution as a result of our activities.



**SOCIAL  
MANAGEMENT**

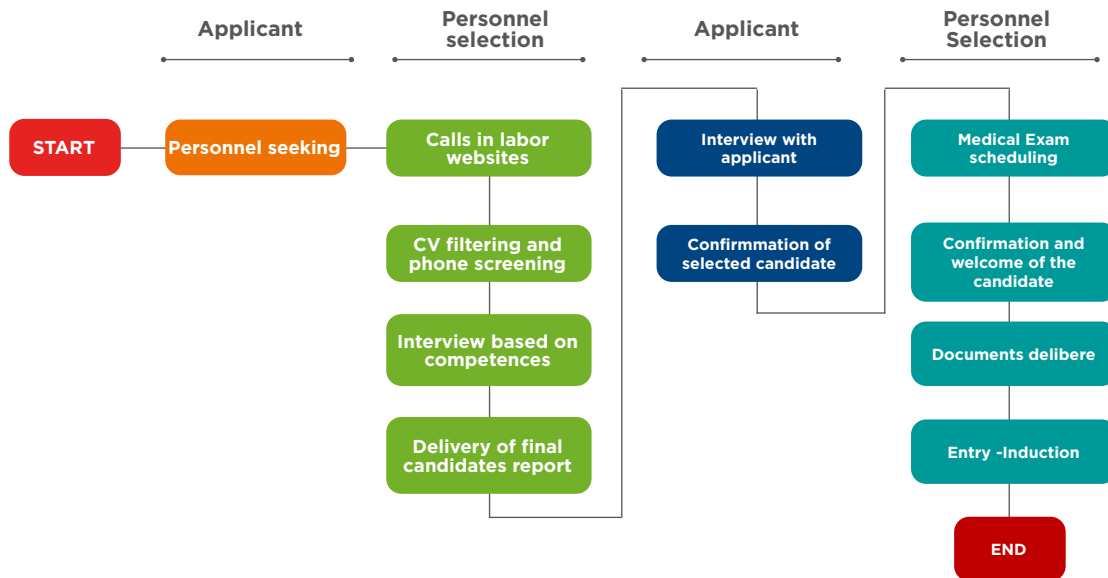
# Employment Management Approach

Machu Picchu Foods has a clear and transparent process for hiring new talents for the company. In this way, we ensure that the selection process is adjusted to the requirements of the position and above all to the culture of the organization. We have a Personnel Selection procedure, which details the management activities to comply with the recruitment process, taking into account the hiring policies, directives, and laws.

## New employee hires and employee turnover

GRI 401 - 1

At Machu Picchu Foods, we develop personnel selection processes with special attention to matching the candidate's skills with our values; We have a clear and transparent process for hiring new talent within the company. In this way, we guarantee that the selection of future collaborators is adjusted to the requirements of the position and, above all, to the culture of the organization. Our procedure details each one of the activities that allow us to comply with the personnel incorporation process, taking into account the policies, directives, and hiring laws.



In addition, we strengthen the coverage of vacancies through our INTERNAL OPPORTUNITIES program, which allows us to promote the development of our people, for this, we strive to offer development opportunities to all those who have the skills, the potential and act in line with our corporate values; in this way, our collaborators become our main source of recruitment.

## Analista de Seguridad Alimentaria - Callao

### Funciones:

- Realizar auditorías para verificar la eficacia de las medidas de control, establece con el equipo HACCP planes de acción para la mejora continua.
- Capacitar al personal en temas de PCC, PPR, PPROp, Control de alérgenos y manejo de material extraño.
- Elaborar la declaración de alérgenos de los productos terminados para información a los clientes.

### Requisitos:

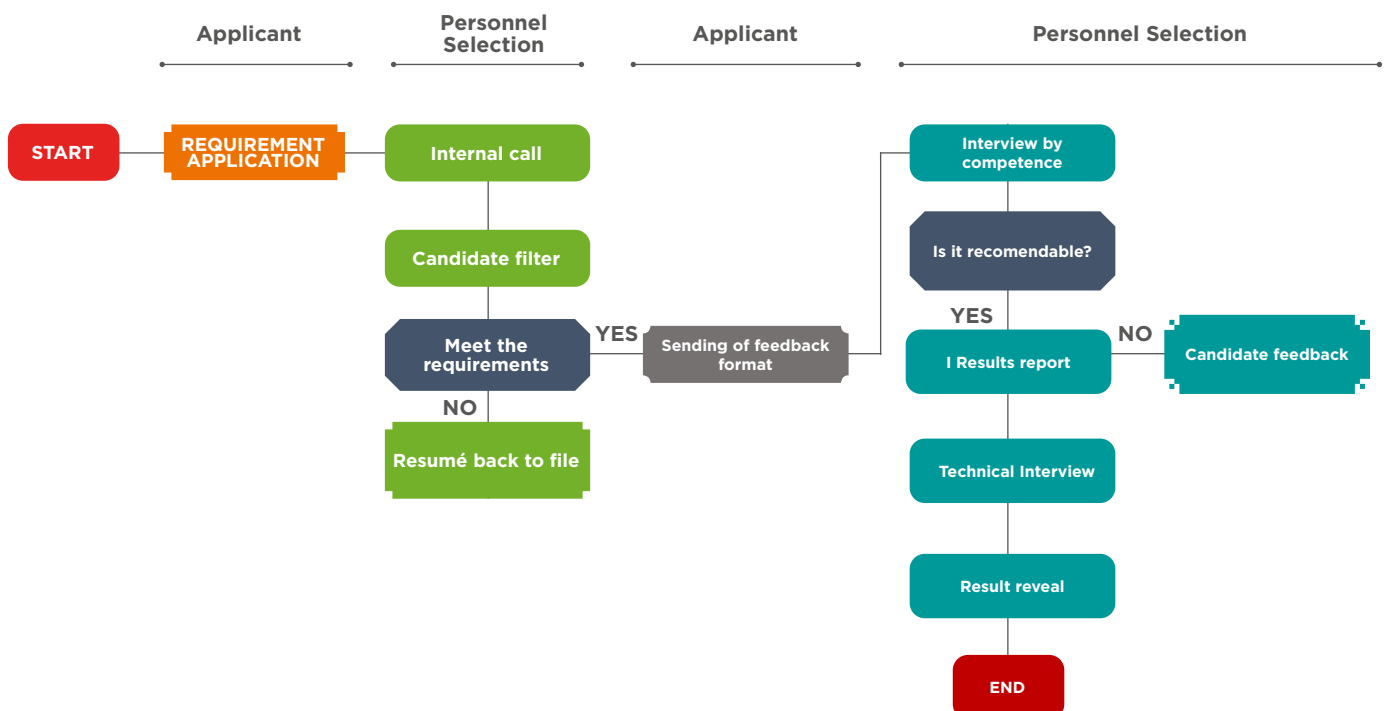
- Estudios en Ingeniería de Industrias Alimentarias, Química, Industrial y carreras a fines.
- Inglés a un nivel intermedio.
- Office a nivel intermedio.
- Tener 1 año en MPF.

### ¿Cómo postulo?

- Si cumples con los requisitos, envía tu CV con el asunto Analista de Seguridad Alimentaria a [oportunidades@mpf.com.pe](mailto:oportunidades@mpf.com.pe).



In the same way, we maintain a clear and efficient process regarding our internal calls, as detailed below:



In addition to our internal opportunities program, we have other strategies to attract new talent to the organization, such as alliances with universities, institutions, municipalities, the Ministry of Labor, and social networks, among others; likewise, we encourage the participation of our collaborators through our **REFERRAL PROGRAM**, which recognizes the collaborator for contributing to the search for talent and thereby achieving the company's objectives.



**¡Refiere a un amigo!**

Te invitamos a recomendar a un amigo para que sea parte de nuestra familia MPF.

**Operario de Producción**

**Requisitos**

- Copia de Certificado de Estudios, logros de aprendizaje, Certijoven o Certiadulto.
- Copia de Certificados de Trabajo (**Indispensable**).
- Disponibilidad para trabajar en turnos rotativos.

**¿Qué ofrecemos?**

- Planilla desde el primer día con todos los beneficios de ley.
- Beneficios Corporativos (Almuerzo 80 % cubierto, día libre en tu cumpleaños, etc.)
- Pagos puntuales de manera quincenal.

**¿Cómo refiero a mi amigo?**  
**Infórmale que se acerque el:**

 20 de octubre 22 de octubre	 2:00 p.m.	 Planta Caillao (Puerta 3)
---	---	---

**Importante:**  
 Asistir con doble mascarilla, protector facial, DNI para el ingreso y los documentos indicados en requisitos.

In addition, we have a decentralized personnel selection team, located in the main headquarters of the organization, which allows management to focus on the needs of the business, actively collaborating with the incorporation of suitable personnel, and implementing actions that strengthen managing the hunting and retention of talent, one of the initiatives that were well received by our employees at Pisco plant, was the **RECOGNITION FOR THE BEST NEW COLLABORATOR**



**¡Reconocimiento a los mejores colaboradores nuevos de octubre!**

Queremos **felicitar** a **Franco Sánchez** y **Morales Howes** por su **dedicación** y **esfuerzo** demostrados desde el primer día, siendo su aptitud positiva la que buscamos en todos **nuestros colaboradores**.



**Franco Sánchez**

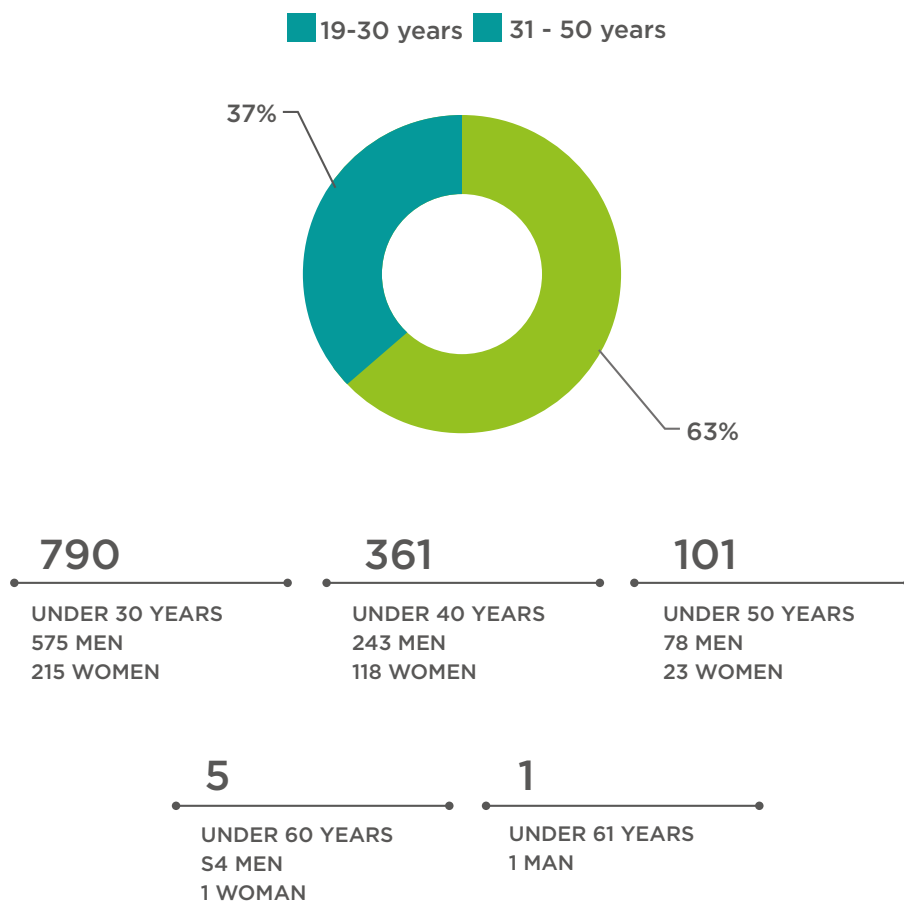


**Morales Howes**

**¡Gracias a cada uno y sigamos su ejemplo!**

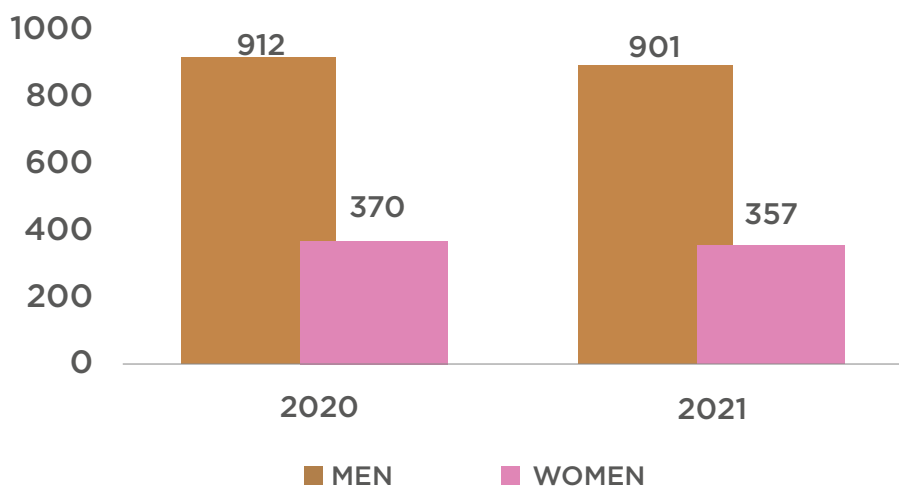
In 2021, a total of 1258 employees were recruited, as we can see in the following table and graph ranked by gender, location, and age.

## RECRUITMENT PER AGE



GENDER	CALLAO	PISCO	ZONAS	SAN ISIDRO	TOTAL
MEN	387	373	137	4	901
WOMEN	245	81	23	8	357
TOTAL	632	454	160	12	1258

## RECRUITMENT 2020 VS 2021



Our operations increase from April to October due to the needs of our client and the stationary nature of consumption of the products develop. This trend causes an increase in interest in both operational and administrative areas promoting employment and job opportunities for various talents; however, it is at the operational level that a higher rate of termination is generated in these months due to the nature of the operational positions and the amount of competition that exists to recruit talent.

% ROT. FEMALE	CALLAO	PISCO	ZONES	SAN ISIDRO
2020	6%	6%	6%	1%
2021	6%	4%	5%	1%

% ROT. MALE	CALLAO	PISCO	ZONES	SAN ISIDRO
2020	5%	5%	5%	2%
2021	6%	6%	5%	1%

During the second half of the year, onboarding interviews were implemented for 100% of our production workers who started in September. This process allowed us to get feedback on our corporate and functional induction processes, providing feedback to the operational areas for the continuous improvement of the collaborators' experience.


At the end of 2021, 181 surveys were applied at the Callao plant and 178 surveys at the Pisco plant. In addition, it was possible to interview 100% of the active personnel the month after their entry, obtaining a total of 359 interviewed collaborators.

## Occupational health and safety at work

### Management approach

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	PLAN DE SEGURIDAD OCUPACIONAL			
	Asignado a:	Coola N°	Código: SO PL G 001	
			Versión: 04	Pág 1 de 21
	CARGO	NOMBRE	FIRMA	FECHA
Elaborado por:	Jefe de Seguridad Ocupacional	Erica López	Firma en el Original	25/01/2022
Revisado por:	Gerente de Talento Humano	Julieta Acevedo	Firma en el Original	26/01/2022
Aprobado por:	Gerente General	Fernando Guzmán	Firma en el Original	27/01/2022

CAMBIOS EN EL PRESENTE DOCUMENTO
<p><b>Actualización anual:</b></p>

The Occupational Health and Safety alignments reach all the employees of Machu Picchu Foods. We are co-responsible for the contractors, suppliers, customers, and visitors that go to our facilities. Our employees' families are also considered valuable assets to us and the pandemic SAR-COV 2 has allowed us to build reliable bonds through preventive and support programs.

The health and safety impacts are reflected in the good image of the company, being an attractive and reliable workplace. We have reaffirmed our commitment to our collaborators by reaching the International certification ISO 45001: 2018 with 0 non-conformities; which is undoubtedly a perfect evaluation.

## INFORME DE AUDITORÍA DE SISTEMAS DE GESTIÓN



### ANEXO 3 - CORRECCIONES, CAUSAS Y ACCIONES CORRECTIVAS.

Durante esta auditoría no se presentaron no conformidades

RESULTADOS DE AUDITORÍA:			
		ISO 45001:2018	REGLAMENTO DE CERTIFICACION
Número de no conformidades detectadas en esta auditoría	Mayores	0	0
	Menores	0	0
Número de no conformidades pendientes que no se cerraron en esta auditoría	Menores/NA	0	0
Plazo para la entrega de propuesta de corrección y acción correctiva (de acuerdo con lo establecido en el ES-R-SG-01) hasta:		NA	
Fecha tentativa de verificación complementaria, cuando aplique		NA	



ICONTEC Certifica que el Sistema de Gestión de la organización:  
 ICONTEC certifies that the Organization's Management System of:

## MACHU PICCHU FOODS S.A.C

Calle Carbono 213 -151 Urb. Grimanesa, Carmen de La Legua - Reynoso, Callao, Perú  
 Véase el alcance del sistema de gestión para cada una de las sedes diferentes a la sede principal  
 cubiertas por la certificación en el anexo

ha sido auditado y aprobado con respecto a los requisitos especificados en:  
 has been audited and approved based on the specified requirements of:

### ISO 45001:2018

Este Certificado es aplicable al siguiente alcance:  
 This certificate is applicable to the following scope:

Desarrollo, producción y manufactura de  
 chocolates, confitería y afines (wafers,  
 cremas, cocoa, instantáneos, azúcar  
 pulverizada).

Development, production and  
 manufacture of chocolates,  
 confectionery and others similar (wafers,  
 creams, cocoa, instant, powdered sugar).

Esta aprobación está sujeta a que el sistema de gestión se mantenga de acuerdo con los  
 requisitos especificados, lo cual será verificado por ICONTEC  
 This approval is subject to the maintenance of the management system according to the  
 specified requirements, which will be verified by ICONTEC

Fecha de Otorgamiento:	2018 08 26
Fecha de Vencimiento del Ciclo Previa:	2019 08 26
Fecha de Inicio del ciclo actual de certificación:	2019 08 26
Fecha de Vencimiento ciclo actual:	2022 08 26
Fecha de Auditoría de Recertificación:	2020 09 10
Fecha de Revisión:	2020 09 10

Certificador: 01-CR-045339  
 Certificate:

Roberto Enrique Montoya Villa  
 Director Ejecutivo



Este certificado es propiedad de ICONTEC y está bajo custodia de la institución  
 ICONTEC Carrera 37 con 50 - 95, Bogotá D.C., Colombia

F.P. 533 Versión 00

The guideline has been points of trust for our permanent and new clients.

- Occupational safety that is led by 1 coordinator in each headquarter (Callao and Pisco)
- Occupational health led by the Head of Social Welfare who is in charge of the health area (doctor and nurses in each Callao and Pisco headquarters), and
- Emergency response led by the Head of Property Safety who has Emergency Response supervisors (firefighters) in each headquarters (Callao and Pisco).

The inclusion of responsibilities in occupational health and safety for every position was fulfilled, and this year 2022 will be carried out performance evaluations and achievement of objectives.

MPF has an integrated Policy for quality and food safety, occupational health and safety, environment, and safe trade that is reviewed annually by the managers and heads of the headquarters for the approval of the general management and the SST committee.



Our security system has been strengthened with its security policy, by which MPF grants all employees the right to suspend or refuse to carry out any activity or task that constitutes an imminent and/or potential risk to their integrity.

**¿Qué dice nuestra Política para promover el Trabajo Seguro?**

**Nuestra Política** indica que los colaboradores tienen el derecho de **suspender o negarse a realizar cualquier actividad o tarea que constituya un riesgo inminente y/o potencial.**

Por ello, deberás **comunicar** clara y oportunamente a tu **Supervisor o Líder** las condiciones inseguras que te ponen en riesgo.

**Mi seguridad es primero**

The image contains the logo for Machu Picchu Foods, which includes a mountain peak and the text 'MACHU PICCHU foods' and 'TU BUEN BUCO ES LA PASIÓN Y LA SORTE'. To the right of the text is a cartoon character of a woman wearing a white hard hat with the company logo, safety glasses, a white t-shirt, and black gloves.

The publication of the policies is done in the organization's facilities, through inductions, training, and pre-operational talks and is communicated virtually through corporate chats and on the company's website.

# Política de Calidad e Inocuidad Alimentaria, Seguridad, Salud Ocupacional, Medio Ambiente y Comercio Seguro



Somos una empresa de alimentos, líderes en la fabricación y en servicios de manufactura de productos derivados del cacao, chocolates, confitería y afines. Brindamos productos innovadores diseñados de acuerdo con las expectativas y necesidades de las partes interesadas de nuestra organización.

Nuestros colaboradores son el activo más valioso que tenemos, por ello nos preocupamos por su bienestar y fortalecemos su talento hacia el crecimiento y la mejora continua. Nuestras actividades productivas tienen en cuenta el cuidado del medio ambiente y el entorno.

Estamos comprometidos con:



Asegurar la inocuidad y autenticidad de nuestros productos tomando las medidas preventivas en todos los procesos y promoviendo una cultura de inocuidad en toda la organización.



Promover la consulta y participación de todos nuestros colaboradores mediante diferentes canales para la implementación y mantenimiento de los estándares de seguridad y salud en el trabajo.



Superar las expectativas de calidad generando confianza y satisfacción total de nuestros clientes manteniendo una constante comunicación y asumiendo la responsabilidad frente a ellos.



Proteger el Medio Ambiente, incluyendo la prevención de la contaminación derivada de nuestros actividades, productos y servicios, cuidando las emisiones, efluentes, residuos y haciendo uso eficiente de los recursos naturales.



Prevenir incidentes relacionados con el trabajo que puedan causar lesiones, dolencias y enfermedades a nuestros colaboradores, contratados y terceros, proporcionando ambientes de trabajo seguros y saludables, determinando acciones para eliminar los peligros y reducir los riesgos que afectan la seguridad y salud.



Cumplir con las regulaciones legales vigentes y otros suscritos por la organización relacionados en calidad e inocuidad, seguridad, salud ocupacional, medio ambiente y comercio seguro.



Promover el comportamiento seguro y establecer controles en nuestras instalaciones para proteger la integridad física y de salud.



Promover la mejora continua del desempeño del Sistema de Gestión de Calidad e Inocuidad Alimentaria, Seguridad, Salud Ocupacional, Medio Ambiente y Comercio Seguro, basado en la participación, compromiso y comunicación con todos nuestros colaboradores.



Garantizar la confiabilidad y seguridad de nuestro personal, instalaciones, procesos y productos, previniendo la ocurrencia de cualquier tipo de actividad dolo o dolo intencional que pueda afectar o dañar la cadena de producción y/o comercio seguro nacional e internacional.

  
 Sr. Fernando Guzmán  
 Gerente General  
 Machu Picchu Food S.A.C.

Lima, 15 de febrero del 2021

SEMO 0100  
 vplivaw-01

# Política para promover el Trabajo Seguro



En Machu Picchu Foods S.A.C., la Seguridad y Salud de nuestros colaboradores, contratistas y terceros, es un valor fundamental para el desarrollo de nuestras operaciones y servicios.

Por ello, declaramos que todo trabajador, tiene el **DERECHO DE SUSPENDER O NEGARSE A REALIZAR CUALQUIER ACTIVIDAD O TAREA**, que constituya un riesgo inminente y/o potencial que afecte su salud o integridad física, hasta que las condiciones de seguridad sean subsanadas y corregidas adecuadamente.

El colaborador deberá comunicar a su supervisor o responsable de la actividad de manera clara y oportuna sustentando la circunstancia del evento que constituya un riesgo o potencial peligro.

En tal sentido, el Supervisor y/o jefe a cargo de área o actividad, tendrá que verificar las condiciones in situ para luego tomar la decisión y responsabilidad de continuar o no con la actividad, siempre y cuando se haya eliminado o minimizado el riesgo a un nivel tolerable.

Ningún trabajador será amonestado o sancionado por acogerse a esta política. En caso la negativa de trabajar sea injustificada, se aplicará las normas contenidas en el Reglamento Interno de Seguridad en el Trabajo.

La **Política para promover el Trabajo Seguro** se encuentra en concordancia con la Política de Calidad e Inocuidad alimentaria, Seguridad, Salud Ocupacional, Medio Ambiente y Comercio Seguro de Machu Picchu Foods S.A.C. y al **artículo 63° de la Ley de Seguridad y Salud en el Trabajo N° 29783 (Interrupción de actividades en caso inminente de peligro)**.

MACHU PICCHU FOODS S.A.C.  
Fernando Guzman Flores  
Gerente General

There are resources available for the implementation and maintenance of the occupational health and safety management system, which are acquisitions of personal protection equipment, external training, emergency response teams, training of brigades, maintenance of environments insurance, safety recreation activities (break routines, safety day, dynamics, safety campaigns, safety contests, implementation of new controls to deal with the SAR COV-2 Pandemic, support programs on health issues, etc



The communication of our collaborators on health and safety issues is made effective through their representatives in the monthly sessions of the Occupational Health and Safety committee, as well as during the inspections of the areas carried out by the SST committee, Information is collected from workers through safety inspectors in their daily inspections and according to the occupational safety program (PASO)



The programs that have been established for the fulfillment of the objectives are the occupational safety training programs, safety inspection programs, internal audit program, SST committee session program, leadership visit program (safety inspections carried out by senior management) and in the last quarter of 2021 we have had the implementation of 2 programs to “reinforce the preventive culture” SECURITY LEADERS PROGRAM AND SECURITY PROMOTERS PROGRAM”



## En Pisco contamos con 14 líderes y 30 promotores de seguridad para las áreas de producción



Activar Windows

## En Callao contamos con 29 líderes y 23 promotores de seguridad para las áreas de producción



The occupational health and safety management system are audited annually in internal audits under the management system of Law 29783, there are annual follow-up audits of ISO 45001 Certification. And every 3 years there are audits carried out by the Ministry of Labor (MINTRA) DS 014-2013-TR., March 2022 the MINTRA audit would be carried out.

Likewise, as measurement systems, there are indicators of compliance with the Safety Management System which are presented monthly to the SST committee and every 6 months for review by management, fulfilling 100% of the sessions of the SST Committee and the 2 reviews by management

## AGENDA REVISIÓN POR LA DIRECCIÓN 2021- I Semestre

1. ESTADO DE LOS PLANES DE REVISION POR LA DIRECCION DIC-2020
2. CAMBIOS EN CUESTIONES INTERNAS – EXTERNAS
3. CUMPLIMIENTO DE LA POLÍTICA INTEGRADA Y OBJETIVOS SST
4. DESEMPEÑO DEL SGSSO.
  - INDICADORES ACCIDENTABILIDAD (INCIDENTES, NC, AC, MC)
  - RESULTADOS DE SEGUIMIENTO Y MEDICION (CUMPLIMIENTO DE PROGRAMA DE SEGURIDAD OCUPACIONAL (PASO))
  - RESULTADOS EVALUACIÓN DE CUMPLIMIENTO DE REQUISITOS LEGALES
  - RESULTADO DE AUDITORIA INTERNA 2021
  - CONSULTA Y PARTICIPACIÓN DE LOS TRABAJADORES
  - RIESGOS Y OPORTUNIDADES
5. ADECUACIÓN DE RECURSOS PARA MANTENER LA GESTIÓN SST
6. COMUNICACIÓN RELEVANTE DE PARTES INTERESADAS
7. OPORTUNIDADES DE MEJORA 2021
8. CONCLUSIONES

## AGENDA REVISIÓN POR LA DIRECCIÓN 2021- II Semestre

1. ESTADO DE LOS PLANES DE REVISION POR LA DIRECCION DIC-2021
2. CAMBIOS EN CUESTIONES INTERNAS – EXTERNAS
3. CUMPLIMIENTO DE LA POLÍTICA INTEGRADA Y OBJETIVOS SST
4. DESEMPEÑO DEL SGSSO.
  - INDICADORES ACCIDENTABILIDAD (INCIDENTES, NC, AC, MC)
  - RESULTADOS DE SEGUIMIENTO Y MEDICION (CUMPLIMIENTO DE PROGRAMA DE SEGURIDAD OCUPACIONAL (PASO))
  - RESULTADOS EVALUACIÓN DE CUMPLIMIENTO DE REQUISITOS LEGALES
  - RESULTADO DE AUDITORIA DE CERTIFICACIÓN ISO 45001 - 2021
  - CONSULTA Y PARTICIPACIÓN DE LOS TRABAJADORES
  - RIESGOS Y OPORTUNIDADES
5. ADECUACIÓN DE RECURSOS PARA MANTENER LA GESTIÓN SST
6. COMUNICACIÓN RELEVANTE DE PARTES INTERESADAS
7. OPORTUNIDADES DE MEJORA 2021
8. CONCLUSIONES

The results are communicated to the interested parties in the sessions held by the SST Committee and the Managers' Committee every month. A summary of the session is sent virtually to the administrative staff and given to the collaborators in the production lines.

Due to the SARS-COV-2 pandemic, there were modifications to the national regulations in terms of occupational health and safety to comply with social distancing mandatory social. For this reason, to achieve the Management Objectives, the creation of an application to carry out training was taken as an improvement, where the topics to be trained were uploaded and the exam was given virtually.

This way, we ensure training in health and safety issues and the participation of our collaborators in maintaining the preventive culture.




## Occupational health and safety management system


GRI 403-1

The occupational health and safety management system are aligned with current legal requirements and their amendments. For compliance purposes, the legal area conducts the legal requirement frame, and the safety, health, and property areas lead the compliance strategies applied to our activities. Some rules contained in the legal matrix are mentioned:

- Occupational Health and Safety Law 29783 modified by Law 30222.
- Regulation of the Occupational Safety and Health at work in the Supreme Decree No. 005-2012-TR modified by Supreme Decree No. 006-2014-TR,
- Supreme Decree No. 020-2019-TR, Supreme Decree No. 002-2020-TR.
- Ministerial Resolution No. 050-2013 TR Reference formats with minimum information that the mandatory records of the Occupational Health and Safety Management System must contain.
- Regulation of the Authorized Auditors Registry for the periodic evaluation of the Occupational Health and Safety Management System
- SD N ° 014-2013-TR Supreme Decree that approves the Single Registry of Information on labor accidents, dangerous incidents, and occupational diseases and modifies article 110 of the Regulations for the Occupational Safety and Health at Work Supreme Decree No. 012-2014-TR
- •Technical Document: Occupational medical examination protocols and diagnostic guides for mandatory medical examinations by activity. Ministerial Resolution No. 312-2011-MINSA
- Ministerial Resolution No. 004-2014 / MINSA
- Ministerial Resolution No. 571-2014 / MINSA
- Ministerial Resolution No 763 - 2017 / MINSA
- Technical Health Standard No. 178- Minsa-DGIESP-2021. Plan Update
- Surveillance, prevention, and control of Covid-19 in the workplace according to the provisions of the amendment
- MINISTERIAL RESOLUTION No. 245-2021-TR Procedure for the election
- of the workers' representatives before the Occupational Health and Safety Committee; the Occupational Health and Safety Subcommittee, if applicable; or the Supervisor of Safety and Health at Work
- DS 001-2021 TR Modifications to the regulations of Law 29783; which modifies articles 42, 49, 56, 102, and 103 of Supreme Decree 005-2012 TR Regulation on Safety and Health at Work.
- DS 011-2021 TR approves the Single Text of Administrative Procedures (TUPA) of Sunafil.
- LAW 31246 Update of the SST law; modify articles 49 and 60 of Law 29783

	<b>MATRIZ DE IDENTIFICACION Y EVALUACIÓN DE CUMPLIMIENTO DE REQUISITOS LEGALES EN MATERIA DE SEGURIDAD Y SALUD OCUACIONAL</b>	Código:	LEG.MT.G.001
		Versión:	3
		Fecha de Aprobación	16.06.16
FECHA Mayo 2021			

Based on these legal requirements, the internal documents are prepared for the compliance and safety surveillance of our collaborators, registered in the master list.

	<b>LISTA MAESTRA DE DOCUMENTOS INTERNOS</b>	Código	QA R.G.001
		Versión	03
		Fecha de aprobación	4/03/2013
fecha de actualización Octubre 2020			

Some of our main procedures are detailed:

- SO.MA.G.001: Manual of the Integrated Health and Safety Management System
- SO.PL.G..001: Occupational Health Safety Plan
- SO.P.G. 001: Hazard identification procedure. Assessment and control of HIRA)
- SO.P.G.002: Investigation, analysis, and reporting of occupational health and safety incidents
- SO.P. G 006: Contractor Management
- SO.PG 010: Procedure for high-risk jobs.

## Hazard identification, risk assessment, and incident investigation

GRI 403-2



Through the training programs, pre-operational talks, and bulletin boards, employees and workers are given feedback on the importance of prioritizing their safety and stopping activities that expose them to physical or health injuries.



All the activities carried out in Machu Picchu Foods are described in the HIRA assessment created by areas and updated annually.

PROCESO	ACTIVIDAD	TAREA	Subsección: No Subsección Emergencias	FUMANDO	MASCUNDO	AMBOS	PRESTON	PLANTA	TEMPORALES	CONTRATISTAS	VISITANTES	FACTOR DE RIESGO	PRELIMINAR DE FACTORES DE RIESGO	REGISTRACION DE ACCIDENTES Y ENFERMEDADES OCCUPACIONALES	Código
		Trabaja en máquinas con estrés	II		X		Maguista / Operario de producción	1	1	0	0	Lesiones corporales Desconfort muerto de uso.	Supervisión	NO	118
	TRASLADO DE MATERIALES AL AREA DE ALMACEN (Zona PISO) MEZCLADORAS 1,2,3		II		X		Maguista / Operario de producción	1	1	0	0	Lesiones corporales	Supervisión	NO	110
			II		X		Maguista / Operario de	1	1	0	0	Lesiones corporales quemaduras	Supervisión	NO	200

In case of accident investigation, we count on employees, workers, area managers, and support areas if applicable (warehouse, quality, maintenance) ready to collaborate in the discovery of the cause and implementation of the action plans.

## Occupational health services

GRI 403-3

Our occupational medical area is responsible for ensuring the physical and mental health of our employees, as well as preventing the occurrence of occupational diseases. For this reason, we take action by identifying, measuring, and carrying out medical surveillance of all hygienic and ergonomic risks on time to avoid long-term health conditions for workers and occupational diseases.

For this, Machu Picchu Foods has an internal and external work team, which is detailed below:

### Two occupational physicians:

- One person in charge of nursing
- Two (3) occupational health assistants in Callao
- Two (2) occupational health assistants in Pisco.
- One (1) Health and Welfare and Occupational Safety Chief (Social worker)

The relevant profiles for the indicator are:

**Doctors:** Surgeons have a Diploma in Occupational Medicine with a vocation towards Preventive Medicine, Occupational Medicine, and Medical Research, whose purpose is to detect work-related health problems, control risk factors, and prevent damage to the health of the patient. worker, who perform the following work:

HEALTH MANAGEMENT	OCCUPATIONAL HEALTH
OCCUPATIONAL - PRE COVID	MEDICOVID
Baseline update	Covid Surveillance, Prevention, and Control Plan Update
OH Annual plan execution	Review of symptomatology and disease control files temperature
Update and elaborate OH procedures.	SISCOVID register
Update of the Medical examination protocol	Perform screening, contact tracing, and follow-up of covid cases
Scheduling of pre-occupational medical exams.	Review and issuance of medical leaves
Delivery of pre-occupational medical exams.	Health inspections in compliance with the Covid Surveillance Plan
Register of monthly occupational diseases	Taking antigenic tests on suspicious personnel
Health inspections	Identification and follow-up of vulnerable people cases
Monitoring of physical agents and dysergonomics	Refers to medical centers for specialized care
HIRA revision: production and management	Follow-up and Control of vaccinated people in the facilities.
Health training at work / informative material	Vaccination Program in Facilities
Urgencies and emergencies assistance	Covid Committee Participation
Follow-up of pregnancy cases	Training on Covid prevention measures.

**The Nurse:** The occupational nurse promotes the protection of health and workers, incorporating prevention strategies. They maintain close contact with the workers, knowing their ailments promptly and attending to them immediately.

OCCUPATIONAL HEALTH MANAGEMENT - PRE COVID	OCCUPATIONAL HEALTH - MEDICAID
Execute the OH Plan and annual program	Carry out inspection visits to verify compliance with Covid controls
Carry out inspection visits to the work area to monitor and control compliance with the restriction on collaborators	Review of symptom files and temperature control
Vaccinate in plants: tetanus, influenza	Perform screening, contact tracing, and follow-up of covid cases
Carry out and promote Active Breaks in the production and administrative areas	
Elaborate on the EMO matrix	
Programming, execution, and monitoring of compliance with ETAS analyzes	Health inspections in compliance with the Covid Surveillance Plan
Record monthly occupational diseases	Taking antigenic tests on suspicious personnel
Health inspections: First-aid kit, canteen, breastfeeding stations	Follow-up on vulnerable cases
Support in the follow-up of the action plan derived from the monitoring of physical and ergonomic agents.	Refers to medical centers for a specialized assistance
HIRA revision: Production and Management	Follow-up and control of the vaccinated people in each facility
Training on health at work/5-minute talks	Vaccination campaigns support in all facilities
Urgencies and emergencies assistance	
Follow-up for pregnancy cases	Training on COVID prevention measures

### Active breaks carried out in the Cacao area



# Promotion of worker health

GRI 403-6

At Machu Picchu Foods, we care about improving the health and well-being of our employees and workers. These are the activities we carry out to achieve it:

- Improving the work organization and work environment;
- Promoting worker participation in healthy activities
- Promoting healthy lifestyle habits, and
- Encouraging personal development.

We care about the staff is well prepared and motivated, but also healthy. To do this, we provide resources that promote safe behaviors and implement healthy attitudes and conduct for an adequate working and social environment.

We understand that human capital is the driving force of the company and the central axis on which the factors of competitiveness and efficiency are based, and all these actions are aimed at facilitating a healthy environment and transmitting healthy habits to workers that will result in a benefit common, which we detail below.

## 1. Delivery of Biosafety Kits:

Due to the current situation, we are facing In 2020, we began the delivery of protective aprons and biosafety kits (masks, face shields masks, atomizers) for external use both for staff and their families and thus reduce the risk of contagion and disease transmission.

This continues in 2021



Delivery of biosafety kits to personnel in Callao Plant.

## 2. Online and On-site talks

Talks and webinars held by our occupational doctors and OH staff are constantly carried out for MPF employees. The topics are current health concerns and preventive measures to avoid ergonomic and physical risks



Training on Covid Post Care

### 3. Lending of cylinders and oxygen concentrators and an oximeter for the control of workers tested positive for coronavirus

In MPF, we fully care about our collaborators, therefore, given the current situation and the difficulty of accessing these implements since this year, we purchased oxygen cylinders, oxygen concentrators and pulse oximeters to provide our collaborators or their direct relatives if needed it and thus carry out a timely and effective follow-up and avoid serious consequences that they could suffer.

In 2021, we continued lending concentrators, Oximeters to collaborators who needed this Service, which was monitored by our HO Personnel.



Lending of oxygen cylinders to a relative (father)

### 4. COVID-19 Prevention Committee

Through these meetings that have been taking place fortnightly since last year, the leaders of both Callao, Pisco, and Zones meet to propose, coordinate and execute promotion and prevention actions against Covid 19 and analyze the cases that may arise.

### 5. Five-minute Talks

It allows us to encourage workers to be committed to the Occupational Health System, showing them that we care about their participation within the company and that they are a fundamental piece of its development.



Jeymi Arcos (Development Supervisor) receiving a Talk on breast cancer

## 6. Communication of Health protocols in company areas

It is vitally important to spread the prevention and health promotion protocols, since in this way it will allow us to have our employees be aware of self-care and their families and have safe space within the working area.



Training on Post Covid Care

## 7. Use of medical assistance sites

The personnel go to the medical area to receive assistance. They are given first aid care, triage, check-ups by the health personnel, control of vital functions, healing, and application of injectable (if required); They are given the medication suggested by the health personnel to relieve symptoms; Likewise, if there is no improvement, the collaborator is transferred to a Medical Center according to its health insurance.

The monthly average of assistance in the The medical station in Pisco is 180 and 145 In Callao.

The assistance in the zones is carried out via virtual medical consultations (10 per month)



Vital functions control to a collaborator Layche Chota Edwar from kitchen area.

In addition, MPF does not only care about health at work but the well-being of the individual. For this reason, we have volunteering health promotion services and programs

## 1. Vaccination Campaign against Tetanus, Covid-19, and Flu

Through vaccines, we can prevent the spread of contagious, dangerous, and often fatal diseases.

Therefore, since 2021 MPF along with MINSA, has been carrying out vaccination campaigns to all MPF staff.

In 2021, we had the vaccination campaign against tetanus, with a total of 79 employees vaccinated who in some cases completed II and III doses.

The vaccination campaign against influenza (104 employees) and covid vaccination (158 employees and 80 families)



Collaborator Segura Pastor Carmelo receiving Pneumococcus vaccination

## 2. 2. Foodborne illness Campaign

At MPF we are concerned about the comprehensive health of our employees and the safety of our products, which is why Foodborne illness analyzes have been scheduled and carried out on our employees every six months.



Collaborator Espino Gonzales Nilton (cacao) and Ochoa Noriega Pedro (dryer) taking part of the health campaigns

### 3. Weight and height campaigns

This campaign was carried out to promote a healthy life and identify obesity cases.



MPF workers from different areas receiving talks on healthy feeding and application of nutritional pyramid

### 4. 4. Psychological Support

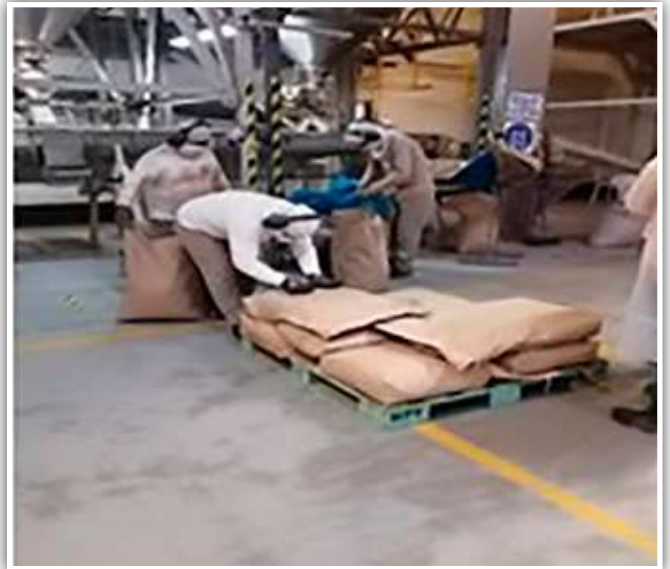
In 2021, a Mental Health Care Program was developed through which MPF, through the services of an external Psychologist, performs individualized psychological counseling, and meets a schedule of Talks, Webinars, and face-to-face or virtual workshops, which contributes to mental care and well-being so that our collaborators think, feel and live more healthily.

## Work-related ill health

GRI 403-10

By 2021, the company has no cases of ailments, illness, or deaths from the work carried out in all the areas

Description	Detail
How these hazards are determined	Through the care and monitoring of health cases, ergonomic monitoring, and inspection of jobs
Which of these hazards would cause or contribute to generating occupational ailments or illnesses?	Incorrect postures / Over efforts / Repetitive movements / Skeletal muscle disorders
What steps would you take to minimize risks?	Training / Preventive Programs / Annual monitoring / Active breaks / Work area inspections



Ergonomic inspection to the pulverization area- Cocoa



Postures and movements in Chocolate area



Heat stress inspections by occupational doctor in Buhler and nibs areas



Evaluation and talk on ergonomic at Plant 2 and cacao bean selection area



Working inspection in Cleaning and Chocolate area

# RAINING AND EDUCATION

## Management Approach

At Machu Picchu Foods, our strategic pillar is to provide all our collaborators opportunities for training, skills development, and practical learning, with special emphasis on specialization in our industry or core processes.

Our training model includes the development of regulatory or mandatory training (law, norm, or client) and corporate training or ad-hoc (DNC) that are scheduled based on the specific needs of each management or plant. In this way, we ensure that our staff has the required knowledge, skills, and abilities to perform successfully in their job, as well as provide them with new skills that allow them to develop at other levels according to their potential degree.

Always oriented to be able to comply with legal regulations and the provisions of our clients, we have managed to implement a virtual learning platform (Aprende MPF) in which we have virtualized and hosted the main regulatory content on issues about Safety and Health at Work, Quality and Information Security, thus reaching all of our production staff and administrative areas.

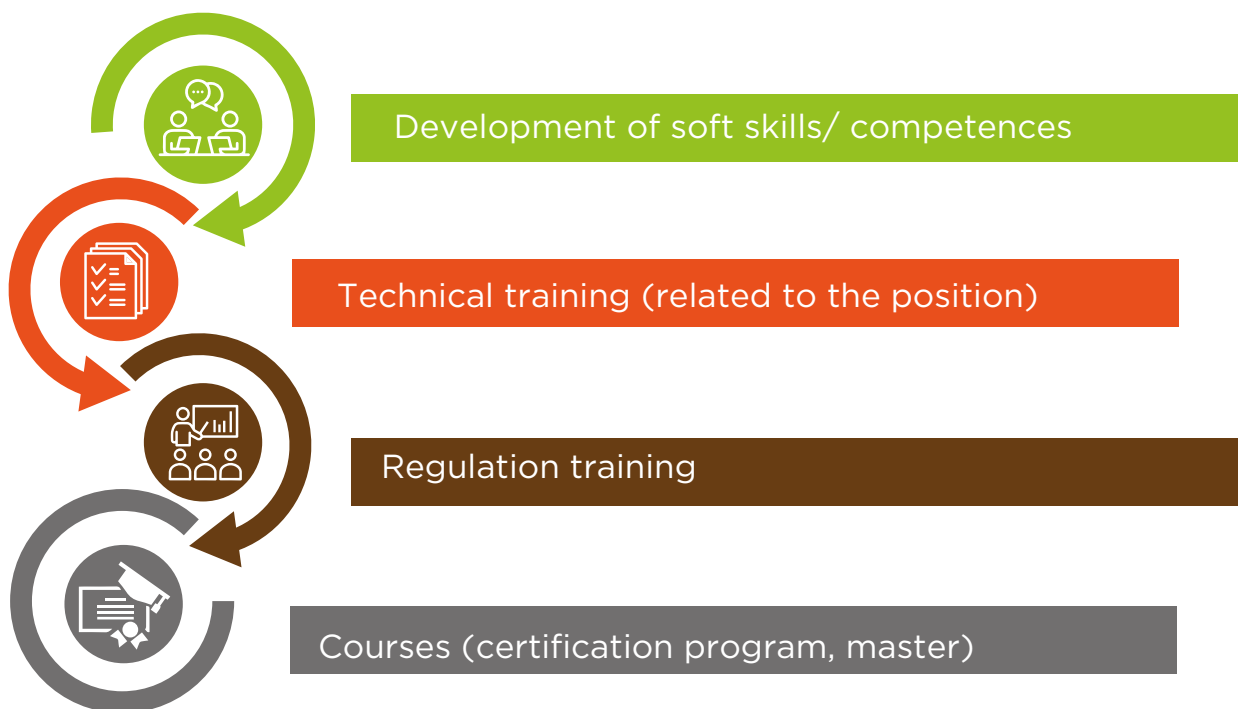
We always seek the continuous improvement of our teaching processes by measuring the effectiveness of training at levels I (Satisfaction or Reaction) and II (Learning), this allows us to readjust the training content to the demands and current strategies of our business.

# Average hours of training per year per employee

GRI 404 - 1

Our training programs within the organization are focused on achieving the development of our collaborators not only at a technical level but also by allowing them to have tools to enhance their skills or abilities that generate an impact in the development of their functions.

The training in 2021 was carried out internally and externally, with the greatest investment in hours being those carried out within the organization. At Machu Picchu Foods we prepare training plans classified as follows:



During the pandemic, we face the health contingency as an opportunity to reinvent our work plan and thematic content. From this perspective, we focus on being able to train all our collaborators from both plants Callao and Pisco and collection offices distributed throughout our national territory in the regulatory and normative contents necessary to execute our production processes with safety, quality, and following our corporate culture.

“APRENDE MPF”, is our virtual learning platform in which we host our regulatory courses on Safety and Health at Work, Quality, Legal Aspects, and Information Security, among others.

This initiative allowed us to comply with the provisions of our clients and the legal regulations of our country 100% for new and old incoming personnel.

At the virtual level, a platform called **APRENDE MPF** was implemented, allowing our collaborators to access various courses, especially in the regulatory field.



**MACHU PICCHU foods**  
SOCIEDAD ANÓNIMA DE LA INDUSTRIA ALIMENTARIA

**MPF**

# Aprende

Potenciamos nuestros **conocimientos** en **Seguridad, Medio Ambiente, Legal y OEA** con nuestros **programas de aprendizaje virtual**.

**¡Lanzamiento de los Programas!**

- Seguridad Ocupacional  
Fechas: Del 25/08 al 30/09
- Cultura Ambiental y Cumplimiento Normativo  
Fechas: Del 13/09 al 15/10
- OEA (Operador Económico Autorizado)  
Fechas: del 04/10 al 30/10

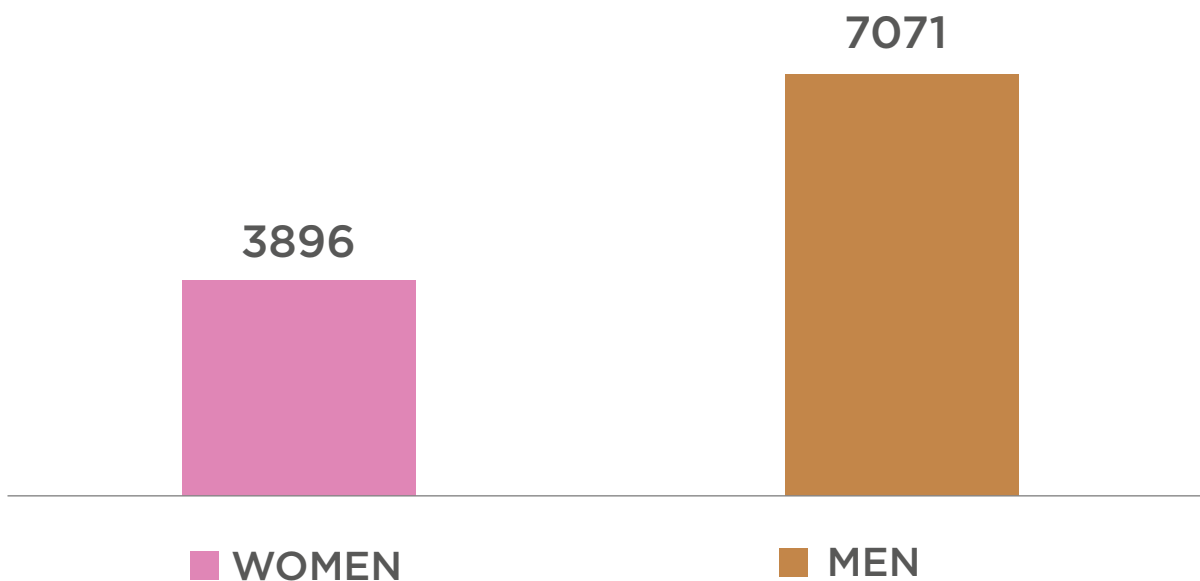
\*Los cursos son de carácter obligatorio para todos los colaboradores.

**¡Contamos con tu participación!**

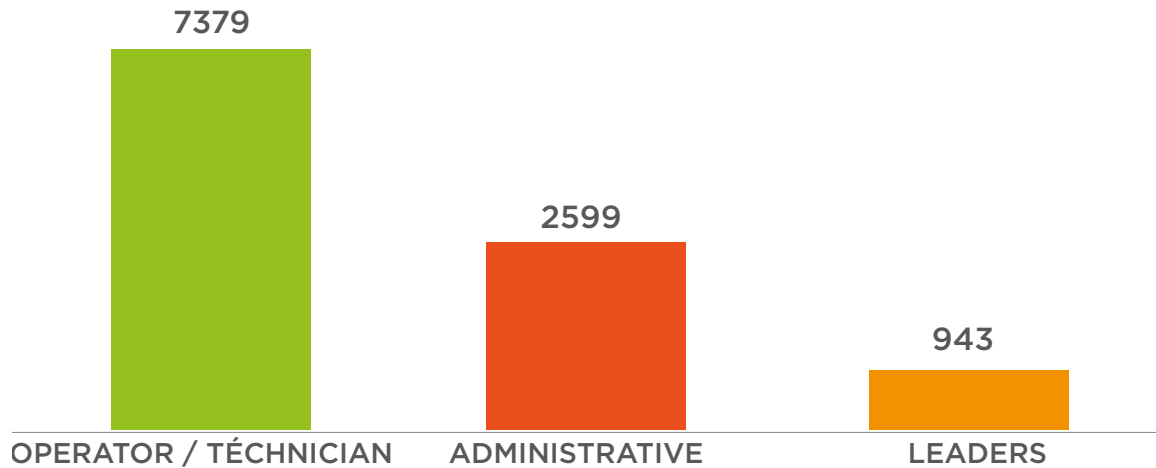


At Machu Picchu Foods, the hours invested in internal training were managed proportionally, allowing the participation of our collaborators homogeneously. In total, 10,967 hours of training were carried out, obtaining an average of 8 hours per employee.

## TRAINING HOURS BY GENDER



## TRAINING HOURS BY LABOR CATEGORY



## Percentage of employees receiving regular performance and career development reviews

GRI 404 - 3

For us, the performance evaluation process is a key tool to determine the contribution of our personnel towards the objectives and business strategy; it is a process that is aligned with salary increases, internal promotions, and training needs, among others. In the case of administrative personnel, in 2021, the implementation of a new performance management platform was carried out through the **SUCCESS FACTOR** system, which is integrated with the SAP system.

The launch of this new system was through our Communications channel and through meetings with the main leaders of the organization to publicize this new evaluation tool, which after a period of adaptation to the company, came out live towards the end of 2021 for the annual final evaluation.



# —Proceso de Gestión del desempeño 2021 —

¿Ya realizaste tu **Autoevaluación** en nuestra nueva plataforma?  
¡No olvides completarla hasta este **viernes 28 de enero!**



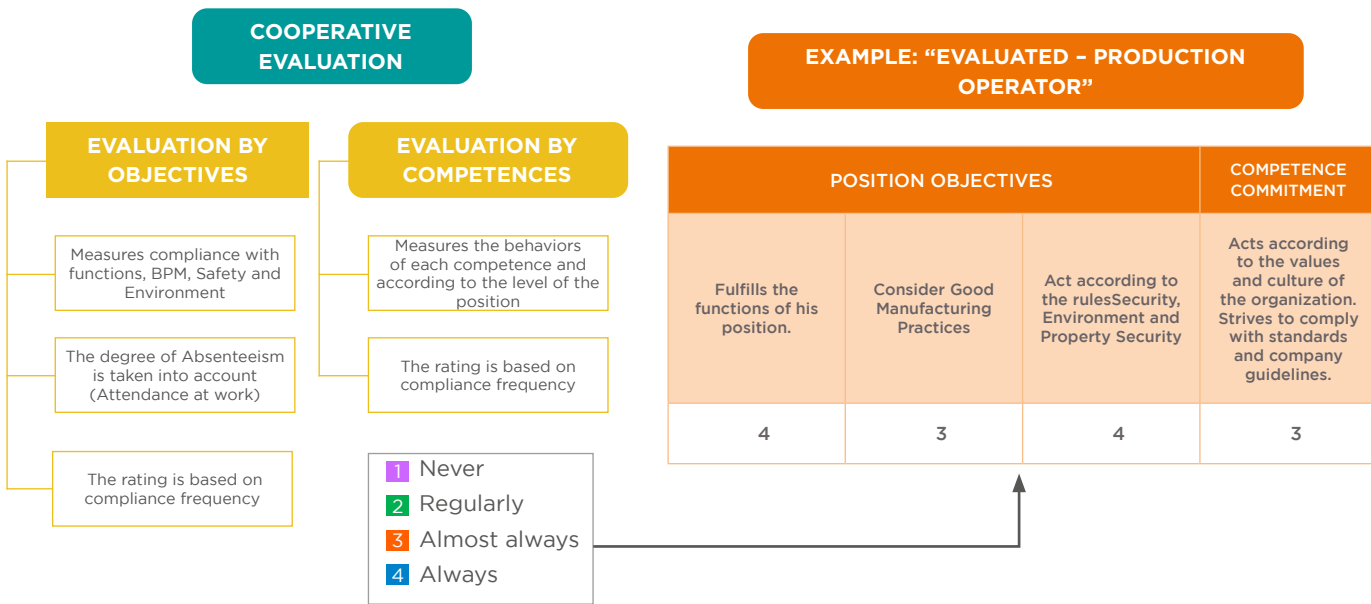
Si quieres saber cómo realizar tu Autoevaluación haz click aquí.

In the same way, during 2021, we have strengthened the role of our leaders for performance management, we held Effective Feedback Workshops for managers and middle managers, providing them with feedback tools such as the SBI model - Situation / Behavior / Impact and the generation of development plans, to empower them as main actors in the talent management of our collaborators.



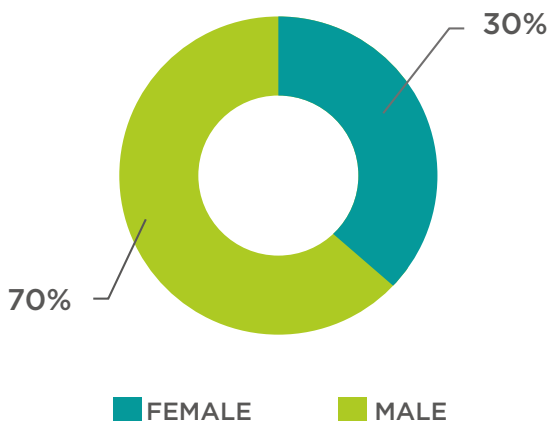
In this same line, we carry out workshops on management by objectives for our leaders so that an adequate alignment and construction of objectives that support our business strategy can be guaranteed.

On the other hand, the performance evaluation at the Operational level was carried out considering two aspects: (1) Operational objectives and (2) Competences; which were in charge of the supervisors and heads of the areas.

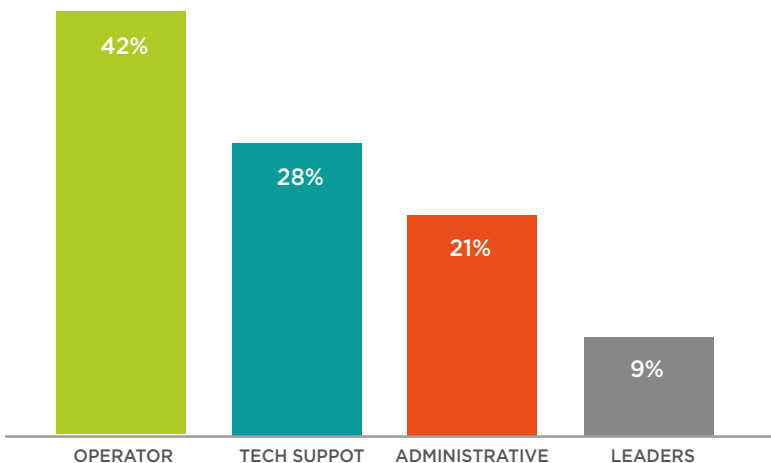


A total of 1138 collaborators participated, of which, according to gender, 346 women and 792 men were evaluated; at the operator level there were a total of 478, at the technical or support level 319 collaborators were evaluated, 239 in administrative positions, and finally 102 leaders were evaluated.

**EVALUATION BY GENDER**



**EVALUATED BY CATEGORY**



## Talent Mapping and Career Line

In 2021 we implemented our Potential Management process and identification of Key Positions to identify our high potential and understand their development and growth needs to be identified within our organization.

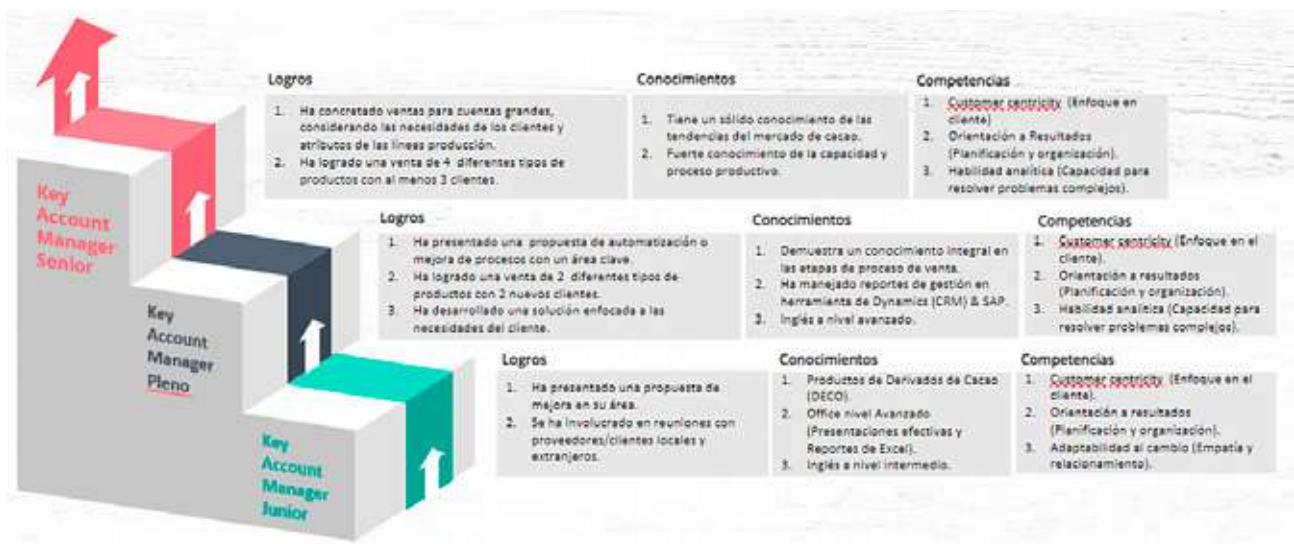
Four key factors were determined for high potential in Machu Picchu Foods: Curiosity, Determination, Insight, and Leadership.

At the end of 2021, 37 employees with high potential were identified, for whom individual development plans were built, to shorten the gaps in terms of training, knowledge, and experience concerning job positions with greater responsibility

Potential traits: high level of:	Performance evaluation	Motivation level: high level of:
<b>Curiosity: Understands the environment, understands the competition, and learns from multiple sources.</b>	Outstanding	Commitment
<b>Determination: Overcomes obstacles, are highly persistent in achieving results.</b>	Good	Aspiration
<b>Insight: Relates information and reaches correct conclusions on complex issues that have a high impact on the business area,</b>	Need improvement	Projection
<b>Leadership: Positively influences others, is an agent of change. Shows Humility and a high level of knowledge</b>	Low	

Focused on retaining our High Performance and High Potential, the “Lead your Career” program was created, focused on the commercial and application & development areas, to clarify the growth and career outlook for our most outstanding collaborators and determine their objectives. professionals in the short, medium, and long term.

Four career paths were developed: Organic Commercial, Tailor Made Commercial, Conventional Commercial, and Applications & Development. These maps detail the challenges at the level of knowledge, skills, and achievement of objectives at each level or job.





## Diversity and equal opportunities

### Management approach

For our company, Machu Picchu Foods, the Diversity topic in governing bodies and employees is material because it represents the same opportunities both by gender and by age of the employees who are members of the board of directors. At the same time, we have workers of all ages and gender who can carry out the company's activities, The main impact of this indicator on our company was internal/external since its management is related to the activities or processes of the company.

At MPF, we manage the Diversity issue in governing bodies and employees through our Sap home system. It is carried out once a month and we obtain the information for the company's indicators. Machu Picchu Foods employees are qualified by their experience and knowledge in their job.

The mechanism that we use and will continue to use for evaluating the effectiveness of our Diversity indicator in governing bodies and employees is that workers who perform well can be promoted regardless of gender and age. The most important is the potential you have to take on new positions.

# Diversity in governing bodies and employees

GRI 405-1

Information has been taken from the staff that is composed of the Board of Directors with the sex and age ratios, as well as all the collaborators who have prepared during 2021.

CONCEPT	2020		2021	
	Women	Men	Women	Men
From 18 to 30 years old	0	0	0	0
Between 30 and 50 years old	2	4	3	2
Older than 50 years old	2	3	2	5

CONCEPT	2020		2021	
	Women	Men	Women	Men
COLABORADORES	540	1359	674	1744
From 18 to 30 years old	213	532	281	735
Between 30 and 50 years old	314	759	374	936
Older than 50 years	13	68	19	73

## NON- DISCRIMINATION

### Management approach

At Machu Picchu Foods we firmly believe in respecting the rights of our collaborators, in their promotion and remediation of negative consequences in the case necessary. As a company, and in line with our corporate values and code of ethics, we promote and encourage a non-discriminatory culture, focused on labor equality, and reaffirm equality between men and women.

Likewise, we promote labor relations based on respect and inclusion, seeking to attract and retain the best talent regardless of their gender, religion, race, sexual orientation, or others. From this vision, we have been promoting and strengthening internal communication in our various channels to promote plurality as an enriching factor.

# Cases of discrimination and corrective actions taken

GRI 406 - 1

Machu Picchu Foods SAC states that during 2021 there were no claims or demands on cases of discrimination; We have directives, the IWR (Internal Work Regulations), and a code of ethics, where it is mentioned that as a company we promote respect, equality and equal treatment in the organization. It is important to mention that there has not been any discrimination case since the foundation of the company.

## Child labor/ forced or compulsory labor

Management Approach

Peru is among the 3 countries with the highest rate of child labor in South America, being the agricultural sector one of the highest risks because, by 2019, 52% (\*) of the children who work did so in agricultural activities. That is why, for Machu Picchu Foods, the management of this indicator is of the utmost importance, since it has an internal and external impact on our operations; internally, it has the main impact on our economic performance due to the possible applicable fines and sanctions that may occur in the cocoa production areas at the national level where we have grain storage warehouses (Amazonas, San Martín, Huánuco, Pasco, Ucayali, Junín). , Ayacucho, Cusco and Madre de Dios) and externally, because it is a critical breach of national and international standards to which we apply voluntarily and which are requirements of our main clients worldwide.

(\*) Child Labor in Peru: Recent Past and Perspectives, Beatty Egúsquiza Palacín, Fernando Segundo Félix Córdova, LABOREM Magazine No. 24-2021, pg.3.

(\*\*) Child Labor in Peru: Recent Past and Perspectives, Beatty Egúsquiza Palacín, Fernando Segundo Félix Córdova, LABOREM Magazine No. 24-2021, pg.25, source INEI

To reduce these risks, the company has a policy of not employing minors both for the company itself, as described in its Internal Work Regulations, and for the more than 4,600 cocoa farmers certified with us and other suppliers. local, sporadic, or over the counter, to whom our policies are disseminated and they are given training in social issues to spread our principles.

For Machu Picchu Foods, it is relevant to have consistent information on the social problems of producers within our certification program. The main topics to survey are child labor, family work, school attendance, connectivity for virtual classes, access to drinking water, access to electricity, and the need for external labor.

Producers who are part of the company's certification program receive bimonthly visits by technical advisors from Machu Picchu Foods for cocoa cultivation; These advisors monitor whether there are improper practices concerning human rights. The internal control system of the certification program establishes measures when non-compliance with standards is found, such as employee training producer and his family and awareness of the problem in the family and neighborhood.

# Operations and suppliers with a significant risk of cases of child labor and forced or compulsory labor

GRI 408-1, GRI 409-1

Machu Picchu Foods S.A.C spreads its commitment against child labor and forced labor through the Bilateral Agreement that is signed with farmers every year. The producers that belong to our certification program sign this agreement with the company and, on our side, monitoring visits are carried out to verify compliance.

As part of the commitment made the previous year, 1,753 producer farms that are part of our certification program have been monitored; During the evaluation of the surveys, the following have been found

1.	2. Y	3. NO	4. REASON
5. School attendance	6. 1477	7. 276	8. no children in school time
9. Child labor detected	10. 0	11. 1753	12.
13. Forced Labor detected	14. 0	15. 1753	16.
17. Drinking water	18. 236	19. 1517	20.
21. Drinking water + Internet connectivity	22. 6	23. 1747	24.
25. Drinking water + Electricity	26. 159	27. 1594	28.
29. Drinking water + Electricity + Internet connectivity	30. 45	31. 1708	32.
33. Drinking water + Solar panels	34. 2	35. 1751	36.
37. Internet Connectivity	38. 37	39. 1716	40.
41. Internet Connectivity + Electricity	42. 57	43. 1696	44.
45. Internet Connectivity + Solar panels	46. 6	47. 1747	48.
49. Electricity	50. 260	51. 1493	52.
53. Solar Panels	54. 67	55. 1686	56.
57. Solar Panels + Electricity	58. 2	59. 1751	60.

This information serves to direct our social programs to those communities of cocoa producers where basic services are not available, specially designed for the development of the children of the producers.

# Local Communities

## Management Approach

Our commitment is to continue improving our management of sustainability initiatives and programs to achieve a positive impact on the communities of our partners, and farmers who produce organic cocoa, and to satisfy the needs of our clients by offering sustainable and excellent quality products. For this reason, in 2021 we took on the challenge of carrying out our first stakeholder mapping, as well as the identification of best practices in the sector that have the potential for replicability to our social context. The result has made it possible to establish a sustainability roadmap in which we have proposed the next projects and initiatives of social, environmental, and corporate governance impact. This tool has goals and indicators aligned with the company's strategic plan, which is periodically evaluated by senior management.

## Operations with local community engagement impact, assessment, and development programs

GRI 413-1

### SOCIAL IMPACT ON COMMUNITIES

#### 1. Cacao production with no child labor

The gaps around infrastructure and technology opens up a field of difficulties for the development of communities where children grow in an environment with disadvantages compared to the the pace at which a globalized world is developing

As a company, we have a firm policy that rejects child labor, but we are aware of the existence of this reality, and we work to raise awareness in the community and promote education through projects in the schools of the communities of our organic cocoa producing partners.



## LOCATION

### 1.1. -Improvement of social infrastructure Pasco Region

To MPF is important to contribute to educational infrastructure because we believe that it has an impact on the formation of better citizens who contribute to the development of the country

In November 2021 we completed the construction of a 168 m2 dining room, and playground and the renovation of toilets for the exclusive use of high school students. Educational Institution 34402 ABRAHAM CASTRO QUINTIQUARI.

This school is in the town of Zungaroyali, district of Puerto Bermudez, Province of Oxapampa, Pasco Region.

Zungariyali has a population of 789 inhabitants and access to it is exclusively by waterway, through the Pitches River. This project benefits a total of 220 students of the level initial, primary, and secondary

In addition, 13 member families producing organic cocoa from Machu Picchu Foods benefited.

Additionally, this project considers the construction of a ramp and stairs with handrails to facilitate access to the community when the boats disembark.



PLUVIAL ACCESS

### Canteen exteriors - before - 168m2

The infrastructure of a canteen and kitchen was based on wood, whose roof was made of a very thin reused calamine that had holes through which the water filtered into the interior. They only had 3 tables to serve 18 people maximum.



### Canteen exteriors - Now - 168m2

The new infrastructure of the canteen and kitchen is currently brick, with mesh windows to prevent the entry of insects. The roof is made of Aluzinc TR4 rigid, and the floor is veneered with majolica tiles. In addition, a storm drainage system was installed on the roofs to channel rainwater to the river.

The new construction has solar panels of 1Kw to supply lights and outlets for kitchen electrical appliances: blender and refrigerator.



### Canteen interiors - Before

The canteen had only three tables used to serve 30 children



### Canteen interiors - Now

The new canteen has six tables with iron structures and wooden tables for 60 children.



## Stove - before

The stoves they had available to prepare the children's meals required firewood for fuel. They had 2 stoves that did not supply the daily food requirement. In addition, it was necessary to wait longer for the food to be ready



## Stove - Now

The stove supplied is gas, a cleaner fuel than firewood.

It also has a lavatory that has a water supply that is stored in a tank whose water origin is from a ravine that accumulates rain in height and is channeled through tubes to the pipes (faucets.)



### Playground - before

The school had a 75m<sup>2</sup> area for children's games, but it was not implemented.



### Playground - Now

The project had the scope of implementing a children's play area for school children, enabling them to have a recreation space within their study program.



Playground- Now

## Toilets - Before



## Toilets - Now

The toilets were enabled, and it was connected to a water supply that comes from a stream located 700 meters away, guaranteeing that the children can clean themselves and wash their hands before their snack time in the dining room.



## Community access - before



## Community access- Now



## 2.- Training on sustainable harvest and post-harvest techniques:

Every two years, to guarantee a sustainable harvest and post-harvest process, we make available our technicians and engineers who provide technical assistance to farmers to ensure proper management and proper control of cocoa farms.

### 2.1- Disease prevention and control, shade management, pruning, and soil health

To produce, a cocoa tree needs a soil that has a good balance of nutrients, adequate use of shade, pests and disease control.

We train farmers so they can adopt measures that improve and keep the soil fertility by using organic material, shadow trees that give a good sunlight balance, and making efficient use of water, and nutrients.

A healthy plant is less prone to attacks by pests and diseases, so the application of these techniques is a critical factor in the production of organic cocoa. The use of chemical inputs such as pesticides and fertilizers are not allowed.



SUBZONE	N° TRAINED FARMERS IN 2021			
	ORGANIC FERTI.	SHADE TREES	EFFICIENT RESOURCE	PLAGUES
SELVA DE ORO	185	20	0	217
KIMBIRI	0	0	0	65
SAN ANTONIO	136	0	0	136
VILLA VIRGEN	0	0	0	81

# Customer Health and safety

## Management approach



We are the leading company in the manufacture of cocoa derivatives, chocolates, and confectionery in Peru. We are deeply committed to the production of sustainable, organic, and conventional products with the highest quality standards.

We have 3 production plants, 2 of which are located in the south of Peru in the city of Pisco and the other in the constitutional province of Callao.

This indicator is important because it impacts the health and safety of the consumer. We believe that it is very relevant because the protection of health and safety is fundamental, as well as the objective of many national and international regulations, which seek to obtain safe food that does not cause harm to the consumer.

Customers expect products and services to perform their intended functions satisfactorily and not to pose a health and safety risk. The stakeholders that have great influence are employees, Managers, Clients, and Consumers.

The Pisco plants process Cocoa Derivatives, Cocoa Powder with dry mixes, Chocolate, and Coffee. One of the Pisco plants (Plant No. 01) has differentiated exclusive production lines for the manufacture of products aimed at special segments of consumers with categories: Vegan, Gluten Free, Non-GMO, Allergen Free, Kosher Parve, and Halal.

Our Plant No. 02 handles allergenic products and presents the Kosher Certification Parve, complying with all current regulations, as well as all prevention measures.

At Machu Picchu Foods we have 02 main objectives of our safety management system: Ensure the safety and authenticity of our products by taking preventive measures in all processes and promoting a culture of safety throughout the organization and Exceed quality expectations by generating trust and total satisfaction of our clients maintaining constant communication and taking responsibility for it.

As main associated indicators, we have the number of safety and quality claims; as well as the percentage of personnel trained in quality and safety issues, which are measurable and quantifiable.

The Callao Plant manufactures mostly chocolate and confectionery products with allergens and has an exclusive line of special organic products in the Vegan, Kosher category.

# Assessment of impacts on the health and safety of categories of products or services

GRI 416-1

In addition, we have an experienced Applications and Development team that is at the forefront of market trends to develop safe and sustainable products.

To ensure the safety, quality, legality, and authenticity of our products, we have a Food Safety Management System in our Production plants, which has implemented different preventive control measures throughout the process; all our employees are trained to carry out this kind of activity safely.

At the Pisco and Callao Plants, we have quality and safety certifications and special certifications which we pass through audits annually to ensure the quality and safety of the products as well as maintain and renew the certifications of each plant: FSSC 22000 Certification, BRC Certification, HACCP Certification (Plant No. 02), Gluten Free Certification, Non-Use of Allergens Inspection, Organic Certifications, Religious Certifications such as Kosher and Halal; Social Responsibility Certifications: Fairtrade, Rainforest Alliance and UTZ; as well as the Health and Environment Certifications.

Machu Picchu Foods as part of its commitment to Food Safety has assumed a series of standards that are implemented and Certified.

- FSSC 22000 standard
- BRC standard
- Organic certifications
- Gluten-Free Certification
- NON-GMO certification
- Inspection No Use of Allergens
- Vegan Certification
- Halal Certification
- Kosher Certification



A technical team of professionals is responsible for the control and monitoring of all Activities planned in the Food Safety Management System, including:

- Control of Entry of Raw Materials and Materials for production
- Production Process Control
- Food safety risk analysis.
- Sanitary Hygienic Inspections constant to the line.
- Environmental monitoring of pathogens
- Allergen control
- Internal and External Audits
- Follow-up of non-conformities.

7KPI INDICATORS	2019	2020	2021
Percentage of lines implemented with a Food Safety Management system	100%	100%	100%
No. of Safety Claims	0	0	0
N° de Market removals		0	0

## Socioeconomic compliance

### Management approach

Machu Picchu Foods S.A.C is committed to respecting the labor rights of its workers, based on the principle of non-discrimination based on race, color, sex, religion, political opinion, national origin, or social origin, understanding that they are the force that drives development of the company.

Likewise, Machu Picchu Foods is concerned with improving the occupational health and well-being of workers, promoting the prevention of accidents and illnesses related to occupational health and safety.

For Machu Picchu Foods, respect for tax regulations allows the State, through its redistribution capacity, to return the taxes paid to society, thereby transforming the standard of living of citizens.

Machu Picchu Foods SAC begins its economic plan based on adequate Corporate Governance, complying with the norms and standards of the industry and the business environment. It focuses on satisfying the company's stakeholders: shareholders, seeking to make their investment profitable, workers, paying remuneration according to the market and concerned about their health and safety in the workplace, suppliers, seeking strategic alliances that benefit the parties, society, and the environment.

## Non-compliance with laws and regulations in the social and economic area

GRI 419-1

Machu Picchu Foods S.A.C. hereby declares that it has not been fined with significant financial penalties by the administrative authority or of any other nature, linked to breaches of existing laws or regulations on labor, environmental, and tax matters, developing our commercial operations concerning the existing national legislation in our country.

Machu Picchu Foods S.A.C, within the development of its activities, has established continuous improvement procedures to identify and prevent any risk due to legal and/or regulatory non-compliance in labor, environmental, and food and tax matters. For this purpose, our organization complies with its evaluation through annual internal and external audits, which allows us to maintain the International Certifications ISO: 45001; ISO:14001, and FSSC 22000, as well as the National Certification of Authorized Economic Operator, granted by Tax Administration Office (Sunat).

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