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Leaders in
Labor and
Immigration Law



Our Purpose

Our goal is to be the leading Firm in Mexico in the provision of legal services in labor, social security and immigration matters. At **De La Vega & Martínez Rojas** we support our clients with pragmatic strategies to achieve labor sustainability and generate value. Therefore, we constantly anticipate and innovate with a solid and efficient team of specialists, to consolidate ourselves as the labor law leader in the fostering of a better country.

**“Justice is the constant and perpetual will
to render every man his due...”**

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The Firm

Founded in 2016, **De la Vega & Martínez Rojas** is a Law Firm specialized in labor, social security, and immigration matters. We provide quality services to companies in different industry sectors, with the commitment to offer tailored solutions to our clients' needs, including crisis mediation and regularization of their legal status. The Firm is a member of the L&E Global (an international organization that groups a large number of renowned legal Firms worldwide); thus, our team can offer legal services in different jurisdictions. Some of these services are the resolution of collective disputes, individual litigations, labor consulting, legal analysis for a better legal strategy, according to each case.

Given our experience in diverse industries, we understand each clients' particular business environment, a condition that allows us to provide them with legal advice appropriate, realistic and in line with their business practices and specific markets.

At **De la Vega & Martínez Rojas** we create innovative ideas and practical solutions, solve disputes, avoid economic contingencies and avert costs for our clients. We are proud of the fact that

companies that we work with, have improved their operations and performance, and consider us as a true business partner.

Our lawyers have ample experience and in-depth knowledge of their different areas of practice; they provide accurate legal services of the highest quality and with the maximum level of commitment to our clients. Due to our lawyers' bilingual capabilities, we can provide legal services to multinational companies, with an approach essentially focused on their business, thus providing useful and straightforward opinions and information, drafted in accordance with international business standards.

Additionally, our professional practice is based on absolute compliance with national and international provisions on ethics, good practices, and anti-corruption.

Due to the foregoing, **De la Vega & Martínez Rojas** is recognized as a leading Firm in the field of legal services on labor, social security, and immigration matters. We have received recognition from the most important specialized publications at a global level, such as Chambers & Partners, The Legal 500, Who's Who Legal, Benchmark Litigation and Latin Lawyer.

SERVICES

1. Consulting

Consulting services cover a broad spectrum of operations within a company, including the analysis and study of the reforms to labor legislation.

Auditorías

Our team conducts audits to determine the level of compliance with labor obligations, the identification of areas of opportunity and the improvement of work practices for each company. Likewise, we conduct audits to analyze subcontracting schemes as well as compliance with the new regulations on collective matters included in international treaties.

Mandatory documents

We prepare documents relating to common labor needs, such as employment contracts, internal formats for the control of benefits, attendance controls, and, in general, each one of the necessary documents for the development of an employment relationship.

Specific documents for each company

We prepare the documents following the needs of each company, such as compensation plans and schemes, conduct and ethics codes, employee manuals, the design of variable bonus and commission schemes, stock options, pension plans, confidentiality agreements, among others.

Labor Investigations

We conduct investigations for the possible breach of legal or corporate obligations, as in cases of sexual harassment and harassment in



general, compliance, and fraud, among others. The investigation is conducted by the standards of ethics, and we prepare the documents that could be used in judicial processes.

In this area, we also advise our international clients on the application in Mexico of the codes of conduct of their parent company.

Termination of the Employment Relationship

We plan and implement terminations of the employment relationship, including processes related to company executives, as well as rescissions for a justified cause.

Special processes

We design strategies to carry out personnel transfers, employer substitutions, companies' restructurings, or closures.

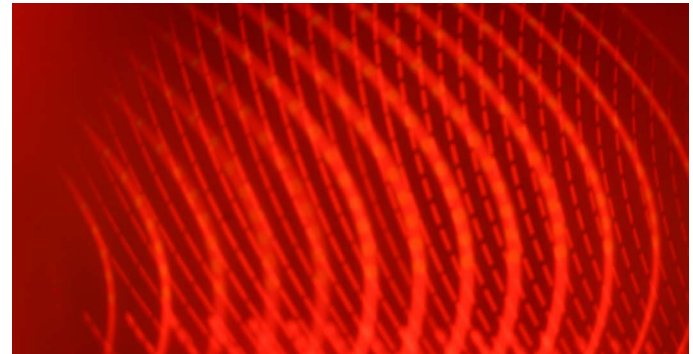
Labor inspections

We provide advisory and monitoring related to labor inspections conducted by the Department of Labor and Social Welfare.

The area of Consulting at **De la Vega & Martínez Rojas** is integrated by lawyers that are experts in labor litigation, which enables them to implement preventive actions and offer practical recommendations to avoid economic contingencies through legal strategies that are appropriate for each client.

This area has developed protocols for quick and precise response under an intelligent work model. As a general rule, all requested opinions or work are sent to the client within a maximum of 24 hours and, in the event of requiring additional time, we inform the client promptly.

Communication with the client is fundamental and, therefore, there will always provide clarity regarding the services, delivery times, and generated fees.



SERVICES

2. Individual Litigation

In this area, we conduct an analysis of labor complaints, and we study them to determine the best defense strategy; thus, we can help with:

- The preparation of writs of the answer to the complaint, offering and admission of evidence, as well as any other document to be submitted as part of the procedure.
- Handling hearings before the Conciliation and Arbitration Boards, whether Local or Federal, or before Labor Courts in those jurisdictions in which Conciliation and Arbitration Boards have already been substituted.
- The preparation of indirect and direct amparo suits, as well as handling the proceedings of amparo suits before District Courts, Collegiate Circuit Courts and the Supreme Court of Justice of the Nation.

Our labor litigation team is composed of highly skilled lawyers with specific legal knowledge in the resolution of disputes, and **a business vision focused on preventing expenses for our clients.**

The practice of litigation is governed by high standards of quality and ethics, and compliance with national and international rules regarding the relationship with the governmental entities.

Likewise, our Litigation Administration and Management System allows the client to have immediate and precise information. We count with technological tools to provide clients with the opportunity of being informed immediately, of the procedural status of their litigations; to have access to court proceedings; the immediate calculation of contingencies as well as access to statistics on attention, geographical distribution, etc.



SERVICES

3. Collective Bargaining and Litigation

In face of a scenario in which legal regulations change, it is necessary to design a new strategy for the development of collective labor relationships. Thus, our collective bargaining and litigation area has the necessary legal capabilities to handle collective bargaining agreements' revision negotiations, as well as to handle jurisdictional procedures deriving from collective bargaining agreements, calls to strike due to violations to collective bargaining agreements, among others. We have experience in handling collective disputes of an economic nature.

Our team provides, the following services:

- Handling negotiations deriving from the revision of collective bargaining agreements, whether in regard to salary or comprehensively.
- Handling procedures deriving from calls to strike due to violations of the collective bargaining agreement.
- Handling procedures deriving from lawsuits concerning certification for handling collective bargaining agreements filed by unions that oppose the union certified to handle the collective bargaining agreement.
- Handling collective disputes of an economic nature.

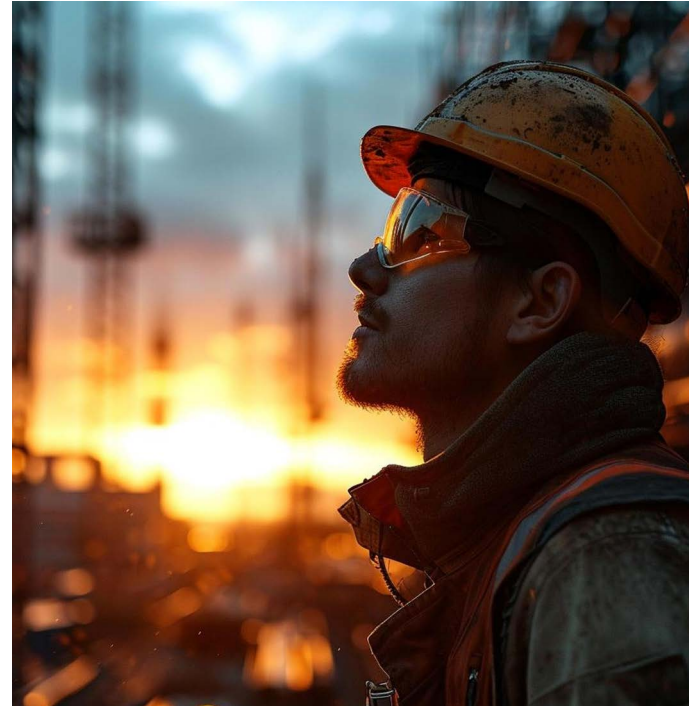


SERVICES

4. Social Security

De la Vega & Martínez Rojas provides advisory services relating to compliance with social security obligations and, in the event of a dispute, it contends with administrative procedures before the Mexican Social Security Institute and trials before the Federal Court of Administrative Justice. In this area, we provide support to our clients with:

- Consulting on social security matters in relation to how applicable legal obligations must be complied with.
- Audits that allow the determination of the level of compliance with obligations and the identification of legal risks due to lack of compliance or incorrect compliance.
- Review and determination of risk premiums.
- Handling procedures before social security institutions.
- Handling administrative procedures before the Mexican Social Security Institute and the National Worker's Housing Fund Institute.
- Handling administrative procedures before the authority itself and jurisdictional litigation.



SERVICES

5. Labor Engineering

The Firm offers advice on a model based on three thematic pillars: human, strategic and impact on the sustainability of the business to prevent conflicts. Labor Engineering seeks to strengthen the internal culture of companies, helping them to assume a more proactive role in employee relations, based on key elements such as risk identification, business preparation and the development of schemes for active participation and horizontal communication of workers.

In this area, we focus on three recurring labor risks in Mexican organizations: protection contracts, economic support for unions, and labor conflicts.

In order to prevent labor conflicts, it is necessary to have organizations and leaderships that are close to the workers, and Labor Engineering seeks to develop a completely preventive approach that tries to develop the labor maturity of a company to ensure its labor sustainability and prevent conflicts through the following products:

- 1.** Diagnosis of internal labor risk: Through social listening tools with workers, we identify the level of union risk or conflict.
- 2.** External risk monitoring: Crossing various external information sources, we identify the level of union risk by sector and state, identifying the behavior of collective bargaining and labor conflict.
- 3.** Monitoring of representation records: Seeking to prevent the entry of new unions, we monitor by company name to identify requests for representation.
- 4.** Review and improvement of floor labor practices: Analysis of the HR processes of companies seeking to mitigate labor risks or conflict.
- 5.** Preparation of leaders in labor issues: Training and implementation of positive labor practices to consolidate work environments with lower labor risk, both in union-free environments and in work centers with active unions.
- 6.** Preparation of HR teams in the management of the labor changes caused by the reform: Training and accompaniment in the definition and development of the labor strategy, both in union-free environments and in work centers with an active union.
- 7.** Protocols and preparation for labor crisis management: Identification of risks, definition of prevention and management actions, as well as training of crisis management teams to mitigate the effects of labor unrest.
- 8.** Preparation for CBA negotiation teams: design of the team, preparation of the negotiation and development of actions to support the negotiation of the collective bargaining agreement and consultation.

SERVICES

6. Labor Intelligence

To make the best decisions, your company needs Labor Intelligence, a specialized service designed to help mitigate labor risk—whether you want a union-free environment or need to strengthen your union relationship to ensure labor democracy in consultations.

Maintain workplace stability, mitigate risks, and face any crisis with professionalism and the most up-to-date information, provided through reports or documents tailored to your company's needs.

Our information is divided into three key areas:

For External Risk Diagnostics

- **National Union Activity Traffic Light:** Periodic updates on union activity nationwide to identify risks.
- **Labor GPS:** Scanning union activity in specific areas (neighborhood, city, state).
- **Union Profiling:** Information on the activities of specific unions and their unionized centers.
- **Digital Conversation Monitoring:** Reports on social media and media discussions about unionization at a specific workplace.
- **Monitoring Unionization Requests:** Tracking official publications regarding unionization attempts.

- **Compensation Benchmarking:** Comparison of wages and benefits against competitors and market standards.

For Internal Risk Diagnostics

- **Informal Leader Identification and Sociometry:** Detection of informal leaders to better manage business and labor practices.
- **Labor Pulse:** Surveys of unionized employees to identify risks.
- **Unionization Vulnerability Diagnosis:** On-site evaluation of union presence through focus groups.

For Crisis Management and Strategic Consulting

- **Labor Crisis Management:** Training to respond to union activity using labor intelligence tools.
- **Collective Bargaining Negotiation:** Training on collective bargaining agreements and wage reviews.
- **Labor Practices Training:** Preparation for managers and supervisors in risk identification and good labor practices.
- **Informal Leader Training:** Workshops to prepare informal leaders in labor practices.
- **Labor Strategy Design:** Tailored strategies for labor relations crises and collective bargaining negotiations.

SERVICES

7. Immigration

The immigration practice at **De la Vega & Martínez Rojas** specializes in the provision of personalized and professional legal services that are developed in close contact with the interested party, accompanying said party during the course of the necessary administrative processes.

The lawyers that compose the area of immigration have ample experience in providing services to multinational companies and, therefore, procedures are conducted in a practical and simple manner for our clients. We offer:

- Assistance and consulting on immigration matters.
- Legal assistance on visas before Mexican Consulates.
- Employer subscription certificate.
- Updating of the employer Certificate of Registration.
- Obtaining the status of being a temporary resident with permission to work: authorization issued by the INM [National Immigration Institute], appointments with Mexican Consulates and the issuance of Temporary Residency Cards.
- Authorizations for family dependents (reunification of families).
- Renewal of immigration documents (from one to three years) heads of families and dependents.
- Changes of immigration status: from student to temporary residents or from temporary residents to permanent residents.

- Immigration regularization.
- Notifications of change of address, marital status, nationality, place of work, etc.
- Permits to leave the country.
- Replacement or issuance of immigration cards as temporary or permanent Residents.
- Assistance in visa procedures before accredited consular representations in Mexico that allow the participation of third parties.



International Strategic Alliance

Our Law Firm is part of **L&E Global** (www.leglobal.org), the leading international organization in the provision of legal services in labor matters, with a presence in 5 continents and member Firms that are strategically located in numerous jurisdictions.

The mission of L&E Global consists in the efficient handling of international labor matters, with excellent quality, transparency, and flexible fee arrangements. The organization has a presence in Argentina, Australia, Belgium, Brazil, Canada, Chile, China, France, Germany, India, Italy, Luxembourg, Mexico, The

Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, the United Kingdom and the United States of America.

As part of the L&E Global benefits, our clients have access to a Knowledge Center (www.knowledge.leglobal.org) to acquire knowledge on a panorama of labor legislation in each country, access to webinars, publications and articles and, additionally, they can use a tool that compares legal concepts across various jurisdictions.





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