



ALEATICA

RHS-POLI-02 HUMAN RESOURCES POLICY

Policy assigned to:

Global Human Resources
Function

Revised by:

ALEATICA General Management

Approved by:

Date: February 18th 2022
ALEATICA's Board of Directors

Scope:

This shall apply to all of the companies in which ALEATICA SAU or ALEATICA SAB have a controlling interest. For those companies in which ALEATICA has an interest and where it has appointed a member of its governing body, such members shall propose that measures be taken which are similar to those stated herein and shall report to the keeper of this document on whether the investee company has taken measures that are comparable to those established here or adopted the latter.

**Document
classification**

Public

Changes tracking

Review	Section	Brief description of the change
02		This document contains the following changes: The layout and corporate image have been updated.
03		New version includes principles and commitments aimed at supporting local employment.

Related and applicable documentation

	Code of Ethics
	Anticorruption Policy
DPM-POLI-01	Regulatory and Quality Control Policy
RHS-NORM-14	Purchasing and Contracting Norm
RHS-NORM-20	Supplier Certification, Registration and Assessment Norm
RHS-NORM-25	Norm of The Prevention of Psychosocial Risks

HUMAN RESOURCES POLICY

INTRODUCTION

ALEATICA is committed to

- Respecting the dignity of all persons and the rights which are inherent to them as human beings and seeks to promote and preserve the wellbeing of the societies in which it operates.
- Applying the highest labour standards to guarantee compliance with local and international standards and the utmost respect for human rights principles, as well as to provide a safe, inclusive and collaborative work environment that allows our workers to develop and reach their full potential.
- Implementing policies that ensure the contracting of suppliers and third parties that also comply with the principles and standards of respect for human rights.

ALEATICA'S PRINCIPLES IN RESPECT OF HUMAN RIGHTS

ALEATICA applies a zero- tolerance policy on modern slavery, human trafficking and any other form of forced labour in the communities where it operates (including its supply chain). ALEATICA stands against all forms of slavery and human trafficking and it does not tolerate it in any part of its business, this includes but is not limited to: (i) engaging in any form of trafficking in persons, (ii) procuring commercial sex acts; (iii) using forced labour in the performance of any work; (iv) destroying, concealing, confiscating, or otherwise denying access by an individual to the individual's identity or immigration documents; and (v) using misleading or fraudulent practices during the recruitment of candidates or offering of employment/contract positions.

ALEATICA adheres to the United Nations Declaration of Human Rights as well as to any other Human Rights international guiding principles enacted from time to time such as, amongst others:

- The United Nations International Covenant on Civil and Political Rights.
- The United Nations International Covenant on Economic, Social and Cultural Rights.
- The 1998 International Labour Organization Declaration ("ILO") on Fundamental Principles and Rights at Work made by the International Labour Organization as well as the fundamental rights covered in the ILO eight core conventions: Forced Labour (convention no. 29), Freedom of Association and Protection of the Right to Organise (convention no. 87), Right to Organise and Collective Bargaining (convention no. 98), Equal Remuneration (convention no. 100), Abolition of Forced Labour (convention no. 105), Discrimination (convention no. 111), Minimum Age (convention no. 138), and Worst Forms of Child Labour (convention no. 182).

ALEATICA'S COMMITMENT TO SOCIETY

ALEATICA is aware that good quality jobs give people the ability to improve their standard of living, which in turn creates more egalitarian societies, help to create countries with greater economic and social stability and, ultimately, benefit global economic growth. That is why ALEATICA is committed to supporting local employment and local companies, making them part of our supply chain and supporting the improvement of their capabilities.

The behaviour of all ALEATICA's workers must demonstrate complete recognition of the Human Rights for all people, dignity, and the value of the human person and the right to gender equality. In its mission and actions, ALEATICA emphatically promotes social progress and improvement in the quality of life of its employees and society.

ALEATICA's guiding principles regarding the society are:

- a. Comply with the local and international labour regulations under which ALEATICA must operate.
- b. Respect, protection, and promotion of human rights amongst ALEATICA's interest groups.
- c. Promote equality of opportunity and treatment and take appropriate steps to eliminating discrimination in access to employment, training and working conditions.
- d. Add value to all of ALEATICA's interest groups, including users, communities, shareholders, workers and third parties, through internal and external social and environmental investment.
- e. Comply with the social and environmental regulations and other applicable legal requirements, as well as the requirements voluntarily adopted by the organization.
- f. Act with honesty and integrity, fighting corruption in its different forms, both direct and indirect, including extortion and bribery.
- g. Respect the economic, social and cultural rights of those communities in which we develop our activity.

To operate by the above-mentioned principles, ALEATICA will over time assume the following commitments:

1. Conduct due diligence and take other measures to avoid exploitation of people via forced labour, human trafficking and child labour.
2. Dedicate the resources necessary to guarantee understanding and compliance of the labour regulations in the locations where the company operates.
3. Respect the local culture and its historical heritage particularly in traditional communities and towns.
4. Insofar as possible, promote social and local development through the generation of employment for local people, either through preference in hiring or through the suppliers involved in our operation.
5. Develop and contract local service providers and suppliers.
6. Whenever possible, promote development and training programs for local businesses and businesspeople.
7. Promote ethical business practices and continue our efforts to reduce and prevent the risk of corruption.
8. Work with ALEATICA's interest's groups to uphold these same values and implement similar policies and practices

ALEATICA'S COMMITMENT TO ITS EMPLOYEES

ALEATICA wants to be known as a great place to work, where workers are recognized and given the ability to grow and contribute to common wellbeing. That is why our actions seek to create a healthy work environment in all aspects, open to dialogue, where the points of view of our workers are heard, respected and, when merited, acted upon.

The participation of our workers is vital, not only for us to retain experienced professionals, but also as a fundamental key for attracting younger generations to join the workforce with the expectation that they too will be included in conversations about key matters and decisions that impact their careers.

ALEATICA is confident that the success of the business significantly depends on the level of commitment of its employees, so our work culture must involve all of our workers in designing their futures based on our strategic priorities. The Human Resources Policy, in particular, ensures the right to work under just and favourable conditions, enjoying the highest possible level of physical and mental health.

ALEATICA's guiding principles regarding its employees are:

- a. The safety and wellbeing of our employees are key to creating a productive work environment.
- b. We have zero tolerance for any type of abusive behaviour or sexual harassment or harassment of any other kind. This principle must be observed at all times for the effective protection of all employees.
- c. To prohibit and reject any form of forced labour, slavery or human trafficking or child abuse within our operations.
- d. We are committed to an inclusive workplace, with diversity that reflects our customers and communities, promoting diversity, equal opportunity and treatment in the workforce helps support progress towards a more inclusive society and fosters more solid business performance.
- e. The right to association and collective negotiation in the workplace must be respected and promoted regardless of the local regulations.
- f. To provide mechanisms for reconciling personal and professional lives and the right to rest.
- g. Create a work environment of high performance characterized by high levels of commitment with workers where, whenever possible, the opinion of workers is listened to when it comes to the key aspects of managing their work life and development, as well as their contributions for the successful implementation of initiatives.
- h. To provide a safe and healthy workplace to all our facilities through the adoption of occupational health and safety procedures and regulations.

To operate by the above-mentioned principles, ALEATICA will continue progressing towards the achievement of the following commitments:

1. Implement best practices for human resources management that promote the creation of a workplace that is healthy, fair and collaborative, for the wellbeing and development of the workers.
2. Implement the measures necessary for the detection, investigation and resolution of any type of abuse, harassment or inappropriate conduct in the workplace, always prioritizing the wellbeing and anonymity of the affected personnel.
3. Actively promote improved diversity and equality of opportunities in the workplace through deliberate focus on personnel recruitment, development, and targets, as appropriate to build an inclusive culture.
4. Develop competitive remuneration practices in the markets where we operate, to attract and retain talent; recognize worker contributions to the company's pillars and create a culture of meritocracy and internal equality.
5. Actively promote the right of workers to associate with one another and negotiate collectively, through proactive relationships with unions and workers associations.

6. Maintain open and honest communication with workers with respect to business and individual performance.
7. Promote dialogue with workers on important initiatives that affect their role and work environment.
8. Actively listen to worker contributions to maintain a favourable and productive work environment and, when appropriate, act on the recommendations offered and/or concerns presented.

All leaders of the organization and Human Resources teams are responsible for communicating these principles and promoting compliance therewith.