

HUMAN RESOURCES FRAMEWORK POLICY



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Konecta





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This Human Resources Framework Policy defines the Human Capital strategy of Konecna Group companies (hereinafter, Konecna, the Company, or the Organisation), and sets out the Company commitments with its team.

1.- PURPOSE

The purpose of this Human Resources Framework Policy (hereinafter the "Policy") is to define, design and disseminate a model of Human Resources management that ensures the competitiveness and sustainability of the company in the short, medium and long term.

This Policy is further developed by: The Recruitment and Selection Policy, the Safety and Occupational Health Policy and the Equal Opportunities Policy.

Konecta's strategy includes a sound commitment to equal opportunities, promoting the integration of people at risk of exclusion in its workforce by implementing a specific recruitment process that encompasses staffing, appropriate training and specific monitoring of each person to ensure full integration.

Konecta focuses its efforts on optimising performance, developing potential and maintaining motivation among its professional staff alive, by offering a good working environment that fosters development, promoting equal opportunities and non-discrimination.

Konecta's commitments are:

- Equal opportunity and professional development.
- Work-life balance.
- Ensuring Safety and Occupational Health.
- Respect to freedom of association.
- Ethical and responsible behaviour.

This Policy also designs a labour relations framework suitable for the adaptation of the Company's business and social requirements, promoting the competitiveness and efficiency business goals, and ensuring the development of homogeneous human resources processes that advance the implementation of the Konecta culture where it operates, respecting local particularities.

2.- SCOPE OF APPLICATION

This Policy is globally applicable to all Konecta entities and is endorsed by the General Management and the Board of Directors. Each member of the Company is responsible for promoting the principles and commitments contained herein while performing their duties.

3.- GENERAL PRINCIPLES OF ACTION

To achieve the commitments mentioned above, Konecta declares that the management of its human capital is guided by the following principles:

- **PROTECTION OF HUMAN RIGHTS:** Konecta supports and respects the protection of internationally recognised fundamental human rights, which means avoiding the infringement on the rights of others. This is why Konecta adhered to the United Nations Global Compact in 2004.
- **PROMOTION AND FAIRNESS - TALENT MANAGEMENT:** Konecta advocates for internal promotion, retention of talent. A merit-based system.
- **EQUAL OPPORTUNITY AND NON-DISCRIMINATION:** At Konecta, all employees are considered unique and valued for who they are, regardless of their gender, culture, religion, or any other personal circumstances.
- **WORK-LIFE BALANCE:** Konecta is committed to achieving a healthy balance between professional and personal life, through the implementation of measures agreed with the workers' legal representatives.
- **OCCUPATIONAL HEALTH AND SAFETY:** Konecta develops a preventive policy to ensure the health and safety of all staff members.
- **EDUCATION:** Konecta advocates for providing training to its employees, with the approval of a comprehensive training plan tailored to the needs of the sector on an annual basis.
- **ETHICAL BEHAVIOR AT WORK:** Konecta has a Code of Ethics which includes the catalogue of the ethical principles and rules of conduct that must govern the performance of all employees, including communication through the ethics line of any deviation from its provisions.
- **GLOBAL SCOPE:** Since Konecta provides services at a global scale, local laws and practices must be respected everywhere. The evolution of each market and its ability to progress in all that concerns the management of human resources is also taken into account.
- **REMUNERATION:** Konecta within its remuneration system includes wage increases and seniority bonuses for meeting targets.
- **DIVERSITY AND INCLUSION:** At Konecta, diversity is a value and a strategic element that allows us to be more talented, from an organizational viewpoint, by having multiple views that directly and positively impact clients. We ensure equality, diversity and inclusion in all talent management processes (selection, development and promotion) and internal policies.

4.- UPDATE AND REVIEW

This Human Resources Framework Policy shall be reviewed and updated, where necessary, to adjust to the changes experienced by Konecta's business model, or to those which may be likely to occur in the company's field of action, or to those resulting from the adoption of rules of direct application, while ensuring its effectiveness and compliance.

NOTE: This Human resources framework Policy was revised and approved on 19 December 2022 by the Konectanet Group's governing body, S.L.U.