



ALEATICA

RHS-POLI-02 HUMAN RESOURCES POLICY

Policy assigned to:

Human Resources Global
Department

Revised by:

Corporate Department

Approved by:

Date: July 23th 2020
The Board of Directors of ALEATICA

Scope:

These guidelines shall apply to all the companies in which ALEATICA SAU or ALEATICA SAB have a controlling interest. At those investees at which ALEATICA has appointed a member of its Governing Body, these members will propose the adoption of similar measures to those expressed herein and they will notify the holder of this document if the investee has taken similar measures to those expressed herein or the adoption thereof.

**Document
classification**

Public

Change tracking

Review	Section	Brief description of the change
02		This document contains the following changes: <ul style="list-style-type: none"> The layout and corporate image have been updated.

Related and applicable documentation

	Code of ethics
	Human Rights Policy
RHS-NORM-14	Purchasing and Contracting Norm
RHS-NORM-20	Supplier Certification, Registration and Assessment Norm

HUMAN RESOURCES POLICY

ALEATICA is committed to applying the highest standards in human resources management in order to ensure full compliance with local and international regulation, to guarantee utmost respect of human rights principles, and to provide a safe, inclusive and collaborative work environment that enable the development of collaborators' maximum potential. In addition, to carry out policies that ensure all suppliers and third parties comply with the principles and regulations of respect for human rights.

ALEATICA adheres to the Declaration of Human Rights. Within the company, all employees' behavior must show full recognition of human rights, the dignity and value of the human person and the equal rights of all genders. In its mission and action, ALEATICA promotes social progress and the improvement of standard of living of employees and society. The Human Resources Policy ensure the right to work in fair and favorable conditions and provide the highest possible level for physical and mental health.

ALEATICA's guiding principles are:

- Full compliance with local and international labour regulations is the minimum standard ALEATICA must operate by.
- Safety and wellbeing of employees are paramount to enable a productive work environment.
- Zero tolerance of any kind of abusive behaviour or sexual harassment must always be observed in protection of all employees.
- Promotion of diversity and equal opportunity in workforce supports progress to a more inclusive society and drives stronger business performance.
- Right of association and collective bargaining in the workplace must be respected and promoted regardless of local regulations.

To operate by the above mentioned principles, ALEATICA has assumed the following commitments:

- Dedicate the necessary resources to ensure a full and continuous understanding of labour regulation in everyplace with operations, and to establish the necessary control mechanisms to guarantee the compliance with such regulation.
- Implement best practices in Human Resources management that promote the creation of a healthy, equitable and collaborative workplace and that enable the wellbeing and development of the personnel.
- Implement the necessary mechanisms that allow the detection, investigation and resolution of any kind of abuse or harassment at the workplace, always prioritizing the wellbeing and confidentiality of affected personnel.
- Actively promote the improvement in diversity and equal opportunities at the workplace through innovative practices for recruitment and personnel development.

- Develop competitive remuneration practices in everyplace with operations, to attract and retain talent; recognize employees' contributions to the company's pillars and create a culture of meritocracy and internal equity.
- Actively promote the right for workers to associate and collectively bargain, through the proactive relationship with unions and workers associations.

All leaders within the organization and the human resources teams are responsible for the dissemination of these principles and for delivering on these commitments.