



Habitat Inmobiliaria – Human Resources Policy

Rev 1

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1.- Introduction

The Management Board of PROMOCIONES HABITAT, S.A.U., (hereinafter, together with its subsidiaries and investees, referred to as “HABITAT” or the “Company”) is responsible for the non-delegable task of determining the Company's strategy and corporate policies, and for the supervision of its internal control systems. The Management Board, in the exercise of its duties and in accordance with our Code of Ethics, adopts the present Human Resources Policy as a subsequent commitment to its human capital.

1.1.- Purpose

The purpose of the present Policy is to establish HABITAT's overall framework for action in relation to human capital management in order to: i) define and undertake a human resources and industrial relations management system based on respect for human and labour rights, ii) attract, promote, gain loyalty and retain talent and iii) promote personal and professional growth of all the people at HABITAT, by complying with National regulations in force and especially with the International rules in force (particularly, the Universal Declaration of Human Rights, the United Nations Norms on the Responsibilities of Transnational Corporations and Other Business Enterprises with regard to Human Rights and the OECD Guidelines for Multinational Enterprises).

1.2.- Scope

The present policy is applicable to all activities undertaken by HABITAT and must be complied with by all employees (permanent and temporary), managers and members of the Board of Directors, (hereinafter, referred to together as “Subject People”).

2.- General Principles of Action

In accordance with the present policy, the principles that will guide the action undertaken by HABITAT and the Subject People are:

2.1.- Equality, Non-Discrimination, Diversity and Inclusion

- ▲ Challenging any discriminatory act or behaviour on grounds of gender, race, origin, disability, religion, political opinion, marital status or sexual orientation, gender identity, citizenship, or any other situation protected under the International Labour Organisation declaration in relation to the principles and fundamental rights at work.
- ▲ Implementing employment practices compatible with the fundamental conventions of the International Labour Organisation and challenging any behaviour that may intimidate or offend individual rights, people trafficking, modern slavery and child labour.
- ▲ Ensuring non-discrimination in respect of employment, as well as freedom of association and trade-union membership and the effective recognition of the right to collective bargaining and to a fair defence.
- ▲ Promoting gender equality, in particular as regards to access to employment, training, career advancement, working conditions, and compensation for work of equal value.

- ▲ Promoting measures to support reconciliation and respect for personal and family life of HABILAT's professionals.
- ▲ Prohibiting and, to the extent possible, preventing any type of harassment, discriminatory act that could undermine the freedom of association and trade-union membership, abuse and inhuman or degrading treatment.

2.2.- Recruitment and Selection

- ▲ Ensuring equal treatment and opportunities for all people.
- ▲ Ensuring impartiality and objectivity, considering only merit, skills, capability, and good reputation criteria. Those who are involved in selection processes shall not have a personal or business link with the applicants, which will guarantee objectivity and transparency.
- ▲ Facilitating young people's access to their first job through scholarship programmes, recruitment of professionals from excluded groups and differently abled individuals.
- ▲ Ensuring that the people that join HABILAT are aligned with our principles and values and will contribute to the improvement and development of the company.

2.3.- Management and Development of Talent

- ▲ Counting on a continuous and systematic training process as part of a comprehensive strategy, in accordance with the objectives of the Company and the challenges faced by HABILAT's teams and individuals.
- ▲ Implementing training programmes to foster personal development, to create internal promotion opportunities, to ensure equal opportunities and non-discrimination and to match skills to tackle our challenges and meet the company's objectives.
- ▲ Ensuring the profitability of training by designing courses that contribute to personal development, to our objectives and to improving the efficiency and quality of our work.
- ▲ Promoting a satisfactory work environment based on teamwork, focus on results, flexibility, equal opportunities, recognition, career advancement and team engagement in order to achieve HABILAT's objectives.

2.4.- Remuneration System

- ▲ Being consistent with HABILAT's mission, vision, principles and values.
- ▲ Implementing a remuneration system that constitutes a motivating factor for people, ensures internal equality in terms of position and gender and is externally competitive.
- ▲ Maintaining and reinforcing a culture where remuneration and development of people is related to the results of the company and the person's contribution to such result.
- ▲ Recognising and rewarding each individual's performance, personal skills, professional merit, and results achieved, unfailingly ensuring non-discrimination.

The present Policy is complemented by the other policies and procedures which constitute HABILAT's human resources management system.

3.- Approval, Review and Distribution

3.1.- Approval and Review

The approval and review, if applicable, of the present Policy is a responsibility of HABILAT's Management Board. However, the Steering Committee will be the ultimate responsible of ensuring and assessing compliance with the principles contained in the present Policy.

3.2.- Distribution

The present Policy will be made available on HABILAT's corporate web page and on its Intranet.