

Employee lifecycle polices

Document	Empoyee lifecycle polices
Purpose	Uriach Global regulations surrounding the People area
Approver	Risk and Compliance Committee (CRC)

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1_Introduction and purpose

At Uriach, we're all about building a talented, diverse, and inclusive team that aligns with our values and goals. We want to ensure an exceptional candidate experience and empower our employees to thrive and contribute to our collective success.

We prioritize creating a sense of belonging and equity through comprehensive onboarding, mentorship, and training programs that embrace diversity and inclusion.

We believe that our greatest strength, our only source of sustainable competitive advantage, the main reason for our success, and what makes us unique, is our people and our corporate culture, operating with a "Global first" mindset, ensuring our practices and policies are inclusive and beneficial across all regions.

The purpose of these policies is to establish a framework that ensures fair, equitable, and consistent management of our team members. We aim to attract, develop, and maintain talent, promote a positive and inclusive work environment, and align our people practices with the company's strategic goals.

It also aims to provide Uriach with a solid framework designed to guide and reflect Uriach's purpose and values.

Additionally, we strive to create a IWE ("**Inspiring Work Experience**") where people can develop their full potential and have the best professional experience of their lives.

These policies ensure compliance with relevant labor laws and regulations, fostering a culture of continuous learning, professional growth, and mutual respect within the organization.

Our employee lifecycle policies apply to all Uriach team members.

2_Employee Lifecycle Policies

The Employee Lifecycle Policy establishes guidelines for managing employees from recruitment through to separation. It ensures a consistent, fair, and effective approach to the various stages of an employee's tenure with the organization. The policy aims to support the organization's strategic goals, enhance employee engagement and satisfaction, promote diversity and inclusion, and ensure compliance with relevant laws and regulations.

2.1_Candidate Experience

General Commitments

Uriach is committed to fostering a workplace that values diversity, equity and inclusion. Our recruitment policy reflects this commitment by actively seeking and welcoming candidates from all backgrounds, regardless of race, ethnicity, gender, sexual orientation, or any other characteristic. Uriach believes that a diverse and inclusive workforce enhances creativity, innovation, and overall organizational success.

To achieve these objectives, we have established the following commitments for each core area:

- **Recruitment:**

Uriach is an equal opportunity employer. We make hiring decisions based on experience, skills, passion and ambition. We believe that diversity adds incredible value to our teams, our products and our culture, to find the best ideas and solutions that positively impact both people's lives and the planet. And this commitment is communicated in all our vacancies.

Uriach use a variety of recruitment sources to ensure a broad and diverse pool of candidates. This includes Uriach's intranet, job boards, professional networks, educational institutions, and community outreach efforts.

Hence complies with all relevant labour laws and regulations by ensuring the following process:

- Goal setting and Hiring Manager's Requirements:
 - o Determine the general and specific skills, qualifications, and attributes required for the role based on the organization's objectives.
- Advertisement:
 - o Create job postings or announcements outlining position, including details such as job responsibilities, qualifications, and any other relevant information.
 - o Advertise the position through various channels, such as the company's website, job boards, social media platforms, university career centers, and professional networks.
- Interview Process:
 - o Screen applications to shortlist candidates who demonstrate the skills required, potentiality and alignment with the organization's values and culture.
 - o Conduct interviews, personality test, assessments, business cases with candidates to assess their suitability for the role. Interviews and assessments are conducted in a fair and standardized manner. Hiring managers are trained to avoid biases and make decisions based on skills, experience, and potential.
 - o Provide updates and feedback to candidates.
 - o Extend job offers and negotiate with the selected candidate.

In certain circumstances, our organization will engage external recruitment providers to assist with the hiring process. By partnering with external providers, we aim to enhance our recruitment capabilities and ensure we attract the best candidates for our organization.

- **OnBoarding:**

In alignment with our commitment to providing a supportive and inclusive workplace, we ensure all new joiners at Uriach have an excellent experience having a seamless integration into our organizational culture.

This policy guarantees that all new team members will enroll in the following programs:

- The U-Boarding Program is build to enhance their experience and engagement within the Organization.
- And the Buddy Program is the perfect complement for the new incorporations to always feel accompanied.

Uriach endeavors to cultivate a culture of continuous improvement by asking feedback from all new joiners.

- **Talent management:**

Uriach uses several processes to assess and develop talent internally. These processes enhance full talent potential for all team members, helping to evaluate performance at all levels.

It also focuses on identifying internal team members that potentially develop a new key role within Uriach in the future.

Both concepts work together to ensure that the organization has a ready pool of talent to maintain stability and continuous growth.

Local and functional talent committees are formed to evaluate and monitor Uriach's talent.

The Global Talent Management Team focuses on managing and monitoring the global talent. At the end of this process, the results are presented to the People and Culture Committee.

- **Traineeships & Internships:**

For traineeships and internships Uriach has a Bamboo Program. Uriach's Bamboo Program ensures that interns and trainees experiences across Uriach offer valuable learning experiences while aligning with our strategic goals. We select participants transparently based on our recruitment guidelines policy and process, assigning them to relevant Departments with mentors or supervisors. Compensation and benefits are provided accordingly, confidentiality and intellectual property are upheld. Regular valuable feedback is given while their experience improves.

As part of our talent development strategy, we recognize the importance of empowering every team member, including our trainees or 'Bamboos', to become active participants in the company's global activities. This entails providing them with the opportunity to engage in key projects, collaborate with multidisciplinary teams, and contribute fresh ideas and perspectives to decision-making processes avoiding any type of responsibility. In doing so, we are not only fostering their professional growth and development but also creating an inclusive and participatory work environment where each team member feels valued and empowered to make meaningful contributions to our collective success.

The role and responsibilities of a trainee revolve around active participation in learning activities, acquisition of new skills, adherence to organizational norms and standards, and contribution to the organization's goals and objectives.

All trainees and internships have their own specifications based on local law led by each country/affiliate.

2.2_Performance

General Commitments

Performance Management Process plays a key role in the creation of inspiring work experiences where all the people have the same development opportunities according to our diversity, equity, and inclusion principles.

To achieve these objectives, we have established the following process key milestone:

- Each employee and direct manager are the main protagonists of Performance Process;
 - They are involved in periodical feedback conversations along the year;
 - Feedback conversation follow a specific structure aimed at defining and monitoring Professional Development Plan;
- **Personal Development Plan (“PDP”)**

PDP is a tool aimed at outlines an employee’s short-term and long-term career and personal goals, as well as define concrete steps to achieve those goals.

Each team member will set maximum 2 goals at a time, goals that must be proposed to and agreed by direct manager, as well as their action plan. Time of achievement is freely defined by each team member in agreement with direct manager.

The goals must be SMART:

- **SPECIFIC**
- **MESURABLE**
- **ACHIEVABLE**
- **RELEVANT**
- **TIMLEY**

PDP may be focused on 4 types of goals (see below) and followed-up at every feedback conversation:

- 1) Leadership
- 2) Uriach Values
- 3) Other Soft Skills
- 4) Hard Skills

PDP peculiarities are recorded on specific company tools and updated at every feedback conversation.

PDP content can be constantly monitored by direct manager, team member, and people department.

2.3_Learning & Development

General Commitments

Uriach has an annual Learning and Development Plan with the aim of promoting professional development for the performance of the job, the adaptation of human resources to technological and organizational changes, the adaptation of new employees to Uriach's requirements and a greater capacity for professional development. Likewise, the Learning and Development Plan includes actions aimed at learning about the company's culture and values as well as core issues

for the company such as sustainability, diversity, equity and inclusion, etc. to have an ESG perspective.

The company is committed to ensuring that all employees receive at least 1 day of annual training. To achieve these objectives, we have established the following procedures:

- **Detecting training needs:**

Every year, the People Department meets with the managers of the different departments to detect the training and development needs in their respective departments to gather relevant information.

Training needs can be detected also in different situations, be it in feedback sessions, in the need for new knowledge to execute tasks/projects, etc.

Uriach is also committed to the interest and accountability of each employee in his or her own development and training. In line with this co-responsibility, the company will consider covering training courses taken by employees.

Any training needs that arise and are not covered by the training plan should be reported to the People department via the line manager.

In the event that the company finances a training programme costing more than €3,000, the team member commits to enter into a retention agreement for a period of 2 years from the end of the training programme.

For training programmes classified as Executive Programmes, the company reserves the right to extend the duration of the contract depending on the duration and specific characteristics of the programme.

- **Programme Planning and Design:**

As a result of the training needs identified, the Learning & Development (“L&D”) department will create training programmes tailored to specific needs.

Examples include:

- **Mandatory Training:** to be able to perform the functions of the job properly.
- **Technical Training:** we will provide specific courses for technical skills relevant to the natural healthcare sector.
- **Cross-disciplinary Training:** we will offer trainings on communication skills, teamwork, time management, languages, etc.
- **Leadership Development:** For those with leadership potential, we will create specific programmes to develop management and leadership skills.

In addition, Uriach has a corporate eLearning platform that contains mandatory training, onboarding training as well as specialised schools, such as the Marketing or Medical School. We will ensure that employees receive the training necessary for their professional growth.

If a team member undertakes external training, the company reserves the right to ask him/her to share the knowledge acquired with the rest of the team members, in the most appropriate training format in each case.

We will collaborate with external providers and internal experts to design relevant content.

We will work closely with internal experts, such as department leaders and employees with relevant experience. Their knowledge and experience will be invaluable in designing relevant content.

In addition, we will establish partnerships with external providers specialised in each knowledge. This will give us access to the latest trends and best practices in the sector.

The combination of internal and external expertise will ensure that our training programmes are robust and relevant.

- **Evaluation and follow-up:**

The attendance of participants at training courses will be recorded so that a training file can be kept on each team member.

In addition, the degree of each team members satisfaction with the training received is evaluated to gather feedback.

The People department will record annual KPIs related to L&D to assess compliance with the annual plan as well as its quality and fit with the needs of the organization, which will be the basis for the analysis of the processes with the aim of continuous improvement.

In short, our Learning and Development Policy is a firm commitment to growth and excellence. We encourage all employees to actively participate in their own development and to take full advantage of the training opportunities we offer.

2.4_Compensation

General Commitments

At Uriach, the compensation scheme must be an axis that accompanies the rest of the policies of the People area.

We believe in the total rewards approach, which focuses beyond the financial benefit, and ensures a coherent compensation package in all quantitative and qualitative aspects (career path, leadership, growth options, development, training, etc.).

We promote diversity and non-discrimination on the basis of race, colour, gender, marital status, ideology, nationality, or other. So, of particular importance is the principle of equal opportunity among employees, compliance with which is one of the essential pillars of career development and entails a commitment to demonstrate fair treatment that fosters the personal and professional progression of the team, and total compensation must always reflect our principles.

Internal Equity & Gender Pay Gap

Uriach's commitment is aligned with the combination of internal and external equity to ensure that remuneration is fair and does not follow gender or any other type of bias.

In the case of the gender pay gap, Uriach is committed to maintaining a gap that can only be justified based on performance, seniority or experience in the job. As the company's ambition is to achieve a zero gap, positive discrimination measures would be applied whenever possible.

External Equity

At Uriach, we also strive to maintain the competitiveness of our salaries at an external level, and for this reason we analyse the internal salaries of all our employees annually using market information from our sector in each of the countries in which we operate.

In addition, newly created positions are benchmarked to the assignable market index, to ensure the attraction of talent during the recruitment process.

For this purpose, the company keeps a yearly review of the job evaluation, that allows Uriach assigning an objective value to every position to make them comparable.

I. **FIX SALARY**

Fix salary is understood to be the set of remuneration concepts that are received monthly regardless of an employee's performance or the achievement of objectives.

In line with Uriach's total reward statement vision, and due to the concept of remuneration as an important but not unique part of our employees' motivation, our remuneration strategy has an average profile.

Uriach analyses periodically the external competitiveness to set a reference value of market price for every position.

II. **VARIABLE PAY**

Variable salary is understood to be all those remuneration concepts that are received linked to an employee's objectives.

At Uriach, there are different types of groups eligible for variable remuneration, which in turn have different evaluation schemes and amount bands.

The current schemes are:

- Bonus
- Commercial Incentives
- Other Incentives

III. **BENEFITS**

For Uriach, money is not everything, which is why we value the importance of total compensation, in which intangible benefits form part of the remuneration package and are as important as remuneration.

One of our main benefits is the Wellness Plan, linked with our market strategy and company purpose.

In addition, all the affiliates have their own benefit local plan, to adapt to every country labour market.

IV. **INCREASES**

At local level, the legal framework would dispose mandatory increases on the base salary, that would be applied according to the applicable labour compliance.

If the external and/or internal equity requires salary raises, some members would be eligible for a merit increase, that should be justified with an excellent performance or recent promotion.

In addition, during the annual budgeting process, Uriach considers the annual inflationary growth rate for the countries in which it operates to ensure no loss of purchasing power for the company's members.

V. **MOBILITY**

In the case of frequent travelers, the travel policy in force at the time shall apply to them and shall be outside the scope of the present policy.

In the case of international mobility, two modalities are envisaged:

-Short Assignment: Mobility of between two and six months will be considered as such, always less than the legal limit required for tax residence in the country of origin.

-Local Contract: For medium and long-term projects, the contract will be made in the country of destination.

For both modalities, a personalized benefits plan will be established, according to the personal and employment situation of the eligible persons.

2.5_Internal Communication

General Commitments

The Internal Communication area takes a central role in fostering effective communication and is responsible for managing internal communication strategies within the organization.

It is designed to promote transparency, enhance engagement, and create memorable experiences that contribute to ensuring you have the best professional years with Uriach.

This policy delineates the fundamental principles that guide the internal Communication Area throughout the entire organization.

- **General Principles**

- Transparency: Ensuring openness and honesty in all communication efforts.
- Consistency: Maintaining uniformity in messaging across all communication channels to reinforce the Uriach's brand and values.
- Engagement: Promoting active involvement and participation of employees in communication initiatives.
- Integrity: Upholding ethical standards and principles in all communication activities, fostering trust and credibility.
- Adaptability: Remaining flexible and responsive to changing communication needs and dynamics within the organization
- Accountability: Taking responsibility for the impact and outcomes of communication efforts, including addressing feedback and addressing concerns promptly.
- Inclusivity: Ensuring that communication initiatives are accessible and inclusive to all Uriach team members.
- Proactivity: Anticipating potential communication challenges and opportunities and taking proactive measures to address them effectively.
- Collaboration: Fostering collaboration and cooperation across departments and teams to achieve communication goals and objectives collectively.

- **Continuous Improvement:** Committing to ongoing evaluation and refinement of communication strategies and practices to enhance effectiveness and efficiency over time.

2.6_OffBoarding

General Commitments

Offboarding is a significant process in the employee life cycle. Uriach is committed to ensuring it is handled with the same care and respect as onboarding. We wish all departing employees the best in their future endeavours and thank them for their time at Uriach.

- **Exit Interview:**

People will schedule an exit interview with the departing employee to discuss their reasons for leaving, gather feedback, and address any concerns. In addition, we will send out a survey that will complement these interviews and help us to better structure the feedback received.

The exit interview is confidential and documented.

- **Return of Company Property:**

All company property must be returned. This includes laptops, tablets, and mobile devices, ID badges and access cards, company credit cards, keys and security tokens, documents and records and any other material handled by Uriach.

- **Access Revocation:**

Access to Uriach systems and premises will be revoked on the employee's last day.

- **Confidentiality and Non-Compete Agreements:**

Departing employees are reminded of their confidentiality obligations and any non-compete agreements they may have signed.

They must return or destroy any confidential information in their possession.

- **Communication:**

The People department will communicate the employee's departure to the relevant teams and stakeholders.

- **Severance payment:**

If the payment applies it is calculated in accordance with local regulations, always covering the required amount established by law.

3_Department Overview & Reporting structure

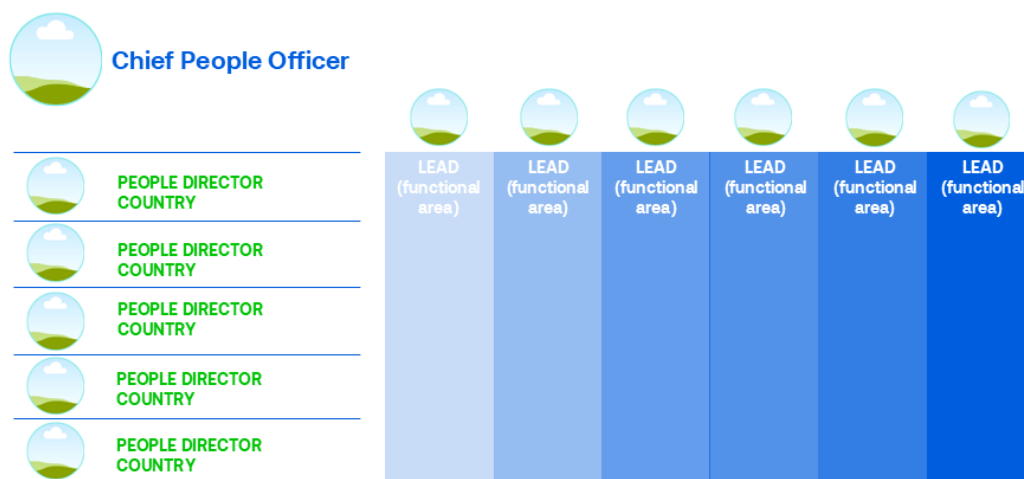
The issues surrounding employee lifecycle experience are managed by the People Department.

In each affiliate, there is a responsible for ensuring an excellent candidate experience locally.

Functionally, the countries/affiliates report to the leads of each functional area (learning & development, talent, compensation, communication, etc.) (“**Lead Functional area**”) who aligns the global strategies with the Chief People Officer (“**CPO**”).

Hierarchically, the local teams reports to the **People Director** of each country, ensuring effective coordination between global and local strategies and alignment with country-specific objectives and guidelines.

This reporting structure is designed to be agile, ensure good coordination and create a unique Uriach culture.



4_Review, Approval and Communication of the Policy

The competent body for the approval of these Policies is the CRC.

The CRC, in coordination with the people department., shall ensure that the Policies are communicated and disseminated at all levels of Uriach, either through publication, express acceptance, dissemination, training, warning and/or possible warnings for non-compliance with Uriach's regulations.

Likewise, the CRC, together with the people dpt., will periodically review the Policy to adapt it to any changes that may be appropriate.

5_Non-compliance

All members of Uriach have the obligation to comply with the provisions of this Policies, as well as the obligation to report any breach of its contents through the Compliance Channel. Consequently, labour disciplinary measures may be imposed as deemed proportional to the risk or damage caused.

The measures adopted from a legal perspective will always be respectful of the applicable regulations, without losing forcefulness or proportionality with the seriousness of the facts from which they arise, informing if appropriate the Legal Representatives of the Workers.