

People Policy

Document	People Framework Policy
Object	Global regulations around Uriach's People area
Approver	Risk and Compliance Committee (CRC)

Confidentiality - This document is confidential. Therefore, it must not be distributed outside Corporación J. Uriach, S.A., and other Group companies without the consent of the Board of Directors.

1. Introduction and objective

The purpose of this People Framework Policy (hereinafter, the "**Policy**") is to define, design and disseminate the principles and commitments acquired by Uriach around people management to in line with the ethical values defined in our Code of Ethics.

In this sense, Uriach's aim is to attract and retain talent, encourage the personal and professional growth of all employees within the company, making them participants in the strategy and business objectives. The aim is for people to spend the best years at Uriach, ending their time as better people and better professionals.

Uriach considers the talent of its team of people to be an essential strategic asset for the company. All the companies that make up Uriach must look after their employees and offer them a good working environment, encouraging their development, training, work-life balance and promoting equal opportunities at all levels of the company.

2. Scope of application

Within the scope of application of this Policy, we can distinguish the following:

- a) **Corporate Scope** - This Policy applies to all companies belonging to Uriach, as well as to subsidiaries and investee companies over which Uriach has effective control or holds positions in the management bodies.
- b) **Personnel** - This Policy applies to all levels of the organisation, including management, senior management, supervisory bodies and all staff, in particular those involved in the procurement of goods or services.
- c) **Relational scope** - The scope of application of this Policy shall extend to all types of suppliers.
- d) **Geographic scope** - This Policy applies to the Company's activities in any geographic area, whether local or international.

Any exceptions to the rules set out in this Policy are subject to the explicit approval of the CRC. In the event of any discrepancy or query with respect to this Policy, relevant guidance and assistance shall be offered by the People department.

3. General principles of people management

The following are the general principles that govern the day-to-day operations of Uriach's people management:

- Ensure at all times that the staff is aligned with Uriach's values.
- Continuously promote respect and trust in labour relations and equal opportunities at all organisational levels.
- Establish open and proactive communication by facilitating and promoting freedom of expression among all Uriach employees and at different organisational levels.
- To achieve excellence in the workplaces from the resources provided.
- Facilitating work-life balance by offering flexible working hours as far as possible.
- Ensure a career and professional development plan for employees that allows them to evolve within the company.
- Assess and develop the competencies of employees.
- Ensure a safe and healthy working environment.
- Provide social benefits appropriate to the needs of employees.
- To offer a remuneration system that attracts and retains the best professionals and aligns their objectives with those of Uriach.
- Reject any kind of discriminatory behaviour.

4. Basic principles for action

The following are the basic principles for action in the area of People. In addition, each of them will be developed in the procedure established for this purpose.

4.1. Recruitment and selection

Among others, the basic principles of action are:

- Develop a programme to standardise selection processes for all Uriach subsidiaries.
- Favour the access of young profiles to their first job through a scholarship programme and/or other arrangements.
- Present candidates with competitive value offers that promotes the selection and recruitment of the best qualified professionals for the position offered.
- Promote hiring through permanent and stable contracts.
- Ensure that the selection and recruitment processes are objective and impartial, avoiding the involvement of family members of Uriach professionals or people with other personal ties in the selection process.
- Promoting the hiring of employees from excluded groups and people with different abilities, as well as reject any kind of discrimination when hiring an employee.

Uriach's objective is to attract the best candidates in order to reduce the voluntary turnover rate and meet the company's expectations and objectives.

4.2. Onboarding

To guarantee the correct adaptation of new collaborators to Uriach and to their job, each collaborator will have an onboarding itinerary that guarantees the following aspects:

- Know the company's culture, purpose and values.
- Know the key people with whom you will need to interact.
- To know the company's main products.
- To be familiar with the tools, operations and processes specific to their job.

In addition, new recruits who have been with the company for more than three months will participate in an international onboarding day (U-boarding experience), the main purpose of which is to learn about the above-mentioned aspects.

4.3. Leadership

Uriach has its own leadership model, the LIDER model.

The dimensions of the LEADER model are "Locate", "Inspire", "Develop", "Execute" and be "Referent". Five pillars of a facilitating and transforming leadership, which is based on the right combination of *hard skills* (rigour, discipline, measurement, etc.) and *soft skills* (enthusiasm, passion, etc.).

All those who lead teams in the company must be familiar with the model. To this end, they should be incorporated into the corresponding leadership programme (Top 50, New Leaders, Middle Management) to provide them with the necessary skills and knowledge to carry out their role.

4.4. Training of professionals

It is essential to be committed to continuous training in order to meet Uriach's objectives and guarantee an attractive career plan.

Uriach considers training to be one of the most effective ways to develop talent and, for this reason, training is considered an investment in human capital. Therefore, the Uriach Group offers

the necessary training to employees with the aim of optimising the development of their responsibilities and opening up opportunities for promotion within Uriach.

Every year, the People Area meets with the team of *Chiefs* and Directors of the different departments in order to detect the training and development needs in their respective departments. The People Area also evaluates the cost of training and selects the most appropriate providers. Training can also be internal.

In addition, Uriach has an annual Training Plan with the aim of promoting professional development for the performance of the job, the adaptation of human resources to technological and organisational changes, the adaptation of new employees to Uriach's requirements and a greater capacity for professional development. In addition, the degree of employee satisfaction with the training received is evaluated.

Uriach promotes the dissemination and sharing of existing knowledge at Uriach, continuous learning and cultural exchange, so as to increase operational efficiency through the appropriate use of intellectual capital.

4.5. Feedback culture

Continuous monitoring and feedback to employees on their progress is a fundamental aspect of professional development. This requires employees to meet with their managers (formally and informally) on a regular basis to assess their progress, with open and constructive communication. This is a two-way process to agree on action plans to encourage development.

4.6. Organisational climate

Promoting a pleasant working environment is essential to build employee loyalty and increase the motivation, commitment and performance of employees. In order to achieve a good organisational climate, several aspects must be taken into account:

- Promote good relations, communication and collegiality between employees at all levels of the hierarchy and avoid conflicts between individuals or departments.
- Promote good relations and communication with third parties, including suppliers and customers.
- Promote teamwork and integration of workers.
- Provide an appropriate physical environment (facilities, equipment, colour of walls, temperature, contamination levels, etc.).
- Take into account the structural characteristics of the organisation, such as size, formal structure, management and leadership style, among others.
- Offer good working conditions to employees (remuneration system, flexible compensation, work-life balance, etc.).

In addition, at Uriach we encourage, as far as possible, professionals to achieve a good balance between their professional and private lives, as it reinforces satisfaction, commitment and improves productivity. Furthermore, giving importance to this balance also has a positive effect on Uriach's reputation, making it possible to attract and motivate employees. In this way, Uriach supports flexible working conditions and encourages its employees to have interests and motivations outside their professional life.

4.7. Remuneration system

For Uriach, it is essential to establish a competitive and motivating remuneration system for its professionals, with the aim of promoting their consolidation and being a differentiating factor with respect to the competition. To this end, the following basic compensation principles have been established:

- Promote the attraction, recruitment and retention of the best professionals, taking into account external remuneration levels.
- Examine Uriach's position vis-à-vis the competition in order to respond to market trends.

- Recognise and reward the dedication, effort and performance of all professionals through appropriate promotions.
- Promote internal equity by establishing a remuneration system based on responsibilities and performance.

Remuneration comprises salary, variable remuneration and benefits. The variable part can be higher in managerial positions and is linked to the achievement of objectives by an individual, a team and the entire Group.

Uriach promotes a flexible remuneration system that adapts to the needs of each professional and allows a better balance with family life. For this reason, Uriach will provide its employees with different social benefits such as health and wellness programmes and discounts on our products, among others.

Each area manager must propose to the People Area, within the framework of this Policy, the remuneration of its employees, taking into account the market, individual capacity, skills and development opportunities.

4.8. Ethics, diversity and equal opportunities

Uriach has a Code of Ethics which sets out the ethical principles on which the company's activity is based and which are required of all Uriach professionals and stakeholders, regardless of their position or geographical location.

The Code of Ethics contains a description of behaviours to be promoted and behaviours to be avoided.

Thus, Uriach promotes diversity and non-discrimination for reasons of race, colour, gender, marital status, ideology, nationality, among others.

In addition, of particular importance is the principle of equal opportunities among employees, compliance with which constitutes one of the essential pillars of professional development and entails a commitment to demonstrate fair treatment that fosters the personal and professional progression of the team.

4.9. Occupational health and safety

Uriach has a responsibility to contribute to improving the health, safety and well-being of all professionals. It is therefore closely committed to reducing or eliminating occupational health and safety risks and has made the following commitments to achieve this:

- Comply with all legal and other requirements applicable to the organisation.
- To have a safe and healthy working environment.
- Provide the human and material resources necessary to achieve these objectives.
- Encourage the participation of all employees in occupational health and safety initiatives.

The occupational health and safety measures, as well as the means to carry them out, are set out in the corresponding Occupational Health and Safety Protocol.

5. Review, approval and dissemination of the Policy

The People department will deal with any questions raised by Uriach employees regarding compliance with this Policy as well as suggestions on how Uriach can improve it. The People department will periodically review this Policy in order to adapt it to changes in jurisprudence at any given time.

This Policy shall be approved by the CRC and shall be communicated and disseminated to all hierarchical levels of the organisation, in accordance with the Communication Plan of the Uriach People and Communication Department for this purpose.

The People department may organise training sessions on this Policy when necessary.

6. Non-compliance

All employees have the duty to comply with this Policy and must report through the Compliance Channel any breach of the principles established by this Policy and the regulations that develop it.

Failure to comply will be grounds for disciplinary action. In the event of any unlawful conduct, Uriach will apply, in a proportionate manner, the corresponding disciplinary measures in accordance with the Compliance Channel Regulations.
