

Human Rights Policy and working conditions

In order to achieve and promote the well-being of the individual and respect for Human Rights and Working Conditions, both as an individual and as part of an organisation, in carrying out its business Cieffe pursues and disseminates a policy aimed at the concrete implementation of the United Nations Universal Declaration of Human Rights (UDHR), the Fundamental Conventions of the ILO - International Labour Organization and the principles enshrined in the UN Global Compact.

With this policy, Cieffe outlines the founding principles and actions taken to protect Human Rights and Working Conditions in the performance of its business, and in general in any context it operates in, including through its business partners.

It is also committed to disseminating the values contained in this policy among all the people in the organisation, its suppliers, subcontractors and business partners, as well as any other person, wherever they may be, who acts in any capacity in the name of and/or on behalf of the company.

For Cieffe the full sharing of what is expressed in this policy is an indispensable element for the establishment and development of reliable and lasting partnerships, and is aimed at mutual improvement with a view to a shared commitment towards the strengthening of safeguards in this area.

Cieffe's policy on Human Rights and Working Conditions aims to promote and protect the following principles as indispensable prerequisites for conducting business:

- A guarantee of adequate standards of conduct for directors, auditors, management and contractors, as well as suppliers and subcontractors and all those who work to achieve the company's objectives as outlined in the Code of Ethics and the Guidelines, the foundation of the company culture;
- The recognition and safeguarding of freedom of association and the right to collective bargaining.
Cieffe maintains open and transparent relations with trade unions and workers' representatives. The approach adopted for industrial relations is based on respect for each other's roles and positions in the constant pursuit of a constructive dialogue;

- Repudiation of all forms of corruption;
- The protection of equal opportunities for professional development and growth through the promotion of a culture based on meritocracy and respect for people throughout the entire selection, management, development and career cycle;
- Equal opportunity and access to the same remuneration for all employees, regardless of gender, recognising their knowledge and professional skills.

The salaries of Cieffe employees are aligned with the applicable national regulations and industry standards. The company operates in full compliance with current laws on wages, benefits, working hours and overtime. The way in which salaries are defined is based on objective criteria. It also makes sure that overtime is properly remunerated. It ensures that its employees get adequate rest, in any case guaranteeing the right to at least one day off per week.

- It ensures that disciplinary measures are applied in accordance with the National Collective Bargaining Agreement and never include forms of physical or psychological coercion. It does not use or support disciplinary practices or verbal abuse in contrast with the dignity of persons. With respect to this issue, workers are always aware of the grievance procedures available to them.
- The prevention, repudiation and condemnation of:
 - any form of discrimination based on an individual's ethnicity, nationality, language or religion, political or sexual orientation, gender, social background, age, disability or any other personal, cultural or professional matter. With this in mind, Cieffe encourages and promotes inclusion and diversity in all areas of the company;
 - any form of harassment, violence, threats, intimidation or sexual, psychological, physical or verbal abuse referring to the personal and cultural diversity of the individual, or conduct involving the persecution of others;
 - all forms of labour exploitation, including forced or child labour and human trafficking, ensuring that no one is forced into any form of physical or psychological coercion or punishment;
- The confidentiality and processing of the personal data of all those working towards the achievement of the company's objectives, with respect for the fundamental rights, freedoms and dignity of all those involved.

Cieffe's policy on Human Rights and Working Conditions is communicated and disseminated within the organisation and among all people who have dealings with the company, with a view to transparency and cooperation. The policy is also made available to all interested parties on the website.

The Company promotes communication and information addressed to employees in order to ensure the widest knowledge and most effective application of this Policy.

Any suspected violations of this policy may be reported to the company in accordance with the Whistleblowing procedure or by using the yellow boxes, even anonymously.

The violation of the principles contained in this policy is a violation of the Code of Ethics and will be dealt with in accordance with its provisions.

The human rights policy is implemented and developed as part of Cieffe's integrated management system, which is designed in accordance with the principles and requirements of ISO9001.