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# Human Resources Policy



## Purpose

The purpose of this Policy is to **establish the bases that will allow us to have at all times the people with the talent, commitment and skills required** to meet precise needs for the success of its activity.

The management of human resources and labor relations must be governed by respect for human and labor rights recognized in national and international legislation, diversity and inclusion, equal opportunities, and non-discrimination, as well as by aligning the interests of professionals with our strategic objectives.

## Our Commitments

- To build and offer a **competitive, differentiated, and unique employment value proposition (EVP)** for our current and future professionals, which favors competitiveness and the achievement of strategic business objectives and is aligned with our values and corporate culture.
- To encourage **behavior among our professionals in accordance with our culture, values, and strategic objectives**, promoting their involvement and commitment to contribute value and participate in the construction of a safe, socially responsible and sustainable company.
- Develop a **Strategic Workforce Planning that aligns talent needs with organizational objectives**, anticipating hiring needs, identifying critical skills to be competitive in the market, optimizing labor costs and building talent engagement.
- To have a **model for the identification, search, selection, attraction, development, evaluation, and promotion of talent that promotes personal and professional growth**, offering development opportunities through internal and geographic mobility within the Company.
- To offer our employees **an updated and complete training proposal** to qualify them for their different functions and levels of responsibility throughout their professional careers.
- Adopt a **flexible remuneration system with total compensation that guarantees external competitiveness and internal equity**, based on an objective, standardized valuation and professional classification methodology.
- **Design and implement a leadership model that transmits our culture and values throughout the Company**, encourages innovation and promotes personal capabilities, developing our teams and providing them with the skills, competencies, and tools needed to meet our strategic challenges.
- To guarantee a **culture and work environment where equal opportunities and non-discrimination are a reality**, facilitating and promoting the integration of diverse groups under the principles of respect, mutual collaboration, and teamwork at all levels of the Company.
- **Maintain an optimal dialog with trade union organizations and workers' legal representatives**, respecting their independence and rights, and promoting smooth and effective labor relations and collective bargaining. Recognize the Company's commitment to negotiate with the workers' legal representatives in those cases regulated by law, and the respect and protection of the workers' legal representatives, the right of association and collective bargaining will be ensured (ILO C135, ILO C87, ILO C98) guaranteeing the effective exercise of workers' rights in the workplace and avoiding discrimination against workers' legal representatives.
- Promote **tools and bidirectional channels for active, constant listening to the opinions and experience of our employees**, accompanying them during their life cycle and promoting the improvement of the work environment through the corresponding action plans.
- Facilitate resources and programs aimed at **promoting and guaranteeing the overall health (physical, emotional, financial, etc.), well-being, and safety of our employees**, promoting healthy lifestyles and favoring an adequate balance between their personal and professional lives.
- Promote **agile and flexible work organization models and systems** that provide clarity with respect to the expected value contribution of jobs, determining their configuration and reporting, so that they are efficient for the achievement of business objectives.
- To establish a system of permanent **attention to the demands of the people who work in the Group**, covering their personal and professional needs in an agile manner.

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## Scope of Application

**This Policy applies to Cepsa, the Group's subsidiaries where effective control is exercised, their directors and employees, and to third parties with whom there are legal relationships and who have adhered to it.**

Additionally, persons acting as representatives of the Group in companies and entities not belonging to the Group, or where our Company does not have effective control, shall promote, to the extent possible, the implementation of principles and guidelines consistent with those set forth in this Policy.

The current version of this Policy has been approved by the Cepsa Board of Directors on May 19, 2023 and is effective from the moment of its approval.