



HUMAN RESOURCES
POLICY

Commitment to talent and equality

CONTENTS

1. Introduction	3
2. General principles	3
2.1 Team development and talent promotion	3
2.2 Defence of equality	4
2.3 Commitment to conciliation	4
2.4 Fair pay	4
2.5 Professional development	5
2.6 Commitment to quality	5
2.7 Occupational risk prevention and health promotion	5
2.8 Union freedom and freedom of association, and the right to collective bargaining strike action	5



1. INTRODUCTION

One of CIRSA's key priorities is to be a company with a working environment based on respect, collaboration, inclusion, non-discrimination, and health and safety.

The Company's Human Resources Policy outlines its commitments in this area, forming the basis of a management model focused on attracting, promoting, and retaining talent. The Company recognises the importance of the personal and professional growth of every one of the individuals who make up the CIRSA team.

2. GENERAL HR PRINCIPLES

2.1 Team development and talent promotion

People are the driving force behind CIRSA, which is one of the main reasons why the Company focuses its HR activities on attracting, developing, and retaining talent.

CIRSA's Corporate University (UCC) was set up in 2002 to promote personal and professional growth among colleagues, providing various training and development programmes related to employees' professional growth and technical training. Its main programmes include:

- **Plan Masía**, which aims to identify and promote internal talent.
- **Programa Crecer**, based on the methodology of learning by doing for professional training.
- The **Corporate MBA**, in partnership with a business school.
- **One Bridge for All**, a team building activity that promotes creativity and communication.



2.2 Defence of equality

CIRSA works hard to guarantee the fair and equal treatment of each and every team member and promotes respect by defending equal opportunities.

In line with the labour laws of the countries it operates in, as well as the United Nations Universal Declaration of Human Rights, CIRSA does not tolerate discrimination against any person based on race, colour, gender, sexual orientation, language, religion, political or any other kind of opinion, nationality, or social background, economic status, or any other condition. With regard to gender parity for example, the CIRSA workforce is made up of 55% men and 45% women.

The organisation also promotes a workplace free from harassment or intimidation, where offensive and inappropriate behaviours are not permitted – whether sexual or any other kind – including explicitly sexual proposals or suggestions, as well as taunts or offensive conversations that may offend people’s dignity.



2.3 Commitment to conciliation

CIRSA promotes a balance of work and family life, as well as equal opportunities across the organisation, regardless of gender. The Company therefore pays special attention to adopting and promoting applicable laws and agreements with union representatives.

2.4 Fair pay

CIRSA defends fair and competitive pay. It offers a remuneration policy that takes collective agreements and labour regulations into consideration in every country it operates, providing equal opportunities of promotion and organic growth within the Company, with no wage discrimination between men, women, or other groups.

The Company also compensates team members in line with market conditions, referencing the relevant studies and analysis to do so.

2.5 Professional development

CIRSA makes it a priority to be aware of every team member's skills and potential growth, so it can allocate the necessary resources to their training and development. In this regard, it promotes measures such as prioritising internal coverage of potential vacancies and promoting the CIRSA Corporate University, which provides training and support in various professional areas.

With all this in mind CIRSA can ensure it has a team of professionals who are knowledgeable about their business environment, activity, and culture, with the capacity for continuous professional development.



2.6 Commitment to quality

CIRSA remains committed to its network of stakeholders in offering services, processes, tools, and solutions that are in line with the highest of expectations: a commitment shared by everyone that is part of the Company.

2.7 Occupational risk prevention and health promotion

As the CIRSA Occupational Risk Prevention Policy states, the Company remains highly committed to health and safety at work, a key priority for its Human Resources Department.

2.8 Union freedom and freedom of association, and the right to collective bargaining strike action

CIRSA guarantees union freedom and freedom of association for its employees and also recognises their right to collective bargaining and strike action.

Similarly, in line with the local legislation of the regions it operates in, CIRSA abstains from participating in any type of focused action to restrict the rights of employees to join a union.

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