



DOMINION

**HUMAN RESOURCES
PRINCIPLES**



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1. Introduction

The Board of Directors of DOMINION, considers its employees a strategic asset, offers them a good working environment and encourages their development, establishing conciliation measures and fostering equal opportunities.

2. Objectives and scope

The objective of this Policy is to define, design and disseminate a model for human resources that enables us to recruit, promote and retain talent and foster the personal and professional development of all the people who belong to Dominion's team.

To maintain our human capital, the design and the implementation of a framework for managing human resources and labour relations are key principles to help towards the objectives of competitiveness and business efficiency.

The Human Resources Policy must establish the guidelines that govern labour relations in Dominion's companies and serve as a reference to define our objectives in the management of human resources in terms of the selection of professionals, the guarantees and stability of a quality job, the creation of a stable relationship with the workers, safety and health in the workplace, and the professional development of Dominion's personnel.

Human resources management should be carried out with respect for diversity, equal opportunities and non-discrimination, and the alignment of employees' interests with Dominion's strategic objectives.

3. Ethics in the workplace

The Board of Directors has approved a Code of Conduct that contains the principles required of the different companies of Dominion and all its employees and managers, whatever their level in the hierarchy, geographic or functional location and company of Dominion where they work.

4. Basic principles for action

To achieve the objectives indicated, Dominion assumes and promotes the following principles, which should govern the management of its human capital, fostering the development of homogeneous human resources processes that contribute to the implementation of the company's culture in all the countries Dominion operates in while respecting local particularities:

- | A suitable framework of labour relations for the adaptation of the organization to business and social requirements, supporting the objectives of competitiveness and business efficiency.
- | Dominion is governed by labour legislation in each country and by the principles of the Union Nations Global Compact. This means that it rejects any form of child labour and forced labour, does not allow any discrimination in the field of employment and supports trade union freedom and the right to collective bargaining.



- | The definition, as a strategic objective, of policies based on equal opportunities, particularly between men and women, non-discrimination and respect for diversity. Measures should also be encouraged to achieve a favourable environment that facilitates the conciliation of the work-life balance, observing the current legislation in each country and following the best international practices.
- | The consolidation of decent, stable and quality jobs. Dominion also undertakes to comply with labour legislation everywhere it operates and to establish, wherever possible, measures that promote flexible working hours.
- | Dominion undertakes to offer its employees a safe and healthy work environment, scrupulously complying with applicable legal requirements.
- | The design of enhanced prospects that encourage the selection, contracting and retention of talent, involving competitive remuneration, a work environment based on equal opportunities, the business project, the work-life balance and conciliation.
- | Selection, contracting and promotion processes will ensure that all employees should be honest persons who share the principles stated in the Code of Conduct, creating a work environment free of discrimination for reasons of sex, race, religion, age, sexual orientation, nationality, civil status or socio-economic status.
- | A remuneration system that allows the attraction and retention of the best professionals, aligning their objectives with those of Dominion, valuing their contribution to the creation of value of Dominion and to the company's growth, in line with their skills and knowledge.

5. Instruments

To achieve these objectives, Dominion has the following instruments:

a) Corporate Management of Human Resources

Its main objective is to regulate, audit and guarantee compliance with policies in the different divisions and countries, supporting the business and considering local idiosyncrasies.

To ensure the standardisation of the guidelines for the management of human resources based on the different working and social welfare conditions of the territories where the company operates. This is done through the human resources management departments in Dominion's companies, which take care of the implementation and monitoring of human resources guidelines, policies and strategies.

To comply with this objective, the Human Resources Department of the Company may set up specialised global committees in areas such as the selection and contracting of professionals, training, remuneration systems and social welfare benefits.

Personnel-intensive divisions have a HR Business Partner who contributes to the day-to-day



management of the business, implementing the policies of the Human Resources Corporate Department.

b) Human Resources Policies:

- The Code of Conduct
- Human Recurse Policy
- Equality Policy
- Recruitment and Selection Policy
- Safety and Health Policy

c) Collective bargaining agreements or specific equivalent agreements to regulate aspects related to human resources management, as well as the specific monitoring mechanisms established.

d) Channels for dialogue and communication with employees: committees with the workers, meetings with senior managers, specific meetings, corporate newsletters and Dominion's corporate website.

6. Diversity and equal opportunities and work-life balance conciliation

The Equality Policy implements Dominion's objectives and principles, which can be summarised as follows:

- | In the field of diversity, Dominion undertakes to ensure a discrimination-free work environment that respects diversity and promotes non-discrimination for reasons of race, colour, age, sex, civil status, ideology, political opinions, nationality, religion, sexual orientation or any other personal, physical or social circumstance among its employees.
- | Develop the principle of equal opportunities. It's compliance constitutes one of the basic pillars of professional development and involves a commitment to practice and demonstrate fair treatment that encourages the personal and professional development of the team.
- | Within a framework of respect for, and compliance with, the current legislation in each country, Dominion improves local policies with flexible working hours to help the work-life balance, based on the diverse nature of the business.
- | As a manifestation of the social and cultural reality, Dominion fosters effective equality between men and women in terms of access to jobs, training, promotion and working conditions, encouraging gender diversity.



| Maintain commitments with external institutions, working to fulfil the commitments acquired with the aim of obtaining and maintaining as many certifications and awards as are awarded to the company in the field of conciliation and equality.

| Foster, whenever the post allows, the employability of people with disabilities.

| Implement conciliation measures that encourage respect for the personal and family life of the company's employees and create the best possible balance between it and the work responsibilities of our men and women.

7. Remuneration and compensation

Dominion considers it a priority that the remuneration system should favour the consolidation of its human capital as the main differentiating factor in comparison with its competitors.

The principles that should guide the remuneration system of Dominion are:

| Stay consistent with the strategic positioning of Dominion and its development, given its international and multicultural reality and its objective of excellence.

| Line up with the market, to be consistent with the company's positioning.

| Adapt to the different local realities in which the different companies of Dominion operate.

| Strengthen the attraction, contracting and retention of the best talent.

| Recognise and remunerate the responsibility and performance of all its employees.

8. Recruitment and selection principles

The main principles in relation to selection and contracting in Dominion, as expressed in the Recruitment and Selection Policy, are:

| Ensure that a transparent and objective process takes place.

| Stimulate the access of young people to their first job through scholarship programmes and other agreements.

| Present candidates with a competitive range of opportunities that encourages the selection and contracting of the best.



- | Dominion's value offers should be based on competitive remuneration, a work environment based on equal opportunities, the business project, work-life balance and conciliation.
- | Standardize employment conditions and associated benefits based on contract types.
- | Ensure that selection and contracting processes are objective and impartial, avoiding clashes with relatives or people with other connections.
- | Encourage the contracting of employees of excluded groups and persons with disabilities.

9. Management of talent

The management of talent is a key element in improving the company's position vis-à-vis its competitors.

One of the key elements is career development, governed by the following basic principles:

- | Performance assessments on a regular basis.
- | Notifying the result of this assessment to the employee in order to promote his/her career development, establishing a personalised action plan.

Dominion is sustained on the professional values and skills of the people who work in the company. To do this, it fosters ongoing learning and the creation of shared knowledge opportunities throughout the value chain, establishing a conceptual framework that includes all training actions to improve the level of qualification of its employees and adapts to a multicultural and changing work context.

10. Global system of safety and health in the workplace

One of the key tasks in the management of human resources is the prevention of workplace hazards.

In its Security and Health in the Workplace Policy the Company management has responsibility for the implementation and leadership of a Prevention of Workplace Hazards System, based on OHSAS standard 18001:2007.

The Security and Health in the Workplace Policy sets out to ensure a safe and healthy work environment, and contains the basic principles of action of the companies of Dominion in this area.



In line with that stated in the Security and Health in the Workplace Policy. Dominion has a global safety and health in the workplace system based on standards that determine the minimum levels applicable to all the group's companies.

This global system envisages:

- | The integration of workplace security and health criteria in all the phases of the production process, in all work methods and in all decisions, in such a way that managers, technical staff, middle managers and workers assume their responsibilities in the area.
- | The identification, evaluation and efficient control of work-related hazards.
- | The adaptation of the employee to his/her post through supervision of workers' health and training.
- | An assessment mechanism in the area of workplace safety and health, in line with established standards, for the whole of Dominion, to identify possible deviations, exchange best practices and establish a global culture of excellence in risk prevention.

Dominion is committed to the safety, health and welfare of its employees, with the aim of reducing -as far as possible - the risk of accidents. This is done through the assurance of compliance with current labour legislation in the field in each geographical area, implementing training plans for the posts and the work centre in question, fostering a culture of prevention and ensuring the availability of the necessary human and technical means to guarantee the implementation of preventive planning, the promotion and surveillance of the health of our employees, as well as healthcare.

11. Compliance

This policy has been published so that its content is known and compliance is assured and can be evaluated by the stakeholders involved.

12. Supervision and revision

The content of this policy will be revised at a frequency determined by the Human Resources Department of the Company, to ensure that Dominion follows the best practice in the field.