

EMPLOYEE HANDBOOK



www.digitalscreen.com

Recruitment

Digital Screen adopts measures to ensure that the recruitment process complies with the principle that all individuals are equal as human beings

Probation period

The probation period for new hires is 6 months.

Once this period has passed, the employee is automatically granted a permanent contract

Remuneration policy

The remuneration policy is linked to the graphic arts collective labour agreement to which Digital Screen subscribes

Remuneration is also linked to the category of the job and to different objectives and bonuses based on individual and department performance

Any necessary overtime worked will be compensated with holidays additional to those stipulated in the collective labour agreement

Career plan

An individual career plan is established for each worker based on their position, skills and performance

Labour relations

Every worker has the right to be represented by trade union organizations

Legal framework

Digital Screen adheres to the graphic arts sector agreement, which details the framework conditions of the labour policy

Training

Digital Screen offers any training carried out in the company to every worker

The possibility of attending training courses regulated by official bodies will also be studied on a case-by-case basis where necessary to update skills for a specific position

Expenses

Any expense derived from the activity at Digital Screen will be reimbursed upon presentation of the corresponding receipt or invoice

Flexibility

Digital Screen tries to adapt the working day to each worker's personal circumstances where possible

Telecommuting

For positions that do not require the permanent physical presence of the workers, there is the possibility of requesting telecommuting days in coordination with the rest of their direct colleagues

Appraisals and follow-up

Once a year, a detailed appraisal will be conducted for each worker, highlighting their strengths and weaknesses

During this appraisal, the worker will also have the opportunity to suggest or propose changes within the company

Insurance / Business risk

Digital Screen dhas a civil liability insurance policy in place for its business activity

Said policy does not include any third party as a beneficiary who takes priority for indemnity payments

Occupational risk prevention

Digital Screen has an occupational risk prevention plan in place that includes all safety measures in the workplace as well as the necessary medical check-ups

The results of the annual medical check-ups will only be reported to the affected parties

Mutual insurance company

Digital Screen has a private health insurance plan for each company employee

Machine safety

Digital Screen has maintenance contracts with industrial equipment suppliers for the upkeep of all its equipment and to provide the necessary training to workers in its use.

Corruption and bribery

Digital Screen does not accept improper payments for any business transaction

Our employees are not permitted to accept gifts worth over €100 under any circumstances

Money laundering

Digital Screen adopts measures to prevent the legitimization of income obtained through illegal actions or criminal activity

Smuggling

Digital Screen takes measures to monitor and ensure that it does not contribute to the illegal trafficking and/or smuggling of, among other things, goods, human beings or organs, nor the commission of other crimes that contravene public safety and/or health

Integrity

Digital Screen, its directors and senior management have not been convicted on any occasion for crimes involving theft, fraud, private-to-private corruption or bribery of public officials, smuggling, the environment, security or health, or crimes against workers

Digital Screen, its directors and senior management have not been the subject of any administrative sanctioning proceedings

Third-party relations

Should a senior executive, director or company owner or their immediate family have ties to employees and/or representatives of customers, suppliers or public authorities, these relationships shall be transparent and shall not involve a conflict of interest

Human rights

Digital Screen respects the principle that all human beings are equal and does not discriminate due to race, origin, religion, gender, sexual orientation, political ties or affiliation or age

Digital Screen complies with the legal framework of safe, hygienic and healthy working conditions for employees, providing adequate training to workers on these issues

Child labour

Digital Screen takes measures to ensure that it does not contribute to the use of child labour

Forced or compulsory labour

Digital Screen complies with the regulations on the prevention of forced or compulsory labour

Digital Screen respects the rights of employees to freedom of association and to join unions if they so wish

PRIVACY AND CONFIDENTIALITY

Privacy and confidentiality

Digital Screen has a policy in place that guarantees personal privacy and the confidentiality of the information it processes

Digital Screen has policies for managing data breaches and/or security breaches affecting data confidentiality and personal privacy

Digital Screen provides its employees with training on the subject of personal privacy and confidentiality of the information they process and strives to raise their awareness on this matter

LOPD / GDPR

Digital Screen has protocols of action in place for responding to the exercise of personal data rights by stakeholders

Digital Screen does not outsource any services that involve the processing of customer data to suppliers located outside the European Economic Area

Digital Screen conducts audits at least every two years in the area of personal data protection and applies any resulting corrective measures

Cybersecurity

Digital Screen has technological measures in place that protect access to information

Digital Screen has procedures for identifying and managing security incidents

Digital Screen has trained its employees and raised their awareness in cybersecurity matters

Digital Screen has a disaster recovery plan in place to guarantee the continuity of its ICT services

USEFUL CONTACTS

Digital

Internal complaints

contigo@digitalscreen.com

Suggestions

sugerencias@digitalscreen.com

Administrative matters

admon@digitalscreen.com