




# CORPORATE HUMAN RESOURCES POLICY

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## 0. [Objective](#)

The purpose of this Policy is to define, design, and disseminate a model of resource management and human capital at Agromillora Group that enables attracting, promoting, and retaining talent, as well as fostering loyalty among them. Its purpose is also to promote the personal and professional growth of everyone who belongs to the Agromillora team of people, making them participants in their project of the business's success and guaranteeing them a dignified, safe job in a diverse and inclusive environment.

Our team of people fundamentally determines the difference between companies that are competitive and those that are not, as well as the difference between those that create value in a sustainable way and those that are gradually losing their ability to generate wealth.

The key principles for conserving human capital are considered to be the design and implementation of management frameworks for resources, human capital, and labour relations that involve all professionals in Agromillora Group's success; that promote their economic and social development, thereby contributing to fulfilling the eighth Sustainable Development Goal (SDG) approved by the United Nations; and that favour competitiveness and business efficiency.


This Policy establishes the guidelines that should govern the management of people at Agromillora Group's different companies. In particular, it establishes guidelines regarding: equality, diversity and inclusion; selection, hiring and compensation; talent management, performance, development, and training; safety, occupational risk prevention, well-being, and health; work-life balance, respect for private life and digital disconnection; and work ethics. The specific terms of this policy will be outlined in the various rules related to these topics.

The management of resources, human capital, and labour relations must be presided over by respect for the human and labour rights recognised in national and international legislation, for diversity and inclusion, equal opportunities and non-discrimination, and the alignment of professionals' interests with the Group's strategic objectives.

## 1. [Scope](#)

This policy is applicable to all companies that are part of Agromillora Group.

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Agromillora Group is understood to mean all the entities or companies whose parent company is Namozul, S.L.

## 2. Definitions

Mission, Vision, Values:	These are the elements that identify it, as the values indicate the purposes that define the mission and vision, while these define the reason why and for what purpose it exists.
HR Management Model:	Scheme or framework of reference for HR administration on which they are based to develop policies and actions in order to achieve the objectives.

## 3. Responsibilities

The Group's Human Resources Department: responsible for defining the HR strategy for Agromillora Group, establishing the necessary policies and the strategic objectives.

Subsidiaries' Human Resources Departments: responsible for local deployment of the HR strategy by planning the necessary actions, as well as developing the rules and procedures suitable for each area.

Team leaders: responsible for carrying out actions that directly impact their employees.

## 4. General Principles

The principles and objectives that govern Human Resources management in all its areas at Agromillora are:

- Developing uniform HR guidelines and processes that promote the consolidation of our corporate culture, shared values, and alignment with the Group's strategic objectives in all the countries where the Group operates, respecting the various social and occupational realities of those regions.
- Designing a valuable job offer that favours the selection, hiring, promotion, and retention of talent, consisting of competitive remuneration and a diverse and inclusive work environment, facilitating work-life balance and promoting the professional growth of the Group's team of people. This professional growth must be based on objective performance criteria, equal opportunities, and commitment to the Group's business project.
- Developing uniform management processes for resources and human capital that advance the implementation of a culture of talent in all the countries where the Group operates, respecting local particularities.
- Setting the development of labour relations based on equal opportunities, especially between genders, non-discrimination, and the consideration of diversity and inclusion in all its variables, in accordance with our Code of Ethics, as a strategic objective. Similarly, measures should be encouraged to facilitate the effective integration of disadvantaged groups and those with varying capacities, as well as achieving a favorable environment that encourages work-life balance for professionals, respecting the legislation currently in effect in each country and following best international practices.
- A remuneration system that enables attracting and retaining the best professionals and which aligns their objectives with those of the Group, as well as assessing internal talent, the practice of development,

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recognition, internal promotion, and mobility through integrated HR management tools.

- The guarantee that the selection, hiring, and promotion processes at the Group's companies ensure that all its professionals are honest and trustworthy individuals who are aligned with the provisions of the Code of Ethics. All this is notwithstanding the due respect for individual identity and convictions.
- Compliance with fundamental principles and rights at work, such as offering a safe, healthy work environment at the Group and its areas of influence. Similarly, encouraging social dialogue that enables and encourages workers' participation and representation as a lever to ensure labour rights.

## 5. Equality, diversity, and inclusion

Agromillora strives to foster a culture of respect, inclusion, and collaboration as a reflection of our corporate values: Commitment, Innovation, Teamwork, Honesty, and Service.

Commitment to diversity: At Agromillora, we are committed to achieving a fair, inclusive work environment where each employee's contribution is valued. We believe that a diverse workforce, made up of people who bring a variety of experiences, ideas, and opinions, strengthens the organisation. We encourage diversity through recruitment, internal promotion, and training and development programs.

Commitment to equality: At Agromillora, we are committed to offering our employees fair and equal opportunities in hiring, training and development, remuneration, and promotion. It is imperative that all policies and programmes reflect our commitment to equality.

## 6. Selection, Hiring, and Compensation

- Developing a global framework process for making the selection and recruitment procedures at the Group uniform.
- Ensuring that the selection and hiring processes are objective and impartial.
- Encouraging young people's access to their first job through scholarship programs and other agreements, as well as hiring professionals from excluded groups and those with varying abilities.
- Presenting candidates with a valuable, attractive, and comprehensive job offer that supports selecting and hiring the best professionals, promoting a compensation and social benefits policy based on the principles of equity for all groups. It must be based on equal opportunities and on diversity and inclusion, and it must consist of competitive remuneration, a healthy work environment that is diverse and inclusive, the business project, and a suitable work-life balance.
- Offering those hired a well-defined integration plan that allows them to understand their work environment, as well as Agromillora Group's culture so that they feel accompanied in their onboarding.
- Providing compensation according to market practices, individual capabilities, competencies, possibilities for evolution, internal equity, and recognising and rewarding professionals' dedication, responsibility, and performance.

## 7. Training, Development, Performance, and Talent Management


- Standardising performance management processes by defining annual objectives, monitoring these as a tool for motivation and alignment with the Group's objectives and priorities.
- Identifying the training needs for the best performance of the responsibilities defined in the positions and business needs.
- Developing workers' sense of responsibility with their own professional career and development at Agromillora, which offers the tools that can support them in line with the needs, opportunities, and real projection of the group's growth, an environment in constant evolution.
- Understanding training as a key element of professional development and qualification, and as a gateway to promotion opportunities within the Group.
- Carrying out training programs and plans that support professional improvement for performance in positions, adaptation to technological and organisational changes, adaptation of the team of people to the Group's demands, and a greater capacity for professional development.
- Training in aspects related to respect for human rights and inclusive diversity in order to promote a culture of ethical behavior, without exclusionary or discriminatory biases.
- Promoting the dissemination and sharing of existing knowledge at the Group, continuous learning, and cultural exchange so that efficiency is increased.
- Designing succession plans and workforce planning that enable an analysis of new challenges, projects, and initiatives linked to the business strategy; to this end, promoting mobility within the group by identifying internal talent and preparing it to take on new challenges.

## 8. Safety, Occupational Risk Prevention, Health, and Well-being

- Providing safe, healthy conditions for preventing injuries and the deterioration of physical or mental health related to work that are appropriate and adapted to the purpose, size, and context of each organisation and the specific nature of risks for professionals, as well as in their fields of influence, thereby contributing to achieving the third and eighth Sustainable Development Goals (SDGs) approved by the United Nations.
- Promoting a system of global standards for physical and mental health and safety, including emotional, psychological, and social well-being at work, which determines minimum levels and ensures balance among the criteria implemented at all the Group's subsidiaries.
- Incorporating an internal or external prevention service at each subsidiary that is responsible for implementing the Group's and subsidiaries' rules and policies in terms of occupational risk prevention and safety, with training, evaluation, and control for the risks associated with the work, as well as preventive and corrective measures.

## 9. Work-life balance, respect for private life, and digital disconnection

- Implementing measures for work-life balance that foster respect for the personal and family lives of professionals and facilitate the best balance between this and work responsibilities.

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- Establishing effective channels so that the conditions for providing services, especially with regard to organising the time and place of work, are flexible and enable better adaptation to the various situations that may arise in professionals' private lives.
- Promoting the effective separation of personal and work environments, paying special attention to disconnecting from digital devices, without this favouring or discriminating against professionals. There must be respect for time to rest, with minimal interference that should only occur in situations of justified need.
- Establishing criteria around disconnection based on the responsibilities of different groups, encompassing different digital communication tools provided to professionals from the company.

## 10. Ethics at work

- On March 21, 2018, the Group's Board of Directors approved Agromillora Group's Code of Ethics and Conduct, which sets out the principles of action required of the Group's different companies and all employees and managers, regardless of their hierarchical level, geographical or functional location, and the Group company for which they provide their services.
- The Ethics Committee is the body created by the Company's Board of Directors to disseminate, manage inquiries and complaints, investigate, interpret, and inform the competent bodies about the degree of compliance with the Code.
- Management at each subsidiary will be responsible for the launch, maintaining memberships, implementing measures, and applying the Code of Ethics and Conduct in their respective fields of action.

## 11. Reference documents

### **ILO Declaration on fundamental principles and rights at work**

[https://www.ilo.org/wcmsp5/groups/public/---ed\\_norm/---declaration/documents/normativeinstrument/wcms\\_716596.pdf](https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---declaration/documents/normativeinstrument/wcms_716596.pdf)

### **United Nations Sustainable Development Goals**


<https://www.undp.org/es/sustainable-development-goals>

### **Agromillora Code of Ethics and Conduct**

<https://agromillora.sharepoint.com/hrgroup/Documentos%20compartidos/C%C3%B3digo%20C3%89tica%20y%20Conducta.pdf>

### **Agromillora Group's Values**

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<https://www.agromillora.com/es/compromiso/>

## 12. Change control

### **1st Version:**

Dated: 9 Oct 2018

Edited by: Marcela Costa (Corporate HR Manager)

Approved by: Jordi Mateu (CEO)

Comments: Group scope version

### **2nd Version: (current)**

Dated: 22 Sep 2022

Edited by: Montserrat Muñoz (Corporate HR Director)

Approved by: Catalan Steering Committee

Comments: Version adapted to new format. Changes in wording and tailored to group policy.

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