



Corporate Employee Training and Development Policy

CEO
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1. Purpose

URBASER recognizes that an effective Corporate Employee Training and Development Policy is an integral and fundamental part of its business activity, and its alignment with the Company's strategy is key to the achievement of its objectives. The development and updating of the knowledge and skills of URBASER's employees is not only an essential aspect for the growth of the organization itself, but also a substantial condition for the satisfaction and fulfilment, both personal and professional, of its workforce.

URBASER's Corporate Employee Training and Development Policy strengthens the trust of its stakeholders, increases competitiveness, retains and attracts the talent of human capital and places the Company facing the technological challenges.

2. Scope of application

This Policy is applicable to all employees, managers and members of the governing bodies of URBASER S.A.U., its subsidiaries and holdings/joint ventures in which URBASER is the majority shareholder/partner or where control is held by URBASER's management ("URBASER" or "the Company"). It is the responsibility of all URBASER employees to act professionally and protect the Company's reputation.

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URBASER's main objective in the area of training and development is to enhance human talent and the personal and professional growth of its employees, allowing an increase in productivity and achievement of objectives. Hence, it is necessary to provide the appropriate means for the improvement and updating of the knowledge, skills and abilities, both individual and organizational, which are essential to effectively address current and future challenges.

People are crucial to strengthen a sustainable competitive advantage in an organization committed to all its stakeholders, within a healthy and prosperous environment.

To achieve the commitment of this Policy, the following principles must be observed:

1. Training and development is carried out taking into consideration the following steps:

- **To understand.** Identification of talent, knowledge of skills and detection of training and development needs, acting proactively.
- **To analyse.** Examine the information obtained, in order to align the tools and solutions for training and development with the strategy and culture of the Company, as well as with the defined organizational and individual objectives.
- **To design and propose.** Optimization of resources used to respond and design training and development solutions, which allow to maximize results. Such solutions must have clearly defined objectives and structure that are reflected in the Training Plan and in the Development Programs.

The initiatives and solutions must comply, at least, with the following requirements:

- To be aligned with the Company's strategy and activity.
- To be consistent with each other and consistent with other Human Resources policies.
- **To implement and improve.** Execution of approved initiatives and solutions, both internal and external, for the development and growth of the employees and the Company itself. The process continues until the evaluation of the results obtained through the actions carried out, which ultimate objective is to achieve a model of continuous improvement.

2. With this Corporate Employee Training and Development Policy, it is intended to proceed with respect to:
 - **Job training.** Ensure regulatory compliance, transmit knowledge, processes, procedures and new tools or technologies implemented in the Company, and ensure a healthy and prosperous environment.
 - **Technical knowledge.** To perfect and update the technical knowledge, encouraging continuous improvement and innovation in all business areas, allowing to provide solutions and added value in all projects and functions.
 - **To communicate the organizational culture of URBASER.** Aligned with the Company's mission, vision and values and consistent with the management model.
 - **Skills development.** Function to achieve the objectives of the employees and the Company.
3. **Commitment and responsibility, both individual and organizational.** All the members of the organization must understand that training is an integral part of our corporate culture and be aware of the need to continuously improve their knowledge and skills through responsible and committed use of training.

URBASER guarantees access to training, not only to ensure that knowledge and skills of the employees are adapted to the performance of their tasks and responsibilities, but also to maintain professional development and promotion that, at the same time, allows for a satisfactory job environment.



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