

Human Resources Policy



Solutions30

Solutions for New Technologies

Solutions 30 Group ("Solutions 30" or the "Group") is European leading provider of solutions for new technologies in the Telecommunications, IT, Security & Safety installations, IoT, Energy, Retail and POS devices industries.

The Group delivers valuable services to customers and to the local communities thanks to its 6,000 employees who are a strategic asset and the power behind these activities, ensuring service quality and sustainable growth. Solutions 30 recognizes employees as its most valuable asset and is committed to establishing a productive and creative work environment, staff well-being and mutual respect, promoting their development, training and reconciliation measures and equal opportunities .

1. PURPOSE

The objective of this Human Resources Framework Policy is to define, design and disseminate a model for managing the Group's Human Resources that will make it possible to attract, promote and retain talent and encourage the personal and professional growth of all the people who belong to the Group's human team, making them participants in the project of business success and guaranteeing them a decent and safe job.

In a world where traditional production assets are increasingly accessible, human capital fundamentally determines the difference between competitive and non-competitive companies, as well as between those that create value in a sustainable way and those that are gradually losing their capacity to generate wealth.

The design and implementation of human resource management and labour relations frameworks that involve all workers in the success of the Group and favour the objectives of competitiveness and business efficiency are considered to be key principles for the conservation of human capital.

The Human Resources Framework Policy must establish the guidelines that govern labour relations in the different countries of the Group and serve as a reference for defining the objectives of the Group in the management of Human Resources with regard to: the selection of its professionals, the guarantees and stability of quality employment, the creation of a stable relationship with the workers, health and safety at work, as well as the training and development of the Group's professionals. Human resource management must be governed by respect for diversity, equal opportunities and non-discrimination and the alignment of the interests of the professionals with the Group's strategic objectives.

2. INSTRUMENTS

In order to achieve these objectives, the Company and the Group have the following instruments at their disposal

- a) Human Resources policies: this Human Resources Framework Policy, the Occupational Health and Safety Policy, the Human Rights Policy and the Code of Conduct.
- b) The Company's Human Resources Department, whose main objective is to homogenise the guidelines for the management of the Group's Human Resources, taking into account the different socio-labour realities of the territories in which it operates and the different Human Resources departments that deal with the implementation and monitoring of Human Resources policies and strategies.
- c) Specific collective agreements or equivalent agreements to regulate aspects related to human resource management.
- d) Channels of dialogue and communication with employees, such as for example: meetings, the corporate website, the Group's various intranets and the newsletter.
- e) Training programmes that favour the improvement and conservation of intellectual capital and the promotion of workers within the Group.

- f) Programmes and processes for the prevention of occupational risks and a occupational health and safety system based on defined standards.

3. BASIC PRINCIPLES OF ACTION IN RELATION TO THE SELECTION AND RECRUITMENT OF PROFESSIONALS

The fundamental principles of action in relation to selection and recruitment are:

- a) To favour the access of young people to their first job through scholarship programmes and other agreements.
- b) To present candidates with an offer of value that favours the selection and hiring of the best professionals.
- c) Ensure that selection and hiring processes are objective and impartial.
- d) Favour the recruitment of employees with different abilities.

4. HEALTH AND SAFETY

The Occupational Health and Safety Policy aims to achieve a safe and healthy working environment.

The Group's occupational health and safety policy includes:

- 1. The integration of occupational health and safety criteria in the whole Group, so that managers, technicians, executives and workers assume their responsibilities in this area.
- 2. The identification, evaluation and effective control of the risks associated with the work.
- 3. The adequacy between the employees and his job through health surveillance and training of workers.
- 4. An evaluation mechanism in matters of health and safety at work in accordance with the standards established for the entire Group to identify possible deviations, exchange best practices and establish a global culture of excellence in risk prevention.

The Group pays close attention to its Employees not only by complying with the law on workplace health and safety and having procedures in place to prevent accidents and occupational illness, but also promoting their physical and psychological well-being with policies aimed at encouraging the adoption of correct behaviors.

The Group is also focused on constantly improving its health and safety standards and has been awarded ISO 45000 certification, that recognizes the highest standards in Employees health and safety.

On a worldwide scale, Solutions 30 develops and maintains a culture of health and safety throughout the organization providing the instructions, training and supervision to all Employees, since it gives health and safety issues equal priority to all other business objectives.

5. DIVERSITY, EQUAL OPPORTUNITIES AND INCLUSION

Solutions 30 ensures that all its Employees are treated fairly, with dignity and consideration for their goals and aspirations and that diversity in the workplace is embraced. The Group provides equal opportunities in all aspects of employment and does not engage in or tolerate unlawful workplace conduct, including discrimination, intimidation, or harassment. Because the Company believes in diversity and inclusion, in the importance of respect and in upholding the principles of fundamental rights, Solutions 30 is committed to building an inclusive place to work. Any discriminatory practice based on race, color, sex, age, religion, ethnic or national origin, disability or any other illegal basis is not tolerated.

The Company promotes the diversity of its Employees (ethnic, religious beliefs, gender) with the conviction

that this reflects the complexity present in today society. Solutions 30 is committed to developing customized technological solutions that are accessible to all types of users and to disabled people, therefore the correct integration of them into the workplace is part of its social responsibilities.

The Group's objectives and principles can be summarised in the following principles of action:

- a) To respect diversity, promoting non-discrimination on the basis of race, colour, age, sex, marital status, ideology, political opinions, nationality, religion, sexual orientation, minorities, or any other personal, physical or social condition among its professionals.
- b) To develop the principle of equal opportunities, compliance with which is one of the essential pillars of professional development and involves a commitment to practice and demonstrate fair treatment that encourages the personal and professional progression of the team.
- c) To promote equality between women and men with regard to access to employment, training, professional promotion and working conditions, encouraging gender diversity as a manifestation of social and cultural reality.
- d) Implement measures to promote work-life balance which encourage respect for the personal and family life of its professionals and facilitate a better balance between this and the work responsibilities of women and men.

6. HARASSMENT AND SEXUAL HARASSMENT

Solutions 30 is committed to provide a work environment free from any form of harassments including sexual and psychological harassment and won't tolerate it in any shape or form. Sexual harassment is a form of discrimination and is defined as any unwelcome comment or conduct of a sexual nature that may detrimentally affect the work environment or lead to adverse job-related consequences for the victim of the harassment. Psychological harassment is vexatious behaviour that is manifested in repeated behaviours, words, actions or gestures that are hostile or unwanted. This vexatious behaviour negatively affects the dignity, psychological or physical integrity of the targeted employees and results in a negative work environment.

7. TRAINING AND EDUCATION

The fundamental aspect of talent management in the Group is training. Its fundamental principles of action are:

- a) The establishment of a conceptual framework that includes all the training actions designed to promote the qualification of the staff, adapting it to a multicultural working environment, permeable to cultural changes, favouring the sustainable development of the Company's businesses.
- b) The implementation of training plans that favour professional improvement for the performance of the job, the adaptation of Human Resources to technological and organisational changes, the adaptation of new employees to the Group's requirements and a greater capacity for professional development.
- c) That training is a key element of professional qualification and opens up opportunities for promotion within the Group.
- d) That training programmes contain related aspects that encourage a culture of ethical behavior.

To develop human potential is one of the Group's CSR pillars. Training is provided in SOLUTIONS 30 training centers, through e-learning modules, or in collaboration with customers and local authorities and schools (Pôle Emploi, the French State's employment agency).

Moreover, to ensure the correct provision of dedicated training sessions, update them constantly and track the progress and areas for improvement of its staff, the Group created a dedicated interactive platform: Solutions30 Academy.

The vast training program also allows Solutions 30 to hire young people without degrees or people undergoing professional retraining, significantly improving their employability.

8. LABOUR RELATIONS

Solutions 30 complies with the labor laws of the countries in which operates and with the International Labor Organization (ILO) conventions on labor rights (i.e. freedom of association and of collective bargaining, consultation, the right to strike, etc.), while systematically promoting dialogue between the parties.

The Group is committed to an open and constructive dialogue with Employees and, if applicable, with their representatives.

Employees are free to join organizations of their choice that represent them in compliance with local organizing laws. Employees who act as representatives are neither disadvantaged nor favored in any way. In locations where Employees have decided not to appoint representatives, Solution 30 promotes direct and open communication between Employees and management.

9. PEOPLE DEVELOPMENT AND EVALUATION

At Solutions 30 each Employees is encouraged to express career objectives and expectations and the Group is committed to retain and motivate them by offering attractive but realistic career moves aimed at developing their skills in the long-term.

Individual performance assessment interviews and sharing of career development goals, as well as special management initiatives for highly skilled Employees, are carried out regularly.

The fundamental principles of action are:

- a) To carry out periodic evaluations of the performance of the Group's employees.
- b) To communicate the results to the person being assessed in a way that favours their professional development.

10. REMUNERATION SYSTEM

The remuneration system, which includes a variable for measuring an individual's ability to achieve quantitative and qualitative objectives, encourages autonomy and initiative in line with the group's values, with customer service at the top of the list. Strong growth creates a stimulating work environment and encourages internal recruitment.

The Group considers it important that the remuneration system favours the consolidation of its human capital, as a differentiating factor with respect to its competitors. The principles of action that should guide the Group's remuneration system are:

- a) Favour the attraction, recruitment and retention of the best professionals.
- b) Be consistent with the Group's strategic positioning and development and with its objective of excellence.
- c) Recognise and reward the dedication, responsibility and performance of all its professionals.
- d) Adapt to the different local realities in which the Group's various companies operate.

11. EMPLOYEES RELATIONS

Strengthening the motivation and commitment of Employees is important for maintaining a single, shared Company vision. Dialogue and listening activities and the sharing of information are key aspects for the involvement of Employees as well as a safe and effective work environment and motivation of all staff.

Solutions 30 is committed to promoting channels of communication at all levels, identifying and expanding common areas of interest between people, anticipating and defusing conflict, wherever possible.

At Solutions 30 engagement surveys are conducted every two years as well as engagement activities connected with business ethics and reflection on the Company culture.

Our commitment to positive and long-term relationships with our Employees is guided by the implementation of a set of principles which govern Solutions 30 and are expressed in the shared Code of Conduct.

12. FAIR WAGES/COMPENSATION

We respect the right to good working conditions and offer fair salary scales. At Solutions 30 the remuneration takes into account the principle of fair reward for labour and respects the principle of equal remuneration for men and women for work of equal value, based on the objective appraisal of jobs on the basis of the work to be performed (ILO Convention No. 100). The minimum compensation received by Solutions 30 Employees cannot be lower than the minimum set in the collective labour contracts and law regulations in force in each country in accordance with the provisions of the ILO Conventions.

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- d) Adapt to the different local realities of the Group.

13. REPORTING

Everyone has the right to report about a situation believed to be not in compliance with this policy. Complaints must be presented to a Human Resources Manager in writing. The complaint can, however, be verbal at the beginning. Otherwise you can refer to the Whistleblower policy as established by the Company and published on the Company's website.

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