

Minor Hotels Europe & Americas People Policy

1. Introduction

This People Policy (hereinafter the "Policy" or the "Team Members Policy") was approved by the Management Committee of Minor Hotels Europe & Americas, S.A. (hereinafter the "Company" or the "Group") on 15 July 2024.

Minor Hotels Europe & Americas, aware of the new challenges it has to face, and maintaining its commitment to responsible business management and the contribution to sustainable development, considers its Team Members a key and fundamental factor in achieving its objectives and generating value in the short, medium and long term.

Through this Policy, the Group understands and promotes diversity as a key competitive advantage, equity, inclusion, respectful treatment and equal opportunities as priority responsibilities in its management model. Likewise, through this Policy, the Company materialises its commitment to the development, attraction and retention of talent, as well as to respect for the human and labour rights of people, health and safety in the workplace, well-being and work-life balance of all its Team Members.

Guided by the principles and values set out in the Code of Conduct, Minor Europe & Americas is committed to a value proposition for its Team Members based on active listening, respect and mutual trust.

The content of this Policy is established without prejudice to the current regulations in force in the regions where the Company has a presence, as well as any additional and specific local regulations that may be approved and applicable in any of the locations where the Group operates.

2. Scope

This Policy applies to the following persons, whether natural or legal persons:

- **Team members** of all the companies that make up the Group, regardless of the type of contract governing their employment relationship, the position they hold or their geographical location, as well as persons working in any of the Group's hotel portfolio.
- **Executives** of all the companies that make up the Group, regardless of the type of contract governing their relationship, position held or geographical location. The following persons shall in all cases be considered to be Directors:
 - Directors/Directors of Minor Hotels Europe & Americas and its subsidiaries,
 - Members of Senior Management or of the different Committees that the Company may have.

3. Guiding principles

- **Equal treatment and opportunities:**
 - Act forcefully against any form of discrimination based on gender, race, age, nationality, disability, ideology or religion. Maintain working relationships based on respect, dignified treatment and rejecting any form of harassment, discriminatory practices and promoting respectful working environments.
 - Guarantee the recruitment of the best professionals, ensuring real equality of treatment and opportunities, recognition of personal abilities and professional merit, rejecting any form of discrimination.
 - Promote the use of objective criteria in the recognition of personal abilities, merit and job requirements to ensure pay equity.
 - Ensure equal pay for work of equal value.
 - Ensure equity so that all Team Members are treated fairly and impartially, with access and support to the resources necessary for their professional development.
 - Zero tolerance of discrimination, reflected in the prohibition of conduct that promotes hatred, hostility or violence based on gender, sex, race, ethnicity, age, ideology, religion or beliefs, sexual orientation or identity, family situation, national or social origin, illness, disability or any other condition.

- **Professional development and training**
 - Recognise the importance of continuous professional development as an essential component of individual and organisational success.
 - Have resources such as internal and external training programmes adapted to the needs of the business, as well as to the needs of the *Team Members* that favour the continuous development of their knowledge, competencies and skills.
 - Promote objective and transparent criteria based on merit, recognition of skills and alignment with the achievement of objectives in talent selection processes, internal promotions and other career development practices.
 - Ensure a performance-related remuneration system based on the contribution of professionals.
 - Facilitate and promote the local and international geographical mobility of *Team Members*, as well as internal promotion by highlighting the benefits of diversity of experience and skills.

- **Promoting diversity:**
 - Promote diversity in teams, ensuring inclusive work environments that support gender diversity, inclusion of people with disabilities and generational diversity, among other forms of diversity.
 - Develop measures against all forms of discrimination in the workplace by ensuring that no harassment or other discriminatory behaviour, whether physical or psychological, takes place.
 - Facilitate job creation for people with disabilities by adapting workspaces to ensure full participation, contribution and inclusion.

- **Responsible recruitment and adequate wages:**
 - Ensure a responsible recruitment and selection system that reflects and promotes the Company's values, assessing the skills and experience of

candidates and respecting the principles of equal opportunity, diversity and inclusion.

- Ensure fair and equitable working conditions for all *Team Members*, compliance with laws and regulations on wages and working hours, respecting all workers' rights as set out in applicable standards and conventions, and ensuring a healthy working environment.
 - Comply with applicable laws and regulations on wages and working hours, respecting all workers' rights as set out in applicable standards and agreements, and ensuring a good working environment.
- **Social dialogue, freedom of association and collective bargaining**
 - Promotion and respect for the freedom of collective bargaining and association and the rights of *Team Members* to information, consultation and participation through the existence of Works Councils.
 - Strictly comply with collective bargaining agreements, promoting fair and equitable labour relations in the locations where the Group operates.
- **Work-life balance and social benefits**
 - To promote work-life balance and well-being for *Team Members*.
 - Have measures in place that offer flexible arrangements in line with best practice and the needs of the workplace and *Team Members* (hybrid working models, maternity and paternity leave, care for dependants, flexible working hours, reduced working hours, digital disconnection¹, etc.).
 - Ensure a social benefits model in line with the needs and demands of the working environment and the *Team Member*.
- **Health and safety**
 - Ensure safe working environments (reflected in the Minor Hotels Europe & Americas Occupational Health and Safety Policy) by promoting a Health and Safety Management System based on prevention at source.
 - Disseminating information on the risks associated with work centres and workplaces, as well as developing mechanisms for detecting, controlling and mitigating the risks identified.
 - Provide the necessary training, capacity building and resources in health and safety, especially in the area of occupational risk prevention.
 - Promote the health and well-being of *Team Members through* healthy behaviours (diet, physical exercise, etc.) and the development of preventive medicine plans.
- **Other rights inherent to work**
 - Ensure the respect, protection and non-violation of Human and Labour Rights (reflected in the Human Rights Policy of Minor Hotels Europe & Americas), as well as the safety and well-being at work of all *Team Members*.
 - Intensify efforts to end all forms of forced labour, child labour and lack of freedoms.

¹ The Company recognises and respects, to the extent that the business activity permits, the right of team members (including management positions) to **digital disconnection** in the workplace, so that, outside the legally or conventionally established working hours, their rest time, leave and holidays, as well as their personal and family privacy, are respected.

4. Tracking, monitoring and information channel

The Group has an organisational structure that is responsible for implementing, reviewing and supervising compliance with this Policy. In this regard, the Executive Sustainability Committee, as well as the Management Committee, in collaboration with the corporate application departments, will regularly monitor the aforementioned issues.

The company also favours a strategy of continuous listening to its *Team Members* by promoting and ensuring the necessary means and channels for the participation of its *Team Members*, through a bottom-up and top-down communication process based on a culture of transparency and collaboration. It is also committed to inclusive communication in publications, both internal and external, reflecting the diversity of Team Members.

Minor Hotels Europe & Americas, aware that People management is an ongoing process that requires dedication and constant effort, is committed to working with stakeholders to develop continuous improvement in this area. The Company will periodically review its internal processes, define representative targets and indicators, as well as accountability and progress monitoring mechanisms.

The results obtained shall be set out annually in the Company's Sustainability Report or equivalent, together with the evolution of stakeholder expectations, the Group's strategy and the specific actions and initiatives to be carried out in accordance with each principle of action.

The Company provides its *Team Members* and other stakeholders with specific communication and information request channels for the purpose of collecting and monitoring their complaints, interests, and expectations. In this regard, any indication of actions or omissions that could imply a breach of the rules included in this Policy, as well as any other corporate document or regulation applicable to the Group must be reported through the whistleblowing channel accessible to all stakeholders and third parties. These channels are responsible, confidential and offer adequate protection against possible retaliation.

The Company is also committed to establishing legitimate and effective actions and mechanisms for the mitigation and remediation of adverse impacts that the Group may have on its *Team Members*.

The Policy shall be disseminated within the organisation and to interested parties, ensuring that it is available, up to date and known to all Stakeholders.

5. Governance: Roles and Responsibilities

The following bodies and entities shall be responsible for integrating the principles contained in this policy into business decisions as follows:

- **The Management Committee, the** body that ensures the viability of the business, is responsible for approving the Company's People Strategy.

- The **People Department** is responsible **for** disseminating this Policy to all Minor Hotels Europe & Americas staff, for leading the definition and development of a People Strategy based on these principles, and for monitoring its implementation.
- **Regional General Managers, Regional Human Resources Managers and Hotel Managers**. They are responsible for implementing the People Strategy and adapting it to the context of the Business Unit.

6. Related documentation

- [Code of Conduct of](#) Minor Hotels Europe & Americas, S.A.
- [Human Rights Policy of](#) Minor Hotels Europe & Americas, S.A.
- Sustainability Policy of Minor Hotels Europe & Americas, S.A.
- Occupational Health and Safety Policy of Minor Hotels Europe & Americas, S.A.

7. Version control

Version	Reviewed by	Approved by	Date
1.1	People Corporate Dept.	Management Committee	15/07/2024