



HARASSMENT PREVENTION AND COMPLAINTS MANAGEMENT PROTOCOL



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CHAPTER ONE: GENERAL PROVISIONS

I. INTRODUCTION:

Through the internal guidelines established in its Code of Conduct, Sacyr supports the principle of zero discrimination and its employees' rights to enjoy equal opportunities in their professional development. Furthermore, Sacyr is committed to fostering a work environment that is completely free of discrimination or any behaviour that could constitute harassment.

In order to enforce its Code of Conduct, SACYR has a Regulatory Compliance Unit (subsequently referred to as RCU), a collegiate organisation with executive power and autonomy, composed by representatives from different corporate departments and designated by the Audit Commission. Any employee who is aware of a situation that risks violating the criminal code, the company's Code of Conduct, or any other regulations included in SACYR's Regulatory Compliance Model, can report it to the Regulatory Compliance Unit through the general Information and Complaints Hotline (codigoconducta@sacyr.com) or through any other active channel.

On the other hand, as stated in Organic Law 3/2007 (22nd of March) on the effective equality between women and men, companies must respect the principles of equal treatment and equal opportunity between women and men; companies should also develop Equality Plans to address the prevention of sexual harassment and gender-based harassment.

This Law lists the protection against sexual harassment and gender-based harassment as a worker's right.

Article 48 establishes specific measures to prevent sexual harassment and gender-based harassment in the workplace, which include the company's responsibility to promote working conditions that prevent harassment, to develop specific procedures to prevent it, and to address any complaints or reports made by workers who have been the object of harassment.

To this end, Sacyr has revised its Harassment Prevention and Complaints Management Protocol, and has established general guidelines and specific procedures to enact them

II. DECLARATION OF PRINCIPLES:

The company's Management wishes to highlight its commitment to prevent and to address possible "harassment behaviours in the workplace". For this purpose, it expresses its wish to ensure all personnel is treated with dignity and without any tolerance to sexually harassing behaviours, gender-based harassment, or to any type of discrimination – whether based on an employee's origin, race, complexion, religion, age, disability, civil status, sexual orientation, or any other characteristic.

All employees have the right to be treated with dignity and respect, to work in a professional environment that promotes equal opportunities, and prohibits any

discriminatory practices, including harassment. The Company, as part of its commitment to a zero-tolerance policy to any display of violence, harassment, verbal abuse, abuse of authority in the workplace, discrimination, or any other behaviour that creates an intimidating or offensive environment, declares all workplace relationships should be free of bias, prejudice, and harassment. Therefore, the Company is committed to create, maintain, and protect in every possible way a working environment that respects the dignity and freedom of all its workers.

All Sacyr employees will have a responsibility to guarantee a working environment that respects everybody's right to dignity and to equal treatment. Personnel whose position entails a higher degree of responsibility will have a special commitment to guarantee and prevent any cases of harassment within their circle of influence.

Anyone who falls within the scope of application of this Protocol will have the right to use its procedures with the certainty that no intimidation and no unjust, discriminatory, or unfavourable treatment shall occur as a result. This protection shall be extended to anyone else who intervenes in said procedure.

Should this happen, help must be guaranteed for the victim, and every possible step shall be taken to prevent the situation from reoccurring.

Likewise, any employee who is aware of a possible case of harassment or discrimination should communicate it as soon as possible through any of the channels stated in this Protocol. It is important to note that either tolerating or covering up harassment behaviours, were it to become known, may also lead to disciplinary action, in accordance to current regulations.

CHAPTER TWO: OBJECTIVES AND SCOPE OF ACTION

I. OBJECTIVE:

The objective of this protocol is to prevent any harassment or discriminatory incidents from happening in the workplace, and if they do happen, to ensure there is an adequate framework to address them and to prevent their recurrence. Through these measures, we aim to guarantee that all Sacyr offices and facilities will provide a harassment-free work environment, where everyone's integrity, as well as their professional and personal dignity, will be respected.

Because of these reasons, and as part of the obligations established on article 48.1 of the Organic Law 3/2007 (22nd of March) on the effective equality between women and men, the Company's Management has declared this protocol to be binding, and its use mandatory across all subsidiaries, and all locations.

II. SCOPE AND VALIDITY:

This protocol is intended for internal use and will be applicable to all workers at any of the Group's companies, across all their different offices. Therefore, its scope comprises all Sacyr employees, its subsidiaries, or any companies that have Sacyr S.A. as one of its shareholders, as well as any locations owned by these entities or where their employees may be rendering their services.

This protocol will be applicable on a domestic and international basis, notwithstanding any modifications or adaptations required by relevant local legislation.

This is valid indefinitely, until a subsequent protocol is approved.

CHAPTER THREE: GENERAL CONCEPTS

I. DEFINITIONS:

MOBBING: Any behaviour, practice, or action which systematically and repeatedly diminishes or attacks an employee's dignity, with the purpose of inflicting emotional or psychological damage, and attempting to hinder their performance, promotions, or permanence in the post, thus creating a hostile work environment.

Mobbing occurs when any of the following behaviours occurs repeatedly and regularly over a period of time: a co-worker is excluded from social activities, an employee is not assigned any tasks or is only assigned absurd or menial tasks that are below their professional aptitude, or an employee is humiliated, disparaged, or publicly undervalued.

SEXUAL HARASSMENT: Any sexually-suggestive behaviour, whether physical or verbal, which is intended to or results in damaging a person's dignity, especially when it creates an intimidating, degrading, or offensive environment.

GENDER-BASED HARASSMENT: Any behaviour that targets someone because of their gender, which is intended or results in damaging their dignity or creates an intimidating, degrading, or offensive environment.

The World Labour Organisation in its Declaration on the Fundamental Principles and Rights at Work, delineates the difference between sexual blackmail and a hostile work environment, and designates both as potential forms of sexual harassment. These concepts are also listed in the Commission's recommendations, dated 27th of November 1991, regarding the protection of women and men at work, and are mentioned by Organic Law 3/2007.

SEXUAL BLACKMAIL: A blackmailer is a person in a position of hierarchical superiority over a victim, who directly or indirectly conditions work-related decisions (access to employment, future permanence in the post, improving work conditions, etc.) to the acceptance of a sexual proposal (blackmail).

ENVIRONMENTAL HARASSMENT: This is the development of a sexually-charged behaviour, of any type, which results in an intimidating, hostile, offensive, or humiliating environment. The harasser may be one of the victim's superiors or colleague

with the same level of responsibility (For example: sexually-charged or pornographic comments, pranks, jokes, calendars, or posters)

SEXUAL ASSAULT: This is a felony, as defined by article 178 of the Criminal Code.

DISCRIMINATORY ACTS: A discriminatory act is defined as one where an employee or group of employees are subjected to unfavourable treatment on the basis of their civil status, family situation, birth, ethnic origin, age, gender, sexual orientation, religious or political affiliation, union membership or any other personal or social circumstance. This may include assignment of tasks, personal insults, derogatory comments on an employee's personal or professional lives, offensive criticism, etc. made with the intent or resulting in an intimidating, hostile, or offensive work environment, which may hinder an individual's work performance or employment opportunities.

In summary, these are behaviours that attempt to isolate or ridicule a person for any condition or personal circumstance that makes them different from their co-workers. These behaviours are expressly forbidden by Sacyr's Code of Conduct.

II. PREVENTATIVE MEASURES:

In order to prevent, avoid, and discourage harassment behaviours in the Company, the following measures shall be adopted:

- This Harassment Protocol will be included in the New Employee's Welcome Kit.
- This Harassment Protocol will be published on the company's intranet or on any relevant channels.
- A training session on gender policies and equality will be established, in order to prevent acts of harassment within the company
- Management will collect yearly figures, de-aggregated by gender, on any interventions and complaints linked to sexual harassment and gender-based harassment. This data will be published with the utmost degree of professionalism and will always preserve the victim's anonymity.

- A zero-tolerance policy against harassment behaviours will be established, and if necessary, any relevant disciplinary measures will be used in accordance to the law.
- The concept of joint responsibility will be established, and a higher degree of watchfulness will be expected for supervisors and managers.

III. OPERATIONAL PRINCIPLES:

Management will guarantee the activation of the following procedure whenever a complaint regarding harassment or discrimination is filed.

Any procedures to handle such complaints will be guided by the following principles at all times:

1. **Priority and urgent processing.** All proceedings shall be fast and timely, to ensure transparency and equality. Any investigation or resolution shall be performed with professionalism and diligence, without any unnecessary delay, so that it may be completed in as little time as possible without compromising due process.
2. **Impartiality and contradiction.** All proceedings shall guarantee an impartial audience and an egalitarian treatment for all affected persons. Anyone intervening in the process shall act in good faith and seek the truth behind the reported matter. Therefore, an in-depth investigation of the incident will be necessary, and if needed, it will be directed by specialised professionals.
3. **Duty of discretion.** Anyone involved in the proceedings described in this Protocol will be bound to maintain confidentiality regarding any information discovered while investigating or evaluating a complaint. This information shall not be divulged to others, used for their own benefit or that of third parties, or against public interest.
4. **Respect and protection.** The company will adopt any pertinent measures to safeguard the right to dignity and intimacy of those affected, including both the alleged victim and perpetrator of harassment.

5. **Respect of each party's rights.** When investigating a complaint, any inquiry must be done in a sensitive manner, respecting the rights of all those affected.
6. **Guarantee of action.** Any necessary measures, including disciplinary action, shall be adopted as necessary against those found to have engaged in harassment or discriminatory behaviours, as well as against those who put forward phony complaints, especially if a malicious intent is established.
7. **Protection against retaliation,** guaranteeing that those who have presented a complaint will not be subjected to any negative or adverse treatment (notwithstanding disciplinary measures taken against malicious complaints). This protection shall be extended to anyone who acts as a witness in the proceedings.
8. **Duty of information.** The Company will relay all relevant information on harassment complaints, the results of any related investigation, and the measures enacted as a result to the relevant Commissions, as described in the company's Equality Plan.
9. **Data Protection.** When handling the initial proceedings or when filing any related information afterwards, all current legislation and internal protocols on data protection must be respected.

The application of this Protocol does not prevent any of the affected parties from reporting the incident under any other jurisdiction or from exercising their right to legal redress.

CHAPTER FOUR: GENERAL CONSIDERATIONS TO PROCESS A COMPLAINT

I. Competencies:

The RCU is tasked with investigating, processing, reviewing, and proposing any sanctions related to any possible violations of the Code of Conduct or of any other regulations included in the Group's Regulatory Compliance Model.

The RCU may assign any case file to an ad-hoc Committee for the prevention of harassment. This Committee shall be formed by one representative from the Human

Resources department, one from Internal Auditing, and one from the Legal department (from now on referred to as the Committee), and will be bound by the procedures described in the next chapter

The RCU will be informed of all complaints made, regardless of the channel in which it was received, and will be tasked with receiving the final report with the conclusions of the case file. Then, they will propose a set of recommendations, which will be forwarded to the company's Human Resources Management.

II. Filing a complaint:

Any incident may be reported through any available channel, either directly by the affected person, by a representative of the worker, or by any other worker who is aware of a questionable behaviour or an incident that may constitute harassment or discrimination against a fellow worker.

The complaint may then be forwarded to the RCU through any valid medium, or specifically mailed to the following address: Calle Condesa de Venadito, 7 - 28027 Madrid (España). Alternatively, it may be sent to the Harassment Prevention Information and Complaints hotline, at the following e-mail address: denunciaacoso@sacyr.com, which has been specifically created to provide all employees with an alternative to the General Information and Complaints hotline.

Although this Protocol can be activated by either a verbal or a written report, any complaints filed verbally must be ratified in writing.

The text of the complaint must include, at least, the following information:

- The identity of the complainant, as well as their contact information.
- The identity of the alleged perpetrator, as well as their position in the Company.
- A detailed description of all incidents, arranged chronologically, detailing the people involved, triggers, and any other relevant information.
- The signature of the complainant.

The complainant will be issued a receipt for the report filed by the area in charge, which will include a request for their consent to potentially share their data.

CHAPTER FIVE: OPERATIONAL PROCEDURES FOR THE HARASSMENT PREVENTION COMMITTEE

I. STAGES OF THE PROCEDURE

a) Investigation

During the investigation stage, the Committee will ensure that all principles mentioned in section I, Chapter 4 are respected.

Once the complaint is received, the Committee will open a case file and coordinate with the Human Resources department of the corresponding business unit or country, in order to recruit any necessary help while processing the incident – such as writing any reports required by the Committee. The objective of this case file will be to verify, analyse, and/or discover the truth of the reported incidents.

While processing the case file, the parties involved may be aided or escorted by a trusted person, who may or may not be a worker's representative and who will be bound by the duty of discretion over any information they may access during the proceeding.

Depending on the specific circumstances and the seriousness of the incident, the Committee may entertain the possibility of an immediate, mutually-accepted solution, subjected to approval by the RCU. Such solution will be then forwarded to the Company's Human Resources Management for its implementation.

If this is not possible, then the investigation shall continue until a final report can be drafted.

During the investigation phase, both the affected parties and any witnesses shall make a declaration, and any other necessary procedures will be carried out.

While processing the case file, if the Committee requests it, the RCU may propose any necessary safeguards to ensure the investigation can be completed. Human Resources Management shall be notified of these safeguards.

After the investigation is over, the Committee will draft a final report with their conclusions. This will include a description of the reported incidents, the circumstances surrounding them, the degree of repetition of such incidents, and the degree of impact they had on job performance. This report shall be forwarded to the Regulatory Compliance Unit.

In all cases, a series of recommendations shall be included in this report, depending on whether the Committee considers the incidents described in the complaint effectively took place, and explicitly stating the facts that were objectively accredited.

This final report shall be completed as quickly as possible, over a maximum of 30 days since the start of the Investigation phase.

b) Conclusion of proceedings

The company's HR Management, after considering the recommendations included in the final report drafted by the Committee, and after receiving due authorisation from the RCU, will issue a final decision within a maximum of 7 days. This decision may involve turning any temporary restraining orders into permanent ones, or the adoption of separate measures, including the necessary disciplinary actions – up to and including dismissal in the case of very serious violations.

Likewise, should it be proven that a complaint is phony or placed in bad faith, the employee who filed it may be subjected to any disciplinary action deemed applicable by both current legislation and the guidelines set by any applicable Collective Agreement – up to and including dismissal in the case of very serious violations.