

**HUMAN RESOURCES POLICY****1- Introduction**

The purpose of this HR Policy is to establish the basic principles in order to provide the best working environment and make sure that all Almirall businesses are aligned and use the established HR Corporate processes and activities.

It is Almirall's commitment to ensure the application of this HR Policy to all employees with no discriminations of age, gender, race or religion.

**2- Development**

The development aims to provide Almirall employees with opportunities that allow them to keep growing and developing as great professionals. Almirall has several people management processes and activities to support its employees in their professional development within the company.

**My Contribution Programme**

This is the corporate tool for the management and development of each employee's career, according to the company's strategy and values. It allows Almirall to achieve its medium and long-term business strategies through the contributions of its employees. In consequence, the goals established have to be aligned with the strategic business goals of the company.

Managers within Almirall have to define together with their employees their annual Business and Development objectives based on which they will be evaluated at the end of the year. For those employees eligible to a variable payment the final score will determine the final amount to be paid.

The tool also measures the values and competences development of each employee, in order to assure continuous growth and alignment with the Almirall corporate values to face new challenges in a dynamic environment.

**360° Feedback**

The 360° Feedback is a corporate development tool that helps the company's managers to obtain a holistic view of their behaviours linked to the corporate values and leadership capabilities from different perspectives regarding how they manage their teams according to the expected behaviours.

**Training**

Almirall offers training to all its employees in order to provide them with actions to continue learning and developing their skills, which facilitate their achievement of business objectives and professional development.

### Career Map

The Career Map is a reference framework for the professional development of the employees of Almirall. It defines the paths to be taken in the current job or the skills of any employee necessary to develop for a future position. The managers can propose their employees to a progression in the career map.

### Talent Development

Almirall has a rigorous and fair process in order to guarantee employees' development and aligned with the strategic organizational needs. The process is composed by main four activities: (i) align succession management strategy to business strategy, (ii) define future capabilities to implement succession management strategy, (iii) identify, assess & develop the talent, and (iv) define practical measurements to analyse the effectiveness of programs and their relevance to achieving goals.

### Team development

Almirall is also aware of the importance of the company teams and partnership. Therefore, specific tools are designed taking into account the specific needs of each team to ensure team members work together to perform to the best of their skills.

## **3- Recruitment**

In order to seek the best talent, recruitment processes have been designed to guarantee the utmost objectivity and accuracy in choosing the right candidate. The main objective is to ensure the attraction, recruitment and retention of best skilled and/or high potential professionals as well as facilitate their integration within the company.

### Internal opportunities

Professional advancement within the company is encouraged. All vacancies are internally published first. All company managers who lead people are responsible for the professional development of their team, encouraging and aiding their internal movement.

### External recruitment

In the case the position cannot be covered with an internal candidate, an external recruitment process will be started. The Human Resources department will lead the recruitment process assessing what are the best external sources. All company managers who lead people are responsible for hiring the most qualified and talented professionals.

## **4- Compensation & benefits**

The objective is to attract and retain the best talent possible in each of its markets and organizational areas, supporting the behaviours derived from the company values/culture and driving business results.

### Compensation

Almirall compensation programmes foster a culture of high performance, with salary plans based on industry standards, level of contribution and performance of each employee, to be competitive and we offer attractive social benefits, in all of the countries in which Almirall operates.

### Benefits

Benefits are products or services offered to all employees at no cost to them or with very favourable conditions. These benefits are designed taking into account the needs of the employees and their families and have been designed to fulfil the employees' needs as regards to health, security and wellbeing. These benefits are aligned with the local legislation and practices of each country.

## **5- Workforce**

The purpose of this section is to confirm Almirall guidelines, methodology and responsibilities for management of worldwide Almirall workforce.

### Headcount

It is essential to establish homogeneity across the different organizational units in Almirall. The aim is to ensure headcount and financial reporting consistency across all organizational areas of the Company.

### Organizational units & positions

It is necessary to establish homogeneity across the different organizational units in Almirall. As an international company it is important to standardize positions and units throughout the company which avoid any misunderstanding at that time of creating new organizational units or positions.

### Labour relations

Almirall is fully committed to the compliance and respect of the legislation and practices that refers to labour matters, in an atmosphere of constructive dialogue and respecting the role of the social actors

### Termination

It is Almirall's intention that all terminations of employment should be dealt with fairness, equality and well-documented, according to homogenous and well defined processes of all employment terminations.

## **6- Corporate culture**

All employees should observe relevant ethical conduct rules regarding to the pharmaceutical industry, additionally to the Code of Ethics of Almirall. The aim is to establish the ethical conduct rules to be observed, and to inform employees about these rules, as well as the responsibility for securing acceptance and mechanisms for monitoring their observance.

## **7-Employees wellbeing**

Almirall is committed to its employee's well-being, with the aim of assuring that all its employees have a work-life balance, guaranteeing they take their holidays as planned along the year, as well as making sure that tasks are distributed with equality within the team, with no discriminations.

### Vacation

It is important to define and implement basic rules for vacation approval and management to ensure people take their vacations according to the local rules and the company needs.

### Equality

Almirall is committed to the equality, for this reason Almirall has the corresponding official Equality Plan, to guarantee real and effective equal opportunities for women and men in our company. Among its objectives, it includes the promotion and improvement of access for women to senior positions, preventing discrimination in employment, remuneration based on gender and preventing sexual harassment.

Barcelona, May 6, 2021