

SELECTION AND RECRUITMENT POLICY



Madrid, December 19, 2022

Konecta





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This Selection and Recruitment Policy is included within Konecna's Human Resources Policy Framework. Upon identification of Konecna's purpose, Mission, Values and Principles (hereinafter Konecna, the Company, or the Organisation), this Policy encompasses the commitments concerning the human capital recruitment processes of the Company.

1.- PURPOSE

The purpose of this Selection and Recruitment Policy (hereinafter the “Policy”) is to define, design and disseminate the principles underlying the new additions to the Konecta team, which will prioritise the candidates’ skills, motivation and competences during the selection process.

Having the best professionals is essential for sustaining clients’ trust in Konecta. The importance that the Company grants to people management stems from the conviction that human capital is our greatest asset. Behavioural skills are important in determining whether a candidate fits the profile sought.

Konecta seeks highly specialised teams, with a portfolio of professionals capable of providing diverse and innovative solutions tailored to each customer type.

In a company as diverse, in terms of the diversity of the human resources involved, the confluence of different generations, cultures, and abilities appears as a fundamental element to achieve success.

At Konecta, we are committed to building human synergies, getting to know each other better to learn what the vital and professional expectations of our members are.

Konecta's strategy includes a sound commitment to equal opportunities, and the promotion of the integration of people at risk of exclusion in its workforce by implementing a specific recruitment process that encompasses staffing, appropriate training and specific monitoring of each person to ensure full integration.

2.- SCOPE OF APPLICATION

This Policy is globally applicable to all Konecta entities and is endorsed by the General Management and the Board of Directors. Each member of the Konecta team is responsible for promoting the principles and commitments contained herein while performing their duties.

3.- GENERAL PRINCIPLES OF ACTION

Konecta is strongly committed to achieving balance between personal and business values. To this end, the Company has identified its purposes, so to design a recruitment model that, in addition to assessing the technical capabilities of the candidates, values their social commitment. In this vein, these are the principles followed by Konecta for selecting its professional team.

Guiding Principles:

- Increased motivation.
- Improvement of the working environment.
- Increased productivity.
- Reduction of staff turnover.
- Efficient management in recruitment and training.
- Equality.

Principles for Recruitment and Selection:

- Proactive recruitment.
- Dedicated and specialised team.
- Counselling.
- Professional ethics.
- Monitoring of applications.
- Internal promotion: Employees see these opportunities as a challenge and a lever for their future professional development, but the Company sees them as a way to identify talent while increasing the loyalty and sense of belonging.
- Principle of continuous improvement.

Principles for the Retention of newly hired Talent

Konecta developed a Welcome Plan to ensure the success of the new hire welcome process to the Konecta team. This plan requires the involvement of all members of the department, including the head of the service, to ensure a smooth adaptation process to the Company's organisation and reduce the learning curve for the new role.

Konecta seeks to provide an effective and pleasant incorporation, providing warmth, timely information and the training required for proper adaptation to the Company.

As additional tools, Konecta features:

- Welcome Manual.
- Programmes for boosting development.

4.- UPDATE AND REVIEW

This Selection and Recruitment Policy shall be reviewed and updated, where necessary, to adjust to the changes experienced by **Konecta's business model**, or to those which may be likely to occur in the company's field of action, or to those resulting from the adoption of rules of direct application, while ensuring its effectiveness and compliance.

NOTE: This Selection and Recruitment Policy Policy was revised and approved on 19 December 2022 by the Konectanet Group's governing body, S.L.U.