

## RIGHT TO DIGITAL DISCONNECTION POLICY

OSSA is aware that **"we live in a globalized and interconnected society, almost permanently and in all areas of our lives, largely due to the use of technology"**, and this situation can have a negative impact on its employees' physical and mental health. The senior management is committed to ensuring a minimum standard of digital rest for its employees in all the work centers.

However, we must not forget the global nature of OSSA, with its worldwide presence, with different time zones. The right to digital rest must be compatible with the need to ensure an adequate business management and guarantee the operational continuity of our projects.

- a) Promote adequate culture and reasonable use of new technologies in the workplace, **recognizing the right to digital disconnection** and promoting an adequate work environment and employment relationship.
- b) **Daily, weekly, or vacation rest times will be respected**, avoiding as far as possible sending professional e-mails after the end of the workday of the sender or the recipient. In case sending messages is unavoidable, an immediate response should not be expected.
- c) Employees will have the **possibility of carrying out their adjusted** workday to respond to different personal situations, being compatible with the operational continuity of the company.
- d) Telephone calls outside the working hours of the sender and receiver will be avoided, unless there are circumstances that justify it. In case of different time zones, **attempts will be made to maintain communications during the times zones overlap** or at the closest possible time to the said overlap.
- e) When e-mails must be sent outside working hours, the delayed sending configuration will preferably be **used to send the messages within the recipient's working hours**, an immediate response should not be expected.
- f) During vacation **periods and working permits, it is advisable to designate a colleague who is available and can handle the issues** that are required in the absence of the employee, creating automatic response to the income messages.
- g) The measures that can guarantee the right to digital disconnection will not be applicable in cases in which circumstances of force majeure occur or that suppose a serious, imminent, or evident business damage, whose urgency undoubtedly requires an immediate response.

The objective of this policy is no other than to ensure that all the people who work at OSSA can effectively enjoy their time off, and, likewise, that their personal and family privacy is preserved.



In San Sebastián de los Reyes (Spain), on May 06, 2025  
Mr. Carlos Puente Costales  
President