

Policy

Digital Disconnection Policy

NWP

CORP-NWP-23-0008-R00



DOCUMENT DESCRIPTION

CLIENT: NWP
PROJECT: Digital Disconnection Policy
CODE: CORP-NWP-23-0008-R00

RECORD OF CHANGES:

2023-09-19: R00 | Initial Issue

PREPARED

CHECKED

APPROVED

*Paola Salcedo**Ahmed Moussa**Alfonso San Emeterio*

Marketing&Comms Manager

Head of BD

General Manager

Naiara Puentes

Bids and Proposals Manager

Relevant information of the document and disclaimer

This document is for the use of the Customer, as per detailed on the first page of this document, and has been made in agreement with and according to the Customer's instructions. To the extent permitted by law, Nabla Wind Hub does not assume any responsibility whether in contract, tort including without limitation negligence, or otherwise howsoever, to third parties (being people other than the Customer).

This document has been prepared by Nabla Wind Hub with information provided by the Customer and/or third parties. This document has been produced based on information relating to dates and periods referred to in this document. Nabla Wind Hub is not responsible for the validity of such information, and the document does not imply that any information is not subject to change. Except and to the extent that checking, or verification of information or data is expressly agreed within the written scope of its services, Nabla Wind Hub shall not be responsible in any way in connection with erroneous information or data provided to it by the Customer and/or any third party, or for the effects of any such erroneous information or data whether or not contained or referred to in this document.

Any of the outputs reflected in this document are subject to factors, not all of which are within the scope of the probability and uncertainties contained or referred to in this document and nothing in this document guarantees any wind speed or energy output.

This document must be read in its entirety and is subject to any assumptions and qualifications expressed therein as well as in any other relevant communications in connection with it. This document may contain detailed technical information which is intended for the use only by people possessing the required expertise in the matter.

TABLE OF CONTENTS

DOCUMENT DESCRIPTION	2
TABLE OF CONTENTS	3
1. DIGITAL DISCONNECTION POLICY	4

1. DIGITAL DISCONNECTION POLICY

Nabla Wind Power S.L.U. is committed to the right of workers to digital disconnection within the legal parameters established in the field of worker protection, seeking a digital balance, and with that ensuring a digital disconnection.

Nabla Wind Power S.L.U. recognizes the right of all its employees to the right to digital disconnection outside working time, always seeking to respect rest, leave, family reconciliation, holidays, and privacy of personal life in these times. Always ensuring productivity throughout the established working hours.

In order to guarantee this right to digital disconnection at all times, both for people present in the office and for people who choose to work remotely, the following have been established:

- Employees of Nabla Wind Power S.L.U. shall have the right not to respond to digital devices or communications from the company itself via digital platforms (Email, Telephone, WhatsApp, etc.) when they are out of the office hours or vacations.
- Use of automatic messages during non-office hours or holidays. Mechanisms will be activated so that, in the event that the person is away from work for justification or major reasons, an automatic message will be sent to the receiver that he/ she is not available. This message will indicate the period of absence, the dates off, and the person who will act as a back-up during this time.
- Employees are obligated to make good use of the computer and technological means provided by the company for day-to-day work. In this way, workers shall avoid the use of the devices outside working hours.
- Work meetings shall be called during working hours, both internally and externally. In the event of a meeting being necessary outside these hours for major reasons, this extra time will be reflected in the hours worked by the employee. This also applies to mandatory company training.
- When sending e-mails outside working hours, all employees have the right not to reply until they return to work.
- Internal training and awareness-raising on the use of digital technologies on an ongoing basis and the importance of digital disconnection will be promoted.

These policies have been approved by the Nabla Wind Power S.L.U.'s General Manager, Alfonso San Emeterio, as of 19/09/2023. It will be also reviewed periodically on an annual basis, in order to include modifications and updates as necessary at the time, with the aim of improving its operation.

These policies will be available to all employees in the common media of all departments, in addition to the corporate website.

