

Policy

# Employee Wellbeing Policy

NWP

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## 1. OUR COMMITMENT TO EMPLOYEE WELLBEING

**At Nabla Wind Power S.L.U., we believe that the health and well-being of our employees are critical** to the company's success. We are committed to fostering a positive work environment where employees are supported in balancing their professional and personal lives. By promoting **physical, mental, and social health**, we aim to create a workplace where employees feel valued, respected, and motivated to perform at their best.

This policy applies to all employees, regardless of position or department, and is designed to improve their overall experience while working at Nabla Wind Power.

## 2. WELLBEING PROGRAMS & INITIATIVES

Nabla Wind Power is dedicated to supporting the well-being of our employees through various initiatives that address work-life balance, personal health, professional development, and social support. To this end, several policies have been established with the same objective: to achieve employee well-being during their time at the company.

### 2.1 WORK-LIFE BALANCE & FLEXIBILITY

We recognize the importance of work-life balance in maintaining high levels of productivity and job satisfaction. To support employees in managing their professional and personal responsibilities effectively, we have implemented the following policies:

- **Digital Disconnection Policy:** 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:
  - **Right to Disconnect:** 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.
  - **Automatic Out-of-Office Responses:** 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.
  - **Appropriate Use of Company Devices:** 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 During Office 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.
  - **Email Response Expectations:** When sending e-mails outside working hours, all employees have the right not to reply until they return to work.
  - **Awareness and Training:** Internal training and awareness-raising on the use of digital technologies on an ongoing basis and the importance of digital disconnection will be promoted.
- **Remote or hybrid work:** Nabla offers flexibility through remote or hybrid work arrangements. Employees can choose between working from home or the office, depending on personal preferences and job requirements. This flexibility helps employees maintain a healthy balance between their professional and personal commitments.
- **Flexible working hours:** We understand that each employee has unique personal responsibilities. Our flexible working hours policy allows employees to adjust their schedules to meet their daily commitments, while still fulfilling work responsibilities and maintaining team collaboration.
- **Extended leave:** Nabla offers additional leave days for personal reasons such as moving house, caring for family members, or other significant life events. This policy ensures that employees have the time they need for important matters without compromising their professional responsibilities.

### 2.2 HEALTH & WELLNESS PROGRAMS

We prioritize employee health by implementing policies that support physical and mental well-being:

- **Nutrition:** Nabla supports employee health by offering healthy food options at the office, including a weekly fruit box with seasonal offerings. This initiative encourages employees to enjoy nutritious snacks during the day.
- **Work flexibility:** Nabla continues to promote work flexibility through options for remote work and adaptable working hours to accommodate employees' personal commitments.
- **Ergonomics in the workplace:** The company ensures that employees have access to ergonomic office equipment, such as adjustable chairs and desks, to create a comfortable and productive work environment.
- **Annual medical check-ups:** Nabla offers free annual health check-ups for employees.

## 2.3 FOSTERING AN INCLUSIVE & ENGAGED WORKPLACE

At Nabla Wind Power, we celebrate diversity and encourage social engagement through various initiatives:

- **Inclusive culture:** Nabla is dedicated to promoting a diverse and inclusive workplace. Our Equality Policy and Human Rights Policy reflect our firm commitment to eliminating discrimination in all its forms and ensuring equal opportunities in recruitment and career development.
- **Team Building activities:** Nabla organises various types of events and social gatherings or outdoor activities to encourage networking among colleagues, as some of them work from other regions and only come to the office once a week, due to the flexibility they have. We believe it is important to encourage a teambuilding attitude and to be able to spend time together to get to know each other and build a team.
- **Positive Work Environment:** Nabla is committed to creating a positive, inclusive, and respectful work environment. We have developed a Protocol for the Prevention of and Action Against Harassment in the Workplace, with a firm zero-tolerance stance on harassment or any form of discrimination. Employees are encouraged to speak up and report any concerns in a safe and supportive environment. Nabla also follows international Human Rights standards, this includes rejecting forced labor, supporting diversity, providing equal opportunities, and ensuring no discrimination. We also make sure to protect the health, safety, and well-being of our employees by following the necessary legal requirements and having the right policies in place.

## 2.4 PROFESSIONAL CAREER DEVELOPMENT

We believe that continuous learning and career development are essential for employee satisfaction and long-term success. Our initiatives include:

- **Training opportunities:** Nabla offers continuous learning opportunities, including professional courses and certifications, to ensure employees remain up-to-date with the skills required for their roles.
- **Career plans:** Nabla designs clear career progression routes, outlining the steps and criteria for employees to develop and advance within the company.
- **Recognition and feedback:** Nabla promotes a culture of recognition by encouraging employees to regularly assess their professional growth through self-assessment tools and constructive evaluations with their managers. These evaluations help employees identify areas for improvement and ensure they are on the right way to achieve their career objectives.

### 3. IMPLEMENTATION

To ensure the effectiveness of our well-being programs, we adopt a continuous improvement approach based on employee feedback and data-driven assessments. We regularly conduct surveys and individual interviews to understand employees' needs and expectations regarding their well-being. Based on these insights, we develop an annual Well-Being Plan outlining specific programs, policies, and initiatives tailored to enhance employee experience. Once implemented, we continuously monitor the impact of these initiatives, gathering feedback and making necessary adjustments to improve their effectiveness.

Additionally, a dedicated budget is allocated each year to ensure that all employees have access to the necessary resources and opportunities to support their well-being. Our goal is to create a workplace that continuously improves and adapts to the needs of our employees.

## 4. RESPONSIBILITIES

The success of this policy depends on the commitment and active participation of all employees. Responsibilities are as follows:

- **Human Resources Department:** Oversees and manages well-being programs, ensuring they align with employee needs.
- **Managers and Team Leaders:** Encourage participation and integrate well-being initiatives into daily operations.
- **Employees:** Actively engage in well-being activities and apply learned practices to enhance their work experience and overall quality of life.

By working together, we can create a workplace where employees feel valued, supported, and motivated to contribute their best every day. Nabla Wind Power remains committed to ensuring that well-being remains a fundamental part of our company culture, fostering a healthier, happier, and more productive workforce.

This policy has been approved by the Managing Director, Alfonso San Emeterio, of Nabla Wind Power S.L.U. on 20/01/2025. In addition, the policy will be reviewed periodically, in order to include any modifications and updates that may be necessary at any given time, with the aim of improving its operation.

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

