POLICY OF HUMAN RESOURCES MANAGEMENT

The Management Board of UTECO SA, within the framework of implementing Management Systems and for its entire organizational structure, has developed this policy with the aim of highlighting the values, commitments, and goals regarding the proper management of its human resources.

The main pillar of the corporate culture, therefore, concerns investment in human resources as a key value-added asset, which simultaneously serves as the driving force for further development.

Consequently, there is a commitment to:

- ✓ attracting and retaining capable professionals to staff the company in accordance with its principles and values
- ✓ utilizing the potential of human resources while simultaneously providing the appropriate tools and opportunities for showcasing and optimizing their abilities
- ✓ encouraging initiative-taking and continuous learning
- ✓ maintaining a balance between professional and personal life, considering the types of leave provided *(annual, sick, maternity/paternity, parental, study leave, etc.)*
- ✓ adopting social responsibility
- ✓ implementing onboarding and orientation programs related to the job
- ✓ the implementation of guidelines and standards regarding the selection of suitable personnel, the job description, the probationary period *(where required)*, smooth resignation, and the management of employee complaints and performance

- ✓ the provision of equal professional opportunities, within the framework of salary increases and promotions
- ✓ the implementation of measures for the protection of health and safety, against bullying – harassment, and the protection of sensitive personal data
- ✓ the implementation of standards of good behavior and discipline in the workplace

the development of a policy for information and communication technology

The main objective, for the effective implementation of this policy and its integration into the entire spectrum of UTECO's operational functions, is:

- ▪ the alignment of organizational behavior and the achievement of overall set goals
- ▪ the objective establishment of a framework for communicating business expectations and obligations
- ▪ the substantial guidance of human resources
- ▪ the reduction of bureaucratic tasks ensuring compliance with the applicable Greek and EU legislative and regulatory framework, to reduce business risk and eliminate legal risk

On behalf of Top Management & Legal Representative of the Company
Vasiliki Athanasopoulou *(Vice President & COO)*

***signed on* 31/10/23**

