



**FCC Group selection
policy**

October 2019

1. Scope

These Regulations have a corporate policy character and are, therefore, applicable to all FCC Group companies.

FCC, S.A., as the parent company of the Group, is responsible for establishing the bases, instruments and mechanisms necessary for an adequate and efficient coordination between this Company and the other companies that make up its Group. All this without prejudice or any loss of the independent decision-making capacity that corresponds to each of these companies, in accordance with the corporate interest of each of them and the duties that the members of their governing bodies maintain towards all of their shareholders.

2. Principles of action

It is critical to recruit, select and retain the best talent to achieve the success of FCC Group, observing the current legislation and best professional practices at all times. For this purpose, the Group undertakes to comply with the following principles:

- Apply the principle of equal opportunities and non-discrimination to any selection, promotion and mobility process, using aptitude, merit, worth and personal and professional capacity of the candidates as the criteria during an objective selection process.
- In accordance with the principles and values of the FCC Group, young people's access to their first job should be promoted through programmes and other agreements. Likewise, hiring people from groups at a risk of exclusion and with different capacities will be encouraged.
- All people joining any company of the FCC Group must participate in the corresponding selection process, ensuring that the candidate meets the conditions defined for the position, and passing the phases and tests that are part of the corresponding selection process.
- Internal promotion for vacancies will be assessed before other professionals are recruited from outside the company, in order to offer growth opportunities to our employees, provided they have the professional profile defined for the vacancy in question.

In this sense, the mobility and promotion of teams for the benefit of their professional development will be encouraged, always under criteria associated with the utmost rigour and objectivity.

The necessary communication tools and procedures must also be established, as required to allow employees to know what vacancies they can apply for, thus helping them in their own career, both nationally and internationally.

- Guarantee the full confidentiality of the process to all candidates and the respect and observance of the data protection regulations at all times.

The FCC Group urges Management and other people responsible for managing teams to apply and ensure compliance with these principles.

3. Process

The different stages that must be covered in order to recruit, select and, where appropriate, hire the most suitable persons for each position at FCC Group are:

a) Identification of needs

The personnel selection procedure begins once the need for covering a vacancy in any position within the organisation is detected and approved.

The existence of the need to hire must be approved in each case by the manager defined in each area, according to the type of job and organisational unit.

b) Definition of the position's profile

It is necessary to configure the position's profile, defining the skills and/or abilities that a person must meet according to the position offered, with the following parameters:

- Technical expertise: topics and subjects that the candidate must have a good understanding of to fulfil the role successfully.
- Professional and personal skills: skills acquired to be efficient in all tasks, projects or activities.
- Key experience: previous experience required or advisable to fulfil the role successfully.

- Skills: personal skills required to fulfil the role successfully.

The manual of existing standard posts in each area will be used to define the position, with enough details about the skills and abilities that the candidate must have, as required to fulfil the role as successfully as possible.

c) Selection

All information received from the candidates will be analysed during this phase, assessing whether the candidate meets all of the requirements to fulfil the role or not, as well as compliance with the principles of efficiency, result-orientation and cost optimisation.

The person responsible for selecting the candidate must conduct a due diligence procedure that will be included in a suitability report, analysing the absence of conflict of interest of the candidate, and justifying the reasons for selecting the final candidate according to the position's requirements, based on the candidate's technical knowledge and all other required skills throughout the selection process, among other information. The identity of the candidate's family members working for any company of the FCC Group must be recorded in all cases.

In the case of access to positions requiring hierarchic or functional reporting to a relative, the authorisation of the Area's Human Resources Department is required; likewise, a specific analysis about the lack of a conflict of interest and the relevance of hiring must be conducted.

The following is understood as a relative for the above purposes:

- Spouse or similar.
- Ancestors, descendants and siblings of the worker or of his/her spouse (or person with a similar relationship).
- Spouses or similar of ancestors, descendants and siblings of the worker.

Once the best candidate is chosen, the job offer will be prepared and, after its approval, it will be notified to the chosen candidate.

The suitability report of the chosen candidate and the attached candidate documentation will be filed by the personnel of the corresponding selection department. All documents and records established in this procedure are mandatory and indispensable evidence in

each process and must be filed accordingly, without exception, in the corresponding space defined for such purposes.

d) Hiring

The chosen candidate will receive the job offer after the decision to offer the candidate to join the company has been approved, with the main terms and conditions, so the candidate can provide an answer within a reasonable period of time.

After they accept the offer, all candidates will be asked to pass a medical examination at the Medical Services before they are effectively hired by the company, as required to obtain the certificate of medical fitness, according to the corresponding medical protocol (depending on the position).

The relevant documentation will be signed before the candidate is hired, including the employment contract, among other documentation.

When appropriate, the Head of the Business Area must submit the hiring authorisation for approval in the terms that are most adequate, according to the operating rules of the FCC Group's Appointments and Remuneration Committee.

4. Data protection

All persons working for the FCC Group have the obligation to meet the requirements established in the current Data Protection regulations. Therefore, they must treat personal data in a loyal, transparent and lawful manner, only for the purposes determined for which the data was gathered and respecting the measures that the Group has implemented to prevent loss and unauthorised access to such information.

In addition, all persons working at FCC must be aware of the importance of their responsibilities in terms of not endangering the integrity, availability and confidentiality of the information handled by the company and to which they have access by reason of their work, as well as the consequences associated with the violation of this commitment.

Likewise, all persons working at FCC undertake to maintain the strictest confidentiality with respect to all documents, personal data and information that, by reason of their work, they may become aware of and will not provide information to any external or internal person, except to the persons to whom they are authorised by reason of their duties and responsibilities in the course of their work, or when a Law so requires. This obligation will subsist even after the end of their employment relationship.

5. Document change control

VERSION	DATE	CHANGE	AUTHOR	APPROVED BY
V03	October 2019	Change	Corporate HR Management	General Administration and Finance Department
v02	July 2019	Change	Corporate HR Management	General Administration and Finance Department
V01	July 2018	New document	Corporate HR Management	General Administration and Finance Department