

RECRUITMENT AND HIRING PROTOCOL

CHAPTER I – INTRODUCTION AND PURPOSE

With this protocol, Solaria Energía y Medio Ambiente, S.A. (“Solaria” or the “Company”) establishes procedures for recruitment and hiring.

The procedures of Human Resources in recruitment and hiring are characterised by the following qualities:

- Objective
- Impartial
- Transparent
- Confidential
- Rigorous
- Respectful of principles of equality and non-discrimination.

As part of Solaria’s commitment to diversity, the Company’s recruitment procedures are designed to prioritise the most underrepresented gender to the greatest possible extent.

CHAPTER II – MAIN PRINCIPLES OF ACTION

- Develop procedures to standardise recruitment processes as a means of valuing internal talent, respecting diversity and equal employment opportunities, non-discriminatory practices, objectivity and impartiality.
- Ensure that recruitment processes are based solely on criteria of merit and ability and include all professionals with suitable profiles as regards the knowledge, abilities, skills and competencies required for vacancies and ensuring that all candidates are treated equally throughout the process.
- Comply with current labour law as regards recruitment and hiring.
- Ensure the utmost confidentiality for all candidates in accordance with the regulation of protection of personal data.
- Promote job stability through the use of permanent contracts to the greatest possible extent.

CHAPTER III – STAGES OF PROCEDURE

There are three stages of recruitment and hiring procedures:

INITIAL STAGE

The first stage begins when Human Resources becomes aware of a vacancy. It continues with the gathering of information on the vacancy and on the profile of the ideal candidate, and it concludes with the procedures that are needed to obtain the authorisation of the candidate.

EVALUATION STAGE

At the second stage, the search for internal candidates begins. If it is determined that the vacancy cannot be filled by an existing employee, curricula vitae are collected in an initial evaluation and interviews are conducted with the chosen candidates.

Candidates are initially evaluated by technical staff of Human Resources, who submit a short list with their respective reports to the head of the area or department of the vacant position. The area or department heads then conduct a second round of interviews. After a joint valuation, Human Resources and the area or department head decide on the chosen candidate.

FINAL STAGE

At this final stage, Human Resources works out specific details of the hiring with payroll administration and contacts the candidate to give notice of his/her hiring. The process concludes with notice being given to the other candidates that they are no longer being considered for the vacancy.

CHAPTER IV – APPROVAL AND COMING INTO EFFECT

This Protocol was submitted by the Ethics, Compliance and ESG Commission to the Board of Directors of Solaria, who approved it at their 28 July 2020 meeting, and it came into effect the day after its approval.