

CORPORATE INFORMATION
FOR EMPLOYEES AND STAKEHOLDERS

DACERO | WINDAR | IDESA | TADARSA | DANIMA | TADARSA LOGISTICS



HOSTING

Grupo Daniel Alonso



Corporate hosting plan

Welcome

From the HR area and on behalf of the company's Senior Management, we want to welcome you to our organization first.

From now on, you are part of a work community, which includes a large group of people located in different countries throughout the world, with different cultural, educational and social roots. A community that brings together and guides efforts to develop mutual benefit in the business of our organization.

Within the community to which you now belong, you will be surrounded by other people from the organization that you can rely on, who will accompany you in the framework of coexistence, and will serve as a guide at the beginning of this new work stage that is beginning.

As time goes by, you will get to know the company better our activities and the working methods that we are applying. However, we believe that we must clearly indicate the direction and the internal Policies that we have developed to achieve our objectives. For this reason we have developed this "Hosting" document.

We are looking to all the new people who accompany us within the framework of the labor agreement established with our organization understand and know what we expect of them,

1. We are aware that the success of our organization will be a reflection of the professionalism, competence, behavior and attitude of all the people that compose it, which is why we hope that the internal regulations, procedures and current legislation are complied with at all times,
2. That the professional activity is carried out in accordance with the requirements of the organization, as well as those of our clients, demands, commitments and levels of quality that we acquire, and
3. That it commits itself to fulfilling our objectives and ensures that our activities are being carried out within a framework of sustainable development, ensuring the protection of the Environment and its Safety and Health.

Next, in this document we have developed all that information about the organization, which, we firmly believe that you should know before starting your work activity. We recommend that you read the document as it will help you understand us better.

We will complete your welcome with a SPECIFIC TRAINING on SAFETY, HEALTH, ENVIRONMENT, in your workplace, which will be given by specialist technicians. During this initial training and information, the Technician will explain the EMERGENCY PLAN for your workplace.

To know more information you can consult on: www.grupo-danielalonso.es our website, social links or our YouTube channel, where you have our corporate videos at your disposal.

We also urge you to contact the person responsible for your job or the person in charge of coordinating your work if you have any questions, so that they can help you.

Thanks and welcome,
HR Director Grupo Daniel Alonso





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Who we are

Grupo Daniel Alonso SL, is an industrial group established in 2000 with a marked international character and based in the town of Avilés, in the Principality of Asturias region in northwestern Spain, where it has its headquarters and from where it coordinates all its plants.

An industrial group with 100% private capital and owned and under shareholder control by the family of Daniel Alonso Rodríguez, founder of the same, who has a recognized expertise of more than 60 years of experience in the sector of the manufacture of metal structures.

The organization's international expansion and sustainable growth plan has allowed it to become a business group not only with export capacity, but also a multinational strategically present in key developing energy markets.

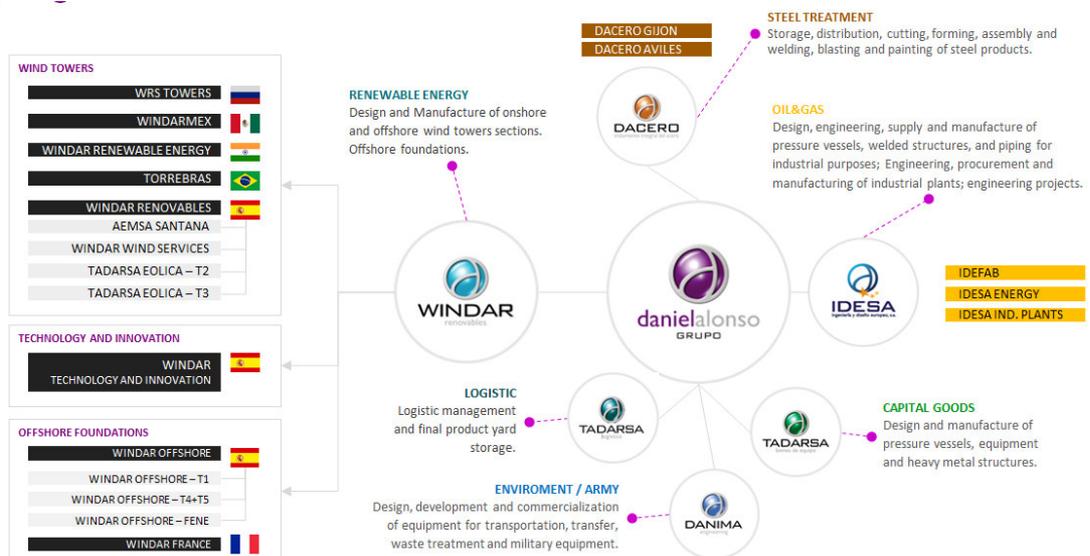
The company is currently present in three continents - Europe, Asia and LATAM - with locations in six different countries:

- 6 production plants in Europe (5 Spain and France),
- 1 production plant in the East of Europe (Russia),
- 1 production plant in Asia (India), y
- 2 production plants in America (Brazil y Mexico).

The organization has an approximate workforce that ranges from 1,500 to 2,000 employees annually around the world depending on the volume of production and the projects developed at all times. It has a balanced workforce, being just under half of them, those who work in its international centers and 75% are direct labor personnel.

Grupo Daniel Alonso is a company that responds fundamentally to the needs of the energy sector. Its annual turnover ranges approximately between 200 to 300 million euros.

The company is a world leader in the manufacture of capital goods for the renewable energy sector, with a client portfolio that includes the main multinational energy companies, such as Iberdrola, SGRE, Vestas, Siemens and General Electric, among others. To this end, the company has diversified its activities into an industrial group of companies, each one with particular lines of business and that make up a global supply chain that it offers to its customers.





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Ethical conduct

We must recognize that our business has an influence on different environments and interested parties, internal and external to the organization, who have placed their trust in us. All of them are looking our sincere commitment to conduct, beliefs and actions beyond the image and reputation of the organization, which would not exist without them.

Our organization believes that the commitment of its people towards all those interested parties must be reflected and supported by the most recognized principles of responsibility and sustainability applied to their businesses.

Therefore, we support and wish to subscribe as references,

- The UN (Global Compact) principles on CSR: <https://www.unglobalcompact.org/>,
- The 2030 Agenda of Sustainable Development Goals: <https://www.un.org/sustainabledevelopment/>

We want all of our people to commit themselves in the same way to respect these principles in all the countries where we are present, complying with local legislation and cultural and religious traditions, provided they do not conflict with local legislation.

The organization has made available to all these people the internal tools indicated below, to direct a responsible behavior, firm against any type of illegal action, and consistent with our economic and sustainable development objectives, which complies with the legal framework on people, the environment, health and safety and other issues.

- GD000113. Corporate Social Principles (CSR),
- GD000124. Code of conduct for employees
- M.00-A. SHEQ Integrated Corporate MS Policy

All people who belong to the organization or act on its behalf are obliged to comply with what is indicated by these tools, with respect to the values they contain and establish.

Our organization and people are faithfully committed to applying responsible, safe, healthy and sustainable work procedures and practices, which are aimed at the preservation of safety during work, prevention of contamination derived from its most significant environmental aspects and the use of natural resources that may be adequately affected.

Likewise, we are committed to continuously improve and collaborate with the sustainable development of our environments, through the effective management of production processes.

In this sense we have also developed the following tools,

- GD000088. H&S Golden rules, and
- GD000567. Environmental commitment.

This information is available on: www.grupo-danielalonso.es

It is also important for us to commit ourselves to the fundamental rights of our people. In this sense, for Grupo Daniel Alonso, compliance with occupational health and safety regulations is equally essential, as well as respect for the legal rights of workers, both individual in relation to working conditions and remuneration, as well as collective, including the right to unionization and the appointment of workers' representation and the other rights recognized to workers by the applicable regulations in each case.



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Workday and holidays

When you go to your work center and access the start of the work day or leave it once it has finished, you must register in both cases in the registration system that the work center has (electronic or manual).

You can request and consult the work calendar corresponding to your work center, on the HR department, or to the representatives of the workers in it, where they can inform you properly.

The number of DAYS of holidays that correspond to you will be included in the work calendar itself. The incorporations made in the year will correspond to the proportional part thereof.

When you need an exit permit for any personal reason, it will be requested through a form available in the personnel department. Once said permission is finished, you must provide the personnel department with a certificate that justifies said permission.

You must also request permission to carry out extra-work activities during working time such as courses, talks and conferences.

Competence and professional development

For our organization it is essential to retain talent and recruit people according to criteria of education, training and professional competence according to our needs. It is Policy and objective of the organization, to work on the continuous professional development of the skills of its people.

To do this, progress is favored through:

- a. Quality training and education,
- b. The improvement of competences at all levels of the organization,
- c. Internal promotion, based on the merits of each person, without distinction of color, age, nationality, religion, gender, disability, seniority or any other disadvantaged group.

Professional competence, experience, ability, and willingness to apply basic leadership principles are the criteria for promotions.



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Job position performance

During the time that our workers remain in the workplace, they must exercise their activities and tasks in a responsible and professional manner. Over time you will get to know the different working methods. Our quality, health and safety and environmental technicians have specific knowledge in the matter, and you can turn to them in case of doubt in the operations and required acceptance criteria, in your workplace.

However, it is necessary to introduce you to a series of instructions, recommendations and basic obligations previously, so that you develop it properly.

General guidelines

- You must check that have the necessary work instructions and procedures to carry out your tasks in the workplace with the highest expected quality, the safest way possible and without incidents that damage the environment of the center.
- You must immediately communicate to your responsible manager, any deviation you find from the requirements established internally, or from our clients. Talk to your manager to resolve any questions that may arise.
- Each of us is responsible for ensuring compliance with the requirements and current legislation.
- Remember that you are in an industrial environment, at risk of encountering objects, cables, parts, etc. on the ground, so maximum attention must be paid when circulating through the workplace even when traveling through the marked corridors.
- In case of suffering any damage during the execution of your tasks, you must immediately notify your responsible manager so that the necessary measures of help or assistance can be adopted.

Environmental guidelines

- Maintaining order and cleanliness of the workplace is a task and responsibility of all individuals individually, as well as all personnel in charge of maintaining the facilities in the workplace. You should know that periodic monitoring inspections of their status are carried out by the organization's technicians.
- You are responsible and must undertake to collaborate in the segregation of all hazardous and non-hazardous waste generated during the development of your tasks, depositing the waste in the authorized and identified containers for each of them in the workplace.
- You should know that there are activities that are prohibited such as spill substances into the sanitation network and the incineration of any type of product.

Guidelines about use of chemicals

- The use of chemicals is necessary for the manufacturing process, so it is possible to find containers with toxic or irritating products. The manipulation of any of these products or containers is prohibited.
- Some of these products may pose a risk of allergy or sensitization so it is necessary to take this into account in the event that there are people who are especially sensitive to this type of risk and therefore undertake to suspend the visit or the work carried out by said people.
- Always consult the Safety Data Sheets (SDS) before handling any product, to ensure that it is done in proper and safe conditions. The Safety Data Sheets are available at the workplace and in the Health and Safety department.



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Guidelines to proper use of a PPE

To move around the workplace and during the development of tasks in the workplace you must use the following Personal Protective Equipment (PPE), taking responsibility for their use and keeping them in good condition: safety shoes, helmet, safety glasses, hearing protection and reflective vest.

In addition, you will avoid wearing loose clothing that could lead to being dragged or trapped.

General risk at the workshop

- Never go under, or stand under a raised or nearby load.
- Avoid all contact of your body with materials such as plates or other materials.
- Do not manipulate any machine switch without authorization and if you don't fully understand its function.
- Manufacturing processes present exposure to risks from electrical contact, both direct and indirect. For this reason it is prohibited to manipulate any type of electrical installation, including electrical cabinets that may be open.
- Do not go near machines in operation, without the operators being warned of your presence.
- Self-propelled trucks circulate through the facilities, posing a serious risk of being run over by pedestrians. Ride within the defined security areas and follow the instructions of the internal persons in charge of these vehicles.
- It is absolutely forbidden to drive, manipulate or get on any type of self-propelled forklift without prior authorization and competence.



Plan de acogida corporativo

H&S Golden rules

1

Go to work in perfect condition
always remain alert to communicate any incident that affects safety both personal and equipment and facilities

2

Ensure personal safety
as well as that of colleagues and third parties who are in the facility

3

Respect at all times the rules in handling loads
and never remain under suspended loads or in the area of influence thereof.

4

Ensure correct use of auxiliary means for lifting loads
so that all the elements used are in good condition and are suitable for the work

5

Avoid useless efforts
using the mechanical means available and when it is not possible to request help from colleagues

8

Use the means of prevention and protection against falls
in all the works that require it

7

Use the means of eye and face protection
regardless of the duration of the tasks to be carried out

6

Do not deactivate or modify safety devices
of machines, equipment and tools, also ensuring that nobody does it

9

Wear hearing protectors
as a preventive measure when exposed to noise

10

Contribute to order and cleanliness
by segregating waste complying with the obligations of the workplace and the environment where it is carried out

11

Respect the rules and safety signs
including the correct use of specific PPE for the job.
In case of doubt, consult your manager



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Tobacco, alcohol and drugs policy

One of the objectives of the organization is to prevent, maintain and improve the health and well-being of our people both at work and at the personal level, guaranteeing health conditions that allow them to perform their functions in the position in the best way possible.

Among other aspects, we are aware that smoking, alcoholism and/or the consumption of illicit drugs, generates harmful and damaging effects on safety and health, interferes with productivity and the efficiency of work and workers, and compromises professional and organizational performances.

For this reason, we have adopted guidelines, aimed at guaranteeing compliance with these aspects.

About smoking

In accordance with current legislation, smoking is prohibited inside the facilities of any of the Grupo Daniel Alonso companies, as well as those of our clients.

About alcohol abuse

In the same way, the consumption, possession, distribution and sale of alcoholic beverages, within our facilities, or at the facilities of our clients, and/or suppliers, during the working day, is strictly prohibited.

It is forbidden to appear at the company under the influence of alcohol.

In the event that the Grupo Daniel Alonso verifies the use, transportation, distribution, and sale of alcoholic beverages, or drugs, by an employee, it will entail the adoption of disciplinary measures, in accordance with its internal regulations.

In the case of personnel hired by third parties, they will be fired from the workplace, not being able to provide services to the companies of the Daniel Alonso Group.

About drugs consumption

The consumption, possession, distribution and sale of drugs, within our facilities, or in the facilities of our clients, and/or suppliers, during the working day, is strictly prohibited.

It is forbidden to appear at the company under the influence of drugs.

Senior Management is committed to ensuring that our organization is managed in accordance with these principles and I recommend them to our employees around the world and that their guidelines will contribute to the formation of a more positive and healthy attitude for our workers.



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Road safety Policy

We are an organization where Senior Management is committed to road safety, for this reason, our objective in this field and within our competencies, is to improve road traffic safety by our workers, including contractors and sub-contractors, in a way , that the accident rates associated with this cause, are directed towards total reduction.

We have established the principles that must be assumed as a reflection of the commitment to road safety and compliance with them will be the responsibility of employees, contractors and subcontractors of the organization.

- **We will disseminate** the road safety culture among all users of the road: employees, contractors and sub-contractors, promoting safe mobility initiatives, as well as the understanding of road safety in working life as an aspect of improvement.
- **We will promote** the awareness of our staff and of contractors and subcontractors, through strategies that guide them on the road to the prevention of traffic accidents, such as respecting traffic signals, or adopting proactive behaviors in front of the defensive handling of the vehicle, as well as facilitating the users of the road, the necessary information that guarantees safe mobility on their journeys.
- **We will promote** the fulfillment of the legal requirements regarding labor road safety. We will especially ensure compliance with the requirements established in the National Land Traffic Code according to the law 769/2002, which directs the principles in terms of safety, quality, preservation of a healthy environment and the protection of public space.
- **We will allocate** the financial, human and technical resources that are necessary in compliance with the commitments of this policy.
- **We will include** road safety within the prevention of occupational risks, so that any employee, contractors and subcontractors assume the obligation to comply with the requirements and standards established by the company.
- **We will monitor** the responsibility of our personnel and contractors in front of the realization of the preventive and corrective maintenance of the vehicles, provided for the exercise of their work, in order to maintain their optimal performance.
- **We will consider** as a basic element in the management of work processes, the continuous improvement of Road Safety, for which the associates of this Policy will be integrated within the objectives and indicators of the organization.
- **We will maintain** and encourage a direct and fluid contact with the interested parties, guaranteeing communication in the matter, collaborating with national and international organizations and companies, in order to favor the exchange of knowledge and good practices.