



miquel y costas

Corporate Risk
Management

CORPORATE SOCIAL
RESPONSIBILITY POLICY
2024



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| Disclaimer | This document, by virtue of the principle of language economy, may use the singular or plural masculine term to encompass the masculine, feminine, non-binary gender, etc., from an absolutely inclusive and respectful perspective. |
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1 GENERAL INFORMATION

1.1 Creation and development

| | |
|-------------------------|----------------------------------------|
| Title | Corporate Social Responsibility Policy |
| Version | 1.0 |
| Date of Creation | 17/07/2017 |
| Printing Date | |
| Author | <i>Compliance Officer</i> |

1.2 Revision history

| Version | Date | Summary of changes | Revision marks |
|---------|------------|-----------------------------------|----------------|
| 2.0 | 28/05/2024 | Disclaimer / Rules and Procedures | |
| | | | |

1.3 Participants

This report has required the participation of the following persons:

| Name | Post |
|--------------|---------------------------|
| Sonia Gaspar | <i>Compliance Officer</i> |

1.4 Examination and approval

This document has been examined and approved by the following bodies:

| Name | Post | Approval date |
|-----------------|-----------------------------|---------------|
| Audit Committee | Body delegated by the Board | 27/11/2017 |

1.5 Distribution

This document has been distribution to the following persons:

| Name | Post |
|-----------------------|---------------------------------------|
| Jordi Mercader Miró | Chairman of the Board of Directors |
| Jordi Mercader Barata | Deputy Chairman and Managing Director |
| Javier Basañez | Secretary of the Board of Directors |
| Ignasi Nieto | Assistant Managing Director |
| Josep María Masifern | HR Director |

All personnel have been informed of its existence and form of consultation.

It has been made available for general access on the website: www.miquelycostas-gob.com

2 INTRODUCTION

2.1 Objective

The Miquel y Costas Group is a leader in the Spanish market as a manufacturer of speciality lightweight papers. Likewise, its high technological and speciality component allows it to be present in the majority of global markets, including those that demand the highest quality standards, hinging its business on the customer and their needs.

Therefore, the Corporate Social Liability Policy is established with the aim of guaranteeing strict compliance with legal obligations in force, and the voluntary integration in company governance, management and strategies of social, labour and environmental concerns arising from the relationship with interest groups, which are detailed in paragraph 3 below.

This Corporate Social Liability Policy is based on the principles and values to which all persons rendering services in the Miquel y Costas Group are subject, and that are set out in the Group's Code of Ethics.

All companies forming part of Miquel y Costas Group adhere to the highest legal and ethical standards in order to create long-term value for all interested parties, assuming the risks and opportunities arising from economic and social aspects.

2.2 Scope of application

The Corporate Social Liability Policy is a cross-cutting concept that is applicable in all companies forming part of the Miquel y Costas Group, which affect all staff rendering services in the various management areas.

2.3 Principles and values

The values of integrity, transparency, equality, commitment and excellent, and the rules of conduct set out in the Miquel y Costas Group Code of Ethics, provided the basis for its interactions with different interest groups.

The intangible aspects that arise from interaction and communication with the surrounding environment, such as human capital, social and environmental elements and reputation, are part of the organisation's sustainable value.

3 OUR COMMITMENT TO INTEREST GROUPS

The persons or institutions that affect the business of the Miquel y Costas Group and, in turn, that are able to bear a significant influence on it, are the Group's interest groups. All activities with our surroundings are based on organisation and economic efficiency, acting in an ethical, sustainable and responsible way, to achieve a mutual benefit from the satisfaction, information of expectations and needs of interest groups.

In general, the scopes of application of this policy and where we are committed are: Good Corporate Governance, Work, the Environment, Society and the Market.

3.1 Good Corporate Governance

The Board of Directors and the Senior Management team set the targets of interest to the company and its shareholders, as well as the resources to achieve them, all while adhering to the highest ethical and legal standards.

The efforts to create value for shareholders and investors through management that is based on transparency and trust, which is shown in our regular publication of financial information.

We use resources appropriately and uphold ethical financial behaviour.

3.2 Work

Compliance with labour legislation and dialogue with social stakeholders and other lobby groups, as well as the expansive trajectory of the Miquel y Costas Group, contribute to job creation, economic aspirations and improved quality of life in our society.

Discriminatory and offensive attitudes are not tolerated; we advocate a fair and safe professional development environment with equal opportunities and legally compliant working conditions.

The professionals of the Miquel y Costas Group work together to optimise the organisation's business and its results.

3.3 Environment and sustainability

The Miquel y Costas Group complies with environmental legislation and all procedures in force, to pursue its business in a way that is respectful to the environment, using resources correctly and reducing its climate change footprint wherever possible.

The Miquel y Costas Group carries out its business always while respect environmental regulations and laws, pursuing a sustainable reference framework and complying with the Environment ISO. It dedicates technology resources to attempt to improve production processes and reduce environmental impact, and to reduce our climate change footprint.

Chain of Custody certifications show that we are environmentally conscious and maintain and improve our approach by avoiding deforestation and the destruction of natural resources.

On sustainability, the Miquel y Costas Group strives to optimise its use of resources, minimising consumption and avoiding waste and any impact on the environment (water purification, cogeneration plants, waste treatment are some examples).

Membership of industry associations shows our interest in keeping up to date with environmental developments that may have an impact in our organisation and beyond.

3.4 Society

The Miquel y Costas Group is committed to complying with the law in all territories in which it has a presence. Payment of taxes free of avoidance structures, to sustain public funding, is a contribution to the State and to society. The Miquel y Costas Group contributes to the community through social improvement schemes.

Miquel y Costas Group also contributes to the community through direct and disinterested giving through various social projects

3.5 Market

Our business model includes a commitment to the customer that is based on trust, respect and guarantee. We report and avoid fraudulent third-party practices when it comes to products, as well as smuggling and fraud, to protect the legitimate rights of the consumer.

The Miquel y Costas Group wants to serve our customers and the market with products of the highest quality. We allocate resources to research, development and technology to make products that meet our customers' needs and that are environmentally sustainable.

Likewise, our suppliers of goods and services are a core part of our sustainable business. We select suppliers with whom we can establish trusting, mutually beneficial relationships, based on quality, competitive pricing and services, and we keep the dialogue open so that we can best collaborate in developing new products.

Suppliers that may harm our reputation or that are suspected of not acting in compliance with the law are discarded.

4 RULES AND PROCEDURES

In addition, the Miquel y Costas Group has developed a series of procedural policies and guides to organically structure its governance:

4.1 Governance Documents

- Human Rights Policy
- Code of Ethics
- Criminal Risk Prevention Control Model
- Internal Conduct Rules (on issues relating to the stock market)
- Anti-corruption and Anti-bribery Policy
- Occupational Health and Safety Policy
- Equality Policy
- Staff Forecasting Plan
- Annual Staff Training Plan
- Chain of Custody Policy
- Financial Reporting Internal Control Systems (FRICS)

- Internal Whistleblower Information and Protection System Policy

4.2 Supporting rules or procedures

- ISO 9001
- ISO 14001
- ISO/TS 16949:2009
- ISO 22001
- ISO 50001
- CDP (Carbon Disclosure Project)
- ISO 45001
- Corporate Good Governance Code (unified and updated with recommendations from Olivencia and Aldama)

5 MONITORING AND OVERSIGHT SYSTEMS

Compliance with and oversight of the Corporate Social Liability Policy is under the supervision of the Audit Committee, which reports to the Board of Directors.

It will be reviewed with the frequency and in accordance with the procedure set out in the Criminal Risk Prevention Control Guide (*Manual de Control para la Prevención de Riesgos Penales*).

6 DISSEMINATION AND ADHERENCE

The members of the Board of Directors and the Senior Management team will provide the necessary support for the *Compliance Officer* to ensure that the principles and values of the Corporate Social Liability Policy are communicated, understood and observed by all employees.

Likewise, all third parties who collaborate with the Miquel y Costas Group in one way or another will be informed of its existence and, to the appropriate extent, of their need to know it and adhere to it.