

Policy on the use of the Ethical Channel

MOVENTIA has set up an internal mechanism to communicate possible breaches (Ethics Channel) in accordance with the provisions of Law 2/2023, of 20 February, regulating the protection of persons who report breaches of regulations and the fight against corruption, as well as doubts and queries in relation to the interpretation and application of its *Compliance* System.

What can be communicated through the Ethics Channel?

- ✓ Any breach of the Code of Ethics or of the rest of the internal regulations, processes and controls that make up MOVENTIA's *Compliance* System.
- ✓ Any violation of applicable legislation in force.
- ✓ Any contingency that could pose a risk to MOVENTIA's reputation.
- ✓ Doubts or queries regarding the application of the *Compliance* System.

In any case, the content of the communication must be related to conducts or facts committed by collaborators or commercial agents, suppliers, contractors, subcontractors and other third parties with whom MOVENTIA is professionally related or linked to, or about doubts about the *Compliance* System.

What is the Ethical Channel?

MOVENTIA's Ethical Channel consists of a specially enabled platform, accessible through the corporate website.

Essential principles and safeguards for the use and management of the Ethical Channel

- ✓ **Confidentiality guarantee:** MOVENTIA guarantees that (i) the identity of the persons making a communication; (ii) the identity of any other person affected or mentioned in the communication; and (iii) the actions taken, will be confidential and cannot be disclosed or communicated to unauthorised persons.
- ✓ **Anonymity:** communications may be made anonymously, i.e. without the need to identify oneself.
- ✓ **Prohibition of retaliation:** MOVENTIA will not adopt any kind of retaliation or negative consequence towards persons who make a communication in good faith.
- ✓ **Handling the disclosure in a diligent and impartial manner:** the disclosure shall be handled in accordance with the requirements of Law 2/2023, in an objective manner and avoiding potential conflicts of interest.
- ✓ **Right to communicate by means of a face-to-face meeting with the Ethics Channel Manager:** this must take place within a maximum of seven (7) calendar days of the request. The face-to-face meeting must in any case be documented (i) by a recording of the conversation or (ii) through a complete and accurate transcript of the conversation. The recording may be listened to and/or the transcript of the conversation may be checked, corrected and accepted by signature.
- ✓ **Right to refer to the Independent Authorities (external channel):** external channels adopted by the Independent Authority for this purpose may be used.

- ✓ **Personal data protection rights in accordance** with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, in Organic Law 3/2018 of 5 December on the Protection of Personal Data and Guarantee of Digital Rights and in Law 2/2023 of 20 February regulating the protection of persons who report regulatory infringements and the fight against corruption.
- ✓ **Other rights** set out in Law 2/2023 of 20 February on the protection of persons who report regulatory infringements and the fight against corruption.

Guide to using the Ethical Channel

Without prejudice to the guarantees and rights described in the previous section, it is important to highlight the following points regarding the use of the Ethics Channel:

- ✓ The Ethical Channel is managed by the Head of the Ethical Channel, Mr. Agustí López Fitó.
- ✓ The following shall have access to the communications received through the Ethics Channel: (i) the Head of the Ethics Channel and whoever manages it directly; (ii) the members of the *Compliance* Committee; (iii) in the event of having to sanction, the head of Human Resources or the person or body competent to adopt disciplinary measures; (iv) in the event of having to adopt legal measures, the Legal Director; (v) where appropriate, the persons in charge of processing that are eventually designated as, for example, advisors or managers, internal or external; and (vi) where appropriate, the data protection officer.
- ✓ The Ethics Channel can only be used to communicate the facts or queries referred to above (see point "What can be communicated through the Ethics Channel").
- ✓ Misuse of the Ethics Channel may be sanctioned. For example, in case of reporting false facts or in bad faith.
- ✓ All members of MOVENTIA are obliged to report any breaches of the *Compliance* System or applicable legislation of which they become aware.

Personal data protection rights

1. Data controller

Identity: MARFINA, S.L.

Registered office: Passeig del Comerç 100, 08203 - Sabadell, Barcelona (Spain)

CIF: B59372755

Telephone: +34 935 61 20 00

2. Purpose of processing

The personal data provided in the communication will be processed for the purpose of attending to and analysing the communication, investigating the facts reported and taking the relevant corrective measures, whether disciplinary or contractual, in order to comply with MOVENTIA's due diligence and control.

3. Categories of personal data

The personal data that MOVENTIA will process are those provided by the communicant through the communication, as well as the rest of the data that may be collected as a consequence of the investigation that may be launched in accordance with the procedure indicated for MOVENTIA's Ethical Channel.

4. Anonymous and confidential

The caller may identify himself/herself, but may also communicate any fact anonymously. In either case, both personal data and information will be treated confidentially.

Although the identification of the reporter is not mandatory and the reporter may choose not to provide his or her identification or contact details, these may assist in the successful conduct of the investigation. The reporter may also identify himself/herself at a later point in the process or provide additional documentation or information at a later point in the process.

Interventions by witnesses and persons concerned shall be strictly confidential.

5. Legitimation

The basis of legitimacy for the processing of data by MOVENTIA is the public interest (art.6.1.e RGPD) and the fulfilment of a legal obligation (art.6.1.c RGPD).

6. Conservation

The data will be retained for the time necessary to decide whether to initiate an investigation into the reported facts and, where appropriate, for the additional period necessary to comply with applicable legal or internal regulations.

The data of the person making the communication and of all the parties involved shall be kept in the Ethics Channel only for the time required to decide whether to initiate an investigation into the facts reported, which shall never exceed three (3) months from the sending of the communication. Once this maximum period has elapsed, they shall be deleted from the Ethics Channel, without prejudice to the storage and processing of such data that may continue to be carried out by the investigation team in order to follow up on the investigation.

After deletion, the data will be blocked for the legally stipulated periods.

7. Data communication

- a) Authorities that may be involved in the investigation or possible legal proceedings.
- b) Persons who may be involved in the research itself.
- c) State Security Forces and Bodies and competent Courts.
- d) Third parties that MOVENTIA can rely on to run the Ethical Channel, e.g.: data hosting platform, tool that supports the Ethical Channel, persons to whom the research can be delegated in detail, lawyers or other advisors, among others.

8. Exercise of rights

- a) Rights of the communicating party: At any time, the communicating party may exercise their rights of access, rectification, suppression, opposition, limitation and portability with respect to the personal data they have provided, by sending a letter to the address indicated or to the following e-mail address: protecciondedatos@moventia.es, providing a copy of their ID card or equivalent document, and identifying themselves as a user of the Canal Ético service.
- a) Rights of the person involved in the reported facts: The right to be informed as soon as possible that he/she is involved in an investigation process, as a result of a report concerning him/her or his/her actions. The aforementioned communication shall have the following minimum content: the body in charge of management, the facts communicated, the rights to which he/she is entitled and the procedure for processing the communication, as well as all the information relating to the processing of his/her data listed in the previous section. The right of access to the data recorded, except for the identity of the communicating party and that of other persons affected by the file, and the right to rectify any inaccurate or incomplete personal data. He/she shall also have the right to be informed of the resolution or closure of the alert, if applicable. When the communication to the person involved in the reported facts that he/she has been the subject of a report jeopardises MOVENTIA's ability to investigate or collect evidence effectively, due to the risk of destruction or alteration of evidence by the person affected by the report, MOVENTIA may delay this duty of information.

In the event that they consider their right to data protection has been violated, any of them may lodge a complaint with the Spanish Data Protection Agency (www.aepd.es).