



Indra Sistemas S.A

# Measures for flexibility and reconciliation of work, personal and family life

# 1 We are committed to a programme that facilitates work-family relations

We see the diversity of our employees as a key element on which our ability to innovate and improve on a daily basis depends. Diversity allows us to attract and retain the best talent, regardless of where it is located or where it comes from.

This diversity means considering both the different capabilities of employees, as well as their personal and professional concerns that need to be addressed. We try to respond to this variety of **Equilibra's** specific needs.



Equilibra aims to ensure that our professionals can work and develop their talent in the work environment and make this fully compatible with the rest of their personal development.

To this end, Indra promotes measures that can respond to personal and business needs, in a global world in which work is not something rigid, but an activity that increasingly allows us to adapt space, time and relationships while optimising results, helping to generate both for people and for the organisation:

- Increased commitment, satisfaction and motivation.
- A comfortable, respectful and flexible working environment.

## 2 What is the goal of the Equilibria Programme?

The **Equilibra Programme** is based on two pillars:

- **Flexibility as a management tool.** It includes a set of policies aimed at favouring the compatibility of timetables and proposing new ways of organising work.
- **Provision of supporting services for employees.** This brings together a set of initiatives designed to help reduce the extra-organisational burden on both Indra professionals and their families.

### 2.1 What improvements can you enjoy?

This document includes the set of measures in place at Indra, which represent an improvement on current legislation in terms of work-life balance.

All measures linked to the status of spouse are applicable to duly registered domestic partners.

Various situations	Flexibility	Services
As Indra Sistemas professional	Telework Programme. Unpaid leave. Marriage/partner leave. Compressed working week. Flexitime band in/out. Flexitime band at lunchtime. Time off for medical visits. Redistribution of reduced working hours. Leave for voluntary work.	Facility. Employee Assistance Service. Privilege Store.
As a parent	Flexible maternity/paternity. Parental leave. Extension of paternity leave. Possibility of accompanying your child to the doctor.	Parking space for pregnant women if the workplace has its own car park. Gift voucher for birth or adoption. Financial assistance if you have children with disabilities. Supplementary benefits up to 100% of salary from the first day of maternity/paternity leave.
You need to take care of your family	Leave due to serious illness, death, accident or intervention with home rest. Leave for the marriage of family members. Possibility of accompanying your partner to the doctor. Possibility of accompanying your parents to the doctor.	
As a professional with a disability		Financing of the ADSL line. Parking space if the work center has a car park.
As a student in official studies	Examination leave.	
Victims of gender violence	Telework Programme. Reduced working hours.	

## 3 Flexibility policies

1. **Telework:** If 40% to 80% of the tasks you usually perform at your workplace can be done remotely with the help of appropriate technology and you meet the other requirements, you can join the Telework Programme.
2. If you have been with the company for more than one year, you can apply for one unpaid leave per year, up to a maximum of three months.
3. If you marry or register as a domestic partner, you can take paid marriage/domestic partnership leave from the first working day after the date of marriage or registration.
4. We have a compressed working week, so we do not work on Friday afternoons at all Indra Sistemas centers.
5. You can use a Flexibility in the time of arrival and departure, depending on the working calendar that applies to you.
6. You also have flexibility in meal times, also depending on your work schedule.
7. You can use the time you need to go to your family doctor or specialist in the Social Security or private health care system.
8. If you are going to apply for a legally regulated reduction in working hours, you may choose to redistribute your reduced working hours from Monday to Thursday and not come on Fridays. You must apply for a minimum of 6 months.
9. If you want to volunteer, you can apply for a leave of absence for a maximum period of 9 months and undertake to prove on your return that you have not been working. We will reserve a job for you.
10. **Flexible maternity/paternity:** If you are coming off maternity leave due to birth or adoption, you can choose between these 3 possibilities, which already include the leave provided for breastfeeding:
  - **Accumulated Maternity/Paternity:** Extend your maternity leave for 30 calendar days.
  - **Extended Maternity/Paternity:** Reduce the working day by 50% and receive 100% of your salary for 60 calendar days after you start working.
  - **Combined Maternity/Paternity:** Extend your maternity leave by 15 calendar days and enjoy a daily reduction of one hour from the time you start working until your baby is 9 months old.
11. The other parent may take advantage of this measure in the same proportion as he/she takes maternity leave or breastfeeding leave.
12. If you are going to become a father, you can have 3 working days' leave for the birth of a child, which is one day more than what is established by law. You can take this leave in the way that best suits your needs:
  - Consecutive days.

- Alternate or non-consecutive days, and up to 7 days after medical discharge.
  - Half days, on consecutive days from the date of birth.
- 13.** You can take an additional 2 calendar days of paternity leave. The leave must always be taken after your 12 weeks of paternity leave.
- 14.** If you need to, you can accompany your children - if they are under 16 years of age or without any age limit in case they have a disability - and your spouse to the doctor (Social Security or Private Health Care)..
- 15.** If you have to travel as a result of the marriage of children, mothers and fathers or siblings, you have one day off if it is within the province in which you work or in neighboring provinces, and two more in other cases of travel.
- 16.** In case of serious illness or hospitalization of family members up to 2nd degree of consanguinity or affinity, or death of family members up to 2nd degree of consanguinity or affinity, you have an additional day, i.e. 3 days, or 5 days if you need to travel.
- In the event of serious illness, you can take this leave in the way that best suits your needs:
- Consecutive days.
  - Alternate days, up to 7 days after medical discharge.
  - Half days, on consecutive days from the date of the causal event.
- 17.** In the event of death of first-degree relatives by blood or marriage, you will have two additional days, i.e. 4 days, or 6 days if you need to travel.
- 18.** In the event of an intervention with home rest up to the 2nd degree of affinity or consanguinity, you can take the paid leave provided for by law (2 calendar days) in the manner that best suits your needs:
- Consecutive days.
  - Alternate or non-consecutive days, and up to 7 days after medical discharge.
  - Half days, on consecutive days from the date of the causal event.
- 19.** If your parents are over 65 years of age and have to go to the family doctor or to a specialist - both Social Security and private health care -, you will have the necessary time to accompany them.
- 20.** If you are studying official studies, attending official language schools or taking postgraduate degrees, you will have 10 days per year or 20 half-days to take exams.
- 21.** If you are a victim of gender violence and require a change of work centre for reasons related to this circumstance, you will be able to telework if the project allows it.
- 22.** If you are a victim of gender violence, you can enjoy a 50% reduction in working hours, receiving 100% of your salary for the first 3 months, counting from the conviction, the protection order in favour of the victim or the report from the Public Prosecutor's Office indicating the existence of signs of gender violence until the protection order is issued.

## 4 Service policies

1. Privilege Store: Through it, we offer you benefits in the purchase of products and services.
2. Facility: Employee assistance service. Free legal assistance service by telephone, agency service at preferential rates and domestic staff search service. It can also be used by your first-degree relatives.
3. If you are pregnant, Indra will provide you with a parking space if your workplace has its own car park.
4. On the occasion of the birth or adoption of your child, we will send you a gift voucher worth 100€.
5. If you have children with a disability of at least 33% in your care, you have a financial aid of €72 per month.
6. The company supplements social security benefits up to 100% of salary from the first day of maternity/paternity leave.
7. If you have an officially recognized disability of at least 33%, Indra will finance 100% of the cost of a 10 Mbps ADSL line, excluding calls.
8. If you have an officially recognized disability of at least 33%, Indra will provide you with a parking space if your work center has its own car park.

**All the measures contained in this policy, both those affecting time and those affecting services, are in force for Indra Sistemas S.A. employees.**