

Corporate Guidelines on the Right to Digital Switch-Off

Context

These Guidelines set out the Enagás Group's policy on Digital Switch-Off in the workplace, in accordance with the provisions of Article 88 of Organic Law 3/2018, of December 5, on Personal Data Protection and Guarantee of Digital Rights.

Specifically, Enagás has drawn up this document by establishing a series of measures for all its professionals and considering that the changes produced by digitalisation in recent decades have given way to new ways

of working (Smart Working), causing significant changes in the management of people and their welfare in companies.

This phenomenon has generated new production models, in which the workplace and working time are diluted in favour of a more flexible arrangement that directly affects the personal and family situation of professionals. This has enabled us to improve work-life balance. However, without a clear delimitation between work time and rest time, the flexibility in the provision of labour

can lead to confusion between the two areas, with significant impacts on the quality of life of professionals, due to permanent connectivity.

For Enagás, technological advances should improve people's lives and not make it difficult to reconcile them, which is why the company considers it essential to guarantee its professionals' rest time, leave of absence and holidays, to respect their personal and family privacy, recognising the right to digital switch-off and creating healthy habits in this regard.

Principles

Enagás' commitment to its professionals is rooted in an organisational culture based on flexibility, responsibility, respect and

mutual commitment. A project that links the company's continuous improvement with increased quality in the professional and personal

life of all of us who are part of the company. In this sense, the Principles within which Enagás implements its actions in this area are as follows:



RESPECT FOR THE REST TIME OF PROFESSIONALS ONCE THE WORKING DAY HAS ENDED

By promoting measures to encourage recognition of the right to digital switch-off, as a fundamental element in achieving better organisation of working time for the sake of respect for private and family life and, ultimately, for the quality of life and health of professionals, without negative impacts on their professional development.



AWARENESS OF DIGITAL SWITCH-OFF

The company is committed to promoting awareness actions, at all levels of the organisation, on the proper use of technologies that, in any case, avoid the risk of computer fatigue, by promoting awareness/training actions for all its professionals, to provide information about the risks, challenges and good practices related to the use of digital tools.

Measures



Enagás guarantees the right to digital switch-off both for professionals who work in the field and for those who work outside Enagás' facilities.



Measures guaranteeing the right to digital switch-off will not apply in cases of force majeure or exceptional circumstances, such as temporary emergencies requiring an immediate response. Likewise, people whose roles require special availability arrangements will have to handle communications and/or services in accordance with the rules governing those arrangements.



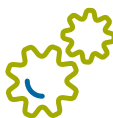
Team leaders are responsible for applying digital switch-off measures, by setting an example for the people they manage. In this respect, they will encourage the responsible use of technologies in order to comply with the right to digital switch-off, and it will be assumed that communications that may involve a response outside working time may be answered the following working day.



All Enagás professionals have the right to digital switch-off during holidays, leave of absence, daily/weekly rest, incapacity or leave of absence for family care. Likewise, Enagás professionals have the right not to respond to any communication regardless of the means used (e-mail, WhatsApp, telephone, etc.) once their working day has ended.



Digital switch-off is configured as a right, not an obligation. Consequently, professionals will be able to communicate outside working time with total freedom, on the assumption that they may not receive a reply until the beginning of the next working day.



Enagás will draw up an awareness raising plan and/or train the company's professionals on how to exercise the right to digital switch-off.