



PROFESSIONAL CODE OF CONDUCT

World Leadership Alliance Club de Madrid, in accordance with its commitment to the dignity and fundamental rights of the people who make up its team, wants to establish binding rules of behaviour for all the people who make up our organization.

The purpose of this Code of Conduct is to provide those who coordinate the teams and the rest of the staff with a series of guidelines that promote a work environment based on respect and collaboration, as well as to identify and avoid, where appropriate, situations that are detrimental to maintaining a healthy work environment and, in particular, those that could be considered to constitute some type of harassment within the work environment.

Therefore, the members of the staff of the World Leadership Alliance Club de Madrid are committed to the following principles of professional conduct:

1. RESPECT.

An atmosphere of respect and correctness at work will be promoted. To this end, the values of equal treatment, respect, dignity and free development of personality will be conveyed to all personnel, both those who join the staff and those who are already part of it. The use of insulting, humiliating or intimidating expressions and manners is prohibited, with special attention to those with sexist, misogynist, racist or lgtbiphobic content.

2. COMMUNICATION.

Internal communication shall be promoted at all levels. The integration of all personnel shall be ensured, without hindering the normal possibilities of communication of any person with the rest.

3. REPUTATION.

Any attitude aimed at discrediting or undermining the work or personal reputation of those who are part of the Organization is prohibited. This includes behaviour that ridicules a team member, disseminates personal information or generates rumours with the intention of causing harm.

4. DISCRETION.

Communications aimed at correcting inappropriate conduct or reprimands for poor, low or inadequate work performance shall be made in a reserved manner, with no other person present, except as required by law, collective agreement or exceptional cause that so

advises, than the supervisor or other superiors and, where appropriate, the person affected by the conduct of the person reprimanded.

5. EQUITY AND NON-ARBITRARINESS.

Personnel policies and their application shall ensure the equitable treatment of all staff members according to their circumstances, type of tasks performed and responsibilities.

The compensation system shall be based on the principles of transparency, equal pay for work of equal value, and equity of the salary scale, without prejudice to the recognition of individual performance that may result in salary raises, or other types of compensation, for certain team members of the staff in accordance with the established system.

It shall be ensured that the tasks entrusted to any employee are in line with his or her professional level and experience. Therefore, any arbitrary or abusive assignment or distribution of work shall be avoided, which includes both the intentional attribution of too much or too little work, or lack of duties.

Likewise, the application of work control and performance monitoring mechanisms shall be equitable and uniform for each type of work, while taking into account the circumstances of each person that could affect their level of performance, trying as far as possible to adapt their objectives accordingly.

6. PREVENTION OF WORKPLACE, SEXUAL, OR OTHER TYPES OF HARASSMENT.

Harassment and harassment attitudes are prohibited, for which a Protocol for their prevention and treatment will be established.

7. RESPECT FOR THE EXERCISE OF LABOR RIGHTS.

The exercise of rights recognized by law or collective bargaining agreement shall be respected. Any adverse treatment as a consequence of the presentation of complaints, claims, denunciations or demands, or the request for support to the delegation of personnel or unions, will be avoided.

8. WORK-LIFE BALANCE.

The organisation will promote labour policies that allow for an adequate reconciliation of work and personal life in a way that is compatible with productive needs. The right to digital disconnection will be respected and teleworking policies will be developed under the principles of voluntariness, equity and reversibility.

9. TRAINING PROFESSIONAL DEVELOPMENT OPPORTUNITIES.

It will be ensured that all personnel, with equal merit, level and capacity, will have similar opportunities for training and professional development.