



DOMINION

Office and Warehouse Manual

March 2024

Subject matter and scope

Purpose of the document

- This document identifies obligations and recommendations addressed to users of Dominion's offices, derived from the commitments undertaken by Dominion in the ESG field (Environmental Social and Governance).
- Global Compact ONU agreement and compliance with 12 of the 17 SDGs (Sustainable Development Goals).
- Applying Dominion's 8 Pillars of Sustainable Development.

Addressed to:

This document is **intended for Dominion office and warehouse staff.**

Outside the scope of application:

- Excluded from this document **are installations linked to projects/clients..**

To find out more and propose changes: health.safety@dominion-global.com.

Key Aspects

Energy efficiency

Gas emissions

Use of materials

Coexistence in the office

Accessibility

Security of information

Dominion and the Sustainable Development Goals



- Strengthen prevention and treatment of substance abuse.
- Achieve universal health coverage and access to quality essential services.
- Strengthen the capacity of all countries in risk reduction and risk management.
- Reduce the number of deaths and illnesses from hazardous chemicals along with air, water and soil pollution.



- Donations to foundations and organizations whose focus is on education.
- Investing in basic education in emerging markets.
- Partnerships with universities and schools to carry out projects that promote quality education.



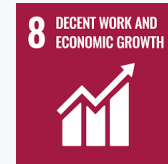
- End all forms of discrimination worldwide.
- Ensure women's full and effective participation and equal leadership opportunities.
- Adopt and strengthen sound policies and enforceable laws to promote gender equality and the empowerment of all women and girls at all levels.



- Achieve universal and equitable access to safe drinking water and adequate sanitation and hygiene services.
- Improve water quality by reducing pollution, eliminating dumping and minimizing the release of chemicals and hazardous materials.
- Increase the efficient use of water resources in all sectors and ensure the sustainability of freshwater abstraction and supply to address water scarcity by reducing water stress.



- Construction and maintenance of renewable energy infrastructures.
- Services and solutions that improve energy efficiency.
- Promoting universal access to affordable, reliable and modern energy services through its Smart House project and its energy marketer, Alterna, which, in addition to encouraging efficient and responsible consumption, allows consumers to contribute to an NGO that fights energy poverty.



- Promote full and productive employment on an equal basis.
- Protect labour rights and promote a safe and secure working environment for all workers.



- Promote sustainable and efficient infrastructure.
- Promote the concept of Industry 4.0 and the digitalization of industrial processes, as a way to modernize and reconvert infrastructures and industries with the environment.
- Participation in strategic and innovative business clusters.



- Increase inclusive and sustainable urbanization and the capacity to plan and manage it.
- Strengthen efforts to protect and safeguard the world's cultural and natural heritage.
- Reduce the negative per capita environmental impact of cities.
- Provide universal access to green spaces and safe public spaces.



- Efficient use of resources.
- Reduce waste through prevention, recycling and reuse



- Promote the fight against climate change through energy efficiency improvement services, water and air quality platforms and renewable energy projects.
- Develop platforms for the coordination of climate disaster prevention and response in least developed countries.

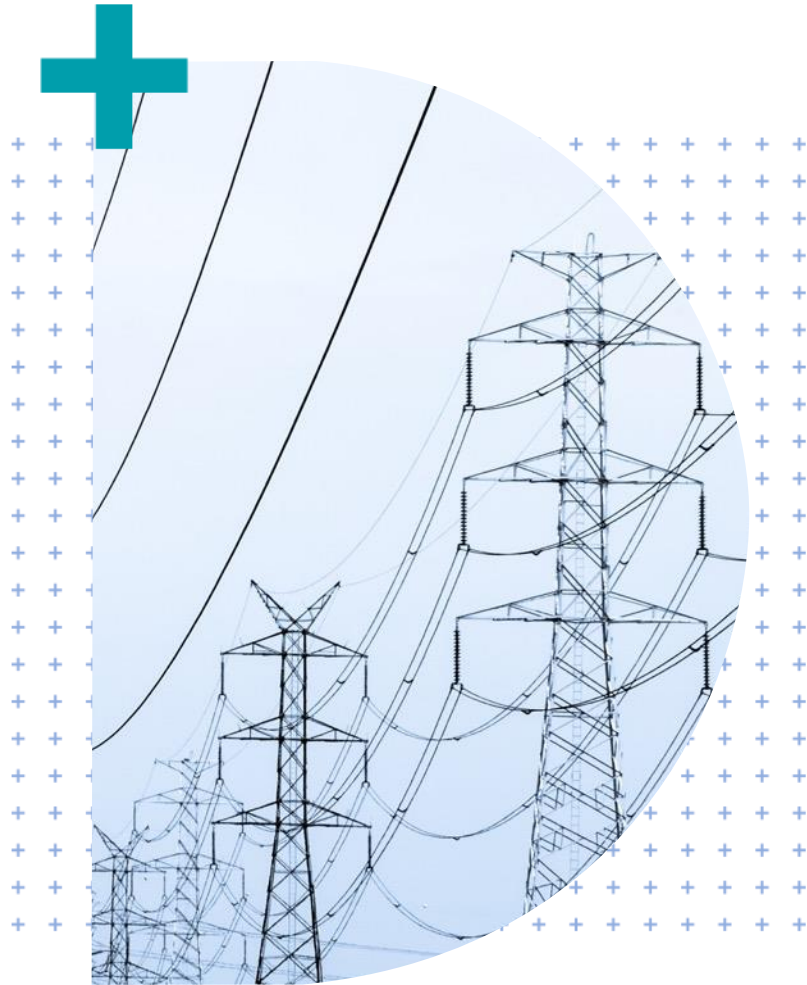


- Build effective, transparent and accountable institutions at all levels.
- Ensure responsive, inclusive, participatory and representative decision-making at all levels.
- Significantly reduce corruption and bribery in all its forms.
- Promote and implement non-discriminatory laws and policies for sustainable development.



- Participate in the Spanish Global Compact Network.
- Promote a universal, rules-based, open, non-discriminatory and equitable multilateral trading system within the framework of the World Trade Organization.





Energy efficiency

Respect for the environment and sustainability is part of Dominion's commitment at the highest level to be responsible with all the actions it undertakes in the environments in which it is present.



Help us to minimise DOMINION's energy consumption.

Applicable commitments

This commitment is fully integrated into our management model (**Environmental Policy**) and goes further, in the sense that energy efficiency is the focus of some of Dominion's business units.

Power consumption

- Use natural lighting instead of artificial lighting as much as possible.
- Turn off your computer and monitor when you finish your workday.
- Be sure to turn off the lights in meeting rooms and the workplace.
- Be sure to leave all work equipment and machinery turned off before leaving the warehouse.
- Use the stairs instead of the elevator.
- Make a recommendation to the site manager for the use of LED lights.

Air Conditioning / Heating

- Make reasonable use of air conditioning.
- Make sure that the office is kept in summer: between 23° and 26°; in winter: between 20° and 24°.
- As far as possible, do not use individual heaters.
- Use these devices only when necessary.
- Turn off or minimize air conditioning systems in unoccupied rooms.
- Close windows when equipment is on.

Renewable energies

- We invite you to collaborate to find ways to help us use even more Renewable Energies.



Gas emissions

In an increasingly pollution-aware environment, it is important for Dominion to be able to assess its impact in this regard and to promote corporate measures and instruments that promote non-polluting actions.



DOMINION's commitment to greenhouse gas (GHG) reduction

Recomendations

In line with its commitment to control and reduce the impact generated in its offices and warehouses, Dominion promotes the reduction of greenhouse gases, through:



Promote the reduction of the number of **business trips**.
Use less polluting means of **transportation**.



Reduce face-to-face meetings by advocating **the use of video conferencing, (Microsoft Teams)** and other similar options.



Promote and maintain **green spaces in the facilities**, promote the placement of **plants...** that renew the air in the office.



Encourage the use of personal mobility vehicles.
Use public transportation or share a vehicle with your colleagues to save fuel and avoid gas emissions.



Reduction of gas emissions in daily tasks during the development of the profesional activity





Use of materials

The planet's resources are a scarce commodity, which means that Dominion is committed to raising awareness and promoting their efficient and sustainable use.

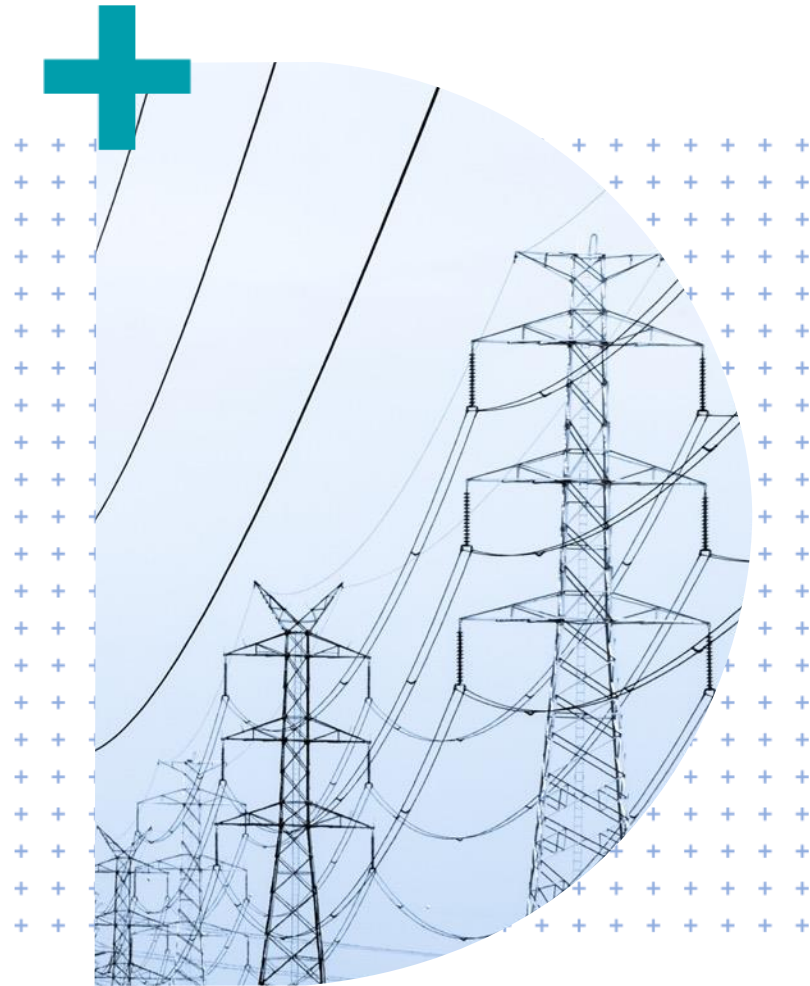


Help us to make better use of materials at DOMINION

Efficient use of materials:

The use of materials, outside of projects, is limited. Nevertheless, Dominion is working to minimize the direct negative effects that its activities may cause.

Paper and Cardboard	<ul style="list-style-type: none">• Avoid its use whenever possible, using digital format.• Use recycled/used paper as much as possible.• Avoid printing unnecessary documents.• Use two-sided paper for printing and photocopying.• Use electronic means of communication, whenever possible.• Deposit paper and cardboard in the containers provided.
Cells and batteries	<ul style="list-style-type: none">• Dispose of batteries and accumulators in the established containers.
Efficient use of water	<ul style="list-style-type: none">• Turn off the faucet tightly, avoiding leaks.• Do not let the water run while washing hands.• Do not use the toilet as a wastebasket..
Other materials	<ul style="list-style-type: none">• Prioritize black and white printing.• Use the recycling garbage cans for toners.• Use digital collaboration tools such as share point, Teams, OneDrive ...



Coexistence in offices

Respect for coexistence with colleagues is part of Dominion's commitment at the highest level.



How is the coexistence in DOMINION's offices?

Coexistence with colleagues:

In order to have a better coexistence among colleagues, to make a good teamwork, put into practice these recommendations.

Noise	<ul style="list-style-type: none">• Make calls in designated places.• Talk to your colleagues with moderate tones.
Inclusive Language	<ul style="list-style-type: none">• Use inclusive language in communications and conversations.
Acoso / canal ético	<ul style="list-style-type: none">• If you detect a situation of harassment, use the ethical channel. (Ethical channel)
Office aesthetics, order and cleanliness	<ul style="list-style-type: none">• Keep your workspace tidy and clean.• Know what is the treatment of Corporate Information and Confidential Information.• Try to keep workplaces in the same order, maintaining the aesthetics of the office.• Eat in the spaces provided for this purpose.
Common areas	<ul style="list-style-type: none">• Take care of the common areas of your work area (dining room, bathrooms, lobbies, corridors...).• Leave the common areas as you would like to find them.

Promoting a Healthy Environment in DOMINION's Offices

WellDOM

WellDOM is a global program that promotes the acquisition of healthy habits, focused on four essential pillars: mental and emotional wellbeing, active living, health care and nutrition.

Nutrition

- Consume at least 50% of vending machine products that are healthy.
- Opt for fresh fruit as a snack during the day.
- Drink water from drinking water points in the office and use reusable bottles.
- Find out about allergies and diets of products before consuming them.
- Participate in nutrition and health workshops.

Active life

- Find out about public transport services (metro, bus, electric bicycle services) and use them whenever possible.
- Prefer the stairs to the elevator.
- Participate in sports activities organized by the company, such as matches or races.

Health care

- Performs annual medical checkup.

Mental and emotional well-being

- Respect and follow the digital disconnection policy to ensure your well-being.
- Take advantage of your vacation during designated periods to disconnect and relax.
- Attend workshops on stress management and relaxation techniques.
- Use the designated spaces for relaxation and disconnection during your breaks.
- Participate in social and team building activities.
- Seek the support of a mentor or colleague when you need it.



Accessibility

Dominion is committed to buildings without barriers to access and use and is taking measures to eliminate existing ones.



Improving accessibility at DOMINION

Recomendations

Dominion is committed to avoiding any form of discrimination and in particular to supporting measures that allow the integration of disadvantaged groups in society.

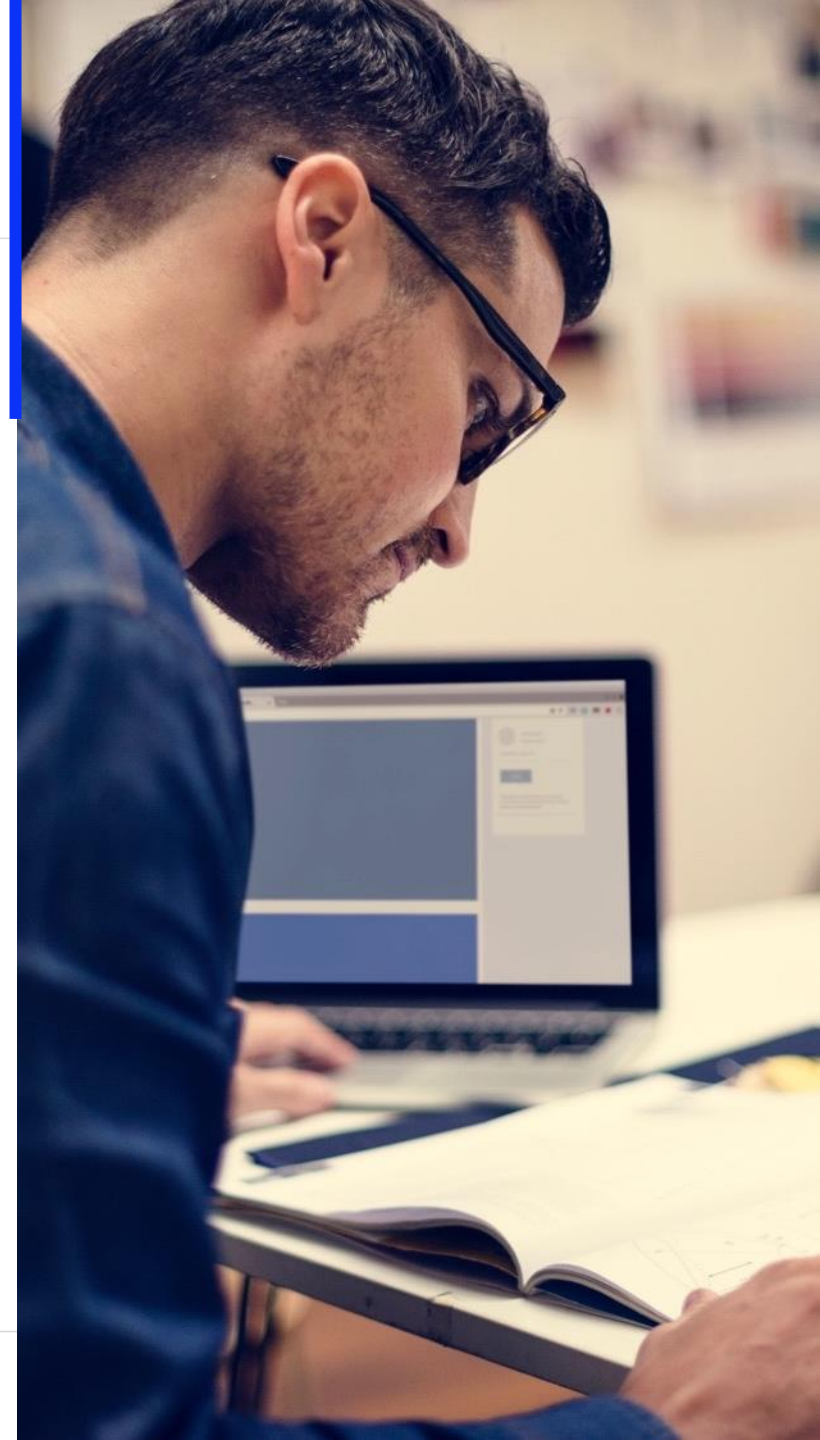
Dominion **requires strict compliance with current regulations** in each case and is committed to improving accessibility conditions with additional actions.

If you need any special assistance, such as any of the following, please contact your site manager..



- Adapting the entrances with ramps with a non-steep slope to allow access to people with wheelchairs.
- Use of approved elevators.

- Doors with mechanisms that facilitate opening and closing.
- Adapted toilets.
- Integrating disability into Prevention Plans..





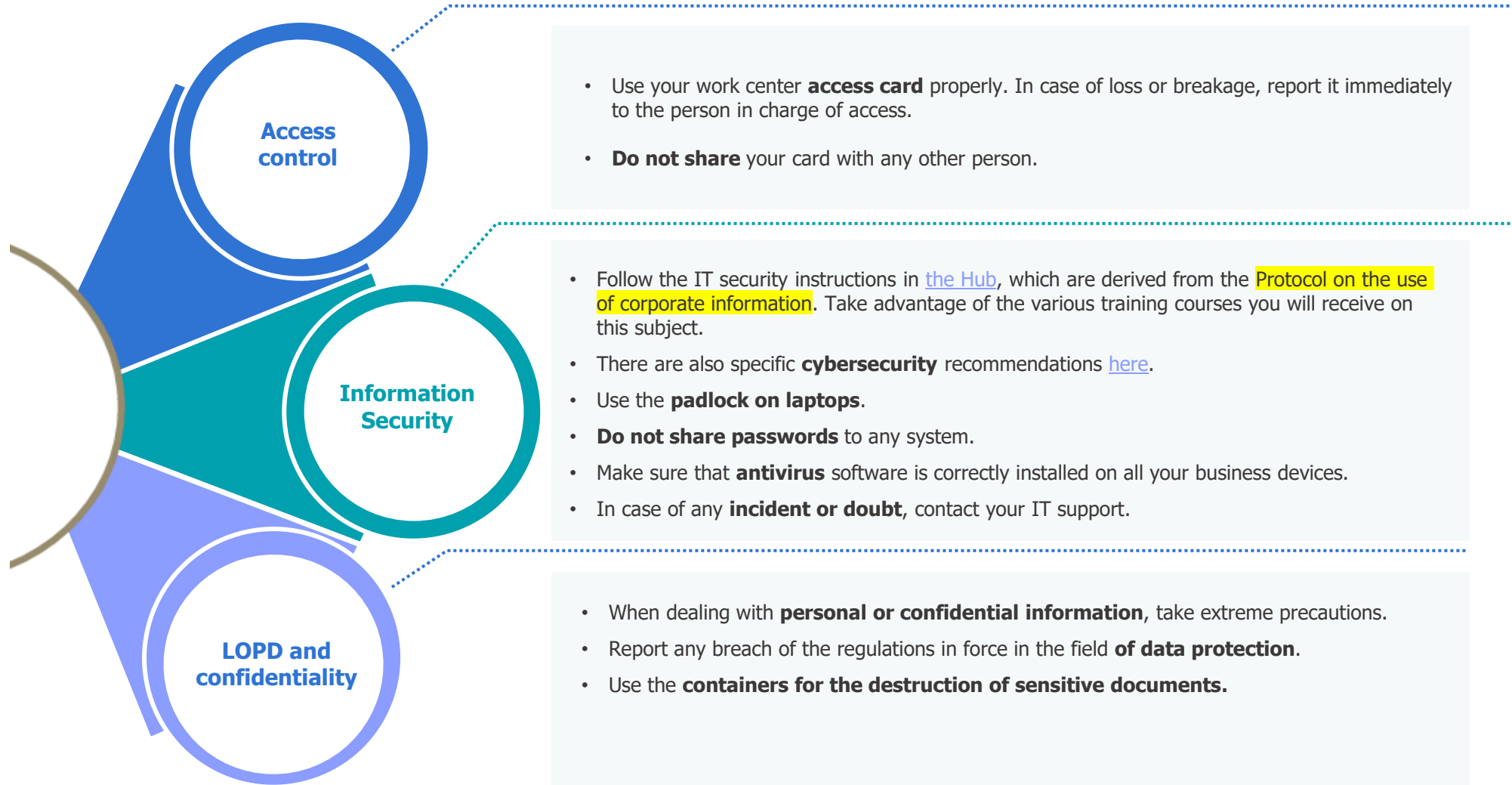
Information Security

Dominion seeks everyone's commitment to properly protect the company's assets and the data we handle on a daily basis.



How can you help protect everyone's information?

Recomendations



We have been helping our customers to be more competitive and efficient for 20 years.

We apply technology and innovation to achieve this.

We are Dominion.



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