

1. Introduction

The Mota-Engil Group and the Manuel António da Mota Foundation (FMAM) have always adopted a policy of social responsibility and a commitment to the communities in which Mota-Engil operates. In this way, with a view to making corporate citizenship even more active and participatory in favor of social causes and acting on environmental issues, a Mota-Engil Volunteering program was developed with a view to the Group's international scale.

The productive use of volunteers with the various partner organizations requires planned and organized action. The role of the Volunteer Management Team is to provide a central coordination point for the effective involvement of volunteers in organizations and to lead the joint actions of social partners and volunteers to provide more productive services, coordinating volunteering in all the geographies in which the Mota-Engil Group is present.

2. Definitions

2.1 **"Volunteering"**¹ means an activity inherent to the exercise of citizenship that translates into a relationship of solidarity with others, participating in a free and organized way in the solution of problems that affect society.

2.2 **"Mota-Engil Volunteering"** means a set of initiatives promoted by FMAM.

2.3 **"Individual volunteering"** means initiatives in which the employee looks for a way to contribute his or her voluntary work to a non-profit association or other initiative not promoted by the FMAM.

2.4 **"Volunteer"** means any employee who freely participates in initiatives aimed at benefiting institutions and communities, using their knowledge and talent, without loss of remuneration or impact on attendance.

2.5 **"Promoting organizations"**² are public entities of the central, regional or local administration or other legally constituted legal persons of public or private law that are able to integrate volunteers and coordinate the exercise of their activity.

2.6 **"Mota-Engil Community"** is made up of all the people with whom Mota-Engil employees have a personal connection, and the organizations that have a professional connection with the Group.

2.7 **"Volunteering Agreement"** is an agreement that must be signed by the volunteer and the FMAM, describing the conditions of the volunteer work.

¹ in accordance with Portuguese Decree-Law 389/99 of September 30, which regulates the basic law on the legal framework for volunteering (Law 71/98 of November 3).

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3. Objective

This Volunteering Policy materializes and reaffirms Mota-Engil's commitment to promoting volunteering as an instrument of social mobilization, citizenship and people development.

4. Scope

This policy applies to all Mota-Engil employees, in all of the Group's geographies. Trainee employees can participate in specific actions organized and promoted by FMAM.

5. Time Grant

Mota-Engil gives each employee a time grant, for a total of 8 hours per year of their working hours, to be used in volunteer actions promoted and promoted by the FMAM, by partner organizations of the FMAM or by organizations proposed by the employees, through the platform *SuccessFactors (ME Talent)*. This grant may only be used once the employee has registered and formalized it as described in point 6.

The hours allocated in the time grant may only be used for voluntary work approved in this policy.

6. Guidelines

- (a) Volunteering can be carried out through actions promoted and promoted by the FMAM, by partner organizations of the FMAM or by organizations proposed by the employee and by promoting entities, provided that they are duly validated by the FMAM and that they guarantee that the activity carried out is worthy and complies with current legislation, in line with the Sustainable Development Goals (SDGs);
- (b) As described in point 5, Mota-Engil gives each employee time off to carry out voluntary work;
- (c) The time grant can be used for individual or collective volunteer actions by FMAM or another entity that FMAM recognizes and approves the institution. For individual actions, promoted by another non-profit entity, the employee, in order to use the work time grant, will have to submit the volunteer to FMAM's approval;
- (d) The volunteer who expresses interest in volunteering in any action, internal or external, and uses his time grant, must register as a volunteer on the *SuccessFactors* platform (*ME Talent*) and apply for the desired initiative. All contacts must be directed through the platform or by e-mail to FMAM (voluntariado@fmam.pt);
- (e) The Mota-Engil Group will define strategic focal points in each of the Group's geographies, which will be responsible for guiding, managing and executing the actions outside Portugal, always ensuring intermediation between the country of operation and FMAM, to whom they will report each action;

- (f) The Corporate Human Resources area is responsible for disclosing the list of Focal Points;
- (g) In volunteer actions promoted by the FMAM, the latter may encourage registration through a selection of volunteer employees. This selection is made on the basis of the following criteria: availability of the volunteer and adaptation of the action to the characteristics of the employee;
- (h) For each volunteering action, registrations will be made via the platform and places will be allocated on a first-come, first-served basis.
- (i) The FMAM reserves the right not to accept applications for reasons of the employee's health, or for failure to comply with the specifications requested in the volunteer action;
- (j) If no means of travel are provided for in the organized volunteering initiative, travel and food expenses are the responsibility of the employee. The use of the company's internal physical resources is not authorized without the company's approval;
- (k) The Corporate Communication and Human Resources areas should be involved in promoting and publicizing volunteer initiatives;
- (l) An annual volunteer evaluation report will be drawn up and published in the Grupo's media.

7. Employee Rights and Duties

7.1 Employee Rights

- (a) As soon as the employee registers as a volunteer and signs up for the first volunteering activity, he/she will receive proof of registration sent by e-mail to .
- (b) The Volunteer enjoys the guarantee that their work insurance will cover their volunteering as part of this program. In cases of exclusion, taking into account the type of activity to be carried out, this is the responsibility of the promoter of the initiative, FMAM or another institution ;
- (c) The tasks and responsibilities assigned to the volunteer must respect their knowledge, experience and/or motivation;
- (d) The Volunteer reserves the right to consent to the processing of its personal data in accordance with Mota-Engil's Personal Data Protection Manual;
- (e) The Volunteer reserves the right to authorize the dissemination of their image, which may be used during or after the action in various media and social networks.

7.2 Employee Duties

- (a) The actions of volunteers must comply with the recommendations set out in Mota-Engil's Code of Ethics and Business Conduct;
- (b) It is compulsory to sign the Volunteering Agreement beforehand;

- (c) The volunteer must attend a training session on the Volunteering Program, which will cover the rules, principles and general notions about volunteering, before starting to work as a volunteer and which will be available on the SuccessFactors platform (ME Talent);
- (d) The volunteer undertakes to attend the registered events, to carry out their work with respect and dignity for the host organization, being assiduous, punctual, observing and respecting the organization's rules;
- (e) The volunteer must fill in the evaluation reports whenever requested.

8. Mota-Engil's Rights and Duties

8.1 Mota-Engil's Rights

- (a) Enjoy the inherent tax benefits of donations in kind (employee hours), in accordance with the Patronage Law in force and the respective donation receipts;
- (b) Every year Mota-Engil will receive an annual report on the actions carried out and an impact report on the Volunteering Program with information on its contribution.

8.2 Mota-Engil's Duties

- (a) Incorporate volunteer training into the platform *SuccessFactors (ME Talent)* so that volunteers are able to carry out volunteer activities;
- (b) Include volunteer hours in employment insurance;
- (c)) To provide part of the Personal Protective Equipment (PPE) required to carry out of volunteering;
- (d) Approve the hours assigned to volunteering on the *SuccessFactors* Human Resources Platform (*ME Talent*).
- (e) Promote the existing activities on the volunteer platform to volunteers waiting for available activities;
- (f) Identify the Group's Focal Points who will be the people responsible for guiding, managing and carrying out the actions outside Portugal, always ensuring intermediation between the country of operation and the FMAM;
- (g) Identify, with the help of internal HR teams, the hourly cost of each employee involved. This cost should include remuneration, social security charges and other amounts that the company is obliged to pay under the employment contract or by law (e.g. compulsory insurance premiums, pension supplements);
- (h) Issue an invoice to FMAM for the hours spent by its employees on the initiatives carried out. This invoice will be issued on a monthly basis;
- (i)) After receiving the donation receipt, record the cost associated with it.

9. FMAM's Duties

- (a) Promote and disseminate this policy, ensuring that it is known and applied at all levels of the Group;
- (b) Encourage the involvement of senior managers and managers in volunteering activities;
- (c) Coordinate the activities carried out and their evaluation directly with the promoting organization to which the volunteer collaborators are assigned;
- (d) Use the platform *Success Factors (ME Talent)* to count the hours of training and, subsequently, volunteering;
- (e) Use the platform to link different initiatives according to the need in a volunteer/beneficiary logic;
- (f) Send the corporate area of Human Resources a monthly list of the volunteer activities in which the company's employees have been involved, detailing the hours spent per employee on each initiative;
- (g) Issue a receipt to Mota-Engil acknowledging receipt of a donation in kind in the amount of the employee assignment invoices received from each company. For reasons of administrative simplification, this receipt may be issued annually - at the end of each year, the FMAM issues a receipt for the total amount invoiced each year;
- (h) Replicate this invoicing and receipt procedure with the institutions that are the ultimate beneficiaries of the volunteer program;
- (i)) Assess the feasibility of actions proposed by employees or promoters;
- (j) Develop well-structured and organized actions to involve employees in the initiatives and ensure their success;
- (k) Select the volunteer candidates according to the criteria previously defined;
- (l)) Publicize volunteering activities through the Group's communication media;
- (m) Collect evidence and disseminate program communication effectively;
- (n) Ensure that the legally required and/or recommended insurance is taken out, taking into account the location and type of activity to be carried out;
- (o) Prepare and disseminate the an Annual Evaluation Report of the Mota-Engil Volunteer Program;
- (p) Suspend and/or terminate volunteer work if it believes that it does not comply with the guidelines set out in this policy;⁹
- (q) Approve and monitor the use of the time grant for individual volunteering.

10. Evaluation

The Annual Evaluation Report of the Mota-Engil Volunteer Program is produced to portray the performance and progress of the program throughout the year, disseminate internally the actions carried out by the volunteers and translate the volunteering actions into figures and indicators. It should contain the results, participants and testimonies of the company's volunteers, the promoting organizations, the directors, and managers who encourage volunteering throughout the year in the Group's companies.

Special mention should be made of the main actions carried out, mobilization and indicators of volunteer initiatives at Grupo as well as the number of actions, volunteers involved and beneficiaries.

Questions, requests and/or guidance should be sent by e-mail to the following address (voluntariado@fmam.pt).