



Puig Global Volunteering Policy



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Context

As part of Puig's¹ Sustainability Agenda, and guided by our Values, Ethical Code, and Human Rights Policy, we are committed to fostering a culture of responsibility and care for people and communities. We believe that volunteering is a meaningful opportunity for each of us to make a real difference and create a positive impact beyond our everyday business activities.

This policy empowers employees to dedicate time and skills to initiatives that matter to them and align with Puig's identity as a Home of Creativity, or to the causes of any of its Love Brands. By supporting volunteering, we aim to help every individual contribute to a better society while enriching their own personal and professional journey. Volunteering is not only encouraged—it is celebrated as part of who we are.

¹ "Puig" refers to the Puig Brands, S.A. company and its subsidiaries and other entities that may be incorporated in the future in which Puig Brands, S.A. holds or may hold direct or indirect control, according to article 42 of the Spanish Commercial Code.



Objective

The Puig Global Volunteering Policy enables employees to generate a positive social impact through dedicated volunteering hours. It establishes a transparent framework for requesting, approving, and recording Volunteering Time Off (VTO).



Scope

This policy applies to all Puig employees with a direct employment relationship (full-time or part-time) across all global locations. Interns, consultants, independent contractors, and any other third-party staff are excluded from this policy. In all cases, this policy shall be applied in compliance with applicable local employment laws and regulations.



Content

1. Paid Volunteering Time Off (VTO)

Puig offers employees up to eight (8) hours of paid Volunteering Time Off (VTO) per calendar year to participate in Approved Activities². VTO hours are granted on a calendar-year basis (January 1 through December 31).

Local business units have the flexibility to determine how VTO may be scheduled based on operational needs, for example, as a single full-day allocation or split across multiple days. All VTO hours must be accurately recorded in the designated local time-tracking system.

Unused VTO hours will not be carried over to the following calendar year and are not convertible into monetary compensation or any other form of benefit. VTO hours are non-transferable between employees.

2. Approved Activities are volunteering activities that have been previously reviewed and authorized by Puig and that are aligned with Puig's identity as a Home of Creativity, or to the causes of any of its Love Brands. There will be a process on how employees can submit a social activity for approval by Puig.

2. Volunteering Time Off (VTO) requests

2.1 Selecting an Approved Activity

- Eligible employees may select an activity from the list of Approved Activities available on the relevant internal communication platform. If an employee wishes to propose a new activity not already listed, they may submit a proposal for review in accordance with the specific process.

2.2 Submitting VTO Request

- Employees must submit their VTO request at least fifteen (15) calendar days prior to the intended volunteering date through the existing local time-tracking system.
- Where no local time-tracking system is available, the request shall be submitted through an alternative system designated by the respective Business Unit.



2.3 Approval by Manager

- The line manager receives the VTO request and must review and respond within five (5) business days of receipt.
- Managers may decline a request only for legitimate business, organizational, or operational reasons.
- Even after initial approval, managers may withdraw a previously granted approval if unforeseen workload or operational needs arise.
- Managers must provide clear reasons for any rejection or withdrawal of approval. The employee may escalate the decision to HRBP for further review if they consider the rejection to be unjustified.

2.4 HR Notification

- The employee shall notify their HRBP of the manager's decision (whether approved or rejected) within three (3) calendar days of receiving the response.
- If the manager rejects the request, the HRBP shall review the reasons provided to ensure they are legitimate, documented, and consistent with this policy.

2.5 Activity Completion and Confirmation

- Employees carry out the approved volunteer activity.
- Upon completion of the volunteer activity, the employee shall submit confirmation of successful participation to their HRBP within five (5) business days.
- HRBPs shall track the total VTO hours utilized within their corresponding business units.

3. Employee responsibilities during VTO

Volunteering under VTO is an opportunity for Puig employees to contribute to and build meaningful connections with the communities in which they operate, acting as representatives of Puig and/or its Brands. Accordingly, employees must at all times conduct themselves in a manner that reflects Puig's Values and the applicable Brand values. This includes, without limitation, complying with the host organization's policies, safety guidelines, and codes of conduct, as well as Puig's own Ethical Code.



Approval, publication, and review

This Policy has been approved by **X**, on **DATE**, and takes effect on **DATE**. This policy is available on the Intranet, on the Puig Website and will be communicated to Puig employees and other stakeholders as appropriate.

The Chief Human Resources Officer of Puig is responsible for the publication, periodic review, and updating of this policy.

Local HR Leaders are responsible for the communication, local adaptation, and application of this policy, taking into consideration applicable country-specific regulations, including training of relevant employees as needed.

This policy will be reviewed periodically and may be amended at Puig's sole discretion to ensure continued compliance with legal requirements, regulatory developments, and evolving business needs. This policy does not form part of any employment contract or create any contractual entitlement, and may be modified, suspended, or withdrawn at any time.



Annex 1 – Frequently Asked Questions (Q&A)



Q1: What is Volunteering Time Off (VTO)?

A1: VTO allows eligible Puig employees to take up to eight (8) hours of paid time off per calendar year to participate in pre-approved social activities.

Q2: Who is eligible for VTO?

A2: All Puig employees with a direct employment relationship (full-time or part-time). Interns, consultants, independent contractors, and other third-party staff are not eligible. Part-time employees receive VTO on a full basis.

Q3: What types of activities qualify as Approved Activities?

A3: Approved Activities are volunteering activities that have been previously reviewed and authorized by Puig. They must align with Puig's identity as a Home of Creativity or the causes of its Love Brands.

Q4: Can I propose a new volunteering activity that is not on the Approved Activities list?

A4: Yes. Employees may submit a proposal for a new activity through the designated process.

Q5: How far in advance must I submit my VTO request?

A5: VTO requests must be submitted at least fifteen (15) calendar days before the intended volunteering date through your local time-tracking system or the alternative system designated by your Business Unit.

Q6: Can my manager deny my VTO request?

A6: Yes, but only for legitimate business, organizational, or operational reasons. Your manager must provide clear reasons for any rejection. If you believe the rejection is unjustified, you may escalate the matter to your HRBP for further review.

Q7: Can my manager withdraw a previously approved VTO request?

A7: Yes, but only if unforeseen workload or operational needs arise.



Q8: What happens to unused VTO hours at the end of the year?

A8: Unused VTO hours expire at the end of the calendar year (December 31). They cannot be carried over to the following year, converted into monetary compensation, or transferred to another employee.

Q9: Can I use my VTO hours across multiple days?

A9: Yes. Local business units have the flexibility to allow VTO to be taken as a single full day or split across multiple days, depending on operational needs. Please consult your manager and local HR for the applicable arrangement in your location.

Q10: What should I do after completing my volunteering activity?

A10: You must submit confirmation of successful participation to your HRBP within five (5) business days of completing the activity.



Annex 2 – VTO Request Workflow

