



HBX Group —Employee Volunteering Policy

Scope of application	HBX Group
Valid from	07.11.2023
Responsible for the content/Owner of the Policy	HBX Group Corporate Sustainability for ESG area
Approved by	HBX Group Compliance Committee
Record of revisions	

Version	as of	Responsible for the content
01	07.11.2023	Carlota Galván

1. Purpose

HBX Group encourages employees to undertake volunteering activities and actively promotes volunteering opportunities through the company Volunteering Program.

The Program supports our business strategy and objectives and seeks to add value through the positive impact which results from volunteering to the local communities. Participation in voluntary activities creates mutual benefit for employees, our business and communities.

Sustainability is integrated into the company's strategy, so there are four KPIs for all employees that depend on the performance of ESG at HBX Group

Among them are the number of volunteer hours and the number of participants of these actions, which year after year increase. In order to achieve the organization's ambitious goals for participation and volunteer hours, each employee has 8 hours per year to carry out these activities during working time.

Volunteering offers additional routes for employees' personal and professional development and enables us to share our skills and know-how to help create better communities where we live and work. At the same time, it provides employees with first-hand knowledge of everything that surrounds the company, which also enables them to become aware of their role within the company.

In the world of work, it enhances teamwork, solidarity and empathy. It is a fundamental tool in attracting and retaining talent. And in the creation of high-performance teams, based on a culture of well-being, personal and job satisfaction and proud of their pertinence.

2. Scope of application

This Policy is applicable to HBX Group and to all companies majority-owned, directly or indirectly, by HBX Group, whether domestic or foreign, and to other shareholdings, in each case insofar as management control directly or indirectly lies with HBX Group (hereinafter also referred to as 'HBX Group Managed Companies'. Shareholdings in which management control does not lie with HBX Group (hereinafter also referred to as 'Non-HBX Group Managed Companies') are recommended to implement this Policy. The same will apply to our entire value chain and stakeholders.



3. Corporate Volunteering

HBX Group is committed to making a meaningful contribution to the communities where we work, live and where we have operations. Therefore, HBX GROUP encourages employees to join efforts in making our communities sustainable by being part of the HBX Group Corporate Volunteering Program.

Through our Corporate Volunteering Platform, HBX Group provides easy access to a wide range of meaningful volunteering opportunities for individuals and for groups in all our main destinations. These opportunities may be proposed and sponsored by HBX Group by employees or by our volunteer platform.

In addition to the benefit to the community, volunteering is a valuable opportunity for HBX Group employees to apply and develop their skills and broaden their perspectives.

Further information about this policy and the corporate volunteering program is available with the ESG team under corporatesustainability@hotelbeds.com.

4. Causes

Employees can volunteer for any organization legally registered which demonstrates positive social or environmental benefits and is promoted through the HBX Group Corporate Volunteering Platform.

HBX Group encourages its employees to focus their volunteer experience in HBX Group promoted Projects focusing on the 2030 agenda for sustainable development. Such as:

- Diversity and inclusion (SDGs. 10)
- Environmental impact and biodiversity (SDGs. 13)
- Wellbeing and decent work (SDGs.8)
- Prosperity and conscious travel (SDGs. 11)

In the same way, we want to promote sustainable travel projects, making a positive impact wherever they are developed.

Employees are not able to use Volunteer Hours to support political groups.

Employees are encouraged to propose additional volunteering activities through the corporate email or by Workvivo provided that the opportunities comply with the following requirements:



- The activities must be managed by charitable organizations legally registered and with experience in volunteering.
- The organizations must be apolitical and have a good social reputation.
- The volunteering role must be clearly defined and fundamental to develop the activity.
- The volunteer must attend the training required (if any) to develop the activity.

Once the volunteering proposal is submitted through the Volunteering Platform, Workivo or corporate email ESG Team will approve the activity provided that is in line with this Policy.

5. Paid Time Off Entitlement

Each employee can access a Volunteer Leave entitlement of 8 hours per calendar year. These hours will be paid and will not affect your holiday allowance. You can apply for time off to volunteer in opportunities promoted by HBX Group or employees through the Workday HR platform.

Your Volunteer hours should be used during normal working hours and you cannot take them in lieu of time volunteered outside of working hours.

Additional paid volunteering leave can be granted with approval under certain circumstances.

6. Line managers' responsibilities and approval

Interested employees should meet with their managers to discuss their volunteer choice, schedule and to receive approval.

All employees of HBX Group should feel supported and enabled to take time off to participate in volunteering activities.

Line Managers should see volunteering as an opportunity to develop their staff and work with employees to agree the most suitable opportunity based on existing skills, the workload and personal development goals.



7. Activity Reporting – Tracking Hours

It is important that we record who is volunteering. Please adhere to the following process:

Step 1: Access the HBX GROUP Corporate Volunteering Platform: <https://app.onnit.org/>

Step 2: Track pending volunteering activities in your personalized dashboard by clicking on “My dashboard”.

Step 3: Track actual hours volunteered against your activities by clicking on “Your user - my CV social – and there you will be able to see your activity.

Employees are encouraged to take pictures of their volunteering activities (as appropriate) and share their experience with ESG at Workvivo (ESG and Volunteering space) or in your LinkedIn tagging us - we’d love to hear your story.

8. Insurance

When volunteering, insurance coverage should be provided in accordance with local compulsory requirements by each association or organizer. Additionally, HBX Group shall use its best endeavors to ensure that its insurers also provide coverage to any incident that from which damages could arise.

9. Volunteering commitment

As a leader in the TravelTech space, we are committed to contribute to creating a sustainable future for our planet and society.

For this reason, when you are volunteering you are an ambassador of HBX Group. With this in mind, you should give volunteering the same priority as any other client or customer engagement.

As a volunteer you have to:

- foster commitment and passion to protect the environment through volunteering in specific programmes.
- Support local communities.
- Contribute to develop sustainable tourism.
- To help create an inclusive environment between our employees and society.
- Respect and support human rights in our value chain and in all company actions.
- Ensure compliance, ethics and integrity in all activities.



- Be an ambassador for the volunteering programme and encourage colleagues and other stakeholders to get involved. Be open to proposing new ideas and initiatives.
- To show the world that with very little you can achieve great things.

Please ensure:

- You adhere to HBX Group values when carrying out any volunteering.
- You avoid cancelling your volunteering – particularly at last minute.
- You arrive on time for your volunteering shift.

#MakeThe Difference

Have a great time, meet new people and experience something completely different!

Thanks so much for volunteering on behalf of HBX Group.