



Digital Disconnection Policy

GTM employees have the right to digital disconnection in the terms laid down in the legislation in force regarding personal data protection and guaranteeing digital rights.

GTM commits in this way to encourage measures to enhance resting time once the work day has ended, acknowledging the right to digital disconnection as a fundamental feature to achieve better time management at work in order to respect private and family life, improve reconciling personal, family and work life, so as to contribute towards the optimisation of occupational health of the entire workforce.

GTM, in order to ensure that all employees have the right to digital disconnection, both those who work at the workplace and those that work totally or partially remotely, establishes that:

- The GTM employees will have the right to refrain from attending digital devices, and from answering any communication, once the work day has ended.
- The employees commit to use in an appropriate way the IT and technological means provided by the company, avoiding when possible their use out of the stipulated work day.
- Calling work meetings, both internally or externally, as well as mandatory training, will be carried out stipulating approximately how long they will last, and, preferably they will not last any longer than the end of the ordinary work day.
- The hierarchical superiors will refrain from requesting a reply of communications sent to the employees out of office hours.
- GTM will ensure employees the right to digital disconnection during their holiday period, personal days off, on-leave, daily and weekly rest, permits, disabilities or sabbaticals.
- The employees are complied to programme automatic responses during the absence periods, indicating the contact information of the employee who has been assigned by the company to replace them, as well as the dates of the before-referred to periods.
- When emails are sent out of office hours, the delayed delivery setting will be used so the messages are received by the recipient within working hours and this practice will be encouraged within the company.
- In the event of different time zones, it is recommended to keep communications within the timetable that overlaps the various people or at the time closest to such overlapping.

However, account should be taken that the measures that ensure the right to digital disconnection will not to be applicable in the cases of force majeure circumstances or that involve a serious, imminent or evident business damage that require an immediate response.