

Protecting and promoting the health of employees

Scope: Global	Code: 00-00551NO
Owner: C.D. People and Organisation	Revision: 0.0

Purpose

- Promote behaviours that support a safe and physical, psychological and social healthy work environment.
- Identify and minimize behaviours that may impact the employee's health, wellbeing and job performance.
- Promote a healthy lifestyle (inside and outside the workplace).
- Establish and maintain the necessary resources required to manage employee health in the workplace in the most efficient and effective way possible.
- Regulate the employee health surveillance mechanisms and systems (individual and collective).
- Establish Repsol's expectations regarding the consumption of drugs, alcohol, and tobacco in the workplace.

Scope of application

This norm is applicable to all Repsol Group employees, except where a specific provision or requirement contained herein is prohibited by local law. Any time that an employee from one of the Repsol Group companies is assigned to work on an operation or carry out an activity not directly or indirectly managed by Repsol, S.A. or one of the Group companies, this norm guarantees (through the contract, agreement or equivalent legal means) that the employee's health and safety will have an equal or greater level of protection than the level that exists for all Group employees.

The rules regarding the consumption of drugs, alcohol, and tobacco in the workplace also apply to any person while at Group's facilities, regardless of the duration and nature of their presence (contractors, interns, suppliers, visitors, etc.).

Framework regulations

- Policy on "Health, Safety, and Environment" (code 00-00075PO)

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1. Provision and Auditing of Medical Services (MS)

Work centres will have healthcare facilities, resources, and personnel (collectively “Medical Services” or “MS”) on site whenever the work centre has over 250 workers in the case of industrial activities or 500 workers in the case of office activities, offshore work, and work in remote areas. These Medical Services must have the infrastructure necessary to properly store employee medical information and ensure it is kept confidential, in accordance with the legal requirements of the country and Repsol's internal regulations. They must also have correct signage and all work centre employees must know where they are located and the opening hours. Medical transport must be available at the facilities according to the centre's emergency and medevac plans.

Healthcare facilities must have the mandatory medical and/or administrative authorisation to be set up and operate in the country in question. The provision of Medical Services will be audited once every four years, or alternatively as determined by the legislation of the country in question or the certification systems relevant to each centre.

In the alternative, the above requirements can be met through the use of an external healthcare facility, such as a hospital or medical centre, depending on the risk assessment. The healthcare facility must be reached and accessed in less than 20 minutes or such time as legally required in the country. The manager of the work centre will decide and approve the structure and type of resources required, with assistance from the Occupational Health area.

2. Health Assessments

Health assessments are an essential part of health surveillance, as they identify health conditions of the employees that could be affected by the work environment.

Health assessment protocols are included in the health surveillance guides available on the Health and Wellness channels (employee portal).

2.1. Initial health assessment

- Unless otherwise prohibited by local law, the final candidates for each position that requires a health assessment must undergo an initial health assessment carried out by the Repsol occupational health area or the selected external medical provider as part of the selection process (in a sufficiently high number as established by the area responsible for selection). Exceptionally, with the express authorisation of D People and Organization of the corresponding unit, candidates for positions with temporary contracts for a maximum period of 30 days may be exempted from a health assessment (provided that such positions are not subject to specific risks- are not safety sensitive positions).
- The purpose of this assessment is to verify that the candidate is fit for work.
- It also fulfils the objective of establishing a baseline at the start of the employment relationship for comparison in order to monitor the employee, where required, through periodic health assessments.
- Female employees must sign, on the consent of the medical examination, a clause that establishes their obligation to notify Repsol in the case of pregnancy or breastfeeding in order to minimise the possible risks.

2.2. Periodic health assessment

Periodic assessments are used to check employees' health status and verify that they are capable of carrying out their assigned activities. Where applicable and permitted, these assessments are the basis for proposing measures to prevent harm from occurring or continuing to occur. They may also be used to know the initial state and/or

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evolution of some health parameters that are important for health promotion and/or early detection of non-occupational diseases.

The requirement for, and frequency of these periodic assessments will be determined in accordance with the local laws of each country. In the absence of applicable laws, the health surveillance guides available on the Health and Wellness Channel (employee portal) shall apply.

2.3. Additional assessments

Repsol occupational health or selected external medical providers will conduct the following assessments as permitted or determined by the local laws of each country:

- When returning to work after an extended medical leave (disability, sick leave, accident, etc.).
- When changing from a non-safety sensitive position to a safety sensitive position (pre transfer assessment to a position with a different risk level).
- Specific assessments required for performing non-regular duties, duties with specific risks, or for positions which involve a safety risk, etc.
- In case of expatriation and/or travel for official business to countries/facilities with health risks, remote areas, or offshore.
- When leaving the company, in those countries where it is required by legislation.

2.4. Scope of the health assessments

The scope of the health assessment will be defined by the health surveillance protocols in accordance with the risk of the position and the personal characteristics of each employee. The different protocols can be consulted in the corresponding guides published on the Health Channel.

Health assessments shall apply to all Repsol employees and shall only be conducted with the employee's consent, except in the following cases:

- When it is essential to assess the effects of workplace conditions on employees' health.
- In order to verify whether the employee's health status could represent a risk to the employee, to other employees, or to other people related to the Company.
- When it is established in legal provisions on protection against specific risks and particularly hazardous activities.

2.5. Rights

Employee health assessments and control measures shall always respect the person's right to privacy and dignity. The confidentiality of all the information related to their health status will also be respected. All data related to employee health, which requires the highest level of protection in the regulations on personal data protection, shall only be known by the corresponding healthcare personnel. It shall be filed and safeguarded to ensure the strictest confidentiality, and shall not be used for any purposes other than those permitted by the law in each case. In this regard, the different legislation applicable in each country shall be fulfilled.

In all cases, workers and candidates in a selection process shall sign an informed consent form before undergoing any medical examination. All employees shall be entitled to know the results of their medical examination and any information related to their health.

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At all times, preference shall be given to those tests and examinations that are least invasive or intrusive to the employee. The employee shall be expressly informed of medical tests that are particularly invasive of their privacy. This requirement means that the employee will be expressly informed, upon giving his or her consent, of any test or analysis that could affect his or her physical privacy.

Medical examinations will be carried out by healthcare personnel with demonstrated technical competence, training, and skills (unless otherwise legally stated, occupational medicine specialists. General practitioners will be able to carry out health examinations given that an occupational medicine specialist validates their aptitude). The medical examinations referenced herein shall be conducted at the Company's expense.

Employees shall be notified in writing of the results of the medical examinations. An employee's results cannot be used to his or her detriment.

Unit managers, along with persons or bodies with occupational risk prevention responsibilities, shall be informed of the conclusions of the examinations conducted related to medical fitness for a job position, in addition to the need to improve protection measures or adapt the job position. The aforementioned confidentiality will be strictly observed.

3. Medical emergency response

All work centres must establish an urgent medical evacuation plan for employees and contractors (if Repsol is responsible for their evacuation), which will be included in the General Emergency Response Plan. The project, centre and/or unit management team will be responsible for authorising the plan prepared by the corresponding specialist areas.

Depending on the location and type of operation, contractors (if there are any) must have their own medical emergency response plan, which must be compatible with the Company's plan and may be included within it if the circumstances call for it.

The centre's specialist areas will prepare a schedule for medical emergency response drills, which must be authorised by the centre's management team.

The guides on emergency classification, evacuation by the various means (air, land, or sea), and establishing secondary medical centres can be found on the Health and Wellness channel (employee portal).

4. Health information and indicators

Repsol has defined a combination of proactive and reactive indicators to compile information on the health of our employees, to make it known to the different stakeholders, establish improvement plans, and comply with the relevant legal obligations.

The information will be recorded by unit. For countries that have more than one medical service, the area that has assumed the Occupational Health role for the country will consolidate all of the data for that country before sending it to Occupational Health Spain. For Spain, the data will be consolidated by Central Medical Services.

Detailed information regarding the Company's health indicators model is available on the Health and Wellness channel (employee portal). All units must comply with this model, except in the case that it contradicts local laws.

5. Consumption of drugs and/or alcohol in the workplace

For the purposes of this norm, "drugs" shall be understood to be "toxic drugs, narcotics, or psychotropic substances" (Controlled Substances).

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The following actions are forbidden:

- Sale and/or consumption of alcohol or drugs by employees, contractors, or visitors on the Company's premises or in work centres.
- Possession and/or distribution of drugs on the Company's premises or in work centres.
- Being under the influence of alcohol or drugs in the Company's facilities or work centres.
- The performance of any work activity by any employee or contractor while under the influence of alcohol or drugs at the Company's centres or facilities or outside thereof with direct impact on the work environment.
- Driving vehicles within the Company's facilities, while performing work activities or on official trips while under the influence of alcohol (according to the values established in the legislation) or drugs.
- While alcohol may be sold to customers in commercial retail establishments that sell specially authorised products (unless this is prohibited or restricted by the local regulations in force), employees and contractors working therein shall be forbidden from consuming alcohol while working.

The prohibition on alcohol consumption shall be lifted in those situations expressly authorised by the person responsible for the project, centre or business unit, with a minimum rank of Director, and during the Company's official events and ceremonies, in which alcohol may be consumed in keeping with the uses and customs of each country. Consumption shall in all case be moderate.

With the goal of promoting health and safety, Repsol will foster employee training, awareness, and information on the negative effects of the inappropriate consumption of alcohol and use of drugs and establish early prevention and detection plans.

In order to ensure the above prohibitions are respected, alcohol and drug testing may be conducted subject to the terms and conditions established in the legislation, laws, internal regulations, conventions, agreements or customs in each country.

The person responsible for contracts will require the companies working for or on behalf of Repsol to comply with the provisions of this norm.

6. Tobacco consumption in the workplace

The terms of this norm apply to all forms of tobacco, from plant-based tobacco in any of its forms (cigarette, cigar, pipe, chewing tobacco, etc.) to electric cigarettes or any other vapour device (whether it includes nicotine or not). When this norm makes reference to smoking, it shall be understood to include any form of tobacco or vaping.

The following actions are forbidden:

- Smoking is prohibited in all the Company's work centres, except in areas specifically designated for such purpose. Smoking is prohibited in kitchens, food preparation areas, dining areas, and/or areas with vending machines.
- It is also prohibited to smoke in the outdoor areas of the work centres that have not been specifically designated for such purpose.
- Smoking is prohibited in vehicles belonging to the Company when said vehicles are shared simultaneously or consecutively with other employees or contractors. This also applies to hired vehicles or vehicles under rental or similar agreements that are assigned for use by more than one employee.

The corresponding area of Asset Management (or whoever exercises this function in a particular work centre) shall periodically carry out control inspections to ensure that the areas designated for tobacco consumption are

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adequately maintained, do not proliferate uncontrollably, and that any tobacco vending machines not intended for customers are removed.

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Approval

Validity

This norm shall become valid on the tenth (10th) working day after the approval date thereof.

Revoked regulations

- Policy on "Company Actions in Relation to Drug and/or Alcohol Consumption in the Work Environment" (code 00-00333PO).
- Norm on "Occupational Health Function" (code 00-00474NO).
- Norm on "Company Actions in Relation to Tobacco Consumption in the Work Environment" (code 00-00520NO).
- Procedure for "Individual Health Surveillance at the Repsol Group" (code 00-00260PR)
- Corporate Procedure 207 "Occupational Health Assessments" (ROGCI)
- Procedure for the "Provision and Auditing of Medical Services" (code 00-00311PR).
- Procedure for "Medical Emergency Response" (code 00-00310PR).
- Procedure for "Health Information and Indicators" (code 00.00290PR).

The criteria and guidelines of any other regulation that make reference to the content of this norm shall be fully replaced from the date when this norm comes into effect. However, health surveillance action guides currently in force can be consulted on the Health and Wellness channel (employee portal).

Implementation of business/area regulations

This norm constitutes the reference framework for developing the specific procedures that must be defined and adopted in each case to comply with the applicable legislation in each country (regarding health surveillance; the consumption of alcohol, drugs, and/or tobacco; the provision of medical services and resources; medical emergency response and evacuation; and/or health information and indicators), whereby each unit is responsible for implementing the detailed operational elements required for such purpose, which must be validated by the Occupational Health area.

The action guides that cover the topics regulated herein are available on the regulations search engine and the Health and Wellness channel.

Revision 0.0 approved by:

Approval:

20/06/2017

Corporate Executive Committee