

CORPORATE PEOPLE **FRAMEWORK**

The Corporate People Framework of CAP S.A. sets forth the guidelines, principles, and practices that steer the organization's people management approach. Its purpose is to align talent development strategies with corporate objectives, fostering an inclusive, ethical, collaborative, and high-performance workplace.

This framework consolidates key directives across multiple areas, including benefits, training, critical roles, compensation, career development, performance management, labor practices, recruitment and onboarding processes, teleworking, and diversity and inclusion.

1. ANTI-DISCRIMINATION AND HARASSMENT

- 1.1 At CAP Group, all forms of harassment and discrimination are strictly prohibited.
- 1.2 We uphold a zero-tolerance policy toward discriminatory conduct across all our companies.
- 1.3 All employees are required to complete training on workplace harassment and discrimination, in line with the Corporate People and Organizational Development Policy.
- 1.4 Each company within the Group must follow the procedures set out in its Internal Rules on Order, Hygiene, and Safety (RIOHS) for reporting incidents related to harassment.
- 1.5 Likewise, each company must establish corrective or disciplinary measures in cases of discriminatory conduct or harassment, as stipulated in its RIOHS.
- 1.6 Recruitment and selection processes shall be conducted under the principles of equity, fairness, transparency, and merit, ensuring equal opportunities. Special consideration will be given to specific groups (e.g., women, persons with disabilities, local communities), provided they meet the requirements of the role and in accordance with the context in which they will perform their duties.
- 1.7 Hiring practices shall comply with applicable labor legislation and require the approval of the corresponding authorities within each Group company.
- 1.8 The People Area, or its equivalent, shall be responsible for ensuring compliance with applicable legal frameworks, as well as verifying the candidate's suitability and confirming that no impediments exist for the performance of their duties.
- 1.9 The onboarding of new employees within our Group will include exposure to and interaction with relevant people, processes, facilities, documents, tasks, and systems, enabling them to reach their full potential and feel integrated into the organization. Both the People Area and the respective functional areas will be responsible for ensuring that new employees are familiar with applicable regulations, corporate policies, and organizational rules, as well as those specific to their roles.

- 1.10 Training programs will be designed in line with the organization's strategic needs, development requirements, and career plans. The People & Organization Department will coordinate training on legal matters, such as workplace and sexual harassment, as well as on diversity and inclusion.
- 1.11 We will implement mechanisms for communication, training, and promotion of tools that foster a safe and healthy work environment, with particular attention to preventing and mitigating risks to the health and quality of life of our employees.
- 1.12 Each CAP Group company will provide a channel through which employees can report cases, anonymously if they wish and will ensure that every case receives a response within a defined timeframe, with clear procedures for handling the information.
- 1.13 We will measure, analyze, and manage the employee experience to identify gaps, challenges, and opportunities for improvement in the prevention of harassment and discrimination. Both quantitative and qualitative methods will be used to gather relevant insights and support informed decision-making in people management.

2. BENEFITS

- 2.1 CAP's benefits are designed to go beyond legal requirements, with the aim of promoting employees' quality of life.
- 2.2 These benefits are defined by the People & Organization Department—or its equivalent—with the approval of General Management, and are formally communicated during the onboarding process.
- 2.3 Information regarding benefits is detailed in employment contracts, annexes, and applicable collective bargaining agreements.
- 2.4 The definition and design of benefits may involve the participation of formal and informal employee groups, such as unions, joint health and safety committees, cultural committees, or their equivalents.
- 2.5 The amount of allowances varies according to the conditions agreed upon in collective bargaining agreements, which are extended to CAP employees.
- 2.6 CAP's benefits include:
 - Influenza vaccination (March–May) for employees and their dependents.
 - Birthday leave during the week of the employee's birthday, subject to prior request through the platform and approval by the line manager.
 - 3 days of personal leave per year (requested through the platform with prior managerial approval) and 2 extra days of annual leave when taking holidays between April and November (condition: at least 50% plus one day of the employee's annual statutory leave must be taken during this period).
 - Christmas basket in December.

- Meetings are discouraged during lunch hours (1:00–2:00 p.m.) and on Fridays.
- Birthday gift for employees.
- Team activity on Chile’s Independence Day in September and quarterly birthday gatherings.
- Bereavement leave: 7 working days in the event of the death of a direct or related family member, renewable up to a maximum of one month, subject to validation by the People & Organization Department or equivalent.
- 10 working days of leave for fathers following the birth of a child.
- Postnatal leave for men and women, during the first 30 days after returning flexible hours until 2:00 p.m.; during the second and third months until 4:30 p.m., with the option of working half days from home or under another arrangement agreed with the area manager.
- For marriage or civil union employees are entitled to 10 working days of leave starting on the date of the event, subject to submission of the marriage or civil union certificate and prior authorization from the line manager and the People & Organization Department.
- Two days of leave per year for those participating in national or international high-performance sports competitions.
- One day of leave in exceptional cases requiring special medical treatment (e.g., fertility treatment, pregnancy loss). Line managers are responsible for informing and validating the request with the People & Organization Department or equivalent, and for proposing contingency measures.
- Childcare benefit until the child reaches two years of age, available for women employees.
- Access to and eligibility for training programs for all employees to develop skills and competencies (see Section 3. Training).
- Annual enrollment allowance based on age bracket, with amounts varying by category.
- University scholarship from March to December, with amounts varying depending on whether the student resides in the regions or in Santiago.
- Scholarship from March to December for children with special educational needs (with medical certificate).
- Birth allowance per child.
- Death allowance for dependents.
- Christmas allowance per dependent.

3. TRAINING

- 3.1 Training programs may be proposed either by the line manager or the employee, and must be submitted to the People & Organization Department —or its equivalent— with the approval of both parties, through the corresponding form (available upon request).
- 3.2 Training programs must be aligned with the employee's current role, future responsibilities, and/or the organization's strategic needs.
- 3.3 The People & Organization Department will establish priorities for the allocation of financial resources, taking into account the program's consistency with stated objectives and the likelihood of impact.
- 3.4 All courses undertaken by an employee, regardless of duration, must be evaluated through a feedback survey. The survey will be coordinated by the direct line manager together with the People & Organization Department, which will provide and adapt the tool as needed by the area.
- 3.5 The People & Organization Department, or its equivalent, will analyze the surveys and propose improvements to the line managers responsible for training for future sessions.
- 3.6 Training programs with specific objectives linked to business indicators (e.g., retention, promotion, culture, safety) must include an impact assessment at the end of the established period.
- 3.7 The results of training impact assessments must be consolidated and presented by the People & Organization Department, or its equivalent, to the corresponding line managers at the end of each cycle.
- 3.8 The People & Organization Department, or its equivalent, will update the training plan for the following year, covering content, providers, and duration, based on the results of continuous training management.
- 3.9 Employees may apply once a year to master's degree programs or equivalent, with costs exceeding 10 million Chilean pesos, directly through the Human Resources Department, without requiring prior approval from their line manager. Applications will be evaluated by the Talent Committee, which meets once a year. Selected candidates will be subject to a specific financing policy, under which the company covers 70% of the program cost (up to a maximum of 40 million pesos) and the employee covers the remaining 30%, along with a time commitment to the organization.
- 3.10 For lower-cost programs or those not submitted under this scheme, prior approval from the line manager is required. These programs will be covered 100% for costs between 0 and 3 million Chilean pesos, and under an 80% company / 20% employee cost-sharing arrangement for those between 3 and 10 million. Approval will be subject to the program's strategic relevance and potential impact.

- 3.11 Every participant in an external training program must agree with their line manager on a knowledge-transfer activity for their team and/or the organization during the year in which the program takes place.
- 3.12 The employee must sign the corresponding contract addendum, accepting the conditions established for the processing and management of payment to the educational institution.

4. CRITICAL ROLES

- 4.1 Critical roles are those identified by management as having high impact on the current implementation of strategy and carrying a high replacement cost.
- 4.2 Each management area must validate these roles annually together with the People & Organization Department, or its equivalent.
- 4.3 High impact means that the role has a direct influence on the success of the strategy or on the organization's operational continuity, and that its absence would significantly affect the achievement of strategic objectives. High replacement cost means that the position holder possesses unique skills or knowledge, performs a role that no one else can fulfill, or carries out undocumented processes that cannot be replicated in the event of a sudden departure.
- 4.4 Managers, along with the People & Organization Department or its equivalent, must validate the criticality of these roles. The validation process must include the participation of the direct manager and the CEO, and it is the responsibility of line management to present these roles to the People & Organization Department or its equivalent.
- 4.5 The definition of critical roles will take place every two years, led by the People & Organization Department in coordination with the relevant line managers.
- 4.6 The management of critical roles will be carried out through process documentation and by addressing gaps via training programs and the updating of succession plans.
- 4.7 Training programs will focus on closing gaps and strengthening the role, with the aim of supporting the achievement of the organization's strategy.
- 4.8 Succession will include talent proposed by the different areas and companies, evaluated for each position every two years through assessments coordinated by the People & Organization Department or its equivalent.
- 4.9 Each critical role must have potential successors identified and classified according to their readiness to assume the position.
- 4.10 All management and positions will be considered critical and must have potential successors defined within the Group.

5. COMPENSATION AND INCENTIVES

- 5.1 Compensation is divided into fixed remuneration (monthly salary, health insurance, and other benefits) and variable remuneration (short and long-term incentives).
- 5.2 Compensation aims to align employees with CAP's purpose and strategy through competitive salaries, benefits and professional development.
- 5.3 Incentives are intended to align the Group's vision with that of its companies and executives, advance the organization's purpose, retain critical roles, and embed ESG criteria into performance evaluations.
- 5.4 CAP has a short-term incentive consisting of a bonus paid in January, subject to the achievement of company-wide and individual objectives, evaluated by line management and subject to potential calibration by the People & Organization Department.
- 5.5 Under the short-term incentive system, employees and executives are evaluated on targets related to finance, safety, production and operational excellence, and ESG projects. Individual objectives and competencies are also assessed.
- 5.6 The long-term incentive plan allows eligible executives to participate in a three-year program, with payouts at the end of the cycle tied to the achievement of long-term objectives.
- 5.7 CAP reviews compensation every two years against the 75th percentile of the Chilean corporate market, with support from an external firm. The goal is to ensure external competitiveness and internal equity by establishing salary bands for each role.
- 5.8 Compensation adjustments may be applied in cases of exceptional performance sustained over two consecutive years, changes in responsibilities or role, or promotion to a higher-level position.
- 5.9 CAP Group's executive incentive system is evaluated and reviewed annually to ensure alignment with evolving strategic objectives.
- 5.10 As part of this review, the weighting of each dimension in the year-end evaluation will be considered, based on results achieved in meeting both company objectives and the individual objectives of each role, as outlined in the goals and competencies table defined for each level.
- 5.11 The weighting by position and dimension in the year-end performance evaluation will be distributed as follows:
 - a. Analyst** Finance: 15%, Objectives: 50%, Competencies: 35%
 - b. Supervisor** Finance: 15%, Objectives: 40%, Competencies: 40%
 - c. Assistant Manager** Safety: 5%, Operational Excellence: 5%, ESG Projects: 10%, Finance: 15%, Objectives: 35%, Competencies: 30%
 - d. Manager** Safety 10%, Operational Excellence: 5%, ESG Projects: 10%, Finance: 20%, Objectives: 35%, Competencies: 20%

- 5.12 The annual review of the system will allow adjustments to these weightings based on the strategic priorities defined by the corporate office and subsidiaries, as well as the relative importance of each dimension and competency within the company's current context. Weightings may vary from year to year, depending on the strategic objectives and challenges set for the period.
- 5.13 The evaluation and review of the incentive system, including the weightings by dimension in the year-end assessment, will be carried out by the Board Committee and/or the Strategy and Talent Committee, ensuring transparency and fairness in decisions related to compensation and incentives at CAP.

6. CAREER DEVELOPMENT

- 6.1 Positions at CAP include administrative staff, engineers, analysts, supervisors, assistant managers, and managers.
- 6.2 Analysts, engineers, and supervisors may progress to a senior category within the same role after two years, depending on the performance evaluation conducted by their line manager.
- 6.3 Promotions to assistant manager and manager positions are subject to organizational design and are proposed by the area manager and the CEO to CAP's Board of Directors.
- 6.4 All employees identified as talent by their line manager may be evaluated by Group companies as potential successors for critical roles within them.
- 6.5 Group talent classification includes high performance, as assessed by the line manager and confirmed through a 360° evaluation, willingness to relocate or work partially at a CAP Group site, and motivation to take on a role with greater responsibility.
- 6.6 An employee may request a potential assessment from the People & Organization Department to jointly determine their readiness level, development gaps, and timeline required to build the competencies needed for a new role.
- 6.7 Internships or field assignments within Group companies may be requested through the People & Organization Department, or its equivalent, and the direct line manager. These are subject to availability at each company.

7. PERFORMANCE MANAGEMENT

- 7.1 CEOs will establish organizational objectives between January and April and communicate them to managers, supervisors, and corresponding employees.
- 7.2 Objectives for CEOs and executive teams must include financial, operational, and strategic dimensions, as well as ESG-related behaviors (environmental, social, and governance).

- 7.3 One or more strategic risks identified by the relevant committees and boards must also be included in the performance evaluation of the CEO and first-line executives, if they are not already reflected in the dimensions mentioned in point 7.2.
- 7.4 Supervisors are responsible for setting objectives together with their teams, providing feedback, and reviewing progress on objectives at least twice a year, while also ensuring that employees have the knowledge and tools needed to achieve them.
- 7.5 A 360° evaluation will be implemented for all positions as a complementary input to the year-end assessment conducted by the supervisor. This evaluation is confidential and accessible only to the People & Organization Department (or its equivalent), the employee, and the supervisor.
- 7.6 Supervisors may propose individuals to be included in the 360° evaluation and must validate the final list of participants in the assessment.
- 7.7 Following the performance evaluation process, each manager must review and validate the scores obtained by their area before the evaluation is closed.
- 7.8 Every employee has the right to request a calibration of their evaluation, providing written justification for the request. The process will be coordinated by the People & Organization Department, or its equivalent, and will involve members from different areas to align criteria and avoid bias in evaluations.
- 7.9 Calibration will be conducted using a qualitative method. A quantitative method will be applied when scores are not normally distributed across more than one area (e.g., regression-to-the-mean calibration method).
- 7.10 The People & Organization Department, or its equivalent, will be responsible for discussing employees' professional development plans.
- 7.11 The People & Organization Department, or its equivalent, will be in charge of communicating the start, progress, and closure of the performance management process to the entire organization.

8. INTERNSHIP PRACTICES

- 8.1 The opening of an internship position must be validated by the line manager of the requesting area together with the People & Organization Department, or its equivalent, at CAP.
- 8.2 The person requesting the internship must prepare a job profile to be validated jointly with the Human Resources representative and their line manager.
- 8.3 The person requesting the internship must, together with the HR representative, validate and/or design a selection process that meets the required characteristics and ensures a fair and effective process.
- 8.4 Priority will be given to diversity of profiles and backgrounds, while ensuring that selected interns have the capabilities required to perform their duties effectively.

- 8.5 Applicants must meet the requirements established for the internship position, which will be based on the needs and competencies required for the role.
- 8.6 As part of CAP's commitment to diversity and equity, it is recommended to include applicants who are first-generation university students and/or who were admitted to their university under an equity-based program.
- 8.7 The selection process will be conducted transparently and based on objective criteria validated by CAP's People & Organization Department, or its equivalent.
- 8.8 Valid and reliable selection methods will be used to assess applicants, ensuring fairness and avoiding bias or discrimination.
- 8.9 Applicants will be provided with feedback regarding the outcome of the selection process.

9. RECRUITMENT, SELECTION AND ONBOARDING

- 9.1 The creation of a new position in the organizational structure must be approved by the company's CEO and validated by the People & Organization Department, or its equivalent.
- 9.2 Candidate searches for a new vacancy must give priority to internal applicants within the group, provided that evaluations demonstrate alignment with the job description. CAP will ensure the existence of a succession plan that includes both internal and external talent for the role.
- 9.3 Job descriptions and CV reviews must emphasize the competencies and requirements needed, while avoiding variables such as gender, disability, ethnicity, residence, sexual orientation, union affiliation, or religion.
- 9.4 Evaluation methods must be consistent for all candidates, ensuring that they are assessed against the same parameters and criteria. The use of standardized interviews and case studies is recommended as evaluation methods.
- 9.5 Efforts must be made to ensure that the shortlist of final candidates includes profiles considered diverse for the role (e.g., women, persons with disabilities, minorities)
- 9.6 Psychological testing will not be used as an evaluation method unless expressly justified by the People & Organization Department, or its equivalent, and is administered and interpreted by qualified personnel.
- 9.7 Manager and Assistant Manager positions must be interviewed by at least one member of the executive team and may also be interviewed by members of the Board, depending on the requirements of the specific process.
- 9.8 Hiring decisions will be made in a meeting that includes at least two people who can provide diverse perspectives, based on the scores obtained during the evaluation, in order to avoid potential bias in decision-making.
- 9.9 Candidates not selected from the final shortlist must be notified by the People & Organization Department, or its equivalent, using the communication method deemed most appropriate.

9.10 The onboarding process for new employees must include training on the organization's strategy, the performance management system, the use of information technology tools, compliance requirements, and other relevant topics defined by the company.

10. REMOTE WORK

- 10.1 At CAP S.A., we aim to adopt a hybrid work model, where employees spend time in the office with their teams while also having an individual workspace.
- 10.2 Our approach emphasizes flexibility, productivity, and collaboration. Feedback from teams during this period has shown that remote work provides benefits for productivity and helps balance professional demands with personal interests, thereby promoting quality of life.
- 10.3 At the same time, feedback also shows that in-person work strengthens connections with colleagues, fosters a sense of belonging to the organization, and enhances collaboration both within and across teams.
- 10.4 To maximize the best of both worlds, we will maintain our 3x2 policy, with Tuesday and Thursday suggested as on-site workdays. These days are intended for team interaction, building relationships, and advancing tasks that require collaboration and decision-making.
- 10.5 Employees at CAP may coordinate with their line manager on the best use of time during special weeks or in light of relevant personal circumstances. Management and direct supervisors will be responsible for ensuring weekly on-site coverage of critical functions and for safeguarding internal equity across teams with respect to any exceptions granted.