

1. OBJECTIVE

The main objective of this policy is to establish a necessary general framework to guarantee the maintenance of an effective Business Continuity Management System (hereinafter BCMS), ensuring an effective and timely response from the company to a possible interruption of its activity.

2. SCOPE

This Business Continuity Policy is mandatory for all Intaremit employees and is applicable to all levels and teams involved in Intaremit's Business Continuity Management System.

3. CONTINUITY POLICY

Intaremit's **Management** establishes, documents and maintains an updated Business Continuity Management System, which aims to ensure an effective and timely response to the probability of a risk of interruption in its normal activity, safeguarding the provision of its services to interested parties, at a previously defined acceptable level.

To achieve this, Management is committed to implementing the following principles:

- Protecting and ensuring people is the first premise and priority objective of Intaremit, both in normal situations and in crisis situations resulting from an interruption.
- Implement and maintain a continuous improvement system in accordance with ISO 22301, maintaining compliance with applicable legal and regulatory regulations, ensuring the provision and availability of the necessary resources for the Business Continuity Management System, and its associated activities within Intaremit.
- Ensure commitment to continuous improvement, to minimize downtime of the company's products and services, by setting continuous objectives and goals and monitoring their progress.
- Comply with all requirements applicable to our activity: legal requirements, customer requirements and any other requirements assumed by Intaremit.
- Appoint representatives and managers at all levels of the company to participate in Business Continuity activities, including the development, implementation, review, testing, and updating of continuity plans and other elements of the Business Continuity Management System. To this end, designate a Business Continuity Coordinator, who will have the appropriate authority and skills to provide methodological support to the company and advise the Crisis Committee.
- Develop and implement continuity plans that safeguard Intaremit's activity, considering the different departments, suppliers, systems, resources, among others.
- Manage identified business continuity risks effectively and reasonably through controls. Ensure periodic review of results to uncover potential new vulnerabilities.
- Ensure, whenever feasible, that preventive actions are taken to avoid the occurrence or recurrence of adverse situations through the implementation of controls.
- Maintain strategies that allow the company to ensure the continuity of services provided to customers, reacting and recovering from adverse situations in line with accepted risk levels, in the shortest possible time after an interruption.

- Maintain a program of activities that ensures Intaremit has the ability to react and recover appropriately from adverse situations, in line with pre-established continuity objectives.
- Maintain appropriate response plans, with clear escalation procedures.
- Create a work environment that fosters training and awareness within the company, both for staff with an active role and for staff who do not fulfill a specific role in Intaremit's business continuity plan. To achieve this, a training and awareness plan will be maintained to develop a business continuity culture within Intaremit and provide those responsible with the necessary skills and knowledge.
- Ensure that continuity plans and implemented strategies are reviewed periodically to adapt them to possible internal and external changes.

Likewise, and in accordance with the principles indicated above, incorporate the business continuity function as another function within the corporate culture.

4. RESPONSIBILITIES

The responsibilities within Intaremit's continuity structure under normal and contingency circumstances are:

Crisis Committee:

The highest authority within the organization will make decisions regarding the handling of the business interruption incident, prioritizing rescue and life safety. Under normal circumstances, this authority is responsible for ensuring compliance with the Business Continuity Policy and the general guidelines established for the planning, implementation, testing, and improvement of the Business Continuity Management System (BCMS).

Continuity Coordinator:

Responsible for coordinating and promoting the response and recovery of Intaremit's critical services and activities, collaborating with the Crisis Committee and Recovery Teams. Under normal circumstances, their primary role is to manage the Business Continuity Management System (BCS) on an ongoing basis, focused on achieving effective response levels in the event of disruptions.

Recovery Team Leaders (RETs):

This role directs the execution of assigned activities for the recovery of critical activities. Its main function is to implement the Business Continuity Plan (BCP) within the departments under its responsibility.

Recovery Teams (RRTs):

This role directs the execution of assigned activities for the recovery of critical activities. Its main function is to implement the Business Continuity Plan (BCP) within the departments under its responsibility.

All staff:

All Intaremit staff, including those who do not have an active role in the Continuity Plan, must collaborate with the actions and strategies that the company implements to ensure the continuity of its critical activities.

5. APPROVAL AND SIGNATURE

This policy applies to all our products and services, is communicated throughout the organization and made available to interested parties: customers, shareholders, suppliers and society in general, being reviewed periodically, thus ensuring that it is appropriate for Intaremit at all times.

Signed: Sara Díaz Peña
Chief Executive Officer

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 **Intaremit**
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