

Whereas:

- a) EDP Group recognizes the importance of the Sustainable Development Goals (SDGs), actively committing to contributing to their implementation in all geographies where it is present, and adopting the best environmental, social and governance (ESG) practices throughout its value chain;
- b) The EDP Volunteering Program is part of EDP Group's social impact strategy, contributing to the development of its employees, seeking, in turn, to have an impact on the community;
- c) Following the evolution of EDP Group and the main trends in the field of Corporate Volunteering, it was deemed appropriate to have a new strategy for the Volunteering Program, ensuring greater alignment with the Group's social impact strategy and ensuring that the Program meets the interests and motivations of its employees;
- d) This strategy results in a new mission, which materializes in promoting the social commitment of employees and responding to the needs of local communities, while promoting a fair energy transition;
- e) In this context, an increasingly global Volunteering Program is necessary, so the formalization of a Volunteering Policy should establish EDP's vision and commitments regarding corporate volunteering, defining the principles of action in the different geographies in which it is present and regulating the duties and rights of Volunteers.

The Executive Board of Directors resolved:

1. To approve the EDP Group Volunteering Policy, as per the attached document;
2. To apply this Service Order and its Annex to E-Redes - Distribuição de Eletricidade, S.A. to the strict extent that this does not contradict the provisions of OS 12/2022/EBD of November 15th;
3. To apply this Service Order and its Annex to SU Eletricidade, S.A. and EDP Gás - Serviço Universal, S.A. to the strict extent that this does not contradict the provisions of Service Orden 11/2022/EBD of November 15th.
4. To instruct EDP's representatives on the boards of directors of the controlled companies, whether based in Portugal or abroad, to carry out the acts necessary for the transposition of this Service Order and Annex.



5. To revoke the EDP Volunteering Charter of Principles, approved on September 6th, 2011.

The Executive Board of Directors,

Two handwritten signatures in black ink. The top signature is a cursive-style name, and the bottom signature is a more stylized, scribbled signature.



**EDP Group
Volunteering Policy**

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1. VERSION HISTORY

Version	Approval date	Elaboration	Approval	Observation
1.	06-09-2011	EDP Foundation and HR Department	EBD	Initial issue ¹
2.	22-04-2024	Social & Foundations (Volunteering Program)	EBD	Review

¹ Named "EDP Volunteering Charter of Principles"

2. INTRODUCTION

EDP Group recognizes the importance of the Sustainable Development Goals (SDGs), actively committing to contributing to their implementation in all geographies where it is present, and adopting the best environmental, social and governance (ESG) practices throughout its value chain.

EDP Group promotes volunteering because it believes that social impact is part of its essence and purpose, investing resources and equipping its organization in order to provide its employees and other stakeholders with the means to actively contribute to this mission, in a continuous, transformative and impactful way.

The EDP Volunteering Program ("the Program"), currently part of the *Social & Foundations*, is part of EDP Group's social impact strategy, contributing to the development of its employees, seeking, in turn, to have an impact on the community.

Following the evolution of EDP Group and the main trends in the field of Corporate Volunteering, the Executive Board of Directors (EBD) of EDP, S.A. (EDP) approved a new strategy for the Volunteering Program, ensuring greater alignment with the Group's social impact strategy and ensuring that the Program meets the interests and motivations of its employees.

This strategy results in a new mission, which materializes in promoting the social commitment of employees and responding to the needs of local communities, while promoting a fair energy transition. In this context, an increasingly global Volunteering Program is necessary, promoting more global projects and initiatives that cut across the various geographies and increasing their impact, while maintaining the autonomy of each geography to promote initiatives that respond to the needs of local communities, in alignment with the global strategy.

3. GOALS

This Policy establishes EDP's vision and commitments regarding corporate volunteering, defining the principles of action in the different geographies in which it is present and regulating the duties and rights of Volunteers, as well as the responsibilities of the management team. Additionally, it includes relevant information about volunteer hours, costs and procedures, intending to serve as an instrument to encourage volunteering.

This Policy therefore aims to define the general principles of EDP Group's Volunteering Program, whose objectives are:

- (i) Reinforce EDP Group's commitment to the community, as well as the spirit of solidarity and mutual help among EDP employees;
- (ii) Promote greater involvement of EDP employees with the Group;
- (iii) Develop skills such as collaboration, teamwork, leadership, creativity, among other soft skills, integrating the learning experience of employees;
- (iv) Promote a culture of social responsibility and corporate citizenship, creating opportunities for social innovation;
- (v) Collaborate for the sustainable development of the geographies in which EDP Group is present;
- (vi) Respond to challenges arising in the social, environmental and corporate governance areas, aligning its actions with the Group's sustainability and social impact strategy;
- (vii) Comply with EDP's strategic values, aiming to improve the quality of life of current and future generations.

The action of the EDP Volunteering Program falls within the lines of action of the Group's Social Investment Policy, which aims in particular to:

- (i) Promote access to culture and art and protect cultural heritage;
- (ii) Promote social inclusion and the adoption of sustainable lifestyles, valuing energy inclusion and access to energy;
- (iii) Protect natural heritage and biodiversity;
- (iv) Promote energy efficiency, renewable energy and decarbonization.

4. SCOPE

This Policy is applicable to EDP and also to companies which EDP exercises control and/or controls, in all geographies where the Group is present, namely to EDP Renováveis, S.A. (“EDP Renováveis”), to EDP España, S.A. (“EDP España”) and EDP – Energias do Brasil, S.A (“EDP Brasil”). This Policy is also applicable to EDP Foundation, Fundación EDP and Instituto EDP, which, for the purposes of this Policy, will be considered EDP Group, and covers all types of volunteering.

This Policy does not intend to cover the legal and regulatory specificities of all the geographies where the Group operates, but rather aims to establish a common commitment and a minimum requirement for legal compliance and adherence to the Group's principles.

5. DEFINITIONS

Employee: natural person hired by any of the EDP Group companies, on a permanent or temporary basis, under an employment contract, mandate or internship, including similar or similar situations.

Volunteering: set of actions of social and community interest carried out altruistically by people, within the scope of projects, programs and other forms of intervention at the service of individuals, families and the community, developed on a non-profit basis by public or private entities.

Volunteer: someone who, freely, altruistically and responsibly, commits, according to their own abilities and available time, to carry out volunteering actions. For the purposes of this Policy, EDP employees are considered volunteers, as well as “External Volunteers”, that is, former employees, family members, friends, customers, suppliers and other partners.

“My Cause”: volunteer projects chosen by the employees themselves in addition to those that the Volunteer Program promotes.

Skills Volunteering: volunteering initiatives in which Volunteers use specialized skills and knowledge in certain areas, transmitting their specialized know-how aimed at the needs of the community and social organizations. For the purposes of this policy, in addition to specific volunteer skills commonly associated with their work, educational skills are included, such as promoting classes and explanations.

International Volunteering: international volunteering initiatives, through which volunteers contribute their time to support organizations/other entities or causes outside their country of origin or where they currently reside. These initiatives can be exclusively online – those currently in force at the Group – or face-to-face, whose objectives and concrete measures are still being defined.

Management of volunteer projects: includes employees who ensure the management of a specific volunteer project and/or support the Program management team, including Volunteer Program Ambassadors.

Volunteering Platform: global platform, available at <https://voluntariado.edp.com>, in which Volunteers must register so that they can learn about all volunteering initiatives in the various geographies, as well as registering for those that are of interest, in order to allow effective accounting of shares, as well as the activation of the respective insurance. Employees can register automatically with their credentials, and External Volunteers must be invited, via their email, to register.

6. GENERAL PRINCIPLES OF EDP VOLUNTEERING PROGRAM

Corporate Volunteering in EDP Group is a set of activities promoted and/or supported by the Volunteering Program, when aimed at the free involvement and altruistic participation of EDP employees and External Volunteers, in causes, projects and non-profit organizations.

The EDP Group is concerned with offering Corporate Volunteering opportunities to all of the Group's employees, demonstrating its commitment to the communities in which it operates and to its employees.

For this purpose, the EDP Group allows its employees to activate working hours in volunteering actions, whether promoted by the Volunteer Program or chosen by its employees within the scope of "My Cause".

EDP Group's Corporate Volunteering actions can be global (with an impact on the various geographies where the Group is present) or local, as long as they are aligned with the EDP Group's global strategy, allowing each geography to develop specific initiatives within its scope of action, according to its own characteristics and social and economic needs, with the aim of being closer to its stakeholders and the communities where it is present.

EDP Group gives preference to in-person volunteering with the aim of promoting activities with greater impact in terms of social return without, however, ruling out other modalities, also committing to establishing a Volunteer recognition system, which may be different in different various geographies, as well as trying to find alternatives for employees who work directly with clients or in roles that do not allow them to join initiatives during their usual working hours.

In order to ensure greater homogeneity in the implementation of the Volunteering Program, as well as a greater impact on local communities, the coordination of the Program is ensured globally by the management team that integrates *Social & Foundations*, however, with managers in the various geographies of the EDP Group, namely in Spain, North America, Brazil and Singapore, which allow actions to be boosted and local needs to be better understood, ensuring alignment and reporting to the global coordination team. Furthermore, in each geography it is possible to have Program ambassadors (in Portugal, the K-Volunteers) and/or project managers to support, in particular, the dissemination and implementation of initiatives.

7. PROCEDURES

With the new volunteering strategy and recognizing the value of the activities carried out in this context, the EDP Group provides its employees with a number of hours equivalent to 6 (six) labour days per year. For projects involving (i) Skills Volunteering, (ii) International Volunteering or (iii) Volunteer Project Management, employees are also entitled to 5 (five) additional and cumulative labour days per year.

The use of these working days/hours for volunteering activities can be done depending on the employee's wishes and interests. However, it is up to the Employee's hierarchy to validate the allocation of hours to these actions, which may not authorize their use on the requested days, based on company needs or service reasons, maintaining, however, the employee's right to use these days during another period.

The employee must also record these hours in the company's respective internal channels (e.g. **edpon** – justification of absences and enter “Volunteering” as the reason for absence).

It is the responsibility of the Volunteering Program to ensure that all Volunteers, whether employees or external, are duly insured in the initiatives promoted and/or boosted by it. Compliance with this obligation must be carried out by local teams, however, all Volunteers must

always register on the Volunteering Platform before participating in the various initiatives, ensuring their accounting and allowing the activation of insurance.

The Volunteering Program guarantees the resources necessary to carry out the initiatives it promotes, such as materials and transport, as well as food whenever the number of hours of the action justifies it. However, expenses associated with personal transport, accommodation or meals, when not foreseen, will not be reimbursed by the Volunteering Program, except in exceptional cases.

8. RIGHTS AND DUTIES OF VOLUNTEERS

EDP Group provides working hours for participation in volunteering initiatives, as well as the resources necessary for its safe practice, directly or through its partners and/or beneficiary entities.

Participation in volunteering actions, even if promoted and encouraged by EDP Group, is optional, and there are no benefits or penalties, direct or indirect, resulting from this involvement or the decision not to participate.

Volunteers must be aware that, when they participate in volunteering initiatives promoted by EDP Group, they are, together with the communities and/or partner entities, representing EDP and must, therefore, behave in accordance with the values of EDP Group and that do not jeopardize their reputation, and must comply with the Group's Code of Ethics and other applicable codes of conduct and internal regulations. They must also:

- (i) Ensure their presence in the actions in which they are registered and, if this is not possible for unforeseeable reasons, make the best efforts to inform the management team in advance and/or find someone to replace them;
- (ii) Attend on the scheduled days/times;
- (iii) Participate, whenever justified, in training activities that prove necessary to carry out a specific initiative;
- (iv) Assume a proactive and responsible stance, committing to the exercise of the activity to be carried out and acting in accordance with the instructions given to it;
- (v) Avoid conduct that poses increased risks.

9. INDICATORS

In order to ensure compliance with this Policy and to measure the internal and external impact of corporate volunteering, as well as the objectives it intends to achieve, all geographies must collect and report a series of indicators, on an annual basis, including:

- (i) Number of Volunteers participating in volunteering actions, which include employees and External Volunteers;
- (ii) Number of hours allocated to volunteering actions (work and non-work);
- (iii) Number of projects developed;
- (iv) For environmental actions, indicate the amount of garbage collected, area cleaned and/or trees planted, among other indicators;
- (v) Number of direct and indirect Beneficiaries;
- (vi) Entities with which they collaborated.

Following the volunteering actions, a participation form must also be sent to measure the satisfaction of the Volunteers after carrying out the action, as well as that of the beneficiary organizations and/or partners, when applicable.

10. FINAL PROVISIONS

Any questions regarding the interpretation or application of this Policy and related procedures should be directed to the Volunteering Program - Social & Foundations (email: voluntariado@edp.pt), who will advise on the most appropriate way of acting.

The Volunteering Program, included in Social & Foundations, is responsible for reviewing this Policy whenever there are relevant changes that justify it, submitting the proposed changes for approval by EDP's EBD.