



Banco Comercial Português, S.A.

**Regulations of the Human
Resources Commission of Banco
Comercial Português, S.A.**

Regulations of the Human Resources Commission of Banco Comercial Português, S.A.

Powers

- Definition of the strategy and approval of the Bank's Human Resources policies;
- Definition of the proposed Employee Remuneration Policy, to be submitted to the CNR;
- Definition of the staff costs budget proposal;
- Approval of the mechanisms and timetable for the process of performance evaluation and development, rotation plans and talent management;
- Approval of promotions of members of the Bank's Top Management and Key Function Holders, without prejudice to the competences of the CNR;
- Definition of the Bank's recruitment plan;
- Approval of the succession plan for Key Function Holders;
- Approval of the annual MBA training plan;
- Definition and monitoring of key human resources management indicators;
- Promotion of organisational climate surveys;
- Definition and monitoring of the Employee Debt Monitoring Plan (PAEC);
- Approval of criteria and monitoring of social financial support;
- Definition of the action plan for gender equality;
- Ensure alignment of internal human resources management practices across the Group's subsidiaries, where applicable.
- Definition of remuneration conditions and benefits for expatriates;
- Definition of internal and external human resources communication;

Frequency

Quarterly

Members

Members with voting right:

- Directors: All executive directors
- Coordination Managers: DRH and SSOC (secretary)

In their absence, the Coordinating Managers of the aforementioned Divisions may propose to the directors who are part of the Commission a representative to replace them in the event of their absence, who, if accepted and belonging to the Top Management, will have the right to vote.

Non-voting guests:

Employees of the Group who are relevant to the topics under discussion may be invited to attend occasionally.

These employees will only take part in the meeting during the items that have justify the invitation.

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| Quorum for resolutions | 5 members with voting rights, 4 of whom are executive directors. |
| Delegation of Powers | <ul style="list-style-type: none"> Always in compliance with the internal regulations that apply to this Commission and its Divisions, the powers of the Executive Committee (EC) necessary for the performance of its duties and the inherent competences that the Board of Directors has not reserved for itself or for the other Commissions are delegated to it. |
| Resolutions | <ul style="list-style-type: none"> Only the executive directors in attendance and the members of the Commission may vote. The Commission's decisions are taken by simple majority. Any of the executive directors in attendance may suspend the appraisal of an item under discussion at the Commission and submit it for decision by the EC. Unanimous Written Resolutions may be adopted, provided that all members agree: executive directors and other members with voting rights. |
| Call for meetings | The secretary provides support for the meetings, ensures that the notice of the meeting is sent to the members in good time, and at the same time to the executive directors who are not members of the Commission, together with the respective agenda and supporting documents. |
| Minutes of meetings | <ul style="list-style-type: none"> The secretary draws up the minutes of the meetings in such a way that all participants can be properly identified that the matters analysed can be understood and that the decisions taken are meaningful and well-founded. In the absence of the secretary, the directors in attendance shall appoint one from among the members with voting rights. |

Approval date: 17 September 2024
 Approved by: Executive Committee
 Major changes made to previously available content: general revision of the document