



# A Guide to CSC Benefits

*Spain*



## Summary of Benefits, Spain

At CSC, we believe that our greatest asset is our people—the dedicated individuals who contribute their skills, passion, and creativity to our shared success. As an organization, we're committed to fostering a supportive and inclusive work environment where every colleague feels valued, respected, and cared for.

Our comprehensive benefits package reflects this commitment. We understand that life is multifaceted, and our offerings aim to address various aspects of your well-being. We're here to support you every step of the way. Our comprehensive benefit offerings are outlined below.



### Eligibility

All CSC colleagues are eligible for benefits.



### Well-being benefits

Your physical and mental well-being are a priority, and we recognize that a healthy mind and body are essential for overall happiness and productivity. Here's how we demonstrate our commitment:

#### Medical insurance

CSC offers access to comprehensive medical insurance through Adeslas, a leading health care provider in Spain. Colleagues can choose to sign up from the beginning of employment with coverage starting from the first of the next month. Colleagues can choose to add spouses or partners and children up to the age of 25 to their policy. This scheme is paid for by the colleague, but there are tax benefits (tax scheme).

#### Health and well-being resources

CSC provides colleagues with many health and well-being strategies to help you care for yourself and your family. Our 24x7x365 confidential employee assistance program (EAP) connects you to licensed counselors and aims to help you find solutions for the everyday challenges of work and home, as well as for more serious issues involving emotional and physical well-being.

There are more than 80 health and well-being champions located in our offices around the world, committed to bringing our health and well-being agenda to life locally and helping you tap into the wealth of available resources.

CSC highlights and encourages self-directed learning focused on mental and physical well-being.

## ✔ Financial benefits

We're dedicated to offering our colleagues a range of financial benefits aimed at supporting your financial well-being and helping you plan for a secure future. Here's how CSC is committed to helping you achieve your financial goals:

### Pension

Our company aligns with the Spanish Public Pension System, which provides retirement, disability, and survivor benefits as part of Spain's social security framework. Contributions to the system are automatically deducted from the colleague's salary in compliance with local regulations, ensuring future financial security.

### Flexible remuneration tax scheme

Every colleague has the option to get flexible remuneration, which allows the colleague to set aside up to 30% of gross annual salary for any of the following: meal card, transport card, nursery virtual card, and medical insurance.

- **Meal card:** Managed by Pluxee, the colleague can choose between the following amounts €80, €110, €165, €200
- **Transport card:** Managed by Pluxee, the limit of €136 and it will not be topped up in August
- **Nursery virtual card:** Managed by Pluxee, available for colleagues who have children up to age 3

### CSC Gives Back

Through our CSC Gives Back program, individuals and teams give back to the local and global communities. CSC provides volunteer T-shirts for colleagues and matches colleague donations to charities between \$50-\$1,000 or equivalent per year, per organization.

## ✔ Work-life balance

At CSC, we value work-life balance and our colleagues' diverse needs. We foster a supportive environment where taking time off is encouraged, whether for personal health, family, mental well-being, or recharging. Here's how we demonstrate that commitment:

### Annual leave

All colleagues receive 28 paid annual leave days, prorated in the first year of employment. Colleagues may carry 10 days over the next year, but those days expire at the end of that same year. Additionally, colleagues can choose to take an additional day off on either the 24 December or 31 December, provided they are working days. This is separate from the normal annual leave balance.

### Public holidays

CSC observes all statutory public holidays. There are 14 public holidays in total: 10 national statutory days, plus regional and local days (additional days depending on the region).

### **Sick leave**

Colleagues are entitled to sick leave with payment provided by the employer from the fourth to the 15th day of illness, with further compensation coming from Spain's social security system.

Depending on the colleague's specific circumstances and duration of the illness, CSC will top up a colleague's salary during this period so that they receive full pay when on sick leave.

For long-term illness, if the colleague is unable to work for more than 18 months due to illness, the company will cease to pay the colleague's salary. The colleague will receive their salary from the social security in accordance with the labor agreement.

Sick Leave entitlement is governed by the relevant labour agreement (Convenio de oficinas y despachos).

### **Other applicable leaves**

Both mothers and fathers are entitled to 16 weeks of paid maternity or paternity leave. The first six weeks must be taken immediately after following the birth or placement in cases of adoption.

However, there is flexibility in terms of the next 10 weeks throughout the child's first year.

Colleagues are entitled to breastfeeding leave for a duration of 15 working days. Colleagues are entitled to up to eight weeks of unpaid parental leave, full-time or intermittently, until the child reaches 8 years of age. Family leave entitlement is governed by the relevant labour agreement (Convenio de oficinas y despachos).

## **Recognition and rewards**

Outstanding performance is celebrated through peer recognition aligned with Our Values, milestone tenure awards, and incentives for referring top talent. We believe that acknowledging these efforts boosts morale and fosters a supportive and thriving workplace culture. Join us in celebrating the exceptional contributions that drive our success:

### **LOV Badges**

Our Values are at the core of who we are and the standards we aspire to live by each day. Colleagues regularly "show some LOV" by taking the time to recognize each other for Living Our Values (LOV).

### **Service awards**

We deeply value the dedication and commitment of our colleagues. Our service award program recognizes and celebrates the milestones achieved by our team members for each five-year milestone reached.

### **Colleague referral awards**

Good people know good people. As a result, a financial award is provided to colleagues who refer external candidates who are subsequently hired and remain with CSC for at least six months.

## ✓ Career growth

Career growth is a top priority at CSC. We believe investing in your professional development benefits both you and the organization. We take pride in the talent we hire and want to promote and allow our colleagues to grow. Your next career opportunity is right here! Here's how we foster career growth:

### **Internal learning**

Colleagues are provided with many resources to become more knowledgeable in their current role or take on new roles with the company. Self-directed resources are available, such as career self-assessments, thousands of courses through Open Sesame, other internally curated content, podcasts, mentoring programs, webinars, and more.

### **Continuing education program (CEP)**

CSC offers reimbursement for certain educational courses, with pre-approval from your leader. Colleagues with at least six months of service can seek financial assistance up to \$5,250 (or equivalent) per calendar year for relevant learning.

For full policy details on our continuing education program, please visit our CSC Central site.

## ✓ We pay for performance

We believe that both what we do and how we do it are equally important. Therefore, our performance evaluations are balanced, with 50% based on achieving goals and 50% on how well we align with our core values.

### **Merit increases**

Leaders work together with their team members to set goals at the beginning of employment and each calendar year, in alignment with our line of sight. Throughout the year, leaders have continuous conversations with their team members to discuss progress toward achieving goals and career growth. Most colleagues are eligible for a discretionary merit increase based on consistent and sustained performance in the first quarter of each calendar year.

### **Success Sharing bonus**

This is a taxable bonus that may be paid to eligible colleagues at the company's discretion in the first quarter of each year. The distribution amount, if any, is generally determined by the company's profit and growth in the preceding fiscal period. Colleagues hired in the last quarter of the calendar year (1 October through 31 December) will not be eligible for success sharing paid for that year.

**Note:** Success Sharing does not apply to those covered under other incentive compensation programs.

## Your voice is important

Colleague feedback is invaluable to us. Fostering an open dialogue and actively seeking input from our colleagues leads to better decision-making and a more inclusive work environment. Here's how we demonstrate our commitment:

- Colleagues are formally asked for feedback through an onboarding survey, and later a new hire survey in their first year of employment. Companywide surveys are also conducted once or twice per year.
- CSC has an open-door policy, encouraging colleagues to have regular conversations with their leaders and to work together with others to innovate, continuously improve, increase colleague satisfaction, and maintain a culture of trust.