

**Work-Life Balance Program (2025–2028)**

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Aspects of Conciliation	Description	Objectives	Workers involved	Tasks	Organisers	Means/Resources	Deadline		
							Short-term (1 to 6 months)	Medium (6 to 18 months)	Long-term (18 to 36 months)
Equal Opportunities	We promote equal opportunities and diversity as essential values. Any form of discrimination based on origin, ethnicity, gender, social class, physical disability, political beliefs, or union affiliation is not tolerated.	Ensure gender equality in hiring and access to employment.	Everyone	Monitor and control job offers, applications, and hires by gender to ensure balanced access and gender equality.	Human Resources	Human Resources	✓		
		In the recruitment process, ensure that internal progression opportunities are primarily made available to company employees, promoting professional development and the recognition of internal talent before considering external applications.	Everyone	Carry out a detailed analysis of the job position and employee profiles, ensuring alignment between the employee's skills, experience, and responsibilities and the job requirements, in order to optimize performance and organizational efficiency. Communicate to all employees. Provide tailored training for the job position.	Human Resources	Human Resources	✓		
		Ensure equity among employees participating in training activities, regardless of gender.	Everyone	Conduct training activities involving an equitable number of men and women, in order to balance the percentage of employees participating in training by gender, ensuring Gender Equality in access to training.	Human Resources	Human Resources		✓	
Personal Development	Our recruitment, hiring, and internal progression policies are based on transparent criteria such as skills, capabilities, professional dedication, and employee merit. We promote personal and professional development through continuous training programs, capacity building, talent promotion, and encouragement of employee proactivity as citizens.	Reduce the absenteeism rate	Everyone	Monitor and control the absenteeism rate.	Human Resources	Human Resources	✓		
		Reduce the turnover rate	Everyone	Monitoring of the absenteeism rate.	Human Resources	Human Resources	✓		
		Ensure that employees are informed about issues related to gender equality and labor law	Everyone	Communicate and promote actions and initiatives, as well as rules and regulations, on equality, diversity, discrimination, harassment, and parenthood.	Human Resources	Human Resources		✓	
		Promote the qualification and professional development of employees	Everyone	Promote a policy for granting scholarships to employees.	Human Resources and Management	Human Resources and Management		✓	
		50 hours of training provided to employees per year	Everyone	Promote training actions in different areas of personal and professional development. Monitor and control the number of training hours.	Human Resources	Human Resources		✓	
Adaptações de horário	We recognize the importance of work-life balance, and therefore we allow our employees temporary absence from work to deal with family matters or the adjustment of working hours to support personal life balance	Implementation of hybrid work in specific departments, whenever requested by the employee.	HR, Certifications, Product Management, Sales, Finance, Design.	Communicate to all employees. Monitor the number of remote working hours.	Human Resources	Human Resources		✓	
		Respond to requests for working time adjustments submitted by employees. Requests must be made to Human Resources and the Department Manager.	Everyone	Dissemination of measures for working time adaptation/reduction. Allow the adjustment of working hours to support work-life balance. Monitor and control the indicator.	HR and Department Managers	HR and Department Managers	✓		

		Respond to requests for temporary absences from work. Requests must be submitted to Human Resources and/or the Department Manager and approved by them, up to a maximum limit of 4 hours per quarter.	Everyone	Dissemination of measures for working time adaptation/reduction. Allow temporary absence from work to support work-life balance. Monitor and control the indicator.	HR and Department Managers	HR and Department Managers	✓		
Wellbeing	Allcost develops and promotes initiatives dedicated to employee well-being, aiming to improve quality of life and balance between professional and personal life.	Allcost provides a fully equipped gym, with support from a Personal Trainer and/or a training plan, accessible to all employees.	Everyone	Dissemination of measures to stakeholders. Measure employee satisfaction levels.	Human Resources and Management	Human Resources and Management	✓		
		Allcost offers Pilates classes both during working hours and after work, providing employees with opportunities for well-being and quality of life.	Everyone	Dissemination of measures to stakeholders. Measure employee satisfaction levels.	Human Resources and Management	Human Resources and Management	✓		
		Establish a partnership with an aesthetic clinic to offer discounts on laser hair removal sessions.	Everyone	Establish partnerships with external entities to promote access to laser hair removal at more affordable prices. Dissemination of measures to stakeholders.	Human Resources and Management	Human Resources and Management	✓		
		Allcost offers all employees, on their birthday, the possibility to choose between a massage or a nutrition consultation.	Everyone	Dissemination of measures to stakeholders. Measure employee satisfaction levels.	Human Resources and Management	Human Resources and Management	✓		
Health	Allcost provides health insurance to all employees with more than 6 months of service.	Provision of health insurance for all employees with more than 6 months in the company.	Everyone	Dissemination of measures to stakeholders. Measure employee satisfaction levels.	Human Resources and Management	Human Resources and Management	✓		
		Significant discounts on health insurance for family members.	Everyone	Dissemination of measures to stakeholders. Measure employee satisfaction levels.	Human Resources and Management	Human Resources and Management	✓		
	Allcost has established a collaboration agreement with an optical provider, allowing all employees to benefit from discounts and vision screening.	Establish an agreement with an optical provider, with discounts of up to 50% on glasses and free vision screening.	Everyone	Establish partnerships with external entities in order to promote access to healthcare treatments and other health-related products at more affordable prices.	Human Resources and Management	Human Resources and Management	✓		
	Allcost has established an agreement with a local pharmacy, which includes medication delivery to Allcost, as well as discounts of up to 10%.	Provide greater convenience, savings, and support in managing the health of employees and their families.	Everyone	Establish the agreement with the local pharmacy. Request authorization for sharing employee and family data with the local pharmacy.	Human Resources and Management	Human Resources and Management	✓		
	Allcost has established a collaboration agreement with a dental clinic, allowing all employees to benefit from discounts.	Establish an agreement with a dental clinic, ensuring a reduction of up to 10% on the total cost of treatments.	Everyone	Establish partnerships with external entities in order to promote access to healthcare treatments and other health-related products at more affordable prices.	Human Resources and Management	Human Resources and Management	✓		
		Allcost organizes 'Allcost Day', an initiative that promotes interaction and integration among employees.	Everyone	Promote the event on a working day, allowing employees to be excused from work.	Human Resources and Management	Human Resources and Management	✓		
		End-of-Season Sunset Event before the Holidays	Everyone	Promote the event during working hours, allowing employees to be excused from work.	Human Resources and Management	Human Resources and Management		✓	
		São Martinho Sunset Event	Everyone	Promote the event during working hours, allowing employees to be excused from work.	Human Resources and Management	Human Resources and Management		✓	
		Half-day off on employees' birthdays	Everyone	Time off from work for the employee on their birthday.	Human Resources and Management	Human Resources and Management	✓		

Benefits	We encourage and support employees and their families through the provision of benefits and gifts during festive periods.	€50 voucher offered to employees who become parents	Everyone	The voucher will be given to employees who can prove the arrival of a child, either by birth or adoption. The €50 amount can be used at Farmácia Vitória, with which the company has a partnership.	Human Resources and Management	Human Resources and Management	✓		
		€50 voucher per dependent for employees with school-age children	Everyone	The voucher will be given to employees with school-age children in the month of September. The €50 amount can be used at CC Pereira stationery store, with which the company has a partnership.	Human Resources and Management	Human Resources and Management	✓		
		Provision of financial consultancy for all employees	Everyone	Communicate to all employees. Define service hours and respective scheduling.	Human Resources and Management	Human Resources and Management		✓	
		Christmas food basket provided	Everyone	Communicate to all employees. Purchase food baskets worth €50 per employee.	Human Resources and Management	Human Resources and Management		✓	
		Christmas dinner provided	Everyone	Communicate to all employees. Organize the company's Christmas dinner.	Human Resources and Management	Human Resources and Management		✓	
		Gift offered on Women's Day to all female employees	Female employees	Communicate to all employees. Purchase a gift worth €25 per female employee.	Human Resources and Management	Human Resources and Management		✓	
		Easter cake (sponge cake) offered	Everyone	Communicate to all employees. Purchase an Easter cake worth €15 per employee.	Human Resources and Management	Human Resources and Management	✓		
	Uniforms provided to all employees	Everyone	Identify uniform needs and respective budgets. Distribute uniforms (t-shirts, sweatshirts, vests, jackets, lab coats).	Human Resources and Management	Human Resources and Management	✓			
	Annual bonus awarded		Analyze indicators to establish targets for awarding an annual bonus equivalent to the employee's salary. Communicate the targets to all stakeholders.	Human Resources and Management	Human Resources and Management		✓		
Activities with family members	Integration is of utmost importance, which is why we promote an annual event for the participation of dependents.	Provide a special day in which employees' children and/or dependents have the opportunity to get to know their family members' work environment, their team colleagues, and the activities carried out in the company. This initiative aims to strengthen the connection between professional and family life, promoting a more inclusive and welcoming environment.  In addition to allowing a better understanding of parents' roles in a professional context, this day will also be an opportunity to encourage interaction and socialization between employees and their families, reinforcing team spirit and organizational culture.	Everyone	Planning and scheduling of the event. Communication to all stakeholders.	Human Resources and Management	Human Resources and Management		✓	