

LEGAL BASES OF THE CALL FOR THE " PROFORMACIÓN " PROGRAM FOR VOCATIONAL TRAINING SCHOLARSHIPS 2023 OF THE FUNDACIÓN CEPESA

FIRST – PURPOSE

FUNDACIÓN CEPESA with NIF G87612933 and domiciled in Madrid, at Paseo de la Castellana nº 259A, announces scholarships for students enrolled in the 2023/2024 academic year in Basic, Middle and Higher Vocational Training.

This scholarship program was created to promote access to this type of professional **training**.

FUNDACIÓN CEPESA will award up to **SIXTY (60) scholarships in the amount of 2,500 euros each**. These scholarships are intended to finance the costs of education, such as tuition, school supplies, clothing or work uniforms, books, transportation and cafeteria service.

SECOND- REQUIREMENTS

Those who may apply for the vocational training scholarship program are:

- Students enrolled or pre-enrolled in the 2023/24 academic year for Basic, Intermediate or Higher Vocational Training at any training center in the provinces of Cadiz and Huelva, and in the Autonomous Communities of Madrid and the Canary Islands. Enrollment in adapted VET studies or in specialization courses is also acceptable.
- Enrolled or pre-enrolled in one of the following Vocational Training families:
 - Administration and Management
 - Sales and Marketing
 - Electricity and Electronics
 - Energy and Water
 - Mechanical Manufacturing
 - Information Technology and Communications
 - Installation and maintenance
 - Chemicals
 - Safety and the Environment
- Students must have studied the previous year in Spain or the course must be approved by the Spanish educational authorities.
- Students must have been born between 1993 and 2008, both inclusive.

In the event that the person enrolled is a minor or is not legally emancipated, the application shall be submitted by his or her parents or guardians.

THIRD- SUBMISSION OF APPLICATIONS.-

Applications for this vocational training scholarship program shall be submitted through the FUNDACIÓN CEPESA website by the person who will be attending vocational training. If the person enrolled is a minor or is not legally emancipated, the application shall be submitted by his/her parents or guardians and shall be signed by them and by the student.

In addition to completing the online application form available on the website, it will be necessary to provide the following documentation in all cases:

- Cover letter signed and dated in accordance with the model provided by FUNDACIÓN CEPSA.
- Copy of the DNI or NIE of the person enrolled and, if they're a minor or not legally emancipated, copy of the DNI or NIE of their parents or guardians, both sides.
- Certificate or document accrediting that the student is enrolled or pre-enrolled in the Basic, Intermediate or Higher Vocational Training center for the 2023/24 academic year. Both the application for the 2023/24 academic year, as long as it is stamped by the educational center or registered by the Department of Education, and the certificate of enrollment are acceptable documents..
- Last income tax return of the applicant or, failing that, of the family unit of which he/she is a member. If any person in the family unit does not file an income tax return because they do not reach the minimum income figure, they must provide the draft income tax return prepared by the Tax Agency or the income certificate issued by the Tax Agency.
- Grades earned in the last academic year completed before 2023/24.

In addition to the above documents, if the person enrolled is a minor, the following documents must be provided:

- A photocopy of the family book or documentation of guardianship of the minor.
- Copy of the DNI or NIE of the minor for whom the aid is requested, both sides.

In the event that the applicant meets any of the following circumstances, he/she must submit this documentation in addition to the previous one:

- In the case of large or single-parent families, proof of being a large or single-parent family.
- In the event that the applicant or his/her parents or guardians are unemployed, a certificate attesting to the unemployment situation.
- If the applicant has a recognized degree of disability or dependency, he/she must indicate it in the application and if he/she is finally selected, he/she must provide the certificate accrediting such disability or dependency at the time the scholarship is awarded.

The application for these scholarships will be compatible with access to other scholarships granted by public administrations or private entities.

FUNDACIÓN CEPSA will not process any application that is not complete. The application shall be null and void.

FOURTH - DEADLINES.

The submission period for applications and required documentation will run **from June 12, 2023 to July 20, 2023** at 6:00 p.m. (local time).

Applications will not be accepted after the established deadline.

FIFTH - EVALUATION OF APPLICATIONS.

The evaluation of the applications will be carried out by a Technical Secretariat and, once the applications that meet the requirements of these rules have been analyzed, an Evaluation Committee will select the final scholarship recipients. This Evaluation Committee will be appointed for this purpose by FUNDACIÓN CEPSA and will be open to the participation of the following:

- Representatives of the FUNDACIÓN CEPSA.
- Representatives of COMPAÑÍA ESPAÑOLA DE PETROLEOS, S.A.
- Experts in education.

The following criteria will be considered in selecting scholarship recipients:

- Income level, individual or family unit.
- Previous academic record.
- Cover letter.
- Accredited disability or dependency.
- Other socioeconomic circumstances such as being a large or single-parent family.
- The applicant or his/her parents or guardians are unemployed.
- Priority will be given to students who received a scholarship in the previous edition and who continue studying, provided they have had good academic performance in the 2022/23 academic year and their socioeconomic and family circumstances remain the same.

SIXTH - RESOLUTION and PAYMENT OF SCHOLARSHIPS.

The awarding of scholarships for vocational training studies will be resolved during the month of October 2023, and up to 60 beneficiaries will be chosen for a scholarship amounting to TWO THOUSAND FIVE HUNDRED EUROS (€2,500) each.

Once the resolution report has been issued, the beneficiaries of the scholarship will be informed through the e-mail address they have indicated in the personal data section of the documentation provided in the application.

The scholarships will be paid in two installments by bank transfer:

- 1st payment: ONE THOUSAND EUROS (1,000 euros) in the month of November 2023.
- 2nd payment: ONE THOUSAND FIVE HUNDRED EUROS (€1,500) in February 2024 upon submission of the first quarter evaluation grades.

FUNDACIÓN CEPSA reserves the right to cancel the second payment of the scholarship to those selected who do not provide their first quarter evaluation grades or if their academic performance is insufficient. Insufficient academic performance will be understood as failing more than 30% of the enrolled subjects.

FUNDACION CEPSA accepts that the scholarships will be used exclusively to cover educational expenses such as tuition, fees, tutoring classes, computer equipment, lunchroom expenses, books, school supplies, transportation to the educational center, or similar.

These grants are not intended to finance other expenses, such as health expenses (purchase of eyeglasses), driver's license, family meal expenses, housing expenses or supplies.

If the academic year ends and the beneficiary has not used all the aid, the remaining amount may be used for the payment of expenses for the following academic year, or for other training or complementary courses related to their education.

SEVENTH - OBLIGATIONS OF THE BENEFICIARIES

The beneficiaries of the grant must sign an agreement of acceptance of the FUNDACIÓN CEPSA scholarship, indicating the amount that has been granted and the obligations assumed by both parties.

The winners will be asked for a certificate of ownership of the bank account indicated to receive the scholarship, and it must be in the name of the applicant or, if the applicant is a minor, in the name of their parents or guardians.

In the event that any of the selected candidates rejects the scholarship awarded to him/her, or does not sign the acceptance agreement within fifteen (15) calendar days of being notified via e-mail, it will be understood that he/she rejects the scholarship and a new candidate will be selected.

In addition to the scholarship acceptance agreement, selected individuals must submit:

- In January 2024, first semester evaluation grades of the scholarship recipient.
- In July 2024, evaluation grades of the completed course and a final follow-up report according to a model to be provided by FUNDACIÓN CEPSA.

A scholarship awarding ceremony will be organized and the winners will be invited to attend.

FUNDACIÓN CEPSA will communicate with applicants through the email address provided on the application form. Failure to reply to notifications sent may result in the loss of the scholarship.

The beneficiaries of the aid must inform FUNDACIÓN CEPSA of any other scholarships obtained to pursue the same studies supported in this call for applications. FUNDACIÓN CEPSA must also be informed if the selected person decides to abandon his/her studies or if any extraordinary circumstance occurs that prevents or hinders his/her participation in the course in which he/she has enrolled.

EIGHTH - DATA PROTECTION

In accordance with the legislation on personal data protection, participants in the professional training scholarship program are informed that FUNDACIÓN CEPSA, as Data Controller, will process their personal data, which are provided on the occasion of their participation in this program and will incorporate them into a record of processing activities owned by FUNDACIÓN CEPSA, with the following purposes:

1. **PURPOSE 1: Manage their participation in the vocational training scholarship program.**
 - **Description of the purpose:** to carry out the necessary actions to manage and process their participation in the vocational training program and deliver the scholarships to the participants who are beneficiaries. Also, attend to any incidents that may arise in connection with participation in the scholarship program. The participant may be contacted in the event of detection or reasonable suspicion of fraud or identity theft, or for any other matter necessary to process the scholarship program (via telephone, email or any other means).
 - **Basis of legitimacy:** (art. 6.1.b RGPD) development and execution of the legal relationship derived from your participation in the scholarship program for those actions necessary for the participation in the scholarship program. In addition, for health data concerning the Participant, the explicit consent of the data subject (9.2.a RGPD), given separately at the time of filling in their application for participation, applies as an enabling circumstance for the processing of their health data.

- **Data processed for this purpose:** identification, academic, family situation, economic, as well as health, in particular the degree of disability and, where appropriate, special education needs.
2. **PURPOSE 2: Dissemination of the scholarship program on CEPSE platforms, channels and social networks.**
- **Description of the purpose:** The participant's personal data will be processed to capture and preserve his/her image and to carry out communication actions in order to disseminate the scholarship program in any corporate media, as well as on the platforms, channels and social networks in which FUNDACIÓN CEPSE has a page or profile of ownership.
 - **Basis of legitimacy:** (art. 6.1.a RGPD) consent of the data subject.
 - **Data processed for this purpose:** name, surname, image.
3. **PURPOSE 3: Compliance with legal regulations.**
- **Description of the purpose:** compliance with those legal obligations imposed on FUNDACIÓN CEPSE in any order.
 - **Basis of legitimacy:** (art. 6.1.c RGPD) Compliance with a legal obligation applicable to the data controller.
 - **Data processed for this purpose:** any kind of personal data subject to processing that may be required by the applicable legislation.

Participation in this call is voluntary, and if participating, it is warned that the treatment of the personal data of the participants and beneficiaries of this program will be carried out in the terms set out in the present Terms and Conditions. In this sense, for the proper development of the scholarship program it will be necessary for the personal data of the participants, as well as those provided for the delivery of the scholarship, to be true, complete and up to date, which they undertake through the acceptance of these Terms and Conditions. If the personal data provided of the scholarship program beneficiary or third parties is inaccurate, false, incomplete or not up to date in such a way that identification of the data subject is impossible by reasonable means, FUNDACION CEPSE reserves the right to disqualify them from the awards, remaining free of any liability in this respect. In case of providing personal data of minors, the Participant also declares to be their legal guardian or to have sufficient legal representation to be able to provide their personal data and to consent to the processing that, in each case, are allowed (for example, the processing of their image with purposes of corporate diffusion on FUNDACION CEPSE's company channels and social networks, as well as processing the Participant's health information).

Likewise, the participant is informed that they may exercise their rights of access, rectification or deletion, limitation of processing, opposition, portability and to oppose automated individual decisions, by proving their identity, by mail at Paseo de la Castellana, 259 A, 28046 Madrid (Spain), or by e-mail to derechos.arco@cepsa.com

Likewise, FUNDACIÓN CEPSE informs that a Data Protection Officer (DPO) has been appointed, whom may be contacted by email dpo@cepsa.com and that the Agencia Española de Protección de Datos (Spanish Data Protection Agency) is the supervisory authority in Spain www.aepd.es

For more information about the treatment of your data related to this Program, please consult the Program's Privacy Policy available on the FUNDACIÓN CEPSE website <https://fundacion.cepsa.com/es>.

NINTH - GENERAL CONSIDERATIONS

9.1.- The mere participation in this program implies acceptance of the rules in their entirety.

9.2.- The mere participation in this program implies the commitment to respect and accept the Code of Ethics and Conduct of FUNDACIÓN CEPSA, which is available on the website:

<https://fundacion.cepsa.com/es/la-fundacion/gobierno/etica-y-conducta>

9.3.- Any fiscal obligation derived from the collection of the amount of the scholarship shall be assumed in full by the beneficiary of the same, in accordance with the applicable tax regulations.

9.4.- The beneficiary may request other additional aid in addition to that of FUNDACIÓN CEPSA.

9.5.- FUNDACIÓN CEPSA reserves the right to interpret and modify the terms and conditions of this program at any time, and even to cancel them or leave them without effect, provided that there is a justified cause for doing so.

FUNDACIÓN CEPSA undertakes to communicate the modified terms and conditions, or if applicable, the cancellation of the Program as a whole, so that all participants have access to the information through its website.

9.6.- Any questions or incidents may be processed by those affected through the email address proformacion@outsourcing.cepsa.com

TENTH - JURISDICTION AND APPLICABLE LAW

This program and its rules are governed by Spanish law.

FUNDACIÓN CEPSA and the participants in this program submit to the jurisdiction of the Courts and Tribunals of Madrid (capital city).

ELEVENTH - DEPOSIT OF BASES

The terms and conditions of the Program will be deposited in the website www.fundacioncepsa.com and in the office of the FUNDACIÓN CEPSA located in Madrid (28046) Spain, Torre CEPSA, Paseo de la Castellana, 259-A.

Madrid, June 01, 2023

MODIFICATION OF THE LEGAL BASES OF THE CALL FOR THE "PROFORMACIÓN " PROGRAM FOR VOCATIONAL TRAINING SCHOLARSHIPS 2023 OF THE FUNDACIÓN CEPESA

I.- That, on June 1, 2023, the legal bases of the Call for the 2023 "Proformación" Program for professional training scholarships from Fundación Cepsa have been published.

II.- That according to the provisions of the ninth base "General Considerations", in section 5, **FUNDACIÓN CEPESA** reserves the right to interpret and modify the terms and conditions of this program at any time, and even to cancel them or leave them without effect, provided that there is a justified cause for doing so.

FUNDACIÓN CEPESA undertakes to communicate the modified terms and conditions, or if applicable, the cancellation of the program as a whole, so that all participants have access to the information through its website.

III.- That, in accordance with the provisions of the aforementioned ninth base, and given that there have been technical problems in submitting applications and documentation for this call, **FUNDACION CEPESA** modifies the fourth base, deadlines, of the legal bases of the Call for the 2023 "Proformación" Program for professional training scholarships from Fundación Cepsa, in the following way:

"FOURTH - DEADLINES

*The submission period for applications and required documentation will run from **June 12, 2023** to **July 21, 2023** at 6:00 p.m. (local time).*

Applications will not be accepted after the established deadline."

And to take effect in Madrid on July 21, 2023