



OPCO

Creating Solutions

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OPCO Creating Solutions Corporate Policy

Integrated Policy on Quality, Environment, Safety, Sustainability, and Information Security

At OPCO Creating Solutions, we are committed to creating sustainable value through strong ethical standards, technological leadership, and socially responsible actions. Corporate and Social Responsibility is integral to our strategy, supporting our stakeholders, the environment, and society. We ensure quality through customer focus and continual improvement, protect the environment by preventing pollution and complying with obligations, safeguard information security by ensuring confidentiality, integrity, and availability, and promote health and safety by preventing injuries and fostering well-being, while advancing sustainability through ethical governance, human rights, and contribution to society as a whole. We strive to conduct our operations in a manner that aligns with the present policies and principles.

**Scope**

Design, development, implementation and validation of integrated training programs and project implementation for the diagnosis, development and continuous improvement of Integrated Management Systems, encompassing technical, operational, and behavioral aspects.

**Vision**

To be a reference on the national and international scene with regard to support activities and organizational development in the automotive, aeronautical as well as other top industries and services.

**Mission**

To provide state of the art services to its clients with regard to training in technical areas as well as support and advice in terms of Quality Management Systems, Productivity and Continuous Improvement; To support its clients and the industry in general to achieve international level results and performance



Corporate Policy / Quality, Environment, Health & Safety, Information and Sustainability Policy

At OPCO Creating Solutions, we are fully committed to:

- **Quality** – Ensuring customer and stakeholder satisfaction by consistently meeting applicable requirements, delivering services of the highest standard, and driving the continual improvement of our Management System.
- **Environment** – Protecting the environment by preventing pollution, complying with all applicable environmental compliance obligations, and continually improving our environmental performance. We actively reduce consumption, emissions, and waste while promoting sustainable practices across our value chain.
- **Information Security** – Safeguarding the confidentiality, integrity, and availability of information belonging to OPCO, our clients, and partners. We comply with all relevant legal, regulatory, and contractual requirements, manage risks systematically, and continually improve our Information Security Management System.
- **Health & Safety** – Providing safe and healthy working conditions, preventing injuries and illnesses, complying with legal requirements, and fostering a culture of well-being and continuous improvement in occupational health and safety.
- **Sustainability (ESG)** – Embedding corporate sustainability in its broadest sense by integrating social responsibility, respect for human rights, diversity, equity, and inclusion, as well as sound governance and ethics. We ensure that our operations and partnerships contribute to the United Nations Sustainable Development Goals (SDGs) and uphold the Ten Principles of the UN Global Compact.

This commitment applies to all OPCO employees, partners, and suppliers. It is implemented through clear policies, measurable objectives, systematic risk and opportunity management, regular audits, and management reviews, ensuring the continuous effectiveness and improvement of our Integrated Management System.

Respect and Ethical Business Standards

At OPCO Creating Solutions, we are committed to implementing and fostering relationships with our business partners founded on principles of respect, integrity, and fairness. We expect both OPCO Creating Solutions and our business partners to jointly uphold a commitment to ethical business practices, encompassing:



A COMPLIANCE WITH LAWS AND REGULATIONS

OPCO Creating Solutions and its Business Partners must comply with all applicable laws and regulations in the countries where we operate, ensuring their operations align with legal requirements and international standards.



B FINANCIAL RESPONSABILITY

OPCO Creating Solutions and its Business Partners must commit to ethical business practices, maintaining accurate financial records and transparent disclosures, managing conflicts of interest, strictly prohibiting the use or distribution of counterfeit goods, adherence to export controls and economic sanctions, fostering a culture where reporting illicit activities is encouraged, ensuring protection for whistleblowers without fear of reprisal. OPCO Creating Solutions and its Business Partners stand dedicated to upholding these ethical standards, fostering trust, and maintaining integrity in all operations.



C ANTI-CORRUPTION AND BRIBERY

OPCO Creating Solutions and its Business Partners must adopt a zero-tolerance approach to corruption and bribery, adhering to international anti-corruption conventions and implementing effective measures to prevent these activities.



D HUMAN RIGHTS

OPCO Creating Solutions and its Business Partners must respect human rights as defined by the Universal Declaration of Human Rights and other relevant international standards, ensuring fair labor practices, fair working hours, ethical recruitment practices, freedom of association, and the elimination of all forms of discrimination as well as respecting minority groups, and safeguarding environmental rights such as responsible land, forest, and water usage.

Environmental Sustainability

We are committed to minimizing our environmental impact and promoting sustainable practices throughout our operations:

**A**

RESOURCE CONSERVATION

OPCO Creating Solutions and its Business Partners must strive to minimize energy consumption and waste generation in their operations. We must promote efficient use of resources, such as electricity, water, and paper.

**B**

CARBON FOOTPRINT REDUCTION

OPCO Creating Solutions and its Business Partners must implement measures to reduce greenhouse gas emissions associated with their operations. This can include adopting energy-efficient technologies, using renewable energy sources, and optimizing transportation logistics.

**C**

WASTE MANAGEMENT

OPCO Creating Solutions and its Business Partners must prioritize waste reduction, recycling, and responsible disposal methods. We must promote the use of environmentally friendly materials and seek to minimize packaging waste.

**D**

COMPREHENSIVE ENVIRONMENTAL COMMITMENT

OPCO Creating Solutions and its Business Partners must focus on reducing greenhouse gas emissions, preserve air and soil quality, responsibly manage chemicals, and sustainably use resources, prioritizing biodiversity, land use, and animal welfare, alongside minimizing noise emissions, reflecting the dedication to holistic environmental stewardship across all operations.

Health, safety and wellbeing

We are committed to foster a culture of wellbeing and life balance as an integral part to our ethos. In the same way, our comprehensive health and safety policy extends beyond physical safety measures to encompass employee wellbeing.



A WELLBEING AND LIFE BALANCE

OPCO Creating Solutions and its Business Partners must prioritize the provision of resources and support for mental health, promoting a healthy work-life balance and encouraging programs that support overall emotional wellbeing as well as promoting an harmonious integration of work and personal life, ensuring our people feels supported, valued, and able to thrive both professionally and personally.

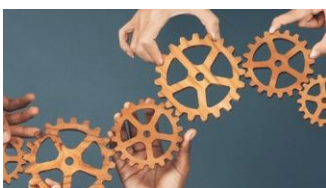


B HEALTH AND SAFETY

OPCO Creating Solutions and its Business Partners must prioritize strict adherence to safety protocols, including the provision and proper utilization of personal protective equipment, ensuring the maintenance and regular checks of machinery to guarantee a safe working environment, conduct regular drills and provide comprehensive training to manage incidents and accidents efficiently, according to the local legislation, handling chemicals or biological substances following rigorous safety procedures to mitigate risks, and taking fire protection measures rigorously enforced to ensure a secure workplace for all.

Social and Community Engagement

We recognize our responsibility to positively impact the communities in which we operate. We are committed and encourage our Business Partners to engage in social initiatives and community development, including:



A STAKEHOLDER ENGAGEMENT

OPCO Creating Solutions and its Business Partners must engage with their employees, customers, and local communities, promoting dialogue and addressing concerns to foster positive relationships and mutual respect.



B EMPLOYEE WELFARE

OPCO Creating Solutions and its Business Partners must uphold fair labor practices, ensuring safe working conditions, fair wages, and opportunities for professional development. We must promote diversity, equal opportunity, and work-life balance.



C COMMUNITY INVOLVEMENT

OPCO Creating Solutions and its Business Partners must support social causes and engage in community development activities. This can include volunteering, charitable contributions, and partnerships with local organizations.

Information Security

At OPCO Creating Solutions, we are committed to protecting information assets belonging to our company, our clients, and our partners. We ensure the confidentiality, integrity, and availability of information through effective controls, legal compliance, and continual improvement of our Information Security Management System (ISMS).



OPCO Creating Solutions and its Business Partners must ensure that all information assets are protected from unauthorized access, disclosure, alteration, and loss. Safeguards must be implemented to preserve the confidentiality of sensitive data, maintain its integrity against errors or manipulation, and guarantee its availability whenever required to support business operations. All stakeholders are expected to handle information responsibly, applying secure practices, technologies, and behaviors that uphold trust, resilience, and compliance with international standards..



OPCO Creating Solutions and its Business Partners must comply with all applicable legal, regulatory, and contractual requirements related to information security and data protection. This includes adhering to privacy laws such as GDPR, honoring confidentiality agreements, and meeting specific client and industry standards. Documentation and records must be accurate and transparent, while contractual clauses must be respected to ensure that sensitive information is processed, stored, and transmitted securely. By upholding these obligations, we protect our clients, our partners, and our reputation, reinforcing trust and accountability in every aspect of our operations.

Governance and Ethics

As a services company, we prioritize strong governance practices and ethical conduct. We are committed and expect our Business Partners to adhere to the following principles:



A PRIVACY AND ETHICAL CONDUCT

OPCO Creating Solutions and its Business Partners must handle customer data in compliance with relevant privacy laws and regulations. We must have appropriate security measures in place to protect sensitive information. OPCO Creating Solutions and its Business Partners must demonstrate integrity, honesty, and transparency in their interactions with our company and other stakeholders.



B INTELLECTUAL PROPERTY

OPCO Creating Solutions and its Business Partners must respect intellectual property rights and ensure the confidentiality of proprietary information shared by our company.



C ANTI-COMPETITIVE PRACTICES

OPCO Creating Solutions and its Business Partners must promote fair competition and refrain from engaging in anti-competitive behaviors, such as price fixing or colluding with competitors.

D PRODUCT

Sustainable Procurement Policy

OPCO Creating Solutions, as a specialized consulting and training company, is fully aware of both its responsibilities and its capacity to influence. While we do not manage large-scale supply chains, we recognize the critical role that responsible procurement plays in promoting sustainability across all tiers of business activity. Our approach is tailored to the nature of our operations and the type of goods and services we acquire, ensuring that sustainability and ethical integrity are reflected in all relevant supplier relationships



ESG Commitment in Procurement

OPCO integrates ESG principles into procurement by favoring suppliers that follow recognized sustainability and ethical standards. We prioritize local and regional partners when this supports lower environmental impact and inclusion. All suppliers must comply with legal requirements in labor, safety, environment, and anti-corruption.



Supplier Expectations

Suppliers are expected to respect human rights, labor conditions, and environmental responsibility, proportional to their size and activity. They must operate legally, act with integrity, and avoid corruption or unfair practices. Supporting documentation may be requested in relevant cases.



Risk-Based Monitoring

Procurement decisions follow a risk-based logic. OPCO may conduct informal due diligence, request corrective actions, or review supplier relationships if misalignments with our values or client expectations are identified.



Continuous Improvement

OPCO is committed to the progressive integration of sustainability criteria into procurement and to fostering responsible behavior throughout its value chain.

This policy is reviewed regularly and forms part of our broader ESG and quality management framework.

OPCO Creating Solutions Corporate Policies

SUSTAINABLE DEVELOPMENT GOALS



Source: UN Global Compact ; <https://unglobalcompact.org>

At **OPCO Creating Solutions**, we believe that integrating Corporate and Social Responsibility into our business operations is essential for long term success and creating a positive impact on the world. We are committed to collaborating with our OPCO Creating Solutions and its Business Partners who share these values to achieve sustainable growth and contribute to a better future for all.

In that sense, we also integrate our commitment to the 17 Sustainable Development Goals of the United Nations and uphold the Ten Principles of the UN Global Compact in all aspects of our operations as a globally recognized and comprehensive set of guidelines for sustainable development and responsible business practices.

This way, we demonstrate our alignment with international standards and our dedication to addressing pressing social and environmental challenges as well as our organization's efforts to contribute to a more sustainable and inclusive world, including a clear framework for our OPCO Creating Solutions and its Business Partners to understand our expectations and encouraging them to align their practices accordingly.

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