



Code of Conduct

for the team of people that make up Optimus

Big companies
have more
responsibilities

Table of Contents

- 4 Message from the CEOs
- 5 Why do we need a Code of Conduct?
- 6 Our purpose
- 7 Our 6 values
- 14 Our business culture
- 17 Application and implementation

Message from the CEOs

Dear colleagues and members of the OPTIMUS team,

We are pleased to present to you our Code of Conduct (the “Code”), which sets out the values and standards of behaviour and conduct that we expect from our organization and all our employees.

Since its founding in 1933, OPTIMUS has maintained a steady and unwavering course to this day, constantly adapting to the opportunities and threats that have arisen over the years, with the unity and commitment of all the people aboard.

We should all be proud to be part of a family business with 90 years of history. We would like to highlight this fact during these very volatile and uncertain times. We in the Management team continue to feel the same enthusiasm that our grandparents and parents had.

Today OPTIMUS has become an innovative company, a leader in the design and supply of public address and intercom systems, with an extensive network of branches throughout Spain, and projects carried out in more than 80 countries on 5 continents.

Our success is based on intelligent, customer-focused organizational and technological solutions, as well as on our passion for excellence and commitment to continuous improvement.

The Code is a general guide to help us navigate the different legal and regulatory environments in which we operate globally. We are aware that we cannot address every specific situation, but we trust that all of us will use our own judgement and seek advice where necessary.



“ Culture is what determines how we behave, cooperate and interact with our colleagues and co-workers, as well as with people outside Optimus. ”

Lluís Pla Barbero
Joaquim Pla Olive

Our Code of Conduct is based on the following values:

- Unity
- Respect
- Rigour
- Respectful treatment
- Commitment
- Customer focus

These values are the foundation of our corporate culture and guide us in our interactions with customers, suppliers, business partners and colleagues. Our aim is to foster an open and diverse environment where the opinions of our employees are taken into account, open dialogue is promoted and everyone is encouraged to contribute to the success of the company and the achievement of our common goals.

As CEOs and shareholders of OPTIMUS, we expect all leaders and people at OPTIMUS to be personally committed to ensuring that the Code is at the core of all our activities. Together, we must promote a culture of ethical conduct and ensure that our actions are always in line with our values and principles.

We urge you to read and understand the Code and to adhere to its principles in your day-to-day work. Adherence to these standards is essential to ensure the sustainable success of our business and to continue to build a reputation for excellence in our industry.

We appreciate your commitment to the OPTIMUS Code and values.

Together, we will continue to grow, evolve and improve people's lives through our passion for manufacturing and delivering high-quality products and services to our customers around the world.

Why do we need a Code of Conduct?

It is a guide for our employees on what is expected of their conduct and on the decision-making process.

It aims to integrate all members of the organization, regardless of their company of origin and culture.

It helps define the operating principles of OPTIMUS around the world.

It also aims to protect the reputation of OPTIMUS against undesirable behaviour.



Our purpose

“Our purpose is to contribute to the quality of life and safety of the users of our products, promoting sustainability, respect for the environment, equality and prosperity, both for the people who are part of our organization, as well as for society in general. We focus on increasing competitiveness and creating corporate value thereby creating social value.”

Our 6 values

1 | Unity

Let's go Team!

2 | Respect

We all add up, even when we think differently!

3 | Rigour

I know how to do it right,
I do it right!

4 | Respectful treatment

We are people, with our defects and virtues!

5 | Commitment

I have energy and knowledge
to act and achieve the
expected results!

6 | Customer focus

Without customers there are no sales,
without sales there is no company!

1

Unity

What does it mean to me?

OPTIMUS is the result of the joint work of many people over 90 years. We believe in people and adopt an optimistic attitude in the way we act and the way we see things.

How will I know?

- I work positively and empathetically with teammates, getting involved in different tasks and making an effort to give and receive information to obtain the appropriate result for the objectives established by the company.

2

Respect

What does it mean to me?

Respecting, thinking and acting positively towards others and ourselves means that we care about the impact of our actions on people and the environment, that we are inclusive and accept others for who they are, regardless of our differences.

How will I know?

- I make an effort to listen to and understand coworkers, encouraging them to contribute and interact with others in a positive way.

3

Rigour

What does it mean to me?

The orderly, rigorous, structured and methodical performance of each person's functions has a direct impact on the quality and prestige of the products and services we manufacture.

How will I know?

- I try to comply exactly in form, time and place with the objectives established by the company.

4

Respectful treatment

What does it mean to me?

For us, dealing respectfully with people is a priority, both internally and with people outside the organization. Our respectful treatment is based on sincerity, transparency and cordiality.

How will I know?

- I will treat other people with dignity, solidarity, kindness and education, ensuring that they feel integrated.

5

Commitment

What does it mean to me?

Commitment speaks boldly of our intentions to maximize our capabilities and to succeed in the execution and outcomes of the tasks entrusted to us.

How will I know?

- I must force myself to comply, both individually and as a team, with the objectives and actions established by the company in the form, time and place that have been assigned.
- I must become aware of the importance of commitment because if I achieve it it will be considered a value and a virtue, ensuring success in projects and fulfillment.

6

Customer focus

What does it mean to me?

We all work towards the same goal, to ensure every day that our customers and employees are satisfied with our products and services. The customer is our main asset and the focus of all our efforts

How will I know?

- I treat clients with a high degree of dedication and responsibility so that they feel fully satisfied and value our effort and commitment to them.

Our business culture

Diversity and inclusion, equal opportunities and non-discrimination

Mutual respect is the basis for creating a climate of trust and working together.

Therefore, we do not tolerate any kind of disrespectful behaviour, discrimination, harassment, nor threatening, hostile or abusive attitudes.

We work together, free of discrimination on the grounds of race, colour, sex, nationality, ethnicity, age, religion, disability, marital status, pregnancy, sexual orientation, gender identity and expression, citizenship or any other characteristic protected by law. We believe that the diversity of our people, with their different perspectives, talents and contributions, enriches our interactions with our customers, our work lives and the communities in which we live and work. We support the talents of our people and strive to be an attractive organization for all.

We comply with all applicable laws regarding equal opportunities and promotion opportunities for all employees.



We try to resolve work-related grievances as quickly and confidentially as possible and in a manner that is respectful of our employees.

We do not tolerate retaliation against anyone who has made a work-related complaint or who cooperates with an investigation into discrimination or harassment.

Remember:

- Treat colleagues with respect.
- Take into account different points of view and make decisions based on merit and integrity.
- Adopt the appropriate perspective on local practices and customs that may influence decisions.
- Collaborate across businesses and regions; avoid a silo mentality.
- Cooperate with everyone in a spirit of partnership, trust and respect.
- Avoid discrimination, harassment and retaliation against colleagues.
- Actively seek to build diverse teams and join them.

We earn each other's trust by acting with integrity and upholding the highest ethical standards.

Act with integrity

When dealing with customers, colleagues and other stakeholders, you should always act with integrity in accordance with our corporate culture and apply its standards to everything you do. You should raise issues, ask questions and refer matters where necessary to your line managers.



Ethical decision-making

Acting ethically is not only the right thing to do, but also the right way to do business: it serves the best interests of our customers and stakeholders and is essential for long-term success. In making decisions and defining the right course of action, you should be guided by what is right and appropriate, not just by what is permitted or legal.

Taking personal responsibility

You are responsible for your actions or omissions, and will be held accountable for any inappropriate or illegal acts. Your conduct may be reported, which could lead to penalties if appropriate.

Remember:

You are responsible for the actions and conduct you tolerate.



Application and implementation

The OPTIMUS Senior Management and all employees are obliged to comply with the **Code of Conduct** and to continuously look out for gaps in terms of compliance. Non-compliance may lead to disciplinary action. We encourage companies with which OPTIMUS has joint business relationships to comply with the Code of Conduct or equivalent principles.

We expect all our partners, especially suppliers, to comply with the Code of Conduct. If you have any questions about how to comply with our Code of Conduct or if you find yourself in a situation that may raise doubts about compliance with its standards, you can always seek advice from your management team.

If you wish to confidentially report a possible violation or illegal action related to OPTIMUS, please contact our People and Culture Department.



OPTIMUS

SOUND INNOVATION



Security



Paging



Information



Communication



Music



C/ Barcelona 101
17003 Girona (Spain)
(+34) 972 203 300

www.optimusaudio.com