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Approval:	M. Beyl, M. Hechler		
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**Our defined objectives, responsibilities and commitments make a valuable contribution to sustainable business practices. We take our responsibility for quality, information security, economy, occupational health and safety, and our social commitment very seriously and always strive to do our best every day. Sustainability and social responsibility are the fundamental principles of our actions. Environmental protection and the planned use of energy and resource consumption, as well as information security, occupational safety, and health protection are in our DNA.**

## 1 Foreword

With flexible, customized filling, packaging and production systems, we ensure that valuable and sensitive goods such as medicines, hygiene and medical products, food or cosmetics reach the people around the world who rely on these products every day. As a solution provider, we develop and manufacture custom systems and technologies based on tried-and-tested platforms. With our global service network, we support our customers' systems throughout their entire life cycle. Our machines are in use worldwide and we operate in over 20 national and international locations with more than 3,000 employees. An export share of over 85% underlines the company's strong international focus.

A deep understanding of the market, the product and the customer's entire value chain is essential so that we can actively advise and support them while fully exploiting the opportunities offered by new technologies. No matter where in the world our customers are located – we are always close by. Guided by the consciousness of our social responsibility, we obligate ourselves to protect the environment proactively in all of our business activities and to handle our natural resources carefully. As a family-run company, we have a special sense of responsibility to operate ecologically, fair and with long-term success. We succeed in this objective by aiming to achieve holistic excellence in the areas of environmental, social and corporate management. We want to preserve the world for future generations.

Our integrated management system includes the areas of quality, occupational safety, health protection, environmental protection and information security and applies to the company divisions shown on the certificate. This system was defined and approved by our Management and provides a framework for implementing our work, health, and environmental goals, which contribute to the company's success. In addition, these policies are checked annually for up-to-dateness and purposefulness and adjusted where applicable. The continuous improvement of management systems based on our process-oriented approach and the associated improvement in customer satisfaction are among our most important corporate principles.

This document is also based on our Code of Conduct, which sets out and substantiates our understanding of values in line with our corporate mission statement.

Each employee is responsible for the quality of his work result within the framework of his tasks and possibilities himself. When carrying out these tasks, it is important to act in an environmentally responsible manner and to comply with occupational safety and data protection regulations. In this way, each individual employee contributes to ensuring our occupational safety, information security, health, and environmental standards.

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## 2 Quality policy

### 2.1 Industry and customer specific

With head offices in Schwäbisch Hall, our company is a technology leader in the precise dispensing, filling, packaging and handling of sophisticated liquid and solid products. As a solution provider, we design and implement systems and technologies as well as holistic concepts to fully and sustainably meet our customers' expectations. resulting, for example, in turnkey systems that meet the requirements and challenges of customers and their markets. Whether customized solutions or modular machines and lines are involved, all functions are designed to meet industry- and customer-specific needs, thus maximizing customer satisfaction.

### 2.2 Global responsibility

Customers appreciate the spirit of partnership in their cooperation with our company. We provide the necessary infrastructure and resources required in globalized economic relations. The corporate thinking and actions are sustainable: Optima supports a large number of social and civic projects on the global and local levels.

### 2.3 Central employee success factor

Our company is one of the so-called hidden champions. Highly qualified employees are the key to our success here. We create an atmosphere in which people feel welcome. Attractive working conditions and development opportunities are just as important as team spirit, equal rights and genuine cooperation. Employees are actively supported in their personal and professional development so that they can keep their specialist knowledge and professional qualifications up to date. Traditionally, the occupational training of junior staff is of high importance. Every year, more than 180 young people are in training at our company worldwide.



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### 3 Occupational safety and health protection policy

#### 3.1 Health protection

Health is our most valuable asset. Healthy employees are an important requirement for the ability to perform and thereby the economic success of our company and job security. Health protection at the workplace, accident prevention and system safety are therefore principal objectives of our company. This is where we want to continuously improve and maintain the high level.

#### 3.2 Compliance with occupational health and safety obligations

The involvement of our employees is a decisive factor in the success of our occupational safety policy. That is why we promote a culture of open communication and consultation. All managers and employees are obligated to comply with the statutory provisions and operational guidelines in occupational safety, protect their own health and the health of the other employees and consistently ensure with all actions that personal injuries and material damage, as well as work related illnesses but also adverse effects on the environment of the company are prevented. This especially includes the elimination of dangers and minimizing of risks as well as the proactive seizing of opportunities in the sense of continuous improvement. Management is willing to provide the necessary means accordingly.

#### 3.3 Observance of occupational health and safety

Anyone who disregards these principles recklessly, deliberately or even intentionally and thereby impairs the health and ability to perform for himself and other employees or endangers residents of our operation places a burden on the performance and reputation of our company and will be held accountable accordingly.

#### 3.4 Implementation of occupational health and safety

The processes involve not only specialists and officers but also employees and their representatives. Categorically, all employees are explicitly asked to make suggestions for accident and damage prevention and improve the health care and health protection at the workplace. Company management will collect and acknowledge the suggestions.

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## 4 Environmental policy

### 4.1 Environmental protection

As part of our "We care for tomorrow" central sustainability strategy, we have implemented an environmental management system that has allowed us to create important conditions for strengthening the long-term trust of our customers, employees, suppliers, and the social environment in our company. We are committed to a continuous improvement of environmental management and environmental performance. As a company active in special machine construction, we work together with our customers to develop honest packaging solutions that make a working circular economy possible. We support our customers in establishing such solutions on the market.

### 4.2 Inclusion of and attention to the environmental concern

The development and design of a product as well as economic activity is always connected with the intervention in nature and the environment. Environmental protection not only benefits natural resources but also the company. Derived from that is the responsibility for reducing the consumption of natural resources and prevent the discharge of harmful emissions and to consistently improve the environmental compatibility of the products as well as the customer products. We pay attention to safe and environmentally friendly handling of hazardous substances and replace them with more compatible substitutes where possible. We seek environmentally and socially compatible solutions for our products, from production to disposal. The instilling of a solid environmental awareness and resource-preserving actions in daily work applies to the entire staff. Management promotes this sense of responsibility of their employees.

### 4.3 Compliance with binding commitments

We comply with statutory provisions, agreements and environmental laws. The compliance with binding commitments is a minimum requirement for us. We are cooperating with the responsible authorities accordingly. Beyond that, we want to take independent effective measures to protect the environment and improve the surroundings in which we work.

### 4.4 Collection of environmental indicators

The systematic collection and analysis of environmental indicators serves as the basis for the sustained preservation of resources. Data collected includes energy consumption, water consumption, waste and transports. This data is presented converted to greenhouse emissions as Corporate Carbon Footprint. Additionally, negative environmental effects are reduced by using resources sparingly and low-emission and low-waste production technology.



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## 5 Information security

### 5.1 Guiding principle and importance of information security

The ideas and expertise of our employees are the foundation of our success. The availability of our facilities, equipment, and systems, as well as our accessibility, reflects our reliability towards customers and business partners and contributes significantly to the good reputation of our company. To protect these assets, our company maintains an appropriate level of protection worldwide for the confidentiality, integrity (correctness), and availability of our processes, information, and systems.

The company's stated goal of effectively protecting central business processes, including the information assets and IT systems required for these, is achieved by creating globally valid security standards and integrating information security into internal processes. The defined information security objectives contribute to the achievement of the company's objectives.

All employees are expected to be aware of information security at all times in all their daily activities. Every supervisor is instructed to ensure and monitor compliance with the information security regulations by their employees. Every employee who recognizes weak points in the area of information security is instructed to report them to their supervisor or the information security officer.

### 5.2 Objectives of information security management

The provision of functional information systems by the OPTIMA packaging group and a security-conscious approach to handling these systems are essential requirements for compliance with the information security principles of confidentiality, availability, and integrity.

We operate our IT processes in such a way that effective information security measures support correct and traceable processing of the data and the results derived from it.

We ensure compliance with the requirements for information security resulting from the legal requirements.

Our information security management system helps us to prevent material and immaterial damage (e.g., investment protection, damage to our reputation) as effectively as possible and ensures a "quality assurance process" when providing and operating IT that is integrated into the existing organization.

In doing so, we consider and take into account not only business requirements but also economic aspects as a whole.



Marco Beyl  
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