Diversity, Equity & Inclusion (DEI) Policy Statement

1. Purpose

At Optimas International, we strive to foster a workplace culture where Diversity, Equity and Inclusion (DEI) are embedded in our business practices, decision-making, and values. We believe that a diverse workforce, equitable opportunities, and an inclusive culture strengthen innovation, enhance employee engagement, improve business performance, and support our mission to provide exceptional quality and service throughout the global supply chain and manufacturing sectors.

Our THREAD Values - Teamwork, Honesty, Respect, Excellence, Accountability, and Drive - can only be fully realized when every employee feels valued, respected, heard, and empowered to contribute.

As a global organization, Optimas International recognises and values the diverse backgrounds, experiences, perspectives, and talents of our employees. We are committed to creating an environment where all individuals can thrive and where differences are respected and celebrated.

2. Scope

This policy applies to:

- All Optimas International employees worldwide
- Directors and officers
- Temporary and agency workers
- Contractors and consultants
- Job applicants

The principles of this policy apply across all Optimas International locations, subject to applicable local laws and regulations.

3. Our Commitment

Optimas International is committed to:

- Promoting equal opportunity throughout the employee lifecycle.
- Creating and maintaining an inclusive workplace free from discrimination, harassment, bullying, and retaliation.

- Providing equitable access to recruitment, development, promotion, compensation, and career opportunities.
- Respecting internationally recognized human rights principles.
- Encouraging diverse viewpoints and experiences to drive innovation and business success.
- Listening to employees and acting on feedback to continuously strengthen our culture.
- Measuring and monitoring DEI performance and making improvements where needed.

4. Diversity, Equity & Inclusion Principles

We encourage participation and diverse perspectives

We encourage all employees to share their perspectives, experiences, and ideas in ways that support collaboration, innovation, and the achievement of Optimas International' business objectives.

We foster a culture of belonging

We are committed to creating an environment where all employees feel safe, respected, included, and supported in bringing their authentic selves to work.

We promote dignity and respect

Fair treatment, mutual respect, and professionalism are expected in all interactions with colleagues, customers, suppliers, and other stakeholders.

We actively listen and learn

We seek regular employee feedback and commit to using that feedback to strengthen our culture, policies, and practices.

We continuously improve

We recognize that building a diverse and inclusive workplace requires ongoing commitment, accountability, education, and measurement.

5. THREAD Values

Teamwork

We are collaborators. We are one unified team. We view our customers, suppliers, and colleagues as partners in achieving success.

Honesty

We act with integrity and transparency in everything we do.

Respect

We listen with an open mind and seek to understand differing perspectives. We solve problems together.

Excellence

We embrace learning, continuous improvement, and innovation.

Accountability

We accept responsibility for our actions and commitments.

Drive

We are resilient and committed to achieving our goals while supporting one another's success.

6. Key DEI Initiatives

Employee Awareness and Education

Optimas International provides education and awareness programs designed to support:

- Diversity and inclusion awareness
- Respectful workplace behaviours
- Anti-harassment and anti-discrimination principles
- Inclusive leadership practices
- Cultural awareness and belonging

Training Commitment

- All new employees receive DEI education as part of onboarding through Optimas International Institute.
- DEI content will be incorporated into annual compliance training.
- Optimas International aims to achieve at least 80% annual completion of assigned DEI and compliance training globally, with completion rates monitored and reported annually.

7. Employee Engagement and Culture

Employee Resource Groups (ERGs)

Optimas International supports Employee Resource Groups that encourage connection, engagement, professional development, and employee voice.

Cultural Awareness Activities

Optimas International promotes cultural understanding through:

- Global and local cultural celebrations
- Awareness campaigns
- Employee-led initiatives
- Food festivals and cultural events
- Recognition of international cultural observances

Community Engagement

Optimas International supports employee participation in community service activities and charitable initiatives that strengthen inclusion within our communities.

8. Inclusive Workplace Practices

Preferred Pronouns

Where legally permissible and culturally appropriate, employees are invited to include preferred pronouns in email signatures and collaboration platforms to support respectful communication.

Respect for Individual Identity

All employees are expected to respect colleagues' identities, backgrounds, experiences, and perspectives.

9. Recruitment, Hiring and Advancement

Optimas International is committed to fair and objective employment practices.

Recruitment

We strive to:

- Attract diverse candidate pools.
- Use inclusive and neutral language in job descriptions.
- Evaluate candidates using job-related qualifications and competencies.
- Reduce barriers that could prevent fair access to employment opportunities.

Hiring and Promotions

Employment decisions are based on:

- Qualifications
- Skills
- Experience
- Performance
- Business needs

Optimas International seeks to ensure equal opportunity throughout hiring, promotion, succession planning, career development, and leadership advancement processes.

10. Data, Reporting and Accountability

To support transparency and continuous improvement, Optimas International may collect and analyse workforce demographic information where legally permissible.

Metrics may include:

- Workforce diversity
- Hiring and promotion trends
- Leadership representation
- Employee turnover
- Employee engagement results
- Training completion rates

Data will be reviewed periodically by leadership to identify opportunities for improvement and support business objectives.

Reporting

DEI metrics and initiatives may be reported to:

- Executive Leadership Team
- Human Resources Leadership
- Board of Directors or appropriate Board Committee
- Sustainability and ESG reporting processes

11. Reporting Concerns

Optimas International encourages employees to raise concerns regarding:

- Discrimination
- Harassment
- Bullying
- Retaliation
- Violations of this policy

Reports may be made through:

- Legal Department
- Human Resources
- Ethics Hotline / Whistleblower channels
- Management

Retaliation against anyone who raises a concern in good faith is strictly prohibited.

12. Governance

The Human Resources function is responsible for implementing and monitoring this policy.

Leaders and managers are expected to:

- Promote inclusive behaviours.
- Support equal opportunity.
- Encourage employee participation and engagement.
- Address concerns promptly and fairly.
- Demonstrate accountability for fostering an inclusive workplace.

13. Continuous Improvement Objectives (2026–2027)

Optimas International commits to:

- Annual review of DEI objectives and initiatives.
- Annual review of workforce demographic data where legally permissible.
- Annual employee engagement measurement.

- Annual reporting of DEI-related training participation.
- Ongoing enhancement of inclusive recruitment and talent development practices.
- Integration of DEI considerations into broader ESG and sustainability efforts.

Policy Owner: Human Resources
Review Frequency: Annual
Next Review Date: 22nd July 2027
Approved By: HRVP