Vertom

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Corporate Quality, Governance & Document Control Policy

CEO statement & endorsement

"As Chief Executive Officer of the Vertom Group, I fully endorse this Corporate Quality, Governance & Document control Policy. This policy reflects the Vertom Group's commitment to responsible, ethical, and sustainable business conduct, and provides a clear framework for consistent implementation across all our Group entities.

I expect all employees, managers, and business partners to understand, comply with, and actively support the principles set out in this policy."

Endorsed by:

Name: **A.A.H. de Jong**
Title: **Chief Executive Officer - Vertom Group**
Date: 30 January 2026

This policy is formally endorsed by the Chief Executive Officer. Signed originals are retained in accordance with the Vertom Group's document control procedures.

Introduction

The Vertom Group and its affiliated companies ("the Group") are committed to maintaining high standards of quality, governance, and compliance across all operations and business entities. This policy defines the corporate framework for quality management, document control, compliance, audits, and management review, ensuring consistency and accountability throughout the Group.

The Group acknowledges the United Nations Sustainable Development Goals (UNSDGs) as guiding principles for responsible business conduct, specifically SDG 8 (Decent Work & Economic Growth), SDG 9 (Industry, Innovation & Infrastructure), and SDG 13 (Climate Action). These references are aspirational in nature and do not create binding obligations beyond the requirements of applicable law. Where this policy or international principles differ from local law, applicable national and regional laws prevail.

Purpose

The purpose of this policy is to define the corporate quality and governance framework for the Group, ensure compliance with applicable standards and legal, regulatory, and contractual obligations, and provide a structured system for document control and change management. It also sets requirements for management review and auditing, safeguarding consistency across all the Group entities and supporting continual improvement.

Scope

This policy applies to all the Group entities, employees, contractors, and partners. It covers all QMS documents, processes, compliance requirements, and management reviews, and sets the minimum corporate baseline for the integrated management system. Local systems may adopt more stringent requirements where appropriate. In case of potential conflict with local law, local law prevails and the matter is escalated to the Group QHSE department and, where needed, the Legal department.

Our Commitment

At the Vertom Group, we are committed to:

Quality management

The Group operates a risk-based Quality Management System (QMS) aligned with relevant international and industry standards (such as ISO 9001, ISO 14001, ISO 45001, GMP+, and VCA-P, where applicable). Management fosters a culture of continual improvement and customer focus; employees and managers are accountable for meeting QMS requirements, maintaining competence through training, and contributing to corrective and preventive actions.

Compliance

The Group identifies and complies with applicable laws, regulations, and contractual obligations. Compliance requirements are embedded into the QMS through a structured legal and regulatory register, internal audits, periodic reviews, and documented corrective actions. Training and awareness ensure that compliance obligations are understood and applied at every level.

Document control & change management

All QMS documents, including policies, procedures, and forms, are controlled within the corporate QMS and maintained in an approved, access-controlled repository. Each document carries a unique identifier, title, owner, revision status, approval record, and effective date; superseded versions are archived and clearly marked as obsolete.

Changes follow a formal Management of Change process that includes impact assessment, approval by designated authorities, communication to affected stakeholders, and, where relevant, training prior to the effective date. Temporary deviations or local exceptions must be risk-assessed, time-bound, approved, documented, and reviewed for closure.

Local entities may operate their own document systems, provided that corporate policies are integrated without alteration and that numbering, version control, and distribution remain transparent and traceable under the Group’s oversight.

Consistent Quality

Auditing & review

Internal audits are planned on a risk-based annual schedule and performed by competent, independent auditors to verify the implementation and effectiveness of the QMS. Where applicable, external audits (e.g., customer or certification audits) may be used to benchmark performance. Audit findings are documented; corrective actions with owners and deadlines are assigned, tracked to closure, and verified for effectiveness.

Management review

Management Review is conducted at least annually for entities operating under ISO or other standards, and may occur more frequently where risks or business needs require. Inputs include audit results, status of corrective actions, compliance performance, customer feedback, process KPIs, risk trends, changes affecting the QMS, and improvement opportunities. Outputs include decisions and actions related to resources, objectives, risk mitigation, and improvement priorities. Minutes and action logs are retained and made available to relevant stakeholders.

Responsibilities

The Divisional Board of Directors retains ultimate accountability for governance and quality. The Group QHSE Manager maintains the corporate Quality Management System (QMS), oversees the audit programme, governs document control, and monitors Group-wide consistency. Managers implement policies within their teams, ensure training and competence, and verify compliance. Employees follow QMS requirements, report nonconformities, and contribute to improvements. Suppliers and partners must meet the Group’s quality and compliance requirements, as proportionate and legally permissible under their contracts.

Monitoring, Review & Document Control

Monitoring & review

This policy is reviewed at least annually, or earlier if legal, regulatory, or business developments require, to ensure continued effectiveness and relevance. Audit results, compliance assessments, performance metrics, and management reviews drive improvements; nonconformities and lessons learned are systematically integrated into QMS updates and communicated to affected stakeholders.

Document control

This policy serves as the corporate reference for document control across the Group. The corporate QMS ensures that only valid and current versions are in use. All the Group entities, including affiliated companies operating under their own management systems, must adopt and comply with the latest approved corporate policies, provided this does not conflict with applicable local law. Corporate documents may not be altered at local level; numbering, version control, and revision history must remain transparent and traceable. The Group QHSE department maintains oversight of document governance and may conduct targeted checks to ensure consistency and effective implementation group-wide.