



ESG Policy



♥ WE TAKE CARE OF OUR PEOPLE ♥



Contents

OTTO Strategy

Mission	3
Values	3
Vision	3
Objectives	4
Conclusion	4

Introduction

5

Environment

6

Climate change	6
Scope 1	7
Scope 2	8
Scope 3	8

Social

10

Own Workforce	10
Affected communities	17

Governance

19

Corporate Culture	19
Supplier and Stakeholder engagement	21



OTTO Strategy

Mission

We serve local economies by enabling and empowering people.

We take care of our **People**

Our people are seen, valued, and supported. We make sure they feel at home, work safely, and have opportunities to grow.

We take care of our **Partners**

OTTO is the first choice for work. We build sustainable relationships, understand our clients' challenges, and provide solutions that support their growth.

We take care of our **Communities**

We strive to ensure that everyone involved in our work has a positive experience—from our employees and clients to the communities where we operate.

We take care of our **Progress**

We are the engine of the economy and contribute to preserving prosperity. By connecting people and businesses worldwide, we create value and drive sustainable growth

We take care of our **Tomorrow**

We offer perspective and opportunities to everyone. With a welcoming and well-organized home, we create possibilities for growth and development—for a future without borders.

Values

RESPECT is the cornerstone of everything we do. We treat everyone with fairness and dignity, no matter where they come from. We hold our employees and clients in high esteem, recognizing their indispensable role in our existence.

Vision

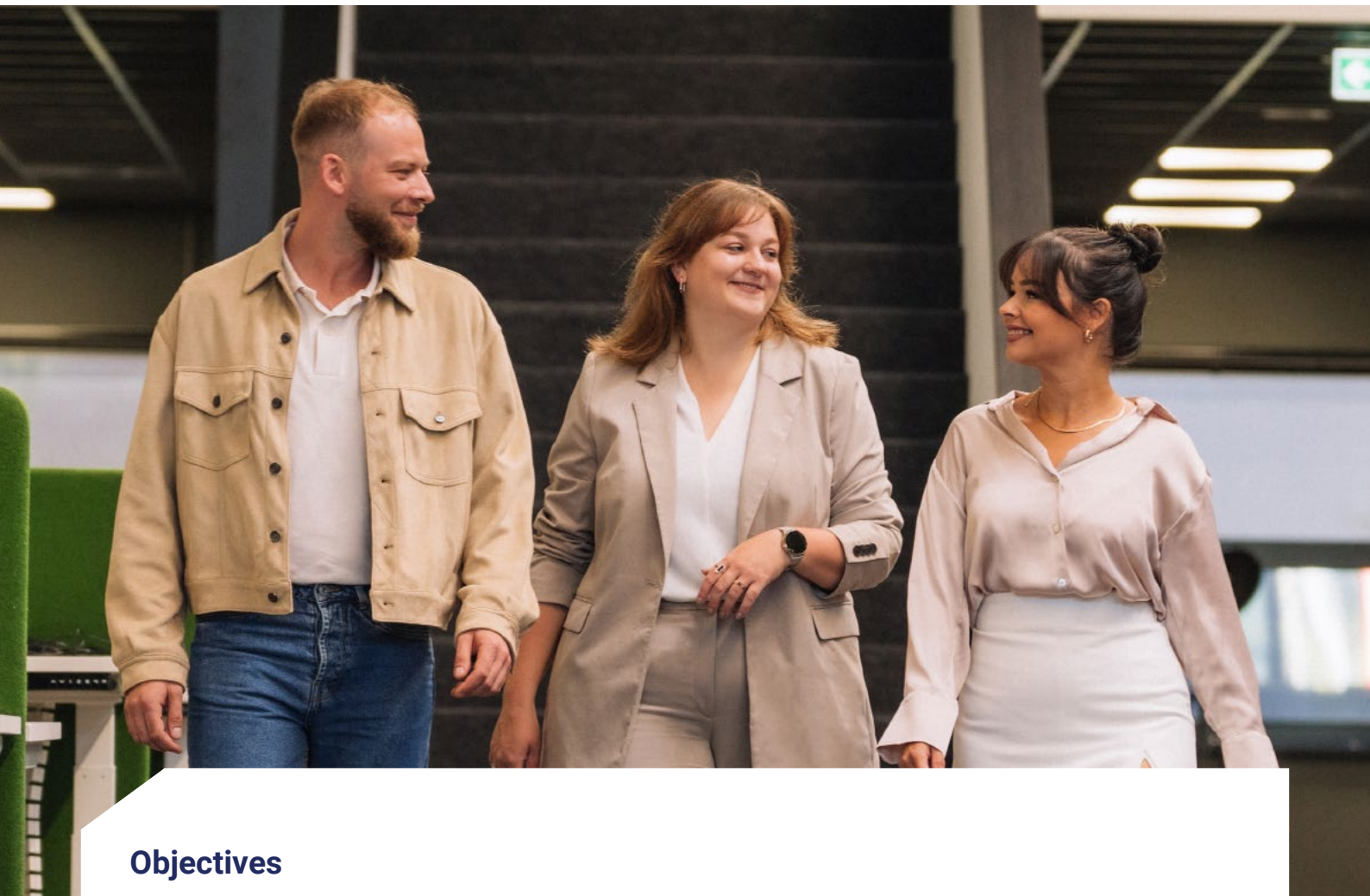
A world where **talent** has no borders.

Where your beginnings **never limit** your future.

That is **not** just a **dream**.

That is the **world** we are **building**.

Each day.



Objectives

1. Employer of Choice

Moving to another country is a big step. We make that step simple, safe, and rewarding. We provide a well-organized home, fair conditions, and opportunities to grow.

Making moving and working abroad simple, safe, and rewarding.

2. Leading Company

We lead not just by size, but by example. We set the standard for international labor with strong services and ethical practices. We speak up, challenge the status quo, and strive for excellence.

Leading global work with integrity and excellence.

3. Positive Impact

We take responsibility, for our people, our clients, and the communities where we operate. We create positive experiences and embed sustainability in everything we do.

Creating positive impact for everyone we connect with.

Conclusion

In pursuit of our corporate strategy, we are all about creating a better future for everyone. We strive for excellence in everything we do, from finding talented people, building partnerships and acting responsibly. We believe in building and developing teams and treating everyone fairly. This is how we will enhance work experiences and positively impact lives everywhere.



Introduction

To explain further how OTTO wants to achieve the Goals set out in the strategy this ESG policy was design. This ESG policy provides a framework, guidance and direction to the organization to be able to achieve of our strategic targets. Within this ESG policy we have set up Policies on the following, for OTTO, material ESG topics:



Environment

- Climate Change (positive impact)



Social

- Own Work force (employer of choice)
- Affected Communities (leading company / positive impact)



Governance

- Corporate culture (Leading company)
- Supplier management

These policies give further detail on the actions, activities and direction OTTO wants to take and to give content for all in the organization to these strategic pillars.



Environment

Climate change

OTTO's operations and our total value chain emits carbon emissions. OTTO sees climate change as one of the big challenges of our era. We believe that society as a whole should therefore work towards a low carbon society. As a participant in our society we have a contribution to make to achieve this target. We need to determine our targets in alignment with the Paris agreements and the goals of the EU.

In alignment with the GHG-protocol a distinction can be made between our Scope 1, 2 and 3 emissions.

Scope 1 covers emissions from sources that an organization owns or controls directly – for example from burning fuel in our fleet of vehicles (if they're not electrically-powered).

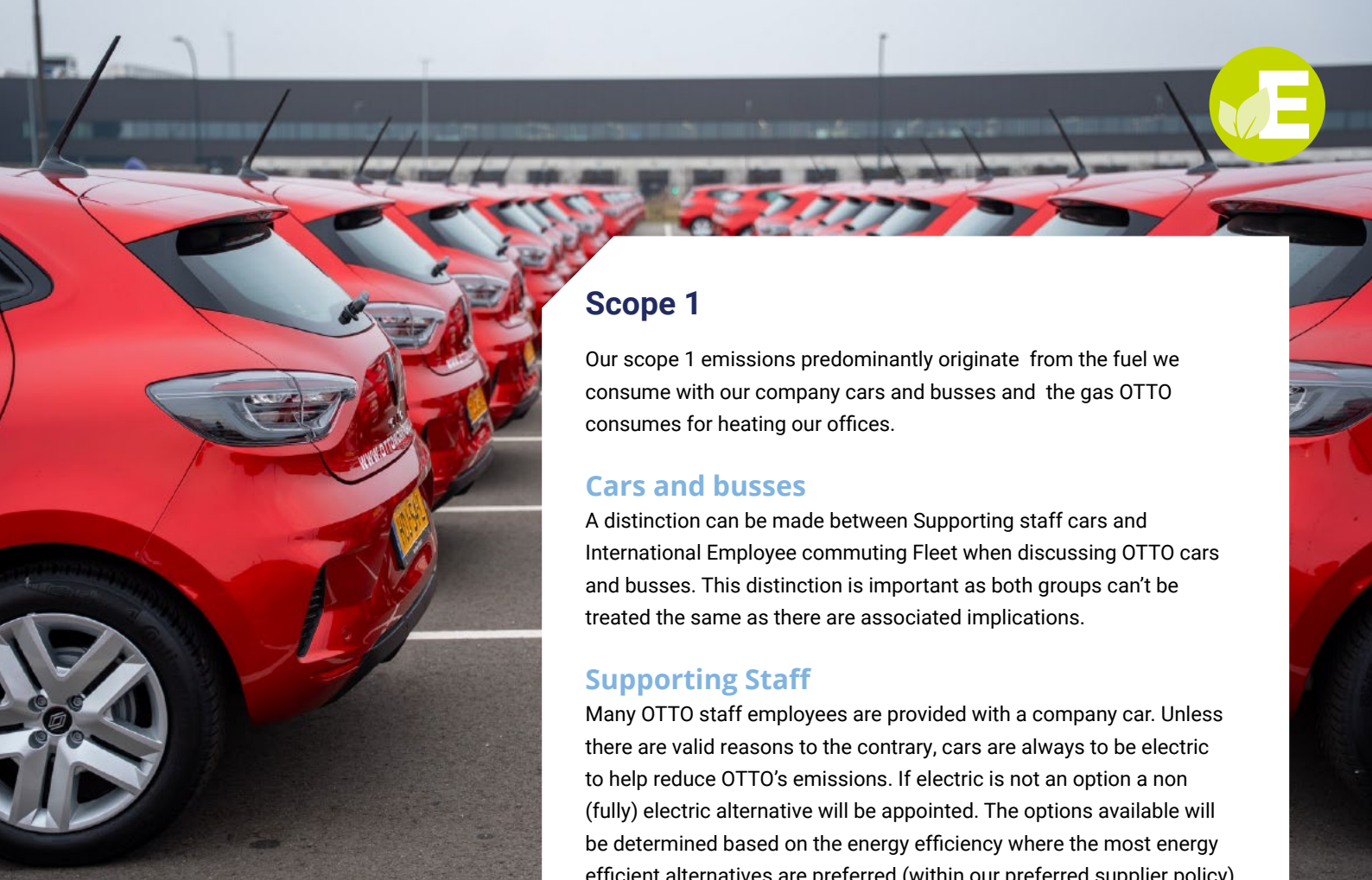
Scope 2 are emissions that a company causes indirectly and come from where the energy it purchases and uses is produced. For example, the emissions caused when generating the electricity that we use in our buildings would fall into this category.

Scope 3 encompasses emissions that are not produced by the company itself and are not the result of activities from assets owned or controlled by them, but by those OTTO is indirectly responsible for up and down its value chain. An example of this is when we buy, use and dispose of products from suppliers. Scope 3 emissions include all sources not within the scope 1 and 2 boundaries.

This Policy describes the (minimal) activities we deploy to reduce emissions per scope.

Achieving emissions reductions can be challenging, as it requires alignment with economic viability for OTTO and is influenced by dependencies on third-party stakeholders.

To be able to monitor our Carbon Footprint we have started to measure our Carbon Footprint. Measuring the Carbon Footprint is challenging due to the occasional lack of reliable data. Improving the quality and availability of data is essential to obtaining more accurate results and prioritizing the largest sources of emission.



Scope 1

Our scope 1 emissions predominantly originate from the fuel we consume with our company cars and busses and the gas OTTO consumes for heating our offices.

Cars and busses

A distinction can be made between Supporting staff cars and International Employee commuting Fleet when discussing OTTO cars and busses. This distinction is important as both groups can't be treated the same as there are associated implications.

Supporting Staff

Many OTTO staff employees are provided with a company car. Unless there are valid reasons to the contrary, cars are always to be electric to help reduce OTTO's emissions. If electric is not an option a non (fully) electric alternative will be appointed. The options available will be determined based on the energy efficiency where the most energy efficient alternatives are preferred (within our preferred supplier policy).

International employees

We will continue to optimize (transport) planning to optimize the use and occupancy rates of our cars and busses. The emissions of our International employee commuting fleet will further be reduced by stimulating bike use as much as possible by selecting Living locations close to work locations and providing (electric) bikes for the commute of our International employees living on locations close to work. Even when distances are beyond biking range we will also aim to choose for housing locations close to our clients working locations to reduce commuting distances and the accompanying emissions.

Where commuting by (electric) bike isn't an option cars and busses are used for our International employee commute. When replacing cars and busses OTTO will choose to use more energy efficient alternatives and will opt for at least Hybrid vehicles to reduce emissions.

We will investigate the use of Electric cars and busses for the commute of our International employees by targeted use of (Plug in Hybrid) Electric vehicles to experience the (im)possibilities, limitations and pre conditions for the use to commute our International employees. This will only be possible when charging options are available at client and/or living locations. This will be subject of the ongoing dialogue with clients and housing suppliers.

We will furthermore (discuss, investigate and monitor possibilities to) use less emitting alternatives such as HVO where available and economically viable.

Be more Energy efficient

We will reduce our scope 1 emissions as well by reducing our Gas consumption for Heating. OTTO will monitor and investigate the possibilities and when available and economically viable OTTO will opt for (more) energy efficient alternatives when making investments in Heating systems, and where possible, to prioritize electric alternatives.



Scope 2

Our scope 2 emissions predominantly concern Electricity consumed by our office locations. There are 3 pillars we see to reduce the impact of our electricity consumption.

Green Electricity

To reduce the impact of our Electricity consumption OTTO will always strive to purchase Green electricity (in stead of “grey” standard grid) electricity.

Be more Energy efficient

We will also reduce our scope 2 emissions by reducing the intensity of our use. When available and economically viable OTTO will opt for (more) energy efficient alternatives when making investments in (for example) Cars, busses, ICT equipment, Heating systems.

Generate own electricity

We will further investigate and monitor possibilities to generate our own electricity and achieve positive ROI.

Scope 3

Scope 3 emissions are the emissions in our value chain. These contain emissions for goods & services we’ve purchased. Scope 3 emissions are hardest to correctly measure and influence as the emissions are not (directly) caused by OTTO.

The main sources of our scope 3 emissions are related to:

- Private commute International employees that use their own means of transportation to commute to and from work
- OTTO facilitated Housing for its International employees. The Housing locations where our employees live consume electricity and gas.
- Purchased goods & services. The goods and services we buy generate carbon emissions during its operations, production, shipment and disposal. One of the larger sources of emissions concern ICT related services. OTTO uses service providers and SaaS providers for its ICT environment. These services consume electricity.

Private commute International employees

Employees that are living privately (not at OTTO facilitated locations) use their own means of transportation to commute to and from work. Many of the means used release carbon emissions. OTTO has limited influence on the emissions that originate from commute of our International employees that use their own means of transportation.

We will first need to generate more reliable information on the total kilometers commuted, the ways people commute and if and how we can optimize the level of carbon emissions.

We will investigate possibilities to stimulate the use of less emitting alternatives for commuting and implement these where possible and economically viable. Furthermore will we optimize commuting distances of our International employees as far as employees and clients’ wishes allow.



OTTO facilitated Housing

As of 2024 around 67% of OTTO's active employees are housed on an OTTO facilitated housing location. A significant part of the total emissions from OTTO originate from Housing. We don't have direct influence on these emissions but we will start and continue a dialogue with our Housing providers. The purpose of this dialogue is to collect better information to determine where the best options for reductions are and to discuss these options with our housing providers. We will collect information on actual gas and electricity use per location and the type of energy consumed (green/grey).

We continue to discuss with our housing providers options and ways to reduce emissions, such as, but not limited to:

- Stimulate the use of green electricity and gas
- Stimulate awareness campaigns on energy consumption in Housing locations to reduce the use of electricity and gas.
- Upgrading the energy efficiency of the buildings in use, amongst others by:
 - Improving insulation
 - Installing solar panels
 - Improving and personalizing temperature regulation
 - Stimulating the use of less emitting heating systems, such as heat pumps

Purchased Goods & Services

Based on the Carbon Footprint of our emissions we will identify the major sources of emissions originating from purchased goods and services. For these sources we will request emission data from our suppliers. When starting the procurement process for a (re)new(al) of contracts we will inform about the emissions and include comparison of emissions as part of the procurement decision





Social

Own Workforce

Our Motto is “We take care of our people” not only because it’s the right thing to do, but also because we believe it’s imperative to do so to be able to run our business. Hard-working International employees deserve decent treatment: proper payment and proper housing.

Even though we recruit capable and responsible adults that should be in a position to oversee the choices they make we may never forget the impact that working abroad has on our employees. The fact that we recruit employees abroad and facilitate their work in a country they are not familiar with increases OTTO’s due care. Working and living abroad is a life impacting experience. It’s up to OTTO to create conditions to make this a positive experience.

It’s important for the success of OTTO that we can continuously recruit new employees and have the ability to retain existing employees. To be able to do so OTTO wants to be recognized as the Employer of Choice. We see the following elements as critical to be recognized as the employer of choice:

- Fair income
- Good Working conditions
- Adequate housing
- Safe transport
- Fair Recruitment
- Development
- Adequate employee support

This Policy reflects how OTTO perceives “We take care of our employees” and what this means for OTTO. Furthermore it offers guidance and direction on the critical elements on what we need to do to take care of our employees and be an employer of choice.



Fair income

It's important when people come work for OTTO that they can earn a livable wage.

OTTO always pays according to the applicable minimum wage and the applicable legal requirements. Our employees are paid according to the CLA and/or the Terms of employment applicable at our clients.

OTTO however is a temporary staffing agency and we and our employees depend on the available work at our clients. To be able to work sufficient hours to earn a decent income there is a dependency on the amount of work available.

To reduce this dependency for our employees and increase income security OTTO works with guaranteed hours. We strive to make sure that our International employees earn above minimum wage by making sure, as much as possible, that available hours are planned evenly across the preferred pool at a client. We monitor payments to determine if our employees are earning a fair income.

Furthermore income security is increased by offering permanent contracts to employees. As we are dependent on the amount of work available at our clients and the commitment of our clients to OTTO we need to retain a certain amount of flexibility which means we cannot offer all employees a permanent contract. We strive to offer at least 65% of our employees an indefinite term contract.

Paying a fair income for OTTO also means paying the same wage for the same (quality of) work no matter what your gender, nationality or sexual preference is.





Good Working conditions

To provide good working conditions there is more required than just fair payment. It's important our employees are not treated as second grade employees. All employees deserve good and equal treatment and need to be treated with RESPECT, as summarized in our core values.

RESPECT

There are many aspects to assuring good working conditions. Important element is assuring the Health & Safety of our employees. When working with internationally recruited employees there are many aspects relevant to Health & Safety. This not only includes workplace safety, but also assuring a safe living environment, the perceived psychological safety but also general well being and safety.

OTTO monitors the (perceived) Health & Safety of our employees. Important aspect of this is the availability of trusted reporting and complaints channels. Furthermore monitoring of the workers satisfaction is important.

Of course everybody can be ill sometimes. People reporting sick however can also be an indication of underlying issues regarding working conditions. From a prevention perspective it's important that OTTO signals trends and potential issues in sickness calls of individuals and the entire population to address these (potential) underlying issues.

As our employees come from many different countries and we want to have a culture of RESPECT there is no room for discrimination. Therefore we deploy measures that enable us to monitor (perceived) discrimination among our workforce and educate our staff on (prevention of) discrimination.

OTTO believes that diversity is an asset. To ensure OTTO has a diverse Staff composition we have adopted a diversity policy. Diversity is regarded broadly and considers, among others, diversity in age, sex, ethnicity, sexual orientation, disabilities (mental and physical).

OTTO wants to stimulate the general health and well being of its employees. There where we identify risks or see opportunities to stimulate or improve the health or general well being we will seize this opportunity if we can implement it cost effectively. Examples of these initiatives are facilitating the registration at a General Practitioner to improve easy access to healthcare, the Fit@OTTO initiative and Safety and informative campaigns.

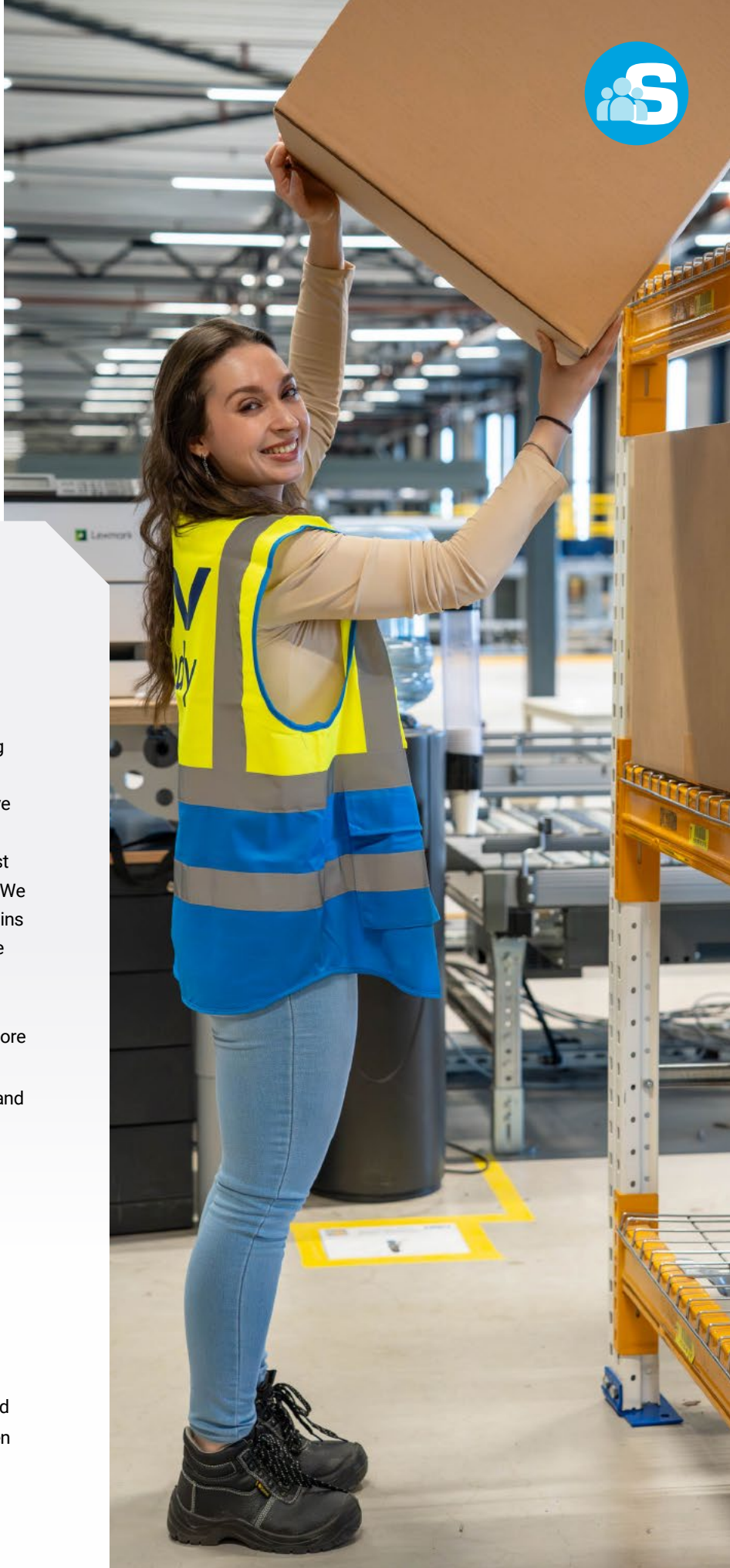




Planning reliability is also an important element for the perceived working conditions. To enjoy life it's important that people know when they have to work, for how long and when they are off and can plan their own time and activities. Increasing the reliability and term of our planning requires cooperation with our clients as OTTO relies on the work available at the client. We strive to continuously improve the planning reliability and the period of time planned ahead, reduce last minute changes and exceptions in the planning. We aim that 80% of employees' week planning remains unchanged. The 20% that is changed can only be changed after employee approval.

OTTO offers employees the possibility to earn more than they can earn for comparable work in their home country, a chance to develop themselves and have a life impacting experience.

As we want to be recognized as the Employer of choice our employees' satisfaction is important. We therefore measure employee satisfaction monthly using our 15-seconds feedback. We seek engagement with our employees through On site presence and more and less organized events to receive input on our performance and areas of improvement. We further have grievance mechanisms implemented to learn and improve ourselves when things go wrong or when processed don't deliver the desired outcome.





Adequate Housing

Housing is a critical element when working with international employees. Hard working international employees deserve adequate housing at a reasonable price. The quality of housing is one of the drivers of employee satisfaction. That's why we measure and monitor Housing satisfaction. We want the perceived quality of housing to be awarded at least 8 points out of 10.

Finding qualitative housing can be challenging as the (local) housing markets don't always offer and/or meet the required standards and expectations. Furthermore the housing for International employees can also add pressure to (already tight) housing markets when existing housing is extracted from the housing market and designated to house international employees. This is why we want to partner up with trusted housing providers that own and develop new locations in the areas where we need housing. We aim to house 85% of OTTO employees using OTTO facilitated housing to be housed less than 50km from their work location.

All our Housing locations are at least SNF certified. This certification is an absolute minimum requirement for OTTO. We strive to facilitate housing for our employees that increasingly exceeds the SNF requirements. We want employees to pay according to the quality of the Housing they use according to the PKS-system.



For housing to positively impact the employee's well being it requires more than good quality beds and single rooms. The perceived quality not only depends on the size of the room and the number of people one shares facilities with (kitchen, bathroom and toilet). Quality is also impacted by the safety, commuting distance and the possibilities of interaction with likeminded people and the availability of leisure facilities. This is one of the reasons why OTTO aims for larger scale housing facilities. Larger-scale facilities provide the opportunity to arrange commutes cost-efficiently and with less environmental impact, as well as to deploy welfare officers to manage safety and serve as hosts for tenants with questions.

Predicatability is important, not only when it comes to planning, but also related to Housing. As we are a temporary staffing agency our employees need to be flexible regarding the clients where they work. The client our employees work for can impact the Housing location they live. We aim not to relocate employees more than once every three months on OTTO's initiative.

Furthermore, when Housing is facilitated by OTTO there is a direct link between the employment contract and the housing contract which creates a dependency that is undesirable from an employee's perspective. To be able to further split Employment and Housing OTTO has started cooperation with Lento, a company that acts as an intermediary between Employer, Housing Provider and Employee. This offers employees with additional opportunities for choosing the Housing location of their preference and continuation of the Housing agreement after ending the employment contract. Within the limitations of sufficient availability of adequate housing near work locations, that is imperative for OTTO to recruit employees from abroad, we will continue to investigate and stimulate solutions to further reduce the dependency between International employees and OTTO as employer.



Safe transport

For the employees that use housing facilitated by OTTO, the organization also makes arrangements for the commute to and from work. We preferably use (electric) bikes when the commuting distance allows. When this is no longer an option OTTO deploys cars and busses to commute the International employees to and from work. OTTO always strives to keep the commuting distance to a necessary minimum.

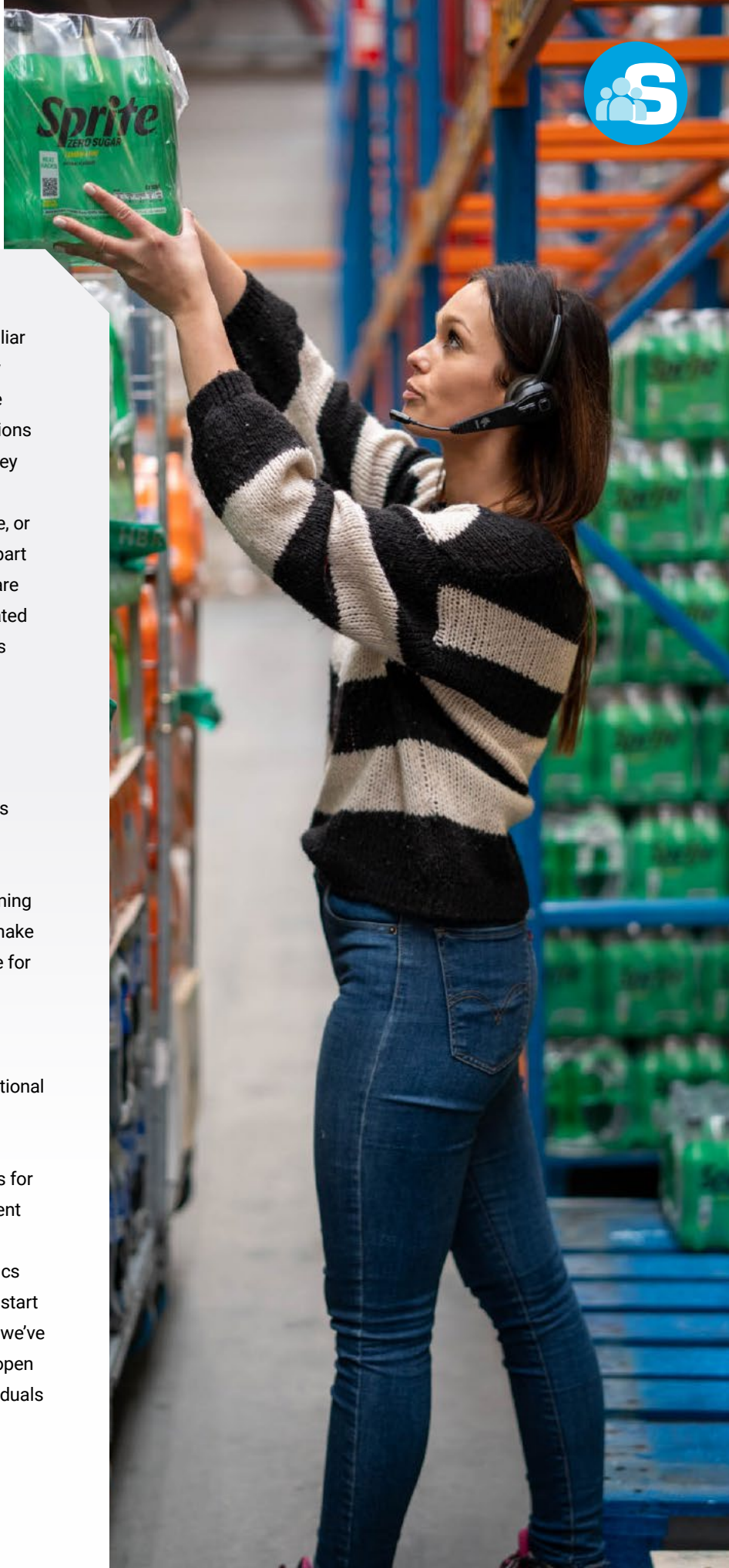
OTTO has a huge responsibility to make sure the commuting is safe. We have a responsibility to make sure all cars and busses comply with operational safety requirements. This means all means of OTTO transportation are regularly maintained and/or repaired when something does not / or seems not to be in alignment with these requirements. All signals regarding vehicle safety need to be taken seriously and are acted upon.

Furthermore OTTO selects drivers from the preferred pool of International employees that have volunteered to be a driver. This imposes responsibility on OTTO and on the driver. OTTO only selects drivers with a valid drivers license and no (known) history of driving under influence (based on certificate of good conduct). OTTO further monitors drivers performance ((regular control of the driver's license validity, complaints, speeding tickets, damages) and intervene when driver has poor safety performance.

Fair Recruitment

Moving abroad to work in another country is an impactful decision that should not be taken too lightly. To prevent disappointment and newly started employees ending their employment contracts prematurely it's important that employees are informed honestly and truthfully about working abroad. Recruiters paint a fair picture of the working and living abroad. This means that employees receive complete, honest and fair information in their native language (as far as we target their native country specifically). OTTO recruits fully in alignment with the ABU Fair recruitment code and ILO principles this code is based upon.

OTTO believes in ethical recruitment and as such we comply with the ABU fair recruitment code and the underlying ILO Fair recruitment principles. As such OTTO nor its Sub-contractors are never allowed to ask for a fee from the candidate. We only work with recruitment agencies that apply at least the same strict principles regarding ethical recruitment. Furthermore its important that all candidates feel they are given a fair chance of employment and that they are not being discriminated. OTTO does not tolerate discrimination on any grounds. OTTO trains their recruiters to prevent (unintended) discrimination. To be able to monitor the developments regarding discrimination it's important that our candidates can report any instance of (perceived) discrimination through trusted channels available within OTTO.



Adequate employee support

Employees arriving in a new country are unfamiliar with local customs, culture, and language. They are also not well-acquainted with the applicable social norms, as well as their rights and obligations (legal, administrative, and tax-related). Often, they do not even know how to read their payslip or understand how the pension system, healthcare, or social insurance systems work. Employers, as part of their responsibility for employee well-being, are obligated to assist employees with matters related to registration, rights, and obligations, as well as to provide continuous and adequate support in response to their inquiries.

Development

Continuous development of our staff employees is important for OTTO to stay in the lead. We therefore have a training budget available, work with a training calendar that is suited to the training needs we identify within our organization and make participation in training mandatory to be eligible for a bonus.

Part of the success of OTTO is that it's built by International employees who started as International employees themselves. We believe in a diverse workforce and think it's important to offer our International employees sufficient opportunities for growth. It's therefore important we offer sufficient opportunities for development. This can be growth by receiving training on operating logistics equipment but it can also be the opportunity to start working as OTTO staff employee. For the latter we've set up the OTTO Talent Pool program which is open for International employees. Participating individuals receive additional training, to prepare them for starting their careers as OTTO staff members.



Affected communities

Through the activities OTTO deploys we want to positively impact society. Economic and demographic developments make that society is experiencing an increasing labour shortage. As we have free movement within the EU, Labour migration is a fact. Well facilitated labour migration can have a threefold positive impact. It can be beneficial for the International employees, the recruitment countries as well as the countries of deployment.

Countries of deployment

By delivering our International employees to companies that are experiencing personnel shortages we help in relieving the labour shortage. This is positive for society as it helps companies and the economy in general to keep growing. The impact of labour migration for labour migrants and society unfortunately is not always positive for example when International employees that have lost their job end up living on the streets. This shameful reality is to a large extent caused by staffing agencies that don't comply with applicable regulations and don't uphold to the required standards of employee care. This is why OTTO will continue to lobby for a permit system and adequate governmental supervision to ensure compliance with the licensing criteria.

With the EU free movement governmental institutions such as municipalities should take into account that there will be International employees working and living within their borders. OTTO will continue the dialogue with municipalities and other governmental bodies to see how we can streamline processes within current legislation. We will continue to influence the social debate to advocate the development of adequate laws and legislation to govern

and facilitate labor migration both from inside and outside the EU. The social debate should take into account that EU free movement is a fact and that labour migration deserves good legislation to maximize the positive effects while minimizing the negative effects thereof.

OTTO aims for circular labour migration as most international employees don't have the intention to settle permanently in the Netherlands. Therefore OTTO strongly believes in the use of large(r) scale housing locations for short to medium stay. Due to permits and community issues it's however challenging to develop these locations. As people living in the vicinity of Housing locations might experience or perceive effects of our International employees working and living near their houses, community involvement is important for OTTO. The sentiments and perceived effects should be taken into account as much as possible to accommodate the communities living near housing locations. This is why we choose to use Housing providers that have active involvement with the community starting from the planning of the location up to the point that locations are taken out of commission.



Recruitment countries

Research has shown that people working abroad often send money home (or take it home when they stop working abroad). This money gives an impulse to the local economy in countries of recruitment. The effects of recruiting in other countries can also be negative as this might lead to added pressure on the labour market by withdrawing labour force or adding stress by recruiting essential personnel.

Where there are no laws governing free movement, OTTO will take into account the effects of recruiting personnel. OTTO will not recruit personnel that is in short supply in those countries of recruitment itself. OTTO aims at recruiting employees to fill shortages in Europe by recruiting employees in countries and markets outside the EU where there are sufficient employees available not to add stress to the local labour market. OTTO will continue to make efforts to influence the social debate and continue to ask for adequate regulation to govern labour migration from outside the EU.

OTTO has started the OTTO foundation to provide social, humanitarian and economic assistance to people with a minimum income in countries where OTTO operates. This is done by means of individual help, but also by supporting institutions and (social) organizations involved in fighting poverty. OTTO donates to the OTTO foundation, which in turn decides how the donations are best spent.



Governance

Corporate Culture

OTTO is an organization that is important for many stakeholders, our clients, our employees, our owners and society in general. It's important that OTTO leads and operates taking under consideration the interests of all stakeholders. As we are an organization that has grown quickly our impact has grown as well governance becoming more and more important over the years.

Code of Conduct

We believe in conducting business ethically and responsibly. At the same time we realize that there is always tension between bottom line, employees interests, clients interests and shareholder interests. Where the tension is highest the importance often is highest level as well. Therefore OTTO continuously strives to build and maintain a culture of RESPECT in alignment with our Code of Conduct. We inform and train our employees on our Code of Conduct when starting at OTTO and for staff this is an annually recurring mandatory training.

As described in our Code of Conduct Compliance is eminent for OTTO. As the leading company we are we don't just want to comply with applicable laws and regulations. We want to go beyond compliance. We believe in raising the bar for ourselves, our competitors and the market in general.

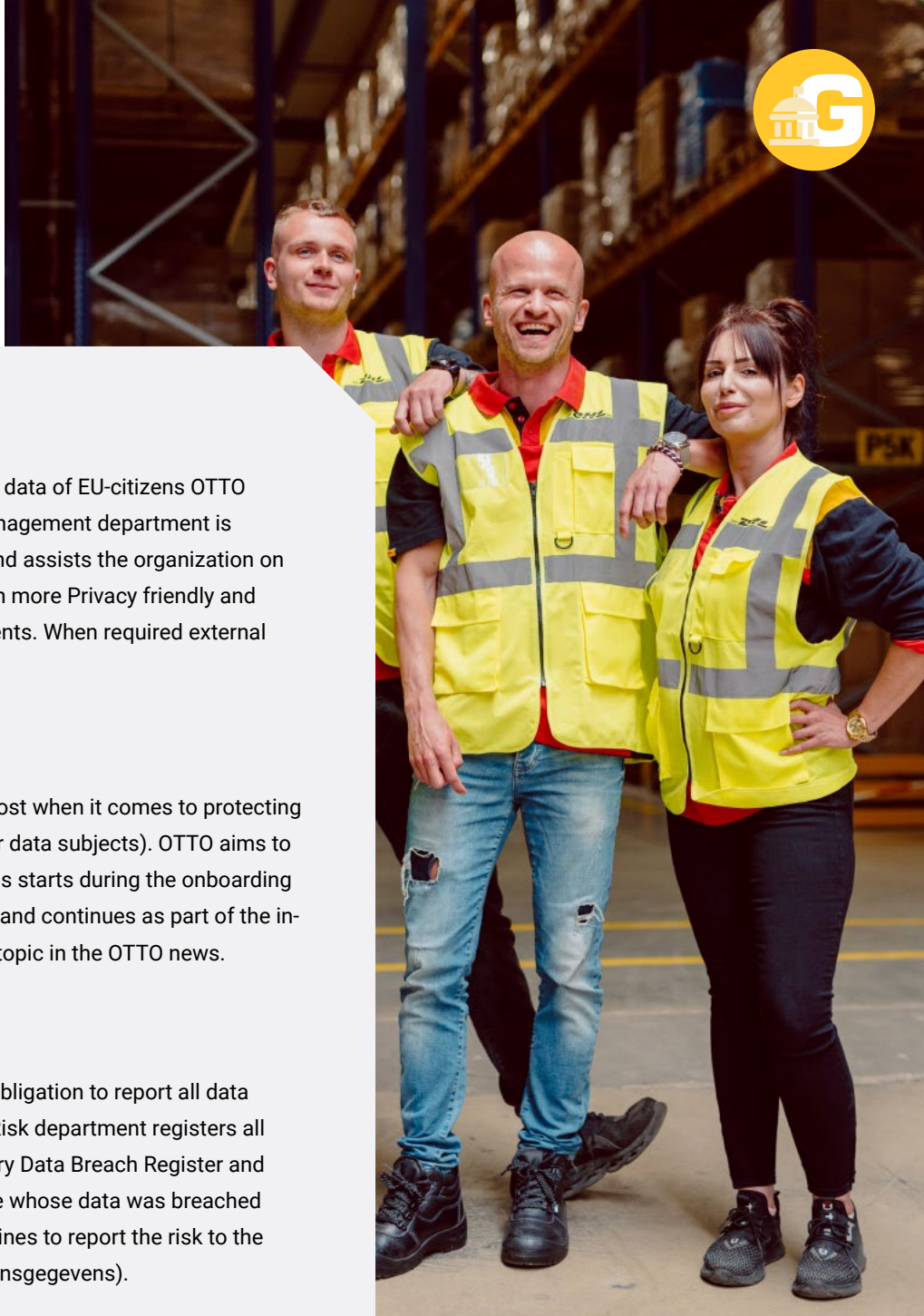
Whistle blower policy

OTTO values all input regarding any (suspicions of) malpractice, fraud, corruption or any other misbehavior. Reporting of (suspicions) of malpractices is recorded as a guiding principle in our Code of Conduct. for this purpose we have designed our whistle blower policy, aligned with applicable laws. This policy states how violations of the OTTO Code of Conduct can be safely reported and it offers protection from retaliation for the reporter and his/her environment. The [Speak Up](#) platform allows anyone to make a whistle blower report fully anonymously.

The way we operate and decisions of OTTO affecting the way we operate are always be taken with RESPECT and in alignment with our motto "We take care of our people". Decisions are taken in the alignment with the contents of this ESG policy as well.

There are many aspects relevant when discussing good governance. This includes the qualifications of management, employees and supervisory bodies. We therefore select carefully and invest in training of our employees.





Privacy

As a European organization processing data of EU-citizens OTTO has to comply with GDPR. The Risk Management department is knowledgeable on GDPR compliance and assists the organization on how to remain and how to become even more Privacy friendly and how to comply with all GDPR requirements. When required external expertise is called in.

Privacy awareness

Employee awareness is first and foremost when it comes to protecting the privacy of our employees (and other data subjects). OTTO aims to raise awareness. Raising this awareness starts during the onboarding all new Supporting staff have to attend and continues as part of the in-employment training and as a periodic topic in the OTTO news.

Data breaches

All employees are informed about the obligation to report all data breaches to the Risk department. The Risk department registers all reported data breaches in the mandatory Data Breach Register and evaluates the privacy risk for the people whose data was breached (in most cases employees) and determines to report the risk to the supervisory authority (Autoriteit Persoonsgegevens).

Security

As people are our business, we cannot operate without processing personal data. Our employees need to have access to employee- and company data. OTTO has implemented a diverse set of technical and organizational Security measures to increase our Data Security. We are constantly evaluating our measures and we improve where possible and viable. We perform tests and apply monitoring techniques to detect risks so we can act accordingly.

Security awareness

The weakest link in most Security Environments is the human element. This is also true for OTTO. That's why we continuously aim to improve Security Awareness starting from onboarding and throughout the year. Amongst others we do this by offering (targeted mandatory) trainings to our employees and discuss important topics in the OTTO news.



Supplier and Stakeholder engagement

Suppliers

As OTTO we realize that the sustainability performance of our value chain reaches further than OTTO operations alone. We therefore want to align with our (material) suppliers on their sustainability performances. This enables us to get improved information and insights into the (potential) sustainability topics in our supply chain. For this purpose, we have a WHO and ILO aligned recruitment code of conduct for the recruitment agencies we use.

Furthermore, we have introduced our Supplier Code of Conduct in 2024. This Code of Conduct is SDG (Sustainable Development Goals) based. We've introduced this code when engaging with suppliers on new contracts. In 2025 we want our material suppliers to have signed this Supplier Code of Conduct.

Stakeholder engagement

It's important for OTTO to receive input on our course and the way we operate. This is something we want to organize and facilitate. This requires Internal departments focusing on monitoring our operations to challenge and provide assistance and advisory to our business. Valuable input can also be retrieved from many other sources than internal departments. Therefore OTTO organizes trusted channels to handle complaints and reporting of misdoings. These channels are to be (made) available not only to employees but also to clients, suppliers and the general public.

We are an expert in International Recruitment and working with International Employees. We believe labour migration is an important element in maintaining and growing our welfare. We therefore think that it is important to share our vision and ideas to influence the public debate. We, nor our representatives, however make (in)direct payments to political parties and politicians to exert influence on the legislative process.

To exert influence on stakeholders and the general public it's important for OTTO to set up structural Stakeholder engagement. OTTO will set up a program to have periodic contact with stakeholders via multiple channels. Contact will include sending, receiving and exchanging information with Stakeholders. The aim is to get familiar with the ideas and positions of stakeholder groups and important individual stakeholders and to exchange ideas and positions, to advocate our ideas and to exercise influence on the public debate.





♥ WE TAKE CARE OF OUR PEOPLE ♥

OTTO WORK FORCE

Keizersveld 51
5803 AP, Venray
The Netherlands

info@ottoworkforce.eu
+31 478 529 999
www.ottoworkforce.eu

VERSIE	DATUM
1.0	30-03-2026