



HUMAN RESOURCES POLICY

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1. Executive Summary

At OptiGen, our mission is to accelerate the transition to more efficient power generation by delivering sustainable and disruptive solutions within the offshore industry. Our people strategy is rooted in our core values and guided by principles of **Respect, Inclusion, and Transparency**.

As a fast-paced and agile startup, we are committed to building a high-performing, resilient workforce. Our HR strategy focuses on establishing solid foundations that can scale with the organization, ensuring employees are aligned with business goals and prepared to rapidly adapt to the upcoming changes.

2. PVP's

Purpose

Accelerate the transition toward more efficient ways of power generation providing sustainable and disruptive solutions, services and developments within the offshore industry.

Core values

- Ownership: we take personal accountability to meet the business needs, we act with initiative, commitment, and eliminate barriers to deliver results.
- Agility: we adapt quickly to the changes and respond proactively to the challenges.
- Innovation: we pursue creative solutions that challenge the status quo.
- Sustainability: we design technologies that balance the need of the present with the needs of the future generations.
- Collaboration: we work together with confidence and trust.

Principles

- Respect: we treat people, ideas and resources with respect and dignity, fostering a safe and supportive environment.
- Inclusion: create an environment where everyone feels welcomed, valued, and empowered to contribute regardless of their backgrounds or differences.
- Transparency: being open, honest and clear about our decisions.
- Listen & Learn: we believe that practicing active listening will lead us to focus on what our customers need and provide distinguished products and services to the industry. We learn and innovate when we make mistakes.

3. HR Strategic Objectives

Our HR objectives are aimed at building an agile, fit-for-purpose and a high-performance team that can operate effectively in a fast-paced and start up environment. Our priority is to develop the foundations to set the HR bases while maintaining flexibility to scale quickly. We want to shape a resilient workforce capable not only of delivering business needs and results but also adapting to change, embrace innovation, and contribute to a strong, proactive and collaborative culture.

3.1. Compensation and Benefits

OptiGen approach to compensation and benefits will reflect our commitment to fairness, transparency, and equity. We want to ensure competitive and fair pay by conducting internal reviews that will consider role responsibility, performance level, and market benchmark, regardless the gender or background. Our goal is to establish a compensation framework that promote equal opportunities, support career growth, and a workplace where every employee feels valued for their contribution.

We offer flexible working models and remote work policies to all employees to facilitate work-life balance and to contribute to a more sustainable way of working.

3.2. Recruitment and Selection Process

Over the next years, OptiGen will need to recruit multifaceted profiles to support the company's growth across different areas. We aim to attract agile professionals who are entrepreneurial, bring different perspectives combining wide technical expertise with a proactive mindset and passion for sustainability. To reach the proper candidates, we will use the company channels (webpage and/or LinkedIn) as well as academic partnership.

The recruitment process will begin with a clearly defined business need and job description where it must reflect the hiring manager's expectations. The openings will go through a panel interview to ensure fair and unbiased candidate evaluation. Initial screening will assess qualifications and cultural fit, followed by a competency-based interview focused on skills. The interviews may include case resolution, behavioral-based and situational questions to get to know the real candidate. Feedback and decision will be communicated transparently.

OptiGen won't use recruitment agencies that may charge candidates an up-front fee of any kind.

3.3. Employee Onboarding and Trainings

Our onboarding program will be designed to introduce OptiGen's purpose, principles and core values, helping the employee to understand why we do what we do from day one. In addition to this, the onboarding process must provide the operating model, team structure, and communications tool.

We believe that diversity drives innovation so the employees training program must include modules to raise awareness around unconscious bias, inclusive behaviors, and the importance of gender equity.

These trainings may evolve over time, based on external best practices and employees' interests.

3.4. Performance Management

As a fast-paced company, we will implement a flexible peer-to-peer review that emphasizes ongoing feedback over rigid annual cycles. When performance issues are identified we will approach them through transparent and supportive conversations, as our aim is to develop talent encouraging a culture of learning and accountability. Clear expectations, a defined timeframe for progress and regular coaching/feedback must be in place after a bad performance has been identified.

4. Gender equality framework

We are aware that gender inequalities remain in the labor market, and as a technology company, OptiGen policies will be developed using the European Commission's gender equality in research and innovation guidelines¹.

We will work in the following areas:

A) Recruitment and selection process

- a. Inclusive job description, using gender-neutral language.
- b. Encourage applications from underrepresented groups.
- c. Focus on skills and capabilities.
- d. Partnership with programs promoting gender equality in science and engineering.
- e. Gender balanced hiring panels.
- f. Anonymous CV screening in early stages.

We are not looking to hire based on gender, but to remove the barriers that prevent more women and underrepresented groups from competing on equal terms.

B) Cultural:

- a. Preventing gender-based violence and harassment, protecting and supporting victims.
- b. Gender balance in decision-making groups.
- c. Promoting female leadership visibility through role modeling activities to inspire and encourage more women to pursue careers in science and engineering.
- d. Regular training on gender awareness and bias for all levels.
- e. Gender-neutral communications.

C) Benefits:

- a. Flexible working arrangement.
- b. Parental leave.
- c. Equal payment based on role, responsibility and market benchmark.
- d. Flexible access to learning and career development.

¹ [Gender equality in research and innovation - European Commission](#)

5. Employee Relations and Engagement

In OptiGen we believe that an effective employee relations lay the foundation for a positive and productive work environment. We prioritize trust and transparency to create and promote a culture where people want to stay and succeed.

OptiGen's employee relations and engagement will use the following

- **Fostering open communication:** we will use a centralized channel on Microsoft Teams to provide employees with daily updates, and relevant information, to keep all team members connected, whether they're remote, hybrid or in-office. This will be a two-way process to promote feedback exchange and address employees' doubts and concerns. For special events such as company decisions, organizational changes or milestones' achievements we may use a dedicated virtual or in person briefing to encourage two-way communication and provide space for further questions and feedback.
- **Recognition program:** It is important to show appreciation for hard work by highlighting individual (or team) success in such a fast-paced environment. This kind of action motivates people and keeps employees engaged.
- **Feedback-driven culture:** considering employees' opinion and feedback to strengthen employee relationships. Management will conduct regular surveys or follows-up to ensure continuous improvement in the employee experience.
- **Employees relationships:** promoting different team-building activities to bridge potential gaps, generational differences and avoiding the employee may feel isolated.
- **Conflict resolution:** we encourage employees to speak up and address their concerns early through open, safe space, and constructive dialogue. OptiGen will put in place confidential communication channels to support employees in reporting. We aim to build a culture of active listening, continuous improvements and learning.

6. Compliance and Risk Management

We aim to promote a culture where confidentiality is everyone's' responsibility, whether working from home, in a coworking space or in an office. Protecting personal and project related data is critical, and all employees (and suppliers) are expected to handle information securely by using OptiGen approved tools and platforms, follow data storage, access and content sharing guidelines.

7. Review and continuous improvement

These strategies, policies and practices may evolve in step with our business needs and/or employee feedback. A formal review may be initiated when:

- Significant organizational changes occur.
- New legal or regulatory requirements occur.

- Potential gaps or inefficiencies were not identified at the time this document was generated.

A comprehensive review should be conducted annually to support OptiGen growth.

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