

A photograph of a factory interior with several workers in purple shirts and face masks working at a production line. The image is slightly blurred and has a dark overlay. The text 'casadevall group' is centered in white.

casadevall group

Employee handbook

Casadevall Group

Employee Handbook

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Our mission

We craft and create bespoke luxury environments in a completely cohesive manner. Devoted to our clients, we immerse ourselves in the collective vision carrying out the DNA of our client's brand narrative – down to even the smallest elements. We believe true value is born within every detail.

Navigating the ever-present paradigm of form and function, our solution will be engaging our customers piece by piece with innovative in-store experiences in every corner of the world.

Welcome to Casadevall Group

Welcome and thank you for joining Casadevall Group. We are genuinely happy to have you with us. Your talent and perspective will help us carry forward a legacy of craftsmanship, quality, and service that began in Barcelona in 1970, when the Casadevall family and a core group of highly skilled carpenters and artisans started crafting custom watch and jewellery displays and retail fixtures.

From those artisan roots, we have grown into a world-renowned design and production company for luxury millwork, displays, packaging, and temporary retail experiences and boutiques. We partner with leading brands across high-end watch and jewellery, cosmetics, apparel, and consumer goods. With state-of-the-art facilities in Spain, Romania, China, and Vietnam - and logistics teams strategically positioned across continents – Casadevall Group is recognized among the largest and most technologically advanced point-of-sale display manufacturers in the world.

This Global Employee Handbook is our shared compass. It translates our heritage and values - craftsmanship, integrity, excellence, innovation, collaboration, and responsibility into everyday actions. It sets clear expectations for how we work, how we treat one another, and how we protect the trust that enables us to deliver exceptional outcomes at scale.

How to use this document

This introduction sets the tone; the sections that follow provide detailed policies and practical examples. If you have questions at any time, speak with your manager or the respective department in the local company.

What you can expect

- A welcoming, inclusive workplace grounded in respect, teamwork, and pride in our craft.
- Clear guidance for common situations: conflicts of interest, gifts and hospitality, anti-bribery and competition law, data privacy and confidentiality, fair labor practices, health and safety, and responsible sourcing.
- A strong safety culture and shared responsibility to stop work if something is unsafe.
- Multiple channels to ask questions and raise concerns confidentially, with zero tolerance for retaliation.
- Information on required training, local policies, and country-specific supplemental documents.

What we ask of you

- Read and understand the handbook, complete required training and attestations.
- Follow applicable laws and company policies; use good judgment and ask for guidance when unsure.
- Safeguard our people, customers, partners, assets, and information.
- Treat everyone with dignity and respect; embrace diversity and collaboration; contribute to a safe, high-quality workplace.
- Speak up early if you see something that does not align with our standards.

This is a global document that applies to all Casadevall Group's employees, regardless of role or location. Where local laws are stricter, they prevail; where our standards are higher, our standards guide behaviour. As we evolve, this handbook will be updated. Managers at every level are accountable for modelling these standards and fostering a culture where doing the right thing is the norm.

By living our values - rooted in family heritage and artisan excellence that you help Casadevall Group build extraordinary experiences for our clients and strengthen the reputation we've earned over generations and shape a future we are proud of, together.

Employment Policies

Employment Policies

Equal employment opportunities

Along with the passionate devotion of our employees worldwide, Casadevall Group's corporate social responsibility is a natural part of the company's philosophy and business objectives. Our factories are managed with the highest levels of quality standards and continually surpass international certifications for health, social welfare standards and environmental sustainability.

Our diversity and inclusion initiatives are founded upon the principle that a diverse workforce contributes to improved business outcomes. We are committed to reflecting the diversity of the communities in which we conduct business, while attracting and retaining talent from a broad candidate pool. Casadevall Group expressly prohibits discrimination, harassment, or any form of unlawful treatment on the basis of race, gender, ethnicity, nationality, age, disability, sexual orientation, religion, or any other protected characteristic under applicable law. All employment-related decisions, including recruitment, hiring, promotion, compensation, and termination, shall be made solely on the basis of legitimate, non-discriminatory factors such as qualifications, skills, performance, and relevant experience.

Casadevall Group monitor, evaluate, and report on diversity and inclusion performance through specified activities and initiatives, which are disclosed annually in the Casadevall Group's Sustainability Report.

Equal pay and benefits

Salary benefits and equal pay

Casadevall Group is committed to creating a workplace where all employees can thrive, perform, and grow. To attract, motivate, and retain talent, we strive to offer remuneration that is fair, equal, competitive, and aligned with market practice.

Fair and equal pay means that all employees receive equal pay for equal work, or for work of equal value, regardless of gender, race, age, disability, sexual orientation, gender identity, religion or belief, or any other protected characteristic. Any differences in pay must be based on objective factors such as position level, skills, experience, performance, responsibility, effort, or working conditions, and must comply with

applicable local laws and company policy. We ensure that all our employees are paid on time, as per their local employment contracts.

Sustainable working hours

Casadevall Group views fair and sustainable working hours as fundamental rights essential to our employees' well-being. We are committed to ensuring that all employees work under fair employment terms for working hours and overtime, and to complying with applicable local laws in every market where we operate. For further information on our flexible working arrangements, please refer to your employment contract.

Leave entitlement

Casadevall Group aims to enable a healthy work-life balance for all employees with market-aligned leave entitlements to ensure employees can take time off for their mental and physical wellbeing. Leave entitlements may include annual leave, public holidays, parental leave, dependants' leave, sick leave, or other types of leave, as per local legislation and market practice. For further information on local leave entitlements, please refer to our internal employment terms.

Casadevall Group's intent is to provide financial security during periods of illness and to support recovery, including reasonable workplace adjustments and access to assistance programmes where available. For details on local entitlements and processes, please refer to your internal employment terms.

We strive to be an inclusive workplace and support all new parents, recognizing that every family is unique. Whether you become a parent through birth, adoption, or another legally recognised process, we support the need time to bond with your child within the first year of the child's arrival into your family.

Parental leave entitlements, including minimum paid leave, as well as eligibility and timing, are regulated by local laws and may vary accordingly. Casadevall Group complies with all applicable laws in the countries where we operate. For further details on local parental leave entitlements and processes, please refer to your employment contract.

Workplace conduct and expectations

Employees are expected to perform their duties with honesty, diligence, and respect for others. All communications and actions should reflect professionalism and contribute to a collaborative and productive workplace. Employees must comply with all applicable laws, company policies, and regulations.

Discrimination and harassment

The company is committed to providing a workplace free from discrimination and harassment. Discrimination based on race, colour, nationality, ethnicity, gender, age, religion, disability, sexual orientation, or any other protected characteristic is strictly prohibited. Harassment, including unwelcome conduct or behaviour that creates an intimidating, hostile, or offensive work environment, is not tolerated.

Employees must treat colleagues, customers, suppliers, and others with respect and dignity. Any concerns regarding discrimination or harassment should be promptly reported following the company's reporting procedures. In case, such reports are substantiated, the company reserves the right to take disciplinary action up to and including termination of the employment without notice

Conflict of interest

Conflict of interest arises when your personal interests interfere, or appear to interfere, with the interests of Casadevall Group. We must make business decisions based solely on the best interests of the company.

You must disclose any potential conflict of interest to Raul Casadevall, CEO, immediately. **examples include**, but are not limited to:

1. **Financial interests:** Having a significant financial stake in a competitor, supplier, or customer
2. **Personal relationships and close associates:** Supervising or making business decisions that directly affect a close relative or partner and could affect impartial decision-making. This includes, but is not limited to, supervising a relative, hiring a friend, or rewarding a contract to a business owned by a close associate.
3. **Outside employment:** Working for, or providing services to, a competitor, supplier or customer without prior written approval from management.
4. **Using company resources:** Using company time, equipment, or confidential information for personal business or any other non-company purposes.
5. **Gifts and entertainment:** Accepting offering gifts, hospitality, or other benefits that could be perceived as an attempt to influence a business decision.

Gifts and hospitality

At Casadevall Group, gifts and hospitality may only be offered, promised, or accepted when they serve legitimate business purposes and comply with this policy. Such activities should be reasonable in value and frequency, ensuring they do not create any obligation or appear to influence business decisions improperly.

Gifts or hospitality must never be used to secure or retain an unfair business advantage. Employees must exercise caution to avoid situations where these actions could compromise, or appear to compromise, their objectivity or the integrity of Casadevall Group's business relationships.

All offers or acceptances of gifts or hospitality should be transparent.

Confidentiality

Employees must protect confidential information related to the company, its clients, and business partners. Disclosure of sensitive information without proper authorization is prohibited. Confidential information should be used solely for legitimate business purposes.

Workplace safety

The company is committed to maintaining a safe and healthy work environment. Employees are required to comply with all safety policies and procedures, promptly report hazards or incidents, and participate in safety training as required. Safety is a shared responsibility to prevent accidents and ensure the well-being of all personnel. Refer to the Health and Safety policy for further information.

Labour rights

Labour rights are fundamental to the relationship between Casadevall Group and its employees. Accordingly, Casadevall Group is committed to rigorous compliance with all local laws and regulations and strictly prohibits the use of any form of child or forced labour under any circumstances.

Leaving the company

Casadevall Group is committed to adhering to all local laws and regulations pertaining to the termination of the employment relationship. All employees can resign from Casadevall Group after giving notice in accordance with local legislation, collective agreement, or as negotiated in their individual employment contract. Accrued entitlements will be granted in accordance with country policies, guidelines, and local legislation.

Return of company property

All company property must be returned in accordance with the terms outlined in the termination letter or resignation confirmation. This includes, but is not limited to, keys, access/ID cards, credit cards, parking cards, telephones, laptops, IT equipment, and business documents.

The company reserves the right to deduct the value of any unreturned property from the employee's salary if it is not returned within the specified timeframe.

Employee engagement

The company has established a global whistleblower system to enable employees to report potential violations of laws or company policies. Violations of laws or policies may place the individual involved and colleagues at risk. Early identification and resolution of such issues benefits all parties.

Employees who suspect a violation of law, or internal policies are encouraged to report their concerns internally, such as to their manager or local HR. If internal reporting is not possible or appropriate, concerns may be submitted through the global whistleblower systems accessible in local languages.

Data privacy and proprietary information

Casadevall Group is committed to protecting the privacy and security of employee personal data in accordance with applicable data protection laws and regulations such as the GDPR. Personal information will be collected, processed, and stored only for legitimate business purposes and handled with confidentiality.

Access to employee data is restricted to authorized personnel who require the information to perform their job functions. We implement appropriate technical and organizational measures to safeguard personal data against unauthorized access, loss, or misuse.

Employees have the right to access their personal data held by Casadevall Group and may request corrections if the information is inaccurate or incomplete. Any concerns related to data privacy should be directed to local HR.

Proprietary information

In addition to personal data protection, all employees must always protect Casadevall Group's confidential and proprietary information. This includes, but is not limited to, client and partner information, trade secrets, pricing, financial data, strategy and business plans, source code, product designs, HR and payroll data, and any other non-public information entrusted to Casadevall Group. These obligations apply during employment and continue after employment ends.

Employee responsibilities for confidentiality and information security include:

Discuss sensitive information only on a need-to-know basis and never in public spaces (e.g., elevators, cafés, public transport, conference venues) where conversations can be overheard. Do not disclose client names or details in public or on social media.

Use approved, secure communication channels (company email, approved collaboration tools, VPN) for transmitting company or client information. Do not use personal email, unapproved cloud storage, or consumer messaging apps for company information.

Follow company security protocols, including strong, unique passwords, multi-factor authentication, device encryption, and keeping systems and software up to date. Never share passwords or authentication tokens.

Protect information in public or shared environments by using privacy screens, locking your screen when away, and avoiding printing or displaying sensitive information where it can be viewed by others.

Adhere to data classification and handling rules, including secure storage, approved file-sharing, and proper disposal (e.g., shredding or secure bins for paper; secure deletion for digital files).

Be vigilant against phishing and social engineering attempts. Do not click suspicious links or open unexpected attachments. Verify unusual or urgent requests through a trusted channel.

Comply with any client-specific confidentiality or security requirements and any non-disclosure agreements related to your role.

Report any suspected or actual data breach, loss of device, unauthorized access, or policy violation immediately to IT/security and your manager and follow incident response instructions. Failure to comply with this policy may result in disciplinary action, up to and including termination, and may have legal consequences.

Casadevall Group's policies

For more details on Casadevall Group's publicly accessible policies, including our commitment to providing a safe and healthy working environment for employees as well as how we address mitigation of greenhouse gas emissions and anti-corruption and bribery, please visit:

- Casadevall Group Climate Policy
- Casadevall Group Resource and Waste Management Policy
- Casadevall Group Material Standard and Responsible Sourcing Policy
- Casadevall Group Health and Safety Policy
- Casadevall Group Code of Business Conduct for Employees and Contractors
- Casadevall Group Anti-Corruption and Bribery Policy
- Casadevall Group Global Inclusion and Belonging Policy
- Casadevall Group Responsible Marketing Standard
- Casadevall Group Whistleblower Policy

Contact

For questions or concerns of breach relating to specific employee arrangements and legal requirements in a specific location, please contact the general manager at each factory or office.

Employee handbook owner

This Employee Handbook is owned by Helene Liebst von Obelitz, Head of Sustainability and Creative Transformation and approved by Raul Casadevall, CEO.

Inquiries pertaining to our employee handbook, policies, actions and targets for the group should be send to Helene Liebst von Obelitz, Head of Sustainability and Creative Transformation, helene@casadevallgroup.com

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Approved by: Helene Liebst von Obelitz, Head of Sustainability and Creative Transformation and Raul Casadevall, CEO