



Carrera Casting Corp.

64 West 48th Street | 2nd Floor

New York, NY 10036-1708

Phone: (800)360-2339 | (212)869-8762 | Fax: (212)768-9124

Carrera Casting Accountability and Transparency Policy and Procedure

At Carrera Casting, we are committed to fostering an open, accountable, and respectful work environment. This Accountability and Transparency Policy and Procedure outlines the formal mechanisms through which employees, contractors, stakeholders, and other parties affected by our operations can raise concerns and seek resolution.

This policy ensures that all submissions are handled promptly, fairly and confidentially. Although it is not a substitute for legal or judicial processes, the mechanism aims to provide effective and accessible remedies to those impacted by our business activities.

Submitting Feedback and/or concerns

To ensure accessibility for all, both internal and external stakeholders, feedback and/or concerns may be submitted through any of the following channels:

Feedback can be sent to:

- Direct contact via email: HR@Carreracasting.com
 - Through our online submission form.
 - [Transparency Form](#)
 - Internal stakeholders can submit through the internal drop box. Forms may be submitted anonymously. The box and forms are allocated.
 - Employee Informational Area
 - In person to the designated officer.
 - Paul Hoffner, Compliance Officer
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Submission Handling Procedure

Upon receiving feedback and/or concern, Carrera Casting follows these steps:

- Review and assess the nature and content of the submission.
 - Acknowledge receipt and explain the process.
 - Clarify any unclear information, expectations and desired outcomes, if stated.
 - Refer the matter to the appropriate internal team
 - Gather additional information as needed.
 - Determine and initiate appropriate actions, remedies, or monitoring procedures.
 - Communicate outcomes and follow-up steps to the submitter (where contact information is provided).
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Procedure

Our Accountability and Transparency Policy and procedure is a vital part of our commitment to transparency, respectful dialogue, and problem-solving. It encourages early intervention and reinforces mutual trust.

This mechanism is designed to:

- Provide timely and fair resolution for those impacted by our operations.
 - Encourage constructive communication through respectful, informal dialogue.
 - Protect all parties from retaliation and preserve the integrity of our business practices.
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Guiding Principles

- Alternative Dispute Resolution (ADR): Emphasis on informal methods (e.g., mediation, dialogue) before formal escalation.



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- Fairness & Due Process: All concerns are addressed with impartiality, transparency, and appropriate notice.
 - Confidentiality: We ensure discretion and protect the identity of those involved wherever possible
 - Whistleblower Protection: Individuals who raise concerns in good faith are protected from any form of retaliation.
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Definitions

- Officer: The staff member designated to receive and manage submissions.
 - Submission Panel: A neutral body (including external advisors when necessary) responsible for evaluating and resolving cases.
 - Parties: All individuals or representatives involved (e.g., submitters, respondents).
 - Whistleblower: Any individual who reports misconduct, unethical, or illegal behavior within the company.
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Oversight and Review

The implementation and periodic review of this policy is overseen by Paul Hoffner, Compliance Officer.

This policy will be reviewed annually to ensure alignment with our company values, regulatory requirements, and best practices.

- Effective Date: July 16, 2025
- Last Review Date: