



## GLOSSARY OF TERMS & ACRONYMS USED IN COMPANY POLICIES

**SIMTEL TEAM S.A.**

**Edition: 1**

**Date: 19.12.2025**

### Appendix – Glossary of terms & acronyms used in the Company's Policies

<b>Purpose</b>	<b>Clarifies the acronyms and technical terms used in the policies published by Simtel Team S.A.</b>
<b>Applicability</b>	It applies to all policies adopted by CA Decision no. 70 of 19.12.2025 and related documentation (RO/EN).
<b>&amp; Date Version</b>	v1.0 – 2025-12-19

<b>Acronym</b>	<b>Term (EN)</b>	<b>Explanation (EN)</b>	<b>Used in</b>
<b>AC</b>	Audit Committee	The Audit Committee (within the Board of Directors).	ERM; RPT; Non-Audit; ESG; Internal Audit
<b>AC&amp;R</b>	Audit & Risk Committee	Audit & Risk Committee (risk oversight, compliance, RPT, sustainability).	ERM; RPT; Non-Audit; ESG; Internal Audit; IR
<b>AGA / AGOA / AGEA</b>	General Meeting (Ordinary/Extraordinary)	General Meeting of Shareholders (Ordinary / Extraordinary).	IR; remuneration, Board of Directors Regulations; Forecast
<b>AI</b>	Artificial Intelligence	Artificial Intelligence. In some documents, "AI" is also used for Internal Audit – see the clarification note below.	ERM; ESG; Code of Conduct
<b>ASF</b>	Financial Supervisory Authority	Financial Supervisory Authority (RO).	IR; Reporting
<b>PCO</b>	Business Continuity Plan	Business Continuity Plan (RPO/RTO related term).	ERM (context)
<b>BVB</b>	Bucharest Stock Exchange	Bucharest Stock Exchange.	IR; Forecast; Governance
<b>CA</b>	Board of Directors	Board of Directors.	All policies

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#### **SIMTEL TEAM S.A.**

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Subscribed and paid-up share capital: 1,628,346.2 Lei



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<b>Acronym</b>	<b>Term (EN)</b>	<b>Explanation (EN)</b>	<b>Used in</b>
<b>CCC</b>	Cash Conversion Cycle	It shows how many days the cash is tied up in the operational cycle ( $CCC = DSO + DIO - DPO$ ).	ERM
<b>CEO</b>	Chief Executive Officer	General Manager.	IR; Forecast; Code of Conduct
<b>CFO</b>	Chief Financial Officer	Chief Financial Officer.	RPT; Non-Audit; Forecast
<b>COGS</b>	Cost of Goods and Services	Direct costs associated with goods and services per project	ERM
<b>COSO ERM</b>	Committee of Sponsoring Organizations ERM	Risk Management Framework (COSO ERM).	ERM; Internal Audit
<b>CSR</b>	Corporate Social Responsibility	Corporate Social Responsibility.	CSR; ESG
<b>DEI</b>	Diversity, Equity, and Inclusion	Diversity, Equity & Inclusion.	DEI; ESG
<b>GOD</b>	Days Inventory Outstanding	Average number of inventory turnover days ( $DIO = \text{Inventories} / \text{COGS} \times \text{number of days}$ ).	ERM
<b>DPIA</b>	Data Protection Impact Assessment	Data Protection Impact Assessment (GDPR).	ERM; Code of Conduct
<b>DPO</b>	Days Payable Outstanding	Average number of days until payment to suppliers ( $DPO = \text{Trade Debts} / \text{Credit Purchases} \times \text{number of days}$ )	ERM
<b>DSO</b>	Days Sales Outstanding	$\text{Trade receivables} / \text{Sales on credit} \times \text{number of days}$	ERM
<b>EAC</b>	Estimate at Completion	Estimate at completion (estimated margin/profit for projects).	ERM
<b>EBITDA</b>	Earnings Before Interest, Taxes, Depreciation and Amortization	Operational profitability indicator (income before interest, tax, depreciation).	ERM; Forecast; Remuneration
<b>EPC</b>	Engineering, Procurement & Construction	Model of contract / design-procurement and execution.	ERM
<b>ERM</b>	Enterprise Risk Management	Enterprise-level Risk Management.	ERM; CA Regulation



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<b>Acronym</b>	<b>Term (EN)</b>	<b>Explanation (EN)</b>	<b>Used in</b>
<b>ESG</b>	Environmental, Social & Governance	Environment, Social & Governance.	ESG; Remuneration; Stakeholders; Supplier Code
<b>ESRS</b>	European Sustainability Reporting Standards	European Sustainability Reporting Standards.	ESG
<b>GDPR</b>	General Data Protection Regulation (EU)	General Data Protection Regulation (EU).	Code of Conduct; ERM
<b>GREY</b>	Global Reporting Initiative	International Sustainability Reporting Framework.	ESG
<b>H&amp;S</b>	Health & Safety	Health and Safety.	ERM; ESG; Code of Conduct
<b>IAS 24</b>	International Accounting Standard 24	IFRS Standard for Related Parties and related disclosures.	RPT
<b>IFRS</b>	International Financial Reporting Standards	International Financial Reporting Standards.	RPT; Reporting
<b>IPPF</b>	International Professional Practices Framework	Professional framework for Internal Audit.	Internal Audit
<b>IR</b>	Investor Relations	Investor Relations.	IR; Forecast; Website
<b>KPI</b>	Key Performance Indicator	Key performance indicator.	Remuneration; ESG; ERM
<b>KRI</b>	Key Risk Indicator	Key risk indicator.	ERM
<b>MAR</b>	Market Abuse Regulation (EU 596/2014)	EU Market Abuse Regulation.	IR; Forecast
<b>MFA</b>	Multi-Factor Authentication	Multi-factor authentication.	ERM; Code of Conduct (IT)
<b>Net Debt</b>	Net Debt	Net debt (interest-bearing liabilities minus cash).	ERM
<b>OPEX</b>	Operating Expenditure	Operational expenses.	ERM
<b>PDMR</b>	Persons Discharging	Persons with management responsibilities (art. MAR).	Conflicts of Interest; IR



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Acronym	Term (EN)	Explanation (EN)	Used in
	Managerial Responsibilities		
<b>PESTEL</b>	Political, Economic, Social, Technological, Environmental, Legal	Macro analysis framework for risks/opportunities.	ERM
<b>PI (IP)</b>	Intellectual Property	Intellectual property.	ERM (AI); Code of Conduct
<b>Q&amp;A</b>	Questions and Answers	Questions and answers (e.g. GMS/IR section).	IR
<b>RAS</b>	Risk Appetite Statement	Risk appetite statement (limits/tolerances).	ERM; Remuneration
<b>RPO</b>	Recovery Point Objective	The maximum allowable data loss point (time).	ERM (IT)
<b>RPT</b>	Related Party Transactions	Transactions with related parties.	RPT
<b>MSW</b>	Restricted Stock Unit	Restricted share units (remuneration in shares).	Remuneration
<b>RTO</b>	Recovery Time Objective	The maximum allowed time to restore services.	ERM (IT)
<b>SLA</b>	Service Level Agreement	Service level agreement (response/resolution time).	IR; Whistleblowing; Code of Conduct

**Clarification note regarding the abbreviation "AI":** in these policies, "AI" appears both as **Artificial Intelligence** in the context of risks / IT, and as **Internal Audit** in the name "Internal Audit Charter". To avoid ambiguities in external documents, we recommend using the **form "Aul"** for Internal Audit or writing "Internal Audit" in full.