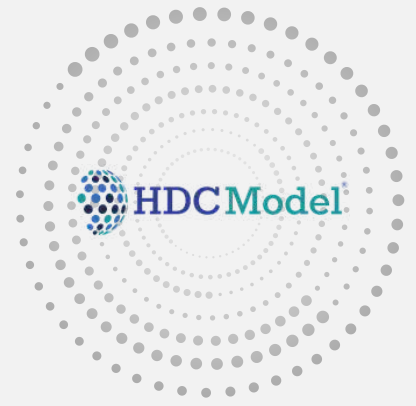




Certifications and HDC Model[®] Professional System

www.hermesdc.com



Hermes Digital Consulting

Hermes Digital Consulting (HDC) is a firm specializing in International Strategic Consulting. Its team comprises highly respected professionals with over 20 years of combined experience, a track record spanning 15 countries and involvement in more than 200 projects.

The HDC Team combines a strong background in governance with extensive experience across both the Public and Private sectors. They operate in multicultural, multinational and multisector environments, delivering solutions tailored to Small and Medium Business, Large Accounts and Public Administration.

HDC helps organizations tackle complex challenges, optimize their structures and accelerate the achievement of their goals by:

1. Advanced artificial intelligence solutions
2. Business transformation and restructuring
3. Design and execution of growth strategies
4. Internal reorganization and process optimization
5. Internationalization and market expansion
6. Marketing and digital positioning
7. Strategic analysis and diagnosis

Its international experience encompasses market analysis, the management of international documentation and operations, the positioning of products and services abroad and the negotiation of International Corporate Agreements.

HDC also provides advice on Import/Export processes, international expansion, the establishment of agencies and subsidiaries, entry into new markets and the creation and management of networks comprising agents, wholesalers, distributors, and resellers.

HDC's goal is to transform business challenges into strategic decisions, competitive capabilities and sustainable, verifiable results through its HDC Model®.

HDC Model®

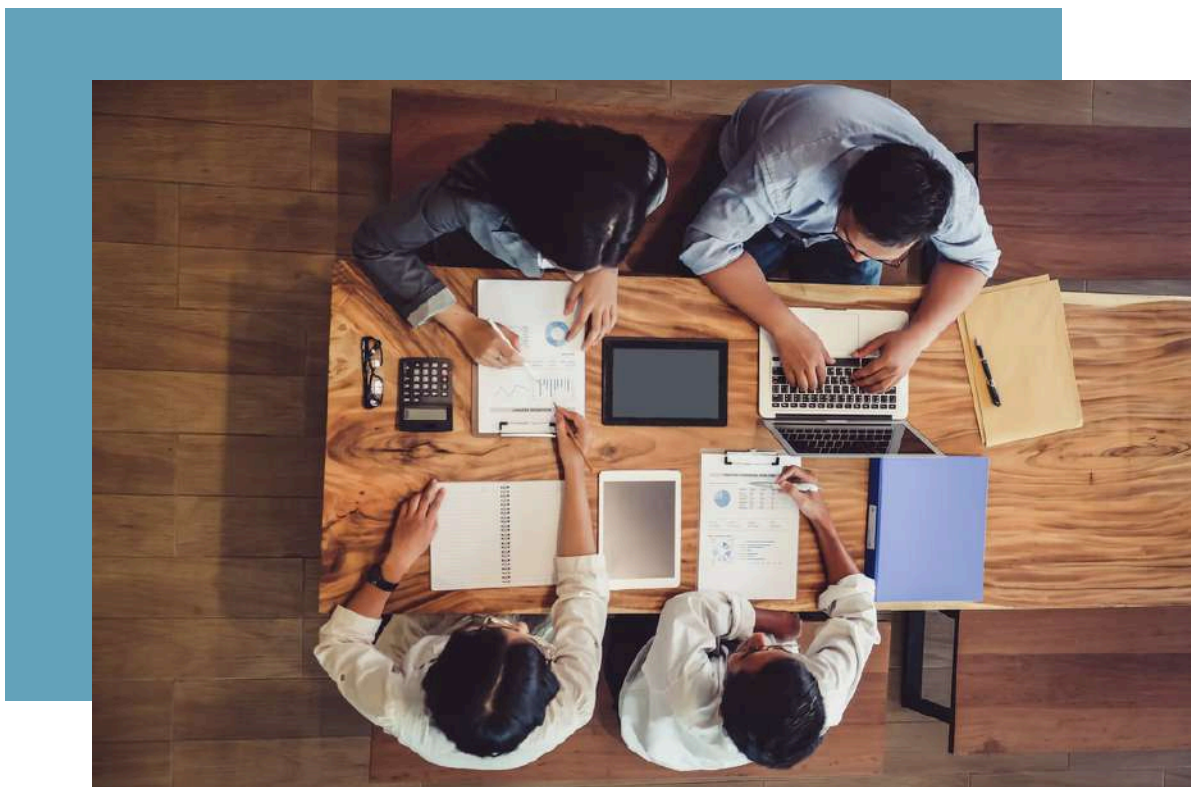
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HDC Model® is the proprietary International Strategic Consulting Methodology developed by Hermes Digital Consulting. It stems from the experience accumulated by the firm's professionals, the knowledge gained through domestic and international projects and the rigorous systematization of proven practices, tools and results.

It is a registered, documented and modular methodology designed to adapt to the specific reality, maturity level and objectives of each organization. Its implementation is governed by an internal quality system aligned with international best practices.

The methodology evolves continuously through the systematic review of completed projects, the incorporation of new knowledge and the progressive development of academic review and empirical validation processes.

HDC Model® transforms the HDC team's international experience into a structured, practical, and measurable system. It enables organizations to conduct diagnostics, underpin strategic decisions, reorganize capabilities, optimize processes, enter new domestic and international markets and turn opportunities into verifiable business results.



External Certifications

Hermes Digital Consulting maintains a continuous process of evaluation, improvement and certification for the HDC Model:

- ISO 9001 – Quality management: enables process improvement, ensures service quality and increases customer satisfaction.
- ISO 14001 – Environmental management: helps control and reduce the environmental impact of the organization's activities.
- ISO 22301 – Business continuity: prepares the organization to maintain or resume operations in the event of incidents, crises, or disruptions.
- ISO 27001 – Information security: protects the confidentiality, integrity and availability of information against risks and threats.
- ISO 30401 – Knowledge management: helps identify, organize, share and leverage the organization's internal knowledge.
- ISO 37001 – Anti-bribery management: establishes measures to prevent, detect and manage potential bribery practices.
- ISO 37301 – Compliance management: enables the implementation of a system to ensure compliance with laws, regulations and internal commitments.
- ISO 42001 – Artificial Intelligence management: helps develop, implement and use AI systems responsibly, safely and transparently.
- ISO 45001 – Occupational health and safety: helps prevent workplace risks and improve the safety, health and well-being of workers.
- ISO 56001 – Innovation management: enables the implementation of a structured system to generate, develop and manage innovation initiatives that add value to the organization.

External Certifications

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- ISO/IEC 20000-1 – Information Technology Service Management: establishes requirements for planning, delivering, monitoring and improving reliable, efficient IT services that are aligned with user needs.
- ISO/IEC 27701 – Privacy Information Management: enables the implementation, maintenance and improvement of a privacy management system linked to personal data protection.
- ISO/IEC 42001:2023 – Artificial Intelligence Management: establishes requirements for implementing a management system that enables the development, use and monitoring of AI solutions in a responsible, secure and transparent manner, aligned with organizational objectives.
- SOC 2 – Data Security and Protection: certifies that an organization employs appropriate controls to safeguard the security, availability, integrity, confidentiality and privacy of information.
- University Certifications – Academic and Professional Endorsement: certify that the knowledge, methodologies, or training programs are validated by a university institution.



Internal Certifications

The HDC Model® has its own Internal Certification, also developed with the participation of external evaluators.

Levels

- HDC Analyst
- HDC Consultant
- HDC Independent Reviewer
- HDC Lead
- HDC Main

HDC Authorized Consultant

- Participate in a supervised project
- Pass an annual review
- Pass an internal exam
- Sign the code of ethics and the confidentiality agreement
- Solve a case study
- Study the consulting manual

Minimum requirements

- Case study
- Client observation
- Continuing education
- Data protection assessment
- Ethical assessment
- Periodic renewal
- Possibility of suspension or withdrawal
- Proctored exam
- Supervised project
- Theoretical training
- Verifiable public registry

Contracts

Contractual framework in effect for HDC Model[®]

- Agent and distributor agreement
- Anti-corruption and international sanctions clauses
- Associate consultant agreement
- Complaints procedure
- Conflict of interest policy
- Contractual prohibitions on copying, sublicensing, or reverse engineering
- Data processor agreement
- Data processing and international data transfer agreement
- Deliverables ownership protocol
- Independence policy
- Intellectual property assignments with employees and collaborators
- HDC software terms of use
- Licenses for certified consultants
- Limitation of liability clauses
- Master Services Agreement
- Methodology license
- Mutual NDAs
- Project proposal and Statement of Work
- Referral or business introduction agreement
- Success fee agreement



Compliance with the AI Act

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AI uses and actions within the HDC Model[®]

- AI training and literacy
- Application of Regulation (EU) 2024/1689 regarding the development, placing on the market and use of AI systems in the European Union: Risk classification
- Assessment of accuracy, bias and safety
- Assessment of AI providers
- Definition of intended purpose
- Human oversight
- Identification of applicable role: provider, importer, distributor, etc.
- Identification of data and models
- Incident management
- Record-keeping
- User information (where applicable)



Minimum Quality System

HDC Model® Internal Quality and Certification System, aligned with ISO 9001 principles:

- Benefits and KPI log
- Change and version control
- Client acceptance process
- Deliverables review checklist
- HDC decision log
- HDC diagnostic questionnaire
- HDC methodology manual
- HDC proposal and scope template
- HDC risk log
- Non-conformity and corrective action management
- Satisfaction and closure survey
- Service contract

HDC Model® Project Folders

- Client acceptance
- Contract and scope
- Data received
- Decisions
- Deliverables
- HDC action plan
- HDC diagnosis
- KPIs and results
- Lessons learned



Intellectual property

Intellectual Property protection for the elements constituting the HDC Model[®] Method.

- Algorithms and code
- Charts
- Databases (HDC: IntuData)
- Diagrams
- HDC methodological manual
- HDC presentations
- HDC questionnaires
- HDC software and dashboards (or those from contracted providers)
- HDC texts
- HDC training material
- Matrices



Data protection and artificial intelligence

Minimum obligations linked to HDC Model[®]

- Access control
- Breach management
- Contracts with data processors
- Data minimization
- Impact assessment for high-risk processing
- International transfers
- Legal basis for each processing activity
- Privacy by Design and by Default
- Privacy information
- Record of processing activities
- Retention policy
- Rights management
- Rules for the use of personal or confidential data in AI systems
- Secure data deletion
- Vendor assessment