

Environmental Protection and Occupational Health and Safety Report 2013

(Francotyp-Postalia, Locations Birkenwerder, Wittenberge, Achim)





Table of Contents

01.	Company Profile of Francotyp-Postalia.....	3
02.	Environmental Protection and Occupational Safety in Action	4
03.	Environmental Protection and Occupational Safety System (ISO 14001, OHSAS 18001)	5
04.	Policy for Environmental Protection and Occupational Safety and Health	7
05.	Measures from the Environmental Protection, Safety and Health Program	8
06.	Information on Occupational Safety and Health	9
07.	Summary of Hazardous Substances Used.....	10
08.	Handling of Water-contaminating Substances	11
09.	Energy and Consumption Data	12
10.	Waste Balance Sheets.....	13
11.	Site plan waste collections points.....	14
12.	Suggestions	14





01. Company Profile of Francotyp-Postalia

Francotyp-Postalia (FP) was established in 1923 as a franking machine manufacturer and has since developed into a successful mail management company with more than 1,000 employees. The product range of the FP Group covers the entire value added chain in the area of outbound mail processing. FP is the market leader in Germany and Austria with a worldwide market share of 9.9% and a customer base of 260,000 customers.

Am Standort Birkenwerder (Entwicklung, Vertrieb, Service und Verwaltung) werden 220 Mitarbeiter, in Wittenberge 50 Mitarbeiter (Produktion) und in Achim 25 Mitarbeiter (Service Part Center) beschäftigt. Das Unternehmen pflegt an allen Standorten ein zertifiziertes integriertes Managementsystem nach ISO 9001, ISO 14001 und OHSAS 18001.



Head-Quarter Birkenwerder



Produktion Wittenberge

Protection of the environment is one of our core principles. The effectiveness with which these internal principles are implemented is the subject of regular checks. FP continuously seeks to minimise waste and emissions and if possible, to avoid them altogether. In addition to the effort to protect our environment, FP also strives to ensure the health and safety of its employees at their places of work. At FP, environmental protection and occupational health and safety are key management tasks and are part of the company policy.





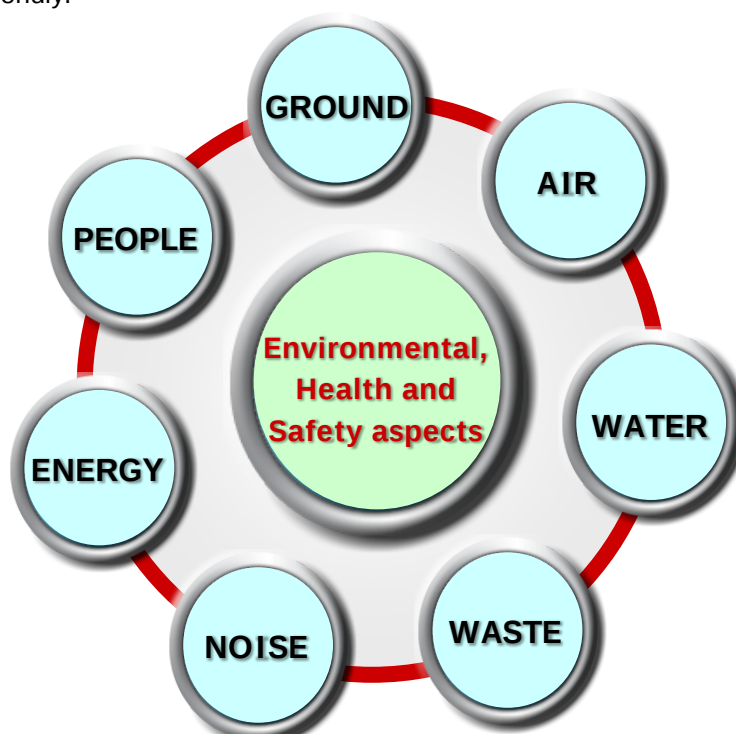
02. Environmental Protection and Occupational Safety in Action

- ◆ Since 2010 an environmental protection and occupational health and safety report will be published each year. This report will provide information about the state of occupational health and safety and environmental protection in the company and the work of environmental management.
- ◆ The desire to protect our environment and to ensure the health and safety of employees at the workplace are key management tasks in the company. The integrated management system ensures that these tasks are implemented in all operational roles and levels.
- ◆ Protection of the environment is one of our core company principles. These automatically form the basis of operational procedures in practice:
 - We examine the environmental compatibility of each new product that is designed and each new process that is introduced.
 - We economically deal with the resources that we use.
 - This can only work with the support and commitment of our employees.

We teach our employees to maintain their awareness of safety and the environment and commit this to corresponding activities and actions.

We want to achieve continuous improvement on the basis of compliance with legal regulations. Therefore, we maintain an open and candid dialogue with employees, authorities, customers and suppliers as well as the public in all issues relating to environmental protection and to occupational health and safety. This also includes the annual publication of this report.

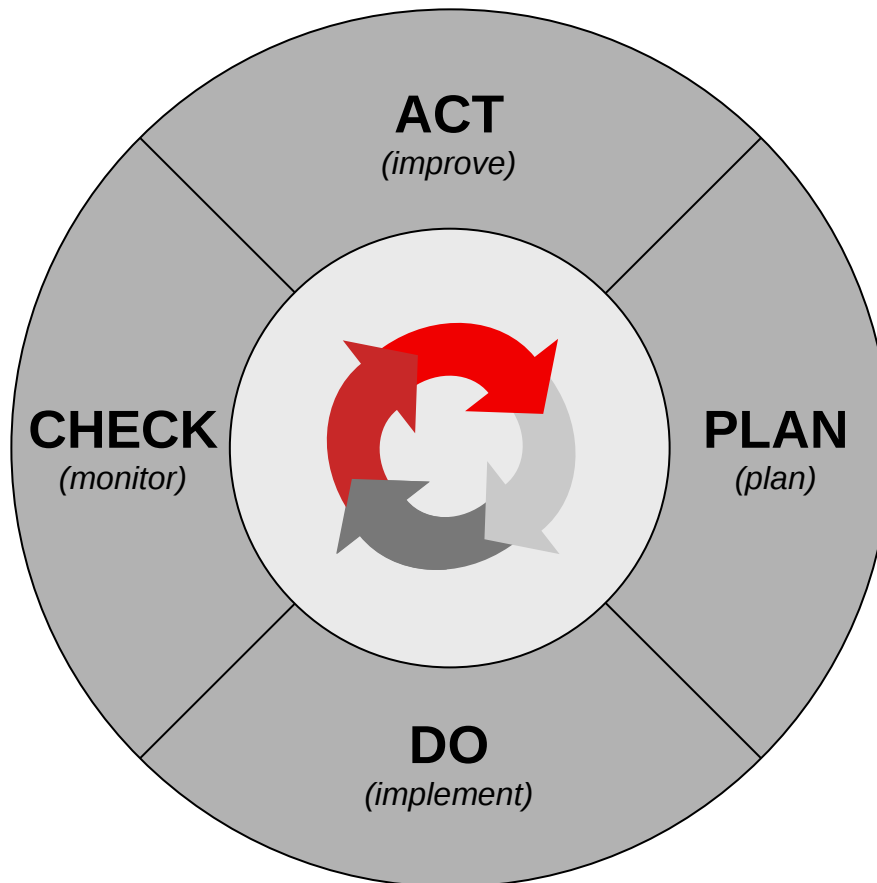
FP already launched in the year 2009 the first franking system with GO-GREEN functionality and is consequently supporting Deutsche Post's climate protection program. This program records the CO₂-emissions generated in transporting a GO-GREEN letter for each individual customer. Our new franking system postBase incorporates many of the latest requirements of the environmentally conscious franking. These are, a reduced 8% by weight, the ability to use parts again, or the marking of plastics used. Particularly in the area of energy consumption, the postBase already meets the stringent requirements of the Energy Star version 1.2 (awarded the "Blue Angel"). Finally, in the area of consumables a new recycling concept was developed, allowing customers to recycle used ink cartridges eco-friendly.





03. Environmental Protection and Occupational Safety System (ISO 14001, OHSAS 18001)

The requirements of the series of standards ISO 14001 and OHSAS 18001 are systems for introducing environmental protection and occupational safety and hence chart the path to individual responsibility and self commitment.



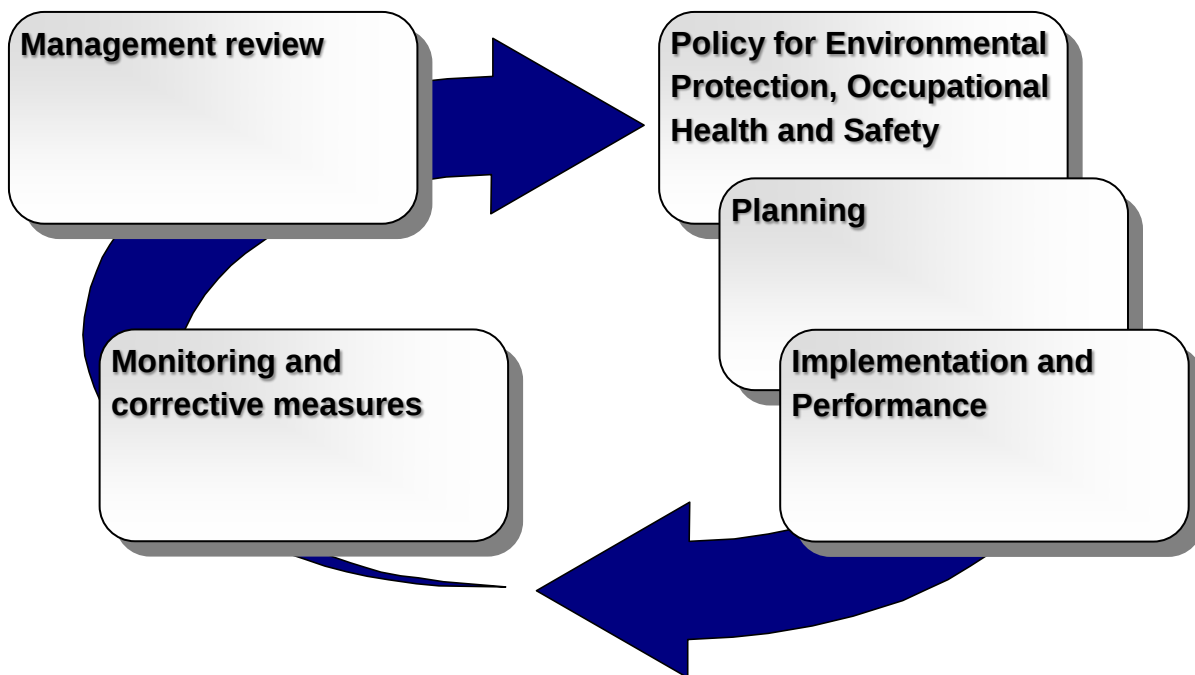
Both standards are based on the "**Plan Do Check Act**" method, which is briefly described in the integrated management system at FP as follows:

- Plan:** Targets and processes are defined in order to obtain results in accordance with the policies of environment, occupational health and safety at FP.
- Do:** The processes are implemented.
- Check:** The processes are monitored and measured against the environmental protection and occupational health and safety policies, objectives, individual targets, statutory obligations and other requirements and reports are issued on the results.
- Act:** Measures are taken for continuous improvement of the performance of the integrated management system.





The **FP system** can also be broken down into **five phases**:



Phase 1: POLICY FOR ENVIRONMENTAL PROTECTION, OCCUPATIONAL HEALTH AND SAFETY

- » Risk minimisation
- » Continuous improvement in environmental and health protection
- » Compliance with all legal requirements
- » Announcements within the company and to the public at large

Phase 2: PLANNING

- » Assessment of the situation regarding operational environmental protection, safety and health
- » Identification of statutory and other requirements
- » Creation of a programme for implementation of the policy regarding environmental protection, occupational health and safety

Phase 3: IMPLEMENTATION AND PERFORMANCE

- » Provision of the required resources
- » Development of an environmental protection and occupational safety management system and assignment of roles and responsibilities
- » Motivation and training of employees
- » Creation of the required documentation

Phase 4: MONITORING AND CORRECTIVE MEASURES

- » Management and updating of the required documentation
- » Establishment of a system for monitoring the performance of environmental protection, safety and health
- » Conducting internal assessments and site inspections
- » Introduction and monitoring of corrective and preventive measures

Phase 5: CONTINUOUS MANAGEMENT ASSESSMENT

- » Regular assessment of the efficiency of the integrated management system
- » Continuous improvement



04. Policy for Environmental Protection and Occupational Safety and Health

In accordance with the company principles, corporate management has created the policy detailed below in relation to environmental protection and occupational health and safety.

- The protection of the safety as well as the environment and health of employees at the workplace are prime company objectives.
- Occupational health and safety and environmental protection are key management responsibilities. By means of an integrated management system, we ensure that these tasks are implemented in all operational roles and levels.
- We know that any management system can only be brought to life with the support and commitment of the employees. Therefore, we want to create and maintain the required degree of safety and environmental consciousness in all our employees through the use of appropriate information and training and to place the employees under an obligation to work and act accordingly.
- We want to ensure compliance with all legal regulations and achieve continuous improvements.
- Already during the design stage of new products and processes, we take into account their environmental compatibility and safety, the economical use of the resources employed and the avoidance or reduction of waste and emissions.
- We maintain an open and candid dialogue with employees, authorities, customers and suppliers as well as the interested public in all issues relating to environmental protection and to health and safety at work.
- Corporate management assesses the effectiveness of the management system by means of regular checks and arranges for appropriate corrective and improvement measures, if required.



Source: <http://www.fp-francotyp.com/en/FP/company/fp-group/corporate-policy>



05. Measures from the Environmental Protection, Safety and Health Program

In 2013, we merged our **Environmental Protection and Occupational Safety Program**, together with the quality program in an integrated management program and defines new targets. Derived from the following measures have been implemented:

:

- IMS reports to the pursuit of objectives in the integrated management system (including the environmental and occupational safety objectives).
- Reduce power consumption at locations over the previous year by at least 10%.
- Ensure that all employees receive at the sites that are relevant to them safety teachings.
- Suitable create CO² data of the FP car fleet and collect data for the current year.
- Reduce the number of hazardous materials used at location Birkenwerder at least 10%.
- Integrated Management System certification (quality, environment, occupational safety) for the location Achim additional (ISO 9001, ISO 14001, OHSAS 18001).

QMI/UM/AM-Officer: Redlinger Release (19.08.13): Management last change: 31.01.14 (environmental- and safety documents)		Integrated Managementprogram und targets Quality, environmental protection, health/safety and security targets (conversion tracking across central QUAM-Controlling list)				QUAM- position is transferred from TQU and linked	
position in year	Objectives with designation of indicator, reference and target	Actions with exact spatial and content determination	needed funds costs	responsible name/dep.	recognized action defined target date		action implemented
003/13	creating a uniform monthly IMS reports for tracking the targets in the integrated management system (for the monthly Board meetings)	recording and recording single records from the key countries and national locations, integration of quality, environmental and occupational health and safety objectives	cost recovery	Redlinger TQU	01.03.13	09/9/13	02.12.13
005/13	reduce power consumption compared to 2012 by 10% in the sum of all 3 locations	refer employees to economic use, do not switch off unnecessary devices, monitor current data in the energy register	cost recovery	Szymanski GF	01.04.13	101/13	
006/13	ensure that employees receive at all sites that are relevant to them safety briefings	check regularly executives for dates and evidence of human resources, warn if necessary	cost recovery	Peschers KP	01.04.13	102/13	
007/13	create Geignete capture the CO ² data from the FP car fleet and collect data for the current year	create a simple methodology for recording, complete evaluation in coordination with TQU in the IMS report to with appropriate targets to reduce consumption even further from 2014	cost recovery	Lew TPE	06.05.13	103/13	
008/13	number of used hazardous substances at the site Birkenwerder by the development (FP InvoLab) by 10% reduce (80 sub.) and be careful to give priority to a substitution of hazardous substances	lead to a significant reduction of hazardous materials managed by a Substitutions and comparative examination of existing hazardous substances and dispose of the waste	cost recovery	Habler TET	15.07.13	104/13	22.11.13

In the context of the integration of management systems, the following measures were introduced and implemented in 2013:

- care of our register of hazardous substances, waste, energy and legal sources.
- ongoing review of direct and indirect environmental and occupational safety aspects.
- creating supplements to processes and guidelines in the management handbook.
- information and training.
- Updating the risk assessments at all locations.
- Company celebrations within the scope of the assessment programm near the locations of Birkenwerder, Wittenberge, Achim and distribution center with main focuses to the working security.
- Updating the alarm, and fire safety regulations.
- Enhance customer satisfaction questionnaires to subjects on environmental.





06. Information on Occupational Safety and Health

The following offer investigations were perceived in comparison to the years before by the employees (numbers of participants) with the works doctor:

Precaution investigation	2010	2011	2012	2013 ⁴⁾ BW/WB/AC		
Statutory duty investigations ^(not necessarily)	none	none	none	none		
Driving, steering and supervision operations ¹⁾	11	0	0	0	3	3
Display workstations ²⁾	-	-	31	15	7	17
Noise ³⁾	-	-	-	-	-	6
Medical consultations (works doctor)	38	57	43	17	12	23
Preventive influenza injections ^(complementary offer)	49	74	38	36	7	0
First-aid courses (First assistant)	19	20	19	12	8	3

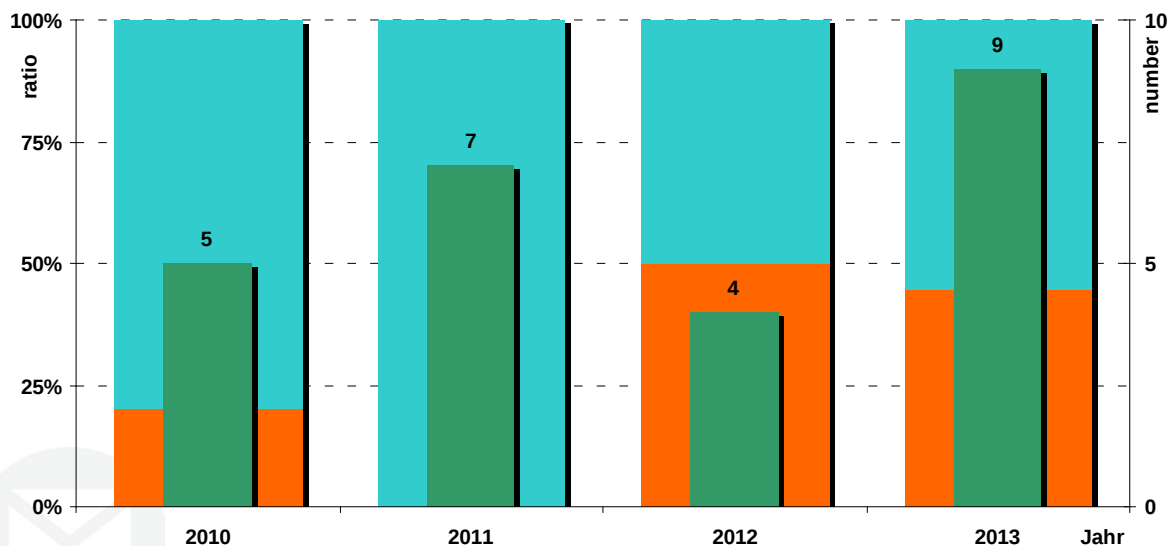
¹⁾ according to BGI 504-25 (G25), ²⁾ according to BGI 504-37 (G37), ³⁾ according to BGI/GUV-I 504-20 (G20)

⁴⁾ BW: location Birkenwerder, WB: location Wittenberge, AC: location Achim

Occupational and travel-related accidents	2010	2011	2012 ^(BW-WB)	2013 ^(BW-WB-AC)
Annual total	5	7	4	9
<i>registration occupational accidents (OA)</i>	<i>1</i>	<i>0</i>	<i>2 (0-2)</i>	<i>4 (0-3-1)</i>
<i>registration travel-related accidents (TA)</i>	<i>4</i>	<i>7</i>	<i>2 (2-0)</i>	<i>5 (3-2-0)</i>

Ratio of occupational to travel-related accidents

■ travel-related accidents
■ occupational accidents
■ summary



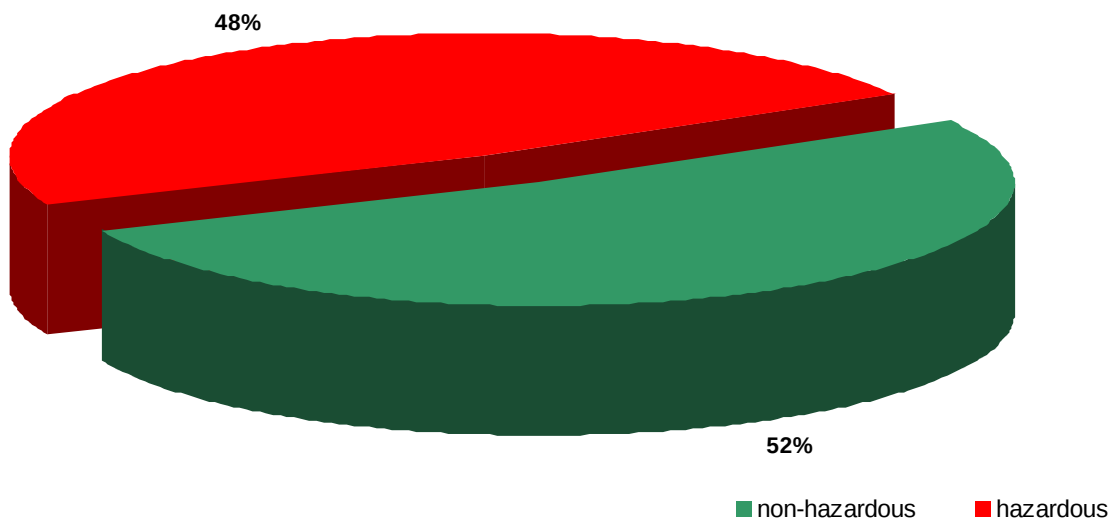


07. Summary of Hazardous Substances Used

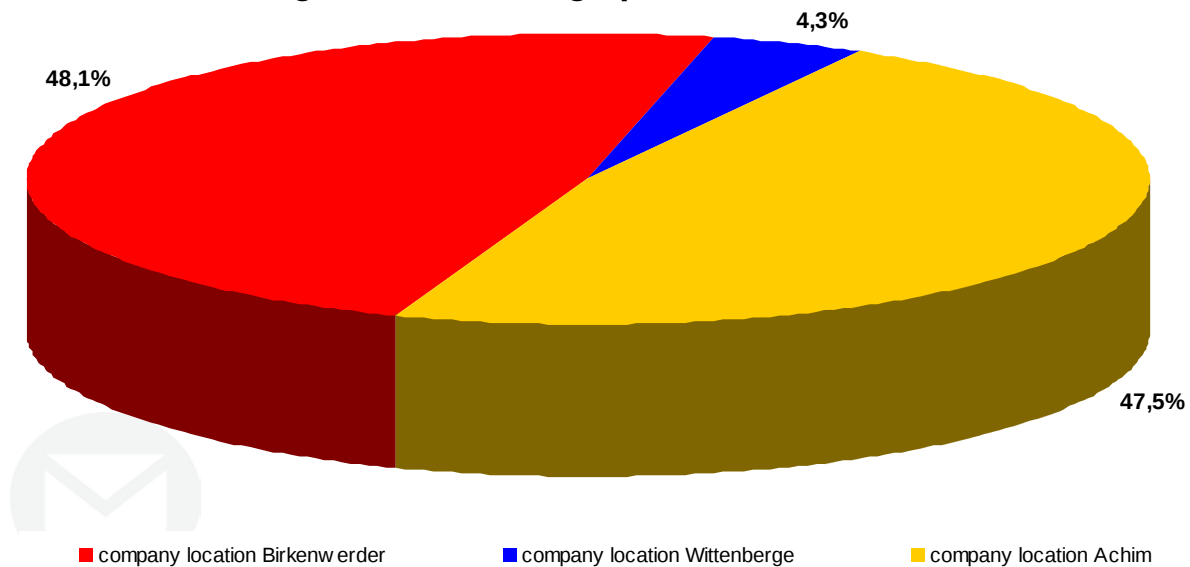
Place of storage	non-hazardous	hazardous
Location Birkenwerder	25	53
Location Wittenberge	4	3
Location Achim	55	22
disposed of	4	18
totals at end of year	84	78

In our locations **146 danger materials** are used at the moment (of it **80 without danger signs**) from what **14 danger materials** are an application (of it **4 without danger signs**) in two or all locations in use. In comparison to the year before **22 danger materials were decontaminated** partly of a disposal in the development. In addition, the portion became in **danger materials with danger signs** were able **about 19% lowered**.

Ratio of substance varieties in stores



Substance assignment to storage places





08. Handling of Water-contaminating Substances

Water-contaminating substances are solid, liquid or gaseous substances that adversely affect the chemical, physical or biological properties of bodies of water (e.g. hydraulic oils, cool lubricant emulsions).

In relation to water-contaminating substances, the following points are taken into account at FP:

- ◆ Water-contaminating substances are correspondingly labelled.
- ◆ Water-contaminating substances are always stored in containers on drip pans.
- ◆ These precautions are taken so that water-contaminating substances cannot get into the drainage water.
- ◆ Fill stations are to be designed so that water-contaminating substances cannot get onto the ground or into the drains.
- ◆ Tubes, pipes and containers are connected so that they are sealed and leak-proof.
- ◆ Suitable vehicles are used for transport.
- ◆ Binding agents for oil and emergency plans are available at all times.
- ◆ Consumables containing oil and contaminated binding agents are kept in special containers for disposal.
- ◆ Disposal is effected without exception via the corresponding waste code numbers.

All used substances are classified in the hazardous substances register according to water-contamination classes. According to Section 19 of the current WHG (Federal Water Act), a distinction is only made between Classes 1 to 3. We assign substances that do not represent a water contamination threat to Class 0. We assign the substances that we store and use to the risk classes as follows:

WGK ¹⁾	0	1	2	3	total
Substances	6	108	31	1	146

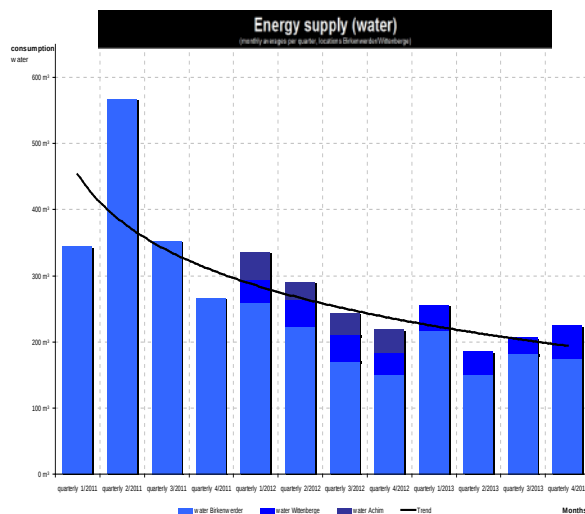
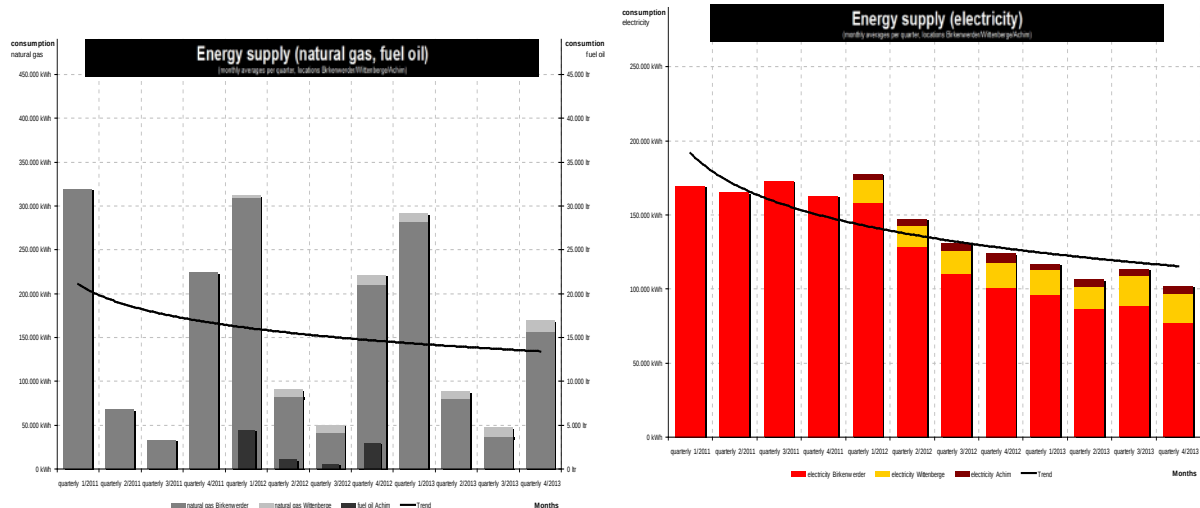
¹⁾ WGK = water contamination risk class as per WHG (Federal Water Act)





09. Energy and Consumption Data

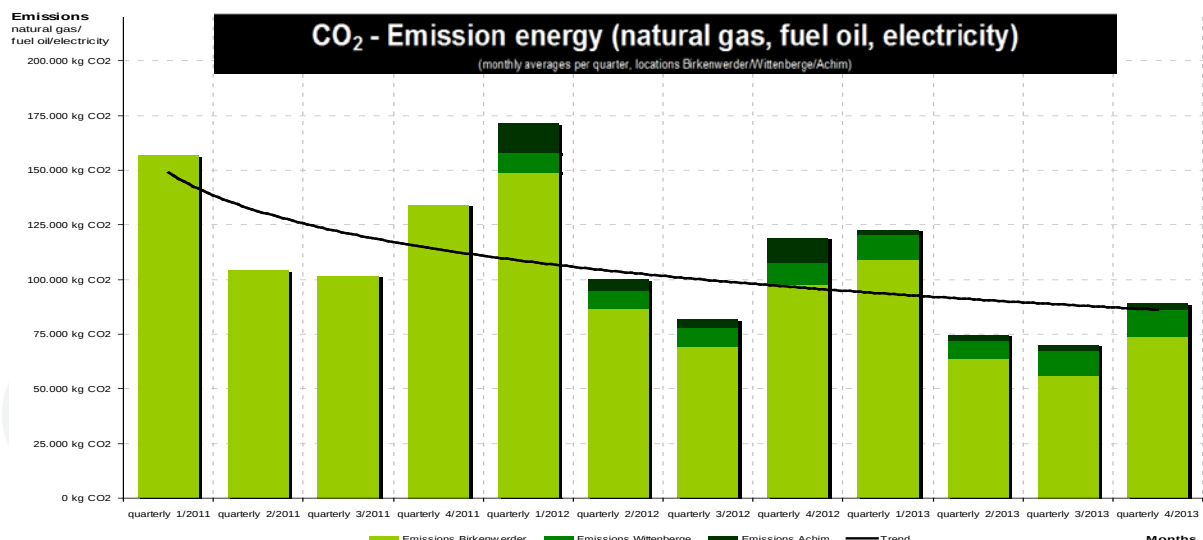
Basically, we use natural gas, electricity and water as our sources of energy. The data is recorded and evaluated monthly in the energy register. We use the observed trends to realise further savings in future and to use our environmental sources in a more environmentally friendly manner. The graphics show the quarterly trends of the last three years:



Summary of the annual consumption values:

Source	2011	2012	2013
electricity	167.465 kWh/M + 1.2 %	144.727 kWh/M - 13.6 %	109.551 kWh/M - 24.3 %
Natural gas	160.762 kWh/M - 18.9 %	163.548 kWh/M + 1.7 %	143.589 kWh/M - 12.2 %
water	383 m³/M - 21.7 %	238 m³/M - 37.9 %	218 m³/M - 8.4 %

The power consumption is already based on our three sites (Birkenwerder, Wittenberge, Achim). Due to the absence of the machinery of this could be further reduced significantly. This also applies to the reduced water and natural gas consumption at the sites Birkenwerder and Wittenberge (compare values from Achim 2014).



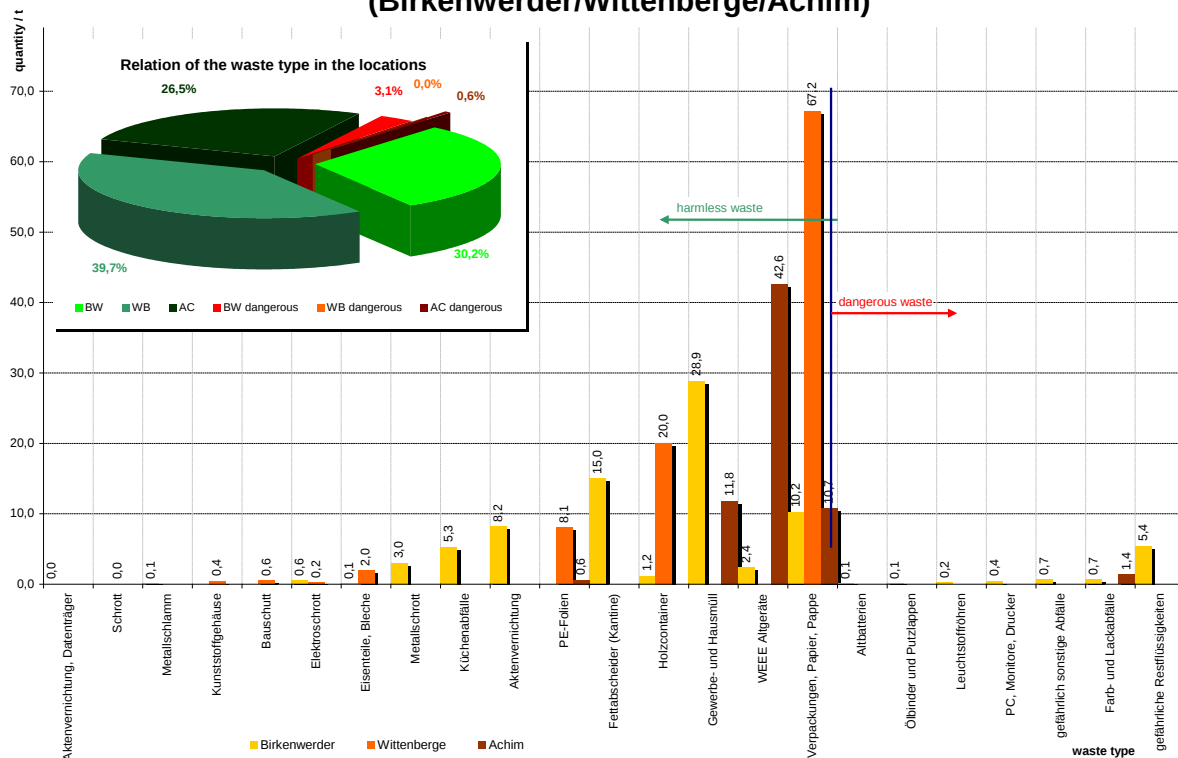


10. Waste Balance Sheets

We create annual balance sheets of waste quantities and of costs. We make distinctions here between wastes containing hazardous and non-hazardous substances:

quantity sheet compare waste 2013 (Birkenwerder/Wittenberge/Achim)

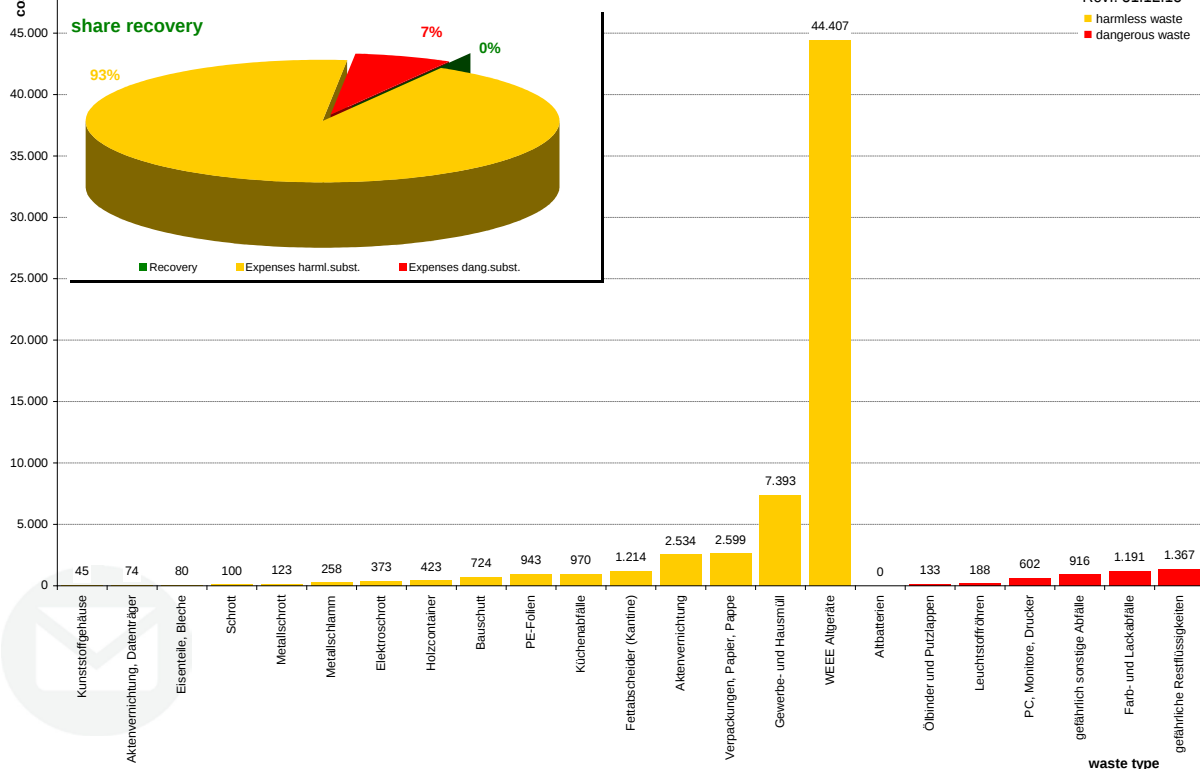
Rev.: 31.12.13



costs sheet waste (Birkenwerder/Wittenberge/Achim) 2013

costs: € 66653,96 (revenues: € 5,2 / expenses: € 66659,16)

Rev.: 31.12.13

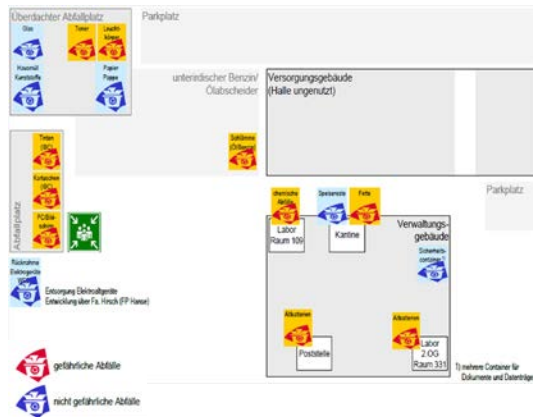




11. Site plan waste collections points

To provide an overview of the site, a site plan is maintained that indicates the waste collection points with supplementary waste flows in the individual areas. The waste collection points for the locations Birkenwerder, Wittenberge and Achim is provided below:

location Birkenwerder:



location Wittenberge:



location Achim:



12. Suggestions

Dear reader,

The events of last year showed that we cannot afford to become complacent in our efforts to develop and implement environmental ideas. The best ideas are often generated at source, e.g. at your workplace. You have read the Environmental Protection and Occupational Health and Safety Report for 2013. I would be glad if you let me know of your suggestions and ideas for further improvements in occupational health and safety and environmental protection.

Notes / suggestions / ideas:

Further information about environmental protection at Francotyp-Postalia can be obtained from:

Francotyp-Postalia GmbH
Triftweg 21-26
16547 Birkenwerder
<http://www.francotyp.com>

Lutz Redlinger
Quality, Environment and Health and Safety Management
Tel.: (03303) 525-469
Fax: (03303) 53707-469



e-mail: l.redlinger@francotyp.com

