



YOUR MAIL IS OUR BUSINESS

Environmental Protection and Occupational Health and Safety Report 2010

(Francotyp-Postalia, Birkenwerder site)





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01. A 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.

Approximately 380 persons are employed at the Birkenwerder site. The central functions of research and development, production and administration are performed at this site. This site encompasses 10,000 m² of production/logistics space and 6,500 m² of office space.



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.





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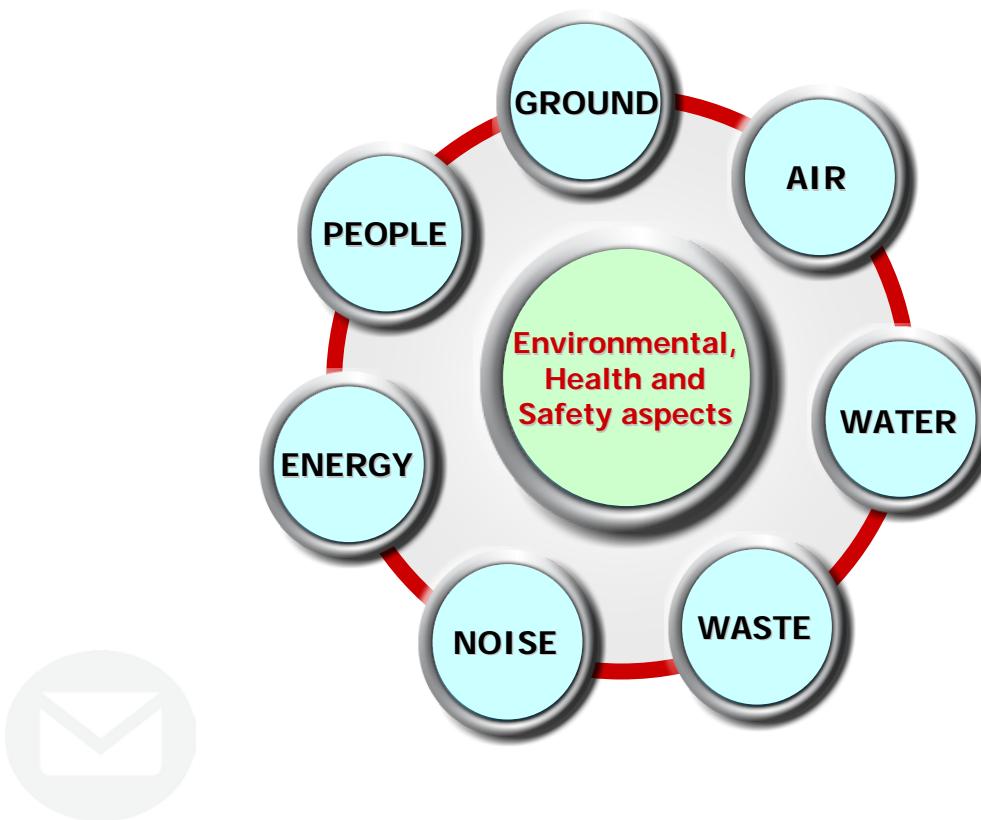
02. Environmental Protection and Occupational Safety in Action

- ◆ From 2011, 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.

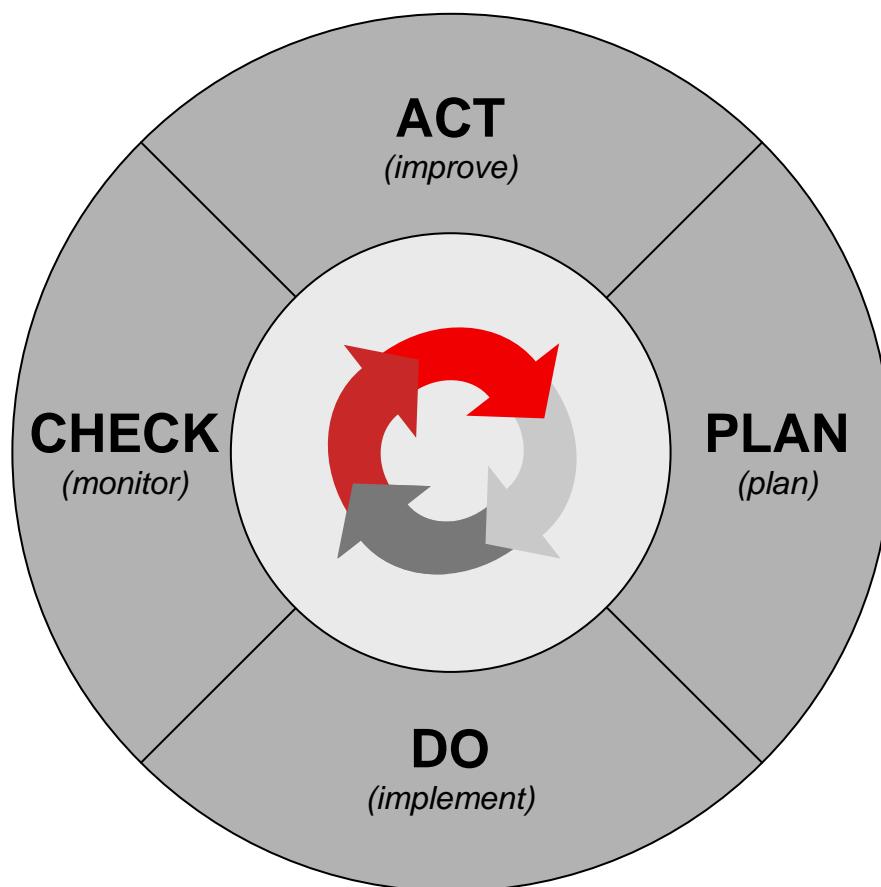
We want to achieve continuous improvement on the basis of compliance with legal regulations. Therefore, we maintain an open and candid dialogue with employees, authorities, customers and suppliers as well as the public in all issues relating to environmental protection and to occupational health and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

FP already launched in the year before 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.



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.

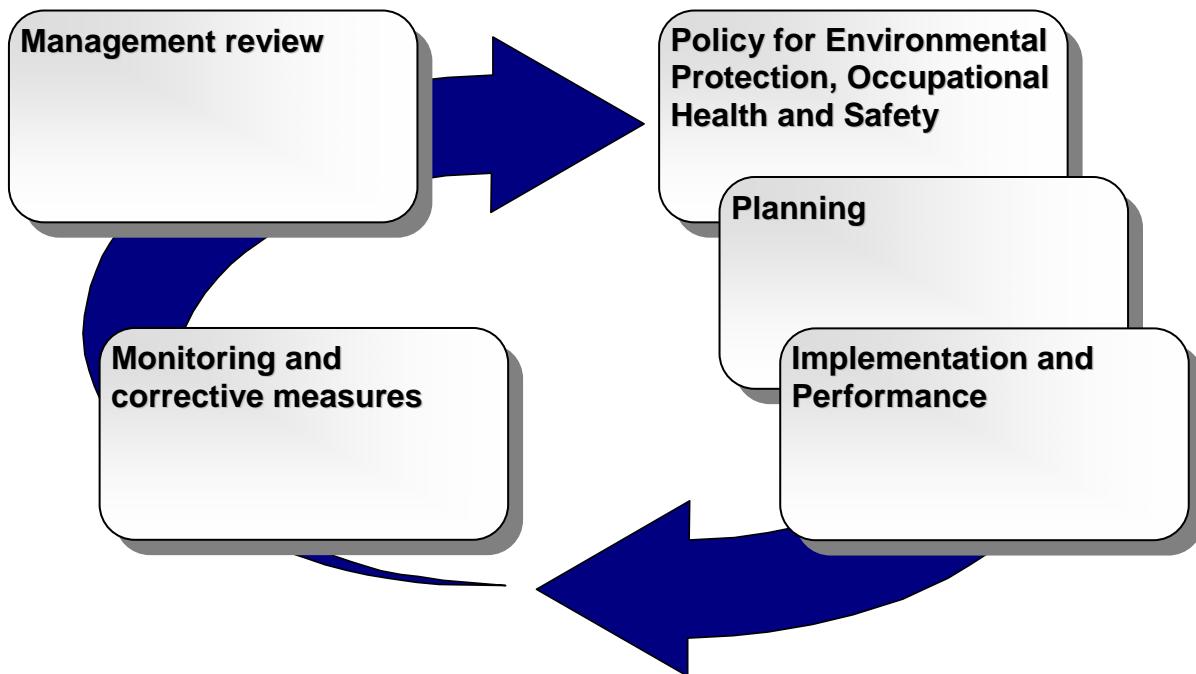


Both standards are based on the "**Plan Do Check Act**" method, which is briefly described in the integrated management system at FP as follows:

- 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 audits 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



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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.francotyp.com/en/company/strategy/corporate-policy.html>





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

In 2010, we introduced an **Environmental Protection and Occupational Safety Program** and defined objectives. The following measures derived from this programme have already been implemented:

- Introduction of the CO₂ footprint (for the centormail, ultimail and optimail30 franking machines).
- Conversion to more environmentally friendly inks (for the mymail and ultimail franking machines).
- Reduction of the amount of packaging material through the use of recyclable packaging (RESY).
- Removing the black finishing from the production process and replacing it with more environmentally friendly processes.
- Introduction of an integrated management system (quality, environment and occupational safety management) and supplementary certification according to ISO 14001.
- Extend and maintain technical competencies (appointment and training of required company officers) in environmental management.

Umwelt- und Arbeitsschutzprogramm Environmental Protection and Occupational Safety Program (Umsetzungsverfolgung über zentrale QUS-Controlling Liste)						
Position im Jahr	Zielsetzung mit Nennung von Indikator, Bezugswert und Zielgröße	Maßnahmen mit genauer räumlicher und inhaltlicher Festlegung	benötigte Mittel Kosten	verantwortlich Name/Abt	Maßnahme erfasst definierte Zeittermin	QUS-Position wird von TQU übertragen Maßnahme umgesetzt
001/10	Einführung des CO ₂ footprint	Unterstützung des Go Green Programms der DP AG für alle geeigneten Maschinen (centormail, ultimail, optimail 30) und eigene Briefe selbst mit Go Green Logo frankieren	€ 2.500,-	Beck D	01.10.09 01.05.10 31.03.10	.. 31.03.10
002/10	Weitere Umstellung auf umweltfreundlichere Tinten	mymail und ultimail Kartusche jetzt mit tahoe blue Tinte, anstatt spot blue Tinte (Reduzierung organische Lösungsmittel, höherer Wassergehalt)	kostendeckend	Jaenisch TPE	01.10.09 30.09.10	..
004/10	Vorstandsbeschlusses Oktober 2009; Einführung eines normkonformen Umweltmanagementsystems, Projektübergabe VM an Qualitäts- und Umweltbeauftragten	Systemprüfung, Maßnahmen einleiten, Prozesse, Richtlinien aktualisieren, Kataster anlegen, Systematik einführen, Abstimmung mit Zertifizierer, QMUM zusammenlegen	€ 90.000,-	Redlinger TQU	27.11.09 01.07.10	126/09 02.08.10 10.08.10
005/10	Fachkompetenz zu umweltrelevanten Themen ausbauen	Ermitteln der erforderlichen Beauftragten und deren Qualifizierung veranlassen	(€ 5.000,-) geplant zu 004/10	Muller VPP	30.06.10 07.07.10	084/10 08.06.10
006/10	Reduzierung von Verpackungsmaterial durch Einsatz recyclingfähiger Umverpackungen (RESY)	Einsparung von Verpackungsmaterial (Umverpackungen) der Druckerkartuschen	kostendeckend	Burandt TPS	03.05.10 30.07.10	085/10 08.06.10
007/10	Arbeitsgang Brunnen aus dem Produktionsprozess entfernen und bei Anfragen durch umweltfreundlichere Prozesse ersetzen	Entsorgung der Brunnenanlage und dazugehörigem im Gefahrgutflager noch vorhandenem Gefahrstoff ZWEZ-Block X8 (Negrovit)	€ 2.350,- geplant zu 004/10	Banzhaf TPM	01.06.10 30.06.10	086/10 23.06.10 30.08.10

In the context of the integration of management systems, the following measures were introduced and implemented in 2010:

- Creation and maintenance of a register of hazardous substances, waste, energy and legal sources.
- Registration and ongoing review of direct and indirect environmental and occupational safety aspects.
- Updating of escape and rescue routes.
- Updating of the assessments of hazards and operating instructions in dealing with hazardous substances in production.
- Combination of the ASA (Occupational Safety Committee) and USA (Environmental Protection Committee) meetings to create joint AUSA (Occupational Health and Safety and Environmental Protection Committee) meetings.
- Integration of environmental or health and safety-relevant content in the internal audit programme.
- Creating supplements to processes and guidelines in the management handbook.
- Information and training.



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06. Information on Occupational Safety and Health

The following health and safety measures (participant numbers) were performed last year in comparison to the previous year:

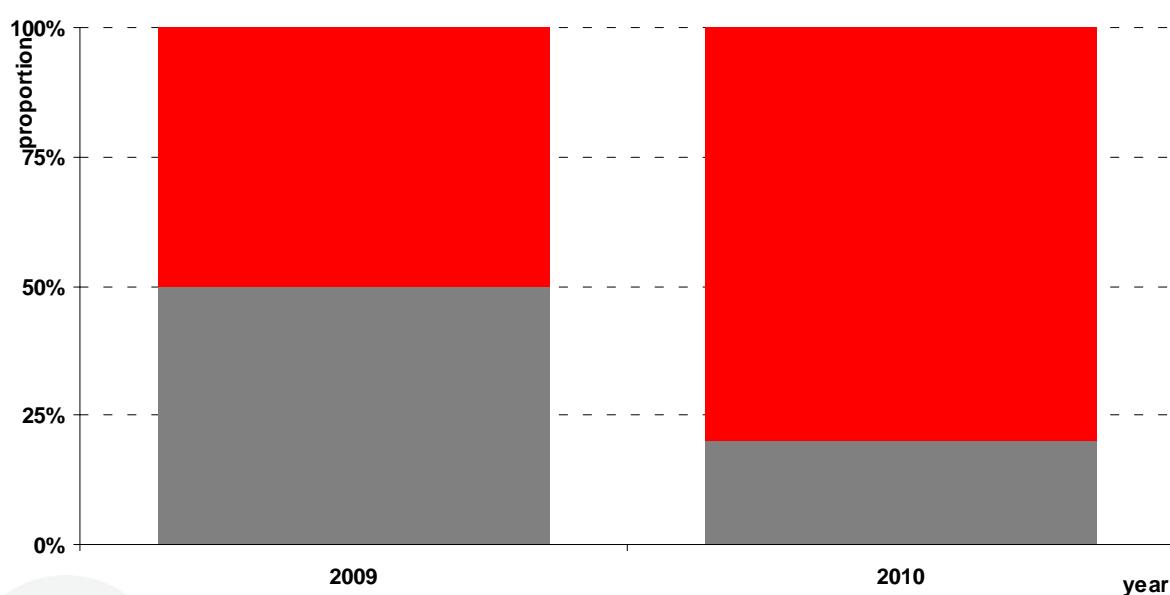
Activity	2009	2010
Statutory preventive examinations	not required	not required
Medical consultations (staff doctor)	50	38
Preventive influenza injections	50	49
Precautionary inspections (industrial trucks) ¹⁾	14	11
First-aid courses	17	19

1) as per BGI 504-25

Occupational and travel-related accidents	2009	2010
Annual total	4	5
<i>Accidents at work (OA)</i>	2	1
<i>Travel-related accidents (TA)</i>	2	4

Ratio of occupational to travel-related accidents

■ travel-related accidents
■ occupational accidents



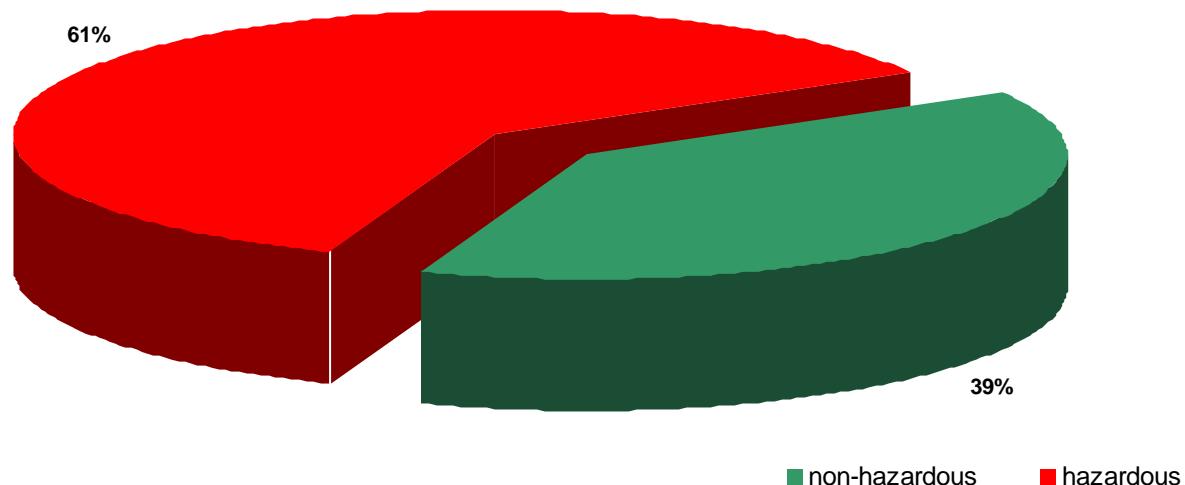


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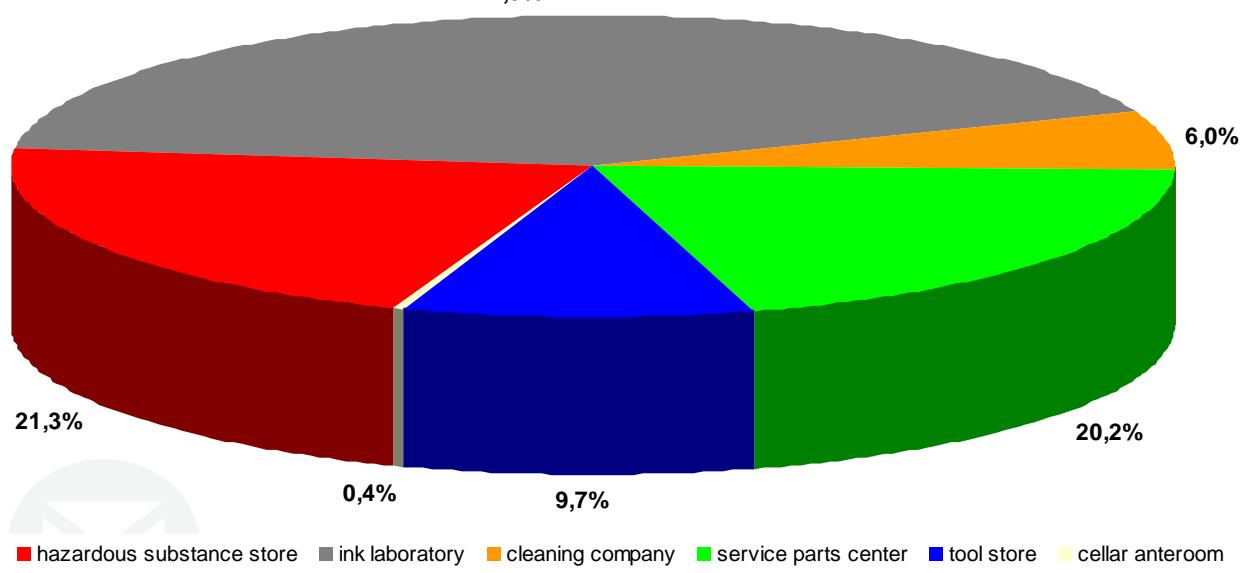
07. Summary of Hazardous Substances Used

Place of storage	non-hazardous	hazardous
Hazardous substance store	20	37
Ink laboratory	32	81
Hectas (cleaning company)	7	9
Service Parts Center	34	20
Tool store	10	16
Cellar anteroom	1	0
Disposed of	0	2
Totals at end of year	104	165

Ratio of substance varieties in stores



Substance assignment to storage places





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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	12	175	70	10	267

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

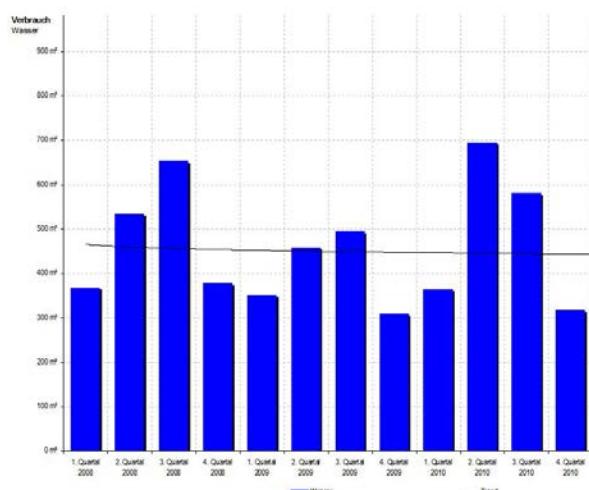
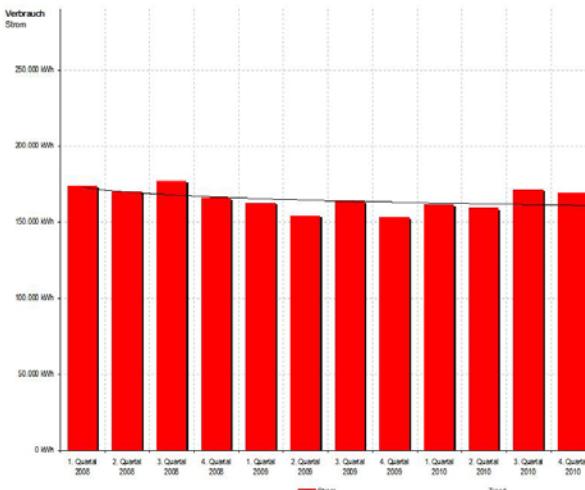
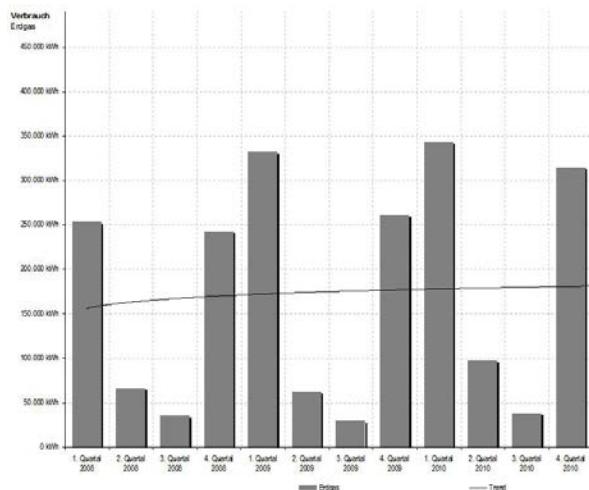




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09. Energy and Consumption Data

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:

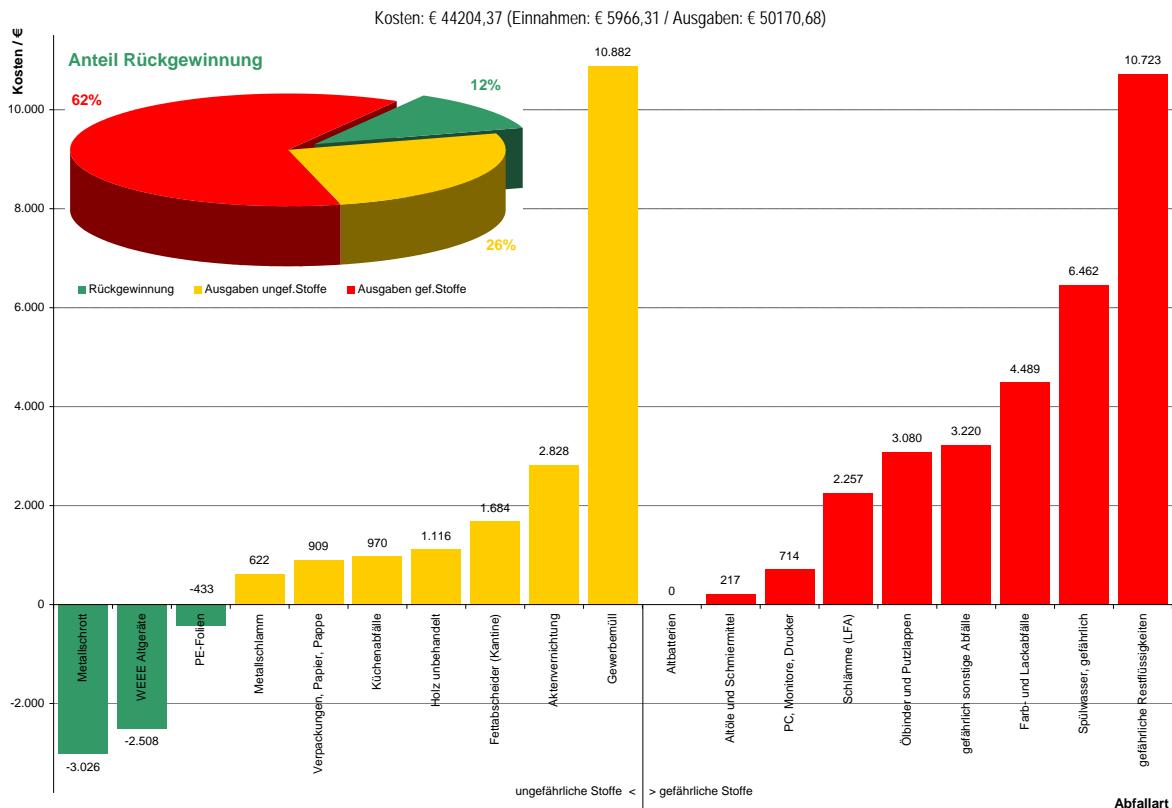
Source	2008	2009	2010
Electricity	171.750 kWh/M 0	158.406 kWh/M - 7.7 %	165.508 kWh/M + 4.5 %
Natural gas	149.293 kWh/M 0	171.149 kWh/M + 4.6 %	198.217 kWh/M + 5.8 %
Water	483 m³/M 0	403 m³/M - 16.6 %	489 m³/M + 21.3 %

The increased water consumption in 2010 is due to damage (leak in the supply pipe) and cleaning work on the site. A reference to the heating level values shows that in spite of increased consumption, natural gas usage has fallen slightly.

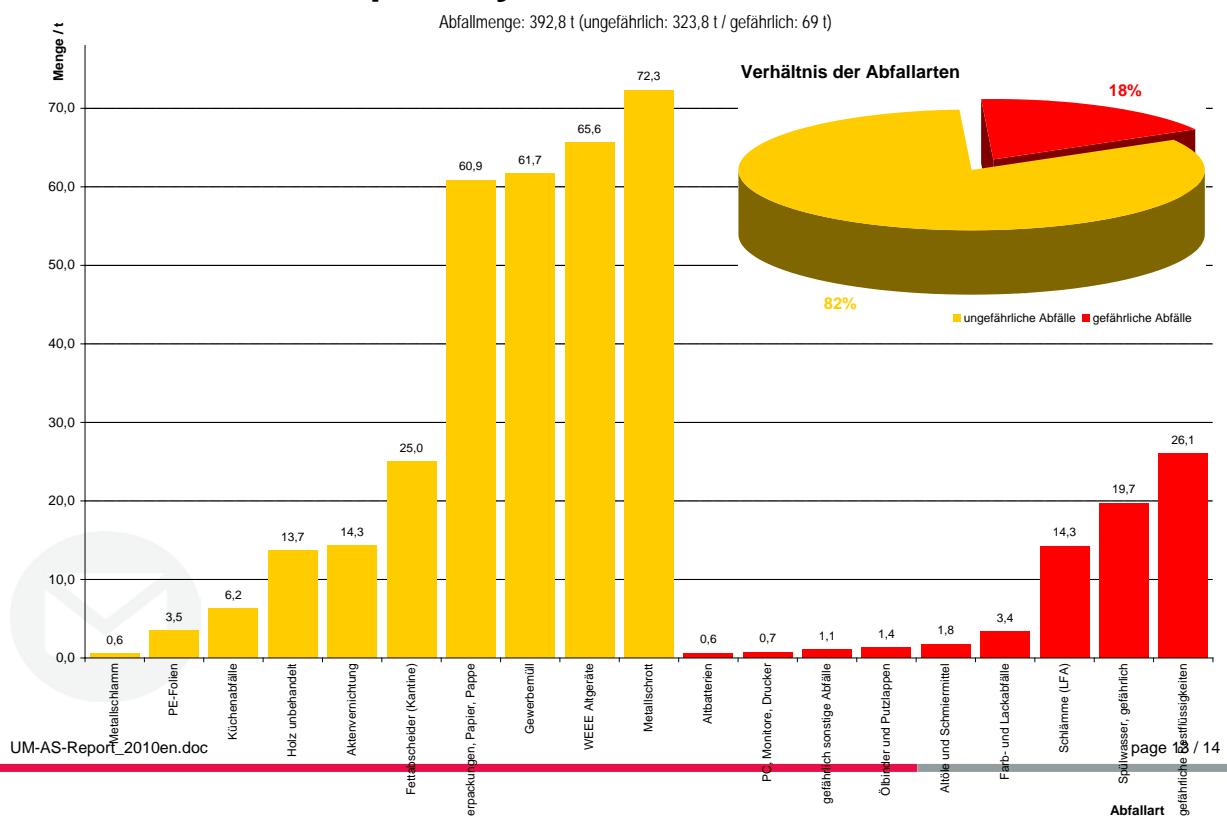
10. Waste Balance Sheets

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

costs sheet of waste 2010



quantity sheet of waste 2010

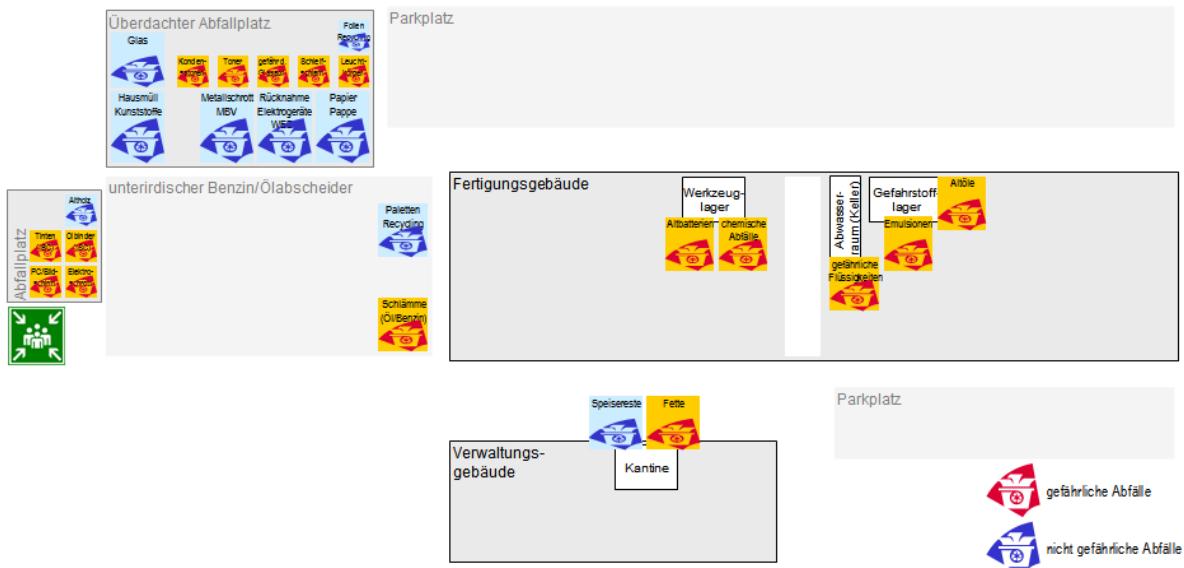




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11. Site Plan, Waste Collection Plan

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 plan for the Birkenwerder site is provided below:



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 2010. 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:

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