



# Environmental Protection, Energy Efficiency, Occupational Health and Safety Report 2018

(Francotyp-Postalia Holding AG, German Sites)





## Table of Contents

01. Francotyp-Postalia at a glance .....	3
02. Environmental protection, energy efficiency, occupational health and safety .....	4
03. Environmental, energy, and occupational health and safety system (ISO 14001, ISO 50001, ISO 45001) ...	5
04. Environmental, energy, occupational health and safety policy .....	7
05. Operational targets in the integrated management system .....	8
06. Energetic output basis (EnB) .....	9
07. Energy performance indicators (EnPI) .....	10
08. Controlling of energy efficiency data .....	11
09. Energy turnover and climate balance (ecological footprint) .....	12
10. Data on occupational health & safety .....	13
11. Hazardous substances management .....	14
12. Handling of water-hazardous substances .....	15
13. Waste Management .....	16
14. Site maps of waste collection points .....	16
15. ACT-strategy - RED turns GREEN .....	17
16. Comments .....	17







## 01. Francotyp-Postalia at a glance

In 1923, Francotyp-Postalia (FP) was founded as a manufacturer of franking machines and since then has developed into a successful mail management company employing some 1,055 staff members (as of 2018). The product range of the FP Group includes the entire value creation chain in the sector of outgoing mail processing. FP is the market leader in Germany and Austria and has a global market share of 9.9 % as well as a customer base of approx. 260,000 customers.

230 employees work at the Berlin-Pankow headquarters (development, sales, service and administration), 60 employees at the Berlin-Adlershof site (output and input management), 60 at the Wittenberge site (production of franking systems, service part centre) and 60 at the Langenfeld site (physical mail processing). There are an additional 6 sites for physical mail processing counting some 100 employees, as well as 2 sites for digital mail solutions employing 20 staff members, plus 5 smaller sales centres and 2 warehouses.

Worldwide sales of franking and inserting systems is carried out through subsidiaries in the UK market (95 employees), the Netherlands (52 employees), Belgium (8 employees), Austria (18 employees), Italy (26 employees), Sweden (20 employees), the USA (118 employees), Canada (44 employees) and France (16 employees) as well as by a close-knit dealer network.

In Germany, the company maintains a certified integrated management system complying with the standards of ISO 9001:2015, ISO 14001:2015, ISO 50001:2011 (revised in accordance with ISO 50001:2018) and BS OHSAS 18001:2007 (revised in accordance with ISO 45001:2018). In 2016, the Berlin-Adlershof site (FP IAB - Internet Access GmbH) was certified in accordance with ISO/IEC 27001:2013.



Head-Quarter Berlin-Pankow



Production franking systems Wittenberge

Environmental protection and a resource-conserving way of handling energy sources are part of our principles. This also includes our flexible production taking place in Germany only, and our use of suppliers from Germany and Europe. Regular checks are in place to verify how effectively these internal principles are being implemented. FP permanently strives to minimise waste and emissions and, where possible, to avoid these. In addition to our target of protecting our environment, FP takes care of health and safety of its employees at their workplace. Environmental protection and occupational health and safety are important leadership tasks at FP and are part of the corporate policy and strategy.



Input-/Outputmanagement Berlin-Adlershof



Physical letter processing Leipzig



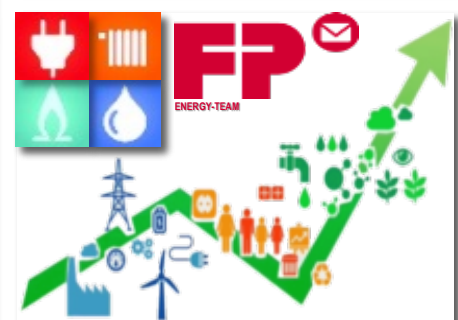
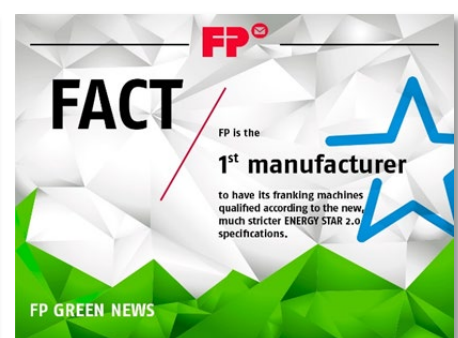


## 02. Environmental protection, energy efficiency, occupational health and safety

- ◆ Since 2010, we have been publishing an annual report on environmental protection, energy efficiency and occupational health & safety. It provides information on the status of the company's sustainable acting in environmental protection, occupational health & safety, and the resource-conserving handling of energies.
- ◆ Our striving to protect the environment and to ensure the safety and health of our employees at their workplace represent important leadership tasks at the company. The integrated management system makes sure that these tasks are implemented at all functions and levels of the company.
- ◆ With regard to environmental protection, it is part of our corporate principles to extend the availability of fossil fuels for useful purposes. This is an integral step of our working practice:
  - With each product that is newly designed and with each procedure that is newly applied, we check for environmental safety and efficient energy use.
  - We handle any resources used in an economical way.
  - This is only made possible through our dedicated and fully committed employees.

We train our employees in order to maintain their environmental and safety awareness and to commit them to working and acting accordingly. Our target is to realise continuous improvements beyond the compliance with legal requirements. Therefore, we conduct an open and trusting dialogue with employees, authorities, customers, and suppliers as well as with the interested public regarding any questions on environmental and energy management and the protection of our resources. This also includes the annual publication of this report.

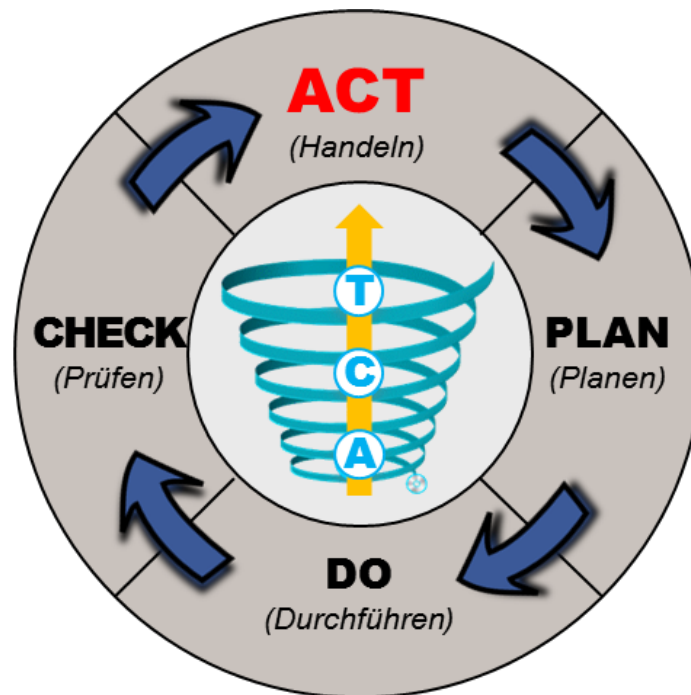
As early as 2009, FP launched the first franking system with GO-GREEN functionality in the market, this way supporting the climate protection program of Deutsche Post. This program customer-specifically records the CO<sub>2</sub>-emissions generated by the transport of a GO-GREEN mailing. Our PostBase and PostBase Mini franking systems meet state-of-the-art demands placed on environmentally friendly franking in various ways. These include a weight reduction by 8%, the possibility of reusing components, or the identification of the plastics used. Especially where energy consumption is concerned, PostBase and PostBase Mini already meet the stricter EnergyStars requirements in version 2.0. Furthermore, a new recycling concept was developed in the field of consumables enabling customers to dispose of used ink cartridges in an environmentally friendly way.





### 03. Environmental, energy, and occupational health and safety system (ISO 14001, ISO 50001, ISO 45001)

The requirements as laid down in the international standards of ISO 14001, ISO 50001 and ISO 45001 (currently BS OHSAS 18001) represent systems to introduce environmental, energy and occupational health & safety management and identify paths in the direction of individual responsibility and self-commitment.



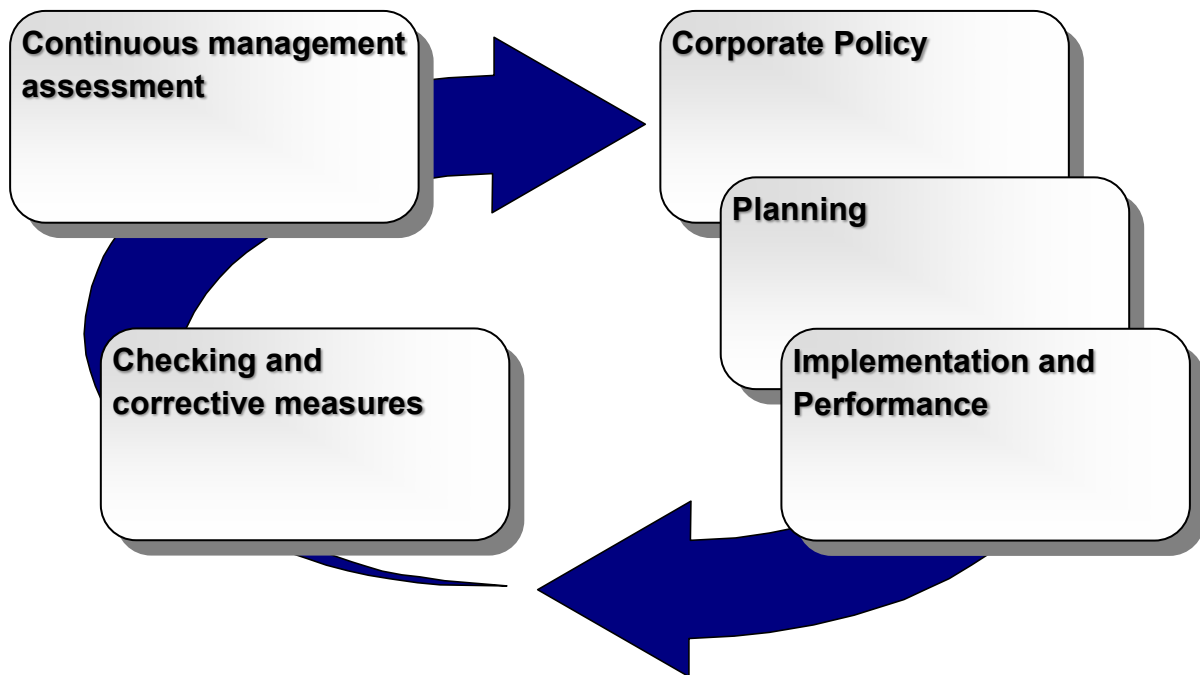
These standards are based on the method of "Plan Do Check Act" (planning, executing, checking, acting) and are briefly described in the FP integrated management system as follows:

- PLAN:** Targets and processes are defined to achieve results in compliance with the corporate policy.
- DO:** Actions and processes are implemented and realised.
- CHECK:** Processes are rated in terms of meeting the corporate policy, of meeting strategic and operational objectives, legal requirements and other demands, and the results are reported upon.
- ACT:** Take action to continuously improve the performance of the integrated management system (**ACT**).





The **FP system** can be divided into **five stages**:



**Stage 1: CORPORATE POLICY**

- » Opportunity and risk management
- » Continuous improvements in the integrated management system
- » Meeting of legal requirements
- » Announcement within the company and in public

**Stage 2: PLANNING**

- » Assessment of the environmental protection and occupational health & safety situation at work
- » Identification of stakeholders, of legal and additional requirements
- » Deriving of operational targets from strategic targets and the corporate policy

**Stage 3: IMPLEMENTATION AND EXECUTION**

- » Supply of the resources required
- » Creating and further developing the integrated management system, and definition of tasks and responsibilities
- » Motivation and training of employees
- » Preparation of any documentation required

**Stage 4: CHECKING AND CORRECTIVE ACTION**

- » Maintaining and updating of the documentation required
- » Introduction of a system to monitor company performance
- » Execution of First and Second Party Audits, site inspections and additional assessments to identify opportunities and for risk minimisation
- » Introduction and tracing of improvements and non-conformities

**Stage 5: CONTINUOUS MANAGEMENT ASSESSMENT**

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







## 04. Environmental, energy, occupational health and safety policy

In accordance with the corporate principles, the management has defined the key aspects specified below in their corporate policy regarding the environmental, energy and occupational health & safety policy.

### Environment (Environmental protection)

The protection of the environment and a constant improvement of the energetic efficiency represent important company objectives to us. A suitable management system is in place to ensure that these tasks are realised at all functions and levels of the company. The increase of the energy efficiency resulting in a reduced environmental impact is an important leadership task. The procurement and design of new equipment is focused on this as well, as even at the design stage of new products and processes, we already consider their environmental safety, the economical use of resources and the avoidance/reduction of waste/emissions. We safeguard the meeting of any legal specifications and implement continuous improvements by way of suitable review action.

### Energy (Energy efficiency)

We commit ourselves to a responsible energy management. Wherever this is cost-efficient, we apply energy efficiency at our sites in machines and equipment. We manage our energy consumption in order to improve efficiency, productivity and working conditions, to protect the environment and to extend the availability of fossil fuels for useful purposes. In this context, we implement continuous improvements in energy management.

### Staff (Occupational health & safety)

Our employees' safety and health are assets worth protecting. To us, they represent high-priority company objectives resulting in important leadership tasks. Along with our customers, highly motivated employees acting in a business-oriented and professional way are the most important asset on our road to success. Commitment and spiritedness are highly acknowledged. We encourage suitable information and training activities, as well as continuing staff development both at a personal and a professional level with respect to our company objectives. This enables us to increase and maintain our employees' safety awareness during their work. In addition to that, we offer our employees a well-balanced selection of health protection measures.



Source: <https://www.fp-francotyp.com/en/corporate-policy/9f6a508264cb5e66>



## 05. Operational targets in the integrated management system

In 2018, we revised and defined the **operational targets of the integrated management system** in connection with updated system aspects (derived from the strategic targets and from our stakeholders). During the successful energy management certification of all German FP sites, the certification for FP mentana-claimsoft GmbH was extended by the environmental and occupational health & safety management system. To state some examples, the following operational targets (amongst other defined ones) were reached successfully:

- Continuously improve power efficiency of power consumption at Berlin-Pankow site above energetic basis ( $\eta_{2018} = 1.86 / \text{kW}$ ,  $\eta_{2017} = 1.42 / \text{kW}$ )
- Continuously improve power efficiency of power consumption at the Berlin-Adlershof sites above the energetic basis ( $\eta_{2018} = 1.54 / \text{kW}$ ,  $\eta_{2017} = 1.50 / \text{kW}$ ;  $\eta_{2018} = 727 \text{ pcs} / \text{kWh}$ ,  $\eta_{2017} = 700 \text{ pcs} / \text{kWh}$ )
- Continuously improve power efficiency of power consumption at Wittenberge site above energetic basis ( $\eta_{2018} = 1.30 \text{ pcs} / \text{kWh}$ ,  $\eta_{2017} = 1.20 \text{ pcs} / \text{kWh}$ )
- Maintain power efficiency of power consumption at Langenfeld site in the range of energetic basis ( $\eta_{2018} = 330 \text{ pcs} / \text{kWh}$ ,  $\eta_{2017} = 345 \text{ pcs} / \text{kWh}$ )
- Continuously improve heat efficiency of central FP car fleet above energetic basis ( $\eta_{2018} = 103.48 / \text{W}$ ,  $\eta_{2017} = 95.00 / \text{W}$ )
- Continuously improve heat efficiency of freesort transporter fleet above energetic basis ( $\eta_{2018} = 311.32 / \text{W}$ ,  $\eta_{2017} = 230.00 \text{ pcs} / \text{kWh}$ )
- Continuously improve efficiency of heat consumption at Wittenberge site above energetic basis ( $\eta_{2018} = 257 / \text{W}$ ,  $\eta_{2017} = 139 / \text{W}$ )
- Keep costs of our waste volume at the main sites (Berlin-Pankow, Berlin-Adlershof, Wittenberge and Langenfeld) below € 60,000 (**2018: € 53,611.49**, 2017: € 56,613.35)
- Maintain efficiency of water consumption at the sites above their energetic basis
- Review risk assessments at all sites centrally for all established work centre groups in accordance with §10, MuttSchG (Maternity Protection Law)
- Check and renew DGUV V3 inspections for all devices
- Update energetic output basis in case of changes

Among other things, the following actions were continued, initiated and implemented in the context of the integrated management system in 2018:

- Maintenance of our registers on hazardous substances, waste, energy, and sources of law.
- Constant checking of the integrated direct and indirect system aspects.
- Continuous updating of documents (policies, standards, guidelines, etc.) in the central IMS Process Map Germany (Management Handbook, MHB).
- Regular information and training activities on environmental, occupational health & safety, and energy topics.
- Regular checking and updating of risk assessments for all sites.
- Regular site inspections at our Berlin-Pankow, Berlin-Adlershof, Langenfeld and Wittenberge sites as well as the freesort and Mentana-Claimsoft sites with the focus on occupational health & safety and fire safety.
- Measurement and detailed analyses of energy consumption at the German sites.

As early as 2016, **Francotyp-Postalia** extended, and obtained certification for, its **integrated management system** in accordance with ISO 50001:2011 and ISO/IEC 27001:2013. The system already complies with the requirements as specified in ISO 45001:2018 (currently BS OHSAS 18001) and ISO 50001:2018, and shall be recertified accordingly in 2019. ISO 50001 was recertified in 2018 already in accordance with the requirements of ISO 50003.



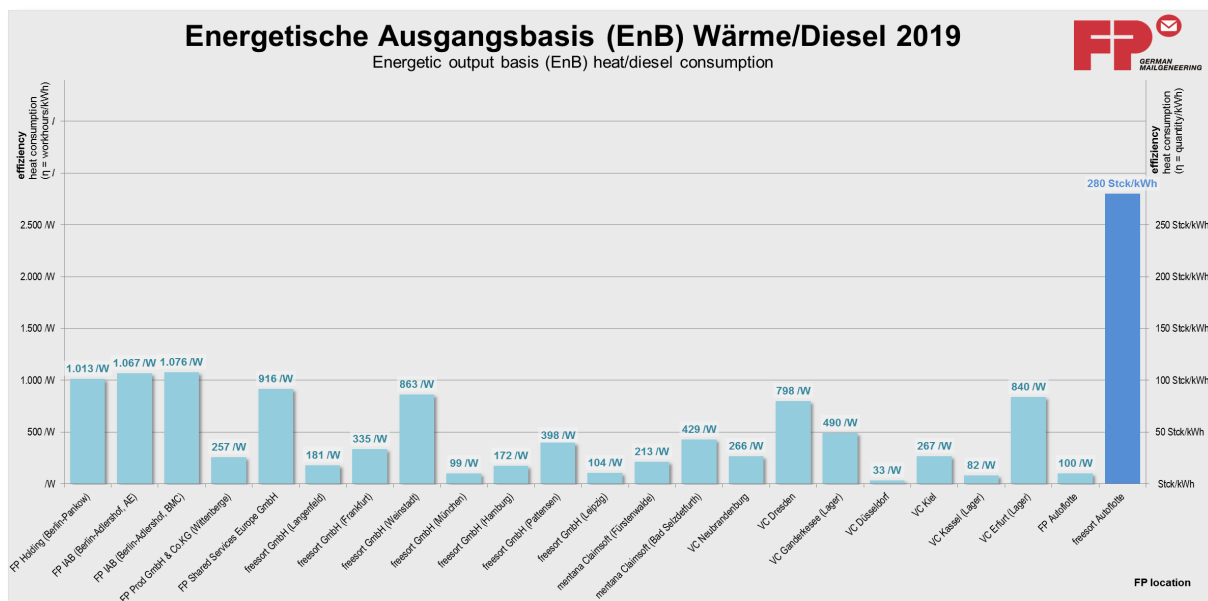
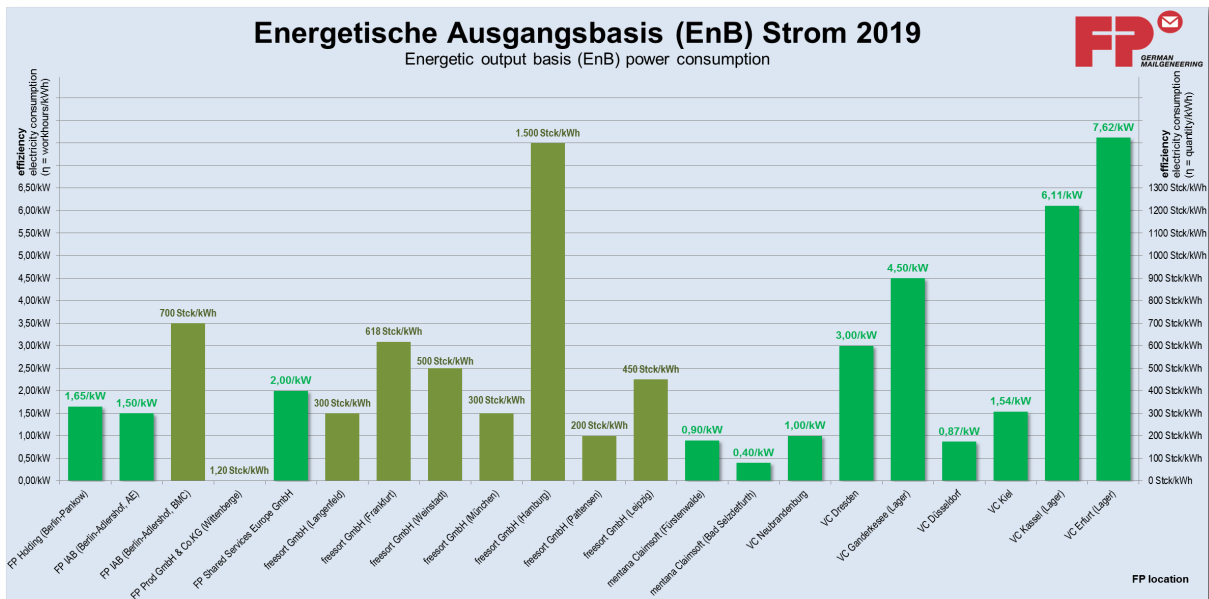




## 06. Energetic output basis (EnB)

In accordance with legal specifications and the 2016 certification of the energy management as laid down in ISO 50001:2011, the energetic output basis (EnB) was determined for all German sites. To this end, the energy consumption values (power, heat, diesel) of all 21 German sites were determined, incl. our car fleet and main loads.

Any changes in energy-related performance are constantly monitored in comparison with this basis, and, where necessary, are updated annually based on the defined requirements. For each EnB, the energy management representative of the respective site has drawn up a detailed overview of loads to form the basis for the annual energy controlling. By way of this energy controlling, sub-systems will be analysed over the years to come and/or their consumption will be measured in order to initiate improvements to increase the entire system's efficiency.

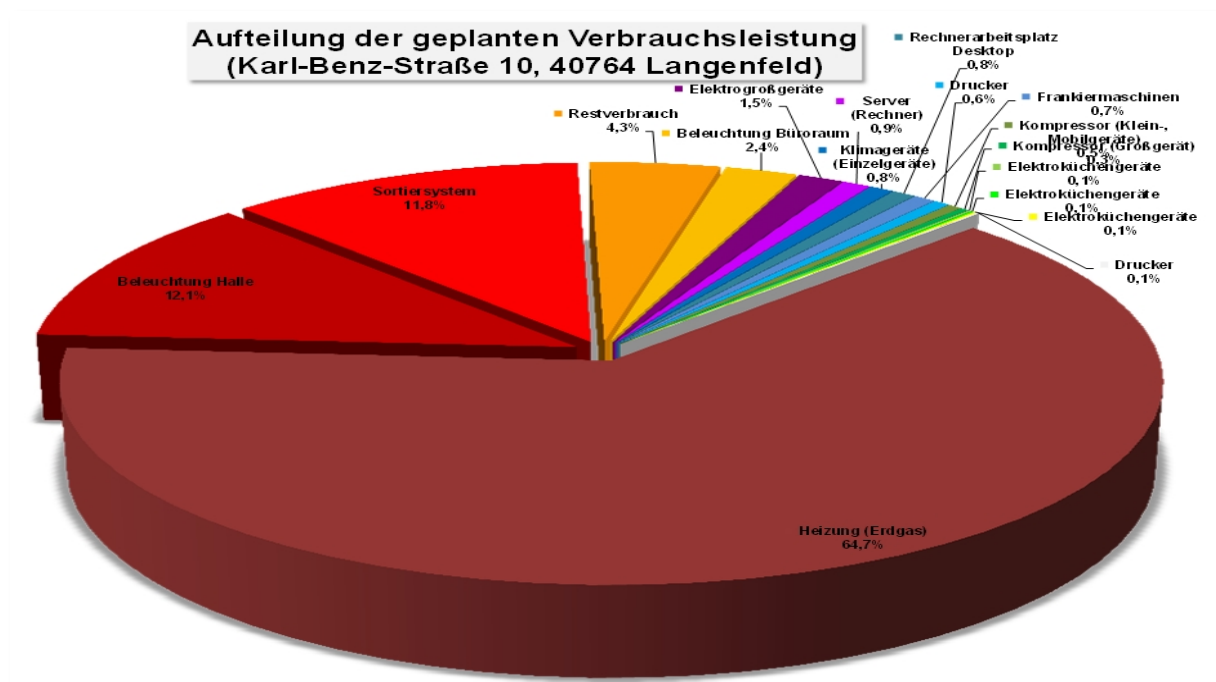
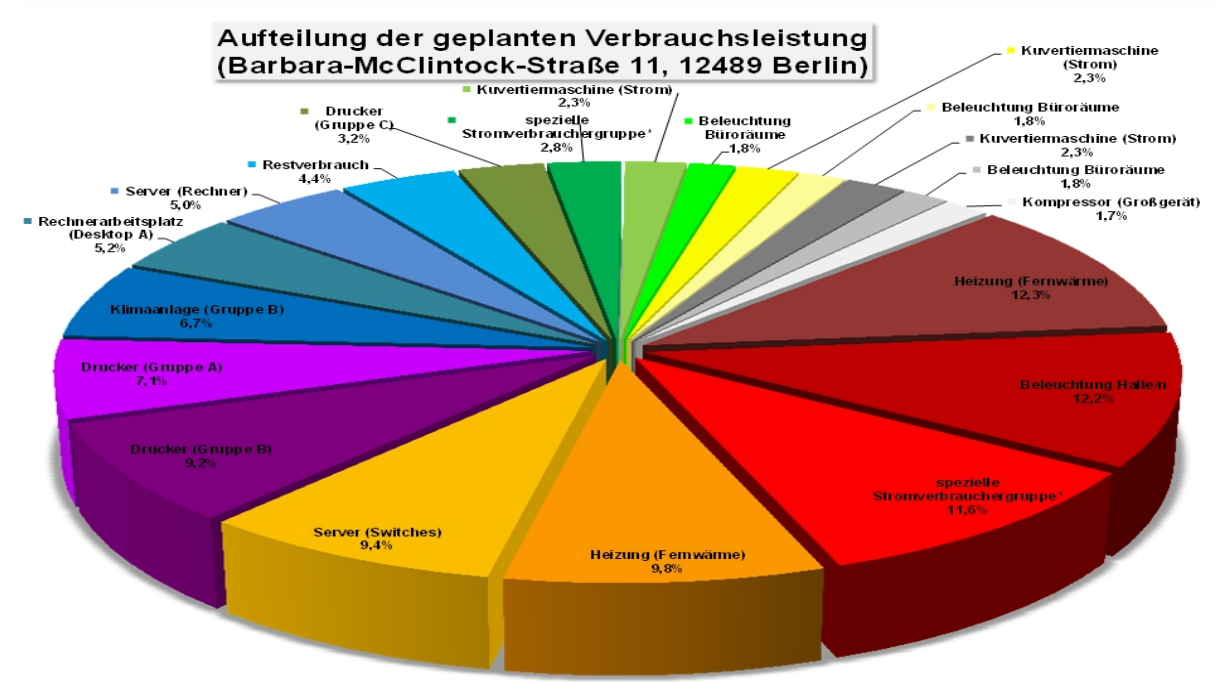




## 07. Energy performance indicators (EnPI)

In connection with the energy management and on the basis of the energetic output basis determined respectively, energy ratings (performance indicators, **EnPI**) were determined for each site in 2015/2016 already, and were charted in preparation for the following year.

At each site, the energy management representatives maintain a system specified by significant energy uses (SEUs) in terms of input (consumption) and use (performance). Suitable measurements are used to determine individual values step-by-step in a more detailed way in order to systematically optimise efficiency at the sites. Below are two projected consumption charts from 2019 to illustrate this as an example. Any detailed values (efficiency, plan and target values, analyses, measurements, etc.) are charted in the EnPI records.

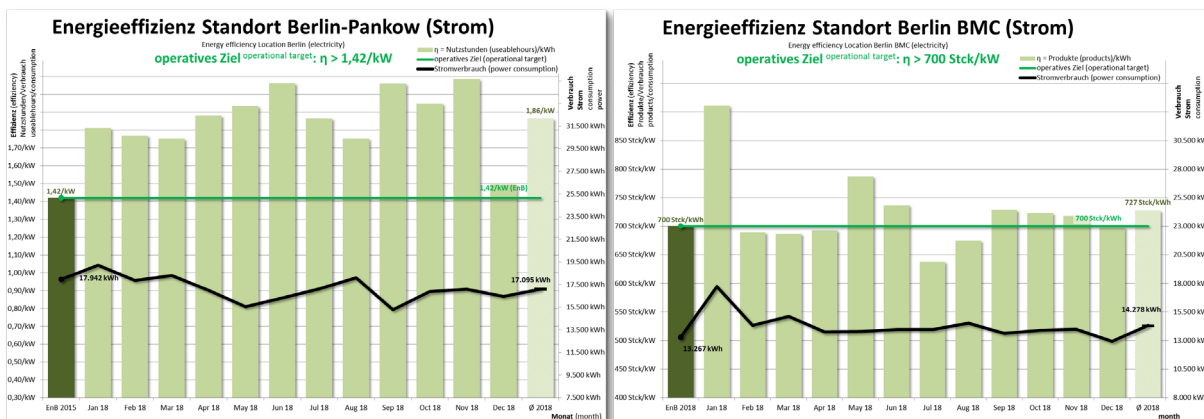




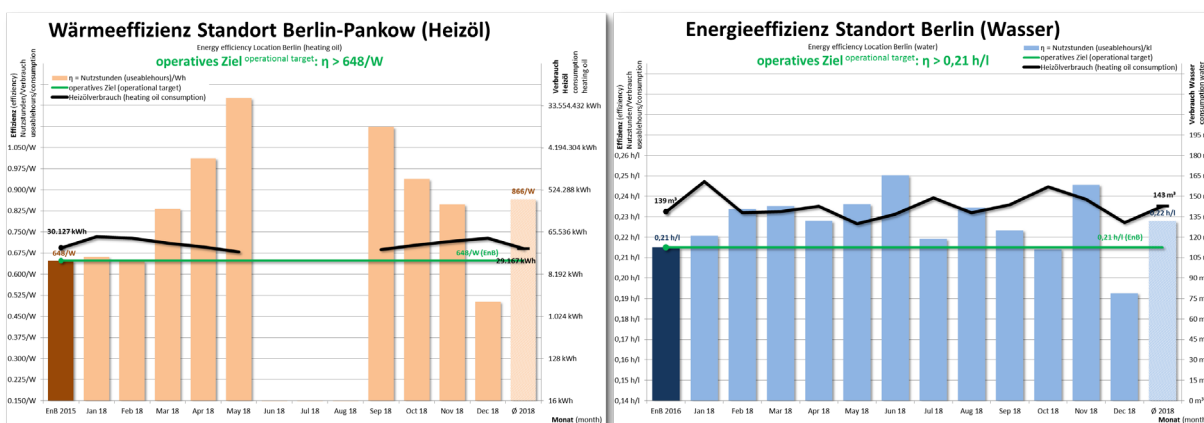
## 08. Controlling of energy efficiency data

We use the resources of electricity, heat and water as energy sources. The data are recorded and analysed quarterly in the energy register. We use the trends observed to achieve further savings in the future and to use our ecological resources more environmentally friendly. The figures below show development examples from 2018:

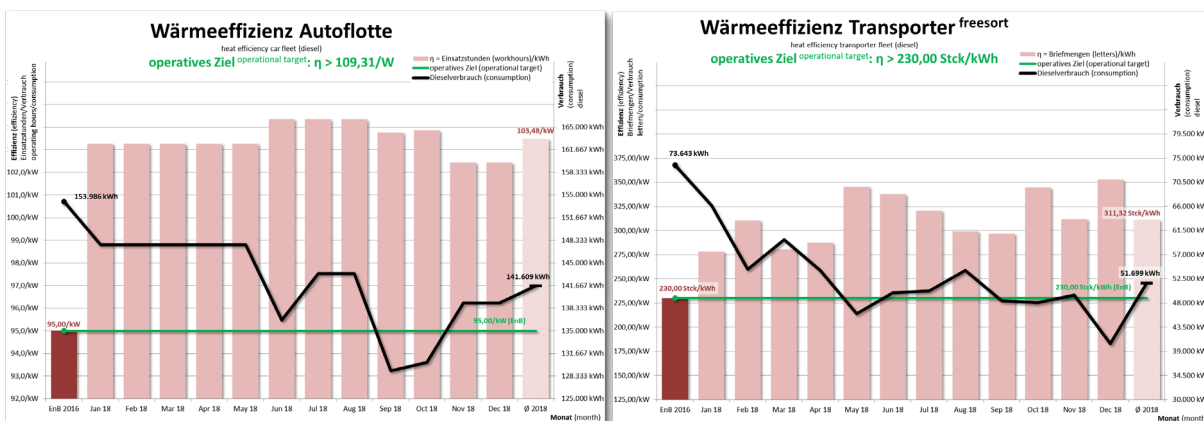
### Power efficiencies from the central energy register:



### Heat and water efficiencies from the central energy register:



### Heat efficiencies of the car and transporter fleet from the central energy register:

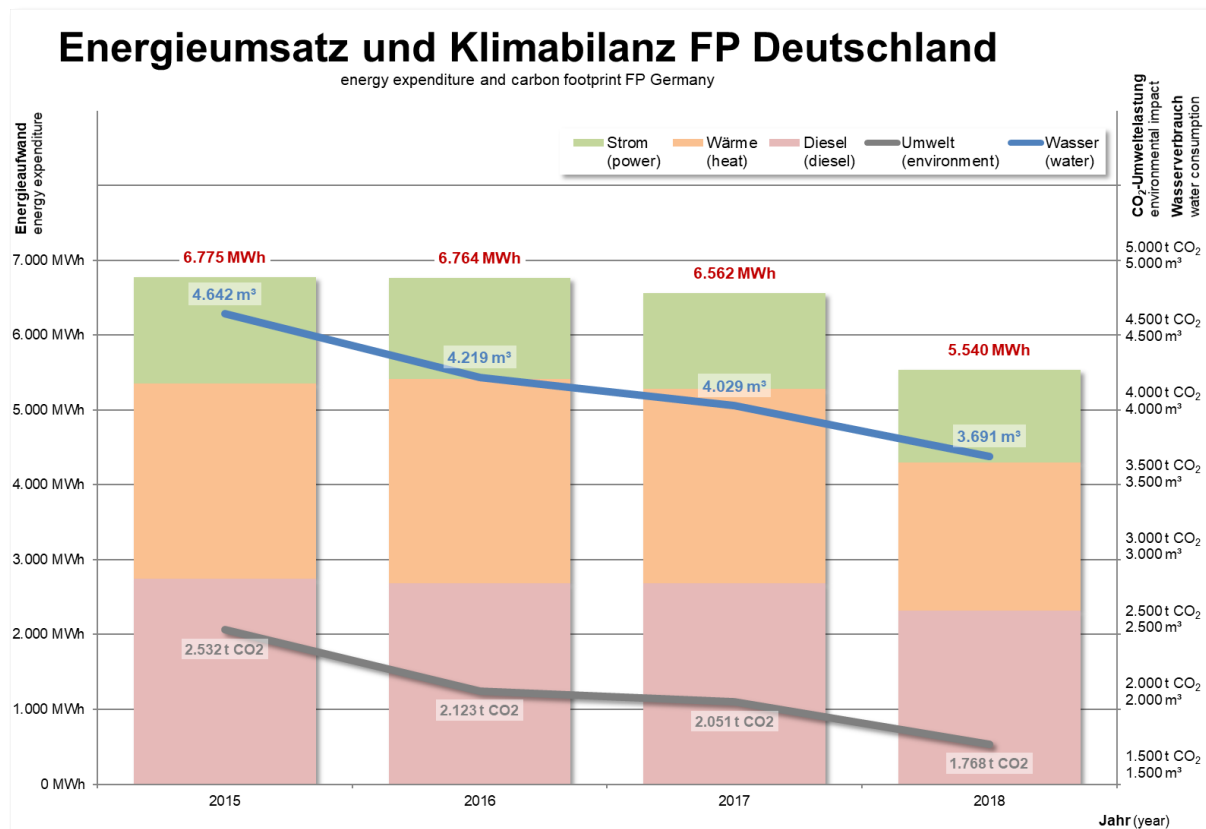




## 09. Energy turnover and climate balance (ecological footprint)

Based on the recorded and available data, we maintain an **ecological footprint** for the German sites of the **FP Holding AG**.

Our climate footprint (Scope 1, 2) refers to our energetic consumption values (heat, power, diesel) and the water consumption at the rented and owned buildings. Within the climate footprint, we also chart the **continuous improvement** of our CO<sub>2</sub>-footprint:



We cause CO<sub>2</sub>-emissions in various ways and will continue to do so. However, we have been vigorously pushing forward their reduction and have achieved measurable results, whether in terms of our car fleet, heating energy, in the service field, or where our General Meeting is concerned.

For the year reported, we have been able to identify the CO<sub>2</sub>-emissions of our land transports of a logistics provider in more detail. These arise in the upstream and downstream value creation chain and are indirectly connected to our company activity. Where our land transports for the goods intake of our materials as well as for the shipping of our franking machines are concerned, a total of **55,970 kg of CO<sub>2</sub>** were generated. At present, no differentiation of land transports is possible in terms of upstream and downstream value creation chains, and also a total of CO<sub>2</sub>-emissions from the upstream value creation chain can currently not be derived in detail yet.

In the past year, the service part centre at our production site of Wittenberge sent out a number of 31,623 packages of consumables and 5,771 packages of spare parts. The shipping of this total of 37,394 packages was climate-neutral, that means, as part of "Total Zero", all arising CO<sub>2</sub>-emissions were compensated for by **climate protection projects** of the logistics service provider.

In the year reported, we conducted our General Meeting in a climate-friendly way. Each gram of the total of approx. **20,000 kg of CO<sub>2</sub>** that we generated at the General Meeting due to travelling and power consumption was compensated for by a **forest protection project in Kenya**. Furthermore, we have secured a number of **350 jobs**, supported the building of schools and ensured a sustainable development in the project country.





## 10. Data on occupational health & safety

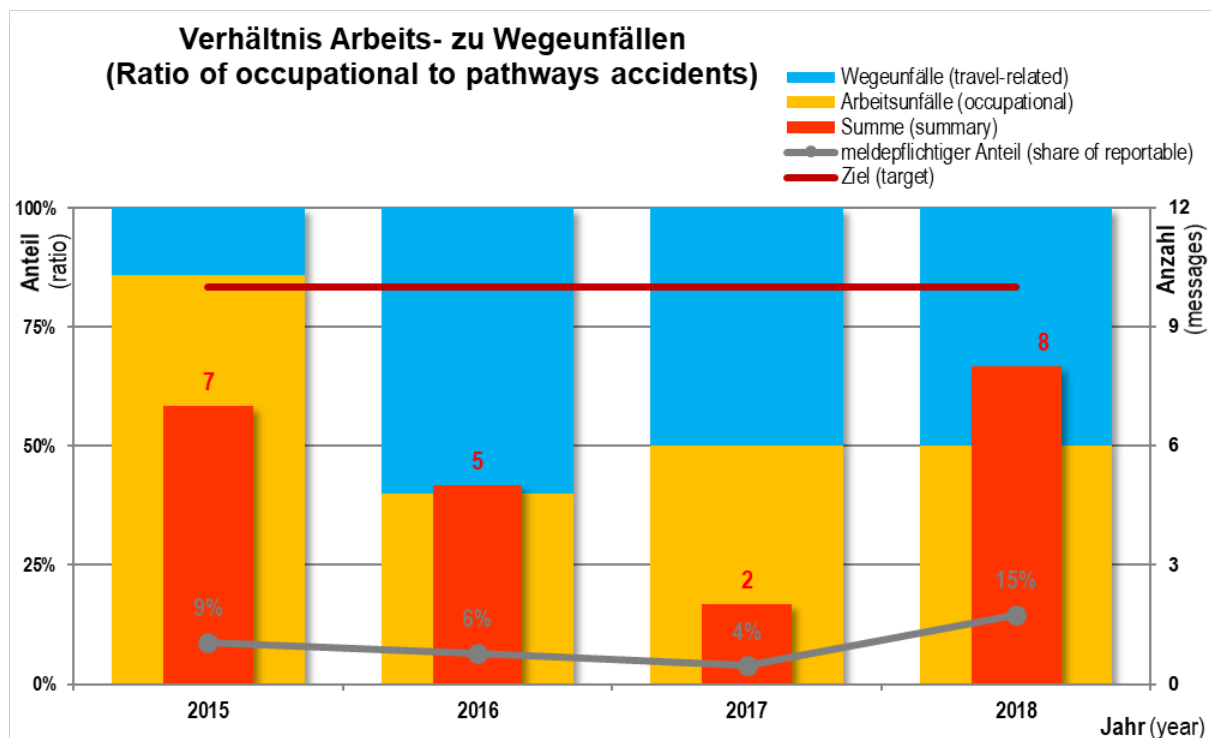
The following number of employees made use of the services listed below on offer with the company medical officer, in comparison to the previous years:

Preventive medical check-ups	2014	2015	2016	2017	2018
Check-ups required by law (not applicable)	n.a.	n.a.	n.a.	n.a.	n.a.
Driving, controlling and monitoring activities <sup>1)</sup>	2	2	1	2	1
Computer workstations <sup>2)</sup>	16	32	72	33	40
Noise <sup>3)</sup>	2	4	-	8	-
Medical consultations (company medical officer)	33	25	51	38	113
Influenza vaccination (extra service)	47	46	20	18	51
First aid courses (first aiders)	14	25	10	19	24

<sup>1)</sup> acc. to DGUV 250-427 (G25), <sup>2)</sup> acc. to DGUV 250-438 (G37), <sup>3)</sup> acc. to DGUV 250-418 (G20)  
 Birkenwerder/Berlin-Pankow, Berlin-Adlershof, Wittenberge, Langenfeld sites

Working and commuting accidents	2014	2015	2016	2017	2018
Year total	0	7	5	2	8
reportable working accidents	0	6	2	1	4
reportable commuting accidents	0	1	3	1	4

Birkenwerder/Berlin-Pankow, Berlin-Adlershof, Wittenberge, Langenfeld sites



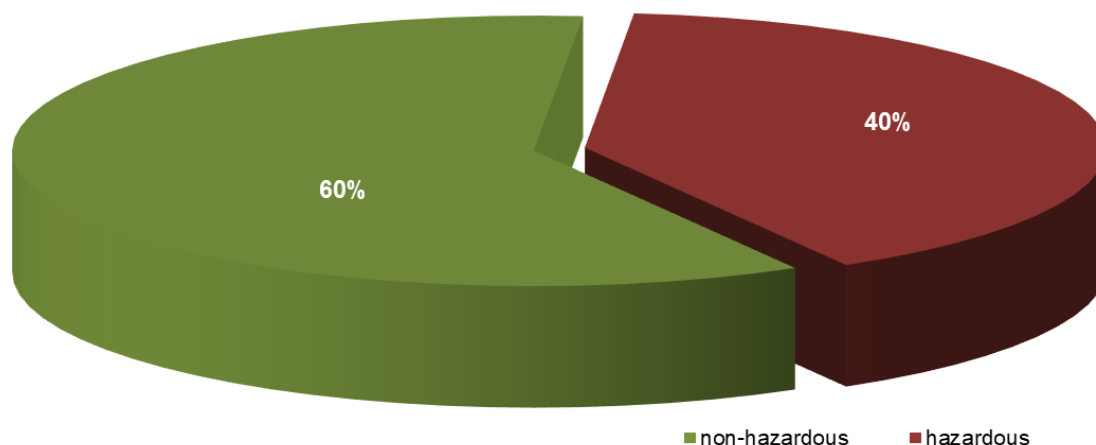


## 11. Hazardous substances management

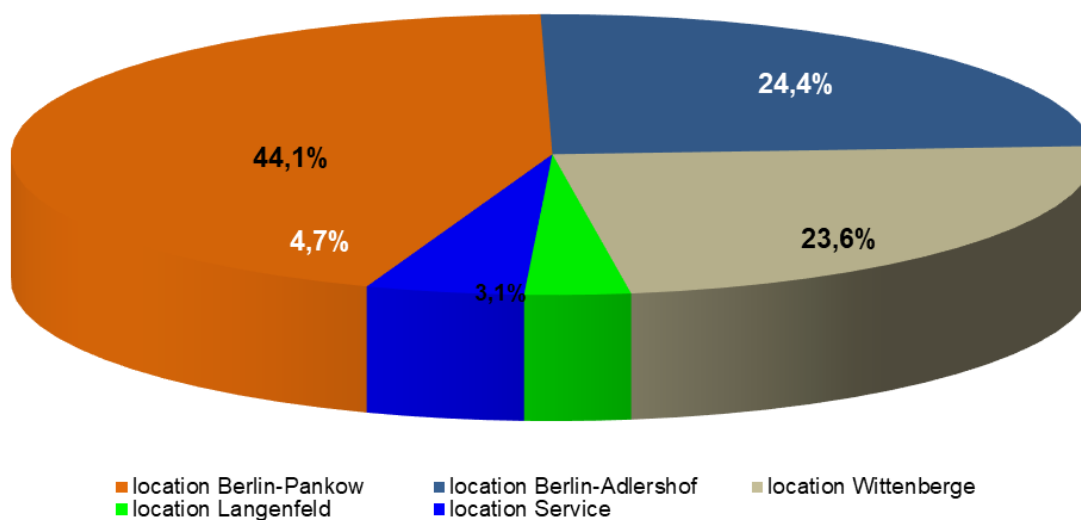
Storage site	without hazardous properties	with hazardous properties
Berlin-Pankow site	43	13
Berlin-Adlershof site	10	21
Wittenberge site	15	15
Langenfeld site	3	1
Service sites	5	1
no longer used	15	7
End-of-year totals	<b>76</b>	<b>51</b>

**127 hazardous substances** are currently used at our sites (out of these, **76 without hazardous properties**) with **6 hazardous substances** being in use at two or at all sites. Compared to the previous year, we have been able to **dispose** of another **22 hazardous substances** with hazardous properties.

Ratio of substance varieties in stores



Substance assignment to storage places





## 12. Handling of water-hazardous substances

Water does not play an essential role in our production process. The German sites use freshwater. No negative impact exists on the water sources used. Therefore, no return takes place via production cycles or separate systems. Recycling is effected by way of regular wastewater disposal.

Water consumption at our sites of Langenfeld and the 6 other consolidation centres (1,169 m<sup>3</sup>), Wittenberge (467 m<sup>3</sup>) and Adlershof (360 m<sup>3</sup>) as well as the Berlin headquarters (1,715 m<sup>3</sup>) amounts to a total of 3,711 m<sup>3</sup>. Measured against the hours of use, the water consumption amounts to some 4.22 litres per hour of use. Our target is to maintain the water consumption at such a low level. Compared to the year before, water consumption was reduced by 318 m<sup>3</sup>.

We only work with water-hazardous substances of hazard classes 2 and 3 to a limited amount (for instance, single adhesives and cleaning agents of minimum quantities). The inks we use largely correspond to water hazard class 1 only. Where water-hazardous substances are concerned, our special focus lies on their corresponding labelling. These substances are always stored in special containers. Special precautions are in place to prevent them from entering the wastewater, and filling locations are designed in such way that these substances cannot enter the wastewater. All supplies, pipes and containers are tight and drip-free, absorbents are available at any time, and disposal is carried out in accordance with the respective waste code numbers only, and always in line with legal requirements.

In the hazardous substances index, all substances in use are divided into water hazard classes. Under the current Federal Water Act **WHG §62** (section 4, 1), potentially water-hazardous substances are only divided into three classes. Substances that do not pose any hazard to water are listed under class 0. The substances stored and used by us fall into the following hazard classes:

WGK <sup>1)</sup>	0	1	2	3	Total
No. of substances <sup>2)</sup>	8	85	29	2	124



<sup>1)</sup> WGK = Water Hazard Class in accordance with WHG (Federal Water Act), <sup>2)</sup> central hazardous substances index





## 13. Waste Management

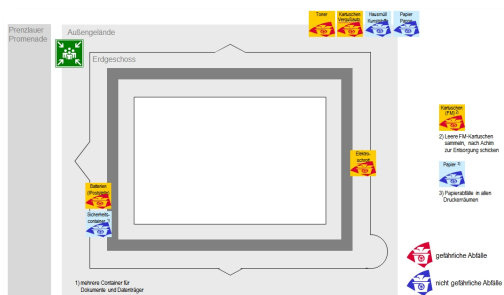
We strive to protect the natural resources and to ensure the protection of man and the environment when generating and handling waste. To this end, wastes are kept and handled separately in order to be able to return them to recycling. Regarding our waste, we draw up annual mass balances with waste balances and the proportions of waste types. Here, the reduction (- 3.6 %) of our waste is relevant (230.2 t, year previous: 238.7 t). In 2018, we were able to keep the existing cost increase in terms of waste significantly below the target value of 60.000 euros (53,611.49 euros). At our German sites, 230.2 t of waste were produced (7.1 t of these of the hazardous type). Compared to the year before, the share of hazardous waste slightly rose due to the disposal of various hazardous substances that were no longer needed.



## 14. Site maps of waste collection points

For an overview of the premises, site maps are maintained indicating waste collection points and additional waste streams in the different areas. At the Berlin-Pankow, Berlin-Adlershof, Wittenberge and Langenfeld sites, the following waste collection points exist:

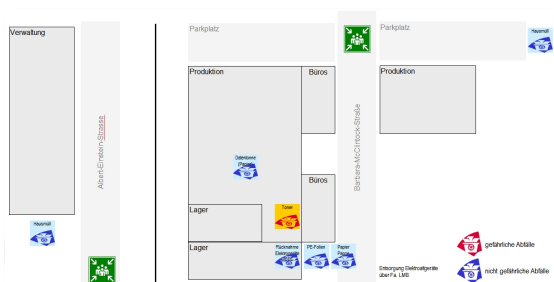
Berlin-Pankow site:



Wittenberge site:



Berlin-Adlershof site:



Langenfeld site:

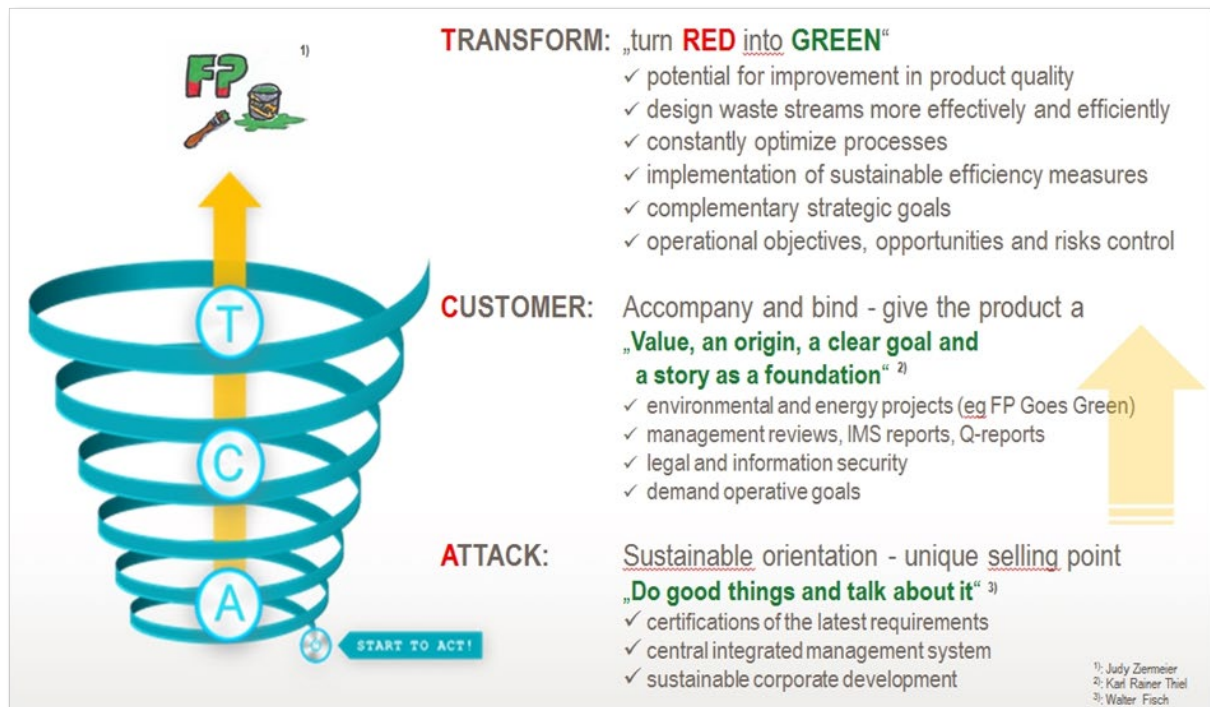






## 15. ACT-strategy - RED turns GREEN

In the context of continuous improvements, our corporate strategy and our environment are in accordance with the corporate objectives:



## 16. Comments

Dear reader!

The past year has shown again that we must not decline in our effort to develop and implement ecological concepts. The best ideas are often created straight at the source, e.g., at your workplace. You have read our environmental protection, energy efficiency and occupational health & safety report 2018. I look forward to receiving your input and ideas regarding further improvements in terms of environmental protection, energy efficiency as well as occupational health & safety.

Notes / input / ideas:

For further information on environmental protection, energy management and occupational health & safety at **Francotyp-Postalia**, please use the address below (please pay attention to our annual CSR Report as well):

**Francotyp-Postalia GmbH**  
Prenzlauer Promenade 28  
13089 Berlin  
<https://www.fp-francotyp.com>

**Lutz Redlinger**  
Integrated Managementsystem Representative  
Phone: +49 30 220660-469  
Fax: +49 30 220660-434  
E-Mail: [l.redlinger@francotyp.com](mailto:l.redlinger@francotyp.com)