

Environmental Protection and Occupational Health and Safety Report 2012

(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 Programm	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.

In the location of Birkenwerder (development, distribution, service and management) approx. 250 employees and Wittenberge approx. 50 employees (production) are occupied. The company maintains a certificated integrated management system (ISO 9001, ISO 14001, 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.

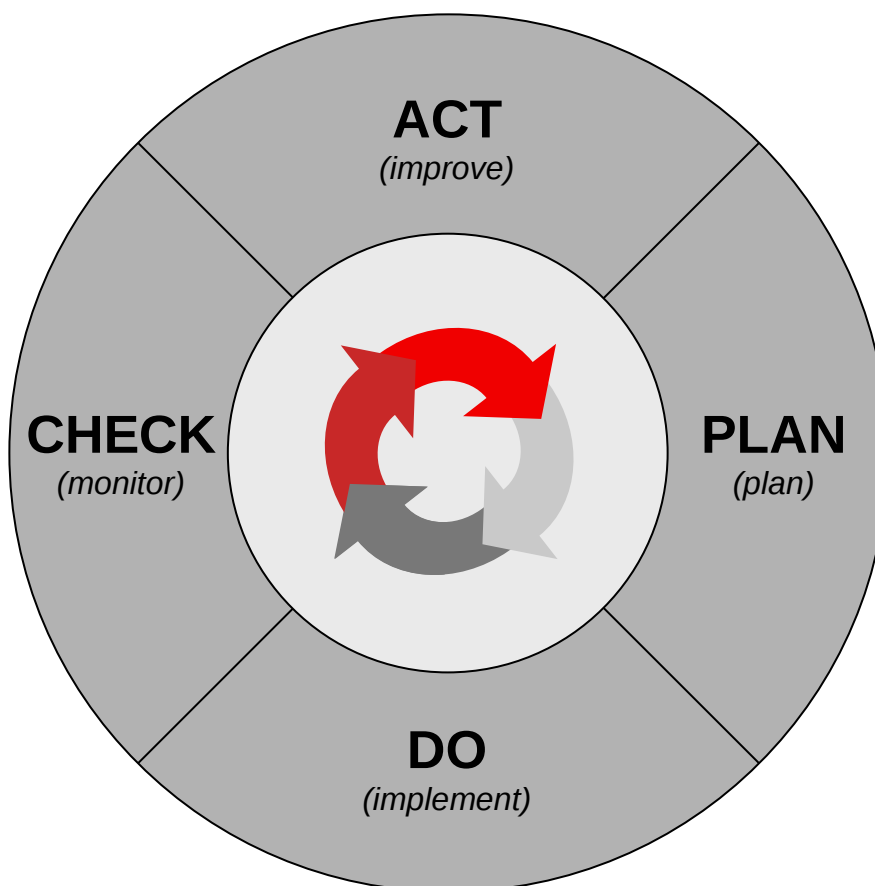
FP already launched in the year 2009 the first franking system with GO-GREEN functionality and is consequently supporting Deutsche Post's climate protection program. This program records the CO₂-emissions generated in transporting a GO-GREEN letter for each individual customer.





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.



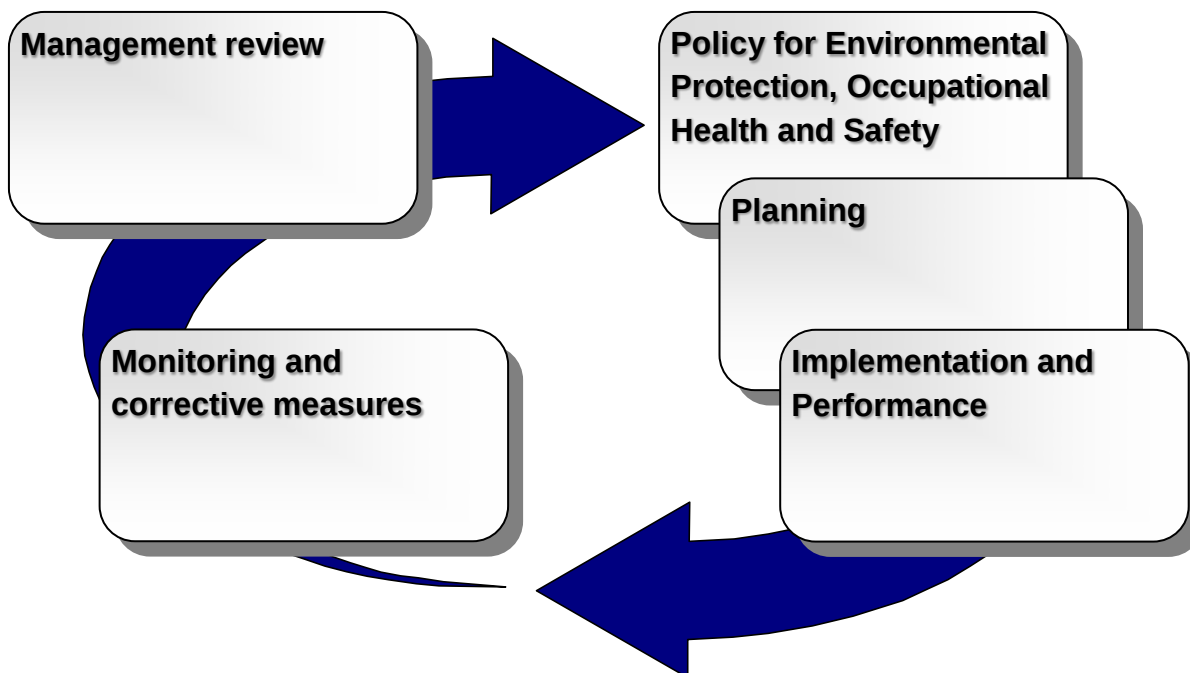
Both standards are based on the "**Plan Do Check Act**" method, which is briefly described in the integrated management system at FP as follows:

- 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.



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



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

In 2012 we have continued our **Environmental Protection and Occupational Safety Programm** and have defined new objectives. The following measures derived from this programme have already been implemented:

- Investigation offers of the works doctor for our employees extends (G25, G35, G37, blood pressure, influenza protection).
- Paging of the mechanical production for the reduction of own environmental impact and more efficient distribution of the climatic whole load.
- Recycling circulation for old machines by certificated disposal contractor up to the proper rest disposal introduce.
- Integrated management system (quality, environment, occupational safety and health) certificate for the locations of Birkenwerder and Wittenberge (ISO in 9001, ISO 14001, OHSAS 18001).
- Recycling circulation for spent cartouches with manufacturer tune and introduce.

 UM/AM-Beauftragter: Redlinger Freigabe (07.02.12): Geschäftsführung letzte Änderung: 31.01.13 (Umwelt- und Arbeitsschutzdokumente)		Umwelt- und Arbeitsschutzprogramm Environmental protection and health & safety programme (Umsetzungsverfolgung über zentrale QUAM-Controlling Liste)			Maßnahme erfasst	Maßnahme definiert	QUAM-Position wird von TQU übertragen	Maßnahme gesetzt
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	Maßnahme definiert	QUAM-Position	Maßnahme gesetzt
001/12	ergänzende Untersuchungsangebote des Betriebsarztes für die Standorte Birkenwerder und Wittenberge abstimmen (aus AUSA-Protokoll 05.12.11 übernommen)	Angebote mit Betriebsarzt abstimmen und für die Mitarbeiter auf den jährlichen Angebotsübersichten ankündigen (Grippe, Seh- und Hörtests; ergänzend zur Grundbetreuung)	€ 1.000,-	Redlinger TQU	31.01.12	31.01.12	.I.	15.03.12
002/12	Auslagerung der mechanischen Fertigung zu Lieferanten (Entlastung der Gefahrstoffe und Umweltbelastung)	geeignete Lieferantenauswahl, Erstmusterprüfungen, Entsorgung der verbleibenden Gefahrstoffe in Abstimmung mit Fa Gef/Abf	€ 10.000,-	Jaenisch TPE	31.01.12	30.04.12	092/12	31.03.12
003/12	geschlossenen Recyclingkreislauf für Altschrott mit Transfer der Zentralwerkstatt zum Standort Achim umsetzen (keine Vorhaltung von umweltbelasteten Altschrott in ZW)	Rücknahme der Altschrott durch einen zertifizierten Entsorger, Entnahme von wiederverwertbaren Teilen durch die ZW beim Entsorger und Restentsorgung durch Entsorger	kostendeckend	Krüger DHS	02.01.12	31.03.12	093/12	31.03.12
004/12	Integriertes Managementsystem um das Thema Arbeitsschutz erweitern und rezeptionsfähig für die neuen Standorte aufbereiten (Wittenberge 2012, Achim 2013)	Systemprüfung, Maßnahmen einleiten, Prozesse, Richtlinien aktualisieren, Kataster aktualisieren, Systematik einführen, Abstimmung mit Zertifizierer, QMUMAM zusammenlagern	€ 30.000,-	Redlinger TQU	07.02.12	31.01.13	094/12	31.01.13
005/12	verbrauchte Kartuschen über den Hersteller wiederverwertbar aufbereiten lassen	Recyclingmaßnahmen für die HP Inkjet-Kartuschen einführen und umsetzen	kostendeckend	Deecke VPP	05.03.12	31.03.12	095/12	31.03.12

programm in german language

In the context of the integration of management systems, the following measures were introduced and implemented in 2012:

- 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 of escape and rescue routes in all locations.
- Company celebrations within the scope of the assessment programme near the locations of Wittenberge and Birkenwerder with main focuses to the working security.





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	2009	2010	2011	2012 (BW/WB) ³⁾	
Statutory duty investigations ^(not necessarily)	none	none	none	none	
Driving, steering and supervision operations ¹⁾	14	11	0	0	0
Display workstations ²⁾				19	12
Medical consultations (works doctor)	50	38	57	26	17
Preventive influenza injections ^(complementary offer)	50	49	74	33	5
First-aid courses (First assistant)	17	19	20	12	7

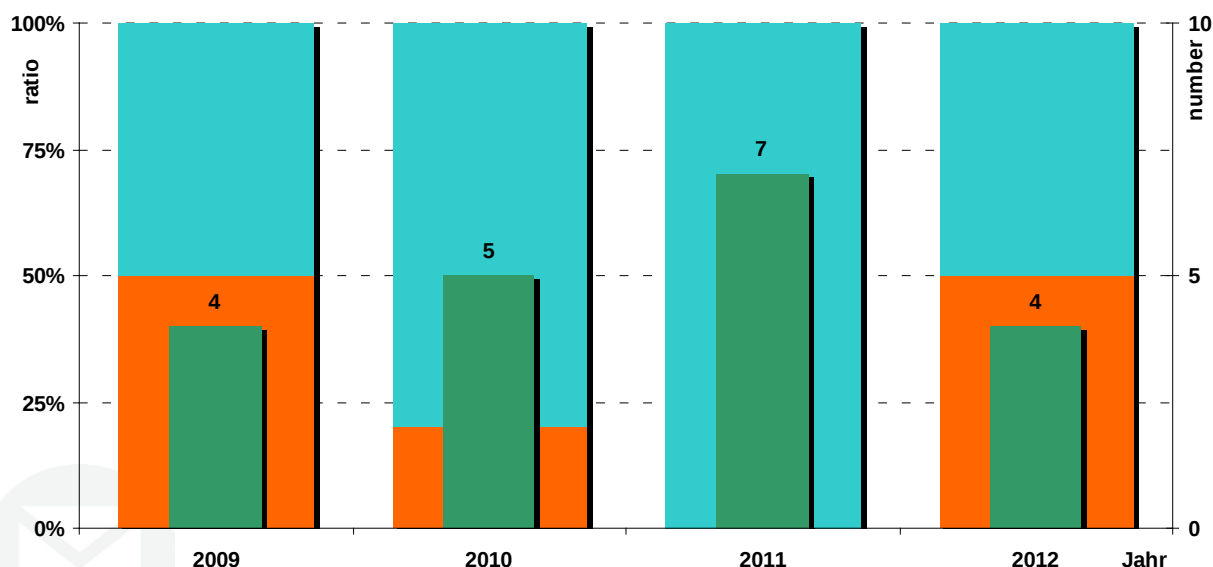
¹⁾ after BGI 504-25 (G25), ²⁾ after BGI 504-37 (G37)

³⁾ BW: location Birkenwerder, WB: location Wittenberge

Occupational and travel-related accidents	2009	2010	2011	2012 (BW-WB)
Annual total	4	5	7	4
registration occupational accidents (OA)	2	1	0	2 (0-2)
registration travel-related accidents (TA)	2	4	7	2 (2-0)

Ratio of occupational to travel-related accidents

■ travel-related accidents
■ occupational accidents
■ summary



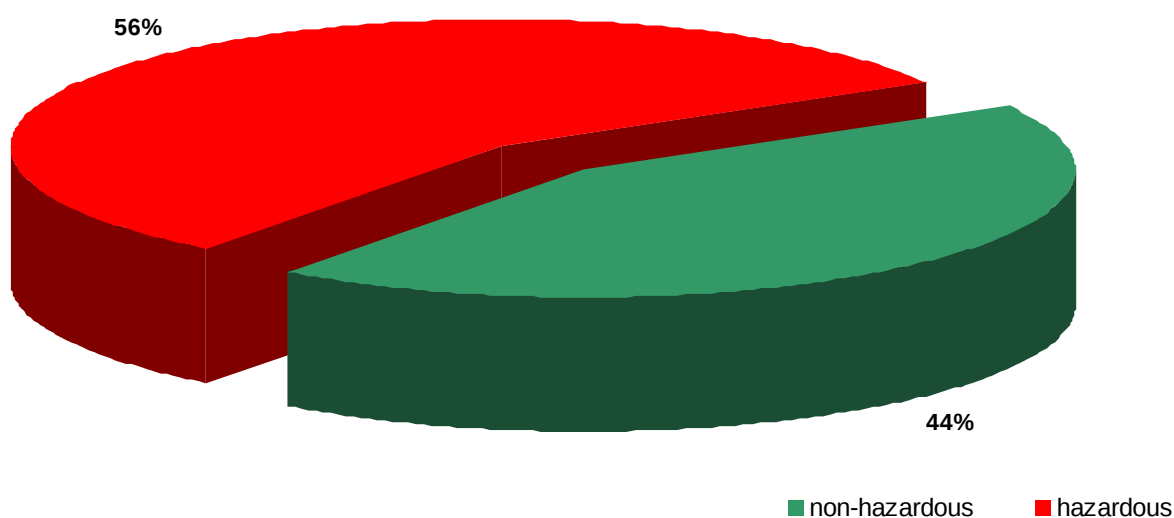


07. Summary of Hazardous Substances Used

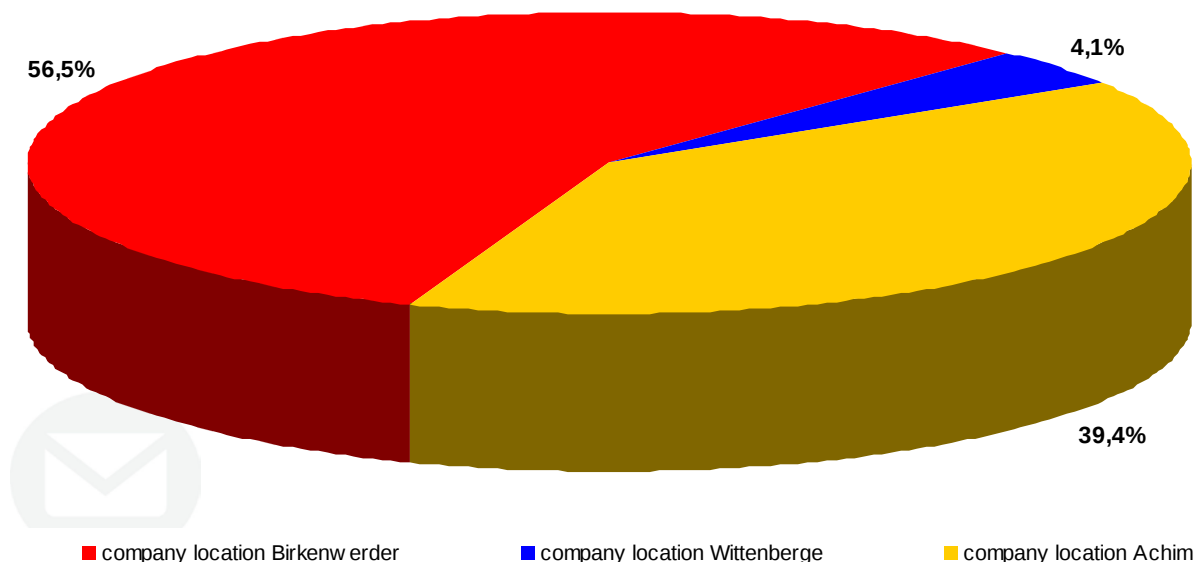
Place of storage	non-hazardous	hazardous
Location Birkenwerder	29	67
Location Wittenberge	4	3
Location Achim	41	26
disposed of	42	102
totals at end of year	74	96

In our locations **149 danger materials** are used at the moment (of it **67 without danger signs**) from what **18 danger materials** are an application (of it **6 without danger signs**) in two or all locations in use. In comparison to the year before **144 danger materials were decontaminated** partly by the production misalignment and job of own mechanical production. In addition, the portion became in **danger materials with danger signs** were able **about 7% 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	103	37	3	149

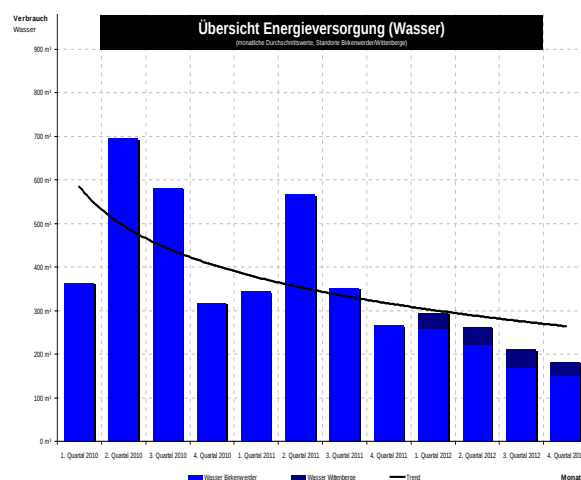
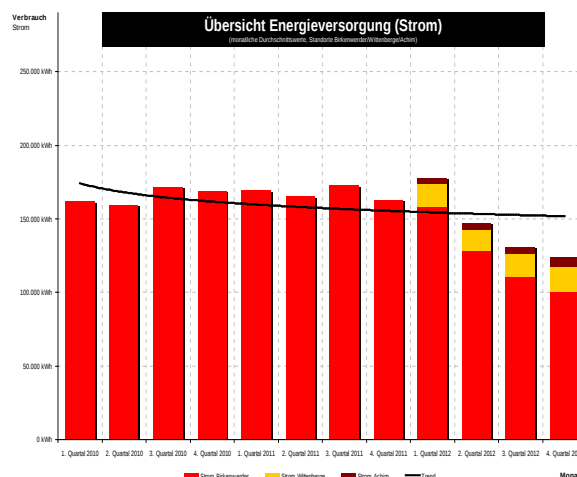
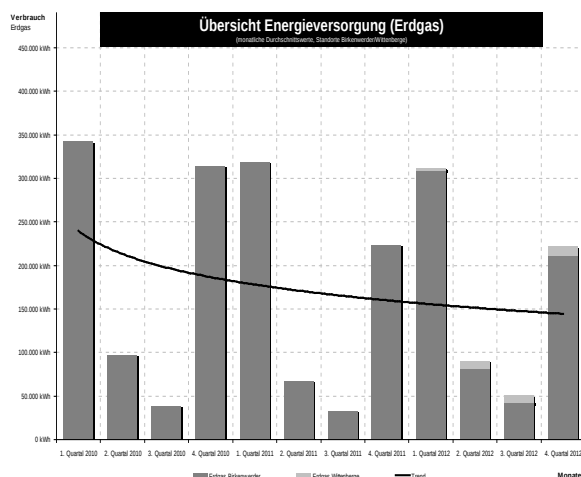
¹⁾ WGK = water contamination risk class as per WHG (Federal Water Act)





09. Energy and Consumption Data

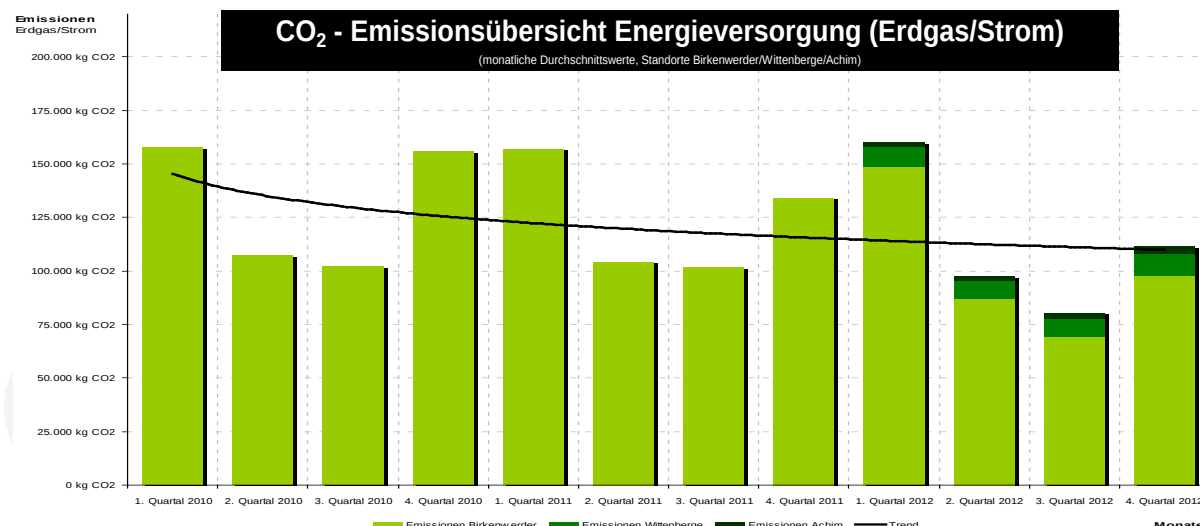
Basically, we use natural gas, electricity and water as our sources of energy. The data is recorded and evaluated monthly in the energy register. We use the observed trends to realise further savings in future and to use our environmental sources in a more environmentally friendly manner. The graphics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



Summary of the annual consumption values:

Source	2010	2011	2012
electricity	165.508 kWh/M + 4.5 %	167.465 kWh/M + 1.2 %	144.727 kWh/M - 13.6 %
natural gas	198.217 kWh/M + 5.8 %	160.762 kWh/M - 18.9 %	163.548 kWh/M + 1.7 %
water	489 m³/M + 21.3 %	383 m³/M - 21.7 %	238 m³/M - 37.9 %

The electricity consumption is already based on our three locations (Birkenwerder, Wittenberge, Achim). On account of the discontinuation of the machine park this could be clearly lowered. This is also valid for the diminished water consumption. The natural gas consumption has still easily risen for the locations of Birkenwerder and Wittenberge among other things also because of the parallel company in two locations in the first quarter.





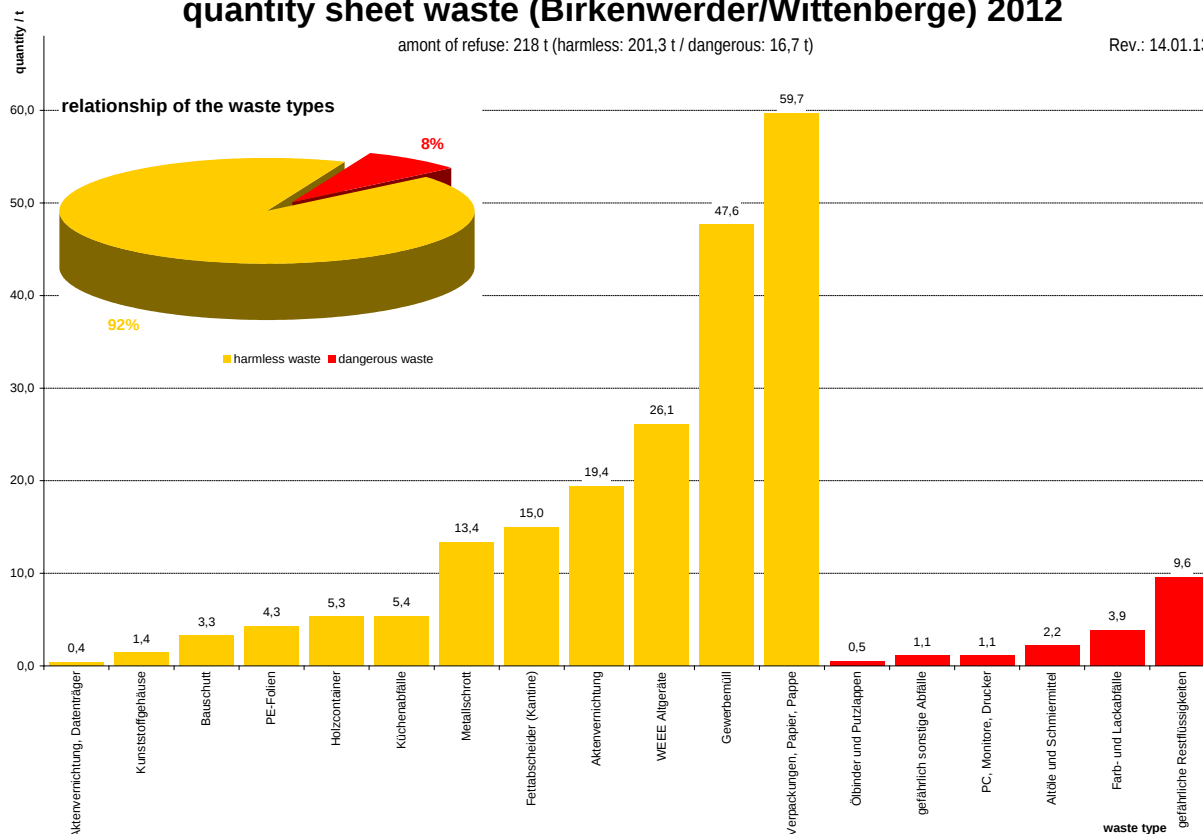
10. Waste Balance Sheets

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 waste (Birkenwerder/Wittenberge) 2012

amount of refuse: 218 t (harmless: 201,3 t / dangerous: 16,7 t)

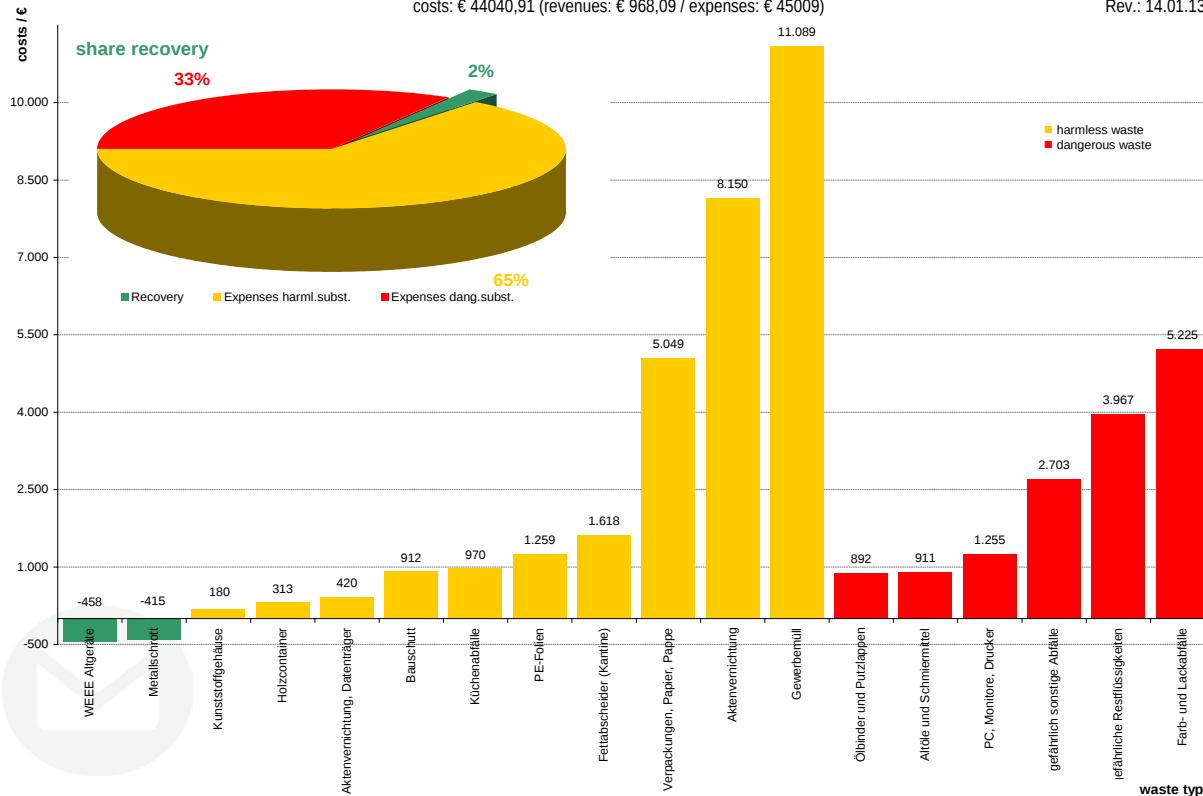
Rev.: 14.01.13



costs sheet waste (Birkenwerder/Wittenberge) 2012

costs: € 44040,91 (revenues: € 968,09 / expenses: € 45009)

Rev.: 14.01.13





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 and Wittenberge 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 2012. 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