

Energy-, Environmental Protection and Occupational Health and Safety Report 2015

(Francotyp-Postalia Holding AG, german locations)





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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.

The headquarter of Berlin-Pankow (development, sales, service and management) will have a staff of 200 employees, Berlin-Adlershof (digital and physical letter production) 60 employees, Wittenberge 50 employees (production franking systems), Langenfeld (physical mail processing) 60 employees and Achim (service part center) 20 employees. In addition, there are 6 additional locations for physical mail processing with 100 employees and 2 locations for digital mail solutions with 40 employees as well as 6 other sales centers. At all locations, the company maintains a certified integrated management system according to ISO 9001:2015, ISO 14001:2015 and the BS OHSAS 18001 standard, which has already been expanded in accordance with ISO 45001E: 2016.



Head-Quarter Berlin-Pankow



Production franking systems Wittenberge

Protecting the environment and dealing with other sources of energy resource-conserving is one of our principles. 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.





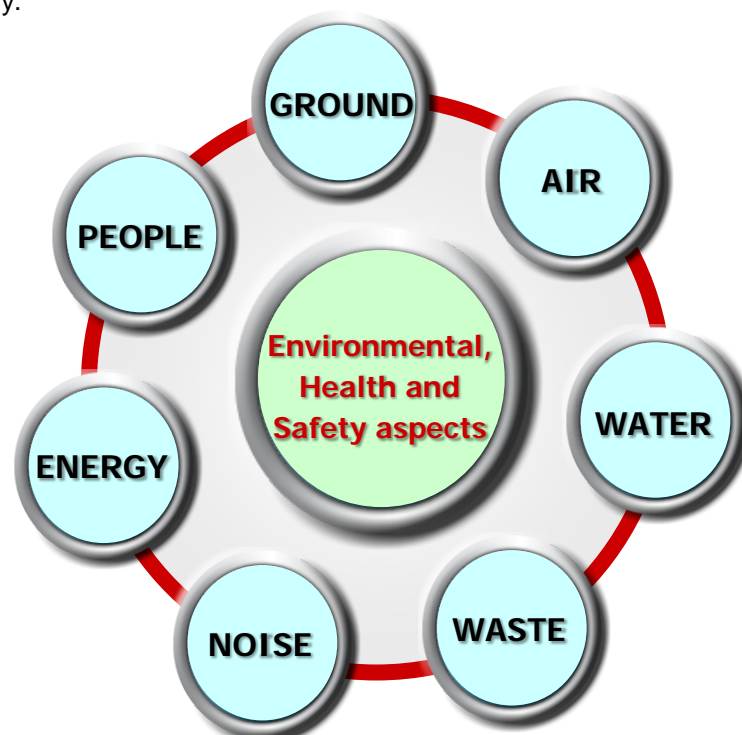
02. Environmental, occupational safety, health and energy management in the company

- ◆ 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.

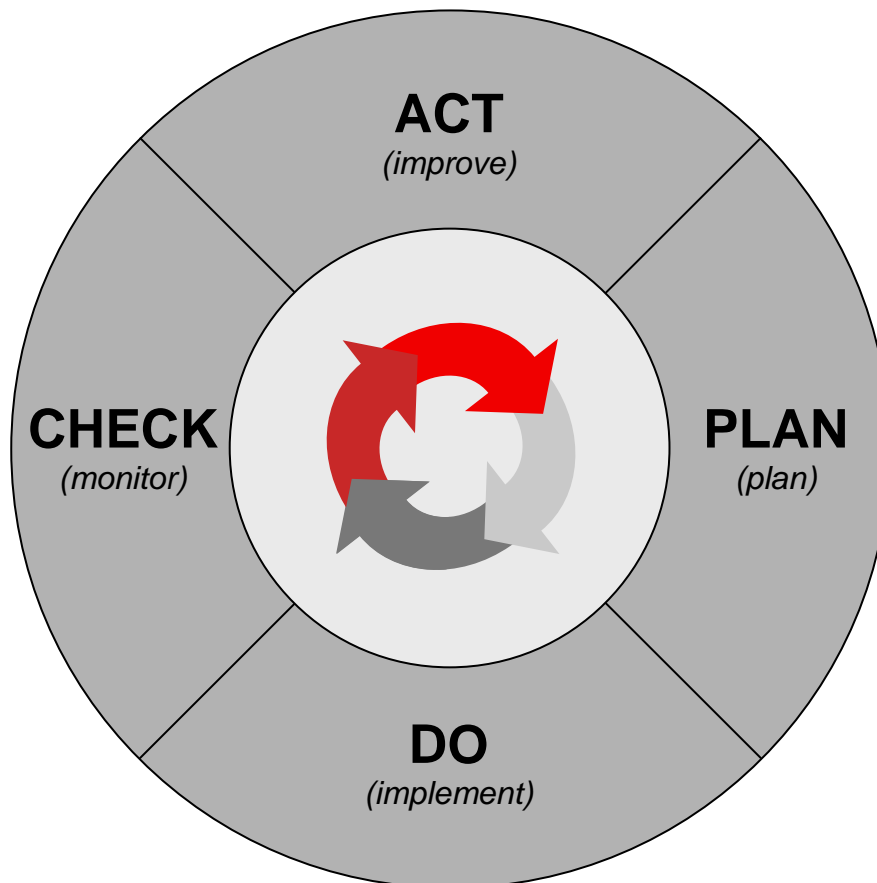
FP already launched in the year 2009 the first franking system with GO-GREEN functionality and is consequently supporting Deutsche Post's climate protection program. This program records the CO₂-emissions generated in transporting a GO-GREEN letter for each individual customer. Our new franking system 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, energy, occupational safety and health system (ISO 14001, ISO 50001, ISO 45001)

The requirements of the series of standards ISO 14001, ISO 50001 and ISO 45001 are systems for introducing environmental, energy and occupational safety and hence chart the path to individual responsibility and self commitment.



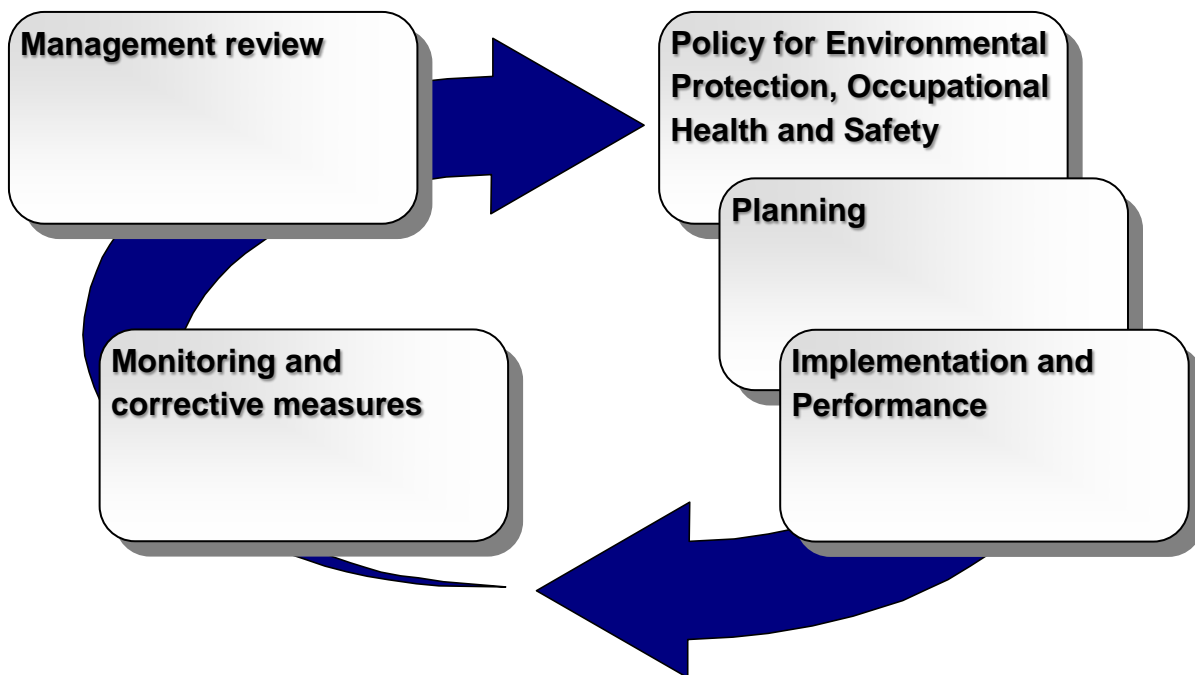
Both standards are based on the "**Plan Do Check Act**" method, which is briefly described in the integrated management system at FP as follows:

- 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, energy, occupational safety and health

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

ENVIRONMENT (Environment orientation)

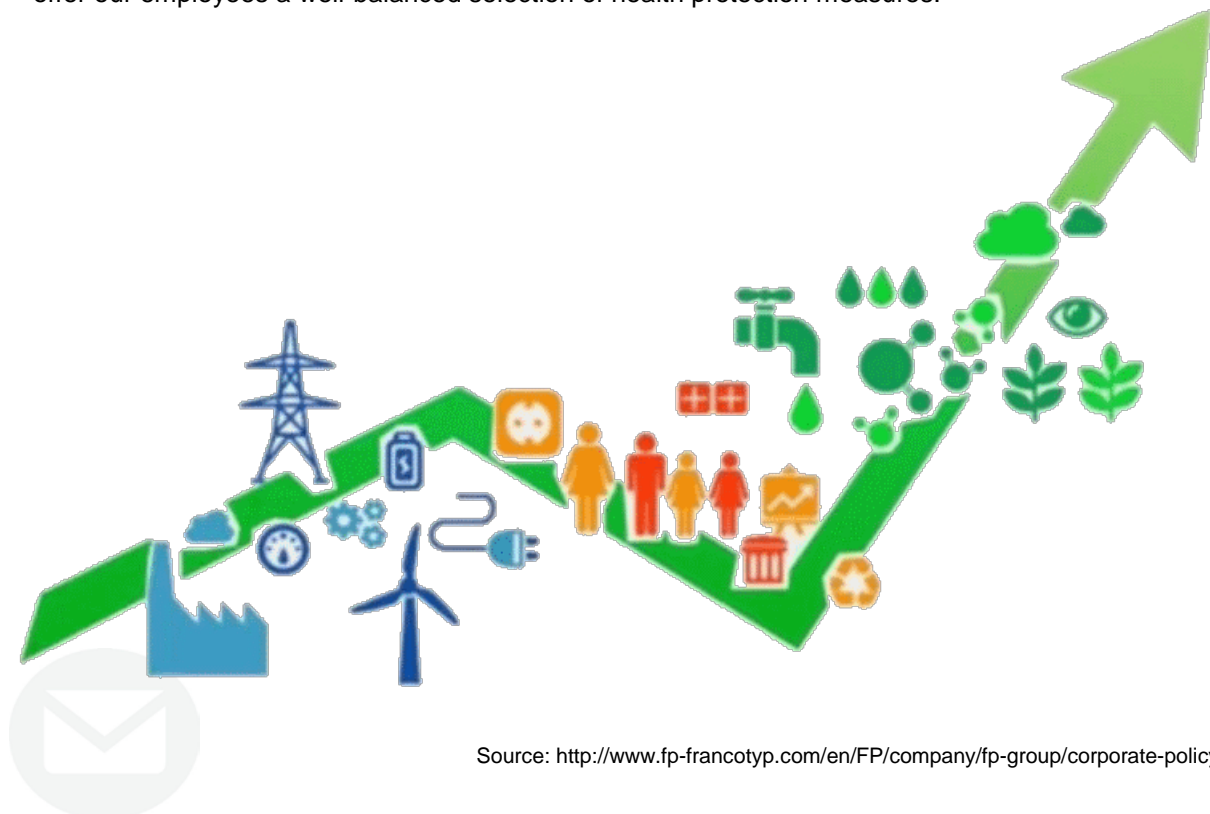
The protection of the environment and a constant improvement of the energetic efficiency represent important company objectives to us. A suitable management system is in place to ensure that these tasks are realised at all functions and levels of the company. The increase of the energy efficiency resulting 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 orientation)

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 safety and health protection orientation)

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



05. Measures from the integrated management program

In 2015, we integrated our **integrated management program** into the updated standard requirements (ISO 14001:2015, ISO 45001E:2016) on integrated system aspects (environmental, occupational safety and product and information security) and defined new objectives. The following measures were successfully implemented:

- Electricity consumption at the location Berlin-Pankow in relation to the presence of employees below 1.0 (previous year 3.0)
- Water consumption at the location Berlin-Pankow in relation to the presence of the employees below 3.5 (previous year 7.0)
- Emissions consumption for FP car fleet below 55,000 kg CO₂ per quarter (previous year: 60,000)
- Waste volumes at four locations (Berlin-Pankow, Berlin-Adlershof, Wittenberge, Achim) sustainably below 300 tonnes (previous year without Berlin-Adlershof 335 tonnes)
- Electricity consumption at the location Berlin-Adlershof in relation to paper turnover and employee numbers below 150 (previous year: 170)
- Dispose of hazardous substances from third-party companies at the location Berlin-Adlershof and transfer responsibility to third-party companies
- Further reduction of accidents at the location Berlin-Adlershof
- DGUV V3 Examine or renew tests for all devices
- occupational safety and health system of FP Holding AG integrated in Berlin-Adlershof
- Risk assessments and operating instructions as part of the GHS Regulation at all locations
- Electricity consumption at the location Wittenberge in relation to sales and employee presence below 1.8 mW / €
- Water consumption at the location Wittenberge in relation to sales and the employee's presence below 5.0 µl / € h
- Maintain natural gas consumption at location Wittenberge in relation to sales and employee presence below 5.0 mW / €
- Electricity consumption at the location Achim in relation to the employee presence below 1.7 kW
- Energy baseline for all German locations determine (electricity and heat)

In the context of the integration of management systems, the following measures were introduced and implemented in 2015:

- care of our register of hazardous substances, waste, energy and legal sources.
- Continuous review of direct and indirect system aspects.
- creating supplements to processes and guidelines in the management handbook.
- information and training.
- Updating the risk assessments at all locations.
- Regular operations at our locations in Berlin-Pankow, Berlin-Adlershof, Langenfeld, Wittenberge and Achim with main focuses to the working security.
- Completion of the system integration of the location Berlin-Adlershof.
- System integration of the locations Langenfeld and Fürstenwalde.
- Preparations and detailed analyzes on energy consumption at the German locations.

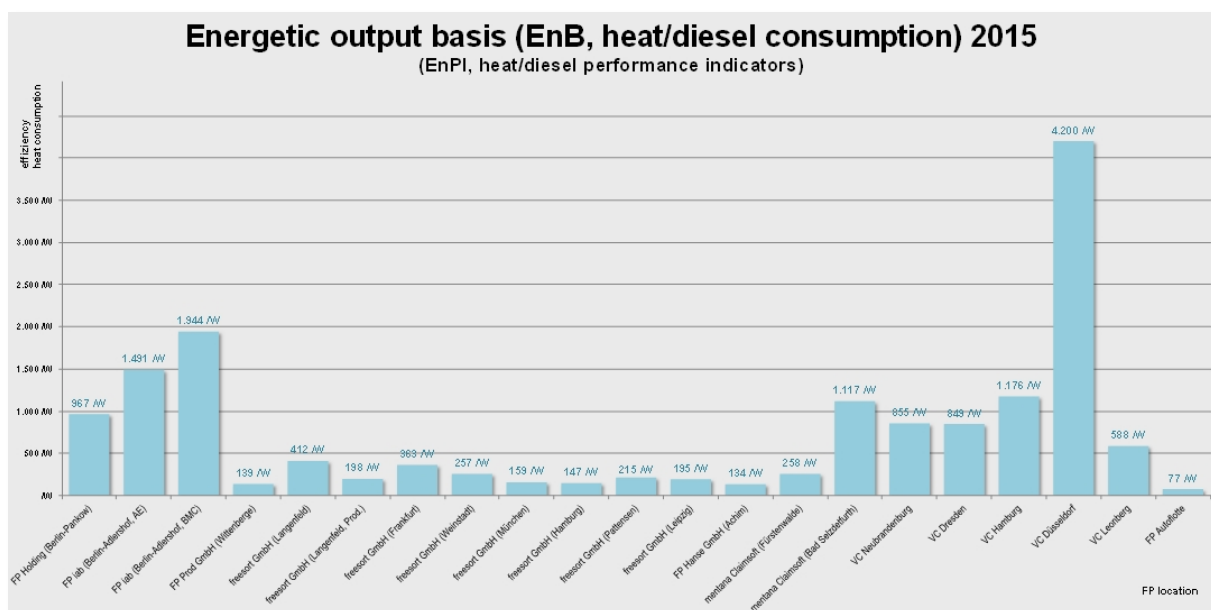
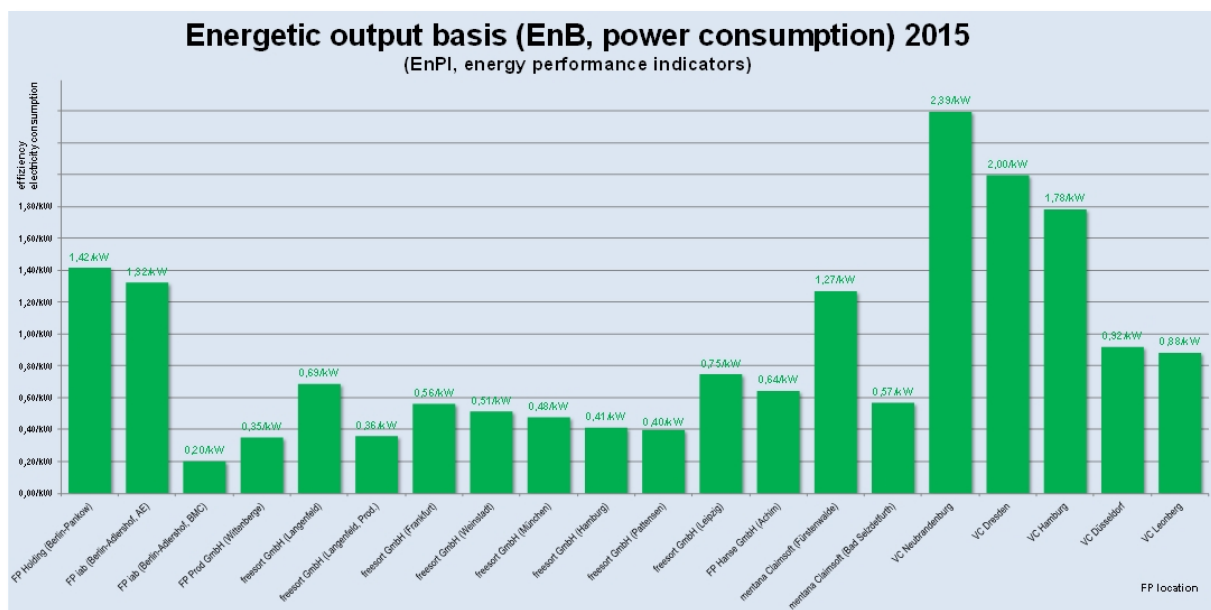
In 2015, **Francotyp-Postalia** has already certified its **integrated management system** according to the requirements of ISO 9001:2015 and ISO 14001:2015. Furthermore, the system has already been adapted according to the requirements of ISO 45001E:2016 (currently BS OHSAS 18001). In 2016, the integrated management system will be centrally adapted to the requirements of ISO 50001 (energy management) and ISO/IEC 27001 (information security) and certified accordingly for individual areas.



06. Energy management

According to the legal requirements and the certification of the energy management according to ISO 50001 planned for the year 2016, an energetic basis (EnB) was determined by all German locations. For this purpose, the energy consumption values (electricity, heat, diesel) were determined by all 19 German locations including our car fleet and its main consumers.

Changes to the energy-related services are continuously monitored against this basis and, where necessary, updated annually on the basis of the defined targets. For each EnB, a responsible consumer survey was prepared by location-responsible energy managers as the basis for the annual energy controlling. In the following years, energy systems will be used to analyze subsystems and / or measure their consumption by means of metrological measures to increase the efficiency of the entire system with the introduction of improvements.





07. Information on occupational safety and health

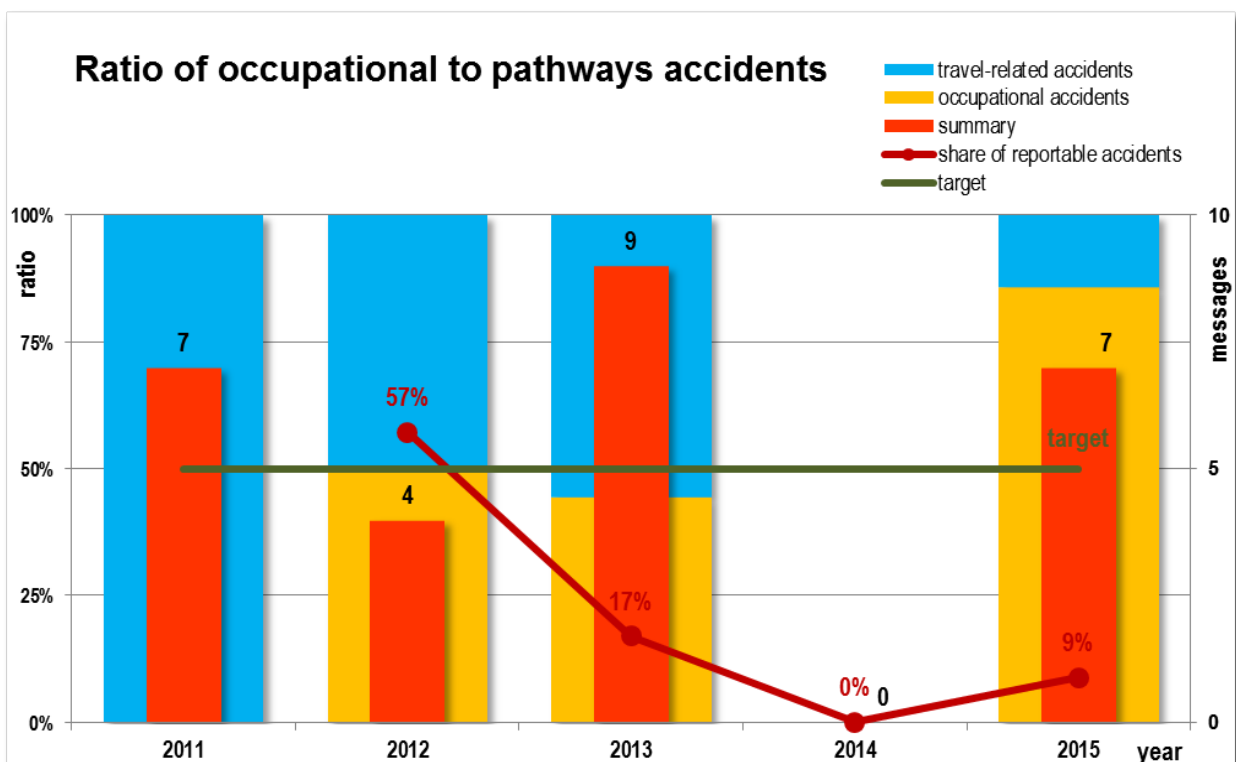
The following offer investigations were perceived in comparison to the years before by the employees (numbers of participants) with the company medical officer:

Precaution investigation	2011	2012	2013	2014	2015
Statutory duty investigations ^(not necessarily)	none	none	none	none	none
Driving, steering and supervision operations ¹⁾	0	0	6	2	2
Display workstations ²⁾	-	31	39	16	32
Noise ³⁾	-	-	6	2	4
Medical consultations (company medical officer)	57	43	52	33	25
Preventive influenza injections ^(complementary offer)	74	38	43	47	46
First-aid courses (First assistant)	20	19	23	14	25

¹⁾ according to DGUV 250-427 (G25), ²⁾ according to DGUV 250-438 (G37), ³⁾ according to DGUV 250-418 (G20)
locations Birkenwerder/Berlin-Pankow, Berlin-Adlershof, Wittenberge, Achim

Occupational and travel-related accidents	2011	2012	2013	2014	2015
annual total	7	4	9	0	7
registration occupational accidents (OA)	0	2	4	0	6
registration travel-related accidents (TA)	7	2	5	0	1

locations Birkenwerder/Berlin-Pankow, Berlin-Adlershof, Wittenberge, Achim



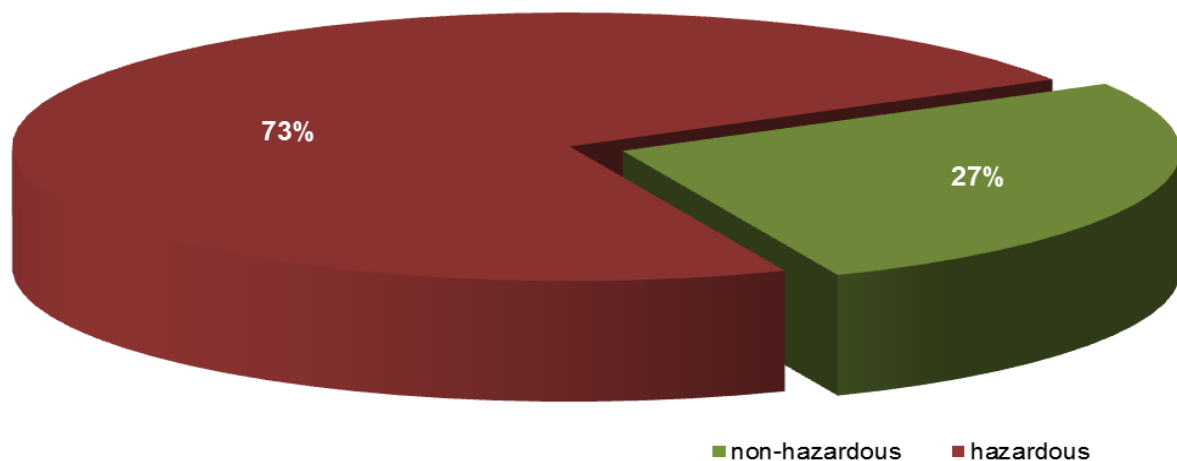


08. Summary of hazardous substances used

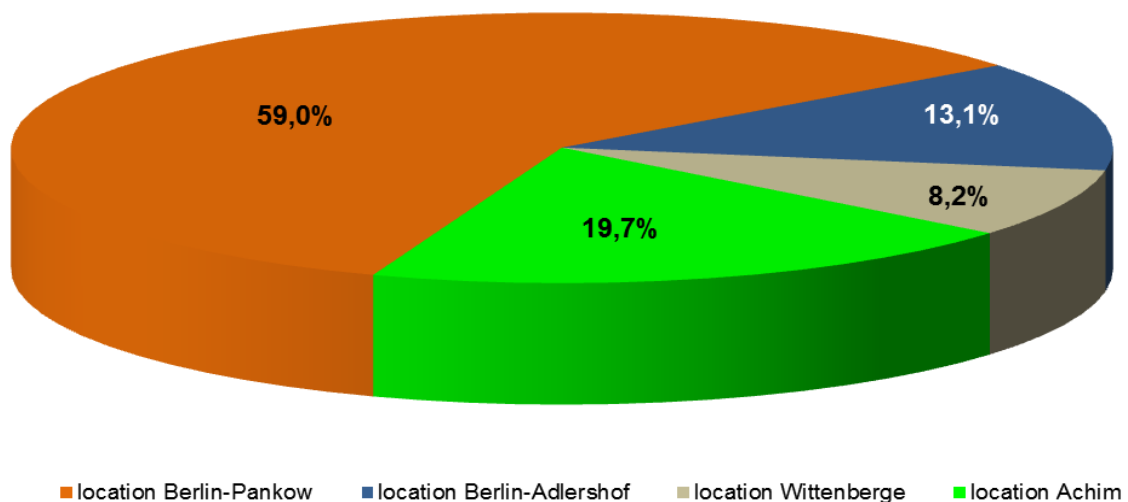
Place of storage	non-hazardous	hazardous
location Berlin-Pankow	24	48
location Berlin-Adlershof	4	12
location Wittenberge	1	9
location Achim	4	20
disposed of	5	15
totals of end of year	33	89

In our locations **122 hazardous substances** are used at the moment (of it **33 without hazard characteristics**) from what **30 hazardous substances** are an application in two or all locations in use. In comparison to the year before **20 hazardous substances were decontaminated** partly of a disposal in the development. In addition, the portion became in **danger materials with danger signs** were able **about 45% lowered**.

Ratio of substance varieties in stores



Substance assignment to storage places





09. 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 **§62** (paragraph 4,1) 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	9	94	35	1	139

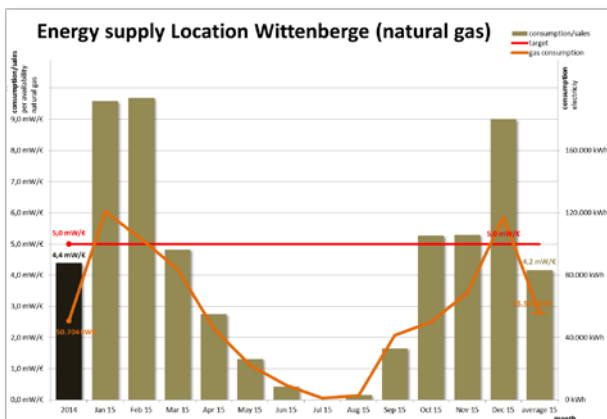
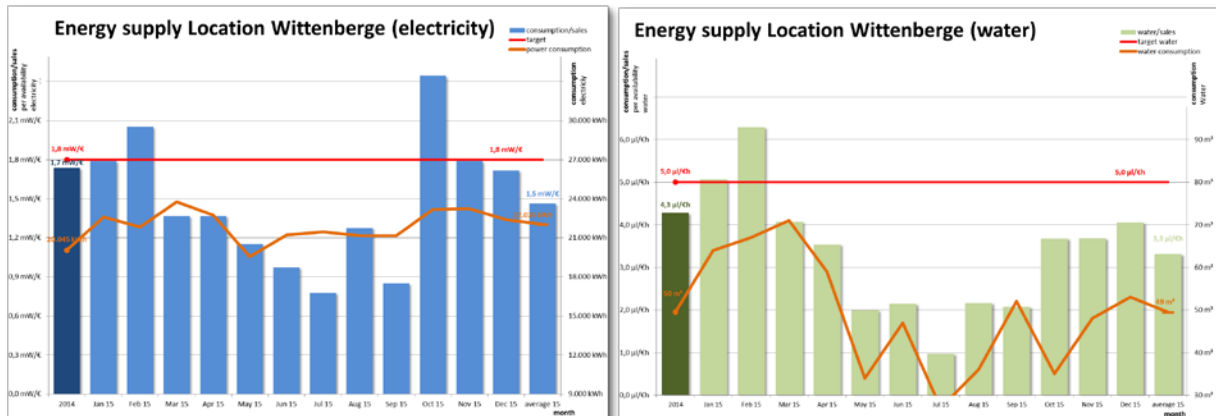
¹⁾ WGK = water contamination risk class as per WHG (Federal Water Act)





10. 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 trends in 2015 (for example location Wittenberge):

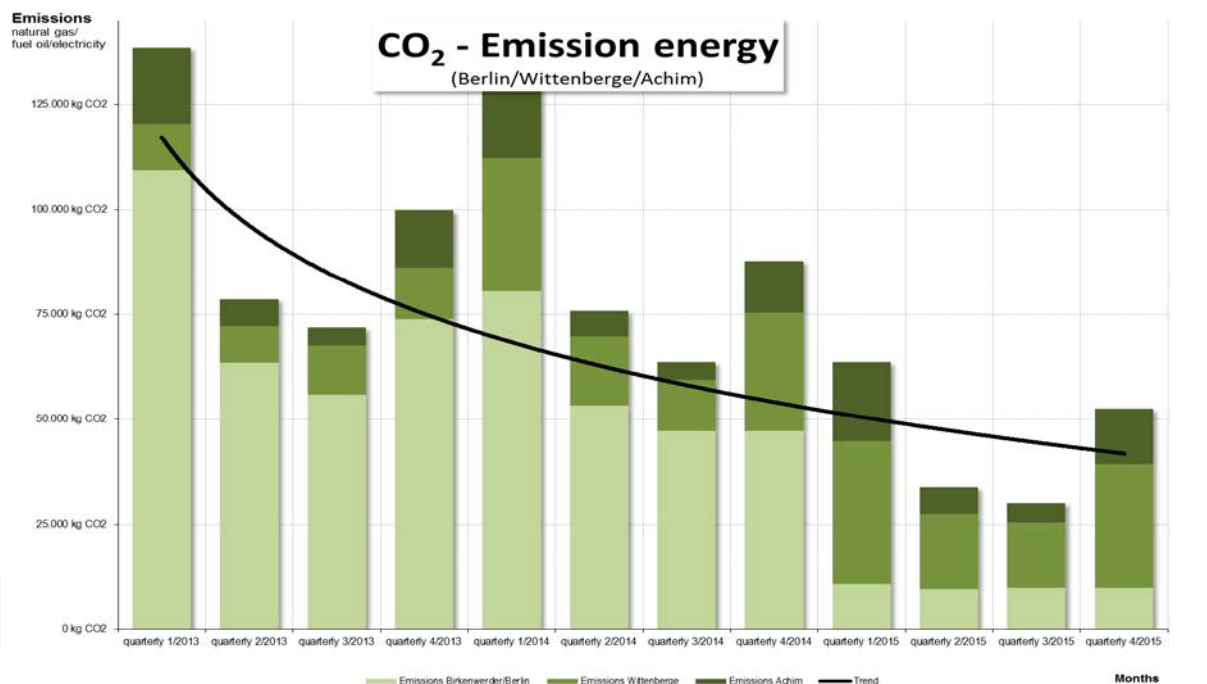


Summary of the annual consumption values:

source	2013	2014	2015
electricity	109.551 kWh/m - 24.3 %	96.873 kWh/m - 11.5 %	59.435 kWh/m - 38.6 %
heat ^{*)} (gas/oil)	225.147 kWh/m - 12.2 %	189.156 kWh/m - 16.0 %	124.720 kWh/m - 34.0 %
water	218 m³/m - 8.4 %	218 m³/m +/- 0.0 %	174 m³/m - 20.2 %

The energy consumption 2015 is based on four locations (Birkenwerder/Berlin-Pankow, Berlin-Adlershof, Wittenberge, Achim). The significantly reduced consumption is due to the location change in Berlin-Pankow in 2014. The water consumption in Berlin-Adlershof has not yet been recorded. Energy graphs, preferably from the location Wittenberge.

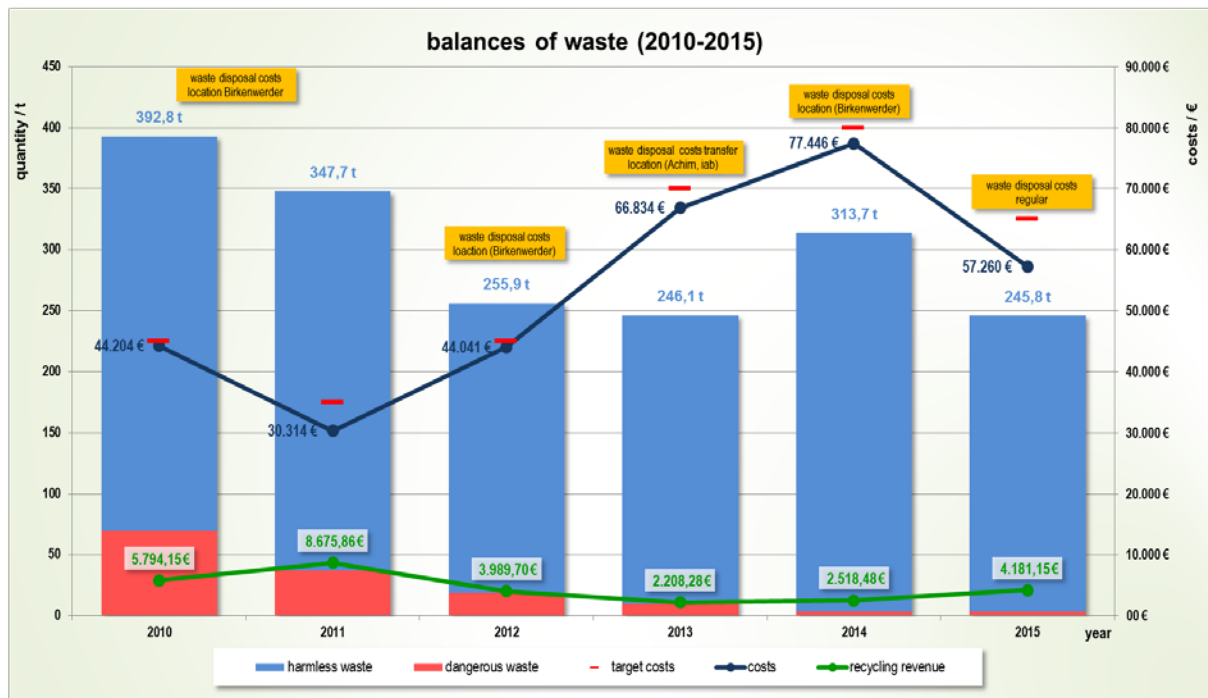
^{*)}: without location Berlin-Adlershof



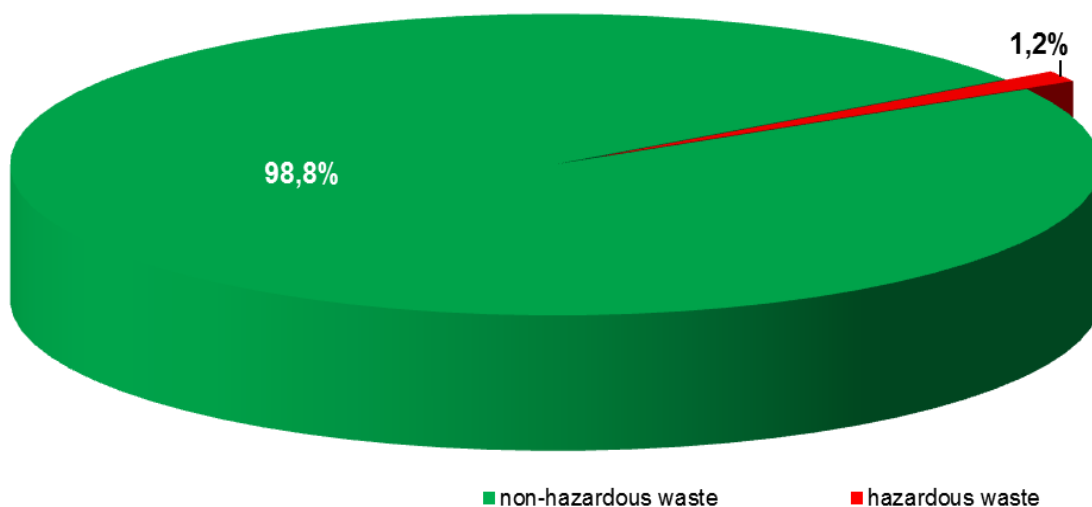


11. Waste balance sheets

For our waste we create an annual mass balance comparisons with waste balances and the ratios of the types of waste. Relevant here is the reduction of waste of hazardous substances, which in 2015 only had a share of **1.2 %**. The cost increases of the waste remaining until 2014 are due to the disposal of the relocation Birkenwerder to Berlin and the expansion to our four locations:



relationship of waste types

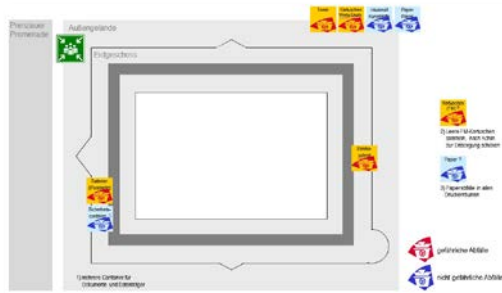




12. Site plan waste collections points

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 Berlin-Pankow, Berlin-Adlershof, Wittenberge and Achim is provided below:

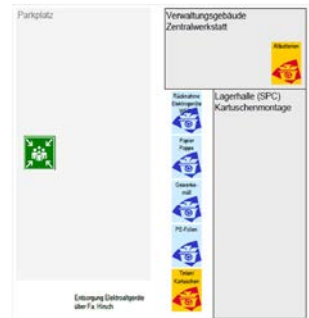
location Berlin-Pankow:



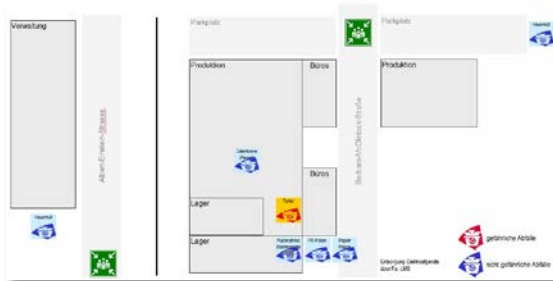
location Wittenberge:



location Achim:



location Berlin-Adlershof:



13. 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 2015. 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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