



Non-financial report 2022

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Group principles

About this report

The following report presents all information of the combined non-financial statement of Francotyp-Postalia Holding AG (hereinafter "FP Group", "FP" or "Group") and reflects the results of fiscal year 2022. The report was prepared on the basis of sections 340i (5) in conjunction with 315b and 315c in conjunction with sections 340a (1a) in conjunction with sections 289b to 289b of the German Commercial Code (HGB).

The FP Group has prepared this report in compliance with the GRI standards for the period from 1 January 2022 to 31 December 2022.

It addresses selected topics relating to the business model, the business units, materiality and governance, which also includes risk and opportunity management, sustainability management and social engagement.

All disclosures relate to Francotyp-Postalia Holding AG and all its German subsidiaries.

The FP Group collects data from the following German subsidiaries:

- FP GmbH, Berlin
- FP Vertrieb und Service GmbH, Berlin
- FP InovoLabs GmbH, Berlin
- FP Produktionsgesellschaft mbH & Co. KG, Wittenberge
- FP Produktionsverwaltung, Wittenberge
- FP Digital Business Solutions GmbH, Fürstenwalde
- Freesort GmbH, Langenfeld
- FP NeoMonitor GmbH, Berlin
- FP Unterstützungseinrichtung GmbH, Berlin
- FP Shared Service Europe GmbH, Hennigsdorf
- HEFTER Systemform GmbH, Prien am Chiemsee

The FP Group's business model

Francotyp-Postalia Holding AG is a listed company with headquarters in Berlin.

The FP Group's core business comprises the development, production and sale of efficient office solutions. The FP Group is mainly engaged in mail processing and the consolidation of business mail. Digital solutions for companies and public authorities are also of major importance. In fiscal year 2022, the company is divided into three business units: (1) Mailing, Shipping & Office Solutions, (2) Mail Services and (3) Digital Business Solutions.

The FP Group has had an international presence on several continents for nearly 100 years and is represented by subsidiaries in 15 countries, and it also has its own dealer system in 40 other countries.

Further information on the business model can be found in FP's annual report.

Business units

Mailing, Shipping & Office Solutions

The core business of the Mailing, Shipping & Office Solutions business unit is the development, production and distribution of franking machine systems, which FP both sells and leases out. FP also offers its customers an extensive service portfolio.

This business unit offers its customers not only franking machine systems and related hardware, but also digital solutions to make office work more efficient in general. The subsidiaries' products, especially those of HEFTER GmbH, have been added in the last few years and fit perfectly into the FP product family. In spring 2022, FP strengthened its position in the Mailing, Shipping & Office Solutions market in Norway, Sweden, Finland, Denmark, Switzerland and Italy with the acquisition of the Azolver companies. The aim is to convert the installed base of franking machines to FP products and identify additional potential for the wider FP product portfolio.

In the Mailing, Shipping & Office Solutions business unit, this primarily means integrating existing products and launching the newly acquired products on the German and international markets. This business unit also offers a wide range of digital solutions. Parcel Shipping from the USA and Vision360 are just two examples of product solutions that are sold independently of the franking machine business and offer customers another attractive solution for various office processes.

With its recurring revenue, aftersales business also remains a key revenue generator. This business comprises the sale of consumables, services, software solutions and the Teleporto service.

Additional solutions for customers in the European and North American markets arise from cooperations and via M&A. These offerings have great potential in both markets and thus bring additional strength to the business unit.

Many solutions from the Mailing, Shipping & Office Solutions business unit are also developed and sold in the Digital Business Solutions business unit.

Digital Business Solutions

The Digital Business Solutions business unit comprises all digital activities with which FP is expanding its business model in a growth-oriented manner. In the Document Workflow Management area, this includes Input and Output Management, enabling customers to efficiently manage their incoming and outgoing mail. In Input Management, incoming physical and digital documents are collected, analysed according to the customer's specific criteria, evaluated and then fed into the customer's data or document system in an electronic form. In Output Management, FP takes care of printing, inserting, franking and handover to delivery services or delivery in digital form. The Business Process Management & Automation area comprises products and solutions for efficient and automated customer process workflows. In addition to digital signatures, this includes secure electronic delivery via DE-Mail as well as solutions for electronic legal transactions and third-party products. The Shipping and Logistics solutions, which until now mainly comprised the SaaS-based Parcel Shipping software, were expanded through the acquisition of the Azolver companies in the spring and pakadoo in the fourth quarter of 2022 to include software solutions for inbound parcel management, asset tracking, and internal logistics. FP uses this business unit to address the fast-growing market of process automation. Strategic additions are intended to expand the solutions portfolio, for example in the area of cloud applications, in order to enable customers to implement secure and efficient communication and business processes. The Digital Business Solutions segment represents this business area.

Mail Services

The Mail Services business unit comprises the franking service – collecting unfranked outbound post and providing the franking – and the consolidation service – collecting franked post, sorting it by postcode and delivering it in batches to a regional office of Deutsche Post AG or an alternative postal distributor. Collection, postage-optimised sorting and delivery to postal service providers takes the pressure off companies with medium and high volumes of letters and helps to reduce the costs that this entails. There are currently signs of increasing consolidation in this market.

This business is operated by the FP Group with eight locations throughout Germany, being one of the leading independent consolidator of business mail on the German market.

Materiality

In the past fiscal year, the FP Group carried out a stakeholder survey on current ESG (environment, social and governance) topics in order to analyse which topics are material for the FP Group. The Group actively approached employees, shareholders, business partners and suppliers. Material topics were identified in order to optimise or adjust the corresponding measures and the reporting about them.

For the first time, the survey revealed greatly increased interest in environmental topics and was taken into account in the new materiality matrix and the general strategy of FP. It also showed that FP has made a positive start with regard to ESG both as an employer and in its business activities, but that there is also room for improvement.

As a result of the stakeholder survey, the FP Group defined new environmental indicators as material. Resource conservation in terms of energy and water and the reduction of CO₂ emissions are rated as particularly important. These indicators are to be continuously optimised from now on.

In a separate survey of the FP Group's employees, additional social aspects were also identified as material. Here, the FP Group is concentrating on special company benefits (Sodexo card etc.) and greater opportunities for personal development. For example, the FP Group wants to fulfil employee's wishes while enabling more efficient work.

There is good news on governance. The transformation process, which continued successfully in the past fiscal year, is seen as a positive.

In the coming fiscal years, the topics identified as material for the FP Group are to be addressed more intensely so that the Group can make the future more sustainable and position itself as a strong employer on the market.



Governance

The FP Group wants to create a balance between sustainable business and the interests of shareholders, employees, customers and suppliers. The FP Group's governance focuses on sustainable business and forward-looking action.

Corporate governance within FP

Thinking sustainably and taking on responsibility for employees, customers and partners, as well as for society and the environment, have long been fundamental principles of the FP Group. The integrated management system has been ensuring continuous improvement of performance here for almost 20 years now.

FP's corporate governance consists of the Supervisory Board and the Management Board. The Supervisory Board appoints the Management Board members and performs the duties required of it pursuant to prevailing law, the Articles of Association and the Rules of Procedure. It continuously monitors the Management Board's governance of the company and advises it regularly on company management.

The Supervisory Board has stipulated a skills profile for its composition:

- Business or management experience
- Not a former member of the Management Board and no supervisory board roles with competitors
- Knowledge or experience in the "digital communication" sector
- Knowledge of the target postal market, knowledge of B2B and business development
- Knowledge in the field of research and development
- Knowledge in the field of finance and accounting, controlling and auditing
- Knowledge in the fields of corporate governance/risk management/compliance
- Knowledge in the fields of M&A
- Knowledge of sustainability

The above criteria for the composition of the Supervisory Board were and still are met. The members of the Supervisory Board therefore collectively possess all the expertise, skills and experience necessary for the proper performance of their duties (*GRI 2-10*).

Supervisory Board

A diversity plan regarding the composition of the Supervisory Board, considering aspects such as age, gender, nationality and educational or professional background, has not been developed or followed to date. The German Stock Corporation Act and the German Corporate Governance Code stipulate that the supervisory boards of listed companies should set targets for the proportion of women. The Supervisory Board would welcome a female or diverse Supervisory Board member and would nominate such a candidate preferentially given equal

suitability. However, gender and diversity are not the dominant selection criteria for Supervisory Board members in the Supervisory Board's view. The Supervisory Board has accordingly set a target of 0% for the proportion of women on the Supervisory Board for the period up to 30 June 2026.

Management Board

Based on the recommendations of the German Corporate Governance Code and in compliance with legal provisions, the Supervisory Board has defined a requirements profile for Management Board members that also takes diversity requirements into account. Therefore, the key criteria for selecting candidates for long-term succession planning are professional suitability for the area of responsibility, leadership qualities, past performance and industry expertise relevant to the area of responsibility. In addition to the relevant professional qualifications, the Supervisory Board also pays attention to diversity when appointing Management Board members. The Supervisory Board would welcome a female or diverse Management Board member and would hire such a candidate preferentially given equal suitability. However, gender and diversity are not the dominant selection criteria for Management Board members in the Supervisory Board's view. The Supervisory Board has accordingly set a target of 0% for the proportion of women on the Management Board up to 30 June 2026. This target was met in 2022 and is expected to continue being met.

Management level

The company's Management Board has decided on a target for the proportion of women in the first and second management levels below the Management Board in accordance with section 76 (4) AktG.

As part of the Future@FP transformation programme and the associated reorganisation, the management levels have changed, especially with the introduction of business units. There are therefore two management levels within the FP Group: The heads of the business units and corresponding administrative functions within FP are defined as the first level below the Management Board and report directly to the Management Board.

The second management level below the Management Board comprises the heads of divisional and corporate departments; they report to the first management level.

The targets were set by resolution dated 23 December 2021. The proportion of women in the first management level must be at least 10%. A target of at least 30% was set for the proportion of women in the second management level. As of 31 December 2022, the target of 10% in the first management level was achieved with 14%. In the second management level, the target of 30% was achieved with 32%. Both targets must be regularly reviewed and redefined no later than 30 June 2026. When making appointments to management positions, the Management Board ensures that the diversity targets are also met in the future (*GRI 405-1*). There are no other disclosures to be made relating to the diversity plan.

Risk and opportunity management

Francotyp-Postalia Holding AG and its subsidiaries are exposed to an array of risks as part of their business activities. These are inextricably linked to entrepreneurial activity.

The Management Board has overall responsibility for the risk and opportunity management system of the FP Group. Risk and opportunity management is closely intertwined with compliance management and is an integrated aspect of corporate governance. A system for monitoring risks has been set up in line with section 91 (2, 3) of the Aktiengesetz (AktG – German Stock Corporation Act). The risk and compliance situation is regularly analysed and the risks identified are assessed, managed and controlled. This system is used not only for the early detection of risks that could potentially threaten the continued existence of the FP Group.

Detailed market and competition analyses and forecast scenarios, together with intensive examination of relevant value and cost drivers, serve to determine opportunities.

Risks for FP

All market-related, operating and financial risks, reputation and brand risks and environmental and sustainability risks at FP are inventoried twice a year (GRI 102-31). Topics identified as material are either economic, social or sustainability risks. The identified and assessed risks are neither apt to jeopardise the FP Group's continued existence, nor are they deemed material as part of the risk management system (GRI 102-15, GRI 2-34, GRI 201-2). Risks are assessed "net", i.e. taking account of any action already taken to mitigate them. No risk is reported for the lowest risk category. The probability of occurrence generally covers a 12-month timeframe. Risks apply to all segments of FP unless explicitly stated otherwise.

Different strategies are used depending on how the risks are assessed. Risks that could have severe repercussions for Group performance or even endanger the going concern of FP are, as far as possible, avoided. The effects of less significant risks are limited. For example, certain maximum levels are stipulated, controls are conducted regularly and systematically and/or consistent separation of functions is ensured. Risks are outsourced where possible or reasonable, for example to insurance companies or suppliers. Risks that are intrinsically linked to business activities are taken on knowingly and in a controlled manner.

The FP Group's risk strategy stipulates an innovative yet risk-averse approach in the Mailing, Shipping & Office Solutions business unit, while a healthy risk appetite is adopted in the investments made in the growing Digital Business Solution business unit, which carries its vision for the future.

Opportunities for FP

Material opportunities are identified with the help of in-depth market and competition analyses and forecast scenarios as well as detailed research into relevant value and cost drivers. The Management Board defines a

material opportunity as a future development or event – of which it is aware when the report is prepared – that could lead to a significant positive deviation from the company's forecasts or targets. A detailed description of FP's opportunities can be found in the Group management report.

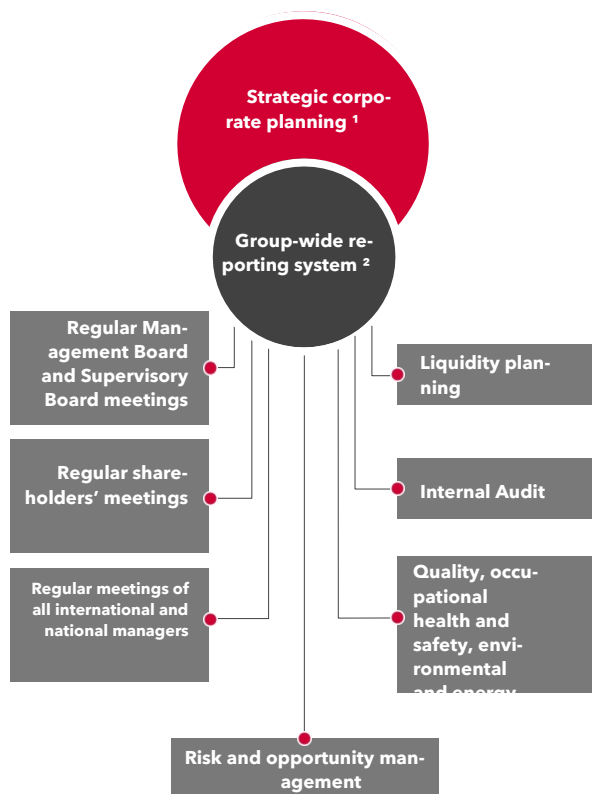
Compliance management (GRI 3-3)

The Management Board is responsible for compliance with the law and internal policies, and ensures compliance with these throughout the Group companies. Questions of compliance are regularly discussed between the Supervisory Board or the Chairman of the Supervisory Board and the Management Board. The corporate culture of the FP Group is characterised by trust and mutual respect, and by the will to adhere strictly to laws and internal regulations. Nonetheless, statutory violations due to individual misconduct can never be completely ruled out. Employees and third parties have the opportunity to report misconduct at the Group to the Compliance Officer. Anonymous reports are also followed up. The FP Group is very keen to minimise the risk of compliance violations as far as possible, to uncover misconduct and to deal with it systematically. Regulations and principles are set out, together with the responsible handling of insider information, in the code of conduct, which provides all employees with guidance regarding corporate integrity in business. Managers and employees receive training on the code of conduct and are able – and expected – to consult the Compliance Officer whenever they have any doubts. Internal Audit carries out risk-orientated audits of compliance with regulations.

Integrated management system

The requirements of the international ISO 14001, ISO 50001 and ISO 45001 standards provide a system for implementing environmental, energy and occupational health and safety management and pave the way for personal responsibility and self-commitment. With this in mind, occupational health and safety at FP are directly linked to environmental protection issues, which also offers advantages for sustainability, reporting, and risk and process management.

In 2021, FP started the migration of the integrated management system documentation to a new system. In the past fiscal year 2022, FP carried out the surveillance audits for the first time with the new documentation software "orgavision".



¹ Covers three years, adjusted annually in the budget process, if necessary also during the year

² Bi-monthly on earnings, financial and asset positions

Product quality, product efficiency and product safety (GRI 3-3)

FP's business success is based on the quality and safety of its products. There are extensive internal guidelines in order not only to track but also to guarantee quality and safety. These guidelines are continuously reviewed and updated, and compliance with the requirements is monitored via a defined process.

FP's stakeholders can essentially be split into six groups: employees, customers, shareholders, suppliers, lawmakers and NGOs from the industry and the general public (GRI 2-29).

FP maintains continuous dialogue with these stakeholder groups in order to establish and build upon authentic and long-standing partnerships. Group departments and subsidiaries also link up as soon as cross-departmental issues arise.

This means that we satisfy the requirements of key stakeholders:

1. Our customers expect in particular a high level of service, availability at all times, low maintenance costs as well as simple and safe operation.
2. Our contractual partners on the part of the respective national postal companies expect

strict compliance with the standards they have set and monitor these regularly in precisely defined audits.

3. For their part, lawmakers and regulators in the countries in which we operate have themselves drawn up extensive sets of regulations and standards with which our products must comply at all times.

Planning ahead is better than corrective action. Therefore, FP already considers product quality and safety in the development phase, thus ensuring seamless integration in FP's internal processes. This enables shorter development and approval times, a faster production launch and the smoothest possible commissioning for the end customer.

In order to better understand customers' wants and needs, FP has conducted extensive research supported by external consultants and developed the successful PostBase product family with various models. In total, more than 200 customers in Germany and abroad were asked in detail about their expectations and requirements, which were taken into account in the development process. A large-scale customer satisfaction survey successively explored these requirements in more detail and integrated them into the development process in an agile manner.

Sales and Product Management are intermediaries between the customers and the developer team in the on-going process of continuous improvement and pass on customers' suggestions and requests to the Development department. Information and performance data from the Service department are also regularly evaluated and used as a guide for further improvements.

FP's guidelines define compliance with legal and postal requirements as mandatory. These include the monitoring of the quality and safety of supplied parts, which is FP's responsibility but verified nonetheless by a licensing body. A further aim of this procedure is the issue of a CB (Certification Body) certificate by an appointed body and thus a declaration of CE conformity by FP for every device.

Further information can be found in the following directives and standards, for example. Each of these directives and standards can contain several individual standards:

- European certification
- Product safety for ITE products
- Low voltage directive
- EMC directive (electromagnetic compatibility of electrical and electronic products)

North American certification is maintained in accordance with the safety standards of the Occupational Safety and Health Administration, compliance with which can be verified only by a Nationally Recognized Testing Laboratory (NRTL).

In addition to mandatory standards, FP ensures that internationally recognised country-specific standards are

also adhered to and that products are issued with corresponding certificates. In particular:

- "Geprüfte Sicherheit" – GS (Tested Safety, Germany)
- Energy Star (USA)

The globally recognised GS mark documents compliance with the quality and safety standards of the German Product Safety Act and confirms among other things that appropriate safety measures have been taken to protect the customer.

Some countries also require environmental, safety and health assessments in order to ensure that products meet specifications under a wide range of conditions (*GRI 416-1*). In the 2022 reporting year, there were no incidents of non-compliance concerning the health and safety impacts of products and services (*GRI 416-2*). There were also no procedures or incidents of non-compliance concerning product and service information and labelling (*GRI 417-1*, *GRI 417-2*). There were no incidents of non-compliance concerning marketing communications (*GRI 417-3*).

Quality assurance in software development is carried out continuously during the development process. The development team interprets the results and, if necessary, initiates measures to remedy any potential quality problems. To this end, FP uses a release management system (RMS) in which all data, information, measurements and results are stored so that all states and instances can be restored as required. Each approval of a product or release is preceded by a defined routine. The test team defines acceptance criteria and compiles test cases. These test cases are processed by the test team. During the entire process, defined test logs are kept in order to ensure documented transparency of the test process at all times (*GRI 416-2*).

Hardware projects are accompanied by quality assurance via a range of methods of FP's own. The in-house electromechanical laboratory performs intensive function and durability tests throughout the entire device development process. The transition from development to production is coordinated by a corresponding team that prepares a series of production and test plans in order to ensure quality during production.

The restructuring of the Development department and the focus on digital products required significant adaptations of process images and controlled documentation. The implemented organisational changes were incorporated into the integrated management system (IMS). All processes and managed documents can be configured accordingly. The objectives were organisational development, the expansion of knowledge management and the improvement of internal and external communication. FP can still show its customers ISO certificates: environment (ISO 14001:2015), energy (ISO 50001:2018) and occupational health and safety (ISO 45001:2018).

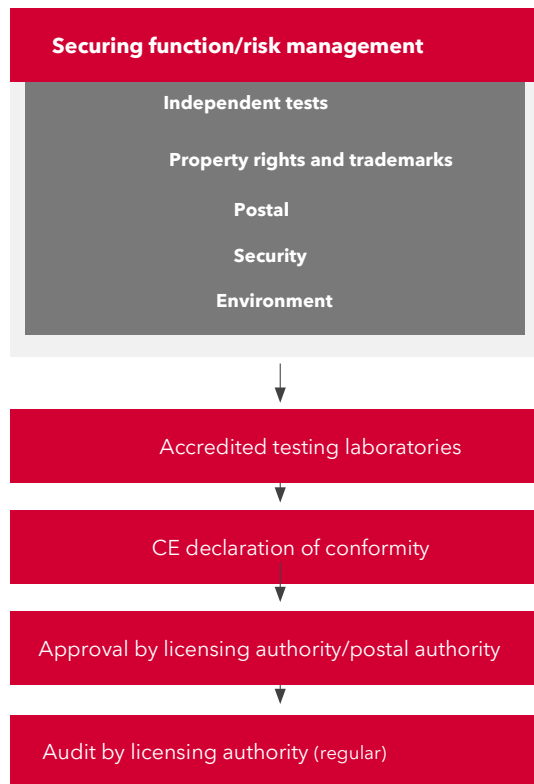
Product safety

Most products and services from FP require an operating permit from a regulatory body. For franking systems, the regulatory bodies are the respective postal companies in all sales territories worldwide. For software products, it is often the German Federal Office for Information Security.

For users, the smooth and safe operation of products is an important factor, but it is not everything. The demanding licensing requirements of individual regulators go far beyond this. A major criterion for the approval of FP products and services is data security, which must be ensured at all times. The transfer of billions in postage fees between the cloud-based infrastructure of the national postal companies and the customers' franking systems requires high-security online communication channels. The amounts transferred between the parties must be calculated exactly before being transferred. The postal companies therefore demand the highest security standards from manufacturers for every model. External, accredited laboratories are used to carry out these tests.

Product approval alone is not enough. In addition to the initial approval, every postal company regularly checks whether security standards are met over the entire lifetime of the product. These audits not only verify the security levels; the testing and assessment itself is also an important factor. This high level of security can be ensured only by a well-defined and long-term process. Long-term consistency and quality in particular is one of FP's core areas of expertise and explains the high market-entry barriers for other companies.

TYPICAL APPROVAL PROCESS



Quality management (GRI 3-3)

The quality and safety of products are the most-important criteria for development, but they are not only relevant to the completion of new products. Instead, FP believes it has an obligation to maintain the quality and safety of products and services over their entire lifecycle.

Under the responsibility of the Management Board, the head of the integrated management system and the quality managers at every location evaluate current and future requirements and the results of earlier activities and events and ensure appropriate follow-up based on the “plan, do, check, act” method.

On the basis of the results, measures are suggested and implemented in cooperation with specialist departments. Safeguarding and improvement measures are coordinated with the appropriate quality circles and checked for effectiveness. Feedback is provided once countermeasures have been implemented. The cycle ends with a corresponding analysis and the derivation of possible courses of action.

As part of stakeholder engagement, FP uses both financial and non-financial performance indicators to manage the business. The FP Group concentrates on the quality of various services, as measured by the quality index (PQI) and the improvement index (nF), and manages financial as well as non-financial performance indicators.

The quality index measures changes in product quality based on annual service calls in relation to the average weighted machine inventory. A low value indicated a relative decrease in service calls and thus an improvement

in quality. Ongoing changes such as the introduction of new products and the optimisation of existing products are also taken into account. This indicator is currently measured only in Germany and used to support cost calculation in comparison with international subsidiaries, for example. Since 2020, this indicator has been known as PQI - Germany and supplemented by the indicator PQI - International. The Product Quality Index (International) likewise comprises the average number of machines and service calls per year. However, it combines data for Belgium, Germany, Great Britain, Italy, Canada, the Netherlands, Austria, Sweden and the USA. These are the countries that support the FP Group with data on service calls in order to identify opportunities for improvement. The PQI - International values are calculated differently than those of PQI - Germany, so the two indicators cannot be compared. Both PQIs consider only products that are currently produced in Wittenberge (since 2019). Post-Base Vision data have been included in the indicators since 2020.

In 2022, both PQI - Germany and PQI - International improved slightly, among other things as a result of the re-development of the PostBase franking systems. The PQI - Germany value, which indicates the number of technician assignments per machine in coded form, improved by 14% from 11.5 in 2021 to 9.9 in 2022. This is due to the issues with the RDS unit of PostBase Mini, which were fixed in the fourth quarter of 2021. PQI - International improved by 16.5% from 39.8 in 2021 to 33.2 in 2022. Thus, both nationally and internationally, the quality measured in terms of the number of technicians per machine was once again significantly increased.

In 2022, both PQI - Germany and PQI - International improved slightly. FP continuously improves the quality of products with improvement projects from the quality circle.

The improvement index (nF IQ) also records the quality of FP products, particularly of new franking systems. It was previously based on the cost of repair parts for delivered machines and measured the ratio of parts costs from warranties to total revenue. Since 2019, and retroactively for 2018, the nF IQ is calculated from the parts costs from warranties and the revenue from franking machines. A low value indicates a relative decrease in warranty part costs and thus an improvement in quality. The FP Group collects the necessary data monthly, whereby an analysis of previous years have shown that the indicator tends to increase when new franking systems are introduced. The 2020 value of 0.96 therefore initially rose with the introduction of PostBase Vision in several countries. In 2021, the value normalised again to 0.57. Due to issues with the RDS unit of PostBase Mini, which were not resolved until the fourth quarter 2021 and thus resulted in warranty costs in 2022, the value rose slightly from 0.57 to 0.59 again. A similar value of the nF IQ is expected for the 2023 financial year since the measures from the regular quality circles are taking effect, but warranty reports from the previous year could also arrive later.

The FP Group chiefly uses these two non-financial performance indicators internally with respect to the issue of sustainability. The quality indicator and the improvement

indicator describe sustainable increases in product and service quality. Improvements in the two indicators serve to ensure customer satisfaction and thus the Group's financial success. This also helps to ensure more sparing use of material and human resources.

Quantitative information on non-financial performance indicators of the parent company is currently not collected for management purposes.

Customer service and satisfaction

In order to find out how satisfied FP's customers are, the Group conducts regular customer analyses and surveys. These are used to assess the quality of FP's products and services. An engineering change management process is used to convert customer enquiries concerning existing products into specific product improvements.

Customers know that FP will keep its performance promise. In this regard, they value FP not only for its products but especially for its service offerings.

Customer structure

FP focuses on small companies. As in previous years, around 85% of customers come from this segment with up to 250 employees. Roughly 13% of the customer base belongs to the medium-sized market segment with fewer than 2,000 employees and 1% - 2% to the corporate-segment with more than 2,000 employees.

Each customer segment has its own requirements and expectations. FP therefore approaches each segment differently, via various sales teams and channels, in order to achieve the greatest possible effectiveness and efficiency. At the same time, FP makes sure that selling costs and customer communication are balanced, which is what customers expect and ensures the necessary economic viability of the selling costs.

Sales structure

FP has several sales channels in a range of areas, including telesales, direct sales to major customers and indirect sales channels via dealers. In North America, the focus is on the dealer market, while most customers in Europe continue to be served directly.

On-site assistance

Not every problem can be solved on the phone. In such cases, customers still require a quick response. If a customer reports a technical defect, FP ensures that it will be on-site within a few hours in order to rectify the defect as quickly as possible. In order to ensure this smooth customer service, FP has over 40 employees (previous year: 40) to support customers in the event of technical faults that cannot be remedied via the service hotline. Furthermore, FP maintains a dense network of technicians in Germany and is looking to procure a servicing space. FP's business partners also support the sales and service network.

Repair and disposal

In Germany, 14,679 franking and inserting machines of 8,384 customers were repaired, serviced or correctly scrapped or recycled in 2022.

In recent years, the quality of the PostBase franking systems has been significantly improved through new developments. This is being reflected in a lower number of franking and inserting machines needing repair or service. In recent years, FP has almost exclusively sold the new PostBase system and thus replaced the old system.

During a lengthy repair, FP's customers are entitled to a rental machine, which can be used without restriction for the full duration of the repair.

Since March 2020, the central workshop has also been repairing machines for Dutch and Belgian customers. Machine leasing, disposal and scrapping/recycling are also centralised in these countries. FP has also provided for central logistics by establishing a global central warehouse for spare parts at the production site in Wittenberge.

Environment

Resource conservation in terms of energy and water and the reduction of CO₂ emissions are an integral part of the FP Group's measures to participate in and drive sustainable change.

Sustainability management and contribution to climate change mitigation

In recent years, the FP Group has increasingly made it its own responsibility to take action against climate change and other environmental problems. Resource conservation in terms of energy and water is particularly important here. For these reasons, the FP Group manufactures exclusively in Germany and works mainly with German and European suppliers in order to keep its carbon footprint as small as possible.

When developing new products and processes, their environmental impact and energy efficiency are assessed in order to find ways to optimise processes as a whole (GRI 3-3). Employees also receive appropriate training that raises awareness of responsible action in day-to-day work. The FP Group is in open and transparent dialogue and communicates regularly with employees, authorities, customers, suppliers and the public about environmental and energy management in the form of employee, stakeholder and customer satisfaction surveys.

Greater efforts are being made to achieve the European Union's targets of

- reducing greenhouse gas emissions by 55% (compared with 1990) by 2033 and being climate-neutral by 2050.

The resolution of the remuneration of the Management Board of the 2021 reporting year stipulated two sustainability criteria. Firstly, annual ISO (re-)certification shall continue to be carried out for all five management systems:

- 9001:2015 – quality management system
- 14001:2015 – environmental management system
- 45001:2018 – occupational health and safety management system
- 50001:2018 – energy management system
- 27001:2013 – information security management system (only FP Digital Business Solutions GmbH at the Berlin-Adlershof site)

Secondly, the other sustainability criterion requires the continuous reduction and prevention of further CO₂ emissions. With various measures, the FP Group intends to have reduced its emissions in Germany by 30% (compared with 2019) by 2024. This target will be achieved through the use of green energy and more resource-efficient working. Over the entire period, electricity, heating and business travel will be logged on a monthly basis in order to ensure that the defined ESG sustainability criteria are met. Besides the cut in CO₂ emissions, the agreed ESG criteria also include the reduction of water consumption, the reduction of waste and the switch to

green electricity, which are weighted equally in the assessment.

Principles of environmental management

Ever-advancing climate change and the associated damage and destruction of the environment are a major threat, and not only for we humans. Greenhouse gases, which arise from the use of conventional fuels, are the biggest threat. Renewable energy and efficient energy use play a central role in combating climate change. Concerted efforts are needed to achieve a permanent transition to a low-carbon economy. Becoming a climate-friendly company is an enormous challenge, but it also provides an opportunity to expand our business and acquire new customers.

The FP Group's business activities generate greenhouse gases, effluents and waste. Substances also arise that could harm the environment if improperly handled. FP meets strict protection standards at all sites and is constantly adapting to new regulations. Moreover, FP wants to use the increasingly scarce resources as efficiently as possible.

The minimisation of negative environmental effects and the protection of the environment is a holistic approach. FP's goal is to reduce and prevent harmful emissions into air, water and soil.

CO₂ emissions

The FP Group generates CO₂ emissions through its economic activities, but is striving to reduce them and to monitor this reduction with measurable results.

In 2022, the FP Group's vans carried more than 122 million letters (previous year: 134 million), and the vehicles were in use for 180,833 hours (previous year: 168,107). The FP Group has a separate CO₂ register (broken down into passenger cars and vans) for its vehicle fleet. When leasing new vehicles (or replacing older models), they should generally consume less energy than their predecessors. Over five years ago, the target for the entire vehicle fleet was 65,000 kg of CO₂ per month. This figure was less than 54,000 kg CO₂ in 2021, and 55,000 kg of CO₂ per month were generated in 2022. This figure increased last year because the subsidiary HEFTER GmbH was aligned to the FP standard. In this case, the company cars from VW were exchanged for Fords, and Fords have slightly higher CO₂ emissions. In terms of vehicle type, 105 cars (previous year: 106) produced 524,000 kg and 16 vans (previous year: 17) produced 144,000 kg of CO₂.

Scope 1 and 2

In total, heat use of 1,872 MWh from heating oil, natural gas and district heating (previous year: 2,331 MWh) resulted in 419 tonnes of CO₂ (previous year: 522 tonnes of CO₂) which come under Scope 1 (direct emissions). These were produced by static and mobile energy sources. This results in total consumption of 1,129 t CO₂ (previous year: 1,169 t CO₂) from heating (419 t CO₂), the CO₂ fleet register (668 t CO₂) and the use of flights (42 t CO₂).

The consumption of 1,012 MWh of electricity (previous year: 1,038 MWh), which is classified as Scope 2 (indirect emissions), generated a total of 172 t CO₂ (previous year: 228 t CO₂). Only emissions from electricity generation are counted here.

Energy management

Responsibility for energy management and consumption lies with FP and its companies.

The FP Group's energy management goals include improving efficiency and productivity, protecting the environment and reducing the use of fossil fuels. FP implements energy efficiency measures at its sites and improves energy management continuously.

FP met the ISO 50003 audit requirements for the energy management system at an early stage and recertified the system in accordance with ISO 50001:2018 in 2019. Approaches from ISO 31000 (risk management) are also used and implemented in order to support risk-based thinking. In 2009, the legally required Occupational Safety Committee (ASA) was converted into an Occupational Safety and Environmental Protection Committee (AUSA). This committee assesses topics such as compliance, waste, hazardous materials, energy, resources and occupational health and safety and defines measures for improvement. These include:

- Energy management, energy savings and energy supply at the respective location
- Production, saving, selection and transport of raw materials, water management and water saving
- Avoidance, recycling, reuse, transport and final disposal of waste
- Assessment, monitoring and reduction of noise pollution inside and outside the location
- Environmentally relevant changes to existing production processes as well as to packaging, transport, use and final disposal
- Operational environmental protection: practices among contractors and suppliers
- Current legal situation, new legal or internal requirements and any feedback from interested parties, improvements, corrections

In the 2022 reporting year, no fines or penalties were imposed for non-compliance with environmental laws and regulations (GRI 2-27). There were also no complaints

regarding environmental aspects that had to be submitted, processed or resolved in a complaints procedure (GRI 3-3).

The regular ISO recertification audit took place in October and November 2022, which FP passed for the following five standards:

- ISO 9001:2015 (quality)
- ISO 14001:2015 (environment)
- ISO 45001:2018 (occupational safety)
- ISO 50001:2018 (energy)
- IEC/ISO 27001:2013 (information security – only FP Digital Business Solutions GmbH at the Berlin-Adlershof site)

The auditors issued 40 recommendations (opportunities for improvement) and 24 notes (minor non-conformities). All these items have been included in our potential list. Work has already begun on remedying these non-conformities.

The 40 opportunities for improvement are being reviewed for practicability and then implemented if possible. The decision regarding the opportunities for improvement is documented in the potential list.

Energy and consumption data (GRI 3-3)

The German locations mainly use electricity, heat (from heating oil, natural gas, district heating or fuels) and water. Consumption data is recorded and analysed every month in the central energy register in order to use the observed trends to achieve further savings and use resources in a more environmentally friendly manner in the future. Calculations of energy-related performance are always based on the energy baselines for all German locations. These baselines are reviewed annually and adjusted for each location according to defined criteria. Due to the large fleet of cars (field sales, FP Freesort fleet), FP analyses fuel consumption separately from heat consumption. Our energy baseline, which is reviewed annually, is also the performance indicator (EnPI) for the respective location for the current year.

(GRI 302-1). As part of Future@FP and the introduction of a new ERP system, the corresponding data collection is being planned.

Reduction of energy consumption (GRI 3-3)

In the past fiscal year 2022, the lighting at FP Freesort was replaced with energy-saving LED lighting. The lighting at the Wittenberge production site was replaced in order to save energy in 2021.

Through the support of various climate-protection projects, FP also reduced emissions from 1,301 t CO₂ to 1,116 t CO₂ in the past fiscal year 2022 and thus saved a total of 185 t CO₂ (GRI 302-4, GRI 302-5, GRI 305-5).

FP Digital Business Solutions, a subsidiary of the FP Group, has achieved complete carbon neutrality in all service and production processes together with its climate protection partner ClimatePartner. Over the course of fiscal year 2022, FP DBS emitted 76 tonnes of CO₂ and offset 185 tonnes of CO₂. This includes all measurable and unavoidable CO₂ emissions from energy consumption in buildings and associated processes. The same applies to the fleet of cars and vans, where attention is paid to climate-friendly engines at the time of purchase.

The cooperation with ClimatePartner will initially continue until the end of 2023. Up to 550 tonnes of CO₂ are to be offset through selected climate protection projects.

FP DBS supports various initiatives dedicated to protecting people, nature and the local environment by offsetting CO₂ emissions. These include regional forest protection projects in the Harz Mountains, an initiative for clean cooking stoves in Nigeria, marine protection worldwide, the promotion of solar energy in Mauritius, wind energy in Uruguay and clean drinking water in India. All initiatives are Gold Standard or Verified Carbon Standard and, in addition to protecting the environment, also contribute to the sustainable development of the respective country and its people. Further information can be found on the ClimatePartner website at <https://www.climate-partner.com/12832-2108-1001>.

Energy intensity (GRI 3-3)

The main aim of FP's energy management is to continuously improve the efficiency of consumption. The absolute consumption values are not insignificant, but should be supplemented by consideration of the dynamics of corporate development - including new or expanded locations, new employees or changed framework conditions (GRI 302-3).

The German locations continue to plan their own energy indicator (electricity/heat EnPI) and are reviewed annually with regard to the cost-benefit ratio. In buildings where office work is carried out, the benefit of the electricity value is mainly calculated on the basis of the actual hours of use by employees. In the various production facilities, FP takes the production volume as the basis. In the case of heat, the utilisation ratio is the hours of use by employees in relation to the usable space. The metrics used in each case were determined for each location by means of suitable correlations. The heat consumption per unit area is also compared and optimised with the building energy specifications (energy certificates). The analyses of electricity consumption have shown that approximately 28% of consumption is caused by lighting fixtures. Production equipment at 32%, servers at 15%

and computer workstations at 7% followed ahead of printers and air conditioning systems. This change is due to the effects of the pandemic and the resulting use of working from home since the lighting in an office is still turned on even when occupancy is low. Working from home thus reduced the electricity consumption by computer workstations, but the value for lighting did not decrease to the same extent. This also applies to the heating of offices and workplaces. Apart from that, the demand for heat increased due to more-frequent pandemic-related ventilation.

Furthermore, all German companies are obligated to switch to LEDs when procuring light sources in accordance with a resolution passed by the Management Board in 2019.

Resource protection and resource efficiency

Based on FP's corporate policy, the strategic targets of the integrated management system were revised in 2022 following a dialogue with stakeholders. This last took place in 2020. At the German locations, the year-on-year improvement in electricity and heat efficiency did not continue due to the smaller impact of the pandemic. Heat and electricity consumption may have fallen due to production cutbacks resulting from geopolitical turbulence and the resulting supply shortages of gas and electricity. Heat consumption may have improved at the end of the year due to new government regulations to counter a looming electricity and heat crisis.

In December 2021, the Management Board of the FP Group decided to swap the fleet of cars for electric vehicles from January 2024. In the past, this was impossible due to the economic situation and geopolitical crisis. A new travel policy has been adopted within the FP Group, which is intended to lead to a further reduction in CO₂ emissions. FP remains focused on this and will carry out new investment calculations in the next three years at the latest.

Energy-efficient products

FP can be successful in the long term only if it acts in a way that respects the environment. One of FP's guiding principles is therefore to protect the environment and use energy sources conscientiously with the aim of conserving resources. Product management has played an important role in FP's sustainability for over 25 years.

More than five years ago, FP introduced a recycling system for consumables, which has since been constantly updated. More than ten years ago, FP launched the first franking system with GoGreen functionality onto the market and has supported Deutsche Post AG's climate protection programme ever since. In this programme, the CO₂ emissions generated by the transport of GoGreen shipments are recorded individually for each customer and offset via climate-protection projects.

The PostBase, PostBase Mini and PostBase Vision franking systems satisfy the requirements for sustainable franking in multiple ways. Not only are they 8% lighter on average than their predecessors and the competition, but they are also FP's first products that allow components to be reused. In addition, the labelling of the

plastics used facilitates their return to the reusable material cycle and makes them easier to sort during subsequent recycling. The PostBase family also uses new, environmentally friendly packaging and 100% recycled inserts.

Energy Star is the American environmental label for energy-efficient appliances that meet the special standards of the US Environmental Protection Agency and the US Department of Energy. In November 2019, PostBase Vision was certified in accordance with the new "Energy Star 3.0" specifications effective 1 August 2019. Despite the expanded power range of new components such as LEDs for logo and subject lighting, system surfaces, the large display and new WiFi card, the power consumption of the PostBase Vision does not exceed that of the PostBase Classic. This means that the franking machine is extremely energy-efficient and fully complies with the strict Energy Star 3.0 requirements.

FP has also upgraded the technology of PostBase Mini, PostBase Classic and PostBase 100, which already satisfied the requirements for Energy Star 2.0, and are now certified to Energy Star 3.0. The consumables recycling scheme enables customers to dispose of used ink cartridges in an environmentally friendly manner. The new PostBase Vision only uses 1-inch printheads and thus reduces the consumption of ink cartridges by 50%.

In the design and development of products as well as the manufacture and procurement of materials and by-products, FP's Product Management, Development, Production, Purchasing and Service departments are responsible in their respective fields for systematically working to ensure that products, manufacturing processes and transport routes are consistently and continuously improved in accordance with the state of the art under economic conditions and in compliance with sustainability criteria. The manufacturing processes and transport routes are to be further optimised during construction and development. This is implemented by FP in a responsible and systematic manner. Under economic conditions, the construction and development are consistently and continuously improved in accordance with the state of the art and in compliance with sustainability criteria. This applies not only to new products, but also to product modifications, improvements, maintenance and repair. FP always considers four key factors here:

1. Durability and reusability
2. Minimal use of resources in production and operation
3. Hazard reduction throughout the entire lifecycle
4. Transparency

Specifically, this means:

- The development, manufacture and market launch of products that can be re-used many times, have a long technical service life and are suitable for proper, safe and high-quality re-use and environmentally friendly disposal

- The priority use of recyclable waste or secondary raw materials during the manufacture of products
- The labelling of products containing harmful substances in order to ensure that the waste remaining after use is recycled or disposed of in an environmentally friendly manner and indicating options or obligations to returning, re-use or recover specific materials and deposit regulations on product labels
- The taking back of products and the waste remaining after their use and their subsequent environmentally friendly recycling or disposal

When the state of the art is determined, the following criteria in particular are to be taken into account as well as the proportionality between the costs and benefits of possible measures and the principle of precaution and prevention – in each case relative to systems of a certain type:

- The use of low-waste technology and less-hazardous substances
- Promotion of the recovery and recycling of the substances produced and used in the individual processes and any waste
- Comparable processes, devices and operating methods that have been successfully tested
- Advances in technology and science
- The nature, impact and volume of the emissions concerned
- The scheduled times for the commissioning of new or existing plants
- The time required to introduce better technology that has become available
- The consumption of raw materials and the type of raw materials used in the individual processes (including water) as well as energy efficiency
- The need to avoid or reduce as far as possible the overall impact of the emissions and the hazards posed to individuals and the environment
- The need to prevent accidents and minimise their consequences for individuals and the environment
- Information published by the Commission of the European Community or by international organisations on the integrated avoidance and reduction of environmental pollution

Waste and hazardous substances (GRI 3-3)

The FP Group's top priority is waste prevention, followed by preparation for re-use and recycling. Correct and appropriate disposal is the last resort if these options are unavailable. Protecting people, the environment, animals and natural resources is paramount in waste generation and management. Waste is stored and treated separately so that it can be returned to the circular economy.

FP prepares an annual volume balance comparison with the waste balance in order to understand the proportions of the different waste types.

Waste was reduced to 258 t (previous year: 265,0 t), but only 99.7 t (previous year: 102.6 t) was recycled. At the sites in Germany, the waste amounted to 258 t (of which 0.5 hazardous) (GRI 301-1). The proportion of hazardous waste decreased year-on-year. In accordance with the Basel Convention, FP did not export any waste (GRI 306-4).

Hazardous substances

At the German sites, 98 hazardous substances were used in the past fiscal year (previous year: 99). 33 of these are classified as dangerous (previous year: 34). Six hazardous substances are used at two or more locations.

Of the 41 substances used at the Berlin-Pankow location, most are either stored in small amounts or used exclusively in development. The production sites in Berlin-Adlershof and Wittenberge use 19 and 35 substances, respectively. All substances for which a safety data sheet is required have been listed. For example, these include old used inks that are assigned to water hazard class 1 but do not require any hazard statements (GHS-H) or precautionary statements (GHS-P).

Contact sprays, Caramba and Raster Clean are substances that are provided with hazard and precautionary statements even in small amounts. FP evaluates and assesses all impacts on the health, safety and environment of employees and customers before it uses potentially dangerous materials or they are put to further use (GRI 306-3).

Water (GRI 3-3)

At the German locations, FP uses fresh water (GRI 303-1). Water does not play a significant role in production

processes. There is no negative impact on the water sources used (GRI 303-2). Recirculation via production circuits or separate systems does not, therefore, take place (GRI 303-3). FP enables reprocessing through regular wastewater disposal.

Water consumption at the Langenfeld site and the other four consolidation centres (810 m³), Wittenberge (544 m³), Adlershof (210 m³), Hennigsdorf (52 m³) and at the main site in Berlin (803 m³) totals 2,209 m³ (previous year: 2,611 m³). Measured in terms of hours of use, the reduced water consumption level of 2,209 litres equates to 2.98 litres per hour of use (previous year: 3.28 litres per hour of use). The aim is to keep water consumption per hour of use at this low level. In the hazardous substances list, all substances used are classified according to their water hazard class. According to the current Federal Water Act (section 62 sentence 1 WHG), substances that are potentially hazardous to water are divided into three classes. Substances that are not hazardous to water are assigned to class 0.

FP works with very few water pollutants of hazard classes 2 and 3, including very small volumes of adhesives and cleansing agents. Old inks are assigned to water hazard class 3.

With regard to substances hazardous to water, FP pays particular attention to appropriate labelling. These substances are always stored in special containers. Special precautions at filling points prevent them from entering the wastewater system. All supply lines, pipes and containers are sealed and drip-proof, suitable binding agents are always available, and disposal always complies with the respective disposal standards and statutory requirements.

The central waste collection points are clearly documented for the locations in site maps.

OVERVIEW OF HAZARDOUS SUBSTANCES

Storage location	Not classified as dangerous	Classified as dangerous	Totals
Berlin-Pankow site	6	35	41
Berlin-Adlershof site	4	17	21
Wittenberge site	20	13	33
Langenfeld site	3	1	4
Hennigsdorf site	0	0	0
Substances disposed of	0	6	6
Sites covered	30	68	98

OVERVIEW OF SUBSTANCES HAZARDOUS TO WATER AS AT 31 DECEMBER 2022

WHC ¹⁾	0	1	2	3	Total
Number of substances ²⁾	9	65	17	7	98

WHC = water hazard class according to the Federal Water Act (WHG),
from the central hazardous substances register

EU taxonomy

To create a climate-neutral European economy that is both competitive and resource-efficient, in 2018, the European Commission agreed on an action plan to finance sustainable growth. In order to direct capital flows toward sustainable investments, the aim was to define criteria for determining the degree of environmental sustainability.

As a measure under this action plans, a resolution was passed to introduce an EU classification system for sustainable activities, which was implemented by the European Commission when it adopted the Taxonomy Regulation (2020/852) in June 2020. To supplement the Taxonomy Regulation, the Commission has adopted delegated acts that are taken into account in the analysis. Delegated Regulation (EU) 2021/2139 stipulates the technical screening criteria for the two environmental objectives "climate change mitigation" and "climate change adaptation", which are used to determine whether an economic activity makes a substantial contribution to one or both environmental objectives while causing no significant harm to any of the other environmental objectives. Furthermore, Delegated Regulation (EU) 2021/2178 specifies the content and presentation of information to be disclosed and the methodology for complying with the disclosure obligation.

Article 9 of the Taxonomy Regulation lists six environmental objectives of the European Union:

- Climate change mitigation
- Climate change adaptation
- Sustainable use and protection of water and marine resources
- Transition to a circular economy
- Pollution prevention and control
- Protection and restoration of biodiversity and ecosystems

For the reporting year 2022, only the first two environmental goals, climate change mitigation and adaptation, are reported in accordance with the Delegated Regulations. In the interest of transparency, the taxonomy eligible economic activities are to be identified for these goals and the size of their share of total turnover as well as the investment and operating expenses attributable to them are to be analysed and calculated.

Whether the FP Group is contributing to the environmental goals of "climate protection" and "adaptation to climate change" was examined and considered in an analysis. For this purpose, a team was set up as early as 2021, whose core team includes Corporate Social Responsibility, Group Accounting

and certain specialist departments (Purchasing, Quality and Product Management). In the first step, the economic activities eligible for taxonomy at FP were identified with reference to the activity descriptions in Annexes 1 and 2 of the delegated act on climate change mitigation and adaptation. At the same time, the definitions of the key indicators OpEx, CapEx and revenue listed in Annex 1 of the delegated act on Article 8 of Regulation (EU) 2020/852 were analysed and the data for the respective benchmark were collected. Finally, the taxonomy-eligible economic activities were defined for the estimation and collection of the corresponding OpEx, CapEx and revenue.

In addition, the FP Group had to check the identified taxonomy-compliant economic activities for taxonomy conformity. For this, a significant contribution to an environmental objective must be fulfilled and, furthermore, these economic activities must not have a significant negative impact on the achievement of other environmental objectives (Do No Significant Harm) and must comply with the requirements for minimum protection, which builds on the OECD Guidelines for Multinational Enterprises, the UN Guiding Principles on Business and Human Rights, the ILO Core Labour Standards and the International Bill of Human Rights. In the first step, the technical assessment criteria listed in Annex 1 and 2 of the Delegated Act on Climate Change Mitigation and Adaptation supplementing Regulation (EU) 2020/852 were analysed and compared with the identified economic activities.

Based on the analysis, the following economic activity could be identified as taxonomy-eligible. In the area of transport, the fleet of company cars and vans falls under definition 6.5, "Transport by motorbikes, passenger cars and light commercial vehicles. Due to the technical conditions of the vehicles, it was not possible to identify any economic activities that conform to the taxonomy. The FP Group plans to improve individual reporting processes in order to better analyse and prepare taxonomy compliant economic activities for the coming reporting year.

Calculation of the turnover

Based on the analysis, no taxonomy eligible economic activities were identified in the turnover category. The total turnover for the business year in question can be read from the value shown in the profit and loss account (251.0 million euros).

Calculation of the CapEx

The FP Group calculated the CapEx (22,026 thousand euros) from the investments and leasing contracts over 12 months. Total investments include all gross additions to tangible and intangible fixed assets. It should be noted that acquired goodwill is not taken into account. For leases over 12 months, the FP Group was able to identify a taxonomy-eligible economic activity for the

vehicle fleet under definition 6.5 "Transport by motor-bikes, passenger cars and light commercial vehicles". Wherever possible, the data for the shares of taxonomy-eligible items in the total reference (denominator) were collected directly from the financial system. 4.86% of this reference amount of EUR 1.065 million relates to the identified taxonomy-eligible economic activity. Of the taxonomy-eligible economic activities identified, none met the criteria for taxonomy compliance, as no contribution to climate protection can currently be demonstrated due to the type of propulsion of the vehicles in FP's fleet.

Calculation of the OpEx

As a basis for the calculation of the OpEx (denominator), key financial figures for the full year 2022 were used based on the IFRS Group figures. Research and development costs, costs related to short-term leases and maintenance and repair costs, including all direct expenses related to the daily maintenance of property, plant and equipment assets by the company or third parties, were included. Total operating expenses can be calculated from the areas of all direct, non-capitalised costs, which include research & development, renovation measures, short-term leases and maintenance or repair (7,504 TEUR). There were no significant taxonomy-eligible operating expenses.

At the currently known status of the regulatory (December 2022), Francotyp-Postalia Holding AG can only identify economic activities in connection with leasing

contracts over 12 months in CapEx as taxonomy-eligible. In the area of turnover and OpEx, no taxonomy-eligible economic activities could be derived. Due to the extensions of the legal acts, the other environmental objectives should also be included in the reporting in the future. How this will affect Francotyp-Postalia Holding AG in the coming years and whether taxonomy-compliant revenues can be calculated depends on the progress of the Future@FP transformation programme on the one hand and on the design of the Taxonomy Ordinance on the other. In the area of investments, no taxonomy-compliant economic activities are yet known within the Francotyp-Postalia Group. Capital expenditure relates to assets or processes associated with taxonomy-compliant economic activities (Annex I or II). From these, only the related economic activities of FP's vehicle fleet can be determined. Furthermore, no taxonomy-eligible activities can be derived from the operating expenses. The operating expenses also relate to assets or processes associated with taxonomy-eligible economic activity (Annex I or Annex II).

An expansion of the relevant economic activities is expected for the beginning of 2024, which will expand the scope of reporting in the coming financial years.

All other effects on future reporting will be analysed and defined in the coming years.

PROPORTION OF REVENUE FROM PRODUCTS OR SERVICES ASSOCIATED WITH TAXONOMY-ALIGNED ECONOMIC ACTIVITIES - 2022

Economic activities	Codes	Absolute revenue EUR Mio.	Proportion of revenue (%)	Taxonomy-aligned proportion of revenue, 2022 (%)	Taxonomy-aligned proportion of revenue, 2021 (%)	m Category (enabling activity)	T Category (transitional activity)
A. TAXONOMY-ELIGIBLE ACTIVITIES							
A.1. Environmentally sustainable activities (taxonomy-aligned)		0	0%	0%	N/A		
Revenue from environmentally sustainable activities (taxonomy-aligned) (A.1.)		0	0%	0%	N/A		
A.2. Taxonomy-eligible but not environmentally sustainable activities (not taxonomy-aligned activities)		0	0%	0%	N/A		
Revenue from taxonomy-eligible but not environmentally sustainable activities (not taxonomy-aligned activities) (A.2.)		0	0%	0%	N/A		
Total (A.1. + A.2.)		0	0%	0%	N/A		
B. TAXONOMY-NON-ELIGIBLE ACTIVITIES							
Revenue from taxonomy-non-eligible activities (B)		251	100%				
Total (A+B)		251	100%				

		Substantial contribution criteria					
Economic activities	Codes	Climate change mitigation (%)	Climate change adaptation (%)	Water and marine resources (%)	Circular economy (%)	Pollution (%)	Biodiversity and ecosystems (%)
A. TAXONOMY-ELIGIBLE ACTIVITIES							
A.1. Environmentally sustainable activities (taxonomy-aligned)		0%	0%	N/A	N/A	N/A	N/A
Revenue from environmentally sustainable activities (taxonomy-aligned) (A.1.)		0%	0%	N/A	N/A	N/A	N/A
A.2. Taxonomy-eligible but not environmentally sustainable activities (not taxonomy-aligned activities)		0%	0%	N/A	N/A	N/A	N/A

		DNSH criteria ('does not significantly harm')						
Economic activities	Codes	Climate change mitigation (Y/N)	Climate change adaptation (Y/N)	Water and marine resources (Y/N)	Circular economy (Y/N)	Pollution (Y/N)	Biodiversity and ecosystems (Y/N)	Minimum safeguards (Y/N)
A. TAXONOMY-ELIGIBLE ACTIVITIES								
A.1. Environmentally sustainable activities (taxonomy-aligned)		N/A	N/A	N/A	N/A	N/A	N/A	N/A
Revenue from environmentally sustainable activities (taxonomy-aligned) (A.1.)		N/A	N/A	N/A	N/A	N/A	N/A	N/A
A.2. Taxonomy-eligible but not environmentally sustainable activities (not taxonomy-aligned activities)		N/A	N/A	N/A	N/A	N/A	N/A	N/A

PROPORTION OF CAPEX FROM PRODUCTS OR SERVICES ASSOCIATED WITH TAXONOMY-ALIGNED ECONOMIC ACTIVITIES - 2022

Economic activities	Codes	Absolute CapEx EUR thousand	Proportion of CapEx (%)	Taxonomy-aligned proportion of CapEx, 2022 (%)	Taxonomy-aligned proportion of CapEx, 2021 (%)	m Category (enabling activity)	T Category (transitional activity)
A. TAXONOMY-ELIGIBLE ACTIVITIES							
A.1. Environmentally sustainable activities (taxonomy-aligned)		0	0%	0%	0%		
CapEx of environmentally sustainable activities (taxonomy-aligned) (A.1.)		0	0%	0%	0%		
A.2. Taxonomy-eligible but not environmentally sustainable activities (not taxonomy-aligned activities)		0	0%	0%	0%		
Transport by motorbikes, passenger cars and light commercial vehicles	6.5	1,065	4.86%				
CapEx of taxonomy-eligible but not environmentally sustainable activities (not taxonomy-aligned activities) (A.2.)		1,065	4.86%	0%	0%		
Total (A.1. + A.2.)		1,065	4.86%	0%	0%		
B. TAXONOMY-NON-ELIGIBLE ACTIVITIES							
CapEx of taxonomy-non-eligible activities (B)		20,961	95.14%				
Total (A+B)		22,026	100%				

		Substantial contribution criteria					
Economic activities	Codes	Climate change mitigation (%)	Climate change adaptation (%)	Water and marine resources (%)	Circular economy (%)	Pollution (%)	Biodiversity and ecosystems (%)
A. TAXONOMY-ELIGIBLE ACTIVITIES							
A.1. Environmentally sustainable activities (taxonomy-aligned)		0%	0%	N/A	N/A	N/A	N/A
CapEx of environmentally sustainable activities (taxonomy-aligned) (A.1.)		0%	0%	N/A	N/A	N/A	N/A
A.2. Taxonomy-eligible but not environmentally sustainable activities (not taxonomy-aligned activities)		0%	0%	N/A	N/A	N/A	N/A

		DNSH criteria ('does not significantly harm')						
Economic activities	Codes	Climate change mitigation (Y/N)	Climate change adaptation (Y/N)	Water and marine resources (Y/N)	Circular economy (Y/N)	Pollution (Y/N)	Biodiversity and ecosystems (Y/N)	Minimum safeguards (Y/N)
A. TAXONOMY-ELIGIBLE ACTIVITIES								
A.1. Environmentally sustainable activities (taxonomy-aligned)		N/A	N/A	N/A	N/A	N/A	N/A	N/A
CapEx of environmentally sustainable activities (taxonomy-aligned) (A.1.)		N/A	N/A	N/A	N/A	N/A	N/A	N/A
A.2. Taxonomy-eligible but not environmentally sustainable activities (not taxonomy-aligned activities)		N/A	N/A	N/A	N/A	N/A	N/A	N/A

PROPORTION OF OPEX FROM PRODUCTS OR SERVICES ASSOCIATED WITH TAXONOMY-ALIGNED ECONOMIC ACTIVITIES - 2022

Economic activities	Codes	Absolute OpEx EUR thousand	Proportion of OpEx (%)	Taxonomy-aligned proportion of OpEx, 2022 (%)	Taxonomy-aligned proportion of OpEx, 2021 (%)	m Category (enabling activity)	1 Category (transitional activity)
A. TAXONOMY-ELIGIBLE ACTIVITIES							
A.1. Environmentally sustainable activities (taxonomy-aligned)		0	0%	0%	0%		
OpEx of environmentally sustainable activities (taxonomy-aligned) (A.1.)		0	0%	0%	0%		
A.2. Taxonomy-eligible but not environmentally sustainable activities (not taxonomy-aligned activities)		0	0%	0%	0%		
OpEx of taxonomy-eligible but not environmentally sustainable activities (not taxonomy-aligned activities) (A.2.)		0	0%				
Total (A.1. + A.2.)		0	0%				
B. TAXONOMY-NON-ELIGIBLE ACTIVITIES							
OpEx of taxonomy-non-eligible activities (B)		7,504	100%				
Total (A+B)		7,504	100%				

Substantial contribution criteria							
Economic activities	Codes	Climate change mitigation (%)	Climate change adaptation (%)	Water and marine resources (%)	Circular economy (%)	Pollution (%)	Biodiversity and ecosystems (%)
A. TAXONOMY-ELIGIBLE ACTIVITIES							
A.1. Environmentally sustainable activities (taxonomy-aligned)		0%	0%	N/A	N/A	N/A	N/A
OpEx of environmentally sustainable activities (taxonomy-aligned) (A.1.)		0%	0%	N/A	N/A	N/A	N/A
A.2. Taxonomy-eligible but not environmentally sustainable activities (not taxonomy-aligned activities)		0%	0%	N/A	N/A	N/A	N/A

DNSH criteria ('does not significantly harm')								
Economic activities	Codes	Climate change mitigation (Y/N)	Climate change adaptation (Y/N)	Water and marine resources (Y/N)	Circular economy (Y/N)	Pollution (Y/N)	Biodiversity and ecosystems (Y/N)	Minimum safeguards (Y/N)
A. TAXONOMY-ELIGIBLE ACTIVITIES								
A.1. Environmentally sustainable activities (taxonomy-aligned)		N/A	N/A	N/A	N/A	N/A	N/A	N/A
OpEx of environmentally sustainable activities (taxonomy-aligned) (A.1.)		N/A	N/A	N/A	N/A	N/A	N/A	N/A
A.2. Taxonomy-eligible but not environmentally sustainable activities (not taxonomy-aligned activities)		N/A	N/A	N/A	N/A	N/A	N/A	N/A

Social

A working culture that gives employees a strong sense of belonging is the driving force at FP. Everyone at FP takes responsibility for its success by rigorously pursuing shared projects and objectives. The core values are characterised by team play, ideas, poise and flexibility and are firmly entrenched in everyday working life.

There was movement in the social performance indicators again last year. FP gained new employees through the acquisition of the Azolver Group and Pakadoo. There was also a change in management in October 2022. Martin Geisel did not renew his contract as CFO, and he was succeeded by Ralf Spielberger.

Employment and employer

Sustainable human resources management and the compatibility of the different areas of employees' lives are important to FP and therefore remain the basis for many projects within FP's continuing education. The challenge is to unify business interests and employees' personal ambitions and family needs so as to further both the company and the employees. FP's flexible working time model is an important part of this. FP's employees can flexibly determine their own working day. There are limitations in some departments, such as on the customer service, where various shift models are in place to make the working day as flexible as possible for employees.

Working-from-home policies were quickly updated in response to the COVID-19 pandemic and enable most employees to work from home. Triggered by a back-to-the-office plan, a hybrid of home- and office-working was agreed in many departments. Every team thus had the opportunity to determine for themselves what is best for them and how often the team's employees can work at the office or from home.

Through the acquisition of the Azolver Group and Pakadoo, FP not only expanded its product range but also gained new employees. In the past year, 1,047 employees (previous year: 899) worked for FP domestically and internationally – in fourteen countries and at 22 German locations (GRI 2-7). The difference as against the previous year is mainly due to the acquisitions. The employees were 37 % women and 63 % men. Worldwide, 206 new employees were hired in 2022 (previous year: 105). The employee turnover rate from voluntary resignations in 2022 was 15.6 % (previous year: 12.3%), while the involuntary turnover rate fell to 7.4 % (previous year: 10.1%). The average age within German subsidiaries at FP is 47, with 440 employees over 50 (employees considered: 875, excluding Azolver). The average length of service is 10.8 years within German subsidiaries, whereby 289 employees have been with FP for more than 15 years 50 (employees considered: 875, excluding Azolver).

Parents employed by FP receive financial support, such as for childcare costs, paid leave to care for sick children or additional leave for family events. In 2022, a total of 32 mothers and fathers were on parental leave, and 18 returned (GRI 401-3).

FP believes the most-important aspect of HR work is finding and inspiring new talent and recognising and promoting talent already present in the company.



Last year, Focus & Focus Money again selected the FP Group as Company of the Year 2022. The FP Group was part of the "Company of the Year" study conducted by the Institute for Management and Economic Research (IMWF) on behalf of Deutschland Test. The analysis is based on the findings of surveys from the "Price Winner", "Highest Trust", "Customer Favourites" and "Germany's Best – Sustainability" studies conducted in 2021 (each weighted at 25%). The data was collected in two stages.

Around 21,000 companies and millions of entries were logged and evaluated (analysis period: January 2020 to August 2021). Companies qualify for the award if they achieve a total score of 60% or more and belong to the top five in the sector.

Training and development

In order to ensure that FP stays competitive, the company fosters its employees' creativity. In order to promote the active participation of all employees, an improvement system – ideas management – was introduced as part of the first ISO certification. It is intended to inspire and encourage all employees to contribute new ideas and to examine possibilities for how to implement them. This engagement, which often goes beyond the employees' own areas of responsibility, is then acknowledged and rewarded by FP.

FP uses an ideas database maintained by idea managers to evaluate and process ideas. All FP employees, be they apprentices, interns, working students, freelancers or retirees, can contribute ideas regardless of position or seniority. Work on implementing a cloud-based solution for the redesign of idea management continues.

In addition to idea management, FP offers its employees regular opportunities for professional development. In recent years, for example, numerous employees have attended English courses. The FP Group also offers professional development in other areas.

Training

The FP Group knows that every apprentice has the potential to become a future top performer. FP therefore provides all apprentices with meticulous training and multifaceted support. The training is aimed at long-term cooperation. FP also facilitates the relationship between academic training and the requirements of business.

Through partnerships and contacts at 30 German universities, FP helps students to write their dissertations while maintaining research and teaching relationships for experienced employees. Dual apprenticeships offer young people the chance to secure employment through excellent performance.

Last year, FP supervised and guided six apprentices, nine working students and one intern.

Apprentices need to acquire a profound understanding of the FP Group, so FP offers a wide range of opportunities to expand their horizons. It also encourages them to take on broader perspectives and overcome their own limitations. Therefore, apprentices not only spend time in various departments, but are also given insights into business processes that are not necessarily included in their apprenticeship curriculum. For example, commercial apprentices spend two weeks at the production site in Wittenberge, where they familiarise themselves with the franking machine.

FP has trained the current apprentices in all the relevant issues. Last year, there was also a focus on protection against COVID-19 infection for supervisors and apprentices.

By teaching technical, methodological, social and personal skills, FP not only ensures that young people are professionally qualified, but also wants to offer them long-term prospects. This applies both to the start of first

apprenticeships and to those who have decided to abandon their studies and pursue a different career. In addition to teaching professional skills, knowledge and abilities, it is particularly important that apprentices can apply what they have learned independently.

Apprenticeships at FP

- Office Manager
 - Electronics Engineer for Appliances and Systems
 - IT Specialist in Application Development
 - IT Specialist in Systems Integration
 - IT Systems Specialist
-

Occupational health and safety

The protection, safety and health of employees is the company's priority and one of FP's most important business challenges.

The FP Group regularly provides information to maintain and improve safety awareness in the activities of every employee. In addition to relevant information, FP carries out regular training supplemented by a balanced health-protection offering. FP takes responsibility for the safety and health of all employees at work. Last year, the global sickness rate was 6.81 % (previous year: 3.89%).

Occupational health and safety management system

The FP Group's German locations use an occupational health and safety management system certified in accordance with ISO 45001:2018. Specialist representatives support field sales employees to ensure that the requirements of stakeholder groups and legislation are met. A central role is played by representatives of the integrated management system, occupational safety specialists, waste and hazardous materials experts and FP's doctors.

Fire protection officers are appointed at the Berlin and Wittenberge locations. At the other locations, there are safety officers, first aiders, evacuation assistants and fire protection assistants. Depending on the hazard assessment at the location, there are also other employees, such as the laser safety officer in Wittenberge, who report to the fire protection officer or directly to the Management Board (GRI 403-3).

At the German locations, numerous employees are active in the areas of work, environmental, energy and health management. A company doctor supports all employees with extensive treatment and screening services that go beyond basic care, such as the influenza vaccination programme.

FP's house rules help to minimise possible risks, and apply to all employees, visitors, guests and third parties. When a third-party company works on FP's premises, they are given an appropriate safety briefing, which is

confirmed in writing by both parties. This confirmation is archived by FP. It also covers the use of hazardous substances, electrical work and welding work (GRI 403-1).

Employees at the locations are represented on the Occupational Safety and Environmental Protection Committee (AUSA). At its regular meetings, the topics of basic supervision and company-specific supervision according to German Social Accident Insurance (DGUV) Regulation 2, as well as supplementary topics on environmental and energy management, are discussed and potential measures agreed upon with the employer representative. Appointments for the screening programmes offered are coordinated annually, and the employees are informed about them.

Ergonomic work

Workstations in FP's office buildings are set up ergonomically. For example, the growing use of height-adjustable desks in the offices enables employees to change their working position as often as they like.

Prevention and handling of accidents

In the last fiscal year, there were five reported accidents while commuting and 15 reported workplace accidents. In the previous year, there were four reported accidents while commuting and 36 reported workplace accidents (GRI 403-2).

When an accident occurs, the cause is investigated in order to prevent future accidents as far as possible. FP recommends countermeasures and facilities for the management of accidents and health hazards, which are continuously monitored and improved. FP also works actively on suitable preventive measures for accidents at work and while commuting.

In addition, FP conducts regular emergency drills at all locations to ensure that employees are optimally prepared for emergencies. A timetable for these drills is agreed by the Occupational Safety and Environmental Protection Committee (AUSA). Emergency drills are prepared and supervised by the occupational safety specialists, and evacuation drills are conducted by the fire protection officer. All emergency drills are carried out in accordance with the location-specific fire regulations. After each drill, the supervising team evaluates the results in a hazard assessment in order to derive measures for possible improvements.

Diversity, equal opportunities and non-discrimination

FP fosters an atmosphere of openness and honesty as one of its leadership principles. All employees, regardless of seniority, age or position in the company, should feel encouraged to actively put forward opinions and suggestions. This principle is supported by the explicit reference to the principle of equal treatment in FP's mission statement. This principle is followed in FP's processes through the appointment of a suitable equality officer and the establishment of a confidential hotline and the whistleblower system (GRI 2-26, GRI 406-1).

FP pays particular attention to equal treatment in the remuneration system. The basic remuneration is based on the activities performed and the responsibility assumed

(GRI 401-2, GRI 405-2). Some German Group companies ensure this together with employee representatives through a collectively agreed remuneration system (GRI 2-30). In the event of operational changes, the employee representatives are notified in accordance with legal and company regulations. In addition, FP maintains close contact with employee representatives in various bodies (GRI 402-1). There were no known cases of discrimination during the year.

FP also supports diversity in terms of employees' age, with a particular focus on the establishment of mixed-age teams. The passing on, utilisation and preservation of experienced employees' knowledge is part of daily cooperation. FP has developed its own professional development programme in response to the increasing proportion of people over 50 in Germany.

The inclusion of people with severe disabilities or impairments is also of major importance to us. More than 60 severely disabled people, many of whom are hearing impaired, are employed at FP subsidiary FP Digital Business Solutions GmbH's nationwide sorting and printing centres and at FP Freesort's site in Germany. Communication is particularly important at FP. Supervisors and colleagues are trained in cooperation with communities and professional integration services to ensure that these special teams can communicate well. At FP Produktionsgesellschaft, a pilot project entitled "Ways into Work" has been in place for several years, organised in cooperation with Lebenshilfe Prignitz. The goal is the employment of people with disabilities.

Social engagement

As a global enterprise, the FP Group has a duty to take responsibility for the people around it and to have a sustainable and positive influence on the environment. The FP Group set itself this objective in order to contribute to better social cohesion.

Thanks to the commitment of the FP Group's employees, new benchmarks were set again in 2022.

The last year has been dominated by the war in Ukraine. The Management Board of the FP Group put potential aid packages to the vote and arranged a cash donation for the organisations Doctors Without Borders and Bündnis Entwicklung Hilft. Both organisations support medium- to long-term aid projects and local infrastructure. The FP Group's employees have also performed charity work, collecting a great volume of donated items for refugees in both Berlin and Ukraine.

Last year, the FP Group also supported Hockey is Diversity and daycare centres again. Diversity is a permanent part of FP's corporate philosophy, so Hockey is Diversity is a perfect fit with FP's image. Since 2010, the association founded in Berlin has been working for more inclusion and to stand up against racism, right-wing extremism and discrimination. It aims to build mutual respect and tolerance. What is more, the FP Group sponsored the primary school Grundschule am Vierutenberg's summer party last year.

FP also champions social projects around the world. The subsidiary in the USA was involved in several projects last

year. Among other things, it took donated toys and gave them away to socially disadvantaged children, collected used clothing for homeless people and socially disadvantaged families, and supported food banks in the USA.

Respect for human rights (GRI 1)

FP complies with internationally recognised human rights and therefore vehemently rejects all forms of forced or child labour (*GRI 408-1, GRI 409-1*). FP recognises the right of all employees to form democratic unions and employee representative bodies within the framework of national law (*GRI 407-1*). All of FP's employees are entitled to fair pay. Pay and other benefits meet the legal standards or requirements of the respective country and region or of the national economic sectors/industries and regional levels. As relatively high standards are expected at these locations, and respect for human and workers' rights is fundamental at FP, compliance with human rights at the locations in Germany and abroad is not an unusual requirement. FP maintains good relationships with all stakeholders and works in accordance with business and company principles (*GRI 412-2*).

There were no significant investment agreements or contracts that included human rights clauses or underwent human rights screening. Similarly, FP does not do business or invest in high-risk countries (*GRI 412-3*).

Sustainable supply chains and material procurement

Thinking and acting in a sustainable way, respecting human rights, working to protect the environment, climate and occupational health and safety – these are all essential elements of the value chain and criteria for the procurement of the materials and services that the FP Group needs. Therefore, FP is constantly working to optimise the supply chain and pursues several targets not only to optimise price, supply quality and on-time delivery, but also to prevent environmental impacts of international transports. To this end, FP switched to very local sourcing in 2014. The sole production site for franking machines and thus the supply chain target is FP Produktionsgesellschaft mbH & Co. KG based in Wittenberge in the state of Brandenburg, which essentially uses single parts and assemblies. These are divided between contract manufacturing of machines, plastic parts, electronic

components and assemblies, and drive technology. In 2022, FP worked with around 232 suppliers (previous year: 225).

For more than six years, procurement from Europe-based suppliers has been optimised in terms of efficiency and ecology. Direct cooperation with suppliers located in Asia has been almost entirely terminated.

There are only three non-European providers. The direct procurement rate in Europe is currently 99%. As in the previous year, the proportion of the procurement volume awarded in Germany is around 46%.

As part of the "Best Material Purchase" project, which FP implemented over four years ago, FP had additional local suppliers certified in order to strengthen the Berlin-Brandenburg region economically and reduce the environmental impact of transport.

FP's objective is to build and maintain long-term relationships with the suppliers on the basis of the partnership aspect. This is the only way to ensure a sustainable supply of the necessary materials for production. Of the A and B suppliers (63 companies in this fiscal year), 37 have worked with FP for over 15 years, 16 have worked with FP for over ten years, and ten have worked with FP for over five years.

Supplier screening

The FP Group does not maintain relationships with suppliers that are suspected of making a negative impact on the environment, human rights, work practices or society (*GRI 308-2*). Under the current conditions, detailed, internal supplier screening is not yet necessary. However, the FP Group will find itself in a different regulatory environment in the next few years and therefore plans to take a closer look at this topic.

Sustainable packaging

For high-quality electrical components, FP has introduced individual reusable packaging, uses suitable reusable containers, and cooperates with local delivery services for batch shipping. This process was also used for the launch of PostBase Vision. FP thus avoids single-use packaging in order to make the smallest possible impact on the environment.

FP's key figures

	Key figure	Unit	2022	2021
ENVIRONMENT	Resource consumption			
	Total energy requirement	kWh	5,914,000	5,968,000
	Gas requirement	kWh	1,088,000	1,495,000
	Heating oil	kWh	423,000	423,000
	District heating	kWh	215,000	215,000
	Fuel	kWh	3,175,000	2,775,000
	Electricity consumption	kWh	1,013,000	1,060,000
	CO ₂ emissions (Scope 1 and 2)	t CO ₂	1,301	1,397
	Total weight of waste	t	258	265
	Water consumption	m ³	2,503	2,611
SOCIAL	Employee structure			
	Average age*		47	46
	Employees:			
	Aged 30 or under		134	111
	Aged 31-50		392	410
	Aged over 50		394	378
	Average length of service* (in years)		11	10
	Female/diverse employees in the Group		385	343
	Proportion of the workforce (in %)		36.8%	38.2%
	Female managers in the Group (first and second management levels)		14	15
	Apprentices/students in the Group		16	11
	Employee turnover rate**		13%	12%
	Employee health			
	Sickness rate (in %)		6%	4%
	Employee training			
	Training, education and development (in hours)		2,567	1,406
	Social engagement			
	Donations (in EUR)		2,000	56,000
GOVERNANCE	Supply chain			
	Total suppliers		232	225
	Germany		210	204
	Europe		226	222
	International		2	2

*Employees from Germany

**Based on 875 employees

Imprint

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GRI sustainability index

of Francotyp-Postalia Holding AG

To ensure that sustainability reporting is comparable at all levels and that it continues to be reliable for the coming years, FP decided to prepare its first sustainability report for 2017 in accordance with the G4 Guidelines of the Global Reporting Initiative (GRI). For the 2018, 2019, 2020, 2021 and 2022 reporting years, FP has followed the mandatory Sustainability Reporting Standards (SRS) of the GRI since July 2018. We report in accordance with the "Core" compliance option.

FP fulfils the Core option extensively and has already begun using the Comprehensive option for our reporting in order to best meet our stakeholders' information needs. The sustainability index indicates the relevant pages of the non-financial Group report or of the annual report.

The GRI sustainability index shown here serves as an abbreviated version and indicates on which page of the report the required information can be found.

GRI SRS Number	Disclosure Number	GRI Standard Title	Aspekt	Disclosure Title - DE	Seite
Environment					
GRI 3	3-3	Material Topics: 2021	Disclosures on Material topics	Management von wesentlichen Themen	14, 15, 16, 18
GRI 301	301-1	Materials: 2016	Materials used by Weight or volume	Eingesetzte Materialien nach Gewicht oder Volumen	18
GRI 302	302-1	Energy: 2016	Energy consumption within the organization	Energieverbrauch innerhalb der Organisation	16
GRI 302	302-3	Energy: 2016	Energy intensity	Energieintensität	16
GRI 302	302-4	Energy: 2016	Reduction of energy consumption	Verringerung des Energieverbrauchs	16
GRI 302	302-5	Energy: 2016	Reductions in energy requirements of products and services	Senkung des Energiebedarfs für Produkte und Dienstleistungen	16
GRI 303	303-1	Water and Effluents: 2018	Water withdrawal	Wasserentnahme	18
GRI 303	303-2	Water and Effluents: 2018	Water discharge	Wasserrückführung	18
GRI 303	303-3	Water and Effluents: 2018	Water consumption	Wasserverbrauch	18
GRI 305	305-5	Emissions: 2016	Reduction of GHG emissions	Senkung der THG Emissionen	16
GRI 306	306-3	Effluents and Waste: 2016	Significant spills	Erheblicher Austritt schädlicher Substanzen	18
GRI 306	306-4	Effluents and Waste: 2016	Transport of hazardous waste	Transport von gefährlichem Abfall	18
Social					
GRI 2	2-7	General Disclosures: 2021	Employees	Angestellte	21
GRI 2	2-26	General Disclosures: 2021	Mechanisms for seeking advice and raising concerns	Verfahren für die Einholung von Ratschlägen und die Meldung von Anliegen	23
GRI 2	2-30	General Disclosures: 2021	Collective bargaining agreements	Tarifverträge	23
GRI 401	401-2	Employment: 2016	Benefits provided to full-time employees that are not provided to temporary or part-time employees	Betriebliche Leistungen, die nur vollzeitbeschäftigten Angestellten, nicht aber zeitarbeitnehmern oder teilzeitbeschäftigten Angestellten angeboten werden	23
GRI 401	401-3	Employment: 2016	Parental leave	Elternzeit	21

GRI 402	402-1	Labor/Management Relations: 2016	Minimum notice periods regarding operational changes	Mindestmitteilungspflicht für betriebliche Veränderungen	23
GRI 403	403-1	Occupational Health and Safety: 2018	Occupational health and safety management system	Managementsystem für Sicherheit und Gesundheit am Arbeitsplatz	23
GRI 403	403-2	Occupational Health and Safety: 2018	Hazard identification, risk assessment, and incident investigation	Gefahrenidentifizierung, Risikobewertung und Untersuchung von Vorfällen	23
GRI 403	403-3	Occupational Health and Safety: 2018	Occupational health services	Arbeitsmedizinische Dienste	23
GRI 405	405-2	Diversity and Equal Opportunity: 2016	Ratio of basic salary and remuneration of women to men	Verhältnis des Grundgehalts und der Vergütung von Frauen zum Grundgehalt und zur Vergütung von Männern	23
GRI 406	406-1	Non-discrimination: 2016	Incidents of discrimination and corrective actions taken	Diskriminierungsvorfälle und ergriffene Abhilfemaßnahmen	23
Governance					
GRI 1	1	Foundation: 2021		Grundlagen: 2021	25
GRI 2	2-10	General Disclosures: 2021	Nomination and selection of the highest governance body	Nominierung und Auswahl des höchsten Kontrollorgans	6
GRI 2	2-12	General Disclosures: 2021	Role of the highest governance body in overseeing the management of impacts	Rolle des höchsten Kontrollorgans bei der Beaufsichtigung der Bewältigung der Auswirkungen	7
GRI 2	2-16	General Disclosures: 2021	Communication of critical concerns	Übermittlung kritischer Anliegen	7
GRI 2	2-29	General Disclosures: 2021	Approach to stakeholder engagement	Ansatz für die Einbindung von Stakeholdern	9
GRI 3	3-3	Material Topics: 2021	Disclosures on Material topics	Management von wesentlichen Themen	8, 9, 12
GRI 201	201-2	Economic Performance: 2016	Financial implications and other risks and opportunities due to climate change	Durch den Klimawandel bedingte finanzielle Folgen und andere Risiken und Chancen	8
GRI 205	205-1	Anti-corruption: 2016	Operations assessed for risks related to corruption	Betriebsstätten, die auf Korruptionsrisiken geprüft wurden	9
GRI 205	205-2	Anti-corruption: 2016	Communication and training about anti-corruption policies and procedures	Kommunikation und Schulungen zu Richtlinien und Verfahren zur Korruptionsbekämpfung	8
GRI 308	308-2	Supplier Environmental Assessment: 2016	Negative environmental impacts in the supply chain and actions	Negative Umweltauswirkungen in der Lieferkette und ergriffene Maßnahmen	25
GRI 405	405-1	Diversity and Equal Opportunity: 2016	Diversity of governance bodies and employees	Diversität in Kontrollorganen und unter Angestellten	7
GRI 407	407-1	Freedom of Association and Collective Bargaining: 2016	Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk	Betriebsstätten und Lieferanten bei denen das Recht auf Vereinigungsfreiheit und Tarifverhandlungen bedroht sein könnte	25

GRI 408	408-1	Child Labor: 2016	Operations and suppliers at significant risk for incidents of child labor	Betriebsstätten und Lieferanten mit einem erheblichen Risiko für Vorfälle von Kinderarbeit	25
GRI 409	409-1	Forced or Compulsory Labor: 2016	Operations and suppliers at significant risk for incidents of forced or compulsory labor	Betriebsstätten und Lieferanten mit einem erheblichen Risiko für Vorfälle von Zwangs- oder Pflichtarbeit	25
GRI 416	416-1	Customer Health and Safety: 2016	Assessment of the health and safety impacts of product and service categories	Beurteilung der Auswirkungen verschiedener Produkt- und Dienstleistungskategorien auf die Gesundheit und Sicherheit	10
GRI 416	416-2	Customer Health and Safety: 2016	Incidents of non-compliance concerning the health and safety impacts of product and services	Verstöße im Zusammenhang mit den Gesundheits- und Sicherheitsauswirkungen von Produkten und Dienstleistungen	10
GRI 417	417-1	Marketing and Labeling: 2016	Requirements for product and service information and labeling	Anforderungen für die Produkt- und Dienstleistungsinformationen und Kennzeichnung	10
GRI 417	417-2	Marketing and Labeling: 2016	Incidents of non-compliance concerning product and service information and labeling	Verstöße im Zusammenhang mit den Produkt- und Dienstleistungsinformationen und der Kennzeichnung	10
GRI 417	417-3	Marketing and Labeling: 2016	Incidents of non-compliance concerning marketing communications	Verstöße im Zusammenhang mit Marketing und Kommunikation	10

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