

Environmental Protection and Occupational Health and Safety Report 2014

(Francotyp-Postalia, Locations Birkenwerder/Berlin, Wittenberge, Achim)





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01. Company Profile of Francotyp-Postalia

Francotyp-Postalia (FP) was established in 1923 as a franking machine manufacturer and has since developed into a successful mail management company with more than 1,000 employees. The product range of the FP Group covers the entire value added chain in the area of outbound mail processing. FP is the market leader in Germany and Austria with a worldwide market share of 9.9% and a customer base of 260,000 customers.

In the location of Birkenwerder (development, distribution, service and management) - relocated at the end of 2014 to Berlin - approx. 200 employees and Wittenberge approx. 50 employees (production) and Achim approx. 20 employees (service part center) are occupied. The company maintains a certificated integrated management system (ISO 9001, ISO 14001, BS OHSAS 18001).



Head-Quarter Berlin



Production Wittenberge

Protection of the environment is one of our core principles. The effectiveness with which these internal principles are implemented is the subject of regular checks. FP continuously seeks to minimise waste and emissions and if possible, to avoid them altogether. In addition to the effort to protect our environment, FP also strives to ensure the health and safety of its employees at their places of work. At FP, environmental protection and occupational health and safety are key management tasks and are part of the company policy.





02. Environmental Protection and Occupational Safety in Action

- ◆ Since 2010 an environmental protection and occupational health and safety report will be published each year. This report will provide information about the state of occupational health and safety and environmental protection in the company and the work of environmental management.
- ◆ The desire to protect our environment and to ensure the health and safety of employees at the workplace are key management tasks in the company. The integrated management system ensures that these tasks are implemented in all operational roles and levels.
- ◆ Protection of the environment is one of our core company principles. These automatically form the basis of operational procedures in practice:
 - We examine the environmental compatibility of each new product that is designed and each new process that is introduced.
 - We economically deal with the resources that we use.
 - This can only work with the support and commitment of our employees.

We teach our employees to maintain their awareness of safety and the environment and commit this to corresponding activities and actions.

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

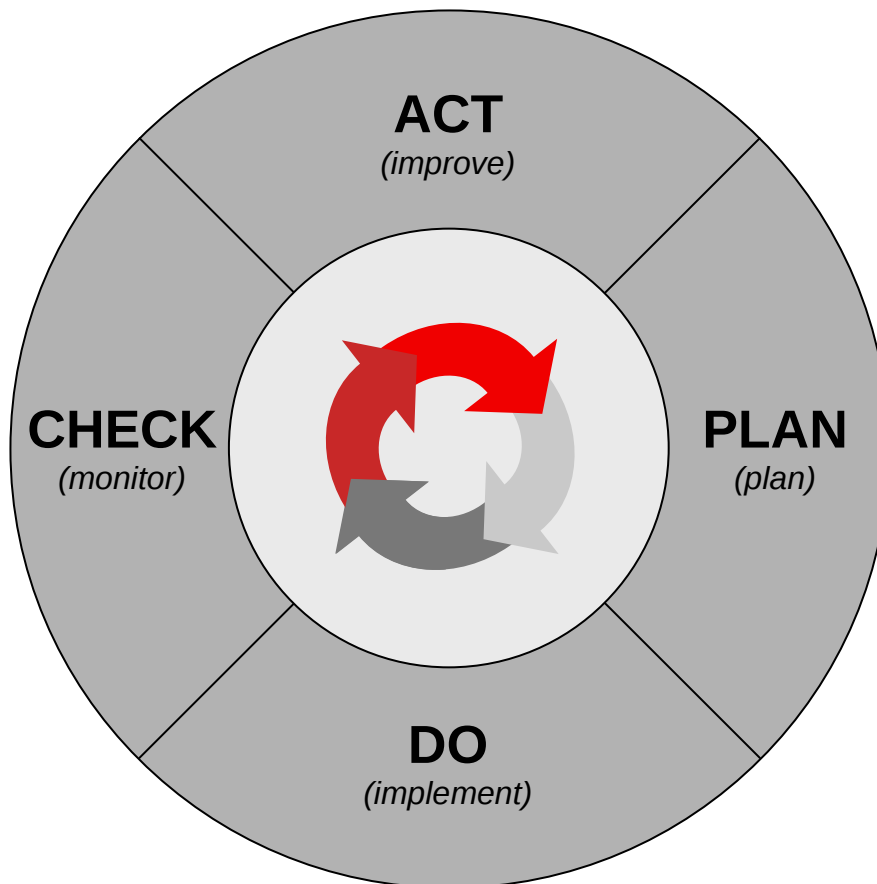
FP already launched in the year 2009 the first franking system with GO-GREEN functionality and is consequently supporting Deutsche Post's climate protection program. This program records the CO₂-emissions generated in transporting a GO-GREEN letter for each individual customer. Our new franking system postBase incorporates many of the latest requirements of the environmentally conscious franking. These are, a reduced 8% by weight, the ability to use parts again, or the marking of plastics used. Particularly in the area of energy consumption, the postBase already meets the stringent requirements of the Energy Star version 1.2 (awarded the "Blue Angel"). Finally, in the area of consumables a new recycling concept was developed, allowing customers to recycle used ink cartridges eco-friendly.





03. Environmental Protection and Occupational Safety System (ISO 14001, OHSAS 18001)

The requirements of the series of standards ISO 14001 and BS OHSAS 18001 are systems for introducing environmental protection and occupational safety and hence chart the path to individual responsibility and self commitment.



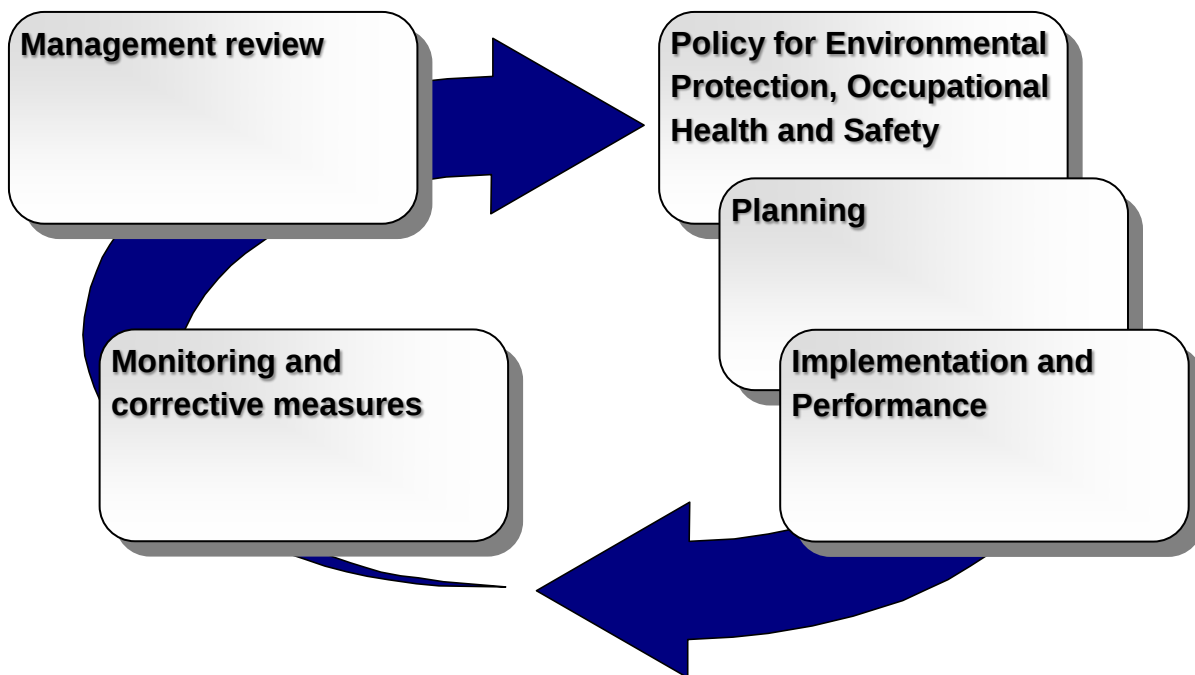
Both standards are based on the "**Plan Do Check Act**" method, which is briefly described in the integrated management system at FP as follows:

- Plan:** Targets and processes are defined in order to obtain results in accordance with the policies of environment, occupational health and safety at FP.
- Do:** The processes are implemented.
- Check:** The processes are monitored and measured against the environmental protection and occupational health and safety policies, objectives, individual targets, statutory obligations and other requirements and reports are issued on the results.
- Act:** Measures are taken for continuous improvement of the performance of the integrated management system.





The **FP system** can also be broken down into **five phases**:



Phase 1: POLICY FOR ENVIRONMENTAL PROTECTION, OCCUPATIONAL HEALTH AND SAFETY

- » Risk minimisation
- » Continuous improvement in environmental and health protection
- » Compliance with all legal requirements
- » Announcements within the company and to the public at large

Phase 2: PLANNING

- » Assessment of the situation regarding operational environmental protection, safety and health
- » Identification of statutory and other requirements
- » Creation of a programme for implementation of the policy regarding environmental protection, occupational health and safety

Phase 3: IMPLEMENTATION AND PERFORMANCE

- » Provision of the required resources
- » Development of an environmental protection and occupational safety management system and assignment of roles and responsibilities
- » Motivation and training of employees
- » Creation of the required documentation

Phase 4: MONITORING AND CORRECTIVE MEASURES

- » Management and updating of the required documentation
- » Establishment of a system for monitoring the performance of environmental protection, safety and health
- » Conducting internal assessments and site inspections
- » Introduction and monitoring of corrective and preventive measures

Phase 5: CONTINUOUS MANAGEMENT ASSESSMENT

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



04. Policy for Environmental Protection and Occupational Safety and Health

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

- The protection of the safety as well as the environment and health of employees at the workplace are prime company objectives.
- Occupational health and safety and environmental protection are key management responsibilities. By means of an integrated management system, we ensure that these tasks are implemented in all operational roles and levels.
- We know that any management system can only be brought to life with the support and commitment of the employees. Therefore, we want to create and maintain the required degree of safety and environmental consciousness in all our employees through the use of appropriate information and training and to place the employees under an obligation to work and act accordingly.
- We want to ensure compliance with all legal regulations and achieve continuous improvements.
- Already during the design stage of new products and processes, we take into account their environmental compatibility and safety, the economical use of the resources employed and the avoidance or reduction of waste and emissions.
- We maintain an open and candid dialogue with employees, authorities, customers and suppliers as well as the interested public in all issues relating to environmental protection and to health and safety at work.
- Corporate management assesses the effectiveness of the management system by means of regular checks and arranges for appropriate corrective and improvement measures, if required.



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



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

In 2014 we have merged our **integrated management program** in preparation for the forthcoming next year standard requirements on also integrated system aspects (environmental, health safety and product safety) and defined new targets. Due to the relocation of Birkenwerder to Berlin next resulting from the relocation specific objectives the following measures have been successfully implemented:

- Make handling change the cartridge in the new myMail5 during the development of injury safer.
- Reduce power consumption as compared to 2013 at Birkenwerder (Berlin) by 10% and keep it stable at the other locations.
- CO₂ emissions of FP car fleet in 2014 below 60,000 kg CO₂ per quarter hold (last year 65,000 kg CO₂).

QUAM-Controlling Liste			Integriertes Managementprogramm und -ziele										Informationen, Ursachen und Hinweise zur Terminverfolgung	
Position (VP)	IMP-Implementierung	Potentialkennung	Maßnahmen	Nachweise, Gesetze, Normen, Dokumentationen, etc.	Verantwortlicher	18.07.14	18.07.14	18.07.14	18.07.14	18.07.14	18.07.14	18.07.14	18.07.14	18.07.14
153/14	2.1	MANAGEMENTZIEL SA 18	Handhabung des Kartuschenwechsels bei der neuen myMail5 im Rahmen der Entwicklung verletzungsicherer gestalten	mit "Kugelschreiber-Mechanismus" die Kartusche kundenfreundlich aus der Druckposition auswerfen bzw. durch einfaches Drücken verriegeln anstelle Zehen/Seiten in den Schacht	E	Günther VPP	18.07.14	18.07.14	18.07.14	18.07.14	18.07.14	18.07.14	18.07.14	18.07.14
154/14	1.5.4	MANAGEMENTZIEL SA 01	Stromverbrauch im Vergleich zu 2013 am Standort Birkenwerder/Berlin um 10% senken und an den anderen Standorten stabil halten	Mitarbeiter auf sparsame Nutzung hinweisen, nicht benötigte Geräte abschalten, aktuelle Daten im Energiekassens überwachen	E	Szymanski GP	18.07.14	18.07.14	18.07.14	18.07.14	18.07.14	18.07.14	18.07.14	18.07.14
155/14	2.3.4	MANAGEMENTZIEL SA 06	CO ₂ Emissionen der FP Autokette im Jahr 2014 unter 60.000 kg CO ₂ je Quartal halten (im Vorjahr 65.000 kg CO ₂)	verspricht darauf hinzuwirken, dass Autos der Klassen unter 150 g/km zum Leasing für die Mitarbeiter angeboten werden	E	Leu TPE	18.07.14	18.07.14	18.07.14	18.07.14	18.07.14	18.07.14	18.07.14	18.07.14

In the context of the integration of management systems, the following measures were introduced and implemented in 2014:

- care of our register of hazardous substances, waste, energy and legal sources.
- Continuous review of direct and indirect system aspects.
- creating supplements to processes and guidelines in the management handbook.
- information and training.
- Updating the risk assessments at all locations.
- Company celebrations within the scope of the assessment program near the locations of Birkenwerder (Berlin), Wittenberge, Achim and distribution center with main focuses to the working security.
- Updating the fire safety regulations.
- Questionnaires for customer satisfaction refreshed issues to environmental and occupational safety.
- System Integration of the location FP iab (internet-access GmbH).

In 2015, **Francotyp-Postalia** shall already adapt its **integrated management system** with the new standard requirements of ISO 9001:2015 and ISO 14001:2015 and foresight on the ISO 41001:2016 (currently BS OHSAS 18001) and expand. In addition to the system and this report the energy management system (ISO 50001) to be expanded.





06. Information on Occupational Safety and Health

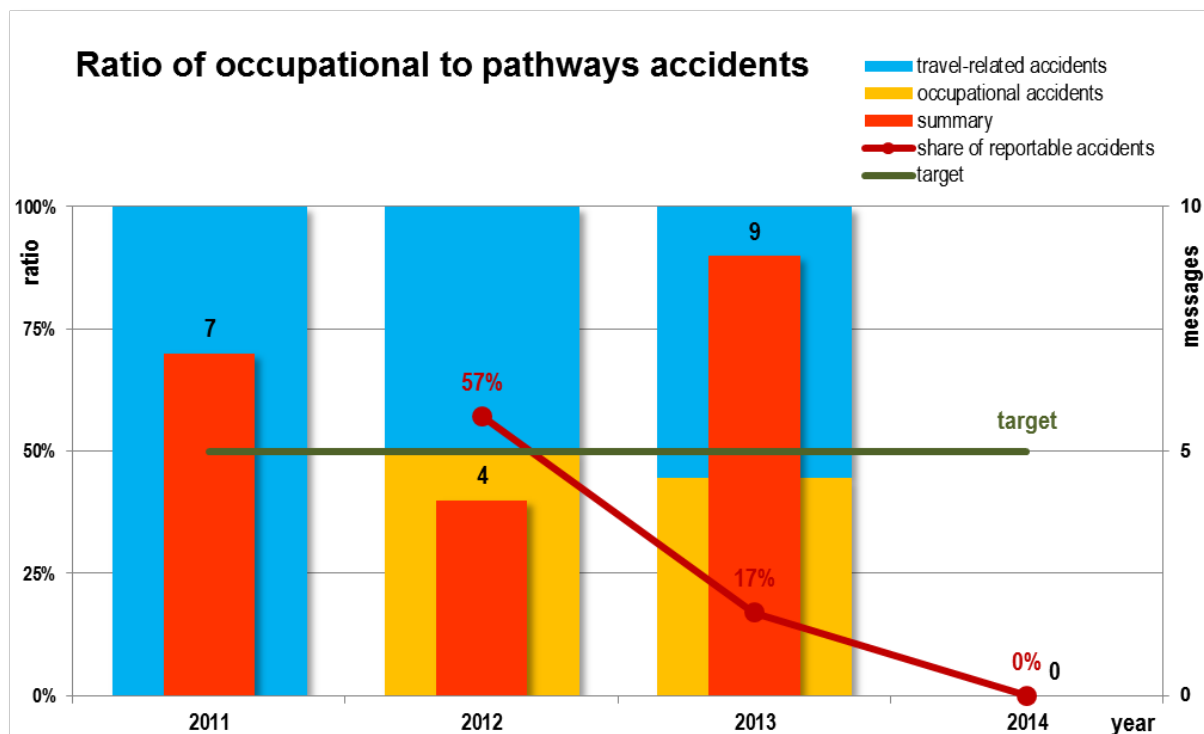
The following offer investigations were perceived in comparison to the years before by the employees (numbers of participants) with the company medical officer:

Precaution investigation	2011	2012	2013 ⁴⁾ BW/WB/AC			2014 ⁴⁾ BW/BLN/WB/AC		
Statutory duty investigations ^(not necessarily)	none	none	none			none		
Driving, steering and supervision operations ¹⁾	0	0	0	3	3	0	0	2
Display workstations ²⁾	-	31	15	7	17	10	0	6
Noise ³⁾	-	-	-	-	6	-	-	2
Medical consultations (company medical officer)	57	43	17	12	23	15	8	10
Preventive influenza injections ^(complementary offer)	74	38	36	7	0	41	6	0
First-aid courses (First assistant)	20	19	12	8	3	12	0	2

¹⁾ according to DGUV 250-427 (G25), ²⁾ according to DGUV 250-438 (G37), ³⁾ according to DGUV 250-418 (G20)

⁴⁾ BW/BLN: location Birkenwerder/Berlin, WB: location Wittenberge, AC: location Achim

Occupational and travel-related accidents	2011	2012 ^(BW-WB)	2013 ^(BW-WB-AC)	2014 ^(BW/BLN-WB-AC)
Annual total	7	4	9	
registration occupational accidents (OA)	0	2 (0-2)	4 (0-3-1)	0 (0-0-0)
registration travel-related accidents (TA)	7	2 (2-0)	5 (3-2-0)	0 (0-0-0)



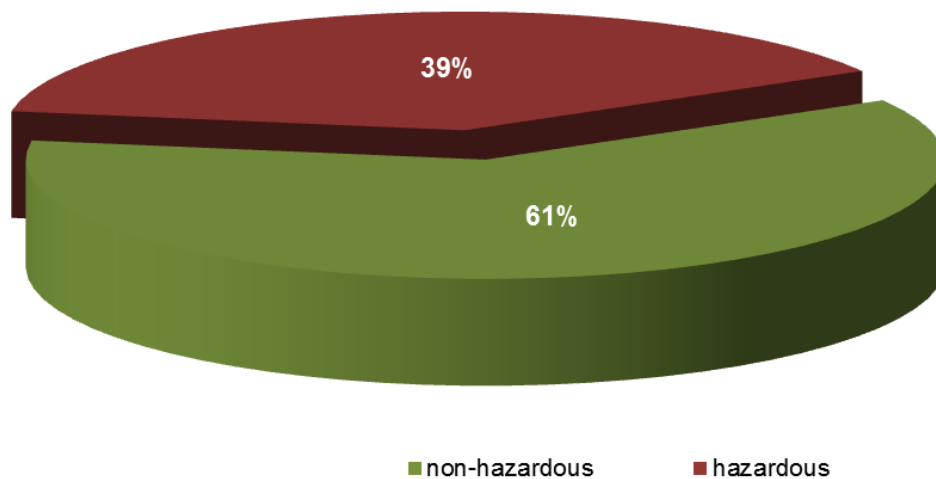


07. Summary of Hazardous Substances Used

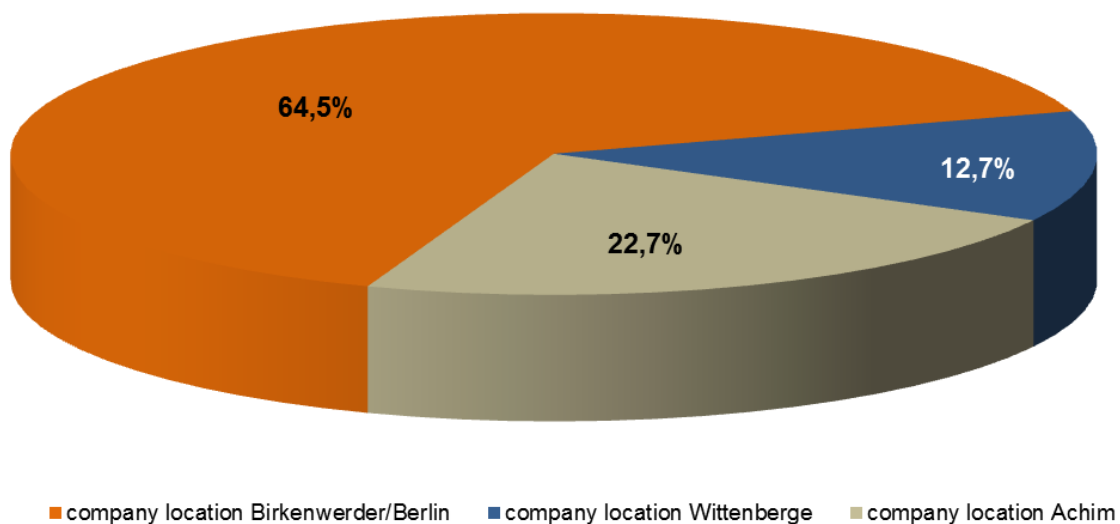
Place of storage	non-hazardous	hazardous
Location Birkenwerder/Berlin	51	20
Location Wittenberge	6	8
Location Achim	10	15
disposed of	17	35
totals at end of year	67	43

In our locations **98 hazardous substances** are used at the moment (of it **67 without hazard characteristics**) from what **12 hazardous substances** are an application in two or all locations in use. In comparison to the year before **52 hazardous substances were decontaminated** partly of a disposal in the development. In addition, the portion became in **danger materials with danger signs** were able **about 45% lowered**.

Ratio of substance varieties in stores



Substance assignment to storage places





08. Handling of Water-contaminating Substances

Water-contaminating substances are solid, liquid or gaseous substances that adversely affect the chemical, physical or biological properties of bodies of water (e.g. hydraulic oils, cool lubricant emulsions).

In relation to water-contaminating substances, the following points are taken into account at FP:

- ◆ Water-contaminating substances are correspondingly labelled.
- ◆ Water-contaminating substances are always stored in containers on drip pans.
- ◆ These precautions are taken so that water-contaminating substances cannot get into the drainage water.
- ◆ Fill stations are to be designed so that water-contaminating substances cannot get onto the ground or into the drains.
- ◆ Tubes, pipes and containers are connected so that they are sealed and leak-proof.
- ◆ Suitable vehicles are used for transport.
- ◆ Binding agents for oil and emergency plans are available at all times.
- ◆ Consumables containing oil and contaminated binding agents are kept in special containers for disposal.
- ◆ Disposal is effected without exception via the corresponding waste code numbers.

All used substances are classified in the hazardous substances register according to water-contamination classes. According to **§62** (paragraph 4,1) of the current **WHG** (Federal Water Act), a distinction is only made between Classes 1 to 3. We assign substances that do not represent a water contamination threat to Class 0. We assign the substances that we store and use to the risk classes as follows:

WGK¹⁾	0	1	2	3	total
Substances	8	67	30	1	106

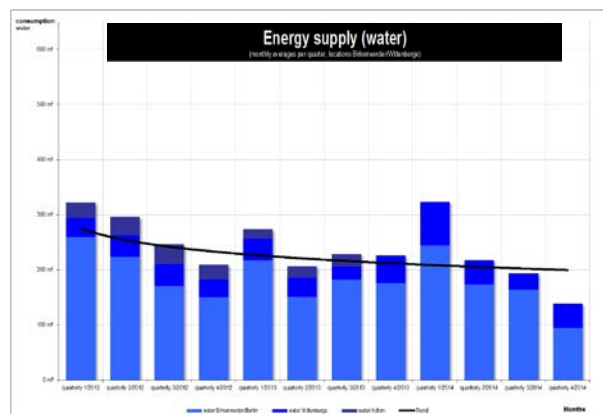
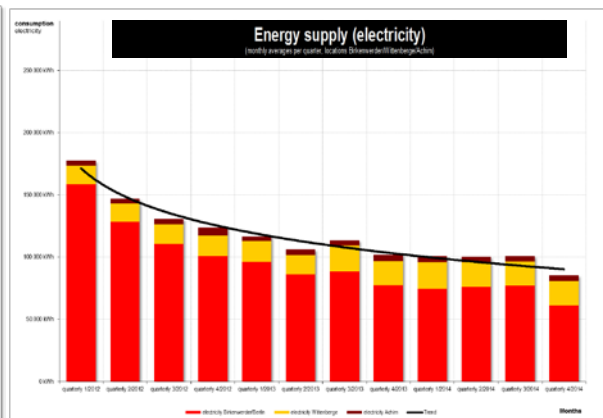
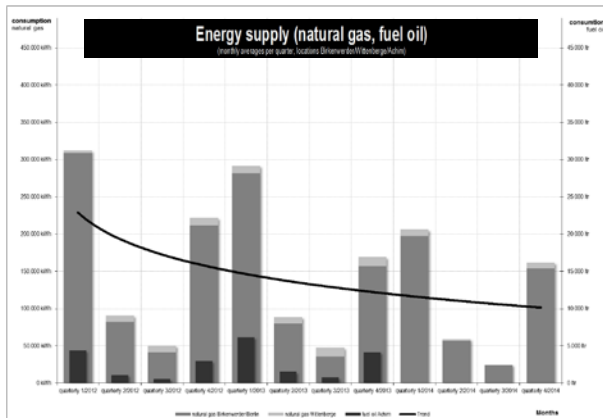
¹⁾ WGK = water contamination risk class as per WHG (Federal Water Act)





09. Energy and Consumption Data

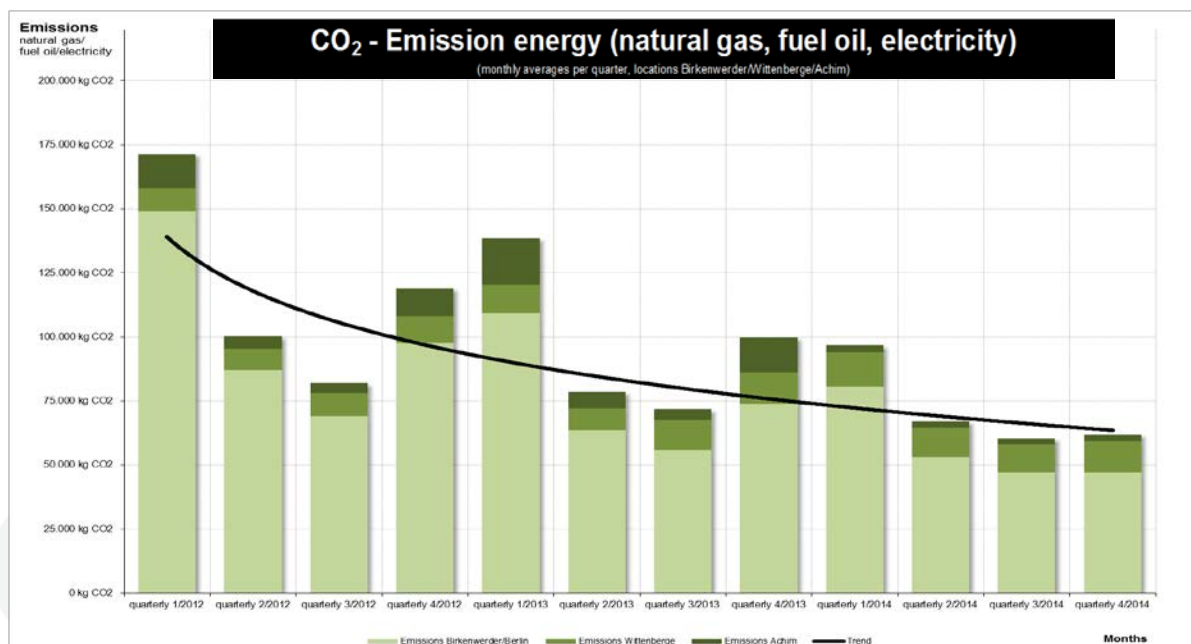
Basically, we use natural gas, electricity and water as our sources of energy. The data is recorded and evaluated monthly in the energy register. We use the observed trends to realise further savings in future and to use our environmental sources in a more environmentally friendly manner. The graphics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



Summary of the annual consumption values:

Source	2012	2013	2014
electricity	144,727 kWh/m - 13.6 %	109,551 kWh/m - 24.3 %	96,873 kWh/m - 11.5 %
natural gas	163,548 kWh/m + 1.7 %	143,589 kWh/m - 12.2 %	112,681 kWh/m - 21.5 %
water	238 m³/m - 37.9 %	218 m³/m - 8.4 %	218 m³/m +/- 0.0 %

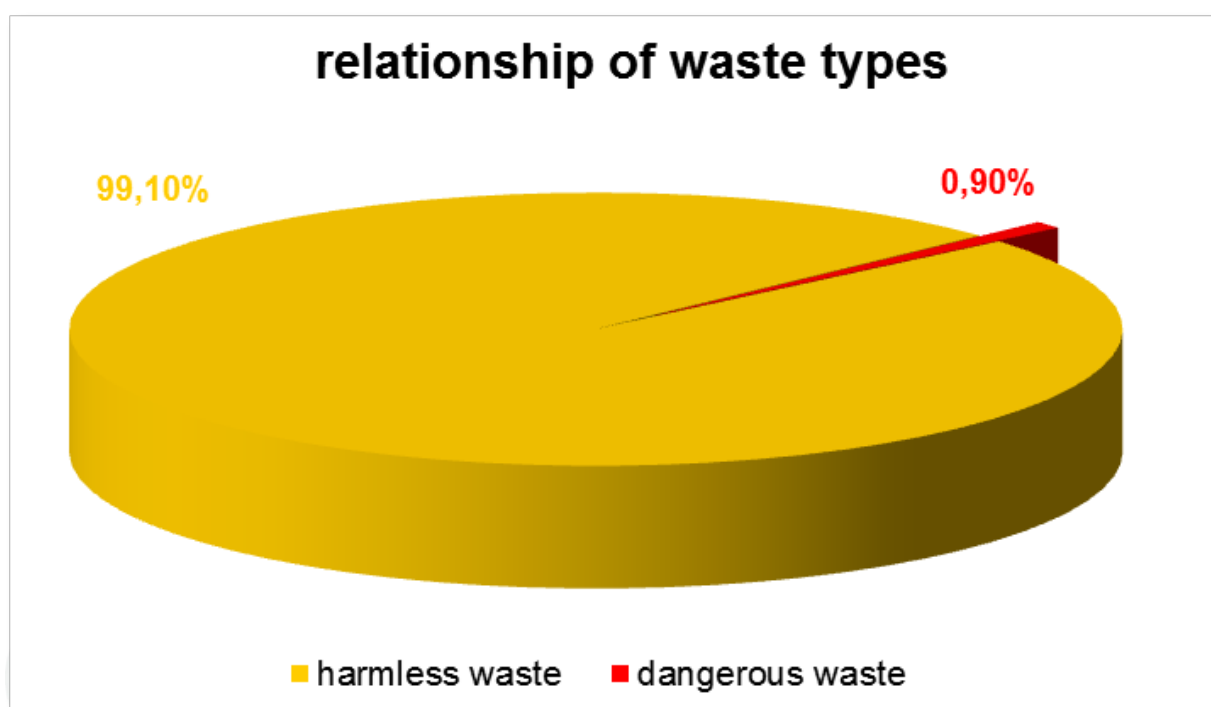
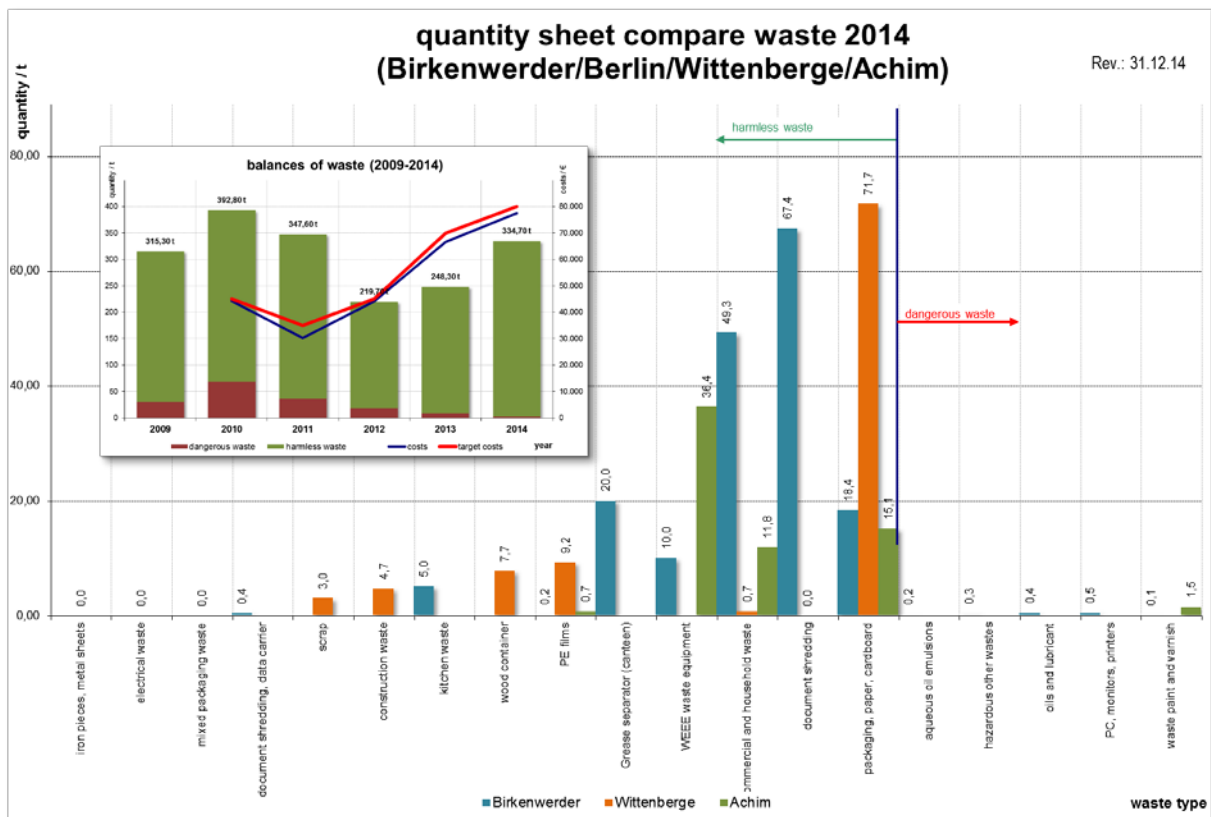
The power consumption is already based on our three locations (Birkenwerder/Berlin, Wittenberge, Achim). The reduced consumption is still due to the shutdown of unused production hall at the location Birkenwerder and the move to Berlin in December of the year.





10. Waste Balance Sheets

For our waste we create an annual mass balance comparisons with waste balances and the ratios of the types of waste. Relevant here is the reduction of waste of hazardous substances, which in 2014 only had a share of **0.9 %**. The until 2014 remaining increase in costs of waste is due to the disposal of the move from Birkenwerder to Berlin.





11. Site plan waste collections points

To provide an overview of the site, a site plan is maintained that indicates the waste collection points with supplementary waste flows in the individual areas. The waste collection points for the locations Birkenwerder/Berlin, Wittenberge and Achim is provided below:

Location Birkenwerder:



Location Wittenberge:



Location Achim:



Location Berlin:



12. Suggestions

Dear reader,

The events of last year showed that we cannot afford to become complacent in our efforts to develop and implement environmental ideas. The best ideas are often generated at source, e.g. at your workplace. You have read the Environmental Protection and Occupational Health and Safety Report for 2014. I would be glad if you let me know of your suggestions and ideas for further improvements in occupational health and safety and environmental protection.

Notes / suggestions / ideas:

Further information about environmental protection at **Francotyp-Postalia** can be obtained from:

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

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