



Energy-, Environmental Protection and Occupational Health and Safety Report 2017

(Francotyp-Postalia Holding AG, german locations)





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01. Francotyp-Postalia at a glance

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

220 employees work at the Berlin-Pankow headquarters (development, sales, service and administration), 60 employees at the Berlin-Adlershof site (digital and physical mail production), 50 at the Wittenberge site (production of franking systems), 60 at the Langenfeld site (physical mail processing) and 20 at the Achim site (service part centre). There are an additional 6 sites for physical mail processing counting some 100 employees, as well as 2 sites for digital mail solutions employing 40 staff members, plus 4 smaller sales centres.

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

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



Head-Quarter Berlin-Pankow



Produktion Frankiersysteme Wittenberge

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



Digitale Briefverarbeitung Berlin-Adlershof



Physische Briefverarbeitung Leipzig

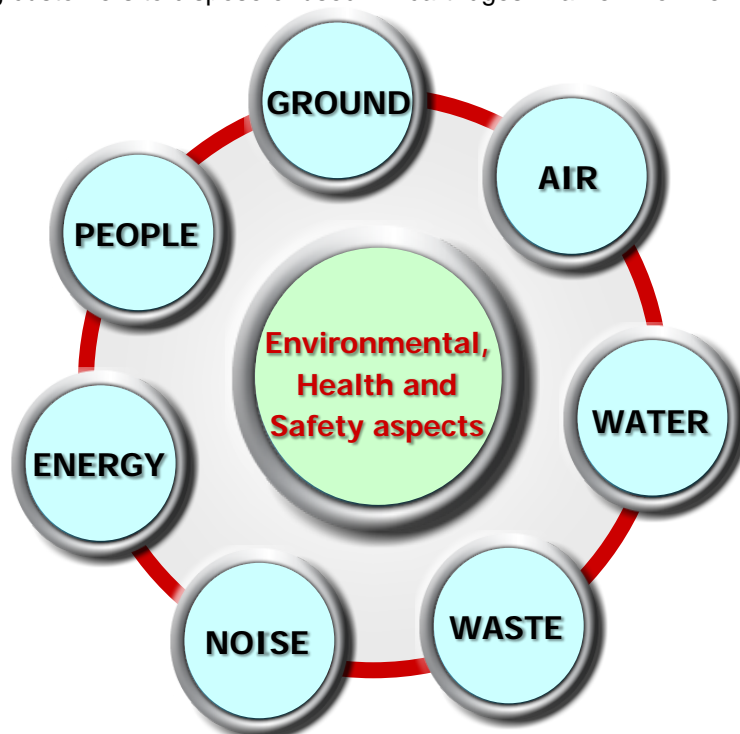


02. Environmental protection, occupational health & safety, and energy management at work

- ◆ Since 2010, we have been publishing an annual report on environmental protection and occupational health & safety. In 2015, this report was extended by the topic of energy management. It provides information on the status of the company's sustainable acting in occupational health & safety, environmental protection, as well as in the resource-conserving handling of energies.
- ◆ Our striving to protect the environment and to ensure the safety and health of our employees at their workplace represent important leadership tasks at the company. The integrated management system makes sure that these tasks are implemented at all functions and levels of the company.
- ◆ With regard to environmental protection, it is part of our corporate principles to extend the availability of fossil fuels for useful purposes. This is an integral step of our working practice:
 - With each product that is newly designed and with each procedure that is newly applied, we check for environmental safety and efficient energy use.
 - We handle any resources used in an economical way.
 - This is only made possible through our dedicated and fully committed employees.

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

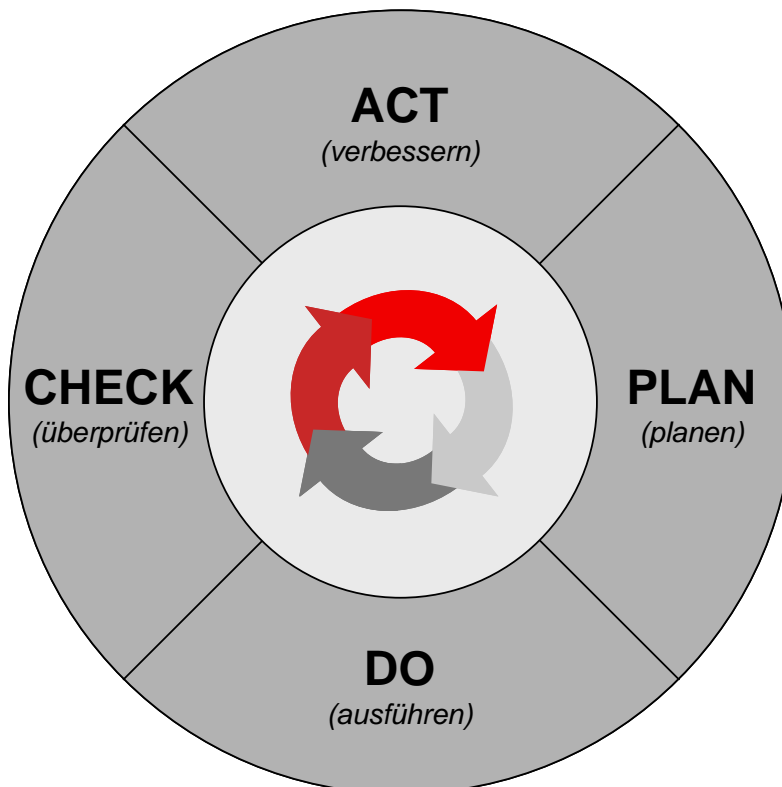
As early as 2009, FP launched the first franking system with GO-GREEN functionality in the market, this way supporting the climate protection program of Deutsche Post. This program customer-specifically records the CO₂-emissions generated by the transport of a GO-GREEN mailing. Our PostBase and PostBase Mini franking systems meet state-of-the-art demands placed on environmentally friendly franking in various ways. These include a weight reduction by 8%, the possibility of reusing components, or the identification of the plastics used. Especially where energy consumption is concerned, PostBase and PostBase Mini already meet the stricter EnergyStars requirements in version 2.0. Furthermore, a new recycling concept was developed in the field of consumables enabling customers to dispose of used ink cartridges in an environmentally friendly way.





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

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



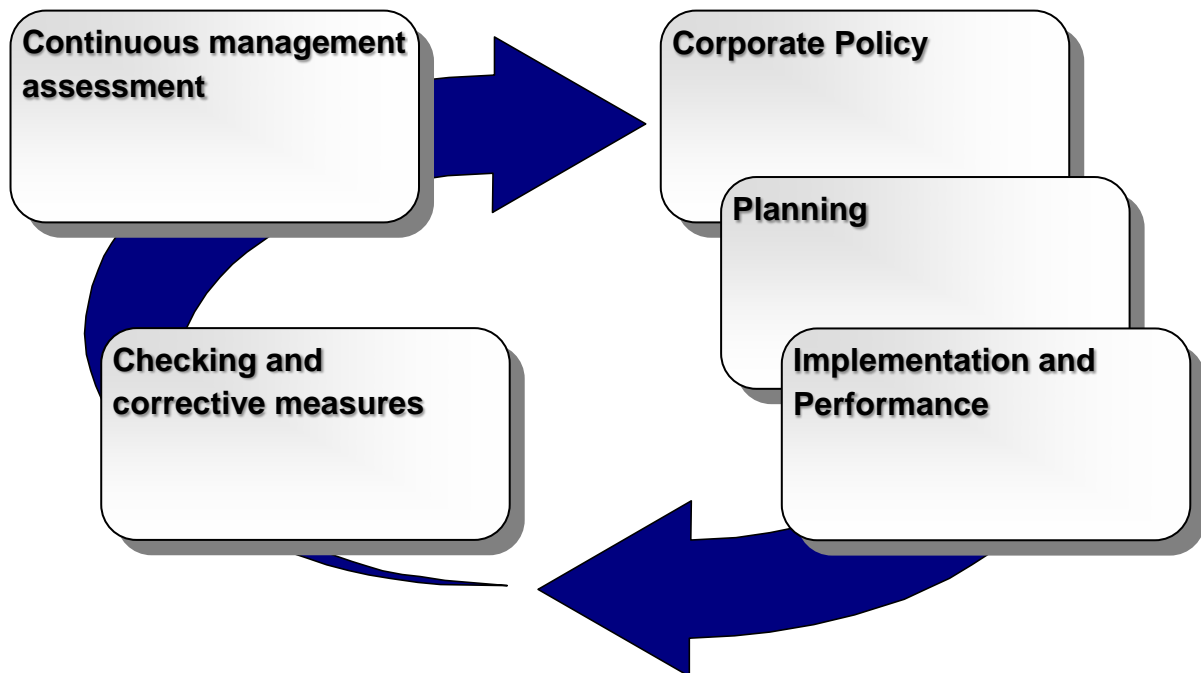
These standards are based on the method of "**P**lan **D**o **C**heck **A**ct" (planning, executing, checking, improving) and are briefly described in the FP integrated management system as follows:

- Plan:** Targets and processes are defined to achieve results in compliance with FP's environmental and occupational health & safety policy.
- Do:** Processes are implemented.
- Check:** Processes are monitored and rated in terms of meeting the environmental and occupational health & safety policy, of meeting the objectives, the individual targets, legal requirements and other demands, and the results are reported upon.
- Act:** Action is taken to continuously improve the performance of the integrated management system.





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



Stage 1: CORPORATE POLICY

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

Stage 2: PLANNING

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

Stage 3: IMPLEMENTATION AND EXECUTION

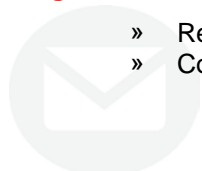
- » Supply of the resources required
- » Creating and further developing the integrated management system, and definition of tasks and responsibilities
- » Motivation and training of employees
- » Preparation of any documentation required

Stage 4: CHECKING AND CORRECTIVE ACTION

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

Stage 5: CONTINUOUS MANAGEMENT ASSESSMENT

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





04. Environmental, energy, occupational health & safety policy

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

Environment (Environment orientation)

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

Energy (Energy orientation)

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

Staff (Occupational safety and health protection orientation)

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



Source: <http://www.fp-francotyp.com/FP/unternehmen/fp-konzern/unternehmenspolitik>



05. Operational targets of the integrated management system

In 2017, we revised and defined the **operational targets of the integrated management system** in connection with updated system aspects (derived from the strategic targets and from our stakeholders). During the successful energy management certification of all German FP sites, the certification for the Langenfeld site was extended by the environmental and occupational health & safety management system. To this end, actions that were implemented successfully include the following:

- Maintain efficiency of power consumption at Berlin-Pankow site above energetic basis $\eta = 1.42 / \text{kW}$ (year previous $\eta = 1.46 / \text{kW}$)
- Maintain efficiency of power consumption at Berlin-Adlershof site above energetic basis $\eta = 1.50 / \text{kW}$, $\eta = 326 \text{ pcs} / \text{kW}$ (year previous $\eta = 1.75 / \text{kW}$, $\eta = 395 \text{ pcs} / \text{kW}$)
- Maintain efficiency of power consumption at Wittenberge site above energetic basis $\eta = 0.30 / \text{kW}$ (year previous $\eta = 0.36 / \text{kW}$)
- Maintain efficiency of power consumption at Achim site above energetic basis $\eta = 0.64 / \text{kW}$ (year previous $\eta = 0.94 / \text{kW}$)
- Maintain efficiency of power consumption at Langenfeld site above energetic basis $\eta = 352 \text{ pcs} / \text{kW}$ (year previous $\eta = 352 \text{ pcs} / \text{kW}$)
- Maintain efficiency of central FP car fleet above energetic basis $\eta = 107.58 / \text{W}$ (year previous $\eta = 109.31 / \text{W}$)
- Maintain efficiency of heat consumption at Wittenberge site above energetic basis $\eta = 139 / \text{W}$ (year previous $\eta = 149 / \text{W}$)
- Maintain efficiency of heat consumption at Achim site above energetic basis $\eta = 35.58 / \text{W}$ (year previous $\eta = 46.09 / \text{W}$)
- Keep waste volume at the 5 main sites (Berlin-Pankow, Berlin-Adlershof, Wittenberge, Achim, Langenfeld) sustainably below € 60,000 (previous year: € 60,472.65)
- Maintain efficiency of water consumption at the sites above their energetic basis
- Keep emission consumption of FP car fleet below 45,000 kg CO₂ (previous year: 44,093 kg CO₂)
- Update risk assessments and working instructions in connection with the GHS-VO at Langenfeld site
- Update or renew DGUV V3 inspections for all devices
- Update energetic output basis in case of changes

Among other things, the following actions were continued, initiated and implemented in the context of the integrated management system in 2017:

- Maintenance of our registers on hazardous substances, waste, energy, and sources of law.
- Constant checking of the integrated system aspects.
- Additions to processes and guidelines in the employee handbook (MHB).
- Information and training activities.
- Updating of risk assessments for all sites.
- Regular site inspections at our Berlin-Pankow, Berlin-Adlershof, Langenfeld, Wittenberge and Achim sites with the focus on occupational safety.
- Measurement and detailed analyses of energy consumption at the German sites.

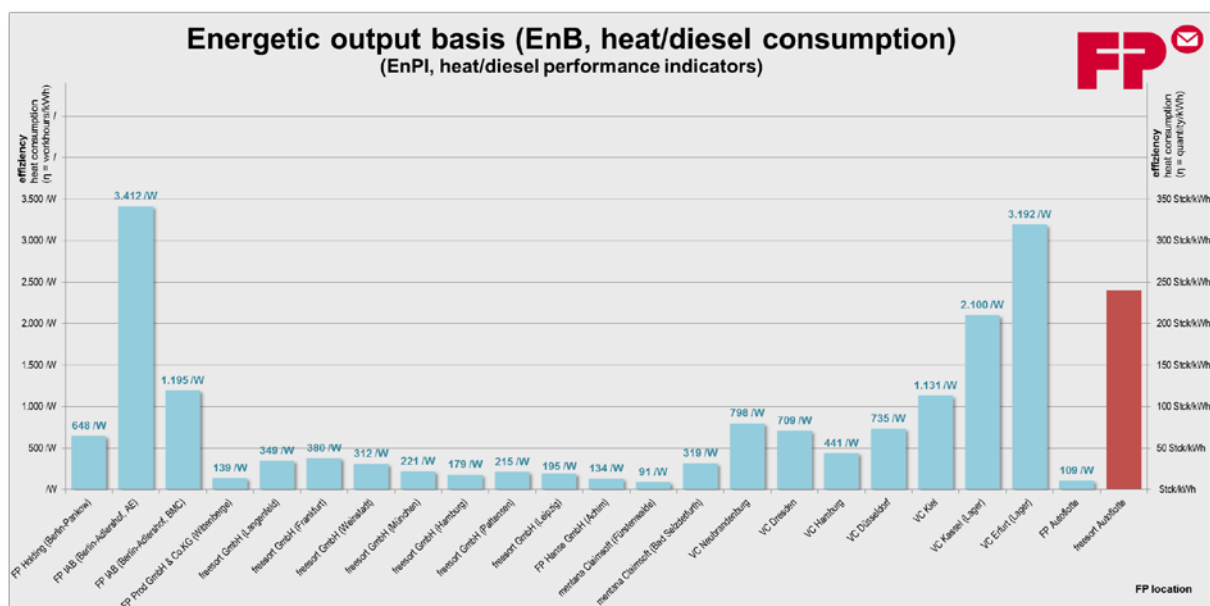
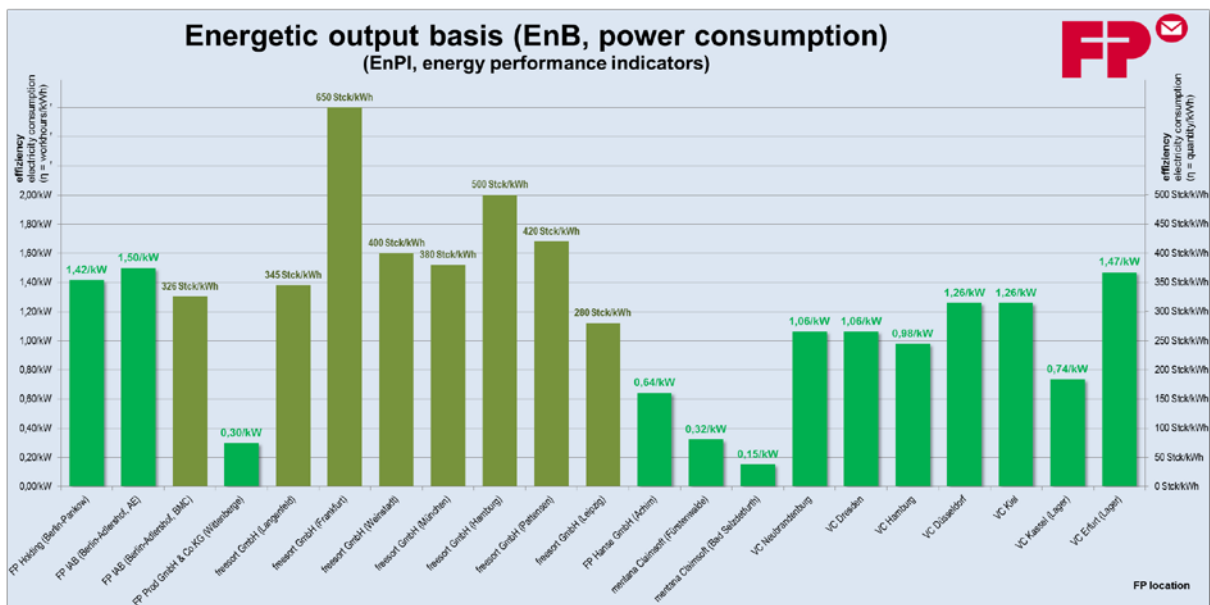
In 2016, **Francotyp-Postalia** extended, and obtained certification for, its **integrated management system** in accordance with ISO 50001:2011 and ISO/IEC 27001:2013. The system already complies with the requirements as specified in ISO 45001E:2017 (currently BS OHSAS 18001) and will be certified in 2018 accordingly after release of the standard. This also applies to the ISO 50001E:2017. The requirements of ISO 50003: 2016 are already met.



06. Energetic output basis (EnB)

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

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



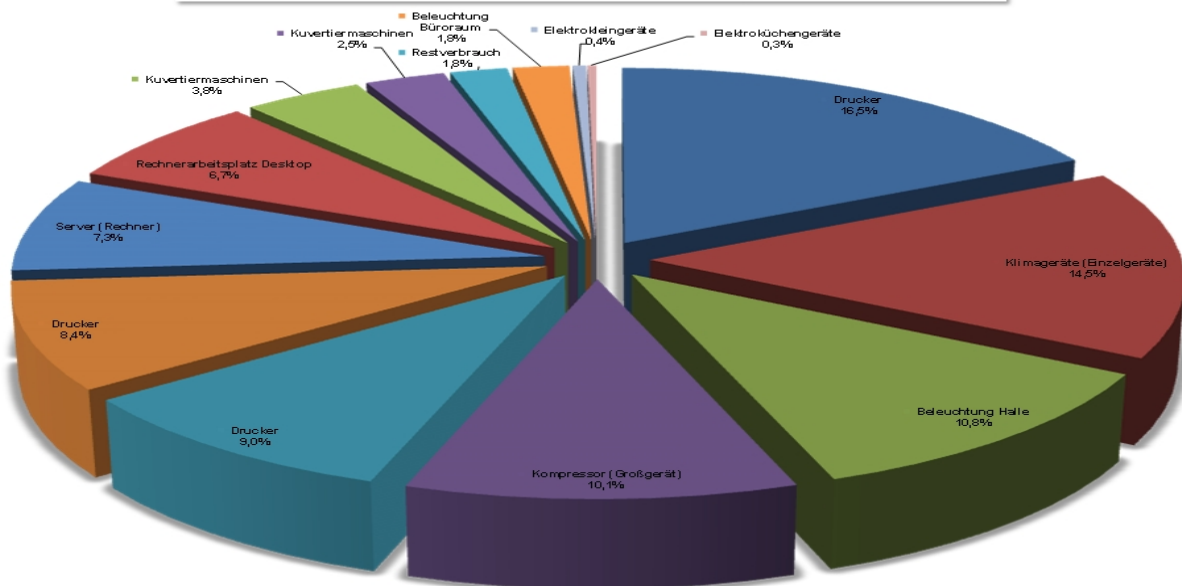


07. Energy performance indicators (EnPI)

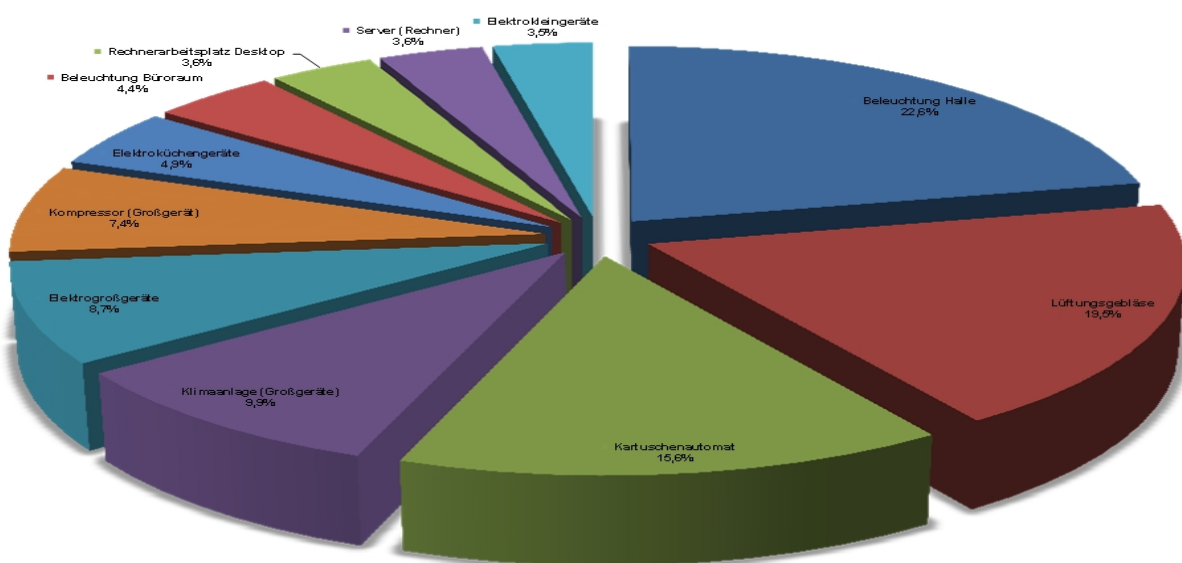
In connection with the energy management and on the basis of the energetic output basis determined respectively, energy performance indicators (EnPI) were determined for each site in 2015/2016 already, and were listed in preparation for the following year.

At each site, the energy management representatives maintain a system specified by load categories in terms of input (consumption) and use (performance). Suitable measurements are used to determine individual values step-by-step in a more detailed way in order to systematically optimise efficiency at the sites. Below are two consumption charts from 2017 to illustrate this. Any detailed values (efficiency, plan and target values, analyses, measurements, etc.) are charted in the EnPI records.

**Aufteilung der geplanten Verbrauchsleistung
(Barbara-McClintock-Straße 11, 12489 Berlin)**



**Aufteilung der geplanten Verbrauchsleistung
(Hirtenweg 4, 19322 Wittenberge)**

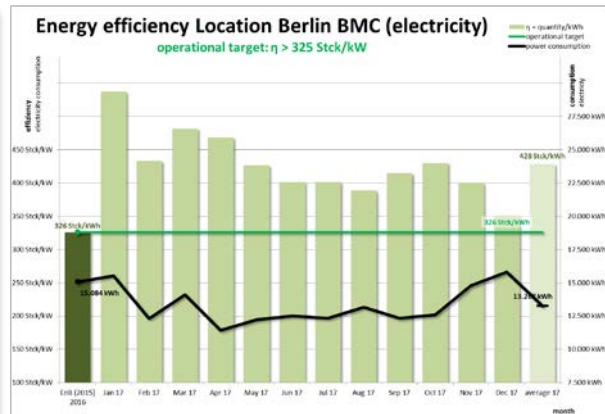
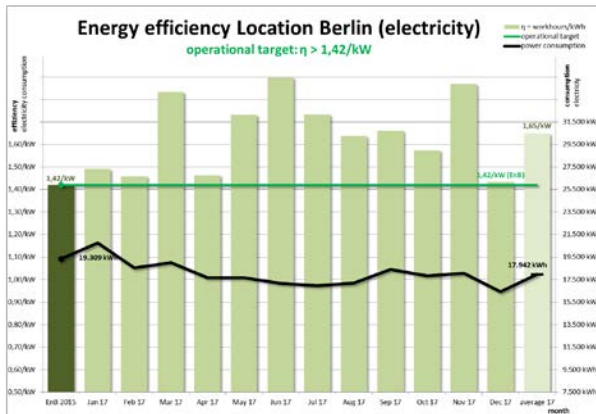




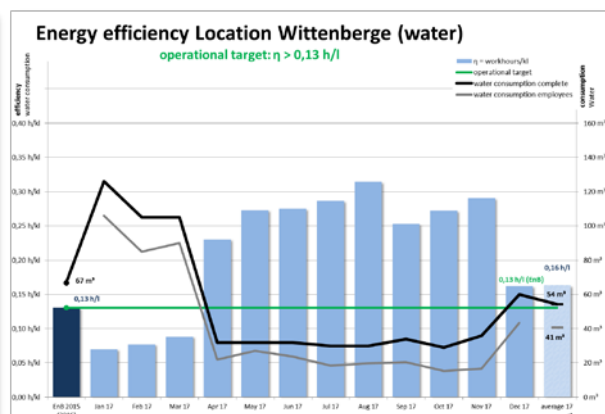
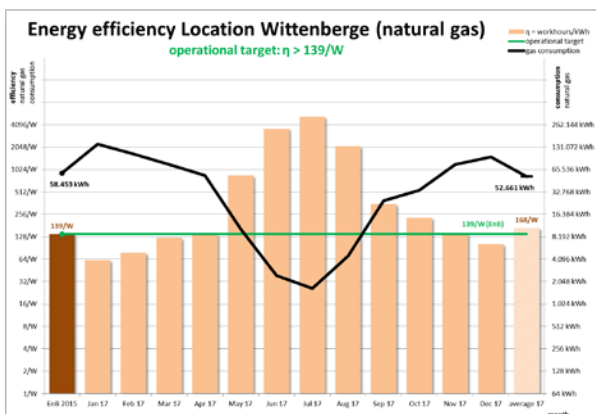
08. Energy and consumption efficiencies

We use the resources of electricity, heat and water as energy sources. The data are recorded and analysed quarterly in the energy register. We use the trends observed to achieve further savings in the future and to use our ecological resources more environmentally friendly. The figures below show development examples from 2017:

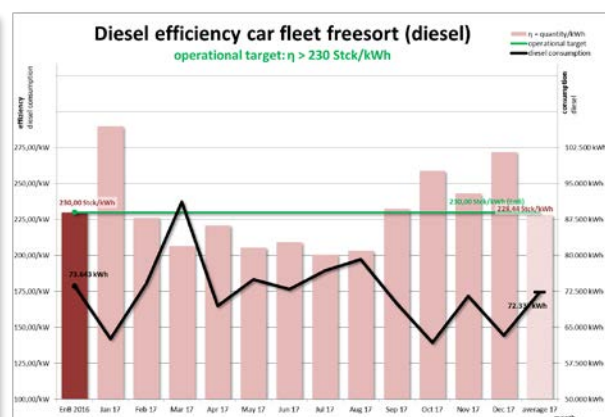
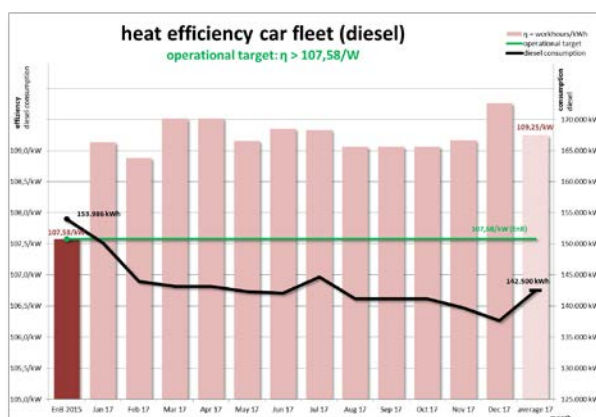
Power consumption efficiencies:



Heat and water consumption efficiencies:



Diesel heat consumption efficiencies (car fleets):





09. Data on occupational health & safety

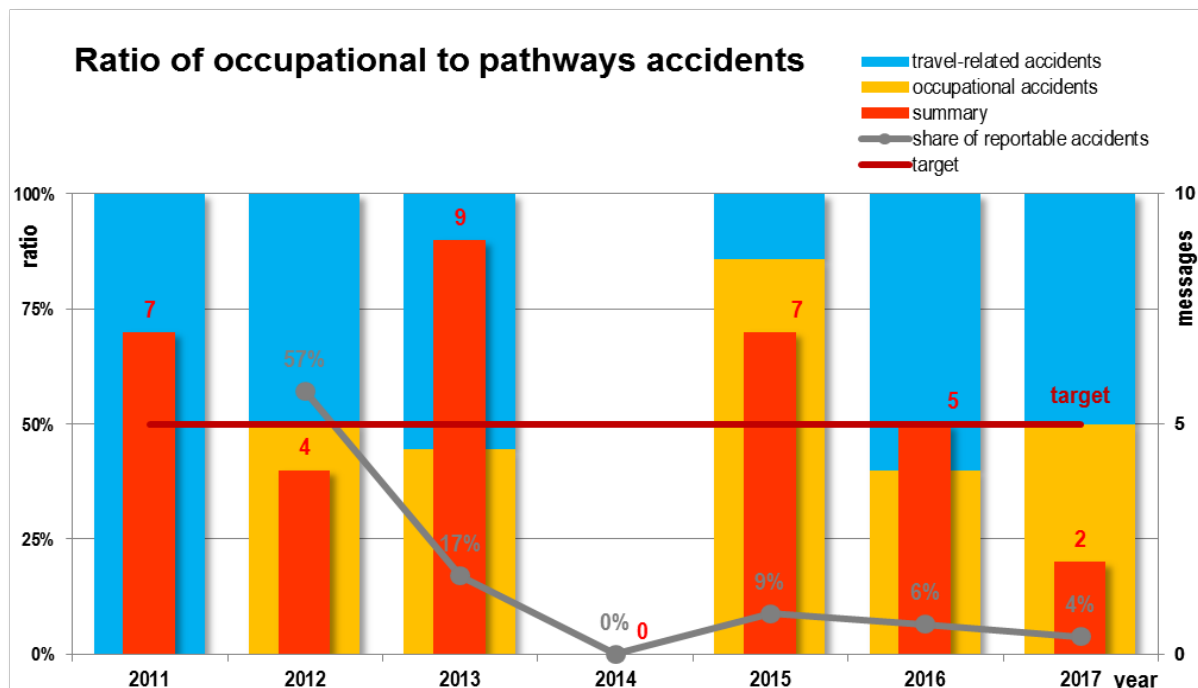
The following number of employees made use of the services listed below on offer with the company medical officer, in comparison to the previous years:

Preventive medical check-ups	2013	2014	2015	2016	2017
Check-ups required by law ^(not applicable)	n.a.	n.a.	n.a.	n.a.	n.a.
Driving, controlling, and monitoring activities ¹⁾	6	2	2	1	2
Computer workstations ²⁾	39	16	32	72	33
Noise ³⁾	6	2	4	-	8
Medical consultations (company medical officer)	52	33	25	51	38
Influenza vaccination (extra service)	43	47	46	20	18
First aid courses (first aiders)	23	14	25	10	-

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

Working and commuting accidents	2013	2014	2015	2016	2017
Year total	9	0	7	5	2
reportable working accidents (AU)	4	0	6	2	1
reportable commuting accidents (WU)	5	0	1	3	1

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



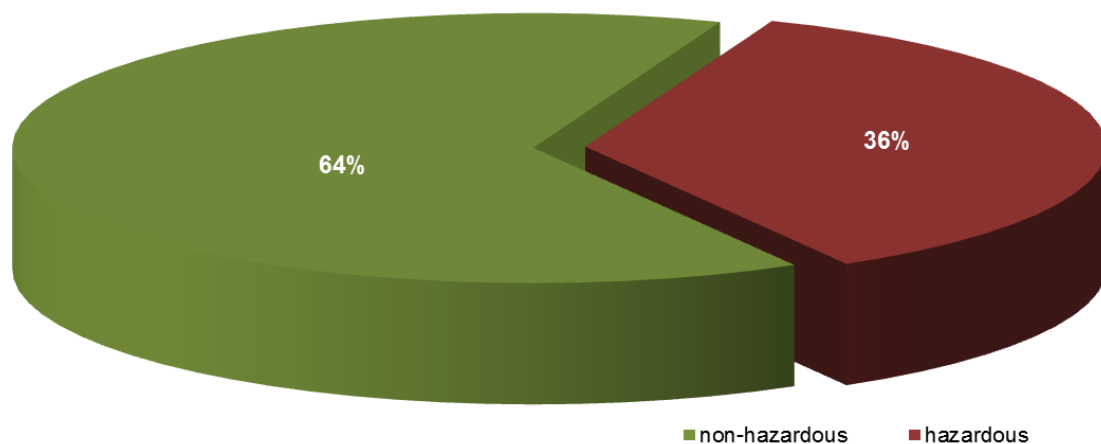


10. Overview of hazardous substances in use

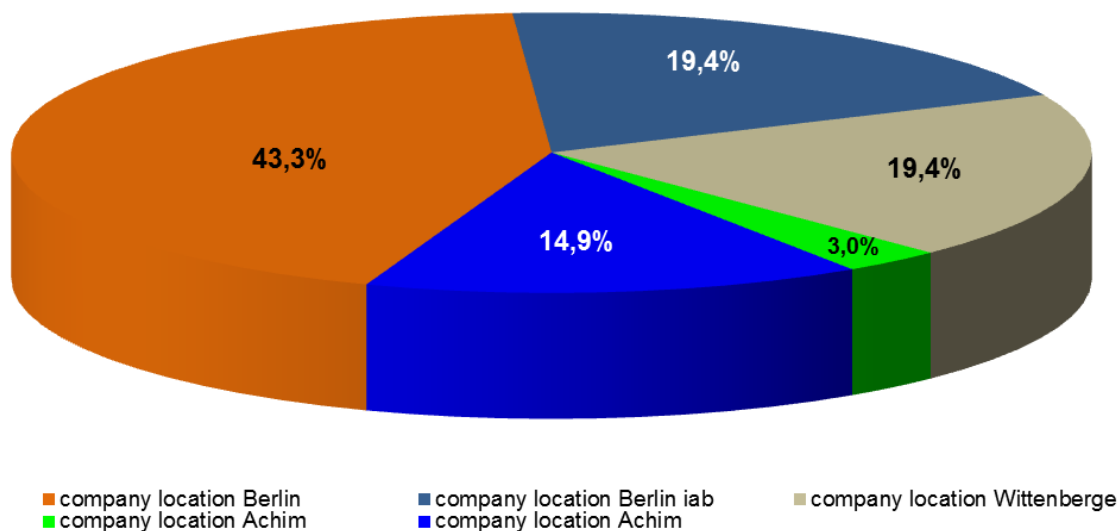
Storage site	without hazardous properties	with hazardous properties
Berlin-Pankow site	45	13
Berlin-Adlershof site	14	12
Wittenberge site	15	11
Achim site	9	11
Langenfeld site	3	1
disposed of	0	28
End-of-year totals	86	48

134 hazardous substances are currently used at our sites (out of these, **86 without hazardous properties**) with **6 hazardous substances** being in use at two or at all sites. Compared to the previous year, we have been able to **dispose of 28 further hazardous substances**.

Ratio of substance varieties in stores



Substance assignment to storage places





11. Handling of water-hazardous substances

Water-hazardous substances are solid, liquid, or gaseous substances that change the chemical, physical, or biological characteristics of waters in a negative way (e.g., hydraulic oil, cooling lubricants).

With regard to water-hazardous substances, FP complies with the following rules:

- ◆ water-hazardous substances are labelled accordingly.
- ◆ water-hazardous substances are always stored in containers placed on collecting trays.
- ◆ various precautions are in place to ensure that water-hazardous substances cannot enter the waste water.
- ◆ filling locations are designed in such way that water-hazardous substances cannot enter the soil and the sewage system.
- ◆ pipes, hoses and containers are tight and connected in a drip-free way.
- ◆ only suitable transport means are used for transport.
- ◆ oil absorbent and emergency plans are available at any time.
- ◆ operating materials containing oil, and contaminated oil absorbent are stored in respective containers for disposal.
- ◆ disposal is carried out in accordance with the respective waste code numbers only.

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

WGK ¹⁾	0	1	2	3	Total
No. of substances	12	80	28	1	121

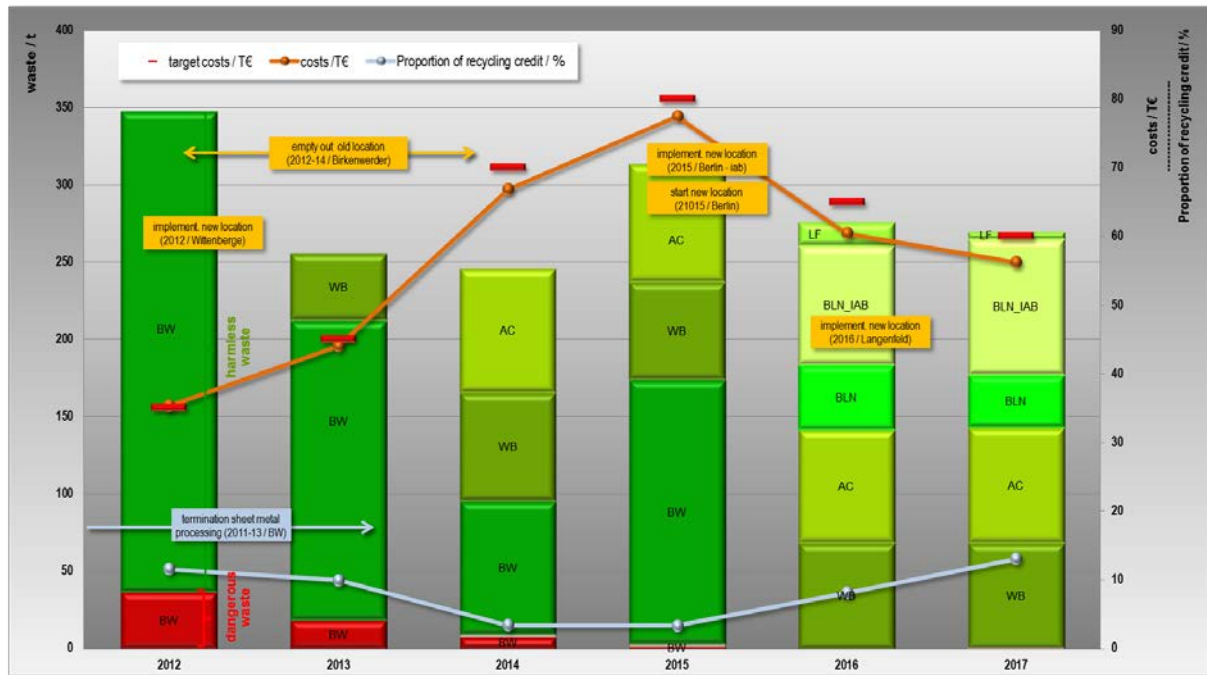
¹⁾ WGK = Wassergefährdungsklasse (Water Hazard Class) in accordance with WHG (Wasserhaushaltsgesetz = Federal Water Act)





12. Waste balance

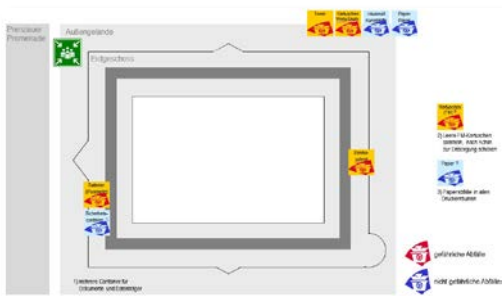
Regarding our waste, we draw up annual mass balances with waste balances and the proportions of waste types. Here, the reduction of waste containing hazardous substances is relevant which in 2017 accounted for **0.11%**. In 2017, we were able to keep the existing cost increases for waste below the target value of € 60,000 (€ 56,232.31):



13. Site maps of waste collection points

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

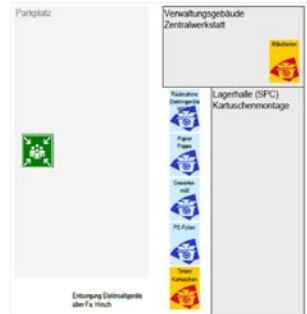
Berlin-Pankow location:



Wittenberge location:



Achim location:



Berlin-Adlershof location:



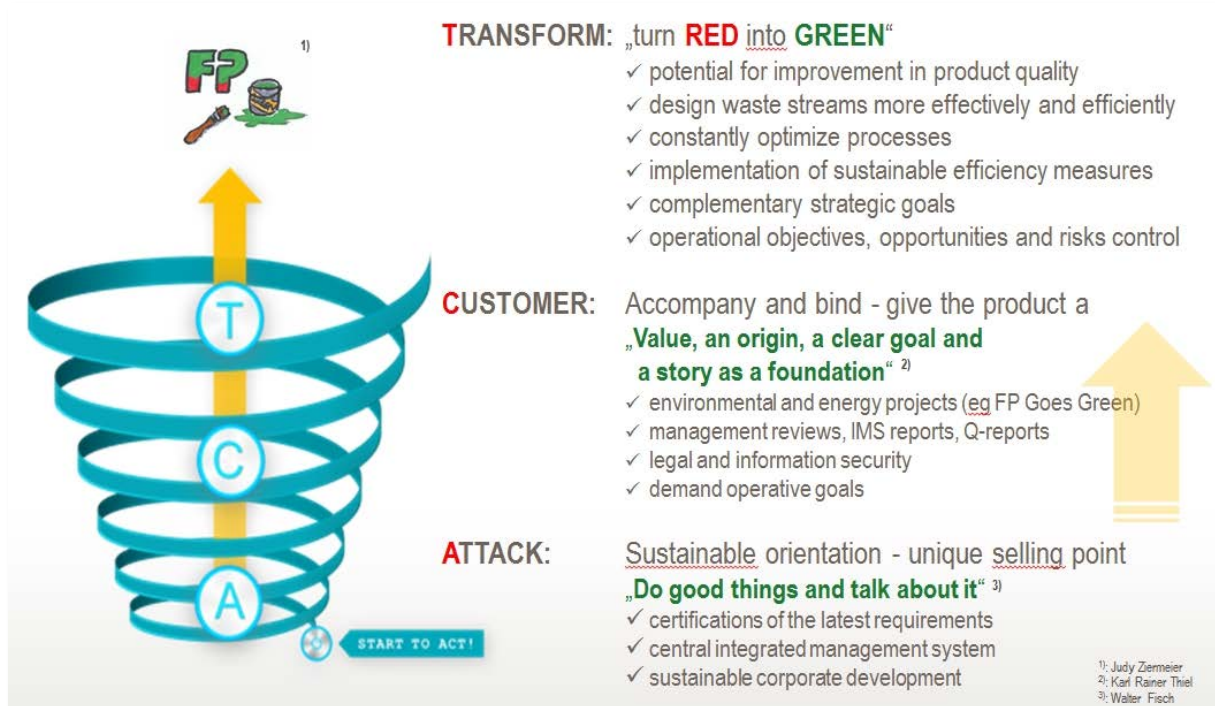
Langenfeld location:





14. ACT strategy

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



15. Comments

Dear reader!

The past year has shown again that we must not decline in our effort to develop and implement ecological concepts. The best ideas are often created straight at the source, e.g., at your workplace. You have read our energy, environmental protection, and occupational health & safety report 2016. I look forward to receiving your input and ideas regarding further improvements in terms of occupational health & safety, environmental protection and the protection of our energy resources.

Notes / input / ideas:

For further information on environmental protection, energy and occupational health & safety at **Francotyp-Postalia**, please contact:

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