



Environmental Protection and Occupational Health and Safety Report 2011

(Francotyp-Postalia, Birkenwerder site)





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01. A 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.

Approximately 380 persons are employed at the Birkenwerder site. The central functions of research and development, production and administration are performed at this site. This site encompasses 10,000 m² of production/logistics space and 6,500 m² of office space.



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





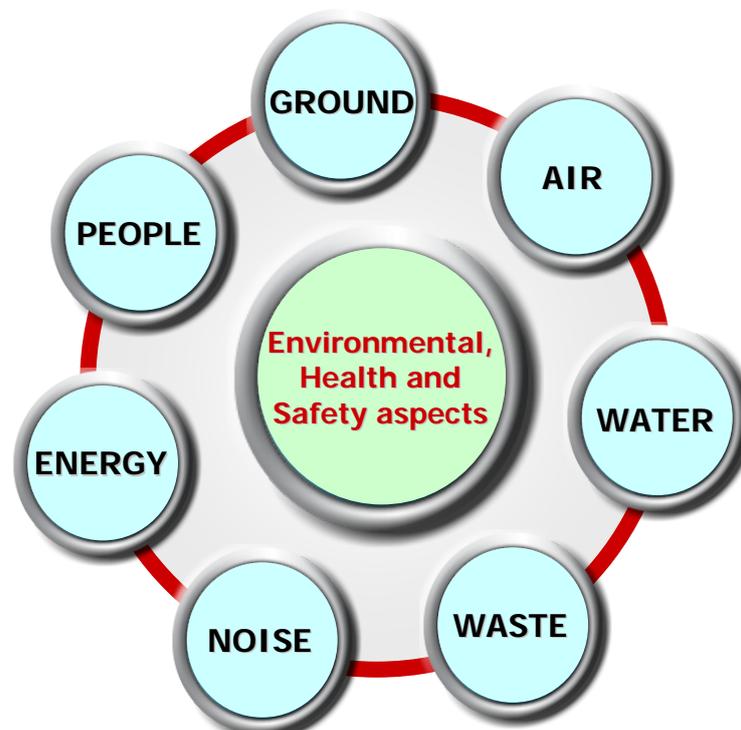
02. Environmental Protection and Occupational Safety in Action

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

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

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

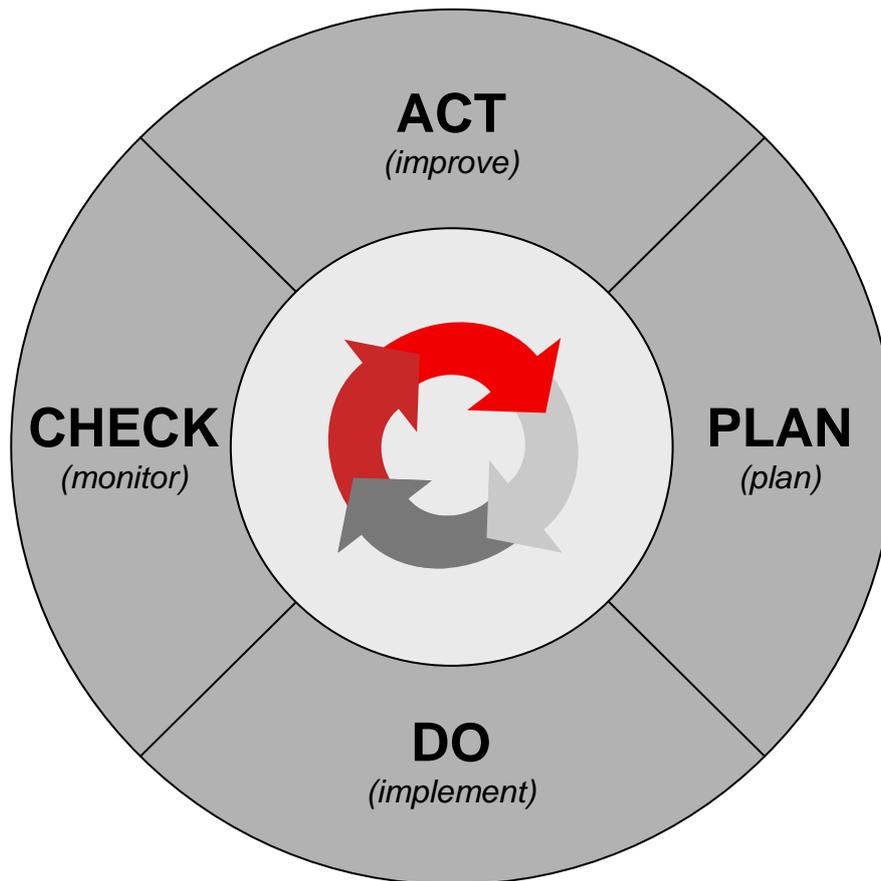
FP already launched in the year 2009 the first franking system with GO-GREEN functionality and is consequently supporting Deutsche Post's climate protection program. This program records the CO₂-emissions generated in transporting a GO-GREEN letter for each individual customer.





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

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



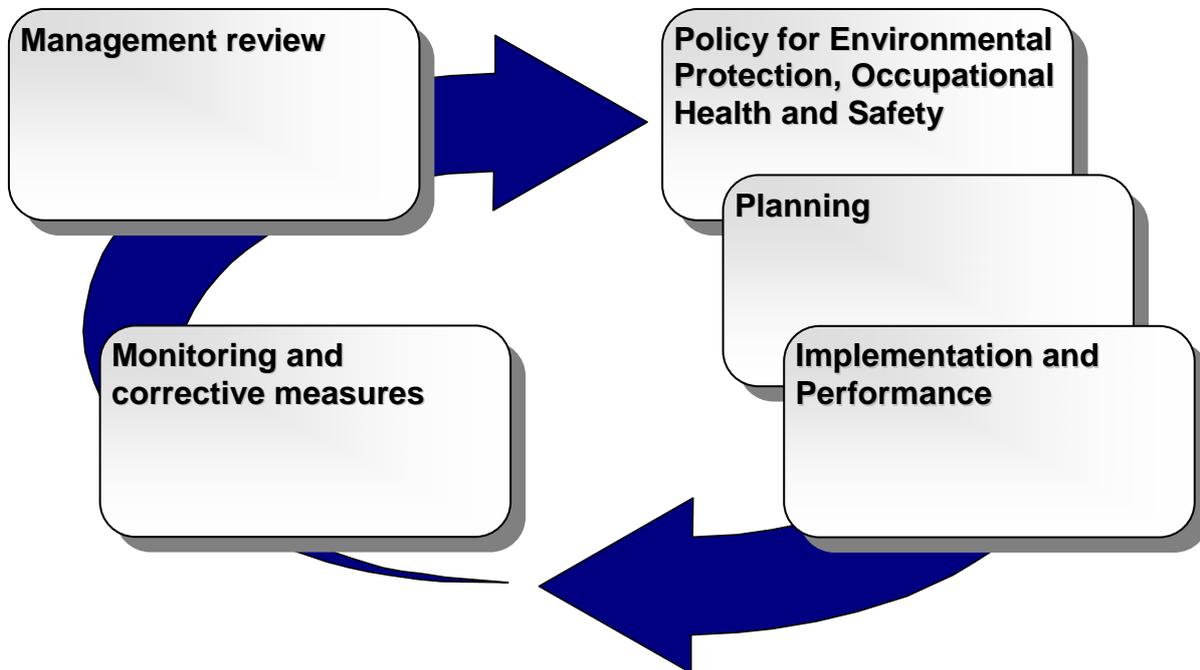
Both standards are based on the "**Plan Do Check Act**" method, which is briefly described in the integrated management system at FP as follows:

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





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



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

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

Phase 2: PLANNING

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

Phase 3: IMPLEMENTATION AND PERFORMANCE

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

Phase 4: MONITORING AND CORRECTIVE MEASURES

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

Phase 5: CONTINUOUS MANAGEMENT ASSESSMENT

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



04. Policy for Environmental Protection and Occupational Safety and Health

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

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



source: <http://www.francotyp.com/en/company/strategy/corporate-policy.html>



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

In 2011 we have continued our **Environmental Protection and Occupational Safety Programm** and defined new objectives. The following measures derived from this programme have already been implemented:

- Dangers of accident by the faulty grounds reduce, increase employee satisfaction.
- Inspection tours to the Environmental Protection and Occupational Safety in the new assessment programme integrate, AUSA-measures connect with QUAM-controlling (prevent redundancies).
- Introduction of a worldwide code of conduct for the FP holding group to coordination with the Compliance Officer for the rise of our certainty of law.
- FP Site Wittenberge in the context of the existing environmental certification, integrating Occupational Safety topic from the beginning.

UMIAM-Beauftragter: Redlinger Freigabe (01.09.11): Geschäftsführung letzte Änderung: 07.02.12 (Umwelt- und Arbeitsschutzdokumente)		Umwelt- und Arbeitsschutzprogramm Environmental protection and health & safety programme (Umsetzungsverfolgung über zentrale QUAM-Controlling Liste)			Maßnahme erfasst	Maßnahme umgesetzt
Position im Jahr	Zielsetzung mit Nennung von Indikator, Bezugswert und Zielgröße	Maßnahmen mit genauer räumlicher und inhaltlicher Festlegung	benötigte Mittel Kosten	verantwortlich Name/Abt	Maßnahme definiert	Maßnahme umgesetzt
001/11	Nutzung von Pendelverpackung für neuen Produktionsstandort auf Effektivität und Effizienz prüfen	für den Standort Wittenberge in Absprache mit dem zuständigen Spediteur Versuche mit Pendelverpackungen einführen und deren Umsetzungsfähigkeit prüfen	in Klärung	Bürandt PDT	20.05.11 31.12.12	022/11
002/11	LED-Beleuchtung für neuen Produktionsstandort auf Effektivität und Effizienz prüfen	für den Standort Wittenberge in Absprache mit dem Anbieter eine Kosten/Nutzen Rechnung erstellen und final mit GF abstimmen	>€ 100.000,-	Bürandt PDT	20.05.11 30.07.11	023/11
003/11	Unfallgefahren durch defekte Böden reduzieren, Mitarbeiterzufriedenheit steigern	abgenutzte Teppichböden in den Entwicklungsbüroräumen ersetzen	€ 21.000,-	Bleumer TE	27.05.11 30.09.11	024/11 04.10.11 05.09.11
004/11	Abfallmengen in der Zentralwerkstatt durch Outsourcing und neue Strukturen deutlich reduzieren (am Standort entfallen diese Mengen vollständig)	Abfälle nicht nur verlagern sondern durch Zusammenarbeit mit geeignetem Recycler deutlich reduzieren und damit eine Rohstoff-Wiederverwertbarkeit erzielen	kosteneinsparend	Krüger DHS	07.06.11 30.04.12	026/11
005/11	Betriebsbegehungen zum Umwelt- und Arbeitsschutz im neuen Assessmentprogramm integrieren, AUSA-Maßnahmen mit QUAM-Controlling verbinden (Redundanzen vermeiden)	im aktualisierten Assessmentverfahren Betriebsbegehungen integrieren, formale Vorgaben einführen, AUSA-Maßnahmen wie Assessment-Potenziale im QUAM-Controlling überwachen	kosteneinsparend	Redlinger TQU	09.06.11 30.09.11	027/11 30.09.11
006/11	Einführung eines zweiten Verhaltenskodex für die FP-Holding Gruppe in Abstimmung mit dem Compliance Officer zur Erhöhung unserer Rechtssicherheit	Richtlinien erstellen, rechtlich abstimmen, ggf. mitbestimmungspflichtige Teile prüfen, freigeben und Mitarbeiter unterweisen	€ 5.000,-	Peschers KP	01.02.11 30.11.11	./. 23.11.11
007/11	Standort Wittenberge im Rahmen der bestehenden Umwelt-zertifizierung integrieren, Thema Arbeitsschutz von Beginn an mit integrieren	Systemprüfung, Maßnahmen einleiten, Prozesse, Richtlinien aktualisieren, Kataster anlegen, Systematik einführen, Abstimmung mit Zertifizierer, QMUMAM zusammenlagern	€ 10.000,-	Redlinger TQU	01.09.11 31.01.12	042/11 07.02.12

programm in german language

In the context of the integration of management systems, the following measures were introduced and implemented in 2011:

- care of our register of hazardous substances, waste, energy and legal sources.
- ongoing review of direct and indirect environmental and occupational safety aspects.
- creating supplements to processes and guidelines in the management handbook.
- information and training.
- updating of escape and rescue routes at the new production site Wittenberge.
- update of the internal assessment programme with the new FP sites Wittenberge (production) and Achim (central service).





06. Information on Occupational Safety and Health

The following health and safety measures (participant numbers) were performed last two years in comparison to the previous year:

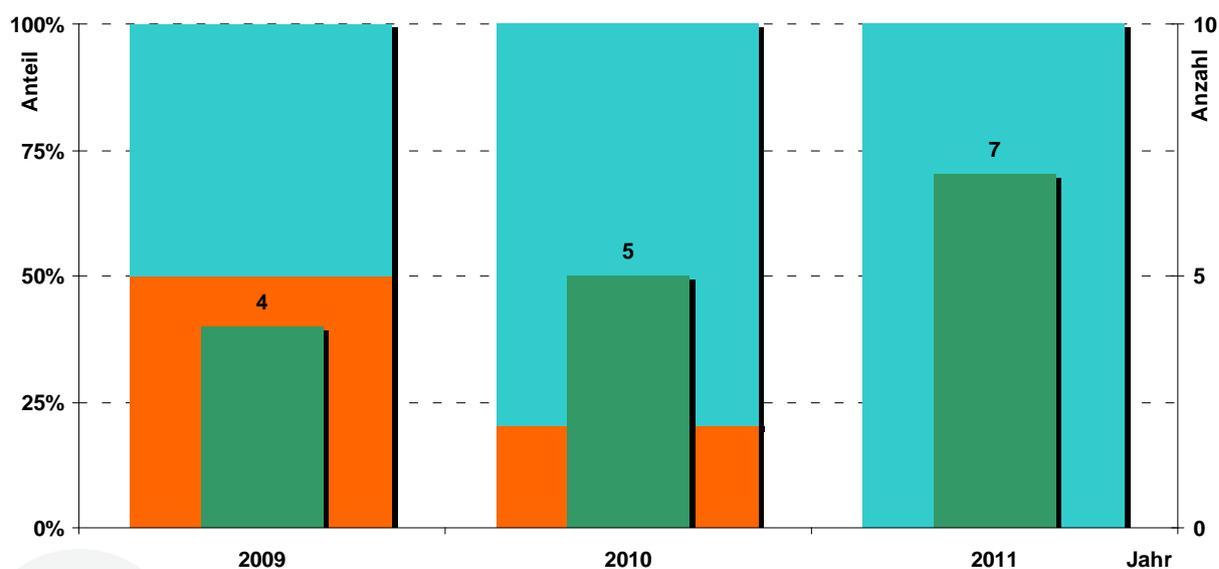
Activity	2009	2010	2011
Statutory preventive examinations	not required	not required	not required
Medical consultations (staff doctor)	50	38	57
Preventive influenza injections	50	49	74
Precautionary inspections (industrial trucks) ¹⁾	14	11	0
First-aid courses	17	19	20

1) as per BGI 504-25

Occupational and travel-related accidents	2009	2010	2011
Annual total	4	5	7
<i>Accidents at work (OA)</i>	2	1	0
<i>Travel-related accidents (TA)</i>	2	4	7

Ratio of occupational to travel-related accidents

■ travel-related accidents
■ occupational accidents
■ summary

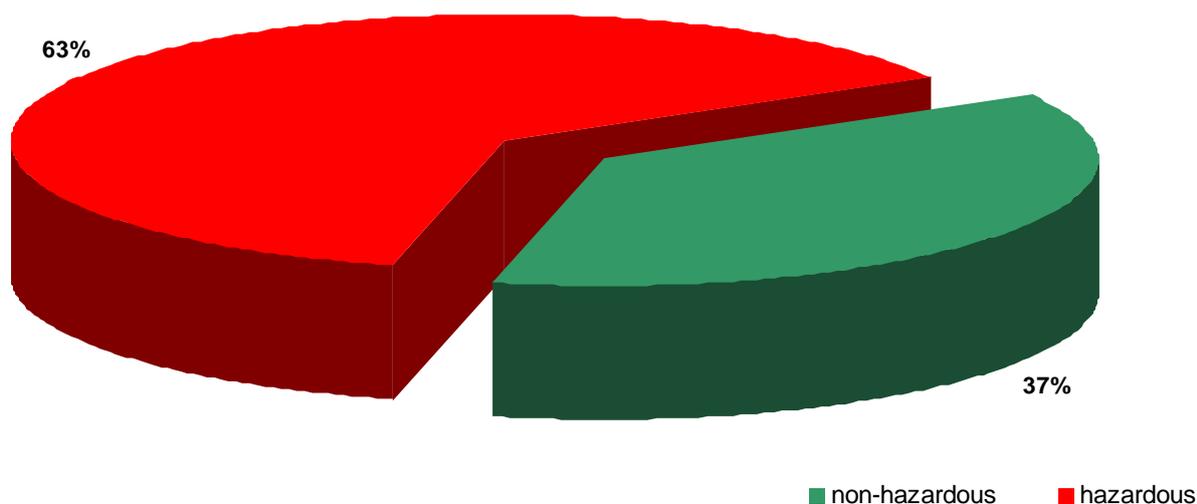




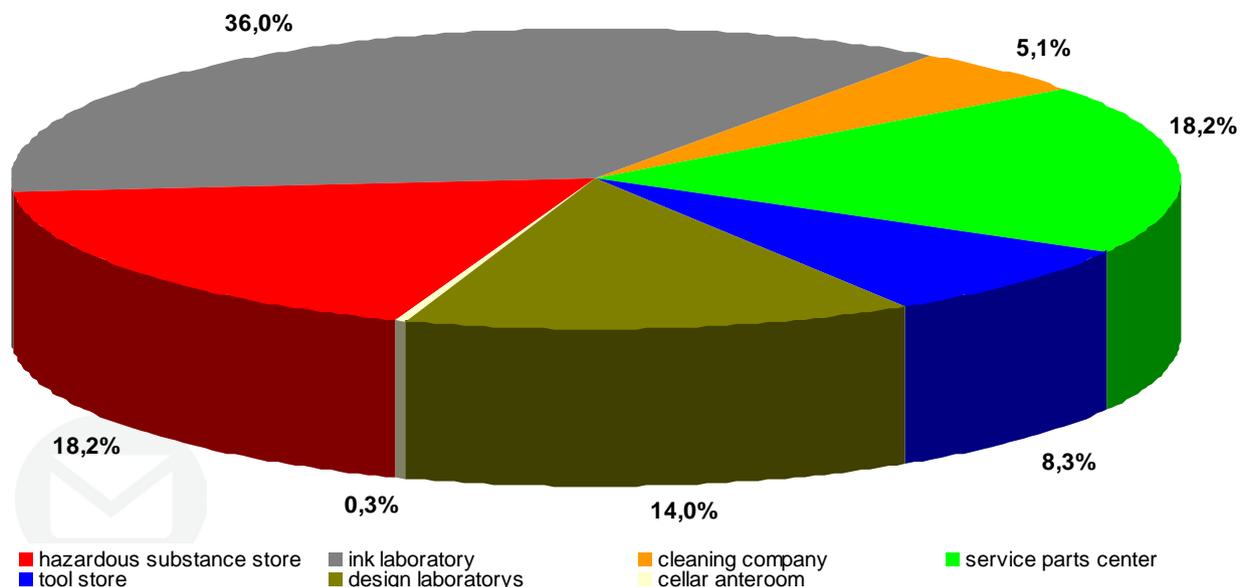
07. Summary of Hazardous Substances Used

Place of storage	non-hazardous	hazardous
Hazardous substance store/designLabUG	20	37
Ink laboratory	33	80
cleaning company	7	9
service parts center/designLabUG/1OG	37	20
tool store/designLabUG/2OG	10	16
design laboratory UG/1OG/2OG	8	36
cellar anteroom	1	0
disposed of	0	0
totals at end of year	116	196

Ratio of substance varieties in stores



Substance assignment to storage places





08. Handling of Water-contaminating Substances

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

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

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

All used substances are classified in the hazardous substances register according to water-contamination classes. According to Section 19 of the current WHG (Federal Water Act), a distinction is only made between Classes 1 to 3. We assign substances that do not represent a water contamination threat to Class 0. We assign the substances that we store and use to the risk classes as follows:

WGK ¹⁾	0	1	2	3	total
Substances	12	203	88	11	314

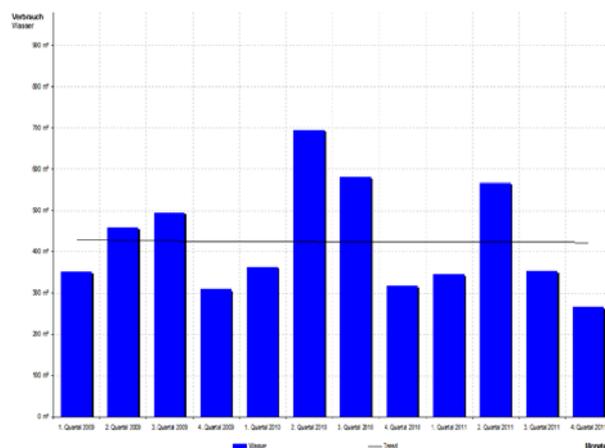
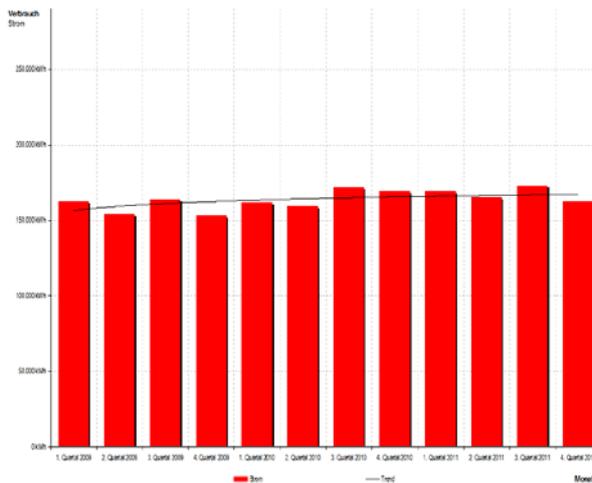
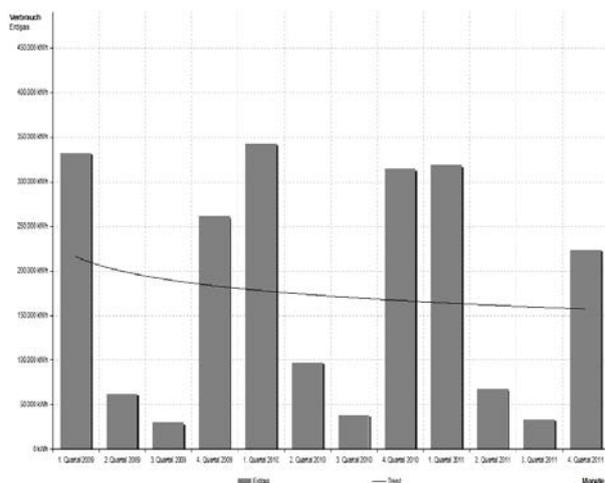
¹⁾ WGK = water contamination risk class as per WHG (Federal Water Act)





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	2009	2010	2011
electricity	158.406 kWh/M - 7.7 %	165.508 kWh/M + 4.5 %	167.465 kWh/M + 1.2 %
natural gas	171.149 kWh/M + 4.6 %	198.217 kWh/M + 5.8 %	160.762 kWh/M - 18.9 %
water	403 m³/M - 16.6 %	489 m³/M + 21.3 %	383 m³/M - 21.7 %

The mild winter contributed that the earth gas consumption was reduced considerably. After the water accident in 2010 the consumption could be brought back to normal 2011 again. With the increased production exploitation the electricity consumption rose easily.

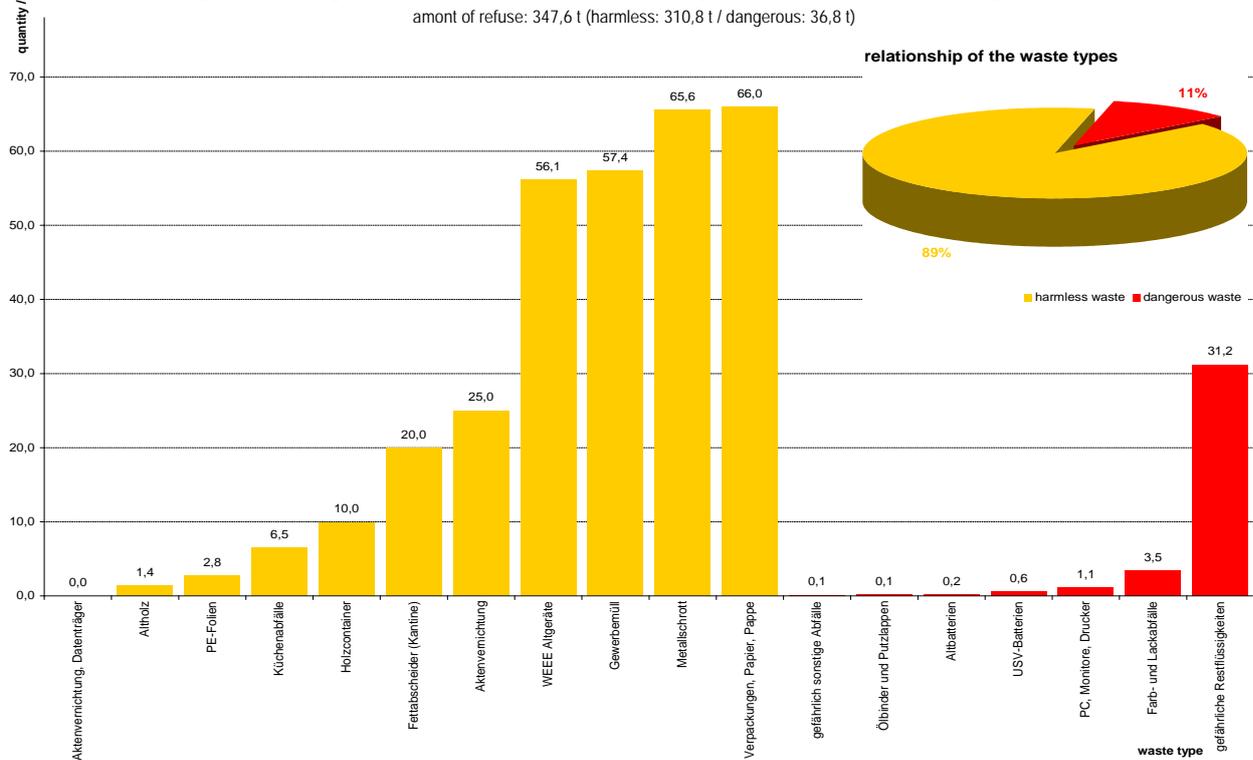




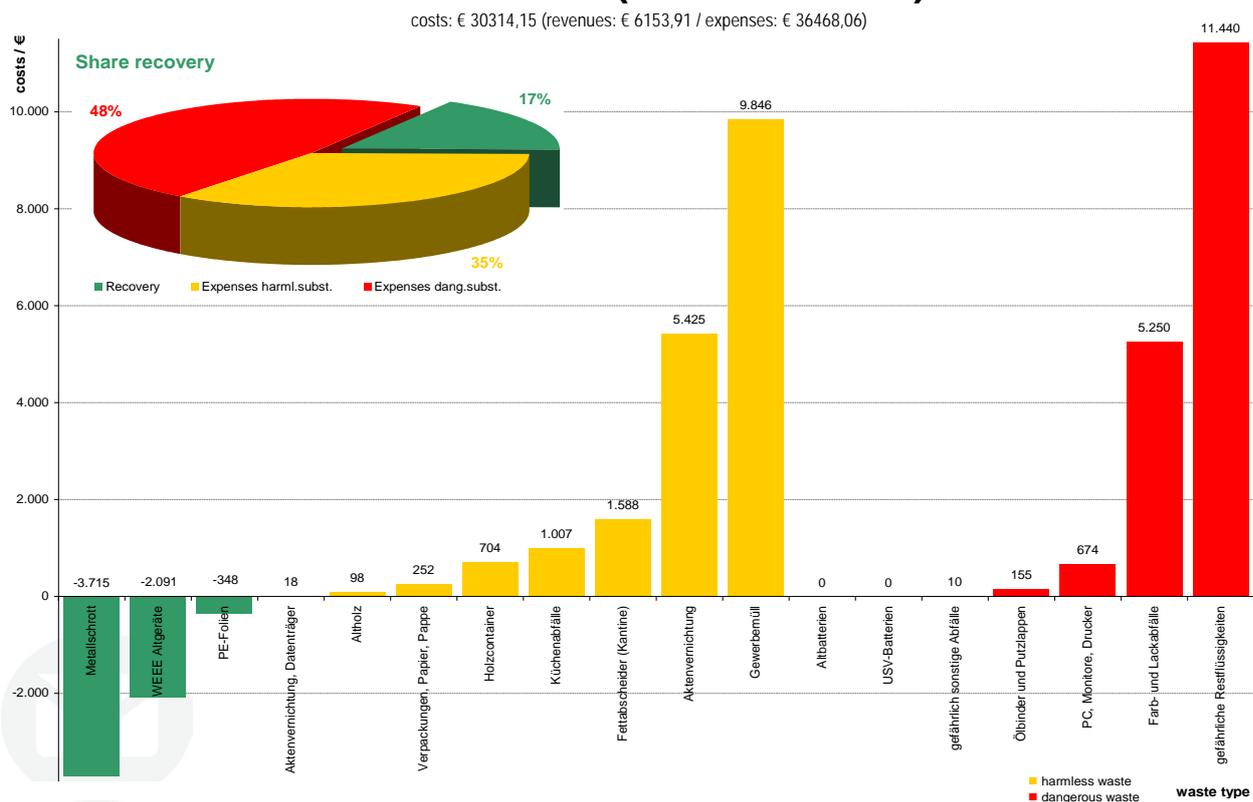
10. Waste Balance Sheets

We create annual balance sheets of waste quantities and of costs. We make distinctions here between wastes containing hazardous and non-hazardous substances:

quantity sheet of waste (Birkenwerder) 2011



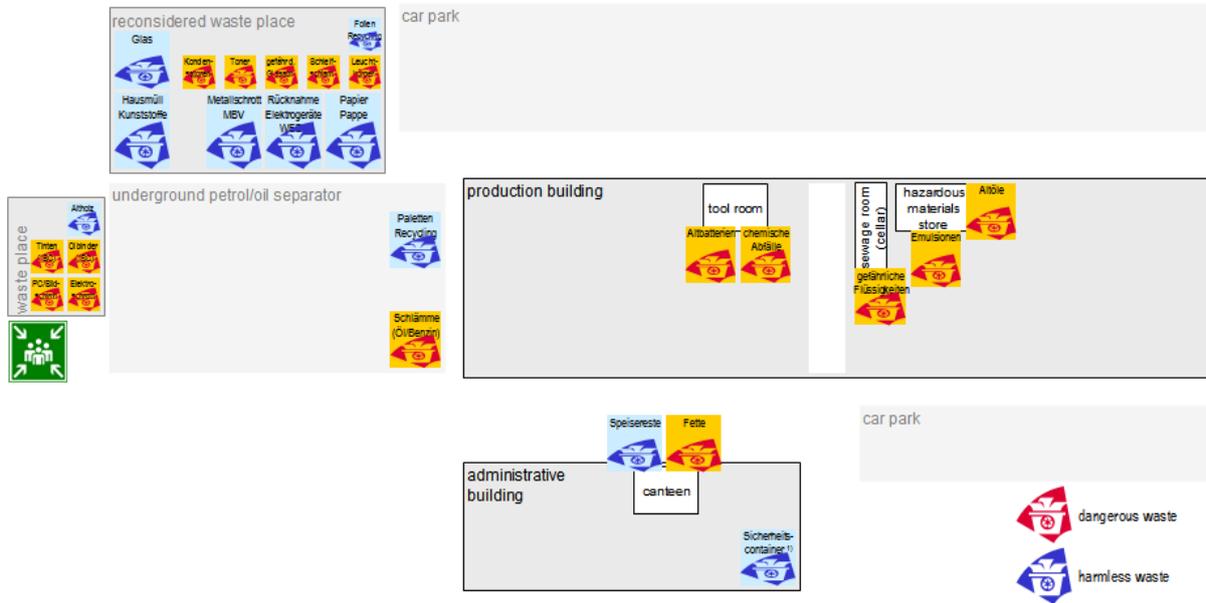
cost sheet waste (Birkenwerder) 2011





11. Site Plan, Waste Collection Plan

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 plan for the Birkenwerder site is provided below:



12. Suggestions

Dear reader,

The events of last year showed that we cannot afford to become complacent in our efforts to develop and implement environmental ideas. The best ideas are often generated at source, e.g. at your workplace. You have read the Environmental Protection and Occupational Health and Safety Report for 2011. I would be glad if you let me know of your suggestions and ideas for further improvements in occupational health and safety and environmental protection.

Notes / suggestions / ideas:

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

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Triftweg 21-26
16547 Birkenwerder
<http://www.francotyp.com>

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