

# Corporate Social Responsibility Report 2018



**XLCONCEPT®**

<b>COMPANY NAME</b>	XLCONCEPT B.V.	<b>ADDRESS</b>	<b>Pilotenstraat 41B 1059 CH Amsterdam</b>
<b>REPORTING DATE</b>	January 31 <sup>st</sup> , 2019		
<b>COUNTRY</b>	Netherlands	<b>NO. OF EMPLOYEES</b>	>50
<b>CONTACT NAME</b>	Michael van den Berg		
<b>POSITION</b>	Managing Director	<b>SECTOR</b>	Promotional Products
<b>EMAIL</b>	info@xlconcept.eu	<b>WEBSITE</b>	<a href="http://www.xlconcept.eu">www.xlconcept.eu</a>

**Table of contents**

- 1. INTRODUCTION..... - 2 -
- 2. A WORD FROM THE CEO ..... - 2 -
- 3. ABOUT XL CONCEPT B.V..... - 3 -
- 4. XL CONCEPT ENDORSEMENTS..... - 5 -
- 5. XL CONCEPT CODE OF BUSINESS ETHICS..... - 7 -
- 6. CSR MANAGER AND CSR TEAM..... - 9 -
- 7. ECOVADIS – MONITORING AND RATING OUR CSR PERFORMANCE..... - 10 -
  - 7.1 ENVIRONMENT ..... - 11 -
  - 7.2 FAIR BUSINESS PRACTICES..... - 14 -
  - 7.3 SUSTAINABLE PROCUREMENT ..... - 16 -
  - 7.4 LABOUR PRACTICES AND HUMAN RIGHTS ..... - 17 -
- 8. GRI REPORTING..... - 18 -

## 1. Introduction

We at XLCONCEPT, are committed to further improve and integrate CSR in our business and management system. We strive to have a clear, transparent and documented corporate sustainability approach to communicate with our employees as well as our partners and stakeholders. The company aims to improve further its processes and sustainability principles.

Continuous improvement of policies, processes and procedures will help the company to rapidly adapt to the complex global supply chain requirements to assure a safe, reliable and sustainable value chain.

In the report below, we indicate our progress regarding sustainability and how we implement it within our business operations.

## 2. A word from one of the Managing Directors

“Sustainable procurement and development will not only create good impacts on environment and society but will also facilitate transparency within the supply chain. Our clients will know the origin of goods and have the assurance of production under fair and sustainable conditions. To advocate the company mission and vision, sustainability development is definitely a prominent tool to create safety environment, assure human rights and business ethics.

In 2017 we joined the platform EcoVadis to ensure that we continuously monitor our progress and offer our customers transparency along the supply chain. Our progress was rated with a Silver Recognition Level. In 2018, we have reached the Gold Recognition with XLCONCEPT. With all the corrective actions provided by EcoVadis, we have setup new procedures, processes and policies in order to improve our current processes, which has been a valuable journey until now. This journey gave us the ability to correct certain traditional approaches that were seen as not necessary.

We are devoted to creating a good impact on the environment while offering the best services to our clients.”



Michael van den Berg

Managing Director

XLCONCEPT B.V.

### **3. About XLCONCEPT B.V.**

#### *3.1 What we do*

Simply put: we help your brand make a lasting impact.

#### *3.2 XLCONCEPT is more than a promotional product company*

Founded in the late nineties, we quickly developed into one of Europe's most creative, reliable and relevant in-store activation companies. We are experienced in designing, engineering, producing and delivering unique giveaways, premiums and other promotional POS materials and loyalty programs.

#### *3.3 Team*

Currently, we have over 50 employees and have offices in Amsterdam (headquarters with 46 employees), Paris, New York, Hong Kong and Vietnam.

#### *3.4 Core activities*

##### **TRENDWATCHING & BRAINSTORMING**

To develop inspiring premiums, we ensure that we are up to date on the latest trends by organizing brainstorming sessions with our brilliant and enthusiastic network of professionals. Furthermore, we closely watch the changes in trends in order to offer the best possible solution that fits the client's profile.

##### **UNIQUE CONCEPT DEVELOPMENT**

Strong brands have strong identities. We translate brand identities to workable premium concepts and products.

##### **ON TIME DELIVERY**

We speak your language and are experienced in worldwide logistics and sourcing companies. Together with our carefully selected logistical partners, we optimize transportation, warehousing, and deliveries to our clients.

##### **RESPONSIBLE SOURCING**

Our unique combination of Dutch merchant's mentality and Asian productivity makes us a promotional powerhouse. We work with over 100 carefully selected manufacturers to deliver cost-competitive products and prices.

### *STRICT QUALITY & COMPLIANCY*

All our suppliers undergo a stringent evaluation process to guarantee they meet our high standards of quality, safety and labour compliance. We are AB-member of SEDEX conform to SA8000's social accountability standards, and all relevant quality aspects are 'passed' and certified by independent third-party auditors.

### *PROVEN WEB SOLUTIONS*

We offer a complete range of e-commerce solutions and supporting materials to arrange for promotional merchandising collections, online promotions, and mobile applications, which are customized to meet our client's specific needs.

### *3.5 Strengths*

#### *INSPIRING DESIGN*

Imaginative; Effective; Relevant; Our teams consist of creative, open-minded, and practical people, who are always up to date on the latest fashion & consumer trends.

#### *QUALITY ASSURED*

We know how important your brand's reputation is. So is ours; Our products meet all applicable regulatory requirements, industry safety standards and client specific requests.

#### *GLOBAL FOOTPRINT*

With our network of offices and partners throughout Europe and Asia, we can ensure local presence at our customer's sites.

#### *25+ YEARS EXPERIENCE*

In over 25 years, we have accrued an infallible track record by conceptualizing and creating a multitude of innovative, imaginative and unique promotional campaigns and products.

#### 4. XLCONCEPT Endorsements

At XLCONCEPT, we endorse several Code of conducts. We also require our suppliers to strictly observe and comply with them.



#### **BSCI – Business Social Compliance Initiative**

XLCONCEPT is a member of BSCI. We endorse the Code of Conduct of BSCI and our suppliers must commit to the principles set in it and present their audit results. Our suppliers acknowledge their capacity to influence social and environmental changes in their supply chain through their production activities. From our stand we acknowledge our capacity to influence through our purchasing activities. Together with our suppliers we commit to co-operative relation and involve all our business partners to take reasonable measures in their area of influence.

The principles we expect our business partners to observe independently of their geographical location are: The right of freedom of association and collective bargaining; No Discrimination; Fair Remuneration; Decent working hours; Occupation health and safety; No child labour; Special protection for young workers; No Precarious employment; No bonded labour; Protection of environment; Ethical business behaviour.

#### **SEDEX – Supplier Ethical Data Exchange**

SEDEX is a member-organization for companies that have committed to a sustainable improvement of ethical behaviour within the supply chain. Our CSR work goes beyond the walls of our offices in Amsterdam. We proactively look for suppliers with potential, who want to board on our journey and follow the same business practices and principles. We employ them to promote sustainable production, consumer healthy and reduce their global impact. To track the progress of our suppliers, we make use of the SEDEX platform and Data Base.

Within SMETA (Sedex Members Ethical Trade Audit), it provides a set of guidelines, best practices and procedures based on which factories are audited. SMETA provides two types of audits. SMETA-2 pillar covers topics of labor practices, working conditions and health and safety. SMETA-4 pillar covers two additional areas environment and business processes. Depending on the type of product, the supplier's geo-location, XLCONCEPT asks for the right type of audit.

### **Actions taken by XLCONCEPT to ensure compliance**

XLCONCEPT first carries out an internal audit/ questionnaire and classifies the supplier in one of the 4 categories. Based on the answers, we can advise an audit to the supplier. This audit is carried out by one of the four approved XLCONCEPT independent 3<sup>rd</sup> party auditors. If they already had a BSCI/ SEDEX audit then we request their Audit report and check if the papers are in order. If no audit is available, then we ask and assist them to register and carry out the audit.

If a factory meets the requirements they receive an Audit report. If the requirements are not met, then the factory receives a Corrective Action Plan (CAP). XLCONCEPT helps the factory to close the open corrective action. When these are closed, the factory receives a new report.

*“With the BSCI we ask suppliers to commit to an ethical behaviour and we ensure the same attitude throughout the entire supply chain”*

Joris Albers, Managing Director, XLCONCEPT B.V.

*“Our SEDEX AB (buyer/supplier) membership allows us to store and share data, view and run reports with our supplier's information. This enables us to better manage risks and improve our business performance.”*

Joris Albers, Managing Director, XLCONCEPT B.V.

## 5. XLCONCEPT Code of Business Ethics

The XLCONCEPT Code of Business was established by XLCONCEPT B.V. to inform third parties of the ethical values that XLCONCEPT considers integral to its company persona and its operations. It increases our transparency and gives an idea of the values companies must adhere to if they want to work with us.

XLCONCEPT commits to ethically responsible business practices and expects from all the parties who do business with the company to adhere to the same business ethics. The Code of Business Ethics has been adjusted since 2017, herewith our extended code:

<b>CODE OF ETHICS</b>		<b>XLCONCEPT®</b>
<p><b>Health and safety</b></p> <p>XLCONCEPT considers its employees' health and safety a top priority. We ensure safe working conditions, and work environment for all of our employees. We provide the necessary information to all employees in order for them to conduct day to day activities in a safe manner.</p>	<p><b>Working conditions</b></p> <p>XLCONCEPT prioritises its employees and therefore ensures that all of our employees receive adequate working conditions and work environment. We make sure that all employees are compensated appropriately with adequate wages, and sufficient benefits.</p>	
<p><b>Labour practices and human rights</b></p> <p>XLCONCEPT considers its employees as one of its biggest assets. As a result, we ensure that all of our employees are treated with respect and dignity. Moreover, XLCONCEPT does not condone any forced or child labour within its own operations or of those within its supply chain.</p>	<p><b>Discrimination and harassment</b></p> <p>XLCONCEPT does not condone any discrimination or harassment within its business operations. We do not engage in any discriminatory practices with regard to characteristics such as race, age, sex, political opinion, religious beliefs. In addition, we are committed to never let any of our employees be subject to any physical or psychological harassment or abuse.</p>	

**Energy consumption and GHG emissions**

XLCONCEPT strives to reduce negative environmental impact wherever it possibly can. We are committed to integrating measures and actions that reduce energy consumption and GHG emissions within our business operations. We ensure to take appropriate measures wherever we can, and monitor the consumption and emissions to observe our progress.

**Water management**

XLCONCEPT is committed to conduct responsible water management wherever it can within its office environment. We strive to conserve water and ensure that it is not being used unnecessarily.

**Waste management**

XLCONCEPT understands the importance of proper waste disposal and management. We strive to increase or improve appropriate waste disposal wherever we can. This includes responsible actions such as segregation of waste (plastic, paper, glass etc.), and monitoring of our actions in order to understand how much waste is recycled and to observe the progress of that.

**Anti-bribery and corruption**

XLCONCEPT does not condone any practices of bribery or corruption. We ensure that we only implement ethical business practices within our operations. We do not stand for any fraudulent and unethical behaviour. Therefore, we do not work with companies that have such practices within their operations.

**Confidentiality and data protection**

XLCONCEPT takes data protection and confidentiality seriously and ensures that we make use of all data responsibly. We ensure all client, partner, supplier, and any other third party data is stored safely and is kept confidential.

**Information security**

XLCONCEPT takes information security seriously and ensures that all information is protected appropriately and is not accessed by unauthorised parties. We do so by implementing structure and guidelines regarding information security.

## 6. CSR Manager and CSR Team

In order to ensure that the XLCONCEPT CSR objectives are achieved, we have assigned a dedicated CSR team with the following responsibilities

### CSR Manager responsibilities:

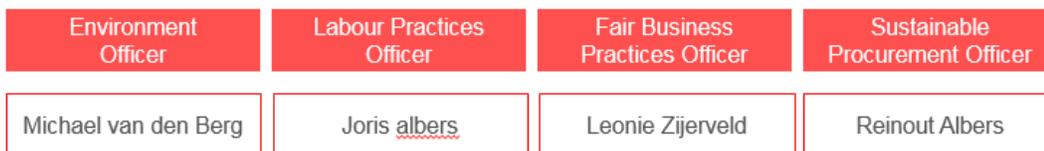
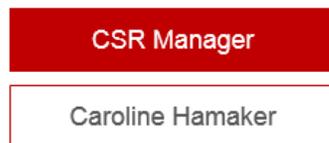
- CSR strategy;
- Allocation of resources both financial and human for the implementation of sustainability;
- Overview of CSR implementation by operations, and company team;
- Incorporation of stakeholder’ s view on CSR within XLCONCEPT such as employees, customers, suppliers, local governments;
- Be contact person for stakeholders with regards to CSR questions, notifications.

Contact details CSR Manager: Caroline Hamaker

Contact details: [hamaker@xlconcept.eu](mailto:hamaker@xlconcept.eu)

### CSR Operations responsibilities:

- Seeking CSR opportunities within the four aspects, environment, labour practices, fair business practices, sustainable procurement;
- Keeping policies up to date, distribute policies;
- Keeping overview of efficiency of implemented measures;
- Keeping overview on monitoring of environmental and social impacts;
- Be contact person for employees with regards to CSR questions, notifications.

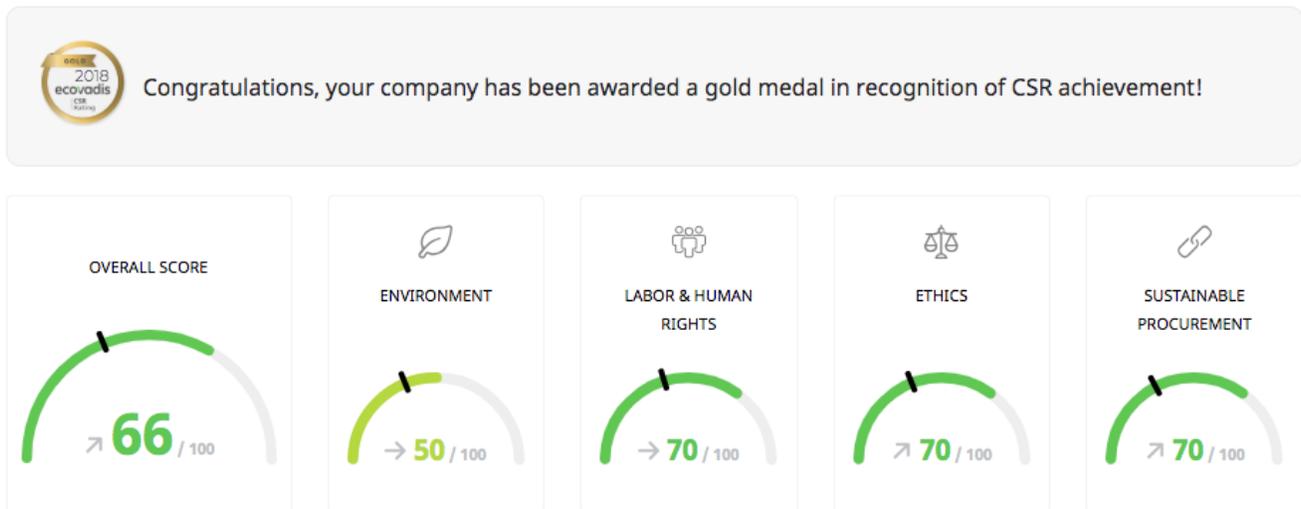


## 7. EcoVadis – Monitoring and rating our CSR Performance

EcoVadis is a platform which enables suppliers to receive a Corporate Social Responsibility evaluation request from their buyers, conduct a self-assessment, and share their performance with the buyers. The methodology is built on International CSR standards including the Global Reporting Initiative, the United Nations Global Compact principles, and the ISO 26000 framework and guidelines.

XLCONCEPT joined this initiative in 2016 and since then we are working to improve our performance. In 2017 we achieved the Silver Recognition Level based on the CSR Rating.

In 2018, after extending the number of measures we had in place, we achieved the Gold Recognition Level. This is a big leap forward, and is something we are proud to highlight.



This assessment has also indicated that we are in the 96<sup>th</sup> percentile of all companies in our industry that assess themselves with EcoVadis. The following are the measures we have taken in order to reach this score, and what measures we have implemented since receiving this score.

7.1 Environment

*Environmental policies*

XLCONCEPT is committed to conducting business in a sustainable way and implementing practices which minimise our environmental damage as much as possible. In the previous year, we have updated our Environmental Policy and Customer Health and Safety policy from our prior ones and have added a number of measures which we have implemented in the past year. Specifically, in the Environmental policy, we have added measures regarding energy consumption and greenhouse gases, transportation, waste management, and sustainable consumption.

*Energy reporting*

Moreover, we have now changed the way in which we calculate our energy consumption per year. As of the last few years, we had been using an estimate with a methodology which we have now understood is not as accurate as the one we are now using. Our methodology is now based upon how much electricity and gas each of our employees consume per year, and how many full time employees we have in each year. It is further broken down by average energy and gas consumed per m<sup>2</sup> of the our workplace. The following is a breakdown of our energy consumption:

<b>Denominator</b>	<b>Electricity</b>	<b>Gas</b>
<b>Ratio per number of FTE</b>	3.000	490
<b>Ratio per m<sup>2</sup> office surface</b>	130	21,25

<b>Energy Monitoring</b>	<b>Consumption</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Office space in m <sup>2</sup>		1085	1085	1085	1085	1085
Nr. of FTE		37	34	41	45	47
<b>Electricity</b>						
Average consumption per FTE		3000	3000	3000	3000	3000
Electricity consumption (kWh)		111.000	102.000	123.000	135.000	141.000
<b>Gas</b>						
Average consumption per m <sup>2</sup>		25	25	25	25	25
Weather/winter rating		0,80	0,90	1,00	0,85	0,85
Gas Consumption (m <sup>3</sup> )		21700	24412,5	27125	23056,25	23056,25

Although this is an estimate, it provides a good idea of the energy consumed as it takes into account factors such as the weather. This increases its validity as it incorporates the extra heating, gas, electricity that we use in our workplace when the winters are extremely cold.

However, we are aware that is still just an estimate and as a result it is not the optimal form of energy consumption reporting. Therefore, we will make 2019 our baseline year for the usage of actual numbers of our energy consumption. We will receive these numbers from our energy service provider towards the end of 2019 or the beginning of 2020. We can then incorporate actual numbers in next year’s CSR Annual Report.

*CO2 emissions reporting*

XLCONCEPT has improved its monitoring and reporting measures and as of this past year. In this past reporting year, we have started to monitor our CO2 emissions resulting from our office operations, employee transport, and business flights. The numbers of our emissions in tons are:

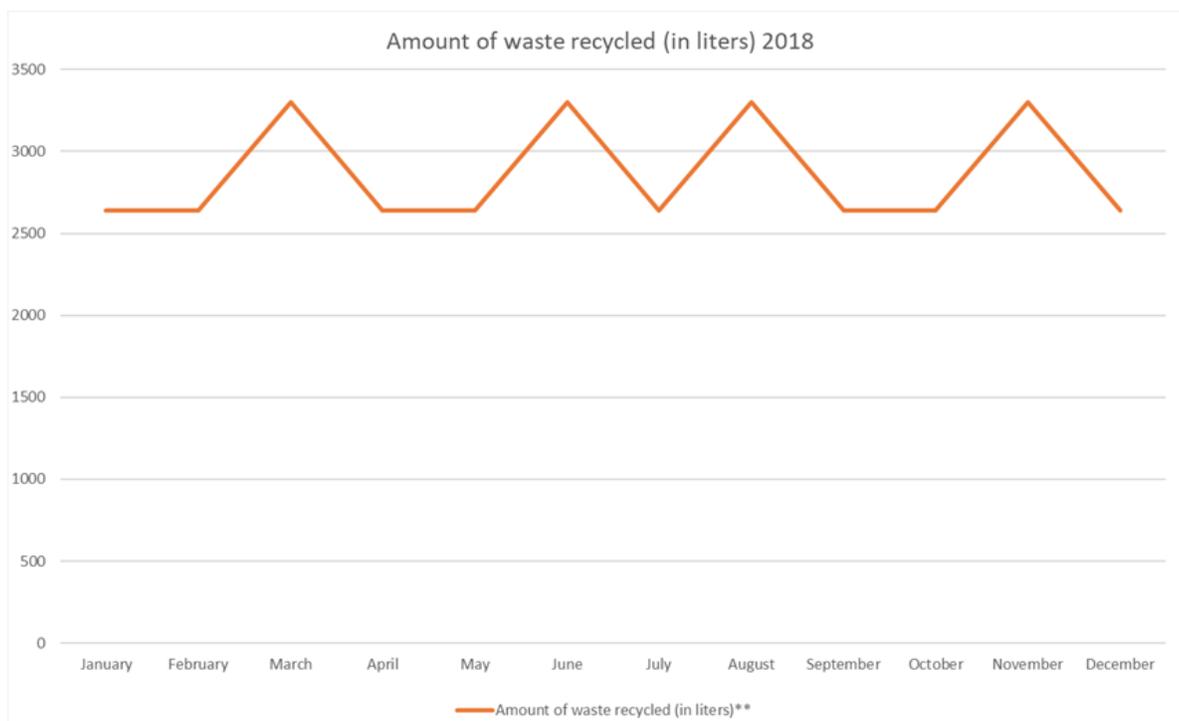
<b>CO2 Emission Monitoring in tons</b>	<b>2018</b>
CO2 emission employee transport	36
CO2 emission business flights	147
CO2 emission office XL Concept	14
<b>Total</b>	<b>197</b>

We will continue to monitor our CO2 emissions over the next few years to see whether our emissions are increasing, and then to identify areas in which we can reduce them. Moreover, monitoring our CO2 emissions allows us to understand how much we emit every year, and how much we would need to offset to be carbon neutral.

A new measure which we have implemented in the past reporting year is offsetting our carbon emissions by getting involved in carbon offsetting initiatives. We offset 197 tons of carbon by working with the Fair Climate Fund. We funded the Fair Climate Fund to help with providing cookstoves to families in rural India. This reduces carbon emissions as the cookstoves provided by the Fair Climate Fund are far cleaner and eco-friendlier alternatives for cooking than what was used previously.

*Waste reporting*

XLCONCEPT has also implemented monitoring and reporting of its waste in the past year. We have implemented a way in which we monitor the paper waste that we recycle. This is by calculating how many litres of paper waste are recycled every month. In total in 2018, we have recycled 34320 litres of paper/ cardboard waste. This is an average of 935 litres every month. Here is a visual representation of the amount of paper/cardboard waste recycled per month over the past year:



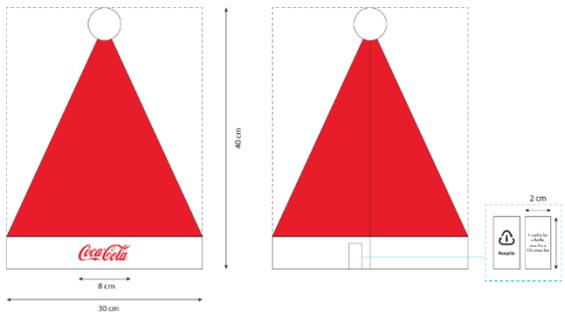
*Sustainable products*

In 2018, XLCONCEPT has increased the number of eco products that it offers to customers. Eco products, to XLCONCEPT, are defined as products that have significantly lower impact on the environment from its manufacturing, production, packaging, disposal, or use. In 2018, we offered:

- *Heineken Socks*

These socks are eco- friendly socks as they are more environmentally friendly than its alternatives and it has been certified by the Global Organic Textile Standard (GOTS).

- *Bamboo products*
- *Products made from recycled PET bottles*



## 7.2 Fair Business Practices

XLCONCEPT understands the importance of being an ethical company, and integrating ethical business practices. We strive to be as transparent as possible and build trust with all internal and external stakeholders.

### *Policies*

In order to kickstart our efforts regarding ethical practices, we had created multiple policies in 2017. However, we realised in 2018 that it was inefficient to have multiple different policies for all of our employees to read so we have combined all of the different policies into one overarching Fair Business Practices policy. We thought this was the most efficient way to communicate this information to our employees. In addition, we have updated our Information Security policy with regard to the GDPR update in 2018, and all the additional measures we have taken to further protect personal data.

## *GDPR*

In May of 2018, the GDPR was updated with a lot of guidelines and regulations regarding personal data. In order to comply with the updated GDPR, we have implemented a number of measures in 2018. These include measures such as a Data Breach Procedure, a privacy policy, a data retention policy, verwerkersovereenkomsten, and data disposal and anonymisation guidelines.

The Data Retention policy provides information regarding the appropriate retention periods of different types of data. Implementing such a policy allows us to stay up to date with the retention laws as of the GDPR. We provide information on how long our company and our employees are allowed to store information such as payroll, finances, taxes etc.

The Data Breach Procedure strengthens our measures on information security and makes sure we have specific steps and actions to follow in the case our information system is breached. In the digital age, cyberattacks and threats are becoming more and more relevant and therefore it is necessary to have a procedure in place to protect oneself from such criminal activities.

The Data Disposal and Anonymisation Guidelines are guidelines provided to all of our employees to further strengthen the information security and to ensure that no sensitive information is easily accessible to unauthorised parties. Moreover, it provides guidelines on proper disposal of data such as sample products to ensure that our client logos are not used inappropriately and associated with unreputable actions or practices.

We have also created a privacy policy, which provides all of our clients with information regarding how we process their data. It ensures transparency and confidentiality of third party data. Moreover, we have created Verwerkersovereenkomsten, which specify the details of how data of our clients is processed, and which are signed by both parties.

Finally, we have again conducted an internal audit of our business operations. This audit has been conducted in 2017 as well. We have done the same audit to see progress in the different aspects of our company. We have found that we have realised improvements in topics such as risk assessments as we have implemented a new risk control manual and updated our corrective action plan for our suppliers.

### 7.3 Sustainable Procurement

Since 2017, XLCONCEPT has implemented measures to strengthen our sustainable impact within our supply chain. We try to promote sustainability and affect change whenever we can. Therefore, in 2018, we implemented further measures. We have created multiple supplier policies which our suppliers must comply with for us to work with them. These include the Supplier Labour Practices, Supplier Fair Business Practices, and the Supplier Environment policies. Each of these policies convey the values that XLCONCEPT believes in and measures which suppliers must adhere to.

Moreover, we have adjusted our Code of Ethics visible on our website to be easily accessible for all third parties. The code summarizes the values that we believe personifies XLCONCEPT. Third parties can see this in order to understand what kind of a company we are, and what kind of values they must also follow in order to work with us.

Furthermore, as an addition to our existing system of rating suppliers in 2017, we have added sustainability criteria to classify our suppliers. Specifically, we have included adherence to the Supplier Code of Conduct and Supplier policies as a criteria within our supplier assessments. As a result, our classification has changed as such:

X SUPPLIER	A SUPPLIER	B SUPPLIER	C SUPPLIER
<ul style="list-style-type: none"> <li>▪ Strategic supplier</li> <li>▪ Is an A supplier with whom we work very closely, all aimed at a long-term cooperation and great mutual trust.</li> <li>▪ We work together in such a way (contractually) as if it were a "part of the group company".</li> </ul>	<ul style="list-style-type: none"> <li>▪ Key supplier</li> <li>▪ The intention is to preferably place orders with this supplier category.</li> <li>▪ Positive XL vendor assessment / audit.</li> <li>▪ Signed XLCONCEPT Framework Contract</li> <li>▪ Signed Supplier Code of Conduct and Supplier Policies (including anti-bribery, child / forced labour, human rights, fraud, responsible marketing etc.)</li> <li>▪ Agreed rebate conditions.</li> <li>▪ Very positive experience based on recent projects.</li> <li>▪ Minimum of BSCI, SEDEX 4</li> <li>▪ Agreed payment terms (no deposit)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Preferred supplier</li> <li>▪ The intention is to regularly work with this supplier category.</li> <li>▪ Potential to grow into an A supplier.</li> <li>▪ Positive XL vendor assessment (with possible points for improvement).</li> <li>▪ Signed XLCONCEPT Framework Contract.</li> <li>▪ Signed Supplier Code of Conduct and Supplier Policies (including anti-bribery, child / forced labour, human rights, fraud, responsible marketing etc.)</li> <li>▪ Sufficient valuation based on recent projects</li> <li>▪ Audit with possible points for improvement for BSCI, SEDEX 4. Has the potential to convert into a fully-fledged certification within one year.</li> <li>▪ Agreed payment terms (no deposit).</li> </ul>	<ul style="list-style-type: none"> <li>▪ New or Occasional cooperation with this supplier category.</li> <li>▪ It is not certain whether this supplier can grow into a B supplier.</li> <li>▪ Signed Supplier Code of Conduct.</li> <li>▪ Vendor assessment not allowed to score negatively for critical points such as child labour or human rights.</li> <li>▪ Audits with potential areas for improvement.</li> </ul>

Additionally, we are continuing to use our Corrective Action Plan (CAP) for suppliers. In 2018, we have updated our Corrective Action Plan. In the past year, we have provided 32 suppliers with corrective actions which they have agreed to comply with.

#### 7.4 Labour Practices and Human Rights

##### *Policies*

In 2017, we created policies with regard to labour practices and human rights. In 2018, we updated these and made a number of changes. We separated our health and safety manual from our health and safety policy and made them two separate documents. Moreover, we combined our existing Child and Forced Labour policy, Human Rights policy, and created one coherent Labour Practices policy encompassing these topics.

Furthermore, in the past year, we have focused on developing our employees' opportunity for enhancement with their careers and professional skills. We have done so by creating an overview of all the trainings provided in the past two years. In 2018, we have provided trainings such as BHV cursus (First aid), Bioplastics and biodegradable plastics, and Textiel warenkennis (Textile goods knowledge). These have all been provided by external third parties which have been organised by XLCONCEPT. We intend to continue to use this overview and increase the number of trainings we provide for our employees over the next few years.

Additionally, in 2018, we have made a start with local community engagement. We take part in social initiatives because we believe as a company, we must give back to the society. As social initiative, XLCONCEPT has donated samples to a company, Raamwerk, which offers support and guidance to more than 700 clients of all ages with an intellectual, physical, or behavioural disability.

## 8. GRI Reporting

In addition to all the improvements we have made in our EcoVadis journey, we have also begun reporting in line with the Global Reporting Initiative guidelines. In 2018, we have created coherent reports regarding:

### *Environment*

Within the Environment GRI report, we have outlined all the measures we have reported such as energy consumption, water consumption, and GHG emissions. Moreover, in this report, we discuss what kind of products we offer and the percentage of this which is renewable or recyclable.

### *Fair Business Practices*

Within the Fair Business Practices GRI report, we report on the number of policies, and procedures which are in place in XLCONCEPT, and the number of trainings regarding corruption and bribery which are provided to our employees. Furthermore, we report on any legal proceedings which we have had in the past year regarding ethical practices.

### *Labour Practices*

Within the Labour Practices GRI report, we report on our employees (numbers, diversity and equal opportunities), the training and education provided. Furthermore, we report on the Occupational Health and Safety measures we have put in place. And we also report on other labour practices as set out in our Labour Practices Policy.

### *Sustainable Procurement*

Within the Sustainable Procurement GRI report, we report on the number of key suppliers which we screen with regard to sustainability with criteria such as environment and social.

We are aware that this is four out of the five GRI reports which the GRI provides. However, we still believe that this is a good start, and we intend to complete the General GRI in the near future in 2019.