

ACT RESPONSIBLY!

Sustainability Report of expopartner GmbH

good

in compliance with
ISO 26000



2017



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FOREWORD

Ladies and Gentlemen,

Economic performance is crucial for our agency as a medium-sized company. Financial success enables us to comply with exacting social and ecological standards.

At the same time we are aware that the growth in economic performance, especially in our core business of trade fairs, conventions and other events, demands using lots of resources. Handling resources responsibly and in an acceptable manner is essential for our success. Our German claim "Wir gestalten Wirkung" which means "shaping impact" encapsulates how we see ourselves responsibly and measurably dealing with the effects of our actions.

We have taken part in the UN Global Compact since 2011 and explicitly profess to support and promote implementation of the ten principles it defines for human rights, labor standards, environmental protection and the fight against corruption. We report on our progress in implementing these principles yearly.

Since 2015 we have gone the extra mile with our CSR management and voluntarily align with ISO 26000, with whose character, content and way of defining priorities we are already familiar.

This sustainability report summarizes what we have so far achieved and the objectives we have set ourselves for the future.

Sincerely,

Andreas Weber
Managing Director | Partner
expopartner GmbH

Gerald Ambrozus
Managing Director | Partner
expopartner GmbH



REPORTING METHOD

The basis for the present report is our self-assessment according to the fields of activity of sustainable and socially responsible management, as described in the ISO 26000 standard. We have completed a detailed analysis of our fields of activity and their impact, and identified various areas where we would like to develop further.

We have included a summary of the goals defined for further sustainability management in the appendix to this report. At the same time, this document fulfills the reporting requirement for members of the UN Global Compact.

As an aid to readers and to avoid redundancies, a tabular overview of references to text passages corresponding to the principles of the Global Compact and the relevant fields of activity specified in ISO 26000 are included in the appendix to the report.





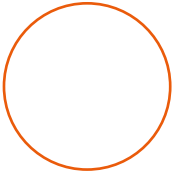
PROFILE

WHO WE ARE

expopartner specializes in live, brand and digital communication for the pharmaceutical and healthcare sector. We focus on the brand presentation of our customers at business conventions, conferences and events. We cover all communications disciplines – from initial planning to implementation, whether digital or analog, for the German market or internationally.

We are sensitive to the fact that ours is a resource-intensive industry, and we strive to reduce the ecological footprint of our business operations.





1

We are live marketing and brand specialists for pharmaceutical and healthcare sector.

2

We offer unique solutions to customers wishing to achieve an emotional, convincing and efficient differentiation from the competition.

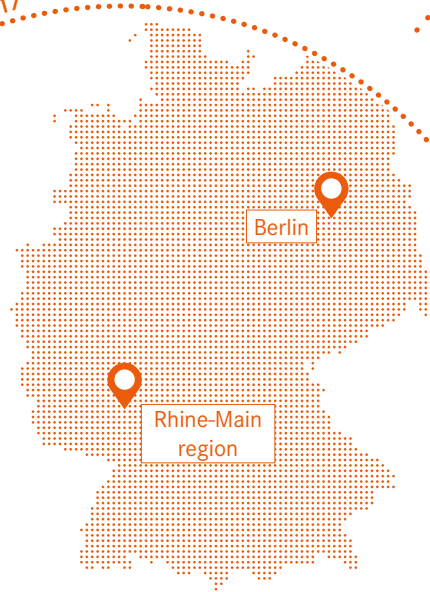
3

In close cooperation with our clients, we make experiencing the brand of our customers unique at the highest level: This is done across the full depth and range of the brand, using traditional and digital formats as well as 3D staging.

4

At the same time, we fully support responsible and measurable use of resources, qualities not usually found in our industry sector

EMPLOYEES AND LOCATIONS 2017



57 employees including 2 apprentices

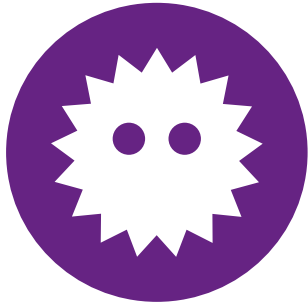
28 female
29 male

SALES REVENUES 2016

€ 9,18 MILLION

INDUSTRIAL FOCUS

80% PHARMACEUTICALS/ HEALTHCARE



RESPONSIBLE CORPORATE GOVERNANCE

FAIR BUSINESS PRACTICES

Our day-to-day operations abide by transparency, ethics, trust and integrity. We obey legal requirements and the law, follow generally recognized standards and uphold good management practice. In many areas we adhere to standards more stringent than statutory regulations.

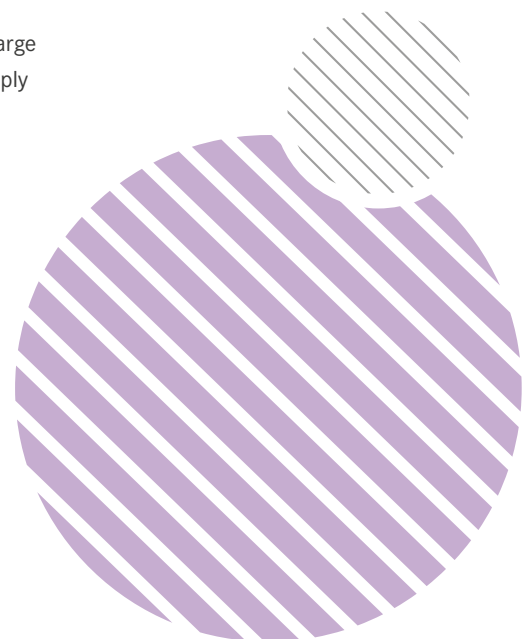
We have laid down a binding code of conduct, spelling out our values, guiding principles and requirements for dealing with colleagues, business partners, customers and suppliers in a company manual for all staff members.

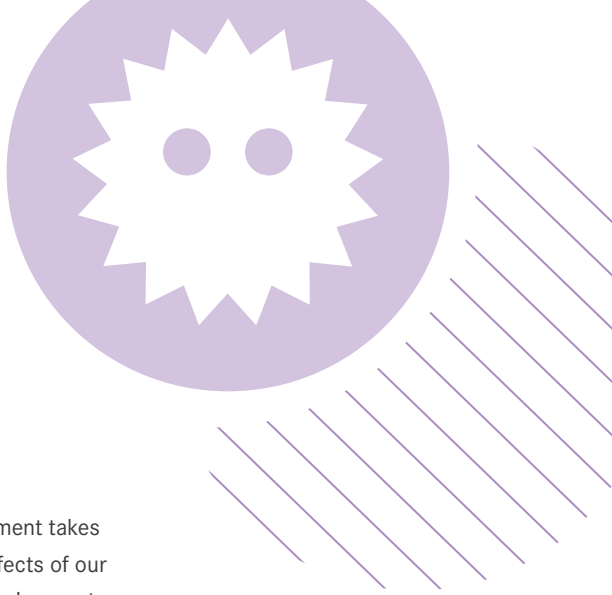
In future we want to further reinforce our objectives within the company and toward business partners and the public. With regular compliance training courses we provide our employees with the skills along the way.

ALONG THE AGENCY'S SUPPLY CHAIN

We also support adoption of our CSR principles in our supply chain and involve our business partners. To further this we will integrate a code of conduct into our supplier contracts.

As an affiliate of ESG Einkaufs- und Servicegesellschaft mbH, we source a large proportion of our goods and services from ESG contract suppliers who comply with stringent quality criteria.





ORGANIZING RESPONSIBLY

We operate using clearly defined structures and our company management takes responsibility for sustainability management. It observes the direct effects of our business activities and is the central contact point for the ongoing development of measures.

Economic success and both social and ecological requirements are linked to each other. For us this means close consideration of possible conflicts of goals in our corporate behavior. We accept this responsibility and orient our activities accordingly. As a mid-sized company we keep a sense of proportion and concentrate on three areas:



EMPLOYEES

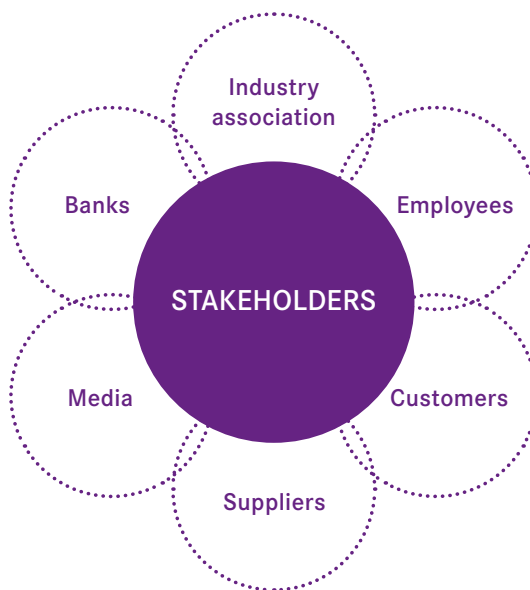


THE ENVIRONMENT



SOCIETY

Regular reporting in compliance with recognized standards shows what has been achieved. At the same time, we actively seek dialogue with our stakeholders in order to identify important aspects of our CSR strategy. We communicate with our customers, employees and business partners in this dialogue.





“As a mid-sized agency, our staff members are our most important resource. We have highly motivated employees who identify very strongly with what they do. Their enthusiasm makes a decisive contribution to the success of our company. That is why we promote a corporate culture which is founded on mutual respect and appreciation, and lean hierarchies. Adhering to labor standards, creating fair working conditions and comprehensive occupational-safety measures are the basis for this. The many services which go beyond this represent an investment in the future to us.”

Andreas Weber
Managing Director | Partner

Gerald Ambrozus
Managing Director | Partner

EMPLOYEES

OUR PRINCIPLES

- We respect human rights.
- We affirm that we are not involved in any violation of human rights as defined in the German Basic Law and in international human rights standards.
- We ensure that labor laws are adhered to in our company.
- We recognize the freedom of association and the right to collective bargaining.
- We pay fair wages regardless of gender, origin, skin color or religion.

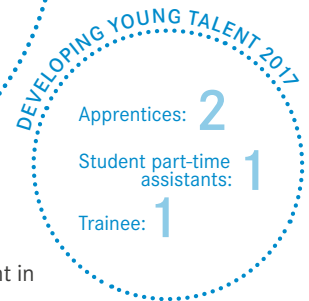
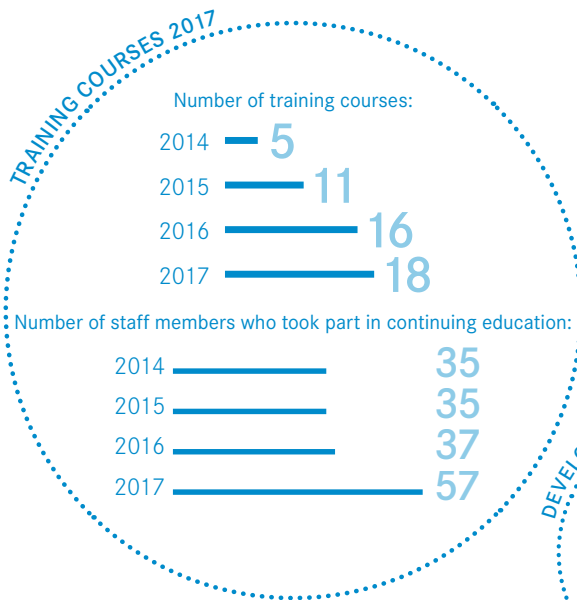
IN STEP WITH TRANSFORMATION

We can only be successful as a company if our employees are actively involved in shaping our path into the future. Our business success is based on a motivated team and calls for a high degree of flexibility attained through flat organizational hierarchies and direct lines of communication. This is valued by our customers and employees.

Our strategic alignment is undergoing transformation. We cater to the changing requirements of our customers with new employees and by further developing our capabilities. We seek to monitor these change processes and make them transparent to everybody on the team. For this reason, during the reporting period we have placed great emphasis on internal communication, and established the following measures:

- General assembly of employees
- Surveys
- Suggestions scheme
- Employee newspaper
- Exchange forums for internal knowledge transfer
- Ongoing exchange offered by management





PROMOTING COMPETENCE

The personal and professional development of our employees represents an investment in the future. We operate in a highly innovative industry sector. In order to continue to be at the forefront of this rapidly evolving market, further education of employees in addition to creating new functional areas is of vital importance to expopartner. The in-service training program “EXP-akademie” was introduced in 2014 for this purpose.

After having fostered basic skills and teamwork in numerous seminars and workshops in previous years, this year our main focus was on individual advancement of professional skills and we offered English courses free of charge, which was enthusiastically supported: 16 employees took part in these.

EDUCATION AND SUPPORTING YOUNG EMPLOYEES

expopartner has been a training company since 2013. At present we are training two sandwich course students in media design. Once they have passed their office management examinations, they will join our permanent staff. Moreover, we are participating in the 100 PRO training initiative, to help improve training in the event industry.

We are also interested in arousing the interest of young graduates in our activities at an early stage. That is why we offer internships and work contracts for students of interior design/planning and event management. With their participation in an initiative in summer 2017 “Mach’ was – Komm in die Agentur” we gave four students insights into the daily workings of our agency for two weeks.

WE WELCOME COMMITMENT

We see ourselves as a supportive but also demanding employer. This means that we do a great deal to support our employees in their work and help them develop skills for more and more demanding tasks. In exchange, we expect personal responsibility, motivation and commitment.

We are especially appreciative if our employees display a level of commitment going beyond the usual. This may take the form of volunteer community service or in-service qualification measures.





HEALTH AND SAFETY

We utilize our occupational-safety management systems to ensure that health and safety have a firmly established place within our company. In the framework of our occupational-safety system, we specify policy, goals and responsibilities that enable the timely identification of risks in the workplace. Prevention measures in the workplace include protection against accidents, occupational diseases and other work-related illnesses – going beyond statutory regulations.

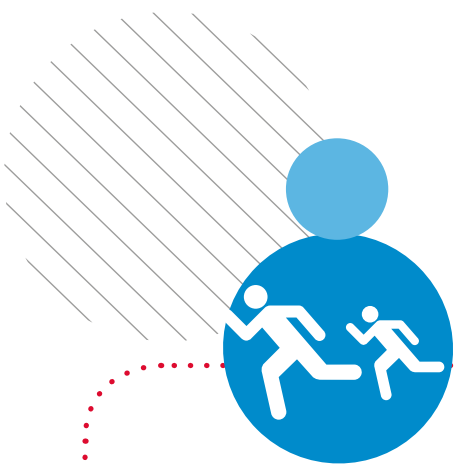
Our workplaces and equipment fulfill all valid EU regulations and directives as well as the rules and insights pursuant to § 7 (4) German Health and Safety at Work Act (ArbStättV) published by the German Federal Ministry of Labor and Social Affairs.

Depending on their area of work, our employees regularly receive the required occupational safety training, such as

- Safely working on ladders
- Commissioning forklift trucks
- Work organization
- Using an edge-banding machine
- Hearing protection and noisy areas
- Using miter and bench saws, hand machines, milling tools, bench and band saws, carbide replaceable cutters and bench milling machines
- Reducing physical, visual and psychological workloads at office workplaces, including those with computer screens

Key accident figures	2014	2015	2016	2017
Work accidents	None	2	1	None
Sick days due to accidents	None	33	12	None





At the same time, we are focusing on the targeted promotion of the health of our employees. In 2017 we carried out the following measures in order to improve our safety technology and reduce health risks for our employees:

- Procurement of new forklift trucks with ergonomic seats and adjustable control panels
- Centralization of the workplaces: optimization of walking routes
- Revision of the lighting in working areas, increasing the brightness
- Optimization of tools and material storage: frequently required tools and material placed on shelves at medium height with upper and lower ones reserved for those less often needed
- Restructuring in the storage area: all storage locations made accessible by vehicles and forklift trucks
- Weekly briefings about occupational safety and ergonomics
- Information and motivation about taking ophthalmological tests when working with computer monitors. Since 2015, 20 employees who use computer workstations have had their eyes examined professionally.
- Regular exercise has a positive impact on health. For that reason expopartner promotes relevant forms of sport and encourages physical exercise. In 2017 we took part in the Gutenberg Marathon in Mainz with a team of eight. Since April 2017 we have offered a sports program that is free of charge for all employees.





FAIR WORKING CONDITIONS


As a result of the minimum standards laid down in the employment contracts of our employees we have established a basis for fair working conditions. The employment contracts are based on our staff members' voluntary agreement. Contracts of employment can be terminated by employees provided certain deadlines are met. This means employees can exercise their right to unilateral termination of employment contracts.

Rates of pay are negotiated and include social benefits such as sick pay, holiday pay, premiums for working on Sundays and bank holidays, compensation for overtime, etc., based on current wage agreements. In addition, expopartner offers additional benefits, such as in the area of pensions.

ANTI-DISCRIMINATION AND EQUAL OPPORTUNITY

expopartner advocates equal treatment of all people, regardless of race, ethnicity, gender, religion or worldview, age or sexual identity. We stand behind our staff members if their rights are violated by a third party. And we make every effort to ensure that all our staff members are aware of their rights.

Dealing with one another respectfully is a mark of our corporate culture. expopartner will not tolerate discrimination or unequal treatment of its employees, or any kind of harassment. We have laid down a binding code of conduct for dealing with colleagues, business partners, customers and suppliers in a company manual for all staff members. The manual provides managers with guidelines and new staff members with an orientation.



In the context of the German General Act on Equal Treatment (AGG), we regularly inform our staff members about principles of non-discrimination using examples to explain clearly what would be considered a violation. Our employees are made aware of what constitutes a breach of the AGG or violation of social human rights and other unfair behavior, and are instructed to report such cases.

In 2017 there were no violations of our anti-discrimination and equal opportunity principles reported to our internal complaints office.

BALANCE OF OPPORTUNITY

expopartner employs 28 women and 29 men. The management board was expanded in 2017 and members now comprise three males and one female. In middle management there is a balanced proportion of men and women.

Due to our staff members' changing life conditions, we are contributing to equal opportunity by individualizing work schedules.

- Flexible working hours and flex-time wage records
- Part-time work
- Home office workplaces
- The possibility of several months leave ("sabbatical")

7 out of 57 employees are currently working part time, including 5 people at a senior management level.





THE ENVIRONMENT

OUR PRINCIPLES

A large part of our business activities involves making one-off brand presentations at trade fairs and conventions, and thus takes place in a resource-intensive area. As a result, we make considerable efforts to adopt a conservation-minded approach which reduces the effects of our business operations on the environment.

We view the constant change to which the communications industry is being subjected as an opportunity. Integrated marketing concepts with a focus on digital content as an expansion of live marketing are opening up new areas of business for us, and allowing better corporate performance while continuing to conserve resources.

By means of various measures we are promoting responsible interaction with the environment. We also undergo regular quality and sustainability monitoring by the FAMAB Verband Direkte Wirtschaftskommunikation e.V. industry association and are certified as “Sustainable Company powered by FAMAB”. By participating in the FAMAB Sustainability Summit in early 2017 we have informed ourselves about the latest requirements and approaches for sustainability in our industry.

ENERGY CONSERVATION

After the conversion of our production and storage areas from fluorescent tubes to LED lighting in 2016 we were able to reduce our energy consumption by almost 23 percent. In 2017, with expanded business operations, we recorded a moderate rise of 8.2 percent.

By using green energy originating from 100 percent renewable resources, compared using the German national electricity mix, we are cutting back about 103.662 g of nuclear waste and 123.357 t of CO₂. The latter is equivalent to the climate protection effect of 1,073 trees.

By using a solar power generator on the roof of our production site in Flörsheim, we ourselves are making a contribution to supplying energy from renewable sources to the energy grid.

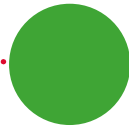
ENERGY CONSUMPTION

Year	kWh
2014	156,230
2015	156,954
2016	121,000
2017	131,000

HEATING OIL CONSUMPTION

Year	Liters
2014	8,500
2015	9,300
2016	9,250
2017	7,960





“To us, the environment and future generations mean conservation of natural resources and ensuring a high level of energy efficiency. We are making use of all economically and socially acceptable forms of influence to keep the effects of our commercial operations on the environment as low as possible.”

Andreas Weber
Managing Director | Partner

Gerald Ambrozus
Managing Director | Partner

SUSTAINABLE PRODUCTION

For the trade fair booths we build, we use environmentally-friendly materials to the greatest extent possible and also draw our customers’ attention to the repeated use of building components. We depend on systematic reuse: we use many materials two or three times and subsequently utilize them as rear walls and floorboards. Applying measures like these has enabled us to reduce consumption of wood, despite a higher level of output.

WOOD CONSUMPTION

Year	Booths built (m ²)	Wood consumption (tons)
2012	7,652	256
2013	6,730	198
2014	7,612	186
2015	10,311	208
2016	12,281	190
2017	13,598	165



GREEN IDEAS...

... are always welcome and that is why we have encouraged our employees to inform us of possible improvements. This resulted in a long list of suggestions, some of which we have immediately implemented and others whose realization are planned. These range from donating remnant carpeting to animal shelters to upcycling concepts for the reuse of exhibition materials as bags.



WASTE REPORT

After reporting an increase in the amounts of residual waste in 2016 due to inventory reduction, these have gone down again in 2017 – despite further inventory clearances. We are striving to no longer forward more material than is necessary to third parties unless it is properly disposed of.

Residual waste	11/1/14–10/31/15	11/1/15–10/31/16	11/1/16–10/31/17
Wood waste, overall	132.0 t	267.5 t	207.5 t
Mixed paper	6.2 t	8.8 t	5.5 t
Plastic foil	4.5 t	2.6 t	1.0 t
Assorted packaging	19.1 t	28.6 t	20.5 t
Total	161.8 t	307.5 t	234.5 t

CHAMPIONING CLIMATE JUSTICE

We are pursuing further steps based on our commitment to protecting the climate and environment. Since late 2014, we have been offering our customers climate justice for their events and trade fair exhibitions.

As a founding member of the FAMAB Foundation, expopartner is actively contributing to the reduction of CO₂ emissions by the planting of forests and supporting social and non-profit projects for the sector in the areas of habitat and environmental protection, job training, talent promotion, as well as science and research.

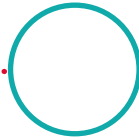
E-MOBILITY: CYCLING AS A GREEN ALTERNATIVE

We added the first electric car to our vehicle fleet in 2017 and installed a charging station for it, which we intend to offer for use by others as well. With three e-bikes also part of our fleet we cater for exercise and fresh air – such as for lunchtime trips to the supermarket.

COMMUNICATION THAT HITS THE MARK

We make our commitment visible to employees, customers, suppliers and business partners in numerous ways. We communicate our commitment to the Global Compact and our sustainability reporting in our email boilerplates, on our website, on our social media channels as well as in the internal newsletter and at staff events.





SOCIETY

Through our business success we are making a value-adding contribution to the economy and society by providing employment, paying taxes and social security contributions, and through our participation in the supply chain making this possible for our suppliers. Thus, we are consciously assuming economic and social responsibility.

FAIR BUSINESS PRACTICES

In our business operations we always act in a fair way and in a competitive environment make a positive impression through the quality of our work. We do not tolerate corruption, bribery, price fixing or any other improper behavior.

We strictly observe prevailing laws and regulations. Contracts with our business partners are entered into only in the context of fair and transparent tendering procedures. The company's management oversees the signing of contracts to prevent conflicts of interest.

With one course we have trained the entire workforce in topics relevant to compliance, such as corruption prevention, occupational health and safety, environmental protection, competition and antitrust legislation and the security of information.

SOCIAL COMMITMENT

For expopartner, taking responsibility also means working to develop our own business sector. With Conny Lobert and Andreas Weber on the management board of FAMAB Kommunikationsverband e.V. responsible for overall questions in the association on our business sector, we also participate in quality standards development.

It is of key importance to us to assume social responsibility – in our immediate environment and worldwide. With the sponsorship of a mobile playground for the AWO-Tausendfüßler childcare center in Hochheim we are also helping provide play and fun.



PROMOTING HEALTH

The communications campaigns we run help our customers to pass on comprehensive knowledge to physicians and patients about pharmaceutical products and options for medical treatment. In this way, we contribute to promoting human health.

MAKING A SUSTAINABLE DIFFERENCE

As a German company operating only in our home market and in Europe, we currently source goods and services only from Germany or other countries in Europe.

We make every effort to base our decisions concerning investments and purchases not only on ecological and economic aspects. We adhere to the United Nations General Declaration of Human Rights, the main principles of the International Labour Organization (ILO) for the world of work (among other things prohibition of child labor, abolition of forced labor, prohibition of discrimination, freedom of association and the right to collective bargaining) as well as the principles of the UN Global Compact.

We also require our suppliers to support human rights issues, labor norms, fair business practices and environmental protection. We are working on incorporating a code of conduct regarding these points as part of our supplier contracts.





OUR SUSTAINABILITY GOALS

In the sense of ongoing development of our corporate responsibility, we formulate our goals for achieving this in the following section:

Objectives	Goal achievement up to	Status 2017
Our company		
2015: Insistence on sustainability in the supplier relationship by a code of conduct embedded in contracts	2016	In preparation
2015: Further development of our sustainability report in accordance with GRI guidelines	2018	Training courses for responsible employees
Compliance Management and Code of Conduct	2017	Training of entire workforce completed
Employees		
2015: Identification of employee issues by means of employee questionnaires	Ongoing	Will be continuously updated
2015: Improvement of employee satisfaction and identification by means of internal communication measures	Ongoing	Various communications campaigns were established
2015: Further development of occupational health and safety management and company health care	Ongoing	Continuation of retrofitting the work places with regard to ergonomics and safety
Strengthening specialist and personal competencies through targeted individual training measures	2017	Intensification of advanced training activities to continue
The environment		
2015: Promotion of environmentally-friendly behavior by our employees, and reinforcing their motivation to behave in this way	Ongoing	By way of numerous communications activities
2015: Development and marketing of environmentally-friendly products	2018	Establishment of climate justice as proposed by the FAMAB Stiftung, planned as voluntary component of our offer for 2018
Establishment of systematic environmental management	2018	Environmental and energy-efficiency management as part of location expansion 2018
Society		
Implementation of pro bono projects to promote social well-being	2017 + Ongoing	
Promotion of education and culture through dialogue with universities	2016 + Ongoing	Support for master's project "Tunnelflieger" by the communications department of Mainz University of Applied Sciences.
Promoting employee community service and commitment to volunteer work	Ongoing	



CORRESPONDING INFORMATION

Chapter	Information/page	Global Compact principle	DIN ISO 26000
Responsible company management	• Self-concept/definition 3, 5	10	6.2;
	• Ethical, legal behavior 7, 18		6.6.3;
	• Sustainability management 3, 7, 8		6.6.4;
	• Stakeholder participation 8		6.6.6;
Employees	• Human rights 9, 14, 19	1; 3; 6	6.2.1;
	• Dialogue 9		6.3.3;
	• Development and training 10		6.3.4;
	• Commitment 10		6.3.7;
	• Working conditions 11, 12, 13, 14		6.3.8;
	• Health and safety 11, 12		6.3.9;
	• Equal rights 13, 14		6.3.10;
			6.4.3;
The environment	• Environmental awareness 15	7; 8; 9	6.4.4;
	• Conserving resources 15, 16, 17		6.4.5;
	• Avoiding environmental damage 16, 17		6.4.6;
	• Climate protection 15, 16, 17		6.4.7;
	• Environmentally friendly technology 16, 17		6.8.5;
	• Communication 16, 17		6.8.7
Society	• Social commitment 18, 19	2; 4; 5; 8; 10	6.5.2;
	• Fair business practices 18		6.5.3;
	• Sustainability in the supply chain 19		6.5.4;
	• Investment in the well-being of society 18, 19		6.5.5;
		6.6.6	
			6.2.1;
			6.3.3;
			6.3.4;
			6.3.5;
			6.6.3;
			6.6.4;
			6.6.6;
			6.8.5;
			6.8.8;
			6.8.9



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