

OUR

SUSTAINABLE

IMPACT

CSR 2018



expopartner

WIR GESTALTEN WIRKUNG

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GENERAL INFORMATION

COMPANY DETAILS

Company name: expopartner GmbH

Reporting year: 2018

Set of performance indicators: GRI standards

Third-party review: no

Duty to report as defined by the German CSR Guideline Implementation Act: no

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Key figures

- Employees: 61
- Locations: Floersheim am Main and Berlin
- Sales revenues 2017: € 11.19 million
- Industry focus: pharmaceuticals and healthcare
- 369 events, 334 in Germany, 35 in other European countries
- Area of booths constructed: 14,814 square meters

DISCLOSURES ON BUSINESS PURPOSE

expopartner is specialized in live communication and brand communication for the pharmaceutical and healthcare industry, mainly in Germany. We cover the entire range of communication services – from consulting and creative services to implementing brand presence.

This includes

- Congress and trade fair exhibitions
- Conferences and events
- Exhibitions and exhibits
- Digital and analog communication measures

FOREWORD

Dear Readers,

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 growth in economic performance, especially in our core business of trade fairs, conventions and other events, demands using a great deal of resources. Handling resources responsibly and in an acceptable manner is essential for our success.

We have taken part in the UN Global Compact since 2011 and are expressly committed to supporting and advancing the 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.

In 2018, we changed our reporting to align with the **The Sustainability Codex** and the set of **GRI Sustainability Reporting Standards**.

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

Sincerely,



**ANDREAS
WEBER**

Managing Director
Partner

A handwritten signature in black ink, appearing to read 'A. Weber'.



**GERALD
AMBROZUS**

Managing Director
Partner

A handwritten signature in black ink, appearing to read 'G. Ambrozus'.

1. Analysis and Measures

SUSTAINABILITY STRATEGY

Our claim – “Wir gestalten Wirkung” – encapsulates how we see ourselves responsibly and measurably dealing with the effects of our actions. Economic performance is crucial for our agency as a medium-sized company. For us, the basis for economic success is a committed team, sustainable production and established customer relationships requiring high social standards and compliance. Shaping economic success in a socially and ecologically sustainable way is firmly anchored in our corporate strategy.

We have identified three areas in which we see an opportunity to improve our overall business success through sustainable action:

- Promotion and qualification of employees in a healthy, motivating working environment
- Sustainable production and implementation of sustainable concepts for events and trade fairs
- Reliable cooperation with our customers that fulfills compliance requirements and is based on the high social and ethical standards in the healthcare industry

MEASURES TO IMPLEMENT THE SUSTAINABILITY STRATEGY

By focusing the agency on pharmaceutical and healthcare companies, we have created the basic conditions for an economically, socially and ecologically sustainable business model. We implement our sustainability strategy by the following measure:

1. The industry focus makes possible high synergies in the resource-intensive live communication segment.
2. With our work in brand communication, we are sustainably extending the depth of value added by growing primarily in the service and consulting sector.
3. We heavily rely on digitalization in live communication, which significantly reduces our use of resources (especially materials such as wood, films, and fabrics for exhibition walls and paper for printed media).
4. In the process, competent employees are becoming more and more important for us, which is why we are strongly focusing our concrete measures on this area.

Through continuous process optimization and concrete reconstruction measures at our location in the Rhine-Main region, we are creating the conditions for modern, environmentally friendly production and a healthy working environment.

We have taken part in the UN Global Compact since 2011 and are expressly committed to supporting and advancing the implementation of the ten principles it defines for human rights, labor standards, environmental protection and the fight-against corruption. These principles are an essential part of our corporate culture.

2. Materiality

MATERIAL ACTIVITIES AND THEIR RELATION TO SUSTAINABILITY ISSUES

Social Environment And Impact Of Our Business Activities In Terms Of Sustainability

We are a service provider in the communications sector for the pharmaceutical and healthcare industries in Germany and Europe. This means we operate in an environment with high social, health and legal standards.

Mit unserer Tätigkeit unterstützen wir unsere Kunden bei der Information über Medikamente. Damit tragen wir dazu bei, dass Krankheiten adäquat behandelt und geheilt werden können.

The work we do in our company's core area of operations, trade fair stand construction, takes place in a resource-intensive environment where it is important to align business interests with social and ecological sustainability. We do this by keeping our production in Germany and running our events in Germany and Europe with our own employees in accordance with the high social standards in place in these locations (especially occupational health and safety). As a member of the industry association FAMAB Kommunikationsverband e.V. we commit ourselves to its high standards and help to enforce them throughout the sector.

Our employees are essential to our success. Against the backdrop of demographic change, we must compete for well-trained specialists. The impact of our core business on the environment is also important to us. Our focus is on live communication with trade fair exhibitions and events throughout the year. We cannot avoid high use of resources and high levels of emissions. To balance out these emissions, we try to align ecological and economic sustainability to the greatest extent possible.

The following activities are essential for us in relation to sustainability:

Employees

We can only be successful as a company if our employees are actively involved in shaping our path into the future. In the process, we focus on a healthy working environment, enabling a high degree of flexibility, flat hierarchies and direct lines of communications, and supporting our employees in meeting the growing demands of the increasingly complex communications industry.

The Environment

The impact of our core business on the environment is important to us. Through production and logistics, we consume resources, produce waste and emit CO₂. Wherever possible, we try to counterbalance this impact by using renewable energies, reusing them and promoting climate protection.

Corporate Responsibility

Business success is based on high ethical standards. Compliance with legal requirements, guidelines and standards is a matter of course for us in a highly regulated industry environment.

We link these activities to opportunities and risks in terms of how they relate to social and ecological issues:

Employees

- Risks: shortage of skilled workers, change in the world of work
- Opportunities: promoting competencies, high employer attractiveness

The Environment

- Risks: resource consumption, emissions
- Opportunities: repeated use, climate protection

Corporate Responsibility

- Risks: compliance
- Opportunities: sustainable supply chain, promoting social well-being

Table 1: Materiality matrix

Significance for internal stakeholders/external stakeholders	Medium (internal)	High (internal)	Very high (internal)
Very high (external)		Compliance	Competent employees
High (external)	Promote social well-being	Sustainable supply chain	Sustainable production
Medium (external)			High employer attractiveness

3. Goals

LONG-TERM GOALS

We pursue longer-term qualitative and quantitative goals for our sustainability measures.

Table 2: Qualitative and quantitative goals for sustainability measures

Goal designation	Format	Priority	Time frame	Operationalization	Monitoring
Employee qualification	Qualitative	High	2018 to 2020	_Training offerings _Knowledge transfer	_Number of training courses _Expansion of internal communication platforms
Sustainable production	Quantitative	High	Ongoing	_Degree of repeated use	_Wood consumption/booths built _Optimization of production
Sustainable supply chain	Qualitative	High	2020	_Concept	_Supplier code

The prioritization of the objectives is based on the following criteria:

- Stakeholder: customers
- Stakeholder: employees
- Costs
- Ecological sustainability criteria
- Economic sustainability criteria
- Social sustainability criteria

Against the backdrop of the social challenges we face, we classify our goals as follows:

Employees

Well-trained, competent employees are at the center of our business activities. The generational shortage of skilled workers makes it difficult to recruit new employees and can impair our economic success. Targeted promotion, motivation and communication ensure that the people who work for us continue to develop and are able to meet the growing demands of the communications industry. That's how we will create a working environment that offers development opportunities for all generations.

Sustainable Production

How economic growth can be shaped given the realities of climate change and dwindling resources is a question that drives us forward. We thus constantly strive to shape sustainable growth and promote a conscious use of resources in society. Sustainable production with a high reuse rate also pays off economically and gives us a competitive advantage with our customers.

Corporate Responsibility

As a company, we also bear responsibility for society as a whole. By promoting social projects and education, we support social well-being.

4. Value Chain

DEPTH OF THE VALUE CHAIN

Sustainability is highly important for value creation in our company.

Table 3: Integration of sustainability into the stages of the value chain

VALUE CHAIN STAGE	Description	Sustainability criteria
Employee development	Conception, creative production and planning of brand presence, events and other communication measures	Employees
Manufacturing and assembly	Design and manufacture of trade fair exhibitions and individual elements Use of reusable systems	Resources
Logistics	Transport and storage of materials and elements intended for (re)use	Emissions
Product life cycles	Consistent reuse of materials and elements	Resources
Disposal	Recycling, reuse and proper disposal	Waste prevention

Table 4: Social and ecological problems in the value chain

VALUE CHAIN STAGE	Problem	Approach
Employee development	Qualification, motivation, knowledge transfer	Training, team events, internal communication measures
Manufacturing and assembly	Short assembly and take down times	Use of systems
Logistics	Driving routes cannot be avoided	Synergies through industry focus Many customers at one event
Product life cycles	Communication content quickly stops being current and must be produced again	Increased reliance on digital content
Disposal	High storage costs	Upcycling, recycling

Communication on the topic of sustainability with suppliers and business partners.

We regularly inform our suppliers, business partners and customers about our sustainability strategy; depending on the relevance of the respective stakeholders, this happens in annual meetings as well as via reports and communication channels such as websites and social media portals.

5. Responsibility

CORPORATE GOVERNANCE RESPONSIBILITIES

Operationalizing The Ultimate Responsibility For Sustainability

Management is responsible. The management team implements the relevant aspects of the sustainability strategy in the departments.

6. Rules and Processes

IMPLEMENTATION OF THE SUSTAINABILITY STRATEGY

Rules and Processes for Managing the Sustainability Strategy

As a company with clearly defined structures, we have not yet established any fixed rules and processes regarding the management of our sustainability strategy.

The implementation of the defined measures is cascaded from the management and team management level into the departments.

Relevant business areas in which this control takes place are

Management, Operations, Production, Human Resources, Finance, Logistics and Communication

7. Monitoring

PERFORMANCE INDICATORS

Table 5: Specific performance indicators beginning in 2018

Designation including unit	Key figure	Reference value	Performance indicator
Wood consumption (tons) / f booths constructed (m ²)	223.00	14,814.00	0.02

We ensure reliability, comparability and consistency as follows:

We haven been collecting this data since 2012 and use constant bases for our measurements (such as invoices issued by timber suppliers and energy suppliers).

Plausibility checks are carried out by the plant manager.

Performance Indicators 102-16 – Values, Principles, Standards, and Norms of Behavior

We are guided by written values, principles, standards and norms of behavior.

Table 6: Values, principles, standards, and norms of behavior

Values/principles/standards/norms of behavior	Designation	Description of how the value/principle/standard/norm of behavior was developed, approved and implemented.
Principle	Human rights	Commitment of all employees to the ten principles of the UN Global Compact, which we have enshrined in our Code of Values.
Principle	Labor standards	By ensuring compliance with labor standards, we secure the foundation for our business activities. The implementation is carried out by means of occupational safety and health protection measures.
Standard	Fair business practices	Beyond compliance with applicable laws and regulations, we always act fairly in our business dealings and convince our competitors with the quality of our work.
Value	Sustainable impact	We want to promote sustainable impact beyond our direct sphere of influence by developing a code of values for our business partners.

Since 2011, we have supported the implementation of the UN Global Compact's ten principles on human rights, labor standards, environmental protection and anti-corruption. We document our progress in the context of sustainability reporting.

8. Incentive Systems

INTEGRATED SUSTAINABILITY GOALS

We pursue sustainability goals jointly, without linking them to remuneration. Fair pay for our employees is important to us, and we pay them in line with salaries typical for the industry.

We promote our own ideas and support the social commitment of our employees individually. We currently have no remuneration system that integrates our sustainability goals. We do not plan to introduce such a system at present. Sustainability targets are not monitored by committees.

Performance Indicator 102-35 – Remuneration Policies

We offer the highest management body and senior executives the following forms of remuneration:

- Performance-based remuneration
- Retirement benefits

As a medium-sized company with a relatively modest number of employees, we do not publish detailed information on our remuneration policy for reasons of confidentiality.

Performance Indicator 102-38 – Annual Total Compensation Ratio

As a medium-sized company with a relatively modest number of employees, we do not publish detailed information on our annual total compensation ratio for reasons of confidentiality.

9. Stakeholder Participation

STAKEHOLDER ENGAGEMENT

Identification of the most important stakeholder groups

We derive our most important stakeholder groups from an overall view of our sustainability strategy. These groups come from the groups that are crucial to our business success:

- Employees
- Customers
- Suppliers and business partners

Stakeholder groups	Exchange/topics
Employees	Constant dialogue, regular information and exchange of ideas in team meetings, via the employee newspaper, theme workshops and surveys on sustainability topics
Customers	Constant dialogue, annual meetings and reports, informal queries on the relevance of sustainability aspects
Suppliers	Annual meetings, targeted queries and informal exchanges on sustainable products

Performance Indicator 102-44 – Key Topics and Concerns Raised

Table 7: Key topics and concerns raised about stakeholder engagement and reactions of the organization

Topic/concern	Stakeholder groups	Reaction of the reporting organization
Communication	Employees	Carrying out employee surveys, workshops, improving regular communication
Qualification	Employees	English courses, individual continuing education opportunities
Health	Employees	Workplace ergonomics, sports program
Compliance	Customers	Training, code of conduct
Energy efficiency	Employees	Energy audit and implementation of recommended measures
CSR guidelines, sustainable purchasing	Suppliers, customers	Code of conduct

10. Product and Innovation Management

SUSTAINABILITY AS A DRIVING FORCE FOR INNOVATION

We have already taken measures to promote the innovation potential of sustainability in the company.

Sustainably Designed Products and Services

Sustainable Business Strategy

We see the constant change in the communications industry as an opportunity for sustainable business development. Integrated marketing concepts with a focus on digital content as an extension of live communication are opening up new areas of business for us, allowing us to achieve better corporate performance while continuing to conserve resources.

Through regularly exchanging ideas and collecting ideas, we are helping our workforce become more aware of sustainable product ideas.

Consistent Reuse/Upcycling

Our sustainable thinking is already deeply anchored in every area of our production, where it always generates new creative ideas. We manufacture transport boxes from wood and fabric waste, have bags produced from trade fair banners, donate carpet scraps to animal shelters and much more.

Championing Climate Justice

To offset the unavoidable CO₂ emissions caused by our business activities, we cooperate with the FAMAB Foundation, and since 2014 we have been offering our customers climate justice for their trade fair exhibitions and events.

Impact of Essential Products and Services

Table 8: Social and ecological impacts of our key products and services

Product/service	Social/ecological impact	Method of data collection
Trade fair exhibitions and events	CO ₂ emissions	Logistics mileage
Trade fair exhibitions and events	Material usage	Wood consumption per square meter of booth constructed

Performance Indicator G4-FS11 – Investments Subject to Positive and/or Negative Screenings

Our company does not manage any investments.

11. Use of Natural Resources

We are partly aware of the ecological effects we cause through our activities.

Table 9: Use of natural resources

Natural resources	Scope of use/data situation
Materials	Semi-finished products Auxiliary materials Fuel
Emissions	Fuel consumption Mileage of vehicles Heating oil consumption Electricity consumption Scope 3 emissions have not yet been recorded
Energy	Electricity consumption
Waste	Waste balance of the disposal company

Opportunities To Exert Influence Along The Value Chain

We have already identified some opportunities to influence environmental protection along the value chain. In particular, we found possibilities for influencing energy consumption. We have already been able to achieve a significant reduction here by consistently switching to LED lighting in 2016. In 2018, we conducted an energy audit to identify and implement additional measures to improve energy efficiency. The use of electricity with a 56 percentage of renewable energies also makes the electricity we use climate-friendly.

We have little influence on emissions from our business activities, in particular from transporters or the mobility of our employees, especially as our Floersheim location cannot be reached by public transport. To compensate for this, we encourage car-pooling and are increasingly focusing on electric mobility. In addition to three e-bikes, we have had an electric car in our vehicle pool since 2017 and provide charging stations on our premises.

Detailed information on our use of natural resources can be found under the corresponding performance indicators in criteria 11, 12 and 13.

Performance Indicator 301-1 – Materials Used by Weight or Volume

Disclosures on Raw Materials

Table 10: Raw materials used

Raw material	Amount	Unit	Origin	Renewability	Method of measurement
Wood	223.00	t	external	renewable	measurement

Performance Indicator 302-1 – Energy Consumption within the Organization

Purchased Energy

Table 11: Fuel consumption by fuel type

Energy source	Energy (GJ)
Non-renewable energy sources	710.85
Heating oil	710.85
Total energy consumption by fuels	710.85

Table 12: Total energy consumption of electricity/district heating/steam/refrigeration broken down into renewable and non-renewable energy sources

Energy source	Energy (GJ)
Renewable energy source	
Electricity	453.85
Non-renewable energy sources	
Electricity	120,81
Total indirect energy consumption	574.66

Table 13: Total energy consumption within the organization broken down into renewable and non-renewable energy sources

Energy type	Total (GJ)	of which renewable (GJ)	of which non-renewable (GJ)
Total energy consumption within the organization	1,285.51	322.98	962.53

Performance Indicator 302-4 – Reduction of Energy Consumption

In 2018, we commissioned an energy audit in accordance with DIN EN 16247-1 and implemented the measures it recommended for technical optimization. We expect savings in energy consumption to be achieved in the 2019 reporting year.

Table 14: Initiatives to reduce energy consumption

Initiative	Reduction (in GJ)	Energy type concerned	Base year/ reference value	Standards, methodologies and assumptions
Optimization of the compressed air system	1,125.00	Electricity	2018	Annual reduction of CO ₂ emissions: 585 kg
Increasing the room temperature in the server room	10,512.00	Electricity	2018	Annual reduction of CO ₂ emissions: 5,466 kg
Replacement of the paint mist extraction system	7,058.00	Electricity	2018	Annual reduction of CO ₂ emissions: 2,295 kg
Replacement of fluorescent tubes in 2016	35,954.00	Electricity	2015	Annual reduction of CO ₂ emissions: 26,208 kg

Performance Indicator 303-1 – Water Withdrawal by Source

Table 15: Total water abstraction by sources (in m³)

Source	Water withdrawal (in m ³)
Water suppliers	295.00
Total of all sources	295.00

Performance Indicator 306-2 – Waste by Type and Disposal Method

In our organization, only non-hazardous waste is produced.

Table 16: Type of non-hazardous waste by disposal method

Type of waste	Amount (in t)	Disposal method	Information on the type of disposal
Wood	212.3	Recycling	Information provided by the waste disposal contractor
Packaging waste	25.28	Recycling	Information provided by the waste disposal contractor
Paper/cardboard	6.25	Recycling	Information provided by the waste disposal contractor
Construction and demolition waste	9.59	No information available	Information provided by the waste disposal contractor
Construction waste	34.06	No information available	Information provided by the waste disposal contractor
Total of non-hazardous waste	287.45		

12. Resource Management

ENVIRONMENTAL GOALS

Table 17: Qualitative and quantitative targets for the ecological aspects of the company's activities

Topic	Goal	Criteria	Attainment	Operationalization
Resource efficiency	Development and marketing of environmentally friendly products	Quantitative	Partial	Climate-friendly trade fair exhibitions as optional offer for customers
Environmental awareness	Promotion of environmentally friendly behavior	Perception	Partial	Regular communication measures
Use of renewable energies	E-mobility	Quantitative	Partial	Promotion of switch to electric cars

Risks

Our business activities in relation to the areas of logistics, material consumption (wood, textiles, metals), and waste disposal can have negative implications for resources and ecosystems.

13. Climate-Relevant Emissions

USE OF RENEWABLE ENERGIES

Climate-Relevant Emissions of the Company

CO₂ emissions through business-related logistics services, individual transport, business trips. We have not yet set ourselves any reduction goals.

Scope of Renewable Energies

We rely on renewable energies for our electricity supply. Due to internal conversion measures, electricity was purchased in 2018 partly from non-renewable energy sources.

The renewed switch to 100 percent green electricity took place at the beginning of 2019.

We do not yet use reference values for calculating efficiency ratios.

“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

Performance Indicator 305-1 – Direct GHG Emissions (Scope 1)

Our organization calculates all Scope 1 CO₂ emissions with the sustainability software 360report. The emission factors underlying 360report come mainly from DEFRA (the UK Department for Environment, Food and Rural Affairs), but also from GEMIS (Global Emission Model for Integrated Systems) and the IFEU Institute. For more information on the data sources, see the 360report website.

The results of the Scope 1 CO₂ emissions entered or calculated are presented below.

Table 18: Scope 1 CO₂e emissions

Emission source	metric tons CO ₂ e	Percentage (%)
Stationary combustion	42.36	6.11%
Company fleet	484.18	69.87%
Energy generation from renewable sources	00.00	0.00%
Subtotal	526.54	75.98%
Electricity	25.45	3.67%
Scope 3		3.67%
Indirect emissions from fuel and energy consumption in Scope 1+2	141.01	20.35%
Total	693.0	100 %

Table 19: Outside the scope – biogene CO₂e emissions from biomass combustion

Emission source	t CO ₂ e
Outside the scope: emissions from the combustion of biomass attributable to stationary combustion	0.00
Outside the scope: emissions from the combustion of biomass attributable to the company fleet	0.00

Table 20: Methods of data collection of direct CO₂ emissions (Scope 1)

Emission source	Method of data collection
Stationary combustion	Calculation with published emissions factors
Company fleet	Calculation with published emissions factors
Energy generation from renewable sources	Calculation with published emissions factors

We use the operational control method as a consolidation method for direct (Scope 1) GHG emissions.

Performance Indicator 305-2 – Energy Indirect GHG Emissions (Scope 2)

Our organization calculates all Scope 2 CO₂ emissions with the sustainability software 360report. The emission factors underlying 360report come mainly from DEFRA (the UK Department for Environment, Food and Rural Affairs), but also from GEMIS (Global Emission Model for Integrated Systems) and the IFEU Institute. For more information on the data sources, see the 360report website.

The results of the Scope 2 CO₂ emissions entered or calculated are presented below.

Table 21: Methods of data collection of direct CO₂ emissions (Scope 2)

Emission source	Method of data collection
Electricity	Calculation with published emissions factors

We use the operational control method as a consolidation method for direct (Scope 2) GHG emissions.

Performance Indicator 305-3 – Other Indirect GHG Emissions (Scope 3)

We do not yet collect any data on Scope 3 emissions, as the administrative effort would be too great for us as a medium-sized company.

Performance Indicator 305-5 – Reduction of GHG Emissions

Initiatives to Reduce GHG Emissions

Table 22: Initiatives to reduce GHG emissions

Initiative	Reduction (in t)	GHG included	Type of GHG concerned	Base year/ reference value	Standards, methodologies and assumptions
Green electricity	136	CO ₂	Scope 2	2018	Comparison to German electricity mix
Replacement of fluorescent tubes with LED in 2016	26.21	CO ₂	Scope 2	2015	Reduction of consumption values
Energy audit	8.35	CO ₂	Scope 2	2016	

We did not carry out any offsets to reduce GHG emissions.

We are also promoting e-mobility and in October 2017 added a first electric car to our fleet. The extent of GHG emissions saved as a result has not yet been determined.

We also feed renewable energy into the power grid through a photovoltaic system on the roof.

“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

14. Employee Rights

EMPLOYEE RIGHTS AND PARTICIPATION

We promote a corporate culture founded on mutual respect, appreciation and flat hierarchies. This is based on compliance with labor standards, the creation of fair working conditions and comprehensive health and safety measures. For us, multiple services that go beyond this foundation are investments in the future.

As an agency, the involvement of our employees is essential for developing our business. Only through the exchange, ideas and skills of our team can we set ourselves apart from our competitors. Our employees take part in the strategic development of the company. Through flat hierarchies and small, agile teams, we create the conditions for each individual to participate. This happens concretely in workshops, coaching sessions, surveys and development discussions.

We do not operate internationally in countries with weak legal protections for employees.

Social Goals

An important priority for us is to acknowledge our social responsibility – both in our direct environment and worldwide. We support local institutions and global aid organizations through annual donations. We especially welcome and support our employees when they go the extra mile themselves for charitable causes.

Promoting Employee Participation In Sustainability Management

Regular dialogue and exchange of ideas allows us to ensure that our employees are involved in sustainability management.

Risks

Our business activities do not have any significantly negative implications for employee rights, because we primarily operate in Germany and Europe with our own employees and with service partners that follow the applicable laws and standards

Performance Indicator 403-2 – Type of Injury and Rate of Injury, Occupational Diseases, Days Lost, Absenteeism and Number of Work-Related Deaths

Table 23: Accidents causing one or more lost days by category

Criteria	Number, female	Number, male	Total
Number of accidents	0	0	0
of which work-related accidents (number)	0	0	0
of which commuting accidents (number)	0	0	0
of which fatal accidents	0	0	0

Table 24: Accident figures

Key figure	Description	Women	Men	Total
Accidents > 3 lost days per 1,000 employees (rate per thousand employees / accident frequency rate)	Accidents > 3 lost days x 1,000 / employees	0.0	0.0	0.0

As part of occupational safety and health protection, all accidents are documented in writing.

In 2017, we recorded a total of 2,036 lost hours due to illness, of which none were due to occupational diseases. The analysis of data from 2018 is not yet available.

This list also includes injuries in the scope of first aid measures.

By “day,” we mean a “scheduled work day” beginning the day of the accident.

Performance Indicator 403-4 – Health and Safety Topics Covered in Formal Agreements With Trade Unions

Our organization has no formal agreements with trade unions dealing with safety and health issues in the workplace. Nevertheless, we support our employees when it comes to health and safety by providing regular training on occupation safety and workplace ergonomics and offering regular eye exams for those working with screens.

15. Equal Opportunity

Objectives And Strategy For Adequate Remuneration Of All Employees

Salaries are based on performance, are negotiated and include social benefits such as sick pay, holiday pay, premiums for working on Sundays and bank holidays, compensation for overtime, etc.

Avoiding Discrimination In Any Form

We are committed to the 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.

Programs to promote the health and education of our employees as well as work-life balance:

Health

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.

We promote personal health and team spirit through sports activities.

Training

We strengthen the competence of our employees by offering numerous training courses. We are a training company, cooperate with universities and offer internships to high school students in order to give young people career prospects.

Work-Life Balance

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

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

Goals

We have not drawn up any specific goals concerning equal opportunities yet. Alongside the restructuring of our Human Resources department starting in 2019, a needs analysis will be performed and relevant action plans will be derived from this.

Performance Indicator 405-1 – Diversity of Governance Bodies and Employees

Percentage of Employees by Gender and Age

Table 25: Breakdown of employees by gender and age

Diversity category		Number of employees	Share of employees (in %)
Total number of employees		61	100 %
By gender	Female	29	48 %
	Male	32	52 %
By age	< 30 years old	12	20 %
	30 to 50 years old	34	56 %
	> 50 years old	15	25 %

Table 26: Breakdown of employees in governance bodies by gender and age

Diversity category		Number of members in the governance body	Number of members in the governance body (in %)
Total number of employees		4	100 %
By gender	Female		0 %
	Male	4	100 %
By age	< 30 years old	0	0 %
	30 to 50 years old	2	50 %
	> 50 years old	2	50 %

Performance Indicator 406-1 – Incidents of Discrimination and Corrective Actions Taken

No incidents of discrimination were reported in our organization during the reporting period.

16. Qualification

EMPLOYEE MANAGEMENT

Preparing for Demographic Change

We promote the health of our employees beyond what is required by law and offer continuing education to give our employees personal and professional development opportunities in our highly innovative industry environment.

This includes interdisciplinary seminars and workshops, individual professional training and coaching as well as free English lessons.

We are carrying out the following measures to improve our safety technology, reduce health risks for our employees and be able to employ older employees:

- Procuring forklift trucks with ergonomic seats and adjustable control panels
- Centralizing workplaces by optimizing walking routes
- Adjusting lighting in working areas, increasing the brightness
- Optimizing tools and material storage: making sure frequently required tools and material are placed on shelves at medium height with upper and lower ones reserved for those less often needed
- Making all storage locations accessible by vehicles and forklift trucks
- Equipping all telephones with headsets to reduce noise pollution and improve workplace ergonomics
- Providing weekly briefings about occupational safety and ergonomics
- Sharing information and motivating employees in regards to taking ophthalmological tests when working with computer monitors
- Offering a sports program that is free of charge for all employees, as well fostering physical activity and team spirit by taking part in sports events such as the Gutenberg Marathon in Mainz

Performance Indicator 404-1 – Average Hours Of Training Per Year Per Employee

We offered a total of 14 different full-day training courses. All employees received training.

Due to the manageable size of the company and the fact that anonymization cannot be guaranteed, we only publish cumulative data on qualification and training measures.

Goals

We have not drawn up any specific goals concerning qualifications yet. We will create a concept for qualifications and professional development alongside the restructuring of our Human Resources department starting in 2019.

17. Human Rights

RESPECTING HUMAN RIGHTS

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.

Ensuring Compliance With Fundamental Human Rights In The Company And Its Suppliers

We make every effort to base our decisions concerning investments and purchases on more than only ecological and economic factors. 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 standards, fair business practices and environmental protection. We are working on incorporating a code of conduct regarding these points as part of our supplier contracts.

Performance Indicator 412-3 – Significant Investment Agreements and Contracts That Include Humans Rights Clauses or That Underwent Human Rights Screening

Our organization did not conclude any significant investment agreements or contracts during the reporting period.

We did not make any significant investment agreements during the reporting period.

Performance Indicator 412-1 – Operations That Have Been Subject To Human Rights Reviews Or Impact Assessments

Our organization's business locations are not reviewed for human rights or human rights implications. The introduction of a systematic review of our organization's business locations with regard to human rights or human rights implications is currently not planned.

We are foregoing an audit because we only maintain business locations in Germany and our business activities are conducted exclusively in Germany and Europe, where high legal standards apply with regard to human rights.

Risks

Our business activities do not have any significantly negative implications for human rights.

Performance Indicator 414-1 – New Suppliers That Were Screened Using Social Criteria

Our organization has not reviewed any new suppliers according to social criteria.

As an affiliate of ESG Einkaufs- und Servicegesellschaft mbH, we purchase the majority of our goods and services from companies that have imposed strict quality criteria and guidelines on themselves.

As an SME, we cannot guarantee a systematic review of new and existing suppliers, but we do take social standards into account when selecting suppliers and plan to introduce a code of conduct to encourage our business partners to be environmentally and socially sustainable.

Performance Indicator 414-2 – Negative Social Impacts In The Supply Chain And Actions Taken

Our organization has not yet reviewed suppliers for significant actual and potential negative impacts on labor practices. The introduction of a review is currently not planned.

18. Community

CORPORATE VOLUNTEERING AND COMMUNITY COOPERATION

For expopartner, acknowledging responsibility also means contributing to the further development of our own industry. Our CEO Andreas Weber is committed to his work in the industry association FAMAB Kommunikationsverband e.V. on big issues as he helps to develop quality standards in our business area.

An important priority for us is to acknowledge our social responsibility – both in our direct environment and worldwide.

Table 27: Projects to foster community

Project/organization	Project type	Description
Engagement in the industry association FAMAB e.V.	Social, ecological, economic, cultural	Promotion of social, ecological and economic responsibility within the industry
Play mobile for AWO Daycare Center Tausendfüßler (millipede)	Social	Sponsoring of a play mobile for a local day-care center for children
Donations	Social	Annual donations to supraregional and regional aid organizations and social institutions
Internships for high school students and university students	Social	We regularly offer school and university students the opportunity to gain insight into our field of work.
FAMAB Foundation	Ecological	As a founding member of the FAMAB Foundation, we contribute to reducing CO ₂ emissions from forest plantations and support social and charitable projects.
University cooperation DHBW Mannheim	Social	Since 2018 two dual students from the DHBW Mannheim have been completing the practical requirements of their degrees in business administration, trade fair, congress, and event management at expopartner.

Performance Indicator GRI SRS-201-1: Direct Economic Value Generated and Distributed

Reporting date: 12/31/2018

Financial statement (generated economic value)

Revenues: EUR 12,150,000.00

Operating Costs (Distributed Economic Value)

Operational expenses (room costs, insurance, repairs and maintenance, vehicle costs, marketing and travel expenses, etc.): EUR 1,900,000.00

Personnel costs (salaries and wages / social security expenditures): EUR 3,320,000.00

Interest expenditures (banks/creditors): EUR 17,500.00

Tax (state/local): EUR 45,500.00

Retained Economic Value

“direct economic value generated” less “economic value distributed”:

EUR 6,867,000.00

19. Influencing Politics

ACTIVITIES INTENDED TO INFLUENCE POLITICS

Attitudes Toward Influencing Politics

We do not support political interest groups, political parties or politicians through services, donations, membership fees or other forms of participation.

Through our membership in the industry association FAMAB e.V. and the honorary engagement as CFO of our managing director Andreas Weber, we actively contribute to networking and promoting the communications industry, supporting sustainability issues in particular.

FAMAB e.V. represents the interests of its member companies on a political level regarding current issues relevant to us including efforts to make laws regarding seasonal work, misclassification of employees as independent contractors, working time and copyright.

So far, no criteria have been set to guide the company's engagement.

Performance Indicator 415-1 – Political Contributions

Our organization did not make any direct or indirect monetary or non-cash contributions to political parties or individuals in the reporting year.

20. Conduct in Compliance With the Law and Directives

COMPLIANCE AND ANTI-CORRUPTION

Compliance and Anti-corruption Guidelines

We do not tolerate corruption, bribery, price fixing or other unfair 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.

Our compliance and anti-corruption guidelines are binding for all employees as part of our employment contracts.

Increasing Manager and Employee Awareness

In regular training sessions, we train the entire workforce to be more aware regarding compliance-relevant topics such as corruption prevention, occupational health and safety, environmental protection, competition and antitrust law and information security.

In addition, we have documented our guidelines for all employees in our Code of Conduct.

Risks

In our core industry of pharmaceuticals and healthcare, we operate in a strictly regulated market with specific laws and guidelines (Drug Advertising Law, Anticorruption Act for the Healthcare Sector, FSA Code, Pharmacovigilance, etc.) Violations would constitute a high risk to our business activities. Also in the area of occupational health and safety, non-compliance represents significant risks for employees and visitors to the events we implement.

Performance Indicator 205-1 – Operations Assessed for Risks Related to Corruption

No operating sites were examined with regard to corruption risks.

Performance Indicator 205-3 – Confirmed Incidents of Corruption and Actions Taken

There were no confirmed cases of corruption in our organization during the reporting period.

Performance Indicator 419-1 – Non-compliance With Laws and Regulations in the Social and Economic Area

No significant fines or non-monetary penalties have been imposed for non-compliance with social or economic laws and/or regulations.

IMPRINT

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