

Supplementary 2012 Sustainability Report

The 2012 Sustainability Report is based on the specifications and guidelines of the Global Reporting Initiative (GRI, standard 3.0), at application level B+. The guidelines of the GRI define the internationally accepted requirements for sustainability reports. The guidelines can be viewed online at www.globalreporting.org

This following GRI Content Index shows where performance indicators pursuant to the GRI are to be found in the report. Additional information has been included in the column 'Cross-reference/direct answer' that are not shown in the 2012 Sustainability Report.

Abbreviations

SR Sustainability report 2012
 Supp Supplementary report 2012

Content Index

STANDARD DISCLOSURES PART I: Profile

Profile	Description	Reported	Reference	Cross-reference/direct answer
1. Strategy and Analysis				
1.1	Statement from the most senior decision-maker of the organization	Fully	SR p. 4/5, 8/9	
1.2	Key impacts, risks and opportunities	Fully	SR p. 4/5, 8/9	Sustainability aspects are also part of the strategy process.
2. Organizational Profile				
2.1	Name of the organization	Fully	SR p. 9	
2.2	Primary brands, products/services	Fully	SR p. 8/9	
2.3	Operational structure	Fully	SR p. 8/9	
2.4	Location of organization's headquarters	Fully	SR p. 6	
2.5	Number of countries where the organization operates	Fully	SR p. 8/9	
2.6	Nature of ownership and legal form	Fully	SR p. 4, 8/9	Girsberger is an independent family-run business, managed by Michael Girsberger in the fourth-generation.

Profile	Description	Reported	Reference	Cross-reference/direct answer
2. Organizational Profile				
2.7	Markets served	Fully	SR p. 8/9	
2.8	Scale of the reporting organization	Fully	SR p. 12, 19	<p>Total capitalization: Equity 2011 KSwiss francs 27,859 / 2012 KSwiss francs 30,626 Debt 2011 KSwiss francs 17,073 / 2012 KSwiss francs 15,604</p> <p>Quantity of products provided: 2011 products Office 42 / products Dining 30 2012 products Office 43 / products Dining 40</p> <p>Quantity of services provided in 2011 and 2012: Services Dining: Lamellae options; solid wood care service; solid wood workshops; sales trainings for specialist dealers Services 'Service': Service check-up; cleaning</p>
2.9	Significant changes during the reporting period (size, structure, ownership)	Fully		There were no significant changes during the reporting period.
2.10	Awards received in the reporting period	Fully		We did not receive any awards.

Profile	Description	Reported	Reference	Cross-reference/direct answer
3. Report Parameters				
3.1	Reporting period	Fully	SR p. 44	
3.2	Date of most recent previous report	Fully		The last and at the same time first Sustainability Report was issued in 2011.
3.3	Reporting cycle	Fully		Every two years.
3.4	Contact point for questions regarding the report or its content	Fully	SR p. 45 Supp p. 27	
3.5	Process for defining the report content	Fully		In this report we shed light on the most important aspects of our company with regard to economic, ecological and social implications. Due account has also been taken of our stakeholders. On the one hand, the sustainability report focuses on internal development as a basis for the achievement of medium- and long-term objectives. On the other hand, our customers want to receive more regular updates about Girsberger's sustainable development. In the start-up phase of this sustainability report, the Managing Directors of Girsberger AG and GmbH, the CEO, the Head of Marketing and the sustainability report managers determined jointly the content and prioritized the issues. Our company principles were thus duly taken into consideration. All aspects were evaluated in terms of their significance and prioritized. The report was formulated in close collaboration with individual department managers, incorporating stakeholder input.
3.6	Boundary of the report	Fully	SR p. 8	
3.7	Limitations on the scope/ boundary	Fully	SR p. 8/9	
3.8	Basis for reporting	Fully		The reporting of this sustainability includes all significant areas of the ISO-certified companies.
3.9	Data measurement techniques and the bases of calculations	Fully	SR p. 12, 16, 32/33	Personnel data Girsberger AG and Girsberger Holding AG Bützberg: wage plan Abacus, time recording Calitime, Sunet Girsberger GmbH Endingen: wage plan DATEV Lodas comfort, time recording ZEUS isgus Environmental resources Purchasing statistics; suppliers invoices; internal resource statistics, improvement concepts; water meter; cadastral maps; Red List, protected areas Bützberg/Endingen; internal consumption and resource statistics, measurements; conversion factors BAFU, measurement reports. Principles and methodology of the collected data are identical for all companies.
3.10	Explanation of the effect of any re-statements of information provided in earlier reports	Fully		The sustainability report has been visually adapted, the structure remained unchanged.
3.11	Significant changes from previous reporting periods	Fully	SR p. 39, 43	Methods of measurements that have been changed, are marked accordingly. Otherwise there were no significant changes.
3.12	Table identifying the location of the Standard Disclosures in the report	Fully	SR p. 44	As well as this supplementary 2012 sustainability report.
3.13	Policy and current practice with regard to seeking external assurance for the report	Fully	SR p. 2	

Profile	Description	Reported	Reference	Cross-reference/direct answer
4. Governance, Commitments and Engagement				
4.1	Governance structure of the organization	Fully		<p>Girsberger Holding AG</p> <p>Schwab Hans-Peter Chairman of the board of directors</p> <p>Girsberger Sylvia Board of directors</p> <p>Girsberger Jürg Board of directors</p> <p>Stebler Heinz Board of directors</p> <p>Girsberger Michael CEO</p> <p>Ammann Roland Central procurement, material management, IT</p> <p>Gasser Thomas Product development</p> <p>Seiler Mathias Design and Marketing</p> <p>Zingg Hans Controlling, Finances, Personnel administration</p> <p>Statutory auditor PricewaterhouseCoopers AG Berne</p> <p>Girsberger AG</p> <p>Stebler Heinz General manager</p> <p>Holenstein Felix Sales Office</p> <p>Messerli Thomas Finance and Accounting, Personnel</p> <p>Reichen Peter Special projects</p> <p>Schäfer Karin Sales Dining</p> <p>Tschanz Jakob Sales Remanufacturing</p> <p>von Känel Peter Production, logistics, quality & environmental management</p> <p>Revisionsstelle PricewaterhouseCoopers AG Berne</p> <p>Girsberger GmbH</p> <p>Schweizer Henning General Manager</p> <p>Barascud Gilles Sales</p> <p>Burkhard Rolf Finance and Accounting</p> <p>Frank Philipp Production, logistics</p> <p>Statutory auditor PricewaterhouseCoopers AG, Freiburg i.Br./Germany</p>
4.2	Indicate whether the Chair of the highest governance body is also an executive officer	Fully		The chairman of the board of directors does not hold the position of the CEO.
4.3	Independence of the highest governance body	Fully		Three people (Schwab Hans-Peter, Girsberger Sylvia, Girsberger Jürg).
4.4	Mechanisms for shareholders and employees to provide recommendations/direction to the highest governance body	Fully		Yearly economic planning and monthly reporting. In addition employee delegation at Girsberger AG and Girsberger Holding AG
4.5	Compensation/departure arrangements for the management	Fully		We do not pay departure arrangements. The compensation arrangements for the board of directors are very low.
4.6	Avoidance of conflicts of interest	Fully		Organizational structure of the group of companies, as well as company-wide sharing of responsibilities.

Profile	Description	Reported	Reference	Cross-reference/direct answer
4. Governance, Commitments and Engagement				
4.7	Process for determining the qualifications and expertise of the members of the highest governance body	Not reported		Girsberger is a 100% family-owned company. The composition of the board of directors requests that shareholders as well as at least one executive of the company are represented. In addition the chairman of the board of directors has to be an external person and the CEO shall not be a member of the board of directors. There is no written process for determining the qualifications and expertise of the board of directors.
4.8	Internally developed statements of mission or values and status of their implementation	Fully		Company principles, quality commitment (available online on our website www.girsberger.com, see downloads) and management guidelines (available on request).
4.9	Supervision of the highest governance body	Fully		Detailed monthly reporting.
4.10	Process for evaluating the highest governance body's own performance	Not reported		The board of directors consists of four persons only. Two of them are shareholders. The third person is an executive of the company, the chairman of the board of directors is an external person, holding this position for more than 20 years. For this reason there is no formal process for evaluating the highest governance body's own performance. See also 4.7.
4.11	Precautionary approach or principle addressed by the organization	Fully	SR p. 12, 15 Supp p. 10	
4.12	Externally developed economic, environmental and social charters to which the organization subscribes	Fully	SR p. 34	Project Smaragd (European network for endangered animals, plants and their habitat).
4.13	Memberships	Fully		VSUD Board (Association of Swiss Companies in Germany); Swiss Furniture Board; Swiss Design Association, Avenir Suisse (think tank for economic and social issues), bso (association of office, seating and contract furniture)
4.14	Stakeholder groups engaged	Fully	SR p. 16/17	
4.15	Basis for identification and selection of stakeholders with whom to engage	Fully	SR p. 16/17	
4.16	Approaches to stakeholder engagement, including frequency of engagement by type and by stakeholder group	Fully	SR p. 10, 16/17, 18-23, 32/33	<u>Shareholders</u> : As a family business, the shareholders are informed bilaterally on the one hand, and on the other they receive the monthly reports of the individual companies and approx. 4 times per year board of director meetings take place. <u>Employees</u> : All employees receive information on the company's performance at an information board every two months. The management staff gets additional information on the company's strategy and development at a one to two days annual meeting.

Profile	Description	Reported	Reference	Cross-reference/direct answer
4. Governance, Commitments and Engagement				
4.16	Approaches to stakeholder engagement, including frequency of engagement by type and by stakeholder group			<p><u>Customers:</u> We differentiate between specialist dealers and end customers. With both customer groups partnership agreements are concluded at the beginning of each year (in each case valid from March to February of the following year). Afterwards we visit the specialist dealers on a regular basis, approx. once a month, especially for the purpose of object discussions, trainings etc. End customers are visited according to subject from twice a week to once every two months in order to discuss current topics, trainings etc. Trainings mostly take place internally at Bützberg respectively at Endingen. The customer satisfaction is ascertained during the visits. In addition we will determine and quantify customer satisfaction by means of a written survey in 2013.</p> <p><u>Suppliers:</u> We differentiate the suppliers according to their relevance by A, B or C. The criteria are social responsibility and environmental relevance. A and B suppliers are annually reclassified. These evaluations are sent to the suppliers. We are in constant contact with A suppliers. One of the Asian suppliers undergoes a CSR risk assessment once a year, the second supplier, as well as the one Girsberger built up have been visited in 2010 for the last time.</p> <p><u>Public authorities:</u> We do not have a regular contact with public authorities. They are mainly informed in written form about our activities. Documents that might be of interest to public authorities, such as the Environment Report, the 2012 Sustainability Report as well as this Supplementary Report are available on our website www.girsberger.com.</p>
4.17	Key topics and concerns raised through stakeholder engagement	Fully	SR p. 16/17	

STANDARD DISCLOSURES PART II : Management Approach (DMAs)

G3 DMA	Description	Reported	Reference	Cross-reference/direct answer
DMA EC	Disclosure on Management Approach EC	Partially		
Aspects	Economic performance	Partially	SR p. 10, 12, 14/15, Supp p. 10	No information available on the financial implications and other risk and opportunities for the organization's activities due to climate change.
	Market presence	Partially	SR p. 29, 32/33, Supp p. 11	No data collected on the percentage rate of the company's local minimum wage compared to the entry level wage. No information available on the distribution of the ratio of the entry level wage to the minimum wage. No formal procedure for local hiring.
	Indirect economic impacts	Partially	SR p. 16/17, Supp p. 11	No information available on the development and impact of infrastructure investments and services provided primarily for public benefit through commercial, in-kind, or pro bono engagement.
DMA EN	Disclosure on Management Approach EN	Partially		
Aspects	Materials	Partially	SR p. 12, 32, 38/39, Supp p. 12	The percentage of materials used that are recycled input materials is not known.
	Energy	Partially	SR p. 10-12, 26-29, 32/33, 35-43, Supp p. 12/13	No information is available on indirect energy consumption by primary source.
	Water	Fully	SR p. 12, 42, p. 13	
	Biodiversity	Fully	SR p. 11, 34, 37, Supp p. 14	
	Emissions, effluents and waste	Partially	SR p. 11/12, 35, 38-43, Supp p. 14-18	No information available on 'Other relevant indirect greenhouse gas emissions by weight', 'emissions of ozone-depleting substances by weight', as well as on the total number and volume of significant spills.
	Products and services	Partially	SR p. 10, 26-29, 32/33, Supp p. 19	No information available on the quantitative extent to which environmental impacts of products and services have been mitigated. The data on the percentage of products sold and their packaging materials reclaimed by category, have not been collected.

G3 DMA	Description	Reported	Reference	Cross-reference/direct answer
DMA EN	Disclosure on Management Approach EN	Partially		
	Compliance	Fully	Supp p. 19	
	Transport	Partially	SR p. 10/11, 32/33, Suppl p. 19	No data collected on significant environmental impacts of transportation used for transportation of members of the organization's workforce.
	Overall	Not reported	Supp p. 19	No data available.
DMA LA	Disclosure on Management Approach LA	Partially		
Aspects	Employment	Fully	SR p. 12, 18/19, Supp p. 20	
	Labor/management relations	Fully	SR p. 22/23, Supp p. 20	
	Occupational health and safety	Fully	SR p. 23, Supp p. 20/21	
	Training and education	Partially	SR p. 12, 20/21, Supp p. 21/22	So far no programs for assisting employees in managing career endings have been developed.
	Diversity and equal opportunity	Partially	SR p. 12, 22, Supp p. 22	No data collected on the diversity indicators used in our monitoring. The data of the ratio of basic salary of men to women by employee category have not been collected.

G3 DMA	Description	Reported	Reference	Cross-reference/direct answer
DMA HR	Disclosure on Management Approach HR	Fully		
Aspects	Investment and procurement practices	Fully	SR p. 10, 32/33, Supp p. 23	
	Non-discrimination	Fully	SR p. 12	
	Freedom of association and collective bargaining	Fully	Supp p. 23	
	Child labour	Fully	Supp p. 23	
	Forced and compulsory labour	Fully	Supp p. 24	
	Security practices	Fully	Supp p. 24	
	Indigenous rights	Fully	Supp p. 24	
DMA SO	Disclosure on Management Approach SO	Partially		
Aspects	Community	Not reported		No information available.
	Corruption	Fully	Supp p. 25	
	Public policy	Partially	Supp p. 25	No information on significant issues that are the focus of our company's participation in public policy development and lobbying. No information on the core positions held on each of the reported issues.
	Anti-competitive behaviour	Fully	Supp p. 25	
	Compliance	Fully	SR p. 12, 15	
DMA PR	Disclosure on Management Approach PR	Partially		
Aspects	Customer health and safety	Fully	SR p. 28/29, Supp p. 26	
	Product and service labelling	Fully	SR p. 10, 16, 34, Supp p. 26	
	Marketing communication	Partially	Supp p. 27	A formal program for adherence to laws, standards, and voluntary codes related to marketing communications, including advertising, promotion, and sponsorship does not exist.
	Customer privacy	Fully	Supp p. 27	
	Compliance	Fully	Supp p. 27	

STANDARD DISCLOSURES PART III: Performance Indicators

Performance Indicator	GRI-Index	Reported	Reference	Cross-reference/direct answer
Economic				
EC1	Direct economic value generated and distributed, including revenues, operating costs, employee compensation, donations and other community investments, retained earnings, and payments to capital providers and governments	Fully	SR p. 10, 12, 14/15	2.1 Data correspond with internal monthly reports.
EC2	Financial implications and other risks and opportunities for the organization's activities due to climate change	Not reported		No information available.
EC3	Coverage of the organization's defined benefit plan obligations	Fully	SR p. 12, 15	<p>The employee benefit plan is governed as follows:</p> <p>Switzerland (Girsberger Holding AG and Girsberger AG) The pension scheme for all Girsberger AG and Girsberger Holding AG employees is governed by the AHV and an affiliation contract with the Swiss Life (BVG) collective pension foundation. The pension fund regulations of Girsberger AG and Girsberger Holding form the basis of this contract. All employees subject to AHV contributions whose income exceeds the minimum annual salary in accordance with the BVG are members of the fund. A defined-contribution savings insurance scheme enables insured persons to accrue retirement assets in an individual pension account. The contributions are paid in equal parts by the employer and the employee. According to article 65a paragraph 3BVG, Swiss Life guarantees a 100% coverage ratio for all insured risks at all times, and, therefore, no pension provisions are required in the balance sheet. In cases of termination of the employment relationship, full portability of pension assets applies.</p> <p>Germany (Girsberger GmbH) All employees are insured by the state pension system. The contributions are paid in equal parts by the employer and the employee. The employer is not liable in cases of termination of the employment relationship. The retirement age for persons born in 1946 and before is 65, for those born from 1964 and later 67. A sliding scale has been established for those born in the intervening years. All other occupational pension plans are financed by the employee. In addition the employer pays a benefit up to an amount of € 75 per month with the conclusion of a pension plan as of 2012.</p>
EC4	Significant financial assistance received from the government	Fully		We did not receive any financial assistance from the government.

	GRI-Index	Reported	Reference	Cross-reference/direct answer																					
EC5	Range of ratios of standard entry level wage compared to local minimum wage at significant locations of operation	Partially		<p>2.1 All salaries of the Swiss employees correspond to the regulations of minimum wage</p> <p>2.2 Data not collected</p> <p>2.3 Data not collected</p> <p>2.4 Data not collected</p> <p>2.5 Significant locations of operation are defined as locations with production respectively mounting facilities</p> <p>2.6 Girsberger AG Bützberg CHF 31.94 Girsberger Holding AG Bützberg CHF 54.44 Girsberger GmbH Endingen € 17.62</p> <p>2.7 There are no legal regulations on minimum wage in Germany</p>																					
EC6	Policy, practices and proportion of spending on locally-based suppliers at significant locations of operation	Fully	SR p. 29, 32/33	<p>2.1 Definition of 'local': radius air-line distance of purchasing production site in km (600)</p> <p>2.2 The percentage values of the following calculations are based on the entry date of the supplier invoice</p> <p>2.3 Company principles</p> <p>2.4 Radius air line:</p> <table border="1"> <thead> <tr> <th></th> <th>100 km</th> <th>200 km</th> <th>300 km</th> <th>400 km</th> <th>500 km</th> <th>600 km</th> </tr> </thead> <tbody> <tr> <td>Girsberger AG</td> <td>52.5%</td> <td>69.1%</td> <td>74.7%</td> <td>80.5%</td> <td>93.9%</td> <td>95.9%</td> </tr> <tr> <td>Girsberger GmbH</td> <td>4.6%</td> <td>13.8%</td> <td>43.4%</td> <td>72.8%</td> <td>87.7%</td> <td>87.9%</td> </tr> </tbody> </table> <p>Total Bützberg and Endingen, within 600 km of air-line distance of the corresponding production site: 90.2% Evaluated purchasing volume Girsberger AG: CHF 5.9 m / Girsberger GmbH: CHF 14.8 m</p> <p>2.5 Cost; existing suppliers that shall be further developed; company culture respectively environmental and social responsibility</p>		100 km	200 km	300 km	400 km	500 km	600 km	Girsberger AG	52.5%	69.1%	74.7%	80.5%	93.9%	95.9%	Girsberger GmbH	4.6%	13.8%	43.4%	72.8%	87.7%	87.9%
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EC7	Procedures for local hiring and proportion of senior management hired from the local community at significant locations of operation	Partially		<p>2.1 There is no formal process. Due to our local roots, the big majority of our employees are hired locally.</p> <p>2.2 Data not collected</p> <p>2.3 'Senior management' is defined as 'executives'</p>																					
EC8	Development and impact of infrastructure investments and services provided primarily for public benefit through commercial, in-kind, or pro bono engagement	Not reported		No information available.																					
EC9	Understanding and describing significant indirect economic impacts, including the extent of impacts	Fully	SR p. 16/17	<p>2.1 Commitment to the production sites Bützberg and Endingen; support of employees in their social/regional political engagements.</p> <p>2.2 We offer apprenticeship positions as carpenter, industrial manager, design engineer, logistics specialist, industrial upholsterer, decoration and upholstery sewer, as well as education alliance with an external company (interior decoration).</p> <p>2.3 Considerable economic impact on external stakeholders as well as on the economic growth in the regions of our production sites.</p>																					

	GRI-Index	Reported	Reference	Cross-reference/direct answer										
EN5	Energy saved due to conservation and efficiency improvements			<ul style="list-style-type: none"> - Efficiency improvement of installations - Fuel consumption - CO₂ compensation with tree plant action <ul style="list-style-type: none"> • Operational ecology concept • Exchange of lamps/refitting to LED • Optimizing of lighting system, switching circuits • Motion device for lighting • Control of energy efficiency of purchasing process • Abandonment of stand-by-mode with electrical devices • Increased use of train (trade fairs) • Efficiency class A company vehicles • Optimizing transport schedules • Optimizing customer service activities • Minimisation of air travel • EcoDrive training courses for long distance drivers 										
EN6	Initiatives to provide energy-efficient or renewable energy based products and services, and reductions in energy requirements as a result of these initiatives	Fully	SR p. 10/11, 26-29, 32-43											
EN7	Initiatives to reduce indirect energy consumption and reductions achieved	Fully	SR p. 11, 32/33, 35											
EN8	Total water withdrawal by source	Fully	SR p. 12, 42	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">2.2 Withdrawal surface water</td> <td>None</td> </tr> <tr> <td>Ground water</td> <td>None</td> </tr> <tr> <td>Rainwater</td> <td>None</td> </tr> <tr> <td>Waste water from another organization</td> <td>None</td> </tr> <tr> <td>4. Documentation</td> <td>Key data have been taken from water meter and invoices</td> </tr> </table>	2.2 Withdrawal surface water	None	Ground water	None	Rainwater	None	Waste water from another organization	None	4. Documentation	Key data have been taken from water meter and invoices
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Ground water	None													
Rainwater	None													
Waste water from another organization	None													
4. Documentation	Key data have been taken from water meter and invoices													
EN9	Water sources significantly affected by withdrawal of water	Fully		No water sources are affected. Our water is withdrawn from regional water supplies (Bützberg respectively Endingen).										
EN10	Percentage and total volume of water recycled and reused	Fully		We do not recycle or reuse water.										

	GRI-Index	Reported	Reference	Cross-reference/direct answer																																										
EN11	Location and size of land owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas	Fully		We do not own land in or adjacent to protected areas.																																										
EN12	Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas	Fully		Our company's activities do not have a significant impact on biodiversity in protected areas and areas of high biodiversity value outside protected areas.																																										
EN13	Habitats protected or restored	Fully	SR p. 34, 37	Project Smaragd, Europe-wide accepted. Engagement for the elm tree.																																										
EN14	Strategies, current actions, and future plans for managing impacts on biodiversity	Fully	SR p. 11, 34, 37	Project Smaragd, Europe-wide accepted. Engagement for the elm tree.																																										
EN15	Number of IUCN Red List species and national conservation list species with habitats in areas affected by operations, by level of extinction risk	Fully		Our company's activities do not affect endangered plants or animals, as per IUCN Red List and national conservation list.																																										
EN16	Total direct and indirect greenhouse gas emissions by weight	Fully	SR p. 12, 39, 42/43	<table border="0"> <tr> <td>2.1 Data collection and relevant methodology</td> <td colspan="2">The details are based on the calculation of consumption values and site-specific data</td> </tr> <tr> <td>2.2 Direct emission of greenhouse gases</td> <td colspan="2"></td> </tr> <tr> <td> Facility Bützberg</td> <td>CO₂ fuel oil (t)</td> <td>39.11</td> </tr> <tr> <td></td> <td>CO₂ gasoline/diesel (t)</td> <td>365.6</td> </tr> <tr> <td></td> <td>CO₂ air kilometres (t)</td> <td>15.74</td> </tr> <tr> <td></td> <td>CO₂ electricity (t)</td> <td>94.87</td> </tr> <tr> <td></td> <td>Total</td> <td>515.35</td> </tr> <tr> <td> Facility Endingen</td> <td>CO₂ gasoline/diesel (t)</td> <td>175.07</td> </tr> <tr> <td></td> <td>CO₂ gas (t)</td> <td>116.60</td> </tr> <tr> <td></td> <td>CO₂ air kilometres (t)</td> <td>14.17</td> </tr> <tr> <td></td> <td>CO₂ electricity (t)</td> <td>103.28</td> </tr> <tr> <td></td> <td>Total</td> <td>409.11</td> </tr> <tr> <td>2.3 Indirect greenhouse gas emissions</td> <td colspan="2">None</td> </tr> <tr> <td>2.4 Sum of direct and indirect emissions</td> <td>Overall (t)</td> <td>924.47</td> </tr> </table>	2.1 Data collection and relevant methodology	The details are based on the calculation of consumption values and site-specific data		2.2 Direct emission of greenhouse gases			Facility Bützberg	CO ₂ fuel oil (t)	39.11		CO ₂ gasoline/diesel (t)	365.6		CO ₂ air kilometres (t)	15.74		CO ₂ electricity (t)	94.87		Total	515.35	Facility Endingen	CO ₂ gasoline/diesel (t)	175.07		CO ₂ gas (t)	116.60		CO ₂ air kilometres (t)	14.17		CO ₂ electricity (t)	103.28		Total	409.11	2.3 Indirect greenhouse gas emissions	None		2.4 Sum of direct and indirect emissions	Overall (t)	924.47
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EN17	Other relevant indirect greenhouse gas emissions by weight	Not reported		No information available.																																																		
EN18	Initiatives to reduce greenhouse gas emissions and reductions achieved	Fully	SR p. 11, 35, 40/41																																																			
EN19	Emissions of ozone-depleting substances by weight	Not reported		No information available.																																																		
EN20	NOx, SOx and other significant air emissions by type and weight	Fully	SR p. 12, 43	<p>2.1/2.3 Identification of significant air emissions</p> <p>Air emissions Bützberg (basic data)</p> <table> <tr> <td>Gasoline consumption GAG (l)</td> <td>11,769</td> </tr> <tr> <td>Gasoline consumption GHAG (l)</td> <td>9,798</td> </tr> <tr> <td>Diesel consumption GAG (l)</td> <td>110,499</td> </tr> <tr> <td>Diesel consumption GHAG (l)</td> <td>9,955</td> </tr> <tr> <td>Total fuel Girsberger CH (l)</td> <td>142,021</td> </tr> <tr> <td>Air kilometres Girsberger CH (km)</td> <td>74,962</td> </tr> </table> <p>Carbon dioxide CO₂</p> <table> <tr> <td>CO₂ fuel oil Girsberger CH (t)</td> <td>39.11</td> </tr> <tr> <td>CO₂ gasoline Girsberger CH (t)</td> <td>50.04</td> </tr> <tr> <td>CO₂ diesel Girsberger CH (t)</td> <td>315.59</td> </tr> <tr> <td>CO₂ air kilometres Girsberger CH (t)</td> <td>15.74</td> </tr> <tr> <td>CO₂ electricity consumption (t)</td> <td>94.87</td> </tr> <tr> <td>CO₂ Total Girsberger CH (t)</td> <td>515.35</td> </tr> <tr> <td>Compensation air kilometres CH (t)</td> <td>15.74</td> </tr> <tr> <td>CO₂ Total Girsberger CH (t)</td> <td>499.61</td> </tr> </table> <p>VOC (volatile organic compounds)</p> <table> <tr> <td>VOC (t)</td> <td>6.01</td> </tr> </table> <p>Calculations based on measurement report of the company Wanner, September 2012</p> <p>SOx (sulphur dioxide)</p> <table> <tr> <td>Bützberg oil firing + wood heating (t)</td> <td>0.101</td> </tr> <tr> <td>Fuel oil extra light = HEL</td> <td></td> </tr> </table> <p>NOx (nitrogen oxides)</p> <table> <tr> <td>NOx gasoline consumption GAG (t)</td> <td>0.0088</td> </tr> <tr> <td>NOx gasoline consumption GHAG (t)</td> <td>0.0073</td> </tr> <tr> <td>NOx diesel consumption GAG (t)</td> <td>0.1989</td> </tr> <tr> <td>NOx diesel consumption GHAG (t)</td> <td>0.0179</td> </tr> <tr> <td>Wood firing Bützberg (t)</td> <td>1.1020</td> </tr> <tr> <td>NOx oil heating Bützberg (t)</td> <td>0.0219</td> </tr> <tr> <td>NOx Total Girsberger CH (t)</td> <td>1.3569</td> </tr> </table> <p>Particulate matter, heating and production processes (t)</p> <table> <tr> <td></td> <td>1.545</td> </tr> </table> <p>Calculations based on the measurement report of BECO dated September 2012 and Mr. Schneeberger, based on BAFU-documentation</p>	Gasoline consumption GAG (l)	11,769	Gasoline consumption GHAG (l)	9,798	Diesel consumption GAG (l)	110,499	Diesel consumption GHAG (l)	9,955	Total fuel Girsberger CH (l)	142,021	Air kilometres Girsberger CH (km)	74,962	CO ₂ fuel oil Girsberger CH (t)	39.11	CO ₂ gasoline Girsberger CH (t)	50.04	CO ₂ diesel Girsberger CH (t)	315.59	CO ₂ air kilometres Girsberger CH (t)	15.74	CO ₂ electricity consumption (t)	94.87	CO ₂ Total Girsberger CH (t)	515.35	Compensation air kilometres CH (t)	15.74	CO₂ Total Girsberger CH (t)	499.61	VOC (t)	6.01	Bützberg oil firing + wood heating (t)	0.101	Fuel oil extra light = HEL		NOx gasoline consumption GAG (t)	0.0088	NOx gasoline consumption GHAG (t)	0.0073	NOx diesel consumption GAG (t)	0.1989	NOx diesel consumption GHAG (t)	0.0179	Wood firing Bützberg (t)	1.1020	NOx oil heating Bützberg (t)	0.0219	NOx Total Girsberger CH (t)	1.3569		1.545
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	GRI-Index	Reported	Reference	Cross-reference/direct answer
EN20	NOx, SOx and other significant air emissions by type and weight			<p>Air emissions Endingen</p> <p>Electricity consumption (kWh) 27,790 Gasoline/diesel consumption (l) 70,027 Gas consumption (kWh) 752,236 Air kilometres (km) 67,453</p> <p>Carbon dioxide CO₂</p> <p>CO₂ gasoline (t) 175.07 CO₂ gas (t) 116.6 CO₂ air kilometres (t) 14.17 CO₂ electricity consumption (t) 103.28 CO₂ Total Girsberger GmbH (t) 409.09 Compensation air kilometres (t) 14.17 Compensation feed in (t) 73.17 CO₂ Total Girsberger GmbH (t) 321.78</p> <p>VOC (volatile organic compounds) Not measurable, traces SOx (sulphur dioxide) Not measurable, traces NOx (nitrogen oxides) Gasoline/diesel consumption (t) 0.119 Gas consumption (t) 0.0323 NOx Total Girsberger GmbH (t) 0.151</p> <p>2.2 Calculation method: direct measurement, site-specific data and basis of standard data Important data and conversion factor</p> <p>1 m³ wood = 200 kg = 1,500 kWh 1 litre fuel oil = 10 kWh = 2.64 kg CO₂ 1 litre gasoline = 2.38 kg CO₂ 1 litre diesel = 2.65 kg CO₂ Pulsating factor gasoline/diesel = 2.5 kg 1 air kilometre = 0.3 kg CO₂ 1 m³ gas = 11.1 kWh 1 km diesel = 350 mg/180 mg/80 mg NOx consumption 1 km gasoline = 60 mg NOx consumption Pulsating factor gasoline/diesel 1 km = 120 mg NOx consumption Natural gas = 0.043 g/kWh Assumption of consumption Girsberger AG Gasoline 8 litre/diesel 10 litre (by truck) Pulsating factor Girsberger GmbH Gasoline/diesel 7 litre (without truck)</p>

	GRI-Index	Reported	Reference	Cross-reference/direct answer
EN22	Total weight of waste by type and disposal method	Fully	SR p. 12, 38/39	<p>2.1 Total waste</p> <p style="padding-left: 40px;">Location Bützberg (t) 467.687 (emptying of silo +520 t)</p> <p style="padding-left: 40px;">Location Edingen (t) 165.85</p> <p style="padding-left: 40px;">Total waste (t) 633.53</p> <p style="padding-left: 40px;">Hazardous waste</p> <p style="padding-left: 80px;">Location Bützberg (t) 2.44</p> <p style="padding-left: 80px;">Location Edingen (t) 0.00</p> <p style="padding-left: 80px;">Total hazardous waste (t) 2.44</p> <p style="padding-left: 40px;">Non-hazardous waste</p> <p style="padding-left: 40px;">Total non-hazardous waste (t) 631.09</p> <p>2.3 Composting</p> <p style="padding-left: 40px;">Marginal proportion, not measurable</p> <p style="padding-left: 40px;">Reuse (t) 34.18 + 116.75 = 150.93</p> <p style="padding-left: 40px;">Recycling (t) 34.18 + 116.75 = 150.93</p> <p style="padding-left: 40px;">Recovery</p> <p style="padding-left: 40px;">not quantifiable</p> <p style="padding-left: 40px;">Incineration or use as fuel (t)</p> <p style="padding-left: 80px;">Bützberg 54.26 + 106.4 + 250.4 = 411.06</p> <p style="padding-left: 80px;">Edingen 4.96 + 44.14 = 49.1</p> <p style="padding-left: 80px;">Wood 356.8 (876.8 - 520) + 4.96 = 361.76</p> <p style="padding-left: 40px;">Fuel (t)</p> <p style="padding-left: 40px;">Landfill</p> <p style="padding-left: 40px;">None</p> <p style="padding-left: 40px;">Deep well injection</p> <p style="padding-left: 40px;">None</p> <p style="padding-left: 40px;">On-site storage</p> <p style="padding-left: 40px;">None</p> <p style="padding-left: 40px;">Other disposal</p> <p style="padding-left: 80px;">Hazardous waste transport with http://www.chiresa.ch/index.php</p> <p style="padding-left: 80px;">Disposal http://www.veolia-es.ch/de/</p> <p>2.4 Disposal of the waste is effected with information (advice notice for the circulation with hazardous waste) and standard procedures of waste management company.</p>
EN23	Total number and volume of significant spills	Not reported		No information available.
EN24	Weight of transported, imported, exported or treated waste deemed hazardous under the terms of the Basel Convention Annex I, II, III and VIII, and percentage of transported waste shipped internationally	Fully	SR p. 12, 38/39	<p>2.1 Hazardous waste 2.44 t (solvent, oil and oil emulsion, details according to delivery note of waste management company)</p> <p>2.2 Total weight per place of destination 2.44 t (SOVAG, Worbstrasse 52, 3074 Muri/Berne)</p> <p>2.3 Total weight with transport passing the national border no transports passing the national border</p>
EN25	Identity, size, protected status, and biodiversity value of water bodies and related habitats significantly affected by the reporting organization's discharges of water and runoff	Fully		None. All Girsberger companies are associated with local sewage treatment plants.

	GRI-Index	Reported	Reference	Cross-reference/direct answer
EN26	Initiatives to mitigate environmental impacts of products and services, and extent of impact mitigation	Partially	SR p. 10, 26-29, 32/33	2.3 No information available to which extent environmental impacts of products and services have quantitatively been mitigated during the reporting period.
EN27	Percentage of products sold and their packaging materials that are reclaimed by category	Not reported		Data not collected.
EN28	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations	Fully		None. All environmental laws and regulations according to ISO 14001 are observed.
EN29	Significant environmental impacts of transporting products and other goods and materials used for the organization's operations, and trans-orting members of the workforce	Partially	SR p. 10/11, 32/33	2.2 Data of significant environmental impacts of transportation used for members of the organization's workforce not collected.
EN30	Total environmental protection expenditures and investments by type	Not reported		Data not collected.

	GRI-Index	Reported	Reference	Cross-reference/direct answer
Social: Labor Practices and Decent Work				
	Total workforce by employment type, employment contract, and region	Fully	SR p. 12, 18/19	2.2 Girsberger AG and Holding AG Bützberg 157 unlimited employment contracts; 4 limited working contracts Girsberger GmbH Endingen 122 unlimited employment contracts; 1 limited working contract 2.3 Not relevant (as two business locations only) 2.6 See LA4 2.7 Girsberger AG Bützberg 16 part-time employees Girsberger Holding AG Bützberg 6 part-time employees Girsberger GmbH Endingen 14 part-time employees; 5 persons in marginal employment 2.9 No relevant seasonal fluctuation
LA2	Total number and rate of employee turnover by age group, gender, and region	Fully	SR p. 12, 19	2.1 Girsberger AG Bützberg 12 Girsberger Holding AG Bützberg 1 Girsberger GmbH Endingen 5 2.2 Girsberger AG Bützberg female 6 (4%), male 6 (4%) / 1% <30; 6% 30-50; 1% >50 Girsberger Holding AG Bützberg male 1 / 4% > 50 Girsberger GmbH Endingen female 3 (2.48%), male 2 (1.65%) / 2.48% <30; 1.65% 30-50
LA3	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by major operations	Fully		Full-time and part-time employees receive the same company benefits.
LA4	Percentage of employees covered by collective bargaining agreements	Fully	SR p. 22/23	2.4 Girsberger AG Bützberg 87 employees Girsberger Holding AG Bützberg 8 employees
LA5	Minimum notice period(s) regarding significant operational changes, including whether it is specified in collective agreements	Fully		Girsberger AG and Holding AG do not have an information deadline according to the employee delegation contract. Girsberger GmbH does not have such an information deadline.
LA6	Percentage of total workforce represented in formal joint management-worker health and safety committees that help monitor and advise on occupational health and safety programs	Fully		2.1 Girsberger AG and Holding AG: Safety officer; there is no equal safety committee Girsberger GmbH: health and safety officer 2.2 Girsberger AG 4.4% Girsberger Holding AG 0% Girsberger GmbH 2.94% 2.3 Girsberger AG and Holding AG: location Bützberg Girsberger GmbH: location Endingen The management and quality system (MQS) defines the basic parameters.

	GRI-Index	Reported	Reference	Cross-reference/direct answer
LA7	Rates of injury, occupational diseases, lost days and absenteeism, and number of work-related fatalities by region	Fully	SR p. 23	<p>2.1 Total workforce 2012 284 Independent contractors 0</p> <p>2.2 Small first-aid measures are not included in this report.</p> <p>2.3 'Day' stands for a planned working day (as of the 1st day)</p> <p>2.4 Girsberger AG Bützberg Injury rate 0.0027% Occupational disease 0% Lost day rate 0.34% Absentee rate 2.99%</p> <p>Girsberger Holding AG Injury rate 0% Occupational disease 0% Lost day rate 0.11% Absentee rate 0.93%</p> <p>Girsberger GmbH Endingen Injury rate 0% Occupational disease 0% Lost day rate 0.72% Absentee rate 6.0%</p> <p>2.5 Work-related fatalities during reporting period 0</p> <p>2.6 Girsberger AG and Holding AG Bützberg Girsberger GmbH Endingen System Sunet According to the regulations of the responsible Professional Association Raw Material and Chemical Industry using the form on its website (Code of Social Law VII)</p>
LA8	Education, training, counselling, prevention, and risk-control programs in place to assist workforce members, their families, or community members regarding serious diseases	Fully		An anonymous day centre for social, marriage and family counselling is available to all employees at Girsberger AG and Holding AG Bützberg. Internal health management activities for employees (without families or parishioners) with AOK (statutory health insurance) at Girsberger GmbH.
LA9	Health and safety topics covered in formal agreements with trade unions	Fully		There are no formal agreements. However regular trainings with regard to work safety and ergonomics take place, in line with ISO 14001 HSE (Health, Safety, Environment). In Switzerland in collaboration with SUVA (Swiss Accident Insurance Institute), in Endingen with BG RCI (Professional Association Raw Material and Chemical Industry).
LA10	Average hours of training per year per employee by employee category	Fully	SR p. 12, 21	<p>Number of training hours per employee and employee category (percent by position, internally and externally)</p> <p>Girsberger AG und Holding AG Employees 109.1 / 2,429.7 h = 22.27 h per employee Executives 28.2 / 498.4 h = 17.67 h per executive Management 14.8 / 213.6 h = 14.43 h per member of the management</p> <p>Girsberger GmbH Employees 109.74 / 575.36 h = 5.2 h per employee Executives 12 / 224.4 h = 18.7 h per executive Management no training in 2012</p>

	GRI-Index	Reported	Reference	Cross-reference/direct answer
LA11	Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings	Partially	SR p. 12, 21	2.2 We did not develop programs to assist employees in managing career endings.
LA12	Percentage of employees receiving regular performance and career development reviews	Fully	SR p. 12, 20	
LA13	Composition of governance bodies and breakdown of employees per category according to gender, age group, minority group membership, and other indicators of diversity	Partially	SR p. 12, 22	<p>2.1 No information available on the monitoring</p> <p>2.2 Girsberger AG Bützberg Management 9, executives 21, production/administration 107 (board of directors/shareholders 4), management 6, executives 8, production/administration 10 Girsberger Holding AG Bützberg Girsberger GmbH Edingen Management 1, executives 11, production/administration 111</p> <p>2.3 Girsberger AG Bützberg Gender: female 40 (29.20%) / male 97 (70.80%) Minorities: female 10 (7.3%); male 16 (11.68%) Age groups: 30 <30 (21.90%); 68 30-50 (49.64%); 39 >50 (28.47%) Girsberger Holding AG Bützberg Gender: female 3 (12.50%) / male 21 (87.50%) Minorities: female 0 (0%) / male 2 (8.33%) Age groups: 7 <30 (29.16%); 9 30-50 (37.50%); 8 <50 (33.33%) Girsberger GmbH Edingen Gender: female 65 (52.85%) / male 58 (47.15%) Minorities: 20 (16.26%) Age groups: 22 <30 (17.88%); 55 30-50 (44.72%); 46 >50 (37.40%)</p> <p>2.4 Girsberger AG Bützberg Gender: female 16.67%; male 83.33% Minorities: male 10% Age groups: 3% <30; 70% 30-50; 27% >50 Girsberger Holding AG Bützberg Gender: female 14.29%; male 85.71% Minorities: male 7,14% Age groups: 7% <30; 86% 30-50; 7% >50 Girsberger GmbH Edingen Gender: female 33.33%; male 66.67% Minorities: male 8,33% Age groups: 8.33% <30; 58,33% 30-50; 33,34% >50</p>
LA14	Ratio of basic salary of men to women by employee category	Partially		<p>2.1 See LA13</p> <p>2.2 There are no basic salaries defined according to jobs or to tasks and areas of responsibility. However, all wages and monthly salaries are reviewed at least once a year on a gender-neutral and performance-oriented basis and adapted individually. The following are taken into account: wage lists, wage comparisons by department, wage trend of employees, and performance assessment as part of annual performance reviews.</p>

	GRI-Index	Reported	Reference	Cross-reference/direct answer
Social: Human Rights				
HR1	Percentage and total number of significant investment agreements that include human rights clauses or that have undergone human rights screening	Fully		See HR2
HR2	Percentage of significant suppliers and contractors that have undergone screening on human rights and actions taken	Fully	SR p. 10, 32/33	2.1 Total number of significant suppliers 3 2.2 Contracts or screening 100% 2.3 Suppliers with known CSR problems 0%
HR3	Total hours of employee training on policies and procedures concerning aspects of human rights that are relevant to operations, including the percentage of employees trained	Fully		There are no specific employee trainings on policies and procedures concerning aspects of human rights, as they are not relevant for our company with production facilities in Switzerland and Germany.
HR4	Total number of incidents of discrimination and actions taken	Fully	SR p. 12	
HR5	Operations identified in which the right to exercise freedom of association and collective bargaining may be at significant risk, and actions taken to support these rights	Fully		We did not identify operations in which the right to exercise freedom of association and collective bargaining was at significant risk.
HR6	Operations identified as having significant risk for incidents of child labor, and measures taken to contribute to the elimination of child labor	Fully		See HR2 Otherwise there is no risk for incidents of child labor due to legal regulations in Switzerland and Germany.

	GRI-Index	Reported	Reference	Cross-reference/direct answer
HR7	Operations identified as having significant risk for incidents of forced or compulsory labor, and measures to contribute to the elimination of forced or compulsory labor	Fully		See HR2 Otherwise there is no risk for incidents of forced or compulsory labor due to legal regulations in Switzerland and Germany.
HR8	Percentage of security personnel trained in the organization's policies or procedures concerning aspects of human rights that are relevant to operations	Fully		Our entire security personnel receives regular trainings in important topics. Specific procedures concerning aspects of human rights are not relevant to our company, as our production facilities are located in Switzerland and Germany only.
HR9	Total number of incidents of violations involving rights of indigenous people and actions taken	Fully		There were no such incidents.

	GRI-Index	Reported	Reference	Cross-reference/direct answer
Social: Society				
SO1	Nature, scope, and effectiveness of any programs and practices that assess and manage the impacts of operations on communities, including entering, operating, and exiting	Not reported		No information available.
SO2	Percentage and total number of business units analyzed for risks related to corruption	Fully		An in-house system has been developed to continually check all business units for risks of corruption. All payments and transactions that are approved must be initiated by two employees with signing authority (including the CEO). This is also checked when the annual financial statements of the Girsberger Group are audited.
SO3	Percentage of employees trained in organization's anti-corruption policies and procedures	Fully		None
SO4	Actions taken in response to incidents of corruption	Fully		There were no incidents of corruption. See SO2 internal controlling system.
SO5	Public policy positions and participation in public policy development and lobbying	Partially		VSUD (association of Swiss companies in Germany), NEBS (new European movement in Switzerland), Avenir Suisse (think tank for economic and social issues), bso (association office, seating and contract furniture) 2.2 Not relevant. 2.3 Not relevant.
SO6	Total value of financial and in-kind contributions to political parties, politicians, and related institutions by country	Fully		Girsberger AG and Girsberger Holding AG Bützberg approx. CHF 20,000 (thereof CHF 15,000 Avenir Suisse) Girsberger GmbH Endingen approx. € 5,000
SO7	Total number of legal actions for anti-competitive behaviour, anti-trust, and monopoly practices and their outcomes	Fully		There was no action taken.
SO8	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations	Fully	SR p. 12, 15	

	GRI-Index	Reported	Reference	Cross-reference/direct answer
Social: Product Responsibility				
PR1	Life cycle stages in which health and safety impacts of products and services are assessed for improvement, and percentage of significant products and services categories subject to such procedures	Fully	SR p. 28/29	2.1/2.2 Development of product concepts R+D Validation Construction and production Use and maintenance Disposal, reuse or recycling Yes / 100% Yes / 100% Yes / 60% Yes / 100% Yes / 100% Yes / 100%
PR2	Total number of incidents of non-compliance with regulations and voluntary codes concerning health and safety impacts of products and services during their life cycle, by type of outcomes	Fully		We comply with all regulations and voluntary codes concerning health and safety impacts of products and services.
PR3	Type of product and service information required by procedures, and percentage of significant products and services subject to such information requirements	Fully	SR p. 34	2.1/2.2 The sourcing of components of the product or service Content, particularly with regard to substances that might produce an environmental or social impact Safe use of the product or service Disposal of the product and environmental/social impacts Yes / 100% Yes / 80% Yes / 80% Yes / 80%
PR4	Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labelling, by type of outcomes	Fully		We comply with the applicable law and voluntary codes concerning product and service information and labelling at all times.
PR5	Practices related to customer satisfaction, including results of surveys measuring customer satisfaction	Fully	SR p. 10, 16/17	

	GRI-Index	Reported	Reference	Cross-reference/direct answer
PR6	Programs for adherence to laws, standards, and voluntary codes related to marketing communications, including advertising, promotion, and sponsorship	Partially		We campaign independently without comparative advertising message and verify this with every new campaign. A formal program for its control does not exist.
PR7	Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship by type of outcomes	Fully		We comply with all regulations and voluntary codes concerning marketing communications including advertising, promotion and sponsorship.
PR8	Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data	Fully		There were no complaints.
PR9	Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services	Fully		We did not get any fines.

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