

Supplementary 2018 Sustainability Report

Without the voluntary initiatives of businesses global warming cannot be halted. The real challenge will be to instil the necessary synthesis of environmental and economic thinking in people's minds.

Michael Girsberger, CEO Girsberger Holding AG

Process for defining the report content

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.

The reporting of this sustainability includes all significant areas of the ISO-certified companies.

The last Sustainability Report was issued in 2017.

Data measurement techniques and the basis of calculations

Personnel data

Girsberger AG and Holding AG Bützberg wage plan Abacus, time recording proAlpha, 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, business association, Wanner Expert GmbH.

Principles and methodology of the collected data are identical for all companies.

Methods of measurements that have been changed, are marked accordingly. Otherwise there were no significant changes.

Ownership structure and legal form

The Girsberger company was founded in 1889 by Heinrich Girsberger and has since been an independent family business with headquarters in Bützberg/Switzerland. Michael Girsberger is the fourth generation to run the company.

Girsberger Holding AG, Bützberg/Switzerland holds 100 % of Girsberger AG, Bützberg/Switzerland, Girsberger GmbH, Endingen/Germany, Mobimex AG, Seon/Switzerland and Girsberger Industries, Inc. Smithfield/USA. Girsberger Holding AG holds majority interests in the subsidiaries Boreal doo, Kraljevci/Serbia and Bo-Real Estate doo, Kraljevci/Serbia. To Tuna Girsberger Tic. AS, Silivri/Turkey, Girsberger Holding AG holds a 50 % interest.

Governance structure of the organization

Girsberger Holding AG	Schwab Hans-Peter Girsberger Jürg Schweizer Henning Girsberger Michael Gasser Thomas Seiler Mathias von Kaenel Peter Messerli Thomas Statutory auditor	Chairman of the board of directors Board of directors Board of directors CEO Executive director product & brand development Design and marketing Central procurement, material management, quality and environmental management Finances, controlling, personnel administration KPMG AG, Berne/Switzerland
Girsberger AG	Quaile Danielle Ammann Roland Messerli Thomas Reichen Peter Mastrodomenico Davide Statutory auditor	General manager Production, logistics, IT Finance and accounting, personnel administration Business unit wood trade Business unit Customized Furniture and Remanufacturing KPMG AG, Berne/Switzerland
Girsberger GmbH	Schweizer Henning Barascud Gilles Burkhard Rolf Selbach Thomas Statutory auditor	General manager Sales Finance and accounting Production, logistics PricewaterhouseCoopers AG, Freiburg i.Br./Germany

Internally developed statements of mission or values and status of their implementation

Company principles, quality commitment (available online on our website www.girsberger.com, see downloads) and management guidelines (available on request).

Mechanisms for shareholders and employees to provide recommendations/directions to the highest governance body

Yearly economic planning and monthly reporting. In addition employee delegation at Girsberger AG and Girsberger Holding AG

Compensation/departure arrangements for the management

We do not pay departure arrangements. The compensation arrangements for the Board of Directors are very low.

Process for determining the qualifications and expertise of the members of the highest governance body

Girsberger is a 100% family-owned company. The Chairman of the Board of Directors is appointed by the Ordinary General Meeting for a period of three years. The Board of Directors constitutes itself. 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.

Process for evaluating the highest governance body's own performance

The Board of Directors consists of three persons only. One of them is a shareholder. The second person is an executive of the company, the Chairman of the Board of Directors is an external person, holding this position for over 30 years. For this reason there is no formal process for evaluating the highest governance body's own performance.

Memberships

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), wvib (trade association of industrial companies Baden e. V.), B.A.U.M. (German Environmental Management Association), oebu (association for sustainable business), Fair Ways Freiburg i.B.

Externally developed charters

Project Smaragd (Natura 2000 in the EU – biggest European nature conservation programme)

Taking our stakeholders into account

Shareholders

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.

Employees

All employees receive information on the company's performance at an information board every two months. The management staff gets quarterly reports containing detailed information on the turnover and order intakes of the whole group of companies.

Customers

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 Buetzberg respectively at Endingen.

Suppliers

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. Our important A suppliers, including all Asian suppliers, are requested to sign the Girsberger "Code of Conduct". With this "Code of Conduct" we communicate to our suppliers the expectations regarding their business operation in view of legal compliance and basic, internationally recognized standards on Human Rights, Labour Rights, Environment and Corruption. This "Code of Conduct" represents core principles and values of the Girsberger Group. Therefore, all suppliers and their sub-contractors must continuously strive to adhere to and improve all aspects of this "Code of Conduct" by implementing the respective policies and setting up appropriate management systems.

Society (associations, authorities, politics)

Girsberger reaches the public by means of active media work with regular press releases relating to new products, projects and co-operations, as well as a direct dialogue with journalists and media representatives. On our website www.girsberger.com interesting documents such as the corporate policy, the quality commitment as well as sustainability reports with supplementary sustainability reports are available to the public. Further channels for the sharing of information is social media, where Girsberger plays an active part.

At the same time we pursue an active co-operation with the public and the communities of our sales companies. We support club activities by means of donations, and are involved in the areas of environment, sport and culture in the local surroundings. We support non-profit and charitable organizations with financial contributions at home and abroad.

Girsberger began CO₂-neutral production on 1 January 2015.

Ecology

Environmental resources

Percentage of the significant products and services categories in which health and safety impacts are assessed for improvement.

Development of product concept	Yes / 100 %			
Research and development	Yes / 100 %			
Certification of product safety (GS)	Yes /	2017 90.5 %	2018 87.9 %	(Office) 1)
Certification product emission (tested for pollutants)	Yes /	2017 85.6 %	2018 83.9 %	(Office) 1)
Manufacturing and production	Yes / 100 %			
Marketing and advertisement	Yes / 100 %			
Storage, distribution and delivery	Yes / 100 %			
Use and customer service	Yes / 100 %			
Disposal, reuse or recycling	Yes / 100 %			
1) Product group	Piece per year c)	with GS a)	Tested for pollutants b)	
Swivel chairs price list Office 2017	57,335 (100 %)	53,738 (93.7 %)	53,658 (93.6%)	
Multi-purpose/visitor chairs price list Office 2017	34,405 (100 %)	29,268 (85.1 %)	24,847 (72.2 %)	
Total chairs Office 2017	91,740 (100 %)	83,006 (90.5 %)	78,505 (85.6 %)	
Swivel chairs price list Office 2018	56,354 (100 %)	54,072 (96.0 %)	54,069 (95.9 %)	
Multi-purpose/visitor chairs price list Office 2018	37,987 (100 %)	28,872 (76.0 %)	25,064 (66.0 %)	
Total chairs Office 2018	94,341 (100 %)	82,944 (87.9 %)	79,133 (83.9 %)	
a)	Limited 5-year period. Renewed after retesting			
b)	Annual verification by follow-up testing			
c)	Source: Sales Analysis 2017 & 2018, Girsberger group			

Type of product and service information required by the organization's processes for product labelling information, and percentage of significant product and service categories that are subject to this information requirement.

The sourcing of components of the product or service	Yes / 100 %
Content, particularly with regard to substances that might produce an environmental or social impact	Yes / 80 %
Safe use of the product or service	Yes / 80 %
Disposal of the product and environmental/social impacts	Yes / 80 %
Declaration of wood and wood products:	
Declaration of trade name	Yes / 100 %
Declaration of origin	Yes / 100 %

We comply with the applicable law and voluntary codes concerning product and service information and labelling at all times. We sold neither controversial nor prohibited products.

We comply with all regulations and voluntary codes concerning marketing communications including advertising, promotion and sponsorship.

Materials used by weight or volume

We do use direct material only (our system is configured to weight/volume of dry solids).

Direct energy consumption by primary energy source

Direct energy sources purchased			
Direct not renewable energy sources			
Buetzberg	Fuel oil	11,954 l	119,540 kWh
	Diesel	123,402 l	1,216,743 kWh
	Petrol	10,830 l	94,871 kWh
	Electricity		812,728 kWh
Endingen	Natural gas		737,445 kWh
	Petrol/diesel	73,337 l	660,033 kWh
	Electricity		195,601 kWh
Direct renewable energy sources		Wood	2,014,500 kWh
Total energy consumption		Total	5,851,461 kWh
Endingen feed-in of solar energy			115,272 kWh
Conversion l in kWh petrol 8.77/diesel 9.86/petrol/diesel 9.0			
Proportion renewable		Wood heating	2,014,500 kWh
		Solar energy	115,272 kWh
		Electricity Buetzberg	812,728 kWh
		Electricity Endingen	195,601 kWh
Proportion renewable		Total	3,138,101 kWh
Proportion renewable of overall energy consumption			53.62 %

Energy saved due to conservation and efficiency improvements

Total energy consumption increased by 3.88 % in 2018 compared with 2016 due to higher diesel and gasoline consumption.

- | | |
|---------------------------------------|--|
| - Awareness raising of employees with | <ul style="list-style-type: none"> • Support WWF Smaragd (Emerald) project • Internal audit • Climate tips |
| - Building and infrastructure | <ul style="list-style-type: none"> • Operational ecology measures
(Sustainability Report page 44) |
| - Measures to reduce CO ₂ | <ul style="list-style-type: none"> • CO₂ compensation Fair Recycling • 100 % green electricity from hydropower • Increased use of the railway (trade fair visits) • EcoDrive courses for truck drivers and frequent drivers • Electric vehicle in Endingen • CO₂-neutral production of printed matter • Waste separation, share of recyclable at least hold |

Water

Water consumption	Unit	2013	2014	2015	2016	2017	2018
Girsberger AG Buetzberg	m ³	3,125	2,362	3,051	2,825	4,610	6,803
Waste water fed into public water treatment plants	m ³	3,125	2,362	3,051	2,825	4,610	6,803
Girsberger GmbH Endingen	m ³	619	599	685	780	750	698
Waste water fed into public water treatment plants	m ³	619	599	685	780	750	698

Our water is withdrawn from regional water supplies (Buetzberg respectively Endingen). No water sources are affected. We do not recycle or reuse water.

Biodiversity

We do not own land in or adjacent to protected areas. Our company's activities do not have a significant impact on biodiversity in protected areas and areas of high biodiversity value outside protected areas.

Habitats protected or restored: project Smaragd (Emerald), Europe-wide accepted.

Our company's activities do not affect endangered plants or animals, as per IUCN Red List and national conservation list.

Total direct and indirect greenhouse gas emissions by weight

Data collection and relevant methodology	The details are based on the calculation of consumption values and site-specific data	
Direct emission of greenhouse gases		
Facility Buetzberg	CO ₂ fuel oil (t)	29.20
	CO ₂ petrol/diesel (t)	348.40
	CO ₂ air kilometres (t)	14.30
	CO ₂ electricity (t)	32.50
	Total	424.40
Facility Endingen	CO ₂ petrol/diesel (t)	183.34
	CO ₂ gas (t)	114.30
	CO ₂ air kilometres (t)	8.32
	CO ₂ electricity (t)	12.43
	Total	318.40
Indirect greenhouse gas emissions	None	
Sum of direct and indirect emissions	Overall (t)	742.80
The electricity purchased is sourced 100 % from hydro power plants.		

NO_x, SO_x and other significant air emissions by type and weight

Identification of significant air emissions		
Air emissions Buetzberg (basic data)	CO ₂ air kilometres (t)	14.25
	CO ₂ petrol/diesel (t)	348.44
	CO ₂ fuel oil (t)	29.17
	CO ₂ electricity	32.51
	Total (t)	424.37
Air emissions Endingen (basic data)	CO ₂ air kilometres (t)	8.32
	CO ₂ petrol/diesel (t)	183.34
	CO ₂ natural gas (t)	114.30
	CO ₂ electricity	12.43
	Total (t)	318.39
Total CO₂ emissions Girsberger Buetzberg/Endingen (t)		742.76
VOC (volatile organic compounds)	VOC (t)	3.48
Calculations based on measurement report of company Wanner		
SO _x (sulphur dioxide)	Buetzberg oil firing + wood heating (t)	0.096
NO _x (nitrogen oxides)	NO _x petrol consumption GAG (t)	0.0044
	NO _x petrol consumption GHAG (t)	0.0037
	NO _x diesel consumption GAG (t)	0.2058
	NO _x diesel consumption GHAG (t)	0.0163
	Wood heating Buetzberg (t)	1.1020
	NO _x oil firing Buetzberg (t)	0.0164
	NO_x total Girsberger CH (t)	1.3486
Particulate matter, heating and production processes (t)		1.58
Calculations based on Wanner measurement report		
Air emissions Endingen	Electricity consumption (kWh)	195,601
	Petrol/diesel consumption (l)	73,337
	Gas consumption (kWh)	737,445
	Air kilometres (km)	39,600
Carbon dioxide CO ₂	CO ₂ petrol/diesel (t)	183.34
	CO ₂ gas (t)	114.30
	CO ₂ air kilometres (t)	8.32
	CO ₂ electricity consumption (t)	12.43
	CO₂ total Girsberger GmbH (t)	318.40
	Less compensation air kilometres (t)	8.32
	Less compensation feed-in photovoltaic system (t)	4.61
	CO₂ total Girsberger GmbH (t)	305.47
VOC (volatile organic compounds)	Not measurable, traces	
SO _x (sulphur dioxide)	Not measurable, traces	
NO _x (nitrogen oxides)	petrol/diesel consumption (t)	0.094
	NO_x total Girsberger GmbH (t)	0.094

Other significant emissions (comparison over six years)

Other significant emissions in tonnes	2013	2014	2015	2016	2017	2018
Girsberger AG Buetzberg						
VOC	5.35	6.05	6.29	7.15	4.0	3.48
SO _x	0.10	0.10	0.10	0.10	0.10	0.10
NO _x	1.36	1.35	1.33	1.34	1.35	1.35
Particulate matter	²	0.54	0.54	²	1.58	²
Girsberger GmbH Endingen						
VOC, SO _x , particulate matter	¹	¹	¹	¹	¹	¹
NO _x	0.09	0.08	0.09	0.09	0.09	0.09

¹ Not measurable, traces

² No measurement

Calculation method: direct measurement, site-specific data and basis of standard data.
Important data and conversion factor

1 m ³ wood	= 200 kg = 840 kWh
1 litre fuel oil	= 10 kWh = 2.44 kg CO ₂
1 litre petrol	= 2.32 kg CO ₂
1 litre diesel	= 2.62 kg CO ₂
Pulsating factor petrol/diesel	= 2.5 kg
1 air kilometre	= 0.21 kg CO ₂
Compensation feed-in	= 0.040 kg CO ₂
1 litre diesel	= 1,800 mg = 0.0000018 t NO _x consumption
1 litre petrol	= 750 mg = 0.00000075 t NO _x consumption
Pulsating factor diesel/petrol 1 litre	= 0.000001275 t NO _x consumption
1 kWh natural gas	= 0.0155 kg CO ₂
1 kWh natural gas	= 0.0996 m ³
1 m ³ gas	= 11.1 kWh
Assumption of consumption Girsberger AG	petrol 8 litre/diesel 10 litre (by truck)
Pulsating factor Endingen	petrol/diesel 7 litre (without truck)
Wood firing Buetzberg	Calculations based on assumptions No measurements available, therefore data from Mr. Schneeberger, BAFU documentation Attention: data with measurement values calculated with 2,000 h/a = 0.52 t/a
Oil firing Buetzberg	Oil firing (fuel oil extra light = HEL) Calculations based on measurement report of company Lanz AG Langenthal and BAFU documentation of Mr. Schneeberger
Natural gas heating Endingen	Calculations based on BAFU documentation of Mr. Schneeberger. Details according to separate calculation

Waste water and waste

Planned water discharge	Total discharge 7,501 m ³ + rainwater calculated with m ²
Place of destination	Regional sewage system
Treatment method	No treatment necessary
Reused by another organisation	No, return back to cycle
Freshwater	By the organisation

All Girsberger companies are associated with local sewage treatment plants. No water bodies and related habitats are affected by the reporting organisation's discharges of water and runoff.

Total weight of waste by type and disposal method

Total waste	Location Buetzberg (t)	343.3
	Location Eendingen (t)	147.7
	Total waste (t)	491.0
Hazardous waste	Location Buetzberg (t)	0.00
	Location Eendingen (t)	0.00
	Total hazardous waste (t)	0.00
Non-hazardous waste	Total non-hazardous waste (t)	491.0
Composting	Marginal proportion, not measurable	
Reuse (t)		35.40 + 124.10 = 159.50
Recycling	not quantifiable	
Incineration or use as fuel (t)	Buetzberg	39.30 + 268.60 = 307.90
	Eendingen	0
Landfill	None	
On-site storage	None	
Other disposal	Hazardous waste transport with http://www.chiresa.ch/index.php	
Disposal of the waste is effected with information (advise notice for the circulation with hazardous waste) and standard procedures of waste management company.		

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

Hazardous waste	0 t (solvent, oil and oil emulsion, details according to delivery note of waste management company)
Total weight per place of destination	0 t (SOVAG, Worbstrasse 52, 3074 Muri/Berne)
Total weight with transport passing the national border	no transports passing the national border
No waste disposal in 2018, the volume incurred will be disposed of in the 1st quarter of 2019 for cost reasons.	

All environmental laws and regulations according to ISO 14001 are observed.

Highly skilled, interested and motivated employees form the bedrock on which the Girsberger Group can grow and expand further.

Social affairs

Our employees

Total workforce by employment type, employment contract, and region	2012	2014	2016	2018
Unlimited employment contracts AG and Holding AG Buetzberg	157	156	126	113
Unlimited employment contracts Girsberger GmbH Endingen	122	115	112	131
Limited working contracts Girsberger AG & Holding AG Buetzberg	4	0	13	10
Limited working contracts Girsberger GmbH Endingen	1	3	6	2
Part-time employees Girsberger AG and Holding AG Buetzberg	22	23	22	19
Part-time employees Girsberger GmbH Endingen	14	14	17	21
Persons in marginal employment Girsberger GmbH Endingen	5	5	4	6

Full-time and part-time employees receive the same company benefits.

Total number of employees by categories of employees	Unit	2012	2014	2016	2018
Girsberger AG Buetzberg					
- Management	Number	9	8	8	4
- Executives	Number	21	21	21	22
- Administration/production	Number	107	102	95	85
Girsberger Holding AG Buetzberg					
- Management (board of directors/ shareholders)	Number	6	5	5	3
- Executives	Number	8	9	8	13
- Administration/production	Number	10	11	8	6
Girsberger GmbH Endingen					
- Management	Number	1	1	1	1
- Executives	Number	11	11	13	16
- Administration/production	Number	111	106	124	116

Breakdown of employees per category according to gender, age group and minority group membership	Unit	2012	2014	2016	2018
Girsberger AG Buetzberg					
- Gender female/male	%	29.2/70.8	24.4/75.6	22.6/77.4	23.6/76.4
- Minorities female/male	%	7.3/11.7	5.3/13.0	2.4/12.9	0.9/13.6
- Age groups <30/30-50/>50	%	21.9/49.6/ 28.5	23.7/45.8/ 30.5	17.7/51.6/ 30.6	17.3/42.7/ 40.0

Breakdown of employees per category according to gender, age group and minority group membership	Unit	2012	2014	2016	2018
Girsberger Holding AG Buetzberg					
- Gender female/male	%	12.5/87.5	24.0/76.0	19.0/80.9	26.3/73.7
- Minorities female/male	%	0/8.3	0/8.0	0/9.5	0/10.5
- Age groups <30/30-50/>50	%	29/37.5/ 33.5	28/40/32	14.3/42.9/ 42.9	0/52.6/ 47.4
Girsberger GmbH Endingen					
- Gender female/male	%	52.8/47.2	50.8/49.2	47.8/52.2	45.9/54.1
- Minorities female/male	%	8.1/6.5	9.3/8.5	12.4/13.8	10.5/9.8
- Age groups <30/30-50/>50	%	17.9/44.7/ 37.4	14.4/43.2/ 42.4	16.7/41.3/ 42.0	14.3/39.1/ 46.6

Time with the company	Unit	2012	2014	2016	2018
Average age of the employees	Years	42.6	43.5	44.1	45.4
1 – 5 years	%	41.2	24.5	32.8	42.2
6 – 10 years	%	11.2	17.6	18	13.5
11 – 20 years	%	20	28.1	27.2	27.1
Over 20 years	%	15.9	17.5	16.2	17.2

Development of the average hourly wage rate	Unit	2012	2014	2016	2018
Girsberger AG Buetzberg	CHF	31.00	31.67	32.40	32.36
Girsberger Holding AG Buetzberg	CHF	49.82	48.61	52.09	56.84
Girsberger GmbH Endingen	EUR	17.62	18.67	22.02	19.33

All salaries of the Swiss employees correspond to the regulations of minimum wage.

Germany introduced a statutory minimum wage system in 2015. Our location in Endingen fulfils these requirements. In 2018 the minimum wage was EUR 8.84 and increased to EUR 9.19 at the beginning of 2019.

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.

Coverage of the organization's defined benefit plan obligations

The employee benefit plan is governed as follows:

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.

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. A further company pension plan can be concluded, up to 4% of the assessment ceiling of the pension scheme. This is financed by the employee and is neither taxable nor subject to social security. In addition the employer pays a benefit up to an amount of EUR 87 per month in 2018.

Percentage of employees covered by collective bargaining agreements	Unit	2012	2014	2016	2018
Girsberger AG Buetzberg	%	89.8	93.1	94.9	93.6
Girsberger Holding AG Buetzberg	%	79.2	80.0	95.2	79.0

Total number and rate of employee turnover by gender, age group and region	Unit	2014	2016	2018
Girsberger AG Buetzberg	Total	20	13	15
Girsberger Holding AG Buetzberg	Total	0	1	0
Girsberger GmbH Endingen	Total	25	19	8
Girsberger AG Buetzberg	f/m	7 (5.3%)/ 13 (9.9%)	4 (3.2%)/ 9 (7.3%)	3 (2.9%)/ 12 (11.5%)
Girsberger Holding AG Buetzberg	f/m	0/0	1 (4%)/0	0/0
Girsberger GmbH Endingen	f/m	17 (14.4%)/ 8 (6.8%)	12(8.7%)/ 7 (5.1%)	3 (2.3%)/ 5 (3.8%)
Girsberger AG Buetzberg	%	4,6<30, 7.6 30-50, 3>50	2.4<30, 5.6 30- 50, 2.4>50	2.9<30, 8.7 30- 50, 2.9>50
Girsberger Holding AG Buetzberg	%	0	0<30, 4 30-50, 0>50	0
Girsberger GmbH Endingen	%	5.9<30/8.5 30- 50/6.8>50	5.1 <30, 7.2 30- 50, 5.8>50	2.3<30, 3.0 30- 50, 0.8>50

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	Unit	2012	2014	2016	2018
Girsberger AG Buetzberg	%	4.4	4.6	4.4	2.8
Girsberger Holding AG Buetzberg	%	0	0	4.8	5.3
Girsberger GmbH Endingen	%	2.4	2.5	2.2	2.3

Health and safety topics covered in formal agreements with trade unions

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).

Rates of injury, occupational diseases, lost days and absenteeism, and number of work-related fatalities by region	Unit	2012	2014	2016	2018
Girsberger AG Buetzberg					
- Injury rate	%	0.0027	0.0021	0.0041	0.0026
- Occupational disease	%	0	0	0	0
- Lost day rate	%	0.3	0.3	0.5	0.4
- Absentee rate	%	3.0	2.3	4.3	3.2
- Work-related fatalities	Number	0	0	0	0
Girsberger Holding AG Buetzberg					
- Injury rate	%	0	0	0	0
- Occupational disease	%	0	0	0	0
- Lost day rate	%	0.1	0.3	0.1	0.1
- Absentee rate	%	0.9	2.6	1.2	1.0
- Work-related fatalities	Number	0	0	0	0
Girsberger GmbH Endingen					
- Injury rate	%	0	0.0010	0.0021	0.0018
- Occupational disease	%	0	0	0	0
- Lost day rate	%	0.7	0.9	0.7	0.9
- Absentee rate	%	6.0	8.4	6.4	7.6
- Work-related fatalities	Number	0	0	0	0

Type of injury (as of 2017)

Girsberger AG Buetzberg:

2017: twisting/sprain, bruise, fracture, foreign body (eye), burn, cut, strain

2018: twisting/sprain, bruise, fracture, foreign body (eye), burn, cut, strain, chemical burn, tick bite

Type of injury (as of 2017)

Girsberger Holding AG Buetzberg:

2017: twisting/sprain, burn, bruise, foreign body (eye) and cut

2018: sting

Girsberger GmbH Endingen:

2017: cancer, skeletal diseases

2018: cancer, skeletal diseases as well as surgery with prostheses and gel abrasion

Education, training, counselling, prevention, and risk-control programs in place to assist workforce members, their families, or community members regarding serious diseases

The anonymous “corporate social counselling BSO” is available free of charge to all employees at Girsberger AG and Holding AG, as well as to their families.

Internal health management activities for employees (without families or parishioners) are conducted with AOK (statutory health insurance) at Girsberger GmbH.

Average hours of training per year per employee by gender and employee category	Unit	2012	2014	2016	2018
Girsberger AG and Girsberger Holding AG Buetzberg					
- Employees	Hours	22.3	13.9	5.1	8.7
female/male	Hours		18/12.8	3.21/5.7	8.1/8.9
- Executives	Hours	17.7	15.7	2.5	12.7
female/male	Hours		14.6/15.9	0.50/2.8	23.7/10.6
- Management	Hours	14.4	11.5	9.3	14.7
female/male	Hours		8.9/11.7	33.53/4.9	26.7/12.3
Girsberger GmbH Endingen					
- Employees	Hours	5.2	6.3	7.6	2.1
female/male	Hours		9.5/3.4	4.9/9.7	1.5/2.5
- Executives	Hours	18.7	42	13.7	21.3
female/male	Hours		54.7/38.2	16.6/12.7	32.3/14.9
- Management	Hours	0	2	1.3	12.8
female/male	Hours		0/2	0/1.3	0/12.8

Programs for assisting employees in managing career endings

Location Buetzberg

Employees of Girsberger AG and Girsberger Holding AG between the age of 60 and regular retirement age have a one-time opportunity to attend a seminar in preparation for their retirement. These employees will receive written information regarding this option from Human Resources when they reach the age of 60.

Location Endingen

Girsberger GmbH has not been able to find any similar offers in the vicinity. However, employees can request a free consultation with their pension fund.

Human Rights

Percentage of significant suppliers and contractors that have undergone screening on human rights and actions taken

Total number of significant suppliers	29
Contracts or screening	100 %
Suppliers with known CSR problems	0 %

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.

There were no incidents of discriminations.

We did not identify operations in which the right to exercise freedom of association and collective bargaining was at significant risk.

There is no risk for incidents of forced or compulsory labour due to legal regulations in Switzerland and Germany.

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.

Society

Total number and percentage of business units analysed for risks related to corruption, and identified significant risks

There were no incidents of corruption. 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.

Protection of customer data

In the period under review, there were no substantiated complaints regarding breaches of protection and loss of customer data.

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