

Supplementary 2020 Sustainability Report

In the interests of easier legibility, the generic masculine form is used in this report. This is explicitly intended to include female and other gender identities where necessary for the avoidance of misunderstanding.

“At Girsberger, we see ourselves as being under an ongoing obligation to ensure that the continuing threat to the environment and the need to do business sustainability are permanently rooted in our consciousness.”

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 (due to the Corona pandemic, the first step took place in writing, the further meetings then in small groups). 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 2019.

Data measurement techniques and the basis of calculations

Personnel data

Girsberger AG and Holding AG Buetzberg	wage plan Abacus, time recording proAlpha
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 Buetzberg/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, Buetzberg/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	Schiesser Werner	Chairman of the board of directors
	Girsberger Jürg	Board of directors
	Schweizer Henning	Board of directors
	Girsberger Michael	CEO
	Gasser Thomas	Executive director product & brand development, Procurement
	Seiler Mathias	Design and marketing
	Kaufmann Urs	Central material management
	Abas Enes	Quality and environmental management system
	Messerli Thomas	Finances and controlling
	von Burg Nadine	Human Resources
Statutory auditor	KPMG AG, Berne/Switzerland	
Girsberger AG	Quaile Danielle	General Manager
	Von Burg Nadine	Human resources
	Ammann Roland	Production, logistics, IT
	Messerli Thomas	Finance and accounting
	Reichen Peter	Business unit wood trade
	Mastrodomenico Davide	Business unit Customized Furniture and Remanufacturing
Statutory auditor	KPMG AG, Berne/Switzerland	
Girsberger GmbH	Schweizer Henning	General Manager
	Kurbjuhn Manuela	Human resources
	Kolling Prosper	Sales
	Loesch Nora	Finance and accounting
	Helber Felix	Production, logistics
	Statutory auditor	PricewaterhouseCoopers AG, Freiburg i.Br./Germany

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

Company principles (available online on our website www.girsberger.com) and quality commitment (available on request).

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

Yearly business 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. There is no formal process for evaluating the highest governance body's own performance. The Board of Directors uses the detailed monthly reporting as a monitoring system.

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/investors

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. The General Assembly takes place once a year.

We are in direct dialogue with our capital providers and communicate regularly through monthly reporting, annual reports and financial statements.

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.

Intermediaries (architects, designers and planners)

Intermediaries have become a very important part of our business activities. The Customized Furniture and Remanufacturing divisions are specialised in creating furniture solutions based on the individual ideas and wishes of building owners or the designs of architects, interior designers and planners, as well as refurbishing existing furniture according to their ideas, taking into account ecological, economic and design-relevant aspects. We implement their ideas in our workshops in Bützberg, Endingen and Serbia. In continuous dialogue with them, we develop and manufacture furniture of all kinds - from unique one-off pieces to series production.

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.

“An awareness of the environment and high quality have been vital elements in the Girsberger corporate philosophy for over 130 years.”

“We manufacture our products in an environmentally friendly way, climate neutral since 2015.”

“Our remanufacturing service is intended to ensure that used furniture is not simply thrown away, but is refurbished wherever possible.”

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 /	2019 89.4 %	2020 95.8 %	(Office) 1)
Certification product emission (tested for pollutants)	Yes /	2019 86.1 %	2020 86.4 %	(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 2019	54,522 (100%)	54,049 (99.1%)	54,049 (99.1%)	
Multi-purpose/visitor chairs price list Office 2019	34,353 (100%)	25,372 (73.9%)	22,486 (65.5%)	
Total chairs Office 2019	88,875 (100%)	79,421 (89.4%)	76,535 (86.1%)	
Swivel chairs price list Office 2020	49,151 (100%)	48,877 (99.4%)	48,877 (99.4%)	
Multi-purpose/visitor chairs price list Office 2020	29,304 (100%)	26,296 (89.7%)	18,882 (64.4%)	
Total chairs Office 2020	78,455 (100%)	75,173 (95.8%)	67,759 (86.4%)	
a)	Limited 5-year period. Renewed after retesting			
b)	Annual verification by follow-up testing			
c)	Source: Sales Analysis 2019 & 2020, 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, 2020

Direct energy sources purchased			
Direct not renewable energy sources			
Buetzberg	Fuel oil	10,262 l	102,620 kWh
	Diesel	106,848 l	1,047,110 kWh
	Petrol	8,659 l	73,602 kWh
	Electricity		754,508 kWh
Endingen	Natural gas		816,917 kWh
	Petrol/diesel	56,259 l	514,770 kWh
	Electricity		189,075 kWh
Direct renewable energy sources		Wood	1,761,000 kWh
Total energy consumption		Total	5,259,602 kWh
Endingen feed-in of solar energy			117,228 kWh
Conversion l in kWh petrol 8.5/diesel 9.8/petrol/diesel 9.15			
Proportion renewable		Wood heating	1,761,000 kWh
		Solar energy	117,228 kWh
		Electricity Buetzberg	754,508 kWh
		Electricity Endingen	189,075 kWh
Proportion renewable		Total	2,821,811 kWh
Proportion renewable of overall energy consumption			53.65 %

Energy saved due to conservation and efficiency improvements

Total energy consumption decreased by 5.8% in the 2019/20 reporting period compared to 2017/18. The reduction is due to increased efficiency in electricity (-4.8%) and reduced mobility in fuels due to COVID-19. Heating energy is dependent on the weather.

Measures:

- Awareness raising of employees with
 - Internal audits
 - Climate tips
 - Support WWF Smaragd (Emerald) project
- Building and infrastructure
 - Operational ecology measures (Sustainability Report pages 48-49)
- Measures to reduce CO₂
 - CO₂ compensation Fair Recycling
 - 100% green electricity from hydropower
 - Electric vehicle in Endingen
 - CO₂-neutral production of printed matter

Water

Water consumption	Unit	2015	2016	2017	2018	2019	2020
Girsberger AG Buetzberg	m ³	3,051	2,825	4,610	6,803	5,110	3,240
Waste water fed into public water treatment plants	m ³	3,051	2,825	4,610	6,803	5,110	3,240
Girsberger GmbH Endingen	m ³	685	780	750	698	683	746
Waste water fed into public water treatment plants	m ³	685	780	750	698	683	746

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, 2020

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)	25.04
	CO ₂ petrol/diesel (t)	300.03
	CO ₂ air kilometres (t)	1.48
	CO ₂ electricity (t)	30.18
	Total	356.73
Facility Endingen	CO ₂ petrol/diesel (t)	140.65
	CO ₂ gas (t)	126.62
	CO ₂ air kilometres (t)	2.21
	CO ₂ electricity (t)	12.25
	Total	281.73
Indirect greenhouse gas emissions	None	
Sum of direct and indirect emissions	Overall (t)	638.46
The electricity purchased is sourced 100% from hydro power plants.		

NO_x, SO_x and other significant air emissions by type and weight, 2020

Emissions Buetzberg:		
VOC (volatile organic compounds)	VOC (t)	4.37
Calculations based on measurement report of company Wanner		
SO _x (sulphur dioxide)	Buetzberg oil firing + wood heating (t)	0.094
NO _x (nitrogen oxides)	NO _x petrol consumption GAG (t)	0.0008
	NO _x petrol consumption GHAG (t)	0.0057
	NO _x diesel consumption GAG (t)	0.1844
	NO _x diesel consumption GHAG (t)	0.0079
	Wood heating Buetzberg (t)	1.1020
	NO _x oil firing Buetzberg (t)	0.0140
	NO_x total Girsberger CH (t)	1.3149
Emissions Endingen:		
VOC (volatile organic compounds)	Not measurable, traces	
SO _x (sulphur dioxide)	Not measurable, traces	
NO _x (nitrogen oxides)	petrol/diesel consumption (t)	0.072
	NO_x total Girsberger GmbH (t)	0.072

Other significant emissions

Other significant emissions in tonnes	2015	2016	2017	2018	2019	2020
Girsberger AG Buetzberg						
VOC	6.29	7.15	5.49 ³	4.65 ³	4.57	4.37
SO _x	0.10	0.10	0.10	0.10	0.10	0.10
NO _x	1.33	1.34	1.35	1.35	1.34	1.31
Particulate matter	0.54	- ²	1.58	- ²	- ²	- ²
Girsberger GmbH Endingen						
VOC, SO _x , particulate matter	- ¹	- ¹	- ¹	- ¹	- ¹	- ¹
NO _x	0.09	0.09	0.09	0.09	0.09	0.07

¹ Not measurable, traces

² No measurement

³ Figures corrected

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	= 0.000000 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, 2020

Planned water discharge	Total discharge 3,986 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, 2020

Total waste	Location Buetzberg (t)	294.0
	Location Endingen (t)	132.8
	Total waste (t)	426.8
Hazardous waste	Location Buetzberg (t)	0.00
	Location Endingen (t)	0.00
	Total hazardous waste (t)	0.00
Non-hazardous waste	Total non-hazardous waste (t)	426.8
Composting	Marginal proportion, not measurable	
Reuse (t)	24.6 + 111.2 = 135.8	
Recycling	not quantifiable	
Incineration or use as fuel (t)	Buetzberg	34.6 + 234.8 = 269.4
	Endingen	19.8
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 2020, accumulated quantity is expected to be disposed of in 2021.	

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

“A vitally important element in our role as managers is to identify our employees’ talents and potential for development and deliberately encourage these.”

Social affairs

Our employees

Total number of employees and employee turnover rate		2016	2017	2018	2019	2020
Total number of employees at certified companies	Number	277	260	256	253	257
Number of employees at Girsberger Holding AG Buetzberg	Number	21	18	19	18	18
Number of employees at Girsberger AG Buetzberg	Number	118	104	104	103	103
Number of employees at Girsberger GmbH Endingen	Number	138	138	133	132	136
Total employee turnover	Percent	8.3	10.0	9.0	6.3	4.2

Total workforce by employment type, employment contract, and region	2012	2014	2016	2018	2020
Unlimited employment contracts AG and Holding AG Buetzberg	157	156	126	113	110
Unlimited employment contracts Girsberger GmbH Endingen	122	115	112	131	132
Limited working contracts Girsberger AG & Holding AG Buetzberg	4	0	13	10	11
Limited working contracts Girsberger GmbH Endingen	1	3	6	2	5
Part-time employees Girsberger AG and Holding AG Buetzberg	22	23	22	19	22
Part-time employees Girsberger GmbH Endingen	14	14	17	21	26
Persons in marginal employment Girsberger GmbH Endingen	5	5	4	6	4

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

Total number of employees by categories of employees	Unit	2012	2014	2016	2018	2020
Girsberger AG Buetzberg						
- Management	Number	9	8	8	4	4
- Executives	Number	21	21	21	22	25
- Administration/production	Number	107	102	95	85	74
Girsberger Holding AG Buetzberg						
- Management (board of directors/ shareholders)	Number	6	5	5	3	3
- Executives	Number	8	9	8	13	12
- Administration/production	Number	10	11	8	6	6
Girsberger GmbH Eendingen						
- Management	Number	1	1	1	1	1
- Executives	Number	11	11	13	16	13
- Administration/production	Number	111	106	124	116	122

Breakdown of employees per category according to gender, age group and minority group membership	Unit	2014	2016	2018	2020
Girsberger AG Buetzberg					
- Gender female/male	%	24.4/75.6	22.6/77.4	23.6/76.4	23.3/76.7
- Minorities female/male	%	5.3/13.0	2.4/12.9	0.9/13.6	0/15.5
- Age groups <30/30-50/>50	%	23.7/45.8/ 30.5	17.7/51.6/ 30.6	17.3/42.7/ 40.0	19.42/40.78/ 39.8
Girsberger Holding AG Buetzberg					
- Gender female/male	%	24.0/76.0	19.0/80.9	26.3/73.7	27.78/72.22
- Minorities female/male	%	0/8.0	0/9.5	0/10.5	0/11.1
- Age groups <30/30-50/>50	%	28/40/32	14.3/42.9/ 42.9	0/52.6/ 47.4	0/44.44/ 55.56
Girsberger GmbH Eendingen					
- Gender female/male	%	50.8/49.2	47.8/52.2	45.9/54.1	46.3/53.6
- Minorities female/male	%	9.3/8.5	12.4/13.8	10.5/9.8	10.29/14.71
- Age groups <30/30-50/>50	%	14.4/43.2/ 42.4	16.7/41.3/ 42.0	14.3/39.1/ 46.6	19.12/34.56/ 46.32

Assessment of employee satisfaction (average)	2016	2017	2018	2019	2020
Satisfaction index (assessment scale 1-10) 1 (very dissatisfied) to 10 (very satisfied)	8.1	8.1	8.2	8.2	8.3
Collaboration	8.4	8.4	8.5	8.5	8.5
Information	7.6	7.9	8.0	8.0	8.2
Workplace/surroundings	8.1	8.1	8.1	8.2	8.4
IT system	7.8	7.6	7.9	7.9	7.7
Environmental management system	8.5	8.5	8.5	8.5	8.7

Time with the company	Unit	2012	2014	2016	2018	2020
Average age of the employees	Years	42.6	43.5	44.1	45.4	45.8
1 – 5 years	%	41.2	24.5	32.8	42.2	49.4
6 – 10 years	%	11.2	17.6	18	13.5	10.9
11 – 20 years	%	20	28.1	27.2	27.1	23.5
Over 20 years	%	15.9	17.5	16.2	17.2	16.2

Development of the average hourly wage rate	Unit	2012	2014	2016	2018	2020
Girsberger AG Buetzberg	CHF	31.00	31.67	32.40	32.36	32.92
Girsberger Holding AG Buetzberg	CHF	49.82	48.61	52.09	56.84	58.10
Girsberger GmbH Endingen	EUR	17.62	18.67	22.02	19.33	19.52

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. At the beginning of 2019 the minimum wage was EUR 9.19, in July 2021 it will be EUR 9.60, in January 2022 EUR 9.82 and in July 2022 EUR 10.45.

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. Since 2019, the employer is obliged to pay a subsidy of at least 15% from the contribution assessment limit, in 2020 max. Euro 37.04 per month. Girsberger GmbH goes beyond this minimum amount and pays a subsidy of max. Euro 92 per month.

Percentage of employees covered by collective bargaining agreements	Unit	2012	2014	2016	2018	2020
Girsberger AG Buetzberg	%	89.8	93.1	94.9	93.6	97.1
Girsberger Holding AG Buetzberg	%	0 ^(*)	0 ^(*)	0 ^(*)	0 ^(*)	0 ^(*)

^(*) The figures listed in previous years had to be corrected. The employees of Girsberger Holding AG are not subject to the Collective Labour Agreement (CLA). This interpretation arose because the provisions of the CLA are also applied to the contractual relationships of the employees of Girsberger Holding AG.

Total number and rate of employee turnover by gender, age group and region	Unit	2016	2018	2020
Girsberger AG Buetzberg	Total	13	15	6
Girsberger Holding AG Buetzberg	Total	1	0	0
Girsberger GmbH Endingen	Total	19	8	6.75
Girsberger AG Buetzberg	f/m	4 (3.2%)/ 9 (7.3%)	3 (2.9%)/ 12 (11.5%)	1 (1.0%)/ 5 (4.9%)
Girsberger Holding AG Buetzberg	f/m	1 (4%)/0	0/0	0/0
Girsberger GmbH Endingen	f/m	12(8.7%)/ 7 (5.1%)	3 (2.3%)/ 5 (3.8%)	5 (3.7%)/ 7 (5.1%)
Girsberger AG Buetzberg	%	2.4<30, 5.6 30- 50, 2.4>50	2.9<30, 8.7 30- 50, 2.9>50	2.9<30, 2.9 30- 50, 0>50
Girsberger Holding AG Buetzberg	%	0<30, 4 30-50, 0>50	0	0
Girsberger GmbH Endingen	%	5.1 <30, 7.2 30- 50, 5.8>50	2.3<30, 3.0 30- 50, 0.8>50	5.8<30, 2.2 30- 50, 0.7 >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	2020
Girsberger AG Buetzberg	%	4.4	4.6	4.4	2.8	2.9
Girsberger Holding AG Buetzberg	%	0	0	4.8	5.3	5.6
Girsberger GmbH Endingen	%	2.4	2.5	2.2	2.3	2.9

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	2014	2016	2018	2020
Girsberger AG Buetzberg					
- Injury rate	%	0.0021	0.0041	0.0026	0.0029
- Occupational disease	%	0	0	0	0.0006
- Lost day rate	%	0.3	0.5	0.4	0.35
- Absentee rate	%	2.3	4.3	3.2	2.98
- Work-related fatalities	Number	0	0	0	1
Girsberger Holding AG Buetzberg					
- Injury rate	%	0	0	0	0.004
- Occupational disease	%	0	0	0	0
- Lost day rate	%	0.3	0.1	0.1	0.16
- Absentee rate	%	2.6	1.2	1.0	0.16
- Work-related fatalities	Number	0	0	0	0
Girsberger GmbH Endingen					
- Injury rate	%	0.0010	0.0021	0.0018	0.002
- Occupational disease	%	0	0	0	0
- Lost day rate	%	0.9	0.7	0.9	1.16
- Absentee rate	%	8.4	6.4	7.6	10.32
- Work-related fatalities	Number	0	0	0	0

Type of injury (as of 2019)

Girsberger AG Buetzberg:
 2019: Stumble, fall, bruise, contusion
 2020: Contusion, rupture, strain

Girsberger Holding AG Buetzberg:
 2019: None
 2020: Contusion

Girsberger GmbH Endingen:
 2019: Cuts, bruises, torn tendons, torn ligaments, eye injury
 2020: Commuting accident, tendon rupture, bruises, cuts and puncture wounds

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 (without trainees)	Unit	2014	2016	2018	2020
Girsberger AG and Girsberger Holding AG Buetzberg					
- Employees	Hours	13.9	5.1	8.7	3.7
female/male	Hours	18/12.8	3.21/5.7	8.1/8.9	2.7/4.2
- Executives	Hours	15.7	2.5	12.7	5.5
female/male	Hours	14.6/15.9	0.50/2.8	23.7/10.6	3.12/5.79
- Management	Hours	11.5	9.3	14.7	8.9
female/male	Hours	8.9/11.7	33.53/4.9	26.7/12.3	16.8/7.67
Girsberger GmbH Endingen					
- Employees	Hours	6.3	7.6	2.1	3.0
female/male	Hours	9.5/3.4	4.9/9.7	1.5/2.5	3.0/2.9
- Executives	Hours	42	13.7	21.3	28.4
female/male	Hours	54.7/38.2	16.6/12.7	32.3/14.9	92/9.9
- Management	Hours	2	1.3	12.8	2.0
female/male	Hours	0/2	0/1.3	0/12.8	0/2.0

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	34
Contracts or screening	100 %
Suppliers with known CSR problems	0 %

No specific employee trainings on human rights aspects have been conducted yet.

There have been no incidents of discrimination that we are aware of. With the Girsberger Quality Commitment, every employee undertakes with his signature to act immediately if omissions, negligence or any form of injustice towards others is observed and in any case to inform a superior.

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

Our entire security personnel receives regular trainings in important topics. Specific guidelines and procedural instructions relating to human rights aspects have not yet been developed for our companies with locations in Switzerland, Germany and Serbia.

During the next reporting period, we aim to review our approach to ethics, employment rights and human rights and draw up guidelines for our company. In this way we aim to demonstrate internally, and also to outside interest groups, how Girsberger is conscious of its ethical responsibilities regarding employment and human rights and how we are constantly striving to live up to those responsibilities and do even better.

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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