

# Global Reporting Initiative

**Sustainability Report of Harburg-  
Freudenberger Maschinenbau GmbH  
Freudenberg site**

Reporting period 2022



# **GRI - The Global Standards for Sustainability Reporting**

„The GRI Standards represent global best practice for reporting publicly on a range of economic, environmental and social impacts. Sustainability reporting based on the Standards provides information about an organization’s positive or negative contributions to sustainable development.

The GRI Standards is a modular system of interconnected standards. Three series of Standards support the reporting process: the GRI Universal Standards, which apply to all organisations; the GRI Sector Standards, applicable to specific sectors; and the GRI Topic Standards, each listing disclosures relevant to a particular topic. Using these Standards to determine what topics are material (relevant) helps organisations to achieve sustainable development.“

(globalreporting.org - GRI Standards English Language)

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## **Global Reporting Initiative – General Disclosures**

### **GRI 102 | General Disclosures**

#### *I. Organisational Profile*

##### **GRI 102 – 1 Name of the organisation**

The report relates to the Freudenberg site of Harburg-Freudenberger Maschinenbau GmbH. In the following, the site will be referred to as HFF (Harburg-Freudenberger Freudenberg). HF is an abbreviation for HF Mixing Group.

##### **GRI 102 – 2 Activities, brands, products, and services**

Under the umbrella of Harburg-Freudenberger Maschinenbau GmbH, HFF offers a range of machines for the rubber and plastics processing industry for all major production stages – from raw material preparation to rubber processing and vulcanization. These include, for example, the Intermix® E series, which is characterized by efficient processing of heat-sensitive materials with high degrees of dispersion. In addition, HFF develops and produces machines and systems for the edible oil industry.

##### **GRI 102 – 3 Location of headquarters**

The administrative headquarters of the HF Group (HF TireTech Group, HF Mixing Group, HF FoodTech Group) is located in the south of Hamburg near the A1 motorway. In addition to the site in Freudenberg (GER), the HF Mixing Group also consists of Farrel Ltd. (GB), Pomini Rubber & Plastics srl. (IT), HF Rubber Machinery Inc. (USA), Mesabi Control Engineering Ltd. (USA), Farrel Corporation (USA), HF NaJUS a.s. (SK), HF France (FR) and HF Qingdao (CHN).

##### **GRI 102 – 4 Location of operations**

The HF Mixing Group is represented as a sales, service or production site in twelve countries. Seven of them are located in Europe. For the GRI report, only the HFF location is relevant.

##### **GRI 102 – 5 Ownership and legal form**

L. Possehl & Co. mbH acquired Krupp Elastomertechnik GmbH from ThyssenKrupp Technologies in the spring of 2005 and continued to operate the company as Harburg-Freudenberger Maschinenbau GmbH. The HF Mixing Group was formed in 2010 through the merger of the companies Harburg-Freudenberger Maschinenbau GmbH, Farrel and Pomini Rubber & Plastics.

##### **GRI 102 – 6 Markets served**

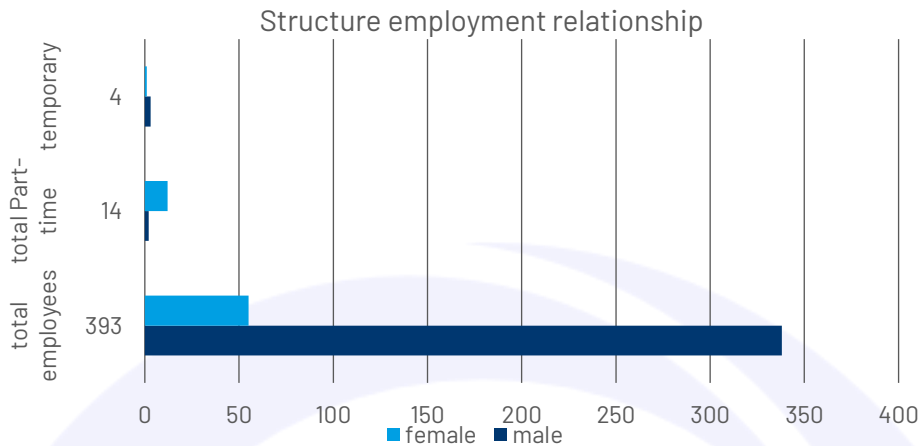
HFF sells machines to countries on six continents. Most of the customers come from the rubber processing industry, therefore the tire industry is an important market area.

##### **GRI 102 – 7 Scale of the organisation**

As of 31.12.2022, HFF had 393 employees. In the reporting period, sales amounted to €88 million.

**GRI 102 – 8 Information on employees and other Workers**

Of the total of 394 employees in 2022, 390 were permanent. Proportionately, more women than men work part-time. Employment figures are not subject to seasonal fluctuations.



**GRI 102 – 9 Supply chain**

The supply chain of Harburg-Freudenberger Maschinenbau GmbH – Freudenberg site – comprises around 600 supplier companies. The materials we purchase are mainly industrially processed goods as well as services. Examples include a wide range of steel products, castings and forgings, electric drive systems, PLC controls, hydraulic power units, etc. Accordingly, the majority of our suppliers come from the manufacturing industry. Of the total purchasing volume, German suppliers account for about 60% and other European suppliers for about 30%.

**GRI 102 – 10 Significant changes to the organization and its supply chain**

On June 8, 2022 (during the final phase of the COVID-19 restrictions), the new office building adjacent to the factory halls opened. The associated relocation of employees was completed by the end of June 2022. The company restaurant also opened on 08.06.2022.

**GRI 102 – 11 Precautionary Principle or approach**

HFF bases its actions on the principle of precautionary measures. Therefore, the goal is always to counteract significant damage or crises through sufficient preventive measures. In particular, this method focuses on:

- Product usage risks
- Occupational safety risks
- Environmental risks
- IT and data security risks
- Financial and earnings risks
- Procurement risks

Employees responsible for different areas of the company conduct risk assessments and develop suitable concepts to reduce potential risks.

**GRI 102 – 12 External initiatives**

Harburg-Freudenberger Maschinenbau GmbH is a partner of the Blue Competence sustainability initiative. Blue Competence is an initiative of the VDMA (German Engineering Federation) to promote sustainability in mechanical and plant engineering, but also to make sustainable solutions known to the industry. With our partnership, we commit ourselves to comply with the twelve guiding principles for sustainable mechanical and plant engineering.

Furthermore, the HF Mixing Group is a member of the UN Global Compact network, an initiative dedicated to the implementation of the Sustainable Development Goals. HFF is also a member of Parliamentary Review, a journal dedicated to promoting the organisation's brand, best practices and political participation.

### **GRI 102 – 13 Membership of associations**

HFF cooperates with various universities, institutes and associations, including:

- DKG: The German Rubber Association e.V. serves to promote and disseminate knowledge on the processing of rubber and rubber-elastic materials
- DIK: The German Institute for Rubber Technology promotes and publishes applied research in the field of rubber technology
- SKZ: The South German Plastics Centre monitors and conducts research in a wide range of topics related to plastics
- "Germany at its best": A campaign focusing on the best achievements of the state of North Rhine-Westphalia
- Collaboration on the reference book "The Best of German Engineering"
- IKV at RWTH Aachen: Institute for Plastics Processing in Industry and Trade at RWTH Aachen University
- WZL at RWTH Aachen: The Machine Tool Laboratory at RWTH Aachen University
- DHBW: Baden-Wuerttemberg Cooperative State University
- University of Paderborn
- Südwestfalen – Alles echt!: An agency that presents opportunities around our home region of South Westphalia. It is committed to regional living, working and shaping the future.

## *II. Strategy*

### **GRI 102 – 14 Statement from senior decision-maker**

Harburg-Freudenberger Maschinenbau GmbH can look back on more than 160 years of tradition in the construction of machines for the rubber processing industry. We are a reliable partner to our customers – as a service provider and contact person as well as a supplier of high-quality and efficient machines and systems. You can always rely on our expertise: the group of companies is backed not only by the combined knowledge of many decades of experience in the industry, but also by the networked thinking and action of several companies – all of them technological pioneers in their specialist field. We are always looking for new challenges and develop outstanding solutions for the benefit of our customers. It is particularly important to us to be a company that acts sustainably and uses the earth's resources with care. In this sustainability report, we would like to convey how we fulfil this corporate responsibility. The report is aimed at all stakeholders who have a relationship with our company. Our sustainability report has been published annually since 2014, this year for the first time according to GRI guidelines. This report was prepared on a voluntary basis and relates to the financial year 2022, which corresponds to the calendar year 2022.

### **GRI 102 – 15 Key impacts, risks, and opportunities**

Preventive measures are drawn up and risks minimised with the help of the risk management concept. HFF is exposed to various risks, for example fluctuating raw material prices or environmental influences. Due to increasing international competition, it is necessary to continue to develop. With the investments in the modernisation of the organisation (most recently in the new administration building occupied in 2022) in the 2022 reporting period, a

major step was taken. In order to evade demographic change, the trend of which shows that more young people prefer a university degree or an office job to an industrial-technical training occupation in industry, HFF delegations regularly inform people in schools or at trade fairs about the opportunities offered by the industry. In keeping with the times, HFF tries to seize and implement various opportunities. For example, in the area of sustainability with its orientation towards the UN's development goals:



### III. Ethics and integrity

#### **GRI 102 – 16 Values, principles, standards, and norms of behavior**

At HFF, reliability and quality are very important. The company is committed to finding efficient and innovative design approaches for machines and services for the benefit of its customers. At the same time, neither the quality of life of the employees nor the efforts to deal carefully with the earth's climate must be ignored. In order to ensure this, the conscientious application of DIN EN ISO 9001, 50001 and 14001 is required.

#### **GRI 102 – 17 Mechanisms for advice and concerns about ethics**

In the event of requests for advice or reporting concerns regarding ethically correct and lawful behaviour, the HR department or the works council is available. HFF also has low-threshold, anonymous reporting forums on HF SharePoint.

### IV. Governance

#### **GRI 102 – 18 Governance structure**

The management consists of a dual leadership in the person of Mr. Ian Wilson and Dr. Holger Rudzio. The extended management team in the administration includes a team consisting of high-ranking divisional managers.

#### **GRI 102 – 19 Delegating authority**

The delegation of authority is a process described in DIN 9001, which is implemented in everyday business with the necessary flexibility.

#### **GRI 102 – 20 Executive-level responsibility for economic, environmental, and social topics**

In matters of compliance and sustainability, the head of quality management reports to the managing directors. Social issues are dealt with by the HR department or the works council. These departments also report to the responsible managing directors. In addition to the management, economic issues are largely taken up by the head of the finance and accounting department.



**GRI 102 – 21 Consulting stakeholders on economic, environmental, and social topics**

The dialogue can be initiated by contacting stakeholders or through spontaneous conversations at trade fairs or the like. Other dialogues are aimed at using the methods in GRI 102-43.

**GRI 102 – 22 Composition of the highest governance body and its committees**

The highest supervisory body is composed of the Supervisory Board members Dr. Joachim Brenk (Chairman of the Management Board of L. Possehl & Co. mbH), Dr. Henning von Kitzing (Member of the Board of Management of L. Possehl & Co. mbH) and Sven Wachter (Chairman of the Works Council HFF).

**GRI 102 – 23 Chair of the highest governance body**

The Chairman of the Supervisory Board, Dr. Joachim Brenk (Chairman of the Board of Management of L. Possehl & Co. mbH), is not a member of the Executive Board and therefore acts independently of the Management Board of Harburg-Freudenberger Maschinenbau GmbH. Simultaneous membership of the Management Board and the Supervisory Board is excluded.

*V. Stakeholder engagement*

**GRI 102 – 40 List of stakeholder groups**

For us, the most important stakeholder groups are both our employees and our customers. This is followed by our suppliers as well as society in general, whereby the exchange with the local inhabitants and the local authorities is particularly important to us. L. Possehl & Co. mbH, which is based in Lübeck, cooperates with us in a partnership relationship. In addition, the Possehl Foundation supports charitable projects in and around Lübeck through dividends from the Possehl Group.

**GRI 102 – 41 Collective bargaining agreements**

We apply collective bargaining agreements to 92% of our employees. These are collective agreements for the metal and electrical industries. The other employees are employees of temporary employment who are not covered by collective bargaining agreements (they are also bound by collective bargaining).

**GRI 102 – 42 Identifying and selecting stakeholders**

The stakeholders were defined within the management. The choice was based on the importance of the stakeholders for the success of the organization. The positive or negative impact that the organization could have on stakeholders was also evaluated.

**GRI 102 – 43 Approach to stakeholder engagement**

Since stakeholder satisfaction is of paramount importance, there is constant collaboration. To promote this cooperation, communication efforts are being made and attempts are being made to optimize the exchange methods.

- The exchange with employees is stimulated by regular works meetings
- The company seeks to exchange ideas with new employees with the help of career fairs, internships, girls' days or job tours for trainees
- Visits to trade fairs stimulate communication with external stakeholders
- To promote internal transparency, there is an intranet with the ability to easily share and communicate information
- For external stakeholders, the simplest transparency tool is the HF Mixing Group website, especially the existing media portal

#### **GRI 102 – 44 Key topics and concerns raised**

In discussions with our stakeholders, sustainability issues are becoming increasingly important. The current legislation provides a clear direction with the Supply Chain Act and the reporting obligation. Our consumers are showing an increased interest in sustainably produced goods and are placing higher demands on the sustainability commitments of their supply partners. Our employees at HFF also attach great importance to a future-oriented company that takes into account the signs of the times, especially with regard to the environment, digitalization and work-life balance.

### *VI. Reporting practice*

#### **GRI 102 – 45 Entities included in the consolidated financial statements**

Unless otherwise stated, the information in this report relates only to the HFF site in Freudenberg. (for information on HF Mixing Group entities, see GRI 102-3)

#### **GRI 102 – 46 Defining report content and topic Boundaries**

Within HFF, there are several initiatives and projects that deal with areas of sustainability. At the moment, we are well on the way to structuring these concerns and pursuing sustainability efforts. In order to provide a clear presentation of our sustainability information, topics that have marginal or even no impact on stakeholders or other ecological or economic concerns, regardless of whether they are positive or negative, are conscientiously omitted.

#### **GRI 102 – 47 List of material topics**

The topics that are essential for us for the HFF site are taken up during the report. Topics that are not considered to be essential are:

- GRI 102-24 to 102-39 (governance and remuneration): The highest governance body is decisive for an organization that cares about the precautionary principle and employee satisfaction. The mechanisms and arrangements are adequately and comprehensibly described. Remuneration information will be treated confidentially.
- GRI 102-48 and 102-49 (amendments to the previous year's report): This report is the first to focus on GRI topics.
- GRI 201 to 207 (Economic disclosures): Economic data and services are largely part of the trade secret.
- GRI 301 (Materials): The exact material specifications could lead to economic impairment
- GRI 403-7 (Business Relationships Associated with Occupational Safety and Health Impacts): In the past, there have been no conflicts on this issue.
- GRI 410 to 413 (Human Rights, Indigenous Peoples and Local Affairs): HFF's point of view, presentation and culture should address stakeholder concerns.

#### **GRI 102 – 50 Reporting period**

The data is collected from 01.01.2022 to 31.12.2022.

#### **GRI 102 – 51 Date of most recent report**

The last sustainability report was published for the 2021 reporting period. The last environmental report, on the other hand, was published in 2021 for the reporting period 2015 to 2020. Both reports were written outside the GRI guidelines.

#### **GRI 102 – 52 Reporting cycle**

In the future, the aim is to have an annual GRI reporting cycle.

**GRI 102 – 53 Contact point for questions regarding the report**

The contact person for information is the HSE Department (HFF) of the Quality Management of the HF Mixing Group.

**GRI 102 – 54 Claims of reporting in accordance with the GRI Standards**

This report has been prepared in accordance with the GRI Standards.

**GRI 102 – 55 GRI content index**

The GRI Content Index can be found on page 2 as follows.

**GRI 102 – 56 External assurance**

This report has not been externally assured.

**GRI 103 | Management approach**

HFF is an organisation committed to sustainability issues. Developing a sustainable corporate culture is a time-consuming process. The components of the management approach for a sustainable corporate structure are gradually dealt with by individual departments. The measures and a description of the approach will be fleshed out on an ongoing basis.

**Global Reporting Initiative – Ecology**

The GRI disclosures on the topics of ecology refer to the HF Mixing Group site in Asdorfer Straße for the year 2022. These include Asdorfer Straße 60 and Plittershagener Berg 1, 8, 10 and 17.

**GRI 302 | Energy**

**GRI 302 – 1 Energy consumption within the organisation**

<b>Energy Type</b>	<b>Consumption [kWh]</b>
Diesel	67.776
Natural gas	1.933.458
Electricity (renewable)	1.683.215
<b>Total energy consumption</b>	<b>3.684.449</b>

The electricity labelled as renewable is bought-in, non-self-generated green electricity (EEW – Energy from Waste). The following conversion factors were used.

<b>Power supply</b>	<b>Density [kg/liter]</b>	<b>Calorific value [kWh/liter]</b>
Diesel	0,83500	9,96000
Natural gas (H)	0,00078	0,01140

**GRI 302 – 2 Energy consumption outside of the organisation**

<b>Power supply</b>	<b>Consumption [kWh]</b>
Kerosene	584.124
Diesel	153.384
Petrol	90.290
<b>Total energy consumption</b>	<b>827.798</b>

Kerosene consumption is business travel (upstream). Diesel and petrol consumption refers to privately used company vehicles.

<b>Power supply</b>	<b>kWh per liter</b>	<b>Ø liter/100km</b>	<b>km</b>
Kerosene	9,50	3,6	1.707.965
Diesel	9,96	7,0	220.000
Petrol	9,02	7,7	130.000

The conversion values for consumption per 100km come from statista.com. In the case of kerosene, further conversions were carried out with the help of chemie.com. For the remaining values, the "Leaflet for the Determination of Total Energy Consumption" from the Federal Office of Economics and Export Control was used.

**GRI 302 – 3 Energy intensity**

<b>Base</b>	<b>Energy Intensity [kWh]</b>
per million € turnover	41.869
per employee	9.257

The energy intensity quotient is calculated as follows: The absolute energy consumption (GRI 302-1 and 302-2) is divided by the respective parameter (see GRI 102-7).

**GRI 302 – 4 Reduction of energy consumption**

Since 2015, an energy management system has been operated at the Freudenberg site, and since then a large number of small to large projects have been implemented. Currently, there are many small energy saving projects, e.g., the printer project (2080 MJ energy and 153 kg CO2 savings). By switching to energy-saving lamps, the output is now 27,000 watts less than before. Compressed air leaks are regularly detected and eliminated. The move to the modern office building in mid-2022 will save a lot of energy in the future compared to the German status quo.

**GRI 302 – 5 Reduction in energy requirements of products and services**

In collaboration with the Harburg-Freudenberg Technical Centre (R&D), three scientific papers were written during the period, including one on the energy consumption of the mixing process. The results will be incorporated into the machine development process to save energy and resources. Progress has also been made in the area of digital tools, where practical tests have already shown a reduction in cycle time and energy of around 20%. A permanent installation has not yet taken place.

## GRI 303 | Water and Effluents

### GRI 303 – 1 Interactions with water as a shared resource

More than two-thirds of the fresh water consumed is used to cool the test machines in the company's own technical center. The remaining part is used in the company restaurant or as drinking or washing water. The tap water is drawn from the municipal infrastructure and is discharged via the sewer system to the nearby sewage treatment plant. The figures are derived from the monthly water metres (January to December 2022), as well as from the annual water bills. A monthly sustainability newsletter was also published, in which, among other things, water use habits were discussed.

### GRI 303 – 2 Management of water discharge-related impacts

For the discharge of wastewater, the requirements are met as indirect dischargers according to the Water Resources Act (§ 58 WHG; § 59 WHG), as well as direct dischargers for rainwater from the new assembly hall into the Weibe (water law permit).

### GRI 303 – 3 Water withdrawal

In 2022, a total of 7,672 m<sup>3</sup> of fresh water was drawn from the regional water network.

### GRI 303 – 4 Water discharge

In summer, small amounts of fresh water are used to irrigate green areas. Remaining household wastewater is returned to the water network through the sewer system.

### GRI 303 – 5 Water consumption

The site is connected to the freshwater network of the Siegen-Wittgenstein Water Association. The water board takes 85% of the water from two dams in the district (Obernautalsperre and Breitenbachtalsperre).

## GRI 304 | Biodiversity

There are few ways for HFF to have harmful effects on biodiversity and no negative impacts were found during the research.

## GRI 305 | Emissions

### GRI 305 – 1 Direct (Scope 1) GHG emissions

Emitter	Power supply	Emissions [t CO <sub>2</sub> e]
Pool Vehicles	Diesel	40,63
Industrial trucks	Diesel	21,57
Energy Carrier for Internal Combustion	Natural gas	388,63
<b>Emissions</b>		<b>450,83</b>

### GRI 305 – 2 Energy indirect (Scope 2) GHG emissions

Power supply	Emissions [t CO <sub>2</sub> e]
Electricity (renewable)	0,00

**GRI 305 – 3 Other indirect (Scope 3) GHG emissions**

<b>Emitter</b>	<b>Power supply</b>	<b>Emissions [t CO<sub>2</sub>e]</b>
Privately used company vehicles	Diesel and petrol	56,12
Aircraft used for business trips	Kerosene	496,54
<b>Emissions</b>		<b>552,66</b>

The annual balance of CO<sub>2</sub> emissions (Scope 1, 2 & 3) was calculated by Ecocockpit.

**GRI 305 – 4 GHG emissions intensity**

<b>Base</b>	<b>Emission intensity [t CO<sub>2</sub>e]</b>
per million € turnover	11,40
per employee	2,52

The emissions added in GRI 305-1 to GRI 305-3 (Scope 1, 2 & 3) serve as the emission intensity quotient.

**GRI 305 – 5 Reduction of GHG emissions**

Due to the COVID-19 pandemic, the efforts to save diesel in industrial truck traffic are difficult to analyze.

**GRI 305 – 6 Emissions of ozone-depleting substances (ODS)**

The company has four pressure vessels (0.322 t) containing gases containing hazardous substances (including halons). They are disposed of accordingly (AVV 16 05 04). No other ODS (Ozone-Depleting Substances) are known.

**GRI 305 – 7 Nitrogen oxides (NO<sub>x</sub>), sulfur oxides (SO<sub>x</sub>), and other significant air emissions**

The company is not aware of any air emissions outside the stated CO<sub>2</sub> figures.

## GRI 306 | Effluents and Waste

### GRI 306 – 1 Water discharge by quality and destination

See GRI 303-4.

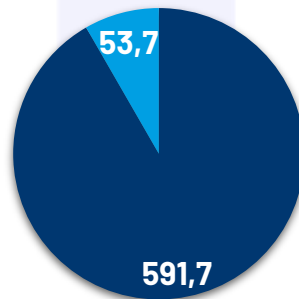
### GRI 306 – 2 Waste by type and disposal method &

### GRI 306 – 3 Significant spills

Non-hazardous waste	Disposal procedures	Quantity[t ]
Paper and Cardboard	Utilisation	48,88
Synthetics	Utilisation	22,76
Metals	Utilisation	472,48
Wood	Utilisation	46,55
mixed construction and demolition waste	Removal	19,68
mixed municipal waste	Removal	2,88
non-commercial waste	Utilisation	10,60
non-commercial waste	Removal	4,86
<b>Sum</b>		<b>628,689</b>

Hazardous waste	Disposal procedures	Quantity[t ]
non-commercial waste	Utilisation	0,97
non-commercial waste	Removal	26,28
<b>Sum</b>		<b>27,25</b>

In 2022, 655.9 tons of waste were collected. Of this, 91.81% was recycled. All data comes from the respective waste management service providers and the quantity was based on the weight of the weighing.



Utilisationrate

### GRI 306 – 4 Transport of hazardous waste

The hazardous waste (27.25 t) is collected by external waste management service providers. There will be no other transport. The containers containing hazardous substances are professionally supplied by service providers.

### GRI 306 – 5 Water bodies affected by water discharges and/or runoff

Surface water from the new assembly hall is fed into the Weibe (river).

## GRI 307 | Environmental Compliance

### GRI 307 – 1 Non-compliance with environmental laws and regulations

During the reporting period, there were no monetary or non-monetary sanctions for non-compliance with environmental laws and regulations.

## GRI 308 | Supplier Environmental Assessment

### GRI 308 – 1 New suppliers that were screened using environmental criteria

In the past, supplying service providers were not audited in terms of their environmental efforts or criteria.

### GRI 308 – 2 Negative environmental impacts in the supply chain and actions taken

As a result of the inter-company exchange, no environmental violations or extraordinary negative environmental influences are known. The company strives to be up to date in this regard and encourages suppliers to follow the "Code of Conduct for Suppliers" (HF Mixing Group website). In addition, we also use the IntegrityNext platform in this area to review our most important and highest-turnover suppliers. All topics in the field of CSR (Corporate Social Responsibility) are covered here. Currently, 130 suppliers are connected to the platform. The docking of further suppliers is planned, as well as the integration into existing processes.

## Global Reporting Initiative – Social Topics

The GRI information on social affairs also refers to the HF Mixing Group site in Freudenberg, hereinafter referred to as HFF (Harburg-Freudenberg Freudenberg).

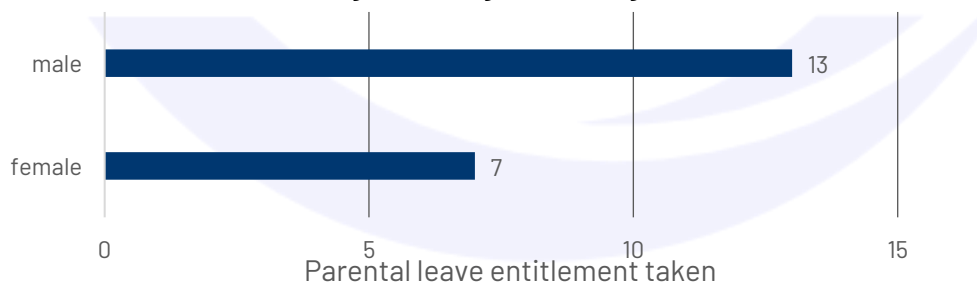
## GRI 401 | Employment

### GRI 401 – 2 Benefits provided to full-time employees that are not provided to temporary or part-time employees

Part-time, full-time, fixed-term and permanent employees are equally entitled to company benefits.

### GRI 401 – 3 Parental leave

The entitlement to parental leave is regulated by law in Germany. Accordingly, parental leave entitlement at HFF is treated and granted regardless of gender.



## GRI 402 | Labour/Management Relations

### GRI 402 – 1 Minimum notice periods regarding operational changes

In accordance with the Works Constitution Act, which applies to all sites in Germany, HFF informs its employee representatives in good time and in detail about significant operational changes that could have a significant impact on employees. Notifications are made in a timely manner so that employee representatives can exercise their statutory participation rights. The notification deadlines and negotiation provisions are set out in the collective agreements and collective agreements used.



## **GRI 403 | Occupational Health and Safety**

### **GRI 403 – 1 Occupational health and safety management system**

We attach great importance to the health and well-being of our employees. The basis for the protection of occupational health and safety are the provisions of the Occupational Safety and Health Act as well as the regulations of the employers' liability insurance associations. In addition, through our own policies or agreements, we set standards that exceed legal requirements. Legal requirements include, but are not limited to:

- Regular and special training
- Support in the field of occupational medicine
- Specific investigations into accidents at work
- Experiment-based safety inspections in production facilities
- Processing of possible defect protocols (e.g. from authorities, certification bodies, insurers and internal audits)
- Review, update and preparation of hazard assessments and operating instructions
- Inspection of fire protection regulations and inspection intervals of fire protection equipment
- Verification of the equipment used
- A sufficient number of first-responders, fire protection and evacuation assistants as well as safety officers (including the planning of further education and training)
- Provision of personal protective equipment for each person
- Consideration of ergonomic aspects in the workplace

The Occupational Health and Safety Committee meets every 3 months to discuss ongoing developments and current problems in occupational health and safety. This communication forum brings together specialists and managers, employee representatives, safety officers, occupational safety specialists and the responsible company doctor. In addition, if available, the officers for fire protection, occupational health and safety management and environmental protection are involved. All HFF employees, including temporary workers, are protected by this occupational health and safety system. In addition to the above-mentioned occupational health and safety system, HFF plans to implement the DIN ISO 45001 occupational health and safety management system in 2023.

### **GRI 403 – 2 Hazard identification, risk assessment, and incident investigation**

The regular evaluation and documentation of workplaces in the form of risk assessments is the central instrument for preventive hazard identification. Risk assessments are carried out by trained safety specialists with appropriate advice. If, despite the measures taken, an accident at work occurs, it is reported to the supervisor and included in the accident statistics. Minor accidents at work or near misses can be recorded in a low-threshold SharePoint online cadastre. Depending on the situation, both accidents at work and near misses are investigated promptly in order to be able to take precautions. Results can be integrated into internal policies.

### **GRI 403 – 3 Occupational health services**

An essential part of occupational health and safety is the medical care of our employees, especially regarding the prophylaxis of diseases caused by work.

**GRI 403 – 4 Worker participation, consultation, and communication on occupational health and safety**

Regarding problems in connection with occupational health and safety, the employees or representatives from the works council are always involved. Motivations could be hygienic concerns, workplace redesigns or other occupational health and safety comprehensive projects and food for thought.

**GRI 403 – 5 Worker training on occupational health and safety**

The HF-Mixing Group offers employees training and instruction in the field of occupational health and safety. In the case of a new hire, a general safety briefing is given. Every year, all employees receive this general safety training. The training mainly covers the following topics:

- Contact persons for occupational safety
- What to do in the event of an accident
- Escape routes, rescue routes and collection points
- Location of installed first aid and fire protection equipment
- Fire measures
- React correctly in the event of technical malfunctions
- Discussion of hazards in the workplace
- Description of safety and protection measures
- Environmental hazards and special features
- Use of personal protective equipment

In addition, employees receive training on the specific risks in the workplace and on separate matters. This is to make people aware of potential hazards and ensure safe working. The training and instruction intervals for trainees and sensitive groups of people will be shortened accordingly in order to meet the extended duty of care.

**GRI 403 – 6 Promotion of worker health**

In order to promote the health of its employees, HFF offers :

- Wholesome nutrition from the company restaurant
- A gym with professional advice
- Regular consultations and treatment appointments with a contracted physiotherapist
- Rental bicycles for commuting and private use
- Occasional info articles in the HSE newsletter

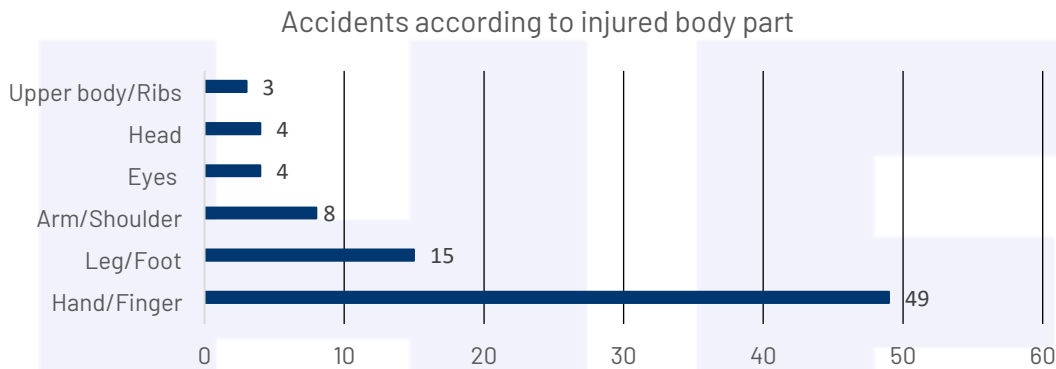
**GRI 403 – 8 Workers covered by an occupational health and safety management system**

The processes and responsibilities for occupational health and safety described in GRI 403-1 to 403-5 relate to the employees of the HFF site.

**GRI 403 – 9 Work-related injuries**

	<b>Deaths</b>	<b>Reportable accidents</b>	<b>First Aid Cases</b>	<b>Days lost</b>
Number	0	11	70	79
Rate per million hours worked	0	20,3	129,4	146,0

All information in GRI 403-9 refers to employees of the HFF site. The first aid cases include any cases where first aid kits have been used on the premises. The calculated rate refers to one million working hours. During the reporting period, a total of 541,107 hours were worked in the organization. The safety risks are determined with the help of employee suggestions, internal audits, and reports of near accidents. To promote the reporting of near misses, a portal was set up in the company's digital infrastructure in 2022.



**GRI 404 | Training and Education**

**GRI 404 – 1 Average hours of training per year per employee &**

**GRI 404 – 2 Programs for upgrading employee skills and transition assistance programs**

A large part of the training at HFF relates to the sales and service team, especially in the areas of customer interaction and product innovations. In some cases, further training is organised on a departmental basis in order to provide a familiar environment. These training courses often include: IT training, specialist training or training in the field of occupational health and safety. In order to provide employees with the best possible further training, further training (for example studying, etc.) after vocational training is welcomed and supported by arrangement. The use of flexible working hours is also intended to lead to better training opportunities within and outside the profession.

**GRI 404 – 3 Percentage of employees receiving regular performance and career development reviews**

There is no recording via issued assessments. Our managers decide independently on the regularity of appraisals.

## **GRI 406 | Non-discrimination**

### **GRI 406 – 1 Incidents of discrimination and corrective actions taken**

Respectful and collegial interaction in everyday working life is an integral part of the corporate culture. Discrimination, bullying, harassment and the like will not be tolerated and will be severely punished according to the extent.

## **GRI 407 | Freedom of Association and Collective Bargaining**

### **GRI 408 | Child Labor**

### **GRI 409 | Forced or Compulsory Labor**

**GRI 407 – 1 Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk &**

**GRI 408 – 1 Operations and suppliers at significant risk for incidents of child labour &**

**GRI 409 – 1 Operations and suppliers at significant risk for incidents of forced or compulsory labour**

There are no threats to the rights to freedom of association and collective bargaining in our facilities, nor are there any threats to child, forced or compulsory labour. We maintain continuous contact with our suppliers and are informed about the production sites of our business partners.

## **GRI 414 | Supplier Social Assessment**

**GRI 414 – 1 New suppliers that were screened using social criteria &**

**GRI 414 – 2 Negative social impacts in the supply chain and actions taken**

No suppliers have yet been screened on the basis of social criteria. So far, there have been no reports or assumptions that indicate negative social impacts in the supply chain. If there is, please use the following link: <https://whistlefox.heuking.de/start/hf-mixing-group>. In addition, we also use the IntegrityNext platform in this area to review our most important and highest-turnover suppliers. All topics in the field of CSR (Corporate Social Responsibility) are covered here. Currently, 130 suppliers are connected to the platform. The docking of further suppliers is planned, as well as the integration into existing processes.

## **GRI 415 | Public Policy**

**GRI 415 – 1 Political contributions**

No payments were made to political associations.

## **GRI 416 | Customer Health and Safety**

**GRI 416 – 2 Incidents of non-compliance concerning the health and safety impacts of products and services**

During the reporting period, no violations related to the health and safety impact of products and services were reported.

## **GRI 417 | Marketing and Labeling**

### **GRI 417 – 1 Requirements for product and service information and labelling**

The safe and professional use of our machines is a high priority for the organisation. In the machine-specific operating instructions, all hints and instructions are taken up in a comprehensible and detailed manner. Information on the compositions of the substances and materials contained in the final product is not specified. However, we will provide information on this on request.

### **GRI 417 – 2 Incidents of non-compliance concerning product and service information and labelling**

During the reporting period, no violations were reported in connection with product and service information and labelling.

### **GRI 417 – 3 Incidents of non-compliance concerning marketing communications**

During the reporting period, no violations related to marketing and communications were reported.

## **GRI 418 | Customer Privacy**

### **GRI 418 – 1 Substantiated complaints concerning breaches of customer privacy and losses of customer data**

During the reporting period, no breaches related to the protection of customer data were reported.

## **GRI 419 | Socioeconomic Compliance**

### **GRI 419 – 1 Non-compliance with laws and regulations in the social and economic area**

During the reporting period, no significant monetary fines or non-monetary sanctions were imposed, nor were cases pending through dispute resolution mechanisms.