



### **Preamble**

Sustainable and responsible action is a decisive factor of corporate management for us. This ESG Policy includes the main principles, practices and obligations of the members of the Onlineprinters Group in relation to the environmental, social and corporate governance issues. We are aware of our responsibility towards our employees, the society and the environment and are committed to shaping a sustainable future.

### **Environment**

Climate change and environmental degradation constitute major global challenges. We undertake to reduce our ecological footprint and set ourselves the goal to cut our greenhouse gas emissions. The Onlineprinters Group undertakes to join the Science Based Targets initiative by the end of 2023 and to implement its targets regarding emission reduction. To do so, we promote the efficient use of energy, water and materials in our operations by:

- measuring our carbon footprint annually, monitoring and continuously reducing it,
- increasing the energy efficiency and by using more renewable energy sources in our company,
- steadily reducing our paper consumption and, in doing so, opting for closed papercycles,
- reducing waste or avoiding it altogether, by promoting recycling and ensuring responsible waste management,
- procuring materials and products from sustainable sources and encouraging our suppliers to adopt sustainable practices whenever possible,
- boosting the use of environmentally friendly materials and products and reducing the emissions, and
- raising the awareness of our employees, customers and stakeholders regarding environmental issues and by promoting sustainable action.

#### Social

The companies within the Onlineprinters Group undertake to treat their employees, customers and suppliers in a fair and responsible way. We are convinced that positive influence on our staff and the society is of paramount importance for a long-term success of our company.

What we do to achieve this:

We observe the fundamental rights of workers and commit ourselves to comply with fair working practices.

We offer safe and healthy working conditions. For this purpose we have developed a group-wide Health & Safety policy which we strictly follow.

We promote an inclusive working environment that respects diversity and equal opportunities and provides security.

We conduct yearly staff surveys to assess and continuously improve our employees' satisfaction.

We observe human rights and undertake to avoid any complicity in human rights violations.

We promote diversity, integration and gender equality among our workforce and in our business operations.

We respect our customers and stakeholders' privacy and data protection rights.

We support social initiatives and non-profit organisations.

#### Governance

We comply with high ethical standards and promote integrity, transparency and responsibility in all our business activities. We commit ourselves to fair competition and observe all applicable laws and regulations. To achieve this, we have developed a Code of Conduct which is binding on all staff members.

We make sure that our business activities are transparent as well as ethically impeccable, and that we adhere to the applicable laws and regulations.

We foster a culture of integrity, respect and responsibility in the entire group of companies.

To achieve this goal, we offer our employees and partners a possibility to report any violations of this Policy by means of a whistleblowing tool.

We manage our risks sustainably and effectively and ensure that our decision-making processes are well-founded and match our ESG objectives.

We continuously monitor the advancements in achieving our ESG objectives and publish ESG Reports on our website.

## Responsibility

We have defined clear responsibilities in the Onlineprinters Group. This allows us to make sure that the sustainability issues are taken seriously in all entities of our organisation.

With a group-wide ESG Management Board we have established the highest decision-making committee for all crucial ESG issues. This committee consists of the C-level management of the Onlineprinters Group and fulfils the tasks of defining the ESG strategy and assuming the responsibility for achieving the ESG objectives. The ESG Management Board ensures that the ESG Policy becomes an integral part of the corporate strategy.

There is a main contact person for all ESG issues in every entity of our group of companies. This person is in charge of implementation and coordination of sustainability-related initiatives at a local level and acts as the central point of contact for all matters, requests and best practices in the field of ESG.

Additionally, a general ESG controller is appointed. This is how we guarantee stringent coordination of the ESG strategy and measures at group level and ensure implementation of the corporate ESG objectives in all entities. The general ESG controller closely cooperates with the main ESG contact persons in individual entities and reports to the group-wide ESG Management Board.

# **Concluding remark**

We are well aware that we still have a long ESG journey ahead of us – but we keep working on it. In this way, we assume our responsibility as a sustainable company and do our bit for a better future. Therefore, we will keep reviewing our ESG Policy also in the future and amend it as appropriate. This document is aimed to raise our awareness of the principles it contains. We are convinced that this will not only consolidate our position as a group of companies, but also make the world a better place to live.

## Contact

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