

Sustainability Policy

For us, sustainability means fulfilling the needs of the present generation without endangering the fulfilment of future generations' needs. cotac regards three core elements as indispensable for the implementation of a sustainable business strategy:

Social Responsibility

- Compliance with the applicable laws, ordinances and guidelines
- Promoting our employees' well-being and the development of their competencies
- Involvement and commitment wherever we are active

Environmental Protection

- Minimising the impact of our activities on the environment
- Using natural resources responsibly

Efficiency

- Increasing our efficiency by way of process and technological improvements
- Fostering our economic growth on the basis of sustainability
- Developing lasting and sustainable business relationships

Hamburg, August 2017



Jacques Kleinkramer
Director cotac

Social Responsibility

Objectives	Description	Indicators
Compliance with the applicable laws, ordinances and guidelines	<ul style="list-style-type: none"> ▪ No child labour ▪ No discrimination based on gender, age, ethnic origins, etc. ▪ Compliance with the Code of Conduct 	<ul style="list-style-type: none"> ▪ Age structure of the workforce ▪ Ratio of male to female employees ▪ Code of Conduct
Promoting our employees' well-being and the development of their competencies	<ul style="list-style-type: none"> ▪ Creating a safe and healthy work environment for our employees ▪ Analysing incidents, ascertaining their causes and taking the required corrective action ▪ Realisation of an annual audit plan ▪ Preparation of risk analyses ▪ Ensuring appropriate ongoing training activities ▪ SHEQ initiatives 	<ul style="list-style-type: none"> ▪ KPI accidents at work ▪ KPI damage caused ▪ Reporting of serious incidents ▪ Audit reports ▪ Setting the annual targets for managers ▪ Number of training days per white-collar employee ▪ Number of training days per blue-collar employee ▪ Reporting on violations of the Code of Conduct
Involvement and commitment wherever we are active	<ul style="list-style-type: none"> ▪ Promotion of charitable and social-welfare services in the municipalities where the company is active 	<ul style="list-style-type: none"> ▪ Report by the Friedel and Walter Hoyer Foundation

Environmental Protection

Objectives	Description	Indicators
Minimising the impact of our activities on the environment	<ul style="list-style-type: none"> ▪ Prevention of pollution through safe operating processes ▪ Waste disposal in accordance with regulations at all sites ▪ Reducing waste and increasing recycling ▪ Wastewater treatment in cleaning systems 	<ul style="list-style-type: none"> ▪ KPI water consumption ▪ KPI wastewater quantity ▪ KPI waste quantities ▪ Compliance with threshold values (wastewater and spent air)
Using natural resources responsibly	<ul style="list-style-type: none"> ▪ Applying state-of-the-art technologies to minimise the impact of our activities on the environment and to reduce emissions ▪ Reducing the consumption of fuel and cleaning agents ▪ Energy management 	<ul style="list-style-type: none"> ▪ Power consumption in the plants and offices ▪ Fuel consumption of the vehicles and high-capacity stackers

Efficiency

Objectives	Description	Indicators
Increasing our efficiency by way of process and technological improvements	<ul style="list-style-type: none"> ▪ Increasing efficiency in all business areas by exchanging specialist knowledge, experience, and acknowledged procedures ▪ Establishing common goals for the entire group 	<ul style="list-style-type: none"> ▪ Sales revenue ▪ Pre-tax profits (EBT) ▪ Investments
Fostering our economic growth on the basis of sustainability	<ul style="list-style-type: none"> ▪ Long-term commercial success ▪ Good corporate governance (meeting financial and legal requirements in the countries where cotac is active) 	<ul style="list-style-type: none"> ▪ Sales revenue ▪ Pre-tax profits (EBT) ▪ Investments
Developing lasting and sustainable business relationships	<ul style="list-style-type: none"> ▪ Full and frank dialogue with everyone involved in the business relationship ▪ Fair dealings with customers and suppliers ▪ Examining and reducing customer complaints and taking corrective action ▪ Active involvement in national and European trade associations and working groups 	<ul style="list-style-type: none"> ▪ Audit reports from customers ▪ KPI customer complaints