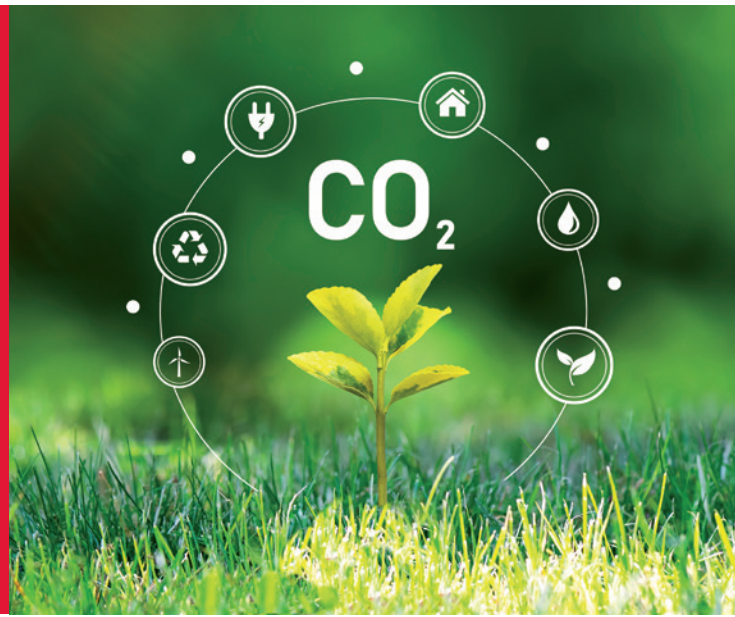


Recommendations

for a sustainable workplace



Certified environmental & energy management systems



Dear colleagues,

As you are undoubtedly aware from our internal communications, our company has certified environmental and energy management systems. We would like to use these management systems to reduce the energy and resources we consume and thus make our contribution towards sustainability and protecting the environment. The priorities of these management systems are reducing CO₂ emissions, avoiding waste and managing hazardous materials in a responsible manner.

Protecting the environment and climate concerns us all and forms the basis for ensuring the health and safety of both our generation and future generations. Many of you are no doubt asking yourselves: "What can I do in our company to support this?" – a lot! Successfully protecting the environment starts off small!

Below, we have compiled a number of suggestions which should illustrate what everyone can do to actively support environmental protection and sustainability in our company.



Transport

Changing your choice of transport supports both climate protection and health.

Bicycle: Cycling protects the environment and improves your health! Commuters who decide to swap out their car for a bicycle on a one-way 5 km commute (assuming a consumption of 7 L of petrol/100 km) emit approximately 360 kg less CO₂ a year across 220 workdays.

Carpooling: If you need your car, you can also use it for carpooling or join an existing carpool.

Business trips: When it comes to business trips, you should first check to see whether you can avoid them. There are many topics that are just as easily discussed over the phone or on a video call. If you cannot avoid the trip, you should schedule multiple appointments per trip to avoid unnecessary kilometres. The average distance travelled in a day for business trips is 105 km. This equates to around 39 kg of CO₂ per business trip (assuming a consumption of 7 L of diesel/100 km).

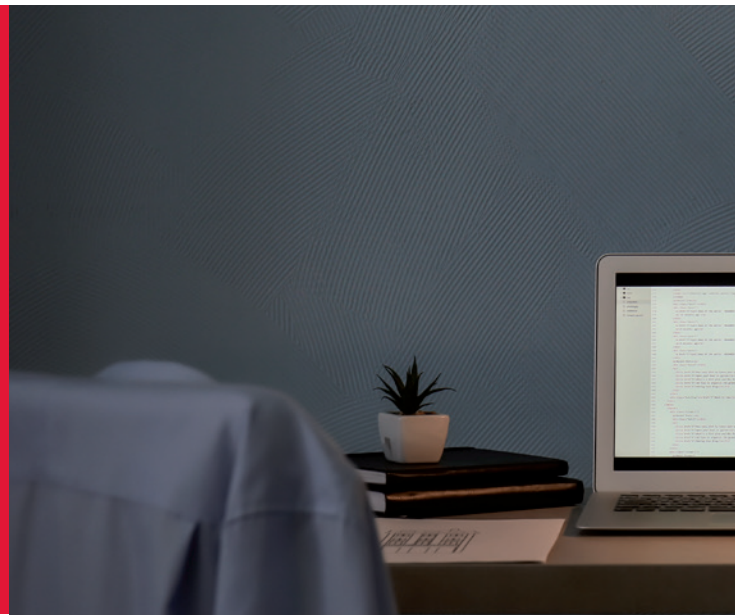
Fleet: E-vehicles are available for employees to use for business trips. Using these results in lower CO₂ emissions on business trips.

Mobile working: Mobile working contributes to improving work-life balance while also reducing traffic volume. If their work allows it, employees are entitled to two mobile working days a week.



Source: European Environment Agency, <https://www.eea.europa.eu/articles/forests-health-and-climate-change>, 22 [kg CO₂ / a].

Using energy efficiently protects the environment.



Energy/work devices

Using energy efficiently protects the environment.

Energy-saving mode: You can also reduce energy consumption even while using devices. For example, lowering the screen brightness to 50–75 % can achieve energy savings of 10–25 %. Switching laptops to energy-saving mode even saves up to 90 % of energy, thereby extending battery life.

Switching off: Office devices should be switched off at the end of work.

Printer: When on standby, a printer continues to use around 10 % of the energy it uses while printing. When switched off or put in sleep mode, this consumption is less than 1 %.

Laptop: Standby mode is a state in which the laptop is technically still switched on and continues to require around 15 % of power. In contrast, shutting it down closes all running applications and it ceases to consume electricity.

Monitor: Depending on the model, a modern TFT monitor placed in standby mode in Windows consumes 99 % less electricity compared to when it is active. Depending on the model, switching it off manually further decreases consumption, although not to zero. Residual consumption calculated across the entire year is around 4–9 kWh.

Power strips: To make sure no energy continues to be consumed in standby mode, devices can be plugged into switchable power strips. When doing this, you must ensure they are installed correctly.

Maintenance: Work devices and machines should be regularly checked and serviced. This ensures they are used efficiently while also increasing their service life.

Downtimes: Reduce avoidable downtimes. This includes, for example, machines idling unnecessarily. The most serious consequence of an interruption to the material flow is increased throughput time for manufacturing products and thus the amount of energy used per product.

Interruptions in production facilities: Interruptions should be reported immediately. Maintenance is reliant on employee awareness when reacting to interruptions. This allows for intervention before any loss of production or environmental damage occurs.



Light

Specific light management increases efficiency.

Daylight: Make use of daylight. This saves energy and promotes efficiency and awareness.

Switching off: Switch the light off when leaving a room. In a 15 m² office with two 40 Watt LED panels, around 19 kWh of electricity can be saved in a single hour across the entire year.

Indoor climate

Simple actions can sustainably improve our indoor climate.

Thermostat: If office rooms need to be heated, the recommended air temperature is 20 °C.

Radiators: Radiators should not be covered to ensure the heat can circulate.

Ventilation: Shock ventilation prevents rooms from becoming cold. Opening the window fully several times for brief periods ensures a significantly better exchange of air compared to slot ventilation.

Reduction: Reducing the exchange of air while the company is closed saves energy. At the same time, it means less heat energy is used as this is not transported out along with the airflow.

Use of air conditioning: The air conditioning should only be turned on if the external temperature requires it (around 26 °C and above). Alternatively, manual window ventilation should be used to provide cooling.

Cooling correctly: In rooms with air conditioning, the temperature should not be more than 6 °C below the temperature outside. Excessive differences in temperature can be hazardous to health in addition to increasing energy consumption.

Switching off: Switch the air conditioning off when leaving a room.



Being mindful when using paper protects the world.



Paper and printing

Being mindful when using paper protects both forests and the climate.

Digital: Before printing or copying a document, first assess whether you need to print it. Sometimes, editing, sending or reading a document directly on your PC is sufficient.

Printer settings: If you do need a printout, you can save paper by printing on both sides, in black and white or by printing two pages on a single page. We also recommend that you reduce the print quality if you are only printing text.

Scrap paper: Paper that is only printed on one side or has very little printed on it can be used again as scrap paper.

Work materials

Being mindful when using resources protects the planet for future generations.

Stocks: Materials, supplies and aids needed for manufacturing and packaging a product should be used up before starting a new packaging unit. This prevents leftover materials or substances from becoming too old and no longer being usable.

Efficiency: Avoid wasting materials. Using materials, supplies and aids when they are needed increases the efficiency of the production process and thus our products' sustainability.

Substitutes: You must check whether you can use a less hazardous work material as an alternative to a hazardous material, thus minimising the risk to people and the environment right at the source of the hazard.

Hygienic consumables: To optimise the use of hairnets, gloves, gowns and face masks, the intervals prescribed in the procedural instructions on production hygiene should be observed.



Water and waste water

With simple measures, we can reduce our water consumption and protect our water from hazardous materials.

WC: Switching off the tap when using soap or using the half flush on the toilet are simple measures to save water.

Solid materials: Do not dispose of solid waste in the toilet. Hygiene products in the waste water can block the pipes as well as make the water very difficult to clean in sewage treatment plants. Anything that goes into waste water must also be removed from it. The additional effort to treat waste water is reflected in growing waste water fees.

Hazardous materials: Medication, industrial chemicals, varnish, used oil, anti-corrosion agents, pesticides and other materials harmful to water should not be put down the drain. While our waste water is taken to sewage treatment plants through the sewer system, these can only reduce the hazardous materials it contains to the extent technically possible. The cleaned water is then directed into the surface water and re-enters the natural water cycle. That is why reducing the amount of undesired materials entering the water at the source is an important step in improving the quality of our water.

Waste

Avoidance and recycling constitute the foundation of a sustainable circular economy.

Reusable cups: If possible, use reusable cups and avoid disposable cups.

Film: Instead of cling film or tin foil, use a lunch box, mason jar or wax paper for snacks you bring with you.

Material flow: Avoid interrupting the flow of material and information. This reduces the amount of quality degradation and waste.

Recyclable materials: Commercial municipal waste like paper and cardboard (with the exception of tissue paper), plastic, metals, organic waste and wood should be collected separately. Special waste such as batteries, faulty electronic devices, lamps and ink cartridges should be disposed of in the provided central collection points on the premises. Each fraction of waste must be disposed of in accordance with the relevant local and national regulations.

Do you have any more ideas/suggestions for improving sustainability in the workplace? Great! Share your suggestions/ideas with your superiors to make sure your other colleagues can benefit from them too.