

AMPLEXOR

EMBRACE THE FUTURE

CSR 2017

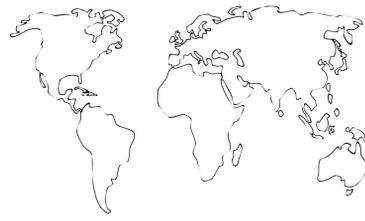
REPORT

www.amplexor.com



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INTRODUCTION

Message from CEO Mark Evenepoel

2016 has been an important year for AMPLEXOR International. An Integrated Management System was implemented throughout the group harmonizing processes. In this sense, the Corporate Social Responsibility approach was fully revised and a new methodology was considered to ensure the group pays particular attention to the impact of its activities considering the four main themes of the United Nations Global Compact (UNGC): human rights, working standards, the environment and the fight against corruption.

In a world subject to ever increasing international competition, placing corporate responsibility is a core value for our organization and is reflected by our Sustainability Model (engaging our people, managing our carbon footprint, contributing to society, and creating economic value). Backed by a functional organizational structure and an enhanced portfolio of products and solutions, the company continues to transform itself towards continuous improvement.

AMPLEXOR International S.A., by embracing the values of the UNGC & ISO 26000 is not only displaying a responsible attitude, but is also ready to respond to the social, environmental and economic challenges of the world today.

This report presents some of the initiatives we have implemented according to the Global Compact areas. Besides kicking off several initiatives, we implemented a series of indicators that allow us to control and monitor our performance concerning sustainable development. We are happy to report on the evolution of the last three years, as well as presenting the new actions carried out through 2016-2017.

I am personally committed to supporting the Global Compact and overall CSR best practices (ISO 26000, Ecovadis Rating), acknowledging the important role we play in this initiative. Respecting the ten principles of the UNGC and engaging our stakeholders is very important to us.

SIGNATURE
Mark Evenepoel



Mission & Values

Mission

We help our customers achieve process efficiency, increase revenue generation, reduce time-to-market and ensure quality and compliance.

Our turnkey solutions support core industry processes and include software technology, consulting, system integration, and language & content management services.

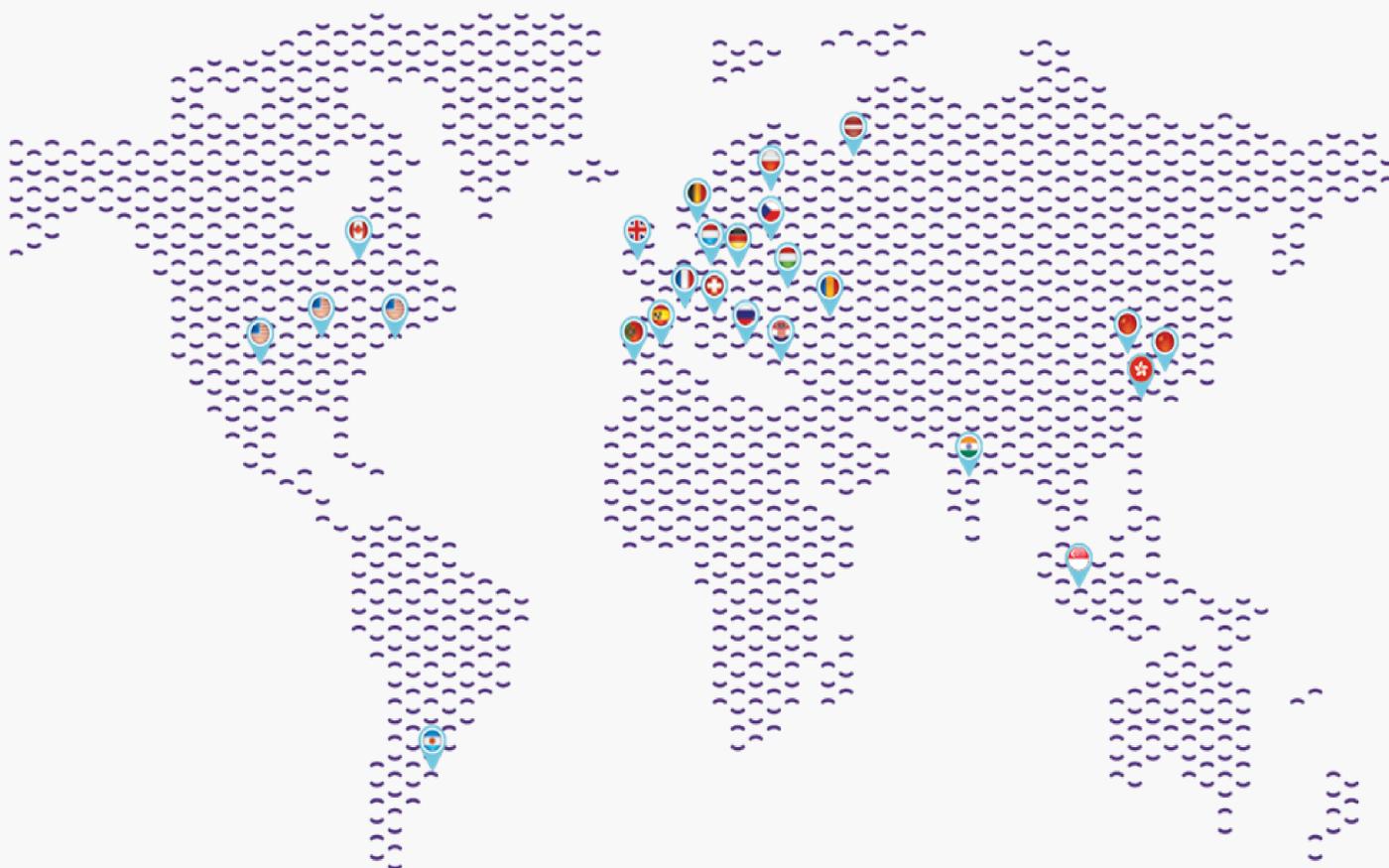
We provide state-of-the-art solutions in the fields of aerospace, defence & transport, energy, finance, life sciences, manufacturing and the public sector.

Values

- **Transparency:** We believe that transparency is essential to create long lasting relationships, built on trust and information. This is why we share information internally and with stakeholders. Transparency for AMPLEXOR is defined as openness, communication, knowledge, and responsibility.
- **Innovation:** We believe innovation is the driver for change in today's competitive world. Being open to change, improving continuously, and reinventing yourself on a regular basis is a must in becoming market leader.
- **Integrity:** We shall always work honestly, fairly, ethically, and in compliance with legal regulations. We will consistently treat all of our stakeholders with the respect and discreteness they deserve.
- **Quality:** We will always aim for excellence in all of our work, and seek to effectively maintain our quality systems. We will keep optimizing our products and services whilst helping our clients and business partners develop.
- **Diversity:** We believe that the differences in gender, age, background and knowledge are very valuable assets; therefore, we will work towards inclusion and diversity.
- **Accountability:** We will always account for our activities, accept our responsibility for our actions and disclose results in a transparent manner.



World Wide



Augsburg
Bagnols-sur-Cèze
Berlin
Bertrange
Brest
Broomfield (CO)
Bucharest
Budapest
Buenos Aires
Cambridge
Chennai
Cherbourg Octeville
Cluj-Napoca
Düsseldorf
Eindhoven
Gent
Kraków
Kreuzlingen
Leuven
Lisboa

Lyon
Lorient
Madrid
Minneapolis (MN)
Montigny-le-Bretonneux
Montréal
Nantes
Newton (MA)
Novo mesto
Paris
Rīga
Singapore
Shanghai
Sibiu
Suzhou
Hong Kong
Toulouse
Vitoria-Gasteiz
Zagreb
Zürich

01

Materiality Analysis

Engaging our Stakeholders

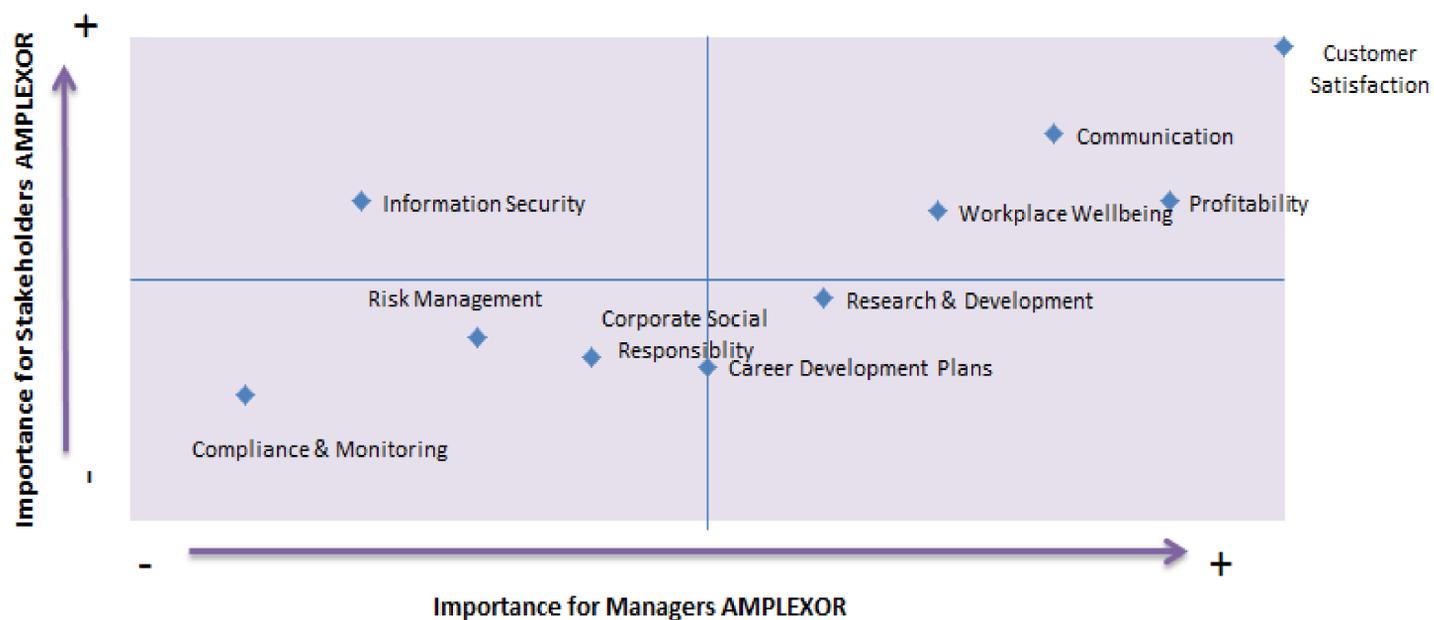
The Stakeholder Engagement 2016 Project reflects the results of the inputs of our main stakeholders towards specific material issues for our company. In this sense the issues that fall on the top right quadrant (most important, most relevant) will be implemented into the strategy for next year.

After a brainstorming session between Quality Management, Information Security Manager & CEO the following stakeholder groups were identified:

- Clients
- Employees, Managers & Work Councils
- Shareholders
- Suppliers
- Government
- Optional Standards
- Competitors/Industry Associations Council

We have identified the following material topics which stakeholders were asked to prioritize

Stakeholders vs Management



High Importance for both



Customer Satisfaction
Communication
Profitability
Workplace Wellbeing

Coming together is the beginning, keeping together is progress, working together is success.



Energy consumption
CO2 emissions
Water management
Waste management
Promotion of sustainable consumption

Health & Safety
Discrimination & Harassment
Working Conditions
Social Dialogue
Training & Career Management

Corruption & Bribery
Anticompetitive Practices
Respect of Intellectual Property Rights
Consumer/Client data protection & confidentiality

Intercompany Sharing: Amplexor Shares Knowledge, Amplexor Introduces, Amplexor World Days.

Community Volunteering: Amplexor Employee Volunteer.

02

Manage our Footprint

Policies

CSR Policy, Health and Safety Policy, Purchasing Policy, Work Environment policy which assure mentioning and disclosure of the following topics:

- Energy consumption
- CO2 emissions
- Water management
- Waste management
- Promotion of sustainable consumption

UNGC

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and
Principle 9: encourage the development and diffusion of environmentally-friendly technologies.

Ecovadis

Environment
Supply Chain



Actions

Energy Consumption

Monitor Electric Consumption.

Distribute Online Newsletter with energy consumption best practices.

Replacement of obsolete equipment with Energy Star rated and enabled active power saving management capabilities.

Order AMPLEXOR stickers to remind all employees to turn Off all devices, lighting and air conditioning when leaving the building.

Office rule to unplug equipment that drains energy when not in use, especially before weekends (i.e. cell phone chargers, fans, coffeemakers, desktop printers, radios, etc.).

Waste Management

Distribute Newsletter with waste recycling best practices and post it next to recycle bins.

Implement recycling bins in all entities (kitchen & workplace) with clearly labeled recycling stations.

Implement recycle bins for toners & recycling IT equipment in all entities.

Double-sided printing and Black & White automatic configuration.

Promote the use of non-plastic mugs and cups.

Limit the use of paper and printing.

Control the amount of Paper purchased.

CO2 Emissions

Monitor CO2 emissions from plane travelling & cost. Compared to turnover.

Monitor CO2 emission from company cars, through fuel credit cards and / or fuel consumption receipts.

Promote teleconferencing or videoconferencing over Business Travelling à Travel Policy.

Strengthen: different tool for videoconferencing Maria Santos.

Water Management

Distribute Newsletter with water consumption best practices.

Install water consumption controls in taps where possible.

Sustainable Procurement

Include in the criteria for selection of suppliers and partners:

- In line with our Code of Conduct
- High quality products/services
- Environmentally efficient
- Locally based
- Compliance to Health and safety measures
- Reliability
- ISO certification

Risk analysis for strategic purchasing

Results

Electricity Consumption



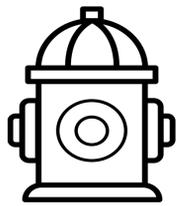
1849776.75 KW

CO2 Emissions



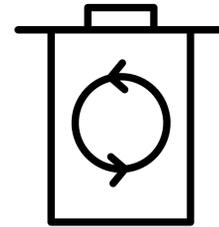
359238 KG

Water Management



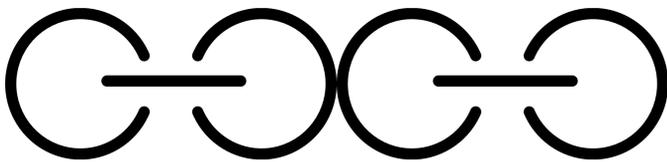
Awareness Program to be scheduled

Recycling Bins



100 % Recycling Bins

Sustainable Procurement



20%

% of procurement which has gone through:
-CSR assessment or audit
- deployment of sustainable procurement actions

66%

% of suppliers that include clauses on environmental, labor, human rights, and ethical requirements

Printing



Printing

Deployment will be done in September 2017

03

Engage our People

Policies

CSR Policy, Health and Safety Policy, Human Rights Policy, Work Environment policy which assure mentioning and disclosure of the following topics:

- Health & Safety
- Discrimination & Harrasment
- Working Conditions
- Social Dialogue
- Training & Career Management

UNGC

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights, and
Principle 2: make sure that they are not complicit in human rights abuses.
Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
Principle 4: the elimination of all forms of forced and compulsory labour;
Principle 5: the effective abolition of child labour; and
Principle 6: the elimination of discrimination in respect of employment and occupation.

Ecovadis

Social
Ethics



Actions

Health & Safety

Risk Assessment of Health and Safety -labour risks.

Provision of protective equipment to all impacted employees, if applicable.

Formal targets to reduce occupational injury and illness rates à Objectives 2017

Joint labour management health and safety committee in operation.

Training / Newsletter to all employees on health and safety risks and good working practices.

Mandatory health check-up for all employees .

Regular inspection or audit to ensure safety of equipment/facility.

Working Conditions

Interactive communication session with employees with regards to working conditions.

Company-wide promotion of employees initiatives regarding working conditions.

Official measures to promote work and life balance: flexible schedule, family friendly company.

Additional rest periods or vacations, above legal requirements: Christmas, Seniority.

Company specific health care program for employees.

Bonus scheme for more than 70% of employees.
Transparency (process and criteria communicated to all employees) on remuneration system: Local handbook.

Code of conduct on personal usage of IT by employees & security of monitoring devices.

Discrimination & Harrasment

During recruitment phase. not required to specify gender/race/religion/age for recruitment selection.

Auditing of internal controls to prevent discrimination and/or harassment .

Whistle-blower procedure on discrimination and harassment issues.

Job Grid & Compensation Plans.

Social Dialogue

Company public commitment to promote and facilitate structured labour relations.

Local employee representatives bodies for more than 75% of employees.

Training & Career Management

Transparent recruitment process (communicated clearly and formally to all candidates).

Regular assessment (at least once a year) of individual performance.

Setting of Individual development and career plan for all employees.

Official measures promoting career mobility.

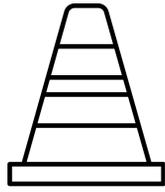
Policy to give priority to internal recruitment.

Provision of skills development training.

Official measures to anticipate or reduce layoffs and associated negative impacts (e.g. financial compensation, outplacement service).

Results

Health & Safety

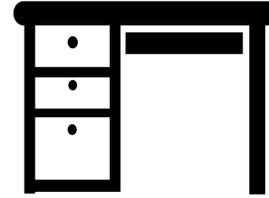


100%

% of all operational sites for which an employee health & safety risk assessment has been conducted (please specify)

% Risk Methodology + Health and Safety Policy

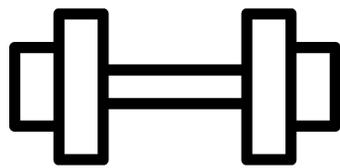
Workforce



43%

% of the total workforce across all locations represented in:
 - formal joint management.
 - formal collective agreements concerning working conditions.
 - formally-elected employee representatives

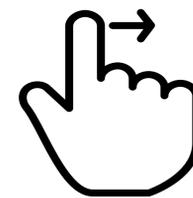
Training & Career



100%

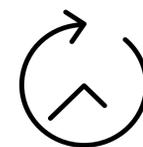
% of the total workforce across all locations who:
 - received regular performance and career development reviews.
 - received career- or skills-related training.
 - received training on preventing discrimination and human rights violations

Human Rights Violations



Zero

Hours Worked



3807360

Injuries & Lost time



1 Injury & 11 Lost Days

0.02 Lost time Injury

Disability



0,44%

Woman in Top Management



41%

04

Economic Value Creation

Policies

CSR Policy, Human Rights Policy, Work Environment policy, Approval and Signing Policy, Supplier certification Process, which assure mentioning and disclosure of the following topics:

- Corruption & Bribery
- Anticompetitive Practices
- Respect of Intellectual Property Rights
- Consumer/Client data protection & confidentiality

UNGC

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

Ecovadis

Ethics

Actions

Corruption & Bribery

Signature acknowledgement of anti-corruption policy required for all concerned employees.

Specific approval procedure for sensitive transactions (e.g. gifts, travel).

Specific procedures for retaining and using third-party intermediaries (i.e. due diligence, certifications).

Structured mechanisms to deal with policy violations (e.g. potential sanctions).

Secure communication channel for employees to seek advice or voice concerns (e.g. hotline, whistle blowing procedure)

Anticompetitive Practices

Acknowledgement of anti-competitive practices policy required for all concerned employees.

Structured mechanisms to deal with policy violations i.e. potential sanctions.

Secure communication channel for employees to seek advice or voice concerns (e.g. hotline, whistle blowing procedure)

Respect Intellectual & Property Rights

Conducting investigations on third parties patents/ trademarks at initial stages of R&D.

Conducting investigations on third parties patents/ trademarks at all stages of product development.

Systematic intellectual property audit to prevent/ identify potential infringements.

Measures to prevent counterfeiting of other products.

Consumer/Client data protection & confidentiality

Measures to limit types of data collected and stored.

Measures to protect customer/client data from unauthorized access or disclosure.

Measures to consult customers/clients on personal/confidential data.

Internal data protection audits
Web-based or in-person training program on data protection and confidentiality.

Process to safely destroy confidential data of client/customers.

Results

Training in business ethics

Deployment will be done in
September 2017

Audits to business ethics

Deployment will be done in
September 2017

Security Management System ISO 27001

Deployment will be done in
September 2017

Anticorruption Management

Deployment will be done in
September 2017

Incidents Related to Ethics



Zero

05

Contribution to Society

Policies

CSR Policy:

- Intercompany Sharing: Amplexor Shares Knowledge, Amplexor Introduces, Amplexor World Days.
- Community Volunteering: Amplexor Employee Volunteer.

UNGC

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights, and
Principle 2: make sure that they are not complicit in human rights abuses.

Ecovadis

Social
Ethics

Actions

Intercompany Sharing

“AMPLEXOR Shares Knowledge” Program: Take advantage of travels done for other business purposes and schedule training sessions in the entities to share knowledge with all colleagues and / or concrete skills;

“AMPLEXOR Introduces” Program: Create short videos of each department: presenting them and providing a general vision of what they do.

- This provides more personal information, not only to new joiners, but to everybody at AMPLEXOR. Functional organizations located World Wide tends to detach from personal relations.

“AMPLEXOR World Days” Program: Establish AMPLEXORs World Days calendar adherence, determining action to be carried out.

Community Volunteering

“AMPLEXOR Employee Volunteer” Program – AMPLEXOR supports and allows employees to enroll in volunteering programs of previous selected eligible non-profits organization(s) 5 days per year. The contribution of the company is the number of extra days in the employee’s vacations plan and the contribution of the employee is the volunteering.

For company events, donations, volunteer programs & other actions carried out we have established the CSR Event template to ensure our efforts are impactful and aligned!

DWS-Space-Corporate Social
Responsibility



Results

World days Initiative

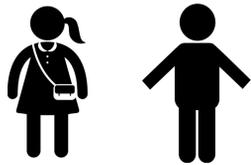
Deployment will be done in September 2017

Employees Engaged



44

Volunteering Programs



7

Casa da Criança

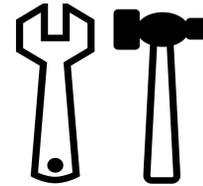
Forestation > Planting in colleges

Probono Translation

Awareness Health Challenges:
Regular visits and support to
Cancer Institutes
Support to AIDS affected people
Participation in Blood Donation
Camps

Environment cleanliness and
Climate change support

Equipment Donated



114

Computer's - 14
Books - 100

We are addressing global challenges with our actions!

Our areas of action are aligned with the Millenium Development Goals, specifically:

- 3. Good Health & Wellbeing
- 4. Quality Education
- 5. Gender Equality
- 8. Decent Work and Economic Growth
- 9. Industry Innovation & Infrastructure
- 10. Reduced Inequalities
- 12. Responsible Consumption and Production



Internationally Recognized by

EcoVadis



After requests for assessment by several of our clients under ECOVADIS, AMPLEXOR obtained a Bronze Certificate issued by ECOVADIS. ECOVADIS is a Supplier assessment platform which assesses our efforts and actions on Corporate Social Responsibility criteria.

21 reliable CSR criteria covered



The main areas of assessment are related to:

- Environment,
- Labour Practices,
- Sustainable Procurement and
- Fair Business Practices.

UNGC

Our company has been paying particular attention to the way in which its activities conform to the four main themes of the United Nations Global Compact (UNGC): namely, human rights, working standards, the environment, and the fight against corruption.

It is very important to us to respect the ten principles of the UNGC and to secure our stakeholders' backing.



United Nations Global Compact

ISO



ISO 9001: 2015- Quality Management Systems
 EN 9100: 2009 Aviation, Space & Defense
 ISO 17100: 2015 Language Service Providers
 ISO 13485: 2003 Medical Devices
 ISO 26000: 2015 Social Responsibility

AMPLEXOR

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