

Annual Report 2018

Etisoft Sp. z o.o. has been a participant of the Global Compact initiative since December 2010.

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General Data

Principles of conduct applicable at Etisoft sp. Z o.o.[Ltd.]

These principles of conduct apply at all the organizational units and non-resident branches of Etisoft Company.

General Requirements

All the organizational units of the Company, non-resident branches, suppliers and their subcontractors are obliged to act under these principles of conduct. In case that suppliers outsource the supplies of products, materials, equipment, services, etc., for Etisoft Sp. z o.o., the supplier shall be responsible for ensuring that such subcontractor observes the requirements determined herein.

Specific Requirements

Child labor

Etisoft does not accept any form of employing children below the age of 16. In justified cases concerning employing minors between 16 and 18 years of age, the employer is obliged to provide working conditions, working hours and remuneration adapted to the minors' age and pursuant to the applicable laws.

Forced labor

No form of labor provided against the employee's free will or conscious choice is tolerated at the Company.

Health and safety

All the employees of the Company should be provided with a safe and healthy labor environment. The employer should also take all the reasonable measures aimed at the elimination of the reasons for negative working conditions.

Discrimination of employees

Etisoft treats all the employees equally, disregarding any cultural, religious differences, political views, trade union membership, sexual orientation, age, sex, disability. Any decisions on employment, remuneration, professional promotion, training courses, etc. are made basing on the skills and qualifications held by an employee only.

Workplace harassment and abuse

No employee of Etisoft may be discriminated or harassed, the result whereof being the violation of the employee's dignity, humiliating or degrading them. Such behavior may include physical, sexual, psychological or verbal elements.

Working hours

Etisoft recognizes that the employer must not require from its employees work within hours exceeding the agreements contained in the "Working Rules".

Remuneration

Etisoft employees are entitled to remuneration for the work provided in the amount as defined in the employment agreement, however, the remuneration, including the extra components, must be equal or exceed the level of minimum remuneration as defined by the applicable laws.

Freedom of association and right to negotiate collective agreements

All the employees are entitled to free establishment and joining any organizations representing their interests as employees. No employee may be intimidated or harassed due to exercising its right to association. The employer must also observe the employees' right to negotiate any collective agreement.

Compliance with environment protection requirements

The rules of conduct of Etisoft in the scope of the Company environmental impact have been defined in the „Integrated Management System Policy” at Etisoft Sp. z o.o.”.

Monitoring and conformity

The obligation to monitor the conformity of the company functioning with the principles of conduct implemented and the necessity to inform the employees on the measures taken up and their results lies within the responsibilities of the Company management.

Employee
turnover
0,92%

Implemented
Kaizen Ideas
62%

Etisoft Human Capital

- Knowledge, competences, experience and motivating employees for the organization's development.
- Motivation for improvement and development of processes, products and services, including the abilities of employees related to leadership, management and cooperation.
- High safety culture.

Our aims in the scope of human capital management:

- Guarantee of and development of all the employees, for the effective accomplishment of the business strategy.
- Permanent improvement of awareness and commitment level of managerial staff, employees and subcontractors in the improvement of occupational safety.

Key measures:

- Responsible recruitment and adaptation to working environment.
- Introduce training and development programs: Employee Development Program (Teach employees to own their career development), Management Development Programs and Knowledge and experience sharing program (Internal Trainers Program).
- Creating an involving workplace.
- Observance of the ethical principles in business.
- Engaging the managerial staff in dissemination of proper Occupational Health and Safety attitudes among the employees.
- Promotion of healthy lifestyles (Etisoft Bike Team, Etisoft Ski Team, Etisoft Running Team).
- Involvement in activities for homeless animals (A warm blanket for a winter night – the third collection of gifts for homeless animals).

Employee turnover and Personnel costs in 2018

Employee turnover	Approximately monthly personnel costs/employee
0,92%	6 502 PLN

Business process improvement in 2018

Kaizen Forms	Implemented Kaizen Ideas
274	171

Training budget
implementation
72%

Key development measures:

Total amount of trainings in 2018 - 241

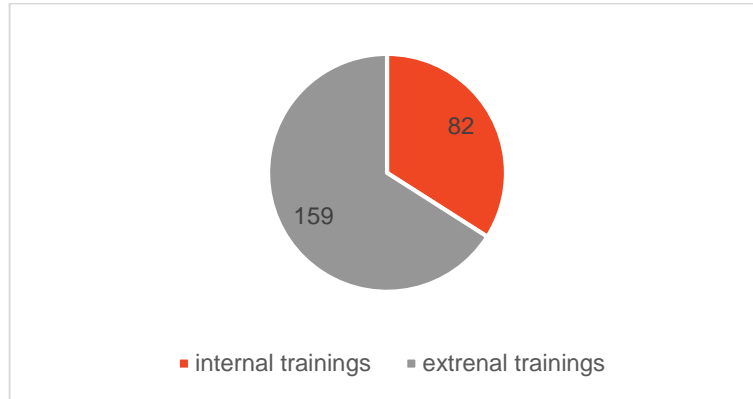


Diagram 1

Total amount of trainings 2017 vs 2018

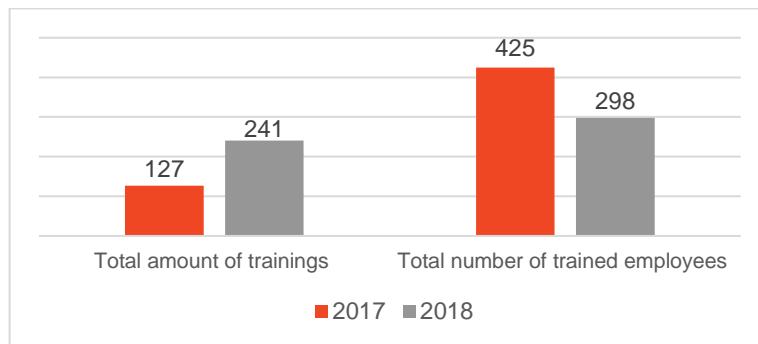


Diagram 2

Training budget implementation 2017 vs 2018

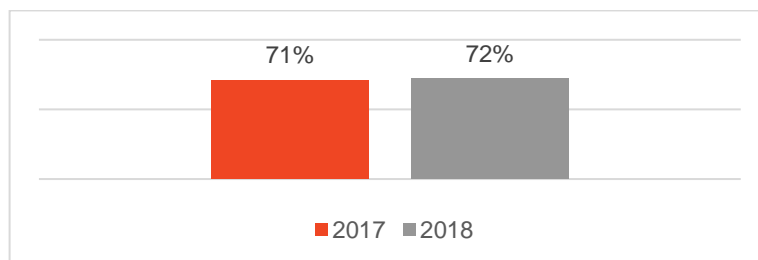


Diagram 3

Total amount of qualification improvement costs 2017 vs 2018

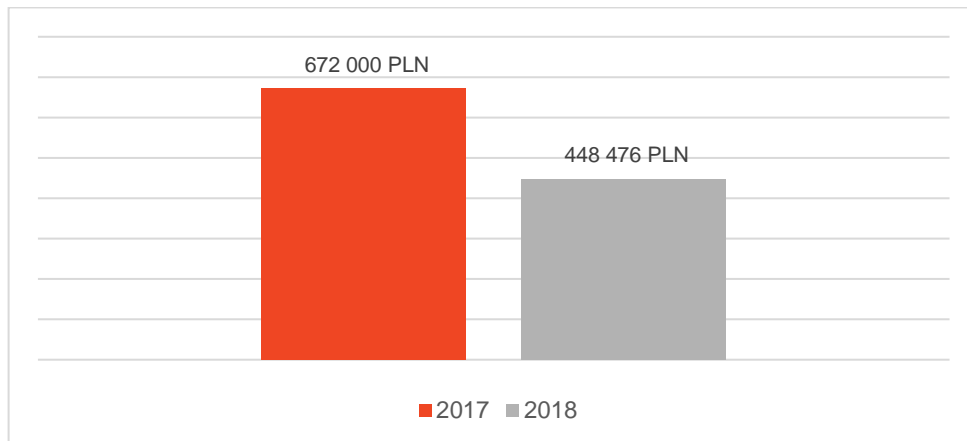


Diagram 4

Training, language and university education costs 2017 vs 2018

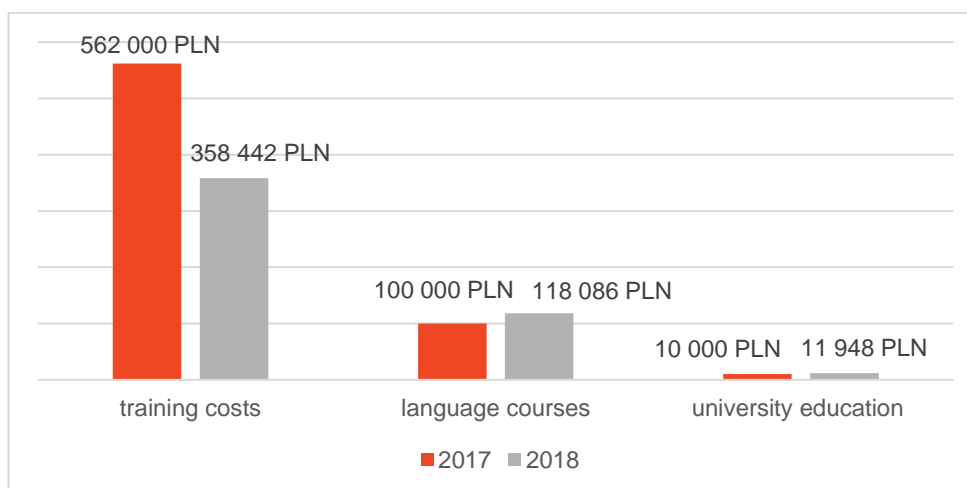
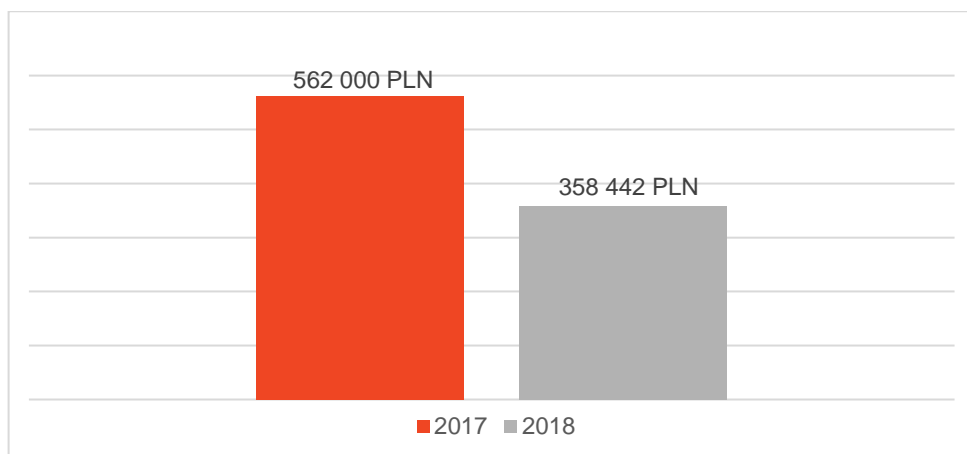


Diagram 5 (Lower training costs due to increase of internal trainings Diagram 1)

Total amount of training costs 2017 vs 2018 (PLN)



xsDiagram 6

Our headcount structure is as follows:

Headcount for the end of 2018		
Headcount	341	
women	168	49,27%
men	173	50,73%
disabled employees	8	2,35%
Average age	37	
Distribution according to age		
18-25 years	36	10,56%
26-30 years	54	15,84%
31-40 years	132	38,71%
41- 50 years	87	25,51%
51-70 years	32	9,38%
employment contracts	341	

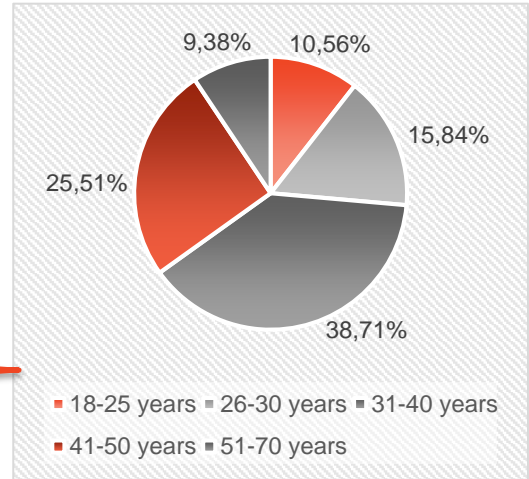


Diagram 7

Customer Satisfaction

Customer Satisfaction Key measures:

- In order to provide high quality of customer care, we conducted a Customer Satisfaction Survey at the end of December 2018.
- Customer Satisfaction Survey Report provides an overview of the satisfaction of Etisoft customers with a range of services offered by Etisoft.
- The survey was consisted of 9 questions. Questions from 1-7 assessed selected areas of the Company's activities: 1. Marketing 2. Sales 3. Research and Development 4. Customer Service Office 5. Production and Logistics 6. Service 7. Quality.
- Questions from 8-9 assessed two others areas: 8. Competition (reasons for making purchases from the competition). 9. Improvement and development (reasons for making purchases from the competition). As a result, the level of customer satisfaction in 2018, amounted to 5.05.

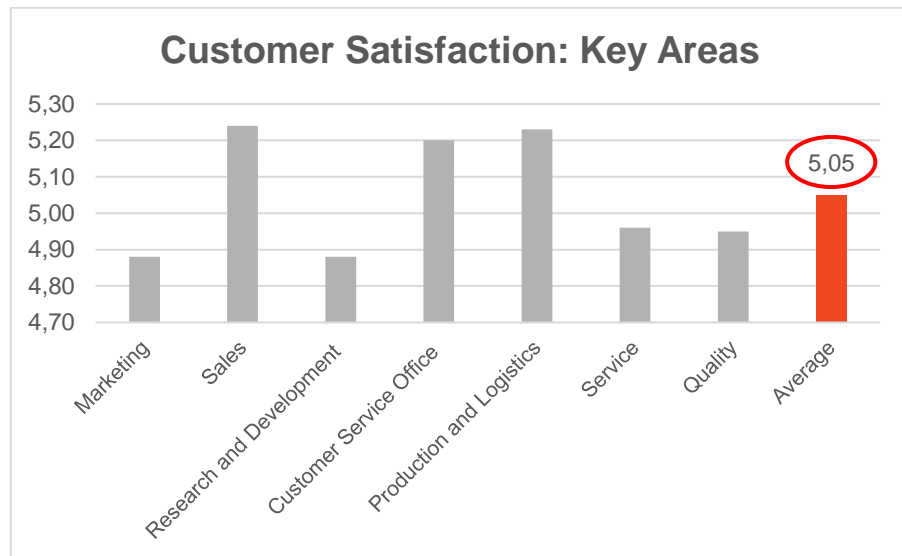


Diagram 8

- Most of the surveyed customers are satisfied with our service and have no additional comments regarding the functioning of the organization.

Performance of environmental measures for 2018

Waste management at Etisoft Sp. z o.o.:

- Quantities of hazardous and non-hazardous waste produced:

No	TYPE OF WASTE	2017		2018	
		QUANTITY (Mg)	Net AMOUNT payable	QUANTITY (Mg)	Net AMOUNT payable
1.	Hazardous waste	8,3445	6 156,50 zł	10,632	9 862,30ł
2.	Non-hazardous waste	4,5750	3 033,50 zł	4,792	4 427,70
3.	Non-hazardous waste (technological waste)	454,9300	81 887,40 zł	570,130	142 319,70
4.	Non-hazardous waste (collected free of charge)	8,4940	-----	1,751	-----
TOTAL:		91 077,40 zł	91 077,40 zł	587,305	156 609,70
5.	Non-hazardous waste (the segregation of which we paid for)	39,8460	12 734,50 zł	50,930	16 371,41
TOTAL QUANTITY OF WASTE COLLECTED:		638,235 Mg			

- The quantities of municipal waste produced:

2017		2018	
QUANTITY (m ³)	Net AMOUNT payable	QUANTITY (Mg)	Net AMOUNT payable
502,50		492,50	
of which [locations]:		of which [locations]:	
Szara 21 – 362,50	PLN 23 115,00	Szara 21 –	PLN 22 655,00
Sowińskiego 11 – 140,00		332,50Sowińskiego 11 –	
		160,00	