



## United Nations Global Compact 2021 progress report

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## I. Management Statement

Dear Sir or Madam.

Please find enclosed our first Sustainability Report for the past calendar year 2021. In the past two years, HTM has made many efforts to integrate the topic of sustainability into our corporate processes. In this context, we also decided last year to recognize and sign the 10 principles of the UN Global Compact.

Both 2020 and 2021 were difficult years economically due to the Covid pandemic. Nevertheless, HTM has addressed the issue of sustainability in order to send appropriate signals and invest in sustainability. For example, we replaced all conventional hall lighting in our maintenance hangars with LED lighting to be able to significantly reduce electricity consumption. Overall, the report is based on the key figures of the company sites in Taufkirchen near Munich, Emden, Norden-Norddeich, Nordholz and Heligoland.

Together with our business partners and customers, we want to take advantage of all opportunities for permanent optimization of sustainability processes. There are various direct and indirect ways to provide feedback and evaluate the success of the measures taken.

Taufkirchen in March 2022,



Bernd Brucherseifer



Rolf Berger

## II. About HTM

HTM Helicopter Travel Munich GmbH has been one of the leading service providers in the field of helicopter transport services in Germany for more than 20 years. Originally based in Munich-Ottobrunn, the company now has additional locations in Emden, Norden-Norddeich, Nordholz and Helgoland and employs around 100 people in Germany and abroad.

With the areas of offshore wind, public security (military and police), rescue and disaster control, and industry (commercial and private customers), HTM is both versatile and highly specialized.

The fleet of around 20 modern helicopters consists mainly of Airbus and Leonardo helicopters and is considered to be particularly safe, efficient, quiet and clean. HTM underlines its commitment to sustainability through its ISO 9001, 14001 and 45001 certifications as well as its participation in various unique projects such as Tempis, a pilot project in cooperation with the Munich clinics for stroke intervention, or the collection of water samples at the Elbe estuary and in the Wadden Sea for the purpose of water protection on behalf of the state of Lower Saxony

## III. Compliance with the 10 Principles

### 1. Human Rights

*Principle 1: We support and respect the protection of internationally proclaimed human rights.*

*Principle 2: We make sure we are not complicit in human rights abuses*

*Principle 4: We are committed to the elimination of all forms of forced and compulsory labour*

*Principle 5: We are committed to the effective elimination of child labor*

HTM is fully committed to the United Nations Universal Declaration of Human Rights.

All of our company sites are currently located in the European Union. Human rights have a high priority here and are respected, so that the risk of violations is low or eliminated. Our employees come from EU countries and are fully integrated into our group of companies.

We also make sure that our suppliers are committed to respecting human rights. Human rights violations, child labor or forced labor are not tolerated either in our company or by our subcontractors. An anonymous reporting system enables employees and customers to report violations at any time.

To date, we have not received any reports of human rights violations or similar. We also ensure that our employees treat each other with tolerance



## 2. Working Conditions

*Principle 3: Businesses should uphold freedom of association and the effective recognition of the right to collective bargaining.*

*Principle 6: Eliminate discrimination in relation to employment and occupation*

Our employees are all treated equally. We provide them with a safe working environment and place great emphasis on preventing hazards, illnesses and accidents. With specially trained personnel, we can provide our employees with the highest level of care for occupational safety and physical as well as mental health. Tested work equipment, modern protective equipment and constantly recurring training courses ensure the greatest possible safety in the exercise of their profession. In addition, we try to constantly improve working conditions through our healthcare partners and motivate employees to act safely through adapted and targeted programs. Our working conditions are human, flat hierarchies enable an exchange at eye level. Our employees have the opportunity to regularly contribute and optimize their workplace according to their needs.

We do not tolerate discrimination in our company. Our employees are therefore selected purely on the basis of professional competence, not on the basis of age or gender. Many of our employees come from European countries. Application parameters are presented and communicated transparently.

Due to the specialization of our areas of responsibility, relatively few women work at HTM (19% of employees), although we are striving to improve the ratio and make the workplace attractive for female employees as well. The average age of our employees is 42.

We attach great importance to a long-term employment relationship with our employees. Therefore, in addition to annual performance reviews, we offer each employee the opportunity for personal development and the chance to contribute to our improvement processes. The working environment at HTM is very familiar. Annual briefings, which 100% of all employees attend, not only present the standards and rules for safe workplace design, but also raise awareness of the Code of Conduct. In regular meetings and newsletters, progress and new projects on sustainability and value creation are presented along with other current topics.

Through our parent company Heristo AG, our employees have the opportunity to receive a variety of benefits when purchasing, whether for products from the Group itself or from third-party suppliers. As a token of appreciation, HTM itself offers its employees a comprehensive health program, such as free vaccinations, regular check-ups, free fruit and water, and advice on ergonomics. We have on-site mental health first responders. Free bicycles are also available to employees at almost all locations. In addition, we always strive to offer interesting training courses on various topics for our employees. A retirement incentive program, flexible working hours, the ability to work from home if needed, and the opportunity to change careers

within the company round out the offerings. HTM works exclusively on permanent contracts, usually full-time. Our workforce is currently being increased and we have taken on trainees in various areas.

We also make sure that our suppliers are committed to respecting human rights. Human rights violations, child labor or forced labor are not tolerated either in our company or by our subcontractors. An anonymous reporting system enables employees and customers to report violations at any time.

To date, we have not received any reports of human rights violations or similar. We also ensure that our employees treat each other with tolerance.

### 3. Occupational Safety and Health

HTM has prepared risk analyses for all areas of the company's activities and updates them on an ongoing basis. In addition, we maintain a reporting culture that we continuously optimize. In this way, we were and are able to identify and eliminate potential health risks for our employees and sources of accidents. In addition, every employee receives the protective equipment required for his or her workplace at the beginning of the employment relationship or when changing jobs. This is checked regularly and renewed if necessary. Check-ups, regular internal training and consultations with the company doctor and external safety companies round off the range of services for a safe workplace.

In addition to our occupational safety manual, our employees can view all documents and protocols relevant to health and safety both digitally and, for the most part, in analog form. The results of ASA meetings and inspections are also made available, as are the minutes of the corona meetings that currently take place several times a week. In a safety newsletter, which is ideally published quarterly, current topics and progress are communicated and there is an opportunity to ask questions.

The very low number of workplace accidents (1 in 2021) shows that our system is effective. In the event of accidents or near-accidents, we respond immediately with follow-up training and information for employees to avoid such events from now on.

### 4. Dealing with Covid 19

HTM took the Covid 19 pandemic very seriously from the outset. Right from the start of the disease outbreak in Germany, our pandemic plan included rules that were in some cases much stricter than those recommended by the government - especially with regard to hygiene, testing and the wearing of masks. Over the past two years, we have weathered the pandemic well, with almost no restrictions on operations.



Thanks to very close cooperation with our company physicians and authorities, HTM was not only able to respond to the changing dynamics of the pandemic at short notice and adjust measures accordingly, but also to provide all employees with a free vaccination offer on an ongoing basis and at an early stage, as well as a consistently high level of free in-house testing facilities.

The action plan was supplemented by ongoing training/instruction and extensive documentation. The corona meetings, which take place several times a week, were logged by HTM and are also available to employees digitally.

## 5. Environmental Protection

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

*Principle 8: Take initiatives to promote greater environmental responsibility;*

*Principle 9: Encourage the development and integration of environmentally friendly technologies*

HTM maintains an environmental management system and is ISO45001 certified. Our goal is to reduce CO2 emissions as much as possible and leave a green footprint. Therefore, we evaluate our environmental protection measures, energy consumption and greenhouse gas emissions every year. Last year, the entire hall lighting at HTM in Taufkirchen and Emden was replaced with LED spotlights, resulting in significant energy savings. In addition, we are in close contact with the manufacturers of our helicopters and engines to switch to biodegradable fuel as soon as possible, once it is available and approved in suitable quantities. Equally important to our customers is environmental protection. That is why we are in close contact with them and meet regularly to look for ways to further reduce CO2 emissions.

HTM is a partner of ATMOSfair and enables its customers to offset the emissions of their flights. When purchasing new vehicles, we give preference to electric mobility whenever possible. Bicycles are available to our employees free of charge at most locations.

## 6. Waste Management

HTM has a relatively low consumption of resources. This primarily amounts to office supplies. In order to optimize and reduce consumption, last year we switched our printers to leased devices that are always up to date. Empty cartridges are replaced and recycled in a closed-loop system. In addition, we are currently converting much of our paperwork to electronic use to minimize paper waste. Our employees are encouraged to use as little and double-sided paper as possible to further reduce consumption. HTM has produced only small amounts of waste. This is separated and disposed of by certified environmental service providers.

## 7. Bribery, Extortion and Corruption

*Principle 10: All forms of corruption, including extortion and bribery, must be eliminated*

HTM takes a firm stand against bribery, extortion and corruption. Honesty and transparency towards our customers and authorities are just as important to us as maintaining fair competition. Compliance with these standards and rules is not only a matter of course for us, but we also expect this from our trading partners and suppliers/service providers. Compliance with these standards and rules is also checked as part of our audit processes.

HTM uses a reporting system - anonymous if desired - and is increasingly embedding a no blame reporting culture among employees. This system would also provide the opportunity to report suspected corruption. However, no such report has ever been received. Nor has there ever been a report of unfair competition, violations of monopoly law, etc. against HTM or the parent company.

HTM guarantees whistleblowers absolute immunity from reprisals.

## 8. Responsible Information Management

We are subject to both the German implementation of the EU General Data Protection Regulation and the data protection concept of our parent company Heristo AG. All data protection-related issues are monitored by us together with an external data protection officer from Datenschutz Nord GmbH. HTM, like its parent company Heristo, uses its own software called Privacy Port for monitoring. In regular data protection jour-fixes, those responsible agree on current topics, and employees receive regular training on the subject of data protection. Every employee in the company has completed this training.

We have a deletion concept with deadlines and deletion processes for storing personal data. There is also an authorization concept that regulates the use of internal programs containing personal data by employees. Both processes were established last year and transferred to Privacy Port.

We also pay great attention to the topic of IT security. 100% of all employees have also received training on IT security. The topic is also kept up to date in regular training sessions.



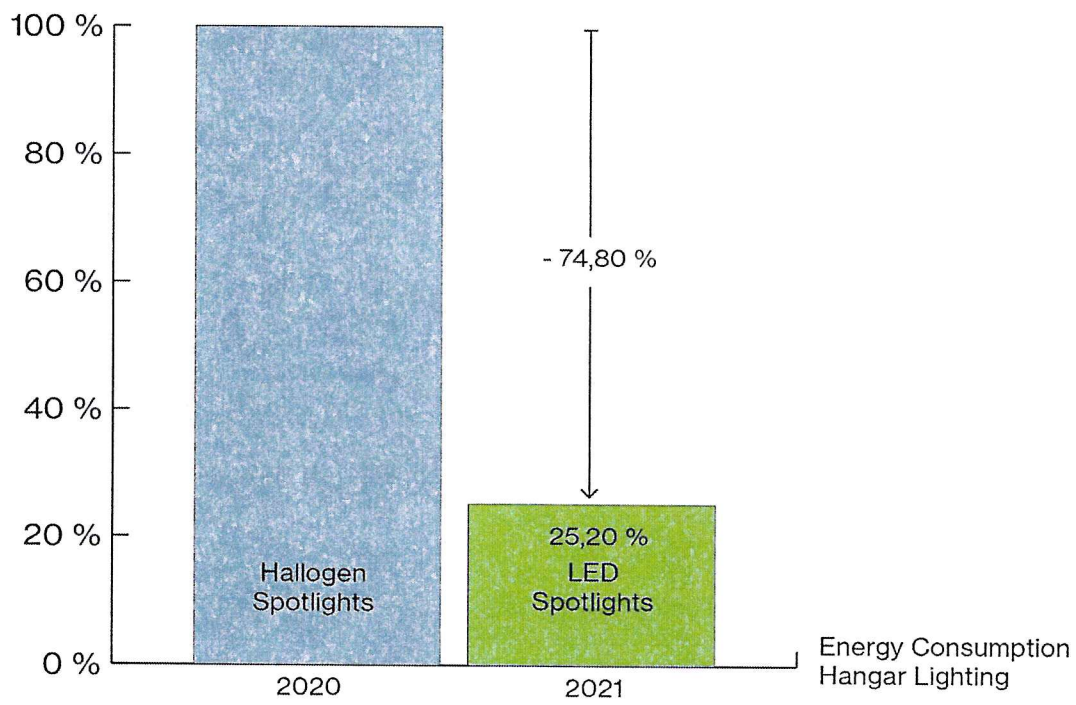
## 9. Sustainability

HTM attaches great importance to a responsible approach to the environment. We therefore pay close attention to our ecological footprint and select our suppliers accordingly. HTM uses recycled paper as much as possible, tries to avoid packaging waste and optimizes work routes to save fuel.

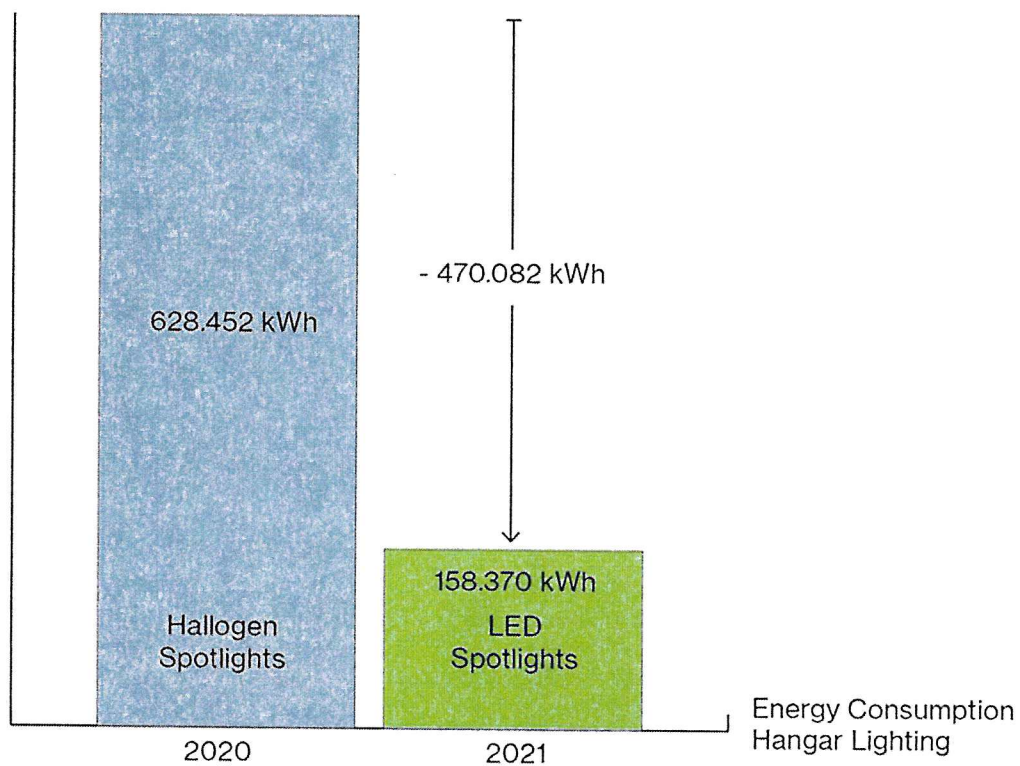
We provide beverages to our employees in reusable packaging and use toilet paper and towel paper from recycled sources. Our hallway lighting is controlled by motion sensors, and hangar lighting was replaced with LEDs last year.

We pay attention to sustainable office materials and ensure that we use recycled products wherever possible (e.g., when purchasing toner cartridges or fluid containers).

## 10. Graphic representation of the energy and Co2 savings through the new hangar lighting



*CO2 emission by hangar light*



*kWh consumption by hangar light*