

## Inspirion's Communication on progress (COP) #2

To: The United Nations Global Compact Programme

From:

i.A. Charlotte Pietschmann, Philippe Bocchi, Daniel Thiersch, Michael Hinrichs, Sönke Hinrichs.  
Inspirion GmbH  
Inspirionstrasse 2  
27367 Sottrum  
Germany

Period covered: 01.05.2021-30.04.2022

Deadline to submit: 30.04.2022

### Contents

1. Statement support by Sönke Hinrichs, CEO of Inspirion GmbH.....	2
2. Description of actions.....	2
Human Rights .....	2
Labour.....	3
Environment.....	3
Anti-Corruption .....	4
3. Measurement of outcomes.....	4

1. Statement of support by Sönke Hinrichs, CEO of Inspirion GmbH

Dear UN Global Compact Programme administrators,

I am pleased to confirm that Inspirion GmbH reaffirms its support to the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labor, Environment and anti-corruption.

In this annual Communication on Progress, we describe our actions to continually improve the integration of the Global Compact and its ten principles into our business strategy, culture and daily operations.

We also commit to sharing this information with our stakeholders using our primary channels of communication.

Sincerely yours,

Sönke Hinrichs  
CEO of Inspirion GmbH



2. Description of actions

Human Rights

Inspirion's HQ including the administration offices, the stock, the printing station and most of the 80 employees have moved from Bremen Mahndorf to their brand new locals in Sottrum, Germany in November 2021.

The new work facilities Inspirion is now able to provide for their employees are state-of-the-art and not only do they reply to our colleagues basic needs (clean bathrooms, a new kitchen with chairs, tables, glasses, cutlery, fridge, micro-wave, dish-washer, an isolated smoking area aso.), they also aim at anticipating them and contribute caring about health (high-adaptable desks, gardening space, relaxation space, outside seating, natural materials aso.).

Bathroom and office are respectively being cleaned 1 times daily and 5 times weekly by the company Fresh Win Glas & Gebäudereinigung, Sottrum.

In regards to our collaborators outside of Germany, the newly-hired CSR Manager is currently working on developing a company-wide collaboration in order to assess, control for and assure viable working conditions abroad from Germany.

For now, we assure the workers that they are always welcome into our HR's office to discuss issues, may they be personal (illness, loss) or professional (any kind of perceived work issues). Our empathetic HR Manager shows comprehension and both parties cooperate to look together for the best solution.

Inspirion aims at communicating an internal survey to the employees by July 2022, ensuring anonymity and asking them for open and uncensored feedback. Charlotte Pietschmann, our CSR Manager will create the survey and take co-responsibility for the anonymization of the data and workers trust.

Inspirion is also looking to hire a new HR Assistant to enable the development of our healthy work-environment based on trust, mutual respect and solidarity.

The newly-hired CSR Manager Charlotte Pietschmann will assess the measures in place to eliminate ingredients, designs, defects or side-effects that could harm or threaten human life and health during manufacturing, usage or disposal of products in the next months and expects to be able to precisely report about it to the United Nation's Global Compact in April 2023.

#### Labour

We declare that we do not participate in any form of forced or bonded labor.

Inspirion complies with the minimum German wage standards and will be requiring their foreign collaborators to provide proof of compliance to good labor conditions including the wage in relation to their national minimum wage by 2023.

"I, Sarah Mundt, Inspirion GmbH's Human Relations Manager, testify that employment-related decisions are, to the best of my knowledge, based on relevant and objective criteria. Charlotte Pietschmann will collaborate with the HR Department in the upcoming months a.o. to produce a clear document related to our hiring process and criteria in order to provide the UN's Global Compact programme with it during the next assessment."

#### Environment

Templates have been developed and hung out throughout our working locals in Germany to present and to prevent dangerous situations, emergency procedures and to address accidents affecting the environment and human health. Our Pdf document „Arbeitssicherheit Aushänge“ groups the documentation Inspirion GmbH has displayed within its German locals:

- "Healthy working: this is how you sit right"
- "Instructions for handling ladders"
- "First aid contacts", "Evacuation instructions"
- "First aid – how to behave in case of an emergency"
- "Evacuation plans"
- "Fire regulations", "How to behave in case of a fire"
- "How to use a fire extinguisher correctly"

Inspirion also offers to their employees the possibility to drive electric cars (E-Smarts), which contributes to helping them driving in a more environmental friendly manner.

The new headquarters in Sottrum comply to the energy efficiency house on Standard 55.

The building complex is also equipped with photovoltaic systems to produce electricity from sun power. A printing atelier is also present on site, which contributes to reducing CO2 emissions linked to transportation.

The new offices are also equipped with a special heating system: a pump which consumes thermic energy instead of gas.

The new Stock is heated by a dark emitter with heat recovery, which clearly consume less gas than conventional heating systems.

Inspirion GmbH is following the goal to work on a paperless basis and keeping on taking decisive measures to reduce their use of paper (currently introducing a new DMS, Document Management System).

## Anti-Corruption

The employment contract communicated to employees of Inspirion GmbH in Germany includes following clause, which is aimed at countering corruption.

The possibility to include the term “anti-corruption” in future contracts will be discussed

### **“§ 13 Nebenbeschäftigung und Geschenke**

(1), (2) – *non relevant.*

(3) Geschenke oder sonstige Leistungen dritter Personen, insbesondere von Geschäftspartnern des Arbeitgebers, die im Zusammenhang mit der dienstlichen Leistung stehen können, muss der Arbeitnehmer unverzüglich an den Arbeitgeber herausgeben oder ablehnen; der Arbeitgeber muss seitens des Arbeitnehmers über jedes Angebot unverzüglich und vollständig unterrichtet werden. Dies gilt nicht bei gebräuchlichen Gelegenheitsgeschenken von geringem wirtschaftlichem Wert.“

English translation:

„§13 Extra-employment and gifts

(1), (2), - non relevant to this point

(3) Gifts or other services from third parties, especially from business partners of the employer which may be related to the occupation have to be immediately refused by the employee or transmitted to the employer; the employee has to inform the employer of every single offer in an immediate and complete manner. This does not apply to customary occasional gifts of a low economic value“.

Inspirion GmbH is working on developing internal procedures to support the company’s anti-corruption commitment.

### 3. Measurement of outcomes

The CSR Manager will soon coordinate with the HR Manager in order to develop and distribute a mandatory and semi-anonymous employee satisfaction survey, which will tremendously support employee-related quantification.

Elements we aim to quantify include the demographics of management and employees broken down by diversity factors (such as gender, ethnicity, age...), satisfaction, mental and physical health, ambition.

The collaboration between CSR and HR is also expected to provide better insights and transparency regarding occupational diseases, injuries, absenteeism, work rotation and HR fluctuation rates. These rates and statistics will be raised by a company-wide semi-anonymous employees satisfaction survey to be created and communicated in the upcoming months.

Moreover, we are aiming at quantifying and classifying our product range based on our Lova Green Scoring system which takes into account our products’ characteristics such as the material, the percentage of recycled materials, the durability, the type of usage made from them, their sourcing characteristics aso. This scoring process will allow us to communicate in full transparency with our clients and to inform them precisely of the environmental impact of the articles they might consider purchasing.

Inspirion GmbH is looking forward to develop the measures and projects mentioned in this Communication On Progress in order to report on the implementation and outcomes in the year 2023.