

## Sustainability at Addit Sp. z o.o. - Summary 2023

### **Our company**

Addit Sp. z o.o. with 30 years of experience is an international contract manufacturer and a key supplier of parts, systems, modules, equipment and even complete machines for original equipment manufacturers. We carry out projects from concept through prototyping to final product and series production, following the strategy 'HIGH MIX, LOW VOLUME, HIGH COMPLEXITY'.

It offers flexible, reliable and quality-focused services to partners in various market segments such as medical, analytical, laboratory, print and paper, rail, semiconductor, defense and others. From metal parts, certified welding, demanding surface treatment, powder and wet painting, global purchasing, mechanical assembly and ESD of modern machinery. It offers complexity and we have responsibility for the entire supply chain, namely purchasing, manufacturing and logistics.

Taking advantage of the opportunities offered by globalization, we are very flexible and offer optimal logistics solutions to our customers.

We distinguish ourselves through our competitiveness by cooperating with subcontractors from Western and Central Europe and South-East Asia.

Addit Sp. z o.o., together with the Dutch company Addit B.V., belongs to the Velmans Group through personal and capital ties. The combined strengths of Poland and the Netherlands give us a unique advantage.

### **Mission**

Our mission as a contract manufacturer in the field of precision sheet metal processing is to strive daily and continuously for perfection in everything we do, respecting the world around us with the least possible impact on the environment. By providing our employees with every possible support in their development efforts, we give our partners in more than a dozen industries a comprehensive, world-class service.

### **Strategy**

Addit's strategy is to increase our involvement in the emergence of our customers' products, by participating in their design, implementation and development process and providing a variety of precision sheet metal products and associated services throughout the product life cycle, so that we meet 100% of our customers' expectations while ensuring their satisfaction.

## Goals

Our aim is to achieve and maintain a globally leading position as a supplier of components, systems and products to customers in various industries and to create added value for our customers, business partners and owners with the interests of our employees in mind.

## Business model

The business model of Addit Sp z o.o. “HIGH MIX, LOW VOLUME, HIGH COMPLEXITY” is based on short runs, a large variety of products and services and the provision of comprehensive customer service.

Addit Sp. z o.o. is a contract supplier to a large number of customers, operating in more than 20 countries, mainly in Europe, who operate in more than a dozen different industries. By following a model of industry and geographic diversification, we increase our resilience to potential crises in specific industries. This has a positive impact on Addit giving us a stable market position, economic stability and making us a reliable partner for customers and suppliers.

We offer a one-stop-shopping service, i.e. the availability of a wide range of machining and services to produce a complete machine. We guide our partners through all phases of a project, from design development, technical consultancy, 3D and 2D modelling, design validation, through to the production of a prototype, express service, sample or the establishment of a suitable logistics model.

## Ambitions

Our sustainability ambition is to aim to ensure the environmental neutrality of our business activities and to function as a responsible business partner in the context of sustainable production.

In January 2011, we became a member of the United Nations Global Compact. The Global Compact is the world's largest corporate responsibility and sustainability initiative. The Global Compact is a call to business to be guided in its operations by 10 core principles in the areas of human rights, labor rights, environmental protection and anti-corruption, and to promote corporate social responsibility (CSR).

We submitted to the EcoVadis rating for the first time in May 2022 and we will not stop working to increase our commitment to the UN Sustainable Development Goals.

## Our commitment to sustainable development

### E \_ Environmental



In carrying out our business activities, our priority is to minimize the impact of our production on the environment and its resources and to organize our business processes in such a way as to ensure harmonious co-functioning with the environment.

We operate in a Natura 2000 area, which further increases the importance of our company's interaction with the environment.

We are committed to continuously monitoring and reducing the company's negative impact on the climate and the environment by reducing greenhouse gas emissions by cyclically increasing energy sources to renewable sources from the sun and wind, reducing energy consumption in production processes, reducing emissions of pollutants to air and water, reducing waste, including hazardous waste.

We have implemented, apply and maintain an Environmental Management System in accordance with EN ISO 14001, which supports us in the continuous pursuit of our environmental objectives as enshrined in our Environmental Policy.

#### Resources, emissions and waste figures

	2023	ESRS standard
Electricity consumption [kWh]	4 724 745	E1-5
Renewable energy produced from photovoltaic panels [kWh]	47 140	E1-5
Total natural gas consumption [m3]	338 189	E1-5
Total energy consumption ( electricity+gas) [kWh]	8 636 998	E1-5
Total water consumption [m3]	8554	E3-4
Total mass of pollutants emitted to water [ KG]	4,995	E2-4
Greenhouse gas emissions scope 1 [kgCO2e]	853 281	E1-6
Greenhouse gas emissions scope 2 [kgCO2e] :		
Market - based [kgCO2e]	2 078 244	E1-6
Location- based [kgCO2e]	3 236 450	E1-6
Total greenhouse gas emissions [kgCO2e]: scope 1+scope 2 (marked based)	2 913 525	E1-6
Weight of hazardous waste [KG]	100 221	E5-5
Weight of non-hazardous waste [KG]	2 117 512	E5-5
Weight of recycled waste [KG]	2 037 269	E5-5

## S\_ Social, People



### Our employees

We respect and uphold human rights as described in the UN Universal Declaration of Human Rights. We respect the dignity, privacy and personal rights of every employee. We provide free access to organizations and associations that express respect and tolerance for human beings and the protection of the environment.

We aim to create a safe and attractive workplace that supports professional and personal development and respects diversity for all employees.

We collaborate with local schools and universities, offering internship programs, apprenticeships and guest lectures by our specialists.

We regularly support the local community and participate in charitable events for local non-profit organizations, supporting those most in need in our community.

### Employment policy and staff development

We follow transparent procedures for the recruitment, hiring, evaluation and professional development of employees. We ensure equal treatment and equal opportunities for every employee regardless of: skin color, race, nationality, origin, sexual orientation, political or religious beliefs, gender, age and any other restrictions.

We guarantee training and professional development opportunities to each of our employees. We have created the Addit Academy platform to make it easier for our employees to access the knowledge we have accumulated over many years. The training and development aspect is a separate and managed process. The procedure 'Organization of training' describes the forms of qualification improvement and defines the activities concerning the planning of training, the rules for referring Addit Sp. z o.o. employees to training, the implementation and evaluation of training.

We encourage you to share your knowledge and professional experience with other Addit Sp. z o.o. employees.

### Safety at work

In carrying out our business activities, our priority is to ensure the safety of everyone who is on the premises of Addit sp. z o.o. and to provide safe, hygienic and ergonomic working conditions for our employees and other persons performing work on our premises.

To support the achievement of the above objectives, we have created a Health and Safety Policy and implemented the ISO 45001 Occupational Health and Safety Management System.

We carry out occupational risk analysis for 100% of the jobs in our organization and risk assessments for the operation of all machinery, equipment and tools. We regularly monitor and take action to reduce occupational risk in all positions through internal audits, manager-employee meetings. We have established a Health and Safety Committee made up of our employees and launched a consultation and employee participation process to co-determine employee participation in the development, planning, implementation of changes, performance evaluation and improvement of the Health and Safety Management System. The Health and Safety System encompasses all processes and activities within Addit and is aimed at everyone working in the company.

We also require all persons seconded to carry out work on Addit's premises to comply with the Health and Safety Policy.

Addit expects all Business Partners to provide their employees and co-workers a workplace free from health and safety hazards.

### Staffing structure

	2023	ESRS standard
Total number of employees	775	S1-6
<i>% female employees in total organization</i>	17,16%	S1-6
<i>% male employees across the organization</i>	82,84%	S1-6
<i>Number of permanent employees</i>	775	S1-6
<i>of which % female</i>	17,16%	S1-6
<i>of which % men</i>	82,84%	S1-6
<i>total hours worked</i>	1 264 437	S1-6
<i>Number of total employees who left the organization during the reporting period</i>	74	S1-6
<i>Employee turnover rate in the reporting period</i>	9,30%	S1-6
<i>Number of full-time employees</i>	773	S1-6
<i>of which % female</i>	17,46%	S1-6
<i>of which % men</i>	82,54%	S1-6
<i>% female members of the Management Board and Supervisory Board</i>	25%	S1-9
<i>Number of women in the Management Board and Supervisory Board</i>	1	S1-9
<i>% of women in the top management level</i>	14,29%	S1-9
<i>Number of women in top management level</i>	1	S1-9
<i>Total age structure of employees:</i>		S1-9

<i>under 30 lat</i>	200	S1-9
<i>30 to 50 lat</i>	435	S1-9
<i>over 50 lat</i>	140	S1-9
<i>Number of people with disabilities</i>	33	S1-12
<i>% of employees who participated in regular performance reviews and career development</i>	89,68%	S1-13
<i>Average number of hours of training per employee</i>	13,18 H	S1-13
<i>of which % female</i>	29%	S1-13
<i>of which % men</i>	40%	S1-13
<i>Percentage of the organization's own employees who are covered by a health and safety management system</i>	100%	S1-14
<i>Number of fatalities</i>	0	S1-14
<i>Number of reportable work-related accidents</i>	7	S1-14
<i>Injury frequency rate due to lost working time (LTIFR)</i>	5,536	S1-14
<i>Injury severity rate due to lost working time (LTISR)</i>	153,823	S1-14
<i>Average unadjusted gender pay gap</i>	82,83%	S1-16

## G\_ Governance



### Our values and standards

We have been operating under the ISO 9001 quality management system and the ISO 14001 environmental management system for many years. At the beginning of 2021, we added the ISO 45001 occupational health and safety management system and combined all these systems into a single Integrated Management System.

Since 2024, we have had and followed a Code of Conduct, which sets out the core values that guide the organization in its day-to-day operations and in its dealings with all stakeholders. Through these values, we collectively build trust among business partners and employees.

The Code of Conduct applies to all employees of Addit Sp. z o.o regardless of their position, full-time equivalent, form of employment, place of work or type of tasks performed.

The following values guide us in our daily activities:

- cooperation and teamwork;
- trust and honesty
- ethics and respect;
- knowledge and experience.

We conduct our business by respecting local, state and international laws. As a result, we are perceived as a reliable and stable business partner.

As Addit Sp. z o.o. we are based on the principle of zero tolerance for corruption and bribery. Addit Sp. z o.o. complies with antitrust laws and standards of good business practice. We do not tolerate behavior that distorts the development of free competition, restricting the ability to freely pursue business interests in the free market.

We promote stable and sustainable economic growth while maintaining decent work for all people.

We do not employ children under the age of 16. We comply with legal working hours and respect our employees' need for rest in accordance with the work life balance principle. We do not employ anyone against their will.

Any discrimination, direct or indirect, is unacceptable. Any form of harassment, mobbing or bullying is unacceptable at Addit Sp. z o.o..

In fulfilling its mission, Addit Sp. z o.o. integrates its current and planned economic and social activities with environmental protection activities in order to preserve it for present and future generations.

We conduct our operations in a responsible manner with the highest possible environmental neutrality of production and service processes, storage and distribution processes, and waste segregation and reduction. We take great care to introduce new technologies and processes that minimize negative environmental impacts.

### **Responsible supply chain and supplier relations**

In carrying out our business activities, our priority is to build and maintain strong, long-term and partnership business relationships based on respect and mutual values.

Cooperation and relationships in this regard are governed by the following documents: Addit Sp. z o. o. 's General Terms and Conditions of Purchase and Supply, Addit Sp. z o. o. 's Purchasing Policy and the Business Partner Code. We have included in these documents our principles of cooperation and important values, both business and environmental issues, as well as compliance with labor law and human rights.

We consistently fulfil them in our daily work during purchasing processes such as the qualification of new suppliers, ongoing cooperation, audits and supplier assessment. With a shared responsibility for shaping the value chain, we have created a Business Partner Code in which we commit our business partners to respect human and labor rights, actions to mitigate climate change and protect the environment, and to fair and transparent business practices.

We are committed to continuously monitoring and evaluating the activities of our suppliers in pursuit of the UN Sustainable Development Goals. At the same time, we support any activity by our suppliers in support of the social and environmental sustainability goals and promote partnership through close cooperation in education and good practice.

### **Information security**

At Addit Sp. z o.o. we take special care to ensure the security of information related to our business and that of all our business partners.

Each of our employees is obliged to maintain company secrecy and to protect confidential information concerning Addit Sp. z o.o. and all our business partners.

We protect know-how and patent law information belonging to the company and third parties, i.e. customers, suppliers, other business partners.

Personal data relating to our employees, customers, suppliers are processed in a manner that ensures compliance with the legal provisions governing data protection. To this end, we have written and apply a Security Policy for the processing of personal data.



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**Managing Director Addit Sp. z o.o**

**Marcin Dominik**

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