	HGS	Management review incomes - KPI							revision dated 30.11.2023

	KPI	Data Source	Responsible	Unit	2022	2023	Target 2023 - to be achieved till Dec 31, 2023	Trend direction/Target	Compliance with the trend/target
1	AVG number of employees using office infrastructure	HR database	HR Manager	person	40	42	45	N/A	✔
2	Direct electricity consumption	Electricity counters	Facility Manager	kwh	5 870	5 656	reduction by 3%	2023 < 2022	✔
2.1	Direct electricity consumption (kWh) of the Company per 1 person using the office infrastructure	Electricity counters	Facility Manager	kwh/person	147	135	reduction by 3%	2023 < 2022	✔
3	Water consumption	Water counters	Facility Manager	m3	88	79	reduction by 10%	2023 < 2022	✔
3.1	Water consumption per 1 person using office infrastructure	Water counters	Facility Manager	m3 per person	2,2	1,88	reduction by 10%	2023 < 2022	✔
4	Total weight of disposed waste, by type of the waste [kg]	Waste transfer card	Facility Manager	T	22	tbc	18	2023 < 2022	✘
4.1	150101 - paper and cardboard packaging	Waste transfer card	Facility Manager	kg	0,75	tbc	0,675	2023 < 2022	✘
4.2	150102 - plastic packaging	Waste transfer card	Facility Manager	kg	1,09	0,9	0,981	2023 < 2022	✔
4.4	Total weight of hazardous waste	Waste transfer card	Facility Manager	kg	0	0	0	2023 < 2022	✔
5	Car fleet size	Car fleet register	Fleet Manager	pcs	75	75	75	N/A	✔
5.1	Total CO2 emission [T] (TOTAL GROSS SCOPE 1)	Car fleet register	Fleet Manager	T	283,65	255,375	reduction by 10%	2023 < 2022	✔
5.2	The average level of CO2 emission per 1 car [T]	Car fleet register	Fleet Manager	T/pcs	3,78	3,41	reduction by 10%	2023 < 2022	✔
5.3	GHG emissions from the generation of purchased electricity consumed by the company (TOTAL GROSS SCOPE 2)	Data from electricity provider	Facility Manager	T/pcs	4,6	4,1	reduction by 3%	15%	✔
5.4	other indirect GHG emissions that are a consequence of the activities of the company, but occur from sources not owned or controlled by the company. Some examples of Scope 3 activities are extraction and production of purchased materials; transportation of purchased fuels; and use of sold products and services. (TOTAL GROSS SCOPE 3)	Data from transportation services providers	Administration manager	T/pcs	8,4	7,95	reduction by 3%	5%	✔
5.6	Percentage of car fleet with at least the EURO class [%]	Car fleet register	Fleet management and resource administration specialist	%	100%	100%	100%	100%	✔
5.9	Percentage of the equipment with at least A class electricity consumption [%]	Accounting data	Fleet management and resource administration specialist	PLN	100%	100%	100%	100%	✔
6	Number of environmental incidents	Environmental failures register	IMS Manager	pcs	0	0	0	0	✔
7	Number of non-compliances related with waste disposal	Environmental failures register	IMS Manager	pcs	0	0	0	0	✔
8	Number of environmental accidents (e.g. unplanned releases)	Environmental failures register	IMS Manager	pcs	0	0	0	0	✔
9	Number of EMS complaints lodged	Environmental failures register/Feedback from auditors	IMS Manager	pcs	0	0	0	0	✔

	KPI	Data source	Responsible	Unit	2022	2023
10	Employees by the type of employment and gender					
10.1	Employment contract	HR database	HR Manager	%	31,00%	70,00%
10.1.1	Woman	HR database	HR Manager	%	19,00%	38,00%
10.1.2	Men	HR database	HR Manager	%	12,00%	32,00%
10.2	Civil and B2B contract	HR database	HR Manager	%	69,00%	30,00%
10.2.1	Woman	HR database	HR Manager	%	37,66%	11,00%
10.2.2	Man	HR database	HR Manager	%	46,75%	19,00%
11	Employees by the employment contract type [%]					
11.1	Employment contract for an indefinite period	HR database	HR Manager	%	68,00%	78,00%
11.2	Fixed-term employment contract	HR database	HR Manager	%	22,00%	17,00%
11.3	Trial period contract	HR database	HR Manager	%	10,00%	5,00%
12	Employees by the age categories [%]					
12.1	Less than 30 years old	HR database	HR Manager	%	24,00%	15,00%
12.1.1	Woman	HR database	HR Manager	%	9,00%	5,00%
12.1.2	Man	HR database	HR Manager	%	15,00%	10,00%

	KPI	Data Source	Responsible	Unit	2022	2023
12.2	*30-50 years old*	HR database	HR Manager	%	**45,00%**	**56,00%**
12.2.1	*Woman*	HR database	HR Manager	%	**21,00%**	**32,00%**
12.2.2	*Man*	HR database	HR Manager	%	**24,00%**	**24,00%**
12.3	*More than 50 years old*	HR database	HR Manager	%	**31,00%**	**29,00%**
12.3.1	*Woman*	HR database	HR Manager	%	**17,00%**	**16,00%**
12.3.2	*Man*	HR database	HR Manager	%	**14,00%**	**13,00%**
13	**Percentage of Woman in top executive position**	HR database (total number of women on executive position/total number of executive position*100%)	HR Manager	%	**43,00%**	**60,00%**
13.1	**Percentage of woman in board of directors**	HR database (total number of women in board position/total number of board positions*100%)	HR Manager	%	**35,00%**	**50,00%**

	KPI	Data Source	Responsible	Unit	2022	2023	Target 2023 - to be achieved till Dec 31, 2023	Trend direction/Target	Compliance with the trend/target
14	**Additional benefits availability by the employment type [%]**								
14.1	**Employment contract**								
14.1.1	*Medical care*	HR data	HR Manager	%	**100,00%**	**100,00%**	**100,00%**	**100,00%**	✔️
14.1.2	*Insurance*	HR data	HR Manager	%	**100,00%**	**100,00%**	**100,00%**	**100,00%**	✔️
14.1.3	*Multisport card*	HR data	HR Manager	%	**100,00%**	**100,00%**	**100,00%**	**100,00%**	✔️
14.2	**Civil contract and B2B**								
14.2.1	*Medical care*	HR data	HR Manager	%	**100,00%**	**100,00%**	**100,00%**	**100,00%**	✔️
14.2.2	*Insurance*	HR data	HR Manager	%	**100,00%**	**100,00%**	**100,00%**	**100,00%**	✔️
14.2.3	*Multisport card*	HR data	HR Manager	%	**100,00%**	**100,00%**	**100,00%**	**100,00%**	✔️
15	**Minorities**								
15.1	Percentage of workers from minority groups and/or vulnerable workers employed in relation to the whole organization (if applicable)	HR data	HR Manager	%	**No data (newly added)**	**64,00%**	**N/A**	**N/A**	✔️
15.2	Percentage of workers from minority groups and/or vulnerable workers in top executive positions (excluding boards of directors) (if applicable)	HR data	HR Manager	%	**No data (newly added)**	**69,23%**	**N/A**	**N/A**	✔️
15.3	Percentage of women employed in relation to the whole organization	HR data	HR Manager	%	**No data (newly added)**	**63,00%**	**N/A**	**N/A**	✔️
15.4	Average unadjusted gender pay gap	HR data	HR Manager	%	**No data (newly added)**	**0,32%**	**0,32%**	**0,40%**	✔️
16	**Employment contract employees rotation level by the gender**	HR database	HR Manager	%	**38,31%**	**26,15%**	**30,00%**	**2023 < 2022**	✔️
16.1	*Woman*	HR database	HR Manager	%	**33,80%**	**29,12%**	**30,00%**	**2023 < 2022**	✔️
16.2	*Man*	HR database	HR Manager	%	**42,17%**	**39,00%**	**30,00%**	**2023 < 2022**	✔️
17	**Avarage hours of training per employee**	HR data (Total hours of training within the year/total number of employees)	HR Manager	mhrs	**192,34**	**250,50**	**260,00**	**2023 > 2022**	✔️
18	**Lost time injury (LTI) frequency rate for direct workforce**	Accidents register (Lost time injury (LTI) frequency rate for direct workforce = Number of accidents with lost time*1,000,000 / Actual worked hours by employees)	Data from the External health and safety service provider	LTI	**0**	**0**	**0**	**0**	✔️
19	**Lost time injury (LTI) severity rate for direct workforce**	HR database (Number of lost days due to an occupational accident* 1000 / Actual worked hours by employees on site)	HR Manager	LTI	**0**	**0**	**0**	**0**	✔️
20	**Number of near misses on Customer premisess**	Near miss register	H&S Director	pcs	**5**	**1**	**0**	**0**	❌
21	**Number of fatal accidents**	Accidents register	Data from the External health and safety service provider	pcs	**0**	**0**	**0**	**0**	✔️
22	**Number of reports of violations of the prohibition of harassment**	Data from HR	HR Manager	pcs	**0**	**0**	**0**	**0**	✔️
23	**Number of reports of violations of the prohibition of discrimination on grounds of:** - the sex, - age, - disability, - skin color - religion, belief, or conviction - nationality, membership of a national minority - political views, or any other views - union membership, - ethnic or social origin - genetic traits, - the tongue, - the estate, - birth, - sexual orientation	Data from HR	HR Manager	pcs	**0**	**0**	**0**	**0**	✔️
24	**Number of reports of sustainable procurement issues**	Data from Sales department	Sales Manager	pcs	**0**	**0**	**0**	**0**	✔️
25	**Number of biodiversity supporting initiatives**	Administration	Administration Director	pcs	**No data (newly added)**	**tbc**	**1**	**1**	❌

#	Description	Source	Responsible	Unit					
26	The percentage of employees trained on the CEJS Code of Conduct	Data from HR	HR Manager	%	100%	100%	100%	100%	✔
27	The percentage of employees trained on CEJS whistleblowing program?	Data from HR	HR Manager	%	100%	100%	100%	100%	✔
28	The percentage of employees trained on CEJS anticorruption and bribery program	Data from HR	HR Manager	%	100%	100%	100%	100%	✔
29	The percentage of employees trained on CEJS business etics program	Data from HR	HR Manager	%	100%	100%	100%	100%	✔
30	Confirmed ethics-related incidents or legal actions	Data from HR	HR Manager	pcs	0	0	0	0	✔
31	Percentage of employees who are familiar with the laws on equal treatment, discrimination, harassment and mobbing	Data from HR	HR Manager	%	100%	100%	100%	100%	✔
33	% of all operational sites with Quality Management System (ISO 9001)	Data from HR	HR Manager	%	100%	100%	100%	100%	✔
34	% of all operational sites with Environmental Management System (ISO 14001)	Data from HR	HR Manager	%	100%	100%	100%	100%	✔
35	% of all operational sites with an HSE management system (ISO 45 001)	Data from HR	HR Manager	%	100%	100%	100%	100%	✔
36	% of targeted suppliers who have signed the supplier code of conduct	Data from Purchasing	Purchasing Manager	%	100%	100%	100%	100%	✔
37	Percentage of targeted suppliers that have gone through a CSR assessment (e.g. questionnaire)	Data from Purchasing	Purchasing Manager	%	20%	80%	80%	100%	✖
38	% of all buyers across all locations who received training on sustainable procurement	Data from Purchasing department	Purchasing Manager	%	100%	100%	100%	100%	✔
39	Number of confirmed information security incidents	Administration	Administration Director	pcs	0	0	0	0	✔