

# SUSTAINABILITY

REPORT 2021



PLANET




PEOPLE






PARTNERSHIP

**BÖLLHOFF**

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 Unless expressly stated otherwise, all figures and information in this report refer to the Böllhoff Group locations in Germany, Brazil, China and France.

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# Acting sustainably in uncertain times

GRI #102 14

Dear Ladies and Gentlemen,  
dear Friends and Partners,

**Year after year, Böllhoff strives  
for sustainability in joining.**

We're doing this in two ways.

Firstly, we're looking to create connections for our customers that stand the test of time. They are designed to meet all the requirements of their respective field of application, while fending off any potentially damaging external factors. Secondly, we are striving to make the corporate world that underpins these connections increasingly sustainable by continuously working on ourselves, our products and our processes. With that in mind, we've made sustainability – and the three fields of action of **Planet, People** and **Partnership** – a key area of focus and strategic initiative embedded within our corporate strategy for 2024.



In this, the Böllhoff Group's third sustainability report, we look beyond our headquarters in Germany. For the first time, our observations also include data from our international locations in Brazil, China and France. Besides Germany, these three countries are home to our largest production facilities worldwide, so they're hugely influential in considerations regarding **Planet** for our group. These areas are brimming with opportunities and potential, which we're keen to harness with a wide array of measures.



This report covers the measures that we took at both national and international levels in 2021, and our goals for the coming years. Now and in the years to come, for instance, we are focusing on the procurement and in-house production of energy from renewable sources. Our next milestone is to cut Scope 1 and 2 CO<sub>2</sub> emissions by 2024, with a 25% reduction on the figures for 2020.

**After that, we'll be working to achieve carbon neutrality for Scope 1 and 2 by 2030.**

All these activities are taking place in a global environment that is increasingly buffeted by uncertainties and upheavals. In 2021 we were preoccupied with the ongoing Covid-19 pandemic, but 2022 has been overshadowed by the war in Ukraine. We have been profoundly shocked by the developments in the conflict and the violence that is occurring there. There is a lot that we can do to help the people affected by the war, including contributing to aid programmes and getting involved at community level.

Once again, these uncertain times show just how crucial **People** and **Partnership** are as guiding principles of our Sustainability Strategy. In times like these, it is all the more important for us to be there for each other and take responsibility for one another. That's why we're doubling down on our commitment to being a great employer for our staff, and our determination to give something back to society through foundations, donations and personal efforts.

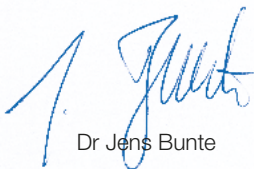


**We are confident that our actions and measures demonstrate that we are on the right track. At the same time, a great many challenges lie ahead.**

We look forward to boldly continuing along this path towards a more sustainable future, driven by our enthusiasm and the efforts of all of our employees, customers, suppliers and business partners.

The Board of Management in October 2022



  
Dr Jens Bunte

  
Wilhelm A. Böllhoff

  
Dr Carsten Löffler

  
Michael W. Böllhoff



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# Böllhoff: the company

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## Our aim:

# Creating successful connections

The Böllhoff Group is your partner for 360° joining technology with assembly and logistics solutions – worldwide. As a family-owned company, we have been standing for long-term success through innovative capacity and local presence since 1877. We know the specific needs of our customers from all industries and support them in enabling successful connections.

More than 3,200 employees continuously shape the future of joining technology – both at our headquarters in Bielefeld, Germany, and in our subsidiaries around the world. In 2021, we achieved sales of around 671 million euros.

Our extensive range extends from standard screws according to DIN and ISO specifications to special fasteners like HELICOIL® thread inserts and assembly systems. A wide range of services related to joining technology complete our portfolio, from connection testing in our accredited laboratory to application-related customer advice and cost-effective delivery of fasteners.

Böllhoff is now family-owned for four generations. The Board of Management is composed of managing partners Wilhelm A. Böllhoff and Michael W. Böllhoff, together with Dr Carsten Löffler and Dr Jens Bunte.



Organisational profile

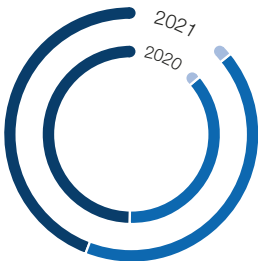
**GRI #102 2, 4** The technologies and services of the Böllhoff Group centre around connecting and joining modern materials, cost-effective procurement, stocking and delivery of fasteners, and reducing assembly times and costs. These days, we are focused on providing customers with a wide range of fasteners, supporting them along their entire value chain, optimising processes and reducing costs. We therefore offer our customers a comprehensive portfolio relating to joining technology, from innovative fasteners to custom assembly systems, from application-related advice to cost-effective delivery solutions. As a strategic partner, we strive to create added value for customers and thereby strengthen their competitive position. Since 2019, we have summed up this holistic approach across the company with our promise of 360° joining technology.

Our national and international clientele includes manufacturers and suppliers in the automotive and aerospace industries and many companies in general industry, including mechanical and plant engineering, sheet metal and plastics processing, and the electrical industry. Our network of 45 locations in 25 countries gives us access to all the key markets. We have a total of 13 production sites in Brazil, China, Germany, France, the UK, India, Italy, Austria and the USA.

Customers by industry **GRI #102 6**

Sales for 2020 and 2021 can be broken down by customer group as follows:

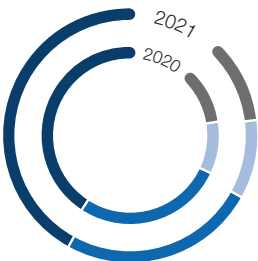
	2021		2020	
	T €	%	T €	%
■ Automotive	340,685	50.7	310,537	56.9
■ Industries	320,746	47.8	229,108	42.0
■ Aerospace	9,794	1.5	5,794	1.1
	671,225	100.0	545,439	100.0



Markets served **GRI #102 6**

Sales for 2020 and 2021 can be broken down by region as follows:

	2021		2020	
	T €	%	T €	%
■ Germany	322,411	48.0	256,073	46.9
■ Europe without Germany	194,251	28.9	170,279	31.2
■ Americas	76,772	11.5	58,715	10.8
■ Asia	77,791	11.6	60,372	11.1
	671,225	100.0	545,439	100.0



## Figures at a glance

Böllhoff Group worldwide

GRI #102.7

 **45**  
locations

 **25**  
countries

 **13**  
production sites

Production of over  
**10,000,000**  
fasteners per day

 **€671 million**  
sales

Over  
 **3,200**  
employees



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≡

**OUR VISION:**

# Passion for successful joining.

## Corporate governance

Our passion for successful joining expresses the standards that we set ourselves in what we do and how we work together. We create added value for our customers with our broad portfolio of innovative products, assembly and logistics solutions and additional services related to joining technology, and we do it with real passion and enthusiasm. As a family-owned company, we focus on people. People form the foundation for our success both now and in future, through their own connections within and outside the company.

## Ethics and integrity **GRI #102 16**

Our values

### Independent family enterprise

We are a fourth-generation family-run business. We are therefore free in our decisions and act independently.

### Sustainable orientation

Our company development focuses on the long term. This makes us a reliable partner for our customers, suppliers and employees.

### Good corporate citizen

We consider ourselves part of the local community and act accordingly with social and environmental responsibility. We use the resources available to us with care.

Our culture

Our corporate culture is based on the three pillars of courage, fairness and trust.

### Courage

We have the confidence to take pioneering decisions and calculated risks. This is how we ensure that we are constantly evolving.

### Fairness

Cooperative and respectful togetherness is what sets us apart.

### Trust

Only in an environment of mutual trust can we master challenges together and develop ourselves further with enthusiasm.



Compliance and transparency

**GRI #205 2 #412 2** Company-wide specifications and rules underpin the day-to-day activities of all Böllhoff Group employees. After all, we can only be a reliable partner for our customers if we act in accordance with the law and any regulations, and demonstrate full transparency towards our customers, suppliers and other stakeholders. This principle is an intrinsic part of the sustainable approach embedded within our corporate values.

We record all of our rules in our compliance policy, which is binding for employees in all locations. Every employee re-

ceives regular training to make sure that the policy is ensured across the company. Our compliance policy is also covered in the induction programme for new employees, so important knowledge is imparted early on in the onboarding process. The policy is also available in several languages on our intranet, so it can be consulted at any time. Our compliance system is designed to ensure that rules and regulations are observed at all times and thus provide protection for our employees, in a spirit of partnership.

Our compliance principles:	
	We respect human dignity and human rights.
	In our dealings with each other, we practise respect and appreciation, both within the company and with customers and business partners.
	We comply with the applicable law and further-reaching internal rules.
	We reject any form of corruption or bribery and respect free competition.
	We operate systematic risk management to ensure that we are a reliable partner for our stakeholders at all times.
	We are constantly developing our internal compliance system and actively involve all employees in this process.

IT security at Böllhoff

**GRI #418 1** In an increasingly networked world, the number of cyberattacks is on the rise. Maximum IT security is an absolute must. Ensuring that intellectual property and confidential information are protected at all times is essential, regardless of whether it relates to confidential data from our business partners, personal data from our employees, or our own company data.

A large number of technical measures form the basis for IT security within the Böllhoff Group. These measures – including firewall and VPN systems, virus protection systems and data loss prevention solutions – guarantee a high standard of security in all digital business processes. We update and expand these technical precautions on an ongoing basis to address the ever-changing threat landscape.

Beside purely technical measures, it is just as important to get all employees engaged with the topic of IT security and train them accordingly. We provide various documents relating to this that apply throughout the company, including our IT security guidelines. Here we set out binding rules of conduct and provide a basic outline of data protection and information security. We also organise IT security training and security awareness training for all employees working in our offices. This means that our employees have a clear framework for action and are conscious of the need to handle digital information carefully in their everyday work. Going forward, we are keen to expand the number of training courses and gear the content even more closely to the daily work of our employees, including with customised training options for different areas of the company.



# Sustainability at Böllhoff

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# Sustainability as our guiding compass

As a family-run company now in its fourth generation, we have always made long-term decisions and continue to be mindful of the effects of our actions on future generations. Taking a sustainable approach and acting responsibly are therefore firmly established in our corporate values. Ultimately, we see sustainability as a compass pointing the way to the best path towards a future worth living in – for generations to come.

**Our goal and how we are making a difference**

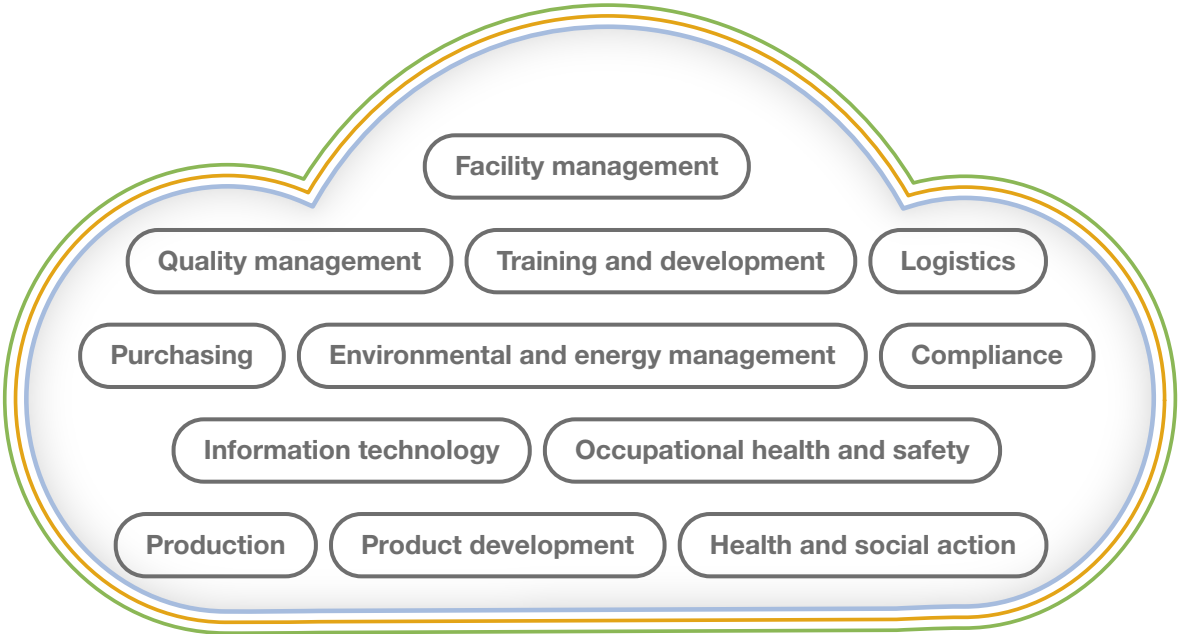
As a company, we’re striving to achieve carbon neutrality by 2030.

To ensure that this is backed up by a strong package of measures, we have made sustainability a focus topic in our Corporate Strategy 2024. Nevertheless, we see sustainability not just as acting in the interests of the environment, but also as a commitment to our employees and the society that we live in. With that in mind, we have divided our measures for greater sustainability into three fields of action: Planet, People and Partnership.

## How we’re implementing sustainability within the company

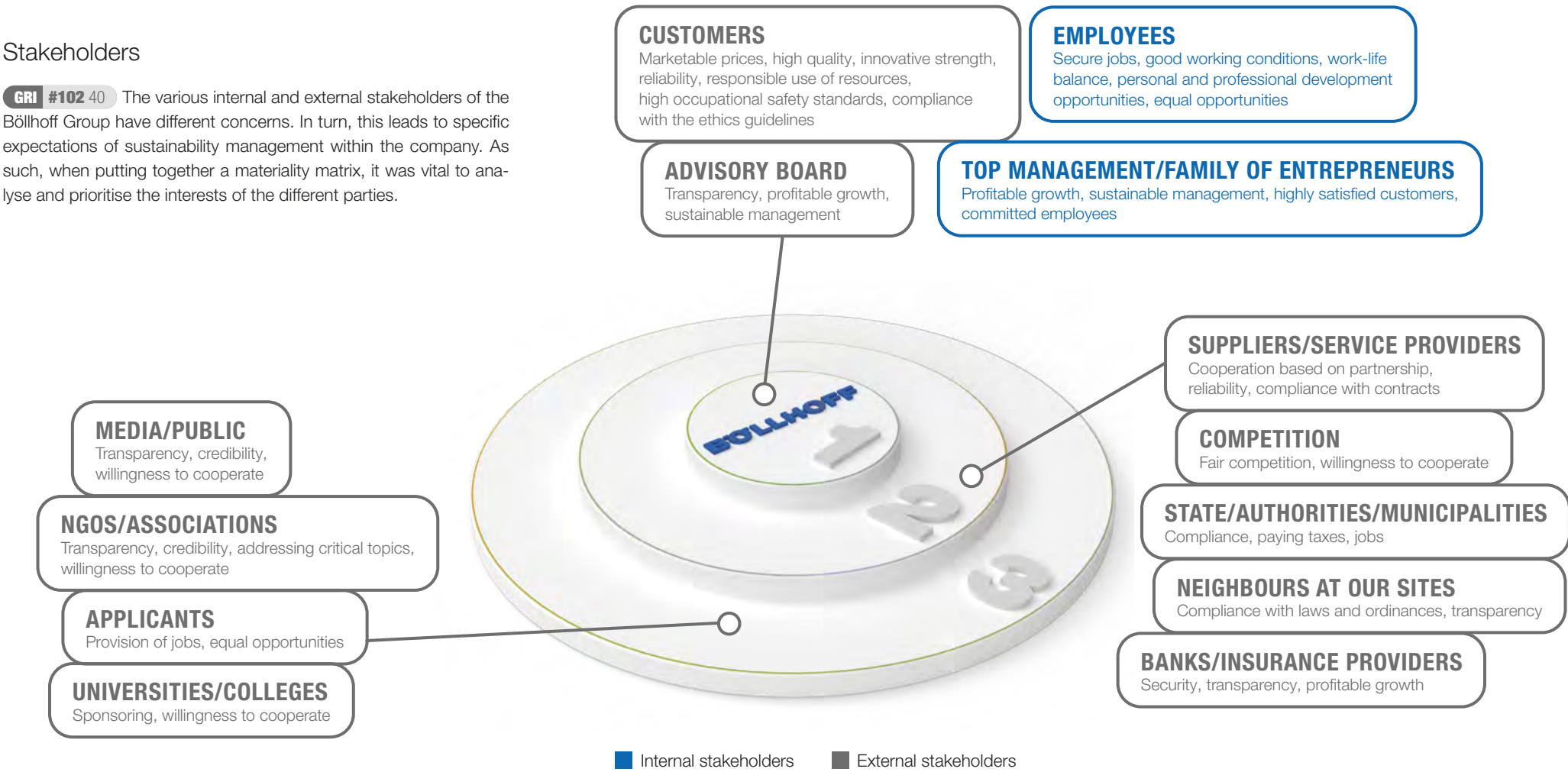
We take an interdisciplinary approach in order to foster sustainability within the company. Sustainability encompasses a range of issues that affect many different areas of the company, as shown in the diagram below. Each of these areas takes specific measures to make the company more sustainable, with the Corporate Management System

(CMS) Department as the central interface between them. This is where all the requirements and measures of the different areas come together and are woven into a coherent overall strategy. The CMS actively involves all departments in the development of the sustainability strategy.



Stakeholders

**GRI #102 40** The various internal and external stakeholders of the Böllhoff Group have different concerns. In turn, this leads to specific expectations of sustainability management within the company. As such, when putting together a materiality matrix, it was vital to analyse and prioritise the interests of the different parties.



Sustainability strategy

As part of its strategy development process, the Böllhoff Group has identified three fields of action in the sustainability strategy:

1. Planet

The Planet area of action is divided into the three sub-areas of Energy and Emissions, Resource Efficiency and Sustainable Supply Chain. The primary focus is on our products and services that, for example, allow for lightweight construction, downsizing of components and material savings. At the same time, Planet is also about developing measures to ensure that our products can be manufactured more sustainably. In terms of content, these range from using renewable sources of energy to optimising processes in order to minimise wastage and waste.

2. People

Education and Training, Attractive Employer (good employer branding) and Occupational Health and Safety are all key strategic focus topics in the People action area. The aim is to strengthen the well-being of our employees in the long term. We take a variety of approaches to doing this, from advanced training opportunities to promoting individual skills, establishing comprehensive occupational safety measures and providing all employees with generous supplementary benefits.

3. Partnership

As a family-owned company that focuses on people, we are highly committed to social engagement, which is why we have our own foundations, make donations and personal commitments.

- Energy and emissions
- Resource efficiency
- Sustainable supply chain



- Education and training
- Attractive employer
- Health and safety



- Compliance and transparency
- Social engagement



# How we are contributing to the UN Sustainable Development Goals

In 2015, the United Nations General Assembly adopted the 17 Sustainable Development Goals (SDGs). The SDGs are a central component of the 2030 Agenda for Sustainable Development and address the most urgent global sustainability challenges. We are committed to the SDGs and are keen to make our own contribution to the sustainable development of our world, especially through SDGs 3, 4, 5, 7, 8, 12 and 13.



Analysis of key areas of focus

GRI #102 42-44, 46, 47

The aim of the materiality analysis was to develop a sustainability management system for the Böllhoff Group. The Sustainability Strategy was developed in the first place as framework for addressing the main issues, with three areas of action: Planet, People and Partnership. The departments mentioned in the section ‘How we’re implementing sustainability in the company’ were primarily involved in the strategy development process. An online survey and telephone interviews were carried out as part of research work to ensure that we were reflecting the requirements of our customers and internal requirements arising from the strategy as effectively as possible. The SDGs of the United Nations were included in the review of the materiality matrix for this Sustainability Report 2021.



PLANET



- 1 Environmental and climate protection **SDG** 7, 11, 12, 13
- 2 Carbon neutrality **SDG** 7, 11, 12, 13
- 3 Innovative products and processes **SDG** 12, 13
- 4 Sustainable supply chain **SDG** 8, 12, 13
- 5 Production and logistics **SDG** 12, 13
- 6 Renewable energies **SDG** 7, 13

PEOPLE



- 7 Education and training **SDG** 4, 7, 9, 13
- 8 Occupational health and safety **SDG** 3, 8
- 9 Attractive employer **SDG** 3, 7, 11, 13
- 10 Diversity **SDG** 5, 10

PARTNERSHIP



- 11 Compliance and transparency **SDG** 8, 9, 12
- 12 Social engagement **SDG** 1, 4, 5, 17

Non-priority topics

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# PLANET

Key topics  
and our goals

## RENEWABLE ENERGIES

- Expand self-generation of electricity by commissioning additional photovoltaic systems
- By 2024: Increase the share of self-generated energy within Germany to 20% of our total consumption
- Conduct a feasibility study for the construction of wind turbines at our German sites

**SDG** 7, 13

## PRODUCTION AND LOGISTICS

- By 2024: Reduce CO<sub>2</sub> emissions in Scope 1 and 2 by 25% (compared with 2020)
- By 2030: Achieving CO<sub>2</sub> neutrality in Scope 1 and 2
- Conduct transparent measurement of indirect emissions in the upstream and downstream value chain (Scope 3)
- Participate in the Science-Based Targets initiative (SBTi)

**SDG** 12, 13

## SUSTAINABLE SUPPLY CHAIN

- Expand supplier management systems to take account of environmental and social risks
- By 2024: Assess all suppliers according to sustainability criteria

**SDG** 12, 13

## INNOVATIVE PRODUCTS AND PROCESSES

- By 2024: Generate carbon footprints for high-runner articles
- Improve the recycling potential of our packaging by using reusable packaging and new materials

**SDG** 12, 13

## ENVIRONMENTAL AND CLIMATE PROTECTION

- Initiate a transnational sustainability committee
- Establish an international sustainability management system

**SDG** 7, 11, 12, 13



# Management approach

We see energy and environmental management as part of our integrated management system. The integrated management system also includes quality management and occupational safety management. The primary goal of all management systems is continuous improvement.

Our energy management system has had ISO 50001 certification for many years, while our environmental management system is accredited according to ISO 14001. The aim of both systems is to systematically record and evaluate our resource flows so that we can develop appropriate measures to continuously improve efficiency. In relation to climate and environmental protection, responsible use of resources of all kinds is our top priority.

Given the huge importance of energy as a production and cost factor, the economic and environmental optimisation of all energy-related processes is becoming an increasingly urgent requirement in practice. In the Böllhoff Group, such process optimisations are especially crucial in energy-intensive areas of production. Clearly defined, ambitious savings targets, getting management fully on board and ensuring intensive communication are all equally important. The same approach applies to our resource management. Having a clear overview of all consumers is an important step towards greater energy efficiency. Thanks to the ongoing expansion of our data collection processes, energy consumption can now be determined with precision across many of our production areas. Evaluating these data allows us to compare energy consumers based on various key figures and enables us to iden-

tify specific areas with potential for optimisation. The Energy and Environmental Management division also carries out a number of projects to raise awareness of energy wastage within department and encourage a reduction in energy consumption through more modern and efficient solutions.

The importance of energy and resource efficiency needs to be internalised by all of the company's employees if we are to actually realise all of the savings that are possible in theory. To that end, since early 2015 the Energy and Environmental Management Department has been systematically scrutinising all working areas, training employees and identifying areas of action for more efficient use of resources.



## Innovative products and processes

**We create connections for a sustainable future. Our products and services are used in numerous sectors, where they help to conserve resources and reduce CO<sub>2</sub> emissions.**

**SDG** 9, 12, 13

### Böllhoff: facilitating lightweight construction

Present-day challenges such as resource conservation, energy and material efficiency, and reducing CO<sub>2</sub> emissions are directly linked to the topic of lightweight construction. Lightweight construction has huge potential for a number of industrial sectors. As a specialist in joining and assembly technology, we have been active in this area for some time. We examine the demand for weight-optimised solutions with regard to two aspects: the joining

of special lightweight components and the optimisation of the fasteners themselves with regard to weight and specific properties.

In modern industry, lightweight structures have become much more important in recent years. Alongside classic lightweight materials such as high-strength and ultra-high-strength steel, titanium, aluminium, magnesium and ceramics, there is now a wide and

ever-expanding range of continuous fibre and textile-reinforced composite materials with a polymer, metal or ceramic matrix. These lightweight materials, which feature multi-material, hybrid or pure construction, are increasingly the focus of the automotive industry, the aerospace industry, rail vehicle technology, and numerous other sectors. As a result, the growth potential for pioneering materials is high.

Overall, lightweight concepts represent the best possible compromise between functional requirements, general economic conditions and production-related possibilities. The processes involved in joining similar and dissimilar materials are immensely important. We can leverage our expertise in joining and assembly technology to make a decisive contribution towards creating sustainable connections in lightweight structures.

### Products for lightweight construction



**RIVSET®**



**RIVTAC®**



**HELICOIL®**



**ONSET®**



**TEPRO®**



### 360° joining technology for e-mobility

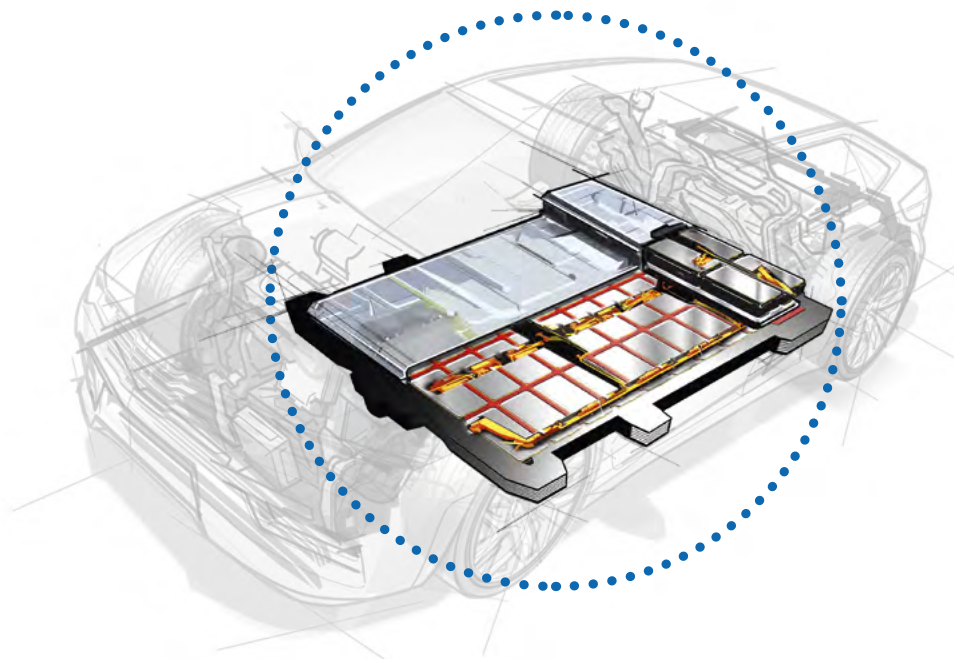
Since the advent of cars, we've repeatedly passed milestones in innovation. The next one is just around the corner: e-mobility, which will usher in new propulsion technology, new materials and new energy sources. Vehicle construction methods are also changing significantly. Old functions and assemblies

are no longer needed, while new ones are being created.

As an expert in joining technology, Böllhoff is already addressing these challenges. As part of our 360° approach to joining technology, we see customers right the way through from the concept

phase to development and design, the creation of prototypes and test tools, series production and logistics.

We help our customers find the right joining solution, whether for an energy storage system, e-machinery, power electronics, car interiors, the body or the front or rear end.



### Focusing on optimisation potential in joining technology – taking sustainability to the next level

Sustainability is commonly associated with terms such as 'durable', 'environmentally friendly', 'resource-efficient' and 'reusable'. All of these properties also apply unreservedly to one of the most-used fasteners: the screw. Screws can be manufactured very cost-effectively using the cold forming process. This requires very little energy in the manufacturing process, while hardly any raw material is lost. Provided that the connection has been designed properly, a screw can be loosened and reused without any problem. This means that an assembly that has been fitted together can be detached and repaired or professionally recycled. The screw itself can simply be returned to the material cycle once it reaches the end of its useful life.

The basic properties of these tiny elements offer plenty of sustainability, while good connection design has additional potential. Often, however, the capabilities of fasteners are not used efficiently enough. One reason for this is that technological developments are

constantly throwing up new requirements for joining technology, and designers cannot possibly keep on top of them all.

This is where our application technology consulting service ECOTECH comes in. An experienced team of technicians and engineers advises and assists our customers with designing connections as efficiently as possible – and ultimately more sustainably. After all, functional optimisation often means that an equally strong connection can be achieved with fewer and smaller fasteners than before, thus using less material and fewer resources. Smaller component dimensions and lower weights can also be achieved in this way. It's a win for our customers and for the environment.



## A better version of every process SDG 12, 13



The Optimising Böllhoff System (OBS) is hugely important within the company when it comes to the sustainable and responsible use of resources. The basic idea behind OBS is to create value without wastage.

OBS aims to ensure that all activities that are necessary for value creation are made as effectively as possible by optimising processes and thus avoiding superfluous activities (waste). To do this, it is important to scrutinise and streamline existing processes by looking at them from two perspectives:

- From the point of view of the customer, whose requirements in terms of product availability, individuality, quality and pricing must be met as fully as possible.
- From the point of view of our company, which must function profitably and keep on improving its competitiveness.

### What does OBS do?

This question is answered by the four OBS principles:

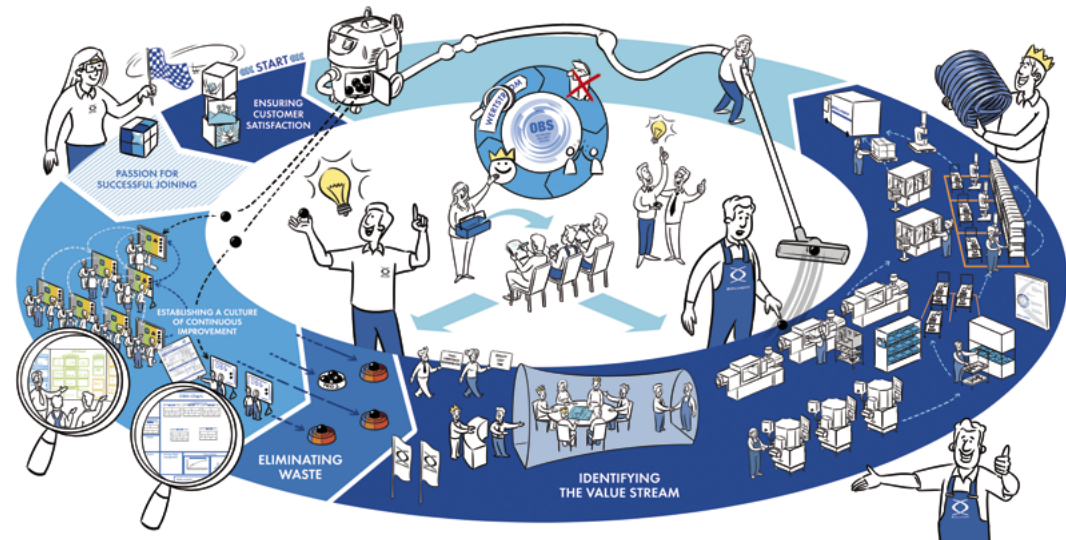
- 1 Ensure customer satisfaction
- 2 Identify value stream
- 3 Eliminate waste
- 4 Establish a culture of continuous improvement

### Example of process improvement through OBS: development of a new production layout with optimised transport routes

By implementing our OBS approach, we developed a more efficient production layout for the plastics technology facility in Bielefeld during the reporting period. We did this because our fasteners were having to cover relatively long distances due to the limited space in the hall and the increasingly spread-out nature of production stations. In intralogistics, we were seeing transport routes of up to 24,650 km per year, mostly covered by industrial trucks.

In future, the plastics technology facility will have more space and will benefit from the introduction of the new, optimised

production layouts. This will reduce internal transport routes by 37% overall – about 15,500 km per year. This will have a number of positive effects on the environment. Our industrial trucks will consume less energy and we will reduce the carbon footprint of plastic fasteners manufactured on site. The additional areas for plastics technology will be available from the first quarter of 2023. Production will then be rebuilt according to the new layout. All work is scheduled for completion in the third quarter of 2023.



## Environmental and climate protection/carbon neutrality

SDG 7, 13

Climate change poses major challenges for the entire world population. The ongoing increase in the global average temperature can only be stopped if we all commit to making changes. Contributing towards environmental and climate protection and taking further steps towards carbon neutrality are part of our corporate responsibilities. To achieve this, we are endeavouring to offset any emissions that we cause directly or indirectly, identify areas of potential and introduce emission reduction measures.

### Energy footprint 2019–2021

GRI #302 1

		2021	2020	2019
Energy sources used within the company				
Fuel (l)	Fleet   Emergency power	547,053	475,933	654,992
Natural gas (kWh)	Heating	14,198,377	11,868,263	11,055,790
Heating oil (kWh)	Heating	0	99,879	189,535
Electricity (kWh)	Production	38,542,184	32,979,531	33,851,195
Energy sources used outside the company				
Fuel (l)	Rental cars	81,853	19,224	42,628

### Emissions 2019–2021

GRI #305 1–3

		2021 Emissions t CO <sub>2</sub> e	2020 Emissions t CO <sub>2</sub> e	2019 Emissions t CO <sub>2</sub> e
Greenhouse gas emissions Carbon footprint				
Scope 1				
Fuel	Fleet   Emergency power	1,359	1,178	1,649
Natural gas	Heating	2,556	2,136	1,990
Heating oil	Heating	0	27	50
Total CO <sub>2</sub> e – Scope 1		3,915	3,341	3,689
Scope 2				
Electricity		10,066	9,029	10,106
Total CO <sub>2</sub> e – Scope 2		10,066	9,029	10,106
Total CO <sub>2</sub> e – Scope 1 and 2		13,981	12,392	13,795
Scope 3 selection				
Kerosene	Business trips by plane	239	114	892
Petrol	Business trips by rental car	182	43	95
Diesel	Business trips by train	1	2	8
Total CO <sub>2</sub> e – Scope 3 selection		422	159	995

#### The development of emissions and energy consumption from 2019 to 2021:

Compared to 2019, emissions and energy consumption in the Böllhoff Group fell significantly in 2020. The effects of the Covid-19 pandemic on the global economy are apparent in this regard. In 2021, emissions and energy consumption trended back to pre-pandemic levels. This is mainly due to two factors: production increases due to the rapid recovery of the global economy and the inclusion of several newly acquired companies in our data for the first time. You can find the measures we will be taking to systematically reduce emissions and energy consumption in our group of companies over the coming years on the following pages.



Measures to reduce energy consumption **SDG 13**

**Compressed air: an underrated energy guzzler with great potential for savings**

**GRI #302 4** Our production processes require compressed air at many points, whether for cleaning parts, repositioning or placing engines. However, it takes a great deal of energy to generate compressed air. This makes it all the more important to ensure that the systems are working efficiently. A hole of just 1 mm in a compressed air hose can soon lead to additional consumption of 2,700 kWh of electricity per year. This corresponds to almost 70% of the annual electricity consumption of an average four-person household.

The problem is that leaks can be difficult to detect in large compressed air networks. Small leaks are simply drowned out by the noise of the surrounding machinery. In order to be able to locate and fix compressed air leaks more reliably, we have introduced acoustic cameras at our production sites in Bielefeld and Sonnewalde. These cameras are

now used in any routine maintenance of the machine fleet.

In 2021, we used the cameras to determine potential energy savings relating to compressed air nozzles and supply lines. The findings led us to optimise the compressed air technology at our Sonnewalde site and will allow us to save around 25,000 kWh of electricity every year in the future.



Renewable energy **GRI #305 5** **SDG 7, 13**

Renewable forms of energy are an important building block for a sustainable energy supply. We are planning a range of measures for further optimisations to our energy mix over the coming years.

**Expanding our self-generated electricity systems**

In the future, we will continuously increase energy generation using photovoltaic systems (PV) at our company sites. By 2025, every viable roof at our German production and logistics sites in Bielefeld, Oelsnitz and Sonnewalde will be equipped with a PV system. Comparable measures are also being planned at our international locations, including the construction of a PV system as part of an expanded production facility in China.

**Greater use of green electricity**

In cases where we cannot cover our electricity needs ourselves using sustainable energy technology, we are increasingly purchasing electricity generated from renewable sources. Our site in Brazil has been using green electricity exclusively since 2020. As of 1 January 2022, our energy-intensive production and logistics sites in Germany will also be completely converted to green electricity. Compared with the current 2021 reporting year, we are set to reduce our carbon footprint in Scope 2 by almost

4,000 tonnes of CO<sub>2</sub> going forward. At the same time, the proportion of green electricity in our electricity mix across the company has increased to around 45% of our total consumption. We are currently working to determine in which other countries we can switch to green electricity in the short and medium term.



Focus on sustainability: expanding production in China **SDG** 7, 9, 12, 13

Planning for what is now the fifth expansion phase of our site in Wuxi, China, got underway in 2021. From the start of construction in June 2022, almost 12,000 m<sup>2</sup> of additional building space will be created for the thread technology. This is roughly the size of 1.7 football pitches. Along with additional areas for

production, the expansion also includes an office complex and a company restaurant for the roughly 300 employees working on site.

When planning the new building, the focus was on sustainability. No fossil fuels will be used to heat the building;

heat pumps will be used instead, and the waste heat from the production machines will also be used for heating floors. Part of the energy requirement on site will be covered by a large photovoltaic system. In the first step, the PV system will have an output of 800 kWp. This will enable us to generate around

813,000 kWh of electricity on site every year, saving 682 tons of CO<sub>2</sub>. Ultimately, the plan is to expand the PV system to an output of 1.3 MWp.



Further measures to boost environmental performance

**SDG** 7, 9, 12, 13

Creating a digital meter infrastructure

In 2021 we invested in digital energy meters for our production and logistics sites throughout Germany. We can now record our energy consumption down to the minute, which will allow us to determine potential savings even more effectively in the future.

Green gas for all German sites

On 1 January 2022 we will switch our gas supply in Germany completely to green gas. This means that the gas supplier directly offsets the resulting CO<sub>2</sub> emissions, for instance by supporting climate protection projects. Over the long term, we will keep on reducing the company's use of gas, a fossil fuel.



Production and logistics

Materials used **GRI #301 1,2** **SDG 12**

A wide variety of materials are procured through indirect purchasing, including products relating to occupational safety, electrical appliances, office supplies and furniture. The sheer range of materials procured means that there would be little sense in listing the volumes here.

Direct procurement covers materials used in our own production processes, such as wires, rods and granulate material, along with finished fasteners made of various steels, plastics, brass, copper and aluminium. We sell finished fasteners from other manufacturers to our customers as trade goods.

In our plastics engineering division, recycled granulate material is also used to manufacture fasteners. In metal production, the recycling rate for brass fasteners is around 70%. Our trade goods made of different steels include around 40% scrap steel.

	2021 t	2020 t	2019 t
Raw material for production:			
Wire	10,022	7,881	8,616
Rods	3,662	2,600	3,760
Granulate material	1,528	1,046	1,315
Trade goods made of:			
Steel	20,040	13,915	18,293
Non-corrosive steel	3,215	2,413	2,480
Plastic	260	181	181
Brass	96	74	95
Copper	37	40	39
Aluminium	20	16	16

Waste footprint – waste by type and method of disposal **GRI #306 2** **SDG 12**

In addition to steel and non-ferrous metals, Böllhoff also uses a large number of different plastics to produce its fasteners. The metal and plastic waste from sprues, faulty parts and other rejects that unavoidably occurs during production can be a valuable resource. Recycling these valuable materials is a top priority for us and is part of our extensive waste concept. This concept

envisages the sorting and recycling of all metal and plastic waste during production, resulting in a 100% recycling rate for these recyclable materials. Some of the recovered raw materials are ground up on site and fed back into production as regranulate material.

A total of 733 tonnes of waste was generated in 2021 at our headquarters

in Bielefeld, 26 tonnes of which was hazardous waste. 574 tonnes of non-hazardous waste were recycled and another 134 tonnes were incinerated as fuel.



\* Sales offices that only comprise office space were not included due to insufficient data.



Improving material cycles in production **SDG 12, 13**

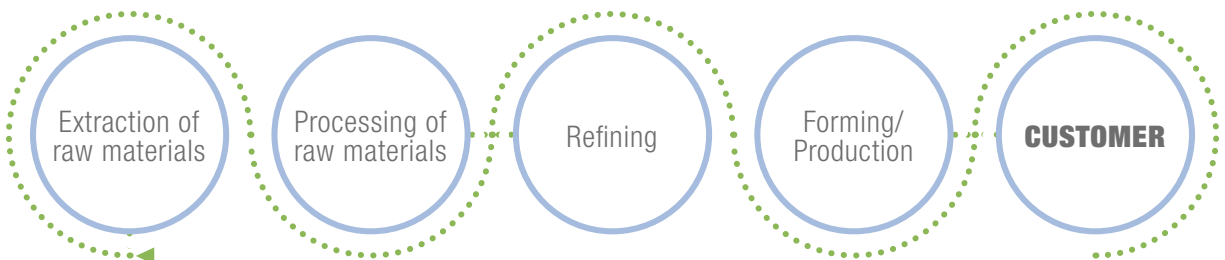
Putting an oil treatment plant into operation

In 2021, we put an oil treatment plant into operation at our production site in Jundiaí, Brazil. This processing plant allows the oil required for production processes to be used for much longer: now, the oil only needs to be changed every 2,000 operating hours. After a positive experience in Brazil, we're now planning an oil treatment plant for our production site in Wuxi, China.

Wastewater treatment in China

A wastewater treatment plant for production was installed in Wuxi, China, in 2021. Over the year, around 260 tonnes of production-related wastewater were produced on site. Thanks to the new treatment plant, 90% of this wastewater could be returned to production as process water. This significantly reduces our annual fresh water requirements at the site.

Supply chain **GRI #102 9** **SDG 9, 12**



Local procurement\* **GRI #204 1** **SDG 9, 13**

Generally, we are alert to global competition. We choose suppliers according to a risk-based approach that takes economic, qualitative and social aspects into account, along with the respective production resources. For environmental reasons, however, we put particular emphasis on sourcing materials locally

whenever possible. This avoids long transport routes, which are associated with additional emissions.

Percentage of the procurement budget spent on suppliers who are located in the vicinity of the respective Böllhoff facility:

	2021 %	2020 %	2019 %
Administration	99.00	99.00	99.00
Production of fasteners	65.00	54.00	58.00
Trade in fasteners	50.00	51.00	49.00
Production of assembly systems	90.00	88.00	92.00

\* In today's globalised world, we understand local procurement to mean that goods or services are procured at national level – they do not have to cross borders to get to the Böllhoff production site where they are to be used.



Supplier management **GRI #308 2 #407 1 #408 1 #409 1 #412 1 #414 2**

The core areas in our procurement process are Germany, Europe and Turkey. Smaller quantities are also sourced from East Asia. In countries where there is an increased risk of human rights violations, we monitor suppliers very closely, with lots of on-site visits and numerous audits. Any infringement of human rights by suppliers will not be tolerated by Böllhoff and will result in the supplier being barred.

Our Code of Conduct is an important tool for achieving a sustainable supply chain. It forms part of the general terms and conditions of purchase and covers important matters relating to corporate social responsibility. For instance, the Code requires our suppliers to take responsibility for the safety and health of their employees, take active measures to protect the environment, and to combat corporate corruption. They are also asked to refine their quality management system for production. We conclude a quality assurance agreement with each of our A-suppliers. In this, the supplier undertakes to comply with all laws and ordinances concerning

environmental protection and occupational health and safety, and to minimise any impact of their actions on people and the environment by taking appropriate additional measures. We expect our suppliers to introduce and refine an environmental management system according to ISO 14001. If a supplier already has certified management

systems in the areas of environment, occupational safety and energy, this will earn them a better supplier rating.

We regularly assess our suppliers on the basis of environmental and social criteria in our audits. This includes the handling of hazardous substances and working conditions on site.

When it comes to indirect procurement, we are currently not evaluating any suppliers according to environmental criteria. In the future, ISO 14001 will be included as a parameter in the evaluation system.

If we identify any negative environmental impact due to the work of a supplier, we expect improvement measures to

be taken immediately. If these are not implemented and the supplier continues to violate environmental laws and ordinances to a significant degree, they will be barred immediately.



# PEOPLE

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# PEOPLE

Key topics  
and our goals

## EDUCATION

- Actively counteracting the shortage of skilled workers through continuous improvement of own training

SDG 4, 9

## ATTRACTIVE EMPLOYER

- **Internal:** Increasing employee satisfaction and a sense of identification with the company
- **External:** Being the first choice for young talent looking to join a company

SDG 3, 7, 11, 13

## ADVANCED TRAINING

- Identifying and meeting advanced training needs within the company even more effectively
- Introducing agile methods

SDG 4, 9

## OCCUPATIONAL HEALTH AND SAFETY

- Vision Zero: no accidents at work
- Extending ISO 45001 certification to production sites in Germany

SDG 3

## DIVERSITY

- Systematically increasing diversity within the company

SDG 5, 10



Attractive employer

Our people are our company's most valuable asset. With their passion for successful joining, our more than 3,200 employees form the foundation of the company's success. That's why we give them the scope to keep on developing their skills in their specialist area. This is offered in an atmosphere of respect, appreciation and a human touch. Every successful connection starts with a connection between people.

How we support a good work-life balance	
Flexible working time models	
Working time accounts and flextime	
Mobile working	
Kindergarten and under-three daycare places for employees' children	
Holiday options for employees' children	
Sabbaticals	
30 days of annual leave	

Remuneration principles

GRI #202 1 #405 2 SDG 1, 5, 10

The Böllhoff Group pays all of its employees reasonable wages based on collective bargaining and company agreements. For us, fair remuneration in line with the market is self-evident, and so is compliance with minimum wage claims. As far as we're concerned, fair remuneration also means that pay is calculated completely independently of personal factors such as gender, religion, origin, age, disability, sexual orientation or any country-specific characteristics. Our remuneration policy is an integral part of a consistent and transparent process aimed at helping our employees to progress.

Operational benefits

GRI #401 2 SDG 3, 8

Success in business always comes from good work, and good work comes from skilled and motivated employees. Mindful of this, we do everything we can to be an attractive employer and to create optimal conditions for our

employees so that they feel comfortable and valued within the company. We offer our employees a variety of company benefits and make work-life balance a top priority.

As a family-owned company, the compatibility of work and family is paramount for Böllhoff. We welcome it when employees want to look after their family by taking parental leave or family caregiver leave, and we are delighted that more and more employees are making the most of this opportunity. If employees find themselves in a difficult situation and need psychological support, a welfare officer is available to assist them at any time upon request.

Opt-in employee and other benefits

We offer our employees a large number of employee and other benefits on an opt-in basis, which are set out in Böllhoff's social regulations. We mark social occasions and anniversaries by celebrating our employees with material or monetary gifts and organise regular

company outings and company parties. Our employees also benefit from discounts in numerous restaurants and shops, and at cultural and sporting events.

Employee retention

We are delighted that our efforts to keep on increasing employee satisfaction and retain employees over the long term have been highly successful. In 2021, the average length of service was 11.65 years.

That same year, many long-serving employees were honoured for their loyalty to the company. Some 295 employees celebrated anniversaries marking 10, 20, 25, 30 or even 40 years of service in the reporting year.



## Constructive cooperation with trade unions

GRI #402 1 #407 1 SDG 8

Our employees have the right to organise themselves in unions. We work constructively with employer representatives and trade unions. Our works councils are important partners in this regard. Through joint committees, we regularly inform the employee representatives about the economic situation and about any important changes within the Böllhoff Group. Germany's Works Constitution Act sets out extensive regulations relating to this co-operation. In the event of changes, we inform our employees at an early stage. Overarching works agreements are also concluded on a range of topics for the benefit of all those involved – employees and the company alike.

## Employee engagement as the key to success

SDG 3, 8

Our corporate culture is defined by the knowledge that we can only be successful as a company if we engage our employees and their expertise in corporate development. We actively call upon our employees to contribute their ideas and help shape the future of Böllhoff. We believe that this not only promotes employee satisfaction, but also allows us to keep on improving as a company. Our employee survey and company suggestion scheme are two ways of getting our employees involved.

Following the principle of 'improving together', we actively involve all of our employees in improving processes and procedures through our company suggestion scheme. It's easy to submit suggestions for improvement via an online portal. The suggestions received are then evaluated for their feasibility and potential to effect improvement. If a suggestion for improvement is implemented within the company, we reward the person who came up with the idea with a cash or non-cash bonus.

### 'Coffee with bananas' meeting

A coffee with the boss: that was the basic idea behind the 'Coffee with bananas' meeting at our site in Jundiaí, Brazil. At this well-established exchange event, employees meet up with

the management team led by Managing Director Flavio Silva in a relaxed setting. The aim is to promote direct exchange among each other across all departmental and hierarchical levels, and to

actively involve employees in the further development of the site. Three 'Coffee with bananas' meetings are held every year.



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## Appraisals, development meetings and supervisor assessments

**GRI #404 3** **SDG** 3, 4, 8

As an employer, we want to create a framework where all our employees and managers can develop to their full potential, both professionally and personally. An open feedback culture is key: employees and supervisors should regularly exchange praise and constructive criticism so that they can progress together. These exchanges take place in appraisals and development meetings, and in supervisor assessments.

In appraisals and development meetings, employees and their supervisors reflect on their work together over the last year. In addition to the standard performance review, the main focus should be on employee development. The discussion covers the effectiveness of advanced training events attended during the past year and the need for advanced training in the coming year. Böllhoff Fit, our extensive in-house training programme, covers any requirement for advanced training in working

processes, techniques or personal development. An extra section on career development then deals with any priorities or requirements for development relating to the employee's current job. Every employee is given the opportunity to discuss their ideas and aspirations for medium to long-term career development with their supervisor. Personal development plans can then be drawn up on this basis in close cooperation with the Human Resources Development Department.

### Percentage of employees who have had a personal appraisal and upward development discussion:

2021	2020	2019
82.6%	88.1%	93.5%

Leadership appraisals also take place on an annual basis. Employees have the opportunity to evaluate their cooperation with their immediate supervisor anonymously via an online questionnaire. The aim is to give managers in the company the opportunity to reflect on their own management style based on employee feedback, and to make ongoing improvements as a result. In the 2021 reporting year, 150 line managers were evaluated by their employees.

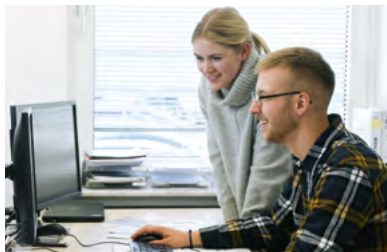
### Family Open House Day

Böllhoff organises an open house day every year for employees and their families at our site in Jundiaí, Brazil. The attendees learn a lot about the company and our culture through various tours and presentations. This event is aimed at thanking employees for their work while also presenting Böllhoff to the younger generations as a potential employer. The open house day had to be postponed in 2021, due to the pandemic. A catch-up date is planned for October/November 2022.

### English and computer lessons for the children of our employees

Children are the future of our society. In Brazil, Böllhoff supports the development of our young people by offering funded English and computing courses for the children of employees.





## Training at Böllhoff

**SDG 4** We want to steer and actively support young people in their vocational training. That is why we place great emphasis on expanding their technical skills and also on their personal development. We see ourselves as a companion for our trainees and aim for our training to provide them with the skills that will allow them to operate successfully in national and international markets.

### Commercial and IT professions

- Industrial merchants
- Wholesale and foreign merchants, specialising in wholesale
- E-commerce merchants
- Office management merchants
- IT specialist for application development
- IT specialist for system integration

### Logistics professions

- Warehouse logistics specialist
- Warehouse operator
- Freight forwarding and logistics services administrators

### Technical professions

- Machinist for turning and milling machine systems
- Process technologist
- Materials tester
- Mechatronics engineer
- Industrial mechanic Maintenance
- Electronics technician for industrial engineering
- Process mechanic
- Mould construction
- Machine operator and equipment operator in metal and plastics technology
- Physics lab technician

## What makes training at Böllhoff special?

Böllhoff offers potential trainees a wide range of training opportunities in a total of 18 professions in the fields of IT, technology, logistics and administration. Training takes place at our headquarters in Bielefeld and at our production, logistics and sales sites throughout Germany. Our Bielefeld site has a training workshop where we offer numerous courses and advanced training sessions. The training workshop can also be attended by trainees of other small and medium-sized companies in the region that do not run their own training workshops.

Trainees start with an induction week to get them up to scratch and ensure that they are primed for the training ahead. The aim is for them to get to know and understand the company, its products and values. Trainees in their second year get the chance to introduce themselves and have discussions with company managers and the managing directors at an event entitled

'Who we are: introducing our trainees'. Trainees get involved with all of the work processes and projects in their departments from an early stage. The tasks are closely linked to the trainees' respective job descriptions. We attach great importance to preparing trainees as well as possible for their future role within the company. With that in mind, they are gradually assigned suitable tasks and given the opportunity to assume responsibility in their field of activity from early on. Along with working at their training site, we offer trainees the opportunity to gain experience at a Böllhoff subsidiary elsewhere in Europe on a stay abroad. The four-week residence aims to give trainees insights into the culture and language of the respective country and build bridges between different cultures early on in the training period.





**“What makes the training at Böllhoff so special for me is that trainees can take on a lot of responsibility and are trusted, including when it comes to implementing big projects. A lot of effort goes into giving you the support you need at all times and giving you new skills that can help you in your everyday working life. There are extra training opportunities following your training, so I’ll be making the most of those to expand my knowledge.”**

Lena Glomb, Cutting Machine Operator in her second year of training

Number of trainees:

2021	2020	2019
132	139	149

Retention rate for trainees:

2021	2020	2019
73 %	58 %	56 %

boellhoff.1877 on Instagram:  
Trainees at work

Böllhoff’s Instagram channel – boellhoff.1877 – is managed by our trainees. The Instagram team posts snapshots from the world of Böllhoff twice a week with the slogan ‘Trainees at work’. Among other things, they provide behind-the-scenes glimpses of the company and showcase employees, events and products.

→ <https://www.instagram.com/boellhoff.1877/>



Students at Böllhoff **SDG 4**

We offer students various ways of gaining practical experience and insights into our departments. They can combine the theory they’ve learned in class with exciting practical projects in a dual study programme, a working student position, an internship or with a practice-oriented thesis.

From day one, students at Böllhoff get to take responsibility for their own work and experience the supportive culture of a family-owned company. Onboarding is made smoother by a structured

induction and support from mentors. Students also regularly attend advanced training seminars, specific lectures and company events. This allows them to build up their own network and get a feel for the range of tasks in a global company – the foundation for a successful career!

Number of students:

2021	2020	2019
90	125	56

**“Degree studies and Böllhoff go together! I started in the fourth semester of my full-time degree course. I had a lot of flexibility as a student working in project management. After completing my bachelor’s degree, the situation turned around. I now work full-time for the Böllhoff Group, which is actively supporting me as I study part time for my Master’s.”**

Jan Lukas Seewald, Project Manager



Advanced training at Böllhoff

GRI #404 2 SDG 4, 9

We are committed to supporting ongoing advanced training of our employees. Along with our in-house training programme Böllhoff Fit, which is open to all employees, we have launched in-depth development programmes that are tailored to the needs of talented specialists and managers.



**“Personnel development and training are firmly anchored in our HR activities. Our development programmes provide targeted support for the professional development of our specialists and managers. The group is always made up of participants from different areas of the business. This means that all participants also benefit from expanding their network within the Böllhoff Group.”**

Stefanie Kuhlmann, HR Development Officer

Böllhoff Development Programme

Our nationwide Böllhoff Development Programme (BDP) goes back a long way; it is already in its 19th cycle. Those taking part in the BDP work intensively on four modules that focus on personal development, build social skills for successful teamwork, and acquire new skills in work technology and change management. They can then apply what they have learned in a hands-on project, which stimulates the sustainable transfer of all content into everyday work. The interdisciplinary make-up

of the group also allows participants to network with colleagues from other areas of the company. This is great for day-to-day collaboration regardless of location.

Our 18th development group successfully completed the BDP in 2021. As a thank-you for the support they have received, this group will be volunteering their services to a project of the Wolfgang and Regina Böllhoff Foundation.

Leadership Excellence @ Böllhoff – our training programme for managers

Leadership Excellence @ Böllhoff, or LEB for short, is a modular training programme for managers that is designed to meet the needs of different target groups. The content is tailored to leadership issues and tools specific to Böllhoff, so it stimulates targeted development of the participants’ leadership skills. The most-attended seminar in 2021 was the new virtual training session ‘Leading at a distance’. Two groups completed the LEB program in the reporting year: one group of employees who are taking on a management

role for the first time, and another group of experienced managers who have recently joined Böllhoff. We will continue with our management development efforts in future in the ‘New to Management 2021’ group. Our LEB participants are particularly positive about the toolbox of methods taught as part of the programme and the network that they can forge there. Lots of these groups continue to exchange information with each other after the training sessions and go on addressing leadership issues together.

Number of seminar participants:

2021	2020	2019
3,285	2,326	4,272



Diversity and equal opportunities **SDG** 5, 10**Diversity in governing bodies and among employees**

**GRI #405 1** At Böllhoff, we see diversity as a form of enrichment for society in general and our group of companies in particular. All employees throughout the company receive the same respect and are treated equally, regardless of gender or gender identity, nationality or ethnic origin, religion or belief, disabilities, age or sexual orientation. Our commitment to fairness and working together in a spirit of partnership and respectful cooperation sets us apart. This principle is a core part of our mission statement and is enacted in all our subsidiaries worldwide.

People of 32 different nationalities are working in our companies in Germany alone. This ethnic and cultural diversity offers us countless opportunities and potential, but also requires us, as a company, to establish links between cultures that are sometimes very different. That is why we offer courses and training to improve intercultural



exchange throughout the company. These range from language courses to training sessions on intercultural skills and cooperation. Since 2006, employees have also had the opportunity to

relocate to Böllhoff sites outside their home country and provide local support. These secondments make an important contribution towards promoting intercultural exchange within our group.

The proportion of female employees increased slightly during the reporting period compared to the previous year (2021: 26.78%; 2020: 25.79%). Traditionally and even today, more men than

women work in joining technology. We have set ourselves the long-term goal of deploying appropriate measures to keep on increasing the proportion of women within the company. For example, we are actively working to get more young women interested in our technical training places by providing information about training opportunities at Böllhoff at trade fairs and information events and regularly giving female students a look behind the scenes at our production facilities on Girls' Day. We offer female employees tailored development opportunities with a view to increasing the number of women in middle and upper management positions over the long term.



Information about employees and other staff

GRI #102 8	2021	2020	2019
Employees	2,422	2,245	2,270
of which women	651	579	586
of which men	1,771	1,666	1,684
	2021 %	2020 %	2019 %
Proportion of women within the company	26.78	25.79	25.99
Managers	17.37	17.53	18.05

Age structure

The age structure at the locations under review is balanced. It is as follows:

Years	Total	Female	Male
17–25	167	43	124
26–30	207	56	151
31–35	367	97	270
36–40	380	104	276
41–45	326	93	233
46–50	295	92	203
51–55	305	80	225
56–60	270	63	207
61–66	105	23	82

Incidents of discrimination and corrective measures taken

GRI #406 1 Our corporate culture is founded upon fair, respectful cooperation, so this is an integral part of strategic orientation at our family-run company. Guidelines on partnership-based conduct in the workplace are enshrined in a works agreement pursuant to Section 87 (1) (1) of the German Works Constitution Act (BetrVG). This works agreement stipulates that a complaints commission consisting of the management, other representatives and the chair of the works council will deal with any potential incidents of discrimination. The commission investigates all complaints and indications of infringements of the principles of respectful, partnership-based cooperation and ensures that they are dealt with confidentially.

Occupational health and safety SDG 3, 8

Management approach

GRI #403 1, 8 Our employees are our most valuable asset. Their health and motivation are a key factor in our productivity and the quality of our products. Through our ISO 45001-certified occupational health and safety management system, we ensure the practical implementation of occupational health and safety. By incorporating occupational health and safety into our integrated management system, we can harness potential for optimisation and help to prevent accidents at work or work-related illnesses.

Identifying risks

GRI #403 2 Risk assessments are carried out for specific activities and work equipment on the basis of the German Occupational Health and Safety Act and various ordinances. In each case, a risk assessment is carried out in accordance with the Nohl method.

Potential hazards are identified before the start of the activity. The risk is quantified based on the probability of occurrence and possible extent of the damage. Any necessary measures are then identified, scheduled and assigned to the appropriate person, as per the STOP principle. Once a measure has been completed, the person responsible reviews its effectiveness.



Occupational health service

**GRI #403 3** The company doctor provides support for risk assessments, safety inspections, accident analyses and other matters as required. Employees can seek advice from the company doctor at any time. There are also preventive measures for specific activities. The company doctor can examine employees and give advice, for example, on issues such as noise.

Employee involvement

**GRI #403 4** Our employees are involved in preparing the risk assessment. In addition to the legal requirements, this is also set out in ISO 45001, which requires Health and Safety Committee meetings, inspections, risk assessments and a suggestion scheme.

The Health and Safety Committee is made up of the employer's representative or a person appointed by them, two designated members of the works council, the company doctor, the occupational safety specialist and the safety officer. Depending on the matter at hand and the resulting requirements, a representative for people with disabilities

and the fire safety officer may also need to attend the committee's meetings. The employer (or their appointed representative) makes the necessary decisions in consultation with the attendees. The Health and Safety Committee meets at least once every quarter.

Training sessions

**GRI #403 5** Instruction is carried out on the basis of the risk assessments and in response to any incidents. Such training includes practical exercises, such as performing rescues from high racks or handling fire extinguishers. The training also covers first aid and the handling of hazardous substances.

Sick leave

	2021 %	2020 %	2019 %
Sick leave	3.35	2.98	3.00

Covid-19 pandemic: Vaccinations and protection against infection



comprehensive switch from office areas to working from home, staggering shifts in production and logistics, and setting up testing and disinfection facilities.

In-house vaccinations were another important part of preventing infection. As soon as sufficient vaccine became available in Germany, as of June 2021, we began offering vaccination appointments at our company sites in Bielefeld, Oelsnitz and Sonnewalde. These appointments were open to employees and also their relatives, as well as to neighbouring companies that did not have their own access to vaccination. In the second half of 2021, a total of 648 vaccination doses were administered at the Bielefeld site alone.

From the spring of 2020, the Covid-19 pandemic presented a number of challenges for companies worldwide, and the Böllhoff Group was no exception. Our top priority was protecting our employees to the best of our ability. We responded immediately by presenting a hygiene concept and a far-reaching catalogue of measures, centrally coordinated by a specially established prevention team. The measures implemented included a

The negative impact of the pandemic on our corporate processes in administration, production and logistics remained manageable thanks to this preventive action. We did not experience any widespread infection-related interruptions in production or delivery. This was crucial to our main customer-related goal: to maintain our delivery capacity at all times throughout the pandemic, in spite of the difficult conditions.



Promoting health

**GRI #403 6** Besides the obligatory preventive measures in the field of occupational health and safety, we also offer supplementary options for recommended and elective preventive care.

Employees can make the most of additional options as part of the Böllhoff Fit health and advanced training programme. In addition to individual advanced training opportunities, we are particularly interested in promoting a healthy lifestyle among our employees through sporting activities. Along with our annual health days, the Böllhoff Fit programme also includes company sports options and subsidies for gyms. For example, as part of the health days, employees can get advice on healthy nutrition, learn more about options such as fascia training or fasting yoga, and have various health checks carried out.



Safety first – 0 accidents at work:  
Healthcare in Brazil

The key occupational safety message at our production, logistics and sales site in Jundiaí, Brazil, is 'safety first'. This approach is also reflected in the key figures for the site: Not a single accident took place there in 2020 and 2021. This gratifying record is the result of a consistent catalogue of measures for greater safety in the workplace. These range from weekly safety talks and comprehensive training to regular reports on potential improvements in the working environment. Besides occupational safety, our Brazilian site also puts a strong focus on health. All employees are encouraged to lead a healthy lifestyle by making the most of healthy living offers and going for preventive medical checkups.

Expansion of our Health and Safety team in  
France

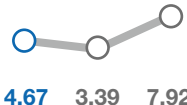
We are also taking further steps to improve occupational safety at our sites in France. Our medium-term goal is to eliminate workplace accidents there by 2024. In 2021, the Health and Safety team was strengthened by the addition of a new person responsible for accident analysis and action plans, environmental measurements, workplace safety analysis, and occupational safety training and education.

Work-related injuries

**GRI #403 9**

	2021	2020	2019
Production	22	10	35
Logistics	3	2	4
Administration	1	2	3
Total	26	14	42

Reportable workplace accidents  
per 1 million hours worked:



4.67 3.39 7.92



# PARTNERSHIP

- Social engagement and social responsibility . . . . . 43
- Wolfgang and Regina Böllhoff Foundation . . . . . 45
- For our region! . . . . . 47
- Supporting youth sports . . . . . 49
- Doing good through the Eastern Westphalia Alliance (Bündnis Ostwestfalen) . . 50
- Volunteering Together – doing good together . . . . . 51
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# PARTNERSHIP

Key topics  
and our actions

GRI #413 1

## INTERNATIONAL ENGAGEMENT

- Mechthild Böllhoff Foundation
- Instituto Böllhoff de Medula
- Zicomatic
- École de la deuxième chance
- DUOday

SDG 3, 4, 10, 16, 17

## YOUTH EMPOWERMENT

- Wolfgang and Regina Böllhoff Foundation
- Jersey sponsorship

SDG 1, 3, 4, 10, 16, 17

## FOR OUR REGION!

- Bielefelder Konsens: Pro Bielefeld e.V.
- Pro Bielefeld Cultural Foundation
- Bielefeld Community Foundation
- Bielefeld Theatre Foundation
- Bielefeld University Society
- VisiB
- Friends of Bielefeld Medical Advice Centre
- Eastern Westphalia Alliance

SDG 1, 3, 4, 10, 16, 17

## PROMOTING VOLUN- TARY WORK BY OUR EMPLOYEES

- Volunteering Together

SDG 1, 3, 4, 10, 16, 17



# Social engagement and social responsibility

As a family-owned company in its fourth generation, we have always put people at the heart of everything we do. By this we mean not only our employees, customers and business partners, but also the society in which we live.

For us, sustainable economic activity means being a strong partner for society and giving back. We do this by engaging in social projects as a company and supporting our employees in making their own contribution to the common good.

Böllhoff supports a wide variety of projects, initiatives and associations that make an important contribution to our society in our home region of Ostwestfalen-Lippe and beyond. We have made a lasting commitment to education, art and culture, the promotion of youth sports and charitable projects. On the following pages, we would like to introduce some initiatives and associations that are particularly dear to us and which we have been supporting for many years.

More equal opportunities: Promoting youth at the Wolfgang and Regina Böllhoff Foundation

SDG 4, 10



**“We want to do something about injustice in the world. It was clear to us that education in situ is essential for reducing injustice in the long term.”**

Dr Wolfgang W. Böllhoff, founding benefactor of the Wolfgang and Regina Böllhoff Foundation

In December 2006, our shareholder family established the Wolfgang and Regina Böllhoff Foundation. This decision stemmed from a heartfelt desire to work for more equal opportunities in society, especially with the aim of rectifying the unequal access of young people to education, which can vary greatly depending on their social background and life circumstances.

Through its two incentive programmes ‘Ich will!’ (‘What I Want’) and ‘Hand in Hand’, the Böllhoff Foundation seeks

to support the personal development of teens and young adults through education and personal guidance from a mentor. These young people are given the opportunity to develop their skills, which empowers them to embark on a life of independence, full of courage and confidence. The support is targeted to young people who would not otherwise get the opportunities they need due to their origin, family environment or life circumstances. Today, there are up to 90 young people in the Foundation’s two support programmes.



## Passing the baton on to the next generation

In 2021, preparations were underway for a generational change at the top of the Wolfgang and Regina Böllhoff Foundation. On 1 January 2022, Anja Böllhoff will take over the chairmanship of the Foundation from her father-in-law, Dr Wolfgang W. Böllhoff, who played a key role in shaping the Foundation's work as a founding benefactor for 15 years. As the new chairwoman, Anja Böllhoff brings with her a wealth of experience in the Foundation sector, including her many years of involvement in the Bielefeld Community Foundation and her work as the coordinator of a network of community foundations in the European Union. This change in the leadership of the Böllhoff Foundation will ensure continuity in its work.



**“I had experienced just how valuable the encounters between the volunteer mentors and the mentored young people are during the previous years. As the new chairwoman, I would now like to fully apply my experience in citizen-driven programmes to the Böllhoff Foundation.”**

Anja Böllhoff, Chairwoman of the Wolfgang and Regina Böllhoff Foundation from 1 January 2022



**“The ‘Ich will!’ programme helped me to improve in school and taught me how to conduct myself in a job interview. I have also developed a love of the stars, thanks to a trip to a planetarium as part of the programme. I really enjoyed it and liked the people around me. Not only that, but I had a really lovely mentor whom I’ll miss very much.”**

Angelina Wilde, ‘Ich will!’ mentee in Finsterwalde, 2018–2021

### ‘Ich will!’ sponsorship programme



The sponsorship programme ‘Ich will!’ was launched in Bielefeld in 2008 and focuses on supporting students between the age of 12 and 18. The programme is geared towards young people who – as the name of the programme (‘What I Want’) suggests – have shown a drive in their school careers to forge their own path in life with success. During the three-year support period, volunteer mentors guide the young people along their academic path and through their transition to working life.

The programme follows a one-to-one mentoring approach, with each student being supported by a personal mentor. The young people also receive additional tuition and are given the opportunity to immerse themselves in cultural life, accompanied by their mentor, for instance by visiting theatres, museums and events. In addition, the Foundation assumes any additional costs required to support specific young people, such as tutoring, club memberships or learning materials.

The aim has always been to develop young people’s potential and strengthen their self-esteem, so that they have the opportunity to achieve the best

possible school-leaving qualifications and then successfully enter working life. In Bielefeld, over 110 students have completed the three-year support period and come out with a certificate since the support programme was launched in 2008.

Since summer 2018, the ‘Ich will!’ programme has also been implemented in Finsterwalde, Brandenburg, not far from our company site in the Elbe-Elster district. In 2021, the first group of seven students completed their three-year sponsorship programme and received their certificate.




## 'Hand in Hand' sponsorship programme



The 'Hand in Hand' sponsorship programme was launched in 2016 in the wake of the refugee crisis. The Böllhoff Foundation devised the programme to support the personal, social and professional integration of young people with a refugee background who are required to attend vocational school.

The personal, one-to-one assistance that the mentors provide to the teens and young adults in the Hand in Hand programme is an important source of support. Each mentor accompanies their protégé for three years and supports them during this time in adjusting to the foreign culture, participating in social life and finding a suitable job. As acquiring a knowledge of German is essential for being able to integrate into society, the young refugees receive additional language lessons. Together



**"I have very fond memories of my years in the Böllhoff Foundation's 'Hand in Hand' sponsorship programme – it was a great time. Having the language tuition and being able to talk with my mentor meant that I could improve my German skills and pass the B2 exam. The leisure activities were a lot of fun, too. And I'm thankful that through the 'Hand in Hand' programme I was able to get to know Böllhoff, where I discovered various professions through my internships. I'm now doing an apprenticeship at Böllhoff to become a machine and plant operator."**

Adil Kochari, 'Hand in Hand' mentee, 2018–2021

with their mentors, they attend cultural and sporting events and are encouraged to get involved in clubs and interest groups.

The aim of this support is to boost the young refugees' self-esteem so that after three years they are able to organise and shape their lives in their new environment on their own. They should be able to make their way in society and feel at home in Germany. As

of December 2021, two sponsorship cohorts, 18 young people in total, have completed their sponsorship period and received their certificates.\*

### Efficacy analysis as a signpost to the future

For both sponsorship programmes, the Wolfgang and Regina Böllhoff Foundation relies on regular efficacy analysis.

Ongoing evaluation of these sponsorships allows us to keep on optimising the programmes and their content.

A scientifically monitored evaluation over several years of the 'Ich will!' programme showed the high value of 1:1 mentorships. The mentoring role of the sponsors is particularly crucial when young people's academic or professional development is at stake. Changes in society as a whole and in

the school system also affect the nature of the sponsorship programme. The shift in day-to-day schooling towards more all-day attendance requires new responses, as does the shortage of skilled workers. The career guidance provided as part of the 'Ich will!' programme therefore focuses increasingly on skilled trades in order to counteract the shortage of personnel in these areas.

The 'Hand in Hand' programme is evaluated through annual surveys of the mentors of the first- and second-year supported cohorts. Among other things, the surveys cover their experiences with the support concept, co-operation within the programme and the mentor network, and their actual experience as mentors. For 2021, the analysis shows that although the pandemic-related contact restrictions had an effect on the arrangements for the mentorships, the overall concept nevertheless worked well.

\* Due to the pandemic, the first 'Hand in Hand' sponsorship cohort (start: December 2017) were only able to complete the programme in four years, rather than three. The closing ceremony had been planned for December 2020, but it had to be cancelled due to the ongoing wave of coronavirus at that time.



# For our region!



Our headquarters have been located in Bielefeld, in eastern Westphalia, for around 100 years. Quite naturally, we feel a special connection to the people in the region and are involved in numerous local initiatives. We support these initiatives both financially and by actively helping to shape the way in which they engage with society.

SDG 4, 10, 11

Bielefelder Konsens: Pro Bielefeld e.V.



**BIELEFELDER KONSENS  
PRO BIELEFELD**

'Initiative for our City – non-partisan and not for profit'. For the association Bielefelder Konsens: Pro Bielefeld e. V., this slogan is both a guiding principle and an aspiration. The association was founded in 1990 by a group of Bielefeld citizens from the fields of business, trade unions, culture, religion, education, politics and administration. Since then, the association has worked to cultivate Bielefeld's image as the cultural and economic centre of the Ostwestfalen-Lippe region. It is also committed to continuously improving the living conditions of the city's residents. Dr Wolfgang W. Böllhoff, Wilhelm A. Böllhoff and Anja Böllhoff support the association as members of the board of directors and the board of trustees.

→ <https://pro-bielefeld.de>

Bielefeld Community Foundation



The Bielefeld Community Foundation brings together people who want to make a difference in and for Bielefeld. It is dedicated to promoting youth and elderly welfare, art and culture, education and public health. It also benefits science by providing scientific support for certain funding measures and publishing the results.

→ <https://bielefelder-buergerstiftung.de>

Pro Bielefeld Cultural Foundation



The Pro Bielefeld Cultural Foundation aims to promote cultural life in Bielefeld. This includes supporting the work of the Kunsthalle Bielefeld by co-financing selected temporary exhibitions and adding to the art collection. Such assistance has long been necessary to compensate for the decline in municipal support and to help the Kunsthalle maintain a sufficient exhibition budget.

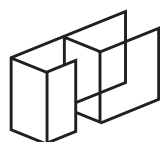
→ <http://www.kulturstiftung-pro-bielefeld.de>



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## Bielefeld University Society



**UNIVERSITÄTSGESELLSCHAFT  
BIELEFELD**  
Verein der Freunde und Förderer  
der Universität Bielefeld e.V.

The Bielefeld University Society (Universitätsgesellschaft Bielefeld/ Verein der Freunde und Förderer der Universität Bielefeld e.V.) is committed to fostering discussion and exchange about science at a regional level. At the same time, it promotes teaching and research, dialogue events, cultural entertainment and internationalisation at the university, and awards prizes for excellent teaching (the Karl Peter Grotemeyer Prize) and research (dissertation prizes). Wilhelm A. Böllhoff is on the board of directors and supports the Endowed Professorship for Family-owned Companies.

→ <https://www.uni-bielefeld.de/ugbi>

## VisiB



The Association for Supporting International Students in Bielefeld (Verein zur Förderung internationaler Studierender in Bielefeld e.V.), 'VisiB' for short, has been supporting international students at Bielefeld University and Bielefeld University of Applied Sciences for over 30 years in emergency situations and through various ongoing programmes. It aims to improve the integration of international students into the university environment. Michael W. Böllhoff supports the association as Chairman.

→ <https://www.uni-bielefeld.de/vereine/visib>



## Friends of Bielefeld Medical Advice Centre



The Bielefeld Medical Advice Centre is an institution specialising in girls and boys of pre-school and primary school age who are affected by violence. As a staunch partner of the Youth Welfare

Office (Jugendamt), it looks into any suspicions of neglect, abuse or sexualised violence, advises parents and caregivers, and supports affected girls and boys through play therapy and diagnostic services. Its top priority is to protect children from further experiences of violence.

However, only about half of the costs of the Medical Advice Centre can be covered by state subsidies from Bielefeld City Council and the state of North Rhine-Westphalia. Since it was founded in 1993, the Friends of Bielefeld Medical Advice Centre have stepped into the breach and covered the other half. Megan Böllhoff is Chairwoman of the association.

→ <https://aerztliche-beratungsstelle-bielefeld.de>



## Supporting youth sports

SDG 3, 11

Sports and wellbeing are inextricably linked. This is especially true for children and young people, who develop personal skills and learn values such as respect and tolerance through playing team sports. That's why it's important

to us to support local and national sports clubs in their work with young talent. For many years, we have been sponsoring jerseys for the E, F and G youth teams, as their clubs are often unable to provide team jerseys. To

date, we've provided jerseys for over 150 football teams in the U7 to U10 age groups throughout Germany.

In September 2021, we extended this commitment to the U11 to U19 age

groups with the 'Jerseys seek players' campaign. Youth football teams based near our corporate sites in Bielefeld, Oelsnitz and Sonnewalde were given the chance to submit creative entries to win a complete set of jerseys for 18

outfield players plus goalkeeper. At the end of the campaign, 12 teams were delighted to receive new jerseys in their club colours.



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## Doing good through the Eastern Westphalia Alliance (Bündnis Ostwestfalen)

In November 2018, several well-known companies from the Ostwestfalen-Lippe region, including Böllhoff, joined forces in the Eastern Westphalia Alliance. At the outset, the primary goal of this alliance was to save the financially distressed football club DSC Arminia Bielefeld from the threat of insolvency, including by purchasing shares in the SchücoArena, the club's stadium.

An alliance of this kind is unique within German professional football, as the companies that make up the alliance do not pursue classic sponsorship interests. Instead, the Eastern Westphalia Alliance has always been intended to preserve DSC Arminia Bielefeld as a cultural asset for the East Westphalia-Lippe region, and to make it fit for the future.

The Alliance has given rise to collaborative exchange between the club and the companies, in which both sides can learn from and strengthen each other. Representatives of all the companies meet regularly in workshops with club managers to provide creative impetus and act as a sounding board, with the aim of strengthening the economic clout of the Arminia Group. In turn, the club creates unforgettable experiences for the companies and their employees with special events and initiatives for the Alliance. In 2021, these included an Arminia football camp for children, a jersey discount campaign and an Alliance match day against VfL Wolfsburg with heavily discounted ticket prices.



# Volunteering Together – doing good together

**SDG** 3, 11

The social projects in which our employees get involved in their free time are as diverse as our employees themselves. True to its slogan of ‘Doing good together’, the Volunteering Together corporate initiative is aimed at honouring this commitment and providing practical support. We support the social projects undertaken by our employees at all Böllhoff locations worldwide by providing additional donations. In recent years, numerous projects have been supported through Volunteering Together.

## A balance beam for Widukind Grammar School in Enger

Thanks to funding from Volunteering Together, a new balance beam was installed in 2021 at Widukind Grammar School in Enger, North Rhine-Westphalia. Sports teacher Boris Lenz wanted to create another exercise option for lower-school pupils as a way of getting them off their phones. Since the school authorities were unable to provide the funds for the sports equipment, the Friends of Widukind Grammar School took up the cause. They eventually made contact with Volunteering Together through our employee Heinrich Eschengerd, who has been volunteering on the board of the association since 2017. We were happy to support such a great way of encouraging exercise during breaktimes at school.



From left to right: Böllhoff employee Heinrich Eschengerd, seventh-grader Tobias and sports teacher Boris Lenz are delighted with the new balance beam at Widukind Grammar School in Enger.



International engagement **SDG** 3, 11

Mechthild Böllhoff Foundation

The purpose of the Mechthild Böllhoff Foundation is to promote social, charitable and religious causes in the Holy Land, especially in Israel, Palestine and Jordan. It is particularly instrumental in supporting medical treatment for the needy and the education of young people.



Böllhoff Institute of Medula (Instituto Böllhoff de Medula)

The Instituto Böllhoff de Medula is a non-profit association for the support of patients with blood diseases, especially leukaemia. It is based in Jundiaí, Brazil. The aim of the association's work is to enable a larger number of leukaemia patients to receive a successful bone marrow transplant and to shorten their waiting time for a suitable donation. To that end, the association runs various campaigns together with hospitals, universities and transplant centres to encourage more people to register as bone marrow donors. The association was founded in 2019 by Michael W. Böllhoff and Megan Böllhoff.

→ <http://institutobollhoff.com.br>



**“If our efforts save just one life,  
we’re already on the way to  
accomplishing our mission!”**

Flavio Silva, Managing Director, Böllhoff  
Service Center Ltda, Jundiaí/Brazil,  
and Director of the Instituto Böllhoff de  
Medula



## Blood and bone marrow donation campaign in Brazil

Böllhoff Brazil is participating in a blood and bone marrow donation campaign in cooperation with the Instituto Böllhoff de Medula and the State University of Campinas in São Paulo. Twice a year, all employees at our site in Jundiaí are encouraged to donate blood and register as bone marrow donors.



## Second Chance School (École de la deuxième chance)

Every year in France, around 100,000 school dropouts aged between 16 and 25 find themselves without a permanent job or a place in higher education or training. The 'Second-Chance School' aims to give such young people in the Savoie département a second chance. They are gradually introduced to the expectations of the world of work and acquire the necessary knowledge and social skills to be able to integrate properly into the labour market. The means of achieving this are as varied as the needs of the young people in the programmes, ranging from company visits and internships to educational support and simulated job interviews.

Among other things, Böllhoff France helps to fund training materials for the young people in the programme and assists with simulated job interviews.

## DUOday

As part of the international DUOday initiative, companies open their doors to people with physical, mental or learning disabilities on one day of the year. On the big day – DUOday – a company employee and a person with a disability team up to form a duo. The participants then experience the everyday working life of their duo partner and gain personal insights into that company.

These valuable encounters make DUOday an effective tool for promoting inclusion and good opportunities to overcome prejudices together. In November 2021, Böllhoff France participated in the initiative and gave a total of four guests an insight into the company. It was an exciting day for all involved, with many heartwarming moments.



## Zicomatic

The French association Zicomatic has been promoting greater cultural inclusion of people with disabilities since 2006. Its activities are aimed at using culture to help overcome the frequent social isolation of people with physical and mental disabilities. The association's initiatives include photo exhibitions in schools and companies and events where people with and without

disabilities can come together, from concerts to sporting events and festivals.

Böllhoff France makes its own contribution towards the association's important work by helping to fund an annual festival. A Zicomatic photo exhibition is scheduled to take place at our Chambéry site in 2022.



This report has been prepared in accordance with GRI sustainability reporting standards.

General comments/notes:

- The reporting aims to show key figures for three years. In a few places, however, this has not been possible due to a lack of data.
- The key figures in the 'Böllhoff: the company' chapter are based on worldwide data. From the 'Sustainability at Böllhoff' chapter onwards, the information relates to Böllhoff Germany, Brazil, China and France.

General standard disclosures

GRI indicators	Indicator name	Explanation/reference
Organisational profile		
102-1	Name of organisation	Wilhelm Böllhoff GmbH & Co. KG Holding company of the Böllhoff Group
102-2	Activities, brand, products and services	Page 8
102-3	Headquarters of organisation:	Archimedesstrasse 1–4, 33649 Bielefeld, Germany
102-4	Operating sites	The Böllhoff Group is active in 25 countries in total. Page 8
102-5	Ownership structure and legal form	Excerpt from 'credit report' (as at 05/2022) Wilhelm Böllhoff GmbH & Co. KG  Legal form: GmbH & Co. KG  Foundation and commercial register: 29/10/1988 AG Bielefeld, HRA 12987 Head office in Herdecke founded 1877, AG Hagen on 06/01/1877, no. 451  General partner: Wilhelm Böllhoff Verwaltungs-GmbH, 33649 Bielefeld, Archimedesstrasse 1–4 Commercial register HRB 30010, AG Bielefeld



GRI indicators	Indicator name	Explanation/reference
102-6	Markets served	<a href="#">Page 8</a>
102-7	Size of organisation	<a href="#">Page 9</a>
102-8	Information about employees and other staff	<a href="#">Page 39</a>
102-9	Supply chain	Sustainable supply chain: <a href="#">Page 28</a>
Strategy		
102-14	Statement from the most senior decision maker	<a href="#">Page 3</a>
Ethics and integrity		
102-16	Values, principles and codes of conduct	<a href="#">Page 10</a>
Corporate governance		
102-18	Management structure	Corporate management Michael W. Böllhoff (C), Wilhelm A. Böllhoff (C), Dr Jens Bunte and Dr Carsten Löffler
Stakeholder involvement		
102-40	List of stakeholder groups	<a href="#">Page 14</a>
102-42	Determination and selection of stakeholders	<a href="#">Page 17</a>
102-43	Approach to stakeholder engagement	<a href="#">Page 17</a>
102-44	Key issues and concerns raised	<a href="#">Page 17</a>



GRI indicators Indicator name		Explanation/reference
<b>Approach to reporting</b>		
102-46	Procedure for determining report content and delineating topics	<a href="#">Page 17</a>
102-47	List of major topics	<a href="#">Page 17</a>
102-48	Re-statement of information	The Sustainability Report 2021 is the third report of this kind from the Böllhoff Group. The scope of the report has been expanded. The following countries are now included in the facts, figures and dates: Germany, France, Brazil and China.
102-49	Change in reporting	The Sustainability Report 2021 is the third report of this kind from the Böllhoff Group. The scope of the report has been expanded. The following countries are now included in the facts, figures and dates: Germany, France, Brazil and China.
102-50	Reporting period	The reporting period is the year 2021 (01/01/2021–31/12/2021).
102-51	Date of the last report	The last report for reporting year 2020 was published in May 2021.
102-52	Reporting cycle	The Böllhoff Group's Sustainability Report is updated annually. Its scope is continuously being expanded.
102-53	Contact for any questions about the report	Christian Hagemeyer – Corporate Management System, email: <a href="mailto:chagemeyer@boellhoff.com">chagemeyer@boellhoff.com</a>



## Specific standard disclosures – Economy

GRI indicators Indicator name		Explanation/reference
<b>Market presence</b>		
202-1	Ratio of standard entry-level salary disaggregated by gender compared to the local statutory minimum wage	Attractive employer: <a href="#">Page 32</a>
<b>Procurement practices</b>		
204-1	Proportion of expenditure at local suppliers	Sustainable supply chain: <a href="#">Page 28</a>
<b>Combating corruption</b>		
205-2	Communication and training on anti-corruption policies and procedures	Compliance and transparency: <a href="#">Page 11</a>
205-3	Confirmed incidents of corruption and measures taken	Compliance and transparency: There were no confirmed incidents of corruption during the reporting period, so no measures were taken.
<b>Materials</b>		
301-1	Materials used by weight or volume	Production and logistics: <a href="#">Page 27</a>
301-2	Recycled raw materials used	Production and logistics: <a href="#">Page 27</a>



Specific standard disclosures – Environment

GRI indicators Indicator name		Explanation/reference
Energy		
302-1	Energy consumption within the organisation	Renewable energies: <a href="#">Page 24</a>
302-4	Reducing energy consumption	Renewable energies: <a href="#">Page 25</a>
Biodiversity		
304-1	Sites in protected areas	The company headquarters in Bielefeld is located in a water conservation zone. No other sites are affected.
304-2	Major impacts of activities, products and services on biodiversity	The Böllhoff Group assessed the impact of its business activities on the natural environment as part of an internal audit in accordance with DIN EN ISO 14001. Impacts on biodiversity only occur during construction projects at company locations. We minimise or prevent impacts on biodiversity through alternative measures stipulated by the authorities or in legislation. These are supplemented by additional voluntary measures such as the planting of orchard meadows and safeguarding the habitats of rare amphibians.



GRI indicators		Indicator name	Explanation/reference
Emissions			
305-1		Direct greenhouse gas emissions (Scope 1)	Carbon neutrality: Page 24
305-2		Indirect energy-related greenhouse gas emissions (Scope 2)	Carbon neutrality: Page 24
305-3		Other indirect greenhouse gas emissions (Scope 3)	Carbon neutrality: Page 24
305-5		Reducing greenhouse gas emissions	Carbon neutrality: Page 25
Waste			
306-2		Waste by type and method of disposal	Environmental and climate protection: Page 27
Environmental compliance			
307-1		Non-compliance with environmental laws and ordinances	Environmental and climate protection/compliance: There were no incidents during the reporting period, so no sanctions or fines were imposed on us.
Environmental assessment of suppliers			
308-2		Negative environmental impacts in the supply chain and measures taken	Sustainable supply chain: Page 29



## Specific standard disclosures – Social assessment

GRI indicators	Indicator name	Explanation/reference
<b>Employee facts and figures</b>		
401-2	Operational benefits	Attractive employer: <a href="#">Page 32</a>
<b>Employee-employer relationship</b>		
402-1	Minimum notice period for operational changes	Attractive employer: <a href="#">Page 33</a>
<b>Occupational health and safety</b>		
403-1	Management system for occupational health and safety	Occupational health and safety: <a href="#">Page 39</a>
403-2	Identifying and assessing risks and investigating incidents	Occupational health and safety: <a href="#">Page 39</a>
403-3	Occupational health service	Occupational health and safety: <a href="#">Page 40</a>
403-4	Employee participation, consultation and communication on occupational health and safety	Occupational health and safety: <a href="#">Page 40</a>
403-5	Training on occupational health and safety	Occupational health and safety: <a href="#">Page 40</a>
403-6	Promoting employee health	Occupational health and safety: <a href="#">Page 41</a>
403-7	Avoidance and mitigation of impacts on occupational health and safety directly related to business relationships	This is part of the Compliance Policy and is aimed at protecting every individual.



GRI indicators	Indicator name	Explanation/reference
403-8	Employees covered by a management system for occupational health and safety	Occupational health and safety: <a href="#">Page 39</a>
403-9	Work-related injuries	Occupational health and safety: <a href="#">Page 41</a>
403-10	Work-related illnesses	There were no confirmed work-related illnesses during the reporting period.
<b>Training and development</b>		
404-2	Employee skills enhancement and transition support programmes	Training and development: <a href="#">Page 37</a>
404-3	Percentage of employees receiving periodic performance and professional development reviews	Training and development: <a href="#">Page 34</a>
<b>Diversity and equal opportunities</b>		
405-1	Diversity in governing bodies and among employees	Diversity: <a href="#">Page 38</a>
405-2	Ratio of basic salary and remuneration of women to basic salary and remuneration of men	Diversity: <a href="#">Page 32</a>
<b>Anti-discrimination</b>		
406-1	Incidents of discrimination and corrective measures taken	Diversity: <a href="#">Page 39</a> No incidents of discrimination were recorded during the reporting period.
<b>Freedom of association and collective bargaining</b>		
407-1	Production sites and suppliers where the right to freedom of association and collective bargaining may be threatened	Compliance/sustainable supply chain: <a href="#">Page 29</a> <a href="#">Page 33</a>



GRI indicators Indicator name		Explanation/reference
<b>Child labour</b>		
408-1	Operations and suppliers with significant risk of child labour incidents	<p>Compliance/sustainable supply chain:  <b>Page 29</b></p> <p>The minimum age for employment in the Böllhoff Group is 16 years. In accordance with our Compliance Policy, we strictly reject child labour. In the Code of Conduct, we therefore also oblige our suppliers to respect human rights and not to tolerate any violation of human rights through child labour.</p>
<b>Forced and compulsory labour</b>		
409-1	Production sites and suppliers with significant risk of forced or compulsory labour	<p>Compliance/sustainable supply chain:  <b>Page 29</b></p> <p>The Böllhoff Group is not located in any emerging markets, so the risk for incidents of forced or compulsory labour at its operating sites is classified as low.</p>
<b>Auditing the observance of human rights</b>		
412-1	Production sites at which an audit has been conducted out to assess the observance of human rights, or at which a human rights impact assessment has been carried out.	<p>Compliance/sustainable supply chain:  <b>Page 29</b></p> <p>No such audit or impact assessment has been conducted.  This is not necessary for our own production sites, as all applicable laws and regulations are observed there.  For information on our dealings with suppliers, please refer to the chapter 'Sustainable supply chain'.</p>
412-2	Employee training on human rights policy and procedures	<p>Compliance:  <b>Page 11</b></p>
<b>Local communities</b>		
413-1	Operating sites with local community involvement, impact assessments and sponsorship programmes.	<p>Social engagement:  <b>Chapter Partnership</b></p>



GRI indicators	Indicator name	Explanation/reference
Social assessment of suppliers		
414-2	Negative social impacts in the supply chain and measures taken	Sustainable supply chain: <a href="#">Page 29</a>
Protecting customer data		
418-1	Substantiated complaints related to breach of protection and loss of customer data	Compliance: <a href="#">Page 11</a> There were no complaints nor any loss or theft of customer data during the reporting period.
Socio-economic compliance		
419-1	Non-compliance with laws and regulations in the social and economic sphere	Compliance: There were no incidents during the reporting period, so no sanctions or fines were imposed on us.



# BÖLLHOFF

## Böllhoff Group

Innovative partner for joining technology with assembly and logistics solutions.

Find your local partner at [www.boellhoff.com](http://www.boellhoff.com) or contact us at [fat@boellhoff.com](mailto:fat@boellhoff.com).

## Passion for successful joining.

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