

 <b>CEJS</b> Central Europe Janitorial Services		Management review incomes - KPI							15.02.2023	
KPI		Data Source	Responsible	Unit	2019	2020	2021	2022	Trend direction/Target	Compliance with the trend/target
1	AVG number of employees using office infrastructure	HR database	HR Manager	person	32	34	33	36	N/A	✓
2	Direct electricity consumption	Electricity counters	HR Manager	kwh	4 276 156	4 011 595	4 617 362	4 212 076	2023 < 2022	✓
2.1	Direct electricity consumption (kWh) of the Company per 1 person using the office infrastructure	Electricity counters	HR Manager	kwh/person	133 630	117 988	139 920	117 002	2023 < 2022	✓
3	Water consumption	Water counters	HR Manager	m3	133 630	117 988	84 387	84 238	2023 < 2022	✓
3.1	Water consumption per 1 person using office infrastructure	Water counters	HR Manager	m3 per person	4 176	3 470	2 557	2 340	2023 < 2022	✓
4	Total weight of disposed waste, by type of the waste [kg]	Waste transfer card	HR Manager	kg	0	27	3	18	2023 < 2022	✗
4.1	16 02 16 - Items removed from used devices other than those mentioned in 16 02 15 [kg]	Waste transfer card	HR Manager	kg	0	9	0	17	2023 < 2022	✗
4.2	16 80 01 Magnetic and optical information carriers [kg]	Waste transfer card	HR Manager	kg	0	2	0	1	2023 < 2022	✗
4.3	16 02 14 Discarded devices other than those mentioned in 16 02 09 to 16 02 13 [kg]	Waste transfer card	HR Manager	kg	0	16	3	0	2023 < 2022	✓
4.4	Total weight of hazardous waste	Waste transfer card	HR Manager	kg	0	0	0	0	2023 < 2022	✓
5	Car fleet size	Car fleet register	Fleet management and resource administration specialist	pcs	17	18	19	19	N/A	✓
5.1	Total CO2 emission [T] (TOTAL GROSS SCOPE 1)	Car fleet register	Fleet management and resource administration specialist	T	89,12	81,02	71,86	64,51	20%	✗
5.2	The average level of CO2 emission per 1 car [T]	Car fleet register	Fleet management and resource administration specialist	T/pcs	5,24	4,50	3,78	3,40	2023 < 2022	✓
5.3	GHG emissions from the generation of purchased electricity consumed by the company (TOTAL GROSS SCOPE 2)	Data from electricity provider	Administration manager	T/pcs	3382,87	3173,57	3652,79	3332,17	15%	✗
5.4	other indirect GHG emissions that are a consequence of the activities of the company, but occur from sources not owned or controlled by the company. Some examples of Scope 3 activities are extraction and production of purchased materials; transportation of purchased fuels; and use of sold products and services. (TOTAL GROSS SCOPE 3)	Data from transportation services providers	Administration manager	T/pcs	10,14	7,15	8,54	7,9	5%	✓
5.5	TOTAL environmental protection expenditure [PLN net]	Accounting data	Main accountant	PLN	546 405,56	645 834,90	237 645,24	327 489,11	N/A	✓
5.6	Percentage of car fleet with at least the EURO class [%]	Car fleet register	Fleet management and resource administration specialist	%	100%	100%	100%	100%	100%	✓
5.7	Expenditure on car fleet with at least the EURO class [PLN net]	Accounting data	Main accountant	PLN	546 405,56	645 834,90	201 410,56	201 410,57	N/A	✓
5.8	Expenditure on equipment, devices with at least A electricity consumption class [PLN net]	Accounting data	Main accountant	PLN	46 700,00	14 144,50	36 234,67	34 793,00	N/A	✓
5.9	Percentage of the equipment with at least A class electricity consumption [%]	Accounting data	Fleet management and resource administration specialist	PLN	100%	100%	100%	100%	100%	✓
6	Number of environmental incidents	Environmental failures register	IMS Manager	pcs	0	0	0	0	0	✓
7	Number of non-compliances related with waste disposal	Environmental failures register	IMS Manager	pcs	0	0	0	0	0	✓
8	Number of environmental accidents (e.g. unplanned releases)	Environmental failures register	IMS Manager	pcs	0	0	0	0	0	✓
9	Number of EMS complaints lodged	Environmental failures register/Feedback from auditors	IMS Manager	pcs	0	0	0	0	0	✓

KPI		Data source	Responsible	Unit	2019	2020	2021	2022
10	Employees by the type of employment and gender							
10.1	Employment contract	HR database	HR Manager	%	42,50%	39,00%	15,58%	49,50%
10.1.1	Woman	HR database	HR Manager	%	15,83%	19,86%	8,44%	21,14%
10.1.2	Men	HR database	HR Manager	%	26,67%	19,14%	7,14%	28,36%
10.2	Civil and B2B contract	HR database	HR Manager	%	57,50%	61,00%	84,42%	50,50%
10.2.1	Woman	HR database	HR Manager	%	17,50%	26,25%	37,66%	26,20%
10.2.2	Man	HR database	HR Manager	%	40,00%	34,75%	46,75%	24,30%
11	Employees by the employment contract type [%]							
11.1	Employment contract for an indefinite period	HR database	HR Manager	%	5,05%	23,64%	45,83%	49,00%
11.2	Fixed-term employment contract	HR database	HR Manager	%	63,64%	59,99%	54,17%	22,64%
11.3	Trial period contract	HR database	HR Manager	%	31,31%	16,37%	0,00%	28,36%
12	Employees by the age categories [%]							
12.1	Less than 30 years old	HR database	HR Manager	%	28,33%	23,36%	24,38%	25,92%
12.1.1	Woman	HR database	HR Manager	%	8,33%	9,49%	9,38%	10,12%

12.1.2	Man	HR database	HR Manager	%	20,00%	13,87%	15,00%	15,80%
12.2	30-50 years old	HR database	HR Manager	%	55,00%	58,39%	51,25%	47,34%
12.2.1	Woman	HR database	HR Manager	%	16,67%	27,02%	21,88%	18,73%
12.2.2	Man	HR database	HR Manager	%	38,33%	31,37%	29,38%	28,61%
12.3	More than 50 years old	HR database	HR Manager	%	16,67%	18,25%	24,38%	26,74%
12.3.1	Woman	HR database	HR Manager	%	7,50%	8,76%	13,75%	18,44%
12.3.2	Man	HR database	HR Manager	%	9,17%	9,49%	10,63%	8,30%
13	Percentage of Woman in top executive position	HR database (total number of women on executive position/total number of executive position*100%)	HR Manager	%	60,00%	63,64%	59,00%	60,00%
13.1	Percentage of woman in board of directors	HR database (total number of women in board position/total number of board positions*100%)	HR Manager	%	0,00%	0,00%	16,67%	16,67%

KPI	Data Source	Responsible	Unit	2019	2020	2021	2022	Trend direction/Target	Compliance with the trend/target
14 Additional benefits availability by the employment type [%]									
14.1 Employment contract									
14.1.1	Medical care	HR data	HR Manager	%	100,00%	100,00%	100,00%	100,00%	✓
14.1.2	Insurance	HR data	HR Manager	%	100,00%	100,00%	100,00%	100,00%	✓
14.1.3	Multisport card	HR data	HR Manager	%	100,00%	100,00%	100,00%	100,00%	✓
14.2 Civil contract and B2B									
14.2.1	Medical care	HR data	HR Manager	%	100,00%	100,00%	100,00%	100,00%	✓
14.2.2	Insurance	HR data	HR Manager	%	100,00%	100,00%	100,00%	100,00%	✓
14.2.3	Multisport card	HR data	HR Manager	%	100,00%	100,00%	100,00%	100,00%	✓
15 Minorities									
15.1	Percentage of workers from minority groups and/or vulnerable workers employed in relation to the whole organization (if applicable)	HR data	HR Manager	%	No data (newly added)	No data (newly added)	No data (newly added)	64,00%	N/A ✓
15.2	Percentage of workers from minority groups and/or vulnerable workers in top executive positions (excluding boards of directors) (if applicable)	HR data	HR Manager	%	No data (newly added)	No data (newly added)	No data (newly added)	69,23%	N/A ✓
15.3	Percentage of women employed in relation to the whole organization	HR data	HR Manager	%	No data (newly added)	No data (newly added)	No data (newly added)	63,00%	N/A ✓
15.4	Average unadjusted gender pay gap	HR data	HR Manager	%	No data (newly added)	No data (newly added)	No data (newly added)	0,32%	0,40% ✓
16	Employment contract employees rotation level by the gender	HR database	HR Manager	%	37,00%	23,00%	38,31%	26,15%	2023 < 2022 ✓
16.1	Woman	HR database	HR Manager	%	30,95%	28,81%	33,80%	29,12%	2023 < 2022 ✓
16.2	Man	HR database	HR Manager	%	39,33%	18,07%	42,17%	39,00%	2023 < 2022 ✓
17	Average hours of training per employee	HR data (Total hours of training within the year/total number of employees)	HR Manager	mhrs	152,76	183,88	192,34	250,50	2023 > 2022 ✓
18	Lost time injury (LTI) frequency rate for direct workforce	Accidents register (Lost time injury (LTI) frequency rate for direct workforce = Number of accidents with lost time*1,000,000 / Actual worked hours by employees)	Data from the External health and safety service provider	LTI	0	2,625	0	0	0 ✓
19	Lost time injury (LTI) severity rate for direct workforce	HR database (Number of lost days due to an occupational accident* 1000 / Actual worked hours by employees on site)	HR Manager	LTI	0	0,026	0	0	0 ✓
20	Number of near misses on Customer premises	Near miss register	H&S Director	pcs	26	24	21	12	0 ✗
21	Number of fatal accidents	Accidents register	Data from the External health and safety service provider	pcs	0	0	0	0	0 ✓
22	Number of reports of violations of the prohibition of harassment	Data from HR	HR Manager	pcs	0	0	0	0	0 ✓
23	Number of reports of violations of the prohibition of discrimination on grounds of: - the sex, - age, - disability, - skin color - religion, belief, or conviction - nationality, membership of a national minority - political views, or any other views - union membership, - ethnic or social origin - genetic traits, - the tongue, - the estate, - birth, - sexual orientation	Data from HR	HR Manager	pcs	0	0	0	0	0 ✓
24	Number of reports of sustainable procurement issues	Data from Sales department	Sales Manager	pcs	0	0	0	0	0 ✓
25	Number of biodiversity supporting initiatives	Administration	Administration Director	pcs	No data (newly added)	No data (newly added)	No data (newly added)	3	4 ✗
26	The percentage of employees trained on the CEJS Code of Conduct	Data from HR	HR Manager	%	N/A	100%	100%	100%	100% ✓
27	The percentage of employees trained on CEJS whistleblowing program?	Data from HR	HR Manager	%	N/A	100%	100%	100%	100% ✓
28	The percentage of employees trained on CEJS anticorruption and bribery program	Data from HR	HR Manager	%	N/A	100%	100%	100%	100% ✓
29	The percentage of employees trained on CEJS business ethics program	Data from HR	HR Manager	%	N/A	100%	100%	100%	100% ✓

30	Confirmed ethics-related incidents or legal actions	Data from HR	HR Manager	pcs	0	0	0	0	0	✓
31	Percentage of employees who are familiar with the laws on equal treatment, discrimination, harassment and mobbing	Data from HR	HR Manager	%	100%	100%	100%	100%	100%	✓
32	% of all operational sites with an information security management system (ISO 27001)	Data from HR	HR Manager	%	33%	33%	33%	33%	100%	✓
33	% of all operational sites with Quality Management System (ISO 9001)	Data from HR	HR Manager	%	100%	100%	100%	100%	100%	✓
34	% of all operational sites with Environmental Management System (ISO 14001)	Data from HR	HR Manager	%	100%	100%	100%	100%	100%	✓
35	% of all operational sites with an HSE management system (ISO 45 001)	Data from HR	HR Manager	%	100%	100%	100%	100%	100%	✓
36	% of targeted suppliers who have signed the supplier code of conduct	Data from Purchasing	Purchasing Manager	%	100%	100%	100%	100%	100%	✓
37	Percentage of targeted suppliers that have gone through a CSR assessment (e.g. questionnaire)	Data from Purchasing	Purchasing Manager	%	0%	20%	20%	80%	100%	✗
38	% of all buyers across all locations who received training on sustainable procurement	Data from Purchasing department	Purchasing Manager	%	100%	100%	100%	100%	100%	✓
39	Number of confirmed information security incidents	Administration	Administration Director	pcs	0	0	0	0	0	✓