

 Central Europe Janitorial Services		Management review incomes - KPI						04.12.2020
KPI		Data Source	Responsible	Unit	2019	2020	Trend direction/Target	Compliance with the trend/target
1	AVG number of employees using office infrastructure	HR database	HR Manager	person	32	34	N/A	✓
2	Direct electricity consumption	Electricity counters	HR Manager	kwh	4 276 156	4 011 595	2020 < 2019	✓
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	2020 < 2019	✓
3	Water consumption	Water counters	HR Manager	m3	133 630	117 988	2020 < 2019	✓
3.1	Water consumption per 1 person using office infrastructure	Water counters	HR Manager	m3 per person	4 176	3 470	2020 < 2019	✓
4	Total weight of disposed waste, by type of the waste [kg]	Waste transfer card	HR Manager	kg	0	27	N/A	Data registered as of 2020. Trend to be observed in 2021
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	N/A	Data registered as of 2020. Trend to be observed in 2021
4.2	16 80 01 Magnetic and optical information carriers [kg]	Waste transfer card	HR Manager	kg	0	2	N/A	Data registered as of 2020. Trend to be observed in 2021
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	N/A	Data registered as of 2020. Trend to be observed in 2021
5	Sealed containers and / or bags with documents in paper form and with other information carriers for confidential destruction and disposal (in liters)	Waste transfer card	HR Manager	l	200	11520	N/A	✓
6	Car fleet size	Car fleet register	Fleet management and resource administration specialist	pcs	17	18	N/A	✓
6.1	Total CO2 emission [T] (TOTAL GROSS SCOPE 1)	Car fleet register	Fleet management and resource administration specialist	T	89,12	81,02	20%	✗
6.2	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	2020 < 2019	✓
6.3	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	15%	✗
6.4	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	5%	✓
6.5	Expenditure on a car fleet with at least the EURO class of exhaust emissions (PLN net)	Accounting data	Fleet management and resource administration specialist	PLN	546 405,56	645 834,90	N/A	N/A
6.6	Percentage of car fleet with at least the EURO class [%]	Car fleet register	Fleet management and resource administration specialist	%	100%	100%	2020 > 2019	✓
6.7	Expenditure on equipment, devices with at least A electricity consumption class (PLN net)	Accounting data	Fleet management and resource administration specialist	PLN	46 700,00	14 144,50	N/A	N/A
6.8	Percentage of the equipment with at least A class electricity consumption [%]	Accounting data	Fleet management and resource administration specialist	PLN	100%	100%	2020 > 2019	✓
7	Number of environmental incidents	Environmental failures register	IMS Manager	pcs	0	0	0	✓
8	Number of non-compliances related with waste disposal	Environmental failures register	IMS Manager	pcs	0	0	0	✓
9	Number of environmental accidents *(e.g. unplanned releases)	Environmental failures register	IMS Manager	pcs	0	0	0	✓
10	Number of EMS complaints lodged	Environmental failures register/Feedback from auditors	IMS Manager	pcs	0	0	0	✓

KPI		Data source	Responsible	Unit	2019	2020
11	Employees by the type of employment and gender					
11.1	Employment contract	HR database	HR Manager	%	42,50%	39,00%
11.1.1	Woman	HR database	HR Manager	%	15,83%	19,86%
11.1.2	Men	HR database	HR Manager	%	26,67%	19,14%
11.2	Civil and B2B contract	HR database	HR Manager	%	57,50%	61,00%
11.2.1	Woman	HR database	HR Manager	%	17,50%	26,25%
11.2.2	Man	HR database	HR Manager	%	40,00%	34,75%
12	Employees by the employment contract type [%]					
12.1	Employment contract for an indefinite period	HR database	HR Manager	%	5,05%	23,64%
12.2	Fixed-term employment contract	HR database	HR Manager	%	63,64%	59,99%
12.3	Trial period contract	HR database	HR Manager	%	31,31%	16,37%
13	Employees by the age categories [%]					
13.1	Less than 30 years old	HR database	HR Manager	%	28,33%	23,36%
13.1.1	Woman	HR database	HR Manager	%	8,33%	9,49%
13.1.2	Man	HR database	HR Manager	%	20,00%	13,87%
13.2	30-50 years old	HR database	HR Manager	%	55,00%	58,39%
13.2.1	Woman	HR database	HR Manager	%	16,67%	27,02%
13.2.2	Man	HR database	HR Manager	%	38,33%	31,37%

13.3	More than 50 years old	HR database	HR Manager	%	16,67%	18,25%
13.3.1	Woman	HR database	HR Manager	%	7,50%	8,76%
13.3.2	Man	HR database	HR Manager	%	9,17%	9,49%
14	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%

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15 Additional benefits availability by the employment type [%]							
15.1 Employment contract							
15.1.1	Medical care	HR data	HR Manager	%	100,00%	100,00%	2020 > 2019 ✓
15.1.2	Insurance	HR data	HR Manager	%	100,00%	100,00%	2020 > 2019 ✓
15.1.3	Multisport card	HR data	HR Manager	%	100,00%	100,00%	2020 > 2019 ✓
15.2 Civil contract and B2B							
15.2.1	Medical care	HR data	HR Manager	%	100,00%	100,00%	2020 > 2019 ✓
15.2.2	Insurance	HR data	HR Manager	%	100,00%	100,00%	2020 > 2019 ✓
15.2.3	Multisport card	HR data	HR Manager	%	100,00%	100,00%	2020 > 2019 ✓
16 Employment contract employees rotation level by the gender							
16.1	Woman	HR database	HR Manager	%	30,95%	28,81%	2019 < 2020 ✓
16.2	Man	HR database	HR Manager	%	39,33%	18,07%	2019 < 2020 ✓
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	2019 < 2020 ✓
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	2020 > 2019 ✗
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	2020 > 2019 ✗
20	Number of fatal accidents	Accidents register	Data from the External health and safety service provider	pcs	0	0	0 ✓
21	Number of reports of violations of the prohibition of harassment	Data from HR	HR Manager	pcs	0	0	0 ✓
22	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 ✓
23	Number of reports of sustainable procurement issues	Data from Sales department	Sales Manager	pcs	0	0	0 ✓
24	The percentage of employees trained on the CEIS Code of Conduct	Data from HR	HR Manager	%	N/A	100	100 Trainings performed in 2020
25	The percentage of employees trained on CEIS whistleblowing program?	Data from HR	HR Manager	%	N/A	100	100 Trainings performed in 2020
26	The percentage of employees trained on CEIS anti-corruption and bribery program	Data from HR	HR Manager	%	N/A	100	100 Trainings performed in 2020
27	The percentage of employees trained on CEIS business ethics program	Data from HR	HR Manager	%	N/A	100	100 Trainings performed in 2020
28	Confirmed ethics-related incidents or legal actions	Data from HR	HR Manager	pcs	0	0	0 ✓
29	Percentage of employees who are familiar with the laws on equal treatment, discrimination, harassment and mobbing?	Data from HR	HR Manager	%	100	100	100 ✓
30	% of all operational sites with an information security management system (ISO 27001)	Data from HR	HR Manager	%	33	33	100 ✗
31	% of all operational sites with Quality Management System (ISO 9001)	Data from HR	HR Manager	%	100	100	100 ✓
32	% of all operational sites with Environmental Management System (ISO 14001)	Data from HR	HR Manager	%	100	100	100 ✓
33	% of all operational sites with an HSE management system (ISO 45 001)	Data from HR	HR Manager	%	100	100	100 ✓
34	% of targeted suppliers who have signed the supplier code of conduct	Data from Purchasing department	Purchasing Manager	%	100	100	100 ✓
35	% of all buyers across all locations who received training on sustainable procurement	Data from Purchasing department	Purchasing Manager	%	100	100	100 ✓