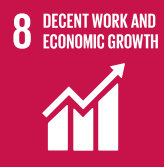


## CORPORATE SOCIAL RESPONSIBILITY REPORT

# Goals for a better world



8 DECENT WORK AND  
ECONOMIC GROWTH



9 INDUSTRY, INNOVATION  
AND INFRASTRUCTURE



7 AFFORDABLE AND  
CLEAN ENERGY



12 RESPONSIBLE  
CONSUMPTION  
AND PRODUCTION

Qubiqa 







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Morten Lagoni Seeborg, CEO

## CSR REPORT 2021/22

At Qubiqa, we have always been committed to doing business in a way that respects and supports society, people, and the environment.

Qubiqa's management considers it one of our most important responsibilities to provide a framework that inspires and motivates everyone in the organisation to achieve our goals within CSR and sustainability.

During the year we have joined the UN Global Compact, and we have initiated the first measuring of our total CO<sub>2</sub> emission footprint on group level.

Both initiatives are important steps for us on our journey towards sustaining and developing responsible business conduct.

Our CSR-related work is based on the ten principles of the Global Compact concerning human rights, labour rights, respect for climate and environment as well as

*"We want to be the preferred, responsible partner and supplier of high-quality products, services and knowledge to our customers to help them realize their opportunities"*



anti-corruption, tying in closely with the UN Sustainable Development Goals (SDGs) and the Greenhouse Gas Protocol.

During the year we have initiated a systematic process for updating our CSR program and CSR objectives, which aims at further developing and implementing good and responsible business practices in our daily work so, going forward, they will be supported by an even clearer CSR strategy and transparent objectives.

On this basis we are excited to share our annual CSR report, unfolding our actions and efforts on establishing concrete progress in direct line with both the Global Compact and the SDGs.

Handling the CSR area is a complex matter that requires a careful, humble approach, and we believe that addressing these topics in a structured way is an important step to maintaining and improving our contributions.

In the following pages you will find an update on developments within our CSR focal points for the financial year 2021/22.

I thank you for the interest you are showing in our organisation by reading this CSR report.





*...At Qubiqa we focus on being the best at what we do – and we take pride in that.*

## QUBIQA'S PROFILE

Main business activities are to develop, produce, sell and service solutions and products for automation and optimization of internal logistics, with special focus on the insulation industry.

Most solutions contain integrated, electronic control and software systems for advanced, logical, and user-friendly operation of even complex systems.

Our history dates back to 1945. Established under the name of Seelen, we set up our first premises in Esbjerg, Denmark. For more than half a century, the company - now under the name Qubiqa - has developed, produced, and installed machines for the insulation industry. We are a global market leader within the development and manufacturing of automated packing solutions for the insulation industry, and almost all world-leading insulation manufacturers are among our customers.

We take on projects on all continents and have worked in nearly every country in the world.

Parallel to running our business, we also emphasize having room for fun, and we always encourage our employees to find a healthy work-life balance. Working for Qubiqa is both challenging and inspiring. We aim at being energetic and result-oriented, and we pursue our goals.

The combination of an in-depth knowledge of products and production methods, a good portion of creativity as well as tight project and financial management makes it possible to always arrive at the optimal solution for the customer.

Reduction of customers' shipping costs, fuel consumption, and carbon emissions are among the results of Qubiqa solutions that compress insulation materials and other products, so they take up considerably less space when they are transported and handled.

As of August 2021, members of Qubiqa's Board of Directors, members of Qubiqa's Management group and two private investors, have acquired the company.



# BASED ON OUR CSR VISION WE ALWAYS STRIVE TO ACCOMPLISH THAT ...

## ...our CUSTOMERS see

- that Qubiqa works professionally and ambitiously with product innovation, services, product knowledge, responsibility, and sustainability
- that they get products and solutions of high quality that are produced under sustainable conditions.

## ...our EMPLOYEES see

- that they can grow and develop together with Qubiqa, because we offer good opportunities for personal and professional development
- that Qubiqa is an attractive, responsible, and safe workplace, where employees are happy to work
- that social aspects are always considered

## ...the WORLD AROUND US sees

- that Qubiqa works strategically with sustainability and societal responsibility
- that we differentiate ourselves by embracing a holistic view of sustainability and responsibility
- that we do not compromise on our values, quality, sustainability, and responsibility



## SELECTED FINANCIAL KEY FIGURES

Below you find selected financial key figures – more details can be found in our financial annual report.

FINANCIAL FIGURES ARE IN 1.000 DKK	2021/22	2020/21	2019/20	2018/19	2018/19
Gross profit (in thousand DKK)	109,661	85,906	94,405	111,372	63,764
Annual profit (in thousand DKK)	15,826	1,147	3,991	-2,048	-41,968
Total equity (in thousand DKK)	70,375	45,735	42,330	32,155	34,940
Equity ratio	30.0%	29.0%	25.8%	17.4 %	13.6 %
No of employees	191	185	215	233	198

## SELECTED CSR KEY FIGURES

Below you find selected CSR key figures derived from our efforts and actions. You can find more detailed information about our progress throughout the CSR report.

FOCUS AREA	GOALS	2020/21 GOALS IN NUMBERS	2021/22	2020/21	2019/20	2018/19 (BASELINE)
Environment & energy	Implement initiatives to reduce our energy consumption	3 initiatives/year	2	2	2	2
	Use carbon-neutral electricity	100 % in DK and PL	100 % [2]	100 %	100 %	100 %
Employees	Hire apprentices/ trainees etc.	3 apprentices/ trainees etc.	9	9	12	14
	Conduct annual employee development interviews	95 %	96 %	84 %	100 %	N/A [3]
	Reduce the No of lost time injuries (LTIs) (frequency)	Max. 10	18	13	8	14
Customers & products	Incorporate sustainability into our product development	2 initiatives/year	3	2	2	2
The surrounding society	Conduct anti-corruption training	100 % of "high-risk positions"	100 %	100 %	100 %	100 %
	Ensure high level of data security	2 initiatives/year	3	4	2	2

[2] For Poland carbon-neutral electricity has been consumed since January 1st, 2021

[3] The model for employee development interviews was in a test phase, which means comparable data are not applicable

## UN SUSTAINABLE DEVELOPMENT GOALS

We support the UN Global Goals, and we have arranged our CSR objectives and activities to contribute to this agenda in the best possible way. Where possible and feasible, we incorporate the goals into our business activities.

In supplement to impacting Qubiqa's own performance, our efforts, and established results within these four SDGs in particular, are also important contributions to our downstream value chain – especially to our customers' work with and support of the SDGs.

Our CSR strategy includes direct support of these four SDGs:

### 7 AFFORDABLE AND CLEAN ENERGY



#### ... AIMS AT...

... ensuring that everyone has access to reliable, sustainable and modern energy at an affordable price, which is achieved, among other things, through increasing the consumption of renewable energy as well as through increased efficiency in the consumption of energy...

### 8 DECENT WORK AND ECONOMIC GROWTH



...promoting sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all, which is achieved, among other things, by promoting productive activities that create decent jobs, creativity and development, and by creating a safe and stable working environment for all workers...

## ... AND QUBIQA'S CSR STRATEGY SUPPORTS THE SDG AS...

... we regularly calculate and report on our GHG emissions and work purposefully to reduce emissions. We focus on optimizing and reducing our energy consumption, and on working towards converting consumption to renewable and emission-reduced forms of energy. One of our focus points is the transportation and materials consumption associated with our business. *Especially SDG targets 7.2 and 7.3 are addressed.*

... we offer opportunities for employees to work on their specialties and develop professionally and by carrying out systematic assessments of the working environment and the work place as well as ensuring well-functioning work processes for following up on these assessments. We have drawn up employee policies, we offer a range of staff benefits, and the physical working environment at Qubiqa rarely causes work-related injuries. *Especially SDG targets 8.2 and 8.3 are addressed.*

## ... AIMS AT...



... up-to-date manufacturing equipment with increased resource-use efficiency and adoption of clean and environmentally sound technologies and industrial processes...

## ... AND QUBIQA'S CSR STRATEGY SUPPORTS THE SDG AS...

... we aim at finding methods for designing and manufacturing our products in a resource efficient way, which can include designing products that can be disassembled in each material fraction at end-of-life, designing high-quality products that last for many years, designing products that consume less energy during use and designing products based on transportation optimizations.

*Especially SDG target 9.4 is addressed.*



... ensuring sustainable consumption and forms of production, which is achieved, among other things, by reducing waste generation through prevention, reduction, reuse and recycling, performing efficient use of natural resources, communicating relevant information and awareness of sustainable development, as well as by integrating information on sustainability into the reporting cycle of the Qubiqa group...

... we continuously register our manufacturing materials and manufacturing waste, and optimization actions are continuously implemented. Waste fractions are sorted at the source and disposals are done according to regulations and relevant practices. We publish an annual CSR report, and we have established a model for incorporating sustainability into product design and product development.

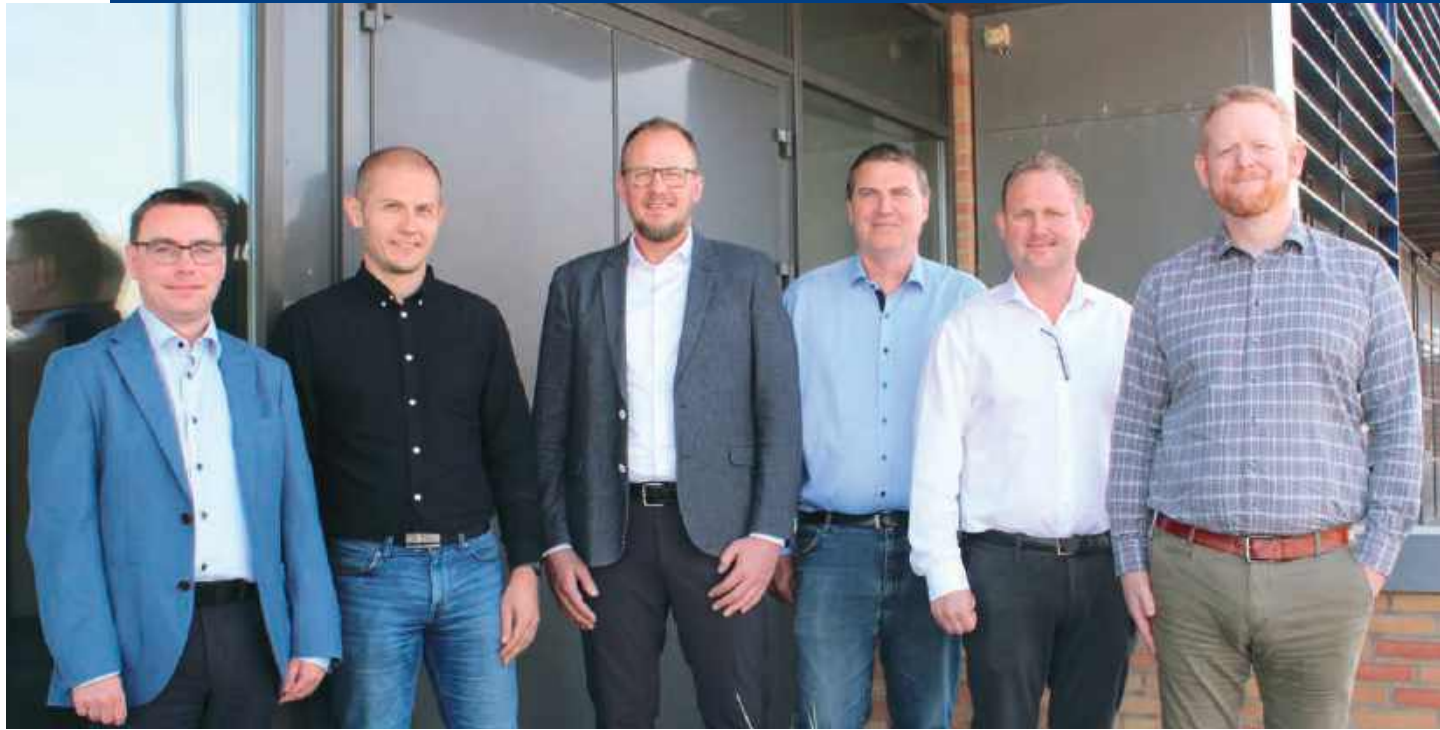
*Especially SDG targets 12.2, 12.5, and 12.6 are addressed*



## OUR CSR GOVERNANCE

Exercising business driven CSR is important to us, as this approach ensures the best and most relevant value creation for both our company, main stakeholders and surroundings.

Several policies within the CSR area form the basis of our day-to-day conduct and contain concrete development indicators that we use to ensure that we comply with the policies.



## ORGANIZATIONAL CSR SETUP

Our executive management and board of directors are responsible for the overall decisions and the allocation of resources relating to CSR.

CSR is an important area of responsibility to our management group, and it is an agenda point at relevant board and management meetings. Our CSR steering committee convenes regularly during the year to follow up on the progress of our CSR action plans.

At the progress meetings, action plans are reviewed, and the committee discusses and agrees on appropriate actions.

The committee has representatives from the management group and selected specialists, who ensure that our CSR efforts address the entire organization; including capturing and incorporating development ideas from employees.

*We want to focus on implementing initiatives that create the highest overall benefits for Qubiqa and its primary stakeholders.*

### **MATERIALITY ANALYSIS**

On this basis we systematically identify and prioritize which CSR topics are the most relevant to us, to society and to our primary stakeholders to ensure that our CSR efforts always have the best possible relevance and impact.

During the period April 2022 till October 2022, we have updated our materiality analysis, which has led to slightly different prioritizations of some of the CSR topics, and to some of the topics being reformulated or merged.

In general, our updated materiality picture (see B below) remains in line with our previous materiality picture (see A below).

As of 2022/23 our updated materiality picture (B) will form the basis for updating our CSR policies, our CSR objectives and our CSR action plans. CSR report 2021/22 is based on the current materiality analysis (A). The CSR report 2022/23 will be based on the updated governance documents. The principles for conducting our materiality analysis comply with international standards and guidelines for good CSR practice.

### **THE MATERIALITY TOPIC LIST'S HIGHEST PRIORITIES INCLUDE**

#### **Previous materiality analysis (A)**

Environmental and climate policy, energy consumption, waste, employee satisfaction, work environment policy, responsible supply chain management, sustainable innovation, responsible communication, anti-corruption, data security, equality

#### **Materiality analysis updated 2022 (B)**

Climate impacts, circular economy, employee engagement and satisfaction, responsible supply chain management, and sustainability as part of our product development





## WE HAVE HIGH AMBITIONS

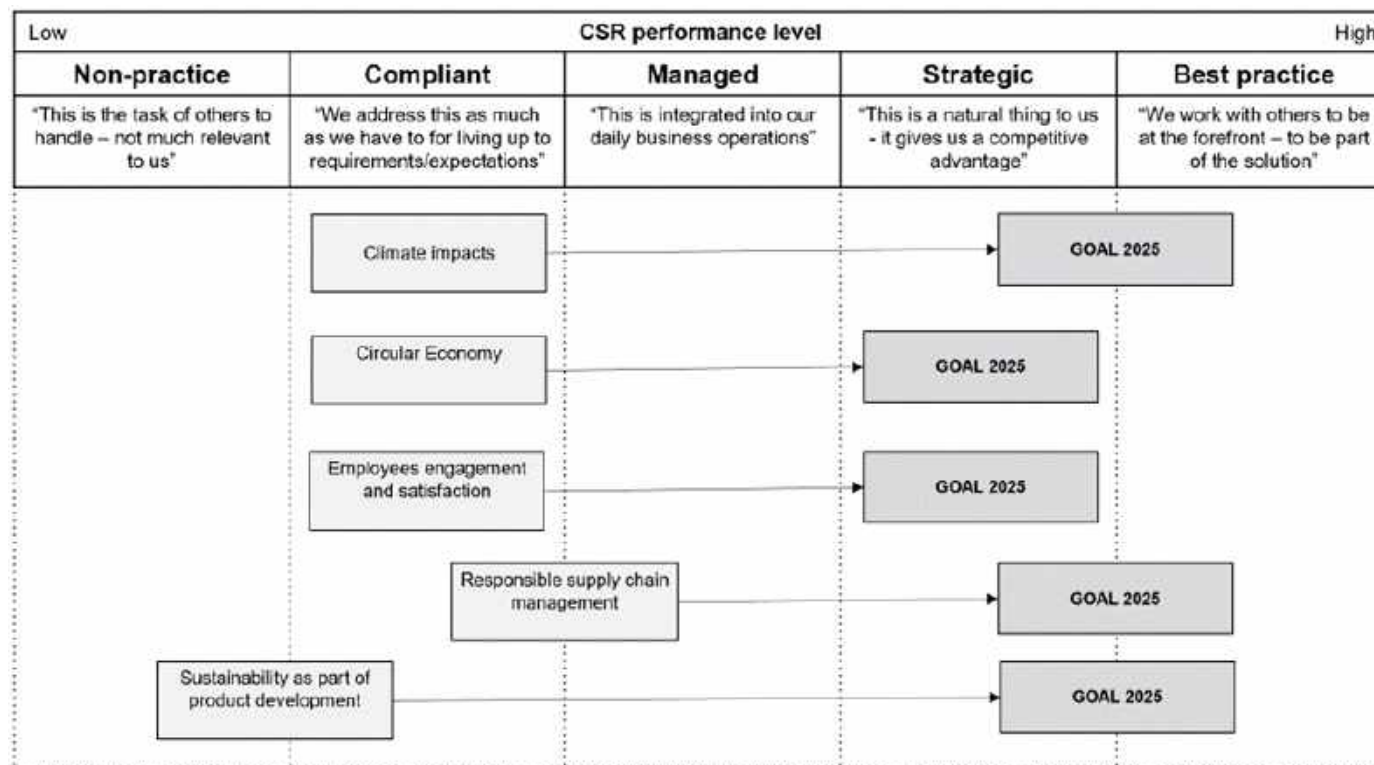
As an integrated part of our work during 2022 with updating the materiality analysis (B), we have decided on ambition levels for our developments towards the reporting year 2024/25 for the five highest prioritized CSR topics.

The figure below illustrates our maturity levels as of 2021/22 and our ambition levels as of 2024/25. Ambition levels will be supported by accurate quantitative objectives, and needed resources will be allocated.

## JOINING THE UN GLOBAL COMPACT

During 2021/22 we have signed up for the world's largest corporate sustainability initiative; United Nations Global Compact (UNGC).

We are sure that working systematically with the ten principles of the UNGC will help us accelerate and focus our sustainability development.



## CSR POLICIES

Our CSR policies broadly address material issues within the CSR area at Qubiqa. The policies constitute the framework of concrete action plans that are subsequently implemented by management and employees with the relevant and required qualifications.

Policies in force during 2021/22 are unchanged compared to last year. However, during the summer 2022 (i.e., the months right after the end of reporting period 2021/22) we have reformulated and updated the majority of our CSR policies to ensure that the policies are fully in line with our updated materiality analysis and CSR focus points (see above).

The updated policies will be included in next year's CSR report.

## AREA 1 – ENVIRONMENT & ENERGY

### OUR PRINCIPLES [4]

Our policies regarding environment, energy consumption, climate actions and waste describe that Qubiqa at any time, openly and objectively will participate in environmental improvements, and where technically and financially relevant, will work actively to minimize negative impacts on the environment and the consumption of resources at any stage of the company's value chain on which we have relevant influence.

- Regarding waste, it is our goal to reduce loss of materials and other resources and to reduce negative impact on the environment caused by waste from our production and from other activities. We will do that through e.g. material usage optimizations, reuse and recycling.
- The vision of our energy consumption and climate action policy is to reduce the amount of energy consumed, and to reduce our energy costs while continuously moving towards more environmentally friendly and climate-friendly types of energy and contributing to increase our employees' and customers' knowledge about energy optimization.

[4]The policies are unchanged compared to last year



### ACTIVITIES AND RESULTS DURING THE YEAR

#### Manufacturing materials:

We still consider it an important issue that all employees are aware of how to contribute to saving as much manufacturing material as possible.

We constantly focus on utilizing rest lengths of manufacturing materials, whenever possible - thus, this is a frequent issue at internal meetings at both company and team level.

When planning the specific manufacturing processes, the use of automatic and semi-automatic functions in our manufacturing IT management system is still an important contributing factor towards reducing the amounts of manufacturing materials waste.

#### Measuring our climate change footprint:

During the summer and fall 2022 (i.e., the months right after the end of reporting period 2021/22) we have measured and calculated our total GHG scope 1 and 2 emissions for the four years 2018/19 till 2021/22, and have made a calculation



estimate of our scope 3 emissions for 2021/22. Based on the results we will set emission reduction targets and define concrete reduction actions. An elaborate insight into this will be included in the CSR report 2022/23.

### Energy consumption

Our employee handbook and other guidelines give guidance on how to reduce energy consumption, including guidance on e.g., how to contribute to climate-friendly private and business travel etc.

Based on the statutory energy-saving evaluation report, we continuously implement energy improvement initiatives.

In 2021/22 we have purchased new and energy-optimized IT servers and we have bought our first electric vehicle.

### Climate-friendly electricity

As in previous years we still have contracts for supply of fully carbon-neutral electricity in Denmark and Poland.

Furthermore, we use climate-smart gas in parts of our manufacturing processes, which has reduced our carbon emissions.

OUR GOALS	GOALS IN NUMBERS	2020/21	2019/20	2018/19	2018/19
Implement initiatives to reduce our energy consumption	3 initiatives/year	2	2	2	2
Use carbon-neutral electricity	100 % in DK and PL	100 %	100 % [5]	100 %	100 %
Saved carbon emissions in DK and PL (tons)	N/A	638.1	332.0	70.1	98.9

[5] For Poland carbon-neutral electricity has been consumed since January 1st, 2021

### Equipment and vehicles to support the green transition

In our purchase and IT policies, we have defined environmental requirements for new manufacturing machines, vehicles, and IT equipment.

When we buy new manufacturing equipment, cars, IT equipment etc. optimized and reduced energy consumption is a part of our selection criteria.

Also options for environmentally correct recycling and disposing at product end-of-life is part of the decisions.

### Hazardous materials

We have an ongoing focus on, and process aimed at finding and utilizing possibilities for using less or non-harmful/hazardous substances in our manufacturing processes. This also includes material replacements and reductions of used volumes.

### Waste disposals

The collection processes and the subsequent disposal processes at the companies that collect our waste streams are based on up-to-date, optimized principles. We follow up and evaluate on the actual processes, to ensure that they are aligned with the agreed conditions, as this is part of our contractual requirements for the vendors.

### Waste volumes

Our sales department's efforts and the material specifications available to our manufacturing department, ensure a good coordination of material specifications; and we consider this to be an important source for reducing our manufacturing waste volumes.

For each relevant waste fraction, all amounts are measured and registered. This is highly attractive and relevant data for us to focus on reducing waste volumes.

Our work procedures addressing the coordination of waste handling are still based on our efforts to analyze and optimize this area in previous years.



## AREA 2– EMPLOYEES

### Our principles

Our policies within this area include;

- Recruitment
- Working environment
- Policy on apprentices and trainees
- Sickness absence
- Retention of employees
- Senior employees
- Diversity and equality

- It is important to us to continuously contribute to the education of the next generation and to assist citizens, who find it difficult to establish a foothold in the labour market. This is addressed in the apprentices and trainee policy.
- The purpose of our working environment policy is to allow all employees to work effectively and without risk of injury – physically as well as mentally. Furthermore, the policy ensures that the office premises as well as the warehouse and production premises meet the requirements of a high standard working environment, minimizing the risk of injuries.

OUR GOALS	GOALS IN NUMBERS	2020/21	2019/20	2018/19	2018/19
Hire apprentices/trainees etc.	3 initiatives/year	9	9	12	14
Conduct annual employee development interviews	95 %	96 %	84 %	100 %	N/A [6]
Reduce the No of lost time injuries (LTIs) (frequency)	Max. 10	18	13	8	14
Reduce sickness absence (DK)	Less than 3.1 %	3.7 %	3.0 %	2.1 %	2.5 %
Increase number of female members of the Board of Directors	End of 2021/22: 1	0	0	0	0

[6] The model for employee development interviews was in a test phase, which means comparable data are not applicable

[7] The policies are unchanged compared to last year

- The senior employee policy focusses on the retention and utilization of the knowledge and competences of our senior employees, and the continued development of their competences.
- Avoiding discrimination is important to us, and one of our goals is to achieve diversity among our management and employees. We ensure compliance with current legislation, and we strive to comply with relevant national and international guidelines. Our policy regarding gender equality and diversity when hiring, promoting, or laying off employees states and explains our principles.

- Our recruitment, training and retention policies are based on our goals on communicating openly and clearly, and to create the right match between Qubiqa and our employees. We want our employees to be employed for many years, and we have an active approach to long-term sickness absence and contribute to preventing absence due to sickness in general, reducing the number of and the duration of absence and ensuring a swift and well-supported return to work.

Activities and results during the year

### Employee competences

It is important to the individual employee and to Qubiqa that the employees' competences are constantly maintained.

Development plans are discussed and planned with each employee. Close connections to relevant education institutions linked to our industry are maintained, and we participate in job fairs, training sessions etc.

We communicate what we do within employee development, as this contributes giving us a coherent and credible profile towards existing and potential employees. Our website, social media profiles, advertisements, recruitment processes etc. aim at making this transparent.



## Employee satisfaction

We perform regular employee development interviews based on a simple and generic method, which ensures that the manager and employee address all relevant topics in a logical and efficient way.

This gives us a clear and transparent insight into the needs of and possibilities for each employee.

Relevant benefits such as competence development and training, a healthy canteen scheme, health insurance, subsidised sports activities etc. are offered to our employees.

Senior employees are still offered interviews as part of the retention and retirement planning.

## Equality and diversity

Constant efforts to establish and maintain diversity within the organization are important to us as they help us make better decisions, bring better financial results and ensure higher satisfaction in general for all our stakeholders. It is our objective to establish an improved balance between men and women in management positions.

The objective is that women shall constitute 25 % (= 1 member) of the Board of Directors, and we are working to achieve this.



The industry in which we operate, has a majority of men, which is why we consider our objective to be ambitious. Decisions on hirings, dismissals and promotions are solely based on personal, commercial, and professional competences.

## Educate the next generations

We consider it important to us to take our part in societal responsibilities. During the year we have had nine apprentices, students and trainees, connected to or employed at Qubiqa, and one person with difficulties establishing a normal foothold on the labour market has been employed at Qubiqa.



## Work-related accidents

We ongoingly measure incidents and set concrete objectives to ensure that Qubiqa remains a safe place to work.

A thorough analysis and a safety inspection round are performed when an accident occurs. Facts about the accident and how it may have been prevented are communicated to all employees.

For 2021/22 we have had a total of 6 injuries, which is 2 more than last year. Qubiqa's Lost Time Injury frequency (LTIF) for 2021/22 is 18, which is above our goal of a maximum frequency of 10.

## Near-misses

With the objective to identify potential hazardous situations to better be able to

set up relevant mitigation actions, we focus on registering, mapping, and learning from all near-misses.

## Sickness absence

Absence due to sickness has increased to 3.7 % in 2021/22, and, unfortunately, the absence level is above our goal of a maximum of 3.1 %.

Performing interviews with employees in connection with frequent, short-term sickness absence as well as long-term sickness absence, is an important process at Qubiqa, as we want to work dedicatedly on preparing concrete plans for retention of employees after illness.

## CSR AREA 3 – CUSTOMERS, PRODUCTS, AND SOCIETY

### Our principles [8]

Our purchasing policy, policy regarding sustainable innovation, policy on anti-corruption, IT policy and policy for responsible and ethical communication are the documents forming the basis of our initiatives within this CSR area.

- The purpose of our purchasing policy is to ensure that we coordinate and optimize our purchase of goods and services, thereby establishing a foundation for good purchase standards regarding e.g., sustainability, human rights, quality, service, and finance.
- Our suppliers and their sub-suppliers are expected to respect all human rights, labour rights as well as environmental, social, and ethical expectations. Furthermore, we expect of our business partners that they clearly show how they work with these issues in their own corporations.
- Our sustainable innovation policy ensures that we offer our customers solutions based on sustainable principles, and that we constantly strive to promote sustainable designs. We want design, development, manufacturing, and transportation of our products to be based on sustainable principles and we will continuously implement concrete initiatives.

[8] The policies are unchanged compared to last year



- The anti-corruption policy supports our effort in fighting corruption, cartel formation etc. The purpose of the policy is to ensure that management and employees on all levels have a good understanding of anti-corruption and anti-cartel formation including the efforts required of each employee. The policy states that we do not accept corruption or any form of price fixing – whether the achieved advantage is financial or non-financial. We do not accept dubious or illegal business agreements, no matter if we are the supplier or the recipient of goods or services. We do not accept attempts to influence political or regulatory decisions, which can affect our business.
- Qubiqua's IT policy constitutes the foundation of the daily IT operation of our company, with built-in

safety and standardized business processes as well as focus on a reliable and high-level IT performance. This ensures a high degree of satisfaction among users, and that data are stored and used in compliance with current legislation and our other policies.

- Our policy for responsible and ethical communication ensures consistency in our communication internally as well as externally. Communication about our CSR work is also part of the policy. Through our communication we want to ensure a clear, honest, ethically correct, and responsible perception of our results and activities. We focus on establishing a transparent communication. We will keep our stakeholders up to date on our activities in an ethical and responsible manner.



## Activities and results during the year

### Responsible and sustainable suppliers

Strict requirements for suppliers to respect human rights, labour rights, environmental, climate, anti-corruption issues etc. are established. The suppliers’ confirmation and adaptation of our Supplier Code of Conduct is still included in our contracts.

All included suppliers of Qubiqa DK and PL (who are all new suppliers and existing suppliers with spend over 100 t.DKK per year) have signed the Supplier Code of Conduct, and we have performed the defined control processes of all included suppliers (who are suppliers in risk categories “medium/high/extremely high”). It is our evaluation that our methods within responsible supply chain management are beneficial and relevant as they contribute to a high quality in our work on this area.

### Human rights

Our policy on human rights forms our approach to ensure that we live up to recognized human rights, including the part deriving from cooperating with our suppliers.

Last year we performed a thorough internal due diligence on Qubiqa’s own compliance with the requirements. The overall conclusion was that we have a satisfactory level of compliance within the selected sub-areas. On this basis we have performed normal day-to-day work processes according to our policy and work process guidelines.

In relation to establishing a grievance mechanism and in relation to overtime payment to parts of white collar employees in Denmark, Qubiqa still has a partial compliance level.

OUR GOALS	GOALS IN NUMBERS	2020/21	2019/20	2018/19	2018/19
Incorporate sustainability into our product development	2 initiatives/year	3	2	2	2
Perform CSR control processes of suppliers [9]	Completed 100 % of Qubiqa DK and Qubiqa US suppliers	100 %	100 %	100 %	100 %
Suppliers to sign Supplier Code of Conduct	100 % of suppliers with new contracts during the year	100 %	100 %	100 %	100 %
Conduct anti-corruption training	100 % of "high-risk positions"	100 %	100 %	100 %	100 %
Ensure high level of data security	2 initiatives/year	3	4	2	2
Comply with all marketing rules and internal policy	No violations	None	None	None	None

[9] As of 2019/20 our principles, methods and thresholds for responsible supply chain management have undergone changes. Main content and objectives, though, remain the same and are in general comparable to previous years.

[10] Risk positions are defined as all job roles within purchase, sales, top management, and project management.

### Anti-corruption training

We have had no cases of corruption or cartel formation in 2021/22. It is still the duty of our managers to provide guidance for employees in situations where they have questions or might be put in potentially difficult situations relating to anti-corruption.

One anti-corruption training course has been performed during the year, with the participation of all new-hired employees from our Danish and Polish sites within the defined job positions[10]. In total eight employees have participated this year. With the aim of giving the

participants a strong and relevant knowledge and awareness on how to avoid situations within the corruption area, the courses have a total duration of three hours. The courses include both lectures, discussions, videos, and dilemma training.

### Best possible technologies to be used

We still operate under a self-defined process requirement that all projects for customers with a total time consumption of more than 100 man-hours must include a focused review at the end of gate 2. This ensures that we are able to incorporate the newest technologies and knowledge into the project.

Electric motors in our project solutions for customers shall live up to the EU IE3 norm, even if it is not required by the customer or local regulations. Aiming at reaching a high degree of energy efficiency in our equipment delivered to customers, we still integrate motor drive instead of air drive in relevant projects as part of our solutions.

### **Ethical communication**

Our principles of accountability and fair balances in all written material and oral communication are still in focus when we communicate.

In 2021/22 there has been full compliance with current legislation and our own policy for responsible and ethical communication.

### **Secure IT systems**

Our IT platform hardware and software is continuously updated, which together with a dedicated software solution that gives us an overview of any events in our system landscape, contributes to enabling us to live up to relevant and necessary IT security requirements.

We remain focused on avoiding risks derived from criminal activities, and periodical vulnerability scanings of servers and network units have been performed. Our secure document handling system is still in use.

In 2021/22 we have purchased and implemented a new and updated server and storage infrastructure, performed vulnerability management processes of all servers and clients, and we have initiated quarterly meetings with our external IT security partner to establish a close follow-up on relevant topics.

### **IT awareness trainings for employees**

We train and motivate employees to live up to our agreed IT procedures. During the year we have performed more training and awareness activities aimed at fulfilling our IT procedures and our procedures within e.g., the EU GDPR directive. Activities have included presentations and discussions at internal meetings, and articles in internal media.





## ACCOUNTING PRINCIPLES

The quantitative figures in this CSR report are compiled based on the following principles.

CSR-FOCUS AREAS	KEY FIGURES (KPI)	UNIT	ACCOUNTING PRINCIPLE
Financial key figures	Gross profit	Thou. DKK	These key figures (group figures) are derived directly from the financial annual reports of QUBIQA Holding A/S
	Annual profit	Thou. DKK	
	Total equity	Thou. DKK	
	Equity ratio	%	
	No of employees	Qty	
Environment and energy	Implement initiatives to reduce our energy consumption	Qty	An initiative is defined as a large or small project that is completed and that reduces energy consumptions
	Use carbon-neutral electricity	%	The percentage of the electricity consumption at the sites in Esbjerg and Poland that is carbon neutral (e.g. hydro, solar or wind power)
	Saved carbon emissions in DK and PL	Metric tons	Calculated as the number of consumed kWh of carbon neutral electricity multiplied by the carbon factor in accordance with the annual environmental report (the 2021 "Miljødeklarering, 125 % method") by Energinet.dk (for Denmark) and the IEA statistics "CO2 emissions from fuel combustion 2021" (for Poland)
Employees	Hire apprentices/ trainees etc.	Qty	Apprentices are calculated as full-time equivalents ("FTE"). An apprentice is also included for the time he/she is at school. Trainees and persons in government supported positions that have been employed with Qubiqa for over 3 months are included
	Conduct annual employee development interviews	%	Percentage of employees that have completed their employee development interview out of the total number of employees that are to be interviewed. Includes data from Denmark only.
	Reduce the No of lost time injuries (LTIs) (frequency)	Accidents per million work hours	Lost time injuries: Sudden accident during work hours that requires absence on the day of the accident and at least the next day. No of work hours: No of possible work hours per year, minus vacation days, extra days off, holidays, special holiday, care days etc.
	Reduce sickness absence (DK)	%	Sickness absence percentage calculated as No of registered hours of absence (only absence due to sickness is included) in per cent of number of possible working hours. Only Qubiqa in Denmark is included
	Increase number of female members of the Board of Directors	Qty	The number of women on the Board of Directors of QUBIQA Holding A/S

CSR-FOCUS AREAS	KEY FIGURES (KPI)	UNIT	ACCOUNTING PRINCIPLE
Customers and products	Incorporate sustainability into our product development	Qty	No of initiatives (e.g. systematic work processes, tests, training, education, lectures) to increase the knowledge of sustainable product development and designing
	Perform CSR control processes of suppliers	%	No of suppliers who have been subject to control processes in accordance with the requirements of our Supplier Code of Conduct compared to the No of suppliers included in the risk categories "medium/high/extremely high" in our Final Risk Score.
	Suppliers to sign Supplier Code of Conduct	%	No of suppliers with new contracts during the year who have signed the Supplier Code of Conduct compared to No of suppliers with new contracts during the year. Until 2020/21 only suppliers to Qubiqa DK are included. From 2021/22 all new suppliers are included.
The surrounding society	Conduct anti-corruption training	%	The No of participants (3- to 4-hour course in general anti-corruption and Qubiqa's anti-corruption policy) out of the total No of employees in high-risk positions (e.g., purchasers, sales staff, top management, and project managers) who are to be trained
	Ensure high level of data security	Qty	No of initiatives to increase the data security
	Compliance with all marketing regulations and internal policy	Qty	No of violations of the marketing laws of the countries in which Qubiqa operates, or No of violations of Qubiqa's own communication policy



## ABOUT DATA AND INFORMATION IN THE REPORT

The information and data stated in this CSR report cover the group for the period from June 1st 2021 until May 31st 2022.

The group consists of the holding company QUBIQA Holding A/S with the fully owned subsidiaries Qubiqa A/S (Denmark), Qubiqa Sp. z o.o. (Poland), Qubiqa US Inc. (USA) and Qubiqa PL ApS (Denmark).

The content of this CSR report covers the entire group<sup>[11]</sup>.

The data collection for and data reporting included in this report have taken place in accordance with recognized principles of balance, transparency, accuracy, responsibility, and comparability.

Developments are measured against and reported on compared to a baseline year. The baseline year represents a fixed starting point for our development over time. 2018/19 is used as our baseline year.

<sup>[11]</sup>Quantitative data in the data tables in this report does not include Qubiqa US Inc., due to this company's data levels being insignificant compared to the total group data levels.

Some of the quantitative data in this report cover only some of the companies of the group, which is explained where relevant. Where possible, comparative figures from previous years are stated.

In general, numerical data are based on data from our IT systems, invoices, meter readings, regular registrations etc. If figures are based on estimates, this will be stated.

Any major changes in the data used and the content compared to previous years will be explained in each case



# We realize the opportunity, do you?

Environmentally sustainable operations for packing, stacking, and palletizing. Qubiqa offers you our expertise, experience, and know-how as a technology provider of automated, logistic end-of-line solutions that will enhance your productivity while focusing on the environment.

