

 Future Processing

# ESG REPORT

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**Empowering people,**  
creating a sustainable  
future

**GRI** Standard



'22



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# Letter from CEO

Dear readers,

At Future Processing **we strive to create technology solutions that empower people and organizations to achieve their full potential while making a positive impact on human life.** Our values and code of conduct guide us to prioritize transparency, ethical behavior, and the well-being of our people and business partners.

We are committed to fostering a warm and collaborative atmosphere where open communication and feedback are encouraged. We value our employees and provide opportunities for their growth and development within the company. To support their work-life balance, we offer them the flexibility to work remotely and choose their own tools and workspaces.

**We conduct our business ethically** and in compliance with all relevant regulations and laws. This includes our **zero-tolerance policy** on bribery and our commitment to avoiding conflicts of interest. We are always **open to change** and welcome any suggestions or concerns from our employees to create a **comfortable and supportive work environment** that enables them to achieve their professional and personal goals.

We hope this report provides valuable insights into our ESG practices and demonstrates our commitment to social responsibility. Thank you for your attention to these important matters.

Sincerely, **Michał Sztanga**, Future Processing CEO

A handwritten signature in black ink, reading "Michał Sztanga". The signature is stylized and cursive.

# About this report

Transparency and accountability in environmental, social and governance matters (ESG) is important to us. **That's why we have created this sustainability report, to demonstrate our efforts in addressing critical ESG issues** and to engage with stakeholders on our sustainability journey.

This report is prepared with reference to Global Reporting Initiative (GRI) Standards, which provide a comprehensive and flexible framework for organizations to report on their sustainability performance and impact. By using the GRI Standards, we aim to ensure the report is consistent, comparable and relevant to our stakeholders. **This report was prepared with the help of Certified GRI Sustainability Professional from sustainability consulting firm – Ethicality.**

Going forward, we plan to approach future sustainability reports by incorporating the latest ESG reporting trends and best practices. In line with this, we are exploring the option of reporting based on the European Sustainability Reporting Standards (ESRS). From now on, we plan

to publish our sustainability report once a year, to keep our stakeholders informed on our sustainability performance and progress.

We recognize that **sustainability is an ongoing journey, and we are committed to continuously improving our sustainability performance in the future.** By publishing this report, we hope to show our stakeholders the positive impact we are making and our commitment to sustainability.



*For any questions or concerns related to this report, please reach out to:*

**Jarosław Kacprzak**

[jkacprzak@future-processing.com](mailto:jkacprzak@future-processing.com)

# About Future Processing

2000

year of  
establishment

1000

highly skilled  
experts

23

years of  
experience

Future Processing (FP) is a **technology consulting and software delivery partner company based in Poland**. Initially established in 2000 as a software development company, we have grown into a team of more than 1000 highly skilled experts who offer end-to-end services to clients worldwide. The company is a privately owned joint-stock entity with private shareholders and companies as owners. With a global presence, **our primary markets are Great Britain, the USA and DACH**.

As a **leading technology consulting and software delivery partner with over 20 years of experience**, we strive to maintain transparency, honesty, and open communication with our

clients, which enables us to build long-lasting partnerships based on mutual trust.

We offer professional **services in consulting, digital product services, cloud services, data solutions, AI & ML services, cybersecurity, and software development** across various sectors such as finance, insurance, transport, entertainment, HR, and manufacturing. Our experience of over two decades in providing high-end solutions to over 250 clients from different countries, is a testimony to our expertise and dedication. Moreover, we are proud to state that 35 of our clients have been with us for over three years, reflecting our commitment to fostering the best conditions for collaboration and mutual trust.

# #1 Our Purpose and Values



## PASSION AND COMMITMENT

Future Processing is a company that operates with a strong set of values. **At the core of our culture is passion and commitment to delivering high-quality solutions that meet the needs of our clients.** We take great pride in our work and put maximum effort into achieving our goals.



## QUALITY

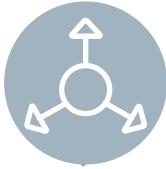
**Quality is a fundamental aspect of our work,** and we strive for excellence in every aspect of our business. From our processes and structures to our code and documentation, we demand the highest standards from ourselves and others.

**We are committed to providing our customers with solutions that exceed their expectations within a predictable timeframe.** The technology consulting services provided by Future Processing for our partners ensure that clients receive solutions that are not only at the highest technical level but also tailored to their business needs.



### OPEN AND TRUSTING ATMOSPHERE

We believe in **creating an open and trusting atmosphere where everyone is valued and respected.** We listen to each other and encourage the sharing of ideas and feedback. We support each other both at work and in our personal lives.



### DEVELOPMENT

**Development is a key value at Future Processing,** and we are always looking for ways to improve ourselves and our work. **We share our knowledge and experience with each other** and enjoy learning from one another.



### TEAM SPIRIT

Team spirit is an essential aspect of our company culture. **We work together as a team, sharing common goals and supporting each other to achieve them.** We celebrate our successes and face challenges together.





### MISSION

At Future Processing, our **purpose is to create technology solutions that empower people and organizations** to realize their full potential and make a positive contribution to human life. We believe in transparency and well-being and have built a culture around these values.



### TRANSPARENT COMMUNICATION

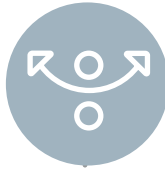
**Our employees are our greatest advantage, and we strive to create an atmosphere of openness, trust, and teamwork.** We encourage transparent communication, and our team leaders are always available to provide support and guidance.





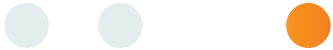
### EMPOWERING EMPLOYEES TO GROW

We believe in a culture of feedback, where **team members discuss work goals and expectations with their team leaders to identify strengths and areas for improvement.** We offer transparent career paths and growth opportunities, allowing our employees to work on projects in different technologies, domains, and for various clients.



### CREATING A CULTURE OF INNOVATION

**We are open to change and encourage our employees to approach us with any concerns or feedback.** We trust our employees and provide them with the autonomy and independence they need to achieve both project and personal goals, including the option to work remotely, choose their tools, and set up their workspace.



## #2 Governance

The governance structure of Future Processing is composed of several key individuals. **The FP Board consists of the CEO and three board members.** A key piece of information is that the CEO and each of Future Processing's board members have been involved in FP for a dozen or more years.

### Michał Sztanga

**CEO of Future Processing**, is involved in the day-to-day collaboration with the board members and is directly involved in the management of the Graylight Imaging sp. z o.o..

### Paweł Pustelnik

also acting as **Managing Director**, is **responsible for Sales and Production**. He is responsible for the Project Management Office, Technical Expertise, Business Development, Client Engagement, Marketing, Business Lines and Delivery Centres teams within his remit.

### Mikołaj Gwóźdź

**CFO of Future Processing**, is **responsible for the Finance and Admin area**. He is responsible for the Financial Reporting & Controlling, Legal, Payroll, Treasury.

### Tomasz Ciapała

**CPO of Future Processing**, is **responsible for the Shared Services** area, which comprises the following teams: People, IT, Design, Employer Branding, Health and Safety, Internal Communication, Information Security, and Personal Data Protection.



### #3 Future Processing's Approach to Sustainability

**Sustainability is a key aspect of responsible business practice** and is essential for the long-term success of our company, our employees, and our clients.



We are committed to conducting our business in an ethical and sustainable manner, and **we strive to make a positive impact on society and the environment through our operations and our products and services.**

There are several reasons why sustainability is important to the IT industry and to Futu-

re Processing specifically. First and foremost, the **IT sector has a significant impact on the environment due to the energy consumption of servers and data centers, as well as the manufacture and disposal of electronic devices.** By adopting sustainable practices, we can reduce our carbon footprint and minimize our environmental impact.

Sustainability is about more than just the environment – it's about creating a better future for all of us. That's why **we focus on** four pillars of sustainability in everything we do: **Our people, responsible business practices, community engagement, and environmental sustainability.**

It is also increasingly important to our clients and partners, who are looking for companies that align with their own values and priorities. By



demonstrating our commitment to sustainability, we can strengthen our relationships with these stakeholders and build trust and credibility.

We believe that our culture of feedback, transparent career path, growth opportunities, and open communication are all essential for creating a sustainable and thriving workplace. We are also committed to partnering with our clients to help them achieve their own goals and to **creating technology solutions that empower people and organizations to make a positive contribution to human life.**

To ensure that we are meeting our sustainability goals, **we have implemented a number of initiatives and practices** at Future Processing which we will cover in the following chapters.



## #4 Sustainability highlights of Future Processing

 **KPI** at the glance for FP



**13**

Number of sustainability **initiatives or programs** that have been implemented



**3**

Number of **local initiatives** supported



**12**

Number of **wellness programs or initiatives** offered



**11%**

Employee **attrition rate**



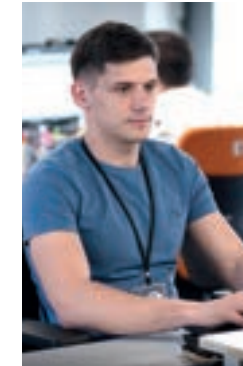
**8**

Charity partners supported by FP at Fantastic Present campaign



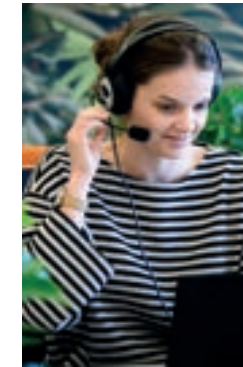
**52**

Net **Promoter Score**



**75%**

Overall **Trustworthy Partnership** score by FP's clients



**83%**

**Recruitment NPS (eNPS)** score, which at Future Processing describes satisfaction with the recruitment process



**14**

Clients in **14 countries** and **7 offices globally**

## #5 Alignment with SDG GOALS

**Alignment with the United Nations' Sustainable Development Goals (SDGs) is important for several reasons.**

1

First and foremost, the SDGs serve as a global framework for achieving a better and more sustainable future for everyone. They were adopted by the UN in 2015 and **aim to eradicate poverty, protect the planet, and ensure peace and prosperity for all people.** By aligning our business with the SDGs, we can contribute to these global efforts and make a positive impact on society.

2

Second, aligning with the SDGs can **help us build trust and credibility with our stakeholders, including clients, partners, and employees.** By demonstrating our commitment to sustainability and social responsibility, we can strengthen our relationships with these groups and show that we are a values-driven company.

3

Third, aligning with the SDGs **allows us to identify and prioritize the areas where we can have the greatest impact.** The SDGs encompass a wide range of issues, such as poverty, education, health, gender equality, and climate action. By focusing on the goals that are most relevant to our business, we can ensure that we are making a meaningful difference.

4

Finally, aligning with the SDGs **enables us to remain competitive and seize new opportunities in a rapidly changing business environment.** As more and more companies recognize the importance of sustainability, those that can demonstrate their commitment to the SDGs will be well-positioned to attract top talent, secure new business, and drive innovation.



|                                                                                                 |                                                                                                                                                                         |                                                                                                                                                                       |                                                                                                                                                       |                                                                                                                                                                         |                                                                                                                                                       |                                                                                                                                                                                                |
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| <div><div></div><div></div><div></div><div></div><div></div></div> <div>Our <b>People</b></div> | <div><div>3</div><div>GOOD HEALTH AND WELL-BEING</div><div></div></div>                | <div><div>4</div><div>QUALITY EDUCATION</div><div></div></div>                       | <div><div>5</div><div>GENDER EQUALITY</div><div></div></div>       | <div><div>8</div><div>DECENT WORK AND ECONOMIC GROWTH</div><div></div></div>         | <div><div>10</div><div>REDUCED INEQUALITIES</div><div></div></div> | <div><div><ul style="list-style-type: none"><li>• Diversity and Inclusion</li><li>• Talent and development</li><li>• Wellbeing, health and safety</li></ul></div></div>                        |
| <div><div></div><div></div><div></div><div></div></div> <div><b>Work Ethic</b></div>            | <div><div>8</div><div>DECENT WORK AND ECONOMIC GROWTH</div><div></div></div>           | <div><div>9</div><div>INDUSTRY, INNOVATION AND INFRASTRUCTURE</div><div></div></div> | <div><div>10</div><div>REDUCED INEQUALITIES</div><div></div></div> | <div><div>16</div><div>PEACE, JUSTICE AND STRONG INSTITUTIONS</div><div></div></div> |                                                                                                                                                       | <div><div><ul style="list-style-type: none"><li>• Code of Conduct</li><li>• Ethical business policies</li><li>• Data privacy and Security</li><li>• Corporate governance</li></ul></div></div> |
| <div><div></div><div></div><div></div></div> <div><b>Community Engagement</b></div>             | <div><div>3</div><div>GOOD HEALTH AND WELL-BEING</div><div></div></div>                | <div><div>4</div><div>QUALITY EDUCATION</div><div></div></div>                       | <div><div>10</div><div>REDUCED INEQUALITIES</div><div></div></div> |                                                                                                                                                                         |                                                                                                                                                       | <div><div><ul style="list-style-type: none"><li>• Charity</li><li>• Volunteering</li><li>• Social events</li></ul></div></div>                                                                 |
| <div><div></div><div></div></div> <div><b>Environmental Sustainability</b></div>                | <div><div>12</div><div>RESPONSIBLE CONSUMPTION AND PRODUCTION</div><div></div></div> | <div><div>13</div><div>CLIMATE ACTION</div><div></div></div>                      |                                                                                                                                                       |                                                                                                                                                                         |                                                                                                                                                       | <div><div><ul style="list-style-type: none"><li>• Energy management and CO<sup>2</sup> emissions</li><li>• Waste management</li></ul></div></div>                                              |

## #6 Our Priority SDGs

While we recognize that all 17 Sustainable Development Goals (SDGs) are important, we have prioritized the following **four SDGs as having the greatest impact and being the most critical to our company:** Good Health and Well-being, Quality Education, Decent Work and Economic Growth, and Reduced Inequalities. These are our priority SDGs because we contribute the most and have the biggest impact in these areas.



### Good Health and Wellbeing

- We implement initiatives to promote the health and well-being of employees, customers, and communities. This includes offering wellness programs and resources and promoting healthy lifestyles.



### Quality Education

- We implement initiatives to support education and lifelong learning. This includes providing training and development opportunities for employees, supporting education initiatives in local communities, and promoting the use of educational technologies.



### Decent Work and Economic Growth

- We implement initiatives to support economic growth and to promote decent work for all. This includes providing training and development opportunities for employees and promoting fair and ethical business practices.



### Reduced Inequalities

- We implement initiatives to reduce inequalities within and among countries. This includes supporting economic development in disadvantaged communities, promoting fair and inclusive economic growth, implementing policies, practices to promote equality and reduce discrimination.

# Sustainability strategy

At Future Processing, **we are committed to operating in a sustainable manner that creates long-term value for our stakeholders.** Our sustainability strategy focuses on four main areas: Our People, Ethical Excellence, Community Engagement, and Environmental Sustainability.

While we have made some progress in these areas, we recognize that we have not yet established specific goals and targets for our sustainability strategy. However, we are committed to prioritizing this effort **in the year 2023 and establishing a clear set of goals and targets that will guide our sustainability efforts** in the future.

Our People strategy is centered around **creating a positive work environment that promotes employee well-being, engagement, and development.** Why? We believe that investing in our employees is essential for our long-term success, and we provide a range of programs and initiatives to support our employees, including training and development, work-life balance, employee engagement, can-do attitude, and fair compensation.

We also prioritize Ethical Excellence in our operations, ensuring that **our business practices are ethical, transparent, and compliant with all applicable laws and regulations.** This includes maintaining ethical policies and practices, promoting fair and transparent business practices, protecting data privacy, and ensuring compliance with all relevant laws and regulations. We identified it as a crucial part of our current business relationships.

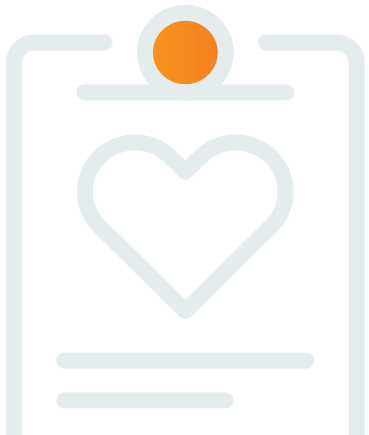
**In addition, we engage with our local Community by supporting local communities, stakeholders, and talent.** We strive to be responsible in all our projects, considering the social and environmental impact of our operations, and involving local communities in our decision-making processes.

Finally, we are committed to Environmental Sustainability by minimizing our environmental impact through responsible energy consumption and e-waste management. **We prioritize the use of renewable energy sources and strive to reduce our energy consumption through energy-efficient practices.** We also ensure responsible e-waste management through recycling and responsible disposal of electronic equipment.



# Stakeholder Engagement

Stakeholder engagement is an important aspect of our sustainability reporting process, and we take it seriously. **We believe that by engaging with our stakeholders, we can better understand their needs and expectations,** and improve our sustainability performance.



Our **stakeholders** for the purpose of this reporting **have been divided into the following categories:**

- FP Management board
- Shareholders
- FP employees
- Clients
- Media
- NGOs

We have taken the following **steps in the engagement with our stakeholders:**

## STEP Identifying stakeholders:

- 1 We have identified our stakeholders through a stakeholder mapping process, con-

sidering the potential impact of our activities on different groups.

## STEP Engaging with stakeholders:

- 2 We have engaged with our stakeholders through various channels, including surveys, workshops, and one on one meetings. This has allowed us to better understand their needs and expectations and to identify areas for improvement.

## STEP Incorporating stakeholder feedback:

- 3 Based on the feedback we have received from our stakeholders; we have taken steps to improve our sustainability performance and address critical ESG issues.

# Materiality Assessment

We conducted a materiality assessment to determine the most important issues that have a significant impact on our stakeholders. **This process helped us in identifying and prioritizing the topics that are relevant to our operations and stakeholders**, and that are likely to affect our reputation, financial performance, or regulatory compliance.

During the materiality assessment, we engaged a wide range of stakeholders, including employees, customers, NGOs, and other relevant parties, to gather their perspectives and feedback on the most important sustainability topics. This engagement helped us to identify the most relevant and critical issues and to prioritize our sustainability efforts.

The materiality assessment was designed to be inclusive and allow for broad stakeholder participation. We conducted surveys that comprised 25 questions covering potentially material topics for Future Processing, and we also included open-ended questions where stakeholders could provide input on other relevant areas. **Depending on the stakeholder, participants**

**were asked to evaluate either the importance of each area or the impact of ESG topics on Future Processing.** We ensured that the surveys were accessible to most of our stakeholders.

The outcome of the materiality assessment was a materiality matrix which highlighted the topics with the most importance and the largest impact and as the consequence allowed us to set boundaries for our sustainability reporting.



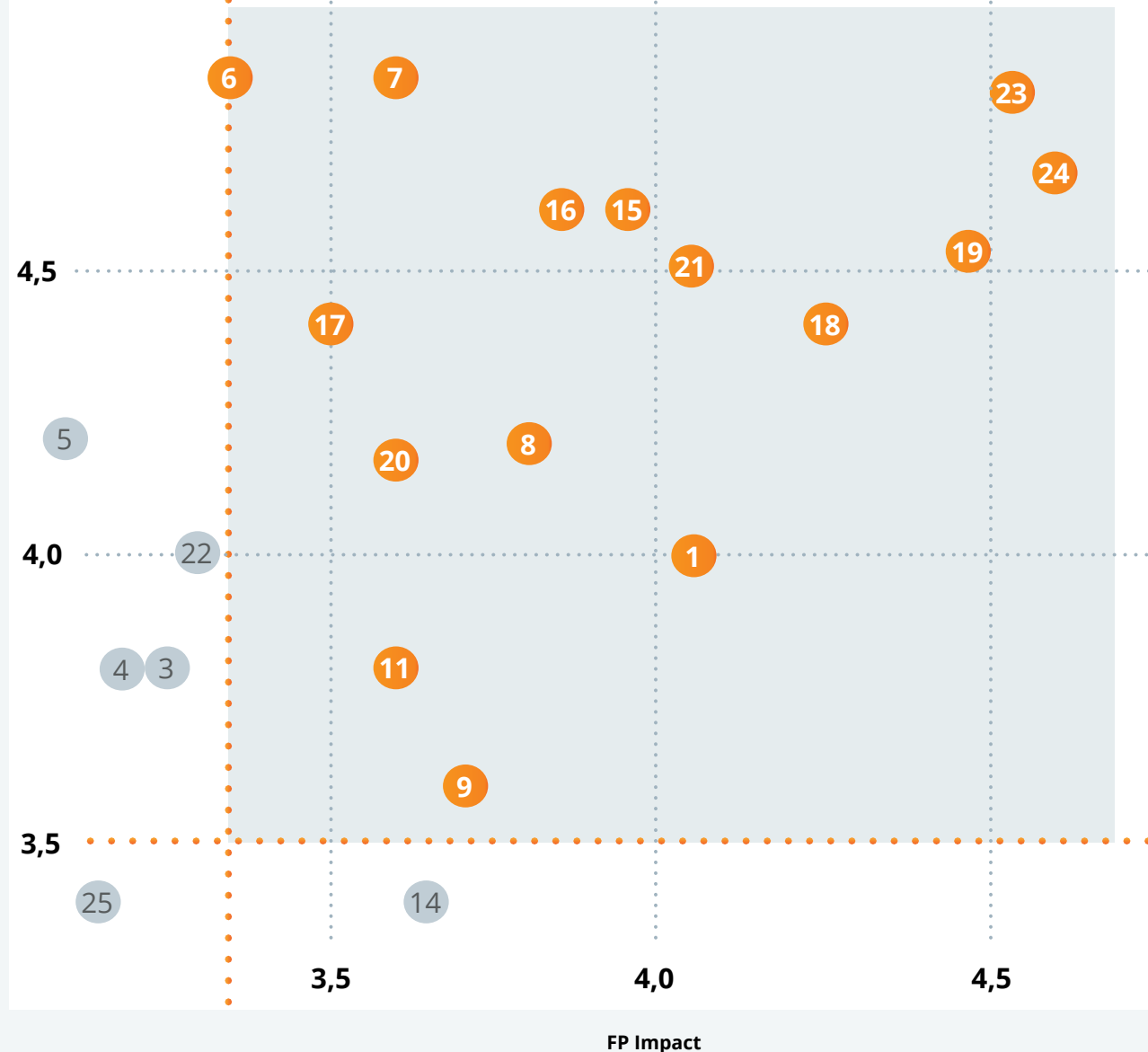


### List of material topics:

- **Economic values** generated by the company
- **Anti-corruption** practices
- **Anti-competitive** behavior
- Approach to **tax**
- **Energy consumption** within organization
- **Reduction of energy consumption**
- **New employee** hires and **employee turnover**
- **Benefits** provided to full-time employees
- **Parental leave**
- Occupational **Health and Safety**
- **Training and education**
- **Diversity and Equality**
- **Discrimination** incidents
- **Data privacy** of customers

To provide transparency and accountability, **Future Processing will detail each material topic in the respective chapter of the report and describe our management approach towards each topic.** The specific location of each disclosure can be found in the GRI Content Index, which is included in the appendix of this report.





## Material Topics

- 1 Economic values generated by the company.
- 2 Financial risks due to climate change.
- 3 Hiring senior management from local community.
- 4 Indirect Economic Impacts.
- 5 Proportion of spending on local suppliers.
- 6 Anti-corruption practices.
- 7 Anti-competitive behavior.
- 8 Approach to tax.
- 9 Energy consumption within the organization.
- 10 Energy consumption outside of the organization.
- 11 Reduction of energy consumption.
- 12 Organization's water management and consumption.
- 13 Organization's emissions reporting.
- 14 Waste generation and management of waste related impact.
- 15 New employee hires and employee turnover.
- 16 Benefits provided to full-time employees that are not provided to...
- 17 Parental leave.
- 18 Occupational Health & Safety of employees.
- 19 Training & Education.
- 20 Diversity and Equality.
- 21 Discrimination incidents.
- 22 Engagement with local communities.
- 23 Data privacy of customers.
- 24 Data privacy of employees.
- 25 Supplier Assessment.



# ..... Our People

## #1 Diversity, Equity, and Inclusion

Future Processing is committed to complying with Polish law regarding Diversity and Inclusion policies. **It is crucial that all employees are treated fairly and without prejudice in the workplace.**

In accordance with the Polish Labor Code and the Equal Treatment Act, Future Processing ensures the following:

- **Art. 183** of the Labor Code mandates equal treatment of employees in terms of their working conditions, compensation, and other employment benefits.
- **Art. 18** of the Equal Treatment Act prohibits discrimination based on race, religion, ethnicity, nationality, language, gender, sexual orientation, age, disability, physical appearance, or membership of other minorities, and provides penalties for those who violate this law.

**These laws not only prohibit discrimination in the workplace, but also require Future Processing to offer equal opportunities to all employees,** regardless of their background, gender, age, religion, disability, sexual orientation, or any other factor that could lead to discrimination.

We prioritize creating a fair and equal working environment where every employee has the same opportunities to pursue their career path, regardless of gender. **Our approach includes providing equal pay and employment opportunities, as well as implementing initiatives to combat inequalities in the workplace.** One such initiative is our „Mum is back to the Future” program, which assists mothers returning from maternity leave by providing them with information on their rights and privileges .





At Future Processing, **we take discrimination very seriously, and we are committed to promoting a work environment that is free from discrimination and harassment of any kind.** We recognize that diversity and inclusion are essential to our success as a business and to the well-being of our employees.

**We are proud to say that we have not had any incidents of discrimination in the past years.** However, we understand that discrimination can happen in any workplace, and we are prepared to respond quickly and effectively if such incidents arise.

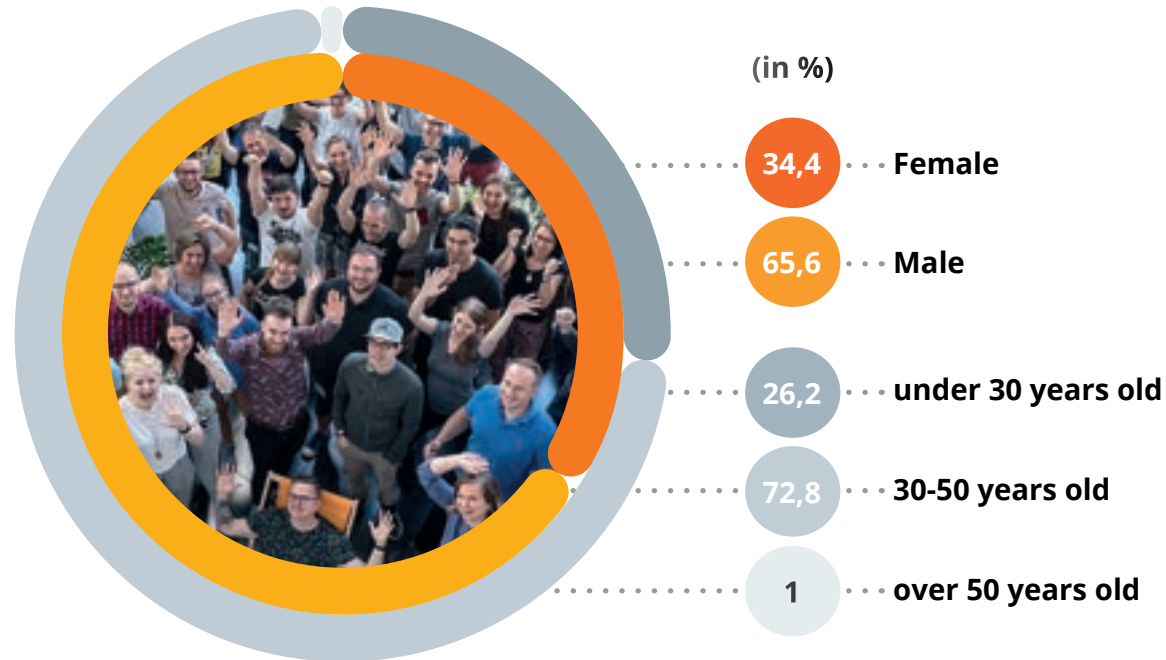
**We encourage our employees to report any incidents of discrimination or harassment immediately.** We have established an anonymous email address that is known only to our employees, which they can use to report any mi-

sconduct or violation of our policies without fear of retaliation.

For additional details on Future Processing's approach towards Diversity, Equity, and Inclusion you can visit our DE&I policy document.



Percentage of individuals within the organization's governance bodies in each of the following diversity categories: **Gender**; **Age group**: under 30 years old, 30-50 years old, over 50 years old; **Other indicators of diversity where relevant** (such as minority or vulnerable groups).



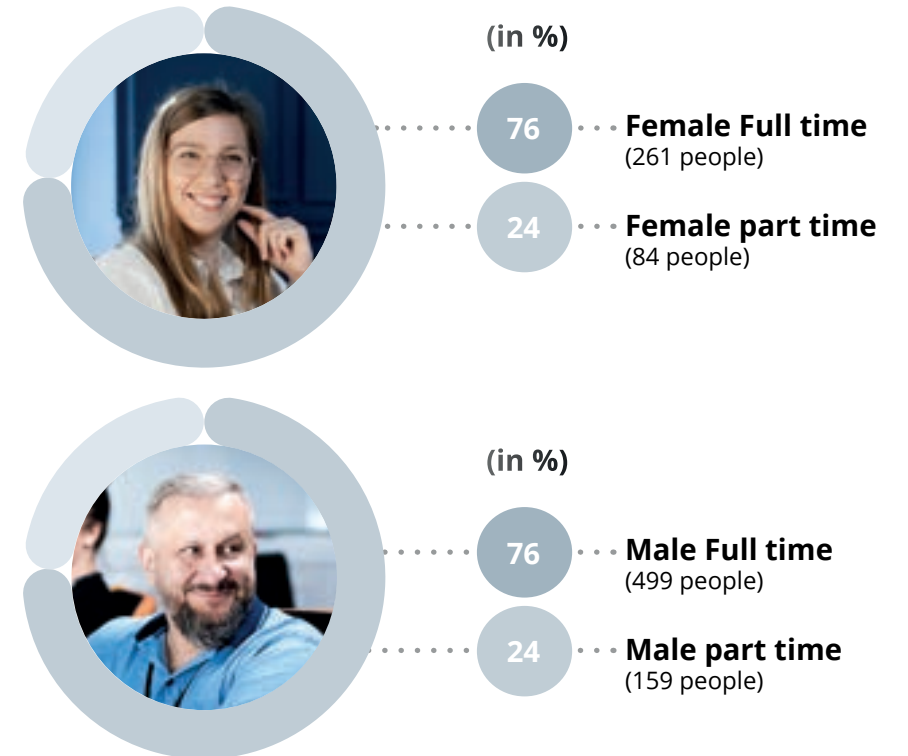
## Employees

Permanent: **100%**

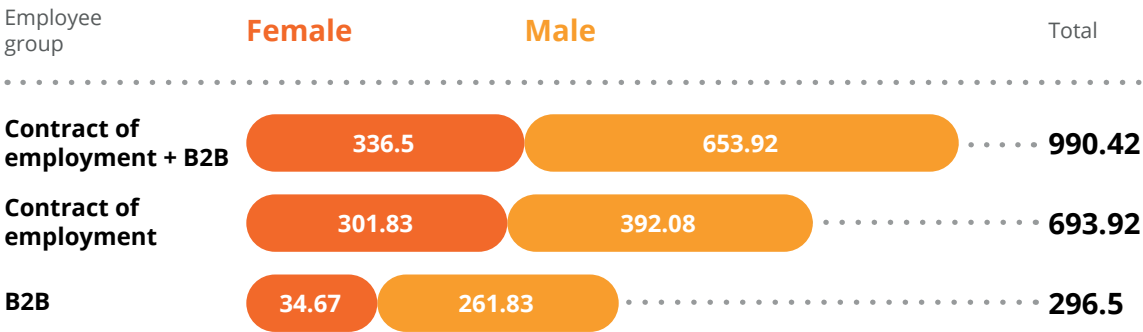
Temporary: **0%**

Non-guaranteed hours: **0%**

B2B: **32,2%**  
(323 people)

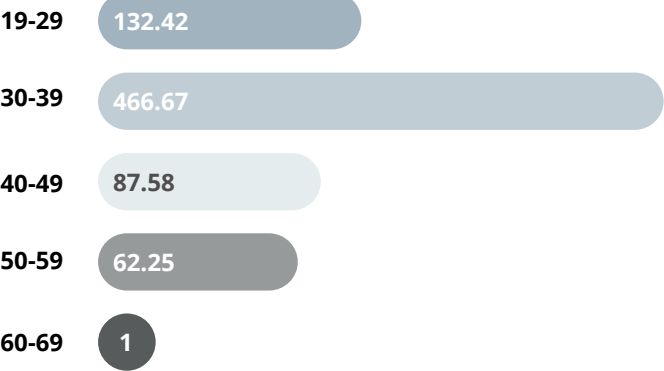


Total number of employees by gender (2022 average)



Total number of employees hires by age (2022 average)

Employee group (Contract of employment)



## #2 Employee well-being

At Future Processing, we understand that working in the IT industry can be stressful, and we prioritize the well-being of our employees by providing a supportive and inclusive work environment.

We prioritize the health of our employees by providing them with health **benefits such as medical consultations** and optional **seasonal flu vaccines during Health Week**. In addition, we offer **free private medical care** and a well-being strategy that addresses both physical and mental health, including **psychological care**. We also aim to reduce the pressure on our staff and create a **less stressful work environment**. Humans are not robots that can work non-stop for long hours; we all need balance in our lives. That's why we launched the **"Human, Not Robot" campaign** intending to draw attention to the fact that FP is a place where we respect and like each other.

We recognize the importance of **transparency in communication with our employees**, and we share information about the company's financial and development prospects through a

system that is accessible to all employees. Additionally, we have an **annual transparent system of pay raises**.

To promote a healthy work-life balance, we offer diverse tasks, **continuous development opportunities**, and **remote work options**. We understand that each employee has unique needs, and we provide individualized support to minimize additional stress.





We believe that **constructive feedback and individual goal setting** can help build self-awareness and reduce feelings of burnout. Therefore, we offer **regular discussions between employees and their leaders** to identify strengths and weaknesses and set achievable goals.

We encourage **open communication** and value the opinions of our employees. Our **management team is approachable and listens to feedback from employees to improve the work environment**. We provide autonomy and independence to our employees to achieve both project and personal goals.

We also have support departments on-site to **quickly assist** employees with any needs they may have in **accounting, HR, personnel, or IT**.

At Future Processing, we are **committed to promoting the well-being of our employees and**

**creating a positive work environment** that supports their mental and physical health.

629

The number of **people who declare to work remotely** and for whom Future Processing enables such work

63%

Number of **employees who declare that they cope with the stress** of their work responsibilities in their job

12

Number of **well-being programs or initiatives offered** to our employees.

### #3 Employee development

Our company firmly believes that **personal growth is essential for individual and organizational success.**

To support this belief, we have taken several steps, such as **establishing the FPAcademy**, which is an internal educational unit designed to support the development of our employees' skills and qualifications.

We also provide our staff with a **library of over 2000 books and e-books**, as well as a special place for **book crossing**. In addition, we support knowledge exchange initiatives such as **mentoring**, which provides help with problem-solving through friendly conversations. We value **employee feedback** and provide each team member with an individual meeting with their team leader quarterly.



## Development forms provided by FP Academy

- **Training session and workshops** – held to address the training needs of employees, data team leaders, developers, or non-IT departments.
- **Conferences** – to expand knowledge, the company participates in numerous industry-related conferences (both domestic and international) related to software development and testing, marketing, employer branding, sales, design & UX, etc.
- **Certifications** – FP Academy funds the purchase of selected online courses or exercise sets to prepare for certification exams for employees. The company also recommends free knowledge databases that were previously used by other Future Processing's employees in these areas to facilitate learning.
- **Foreign language learning** – we support the learning of German and English among employees.
- **E-learning** – we support employee development on several leading e-learning platforms.
- **Self-study packages** – self-study packages are sets of materials prepared by FP Academy trainers to provide knowledge and skills, enabling participants to join a project in a given technology after completing the package.
- **Self-development** – employees can choose opportunities for self-improvement on selected days in agreement with their leader.
- **Further education** – within the education program, Future Processing's employees can benefit from up to 50% funding for post-graduate studies or other development activities.
- **Books** – every employee can use the company's library, which contains several thousand books in both paper and e-book form.
- The company also runs blogs where Future Processing's employees share their knowledge and experience.



- **Consultations** – consultations are a form of support consisting of ad-hoc meetings during which consultants provide solutions, answer questions, and plan further steps in close collaboration with the person or team. What consultations does Future Processing offer and for whom?
- **Individual technical** – if there is no possibility of assistance from colleagues within the project, and you need the support of an experienced person in a given area while carrying out your tasks. Consultations are carried out by internal Future Processing's experts – internal trainers.
- **Individual soft** – if there are areas related to soft skills (such as communication, assertiveness, teamwork, stress management) that you need to discuss or analyze, and participation in training in these areas did not cover the topic, your leader is

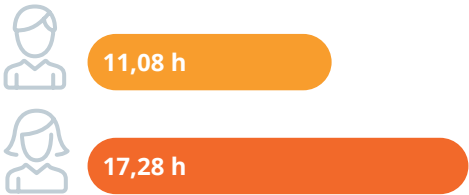
the first line of support. In soft skill areas, you can also be consulted by a person from the HR group.

- **Team technical** – if your team needs a meeting with an expert in a specific field or problem area in the project, consultations can be carried out by internal SA (Solution Architects) experts or external consultants.
- **Coaching** – coaching helps individuals, teams, and entire organizations to develop faster and increase the effectiveness of their actions. Individual coaching and team coaching can be implemented at Future Processing.
- **Mentoring** – we provide an opportunity to develop strong points, overcome weaknesses, expand skills, and look for individuals who will support and help in these areas in the long term – that is where mentoring can be useful.

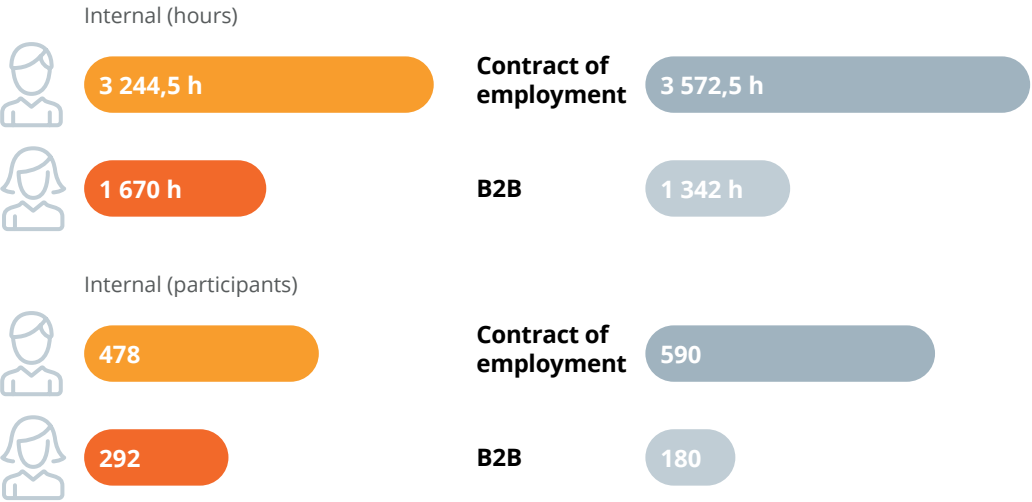
Percentage of total employees by gender and by **employee** category **who received a regular performance and career development review** during the reporting period



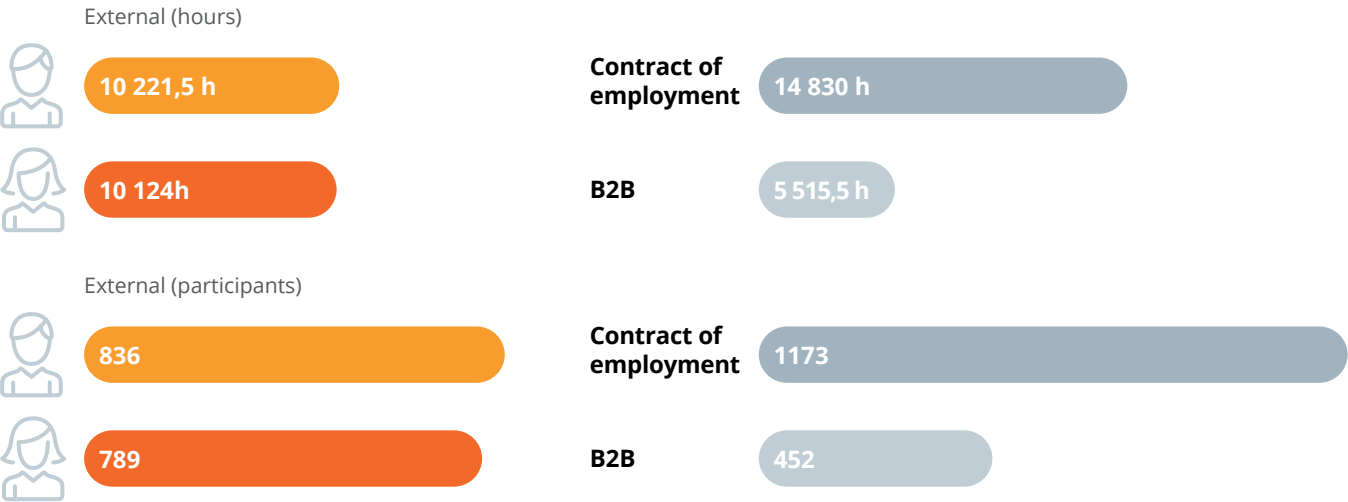
**Average hours of training that the organization's employees have undertaken** during the reporting period, by: gender and employee category



Number of **internal training courses available for employees** at Future Processing



Number of courses delivered on external platforms



Percentage of **employees who believe they have opportunities to grow their career** at Future Processing



## #4 Employee health and safety

Future Processing is committed to ensuring the health and safety of our employees in the workplace. **We provide initial and periodic training for our employees** to equip them with the knowledge and skills necessary to perform their jobs safely and prevent accidents and injuries.

Our initial training program includes both general and job-specific instructions, which **cover the fundamentals of occupational health and safety, including hazard assessment, methods of protection against hazards, and emergency procedures.**

We also offer periodic training to update and supplement employees' knowledge and skills in the following areas:

- **Hazard Assessment** – we train our employees to identify potential hazards associated with their work and take appropriate measures to eliminate or mitigate these risks.
- **Methods of Protection** – we provide training on the use of personal protective equipment (PPE) and other methods of protection against hazards to the health and safety of employees.

- **Working Conditions** – we train our employees on the regulations and principles of occupational health and safety, including how to shape working conditions in a manner consistent with these principles.
- **Emergency Procedures** – we provide training on the procedures to follow in case of accidents and emergency situations, including evacuation procedures, first aid, and emergency response.

# 694

Number of all **non-employee workers covered by OHS** (occupational health and safety)



## #5 Employee benefits

Future Processing values its employees and is committed to providing a comprehensive range of **benefits to ensure that they feel supported, valued, and motivated in their work.**

We offer a **development budget** that allows employees to participate in both internal and external training and events, as well as each team having their own budget for integration activities.

In addition to these benefits, we provide employees with access to a range of services, including the **Handymen Team benefit**, which provides minor repair work for their homes, and the FP **Architect benefit**, which helps remote workers create comfortable home office spaces.

Employees can also **rent company equipment for personal use**, and we offer **funding for annual medical check-ups**, subsidizing COVID-19 testing, and **access to medical care specialists** and **anonymous psychological support services**.





We offer **AskHenry personal assistant services**, an extensive library of industry-related books and e-books, and discounts on technical equipment purchases after a year of service.

We also provide a **relocation package** for employees who relocate more than 70km for work, and we celebrate employees' major life events. Our My Benefit program allows employees to use their points to select benefits like sports, entertainment, and culinary experiences.

Furthermore, we provide **on-site facilities including a kindergarten, restaurant, gym, spa, and free parking** with around 400 spaces located near the company's buildings.

By providing a comprehensive range of benefits and disclosing our employee benefits initiatives, Future Processing aims to attract and retain top talent, promote employee satisfaction and well-being, and foster a positive work culture.





..... Social Impact

## #1 Impactful projects and community support

**Future Processing** has worked with a **diverse range of clients**, including Service Year Alliance, TechSoup, Freedom from Torture, FareShare, and the Basic Registry of Identified Global Entities (BRIDGE).

**Service Year Alliance** is an organisation focused on making a year of paid, full-time service a common expectation and opportunity for all young Americans. **TechSoup** provides technology solutions and skills to nonprofit organisations and libraries around the world. **Freedom from Torture** is a British charity that helps survivors of torture and violence rebuild their lives and campaigns for change. **FareShare** is a UK-wide charity fighting hunger and food waste by redistributing good food that would otherwise go to waste. Finally, the **BRIDGE** project aims to revolutionise information sharing in the non-profit sector by assigning unique global identifiers to NGOs, NGO programs, and projects.

Future Processing has also demonstrated its expertise by designing and developing a website for the **GOPR Foundation** and the **GOPR Academy**, pro bono. This website enables the

foundation to efficiently conduct the sale of specialized mountain skills training, while also generating revenue to support their operations.

The initiative undertaken by Future Processing showcases their commitment to social responsibility and their **ability to contribute to the nonprofit sector**. By providing their technical skills and resources, they have empowered the GOPR Foundation and the GOPR Academy to enhance their online presence and streamline their training programs.



**In 2022, Future Processing selected initiatives by the World Health Organization (WHO) that people can support with their votes.** The WHO provided a list of initiatives, including programs focused on eradicating polio, improving maternal health, and addressing non-communicable diseases.

**We then invited employees to vote on which initiative they wanted the company to support.** The initiative with the most votes was then selected, and Future Processing made a financial donation to the WHO in support of that initiative. By involving our employees

in the selection process, Future Processing aimed to increase employee engagement and motivation in its corporate social responsibility efforts, while also contributing to the global health and well-being of communities around the world.

We also strive to raise awareness about health and well-being by organizing events such as webinars with country-renown experts. Our goal is to promote good health and well-being not only within our company but also in our local community.



13

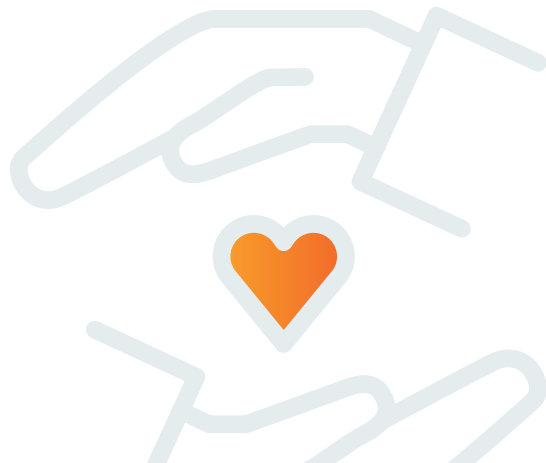
Number of sustainability initiatives or programs that have been implemented

3

Number of local initiatives supported

## #2 Supporting struggling communities

We remain active at supporting struggling communities and we are **proud to be a part of multiple initiatives aimed at helping those in need.**



Our employees continue to promote and participate in **blood donation actions** by having donated 58 liters of blood thus far. In addition, our company provided help by **collecting clothes, regarding the nationwide fundraising campaign – “Ubrania do oddania”.**

At Future Processing we also support **charities which aid children with cancer. We donated about PLN 50,000 to ISKIERKA Foundation** to assist the efforts of those who are working for a greater cause. Finally, for a couple of years now, **we have been organizing the #FitPochytani campaign combining charity with physical activity** – the minutes spent on exercise are converted into money. Thanks to the efforts of our employees, **we were able to help the children hospice in Tychy,** as well as fund the treatment of multiple individual patients.

We have also **organized fundraising events such as a Christmas Raffle** to raise funds for a child suffering from cytomegaly, and **The Weakest Link competition,** where the winner donated funds for a winter camp for children from an orphanage.



## Fantastic Present initiative

For several years now, **as part of its Christmas business tradition, Future Processing has been sharing gifts with its business partners during the Christmas and New Year season.** The Fantastic Present campaign aims to bring FP closer to its customers and demonstrate our commitment to working with them. The goal is to engage Future Processing's partners and customers in joint activities that can make a positive impact on someone's world.

In all editions of the campaign, Future Processing has considered involving its partners in joint activities and showing that we are culturally similar. **Therefore, the selection criteria must have a positive and real impact on the world, improving a small piece of reality and must be important to our customers.**



## #2 Educating community

To fulfill our commitment to quality education under SDG 4, **our speakers share technical knowledge at large events and conferences**, including Infoshare, SQL Day, Azure Summit, Javeloper, Click, Expert Summit, Dev.js, BBDays 4IT, and 4Developers (in 2022-21).

We are happy to **support and participate in the life of smaller communities focused on technology topics, helping to organize smaller events/meetups** such as Data Science Community, AWS User Group, and Tech3Camp. We support them financially or provide our spaces where meetups can be organized.

**We also organize our own meetup, which serves as a platform for knowledge exchange.** The first edition will take place in June 2023 in the Tri-City area.

**Our main headquarters is located in an academic city, so supporting this community is also important to us.** We organize a series of lectures for students (DPTO), where we show young people the ins and outs of working in the IT industry and share knowledge about career beginnings. We have donated 166,000 PLN



to fund two university computer laboratories at the Faculty of Automatic Control, Electronics and Computer Science at the Silesian University of Technology in Gliwice and at the Faculty of Science and Technology at the University of Silesia in Katowice.

**We conducted a lecture for seniors** (the ones who are close to our employees) where we educated them about security in the modern digital world and how to avoid scams.

**Within the company, we educate employees on non-work-related topics**, such as healthy diet, mental and physical health, proper body posture at work, and providing first aid to adults and children.



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POWERED BY:

 Future Processing





..... Conducting **business ethically**

## #1 Clients' engagement

Future Processing conducts business ethically **by prioritizing honesty, integrity, transparency, and fair play in all aspects** of their operations. We believe in putting people first, recognizing that individuals are central to creating excellent software.

Future Processing **places a strong emphasis on transparent, open communication with their clients and colleagues.** We are proactive in identifying and addressing problems as soon as they arise and are not afraid to ask questions or suggest improvements.

We also value our relationship with the wider community and strive to conduct our business in a way that is socially responsible. We believe that human approach to business sets us apart from other companies and are committed to maintaining our ethical standards in all areas of our existence.



75%

Overall **Trustworthy Partnership** score by FP's clients ?

71%

Percentage of customers who report feeling that **the company is honest, fair and acts with integrity**

78%

Percentage of customers reporting overall **work ethic with Future Processing**

54

NPS score

## #2 Policy commitments

Future Processing has a strong commitment towards policies that reflect our values and principles as an organization. **We strive to maintain a high level of ethical standards, respect for human rights, and compliance with all applicable laws and regulations.**

Our approach towards policies is guided by the principles of **transparency, accountability, and continuous improvement**. We believe that policies should be developed through a collaborative and inclusive process that involves all relevant stakeholders, including employees, customers, suppliers, and the wider community.

We are committed to complying with all relevant laws and regulations, including the Polish Labor Law and the Equality Act. These documents provide the **legal framework for our employment practices and ensure that all employees are treated fairly and equally**. For additional details, please check our [Code of Conduct](#).

In addition to these legal requirements, we have developed several policies that reflect our commitment to ethical and responsible business practices. These policies include:

- [Anti-corruption policy](#) – this policy outlines our zero-tolerance approach towards any form of corruption or bribery. It sets out the procedures that employees should follow to ensure that all business transactions are conducted in a transparent and ethical manner.
- [Anti-slavery act](#) – this policy reflects our commitment to combating modern slavery and human trafficking in all its forms. It outlines the steps we take to ensure that our supply chain is free from any form of forced labor or exploitation.
- [Diversity and inclusion policy](#) – this policy sets out our commitment to promoting a diverse and inclusive workplace. It outlines our approach towards recruitment, training, and development, to ensure that all employees have equal opportunities to succeed.

**All our policies are regularly reviewed and updated to ensure that they remain relevant and effective.** We also provide training and

support to our employees to ensure that they understand and comply with these policies.

Future Processing's **value system, culture, Code of Conduct, and anti-bribery policies are designed to address and mitigate any known, apparent, or potential conflicts of interest that may arise.** Such a situation must be reported to the email: [whistleblowers@future-processing.com](mailto:whistleblowers@future-processing.com) for further handling and each case is dealt with on a document basis

Every member of the Future Processing team can use an always-accessible, confidential, anonymous e-mail address known to employees to report known or suspected violations of the Code of Conduct, internal policies or laws.

Issues related to Future Processing's culture; our principles are presented to each new team member during a special training session in the first days of work. In addition, **each employee has access to internal resources that detail every aspect of our work: quality of processes, structures, code, documentation, training, work environment, attitude towards others.**

In addition, documents related to anti-corruption policy, antislavery act, diversity, and inclusion policy are available to employees, shareholders and business partners of Future Processing at any time.



### #3 Compliance with laws and regulations

In Poland, we are regulated by both the Polish Labor Code and the Criminal Code, which set out the legal framework for our employment practices and ensure that we operate within the boundaries of the law.

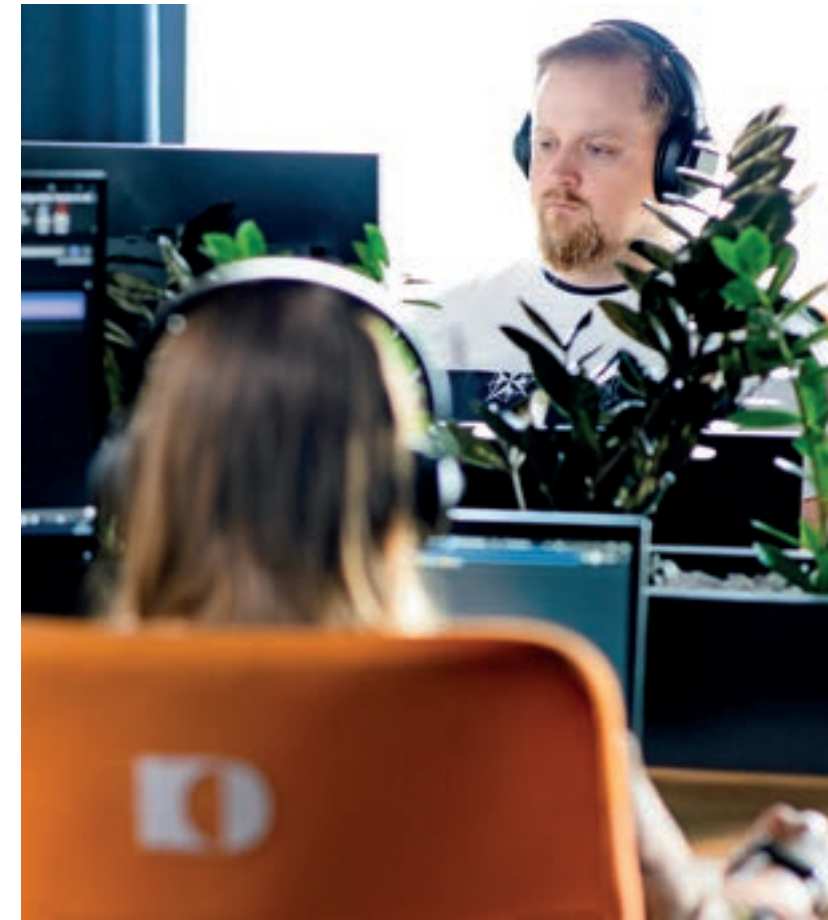


We ensure that all our employment policies and practices are in line with these regulations, and we provide training and support to our employees to ensure that they understand and comply with them.

In addition, we have a set of work regulations that apply to every employee of Future Processing. These regulations set out our expectations for behavior in the workplace and ensure that our employees are treated fairly and with respect. Specifically, the **regulations prohibit the use of mobbing against colleagues**, which is a form of workplace bullying. This ensures that our **workplace is free from any form of harassment or discrimination**, and that **all employees can work in a safe and supportive environment**.

To ensure ongoing compliance, we have established a reporting mechanism in place that

allows employees to report any suspected violations of our policies or applicable laws and regulations, and we investigate all reports promptly and thoroughly.

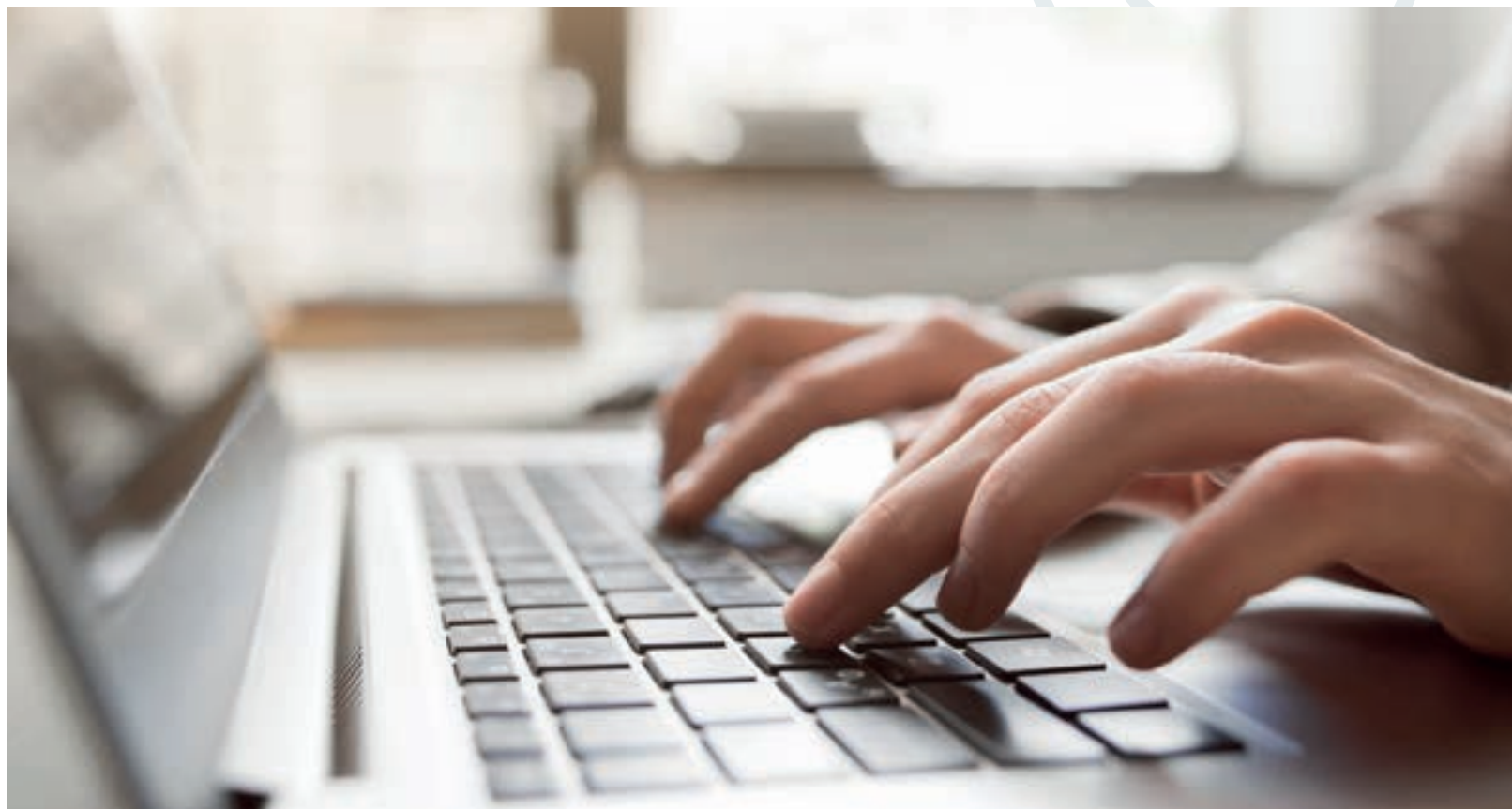


## #4 Anti-trust and anti-competitive behavior

**Our approach is guided by the principles of fair competition and compliance with all applicable laws and regulations,** including the Polish Competition Law and the European Union (EU) competition rules.



We recognize that competition is essential for innovation and growth, and we believe that fair competition creates a level playing field for all market participants.



## #5 Anti-corruption behavior

At Future Processing, **we are committed to maintaining the highest standards of integrity and ethics in all our business operations.**

We recognize that corruption is a significant threat to our business and to society, and we are committed to taking proactive steps to address this issue.



**While we have implemented numerous policies and procedures to prevent corruption, we acknowledge that we have not yet provided specific training on anti-corruption to our employees.** However, we are committed to prioritizing this training in the coming upcoming years, with plans to establish proper procedures and protocols for preventing corruption.

We understand that providing anti-corruption training to our employees is essential to ensure that they are aware of their responsibilities and obligations in this regard. We believe that training will help us to identify potential corruption risks and to implement measures to prevent and detect corrupt activities.



## #6 Conflicts of interest

Future Processing is committed to maintaining a **strong ethical culture and upholding the highest standards of integrity** in all of our business operations.

Our value system emphasizes honesty, fairness, and transparency, and **we have established a Code of Conduct and anti-bribery policies to ensure that all employees and stakeholders are aware of our expectations and obligations.**

If a known, apparent, or potential conflict of interest arises, it is essential that the situation be reported to the Managing Director for further handling. We take each case seriously and deal with it on a case-by-case basis, using established procedures and protocols to ensure that the situation is handled appropriately and fairly.

Our anti-bribery policies and procedures are designed to prevent conflicts of interest and to promote transparency and accountability in all our business dealings. We have implemented measures to detect and prevent corrupt acti-

vities, and we provide regular training and education to our employees to ensure that they are aware of their responsibilities and obligations under these policies.

We recognize that conflicts of interest can arise in many different situations and contexts, and we are committed to addressing them promptly and effectively whenever they occur. By maintaining a strong ethical culture, adhering to our Code of Conduct and anti-bribery policies, and promptly addressing any conflicts of interest that arise, we strive to maintain the trust and confidence of our employees, customers, and stakeholders.



## #7 Communication of critical concerns

**We provide every member of our team with an always-accessible, confidential, and anonymous email address** that is known only to employees.

This email: [whistsblowers@future-processing.com](mailto:whistsblowers@future-processing.com) address is available to employees who wish to report any known or suspected violations of our Code of Conduct, internal policies, or laws, without fear of reprisals.

**We take all reports of violations seriously and investigate them promptly and thoroughly.**

We have established procedures and protocols for dealing with reports of violations, and we ensure that all employees are aware of their rights and responsibilities in this regard.



## #8 Approach to tax

Future Processing, with operations in multiple markets, is a **company that pays its due taxes in Poland.**

This is our contribution to running an ethical business and an element of local involvement. **The responsibility for tax procedures and risks lies with the company, Future Processing.** Any misconduct related to tax can be communicated

through proper channels, which are set up to address such issues. We also ensure that their financial reports are audited by independent auditors for transparency and accountability.



## #9 Responsible Business Practices

As a company, we strongly believe in contributing to Sustainable Development Goal 16, which **focuses on promoting peace, justice, and strong institutions.**



On February 24th, 2022, the Russian Federation, with the help of the Republic of Belarus, began the escalation and intensification of the war with Ukraine, which commenced back in 2014. Since Ukraine is a sovereign country and the inviolability of its borders is unquestionable, we condemn this aggression and any form of assistance facilitating the invasion provided by other countries.

**Future Processing stands with Ukraine and the Ukrainian people, as well as with our members of Future Processing Ukraine, by granting symbolic and material support.** We acknowledge that providing financial aid, donating time for a good cause, or even sheltering those who have relocated to Poland, is an act of great heroism.

As a responsible corporate citizen, **we have decided to end all collaboration and to not en-**

**gage in any further partnership with firms that support the regimes of Putin and Lukashenko.** However, we understand the importance of making informed decisions and not judging businesses based on questionable information, feelings, or guesses. Therefore, we have arranged a list of criteria to fairly assess the current and potential customers, suppliers, or business partners of Future Processing. These criteria include the ultimate beneficiaries of the company, the company's public communications, which clearly state its position on the aggression of the Russian Federation and the Republic of Belarus in Ukraine, the company's tax residence, and the dominant customer segment served by the company.

In addition, we believe that even after the conflict is over, it will not be possible to return to "business as usual" given the actions of Putin and

● Lukashenko. Future Processing remains united with Ukraine and committed to promoting peace, justice, and strong institutions as part of our contribution to SDG 16.

Finally, at our company, we are dedicated to promoting positive environmental, social, and governance (ESG) outcomes through our business practices. **As part of this commitment, we have made the decision to avoid engaging with the military, tobacco, porn or gambling industries.**

We believe that the production and sale of military equipment and tobacco products can have negative impacts on the environment and society, including human rights abuses, health consequences, and the perpetuation of conflict. By avoiding involvement with these industries, we aim to contribute to a more sustainable and just world.



## #7 Data Privacy and Security

As a **responsible organization**, we understand that **we have a duty to safeguard the confidential and personal information** that is entrusted to us by our clients and employees.



We have established a **privacy policy** that is **compliant with ISO 27001**, an international standard for information security management systems.

This policy **covers all aspects of data privacy, including the collection, storage, use, and sharing of personal and confidential information**. We ensure that only authorized personnel have access to this information and that it is stored securely using advanced encryption and access control technologies.

Confidential information is defined as any material non-public information that could be of use to competitors or that could be harmful to Future Processing or its clients, suppliers, or partners if disclosed. We take the utmost care to protect this information and ensure that it is only shared on a need-to-know basis.



## Incidents

In the year 2022 Future Processing had **only one internal data privacy incident which involved salary information of employees.**

The incident was caused by issue in our evaluation system where visibility rights of several tasks containing salary data were set inappropriately, allowing to view details for more leaders than it should. The breach did not involve any special categories or broad set of data and there were no negative consequences for the affected individuals.

We treat data privacy incidents very seriously and took immediate action to rectify the situation, including refraining from using the evaluation system until the issue was resolved.



1

Number of data breaches or privacy incidents reported and addressed

1011

Number of employees who have received information security including data privacy elements



..... Environmental impact

## #1 Approach to energy

We care deeply about the environment, which is why we ensure that **reducing our energy footprint what is important to us**. We achieve this by implementing a number of energy-saving measures.

Firstly, **automated control of lighting and kitchen equipment**. We have **installed a number of drivers that cause lights or other appliances that use electricity to switch off when not in use**, further reducing the footprint. In addition, **every room in the FPark uses energy-efficient light bulbs** that support the energy-saving network.

Secondly, we are embracing the sustainable office trend by **introducing green spaces**. By organizing meetings in rooms with vertical gardens, people's health and well-being can be improved.

Finally, at Future Processing we are **raising awareness of the need to save energy and reduce our carbon footprint**. To promote such an attitude, we have distributed stickers around our area with the motto „Join the dark side“ to invite others to save electricity.



563 249 kW

Energy  
consumption  
for the year  
2022

## #2 Approach to **waste**

**Preventing the generation of waste is an important aspect** of limiting the negative impact we have on the environment.

At Future Processing, our goal is to successively reduce the detrimental effects we have on our surroundings, and **we therefore undertake certain activities that help us achieve our objectives.**

The main sources of waste are:

- Mixed waste
- Paper
- Plastic
- E-waste
- SPA operational waste

We understand the importance of reducing waste generation and therefore, we have taken action to combat environmental changes.

Firstly – waste sorting. **We have distributed waste containers throughout our FPark that allow for proper sorting of different types of waste** such as plastic, paper, and glass. This

enables us to send them for recycling and promote sustainable production and consumption.

Secondly – **we collect electronic devices**, light bulbs and batteries to send them to companies that specialise in processing these items in an environmentally friendly manner.

Finally – Future Processing **promotes waste management by participating in the charity campaign „Zakręcone nakrętki”** – a project aimed at collect plastic bottle caps.

**300 kg** E-waste generated and collected for the year 2022

# Appendix #1 Employee Statistics

Total number and rate of **new employee hires by gender**

| Employee group               | Female | Male | Total | Female Rate (%) | Male Rate (%) | Total Rate (%) |
|------------------------------|--------|------|-------|-----------------|---------------|----------------|
| Contract of employment + B2B | 85     | 185  | 270   | 25,26           | 28,29         | 27,26          |
| Contract of employment       | 60     | 54   | 114   | 19,88           | 13,77         | 16,43          |
| B2B                          | 25     | 131  | 156   | 72,11           | 50,03         | 52,61          |

Total number and rate of **new employee hires by age**

| Employee group               | Total | Rate   |
|------------------------------|-------|--------|
| 19-29 Contract of employment | 45    | 33.98% |
| 30-39 Contract of employment | 56    | 12%    |
| 40-49 Contract of employment | 11    | 12.56% |
| 50-59 Contract of employment | 2     | 32%    |



### Employee turnover rate by gender

| Employee group               | Female (%) | Male (%) | Total (%) |
|------------------------------|------------|----------|-----------|
| Contract of employment + B2B | 9,51       | 18,96    | 15,75     |
| Contract of employment       | 9,28       | 16,07    | 13,11     |
| B2B                          | 11,54      | 23,30    | 21,92     |

### Total number of FTE by age

| Employee group               | Total  |
|------------------------------|--------|
| 19-29 Contract of employment | 132,42 |
| 30-39 Contract of employment | 466,67 |
| 40-49 Contract of employment | 87,58  |
| 50-59 Contract of employment | 62,25  |
| 60-69 Contract of employment | 1      |

### Employee turnover rate by age

| Employee group               | Rate   |
|------------------------------|--------|
| 19-29 Contract of employment | 16.61% |
| 30-39 Contract of employment | 11.79% |
| 40-49 Contract of employment | 15.99% |
| 50-59 Contract of employment | 0%     |

### Total number of FTE by gender (2022 Average)

| Employee group               | Female | Male   | Total  |
|------------------------------|--------|--------|--------|
| Contract of employment + B2B | 336,5  | 653,92 | 990,42 |
| Contract of employment       | 301,83 | 392,08 | 693,92 |
| B2B                          | 34,67  | 261,83 | 296,5  |



Parental Leave

| KPIs                                                                                                                                     | Female | Male   | Total  |
|------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|--------|
| Total number of employees that were entitled to parental leave                                                                           | 53     | 47     | 100    |
| Total number of employees that took parental leave                                                                                       | 53     | 42     | 95     |
| Total number of employees that returned to work in the reporting period after parental leave ended                                       | 45     | 42     | 87     |
| Total number of employees that returned to work after parental leave ended that were still employed 12 months after their return to work | 45     | 38     | 83     |
| Return to work of employees that took parental leave                                                                                     | 84.91% | 100%   | 91.58% |
| Retention rate of employees that took parental leave                                                                                     | 100%   | 90.48% | 95.40% |



# #2 GRI Content Index

**Statement of use** Future Processing has reported the information cited in this GRI content index for the year 2022 with reference to the GRI Standards.

**GRI 1 Foundation used** GRI 1: Foundation 2021

| GRI STANDARD               | DISCLOSURE                                                           | LOCATION | COMMENT         |
|----------------------------|----------------------------------------------------------------------|----------|-----------------|
| GRI 2: General Disclosures | 2-1 Organizational details                                           | 6        |                 |
|                            | 2-2 Entities included in the organization’s sustainability reporting | 6        |                 |
|                            | 2-3 Reporting period, frequency, and contact point                   | 5        |                 |
|                            | 2-4 Restatements of information                                      |          | No restatements |
|                            | 2-5 External assurance                                               | 5        |                 |
|                            | 2-6 Activities, value chain and other business relationships         | 6        |                 |
|                            | 2-7 Employees                                                        | 24       |                 |



| GRI STANDARD               | DISCLOSURE                                              | LOCATION | COMMENT |
|----------------------------|---------------------------------------------------------|----------|---------|
| GRI 2: General Disclosures | 2-9 Governance structure and composition                | 6        |         |
|                            | 2-15 Conflicts of interest                              | 46       |         |
|                            | 2-16 Communication of critical concerns                 | 46       |         |
|                            | 2-22 Statement on sustainable development strategy      | 18       |         |
|                            | 2-23 Policy commitments                                 | 46       |         |
|                            | 2-24 Embedding policy commitments                       | 46       |         |
|                            | 2-26 Mechanisms for seeking advice and raising concerns | 46       |         |
|                            | 2-27 Compliance with laws and regulations               | 46       |         |



| GRI STANDARD                            | DISCLOSURE                                                                            | LOCATION | COMMENT          |
|-----------------------------------------|---------------------------------------------------------------------------------------|----------|------------------|
| GRI 3: Material Topics 2021             | 3-1 Process to determine material topics                                              | 21       |                  |
|                                         | 3-2 List of material topics                                                           | 21       |                  |
|                                         | 3-3 Management of material topics                                                     | 21       |                  |
| GRI 205: Anti-corruption 2016           | 205-2 Communication and training about anti-corruption policies and procedures        | 46       |                  |
|                                         | 205-3 Confirmed incidents of corruption and actions taken                             |          | No incidents     |
| GRI 206: Anti-competitive Behavior 2016 | 206-1 Legal actions for anti-competitive behavior, anti-trust, and monopoly practices | 46       | No legal actions |
| GRI 207: Tax 2019                       | 207-1 Approach to tax                                                                 | 46       |                  |
|                                         | 207-2 Tax governance, control, and risk management                                    | 46       |                  |
| GRI 302: Energy 2016                    | 302-1 Energy consumption within the organization                                      | 46       |                  |
|                                         | 302-4 Reduction of energy consumption                                                 | 46       |                  |



| GRI STANDARD                                 | DISCLOSURE                                                                                               | LOCATION | COMMENT |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------|----------|---------|
| GRI 306: Waste 2020                          | 306-1 Waste generation and significant waste-related impacts                                             | 60       |         |
|                                              | 306-2 Management of significant waste-related impacts                                                    | 60       |         |
|                                              | 306-3 Waste generated                                                                                    | 60       |         |
| GRI 401: Employment 2016                     | 401-1 New employee hires and employee turnover                                                           | 24       |         |
|                                              | 401-2 Benefits provided to full-time employees that are not provided to temporary or part-time employees | 24       |         |
|                                              | 401-3 Parental leave                                                                                     | 24       |         |
| GRI 403: Occupational Health and Safety 2018 | 403-1 Occupational health and safety management system                                                   | 24       |         |
|                                              | 403-6 Promotion of worker health                                                                         | 24       |         |
|                                              | 403-8 Workers covered by an occupational health and safety management system                             | 24       |         |



| GRI STANDARD                                         | DISCLOSURE                                                                                         | LOCATION | COMMENT      |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------|--------------|
| <b>GRI 403: Occupational Health and Safety 2018</b>  | 403-9 Work-related injuries                                                                        |          | No injuries  |
|                                                      | 403-10 Work-related ill health                                                                     |          | No incidents |
| <b>GRI 404: Training and Education 2016</b>          | 404-1 Average hours of training per year per employee                                              | 24       |              |
|                                                      | 404-2 Programs for upgrading employee skills and transition assistance programs                    | 24       |              |
|                                                      | 404-3 Percentage of employees receiving regular performance and career development reviews         | 24       |              |
| <b>GRI 405: Diversity and Equal Opportunity 2016</b> | 405-1 Diversity of governance bodies and employees                                                 | 24       |              |
| <b>GRI 406: Non-discrimination 2016</b>              | 406-1 Incidents of discrimination and corrective actions taken                                     | 24       | No incidents |
| <b>GRI 413: Local Communities 2016</b>               | 413-1 Operations with local community engagement, impact assessments, and development programs     | 39       |              |
| <b>GRI 418: Customer Privacy 2016</b>                | 418-1 Substantiated complaints concerning breaches of customer privacy and losses of customer data | 46       | No Incidents |

## #3 SDG index

| SDG                                       | Target                                                                                                                                                                                                                                             | Future Processing's Contribution | Comment                                                      |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------------------|
| <b>SDG 3 – Good health and well-being</b> | 3.8 Achieve universal health coverage, including financial risk protection, access to quality essential health-care services and access to safe, effective, quality, and affordable essential medicines and vaccines for all                       | 29, 30, 36, 37, 40, 41, 42, 43   | Our people: health insurance, benefits etc.                  |
| <b>SDG 4 – Quality education</b>          | 4.4 By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs, and entrepreneurship                                                          | 31, 32, 33, 44                   | Social impact: engagement with universities, boot camps etc. |
|                                           | 4.5 By 2030, eliminate gender disparities in education and ensure equal access to all levels of education and vocational training for the vulnerable, including people with disabilities, indigenous peoples and children in vulnerable situations | 34, 35                           | Our people: training and education etc.                      |
| <b>SDG 5 – Gender equality</b>            | 5.1 End all forms of discrimination against all women and girls everywhere                                                                                                                                                                         | 25, 26, 27                       | Our People: Diversity and Inclusion                          |
|                                           | 5.5 Ensure women's full and effective participation and equal opportunities for leadership at all levels of decision-making in political, economic, and public life                                                                                | 25, 26, 27                       | Our People: Diversity and Inclusion                          |



| SDG                                            | Target                                                                                                                                                                                                            | Future Processing's Contribution | Comment                                                        |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------------------|
| <b>SDG 5 – Gender equality</b>                 | 5.b Enhance the use of enabling technology, in particular information and communications technology, to promote the empowerment of women                                                                          | 25, 26, 27                       | Our People: compute, phone, modern software for communication  |
| <b>SDG 7 – Clean and affordable energy</b>     | 7.2 By 2030, increase substantially the share of renewable energy in the global energy mix                                                                                                                        | 61                               | Environmental sustainability: introduction of renewable energy |
| <b>SDG 8 – Decent Work and Economic Growth</b> | 8.5 By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value                        | 47, 50                           | Our People: Diversity and Inclusion                            |
|                                                | 8.8 Protect labor rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment                            | 48, 58                           | Our People: Health and Safety, human rights                    |
| <b>SDG 10 – Reduced inequalities</b>           | 10.2 By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status                        | 27, 37, 43, 44                   | Our People: Diversity and Inclusion                            |
|                                                | 10.3 Ensure equal opportunity and reduce inequalities of outcome, including by eliminating discriminatory laws, policies and practices and promoting appropriate legislation, policies, and action in this regard | 40, 41, 42, 43, 44               | Our People: Diversity and Inclusion                            |



| SDG                                             | Target                                                                                                                                                      | Future Processing's Contribution | Comment                                                         |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------|
| SDG 12 – Responsible consumption and production | 12.2 By 2030, achieve the sustainable management and efficient use of natural resources                                                                     | 62                               | Environmental sustainability: awareness, trainings to employees |
|                                                 | 12.5 By 2030, substantially reduce waste generation through prevention, reduction, recycling, and reuse                                                     | 62                               | Environmental sustainability: waste management                  |
| SDG 13 – Climate action                         | 13.3 Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning | 61                               | Environmental sustainability: awareness, trainings to employees |
| SDG 16 – Peace, justice and strong institutions | 16.5 Substantially reduce corruption and bribery in all their forms                                                                                         | 48, 52, 53, 55                   | Conducting business ethically                                   |
|                                                 | 16.6 Develop effective, accountable, and transparent institutions at all levels                                                                             | 54, 56                           | Conducting business ethically                                   |
|                                                 | 16.7 Ensure responsive, inclusive, participatory and representative decision-making at all levels                                                           | 50                               | Conducting business ethically                                   |
|                                                 | 16.b Promote and enforce non-discriminatory laws and policies for sustainable development                                                                   | 50, 51                           | Conducting business ethically                                   |



| SDG                                 | Target                                                                                                                                                                                                                                                                                                                   | Future Processing's Contribution | Comment                                                                                                      |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------|
| SDG 17 – Partnerships for the goals | 17.16 Enhance the global partnership for sustainable development, complemented by multi-stakeholder partnerships that mobilise and share knowledge, expertise, technology, and financial resources, to support the achievement of the sustainable development goals in all countries, in particular developing countries | 47                               | About Future Processing, Social impact: partnerships, sharing knowledge, participation in different programs |

