

CSR Statement

1. Our company's Corporate Social Responsibility Policy

Genoud Entreprise d'arts graphiques SA is a key player in the provision of quality digital and offset printing projects and services. Conscious of its economic, social and environmental impact, the company has committed to a Corporate Social Responsibility approach by implementing a range of actions aimed at promoting and preserving these issues in the long term.

Our commitments and actions are as follows:

1.1. Economic impact: Create maximum value together

1.1.1. Create wealth

- Participation in the creation of local jobs.
- Focus on procuring from local suppliers in order to reduce transport and CO2 emissions.
- Commitment to treating our suppliers and sub-contractors with the greatest respect and considering them as genuine partners.

1.1.2. Sustainably improve production capacity

- Use of more efficient new-generation machines that reduce set-up times and paper use.
- Automatic inking to reduce the quantity of ink needed for printing.
- Optimised set-up to minimise paper waste.
- Implementing Under-Colours Removal when our prepress business unit processes the files makes it possible to reduce the quantity of ink used to achieve the same colour rendering.
- LE UV machines: no more powder, faster drying time for the printed product.
- Use of UV ink to reduce rejects.
- Spray damping system in the print shop which regulates air humidity and improves paper feed while reducing waste.

1.1.3. Build on continuous improvement

- Quality management system in place and monitored by all staff using the quality manual which is updated regularly.
- Set up of preventive/corrective actions for any instance of non-compliance observed internally or externally.
- Programmed and spontaneous audits by first, second and third parties.

1.2. Social/societal impact: Optimise working conditions of staff

1.2.1. Respect staff, beyond the regulations in force

- Compliance with Swiss legislation, such as labour and equality laws.
- Creation of company regulations explaining the rights and duties of staff.
- Signed employment contracts defining the job and its main duties, freely approved by both parties, for every member of staff.
- Verification of official documents for each new member of staff to prevent under-age working.
- Attractive participation from the employer in the first and second pillars of the workforce.
- Trial period for all new employment contracts.
- Open-ended contracts validated after the trial period.

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1.2.2. Promote the well-being and working conditions of staff

- Weekly work schedules for the print teams.
- Consultation of staff to determine holiday periods.
- Pleasant and bright workspace, with a cafeteria.
- Free parking for staff.
- Staff committee accessible to all staff.

1.2.3. Contribute toward and protect staff health

- Health and safety programme with regular actions to make improvements for staff.
- Provision of Personal Protective Equipment (PPE): protective shoes, hearing protection devices, gloves, masks, uniforms.
- Personnel alarm to protect staff working alone.
- Annual checks of hearing protection devices for all staff working in the print shops.
- Twice yearly cleaning of the air conditioning system.
- Floor markings to regulate and secure the movement of people and machines.
- Defined and marked out zones for storing new, in-process or used hazardous products.
- Clear and visible labelling of hazardous products.

1.2.4. Develop staff skills

- Training in the various tools (physical and/or computer) for all new staff.
- Environmental awareness raising every year, and for all new staff.
- Systematic provision of on-line training provided by our professional association “print+communication”® for our staff.
- Training, on request, by printing machine suppliers.
- Safety and first aid training and refresher courses for staff designated by the company.

1.2.5. Eradicate discrimination and promote integration

- Vacant positions represented by a third party, such as placement agencies.
- Offer of non-gender-specific positions.
- Consultation with the staff committee and review of initiatives proposed by the committee regarding contracts and working conditions.
- Participation of certain staff, depending on their experience, in discussions regarding the choice of investments to be made.
- Participation of staff in discussions with customers.
- Flexible working hours, depending on staff responsibilities outside of work.

1.2.6. Encourage reporting of unethical activities

- Provision of a box to anonymously report proven or suspected unethical activities.

1.3. Environmental impact: Preserve and optimise natural resources

1.3.1. Respect natural resources

- Possibility of printing on 100% recycled paper.
- Mainly use certified or recycled papers.
- Use of an osmosis plant for optimum water mineralisation.
- Optimised automatic washing on offset machines to generate the least liquid waste possible.

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1.3.2. Optimise energy resources

- Reduced electricity use by installing modern presses that use the LE UV technique and standardised processes.
- Heating and cooling of the printing hall using a heat exchange system.
- Closed moulding system to reduce water use.
- Closed ink and moulding train cooling system.
- Installation of thermostats on machines and optimised settings on existing thermostats.
- Insulation of the fuel oil tank with leak detection.
- Free cooling in winter.
- Use of LED lighting in the workshops.
- Set up of an energy consumption meter reader and tracker.
- Agreement with the government via an EcoScan report.
- Daily actions by all staff: switching off computers and lights every evening, printing on both sides of the paper for administrative printers, use of mugs and water bottles instead of single-use cups.

1.3.3. Substitute chemical products where applicable

- Reduced use of VOC (Volatile organic compounds).
- Installation of low-chemical plate developers.

1.3.4. Reduce and sort waste, including toxic waste

- No waste discharged into the natural environment.
- REACH®: compliance with the non-use of banned chemical products.
- Optimum calculation of paper, ink and consumable supplies, in order to reduce waste.
- Use of larger volume ink boxes (3kg), in order to reduce packaging.
- Prevention of accidental spills (particularly chemical risks) via internal audits.
- Containing hazardous liquids in the print shop (inks, varnishes, water, oil) using collection tanks.
- Packing adapted to the contents (pallets, packaging).
- Use of an external logistics service for optimised, grouped loads and deliveries.
- Partial reduction of administrative and commercial paper documents by using an ERP.
- Collection and sorting of waste, including hazardous waste, and removal by approved collectors.
- Recycling waste (such as paper, cardboard boxes, plastic film, aluminium plates, ink residues, aqueous residues, printing blankets, dirty cloths, and electrical and electronic equipment) by sorting, removal and recycling by specialised external contractors.
- Full traceability of hazardous products that are removed.
- Archiving of goods received and tracking of the quantities removed through annual analysis of the results.

1.4. Certifications: put words into action

In order to demonstrate and confirm its commitment, Genoud Entreprise d'arts graphiques SA has obtained the following certifications: These certifications are reviewed annually, either by follow-up audits or by re-certification audits.

1.4.1. Process Standard Offset (PSO®)

This involves the integration and standardisation of procedures that guarantee the consistency of the printing process. This certification covers the most important quality criteria relating to the offset printing industry. It ensures optimum compatibility of data between all partners in the production chain.

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The company has been certified since 2011 by UGRA®.

The various areas certified are:

- Company organisation
- Maintenance of documentation
- Premedia/Publishing
- Standard illumination
- Digital proof
- Printing plate making
- Printing process

1.4.2. Imprim'Vert®

The purpose of the Imprim'Vert® label is to promote the development, by printing companies, of concrete actions to reduce the impact of their printing activities on the environment.

The company obtained certification in 2011.

The criteria certified are:

- Compliant removal of hazardous waste
- Secure storage of hazardous liquids
- Non-use of toxic products
- Environmental awareness raising among employees and customers
- Tracking the site's energy consumption

1.4.3. Forest Stewardship Council (FSC®)

The Forest Stewardship Council is a non-profit international association committed to exemplary forestry and therefore to the choice and traceability of papers. The FSC® has a robust range of standards relating to forest management and the chain of custody in order to guarantee that FSC® certified products meet the fundamental Principles and Criteria as well as the FSC® Core Labour Requirements.

The company obtained certification in 2007, becoming the first printing company in western Switzerland to do so (SQS-COC-100125). The fundamental Principles and Criteria are as follows:

- Principle 1: Compliance with laws and FSC® Principles
- Principle 2: Tenure and use rights and responsibilities
- Principle 3: Indigenous people's rights
- Principle 4: Community relations and workers' rights
- Principle 5: Benefits from the forest
- Principle 6: Environmental impact
- Principle 7: Management plan
- Principle 8: Monitoring and assessment
- Principle 9: Maintenance of natural forests
- Principle 10: Plantations

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The FSC Core Labour Requirements are as follows:

- The organisation must duly take into account the rights and obligations set out in national legislation while also fulfilling the objectives of the requirements.
- The organisation must not employ children.
- The organisation must ban all forms of forced and compulsory labour.
- The organisation must ensure that there is no discrimination in employment or professions.

1.4.4. **ClimatePartner®**

ClimatePartner® helps companies calculate and reduce their CO2 emissions and implement climate protection and emission offsetting strategies via climate protection projects. The companies' products therefore become carbon offset. Participating companies help toward the collective objective of worldwide carbon neutrality.

Our company has been a committed climate protection partner since September 2021. The following actions have been implemented:

- Carbon assessment of the company.
- Determination of potential reductions.
- Calculation of the carbon footprint of printing products.
- At the request of the customer, offer of climate neutral printing products.

1.4.5. **PDFX-ready®**

The PDFX® standard was created to standardise the exchange of PDF documents for printing by setting out clear and precise rules, particularly as regards colour management. The PDFX-ready® quality certificate demonstrates that a company has the know-how and equipment needed to manage the processing of this data. The company holds the following certificates:

- PDFX-ready Creator (X-1a and X-4), valid until November 2023
- PDFX-ready Output Offset (X-4), valid until November 2023
- PDFX-ready Output Proof (X-4), valid until January 2024
- PDFX-ready Output Digital (X-4), valid until January 2024