

CARBON FOOTPRINT MANAGEMENT PLAN



2016

A person/company's carbon footprint is a measure of the amount of greenhouse gases they release into the atmosphere. FINIDR, s.r.o. has actively joined the thousands of other companies around the world who are seeking to reduce their carbon footprint.

The CARBON FOOTPRINT MANAGEMENT PLAN of FINIDR, s.r.o. sets out the commitment of the company to measure, monitor and decrease its carbon footprint. This plan embodies the company's intent to reduce its impact on the environment over the long term.

The plan includes procedures for the management of the corporate carbon footprint, CO₂ emission reduction targets and an action plan for achieving this reduction within a set timeframe. The plan also sets out the methods of data collection, the criteria for assessing the quality of the processed data, as well as presents specific points that may be gradually improved in this area.

Contact person: Ing. Dagmar Kempná
Position: Head of Business Administration
E-mail: dkempna@finidr.cz
Mobile: +420 777 795 108

Contents

1. Company information	3
2. Corporate Policy on Climate Change.....	3
3. CFM System (Directive)	4
4. Carbon Footprint Results.....	5
4.1 Base Year for the Carbon Footprint.....	5
4.1.1 Corporate Carbon Footprint.....	5
4.1.2 Product Carbon Footprint	5
4.2 Subsequent Carbon Footprint.....	6
4.3 Demonstrated Emission Reduction	6
5. Reduction of our Carbon Footprint.....	7
5.1 Reduction Targets	7
5.2 Reduction Action Plan	7
6. Offsetting Carbon Footprint	8
6.1 Offset Targets	8
6.2 Product Carbon Neutrality	8
7. Data Quality Assessment	8
7.1 Data Quality Record	8
7.2 Data Quality Assessment	8
7.3 Improvement of Data Quality over Time	9
8. Carbon Footprint Communication	10
8.1 Public Communication Regarding Climate Change	10
8.2 Statement and Carbon Footprint Logos.....	10

1. Company information

FINIDR, s.r.o. is one of the largest European producers of hardback and paperback books. The company, established in 1994, currently employs 460 people and produces over 23 million books a year. Of the total production, 80% is destined for export. The company holds the following certificates: Fogra PSO, CrefoCert, FSC® and Green Enterprise. The sole owner is Jaroslav Drahoš, Ing.

FINIDR, s.r.o. regularly invests in state-of-the-art printing and book-binding technologies. The company also takes social responsibility seriously both within the workplace and beyond. It actively supports education in cooperation with organizations like People in Need, Czechs Read to Kids, ADRA and others, and has a long-term commitment to the protection of the environment and natural resources.

2. Corporate Policy on Climate Change

FINIDR, s.r.o. assumes responsibility for its business and production activities and for the CO₂ emissions resulting from these activities. This responsibility is based on the following principles:

- FINIDR, s.r.o. will put effort into mitigating climatic change.
- FINIDR, s.r.o. will reduce its annual emissions of greenhouse gases and will act responsibly to maintain the climate. In so doing, the company contributes to reducing its corporate carbon footprint.
- FINIDR, s.r.o. will ensure that corporate activities like the purchasing of materials or transportation are carried out in accordance with the intentions listed within this document.
- FINIDR, s.r.o. will look for solutions, which will lead to sensible investments resulting in reductions in greenhouse gas emissions.
- FINIDR, s.r.o. will maintain a system for the annual monitoring and reporting of greenhouse gas emissions. This system must be stable, precise, transparent and in accordance with the NEPCon Carbon Footprint Management standard.
- FINIDR, s.r.o. will clearly communicate its corporate policy, emissions reduction targets and the achieved reduction.
- FINIDR, s.r.o. will strive to raise a positive attitude towards the environment in its business partners, customers, suppliers and employees.

Český Těšín, 30.4.2017

.....

Ing. Jaroslav Drahoš
owner

3. CFM System (Directive)

Our carbon footprint management system is explained below:

- a) **Subject of analysis:** Company and product certification
- b) **The base year for carbon footprint measurement:** 2015
To gather more complete data
- c) **Greenhouse gases:** The most significant anthropogenic greenhouse gas produced by our company is carbon dioxide (CO₂). We also take into consideration the emissions of methane (CH₄) - they are included in the calculation by means of *the equivalent amount of carbon dioxide* (tCO₂ eq). Other greenhouse gases are not included in the calculation.
To determine the potential global warming effect of the given gases in relation to the greenhouse effect, we use the following link:
https://www.ipcc.ch/publications_and_data/ar4/wg1/en/ch2s2-10-2.html.
- d) **Employees responsible for data accuracy:**
Dagmar Kempná – sponsor of the entire system;
Zdeňka Alexová (Head Accountant) – supplies data from the accounting system;
Bronislav Kantor (purchase of input materials) – supplies data from the internal system and from suppliers;
Michal Polok (shipping) – supplies data from the internal system and from carriers;
Radek Dadák (maintenance) – supplies data from the maintenance system and from external waste management handlers;
Jitka Hejtmánková (quality) – supplies data from the business trips monitoring software, from courier companies and from employees.
- e) **Employee training:** Training takes place once a year according to a pre-prepared format of which a proper record is maintained with information on the participants, etc.
- f) **Archiving of documentation:** The “CARBON FOOTPRINT MANAGEMENT PLAN” is kept both in hardcopy and electronic forms and is available to interested parties, both internal (employees) and external (auditors, public). The documentation also includes 2 appendices: “Scope list” and “Product lifecycle phases”. The documentation is reviewed annually as part of the internal audit and is kept for 5 years.
- g) **Data collection:** Data collection is based on the corporate accounting system (Ventus) and the internal information system (SyteLine). Internal company and employee records are also used where relevant.
- h) **Calculation:** To calculate the carbon footprint, a tool provided by NEPCon is used (in Excel format) in which the values for the individually monitored data, emissions factors and other data necessary for the calculation are entered.
- i) **Emissions not counted:** Emissions related to low-scale activities like the production of cardboard sleeves, cut-outs, etc., and which represent less than 2.5% of total activities, are not counted. In such cases, the sourcing of data for the correct calculation of the carbon footprint is considered to be either too demanding or inaccurate.
- j) **Recalculated emissions:** Emissions produced by e.g. transport of low turnover input materials are recalculated by estimation.
- k) **System of assessment:** An internal audit is conducted annually which focuses on the assessment of the data input, calculation of the carbon footprint, data quality, data collection and the education of employees.

- l) **Offsetting:** Offsetting will be used to compensate part of the corporate carbon footprint and to produce Carbon Neutral Products as requested by customers.

4. Carbon Footprint Results.

4.1 Base Year for the Carbon Footprint.

4.1.1 Corporate Carbon Footprint

The base year for determining the progress made in the company’s carbon footprint management is 2015.

Total emissions: **19 260,8 tCO₂e**

Intensity: **1,99 tCO₂e per tonne of product**

Emissions by scope:

Scope 1:	Scope 2:	Scope 3:
192,5 tCO ₂ e	2654,5 tCO ₂ e	15496,6 tCO ₂ e

Note.: Scope list (see Appendix 1)

4.1.2 Product Carbon Footprint

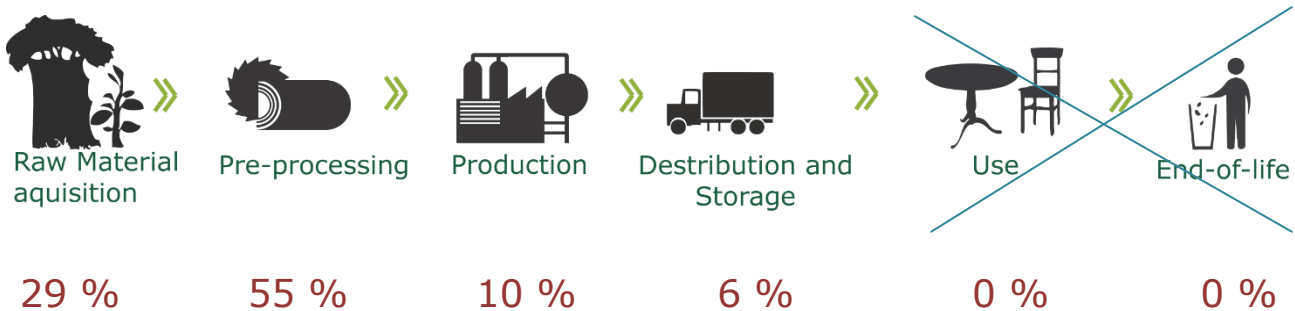
The base year for determining the progress made in the company’s carbon footprint management is 2015.

The product is the book V8a:

- Format: 210 x 297, Issued 2000 pieces
- Inside: 264 pages, colour scheme 4+4, matt coated paper 135 g, fadensiegel binding
- End-papers: colour scheme 4+4, 140 g woodfree uncoated paper
- Cover: colour scheme 4+0, gloss coated paper 135 g, matt lamination
- Cardboard: 3mm

Total carbon footprint: **3.424 kg of CO₂e per item**

Emissions by lifecycle:

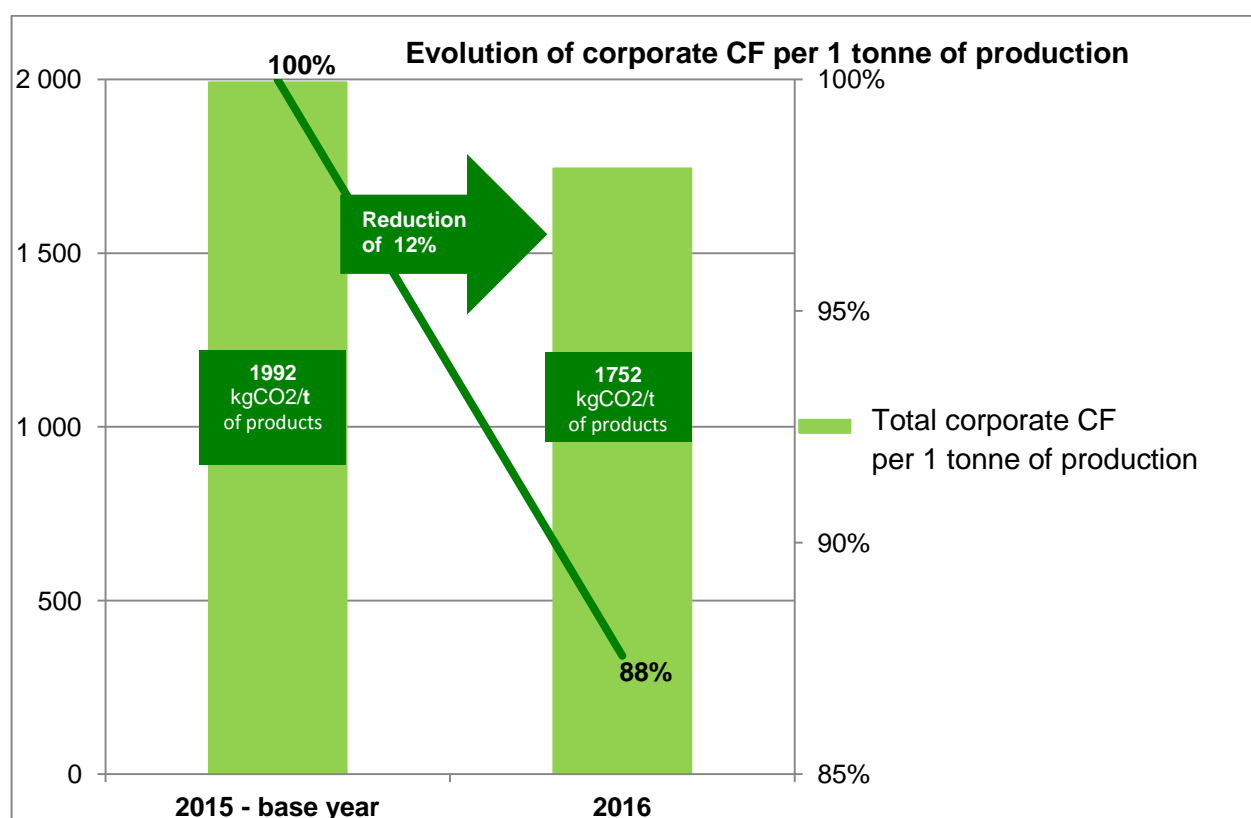


Note.: Product lifecycle phases (see Appendix 2).

4.2 Subsequent Carbon Footprint.

The carbon footprint will be monitored annually and compared with the carbon footprint of the base year. The company's goal is to reduce the carbon footprint on a year-on-year basis.

	2015 (Base Year for the Carbon Footprint)	2016	2017
Corporate CF	19 260,8 tCO ₂ e	17 680,4 tCO ₂ e	
Corporate CF per tonne of production	1,99 tCO ₂ e	1,75 tCO ₂ e	
Product CF	6 847,5 kgCO ₂ e	6 526,6 kgCO ₂ e	
Product CF per piece	3,42 kgCO ₂ e	3,26 kgCO ₂ e	



4.3 Demonstrated Emission Reduction

One of the targets of carbon footprint reduction consists in the purchase of ecological friendly energy gained from renewable sources. In 2016 we purchased 3340 MWh of such energy, which represents 56,8 per cent of the total amount of electricity purchased. Ecologically purchased energy represents 8.8 per cent reduction of corporate CF. Our long-term target remains to achieve 100 per cent share of renewable sources within the energy purchased.

In 2016, the older forms of lighting in the production halls were replaced by more energy efficient LED bulbs. The annual amount of electricity used for lighting the production halls was thus reduced from 672900 kWh to 274500 kWh. This measure generated total savings of 398400 kWh, which represents 0,7 per cent reduction of the corporate CF.

There has been a significant emission reduction in the field of product purchase too. This reduction may be explained by our introduction of detailed records of production orders including information about the number of pallets, their weight and the relevant type of transport. In 2015, such data were merely estimated on the basis of shippers' invoices.

Thermal insulation of the administrative building was one of the CF reduction targets. Because of long-term process of EU donation approval, we have not managed to achieve this target and it will therefore be postponed and included in the targets for the coming years.

5. Reduction of our Carbon Footprint

5.1 Reduction Targets

FINIDR, s.r.o. is committed to reducing its impact on climate change through setting ambitious, but realistic targets for emissions reduction. These targets will be realized using a planning tool for the reduction of the carbon footprint of the whole organization.

No.	TARGET
1	Electricity savings
2	Purchase of green electricity
3	Purchase of input materials with lower emissions factors

The development of the CF will be monitored continuously (min. 2x/year) and assessed through reporting presented to the management.

5.2 Reduction Action Plan

FINIDR, s.r.o. will make real efforts to reduce the carbon footprint of its business activities, including the following:

No.	ACTION PLAN	ESTIMATED REDUCTION OF TOTAL CF	TIMEFRAME
1	Electricity savings: more efficient production of compressed air		2017
2	Purchase of green electricity	7%	2017
3	Purchase of input materials with lower emissions factors	3%	2017

6. Offsetting Carbon Footprint

6.1 Offset Targets

FINIDR, s.r.o. is committed to compensating all the CO₂ emissions related to the corporate printing and printed products: corporate magazine, promotion materials, promotion samples of products.

One of the most significant methods for the mitigation of the negative impact of CO₂ emissions is the purchase of carbon credits. FINIDR, s.r.o. will strive to support ecological projects related to the activities of our printing house.

The carbon credits are purchased from pre-approved suppliers and after consultation with the certification company. All these projects are in accordance with offsetting principles and are listed in NEPCo's carbon footprint standard (Appendix 4).

6.2 Product Carbon Neutrality

Given the increasing demand from customers for CO₂ neutral products, FINIDR, s.r.o. attempts to continuously decrease the corporate carbon footprint and to continue to offer products with zero carbon footprint.

In 2016 we compensated 4.7 t CO₂ while supporting tree planting in Bolivia within ArBolivia project (The Cochabamba Project Limited, <http://www.goldstandard.org/projects/ربولivia-ii>).

TYPE OF BINDING	NUMBER OF ORDERS	kg CO ₂
Leaflet	4	778
V1	5	3308
V2	1	288
V8	1	179
FlexoF	1	132
TOTAL	12	4686

7. Data Quality Assessment

7.1 Data Quality Record

In order to monitor and improve the quality of data over time, FINIDR, s.r.o. maintains a qualitative / quantitative assessment of data quality throughout the entire carbon footprint management system. This includes activity data, data allocation, estimates and recalculations and also the emissions factors used. Data quality is evaluated on the basis of completeness, as well as on its temporal, geographical and technological accuracy.

7.2 Data Quality Assessment

FINIDR, s.r.o. endeavours to use current and accurate input data. This includes the provision of primary data for all activities under the control of the company: at least all emissions for Scopes 1 and 2 as derived from invoices, mileage and annual or monthly counter readings; and estimations or allocations due to incomplete data for some cases for Scope 3.

No.	ACTIVITY	SCOPE	DATA TYPE	
			Primary (exact)	Secondary (calculated, estimated)
1	Diesel forklifts	1	X	
2	Transport for business purposes	1	X	
3	Natural gas	1	X	
4	Electricity	2	X	
5	Transport of products	3		X
6	Transport of input materials	3		X
7	Courier shipments	3		X
8	Business trips	3		X
9	Commuting employees	3		X
10	Waste	3	X	
11	Input materials	3	X	
12	Emissions factors			X

7.3 Improvement of Data Quality over Time

FINIDR, s.r.o. is committed to providing the most accurate carbon footprint result and to demonstrate its reduction. It will continuously seek to improve the quality of the collected and used data in the calculation of its carbon footprint.

FINIDR, s.r.o. will implement measures that will ensure the highest data quality both within and outside the company, using the latest updated resources, and through the use of primary data as much as possible. These objectives include the following:

- a) **Primary data** – ensure continuous data recording by responsible employees and corroborate it with the respective documents;
- b) **Data collection** – regularly submit the collected data to the person responsible for the calculation. This person is responsible for the quality and the accuracy of the data;
- c) **Calculation** – endeavour to improve the calculation procedure;
- d) **Emissions factors** – regularly improve the emissions factors;
- e) **Allocation** – endeavour to limit the extent to which estimations and recalculations are made.

No.	ACTIONS	IMPACT ON CF
1	Refinement of emissions factors for individual items of input material	Refinement of calculation of corporate and product CFs
2	Refinement of input data related to specific emission sources	Refinement of calculation of corporate and product CFs

8. Carbon Footprint Communication

8.1 Public Communication Regarding Climate Change

FINIDR, s.r.o. is committed to communicate the results of its carbon footprint once a year in the following documents:




No.	DOCUMENT TITLE	DOCUMENT CONTENTS AND PURPOSE	REFERENCE
1	Carbon Footprint Management Plan	Information on CF management	www.finidr.cz

FINIDR, s.r.o. will use the opportunity to communicate the acquired certificate Carbon Footprint Management and the respective logos to its clients and employees in the following materials:

No.	DOCUMENT TITLE	DOCUMENT CONTENTS AND PURPOSE
1	Promotional material (catalogues, flyers)	General information
2	Newsletter (customers)	General information
3	Company magazine (employees)	General information
4	Trade fairs and corporate events (billboards)	General information
5	Social networks	General information
6	Visualization on information panels throughout the company	General information

8.2 Statement and Carbon Footprint Logos.

FINIDR, s.r.o. uses the logos below:

CFM LOGO	CFM STATEMENT	ODKAZ
CORPORATE CF		
Measuring CO ₂	 <p>Corporate footprint Measuring CO₂ NC-CFM-015258 www.nepcon.net</p>	In 2015, the corporate carbon footprint measured by FINIDR s.r.o. was 1.99 tCO ₂ e per 1 tonne of production. The carbon footprint was verified by NEPCon in August 2016.
PRODUCT CF		
CO ₂ Neutral	 <p>Product footprint CO₂ Neutral NC-CFM-015258 www.nepcon.net</p>  <p>Product footprint CO₂ Neutral NC-CFM-015258 www.nepcon.net</p>	We consider our products labelled with these logos as CO ₂ neutral because we compensated all carbon emissions related to them. Offsetting process is verified by a third party by means of The Gold Standard. Verified by NEPCon in January 2017.