

We know how to create offices.

SUSTAINABILITY REPORT WITH INTEGRATED ENVIRONMENTAL STATEMENT 2023

FIRST UPDATE OF THE ENVIRONMENTAL STATEMENT 2022
ACCORDING TO EMAS AND GRI STANDARDS



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Dear Readers,

In 2022 we celebrate 140 years of REISS.

140 years of company history shaped by the guiding principles of our company founder Robert Reiss, to deliver only the best and to develop products that serve people. In this spirit, REISS's numerous developments have had a lasting influence on the working life. Milestones in our history include the first 'Reform' stand-sit table in 1910, and the REISS drawing board, which impacted the work of architects and designers for decades. Then there was the stand-sit table revolution of the 1990s, which we played a key role in driving forward, with an updated version of our 'Reform'. Today, stand-sit tables are well established and many offices would be hard to imagine without them.

REISS has also had a lasting impact on the Bad Liebenwerda region. As a major employer, trainer, partner and sponsor of projects, schools and local associations, we have a stake in the development of the region and the people who live here. It is a big responsibility to shoulder, but it reflects another important guiding principle of our founding father Robert Reiss; a guiding principle that should be the basis of all entrepreneurial activity – to provide people with work and educate them with its products and services throughout the entire process, from development to delivery to the customer. This maxim, and the protection of natural resources, are the foundations of our entrepreneurial activity today.

This brings us to a discussion of the different dimensions in which sustainable action comes into play – the economy, ecology and society. The significance of taking and giving with regard to the economy and society is deeply anchored in our company philosophy. Ecology and the conscious use of natural resources have always played an important role in the history of REISS, but since privatisation in 1990 they have been given a special weighting in everything we do.

With climate change, dwindling natural resources and the growing waste problem, it is becoming increasingly clear how important and justified this approach is. Every individual can and should make their contribution to a future worth living and to the protection of our planet. We as a company have a duty to do this and to set a good example. How we implement this at REISS and what concrete goals we have set ourselves for the next three years (editor's note, the reporting period) can be read on the following pages.

This report is valid until 2025.

Bad Liebenwerda, June 2023



Hans-Ulrich Weishaupt
Managing Director



Andreas Käs
Managing Director

REISS Büromöbel GmbH – hereafter in this report referred to simply as REISS – was founded by Robert Reiss in 1882 as a mail-order business for measurement equipment and office supplies in Bad Liebenwerda. Today, REISS is one of the leading manufacturers of office furniture systems in Germany.

The sole shareholder of REISS Büromöbel GmbH is REISS Beteiligungsgesellschaft mbH, Berlin, Commercial Register: District Court Charlottenburg in Berlin (Reg. no.: HRB 105037 B).

Our mission: we create working environments in which everyone can develop their full potential – whether in the office or at home.

Since the company was founded in 1882, the history of REISS has been characterised by innovative engineering towards working efficiently, ergonomically and in style. Product development at REISS is guided by the commitment to the demands of the working world with creative technological solutions that bring benefits. At the same time, we pay attention to sustainable product design. The top priority in this regard is the resource-saving use of materials – in the product itself and in production and packaging – as well as resource-saving logistics processes and simple assembly.

Parallel to that, the company keeps its finger on the pulse, operating at Industry 4.0 level with state-of-the-art equipment and digitalised processes. Our batch-size-1 facility for wood processing and our in-house metal processing mean we can offer highly variable and sustainable production with custom furniture design, in order to respond flexibly to our customers' needs. In manufacturing, we are constantly expanding our expertise and facilities. This includes modernisation of machinery, continuous improvement processes and regular training of employees.

With the progressive digitalisation of all processes in the company, we ensure customer-oriented, transparent and efficient order processing. Alongside the products and modern production methods, service is an important component of what we offer. Fast response and processing times for enquiries, planning services and furniture assembly are ensured by our employees' high level of personal customer connectivity, by the professional competence of our service partners and by digital and automated service processes. We offer all of our customer services from one source, from planning through to assembly.

The bedrock of REISS's range of services is our employees. It is they who advance and develop the company, with a high level of commitment, in their respective fields of expertise and beyond. With a certain measure of pride, we think of them not just as employees but as REISSians: a large family of long-standing and new employees characterised by open, cooperative interaction and dependability, courage and passion, flexibility and resilience. They are the foundation for successful, long-term customer relationships, innovative strength, the high quality of the furniture with a good price-performance ratio, and rapid development of the company in the demanding context of digitalisation and globalisation.

Since 2013, REISS has been listed in the Eco-Management and Audit Scheme (EMAS) register and has since published an environmental statement in accordance with the EMAS III at regular intervals of three years. Since 2017, we have supplemented this with intensive sustainability reporting in accordance with GRI standards. The report is updated annually.

Memberships

REISS is a member of the following federations and associations:

- IBA – Interior Business Association
- HKN – Verband Holz und Kunststoff Nord-Ost e.V.
- IHK – Industrie- und Handelskammer Cottbus (Chamber of Industry and Commerce)
- BVMW – Bundesverband mittelständische Wirtschaft (Federal Association of Small and Medium-sized Enterprises)

- Wirtschaftsforum Brandenburg e.V. (Economic Forum)
- Verein für Qualitätsförderung (Association for Quality Promotion)
- Wirtschaftsforum Elster-Röder (Economic Forum)

founded 1882

212 employees

41 million euro turnover per year

more than 300 specialist retailers in Germany and Europe

2,000 m³ is the volume of furniture that we load and deliver per week

Annually, we produce more than 800000 tables

Since 1895 we have consistently trained apprentices in a wide variety of professions

30 million euro invested in our new production site to expand capacities and to convert our processes to the level of Industry 4.0

We produce on a total area of 12,500 m²



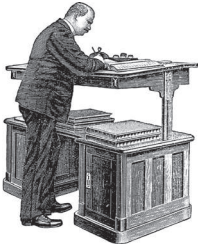
Robert Reiss
Company founder
*1844 †1915

1882
Company founded by Robert Reiss as a mail order company for surveying supplies and office aids in Liebenwerda, Germany

1880 1890 1900 1910 1920 1930 1940 1950 1960 1970 1980 1990 2000 2010 2020

1904
REISS produces the first drawing machines, blue printers and office furniture

1910
Development and production of 'Reform', the first height-adjustable stand-sit table



1921
With the 'Phoenix' trolley drawing machine – the legendary REISS drawing board. REISS becomes an industrial manufacturer of ergonomic workstations

1945
Expropriation and dismantling of the company

1947
Resumption of production

1982
100th anniversary:
REISS is Europe's largest manufacturer of drawing systems

1960
Concentration on the production of drawing systems and office furniture. 80 per cent of goods are exported to 22 countries

ENVIRONMENTAL STATEMENT

ENVIRONMENTAL STATEMENT

1993
REISS Reform programme with stand-sit table especially for CAD applications



1994
Introduction of quality management system according to ISO 9001

1996
Introduction of environmental management system according to ISO 14001

1998
Premiere of the REISS Ergo height-adjustable office furniture range

2007
125 years of REISS, expansion of the range with REISS Idealo

2000
REISS and TU Dresden announce the REISS ZWECK design competition

2010
100 years of sit-stand expertise, expansion of the range with strut-free stand-sit tables from the REISS Eco N2furniture range

2009
Opening of the new showroom in Bad Liebenwerda

2013
Registration in the EMAS register
Berlin showroom opening

2015
Start of growth programme up to 2017.
Extensive investment in sustainable process design, state-of-the-art manufacturing facilities and ERP software

2020
Introduction of REISS Touch switchless height adjustment
Inauguration of Plant 2 with Industry 4.0



2016
Delivery of the 90,000th stand-sit table since 1990

2017
SmartClean wins the Brandenburg Innovation Award
Introduction of the REISS Avaro stand-sit table, the dynamic alternative

2018
Ground-breaking ceremony for the new Industry 4.0 plant with smart manufacturing
Frankfurt am Main showroom opening
PEFC chain of custody certificate

2022
Product launch REISS Trailo®



Located at the company headquarters in Bad Liebenwerda are the REISS purchasing and sales departments, in addition to Plant 1, administration, product development and design.

Plant 1 is the historically expanded production site of REISS. Since 2020, it has been continuously expanded into the REISS in-house metal fabrication centre. The metalworking technology already available at the site was modernised and upgraded with new, more powerful equipment. This is being integrated step by step into the REISS system landscape, and design processes linked with production and the ERP system.

The aim is to digitally control more process steps in metal fabrication in future, in order to achieve a higher degree of automation and resource efficiency across all of REISS production. The Plant 2 production site in Bad Liebenwerda, Lausitz district, houses wood production, final assembly and shipping.

It is one of the most modern and efficient sites in the industry. Here, tables and carcass furniture are manufactured in a highly efficient and resource-saving way using the batch-size-1 process. Since commissioning in 2020, the processes and procedures in Plant 2 have been continuously optimised. The aim is to fully exploit the systems' performance potential in conjunction with manual work processes, and to achieve high productivity with minimum use of resources.

Measures to increase productivity by means of new technology and digitalised processes are always accompanied by measures to further improve working conditions for our employees. This includes, for example, ergonomic aids that relieve physical strain on employees.



Map: Bad Liebenwerda office



REISS offers products and solutions for the most diverse office requirements, thus facilitating holistic spatial planning. The product spectrum ranges from individual and team workstations, meeting tables and acoustic solutions to cabinets and containers. Different work areas can be arranged and equipped in both classic and open-plan office layouts. REISS also offers solutions for the home office.

The product development and design of REISS office furniture is mainly carried out in-house at the Bad Liebenwerda site. For individual product lines, external product design experts are brought in or collaborative projects are arranged with regional universities. The range of services at REISS includes the provision of planning data, planning services and the delivery and assembly of furniture. We operate our own customer service and work with selected forwarding agents. We offer product and assembly training for fitters, specialist

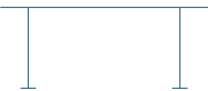
Services

Our service portfolio complements our product portfolio with support tools for our partners and customers as well as services for customers and end users.

dealers and logistics specialists.

Furthermore, regularly changing topic-specific training courses are offered for specialist dealers and planners.

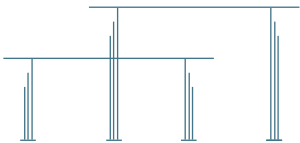
- Planning data
- Design services
- Delivery
- Assembly
- Product and assembly training
- Topic-specific training for specialist dealers and planners



Workstations

Practical, elegant, multifunctional and variable: our workstations provide you with workspaces for the diverse demands of your employees, promoting performance and health.

- REISS Trailo®
- REISS Avaro Q
- REISS Eco N2
- REISS Idealo
- REISS Standard
- REISS Novo
- REISS SmartClean



Stand-sit workstations

Over 100 years of expertise in stand-sit workstations, ergonomic functionality perfected: Introduce more dynamism into your office with the height-adjustable desks from REISS.

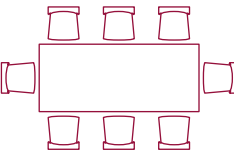
- REISS Trailo®
- REISS Avaro Q / R / Basic
- REISS Avaro Q Bench
- REISS Eco V
- REISS Eco N2
- REISS Novo



Home

Standard-compliant permanent workstations or compact solutions: REISS furniture for the home office fits perfectly into the home landscape and ensures an ergonomic work situation.

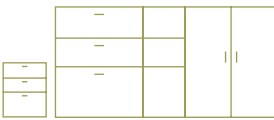
- REISS Trailo®



Communication

Share knowledge, face-to-face: Our communication solutions allow you to create the best conditions for successful meetings and positive discussions.

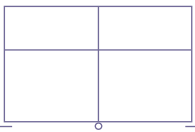
- REISS Trailo®
- REISS Avaro Q
- REISS Standard
- REISS Eco N2
- REISS Novo
- REISS Idealo
- REISS Tabilo
- REISS Inteo



Storage

Order and structure: Everything has its place in our modular storage solutions - on the wall, at the desk or as a structural element in the middle of the room.

- REISS cupboard system
- REISS containers
- REISS plant containers

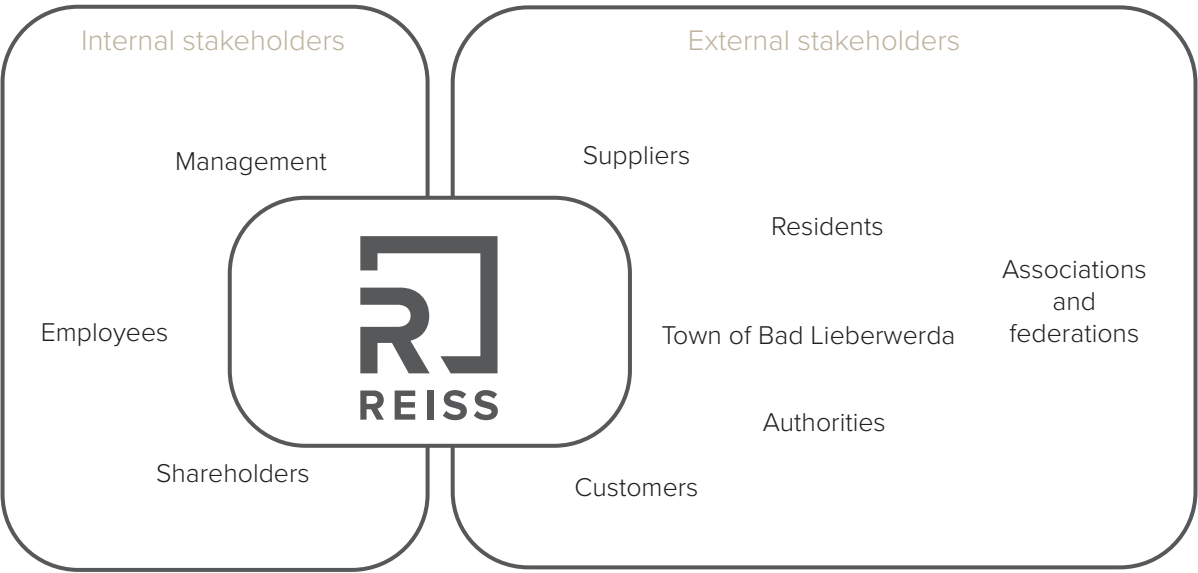


Acoustics

Focus on the all-important: minimise disturbing noise emissions with our acoustic solutions, and create variable room layouts with a feel-good ambience.

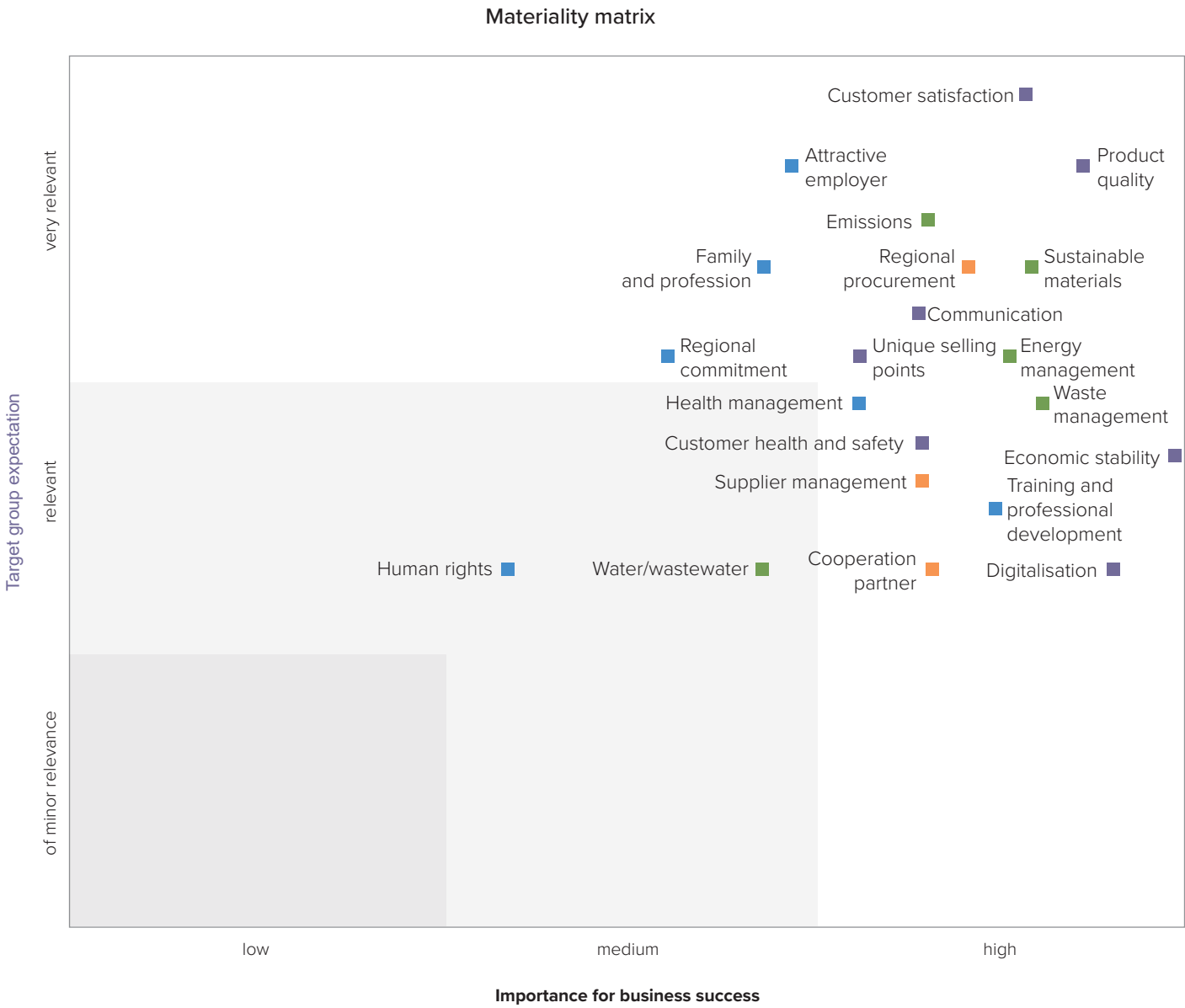
- REISS Calo 42
- REISS Calo 22
- REISS acoustic components

Within the framework of our environmental management system, an annual reassessment of the situation and an identification of the essential topics and aspects for the current year is carried out with the involvement of our stakeholders (see figure) and based on the fundamental requirements of sustainable business activity. Our stakeholders may be directly or indirectly affected by the consequences of our business activities or have a direct or indirect influence on the company.



Employees are the key value-adding factor in the company and we involve them in annual employee dialogues. Our new employees are also made aware of the existing environmental management system and how to comply with it. The interests and expectations of customers are determined by means of monthly customer visits and discussions and by measuring customer satisfaction. Based on annual supplier audits and monthly evaluations and statistics, supplier expectations can be anticipated and possible corrective measures can be undertaken. In addition, dialogues and informational events are held to determine the interests and expectations of local residents, the community and local associations and federations. Open communication with stakeholders is very important to us and we are constantly working towards improving it.

The materiality principle of the GRI standard was used to assess the materiality of the individual aspects of the report. Each individual key aspect was assessed and presented according to its "influence on the assessments and decisions of stakeholders" and its "significance for the economic, environmental and social impacts of the organisation". We review and reassess our opportunities and risks annually as part of our consideration of stakeholders and their material concerns.



Topics that are most important for the stakeholders and for REISS can be found in the matrix above.

The topic of human rights is of minor significance to the company itself, as our suppliers are not located in emerging economies or developing countries.

The issue of water consumption and wastewater is also only of medium significance for REISS. Our water mainly comes from the sanitary facilities in our complex and is managed very consciously by our staff.

FIELDS OF ACTION FOR SUSTAINABILITY

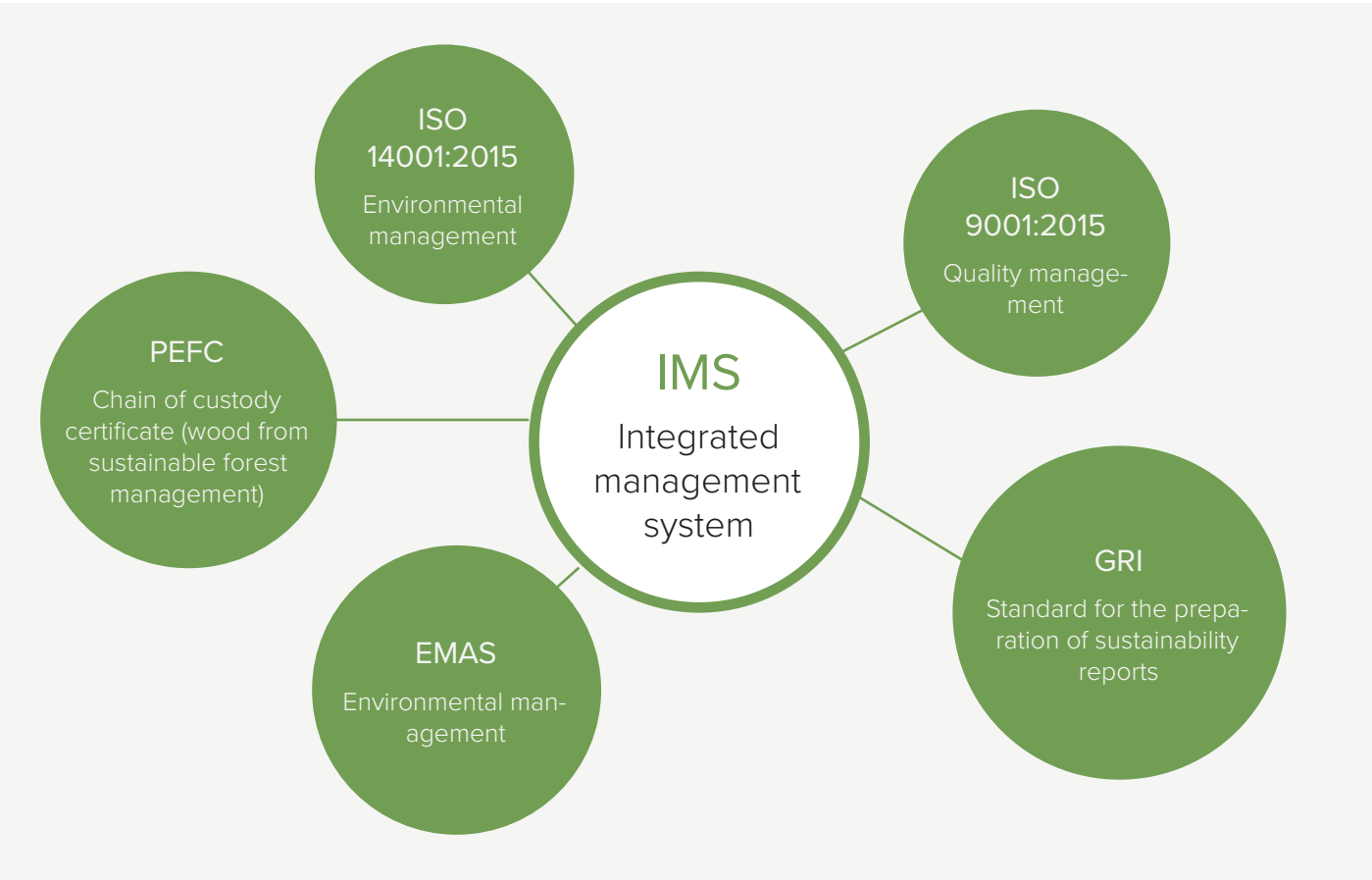
Core topics

The sustainability report has been prepared and the key topics defined in accordance with the GRI standard 'core' option. In addition to the three major fields of action – sustainability, ecology, economy and society – we have also defined the field of action 'suppliers & partners'. The key topics in these fields of action were selected in close cooperation with the management and in line with stakeholder interests.

REISS

Fields of action for sustainability

ENVIRONMENTAL STATEMENT	PRODUCT & CUSTOMER	EMPLOYEES & SOCIETY	SUPPLIERS & PARTNERS
<ul style="list-style-type: none"> ▶ Sustainable materials ▶ Energy management ▶ Water/wastewater ▶ Emissions ▶ Waste management 	<ul style="list-style-type: none"> ▶ Product quality ▶ Customer satisfaction ▶ Economic success and stability ▶ Customer health and safety ▶ Communication ▶ Digitalisation 	<ul style="list-style-type: none"> ▶ Attractive employer ▶ Health management ▶ Education and training ▶ Family and career ▶ Regional commitment 	<ul style="list-style-type: none"> ▶ Regional procurement ▶ Supplier management ▶ Cooperation partner



ENVIRONMENTAL STATEMENT

FIELDS OF ACTION FOR SUSTAINABILITY

Corporate principles

QUALITY

- The customer alone determines what quality is
- Delivering quality means knowing what the customer wants
- Generating quality requires the involvement of all employees
- Quality must be practised in all areas and processes
- Quality requires continuous improvement

PEOPLE

- Employment of people on the basis of their skills
- Provision of support to employees according to their abilities
- Flexible working hours – work-life balance
- Generation of a sense of unity
- Provision of health-promoting incentives
- Encouraging a regular exchange of information between all stakeholders
- The support of educational institutions and associations for the promotion of youth development

ENVIRONMENT

- Continuous improvement of the company's environmental protection policy and environmental performance
- Acting responsibly towards the environment and future generations
- Preventive environmental protection
- Economical use of natural resources
- Consideration of the life cycle from procurement, development and product up to disposal of the product

PRODUCT

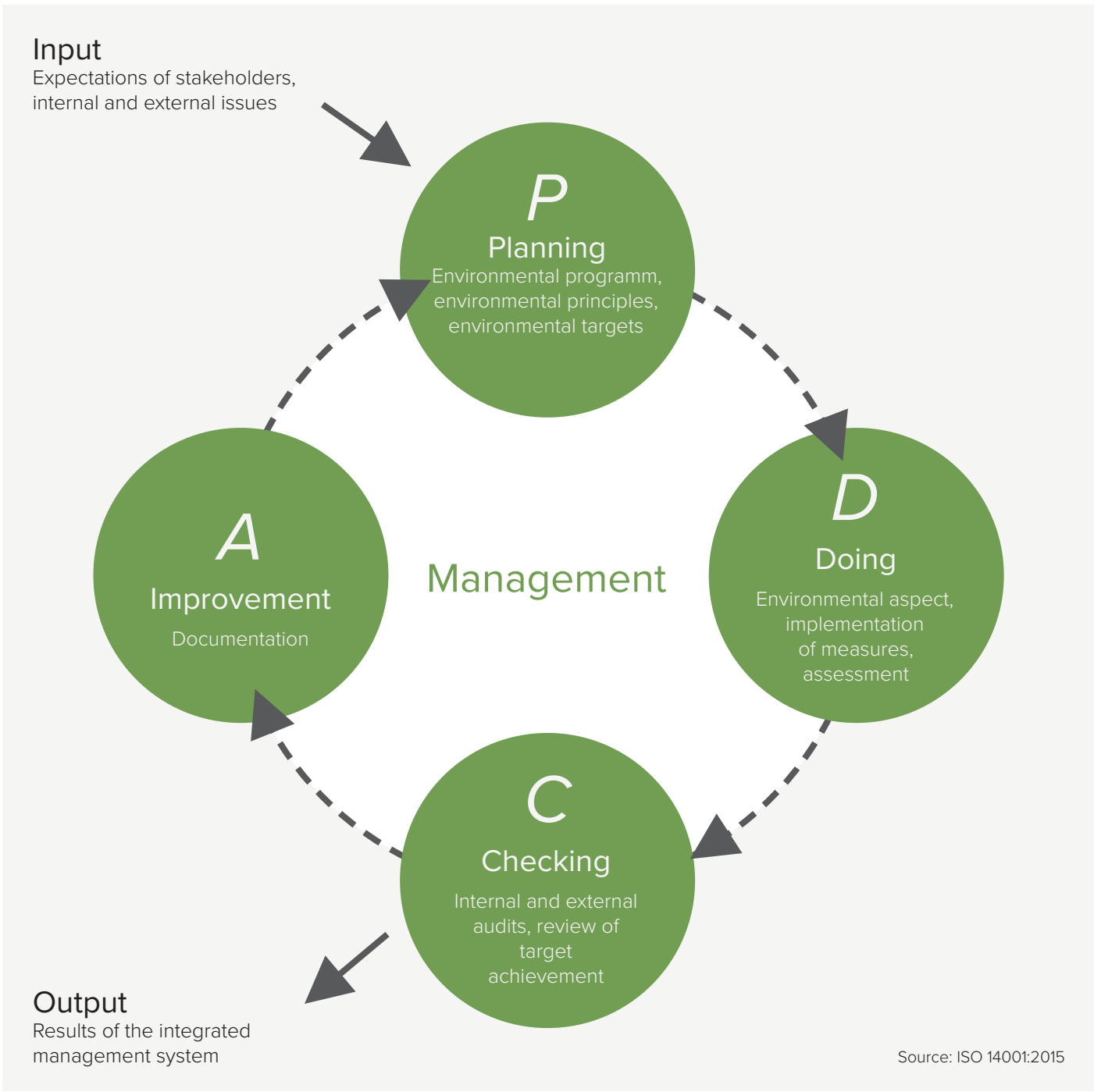
- Added benefits through functionality
- Increasing share of near-natural materials
- Use of sustainable materials
- Rejection of composite materials
- Use of low-emission materials
- Higher added value with higher product quality
- Functional product design for a long service life
- Long-term supply of spare parts
- Regional procurement of purchased parts

REISS quality and environmental management is positioned directly below senior management. It is supported by a quality and environmental management system enforced by managers in the respective functional areas.

These managers report directly to senior management. Together they discuss the status of the environmental programme and the current development of environmental impacts and evaluate them continuously. On this basis, appropriate corrections are made or new measures are introduced.

This ensures that environmental performance meets all legal requirements and develops positively. The management system and areas of responsibility are described in the management manual. Procedural and work instructions as well as process descriptions complement the management manual. It is continuously updated and can be viewed by all employees.

For acute emergencies, there is a documented emergency procedure in which the procedures and responsibilities are clearly defined.



Due to personal convictions and a sense of responsibility towards the development of our location, we feel a particular obligation to the people and the environment here. Our environmental policy is therefore based on the following principles:

Continuous improvement of environmental performance

All environmentally relevant legal regulations are fulfilled during the industrial production of REISS office furniture. We improve our environmental performance by continuously developing the management system.



Preventive influence

We exert influence in advance to prevent or reduce negative environmental impacts. We employ energy-saving and resource-saving production processes.



Open communication as a basis for trust

All measures for operational environmental protection are communicated between the management, the employees, the authorities and the interested public.



Involvement of all partners

We involve our service providers, suppliers and customers in our efforts to actively preserve and protect our environment. The company's environmental protection policy is publicly announced.



Products with a sustainable utility value

In accordance with customer requirements, we develop products that are characterised by durable quality and timeless design. The materials and/or production processes used ensure a sustainable utility value.



Wood from sustainable forestry

REISS is increasingly committed to sustainability in production and product design, as this is an important part of its corporate philosophy. Sustainable business activities, the responsible handling of resources and ecological product design are top priorities at REISS today. REISS therefore procures wood from sustainable forest management that bears the PEFC CoC (chain of custody) certificate.



Extensive damage prevention

To be prepared for emergencies and catastrophes, we regularly assess hazardous situations and define organisational measures to minimise risk to people, the environment and material goods as far as possible. The local emergency and protection services are thus preemptively involved. Internal processes are also regularly monitored.



Principle of personal responsibility

REISS employees are involved in the company's environmental protection measures. The environmental objectives of the company can be achieved only by assuming personal responsibility. REISS acts responsibly towards the environment and future generations.



Compliance with legal requirements

REISS complies with all binding obligations and requirements of the applicable standard.



Corporate goals in harmony with the environment

Our economic corporate goals, including the safeguarding of jobs, are in line with our declared goal of actively protecting the environment. All investments must be measured against this criterion.



The precautionary principle is an integral component of sustainable action. It is aimed at preventing risks to the environment and future generations in advance by eliminating existing risks and by introducing preventive measures for protection against environmental damage.

Regular evaluation of direct and indirect environmental aspects and the setting of environmental objectives form a part of our precautionary principle. This helps to identify possible priorities for action, and preventive measures can be taken. These include, for example, the recycling of packaging materials or the use of reusable packaging materials.

In addition, preventive measures on environmentally relevant issues are already taken during product development, see also 'Product ecology', page 20.

The precautionary principle is applied widely in the areas of quality and risk management. The aspects relevant to quality and risk are considered as early as the product development stage, e.g., by carrying out a Failure Mode and Effects Analysis (FMEA). Setting quality targets, as well as the certification of products, contributes substantially to prevention. Annual internal audits in all business divisions and risk evaluation of the products currently on the market are carried out as preventive measures.

SUSTAINABILITY MEANS PROTECTING
THE ENVIRONMENT AND
PRESERVING LIFE WHILE ENABLING
DEVELOPMENT. AN IMPORTANT
BUILDING BLOCK IS THE INTEGRATION
OF THIS IDEA AT ALL LEVELS.

T. BÄRSCH, ENVIRONMENTAL MANAGEMENT OFFICER

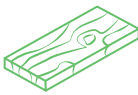
The development and manufacturing of new REISS products or product variants is consistently oriented towards sustainability concerns. The principles of development are durability, functionality and the use of sustainable materials. We also rely on the use of renewable raw materials and recyclable, energy-saving materials. Material-efficient construction and the ability to separate products by type at the end of their life cycle also play an important role.



Steel
Steel has excellent material properties and can be recycled practically without any loss of quality. The steel used in REISS products is 100% recyclable.



Wood-based materials
The chipboard is sourced exclusively from PEFC™-certified suppliers. The particle boards used by REISS meet the requirements of emission class E1.



Powder coatings
The powder coatings that are used are solvent-free and can be processed almost without any loss using a modern powder coating system like the one used at REISS.



Plastics
The plastics that are used are 100% recyclable. Thanks to material marking, the different plastics can be separated by type. Polypropylene, polyethylene, polyamide and ABS are predominantly used. REISS does not use PVC at all, as it is critical in combustion (release of toxic substances).



Adhesives
Hot-melt adhesives and assembly glues are used. The use of glue for edge coating has been significantly reduced with the introduction of the zero-joint technology.



Textiles
Suppliers of the textiles used in screen walls are certified according to DIN EN ISO 14001 and have the EU Ecolabel or are OEKO-TEX® certified.





Processing of wood-based materials

Particle boards are processed by CNC machines. Modern technological processes guarantee the production of resilient, high-quality furniture components. Waste wood arising during production (e.g., sawing) of furniture components is transported via the extraction systems to the filter system. They are there separated from the transport air and deposited in special shavings silos for thermal recycling.



Edge coating

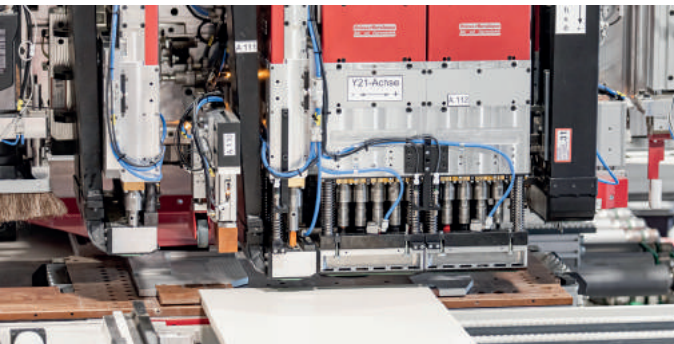
Direct-coated boards are processed in the production of furniture components. Edge processing and further processing are carried out using modern CNC systems. Edge bandings are made of ABS or PP. The zero-joint technology is also used in addition to conventional edge coating.



► Plant 2
Intermediate storage with robot-controlled sorting



► Plant 2
Fully automated edge coating (glue or zero-joint edge)



► Plant 2
Drilling and milling of parts for cabinet production



Metalworking

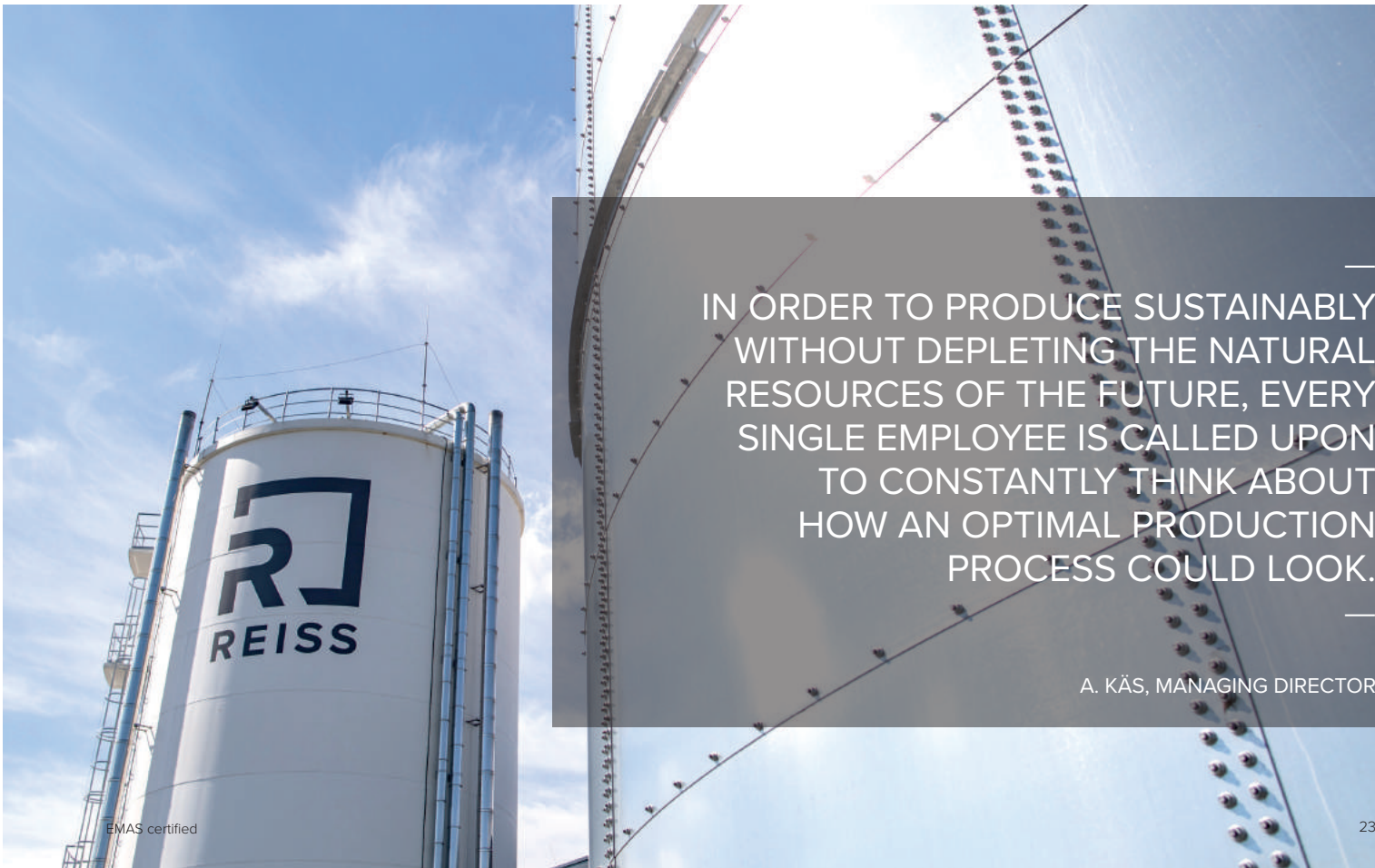
All common methods of metalworking such as drilling, milling, punching and lasing are used. The required processing materials such as water, grease, etc., are reduced to a minimum and are largely processed in closed circuits.



Metal washing and powder coating

A wet chemical bath line operated with reduced wastewater, plus subsequent iron phosphating, serve as pre-treatment for the powder coating of metal parts. Multiple rinsing takes place in a cascade process. Accumulating wastewater is reprocessed with evaporation technology and fed back into the treatment process. The degreasing and phosphating baths are circulated with a long service life.

Prefabricated metal parts are surface-treated in the powder coating system. The coating system works with solvent-free powder coatings. Over-spray recirculation permits practically loss-free application. The heat generated during the baking process is recovered.



IN ORDER TO PRODUCE SUSTAINABLY
WITHOUT DEPLETING THE NATURAL
RESOURCES OF THE FUTURE, EVERY
SINGLE EMPLOYEE IS CALLED UPON
TO CONSTANTLY THINK ABOUT
HOW AN OPTIMAL PRODUCTION
PROCESS COULD LOOK.

A. KÄS, MANAGING DIRECTOR

When assessing environmental aspects, the significant environmental aspects must be identified. Significant environmental aspects are those that have a significant impact on the environment, such as:

- Resource consumption
- Regulations
- Municipal requirements of the health-resort town of Bad Liebenwerda
- Waste disposal (hazardous, non-hazardous)
- Emissions into the atmosphere (dust, gas, noise)
- Energy and water consumption
- Use of hazardous substances

Furthermore, the significant environmental aspects are divided into direct and indirect environmental aspects. Direct environmental aspects always relate to the activities, services or products that are under the direct control of the organisation.

Indirect environmental aspects include those that arise from interactions with third parties such as suppliers, forwarding agents, etc., and only indirectly result from the activities of the organisation.

As part of the annual internal audits, all significant environmental aspects are assessed and, if necessary, new significant environmental aspects are identified. The significance of the environmental aspects for the organisation and their probability of occurrence are taken into account during the assessment of significant environmental aspects.

The result of the assessment can range from “no compelling need for action” to “urgent need for action”. The assessment is carried out regularly and presented to the management. Mitigation measures are defined if necessary.

By identifying and regularly assessing environmental aspects, the resulting environmental impact can be kept to a minimum.



With regard to legal requirements, we have identified the laws and regulations as well as provisions and notices that are relevant to us, and how they affect our business. The necessary permits have been obtained for facilities and activities requiring approval.

We comply with all legal and other binding requirements. New requirements are continuously identified and implemented through appropriate measures. Through external consulting services, we obtain the necessary legal information, which is examined with regard to its relevance, and the need for action is determined.

The following areas of law are particularly significant for us:

- Energy, e.g., the Buildings Energy Act (GEG)
- Waste, e.g., the Closed Substance Cycle Waste Management Act (KrWG)
- Water/wastewater/water protection, e.g., the Federal Water Act (WHG)
- Hazardous substances, e.g., the Chemicals Act (ChemG)
- Occupational health and safety, work equipment and plant safety e.g., the Occupational Safety Act (ASiG)
- Fire protection, e.g., the Brandenburg Building Code (BbgBO)

Wood dust

Wood dust is extracted as soon as it is generated, to keep emissions in the workplace as low as possible. The legally stipulated threshold values are observed in the process. To reduce heat losses, for example, in winter, operation can also be carried out with heat recovery.

Soil / contaminated sites

The company was established at its current site over 140 years ago and expanded in the following years. There is no indication of environmental damage. Since the purpose for which this site has been used throughout these years is common knowledge, damage to the soil can be ruled out. There are also no indications in the register of contaminated sites at the newly developed site in Lausitz.

Waste

All waste generated by the company is collected separately and disposed of properly by certified waste management companies. Waste record keeping is carried out centrally by the waste management officer. REISS has a waste separation rate of 95.5%.

95.5%

Fresh water / wastewater

Since water is mainly used in closed circuits, water consumption largely results from the requirements of the sanitary facilities and/ or from the cleaning of gluing machines.

Emissions

Since one third of the current heat and process heat demand is covered on REISS premises by a wood chip firing plant that does not require a permit, this is also the focus of particular attention for the control of emission values. The plant is regularly inspected and operates within the permitted limits.

One critical emission value is volatile organic compounds (VOCs). These arise, for example, when using hazardous substances such as surface cleaners. Here, we ensure compliance with the legal limits with regular checks.

Another sensitive emission value is the noise level. Regular checks ensure that all legal provisions are complied with even when there are technological changes.

Emergency preparedness, fire safety and disaster control

Potential fire risks in the company are identified and continuously monitored. Inspections of technical (electrical) and fire extinguishing equipment, as well as first aid training and emergency drills, are carried out under the supervision of an external fire safety expert. Fire drills are carried out regularly with the support of the Bad Liebenwerda voluntary fire brigade. In the event of flooding (Schwarze Elster), the corresponding emergency plans of the city of Bad Liebenwerda come into force.

Energy

At the Plant 2 site in Lausitz, thermal energy is generated exclusively by the wood chips and waste wood produced. The compressed air networks are carefully monitored at both sites and subjected to regular leak inspections. Furthermore, the compressed air lines will continue to be optimised – improvement measures are being planned.

Use of hazardous substances

REISS processes also require the use of hazardous substances. Hazardous substances cannot be completely avoided, especially in surface cleaning. Numerous preventive measures are implemented to avoid hazards and comply with applicable regulations:

- Reduction of the quantities used
- Measurements at the workplace
- Briefings
- Search for substitutes

Product development

Construction and design have a significant influence on sustainability, that is, on environmental protection during production, and the subsequent use of the products by the customer. Failure to observe the ecological product principles at this stage has far-reaching consequences, and errors can be rectified later only with a great deal of effort.

Purchasing and procurement

All materials, substances and products supplied in advance naturally have an influence on the company's product and can jeopardise its environmental relevance. Changes to materials or corrections are often very time-consuming and costly.

Due to the relatively low level of vertical integration, the environmental conduct of the suppliers and/or the environmentally sound quality of the supplied materials and products also substantially determine our own environmental performance. Therefore, it is necessary to work together as partners to find environmentally relevant regulations which guarantee a consistent standard and/or to select suppliers that meet the ecological criteria.

Packaging and transport

External forwarding agents are directly integrated into the specific process flows for orders. In addition, training for the logistics service providers guarantee an increasingly consistent level of quality in transport and assembly. This also has a positive influence on the amount of protective packaging.

From an ecological point of view, the general aim is to dispense with packaging wherever possible. However, for reasons of quality, this will not always be possible even in the future. The types of packaging used are limited to plastic film and cardboard. Other measures to conserve resources and reduce emissions include careful route planning and optimal loading of vehicles as well as working with consignment stocks.

Furthermore, we deliver some of our products in a disassembled state and can thus make optimal use of the freight space. This criterion also plays a decisive role in the development of new products.

Life cycle analysis

We were able to successfully define measures for improvement by considering the individual stages of the life cycles of our products and services. We will continue to expand our life cycle analysis and communicate more effectively with our suppliers in this regard.



ENVIRONMENTAL ASPECTS

Material and energy flows

ENVIRONMENTAL STATEMENT

INPUT	2019	2020	2021	2022
Product material [t]				
Metals	1.614,71	1.589,95	1.494,36	1.284,59
Particle board/MDF	5.150,87	5.690,00	5.842,88	5.754,07
Genuine wood	0,00	0,00	0,00	1,49
Plastics (shutters, strips)	52,27	48,50	61,04	40,26
Edge band	123,70	144,05	120,39	101,51
Drive systems	865,04	922,79	654,10	629,73
Acrylic glass	0,00	0,00	30,40	1,97
Total	7.806,59	8.395,29	8.203,17	7.813,62
Auxiliary materials and operating supplies [t]				
Surface cleaners	3,98	1,08	1,10	0,98
thereof VOC¹	3,91	0,85	0,89	0,83
Glues	10,76	12,10	12,33	13,91
Powder coatings	14,06	13,91	11,72	9,79
Total	28,80	27,09	25,15	24,68
Packaging [t]				
Foils	24,83	15,91	10,47	8,65
Cardboard	20,55	22,61	34,54	18,70
Laminated cardboard	51,21	54,05	46,25	43,02
Other packaging²	1,20	7,22	8,36	6,84
Total	97,79	99,79	99,62	77,21
Energy [MWh]				
Electricity	2.026,90	3.080,17	3.032,14	2.612,37
Natural gas	2.479,74	2.952,07	3.686,54	2.328,76
Energy generated on site from wood chips	831,12	2.579,20	1.597,35	1.527,01
Total	5.337,76	8.611,44	8.316,03	6.468,14
Proportion of renewable energies [MWh]				
Wood shavings	831,12	2.579,20	1.597,35	1.527,01
Electricity	1.195,87	1.903,55	266,83³	261,24³
Total	2.026,99	4.482,75	1.864,18	1.788,25
Land utilisation [m²]				
Total area	91.764,86	91.764,86	91.764,86	91.764,86
thereof sealed	16.256,43	16.256,43	16.256,43	16.256,43
thereof built over	32.975,53	32.975,53	32.975,53	32.975,53
thereof near-natural areas				
Cultivated green spaces	23.357,90	23.357,90	23.357,90	23.357,90
Biodiversity-enhancing stock	19.175,00	19.175,00	19.175,00	19.175,00
Near-natural areas away from the site⁴	15.678,00	15.678,00	15.678,00	15.678,00

1 Volatile organic compounds | 2 Adhesive tape, strapping tapes | Electricity composition for 2022 will not be announced until the IV quarter of 2023. Due to the elimination of the EEG levy, the share of renewable energies has dropped significantly. | 4 The area is used in coordination with the municipality to maintain the habitats for sand lizards created as part of the species protection contribution for the new Plant 2 project.

ENVIRONMENTAL STATEMENT

ENVIRONMENTAL ASPECTS

Material and energy flows

INPUT		2019	2020	2021	2022
Fuel [MWh] ⁴					
Diesel		393.32	406.54	407.70	419.79
Petrol		49.86	44.47	52.65	68.44
Total		443.18	451.01	460.35	488.23
Water [m³]					
Public water supply		2,932.00	3,334.00	3,073.00	2,412.00
OUTPUT		2019	2020	2021	2022
Products [t]					
Containers		1,519.66	1,616.16	1,651.33	917.53
High containers		27.52	37.25	40.00	43.71
Cabinets		1,757.46	2,025.62	2,098.28	1,649.03
Tables		912.56	1,154.05	1,593.54	1,254.02
Stand-sit tables		2,977.58	3,010.99	2,325.50	2,263.99
Acoustics/partition walls		22.00	47.01	51.64	46.40
Accessories		167.06	152.85	172.49	132.63
Total		7,383.84	8,043.93	7,932.78	6,307.31
Non-hazardous waste [t]		AVV ⁶			
Mixed municipal waste	200301	31.64	34.33	29.34	25.66
Wood waste	170201	458.49	828.10	969.51	608.15
Paper/cardboard	150101	40.44	43.17	37.79	20.39
Laminated cardboard	200301	4.01	7.94	4.07	3.27
Plastics	150102	3.93	13.65	13.82	13.34
Mixed scrap	170405	249.37	220.82	183.01	165.58
Ash	100101	2.20	4.11	3.10	2.70
Duridine	161004	10.56	10.56	8.76	6.42
Total		800.64	1,162.68	1,249.40	845.51
Hazardous waste					
Lamps containing mercury [pcs]		80	0	230	0
Oil-contaminated equipment [t]	150202	0.72	0.48	0.84	0.96
Glue and sealant residues [t]	080409	0.00	0.00	0.72	0.00
Batterien [t]		0.00	0.00	0.00	0.00
Spraydosen [t]	160504	0.00	0.12	0.00	0.00
Total [t]		0.72	0.48	1.56	0.96
Wastewater [m³]					
Wastewater		2,932.00	3,334.00	3,073.00	2,412.00
Separate collection rate [%]					
Separate collection rate		93.95	95.10	96.38	95.50

5 For the company's own vehicle fleet. | 6 Waste code number

Emissions of greenhouse gases [t]*

	Natural gas		Wood shavings		Diesel		Petrol	
	2021	2022	2021	2022	2021	2022	2021	2022
CO ₂ -equivalent	1,054.35	666.03	44.73	42.76	125.43	129.15	14.53	18.89
CO ₂	965.87	610.14	39.93	38.18	120.48	124.05	14.19	18.45
CH ₄	2.91	1.84	0.08	0.08	0.05	0.06	0.00	0.01
N ₂ O	0.01	0.01	0.01	0.01	0.01	0.01	0.00	0.00

Refrigerant

Various refrigerants are used in small quantities. The systems are leak-tight and are checked for leaks at regular intervals. In addition, no losses of the refrigerants used, e.g. due to evacuations or accidents, have been recorded.

Emissions of air pollutants [t]*

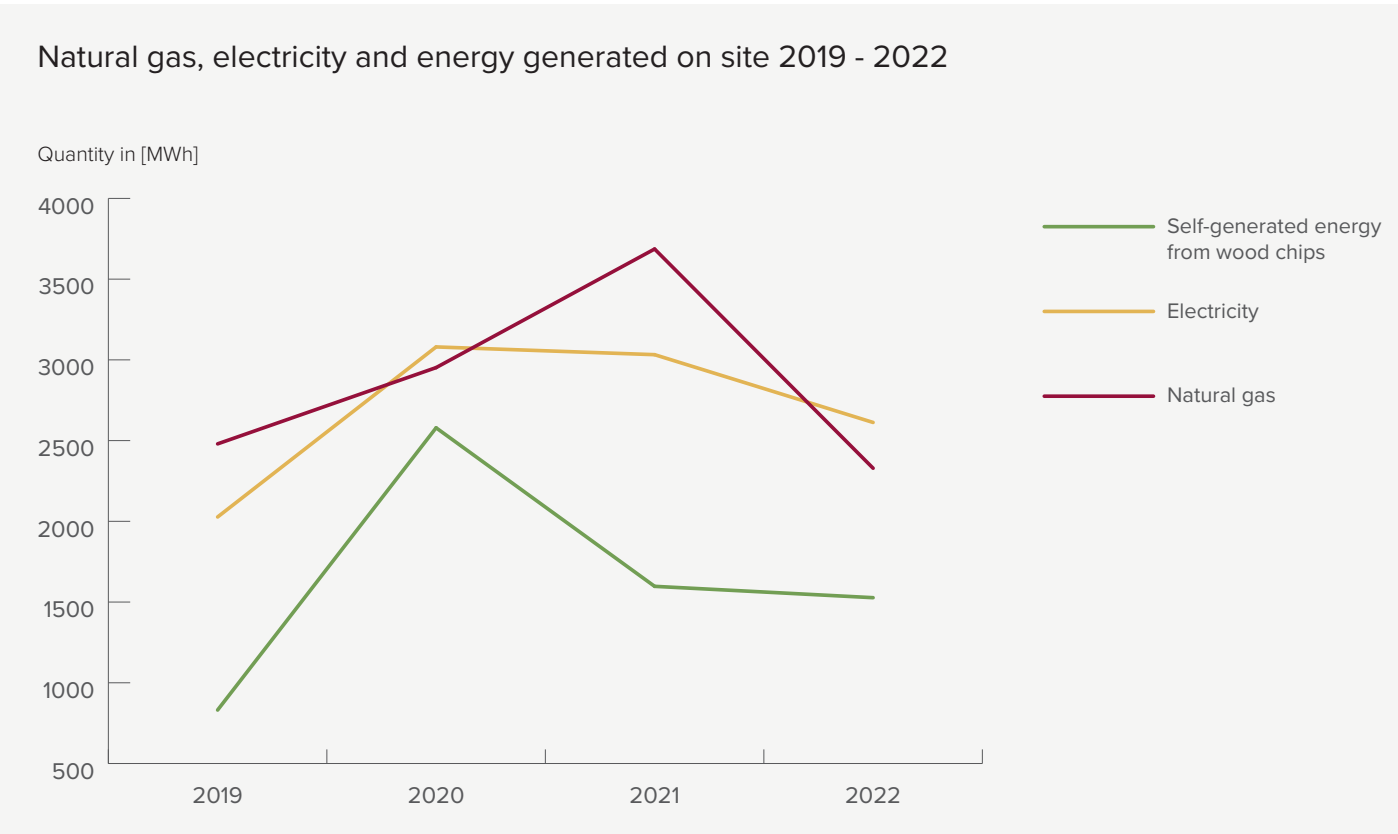
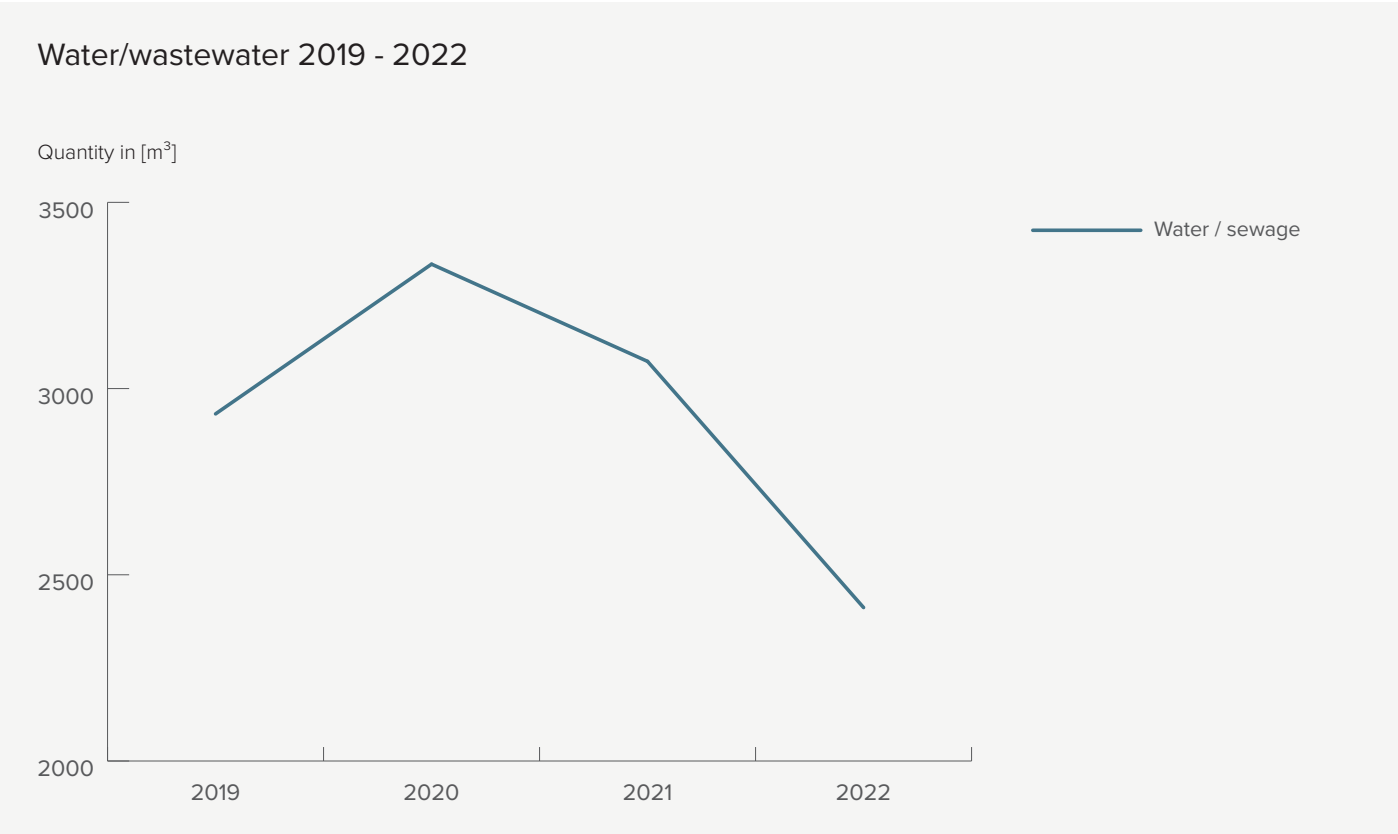
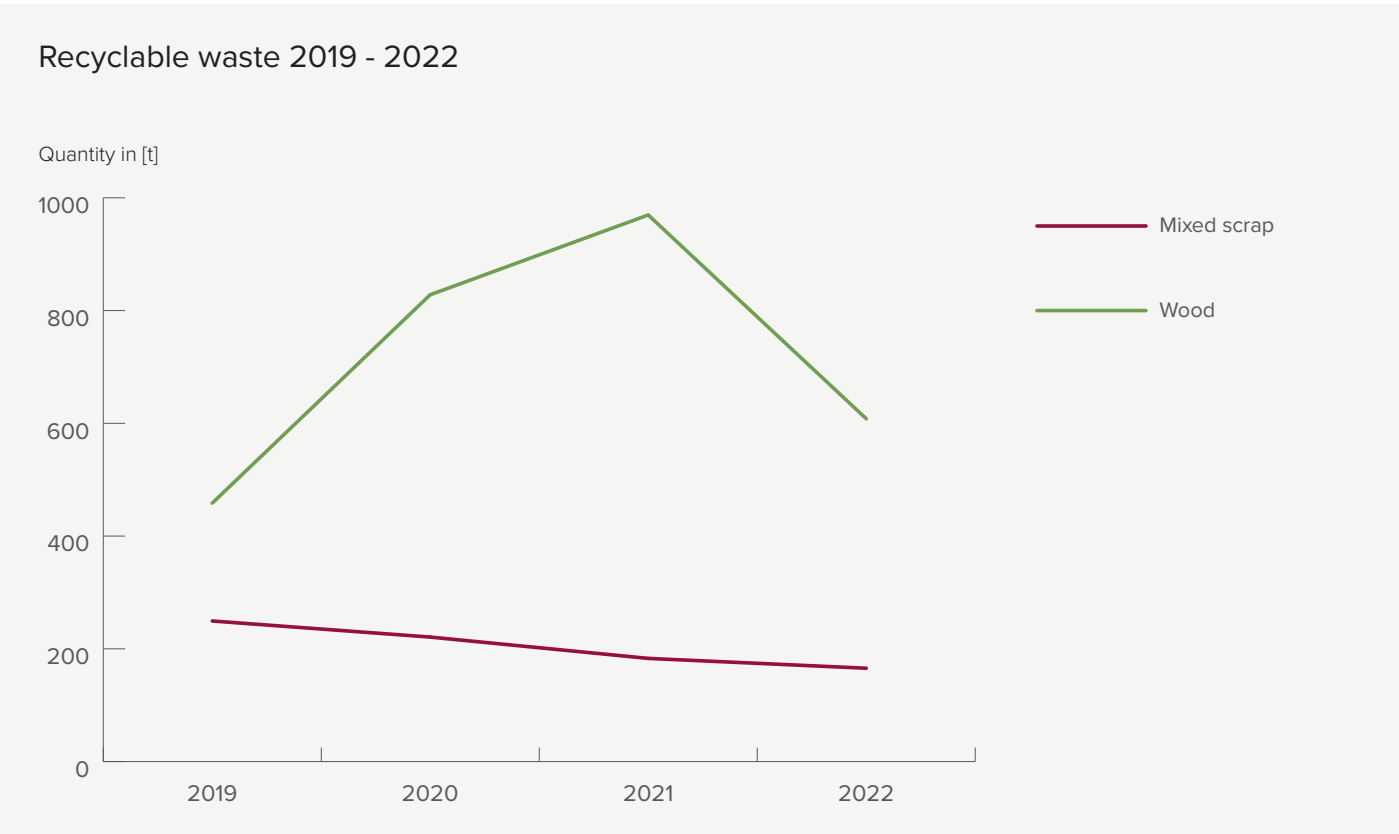
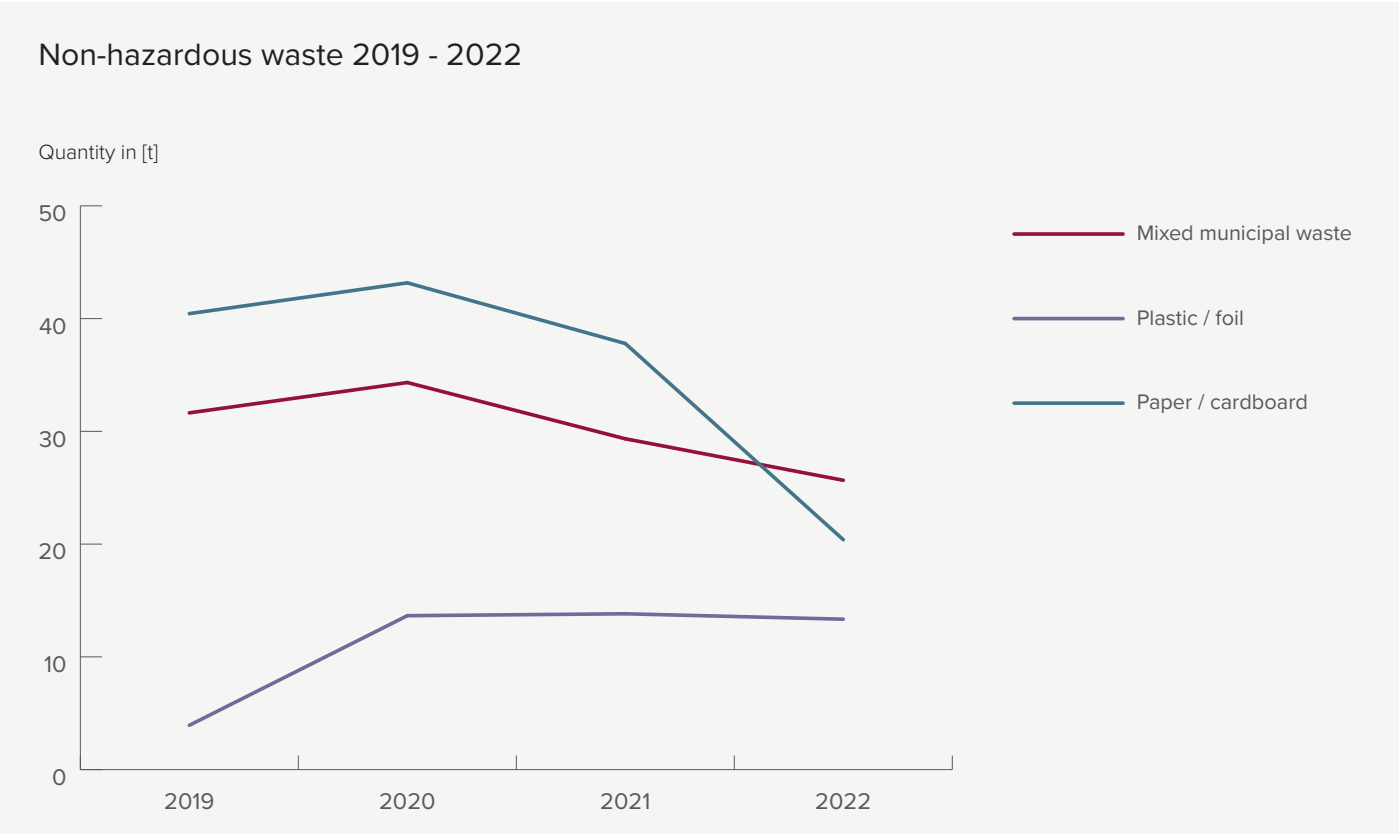
	Natural gas		Wood shavings		Diesel		Petrol	
	2021	2022	2021	2022	2021	2022	2021	2022
SO ₂	0.04	0.03	0.24	0.22	0.05	0.05	0.01	0.01
NO _x	0.67	0.42	0.54	0.52	0.19	0.19	0.01	0.00
PM	0.03	0.02	0.07	0.07	0.01	0.01	0.00	0.00

* The basis for the calculation is GEMIS 5

Abbreviations:
CO₂ – carbon dioxide
CH₄ – methane
N₂O – nitrous oxide
HFC – hydrochlorofluorocarbons
PFC – per- and polyfluorinated chemicals
NF₃ – nitrogen trifluoride
SF₆ – sulphur hexafluoride
SO₂ – sulphur dioxide
NO_x – nitrogen oxides
PM – fine dust (particulate matter)



Material and energy flows: visualisations



		2019	2020	2021	2022
Employees at REISS		206	208	220	212
1. Mixed municipal waste	[t]	0.15	0.17	0.13	0.12
Total annual volume of residual waste					
2. Water	[m³]	14.23	16.03	13.97	11.38
Total annual consumption					
3. Biodiversity	[m²]	445.46	441.18	417.11	432.85
Built-up area					

* Increase in land utilisation due to the construction of the new Plant 2; for information see page 4

		2019	2020	2021	2022
Products sold [t]		7.384	8.044	7.933	6.307
4. Energy efficiency					
Total direct energy consumption – electricity, natural gas, wood shavings	[MWh]	0.72	1.07	1.05	1.03
5. Material efficiency					
Processed product material	[t]	1.06	1.04	1.03	1.24
6. Emissions					
CO ₂ equivalent	[t]	0.12	0.13	0.16	0.14
7. Waste, non-hazardous					
Total annual quantity of non-hazardous waste	[t]	0.11	0.14	0.16	0.13



— ENVIRONMENTAL PROTECTION
IS AN OPPORTUNITY, NOT A
BURDEN WE HAVE TO BEAR.
—

HELMUT SIHLER, FORMER INDUSTRIAL MANAGER

ENVIRONMENTAL AND
SUSTAINABILITY GOALS
Achievement of goals 2019–2022

ENVIRONMENTAL STATEMENT

DEFINITION OF OB- JECTIVE	MEASURE/EXPLANATION	RESPONSIBILITY	APPOINTED TIME	REACHED TO
Training of employees	Training and professional development of all employees in activities relevant to quality and the environment, according to training schedule	Management	Annually	100%
Reduction of transport volume of selected products by 50%	Development of a disassembled variant of the REISS AVARO ► <i>Development of the disassembled variant has taken place and it is being used in selected projects</i>	Senior Management, Design	12/2020	75%
Public relations activities	<ul style="list-style-type: none">• Informational events (open days)• Training of dealers, customers, and employees of forwarding agents• Visits to trade fairs and regional events• Dealer information days• Project days with the schools of the Robert Reiss Oberschule and Robert Reiss Grundschulzentrum• Sponsorship of various non-profit associations ► <i>Due to COVID-19, not all public relations activities could be realised within the reporting period</i>	Management	Annually	50%
Conducting fire drills	Conducting fire drills as a precaution in the event of fire and to check the functionality of the hydrants on the premises.	Management	Annually	100%
Improvement of waste separation – 'Correctly separate waste'	Testing and subsequent implementation of a 3-container system at production workstations ► <i>We are still in the process of implementing improved waste separation and will complete this by 12/2022 at the latest</i>	Waste management officer, environmental management officer	12/2020	50%
100% PEFC-certified board material	Use of 100% PEFC-certified material for all products	Environmental management officer	12/2019	100%

Targets for REISS Plant 2 Lausitz district				
The new REISS Plant 2 in the Lausitz district is equipped with state-of-the-art production technology and intelligent machines and will be put into operation at the end of 2019. Environmental objectives have already been defined for this site. The first input/output balance sheet for the new site in the Lausitz district will be drawn up for the financial year 2019.				
Reduction of electricity consumed for lighting by at least 30%	The widespread use of LED lighting can reduce energy consumption by at least 30% compared to conventional fluorescent tubes.	Management	06/2020	100%
Obtaining 100% of the requisite heat energy from sustainable raw materials	At the REISS plant in the Lausitz district, heat and hot water are generated exclusively from thermal energy from the combustion of waste wood.	Management	2020	100%

ENVIRONMENTAL STATEMENT

SUSTAINABILITY OBJECTIVES
Sustainability goals 2022–2025

DEFINITION OF OBJEC- TIVE	MEASURE/EXPLANATION	RESPONSIBILITY	APPOINTED TIME
Training of employees	Training and professional development of all employees in activities relevant to quality and the environment, according to training schedule	Management	Annually
Public relations activities	<ul style="list-style-type: none">• Informational events (open days)• Training of dealers, customers, and employees of forwarding agents• Visits to trade fairs and regional events• Dealer information days• Project days with the schools of the Robert Reiss Oberschule and Robert Reiss Grundschulzentrum• Sponsorship of various non-profit associations	Management	2022/2023 ↓ ongoing
Conducting fire drills	Conducting fire drills as a precaution in the event of fire and to check the functionality of the hydrants on the premises.	Management	Annually
Conversion of the lighting in the Plant 1 product hall to at least 90% LED and the associated energy savings	Continuous replacement of fluorescent tubes with LED lamps	Technology, environmental management officer	12/2023
Installation of a pressure control system	Installation of a pressure control system in the Plant 2 production hall, to switch off the compressed air at weekends and when the plant is at a standstill	Technology, environmental management officer	12/2022
Energy efficiency concept	Creation of an energy efficiency concept for Plant 1 as the basis for further investment decisions on energy savings	Technology	12/2022
Energy savings	Removal of the lightweight construction halls resulting in energy savings through reduction of the heated area	Technology, environmental management officer	12/2022
Improvement of waste separation – 'Correctly separate waste'	Testing and subsequent implementation of a 3-container system at production workstations	Waste management officer, environmental management officer	12/2023
Material recycling of technologically produced wood chips	Examination of the material recycling of accumulating wood chips that are not required at the plant for thermal use	Environmental management officer, Technology	12/2024



REISS meets the guidelines according to the EMAS III criteria



REISS produces in an environment-friendly way in the spa town of Liebenwerda



Certificates for quality management system according to ISO 9001:2015 and for environmental management system according to ISO 14001:2015



Products from our company carry the PEFC CoC chain of custody certificate



REISS products are GS-tested.



REISS products carry the RAL-UZ 38 Ecolabel.



REISS products comply with the high demands stipulated in the 'Quality criteria for office workstations'



CE marking Decision No. 768/2008/EC Regulation (EC) No. 765/ 2008



The textiles used for screen walls have the EU Ecolabel and are OEKO-TEX® certified.

Contact person at REISS Büromöbel GmbH

For questions and suggestions, please contact the environmental management officer, Ms Theresa Bärsch, who will be glad to assist you.
Email: Theresa.Baersch@reiss-bueromoebel.de

REISS Büromöbel GmbH
Südring 6
04924 Bad Liebenwerda

An updated environmental statement is made available on our homepage every year. The next updated environmental statement will be published in April 2024.

Statement of the environmental verifier on the audit and verification activities


I, the undersigned environmental verifier, Michael Sperling, EMAS Environmental Verifier, Registration No. DE-V-0097, accredited and licensed for Department 31 Manufacture of Furniture (Nace code), confirm that I have verified whether the site or the entire organisation fulfils all requirements of Regulation (EC) no. 1221/2009 of the European Parliament and of the Council of 25th November 2009 on the voluntary participation by organisations in a community eco-management and audit scheme (EMAS), as stated in the consolidated environmental statement 2022 of Reiss Büromöbel GmbH (registration number DE-143-00038).

By signing this declaration, I confirm that

- the verification and validation have been carried out in full compliance with the requirements of Regulation (EC) no. 1221/2009,
- that the amendments made by Regulation (EC) 2017/1505 of 28th August 2017 and by Regulation (EC) 2018/2026 of 9th January 2019 have been fully taken into account,
- that the result of the verification and validation indicates beyond doubt that there is no evidence of non-compliance with the applicable environmental regulations,
- and that the data and information in the organisation's consolidated environmental statement present a reliable, credible and true picture of all the organisation's activities that fall within the scope specified in the environmental statement.

This statement cannot be equated with an EMAS registration. EMAS registration can be carried out only by a competent body in accordance with Regulation (EC) no. 1221/2009. This statement may not be used as a stand-alone piece of public communication.

Bad Liebenwerda, 25.04.2023



Michael Sperling
Environmental verifier
DE-V-0097

Abbreviations

ASA	Occupational Safety Committee	PEFC	Programme for the Endorsement of Forest
BG	Employers' Liability Insurance Association		Certification Schemes (international forest
DIN	German Institute for Standardisation		certification system)
EMAS	Eco-Management and Audit Scheme	QMB	Quality Management Board
	(Environmental management system for	RIR	Risk Identification Report – work-related
	improving the environmental performance of		accidents to be notified per 1 million work
	companies and organisations)		hours
GRI	Global Reporting Initiative	GHG	greenhouse gases
GS	Tested Safety (quality mark)	TMQ	incident rate per 1,000
GVL	Area Sales Manager	UMB	Environmental management officer
ISO	International Organization for Standardization	UNO	United Nations
LDR	Lost Day Rate		

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REISS Büromöbel GmbH

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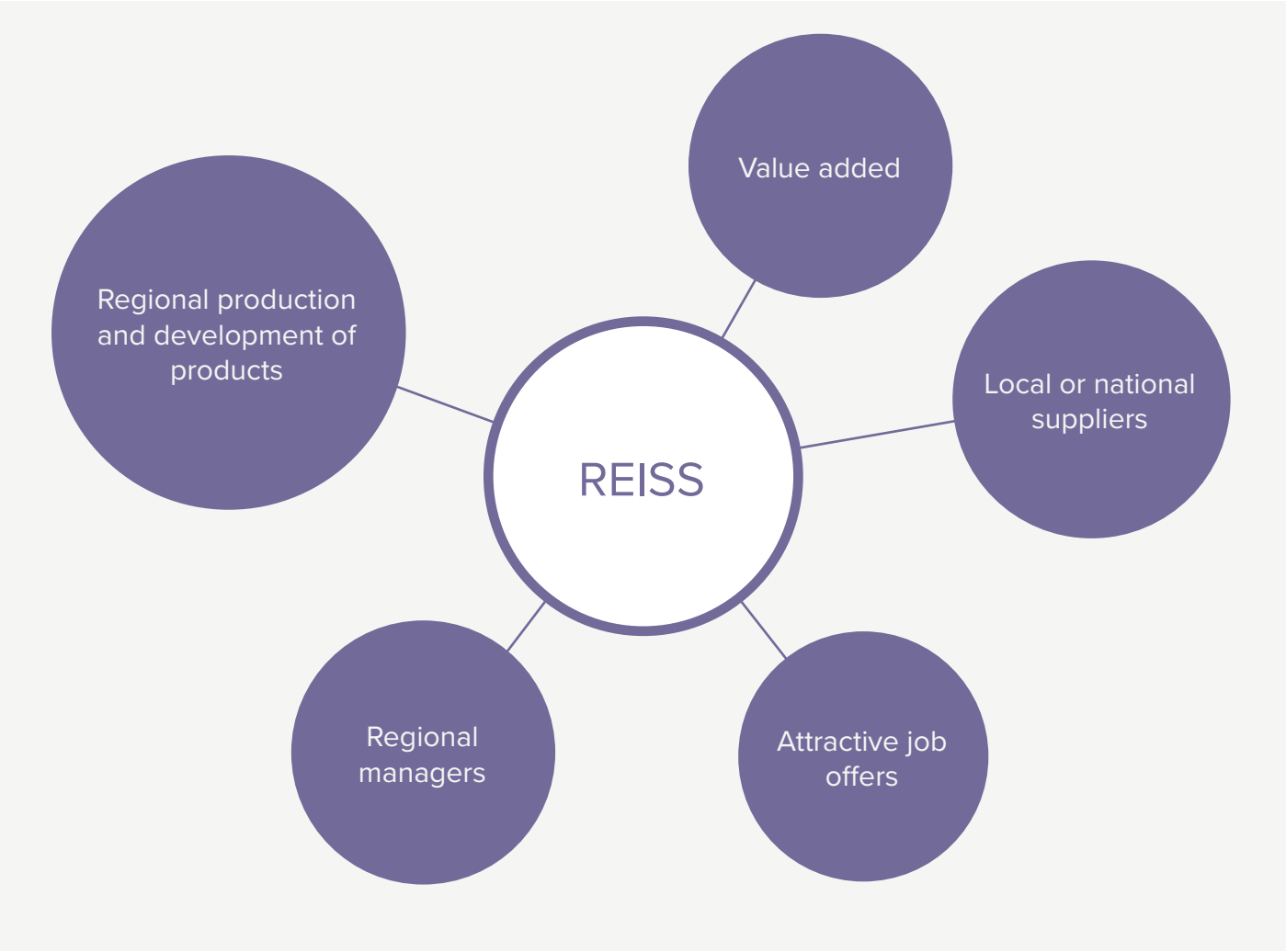
Economically sustainable action is synonymous with responsible behaviour – to preserve and modernise physical capital, to secure liquidity, to preserve and develop human capital, and to enhance the company’s reputation with its customers and society.

Key indicators of economic sustainability include the value created by the company and the percentage of managers domiciled in the region. This is a measure of indirect regional-economic impacts, such as shortage of skilled labour.

Besides attractive job offers and benefits, REISS provides incentives to retain qualified employees in the organisation and in the region and to offer prospects to qualified people who wish to return.

Within the realm of what is possible for us, we attach importance to cooperation with local suppliers. On the basis of the situation of the industry in the region, we describe the selection of our suppliers within Germany as local.

In the region, for the region – we develop and manufacture our products at our headquarters in Bad Liebenwerda and at Plant 2 in the district of Lausitz in Bad Liebenwerda. Products are developed in cooperation with partners and with the involvement of universities in the region, specifically Brandenburg and Saxony.



Value added

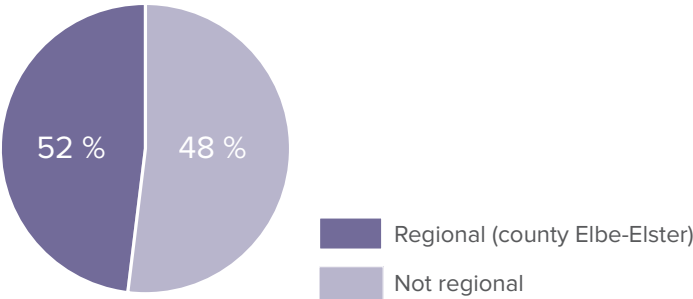
Added value as a key indicator of economic sustainability is also understood as the input-output ratio. At REISS, added value denotes the total output (direct economic value generated) minus the input (economic value distributed).

	2019	2020	2021	2022
Direct economic value generated [€]	47.233.355	50.420.541	46.702.072	40.681.872
Economic value distributed [€]	35.351.972	40.403.870	35.013.938	30.781.837
Economic value retained [€]	11.881.383	10.016.670	11.688.133	9.900.035
Value added [%]	25,15	19,87	25,03	24,34
Turnover value [€]	47.274.713	50.455.646	46.766.322	40.734.875
Depreciation rate [%]	5,72*	7,36	9,44	9,65

* The low depreciation rate is a result of the investment made in Plant 2 at the end of 2019.

Economic sustainability means, among other things, investing in employees and providing them with social and economic security. By paying salaries above the minimum wage, we give our employees economic security and increase employee loyalty. For this reason, the range of standard entry-level salaries compared to the minimum wage is not an issue for us.

19 MANAGERS



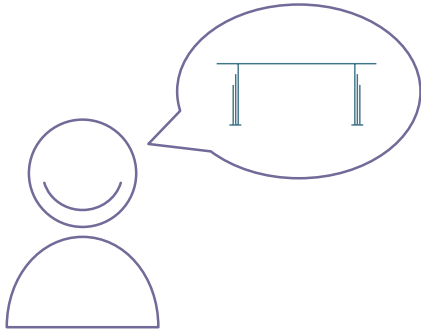
For us, sustainable product development means developing products that provide the greatest possible customer benefit, using materials that are produced sustainably or are renewable resources, producing and supplying in a resource-saving manner, and ensuring that the products are highly recyclable. It also means offering high-quality products that are durable and can be flexibly adapted to user needs.

Specific requirements for the products to be developed are determined by market research, customer surveys and performance requirements of public clients. The product development process ensures that compliance with the requirements is guaranteed at every stage of product development. The individual development stages are completed by a release process, which is supervised by the quality assurance department.

Operative supply quality is ensured by quality assurance concepts in the two REISS plants. After production release, the products are continuously developed and optimised through a continuous improvement process.

SATISFACTION THANKS TO SUSTAINABLE PRODUCT DEVELOPMENT

- Use of modern production technology
- Efficient use of materials with the highest possible product quality
- Use of identical parts for economical production
- Use of renewable resources and sustainably produced materials
- Use of recyclable materials
- Sustainable transport and packaging: small package size, reduced weight, recyclability



Customer health and safety are important aspects of our product development and production. Furniture design and the materials used are intended to guarantee safe use over a long service life, taking into account normative and customer-specific requirements. For this purpose, we have our products assessed by external testing organisations with regard to safety and suitability for use.

We rely on the GS certification of our products. The RAL-UZ 38 certification guarantees that the furniture is low in emissions and pollutants and that there are no health risks when it is used. Quality Office certification also confirms that REISS products are highly ergonomic, safe and functional.

Our furniture contributes to a healthy and ergonomic working environment. REISS stand-sit tables, for example, enable appropriate alternation between standing and sitting, thus preventing localised strain due to sitting or standing for too long.



Source: TÜV Thuringia

Customer satisfaction and customer requirements are measured in different ways. For example, surveys are regularly conducted and evaluated both by area sales managers (GVL) and using digital survey tools.

Independently of this, end customers can also provide concise feedback about our products and services by means of a proof of delivery when the furniture is delivered. These suggestions and information are regularly utilised to undertake appropriate corrective measures.



WHY IS CUSTOMER SATISFACTION MEASURED?

The results of the customer satisfaction evaluation are used to derive improvements to the company's products and services. Feedback received on the quality of current deliveries, and indications for further development of the range of products and services we offer (e.g., service, planning data, marketing material, etc.). These criteria contribute significantly to quality improvement.

We see commitment to the region and customer and employee satisfaction as the key approaches to socially sustainable behaviour.

It is the employees who make REISS what it is. They are the vital basis for ensuring the quality of all organisational and production processes and for customer satisfaction. Employee health and safety are basic prerequisites for good performance and high-quality products. Occupational health and safety are particularly important to us. In addition to complying with all relevant occupational health and safety regulations, we are constantly working to maintain and improve the safety and health of our employees by means of further measures.

In order to be sustainable and to deliver products that fulfil the needs of our customers, we place great importance on intensive exchange with customers, interested parties and partners, as well as with people within the company. The professional development of our employees based on our customers' quality assessment and their satisfaction are our key to progress and growth.

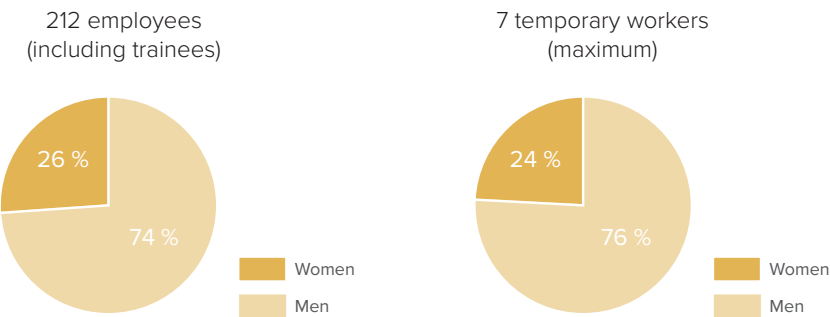
Today REISS is an employer in an economically underdeveloped region. We are aware of the responsibility that this entails. Due to REISS's long-standing bond with the health-resort town of Bad Liebenwerda, we have an extremely good relationship with the regional communities and with the town itself. REISS is committed to local schools and supports sports and cultural associations in the region and beyond.

Furthermore, REISS is always interested in further involving regional communities and promoting cultural exchange within the company and the region. Equal rights and equal treatment form the basis of our actions. Discrimination or privileged treatment on the basis of origin, gender, age, etc., has no place at REISS.



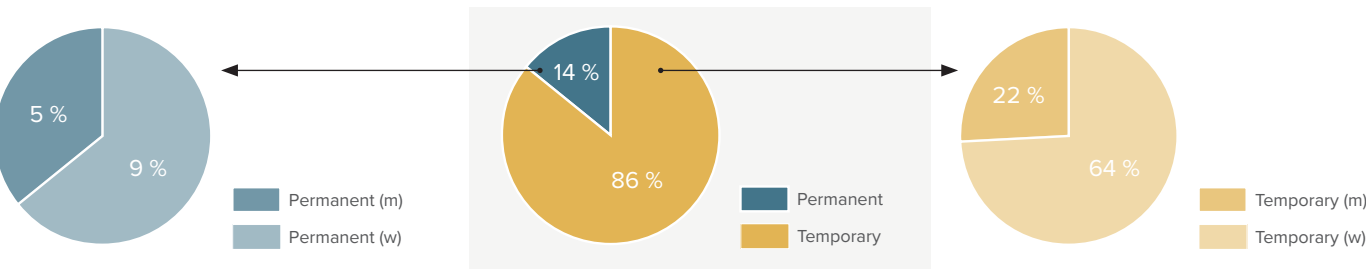
REISS employs 212 people (as of 31.12.2022) at its Plant 1 and Plant 2 sites in Bad Liebenwerda, Lausitz district. 90.9% of our employees are covered by our collective agreements. There are no seasonal fluctuations in the number of employees.

EMPLOYMENT PROFILE

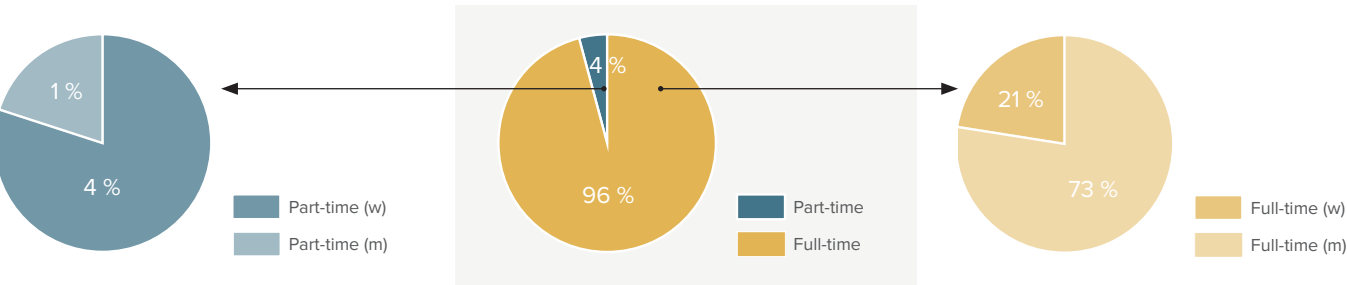


EMPLOYMENT RELATIONSHIP

Temporary & permanent employees



Temporary & permanent employees



An attractive offer

Continuous development and expansion of the company makes REISS an attractive employer in the Elbe-Elster county and the Lausitz region. As a company working with very modern technology, we offer interesting tasks with pay scales determined by collective agreements. Our employees benefit from flexible working hours, including shift work, as well as continuous professional development through individual training programmes and courses.

Company benefits

REISS offers its employees various company benefits, such as:

- Health care
- Company pension scheme
- Vacation benefits
- Special bonuses
- Financial contributions on special personal occasions, such as births and weddings
- Allowance for protective work clothing
- Beverage supply through water coolers
- Free fruit
- Free use of reusable containers for lunches

All 212 employees are entitled to parental leave. In the 2022 reporting year, nine men made use of their parental leave. The return rate at the end of 2022 was 100%. The retention rate is also 100% and defines the number of employees who are still employed 12 months after the end of parental leave.

PERSONNEL MOVEMENTS

REISS is very keen on hiring and retaining qualified specialists. To counteract staff turnover, we are constantly improving our staff retention programmes.

		2019		2020		2021		2022	
		Men	Women	Men	Women	Men	Women	Men	Women
< 30 years	Incoming	3	2	4	1	7	3	5	2
	Outgoing	3	0	3	1	2	0	4	2
30–50 years	Incoming	10	5	13	4	9	6	9	3
	Outgoing	3	4	6	2	9	3	14	5
> 50 years	Incoming	0	1	4	2	5	3	3	1
	Outgoing	3	0	5	5	4	2	5	1
Total	Incoming	21		28		33		23	
	Outgoing	13		22		20		31	

With flexible working hours as a result of working-time accounts and flexitime arrangements, we give our employees the opportunity to create a good personal work-life balance. This enables employees to swiftly respond to demands in their private life or to fulfil an occasional need for more leisure time.

REISS benefits equally from these regulations because the employees can record any overtime performed during times of high workload. Flexible working hours thus contribute towards a good workplace atmosphere and employee satisfaction. Even in times of higher workloads, employees show increased readiness to work owing to the working-time account and flexitime arrangements.



FLEXIBLE WORKING HOURS AT REISS

- Working-time account to record the framework for flexible working hours
- Working-time account as a buffer for times of low workload
- Flexitime arrangements for employees outside the shift system – an additional option for flexible working hours without access to the working-time account
- Employees in the shift system can take whole days off via the working-time account and, if necessary, also shorten shifts
- Flexible shift arrangements – during the detailed weekly planning of shifts, short-term and urgent private matters can be accounted for in advance
- Part-time work option for a better work-life balance
- Expansion of the options for remote work and home office

Occupational health and safety are high priorities for REISS and for our stakeholders. An occupational safety committee (ASA), which is permanently established in the company, meets every quarter. The chairman of the ASA, the team leaders from human resources and production, the works council members, the in-house doctor and the safety officers attend this meeting. 3.85% of employees form part of this committee and make decisions and arrangements for the implementation of measures within the scope of REISS health management.

REISS
Health management

OCCUPATIONAL SAFETY

- ▶ Occupational safety training for every employee and temporary worker upon recruitment and once per year
- ▶ Regular review of risk assessments
- ▶ Provision of PPE to all employees
- ▶ Coordination and control of occupational-medical health examinations
- ▶ Carrying out accident analyses
- ▶ Regular ASA meetings
- ▶ Regular visits with the occupational safety specialist and the in-house doctor
- ▶ Regular training of first aiders, fire protection helpers and safety officers

WORKPLACE HEALTH PROMOTION

- ▶ Ergonomic workstations
- ▶ Free chilled water
- ▶ Free fruit every week
- ▶ Support sustainability through the provision of multi-purpose lunch containers
- ▶ Health actions: employee discount and employer subsidy for VDU workplace glasses

INTEGRATION MANAGEMENT

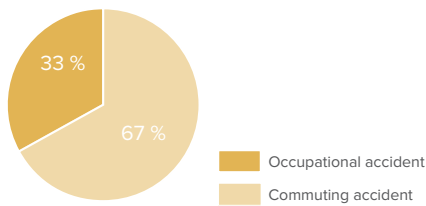
- ▶ Support and re-entry after recurrent or long-term illness, e.g., via the Hamburg model, contribute to job retention

The annual REISS Health Day was established to address important health issues and to enhance our employees' understanding of these. The intention is to raise awareness of individual issues and encourage our employees to take personal precautions through preventive measures. In 2019, for example, we provided information on the topic of back health and presented preventive measures.

Workplace health promotion is currently being developed and will be further improved in the coming years. At present, it is not (yet) possible to provide quantitative data on preventive health protection measures and their use.

There were no documented occupational illnesses or work-related deaths during the reporting period. The following table lists the reportable work-related accidents (excluding commuting accidents) and other important key figures. To record accident statistics, guidelines according to the VA-025 procedural instructions are used.

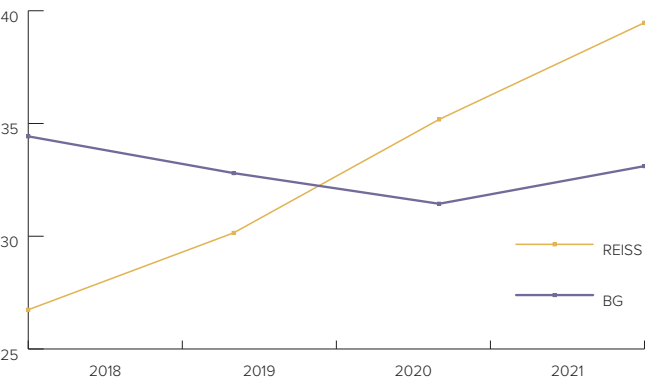
REPORTABLE ACCIDENTS



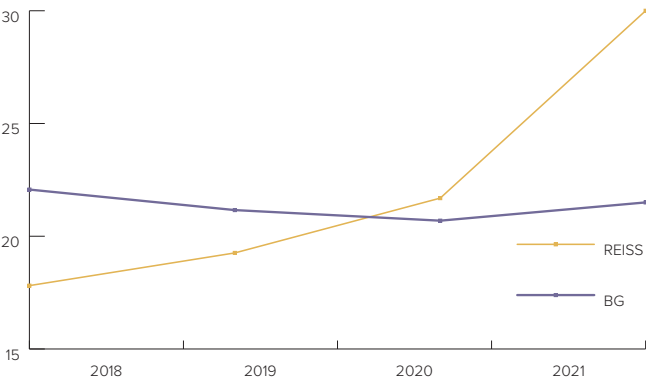
	2019		2020		2021		2022	
	Men	Women	Men	Women	Men	Women	Men	Women
Reportable work-related accidents*	3	2	4	0	5	1	3	1
Lost day rate (LDR) [%]	0.28		0.35		0.20		0.06	
Incident rate per 1000 (TMQ)**	30.15		35.18		39.47		18.87	
Work-related accidents to be notified per 1 million work hours (RIR – Risk Identification Report)***	19.26		21.69		30.00		33.11	

* Excluding commuting accidents
** Relative accident frequency per 1,000 full-time employees
*** Relative accident frequency per 1 million work hours

WORK-RELATED ACCIDENTS TO BE NOTIFIED
PER 1,000 MILLION



REPORTABLE WORK-RELATED ACCIDENTS
PER 1,000,000 WORKING HOURS



BG figures for 2022 are not available at the time of reporting, so the previous year's figure was used for comparison purposes.

SUSTAINABLE HUMAN RESOURCE MANAGEMENT BEGINS EARLY AND IS THE KEY TO EMPLOYEE SATISFACTION. WE BELIEVE THAT IT IS IMPORTANT TO RECOGNIZE THE NEEDS OF OUR EMPLOYEES AND TO BE ABLE TO ADDRESS TOPICS SUCH AS PERSONAL DEVELOPMENT IN A TIMELY MANNER. WE ALSO RELY ON SMART SOFTWARE SOLUTIONS TO MAKE ADMINISTRATIVE PROCESSES EASY AND SUSTAINABLE FOR OUR EMPLOYEES.

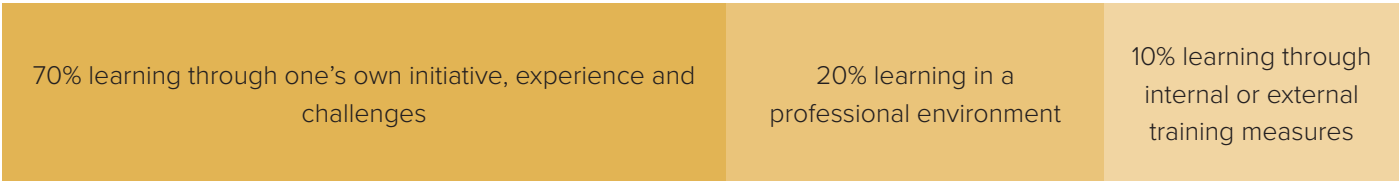
N. SCZEPANSKI, PERSONNEL MANAGEMENT

Our guiding principle for the education and training of our employees is individuality. We focus on specific solutions that are precisely tailored to the employee and his or her area of responsibility.

In our internal training programme, basic training courses are mandatory for certain employee groups, but can also be optionally taken by other employee groups if they benefit the performance of their work. Mandatory training courses for all employees of certain groups and/or departments are monitored in the qualification matrix against the respective training level of the employees.

Employees’ need for education and training is determined individually in the annual employee dialogues and documented in the annual training schedule. In addition, the REISS training concept specifies that perspectives and goals with regard to professional development be discussed in detail in additional individual discussions between employees and managers, and that the need for training be determined on this basis. In cooperation with the human resources department, this is then incorporated into the training schedule and into the organisation of corresponding training measures. All options are open – from small-scale training programmes, to extensive advanced training contracts to promote comprehensive training, such as master crafts training, are open.

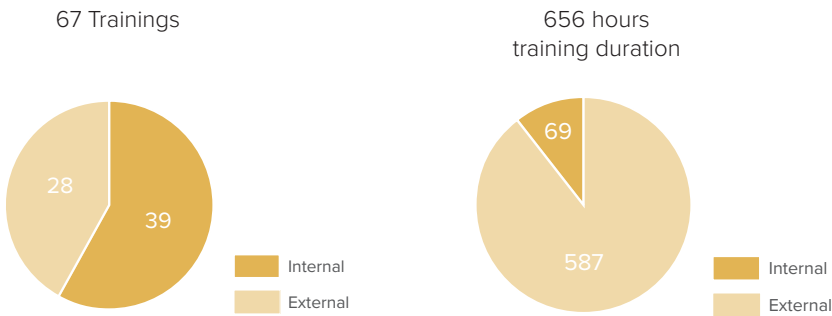
The internal sales team, sales representatives and some of our specialist trade partners were trained as certified workplace experts in 2021. This basic course from the Mensch & Büro-Akademie for the planning and evaluation of office spaces and office workstations comprised a training period of five days.



We also conduct logistics and assembly training sessions for our service providers, and training sessions on the subject of 'digitalisation in the company' for employees, especially in the areas of sales and customer service.

With the implementation of a comprehensive staff development concept, the number of training measures has increased overall. The focus here is on internal training with the aim of developing staff and strengthening team spirit.

INTERNAL AND EXTERNAL TRAININGS



The search for apprentices is difficult, in line with the general trend. To counteract this, extensive marketing campaigns are initiated, presence at training fairs or career information days is ensured and social media platforms are increasingly used to reach the target group.

	2019	2020	2021	2022
Total number of trainings*	9	10	10	9
of which newly recruited	2	2	3	0

* Reporting date 31 December

In order to bind trainees to the company, welcome days or a welcome week are organised after the start of the training or dual study programme. This ensures that the trainees have the opportunity to get to know one another and all relevant contact persons at REISS. Furthermore, the opportunity is used to impart basic knowledge and to get to know the training company.

During the training period, apprentices are assigned tasks in various areas: several departments and different jobs are passed through for all professions, in order to offer trainees a broad understanding and to recognise and optimise their strengths.

The training is managed centrally by the training coordinator, who is also the contact person for the trainees and guides them through the entire training period.

Thanks to early planning of future admissions, REISS offers very good employment chances – taking into account the wishes of the trainee where possible.

REISS
Training options

IN-COMPANY TRAINING

- ▶ Industrial Mechanic (m/f/d)
- ▶ Warehouse Logistics Specialist (m/f/d)
- ▶ IT Specialist for System Integration (m/f/d)

DUAL STUDY PROGRAMME

▶ Bachelor of Engineering with integrated training as an industrial mechanic (m/f/d)


specialising in mechanical engineering or industrial engineering and management

PREPARATORY OPTIONS


- ▶ Student internship
- ▶ Voluntary internship
- ▶ Working student (m/f/d)

REISS is involved in the region and supports regional communities, because this is where the future of REISS lies. We support children and the youth in various ways, e.g., in sports, culture and education. The primary and secondary schools in Bad Liebenwerda are named after the company founder Robert Reiss for good reason. In 2020, we reaffirmed our commitment to promoting children's school education and renewed our cooperation agreement with the Robert Reiss Grundschulzentrum.

The following regional communities are supported, for example, by means of donations and sponsorships:
A sponsored project of the voluntary fire brigade in Bad Liebenwerda is intended to help the youth understand the opportunities and perspectives of the fire brigade, as well as its various tasks.




REISS Zweck e.V.,
historical club




GRUNDSCHULZENTRUM ROBERT REISS
Bad Liebenwerda


Support association of
Robert-Reiss-elementary school




Support association of
Robert-Reiss-high school




Aid association for
people with cancer



Handball club
Bad Liebenwerda e.V.



Big Band
Bad Liebenwerda



Potsdamer Sport-Union 04 e.V.

To promote youth development, REISS has been committed to the training of young people ever since the company was founded. Since 1895, REISS has been consistently training apprentices in a wide variety of professions. In addition, the company closely cooperates with scientific institutions such as the TU Dresden or the BTU Cottbus-Senftenberg. The objective of the cooperation with these universities is knowledge transfer for the further development of processes, technologies and products at REISS.

REISS also integrates itself into the social life of the region and participates in the annual Elsterlauf race in the health-resort town with its own team, the REISS RUNNERS. The Elsterlauf race takes place annually as part of the Brunnenfest (fountain festival) in Bad Liebenwerda. The REISS RUNNERS compete in several disciplines such as cycling, running and walking over various distances.



Regional support and the idea of sustainability have also been incorporated into the REISS Bienen (bees) project since 2022, launched by REISS Zweck e.V. REISS Zweck e.V. is the owner of several bee colonies. REISS supports the project by providing spaces on the Plant 2 site in Bad Liebenwerda, Lausitz district. Thanks to natural green areas, the bees can develop undisturbed there. The bees are cared for by the chairperson and a regional bee keeper. The honey is tested, harvested and bottled without additives.



We are aware of our responsibility towards our stakeholders and always act according to ethical principles. We reject discrimination and corruption and advocate equal rights in all respects, including gender, age, nationality, religion and mental or physical impairment. We expect these ethical principles to be upheld by each of our employees and by our suppliers and customers.

We respect the internationally applicable human rights provisions (ILO) such as fair wages, safe and healthy working conditions, and restrictions on working time. The protection of human rights, as formulated and laid down in the German constitution and the Universal Declaration of Human Rights of the United Nations (UN), is for us a matter of course. We do not tolerate or accept any form of child labour, forced labour or compulsory labour.

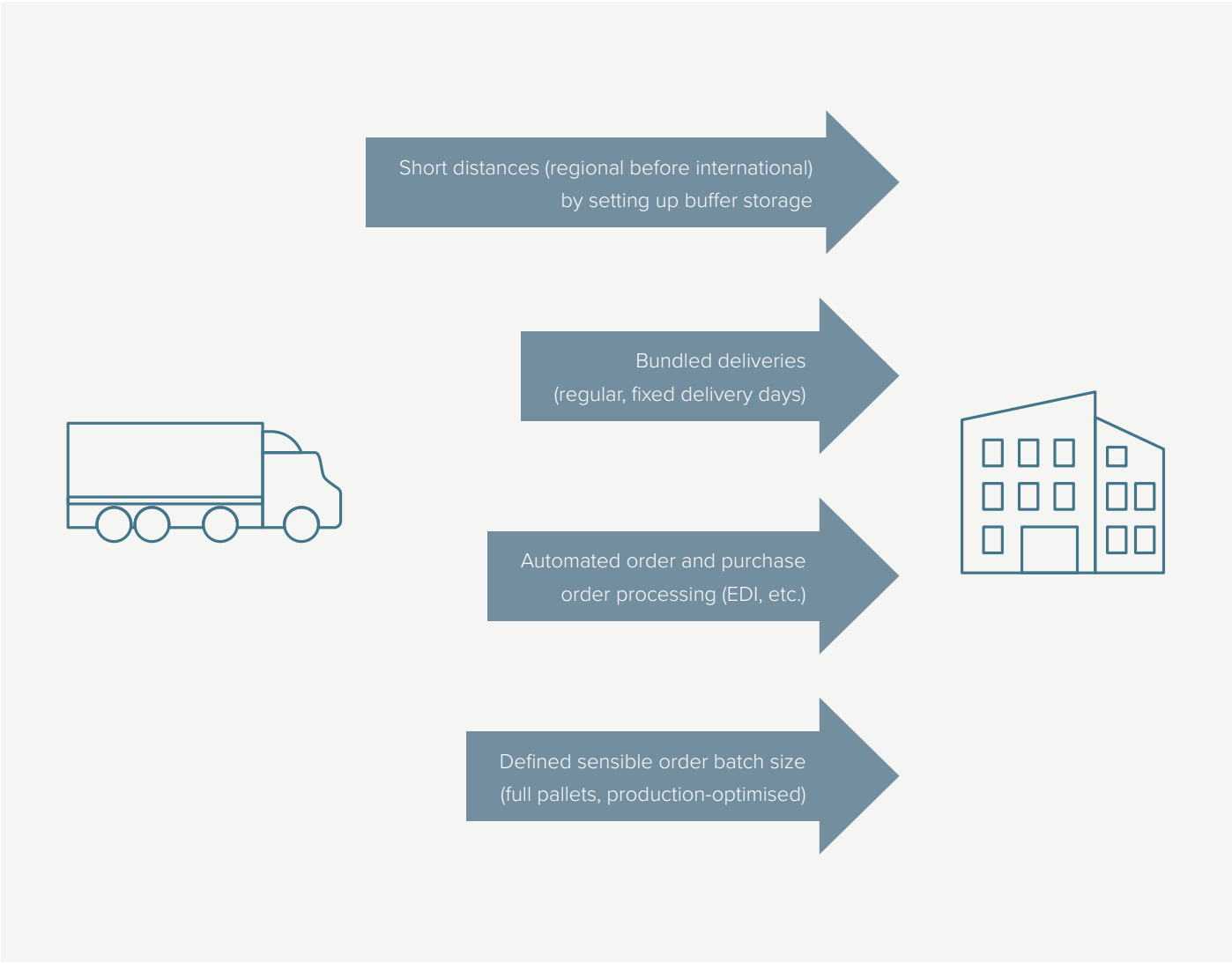
Neither REISS nor its suppliers are located in emerging economies or developing countries. Supplier locations are in adjacent national or international regions, due to which there is no risk of violating human rights. The rule of law in these countries prevents inhumane work practices.

Furthermore, we do not tolerate any discrimination on grounds of origin, nationality, sexual identity, gender, age, or physical or mental disabilities.



All supplied materials, substances and products that we use for production influence our own product, and can jeopardise its quality or environmental relevance. This is one of the reasons why we evaluate our suppliers in regular supplier audits with regard to qualitative, ecological and sustainable aspects. In addition, we regularly conduct a life cycle analysis and request suppliers to submit a voluntary disclosure. We also define our requirements for our suppliers in a Code of Conduct. This defines our requirements with regard to the social ethical responsibility of our suppliers.

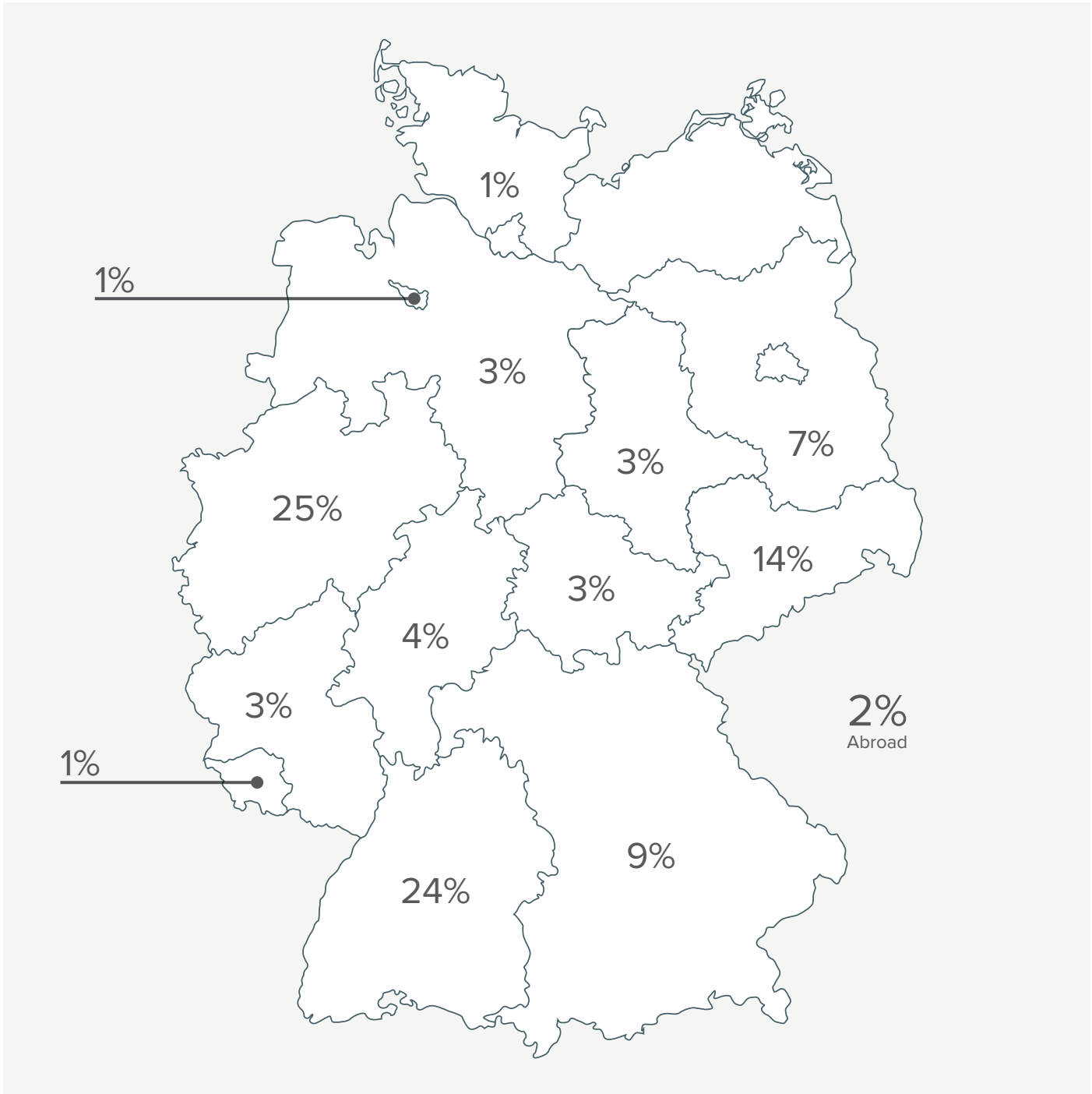
Due to the relatively low level of vertical integration, the environmental and sustainability conduct of our suppliers and the environmental soundness of the supplied materials and products substantially determine our own environmental performance. Therefore, it is necessary to work together as partners to find environmentally relevant regulations which guarantee a consistently high standard. For example, when selecting suppliers, we pay attention to reusable packaging or recyclable packaging materials.



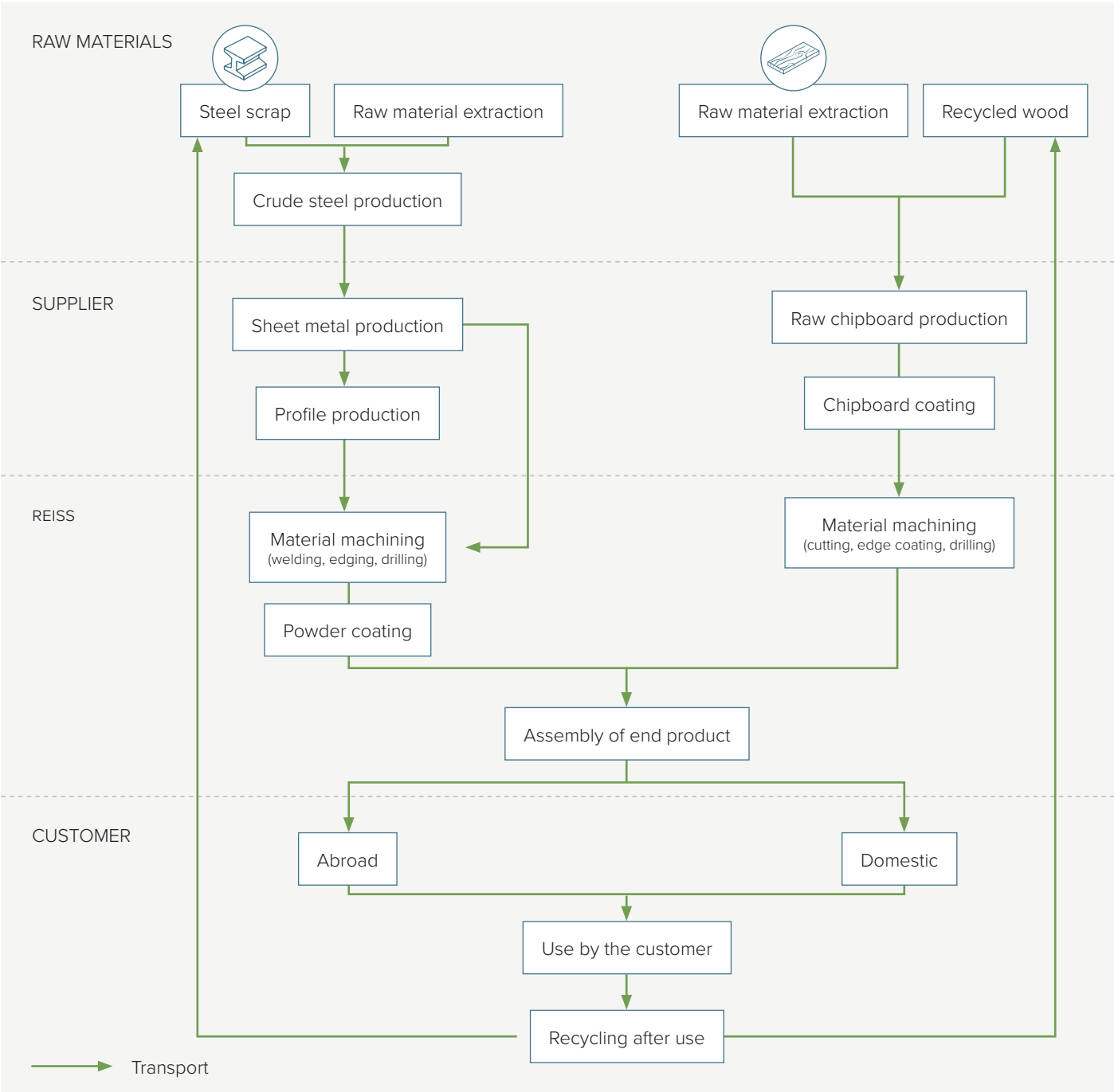
There are only a few industrial companies located in the south of Brandenburg, at the border with Saxony and the surrounding areas. For this reason, REISS acts sustainably within the scope of its possibilities, with approx. 96% of our suppliers based in Germany. 29% of our suppliers are < 300 km away from Bad Liebenwerda.

Due to our geographic location, nearly 100% of the available purchasing budget is spent 'locally'. The geographic definition of 'local' in this context refers to all regions within Germany. One of the significant changes in the supply chain, which is due to the increase in the number of electromotive tables, is the increase in the number of suppliers who supply electromotive components in particular. Furthermore, the percentage of suppliers from abroad for the 2022 reporting year is 3.66% of the total suppliers (no A-suppliers).

PERCENTAGE OF SUPPLIERS BY FEDERAL STATE



The raw materials and product materials we use include wood-based materials, plastics, metals and electrical drive systems. Recycled material is used both in wood-based materials and in the production of crude steel. Wood-based materials, as well as sheet metal and metal profiles, are treated appropriately in individual production processes in order to arrive at an end product that fulfils customer requirements. For example, wood components are cut to the size required for the end product and the required holes are drilled. Edge coating is carried out using both conventional gluing technology and zero-joint technology. Depending on requirements, metal parts go through the process steps of folding, drilling, milling, punching, laser cutting, washing and powder coating. After final assembly, our products are delivered to the respective customers nationally and internationally. At the end of their cycle, our products can be dismantled into their individual components and recycled, as we do not use composite materials.



The responsible use of resources plays out on many levels. For this reason, we have been awarded the PEFC CoC (chain of custody) certificate since 2018. The PEFC CoC certificate not only signifies wood from sustainable forest management, but also that economic, ecological and social standards are taken into account in all related processes up to delivery to the customer.

As mentioned in the preceding environmental statement section (p. 3–40), REISS pays attention to the resource-saving use of wood, and sourcing from responsible suppliers. PEFC certification takes a sustainable approach. Attention is paid to economic, ecological and social standards not only in forest certification but also in product chain certification.

Sustainable business activities, responsible handling of resources and ecological product design are top priorities at REISS.



100%
PEFC-certified chip-
board material



As an industrial company in a rural area, we create prospects for employment and thus counteract migration to urban areas and further depopulation of the region. At the same time, we contribute to the preservation of more jobs and the attractiveness of the region through local economic cooperation and suppliers, and by supporting local associations and schools.

REISS Büromöbel GmbH cooperates very closely with ELSTER WERKE GmbH. This is a non-profit organisation for adults who are not employed in the general job market due to the nature and severity of their cognitive or physical disabilities. ELSTER WERKE facilitates the social integration and professional rehabilitation of people with mental or physical disabilities.



REISS acts as a client and supplier for wood processing by ELSTER WERKE in Lausitz, and for the DruckHaus (printing house) and metalworking in Herzberg/Elster. In this way, REISS supports the employment of people with disabilities.

The DruckHaus in Herzberg/Elster prepares and dispatches almost all the printing orders, marketing articles, catalogues and brochures for REISS. Production of the REISS container system takes place exclusively at ELSTER WERKE in Lausitz. The employees at ELSTER WERKE in Lausitz produce high-quality containers for REISS and are therefore very important cooperation partners and suppliers for us. An annual audit is conducted on the basis of this close cooperation. In this process, aspects relating to quality, the environment and sustainability are considered and examined.



Content index according to GRI 101 + GRI 102 + GRI 103 + GRI 200 + GRI 300 + GRI 400

GRI 101 FUNDAMENTALS		
1	Principles of reporting	✓
2	Application of GRI standards for the preparation of sustainability reports	✓
3	Issue of statements on the application of GRI standards	✓
GRI 102 GENERAL INFORMATION		
Strategy and analysis		
102-14	Statement by the highest decision-maker	✓
Organisation profile		
102-1	Name of the organisation	✓
102-2	Activities, brands, products and services	✓
102-3	Headquarters of the organisation	✓
102-4	Operating sites	✓
102-5	Ownership structure and legal form	✓
102-6	Markets supplied	✓
102-7	Size of the organisation	✓
102-8	Information on employees and other workers	✓
102-9	Supply chain	✓
102-10	Significant changes to the organisation and its supply chain	✓
102-11	Precautionary approach and precautionary principle	✓
102-12	External initiatives	✓
102-13	Membership in associations and interest groups	✓
Involvement of stakeholders		
102-40	List of stakeholder groups	✓
102-41	Collective bargaining agreements	✓
102-42	Stakeholder identification and selection	✓
102-43	Approach for the involvement of stakeholders	✓
102-44	Important issues and concerns raised	✓
Report profile		
102-45	Entities included in the consolidated financial statement	✓
102-46	Procedure for determining report content and choice of topics	✓
102-47	List of essential topics	✓
102-48	Reissue of information	✓
102-49	Changes to reporting	✓
102-50	Reporting period	✓
102-51	Date of last report	June 2021
102-52	Reporting cycle: every two years, annual update of key figures	✓
102-53	Contact person for questions about the report	✓
102-54	Statement on reporting in accordance with GRI standards	✓
102-55	GRI Content Index	✓
102-56	External audit	✓
Corporate governance		
102-18	Management structure	✓
Ethics and integrity		
102-16	Values, principles, standards and norms of conduct	✓
102-17	Procedures for consultation and concerns regarding ethics	✓

Content index according to GRI 101 + GRI 102 + GRI 103 + GRI 200 + GRI 300 + GRI 400

ECONOMY		
	Management approach: economy	✓
GRI 201 ECONOMIC PERFORMANCE		
201-1	Directly generated and distributed economic value	✓
GRI 202 MARKET PRESENCE		
202-2	Proportion of senior management recruited from the local community	✓
GRI 203 INDIRECT ECONOMIC IMPACTS		
203-1	Infrastructure investments and sponsored services	✓
203-2	Significant indirect economic impacts	✓
GRI 204 PROCUREMENT PRACTICES		
204-1	Proportion of spending on local suppliers	✓
ECOLOGY		
	Management approach: environment and quality	✓
GRI 301 MATERIALS		
301-1	Materials used, by weight or volume	✓
301-3	Recycled products and their packaging materials	✓
GRI 302 ENERGY		
302-1	Energy consumption within the organisation	✓
302-3	Energy intensity	✓
GRI 303 WATER		
303-1	Water withdrawal by source	✓
303-3	Wastewater recovery and reuse	✓
GRI 305 EMISSIONS		
305-1	Direct GHG emissions (Scope 1)	✓
305-2	Indirect energy-related GHG emissions (Scope 2)	✓
305-3	Other indirect GHG emissions (Scope 3) 11	✓
305-4	Disclosure 305-4 intensity of GHG emissions	✓
305-7	Nitrogen oxides (NOX), sulphur oxides (SOX) and other significant air-borne emissions	✓
GRI 306 WATER AND WASTE		
306-1	Wastewater discharge by quality and discharge point	✓
306-2	Waste by type and disposal method	✓
GRI 308 ENVIRONMENTAL ASSESSMENT OF SUPPLIERS		
308-1	New suppliers screened according to environmental criteria	✓

✓ reported
✓ audited (by EMAS)

Content index according to GRI 101 + GRI 102 + GRI 103 + GRI 200 + GRI 300 + GRI 400

COMPANY		
	Management approach: Company	✓
GRI 401	EMPLOYMENT	
401-1	New employees and employee turnover	✓
401-3	Parental leave	✓
GRI 403	OCCUPATIONAL HEALTH AND SAFETY	
403-1	Employee representation on formal employer-employee occupational health and safety committees	✓
403-2	Type and rate of injuries, occupational illnesses, lost work days, absenteeism and number of work-related fatalities	✓
GRI 404	OCCUPATIONAL HEALTH AND SAFETY	
404-1	Average number of education and training hours per year per employee	✓
GRI 412	REVIEW OF HUMAN RIGHTS COMPLIANCE	
412-1	Sites where a human rights audit or human rights impact assessment has been conducted	✓
GRI 413	LOCAL COMMUNITIES	
413-1	Operational sites with local community involvement, impact assessments and support programmes	✓
413-2	Business activities with significant actual or potential negative impacts on local communities	✓
GRI 413	SOCIAL ASSESSMENT OF SUPPLIERS	
414-1	New suppliers assessed according to social criteria	✓
414-2	Negative social impacts in the supply chain and measures taken	✓
GRI 416	CUSTOMER HEALTH AND SAFETY	
416-1	Assessing the health and safety impacts of different categories of products and services	✓
416-2	Violations related to the health and safety impacts of products and services	✓
GRI 417	MARKETING AND LABELLING	
417-1	Requirements for product and service information and labelling	✓
GRI 418	PROTECTION OF CUSTOMER DATA	
418-1	Substantiated complaints regarding the violation of protection of client data or its loss	✓

Abbreviations

ASA	Occupational Safety Committee	PEFC	Programme for the Endorsement of Forest Certification Schemes (international forest certification system)
BG	Employers' Liability Insurance Association		
DIN	German Institute for Standardisation		
EMAS	Eco-Management and Audit Scheme (Environmental management system for improving the environmental performance of companies and organisations)	QMB	Quality Management Board
		RIR	Risk Identification Report – work-related accidents to be notified per 1 million work hours
GRI	Global Reporting Initiative	GHG	greenhouse gases
GS	Tested Safety (quality mark)	TMQ	incident rate per 1000
GVL	Area Sales Manager	UMB	Environmental management officer
ISO	International Organization for Standardization	UNO	United Nations
LDR	Lost Day Rate		

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REISS Büromöbel GmbH

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The drawing up of a sustainability report which provides REISS with self-reflection will enable us, among other things, to further optimise important economic, ecological and, above all, social issues. In addition to facilitating the company's self-reflection, the report also serves the purpose of stimulating and holding dialogues with interested parties. To this end, it is essential to integrate their interests and expectations.

The sustainability report has been prepared in accordance with the GRI standard: 'core' option (Global Reporting Initiative). The principles for ensuring the report quality, such as accuracy, balance, clarity, comparability, reliability and timeliness, were strictly adhered to in the preparation of the report, thus enabling an objective and transparent presentation of the aspects of the report.

Only the 'Environmental statement' section was subject to an external audit. This sustainability report is prepared and published annually in the form of an update of the key figures and is available to the public in digital form on the REISS website. For improved readability, we have avoided using gender distinctions in word forms in this report. It goes without saying that all information in this report includes all genders.

Contact person at REISS Büromöbel GmbH

For questions and suggestions, please contact the environmental management officer, Ms Theresa Mägel, who will be glad to assist you.
Email: Theresa.Baersch@reiss-bueromoebel.de

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04924 Bad Liebenwerda



REISS products are GS-tested. They bear the RAL-UZ 38 environmental quality seal, and meet the 'quality office' criteria. REISS is certified according to the quality management system (DIN EN ISO 9001), the environmental management system (DIN EN ISO 14001), the PEFC CoC (chain of custody) certificate, and EMAS III.

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