

Sustainability Report

2024/2025





Full-Service | 150 Employees | Location Lemwerder



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FOREWORD

Integration of sustainable processes into all business areas

Dear readers,

We are pleased to present our first-ever sustainability report. As a full-service provider of large-format digital printing and aluminum frame systems, we have long served as your reliable partner in the trade show, event and interior design sectors.

At our site in Lemwerder, Lower Saxony, we specialize in developing and producing high-quality printing solutions on textile substrates, which are used worldwide at trade shows, in interiors and at events. With state-of-the-art printing machines, we produce formats up to five meters in width and offer customized solutions – from concept to implementation. Our specially developed aluminum substructures can be flexibly adapted to your individual requirements and allow for simple installation.

Another significant business area is room acoustics. Our “subsidiary” precedes i-d, located on the same premises and sharing our production facilities, develops and manufactures sound-absorbing and soundproofing products that meet the highest standards of functionality and aesthetics.

Sustainability is a central pillar of our corporate strategy. We increasingly rely on renewable energies and have introduced energy-efficient technologies to reduce our environmental footprint. We serve as a pilot company for our energy provider EWE as part of a holistic transformation of manufacturing businesses.

Our goal is to achieve climate neutrality by 2045 and to reach net zero by 2032. Key measures include expanding photovoltaic systems, optimizing resource efficiency, and reducing CO₂-intensive logistics processes.

To minimize emissions from lengthy transport routes, we prefer to source preliminary products such as aluminum profiles and textile fabrics from regional suppliers. We also support circular economy initiatives.

In addition to environmental sustainability, social sustainability and responsible corporate governance are firmly anchored in our corporate culture. We place great value on fair and safe working conditions for our employees. Through continuous training and open communication, we foster their development and satisfaction. Diversity and inclusion are self-evident for us and enrich our company. We also actively support social initiatives in our region.

Transparent and responsible corporate governance is equally essential for us. We adhere to the highest ethical standards and ensure that all legal requirements are met. Through regular reviews and audits, we optimize our processes and guarantee compliance in all areas of business. Our company structures are designed to ensure long-term success.

This report offers a comprehensive look at our achievements so far and our future plans on the path to greater sustainability in all areas. Thank you for your interest; we look forward to shaping a sustainable future together.

With best regards,
the Management Board

20%

CO₂ - Reduction until 2025



THE BASIS OF OUR REPORT | ESG CRITERIA

Corporate sustainability is now evaluated according to **ESG criteria** (Environmental, Social, Governance), which measure a company's long-term value creation and its responsibility toward the environment and society.

ESG criteria were originally developed through initiatives such as the United Nations Global Compact and the Principles for Responsible Investment (PRI). These United Nations programs encourage companies and investors worldwide to incorporate sustainability aspects into their business and investment decisions. The key reason behind the creation of these criteria was the growing recognition that environmental and social factors, along with solid corporate governance, are critical for a company's long-term success and risk assessment.

Environment (E): This category addresses a company's ecological footprint. Topics such as energy consumption, emissions, waste management, resource efficiency, and the use of renewable energies are central. It's about how we protect our environment and integrate sustainable practices into our processes.

Social (S): This category focuses on people. Working conditions, employee training, health and safety, human rights, diversity and inclusion, and community engagement are core issues. Our goal is to create a positive environment for our workforce and make a beneficial contribution to society.

Governance (G): This category covers transparent and responsible corporate governance, including ethical business practices, compliance, risk management, data protection, and adherence to regulations. We strive to build trust among all stakeholders through effective governance.

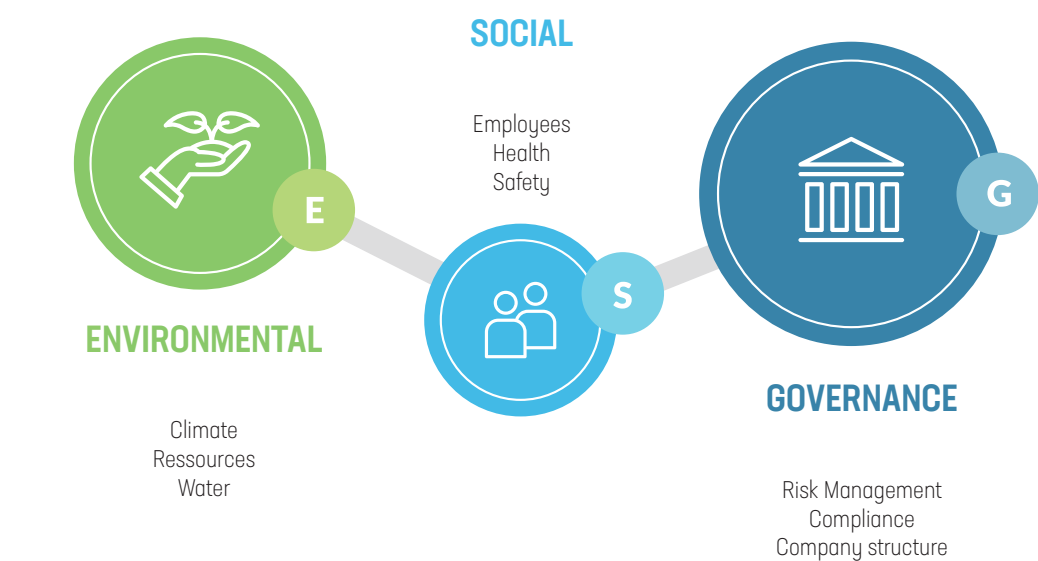
ESG reporting has become mandatory for specific companies, following a clear timeline. In Europe, the Corporate Sustainability Reporting Directive (CSRD) came into force on January 5, 2023, replacing the previous Nonfinancial Reporting Directive (NFRD).

Starting January 2024: The reporting requirement applies to companies already subject to the nonfinancial reporting obligation.

Starting January 2025: It affects companies that meet at least two of these three criteria: a balance sheet total exceeding €25 million, net revenues above €50 million, or more than 250 employees.

Starting January 2026: Capital market-oriented SMEs – any publicly listed companies meeting two of three criteria (over 10 employees, balance sheet total over €450,000, or revenue over €900,000) must also report.

Currently, Procedes does not fall under these legal requirements for ESG reporting. Nevertheless, we have chosen to embark on this journey voluntarily. We believe that transparency and accountability in environmental, social, and governance matters are not only ethically right, but also significantly contribute to our company's long-term success.





WE ARE FIRMELY CONVINCED

that holistic, sustainable business practices not only strengthen our company but also contribute positively to the communities in which we operate and to the global environment.

We are committed to placing sustainability at the core of our operations. Our sustainability strategy is closely intertwined with our broader corporate strategy. This integrated approach allows us to take into account the challenges and opportunities of sustainable business at every step of the decision-making process.

Our strategy is based on fundamental principles and recognized standards, whether industry-specific, national, or international. We actively promote responsible corporate governance and take concrete steps to ensure that our business practices comply with these standards.

All of this illustrates our commitment to long-term success that goes beyond purely financial metrics and incorporates social and ecological considerations. This synergy helps us create value in more than just financial terms, reinforcing our position as a responsible member of the business community.

We plan to further develop and implement our sustainability strategy on an ongoing basis. Our progress will be transparently documented and reflected in future reports to demonstrate our continuous efforts.

Our sustainability efforts focus on several key action areas where we can make a positive impact on society and the environment. Below are the core themes of our sustainability strategy:

Environmental Protection & Resource Efficiency

We work actively to minimize our environmental impacts and use resources efficiently. This includes reducing energy consumption, optimizing production processes to prevent waste, and emphasizing recycling initiatives.

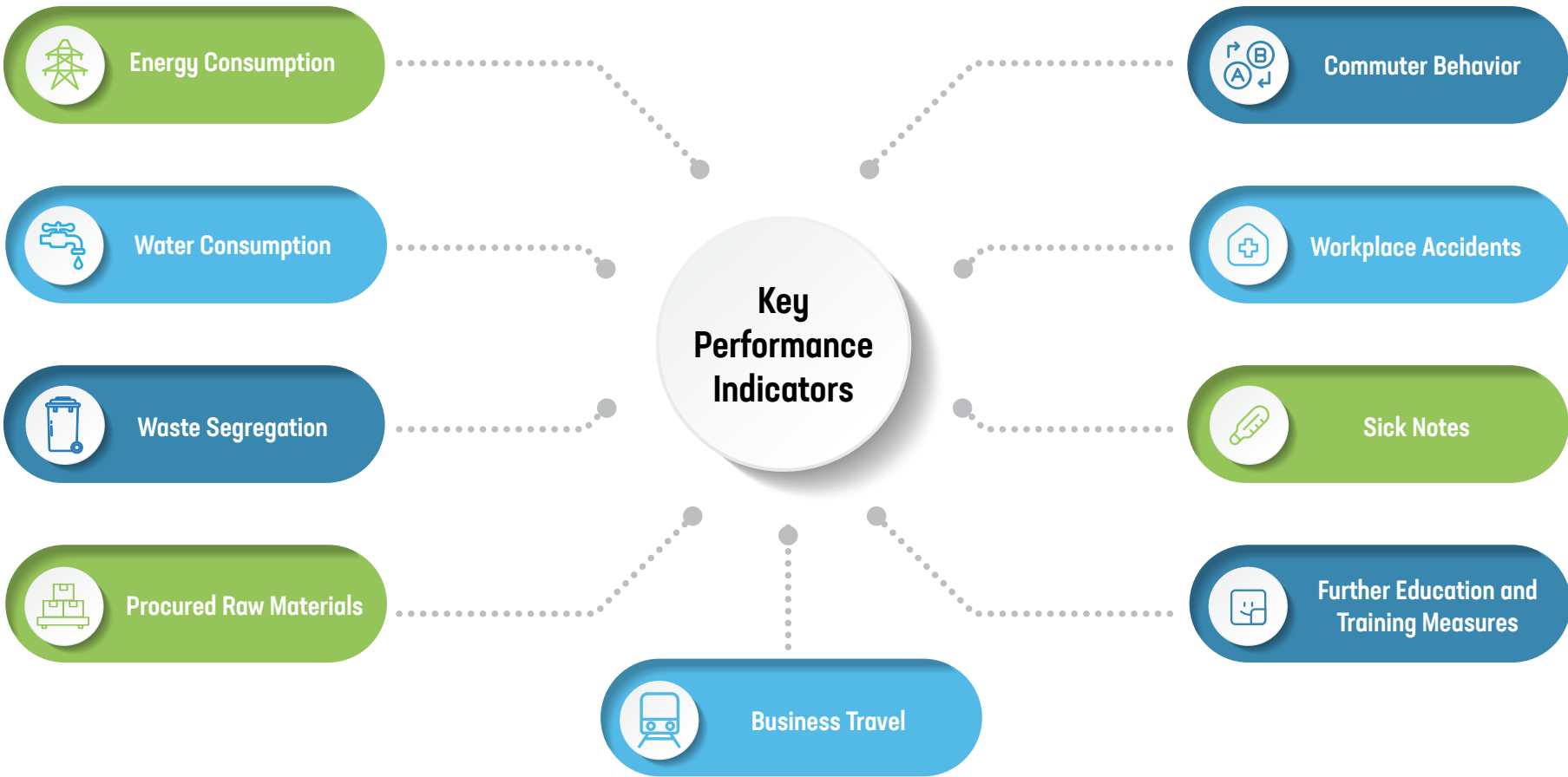
Social Responsibility & Employee Well-Being

We place great importance on our employees' well-being. This includes fair working conditions, training and further education opportunities, and programs to promote workplace diversity and inclusion. As a German manufacturer, we are already subject to extensive legal regulations concerning our workforce. However, as a family business, we go far beyond these requirements to enhance the well-being of our employees and the local community.

KEY PERFORMANCE INDICATORS | THE BASIS

Precise performance indicators are essential for assessing the effectiveness of our sustainability measures and for continuous improvement. These indicators enable us to track progress, identify weaknesses, and create targeted strategies. We regularly collect and assess various sustainability-related performance metrics in our organization.

Our aim is to ensure accurate data collection, enabling a transparent and precise understanding of our current situation. We continually work on improving our data gathering processes so we can build on our sustainability performance and optimize our workflows.



PROGRESS

ECOLOGY | SCOPE 1-3 EMISSIONS

A key element of our sustainability strategy in environmental protection and resource efficiency is understanding and reducing greenhouse gas emissions. Under the Greenhouse Gas Protocol, a company's emissions are categorized into three "scopes," as briefly described below:

SCOPE 1

direct emissions

Includes all direct GHG emissions from sources we own or control within the company. Examples include burning fossil fuels in our facilities, company-owned vehicles, and machinery. We can reduce these emissions through efficiency gains or cleaner technologies.



SCOPE 2

indirect energy related emissions

Covers indirect GHG emissions from the generation of purchased electricity, heat, or steam that we consume from external suppliers. Even though these emissions don't originate on-site, they result from our energy consumption. Since 2020, we have already generated much of our electricity through our own photovoltaic systems.



SCOPE 3

other indirect emissionen

Encompasses all other indirect emissions along the full value chain, both upstream (before our operations) and downstream (after). This includes emissions from raw-material production, logistics, business travel and employee commutes..



EMISSIONS



ECOLOGY | TARGETS & MEASURES TO REDUCE EMISSIONS

The primary way our business activities affect sustainability is ecological in nature and relates to the types of goods we produce. Generally, these are products based on fossil fuels that are used only for a short time.

In light of this, we have pledged to become climate-neutral by 2045 and to achieve net zero with regard to direct greenhouse gas emissions by 2032. To reach these goals, we prepared a detailed greenhouse gas inventory and developed a transformation plan. This analysis identifies various sources of greenhouse gases and proposes a series of measures that need to be taken, including the introduction of energy-efficient technologies, improving resource efficiency, reducing energy consumption, and making greater use of alternative energy sources.

Findings from the 2022 and 2023 greenhouse gas inventories show that most of our emissions stem from indirect Scope 3 sources, particularly transportation and the disposal of our goods by external partners. Scope 1 and Scope 2 emissions represent a smaller portion of the total and primarily result from electricity usage and fossil fuels in our production processes and facilities. These insights underscore the importance of addressing not only direct emissions but also the indirect impacts across the entire value chain.

To meet our social responsibility, we are planning multiple climate protection and sustainability projects. We will systematically electrify all processes—including heat generation and logistics—shifting from fossil-based to electric systems wherever possible. Another goal is to maximize our self-

generated renewable electricity by expanding photovoltaic systems and other renewable energy sources at our sites. We aim to boost the use of this self-produced power through efficient energy storage solutions and smart energy management.

In addition, we focus on continually improving energy efficiency by routinely optimizing production processes and employing modern technologies. Sourcing sustainably produced raw materials is another key step toward reducing our reliance on fossil resources. We are also developing more environmentally sustainable product categories that are eco-friendlier in both manufacturing and disposal. Any unavoidable CO₂ emissions will be offset by using greenhouse gas-neutral energy sources.

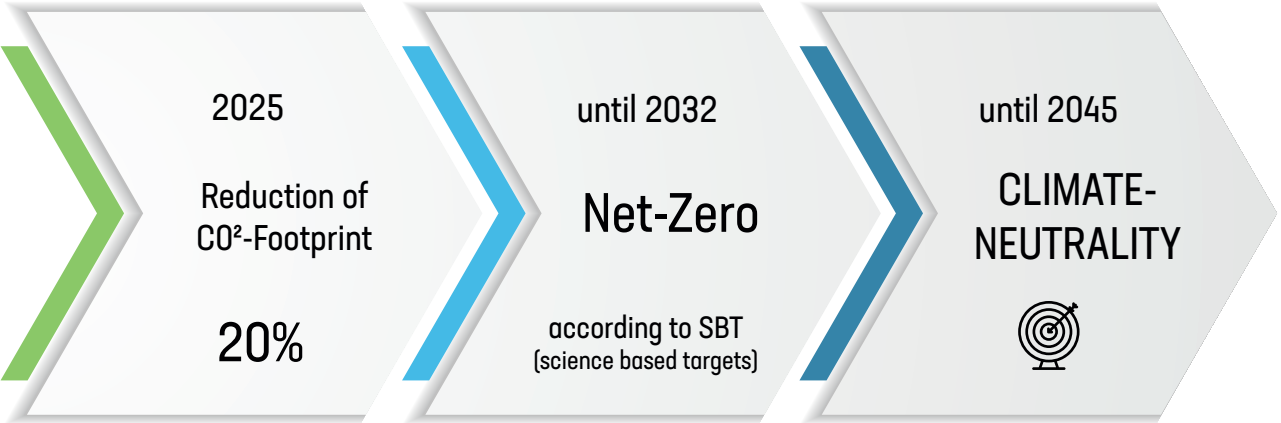
Given the high proportion of Scope 3 emissions, we have decided to voluntarily include them in our reporting, conducting a detailed analysis for the first time. This allows us to better understand, measure, and reduce our climate impacts. The results confirm that Scope 3 emissions account for the bulk of our total emissions, highlighting the critical importance of integrating sustainability considerations throughout the entire value chain.

Working closely with upstream and downstream partners, we plan to conduct a comprehensive environmental impact assessment of our finished products. In the next phase, we will develop and test systematic ecological optimizations. Implementation of these measures will be continuously monitored and adapted to each set of requirements.

We regularly track our progress toward achieving these objectives and publish frequent greenhouse gas reports to document our emissions status and measure our performance. Additionally, we employ internal control mechanisms to ensure that the planned measures are correctly carried out and that our targets are being met.

With these well-structured, targeted measures, we are confident we can meet our sustainability objectives and make a meaningful contribution to climate protection.

TARGETS





DATA ANALYSIS

CLIMATE-RELEVANT EMISSIONS

Methodology

emission calculation

Our calculations use location-based emissions factors, reflecting the specific energy mix and local emission data. This approach offers a realistic picture of our environmental footprint. We follow the guidelines of the **Greenhouse Gas Protocol** (GHG Protocol) in accordance with **DIN EN ISO 14040/14044**. Baseline year for emissions calculations is 2022.

objective

We aim to build a systematic monitoring system that allows real-time oversight. Our GHG inventory for 2023 has already improved in both speed and accuracy. An annual inventory and systematic refinements will continue, documenting progress on our sustainability strategy.

Scope 1

direct emissions

122 tons of CO₂e* in 2023

At Procedes, direct GHG emissions predominantly stem from using natural gas and diesel, mainly for heating our production facilities and powering our fleet. CO₂ is the principal component here; methane (CH₄) and nitrous oxide (N₂O) are less significant.

Scope 2

indirect energy-related emissions

201 tons of CO₂e* in 2023

About 64% of Procedes' Scope 2 emissions come from electricity consumption. A substantial portion of our energy is supplied by a photovoltaic system that met 24% of our needs in 2023. We plan to continue increasing the share of renewable energy by installing more PV-systems and expanding storage capacities.

Scope 3

other indirect emissions

10.034 tons of CO₂e* in 2023

Scope 3 emissions form the majority of our overall emissions, mostly arising from transportation of goods and outsourced logistics. As Scope 3 emissions total around 97% of Procedes' total emissions, cutting these poses a particular challenge.

Reducing Scope 3 emissions remains a top priority and will be fully integrated into our transformation roadmap in the near future.

* CO₂e = CO₂-equivalents

RESSOURCE MANAGEMENT



Effective resource management is essential to our sustainability ambitions, as it reduces our ecological impact and can also bring economic advantages. By efficiently using materials and energy, we lower our environmental footprint, cut costs, and improve the overall sustainability of our business processes.

At Procedes, resource management comprises:

- **Efficient Material Usage:** We aim to optimize material usage in production and minimize waste by leveraging precise planning and innovative technology.
- **Waste Reduction & Recycling:** We apply strategies to avoid waste and promote recycling, thereby closing resource loops.
- **Sustainable Sourcing:** We focus on choosing suppliers and materials that meet our sustainability guidelines, reducing impacts along the supply chain. Our goal is to increase the use of renewable materials and cut down on nonrenewable inputs.
- **Energy Efficiency:** Through energy-efficient technologies and processes, we reduce our energy consumption and related emissions.
- **Innovation & Continuous Improvement:** We invest in R&D to find new ways to use resources more efficiently and further shrink our environmental footprint.

FIGURES

Materials used

Procedes uses both renewable and non-renewable materials in the production of large-format digital prints and aluminum frame systems.

nonrenewable materials:
We largely use aluminum and synthetic substrates for our frame structures and print media. In the 2023 reporting period, this totaled about 600 tons.

renewable materials:
For certain applications, we use paper and other recyclable materials, totaling about 180 metric tons in 2023.

Water usage

Procedes does not require significant water volumes in production.

We use standard municipal water for restrooms and cleaning, disposing of wastewater via the public sewage system. Total water consumption in this period was 1,431 m³.

Categorization: fresh water with a filtrate dry residue of ≤1 000 mg/l TDS.

Energy consumption

Due to multiple efficiency initiatives, Procedes has achieved notable energy savings. We have cut energy use per production unit by over 20% since 2019 through photovoltaics and energy-efficient machinery.

Reduced energy types: The decrease mainly relates to the consumption of electricity and natural gas.

Energy figures in 2023:

Electricity: 601,329 kWh (139,796 kWh generated in-house)
Natural Gas: 318,755 kWh
Diesel: 147,090 kWh
Gasoline: 72,873 kWh

Waste

In the reporting period, Procedes generated 314 tons of waste, broken down as follows:

Production waste: Mostly aluminum scraps and textiles.

Recycling waste: A significant share is recycled (aluminum, paper, plastics).

Hazardous Waste: Under 0.5 tons, consisting largely of printing-process waste.

PROCESS MANAGEMENT

The management is fully committed—both internally and externally—to sustainability, recognizing its importance for society and future generations. We place great emphasis on ensuring that all employees act responsibly and sustainably. This focus is reinforced through regular events under the internal “Procedes Green” group, which aims to heighten employee awareness of this key issue.

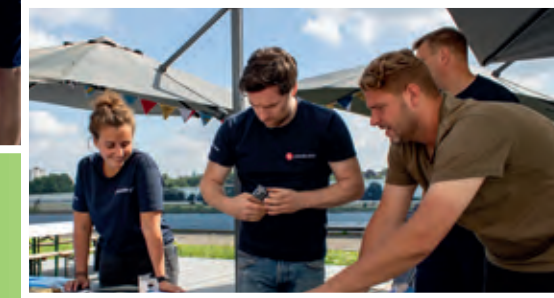
Responsibility for our ambitious target to operate in a fully sustainable, climate-neutral manner by 2045 lies with top management and our dedicated sustainability teams. We also strive to engage other stakeholders in our journey toward achieving this corporate goal.



Alexander Beilken
Managing Director



Felix Laubmann
Managing Director



We actively pursue a centrally guided sustainability strategy aimed at becoming the most ecologically sustainable digital printing provider for live entertainment in Europe.

Since 2016, we have maintained a digital knowledge base containing process descriptions, work instructions, regulations, responsibilities, contact details, and technical data relevant to day-to-day operations.

Within the company, we have interdisciplinary working groups (“Boards”) that oversee distinct operational areas.

We also have a special “Sustainability Board” that coordinates and monitors the overall strategy.

 **procedes**
goes GREEN



RESPONSIBILITY

VALUES

Procedes originates from a sailmaking company that is over 100 years old and continues to maintain deep connections to the sailing world. Founder Berend Beilken was himself a successful sailor, winning the Admiral's Cup and participating in the Olympics. Managing Directors Alexander and Björn Beilken have participated in World Championships, won the Kieler Woche regatta, and sailed in the German Sailing League – Alexander even crossed the Atlantic. As a result, the fundamental values of sailing form part of our corporate DNA and inform our daily work. These values include:

- **Teamwork**

In sailing, every team member is dependent on the others. Good communication and coordinated interaction are crucial for steering the boat efficiently.

- **Discipline**

Order and structure on board are essential. Everyone needs to know their duties and execute them consistently.

- **Communication**

Clarity and precision in communication are key on a sailboat, especially in critical situations such as manoeuvring or sudden changes in weather.

- **Flexibility**

Wind and weather conditions can change quickly. A team must be able to adapt quickly to new situations and respond accordingly.

- **Trust**

Each member must be able to trust others to perform their tasks reliably. Trust grows with experience and leads to better decisions in stressful situations.

- **Sense of Responsibility**

Everyone in the team has their own role and is responsible for the success of the whole project. Mistakes by one individual can put the entire team at risk.

- **Passion**

Sailing requires dedication and a passion for the ocean, the wind and the technique of sailing. This enthusiasm keeps the team motivated and together.

- **Ability to Accept Criticism**

The ability to give and accept constructive criticism helps the team to constantly improve and learn from mistakes.

- **Perseverance**

Sailing often requires long stamina, whether in downpours or in difficult weather conditions. A team needs to stay motivated and focused even during challenging periods.

- **Safety**

Awareness of the safety of the team and material is always paramount. Every member must be aware of the dangers and take appropriate action.



INCENTIVE SYSTEMS | EMPLOYEE APPRECIATION

At Procedes, our employees receive a stable and competitive salary that reflects the value of their contributions and commitment. We also offer a **company pension plan** and a **corporate health insurance supplement** to further enhance employee satisfaction and well-being. The pension plan helps employees secure extra financial support upon retirement while the health-insurance supplement covers additional medical treatments, such as alternative therapies, eyewear or special therapies.

We take a sustained approach to workplace health and safety. Lasting success in this area requires structured health management rather than sporadic efforts. We work with the Institute for **Workplace Health Promotion (BGF)** to support us in this process.

Our employees also have the option to lease bikes or e-bikes via **“JobRad.”** This program encourages eco-friendly commuting while promoting physical health. The company partially subsidizes these leases, making them more attractive. Many employees already use these bikes for commuting and leisure, helping reduce CO₂ emissions.

While there is no monetary incentive program specifically tied to meeting sustainability objectives—and none is planned at present—we place great emphasis on sustainability internally. This is reflected in our **“Procedes Green”** initiative, promoting eco-friendly practices in daily operations and enhancing overall awareness.

All of these measures help weave sustainability into our everyday work, strengthen our workforce's team spirit, and cultivate mutual appreciation. Our corporate culture is dynamic, and we aim to continue developing it. We believe that a sustainable approach to company management benefits the environment and increases job satisfaction and dedication.

Active involvement by our employees is essential to this process. We explicitly welcome their feedback and suggestions, which help drive continual evolution in our sustainability initiatives.



INCENTIVE SYSTEMS | PROCEDES GREEN

Under the umbrella of Procedes Green, we provide various nonfinancial incentives to motivate employees toward more sustainable behavior:

Waste Sorting & Reduction

We have introduced a comprehensive waste separation system that makes it easier for our employees to dispose of waste correctly. Separate bins for paper, plastic and residual waste are available in all office and production areas. We have also set up special collection points for batteries and electronic devices. We regularly train our employees in the correct separation of waste and raise their awareness of the importance of recycling and resource conservation. We promote awareness of waste avoidance through internal campaigns and information materials, for example by using reusable containers and avoiding disposable products. Our employees are encouraged to make suggestions for further reducing waste, which enables us to achieve continuous improvements together.

Reducing Paper Usage

Thanks to the increased use of digital communication tools and document management systems we have significantly reduced paper consumption. We rely on electronic invoices, digital signatures signatures and the shared use of documents in cloud systems. Our employees are encouraged to print only when absolutely necessary. We prefer to use recycled paper and have switched the standard paper quality to environmentally friendly alternatives.

CO²-neutral Commuting

We motivate our employees to use environmentally friendly means of transportation in order to reduce CO² emissions from their daily commute. In addition to the JobRad program, we promote the formation of car pools. At regular intervals, we organize "Green Mobility Weeks", during which environmentally friendly commuting is given special recognition. We also provide secure parking facilities for bicycles and charging facilities for e-bikes.

Joint Meals & Activity Days

We regularly organize events to raise awareness of sustainability and community. These include vegetarian and vegan cooking workshops where our employees learn how to prepare sustainable and healthy meals. At company parties and meetings, we make sure to use regional, seasonal and organically grown food.

Energy Management at Work

Our employees are encouraged to save energy in the workplace. We have installed energy-efficient lighting systems and use modern, energy-saving devices. In training courses, we provide information on simple energy-saving measures, such as switching off computers and monitors when not in use, using energy-saving modes and avoiding standby mode..

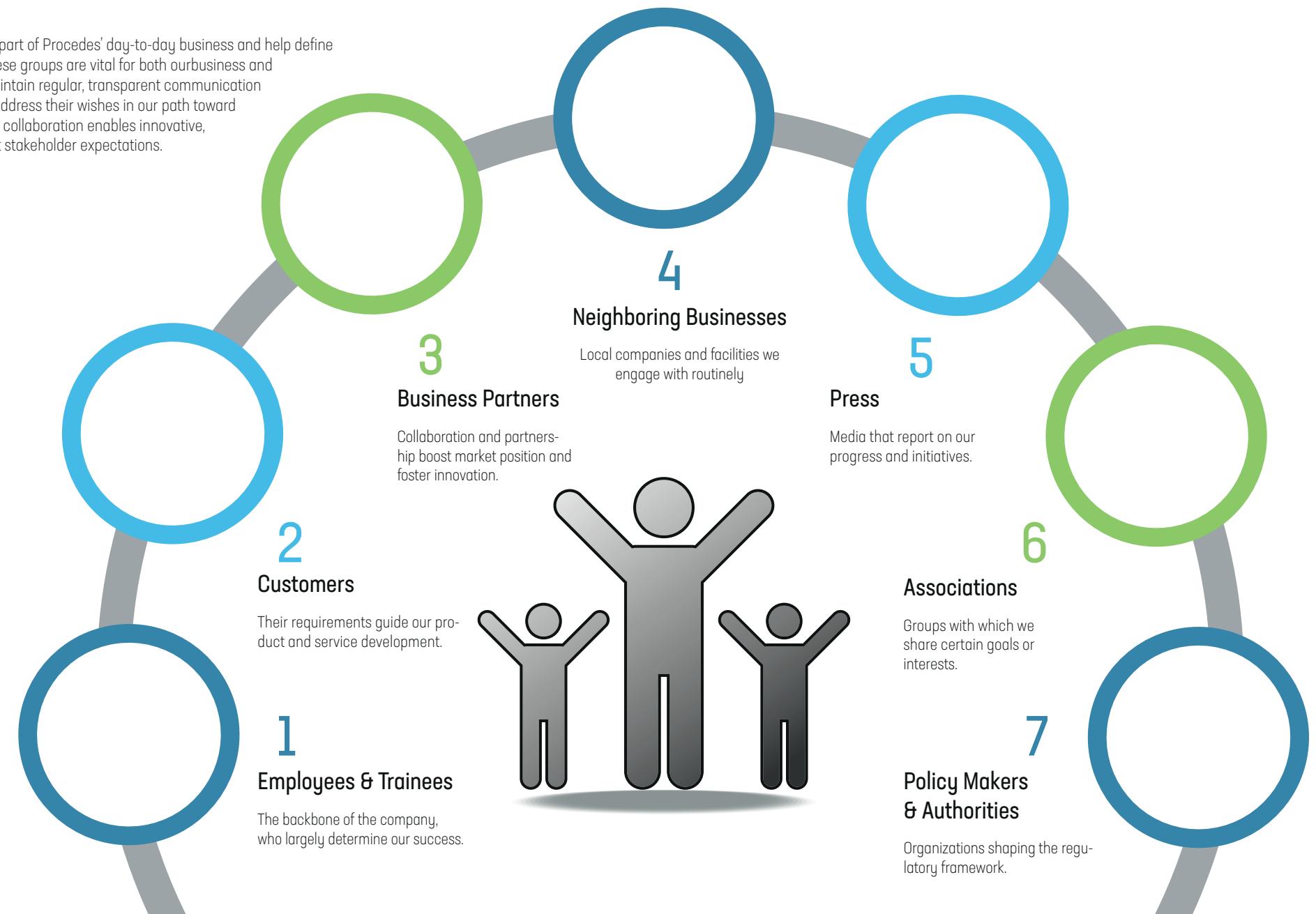
Information Events

Informing the workforce around our sustainability strategy is an important building block. Related events as part of Procedes Green clarify and convey relevant data and facts to our employees.



STAKEHOLDER INVOLVEMENT

Various stakeholder groups are part of Procedes' day-to-day business and help define our sustainability discourse. These groups are vital for both our business and sustainability strategies. We maintain regular, transparent communication with them to gather ideas and address their wishes in our path toward more sustainable practices. This collaboration enables innovative, eco-friendly solutions that meet stakeholder expectations.



TOGETHER

A significant concern for our customers is the recyclability of materials we use. Along with our partners, we work diligently to develop easily recyclable materials with minimal environmental footprints. We strive for cutting-edge technologies and processes to meet this goal.

We run sustainability projects in close collaboration with other companies, supplemented by the scientific expertise of Fraunhofer Institutes. This ensures our initiatives are thoroughly researched and systematically reviewed. With Fraunhofer's support, we can ensure that measures are not only eco-friendly but also economically feasible.

Close coordination with our business partners and stakeholders is crucial at Procedes. An open dialogue and joint development of sustainable solutions nurture lasting business relationships and promote an eco-friendlier future. We are convinced that by continuously involving our partners and implementing their ideas, we will meet our sustainability objectives.





1

short-lived
trade fair products

Many items tailored for trade shows are utilized for brief periods – often only for one-week events – and then discarded. A large share of materials ends up in thermal processing, which does recover some energy but still uses valuable resources.

2

travel to trade shows

Travel by exhibitors and attendees, often by plane, is a major contributor to CO₂ emissions. With many fairs hosting international visitors, the industry's environmental footprint increases accordingly.

3

energy-intensive
digital printing industry

Large-scale printing machines, cutters, and metal-processing equipment require considerable amounts of energy and heat, adding substantially to the trade show industry's carbon impact.

From a sustainability perspective, the trade show sector faces considerable challenges. Although it is economically significant and offers numerous opportunities, three key aspects stand out:

WE ARE WORKING

to make our products increasingly CO₂ neutral. This includes the entire production chain, from sourcing raw materials to manufacturing and disposal. Through using state-of-the-art technologies and efficient processes, we want to continuously reduce our carbon footprint with the stated goal of climate neutrality.

Another focus is developing and marketing sustainable, recyclable products. In collaboration with our partners, we explore ways to manufacture items that can be fully recycled at end-of-life. This not only lessens environmental strain but also closes material loops, saving valuable resources.

Such sustainability goals demand close collaboration with our partners and customers. By working together, we foster innovative, environmentally friendly solutions that cut our own carbon footprint – and that of our customers. Bringing new, more sustainable, and fully recyclable products to market is a significant milestone toward a greener future for the entire trade show ecosystem.

We take our ecological and social responsibilities seriously and are committed to constant improvement. We aspire to be a leader in our field. Together with our partners and customers, we can pursue a sustainable future and measurably enhance the trade show industry's environmental profile.



GREEN MATERIALS



A central part of our environmental strategy is to use sustainable and recycled polyester textiles that yield a lower ecological footprint yet meet high quality standards. At Proceedes, we call these "Green Materials".

Polyester is a highly versatile synthetic material widely used in textiles. According to **cradle-to-cradle** principles, polyester is currently considered the best material for printed fabrics. By using recycled polyester, we can substantially reduce the environmental impact of our products. Recycled polyester generally comes from **post-consumer waste** like used PET bottles, significantly reducing waste and lowering the demand for petroleum-based raw materials.

Production process of Green Materials

It starts with the processing of collected PET products. The sorted materials are cleared of contaminants. After cleaning, the PET waste is crushed into so-called flakes.

In the **fibre production phase**, the PET flakes are melted down and processed into granules. This granules are melted again and pressed through fine nozzles to produce filament fibres. These fine fibres are then spun into yarn, which forms the basis for the next steps.

In **textile production**, the recycled polyester yarns are processed into textiles by weaving. Thanks to modern technologies, fabrics that have excellent properties for digital printing can be produced and refined. These textiles not only offer high quality and durability, but also enable brilliant printing results that meet the requirements of our customers. The textiles are suitable for use with water-based or solvent-free inks, which further reduces the environmental impact. Combined with the use of modern low energy digital printing machines, the overall environmental impact is further reduced and the ecological footprint of the entire process is minimized.

Another benefit: the large-format prints, produced using the sublimation printing process, can be folded easily. As this eliminates the need to roll cardboard cores up to 5 m long, a significant amount of **packaging material** and transport volume is saved in the logistics process.

RECYCLING



As a future-oriented company, we not only focus on financial success but also embrace our social responsibilities. Our engagement covers areas from employee rights to equitable opportunities and community development.

Safeguarding Employee Rights

Our employees form the bedrock of our success. We emphasize fair working conditions, adherence to all legal labor standards, and equitable pay. As a company reliant on peak performance, we recognize the benefits of maintaining a skilled, motivated workforce. Hence, we not only fulfill the EU and Germany's strict labor regulations but also foster a corporate culture grounded in respect and appreciation..

Fostering Equal Opportunitiest

Fairness is fundamental to our corporate values. We do not tolerate discrimination, whether based on ethnicity, gender, religion, worldview, age, sexual orientation, or disability. We partner with organizations like Martinshof Bremen (a workshop for people with disabilities), providing a platform where people can expand their professional skills.

We enhance work-life balance by looking at ergonomic workplace design and broader company health management. We regularly evaluate workstations and integrate ergonomic solutions, such as specialized transport aids for large printing rolls.

Integration & Training

We believe in extending career opportunities regardless of background, which is why we offer German language classes and a mentoring program for employees not yet fluent in German. This helps them communicate openly about work-related matters and cultural norms.

Investments in digitalization not only make workflows more efficient but also enable remote-work arrangements for employees when needed. This approach boosts sustainability and job satisfaction.

Through our **Procedes Academy**, we develop younger employees for future leadership tasks. In multiple modules, external coaches convey the essentials of leadership and team management.

Community Commitment

We see ourselves as part of our region and support educational and career-oriented projects. By offering apprenticeships and internships, we help young individuals gain valuable professional skills. We also participate in "Future Day" and local job fairs to give students direct insight into our industry and career possibilities.

SOCIAL RESPONSIBILITY & ENGAGEMENT



SOCIAL



As a family-operated business, we focus on our employees' well-being, including that of their families. To help working parents manage childcare during the summer, we run the Procedes Summer Camp – a holiday program packed with fun, adventure, and group experiences for employees' children.

During the camp, our Lemwerder showroom transforms into a vibrant, creative space. Under the guidance of experienced educators, children take part in activities, supervised outings, and brand-new challenges. Highlights include visits to the Universum Bremen for hands-on science exploration or sports introductions like field hockey, fostering teamwork and physical fitness.

Our dedication to family-friendly policies has earned recognition from the **Association of Family-Friendly Businesses** in the Wesermarsch region—solid proof of our commitment to work-life balance.



VACATION CHILDCARE



SOCIAL | GERMAN CLASSES

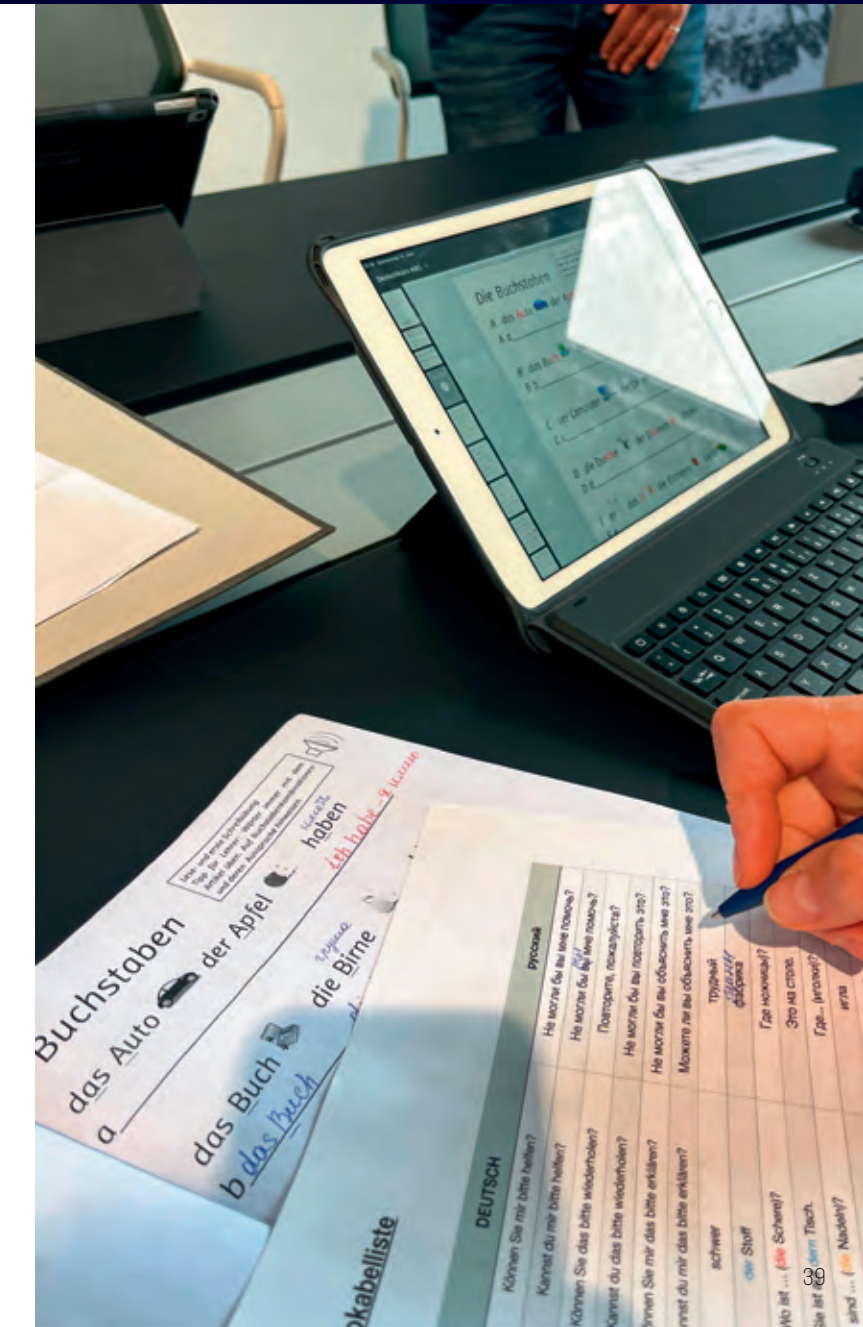


Promoting integration

As part of our social responsibility, we attach great importance to the integration of all employees into our company and society. To achieve this goal, we as an employer offer German lessons for our non-German-speaking employees. This measure not only serves to improve language skills, but also promotes an understanding of the German culture and way of working.

The provision of language courses supports the professional and social integration of our employees. It facilitates team communication, increases workplace satisfaction and increases productivity. It also helps to break down barriers and create an inclusive work environment where all employees feel valued and supported. By investing in the language skills of our workforce, we promote equality of opportunity and diversity. This is in line with our values and contributes to the long-term stability and attractiveness of our company.

An inclusive work environment not only strengthens employee wellbeing, but also our ability to innovate and compete. By supporting integration, we make an important contribution to social sustainability and demonstrate our commitment to responsible corporate governance.



Buchstaben	
a	das Auto
b	das Buch
c	der Apfel
d	die Bille
e	die Bille
f	die Bille
g	die Bille
h	die Bille
i	die Bille
j	die Bille
k	die Bille
l	die Bille
m	die Bille
n	die Bille
o	die Bille
p	die Bille
q	die Bille
r	die Bille
s	die Bille
t	die Bille
u	die Bille
v	die Bille
w	die Bille
x	die Bille
y	die Bille
z	die Bille

Developing Tomorrow's Leaders

Our **Procedes Academy** is a comprehensive training program for future leaders across the Procedes Group. It targets rising talent, focusing on self-management and collaboration competencies while preparing participants for managerial roles.

Spread across six practice-oriented modules, the program is delivered through block training sessions by an external organizational and human-resource consultant. By merging theoretical knowledge with hands-on exercises, participants gain well-rounded leadership development tailored to real-world challenges.

This fosters the company's sustainable future, ensuring our teams remain innovative, dynamic, and successful. It also reflects our view that genuine sustainability begins by continually investing in and valuing our people.



MODUL 1 - Behavior & Personality

This module helps participants to better understand their own personality and develop behaviours to lead authentically and effectively.



MODUL 2 - Conversation & Conflict Resolution

The focus here is on developing communication skills, which are central to both everyday conversations and conflict resolution.



MODUL 3 - Personal Work Techniques

This module provides strategies for efficient time and self-management to optimize work processes and meet the challenges of everyday management.



MODUL 4 - Rhetoric & Presentation

The aim is to strengthen the participants' ability to present content convincingly and to perform rhetorically in different contexts.



MODUL 5 - Argumentation & Negotiation

In this module, participants learn how to argue coherently and negotiate successfully to shape both internal and external conversations.



MODUL 6 - Innovation & Project Management

This final module focuses on the development of innovation capability and the successful planning and implementation of projects.



procedes academy



SOCIAL



At Procedes, fostering camaraderie and a positive corporate culture is highly important. Shared company events do more than entertain—they strengthen interpersonal bonds and nurture a sense of belonging.

Whether it's a summer party, holiday gathering or a smaller celebration, these occasions let our employees connect outside the daily work setting. By spending relaxed time together, people build relationships that positively affect everyday collaboration.

We also see these gatherings as a way to show gratitude for our employees' work and dedication. As workplaces evolve and become more digital, these face-to-face events play a vital role in sustaining personal connections.

We believe a united team emerges not only from shared goals but also from shared celebrations.



PROCEDES 2023

SPIEL		ZEIT		MANNSCHAFTEN			
1		15:45	15:51		WINNELSCHWEISER	FC PANTONE	
					KALANDER UNITED	DECOFLEXER	
2		15:56	16:02		WINNELSCHWEISER	KALANDER UNITED	
					FC PANTONE	DECOFLEXER	
3		16:07	16:13		WINNELSCHWEISER	DECOFLEXER	
					FC PANTONE	KALANDER UNITED	
4		16:18	16:24		WINNELSCHWEISER	DECOFLEXER	
					FC PANTONE	KALANDER UNITED	
5		16:29	16:35		WINNELSCHWEISER	DECOFLEXER	
					FC PANTONE	KALANDER UNITED	
6		16:40	16:46		WINNELSCHWEISER	DECOFLEXER	
					FC PANTONE	KALANDER UNITED	



GET-TOGETHER

SOCIAL | procedes.next

With **procedes.next**, we have put together a dedicated team of young talent that brings together our trainees and employees taken on from training. This team not only represents the next generation at Procedes, but also our values, our vision and our innovative spirit.

The procedes next team independently takes over content creation for their own "procedes.next" social media channels such as TikTok and Instagram. With creativity and authenticity, they create content that gives an insight into the world of Procedes, shows everyday working life in the company and inspires young people to train with us. You could say: contributions from the target group for the target group.

Together with our HR department, procedes.next is also active at training fairs and in schools. They represent our company and share their personal experiences as trainees and career starters. Through this direct exchange in eye-to-eye discussions, they are able to give potential trainees an authentic picture of what it means to be a part of Procedes.



ROUND TABLE DISCUSSION

TOPIC

Participation Opportunities Act §16i in practice: The „Success-Story Timo Jetter“ at Procedes

Participants:

TIMO JETTER – Procedes employee

OLIVER SIEG – Head of Shipping, Procedes

NILS GÖTZEL – Commercial Director & Authorized Officer, Procedes

CHRISTOPH VON ROHDEN – Head of Marketing, Procedes

CHRISTOPH GUDATKE – Employment Agent, Jobcenter Wesermarsch

****Christoph von Rohden**** We would like to talk today –both about and with our employee, Timo Jetter– so we can shed some light on how his employment at Procedes came about. We want to discuss any special circumstances, the roles played by management, the team, and the Wesermarsch Jobcenter, and why this can rightly be called a socially sustainable success story. Nils, as one of the project's initiators, I'd like to hand the floor over to you first.

****Nils Götz**** First of all, Timo, Oliver as the department supervisor, and Mr. Gudatke from the Wesermarsch Jobcenter: together, you truly accomplished something we can all be proud of. Timo is now employed at Procedes, like any other member of staff, under a permanent contract. This was prompted by contact with Mr. Gudatke during a visit here on-site, where he introduced us to the possibility of funding. It was called "Project H16," right?

****Christoph Gudatke**** Exactly. That refers to the Participation Opportunities Act, Section 16i. Originally, it was limited to five years, but after reviewing the successes, the project was made permanent. It

always depends somewhat on budgetary resources, but overall it has been very successful—not only here at Procedes.

****Christoph von Rohden**** Could you briefly explain the program?

****Christoph Gudatke**** It supports people who have been unemployed long-term. Specifically, those who have received SGB II benefits – now Citizen's Income – for six of the last seven years when the funding starts. If they have worked at most half a year during that time, they meet the eligibility requirements. The first two years are then fully funded at 100%, excluding contributions to unemployment insurance. After that, in what we call a degressive phase, the funding drops by 10% each year, over a maximum period of five years.

****Christoph von Rohden**** How does that work in practice?

****Christoph Gudatke**** The funding either covers the minimum wage or collectively agreed wages. In Procedes's case, it was initially the minimum wage,

although the company went beyond that in reality. There is also mandatory accompanying coaching.,

****Christoph von Rohden**** How is the coaching specifically structured?

****Christoph Gudatke**** The coaching is organized through integration plans that document progress. If there are private problems or issues in the workplace, the coach is available. It's not just about the employer-employee relationship. The coaching hours can be adjusted as needed. In Timo's case, we started with two hours per week, then later reduced it to one hour. The coaching is set up for one year, but in certain situations, it can be extended throughout the entire funding period.

****Nils Götz**** Mr. Gudatke, you introduced this program here at the company. I saw teams within the organization that were strong enough to handle such tasks. The team led by Oliver Sieg was one example where I trusted both the manager and the team to guide this process.

But let's turn to you, Timo. Tell us something about your professional background.

****Timo Jetter**** I initially trained as a mechanic and then worked in various positions. Afterward, I was looking for new employment but couldn't find anything, and the process dragged on. Eventually, I let it slip. But then came a point where I wanted more—I have a child and want to set a good example. The funding was a great opportunity for me

****Christoph Gudatke**** Timo was, at that time, being supported by a colleague at the Employment Agency. I was looking for suitable candidates for this funding and checked his eligibility. Our conversation prompted us to move forward with the

project. He was the one who mentioned Procedes. Once he told me about it, I got in touch with them. That's how everything got started. It didn't take much persuasion. Timo really wanted to work, and that motivation is crucial. If a person isn't interested, it's basically doomed to fail. Unfortunately, I've seen that happen once or twice. But with Timo, he was motivated right from the start.

****Christoph von Rohden**** How did you actually launch the project?

****Nils Götz**** We started in August 2019. Then COVID-19 hit, and we were partially at 100% short-time work in production. That conflicted with the funding program because short-time work is not covered under it. Timo therefore couldn't officially go on short-time work. This led to a large number of negative overtime hours because it simply didn't make sense, in practice, to have Timo standing in a non-operational production line for eight hours, unsupervised, when nothing was running.

****Christoph von Rohden**** Did the pandemic have any other impact on the project?

****Oliver Sieg**** Yes, there were various challenges. Providing the appropriate leadership was quite difficult, since we hardly saw each other regularly due to the short-time work. But in the end, we always managed to find a solution.

****Nils Götz**** The path to our goal wasn't always straightforward. There was actually a phase when Timo suddenly stopped showing up.

****Christoph von Rohden**** How did that happen? Were there any conflicts?

SUCCESS STORY

****Timo Jetter**** Yes, there was a clash with a colleague. I was asked to clear something away, which I did by hand for several hours—so much that I got blisters on my fingers. The next day, I found out that there was an electric tool available for that type of job, and I felt like they had set me up to fail. That was the last straw for me, and I just had enough.

****Nils Götzel**** But in the end, we turned things around thanks to a six-way conversation during the holiday season. Timo then returned to work at the start of the new year.

****Christoph von Rohden**** Did things improve afterward?

****Nils Götzel**** JYes, especially after we realized Timo really enjoys driving, but he was missing the license required to drive larger vehicles over 3.5 tons. We, as a company, financed that license and Timo passed the test. It's something that no one can ever take away from him, and it significantly expanded his range of duties with us.

****Oliver Sieg**** In the meantime, he's also obtained all the necessary forklift licenses, so you could say he's gained a significant amount of additional qualifications.

****Christoph von Rohden**** Oliver, how did you experience that time as the responsible team leader?

****Oliver Sieg**** From the start, I was pretty sure that Timo was in the right place with us and in my department. It also quickly became clear that he had the "Procedes gene" in him. There were ups and downs, as well as some intense discussions within the coaching framework. But we deliberately didn't inform the team that Timo had a different status or was part of a special funding program; we integrated him from day one as a full-fledged Procedes employee. In the end, everyone's efforts paid off, and we're very happy about that.

****Christoph von Rohden**** Timo, what are your current responsibilities?

****Timo Jetter**** Mainly driving assignments in the local area, but I also handle packing tasks and other jobs in the tailoring department. Overall, they use me in a very versatile way.

****Nils Götzel**** Timo, would you do it all again in the same way? How do you feel about your work now?

****Timo Jetter**** Absolutely. I feel comfortable here. The team really welcomed me, despite my quirks. It's like a family. You can speak openly about problems, and I come to work without any worries. It's a huge relief to be independent and no longer rely on social benefits.

****Christoph von Rohden**** Mr. Gudatke, would you recommend this form of funding—using Timo's example—to other companies?

****Christoph Gudatke**** Absolutely. It's a win-win situation. Companies receive support without taking on too much risk, and people who have been out of work long-term get a chance. Of course, it also requires a certain amount of sensitivity and a willingness to actively support the funded employees.

****Nils Götzel**** From a company perspective, we probably wouldn't have started this project without the funding because the uncertainty that comes with hiring someone who hasn't worked in years is usually too high. But when that financial risk is removed and there's a solid team in place, it provides a great basis for starting such a process. In Timo's case, we can say we seized the opportunity together, and I'm glad we made it a success. We gained a fantastic employee and, at the same time, we're making a social contribution.

****Christoph Gudatke**** That's precisely what this program aims to do: integrate people into the labor market in a sustainable way. It's not about short-term assistance; it's about providing a long-term perspective. Timo's case at Procedes is a real success.

****Christoph von Rohden**** Thank you all for your openness. This project shows how sustainable integration can succeed. Timo, you and everyone involved can truly be proud.

****Oliver Sieg**** Thank you. The team is proud as well. Projects like this don't just benefit the company; they also contribute to society. It shows that social sustainability can also lead to economic success, and that's something we can all be proud of. We would definitely do a project like this again.

****Christoph Gudatke**** From my perspective, it shows how committed Procedes is as a company in this area, and that it's really ready to invest. I know of other companies where it was all about taking advantage of the short-term benefits of such a program, and they'd pull the plug at the first sign of trouble. In the end, we're happy to see that Timo has a stable routine now, takes on personal responsibility, and can shape his life independently without relying on government benefits. The role model aspect he mentioned for the next generation is another important step in preventing what we call "inherited unemployment." Overall, Procedes is a unique employer in the Wesermarsch region when it comes to supporting its employees. The company's focus on social sustainability is simply fantastic.

****Christoph von Rohden**** Thank you very much. I think we can leave it at that...

PROCEDES IS A UNIQUE EMPLOYER IN THE WESER-MARSCH REGION WHEN IT COMES TO SUPPORTING ITS EMPLOYEES. THE COMPANY'S FOCUS ON SOCIAL SUSTAINABILITY IS SIMPLY FANTASTIC.

CHRISTOPH GUDATKE – Employment Agent, Jobcenter Wesermarsch



GOVERNANCE

Transparency & Compliance

At Procedes, we see transparent and lawful corporate governance as the basis for sustainable, trusted relationships with employees, customers, and partners. We commit to clarity and traceability in all our activities, reinforcing confidence in our decisions and processes.

Our Code of Conduct is our central reference for ethical conduct and integrity. It covers areas such as anti-corruption, preventing conflicts of interest, ensuring fair competition, and upholding data protection. This document is regularly reviewed and updated to meet legal requirements. We also conduct in-house training sessions so all employees are familiar with and adhere to these guidelines.

An internal control system helps us identify violations early and respond appropriately. Employees can anonymously submit concerns via a confidential whistleblowing platform, further promoting accountability and ethical standards.

Risk Management

Proactive risk management is essential for recognizing and tackling challenges ahead of time. Procedes employs a systematic approach to risk monitoring across our operations:

Supply Chain Risks: We continually analyze supplier networks for potential issues, including environmental and social non-compliance.

Production Risks: We regularly evaluate the efficiency and environmental standards of our production activities to prevent disruptions.

Data Protection Risks: We prioritize protecting sensitive information through robust measures that keep personal and corporate data secure.

The results of our risk analysis feed directly into the improvement of our processes and strategies.

These actions ensure that we are not only prepared for challenges, but also able to identify and seize opportunities to position our company for the long term in a resilient and sustainable manner. Transparency and risk management are essential pillars of forward-looking and responsible corporate governance.





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