



SUSTAINABILITY REPORT

2018/2019

"This sustainability report represents our common, ongoing efforts to keep our promise to practice sustainability and to help preserve a habitable environment as well as deal with all our shareholders fairly."



Mag. Erwin Kotányi
CEO

FOREWORD FROM THE MANAGEMENT



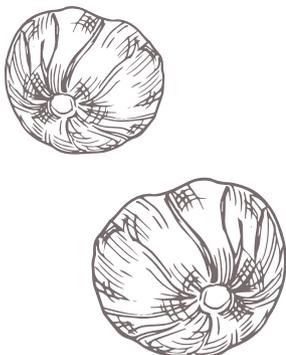
We believe that practicing sustainability means taking responsibility for people and our environment.

We are living in times of major global change – socially, economically and ecologically. Despite high social and environmental standards here in Europe, people across the world are facing complex challenges as a result of climate change, problems in supplying the growing global population, the demographic change, migration, ecological debt and social inequality. New technologies, scientific innovations and digitalization are opening up new markets and opportunities which need to be used responsibly. As an internationally active company, Kotányi is positioned within this area of conflict and feels these changes, not only in our constant efforts to obtain high-quality raw materials on schedule and in the desired quality, but also in the target market. Naturally, we are aware that as a company, our ability to help is limited, but especially

because of our dependency on natural raw materials and therefore valuable natural resources, we aim to take responsibility for the society and environment we live in and alongside through sustainable action, and to secure the economic success of our company.

Through a responsible procurement policy as well as through sustainable logistics and production processes, we aspire to help preserve the variety of species, conserve resources and protect the climate. The health and wellbeing of our consumers, the welfare of our employees for whom we want to be an attractive employer, and the guarantee of humane working conditions beyond our company boundaries are of special concern to us.

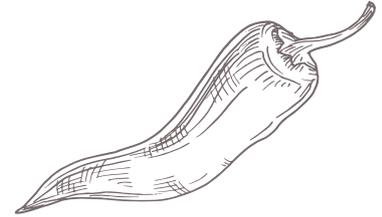
We have therefore set ourselves ambitious goals for the next few years in order to remain sustainable even in the future.



SUSTAINABILITY AT **KOTÁNYI**



We are aware of our responsibility.



FAIR BUSINESS PRACTICES

- No internal or external complaints arising from violations of our Code of Conduct (CoC), which contains the principles of conduct that form an integral part of our company values and therefore also the guiding principle for all our actions and conduct.

SUSTAINABLE SUPPLY CHAIN

- Around 15,000 tonnes of raw goods purchased annually.
- Certificates: IFS at higher level, ISO 9001, Bio.
- Newly approved suppliers meet the defined SEDEX SMETA core criteria.

SOCIETY

- Several hundred million units manufactured in 2018 – no justified official complaints leading to a warning or conviction.
- Social assistance beyond our company boundaries in the form of monetary and goods donations.

EMPLOYEES

- Around 600 employees from more than 30 countries worldwide.
- 315 employees in Austria (15 different nationalities).
- 45% women and 55% men (in Austria).
- BGF Award from the Network for Workplace Health Promotion.



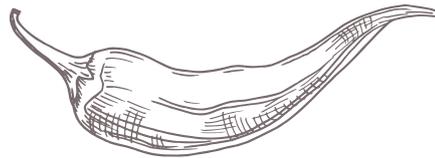
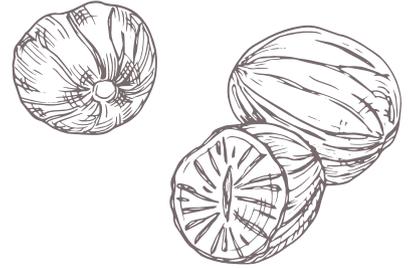
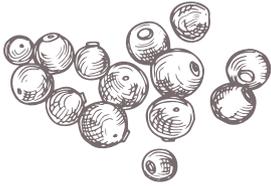
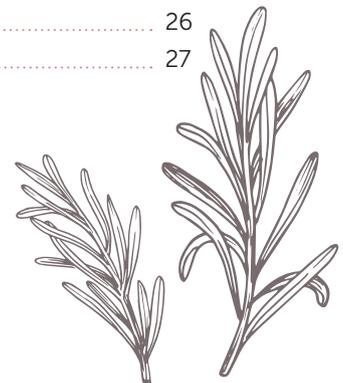


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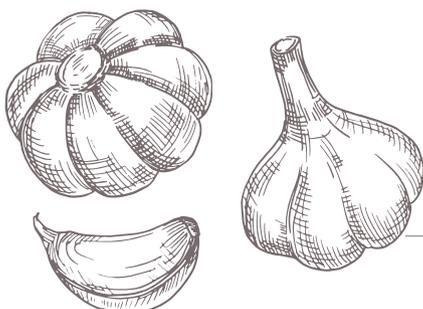
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KOTÁNYI



Kotányi – an Austrian family company with long-standing tradition and a strong international brand in the spice sector.



Pe|pper

(*Piper nigrum* L.).

1- A climbing plant with large, long-stalked leaves and spike-like inflorescences. 20 to 30 berry-like drupes form one panicle. These drupes contain the seed (peppercorn.)

2- Spice made from dried, sometimes ripe, sometimes unripe berries of the evergreen pepper plant.

3- Middle High German “pfeffer,” Old High German “pfeffar:” taken from the Latin “piper,” which is based on the Greek “péperi.” This in turn comes from Sanskrit “pippalí,” meaning “peppercorn; fruit.”

Kotányi GmbH is a leading Austrian family company with its headquarters in Wolkersdorf im Weinviertel in Lower Austria. Long-standing tradition and modern company management have made it a strong brand on the international spice market.

An overview of the Kotányi story

Born in Szeged in 1858, Janós Kotányi arrived in Vienna at the age of 14, where he became a spice apprentice and discovered how little known the high-quality Szeged paprika was here. In 1881, he founded a paprika mill in Szeged and processed harvested paprika from his fields based on his own recipe blend. The spice trade remained rather modest for a time with 18 varieties, but in 1884 his dream to export Szeged paprika to Vienna became a reality and he founded his first branch on Döblinger Hauptstraße.

What was once János’ dream to export spices all over the world with pioneering spirit now continues in its fourth generation through Erwin Kotányi.

Even early on in our company story, we adopted a cosmopolitan approach and international focus. This was and is one of the main reasons why our name and our

products can be found in many countries all over the world today.

Kotányi now represents one of the leading spice brands in over 30 countries. Passionate enthusiasm for the diverse world of spices, high quality awareness, extensive customer service, innovative ideas and an instinct for the needs of consumers still make up the recipe for success for our company, which today employs around 600 employees.

In 1989, the company moved its premises from Vienna to Wolkersdorf in Lower Austria. The product range covers spices, herbs, spice mixes, spice preparations, seasoning salts, seasonings, vinegars and oils, spice pastes, cooking/baking aids and ingredients, salts and dessert powders for the household, gastronomy sector and large consumers. Around 350 different spices and herbs and over 400 spice mixes are on offer. Today, the high-quality products from Kotányi can be found in many countries around the world: whether in a show kitchen in China, a restaurant in Brazil, a beach bar in Croatia, a ski hut in the Austrian mountains or simply at home in your own kitchen. János’ vision to bring the big wide world into local cuisine has become a reality.

Brands, products and services

The core competencies of Kotányi mainly cover the preparation, processing and sales of spices, herbs and spice mixes. Along with the main brand "Kotányi", the company also owns the brands "Orient" and "Horváth Rozi".

We are a brand-aware company with long-standing tradition and take pride in our main brand: "Kotányi." Food safety and quality are our own first priority. Using marketing concepts geared towards consumers, creative advertising and an attractive packaging design, we want to address our consumers and inspire them to try new cooking ideas.

Headquarters of the organization

Johann-Galler-Straße 11
2120 Wolkersdorf im Weinviertel
Austria

Number and names of countries

Kotányi GmbH is a globally active company with an export rate currently at over 70%. Our export activities focus on the regions in Eastern and Southern Europe. Currently, Kotányi GmbH is represented through its own subsidiaries or local distribution partners in over 30 countries. Wholesalers and retailers are supplied directly and indirectly. Through the company's online store, consumers are also able to purchase a selected assortment of our products directly.

Production for Austria and 30 countries worldwide takes place exclusively at our premises in Wolkersdorf im Weinviertel.

Subsidiaries or countries managed by subsidiaries

Austria, Italy, Hungary, Czech Republic, Poland, Slovenia, Slovakia, Croatia, Romania, Bulgaria, Russia, Serbia, Ukraine, Germany, Lithuania, Estonia, Latvia, China, Belarus, Albania, Bosnia and Herzegovina, Kosovo, Montenegro, Northern Macedonia

-SPOT

Brazil, Chile, Greece, Indonesia, Kazakhstan, Malta, Moldavia, Portugal, Switzerland, Singapore, Spain, South Korea, Taiwan, Uruguay, Uzbekistan, Cyprus, Namibia, Philippines, Great Britain, Mongolia, Tajikistan, Turkmenistan

Ownership structure and legal form

Kotányi GmbH is a company based in Austria and is registered as a limited liability company under the commercial register number FN 81156 y in the form of a legal person. The company is fully owned by Kotányi Holding GmbH, which also has its company headquarters in Austria. Kotányi Holding GmbH is under the full ownership of the Kotányi family (private foundation).

Size of the organization

Kotányi currently has around 600 employees worldwide, 315 of which are employed in Austria and approximately 285 in subsidiaries.

Austria:

45% women and 55% men

International:

50% women and 50% men

Production takes place exclusively at our premises in 2120 Wolkersdorf, in Austria.

Key company figures:

Group sales 2016: 150 m euro
 Group sales 2017: 157 m euro
 Group sales 2018: 165 m euro
 Group sales 2019: 170 m euro (planned)

Sales in Austria:

Austria 2016: 45 m euro
 Austria 2017: 46 m euro
 Austria 2018: 46 m euro

Export rate 2016: 70%
 Export rate 2017: 71%
 Export rate 2018: 72%

Supply chain of the organization

In the procurement of raw goods and packaging materials, Kotányi is involved in a global network of suppliers, which includes Kotányi's around 150 suppliers, who have been approved according to strict criteria.

In marketing, sales and IT, external service providers (predominantly agencies based in Austria) are part of the supply chain.

Significant changes in the organization and supply chain

In 1989, the company moved its headquarters and production facility from Vienna to Wolkersdorf in Lower Austria. Production still exclusively takes place at our premises in Wolkersdorf.

Clearly defined responsibilities, skilled employees and standardized processes are key success factors in this area. Kotányi is growing – sustainably. Continuous investment in our premises in the heart of Lower Austria guarantee our ability to meet the demand for top quality and food safety at all stages of production. Every year, we process around 15,000 tonnes of raw goods from all over the world. In order to cope with existing and future challenges as best as possible and to persist in the market as a modern family company with tradition, we continuously invest in our operating premises. The investment volume for the period from 2017 to 2020 corresponds to around 17 million euro. Along with investments in a new hall, which provides space to store more than 1,000 pallets as well as other production facilities, we have

also provided the means to add another story to the building in order to expand office spaces, optimize our foreign body management, install a photovoltaic system and other production facilities. We are growing continuously and want to improve ourselves constantly to safeguard our operating premises in the heart of Lower Austria and the jobs connected with it.

Precautionary approach of the organization

Prevention takes priority at Kotányi. This not only applies with regard to the required precautionary principle for securing the quality, legality and safety of the products manufactured in terms of food legislation, but also with regard to the protection of employees and the environment. The company lives by the principles of the internal integrated management system. The continual improvement of this system as well as external auditing by an accredited certification body, which performs audits in accordance with IFS Food and ISO 9001, ensure that the management system we live by has a crucial impact on our daily work and actions. The certification for all Kotányi organic products in accordance with the EC Eco Directive takes place through the ABG (Austria Bio Guarantee). Furthermore, we are planning on becoming certified in accordance with ISO 14001; the preparations for this are currently in progress. We plan to be certified in accordance with ISO 14001 at the latest, by 2020.

It is important for us to harmonize the economic, ecological and social effects of our actions with our own sustainability strategy – where possible. In doing so, our own services and progress are checked continually and goal conflicts discussed with experts within the company as well as with external stakeholders.

Risk management

As an internationally active food company, we are exposed to various economic and political risks within the scope of our business activities. These include risks such as commodity price development, legislative changes, political developments, currency fluctuations and natural disasters affecting availability. The subject of risk management is taken into account systematically as the detection, proper assessment and avoidance of potential risks are essential for our continued success. A regular risk assessment is used as the basis for identifying and controlling potential risks for the company. Measures for risk minimization and opportunities are derived and incorporated into quality management processes.

Support for external initiatives

We want to actively engage in climate protection actions and have therefore requested a cooperative partnership with "klimaaktiv", an initiative by the Austrian Federal Ministry of Sustainability and Tourism. Through this, we are committed to demonstrably reducing our CO₂ emissions.

*One thought is
always paramount
with us: We deliver
the best flavor!*



Did you know that...

pepper was a popular means of payment in the Middle Ages? Rent, taxes or even dowries were often paid with peppercorns. The term “peppercorn payment” gives an idea of the high sums people had to pay for this rare spice.

Membership of associations and interest groups

Exchanging with our interest partners is of central importance to us. We want to commit ourselves through memberships in business associations and working groups. For example, we are an active member of Austrian Spice Association, which is chaired by our owner Mag. Erwin Kotányi. We are a partner in the Food Cluster of Lower Austria, member of the Austrian Association of Manufacturers of Branded Products and the Federation of Austrian Industries, take part in the ECR Initiative (Efficient Consumer Response) and are registered on the SEDEX platform of the international audit format SMETA.

Furthermore, one of our employees was appointed as a member of the Subcommittee on Spices by the Commission for the Publication of the Austrian Food Code (code commission).

Inspired cooking. Passionate living.

Everything started in 1881 with Janós Kotányi and paprika. Soon, it expanded to include precious herbs and spices from all over the world – to whom we owe our entire passion. Then as much as now. Through our spices, we inspire people to try out creative and individual cooking ideas so that they can bring more joy and passion to their own lives. Different countries and cultures have developed different needs, tastes and habits. Because people and their love for enjoyment take center stage with us, one thought is always paramount: We deliver the best flavor! The things that we eat are deeply rooted in our regional tradition. To do justice to this, our assortment including language versions covers 4500 items for all the countries we deliver to. Each product invites our consumers to rediscover the endlessly vast

Our values, principles, goals and our strategy

Our vision and our mission serve as our guides on the way to achieving our goals.



OUR VISION.

Through passion and pioneering spirit, we are becoming the strongest spice brand in each of our countries and aim for exceptional and sustainable growth through our innovative power.

OUR MISSION.

Inspired cooking – Passionate living.

Herbs and spices are our passion. And they have been since 1881. We inspire people to try out individual and creative cooking and bring more joy and passion into their lives.



and diverse realm of enjoyment. Kotányi continues to build on its company values: Passion, sense of family, entrepreneurship and creativity unite the values that make our vision possible. With pioneering spirit and inspiration, we rely on exceptional and sustainable growth, always remaining true to our mission: "Inspired cooking – Passionate living."

We live sustainably and take our social responsibility seriously. But we want to continue improving in these areas. The satisfaction of our employees, long-term partnerships with trusted suppliers, the increase of our energy efficiency and guarantee of the safety, legality and quality of our products are our ingredients for success. As a market leader in many of the countries we deliver to, a great deal of responsibility rests on our shoulders and we are committed to fair and sustainable business practices.

We continue to build on the values of passion, sense of family, entrepreneurship and creativity.



This is why we want to:



promote the health and wellbeing of our employees as an attractive employer and greatly reduce accident- and illness-

related absences.

It is important for us to increase the satisfaction of our employees and to keep them in the company by challenging and developing them. Furthermore, due to our demand for top quality, we want to guarantee the food safety of the products we create unconditionally and inform our consumers honestly and transparently, both as part of our marketing activities and through the labeling of our products.



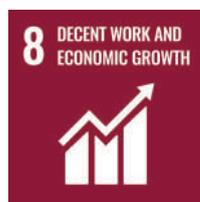
rely on sustainable suppliers, reduce the share of non-recyclable plastics and compounds and stop using critical raw

materials such as palm oil – as far as possible.



reduce emissions by lowering the fuel consumption of our fleet. We also want to cut back on energy consumption per unit

by 1% per year to make an effective contribution to climate protection. We want to make every effort to make our production CO₂-neutral in the coming years.



ensure that humane working conditions are guaranteed in our supply chain within our sphere of influence. We attach

great value to fair business practices and compliance with our Code of Conduct and do not excuse any internal or external violations of the principles of conduct contained within it, which form an integral part of our company values and therefore also the guiding principle for all our actions and conduct.



preserve biodiversity so that future generations can find our raw materials, spices and herbs from all over the world in a habitable

environment. We want to take social and resource-preserving action and boost the share of raw materials coming from sustainable farming. To do so, we want to rely on suppliers whose sustainability program goes beyond mere environmental criteria and takes social standards into account.



OUR SUSTAINABILITY GOALS

WHAT WE HAVE
ACHIEVED

WHAT WE WANT
TO ACHIEVE

FORMULATION OF GOALS		ACTUAL 2016	ACTUAL 2017	ACTUAL 2018	Goal 2019 and subsequent years
Energy	To reduce 1% of energy consumption per unit <i>(primarily through electricity)</i>	0.0153 kWh/unit	0.0143 kWh/unit	0.0148 kWh/unit	0.0147 kWh/unit
Consumer health and safety	No official complaints in the reporting period relating to food safety	0 (goal achieved)	0 (goal achieved)	0 (goal achieved)	0
Product labeling	No official complaints in the reporting period relating to product labeling	0 (goal achieved)	0 (goal achieved)	0 (goal achieved)	0
Biodiversity and contaminants	Increase in share of raw materials from sustainable farming	NEW from 2019	NEW from 2019	NEW from 2019	Increase of share compared to previous years
Materials	100% of products palm oil-free*	NEW from 2019	NEW from 2019	NEW from 2019	> 99% palm oil-free (2019) By 2020: 100% palm oil-free
	Increase of recycling capacity of materials used	NEW from 2019	NEW from 2019	NEW from 2019	Increase of recycling rate compared to previous years
Fair business practices	No internal or external complaints resulting from violations of CoC topics	0 (goal achieved)	0 (goal achieved)	0 (goal achieved)	0
Attractive employer	Increase in employee satisfaction	67% (Study 2014, only Austria)	67% (Study 2014, only Austria)	80.7% (Overall assessment, only Austria)	Increase of 2018 value during the next survey in 2021
	Reduction of fluctuation in Austria (departures in heads/average workforce)	12.97%	14.06%	13.21%	Further reduction compared to previous year; maximum 10% fluctuation from 2021
	100% implementation of employee meetings for all employees in Austria (Focus: Health, further training, development) by 2020 (meetings completed/number of employees in Austria)	57.81%	57.25%	57.58%	100% (from 2020)
Sustainable suppliers	100% of newly approved strategic suppliers meet the defined SEDEX SMETA core criteria (ETI Base Code requirement)	New from 2020	New from 2020	New from 2020	100% (from 2020)
	100% of newly approved suppliers were reviewed and approved using environmental criteria	New from 2020	New from 2020	New from 2020	100% (from 2020)

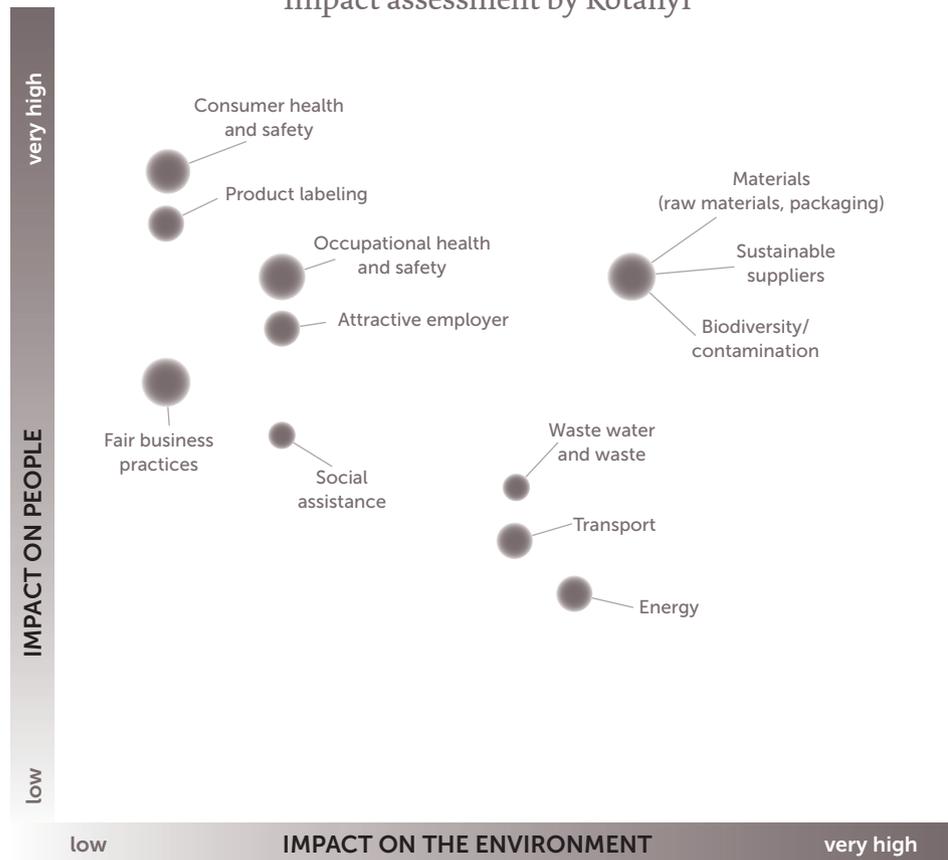
We practice sustainability: our materiality identification process

To determine which topics are relevant for us, we performed an impact assessment as well as a materiality analysis. Furthermore, as part of a number of workshops, not only did we identify our essential stakeholder groups and relevant subjects in the value added “from farm to fork” chain, but also evaluated the effects of our business activities on people and the environment or had these evaluated by our most important stakeholders (customers, employees, suppliers).

17 specific topics were prepared, examined critically and further consolidated to generate a harmonious image of the crucial sustainability lever at Kotányi. This ultimately resulted in 10 central topics, which were each assigned a score (0–6: 0 = low; 6 = very high) and evaluated.

We assessed the effect of these 10 topics on people and the environment together based on the three pillars of sustainability: Based on this, we worked out the topics essential for us: These are all topics that have a high relevance from a stakeholder perspective as well as social and ecological effects.

Impact assessment by Kotányi

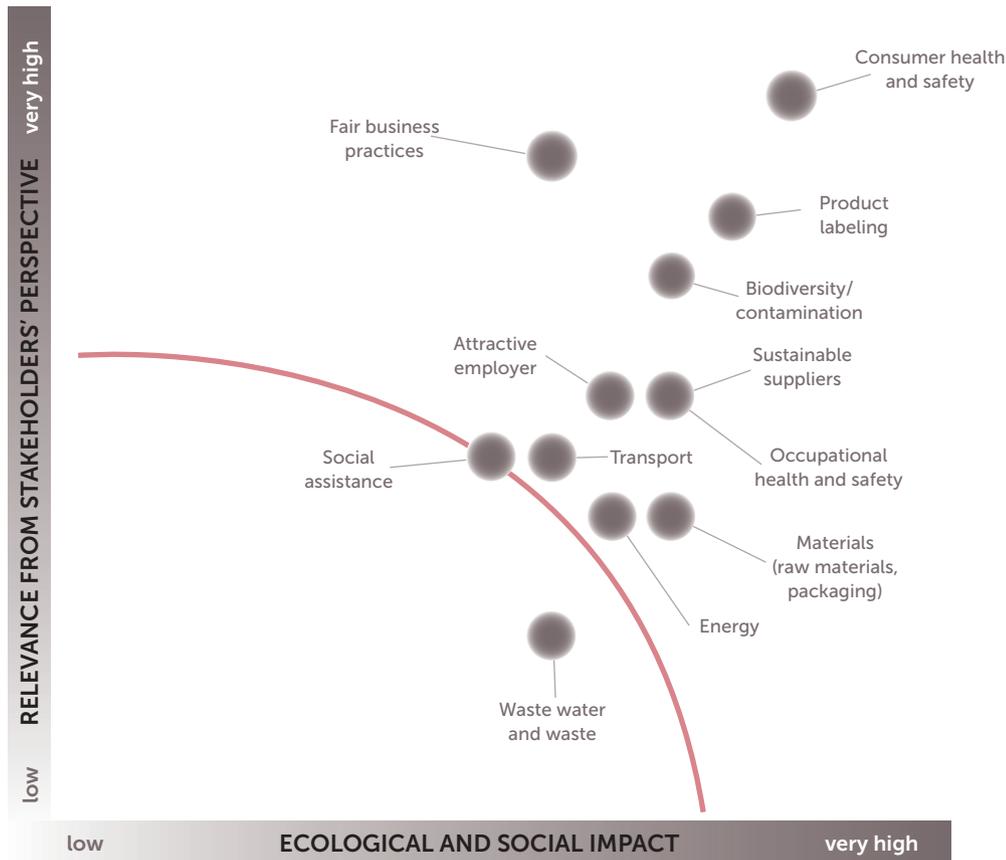


In order to verify our internal assessments and our perspective through our stakeholders, we selected the stakeholder groups relevant to us. The key question here was assessing how much these groups were interested in us as a company on the one hand and how great an influence these groups had on us as a company on the other hand. Representatives of stakeholder groups relevant for us (our employees, our customers as well as our suppliers) were

incorporated and asked in detail which topics they considered essential by way of an online questionnaire.

The result from 64 questionnaires completed by these stakeholder groups was then evaluated. Not only their opinions, but also their expectations regarding the company's sustainable activities were incorporated into the depiction of our materiality matrix.

Materiality matrix by Kotányi





We strive to actively exchange views with all stakeholder groups and are open to discussions with our consumers and customers, our suppliers and business partners, our employees, representatives from research, science and politics, NGOs, the media, public authorities and our neighbors. All employees are free to get involved privately, politically or as a member of society. However, we firmly oppose any religiously motivated, ideological or political extremism and do not excuse this either within or outside of the company. We are involved in political working groups and business associations, but do not support any political organizations ourselves, either with goods or monetary donations.

■ **About this sustainability report**

This sustainability report provides an overview of the activities and services

already performed by Kotányi in the years 2016 to 2018 in accordance with the GRI (Global Reporting Initiative) "Core" standards option. To guarantee that the report reflects an up-to-date image, developments from the current calendar year of 2019 have also been depicted. This is the first sustainability report created by the company and was published on September 16, 2019. A new sustainability report will be published every two years. The data incorporated in this report is primarily related to Kotányi Austria and the production premises in 2120 Wolkersdorf. However, we have made it our clear objective to include all countries where we have sales offices within the scope of the report in the coming years. Regardless of this, all current employees of our group now pursue our *Code of Conduct*.



List of essential issues

We have identified the following GRI aspects as essential under consideration of the results of our stakeholder surveys and dealt with them in this report. The topics at the top of the materiality questionnaire were identified as relevant for us. While we consider the topic of "Social assistance" essential and will report about our activities in this respect, we were unable to find any correlation to an existing GRI standard.

Procedure and external audit

This report was checked by Quality Austria Trainings, Zertifizierungs und Begutachtungs GmbH (Training, Certification and Review) and validated for conformity with the GRI standards on location based on a checklist formed in preliminary discussions.



Essential issues		Effects within the company	Effects outside the company
Fair business practices	Fair business practices	x	x
Sustainable suppliers	New suppliers reviewed for their application of social criteria		x
	New suppliers reviewed on the basis of environmental criteria		x
	Companies and suppliers at risk of child labor		x
Biodiversity and contaminants	Biodiversity and contaminants		x
Emissions and transport	Direct GHG emissions		x
Materials	Our most valuable raw materials – herbs and spices	x	x
	Our packaging	x	x
Energy	Energy intensity	x	x
Consumer health and safety	Compliance with legal requirements to guarantee product safety	x	x
Product labeling	Declaration and presentation of legal conformity	x	x
Social assistance			x
Attractive employer	Diversity and equal opportunities	x	
	Employment	x	
	Proportion of employees with regular performance assessment and further training	x	
	Occupational health and safety	x	



Did you know that...

black, white and green pepper come from the same pepper plant? The color depends on when they are harvested.



Validity declaration and test certificate

Management structure

Kotányi is an Austrian family company. The representative and owner is Mag. Erwin Kotányi.

The CSR (Corporate Social Responsibility) Officers of the company (Mag. Elisabeth Voltmer and Mag. Thomas Schlechta) report directly to the owner as a staff unit. The core CSR team consists of senior management employees who have committed themselves in writing to respecting sustainable principles in accordance with ONR 192500. We stand by our common responsibility to comply with our promises and achieve our goals. Our quality and food safety policy contains precise requirements and regulations for guaranteeing the company's integrity outside of legal requirements. Ethical action and social responsibility are paramount

here. Acting ethically means more than just protecting the positive image of our brand and the excellent reputation of our products. We want to commit to fair and correct action and conduct towards our colleagues, customers, business partners, consumers, society and our environment. Trust and good cooperation as well as high ethical and social requirements are important principles that form an integral component of our company values and therefore also the guiding principle for all our actions and conduct. We firmly believe that respecting our company values of "passion, creativity, sense of family and entrepreneurship" will also guarantee the success of our company in the future. All employees of the company have been made aware of our Code of Conduct, within which these principles of conduct have been firmly anchored.





The CoC is aimed at helping us to demonstrate responsible and ethical conduct in business life and in our daily interactions. Through regular training, we want to ensure that all employees understand this code and comply with it in full, wherever they are.

guarantee of occupational health and safety, responsible handling of natural resources, the prohibition of discrimination and child labor, and compliance with national and international environmental laws and conditions.

We maintain a continuous dialog with all our stakeholders and use feedback as an opportunity for improvement.

Download at kotanyi.com

Our Code of Conduct for suppliers requests, among other things, adherence with minimum social standards such as fair remuneration, compliance with the ILO core labor standards and the basic principles contained therein, fair working time arrangements, appropriate procedures and protective measures for the unlimited

Incorporation of stakeholders

Kotányi attaches great importance to incorporating stakeholders in ongoing and planned activities. Usually, the planning and implementation of CSR projects is executed in close cooperation with employees from all departments within the company and – as far as possible and expediently – with external partners.



In order to facilitate regular exchange with our relevant interested parties, we have introduced different communications options which we rely on. For example, in addition to annual employee meetings, employee and customer surveys are also carried out every three years and regular market research commissioned. This exchange is also encouraged through various invitations (blogger events, tastings, industry days, etc.), events and factory tours and across digital communication channels such as Facebook. Through professional complaint management, we want to ensure that complaints and concerns from our consumers are also clarified competently, quickly and

effectively. Our suppliers are assessed on an annual basis. We use the results of these assessments as an opportunity for fair and constructive feedback and joint measures for improvement.

We enable all stakeholders to get in touch with us directly on our website as well as the transparent publication of telephone numbers and email addresses.

We also want to encourage this open exchange through the publication of our sustainability report.

As this is the first report of its kind, reports about the effects of future reformulations compared with earlier reports will not take place for a few years.

FACTS

Leader in the spice market in **Austria** – one of the top brands in Central and Eastern Europe

Export rate of **72%**, production exclusively at the Wolkersdorf premises

Kotányi in Lower Austria's Wolkersdorf – a regional family company with long-standing tradition and a strong international brand in the spice sector.

Annual sales 2018:
165 million euro

Investment volume
2017–2020:
17 million euro

315 employees in
Austria (worldwide: **600**)

FAIR BUSINESS PRACTICES





For us, fair business practices mean taking action as a reliable partner for our customers and suppliers and respecting those around us and those who work with us.

Lau|rel

1- Evergreen plants or small trees that can grow from 1 to 15 meters in height.

2- Spice made of dried laurel leaves which have a wavy edge and are sharply pointed at the ends.

3- Middle High German "lörber," Old High German "lörberi," "berry of the laurel tree" known as lörboum in Middle High German and Old High German, Latin "laurus."

Did you know that...

in the Ancient Roman Empire, not only gods depicted on frescoes, coins and as statues were shown with laurel crowns, but they were also used to honor statesmen, learned scholars, officials and successful students?

FAIR BUSINESS PRACTICES

Fair business practices

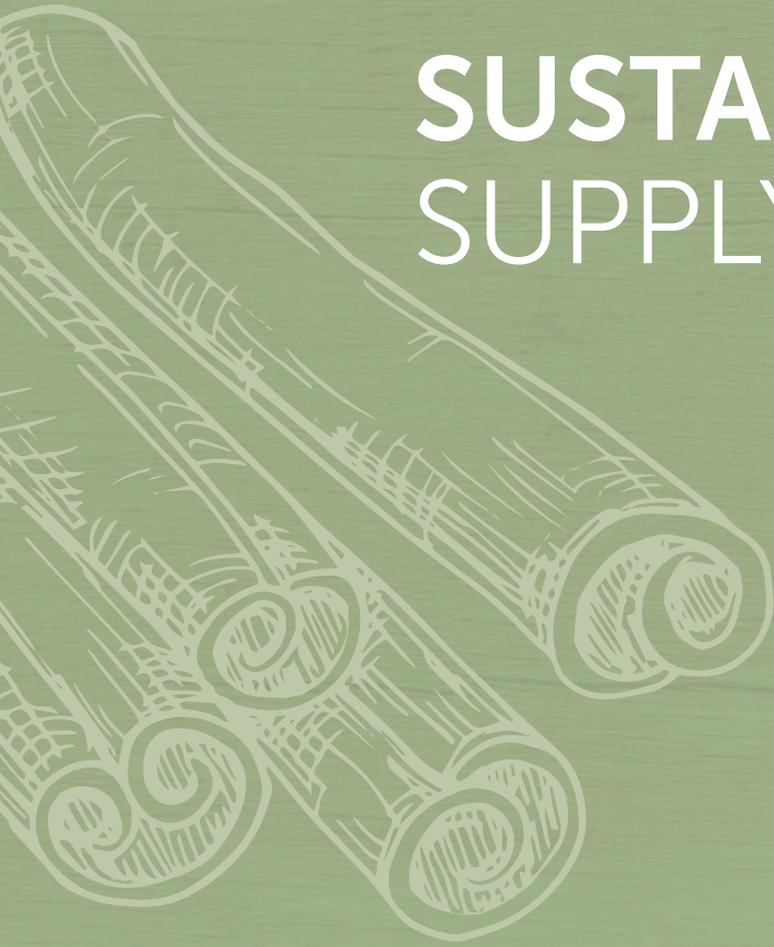
We are committed to fair competition. Restrictions in free competition distort the market and hamper general economic development. At Kotányi, we want to succeed in competition through passion, innovation, entrepreneurship and creativity, as well as quality, reliability and fairness. Respect for company values and compliance with legal national and international provisions are fundamental principles in our company. As an internationally active company, we strive to comply with all the provisions relevant to cartel and competition law so that we can be perceived as a company with a high degree of integrity. Our Code of Conduct is binding for all employees. Through this, we want to ensure that we as managers and employees conduct ourselves correctly towards our business partners and colleagues. Compliance with requirements is checked on a continual basis, including as part of internal revisions and audits.

Until now, five subsidiaries have been checked for potential corruption risks, representing 56% of our subsidiaries. No corruption risks were identified during our risk assessment. The remaining subsidiaries have not yet been checked due to the fact that no risk has been detected, but these undergo a risk assessment annually. The verification scope and testing intervals are determined based on this assessment every year.

- All employees in Austria involved in sales activities are trained and affirm the principles of conduct set out in our compliance handbook "Conduct in Competition".
- All employees in Austria and essential employees within our international subsidiaries are trained and affirm the company's Code of Conduct (CoC). Compliance with the CoC is a fixed component of our service contracts.
- We are not aware of any internal or external complaints or any kind of fines or convictions arising from violations of topics within our CoC.

		ACTUAL 2016	ACTUAL 2017	ACTUAL 2018	GOAL 2019 et seq.
FAIR BUSINESS PRACTICES	No internal or external complaints arising from violations of CoC topics	NEW from 2018	NEW from 2018	0 <i>(goal achieved)</i>	0

SUSTAINABLE SUPPLY CHAIN





With us, sustainability begins at the start of the supply chain and affects everyone: from farm to fork. We count on long-standing partnerships and approved suppliers and work together.

Cinnamon

*(Cinnamomum zeylanicum
Blume, Cinnamomum verum)*

- 1- Spice from the inner bark of branches and twigs from the cinnamon tree.*
- 2- The inner bark layer of the cinnamon tree is carefully scraped away and rolled by hand and cut after drying.*
- 3- Middle High German “zimet,” “zinemin,” Latin “cinnamum,” Greek “kinnamon,” Hebrew “qinnamôn.”*

SUSTAINABLE SUPPLIERS

New suppliers reviewed for their application of social criteria

Transparency in the supply chain and the full traceability of our products are things we consider essential fundamental principles of our entrepreneurial responsibility. That is why it goes without saying that we only obtain our raw materials and services from suppliers approved on the basis of strict criteria and favor suppliers who can present corresponding certificates to confirm their quality capability. It is important for us that legal provisions for the fulfillment of all requirements in the quality, legality and food safety of our products are complied with unconditionally, without neglecting the principles of sustainability. We therefore count on long-term business relationships and close cooperation with our partners, the prevention of unnecessary transport routes and new, strategic suppliers who have been reviewed on the basis of SEDEX SMETA core criteria (ETI Base Code requirements). SMETA stands for Sedex Members Ethical Trade Audit and is an audit methodology based on the ETI (Ethical Trading Initiative) Base Code for confirming ethically

sustainable production along the entire supply chain. It is not a standard or a guideline, but rather a best practice guide for auditors who want to perform supplier audits focusing on ethical sustainability. SEDEX (Supplier Ethical Data Exchange) is an organization built on a web-based system and is not profit-oriented.

Members can upload the audit results to the globally recognized online platform and decide which customers and partners are allowed to view them. The platform is, however, also used to provide information on social and ethical achievements, whereby primarily topics concerning working conditions and occupational safety as well as optionally, environmental management and business ethics are queried.

We are one of the over 50,000 organizations who use this platform and report transparently about our services. Furthermore, we will undergo an independent SEDEX audit in line with SMETA by 2021. We lead by example and have made it our goal to only approve new strategic suppliers for the procurement of our raw materials if they have been reviewed on the basis of SEDEX SMETA core criteria and meet the defined minimum requirements.

For us, strategic suppliers are suppliers who exceed their known competitors regarding at least three of the following criteria and/or assume a dominant position in the market:

- Assortment variety
- Capacities
- Reliability (in relation to quality, quantity and flexibility)
- Price-performance ratio

The next step for us is to expand these new, stricter approval and review procedures for all suppliers of packaging materials and services.

Of course, our existing suppliers have undergone a strict approval procedure, which also includes an evaluation

scheme for confirming ethically sustainable service performance and conduct. Our Supplier Code of Conduct has formed the basis of our business relationship with suppliers for years.

Download
at
kotanyi.com

Respect for human rights along the entire supply chain starts with us in the company. We are an Austrian family company and operate in a country with high social standards and clear requirements regarding labor law. Nevertheless, it is highly important to us that our entire management team and all employees involved in the procurement process complete corresponding awareness training so that they can ensure respect for human rights on all levels of production in cooperation with our suppliers and partners.

We have therefore set ourselves the following goals:

- 100% of newly approved strategic suppliers of our raw materials must fulfill the defined SMETA core criteria with regard to working conditions, work protection and business ethics.
- Our entire management team and all employees in procurement and logistics will have completed awareness training concerning human rights by the end of 2019. Through this, we want to express our commitment to compliance with these basic rights and our ability to call for the respect of these on all levels of production within our sphere of influence.
- However, we also want to help guarantee respect for human rights and humane working conditions within our supply chain. In this respect, we will perform a risk assessment along our entire supply chain and make every effort to identify possible weak points through active issue management and implement required measures for improvement within our sphere of influence. In order to succeed in this as best as possible, we not only want to rely on increased audits on location, including through the external support of reliable, independent inspection bodies, but rather also on increased communication with our sub-suppliers who we require to show transparency.



Did you know that...

the essential oils from cinnamon sticks and cloves have an ingredient in common? Both contain the eugenol responsible for the aroma.

SUSTAINABLE SUPPLIERS	100% of newly approved strategic suppliers meet the defined SEDEX SMETA core criteria (<i>ETI Base Code requirements</i>)	Goal from 2020
		100%

New suppliers reviewed on the basis of environmental criteria (percentage)

As our partners, our suppliers play a key role in our ability to achieve our goals together. As part of our supply chain, we consider it essential to look to suppliers who are prepared to take responsibility for the environment we live in and to do their part so that future generations can still enjoy a habitable planet. As part of the supplier selection and approval procedure, our suppliers have to demonstrate compliance with the ETI Base Code requirements (4-pillar SMETA). It is our goal to review all new suppliers based on the ecological criteria contained therein.

within the scope of our opportunities, including in cooperation with suppliers and business partners. Furthermore, compliance with the basic workers' rights and requirements of occupational health and safety according to the respectively applicable national law are as much as a matter of course for us as calling for their implementation by our business partners.

For this reason, we have collected data along our entire supply chain, critically reviewed existing suppliers, anchored our Supplier Code of Conduct as the foundation of our cooperation and made it our goal to only approve new strategic suppliers who confirm their compliance with the ETI Base Code requirements regarding child labor in writing. Within our sphere of influence, we want to ensure compliance with the core labor standards of the ILO.

SUSTAINABLE SUPPLIERS	100% of newly approved suppliers were reviewed and approved using environmental criteria.	Goal from 2020
		100%

Companies and suppliers at risk of child labor

We are committed to the core labor standards of the International Labor Organization (ILO) and want to implement the fundamental principles these contain

We will perform a critical review and assessment of our existing suppliers as well as new suppliers before their approval for possible risks regarding child labor and/or activities which could be linked to health risks for children and young people, paying particular attention to countries of origin with known risks in this area. We want to use our risk analysis to derive a catalog of measures for contributing to effectively preventing child labor as far as we are able. Our supplier assessment has already provided us with an overview of which suppliers actively take this topic into account and can also demonstrate this through a certificate.

BIODIVERSITY AND CONTAMINANTS

Biodiversity and contaminants

We know and live by the principles of our Corporate Social Responsibility (CSR) policy. For the purposes of the sustainability we live by, we will do everything within our economic power to preserve resources for future generations. The protection of the biodiversity and responsible use and procurement of natural resources during the development and manufacture of our products is incorporated into our decisions.

We are aware that intensive farming and the widespread use of fertilizers and pesticides place a heavy strain on our environment: Environmental contaminants are not only a threat to our soils and the air that we breathe, but also to the products that we make our living from – our herbs and spices. It is only through resource-saving, responsible action that we can keep our environment a place to live in and preserve biodiversity. The sustainable production of our raw materials ensures that any negative ecological effects through agriculture and processing are reduced.

We only have one planet to live and do business on – we therefore want to:

- Fulfill our responsibility to increase the share of raw materials obtained from sustainable farming.
- Increasingly choose suppliers that live by a sustainability program which goes beyond mere environmental criteria and also incorporates social standards.
- Stop using raw materials such as palm oil – as much as possible – as their cultivation and production has a severe negative impact on our environment.
- Contribute even a small amount to preserving biodiversity by building two insect hotels for bees and bumblebees around our operating premises in 2019. We want to build this in cooperation with the Austrian Aid Organization for Deaf-Blind People and Those with Severe Hearing and Sight Impairment (ÖHTB) to create important nest and hibernation aids for beneficial insects like bees or bumblebees.
- Primarily use cleaning agents and disinfectants that are environmentally friendly (purely ecological).



What have we achieved so far?

We are able to demonstrably reduce the infiltration of invasive species of pests and pathogens through our CO₂ pressure treatment system for disinfestation.

We have converted our inner courtyard into a green oasis. In doing so, we not only provide a place of wellbeing for our employees, but also a habitat for various animals, such as a variety of insects.

Furthermore, we were unable to identify any processes within our company that have significantly negative environmental impacts. Even the expansion of our production spaces is taking place on an area that is already sealed. Our photovoltaic system is installed on the roof of our premises and therefore does not take up any additional space either.

GOAL 2019 et seq.

<p>BIODIVERSITY AND CONTAMINANTS</p>	<p>Increase in share of raw materials from sustainable farming</p>	<p>Annual increase in share of raw materials from sustainable farming</p>
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EMISSIONS AND TRANSPORT

Direct GHG emissions

We are aware that we generate emissions in the course of our production activities and that this has an impact on our environment. We have therefore calculated the CO₂ footprint of our company. This is made up of different areas such as energy and electricity consumption as well as transport and we have planned to reduce the emissions caused through energy consumption on a continual basis, measured in CO₂ equivalents. Together with specialists from the agency denkstatt & enertec, we have identified measures which could result in over 22% of potential energy savings (Basis: Energy consumption for 2018, including 0.75 GWh/a in-house electricity generation). In absolute figures, this amounts to 1.2 GWh/a, which corresponds to further potential CO₂ savings of 304.38 tons in relation to all energy sources (Source: denkstatt & enertec). We will work diligently to implement these measures.

Based on the energy consumption data collected as well as the nature of the energy sources used, the greenhouse gas

emissions caused by energy consumption (see Page 42) are estimated as follows:

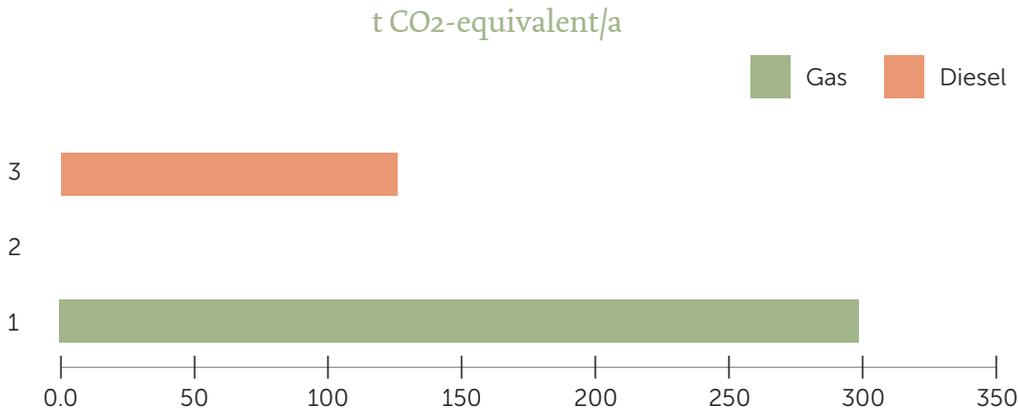


Fig. 1: Greenhouse potential in tons of CO₂ equivalent per year (Source: denkstatt & enertec)

We see huge potential for improvement and take our responsibility seriously: By using renewable energy sources, installing our photovoltaic system, making in-house optimizations to improve the energy efficiency in our production, optimizing our business trips and continually reducing fuel consumption per kilometer traveled, we want to commit to reducing the amount of CO₂ released into our environment every year.

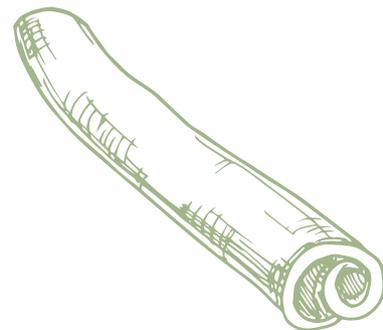
While we are still only starting off this exciting journey on the way to a more sustainable future, we have set ourselves clear objectives:

- Over the next few years, we want to make our entire production CO₂-neutral.
- We want to make a significant contribution to reducing CO₂ through by continually reducing fuel consumption (diesel) per kilometer traveled.

- All our drivers and all interested employees in Austria will receive fuel economy courses by 2020.

In order to consume as little fuel as possible, the entire fleet is kept in the state of the art in terms of efficiency. CO₂ emissions and consumption therefore play a crucial role in choosing our vehicles.

Our field service and management vehicles in Austria meet the exhaust gas standards Euro 5 and Euro 6. Austrian service instructions for corporate vehicles stipulate the regular replacement of vehicles. As part of cost control for repairs and services, measures such as earlier vehicle replacement or optimization are encouraged in the event of abnormalities. When choosing tires, in addition to the level of safety, the parameters of sound level and abrasion are also taken into account.





We have decided to continue using diesel vehicles from the VW/Skoda/Seat/Audi group until further notice, as these officially demonstrate the lowest CO₂ values. As technological developments in this field are happening at a fast pace, however, we are staying on the ball in order to reduce the share of fossil fuels in future.

During the most recent conversion work on the company premises, preparations were made to install a vehicle charging station. Due to discrepancies between the requirements of our company vehicles (sufficient charging space, temporal flexibility in customer support, multiple overland journeys) and the current possibilities of using e-vehicles (charging station positioning, charging

duration, range), switching all service vehicles to electric vehicles is currently not yet foreseeable. We want to test new acquisitions that could allow employees to go without a fossil-fueled vehicle.

Furthermore, we are working on a concept we want to implement in a binding manner from 2020 to prevent business trips as much as possible and to replace these by pushing alternative communication options, such as video conferences, which we already use now. Travel activities that are still required should, as far as feasible, take place in an eco-friendly way in future.

- We want to assess the CO₂ emissions of our current business trips and achieve a significant reduction per head from 2020.

		ACTUAL 2016	ACTUAL 2017	ACTUAL 2018	GOAL 2019 and subsequent years
EMISSIONS AND TRANSPORT	Continual reduction of fuel consumption per km traveled	6.05 l/ 100 km	6.50 l/ 100 km	6.50 l/ 100 km	Reduction from previous years

**MATERIALS
(RAW MATERIALS AND PACKAGING)**



**Our most valuable raw materials –
herbs and spices**



Tons	Spices and herbs	Table salt	Other
TOTAL 2018	10,000	3,000	2,000

Our success story began with paprika. A lot of people assume that paprika is the same as pepper, but that’s not the case: Climatic conditions and the right choice of variety are incredibly important for the quality of paprika. But it’s not just paprika. Actually, every spice has its own secret, which only unfolds once you understand how to handle it properly. Through decades of experience, we have learned to use this valuable natural treasure and to prepare it for our consumers in such a way that they can bring inspiration and joie de vivre into kitchens all over the world. Spices offer a variety of sensory experiences – there’s a reason why variety is the spice of life. Especially spices from far-off lands – exotic spices – have always been valuable commercial goods, and in the past, were even the cause of wars, precious gifts and signs of wealth. Today, you can’t imagine a kitchen without them and they make our food what it is: an enjoyable resource for living.

Every year, we process around 10,000 tonnes of spices and herbs, the majority of these being the most significant spices of pepper and paprika. Along with our classic spices and herbs, we also obtain around 3,000 tonnes of table salt in differing qualities as well as around 2,000 tonnes of baking ingredients, high-quality natural aromas and other ingredients.

We have made it our task to preserve our raw materials as a valuable natural treasure and therefore want to deliberately avoid using raw materials which have a negative impact on our environment.

- We want to stop using palm oil as much as possible.

* So far, we have not yet managed to produce all our products without palm oil. We have removed palm oil from all our products where this has been technologically feasible and useful.

Over 99% of our products are already palm oil-free. Unfortunately, a few products still contain unhardened palm oil. In these cases, we have not yet fully managed to switch to alternative oils and fats such as sunflower oil due to the technological advantages of palm oil. Palm oil/fat is – apart from coconut oil – the only vegetable oil that maintains a fixed consistency at room temperature and does not liquefy. It is therefore primarily used for products where otherwise hardened fats have to be used. Furthermore, palm oil has the major advantage of having a long shelf life, being taste-neutral and excellently suited to cooking, baking and frying due to its high heat stability.

As we are aware that we therefore still have work to do to achieve our goal of having 100% palm oil-free products in our assortment, we have committed ourselves to only acquiring palm oil from certified sources (RSPO).

RSPO stands for Roundtable on Sustainable Palm Oil. It is a centralized organization consisting of environmental protection associations and other NGOs as well as companies and institutions from the palm oil value added chain who are advocating for the promotion of sustainable cultivation methods for palm oil and preserving forest areas with a high protective value.

The preservation of biodiversity and regionality within the realm of our possibilities are of important concern to us:

- We rely on regional products as long as these are available in the quality and quantity we require.
- We want to promote traditional cultivation methods and preserve conventional varieties in paprika cultivation:

In 2014, we launched a very special prestige project with Kotányi Premium Paprika in Hungary for the Hungarian market, which is very close to our hearts.

We started to farm fallow paprika fields again with regional Hungarian farmers. Only conventional, geographically protected, resistant seeds are used to grow the paprika. The cultivation is also carried out in line with traditional methods and is as gentle on resources as possible. The paprika plants are pulled by our farmers themselves and planted out by hand. Even the harvest is done by hand. This guarantees that only fully ripened fruits are plucked, strictly selected and dried. We also place great importance on providing our Hungarian farmers with a fair wage, complying with our strict Kotányi quality standards and refraining from the use of pesticides as much as possible. To ensure this, we have a Kotányi employee on location to monitor cultivation, harvest and processing.

Goal from 2020

MATERIALS (RAW MATERIALS)	100% of products palm oil-free*	100% of products palm oil-free*
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Our packaging

In addition to efficiently and responsibly handling our raw materials, we have also chosen to reduce the weight of our packaging materials directly in order to reduce waste. Careful separation of waste and proper recycling as well as the pushing of measures to raise awareness among employees and consumers should help to alleviate the burden on the environment as much as possible.

To achieve this, we will analyze existing packaging materials and reduce or optimize the material content to an extent that sufficient product protection is guaranteed and no more material than is necessary is used. Furthermore, we want to increase the recycling capacity of the materials we use and reduce waste.

The products we sell nationally and internationally generate waste as shown below, whereby products that we sell fully packaged and labeled have not been taken into account.



- Paper
- Glass
- Metal
- Aluminum
- Plastic
- Composite film

Tons	Paper	Glass	Metal	Aluminum	Plastic	Composite film
TOTAL 2018	1,326	4,259	12	0	1,129	1,084

Not only through the reduction of waste and careful waste separation, but also through the proper recycling of materials can we make a significant impact on the continual improvement of our environmental performance.

We separate paper, cardboard and corrugated cardboard, glass, plastic, organic waste and residual waste. Problematic waste from our laboratory

and our workshops is collected separately, stored temporarily and orderly and disposed of in an environmentally friendly way. The Saubermacher company is currently responsible for disposing our waste.

The greatest amount of our waste comes from glass. As a packaging material, it has mainly proven itself with one of our most important items, the spice mill.

This is designed as a disposable mill for glass recycling and can be disposed of via glass recycling. Through this kind of disposal, we make a valuable contribution to protecting the environment and climate. Waste glass plays a crucial role in the new production of glass. Austria Glass Recycling confirms that for 10% of waste glass used in new production, energy consumption is reduced by 3% and CO₂ emissions by 7%. The savings in electrical energy achieved in this way each year correspond to the annual energy consumption of around 52,000 households (Source: <https://www.agr.at/glasrecycling/umweltvorteile>). Through the targeted disposal of our mill glass packaging, we can therefore reduce the CO₂ footprint of all of us. Waste glass is a valuable material. We want to increasingly draw attention to this in future and also inform our consumers of how to properly recycle our packaging on our website and through targeted awareness campaigns. We have already taken several important

steps in reducing the weight of our packaging and thereby not just reducing the amount of waste from our packaging, but also helping to save valuable resources during production. In this respect, we have managed to reduce the weight of the mill glass by 7%, without this putting our consumers at a disadvantage regarding product protection or visual appearance. We are currently working on a recyclable alternative for our laminated letter film as well as on using recycled plastics in our PET packaging and significantly reducing the share of shrink-wrap used in all of our products. Our work in this area is supported by a research partnership with the OFI as well as the University of Applied Sciences Wieselburg, who we have charged with performing a life cycle analysis for our spice packaging.

What we have planned:

- We want to increase the recycling capacity of the materials we use and reduce waste.

GOAL from 2019

MATERIALS (PACKAGING)	Increase of recycling capacity of materials used	Increase of recycling capacity of materials purchased for our brand compared to previous years
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ENERGY

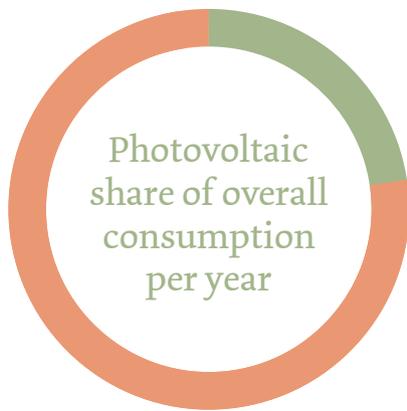
Energy intensity

Emissions and therefore effects are produced anywhere where products are manufactured, stored and transported – and therefore also by us. We consume

energy, for example, in the form of electricity and gas and produce emissions in the form of CO₂. We make our living from raw materials which can only grow and thrive in an intact environment. Therefore, our business success also depends on the ecological effects on our environment being kept as low as possible.

We want to do our part for climate protection by introducing and pursuing consistent measures to increase energy efficiency and prevent emissions and waste.

Our electricity comes exclusively from renewable sources and will even be partially generated in-house in future. Through this, we want to greatly help reduce the amount of electricity we purchase for our own requirements:



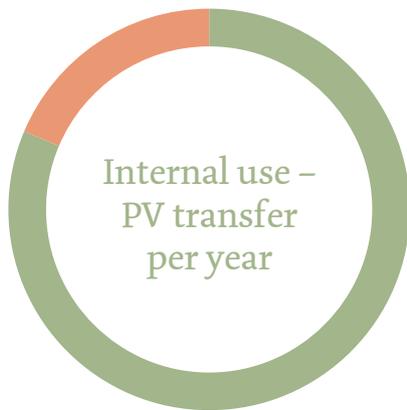
- 22% Photovoltaic energy generated
- 78% Mains supply

Fig. 2 (Source: denkstatt & enertec)

MWh	Mains supply	Photovoltaic energy generated
TOTAL 2018	2,776	792

Did you know that...
cinnamon can only be harvested every two to three years? During the harvest, the plants are cut down to the stalk, allowing new sprouts to grow later. The shoots grow around one meter every year.

Furthermore, we also want to feed part of the electricity generated into the general power grid:



- 79% Internal use
- 21% Supply/transfer

Fig. 3 (Source: denkstatt & enertec)

MWh	Internal use	Supply/transfer
TOTAL 2018	792	214

Already in previous years, we have demonstrably improved our energy efficiency by implementing a number of measures:
For example, a heat recovery system was installed in our pneumatic compressors

for warm water generation. We use the heat or cold recovery from exhaust air in our heating and air-conditioning system to conserve resources and therefore channel the exhaust heat/cold to where it can be used. Furthermore, we have switched all

pumps in our warm water and heat supply to energy-saving devices.

By converting the light in our production halls (electronic ballasts, brightness adjustment, motion detectors), installing a measurement and regulation system for monitoring all housing technology systems as well as controlling and regulating heating, ventilation and air-conditioning systems in an economically and ergonomically optimized way (new windows, insulated façades) and connecting the logistics center to local district heating (CO₂-neutral woodchip heating), we have achieved further goals in reducing our energy consumption.

In 2016, we converted an essential drive of an exhaust air system to maximum efficiency (IE4 drive), replaced a cooling machine with a more efficient machine (savings of approx. 10%) and in compressed air, gained essential energy savings by optimizing the control system.

In 2017, the lighting was optimized in several areas and switched to LED.

In 2018, all IT server rooms were fitted with new air-conditioning devices and

were switched from room cooling to rack cooling. In addition to the savings provided by these modern cooling systems, we have been able to further increase energy efficiency through the use of modern flash storage systems.

How do we measure our energy efficiency?

We have calculated and presented the energy and amount of electricity used on our production premises. The accuracy of these calculations and information are reviewed as part of regular external energy audits in accordance with the EEEG and EN 16247. The increase in energy efficiency achieved since 2015 of 2.4% (Base: Energy Consumption 2018) – in absolute terms, 129 MWh – has been absorbed through rebound effects (production expansion, pressure treatment, additional storage hall), resulting in a total consumption increase of 12.6% (+551 MWh). Electricity consumption in kWh per 100 units was greatly reduced in the past few years, as shown in Fig. 6. The entire energy requirement by sector (energy consumers) and energy sources for 2018 is as follows:

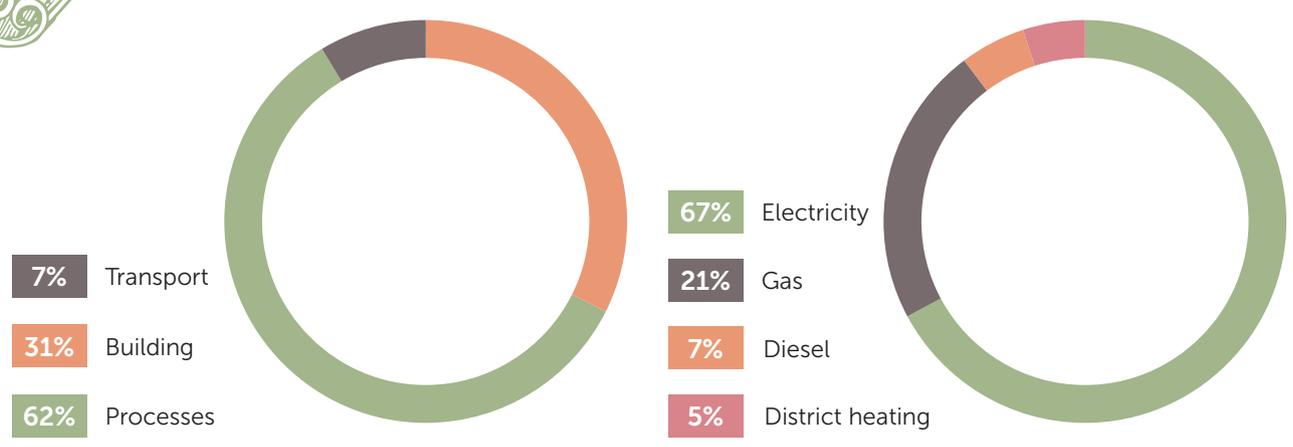
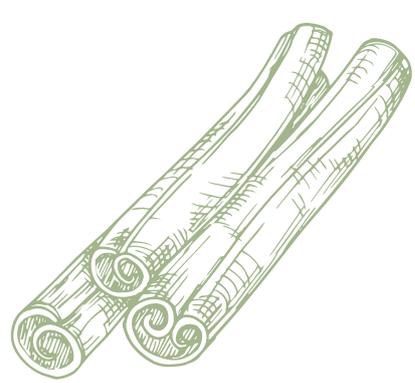


Fig. 4 Energy requirement by sector (energy consumer) and energy source (Source: denkstatt & enertec)

The processes that require the most energy are those within the company, followed by the energy requirement attributed to the building (including heating and lighting) and

the lowest share of around 7% comes down to the energy requirement for internal transport processes.

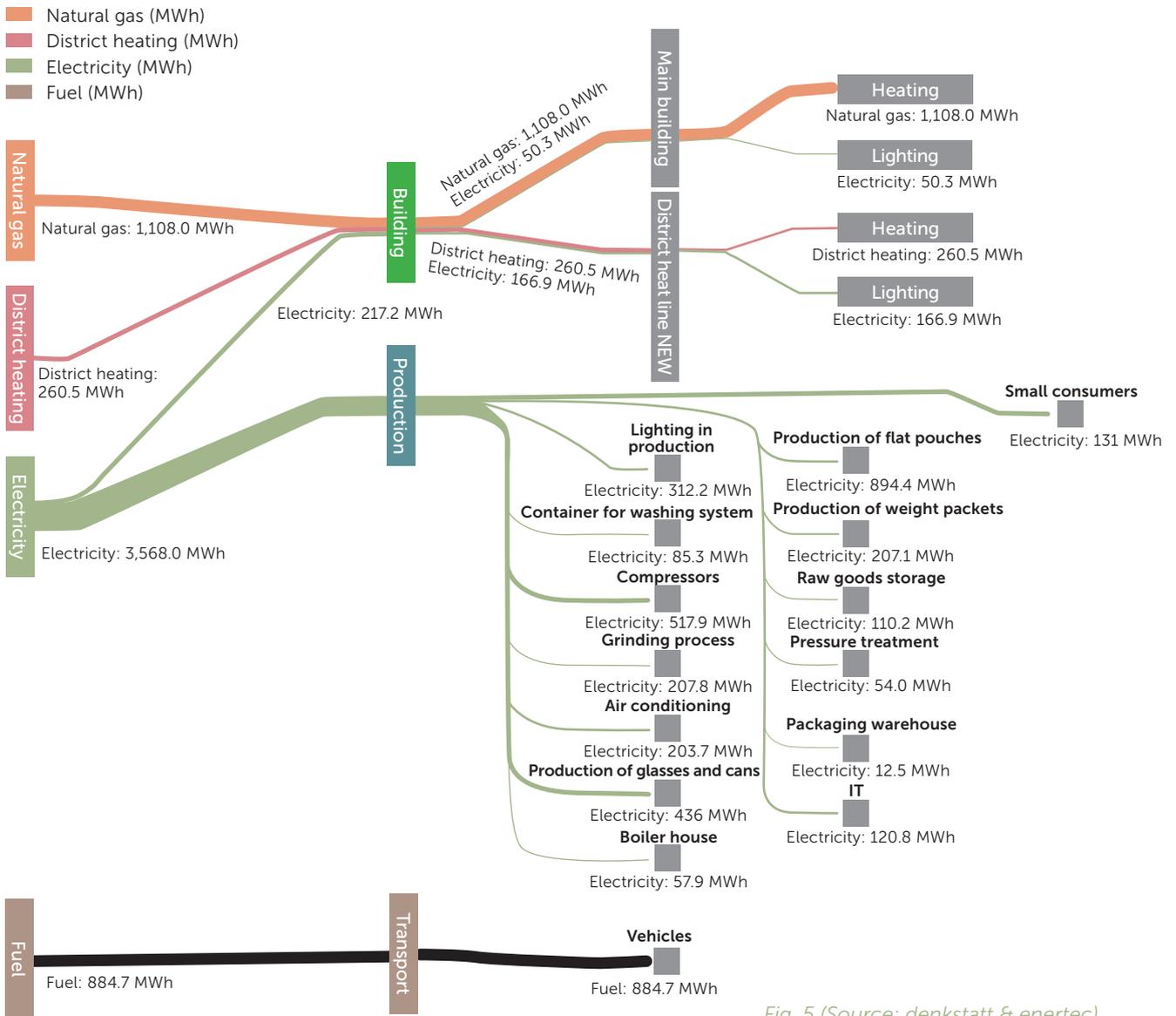


Fig. 5 (Source: denkstatt & enertec)

The greatest energy requirement comes from our electricity requirement, which we

aim to significantly reduce over the next few years.

ELECTRICITY CONSUMPTION

First and foremost, we measure electricity consumption per completed article produced. In recent years, we have been

able to reduce this continuously. However, in 2018 it was slightly higher due to the rebound effects mentioned above.

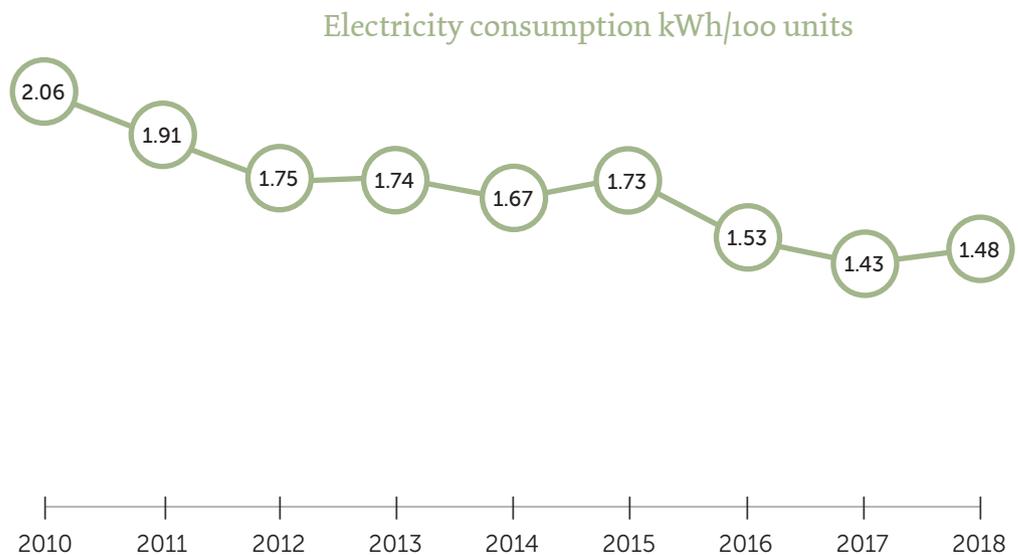


Fig. 6 Electricity consumption in kWh per 100 finished items produced

In the future, we want to implement ongoing projects to boost our energy efficiency:

- One of our most fundamental projects is not only to use renewable energy, but also to generate it ourselves. Towards the end of 2019, we plan to begin with the installation of a photovoltaic system with a

personal energy usage of 79%. This should cover around 22% of our overall electricity requirement through self-generated, green electricity. Planned completion: April 2020.

- We want to reduce overall energy consumption (primarily electricity) by at least 1% per unit every year compared to the previous year.

		ACTUAL 2016	ACTUAL 2017	ACTUAL 2018	GOAL 2019
ENERGY	Reduce 1% of total energy per unit (primarily electricity)	0.0153 kWh/unit	0.0143 kWh/unit	0.0148 kWh/unit	0.0147 kWh/unit



SOCIETY



Consumer health and safety

Food safety, quality and legality are our key premises – this is our guarantee, day in day out and without compromise.



Pap|ri|ka

(*Capsicum annuum L.*)

1- One-year-old, around one-meter-high herb with long-stalked leaves. Hollow, long red fruits develop from the flowers.

2- Spice made of dried, ripe and ground spice paprika pods.

3- The word paprika comes from the Hungarian (“paprika”) or the Serbian (“pāprika”); it ultimately also stems from a name for pepper (Serbian “pāpapr.”)

CONSUMER HEALTH AND SAFETY

Compliance with legal requirements to guarantee product safety

Our natural herbs and spices are processed into many quality products with extreme care. This is ensured by our holistic quality and food safety concept, which ensures the high value of our raw materials and products.

We are constantly striving to guarantee the food safety, quality and legality of all the products we produce. For this reason, we have implemented a comprehensive quality assurance system, which includes strict incoming goods, interim and outgoing goods inspections in addition to a comprehensive HACCP concept. Based on their risks for food safety, they are subject to an incoming analysis and assessment of the associated risks.

As part of our commitment to care, we always take care to ensure that our products and packaging present neither defects nor properties which could impair the health of our consumers. From the selection of our suppliers through strict quality and hygiene regulations in the entire manufacturing and storage process to delivery to our customers, we make every effort to be certified to the highest level in accordance with the International Featured Standard Food (IFS Food) and ISO 9001 every year.

The quality of raw materials used is – especially for natural products such as spices – crucial for manufacturing high-quality products. The careful selection and conscious inspection of these valuable natural products takes top priority in our company. As spice experts, not only do we engage external, independent testing bodies with the examination and assessment of all incoming raw material deliveries, but also perform incoming quality checks in our in-house laboratory. Guaranteeing the safety of the products we create is very close to our hearts. This is not only proven by our strict food safety management system, but also the fact that we have maintained a spotless record for many years. In 2018, a number of our products were tested and examined by the official food safety controlling authority. There was no justified official complaint leading to a conviction, something which we are proud of.

When developing our recipes, we consider it important to take into account current societal trends but also important findings from science and technology as well as medicine and health. Our products are natural products; this reflects the expectations and needs of our consumers. We want to do everything in our power to satisfy the wishes and needs of our customers and to not disappoint their expectations.

In joint exchange with our stakeholders, our products are constantly improved and developed further. In recent years, we have revised all of our spice blends so that the use of natural ingredients takes priority. Additives have been – as far as technically feasible – removed and flavors replaced by high-quality natural flavors.

Allergens and substances which could trigger intolerances

Kotányi is aware of the problems surrounding food allergies as well as intolerances triggered by food, which is why we have tested all products for the presence of allergens. We have made it our mission to avoid the use of allergenic products as much as possible. By controlling the production sequence and performing conscientious cleaning when changing product, we aim to reduce the risk of cross-contamination to the best of our ability and knowledge and as far as is technically possible.

Genetically modified organisms

In accordance with binding declarations by suppliers, Kotányi products deliberately contain no genetically modified organisms or parts thereof within the meaning of Section 4 Genetic Engineering Law, Federal Law Gazette 510/94 (or Directive 90/219 EEC and Directive 90/220 EEC in the currently applicable version). No genetically modified organisms have been used in processing within the company. Kotányi rejects the use of food containing genetically modified organisms and which triggers the labeling obligation accordingly in line with applicable law.

We are proud to say that in 2018, we did not receive any fines or commit any violations leading to a conviction or any measure stipulation in accordance with Section 38 LMSVG (Austrian Food Safety and Consumer Protection Act) Para. 5 in connection with Directive (EC) No. 178/2002.

		ACTUAL 2016	ACTUAL 2017	ACTUAL 2018	GOAL 2019 and subsequent years
CONSUMER HEALTH AND SAFETY	Justified official complaints in the reporting period relating to food safety	0 <i>(goal achieved)</i>	0 <i>(goal achieved)</i>	0 <i>(goal achieved)</i>	0



Did you know that...

paprika has to be stored in as cool and dark a place as possible so that it retains its color for longer? It is best to store paprika powder in a closed packet in the refrigerator.

PRODUCT LABELING

Declaration and presentation of legal conformity

Our passion for spices is our motivation, as we are sure that the use of state-of-the-art technologies, careful processing and the right storage are crucial for refining our spices with their full seasoning power.

- However, we also value legally-compliant labeling and fair advertising.

We see it as our duty to declare legal conformity and refrain from misleading consumers in any way. When it comes to our products, we always provide accurate details to prevent harm coming to our customers or our image.

We guarantee that our products meet

the legal labeling requirements in all the countries we deliver to.

The presentation and information conveyed on the packaging is aimed at enabling our customers to use our products safely and inspiring them to cook creatively.

In 2018, all employees in our quality assurance and product development departments as well as responsible employees in marketing took part in a full-day, external seminar on the subject of "Labeling and product presentation". The seminar was led by an expert in accordance with Section 73 LMSVG.

Transparent, honest communication regarding the ingredients and substances we use is important to us.

Our conscious efforts to comply with all legal requirements pays off. In the past years, we have not had any justified legal complaints relating to product labeling which have led to a conviction or sentence.

		ACTUAL 2016	ACTUAL 2017	ACTUAL 2018	GOAL 2019 and subsequent years
PRODUCT LABELING	Justified official complaints in the reporting period relating to product labeling	0 <i>(goal achieved)</i>	0 <i>(goal achieved)</i>	0 <i>(goal achieved)</i>	0

SOCIAL ASSISTANCE

We help people in need. Our involvement to provide assistance where people need it goes beyond the boundaries of our company. Every year, we donate food to the social market SOMA of the Vienna Hospice to support people with a low income and Team Österreich-Tafel, which collects excess, flawless food and distributes it to people in need through Red Cross service stations. Furthermore, we make monetary donations to non-profit organizations such

as Licht ins Dunkel, the Life Ball and Caritas. We also support people financially in our own area, with particular focus on hardship cases within the region.

We have planned not only to provide social assistance as it is needed but rather to develop a group-wide concept with selected focuses to promote projects in a targeted and focused way in future and conclude partnerships which are aimed at supporting people in socially deprived situations or who have to deal with difficult living conditions.



EMPLOYEES



Motivated and committed employees are the key to success. We want our employees to see us as an attractive employer. We achieve this by challenging our employees in an appreciative and respectful manner and promoting them through comprehensive further training measures and clear professional prospects.



Marjoram

(*Origanum majorana* L. /
Maiorana hortensis Moench.)

1- The family plant is 20–30 cm high, has short-haired leaves on both sides and light red to white flowers.

2- Spice made from dried leaves and flowers from the marjoram plant.

3- French: “marjolaine,”
“majoraine,” Ancient Greek:
“maezourana,” “mezourana.”

ATTRACTIVE EMPLOYER

Diversity and equal opportunities

We value the variety of different opinions, cultures and ideas and use them as inspiration. We are proud of our employees' individual differences and view the equal treatment of members of different groups as a matter of course. For this reason, we take a firm stance against any kind of discrimination and do not tolerate any kind of discrimination based on origin, nationality, gender, religion or ideology, sexual orientation, pregnancy or parenthood, family status, age, disability or other reasons which fall under the ban on discrimination.

Personal decisions such as promotions, dismissals, salary raises, disciplinary measures are made free of any discrimination. We consider equal opportunities essential and encourage a working environment where the dignity and value of each individual is recognized, which is shaped by respect and tolerance and where everyone is treated with honesty, sincerity and courtesy. Our internal survey as part of the last questionnaire confirmed that equal

opportunities are really lived out from our employees' perspective.

Equal payment for equal work as well as fair remuneration are self-evident for us. Differences may arise due to age, professional experience and/or period of employment.

In 2019, around 600 employees work for Kotányi, with 315 of these in Austria. Our Austrian employees have more than 15 different nationalities. Both in our international subsidiaries and in our headquarters in Austria, we are proud of the individual differences of our employees and we challenge and encourage them in the same way without any kind of discrimination. In addition to fair and good working conditions, we want to be an attractive employer for our employees through future-oriented further training measures.

Our three managing directors are male, but the share of women in management has increased in recent years.

The share of women in management in Austria is 13.3%; for blue-collar employees, this is 41.6% and white-collar employees, even 51.4%.

40.0% of those in management in Austria fall into the age group between 30 and 50 years.

In terms of white-collar employees in Austria, 14% fall into the age group of under 30 years, 57% into the age group between 30 and 50 years and 29% into the age group of 50 years and over.
For blue-collar workers in Austria, 18%

fall into the age group of under 30 years, 53% into the age group between 30 and 50 years and 29% into the age group of 50 years and over.
We currently employ 4 employees that are registered as disabled individuals.

Our working climate is shaped by solidarity.

	2016	2017	2018
TOTAL NUMBER OF NEW EMPLOYEES (AT)	35 <i>(16 women/19 men)</i>	52 <i>(18 women/34 men)</i>	48 <i>(Including 21 women/27 men)</i>
	<i>Including 9 women under 30, 6 women under 50, 1 woman over 50, 9 men under 30, 8 men under 50, 2 over 50</i>	<i>Including 9 women under 30, 9 women under 50, 15 men under 30, 15 men under 50, 4 men over 50</i>	<i>Including 11 women under 30, 10 women under 50, 12 men under 30, 13 men under 50, 2 men over 50</i>

Employment

Fairness and justice, attractive working conditions and a working climate characterized by a strong sense of belonging are important fundamental requirements for successful human resources in our company. Here, not only do we pay attention to fair, performance-based remuneration, compensation of added and special services and the timely payment of special allowances and supplements (such as night supplements) but also to making sure that goal achievement is acknowledged in the form of bonus payments and premiums.

After a probation period of one month defined by the industry, our employees are hired with unlimited work contracts. The salaries and wages of all our employees are subject to the collective agreements of the food processing and luxury products industry, which we view as a basis for

minimum payment. In the past few years, there have been no charges to date brought against Kotányi or which have led to the company being convicted. We are not aware of any cases of discrimination. We want to be an attractive employer for our employees. But attractiveness does not just mean fair remuneration. We want to support our employees as best as possible so that they find fulfillment in their challenging tasks and can develop themselves professionally, functionally and personally. We also expect our employees to be able to follow up on their private commitments and interests. One of our most important concerns is to enable a smooth family and work balance. We also offer the chance to structure working hours flexibly. Parents in particular are often faced with the huge challenge of combining childcare with the requirements of everyday professional life. Around 8.5% of employees in our head office are



Did you know that...

marjoram is botanically related to oregano and its content of essential oils is at its highest just before it blossoms?

employed on a part-time basis, while 17 employees are currently on maternity or parental leave. As part of regulations regarding part-time work for parents, we have flexible and family-friendly models aimed at facilitating reentry for employees who want to continue their professional career with us after their parental leave.

We promote health and safety at the workplace through comprehensive measures within our "Health & Vitality" program, which has earned us the quality seal from the Austrian Network for Operational Health Promotion three times to date. In addition, we were awarded the BGF Award for Large Operations in Lower Austria in 2017. The objective of this award is to commend the most sustainable and innovative activities for operational health promotion in Austrian companies. We are proud to have received these coveted awards and commendations in our efforts for our employees.

In addition to comprehensive sports programs from yoga to piloxing, self-defense training and running events (Business Run), we provide our employees with a seasonal fruit basket delivered by organic farmers in the region on a weekly basis. As part of our annual health days, we offer seminars on topics such as healthy nutrition, optimizing sleep behavior or stress prevention and want to motivate our employees to cook healthily by imparting them with tips and tricks they can successfully implement in their own personal lives through diverse workshops. Through cooperation with a private pension provider, we aim to make a comprehensive healthy pension affordable and attractive for all employees.

To maintain the health of our employees, however, we also offer annual health check-ups and regular consultations with our company doctor on site. Campaigns such as diverse vaccinations are also offered as well as an online exercise program in the form of short video sequences, which motivates employees to perform easy exercises independent of location and without equipment several times a day. These relieve and relax the muscles in the motor system, the back and also the eyes.

We want to encourage personal interaction and a feeling of community through annual employee gatherings and our joint barbecue as well as through an atmospheric Christmas celebration, to which all employees internationally and nationally are invited. A number of international keynote speakers were able to offer our employees – sometimes packed with humor – small suggestions and tips on health and happier living in the past few years.

Transparency in communication is an important factor for success and begins where decisions are made. Successful management is about successful communication: Our managers place great value on open, transparent communication and in addition to regular dispatches as part of the annual company gatherings, announce information about the company's entire development in person. Through our internal social Intranet (Coyo), which is installed in all of our countries, we not only promote lively discussion among employees, but also general cohesion – regardless of nationality and hierarchy.

This makes it easier to master challenges within the company together, simplifies communication processes and helps disseminate information among employees quickly and easily, from the strategic direction of the company to projects we are working on. We make ourselves heard and listen to each other and celebrate achieved goals and successes.

We are aware that our successes are always the result of the performance and contribution of each individual. In order to pursue our goals consistently and remain successful, we need employees who stay in the company long-term and complete their tasks with joy, a high degree of motivation and as part of valuable teamwork. It is important for us to keep our fluctuation rate low to use the knowledge and experiences of our companies within the company and to create a working environment that enables efficient working. For this reason, we query the satisfaction of our employees every three years (in Austria and from 2019, also internationally) and use the results of these surveys to improve our position as an employer, by planning and implementing measures that take our employees into account.

Shortages in skilled workers and the demographic development (key word: demographic pyramid) are a further driver for continual improvement in addition to the previously mentioned arguments.

We therefore want to:

- further increase employee satisfaction in the next survey in 2021.

- reduce fluctuation at our premises in 2120 Wolkersdorf (Kotányi Austria).
- offer all employees in Austria the chance for an employee meeting (Focus: Health, further training, development) by 2020.

Proportion of employees with regular performance assessment and further training

The training and further training of our employees is a special concern of ours. It is our goal to guarantee that all employees are equipped with the knowledge and sufficient competencies they need on all hierarchical levels in order to fulfill the tasks they are set as required. For us, competence means applying knowledge, abilities and skills in practice. It is essential for us that our employees are accordingly competent and aware of their responsibility. In order to ensure that all employees of our company possess the required competencies and can demonstrate these in action, we have defined clear requirement profiles for all positions. In annual employee meetings, the TARGET requirements are compared with the ACTUAL figures. Through this along with continual observations and discussions, we review the competences of our employees as well as the resulting training requirement.

In order to provide our employees with clear professional prospects and comprehensive further training, we want to provide all employees with the training and further training that they require.



		ACTUAL 2016	ACTUAL 2017	ACTUAL 2018	GOAL 2019
ATTRACTIVE EMPLOYER	Increase in employee satisfaction in Austria	67.00% <i>(Study 2014, only Austria)</i>	67.00% <i>(Study 2014, only Austria)</i>	80.70% <i>(Overall assessment only Austria)</i>	Increase of 2018 value during the next survey in 2021
	From 2020, maximum 10% fluctuation in Austria <i>(departures in heads/ average employee level)</i> <i>(departure in number of women and men)</i>	12.97% <i>(11 women/ 26 men)</i>	14.06% <i>(17 women/ 24 men)</i>	13.21% <i>16 women, including 7 under 30, 6 under 50, 3 over 50</i> <i>24 men, including 5 under 30, 14 under 50, 5 over 50)</i>	Reduction from value in 2018 (Goal 2020: maximum 10%)
	100% implementation of employee meetings for all employees in Austria <i>(Focus: Health, further training, development)</i> by 2020 <i>(meetings completed/number of employees in AT)</i> Internationally by 2022	57.81% <i>(Only empl. AT)</i> <i>(38 women of 74 meetings)</i>	57.25% <i>(Only empl. AT)</i> <i>(35 women of 75 meetings)</i>	57.58% <i>(Only empl. AT)</i> <i>(37 women of 76 meetings)</i>	Increase of implementation rate from 2018 (Goal 2020: 100%)

We have introduced a comprehensive training module in our Engage! online program which helps not only to easily achieve training requirements, but also assess the successful implementation and the effectiveness of measures without too much effort.

We want to determine the training requirement internationally as part of employee meetings, which we will have provided all employees with by 2022. Furthermore, a corresponding training budget will be made available in each country.

In 2018, 76.7% (35.2% women) of 306 employees attended an internal or external training.

Occupational health and safety

We pay attention to the health, safety and wellbeing of our employees and want to constantly help improve their quality of living and ensure that each individual feels safe and well in the workplace.

Especially when it comes to our managers and those we engage, we expect these to act as role models, comply with existing provisions and introduce and maintain or provide appropriate procedures and protective measures for the unrestricted guarantee of occupational health and safety.

We have commissioned the company Heiss Logistic Ges.m.b.H with safety technology and occupational health support. The company advises our employees, safety officers and employee

associations on occupational safety and humane working conditions. As part of regularly planned, advertised company tours, visits to and evaluations of the workplace, risks are conveyed and assessed, compliance with safety and health protection documents reviewed and if necessary, adapted and secured so that testing commitments in accordance with ASchG (Worker Protection Act) and the associated directives are fulfilled. Furthermore, regular sound measurements, measurements of comfort parameters such as room temperature, relative humidity, air speed and lighting intensity, short-term measurements of the workplace concentration and consultations regarding ergonomics are carried out. We receive support in the creation and update of evacuation concepts, with the organization and monitoring of operational fire safety and the determination and examination of causes of work accidents and work-related illnesses.

We are convinced that work accidents can only be avoided if specifications and rules are ingrained and compliance monitored consciously. Creating awareness and vigilance is essential for increasing the safety of our employees. Situations which have led to work accidents are analyzed in-depth and measures are derived to prevent their re-occurrence. It is crucial that situations where a potential hazard is detected are also reported. We are proud to have employees who are attentive and report near-accidents without compromise. We are delighted to say that the number of work accidents in 2018 was

reduced further compared to the previous year as a result.

It goes without saying that we will continue to do everything to prevent work accidents as best as possible.

We have not only made it our goal to avoid work accidents. One of our key goals is to reduce illness-related absences by 2023 to a clear Austrian average (according to the Absence from Work Report December 2018 from WIFO: average 12.5 days, blue-collar employees around 15.5 days, white-collar employees around 10.5 days).

We have already achieved this goal with regard to sick days among white-collar employees, but are not yet where we want to be with our blue-collar employees.

Reducing sick leave within this group of employees is of top priority for us.

We especially want to encourage these employees to take part in our program for occupational health promotion and increase the participation rate.

Furthermore, we offer regular medical support through our company doctor.

Appointments are arranged through our company Intranet as well as through notices. All employees are reliably reminded of these appointments by email.

In addition to free health examinations, funded or even fully paid vaccinations are offered by the company based on risks. These go beyond the vaccinations paid by the health insurance companies as standard, seeing, hearing and lung function tests as well as smoker and dietary consultations are performed. Our company doctor has an open ear for all health-related concerns and complaints from our employees and advises the



Did you know that...

good quality marjoram can be recognized from an intense odor when rubbing between the fingers? Good quality requires a warm climate.

employer and employee in equal measure. Health-related data is, of course, treated confidentially within our company and is subject to data protection. Utilization of the services of the occupational health service is possible during normal working hours and does not have to be reported.

Consultation discussions with our company doctor are subject to medical confidentiality.

The high acceptance of our company doctor is reflected in her services being used by our employees routinely and we receive positive feedback on this during employee discussions.

	2016	2017	2018
Sick days on average (AT) All	11.86	14.25	16.85
Sick days on average (days/blue-collar employee)	16.47	17.75	24.40
Sick days on average (days/white-collar employee)	10.20	9.95	8.02
Number of near-accidents reported	8	14	21
Total work-related accidents (reportable)	5	13	12
Number of work-related illnesses reported	-	-	-
Number of deaths	-	-	-

		ACTUAL 2016	ACTUAL 2017	ACTUAL 2018	GOAL 2023
OCCUPATION-AL HEALTH AND SAFETY	Reduction of accident- and illness-related absences by 2023 to the Austrian average (according to Absence from Work Report December 2018 WIFO)	Sick days on average (days/blue-collar employee)			
		16.47	17.75	24.40	15.50
		Sick days on average (days/white-collar employee)			
		10.20	9.95	8.02	10.50

GRI INDEX IN ACCORDANCE WITH "CORE" OPTION



GRI index in accordance with “Core” option

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