

INFO NO. 1

Warsaw, July 2014

## CSR Strategy

### The Company started to implement CSR – a Corporate Social Responsibility project

We kindly inform you that on May 2014, the Company began a CSR (Corporate Social Responsibility) project implementation. CSR is a management strategy, according to which SULTOF in its activity takes into account social as well as environmental interests and relationships of various stakeholder groups, particularly the clients. The project implementation will last until 28 February 2015, thanks to the financial support of the Swiss-Polish Cooperation Programme, distributed by PARP \* under the title "Increasing regional competitiveness through Corporate Social Responsibility – CSR".

#### Areas of implementation

The range of the CSR initiative in SULTOF covers the following areas:

- **the impact on the environment** – the Company commenced the implementation of ISO 14001 \*\* standards,
- **relationships with company personnel** – it is planned to include the improvement of internal communication of the company and the extension of the ISO 9001 \*\*\* standards, and the implementation of the AA 1000 \*\*\*\* standards;
- **social commitment** – the Company plans to implement a standard of social responsibility report – GRI.4\*\*\*\*, and develop a coherent policy of supporting social initiatives, cooperation with NGOs and local public administration;

All the activities undertaken within the CSR strategy implementation are designed to help improving the quality and efficiency of our Company. Some of these actions are a continuation of activities already taken by SULTOF – especially environmental ones. (see Ecology; Prizes and certificates).

#### Implementation of CSR strategy takes place in four stages.

##### Stage 1 till July 31, 2014 DIAGNOSIS

The first stage of the strategy implementation envisages an audit in terms of the Company achievements so far in building the socially responsible company image and the development of the CSR Strategy. The important action called "mapping" the company's stakeholders is to define the mutual influence of both external and internal stakeholders to the company's operations and to determine their needs and expectations.

##### Stage 2 till October 31, 2014 STRATEGY ELABORATION AND ITS IMPLEMENTATION TOOLS

In this stage – a project developed based on CSR Strategy (following consultation and evaluation) will be accepted by the Board and the shareholders. The tools and procedures for the Strategy implementation will be developed and integrated with the Standards ISO 9001 and ISO 14001 and AA 1000 GRI.4

##### Stage 3 till January 31, 2015 CSR STRATEGY IMPLEMENTATION

This implementation stage will develop organizational, procedural, functional, measurement tools, gauges – as a base for systematic follow-up of CSR Strategy after the project completion.

##### Stage 4 February 28, 2015 PROJECT SUMMARY

This stage is devoted to the preparation of reports summarizing the project to the PARP and for all stakeholders and the conference summarizing the project organization.

Very important part of the whole process of CSR Strategy project implementation is a clear and legible information directed to customers, cooperating business and social partners and employers.

Quarterly, on our website in the CSR part, we will publish reports summarizing each stage of implementation.

**We invite you to follow our subsequent publications!**

Piotr Bratkowski – co-owner  
Krzysztof Sobieski – co-owner

- \*PARP – Polish Agency for Enterprise Development
- \*\*ISO 14001 – Environmental Management System
- \*\*\*ISO 9001 – Quality Management System
- \*\*\*\*AA 1000 including:
  - AA1000 AccountAbility Principles Standard - AA1000APS
  - AA1000 AccountAbility Assurance Standard - AA1000AS
  - AA1000 AccountAbility Stakeholder Engagement Standard – AA1000SES
- \*\*\*\*\*GRI.4 – Global Reporting Initiative (reporting standards of corporate social responsibility)