

**Environmental and Energy Management**

**MOprojects GmbH and Holztechnik Schwanekamp GmbH**

**Vreden-Lünten**

**in accordance with ISO 14001:2015 and EMAS**

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## **1. Foreword by the Management**

Dear Sir or Madam,

Thank you for your interest in our company and our Environmental Policy.

Acting in a sustainable manner is an essential goal in our daily work and in the strategic orientation of our company.

The rich industrialized countries bear a special responsibility for the achievement of Global Environmental Policy goals.

In cooperation with our suppliers, employees and customers, we would like to make our contribution to the efficient use of resources and environmentally friendly business practices so that we can leave our Children and Grandchildren an intact and diverse natural environment. We do this out of conviction and in the knowledge that there is no long-term alternative. As a family business in a rural region and with many employees and suppliers from the surrounding Towns and Villages, we are particularly aware of this. Nevertheless, practice naturally demands compromises, however this does not change the fundamental orientation; as part of the continuous improvement process, we would like to gradually improve the ecological balance of our company. In doing so, we follow a pragmatic approach - our focus is on generating and implementing concrete measures, not on just producing ideas.

We are pleased to invite our business partners to come and visit our facilities to see for themselves the actions we are taking and to work with them jointly to find and implement further potential measures. So that the earth remains as diverse and species rich as possible for future generations.

## 2. Mission Statement

The management and employees of MOprojects and Holztechnik Schwanekamp have developed the following mission statement as a guideline, voluntary commitment and as a mental anchor:

### **Our Vision:**

We aim to be Europe's leading manufacturer and installer for luxury shop and interior outfitting. MOprojects stands for uncompromising quality and the best service. Our employees are proud to work for us and take pride in everything they do.

### **Our Values:**

Quality: Delivery of the highest quality is our number one priority and we will not compromise in order to achieve it, whether it be service, product, materials (even the ones you won't see), finishes, technology and the ongoing training & development of our team.

Care: We take great care of our clients, team and the environment in which we all live. We understand that if our team are both content and highly motivated, they will accept the daily challenge to deliver excellence to our clients in everything we do.

Responsibility: We assume full responsibility for our projects and will therefore take as much of the project workload upon our shoulders as possible, thereby freeing up our clients to be able to concentrate on running their own business effectively.

Attitude: MOprojects possess a "can do" attitude and this combined with our extensive experience and resources means we are able to react quickly and flexibly to any changes and challenges, wherever and wherever they appear.

### **Our Goals:**

MOprojects aims to continue to grow its business in a considered, sustainable and manageable way.

We plan to expand our business geographically, utilising our existing multicultural and multilingual team to discover new opportunities, whilst at the same time improving and expanding our team, product portfolio, technologies and efficient use of materials.

We aim to provide our manufacturing base with a balanced workflow throughout the year, by way of proactive business development in our existing markets, and the development of new markets, business sectors and regions.

Protection of the environment is a key consideration in all our business practices, and we plan to further improve our use of renewable energy, use sustainable materials where possible and reduce our overall environmental impact.

### 3. Company Profile

MOprojects combines with the competence of Holztechnik Schwanekamp in the field of shop and interior design. With more than 110 years of knowledge and experience we offer demanding business and private customers an all-round high quality project service.

One focus is on shop fitting for international luxury brands in the fields of beauty, fashion, timepieces and optics. In addition, we regularly work for the world's most famous department stores we also produce bespoke interior fittings for luxury residential and commercial properties.

Whether wood, metal, stone, glass or lighting - we owe our excellent reputation to our careful selection of materials combined with perfect craftsmanship, but also to robust project management combined with strict budget and schedule control.

Every step of the process from the planning and construction, to the installation of your new furnishings, is accompanied throughout by the same project manager(s). As your permanent contact person, they know the project in all details and ensure that all your wishes are perfectly implemented.

as Projekt in allen Details und sorgt dafür, dass alle Ihre Wünsche zuverlässig umgesetzt werden.

#### Key Facts

- More than 110 year experience
- Family business now in the 6th generation
- Yearly turnover of approximately €20 million Euro
- Production facilities of more than 7.000m<sup>2</sup>
- high-quality, bespoke production
- 3D-CAD design and rendering by 15 qualified draftsmen
- A very high proportion of international projects, worldwide
- Excellent, global network
- More than 110 employees
- Our own painting, metalworking and electrical departments
- In house 3 D printing

#### 4. Environmental Policy

Sustainability and resource-saving management are the central goals of our environmental policy. This applies to all our corporate divisions. It applies in particular to our procurement processes, where we take care to source the appropriate raw materials.

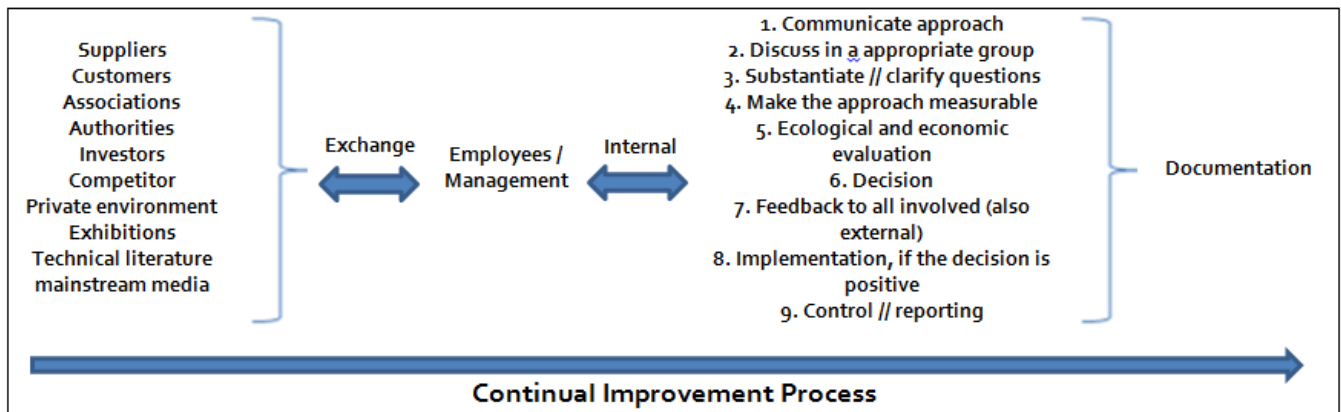
Production, where we are committed to environmentally compatible manufacturing processes. Logistics is also an important factor for us. For example, we try to bundle transport/deliveries together and use low-emission means of transport wherever possible.

In addition, we have created measures in the personnel area - for example, we offer employees the opportunity to take part in the "business bike" scheme, therefore they can use a bicycle to get to work instead of a car.

The other divisions of the company also support the environmental policy through various smaller and larger measures, which are described in detail in the section "Environmental and Energy Management". It is important to us that all employees think about where and how we can optimise and push for implementation together and in exchange with our business partners, associations, authorities and the private environment.

#### 5. Process Management

The diagram below describes the process of how we generate, communicate, evaluate, implement and document ideas for environmental and energy-friendly measures.



In the exchange with our business partners a lot of mutual information and suggestions for optimizations, risks and future developments are created. These are further discussed, substantiated and evaluated within the company and with our partners. Economic, legal, ecological and ethical factors play a role here, as do the technical feasibility and design specifications of our customers. The decision as to whether and how to proceed is documented in a transparent and well-founded manner and communicated to the parties involved. The implementation, monitoring and documentation is the responsibility of the defined responsible persons. In case of deviations from the plan, the process is repeated.

## **6. Environmental and energy management**

The following are the measures that have already been implemented in the area of environmental and energy management.

### **- Solar energy**

We have long been committed to renewable energies. The photovoltaic system on the roof of our production facility is a major factor here. It produces approximately the amount of electricity that we require ourselves.

### **- Compressed air**

Our compressed air system is regularly inspected and maintained. Possible leaks are sealed or the air lines are replaced.

### **- Hazardous materials**

We try to avoid the use of hazardous materials as raw materials and supplies wherever possible. The few we use are stored and disposed of professionally by us. We also train the employees who come or could come into contact with them.

### **- Waste management**

The primary goal is waste avoidance and reuse of remnants. For example, we avoid unnecessary packaging in purchasing and sales. Nevertheless, waste cannot be completely avoided. We separate this waste into paper, ash, glass, metal and plastic, among other things, in order to enable the highest possible degree of recycling and reuse. In addition, we only work with certified disposal companies that we know process and recycle the waste properly.

### **- Noise and sound protection**

In a woodworking company, a certain amount of noise emissions cannot be completely avoided. Saws, CNC machines, chippers, exhaust systems and other machines create noise. In order to reduce this, we pay attention to the quietest possible models when selecting machines and use sound-absorbing cladding. In addition, employees in the immediate vicinity wear hearing protection. There is also a noise barrier to protect the neighbouring residents and we make sure that doors and gates are kept as closed where possible. Because we work in a single shift during the day, there is virtually no disturbance to residents during the evening or at night.

### **- LED Lighting**

For our furniture we only use energy-saving and durable LED technology. In addition, we are successively converting the lighting in the offices and in production to LED. Furthermore, we make sure that the lighting is only switched on when required by tasks and lighting conditions. If work is not being carried out in areas, the lighting is switched off there. This is assisted by motion control.

- Paper

Our employees are all encouraged to print as little as possible. In the production area we use terminals where the employees can view the construction drawings on screens in 3D. Contact with suppliers and customers are now also almost exclusively digital. However, the completely paperless office will probably remain an desire and printed drawings do remain a necessity in some situations.

- Heating

For heating, we primarily use the permitted wood residues from production and purchased pellets. In this way we save on non-renewable energy resources, avoid wood waste and promote an ecological form of energy with the pellets and support domestic, sustainable forestry.

- Local procurement

We have an excellent network of regional suppliers. This helps us to react quickly to customer requirements and reduce bottlenecks. At the same time, we intentionally reduce the emissions created by unnecessary transport. This is particularly relevant due to the fact that we often need smaller quantities of goods due to bespoke project production which can only be transported by truck.

- FSC®

Sustainable and responsible forestry is a major concern for us. For this reason, at the customers request, we use certified wood-based materials. We are a certified FSC CoC (Chain of Custody) company since June 2020.

- Equipment resources

In the selection and operation of our machinery we pay attention to environmentally compatible equipment, processes and consumables.

- Paint and surface finishing

We have a large in-house paint and surface finishing department with several spray booths. In close cooperation with the manufacturers, we strive to use paints and finishes that are as low in pollutants as possible..

- Shipping

About 90% of our products are exported abroad. The means of transport available are trucks, aircraft, ships and trains. The selection of which method is selected is primarily based on the requirements of the customer. In practice, schedule and location are often the decisive factors, which for more distant destinations usually mean a combination of truck and aircraft. Since aircraft have the most environmental impact, we increasingly rely on other means of transport. In addition, we attempt to bundle several projects, also from different customers together where possible, in order to make the best use of trucks and containers and to reduce the number of transports.

- Weight reduction

We use increasingly more lightweight boards and lightweight materials. Specifically, these are honeycomb boards, MDF boards with lower density, acrylic and aluminium. As a result, fewer raw materials are needed and the reduction in weight leads to a significant reduction in carbon dioxide during transportation because less fuel is required and fewer or smaller means of transport are possible.

- Packaging

Professional packaging is very important, as furniture is comparatively sensitive to transport and often has to travel long distances to our customers. We usually pack the furniture on pallets with a combination of styrofoam, stretch film, furniture covers, cardboard, air cushions and wooden crates. If possible, the packaging material is taken away from the building site and reused or recycled.

- Business bike

Our employees have the possibility to use a company bicycle by way of deferred compensation scheme. As most employees come from the immediate vicinity, this is an incentive to use a bicycle instead of a car to get to work. This has been well accepted, it helps protect the environment and promotes the fitness and health of our employees.

- Business trips and on-site installations

We try to reduce travel times and distances to an absolute minimum. On-site meetings and site surveys cannot be avoided completely, but where possible we try to coordinate and clarify information by means of teleconferences, phone calls etc. During the on-site installation work, we regularly call on local partners where possible and place the fitters in accommodation close to the construction site.

- Company suggestion scheme

We have an openly accessible company suggestion system. Employees have the opportunity and are encouraged to make suggestions for improvements. Of course, this does not only apply to environmental and energy management measures, but also to other measures. The suggestions are reviewed by the management team and then discussed with the employees and implemented where appropriate.



## **7. Employee involvement as a central key element**

We are convinced that employees are the central key element to finding and implementing continual improvement. As described in "Process Management", they are in permanent exchange with our suppliers, customers and other contacts. On the one hand, they receive significant input on the possibilities of environmentally friendly procurement, production, logistics, waste recycling and much more. On the other hand they have the possibility to transfer this knowledge to our customers, to influence suppliers and to support the implementation of continual improvement. This can only succeed if the employees are or become sufficiently interested, motivated and qualified in the topics of sustainability, environmental protection and resource conservation and if this is supported accordingly by the management team. At MOprojects and Holztechnik Schwanekamp this is not only supported, but actively required and encouraged in various ways.

## **8. Outlook**

We are convinced that the measures and processes listed above, coupled with our corporate philosophy and the partnership-based cooperation with our customers and suppliers, promote sustainable business. Nevertheless, we are aware that global efforts are needed to contain the negative environmental consequences of industrialization and globalization in order to leave an intact and resource-rich environment for future generations. This requires not least National and International guidelines at political and economic level. At the same time, every person and every organisation should ask themselves what they can do themselves, on a small or large scale, and what they can demand of others in order to live and work more sustainably and with less resource consumption? MOprojects and Holztechnik Schwanekamp recognise this responsibility and will continue to work towards this in the continuous improvement process and implementation measures.

Vreden Lünten, 02.09.2021

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