

GRI Index 2015

Our Global Reporting Initiative (GRI) Index is compiled in accordance with the international GRI G4 Guidelines based on the “core” option. The table of contents below provides an overview of the reporting categories. Please click on the page numbers to access the specific GRI indicators directly. The information and data included in the GRI Index 2015 only refer to Beiersdorf’s Consumer Business Segment (unless explicitly stated otherwise) and does not cover the tesa Business Segment. Our GRI Index 2015 is not externally assured.

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I. List of Abbreviations

AIM	European Brands Association
CoC	Code of Conduct
CMS	Compliance Management System
COLIPA	European Cosmetics, Toiletry and Perfumery Association (New: Cosmetics Europe)
CRA	Compliance Risk Assessment
Defra	Department for Environment, Food and Rural Affairs (UK)
DCGK	German Corporate Governance Code
EPAA	European Partnership on Alternative Approaches to Animal Testing
ESMAS	Environmental Protection and Safety Management Audit Scheme
FEA	European Aerosol Federation
FONAP	Forum for Sustainable Palm Oil
GHG	Greenhouse gas emissions
GWP	Global Warming Potential
HR	Human Resources
IEA	International Energy Agency
IGA	Industrie Gemeinschaft Aerosole e.V.
IKW	Industrieverband Körperpflege und Waschmittel
ILO	International Labour Organization
INCI	International Nomenclature of Cosmetic Ingredients
IPCC	Intergovernmental Panel on Climate Change
ISO	International Organization for Standardization
LCA	Life-Cycle Assessment
OECD	Organization for Economic Cooperation and Development
OHSAS	Occupational Health and Safety Assessment Series
RSPO	Roundtable on Sustainable Palm Oil
SAQ	Self-Assessment Questionnaire
Sedex	Supplier Ethical Data Exchange
SMETA	Sedex Members Ethical Trade Audit
susy	Sustainability System
VCI	Verband der Chemischen Industrie
WIE	Wirtschaft. Initiative. Engagement.
WRI	World Resources Institute
WTW	Well-to-Wheel
WWF	World Wide Fund for Nature
3PMs	Third-Party Manufacturers

II. General Standard Disclosures

Strategy and Analysis

G4-1

Provide a statement from the most senior decision-maker of the organization (such as CEO, chair, or equivalent senior position) about the relevance of sustainability to the organization and the organization's strategy for addressing sustainability.

—

[Beiersdorf Sustainability Board Statement](#)

Organizational Profile

G4-3

Report the name of the organization.

—

Beiersdorf AG

G4-4

Report the primary brands, products, and services.

—

We are a global skin care company with more than 150 affiliates. At Beiersdorf we have been caring for skin for more than 130 years. Throughout our history we have built trust by staying close to our consumers and developing innovative skin care brands that are tailored to their needs. We work as one global team, with one focus: Making people feel good in their skin. As we head into the future, we want to become the world's number one skin care company.

Our passion for skin care is what drives us and makes us unique. Our brands and skin care products are trusted by consumers locally, regionally and globally. Making people feel good in their skin means different things to different people. That's why, across our three global skin care brands - NIVEA, Eucerin, and La Prairie - we cater for all sorts of needs and operate across different markets: Mass market, dermocosmetics, and premium.

Other strong brands are Labello, Hansaplast (Elastoplast and Curitas), Florena, 8x4, arix, SLEK, Maestro, and Aquaphor.



More at:
[Beiersdorf_Brands](#)

G4-5

Report the location of the organization’s headquarters.

—

Beiersdorf AG
Unnastrasse 48
20245 Hamburg
Germany
Phone: +49 (0) 40 - 4909 0
Fax: +49 (0) 40 4909 - 3434

Contact us at: We.care@Beiersdorf.com

G4-6

Report the number of countries where the organization operates, and names of countries where either the organization has significant operations or that are specifically relevant to the sustainability topics covered in the report.

—

[Beiersdorf_Global_Presence](#)

G4-7

Report the nature of ownership and legal form.

—

[Beiersdorf_Shareholder_Structure](#)

G4-8

Report the markets served (including geographic breakdown, sectors served, and types of customers and beneficiaries).

—

[Beiersdorf Business Segments](#)

[Beiersdorf Global Presence](#)

A breakdown of our regional sales can be found in the Regional Reporting and the Segment Reporting in our Annual Report:

[Beiersdorf Segment Reporting](#) (incl. tesa)

[Beiersdorf Regional Reporting](#) (incl. tesa)

[Beiersdorf Group Sales](#) (incl. tesa)

G4-9

Report the scale of the organization, including:

- Total number of employees for our Consumer Segment
- Total number of operations
- Net sales (for private sector organizations) or net revenues (for public sector organizations)
- Total capitalization broken down in terms of debt and equity (for private sector organizations)
- Quantity of products or services provided

—

- Total number of employees for our Consumer Segment: 13,549
For more information please refer to Indicator G4-10
- Total number of operations:
[Beiersdorf Global Presence](#)
- Net sales and total capitalization:
[Beiersdorf Ten Year Overview](#) (incl. tesa)
- Results of operations Consumer:
[Beiersdorf Results of Operations Consumer](#)
- Quantity of products provided:
In 2015, we sold well above 3.6 billion consumer units globally.

G4-10

- a) Report the total number of employees by employment contract and gender.
- b) Report the total number of permanent employees by employment type and gender.
- c) Report the total workforce by employees and supervised workers and by gender.
- d) Report the total workforce by region and gender.
- e) Report whether a substantial portion of the organization's work is performed by workers who are legally recognized as self-employed, or by individuals other than employees or supervised workers, including employees and supervised employees of contractors.
- f) Report any significant variations in employment numbers (such as seasonal variations in employment in the tourism or agricultural industries).

—

	Permanent employees	Temporary employees	Consumer Employees total
Europe	6,924	340	7,264
Germany	3,543	251	3,794
Europe (excl. Germany)	3,381	89	3,470
North America	354		354
Latin America	2,066	29	2,095
Africa/Asia/Australia	3,553	283	3,836
Total	12,897	652	13,549

The total number of employees for our Consumer Segment is 13,549 and includes 652 temporary employees. We do not yet break down our figures by gender.

Detailed reporting will be available following the implementation of global master data.

Types of worker:

The majority of our workers are Beiersdorf employees. Only a small percentage of the organization's work is performed by self-employed individuals or temporary workers.

Seasonal variation:

No significant variations in employment numbers exist.

G4-11

Report the percentage of total employees covered by collective bargaining agreements.

—

The key collective bargaining agreements at Beiersdorf AG (headquarters) are the collective agreements reached by the chemical industry, and company-specific works agreements.

Depending on their scope, the provisions of the collective and works agreements apply both to employees formally covered by them and to employees who are exempt from them, but not to executive staff as they are non-tariff employees. Since employment contracts integrate applicable collective and works agreements, employees need not be union members to benefit from these agreements. The principle at Beiersdorf is that the interests of all employees, whether they are covered by collective agreements or not, excepting executive staff, are assured under the Works Constitution Act (*Betriebsverfassungsgesetz*). The Works Council members at the individual companies are responsible for representing these interests, for example in negotiations on works agreements with management, or in various committees. In addition, agreements have been reached at the Group Works Council level. At Beiersdorf AG (headquarters), 53% of employees are employed under collective agreements and 36% of the workforce are non-tariff employees. The remaining 11% of the workforce are executive staff. At European level, the guidelines of the European Dialogue serve to promote cooperation on the basis of trust.

G4-12

Describe the organization's supply chain.

—

The Beiersdorf supply chain is primarily regional. We perform ongoing supply network analyses and continuously update our supplier network to meet the needs of our consumers.

As a result of our latest footprint analysis we are upgrading our supply network in the emerging markets, which also enables us to support the growth of our business. This includes the opening of new factories in Mexico and India, expansions of existing factories and also the introduction of additional finished goods manufacturers.

Today our 17 production sites are located in the respective regions, i.e. Europe, Americas, Near East (incl. Africa) and Far East, and produce mainly for their local and regional markets. The main activities at our production sites are batch mixing and filling activities. Only in exceptional cases do we also produce packaging materials or raw materials in our factories. The production network is complemented by specialized finished goods suppliers who also serve the region they are located in.

In the vast majority of cases we source raw and packaging materials from direct material suppliers. It is our aim to receive our materials from local sources, so the required specification and quality can be made available.

Our production sites and finished goods suppliers supply the local distribution structures in the market. Logistics services such as warehousing, picking and packing operations are often outsourced. Most transportation activities are outsourced as well.

In general our suppliers are separated into direct material suppliers for raw and packaging material, finished product suppliers, marketing suppliers, and indirect suppliers.

G4-13

Report any significant changes during the reporting period regarding the organization's size, structure, ownership, or its supply chain, including:

- Changes in the location of, or changes in, operations, including facility openings, closings, and expansions
- Changes in the share capital structure and other capital formation, maintenance, and alteration operations (for private sector organizations)
- Changes in the location of suppliers, the structure of the supply chain, or in relationships with suppliers, including selection and termination

—

For information regarding the size, structure and ownership of Beiersdorf AG please see:

[Beiersdorf Business and Strategy](#)

[Beiersdorf Capital Structure](#) (incl. tesa, pages 4-5)

[Beiersdorf AGs Shareholdings](#) (incl. tesa)

[Beiersdorf Acquisitions and Divestments](#) (incl. tesa)

With the inauguration of the new plant in the Indian city of Sanand on May 5, 2015, Beiersdorf sent a clear growth signal. Although the plant can already produce about 80 million units annually and further expansion is possible, our long-term local engagement integrates a further core dimension: Social responsibility.

Currently around 200 employees work at the new complex on the Sanand industrial park. The plan is not just to increase this number over the course of the year to 375 but also to create several job opportunities, especially for young people.

Commitment to External Initiatives

G4-14

Report whether and how the precautionary approach or principle is addressed by the organization.

—

[Beiersdorf Risk Report](#) (incl. tesa)

[Beiersdorf Risks and Risk Management Principles](#) (incl. tesa)

G4-15

List externally developed economic, environmental and social charters, principles, or other initiatives to which the organization subscribes or which it endorses.

—

- German Diversity Charter
- German Corporate Governance Code (DCGK)
- The conventions of the International Labour Organisation (ILO)
- The Organization for Economic Cooperation and Development (OECD) guidelines for multinational enterprises
- Responsible Care Initiative of the “Verband der Chemischen Industrie” (VCI)
- The United Nations Universal Declaration of Human Rights
- As well as country-specific statutes and official requirements

G4-16

List memberships of associations (such as industry associations) and national or international advocacy organizations in which the organization:

- Holds a position on the governance body
- Participates in projects or committees
- Provides substantive funding beyond routine membership dues
- Views membership as strategic

This refers primarily to memberships maintained at the organizational level.

—

Organizations with a focus on sustainability:

- AIM-PROGRESS
- European Aerosol Federation (FEA)
- European Partnership on Alternative Approaches to Animal Testing (EPAA)
- Forum for Sustainable Palm Oil (FONAP)
- Roundtable on Sustainable Palm Oil (RSPO)
- Sedex
- Wirtschaft. Initiative. Engagement. (WIE)

Industry associations in the cosmetics sector, including:

- Cosmetics Europe (formerly: COLIPA)
- European Brands Association (AIM)
- Industrie Gemeinschaft Aerosole e.V. (IGA)
- Industrieverband Körperpflege und Waschmittel (IKW)
- Verband der Chemischen Industrie (VCI)

Identified Material Aspects and Boundaries

G4-17

- a) List all entities included in the organization's consolidated financial statements or equivalent documents.
- b) Report whether any entity included in the organization's consolidated financial statements or equivalent documents is not covered by the report.

—

[Beiersdorf AGs Shareholdings \(incl. tesa\)](#)

[Beiersdorf Global Presence](#)

The information and data included in the GRI Index 2015 only refer to Beiersdorf's Consumer Business Segment and do not cover tesa.

Some indicators refer to data in our 2015 Annual Report. This data may include information on tesa and will be indicated by a reference (incl. tesa).

G4-18

- a) Explain the process for defining the report content and the Aspect Boundaries.
- b) Explain how the organization has implemented the Reporting Principles for Defining Report Content.

—

Our Global Reporting Initiative (GRI) Index is compiled in accordance with the international GRI G4 Guidelines based on the "core" option. For our reporting basis we identified our material aspects by conducting a materiality analysis in 2014. This process included an extensive online survey of internal and external stakeholders, explorative interviews with external sustainability experts, and internal workshops with sustainability managers and decision makers to discuss the results.

Detailed information on how we proceeded to define the Report Content and Aspect Boundaries and implemented the Reporting Principles are provided here:

[Beiersdorf Materiality Analysis](#)

[Beiersdorf Sustainability Reporting](#)

In 2015 we updated our Sustainability Strategy "We care." One of the major changes is the stronger focus on our "Responsible Sourcing Program" and with this, on fulfilling our responsibility along the supply chain. Besides this, our comprehensive "Stakeholder Engagement" approach will in future integrate our key stakeholders, for instance employees, consumers, suppliers and NGOs.

Please find more information here:
[Beiersdorf Sustainability Strategy](#)

G4-19

List all the material Aspects identified in the process for defining report content.

—

An overview of our Top 20 material aspects is provided on our Sustainability website:
[Beiersdorf Materiality Analysis](#)

All further material aspects are:

EC:

Economic Performance, Procurement Practices

EN:

Emissions, Products and Services, Compliance, Transport, Overall

LA:

Management/Labor Relations, Training and Education, Diversity and Equal Opportunity

HR:

Freedom of Association and Collective Bargaining

SO:

Supplier Assessment for Impacts on Society

PR:

Product and Service Labeling, Compliance and Product Safety

G4-20/G4-21

For each material Aspect, report the Aspect Boundary within/outside the organization, as follows:

- Report whether the Aspect is material within/outside the organization.
- If the Aspect is not material for all entities within/outside the organization (as described in G4-17), select one of the following two approaches and report either:
 - The list of entities or groups of entities included in G4-17 for which the Aspect is not material or
 - The list of entities or groups of entities included in G4-17 for which the Aspects is material
- Report any specific limitation regarding the Aspect Boundary within/outside the organization.

—

In the context of the materiality analysis in 2014 we determined where our Top 20 material aspects have an impact within and beyond the organization (Beiersdorf's

Consumer Business Segment), thereby constituting the criteria for our Aspect Boundaries.

Impacts occur where our business activities and products have a significant influence on our social and natural environment, and where external conditions influence our own business.

For example: On the one hand, we use water to manufacture our products and thereby have an impact on our social and natural environment. On the other hand, the availability of water for production and product use has a major impact on the success of our business activities.

The following chart shows where the material Aspects have an impact within and beyond the organization:

EN	Materials	●	●
	Energy	●	●
	Water	●	●
	Biodiversity	●	●
	Effluents and Waste	●	●
	Supplier Environmental Assessment	●	
LA	Employment	●	●
	Occupational Health and Safety	●	●
	Supplier Assessment for Labor Practices	●	
HR	Investments	●	●
	Non-Discrimination	●	●
	Child Labor	●	
	Forced or Compulsory Labor	●	
	Supplier Human Rights Assessment	●	
SO	Local Communities	●	
	Anti-Corruption	●	●
	Anti-Competitive Behavior	●	●
	Compliance	●	●
PR	Customer Health and Safety	●	
	Marketing Communications	●	

- Impact beyond the organization
- Impact within the organization

G4-22

Report the effect of any restatements of information provided in previous reports, and the reasons for such restatements.

—

In 2015 we updated our Sustainability Strategy “We care.” One of the major changes is the stronger focus on our “Responsible Sourcing Program” and with this, on fulfilling our responsibility along the supply chain. Besides this, our comprehensive “Stakeholder Engagement” approach will in future integrate our key stakeholders, for instance employees, consumers, suppliers and NGOs.

Please find more information here:

[Beiersdorf Sustainability Strategy](#)

Furthermore, we added a [Content Index](#) to our GRI Index.

G4-23

Report significant changes from previous reporting periods in the Scope and Aspect Boundaries.

—

We do not report significant changes from previous reporting periods in the Scope and Aspect Boundaries.

We are committed to continuously improving the quality and quantity of the information we provide in our GRI Index in accordance with the G4 “core” option. For instance G4-EN19 and G4-EN24, which were not reported in 2014, are reported in this year’s GRI Index to enhance transparency.

Stakeholder Engagement

G4-24

Provide a list of stakeholder groups engaged by the organization.

—

Our most important stakeholder groups are:

- Business partners, including customers and suppliers
- Consumers
- Employees
- Investors
- Local communities and residents near our locations
- NGOs
- Public policymakers and national/local authorities
- Representatives of the scientific community

G4-25

Report the basis for identification and selection of stakeholders with whom to engage.

—

We recognize that due to our business activities Beiersdorf is interconnected with a variety of stakeholders who are both internal and external to the organization. We consider every group or individual to be a stakeholder who has a direct or indirect interest in or impact on the larger scope of our business.

We engage with all our stakeholder groups, while focusing particularly on those who are in direct contact with us – such as employees, consumers, business partners, NGOs and investors.

Please find more information here:

[Beiersdorf Sustainability Stakeholder Engagement](#)

G4-26

Report the organization's approach to stakeholder engagement, including frequency of engagement by type and by stakeholder group, and an indication of whether any of the engagement was undertaken specifically as part of the report preparation process.

—

We foster active and transparent communication with all relevant stakeholder groups regarding their issues and expectations. We acknowledge that our stakeholders have diverse interests in and concerns with regard to our company. Topics such as consumer health and safety, environmental protection and social aspects in the supply chain are only some examples. We seek to understand and respond to their interests and concerns and therefore engage in issue-specific dialogs and activities.

We actively involve internal and external stakeholders in our materiality analyses – in 2011 for the development of the “We care.” sustainability strategy and in 2014 in preparing the GRI report. In 2015, we updated our sustainability strategy internally as mentioned above (G4-18, G4-22).

We carry out both qualitative and quantitative analyses. In addition to our employees from various functions and subsidiaries, key external stakeholders also participate, e.g. suppliers, competitors, associations, public authorities, NGOs and scientific institutions.

How we involve our stakeholders:

Business partners, including customers and suppliers

- Close collaboration with business partners and suppliers on a sector and topic-specific project basis
- Joint value creation through our Strategic Supplier Management program for selected suppliers
- Participation in multi-stakeholder initiatives with our suppliers and business partners on various sustainability topics

Consumers

- Consumers contact us via the consumer hotline or contact forms on our websites
- We also interact with our stakeholders via social media such as Facebook and Twitter
- Customer satisfaction surveys and loyalty programs
- We provide comprehensive information on the Internet, e.g. extensive company and product information, continuously updated information about our sustainability commitment and our annual Sustainability Review
- We actively encourage our consumers to participate in our social initiatives and promote a sustainable lifestyle

Employees

- Annual Teamvoice employee survey
- Individual feedback discussions with supervisors, in particular annual performance reviews
- Information about all topics relevant to the company via the intranet, incl. opportunities for discussion and feedback
- Regular “Townhall Meetings” to inform employees about current topics
- “Round Table” meetings with board members (open to all employees)
- Our company-wide “We care.” engagement program is focused on informing our employees of our sustainability strategy and goals, actively engaging them in the development process and inspiring them to act
- Works Council

Investors

- Information about business developments incl. publication of the Annual Report, half-yearly and quarterly reports, as well as at the annual General Shareholders’ Meeting
- Ongoing information updates in the Investor Relations area on our website
- Responding to sustainability ratings

Local communities and residents near our locations

- Local dialog (e.g. information about planned construction)
- Invitations to cultural events, e.g. “Kultur im Betrieb”
- CSR activities in the local community

NGOs

- Project- and topic-based discussions, and 1:1 dialog

Public policymakers and national/local authorities

- Ongoing dialog – particularly in the IKW and Cosmetics Europe industry associations
- Discussions on consumer protection and environmental topics

Representatives of the scientific community

- Project and topic-based discussion
- Research projects related to skin research, with various universities and scientific institutions

We are also active in various networks and cooperative endeavors such as AIM-PROGRESS, EPAA, FEA, FONAP, RSPO, Sedex, etc.

G4-27

Report key topics and concerns that have been raised through stakeholder engagement, and how the organization has responded to those key topics and concerns, also through its reporting. Report the stakeholder groups that raised each of the key topics and concerns.

—

We have identified issues that are key to our stakeholders and which contribute to the success of the company. These key material issues are covered in our “We care.” strategy and our sustainability reporting.

For example, one result of our materiality analysis in 2014 was that all stakeholders (i.e. both internal and external) identified the topic of “Customer Health and Safety” as the most important aspect. We will therefore provide significantly more information on the various aspects of this topic, both in our Sustainability Review and on our corporate website.

A current issue that has been raised by consumers, NGOs and the media in recent years is the use of micro-plastics in cosmetic products. We therefore decided to proactively replace all polyethylene particles in our care products by the end of 2015 and it was our highest priority to find alternatives. Reformulating all concerned products within 2015 was our objective and we can confirm that we achieved this. From now on we exclusively produce products without polyethylene scrubs.

More information can be found here:

[Beiersdorf_FAQ.](#)

There are a number of other topics that we discuss with stakeholders in various ways in order to respond to their concerns.

Report Profile

G4-28

Reporting period (such as fiscal or calendar year) for information provided.

—

The reporting period is the calendar year 2015.

G4-29

Date of most recent previous report (if any).

—

Our Sustainability Review 2014 was published in June 2015.

G4-30

Reporting cycle (such as annual, biennial).

—

Beiersdorf AG has an annual reporting cycle.

G4-31

Provide the contact point for questions regarding the report or its contents.

—

Contact us at:

[Beiersdorf>Contact Sustainability](#)

G4-32

- a) Report the 'in accordance' option the organization has chosen.
- b) Report the GRI Content Index for the chosen option (see tables below).
- c) Report the reference to the External Assurance Report, if the report has been externally assured. GRI recommends the use of external assurance but it is not a requirement to be "in accordance" with the Guidelines.

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This GRI Index was prepared in accordance with the Sustainability Reporting Guidelines G4 "core" option and incorporates reporting on the material aspects.

The Content Index indicates where G4 disclosures are addressed:

[Content Index](#)

Beiersdorf AG's Annual Report is externally assured. The GRI Index 2015 and the standalone Sustainability Review 2015 are not externally assured.

G4-33

- a) Report the organization's policy and current practice with regard to seeking external assurance for the report.
- b) If not included in the assurance report accompanying the sustainability report, report the scope and basis of any external assurance provided.
- c) Report the relationship between the organization and the assurance providers.
- d) Report whether the highest governance body or senior executives are involved in seeking assurance for the organization's sustainability report.

—

External assurance of the Sustainability Review was not conducted.

Governance

G4-34

Report the governance structure of the organization, including committees of the highest governance body. Identify any committees responsible for decision-making on economic, environmental and social impacts.

—

Beiersdorf AG has a dual management and supervisory structure consisting of the Executive Board and the Supervisory Board, in accordance with German Stock Corporation, capital market, and codetermination laws. The Executive Board manages the company on a Group-wide basis under its own responsibility and conducts the company's business. The Supervisory Board appoints the Executive Board, advises it on the management of the company, and supervises the conduct of the company's business as laid down by the law, the Articles of Association, and the bylaws. The Supervisory Board has formed the following five committees:

- Presiding Committee
- Audit Committee
- Finance Committee
- Mediation Committee
- Nomination Committee

For more information, including details on the committees of the Supervisory Board, see:

[Beiersdorf Management Structure](#)

[Beiersdorf Corporate Governance Statement](#)

Ethics and Integrity

G4-56

Describe the organization's values, principles, standards and norms of behavior such as codes of conduct and codes of ethics.

—

Beiersdorf stands for reliable brands with high quality standards. Acting responsibly is an inherent part of our corporate culture and the basis of the trust that customers, consumers and shareholders bestow upon us daily. Accepting responsibility also means acting lawfully. Compliance – abiding by laws and internal guidelines – is a matter of course and has a long tradition at Beiersdorf. The Executive Board of Beiersdorf AG drafted Compliance Principles to emphasize the importance of compliance:

[Beiersdorf Compliance Principles](#)

Furthermore, Beiersdorf AG has implemented a Code of Conduct (CoC) as a binding guideline for each individual employee as well as the Executive Board, in order to integrate the company values into everyday working life:

[Beiersdorf Code of Conduct](#)

It sets the standard for expected behavior on a broad array of legal and ethical topics, including for example (but not limited to) prohibition of corruption, the fair competition requirement, commitment to product safety and quality, and responsibility towards society.

Only by guaranteeing that our suppliers also take social, environmental and economic responsibility can we offer our consumers fully sustainable products. Thus, as part of our sustainable sourcing strategy we have also implemented a Code of Conduct for our suppliers:

[Beiersdorf Sustainability Responsible Sourcing](#)

Group-wide compliance programs and compliance management processes further enhance these strong commitments. In brief, with a focus on competition compliance and corruption prevention, this means:

- Under its Anti-Corruption Guideline Beiersdorf employees are prohibited to offer, promise or give personal benefits to holders of public office. Commercial bribery is equally ruled out and strict guidance is provided on such issues as gifts, conflicts of interest and invitations.
- A set of Competition Compliance Guidelines sets standards and procedural safeguards for potentially sensitive competition issues such as contact with competitors.
- Focused training – from customized workshops, through classic classroom training courses in local languages, to e-learning courses – are provided to those employees with potential exposure to such issues.
- The Compliance Management System responsible for each Management Unit is in charge of implementing these programs in the respective affiliates, while the Corporate Compliance Management Function (a distinct part of

Corporate Legal Affairs) provides expert support and legal advice, and plays a key role in monitoring the effective implementation of the programs and their constant improvement.

- Corporate Auditing performs regular compliance audits as an integral part of its auditing program.

Hints and audit findings (e.g. provided through the implemented whistleblowing channels) regarding potential compliance infringements are followed up, and if appropriate, remedial action is taken.

III. Specific Standard Disclosures

Economic

G4-DMA - Disclosures on Management Approach EC

Beiersdorf AG is listed on the Frankfurt Stock Exchange prime standard DAX.

Business and strategy

Beiersdorf is a global leader in the consumer goods industry with over 17,600 employees in more than 150 affiliates worldwide. We have two separate business segments – the Consumer Business Segment and the tesa Business Segment. The Consumer Business Segment, whose strong brands focus on the international skin and body care markets, is our main business.

Beiersdorf aims to be the number one skin care company in its relevant categories and markets. The company's Blue Agenda clearly sets out the path to achieving this long-term objective.

It consists of the following strategic focal points:

- Strengthening our brands – first and foremost NIVEA
- Increasing our innovative power
- Expanding our presence in emerging markets and consolidating our market position in Europe
- The people at Beiersdorf

Beiersdorf continued to make substantial progress towards these objectives in 2015. This is also reflected in the company's key figures. Our company recorded sustainable, profitable growth and saw a further increase in sales and earnings. This was achieved by increasing our share of a market that grew by about 3%.

Regarding the key figures for fiscal year 2015 please refer to our [Beiersdorf Key Figures](#)

Economic Performance

G4-EC1

Direct economic value generated and distributed.

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For our economic value generated and distributed please refer to our Annual Report:

- Overview of key figures (incl. tesa):
[Beiersdorf Key Figures](#)
- Results of Operations Consumer:
[Beiersdorf Results of Operations Consumer](#)
- Sales figures per geographical region: Results of operations (incl. tesa):
[Beiersdorf Regional Reporting](#)
- Notes to the Income Statement (incl. tesa):
[Beiersdorf Notes Income Statement](#)
- Employees and Personnel expenses (incl. tesa):
[Beiersdorf Employee Expenses](#)

G4-EC2

Financial implications and other risks and opportunities for the organization's activities due to climate change.

—

Climate change is one reason for resource scarcity. In our use of energy we therefore constantly seek opportunities to reduce greenhouse gas emissions (GHG). We also work to decrease our water consumption and waste production. We set ourselves the goal of generating 50% of our sales from products with a significantly reduced environmental impact by 2020 (basis 2011). Furthermore we aim to reduce our CO₂ emissions by 30% per product sold by 2020 (basis 2005). This ambition was already achieved in 2015 and we are in the process of setting ourselves new targets based on the results of the UN Climate Conference Agreements in Paris.

We perform site-specific risk assessments for water risks; however, complexity precludes a precise statement of the financial implications.

More information is available here:

[Beiersdorf Sustainability Focus Planet](#)

G4-EC3

Coverage of the organization's defined benefit plan obligations.

—

[Beiersdorf Provisions](#) (incl. tesa, pages 6-10)

G4-EC4

Financial assistance received from Government

—

No material governmental financial assistance in 2015.

Procurement Practices

G4-EC9

Proportion of spending on local suppliers at significant locations of operation.

—

Our definition of locally sourced is based on expenditure responsibility. This lies with our Procurement function, which is responsible for managing suppliers and negotiating contracts. Approximately 20% of our expenditure is managed locally. However, “local” in terms of expenditure responsibility does not completely match the geographical definition of local. Even those suppliers managed by the corporate or regional Procurement functions normally have sites located in proximity to the operations they serve. Beiersdorf works whenever possible with direct material suppliers that comply with the requirements of the Beiersdorf Manufacturing Footprint. This allows us to draw some 85% of our packaging and raw materials from suppliers that produce within the region or country where the respective Beiersdorf production site is located.

Environmental

G4-DMA Disclosures on Management Approach EN

Our sustainability strategy “We care.” supports Beiersdorf’s business goals and enables us to continuously reduce our environmental footprint. At the same time we are working to ensure that we give something back to both our employees and society as a whole. The Executive Board holds ultimate responsibility for our global sustainability strategy. The sustainability targets and commitments are managed and monitored by the Corporate Sustainability department; this is headed by the Vice President Corporate Communications & Sustainability, who reports directly to the Member of the Executive Board responsible for Human Resources, Corporate Communications and Sustainability.

Our far-reaching commitments for 2020 focus on those areas where we as a company have the greatest impact, and provide us with a clear direction.

At Beiersdorf we make every effort to ensure that we collect all relevant environmental and safety data from all company entities and their operations. Our centrally managed data collection process constitutes the basis for our sustainability reporting and the steering of our sustainability strategy. A centrally monitored and reviewed data management system is used to systematically collect and process data on environmental protection as well as occupational health and safety issues. The data contributors in the departments and affiliates receive regular specific training in this regard.

A follow-up process to enhance data quality and coverage is carried out as an integral part of the reporting process.

The data covers our production sites and offices, third-party production as well as company vehicles, business travel and third-party finished product transportation. As last year, emissions from our own production entities, leased and owned offices and company vehicles are reported under Scope 1 and 2. Emissions from business travel, downstream finished product transport and third-party finished product manufacturing are reported under Scope 3. Our fixed base year is 2005. Developments since 2005 or previous years’ data are calculated without recalculations or base-year adjustments. Emissions calculation of our Global Warming Potential (GWP) is based on the Greenhouse Gas Protocol.

Due to enhanced data quality and calculation improvements, some of the EN indicators are not comparable to previous years’ reports.

As we have already overachieved our Planet target, we are currently defining new targets for our greenhouse gas emissions in line with the 2015 UN Climate Change Conference (COP21) Agreement. Together with the World Wide Fund for Nature Germany (WWF), we have set up a project to define a science based greenhouse gas reduction target.

Aspect: Materials

Aspect-specific DMA guidance

—

As a producer of cosmetic products we use materials as ingredients, for packaging and to facilitate processes. We develop, manufacture and market our consumer products in accordance with principles that ensure their safety and promote well-being, do not endanger the environment, and therefore do justice to the trust placed in us. Furthermore, we aim to reduce the amount of materials used. For our packaging in particular, we focus on reducing material use while maintaining stability and quality.

Our “Raw Materials Policy” documents our careful handling of raw materials and lays down internationally standardized criteria for their selection.

More at:

[Beiersdorf Sustainability Raw Materials](#)

All our raw materials undergo a multi-stage selection process, which involves our experts across a number of specialist functions.

If data leads to reassessment of a material, the necessary measures are implemented within an appropriate timeframe. Potential consequences range from the immediate discontinuation of use, through the recall of affected products, to replacement with more suitable materials over a longer period.

G4-EN1

Materials used by weight or volume.

—

Calculation is based on primary data for the externally sourced materials used to produce our Consumer Business products at our own production sites. The only exclusion is packaging material, which refers to all packaging used for sold products. Each material category includes renewable and non-renewable materials.

Materials used		unit
Packaging materials	123,820.38	t
Formula raw materials	370,539.50	t
Production materials	1,642.48	t
Others	56.94	t

G4-EN2

Percentage of materials used that are recycled input materials.

—

Percentage of recycled materials: 0.68 %

Recycled input material used in own production is based on measurements of our materials.

In most cases a differentiation between renewable and non-renewable materials is not available. Due to enhanced data quality, the value is not comparable to previous years.

Aspect: Energy

Aspect-specific DMA Guidance

Describe whether the organization is subject to any country, regional, or industry regulations and policies for energy. Provide examples of such regulations and policies.

—

At Beiersdorf we constantly work to reduce our energy consumption-related emissions and to comply with all applicable energy legislation. We systematically work on solutions to increase energy efficiency in our production and distribution centers and, wherever practical and technically feasible, we use renewable energy sources. Beiersdorf's "Blue Building" program for constructing and using buildings, as well as "Green Travel & IT" are management approaches to enhance sustainable energy use. The major energy-related activities are measured and managed within our corporate "Planet" target. Energy efficiency is one of the key measures for every production site and we have established a "Blue Production Center" program to address the efficient use of energy. In particular, we have implemented energy data-monitoring systems at a number of our production sites and at our HQ in Hamburg in 2015. Our production sites in Germany are ISO 50001-certified.

G4-EN3

Energy consumption within the organization.

—

The tables show our Scope 1 and 2 energy consumption (own production, leased / owned offices, leased / owned vehicles). Sold energy is not applicable. Mobile energy data refers to available fuel consumption data. Distance-based vehicle data is included in emission calculations only.

We apply the greenhouse gas emissions (GHG) methodology, using the Intergovernmental Panel on Climate Change (IPCC) calculation factors. Figures are based on primary data from energy bills, without assumptions and conversions.

Scope 1

Stationary direct energy

unit

Natural gas	443,591.74	GJ
Liquid Petroleum Gas, stationary use (LPG)	8,626.89	GJ
Petrol / Gasoline (for Generators)	365.20	GJ
Diesel (for Generators)	3,634.95	GJ
Fuel oil	8,237.65	GJ
Renewable energy produced on site	1,305.28	GJ
Total	465,761.72	GJ

Scope 1

Mobile energy

unit

Non-renewable fuel	111,554.00	GJ
Renewable fuel	8,858.21	GJ
Total	120,412.21	GJ

Scope 2			
Stationary indirect energy			unit
Electricity purchased	416,006.17		GJ
District heating	2,388.87		GJ
Steam purchased	21,196.79		GJ
Cooling purchased	160.00		GJ
Total	439,751.83		GJ

G4-EN4

Energy consumption outside of the organization.

—

The table shows our Scope 3 energy consumption for our outsourced finished product production volume and transport activities. Figures are based on primary data from our key suppliers (3PM), without assumptions and conversions. We apply the GHG methodology, using the IPCC calculation factors. Additional energy consumption outside the organization was not identified as material.

3PM			unit
Total energy consumption	362,277.54		GJ

Transport			unit
Downstream transportation and distribution	623,324.67		GJ

G4-EN5

Energy intensity.

—

Results refer to Scope 1 and 2 energy as reported in EN3 (inside the organization). Calculation is based on data genuinely measured. References (e.g. ratio denominator) are shown in the tables. Office and production areas are defined as building complexes, which means for instance that warehouses or R&D centers located next to an office or production site are included. Mobile energy is based on mobile fuel consumption only; distance data is excluded.

Offices		unit
Direct energy / m ²	291.14	MJ/m ²
Indirect energy / m ²	248.26	MJ/m ²
Energy / m ²	539.40	MJ/m ²

Production Centers		unit
Direct energy / 1,000 finished products	140.89	MJ
Indirect energy / 1,000 finished products	136.82	MJ
Energy / 1,000 finished products	277.71	MJ

Beiersdorf		unit
Mobile energy / employee	9,718.29	MJ

G4-EN6

Reduction of energy consumption.

—

Beiersdorf's "Blue Building" program for constructing and using buildings aims at sustainably managing the entire life-cycle of its owner-occupied properties. This includes saving energy and conserving resources, while also providing an attractive and healthy work environment for all our employees. Since 2012, one of the key criteria for all major real estate projects is certification in accordance with standards for sustainable buildings, such as LEED Certification.

This year's reductions are mainly due to improved and intelligent lighting in our production centers, e.g. through use of timers, sensors and solar tubes (interior utilization of natural daylight).

Reduction of energy consumption		unit
Reduction of energy consumption due to efficiency initiatives	1,978.00	MWh

Aspect: Water

Aspect-specific DMA Guidance

Water scarcity is a global issue, and the related risks differ greatly from country to country. Water is used in our production processes and is also contained in our consumer products. We believe that the water consumed in our processes should be used as efficiently as possible. For this reason we work constantly on reducing water consumption in our production processes, in our buildings, and in other areas. In line with our global water strategy launched in 2014, we started to assess in detail the local water risks of two of our production sites in 2015. Those were ranked as “high risk” according to the World Resources Institute (WRI) Aqueduct Water Risk Atlas and therefore triggered follow-up activities. Furthermore, we began to engage with our key suppliers (3PM) on water risk management.

G4-EN8

Total water withdrawal by source.

The table shows the water amounts used in our production processes, offices and at our key suppliers (3PM) based on primary data.

Water withdrawal	Production Centers	Offices	3PM	unit
Municipal water supplies or other water utilities	1,350,707.53	65,780.26	377,321.28	m ³
Groundwater	64,498.00	5,889.00	92,222.14	m ³
Rainwater	0	0	4,600.00	m ³
Surface water	0	2,036.00	0	m ³
Wastewater taken from other organizations	0	0	25,047.76	m ³
Total water consumption	1,415,205.53	73,705.26	499,191.18	m³

G4-EN9

Water sources significantly affected by withdrawal of water.

In 2015, we continued to report the local water risks for all our production sites. We decided to use the World Resources Institute (WRI) Aqueduct Water Risk Atlas. WRI developed the Aqueduct Water Risk Atlas, which includes 12 global indicators and maps of water-related risk. We use this information to prioritize action and to improve our water management in the production sites. Aqueduct’s Water Risk Atlas

mapping tool includes indicators of water quantity, water variability, water quality, public awareness of water issues, access to water, and ecosystem vulnerability (e.g. threatened amphibians). It also considers the projected change in baseline water stress that is based on three different scenarios of climate change and socio-economic development created by the IPCC: The A2, A1B, and B1 scenarios.

G4-EN10

Percentage and total volume of water recycled and reused.

—

The table shows recycled and reused water amounts for our production based on primary data.

Production Centers		unit
Recycled and reused water	21,729.64	m ³
Percentage of recycled and reused water	1.54	%

Aspect: Biodiversity

Aspect-specific DMA Guidance

Describe the organization’s strategy for achieving its policy on biodiversity management. An example of this is the integration of biodiversity considerations in analytical tools, such as environmental site-impact assessments.

—

Although this aspect is material to Beiersdorf’s internal and external stakeholders we have not yet established a global biodiversity policy. We have, however, established a program for sustainable palm(kernel)oil in our raw material base. Besides palm, the main impact on biodiversity on our supply chain is likely to originate from paper and pulp, which is why we have decided to gradually switch over our folding boxes to FSC-certified cardboard or equivalent certified sources. In addition, wherever we become aware of a negative impact on biodiversity from our material supply chain we take appropriate action.

G4-EN11

Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas.

—

We do not operate any sites in or adjacent to protected areas.

G4-EN12

Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas.

—

Although our own operations are not located in or adjacent to protected areas, we are aware that in our material supply chain we might have some impact on biodiversity. Wherever we become aware of such a possibility we take appropriate action. In our upstream supply chain we see one impact regarding palm kernel oil-based ingredients, and thereby the indirect impact of palm oil cultivation. Our activities and measures to promote responsibly cultivated palm kernel oil in our products are documented on our website [Beiersdorf Sustainability Raw Materials](#) and at www.rspo.org

Another area with a potential negative impact on biodiversity is our use of paper packaging. We have switched over many of our folding-box types to FSC-certified cardboard; our stationery paper and our shipping cartons are primarily based on recycled paper. More information on our FSC certified cardboard is available here: [Beiersdorf Sustainability Packaging](#)

Although the impact from plastic particles in cosmetics on the environment is generally viewed to be minor, we have decided to replace the polyethylene particles in our products to contribute to the protection of the environment. We have discontinued the use of micro-plastics in our care products as of the end of 2015. Further information on this topic can be found here: [Beiersdorf Sustainability Raw Materials](#).

Aspect: Emissions

Aspect-specific DMA Guidance

Explain whether the organization is subject to any country, regional, or industry regulations and policies for emissions. Provide examples of such regulations and policies.

—

Beiersdorf complies with emissions-relevant legislation. Wherever national emission limits are not available we use industry standards as our reference point. Our greenhouse gas (GHG) emissions strategy follows our 2020 “Planet” target: “By 2020 we aim to reduce our CO₂ emissions by 30% per product sold compared to 2005.”

We have expanded the scope of our CO₂ emissions measurements and action plans beyond our own production sites to include categories such as warehousing, transport and third-party manufacturing, as well as employee travel and offices. The chosen consolidation approach for emissions accounting is operational control. Our calculation of emissions of greenhouse gases (Global Warming Potential, GWP 100) is based on the Greenhouse Gas Protocol, referencing IPCC and International Energy

Agency (IEA) data as reported in the “CO₂ Emissions from Fuel Combustion” (October 2013).

Emissions from transport activities are based on EcoTransIT in compliance with the DIN EN 16258 standard for finished-product transport, as well as on Global Warming Potentials from Defra and Greenhouse Gas Protocol data sets for business travel. Data sources are internal systems (SoFi software) and AirPlus credit card reports. Calculations are performed on measured and calculated activity data. Offsets are not applied.

G4-EN15

Direct greenhouse gas (GHG) emissions (Scope 1).

—

The table shows our Scope 1 greenhouse gas emissions (own production, leased / owned offices) referring to the direct energy consumptions reported in EN3. Company vehicle emissions are based on fuel consumptions reported in EN3 and calculations on driven distances (not included in EN3). The amounts are reported in carbon equivalents. The figures are based on primary data, without assumptions and conversions.

Calculation of emissions of greenhouse gases (Global Warming Potential, GWP 100) is based on the Greenhouse Gas Protocol, referencing IPCC and IEA data as reported in the “CO₂ Emissions from Fuel Combustion” (October 2013).

Our Scope 1 greenhouse gas emissions for production, calculated from measured data per unit produced, are down by approximately 42% compared to our base year 2005. The chosen consolidation approach for emissions is operational control. No significant structural changes occurred, therefore no base year restatement has been applied.

Scope 1 GHG emissions	Offices	Production Centers	unit
Natural gas	3,715.16	20,800.64	t CO ₂ e
LPG (Liquid Petroleum Gas, stationary use)	30.74	514.95	t CO ₂ e
Petrol / Gasoline (for generators)	22.44	3.02	t CO ₂ e
Diesel (for generators)	119.80	151.11	t CO ₂ e
Fuel oil	0	613.94	t CO ₂ e
Company car emissions	8,933.14	538.07	t CO ₂ e
Total	12,844.13	22,621.73	t CO₂e

G4-EN16

Energy indirect greenhouse gas (GHG) emissions (Scope 2).

—

The table shows our Scope 2 greenhouse gas emissions (own production, leased / owned offices, leased / owned vehicles) referring to the indirect energy consumptions reported in EN3. Amounts are reported in carbon equivalents. Figures are based on primary data from energy bills and meters, without assumptions and conversions. The calculation of emissions of greenhouse gases (Global Warming Potential, GWP 100) is based on the Greenhouse Gas Protocol, referencing IPCC and IEA data as reported in the “CO₂ Emissions from Fuel Combustion” (October 2013). Our Scope 2 greenhouse gas emissions for production, calculated from measured data per piece, are down by approximately 23% compared to our base year 2005. The chosen consolidation approach for emissions is operational control. No significant structural changes occurred; therefore no base year restatement has been applied.

Scope 2 GHG emissions	Production Centers	Offices	unit
Electricity purchased	52,777.08	7,873.00	t CO ₂ e
District heating	0	165.65	t CO ₂ e
Steam purchased	4,501.34	0	t CO ₂ e
Mobile energy	5.35	3.77	t CO ₂ e
Total	57,283.77	8,042.42	t CO₂e

G4-EN17

Other indirect greenhouse gas (GHG) emissions (Scope 3).

—

The table shows our Scope 3 greenhouse gas emissions 2015 (outsourced finished-product production, downstream transport and business travel). Amounts are reported in carbon equivalents. The chosen consolidation approach for emissions is operational control. Figures are based on primary data from energy bills, without assumptions and conversions. The calculation of emissions of greenhouse gases (Global Warming Potential, GWP 100) is based on the Greenhouse Gas Protocol, referencing IPCC and IEA data as reported in the “CO₂ Emissions from Fuel Combustion” (October 2013), as well as Defra (2016).

Emissions from transport activities are based on EcoTransIT in compliance with the DIN EN 16258 for purchased downstream finished product transport as well as on Global Warming Potentials, referencing the British Department for Environment, Food and Rural Affairs (Defra) and IPCC for business travel. Data sources are internal systems and AirPlus credit card reports. The calculations are based on measured and calculated activity data. Compared to 2014 we were able to increase data quality and coverage for finished product transport emissions. This now includes inbound and outbound transportation of our Distribution Centers in Europe, North America, Latin

America, Asia, and Oceania. This broadened boundary results in a higher total amount of emissions compared to 2014. Yet, where comparison to 2014 is possible, GHG emissions actually decreased. For example, in Europe, emissions decreased by 10% in absolute terms and by 14% per kilometer.

For our base year 2005 we did not have sufficient Scope 3 data; therefore no reduction related to the base year can be displayed.

Scope 3			unit
GHG emissions Beiersdorf			
Business travel total	11,413.35		t CO ₂ e
Finished product transportation emissions	45,291.10		t CO ₂ e

Scope 3			unit
GHG emissions 3PM			
Direct energy consumption	10,266.63		t CO ₂ e
Indirect energy consumption	24,305.06		t CO ₂ e
Total	34,531.69		t CO ₂ e

G4-EN18

Greenhouse gas (GHG) emissions intensity.

—

The Scope 1 & 2 calculation of emissions of greenhouse gases (Global Warming Potential, GWP 100) is based on the Greenhouse Gas Protocol, referencing IPCC and IEA data as reported in the “CO₂ Emissions from Fuel Combustion” (October 2013). All ratios are based on genuinely covered and measured data.

The denominators are:

- Production: Single articles produced
- Offices portfolio: Square meters
- Vehicles: Beiersdorf employees

Production Centers			unit
Scope 1 GHG emissions / 1000 products	8.77		kg CO ₂ e
Scope 2 GHG emissions / 1000 products	22.75		kg CO ₂ e
Total	31.51		kg CO ₂ e

Offices		unit
Scope 1 GHG emissions / m ²	13.74	kg CO ₂ e
Scope 2 GHG emissions / m ²	28.41	kg CO ₂ e
Total	42.15	kg CO ₂ e

Beiersdorf		unit
Company vehicle emissions /employee	765.14	kg CO ₂ e

G4-EN19

Reduction of Greenhouse Gas (GHG) emissions.

—

To reduce our impact on the environment and achieve our sustainability objectives in the “Planet” focus area, we are working out site-specific plans under our “Blue Production Center” (Blue PC) initiative to increase energy efficiency, bring down greenhouse gas emissions, and reduce waste generation and water consumption. Our plants of the regions Europe and the Far East assessed their facilities and processes in 2013 and 2014, and introduced tangible improvement measures. This analysis process is planned for Latin America in 2016. In production we are targeting a 50% reduction in CO₂ worldwide by 2020, compared with 2005 as the base year.

The measures that we are implementing, can be grouped in the seven categories: optimized lighting, reduction in compressed air leakage, steam/heating system improvements, insulation, improvement of machinery efficiency, renewable energy utilization and cooling system. With them we expect a saving of 3273 metric tons of CO₂ per year, with about 1822 metric tons of CO₂ savings in Europe and 1451 metric tons of CO₂ savings in the Far East region.

G4-EN21

NO_x, SO_x, and other significant air emissions.

—

Other material air emissions occur due to our finished-product transport activities outside the company and to the operation of power plants. These are primarily NO_x, SO_x and Particles (PM10). The reported amounts for transportation are based on EcoTransIT in compliance with the DIN EN 16258 standard.

The following transport modes are covered: Road, rail, plane, maritime shipping and inland shipping. Calculations are based on Well-to-Wheel (WTW) data including load factor specifications. All data refer to internally available information. Comparison

with 2014 values is not possible due to increased data coverage; please see the explanation provided under EN17.
 Business travel is not included.

Scope 3		unit
EcoTransIT SO ₂	100.84	t SO _{2e}
EcoTransIT NO _x	185.90	t NO ₂
EcoTransIT Particles PM10	10.41	t PM10

Aspect: Effluents and Waste

Aspect-specific DMA Guidance

—

The growing number of consumers around the world is leading to increased consumption and an increased volume of waste. To decouple waste generation from economic growth, efforts need to be made to avoid waste and boost recycling in order to generate new production materials from waste. At Beiersdorf we believe that all substances should be disposed of in the most environmentally responsible way. We strive to keep material usage and process waste to a minimum, whilst maintaining product and process stability and quality. Minimizing waste is the first step, but where waste cannot be eliminated, our aim is to reuse and recycle it. This will enable us to work in an increasingly cost-effective and sustainable way.

To achieve this we are pursuing our policy of "avoid, reduce, reuse and recycle" throughout the entire life-cycle of our products and are working closely with our supply-chain partners to identify and eliminate waste wherever we can.

Targets such as "Zero waste to landfill" for hazardous and non-hazardous waste globally are embedded and managed within our corporate sustainability management processes. In 2015, we also began to engage with our key suppliers (3PM) on "Zero waste to landfill".

More at:
[Beiersdorf Sustainability Waste](#)

G4-EN22

Total water discharge by quality and destination.

—

We do not differentiate between planned and unplanned water discharges; therefore the amounts indicated refer to measured and estimated discharges based on invoices from water suppliers for our production and office sites, if that data is available. Quality results are based on measurement under accepted external

standards. The methods of our internal wastewater treatment plants fulfill local legal requirements concerning discharge parameters. The reported wastewater amounts for our key suppliers are also shown.

Water discharge	Beiersdorf	3PM	unit
Municipal sewer	717,736.90	220,298.36	m ³
Surface waters	26,578.00		m ³
Groundwater	15,000.00		m ³
Gardening	44,891.00		m ³
Total	804,205.90	220,298.36	m³

G4-EN23

Total weight of waste by type and disposal method.

—

Our internal waste-disposal standards determine our waste-disposal methods, under consideration of local legal requirements. The amounts indicated are based on invoices and estimations for our production and office sites. The reported waste amounts for our key suppliers are also shown.

Hazardous waste	Production Centers	Offices	3PM	unit
Hazardous waste		71.23	1,292.90	t
Recycling	440.04			t
Landfilling	88.00			t
Recovery (energy recovery)	18.80			t
Incineration (including mass burn)	426.99			t
Physical-chemical treatment	726.99			t
Other (e.g. soil washing)	475.61			t
Total	2,176.43	71.23	1,292.90	t

Non-hazardous waste	Production Centers	Offices	3PM	unit
Disposal of finished goods	229.87	1,642.14		t
Non-hazardous waste		2,737.58	5,198.83	t
Recycling	10,599.24			t
Landfilling	3,008.70			t
Re-use	427.00			t
Composting	4,910.85			t
Energy recovery	737.90			t
Incineration (including mass burn)	2,941.13			t
On-site storage	0.20			t
Physical-chemical treatment	1,814.00			t
Other (e.g. anaerobic digestion)	667.72			t
Total	25,336.62	4,379.72	5,198.83	t

G4-EN24

Total number and volume of significant spills.

—

We did not have any significant spills in 2015.

G4-EN25

Weight of transported, imported, exported, or treated waste deemed hazardous under the terms of the Basel Convention Annex I, II, III, and VIII, and percentage of transported waste shipped internationally.

—

In 2015 we did not import or treat hazardous waste as defined under the Basel Convention Annex I, II, III, and VIII.

Aspect: Products and Services

Aspect-specific DMA Guidance

—

Beiersdorf is a global manufacturer of high-quality skin care products with over 130 years of research expertise. This depth of know-how remains the main driver of our success today. Our objective is to continue providing high-quality, safe and reliable products that are sourced responsibly. Through ongoing product development we aim to progressively decrease the environmental impact throughout the entire life-cycle of our products.

G4-EN27

Extent of impact mitigation of environmental impacts of products and services.

—

As part of our company strategy we pay close attention to both the quality as well as the long-term ecological impact of our products. We continuously analyze new findings in these areas and discuss them, evaluate them and develop new measures based on them. For this reason as a preventative measure Beiersdorf has decided to discontinue the use of polyethylene (PE) particles in its care products and has produced new solutions. Dependent on the size and color of the PE beads, we have mainly replaced these with micro cellulose particles, a mixture of micro cellulose particles and silica particles, or hardened castor oil. Cellulose is a biodegradable organic material also found in plant fibers. Silica is similar to the chemical composition of quartz sand. Hardened castor oil is a natural, biodegradable raw material with a hard, wax-like consistency. The alternative particles are just as soft, gentle, and skin friendly as their predecessors. We have made a significant step in the direction of more environmentally friendly products, while safeguarding the high quality our consumers rightly expect.

More at:

[Beiersdorf Sustainability Focus Products](#)

Aspect: Compliance

Aspect-specific DMA Guidance

—

Environmental protection and occupational safety rank as high priorities at all Beiersdorf locations. We operate a management system that covers the entire PDCA (Plan-Do-Check-Act) cycle. Our internal standards (standard operating procedures) define the minimum requirements on environmental protection that we have defined for our locations globally. We audit our production centers regularly within the internal Environmental Protection and Safety Management Audit Scheme - ESMAS for short. The results of these audits form the basis for follow-up activities and assist

with the planning and implementation of targeted actions required for a successful score. Progress is reported in a central system which is continuously monitored. Any non-compliances have to be addressed by a corrective action plan, and the closing of non-compliance cases is subject to review meetings.

Within our supplier base our requirements are laid out in our Code of Conduct for Suppliers. The implementation of a grievance and remediation process was launched in 2015 and will be rolled out further in 2016.

G4-EN29

Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations.

—

We were not subject to any significant fines or non-monetary sanctions in 2015.

Aspect: Transport

Aspect-specific DMA Guidance

—

The transportation of our products plays a fundamental role in our business operations. As part of our efforts to introduce more environmentally friendly logistics processes, we have optimized container loading, truck-capacity utilization, and transport routes. We constantly review our logistics network to ensure we distribute our products as efficiently as possible. Furthermore we engage in collaborative projects such as the NexTrust Project in Europe to increase transport capacity utilization by combining our own freight consignments with other companies.

To measure our greenhouse gas emissions from finished-product transport we use the EcoTransIT tool in Europe, North America, Latin America, Asia, and Oceania.

In 2016 we plan to leverage even more benefit from collaborative projects and to improve our measurement by expanding our emissions management to more countries. Transport activities are embedded in our corporate sustainability management approach and covered by our “Planet” target.

G4-EN30

Significant environmental impacts of transporting products and other goods and materials used for the organization’s operations, and transporting members of the workforce.

—

Significant transport emissions identified under our financial control approach are generated by product transport, employee travel and commuting. Employee commuting is included in “vehicle impacts” integrated under Scope 1. Amounts are reported in carbon equivalents. The chosen consolidation approach for emissions is operational control. Emissions from transport activities are based on EcoTransIT in compliance with DIN EN 16258 for purchased downstream finished-product transport, as well as on Global Warming Potentials referencing Defra and IPCC for

business travel. Data sources are internal systems and AirPlus credit card reports. Mitigation activities are implemented, such as intermodal transport and truck efficiency for product transport, as well as global communication platforms and online meeting opportunities to reduce business travel.

Scope 1		unit
Company vehicle emissions	9,471.21	t CO ₂ e

Scope 3		unit
Business travel	11,413.35	t CO ₂ e
Downstream transportation and distribution	45,291.10	t CO ₂ e

Aspect: Overall

Aspect-specific DMA Guidance

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In a business environment characterized by economic uncertainty, social pressures and environmental challenges, we strive to grow in a responsible manner. With our “We care.” sustainability strategy we support our business goals whilst continuously reducing our environmental footprint. At the same time we are working to ensure that we give back to people both inside and outside the company. Environmentally responsible action also has financial implications, such as extra expenditure on investments or environmental management. Measuring environmental mitigation and protection expenditure allows us to assess the efficiency of our environmental initiatives and to identify the future cost implications related to environmental hotspots.

G4-EN31

Total environmental protection expenditures and investments by type.

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Environmental protection expenditures

		unit
Total expenditures for waste disposal, emissions treatment and remediation	5.16	Mio. EUR
Total prevention and environmental management costs	6.93	Mio. EUR
Total	12.09	Mio. EUR

Aspect: Supplier Environmental Assessment

Aspect-specific DMA Guidance

Describe the systems used to screen new suppliers using environmental criteria. List the environmental criteria used to screen new suppliers. Environmental criteria or environmental impact assessments may cover aspects under the Environmental Category.

Describe processes used, such as due diligence, to identify and assess significant actual and potential negative environmental impacts in the supply chain. Negative impacts include those that are either caused or contributed to by the organization, or that are linked to its activities, products, or services by its relationship with a supplier.

Describe how the organization identifies and prioritizes suppliers for assessment of environmental impacts. Assessments may be informed by audits, contractual reviews, two-way engagement, and grievance and complaint mechanisms.

Describe actions taken to address the significant actual and potential negative environmental impacts identified in the supply chain. Explain if the actions are intended to prevent, mitigate, or remediate the impacts. Actions taken may include the adjustment of the organization's procurement practices, the adjustment of performance expectations, capacity building, training, changes to processes and terminating the relationship with a supplier.

Describe how expectations are established and defined in contracts with suppliers to promote the prevention, mitigation, and remediation of significant actual and potential negative environmental impacts (including targets and objectives).

Describe whether suppliers are incentivized and rewarded for the prevention, mitigation, and remediation of significant actual and potential negative environmental impacts.

Describe practices for assessing and auditing suppliers and their products and services using environmental criteria.

List the type, system, scope, frequency, current implementation of assessment and audit, and which parts of the supply chain have been certified and audited. Assessments and audits of suppliers and their products and services using environmental criteria may be undertaken by the organization, by a second party or by a third party.

Describe the systems in place to assess the potential negative impacts of terminating a relationship with a supplier as a result of environmental impact assessment, and the organization's strategy to mitigate these impacts.

—

Not only is the Code of Conduct (CoC) for Suppliers fully in line with Beiersdorf's Core Values, it lays down a harmonized and binding standard for responsible action for our suppliers. Acknowledgement of our CoC is a prerequisite for becoming a Beiersdorf supplier. Environmental protection constitutes one critical pillar of the CoC for Suppliers.

Our Responsible Sourcing Program was officially established in 2015. Among other strategic initiatives, the new end-to-end CoC management strategy was deployed to identify and mitigate risks in order to ultimately drive responsible practices in the supply chain. We have started to implement the pre-screening and risk-profiling of suppliers. 100% of our supply landscape was covered. High risk suppliers are required to complete an SAQ on the Sedex platform, a more comprehensive tool that helps us gain an insight into responsible sourcing risks. The need for an audit is determined accordingly. The ethical and responsible sourcing supplier audit SMETA is carried out by independent 3rd-party auditing partner(s).

Beiersdorf respects the SMETA 4-pillar audit, a mutually recognized protocol among AIM-PROGRESS as well as European Brand Association members.

The end-to-end CoC management takes an extensive two-pronged approach, through CoC implementation, and CoC monitoring and reinforcement. The action starts with supplier acknowledgment of the CoC for Suppliers which forms an integral part of the Procurement contract arrangement. Furthermore, Beiersdorf suppliers are subject to risk assessment and mitigation measures.

We believe not only in accepting accountability but also acting consistently to promote an ethical and responsible upstream supply chain.

In 2015 we exceeded our 80% target of having significant expenditure covered by the CoC for Suppliers acknowledgement. Besides, 100% of our supply landscape was pre-screened and risk-profiled with further action steps followed through, i.e. comprehensive risk analysis and subsequent audits in case of extreme responsible sourcing risk.

Our approach to CoC enforcement continues to leverage on the AIM-PROGRESS membership. The objectives of AIM-PROGRESS and its members are to develop supply chain capability, to effectively drive compliance and continuous improvement throughout the supply chain. Within this framework, collaborative supplier capability programs are executed and also designed to train suppliers with regards to common issues of non-compliance.

G4-EN32

Percentage of new suppliers that were screened using environmental criteria.

—

In line with the new Code of Conduct strategy, all our new and existing suppliers are subject to strict Code of Conduct enforcement, involving a responsible sourcing risk assessment and mitigation process in which the environmental protection element is incorporated.

G4-EN33

Significant actual and potential negative environmental impacts in the supply chain and actions taken.

—

Over 25,000 suppliers underwent our end-to-end Code of Conduct monitoring and reinforcement program in 2015. The steps include an initial pre-screening in which suppliers are risk-profiled according to their locations and business significance. High risk suppliers are subject to a more comprehensive assessment. In extreme risk cases, measures such as a responsible sourcing audit will be subsequently triggered. We did not have any cases of supplier relationship termination in 2015 due to major breach of CoC.

Aspect: Environmental Grievance Mechanisms

Aspect-specific DMA Guidance

Describe the availability and accessibility of grievance mechanisms and remediation processes for environmental impacts, including along the organization's supply chain, and the involvement of stakeholders in monitoring their effectiveness. Stakeholders involved in monitoring the effectiveness of the organization's grievance mechanisms and remediation processes may include suppliers and local community and workers' representatives.

List the types of training on the availability and accessibility of grievance mechanisms and remediation processes.

—

Having a clear commitment to act in a responsible manner, a process for addressing weaknesses and findings is an essential part of an effective environmental management system.

At our sites, we strive to integrate with the local environment as well as we can.

- Before constructing new premises, we conduct comprehensive location analyses in consultation with local authorities.
- At existing sites, we make constant efforts to minimize our impact on the local environment.
- An emergency and environmental management strategy is implemented at all sites.

At every site we maintain close relationships with our neighborhood and local authorities. We also offer targeted contact options on our local and corporate websites. Any grievance reaching us via any of these channels is promptly addressed and followed up to resolution.

G4-EN34

Number of grievances about environmental impacts filed addressed, and resolved through formal grievance mechanisms.

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Results refer to available regional data evaluated in our annual Sustainability Review. In 2015 we did not register any grievances.

Social: Labor Practices and Decent Work

G4-DMA Disclosures on Management Approach LA

A Caring Employer

Everyone counts. This is the Beiersdorf philosophy of caring about people. We are determined to support people's well-being and promote their personal and professional growth. Offering encouragement and inspiration so that all employees can continuously learn and develop themselves is our objective, one that we pursue with dedicated programs at the global, regional, and country levels.

At Beiersdorf we believe that a committed workforce is essential to achieving both efficiency and innovation. Across all markets in which we operate we are known as a caring employer that attends to all major aspects of an employment relationship. Our employee services and programs are customized to meet specific local needs and include child care, elderly care, health management, sport, catering, transportation, and of course flexible working arrangements. In Germany we practice more than 300 different working-time models that include working from home, job-sharing, and very flexible part-time work customized to meet the needs of individuals and teams.

At the same time, at Beiersdorf we believe that being a caring employer also means challenging our employees positively. We cultivate a working environment in which individuals are encouraged to take ownership and try new ideas. This is reflected in our many successful business and organizational projects carried out across borders and functions. Our large number of international assignments is another example of our approach of "caring through challenging".

Living Our Core Values

Beiersdorf's four Core Values – Care, Simplicity, Courage, and Trust – have been the defining principles of our company for more than 130 years. In 2014 they formed the basis of a long-term culture project that continues to involve all our affiliates and employees. Results from the 2015 global employee survey showed our employees' very high level of identification with these values. The Core Value initiative has established itself as an excellent global platform to discuss, review and improve leadership quality and management effectiveness.

In 2015 we also integrated our Core Values into such key HR management tools as performance management, employee dialog, and assessment tools. In this area we have focused on encouraging employees to take action rather than on establishing formal processes, and we fostered initiatives to further enhance an open and insightful feedback culture within the company. At Beiersdorf, feedback is always both top-down and bottom-up. Feedback as we understand and practice it not only comprises having the courage to talk, but also the skill and ability to listen. We find this understanding reflected in our Core Values "Trust" and "Courage", and the management practices related to these. During 2015 we increased the frequency and the variety of formats on mutual feedback between managers and employees. Instead of a one-size-fits-all method used once a year, we encourage and help our people talk about things they truly care about – any subject at any time.

We take a more pragmatic approach regarding proof of success in areas such as values and culture. Interpersonal relationships and interactions at work involve such complicated brain processes that they can hardly be measured directly, even less so in a 12-month interval. Instead of artificially creating key performance indicators (KPIs) for these fields, we believe the agility and resilience shown by our global workforce in a highly challenging business environment such as 2015 was the best evidence that our people, our values, and our culture are the engines driving Beiersdorf's continuous business success.

Developing Leaders

Leadership development has no secret recipes and does not require new campaigns each and every year. Reliability and consistency are by far more relevant success factors. In 2015 we continued practicing what we believe in as part of our Blue Agenda and Core Values framework:

- **Authenticity:** Self-awareness and self-reflection are essential leadership characteristics at Beiersdorf. Only those able to be truthful to themselves can develop trust and act as role models in their day-to-day management activities.
- **Inspiring:** Being authentic is not the only important leadership characteristic at Beiersdorf. True leadership means influencing and motivating others to give their best by actively managing individual working relationships.
- **Living Core Values:** Managers at Beiersdorf serve as role models for living our Core Values, and implement these in their work-life practices.
- **Performance:** Our managers know they do not merely “drive” performance. Sustaining a high level of performance is the natural outcome of authentic role modeling, empowerment, and individual coaching of employees. All our leadership programs worldwide, whether formal or informal, draw on these leading principles. Developing true leaders within the company will also require this high level of conviction, clarity, consistency, and patience in the years to come.

Guiding Career Growth

Every single employee makes a significant contribution to Beiersdorf's economic success with his or her individual skills. In 2015 we took our first step toward demonstrating a clear commitment to all our talented employees in terms of understanding and appreciating “[Career@Beiersdorf](#)”:

- “CAREER” refers to an overall professional life that today often spans four or more decades: Take a long-term view.
- A successful CAREER is not THE purpose of life but rather one of the possible rewards of it. Rather than being a “career seeker”, always do your best.
- A CAREER encompasses many unknowns and surprises, despite the best-laid plans: Stay open, stay flexible.
- Your CAREER will have many helpers: The person who steers it is always you. As a global employer we not only emphasize long-term thinking in our business practices and our people: We are also proud of having a long and proven track record of implementing this approach. Our extensive investment in fostering the capabilities and skills of our employees, regardless of their level, function, and location in the company, continued in 2015. This was also true of our global processes for talent reviews

and succession planning. The spirit of “Career@Beiersdorf” will enhance the effectiveness of all these investments in the years to come. Today’s caring employer does not merely rely on appropriate development tools and programs alone. We also do our best to stimulate our employees’ individual sense of ownership of their careers. In addition, we believe it is important to be open and honest about the risks and uncertainties that can arise along a person’s career path.

The long-term reward for being a caring employer is the greater number of emotionally engaged employees who are self-confident about their own professional growth and show self-initiative in this area.

Achieving High Employee Engagement

For the third consecutive year we invited all our employees worldwide to participate in our employee engagement survey. A total of 93% responded within the two-week survey period, marking a new all-time high. In almost all categories covered by the survey, from working conditions, through communication and feedback, to personal development, we again achieved above-average gains. The overall results were presented throughout the company and publicly discussed. Results for individual teams were intentionally made available only to the respective team. In taking this approach, we ensured a trusting environment in which open discussions could take place and relevant improvements could be made. For the same reason, improvement of survey results at the team level was not allowed to be part of individual annual target setting.

At Beiersdorf we do measure engagement, but we are not preoccupied with numbers. In other words, we focus more on improvement measures than improving numbers. With this approach, higher employee engagement has been, and will remain, a natural outcome.

Promoting Diversity

Each year we reach consumers in over 170 countries with our skin care products. Diversity is in our DNA.

Above all else, we value diversity in the sense of bringing together the largest possible mix of experiences, points of view, and individuals under the Beiersdorf roof. Within this context, we consider diversity in gender, internationality, and age for example as a contribution to Beiersdorf’s ongoing worldwide success. Further progress was made regarding diversity in 2015, including:

- **Gender diversity:** In 2015, the new legislation on equal participation of women and men in management positions was introduced in Germany. Three years prior to this legislation Beiersdorf had already committed itself to increasing the share of women in senior executive positions in Germany, from 22.5% at the time of this decision to 30% by 2020. By the end of 2015 this figure had risen to 27.5%. The definition of “management levels” according to the new law deviates slightly from the previous definition at Beiersdorf. Consequently we have adjusted our figures, and they are now in full accordance with the law. At the end of 2015, 26% of managers on the first management level below the Executive Board were women. We aim to raise this figure to 30% by the end of June 2017. On the second management level, 38% of managers were women at the end of 2015. Our goal is to at least maintain this high level through the end of June 2017. On the basis of what we have achieved in terms

of gender diversity since 2012, these two new commitments put Beiersdorf in a leading position among the companies governed by the new federal law. Here's one example of how we improved diversity by taking specific measures: In 2015, we almost doubled the number of job-sharing positions for women in leadership compared to the previous year.

- International diversity: Our already competitive international mobility policy was further modified in 2015 to provide improved support to individual families as well as in reintegration after an assignment abroad. Furthermore, we increased the number of international employees at Hamburg headquarters to 14% in 2015 (2014: 13%). The number of employees with several years of international experience is far higher than revealed by nationality statistics alone: At the most senior level of management, for example, more than half of the current managers have experience of at least two foreign assignments lasting several years.
- Generational dialog: To foster exchange among the various generations of people working at Beiersdorf, we have established an initiative to enable our apprentices to become "buddies" to senior employees in order to explore topics such as IT and social media together.

Aspect: Employment

Aspect-specific DMA Guidance

Describe actions taken to determine and address situations where work undertaken within the organization's supply chain does not take place within appropriate institutional and legal frameworks. Work taking place within an appropriate institutional and legal framework will usually entail a recognized employment relationship with an identifiable and legally recognized employer.

Describe actions taken to determine and address situations where persons working for suppliers are not provided the social and labor protection that they are entitled to receive by national labor law.

Describe actions taken to determine and address situations where working conditions in the organization's supply chain did not meet international labor standards or national labor law. Conditions of work include compensation, working time, rest periods, holidays, disciplinary and dismissal practices, maternity protection, the workplace environment, occupational health and safety, the quality of living accommodations where provided, and welfare matters such as safe drinking water, canteens and access to medical services.

Describe actions taken to determine and address situations where work undertaken within the organization's supply chain is inadequately remunerated. Adequately remunerated work means that wages and compensation for a standard working week, excluding overtime, meet legal and industry minimum standards and are sufficient to meet the basic needs of workers and their families and provide some discretionary income.

Actions taken to address situations where work is inadequately remunerated may include:

- Dialogue with suppliers regarding the relationship of the prices paid to suppliers and the wages paid to workers
- Changes to the organization's procurement practices
- Support for collective bargaining to determine wages
- Determining the extent that overtime is used, whether it is mandatory, and whether it is compensated at a premium rate

Describe actions taken to determine and address situations of disguised employment relationships where workers in the organization's supply chain are falsely considered to be self-employed or where there is no legally recognized employer.

Describe actions taken to determine and address situations where work undertaken within the organization's supply chain performed at home is not performed subject to a legally recognized contract.

—

Our employees are vital to our success. They manage strong brands, develop innovations, and enthrall consumers around the world with high-quality products. The Human Resources department's forward-looking activities aim to support the strategic goals of Beiersdorf's Blue Agenda.

Within our human resource policy we clearly define the cornerstones of our HR Management. These include guidelines on staff development, organization, compensation and social integration, as well as on communication and leadership.

We offer our employees fair and appropriate compensation. This is based on the value of the position, individual achievements and prevalent conditions in the relevant market. This principle is defined in our personnel policy and is the basis of our compensation systems.

Wherever we are in the world, our responsibility for our employees extends far beyond legal requirements. We offer our employees extensive additional benefits, independent of their hierarchical level.

These benefits vary from affiliate to affiliate, but are at a very high level overall. Employees on temporary contracts receive partial discretionary and social benefits.

In Beiersdorf's Code of Conduct for Suppliers we define the requirements which are to be met by all suppliers. Its content is inspired by International Labour Organization (ILO) requirements, UN Global Compact Principles and Organization for Economic Cooperation and Development (OECD) Guidelines. An introduction to our Code of Conduct for Suppliers and the full respective Codes of Conduct for Employees and for our Suppliers can be found at:

[Beiersdorf_Sustainability_Responsible_Sourcing](#)

G4-LA2

Benefits provided to full-time employees that are not provided to temporary or part-time employees, by significant locations of operations.

—

Wherever we operate around the world, our responsibility to our employees extends far beyond legal requirements. We offer our employees extensive additional benefits, independent of their hierarchical level.

These benefits vary from affiliate to affiliate, but are at a very high level overall. Employees on temporary contracts receive partial discretionary and social benefits.

G4-LA3

Return to work and retention rates after parental leave, by gender.

—

The return to work rate after parental leave for both female and male employees is 100% (based on all employees of Hamburg affiliates who returned from parental leave in 2015).

The retention rate after parental leave is 94% for women and 92% for men (retention rate is for minimum continuance of twelve months at Beiersdorf after parental leave; based on employees who returned from parental leave in 2014).

Parental leave	No. of employees	Employees on parental leave (%)
Employees entitled to parental leave	125	
Employees on parental leave	102	82%
Male employees entitled to parental leave	36	
Male employees on parental leave	15	42%
Female employees entitled to parental leave	89	
Female employees on parental leave	87	98%
Male employees returned after parental leave	35	
Female employees returned after parental leave	71	
Male employees returned after parental leave and still employed after 12 months	36	
Female employees returned after parental leave and still employed after 12 months	81	

Aspect: Labor/Management Relations

G4-LA4

Minimum notice periods regarding operational changes, including whether it is specified in collective agreements.

—

As an employer, Beiersdorf keeps employee representative bodies informed of significant operational changes in compliance with corporate and legal regulations. In Germany we provide timely information to employee representatives in the respective committees of the company's Works Council.

For cross-border matters within Europe, the guidelines of the European Dialogue govern our working relationships with employees.

Aspect: Occupational Health and Safety

Aspect-specific DMA Guidance

Describe programs related to assisting workforce members, their families, or community members regarding serious diseases, including whether such programs involve education and training, counseling, prevention and risk control measures, or treatment.

—

We are working consistently towards a "Zero Accident Vision". To achieve this we continuously monitor and review working conditions and practices at all our sites. We ensure that our production facilities are equipped with the latest safety equipment and that regular risk assessments are carried out. In addition, our employees receive regular training in occupational safety and we foster exchange on root causes and their follow-up activities for accidents and near misses, both regionally and globally.

Medical support is provided to employees in different ways and is defined by location. In general these programs are piloted in one country and then adapted to local needs by each organizational unit.

Since January 2014 all functions which focus on healthcare at Beiersdorf headquarters in Hamburg have been coordinated under one roof: "good for me" health management. By bringing together the activities of the in-house medical services, health promotion, social services, occupational health and safety, catering, Beiersdorf's company health insurance and the Beiersdorf sports association, we have created a truly integrated approach which is able to provide more effective and targeted healthcare support to all our employees.

For our supplier base we include occupational health and safety in the management of our Supplier Code of Conduct, which comprises risk-based mitigation actions where these are required.

G4-LA6

Type of injury and rates of injury, occupational diseases, lost days, and absenteeism, and total number of work-related fatalities, by region, and by gender.

—

Occupational health and safety aspects are included in our annual sustainability reporting. Employees as well as supervised workers working in production centers and the covered office locations are included in the results provided, corresponding to the indicated scheduled working hours. The GRI indicator definitions are applied. The Accident Frequency Rate corresponds to the GRI Injury Rate.

		unit
Accident Frequency Rate (AFR) (over 200,000 working hours)	0.55	
Lost Day Rate (LDR) (over 200,000 working hours)	10.65	
Absentee Rate (AR)	4	%
Commuting accidents	76	
Number of occupational accidents resulting in absenteeism of more than one working day	73	
Number of occupational accidents NOT resulting in absenteeism of more than one working day	283	
Scheduled working hours	27,142,959.26	h
Fatalities	1	

G4-LA7

Workers with high incidence or high risk of diseases related to their occupation.

—

In the reporting period we did not have job positions exposed to high incidence of injury or high risk of disease.

Aspect: Training and Education

G4-LA9

Average hours of training per year per employee by gender, and by employee category.

—

The intensive training of our employees was also a focus of our human resources effort in 2015. Instructions tailored to practical applications provided targeted training and continuing education for skilled and managerial staff. This was complemented by training in occupational health and safety. At present we do not have any global figures for this aspect.

Trainings conducted in Hamburg w/o tesa:	2014	2015
Communication Skills	75	74
Personal Skills	147	128
Functional Training	72	128
Leadership Development	168	241
Recommendation for new employees	121	109
Afterwork / Weekend Training sessions	601	443
IT Training	106	92
Language Training	487	439
Intercultural Training	15	12
Total number of participants:	1792	1666

G4-LA10

Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings.

—

All employees, whether they work in projects or a functional or managerial role, can opt for ongoing training. Many affiliates offer local training courses open to all employees. Additionally, Beiersdorf has a corporate training program with seminars offered to certain groups of employees (e.g. for senior leaders) on a global scale.

In 2015 Beiersdorf broadened its portfolio of employee health services and offers with cardiovascular and musculoskeletal wellness programs, amongst others. These are preventive measures aimed at maintaining good basic health and therefore employability.

Beiersdorf offers specific local training exclusively targeting staff aged 50 or above.

Beiersdorf offers employees a long-term working-time account that provides the opportunity to leave work before retirement.

Ranging from movement and relaxation programs, through stress management, to nutrition tips, the portfolio offered by Beiersdorf Health Promotion is highly attractive and truly diverse. These preventive measures also have the purpose of maintaining employability.

G4-LA11

Percentage of employees receiving regular performance and career development reviews, by gender and by employee category.

—

In an annual review, all our employees receive a performance appraisal and feedback about the scope for their development; this form of employee review has been conducted at Beiersdorf for over 40 years. Since 2006 the performance appraisal has been complemented worldwide with a uniform process to identify and promote potential. This process is continually enhanced. A refined Performance Management process was implemented internationally in 2013 and is conducted every year.

Aspect: Diversity and Equal Opportunity

G4-LA12

Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and other indicators of diversity.

—

Currently, our Executive Board is exclusively male.

Our Supervisory Board comprises 75% men and 25% women.

For senior executive positions in Germany without tesa, the proportion is 72.5% male and 27.5% female.

Aspect: Supplier Assessment for Labor Practices

Aspect-specific DMA Guidance

Describe the systems used to screen new suppliers using labor practices criteria. List the labor practices criteria used to screen new suppliers. Labor practices criteria or assessments of impacts for labor practices may cover:

- Employment practices
- Health and safety practices
- Incidents (such as of verbal, psychological, physical, or sexual abuse, coercion or harassment)
- Industrial relations
- Wages and compensation
- Working hours

Describe processes used, such as due diligence, to identify and assess significant actual and potential negative impacts for labor practices in the supply chain. Negative impacts include those that are either caused or contributed to by the organization, or that are linked to its activities, products or services by its relationship with a supplier.

Describe how the organization identifies and prioritizes suppliers for assessment of impacts for labor practices. Assessments may be informed by audits, contractual reviews, two-way engagement, and grievance and complaint mechanisms.

Describe actions taken to address the significant actual and potential negative impacts for labor practices identified in the supply chain. Explain if the actions are intended to prevent, mitigate, or remediate the impacts. Actions taken may include the adjustment of the organization's procurement practices, the adjustment of performance expectations, capacity building, training, changes to processes and terminating the relationship with a supplier.

Describe how expectations are established and defined in contracts with suppliers to promote the prevention, mitigation, and remediation of significant actual and potential negative impacts for labor practices (including targets and objectives).

Describe whether suppliers are incentivized and rewarded for the prevention, mitigation, and remediation of significant actual and potential negative impacts for labor practices.

Describe practices for assessing and auditing suppliers and their products and services using labor practices criteria.

List the type, system, scope, frequency, current implementation of assessment and audit, and which parts of the supply chain have been certified and audited. Assessments and audits of suppliers and their products and services using labor practices criteria may be undertaken by the organization, by a second party or by a third party.

Describe the systems in place to assess the potential negative impacts of terminating a relationship with a supplier as a result of assessing impacts for labor practices, and the organization's strategy to mitigate these impacts.

—

Not only is the Code of Conduct (CoC) for Suppliers fully in line with Beiersdorf's Core Values, it lays down a harmonized and binding standard for responsible action for our suppliers. Acknowledgement of our CoC is a prerequisite for becoming a Beiersdorf supplier. Labor rights constitutes one critical pillar of the CoC for Suppliers, wherein the following areas are covered:

- Occupational health and safety
- Exclusion of forced labor, as well as the exclusive use of disciplinary measures which prohibit physical or mental abuse or punishment
- Employee rights regarding working hours
- Employee rights regarding remuneration.

Our Responsible Sourcing Program was officially established in 2015. Among other strategic initiatives, the new end-to-end CoC management strategy was deployed to identify and mitigate risks in order to ultimately drive responsible practices in the supply chain. We have started to implement the pre-screening and risk-profiling of suppliers. 100% of our supply landscape was covered. High risk suppliers are required to complete an SAQ on the Sedex platform, a more comprehensive tool that helps us gain an insight into responsible sourcing risks. The need for an audit is determined accordingly. The ethical and responsible sourcing supplier audit SMETA is carried out by independent 3rd-party auditing partner(s).

Beiersdorf respects the SMETA 4-pillar audit, a mutually recognized protocol among AIM-PROGRESS as well as European Brand Association members.

The end-to-end CoC management takes an extensive two-pronged approach, through CoC implementation, and CoC monitoring and reinforcement. The action starts with supplier acknowledgment of the CoC for Suppliers which forms an integral part of the Procurement contract arrangement. Furthermore, Beiersdorf suppliers are subject to risk assessment and mitigation measures.

We believe not only in accepting accountability but also acting consistently to promote an ethical and responsible upstream supply chain.

In 2015 we exceeded our 80% target of having significant expenditure covered by the CoC for Suppliers acknowledgement. Besides, 100% of our supply landscape was pre-screened and risk-profiled with further action steps followed through, i.e. comprehensive risk analysis and subsequent audits in case of extreme responsible sourcing risk.

Our approach to CoC enforcement continues to leverage on the AIM-PROGRESS membership. The objectives of AIM-PROGRESS and its members are to develop supply chain capability, to effectively drive compliance and continuous improvement throughout the supply chain. Within this framework, collaborative supplier-capability programs are executed and also designed to train suppliers with regards to common issues of non-compliance.

G4-LA14

Percentage of new suppliers that were screened using labor practices criteria.

—

In line with the new Code of Conduct strategy, all new and existing suppliers are subject to a strict Code of Conduct enforcement involving a responsible sourcing risk assessment and mitigation process in which the labor standards element is incorporated.

G4-LA15

Significant actual and potential negative impacts for labor practices in the supply chain and actions taken.

—

Over 25,000 suppliers underwent our end-to-end CoC monitoring and reinforcement program in 2015. The steps include an initial pre-screening in which suppliers are risk-profiled according to locations and business significance. High risk suppliers are subject to a more comprehensive assessment. In extreme risk cases, measures such as a responsible sourcing audit will be triggered where this need is indicated.

We did not have any cases of supplier relationship termination in 2015 due to major breach of CoC.

Social: Human Rights

G4-DMA Disclosures on Management Approach HR

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Beiersdorf operates internationally and across different cultures, laws, and specific market conditions. To guide our business through diversity, the Code of Conduct for Employees and Code of Conduct for Suppliers reflect our values, as well as a set of company principles which form the basis for our decisions and actions for all employees and suppliers worldwide.

The Code of Conduct for Suppliers places an emphasis on such critical issues as business integrity, labor standards and human rights, health and safety, and environmental protection. Additionally, we respect the UN's Universal Declaration of Human Rights, the conventions of the International Labour Organization (ILO), the OECD guidelines for multinational enterprises, as well as country-specific statutes and official requirements.

An introduction to our Code of Conduct for Suppliers and both Codes of Conduct can be found at:

[Beiersdorf_Sustainability_Responsible_Sourcing](#)

Aspect: Investment

Aspect-specific DMA Guidance

Describe strategies for extending applicable policies and procedures to external parties, such as joint ventures and subsidiaries.

Describe the use of human rights criteria or clauses in contracts, including the types of clauses and the types of contracts and agreements in which they are commonly applied (such as investments, joint ventures).

—

Beiersdorf stands for trustworthiness and high standards. Responsible conduct is a fixed element of our corporate culture and forms the basis of trust at all levels. The Beiersdorf Group respects and applies consistent guidelines throughout our affiliates, which include human rights-related conduct.

G4-HR2

Total hours of employee training on human rights policies or procedures concerning aspects of human rights that are relevant to operations, including the percentage of employees trained.

—

We do not have specific human rights training. We do, however, provide an orientation session to new Beiersdorf employees, which covers the Code of Conduct for Employees and business ethics guidelines. Besides, our procurement staff are refreshed annually on the CoC for Suppliers via the Procurement Academy course.

Aspect: Non-discrimination

G4-HR3

Total number of incidents of discrimination and corrective actions taken.

—

As a company that operates around the globe, diversity is an important value for us and for the future of our company. Our activities in this area are grouped under the company-wide program “One Team. Living Diversity”. This program focuses on gender diversity and internationalization.

Under our strong commitment to diversity we do not tolerate any form of discrimination, whether due to gender, age, physical appearance or origin. This antidiscrimination principle is firmly established in our company-wide Human Resources policy and Employee Code of Conduct. Possible individual cases of discrimination are investigated with the utmost rigor and if substantiated, rapid countermeasures are taken. However, global figures are not available. In 2015 there were no incidents of discrimination at our Hamburg headquarters.

An introduction to our Code of Conduct, and the Code of Conduct itself, can be found at:

[Beiersdorf Sustainability Responsible Sourcing](#)

An introduction to our “One Team. Living Diversity” program can be found at:

[Beiersdorf Sustainability Diversity](#)

In 2012, we signed the “German Diversity Charter”. This initiative aims to ensure that diversity is recognized, valued and included in the German working culture – irrespective of gender, nationality, ethnic origin, religion, disability, age, or sexual orientation. This charter is one of several that exist throughout Europe. Since 2010 these charters have been coordinated by the EU via a Europe-wide network.

Aspect: Freedom of Association and Collective Bargaining

Aspect-specific DMA Guidance

Describe the policy or policies which may be considered likely to affect employees' decisions to join a trade union, or to bargain collectively.

—

Beiersdorf's human resources policies have a clear target: Strengthening the fundamentals of an engaging working environment. Building and sustaining a long-term relationship of trust with the company's employees and their representatives is one of our fundamental working principles in progressing towards this target. Areas where we have particularly close interaction with our employee representatives include:

Compensation: We offer our employees fair and appropriate compensation, based on the value of the position, individual achievements and prevalent conditions in the relevant market. This principle is defined in our human resources policy and is the basis for our compensation systems.

Performance Management: A global company such as Beiersdorf requires modern and effective performance management. This is a strategic business process designed to achieve a high performance orientation at all levels throughout the global organization. It fosters the identification and development of world-class and diverse talents to ensure sustainable business success. For us "performance" means far more than just "meeting the numbers". When we talk about performance, we always mean two distinct but interrelated aspects: The first aspect describes WHAT to achieve. The second describes HOW to achieve the WHAT, i.e. the extent to which the behavioral expectations founded on our Core Values Care, Trust, Simplicity and Courage are being met.

Employee Engagement: A key means of enhancing Beiersdorf's corporate culture lies in fostering a culture of candid and honest feedback. For the third consecutive year we invited all our employees worldwide to participate in our employee engagement Survey TEAMVOICE, which has become an integral part of our management tools. A total of 93% responded within the two-week survey period, marking a new all-time high. In almost all categories covered by the survey, be it working conditions, communication and feedback, or personal development, we again achieved above-average gains.

G4-HR4

Operations and suppliers identified in which the right to exercise freedom of association and collective bargaining may be violated or at significant risk, and measures taken to support these rights.

—

There were no such cases in the reporting period.

To mitigate risk in our upstream supply chain (supplier-related), human rights constitutes one critical aspect in the CoC for Suppliers and the end-to-end management strategy, which also includes freedom of association and the right to collective negotiation.

More at:

[Beiersdorf Sustainability Responsible Sourcing](#)

Aspect: Child Labor

G4-HR5

Operations and suppliers identified as having significant risk for incidents of child labor, and measures taken to contribute to the effective abolition of child labor.

—

We do not tolerate child labor, be it directly or indirectly related to our activities.. To mitigate risk in our upstream supply chain (supplier-related), human rights constitute one critical aspect in the CoC for Suppliers and the end-to-end management strategy which also include prohibition of child labor.

In 2015, no supplier was identified as representing a significant risk of incidents of child labor, or exposing young workers to hazardous work.

More at:

[Beiersdorf Sustainability Responsible Sourcing](#)

Aspect: Forced and Compulsory Labor

G4-HR6

Operations and suppliers identified as having significant risk for incidents of forced or compulsory labor, and measures to contribute to the elimination of all forms of forced or compulsory labor.

—

We do not tolerate any form of forced or compulsory labor in direct or indirect association with our activities. To mitigate risk in our upstream supply chain (supplier-related), human rights constitute one critical aspect in the CoC for Suppliers and the end-to-end management strategy, which also include exclusion of forced and disciplinary measures.

In 2015, no supplier was identified as representing a significant risk of incidents of forced or compulsory labor.

More at:
[Beiersdorf Sustainability Responsible Sourcing](#)

Aspect: Assessment

G4-HR9

Total number and percentage of operations that have been subject to human rights reviews or impact assessments.

—

Human rights are addressed in our Code of Conduct. We do not run human rights assessment programs at our own operations; however, if we become aware of any breaches of the CoC we treat these with the utmost rigor and take a zero-tolerance approach.

Aspect: Supplier Human Rights Assessment

Aspect-specific DMA Guidance

Describe the systems used to screen new suppliers using human rights criteria. List the human rights criteria used to screen new suppliers. Human rights criteria or human rights impact assessments may cover:

- Child labor
- Discrimination
- Forced or compulsory labor
- Freedom of association and collective bargaining
- Indigenous rights
- Security practices

Describe processes used, such as due diligence, to identify and assess significant actual and potential negative human rights impacts in the supply chain. Negative impacts include those that are either caused or contributed to by the organization, or that are linked to its activities, products, or services by its relationship with a supplier.

Describe how the organization identifies and prioritizes suppliers for assessment of human rights impacts. Assessments may be informed by audits, contractual reviews, two-way engagement, and grievance and complaint mechanisms.

Describe actions taken to address the significant actual and potential negative human rights impacts identified in the supply chain. Explain if the actions are intended to prevent, mitigate, or remediate the impacts. Actions taken may include the adjustment of the organization's procurement practices, the adjustment of performance expectations, capacity building, training, changes to processes and terminating the relationship with a supplier.

Describe how expectations are established and defined in contracts with suppliers to promote the prevention, mitigation, and remediation of significant actual and potential negative human rights impacts (including targets and objectives).

Describe whether suppliers are incentivized and rewarded for the prevention, mitigation, and remediation of significant actual and potential negative human rights impacts.

Describe practices for assessing and auditing suppliers and their products and services using human rights criteria.

List the type, system, scope, frequency, current implementation of assessment and audit, and which parts of the supply chain have been certified and audited. Assessments and audits of suppliers and their products and services using human rights criteria may be undertaken by the organization, by a second party or by a third party.

Describe the systems in place to assess the potential negative impacts of terminating a relationship with a supplier as a result of human rights impact assessment, and the organization's strategy to mitigate these impacts.

—

Not only does the CoC for Suppliers resonate with Beiersdorf's Core Values, it lays down a harmonized and binding standard for responsible action for our suppliers. Acknowledgement of our CoC is a prerequisite for becoming Beiersdorf suppliers. Human rights constitute as one critical aspect in the CoC for Suppliers, wherein the followings are covered:

- Exclusion of forced and disciplinary measures
- Prohibition of child labor
- Freedom of association and the right to collective negotiation
- Discrimination

Our Responsible Sourcing Program has been officially established in 2015. Among other strategic initiatives, the new end-to-end CoC management strategy was deployed to identify and mitigate risks in order to ultimately drive responsible practices in supply chain.

We have started to implement a pre-screening and risk-profiling of suppliers. 100% of our supply landscape was covered. High risk suppliers are subject to undertaking an SAQ in the Sedex platform, a more comprehensive tool which helps us gain an insight into responsible sourcing risks. Audit is determined accordingly. The ethical/responsible sourcing supplier audit, SMETA, is carried out by independent 3rd party auditing partner(s).

Beiersdorf respects SMETA 4-pillar audit, a mutually recognized protocol among AIM-PROGRESS or European Brand Association members.

The end-to-end CoC management takes an extensive two-pronged approach, through CoC implementation, and CoC monitoring and reinforcement. The action starts with supplier acknowledgment of the CoC for Suppliers which forms an integral part of the Procurement contract arrangement. Furthermore, Beiersdorf suppliers are subject to risk assessment and risk mitigation measures.

We believe not only in accepting accountability but also in acting consistently to promote an ethical and responsible upstream supply chain.

In 2015, we have exceeded 80% target of having significant spend covered by the CoC for Suppliers acknowledgement. Besides, 100% of our supply landscape was pre-screened and risk-profiled with further action steps being followed through, i.e. comprehensive risk analysis and subsequent audits in case of extreme responsible sourcing risk.

Our approach to CoC enforcement continues to leverage on the AIM Progress membership. The objectives of AIM Progress and its members are to develop supply chain capability, to effectively drive compliance and continuous improvement throughout supply chain. Within this framework, collaborative supplier capability programs are executed and also designed to train suppliers with regards to common issues of non-compliance.

More at:

[Beiersdorf Sustainability Responsible Sourcing](#)

G4-HR10

Percentage of new suppliers that were screened using human rights criteria.

—

In line with the new CoC strategy, all new and existing suppliers are both subject to a strict CoC enforcement involving responsible sourcing risk assessment and mitigation process in which the human rights element is incorporated.

G4-HR11

Significant actual and potential negative human rights impacts in the supply chain and actions taken.

—

Over 25,000 suppliers underwent our end-to-end CoC monitoring and reinforcement program in 2015. The steps include an initial pre-screening where suppliers are risk-profiled according to locations and business significance. High risk suppliers are subject to a more comprehensive assessment. In extreme risk cases, measures such as a responsible sourcing audit will be subsequently triggered.

We did not have any cases of supplier relationship termination in 2015 due to major breach of CoC.

Social: Society

G4-DMA Disclosures on Management Approach SO

For Beiersdorf, “Care” is not limited to the aspect of skin care alone but is one of our four Core Values and therefore inherent to our culture. It encompasses caring for our employees, but also for the communities in which we operate; in short: caring for people. These programs are bundled within our “People” field of activity under the umbrella of our “We care.” sustainability strategy. Our community engagement programs are generated in alignment with our global brands and are adapted locally to fit to community needs.

Based on the principle of “helping people to help themselves”, Beiersdorf supports social initiatives aligned with our company values and build on its brands’ core strengths. These social initiatives are part of our “We care.” global sustainability strategy and are targeted at achieving our far-reaching commitment in the focus area “People”: By 2020, Beiersdorf aims to reach one million disadvantaged families and help improve their lives.

Targeted Occupational Health and Safety programs ensure our employees’ wellbeing wherever we operate. Through our Code of Conduct we also require our suppliers to ensure that robust Occupational Health and Safety systems are in place.

Wherever we operate factories, we ensure that our environmental and safety measures meet or exceed standards through our Group-wide “Environmental Protection and Safety Management Audit Scheme”, which is developed in accordance with ISO 14001 and OHSAS 18001. External auditors regularly verify the effective implementation of the scheme in operations.

Acting lawfully is an inherent part of Beiersdorf’s corporate culture and one of its Core Values. Accordingly, the Beiersdorf Executive Board has established [Beiersdorf Compliance Principles](#) that expressly bestow upon each employee the requirement and duty to abide by all applicable laws and internal guidelines, and upon management the responsibility to ensure such compliance.

The [Beiersdorf Code of Conduct](#) was established as a binding guideline for each individual employee as well as the Executive Board in order to integrate these company values into everyday working life. It sets the standard for expected behavior on a broad array of legal and ethical topics, including (but not limited to) prohibition of corruption, requirement of fair competition, the commitment to product safety and quality, and responsibility towards society.

Group-wide compliance programs and compliance management processes further reinforce these strong commitments. With a focus on competition compliance and corruption prevention this means in brief:

- Under our company's Anti-Corruption Guideline, Beiersdorf employees are prohibited to offer, promise or give personal benefits to holders of public office. Commercial bribery is also ruled out and strict guidance is provided on such issues as gifts, conflicts of interest and invitations.
- A set of Competition Compliance Guidelines sets standards and procedural safeguards for potentially sensitive competition issues such as contact with competitors.
- Training – from customized workshops to classic classroom training courses in local language and e-learning courses – are provided to those employees with potential exposure to such issues.
- The person responsible for Compliance Management System in each Management Unit is in charge of implementing these programs in the respective affiliate, while the Corporate Compliance Management Function (a distinct part of corporate Legal Affairs) provides expert support and legal advice and plays a key role in monitoring effective implementation of the programs and their constant improvement.
- Corporate Auditing performs regular compliance audits as an integral part of their auditing program.
- Tip-offs and audit findings (which may be provided through the implemented whistleblowing channels) regarding potential compliance infringements are followed up (if appropriate, with remedial action).

Aspect: Local Communities

Aspect-specific DMA Guidance

Describe:

- References and statements regarding the collective rights of local communities
- How both women and men are engaged in local communities
- How works councils, occupational health and safety committees or other independent employee representation bodies are empowered to deal with, and have dealt with, impacts on local communities.

—
We maintain open communication and long-term cooperation with our stakeholders. This approach leads to informing the public swiftly and comprehensively of any new developments as they happen.

We are in constant dialog with stakeholders and structure our business activities to ensure an overall positive and locally appropriate social impact.

At our sites, we try to integrate as well as we can with the local environment.

- Before constructing new premises, we conduct comprehensive location analyses in consultation with local authorities.
- At existing sites, we make constant efforts to minimize our impact on the local environment.
- An emergency and environmental management strategy is implemented at all sites.
- Comprehensive analyses and social plans are drawn up before any divestments are made.

We also understand our national social initiatives as a way of engaging with local communities. While these initiatives follow a global approach, their specific focus and implementation are always based on local requirements, especially local social needs. We support these causes via targeted in-kind and financial donations, as well as social sponsoring, when one of our brands is implicated. In order to ensure the consistency and quality of our initiatives, all projects must satisfy the following strategic criteria:

- Brand fit
- Local social relevance
- Long-term approach
- Measurable impact

G4-SO1

Percentage of operations with implemented local community engagement, impact assessments, and development programs.

—

We support the local social initiatives relevant to the communities in which we operate by actively involving our employees. In 2015, the third edition of the global “NIVEA cares for family” employee activation once again enabled employees all over the world to deliver financial and in-kind support to local families in need. Activities ranged from collecting clothes as well as non-perishable foods and toys, to providing hands-on support.

This charitable initiative is part of NIVEA’s global social commitment “NIVEA cares for family”. For more information, please visit:

[Beiersdorf Corporate Social Responsibility](#)

G4-SO2

Operations with significant potential or actual negative impacts on local communities.

—

We did not have operations with actual or potential negative impacts on local communities in 2015.

Aspect: Anti-Corruption

Aspect-specific Guidance for G4-DMA-a

Describe the organization's risk assessment procedures for corruption, including the criteria used in the risk assessment (such as location, activity, and sector).

—

Compliance Risk Assessments (CRA) are carried out regularly as a key element of our Compliance Management System (CMS). The assessment of compliance risks is fundamental to developing an adequate compliance program.

Corruption is at the core of the compliance risk areas evaluated in our Compliance Risk Assessment process. This includes two steps: In a first step a risk map of all compliance risk areas is drawn up. In a second step, major risk areas are examined in more detail. The risk assessment is carried out through interviews and workshops, for instance, and / or by using other available information. The criteria used in the Compliance Risk Assessment include for example the Corruption Perception Index, former proceedings or incidents, business model, location, net sales, legal framework, degree of staff turnover etc. Both the likelihood and severity of potential compliance risks are evaluated in this procedure. Our Compliance Risk Assessment also encompasses an analysis of the existing and further necessary countermeasures to mitigate compliance risks. The results of the Compliance Risk Assessment are used to provide transparency on risks to the Beiersdorf Executive Board, and to evaluate possible areas for improving our corporate and local compliance programs.

Aspect-specific Guidance for G4-DMA-b.

Describe how the organization identifies and manages conflicts of interest that employees or persons linked to the organization's activities, products or services may have.

Conflicts of interest for the highest governance body are covered in G4-41.

Describe how the organization ensures that charitable donations and sponsorships (financial and in-kind) that are made to other organizations are not used as a disguised form of bribery. Recipients of charitable donations and sponsorships (financial and in-kind) may include not-for profit organizations, religious organizations, private organizations and events.

Describe the extent to which communication and training on anti-corruption is tailored to those governance body members, employees, and business partners that have been identified as having a high risk of incidents of corruption.

Describe at which stage the training on anti-corruption for governance body members, employees, and business partners is provided (such as when new employees join the organization, when relationships with new business partners are established) and the frequency of the training (such as annually, biannually).

Describe the collective action activities to combat corruption in which the organization participates, including:

- The strategy for collective action activities
- A list of collective action initiatives in which the organization participates
- A description of the main commitments of these initiatives

—
Conflicts of interest: Beiersdorf AG has implemented an internationally valid and binding Anti-Corruption Guideline. Conflicts of interest have specifically been integrated into this guideline as well as into the training material to set clear rules for our employees and management and to be as transparent as possible in each individual case.

Any matters outside of the working environment that could possibly influence business decision-making on the part of Beiersdorf employees must be promptly disclosed to their company supervisor. This includes personal and business relations and obligations on the part of employees to suppliers or other business partners; the supervisor shall then decide on adequate measures. The Compliance office is available for support.

Donations and sponsorships: We make appropriate monetary and non-cash donations solely for the promotion of projects related to the areas of education, family, and culture. We do not make any financial donations to political parties or similar institutions, or to individuals. Before making donations, we naturally perform a thorough check of the respective institutions.

We intend to review current processes and develop an even more comprehensive guideline.

Communication on and training in anti-corruption: Corruption Prevention Training is a key element of the Beiersdorf Corruption Prevention Compliance Program.

All employees and governance body members with a corruption risk exposure (target group) are trained on a regular basis. Our training courses are based on our Anti-Corruption Guideline and include topics such as bribery of non-officials, bribery of public officials, facility payments, receiving gratuities, conflicts of interest, red flags, and whistleblowing systems.

All employees within the target group receive first-time training when they join the company or are new on the job; they receive refresher training every two years. We offer formal classroom training in the respective local language as well as e-learning courses.

In addition, we carry out target-group specific workshops for high-risk areas such as Procurement or Sales. Members of the Beiersdorf Executive Board and Supervisory Board regularly receive training and briefings on compliance topics.

Beiersdorf AG does not yet participate in any collective action to combat corruption.

G4-SO4

Communication and training on anti-corruption policies and procedures.

—

All answers under G4-SO4 refer to Beiersdorf worldwide. We cannot provide a regional split.

Business partners:

In individual potentially risk-prone cases, business partners are informed about our anti-corruption policies and procedures. A standardized procedure for communication to business partners has not yet been implemented.

Governance body members:

Anti-corruption policies and procedures as part of the Beiersdorf Corruption Prevention Program have been communicated comprehensively to governance-body members worldwide.

Employees:

Our employees have been informed comprehensively about anti-corruption policies and procedures worldwide.

Corruption prevention training courses as part of the Beiersdorf Corruption Prevention Program have been rolled out Group-wide. About 6,000 employees (70% of our worldwide employees in the target group) and governance-body members have already received anti-corruption training.

Aspect: Anti-Competitive Behavior

G4-SO7

Total number of legal actions for anti-competitive behavior, anti-trust, and monopoly practices and their outcomes.

—

During the reporting period Beiersdorf Group companies were not involved in material antitrust-related investigations.

Aspect: Compliance

G4-SO8

Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations.

—

Acting in compliance with applicable laws, regulations and other requirements is inherent to our management principles as well as our company values “Trust” and “Care”.

For further information, please refer to our Annual Report:

[Beiersdorf Risk Report](#)

[Beiersdorf Other Financial Obligations](#)

[Beiersdorf Liabilities](#)

Aspect: Supplier Assessment for Impacts on Society

Aspect-specific DMA Guidance

Describe the systems used to screen new suppliers using criteria for impacts on society. List the criteria used to screen new suppliers for impacts on society. Criteria or assessments for impacts on society may cover Aspects under the Society sub-Category.

Describe processes used, such as due diligence, to identify and assess significant actual and potential negative impacts on society in the supply chain. Negative impacts include those that are either caused or contributed to by the organization, or that are linked to its activities, products, or services by its relationship with a supplier.

Describe how the organization identifies and prioritizes suppliers for assessment of impacts on society. Assessments may be informed by audits, contractual reviews, two-way engagement, and grievance and complaint mechanisms.

Describe actions taken to address the significant actual and potential negative impacts on society identified in the supply chain. Explain if the actions are intended to prevent, mitigate, or remediate the impacts. Actions taken may include the adjustment of the organization’s procurement practices, the adjustment of performance expectations, capacity building, training, changes to processes and terminating the relationship with a supplier.

Describe how expectations are established and defined in contracts with suppliers to promote the prevention, mitigation, and remediation of significant actual and potential negative impacts on society (including targets and objectives).

Describe whether suppliers are incentivized and rewarded for the prevention, mitigation, and remediation of significant actual and potential negative impacts on society.

Describe practices for assessing and auditing suppliers and their products and services using criteria for impacts on society.

List the type, system, scope, frequency, current implementation of assessment and audit, and which parts of the supply chain have been certified and audited. Assessments and audits of suppliers and their products and services using criteria for impacts on society may be undertaken by the organization, by a second party or by a third party.

Describe the systems in place to assess the potential negative impacts of terminating a relationship with a supplier as a result of assessing impacts on society, and the organization's strategy to mitigate these impacts.

—
Not only does the CoC for Suppliers resonate with Beiersdorf's Core Values, it lays down a harmonized and binding standard for responsible action for our suppliers. Acknowledgement of our CoC is a prerequisite for becoming Beiersdorf suppliers. Beiersdorf's CoC for Suppliers underlines responsible business practices from an economic, social, and ecological aspect, wherein the followings are covered:

- Corruption
- Exclusion of forced and disciplinary measures
- Prohibition of child labor
- Occupational health and safety
- Employee rights
- Freedom of association and the right to collective negotiation
- Discrimination
- Environmental protection
- Management approach

Our "Responsible Sourcing Program" has been officially established in 2015. Among other strategic initiatives, the new end-to-end CoC management strategy was deployed to identify and mitigate risks in order to ultimately drive responsible practices in supply chain.

We have started to implement a pre-screening and risk-profiling of suppliers. 100% of our supply landscape was covered. High risk suppliers are subject to undertaking an SAQ in the Sedex platform, a more comprehensive tool which helps us gain an insight into responsible sourcing risks. Audit is determined accordingly. The ethical and responsible sourcing supplier audit, SMETA, is carried out by independent 3rd party auditing partner(s).

Beiersdorf respects SMETA 4-pillar audit, a mutually recognized protocol among AIM-PROGRESS or European Brand Association members.

The end-to-end CoC management takes an extensive two-pronged approach, through CoC implementation, and CoC monitoring and reinforcement. The action starts with supplier acknowledgment of the CoC for Suppliers which forms an integral part of the Procurement contract arrangement. Furthermore, Beiersdorf suppliers are subject to risk assessment and risk mitigation measures.

We believe not only in accepting accountability but also acting consistently to promote an ethical and responsible upstream supply chain.

In 2015, we have exceeded 80% target of having significant spend covered by the CoC for Suppliers acknowledgement. Besides, 100% of our supply landscape was

pre-screened and risk-profiled with further action steps being followed through, i.e. comprehensive risk analysis and subsequent audits in case of extreme responsible sourcing risk.

Our approach to CoC enforcement continues to leverage on AIM Progress membership. The objectives of AIM Progress and its members are to develop supply chain capability, to effectively drive compliance and continuous improvement throughout supply chain. Within this framework, collaborative supplier capability programs are executed and also designed to train suppliers with regards to common issues of non-compliance.

G4-SO9

New suppliers screened

—

In line with the new CoC strategy, all new and existing suppliers are both subject to a strict CoC enforcement involving responsible sourcing risk assessment and mitigation process, into which the societal consideration is taken.

G4-SO10

Signification actual and potential negative impacts on society in the supply chain and actions taken.

—

Over 25,000 suppliers underwent our end-to-end CoC monitoring and reinforcement program in 2015. The steps include an initial pre-screening where suppliers are risk-profiled according to locations and business significance. High risk suppliers are subject to a more comprehensive assessment. In extreme risk cases, measures such as a responsible sourcing audit will be subsequently triggered.

We did not have any cases of supplier relationship termination in 2015 due to major breach of CoC.

Social: Product Responsibility

G4-DMA Disclosures on Management Approach PR

Beiersdorf Quality Policy

Our Business

We develop, produce and market branded products of high quality.

Our Objective

Our goal is consumer and customer satisfaction as the basis for our business. This comprises compliance with our internal and external quality standards, as well as legal and regulatory requirements. All our employees focus on the fulfillment of the requirements from our consumers, customers and markets.

Our Policy

Uncompromising quality is a comprehensive success factor of our strategy for attaining Beiersdorf's company goals. Our understanding of "quality" goes beyond actual product quality and includes all quality aspects of the company's performance. We regard quality as a dynamic process of continuous improvement in all activities to increase consumer and customer satisfaction and cost competitiveness.

The Beiersdorf Quality Policy defines top management's commitment to quality and is implemented in all areas of the company via the Beiersdorf Quality Management System in accordance with internationally accepted standards.

We commit ourselves to complying with the binding requirements in our Quality Management System and to continually improving them for all core processes and for all associated management and support processes.

All our employees are committed to our Quality Policy. Regular training ensures that adequate qualifications are constantly brought up to date.

We only collaborate with reliable suppliers and ensure that they adopt our quality management standards.

Aspect: Customer Health and Safety

Aspect-specific DMA Guidance

In each of the following life-cycle stages, describe whether the health and safety impacts of products and services are assessed for improvement:

- Development of product concept
- Research and development
- Certification
- Manufacturing and production
- Marketing and promotion
- Storage distribution and supply
- Use and service
- Disposal, reuse, or recycling

—

Raw materials for cosmetic products have to undergo a multi-stage selection process involving our experts in a number of specialist functions before they can be used in our products.

All of our finished cosmetic products are subject to a stringent safety assessment by our toxicological experts before being released to the market.

More at:

[Beiersdorf Product Development](#)

[Beiersdorf Sustainability Focus Products](#)

G4-PR1

Percentage of significant product and service categories for which health and safety impacts are assessed for improvement.

—

All finished cosmetic products must obtain approval for release by experts on product safety. A comprehensive global complaint reporting and management system enables us to identify potential for product improvement.

More at:

[Beiersdorf Product Development](#)

Aspect: Product and Service Labelling

Aspect-specific DMA Guidance

Describe organization-wide practices in place to assess and maintain customer satisfaction. These may include:

- The frequency of measuring customer satisfaction
- Standard requirements regarding methodologies of surveys
- Mechanisms for customers to provide feedback

—

Consumer and customer satisfaction is the basis for our business. We are in constant dialog with our consumers, enabling us to address their needs during product development. We use internationally valid processes and an active network of Consumer Interaction Managers to guarantee compliance with uniform high quality standards regarding consumer contact in the markets. Among other things, this framework ensures quick reaction times, well-qualified responses to all types of queries, and the constructive handling of complaints. In addition, complaints worldwide are evaluated centrally, their causes analyzed, and optimization measures implemented.

G4-PR3

Type of product and service information required by the organization's procedures for product and service information and labeling, and percentage of significant product and service categories subject to such information requirements.

—

We comply with all legal regulations regarding necessary product and service information.

- All products are marked and labeled according to local legislation. For example, information about ingredients in cosmetic products is provided directly on the product packaging using the "International Nomenclature of Cosmetic Ingredients" (INCI) as required by the cosmetics regulations. All other legal requirements, such as information about the responsible person or place of manufacture, are executed according to applicable law.
- If necessary, usage instructions or warnings for specific products are provided on the products, for example the labeling of aerosol sprays containing propane or butane with the "extremely flammable" hazard symbol.
- A Product Information File for each cosmetic product as requested by European law including a safety report is stored. A notification of each cosmetic product as requested by European law is implemented.
- Additionally, users can find all information about our products' proper use, effects and ingredients on the different brand websites, e.g. www.NIVEA.com, www.Hansaplast.com and www.Eucerin.com
- Partners in the logistics chain are automatically provided with all necessary reference data for the execution of logistics processes.
- Bulk and finished products are ranked according to the applicable dangerous goods regulations. They are packaged and labeled in compliance with regulations for transport.

- For drivers transporting dangerous goods, we utilize the instructions in writing made available by the UN containing information and safety instructions e.g. concerning characteristics, necessary equipment, emergency measures, etc.

G4-PR4

Total number of incidents of non-compliance with regulations and voluntary codes concerning product and service information and labeling, by type of outcomes.

—

Only on very rare occasions are our products subjected to legal inquiries regarding product information or labeling. If definitively required by an authority or court to make any amendments to the product information or label we would naturally comply with such request.

Aspect: Marketing Communications

G4-PR6

Sale of banned or disputed products.

—

Beiersdorf complies with existing laws and regulatory requirements in all markets. The product formulations may therefore vary from each other, and theoretically certain products might not be sold in other markets.

There are occasional questions from stakeholders, consumers and public opinion leaders concerning our products, particularly with regard to ingredients, environmental and social topics.

Beiersdorf engages in an intensive exchange with its stakeholders, also with regard to critical topics. Please refer to the indicators G4-16 and G4-24 - G4-27 for further information.

We provide information on controversially debated ingredients / products on our websites. We provide responses to consumers when they contact us directly (via mail, e-mail, phone, and social media channels).

Aspect: Compliance

G4-PR 9

Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services.

—

Acting in compliance with applicable laws, regulations and other requirements is inherent to our management principles as well as our company values “Trust” and “Care”.

For further information please refer to our Annual Report:

[Beiersdorf Risk Report](#)

IV. Content Index

¹ ++ Completely reported

+ Partially reported

- Not reported

Our GRI Index is in accordance with the international GRI G4 Guidelines based on the “core” option published by the Global Reporting Initiative.

GRI Indicator	GRI Standard Information	Status ¹	Reference
General Standard Disclosures - “core” Option			Page 3
Aspect: Strategy and Analysis			Page 3
G4-1	Statement from the most senior decision-maker of the organization	++	Page 3
Aspect: Organizational Profile			Page 3
G4-3	Name of the organization.	++	Page 3
G4-4	Primary brands, products, and services.	++	Page 3
G4-5	Location of the organization’s headquarters.	++	Page 4
G4-6	Number of countries where the organization operates	++	Page 4
G4-7	Nature of ownership and legal form.	++	Page 4
G4-8	Markets served	++	Page 5
G4-9	Scale of the organization	++	Page 5
G4-10	Total number of employees	+	Page 6
G4-11	Percentage of total employees covered by collective bargaining agreements.	+	Page 7
G4-12	Organization’s supply chain.	++	Page 7
G4-13	Significant changes during the reporting period regarding the organization’s size, structure, ownership, or its supply chain	++	Page 8
Aspect: Commitment to external initiatives			Page 9
G4-14	Precautionary approach or principle	++	Page 9
G4-15	Externally developed economic, environmental and social charters, principles, or other initiatives.	++	Page 9
G4-16	Memberships of associations and national or international advocacy organizations	++	Page 9
Aspect: Identified Material Aspects and Boundaries			Page 10
G4-17	Entities included in the organization’s consolidated financial statements or equivalent documents.	++	Page 10
G4-18	Process for defining the report content and the Aspect Boundaries.	++	Page 10
G4-19	All material Aspects identified in the process for defining report content.	++	Page 11
G4-20/21	Boundaries within and beyond the organization	++	Page 11

GRI Indicator	GRI Standard Information	Status ¹	Reference
G4-22	Effect of any restatements of information provided in previous reports, and the reasons for such restatements.	++	Page 13
G4-23	Significant changes from previous reporting periods	++	Page 13
Aspect: Stakeholder Engagement			Page 13
G4-24	List of stakeholder groups engaged by the organization.	++	Page 13
G4-25	Basis for identification and selection of stakeholders with whom to engage.	++	Page 14
G4-26	The organization's approach to stakeholder engagement, including frequency of engagement by type and by stakeholder group	++	Page 14
G4-27	Key topics and concerns that have been raised through stakeholder engagement	++	Page 16
Aspect: Report Profile			Page 16
G4-28	Reporting period (such as fiscal or calendar)	++	Page 16
G4-29	Date of most recent previous report	++	Page 17
G4-30	Reporting cycle	++	Page 17
G4-31	Contact point for questions regarding the report or its contents.	++	Page 17
G4-32	The 'in accordance' option the organization has chosen.	++	Page 17
G4-33	External assurance	++	Page 17
G4-34	Governance structure of the organization, including committees of the highest governance body.	++	Page 18
Aspect: Ethics and Integrity			Page 19
G4-56	Organization's values, principles, standards and norms of behavior such as codes of conduct and codes of ethics.	++	Page 19
Specific Standard Disclosures - "core" Option			Page 21
Economic			Page 21
G4-DMA - Disclosures on Management Approach EC		++	Page 21
Aspect: Economic Performance			Page 22
G4-EC1	Direct economic value generated and distributed.	++	Page 22
G4-EC2	Financial implications and other risks and opportunities for the organization's activities due to climate change.	+	Page 22
G4-EC3	Coverage of the organization's defined benefit plan obligations.	++	Page 22
G4-EC4	Financial assistance received from government	+	Page 22
Aspect: Procurement Practices			Page 23
Aspect-specific DMA guidance (Procurement Practices)		-	Page 23
G4-EC9	Proportion of spending on local suppliers at significant locations of operation.	++	Page 23

Environmental			Page 24
G4-DMA - Disclosures on Management Approach EN		++	Page 24
Aspect: Materials			Page 25
Aspect-specific DMA guidance (Materials)		++	Page 25
G4-EN1	Materials used by weight or volume.	+	Page 25
G4-EN2	Percentage of materials used that are recycled input materials.	++	Page 26
Aspect: Energy		++	Page 26
Aspect-specific DMA guidance (Energy)		++	Page 26
G4-EN3	Energy consumption within the organization.	++	Page 27
G4-EN4	Energy consumption outside of the organization.	++	Page 28
G4-EN5	Energy intensity.	++	Page 28
G4-EN6	Reduction of energy consumption.	++	Page 29
Aspect: Water			Page 30
Aspect-specific DMA Guidance (Water)		++	Page 30
G4-EN8	Total water withdrawal by source.	+	Page 30
G4-EN9	Water sources significantly affected by withdrawal of water.	+	Page 30
G4-EN10	Percentage and total volume of water recycled and reused.	+	Page 31
Aspect: Biodiversity			Page 31
Aspect-specific DMA Guidance (Biodiversity)		+	Page 31
G4-EN11	Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas.	++	Page 31
G4-EN12	Description of significant impacts of activities, products, and services on biodiversity in protected areas and areas of high biodiversity value outside protected areas.	++	Page 32
Aspect: Emissions			Page 32
Aspect-specific DMA Guidance (Emissions)		++	Page 32
G4-EN15	Direct greenhouse gas (GHG) emissions (scope 1).	+	Page 33
G4-EN16	Energy indirect greenhouse gas (GHG) emissions (scope 2).	+	Page 34
G4-EN17	Other indirect greenhouse gas (GHG) emissions (scope 3).	++	Page 34
G4-EN18	Greenhouse gas (GHG) emissions intensity.	++	Page 35
G4-EN19	Reduction of Greenhouse Gas (GHG) Emissions	++	Page 36
G4-EN21	NOx, SOx, and other significant air emissions.	+	Page 36
Aspect: Effluents and Waste			Page 37
Aspect-specific DMA Guidance (Effluents and Waste)		++	Page 37
G4-EN22	Total water discharge by quality and destination.	++	Page 37

G4-EN23	Total weight of waste by type and disposal method.	+	Page 38
G4-EN24	Total number and volume of significant spills	++	Page 39
G4-EN25	Weight of transported, imported, exported, or treated waste	++	Page 39
Aspect: Products and Services			Page 40
Aspect-specific DMA Guidance (Products and Services)			++ Page 40
G4-EN27	Extent of impact mitigation of environmental impacts of products and services.	++	Page 40
Aspect: Compliance			Page 40
Aspect-specific DMA Guidance (Compliance)			++ Page 40
G4-EN29	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations.	++	Page 41
Aspect: Transport			Page 41
Aspect-specific DMA Guidance (Transport)			++ Page 41
G4-EN30	Significant environmental impacts of transporting products and other goods and materials	++	Page 41
Aspect: Overall			Page 42
Aspect-specific DMA Guidance (Overall)			++ Page 42
G4-EN31	Total environmental protection expenditures and investments by type.	++	Page 43
Aspect: Supplier Environmental Assessment			Page 43
Aspect-specific DMA Guidance (Supplier Environmental Assessment)			++ Page 43
G4-EN32	Percentage of new suppliers that were screened using environmental criteria.	+	Page 45
G4-EN33	Significant actual and potential negative environmental impacts in the supply chain and actions taken.	+	Page 45
Aspect: Environmental Grievance Mechanisms			Page 45
Aspect-specific DMA Guidance (Environmental Grievance Mechanisms)			++ Page 45
G4-EN34	Number of grievances about environmental impacts	++	Page 46
Social: Labor Practices and Decent Work			Page 47
G4-DMA - Disclosures on Management Approach LA			++ Page 47
Aspect: Employment			Page 50
Aspect-specific DMA Guidance (Employment)			++ Page 50
G4-LA2	Benefits provided to full-time employees that are not provided to temporary or part-time employees	+	Page 52
G4-LA3	Return to work and retention rates after parental leave, by gender.	+	Page 52
Aspect: Labor/Management Relations			Page 53
G4-LA4	Minimum notice periods regarding operational changes	++	Page 53

Aspect: Occupational Health and Safety			Page 53
Aspect-specific DMA Guidance (Occupational Health and Safety)		++	Page 53
G4-LA6	Type of injury and rates of injury, occupational diseases, lost days, and absenteeism, and total number of work-related fatalities, by region, and by gender.	+	Page 54
G4-LA7	Workers with high incidence or high risk of diseases related to their occupation.	++	Page 54
Aspect: Training and Education			Page 55
G4-LA9	Average hours of training per year per employee by gender, and by employee category.	+	Page 55
G4-LA10	Programs for skills management and lifelong learning that support the continued employability of employees and assist them in managing career endings.	+	Page 55
G4-LA11	Percentage of employees receiving regular performance and career development reviews	++	Page 56
Aspect: Diversity and Equal Opportunity			Page 56
G4-LA12	Composition of governance bodies and breakdown of employees per employee category according to gender, age group, minority group membership, and other indicators of diversity.	+	Page 56
Aspect: Supplier Assessment for Labor Practices			Page 57
Aspect-specific DMA Guidance (Supplier Assessment for Labor Practices)		++	Page 57
G4-LA14	Percentage of new suppliers that were screened using labor practices criteria.	+	Page 59
G4-LA15	Significant actual and potential negative impacts for labor practices in the supply chain and actions taken.	+	Page 59
Social: Human Rights			Page 60
G4-DMA - Disclosures on Management Approach HR		++	Page 60
Aspect: Investment			Page 60
Aspect-specific DMA Guidance (Investment)		++	Page 60
G4-HR2	Total hours of employee training on human rights policies or procedures	+	Page 61
Aspect: Non-discrimination			Page 61
G4-HR3	Total number of incidents of discrimination and corrective actions taken.	+	Page 61
Aspect: Freedom of Association and Collective Bargaining			Page 62
Aspect-specific DMA Guidance (Freedom of Association and Collective Bargaining)		++	Page 62
G4-HR4	Operations and suppliers identified in which the right to exercise freedom of association and collective bargaining may be violated or at significant risk, and measures taken to support these rights.	++	Page 63
Aspect: Child Labor			Page 63
G4-HR5	Operations and suppliers identified as having significant risk for incidents of child labor, and measures taken to contribute to the effective abolition of child labor.	++	Page 63

Aspect: Forced and Compulsory Labor			Page 63
G4-HR6	Operations and suppliers identified as having significant risk for incidents of forced or compulsory labor, and measures to contribute to the elimination of all forms of forced or compulsory labor.	+	Page 63
Aspect: Assessment			Page 64
G4-HR9	Total number and percentage of operations that have been subject to human rights reviews or impact assessments.	+	Page 64
Aspect: Supplier Human Rights Assessment			Page 64
Aspect-specific DMA Guidance (Supplier Human Rights Assessment)			++ Page 64
G4-HR10	Percentage of new suppliers that were screened using human rights criteria.	+	Page 66
G4-HR11	Significant actual and potential negative human rights impacts in the supply chain and actions taken.	+	Page 66
Social: Society			Page 67
G4-DMA - Disclosures on Management Approach SO			++ Page 67
Aspect: Local Communities			Page 68
Aspect-specific DMA Guidance (Local Communities)			++ Page 68
G4-SO1	Percentage of operations with implemented local community engagement, impact assessments, and development programs.	+	Page 69
G4-SO2	Operations with significant potential or actual negative impacts on local communities.	++	Page 69
Aspect: Anti-corruption			Page 70
Aspect-specific DMA Guidance (Anti-corruption)			++ Page 70
G4-SO4	Communication and training on anti-corruption policies and procedures.	+	Page 72
Aspect: Anti-competitive Behavior			Page 72
G4-SO7	Total number of legal actions for anti-competitive behavior, anti-trust, and monopoly practices and their outcomes.	++	Page 72
Aspect: Compliance			Page 73
G4-SO8	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations.	++	Page 73
Aspect: Supplier Assessment for Impacts on Society			Page 73
Aspect-specific DMA Guidance (Supplier Assessment for Impacts on Society)			++ Page 73
G4-SO9	Percentage of new suppliers that were screened using criteria for impacts on society	+	Page 75
G4-SO10	Signification actual and potential negative impacts on society in the supply chain and actions taken.	+	Page 75
Social: Product Responsibility			Page 76
G4-DMA - Disclosures on Management Approach PR			++ Page 76
Aspect: Customer Health and Safety			Page 77
Aspect-specific DMA Guidance (Customer Health and Safety)			++ Page 77

G4-PR1	Percentage of significant product and service categories for which health and safety impacts are assessed for improvement.	++	Page 77
Aspect: Product and Service Labeling			Page 78
Aspect-specific DMA Guidance (Product and Service Labeling)		+	Page 78
G4-PR3	Type of product and service information required by the organization's procedures for product and service information and labeling	++	Page 78
G4-PR4	Total number of incidents of non-compliance with regulations and voluntary codes	+	Page 79
Aspect: Marketing Communications			Page 79
G4-PR6	Sale of banned or disputed products.	++	Page 79
Aspect: Compliance			Page 80
G4-PR9	Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services.	++	Page 80