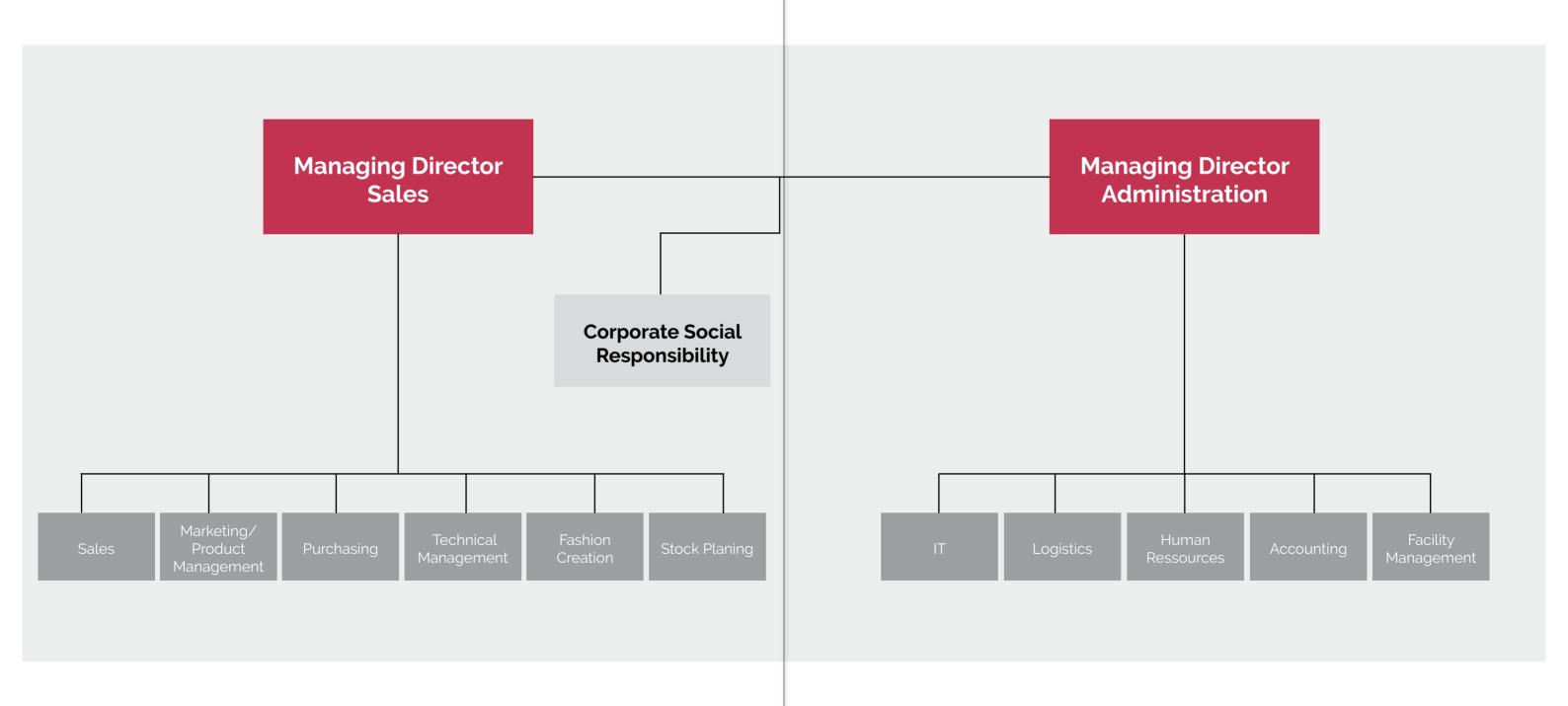


# **CORPORATE STRUCTURE**

**ORGANIZATIONAL CHART** 



2 GREIFF



#### **FOREWORD**

Sustainability and responsible business practices are firmly anchored in our corporate values, so it makes sense that corporate wear has to be ethically produced too. If you choose GREIFF, you can be confident that we select our production partners with just as much care as all the materials we use.

#### We only use producers who

- guarantee fair, safe and respectful working conditions for their employees,
- · conserve energy and raw materials,
- work with us to meet the highest standards of quality

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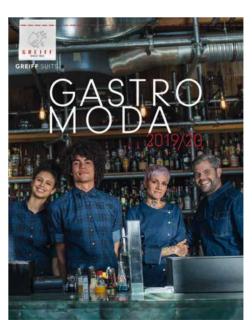


### **COMPANY PROFILE**

GREIFF is a manufacturer of workwear solutions, especially for the service sector, the hotel sector, catering and for healthcare. GREIFF is an owner-run company with more than 140 employees today. It was established in Greiffenberg/Silesia in 1802 and is being based in Bamberg since 1945. For over 200 years, GREIFF is being focused on quality, style and tailor-made solutions for its customers.

As a company which is active in the clothing sector, GREIFF is working with a lot of international suppliers for many years now and enjoys good working relationships based on trust. When GREIFF selects business partners, it is always important that they also value good working conditions for their employees. GREIFF has spent considerable time examining just how they could implement this objective of good working conditions with even greater success. For this reason, GREIFF joined FAIR WEAR FOUNDATION (FWF) on 15th March 2015. As a member of FWF, we – as GREIFF Company – are involved in implementing the working guidelines of FWF in the production of our products. Together with our suppliers, we are planning specific improvements and we are committed to realize these step by step.







### **FAIR WEAR**



#### **FAIR WEAR**

Fair Wear is an independent non-profit organisation. Its mission is to improve working conditions in garment supply chains. The focus within the supply chain is on those phases of production where sewing is the main manufacturing process. These are among the most labour-intensive phases of the production process. It is also the stage of production where many labour problems are found, and where effective remedy can positively impact the lives of millions of workers.

#### **FAIR WEAR'S WORK**

Fair Wear assesses and evaluates the efforts of its members to support better working conditions in their supply chain. This includes assessments at the brand level through the so-called annual 'Brand Performance Check', which evaluates the implementation of the Fair Wear Code of Labour Practices (CoLP) in a brand's management system. Additionally Fair Wear verifies compliance with the Fair Wear CoLP through regular factory audits and a complaints mechanism for factory workers in production countries.

#### FAIR WEAR'S LABOUR STANDARDS

Member brands commit to implementing the Fair Wear Code of Labour Practices in their supply chain and improve working conditions for workers in factories where their production takes place. This includes setting up a monitoring system for production locations, adapting company policies to support implementation of the CoLP and remediating problems found in their supply chains through audits or complaints.



#### **FAIR WEAR'S REPORTING**

Fair Wear's Brand Performance Checks are a tool to evaluate and report on the activities of Fair Wear's members against a set of performance indicators. Based on its final score, each member company is classified into a performance benchmarking category: leader, good, or needs improvement. The Brand Performance Check reports are published on Fair Wear's website and are available to the public. In addition Fair Wear publishes all complaints received through the complaints mechanism and the member companies' social reports on its website.



## SUMMARY: GOALS & ACHIEVEMENTS 2020/21

GREIFF is working on an improvement for even more transparency in the production process in term of social conditions. By working with FAIR WEAR FOUNDADITON, GREIFF is confident to improve the social conditions in the factories and along the supply chain.

GREIFF could not carry out audits and trainings in its production facilities in 2020/2021. The Covid19 pandemic has the world firmly under control and unfortunately it was not possible to travel to the production facilities. GREIFF is also strongly affected by the pandemic, we record a loss of sales about 40% due to the previous year. Due to the reduced order volume we had to be reduced the orders for the production facilities and at our location in Bamberg we are in short-time working.

In March 2020 we were able to certify our complete Cuisine Basic collection, from the production facility in Pakistan, according to OEKO-Tex Made in GREEN and the Green Button. In fall 2020, we presented the first Green Button certified Care Wear. We are proud to have developed a sustainable care collection in the Covid19-pandemic, which is now an integral part of our assortment. The Green Button is a government-run certification label for sustainable textile. It demands that mandatory standards are met to protect people and the environment.

Through the worldwide corona-related lockdowns we could not realize all our projects, but we are confident that we can do this in the next financial year in the usual way.



## SOURCING STRATEGY

#### **SOURCING STRATEGY & PRICING**

GREIFF is a manufacturer of work-wear solutions especially for the service sector, the hotel sector, catering and healthcare. Our range is designed specifically for these industries and is shown in our catalogues "Corporate Wear", "Gast-ro Moda" and "GREIFF Care", which usually have a term of two years. We also offer workwear solutions for our customers beside the catalogue business. For example, we create designs which are in accordance with the requirements of our customer's CI specifications.

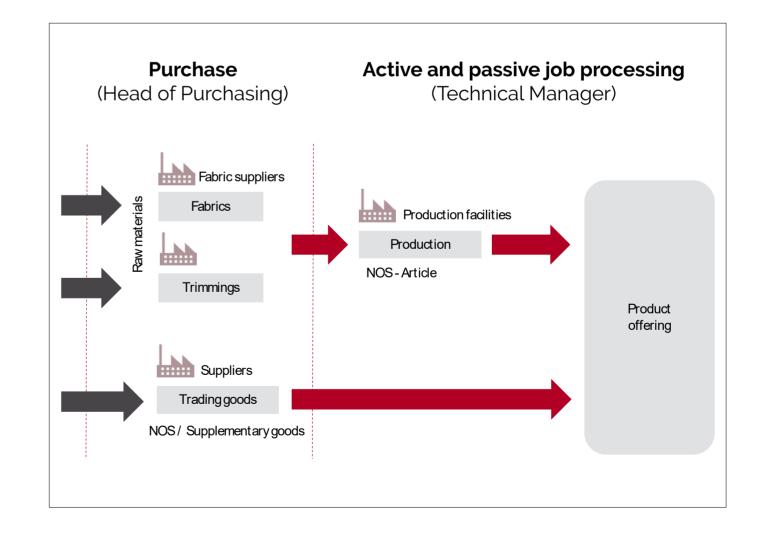
We differentiate our purchasing strategy in finished goods and production items. The first group consists of products that we buy directly from selected suppliers. These are trading goods, e. g. our ties and scarfs. The second group is produced by active and passive job processing respectively in custom work. GREIFF has no own production facilities.

From our location in Bamberg we buy and store all fabrics and trimmings and then we sent it to our production sites in the required amounts, for the manufacturing of the garments. The fabrics and trimmings that we purchase come from the countries Portugal, Turkey, Germany, Austria, The Netherlands, France, Italy and Belgium. The goods, which we buy directly from our suppliers, are stored for sale in Bamberg.

Our catalogues have usually a validity of two years. For this reason, quality and prices, which are constant, are very important and can only be realized by long-term contracts with our suppliers. Furthermore, the collection consists largely of NOS (Never Out of Stock) products. When price adjustments are necessary, we conduct open discussions with our partners to achieve a fair price for all parties. The constant and very long business relationships with our production facilities would not be possible, if the price negotiations were not on a fair level.

The sourcing department consists of our Technical Manager, the Head of Purchasing/Product Management and three purchasing agents. Our product management is supported by an additional person which is responsible for product-related sustainability.

The final decision to send orders to a new manufacturer is made by our technical manager and our head of purchasing, in conformance with the managing partner.





#### **PRODUCTION CYCLE**

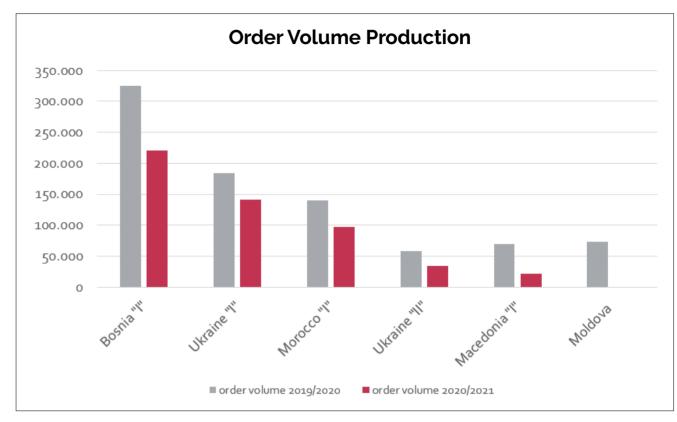
Our collections are always valid for a period of two years, because we produce workwear and corporate fashion. We also produce for customer projects, but this is always done individually. GREIFF does not have a high or low season, the production quantity of GREIFF is constant over the year in all factories.

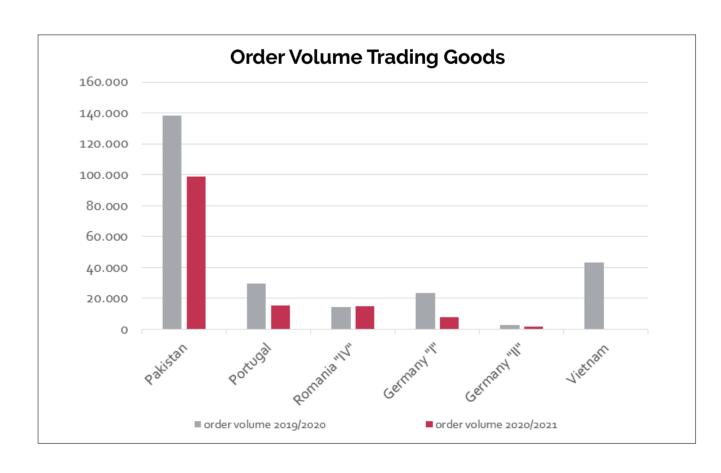
We can give our suppliers a 2-months forecast of its production planning. Last minute changes are rare. Our Technical manager is in constant contact with our production facilities and is on site regularly. Even in the case of unforeseeable changes, we address the needs of the production facilities and seek alternatives if it is necessary. We talk about production planning to have reasonable hours of work and place the orders for costumers with priority before the NOS orders.

In case of urgency, we ask the production facilities to first produce the urgent order and then the NOS orders.

The lead time with suppliers from Europe and Africa is 10 weeks and from Pakistan is approximately 16 or 26 weeks depending on, whether the fabric is available at once or not. For the factories in Europe and Africa, we buy all fabrics and trimmings and collect these at our stock in Bamberg. After a new order was placed, we send them order-specific by truck to our production facilities.

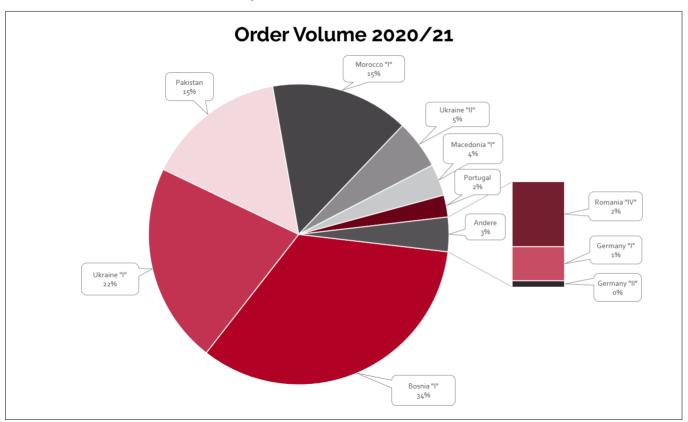
An overview of our production partners and the change in the purchasing volume of financial year 2018/2019 compared to financial year 2019/2020 can be seen on these charts:







An overview of our total purchasing volume in financial year 2020/2021 can be seen here:



#### **FACTORY RELATIONS**

GREIFF has long standing relationships with its suppliers and they are not frequently replaced. As you can see on the following diagram, GREIFF worked together with 76% of its production locations for over 5 years.

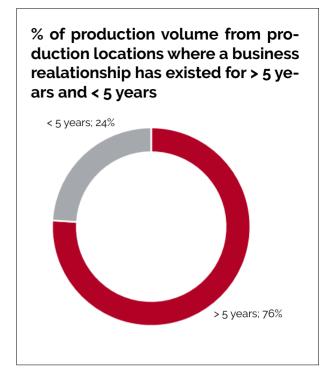
Due to the Corona Pandemic we could not visited our production facilities personally in this financial year but we expanded our business relationships in regular personal phone calls. Because of the associated extremely reduced order situation we had to reduce our production orders overall production facilities. Our total production decline is approx. 41%. Therefore we could not place orders in the production facilities Romania I, Moldova and Vietnam. Unfortunately we had to terminate the cooperation with Romania I and Moldova in April 2020. So we had the possibility to convert this production volume to our other production facilities to get more orders to come. New production facilities did not add.

GREIFF has a consistent supplier base with three main suppliers from Bosnia, Ukraine and Morocco. With most of our suppliers, we have a considerable leverage, giving us the opportunity to influence working conditions.

### INTEGRATION MONITORING ACTIVITIES AND SOURCING DECISIONS

The result of our monitoring activities of the audits influenced our sourcing decisions. When we select a new supplier, GREIFF visits the supplier and discusses labour standards. After a sample order is placed, GREIFF uses the FWF Health and Safety Check list. GREIFF also asks the supplier about the wage levels in the factory, so we know whether the legal minimum wage is paid.

Our sustainability guideline for suppliers has to be confirmed before the first



order is placed. As implementation guideline we have additionally prepared a best practice guideline.

We maintain very long-standing relationships with our suppliers and they are not often replaced. We visit each of our suppliers at least once a year and our main production facilities are visited up to three times a year. In addition, we have staff that is permanently responsible for technical supervision in these main production sites. We will contact our case manager from FWF in order to help us implementing social standards at the production site.



## COHERENT SYSTEM FOR MONITORING AND REMEDIATION

GREIFF executed no audits in its production facilities in 2020:

#### **BOSNIA**



Factory Bosnia is a private owned company established in 1980 with 93 employees. Factory Bosnia and GREIFF have a long lasting business relationship since 2007. They manufactures 100% gastro fashion like aprons, vests and work-wear for GREIFF.

The last audit was conducted in June 2019 and it was the second audit which took place at Bosnia. An audit on behalf of GREIFF was already conducted in 2016. End of 2016 also workshops were given to management and workers about FWF CoLP inclusive FWF complaints procedure and legal rights.

Regular working hours are Monday to Friday from 7 am to 3 pm, with half an hour breakfast break from 9 am to 9.30 am and a short tea break. Effective working hours are 36 hours per week. Additionally, to regular working hours the company works on average 2 Saturdays and partly few overtime hours during the week. This means that there are estimated 4-8 worked overtime hours extra per week. Sundays are always off according to documents and interviews. Excessive overtime hours can be excluded but it is very important that the actual hours worked are made transparent.

Since the last audit in 2016 minimum wage increase from 370 BAM to 450 BAM which is a wage increase of the net wage of 22%. The wage system has improved since the last audit and calculation and payslips are created in a transparent way. However, still wages do not comply with the reguirements. Workers are paid according to production minutes. Workers who do not reach minimum wage are subsidised. No one working is paid below poverty line but wages cannot be considered as a living wage. Since the company produces 100% for GREIFF, there is a direct responsibility regarding workers earnings and so GREIFF increased the CM prices from July 2019 by 7 % and Bosnia assured that this increase will be passed on 100% to the wages of the employees.



At the beginning of the Covid-19 pandemic, GREIFF has received all its, already commissioned, production orders on time from Bosnia. Through the production of approx. 600 000 community masks in the period from April 2020 to June 2020, we were able to mitigate the slump in production at Bosnia. Nevertheless, the production decrease at Bosnia amounts to about 1/3 of the production capacity before the pandemic. GREIFF still tries to provide continuously production orders at Bosnia by building a little more of our warehouse in Bamberg. However we cannot yet assign the same amount of production orders to Bosnia as before the pandemic.

#### **MOROCCO** I



Factory Morocco "I" is a limited company founded in 2012 with 233 employees, they are specialized for sewing suits and skirts.

The last audit was conducted in July 2018. In 2015 an audit was carried out by FWF. GREIFF organized in September 2017 a two days management and workers training. All participants were intensively trained on the contents and meanings of the FWF CoLP.

Working time is recorded by an electronic working time recording system. Regular working time in the factory is Monday-Friday 08:00 – 17:00 with 40 minutes lunch break around 13:00 o'clock and Saturday from 08:00 – 13:00. Additional 10 minutes break take place around 10 a.m. Workers have one day off per week, in the last years on Sundays no one worked.

Workers are paid on hourly basis, which is according to Moroccan minimum wage. An additional seniority rate is paid based on years of company affiliation.

The Covid-19 pandemic had a high influence in Morocco, so all production companies were affected by a state closure from March 2020 to June 2020. In addition, because of a flooding of the production facility Morocco "I" no orders could be accepted. And GREIFF had to reduce its production orders by 40% for the previous year. According to a survey in the fall 2020, the production operation was only limited possible, but there were no pandemics conditional dismissal.

#### **UKRAINE I**



Factory Ukraine "I" is a private owned company founded in 2000 with 283 employees with a German owner. They are sewing men's shirt and lady's blouse.

The last audit was conducted in October 2019 and it was the second audit which took place at Ukraine "I". An audit on behalf of GREIFF was already conducted in 2016. End of 2018 also workshops were given to management and workers about FWF CoLP inclusive FWF complaints procedure and legal rights.

Regular working hours are from Monday – Friday from 07:30 am - 4:15 pm with 45 minutes lunch break between 11:30 am to 12:15 pm. Still working time is not recorded with exact in- and out-time. Every day 8 hours are recorded but there is evidence that workers sometimes work longer hours. Regular working hours are 40 hours per week and according to documentation and onsite and offsite intervies, overtime is worked seldom and if, mainly on Saturdays.

Since the last audit minimum wage in Ukraine increased to 5000 UAH. This is an increase of 20% to the previous year. Workers receive a basic pay and additionally, to the basic wage the company pays a seniority bonus and every month 20% of total piece rate. Additionally the company provides transportation to the workers. All workers are enrolled in social insurance and all legally required wage components like paid leave, sick leave and maternity leave etc. are granted.

Through the pandemic, GREIFF was not able to place the production orders in the usual height at Ukraine I. GREIFF must reduce the production orders about 30% to the previous year. According to a survey in fall 2020, Ukraine I could still be maintained in the usual way, the income for workers could be ensured and there was no dismissals due to the pandemic until then.

#### **PAKISTAN**



Factory Pakistan is a limited company founded in 1986 with 650 employees. They are sewing chef's jacket, trousers, apron and accessories. The first year of production for GREIFF was 2010.

The company complies with the STeP by OEKO-TEX® requirements, national and local requirements as well as any applicable internal and external regulations. The last audit was conducted in November 2020, this was a re-audit by OEKO-TEX®.

Pakistan still fulfils the requirements of the STeP by OEKO-TEX® Social Responsibility module. The management pays attention to its employee's requests and shows that transparency and communication is of high importance. Working conditions are good for all employees, which was also confirmed upon the conducted interviews, it could be acknowledged that workers are satisfied to work in the facility. Pakistan provides free drinking water at all working places and sanitary installati-

ons are adequate and well-maintained.

Regular working time is in a single shift from 9:00 am to 6:00 pm. One lunch and prayers break and two tea breaks are given. The working time is 48 hours in a week without overtime. Pakistan meets the requirement of minimum wage but does not ensure a decent living wage for workers. A one month salary as bonus annually from its annual profit is paid.

In March 2020 we were able to certify all of our products which they are manufactured in Pakistan according to OEKO-TEX Made in Green, as well as achieved certification through the "Green Button". In addition, we have developed a new care collection which we produce in Pakistan. This is the first "Green Button" certified care collection in Germany.



#### **MACEDONIA I**



Factory Macedonia "I" is a family-owned company founded in 2016 with 140 employees. They are specialised for sewing men's shirt and lady's blouse. The business relationship with GREIFF started in 2015.

The last audit was conducted in September 2017. This was not the first social audit for this company. In 2016, an initial "Bestseller" social audit has been conducted. The CAP has been presented to the auditors. Corrective actions – basically concerning H&S issues - have been implemented.

The working time is Monday – Friday: 07:30 – 14:30 and Saturday 07:30 – 12:30. As per law, 30-minutes breaks are given every day, split in two parts: 1st break 10 minutes, 2nd break 20 minutes. Breaks are taken in rotation groups. Sundays are always off, according to documentation and interviews.

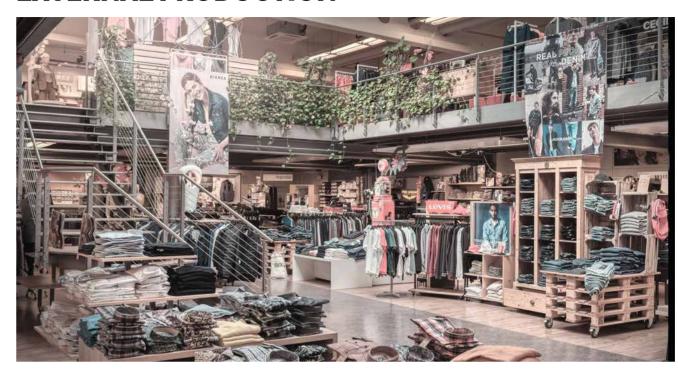
Based on pay slip records review and management and workers interview, wages paid by the factory correspond generally with the average of the industry. Workers expressed during the interview that they are very satisfied with working here, with the leadership and organization, the stable and regular employment and the payment. Workers pointed out the correctness of the management, fairness and

their responsiveness to individual needs.

Unfortunately, on the basis of the Covid-19 pandemic we could not place orders in Macedonia I for now. The order situation at the previous year was reduced by approx. 65%.



#### **EXTERNAL PRODUCTION**



External production includes all garments, which GREIFF resells with a different brand name. This is a small part of our trading goods for the industrial sector, for example in projects and these are all brands which we sell at the GREIFF Factory Store.

GREIFF operates a Factory Store in Bamberg where clothes of its own production, as well as a wide range of additional 60 brands such as Carl Gross, Digel, Marvelis, Olymp, S. Oliver, Street One, Cecil, Comma, Esprit, Mustang, Levi Strauss, Wellensteyn and many more are offered. These brands are external producers that supply our Factory Store.

We asked all of our external producers to fill in the questionnaire including the Code of Labour Practices and to send us some information about Code of Conducts or whether they are a member of any association (e.g. FWF, BSCI). The request is made by GREIFF at least once a year.



## COMPLAINTS HANDLING

In all production facilities the Code of Labour Practices is posted in the local language for the employees to read. Complaints can be filed with a local FWF complaints handler, via telephone, in written or verbal form, through the email address complaints@fairwear.org, and in some countries via social media or messaging apps. If we receive a complaint, we will talk to our technical manager in the first step, because he is responsible for the factories. The next step is to contact the management of the manufacturer and discuss the complaint with them. After this, we find solutions together and we will give the manufacturer a time frame to solve the complaint. FWF needs to decide whether it will open up an investigation or not. The outcome of the investigation will then again be shared with GREIFF. FWF is responsible for setting up a complaints procedure in production countries where FWF is active. The complaints procedure allows third parties to make complaints about the working conditions or the way the Code of Labour Practices is implemented in factories which supplies FWF members.

The responsibility of FWF includes investigating of the complaint, verifying whether the agreed CAP is implemented and public reported. This complaint report gives an overview of a complaint filed to FWF, the investigation and agreed corrective action plan as well as how the outcome is verified.

We suggest our suppliers to participate in WEP training, to raise awareness about the existence and the functioning of FWF's worker hotline. If our managing partner is in the production facilities he interviews the workers and gives awareness of the complaints handling system.

# TRAINING AND CAPACITY BUILDING

#### **ACTIVITIES TO INFORM STAFF MEMBERS**

The employee is informed either by the respective department head in department meetings or personally, so each employee can ask questions. GREIFF provides information on FWF membership in the intranet and in internal meetings. In the relevant departments in addition to FWF membership, training is conducted.

#### **ACTIVITIES TO INFORM AGENTS**

Agents are informed of FWF membership through the Code of Labour Practices, the model letter and the questionnaire. Our agents are informed by us about all the activities with FWF. The CAP will be given to the agents to follow up. GREIFF has one agency, who is responsible for Macedonia. We are in very close contact with our agents, so we inform them in personal conversations.

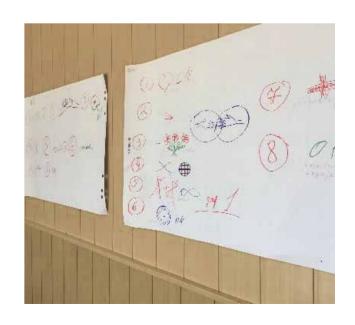
At Fair Wear Foundation events in the countries where our agents operate, we invite agents and factories to these events.

### ACTIVITIES TO INFORM MANUFACTURERS AND WORKERS

Manufacturers are informed about the Code of Labour Practices and FWF membership through the model letter and questionnaire. According to FWF procedures, an information sheet for workers including the Code of Labour Practices and the contact details of the person, who deals with complaints, are posted in the supplying factories. Unfortunately it was due to the Covic19 Pandemic not possible to offer management and workers training in this year.









## INFORMATION MANAGEMENT

Through our membership of FWF we are in a continuous improvement process, all our activities are documented by this and can be traced at any time. The Code of Labour Practice (CoLP) is posted in all of our production facilities and we are receiving pictures from the factories. GREIFF is verifying during the visits that the CoLPs is posted in all production facilities. In addition, we inform in the trainings about the CoLPs. Any new production site has to fill in the FWF Questionnaire, and during our visit the basic health and safety questionnaire is also filled in. Our technician personally visits all production facilities and gets an impression on site. We ask our production facilities about subcontractors and we check existing audit reports.

To ensure that all colleagues who are in contact with production sites are well informed about labour rights and working conditions we have regular meetings between management, CSR, disposition, Head of Purchasing and the technical manager to update all on the working conditions at our suppliers. All staff has access to the tools that FWF offers, such as monitoring CAP documents, reports on living wages and access to FWF's online information system.

## TRANSPARENCY & COMMUNICATION

On our website we inform about our FWF membership. GREIFF has created a CSR brochure in which we also talk about the membership. GREIFF is following the FWF Communications Guide for communicating about its membership. In addition, we speak about our membership in lectures and contributions we write for trade journals. GREIFF has an account on Facebook and Instagram, here we also inform about our FWF membership.

With the introduction of our myGREIFF-Code, GREIFF takes another step towards more transparency. The my-GREIFF-Code can be found on a label on every of our NOS-garments. With the aid of the myGREIFF code, you can trace the whole process that went into making the product – from the fibre to the finished item of clothing. You can see where the raw materials used for, the product came from and where they were processed. If you have a GREIFF garment, just try the myGREIFF code at: https://www.my-greiff.de/isweb/mygreiff/ui/#/lookup.

### STAKEHOLDER ENGAGEMENT

GREIFF is a member of "The Partnership for Sustainable Textiles". The Textiles partnership was established on 16th October 2014. The multi-stakeholder initiative, comprising textile and clothing industry, retailers, trade unions and civil society, pool the strength and expertise of its members in order to bring about social, ecological and economic improvements all along the textile supply chain. In doing so, the textiles partnership also aims to tackle common challenges more effectively, to exploit synergies through joint projects on the ground, to learn from one another and thus to improve-underlying conditions in the countries.

GREIFF is a founding member of the "MaxTex Association". MaxTex, founded in 2014, is an international commitment of textile manufacturers, primary producers, clothing manufacturers, textile providers and scientific institutions. It has the objective to ensure sustainable actions across the entire textile value chain. Thereby the corporate sustainability in social, economic and ecological terms takes centre stage.

Explanation of abbreviations:

**CAP:** Corrective Action Plan | **CM:** Cut Make | **CoLPs:** Code of Labour Practices | **CSR:** Corporate Social Responsibility | **FWF:** Fair Wear Foundation | **NOS:** Never out of Stock | **PPE:** Personal Protective Equipment



## CORPORATE SOCIAL RESPONSIBILITY

With GREIFF, corporate values do not only exist on paper, they are actually lived every day for the good of mankind and the environment. This philosophy defines our company and is expressed in both our high standards of quality and service as well as our focus on details. Each and every employee contributes to our success. We are a reliable partner and go with agreements reached by responsibility. When selecting our business partners, we are in a process to ensure the observance of human rights and international social standards. If possible, we take sustainable materials and separate our waste. We deal with all resources in a responsible way. We have strengthened our commitment significantly in recent years and will continue to expand this in the future.

#### myGREIFF.de



At myGREIFF.de you can trace the whole process that went into making your product - from the fibre to the finished item of clothing. You can see where the raw materials used for your product came from and where they were processed.



Grüner Knopf is a state seal for sustainable produced fabrics. It sets binding requirements to protect people and the environment. A total of 46 demanding social and environmental standards must be met. All models are labelled as such.



A sustainable, social responsible and environmentally friendly production without the use of harmful chemicals is more than important to us. MADE IN GREEN by OEKO-TEX® includes ready-made clothing and every step of the chemical wet treatment and therefore combines the requirements of the STANDARD 100 by OEKO-TEX® and STEP by OEKO-TEX®.



With Fairtrade certification, we promote fair labour conditions, the prohibition of child labour, stable minimum prices, long-term trade relations in the area of cotton production and the transition to environmentally friendly agriculture. All the models containing Fairtrade-certified cotton are labelled as such.



We are a member of the Fair Wear Foundation (FWF). By enforcing this organisation's labour standards at our production facilities, we are continuously improving the local people's labour and social conditions.



We make use of STANDARD 100 by OEKO-TEX, a standardised and independen certification system for textile products. This stands for textiles which have been tested for harmful substances and products that pose no risks to health.



We are a co-founder of the association MaxTex. Together with our partners, we develop innovative product solutions all the way through to making a circular economy possible – and we do so transparently, honestly and sustainably.



We belong to the Partnership for Sustainable Textiles, which was initiated by the German government in 2014. This serves as a platform for dialogue between industry players and the field of politics. Together with the other partners, we set goals to improve sustainability throughout the production chain.

