



## **Communication on Progress 16**

Reporting on Bording's CSR initiatives related to Global Compact

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## Brief description of nature of business

### **F. E. Bording A/S**

The F. E. Bording Group was established in 1792 as a Danish printing company but has evolved into a Scandinavian business committed to marketing communication services.

The transformation from historically being a printing house, to becoming a diverse company is the result of a clear strategy in order to adapt to technological developments and constantly changing customer needs, but also to stay innovative on a fast developing global market. Today we offer our customers a broad range of services within marketing communication.

### COMPANY DETAILS

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CVR. Nr.: 16229415  
Established: April 12, 1918  
Domicile: Gladsaxe  
Member of Global Compact since:  
September 9, 2009

## Statement of support

At Bording, we take social responsibility seriously. Both the social responsibility for our employees and the impact we have on the environment and the local community.

Bording is more than 200 years old which has led to a culture of constant development and improvements. This is something we are proud of, and every year we strive to provide positive changes through sustainability management.

Bording has been part of the UN Global Compact since 2009. In the year to come, we will continue following the 10 principles of the UN Global Compact.

At Bording, we want to be known as a reliable partner who respects the Global Compact. This does not only apply to Bording and its associated companies, but also to suppliers and business partners. As a Scandinavian business with several suppliers both within and outside Europe, it is important for us to make sure that suppliers live up to certain standards. We will therefore continue to encourage that suppliers and business partners live up to our ethical guidelines presented in the Code of Conduct which can be found on our website through this link: [www.febording.dk/code-of-conduct](http://www.febording.dk/code-of-conduct).

Yours faithfully

Hans Therp  
Chief Executive Officer

## Bording's view on Corporate Social Responsibility

Bording believes that a part of being responsible is making a difference both locally and globally, whenever we have the opportunity to do so. Being responsible also means that we are responsible not only for our employees, but also for our suppliers, our customers, people around us as well as the environment.

## Bording and the principles

With a history as a Danish printing company, Bording has focused on environmental concerns and opportunities for a long time. We do our best to create and uphold working procedures that protect the environment. Our longtime focus on environmental issues has created a unique base for suggesting, and to some extent demanding, improvements from our suppliers. The Bording Group understands that we cannot change the whole world, but by utilizing the Global Compact as a strategic tool for our work with social, ethical and environmental responsibility and values, we believe that we have taken an important step in the right direction.

We continue to see CSR and sustainability as an important opportunity to work constructively with the challenges that we come across in our business operations. This adds value to our employees, the society, the environment and our business. The strength of the UN's Global Compact is that the 10 principles are built upon internationally recognized conventions. The principles help us match expectations of good behavior and ethics when we do business across national and cultural borders. Furthermore, it gives us a strategic tool when it comes to sending our customers a clear signal on corporate responsibility and human rights. To a division such as Bording Vista, which is based in Dhaka, Bangladesh, where many employees work under less fortunate conditions, we believe that it is important to send this clear signal in order to encourage other companies to treat the local employees with dignity and respect as well.

For further information about UN's work with Global Compact please visit:

<http://www.unglobalcompact.org/>

## The ethical guidelines of Bording

As a Scandinavian Group we see globalisation as an opportunity to expand our market and to participate in international projects. However, associated with these opportunities are the risks and challenges of doing business across different legal and cultural traditions. Bording has acknowledged these risks and challenges, which have led to a process of making our own set of ethical guidelines. These have become an integrated part of our daily operations. Bording's Code of Conduct (our ethical guidelines) is meant as a guide to our management team, employees, customers, suppliers and other cooperative partners about behavior and values in the Bording Group. Please visit our webpage, [www.febording.dk](http://www.febording.dk) to read our Code of Conduct.

In Bording we strive to achieve the goal of always following the highest ethical standards and reducing the environmental impact our business may have on its surroundings as much as possible. At the same time, we assign a high importance to responsibility, trustworthiness and honesty.

## Global Compact

### Principle one

Businesses should support and respect the protection of internationally proclaimed human rights.

#### Focus:

- We recognize the Rights of the Child and the child's right to life, survival and development, and respect for the views of the child
- We respect the rights of our employees and support all of the international conventions
- We believe that all of our employees have the right to a safe and healthy workplace

#### Systems:

- Bording provides teaching material with Hans Christian Andersen fairytales directly from our website to children in poverty all over the world
- Bording has made a set of ethical guidelines
- Bording provides all of its employees with contracts in order to ensure their rights
- Bording Vista has a specific personnel policy in Bangladesh
- Bording A/S and KLS have joined *Grafisk CSR Kodeks*, which is a Danish version of the 10 principles found in the UN Global Compact adapted to the graphical production industry

#### Activities and results:

- At Bording Vista in Bangladesh, all employees have well defined contracts of employment, job description, job specifications, salary contracts, and an employee policy manual
- We have APV meetings and a plan of action. We carry out continuous reviews of conditions at our offices in Denmark, Sweden and Norway in order to ensure the rights and wellbeing of our employees
- Bording InStore visits the manufacturing facilities a few times a year to check up on the working conditions and job satisfaction among employees

### Principle two

Businesses should make sure that they are not complicit in human rights abuses

#### Focus:

- We do our utmost to ensure that we do not enter into business with partners who breach the human rights

#### Systems:

- Bording has made a set of ethical guidelines
- Bording has a specific personnel policy in Bangladesh

#### Activities:

- We do our best to ensure that our clients and distributors respect the human rights by continuously assessing our partnerships
- We strive to set a good example for our partners by acting responsibly
- Bording Cognito expects full transparency when working with suppliers and sub-suppliers. Furthermore, they do random checks among their sub-suppliers to make sure that the working conditions meet the requirements. For this reason, all suppliers are bound to provide names and contact information on all sub-suppliers.

**Results:**

- There have been no issues in this area during 2016

[Global Compact Labour Rights](#)

[Principle three](#)

Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining

**Focus:**

- We believe in the right to voluntary unionism and collective negotiations and do not enter into business with cooperative partners who do not accept these rights

**Systems:**

- Bording has made a set of ethical guidelines
- Bording has a specific personnel policy in Bangladesh

**Activities:**

- Bording employees have the freedom to choose to be members of the union they want
- The political views and associations are diverse, and we do not try to influence their choice of affiliation

**Results:**

- There have been no issues in this area during 2016

[Principle four](#)

Businesses should uphold the elimination of all forms of forced and compulsory labour

**Focus:**

- We do not tolerate oppression of minorities or any other human beings inside or outside the company

**Systems:**

- Bording has made a set of ethical guidelines
- Bording has a specific personnel policy in Bangladesh

**Activities:**

- This year there has not been the need for activities

**Results:**

- There have been no issues in this area during 2016

### Principle five

#### Businesses should uphold the effective abolition of child labour

**Focus:**

- We respect the UN's Right of the child
- We do not tolerate or accept child labour
- We do not cooperate with organizations that use child labour

**Systems:**

- Bording has made a set of ethical guidelines
- Bording has a specific personnel policy in Bangladesh

**Activities:**

- This year there has not been the need for activities

**Results:**

- There have been no issues in this area during 2016

### Principle six

#### Businesses should uphold the elimination of discrimination in respect of employment and occupation

**Focus:**

- We see diversity as a resource and do not accept oppression of minorities

**Systems:**

- We always encourage everybody to apply for our advertised vacant positions, no matter their sex, religion, disabilities, political views or ethnicity. We do not differentiate wages based in the before mentioned things.

**Activities:**

- At Bording Vista in Bangladesh, the personnel handbook and the daily management place emphasis on the soft values such as diversity and recognition. Furthermore, Bording Vista actively encourage female workers to apply for positions
- In all divisions each employee is respected regardless of position, sex, disabilities, political views and religion
- Our management team is very focused on the well-being of all our employees by respecting and giving equal possibilities for developing talents
- Discrimination and bullying is not accepted inside or outside the company

**Results:**

- Student employees get the opportunity to take extra courses in order to improve their skills and capabilities

## Global Compact Environment

### Principle seven

#### Businesses should support a precautionary approach to environmental challenges

**Focus:**

- The transformation and change of our core business have resulted in an environmental policy where our focus remains on reducing the impact we have on the environment

**Systems:**

- We ensure the implementation of Bording's environmental policy through structured work with recognized environmental standards, management systems and certifications. This means that whenever it is relevant, the Bording companies are certified with ISO 14001, environmental management system, has a Nordic Eco Label, Svanemærket license, and/or FSC license
- We encourage our suppliers to work methodically with environmental issues

**Activities:**

- We focus on continuously reviewing our companies' environmental policies and plans
- We make sure to comply with the standards of relevant licenses in order to take responsibility for the environment.
- We focus on being transparent to our clients and other stakeholders

**Results:**

- Through focused efforts we have achieved to deliver and certify printed matter, by showing transparency and responsible consideration for the environment

## Principle eight

### Businesses should undertake initiatives to promote greater environmental responsibility

#### **Focus:**

- F. E. Bording places an immense focus on reducing the overall energy consumption in the different companies
- The Group's strategy is to participate in the consolidation of the graphic industry
- Bording is focusing on energy savings in connection to structural changes related to overcapacity in the graphic industry
- Bording strives to reduce pollution and act in an environmentally responsible way

#### **Systems:**

- The environmental initiatives in the Bording Group are taken individually by each of our companies or by F. E. Bording

#### **Activities:**

- Bording Cognito is a member of the non-profit organization Groent Punkt, which handles returns and recycling of the member-companies' packing material.
- Furthermore, Bording Cognito has switched to e-invoices and has been registered with EHF to reduce print outs
- Bording Vista has started a process to use dual monitor in order to use less printed paper
- The Bording Group's headquarter in Søborg has an organic canteen
- We participated in the Danish initiative "Vi cykler til arbejde"
- KLS Grafisk Hus is Denmark's most environmentally-friendly graphic company and has through its production methods of Pureprint® taken a huge responsibility as a first-mover in the business when it comes to promote sustainable production
- Most of our offices and buildings have motion sensors connected to the lightning to save electricity. We are also currently evaluating a shift from traditional fluorescent lamps to led.

#### **Results:**

- By being a member of Groent Punkt, Bording Cognito ensures that its waste gets recycled, thus benefitting the environment
- More and more invoices are sent electronically which means less paper use
- Our organic canteen ensures that our food has been produced without pesticides and GMOs
- By bicycling instead of taking the car, our employees contribute to the environment by not polluting with CO2 gasses

- KLS Grafisk Hus has implemented Pureprint®, which is a cradle-to-cradle print production that ensures that resources are recycled and used in a sustainable way by having promoted the concept KLS Grafisk Hus
- The motion sensors controlling the lightning make sure that the lights turn off when people leave the room thus saving energy
- By shifting to led tubes we will save electricity

## Principle nine

Businesses should encourage the development and diffusion of environmentally friendly technologies

### Focus:

- We are committed to developing products within our product portfolio, which are environmental friendly/eco-friendly

### Systems:

- Here the focus is especially on the fact that the necessary knowledge is present, leaving the Bording Group to emphasize on where to contribute the most and best
- In this context we have formed an environment network across the group companies making sure that we provide knowledge about environmental considerations and make these available to each other

### Activities:

- A-Mail Kuverter and Mayer Kuvert Network have developed envirelope, which is a 100% CO2 neutral envelope
- Our associated company KLS Grafisk Hus has implemented a cradle-to-cradle production service through Pureprint®, which ensures that the production is sustainable and resources aren't wasted
- Bording InStore has invested in a special pump system

### Results:

- Envirelope is developed to reduce our emissions of CO2 and contributes to reducing global warming. For more information on Envirelope please visit: <http://www.envirelope.dk/Envirelope.aspx>
- On the product side, KLS Grafisk Hus has introduced an environmentally friendly print production, which results in less emissions of CO2 gas, recycling and reuse of production waste. For further information please visit: <http://kls.dk/saa-er-kls-i-gang-med-cradle2cradle-produktion/>

- Bording InStore's pump system saves the environment from waste of 3.200 paint buckets every year

## Global Compact Anti-corruption

### Principle ten

Businesses should work against corruption in all its forms, including extortion and bribery

#### Focus:

- Our mission in Bording has the clear goal that we must follow the highest ethical standards. Therefore, we put integrity and honesty above short-term profits
- In Bording we strive to comply with good ethical behavior and avoid corruption at all costs
- As an honest company we strive to be transparent for our employees and stakeholders in order to avoid corruption

#### Systems:

- Our ethical guidelines about our behavior and values within the Bording Group serve as a behavioral guideline to our management team, employees, customers, suppliers, and other business partners. The ethical guideline can be found on <https://www.febording.dk/om-koncernen/vaerdier/>
- Bording creates a financial report every quarter and an annual report once a year, which is shared with our employees and stakeholders. This is done in order to be transparent and help them identify potential suspicious behavior. The reports can be found on <https://www.febording.dk/investor/>

#### Activities:

- If anyone in- or outside the group hears, sees or meets corruption in any form, we encourage him/her to get in contact with us by sending an anonymous email to [fe@bording.dk](mailto:fe@bording.dk) with the topic "Whistleblower"
- We strive to be transparent through sharing information with our employees, shareholders and stakeholders every year

#### Results:

- None of our business activities have put us in a dilemma in relation to corruption
- Through our new whistleblower scheme we have made it possible for employees and stakeholders to report bribery and extortion anonymously, without any risks
- Through our quarterly sharing of information with employees and stakeholders we ensure transparency and that employees understand our corporate values

## Future Corporate Social Responsibility initiatives in the Bording Group

The Bording Group believes in the necessity of corporations acting responsibly in order to add value to the local and global societies. This is done by taking care of the earth and its inhabitants, while implementing CSR as an internal value enhancer within the company that can help create a sustainable culture, where employees feel proud of being a part of a company that respects human rights, labour rights, the environment, and doesn't tolerate corruption. We therefore see CSR and sustainability as an integrated part of our daily operations and we continuously evaluate on our initiatives and performance in contributing value to the society, in order to improve. Therefore, we expect the amount of CSR related activities for 2017 to be at least, at the same level as in 2016.

## Bording's next Communication on Progress

Our next Communication on Progress will be uploaded on the UN's digital platform latest by May, 2018

## Feel free to contact us

If you have any questions to our work with CSR, this progress report or anything relating, please do not hesitate to contact Caroline Lithen, e-mail: [clm@bording.dk](mailto:clm@bording.dk)