



Sustainability Report

2023

Quality creates cohesion
today, tomorrow, the day after tomorrow

OTTO
CHEMIE
SEALING & BONDING



A blue ink signature of Johann Hafner.

Johann Hafner

Dear readers of the OTTO Sustainability Report,

For almost two years now, we have been working intensively on the development and implementation of the OTTO Sustainability Strategy as part of the "Sustainable Corporate Management" project and can now for the first time present an overall picture of OTTO's sustainability efforts.

In line with our vision "We build the future", we have created a foundation for OTTO with which we can fulfil all current and future requirements relating to sustainability.

Many social and environmental aspects that are now seen as typical sustainability issues have always been part of OTTO's corporate philosophy. In drawing up the OTTO Sustainability Strategy, we were thus able to draw on tried and tested methods and add new ones.

The awarding of the EcoVadis Silver Medal confirms that we have already achieved a lot in the first step and implemented many positive points in our processes.

However, sustainability is not a project that you complete, but rather a continuous process that constantly brings new challenges. We know that we can only be successful if everyone works together towards the same goal. We therefore call on everyone at OTTO to make their contribution through their actions, new ideas and the conscientious implementation of sustainable processes. We are counting here on a strong OTTO family and the trusting and close co-operation with our business partners.

We will continue to consciously incorporate social and ecological factors into our decisions and actions in the future and focus on the issue of sustainability. This complements the quality of our products and services, promotes our innovations and makes OTTO even better overall.

On the following pages, we show what we have already achieved today and which building blocks we will be tackling in the near and distant future.

Best regards,
Your OTTO management



A blue ink signature of Diethard Bruhn.

Diethard Bruhn

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01

Company profile

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Quality creates cohesion – for over 140 years

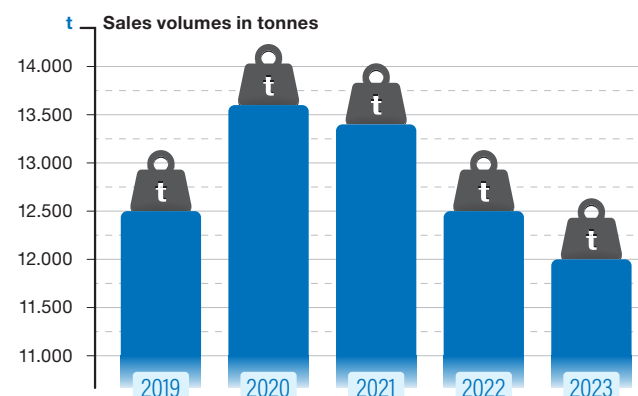
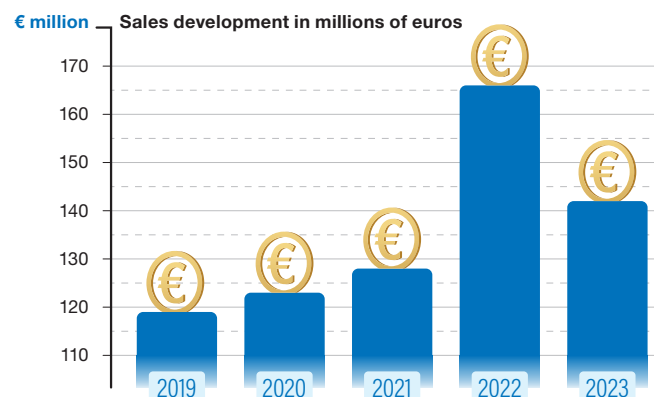
Hermann Otto GmbH (hereinafter referred to as OTTO) is a family-run company with production exclusively at the company's headquarters in 83413 Fridolfing, Bavaria, Germany. For special jobs in industry, trade and craftsmanship, we at OTTO have been

offering uncompromising quality, the highest level of expertise and innovative solutions since 1881 – whether for sealing, bonding, potting or coating.

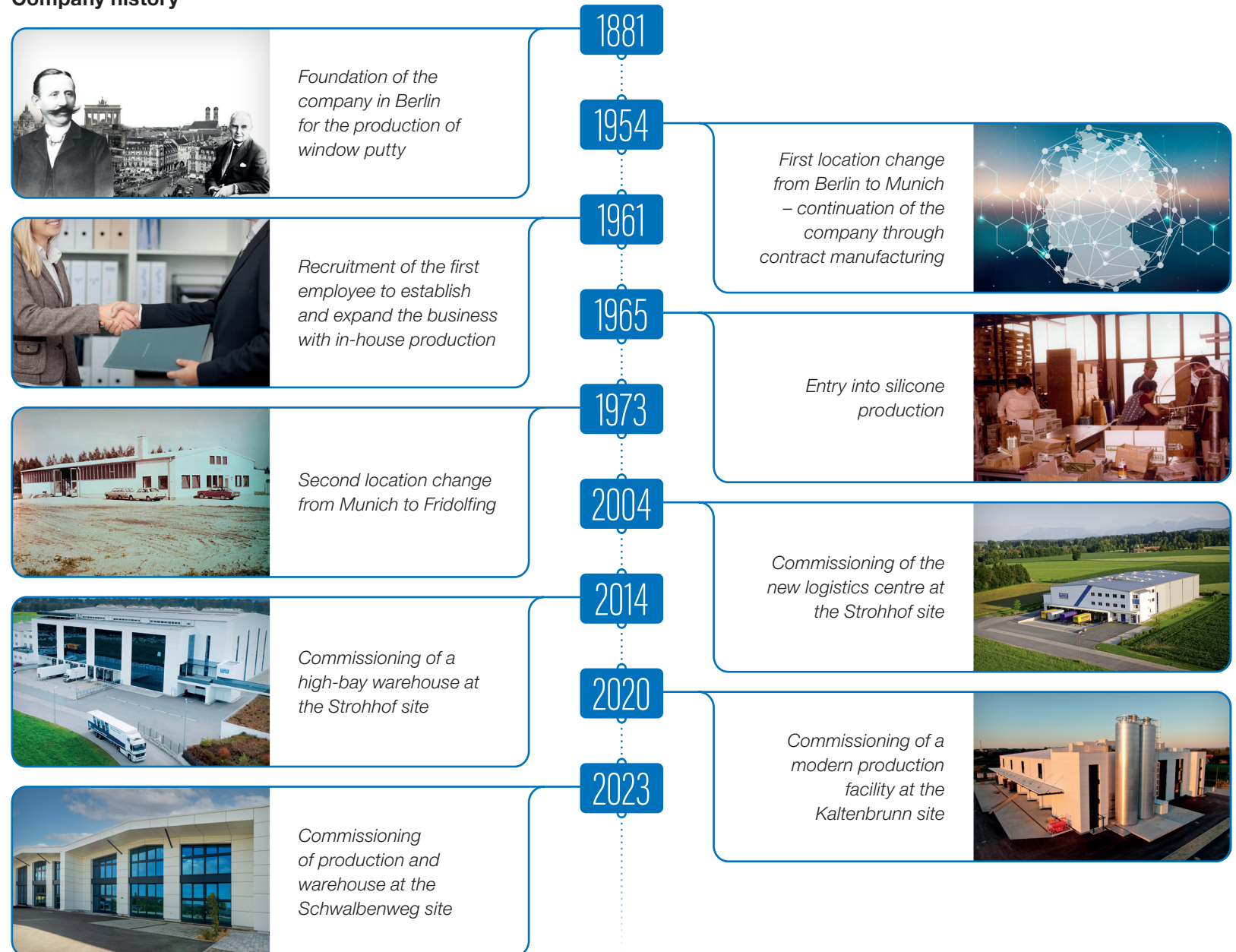
 About OTTO

Key data

Industry	Manufacture and sale of chemical products of all kinds (NACE CODE 20 – Manufacture of chemical products)
Leading brands	OTTOSEAL® sealants OTTOCOLL® adhesives OTTOFLEX® system composite sealants OTTOPUR PU foams Novasil® adhesives & sealants/potting compounds/coatings
Managing partners	Matthias Nath Claudia Heinemann-Nath
Managing Directors	Johann Hafner Diethard Bruhn
Employees	491 (as of 31.12.2023)
Annual turnover	EUR 141.8m
Annual sales	11,965 tonnes



Company history





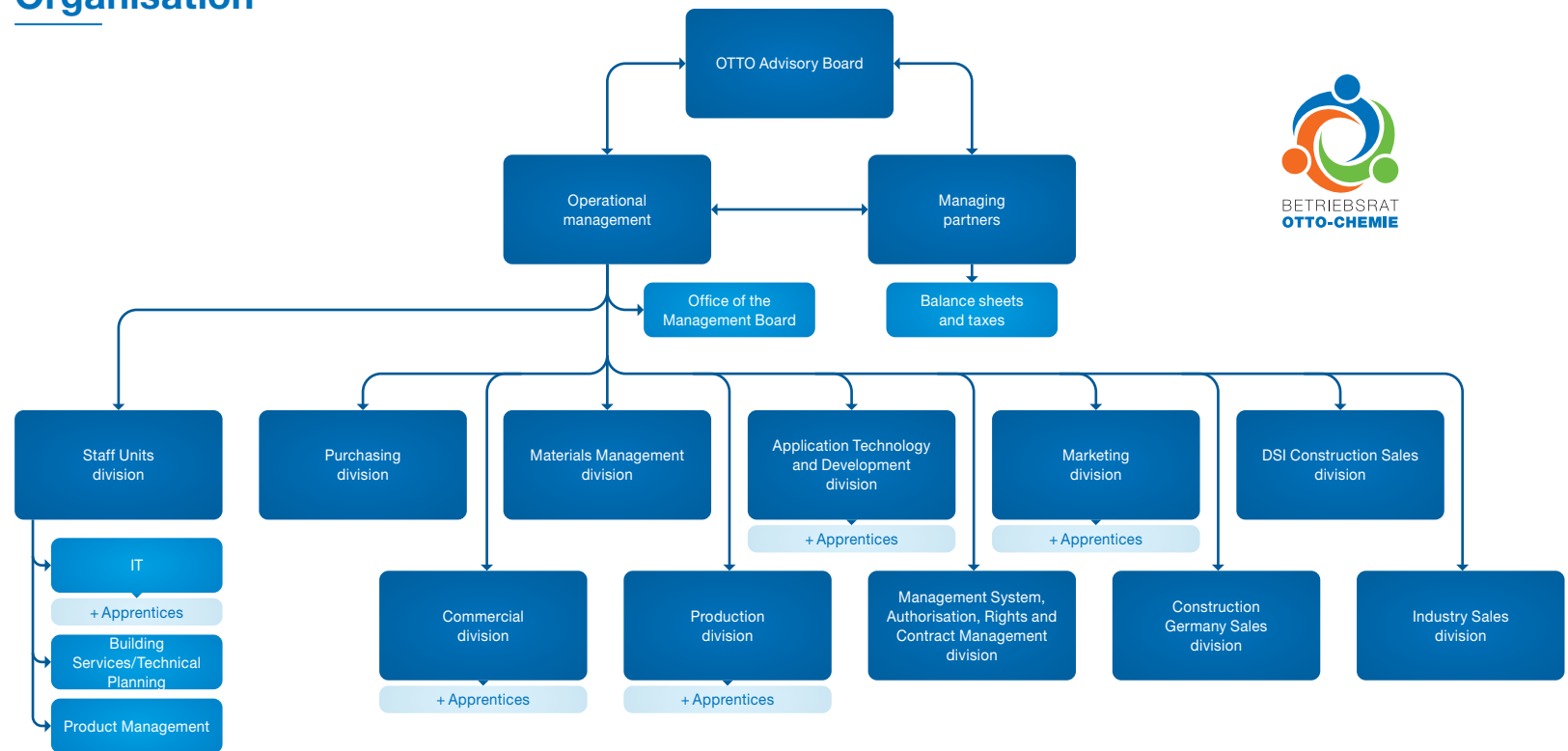
Site
Strohhof

Site
Kaltenbrunn

Site
Krankenhausstraße

Fridolfing

Organisation



OTTO is managed by two managing partners and two operational managing directors.

The OTTO Advisory Board consists of Mr Herbert Nath (great-grandson of the founder Hermann Otto) and the former Managing Director and employee of the "first hour" Jürgen Lohre. The Advisory Board serves to uphold the interests of OTTO as a family-run company. Together with the shareholders, it advises and monitors the management.

The management structure at OTTO is characterised by flat hierarchies, which enables quick and coordinated decisions to be made. The managing directors are supported in operational activities and decisions within the respective divisions by the highest management level, the division managers. The strategy is transferred to day-to-day business at regular jours fixes and division manager meetings. It also ensures that the measures harmonise with the company's strategic goals and guiding principles.

Groups of experts

	Task	Members, generally
Shareholders' meeting	Informing shareholders and advisory boards about day-to-day business, coordinating major projects, approving budget planning & Sustainability Report	Shareholders, managing directors, advisory boards
Division manager meeting	Harmonising and coordinating the implementation of the corporate strategy in day-to-day operations	Operational managing directors, division managers of the OTTO divisions
Management meeting	Annual review & outlook, overview and vote on the work at OTTO	Managing directors and executives
Authorisation system	Compliance with the due diligence obligations of the respective assignment	All employees with an assignment at OTTO
Works Council with various committees	Personnel Committee, Health and Safety Committee, Data Security Committee, Economic Committee, Works Committee	Selected members of the Works Council
OHM (Operational Health Management) team	Systematic creation and design of health-promoting structures and processes for all OTTO employees	Commercialdivision management, occupational safety officer, external OHM consultant, chair of the Works Council, company doctor
Health and Safety Committee	Regular dialogue on the further development of occupational health and safety	Operational managing director, company doctor, occupational safety specialist, Works Council, safety officer
ISMS meeting	Discussion and decisions on fundamental and current topics relating to information security	External information security officer, data protection officer, risk manager, IT manager, members of the IT specialist group "IT Security", operational management

Financial decisions are made strictly in accordance with the principle of independence. As a family-run company, OTTO is independent of external investors and thus retains the ability to make free decisions in all areas.

Conflicts of interest are prevented in that there is a structural separation of functions and tasks, officers and control functions are authorised to issue instructions within the company and are independent, and the management bodies monitor each other. Where necessary, external experts are called in to obtain an independent opinion.

Managers, authorised representatives and other experts are selected on the basis of their professional suitability. Officers are also appointed in accordance with legal and standard requirements.

In addition to the shareholders, managing directors, the OTTO Advisory Board and the division managers, there are other groups of experts for economic, ecological and social decisions.

In 2022, the "Sustainable Corporate Management" project was launched at OTTO with the aim of creating a sustainability strategy, developing and initially implementing strategic goals and measures and preparing a Sustainability Report. In addition to the two operational managing directors, the core project team consists of five other members from a wide variety of areas at OTTO. The project will end with the publication of the first OTTO Sustainability Report for the 2023 reporting year by mid-2024 at the latest. "Sustainability" will then be firmly implemented in the company's

organisation by appointing a sustainability officer to ensure that the defined sustainability goals and associated measures are tracked and achieved.

▶▶ Targets table

17

OTTO Code of Conduct

At OTTO, we aim to achieve our business and strategic goals in accordance with generally accepted moral and social principles. The OTTO Code of Conduct contains the most important company and operational principles that serve as the basis for all business decisions and as guidelines for behaviour in the business environment and with regard to human and fundamental rights, labour standards, environmental protection and product responsibility.

At the beginning of 2023, a new version of the OTTO Code of Conduct was published and supplemented by the OTTO Code of Conduct for Employees and the OTTO Code of Conduct for Business Partners, with the background of being able to specifically address the various **stakeholders** in order to achieve the greatest possible impact and spread our basic principles throughout our entire value chain.

- ✔ The **Code of Conduct of Hermann Otto GmbH** is our declaration of principles and our external statement to our customers and the public.



Code of Conduct of Hermann Otto GmbH

- ✔ The **Code of Conduct for Business Partners of Hermann Otto GmbH** describes our expectations of our suppliers, service providers and other business partners with regard to ecological, social and ethical behaviour.



Code of Conduct for Business Partners of Hermann Otto GmbH

- ✔ The **Code of Conduct for Employees of Hermann Otto GmbH** serves as an internal guideline and thus provides orientation for our daily work. It contains additional explanations and guidance for all employees on the topics covered in the Code of Conduct.

During the induction phase, all employees receive training on the Code of Conduct and the topics it covers, such as corruption, human and fundamental rights and labour standards. In the past, managers did not receive regular training on human and labour rights. In 2024, we will develop and implement a concept for optimised annual training courses for OTTO managers.

▶▶ Targets table

17



No violations of laws and regulations were committed in the reporting period.

In principle, every employee is responsible for implementing the obligations under the Code of Conduct. Managers, in particular, must ensure that the basic principles are adhered to.



02

Sustainability Strategy

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Highlights

Stand: 31.12.2023

Grow together
 sustainable
 reliable
 powerful
 future oriented

Since **1996**
 - ISO 9001
 - ISO 14001 (since 2002)



Long-term
 partnerships with
 customers and suppliers



140
 years of experience
 in trade and
 craftsmanship



Continuous
 optimisation of
 processes and
 production methods



Quality
 „Made in Germany“



121.500 kWh per year
 sustainably usable energy
 generated by heat converter



by **2040**
 climate-neutral



26%
 less supplier complaints
 (base year 2018)



>17%
 less silicon waste
 during production



40
 years of experience in
 industrial applications



90%
 of our suppliers are
 from Germany



„We are building the future“

Quality creates cohesion
Today, tomorrow and beyond

PROCESSES SOCIETY ENVIRONMENT



Responsible Care



Multi-Supplier-Strategy
 for the highest supply safety



Social topics

- career and family balance
- respect human rights
- zero-tolerance of corruption
- fair competition codex
- corporate health management



INTEGRITY NEXT



EPDs
 for relevant products



16
 nationalities



OTTO
 whistleblower system



TOGETHER FOR SUSTAINABILITY



491
 employees
 more than 50 in sales
 more than 30 in development & engineering



23%
 of our employees have
 been with the company
 for over 20 years



Code of Conduct
 declaration of commitment
 to the public and customers

Quality creates cohesion – today, tomorrow, the day after tomorrow

We want to continue to be a reliable partner for our customers at eye level in the future. In order to continue to provide uncompromising quality, the highest level of expertise and innovative solutions, it is essential to comply with and promote human rights and environmental due diligence obligations.

Sustainable management has been deeply rooted in OTTO's DNA for years and measures in all three dimensions of sustainability – environmental, economic and social – are implemented on an ongoing basis.

At the end of 2022, we combined all our sustainability efforts at OTTO under the three pillars of "Processes", "Society" and "Environment" and published the OTTO Sustainability Strategy. In this way, we created a uniform and transparent basis and guide for how OTTO handles the issue of sustainability now and in future, what goals we are setting for ourselves, and what measures we are taking to achieve the goals.

Vision & mission and the three pillars of OTTO sustainability

OUR VISION

“We are building the future”

We leverage our corporate culture and our scientific and technological expertise to enhance our performance while at the same time to safeguard our integrity. We offer our customers safe and forward-looking product and technology solutions. We integrate sustainability in our portfolio as well as in our business processes. We utilise various methods and tools to evaluate and manage our corporate sustainability and to measure the achievement of goals across the entire company and our value added chain.

OUR MISSION

“For OTTO, sustainability is a constant effort to combine environmental, economical and social aspects in the best possible way in order to improve the living conditions of today's generations as well as those of tomorrow. As an active member of society, we are working together continuously with all of our partners on a sustainable value-added chain”.

Johann Hafner, Managing Director of Hermann Otto GmbH, 2022

As a vision, "We are building the future" is the central statement of our Sustainability Strategy. We are reorganising our processes to make them ever more sustainable, we are building on our employees, who we support and challenge, we are building on long-term partnerships with our business partners and we are literally building modern production facilities.

Our innovative products enable our construction customers to build healthier and more durable buildings. We support our industrial customers in "building" sustainable and future-proof products with our products.



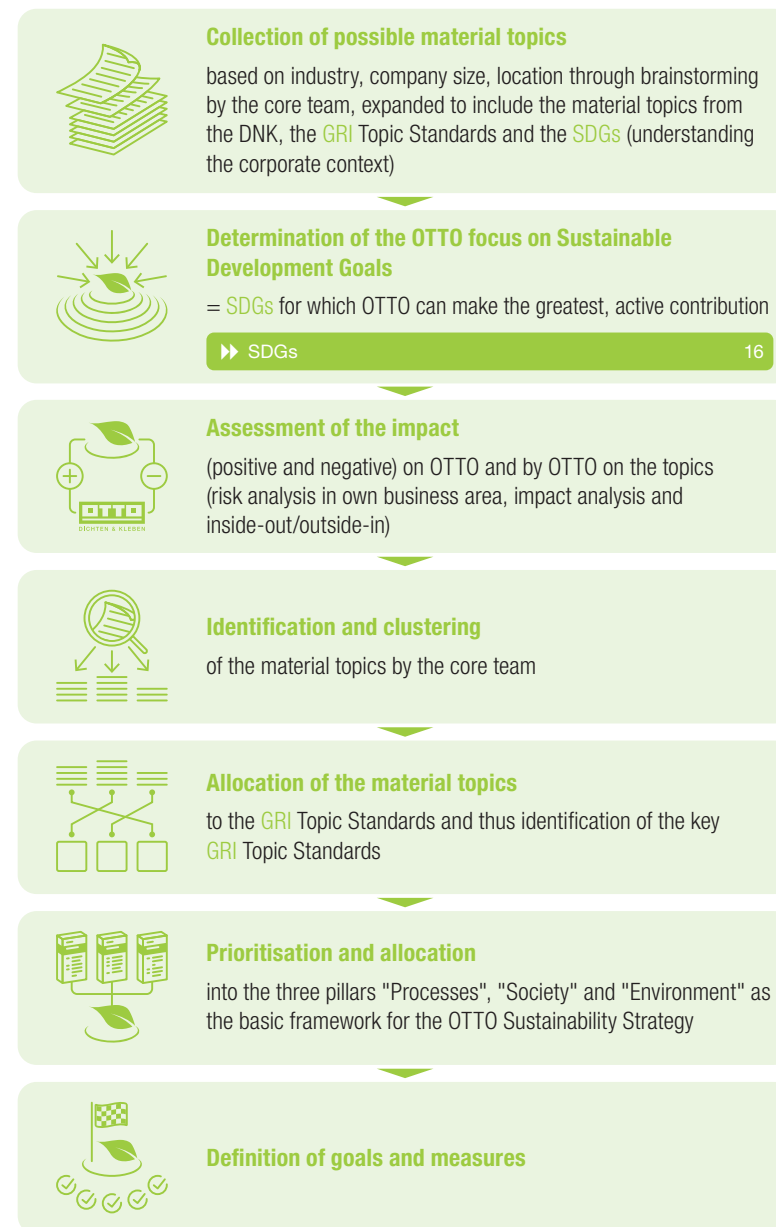
Materiality analysis

As the basis for our Sustainability Strategy, we have carried out an analysis to identify the material topics at OTTO.

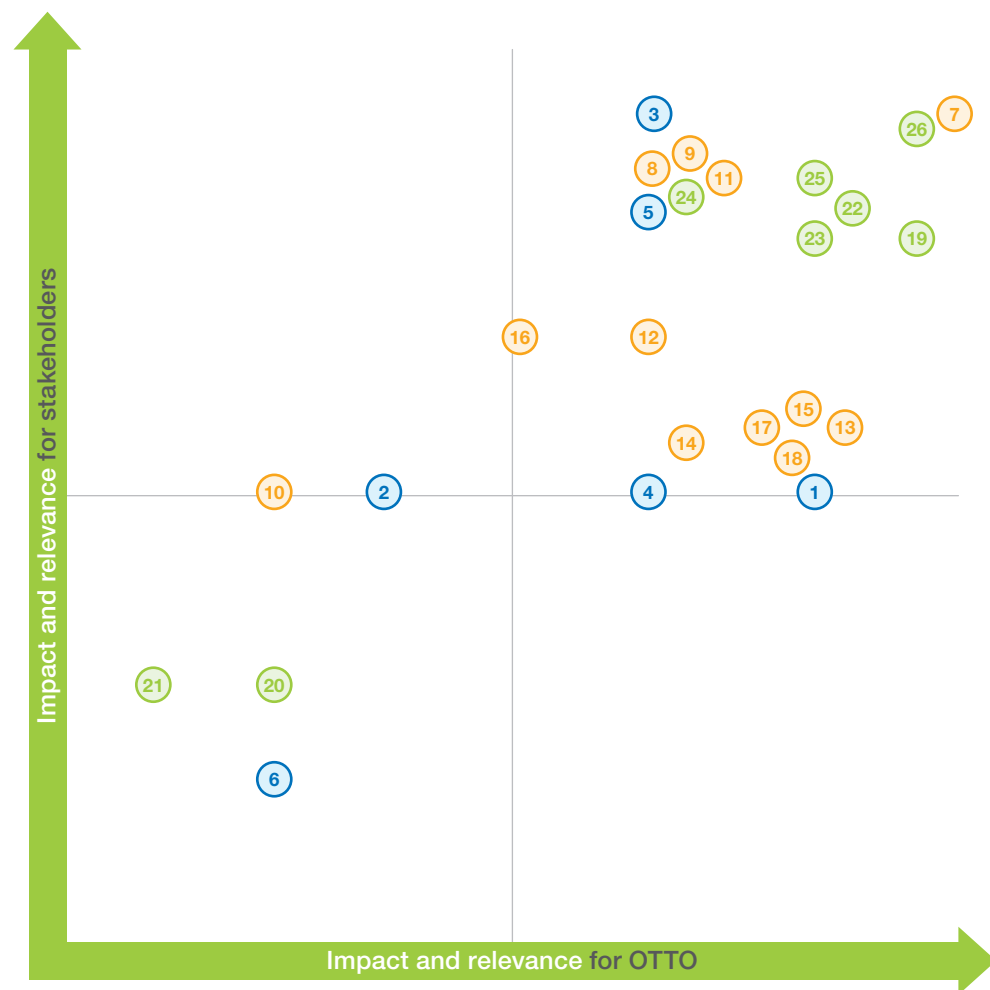
Even though central aspects of sustainability have always been part of OTTO's corporate mission statement, the **materiality analysis** provided us with a detailed overview of our impact and existing activities. With the help of the results, we have summarised a guideline for a uniform approach to our sustainability efforts in the OTTO Sustainability Strategy, defined short, medium and long-term sustainability goals and supplemented or readjusted measures.

The **materiality analysis** was carried out by the core project team as part of the "Sustainable Corporate Management" project. In dialogue with our **stakeholders**, we gain insights and perspectives from outside and inside the company and it helps us to gain a common understanding of expectations and priorities. The results of the employee survey and the 2023 customer survey on sustainability were therefore included in the assessment of the impact, identification and prioritisation of the material topics. For reasons of efficiency, the relevance and impact of the topics on the other stakeholder groups was assessed by internal representatives for this first **materiality analysis**.

Process of identifying the material topics at OTTO



We identified and evaluated a total of 26 material topics. The topics identified as material are part of our Sustainability Strategy and therefore define the focus of our goals and measures. The topics are also the subject of the first OTTO Sustainability Report.



Processes

1. Economic efficiency and compliance (econom. performance, market presence, competitiveness, risk management)
2. Corruption
3. Fair business practices
4. Plant, process and transport safety
5. Sustainable procurement (material availability, quality, prices, supply chain transparency, labour, social and environmental standards » risk analysis)
6. Political influence

Society

7. Human rights (child labour, forced/compulsory labour)
8. Discrimination
9. Diversity and equal opportunities
10. Freedom of association and right to collective bargaining
11. Fair working conditions (contracts, working time models, job security, workplace organisation)
12. Fair pay (wages, social benefits, additional benefits)
13. Leadership and cooperation (leadership qualities, dialogue & involvement, employee satisfaction, work-life balance)
14. Training & qualification (individual development, lifelong learning, skilled labour)
15. Occupational health & safety
16. Regional and social responsibility
17. Customer orientation (service, satisfaction, communication, data protection)
18. Long-term partnerships

Environment

19. Climate & energy
20. Biodiversity
21. Water and wastewater
22. Emissions
23. Circular economy (waste, disposal)
24. Sustainable production (conservation of resources, use of materials, consumption of raw materials, air, soil and water pollution)
25. Sustainable products (ingredients, hazardous substances, packaging, innovation)
26. Product quality and safety

OTTO focus on SDGs and sustainability goals

What are the Sustainable Development Goals – SDGs for short?

The 2030 agenda of the United Nations (UN) with its 17 Sustainable Development Goals, (SDGs) and the associated 169 sub-goals addresses the current challenges our society is facing in the four areas of “Planet”, “People”, “Peace” and “Prosperity”. The SDGs are primarily aimed at governments. However, they also address the economy as an important player and emphasise the central role that companies can and must play in this context. Because they influence their environment – people and nature – in many different ways.

We at OTTO view the SDGs as an opportunity and want to actively contribute to solving the global challenges of our time. Nine SDGs were prioritised as part of OTTO's Sustainability Strategy to which the greatest active contribution can be made. In this way, we embed our sustainability efforts in a globally recognised context, which promotes clarity, transparency and comparability.



We promote health and fitness for all of our employees.



We challenge and support our employees according to their skills and support lifelong learning in all forms of training and continuing education.



We assess all employees regardless of gender and value equal opportunities.



We rely on a responsible handling of the topic of energy and take advantage of the opportunities renewable energies offer.



We offer safe and fair working conditions and are committed to complying with human rights.



We stand for sustainable corporate development, relying on modern production facilities with an efficient use of resources, as well as the power of innovation of our employees.



We handle all resources carefully and reduce our environmental impacts.



As OTTO, we are striving to become a climate-neutral company and to optimise the environmental footprint of our products to protect the environment.



We enter into partnerships to promote a sustainable development of the company.








Processes

No.	Goal	SDG	Type	22/23	24/25/...	Status
1	Development and introduction of an OTTO Sustainability Strategy by the end of 2022	3 4 5 7 8 9 12 13 17	Company	●		✓
2	By July 2024, firm implementation of "sustainability" in the OTTO organisation by appointing a sustainability officer	–	Company		●	⚙️
3	At least bronze medal within the first 3 evaluation cycles by EcoVadis	–	Company	●		✓
4	Hold EcoVadis silver medal for re-certification in 2024	–	Company		●	⚙️
5	Revision of the OTTO Code of Conduct and additional introduction of an OTTO Code of Conduct for Employees and an OTTO Code of Conduct for Business Partners by the end of March 2023	17	Company	●		✓
6	Introduction of an OTTO whistleblowing system that fulfills the requirements of HinSchG and complaint management in accordance with the LkSG by the end of May 2023	17	Company	●		✓
7	Setup and then continuous updating of a website to communicate sustainability at OTTO by the end of 2022	–	Company	●		✓

8	Preparation of the first OTTO Sustainability Report for the 2023 reporting year in 2024 in accordance with the DNK and GRI and then annual preparation	–	Company		●	365
9	By July 2023, review of the optimisation potential for paperless processes and reduction of annual paper requirements and, if necessary, formulation of targets for optimisation and reduction	12 13	Company		●	✓
10	Optimisation of the sustainable supplier management process in 2024	8 12 13 17	Company		●	📅

Society

No.	Goal	SDG	Type	22/23	24/25/...	Status
11	Introduction of a supplier management risk management system by the end of 2023 that meets the criteria of the Sector Standard for Chemicals and the requirements of the LkSG	8 12 13 17	Company	●		✓
12	80% sustainable suppliers by the end of 2025 – 80% of key suppliers fulfil defined sustainability standards	8 12 13 17	Company		●	⚙️
13	Number of reportable workplace accidents per year and employee below the BG RCI industry average (comparison via the 1000 quota)	3	Company	●	●	365
14	Average sick days per employee (excluding long-term sick) below the Bavarian average	3	Company	●	●	365

 Company
  Product
  fulfilled/completed
  overfulfilled
  planned
  in progress
  ongoing
  ongoing – annually

15	Maintain high employee satisfaction (Employer Attractiveness Index of at least 80 over the next 3 evaluation cycles (2023: 88, 2019: 84) Motivation Index of at least 70 over the next 3 evaluation cycles (2023: 83, 2019: 72)	3 8	Company	●	●	🔄
16	In 2024, optimisation of annual training courses for OTTO managers on the topics of occupational safety, compliance, climate and waste management, human and labour rights	3 4 5 8	Company	●	📅	
17	Continuous further development of the extensive OHM programme	3	Company	●	●	🔄

Environment

No.	Goal	SDG	Type	22/23	24/25/...	Status
18	Climate neutrality from OTTO by 2040	7 9 12 13	Company		●	⚙️
19	Climate neutrality for Scope 1 & 2 by 2030	7 9 12 13	Company		●	⚙️
20	Set specific targets for reducing greenhouse gas emissions (science-based target) by the end of June 2025	7 9 12 13	Company, Product		●	📅
21	Gradual creation of the Product Carbon Footprints for selected products by the end of June 2025	9 12 13	Product		●	⚙️

22	Annual definition of targets for the various environmental aspects in the environmental programme in order to achieve continuous improvement in these areas	7 12 13	Company	●	●	🔄 ³⁶⁵
23	Switch to 80% renewable energies by the end of 2026	7 13	Company		●	⚙️
24	Purchase only green electricity (= electricity that comes from 100% renewable energies) by the end of 2026	7 13	Company		●	⚙️
25	Charging points at OTTO sites (KH, SH, KB) for company vehicles by the end of 2024	7	Company			⚙️
26	Development of the disposal process into a waste management process by 2025	9 12 13	Company		●	⚙️
27	Conducting of a waste stream analysis by the end of March 2024	9 12 13	Company		●	⚙️
28	Gradual switch to plastic cartridges and buckets with at least 40% recycled content for all technically possible products (roadmap available) from 2024 to 2030	8 9 12 13	Product		●	⚙️
29	Stabilisation (ideally reduction) of the consumption of white spirit in production	9 12	Company	●	●	🔄
30	Stabilisation (ideally reduction) of material loss in production (production-related raw material losses)	9 13	Company	●	●	🔄
31	100% of the relevant products have an EPD by Q2 2023	12 13	Product	●		✅

🏢 Company
📦 Product
✅ fulfilled/completed
✅ overfulfilled
📅 planned
⚙️ in progress
🔄 ongoing
🔄³⁶⁵ ongoing – annually

32	Updating of existing OTTO sustainability data sheets according to the criteria of the DGNB and QNG 2023 by the end of March 2024	12 13			
33	Launch of a particularly sustainable product line in July 2024	12 13			
34	100% of the relevant products have an EMICODE® label by July 2024	12 13			
35	Continuous further development and marketing of OTTO products with regard to sustainability (health, ingredients, packaging, etc.)	12 13			

Company	Product	fulfilled/completed
overfulfilled	planned	in progress
ongoing	ongoing – annually	

Awards & memberships

Because we do not merely want to claim that we act sustainably and have anchored this in all of our processes, we underwent two external assessments of our sustainability performance in 2023.



At the beginning of 2023, our sustainability standards were audited by an independent, external third party at our headquarters in Friedlolfing using the criteria of the "Together for Sustainability" initiative and we were able to achieve 198 out of a possible 200 points. Together for Sustainability is the chemical industry's largest/best-known initiative to promote sustainability practices in the supply chain.

Together for Sustainability – OTTO audit result



In mid-2023, we also underwent a comprehensive assessment of our sustainability practices by EcoVadis for the first time. We received the **silver medal** for this, which distinguishes us as one of the **top 13% of companies in our industry**.

Our topics with the highest sustainability rating were **Environment and Labour Law & Human Rights**. The **EcoVadis** process validates our obligations, practices and performance in terms of sustainability and offers a clear roadmap regarding how we can do even more over time.

Association memberships and activities help us to obtain information on company-relevant topics at an early stage and to represent our interests within the industry and vis-à-vis politicians. There is no other political influence or political donations.

<p>Association</p> <p>Topics</p> <p>Type of participation</p>	<p>VCI-Verband der Chemischen Industrie</p> <p>Umbrella organisation of the DBC and the IVK</p> <p>Member</p>
<p>Association</p> <p>Topics</p> <p>Type of participation</p>	<p>DBC – Deutsche Bauchemie</p> <p>Representation of the interests of the construction chemicals industry, regular and timely information in various areas of construction chemicals.</p> <p>Member of the Executive Board, member of Technical Committee 7 "Building Sealants", participation in other working groups</p>
<p>Association</p> <p>Topics</p> <p>Type of participation</p>	<p>IVD – Industrieverband Dichtstoffe e. V.</p> <p>Representation of the interests of sealant manufacturers; use of the IVD seal of approval</p> <p>Member of the Executive Board, clerk (hazardous substances), participation in various working groups</p>
<p>Association</p> <p>Topics</p> <p>Type of participation</p>	<p>IVK – Industrieverband Klebstoffe e. V.</p> <p>Representation of the interests of adhesive manufacturers, hazardous substance labelling, standardisation, etc.</p> <p>Member of the technical committee "Structural Bonding & Sealing"; participation in working groups and the main members' meeting</p>

<p>Association</p> <p>Topics</p> <p>Type of participation</p>	<p>GEV – Gemeinschaft Emissionskontrollierter Verlegewerkstoffe, Klebstoffe und Bauprodukte e. V.</p> <p>Promotion of consumer, occupational and environmental protection in the field of construction chemical products and adhesives; application for and receipt of the EMICODE® licence</p> <p>Member</p>
<p>Association</p> <p>Topics</p> <p>Type of participation</p>	<p>HOINKA – greenbuildingproducts</p> <p>Annual fee for product declarations LEED/DGNB</p> <p>Member</p>
<p>Association</p> <p>Topics</p> <p>Type of participation</p>	<p>VFF Verband Fenster + Fassade</p> <p>Representation of interests as a trade association for the window and door industry; exchange of information and transfer of expertise and knowledge</p> <p>Member; participation in technical working groups and committees</p>
<p>Association</p> <p>Topics</p> <p>Type of participation</p>	<p>Umwelt + Klimapakt Bayern</p> <p>Supporting and promoting sustainable management and corporate environmental protection; utilising and, if necessary, contributing to the creation of work materials</p> <p>Member</p>
<p>Association</p> <p>Topics</p> <p>Type of participation</p>	<p>Responsible Care Initiative</p> <p>Commitment to the German and international Responsible Care guidelines</p> <p>Member</p>

Sustainability milestones

- 1996 Introduction of quality management system according to ISO 9001
- 2002 Introduction of environmental management system in accordance with ISO 14001
- Conversion to process-orientated quality management ISO 9001:2000
- First appointment of an occupational safety specialist
- 2008 Installation of the first exhaust air purification system at the Krankenhausstrasse site
- 2009 Connection of district heating (wood chips) at the Krankenhausstrasse site
- Introduction of the OTTO Environmental Programme
- 2011 First product certifications according to **DGNB** and **LEED**
- 2012 Installation of the first photovoltaic system at the Krankenhausstrasse site
- 2013 First product certifications according to **EMICODE®**
- 2014 Publication of the first OTTO Code of Conduct
- Introduction "Value-Orientated Leadership and Cooperation"
- 2015 Carrying out the first energy audit at OTTO *(since then every four years)*
- First flowering areas as compensation areas
- 2016 Conducting the first employee survey
- Publication of the first sustainability data sheets for selected products
- 2017 Introduction of occupational health management
- 2019 Installation of a further photovoltaic system at the Strohhof site
- 2020 Digitalisation of invoice dispatch to customers *(as of 2023: approx. 75% of all customers)*
- Commissioning of the modern production plant at the Kaltenbrunn site
- Introduction of Office 365 – strengthening internal communication and digital collaboration
- Introduction of OTTO Ideas Management
- 2021 Introduction of the "SprechZeit" individual counselling service for all employees – Employee Assistance Programme (EAP)
- Digitalisation of invoice processing
- Acquisition of an upcycling system for used cardboard
- 2022 First e-vehicle in the OTTO fleet
- Publication of the OTTO Sustainability Strategy
- 2023 Two trained conflict managers at OTTO
- Publication of the Environmental Product Declarations for our products (**EPDs**)
- Partial commissioning of the modern production facility at the Schwalbenweg site
- Receipt of the first **EcoVadis** certification (silver medal)
- Realisation of the first **TfS** audit at OTTO
- Connection of district heating (wood chips) at the Schwalbenweg site

03

Processes

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Integrated Management System

With the help of our Integrated Management System, the Sustainability Strategy is comprehensively incorporated into all our processes with clearly defined responsibilities. The framework of the Integrated Management System supports and simplifies the optimisation of processes.

We are building the future with these processes



Quality management
according to ISO 9001



We define quality as an absolute measure for the alignment of product properties with the requirements of a professional or industrial processor and for the constant fulfilment of these requirements.

The market success of our products and services is therefore closely intertwined with their quality and is directly connected to the efforts to fully meet customer requirements and expectations. To this end, we have installed a modern process organisation, which is to be continuously developed further.

Every employee is encouraged to question their work processes and drive improvements for this purpose. Quality is thus a continuous process that involves the entire corporate structure, affecting every employee, that forms goals and strategies and thus sustainably ensures customer satisfaction.



Energy management
based on ISO 50001

We see energy savings as a continuous process. That is why we want to establish and continuously develop an energy management system according to the ISO standard.

We want to systematically record, evaluate and optimise flows of energy (energy sources, use of energy and energy consumers). We have appointed an energy team for this purpose, which treats this topic as a priority, initiates measures and raises employee awareness.



Climate management

On the way to the overarching goal of achieving **climate neutrality**, we are implementing climate management in our integrated system. As part of this, we will calculate our climate impacts (**scope 1, 2 and 3**) and, based on these, define a climate strategy, including the corresponding intermediate goals. By continuously implementing measures, we want to then continuously reduce our environmental impacts to gradually get closer to achieving the overall goal. Avoidance and reduction is always preferable to compensation here.



Environmental management according to ISO 14001



Our understanding of success is not only quantitative, but above all also of a qualitative nature in the sense of our environment. That is why we will keep the impacts on the environment from all of our activities as low as possible, contribute to protecting the environment where we can, and meet our binding obligations to reduce environmental impacts.

This applies both to our own business sector as well as to our upstream and downstream value-added chain, as well as our regional environment. In the process, we want to increasingly focus on sustainable solutions. As far as the respective state of technology permits this, we continuously strive to reduce our environmental impacts through an annual environmental programme.



Innovation management

We see change as an opportunity. We are open to the new, take new paths and proactively shape products, processes, services and our organisation. We see innovation as services that give customers a tangible added value as well as new solutions and procedures, which strengthen OTTO's position on the market.

To increase the opportunities for real innovations, we create the room to think and establish new methods, such as design thinking. That is why we work in heterogeneous teams, organise workshops and have installed an idea management system.



Compliance management

At OTTO, we aim to achieve our business and strategic goals in accordance with generally accepted moral and social principles. The appearance and conduct of every employee shape the image and esteem of our company among customers, business partners and the public, who expect us to act responsibly and lawfully in every respect. That is why OTTO employees are made aware of compliance issues and trained regularly on them.



Occupational health and safety management

based on ISO 45001

We strive to achieve a greater sense of responsibility for each other in the company as well. By acting responsibly in all areas of the company, we proactively avoid work accidents, making sure we have a safe company. We look out for one another and also think of safety and health outside of our own responsibilities.



Risk management

We face a wide range of risks when developing our corporate activities. We continuously optimise our risk management system so that our company continues to “function” even when one of these risks occurs. The ongoing monitoring of risks, a transparent and direct communication with those in a position of responsibility, as well as the incorporation of acquired knowledge into operational risk management form the basis for leveraging market potential in the best possible way.

We use emergency plans to ensure that affected persons can take the proper steps in case risks occur. We want to continuously develop and expand our risk and opportunity management using the maturity staircase.



04

Society




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Employees

We challenge and support! At the centre of it all are people, who find a family-friendly working environment at OTTO.

OTTO employees 2023

	 Total	 Female	 Male
Total	491	187	304
New employees 2023	38		
Voluntary fluctuation	31		
Fixed-term employment contracts	9		
Full-time	367	81	286
Part-time	124	106	18
Age	<30 79 30–50 224 >50 188	<30 43 30–50 71 >50 73	<30 36 30–50 153 >50 115

The OTTO family

"Cohesion makes you strong" – vision of the OTTO HR strategy

It is only thanks to our strong team spirit that we have mastered the last few very turbulent years with such bravery. OTTO's success has always been and will continue to be largely determined by our employees. They master the day-to-day business, have new ideas and develop solutions for every requirement and every problem. A good foundation is not only important in challenging times. We build on stability, flexibility and diversity.



Stability

OTTO offers all employees security, reliability and longevity.

✔ Open communication

All OTTO employees are provided with all information promptly and comprehensibly so that they are aware of OTTO's overall goal, the ways to achieve it, the market situation and also operational changes and innovations in processes and measures.

▶ Dialogue & employee involvement 31

✔ Fair remuneration

Our principles on remuneration policy, including additional benefits, are defined in a personnel guideline. In this way, we guarantee remuneration in line with the market and performance. The salary is based on the individual's function, competences and responsibilities and includes a seniority component. At management level in particular, there are also variable salary components that are linked to the achievement of targets.

✔ Additional & social benefits

Further security is provided by the large number of additional & social benefits modules that are funded, subsidised or made available by OTTO. Every employee, whether full-time or part-time, has access and can choose freely.

Flexibility

Life is dynamic and characterised by increasing complexity. The work-life balance is very important for employee loyalty and satisfaction and for increasing employer attractiveness.

✔ Flexible working time models

All office employees work in a flexitime model with fixed regular working hours, which may vary in different areas due to operational requirements. In the commercial areas (production and warehouse), unfortunately, you are not as flexible for operational reasons. Individual wishes and needs are taken into account when determining working hours, especially for part-time employees.

✔ Flex office

Where the field of activity permits, all employees can work from home on the basis of the relevant company agreement.

Diversity

We consciously value the individuality and diversity of our employees and design the work tasks, organisation and environment as well as the workplace, as far as possible, according to the wishes and needs of the employees.

✔ Diversity, equal opportunities & inclusion

We promote a culture of belonging and see diversity as an opportunity that makes us unique and contributes to creativity, innovation and business success.

▶ Diversity & equal opportunities 33

✔ Workplace design

We create appropriate and sensible workplace environments for optimum work results. The layout and furnishings of the offices are tailored to the employees and designed to optimise collaboration within and across departments. Examples include work islands, standing workspaces and silent boxes.

The introduction of MS Office 365 tools such as SharePoint and Teams enables ideal digital collaboration across departments, in process and project teams, working groups and from the flex office.

Value-orientated leadership and cooperation

The challenge is to balance the traditions of a family-run, regionally rooted company with constant growth, profitability and innovation. This is particularly noticeable and therefore particularly important in the interaction between employees, managers, managing directors and shareholders.

The guideline "Value-Orientated Management and Cooperation" provides orientation. These guiding principles for regulated and successful cooperation set out binding values:

- ✔ **Reliability**
 "Without reliability, we are left behind"
- ✔ **Fairness**
 "Fair comes first!"
- ✔ **Teamwork**
 "Working together, being there for each other"
- ✔ **Identification with OTTO**
 "We are OTTO"
- ✔ **Performance orientation**
 "If you think you're good, you've stopped getting better"

Our managers cultivate a cooperative and healthy management style that creates an open, trust-building and performance-orientated climate. The guideline "What we expect from our managers" serves as a binding guide to action.

Cross-departmental and cross-divisional cooperation in line with the binding values, as well as mutual support and empowerment, allow us to work together for the success of OTTO and thus of the entire OTTO family.

In order to further promote open and personal interaction in cooperation across all levels of the company, an informal culture prevails at OTTO for the most part.

12.19% – Proportion of women
in management positions

OTTO farmhouse in the Zillertal



Whether hiking in summer or skiing in winter – with our OTTO hut in the Zillertal, we offer OTTO employees the opportunity to spend a great holiday there with their families and friends for little money. In 2023, the rooms of the farmhouse built in 1756 were renovated to match the style.

OTTO milk

Every OTTO employee receives 10 litres of milk from the Berchtesgadener Land region to take home every month. Even if it is a myth that milk prevents the health effects of working with chemicals, we are maintaining this tradition and see it as an additional benefit for our employees.

Career & further training

Well-trained employees are a key success factor for quality and performance. Education is also an effective tool for positive development – both for each individual employee personally and for OTTO as a company. We challenge and support the skills and knowledge of our employees. In this way, we increase expertise in a targeted manner, strengthen personality and help employees to realise their full potential.

In this way, we also want to encourage motivation, creativity and problem-solving and avoid over- or underchallenging employees in the workplace.

OTTO employee exchange

In order to promote understanding and cooperation between departments and employees, the opportunity for an employee exchange can be utilised. It is used to obtain information about the daily working structures of the interfaces and to better harmonise procedures.

In-house “Project management” seminar

As part of the introduction of the new project management process, over 30 project managers were trained by TÜV Rheinland in a basic training programme tailored to OTTO.

“Effective teamwork” – Leadership without a managerial function

The three-part seminar is held every two years to support and empower project managers, process team leaders and prospective managers.


Lifelong, continuous learning is possible in various forms: Internal training courses, traditional training courses, part-time study, workshops, seminars and webinars. OTTO offers needs-orientated support services that are managed through individual induction and development plans. Learning in everyday working life and through a varied range of tasks is also crucial for lifelong learning as a central element of further development. OTTO promotes this

100% – Apprentices retention rate

Apprenticeship at OTTO



Young people can start their careers at OTTO in 12 different apprenticeships. A career start is possible in the commercial sector as well as in the areas of chemistry, IT, marketing and technology.

 Apprenticeship at OTTO

We want our employees to feel that their work and their contribution to OTTO's success is valuable. We also focus on this in the area of careers and further training. This is why, for example, not only the requirements of the company are taken into account in training and further education programmes, but personal interests and development ideas are also increasingly included.

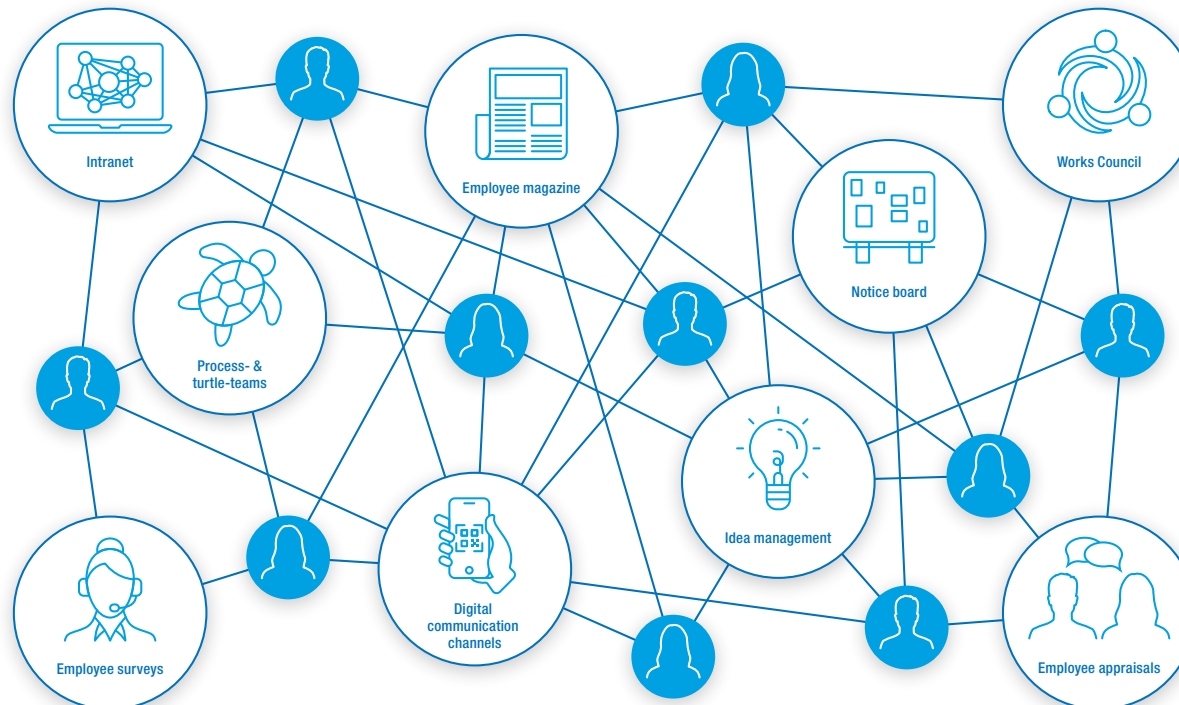
The easiest way is to learn from each other every day – whether from superiors, team members, other colleagues or our apprentices.

above all through the possibility of taking on new tasks – possibly with more responsibility – whereby internal career opportunities are often recognised and used.

Some of our managers have already completed their training at OTTO and taken advantage of internal career opportunities. Even employees who only joined OTTO in the course of their career were able to grow with the company and take on new (management) roles. Due to constant political and economic change, this is still possible today.

Dialogue & employee involvement

Each member of the OTTO family is integrated into the bigger picture and networked with each other in various ways. Via the **intranet**, our **digital communication channels** and **notice boards**, news, announcements and interesting facts from management, HR, IT, marketing and other areas are immediately passed on to all employees. In the **employee magazine**, which is published four times a year, changing authors provide in-depth insights into day-to-day operations, information about new products, explanations of important topics and, since 2023, we have also integrated a sustainability ABC.



In 2023, a total of 103 ideas were submitted, of which 45 were accepted and implemented, 38 were rejected and 5 were deferred. 15 further ideas are still in the pipeline.

OTTO Ideas Management stands for continuous improvement across departmental boundaries. Whether it's about improving working conditions and day-to-day operations or optimising our products, services and processes, any employee can submit an idea. Trained idea managers must comment on every idea and always give reasons for rejecting it. This ensures that all ideas are considered in equal detail.

Individual processes and the interaction between the processes at OTTO are also regularly analysed in **process teams** and **turtle analyses** and optimised where necessary.

▶▶ Plant, process & transport safety 46

The **OTTO Works Council** always has an open ear for employees. With 11 Works Council members and 2 authorised representatives (youth representatives and representatives of the severely disabled), the Works Council represents the interests of the workforce. In regular council and committee meetings, as well as meetings with the management, current and upcoming topics are discussed and content is developed. Employees are kept fully informed via the Works Council newsletter, the Works Council podcast and at the half-yearly works meetings.

"The Works Council can help. Our actions were focussed on all colleagues at OTTO."

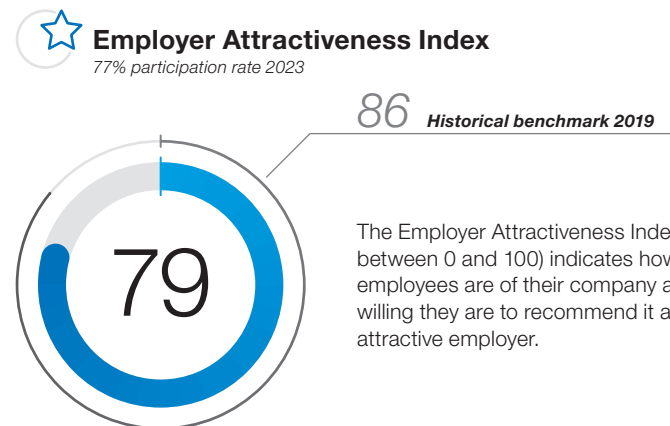
Guiding principle of the OTTO Works Council



"Weekly Check" pilot

As a test, the satisfaction of the employees in the previous working week was surveyed in two different areas over 10 weeks in order to obtain a picture of the mood and to be able to make improvements in day-to-day work. The employees showed great interest, which is why the concept is now being refined and in future it will be possible to carry out the OTTO Weekly Check for each area as required.

The mood and feedback of employees on various company topics are an important tool for identifying wishes and needs. In 2023, the second major **employee survey** took place at OTTO – with very good results. To ensure that employee satisfaction remains so high, we want to continue to develop as a company, close gaps and introduce improvements, which is why extensive follow-up meetings have taken place.



The Employer Attractiveness Index (value between 0 and 100) indicates how proud employees are of their company and how willing they are to recommend it as an attractive employer.



The Motivation Index (value between 0 and 100) indicates how motivated employees are to do their work and pursue the company's goals.

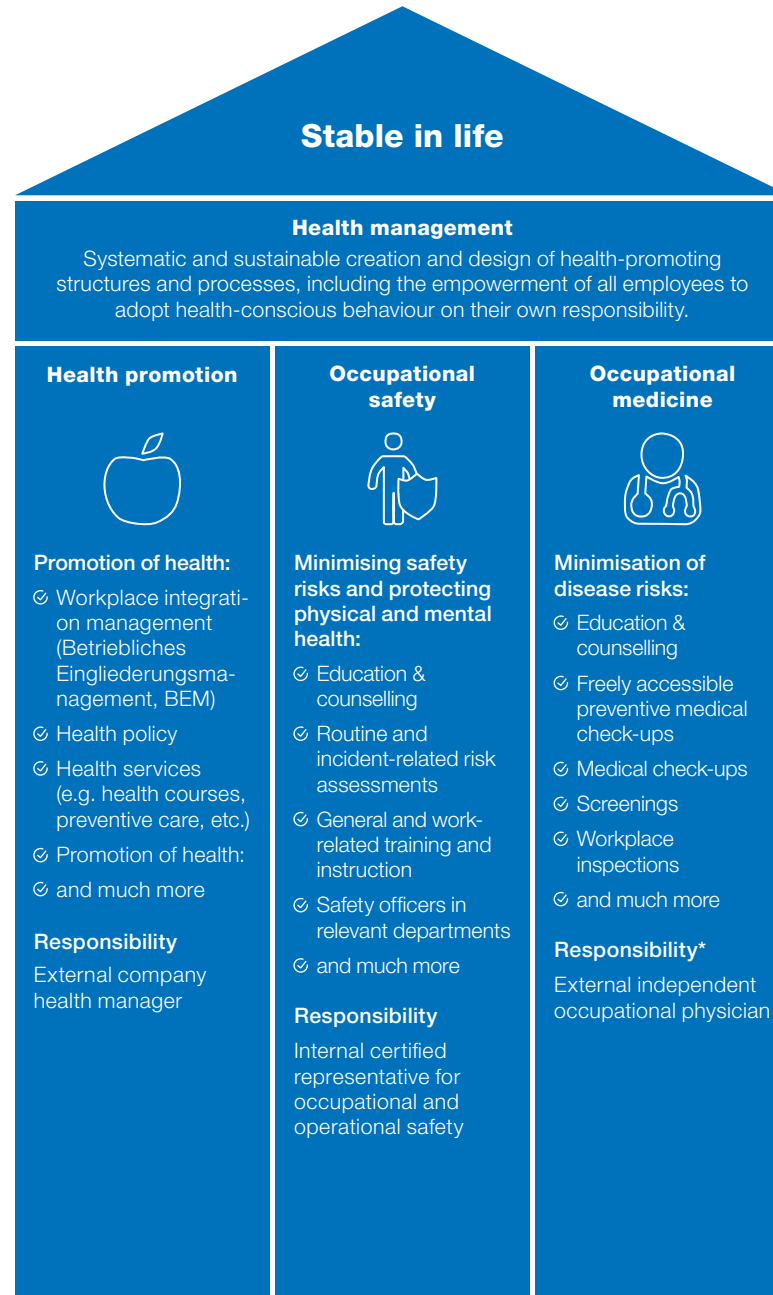
Diversity & equal opportunities

The diversity of talents, attitudes, cultures, perspectives, characteristics and strengths makes OTTO unique and enables us to take an innovative approach. We specifically promote diversity and tolerance within the company and value all people regardless of ethnic origin, nationality, gender, age, sexual orientation, disability and religion. Discriminatory behaviour is not tolerated either in recruitment or in day-to-day dealings with each other or with business partners. Employees are hired, evaluated and promoted solely on the basis of their skills, potential and performance, thus ensuring equal opportunities.

Stable in life

The comprehensive OTTO health programme "Stable in life" was launched back in 2018. It is organised annually by our **OHM (Operational Health Management)** team consisting of the internal occupational health and safety officer, HR management, the chairman of the Works Council, the external company health manager and the external company doctor, and adapted to the needs of all our employees and to external circumstances.

Safety, health and well-being are the basis for dynamic employees. With proactive measures and preventive actions that go far beyond what is required by law, we prevent workplace-related and general health risks and accidents at work.



*OTTO has no access to employees' health data

The wide range of services in the three pillars of our holistic health management programme starts with personal protective equipment and regular training on occupational safety and extends to measures to promote physical and mental health, such as non-smoking and resilience seminars or HRV measurements and back & fascia courses. The entire programme with many other mandatory and voluntary measures can be viewed by all employees on the intranet. For all questions relating to "Stable in life" as well as other personal concerns relating to health, the OHM team can be contacted via all internal communication channels.

"People are not made to sit."

The **Dynamic Office Concept** offers office staff a wide range of options for working at their desks:

- ✔ Height-adjustable desks
- ✔ Treadmills
- ✔ Exercise balls
- ✔ The "HAG Capisco" office chair

OTTO Active

A few enthusiastic runners from the OTTO team once again took part in several regional races this year, such as the Salzach Bridge Run in Burghausen and the Chiemsee Company Run. OTTO paid the entry fees and sponsored running shirts.

OTTO not only supports runners, but also other athletes: for all events that involve exercise, OTTO pays the entry fee for 5 or more participants and sponsors jerseys.

Driver safety training

We want our employees to get to work and back home safely. That's why we organised a driver safety training course together with the ADAC for the first time in November.

Partners

Our family-oriented and appreciate corporate culture form the pillars of a long-lasting and trusting cooperation.

Value creation chain

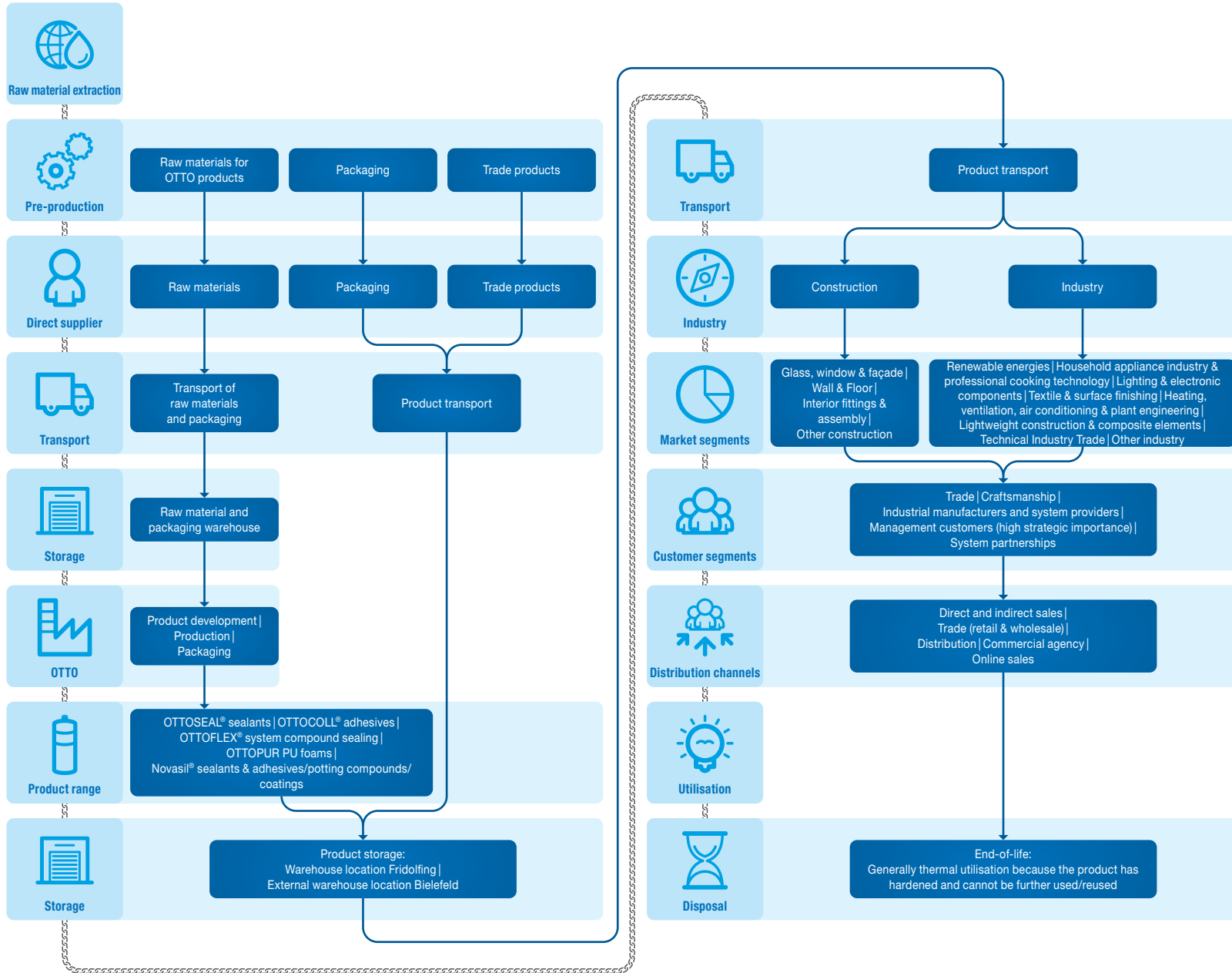
At OTTO, we have a high proportion of local suppliers, which we endeavour to maintain. We mainly source our raw materials directly from manufacturers. We rely on long-term partnerships with all our suppliers.

 OTTOprofil 31 – Perfectly packaged

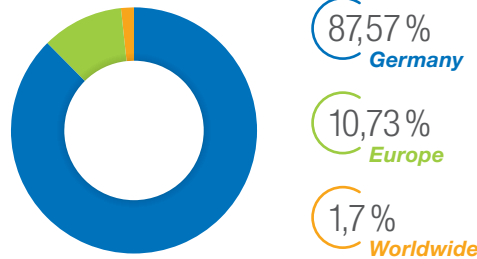
We sell our products worldwide. However, the main sales market is Germany. All our products are developed and produced at our single site in Fridolfing – which means we sell quality products that are 100% "Made in Germany".

▶▶ Products

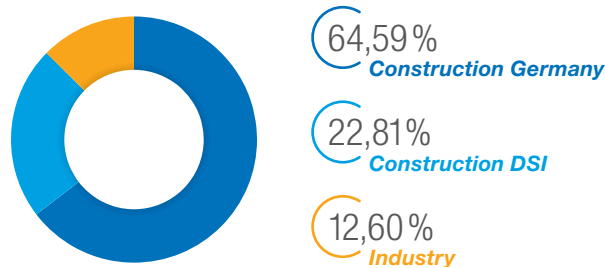
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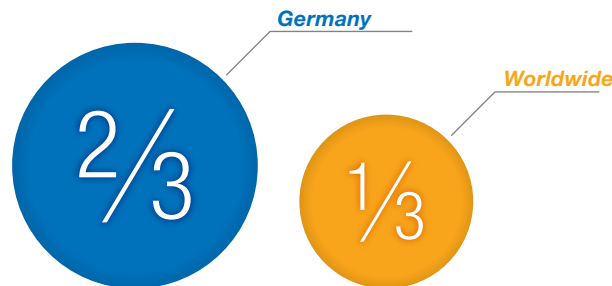
 **Product-related, direct suppliers**



 **Customers**



 **Sales markets**
in relation



One of our reliable and regional partners for contract services is the Pidinger Werkstätten of Lebenshilfe Berchtesgadener Land and the Chiemgauer Lebenshilfe Werkstätten. They carry out a large part of the labelling work on cartridges and boxes for us.

In addition to our extensive product range, we offer our customers advice and services tailored to their individual wishes and requirements.

 OTTO360° service package

To support our production, OTTO occasionally utilises contract service providers for the filling and packaging of certain products.

We have an external warehouse in Bielefeld via a service provider in order to be able to supply our customers in the main sales region of Germany optimally and promptly.

With our product range, we are a partner for both construction and industry. Our product systems range from bonding, sealing and encapsulating to coating. In addition to our existing range of services, we also develop customised and innovative product solutions together with our customers.

▶ Products 50

As with our suppliers, we rely on long-term partnerships with our customers.

▶ Customers 38

Sustainable procurement

Like all our divisions, our purchasing department has always symbolised what is important in sealing and bonding: cohesion. For healthy business relationships with our suppliers, not only conventional procurement considerations such as quality and price are important, but also the consideration of sustainability aspects. Cohesion and active dialogue about both conventional and sustainable procurement considerations ensure successful and smooth procurement at OTTO.

Sustainability aspects are becoming increasingly important in public discourse, politics and business, which is why we have reorganised and expanded our previous approach to integrating and monitoring sustainability aspects into our procurement process as part of the "Sustainable Corporate Management" project. In this way, we want to further promote responsible procurement and create more transparency in our supply chain.

In 2022 and 2023, we set up a sustainability monitoring system for our suppliers and other business partners and rolled it out to existing suppliers.

In 2024, we will implement the sustainability monitoring system with its six-stage process as an integral part of our procurement process. This means that sustainability criteria will be actively taken into account when selecting suppliers in the future and a comprehensive and regular risk analysis of our supply chain will be carried out.

Partnership-based cooperation has always been one of the cornerstones of our supplier relationships. This is why OTTO also attaches great importance to responsible and fair dealings with its suppliers and to acting in accordance with moral and social principles, as expressed in the Code of Conduct and the Declaration of Human Rights it contains.

▶▶ OTTO Code of Conduct 8

Local procurement helps us to source the majority of our raw materials, packaging and merchandise from countries that already have high social and environmental standards.

OTTO has been proactively passing on these values and principles of behaviour on the subject areas: Behaviour in the business environment, human & fundamental rights, labour standards, environmental protection and product responsibility to its suppliers since the end of 2022 with the help of the OTTO Code of Conduct for Business Partners and obliging them to comply with the same level of protection.



▶▶ Targets table 17



"We are not resting on our laurels, but are facing up to the changes in the market at an early stage."

Marc Wüst
Sales Manager Industry
Hermann Otto GmbH

"The strong personality of our employees is not interchangeable. This is the advantage that we can utilise in a targeted manner."



Gerhard Koch
Sales Manager Construction Germany
Hermann Otto GmbH



"We continue to build on reliability, honesty and long-term relationships with our customers rather than on quick deals without corresponding sustainability."

Oliver Suttner
Sales Manager Construction International
Hermann Otto GmbH

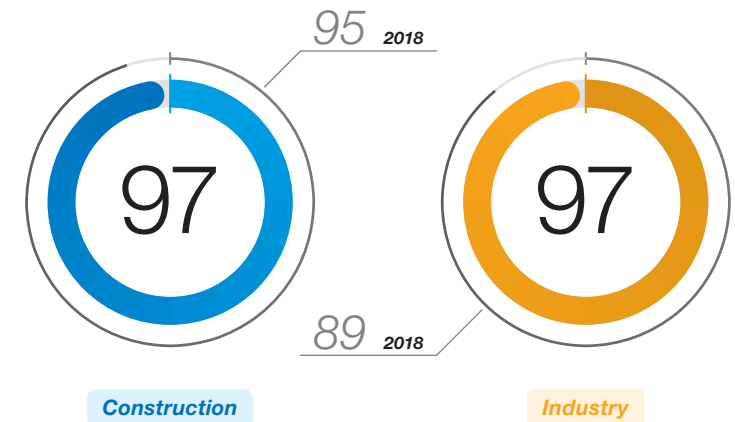
Customers

The top priority at OTTO is product quality and service for our customers.

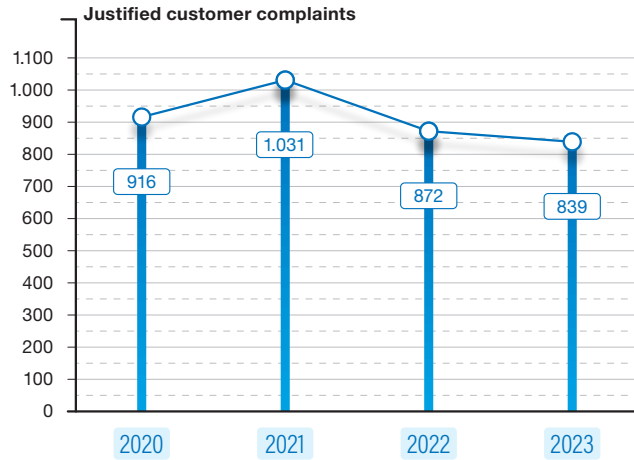
Customer satisfaction

The satisfaction of our customers is very important to us. We want to make sure that our range of products and services is geared as closely as possible to the wishes and needs of our customers. For this reason, we conducted a customer survey in spring 2023 – just as we did in 2018 – with the help of an external service provider. This allowed us to gain valuable insights into our current offering. We also took away suggestions and improvements for the future and have already introduced a number of minor and major innovations.

Brand satisfaction



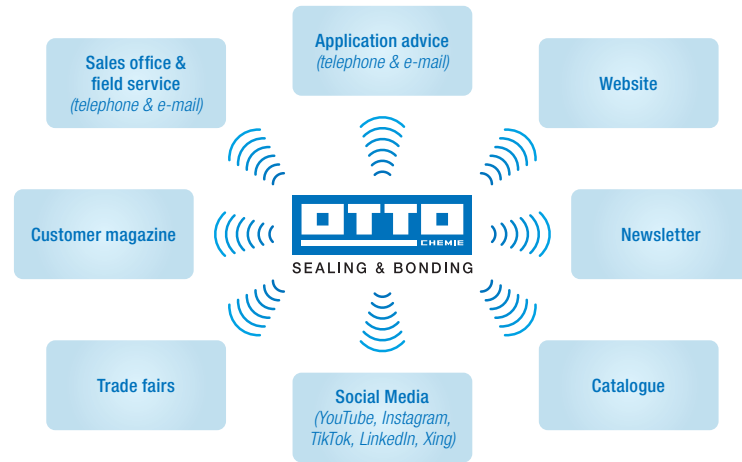
A low and decreasing number of complaints also testifies to a high level of satisfaction and the best product quality.



Customer communication

We regularly enter into dialogue with our customers to build a close and trusting relationship. Our field service, in particular, maintain detailed contact with customers both on site and by telephone. This is also possible in the respective customer's national language thanks to our Europe-wide network of field service colleagues and sales representatives.

We also specifically seek dialogue with our business partners at trade fairs, specialist events and via social media in order to receive suggestions and requests, praise and criticism.



OTTOprofil – The OTTO customer magazine



In our customer magazine, we inform retailers, tradespeople and other interested readers once a year about exciting topics relating to OTTO.

In 2023, the OTTOprofil was given a new look and the cover story "FOCUS" focussed on a wide range of topics.

OTTOprofil is a print magazine. For this reason, we have decided that the new edition will only be published once a year instead of twice a year.






OTTOprofil – The OTTO customer magazine

Our training management also shares their professional knowledge with vocational students as part of their training.

Training for customers and users

Our training courses provide a great deal of expertise in the field of sealants and adhesives.




OTTO training courses

-  Basic and practical training in "Bonding" and "Grouting"
-  Professional training in "Grouting"
-  Professional training in "OTTOFLEX®"
-  **NEW from 2024:** Professional training in "Structural attachment"
-  Customised training courses

Our training programme includes a wide range of courses, from basic training to professional training, which impart knowledge in various training formats. In the training courses, participants are familiarised with theoretical principles and technical background knowledge. Participants are also taught how to use materials sparingly and how to achieve high-quality workmanship.

In addition, we also offer individual training courses that are specially adapted to the respective requirements, either directly at the training participants' premises or at our training centre in Fridolfing.

Sustainable aspects are also important to us when organising our training courses:

-  Optimised training & route plan to reduce travel distances
-  Reusable training exhibits, in which even the joints from the last training course are used to teach participants how to correctly remove an existing joint
-  Implementation of online training courses, especially for purely theoretical courses

"Our training courses create added value for the participants in many ways, but also for the environment. Starting with the selection of the right product, which is relevant for longevity, the training participants learn how important it is to cut the nozzle correctly and other aspects of processing, for example to minimise excess material when removing a joint. In addition to lots of other technical information about our products, we also convey to participants how important high-quality work is, because well-sealed windows, for example, can save energy in the future."

Extract from a conversation with the OTTO training manager

With the application videos on our website and on our Instagram channel, some of which we create in cooperation with various influencers, we demonstrate the correct use and processing of sealants and adhesives in a practical way. With the videos, we share our professional knowledge with our customers, our customers' customers and non-professional users in a freely accessible and uncomplicated way. In doing so, we support users in the high-quality processing of our quality products.

 Application videos

 Application videos are partly available in English

Customer testimonials

Art meets silicone

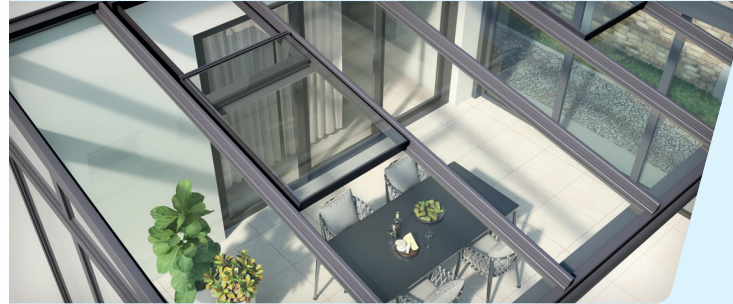


"Consistent quality and a wide variety of colours are essential for my silicone works, because they depend on the nuances of colour and the fine finish. That's the reason why I only use products from OTTO."

Helga Dohmen

 My project with OTTO – art meets silicone

AirSlide roof window with convertible effect



"The collaboration with OTTO was great. OTTO's application technology staff and field service team were enthusiastic about our AirSlide and worked together to find the best possible, most practical and durable solution."

Robert Kalteis, Product Developer

Executing company:

ExtremeLine, a brand of S. E. System Electronic GmbH

 My project with OTTO – AirSlide roof window with convertible effect

Customer testimonials from the 2023 survey

"Quality, good reputation among tradespeople (they actually all want the OTTO brand), uncomplicated order processing and fast delivery."

"I like the clean workmanship and the yield of the products, the short delivery time and the choice of colours."

"Very good design and catalogue design, processing and customer area are great. Regular visits from sales representatives."

Community

We take social responsibility with an active and sustainable corporate management.

Observance of human and fundamental rights

There is always a human rights risk associated with economic activities. We therefore consider the protection of human and fundamental rights to be a central element of our corporate responsibility. We are committed to conducting all our business in compliance with the highest social and ethical standards. As a minimum, we comply with the statutory regulations and orientate ourselves to various general standards:

- ✔ United Nations Guiding Principles on Business and Human Rights
- ✔ United Nations Universal Declaration on Business and Human Rights
- ✔ International Covenant on Civil and Political Rights
- ✔ International Covenant on Economic, Social and Cultural Rights
- ✔ Declaration of the International Labour Organization (ILO)

In cases where international human rights are restricted by local laws, we strive to promote the principles behind international standards without conflicting with local laws. Where local laws exceed international standards, we comply with them.

In the OTTO Code of Conduct, which is an integral part of OTTO's Corporate Policy, the chapter on human and fundamental rights gives our employees, customers, suppliers and the social environment a clear idea of the fundamental principles and values with regard to respect for human rights, according to which we act and to which we are committed. Everyone at OTTO is expected to treat his or her colleagues and contacts at customer locations, supplier locations and other business partner locations with the same dignity and respect as he or she would like to be treated and at least as prescribed by the OTTO Code of Conduct. It is also expected that local customs and social values are observed and respected in co-operation with other countries.

▶ OTTO Code of Conduct

8

OTTO whistleblower system

We introduced our OTTO [whistleblower system](#) in 2023 under the motto: "Look – think". With this, we offer whistleblowers the opportunity to submit secure and protected reports about violations of laws and regulations at and by OTTO without having to fear reprisals. The [whistleblower system](#) complements and expands the existing whistleblowing options, which are only available internally to employees. With the digital [whistleblower system](#) as a complaints mechanism, it is now possible for both internal and external persons to report potential or actual violations anonymously or in personalised form at any time. The information is analysed by qualified and trained employees in accordance with the applicable laws.



Since the introduction of the OTTO **whistleblower system**, we have not received any reports despite extensive, detailed and comprehensible communication.

 OTTO whistleblower system

OTTO supports

We support associations, cultural events and social projects. There are campaigns that we have regularly supported for years, as well as one-off and event-related campaigns and projects that are sponsored.

As a home- and family-orientated company, we and our employees are particularly concerned with local issues. We use our reach to over 480 employees to draw attention to fundraising campaigns and socially important and life-saving issues. For this reason, we called on people to register as stem cell donors with DKMS in autumn 2023 due to a local, current case.

Packing for the Johanniter Christmas Truckers



Every year, we OTTO employees pack parcels together for the Johanniter Christmas Truckers, helping people in south-east Europe and Germany.





The parcels are delivered by volunteers in the target countries to economically disadvantaged families, school and nursery children, people with disabilities, in soup kitchens and in old people's and children's homes. For many people, the parcels are a precious sign of hope – a sign that they are not forgotten in their time of need.

OTTO as a company makes a donation, but every employee can also make their own contribution.

Local community – residents

OTTO is located in the centre of the village of Fridolfing. Cooperation and coordination with the municipality regarding our buildings, possible effects and necessary protective measures is therefore an important component. We fulfil our duty to inform local residents of any potential or actual effects. The management always has an open ear for concerns and the OTTO **whistleblower system** is also freely available to the local community.

Further campaigns and projects

-  Sponsor of e.g. anniversary celebrations of neighbouring clubs
-  Active support for the youth work of TSV Fridolfing
-  Member of the Förderverein Salzachlinik e.v. Fridolfing
-  Member of the Schulförderverein Salzachtal



05

Environment

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Environmental protection

With our environmental protection measures, we are working to minimise the impact of our business activities on the environment. We have had an environmental management system in accordance with ISO 14001 since 2002 and set ourselves technically feasible and economically viable targets for the environmental aspects of the environmental programme, which are constantly adapted to external conditions. Environmental protection is a continuous process in which we, as a manufacturing company with production as our main area of influence, continuously reduce and, in the best case, prevent our negative environmental impact.

Environmental protection has many important facets. Two of these facets, climate protection and the circular economy, are dealt with in separate sub-chapters of this Sustainability Report due to their particular importance.

Noise and odour

Although all of our properties are classified as industrial estates with the exception of the OTTO Villa (exclusively office buildings), two of the buildings are located directly next to residential estates. We take consideration for local residents very seriously. Noise limits of the current TA Lärm are adhered to and compliance is checked by regular noise measurements. If necessary, countermeasures are taken to improve the situation. The same applies to odour pollution. All employees are instructed to keep noise and odour pollution to a minimum.

Air and soil

To protect against soil and wastewater pollution, protective measures have been taken where necessary at the loading stations, the raw material and product warehouse and in production.

At the turn of the year 2022/2023, we started to install a new exhaust gas purification system in compliance with all the requirements of the BImSchG notice and thus bring the exhaust gas purification system up to date. The work is expected to be completed by the end of the first quarter of 2024.

Since OTTO has been in Fridolfing, there have been no incidents that have led or could lead to soil and wastewater contamination.

Green & flowering areas wherever possible



It's not just the bees and birds that enjoy the flowering meadows and shady spots, but they are also pleasant for local residents and passers-by to look at, with employees enjoying spending their lunch breaks under the trees in the OTTO parks from spring to autumn.

Noise barriers have been installed at all relevant points.

Risk assessments are carried out and work instructions drawn up in order to ensure the necessary level of safety defined in the processes, both technically and organisationally.

Plant, process and transport safety

Safe systems and processes that are known, understood and adhered to are necessary to prevent risks to health and the environment.

In order to minimise hazards in the production process and accidents at work, as well as to prevent production downtimes, all systems and equipment are inspected regularly. These inspections are carried out according to a defined process with the help of inspection and maintenance plans for each system. All inspections and maintenance are documented in detail. The underlying processes are also checked regularly in process team meetings and **turtle analyses** to ensure that they are up to date, applicable and efficient.

▶▶ Dialogue & employee involvement 31

Affected employees in the laboratories, production and the warehouse receive ongoing instruction and training on the safe handling of equipment, chemicals, hazardous substances and compliance with work instructions. In this way, we want to ensure that human error is avoided as far as possible and that technical faults are recognised at an early stage and defects that have occurred can be rectified as quickly as possible.

Specially trained safety officers are available as direct contacts in the relevant areas. The appointed safety officers serve as a kind of extended arm of the occupational safety, hazardous substances and hazardous goods officers and support these functions, for example in the implementation of safety measures, in monitoring compliance with work instructions and the use of protective facilities and equipment.

The storage and transport of hazardous goods are subject to legal regulations worldwide. Some of our products are classified as hazardous, which means that strict storage and transport safety regulations must be observed. Our hazardous goods officer ensures that nothing happens in our warehouse and that the products reach our customers without damage and with the required labelling and safety information.

Climate protection and carbon footprint

We are constantly developing OTTO as a company and our products towards a climate-neutral future and are also taking our value creation chain into account. We start where we have the greatest leverage and work our way step by step towards **climate neutrality** by avoiding, reducing and, where unavoidable, offsetting emissions.

▶▶ Targets table 17

Energy

By continuously improving our energy efficiency and increasing the use of electricity and heat from renewable sources for our buildings and production, we are initially focussing on what we can influence directly.

Our energy management is based on ISO 50001. In order to identify potential savings and monitor progress, external auditors regularly carry out energy audits in accordance with DIN 16247-1.

In our new buildings and production facilities, we pay attention to maximum energy efficiency and optimisation right from the planning and construction stages, so that energy-related emissions are avoided right from the start. Every year, our environmental programme defines both small and large energy-saving measures and measures to increase the energy efficiency of existing buildings and facilities.

Selected and implemented measures from recent years:

- ✔ Utilisation of a groundwater cooling/heating system at the Kaltenbrunn site
- ✔ District heating using wood chips for the Krankenhausstrasse and Schwalbenweg sites
- ✔ Utilisation of heat recovery in our compressors to increase efficiency
- ✔ Replacing existing motors with more efficient ones in production
- ✔ Two photovoltaic systems: some of the electricity is fed into the grid, some is used by the company itself
- ✔ Optimised control of ventilation systems (ongoing) e.g. through timers, removal of unused ducts
- ✔ Optimised lighting management and replacement of light sources (ongoing)

Our purchased electricity accounts for 95% of total electricity consumption in 2023. Of the electricity purchased, only 18.8% comes from renewable energy sources.

We need to take action here:

- ✔ By the end of 2025, we want to install two more PV systems with at least 200,000 kWh each in order to further reduce the proportion of our purchased electricity
- ✔ By the end of 2026, we want to purchase only 100% green electricity (= electricity from 100% renewable energy sources) for the remaining purchased electricity

The OTTO carbon footprint

WE ARE WORKING ON: THE CARBON FOOTPRINT OF OUR PRODUCTS

We will make the product carbon footprint available for the first selected products by mid-2025.

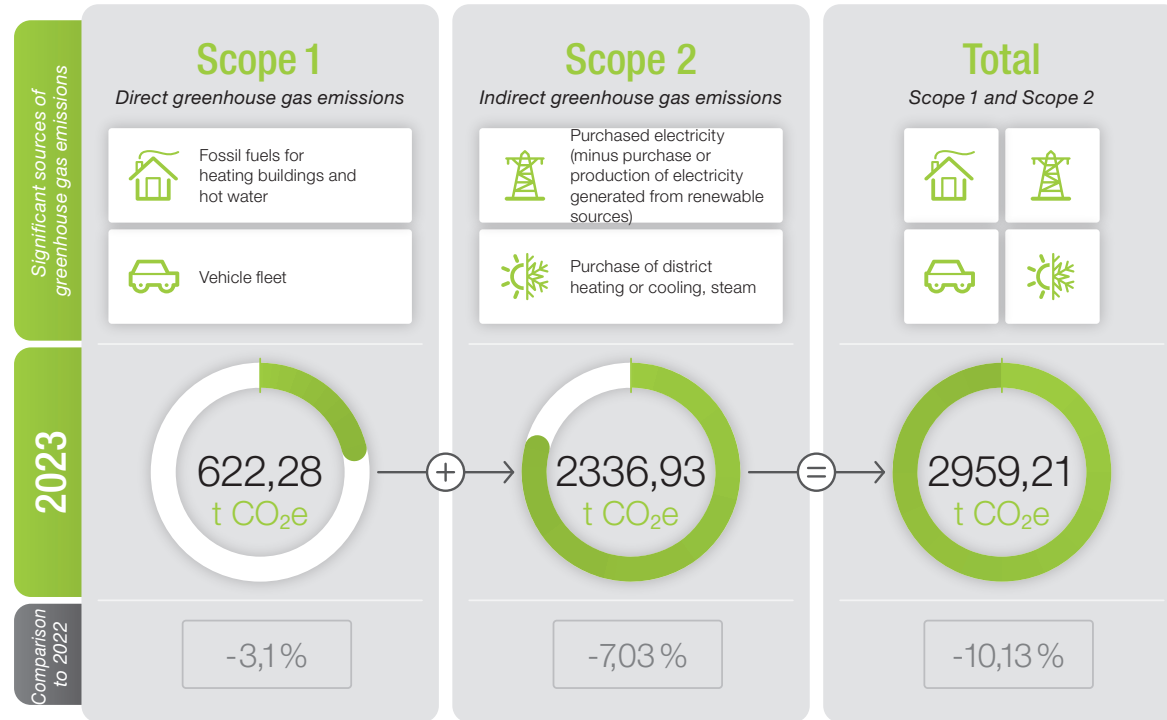
Until then, the environmentally relevant properties for 74 construction products can be viewed in the Environmental Product Declarations (EPD). There are also sustainability data sheets for many other products.

 OTTO whistleblower system

In addition, many of our products are already labelled with **EMICODE®**.

 Products

50



In order to achieve the climate protection targets from our Sustainability Strategy, we have started to record our direct (Scope 1) and indirect (Scope 2) greenhouse gas emissions. The largest block here is purchased electricity as part of Scope 2, for which measures have already been introduced to counteract this.

In 2024, we will add other indirect (Scope 3) greenhouse gas emissions to the greenhouse gas balance sheet, thereby completing it. A climate strategy with scientifically-based reduction targets is then drawn up and ambitiously pursued with appropriate measures.

Circular economy

We are aware of the importance of decoupling economic growth from the consumption of finite, natural and fossil resources and acting in accordance with the general principles of the 9 Rs (Refuse, Rethink, Reduce, Reuse, Repair, Refurbish, Remanufacture, Repurpose, Recycle). At times, however, the chemical industry, and therefore we too, still find it difficult to find approaches to this. Nevertheless, we are not idle and are working on continuously processing and further developing measures that have already been introduced and implementing new ones.

We actively organise our waste management in accordance with the principles of the German Circular Economy Act and support a circular economy by proactively taking responsibility for and handling the waste generated on site, during production and by our products. An annual waste balance sheet is drawn up to record and monitor waste-related data.

Principles of waste management

The top priority in the waste chain is **waste avoidance**. The processes at the site and in production are continuously improved to minimise waste. Where waste is nevertheless produced, we endeavour to **reuse** it. Waste that we cannot reuse is collected by type so that it can be sent to a suitable recycling plant for material recycling. **Material recycling** is not possible everywhere – this waste is sent for **thermal recycling**. Only waste for which no sensible recycling is possible or which cannot be used elsewhere is **disposed of** in a hazardous waste incinerator.

In order to further optimise waste reduction, avoidance and recycling opportunities, we are conducting a waste stream analysis until March 2024. We will continue to work with the knowledge gained from this and supplement our goals and measures in the area of waste management and the circular economy.

Unfortunately, sealant and adhesive waste from production or hardened products that have already been used cannot be reused due to their nature and are difficult to recycle. This waste is currently being sent for thermal utilisation. However, we are constantly on the lookout for possibilities and sophisticated processes that will enable us to act more ecologically here, too.

Our current focus is on the recycling of product, outer and transport packaging. From cartridges to round cords, we are gradually introducing recyclable alternatives wherever technically possible and sensible.

▶▶ Products

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At the same time, our high-quality products with functional durability ensure that the buildings and other products in which our sealants and adhesives are used are also durable. Replacement is necessary less frequently, which reduces the use of raw materials, avoids waste and minimises the ecological footprint.

Selected measures already implemented:

Avoidance

- ✔ Switch to electronic invoicing
- ✔ Conversion of order processing to almost exclusively digital processes

Reuse

- ✔ Upcycling of old cardboard boxes into filling material for shipping using a packaging padding machine
- ✔ Reprocessing of residual quantities and faulty batches

Recycling

- ✔ Raw material IBCs are sorted, cleaned, repaired, reconditioned and prepared for reuse by a partner with the help of a reconditioning service

We train all affected employees on the content and implementation of the waste guidelines once a year.

06

Products

A 210

Überstreichbar



Malercryl
Painters' acrylic
Mastic acrylique pour
peintres
Schildersacryl

Keine Vergilbung/
Vergraung
Elastisch

OTTO
DICHTEN & KLEBEN

Sanitär-Silikon
Bathroom silicone
Silicone sanitaire
Sanitairesilicone

- ✓ Langlebige Fuge
- ✓ Sicher gegen Schimmel und Bakterien

OTTO
CHEMIE
DICHTEN & KLEBEN

Naturstein-Silikon
Natural stone silicone
Silicone pierre naturelle
atuursteen silicone

- ✓ Keine Randzonen-
verschmutzung
- ✓ Sehr langlebige Fuge
- ✓ Sicher gegen Schimmel

OTTO
CHEMIE
DICHTEN & KLEBEN

Extrem wasserbeständig

PREMIUM

Hybrid-Klebstoff
Hybrid adhesive
Colle hybride
Hybride lijm

✓ Natursteinverträglich
✓ Elastische Klebungen
✓ Hartet auf feuchten Untergründen

OTTO
CHEMIE
DICHTEN & KLEBEN

Überstreichbar

PREMIUM

Acryl-Dichtstoff
Acrylic sealant
Mastic acrylique
Aryl-afdichtingkit

✓ Keine Vergilbung/
grauung
✓ Sehr elastisch
✓ Vergründungs- und
beständig

OTTO
CHEMIE
DICHTEN & KLEBEN

Sehr gute Verarbeitbarkeit

PREMIUM

Sanitär-Silikon
Bathroom silicone
Silicone sanitaire
Sanitairesilicone

✓ Langlebige Fuge
✓ Sicher gegen Schimmel

OTTO
CHEMIE
DICHTEN & KLEBEN

Hoch abriebfest

PREMIUM

Bau-Silikon
Construction silicone
Silicone de construction
Bouw silicone

✓ Sehr gute Haftung auf
vielen Untergründen
✓ Exzellente Früh-
beanspruchbarkeit
✓ Nicht korrosiv

OTTO
CHEMIE
DICHTEN & KLEBEN

Ezellente Metallhaftung

SPEZIAL

Reinraum- und
RLT-Silikon

✓ Geruchsarm
✓ Nicht korrosiv
✓ Gute chemische
Beständigkeit

OTTO
CHEMIE
DICHTEN & KLEBEN

Ökologisch unbedenklicher
Schimmelschutz

SPEZIAL

Sanitär-Silikon
Bathroom silicone
Silicone sanitaire
Sanitairesilicone

✓ Geruchsarm
✓ Natursteinverträglich

OTTO
CHEMIE
DICHTEN & KLEBEN

Hoch beansprucht

SPEZIAL

Schnelles Fixieren

✓ Extrem elastisch
✓ Gute Chemikalien-
beständigkeit
✓ Hartet praktisch
schwindfrei aus

OTTO
CHEMIE
DICHTEN & KLEBEN

Geruchsarm

SPEZIAL

Naturstein-Silikon

✓ Keine Randzonen-
verschmutzung
✓ Sehr langlebige Fuge
✓ Sicher gegen Schimmel

OTTO
CHEMIE
DICHTEN & KLEBEN

Contents

Product quality and safety

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Product quality and safety

Our products have an impact on the environment, healthy living and also on the quality of other products from various industries. As a solution provider, we not only cater to the specific wishes and needs of our customers, but also reduce negative influences from the outset within the scope of technical possibilities and maximise every positive influence. Premium quality is just as important as the safe use of the products for people and the environment.

Innovation and responsible raw materials management

For us, sustainable innovations are not just new or improved products, but also services and cross-value creation chain processes that combine economic sense with a positive impact on the environment and society. For this reason, we offer not only individual products in our large core range, but also coordinated product systems and supplementary services such as training. Details in product and processing properties often make the difference. That is why we help our customers to realise their innovations, which, in turn, are positive for the environment and society, by jointly developing individual, innovative product solutions.

▶▶ Training for customers and users

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In our innovation and development processes, we always take care to optimise the use of raw materials. The what, the how, the how much and the necessity and alternatives are analysed for all products. By taking a close look at all the possibilities, we can protect natural, scarce resources with efficient use. We also promote the environmental compatibility and healthy living

environment offered by our products, as hazardous substances are only used if they are absolutely necessary for the product properties and there are no alternatives.

What?

- ✔ High-quality raw materials
- ✔ Usually procured locally directly from the manufacturer
- ✔ Wherever possible, no hazardous substances

How?

- ✔ Innovative production systems to avoid production-related raw material losses

How much?

- ✔ Keep concentrations of hazardous or harmful substances as low as possible

Necessary?

- ✔ Can the desired product properties also be achieved with a different composition that is more resource-friendly and possibly without hazardous substances?

Alternatives?

- ✔ Completely different raw material with the same properties available?

Switching to renewable or alternative, e.g. mass-balanced, raw materials is necessary in the medium to long term as a measure to conserve resources and reduce emissions. However, we currently see no or only a limited technically and economically viable application. As long as the use and thus the quantity of renewable materials purchased is still so small, they are not recognised separately.

We inherently need very little water for our production!

Alternatively, we can also cover a large proportion of the application spectrum of oxime-based products with alkoxy and hybrid products.

Our PU adhesive OTTOCOLL® P 83 and the sealants OTTOSEAL® P 300, P 305 and P 720 are not subject to mandatory training.

We also ensure that the production of our products is as sustainable as possible. With optimised production processes and new, innovative production facilities, we reduce or avoid the consumption of natural resources and auxiliary and operating materials that have a negative impact on the environment and health.

Hazardous substances

By continuously reducing and substituting hazardous and harmful substances, we are constantly improving our products in terms of environmental compatibility and health protection.

REACH (the Regulation on the Registration, Evaluation, Authorisation and Restriction of Chemicals) is an important part of assessing the safety of our raw materials and products. New requirements are analysed and implemented in good time by our hazardous substances and chemicals management team.

We always provide up-to-date information on our products relating to hazardous substances, safety aspects, environmental impact, disposal and safe handling in our safety data sheets (**SDS**) and technical data sheets (**TDS**). The requirements from the **REACH** Regulation regarding the obligation to update and provide information are complied with.

Our PU foams and PU adhesives as polyurethane products with a residual monomer content >0.1% fall under the restriction regulation for diisocyanates. The aim of this regulation is to prevent possible skin and respiratory sensitisation caused by diisocyanates. As a measure, appropriate training must be provided before the products concerned are used industrially or commercially. We implemented this training requirement for the processing of diisocyanates with the training concept of

the Association of the European Adhesive & Sealant Industry FEICA. Hybrid products are available as alternatives for some PU adhesives.

 Required training for processing diisocyanates

Substances from the group of oximes in chemical products have been the subject of public debate for some time due to potential health risks.

We have therefore replaced the substance MEKO from the oxime group with pentanone oxime, which, according to current knowledge, poses a lower risk to the processor. These oxime-based products are also increasingly being replaced by harmless alcohol-releasing products (alkoxy, hybrid).

Sustainable solutions and product certifications

Emissions from freshly applied sealants and adhesives, water-proofing systems and other building materials can increase the concentration of harmful volatile organic compounds (VOCs) in the air. The demand for "healthy-living", low-emission products is constantly increasing, which is why many of our products have been tested and approved by renowned institutes and have been assessed as having very low emissions.

50 OTTO products now have an **EMICODE®** certification and more will follow.

 Targets table

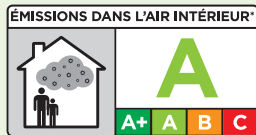
What is EMICODE®?



The EMICODE® labelling system offers the possibility of evaluating building products and installation materials comparatively according to their emission behaviour and, at the same time, provides an incentive to continuously optimise the products.

Source: GEV – EMICODE®

EMICODE® certification

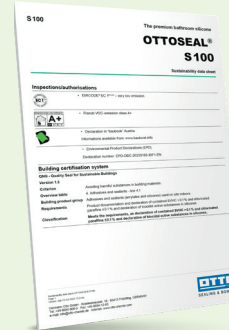


Many of our products are also labelled with the French VOC emission class A+, an emission classification and labelling system for building products.

Appropriately tested and qualified products are required for sustainable building certifications and subsidies for sustainable construction. The majority of our product range fulfils the highest quality levels of the DGNB (German Sustainable Building Council) and/or the BNB (Assessment System for Sustainable Building).

Building certifications and subsidies

What are the OTTO sustainability data sheets?



These data sheets contain all the information on sustainability-related tests, approvals and classifications for building certification systems for each product.

67 OTTO building products have had an Environmental Product Declaration since July 2023. This means that we provide an EPD for many of our building products.

OTTO building products with Environmental Product Declaration

What are EPDs?

EPD is the abbreviation for Environmental Product Declaration.

An EPD is a document in which the environmentally relevant properties of a specific product are depicted in the form of neutral and objective data. This data covers as many effects as possible that the product can have on its environment. Ideally, the entire life cycle of the product is taken into account.

Source: Institut Bauen und Umwelt e. V.

We are working on reducing the carbon footprint of our products!



Today, tomorrow and beyond

GREY IS THE NEW GREEN

At least when it comes to product packaging



By 2030, gradual switch to plastic cartridges and buckets with at least 40% recycled content for all technically possible products.

▶▶ Targets table

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From **01.01.2024**, the first products in proven OTTO quality will also be available in the new recyclate containers. The OTTO recyclate cartridges can be recognised by their grey colour and the recycling logo.

🌐 Further information on recyclate

Key figures

Employees

Description	Indicator	Total 2023	Female	Male					
Total number of employees by gender	GRI 2-7	491	187	304					
Percentage of permanent employment contracts	GRI 2-7	98.17%							
Percentage of fixed-term employment contracts	GRI 2-7	1.83%							
Percentage of temporary employment contracts	GRI 2-7	1.02%							
Full-time employees, broken down by gender and region (number of employees/FTEs)	GRI 2-7	367	Total	81	Total	286			
			Traunstein	53	Traunstein	155			
			Berchtesgadener Land ..	13	Berchtesgadener Land ..	19			
			Altötting	13	Altötting	49			
			Rosenheim	0	Rosenheim	3			
			Mühldorf	0	Mühldorf	3			
			Braunau	2	Braunau	8			
			Salzburger Land	0	Salzburger Land	3			
			Other Germany	0	Other Germany	40			
			Other Austria	0	Other Austria	3			
			Rest	0	Rest	3			
			Part-time employees, broken down by gender and region (number of employees/FTEs)	GRI 2-7	124	Total	106	Total	18
						Traunstein	79	Traunstein	14
Berchtesgadener Land ..	10	Berchtesgadener Land ..				0			
Altötting	7	Altötting				2			
Rosenheim	0	Rosenheim				0			
Mühldorf	0	Mühldorf				1			
Braunau	7	Braunau				1			
Salzburger Land	1	Salzburger Land				0			
Other Germany	2	Other Germany				0			
Other Austria	0	Other Austria				0			
Rest	0	Rest				0			

Employees

Description	Indicator	Total 2023	Female	Male	
Retention rate of apprentices	–	100%			
New employees in the reporting period	GRI 401-1	38			
Average length of service in years	–	12.22			
Voluntary fluctuation rate	GRI 401-1	6.31%			
Number of employees who receive the special remuneration and social benefits granted by OTTO	GRI 401-2	100%			
Percentage of employees who have taken leave for family reasons	–	2.85%			
Percentage of women in management positions	–	12.19%			
Percentage of senior management by gender	GRI 405-1		18%	82%	
Diversity among employees	GRI 405-1		38%	62%	
		< 30	43	< 30	36
		30–50	71	30–50	153
		> 50	73	> 50	115
Number of different nationalities at OTTO	–	16			
Percentage of people with disabilities among employees	–	2.85%			
Percentage of employees covered by employee representatives	–	98.77%			
Average number of hours of employee training and development during the reporting period	GRI 404-1	Figures available from 2025			
Type and scope of the programmes and support measures implemented to improve the skills of employees	GRI 404-2	Figures available from 2025			
Transition assistance programmes that enable employability to be maintained and support career endings due to retirement or redundancy	GRI 404-2	1 retrainee			
Percentage of all employees who received a regular performance and career development review during the reporting period	GRI 404-3	100%			

Compliance

Description	Indicator	2023
Number of reported cases of breaches of business ethics through internal or external whistleblower procedures	–	0
Number of confirmed cases of corruption	–	0
Number of confirmed information security incidents	–	0
Number of cases of discrimination or harassment	–	1

Sustainability monitoring of suppliers

Description	Indicator	2023
Percentage of new suppliers assessed against social and environmental criteria	GRI 414-1/308-1	The new OTTO sustainability monitoring system was rolled out to existing suppliers in 2023, with new suppliers also being included at the same time. For this reason, no specific figures can be given for the assessment of social and environmental criteria for new suppliers. Once the OTTO sustainability monitoring system has been fully implemented in the procurement processes, meaningful figures can be provided.
Number of suppliers screened for social and environmental impacts	GRI 414-2/308-2	In 2023, the new OTTO sustainability monitoring system was rolled out to existing suppliers and new suppliers in 2023 with the review of social and environmental criteria. The results and the procedure are currently still being validated, meaning that meaningful figures can only be provided once OTTO's sustainability monitoring system has been fully implemented in the procurement processes. The aim is for 100% of active suppliers to undergo OTTO sustainability monitoring.
Number of suppliers identified as having significant actual and potential negative social and environmental impacts	GRI 414-2/308-2	
Percentage of suppliers with significant actual and potential negative social impacts identified and improvements agreed as a result of the assessment	GRI 414-2/308-2	
Percentage of suppliers identified as having significant actual and potential negative social and environmental impacts for which the business relationship was terminated, and the reasons for this decision	GRI 414-2/308-2	
Percentage of targeted suppliers that have signed the Code of Conduct for Suppliers	–	Passing on and committing to the same level of protection from the OTTO code of conduct is part of the new OTTO sustainability monitoring system for suppliers. Here, too, meaningful figures can only be provided once OTTO's sustainability monitoring system has been fully implemented in the procurement processes.
Percentage or number of targeted suppliers for which an on-site CSR audit was conducted	–	0

Occupational safety

Description	Indicator	2023
Coverage of employees (all permanent employees and temporary workers) by the management system for health and safety at work (not ISO-certified)	GRI 403-8	100%
Sick days per employee (excluding those on long-term sick leave)	–	5088 days 4.18%
Number and rate of fatalities due to work-related injuries	GRI 403-9	0
Number and rate of work-related injuries with serious consequences (excluding fatalities)	GRI 403-9	0
Number and rate of documentable work-related injuries (in relation to 1,000,000 hours)	GRI 403-9	Quantity 10 Rate 14.19
The main types of work-related injuries	GRI 403-9	Bruise, cut, contusion
Number of hours worked	GRI 403-9	704891.38 h
Number of fatalities due to work-related illnesses	GRI 403-10	0
Number of documentable work-related illnesses	GRI 403-10	0
The main types of work-related illnesses	GRI 403-10	0
Number of employees trained in health and safety issues	–	100%
Number of employees covered by healthcare	–	100%

Energy

Description	Indicator	2023	Info
Total fuel consumption from non-renewable sources (heating oil, liquefied petroleum gas, excluding fuels)	GRI 302-1	1,606 gigajoules	–
Total fuel consumption from renewable sources (district heating, wood chips)	GRI 302-1	2,527 gigajoules	–
Power consumption	GRI 302-1	3,787 MWh	–
Thermal energy	GRI 302-1	1,045 MWh	–
Electricity sold	GRI 302-1	206,204 kWh	–
Total energy consumption excl. leased vehicles	GRI 302-1	17,896 gigajoules	Conversion factor: kWh > kJ: Factor: 3600 (according to the guidelines on determining the total final energy consumption, BAFA)
Total energy consumption incl. leased vehicles	GRI 302-1	23,251.87 gigajoules	–

Energy

Description	Indicator	2023	Info
Energy intensity ratio excl. leased vehicles	GRI 302-3	1.496 gigajoules/production tonne	All energy types excluding leased vehicles and energy consumption within OTTO were taken into account Production tonnes in 2023: 11965
Energy intensity ratio incl. leased vehicles	GRI 302-3	1.943 gigajoules/production tonne	All types of energy were taken into account, excluding energy consumption within OTTO Production tonnes in 2023: 11965
Reduction in energy consumption (electricity) compared to the previous year	GRI 302-4	6,791 megajoules	Determined from consumption estimates from the environmental programme
Reduction in energy requirements	GRI 302-5	Energy demand has increased compared to the previous year	2023 1.496 gigajoules/production tonne 11,965 t 2022 1.401 gigajoules/production tonne 12,489 t

Emissions

Description	Indicator	2023	Info
Direct GHG emissions (Scope 1)	GRI 305-1	622.28t CO ₂ e	All GHGs from OTTO's operationally controlled sites are included in accordance with the Kyoto Protocol. If no primary data is available, emission factors from standard databases are used. Standards used: Greenhouse Gas Protocol (GHG) and ISO 16064/14067
Biogenic CO ₂ emissions (district heating via wood chips)	GRI 305-1	42.12t CO ₂ e	–
Indirect energy-related GHG emissions (Scope 2)	GRI 305-2	2336.93t CO ₂ e	Figure corresponds to the market-based emissions. All GHGs from OTTO's operationally controlled sites are included in accordance with the Kyoto Protocol. If no primary data is available, emission factors from standard databases are used. Standards used: Greenhouse Gas Protocol (GHG) and ISO 16064/14067

Emissions

Description	Indicator	2023	Info
Other indirect GHG emissions (Scope 3)	GRI 305-3	Available from reporting year 2024	–
Intensity quotient of greenhouse gas emissions	GRI 305-4	247.3 kg/production tonne	GHG according to the Kyoto Protocol The following were taken into account Scope 1 & 2 Production tonnes: 11965
Reduction of greenhouse gas emissions	GRI 305-5	Systematic initiation and tracking of measures to reduce greenhouse gas emissions (climate management) is currently being implemented (see also sustainability goals)	–
Emissions of ozone-depleting substances	GRI 305-6	No ozone-depleting substances were produced, imported or exported.	–
Significant air emissions	GRI 305-6	No corresponding air emissions present	–

Water & wastewater

Description	Indicator	2023	Info
Handling water and wastewater	GRI 303-1	Drinking water is drawn exclusively from the municipal drinking water supply for use in production (e.g. for cleaning purposes) and for employees' hygiene purposes. Potential and actual impacts are tracked via the assessment and description of environmental aspects. Co-operation with the municipality takes place in particular with regard to wastewater.	–
Total water withdrawal (exclusively drinking water from the municipal drinking water supply)	GRI 303-3 GRI 303-4 GRI 303-5	3.39 megalitres	Water withdrawal corresponds to water consumption. There is no water storage. No extraction from areas with water stress. Water is returned exclusively via the municipal wastewater disposal system.

Waste

Description	Indicator	2023	Info
Total waste generated	–	921.4 t	–
Hazardous waste generated	GRI 306-3	265 t	Total quantity taken from the annual waste balance sheet

Waste

Description	Indicator	2023	Info
Non-hazardous waste generated	GRI 306-3	656 t	–
Waste diverted from disposal	GRI 306-4	214.61 t	Corresponds to 22% of the total amount of waste sent for reuse/recovery
↳ Proportion of hazardous waste		13.48 t	
↳ Proportion of non-hazardous waste		201.13 t	
Waste forwarded for disposal	GRI 306-5	706.79 t	Corresponds to 78% of the total amount of waste sent for thermal utilisation
↳ Proportion of hazardous waste		251.44 t	
↳ Proportion of non-hazardous waste		455.35 t	

GRI Content Index

The OTTO Sustainability Report 2023 was prepared in accordance with the GRI Standards 2021.

Declaration of use	Hermann Otto GmbH reports for the period from 01.01.2023–31.12.2023 in accordance with the GRI Standards.
GRI 1 used	GRI 1: Foundation 2021
Applicable GRI Sector Standard(s)	No corresponding standard available

GRI Standards	Topic-specific disclosures	Pages	Additional information	Omission (reason & explanation)
GRI 2 General Disclosures	Disclosure 2-1 Organisational details	▶▶ Company profile 2	–	–
	Disclosure 2-2 Entities included in the organisation’s sustainability reporting	▶▶ Basis of the report 76	Hermann Otto GmbH	–
	Disclosure 2-3 Reporting period, frequency and contact point	▶▶ Basis of the report 76	–	–
	Disclosure 2-4 Restatements of information	▶▶ Basis of the report 76	Not relevant for the first Sustainability Report	–
	Disclosure 2-5 External assurance	▶▶ Basis of the report 76	–	–
	Disclosure 2-6 Activities, value chain and other business relationships	▶▶ Company profile 2	–	–
		▶▶ Partner (value creation chain) 34	–	–
	Disclosure 2-7 Employees	▶▶ Employees 27	–	–
	Disclosure 2-8 Workers who are not employees	▶▶ Employees 27	–	–
	Disclosure 2-9 Governance structure and composition	▶▶ Organisation 6	–	–
	Disclosure 2-10 Nomination and selection of the highest governance body	▶▶ Organisation 6	–	–
Disclosure 2-11 Chair of the highest governance body	▶▶ Organisation 6	–	–	

GRI Standards	Topic-specific disclosures	Pages	Additional information	Omission (reason & explanation)
	Disclosure 2-12 Role of the highest governance body in overseeing the management of impacts	» Organisation 6	–	–
	Disclosure 2-13 Delegation of responsibility for managing impacts	» Organisation 6	–	–
	Disclosure 2-14 Role of the highest governance body in sustainability reporting	» Basis of the report 76	–	–
	Disclosure 2-15 Conflicts of interest	» Basis of the report 76	–	–
	Disclosure 2-16 Communication of critical concerns	» Organisation 6 » OTTO whistleblower system 42	Due to the flat hierarchies, always directly	–
	Disclosure 2-17 Collective knowledge of the highest governance body	» Organisation 6	–	–
	Disclosure 2-18 Evaluation of the performance of the highest governance body	–	–	Not applicable
	Disclosure 2-19 Remuneration policies	» Employees 27	–	–
	Disclosure 2-20 Process to determine remuneration	» Employees (The OTTO family) 27	–	–
	Disclosure 2-21 Annual total compensation ratio	–	–	Information not available Key figures are recorded for the next Sustainability Report
	Disclosure 2-22 Statement on sustainable development strategy	» Foreword » Sustainability Strategy (Vision and mission) 10	–	–
	Disclosure 2-23 Policy commitments	» OTTO Code of Conduct 8 » Observance of human & fundamental rights 42	–	–
	Disclosure 2-24 Embedding policy commitments	» OTTO Code of Conduct 8	–	–

GRI Standards	Topic-specific disclosures	Pages	Additional information	Omission (reason & explanation)
	Disclosure 2-25 Processes to remediate negative impacts	▶▶ OTTO Code of Conduct 8	—	—
		▶▶ OTTO whistleblower system 42		
	Disclosure 2-26 Mechanisms for seeking advice and raising concerns	▶▶ OTTO Code of Conduct 8	—	—
		▶▶ OTTO whistleblower system 42		
	Disclosure 2-27 Compliance with laws and regulations	▶▶ OTTO Code of Conduct 8	No violations of laws and regulations were committed in the reporting period.	—
	Disclosure 2-28 Membership associations	▶▶ Awards & memberships 19	—	—
Disclosure 2-29 Approach to stakeholder engagement	▶▶ Materiality analysis 14	—	—	
	▶▶ Partners 34			
	Disclosure 2-30 Collective bargaining agreements	—	—	Not applicable
GRI 3	Material Topics	▶▶ Materiality analysis 14	—	—
		▶▶ Materiality analysis 14	—	—
		▶▶ Materiality analysis 14	The management approach for the material topics is described in the respective sub-chapters of this Sustainability Report	—
GRI 201	Economic Performance	—	Key figures can be found in the 2023 annual financial statements of Hermann Otto GmbH	—
		—		Information not available
		—		Key figures are recorded for the next Sustainability Report
		—		—
	Disclosure 201-4 Financial assistance received from government	—	—	—

GRI Standards		Topic-specific disclosures	Pages	Additional information	Omission (reason & explanation)
GRI 202	Market Presence	Disclosure 202-1 Ratios of standard entry level wage by gender compared to local minimum wage	–	–	Information not available Key figures are recorded for the next Sustainability Report
		Disclosure 202-2 Proportion of senior management hired from the local community	▶▶ Key figures 55	–	–
GRI 203	Indirect Economic Impacts	Disclosure 203-1 Infrastructure investments and services supported	–	–	No comparable investments or impacts existed when the report was published
		Disclosure 203-2 Significant indirect economic impacts	–	–	
GRI 204	Procurement Practices	Disclosure 204-1 Proportion of spending on local suppliers	▶▶ Value creation chain 34 ▶▶ Sustainable procurement 37	Definition: local = Germany	–
		Disclosure 205-1 Operations assessed for risks related to corruption	–	OTTO was assessed for risks related to corruption. No significant corruption risks were identified. The country and sector risk is also low here.	–
GRI 205	Anti-corruption	Disclosure 205-2 Communication and training about anti-corruption policies and procedures	▶▶ OTTO Code of Conduct 8	–	–
		Disclosure 205-3 Confirmed incidents of corruption and actions taken	–	There were no (confirmed) incidents of corruption in the reporting period.	–
GRI 206	Anti-competitive Behaviour	Disclosure 206-1 Legal actions for anti-competitive behaviour, anti-trust, and monopoly practices	–	There were no corresponding legal actions in the reporting period.	–

GRI Standards	Topic-specific disclosures	Pages	Additional information	Omission (reason & explanation)
GRI 207 Tax	Disclosure 207-1 Approach to tax	–	OTTO actively manages tax matters and thus ensures that taxes are handled fairly and in accordance with the law and regulations. The annual report is prepared in accordance with the regulations. In addition, OTTO has an open and transparent co-operation with the tax authorities and regular tax audits are carried out.	–
	Disclosure 207-2 Tax governance, control, and risk management	–	–	–
	Disclosure 207-3 Stakeholder engagement and management of concerns related to tax	–	–	–
	Disclosure 207-4 Country-by-country reporting	–	Germany	–
GRI 301 Materials	Disclosure 301-1 Materials used by weight or volume	–	–	Information not available
	Disclosure 301-2 Recycled input materials used	–	–	Key figures are recorded for the next Sustainability Report
	Disclosure 301-3 Reclaimed products and their packaging materials	–	–	–
GRI 302 Energy	Disclosure 302-1 Energy consumption within the organisation	▶▶ Environment – Energy 46	–	–
	Disclosure 302-2 Energy consumption outside of the organisation	▶▶ Environment – Energy 46	–	–
	Disclosure 302-3 Energy intensity	▶▶ Environment – Energy 46	–	–
	Disclosure 302-4 Reduction of energy consumption	▶▶ Environment – Energy 46	–	–
	Disclosure 302-5 Reductions in energy requirements of products and services	▶▶ Environment – Energy 46	–	–

GRI Standards		Topic-specific disclosures	Pages	Additional information	Omission (reason & explanation)			
GRI 303	Water and wastewater	Disclosure 303-1 Interactions with water as a shared resource	▶▶ Products	50	-	-		
			▶▶ Key figures	55				
		Disclosure 303-2 Management of water discharge-related impacts	▶▶ Products	50			Not relevant, as OTTO is only an indirect discharger	-
			▶▶ Key figures	55				
		Disclosure 303-3 Water withdrawal	▶▶ Products	50			-	-
			▶▶ Key figures	55				
		Disclosure 303-4 Water discharge	▶▶ Products	50			-	-
			▶▶ Key figures	55				
		Disclosure 303-5 Water consumption	▶▶ Products	50			-	-
			▶▶ Key figures	55				
GRI 304	Biodiversity	▶▶ Environmental protection	45	304-1,3,4 does not affect OTTO	Information not available Key figures are recorded for the next Sustainability Report			
		▶▶ Key figures	55					
GRI 305	Emissions	Disclosure 305-1 Direct (Scope 1) GHG emissions	▶▶ The OTTO carbon footprint	47	-	-		
		Disclosure 305-2 Energy indirect (Scope 2) GHG emissions	▶▶ The OTTO carbon footprint	47				
		Disclosure 305-3 Other indirect (Scope 3) GHG emissions	▶▶ The OTTO carbon footprint	47				
		Disclosure 305-4 GHG emissions intensity	▶▶ The OTTO carbon footprint	47				
		Disclosure 305-5 Reduction of GHG emissions	▶▶ The OTTO carbon footprint	47				
		Disclosure 305-6 Emissions of ozone-depleting substances (ODS)	▶▶ The OTTO carbon footprint	47				
		Disclosure 305-7 Nitrogen oxides (NOx), sulphur oxides (SOx), and other significant air emissions	▶▶ The OTTO carbon footprint	47				
GRI 306	Waste	Disclosure 306-1 Waste generation and significant waste-related impacts	▶▶ Circular economy	48	-	-		
			▶▶ Key figures	55				

GRI Standards	Topic-specific disclosures	Pages	Additional information	Omission (reason & explanation)
	Disclosure 306-2 Management of significant waste-related impacts	▶▶ Circular economy 48	-	-
		▶▶ Key figures 55		
	Disclosure 306-3 Waste generated	▶▶ Circular economy 48	-	-
		▶▶ Key figures 55		
	Disclosure 306-4 Waste diverted from disposal	▶▶ Circular economy 48	-	-
▶▶ Key figures 55				
Disclosure 306-5 Waste directed to disposal	▶▶ Circular economy 48	-	-	
	▶▶ Key figures 55			
GRI 308 Supplier Environmental Assessment	Disclosure 308-1 New suppliers that were screened using environmental criteria	▶▶ Sustainable procurement 37	-	-
	Disclosure 308-2 Negative environmental impacts in the supply chain and actions taken	▶▶ Sustainable procurement 37 ▶▶ Key figures 55	-	-
GRI 401 Employment	Disclosure 401-1 New employee hires and employee turnover	▶▶ Employees 27	-	-
	Disclosure 401-2 Benefits provided to full-time employees that are not provided to temporary or part-time employees	▶▶ Employees 27	-	-
	Disclosure 401-3 Parental leave	▶▶ Employees 27	-	-
GRI 402 Labour/ Management Relations	Disclosure 402-1 Minimum notice periods regarding operational changes	-	As a matter of principle, communications on such matters are made as soon as possible and with appropriate lead time, primarily to the OTTO Works Council and subsequently to the employees. This always depends on the respective matter and situation, so no specific deadlines are set.	-

GRI Standards		Topic-specific disclosures	Pages	Additional information	Omission (reason & explanation)	
GRI 403	Occupational Health and Safety	Disclosure 403-1 Occupational health and safety management system	▶▶ Integrated Management System	23	–	–
			▶▶ Stable in life	33		
		Disclosure 403-2 Hazard identification, risk assessment, and incident investigation	▶▶ Stable in life	33	–	–
			▶▶ Stable in life	33	–	–
		Disclosure 403-3 Occupational health services	▶▶ Stable in life	33	–	–
			▶▶ Stable in life	33	–	–
		Disclosure 403-4 Worker participation, consultation, and communication on occupational health and safety	▶▶ Organisation	6	–	–
			▶▶ Dialogue & employee involvement (Idea management)	31	–	–
			▶▶ Stable in life	33	–	–
		Disclosure 403-5 Worker training on occupational health and safety	▶▶ Plant, process and transport safety	46	–	–
▶▶ Stable in life	33		–	–		
Disclosure 403-6 Promotion of worker health	▶▶ Stable in life	33	–	–		
	▶▶ Stable in life	33	–	–		
Disclosure 403-7 Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	▶▶ Plant, process and transport safety	46	–	–		
	▶▶ Hazardous substances	52	–	–		
Disclosure 403-8 Workers covered by an occupational health and safety management system	▶▶ Key figures	55	–	–		
	▶▶ Key figures	55	–	–		
Disclosure 403-9 Work-related injuries	▶▶ Stable in life	33	–	–		
	▶▶ Plant, process and transport safety	46	–	–		
	▶▶ Key figures	55	–	–		
Disclosure 403-10 Work-related ill health	▶▶ Stable in life	33	–	–		
	▶▶ Plant, process and transport safety	46	–	–		
	▶▶ Key figures	55	–	–		

GRI Standards	Topic-specific disclosures	Pages	Additional information	Omission (reason & explanation)
GRI 404 Training and Education	Disclosure 404-1 Average hours of training per year per employee	–	–	Information not available Key figures are recorded for the next Sustainability Report
	Disclosure 404-2 Programmes for upgrading employee skills and transition assistance programmes	▶▶ Employees 27	–	–
	Disclosure 404-3 Percentage of employees receiving regular performance and career development reviews	▶▶ Key figures 55	–	–
GRI 405 Diversity and Equal Opportunity	Disclosure 405-1 Diversity of governance bodies and employees	▶▶ Employees 27	–	–
	Disclosure 405-2 Ratio of basic salary and remuneration of women to men	–	–	Information not available Key figures are recorded for the next Sustainability Report
GRI 406 Non-discrimination	Disclosure 406-1 Incidents of discrimination and corrective actions taken	▶▶ Diversity & equal opportunities 33	There was one incident of discrimination during the reporting period, which is still being investigated.	–
GRI 407 Freedom of Association and Collective Bargaining	Disclosure 407-1 Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk	–	No threats to the right to freedom of association and collective bargaining were identified either at OTTO itself or across all suppliers. The results of the supplier risk analysis show a very low risk. The relative country risk is also very low across all suppliers.	–
GRI 408 Child Labour	Disclosure 408-1 Operations and suppliers at significant risk for incidents of child labour	–	No significant risk with regard to child labour was identified either at OTTO itself or across all suppliers. The results of the supplier risk analysis show a very low risk. The relative country risk is also very low across all suppliers.	–

GRI Standards		Topic-specific disclosures	Pages	Additional information	Omission (reason & explanation)
GRI 409	Forced or Compulsory Labour	Disclosure 409-1 Operations and suppliers at significant risk for incidents of forced or compulsory labour	–	No significant risk with regard to forced or compulsory labour was identified either at OTTO itself or across all suppliers. The results of the supplier risk analysis show a very low risk. The relative country risk is also very low across all suppliers.	–
GRI 410	Security Practices	Disclosure 410-1 Security personnel trained in human rights policies or procedures	–	OTTO has no security staff.	–
GRI 411	Rights of Indigenous Peoples		–	There were no such incidents in the reporting period	–
GRI 413	Local Communities	Disclosure 413-1 Operations with local community engagement, impact assessments, and development programmes	▶▶ OTTO whistleblower system 42 ▶▶ Community 42	–	–
		Disclosure 413-2 Operations with significant actual and potential negative impacts on local communities	▶▶ Environment (noise and odour) 44	–	–
GRI 414	Supplier Social Assessment	Disclosure 414-1 New suppliers that were screened using social criteria	▶▶ Key figures 55	–	–
		Disclosure 414-2 Negative social impacts in the supply chain and actions taken	▶▶ Key figures 55	–	–
GRI 415	Public Policy		–	OTTO does not make any donations to political parties. Non-professional political activities of OTTO employees are also neither directly nor indirectly supported.	–

GRI Standards		Topic-specific disclosures	Pages	Additional information	Omission (reason & explanation)
GRI 416	Customer Health and Safety	Disclosure 416-1 Assessment of the health and safety impacts of product and service categories	▶▶ Products 50	–	–
		Disclosure 416-2 Incidents of non-compliance concerning the health and safety impacts of products and services	–	There were no such violations in the reporting period	–
GRI 417	Marketing and Labelling	Disclosure 417-1 Requirements for product and service information and labelling	▶▶ Products (hazardous & harmful substances) 50	–	–
		Disclosure 417-2 Incidents of non-compliance concerning product and service information and labelling	–	There were no such violations in the reporting period	–
		Disclosure 417-3 Incidents of non-compliance concerning marketing communications	–	There were no such violations in the reporting period	–
GRI 418	Customer Privacy	Disclosure 418-1 Substantiated complaints concerning breaches of customer privacy and losses of customer data	–	There were no such cases or (justified) complaints in the reporting period.	–

Glossary

B

BImSchG	German Federal Emission Control Act	Act on protection against harmful environmental impacts from air pollution, noise, vibration and similar processes
BNB	Assessment System for Sustainable Building	The Assessment System for Sustainable Building by the Federal Ministry of Transport, Building and Urban Affairs assesses the quality of the sustainability of generally public construction projects.

C

Carbon footprint		The carbon footprint is the total amount of greenhouse gas emissions caused by a company, a product or an individual.
Climate neutrality	"Climate neutrality"	<p>Concept of a state in which "human activities result in no net effect on the climate system".</p> <p>Source: Glossary "Special report Global Warming of 1.5°C", IPCC</p> <p>In addition to greenhouse gases, the term also includes, for example, the water footprint or land use.</p> <p>Greenhouse gas neutral or CO₂-neutral are often used interchangeably in everyday language.</p>

CO₂e

CO₂ equivalent

The term CO₂ equivalent was introduced to make the climate impact of individual greenhouse gases comparable. As the most important greenhouse gas is carbon dioxide, this is used as the standard and other greenhouse gases are converted to this standard. CO₂ equivalent is the unit for Global Warming Potential (GWP).

CO₂ neutrality

Only the emissions of the greenhouse gas carbon dioxide (CO₂) are taken into account here

D

DGNB

German Sustainable Building Council

The German Sustainable Building Council (DGNB) was founded in June 2007 by 16 organisations from the construction and real estate industries. The DGNB certification is a globally recognised standard. In the certification process, a wide range of topics/qualities are assessed using precisely defined criteria. Depending on the degree of fulfilment, a bronze, silver, gold or platinum certificate is then awarded.

E

EcoVadis

EcoVadis is a provider of sustainability ratings

EMICODE®		The EMICODE® labelling system offers the possibility of evaluating building products and installation materials comparatively according to their emission behaviour and, at the same time, provides an incentive to continuously optimise the products. Source: GEV – EMICODE®
EPD	Environmental Product Declaration	An EPD is a document in which the environmentally relevant properties of a specific product are depicted in the form of neutral and objective data.
G		
Greenhouse gas neutrality		= net zero emissions Reduction and compensation of all man-made climate-relevant greenhouse gas emissions to net zero.
GRI	Global Reporting Initiative	The Global Reporting Initiative (GRI) is an ongoing international dialogue on corporate reporting in which companies and their stakeholders participate. The GRI develops guidelines with the aim of improving the quality of reporting, standardising it and thus making it more comparable
I		
IBC	Intermediate bulk container	Intermediate bulk containers are large cuboid containers for liquid and free-flowing substances. They are used in the production of chemicals, food, cosmetics and pharmaceuticals. Depending on the design and construction, the IBCs have a volume of 300 to 3000 litres.
ISMS	Information security management system	
L		
LEED	Leadership in Energy and Environmental Design	Internationally recognised building certification system for ecological construction from the U.S. Green Building Council
M		
Materiality analysis		Materiality analysis or matrix (also: materiality analysis) is a strategic analysis tool used to determine the materiality of an organisation and its stakeholders
Merchandise		These are products that are marketed by OTTO but not manufactured by the company itself.
N		
NACE code		Classification of economic activities in the European Union The term NACE is derived from the French title "Nomenclature statistique des activités économiques dans la Communauté européenne".
O		
OHM	Operational Health Management	Health management is the systematic and sustainable creation and design of health-promoting structures and processes, including the empowerment of all employees to adopt health-conscious behaviour on their own responsibility.
P		
Product carbon footprint		The product carbon footprint (PCF) is the product-specific carbon footprint .

R

REACH

European Chemicals Regulation on the Registration, Evaluation, Authorisation and Restriction of Chemicals.

S

Scope 1-3

Scope 1 technical term:
Scope 1 emissions are emissions that occur within the direct scope of a company. These include, for example, emissions from our own heating systems, our own vehicle fleet or industrial process emissions.

Scope 2 technical term:
Scope 2 emissions are indirect emissions. They arise from the use of energy (e.g. electricity, district heating) purchased by a company.

Scope 3 technical term:
Scope 3 refers to the indirect emissions that occur along a company's value chain. They are the most difficult to record, as not all processes along the value and consumption chain up to disposal are known.

SDG

Sustainable Development Goals

United Nations Sustainable Development Goals

SDS

Safety data sheet

Also safety data sheet or material safety data sheet
Used to transmit safety-related information on substances and mixtures

Stakeholders

Stakeholders are internal or external stakeholders and interest groups that are (in)directly affected by the business activities and/or have claims on the company.

T

TDS

Technical data sheet

Contains the essential properties of a product, tests, approvals, labelling, as well as processing references and storage recommendations

TfS

Together for Sustainability

Together for Sustainability is the chemical industry's largest/best-known initiative to promote sustainability practices in the supply chain.

Turtle analysis

Evaluation of opportunities and risks of a process group (= several thematically related processes)

W

Whistleblower system

With the digital whistleblower system, OTTO wants to offer a platform to give whistleblowers the opportunity to submit secure and protected reports about violations of laws and regulations at and by OTTO without having to fear reprisals.

Basis of the report

Contact person for the report



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The Sustainability Report 2023 of Hermann Otto GmbH covers the reporting period from 01.01.–31.12.2023 and will be published annually in German and English in the future. The editorial deadline was 31.05.2024. The report was checked for accuracy and completeness by the "Sustainable Corporate Management" core project team. No external review was carried out. The OTTO Sustainability Report was also approved by the Shareholders' Committee.

This report contains forward-looking statements that are based on current assumptions and estimates. Although we assume that the forward-looking statements are realistic, they are not to be understood as guarantees, as the actual results depend on a variety of influences, some of which are beyond OTTO's control. The forward-looking statements in the OTTO Sustainability Report 2023 will not be updated. Updated information can be found in the next Sustainability Report.

For reasons of better readability, the simultaneous use of the language forms male, female, non-binary is dispensed with. All references to persons apply equally to all genders.



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