

UMWELT
SCHÜTZEN



VERANTWORTUNG
ÜBERNEHMEN

made
by **HDO**

HDO Energy and environmental policy brochure



Preface by HDO Executive Management

Dear HDO staff,

As the company with the largest die-cast zinc electroplating facility in Europe, we are aware of our responsibility towards the environment as well as to our fellow human beings and act accordingly. This applies in particular to the protecting of our environment and to the maintaining of natural resources for future generations. Therefore, our objective is the manufacturing of high-quality, environmentally friendly and healthy products while preserving resources at the same time.

To achieve this goal, we have, in the context of our process-oriented integrated management system, implemented an environmental management in accordance with DIN EN ISO 14001 standard as well as an energy management in accordance with DIN EN ISO 50001. This allows for the precise control and company-wide transparency of all processes as well as ensuring the extraordinary requirements in the areas of environment and energy.

At this point, I would like to urge all our employees once more to protect and preserve the environment. Each and every one of us can contribute to this by acting in a responsible manner and by questioning the status quo in our respective area of responsibility and/or suggesting improvements. Suggestions for improvements are always welcome at HDO. The informational brochure at hand once more summarises all points in the areas of energy and environment at HDO and provides tips for practical application.



Martina Gundelach
Managing Director



Werner Beneken
Managing Partner

Integrated management system including HDO energy and environmental policy

The process-oriented and integrated management system implemented at HDO combines instruments and methods for the fulfilment of the requirements from different areas of the company. To ensure excellent quality, environmental protection and energy management levels, HDO has committed itself to compliance with the standards IATF16949 (automotive industry), ISO 14001 (environmental management) as well as ISO 50001 (energy management). Through integration of all management systems, synergies and the bundling of resources can be utilised optimally, creating a lean and efficient management in the spirit of all requirements posed to the company.

In terms of content, the integrated management system has been mapped in the HDO Intranet as a process map with all leadership, core, and support processes. There, it is being updated on a daily basis and is always up-to-date. Here, individual processes are described, among other things, by a schematic representation (including input and output of the respective process), corresponding flowcharts (including responsibilities) as well as forms or other instructions.

Through this type of structure, HDO ensures a uniform standard for processes in the management system and can profit from compliance with it. Additionally, it is ensured that HDO knowledge remains within the company and is stored reliably.

Environmental policy

Our responsibility towards the environment and future generations is reflected in our environmental guidelines:

1. The manufacturing of sustainable and healthy products with as low consumption of energy and material as possible is a main objective of HDO.
2. Through low scrap rates, we strive to avoid environmental impacts.
3. We operate our systems and operating equipment based on the state of the art and environmental aspects have due importance in all investments.
4. A cooperative cooperation with the authorities is a matter of course for us.
5. We check ourselves through regular internal and external audits.
6. By formulating and pursuing environmental objectives, we set ourselves annual challenges to continuously improve and develop ourselves further.
7. We take a number of measures to ensure that both environmental damage and energy wastage are prevented.
8. The health and safety of our employees and of the neighbourhood are our priority. Of course, we immediately initiate all necessary measures if any dangers become apparent.
9. All employees of the HDO Group are trained, sensitised and required to make a contribution to environmental protection in accordance with their own capabilities.
10. Executive management regularly evaluates improvement potentials and decides on the further course of action.

Energy policy

We undertake to implement, maintain and continuously improve an energy management system (EnMS for short) in accordance with DIN EN ISO 50001. Our objective is to sustainably reduce our energy consumption and to improve energy efficiency. In this way, we want to live up to our responsibility for the preservation of our environment.

We will therefore make energy efficiency a key decision criterion as well when purchasing new products and services. We commit to comply with all applicable statutory and other requirements we have entered into with regard to the use of energy, energy consumption and energy efficiency. The company's executive management is aware of its responsibility for the success of the energy management and will provide all necessary resources for the energy management process as well as for the achieving the set objectives. To support this, all necessary information is stored centrally to ensure its constant availability.

We will continuously improve our energy-related performance and set ourselves the goal of reducing energy consumption in relation to production volume. In order to achieve this objective, we will derive operational targets and implement measures to achieve them. The review of these targets must take place at least every six months. At these points in time, the degree to which the strategic objectives have been achieved must also be reviewed.

This EnMS covers all energy sources used, from the transfer point from the supplier on our premises to the use in our company. Excepted from this are the areas of the site which are not used by the company itself but leased to other companies instead.

How can everyone make their own contribution?

By making improvements in your area, you can make a contribution to environmental protection and energy savings. Each and every one of you is invited to make suggestions to your supervisor or to executive management. In addition, by acting conscientiously, you can conserve resources and protect the environment on a daily basis. Therefore, here are some suggestions:

1. The way to and from work

Are there alternatives to the car? Is it possible to come by bicycle or walk once a week? Perhaps public transport is also an option for you or the formation of car pools. Not only does this protect the environment, but also your own wallet.

2. Lighting and heating

Please make sure that heaters run only to the extent that they are really needed. For example, office and conference rooms in particular should be checked with respect to heating and lighting when leaving.

3. Responsible use of the printer

Does the e-mail at hand or the document really have to be printed out or is it sufficient to save it? If printing is necessary, please also check that the printer settings are correct and that you are printing the correct item – misprinting is annoying and avoidable.

4. Report dripping faucets

Is there a faucet dripping in your vicinity? If so, please report this immediately to the Facility Management department.

5. Waste separation and recycling

Clean and proper waste separation ensures that the waste can be reused according to its characteristics. Waste in the wrong containers makes it difficult to enter the recycling cycle and should therefore always be disposed of correctly. This is not only about classic office waste, but – above all – about the recyclable materials in production. Toxic waste, in particular, can render potential recyclable materials unusable due to incorrect disposal. In addition, it also poses risks to people and the environment.

6. Correct handling of hazardous substances

Are the hazardous substances in my department in safe hands and are they being handled properly? Is their day-to-day handling such that it does not cause any damage to me or the environment? Put these issues into question. If a violation is identified, it should be reported immediately in order to protect the environment and health.

7. Functionality of the systems

If you have the impression that a system (e.g. a suction system) is not working properly, report this to the person responsible or to the supervisor. Worn and no longer intact cables or connections waste energy, but can usually be repaired quickly and easily. In this way, you directly and immediately conserve energy.

8. Identifying and implementing potential for improvement

If you have a good idea for supporting the areas of energy and environmental management, you are welcome to present your ideas to your supervisor or to executive management at any time. HDO strives to proactively and continuously develop itself further in the area of environmental protection. You can make a significant contribution to this.

HDO Druckguß- und Oberflächentechnik GmbH

Halberstädter Str. 7-13, D-33106 Paderborn

www.hdo-gmbh.com

