



2023 Sustainability Report

Corporate Social Responsibility 2023 (CSR)

Prepared by Kolma AG | Spring 2024

www.kolma.swiss



Introduction

As a leading manufacturer of plastic articles for the office sector, we are proud to not only offer high-quality products, but also demonstrate a strong commitment to environmental protection and sustainability. In our mission to meet the needs of our customers while, at the same time, making a positive impact on the world around us, we integrate responsible practices into all aspects of our business operations.

Our 2023 CSR report serves as a comprehensive account of our efforts to leave a sustainable footprint. At Kolma AG, we understand that protecting our environment is a shared responsibility, which is why we are committed to developing innovative solutions that minimise the environmental footprint of our products and processes.

In this report, we would particularly like to expand on our efforts to reduce the use of plastics, promote recycling, and minimise our energy consumption. We are proud to announce that 100% of our total electrical energy needs are met by electricity from Swiss hydropower, which not only reduces our environmental impact but also contributes to the promotion of renewable energies. We will also be converting all our company vehicles to 100% electric operation, thus minimising the impact on the environment.

In addition, we strive to report transparently on our CSR initiatives in order to strengthen the trust among our customers, employees and stakeholders. We are firmly convinced that a more sustainable future can be created for generations to come through joint efforts and continuous improvements.

We cordially invite you to familiarise yourself with our CSR report, and we welcome your feedback and suggestions on how we can further continue our efforts. Together, we can make a significant contribution to environmental protection and shape a world in which we can all be proud to live and work.

Kolma AG, Spring 2024

Daniel Crippa

CEO

Sabrina Jost

Head of Finance and Services

Paul Riedl

Head of Sales and Environmental Management

Sustainability milestones



- 2013 Visa Dossier Script is created
- 2016 ISO 14001 certification
- 2016 Launch of our ecological LineaVerde products
- 2017 Conversion to 100% electricity from Swiss hydropower
- 2019 Kolma Notes, reusable
- 2021 Expansion of LineaVerde based on consumer waste
- 2022 Smartenance maintenance software with service detection
- 2023 RPET products made from recycled PET bottles
- 2023 First electric car in operation, charging station that uses electricity from hydropower
- 2024 Sensorfact for optimal operation of the machines and load

*We are the ones we've been waiting for.
We are the change we are seeking.*

Certificates



**Urkunde
Attestation
Attestato
Confirmation**

**Klimaschutz
Protection climatique
Protezione del clima
Climate protection**

Die schweizerische Klimaschutzzertifizierung myclimate bestätigt:

Kolma AG

hat freiwillig einen wertvollen Beitrag zur Finanzierung von hochwertigen myclimate-Klimaschutzprojekten in der Höhe der folgenden CO₂-Emissionen geleistet:

Menge CO₂e:
120.00 t

**Klimaschutzbeitrag für Sichtmappen und
Zeigetaschen 2024**

Datum: 15. März 2024

Urkundennummer: 4718/23

myclimate ist ein nach eidgenössischem Recht gemeinnützige, zürcherische Stiftung, welche sich für Klimaschutz einsetzt. Gekennzeichnet durch die ISO 2011. Adresse: Brunnenstrasse 10, 8001 Zürich.

CO₂e = CO₂-Äquivalent. Das CO₂-Äquivalent gibt an, wie viel die klimawirksame Menge eines Treibhausgases, z.B. CO₂, Methan oder Lachgas zur Treibhauswirkung beiträgt. Die Vergleichsmenge ist CO₂.

Kathrin Orlowicz
Geschäftsführerin Schweiz
Co-Geschäftsführerin Stiftung myclimate



Zertifikat

Die SQS best. ist ein freiwilliges, demnachstehend genannte Organisation über ein Akkreditierungssystem verfügt, die die Anforderungen der folgenden internationalen Grundlagen entspricht:

kolma
SWISS OFFICE PRODUCTS

Kolma AG
Grünastrasse 22
3004 Wabern
Schweiz

Certifikationsbereich:
Entwicklung, Herstellung, Handel und Vertrieb von Büroartikeln

Normative Grundlagen:
Qualitätsmanagementsystem
ISO 9001:2015
Umweltmanagementsystem
ISO 14001:2015

Reg. No. 23849
Seite 1 von 1

Certifikat 03.12.2022 - 03.12.2025
Ausgabe 03.12.2022

IAF
ISO 9001:2015
ISO 14001:2015

Schwitzerland Zertifizierung für Qualität und Umweltmanagement (SQS)
Bürschstrasse 111, 3003 Dübendorf, Schweiz

IQNET



ZERTIFIKAT 2023

Die IB Langenthal AG bestätigt:

Kolma AG

die Forderung ökologischer Energie und den Bezug von Strom aus

100% Wasser CH

Mit dem Entscheid für dieses Produkt wird nicht nur Weisheit bewiesen, sondern auch ein wichtiger Beitrag zu einer umweltfreundlichen Energieversorgung geleistet.

Langenthal, 8. März 2023

Rudolf Heineger
Rudolf Heineger
Direktor
Mitglied der Geschäftsleitung

Sören Schaad-Meer
Sören Schaad-Meer
Leiter Bereich Energie und Dienstleistungen
Mitglied der Geschäftsleitung

www.ib-langenthal.ch
034211 • Fax: 034211 • info@ib.ch • info@ib.ch

ibl Energie fürs Leben.

Labels and sustainability



ISO 9001 and 14001

The globally accepted and applied standard for efficient and effective environmental management systems. We continuously improve our environmental performance, minimise risks and contribute to sustainable development.



1% for the planet

With the sale of our Undercover Protect desk pads, we support the environmental protection projects "Ocean Care" and "1% for the planet" and help protect the oceans and their inhabitants.



myclimate

For each of our LineaVerde products, climate protection projects, education, and advice are financed through the non-profit "myclimate" foundation. We calculate the proportion of CO2 that is produced and pay a corresponding fee per product and amount of CO2.



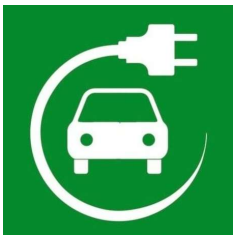
ibl Langenthal AG

Since 2017, we have been using exclusively green electricity from Swiss hydropower in our company. This means that all our machines in production and logistics are operated sustainably.



SBTi Science-based climate targets

In 2023, we started the process for introducing our science-based climate targets. After all, Switzerland said yes to the climate targets in 2015 and wants to halve CO2 emissions by 2030 and achieve net zero by 2050. We will do our part and show this via official avenues.



Electric car and charging stations

Our first electric car has been in use since 2023, and we have installed two charging stations. This allows visitors to charge their cars using environmentally friendly electricity from Swiss hydropower and to be all set and ready to go again after their meeting with us.



Smartenance

This mobile and digital maintenance management software allows us to operate our machines optimally. Things are done on time so as to avoid downtime or excessive energy consumption, and also with a greater degree of energy-efficiency as the machines always operate in the optimal range.



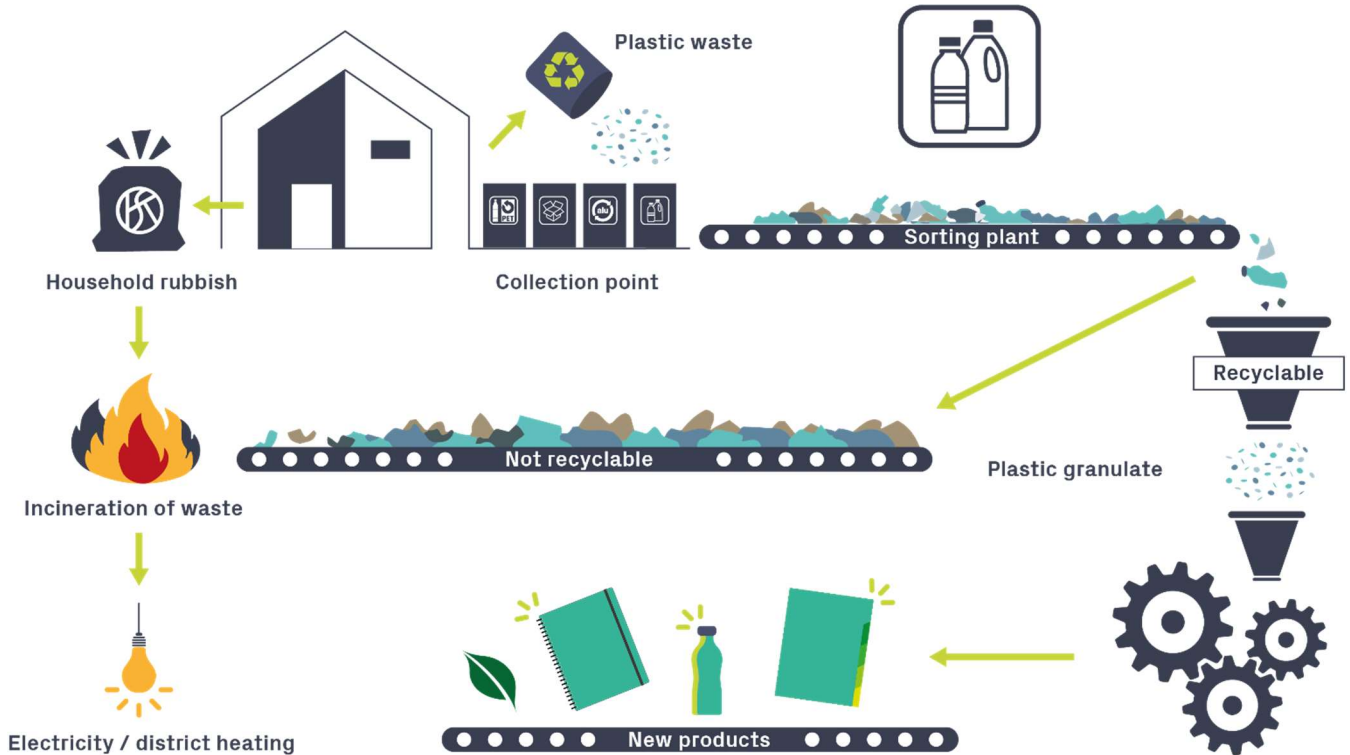
Sensorfact

Monitoring energy consumption at the machine level allows the rapid detection of energy waste. This can reduce energy consumption in production.

Plastic recycling cycle

Plastic is an ideal material for the circular economy. It is durable and robust and can be recycled and reprocessed into new raw material after use.

How the plastic recycling cycle works:



- ➦ Plastic waste is collected and sorted by type
- ➦ The sorted plastics are pressed into bales and shredded
- ➦ The shredded plastics are washed and dried
- ➦ A new granulate is produced from the shredded plastics
- ➦ New products are created from this new granulate

This closes the cycle, and no excess waste is produced

Products

The products from the Kolma brand are developed and produced in Wabern bei Bern. We work with suppliers from Switzerland as far as possible, but also work with suppliers from the rest of Europe and Asia. This allows us to have optimal transport routes, economic efficiency and a high degree of flexibility. Since 2017, we have been using green electricity from 100% Swiss hydropower for our production.

Our products stand out for their quality and durability. In addition, most of our products can be disassembled and recycled. We are happy to list a few products below.

Clear plastic folders, folder cases and dividers



These products have been part of the core Kolma AG range for years. From our point of view, these are fundamentally sustainable products, as they are used for years and are not thrown away after a short period of use – such as packaging for cold cuts!

LineaVerde – made from recycled plastic



The LineaVerde products are made from 100% recycled polypropylene material (PP). They are produced from plastic from either production or household recycling. Wherever possible, we refrain from using plastic packaging, and our cardboard packaging is made of FSC material and printed with aqueous finishes. The line is constantly being expanded with new products.

Kolma Notes – notes that stick

These sticky notes are so practical they should really have been around a long time ago.

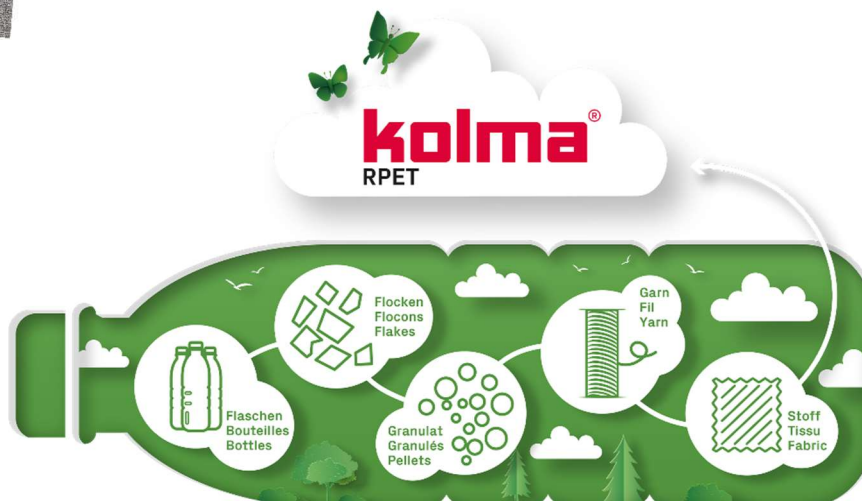
Statically charged, they adhere to clean surfaces across their entire side and can be moved as desired. The ideal support for brainstorming, presentations, or learning tricky content. It is rumoured that even police commissioners prefer to stick their thoughts to the wall, analogue-style – even in the days of digital databases.

- Adheres to all clean surfaces
- Can be labelled on both sides, back side wipes clean
- 7 formats in 5 colours for simplified presentation
- Reusable



RPET – made new from old PET

We are proud to be the first to produce an entire collection of office supplies made of RPET. All products in this line are made from recycled PET bottles and impress with exceptional tactile qualities and a simple, but modern, design. At the same time, the products are not only sustainable, but also very durable thanks to their high quality.



Doppia – Sustainably colourful

The Doppia line not only adds colour to your everyday life but also sets an example when it comes to sustainability.

The products in this line are made from 50% recycled PP and are available in the colour combinations blue/green and pink/violet.

The entire line is myclimate-certified and thus supports climate protection projects.

- Document wallets & pouches
- Elasticated folders
- Notebooks
- Cases



Products – Range – Sustainability

It is our aim to only include products in our range that stand out for their sustainable properties. Our range currently includes products with the following properties:

	2018	2019	2020	2021	2022	2023
Total number of items	1052	1043	987	968	860	848
Recyclable	1027	1015	958	938	824	812
PCR material	0	0	8	10	15	15
PIW material	14	14	14	14	14	14
myclimate	14	14	22	24	29	29
FSC card-board	7	7	7	7	7	7
1% Planet	9	9	9	9	9	9

We constantly work towards making our range even more sustainable. More and more of our popular Kolma products are being awarded the seal of approval for recyclable items made from recycled material.



Social responsibility

Our team

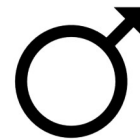
Our employees – the Kolmians – are the heart of our company. They stand out for their high level of identification with the company. Time and again, we see Kolmians retire after more than 35 years of service. By dealing with each other in a way that is cooperative and appreciative, we promote a positive working atmosphere.

We show the same appreciation for all employees – regardless of age, gender, religion, nationality, sexual orientation or disability. With us, all genders and identities have always been wellkolma!

Women 19



Men 15



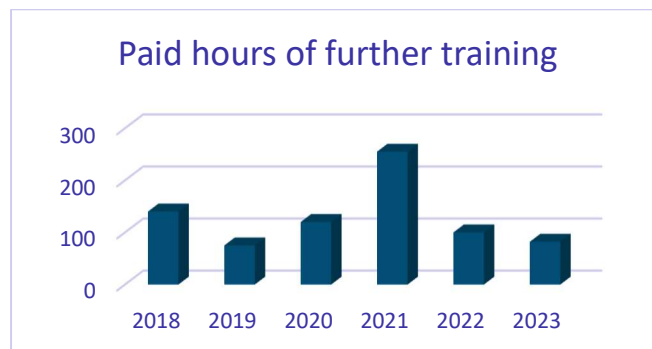
The following nationalities are represented in our team:

- Switzerland
- Germany
- Vietnam
- Thailand
- Spain
- Hungary

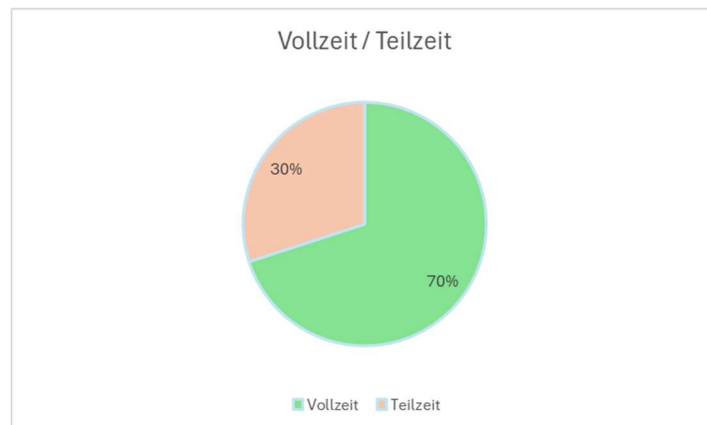
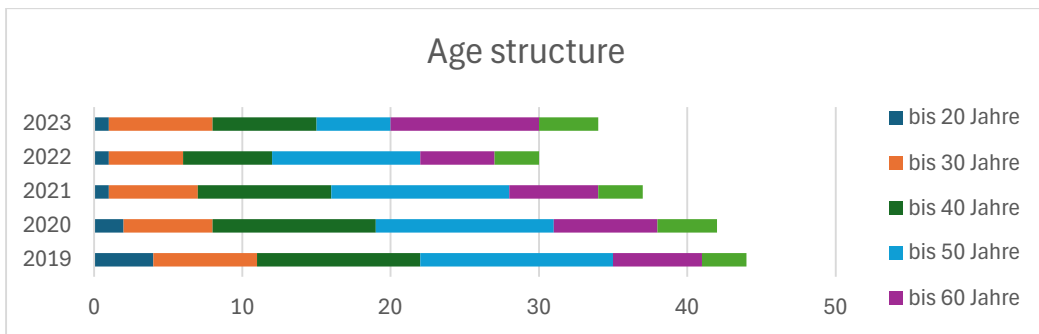
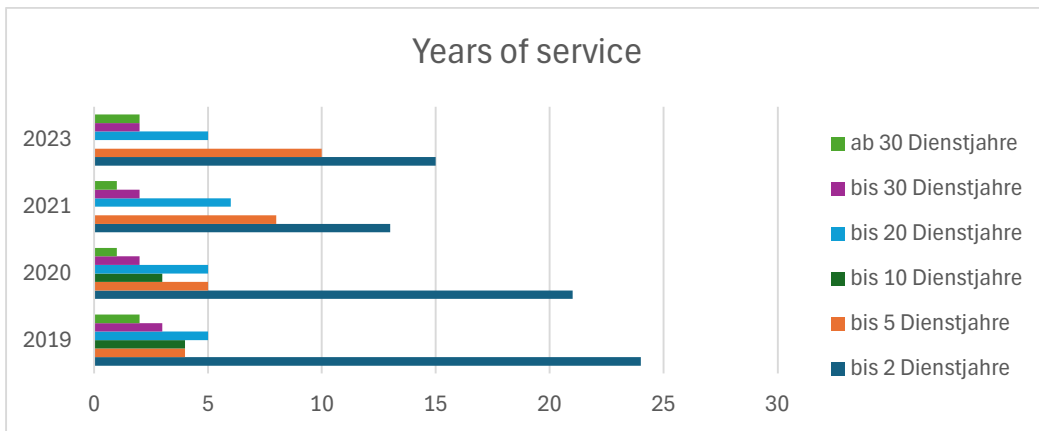
Further training

Thanks to the dedication, knowledge, and experience of all our employees, Kolma AG has been able to successfully survive on the market for 70 years. For this reason, continuous training and further education, as well as career planning for our employees, are very important to us.

Internal training takes the form of on-the-job training. External training is undertaken by attending courses at training institutes.



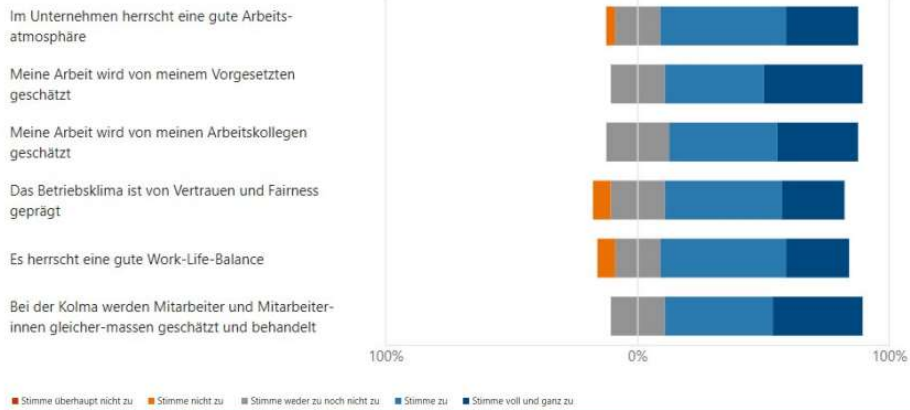
Kolma Statistical Data Team



Employee survey

The employee survey in 2023 generated more positive statements, with the following results:

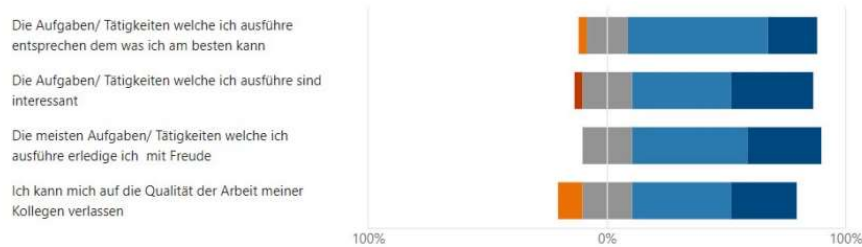
1. Unternehmenskultur



Mitarbeiterumfrage 2023

01.11.2023

2. Aufgabengebiet



3. Kommunikation



Main conclusion: work on communication and promote appreciation.

Employee development

Kolma provides various amenities to make its workforce feel comfortable:

Fruit Wednesdays

Every Wednesday is "Fruit Day" at our company. Our employees benefit from free fruit, and we support local producers.

Free tea and coffee

Everyone can help themselves free of charge in the canteen.

Water dispenser with water bottles

Various water dispensers are available to our employees free of charge, and all receive a reusable drinking bottle upon joining the company.

E-bike

Since 2021, we have been providing our employees with an e-bike for private use, whether for commuting, during their lunch break or in their spare time. This way, we not only make a valuable contribution to the environment, but also ensure environmentally friendly movement from A to B.

Height-adjustable desks, active standard lamp, double screens

Ergonomics is an important factor in our company, which is why all office workstations are equipped with height-adjustable desks, active daylight standard lamps, and double screens. This ensures efficient and stress-free work.

Birthdays off

Your birthday, or the day before or after (depending on the day of the week), is a paid holiday.

Purchase and waiving of annual leave

Our employees have the opportunity to purchase 5 additional days of annual leave. It is also possible to forego 5 days of leave, and thus receive a higher salary. This gives every employee the opportunity to amend their days of annual leave individually.

Working from home

Employees have received the introduction of 2 days of remote working per week extremely positively. They view this as meaning a better work–life balance, and as less time spent commuting. It also saves energy. By working undisturbed at home, they are also more productive.

Flexible working hours

Wherever possible, we offer flexible working hours. This gives our employees the opportunity to work when they want and thus perfectly coordinate their professional and private lives.

Youth scheme

Kolma as an apprenticeship company

Since summer 2014, Kolma has been offering young people entry into professional life. Since then, we have been training young people in the following professions:

- Plant operator
- Business management assistant
- Specialist in operational maintenance
- Logistician



Kolma AG as an apprenticeship company We care about our industry and its future.

VSP Association



We care about our industry and its future. We have a training room, which we are happy to provide to the Swiss Association of Stationary Stores (Verband Schweizer Papeterien) for the holding of intercorporate courses for prospective retail specialists. We are partners in specialist training and support the VSP financially and materially.

Social commitments

Töpferhaus

We have been working with the Töpferhaus Foundation since 2017. The Töpferhaus in Aarau offers people with mental impairments the opportunity to reorient and personally shape their lives, and takes on orders from the industry. For us, the foundation takes care of filling, labelling, shrinking and palletising our Cementit products. Sustainable – Social – Local.



Band Genossenschaft



For 75 years, Band Genossenschaft has been committed to the integration of people with a health or social impairment into the world of work. We have been working with the Band Genossenschaft since 2022 and have various packaging and sorting tasks done there.

Verein ungerwägs

This association is active throughout Switzerland and internationally as a child, youth and social service. Kolma supports the association with materials that can be used in institutions in, for example, Moldova. Examples include hospitals, schools, and municipalities, but also trade and industry, which are too poor to afford good office materials.



Future

Kolma is committed to taking further steps towards sustainability. And that applies in all areas: the company, the environment and society. We are already in dialogue with our customers, partners, and other interested parties to allow us to make our own contribution to compatible and good business activities.

We are open to any comments or supplementary remarks, and look forward to hearing from you.