



Global Compact

Communication on Progress Report 2018

(Report period 04/2017 – 04/2018)

Qualifizierungsförderwerk Chemie GmbH (QFC)

The Global Compact, which was launched in 2000 by the then Secretary General of the United Nations (UN), Kofi Annan, is a global arrangement on environmental and social governance of globalization. Participating companies and organizations declare their commitment to comply with and to implement social and environmental standards. For more information:
www.unglobalcompact.org

Statement of continued support for the Global Compact

The Qualifizierungsförderwerk Chemie GmbH (QFC) joined the Global Compact in February 2008.

As one of the first steps to implement the Global Compact principles the management and works council of the QFC have signed and published a joint declaration:

„Management and works council of the QFC support the ten principles of the Global Compact and calls upon all employees of QFC to support actively the implementation and to spread the Global Compact principles.”

The principles of the Global Compact are corresponding to the values of the QFC that are defined in its corporate principles. **(G4-15)**

The QFC will continue to support the Global Compact in its sphere of influence, particularly through project work and to contribute to a fairer globalization and to a society that ensures sustainable principles by the implementation of human rights, human labour standards, environmental protection and anti-corruption. **(G4-1) (G4-56)**



June 25, 2018

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The Origin of QFC

The non-profit Ltd. was incorporated by the Chemical, Pulp and Paper and Ceramic Workers' Union in 1994. Since its merger in 1997 into the IG BCE (Mining, Chemical and Energy Workers' Union), the IG BCE is the sole shareholder of the QFC. **(G4-7)**

Major task of the first years was to empower people threatened by unemployment to find a new vocation and to support company reorganisation after they emerged from the former GDR collective-enterprises.

Through purposeful qualification of employees the QFC made a contribution to the growth and to the promotion of economic and industrial development, and was actively involved in the structural change of the chemical industries of East Germany.

Today, the QFC is an internationally operating project and training agency.

Countries, where QFC operates are Germany, Belgium, Bulgaria, Ireland, Italy, Norway, Poland, Sweden and Spain. **(G4-6, G4-8)**

Company Focus and Mission

QFC is the abbreviation of "Qualifizierungsförderwerk Chemie GmbH". **(G4-3)**

Headquarters of the QFC is Hannover. **(G4-5)**

Based on a well developed network architecture our work concentrates on four areas: **(G4-4)**

- first apprenticeship
- qualification promotion
- transfer management
- european competence

As a non-profit subsidiary of the Mining, Chemical and Energy Workers' Union (IG BCE) we see ourselves primarily bearing responsibility for the employees and their enterprises at the locations which are serviced by the IG BCE.

To them belong trainees, young people, who are looking for a job and unemployed people. Furthermore we support enterprises concerning vocational education, personnel development and structural adjustments.

We perceive our work as providing a contribution towards innovation, sustainability, qualification, employment and co-operation in Europe.

Corporate Structure/Governance Structure:

Managing Director: Helmut Krodel, Authorized officer: Silvia Lehmann

Representatives of the shareholder: Michael Vassiliadis, Chairman IG BCE and Petra Reinbold-Knape, member of the Executive Board of IG BCE. **(G4-34)**

Advisory council

The Advisory Council (**G4-38**) is established by the meeting of the shareholders and consists of 4 members. Jörg Kunkel, (IG BCE, Chairman of the advisory council) (**G4-39**) Tomas Nieber, (IG BCE), Normen Reich, (Member of Works Council InfraLeuna), Stefan Soltmann, (IG BCE). The advisory board meets at least every six months takes part in the consultations of the board of trustees. (**G4-26**) (**G4-34**)

Board of Trustees

The Board of Trustees consists of 25 members from companies, associations, science and politics. Chairman of the Board of Trustees: Alfred Geißler, (Board Member / Labour Director STEAG GmbH). Vice-Chair: Prof. Dr. Manuela Niethammer (Dean, University of Dresden). The Board of Trustees meets at least once a year. (**G4-26**), **G4-34**)

Reporting of QFC in accordance with GRI-G4

The disclosure of the Communication on Progress (COP) Report 2017 (reporting period April 2017 - April 2018) (**G4-28**) is in accordance with the "core" principles of the reporting guidelines of the Global Reporting Initiative GRI-G4 ("**G4**")

The report format that was used since the first COP-report of the QFC - in 2010 - is maintained because of better comparability of some indicators (which are, inter alia, indicators of GRI G3.1 guidelines ("**GRI**")).

The latest progress report of the QFC was published in July 2017 for the period April 2016 - April 2017 (**G4-29**, **G4-30**), Contact: Silvia Lehmann, QFC. (**G4-31**)

Stakeholder Involvement (G4-24 - G4 -27)

During the reporting period the QFC did a stakeholder analysis, which identified the following stakeholder groups of the QFC:

- employees of QFC GmbH
- shareholders : IG BCE
- customers: IG BCE, businesses, schools
- partners: Scientific institutions, training providers, organizations abroad, chambers, business associations, social partners, IG BCE
- funding: (federal and state ministries, Employment Agency, IG BCE)
- political institutions and political parties
- competitors: other project companies and training providers
- suppliers: purchase, training providers, landlord / technical equipment
- project accounting
 - ↳ BVA - Federal Office of Administration
 - ↳ LVA - State Administration Office of Saxony-Anhalt
 - ↳ IB - Investment Bank Saxony-Anhalt
 - ↳ WFBB - Economic Promotion Brandenburg
 - ↳ GSUB - Society for Social Entrepreneurship
 - ↳ BiBB - Federal Institute for Vocational Education and Training (at the same time funding provider)
 - ↳ ILB - Investment and State Bank of Brandenburg
 - ↳ BauA – Federal Agency for Industrial Health and Safety

Stakeholder analysis is part of the sustainability check of the sustainability initiative in the German chemical industry Chemie³. Chemie³ was established by IG BCE, BAVC and VCI. All identified stakeholders have a direct influence on the operational and strategic direction and activities of the QFC.

Materiality (G4-2)

The materiality analysis is also part of the sustainability check of Chemie³. The fields of action of the three dimensions of sustainability had been examined and evaluated on their

- Significance from the perspective of stakeholders
- Strategic importance from a business perspective
- Status of the processing in the enterprise.

As a result of evaluating the following areas of action were identified graded action in the first step:

urgent need for action	medium-term action
<ul style="list-style-type: none"> • qualification • personnel policy, management and corporate culture • skilled workers • participatory processes for employees, feedback systems (employees) • know-How-security and assurance • business and investment planning 	<ul style="list-style-type: none"> • distribution • corporate governance and management (Governance Compliance) • stakeholder dialogues, feedback systems, communications (incl. Neighborhood dialog) • reconciliation of family / occupation, work-life balance • product-related communication and customer information • age appropriate and OHSE appropriate design of the work process

In 2017 a realignment process of the QFC was initiated. As part of this process the areas of action will be re-evaluated and prioritised. This process will be continued in 2018.

Key impacts, risks and opportunities: (G4-2)

For the QFC, as a trade union project management company, the implementation, dissemination and stabilization of social partnership, social justice and sustainability is an essential framework for the projects and activities.

On the 30th of April 2018 the number of employees active in those tasks was 26.

The QFC is highly dependent on public funding in the acquisition of project funds. Delays in the start of the new ESF (European Social Fund) funding period and in the calls for tenders such as the ESF Social Partners Directive "Securing skilled workers: training and promoting equality" and the social partners directive at state level, have a direct impact on project activities and the number of employees.

Values, principles, standards, norms, Code of Conduct of the QFC

Sustainability plays for the QFC in many ways a central role:

- as a measure of value of a trade union institution and as a member of the Global Compact
- in dealing with its business partners
- in projects that explicitly deal with sustainability (ANLIN, PNI)
- in its own sustainability and quality standards for the education and training (QFC - Quality standard Q3SQ)
- in the relations with stakeholders in the field of training and education , where Q3SQ is a benchmark
- its sustainability expertise brings the QFC, through its direct participation, also in the sustainability initiative of the chemical industry (Chemie3)

Risks:

The QFC is not a manufacturing company. The QFC seeks through the selection of regional and local suppliers and partners, in particular training providers, not to be complicit in human rights violations.

This is done in particular by the following criteria

- respect for workers' rights,
- participation in sustainability initiatives,
- certification by the Quality standard Q3SQ

Actions taken to implement the Global Compact principles in the sphere of influence of the QFC



Q3SQ <http://qfc-news.com/unternehmen/#av-layout-grid-3>

For the dissemination and implementation of the Global Compact Principles in vocational education and training, the QFC has implemented its new quality standard **Q3SQ** in practice, during the reporting period. **(G4-27)**

Q3SQ stands for **Q**uality **S**tandard for **S**ocial and **S**ustainable **Q**ualification. The quality label Q3SQ includes a quality management, the principles of Responsible Care, as well as the principles of the Global Compact.

Q3SQ has been developed together with stakeholders of QFC (social partners, science and training providers).

Q3SQ is awarded to training providers after auditing and verification by a jury.

Jury members represent the stakeholders of QFC: Herr Anis Ben-Rhouma (IG BCE Landesbezirk Berlin – Mark Brandenburg) Frau Heidi Greinacher (VCI / AGV Nordostchemie eV), Herr Prof. Dr. Alfons Matheis (Environmental Campus Birkenfeld Fachhochschule Trier), Frau Prof. Dr. Manuela Niethammer (University of Dresden).

With the quality label to both, in the learning facilities, as well as in the education and training activities, the Global Compact Principles shall be implemented and also imparted to the participants in training and further education.

In May 2011 the quality label Q3SQ of the QFC was presented at a conference with representatives of ministries, companies, works councils, trade unions, employers and training providers and awarded for the first time publicly at the following educational institutions:

Bildungszentrum Wolfen-Bitterfeld e.V. aus Bitterfeld-Wolfen

Ausbildungsverbund Olefinpartner e.V. aus Schkopau

Bildungszentrum für Beruf und Wirtschaft e.V. aus Lutherstadt Wittenberg

Provadis – Partner für Beratung und Bildung GmbH, Frankfurt/Main

In 2017 the second recertification's took successfully place in three educational institutions. This means that the facilities have successfully passed the Q3SQ-label for six years. These training providers train approx. 1,500 trainees in initial training and about 10,200 participants in further training measures. They also look after approximately 1,000 pupils in vocational-oriented internships every year. As part of the CaeSaR project, the Q3SQ-certified education providers have developed qualification modules for sustainability, Global Compact principles and CSR for practical use in education and training. Additionally the training providers took part in the project ANLIN, which will be illustrated in the following sections. **(G4-SO1, GRI-SO5)**

The workshop "sustainability and quality assurance in vocational education" took place during the reporting period. The workshop focussed on further development and dissemination of Q3SQ and was conducted with the participation of the social partners IG BCE / BAVC / VCI, representatives of science and training providers. The priorities of the workshop was the experience exchange of the training providers concerning synergies within Q3SQ, the "Promoter for Sustainability and Innovation" as well as "sustainability and social responsibility".

CSR-newsletter

Since early 2011 the QFC published a CSR newsletter to inform its stakeholders about current developments in CSR, Sustainability and Global Compact.

<http://qfc-news.com/category/csr-informationen/>

A total of 66 CSR newsletters were published until today. **(GRI-SO5)**

During the reporting period no new CSR newsletters were published.



Netzwerk mit Auszeichnung 2017/2018

Weltaktionsprogramm
Bildung für nachhaltige Entwicklung



Deutsche
UNESCO-Kommission



Bildung für
nachhaltige
Entwicklung



GEFÖRDERT VOM

Bundesministerium
für Bildung
und Forschung

Awards for the projects Q3SQ and ANLIN from the UNESCO World Action Programme *Education for Sustainable Development*

The QFC and partners received two awards from the UNESCO-World Action Programme *Education for Sustainable Development* - the first one for the quality label Q3SQ and its Q3SQ network and the second one for the project ANLIN.

A total of 29 places of learning, 28 networks and 6 municipalities convinced the jury of their high quality engagement for Education for Sustainable Development. Amongst them were the Q3SQ-network and the QFC-project ANLIN. The awards were presented by Cornelia Quennet-Thielen, State Secretary at the German Federal Ministry of Education and Research and Prof. Dr. Verena Metze-Mangold, president of the German UNESCO-commission, at the second agenda conference *Education for Sustainable Development* in Berlin. The initiatives are pioneers in their exemplary contribution to the implementation of the UN-Agenda 2030 and the UNESCO World Action programme *Education for Sustainable Development* in Germany.

Activities planned for 2017/2018

German Global Compact Network

The QFC will continue to actively participate in the German Global Compact Network meetings and will share its experience with Q3SQ and other sustainability activities, the best practice experience from the CaeSaR project for SME's, the training offered by the promoter for sustainability and innovation (PNI) and the ANLIN cooperation project, as practical examples of the implementation of the Global Compact principles within the discussions in the Global Compact network.

Q3SQ

After winning the awards from the UNESCO World Action Programme *Education for Sustainable Development* the efforts for the extension of the Q3SQ network of certified educational institutions will be intensified.

In awarding the quality standard Q3SQ, criteria for an excellence assessment are to be defined. Social partnership in the company and the affiliation to an employer association as well as the accompanying collective bargaining coverage will be given a high priority.



Qualification Programme "Promoters for Sustainability and Innovation" (PNI)

<http://qfc-news.com/portfolio-item/promotor-nachhaltigkeit-innovation/>

In 2017, the QFC, had started, together with the "Work and Environment Foundation" of the IG BCE, a new qualification programme on sustainability under the title "Promoters for Sustainability and Innovation" (PNI). In cooperation with the Environmental campus Birkenfeld of the Fachhochschule Trier and the IG BCE, participants can obtain a degree as a promoter for sustainability and innovation within the framework of an 18-month scientific further education (including scientific project work).

During the reporting period, 2 seminars with 6 modules were held.



Anlin <http://qfc.de/anlin/>

In the pilot project "Training promotes sustainable learning venues in industry (ANLIN)", QFC is testing an innovative concept for the sustainable design of learning venues in the dual system of vocational education and training. The project combines an organizational development strategy (learning location design) with a personnel development concept for the participants in dual vocational training (training staff, trainees). The implementation is carried out together with the two Q3SQ-certified training companies BBW and Provadis. ANLIN is one of twelve pilot projects funded by the Federal Institute for Vocational Education and Training (BIBB) on behalf of the German Federal Ministry of Education and Research (BMBF) within the framework of the World Action Programme (WAP) entitled "Education for Sustainable Development 2015-2019". The project started in June 2016 with a term of 33 months to March 2019.

A central approach to promote sustainability-related competence and values in the training company is the development of modular training concepts. These are developed, tested and evaluated both for trainers and for trainees. The first two of three planned modules both for trainers and trainees were designed, tested and evaluated. For the qualification of the trainees, the trainers assume a multiplier function and implement the modules with the support of the project team.

In order to advise the network partners and to support the implementation, advisory committees have been set up at regional and federal level, in which strategic partners such as industrial and commercial chambers, employers' associations, professional associations, trade unions and vocational schools are represented. The partner organizations as well as the institutions involved in the advisory councils and the BIBB are part of the ANLIN network.

The goal for the entire duration of the project is to develop and disseminate a tried and tested concept for the sustainable design of learning places in vocational education and training. The vision is that all vocational training venues are transformed in the sense of a sustainable development and ANLIN has made a visible contribution to this.

On the basis of project partnership ANLIN uses training modules that were developed and tested by the project CaeSaR. ANLIN also builds on the chemical industry's initiative Chemie³, the German sustainability codex and the quality seal Q3SQ.

In the reporting period 41 teachers and trainers were qualified in module I and 32 teachers and trainers in module II in a total of 10 sessions. 76 trainees were qualified in modul I and 36 in modul II in 10 sessions. The teachers, trainers and trainees work in the chemical, metal or electrical industry. In the next reporting period both groups will enter module III, which will be tested and evaluated.

In Mai 2017 the project was awarded by the UNESCO-comission as outstanding network within the context of Education for sustainable development.



Cooperation with stakeholders

In the future, the QFC intends to continue to spread the Global Compact principles in its cooperation with representatives from companies, trade unions, politics and science.

Chemie³

<https://www.chemiehoch3.de/de/home.html>

The QFC continues to participate in the sustainability initiative of the chemical industry, Chemie³, and did in its organization a sustainability check of Chemie³.

United Nation - Sustainable Development Goal No 4 and UNESCO World Action Programme (WAP) "Education for Sustainable Development"



In September 2015, the United Nations had adopted the 17 United Nations Sustainable Development Goals. The Sustainable Development Goals were disseminated by the QFC in its **CSR Info 51-2015** (see <http://qfc.de/die-neue-agenda-2030/>)

With the Q3SQ quality standard, QFC continues to contribute to the implementation of the World Action Programme (WAP) "Education for Sustainable Development" and thus also supports the implementation of the United Nations' Sustainable Development Goals, in particular **"Goal 4: Ensure inclusive and quality education for all and promote lifelong learning"**.

The model project "Training promotes sustainable learning venues in industry (ANLIN) with its vision to transform learning environments in professional training in terms of sustainable development also contributes to UNs goal 4 and the World Action Programme "Education for Sustainable Development".

The QFC had documented and disseminated the United Nations' Sustainable Development Goals and its implementation once again in a **CSR Info Nr.64-2017**: <http://qfc.de/csr-info-642017-deutsche-nachhaltigkeitsstrategie/>

The "**Sustainability and Innovation Promoters**" (**PNI**) qualification programme will also disseminate the new Sustainable Development Goals of the United Nations.

In other **QFC projects**, various sustainability aspects are also addressed and implemented in the individual project measures. (See p.17 ff. of this progress report)

Human Rights

Principle 1 BUSINESSES SHOULD SUPPORT AND RESPECT THE PROTECTION OF INTERNATIONALLY PROCLAIMED HUMAN RIGHTS

Principle 2 BUSINESSES SHOULD MAKE SURE THAT THEY ARE NOT COMPLICIT IN HUMAN RIGHT ABUSES

The Management of the QFC has signed a declaration together with the QFC works council, which includes the Global Compact principles.

Excerpt of the declaration:

“The management and the works council of the QFC support the ten principles of the Global Compact and call upon all employees of the QFC to support actively the implementation and to spread the Global Compact principles”.

This declaration has been disclosed to all employees of the QFC. Newly hired employees will be informed at the start of employment on the Global Compact principles.

(GRI HR3 and G4-HR2)

Employee salaries are considerably higher than the minimum wage for the education sector, so are for example the standard entry level wages approx. 50% higher than the lowest entry salaries in educational institutions without collective agreement and approx. 20% higher than the salaries in educational institutions with collective agreement. **(GRI-EC5)**

G4-LA1

Rate of employee turnover in per cent (31.12.2015)

Gender	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Female %	24	16	17	9	6	10	9	18	24	8	10
Male %	4	2	11	6	2	4	9	8	9	4	0

G4-LA3

Return to work and retention rates after parental leave, by gender

Number of employees by gender that were entitled to parental leave (2.1)

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Female	1		1		1	1	2	1	1	0	0
Male							1	0	0	0	0

Number of employees by gender that took parental leave (2.2)

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Female	1		1		0	1	2	1	1	0	x
Male							1	0	0	0	x

Number of employees who returned to work after parental leave ended, by gender (2.3)

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Female		1		1		0	1	0	0	0	0
Male							1	0	0	0	0

Number of employees who returned to work after parental leave ended who were still employed within twelve months after their return to work, by gender (2.4)

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Female		1		1		0	0	1	0	0	0
Male											

Return to work and retention rates (in %) of employees who returned to work after leave ended, by gender (2.5)

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Female		100		100			50	50	0	0	0
Male							100		0	0	0

G4-LA2

Benefits provided to full time, temporary and part-time employees

Benefits, e. g.	Full time	temporary	part-time
- Accident insurance	yes	yes	yes
- Health care	yes	yes	yes
- Maternity leave	yes	yes	yes
- Parental leave	yes	yes	yes
- Pension scheme	yes	yes	yes

- Continued payment of wages in case of illness	yes	yes	yes
- Holiday entitlement	yes	yes	yes
- Jubilee benefits	yes	yes	yes
- Educational leave	yes	yes	yes
- Compensation for sick pay	yes	yes	yes
-Financial support for foreign accommodation	yes	yes	yes
- Exemption for corporate volunteering	yes	yes	yes

Since May 2005 the QFC is a member of the **Network for Democracy and Tolerance** in Saxony-Anhalt and it regularly is participating in events, organized by the Alliance. **(G4-SO1)**

QFC continues to keep contact with organisational structures such as the regional association of the migrant associations of Saxony-Anhalt (LAMSA) and the Auslandsgesellschaft of Saxony-Anhalt (AGSA).



The QFC reported on concrete examples of the IG BCE "refugees welcome" solidarity campaign in the **CSR Info 57** "Human Rights Concrete" (<http://qfc.de/csr-info-572016-menschenrechte-konkret/>) on the "Alliance for cosmopolitanism, solidarity, democracy and state of justice - against intolerance, misanthropy and violence" and about the action "don' t touch my".

Labour Standards

Principle 3 BUSINESSES SHOULD UPHOLD THE FREEDOM OF ASSOCIATION AND THE EFFECTIVE RECOGNITION OF THE RIGHT TO COLLECTIVE BARGAINING

Principle 4 BUSINESSES SHOULD SUPPORT THE ELIMINATION OF ALL FORMS OF FORCED AND COMULSORY LABOUR

Principle 5 BUSINESSES SHOULD SUPPORT THE EFFECTIVE ABOLITION OF CHILD LABOUR

Principle 6 BUSINESSES SHOULD SUPPORT THE ELIMINATION OF DISCRIMINATION IN RESPECT OF EMPLOYMENT AND OCCUPATION

The QFC respects the right of freedom of association and the effective recognition of the right to collective bargaining. **(G4- HR4)**

The employees of the QFC have elected a works council.

Between the management of the QFC and the works council regular meetings are held. During the meetings the works council will be informed about significant operational changes and appropriate measures will be jointly discussed. **(GRI-LA4)**

The works council is involved in all matters concerning working conditions according to the Works Constitution Act.

Occupational health and safety issues for all employees of the QFC will be discussed together with the works council of the QFC. **(G4-LA5, GRI-LA6)**

2011, a company agreement on health promotion and occupational integration management was adopted. 2014 there was a tariff increase. 2014 a new remuneration system based on the IG BCE remuneration system was introduced, as well as a new and agreement on the employment of interns and trainees was completed. 2015 a new agreement was concluded for "mobile work". **(G4-11)**

In the context of occupational safety and fire protection and health care, the QFC is supported by an external company. Together with the works council a work safety committee has been established, as well as a company doctor for the employees of the QFC was contracted. **(G4-LA8)**

The responsible trade union for the QFC is the Mining, Chemical and Energy Workers' Union (IG BCE).

96 % of employees are members of the Mining, Chemical and Energy (IG BCE) 4 % of the employees are members of trade union Ver.di. **(G4- LA4)**

Percentage of employees receiving regular performance and career development reviews (G4-LA11): 100%

Percentage of employees covered by collective agreement:

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Employees	100	100	100	100	100	100	100	100	100	100	100

G4-LA10

Average hours of training per year per employee:

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Average hours per year	37	30	18	16	21	19	21	16	37	36	20

The labour conditions of employees are regulated in employment contracts which determine, among other things, the voluntarily nature of employment and the notice period, and they are guided by the collective agreement of the IG BCE. **(GRI-HR4, GRI-HR6)**

QFC does not employ children. **(G4-HR5)**

Young persons under 18 years of age, who participate in training activities of the QFC are subject to special protective and supervisory measures according to the Youth Employment Protection Act. **(G4-HR5)**

Young persons under 18 years of age are subject to special oversight and supervision, including the required safety instructions. To avoid that goods and services are used by suppliers who are at significant risk for cases of child labour, the QFC is choosing generally goods and services from local suppliers, where there is no risk of child labour. **(G4-LA14-LA15)**

The QFC is committed to the prohibition of discrimination.

None of the employees have been trained in the reporting period to the General Equal Treatment Act (AGG). Next training on AGG is scheduled for 2018 **(GRI HR 3)**

During the reporting period, there was no discrimination complaint. **(GRI-HR11)**

Monitoring of employee satisfaction is an integral part of the documented Quality Management System (QMS), which also takes into account aspects of discrimination. In 2011 the second employee survey took place. The concept of the survey was agreed with the works council. The entire staff was informed about the results of the employee survey.

Another employee survey is planned for the future. The interview sheet has been adjusted accordingly.

Satisfaction surveys as well as personnel development discussions, accompanied by a competence analysis, were conducted in 2016 during the staff discussions. The results were evaluated in a staff meeting together with the works council. In 2018 an analysis of psychological stress will be conducted in coordination with the works council. **(G4-LA11)**

In QFC no complaints on human rights have been filed so far. **(G4-HR12)**

Regarding the "UN Guidelines on Business and Human Rights" no human rights violations in the sphere of influence of the QFC were detected during the reporting period. **G4-10**

Total number of employees in the following categories:

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Gender Female	29	27	28	30	29	33	30	28	25	18	18
Gender Male	17	22	25	23	21	18	16	11	9	8	7
Age											
under 30 y. old	12	11	11	11	6	3	2	2	2	2	2
30 – 50 y. old	17	21	25	25	27	27	25	20	16	11	10
over 50 y. old	17	17	17	17	17	21	19	17	16	13	13

G4-LA12

Percentage of management team in the following categories

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Gender Female	16	29	33	33	50	50	50	50	50	50	40
Gender Male	84	71	67	67	50	50	50	50	50	50	60

The proportion of women among senior management in the QFC came to 50% by the middle of the reporting period and comes now to 40%.

G4-LA13

Ratio of basic salary of men to women

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Gender Male (basic salary 100 %)	100	100	100	100	100	100	100	100	100	100	100
Gender Female (basic salary 100 %)	100	100	100	100	100	100	100	100	100	100	100

(GRI-LA11, GRI-SO5)

QFC Projects

PAULINE – practical experience for trainees by learning stays in Europe

The aim of the European Mobility project is to give students from different professional groups the chance to gain experience in international cooperation and thereby apply and deepen their intercultural skills in practice.

A total of 46 individual activities are to be planned and implemented in the project period from September 2015 to May 2017. During the project period, we were able to offer international traineeships for 41 trainees. Of these 22 apprentices were in a dual apprenticeship, mainly from the commercial and technical fields, such as chemists, chemical laboratories, pharmacists, but also from the commercial sector, as well as 2 cooks. 19 full-time trainees were educators and social assistants.

[Http://qfc-news.com/portfolio-item/pauline](http://qfc-news.com/portfolio-item/pauline) **(GRI-SO1 and GRI-SO5)**



GOOD WORK in Saxony-Anhalt

The project "**GOOD WORK in Saxony-Anhalt**" stands for social partnership activities of key players and interest groups in a company to enhance the employers attractiveness. Collective Agreements as well as agreements on enterprise levels are the basis for a good working relationship in the factories of Saxony-Anhalt. "GOOD WORK in Saxony-Anhalt" informs about the benefits of collective agreements in selected sectors (for example, chemicals) and supports key players in the development of plant-specific agreements on the basis of best practice. GOOD WORK in Saxony-Anhalt sensitized by public information activities companies for membership in industry associations and informs employees about benefits of union membership. During the project implementation company-specific activities are implemented in 6 areas. They include health topics, such as health management, company integration management, reconciliation of work and family.

The topic personal and career developed recommends measures in the areas of demographics, shortage of skilled labor, education and training, human resources planning and development. The topic work organization includes issues like working time and age -appropriate work organization. The topic of corporate culture and sustainability includes strategic process control implementing sustainability aspects e.g. CSR – Good Practice Examples, Chemie³, motivation and objectives of cooperation, sustainability check.

The topic collective agreement includes benefits of tariff regulations, company and collective agreements, minimum wage, lack of skilled workers.

The topic "transnationality" includes internationalization of the labor market, professional exchange of key players in a company, European labor market.

Implementation of the project is carried out through seminars and workshops. With regard to the development of company-specific measures, the project offers operational process facilitation and negotiation moderation. In addition regional and national conferences as well as information on funding opportunities in Saxony-Anhalt are part of the project.

More than 80 representatives from companies – members of works council and HR-departments - participated in a conference (health) that took place during the reporting period. In workshops and through other sensitization measures for multipliers, 19.500 employees were potentially reached in the companies. <http://qfc-news.com/portfolio-item/gute-arbeit-in-sachsen-anhalt/>

Another example for activities in 2017 within the project was a German-Polish symposium that took place from November 8th to November 10th in Halle (Saale). The theme of this event was "flexibilisation of shift work models for aging employees". The Polish and German guests were able to exchange expertise on working conditions in both countries. One of the results was the observation that the demographic situation in Poland and Eastern Germany is very similar. For instance, the average age in the workforce in both countries is approx. 47 years. **(G4-SO1)**

"KarisMa" Career 50plus - Experience with experiences!

The project **"KarisMa" Career 50plus - Experience with experiences!** aims to support empowerment of key players in the company to promote equal opportunities for women in business. The aim is to promote career of women, 50 years and older, in the company.

With the project the chemical social partners in up to 8 companies want to raise awareness not only of the subject matter, but also make an inventory of the situation of especially female professionals 50plus in the process of human resource development. As a result, inhibiting factors are recognized, promotional instruments elaborated and concepts for the development of professionals and managers from the Generation 50plus are shown.

Conclusions and recommendations for the development of employment and human resources are developed in special trainings.

This social partnership project "secure professionals: make further and promote equality" is part of the ESF-funded social partners Directive (European Social Fund) by the BMAS (Federal Ministry of Labour and Social Affairs) and the ESF. It started on 01 December 2015, with duration of three years.

During the acquisition phase, the project was presented in 27 companies and also discussed the issue at various events with representatives from more than 140 companies. In contrast to the predecessor project FME, companies also turned directly to us. This speaks for the actuality of the subject.

12 companies participated in the interview phase, with 9 companies advocating the continuation of the cooperation over the entire period. 155 employees were interviewed, 60 interviews were planned. The reason for the higher number was the interest in a comprehensive analysis on the part of the companies. At present, the content analysis is carried out for the companies in order to discuss them in the company's operational control groups. Afterwards, the results will be presented to the interviewee. It provides for the derivation of recommendations for action and the testing of concrete measures in companies.

<http://qfc.de/karisma/> **(G4-SO1)**

"Schicht" ; "Shift" - aging and demographic-oriented shift work in collegial counseling

To provide flexible, sustainable work arrangements for particularly exposed groups of workers is not only a question of maintaining the employability of workers, but also for the attractiveness of the company.

In the project "age and demographics equitable shift work in a collegial consultation" new concepts and shift models are presented and discussed in social partnership dialogue. This project under the ESF social partners Directive "Ensure professionals: to study further and promote equality" is part of the industry dialogue supported by the Federal Ministry of Labour and Social Affairs and the European Social Fund.

In this context, events to disseminate experience and good practice from business practice are provided.

The project ran in 2 stages. Kick-off events sparked interest in the topic of future-oriented shift work and a broad nationwide dialogue was launched. As a result, 432 participants from 177 companies were discussing the challenges of future shift work in 8 events. Experts provided examples of "good practice" in the operational implementation. The general tenor was: what we need are models that enable health to be maintained and reconcile work and family life, enable part-time work, or provide individual solutions for working time reductions. This should be the basis for further work in the know-how workshops. Another important goal of these kick-off events was also to raise interest in the social partners' exchange and to prepare the discussion in the know-how workshops and thus to initiate the second phase of the project implementation.

The know-how workshop should provide a new creative form of cooperation, a practice-accompanying learning. Interested parties from both social partners were invited to look for solutions together, to develop new ideas and to exchange good practice examples. Not only did this happen together with works councils and company representatives as well as company representatives and company representatives, but also across the company. In 13 know-how workshops, 332 participants from 179 companies in 6 regions were involved in the topics.

The cooperation was established with the following employers' associations: Employers' Association of the German Rubber Industry (ADK) e. V.; Federal Employers Association Glass und Solar e. V. ; Federal Employer Association Chemistry e. V. ; Federal Association of Ceramic Industries e. V. ; Federal employers' associations of the German paper industry <http://qfc.de/schicht-2/> **(G4-SO1)**



BMI - Participation Orientation and Participation in Innovation Processes in the Framework of industry 4.0

The aim of the project is to sensitize companies in Saxony-Anhalt with regard to the industrial structural change Industry 4.0 and to support them in the context of the improvement or maintenance of sustainable and high-quality employment. The project is being funded by the European Social Fund and the State of Saxony-Anhalt as well as in cooperation with the network partners of the Belgian EPIC Network (Network on Employee Participation in Industrial Change).

A regionally established expert network supports the implementation of the project and contributes to the sustainable dissemination of the project results in Saxony-Anhalt.

The target group includes employees as well as specialists and managers; Trainees and employees in dual studies, employee representatives, representatives of the employers' organization and the social partners.

There are qualification offers for employees, specialists and managers as well as interests (2-day modules) and training modules for employees in training and dual studies as well as trainees (one day).

75 trainees already participated in the training modules "media competencies" and "participatory innovation culture" during the reporting period.

The two-day business modules for corporate players will be conducted in the following reporting period. <http://qfc.de/bmii-4-0/> **(G4-SO1)**



Sophie, social partner directive Brandenburg

The aim of the project within the framework of the social partners directive of the state of Brandenburg is the "modernization of the work organization to the professional safeguard, The design of work 4.0 / digital workplace and the strengthening of social partnerships in the rubber, plastics and chemicals sectors. "

Throughout the entire project process, the company's social partners - management and employee representatives - are involved in partnership.

In the process, an orientation and information phase for 40 companies will be pursued for all industry companies after a topic-specific issue. A number of 17 works councils are to be achieved. In addition, companies without a current employee representation must also be informed accordingly.

In addition, at least 15 interested companies are offered external consultancy on current company-specific problems of the work organization. The deliberations lead to the preparation of action plans. In a second stage, the action plans are implemented in at least 11 companies.

In a very comprehensive action we informed more than 150 companies about the advisory service of the project by sending the project leaflet with the advisory service described by using examples via Email or mail. Following this we contacted via phone - a process that will be continued beyond the reporting period. In the reporting period 18 introductory conversations with management and works councils took place.

An advisory board supports the project - it consists of representatives of the industrial union for mining, chemistry, energy - the northeast region, the employers' associations of rubber and of chemistry - north-east, the Cluster of plastics and chemistry of the state of Brandenburg, from companies and science of Brandenburg.

<http://qfc.de/sophie/>



LAURA

The QFC-project LAURA (learning experience for trainees through internships abroad) is funded by the European Commission within the framework of the programme "Erasmus+ in initial and continuing vocational training". In addition, LAURA is funded by the Federal Ministry of Education and Research, supported by the Federal Institute for Vocational Education and Training.

Project objective

During the project duration **from June 2017 to May 2019** employees in dual vocational training can complete a four-week-internship in another European country. This is financially supported by an individual Erasmus+ stipend from the European Commission. The period of the internship is flexible (within the project duration) depending on the capacities of the internship company.

Internships that last for several weeks offer participating trainees the opportunity to

- expand their foreign language competences
- strengthen their intercultural competence
- gain professional knowledge
- represent a cosmopolitan attitude and diversity
- secure a unique selling point on the recruitment market

In the reporting period 29 four-week-internship were organised and conducted. Target countries were Italy, Spain, the United Kingdom, Ireland, Sweden, Hungary and Poland.

<https://qfc.de/laura/>



BraKO

The QFC-project "BraKO" (sectoral dialogue plastic east) took place from January 2016 to June 2017 within the framework of the ESF-social partner initiative "securing skilled workers: educate further and further equality"

Participants were the IGBCE (industrial union for mining, chemistry, energy - the is, districts Berlin-Brandenburg, Cottbus, Dresden-Chemnitz), the employers' associations "NORDOSTCHEMIE" (north-east chemistry), the "Wirtschaftsinitiative Lausitz" (economic initiative Lausitz), the plastics association Brandenburg-Berlin, the "Initiative Neue Qualität der Arbeit" (initiative New Quality of Work).

The aim of the sectoral dialogue was answering the question:

Which qualification profile and further training do employees in future companies need - industry 4.0?

The main focus of the project was therefore the development of sectoral standards concerning the theme "securing the future through further education of the employees in plastics- and rubber industry". The aim was to base the standards on social partnership and pay special attention to the situation in SME. The following questions were raised:

- Which qualification profiles will employees need in the future?
- How can unskilled employees on disappearing workplaces be qualified in order to keep them employed?
- Which qualifications have to be conducted in order to secure employment in the long run

In order to answer these questions, workshops and operational data assessments were conducted

The aim of the project was the support of sustainable employment protection through the development of a regional concept of qualification and further education for employees in the plastics- and rubber industry.

This aim was to be reached through:

- supra-regional workshops, held in three target regions in order to make the social partners aware of the basic need for agreements on in-company continuing education
- the determination of industry-specific requirements of qualification through surveys in example firms in the region
- the determination and exemplary description of employees' competence profiles that will be required in the future

- the development of a recommendation for action concerning further training with special attention to unskilled and semiskilled workers

39 Companies took part in the project's activities. 13 Workshops were conducted in 10 companies. Therefore, the project aim of conduction 10 workshops in 8 companies was surpassed by 3 workshops and 2 companies.



Transfer+

transfer platform "healthy work, healthy people, sustainable companies"

The project Transfer+ - with the full title "transfer platform "healthy work, healthy people, sustainable companies" is located within the force field of current challenges of companies and employees.

In order to succeed in the ongoing competition and successfully shape the demographic change, companies need committed and healthy employees.

Therefore, management and works councils have a shared responsibility to develop innovative strength for a health-promoting work structure and age-compliant work.

Transfer+ offers appropriate support measures for companies from the chemical, glass-, solar and rubber industries by using the network and various offers of the "Initiative New Quality of Work - INQA").

Accordingly, the aims of Transfer+ are the development of assistance for healthy work and healthy people within the framework of the Transfer+ areas of activity (company health management, work time, management, work-life-balance, work organisation) as well as to promote the social partner's dialogue concerning the organisation of 'good work'.

This should be achieved by conducting workshops in the works councils. The workshops will have a focus on a survey and analysis of challenges by using according tools of the INQA as well as the process support of the company protagonists in development and implementation of problem-solving approaches.

For this purpose, 10 workshops/session days are estimated for each of the 10 projected model companies in Transfer+. The workshops will be conducted by qualified consultants.

The cooperation with the companies will be regulated by contracts, the companies will excuse their participants, will verify the labour costs and will declare their willingness to exchange experiences, to transfer and publish the results.

Transfer+ is a project of social partnership in cooperation with the Arbeitgeberverband der Deutschen Kautschukindustrie e.V. (the employers' association of the German rubber industry), the Bundesarbeitgeberverband Chemie e.V. (the federal employers' association of the chemical industry), the Bundesarbeitgeberverband Glas und Solar e.V. (the federal employers' association glass and solar), the Hans Böckler Foundation and the IGBCE (industrial union for mining, chemistry, energy)

The project is funded by the Federal Ministry of Labour and Social Affairs within the framework of the initiative "New Quality of Work" and is flanked by the professional guidance of the Federal Agency for Industrial Health and Safety. The project is co-financed by the IGBCE and the HBS.

The project's duration is from December 1st, 2017 to November 30th, 2020.

In the reporting period the project team was assembled and started with the project activities. The cooperation with the project partners was started in a control committee, a PR-concept including specific material was created and presented to the funder. Furthermore, acquisition of the model companies was started in cooperation with the project partners.

www.transferplus.info

Gender Monitoring

All projects of the QFC are subject to their own gender monitoring. The QFC has appointed a gender officer. An annual Gender Report is prepared by the gender officer. Within the report, the projects are viewed in terms of their gender relevance. In addition, recommendations for the consideration of gender mainstream are given. The report is available to all employees. **(G4 LA11)**

ENVIRONMENT

Principle 7 BUSINESSES SHOULD SUPPORT A PRECAUTIONARY APPROACH TO ENVIRONMENTAL CHALLENGES

Principle 8 BUSINESSES SHOULD UNDERTAKE INITIATIVES TO PROMOTE GREATER ENVIRONMENTAL RESPONSIBILITY

Principle 9 BUSINESSES SHOULD ENCOURAGE THE DEVELOPMENT AND DIFFUSION OF ENVIRONMENTALLY FRIENDLY TECHNOLOGIES

In developing and implementing the quality label Q3SQ the QFC continued together with representatives of educational institutions the exchange of experience for the implementation of precautionary and sustainability principles into the training and further education.

During a training at a certified training provider, apprentices had planned and executed the construction of a solar system and the CO₂ saving was made transparent through an information board.

During the reporting period dream Q3SQ-education institutions have modules for the training and further developed, tested and evaluated modules for training in order to integrate various job-related and inter-professional aspects of sustainability into their product portfolio.
(GRI-SO5, GRI-EN18)

Measures of the QFC and figures to save energy, emissions, water and other resources
(G4-EN1ff) e.g.

- Waste separation takes place
- Reduction of paper consumption
- Use of energy saving lamps
- Temporarily turn off of not used energy consumers (such as computers, printers etc.) takes place
- Purchase of new company cars will be taken to ensure that they show lower CO₂ emissions - Acquisition of a natural gas company car
- The use of company cars is reduced by the use of public transport - seven employees (Seven employees, i.e. approx. 32 % of total staff) currently use "Bahn-Card" of the Deutsche Bahn,
- Use of resource-saving and complex copying and printing technology, thereby eliminating several work-related laser printer.
- Possibilities for minimizing material consumption and more efficient use of materials in the administrative sector are currently under investigation.

Examples:

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Copies made up (TStk)	130	131	102	144	124	141	152	118	104	78	61
Water consumption (m³)	99	81	not determinable (in total included)								
Power consumption (Tkwh)	4,6	14,2	not determinable (in total included)								
Company cars, (mileage Tkm)	237	213	168	181	208	160	178	167	152	143	50
Ø consumption of printing copy paper / employee (in centimeter)	40	40	38	40	40	34	25	34	34	40	30

Since 2012, printing paper is used exclusively with the PEFC-certificate (Programme for the endorsement of forest certification schemes).

With the collection of 38 mobile phones the Naturschutzbund (NABU) was supported for its project "Lower Havel - restoration of 90 river kilometers". QFC participates in a recycling system for office material.

Regarding the awareness of employees for more responsibility towards the environment, e.g. all new employees of the QFC are informed about the principles of the Global Compact the day they start working at the QFC.

As part of the continuous improvement process, employees showed great commitment and made suggestions with relevance to the environment protection. For example, the use of environmentally friendly office supplies, the shift from paper to electronic documentation of internal correspondence. Use of eco-friendly educational materials in training activities. In addition, a working group on sustainability is planned. The employees are encouraged to nominate examples for the implementation of sustainability goals (SDG) within the QFC.

(G4-EN31)

Anti-corruption

Principle 10 BUSINESSES SHOULD WORK AGAINST CORRUPTION IN ALL ITS FORMS INCLUDING, EXTORTION AND BRIBERY

On 12.09.2011 the management of the QFC had issued an anti-corruption policy together with the works council of the QFC: **(G4-56 – G4-58)**

Anti-Corruption Policy QFC

As part of its participation in the Global Compact of the United Nations the QFC is working against all forms of corruption, including extortion and bribery.

This Code is intended to be a tool for the employees of QFC to save them from being accidentally entangled in corruption. It will help to do the right thing in hazardous situations, therefore:

First - Be a role model. Show by your behavior, that you don't tolerate nor support corruption neither its accompanying offenses.

Second - Fend off corruption attempts immediately and inform your supervisor immediately and also the QFC officer for corruption affairs.

Third - If you suspect that someone wants to ask for an improper favor, consult with a colleague as a witness.

Fourth - Always work in a way, your work can be reviewed at any time.

Fifth - Ensure consistent service to the separation of your business and personal life.

Sixth - Support the management of the QFC in the discovery and investigation of corruption. Inform your supervisor and the QFC officer for corruption affairs in case of indications of corrupt behavior.

Seventh - Support the management to detect faulty organizational structures, which favors corruption attempts.

Eighth - Inform yourself on the topic of corruption and personal gain in the broadest sense and let yourself be trained on the topic.

Halle, 09/12/2011



Melanie Neumann
Works council



Helmut Krodel
General Manager

The management of the QFC has appointed an anti-corruption officer.
This position is to be awarded at regular intervals. So far, no cases of corruption have occurred.
(G4-SO3)

The anti-corruption policy of the QFC was disclosed to all employees of QFC and explained at a staff meeting.
(G4-SO4)

With its anti-corruption policy the QFC implements the requirements of the Global Compact to fight corruption (Global Compact, anti-corruption, basic reporting elements B1-B7).

In QFC there had been no incidents of corruption.
(G4-SO4)

The QFC was not involved in violations of law and therefore had no penalties / fines to pay.

How does QFC intent to make this Global Compact Communication on Progress Report available to its stakeholders?

The Global Compact Communication on Progress Report of the QFC will be accessible to the stakeholders on the QFC-website (<http://qfc-news.com/>)

The COP-report will be also disseminated by the new QFC-CSR newsletter.

The Shareholder, the advisory board and the board of trustees of the QFC will be informed of the Communication on Progress Report.

The Communication on Progress Report of the QFC will be available to all employees on a bulletin board.

Information to the employees of QFC



QFC supports the 10 Principles of the Global Compact

In 2008 QFC had joined the United Nations Global Compact.

The Global Compact is a voluntary, international initiative of the United Nations to contribute to a social and environmentally sustainable globalization.

The Global Compact consists of 10 principles:

Human Rights

- Principle 1 Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2 make sure that they are not complicit in human right abuses

Labour Standards

- Principle 3 Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4 the elimination of all forms of forced and compulsory labour;
- Principle 5 the effective abolition of child labour; and
- Principle 6 the elimination of discrimination in respect of employment and occupation.

Environment

- Principle 7 Businesses should support a precautionary approach to environmental challenges;
- Principle 8 undertake initiatives to promote greater environmental responsibility; and
- Principle 9 encourage the development and diffusion of environmentally friendly technologies

Anti-corruption

- Principle 10 Businesses should work against corruption in all its forms, including extortion and bribery.

The Management of QFC supports the 10 principles of the Global Compact and calls upon all employees of QFC to support actively the implementation and to spread the Global Compact principles.

Halle, 18.11.2008

Melanie Neumann
Melanie Neumann
Chairwomen of works council

Helmut Krodel
Helmut Krodel
Managing Director