

## PROGRESS REPORT to the GUIDELINES of corporate responsibility for sustainability when organising and running events

1. STRATEGY. Sustainable practice means to act strategically and take the lead, and it means integration in company processes.

Topic	Goals and measures	Results / Indicators	Explanation in case of non-compliance / Date of implementation	References	
Maritim understands sustainable business activity to be a process-related strategy and is systematically incorporating this principle into its corporate structures.	Introduction of the company-wide sustainability project "ProUmwelt" into all German Maritim Hotels and further in-house development.	2009 Setting up of the ProUmwelt Working Group 2010 Introduction of the ProUmwelt checklist as a standard documentation guideline for all hotels. 2012 First company-wide inventory in six relevant areas of activity 2014 Progress from 2012 to 2013 can be expressed in percentages.		<a href="https://www.maritim.de/de/umweltschutz">https://www.maritim.de/de/umweltschutz</a> The following are available: ProUmwelt checklist with evaluations of the following areas: <ul style="list-style-type: none"> <li>• Energy</li> <li>• Waste</li> <li>• Water</li> <li>• Purchasing</li> <li>• Mobility</li> <li>• Social</li> </ul>	+
<b>Goals for employee involvement</b> <ul style="list-style-type: none"> <li>• Informing</li> <li>• Involving</li> <li>• Motivating</li> </ul>	The ProUmwelt Working Group acts as a management committee and oversees initiatives undertaken by the hotels. It also acts as a communications interface between company management and hotels and is responsible for organising: <ul style="list-style-type: none"> <li>• basic in-house training</li> <li>• external training</li> <li>• presentations</li> <li>• reports for in-house media</li> </ul>	<b>2013</b> The ProUmwelt project was firmly established in all German hotels by: <ul style="list-style-type: none"> <li>• creating a Green Team made up of 4-6 departments in each hotel</li> <li>• appointing a project manager</li> <li>• holding quarterly Green Meetings</li> </ul>		The following are available:  Names/positions of 36 Green Team members and project managers.  Current PDF (organisational structure) available.	



	<p>Continuous revision of internal guidelines in order to ensure that protecting the environment is a top priority for our employees.</p> <p>Establishment of a solid basis for communication at all levels of the company</p>	<p>2014 Appointment of five regional team leaders based on Maritim's existing regional structure. These team leaders coach the GreenTeams in their region and report to their regional directors.</p>		<p>courses in the field of disposal/waste</p> <p>Training certificates for 34 project managers: "Sustainability Consultant in the Events Industry" (GCB and DBU, 2012/2013)</p>
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2. Sustainability is primarily considered an OPPORTUNITY; to resolve future effects of entrepreneurial actions, and to everyone's advantage.

Topic	Goals and measures	Results / Indicators	Explanation in case of non-compliance / Date of implementation	References	
Maritim believes that careful use of resources and acceptance of social responsibility are the keys to ensuring the future of our society.	The ProUmwelt checklist provides a basis for the company-wide collection of consumption data. This allows annual sustainability goals to be set and potential savings to be identified.	Focus on two major projects over the last 2 years: 1. Lighting 2. Waste/disposal  Company-wide paper-saving campaign from 2014 onwards		Sustainability certificates relating to waste for each hotel Link to the press archive  External certification in: <u>Bonn</u> Green Globe–certified since 2010 <u>Berlin</u> VDR-certified Green Hotel since 2013	+
Supplier selection increasingly based on environmental criteria.	When it comes to purchasing and restocking, suppliers and manufacturers are increasingly being evaluated and selected on the basis of environmental criteria.	Changing of suppliers and restructuring of purchasing have mainly been undertaken in the following areas: <ul style="list-style-type: none"><li>• Housekeeping</li><li>• Technical</li><li>• Catering/food</li></ul>		Further details available on the Maritim intranet	

<p>Development of a Green Meetings package for conferences as a logical consequence of sustainability initiatives.</p>	<p>September 2012 Introduction of a company-wide Green Meetings conference package.</p> <p>2012/2013 Organisation of the GCB/DBU seminars in six Maritim Hotels in conjunction with the “myclimate” environmental protection agency.</p> <p>Goal from 2016: Establishment of a centralised internal archive for each sustainability topic so that experiences can be collected and easily accessed. In the long term, this knowledge and know-how can be used as a basis for change in the area of customer service.</p>	<ul style="list-style-type: none"> <li>• Environmental added value through eco-friendly conference materials and F&amp;B offerings.</li> <li>• Positive stimulus thanks to collaboration with Deutsche Bahn.</li> <li>• Provision of detailed transport arrival and departure information to help discourage car use.</li> </ul> <p>Indicators include:</p> <ul style="list-style-type: none"> <li>• <i>Disposal / recycling</i></li> <li>• <i>Paper saving</i></li> <li>• <i>CO2- optimised transport logistics</i></li> <li>• <i>Procurement</i></li> </ul>		<p><a href="http://www.maritim.de/de/angebote/tagungspauschale">http://www.maritim.de/de/angebote/tagungspauschale</a></p> <p><a href="http://www.maritim.de/de/deutsche-bahn">http://www.maritim.de/de/deutsche-bahn</a></p> <p>See arrival and departure information <a href="http://www.maritim.com/">www.maritim.com/</a></p>
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### 3. The 'sustainable business person' meets his responsibility in the region to enhance the COMMON GOOD.

Topic	Goals and measures	Results / Indicators	Explanation in case of non-compliance / Date of implementation	References
Every Maritim Hotel is firmly rooted in its own particular region as well as in its local and cultural environment.	<p>All hotels support local charitable organisations. For example, through:</p> <p>Sponsoring</p> <ul style="list-style-type: none"> <li>• social projects</li> <li>• Promoting culture for children</li> <li>• Sports campaigns</li> <li>• Sports galas</li> <li>• The "Tafel" charity</li> <li>• School leavers' balls</li> <li>• Children's sports events</li> </ul> <p>Provision of:</p> <ul style="list-style-type: none"> <li>• Rooms</li> <li>• Materials</li> <li>• Personnel</li> <li>• Tombola prizes</li> <li>• Food and drink, etc.</li> </ul>	<p>Example</p> <p>Lebenszeichen Afrika e.V. ; Sponsoring and use of facilities</p> <p>Welthungerhilfe Düsseldorf: Christmas brunch with approx. 1200 people</p> <p>Karneval Blau Weiss: Christmas party; use of facilities</p> <p>Kinderhospitz Regenbogen: donations in kind, room hire</p> <p>Schützenverein St. Sebastianus: Sponsoring</p> <p>Heinrich-Heine Kreis: use of rooms for events</p> <p>Bürgerstiftung Düsseldorf: Tombola prizes and participation in Charity Golf Tournament</p>		<p>2015 /16 Overregional sponsorings and country-wide involvment with donations in kind for:</p> <p>International Project Flüchtlingshilfe "Aktion Deutschland Hilft" "Mobil mit Behinderung e.v."</p> <p>Press releases and reports are available for all charity measures carried out by Maritim hotels.</p>

#### 4. ECONOMY in equilibrium with ecological and social aspects are equal concerns for a company's long-term stability.

Topic	Goals and measures	Results / Indicators	Explanation in case of non-compliance / Date of implementation	References	
<p>Integration of sustainable business concepts in line with the company's financial targets.</p> <p>Set up additional cross-disciplinary working groups which bring together enthusiastic employees to look at relevant topics in greater depth. Examine waste, cooperation, electric charging stations etc.</p>	<p>Continuous expansion of ProUmwelt-related activities, and ongoing improvements in the six areas of activity with the aim of:</p> <p>a.) Making all employees aware of the need to deal with resources in a sustainable way and make savings</p> <p>b.) Creating internal benchmarks through the ProUmwelt checklist</p> <p>Set up additional cross-disciplinary working groups which bring together enthusiastic employees to look at relevant topics in greater depth. Examine waste, cooperation, electric charging stations etc.</p> <p>The aim is to embed the sustainability strategy in all business processes</p> <p>The group-wide focus of the strategy means that it is an ongoing challenge to coordinate all goals and measures and to ensure that the benefits are felt by customers.</p>	<p>a)</p> <p>Introduction of standardised GreenBoards in hotels as a communications platform</p> <p>b)</p> <p>Regular measurement of progress in the six relevant areas of activity</p>		<p>An internal list of actions with annual progress assessments is available to all hotels for use as a basis.</p> <p>Bee project on hotel roofs (BRE, MAG, KWI).</p> <p>Construction of electric charging stations</p> <p>Provision of information by hotels on alternatives to travel by car.</p>	+

5. Responsible use of RESOURCES AND ENERGY means 1) to avoid, 2) to reduce and 3) to replace with renewables.

Topic	Goals and measures	Results / Indicators	Explanation in case of non-compliance / Date of implementation	References	
In order to operate in a sustainable way, each hotel works with the ProUmwelt checklist, which establishes targets, defines actions and documents results.	The following six areas of activity are covered:	<b>Purchasing</b> Central purchasing committee with the creation of specialist committees to deal with environmental issues and request appropriate details on suppliers, manufacturers and products.		<u>Example – Technical:</u> Lighting, electrical materials, fire extinguishers and catering, dishwashing and swimming pool equipment <u>e.g.: Housekeeping</u> Switch to dosing stations for cleaning materials from a single manufacturer	+
<b>Catering:</b> Logistical optimisation across all catering operations with the aim of reducing CO <sub>2</sub> emissions.	Introduction of a new, Germany-wide supplier file for fresh food. <b>Introduction of new ERP system with much more accurate information on the origin of fresh produce</b>	This file ensures that each hotel can obtain seasonal fruit and vegetables from local growers.		All head chefs have access to the file.	
Maritim Hotels has been a member of the “United against waste” initiative since 201 and “too good for the bin”.	The Maritim Hotel Dresden has been the test hotel since 2013. <b>Maritim has engaged in scientific cooperation with the University of Stuttgart in order to develop a measuring programme, involving the appointment of a "resource manager" already responsible for 6 locations.</b>	Performance data is gathered here in order to create appropriate benchmarks for other Maritim Hotels.		Certificate of membership is available at: <a href="http://www.united-against-waste.de/de/index.php/partner">http://www.united-against-waste.de/de/index.php/partner</a>	

<b>Major technical projects:</b> <ul style="list-style-type: none"> <li>• Lighting</li> <li>• Use of combined heat and power units</li> <li>• Waste/disposal.</li> </ul>	<b>Lighting</b> Company-wide conversion of existing lighting to LED technology with an investment in excess of €1 million	<p>By early 2014, 40% of lighting had been converted.</p> <p>LED lighting saves up to 80% of energy compared with traditional lighting.</p>		Panasonic presented the Maritim LED Project at the 2014 Light & Building trade fair in Frankfurt.
<b>Energy Management System (EnMS)</b>	Ensuring the transparency of energy and water consumption at all levels. Streamlining workflows (recording consumption, invoicing, auditing). Creating a unified basis for in-house reporting (communities of owners, authorities, other third parties). Collecting, assessing and tracking energy- or water-saving measures	<p>Establishment of an energy database containing approximately 1000 energy and water meters.</p> <p>Introduction of smart electricity meters and billing meters, including for electricity generated by Maritim's CHP/photovoltaic plants. The data are visualised in real time and transferred to the EnMS file in fixed cycles so they can be checked on a semi-automated basis.</p>	The EnMS database is constantly being enhanced. For example, savings measures are collected in a catalogue, prioritised and tracked until implementation. The aim is to achieve the integration of related subjects, such as group-wide waste disposal.	CHP units are used in the following hotels: Braunlage, Darmstadt, Düsseldorf, Hannover, Königswinter, Fulda, Titisee.
<p>Maritim Hotels operate CHP units.</p>  <b>Use of combined heat and power units</b>	Maritim generates around 7.6 million kWh of electricity each year. This corresponds to CO <sub>2</sub> savings of over 2,400 t per year 980,400 kg per year. (Compared to electricity purchased according to German emissions mix 2014)	Maritim generates around 7.6 million kWh of electricity each year. This corresponds to CO <sub>2</sub> savings of over 2,400 t per year 980,400 kg per year. (Compared to electricity purchased according to German emissions mix 2014)		



<b>Waste management</b> Introduction of a fully integrated disposal concept thanks to a new joint project with REMONDIS.	Training courses on external waste disposal to be attended by staff at every hotel by the end of 2014. Single-origin separation of various waste types with a view to higher recycling rates.	Improvements in overall waste recycling made it possible to create the first company-wide waste management review in 2013.  Every hotel is awarded an internationally recognised sustainability certificate by the Fraunhofer Institut.		Sustainability certificates are available for all German hotels since 2012
The company ReFood (REMONDIS) disposes of all leftover foodstuffs company-wide.		These foodstuffs are reprocessed in ReFood's own biogas plants to produce fuel, fertiliser and electricity.		<a href="http://www.remondis.de">www.remondis.de</a> Certifications in cooperation with the ATZ Institute Development Centre.

6. The 'sustainable employer' takes on a high level of SOCIAL COMPETENCE towards his employees; he improves and supports their further qualifications and ensures employment.

Topic	Goals and measures	Results / Indicators	Explanation in case of non-compliance / Date of implementation	References	
For Maritim, corporate social responsibility means:	Family-friendly working hours Collective bargaining pay scales Employee development programmes The Maritim Academy Job offers at home and abroad Permanent jobs for trainees Trainee advancement Internal media	<ul style="list-style-type: none"> <li>Maritim employee suggestion scheme: "Denk Mit".</li> <li>Review of contents of the GreenBoard mail boxes</li> <li>Job tickets</li> <li>Introduction of a trainee quiz on the subject of sustainability</li> </ul>		The trainee guidelines are available on the Maritim intranet.	+

7. Out of RESPECT for the human being, the 'sustainable business person' takes a stand for the compliance with human rights, and is against all acts of discrimination and corruption.

Topic	Goals and measures	Results / Indicators	Explanation in case of non-compliance / Date of implementation	References	
<p>As a family business, Maritim fosters a culture that requires and encourages staff to work together in a fair and cooperative manner.</p> <p>Maritim employs staff from 40 different countries.</p> <p>In 2013, foreign guests made up over 30% of total guest numbers.</p>	<p>Creation of a Code of Conduct.</p> <p>Maritim supports the principles embodied in the International Labour Organization's "Declaration on Fundamental Principles and Rights at Work".</p> <p>Maritim only selects partners and suppliers who comply with the rules and regulations of the applicable legal system (the United Nations Global Compact).</p> <p>The company's international marketing is oriented towards the country-specific customs and needs of its guests.</p>	<p>No guest or employee may be discriminated against on grounds of age, race, gender, religion, sexual orientation, marital status, parenthood, political persuasion or ethnic background.</p> <p>Rooms are available for guests with disabilities in all Maritim hotels.</p>	<p>  </p>	<p><a href="http://www.maritim.de/de/verantwortung">http://www.maritim.de/de/verantwortung</a></p> <p>Press report  </p>	+

8. OPEN-MINDEDNESS is an attitude. Transparency of sustainable measures is the consequence of this attitude.

Topic	Goals and measures	Results / Indicators	Explanation in case of non-compliance / Date of implementation	References	
<p>Maritim fosters a spirit of open communication within the company and with customers and suppliers.</p> <p>The directors inform all employees about annual paper consumption and savings in order to raise awareness of the topic.</p>	<p>Transparent internal communications</p> <p>External: Active involvement in various sector forums, including participating in the creation of the Sustainability Code</p> <p>Participation in all Green Meeting conferences to date</p> <p>Posters relating to paper consumption and forest conservation</p>	<p>Internal transparency via:</p> <ul style="list-style-type: none"> <li>• The intranet</li> <li>• Manuals</li> <li>• Internal media</li> <li>• Business plans</li> <li>• Sustainability measures</li> </ul> <p>Publicly available documents:</p> <ul style="list-style-type: none"> <li>• The company's Annual Report</li> <li>• Management Report</li> <li>• Code of Conduct</li> <li>• Press archive</li> </ul>	<p>  </p>	<p>Incentive schemes for Maritim employees and suppliers <a href="http://www.maritim.de">www.maritim.de</a></p> <p>The desktop wallpaper of each employee's computer contains information on saving paper</p>	+

9. The voluntary SELF-COMMITMENT to sustainability is a self-addressed obligation that will turn into the demand of society.

Topic	Goals and measures	Results / Indicators	Explanation in case of non-compliance / Date of implementation	References	
<b>Internal:</b> Sustainability requires long-term goals that will grow organically and make a lasting impact.  <b>External:</b> Maritim's particular focus is on the specific needs of the events industry.	Further strategic development of the ProUmwelt initiative as a company-wide process.  More in-house training programmes  Multiregional sector exchanges on green issues  Creation of a progress report  Participation in advanced training programmes  Participation in Green Meeting conferences	<ul style="list-style-type: none"> <li>Raising awareness of employees in their daily work.</li> <li>External training for all project managers as sustainability consultants.</li> <li>Development of an in-house control tool to measure progress in percentage terms.</li> <li>Recertification of the Berlin, Bonn and Koenigswinter hotels</li> <li>Competitor analysis</li> </ul> Market knowledge and views on the issue of sustainability		Continuous updating of GreenBoards in hotels  Certificates are available  Company-wide results and comparative analyses are available for 2012 and 2013.  Supervision of two diploma theses and two seminar papers on this subject to date.	+

10. The 'sustainable business person' sets INCENTIVES to re-think and act in order to include employees and partners in the permanent improvement process of sustainability.

Topic	Goals and measures	Results / Indicators	Explanation in case of non-compliance / Date of implementation	References	
Maritim's rating systems for employees and suppliers	<b>Internal:</b> In-house suggestion scheme with bonus system.  Review of employee suggestions on GreenBoards.  <b>External:</b> Preference given to partners and suppliers with environmental concepts who offer environmental concepts with appropriate proof.	Integration of ProUmwelt issues into the Maritim in-house trainee competition since 2013  Ongoing training for employees in the following areas <ul style="list-style-type: none"> <li>• Technical</li> <li>• Housekeeping</li> <li>• Event Management</li> </ul>	Installation of electric charging stations at 4 Maritim hotels, more to follow.	Maritim Intranet  Installation of electric charging stations at 4 Maritim hotels, more to follow.	+
Waste Management	Employee trip to our disposal company REMONDIS, including training and tour of the Lippewerk plant in Lünen.	2013 – joint project with Smart. Introduction of “smart” e-bikes for guest rental.  Development of new opportunities for collaboration, such as partnership with the Deutsche Bahn car-sharing operation Flinkster (call a bike, rent a car)			



Company	Reporting period	Date
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