

# METHODOLOGICAL NOTE

## Reporting approach

The second edition of PRT Group S.p.A.'s Sustainability Report was drafted according to the Global Reporting Initiative (GRI) Standards published in 2016 and their subsequent modifications, according to the "Core" option, as designed by Standard 101: Foundation.

The information and data contained in the Sustainability Report make reference to the period from the 1<sup>st</sup> of January 2021 and the 31<sup>st</sup> of December 2021. In order to provide a consistent account of the evolution of the Group's sustainability performance, data over the three-year period 2019-2021 is also reported.

The Sustainability Report is published once a year in order to ensure a constant account of our performances.

The Report's content definition was drafted according to accounting principles as established by GRI Standard 101: Foundation:

- **Stakeholder inclusiveness:** identifying PRT Group S.p.A.'s stakeholders and the modes used to consider their interests and expectations as significant elements in order to define content.
- **Sustainability context:** in this Report, PRT Group S.p.A.'s performance is illustrated in the wider context of sustainability and business.
- **Materiality:** material topics were identified by considering the most significant topics in terms of economic, environmental and social impacts, as well as topics having a significant influence on assessment and decisions made by shareholders.
- **Completeness:** this Report examines material topics in their entirety, as they reflect the company's significant impacts on the economy, environment and society. It also allows stakeholders to carry out a complete evaluation of the company's performance during the reporting period.

Shown below are the reporting principles which allow to guarantee the Report's high quality and correct information, in full respect of the accounting standards defined by GRI:

- **Accuracy:** the reported information provides details and is sufficiently accurate for stakeholders to understand and assess PRT Group S.p.A.'s sustainability performance.
- **Balance:** information contained in this Report illustrates in a balanced way the company's performance during the reference period, reflecting both positive and negative sides, in order to allow a reasoned assessment of the overall performance.
- **Clarity:** this Report employs a clear and accessible language. Also, the charts and tables used to represent the company's results make contents accessible and easily understandable by stakeholders.
- **Comparability:** this Report outlines indicators for the three-year period 2019-2021, each supported by a comment on their trend, so that it is possible to compare PRT Group S.p.A.'s performance over time.
- **Reliability:** this Report illustrates data that were collected, processed and validated by the person in charge of each function.
- **Timeliness:** this Report is published on a periodical basis so that the information and data are available over a period allowing stakeholders to take conscious decisions. The Report also takes into consideration data and events occurred after the 31<sup>st</sup> of December 2021 that might be significant for the evaluation of the Group's performance by stakeholders.

## Scope of the Report

The accounting scope refers to PRT Group S.p.A., all its brands and subsidiary companies. Therefore, it includes the wholly-owned ones, such as: Posta Pronta, Kimiprint, Ki-shirt, Intellidoc and PRT P.A.; as well as PRT France that is a 98.63% owned subsidiary company.

The definition of PRT Group refers to the mother company PRT along with its 6 brands. In order to indicate activities carried out in Italy, PRT only is indicated, and not PRT France because that one is a company carrying out activities only in France.

When PRT Group is mentioned in the Report, it is a reference to PRT Group S.p.A. When it comes to reporting about some specific characteristics of the single companies, PRT refers only to the Beinasco plant; PRT's activities in Italy refer to all the Group's activities in Italy; while PRT France is mentioned for the Group's activities in France.

## The activities of stakeholder engagement

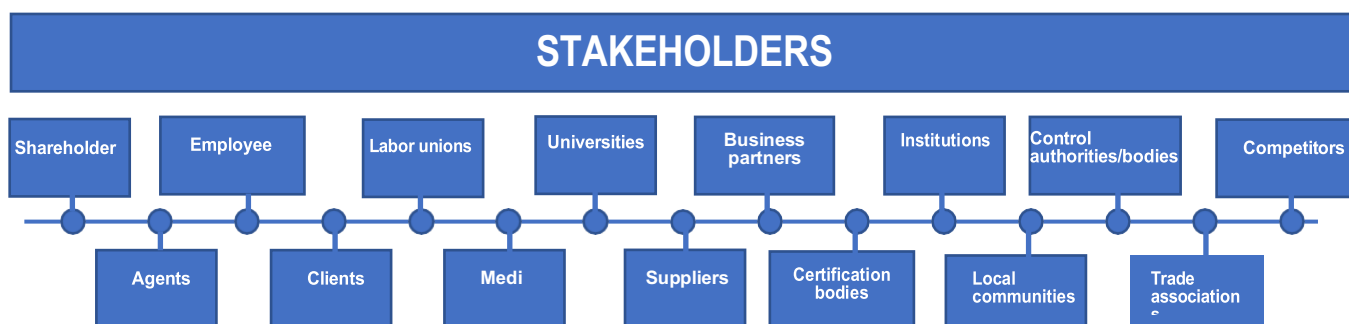
The Sustainability Report intends to account for the company's economic, environmental and social performance on those topics which were identified as material, that is, the most significant topics from the stakeholders' point of view, and the most representative topics about the economic, environmental and social impacts generated by PRT Group S.p.A.

The Sustainability Report can be viewed publicly and downloaded online at the following link:

<https://www.prtspa.com/report/2021/it>

The Sustainability Report addresses all PRT Group's stakeholders, both inside and outside the organization. Stakeholders are identified through a process aimed at taking into consideration all the entities interacting and contributing to the business activities. The stakeholder engagement activities implemented by PRT Group S.p.A. aim at responding to the expectations from its diverse stakeholders.

The main stakeholders that were identified and mapped by the top management are illustrated below:



In order to report about performance and economic, environment and social initiatives, PRT Group S.p.A. addresses stakeholders in different ways, such as: promoting dialogue and listening thanks to meetings and events, as well as communication through the main contact channels, being these the Group's website and social media channels. These tools allow the Group to get feedback and inputs from stakeholders and to keep these in mind when it comes to defining corporate strategies.

Therefore, in 2021 PRT Group S.p.A. launched several initiatives to promote dialogue, illustrated below:

## MAIN INITIATIVES TO PROMOTE DIALOGUE

STAKEHOLDERS	ENGAGEMENT ACTIVITIES
Shareholders	<ul style="list-style-type: none"> <li>• Communications regarding financial topics</li> <li>• Board of Directors meetings</li> </ul>
Agents	<ul style="list-style-type: none"> <li>• Constant exchange of information on new products and services</li> <li>• Continuous training on new products and services</li> <li>• Organizing training events</li> <li>• Organizing institutional events</li> </ul>
Employees	<ul style="list-style-type: none"> <li>• Constant exchange of information on new products, services, technologies, production processes and the company's performance</li> <li>• Training sessions about different topics</li> <li>• Periodical meetings with the company's several departments</li> <li>• Periodical meetings with representatives from the Labor Unions</li> </ul>
Customers	<ul style="list-style-type: none"> <li>• Company visits</li> <li>• Periodical meetings with sales account managers aimed at analysing needs</li> <li>• Website</li> <li>• Social Networks (LinkedIn, Facebook, Instagram)</li> </ul>
Labor Unions	<ul style="list-style-type: none"> <li>• Periodical meetings with Labor Unions</li> <li>• Stable relationships respecting the principles of correctness and transparency.</li> </ul>
Media	<ul style="list-style-type: none"> <li>• Company visits</li> <li>• Website</li> <li>• Social Networks (LinkedIn, Facebook, Instagram)</li> <li>• Press releases illustrating the company's initiatives</li> </ul>
Universities	<ul style="list-style-type: none"> <li>• Collaboration with the main Italian universities in specific projects and training initiatives</li> </ul>
Suppliers	<ul style="list-style-type: none"> <li>• Company visits</li> <li>• Periodical meetings</li> <li>• Exchange of information on held certifications and the financial-economic performance</li> </ul>
Business Partners	<ul style="list-style-type: none"> <li>• Business meetings</li> <li>• Company visits</li> <li>• Event organization</li> </ul>

Certification Bodies	<ul style="list-style-type: none"> <li>• Company visits for evaluation</li> <li>• Exchange of information on regulations in force</li> </ul>
Institutions	<ul style="list-style-type: none"> <li>• Constant dialogue and exchange of information to constantly adapt practices to the regulations in force</li> </ul>
Local community	<ul style="list-style-type: none"> <li>• Website</li> <li>• Social Networks (LinkedIn, Facebook, Instagram)</li> <li>• Press releases illustrating the company's initiatives</li> <li>• Participation in initiatives and donations to associations embedded in the territory</li> </ul>
Control authorities/bodies	<ul style="list-style-type: none"> <li>• Exchange of information on regulations in force</li> </ul>
Trade associations	<ul style="list-style-type: none"> <li>• Joint organization of events on different topics</li> <li>• Periodical meetings</li> <li>• Business networking</li> <li>• Collaboration aimed at the constant improvement of relationships with Labor Unions</li> </ul>
Competitors	<ul style="list-style-type: none"> <li>• Engagement in consortia or temporary consortia to participate in bids</li> <li>• Study and cooperation in order to develop back-up and disaster-recovery plans</li> </ul>

## Materiality analysis

Materiality analysis is a process used to identify, prioritize and update PRT Group S.p.A.'s material topics. In particular, material topics are the topics that are considered relevant both from the company and the stakeholders' point of view. The topics that are relevant from the company perspective (internal relevance) are those describing the firm's economic, environmental and social impacts; the topics that are relevant from the stakeholders' perspective (external relevance) are those which influence stakeholders' decisions and evaluations regarding the company.

In further detail, materiality analysis was carried out through two main steps:

1. Identification of the universe of topics, in order to identify sustainability issues that might be significant in the graphics sector;
2. Prioritization of topics, in order to identify the most important issues through the evaluation of their internal and external significance.

The universe of topics was identified by examining the social and economic context in which the company operates, through the following analyses:

- **benchmark analysis**, which analyses the main topics in economic, social and environmental terms for peers and competitors.
- **analysis of sustainability trends at a global level**, which examines the most important sustainability trends at a global level.
- **analysis of sustainability trends within the sector**, used to examine the most important sustainability trends the graphics sector.
- **media analysis**, used to examine the most important sustainability trends reported by the main news sources during 2021 about PRT Group S.p.A. and its context.

As previously mentioned, once the potentially significant topics are identified, topics are prioritized through the evaluation of their significance at an internal and external level.

So, the materiality analysis allowed to select nine material topics, on which the accounting of the Sustainability Report 2020 is focused. These are:

1. **Occupational health and safety**
2. **Privacy and Cybersecurity**
3. **Customers at the core**
4. **Business integrity**
5. **Circularity of materials**
6. **Economic performance and value creation on the territory**
7. **Innovation**
8. **Energy consumption and fight against climate change**
9. **People's development and well-being**

Here follows a definition of each material topics contained in the Sustainability Report, and the description of their boundaries.

Material topic	Description	Material topics in GRI Standards	Internal/ external impact	Impacted Stakeholders	Topic boundary
<b>Occupational health and safety</b>	Guarantee a safe and healthy workplace to all workers, minimizing accidents through prevention and protection activities.	403-1-10 (2018)	Internal	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Agents</li> <li>• Labor Unions</li> </ul>	PRT Group S.p.A.
<b>Privacy and Cybersecurity</b>	Guarantee protection of customers' sensitive and personal data by adopting cutting-edge privacy and cybersecurity measures.	418-1 (2016)	Internal and External	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Agents</li> <li>• Customers</li> <li>• Suppliers</li> </ul>	PRT Group S.p.A.
<b>Customers at the core</b>	Guarantee high-performance services and products to customers.	-	Internal and External	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Agents</li> <li>• Customers</li> </ul>	PRT Group S.p.A.
<b>Business integrity</b>	Carry out business operations with integrity, transparency and lawfulness, by promoting ethical behaviours and respecting the regulations in force, with special regard to fighting active and passive corruption, complying with environmental and socio-economic norms in force, while operating within legal sector-specific limitations.	205-3 (2016) 307-1 (2016) 419-1 (2016)	Internal and External	<ul style="list-style-type: none"> <li>• All categories of stakeholders</li> </ul>	PRT Group S.p.A.
<b>Circularity of materials</b>	Responsible management and use of resources in order to reduce impact on the environment and promote the re-use of materials in the framework of circular economy.	301-1 (2016) 306-1-5 (2020)	Internal and External	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Suppliers</li> </ul>	PRT Group S.p.A.'s activities in Italy
<b>Economic performance and value creation on the territory</b>	Generate value for stakeholders through business, be established as a trusted company and generate a positive impact on the surrounding territory by resorting to local suppliers and being engaged with trade associations, with the aim of supporting the area at a socio-economic level.	201-1 (2016) 204-1 (2016)	Internal and External	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Shareholders and investors</li> <li>• Business partners</li> <li>• Suppliers</li> <li>• Community and territory</li> </ul>	PRT Group S.p.A.

Material topic	Description	Material topics in GRI Standards	Internal/ external impact	Impacted Stakeholders	Topic boundary
<b>Innovation</b>	Constant improvement of products, services and business models through innovation.	-	Internal and External	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Trade associations</li> <li>• Business partners</li> <li>• Competitors</li> <li>• Universities</li> </ul>	PRT Group S.p.A.
<b>Energy consumption and fight against climate change</b>	Make use of energy from clean and sustainable sources all through the value chain and contribute to reduce negative impacts on the environment by monitoring and reducing the carbon print in terms of greenhouse gases released in the atmosphere.	302-1 (2016) 305-1-2 (2016)	Internal	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Agents</li> </ul>	PRT Group S.p.A.'s activities in Italy
<b>People's development and well-being</b>	Promote an attractive working environment by spreading an inclusive corporate culture, able to guarantee well-being to people, through investments in training and professional development in order to enhance the people's competences and talents.	401-1 (2016) 404-1 (2016) 405-1 (2016) 406-1 (2016)	Internal	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Agents</li> <li>• Labor Unions</li> </ul>	PRT Group S.p.A.

## GRI Content Index

GRI Standard	Disclosure	Page number	Note	Omission
<b>GRI 102: GENERAL DISCLOSURES 2016</b>				
<b>Organizational profile</b>				
102-1	Name of the organization	Sustainability Report, p. 8	-	-
102-2	Main activities, brands, products and services	Sustainability Report, p. 18-31	-	-
102-3	Location of headquarters	Sustainability Report, p. 8-9	-	-
102-4	Location of operations	Sustainability Report, p. 8-9	-	-
102-5	Ownership and legal form	Sustainability Report, p. 8	-	-
102-6	Markets served	Sustainability Report, p. 8, 18-31	PRT Group offers its products and services mainly in Italy and France, to customers in the banking sector, insurance and utility companies, and manufacturing.	-
102-7	Scale of the organization	Sustainability Report, p. 8-9, 18-31, 64 Methodological note, p. 18-20	-	-
102-8	Information on employees and other workers	Methodological note, p. 19-20	-	-
102-9	Supply chain	Sustainability Report, p. 42-44	-	-
102-10	Significant changes to the organization and its supply chain	-	There are no significant changes to the organization and its supply chain	-



GRI Standard	Disclosure	Page number	Note	Omission
<b>GRI 102: GENERAL DISCLOSURES 2016</b>				
<b>Organizational profile</b>				
102-11	Precautionary principle	-	The organization operates according to the precautionary principle, and intends to mitigate all the activities which could cause negative impacts.	-
102-12	External initiatives	Sustainability Report, p. 39-41, 53	-	-
102-13	Membership of associations	Sustainability Report, p. 39-41	-	-
<b>Strategy and analysis</b>				
102-14	Statement from senior decision-maker	Sustainability Report, p. 1	-	-
<b>Ethics and integrity</b>				
102-16	Values, principles, standards and norms of behaviour	Sustainability Report, p. 10, 38, 65- 66	-	-
<b>Governance</b>				
102-18	Governance structure	Sustainability Report, p. 34	-	-
<b>Stakeholder engagement</b>				
102-40	List of stakeholder groups	Methodological note, p. 2-4	-	-
102-41	Collective bargaining agreements	Sustainability Report, p. 65-66	All of PRT Group S.p.A.'s employees are covered by a collective agreement in compliance with National legislation regarding labor.	-
102-42	Identifying and selecting stakeholders	Methodological note, p. 2-4	-	-
102-43	Approach to stakeholder engagement	Methodological note, p. 2-4	-	-
102-44	Key topics and concerns raised	Methodological note, p. 2-7	-	-

GRI Standard	Disclosure	Page number	Note	Omission
<b>GRI 102: GENERAL DISCLOSURES 2016</b>				
<b>Organizational profile</b>				
<b>Reporting practice</b>				
102-45	Entities included in the consolidated financial statements	Methodological note, p. 2	-	-
102-46	Defining Report content and topic boundaries	Methodological note, p. 5-7	-	-
102-47	List of material topics	Methodological note, p. 5	-	-
102-48	Restatements of information	-	There were no restatements of information compared to the Report published last year.	-
102-49	Changes in reporting	-	There were no significant changes in the list and boundaries of material topics compared to the Report published last year.	-
102-50	Reporting period	Methodological note, p. 1	-	-
102-51	Date of most recent report	Methodological note, p. 1	-	-
102-52	Reporting cycle	Methodological note, p. 1	-	-
102-53	Contact point for questioning regarding the report	Sustainability Report, p. 96	-	-
102-54	Claims of reporting in accordance with the GRI Standards	Methodological note, p. 1	-	-
102-55	GRI content index	Methodological note, p. 8-17	-	-
102-56	External Assurance	-	PRT Group S.p.A.'s Sustainability Report, drafted on a voluntary basis, does not use an external assurance as of today.	-

GRI Standard	Disclosure	Page number	Note	Omission
<b>MATERIAL TOPICS</b>				
<b>ECONOMIC PERFORMANCE INDICATORS</b>				
<b>ECONOMIC PERFORMANCE</b>				
<b>GRI 103: Management approach 2016</b>				
103-1	Explanation of the material topic and its boundary	Methodological note, p. 5-7	-	-
103-2	The management approach and its components	Sustainability Report, p. 33 Methodological note, p. 19	-	-
103-3	Evaluation of the management approach	Sustainability Report, p. 33 Methodological note, p. 18	-	-
<b>GRI 201: Economic performance 2016</b>				
201-1	Direct economic value generated and distributed	Methodological note, p. 18	-	-
<b>PROCUREMENT PRACTICES</b>				
<b>GRI 103: Management approach 2016</b>				
103-1	Explanation of the material topic and its boundary	Methodological note, p. 5-7	-	-
103-2	The management approach and its components	Sustainability Report, p. 42-44 Methodological note, p. 18-19	-	-
103-3	Evaluation of the management approach	Sustainability Report, p. 42-44 Methodological note, p. 18-19	-	-
<b>GRI 204: procurement practices</b>				
204-1	Proportion of spending on local suppliers	Sustainability Report, p. 42-44 Methodological note, p. 18-19	-	-

ANTI-CORRUPTION				
GRI 103: Management approach 2016				
103-1	Explanation of the material topic and its boundary	Methodological note, p. 5-7	-	-
103-2	The management approach and its components	Sustainability Report, p. 38-39	-	-
103-3	Evaluation of the management approach	Sustainability Report, p. 38-39	-	-
GRI 205: Anti-corruption 2016				
205-3	Confirmed incidents of corruption and actions taken	Sustainability Report, p. 38-39 Methodological note, p. 18	-	-
ENVIRONMENTAL PERFORMANCE INDICATORS				
MATERIALS				
GRI 103: Management approach 2016				
103-1	Explanation of the material topic and its boundary	Methodological note, p. 5-7	-	-
103-2	The management approach and its components	Sustainability Report, p. 81-82, 86-87, 90-95	-	-
103-3	Evaluation of the management approach	Sustainability Report, p. 81-82, 86-87, 90-95	-	-
GRI 301: Materials 2016				
301-1	Materials used by weight or volume	Sustainability Report, p. 81-82	-	-
ENERGY				
GRI 103: Management approach 2016				
103-1	Explanation of the material topic and its boundary	Methodological note, p. 5-7	-	-
103-2	The management approach and its components	Sustainability Report, p. 82-83, 90-95	-	-
103-3	Evaluation of the management approach	Sustainability Report, p. 82-83, 90-95	-	-
GRI 302: Energy 2016				
302-1	Energy consumption within the organization	Sustainability Report, p. 82-83 Methodological note, p. 28	-	-

EMISSIONS				
GRI 103: Management approach 2016				
103-1	Explanation of the material topic and its boundary	Methodological note, p. 5-7	-	-
103-2	The management approach and its components	Sustainability Report, p. 84, 90-95	-	-
103-3	Evaluation of the management approach	Sustainability Report, p. 84, 90-95	-	-
GRI 305: Emissions 2016				
305-1	Direct (Scope 1) emissions GHG	Sustainability Report, p. 84 Methodological note, p. 28	-	-
305-2	Energy indirect (Scope 2) GHG emissions	Sustainability Report, p. 84 Methodological note, p. 28	-	-

WASTE				
GRI 103: Management approach 2020				
103-1	Explanation of the material topic and its boundary	Methodological note, p. 5-7	-	-
103-2	The management approach and its components	Sustainability Report, p. 85-86, 90-95	-	-
103-3	Evaluation of the management approach	Sustainability Report, p. 85-86, 90-95	-	-
GRI 306: Waste 2020				
306-1	Waste generation and significant waste-related impacts	Sustainability Report, p. 85-86, 90-95	-	-
306-2	Management of significant waste-related impacts	Sustainability Report, p. 85-86, 90-95	-	-
306-3	Waste generated	Sustainability Report, p. 85-86	-	-
306-4	Waste diverted from disposal	Sustainability Report, p. 85-86	-	-
306-5	Waste directed to disposal	Sustainability Report, p. 85-86	-	-

ENVIRONMENTAL COMPLIANCE				
GRI 103: Management approach 2016				
103-1	Explanation of the material topic and its boundary	Methodological note, p. 5-7	-	-
103-2	The management approach and its components	Sustainability Report, p. 78-79 Methodological note, p. 28	-	-
103-3	Evaluation of the management approach	Sustainability Report, p. 78-79 Methodological note, p. 28	-	-
GRI 307: Environmental compliance 2016				
307-1	Non-compliance with environmental laws and regulations	Methodological note, p. 28	-	-

SOCIAL PERFORMANCE INDICATORS				
EMPLOYMENT				
GRI 103: Management approach 2016				
103-1	Explanation of the material topic and its boundary	Methodological note, p. 5-7	-	-
103-2	The management approach and its components	Sustainability Report, p. 64-66	-	-
103-3	Evaluation of the management approach	Sustainability Report, p. 64-66	-	-
GRI 401: Employment 2016				
401-1	New employee hires and employee turnover	Methodological note, p. 24-26	-	-
OCCUPATIONAL HEALTH AND SAFETY				
GRI 103: Management approach 2018				
103-1	Explanation of the material topic and its boundary	Methodological note, p. 5-7	-	-
103-2	The management approach and its components	Sustainability Report, p. 72-74	-	-
103-3	Evaluation of the management approach	Sustainability Report, p. 72-74	-	-

GRI 403: Occupational health and safety 2018				
403-1	Occupational health and safety management system	Sustainability Report, p. 72	-	-
403-2	Hazard identification, risk assessment, and incident investigation	Sustainability Report, p. 72-73	-	-
403-3	Occupational health services	Sustainability Report, p. 74	-	-
403-4	Worker participation, consultation, and communication on occupational health and safety	Sustainability Report, p. 72-74	-	-
403-5	Worker training on occupational health and safety	Sustainability Report, p. 68-69	-	-
403-6	Promotion of worker health	Sustainability Report, p. 72-74	-	-
GRI 403: Occupational health and safety 2018				
403-7	Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	Sustainability Report, p. 72-74	-	-
403-8	Workers covered by an occupational health and safety management system	Sustainability Report, p. 72	-	-
403-9	Work-related injuries	Sustainability Report, p. 74 Methodological note, p. 27	-	It is not possible to monitor work-related injuries with workers who are not employees
403-10	Work-related ill health	Methodological note, p. 27	-	-
TRAINING AND EDUCATION				
GRI 103: Management approach 2016				
103-1	Explanation of the material topic and its boundary	Methodological note, p. 5-7	-	-
103-2	The management approach and its components	Sustainability Report, p. 66-69	-	-
103-3	Evaluation of the management approach	Sustainability Report, p. 66-69	-	-
GRI 404: Training and education 2016				
404-1	Average hours of training per year per employee	Methodological note, p. 26	-	-

DIVERSITY AND EQUAL OPPORTUNITY				
GRI 103: Management approach 2016				
103-1	Explanation of the material topic and its boundary	Methodological note, p. 5-7	-	-
103-2	The management approach and its components	Sustainability Report, p. 64-66	-	-
103-3	Evaluation of the management approach	Sustainability Report, p. 64-66	-	-
GRI 405: Diversity and equal opportunity 2016				
405-1	Diversity of governance bodies and employees	Methodological note, p. 21-24	-	-

NON DISCRIMINATION				
GRI 103: Management approach 2016				
103-1	Explanation of the material topic and its boundary	Methodological note, p. 5-7	-	-
103-2	The management approach and its components	Sustainability Report, p. 64-66 Methodological note, p. 18	-	-
103-3	Evaluation of the management approach	Sustainability Report, p. 64-66 Methodological note, p. 18	-	-
GRI 406: Non-discrimination 2016				
406-1	Incidents of discrimination and corrective actions taken	Methodological note, p. 18	-	-
CUSTOMER PRIVACY				
GRI 103: Management approach 2016				
103-1	Explanation of the material topic and its boundary	Methodological note, p. 5-7	-	-
103-2	The management approach and its components	Sustainability Report, p. 52-55	-	-
103-3	Evaluation of the management approach	Sustainability Report, p. 52-55	-	-
418: Customer privacy 2016				
418-1	Substantiated complaints concerning breaches of	Methodological note, p. 18	-	-



	customer privacy and losses of customer data			
<b>SOCIOECONOMIC COMPLIANCE</b>				
<b>GRI 103: Management approach 2016</b>				
103-1	Explanation of the material topic and its boundary	Methodological note, p. 5-7	-	-
103-2	The management approach and its components	Sustainability Report, p. 38-39 Methodological note, p. 18	-	-
103-3	Evaluation of the management approach	Sustainability Report, p. 38-39 Methodological note, p. 18	-	-
<b>GRI 419: Socioeconomic compliance 2016</b>				
419-1	Non-compliance with laws and regulations in the social and economic area	Methodological note, p. 18	-	-
<b>CUSTOMERS AT THE CORE</b>				
<b>GRI 103: Management approach 2016</b>				
103-1	Explanation of the material topic and its boundary	Methodological note, p. 5-7	-	-
103-2	The management approach and its components	Sustainability Report, p. 48-52	-	-
103-3	Evaluation of the management approach	Sustainability Report, p. 48-52	-	-
<b>INNOVATION</b>				
<b>GRI 103: Management approach 2016</b>				
103-1	Explanation of the material topic and its boundary	Methodological note, p. 5-7	-	-
103-2	The management approach and its components	Sustainability Report, p. 58-61	-	-
103-3	Evaluation of the management approach	Sustainability Report, p. 58-61	-	-

## Appendix

Here follow all the data referred to GRI indicators and their calculation methods, according to the chapters of Sustainability Report 2021.

### Chapter 1: PRT: a century-old history

#### Economic performance 2021

Economic performance: Direct economic value generated and distributed (201-1)

Global value added	2019	2020	2021
	Euro	Euro	Euro
<b>Economic value generated</b>	<b>25,969,192</b>	<b>28,210,288</b>	<b>29,846,480</b>
Production value	25,969,192	28,210,288	29,846,480
Other revenues	-	-	-
<b>Economic value distributed</b>	<b>23,960,906</b>	<b>26,364,624</b>	<b>27,678,930</b>
Operating costs	18,354,736	20,645,941	22,349,880
Employee wages and benefits	5,387,236	5,315,096	5,600,116
Payments to providers of capital	9,992	29,578	8,332
Payments to government	167,523	337,470	306,398
Community investments	41,419	36,539	27,000
<b>Withheld economic value</b>	<b>2,008,286</b>	<b>1,845,664</b>	<b>1,582,960</b>
<b>Scope: PRT Group S.p.A.</b>			

The table illustrates the amounts contained in the consolidated financial statements of PRT Group. 2021 ended with an increase by 6% in the economic value generated, compared to 2020. In 2021, the economic value distributed is approximately 93% of the total direct economic value generated, equal to 2020 figures.

20% of the economic value distributed was granted to employees as wage or benefit; 0.03% was granted to the providers of capital; 1.1% was granted to the government and 0.1% was granted to the community.

### Chapter 2: PRT territorial embeddedness

#### Integrity in our operations (GRI 205-3; 406-1; 418-1; 419-1)

Within PRT Group S.p.A.'s activities in 2021, no sanctions were received for non-compliance in the socio-economic area, no corruption nor discrimination incidents are reported; no complaints were made for any breach of customer privacy.

In 2019, a PRT worker appealed against dismissal due to exceeding time of respite, because of an alleged mobbing condition. The case ultimately ended with the plaintiff being condemned.

#### PRT Group's suppliers

Procurement practices: Proportion of spending on local suppliers (204-1)

Proportion of spending on local suppliers	2019	2020	2021
	%	%	%
Spending on local suppliers – Beinasco plant	44%	57%	61%
Spending on local suppliers – Padua plant	66%	69%	66%
Spending on local suppliers – P.R.T. France	64%	79%	73%
<b>Total spending on local suppliers – PRT S.p.A.</b>	<b>58%</b>	<b>68%</b>	<b>66%</b>
<b>Scope: PRT Group S.p.A.</b>			

The table illustrates the proportion of spending on local suppliers used by the Beinasco plant, located in the Italian region of Piedmont; by the Padua plant located in the Italian region of the Veneto; and by the company PRT France, located in the French region of Île-de-France.

During years 2019-2020, PRT Group has increased by 10% its supplies from local suppliers at a global level. In 2021, despite a slight global decrease by 2% compared to 2020, all the companies in PRT Group spend more than 60% of their total spending at local suppliers.

Given the high number of suppliers used for PRT Group S.p.A.'s activities in Italy, 85% of the total spending value was taken into consideration. Suppliers used at the offices in Rome and Florence were not taken into consideration due to their restricted number, if compared to the plants of Beinasco and Padua. Moreover, those suppliers providing products and services not available within the local territory, were not taken into consideration.

## Chapter 5: PRT Group's family

### Our people, our empowerment

#### People: Information on employees and other workers (102-8)

In calculating indicators about personnel, that is, 102-8, 401-1, 404-1 e 405-1, workers included are those with a permanent contract, a fixed-term contract and an apprenticeship contract; workers with internship contracts and temporary contracts are excluded. The number of employees also includes managers and directors.

Workforce by gender and contract type				
Contract	Gender	2019	2020	2021
Employees with a permanent contract	Men	55	59	58
	Women	19	26	27
<b>Total with a permanent contract</b>	<b>Total</b>	<b>74</b>	<b>85</b>	<b>85</b>
Employees with a fixed-term contract	Men	5	1	6
	Women	3	3	1
<b>Total with a fixed-term contract</b>	<b>Total</b>	<b>8</b>	<b>4</b>	<b>7</b>
Full-time employees	Men	60	60	63
	Women	19	27	27
<b>Total full-time employees</b>	<b>Total</b>	<b>79</b>	<b>87</b>	<b>90</b>
Part-time employees	Men	0	0	1
	Women	3	2	1
<b>Total part-time employees</b>	<b>Total</b>	<b>3</b>	<b>2</b>	<b>2</b>
Employees	Men	60	60	64
	Women	22	29	28
<b>Total employees</b>	<b>Total</b>	<b>82</b>	<b>89</b>	<b>92</b>
<b>Total interns</b>	<b>Total</b>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Total temporary workers</b>	<b>Total</b>	<b>7</b>	<b>8</b>	<b>1</b>
Self-employed workers	Occasional workers	6	4	7
	Professionals	17	29	31
	Agents	6	5	6
<b>Total self-employed workers</b>	<b>Total</b>	<b>29</b>	<b>38</b>	<b>44</b>
Scope: PRT Group S.p.A.'s activities in Italy				

Contract	Gender	2019	2020	2021
Employees with a permanent contract	Men	5	5	4
	Women	3	3	4
<b>Total with a permanent contract</b>	<b>Total</b>	<b>8</b>	<b>8</b>	<b>8</b>
Employees with a fixed-term contract	Men	0	0	0
	Women	0	0	0
<b>Total with a fixed-term contract</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
Full-time employees	Men	5	5	4
	Women	3	3	4
<b>Total full-time employees</b>	<b>Total</b>	<b>8</b>	<b>8</b>	<b>8</b>

Contract	Gender	2019	2020	2021
Part-time employees	<i>Men</i>	0	0	0
	<i>Women</i>	0	0	0
<b>Total part-time employees</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
Employees	<i>Men</i>	5	5	4
	<i>Women</i>	3	3	4
<b>Total employees</b>	<b>Total</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Total self-employed workers</b>	<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Scope: PRT France</b>				

Contract	Gender	2019	2020	2021
Employees with a permanent contract	<i>Men</i>	60	64	62
	<i>Women</i>	22	29	31
<b>Total with a permanent contract</b>	<b>Total</b>	<b>82</b>	<b>93</b>	<b>93</b>
Employees with a fixed-term contract	<i>Men</i>	5	1	1
	<i>Women</i>	3	3	6
<b>Total with a fixed-term contract</b>	<b>Total</b>	<b>8</b>	<b>4</b>	<b>7</b>
Full-time employees	<i>Men</i>	65	65	67
	<i>Women</i>	22	30	31
<b>Total full-time employees</b>	<b>Total</b>	<b>87</b>	<b>95</b>	<b>98</b>
Part-time employees	<i>Men</i>	0	0	1
	<i>Women</i>	3	2	1
<b>Total part-time employees</b>	<b>Total</b>	<b>3</b>	<b>2</b>	<b>2</b>
Employees	<i>Men</i>	65	65	68
	<i>Women</i>	25	32	32
<b>Total employees</b>	<b>Total</b>	<b>90</b>	<b>97</b>	<b>100</b>
<b>Total interns</b>	<b>Total</b>	<b>3</b>	<b>3</b>	<b>0</b>
<b>Total temporary workers</b>	<b>Total</b>	<b>7</b>	<b>8</b>	<b>1</b>
Self-employed workers	<i>Occasional workers</i>	6	4	7
	<i>Professionals</i>	18	30	32
	<i>Agents</i>	6	5	6
<b>Total self-employed workers</b>	<b>Total</b>	<b>30</b>	<b>39</b>	<b>45</b>
<b>Scope: PRT Group S.p.A.</b>				

**Employment: Diversity of governance bodies and employees (405-1)**

<b>Subdivision of employees according to contractual framework, gender and age (405-1)</b>								
<b>Directors</b>			<b>2019</b>		<b>2020</b>		<b>2021</b>	
			<b>n.</b>	<b>%</b>	<b>n.</b>	<b>%</b>	<b>n.</b>	<b>%</b>
	<b>Gender</b>	Men	3	100%	3	100%	2	100%
		Women	0	0%	0	0%	0	0%
	<b>Age</b>	< 30	0	0%	0	0%	0	0%
		Between 30 and 50	0	0%	0	0%	0	0%
		> 50	3	100%	3	100%	2	100%
	<b>Total Directors</b>		<b>3</b>	<b>100%</b>	<b>3</b>	<b>100%</b>	<b>2</b>	<b>100%</b>
<b>Managers</b>			<b>2019</b>		<b>2020</b>		<b>2021</b>	
			<b>n.</b>	<b>%</b>	<b>n.</b>	<b>%</b>	<b>n.</b>	<b>%</b>
	<b>Gender</b>	Men	5	100%	6	100%	6	100%
		Women	0	0%	0	0%	0	0%
	<b>Age</b>	< 30	0	0%	0	0%	0	0%
		Between 30 and 50	3	50%	3	60%	3	50%
		> 50	2	50%	3	40%	3	50%
	<b>Total Managers</b>		<b>5</b>	<b>100%</b>	<b>6</b>	<b>100%</b>	<b>6</b>	<b>100%</b>
<b>Clerks</b>			<b>2019</b>		<b>2020</b>		<b>2021</b>	
			<b>n.</b>	<b>%</b>	<b>n.</b>	<b>%</b>	<b>n.</b>	<b>%</b>
	<b>Gender</b>	Men	22	58%	23	50%	26	54%
		Women	16	42%	23	50%	22	46%
	<b>Age</b>	< 30	6	16%	8	17%	6	13%
		Between 30 and 50	22	58%	27	59%	30	63%
		> 50	10	29%	11	24%	12	25%
	<b>Total Clerks</b>		<b>38</b>	<b>100%</b>	<b>46</b>	<b>100%</b>	<b>48</b>	<b>100%</b>
<b>Workers</b>			<b>2019</b>		<b>2020</b>		<b>2021</b>	
			<b>n.</b>	<b>%</b>	<b>n.</b>	<b>%</b>	<b>n.</b>	<b>%</b>
	<b>Gender</b>	Men	30	83%	28	82%	30	83%
		Women	6	17%	6	18%	6	17%
	<b>Age</b>	< 30	3	9%	1	3%	2	6%
		Between 30 and 50	26	72%	25	73%	22	61%
		> 50	7	19%	8	24%	12	33%
	<b>Total Workers</b>		<b>36</b>	<b>100%</b>	<b>34</b>	<b>100%</b>	<b>36</b>	<b>100%</b>

Total employees			2019		2020		2021	
			n.	%	n.	%	n.	%
	Gender	Men	60	73%	60	67%	64	70%
		Women	22	27%	29	33%	28	30%
	Age	< 30	9	11%	9	10%	8	9%
		Between 30 and 50	51	62%	55	62%	55	60%
		> 50	22	27%	25	28%	29	32%
	Total Employees		<b>82</b>	<b>100%</b>	<b>89</b>	<b>100%</b>	<b>92</b>	<b>100%</b>
	People with disabilities and legally protected status	Men	0	0%	0	0%	2	50%
		Women	3	100%	2	100%	2	50%
		<b>Total</b>	<b>3</b>	<b>100%</b>	<b>2</b>	<b>100%</b>	<b>4</b>	<b>100%</b>

Scope: PRT Group S.p.A.'s activities in Italy

Directors			2019		2020		2021	
			n.	%	n.	%	n.	%
	Gender	Men	1	100%	1	100%	1	100%
		Women	0	0%	0	0%	0	0%
	Age	< 30	0	0%	0	0%	0	0%
		Between 30 and 50	0	0%	0	0%	0	0%
		> 50	1	100%	1	100%	1	100%
	Total Directors		<b>1</b>	<b>100%</b>	<b>1</b>	<b>100%</b>	<b>1</b>	<b>100%</b>
Managers			2019		2020		2021	
			n.	%	n.	%	n.	%
	Gender	Men	3	50%	3	50%	3	50%
		Women	3	50%	3	50%	3	50%
	Age	< 30	1	14%	0	0%	0	0%
		Between 30 and 50	4	57%	3	50%	3	50%
		> 50	2	29%	3	50%	3	50%
	Total Managers		<b>6</b>	<b>100%</b>	<b>6</b>	<b>100%</b>	<b>6</b>	<b>100%</b>
Clerks			2019		2020		2021	
			n.	%	n.	%	n.	%
	Gender	Men	0	0%	0	0%	0	0%
		Women	1	100%	1	100%	1	100%
	Age	< 30	1	100%	1	100%	1	100%
		Between 30 and 50	0	0%	0	0%	0	0%
		> 50	0	0%	0	0%	0	0%
	Total Clerks		<b>1</b>	<b>100%</b>	<b>1</b>	<b>100%</b>	<b>1</b>	<b>100%</b>

Total employees			2019		2020		2021	
			n.	%	n.	%	n.	%
	Gender	Men	4	56%	4	50%	4	50%
		Women	4	44%	4	50%	4	50%
	Age	< 30	2	22%	1	10%	1	10%
		Between 30 and 50	4	44%	3	40%	3	40%
		> 50	2	34%	4	50%	4	50%
	Total Employees		8	100%	8	100%	8	100%

Scope: PRT France

Directors			2019		2020		2021	
			n.	%	n.	%	n.	%
	Gender	Men	4	100%	4	100%	3	100%
		Women	0	0%	0	0%	0	0%
	Age	< 30	0	0%	0	0%	0	0%
		Between 30 and 50	0	0%	0	0%	0	0%
		> 50	4	100%	4	100%	3	100%
Total Directors		4	100%	4	100%	3	100%	
Managers			2019		2020		2021	
			n.	%	n.	%	n.	%
	Gender	Men	7	70%	8	65%	9	75%
		Women	3	30%	3	35%	3	25%
	Age	< 30	1	10%	1	6%	0	0%
		Between 30 and 50	5	50%	7	41%	6	50%
		> 50	4	40%	4	24%	6	50%
Total Managers		10	100%	11	100%	12	100%	
Clerks			2019		2020		2021	
			n.	%	n.	%	n.	%
	Gender	Men	21	58%	22	56%	26	53%
		Women	15	42%	17	44%	23	47%
	Age	< 30	6	17%	7	20%	7	14%
		Between 30 and 50	19	53%	22	56%	30	61%
		> 50	11	30%	10	24%	12	24%
Total Clerks		36	100%	39	100%	49	100%	
Workers			2019		2020		2021	
			n.	%	n.	%	n.	%
	Gender	Men	26	79%	30	83%	30	83%
		Women	7	21%	6	17%	6	17%
	Age	< 30	4	12%	3	9%	2	6%
		Between 30 and 50	25	76%	26	72%	22	61%
		> 50	4	12%	7	19%	12	33%
Total Workers		33	100%	36	100%	36	100%	

Total employees			2019		2020		2021	
			n.	%	n.	%	n.	%
	Gender	Men	64	71%	64	66%	68	68%
		Women	26	29%	33	34%	32	32%
	Age	< 30	11	12%	10	10%	9	9%
		Between 30 and 50	55	61%	58	60%	58	58%
		> 50	24	27%	29	30%	33	33%
	Total Employees		<b>90</b>	<b>100%</b>	<b>97</b>	<b>100%</b>	<b>100</b>	<b>100%</b>
	People with disabilities and legally protected status	Men	0	0%	0	0%	2	50%
		Women	3	100%	2	100%	2	50%
		Total	<b>3</b>	<b>100%</b>	<b>2</b>	<b>100%</b>	<b>4</b>	<b>100%</b>

Scope: PRT Group S.p.A.

The total number of employees has risen by about 3% during the years 2020-2021. In 2021, 68% of employees are men; the prevalence of men is mainly due to the specific features of this business. This is also reflected in the subdivision of employees according to their positions, as 100% of directors, 75% of managers, 53% of clerks and 83% of workers are men.

In the three-year period 2019-2021, PRT's Board of Directors was composed of two men above 50 years of age. During the same three-year period, PRT France's Board of Directors was composed of two men above 50 years of age, and a company.

#### Employment: New employee hires and employee turnover (401-1)

Employee turnover depending on age and gender (401-1)							
Gender	Age	2019		2020		2021	
		n.	%	n.	%	n.	%
Number of new employee hires							
Gender	Men	14	17.07%	4	4.50%	8	8.69%
	Women	5	6.10%	4	4.50%	3	3.26%
Age	< 30	2	2.44%	2	2.25%	3	3.26%
	30 < x < 50	15	18.30%	4	4.50%	6	6.52%
	> 50	2	2.44%	2	2.25%	2	2.17%
Total new employee hires		19	23.17%	8	8.99%	11	11.95%
Number of terminations							
Gender	Men	7	7.87%	5	5.62%	4	4.34%
	Women	4	4.50%	1	1.12%	4	4.34%
Age	< 30	0	0.00%	0	0.00%	2	2.17%
	30 < x < 50	11	12.36%	4	4.50%	3	3.26%
	> 50	0	0.00%	2	2.25%	3	3.26%
Total terminations		11	12.36%	6	6.74%	8	8.69%

Scope: PRT Group S.p.A.'s activities in Italy



Gender	Age	2019		2020		2021	
		n.	%	n.	n.	%	n.
Number of new employee hires							
Gender	Men	0	0.00%	0	0.00%	0	0.00%
	Women	1	12.50%	1	12.50%	0	0.00%
Age	< 30	0	0.00%	1	12.50%	0	0.00%
	30 < x < 50	1	12.50%	0	0.00%	0	0.00%
	> 50	0	0.00%	0	0.00%	0	0.00%
Total new employee hires		1	12.50%	1	12.50%	0	00.00%
Number of terminations							
Gender	Men	1	12.50%	0	0.00%	0	0.00%
	Women	0	0.00%	0	0.00%	0	0.00%
Age	< 30	0	0.00%	0	0.00%	0	0.00%
	30 < x < 50	1	12.50%	0	0.00%	0	0.00%
	> 50	0	0.00%	0	0.00%	0	0.00%
Total terminations		1	12.50%	0	0.00%	0	0.00%
Scope: PRT France							

Gender	Age	2019		2020		2021	
		n.	%	n.	%	n.	%
Number of new employee hires							
Gender	Men	14	15.56%	4	41.23%	8	8.00%
	Women	6	6.67%	5	51.55%	3	3.00%
Age	< 30	2	2.22%	3	30.10%	3	3.00%
	30 < x < 50	16	17.78%	4	41.23%	6	6.00%
	> 50	2	2.22%	2	2.06%	2	2.00%
Total new employee hires		20	22.22%	9	9.28%	11	11.00%
Number of terminations							
Gender	Men	8	8.89%	5	51.55%	4	4.00%
	Women	4	4.44%	1	1.03%	4	4.00%
Age	< 30	0	0.00%	0	0.00%	2	2.00%
	30 < x < 50	12	13.33%	4	41.23%	3	3.00%
	> 50	0	0.00%	2	2.06%	3	3.00%
Total terminations		12	13.33%	6	6.19%	8	8.00%
Scope: PRT Group S.p.A.							

As of PRT Group S.p.A.'s turnover in 2021, new employment hires represent 11,00%, while employees who left the job correspond to 8,00%. In particular, 11 employees were included in 2021:

- 2 new employment hires in Intellidoc in Beinasco
- 6 new employment hires in PRT in Beinasco
- 3 new employment hires in PRT in Padua

In 2021, PRT France had no turnover at all.

The rate of new employment hires is calculated as the ratio between the total number of new employment hires and the number of employees as of the 31<sup>st</sup> of December of the accounting year. The turnover rate is calculated as the ratio between the total number of terminations and the number of employees as of the 31<sup>st</sup> of December of the reference year.

Competence and professionalism are the words

**Employment: Average hours of training per year per employee (404-1)**

<b>Total hours of training per year per employee category (404-1)</b>									
	<b>Total hours</b>			<b>Number of employees</b>			<b>Hours per capita</b>		
<b>Hours of training per year per employee category in classroom and in e-learning mode</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Directors	3	4	6	3	3	3	1.0	1.3	1.0
Managers	110.5	14	47	5	6	6	22.1	2.3	7.8
Clerks	60.5	99	145	38	46	48	1.6	2.1	3.0
Workers	77	198	128	36	34	34	2.1	5.8	3.8
<b>Total</b>	<b>251</b>	<b>315</b>	<b>326</b>	<b>82</b>	<b>89</b>	<b>92</b>	<b>3.0</b>	<b>3.5</b>	<b>3.5</b>
	<b>Total hours</b>			<b>Number of employees</b>			<b>Hours per capita</b>		
<b>Hours of training per gender</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
Women	3	88	36	22	29	28	0.1	3.0	1.3
Men	248	227	290	60	60	64	4.1	3.8	3.5
<b>Total</b>	<b>251</b>	<b>315</b>	<b>326</b>	<b>82</b>	<b>89</b>	<b>92</b>	<b>3.0</b>	<b>3.5</b>	<b>3.5</b>
<b>Scope: PRT Group S.p.A.'s activities in Italy</b>									

In 2021, training was still partly carried out in a remote mode, thanks to an increased flexibility by employees to attend courses. The number of training hours in 2021 has risen by 3%. Also, 'On the job' training courses lasted 830 hours.

Average hours of training per year per employee are 3.5 for a total 326 hours of training in 2021. Also, average hours of training per year per director are 1.0; average hours of training per year per manager are 7.8; average hours of training per year per clerk are 3.0, and average hours of training per worker are 3.8.

## Ensuring health and safety for our people

### Work-related injuries (403-9)

Data referred to employees (403-9)	2019	2020	2021
Total working hours	135,280	142,560	159,186
Total number of injuries	1	1	1
<i>of which commuting injuries</i>	-	-	-
<i>of which serious injuries (causing more than 6 months of sick leave)</i>	-	-	-
Total number of medical treatments (treatments)	-	-	-
Total number of fatalities	-	-	-
Death rate	-	-	-
Rate of serious injuries	-	-	-
Total number of recordable injuries	-	1	1
Rate of work-related recordable injuries	1.48	1.4	1.26

**Scope: PRT Group S.p.A.**

During the period 2019-2021, three injuries were recorded, and no serious nor deadly injuries are among them. The main causes of injuries are due to minor wounds or sprains occurred at the production plant. In 2021, the rate of work-related recordable injuries decreased by 10% compared to 2020. Moreover, during the same three-year period, PRT France recorded no cases of injuries.

Definitions and calculation methods for injury indexes are listed as follows.

- **Death rate:** number of fatalities/ hours worked \* 200,000.
- **Rate of serious injuries:** number of injuries, including commuting ones, with sick leave longer than 40 days (excluding fatalities) / hours worked \* 200,000.
- **Index of recordable injuries:** number of injuries occurred during the year excluding commuting injuries and including sudden illnesses / hours worked \* 200,000

During the period 2019-2021 there were no cases of work-related illnesses.

In calculating GRI 403 index, employees with a permanent contract, fixed-term and apprenticeship contracts are included. Internship and temporary workers are excluded. The first considered day is the date when an injury is recorded, and recorded injuries are those with at least a three-day prognosis.

## Chapter 6: Green practices in PRT Group

### Energy

#### Energy consumption within the organization (302-1)

Energy consumption, in particular in the cases of diesel oil, gasoline and natural gas, was turned into joules [GJ] by using conversion factors contained in the data base of the Department for Environment, Food & Rural Affairs (DEFRA) 2021, 2020 and 2019, as indicated in the following table.

Energy value	Conversion factor			Density		
	2019	2020	2021	2019	2020	2021
Natural gas	44.758 [GJ/t]	44.798 [GJ/t]	48.383 [GJ/t]	0.000799 [t/m <sup>3</sup> ]	0.000799 [t/m <sup>3</sup> ]	0.000745 [t/m <sup>3</sup> ]
Diesel oil	42.643 [GJ/t]	42.643 [GJ/t]	42.643 [GJ/t]	0.000840 [l/t]	0.000840 [l/t]	0.000840 [l/t]
Gasoline	43.831 [GJ/t]	43.856 [GJ/t]	43.918 [GJ/t]	0.000736 [l/t]	0.000736 [l/t]	0.000746 [l/t]

### Emissions

#### Direct and indirect GHG emissions (Scope 1 and 2) (305-1 and 305-2)

In order to calculate direct emissions (Scope 1) related to the consumption of fossil fuels during the three-year period, emission factors were used that are included in the database of the Department for Environment, Food & Rural Affairs (DEFRA) 2021, 2020 and 2019. Indirect emissions (Scope 2) related to the consumption of electricity were calculated by the *location-based* method, using the conversion factors provided by Terna 2018 and 2019 (most recent available data when this Sustainability Report was drafted). In 2021, PRT purchased energy from certified renewable sources. As a consequence, indirect emissions (Scope 2) related to electricity consumption were calculated by using the *market-based* method by using the conversion factors provided by AIB 2019, 2020 and 2021 (most recent available data when this Sustainability Report was drafted).

Fuel	Emission factor		
	2019	2020	2021
Natural gas	2.02266 [kgCO <sub>2</sub> /m <sup>3</sup> ]	2.03053 [kgCO <sub>2</sub> /m <sup>3</sup> ]	2.04652 [kgCO <sub>2</sub> /m <sup>3</sup> ]
Diesel oil	2.54603 [kgCO <sub>2</sub> /l]	2.59411 [kgCO <sub>2</sub> /l]	2.62694 [kgCO <sub>2</sub> /l]
Gasoline	2.31467 [kgCO <sub>2</sub> /l]	2.20904 [kgCO <sub>2</sub> /l]	2.20307 [kgCO <sub>2</sub> /l]
Energy: location-based	315 [KgCO <sub>2</sub> /kWh]	315 [KgCO <sub>2</sub> /kWh]	336 [gCO <sub>2</sub> /kWh]
Energy: market-based	458 [KgCO <sub>2</sub> /kWh]	466 [KgCO <sub>2</sub> /kWh]	483 [gCO <sub>2</sub> /kWh]

#### Environmental compliance: Non-compliance with environmental laws and regulations (307-1)

During 2021, PRT Group received no sanctions for any breaches of environmental laws and regulations.