

# AS3 COMPANIES' SOCIETAL RESPONSIBILITIES AND RESULTS

COP RAPPORT 2014



Turning Transitions into Results



## GLOBAL COMPACT

The Global Compact comprises 10 principles for social responsibility based on internationally ratified conventions for labour and human rights, as well as the environment and anti-corruption. The CSR initiative is universal and constitutes a "common language" across national borders, which can be adapted to companies' specific needs and situations because of its flexibility and voluntary nature.

### Human rights

- 1. Businesses should support and respect the protection of internationally proclaimed human rights.
- 2. The businesses should make sure they are not complicit in human rights abuses.

#### Labour

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

#### **Environment**

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

### **Anti-Corruption**

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

#### How AS3 utilise the Global Compact

- As a framework for conducting CSR initiatives within the company and to ensure that our business partners support the principles of the Global Compact.
- As a basis for communication with the world around us we want to convey our views on social responsibility and our work in this field.
- As a platform for dialogue with our clients and external business partners.

### INTRODUCTION

In December 2011, AS3 aligned with the ten principles of the UN Global Compact, which covers areas such as human rights, the rights of the employee, the environment and anti-corruption. We have thus committed ourselves to work towards these principles in a context that makes sense for our company.

This report is the third Communication On Progress (COP) report we have prepared for submission to the United Nations. For 25 years, we have run our company on the basis of consideration for others. It is important to us that our clients, employees and other stakeholders experience AS3 Companies as a responsible business.

Our core values of being both decent and business-oriented as well as working on a long-term basis establish the framework for the way we act, and the way we do business. Based on these core values and on the basis of the ten principles of the Global Compact, we have established a Nordic code of social responsibility for our company, which we call AS3 Companies' Code of Conduct.

The COP report is based on the AS3 Code of Conduct, its purpose being to give everyone a brief insight into how we work with CSR at AS3 Companies and what ambitions we have to be part of "making a difference". This can be at individual, organisational or societal level.

The report is not only a means of reporting to the UN, but is just as much a communication of our messages, challenges and achievements to the various stakeholders, with whom we are in contact in various ways, and to other parties who may take an interest in CSR and social responsibility.

With the COP report, we also aim to promote awareness of the Global Compact, in the hope that other companies in the service sector choose to follow the same path.

Happy reading



Allan Gross-Nielsen, CEO

alten bors- Kellen



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### ABOUT COMPANIES

JOB TRANSITION MANAGEMENT – It's all about people and results.

The foundation of AS3 was laid back in 1989. Plenty has happened since then. AS3 has gone from being a couple of Danish entrepreneurs to its current state as a Nordic company with over 600 dedicated employees and freelancers whose work involves a wide range of the most exciting and challenging change and development processes in more than 1,000 private and public companies through-out the Nordic region.

Through all these years, we have specialised in management and counselling in job-related changes and competence development. We have also been enriched by close and constructive partnerships with our clients, candidates and the local surroundings of which we are part.

Since its founding in 1989, the guiding philosophy of AS3 Companies has been that business decisions must be good for business while also contributing to society. To us, this represents a major part of what social responsibility is all about.

Today, AS3 Companies occupies a leading position in the Job Transition Management market in the Nordic region and has 59 offices in major cities in Denmark, Norway, Sweden and Finland. Common to all AS3 Companies' efforts is that we work towards strengthening each individual's readiness for the labour market, to benefit themselves, the business world and society.

AS3 Companies is a company based on values. We wish to be businessoriented, decent and to work on a long-term basis. This means that we take responsibility and are willing to do more than what is expected of us in the work we do every day.

It also means that we as a company strive to live up to the expectations that go with being a social and socio-responsible company. It is natural for us to translate Corporate Social Responsibility to socioresponsibility.

To us, it is about showing respect for and an interest in clients, candidates and employees and our surrounding society in the work that we do. It is also about paying attention to the way in which our way of doing business has an impact on society. For example, our work with supporting people makes an important contribution to both the individual and to society as a whole.

Specifically, we counselled 30,000 candidates in the Nordic countries during 2014. In the vast majority of cases, we have either supported the individual in getting away from national employment initiatives and state support, or in avoiding getting into them in the first place.

We also support other companies in strengthening their social responsibility, thus making an impact on overall social responsibility in the business world.

### ABOUT AS3 COMPANIES

#### VALUES

The work we all do is rooted in the group's three values: *being business-oriented, decent and working on a long-term basis.* 

For us, being *decent* means being honest, empathetic, respectful and good at communicating with one another and the people we meet in our daily work.

For us, being *business-oriented* means that we are professionals and that we make a difference for our clients, business partners, individuals in counselling and our colleagues, while keeping our feet on the ground

For us, working *on a long-term basis* means that we build our business on long-term relationships and long lasting concepts and solutions. It also means that we are continuously improving our abilities in our field, so we are able to provide the most proff service in the future, as well. Our desire to establish long-term relationships thus requires that we

continually deliver the highest quality in our work.

#### AS3'S CREDO

We have developed a Credo that comprises the three primary requirements we consider vital to maintaining and strengthening competitiveness in the future job market: The three requirements are:

- Increasing the labour force
- Retention of employees
- Increasing flexibility

Our affiliation with the Global Compact is a signal to the world and ourselves that we take our share of the responsibility for solving some of the major challenges faced by our society.



AS3's VISION

We strive to be **the leading and most respected** company in Job Transition Management in the Nordic Region.

#### **Business-oriented**

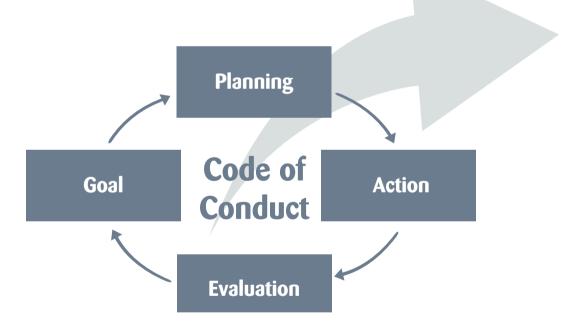
Being business-oriented means that we manage our engagement in a targeted, result seeking and professional way

Decent Being decent means that we are honest, fair and respectful

Long-term

Being long-term means that we build our business on long-lasting relations and durable concepts and solutions

### OUR APPROACH – WE STRIVE TO BE EVEN BETTER



### STRUCTURE OF CSR WORK AT AS3 COMPANIES

In connection with joining the Global Compact, we have structured our work in this area to ensure a consistent standard in terms of method, progression and reporting in relation to the Global Compact. This means that we continuously plan, act, evaluate and set new goals regarding our desire to be a socially responsible company.

### OUR APPROACH – WE STRIVE TO BE EVEN BETTER

Our values set the framework for our actions and the way we do business. Based on the 10 principles of the Global Compact, we have established AS3 Companies' Code of Conduct.

This helps us to:

- implement strategies and activities that strengthen our work with the four main areas of our Code of Conduct to ensure that it becomes a conscious part of the way we run AS3.
- structure the areas we would like to have an increased focus on, and the things we want to do better.
- be even clearer in our dialogue with business partners about our expectations and demands that they take their societal responsibility just as seriously as we do.
- be open about our work, in the hope that this can affect society as a whole.

How do we integrate Global Compact?

- In the training of new employees at AS3 Academy
- Distribution of information letters to close suppliers regarding our commitment to the Global Compact and how this will affect our cooperation with them in the future.
- Describe Global Compact in our tendering templates.
- We present Global Compact via our internal brochure "AS3 Companies' Societal Responsibility" on trade fairs.
- Presentation on www.as3companies.com.

We translate words into action and it is our goal to continuously improve the results and impact of our activities.



### CODE OF CONDUCT

Our Code of Conduct comprises four main areas:

- 1. Human Rights
- 2. Legislation setting the frameworks
- 3. Inclusiveness
- 4. Environmental responsibility

The areas of our Code of Conduct are formulated to reflect and support the principles of the UN Global Compact.

Our Code of Conduct means that we have precisely formulated what we expect of ourselves and that we take a special responsibility in these four main areas.

At AS3 Companies, we stress the importance of providing the right counselling services to management and employees, and we believe that such services must be tailored to the specific situation. We have therefore made a promise to the market and ourselves:

We are there for the individual client and we are there for the individual in our counselling. We are also there for our colleagues at AS3 Companies. This promise requires us to remain attentive and present in our work – which is the only way we can make a difference.

Through support and signatures from our external board and our Nordic management team we are committed at all levels of the organisation to comply with the guidelines set out in our Code of Conduct.

### **CODE OF CONDUCT**



Vi er der! Vi är där! Osallistumme! We're there!

### SOCIETAL RESPONSIBILITY

In 2014, we have manifested our social responsibility by supporting various activities, all of which, in different ways, support our mission to support people in job-related changes. When choosing initiatives, the following parameters are, among others, crucial:

These initiatives must be effective/ of value in areas that "impact upon us" as human beings. These initiatives must unite AS3 and be able to support our identity as an organisation who helps and creates results for other people. The activity must "make a difference" either at individual or society level and, ideally, create long-term value.

### **EDUCATION**

AS3 provides financial support for Aarhus Academy for Global Education, because the school has a focus on the importance of international educational opportunities of high quality, which is a necessity in order to bring international families to the Aarhus region and, in particular, that these families find it easy to fit in.

### WE PARTICIPATE

We maintain close relationships with the Danish universities and are happy to appear as speakers and panel participants in areas relating to our professional field. We also invite educational institutions into AS3 so they can gain insights in how the theory is applied in practice.

#### NETWORK

AS3 occupies numerous important posts, through which we assume responsibility and have potential to wield influence.

AS3 is active on the board of the Danish job counsellors trade organisation and currently occupies the position of chairman.

AS3 is active on the board of the Danish branch of the European Mentoring and Coaching Council and currently occupies the position of chairman.

In 2014, the Board of Danish Industry established a think tank focusing on to promoting and optimising Public-Private Cooperation. Allan Gross-Nielsen is the representative for AS3.

### FOUNDATIONS AND INITIATIVES

In 2014, AS3 has again chosen to support Red Cross Youth and thus contribute to activities for disadvantaged children and young people throughout Denmark. We drew particular attention to this support in our email signature in December.

Our Nordic offices have supported SOS Children's Villages either economically or in connection with their Christmas greeting.

### THE FIGHT AGAINST EBOLA

On the basis of our values and social responsibility, AS3 has contributed with financial support in the fight against the dreaded Ebola virus.

#### DONATION OF FURNITURE

AS3 has donated desks and office chairs to Skorpeskolen private school and thus contributed to the continued development of the school.

### SUPPORT MOMBASA

AS3 sends old mobile phones and laptop PCs to Mombasa through Support Mombasa, and supports the people in need.

### WE GO THAT EXTRA MILE

Our work with supporting people is an important contribution to the individual and to society as a whole. We also support other companies in strengthening their societal responsibility, thus making an impact on the business world's overall societal responsibility.





OBRÅDGIVERNES BRANCHEFORENING SOS BØRNEBYERNE



SOS LAPSIKYLA Rakastava koti An egalitarian view of humanity means that all people have the same right to develop and to act in the world. An egalitarian view of humanity also means recognition of equality, regardless of the race, age, gender, opinion, religion etc of the focus person.

> Declaration of Human Rights Article 1 "All human beings are born free and equal in dignity and rights. They are endowed with reason and conscience and should act towards one another in a spirit of brotherhood."



AS3 supports the principles of the UN Universal Declaration of Human Rights, the European Convention on Human Rights and the basic labour rights expressed in ILO conventions. These principles are generally already incorporated into Danish law.

We are committed as a company to comply with international conventions and good business practices in relation to human rights and equality.

AS3 therefore expresses its full support for the UN Declaration of Human Rights.

Our services are based on a fundamental respect for human rights. n our work, we always start with the individual and a high degree of respect for differences in values, beliefs and cultural backgrounds.

Our programmes and services are individually tailored to accommodate and respect the individual. Our counsellors' approach involves seeing possibilities instead of limitations and a belief that everyone has something to contribute. It is about creating the framework for the individual meeting, where respect for the individual is all-important.



### HUMAN RIGHTS EFFORT 2014 AND FOCUS 2015

#### EFFORT 2014

In 2014, our endeavours in the field of human rights involved the launch of a large-scale internal education plan. We did this to ensure that we speak a common language and share a uniform attitude to AS3's egalitarian view of humanity. In order to ensure that those who come into contact with AS3 in the context of a job-related transition should experience an equal and respectful dialogue, we go to a great deal of effort to introduce our employees to a common framework of understanding within professional interviews and coaching.

At AS3, we nurture and develop our professionalism, because we know it helps us to create the best results. This therefore also applies to the professionalism we demand when conducting professional interviews.

It is our clear ambition to set new standards in the field of coaching. Therefore, we have developed our own coach education and had it accredited by an external body, the European Mentoring & Coaching Council (EMCC).

In 2014, the education was accredited at Foundation, Practitioner and Senior Practitioner level. The Foundation level serves as part of the certification in AS3 and is therefore mandatory for all new employees who work with counselling/ coaching.

At Foundation level, participants will be presented with the "EMCC's code of ethics", which is consistent with AS3's egalitarian view of humanity. In this regard, it is an important competence for our employees that they are able to meet our candidates with the same openness and curiosity, irrespective of gender, age, race, religion, etc.

To establish and qualify dialogue with a person and the change involved, in the role of professional partner in the conversation, requires the ability to be investigative and to listen with respect for individual differences.

During 2014, more than 100 employees in Denmark completed the Transition Coach programme at Foundation level.

### HUMAN RIGHTS EFFORT 2014 AND FOCUS 2015

### **FOCUS 2015**

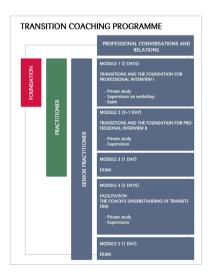
In 2015, we will continue to focus on making sure that we have a common language and understanding in relation to how we see the human being, and our approach to coaching. Therefore, all new employees, who work with counselling/ coaching are required to attend the Transition Coach Foundation course as part of their certification.

During the first six months of 2015, the Transition Coach course will be extended to Norway, Sweden and Finland at Foundation level. We expect that more than 50 employees will complete the course.

The Practitioner and Senior Practitioner courses will be launched in Denmark during 2015.

During 2015, we will develop a new and improved management training course. We believe that the companies who create the greatest success are those with the ability to focus on both the business and the human side. This requires that the right teams are put together, i.e. people who not only have the right competences, but who also have the right attitude and will give their best. This is unachievable by recruitment alone. Clear leadership is also required and it must be an everyday discipline. Good leadership is a prerequisite if we are to establish motivating goals for all employees, while ensuring that we retain and attract the very best employees.

The elements of the course will focus both on the individual manager's personal development, and that the ability to become a good leader must be rooted in one's own self. In addition to "classic management training", the new management training course will also aim towards participants being able to establish a clear direction and specific goals for their employees, on their ability to build trust and commitment as well as to inspire and create a strong culture. EMCC European Mentoring & Coaching Council





# LEGISLATION SETING THE FRAMEWORKS

Compliance with laws and agreements is a matter of course and a minimum requirement that AS3 has set for itself. We also strive to do more than what is expected of us in specific areas.

We are dedicated to being professional and responsible in all contexts. It is vital to us that we never compromise our credibility. This means for example that we seek dialogue with our business partners and suppliers about how they observe all laws, act responsibly and comply with applicable standards and conventions. AS3 assumes greater responsibility and exceeds the minimum requirements regarding working environment. We do this because we believe that a good working environment benefits our employees and, ultimately, our clients, candidates and business partners.

This means, among other things, that we work hard to secure the necessary framework for a workplace where we thrive and where there is a work-life balance.

## LEGISLATION SETTING THE FRAMEWORKS EFFORT 2014 AND FOCUS 2015

#### EFFORT 2014

Below we present some examples of CSR activities in 2014 relating to "Legislation sets the framework".

### TERMS OF EMPLOYMENT

AS3 is a member of the trade associations, the Danish Chamber of Commerce and the Confederation of Danish Employers. Our membership means that we have a sparring partner in the field of labour relations. We also make continuous updates in line with changes in legislation.

We are subject to the National "Collective Agreement on Trade, Knowledge and Service concluded between Danish Business Employers and HK/Private". This means that employees whose work falls within the area covered by the collective agreement are employed in accordance with its terms. For employees who are not covered by the collective agreement, AS3 has standard conditions of employment, which include a pension and health care system as well as a sixth holiday week.

### WORKPLACE ENVIRONMENT

AS3's Danish offices have obtained workplace environment certification and work is being done systematically to continually improve the working environment.

This work includes:

- Contingency plans
- Annual job satisfaction surveys
- First aid training courses
- Health care scheme
- Goals and plans of action

Besides the fact that we will always aim to comply with health and safety legislation, it is important for us to achieve the goals we set for ourselves in the field.

In 2014, our workplace environment certificate was renewed and for the sixth consecutive year we were awarded a green smiley with crown by the Danish Working Environment Authority. A smiley with crown shows that AS3 has been awarded a recognised working environment certificate and is only awarded to companies who have gone to extraordinary lengths to secure high working environment standards.



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## LEGISLATION SETTING THE FRAMEWORKS EFFORT 2014 AND FOCUS 2015

#### **FOCUS 2015**

We will continue to keep ourselves updated on relevant legislation and continually assess how it adds value to do something extra.

Contracts are the foundation for AS3's work in many different areas, but nowadays they can be cumbersome and administratively difficult to deal with, because they must be sent around in physical form for signature by the parties. Workflows related to the conclusion of contracts can appear complex and proceedings may require a great deal of resources.

In 2015, we wish to work towards a more modern and future-proof solution for handling legal documents within the field of HR. We will therefore focus on finding electronic solutions that are able to guarantee us a better and more efficient communication flow than we have today. We also expect to see benefits, which include the following: Savings on postage and the freeing up of resources that were previously tied to administrative procedures.

In 2015, we also want to focus even more on workplace environment measures, including our structuring with a view to making our efforts increasingly targeted towards and relevant for the individual employee.



Everyone has something to contribute. We think in terms of resources and competencies, rather than problems and limitations. We believe that people can develop if the conditions are right.

> The recruitment of new employees is based on the principle of "the right person for the right job".



# INCLUSIVENESS

At AS3, we hire the person who possesses the personal and professional competences needed to meet the requirements of the job. We see it as a strength that our employees have different experiences and a varying range of professional competences.

Thus, in our quest for inclusiveness we never deprive individuals or the company of the opportunity for success.

We strive to provide the framework for a workplace with equal conditions in terms of work, well-being and development for all, regardless of gender, age, handicap, ethnic origin, race, religion, sexual orientation or social status. AS3 is an inclusive company with room for diversity.

We take societal responsibility by being open to people who are outside – or at the risk of being outside – of the labour market.

In our sickness absence policy, we work actively with the retention of sick employees.



# INCLUSIVENESS EFFORT 2014 AND FOCUS 2015

AS3 is a value-based company with few rules. Our HR policy relates to a number of crucial areas with regard to employment in the corporate group and is the framework behind our work on HR. Our HR policy is not a set of rules or book of answers, but a guideline based on: personal responsibility, common sense, good manners and with the possibility of individual consideration.

When we assess inclusion at AS3, one of the ways we do so is by using a range of key figures:

In 2014, our employee gender ratio was 67% women and 33% men in Denmark. It is crucial for us that we always "put together the right team", which means that gender is not a decisive factor for us. What is decisive is that we have hired the right people with the required competences, the right attitude and who want to do their best in the actual job in hand. The latter applies, regardless of whether it is a task on behalf of a client, or a task where we share our knowledge.

We have had 25 unpaid interns, and employed 9 employees in flex jobs/ jobs with wage subsidies. We also employed 29 student workers, and had an apprentice office clerk.

We are proud that in 2014 we were able to increase the number of interns, student workers and employees in flex jobs/with wage subsidies, as inclusiveness and diversity are key words in our view of humanity. At the same time we are helping to give the individual the opportunity to build links with the labour market, to gain actual experience in it or to reach clarification about future job opportunities and aspirations.

Below you can see a selection of the various initiatives where we have shared our knowledge and experience during the course of 2014 and which, from our point of view, also support our perception of "the concept of inclusion". AS3 has participated in various events such as "A Day With" and

"Career Festival 2014" in collaboration with Aarhus University, for the purpose of establishing contact with the student environment as a source of inspiration and motivation for students, in relation to their careers.

We also attended an event about "Alternative career paths" for psychology students at Aarhus University and we hold workshops for groups of students from Business Academy Aarhus on the topic "Strategy and business development in service companies".

We have also implemented "Good Morning Meetings" for clients and potential clients around themes such as "Dismissal with dignity" or "AS3's Transition Management Programme".

Once a year, we take on the role as external teacher of Business Psychology graduate students at Copenhagen Business School, where we pass on experiences from real

## INCLUSIVENESS EFFORT 2014 AND FOCUS 2015

life, recommendations and literature with a view to focusing on the company's planning and responsibility when making employees redundant and focusing on the individual employee, on reactions and not least on the remaining organisation.

#### **FOCUS 2015**

In 2015, we aim for continued focus on inclusiveness in AS3.

At AS3 Companies our most important resource is our employees. This is how it has been for 25 years and it is also how it will continue in the future. On the basis of our values and egalitarian view of humanity, in 2015 we will also be focusing on our social and societal responsibility when we recruit new employees.

Below are a few examples of initiatives that we expect to complete in 2015. Again, these are activities that we consider to be supportive of "the concept of inclusion".

As part of an "Open House" event at the University of Copenhagen, we will be participating with a presentation about work as a psychologist in a private company, including what considerations a psychology student has made about his or her working life and choice of education.

We expect to implement a "Transition Management Programme" for a number of managers from various educational institutions. This is with a view towards equipping managers for educational reforms, increased entry requirements, physical mergers, including the human adjustments that will be required.





At AS3, we focus our environmental efforts on limiting the direct environmental impact of our activities. We primarily impact the environment with the resources we use in our office facilities and through our interaction with each other, our clients and our partners.

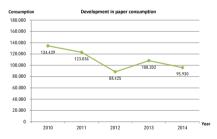
We strive continuously to promote employee awareness and knowledge regarding our impact on the environment and climate. We purchase and use supplies and equipment that support a good environment and working environment, and we continuously work to reduce our energy consumption and waste production. Over the years we have taken various measures to minimise the environmental impact of our activities. This is also reflected in our purchasing policy.

### ENVIRONMENTAL RESPONSIBILITY EFFORT 2014 AND FOCUS 2015

### EFFORT 2014

PAPER CONSUMPTION

Our supplier of printed materials uses FSC certified paper, so all new editions of our books, magazines and brochures will be registered with the FSC label.



We have had continued focus on reducing paper consumption and after our annual statement we can conclude that there has been a significant fall in copy paper consumption.

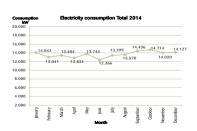
The reason for this decline is the result of us having implemented a technical adjustment in 2014, which implies that some printers at our two main offices in Denmark have been set to automatically print on both sides of the paper. However, this is only an assumption, since we do not currently have a summary of the effect of this initiative.

Finally, we generally try to make people aware that they should, as far as possible, minimise the amount of printing.

In 2014, we further reduced the number of waste paper containers at our headquarters by one.

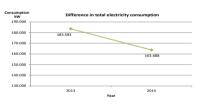
### ELECTRICITY CONSUMPTION

As shown in the graph below, in 2014 we have recorded stable power consumption at the two largest AS3 offices.



In this context, it is interesting to look at the development in electricity consumption between 2013-2014.

As the graph below shows, our electricity consumption dropped from 2013 to 2014.



The main reason for this reduction is our replacement of all halogen bulbs with power-saving LED bulbs at AS3's head office. An LED bulb's consumption is 7 watts compared to a halogen bulb which uses 20 watts. As we changed 900 bulbs, the saving is significant.

Further initiatives have been launched at our head office. Sensors have been installed in our basement store, which turn lights on when you enter and off when you leave. There is also a general attention to turning off the lights when leaving a room.

## ENVIRONMENTAL RESPONSIBILITY EFFORT 2014 AND FOCUS 2015

### In 2014, we continued to use climate-friendly electricity



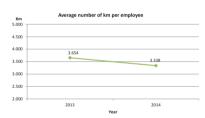
### DIGITALISATION OPTIMISING COMMUNICATION

We are increasingly reliant on digital communication solutions such as Webex, Skype and the use of webinars, which adds increased flexibility and limits the number of physical meetings.

### TRANSPORT

In 2014, we saw a decrease in transport costs, as driving consumption on average per employee dropped.

This can be justified by a new organisation of our managers, which requires less travel, as several employees who previously commuted between several centres are now permanently attached to one centre. Finally, we have become even better at using services such as Webex and Skype.



Generally, at AS3 we encourage the use of public transport and car sharing if possible.

AS3 sees great potential in continuing the digitalisation of our counselling services and products.

Besides helping to strengthen and improve our communication platform in relation to employees, clients, candidates and partners, this digitalisation will play a fundamental role in reducing the strain on the environment through reduced physical material consumption and reduced transportation requirements for both people and materials.

In 2014, we continued to focus on the development and implementation of new IT initiatives.

Specifically, we have been working on the following new initiatives:

### CANDIDATE PORTAL

In 2014, we launched a candidate portal (AS3 Portal), which is a digital portal and platform that our candidates can make use of.

The AS3 Portal is a digital job universe in which the candidate can sign up for various weekly activities, etc. and find inspiration about how to write an application and a CV. You can also read news about jobs and careers and find relevant videos, webinars and articles in the online library section.

## ENVIRONMENTAL RESPONSIBILITY EFFORT 2014 AND FOCUS 2015

#### **COUNSELLOR PORTAL**

We have also launched a Counsellor Portal, which is a digital portal that gives our counsellors complete access to and an overview of effective management of AS3 candidates, concepts and communication.

### FOOD WASTE

In 2014, one of the ways we continued our focus on food waste was by ordering 10% less food than we expected to need, every day. Employees are also offered the opportunity to take any leftovers home to avoid waste.

#### FOCUS 2015

In 2015, we will continue to focus on electricity reductions, including our outdoor lighting. We will also be paying attention to reductions in paper consumption and food waste.

During 2015, we expect to convert to "paperless" training materials on a large part of our internal training programmes. We anticipate that this will mean further savings in paper consumption.

In 2015, we will further develop our candidate portal and the development of a new client portal will be launched.

### UN GLOBAL COMPACT

Joined 7 December 2011 Sector: Support Services Number of employees: 300 employees and more than 300 freelancers Reporting period: 1 January 2014 – 31 December 2014 Submission Date: Sent to the UN Global Compact, 25 February 2015 The report has been published on www.as3companies.com.

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