



2018

ANNUAL REPORT



G E P

Working better living well!

Working better

living well!

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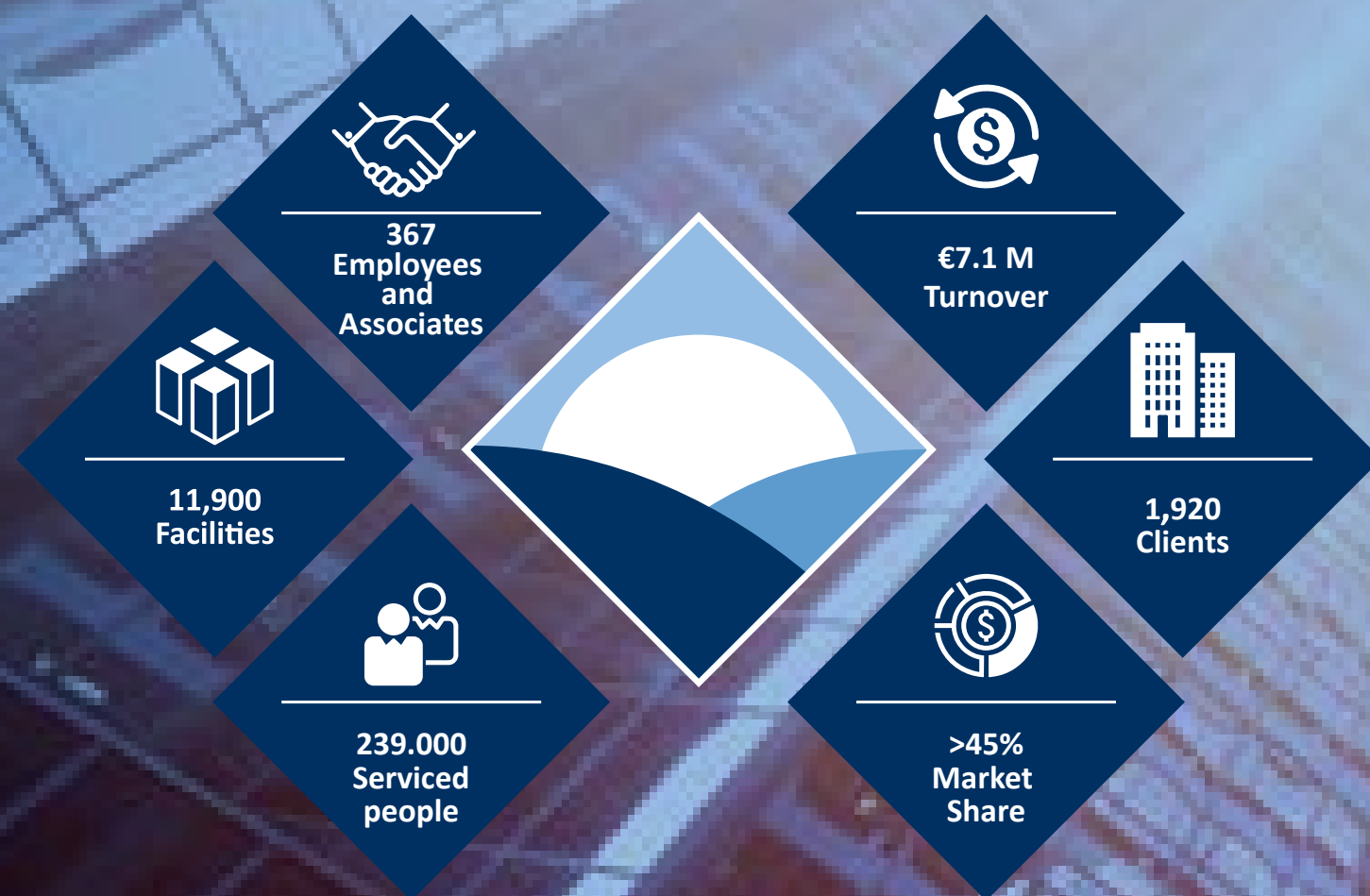
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1 2018 HIGHLIGHTS



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Message from the CEO

Dear Stakeholders,

There is no doubt that globally, we are experiencing a new reality in business landscape. This new reality has specific characteristics such as constant changes, which are marked at a speed which leaves no room for preparation to anyone. A fundamental skill apparently required by all of us to respond adequately and to continue working on this new landscape, seems to be the ability for quick, daring and at the same time correct decisions.

It is also a fact that, in our industry, we are facing major changes in both the legislation and our clients' requirements. Flexibility, adaptability, responsiveness with a positive approach to change, and brave decisions compose the methodology we apply to our daily practice, which helps us to consistently respond, embrace and welcome any change and ultimately increase our turnover and profitability.

GEP Group counts already six companies in Greece and our first one abroad, a fully owned subsidiary, located in Brussels. In 2018 also, we laid the foundations for the first Health, Safety & Well-being hub in Southeastern Europe: a complex of facilities that will accommodate both the management offices of the GEP Group and its training center as well as a plethora of infrastructures

for the benefit of both ours' and our clients' employees. Continuous development and innovation with perseverance guided by our vision, is for us, the only way to continue. However, we would not have achieved those results if we hadn't embraced and completely accepted the fact that, change as rapid as it may be, is what drives us to evolve.

In 2018, we announced our Corporate Message: **Working Better, Living Well**. By delivering a better working environment to employees, we are applying the essence of the corporate philosophy of GEP Group. Our way of business, to place people at the heart of all our procedures, is in our DNA and remains unchanged. Our dedication to society through our desire to create a Health and Safety culture within every business is also a priority to us. We strive to offer to our clients a reliable partner, integrating the values of immediacy in responsiveness, knowledge, innovation and effective communication.

Our vision is the everyday well-being and ultimately the prosperity of all people through our activities. Thank you for being part of our success.

Sincerely,
George Lambrinos
Chief Executive Officer



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About this Report

This is the second Annual Report of GEP SA and the disclosing information covers the period from 01.01.2018 to 31.12.2018. Our first Annual Report was published on the 15th of September 2018 and covered the period from 01.01.2017 to 31.12.2017.

The Annual Report includes information of the GEP Group companies also. Throughout the report, «GEP Group», «we», «our» or «the company» refer to GEP SA and its subsidiaries and affiliate companies, unless noted otherwise.

GEP Group is committed in disclosing information on its operations, regarding economic, environmental and social performance. The Annual Report 2018 of GEP Group is not reviewed by a third-party agency. In determining the contents of the Report, GEP Group has taken into consideration the provisions of Law 4403/2016 regarding the new type of reporting requirements, as well as the relevant Circular 62784/07.06.2017 of the Ministry of Economy, Development and

Tourism (General Secretariat for Commerce & Consumer Protection, Directorate-General for the Market, Directorate for Companies & for the General Commercial Registry [GEMI], Institutional Regulations & GEMI Department).

GEP Group acknowledges also that GRI Standards are the most used framework for reporting on corporate responsibility and sustainability issues. For this reason, the company decided to use the standards as a reference to disclose its non-financial information.

Particularly, this Report references the GRI 102: General Disclosures 2016 and specifically the following disclosures: 102-1, 102-2, 102-3, 102-4, 102-7, 102-11, 102-13, 102-14, 102-16, 102-18, 102-40, 102-42, 102-43, 102-44, 102-45, 102-50, 102-51, 102-52, 102-53 and 102-56. As also the Disclosure 418-1 from GRI:418 Customer Privacy 2016 & the Disclosure 302-1(c) from GRI:302 Energy 2016.

Moreover, in order to define its

impact and progress on sustainable development, GEP has also adopted to report progress on the 17 United Nations Sustainable Development Goals (SDGs).

Our company acknowledges the importance of Social Responsibility, hence along with the 17 SDGs, we embrace the 7 Core Subjects of Social Responsibility of ISO 26000:2010, while account has also been taken of the Principles of the United Nations Global Compact.

Further information regarding our policies and results in terms of their correspondence with reporting standards and frameworks are presented in the Annex section of this report.

During the preparation of the report, GEP Group was supported and received guidance from Global Sustain Group.

This Annual Report is meant to inform all stakeholders of the company. We encourage all readers of the Report to contact for every inquiry or

suggestion for further improvement. Our team will take under consideration any suggestions.

For more detailed information on our Annual Report and companies please contact to our headquarters:

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The Annual Report 2018 is available also in pdf form in the corporate website at:
www.gepgroup.gr.

Latest update of this Report:
September 2019

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About GEP GROUP

1. Profile

Geniki Exypp Prostasia S.A. (GEP) was founded in **2000** by professionals in Occupational Health and Safety with strong scientific background and visionary entrepreneurship philosophy, two characteristics which helped placing the company right from the beginning, to the top of the Health and Safety consulting companies in the local market.

Through the years to come, GEP developed to the GEP Group of companies, accounting today for seven legal entities.

- GENIKI EXYPP PROSTASIA
- NOVA
- QUALIMENT
- HELLAS EAP
- PCS²
- EUROCORE CONSULTING
- HSW CONSULTING

Today GEP Group is the largest provider of consultancy in Occupational Health and Safety (OHS) and in related subjects in Greece, through its 367 employees and associates, highly competent and specialized

occupational medicine doctors, safety officers and other specialists. GEP Group bases its business on a highly responsive, long-term and comprehensive collaboration with its clients and their workforce. Our highly skilled professionals secure through their scientific approach, the health and safety in the operation of an organization and verify the protection of the human and invested capital, thereby our company is accredited of high-quality and efficiency services. Moreover, we are proud to create added value for all stakeholders, through our tailor-made services.

All contemporary advancements in the OHS field and beyond are swiftly assimilated into our operations through the active participation of our specialists to international and domestic forums, congresses and events. All respective global knowledge and the good practice evolving, are suitably transferred to our everyday business, bonding our services and relationship to clients with loyalty and confidence. Nowadays, company targets and prevails in the high-risk sectors (e.g.

refineries, steelworks, chemicals, etc.) as well as in the construction (motorways, infrastructure) and energy (grids and pipelines), but also in the field of services and commerce (airports, banks, large retail chains, etc.) In this respect, GEP Group has established in the market, **the most complete and focused network of Occupational Doctors and Safety Officers, as well as various Experts in related specializations**, with robust know-how and experience.

Moreover, we are proud of our outstanding trainings undertaken by experienced and accredited trainers. The training topics offered cover courses on First Aid, Fire Safety, Safety of Installations and Machinery and several issues for Health, Safety and Environment, but also other of general business interest. GEP Group leads also the field of **e-Learning courses in Health and Safety at Work training programs**, giving to thousands of employees the opportunity of remote training. GEP has also achieved to be the first GWO (Global Wind Organization) certified training partner in Greece, to deliver training courses in Greece, Cyprus,

the Balkan Peninsula and the Eastern Mediterranean region.

Our collaboration with our affiliate **Hellas EAP** has enabled the incorporation of **«Employee Assistance Programs»** to our standard services, supporting therefore our clients in the areas of psychosocial factors at work and the securing of their well-being in the workplace.

Our company excels also in carrying out various types of studies and surveys. Beyond Health and Safety focused subjects, reviews are undertaken to cover topics such as Quality Assurance and Certification, Management Systems, Environmental Impact Studies, etc.

GEP capitalizing on its good record in EU-funded and national projects, a turning point to its history of sustainable development, has created a special Business unit to head for and to support projects abroad and locally. The company is presently after four (4) major projects abroad through large consortiums and a national project as well, all with good chances to succeed into. Nevertheless, our

subsidiary EUROCORE Consulting in Brussels is actively involved in all major events there, to secure a first-class support to our Group efforts in respect.

Finally, our other subsidiaries specialize in other topics of paramount importance as Food Hygiene and Safety and Physical and Cyber Security, to complement a wide spectrum of services and expertise provided readily available to our clientele.

For the achievement of its goals, GEP Group retains a central role for the people and the environment, as both play a crucial role to our development. The **anthropocentric approach** blooms across company's mentality and activities and is welcomed by all our clients and their staff. The company supports the **«Zero Accidents Campaign Vision»** and aims to spread the message across the business world.

It is apparent now that companies' role in the society becomes more and more important. Through our services provided, we support companies, we affect the well-being

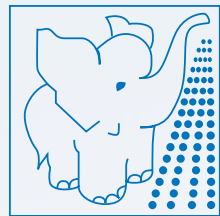
of thousands of employers, staffs and third parties in the value chain and indirectly of the families and last but not least, we contribute with wellness to the society. Our commitment is to assist the organizations to implement an upgraded work culture, where the overall work satisfaction and productivity will increase. The working environment should be structured according to safety principles to prove that the organization is addressing properly the health and safety initiatives, whilst a strong bond should be built with the employees, based on loyalty and trust.

Being **dedicated in social responsibility and sustainable economic development**, GEP Group shall continue offering its innovative solutions and upgraded services, improving and widening its overall scope, expanding its perspective in new ventures and providing the best services to society, as effectively as possible.

Milestones in GEP Group History (2000-2018)



Year	Milestone
2000	Establishment of GEP SA and GEP Group
2002	Rapid growth begins
2004	Athens 2004 Olympic Games awarding of H&S works
2006	Industrial sector is established in the company
2007	GEP expands and moves to new premises
2008	Establishment of Qualiment Ltd
2009	Establishment of NOVA EXYPP Ltd
2011	Cooperation with the European Commission starts
2013	GEP Group continuous to grow despite prolonged recession in the country
2015	GEP Group is awarded PREVOR representation
2015	GEP Group invests in HELLAS EAP Ltd
2016	Cooperation with EU-OSH Agency begins
2016	Cooperation with all three Consortia, of the major TAP construction project
2016	GEP Group moves to new landmark headquarters
2017	Renewal of cooperation with the European Commission
2017	GEP Group turnover exceeds the threshold of € 6,000,000
2018	Establishment locally of PCS ² , HSW CONSULTING and of EUROCORE CONSULTING in Brussels



PREVOR

ANTICIPATE AND SAVE

GEP is the exclusive representative of PREVOR in Greece

PREVOR is an innovator and global leader in the production of a series of special medical products for chemical burns.

Chemical accidents have the highest rate of causing permanent damage to victims and PREVOR series of products offer the best protection against it. The products are now supplied and installed to several major industrial sites, ready to save lives.

GEP Group is an active member of the following bodies and organizations:



Athens Chamber of Commerce & Industry



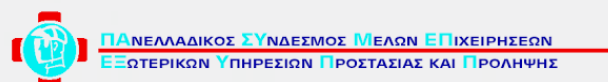
Global Sustain Group



CEO Clubs International



Association of Chief Executive Officers



Hellenic Association of Members and Companies for Prevention and Protection



Employee Assistance Professionals Association, International (EAPA) & EAPA, Hellenic Chapter

2. Vision, Mission and Values

As from its foundation GEP has been the home of systematized, professional and innovative work, increasingly promoting the modern concepts of Occupational Health and Safety. The company soon developed an outstanding fast-forward, by pioneering improvements and good practices in the domain, to become and stay the market leader and a progress example to the others.

Following to the EU Directives, the State has been constantly introducing important H&S requirements,

growing both the needs and the market. GEP Group attracted the top professionals and created the widest network of specialists to provide the most diversified services to the best clientele in the sector.

For all these years everyone in GEP continued working with the same initial enthusiasm and innovative spirit of the founders and the swift responsiveness to the clients' needs. These merits have always been the steady, timeless and competitive advantages of the company.

VISION

The Vision of GEP Group is the health and safety culture to become a pillar of prosperity and sustainable development, for every organization, for every employee, for every person.

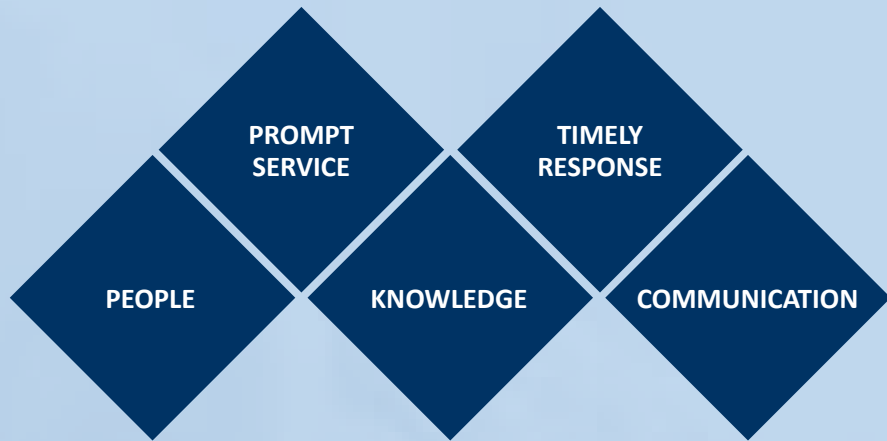
MISSION

The Mission of GEP Group is the raising of awareness among employers, employees and the community as well, on the issues of protection and of risk prevention at Work.

People of GEP Group consider health, safety and well-being at the workplace as a human right and a social obligation, aiming to achieve prosperity in life for everyone.

Corporate Values

Experience has shown that a good and effective cooperation, within and outside of the Group, is achieved when corporate values are respected by all stakeholders. Our clients are always a top priority; in this respect, we provide apt services to them needing prompt and consistent solutions which are founded on science and evidence, in order to grow efficient and lasting partnerships with all of them.



Our Values define who we are as a company and what is our culture as an organization

Anthropocentrism

We care for and work closely with all the engaged parties, aiming to leave a legacy behind.

Knowledge

This is our power and the driving force behind our success.

Swiftness

Agility enables the smooth and efficient adaptation in changing conditions of the economy and the business environment.

Communication

Transparency, feedback, collaboration and timeliness are the building blocks of our robust relationships with all stakeholders.

Consistency

We believe that, by our uncompromising and sensible way we can significantly impact social and economic development, working tirelessly to accomplish our goals.

To fulfill our Vision, we constantly invest in:



People, Knowledge and Competence:

We identify and attract talents to grow in our organization. We maintain high standards and constantly update our know-how.

Steady Relationships:

We study the needs of our clients. Knowledge, Critical Thinking, Commitment, Versatility and Timeliness are few of our tools.

Quality and Value-adding

New and stricter requirements constantly challenge us. We add value by introducing new technology and methods, controlling quality of performance and output and attach importance on feedback.

Ethical, Sustainable, Responsible and Stable Operation:

Our corporate profile is founded on good business practices related to ethics, sustainability and on every employee's health and safety. Our strong financial position enables a steady and secure cooperation with all stakeholders.

3. Structure of the Group

Driven to provide high quality services and establish trusted relationships with their clients, GEP SA has invested in other companies to cover specific market niches in the general context of its services and to complement the resourcefulness of the Group.

The Group of subsidiaries and affiliates accounts as of 31/12/2018 of six companies where the central entity GEP SA holds various control rights.

Company	Percentage
Qualiment Food Safety Private Company	70,00%
Nova EXYPP Ltd	68,00%
Hellas Employee Assistance Programs Ltd	49,00%
Physical Cyber Security Services (PCS ²) Private Company	100,00%
HSWConsulting Private Company	55,00%
Eurocore Consulting Sprl	100,00%



QUALIMENT Ltd was founded in 2008 in Athens and specializes in Food Hygiene and Safety. The fulfilment of hygiene standard rules and the production of safe final products for the consumers, constitute critical factors for the development and success of food sector businesses, requiring also the application of efficient control, management and training systems.

In this respect, Qualiment offers all relevant services to food industry, as:

- Food Safety Management Systems, as ISO 22000, HAC-CP Codex Alimentarius, IFS, BRC, FSSC 2200 and Quality Assurance services, including evaluation tools for the level of compliance to food-industry standards and regulations.
- Second Party Audits and Initial Diagnostic analysis for Facilities/Units and for evaluating suppliers/partners/value chains.
- Food Microbiological and Chemical Analysis and Labelling (Nutritional value of products and Allergens).
- Food Safety and Hygiene training, according to EFET Protocols (Hellenic Food Authority) and Qualiment technical training in managing and maintaining Food Safety Management Systems; E-learning training courses in Food Safety and Hygiene Practices.
- Full operation support through Monitoring & Maintenance of Food Safety Management, licensing and high-end markets outreach.
- «Mystery Shopper» inspections to third parties, on behalf of clients.



NOVA EXYPP was founded in 2009 as a fully licensed company for the provision of Occupational Health and Safety Services. It is based in the northern city of Kilkis in Central Macedonia to serve mainly the region, having also several highly satisfied clients in many sectors in the economy nation-wide. Its main services cover the following topics:

- Health and Safety Studies, Occupational Risk Prevention Surveys, Application and Certification of Management Systems (OHSAS 18001, ISO 9001 and ISO 22000).
- Trainings (Health & Safety at Workplace, Management Systems, Food Safety, Product Certification, CE Labeling).
- Services of Occupational Doctors and Safety Officers in Enterprises and Organizations, both in the Public and Private Sectors.

Finally, the company has expanded its activities offering integrated services in the field of licensing, management systems, trainings and consulting in investment planning.



PCS² was founded in Athens and constitutes a new member of GEP Group, active in studies and in designing private, business and cyber security systems and measures, to respond to a wide range of security needs of its clients. PCS² aims to develop and implement its services, investing in technology, education and innovation and to provide competitive and integrated solutions, in line with international standards.

The company has emerged as a need for GEP clients to be taken care according to the "one stop

shop" principle. PCS² is not a Private Security Service Company according to the ordinary business concept of guarding and protection, but a "boutique" Company instead of special and tailor-made solutions to modern security needs. The innovative approach of PCS² to the market is based on complementing by Security the Health and Safety, but also the Wellbeing and Environmental measures, in a holistic approach and extension of the HSS principle. The company services stand out for their quality and value for money, such assets stemming from the creativity

and the professional responsiveness of the company executives.

Cyber security and data protection in businesses are also provided through vulnerability studies, security and anti-hacking plans and by compiling technical guidelines and best practices manuals, for full security efficiency. PCS² adds to knowledge regarding security and protection of infrastructure, facilities, procedures and individuals, in the name of human and civil rights protection and promotion.



EUROCORE Consulting cooperates with its parent company GEP SA through the engagement of the latter's staff and associates in its works. It extends its expertise in Occupational Health and Safety, Energy Efficiency, Renewable Energy, Environmental Protection, Resource Management and Eco-Applications, through planning, surveys and studies and general technical support.

EUROCORE CONSULTING is another newcomer to GEP Group of companies. It is based in Brussels in the heart of Europe, taking advantage of its geographic location to promote group interests from there all over Europe and beyond. It is a fast-growing company providing multi-sectoral consultancy and professional technical support to firms and organizations in the private and public sector, aiming also to EU funded projects.



HSWConsulting is a new company founded in Heraklion Crete, to assist the Group operations to develop more and faster in the local market. The company is currently in the process of being licensed as an EXYPP company to offer the full services' portfolio and to serve more efficiently our clients located in Crete.

The move was dictated from both the booming market in Crete and the anticipation of the continuous demand for provision of a broader range of Health and Safety services coupled by the perspective of being closer to the market and the several clients there.



HELLAS EAP is a company based in Athens having years of unrivaled market leadership in the field of Employee Assistance Programs (EAP), Behavioral Managed Care and Mental Health Promotion in the Workplace. It provides strategic interventions to improve employee wellbeing & productivity at all levels of an organization and enhances the organizational competitiveness and sustainability by creating a psychological healthy and safe corporate culture.

Hellas EAP provides +24/7 Support, Consultation and Coaching along with awareness raising programs on mental health, well-being workshops and targeted trainings to the organizations' human capital and executives.

Responding to the emerging workplace challenges and needs, it delivers innovative services such as Assessment and Management of Psychosocial Risks, Behavioral Risk Management, Disability Management, Stress Audits and Psychometrics, as well as People Management during Change and Restructuring.

4. Business Model and Strategy

GEP Group operates according to the provisions of the Greek Law 3850/2010 Art. 28, (Codification of Occupational Health and Safety laws and organization of the relevant service providers/companies, pursuant to the relevant EU Directives and Regulations). The regulatory framework in Greece is strictly monitored by the State Inspectorate of Work, the competent Authority for market control and supervision.

The business operating environment is mature in terms of new opportunities, given also the country’s deep and lasting financial crisis; yet, there are challenging opportunities for qualitative and innovative services to overturn stagnation and our company takes advantage of its endurance and capacity, in respect.

GEP Group business model is defined by our operating environment under two drivers:

- To offer competitive, client-oriented and tailored, efficient and cost-effective services, fully aligned with the normative and the scientific and technical framework, and
- To stay anthropocentric and to develop sustainably.

The basis of our operation is knowledge management. GEP Group as a consultant of wide perspective and profound capacity, creates, uses, shares and manages knowledge. Its anthropocentric philosophy and organization are resourcefully combining the in-depth scientific, technical and legal knowledge and the many years of expertise of its staff, with the requirements of each assignment.

In GEP group, we follow a continuous self-check and improvement cycle of the **Plan-Do-Check-Adjust (PDCA) model** for our services, to control the proper content, achievement and delivery of the expected result. Every section of our company self-checks its pertinent activities and deliverables for efficiency and quality. Combined usefulness and sustainability of results are the important elements of the added value provided to our clients.

GEP Group is a fair financial collaborator with its clients. Our revenue is based on the time spent of our staff working devotedly for each one of them, so we link to them by term contracts. This enables the organized, competent and well-performant cooperation in a mutually beneficial context, for long-term and trustful relationships to be built, risks minimized, and economies of scale to come forward, for fair pricing.

Focusing to the present and the future, GEP Group is faced with four fundamental challenges to identify risks, to set targets and to develop the appropriate strategy:

1. Managing the continuing the continuing general recession in economy,
2. Accommodating the growing legislative and technical demand for OHS responsibility,
3. Meeting clients’ ever-lasting pressure for more and improved services, at ever lower prices, and
4. Strengthening its leading position without losing its adaptation to niche markets.

A balanced and steady strategy has thus been improvised, by:

- Responding aptly to economic changes, through expanding the company perspective to higher profit market niches and by optimizing its services.
- Improving market position by sustainable financial management and by adopting technology and innovation and the reengineering of processes.
- Investing in quality performance, staff excellence and establishing an anthropocentric business character.
- Increasing clients’ awareness on values, standards and regulatory requirements.

We assess continuously our strategy and we use our experience to set realistic goals; we measure our performance to amend any underperforming points; we analyze the market and stay alert on volatility; we invest in knowledge, training, innovation and technology and we stay ethical and responsible.

Market Analysis and GEP Group Advantages and Strengths

Macroeconomic Factors	Microeconomic Factors
Global trends on Occupational Health & Safety are positive; GEP Group as a market leader is benefitting of the safe work culture spread.	GEP Group is the most multifaceted and swift service provider in the local market.
Core business becomes tighter and more demanding for quality services; GEP Group largely prevails with its competent and experienced staff and solutions offered.	Competence, Quality, Productivity and Value for Money make the optimum blend, in which our company excels.
Specialization, Innovation and Technology are progressively changing the business; GEP Group wins with its diversified and contemporary services and investments made.	GEP Group is re-profiling itself from an implementer of service contracts to an advanced high-tech advisor and partner for its clients, strengthening more its position.

GEP Group has launched a series of structural and marketing initiatives to develop in the short and long-term.

Growth Plan – Short and Long-Term Initiatives

Long-Term	Short-Term
Expanding our activities internationally, by examining closely the markets and vehicles offered to determine the optimal solution possible.	To enhance our services’ portfolio for the growing demand of new and strategic services. To invest our know-how gained from our international activities and to integrate modern concepts in our operation and services, for continuing with the outmost efficiency and quality offering.
Focusing on leaner, yet profitable endeavors. Niche markets present large opportunities.	We run a reorganization program aiming at an optimized configuration of the needed resources to support our market and growth ambitions, to simplify the organizational structure and promote the decision-making at more levels.
Exploring opportunities in adjacent and complementary business areas.	We run a processes’ reengineering plan to increase our efficiency and boost our transformation to an advanced high-tech advisor, moving up in the value chain.

5. Business Lines

GEP Group has developed its business based on in-depth knowledge of the subjects dealt, in line with its holistic philosophy about the role of health, safety and employees’ wellbeing in the workplace.

In this respect, all quantitative and qualitative components of the workplace, as are the human and technical capital, the corporate relations and procedures, the natural resources

as well as the social environment and other potential exogenous constraints and conditions, must be considered and analyzed thoroughly. The interaction and the various changes and flow of the procedures must be identified and evaluated. Therefore, our business is to carry out a risk analysis of those impacts, and identify, evaluate and consult on further improvements.

In GEP Group we detect and analyse all matters associated to work hazards, and we advise on improvements and risk aversion.

We offer to all stakeholders involved in the workplace, a wide range of services, broadly described in the following list:

- Assistance according to normative, rendered by the occupational doctors and safety officers
 - Identification and studies of any general or specific hazards in workplace
 - Inspections, examinations and evaluations
- Trainings
 - Risk assessments
 - Surveys related to work stress and on behavioral issues
 - Environmental impact analysis
 - Assessment of quality and excellence at work and consultancy about their achievement



Occupational Safety Officer



Evacuation and rescue plans



Occupational Doctor



Personnel Doctor



Certified Safety Systems



Traditional On-Site Trainings

GEP Group services come under three (3) major divisions, mirroring its philosophy towards business operations and its accountability towards its objectives and areas of activity, namely:

Occupational Safety

GEP Group is the leading provider of safety at work services in Greece; it possesses the largest network of professionals nationwide with the outmost expertise, to offer important advantages to its clients through a series of services aiming to cover every potential need regarding occupational safety.

Services of Occupational Safety Division

Occupational Safety Services	<ul style="list-style-type: none">■ Occupational Safety Officer■ Occupational Risk Assessment■ Health & Safety Installation Consultant■ Security Legislation Monitoring Services■ Evacuation Studies■ Escape Plans
Constructional & Industrial Projects Services	<ul style="list-style-type: none">■ Project Safety Officer■ Project Safety Coordinator■ Project Safety Manager■ Project Licensing Officer■ Health and Safety Planning■ Health & Safety Dossier Preparation■ Occupational Health & Safety Organization and Management System Development■ Project Occupational Risk Assessment
Special Projects & Safety Studies	<ul style="list-style-type: none">■ Behavior-based Safety Achievement Program & Safety Culture Survey■ SEVESO- Large Scale Accident Hazards Studies■ ATEX – Explosion Protection Studies
Safety Trainings	<ul style="list-style-type: none">■ On-site Safety Trainings■ E-Learning Safety Trainings
Factors Measurements	<ul style="list-style-type: none">■ Measurements of Harmful Agents

Occupational Safety Services

The basis of the safety consulting services, is about the wide-ranging advising on the assurance of the global safety of a site and the protection from hazards of people, property and the environment. According to Law, the **Safety Officer services** ensure the operational safety and suitability of facilities and equipment, from the planning and construction, up to the maintenance and operation.

Moreover, GEP Group undertakes the implementation of **Occupational Risk Assessments** in any organization, project or installation, the on-site Safety Consultant services, as well as the development of Evacuation Plans and the monitoring and information about the applicable legislation, in respect.



Construction & Industrial Projects Services

GEP Group puts clients' needs in the center of its business and can support any technical work through the services of its experienced specialists. The **Safety Coordinator services** are compulsory in all construction/technical activities, so that an appropriate prevention policy can be adopted and a hazards' management system to be implemented, according to specific OHS planning. Safety Coordinators contribute with own expertise, to the realization and implementation of the plan.

The Safety Coordinator of GEP Group has constant access to and ongoing support from, the central specialized consulting department of GEP, for any issue that may arise and receives clear and well-thought directions on the due course of action. GEP Group's specialists with their extensive experience and up-to-date knowledge may draw the necessary **Safety Plan and Safety Dossier** of the Technical Project, according to the specifications of client's project and the legislation requirements.



Special Projects & Safety Studies

It is an unfortunate reality that most of the accidents happen in the course of common, day by day activities, which are performed in an "at risk" behavior of workers who should follow instead, a strict safety routine.

providing specific and quantitative statistics; the survey acts as a central indicator, whether a targeted OHS strategic planning should be conducted rooted in safety proactiveness's performance.

GEP Group pioneering in the field of Occupational Safety, brought the cutting-edge methodology of **Behavior Based Safety (BBS)** for organizations, to promote the systematic monitoring and the engagement of the entire system in sustaining a safe working environment. By its coined unique program «**Safety Culture Survey & Beyond**» (**SCS&B**) for all types of organizations, it targets the assessment of the existence and degree of the respective culture within the organization and its employees, by

On the other hand, the experienced and highly trained specialists of GEP Group assist any business in securely complying with the **SEVESO Legislation; ATEX studies** (Explosion Protection Studies) are prepared for enterprises and industrial sites on due technical and organizational protection of such hazardous situations.



A special collection of OHS-related services is offered by GEP Group experts in subjects as the Issuance of Inspection Protocols, Autopsies, Examinations and Work related Accident's Investigations, drafting of Manuals & Instructions for Industrial Procedures and Thermography (infrared non-destructive testing (IRNDT) and fault-prognostic method of electrical and electromechanical installations).

GEP Group offers additionally its consulting services for all equipment-specific and work-related Certifications by the Competent Bodies.

On-Site Safety Trainings

GEP Group has thoroughly invested in knowledge to become one of the top providers of safety training courses in accordance with its holistic Human & Business Development concept. The company offers a wide variety of training courses in various forms and methods extending from pure OHS issues (health, safety, wellness, prevention, first aid etc.) to business issues such as quality, good

practice, a review of environmental problems and numerous other matters of contemporary business awareness and state administration matters.

The experienced and certified GEP Group trainers using modern participatory teaching methods, provide among other subjects, trainings in:



- Fire safety
- Safety at the Workplace
- Safety Signs & Labels
- Working on visual displays
- Manual handling of cargo
- Use of personal protective equipment
- Safety of equipment
- Use of machinery
- Electrical hazards
- Work at height
- Use of chemicals
- Working outdoors
- Work in confined/restricted space
- Vehicles Traffic and pedestrians
- Driving vehicles safely

Factors Measurements

GEP Group specialized department implements measurements of harmful agents, using the appropriate portable equipment and based on the measurement methods, in accordance with the Greek/EU legislation and the international standards. All equipment used by GEP Group is accredited and calibrated for its good functioning.

Health and Well-being

Services of Health and Well-being Division

Occupational Doctor Services	■ Occupational Doctor
Emergency Health Care	■ Worksite Doctor ■ Worksite Nurse ■ Management of the First-Aid Equipment ■ Rescuer – Ambulance Crew ■ Pharmacy Material Handling
Health Trainings	■ On-Site Health Trainings
Health Services	■ Personnel Doctor ■ Personnel Nurse ■ Medical examinations ■ Occupational Risk Assessment–Medical Part ■ Vaccinations
Med Tech Products	■ Chemical Burns Solutions
Special Health Services	■ Employee Assistance Programs

Occupational Doctor Services

According to Law the **Occupational Doctor** accomplishes all medical tasks related to employees' health. The services are organized through periodic (preventive) examinations; targeted checks and occasional controls are carried out ad hoc, as in the case of epidemic illnesses and similar threats.

Core duties of the occupational doctor include the prescriptions of further examinations, the assessments about

the individuals' and general health at work and at specific work-posts, the advising on health status of work procedures introduced, the organization of health support and protection programs and the trainings on general and specific medical, hygiene and health issues. An important task is also to draft and securely maintain the staffs' medical records and the issuance of employees' health certificates, as necessary.





3 GOOD HEALTH AND WELL-BEING

Emergency Health Care

In addition to Occupational Doctor Service, GEP Group provides high-level emergency health care services where a person's (employee) health and life can be endangered. The Company with its **Worksite Doctor** and **Worksite Nurse service** offers a 365d/uninterrupted coverage to crowded workplaces, such as a shopping mall or games fields etc., presenting higher hazards to employees. Furthermore, GEP Group covers the needs of every company in terms of the respective **First-Aid equipment** and offers **Ambulance and Rescuers** crew stand-by service. Moreover, a **Pharmacy's Material Handling service** is in place, to keep a company's First Aid kits monitored and fully equipped.



3 GOOD HEALTH AND WELL-BEING

On-Site Health Trainings

GEP Group offers a First Aid Training to inform, train and help the Employee Personal Development.



4 QUALITY EDUCATION

The training method of the personnel in First Aid follows the contemporary global trends, which impose experiential education with participatory methods and tools, for developing also the personality of the Trainee.

GEP Group First-Aid Programs are based on the updated ERC guidelines and offer specific and targeted guidance on how First-Aid is provided at the workplace, so that assistance is made available timely with the best possible result delivered.

First-Aid programs address to every citizen and to employees of all sectors but target particularly to massive public attendance sites, such as banks, insurance companies, shopping centers, sports facilities, industrial plants, retail outlets, airports, educational establishments, hotels and restaurants, as well as to security workers and guards.

Health Services

The team of the specialized and experienced health consultants of GEP Group can perform periodic medical check-ups to employees at their workplaces. Moreover, GEP Group offers an **Occupational Risk Assessment – Medical Part** which contributes to the drawing of the full picture of occupational hazards, focusing primarily on promoting health. The health professionals of GEP Group can implement vaccination programs also, either at the workplace or at the medical center of GEP, issuing also the relevant personal certificate of vaccination.



3 GOOD HEALTH AND WELL-BEING

Medical Technology Products

The worldwide well-known for their preventing and restorative results and minimizing the impacts caused by chemical burns, medical products of the French company **PREVOR**, are marketed by GEP Group, as their Exclusive Commercial Representative in Greece.

Chemical burns, holding a negative record of permanent casualties caused to victims, are one of worst threats in chemical industry. GEP Group in line with its vision of providing the most comprehensive protection against dangers at work, promotes, distributes, installs and monitors the products with the end clients, to be ever ready to save lives.



3 GOOD HEALTH AND WELL-BEING

Special Health Services

GEP Group participates with its affiliate company Hellas EAP Ltd, the leader supplier of Employee Assistance Programs (EAP) in Greece, to the provision to organizations and to their employees, with programs of occupational health psychology and anti-stress at work.

With its core staff faculty and a network of partners with more than 180 talented experts in the behavioral sciences and in the study of working environment, Hellas EAP provides 24/7 Support, Consultation and Coaching to organizations' human capital and executives, along with awareness raising programs on mental health, workshops on well-being and targeted trainings. Scheduled on-site consultations and interviews, direct intervention (mediation and conflict resolution in the workplace), as well as the application of psychometric instruments, the evaluation of psychosocial problems and implementation of related surveys, are among the services offered. Furthermore, specialized training services are provided, as well as programs on well-being, assessment of occupational suitability and of psychosocial risk and monitoring in the workplace of causes and cases related to mental health.

HEALTH
AND
SAFETY

GEP Privilege Card

GEP Privilege Card is a benefit-in-kind market instrument for employees of all organizations, giving explicit healthcare-related benefits to the employees-users, without their companies contributing to that, of any money and/or resources.

The zero-cost card for holders ensures a special package of medicinal services in collaboration with one of the leading therapeutic establishments in Greece. It includes emergencies, diagnostic tests, hospitalization, doctors’ fees, check-ups and many other advantages, making it an asset for employers to offer to their employees , as a privileged medical and healthcare option.



Food Safety and Hygiene

GEP Group through its subsidiary QUALIMENT Ltd provides quality assurance and control services to the Food and Beverage industry. Food Safety Management Systems according to **ISO 22000-HACCP** and to other similar, the creation of «Integrated Management Systems in Agricultural Production» (Agro & Global Gap Standards) and of the «Protected Designation of Origin and of Products with Geographical Indication», are indicatively some of the services offered.



Services of Sustainable Development Division

Systems Development	<ul style="list-style-type: none">■ Management and Quality Systems■ General Data Protection Regulation (GDPR)
Certified Trainings	<ul style="list-style-type: none">■ Global Wind Organization■ ADR RID
Environmental Services	<ul style="list-style-type: none">■ Environmental Legislation Monitoring Services
Investment Programs Supporting	<ul style="list-style-type: none">■ Subsidized Investments/Development Law■ State/EU-funded (Subsidized) programs
On-site General Content Trainings	<ul style="list-style-type: none">■ General Content Trainings



GEP Group is the **first Certified Provider** for the **Basic Safety Training (BST)** of the **Global Wind Organization (GWO)** for Greece, Cyprus, the Balkan and the Eastern Mediterranean countries.



Systems Development

Modern businesses, especially those expanding overseas and maintaining international relationships, as well as staying accountable to clients and stakeholders, need to get qualified and certified with the appropriate for the case and up-to-date Quality Management and other International Certification systems.

GEP Group with its profound experience and competent advisors undertakes the analysis, design, development, support and the general consulting on the introduction of Quality Assurance and Management Systems such as **ISO 9001, ISO 14001, ISO 27001, ISO 45001**

and **OHSAS 18001**, adjusted to the specificities of every organization. Additionally, GEP Group consultants will help clients to the accreditation procedure, by the corresponding Certification Bodies/Agencies.

Furthermore, GEP Group provides organizations with comprehensive consulting on **Data Protection services** (GDPR), covering either the full scope of the subject or the provision of assistance organized in parts, on a stepwise basis.



Moreover, GEP Group offers advising and the compliance monitoring services regarding: the **ADR Agreement** (Road Transport of Dangerous Material), and the **RID Agreement** (International Carriage of Dangerous Goods by Rail), and the **DGTS** (Dangerous Goods Transportation Safety Advisor).



GEP Group is proudly a recognized partner of this international organization which drives tomorrow’s matters in renewable energy. This cooperation establishes GEP Group as a reliable, responsible and well-equipped consultant and partner to every contemporary Greek and international business in the field of RES.

Environmental Services

GEP Group offers to its clients comprehensive consulting services regarding the exploitation of funding and financing opportunities with projects in the field, as well as the monitoring of the environmental legislation, falling within their scope of activities and business needs. The aim of services is to fully support the clients in the preparation of investment plans and of development studies related.



Subsidized Investment Programs

GEP Group undertakes the advisory support for the submission of project proposals to the Calls of the Development Law of Investment/Funding Programs. Services scheduled include the appraisal of business ideas, the preparation of the respective Feasibility Studies, the securing of apposite mentoring for making suitable

business decisions and the monitoring and managing the implementation of the Investment Plan, in case of awarding.

In this respect, GEP Group provides comprehensive consulting services to individuals and businesses for the valorization of the funding opportunities of **NSRF 2014-2020**.t



On-site General Content Trainings

In GEP Group, we believe in the **lifelong learning** and in the design and implementation of integrated high-quality **Seminars of General Content**, further to those carried out on subjects in Occupational Health and Safety.

These trainings include an expanded series of themes such as Tax, Labor and Accounting Issues, Corporate Responsibility & Sustainable Develop-

ment, the (New) GDPR on Protection of Personal Data and Privacy etc.

The series of the General Content Training Seminars of GEP Group is continuously growing by adding new, specialized and constantly updated courses, addressing to all employees according to interests and meeting the current and ongoing business needs of its clients.



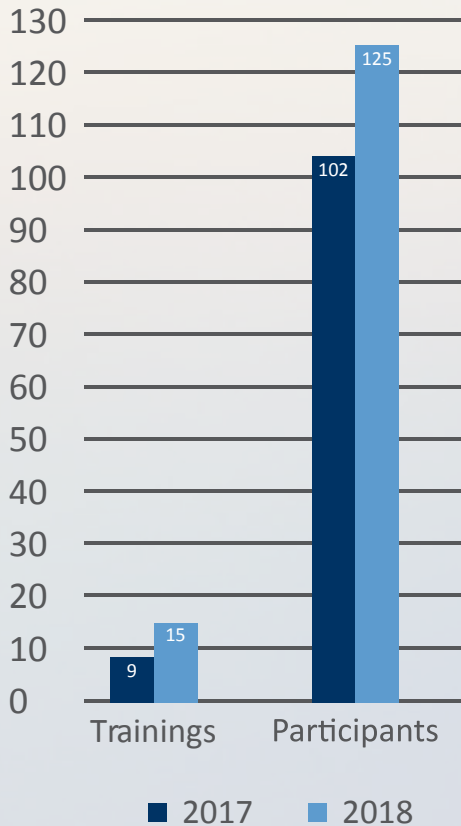
GEP General Content Trainings

- Social Insurance Law
- Hellenic Accounting Standards
- Labour Law
- Private Data Handling and Security
- Cyber Safety & Security
- Public Contracts: Awarding and Implementation
- Health and Safety Culture- BBS
- Health and Safety Leadership
- Quality in Hospitality Services
- New IT System for the Labour Inspection Body (IIS – LIB)
- Fundamentals of Facility Management

For the General Content Training Seminars, GEP Group applies strict criteria to appoint the lecturers out of the most eminent in their field; they alone decide on the content of the Training Seminars so they are clasified among the most competitive in the market. The General Content Training Seminars can take place either in-house (within our facilities using our advanced infrastructure), or at the clients’ premises. Classes are limited to 15-20 people each, so participants can get the most out of the training.

In 2018, fifteen (15) training seminars took place, attended by a hundred and twenty-five (125) participants and increased as to 2017, when nine (9) training seminars were organized with one hundred and two (102) attendants, in total.

Training Seminars and Participants (2017-2018)



e-learning and Innovative learning methods



Apart from the courses organized on-site or centrally, GEP Group offers the possibility of remotely training through e-learning. The company has heavily invested in the development of a long syllabus of comprehensive subjects, developed in cooperation with its business partner SQLearn Ltd, renowned for its technology and achievements in the field. The market rewarded the initiative by a growing attention and attendance of large numbers of trainees.

GEP Group pioneering in the field, has recognized the market needs early and has developed e-learning curricula in the following thematic areas:



First aid

01



Fire safety

02



Office safety

03



Health & Safety in Food

04

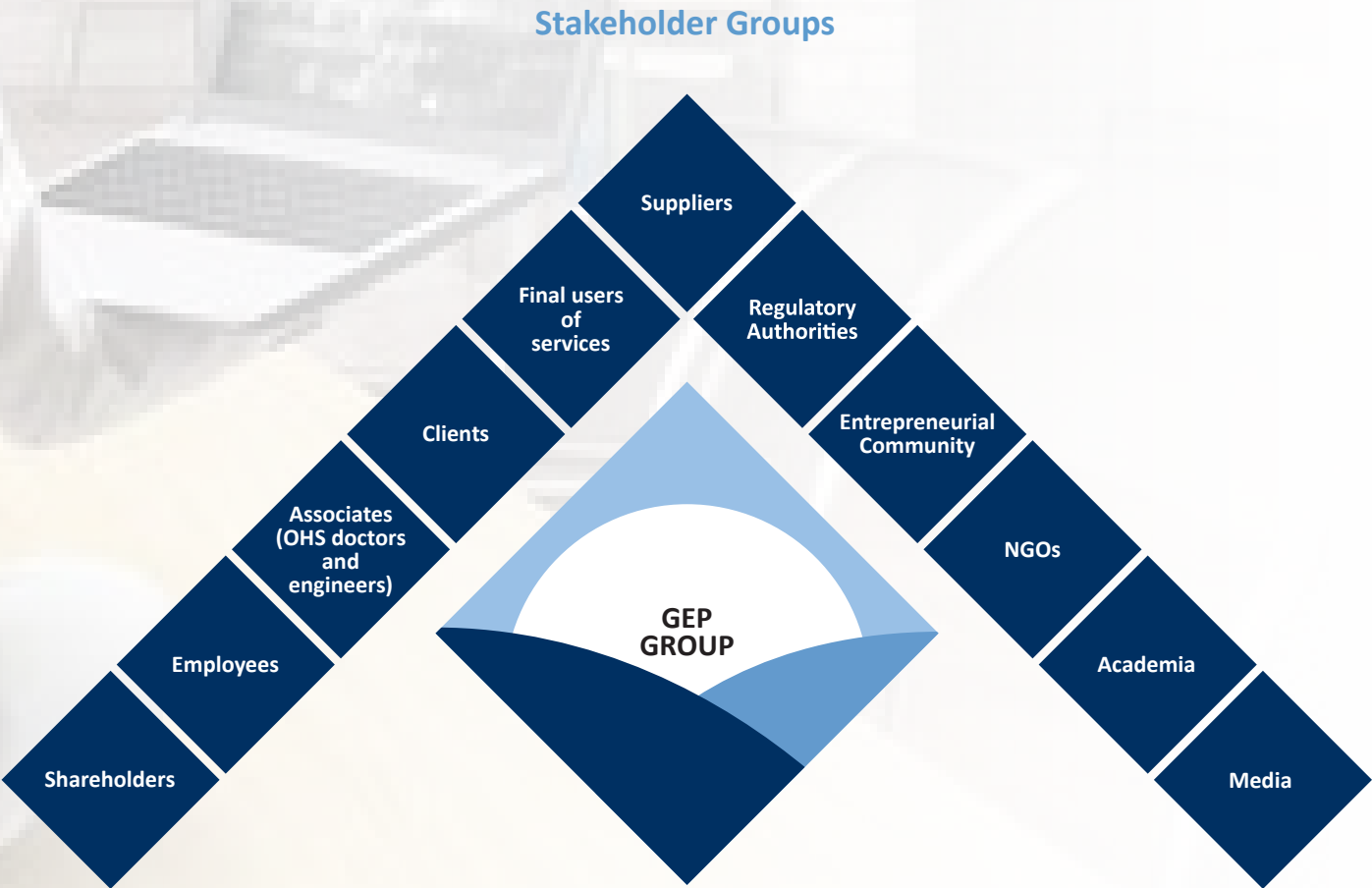
Moreover, GEP Group is considering and experimenting with the introduction to its training methods of the innovative methods of Virtual and Augmented Reality; the company aims with the move to maintain its leading and technologically up-to-date position in the field and to deliver upscale products to the market.

6. Stakeholder Engagement

GEP Group identifies as its stakeholders, the interested groups affected by the company’s activities and in turn, those affecting the company directly or indirectly. These groups constitute our company’s internal and external environment and are vital for its effective operation and growth; their dynamic, either as individuals or as organizations, can impact and influence positively our business development.

Company’s corporate culture puts people in the heart of its business strategy. The company with its activities tries to meet the stakeholders’ expectations regarding the top priority issues; economic, social and environmental. Communication with all of them, is a valuable process, to help build strong relationships with people and organizations and get feedback for a clearer view of challenges to meet the ultimate goals of the Group.

Stakeholder engagement gives us the advantage to minimize misunderstanding and enhance the fulfilment of expectations. In GEP Group via the continuous interaction with our stakeholders we recognize the potential opportunities to drive business to growth, through new services and markets. We follow a bottom-line approach in the cooperation with our stakeholders, because without their active participation and influence we wouldn’t implement successfully our sustainable development and strategy on corporate responsibility.



The following table presents the communication methods, the key topics of interest, the expectations and the way GEP Group responds to issues raised by its various stakeholders.

Shareholders	Communication methods	Topics of interest and expectations
	<ul style="list-style-type: none">■ Shareholders Annual General Meeting and Extraordinary Meetings■ Meetings with Management■ Annual Report	<ul style="list-style-type: none">■ Financial Performance■ Business Development Strategy■ Corporate Governance issues
	Response	
	<ul style="list-style-type: none">■ Implementation and monitoring of business plan■ Compliance with the Code of Conduct and Corporate Governance policies■ Monitoring of Key Performance Indicators (KPIs)■ Financial Statements and excessive statement in Annual Report	

Own Employees	Communication methods	Topics of interest and expectations
	<ul style="list-style-type: none">■ Regular meetings with the Management team■ Electronic communication and announcements■ Face to Face communication■ Trainings■ Corporate events	<ul style="list-style-type: none">■ Corporate issues■ Training and development■ Dialogue & Engagement■ Health and safety issues■ Equal opportunities
	Response	
	<ul style="list-style-type: none">■ Compliance to the Code of Conduct and Corporate Governance policies■ Compliance to labor regulation■ Strict Health and Safety measures■ Extensive Training program■ GEP Privilege Card■ 24/7 telephone line for psychosocial support	

Clients (entities)	Communication methods	Topics of interest and expectations
	<ul style="list-style-type: none">■ Website & Social media■ Communication by phone and emails■ Visits to clients■ Clients visits to company■ Conventional (or Traditional) & Digital Marketing/Social Media■ Market Events■ Annual Report	<ul style="list-style-type: none">■ Quality Services■ Information updates on regulation and trends■ Transparency■ Responsibility
	Response	
	<ul style="list-style-type: none">■ Experienced workforce■ High standards services■ Continuous service improvement■ ISO 9001, 14001, 27001, 45001 and OHSAS 18001 implementation■ Compliance to business regulatory framework■ Corporate Responsibility and Sustainable Development activity	

Clients' Employees	Communication methods	Topics of interest and expectations
	<ul style="list-style-type: none">■ OHS Inspections & Trainings■ Website■ Social media■ Market events	<ul style="list-style-type: none">■ Quality Services■ Responsibility
	Response	
	<ul style="list-style-type: none">■ Active social media■ Free informational material about First Aid■ ISO 9001, 14001, 27001, 45001 and OHSAS 18001 implementation■ GEP Privilege Card■ Corporate Responsibility and Sustainable Development program■ 24/7 telephone line for psychosocial support	

Suppliers	Communication methods	Topics of interest and expectations
	<ul style="list-style-type: none">■ Website■ Communication by phone and email■ Market events■ Annual Report	<ul style="list-style-type: none">■ Fair transactions■ Information regarding financial performance■ Transparency■ Effective collaboration
	Response	
	<ul style="list-style-type: none">■ Compliance to the Suppliers Code of Conduct■ Transparent and ethical way of transactions■ Long-term and stable collaboration approach	

Associates (OHS specialists)	Communication methods	Topics of interest and expectations
	<ul style="list-style-type: none">■ Website■ Communication by phone and email■ Associates' visits to company■ Trainings■ Market events■ Annual Report	<ul style="list-style-type: none">■ Fair transactions■ Information regarding work performance■ Information regarding financial performance■ Transparency■ Respect to labor regulation■ Effective collaboration
	Response	
	<ul style="list-style-type: none">■ Compliance to the Code of Conduct and Professional Performance■ Transparent and ethical way of transactions■ Compliance to labor regulation■ Long-term and stable collaboration approach	

Regulatory Authorities	Communication methods	Topics of interest and expectations
	<ul style="list-style-type: none"> ■ Website ■ Annual Report ■ Meetings with the Management team ■ Participation to forums and events 	<ul style="list-style-type: none"> ■ Compliance with the regulatory framework ■ Health and Safety Issues ■ Transparency ■ Information about the Group
	Response	
	<ul style="list-style-type: none"> ■ Full compliance with the regulatory framework ■ ISO 9001, 14001, 270001, 45001 and OHSAS 18001 implementation ■ Extensive information about GEP Group in Annual Report 	

Academia	Communication methods	Topics of interest and expectations
	<ul style="list-style-type: none"> ■ Website ■ Annual Report ■ Social media ■ Workshops ■ Participation in academic events 	<ul style="list-style-type: none"> ■ Sharing and promotion of knowledge and development ■ Research ■ Sponsorships
	Response	
	<ul style="list-style-type: none"> ■ Cooperation with an academic institution ■ Joint participation and implementation of programs ■ Cooperation for the development of work-experience and academic research 	

Entrepreneurial Community	Communication methods	Topics of interest and expectations
	<ul style="list-style-type: none"> ■ Website ■ Annual Report ■ Market events ■ Memberships 	<ul style="list-style-type: none"> ■ Current industry challenges ■ Industry development ■ Collaboration ■ Sponsorships and funding ■ Transparency ■ Regulatory Compliance
	Response	
	<ul style="list-style-type: none"> ■ Participation to key industry and economic organizations ■ Support to important industry events ■ Open-mind approach for collaborations ■ Extensive information about GEP Group in Annual Report 	

Media	Communication methods	Topics of interest and expectations
	<ul style="list-style-type: none"> ■ Website ■ Annual Report ■ Social media ■ Sponsorships ■ Marketing promotion ■ Press Releases and announcements ■ Market events ■ Corporate responsibility actions 	<ul style="list-style-type: none"> ■ Information about GEP Group ■ Transactions with media ■ Promotion of informational material regarding Health and Safety issues
	Response	
	<ul style="list-style-type: none"> ■ Regular marketing promotion by the company ■ Press releases ■ Availability of Marketing and Communication Department for any media request ■ Media Kit Tool 	

NGOs	Communication methods	Topics of interest and expectations
	<ul style="list-style-type: none"> ■ Website ■ Social media ■ Visits to NGOs facilities ■ Communication by phone and email ■ Participation in events 	<ul style="list-style-type: none"> ■ Sponsorships and donations ■ Social awareness ■ Dialogue ■ Volunteering actions
	Response	
	<ul style="list-style-type: none"> ■ Support and participation to NGOs events ■ Marketing and Communication efforts to approach NGOs ■ Hosting of NGOs initiatives 	

7. Corporate Governance

GEP Group is a privately held joint stock company (Société Anonyme), founded in Greece. The **Annual General Meeting (AGM) of the shareholders** is the ultimate decision maker of the company, exercising its ownership and vesting with its powers all governance functions. Resolutions pass with the majority of votes during the Annual General Meeting of Stakeholders, unless the **Greek Companies Act** stipulates differently. AGM in GEP Group is normally held to deal with matters related to

strategic direction, dividends and electing and discharging the BoD from liability. Resolutions in every other subject of major importance are passed there, or in Extraordinary General Meetings.

The next level of authority is the **Board of Directors (BoD)**, appointing the Chairman (President), the Managing Director/CEO, the other Officers/Executives, the Auditors of the company and the Committees of the BoD.



Board of Directors

Name	Capacity
Mr. George Lambrinos	Chairman & Managing Director/CEO
Ms. Afroditi Karaitianou-Velonaki	Member
Mr. Spyros Primikiris	Member
Mr. Andreas Zografos	Member
Mr. Georgios Karadimas	Member

As of 31/12/18

The **CEO/Managing Director** manages the company within the framework authorized by the BoD and in direct consultation with the Board. CEO takes all decisions for the financial and commercial operations according to the agreed guidelines, reports regularly or ad hoc to BoD providing all important information on performance, activities, plans, forecasts and achievements.

GEP Group Management Team is subject to the authority of the CEO, who supervises and coordinates all their activities. Each business area is managed by a responsible person with overall accountability for operations and results.

External Auditors audit the company's financial reports and accounts and provide their observations and relevant information.

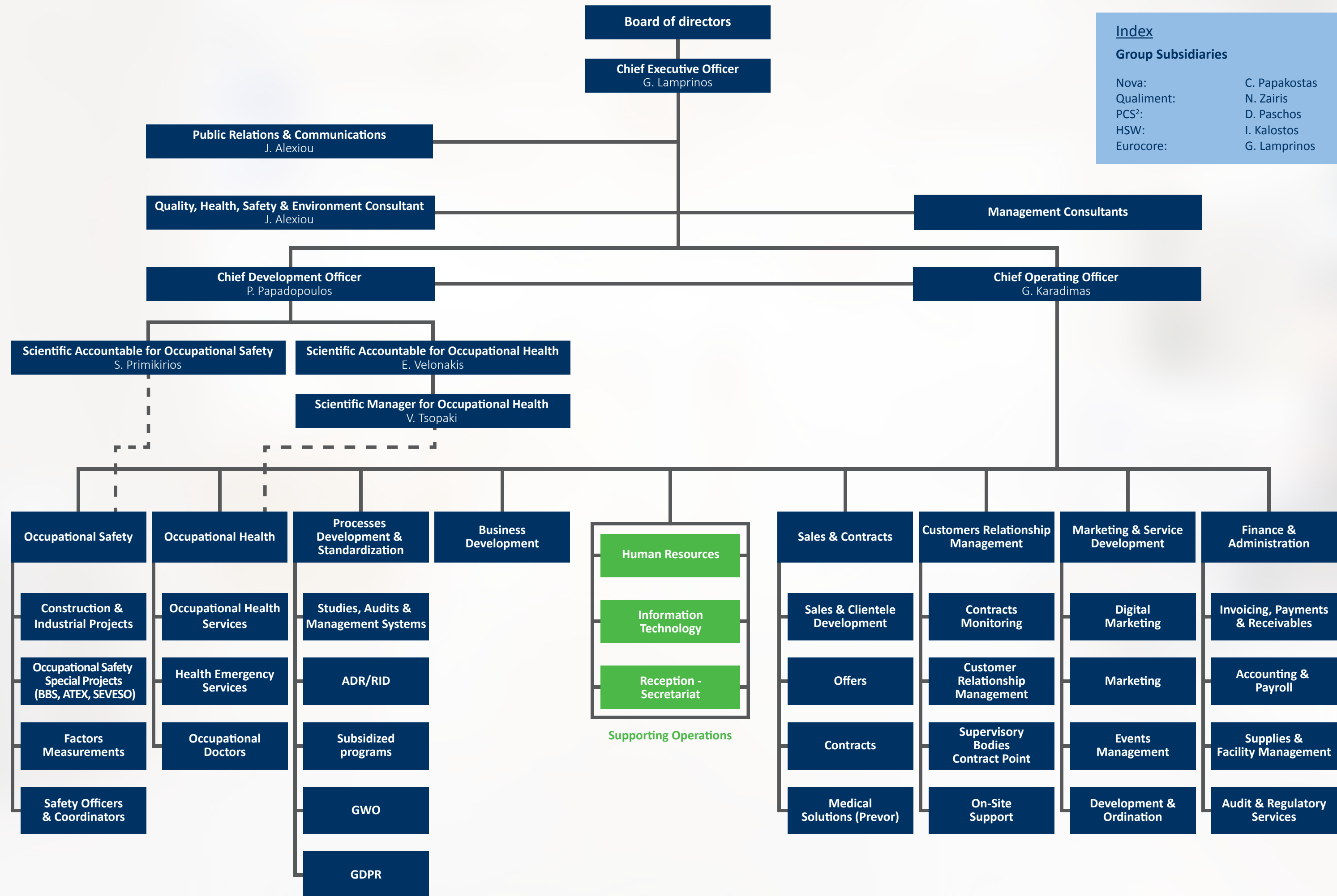
Scientific Coordinators

Name	Capacity	Field of Responsibility
Dr. Emmanuel Velonakis	Doctor of Occupational Health	Occupational Doctors
Spyros Primikyrios	Mechanical Engineer	Occupational Safety Officers

Management Team

Name	Capacity
George Lambrinos	Chief Executive Officer
George Karadimas	Chief Operating Officer
Panagiotis Papadopoulos	Business Development Director
Ioannis Nikolaou	Sales & Contracts, Manager
Ioanna Alexiou	Communications, PR & CSR, Manager
Emmanuel Velonakis	Scientific Director- Occupational Health
Spyros Primikiris	Scientific Director- Occupational Safety
Andreas Zografos	Finance & Administration, Manager
Valia Tsopoki	Occupational Health, Scientific Manager
Eleni Gani	Customer Administration, Manager
Nikolaos Zairis	Processes Development & Standardization, Manager
Ioannis Galanopoulos	Construction & Industrial Projects, Manager
Iro Faki	Business Development Manager

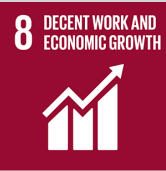
As of 31/12/18



8. Ethical Operation

The overall focus of our sustainability work is presented in our **GEP Group Principles, Code of Conduct and Policies**. The code of ethical conduct and professional behavior compiled by the company, concerns both employees and associates and covers issues related to health, safety, environment, professional behavior, antibribery and corruption policies and sensitive data protection.

GEP Group has also a **Code of Operation** concerning its employees and covering all issues about company's relationship with them. Issues include labor rights, child and compulsory labor, professional behavior and improved communication between the management and employees. Moreover, the company has developed five values in parallel with its vision, and it is its long-established policy to communicate those to all of them, at every opportunity. All related info is received by all the newcomers as a standard recruitment procedure.



9. Corporate Policies

GEP BoD has established a framework of Policies that are implemented through the corporate governance; some of them are currently under review. The following rules outweigh of any other actions and procedures in the company and are updated and proposed to the CEO;



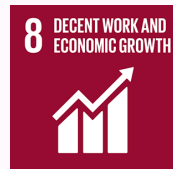
Policies presently under development or reviewing are:

- **Basic Principles Outline** define the values for the overall business operations.
- **Code of Operation** sets the procedures and the working standards for the employees and the associates, while at work and representing GEP Group.
- **Legal and Public Liability Policy** draws the basic framework of activities and responsibilities according to State's regulatory context.
- **IT Security Policy**, aims to meet IT security requirements, including Personal Data Protection pursuant also to the EU General Data Protection Regulation (GDPR).
- **Quality Policy** describes the quality management principles, procedures and tasks within the company.
- **Risk Management Policy** applies to the financial and operational risk management, attentiveness and responding.
- **Environmental Management Policy** meets our commitment to environmental laws, regulations and other policy mechanisms, during the provision of services and general operation.
- **Corporate Responsibility and H&S Policy**, relates to our operations, works undertaken and procedures followed within the company's structure.
- **Financial Policy**, to plan and monitor company's financial works and related reporting.
- **Marketing and Publicity Policy**, to govern all company's actions towards stakeholders.
- **Internal Assessment Policy**, aiming to handle possible inefficiencies and irregularities within the company.
- **Sustainable Development Policy**, to structure company's growth plan, carrying also stakeholders' environmental and social expectations.



5

Economic Performance & Marketplace



1. Economic Performance

Since its foundation and mostly over the last five years despite the continuous economic recession, GEP SA has succeeded to remain profitable, to expand its operations and to increase its turnover without any short- or long-term borrowing. Sales for 2018 amounted to **€ 7,054,363.77** presenting a strong increase by **17.98%** compared to 2017, continuing the upward trend. Turnover including

dividends from subsidiaries and other entities totaled **€ 7,125,890.46**, all activities recorded met a satisfactory performance level. EBITDA numbers amounted to **€ 786,889.08** corresponding to a **11.15%** margin. Profit Margin Before Taxes reached to **9.04%**, making GEP SA highly **profitable** for the **18th consecutive year**.

Compared to 2017 Total Assets increased by **18.48%** amounting to **€3,821,530.27**.

In line with shareholders' financial strategy GEP SA continued to finance its operations using its own capital. Thus, the Debt to Equity ratio reached **41.77%**. GEP Group does not have any financial instrument programs.

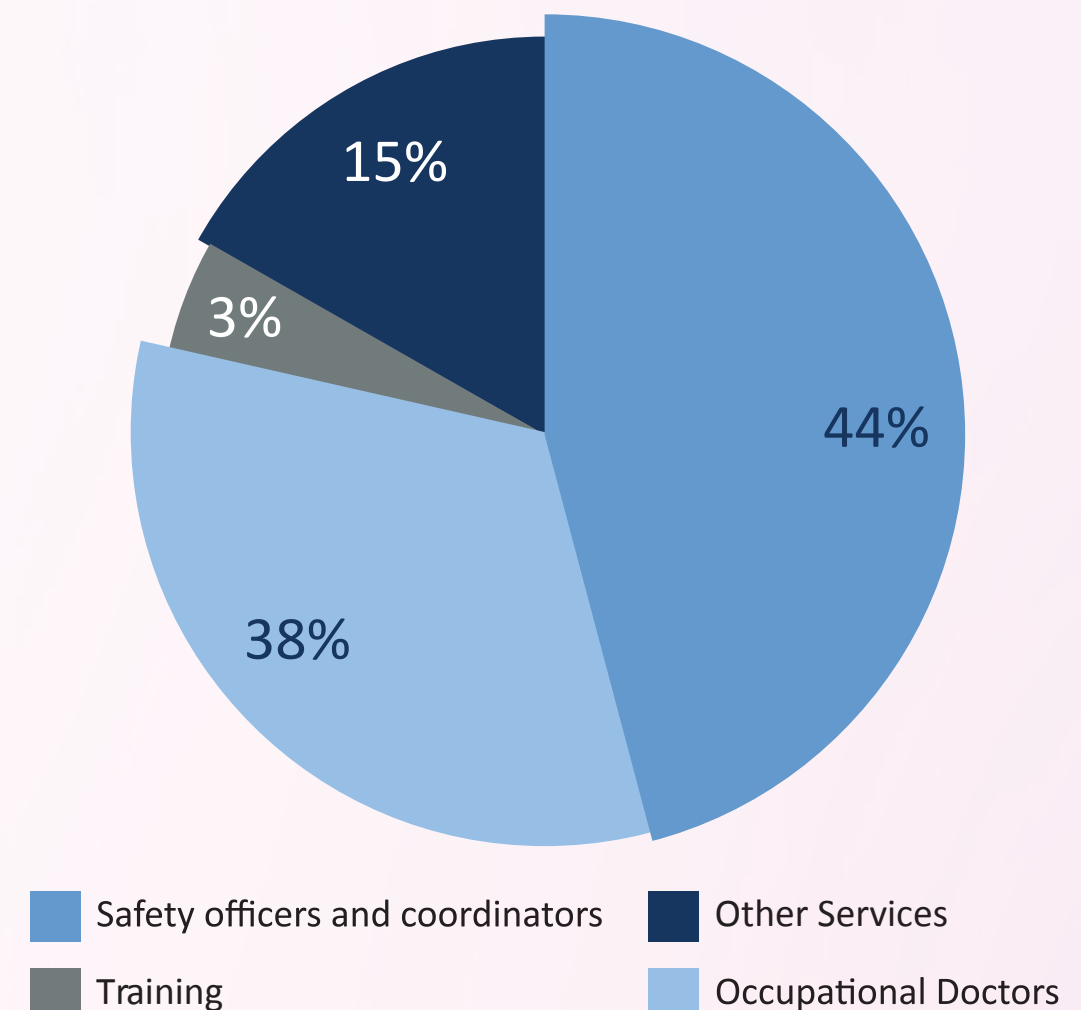
Key Financial and Business Figures (2014-2018)

Key figures (in ,000€)	2018	2017	2016	2015	2014
Consolidated Turnover	7,126	6,048	4,960	4,846	4,215
Sales	7,054	5,979	4,797	4,787	3,954
Gross Profit	1,999	1,515	1,015	1,216	801
EBITDA	786	648	433	567	503
Profit Before Tax	638	462	391	479	432
Total Assets	3,821	3,225	3,055	2,874	2,782
Total Equity	2,695	2,391	2,467	2,276	1,945
Total Liabilities	1,125	834	589	598	837
Gross Profit margin %	28.35%	25.34%	21.16%	25.40%	20.27%
EBITDA margin %	11.15%	10.84%	9.03%	11.84%	12.71%
PBT Margin %	9.04%	7.81%	8.15%	10.00%	10.93%
Return on equity %	23.66%	19.35%	15.84%	21.03%	22.21%
Debt / Equity	41.77%	34.92%	23.86%	26.27%	43.01%

Turnover and Expenses by Business Line (cumulative by Quarter, 2018)

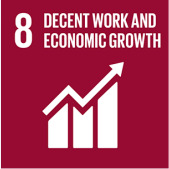
(figures in ,000€ accrued)	Q1	Q2	Q3	Q4
Turnover by Business Line				
Safety officers and coordinators	680	1481	2,231	3,165
Occupational doctors	560	1298	1,922	2,671
Training	49	125	177	235
Other Services	221	450	704	1,055
Total Turnover	1,511	3,353	5,034	7,126
Expenses				
Salaries	1,115	2,454	3,810	5,394
Administrative Expenses	123	214	327	501
Other Expenses	76	177	256	445
Total	1,314	2,846	4,393	6,340
EBITDA	197	508	631	786

Breakdown of Business Lines –Turnover (2018)



2. Shared Value

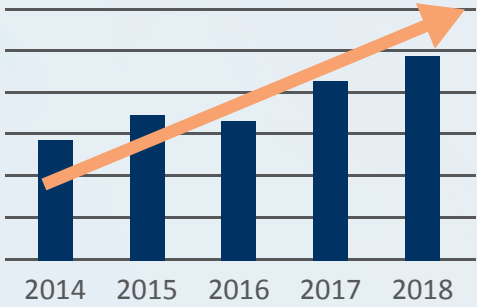
GEP Group is a socially responsible employer. Over the last five years GEP Group has paid in taxes, VAT and social security contribution approximately **€ 2.5 million** in total, as per the analysis below.



Breakdown of Taxes and Social Security Contributions (2014 – 2018)

Year	Withheld Taxes	Value Added Tax	Income Tax	Social Security	Total
2018	725,000	1,078	124,000	502,000	2,429
2017	701,000	923,000	130,000	374,000	2,128
2016	686,000	734,000	0,000	190,000	1,610
2015	652,000	623,000	166,000	171,000	1,612
2014	556,000	537,000	99,000	181,000	1,373
Total	3,320	3,895	519,000	1,418	9,022

Taxes and Social Security Contributions (2014 – 2018)



Social Responsibility and OHS

GEP Group is an original advocate in Social Responsibility in the OHS field; its core business is to consult businesses to improve their workplace according to global guidelines in Health and Safety at Work. Business Ethics is of high importance to GEP Group and an integral part of its corporate culture.

GEP Group applies a **life cycle continuous improvement approach** to the design and overall performance of services, processes and people conducts. Responsible operations and application of resource-efficient work methods are in the center of systematic reengineering of the company's processes according also

to the ISO standards adopted. All activities are open to clients, associates and employees for suggestions, through dialogue with the company's management.

3. Market Presence

Operating Markets

Company's services cover a broad range of business areas, fulfilling the essential Occupational Safety issues of thousand employees. GEP Group provides its services to both the public and private sectors, from heavy

industries to academic institutions and NGOs.

Industry & SME	<ul style="list-style-type: none">■ Petroleum & Chemical■ Cement & Construction Materials■ Mining & Metallurgy■ Energy & Renewable Energy Sources■ Technology Products■ Food & Beverage■ Textile & Apparel
Infrastructure	<ul style="list-style-type: none">■ Airports & Seaports■ Management & Operation of Motorways■ Transport & Distribution of Electricity■ Transport & Distribution of Fuels■ Transport & Distribution of Water■ Transport & Distribution of Natural Gas & Hydrocarbons
Storage & Transportation	<ul style="list-style-type: none">■ Logistics■ Airlines■ Shipping■ Railways
Commerce	<ul style="list-style-type: none">■ Goods & Services Trade Companies■ Telecommunications■ Pharmaceutical Companies■ Media
Construction & Technical Projects	<ul style="list-style-type: none">■ Construction & Technical Companies■ Installations & Equipment Management Companies-Facility Management Companies
Financial Institutions	<ul style="list-style-type: none">■ Banks■ Insurance Companies
Organized Retail	<ul style="list-style-type: none">■ Super Market■ Other Non-food Products■ Catering
Public Sector	<ul style="list-style-type: none">■ Public Sector Organizations■ International Organizations & Authorities
Personnel Management	<ul style="list-style-type: none">■ Security Personnel Management Companies■ Facility Management Companies
Educational Institutions	<ul style="list-style-type: none">■ Schools■ Universities
Hosting & Catering	<ul style="list-style-type: none">■ Hotels■ Restaurants■ Leisure and Entertainment Facilities
Small and Medium Companies	<ul style="list-style-type: none">■ Proprietary Companies
Individuals	<ul style="list-style-type: none">■ Various Individuals
Non - for - Profit Organisations	<ul style="list-style-type: none">■ Nonprofit organizations – Non-Governmental Organizations NGOs

Market Share

The local OHS market is served by a considerable number of companies; however, less than eight companies share **90%** of the market according to the last officially published financial figures for 2015 and 2016. By then, GEP SA alone has achieved 45% of the EBITDA and Profit and 40% of Sales; the latter figures are projected for 2018 to be more than 45% of the market totals.

Through all these years, the tendency of the local market is moderately positive and companies in the sector are seeking alternative activities.

The H&S Market in Greece and GEP Group share (2015 - 2016)

	Key figures (in ,000€)	Total market	Total Competition	Total GEP GROUP	GEP share
2015	Sales	12,007	7,220	4,787	40%
	EBITDA	1,234	699	567	46%
	Net Profit	716	383	333	46%
	Total Assets	8,722	5,848	2,874	33%
	Total Equity	4,425	2,149	2,276	51%
2016	Sales	12,805	8,009	4,796	37%
	EBITDA	913	507	406	44%
	Net Profit	623	233	390	63%
	Total Assets	8,764	5,709	3,055	35%
	Total Equity	4,617	2,149	2,467	53%

Globalization of Operations

Responding to new opportunities, is both our mission and ambition in the business. In this respect, GEP Group capitalizes the experience and dynamic of its human resources through expanding in higher margin markets and activities; it is using business models promoting its structure, market trust and successful governance.

In October 2018 GEP Group established EUROCORE CONSULTING sprl a solely owned company in the heart of Europe, Brussels; the new company focuses on Energy Efficiency, Circular and Green Economy, Environment, eco-Applications implementation and Occupational Health

and Safety, while it keeps a vigilant eye on the EU and International Organizations’ funded Programs and Projects.

Months earlier in July, we signed a MoU with INSEMEX, the National Institute for Research and Development in Mine Safety and Protection to Explosion, of the Romanian Ministry for Research and Innovation. As always, our target was to reinforce our scientific knowledge by partnering with competent organizations and together open-up to common endeavors; GEP and INSEMEX have participated to EU projects in consortiums with others, results are expected soon.

To accommodate the expanded requirements related to all its recently introduced activities, GEP Group has created a specialized team acting as a ‘task force’, to handle and respond to challenges. The crew aims to broaden company’s perspective, by enhancing its adaptation to the globalization of the business and to support the re-branding of its services. Moreover, the big bet to win for the future is the motivation of GEP Group associates and their vast scientific dynamic and to modulate their disposition and capacity, for the improvisation of ideas and their enhanced participation to projects and teamwork.

The European Challenge

The new awarding by the European External Action Service (EEAS) of the framework project for the continuation and extension of services on OHS Inspections to EU Delegations in non-EU countries has followed the termination of the previous similar project and that of EU-OSHA on e-support services in Greece.

Another project of the EC for the provision of OHS inspections to EU sites in Brussels and Luxembourg had finished a couple of years ago. GEP Group is an active player in the field, punctiliously following all respective progress and projects launched.

4. Management and Quality Systems

GEP Group is certified according to the international standards **ISO 9001** (Quality Management), **ISO 14001** (Environmental Management) and the **OHSAS 18001** (Occupational Health and Safety).



The company adheres to the guidelines of **ISO 26000:2010** International Standard for Social Responsibility, to be guided in the sustainable development of the group.



For the future, we examine to adopt the Social Accountability 8000 International Standard. We are interested in the Performance Indicator Annex, according to the UN and ILO declarations.

5. Risk Management

Risk management is a key policy in the context of GEP Group strategic planning. Potential risks and their likelihood are regularly assessed according to company’s policy for minimizing negative impacts through suitable adjustment. The goal is to develop a high level of risk awareness and a steady basis for the constant evaluation and monitoring of the risks.

Risks in GEP Group are identified under two groups: Financial Risks and Operational Risks.



Financial Risks

Type of Risk	Rational, Measures and Mitigation
Business cycle risk	The risk of the economic downturn has a significant impact on performance and earnings, especially under the continuous recession in Greece for almost a decade now. GEP Group exhibits a low sensitivity to economic and business cycle fluctuations, historically acting prudentially and proactively to guarantee the stability of its operations and the business continuity.
Client credit risk	The risk of clients becoming insolvent or unable to pay is generally high; yet, GEP Group mitigates this risk with its large clientele across all sectors of economy. No significant bad debt losses exist, as the exposure to accounts receivable is minimal and the company continually monitors overdue receivables.
Interest rate risk	The interest-bearing liabilities of GEP Group amount to a very narrow figure due to its self-financing policy adopted.
Financing and liquidity risk	By using its internal capital raising through reserves, GEP Group has almost eliminated this risk.

Operational Risks

Type of Risk	Rational, Measures and Mitigation
Legal risk and services liability	Legal risk can arise in connection to services offered, concerning issues relating to general public liability according to the specific business statutory regulations and responsibilities. GEP Group services are covered by professional indemnity (liability) insurance and the company works closely with external advocates on contextual issues, following strict internal policies for any ambiguities might exist on the extent of service provider’s responsibilities. GEP Group monitors strictly all its assignments through quality assurance systems and carefully planned worksheets.
Property damage/ disruption of clients	Property damages may lead to legal problems as well as client’s work disruption, losses, etc. To prevent disputes, GEP Group services are covered by professional indemnity (liability) insurance to protect the professional advising and service provision. On a secondary level the company follows the inspection’s guidelines to verify that risks are managed in line with the base policy and services are promptly delivered in line with the given guidelines.
Client dependence	The dependence risk on individual major accounts or sector is lower in GEP Group, because of its large number of clients. Furthermore, diversification of services lowers the overall risk related.
Subcontractors	GEP Group rests on its subcontractors as its associates, occupational doctors and safety officers and coordinators working on its behalf with clients. A potential risk of a subcontractor/associate being unable to deliver due services, or of the right quality, could become a company issue. GEP Group minimizes the risk by its continuous central monitoring of the services provided, the profound training and the detailed guidelines and worksheets followed by all of them.
Environmental liability	The risk of environmental problems caused is negligible, due to the nature of our services. GEP Group operations do not involve any significant threat on environment.
Corporate Responsibility	The risk to company’s value and goodwill from negative events relating to business ethics or areas related to social responsibility, is low. GEP Group is an equal opportunity employer, does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability or age, and has zero tolerance to any breach in business and general moral issues, including fraud, corruption and bribery.



6. Supply Chain

GEP Group is a pure B2B services provider type of organization, where all stock of information and data traded in business is generated within it, therefore its own supply chain is rather short and narrow. Nevertheless, GEP Group takes important part to other businesses' supply chains, which are of various forms and influence.

In both cases, GEP Group is a trustful, dependable and resilient partner, timely and cautiously delivering its own products and assimilating those of others in open and collaborative way. GEP Group aligns its interests to those of higher groups and is also continuously adjusting to permanently deliver its market value proposition, with special focus on achieving customer satisfaction and law abiding.

7. Responsible Marketing and Communication

The marketing strategy of GEP Group is based on its global anthropocentric philosophy: market affairs must not be only profit-driven, but also to reinforce social and ethical values for the benefit of all citizens.

By adding significant value to its clients, GEP Group wishes to create long term customer satisfaction. In this respect and among other actions GEP Group specialists provide free valuable educational courses and sessions such as First Aid seminars for adults and children, Physical and Psychosocial Aid

courses and ergonomic rules targeted to the special needs of all stakeholders, to create impact to social and environmental level.

The principles of GEP Group Marketing and Communication are: Consumer-oriented, Innovative, Value-adding, Sense-of-mission and Societal. We continuously improve our techniques to satisfy the needs of all interest groups, acting in compliance with the relevant regulations such as GDPR; no fines or penalties have ever been imposed to any of our companies.

8. Customer Complaint Management

In 2018, GEP Group drafted its Customer Complaint Management policy, scheduled for implementation in 2019; its purpose following to a **Complaint Analysis** is to ensure that all complaints are identified, recorded according to standards and monitored for their validity. In case, they lead to an immediate decision and relevant action to satisfy clients against present and future complaints.

The procedure will be organized in three steps to ensure that complaints are treated responsively. Every step shall include the pertinent actions and the timeframe in which each action should be completed, whilst feedback from the source of complaint shall be sought.



9. Transparency

Transparency towards society requires businesses to remain open and informative about their key points of information and operation, including goals, history, performance and finance. Internal transparency for maintaining open lines of communication with employees and honesty about company operations and status is linked with higher employee morale, productivity and job satisfaction. courses and ergonomic rules targeted to the special needs of all stakeholders, to create impact to social and environmental level.

Transparency builds trust and makes clients feel that they are cooperating with a company with higher ethical standards, helping them to make better decisions, likely to choose it over a competitor working with undisclosed methodologies and results.

GEP Group by the nature of its business and mandate by its licensing, but mostly out of its own dedication and perseverance, works and delivers to its clients in full clarity and reliability.

Anti-Corruption Policy

GEP Group considers as a minimum obligation the compliance with all requirements of the law and the international entities relating to anti-corruption and the illegal payments of any kind.

In this context, we have incorporated the rules of the UN Convention against Corruption, the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions, the Criminal Law Convention on Corruption of the Council of Europe and the national regulatory framework.

The Anti-Corruption policy aims to prevent the active and passive bribery. The first one is referred to the promise or offer of gifts, money or services or any inappropriate benefit intended to induce an employee or any other person to act for the benefit of GEP Group. The second one occurs when an employee or other person affiliated with the Group receives money, gifts, services, or generally inappropriate benefits to act for the benefit of GEP Group.

Our policy against the corruption requires that GEP Group and any related natural or legal person shall:

- not allow, offer, give, request, accept or agree to offer any unlawful provision or to make any corruption, either directly or indirectly, through a third party.
- not make facilitating payments unless there is an immediate and sensible reason.
- take measures and implement appropriate procedures to minimize the risk of any type of bribery.
- maintain financial records and implement appropriate internal audits.
- not offer or accept gifts that are judged objectively excessive or luxurious or in any way inappropriate.
- not seek or receive gifts or entertainment offers from a third party who has or may have acquired business relationships.

The effectiveness of the Anti-Corruption policy is regularly monitored and evaluated regarding its efficiency by the management level. Improvements which are deemed necessary will be implemented and communicated to employees as soon as possible, at the same time, internal control systems and procedures will be subject to regular inspections to confirm their effectiveness in tackling corruption.



10. Digitalization

GEP Group staying keen to innovation is a promoter of new technological initiatives, as well. Beyond the ERP system, the company has digitalized its monitoring and communication with its associates in the field.

Presently the company is evaluating a sizeable change to its ICT approach. GEP Group has also introduced an innovative CRM system as a collaborative and project management platform as well, to enable the efficient and real-time follow up of its services and the daily projects.

A cloud-based ICT tool is on its way to manage the documents workflow and provide a full record of clients' communication and a direct integration of the company services to the most noticeable of the social networks. The platform is expected to boost productivity and to reduce production costs, whilst it will make the communication with the company more accessible and friendlier to its clients.

Finally, the current and the future digital tools will contribute significantly to environmental responsibility decreasing the paper use.



Data protection/GDPR

This material references Disclosure 418-1 from GRI:418 Customer Privacy 2016.

As determined by the law, the vast majority of client data are kept and processed at each client premises. The only such data we keep in our records are contact details of the client's contact person, financial data of the contract implementation and investigation data concerning any potential work accident.

Our policy includes secure platform for the announcement of work accidents, strict code policy for user's authentication, clean desk policy and non-disclosure agreements signed by employees and subcontractors.

In 2018, we organized **six** GDPR workshops for our employees to update their knowledge regarding GDPR. The internal seminars were conducted by the executive team, including the in-house Data Protection officer. Totally **100** training hours were recorded and **50** of our employees were trained.

During 2018, GEP Group has not received any complaint, fine or penalty regarding the data protection and the compliance with the GDPR regulation. Finally, it has not identified any loss of client data.

11. Market Sponsorships

GEP Group aims to be an active participant in events related to Health and Safety and other prestigious actions relevant to Greek economy, entrepreneurship and corporate responsibility. In this framework GEP Group supported several events in 2018 via sponsorships and participation.



In 2018, GEP Group supported the **Safety & Security Conference** to discuss the new developments to link Occupational Safety with Security issues.

Moreover, GEP Group supported the **Delphi Economic Forum 2018** as a Health and Safety Sponsor, participating in that way in one of the most significant economic and business events in the country.



On another pillar GEP Group aims in the raising of awareness among employers and the community on issues regarding workplace protection and risk prevention. With this purpose GEP Group supports every year the **Health & Safety Awards** where companies are awarded for the use of best practices, actions and policies in managing health, safety and well-being of their employees. For the third consecutive year, GEP Group sponsored the most important industry-related awards and was pleased to present awards to some of them.

GEP Group supported also the **3rd Facility Management Conference**. As a key player in this sector, GEP Group supported through the conference, the values of health and safe working environment.



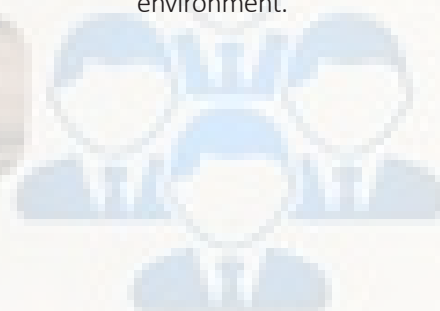
In June of 2018, GEP Group participated in the **22nd Roundtable with the Government of Greece**. The management team of the company was pleased to be part of this important event, aiming to contribute to an open discussion during the future challenges of Greece and European Union.



GEP Group having sustainable development as the compass of its growth, has supported via sponsorship and participation the **Panorama of Corporate Responsibility and Sustainable Development**, the biggest event regarding CSR and Sustainability in northern Greece, organized by Global Sustain in September 2018.

A speaker coming from GEP Group management team presented to the audience the value and merits of the investment to Health & Safety and how these issues are connected to the sustainable development of each company.

Committed into placing the human factor in the center of its operations, GEP Group was part of the most renowned event in Greece relevant to Human Resources, the **HR Awards 2018**. The event rewards the most innovative corporate initiatives and positively affecting their workforce. GEP SA was a sponsor and EAP Hellas affiliate was a supporter of the event; the CEO of the Group, Mr. Georgios Lambrinos was honored to present awards to some of the companies.



6 Workplace & People

Our people in GEP Group are the most valuable and critical part of our business success; the anthropocentric approach is adopted across the company and almost every aspect of our business is based on our workforce. GEP Group is an asset employer in terms of the number of persons employed and the wage and contribution to social insurance fund and taxes paid.



1. Human Resources

At the end of 2018, GEP SA employed **367** persons, of which men were **268** (73%) and women **99** (27%).

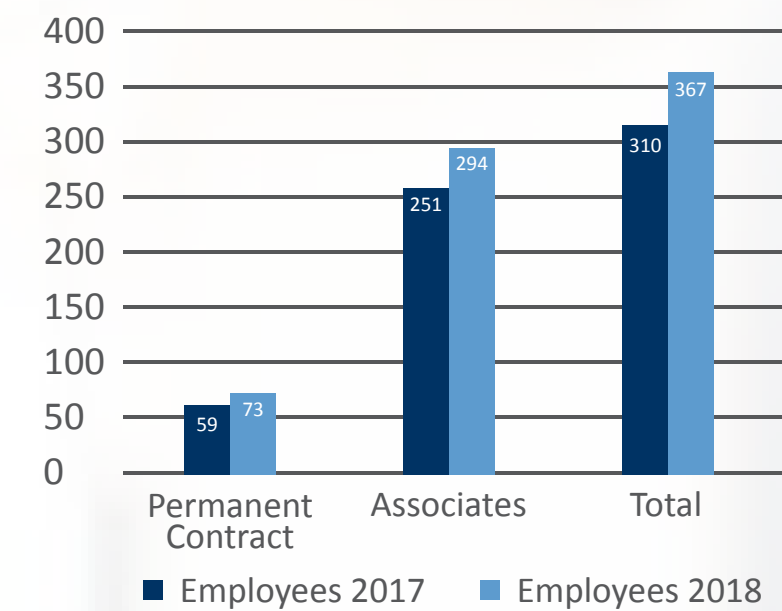
The workforce was employed either directly under permanent contract accounting to **73** (20%) employees, or indirectly under temporary contracts accounting to **294** (80%) as associates.

Associates are third parties to the company, mostly safety engineers and occupational doctors that are assigned to related tasks depending on the client and needs.

Comparatively to the previous year 2017, GEP SA increased its workforce by **57** persons, as of them 14 were permanent and 43 were associates.

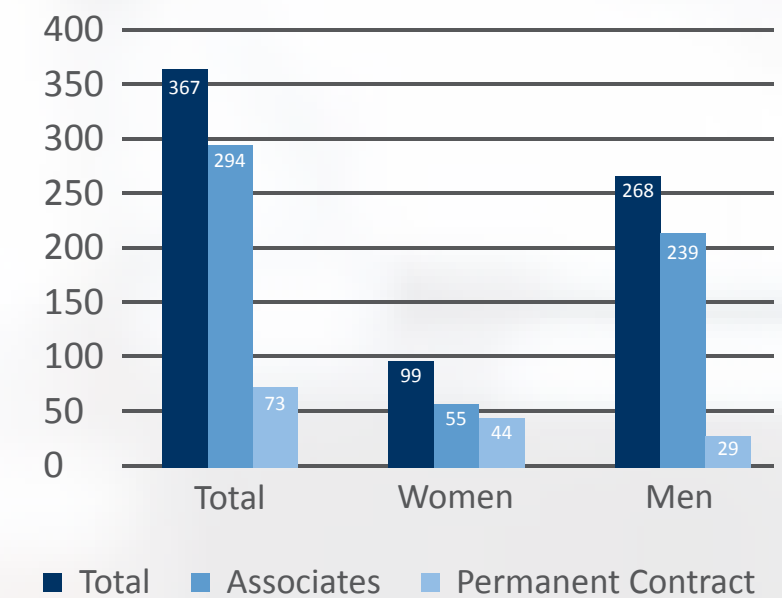
Workforce by Employment Type (2017-2018)

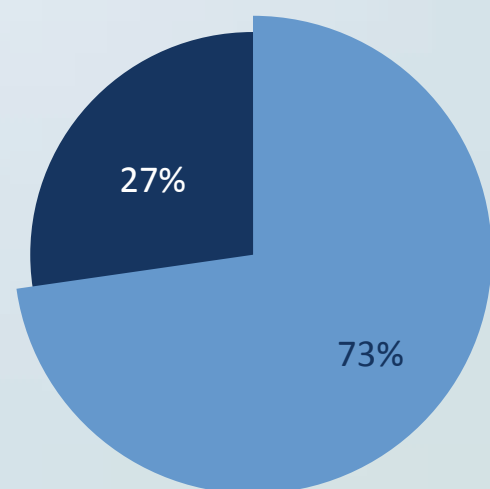
Employment Type	Employees 2017	Employees 2018
Permanent Contract	59	73
Associates	251	294
Total	310	367



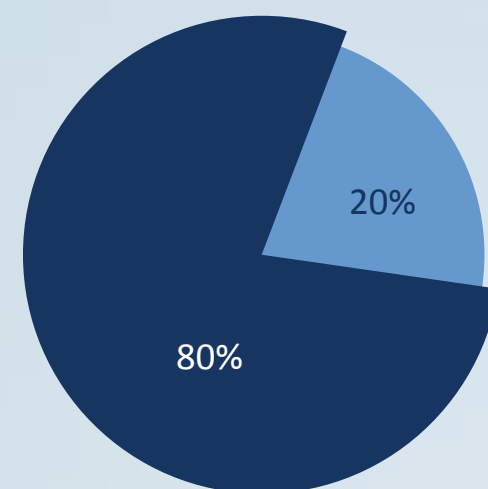
Workforce by Employment Type and Gender (31/12/2018)

Employment Type	Men	Women	Total
Permanent Contract	29	44	73
Associates	239	55	294
Total	268	99	367





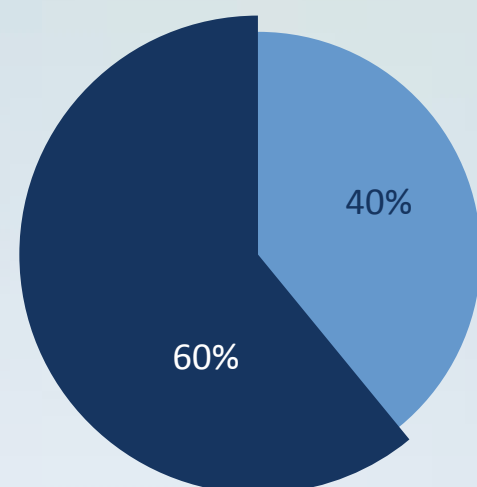
Men Women



Permanent Contract Associates

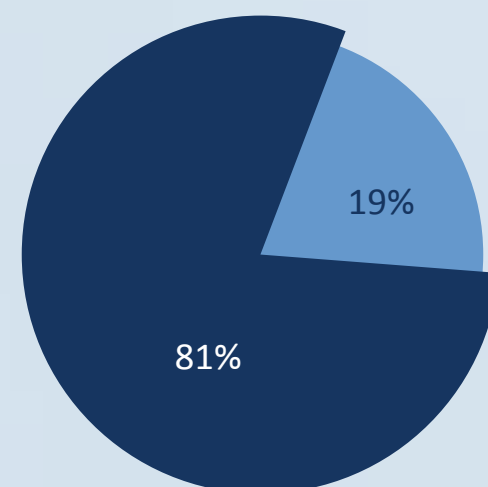
The permanent personnel comprised **44 women** or the 60% of the total, and **29 men** or the 40%. On the other hand, most of the associates were men, primarily due the type of work, reaching **239** or **81%** of the total, while women accounted to **55** or **19%**.

Permanent Employees



Men Women

Associates



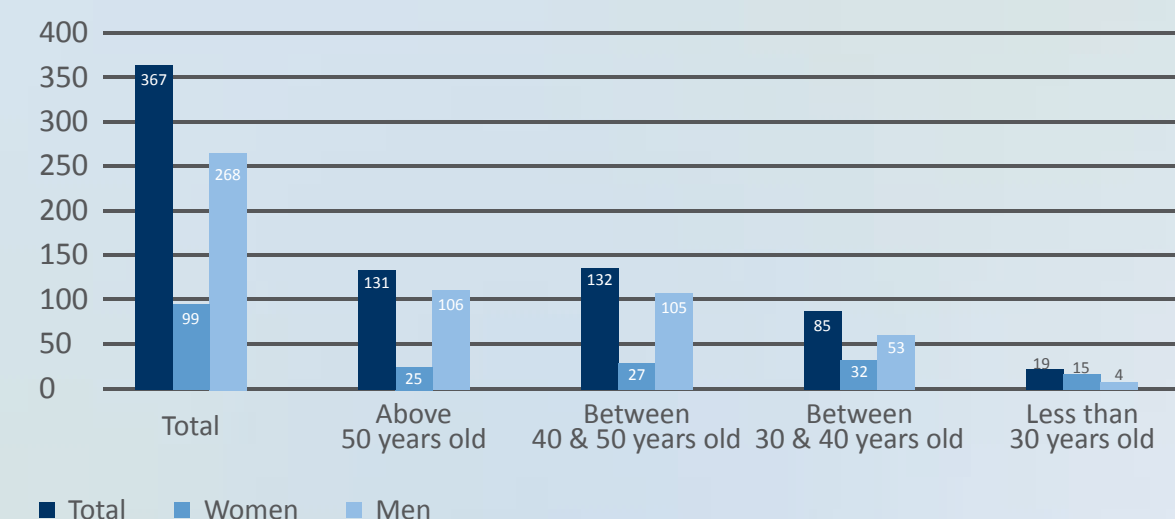
Men Women

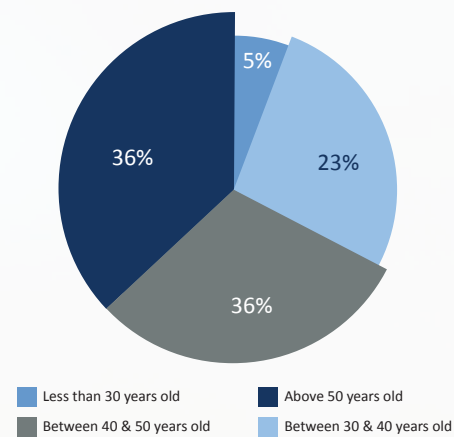


Regarding the age-range most of our staffs are over 40 years old. Particularly, **132** (36%) persons are in the age group of 40-50 years and **131** (36%) are above this age. The youngest workforce accounts for **85** (23%) persons age group of 30-40 years and **19** (5%) are less than 30 years old.

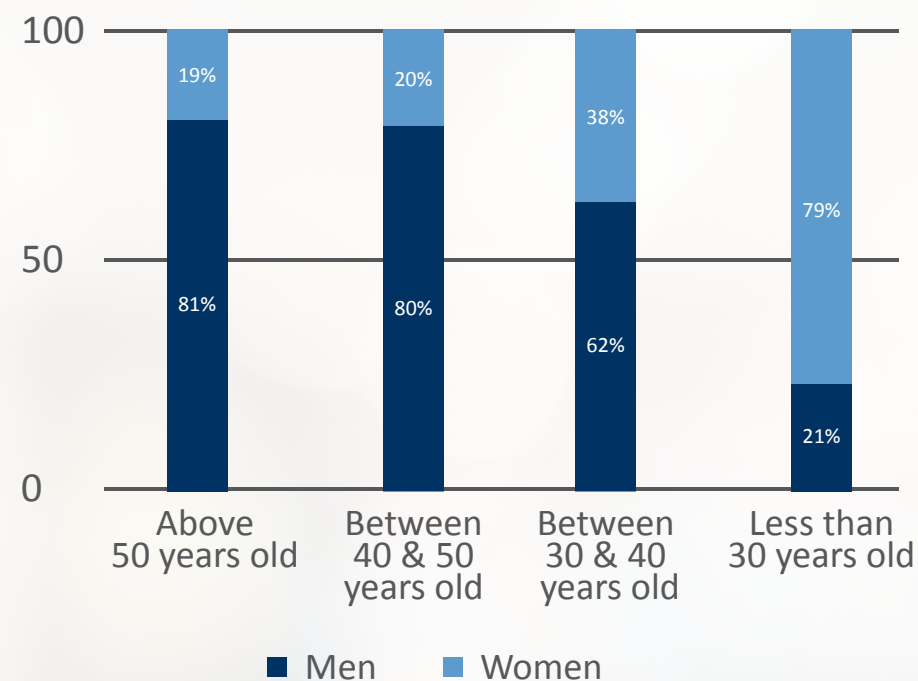
Workforce by Age and Gender (31/12/2018)

	Men	Women	Total
Less than 30 years old	4	15	19
Between 30 and 40 years old	53	32	85
Between 40 and 50 years old	105	27	132
Above 50 years old	106	25	131
Total	268	99	367



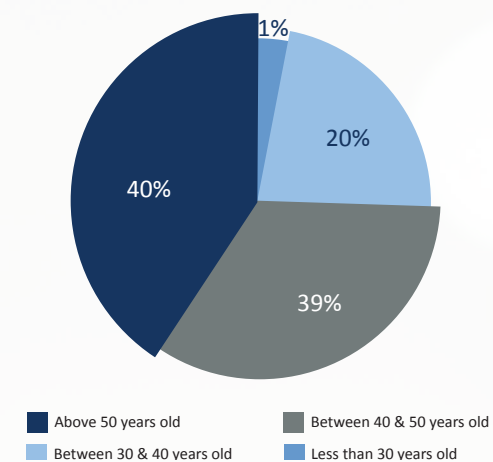


With regards to the gender-age stratification in GEP, men make more than 80% and women the 20% of the workforce above the 50 years of age whilst for the group of 30-40 years age men make the 62% and women the 38%. However, the majority of the workforce under 30 years old are women (79%) indicating that GEP SA as a socially responsible employer is bridging the gap, by employing younger women which currently suffer a higher level of unemployment in Greece.



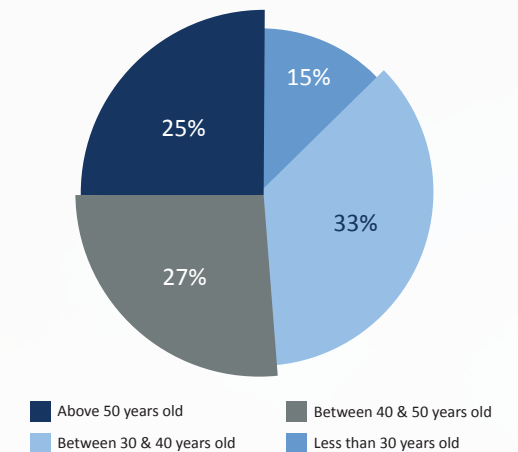
Gender distribution in GEP staff indicates that most of the men (79%) are in the age group of 40 to 50 and above; 20% of them are in the 30 and 40 group and the rest 1% has less than 30 years of age. Women present an almost similar distribution, each one of the age groups containing approximately the one third of the personnel except of the youngest group with the 15% of the total. It is considered that this distribution is due to the type of work, needing long term experience.

Men



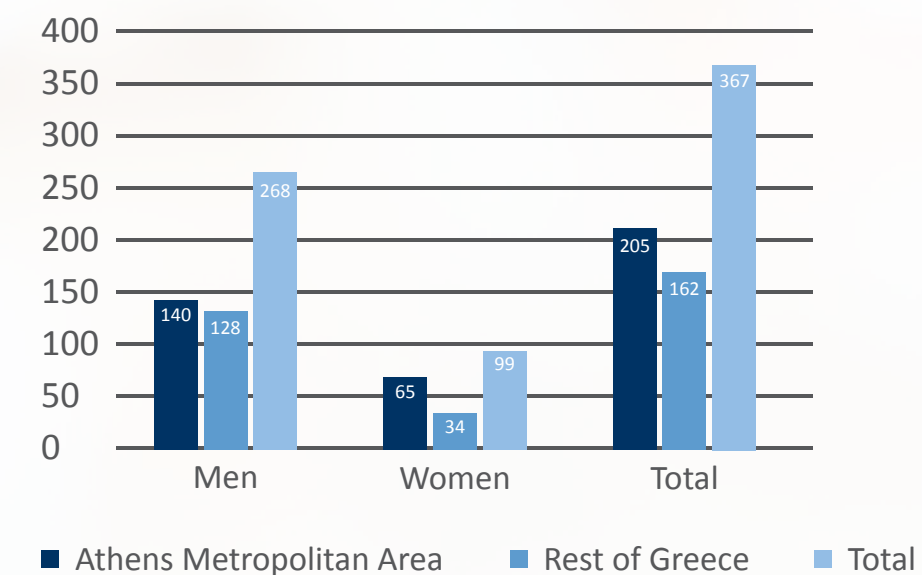
The location of service for the majority of the workforce is in the metropolitan area of Athens where **205** (56%) of them are occupied, the remaining **162** (44%) employees cover the rest of Greece.

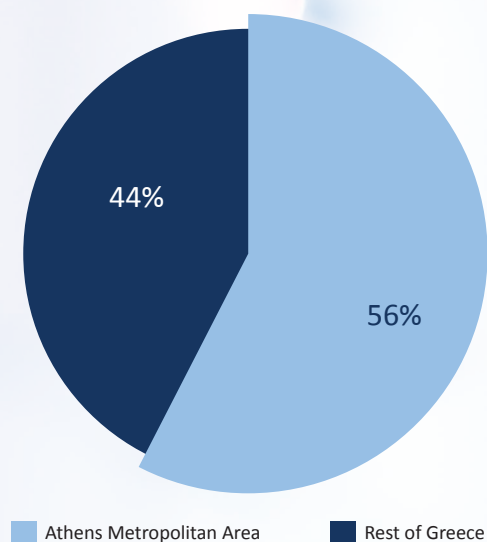
Women



Workforce by Gender and Location of Service (31/12/2018)

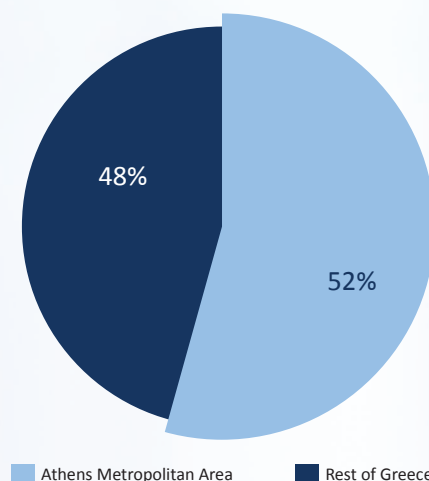
	Men	Women	Total
Athens Metropolitan Area	140	65	205
Rest of Greece	128	34	162
Total	268	99	367



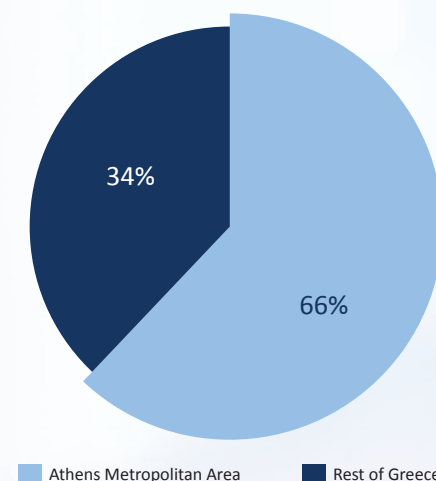


The distribution of the men employees was almost balanced since **140** (52%) of them were in the metropolitan area of Athens and **128** (48%) were in the rest of Greece. Regarding women, **65** (66%) of them were in Athens and **34** (34%) in the rest of the country.

Men



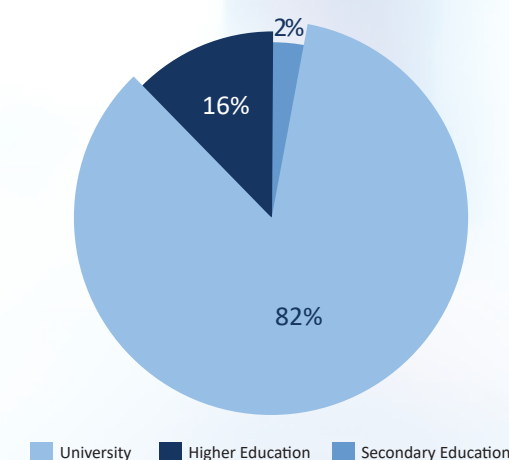
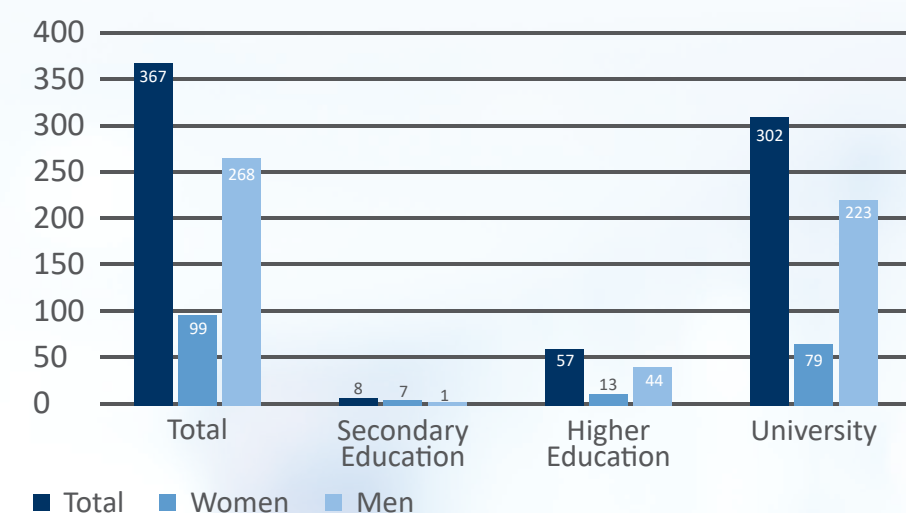
Women



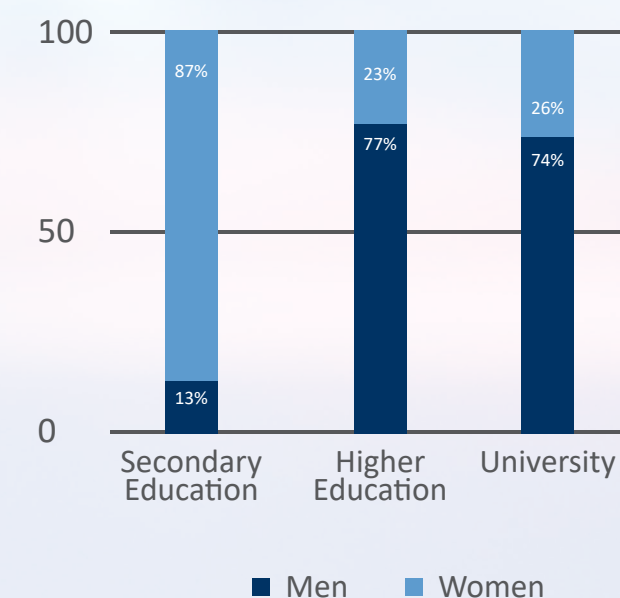
The distribution regarding the educational level presented clearly that most of the workforce (**82%**) has tertiary education (university) since the business demands high skills and profound knowledge of the domain. The rest workforce has higher education by (**16%**) and secondary education by (**2%**).

Workforce by Gender and Educational Level (31/12/2018)

	Men	Women	Total
Tertiary Education (University)	223	79	302
Higher Education	44	13	57
Secondary Education	1	7	8
Total	268	99	367



In the education-gender distribution men constitute approximately **74%** of the total workforce with a university degree. Staffs with higher education are **77%** men and **23%** women, whilst women make the **87%** of the secondary education group.



2. Health and Safety in the Workplace

The company has been certified in line with the Occupational Health and Safety Management System **OSHAS 18001:2007/ ELOT 1801:2008**, for the provision of health, safety, quality and environmental services, along with measurements, studies and training in health, safety, quality and environment. Our Health and Safety policy reflects our responsibility to care for our employees, supported by the active involvement of the management. Our policy applies to all our people, both our permanent employees and associates.

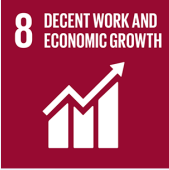
We constantly develop and apply risk-aversion occupational health practices, delivering medical surveillance programs to each employee. Provision of high-quality occupational health services to our own people makes sure that they stay healthy in their everyday responsibilities.

GEP Group popular **First Aid Seminars** are embedded into the health and safety training that GEP Group is committed to provide. We are happy to report that the majority of our personnel including our network

of Health, Safety and Sustainability experts all over the country, is able to effectively provide first aid, either the case refers to the workplace whatsoever, or to the common life, i.e. during holidays, at home, or at a street accident.

GEP Group was one of the first companies in Greece to establish an **Automated External Defibrillator (AED)** at its headquarters, promoting a health and safety culture and giving the best example regarding planning and applying an effective first aid provision system at the workplace, setting the following goals:

- Maintain zero risky behaviors.
- 100% of employees are fit to work, even if modifications or special terms must be met so all work is carried-out under safe and health-preserving conditions.
- Actively promote employee's work-life balance.



3. Employees Training and Development

The continuous learning is an integral part of GEP Group operation and constitutes one of the major factors of own approach to business. Specific and general knowledge of the implicated factors is the unique tool and advantage for the avoidance of potential risks in the workplace and at the same time is the means to enhance the personal development and the effectiveness of the employees.

GEP Group invests heavily to trainings provided to all its workforce, aiming to bring up to date Occupational Health and Safety knowledge to all of them and inform on current trends in the industry. In 2018 GEP Group organized 32 training programs for 262 employees and associates of an average duration of three hours concerning OHS issues.



262
Participants

32
H&S
training

3
Hours
average
training

786
Total
training
hours



4. Talent Management, Recruiting and Retaining

GEP Group considers the recruitment process one of the most important procedures in the company and a credible means to ensure the most skilled workforce are selected via an elaborate and transparent process. GEP Group excludes any kind of discrimination regarding its recruiting which is based to academic and professional skills of candidates.

In this way, GEP Group achieves to effectively manage a significant number of applications per year and at the same time to retain its reputa-

tion as the leader service provider in Occupational Health & Safety in local market.

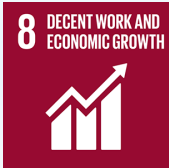
Currently, the company does not have a performance-management system in place, still it has set a plan for the implementation of a tailor-made performance system to roll out after the completion of GEP Group Academy project in 2019 and make sure that its employees and associates will enhance their work abilities there.

5. Labor Rights and Equal Opportunities

GEP Group fully recognizes the human rights declaration and labor rights regulation. It does not accept any kind of child and compulsory labor and as an employer it fully complies to Greek legislation and all employment authorities.

GEP Group has built its corporate culture with respect to human rights and equal opportunities while is excluding any behavior opposed to them. An internal circular on labor

terms has been developed governing its relationships with its employees and has been formally submitted to the Greek authorities for approval. At the same time, it has also developed and circulated a Code of Conduct which deals with health, safety and environment, fraud and corruption, business conduct and sensitive personal data and rejects any type of discrimination.



6. Employees' Relations with Management

Daily communication with the employees and associates is a priority for the management team in GEP Group. To this direction a procedure for formal announcements by the management was established, the use of which makes it possible for all employees and partners to be informed about key issues at no time.

Moreover, GEP Group in order to enhance the relationship with its employees organized two strategic workshops regarding presentation of the vision and values as well as of the corporate narrative.

Currently there are not any labor unions in GEP Group; yet the management promotes constantly the open dialogue and the freedom of speech to retain the efficient communication with its employees. Employee satisfaction and engagement are not formally measured; however, this is clearly an area where GEP Group will invest soon. Finally, there is no specific policy for handling workforce complaints and the company has on the track suitable provisions for employees' formal complaint management procedure, to be initiated.

7. Benefits and perks

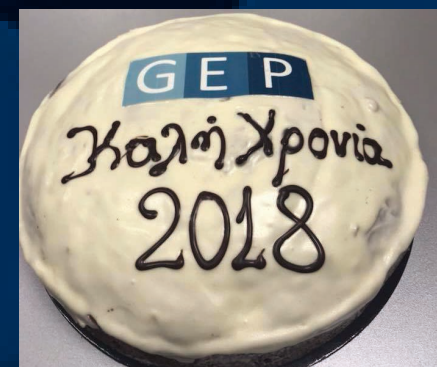
GEP Group provides benefits to its employees to enhance the solidarity between them, to create pleasant work environment and to contribute at employees' well-being.

The range of benefits includes educational activities for personal and professional development, additional healthcare and insurance coverage, the GEP Privilege Card, and a 24-hour telephone line for psychosocial support for the employees and their families.

Every year GEP Group organizes a Christmas party for its employees and their families where children have the opportunity to participate in activities and take gifts from Santa Claus!

Finally, with the beginning of the new year, GEP Group had its pitta-cutting event, where all employees are invited. Dinner and New Year's lottery were part of the event.

Benefits



7 Society

The company based on the principles of Occupational Health and Safety has adopted the concepts of the well-being of all working people and the sustainable development of all organizations.

In this respect, every year during the anniversary week of **World Health and Safety Day** GEP Group focuses on society by organizing open and

free actions for employees of all disciplines and levels. Typical actions during these days are First Aid seminars, work stress measurement for everybody and raising of awareness on psychosocial risks at work, as well as with events to promote the Occupational Health and Safety to the Administration through free seminars for senior executives, etc.

From another perspective, a standing benefit for all our clients' employees is the free provision to them by their employers (yet at no cost to them) of the GEP Privilege Card, offering its many benefits-in-kind to cover health, insurance, nutrition counseling, etc.

1. Cooperation with NGOs

Based on our corporate values, we work every day to ensure health, safety and wellbeing not only in workplace but in society also, with our focused corporate social responsibility actions.

We support charitable events and cooperate with non-government organizations aiming to support their work. As part of the CSR Action Program, GEP Group supported the «**Grow up smart children, with your heart**», which undoubtedly left its imprint on society.

GEP Group supports the **Piraeus Educational Center for People with**

disabilities, which is a recognized nonprofit Association established in 1997, to meet the needs of disabled people aged 18 to 50 years in Piraeus region. Today the Center serves 25 adults with mental retardation and autism disabilities (Autism, Down Syndrome) of Piraeus Regional Unity and the Municipality of Moschato - Tavros. GEP Group hosts each year at its headquarters the **two** charity BAZAAR events during Christmas and Easter time, to raise funds and awareness for supporting the Center. In 2018 a total amount of **2,200** euros was collected from about **200** people who visited the event and bought their crafts.



2. Cooperation with Academia and Institutions

A memorandum of cooperation and knowledge-sharing was signed between GEP Group and **INSEMEX, Romania** (National Institute for Research and Development in Mine Safety and Protection to Explosion). Through the affiliation, both organizations aim in advocating and implementing the innovative research programs across Eastern Mediterranean, including the Balkans.

Both organizations, based on the recently signed agreement at the headquarters of the Institute in Petrosani, Romania, will collaborate on international projects in the mining and related industries, thus contributing in full force to the protection and prosperity of such employees, while aiming to achieving zero number of accidents in sectors with very high occupational risk.



3. Social Awareness and Free Products

In 2018, GEP Group participated in the European Health & Safety Awareness Week and organized two seminars on awareness raising for business executives under the title «Physical and Psychological First Aid».

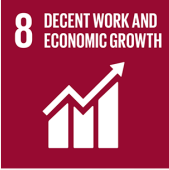
GEP Group triggered also by the **World Health Organization Day** to support a global campaign launch, to improve the safety and health of young workers and to eliminate child labor.

Moreover, GEP Group has compiled for the event a **First Aid Manual** and a **First Aid for Kids Leaflet** which contain basic information regarding urgent health problems demanding immediate awareness. The material

aims to contribute to the general knowledge about First Aid and is given free of charge in many market events, where GEP Group participates.

GEP Privilege Card is an important benefit-in-kind market instrument supplied free of cost to all businesses wishing to provide their employees with such benefits as healthcare services, insurance discounts, nutrition counseling, etc.

GEP Privilege card has been provided so far to **2,732** employees, with an estimation that this number will finally exceed **5,000** employees. In 2018, **112** employees used the healthcare benefits, and **16** employees had their annual free checkup.



8 Environment

Sustainable development is crucial for GEP Group business model and is integrated in its operations, linking the company's business principles with the daily practice. The company's continuous objective is to promote sustainability into all its business aspects, so it encourages its employees' involvement into the appraisal processes and to all assessments, regarding its accomplishments and challenges. People of GEP Group believe that the implementation of sustainability practices and the enhancement of the environmental performance strengthens relationships with all stakeholders and contributes to business growth.

Issues such as preference in natural lighting, minimizing energy (electricity) and water consumption, reduction in office supplies, waste management, recycling of paper, electronic devices and batteries, route and transportation optimization, fuel-efficient corporate vehicles and environmental awareness actions and seminars for the employees, consist a first priority in the everyday operation of the Group.

GEP Group is committed to reducing the environmental footprint, through the adoption of the **ISO 14001:2009** Standard.

Following the Standard's principles, the company should:

- comply with the applicable and legal requirements to ensure the protection of the environment
- create environmental awareness to its employees
- implement a waste management plan in order to reduce the amount of waste generated and ensure a safe handling and disposal
- balance the exploitation of natural resources through environmental management, recycling and re-use of materials, supply of recycled materials and the use of recyclable packaging
- use energy responsibly, in all its functions
- protect workers and the community where it operates, by adopting safe technologies and operating procedures
- communicate its commitment of environmental protection, to all the stakeholders, employees, suppliers, clients, public services and the local community
- improve continuously the Company's Environmental Management System and Quality Policy

1. Responsible Use of Resources

this material references Disclosure 302- 1(c) from GRI 302: Energy 2016



Electricity

GEP Group has initiated improvements to minimize its environmental footprint and primarily its energy consumption, the priority given to the reduction of electricity. From 2017 to 2018, GEP Group achieved to reduce its electricity consumption by **8%**.

Some of the measures taken were the replacement of traditional light bulbs with LED and the responsible use of technical equipment and the employees' computers.



Water

GEP Group recognises the value of water and aims to retain its consumption at low level, contributing in the preservation of natural resources. The value of water is constantly reminded to employees and the responsible use of it is promoted.

The consumption of water in 2018 has increased by **15%** compared to 2017 due to the increase of the personnel. GEP Group will set measures and follow a stricter water management policy in the years to come.



Paper

As a consulting organization, our services mostly depend on written communications; therefore, paper is our main material and waste generated. In 2018 we reduced our paper supply by **3%** and limited its use only to the necessary.

Our achievement was due to the goal set in 2017 to further reduce our office documents circulation, and so we succeeded. For this accomplishment, we altered our archiving systems and implemented an electronic file management instead of paper folders, keeping documents on paper only in absolute need.

Consumption of Resources (2017-2018)

Resources	Year		Change
	2017	2018	
Electricity Consumption	81,420 KWh	74,600 KWh	-8%
Water Consumption	317 m3	366 m3	15%
Paper Consumption	445 Kg	430 Kg	-3%

2. Recycling

The company tracks its recycling process and drives its business in a more sustainable manner. Our moto is that we are responsible to leave our planet as clean as possible for our future generations.

Through our renewed waste management policy, we recycle paper, batteries and electronic equipment; our employees are well educated on the processes and cooperate with the management team in order to succeed our recycling goals as a company. We participate in different recycling programs such of paper, plastic and glass and promote the reuse of packaging materials.

Recycling Performance (2017-2018)

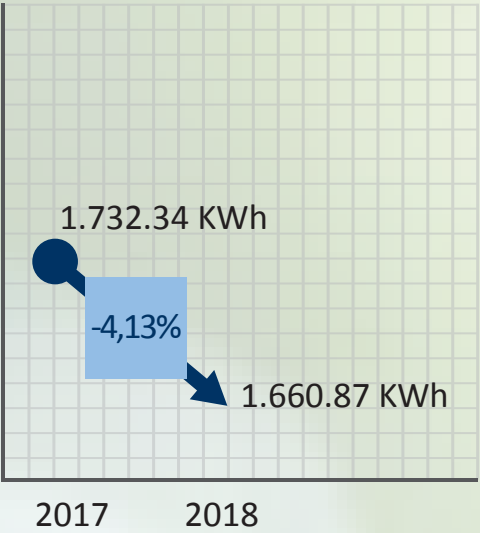
Recycling	Year		Change
	2017	2018	
Electric Equipment	40 pieces, 30 pieces		-
Batteries	12 kg	9kg	-25%
Lamps	100 Kg	105 Kg	5%

During 2017 and 2018, **40** pieces of electronic devices were recycled with a total weight of **30kg** according to our certified recycling co-operator company. We gathered **9kg** of batteries in our AFIS batteries' recycling spots and **105kg** of lamps which were collected in the common recycling bins of the housing building.

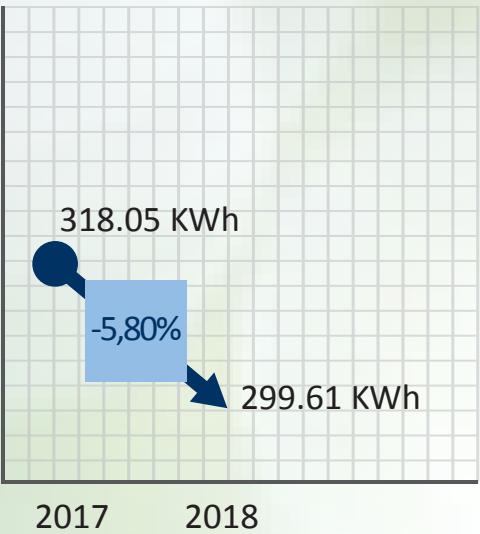


Environmental Indicators

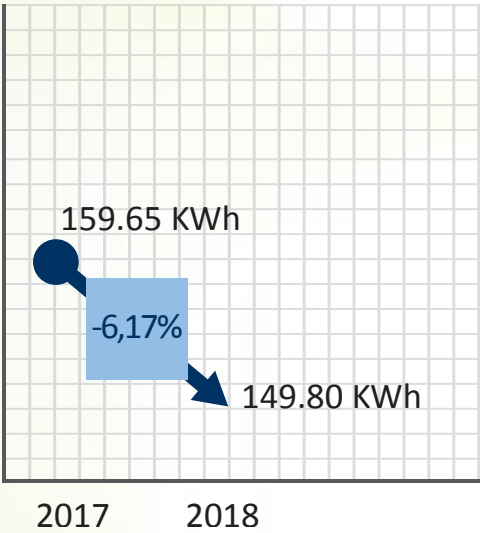
Electric Power Consumption per employee in Headquarters



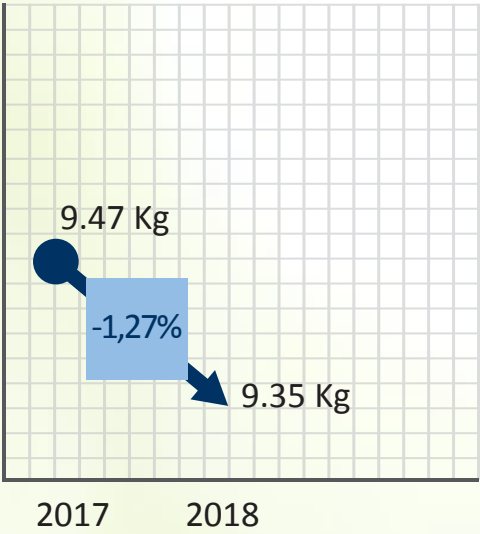
Electric Power Consumption per man-day in Headquarters



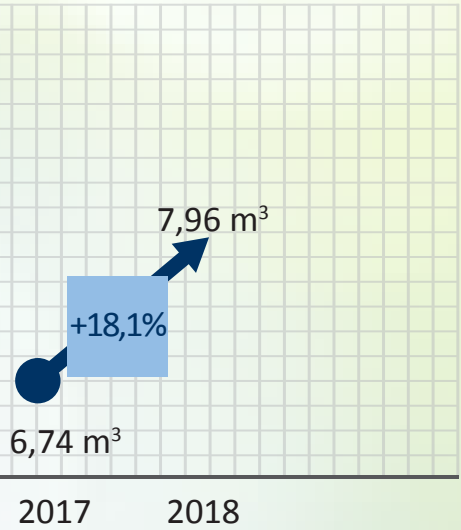
Electric Power Consumption per m2 of Headquarters



Paper Consumption per employee in Headquarters



Water Consumption per employee in Headquarters



9

Future Plans



Having introduced this short chapter in our first Annual Report to give hints about our future plans and endeavors, we wish to continue this practice and give in our Annual Report, some insights on our future activities to our stakeholders.

Following our last years' plans of reorganization, reengineering and introduction of new processes, 2019 will be the year of final touches in all our activities and services, and we are happy to announce that this year will signify our reshuffled entry in the market.

In short, we shall relocate our head office in the center of Greek business affairs in the region of **Maroussi** (Amarousio), a suburb in the north-eastern part of the Attica Region, just 12km from downtown Athens. The new property offers multiple opportunities in comparison to the present, with luxury and spacious facilities that will be able to host our **GWO trainings** and **GEP Academy**, as well.

Year 2019 shall be marked by an open market strategy. We strive for participating in international projects and to strengthen our presence through our subsidiary in Brussels. We have already achieved to cooperate with well-known firms and organizations, and GEP Group's management is determined to create new and stronger affiliations with important international players.

In the following year we are ready to launch a **survey** across our stakeholders, to help us understand material issues, our weaknesses and how we can improve them.

GEP Group Targets 2019 per category:

Economic Performance & Marketplace

- Increase of the clients
- Increase of the employees who are affected by our services
- Increase of the serviced facilities
- Increase of market share
- Preparation and operation of the Health, Safety & Well-being Hub
- Preparation and operation of the GEP Group Academy
- Further expansion of the network of Occupational Doctors and Safety Officers
- Presence to new markets
- Completion of an e-learning platform
- Increase of participants to trainings
- Development of Financial Policy
- Development of Marketing and Publicity Policy
- Development of Internal Assessment Policy
- Implementation of the Customer Complaint Management procedure
- Expansion and increased use of control tools (MOBIQ)
- Development of accidents' investigation procedure

regarding the immediate and qualitative information

- Qualitive improvement of the scientific material
- Additional scientific staff to Health Department
- Expansion of the Health Department in Northern Greece by employing a local partner
- Increase of Health Education programs' sales by 15%
- Creation of new health education programs
- Training facilities in accordance with GWO standard

Workplace & People

- Increase of the employees by 20%
- Improvement of men/women employees' ratio
- Increase of training hours
- Adaptation of Social Accountability 8000 International Standard
- Development of a cloud-based ICT tool
- Implementation of a tailor-made performance system
- Implementation of the Employees Complaint Management procedure
- Enhancement of the HR Dpt.

extroversion aiming to attract new executives and clients

- Development of induction programs for the employees and the associates of the headquarters
- Completion of GDPR Compliance procedures for all employees and associates

Society

- Sign of the 10 Principles of the UN Global Compact
- Support of campaigns, events and forums regarding Health and Safety in Workplace
- Actions on World Health and Safety Day
- Increase of Privilege Card users by 10%
- Increase of the benefits in privilege Card
- Further Communication with the Stakeholders regarding Sustainability and Corporate Responsibility issues
- Implementation of a Materiality survey among stakeholders
- Organization of CSR Initiatives
- Support to social initiatives of NGOs
- Further collaboration with Academia and Institutions

■ Provision of free material regarding first aid

- Development of GEP volunteering team

Environment

- Relocation to new offices which are environmental-friendly
- Further decrease of paper-use
- Development of Sustainable Development Policy
- Promotion of recycling among employees
- Use of FSC paper for the hard-copy promotion material

10 Annexes

1. ISO 26000:2010

The ISO 26000:2010 International Standard consists of seven key Corporate Social Responsibility principles which allow businesses to describe and report on their corporate responsibility efforts.

GEP Group adhered to and followed the principles of this guideline, recording its results for the reference year in the table below and providing explicit references to relevant sections of the Annual Report.

ISO 26000:2010 table

Clauses	Description	Reference to Report
4. Principles of social responsibility		
4.2	Accountability	2. Message from the CEO
4.3	Transparency	3. About this Report
4.4	Ethical Behavior	4.1 Profile 4.4 Business Model and Strategy 4.8 Ethical Operation
4.5	Respect for Stakeholder Interest	4.6 Stakeholders Engagement
4.6	Respect for the Rule of Law	3. About this Report
4.7	Respect for the International Norms of Behavior	3. About this Report
4.8	Respect for Human Rights	6.5 Labor Rights and Equal Opportunities
5. Recognizing social responsibility and engaging stakeholders		
5.2	Recognizing Social Responsibility	4.1 Profile 4.2 Vision, Mission and Values 4.4 Business Model and Strategy
5.3	Recognizing Social Responsibility and Engaging Stakeholders	4.5 Stakeholder Engagement
6. Guidance on social responsibility core subjects		
6.2	Core Subject: Organizational Governance	4.7 Corporate Governance
6.3	Core Subject: Human Rights	4.8 Ethical Operation 6.5 Labor rights and Equal Opportunities 7.3 Social Awareness and Free Products

Clauses	Description	Reference to Report
6. Guidance on social responsibility core subjects		
6.4	Core Subject: Labor Practices	6.2 Health and Safety in the Workplace 6.3 Employees Training and Development 6.4 Talent Management, Recruiting and Retaining 6.6 Employees Training and Development 6.7 Benefits and Perks
6.5	Core Subject: The Environment	8.1 Responsible Use of Resources 8.2 Recycling
6.6	Core Subject: Fair Operating Practices	4.9 Corporate Policies 5.4 Management and Quality Systems 5.7 Responsible Marketing and Communication 5.8 Customer Complaint Management 5.9 Transparency
6.7	Core Subject: Consumer Issues	4.5 Business Line 4.8 Ethical Operation 5.7 Responsible Marketing and Communication 5.8 Customer Complaint Management 5.9 Transparency 5.11 Market Sponsorships 7.3 Social Awareness and Free Products
6.8	Core Subject: Community Involvement and Development	5.2 Shared Value 7.1 Cooperation with NGOs 7.2 Cooperation with Academia and Institutions 7.3 Social Awareness and Free Products
7. Guidance on integrating social responsibility throughout an organization		
7.2	The Relationship of an Organization's Characteristics to Social Responsibility	4.1 Profile 4.3 Vision, Mission and Values 4.4 Business Model and Strategy
7.3	Understanding the Social Responsibility of an Organization	4.5 Business Line
7.4	Practices for Integrating Social Responsibility throughout an Organization	4.8 Ethical Operation 4.9 Corporate Policies 5.4 Management and Quality Systems 5.7 Responsible Marketing and Communication 5.9 Transparency 6.3 Employees Training and Development
7.5	Communication on Social Responsibility	4.1 Profile 4.2 Vision, Mission and Values 4.4 Business Model and Strategy 4.5 Stakeholders Engagement
7.6	Enhancing Credibility regarding Social Responsibility	3. About this Report 5.4 Management and Quality Systems
7.7	Reviewing and improving an Organization's Actions and Practices related to Social Responsibility	3. About this Report
7.8	Voluntary Initiatives for Social Responsibilities	7.1 Cooperation with NGOs 7.2 Cooperation with Academia and Institutions

2. UN Global Compact

The UN Global Compact is a strategic alliance of more than 12,000 companies and organizations in 162 countries that are committed to aligning their operations with 10 Principles regarding human rights, labor practices, the environment and the anti-corruption.

Currently, GEP Group takes into account the Principles of UN Global Compact, planning to send a Letter of Commitment to United Nations’ Secretary General during 2019.

Principles of the UN Global Compact

The Ten Principles of the UN Global Compact		Reference to Report
Human Rights		
Principle 1	Businesses should support and respect the protection of internationally proclaimed human rights.	4.8 Ethical Operation
Principle 2	Make sure that they are not complicit in human rights abuses.	6.5 Labor rights and Equal Opportunities 7.3 Social Awareness and Free Products
Labor		
Principle 3	Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.	6.6 Employees’ Relations with Management
Principle 4	The elimination of all forms of forced and compulsory labor.	4.8 Ethical Operation 6.5 Labor rights and Equal Opportunities
Principle 5	The effective abolition of child labor.	6.5 Labor rights and Equal Opportunities 7.3 Social Awareness and Free Products
Principle 6	The elimination of discrimination in respect of employment and occupation.	6.4 Talent Management, Recruiting and Retaining 6.5 Labor rights and Equal Opportunities
Environment		
Principle 7	Businesses should support a precautionary approach to environmental challenges.	4.9 Corporate Policies 5.4 Management and Quality Systems
Principle 8	Undertake initiatives to promote greater environmental responsibility.	8. Environment
Principle 9	Encourage the development and diffusion of environmentally friendly technologies.	4.5 Business Lines 5.10 Digitalization
Anti-Corruption		
Principle 10	Businesses should work against corruption in all its forms, including extortion and bribery.	4.8 Ethical Operation 5.9 Transparency

3. Sustainable Development Goals (SDGs)

The Sustainable Development Goals are the blueprint to achieve a better and more sustainable future for mankind. They were developed by the United Nations in 2015 and include the global challenges of poverty, inequality, climate change, environmental degradation, prosperity, peace and justice.

GEP Group recognizes the importance of the Goals for a sustainable world and harmonizes its activities with several of the Goals, contributing with its strengths to the achievement of them.



Table of Sustainable Development Goals

SDGs	Reference
	7.1 Cooperation with NGOs
	4.5 Business Lines 4.9 Corporate Policies 5.4 Management and Quality Systems 6.2 Health and Safety in the workplace 7.3 Social awareness about Health and Safety
	4.5 Business Lines 5.11 Market Sponsorships 6.2 Health and Safety in the workplace 6.3 Employees training and development 7.3 Social awareness about Health and Safety
	4.8 Ethical Operation 6.5 Labor Rights and Equal Opportunities
	8.1 Responsible Use of Resources
	4.8 Ethical Operation 5.1 Economic Performance 5.2 Shared Value 5.5 Risk Management 5.10 Digitalization 5.11 Market Sponsorships 6.2 Health and Safety in the Workplace 6.5 Labor Rights and Equal Opportunities 7.3 Social Awareness and Free Products

SDGs	Reference
	8.1 Responsible Use of Resources
	4.8 Ethical Operation 5.5 Risk Management 6.5 Labor Rights and Equal Opportunities
	4.5 Business Lines 4.9 Corporate Policies 5.4 Management and Quality Systems 5.10 Digitalization 6.3 Employees Training and Development 8.1 Responsible Use of Resources 8.2 Recycling
	4.5 Business Lines 4.9 Corporate Policies 5.4 Management and Quality Systems 8.1 Responsible Use of Resources 8.2 Recycling
	4.5 Business Lines 4.7 Corporate Governance 4.9 Corporate Policies 5.5 Risk Management 5.10 Digitalization 6.5 Labor Rights and Equal Opportunities
	4.5 Business Lines 7.2 Cooperation with Academia and Institutions

4. Balance Sheet (2017-2018)

Table of Balance Sheet (2017-2018)

	2018	2017
ASSETS		
Noncurrent Assets	774,539.56 €	687,753.94 €
Fixed assets	169,614.30 €	137,516.09 €
Intangible assets	20,850.91 €	26,794.91 €
Investment in participations and joint ventures	532,200.00 €	471,600.00 €
Other noncurrent assets	51,874.35 €	51,842.94 €
Current Assets	3,046,990.71 €	2,537,586.76 €
Inventory	2,618.20 €	5,949.45 €
Trade receivables	2,644,785.29 €	2,083,985.85 €
Deferred income	28,131.86 €	19,659.71 €
Cash and cash equivalents	371,455.36 €	427,991.75 €
Total Assets	3,821,530.27 €	3,225,340.70 €

Table of Balance Sheet (2017-2018)

	2018	2017
EQUITY AND LIABILITIES		
Capital and Reserves	2,688,604.37 €	2,381,380.92 €
Share capital	1,000,150.00 €	1,000,150.00 €
Reserves	132,640.49 €	109,300.54 €
Retained earnings	1,555,813.88 €	1,271,930.38 €
Noncurrent liabilities	7,056.66 €	9,778.99 €
Long-term debt	0.00 €	0.00 €
Government grants	7,056.66 €	9,778.99 €
Current liabilities	1,125,869.24 €	834,180.79 €
Short-term debt	0.00 €	0.00 €
Trade and other payables	509,786.08 €	347,405.96 €
Income tax	0.00 €	0.00 €
Tax and duties payable	314,447.86 €	252,399.10 €
Insurance and pension fund dues	89,459.48 €	81,959.87 €
Other liabilities	212,175.82 €	152,415.86 €
Accrued expenses	0.00 €	0.00 €
Total equity and liabilities	3,821,530.27 €	3,225,340.70 €

5. Profit & Loss Accounts (Income Statement) 2017 – 2018

Table of Profit & Loss Accounts (2017-2018)

	2018	2017
Sales (Revenue/Turnover)	7,054,363.77 €	5,979,279.68 €
Cost of sales	5,054,647.13 €	4,464,143.74 €
Gross profit	1,999,716.64 €	1,515,135.94 €
Administration costs	658,367.91 €	517,285.77 €
Selling and marketing costs	664,661.54 €	460,984.76 €
Extraordinary and non-operating expenses	106,816.49 €	139,928.00 €
Revenue from participations	71,310.00 €	76,498.91 €
Other Income	6,739.15 €	4,464.81 €
Profit before interest and taxes	647,919.85 €	477,901.14 €
Income taxes	216.69 €	65.54 €
Interest charges and related expenses	10,446.77 €	11,167.74 €
Profit before taxes	637,689.77 €	466,798.94 €

6. Notes on the 2018 Financial Statements

The Financial Statements for the year ended 31/12/2018 have been prepared in accordance with the Law 4308/2014 «Greek Accounting Standards» and present the financial position and the income statement of the Company on an ongoing basis. GEP SA is categorized as a small-sized entity according to article 2 of Law 4308/2014, which defines the categorization of entities by size and the type of financial statements each entity should prepare based on its size.

Accounting Policies and Practices
Fixed Assets are initially recognized at acquisition cost, including any expenditure required to bring them to their present location and condition. Fixed assets are measured at historical cost less accumulated depreciation and subsequent impairment whenever there is an indication of permanent impairment. Depreciation on assets is calculated using the straight-line method over their estimated useful life, as shown on the table. Impairment losses are recognized when the recoverable amount of these assets becomes less than their carrying value.

Fixed Assets Depreciation Rates

Type of Asset	Depreciation Rate
Machinery and Equipment	10%
Transportation Equipment	10%
Computer Hardware	20%

Intangible assets are recognized at acquisition cost. An intangible asset with a finite useful life is measured at historical cost less amortization and subsequent impairment whenever there is an indication of permanent impairment. Amortization shall be commenced when the asset is ready for its intended use and shall be carried out based on the estimated useful economic life. An intangible asset with an indefinite useful life or with a useful life that cannot be reliably estimated shall be measured at historical cost less amortization over a period of 10 years and subsequent impairment whenever there is an indication of permanent impairment.

Investments in Subsidiaries, Affiliates and Joint Ventures are recognized at historical cost less amortization and impairment whenever there is an indication of permanent impairment. Dividends arising from this type of investments are recognized as revenue in the income statement when approved by the appropriate body that decides their distribution.

Other financial assets (such as loans and financial instruments) are recognized at historical cost less amortization and impairment whenever there is an indication of permanent impairment.

De-recognition of Assets: The gain or loss from the de-recognition of fixed, intangible and financial assets is determined as the difference between the net proceed from their removal, if any, and their carrying amount. The gain or loss from the de-recognition of the asset is included in the income statement of the period in which the de-recognition occurs.
Inventories (including finished products and work in progress, merchandise, raw materials and biological assets) shall be measured at lower cost between acquisition cost and net realizable value. Cost of inventory is determined using the First-In, First-Out method (FIFO). Losses arising upon measurement at net realizable value when it's lower than acquisition cost, are recognized as impairment loss in the income statement.

Trade Receivables: Trade and other receivables shall be measured at historical cost less estimated impairment losses.

Prepayments and Other Non-Financial Assets: Prepayments shall initially be recognized at cost. Subsequently they shall be measured at initial cost less any amounts expensed in accordance with the accrual's basis and any impairment loss. Any other non-financial asset shall initially be recognized at cost. Subsequently, they shall be measured at the lower of cost and their recoverable amount.

Provisions for employee benefits after retirement shall be recognized and measured at their amounts due under existing legislation on the balance sheet date. Any other provisions shall initially be recognized and subsequently measured at the nominal amounts expected to be incurred for settlement.

Financial Liabilities shall initially be recognized and subsequently shall be measured at the amount due.

Government Grants relating to assets shall be recognized as liabilities in the period in which payment is received or finally approved. Government grants shall be recognized at the amounts received or approved. Subsequent to initial recognition, government grants shall be transferred to the income statement as revenue over the same periods as the book value of the subsidized asset is transferred to the income statement as an expense. Government grants relating to expenses shall be recognized as liabilities in the period in which payment is received or finally approved. Such grants shall be transferred to the income statement as income in the period in which the related expenses are recognized.

Non-Financial Liabilities shall be initially recognized and subsequently measured at the nominal amounts expected to be incurred for settlement. Differences arising either on revaluation or settlement of non-financial liabilities, including provisions, shall be transferred to the income statement as gains or losses for the period.

Income Tax shall be recognized as an expense at the income statement. Income tax consists of current tax arising from tax legislation, tax audit differences and surcharges. Revenue arising from the sale of goods shall be recognized when **a)** all substantial risks and rewards of ownership are transferred to the buyer; **b)** the goods are accepted by the buyer, and **c)** the economic benefits associated with the transaction can be measured reliably and will probably flow to the entity.

Revenue arising from rendering of services shall be recognized by reference to the stage of completion of the transaction when **a)** the amount of revenue can be measured reliably and **b)** it is probable that economic benefits will flow to the entity. Alternatively, if there is no material impact on the financial statements, revenue arising from rendering of services shall be recognized by reference to the completed contract method. Revenue arising from interest shall be recognized on accrued revenue basis. Revenue arising from dividends or income from the participation in the equity of another entity shall be recognized when approved by the appropriate body that decides their distribution. Revenue arising from royalties shall be recognized in accordance with the contractual terms.

Expenses incurred shall be recognized and classified in the income statement on accrued revenue basis.

Equity items shall be initially recognized and subsequently measured at the nominal amounts that have been received or paid.

Foreign Currency Transaction(s) shall be recorded, on initial recognition in the currency in which the financial statements are presented, by applying to the foreign currency amount the spot exchange rate between the presentation currency and the foreign currency at the date of the transaction. At the end of each reporting period, foreign currency monetary items shall be translated using the closing rate and non-monetary items that are denominated in a foreign currency and measured at historical cost shall be translated using the exchange rate at the date of the transaction. Exchange

differences arising on the settlement of monetary items or on translating monetary items at rates different from those at which they were translated on initial recognition during the period or in previous financial statements shall be recognized in profit or loss in the period in which they arise.

Events after the Reporting Period: Events that become apparent after the end of the reporting period but before the date on which the financial statements are drawn up shall be recognized in the reporting period, if they provide evidence of conditions that existed at the end of the reporting period and affect the elements of the balance sheet and the income statement. Non-adjusting events should be disclosed if they are of such importance that non-disclosure would affect the ability of users to make proper evaluations and decisions.

Changes in Accounting Policies and Estimates, and Corrections of Errors shall be recognized retrospectively. Appropriate adjustments shall be made to **a)** The carrying amounts of assets, liabilities and equity for the cumulative effects concerning the change at the beginning and end of the comparative and reporting periods, and **b)** The income, expenses, profit and loss concerning the effect on the accounting figures of the comparative periods. Changes in accounting estimates shall be recognized in the reporting period in which it is verified that occur and shall affect this period and subsequent period as appropriate. Such changes are not recognized retrospectively. Errors shall be corrected in the earliest possible accounting period upon discovery.

Notes on the Balance Sheet

Assets: Noncurrent assets have been increased by **12.62%** due to the amount invested for the establishment of the new subsidiaries (HSWconsulting, Eurocore, PCS²). Additionally, Current Assets have been increased by **€ 509,000** driven by a **20%** increase of Customers' Trade Receivables.

Liabilities: At the end of 2018 there is a significant increase of Current Liabilities amounting **€ 291,000** concerning Accounts Payable, Taxes and Social Security. Other Liabilities include provisions for write-offs, amounting to **€ 115,000**.

Notes on the Profit & Loss Accounts (Income Statement)

Sales: In 2018 Sales increased by **17.98%** compared to 2017, reaching the amount of **7 million approx.**, in terms of total Turnover. It is important that the company continued its growth following the upward trend of the last seven years, despite the Greek economy problems.

Income by Business Line (2016-2018)

Line of Business <i>(all numbers in euro)</i>	2018	2017	2016
Safety Engineers	3,165,395.95	2,522,041.66	2,344,771.57
Occupational Doctor	2,670,773.36	2,404,986.70	1,954,826.89
Training	234,914.60	270,743.00	113,312.00
Other Services	983,279.86	781,508.32	384,011.32
Sales	7,054,363.77	5,979,279.68	4,796,921.78
Revenue from Participations	71,310.00	69,516.41	163,446.71
Income from interest	216.69	65.54	721.89
Total Turnover	7,125,890.46	6,048,861.63	4,961,090.38

Operating Cost Breakdown & Analysis (2016-2018)

Expenses: Company’s operating cost consisting of cost of sales, administration costs, selling and marketing costs, has been increased by **16.98%** compared to 2017.

Costs	2018	2017	2016
Salaries and Travel Expenses	5,394,001.15	4,793,594.40	3,936,480.21
Safety Engineters	1,715,590.48	1,548,759.57	1,646,949.81
Occupational Doctors	1,684,507.56	1,578,201.33	1,292,371.37
Management	1,543,923.21	1,273,080.00	722,898.96
Third Parties	449,979.90	393,553.50	274,260.08
Administrative Expenses	500,619.22	323,701.61	253,141.36
Phone charges	32,603.66	31,724.77	25,567.31
Office rent	89,565.00	61,210.00	41,740.00
Car leasing	68,998.81	26,777.47	27,941.02
Other equipment leasing	5,905.20	7,829.97	6,421.61
Insurance contracts	30,030.95	20,589.02	16,456.00
Maintenance fees	55,832.13	58,197.10	31,696.20
Other admin expenses	217,683.47	117,373.28	103,319.22
Other Expenses	413,610.85	275,187.36	246,063.59
Marketing	135,607.28	73,065.65	51,320.00
Taxes & Duties	85,937.27	63,793.54	44,442.65
Stationery	38,117.73	22,050.91	23,613.24
Other expenses	91,158.83	80,943.94	76,374.34
PREVOR expenses	62,789.74	35,333.32	50,313.36
Total	6,308,231.22	5,392,483.37	4,436,485.90

OPERATING COSTS	2018	2017	2016
Cost of Sales	5,044,123.76	4,455,262.27	3,774,826.37
Administrative Costs	644,183.65	503,886.62	326,949.87
Selling and Marketing Costs	619,923.81	433,334.48	334,709.66
Total	6,308,231.22	5,392,483.37	4,436,485.90

Profit and Margins (Gross & EBITDA) 2016-2018

Profit: GEP Group retained its gross profit margin for one more year, at a satisfactory level of **28.35%** and EBITDA at **11.15%**.

Key figures	2018	2017	2016
Gross Profit	1,999,716.64	1,515,135.94	1,015,056.24
Gross Profit margin %	28.35%	25.34%	21.16%
EBITDA	786,889.08	648,103.71	433,189.96
EBITDA margin %	11.15%	10.84%	9.03%

PROFIT

7. Abbreviations and Acronyms

ADR	Agreement on Dangerous Goods by Road
AED	Automated External Defibrillator
AGM	Annual General Meeting (of Shareholders)
ATEX	ATmosphères EXplosibles
B2B	Business to Business
BBS	Behavior Based Safety
BoD	Board of Directors
BST	Basic Safety Training
CEO	Chief Executive Officer
DGTSA	Dangerous Goods Transportation Safety Advisors
EAP	Employee Assistance Programs
EAPA	Employee Assistance Professionals Association
EBITDA	Earnings Before Interest, Tax, Depreciation and Amortization
EEAS	European External Action Service
ERP	Enterprise Resource Planning
EU	European Union
EU-OSHA	European Agency for Safety and Health at Work
FIFO	First-In, First-Out
GDPR	General Data Protection Regulation
GEMI	General Commercial Registry
GRI	Global Reporting Initiative
GWO	Global Wind Organization
H&S	Health & Safety
HACCP	Hazard Analysis and Critical Control Points
ICT	Information and Communication Technology
IIS	Internet Information Services

ILO	International Labour Organization
IRNDT	InfraRed Non-Destructive Testing
ISO	International Standardization Organization
IT	Information Technology
Kg	Kilogram
Km	Kilometer
KPIs	Key Performance Indicators
KWh	Kilowatt hours
LIB	Labor Inspection Body
Ltd	Limited
m3	Cubic Meter
MoU	Memorandum of Understanding
NSRF	National Strategic Reference Framework
OECD	Organisation for Economic Co-operation and Development
OHS	Occupational Health and Safety
OHSAS	Occupational Health & Safety Series
PDCA	Plan-Do-Check-Adjust
RID	Regulations concerning the International Transport of Dangerous Goods by Rail
SA	Société Anonyme
SCS&B	Safety Culture Survey & Beyond
SDGs	Sustainable Development Goals
sprl	Société Privée à Responsabilité Limitée
TAP	Trans Adriatic Pipeline
UN	United Nations
VAT	Value Added Tax

8. Report Evaluation Form

GEP Group invites all its stakeholders to complete the questionnaire below, in order to express their views about the Annual Report 2018.

The information provided will be used only by the company’s department in charge, and your personal details will be treated in strict confidentiality, in accordance with Data Protection law.

In which GEP Group stakeholder group do you belong to?

Shareholders		Regulatory authorities	
Employees		Entrepreneurial community	
Clients		NGOS	
Final users of services		Academia	
Suppliers		Media	

How do you evaluate overall the Annual Report 2018? (please comment)

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What is your overall impression of the Annual Report 2018?

	Very Good	Good	Average	Bad
Coverage of topics regarding the activities of GEP Group				
Completeness of quantitative data				
Completeness and clarity of texts				
Graphs				
Balance between the Report’s sections				

How would you rate the following sections of the Annual Report 2018? Please rate each section separately.

	Very Good	Good	Average	Bad
About GEP Group				
Economic Performance and Marketplace				
Workplace & People				
Society				
Environment				
Future Plans				
Annexes				

In your opinion, are there sections which should be expanded more in our next Annual Report? Please state which ones.

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How were you informed about GEP Group’s Annual Report 2018?

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Do you have any comments or suggestions for improvements that you would like to make?.

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Personal details (optional but useful)

Name and Surname	
Company/Organization	
Position held	
Tel.	
e-mail	

Please return the completed evaluation form (by post or e-mail) to the following address:

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