

narbutas

Sustainability Report

2021

narbutas.com

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01

About Us

Narbutas International in Brief

NARBUTAS, an international company specialising in the manufacturing of office furniture, is based in Lithuania. We create furniture to enable more people to work in modern and high-quality spaces by focusing on meaningful innovation, proven and easy-to-implement solutions and globally relevant design.

Established
in 1991



Our factory is
located in Lithuania,
Ukmergė

>30 years of experience

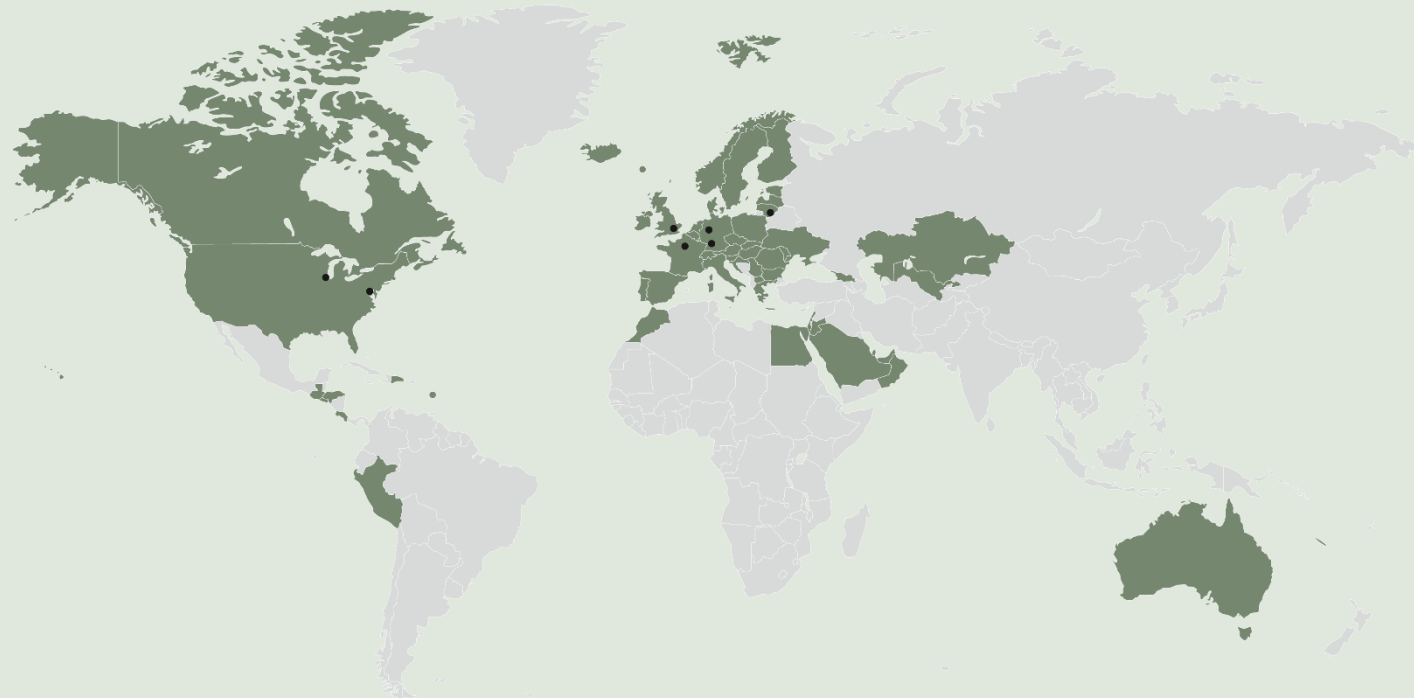


>800 partners

>60 export markets



>1400 employees



30 Years of Experience

The business of the company started in 1991 with a simple idea – a computer desk. Today, we offer a full range of standard, design award-winning and non-standard office furniture solutions that are manufactured in our factory. Built in 2008 and expanded to almost 60,000 sq. m in 2021, the modern NARBUTAS factory is renovated every year and continuously equipped with advanced technologies.



CEO's Insights on 2021

When I started my business in 1991 with a simple idea of producing a computer desk, I was working as a physicist and the prospect of manufacturing furniture did not seem very appealing back then. But I really wanted to start a business and I thought to myself that it was not important what type of products I would produce. What really mattered was starting a company with the main goal of seriously pursuing long-term business.

At the beginning, the company could not offer its employees good working conditions, and I could not make any great promises. The only thing that I could promise was that the company would take care of its employees. I soon realized that this approach would yield a return exceeding my expectations. If a company takes care of its employees, they will take care of the company and its customers. And this produces fantastic results.

That is why we are so strong, well-prepared and are able to overcome all challenges that come our way as well as to achieve our strategic goals. I would like to express my sincere thanks to those who have contributed daily to the success of our company as well as to our partners and clients with whom we can make positive changes in creating workplaces.

Petras Narbutas, the owner of Narbutas International



Overview of 2021

Turnover

+26%

Investments

+16 M

Expansion of the factory

+60%

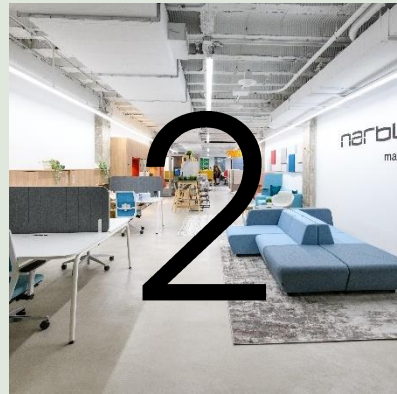
Sales target for 2022

140 M

Furniture collections



Furniture showrooms



Exhibitions



Awards



2021

Expansion of the Factory

The expansion of the factory, which started before the pandemic and was briefly paused in 2020, was completed in October 2021.

The size of the factory has increased more than one and a half times, allowing not only the expansion of existing units but also the introduction of new technologies.

Total of EUR 15.4 mln was allocated to the factory expansion.

+60% in 2021

58,400

Total factory area (m²) in 2021

36,600

Total factory area (m²) in 2020



2021

Seven New Furniture Collections

In 2021, we introduced even 7 new furniture collections that reflect the changes in office spaces.

ROUND modular desk and cabinet system ensures the privacy and security of your employees, allowing you to create personalised workspaces.

TWIST&SIT Soft lounge seaters, SOFT ROCK and NOVA Wood Multipurpose meeting tables respond to the growing demand for informal meetings in the office.

ACOUSTIC ARTWORK and ROUND PET improve office acoustics in a sustainable way – the PET material uses more than 50% recycled plastic

B-ACTIVE responds to the increasing focus on employees' health and ergonomics and complements the existing NARBUTAS portfolio of electric desks.



ROUND



TWIST&SIT Soft



SOFT ROCK



NOVA Wood Multipurpose



ACOUSTIC ARTWORK



ROUND PET



B-ACTIVE

2021

Awards

We are delighted that last year two of our products were recognised in international awards.



The SOFT ROCK modular lounge seating system won the German Design Award.



The NORTH CAPE executive chair received the Red Dot Award.



reddot winner 2021
office design

2021

Other Happenings

In 2021, we opened two new showrooms in Chicago and Stuttgart and expanded our display space by 27%.

In 2021, after a break of more than two years, we were back at the global furniture exhibitions – NeoCon in Chicago, USA, and for the first time at Workspace Expo in Paris.

NeoCon[®]

WORKSPACE
expo



02

Our Sustainability Strategy

Our Approach and Goals

Knowing that every action we take has an impact on the environment and the society in which we live, we implement our commitment to sustainable and responsible business through long-term and targeted policy. We are implementing this policy by focusing on three key areas: the circular economy, energy use and emissions; employees and community.

Each of these areas is covered in the Sustainability Report, and in each of them we set targets for the coming year.

Our action plans are based on the United Nations Sustainable Development Goals and the unique challenges we face in creating sustainable furniture.



Circular Economy

Create thoughtfully-designed and high-quality products using sustainable materials.



Energy and Emissions

Conserve resources, reduce GHG emissions from production and recycle production waste.



Our Employees and Community

Contribute to the well-being, health, education and volunteering of our staff, community and young people.

Goals for 2022



Circular Economy

- Continue to apply eco-design principles in product development.
- Increasing the percentage of recycled content in all raw materials.
- Switch to 100% water-based varnishes.
- Find ways to reduce the use of solvent-based adhesives in production, evaluate and adopt environmentally friendly alternatives where possible.
- Assess and plan the implementation of FSC certification.
- Improve packaging solutions by introducing thinner and 100% recycled plastic bags.



Energy and Emissions

- Reduce GHG emissions from the company's direct operations.



Our Employees and Community

- Sign a Code of Conducts with our suppliers.
- Develop a Code of Conducts for our staff.
- Strengthen and expand the system of internal staff training.

Long-term Goals

1

Reduce CO₂ emissions and become a climate-neutral company.

2

Start to calculate Scope 3 GHG emissions in 2023;

3

Provide FSC certification for the wood boards in 2023.



Stakeholders

Our stakeholders are the people who influence our business or who are affected by our activities, products or services.

Our key stakeholders are the following:

- Employees
- Local community
- Partners and clients
- Suppliers and contractors
- Public authorities

We value their views on how the company operates.

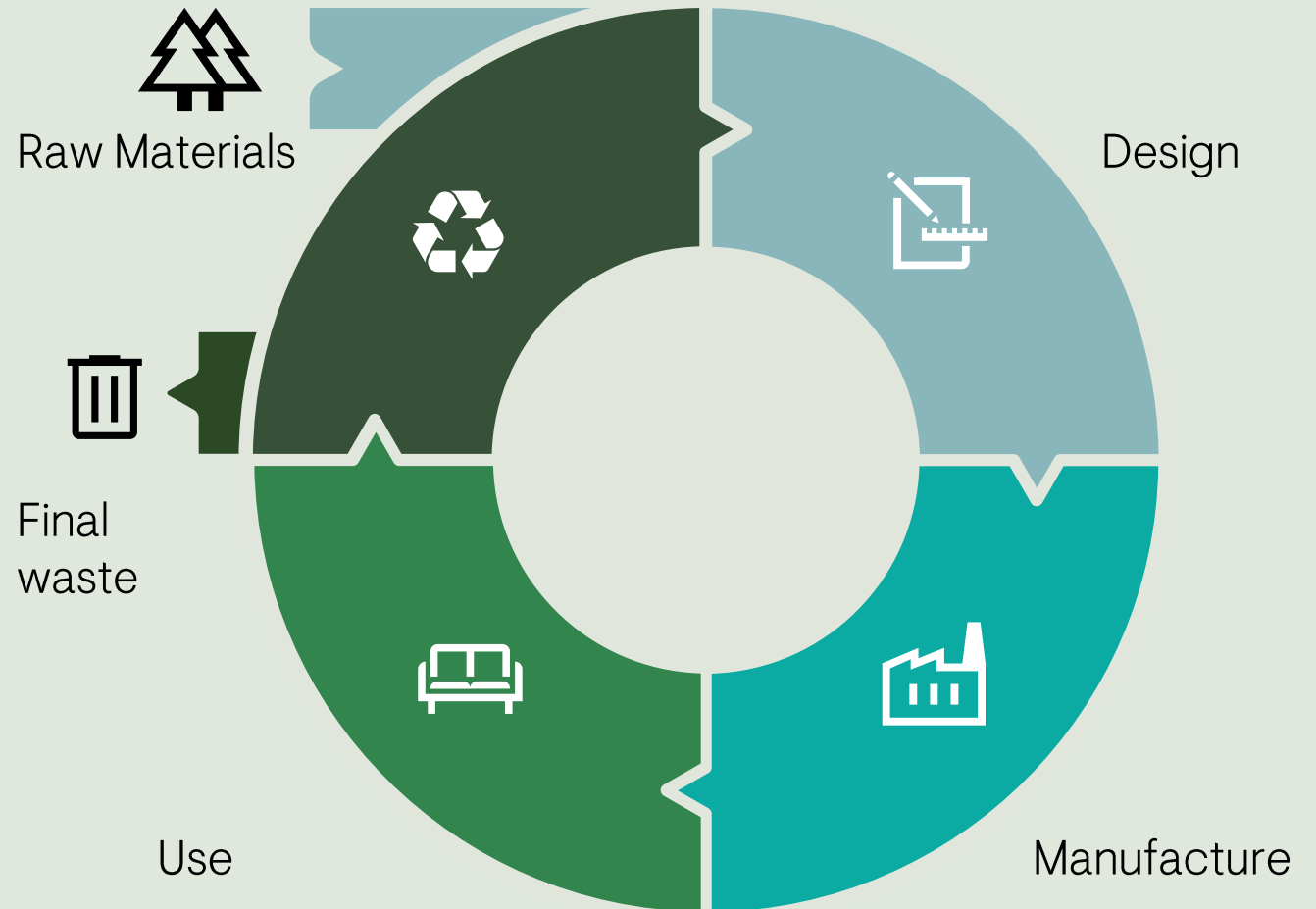


03

Circular Economy

Circular Economy – What Is It?

The circular economy is an integral part of today's business, and we follow its principles from the first to the last step in our furniture production. We source sustainable raw materials from trusted manufacturers. We apply eco-design principles, use advanced technology, and produce high-quality and durable furniture. We aim to reduce waste and make sure that the waste we produce is properly managed, reused and recycled. These principles are enshrined in our Environmental and Quality Assurance Statements.



Design

The core principle of our design is 'Nothing unnecessary'. It is our guiding principle for designing high-quality, durable and modern office furniture.

We use high-quality materials and advanced technology to ensure the durability of each of our products and the ability to offer a long-term warranty for our products. The robustness and reliability of our furniture is guaranteed by EN certificates.

As we increase our production volumes, we plan the use of materials for our products in a responsible way, and we continuously invest in cutting-edge technology that increases our operational performance and material efficiency.



Raw materials

We use sustainable practices when selecting our raw materials and manufacturing our products – raw materials must be as environmentally and consumer friendly as possible. We give the priority to raw materials with environmental certification, renewable and recycled raw materials. We choose only reliable suppliers.

All materials used comply with REACH* and RoHS* standards.

* REACH – Regulation No 1907/2006 of the European Parliament and of the Council on the Registration, Evaluation, Authorisation and Restriction of Chemicals.

* RoHS – Directive 2011/65/EU of the European Parliament and of the Council on the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment.

Quantities of raw materials used in 2019–2021

Raw material type	2019	2020	2021
Board, m ²	1,467,539	1,410,506	1,715,458
Edging, m	1,323,186	1,817,980	2,706,375
Furniture fittings, pcs	12,607,746	11,412,297	13,419,967
Furniture fittings (profiles), m	51,241	64,191	67,898
Metai tube, m	1,731,560	1,502,997	1,650,377
Upholstery fabrics, m	338,713	332,048	353,530
PET felt, m ²	0	0	2,986
Foam, kg	153,516	136,830	137,811
Polyurethane products, pcs	38,492	77,794	109,438

Wooden Chip Board

Wooden chip board is one of the main raw materials used by NARBUTAS, so we pay special attention to its quality:

- the recycled content of the board is more than 25%;
- the suppliers of the board are FSC certified;
- the yield of wooden boards improved by 10% in 2021 compared to 2020;
- the entire board has extremely low formaldehyde emissions and complies with the American CARB Phase II standard and the German E05 standard. E05 is the most stringent standard currently in force in Europe, having come into force in 2020 and allowing only 0.05 ppm formaldehyde emissions into the air.

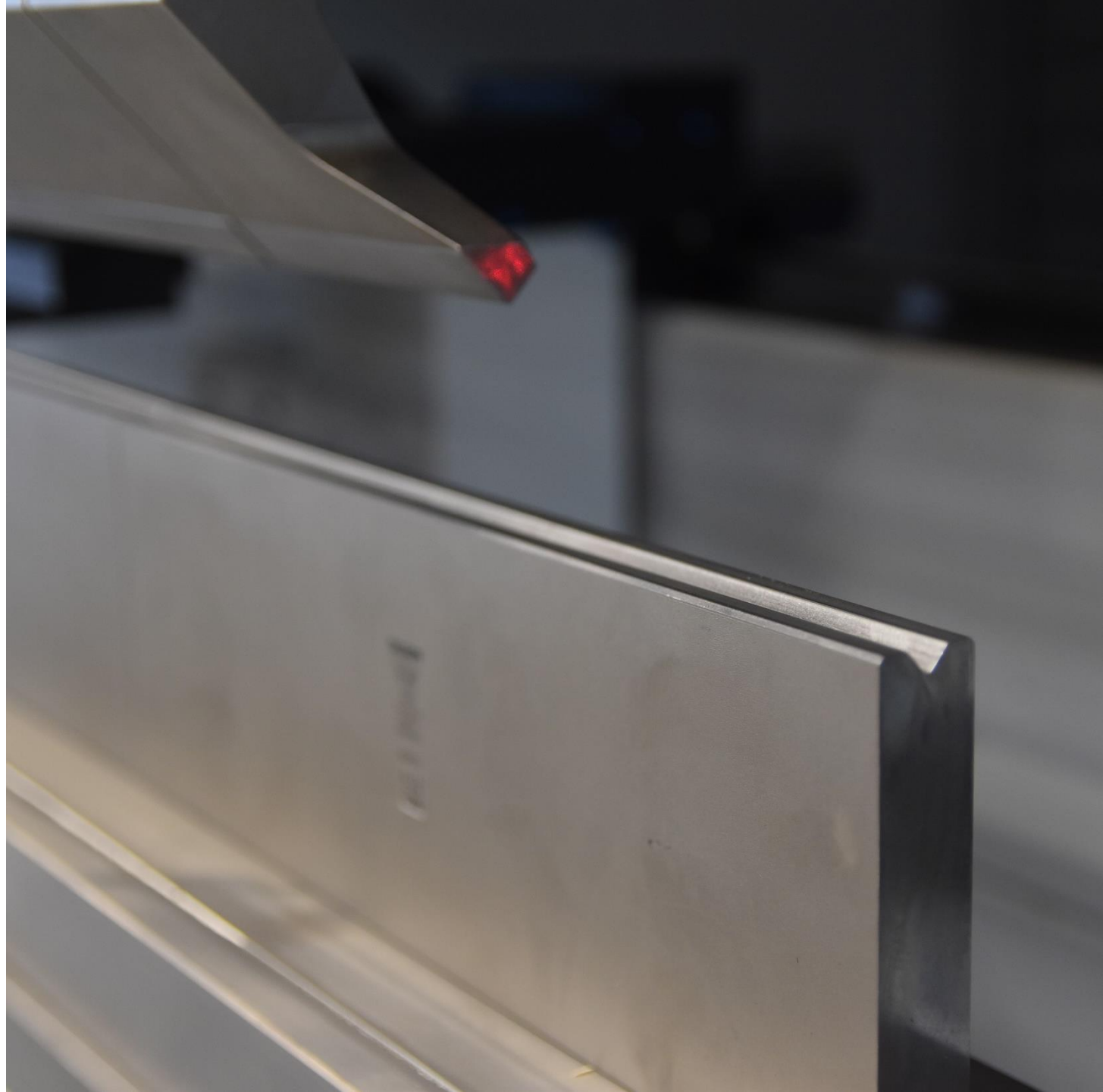
Carb 2
Compliant 

E05



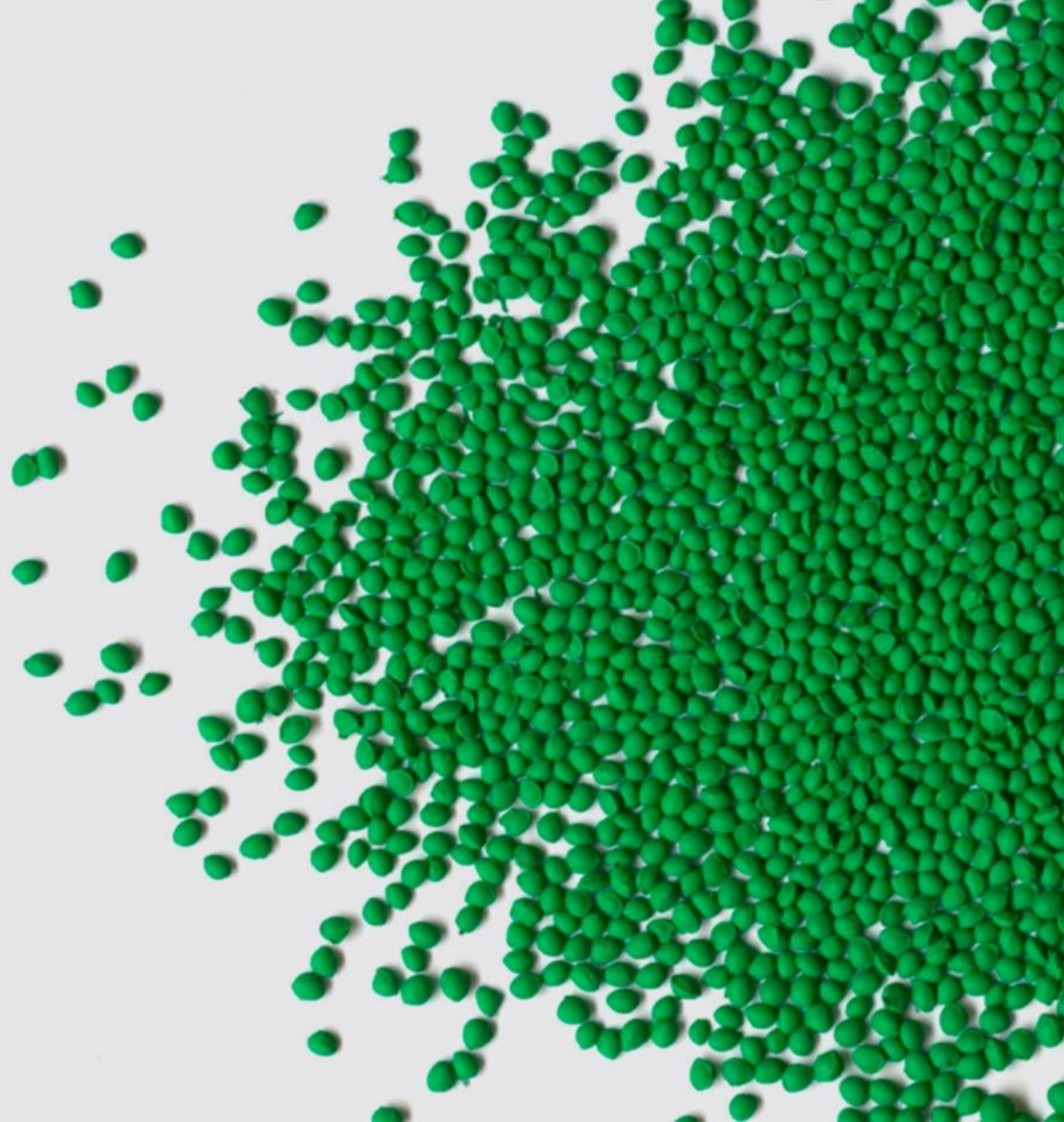
Metal

- The recycled content ranges between 15% and 90%.
- All metal waste generated during manufacture is recycled.
- Metal parts of furniture are powder-coated, which is considered to be one of the most environmentally friendly and durable painting methods.



Plastic

- The plastic is phthalate-free;
- In 2022, we introduced POLYTONE-O chairs made from 100% recycled plastic.



PET Felt

PET felt was introduced in 2020 and its use in our furniture range is growing rapidly. It is soft and light, yet strong and durable material. Products made of PET felt feel like wool to the touch, but the material is in fact made from plastic and it uses more than 50 % of recycled plastic. Moreover, part of this material range is Oeko-Tex Standard 100 certified.



Textile

All upholstery fabrics and other textiles are certified by the EU Ecolabel and/or Oeko-Tex Standard 100, which ensure that the products do not contain hazardous substances and are safe for both the environment and humans.



Varnishes and Adhesives

In 2020, we decided to gradually change the varnishes and adhesives we use in production to more sustainable options.

We planned an investment of EUR 180,000 for the replacement of varnishes, and in 2021 we installed a new automated lacquering line, which allowed us to switch to water-based varnishes for solid wood parts. These varnishes are particularly low in volatile organic compounds, making them more environmentally and human friendly.



Use

Life and consumer needs change fast, so we create furniture that:

- are modular, so they can meet individual needs and be added to or replaced later;
- has metal connectors that are easy to remove and reassemble;
- may be repaired by replacing parts.



Waste

The first step in managing waste is waste prevention. That is why, even as we increase production volume, we aim to reduce waste. We focus on planning, reducing defects and optimising production processes to minimise waste in the manufacturing process. The high quality of our products is confirmed by our product defect rate: the ratio between the total value of claims and the total turnover of our company was just 0.62 % in 2021.

The main aim set out in our Environmental Statement is ensuring that no waste is sent to a landfill. All the waste generated during manufacture is delivered to waste management companies (who recycle some of the waste) or used for energy production.

Waste generated, in tonnes:

Waste type	2020	2021
Wood waste:	3,969	3,717
Paper and cardboard waste:	575	697
Metal waste:	310	334
Plastic waste:	167	169
Hazardous waste:	69	82
Mixed municipal waste:	36	36
Wastes not otherwise specified (foam, PET felt, upholstery fabrics, etc.)	46	185

Packaging

Most of the packaging used is cardboard, which is made from fully recycled materials.

In 2021, we started analysing packaging solutions and already in 2022 we plan to implement significant changes towards sustainable packaging. We plan to reduce plastic waste by 5 tonnes each year by thinning packaging bags and choosing 100% recycled materials.



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Energy and Emissions

Energy Consumed

As a manufacturing company, we inevitably use different sources of energy in our processes. We are constantly looking for solutions for sustainable energy use and to reduce overall energy consumption.

- In 2021, compared to 2020, electricity consumption in the office decreased by 17.71%
- We generate 25% more heat from biofuels in 2021 than in 2020, thereby reducing CO2 emissions
- Continuous investment in higher-energy rated and more efficient equipment, as well as a smart automated lighting system installed in the factory, ensures efficient use of electricity
- There are groups of employees within the company who commute to work together. This not only saves resources but also contributes to a stronger community.

Consumption of the key forms of energy

Form of the energy	2020	2021
Electricity (the office)	44 MWh	36 MWh
Electricity (the factory)	5,518 MWh	7,169 MWh
Diesel	30,143 L	31,402 L
Petrol	31,764 L	43,655 L
Gas	2,533 MWh	3,358 MWh
Biofuel	2,794 MWh	3,497 MWh

Electricity

The main source of energy used in manufacture is electricity. That is why the energy we use and how much we can save is so important.

100% of the electricity used in NARBUTAS manufacture comes from renewable energy sources (wind, water, solar energy and geothermal wells). By using renewable electricity, we are contributing to reducing carbon emissions and halting climate change. Solar energy is one of the cleanest sources of energy, which is why the development of renewable energy sources is one of the most important projects that we are currently implementing.

Renewable energy we use comes in two ways:

We buy energy certified with the Green Energy Label

We generate electricity ourselves. In 2021, the energy generated by our solar panels accounted for 10% of the factory's electricity consumption.



Emissions

We aim to become a climate-neutral company. To achieve this, we are calculating Scope 1 and Scope 2 GHG emissions from 2020 onwards and have set annual CO2 reduction targets.

- We are committed to continuing to use 100% of our electricity from renewable energy sources.
- In addition, all company cars will be replaced by electric vehicles as early as 2022, thus significantly reducing CO2 emissions in transport.
- Electric vehicle charging stations will be installed at the Ukmergė factory, accessible to everyone.
- In 2023, we will start calculating Scope 3 GHG emissions.

NARBUTAS GHG emissions, t CO₂ eq.

GHG emissions	2020	2021
Direct (Scope 1)	700.4	907.5
Indirect (Scope 2)*	23.7	27.0
Total	724.1	934.5

*Calculated using the market based method, based on actual electricity purchases. Calculated using the location based method, i.e. on the basis of the country's energy production profile, the total GHG emissions in 2021 would be 1,873 t CO₂ eq.

Scope 1 is direct emissions. It covers GHG emissions directly attributable to the company's activities that are within its control, e.g. company-owned transport and equipment used in the production of products. Scope 2 covers indirect GHG emissions from off-site production of electricity or heat used by the company. Scope 3 covers GHG emissions from the value chain, i.e. from the production of raw materials for products, transport, use, etc.

CO₂ equivalents – a unit of measurement for greenhouse gases (CO₂, CH₄, N₂O), based on global warming potential.

05

Our Employees and Community

Staff and its Diversity

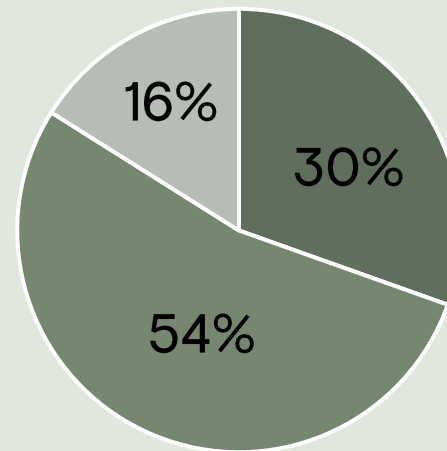
NARBUTAS main asset is its motivated, professional and loyal team! In 2021, we were growing extremely fast, so it was particularly important to look after everyone's well-being. We are open and encourage dialogue with every employee. The company has an active Labour Council that represents employees' interests and defends their professional, economic and social rights. The Labour Council represents all employee groups in the company equitably. Equality on the basis of age, gender and other grounds is one of our values, reflected both in our daily decisions and in the company's statistics.



1301

At the end of 2021, the company employed 1,301 people. At the end of 2020, the company employed 978 people.

Distribution of employees by age:



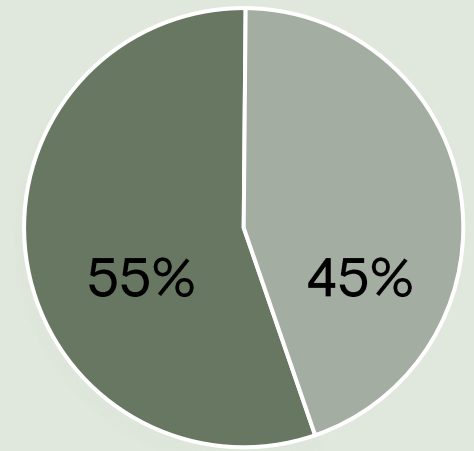
■ Under 30 years (30%) ■ 30-50 years (54%)
□ Over 50 years (16%)



642

In 2021, 642 new employees were recruited.

Distribution of employees by gender:



■ Men (55%) □ Women (45%)

It Is All About the Team

We value every employee and their contribution to the success of the company. We encourage employees to move up the career ladder within the company, publicly announce vacancies and have an internal reference system. We have confidence in our employees, and the company's results illustrate the high level of competence of Lithuanian employees.

For employees returning from parental leave, we provide the same or an equivalent job (position).

In addition to working together, we also enjoy and support each other in difficult moments by providing financial support for the birth of children, marriage, illness and death of immediate family members, etc.



100%

of managers are local professionals



99.6%

of employees have permanent employment contracts



20

employees were promoted (14 men and 6 women)



18

employees (15 women and 3 men) returned from parental leave and continued working for the company

Reward System and Additional Benefits

Our aim is to be an attractive employer, providing both comfortable working conditions and a transparent, fair and motivating reward system. We have set out clear rules for the payment of salaries and other employment-related benefits and additional benefits, which are openly available to the company's community and applied equally to all. The essential criteria on which the reward and incentive system is based are the competence of the employee, the level of responsibility and complexity of the position, the employee's personal achievements and the contribution to the overall performance of the company.



1.51 million

In 2021, additional financial incentives for the company's employees amounted to EUR 1.51 million.

The reward system consists of the following:

1. Basic salary is calculated according to the publicly published salary system.
2. Variable part of the salary depends on the personal and company's performance.

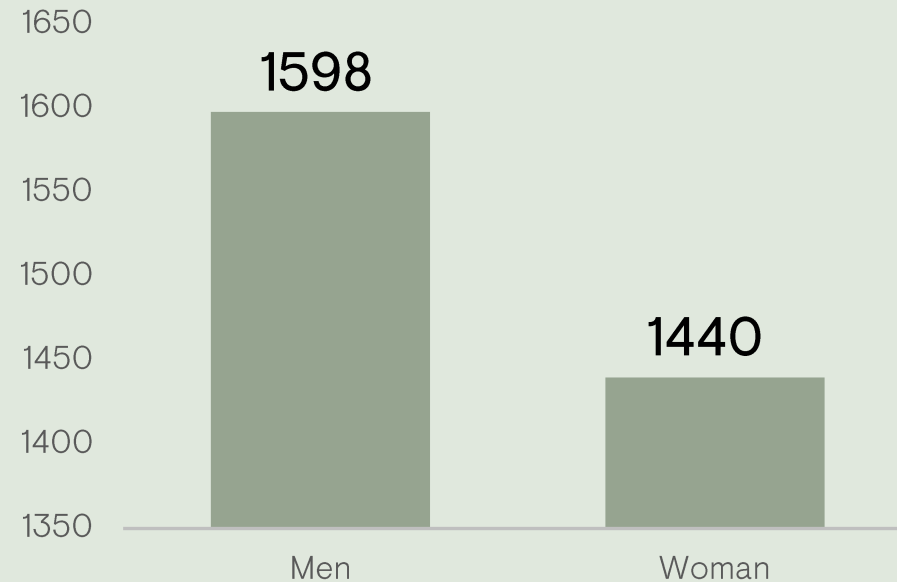
Gender Equality

In the company, men earn 9.89% more on average than women. According to data published by the Ministry of Social Security and Labour of the Republic of Lithuania, the average salary gap between women and men in the manufacturing sector was 24.1%, and in wholesale and retail trade – 23.5%. We are proud that the gender pay gap in our company is more than twice lower than the national average when compared to comparable sectors.

9.8%

On average, men earn higher salaries than women in the company, but the gap is 2.3 times better than the Lithuanian average in the manufacturing sector.

Average salary, EUR:



Fair Salary

The average monthly remuneration of middle managers rose by 1.77% in 2021, while the average monthly remuneration of specialists and production workers rose by 11.33% in 2021.

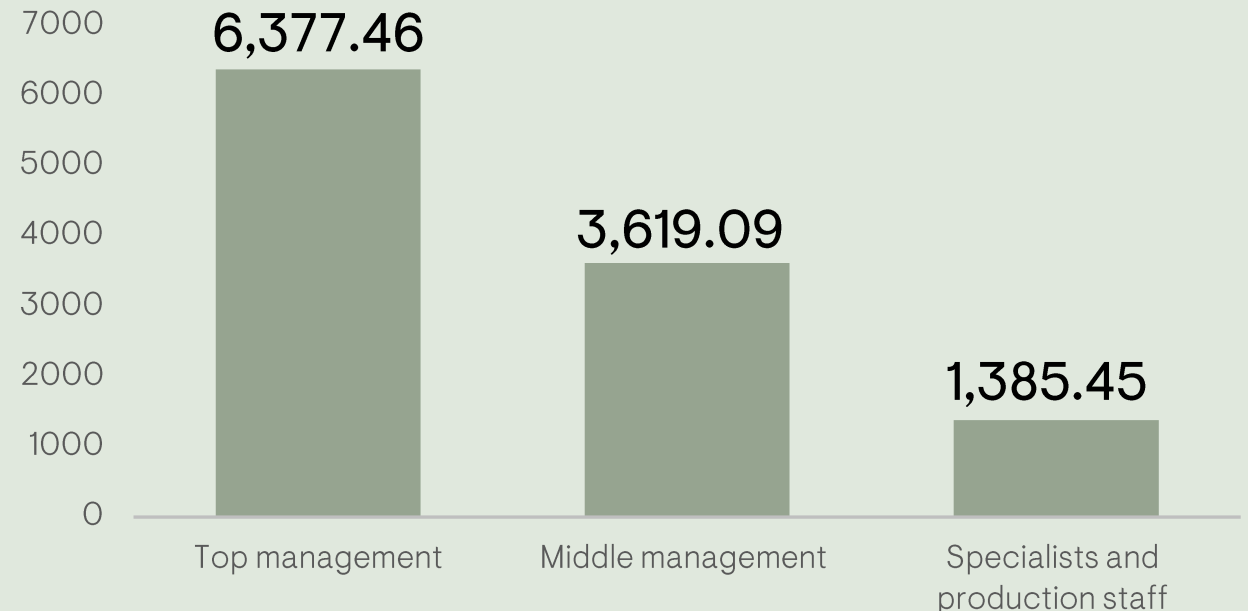
As specialists' and production workers' salaries rose more than those of managers, the gap between the highest average wage and the average wage (irrespective of the employee's gender) decreased from 5.9 times in 2020 to 5.6 times in 2021.

None of the workers are paid the minimum salary.

5.6

The difference between the company's top salary and the average salary is 5.6 times.

Average monthly salary, EUR:



Employees' Well-being

Health and well-being are among the most important criteria we use to assess the comfort of our employees, which is why we pay close attention to air quality, fire safety, noise insulation, and the visual and thermal comfort of the working environment. In 2021, the factory was equipped with modern air filtration systems and aerosol fire extinguishing systems.

The NARBUTAS office building is certified by the BREEAM Sustainable Building Assessment Standard, which confirms that the building is modern, durable, cost-effective and energy-efficient, rationally consuming natural resources at all stages of the building's life cycle.



Employees' Health

The company complies with all occupational safety and health laws of the Republic of Lithuania. The company has an Occupational Safety, Health and Environment Department, which is responsible for all the functions of the Occupational Safety and Health Service. All workers must have a health check before starting work, based on the risk factors specified by the company. Employee health data is stored in accordance with the GDPR requirements. All employees receive theoretical and practical (on-the-job) safety training and regular fire safety and first aid trainings. The register of all trainings is reviewed and updated according to a training matrix. The company has a system in place to record health-related incidents, and all such incidents are investigated and prevented in the future.



Health Insurance

All employees are covered by health insurance, which is provided after a 3-month probationary period. Insured persons can choose one of the four insurance programmes and, in the event of an ailment, go to all doctors licensed to practice in Lithuania.

Health insurance covers the following:

- outpatient treatment and diagnostics;
- inpatient treatment;
- medical rehabilitation after hospitalisation;
- critical illness insurance (lump-sum payment);
- preventive health checks and vaccinations;
- dental services;
- psychotherapeutic treatment provided by a medical psychologist (up to 10 sessions).

The amount spent on employee insurance in 2020 and 2021 were 337,705 EUR and EUR 339,300 EUR.



Physical Activity

We care about the well-being of our employees both during and after work. We have created comfortable and ergonomic workplaces and offer special discounts for sports clubs. We promote an active and healthy lifestyle for our employees and the residents and visitors of Ukmergė.

An annual free event that we help organise and actively participate in is the Cross-Country Cup of Ukmergė Factories, which consists of six rounds. It encourages employees, residents and visitors to take part in active leisure activities such as competitions, running or cycling. The winner of the 2021 season was the NARBUTAS team!

In February–April 2021, the Step Challenge took place, calling for more movement during the quarantine. In total, our employees walked about 55,000,000 steps – or a full circle around the equator.

The company has active clubs that bring together employees with similar hobbies. In 2021, there were volleyball and rogaining sessions, cycling and hiking trips and a sports camp.



Our Supply Chain – Our Responsibility

We choose the raw materials we use in our products and their suppliers very responsibly, because we understand that these choices have a significant impact on the environment around us. We respect human rights, business ethics and environmental protection, and set high standards in these areas, both for ourselves and our suppliers. In 2020 we cooperated with 330 suppliers, in 2021 – with 314 suppliers. An updated Supplier Code of Conduct, approved in 2021, is signed with key suppliers. In this document, we have defined key principles and provisions covering human rights; employees' rights, health and safety; business ethics and anti-corruption; and environmental commitments.

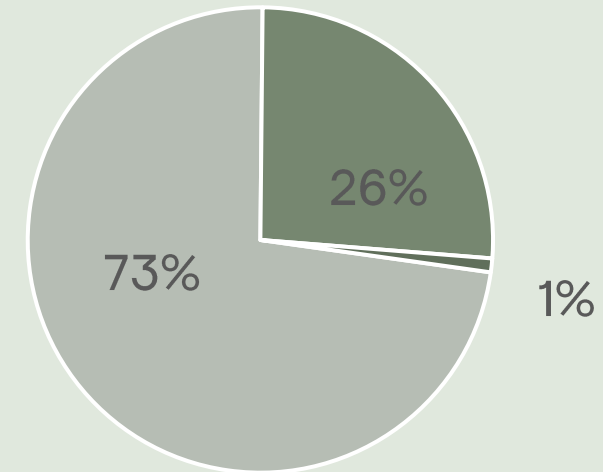
52%

The share of local purchases of goods and services was 52% in 2021.



All invoices were paid on time

314 suppliers:



■ Lithuania (73%)

■ European countries (26%)

■ Other countries (1%)

Anti-corruption

We stand for fair business, an open market economy and free competition. We have corruption prevention measures in place and have identified the main corruption risks that could potentially arise from the fraudulent selection of suppliers for illicit financial gain. By preventing corrupt deals with suppliers, we ensure that the raw materials we buy will not be of inferior quality, that the company will not suffer financial losses due to overpriced raw materials, and that the company's reputation will not be jeopardised by fraudulent business deals.

Internally, we have approved and follow two documents defining business transparency:

- Code of Ethics and Conduct of the Company
- Article 24 of the Labour Code of the Republic of Lithuania "Implementation of the Principles of Fairness and Cooperation".



Fair Communication

Today's world and business environment are constantly changing. Fair interests are the company's norm, which we are committed to responding to both chrestomatic and emerging ethical, moral and environmental challenges, reflecting the interests of our various stakeholders – employees, business partners and consumers.

We engage in fair and socially responsible marketing that is consistent with the highest ethical standards, in line with the company's view, policies and mission, and does not violate the law, discriminate or mislead consumers.



We Are Part of the Community

To succeed globally, we first have to take care of the environment around us. We support organisations and initiatives that foster creativity, promote learning and provide essential physical and psychological support. In this way, we contribute to the creation of an active, engaged and proactive Lithuania. We are grateful to our employees who volunteer their time and warmth to many of the organisations we support.

In 2021, Petras Narbutas, the company's owner, was awarded the Order of Gratitude "Ukmergė in My Heart", the highest award of the Ukmergė City's community. This award was given for his sincere attention to the development of our city, the creation of new jobs and charitable activities.

In 2021, we supported the following local organisations with more than EUR 233,067:

Youth organisations

- Lietuvos Junior Achievement, VšĮ
- Ukmergė Dukstyna Primary School
- Technologies and Business School of Ukmergė
- Preschool of Ukmergė "Eglutė"
- Preschool of Ukmergė "Žiogelis"
- Vepriai School – Multifunctional Centre of Ukmergė District
- Progymnasium of Ukmergė "Šilas"
- Utena Regional Vocational Training Centre
- Children's Leisure Centre "Vaivilda"
- Technologies and Business School of Alanta

Community organisations

- Caritas of Vilnius Archdiocese
- Hospice of Blessed Father Mykolas Sopočka, VšĮ
- Lithuanian Society for the Care of People with Intellectual Disabilities "Viltis"
- Lithuanian Association of Foster Carers and Adopters
- Ukmergė Knight's Riflemen, VšĮ
- Tulpiakiemis Village community of Ukmergė District
- Ukmergė Culture Centre

Animal Care organisations

- "Penkta koja", VšĮ
- Ukmergė shelter for homeless animals "Klajūnas", VšĮ

Sports organisations

- Vilnius Football Club, VšĮ
- Ukmergė Sports Centre
- Sports Club of Ukmergė "Sparta"

Other organisations

- Narbutas Support Foundation, VšĮ
- Baltic Institute of Advanced Technology
- Lithuanian Free Market Institute

06

About the Report

About the Report

This report is the second Sustainability Report of Narbutas International UAB for the period from 1 January 2021 to 31 December 2021. It presents the company's activities, key performance indicators, environmental and social policies.

This Sustainability Report is prepared in reference with the Global Reporting Initiative (GRI) guidelines.

The report is available in Lithuanian, English, German and French, in electronic form only, and is made publicly available on the website www.narbutas.lt



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102-3	Location of headquarters	Gamykla: Žiedo g. 14, Ukmergė Administracija: Ukmergės g. 308, Vilnius	-
102-4	Location of operations	-	4
102-5	Ownership and legal form	Private limited company (UAB).	-
102-6	Markets served	-	4
102-7	Scale of the organization	-	4
102-8	Information on employees and other workers	1% of the employees work part-time. In 2020 men and woman percentage was 43 % and 57 % accordingly, in year 2021 m. – 45 % ir 55 %.	35, 36

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102-17	Mechanisms for advice and concerns about ethics	The Vilnius and Ukmergė divisions have designated responsible persons to whom all company employees are encouraged to report misconduct, gossip, bullying and any form of discrimination or conflict situations.	35, 45

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102-40	List of stakeholder groups	-	16
102-42	Identifying and selecting stakeholders	-	16
102-46	Defining report content and topic Boundaries	-	13, 49
102-47	List of material topics	Circular Economy, Climate Change, Sustainable Energy and Employee and Public Well-being.	13
102-48	Restatements of information	The number of suppliers we worked with in 2020 is 330. The amount of petrol consumed is 30,143 litres. The amount of diesel consumed is 31,764litres.	
102-49	Changes in reporting	-	13
102-50	Reporting period	One financial year of the company (01/01/2021-31/12/2021).	49

Disclosure number	Disclosure title	Notes	Page
102 General Information			
102-51	Date of most recent report	2021	-
102-52	Reporting cycle	Annual report	49
102-53	Contact point for questions regarding the report	certification@narbutas.lt	49
102-54	Claims of reporting in compliance with GRI standards	This report is prepared in reference with GRI Standard 2016	49
102-55	GRI content index	-	Nuo 48
103 Management approach			
103-1	Explanation of the material topics and its Boundary	-	13, 20, 31, 32, 33, 44
ECONOMICS			
201 Economic performance			
201-1	Defined benefit plan obligations and other retirement plans	-	7, 8, 37, 42
201-3	Financial assistance received from government	-	36, 37, 41

Disclosure number	Disclosure title	Notes	Page
202 Markets presence			
202-1	Ratios of standard entry level wage by gender compared to local minimum wage	-	39
202-2	Proportion of senior management hired from the local community	-	36
203 Indirect economic impacts			
203-1	Infrastructure investments and services supported	-	8
204 Procurement practices			
204-1	Proportion of spending on local suppliers	-	44
205 Anti-corruption			
205-1	Operations assessed for risks related to corruption	-	45
205-3	Confirmed incidents of corruption and actions taken	No cases of corruption have been reported.	45
206 Anti-competitive behaviour			
206-1	Legal actions for anti-competitive behaviour, anti-trust, and monopoly practices	We were not involved in any infringements of competition principles, nor were we involved in any litigation relating to monopoly practices or cartel agreements.	45

Disclosure number	Disclosure title	Notes	Page
ENVIRONMENT			
301 Materials			
301-1	Materials used by weight or volume	-	20
301-2	Recycled input materials used	-	20, 22, 23, 24
301-3	Reclaimed products and their packaging materials	-	28
302 Energy			
302-1	Energy consumption within the organisation	-	31
302-4	Reduction of energy consumption	-	31, 32
305 Emissions			
305-1	Direct (Scope 1) greenhouse gasses (GHG) emissions	-	33
305-2	Energy indirect (Scope 2) GHG	-	33
305-5	Reduction of GHG emissions	-	33

Disclosure number	Disclosure title	Notes	Page
306 Effluents and waste			
306-1	Waste generated and significant waste-related impacts	-	28, 29
306-2	Management of significant waste related impacts	-	18, 20, 21, 27, 28, 29
306-3	Waste generated	-	28
306-4	Waste diverted from disposal	-	28
306-5	Waste directed to disposal	-	28
307 Environmental compliance			
307-1	Non-compliance with environmental protection laws and regulations	We did not receive any warnings or fines for environmental infringements.	-
308 Supplier environmental assessment			
308-1	New suppliers that were screened using environmental criteria	-	44

Disclosure number	Disclosure title	Notes	Page
SOCIAL			
401 Employment			
401-1	New employee hires and employee turnover	In 2021, 277 employees resigned/were dismissed.	35
401-3	Parental leave	-	36
403 Occupational health and safety			
403-1	Occupational health and safety management system	All employees of the company are familiarised with the Introductory Instructions for Occupational Safety and Health, and the company's divisions in Vilnius and Ukmergė have designated persons responsible for occupational safety and health.	40, 41, 42
403-2	Hazard identification, risk assessment, and incident investigation	The risks to employees and their prevention are defined in the safety and health instructions and job descriptions.	41
403-3	Occupational health services	-	41, 42
403-4	Worker participation, consultation, and communication on occupational health and safety	-	35
403-5	Worker training on occupational health and safety	-	41
403-6	Promotion of worker health	-	43

Disclosure number	Disclosure title	Notes	Page
404 Training and education			
404-3	Percentage of employees receiving regular performance and career development reviews	The company's employees have annual interviews with their managers. Job and career opportunities are posted on the company's intranet, to which all employees have access.	36, 27
405 Diversity and equal opportunities			
405-2	Ratio of basic salary and remuneration of women to men		38
406 Non-discrimination			
406-1	Incidents of discrimination and corrective actions taken	In 2021, there were no warnings or financial penalties for discrimination against the employees on grounds of gender, race, nationality or other grounds. .	35
408 Child labor			
408-1	Operations and suppliers at significant risk for incidents of child labor	The prohibition of child labour and forced labour is enshrined in the Supplier Code of Conduct.	44
409 Forced or compulsory labor			
409-1	Operations and suppliers at significant risk for incidents of forced or compulsory labor	-	44
411 Rights of indigenous people			
411-1	Incidents of violations involving rights of indigenous peoples	-	44, 47

Disclosure number	Disclosure title	Notes	Page
414 Supplier social assessment			
414-1	New suppliers that were screened using social criteria		44
414-2	Negative social impacts in the supply chain and actions taken		44
416 Customer health and safety			
416-1	Assessment of the health and safety impacts of product and service categories		40, 41
416-2	Incidents of non-compliance concerning the health and safety impacts of products and services	We did not receive any warnings or financial sanctions for product quality defects or non-compliance in terms of product safety in 2021.	-
417 Marketing and labelling			
417-2	Incidents of non-compliance concerning product and service information and labelling	The company received no warnings or financial penalties for mislabelling, misleading advertising or competition infringements in 2021.	-
417-3	Incidents of non-compliance concerning marketing communications	The company had no warnings or financial penalties for mislabelling, misleading advertising or competition infringements in 2021.	46
418 Customer privacy			
418-1	Substantiated complaints concerning breaches of customer privacy and losses of customer data	No complaints of breaches of customer data privacy have been recorded.	46
419 Socio-economic compliance			
419-1	Non-compliance with laws and regulations in the social and economic sphere	In 2021, there were no warnings or fines for economic or social irregularities.	-

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Thank you!

Questions and comments on the content of the report are welcome by email to certification@narbutas.lt.

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