OUR WAY TO SUSTAINABILITY
PROGRESSIVE THINKING

INNOVATION

HARD WORK
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Message from the CEO

We are very pleased to present the 2nd Goldair Handling Corporate Social Responsibility and Sustainable Development Report.

Goldair Handling is one of 8,000 companies in 160 countries that is taking a strategic approach, as this Report shows, to the 17 Sustainable Development Goals (SDGs), recognising that these goals are an expression of contemporary global challenges.

We are committed to working towards Sustainable Development, and this commitment is reflected on our internal procedures and policies, the actions we implement, and the goals we set. In this context, we have adopted and recently signed the ten principles of the UN Global Compact.

By adopting the Sustainable Development Goals (SDGs), we are making a commitment to humanity, to a world with (1) No Poverty, (2) Zero Hunger, and (5) Gender Equality. A world with (8) Decent Work and Economic Growth, and (4) Quality Education, a world of (16) Peace, Justice and Strong Institutions, where we take (13) Climate Action. A world that, through the Sustainable Development Principles, will provide for the needs of current and future generations.

In the framework of our commitments, in 2017 Goldair Handling invested €4 million in ground handling equipment and machinery, while providing the number of jobs it provides by 21%, employing 3,473 workers and thus contributing to the reduction of unemployment and the smooth operation of the airports where it operates.

In 2017, Goldair Handling also increased the number of flights it served by 6%, reaching 120,000; it increased its market share, mainly at regional airports, strengthened its international profile in the two countries where it is active and via the European ground.net alliance, of which it is a founding member. And finally, it contributed to smooth management transitions at 14 newly privatized regional airports.

Goldair Handling’s goals for 2018 are to expand its market share by serving more flights of existing and/or new clients, operating a new VIP Lounge at the Heraklion International Airport in Crete, and establishing a presence in another country on the Balkan peninsula.

Sustainable Development is a value and expresses the identity, strategy and day-to-day operation of Goldair Handling. This value adds to the sustainable development of the economies and societies where we are active.

Dimitris Papamichail, CEO
1

COMPANY PROFILE

Goldair Handling is constantly developing, having as a basis its vision, its values, the high quality of services provided, as well as its experienced and competent people.
1.1. At a glance

Goldair Handling is one of the top ground handling services companies in Southeast Europe.

**Greece**
- Athens (ATH), Thessaloniki (ISK), Corfu (CFU), Heraklion (HER), Rhodes (RHO), Chania (CHQ), Kos (KGS), Zakynthos (ZTH), Santorini (JTR), Mykonos (JMK), Kefalonia (EFL), Aktion/Preveza (PVK), Skiathos (JSI), Kalamata (KLI), Chios (CHI), Samos (SMI), Mytilene (MJT), Kavala (KVA), Karpathos (AKD), Araxos (GPA), Alexandroupoli (AXD), Limnos (LXS), Nea Anchialos/Volos (VOL), Ioannina (IOA), Skyros (SKU), Paros (PAS)

**Bulgaria**
- Sofia (SOF), Burgas (BOJ), Varna (VAR)

**Cyprus**
- Larnaca (LCA), Paphos (PFO)

31 Airports in 3 countries

66 thousand tons of freight and mail

146,468 flights internationally

Over 160 clients - airline companies

33.6 million passengers
1.2. The Goldair Handling Company

Goldair Handling (full corporate name: ‘Goldair Aviation Handling S.A.’), was founded in 1992 and was the first private ground handling company to operate in the Greek market. It is a member of the Goldair Group, which was founded by Dimitrios Golemis in 1955 and consolidated through many years of ongoing development.

As a Group, it entered the markets of Central and Eastern European countries, and later expanded, through an unprecedented move on the part of its founder, to exclusively represent airline companies in Greece, having foreseen the important role of air transport on a global level.

Goldair Handling launched its activities in Greece in 1999 and in 2008 turned its attention to markets abroad, participating in the Louis Goldair Services (LGS) joint venture and, in 2010, founding its subsidiary Goldair Handling Bulgaria and launching its activities in Bulgaria.

2017 MILESTONES

In 2017 Goldair Handling celebrated 25 successful years in the Greek market. The Company is constantly developing the firm foundations of its vision and values, the high-quality services it provides, and its experienced and capable personnel. In 2017 the Company achieved positive growth rates, expanding its turnover. In tandem, it invested extensively in equipment to better serve its airline company clients. Over the course of the year, Goldair Handling effectively served over 145,000 flights, significantly increasing the number of jobs it provides in Athens and at regional airports.
### 1.3. Company History

#### Goldair Handling

<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1955</td>
<td>Goldair S.A. is founded</td>
</tr>
<tr>
<td>1992</td>
<td>Goldair Handling is founded</td>
</tr>
<tr>
<td>1999</td>
<td>Commencement of operations at Athens International Airport (ATH)</td>
</tr>
<tr>
<td>2001</td>
<td>Commencement of operations at Heraklion International Airport (HER)</td>
</tr>
<tr>
<td>2002</td>
<td>Commencement of operations at Thessaloniki International Airport (SKG)</td>
</tr>
<tr>
<td>2005</td>
<td>Commencement of operations at Rhodes International Airport (RHD) and Corfu International Airport (CFU)</td>
</tr>
<tr>
<td>2008</td>
<td>Services for Passengers with Reduced Mobility (PRM) at Athens International Airport (ATH)</td>
</tr>
<tr>
<td>2008</td>
<td>Beginning of the LGS (Louis Goldair Services) syndication at the Airports of Larnaca (LCA) and Paphos (PFO)</td>
</tr>
<tr>
<td>2009-2012</td>
<td>Commencement of operations at 21 airports in Greece: EFL, CHQ, ZTH, KGs, JTR, MJT, KVA, JMK, JSI, KLX, SMi, JKH, PVK, GPA, AOK, LKS, VOl, IDA, AXD, PAS, SKU</td>
</tr>
<tr>
<td>2010</td>
<td>Goldair Handling Bulgaria is founded at Bulgaria’s Sofia International Airport (SOF)</td>
</tr>
<tr>
<td>2010</td>
<td>Goldair Handling commences operations at Bulgaria’s Burgas International Airport (BOJ)</td>
</tr>
<tr>
<td>2010</td>
<td>&quot;Ground.net&quot; alliance launched</td>
</tr>
<tr>
<td>2011</td>
<td>Goldair Handling commences operations at Bulgaria’s Varna International Airport (VAR)</td>
</tr>
<tr>
<td>2013</td>
<td>Collaboration launched with ICAS at Ethiopia’s Addis Ababa airport</td>
</tr>
<tr>
<td>2013</td>
<td>Goldair Handling Bulgaria commences operations at Bulgaria’s Sofia International Airport (SOF)</td>
</tr>
<tr>
<td>2014</td>
<td>Collaboration launched with ICAS at Ethiopia’s Dire Dawa airport</td>
</tr>
<tr>
<td>2014</td>
<td>Goldair Handling Bulgaria commences operations at Bulgaria’s Burgas International Airport (BOJ)</td>
</tr>
<tr>
<td>2015</td>
<td>Collaboration launched with ICAS at Ethiopia’s Addis Ababa airport</td>
</tr>
<tr>
<td>2016</td>
<td>Collaboration launched with ICAS at Ethiopia’s Dire Dawa airport</td>
</tr>
<tr>
<td>2017</td>
<td>Goldair Handling celebrates 25th anniversary of its founding</td>
</tr>
</tbody>
</table>
1.4. Vision, mission and values

Goldair Handling’s vision, mission and core values are its guides in creating value for its stakeholders, who have been successfully integrated into every aspect of the Company’s day-to-day operations and are a guide to ongoing development.

**Vision**
Our vision is to remain the leading and preferred ground handling services company, not only in Greece but also in the wider region of Southeastern Europe, reliably providing value to our clients, shareholders, and employees.

**Mission**
Our mission is to continuously focus on providing high-quality ground handling services and innovative solutions, thus providing added value to our clients and ensuring immediate, safe, and reliable ground operations.

- Continuous effort towards personal and professional development of employees
- Team spirit and cooperation
- Commitment to achieving goals
- Dedication to customer satisfaction
- Continued improvement and growth
- Flexibility in providing and developing effective solutions that meet the specific needs of clients and the demands of the market
- Provision of high-quality services throughout the entire range of business activity

1.5. Business model and strategic priorities

With the aim of creating added value for its stakeholders, Goldair Handling ensures the provision of safe and high-quality ground handling services while at the same time pursuing responsible corporate growth and development. The Company has integrated important factors into its business strategy, including meeting client needs, maintaining and developing its competitive advantages, and charting a course for growth in the domestic and international markets.

The business model that the Company implements sets out the factors that are taken into account in order to pursue improved corporate performance and responsible growth that benefit all stakeholders.
The Company’s strategic priorities

- Provision of high-level services throughout the airports’ network
- Financial growth
- Meeting client expectations
- Reliability and innovation in provision of services
- Expansion into new markets

1.6. Membership in associations and organisations

Membership in associations and organisations for the purpose of exchanging know-how, experience and best practices is a priority for Goldair Handling, as the sector in which it is active is constantly evolving.

In this context, in September 2013 Goldair Handling and the German firm AeroGround, the ground handling subsidiary of Munich Airport, created ‘ground.net’, an alliance of major strategic importance for the provision of high-quality ground handling services in Europe.

Three additional ground handling services companies – Airline Assistance Switzerland (AAS), Aviator (Scandinavia), and GH Italia – have joined the alliance, expanding the network coverage to more than 70 airports in 11 countries. The ‘ground.net’ alliance enables the member companies to offer airline handling services through a wider network and develop joint actions.

The members of the ‘ground.net’ alliance enjoy multiple benefits from this collaboration, as do their airline clients. These benefits include:

- Exchange of technical know-how and best practices
- Individualised models of incentives for cost reduction
- Specialised procedures for regional infrastructure
- Relationship-building and consolidation of contacts
- Simplified management of issues related to services provided
- Harmonised standards and corporate agreements (SGHAs, SUAs)

In addition to its membership in ‘ground.net’, Goldair Handling is a member of the following national and international associations:

**INTERNATIONAL INSTITUTIONS**
- United Nations Global Compact
- IATA (International Air Transport Association)
- ASA (Airport Services Association)
- IGHC (International Ground Handling Council)
- IACA (International Air Carrier Association)

**NATIONAL INSTITUTIONS**
- Athens Chamber of Commerce and Industry (ACCI)
- Greek Tourism Confederation (SETE)
- Association of Chief Executive Officers (EASE)
- Global Sustain
- CEO Clubs (Chief Executive Officers Clubs)
1.7. Distinctions and Awards

The distinctions and awards received by the Company in 2017 recognise Goldair Handling’s contribution to the growth of the domestic market and the excellent service it provides for its customers. The most important distinctions and awards of 2017 include:

1. TRUE LEADERS BY ICAP GROUP Goldair Handling ranks:
   - 27th among the 500 companies with the largest number of employees - 198th among the 500 most profitable companies in Greece. The Company also has a B1 ICAP Credit Score
2. ‘GREEK BUSINESS CHAMPIONS’ AWARD This award was presented to the Company at the ‘PROTAGONISTS OF THE GREEK ECONOMY’ event
3. TRIPADVISOR has rewarded KLM with the Travelers Choice Award for Best European Airline 2017 (Goldair Handling Lounge, Athens Station)
4. FACILITIES MANAGEMENT AWARD In the Transportation Infrastructure category, for Project Lounge @Extra Schengen (collaboration with Manifest)
5. AIR FRANCE SILVER AWARD 004GOLD East Med 1st in Europe Athens Station
6. “BRANDS WITH HISTORY” AWARD Awarded to Goldair Group S.A. by the Ecali Club

1.8. Our subsidiary Goldair Handling Bulgaria Ltd

Goldair Handling Bulgaria Ltd is a subsidiary company of Goldair Handling (99.9%). The Company was founded in 2010 and it operates at three airports in Bulgaria – Sofia, Burgas and Varna – providing high-quality ground handling services. Goldair Handling Bulgaria Ltd’s revenue in 2017 stood at €5,167,825, a 9.6% increase over 2016, making the Company one of the leading ground handling services companies in Bulgaria.

<table>
<thead>
<tr>
<th>KEY FINANCIAL FIGURES (IN EURO)</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes paid</td>
<td>2,900</td>
<td>2,900</td>
</tr>
<tr>
<td>Total investments-Fixed assets, improvements to buildings</td>
<td>168,400</td>
<td>256,000</td>
</tr>
<tr>
<td>Payments to domestic providers (including VAT)</td>
<td>2,526,200</td>
<td>3,000,000</td>
</tr>
<tr>
<td>Payments to foreign suppliers</td>
<td>162,600</td>
<td>309,000</td>
</tr>
<tr>
<td>Total</td>
<td>2,860,100</td>
<td>3,573,300</td>
</tr>
</tbody>
</table>

Goldair Handling has focused on modernizing the company’s equipment in Bulgaria over a five-year period, on development and continuous training of its personnel, and on extensive transfer of know-how, laying the ground for the provision of improved ground handling services.
RECOGNISING SUSTAINABLE DEVELOPMENT

At Goldair Handling Bulgaria, sustainable development is at the heart of its activities. Following the example of Goldair Handling Greece, the Company focuses on respect for clients, passengers and personnel recognising the importance of protecting the environment and aiming for sustainable operations.

RELATIONSHIP WITH CLIENTS

Goldair Handling focuses on providing quality services for its clients in all of the countries where it is active. To this end, any comments or complaints that may be received are managed via the digital ‘Compass’ platform (Intranet Platform). Once they have been entered into the platform, they are categorised while all electronic correspondence is stored accordingly. Additionally, all personal data managed by Goldair Handling Bulgaria are used exclusively for the purposes of customer and passenger service and to carry out internal analyses, in accordance with the provisions of the new European Union regulation 2016/679 (General Data Protection Regulation-GDPR).

Passengers’ personal data are processed securely through applications that either belong to airlines/clients of the Company or have been developed by Goldair Handling itself. Finally, Goldair Handling Bulgaria implements Goldair Handling’s Marketing and Communication Policy, aiming to promote transparent and sound advertising and communication.

INVESTING IN OUR PEOPLE

Goldair Handling Bulgaria employees are the key to the company’s development; every effort is made to maintain a meritocratic and safe work environment at all facilities.

GOLDAIR HANDLING BULGARIA PERSONNEL DATA

<table>
<thead>
<tr>
<th>BY GENDER</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men</td>
<td>200</td>
<td>213</td>
</tr>
<tr>
<td>Women</td>
<td>121</td>
<td>150</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BY REGION</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sofia</td>
<td>139</td>
<td>143</td>
</tr>
<tr>
<td>Burgas</td>
<td>187</td>
<td>148</td>
</tr>
<tr>
<td>Varna</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BY EMPLOYMENT CONTRACT</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men</td>
<td>79</td>
<td>84</td>
</tr>
<tr>
<td>Women</td>
<td>55</td>
<td>70</td>
</tr>
<tr>
<td>Total</td>
<td>134</td>
<td>154</td>
</tr>
<tr>
<td>Permanent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary</td>
<td>122</td>
<td>129</td>
</tr>
<tr>
<td>Women</td>
<td>65</td>
<td>80</td>
</tr>
<tr>
<td>Total</td>
<td>187</td>
<td>209</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>201</td>
<td>209</td>
</tr>
<tr>
<td></td>
<td>120</td>
<td>119</td>
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<tr>
<td></td>
<td>321</td>
<td>328</td>
</tr>
<tr>
<td></td>
<td>213</td>
<td>217</td>
</tr>
<tr>
<td></td>
<td>150</td>
<td>151</td>
</tr>
<tr>
<td></td>
<td>363</td>
<td>368</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BY EMPLOYMENT TYPE</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men</td>
<td>201</td>
<td>211</td>
</tr>
<tr>
<td>Women</td>
<td>115</td>
<td>147</td>
</tr>
<tr>
<td>Total</td>
<td>316</td>
<td>358</td>
</tr>
<tr>
<td>Full time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part time</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Women</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>12</td>
<td>10</td>
</tr>
</tbody>
</table>

EMPLOYEES’ AGE DISTRIBUTION

Other key principles of the Company are continuous training and development of all personnel. In this context, a variety of training programmes are implemented, encouraging employees to participate, depending on their area of specialisation. Goldair Handling believes in training and developing its people with the aim of enhancing their professional competences and personal skills, and enabling them to successfully meet all types of challenges at their workplace.

Nevertheless, beyond the technical aspects of training, the ultimate goal of training is personal development that will enable our people to adopt new attitudes and behaviours as part of a new culture leading to enhanced overall performance.

Continuous improvement of employees’ skills and competences, through the implementation of the principles of lifelong learning, is a top priority for Goldair Handling Bulgaria.

In full compliance with international standards, employees – depending on their type of work and specialisation, and before being assigned operational duties – attend an initial training programme that involves the following topics:

- Passenger service: Among other things, this topic sets out the practical ways in which high-quality and consistent client/passenger service is implemented.
- Knowledge of hazardous materials/cargo: This topic refers to the procedures followed for safe air transport of hazardous materials.
- Familiarisation with the use of equipment: This concerns the use of all types of ground and non ground services equipment, and the software interfaces used to serve flights.
- Raise of awareness of disability and equality: The aim of this topic is to help personnel understand the problems that persons with reduced mobility face on a daily basis.
In addition to initial training and in accordance with the above requirements above, employees attend recurrent training, when and where necessary, at least once every three years.

Additionally, ‘On-the-job training’ has been established at Goldair Handling Bulgaria and implemented during 2018.

This programme is a practical form of training under the guidance of an on-the-job trainer.


During 2017, 260 in-house and 2 outsourced seminars were held.

Additionally, ‘On-the-job training’ has been established at Goldair Handling Bulgaria and implemented during 2018. This programme is a practical form of training under the guidance of an on-the-job trainer.


During 2017, 84,711 training hours were conducted for 364 employees.

### DETAILED TRAINING DATA

#### 2016 EMPLOYEE CATEGORY

<table>
<thead>
<tr>
<th></th>
<th>Total hours of training</th>
<th>Average hours of training per employee category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Men</td>
<td>Women</td>
</tr>
<tr>
<td>Management</td>
<td>48.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Office employees</td>
<td>3,265.30</td>
<td>2,007.00</td>
</tr>
<tr>
<td>Workers</td>
<td>8,510.00</td>
<td>8,994.00</td>
</tr>
<tr>
<td>Operators</td>
<td>2,642.00</td>
<td>2,642.00</td>
</tr>
<tr>
<td>Total</td>
<td>13,285.30</td>
<td>3,481.00</td>
</tr>
</tbody>
</table>

#### 2017 EMPLOYEE CATEGORY

<table>
<thead>
<tr>
<th></th>
<th>Total hours of training</th>
<th>Average hours of training per employee category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Men</td>
<td>Women</td>
</tr>
<tr>
<td>Management</td>
<td>54.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Office employees</td>
<td>4,037.30</td>
<td>5,182.30</td>
</tr>
<tr>
<td>Workers</td>
<td>16,343.00</td>
<td>649.00</td>
</tr>
<tr>
<td>Operators</td>
<td>4,038.00</td>
<td>474.00</td>
</tr>
<tr>
<td>Total</td>
<td>24,472.30</td>
<td>5,963.30</td>
</tr>
</tbody>
</table>

Total of training hours in 2017 increased by about 133% over total training hours in 2016.

## ENSURING HEALTH AND SAFETY IN THE WORKPLACE

Goldair Handling Bulgaria ensures a safe work environment characterised by the compliance with rules on health and safety, and continuous training. To accurately monitor all issues related to Health and Safety, it has appointed a Health and Safety coordinator for all three airports in Bulgaria. The coordinator reports to the Health and Safety Director in Greece, and a specific incident-management procedure is implemented. The Company provides ongoing specialisation and job-specific training for all of its employees to ensure that they receive training in the safe use of equipment and personal protective equipment before they take up their duties. In 2017, three seminars were held specifically on work safety, attended by 190 employees at the three airports in Bulgaria.

More information in chapter 5 “Health and Safety Management” on page 60.

## EMERGENCY RESPONSE PLAN (ERP)

Recognising the importance of providing high-quality ground handling services, Goldair Handling Bulgaria has developed a mechanism for dealing with emergencies. In this context, the Company, in collaboration with the airline companies and other airport organisations, participates in emergency exercises for dealing with incidents involving aircraft. In 2017, Goldair Handling Bulgaria took part in 3 emergency exercises (1 in Sofia and 2 in Burgas).
QUALITY OF SERVICES AND RESPONSIBILITY IN OPERATIONS

Goldair Handling is one of the leading companies in Southeast Europe providing ground handling services for passengers, aircraft, cargo and freight.
2.1. Our services

Goldair Handling partners with many of the largest airlines internationally and, thanks to its proper training and know-how, provides the following services:

- Management functions and supervision
- Passenger handling
- Baggage handling
- Ramp handling
- Aircraft services
- Flight operations
- Surface transport
- Services for passengers with reduced mobility
- Consulting services
- Lounge and VIP services
- Freight and mail handling

MORE SPECIFICALLY, THE COMPANY’S SERVICES INCLUDE:

MANAGEMENT FUNCTIONS AND SUPERVISION
Management functions and supervision include representation services and contact with regional authorities or any other person, payments carried out on behalf of the user and provision of spaces to their representatives, supervision of loading, marketing and telecommunications, processing, storage, use and management of loading units, every other supervisory service prior to, during, and following the flight as well as every other management service requested by the airlines.

PASSENGER HANDLING
Passenger handling services include passenger handling during departure, arrival, transit or connection. These mainly include check-in, inspection of travel documents, baggage check-in and transport up to the airport baggage sorting system.

BAGGAGE HANDLING
Baggage handling services include the entire process of baggage handling in the sorting room. They are mainly related to the screening and preparation of baggage ahead of departure, loading and unloading from the aircraft, and transport from the screening room to the sorting room.

RAMP HANDLING
Ramp handling services mainly pertain to the handling of aircraft, including: marshalling of aircraft during arrival and departure, servicing of parked aircraft, organising communication with aircraft, and loading and unloading of aircraft. Ramp handling services also include transport of the crew, passengers, and baggage between the aircraft and the terminal, handling during engine start, push back of the aircraft during departure as well as arrival. The implementation of the necessary measures, the transfer, loading, and unloading of food and beverages from aircraft are also included.

AIRCRAFT SERVICES
Aircraft services include: interior and exterior cleaning of aircraft, maintenance of sanitary areas, provision of water, air-conditioning and heating of the cabin, removal of snow and de-icing of the aircraft.

FLIGHT OPERATIONS
Flight operations include: preparation of the flight at the airport of departure, or at any other location, in-flight service, which potentially includes an in-flight change of course, services after the flight.

SURFACE TRANSPORT
Surface transport services include the transport of passengers, crew, baggage, cargo and mail between the various terminals of the same airport, except for any transport between the aircraft and any other spot within the boundaries of the same airport. It also includes any special transport requested by the airline.

SERVICES FOR PASSENGERS WITH REDUCED MOBILITY
These services pertain to various arrangements implemented by Goldair Handling in order to improve the travel experience of passengers with reduced mobility. These passengers may request assistance at specific locations at each airport in order to travel from a specified location to the check-in counter, to go through ticket and baggage control, and to board the aircraft once they have completed customs and security procedures. They may also seek assistance in boarding and disembarking from the aircraft, with ambulifts, wheelchairs, or other necessary aid, as applicable, to get to their seat, to stow and recover their baggage inside the aircraft. Once they have arrived at their destination, they can travel from the baggageclaim area to a specified location, board their connecting flights and, if the need arises, be transported to the restrooms.

CONSULTING SERVICES
Goldair Handling has developed consulting services to convey know-how to emerging ground service markets through its specialised staff. A typical example is the successful partnership with the company ICAS, which is active at the Addis Ababa and Dire Dawa airports in Ethiopia.

LOUNGE AND VIP SERVICES
In recent years, Goldair Handling has strategically invested in the airports of Athens, Heraklion, Crete and Mykonos, creating Lounges and offering high-quality services. The Company maintains “Your Mykonian Luxury Lounge,” the only passenger lounge at the Mykonos airport, the “Evropi” Lounge at N. Kazantzakis Airport in Heraklion, Crete, and the Goldair Handling Lounge in the Intra Schengen area of “El. Venizelos” Athens International Airport.

In 2017, the company created its new Lounge in the Extra Schengen area of “El. Venizelos” Athens International Airport.

FREIGHT AND MAIL HANDLING
Freight and mail handling services are mainly related to the day-to-day handling of freight and mail, preparation of the required documents, customs procedures, etc. The Company operates a Cargo Station at Athens Airport and at two additional airports, in Thessaloniki and Heraklion, Crete, providing cargo and mail services on a 24/7 basis.
2.2. Assurance of Quality of Service

Goldair Handling is committed to the quality of services provided to its clients, in order to meet their needs and expectations, with continued growth and improvement as its guide. This commitment is reflected in the revised Quality Assurance Policy, as follows.

The company’s management always invests in quality by providing the necessary resources and recognising that their insistence on the provision of qualitative services characterises the Company’s diversification from its competitors. Goldair Handling always aims to offer services that comply with the respective laws, regulations, standards and the continuously increasing market needs.

**REGULATED AGENT**

Based on the National Civil Aviation Security Regulation, the application of specific security standards, procedures, and practices is required for preventing and handling unlawful actions against civil aviation. In this context, Goldair Handling has developed strict procedures and is certified as a Regulated Agent for the 3 Cargo and Freight Stations and the 18 regional airports where it handles cargo and freight. This certification is granted by the Hellenic Civil Aviation Authority (HCMA) once it has approved the Company’s Security Programme for each of its areas where cargo and freight handling is conducted. This certification is required for the transport of cargo on aircraft carrying out flights within the territory of the European Union. More specifically, to obtain this certification, the following is required:

- Staff trained in security procedures
- A facilities surveillance system
- 100% security monitoring of cargo through approved methods (such as X-ray, Explosive Tracing Device, Dogs, etc.)
- Controlled and accredited access to the cargo management and storage area
- Inspection of consigners’ information
- The provision of accompanying security information for each consignment

More information related to the Company’s investments in Cargo and Freight Stations for 2017, can be found under 5.2 ‘Cargo Terminal Security’ in Chapter 5 ‘Health and Safety Management’, page 64.

The Company ensures that it is fully harmonised with the international and Greek standards for the services it provides. In this context, it adopts and implements an Integrated Quality, Environmental, and Food Safety Management System for ‘the provision of Ground Handling Services for Aircraft, Passengers, Freight and Mail,’ which is certified in accordance with the following standards, EN ISO 9001:2015, EN ISO 14001:2015, and EN ISO 22000:2005, and undertakes to comply with all the procedures laid down in the Quality, Environmental and Food Safety standards.

Through the Integrated Management System (IMS), the company also ensures proper and adequate training of workers, monitoring of the flow of the services it provides, as well as effective response to possible complaints on the part of its clients.

More specifically, the services provided by the Company at the Athens airport and at the regional airports are certified in accordance with the following standards:

- ISO 9001 Quality Management System
- ISO 14001 Environmental Management System
- ISO 22000 Food Safety Standard

It should be noted that in 2009, Goldair Handling became the first Greek ground handling company to obtain international certification IATA-ISAGO (IATA Safety Audit for Ground Operations Program) for the services provided. The aim of this certification is the improvement of operational safety in ground services, the reduction of damage to aircraft and ground equipment, and the continuous improvement of the efficiency and adequacy of the ground handling services provider.
2.3. Mutually beneficial relations with clients

Goldair Handling’s main clients include airlines that carry out commercial flights, general aviation and freight transport. A characteristic feature of Goldair Handling’s customer oriented philosophy is continuous improvement of the services provided in order to reliably serve existing clients and attract new partnerships. In this regard, the Company seeks to communicate regularly with its clients to better respond to their needs and expectations. At Goldair Handling, this procedure is applied in order to gauge customer satisfaction and to identify new needs and demands on their part.

SATISFACTION SURVEYS

The satisfaction survey conducted during the period 22/1/2018-11/4/2018 pertained to gauging satisfaction on the part of the Company’s clients related to the services provided over the course of 2017. In total, 54 airlines were surveyed, and 30 responded (55.55%). In addition, Goldair Handling conducted a survey on passenger satisfaction with our services in general and the service they receive while in the VIP lounges and at the Athens and Heraklion, Crete airports. The survey was conducted on 91,755 passengers and 976 questionnaires were collected, the results of which are set out in the charts below.

VIP LOUNGE SURVEY RESULTS

ATHENS

HERAKLION

Communication

Provision of information

Politeness of staff

Magazines/newspapers

Selection of beverages and snacks

Comfort

PROFESSIONALISM AND POLITESS OF THE STAFF

It should be mentioned that throughout 2017, Goldair Handling did not receive any complaints related to the violation of its clients’ privacy or that of its clients’ passengers.

2.4. Responsible communication

Goldair Handling recognises that responsible communication and marketing practices are a tool for developing a relationship of trust with all associates and contribute to the responsible promotion of the Company’s services to all its stakeholders.
Goldair Handling ensures responsible marketing services in all areas where it is active and for all methods of advertising.

To this end, the company implements a Marketing and Communications Policy through which it is committed to promoting transparent and appropriate marketing.

Marketing and Communications Policy

The company has incorporated responsibility and the principles of sustainable development into its culture and into the manner in which it operates and grows. In this context, it recognises that responsible Marketing is vital to the responsible management of the economic, environmental and social impact of its operations, while cultivating a relationship of trust between society and Goldair Handling. At Goldair Handling, there has been a Marketing and Communications Department in operation since 2014, with the aim of effectively promoting the Company’s services to all groups of interested parties. Through the adoption of this policy, the Company pursues appropriate advertising and responsible promotion of its services. More specifically, it places great emphasis on ensuring that the communication material of Goldair Handling is legitimate, proper, fair, honest, corresponds to reality, and respects the rights and diversity of human beings with regard to age, gender and race.

The Company’s philosophy with regard to Marketing takes into account the interests of the local communities in which it operates, believing that responsible Marketing represents an element of commitment with regard to the economic, environmental, and social impact of its operations, as well as enabling it to boost the confidence of society and adapt its services to the needs of its clients.

Goldair Handling is committed to responsible Marketing services in all areas in which it is active and for all methods of advertising. Goldair Handling’s Marketing Program, including advertising, promotional activities and sponsorships, takes into account the applicable laws on communication, standards and, in particular, the Greek Code of Advertising and Communication, which it adheres to and implements in developing every related programme.

Goldair Handling seeks:
- To develop and offer innovative products and services, with a view to meeting the needs of its clients in the best way possible.
- To communicate simply and clearly, with a view to having its messages comprehended by all consumers.

2.5. Trust relationships with suppliers

Goldair Handling recognises that cooperating suppliers are important partners for achieving its business objectives, as they significantly contribute to responsible entrepreneurship. The development, maintenance, and evaluation of the Company’s supply chain, using financial, environmental and social criteria, is a prime consideration for Goldair Handling.

In this context, the Company’s main aim is to create a relationship of trust and long-term cooperation with its suppliers and to support the economic growth and prosperity of the regions in which it operates. By prioritising local suppliers, the Company supports the smaller markets around the 26 airports in which it operates.

The supplier evaluation procedure, as well as consideration of supplier disqualification, is described in the Company’s Procurement procedure.

More specifically, Goldair Handling places particular emphasis on the environmental evaluation of suppliers, with a view to further raising the awareness of its suppliers with regard to their environmental responsibility. To this end, the Company’s Environmental Policy is sent to active suppliers, along with an environmental self-assessment questionnaire, in order to identify the potential impact of their operations on the environment. The questionnaire also covers actions and programmes implemented by the Company’s suppliers regarding responsible environmental management, including energy conservation, proper waste management, recycling of products and packaging, and staff training in environmental matters.

It should be noted that, over the course of 2017, the Company allocated 89.9% of its total purchasing budget to suppliers based in Greece.

In order to ensure smooth collaboration and promote the principles of reliability and integrity in Goldair Handling’s dealings with its suppliers, a Procurement Procedure is implemented, along with a procedure for assigning and executing procurements. The object of this Procedure is to convey the Company’s policy related to procurements and to establish procedures to be followed for the procurement of supplies, materials, and services. The Procedure describes the criteria and the selection process for suppliers, the relevant expenditure, as well as the method of evaluating tenders. The Procedure is sent to all interested departments of Goldair Handling and updated on an annual basis.

**EVALUATION OF SUPPLIERS**

Goldair Handling evaluates its suppliers on the basis of qualitative, environmental criteria, as well as issues related to the health and safety of workers. In this context, suppliers, at the start of their cooperation with the Company, provide the relevant certifications for confirmation and review.

The supplier evaluation procedure, as well as consideration of supplier disqualification, is described in the Company’s Procurement procedure.

More specifically, Goldair Handling places particular emphasis on the environmental evaluation of suppliers, with a view to further raising the awareness of its suppliers with regard to their environmental responsibility. To this end, the Company’s Environmental Policy is sent to active suppliers, along with an environmental self-assessment questionnaire, in order to identify the potential impact of their operations on the environment. The questionnaire also covers actions and programmes implemented by the Company’s suppliers regarding responsible environmental management, including energy conservation, proper waste management, recycling of products and packaging, and staff training in environmental matters.

It should be noted that Goldair Handling plans to revise the supplier assessment questionnaire in order to incorporate social criteria and employment practice criteria. The revised questionnaire is on the final stage of implementation.
Our main priority is to operate responsibly in all our business activities. Recognising that business excellence is inextricably linked with responsible operation, Goldair Handling has incorporated the principles of sustainable development into its general development strategy.
3.1. Sustainable Development Policy and Axes

The Company’s commitment to sustainable development is fully reflected on its internal procedures and policies, as well as in actions being developed, objectives set, and evaluation of results on an annual basis. The Sustainable Development policy that has been adopted by Goldair Handling clearly outlines the Company’s position and the main courses of action with regard to issues of responsible operation.

To develop its business responsibility, Goldair Handling actively participates in sectoral organisations, professional organisations, chambers of commerce and corporate networks. Furthermore, it seeks to take part in the major international and national organisations for sustainable development, and to strengthen dialogue with its stakeholders through these. In this context, it has adopted and recently signed the 10 Principles of the UN Global Compact, affirming its commitment to defend human rights, protect the environment, promote transparency, and combat corruption. The UN Global Compact is an initiative that pertains to companies wishing to voluntarily comply with ten principles related to human rights, labour rights, environmental protection, and the fight against corruption.

3.2. Organisational structure for Sustainable Development

In order to ensure integrated management and monitor the Company’s performance in sustainable development issues, Goldair Handling has established a specific organisational structure that is based on the recommendations of the Sustainability Committee and the Core Team which reports to said Committee.

The Sustainability Committee meets twice per year and informs the Board of Directors, presenting at the annual General Shareholders’ Meeting the overall performance of the Company with regard to sustainable development issues, as well as the following year’s targeting with regard to related issues. Essentially, the Committee is ultimately responsible for strategic planning, monitoring of performance, targeting, and ensuring the necessary investments for sustainable development issues.
3.3. Goldair Handling’s contribution to the UN Sustainable Development Goals

In September 2015, the UN General Assembly agreed on sustainable development through the declaration of 17 Sustainable Development Goals (SDGs), with the objective of achieving them by 2030. The goals and the specific targets, which amount to 169 in total, seek to end poverty, recognised the planet, and ensure prosperity for all.

Goldair Handling has recognised the significance and value of the sustainable development goals and focuses on those which are most relevant to its operations and to which it can contribute the most in terms of their achievement. More specifically, the Company can contribute to the achievement of the following Goals:

1. No poverty
The Company, through its actions in support of local communities and NGOs that aim at reducing poverty in the two countries, contributes dynamically to the achievement of this Sustainable Development Goal in Greece and Bulgaria.

2. Zero hunger
The economic crisis in Greece has resulted in major social problems in our country. The Company, through its social activation, seeks to contribute to the eradication of the phenomena of hunger that have arisen in recent years, in both urban and rural areas.

3. Good health and well-being
Goldair Handling recognises the importance of investing in the education and development of its people, with the goal of strengthening their professional and personal skills.

4. Quality education
The Company emphasises equal opportunities for workers, and particularly strengthening the employment of women. It supports maternity and continues to employ new mothers.

5. Gender equality
The Company cultivates responsibility, ensuring the welfare of its workers. It implements actions and programmes that contribute to the achievement of the Sustainable Development Goal or Employment.

6. Clean water and sanitation
The Company makes an effort to reduce its environmental footprint and takes action to reduce emissions, actively contributing to the fight against climate change.

7. Affordable and clean energy
The values for sustainable development with a sound financial structure, with justice, transparency and respect for the people and the broader environment in which the Company operates, always constitute the basis for facing the challenges of modern entrepreneurship.
3.4. Goldair Handling’s Stakeholders

Communication and cooperation with stakeholders is particularly important to Goldair Handling. The dialogue and exchange of views with the stakeholders constitute an essential element of and prerequisite for the strategic management of the Company’s Sustainable Development issues.

In order to determine and prioritise the groups of stakeholders with whom the company is affiliated and with whom it communicates on a regular basis, a specific procedure was implemented in the form of a workshop. Goldair Handling has identified its internal and external stakeholders, taking into account their sector, region, and size. Internal stakeholders are those who have frequent direct contact and act within the environment of the Company, whereas external stakeholders are those with whom the company has an indirect relationship/contact and who act in the Company’s external environment. More specifically:

• Internal stakeholders: shareholders, workers’ unions.
• External stakeholders: clients (airlines), clients (travelling public), suppliers, regulatory authorities, local communities/NGOs, institutional bodies, external contractors, financial institutions.

Stakeholders are defined as groups consisting of natural or legal persons directly or indirectly impacted by or impacting the operation of the Company.

DIALOGUE WITH STAKEHOLDERS

The process of identifying the needs and expectations of the stakeholders includes a regular dialogue through the communication channels we have established for each group. This procedure allows us to reach useful conclusions on the issues facing each group and permits systematisation of the Company’s actions, creating an appropriate plan to successfully meet their requirements and expectations. The expectations and the main issues that concern Goldair Handling’s stakeholders are presented below as they have been recorded through Company-stakeholders communication. The following table also illustrates Goldair Handling’s response to them.

FREQUENCY OF COMMUNICATION: 1=ON AN ANNUAL BASIS, 2=PERIODICALLY, 3=REGULARLY, 4=CONTINUOUSLY OR ON A PERMANENT BASIS

<table>
<thead>
<tr>
<th>GROUPS OF STAKEHOLDERS AND INTERACTION FRAMEWORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shareholders</td>
</tr>
<tr>
<td>• Invest the necessary funds and expect a return</td>
</tr>
<tr>
<td>• Are paid dividends</td>
</tr>
<tr>
<td>• Determine the Company’s budget and strategy</td>
</tr>
<tr>
<td>• Decide on the expansion or restriction of the Company’s operations (products, stations, etc.).</td>
</tr>
<tr>
<td>Key issues</td>
</tr>
<tr>
<td>• High quality of services provided</td>
</tr>
<tr>
<td>• Maintaining a good reputation</td>
</tr>
<tr>
<td>• Reliability and transparency</td>
</tr>
<tr>
<td>• Character and integrity</td>
</tr>
<tr>
<td>• Company growth, profitability, and sustainability</td>
</tr>
<tr>
<td>• Expansion into new markets</td>
</tr>
<tr>
<td>• Proper corporate governance, risk management, and an active role in decision-making</td>
</tr>
<tr>
<td>• Dividend yield</td>
</tr>
<tr>
<td>• Transparency in relations with stakeholders</td>
</tr>
<tr>
<td>Communication channels</td>
</tr>
<tr>
<td>• Meetings on a monthly basis, telephone and electronic communication</td>
</tr>
<tr>
<td>• Annual General Shareholders’ Meeting</td>
</tr>
<tr>
<td>• Annual Sustainable Development Report</td>
</tr>
<tr>
<td>How the Company responds</td>
</tr>
<tr>
<td>• Publication of results, announcements and financial statements, with sufficient information provided to shareholders.</td>
</tr>
<tr>
<td>• Publication of an annual Corporate Social Responsibility and Sustainable Development Report. Details are included in section “4. Financial results and corporate governance”</td>
</tr>
</tbody>
</table>

Workers and trade union

• Offer their labour and knowledge
• Are paid salaries
• Receive additional benefits
• Are provided with equal opportunities for professional advancement and personal development

Key issues

• Recognition, equal opportunities, and equal treatment
• Workplace health and safety
• Education, development of personal skills, and advancement
• Information related to the Company’s development and progress
• Stable working environment
• Transparent and merit-based system for internal promotion

Communication channels

• Middle management meetings with the Management team, each quarter and via Skype with Headquarters twice per month (3)
• Human Resources Department (4)
• Annual assessment of staff (1)
• Employee satisfaction survey - every two years (2)
• Telephone and electronic communication (3)
• Information via mobile text messages - SMS (3)
• Communication via Social Media (3)
• Corporate events (2-4 events per year at various levels) (2)
• Weekly presence of a member of the personnel office at an airport office for direct service (3)
• Implementation of the regional station inspection programme for proper compliance with the procedures and contact with workers (1)
• Intranet (4)
### Groups of Stakeholders and Interaction Framework

#### How the Company responds


#### Key Issues

- High quality of services and innovation
- Reliability and character
- Satisfaction and safety
- Immediate response to incidents
- Responsible communication and advertising
- Compliance with the laws and regulations of the market
- Immediacy of service
- Resolution of complaints

#### Communication Channels

- Corporate website (2)
- Telephone and electronic communication with the Commercial department and other Company departments (4)
- Annual customer satisfaction survey (1)
- Meetings and events (3)
- Participation in fairs (2)
- Presentations and printed material (2)
- Communication via Social Media (2)

#### Customer Airlines

- Purchase Company services
- Determine the size of the Company’s operational task
- Rely on the Company to maintain their reputation and the level of service offered to their individual clients
- Supervise, through periodic inspections, compliance with the agreed upon mechanisms and safety procedures

#### Key Issues

- High quality of services and innovation
- Reliability and character
- Satisfaction and safety
- Immediate response to incidents
- Responsible communication and advertising
- Compliance with the laws and regulations of the market
- Immediacy of service
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- Meetings and events (3)
- Participation in fairs (2)
- Presentations and printed material (2)
- Communication via Social Media (2)

#### How the Company responds

- IATA - ISAGO certified service provider
- ISO 9001 Quality Management System
- ISO 14001 Environmental Management System
- ISO 22000 Food Safety System

Details are included in section: 2. “Quality of services and responsibility in operations”.

#### Suppliers

- Provide materials and services for the day-to-day operation of the Company
- Are paid for the products and services they supply

#### Key Issues

- Transparency and reliability
- Compliance with the laws and regulations of the market
- Information related to the services of the company

#### Communication Channels

- Telephone and electronic communication (4)
- Procurement department (3)
- Meetings (2)
- Company web page (2)
- Communication via Social Media (4)

#### How the Company responds

- Regulation of Procurements
- Details are listed in section “2. Quality of services and responsibility in operations”.

#### The State and Regulatory Authorities

- Collect taxes and levies
- Outline the legislative and regulatory framework for Company activity

#### Key Issues

- Compliance with the requirements of legislation
- Transparency and reliability

#### Communication Channels

- Telephone and electronic communication - when required (3)
- Meetings (2)

#### How the Company responds

- Full compliance with legislation
- Details are set out in sections “2. Quality of services and responsibility in operations” and “4. Financial results and corporate governance”.

#### Local Communities and NGOs

- Relationships of mutual benefit, trust, and respect
- Returning a portion of the Company’s added value to society
- Recognition of the Company’s contribution

#### Key Issues

- Corporate volunteerism
- Promoting and supporting their social work
- Cooperation and information

#### Communication Channels

- Partnership in joint actions (2)
- Corporate website (4)
- Advertising and press releases (2)
- Events and meetings (2)
- Communication via Social Media (4)

#### How the Company responds

- Job creation
- Support of vulnerable social groups
- Voluntary actions by employees

Details are included in section “8. Goldair Handling’s social contribution”.

#### Communication Channels

- Telephone and electronic communication (4)
- Procurement department (3)
- Meetings (2)
- Company web page (2)
- Communication via Social Media (4)
### Institutional bodies
- Determine the Company’s framework of operation
- Supervise compliance with procedures and regulations
- Provide the Company’s operating license
- Certification bodies monitor compliance with ISO system standards (management systems)

### Key issues
- Transparency and information
- Participation in initiatives and actions

### Communication channels
- Meetings and events (2)
- Telephone and electronic communication (3)
- Communication via Social Media (4)

### How the Company responds
Institutional audits to check for compliance with ISO systems (management systems)
Details are included in section.
2. “Quality of services and responsibility in operations”

### External Partners
- Cooperate with the Company as they provide services that Goldair Handling does not offer through its own means.

### Key issues
- Information related to the services and activities of the company
- Reliability and consistency

### Communication channels
- Telephone and electronic communication - when required, (4)
- Advertising (2)
- Corporate website (4)
- Events (2)
- Communication via Social Media (4)

### How the Company responds
Details are included in sections.
1. “The Company at a glance” p. 10,
2. “Quality of service and accountability” p. 26,
5. “Environmental responsibility” p. 86

### Financial institutions
- Provide financial tools that are essential to the operation of the Company
- Receive the required capital provision remuneration

### Key issues
- Reliability, integrity, and transparency
- Updating on company performance
- Consistency with the obligations of the company
- Risk Management and Company Growth

### Communication channels
- Telephone and electronic communication (4)
- Meetings (3)

### How the Company responds
Details are included in section.
4. “Financial results and corporate governance” p. 52

The close cooperation and dialogue with the stakeholders enables the Company to identify key issues that concern each group. Goldair Handling records these issues and plans its actions with a view to optimum response and continued improvement in the individual areas. A detailed presentation of Goldair Handling’s response to the various issues and its corporate social responsibility actions is included in the individual chapters of this Sustainable Development Report.

The added value created by Goldair Handling over the last two years (2016-2017) includes the following:

**SOCIAL PRODUCT (in euro)**

<table>
<thead>
<tr>
<th>Category</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and other benefits</td>
<td>38,002,339</td>
<td>45,139,504</td>
</tr>
<tr>
<td>Taxes paid</td>
<td>22,080,973</td>
<td>23,447,172</td>
</tr>
<tr>
<td>TOTAL</td>
<td>81,885,375</td>
<td>94,686,619</td>
</tr>
</tbody>
</table>

It is our objective, through our actions and our business, to create added value for all our stakeholders.
3.5. Identifying material issues

The issues within Goldair Handling’s sphere of interest related to corporate social responsibility and sustainable development are diverse, covering a range of thematic units. However, Goldair Handling, in applying the GRI standards, focuses on identifying the most fundamental sustainable development issues related to its operation.

By concentrating on these issues and outlining them, the company:
- Identifies issues related to long-term strategic goals.
- Identifies, records, and assesses risks related to the pillars of its strategy.
- Recognises strengths, weaknesses, and opportunities.
- Accepts and manages change.
- Evaluates its performance at regular intervals and takes actions for improvement.

In 2017, a review was performed on the prioritisation of material Company issues, and new material issues were highlighted through a materiality analysis workshop. During the course of this workshop, the Sustainable Development Team, having gathered the key issues for each pivotal aspect of Sustainable Development, took into account additional issues and specific characteristics of the sector in which the Company is active. During the evaluation process, those issues which could lead to a wide range of changes in Goldair Handling’s performance were taken into account as key topics/issues.

In addition, the pressure exerted by the stakeholders on every key issue was incorporated into the process, which is based on the results of the survey carried out in 2016 by means of a questionnaire assessing key issues.

The results of the aforementioned process for defining key issues are illustrated in a diagram with two axes (materiality map):
- The horizontal axis (x) pertains to the pressure exerted by the stakeholders, in relation to the specific issues.
- The vertical axis (y) pertains to the impact of critical issues on the operation of the Company.

The process of defining key-material issues is as follows:

**THE PROCESS OF DEFINING KEY-MATERIAL ISSUES (MATERIALITY ANALYSIS)**

**STEP 1**
Record the issues highlighted by the stakeholders, through communication with them.

**STEP 2**
Classify all material issues in the scope of the Company’s activities.

**STEP 3**
Evaluate the risks that are connected with each material issue.

**STEP 4**
Assess the pressure of each stakeholder group including the feedback taken through relevant research.

**STEP 5**
Classify and prioritise the Company’s material issues.

The results of the aforementioned process for defining key issues are illustrated in a diagram with two axes (materiality map):
- The horizontal axis (x) pertains to the pressure exerted by the stakeholders, in relation to the specific issues.
- The vertical axis (y) pertains to the impact of critical issues on the operation of the Company.

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- The horizontal axis (x) pertains to the pressure exerted by the stakeholders, in relation to the specific issues.
- The vertical axis (y) pertains to the impact of critical issues on the operation of the Company.
Goldair Handling monitors and gauges performance in all aspects of Corporate Social Responsibility on an annual basis and sets specific goals, with a view to continuing improvement at all levels and meeting the expectations of its stakeholders.

Recognition of the value of the Sustainable Development Goals led Goldair Handling to revise its action plan and the goals it has set for further improvement in each aspect of Corporate Social Responsibility. The revised targeting is directly linked with the 17 Sustainable Development Goals and includes the following:

### 3.6. Targeting

<table>
<thead>
<tr>
<th>Area, Corporate Governance &amp; Risk Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creation of a Corporate Governance Code</td>
</tr>
<tr>
<td>Creation of a Corporate Governance Committee</td>
</tr>
<tr>
<td>Implementation of an instrument or other mechanism to facilitate the implementation of sustainable development principles and practices</td>
</tr>
<tr>
<td>Increase investment for sustainable development by 10%</td>
</tr>
<tr>
<td>Creation of an integrated risk management and business continuity system</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area, Market Presence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achieve 65% customer satisfaction and a 50% participation rate in customer satisfaction surveys</td>
</tr>
<tr>
<td>Create a procedure for the protection of clients’ personal data</td>
</tr>
<tr>
<td>Create a Communication and Responsible Marketing Policy</td>
</tr>
<tr>
<td>Add social criteria to the supplier assessment questionnaire</td>
</tr>
<tr>
<td>Assessment of a specific number of large suppliers on the basis of the new assessment questionnaire for suppliers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area, Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. a. Create a code of conduct for workers</td>
</tr>
<tr>
<td>1. b. Update human resources with regard to the new Code of Conduct</td>
</tr>
<tr>
<td>Create a training programme for sustainable development and integrate it into employee training</td>
</tr>
<tr>
<td>Maintain a low accident rate for each employee</td>
</tr>
<tr>
<td>Achieve a participation rate/employee response of 50% in the employee satisfaction survey</td>
</tr>
</tbody>
</table>

---

### S/N | Substantial Issues for Goldair Handling | Stakeholders’ Group | Within/Outside Boundaries
--- | --- | --- | ---
1 | Customer service and customer satisfaction (corporate customers and passengers) | Customer airlines, passengers | within & outside
2 | Socio-economic and environmental compliance | Shareholders, State & Regulatory Bodies, Institutional Bodies, Financial Institutions | within & outside
3 | Economic Performance | Shareholders, workers and Trade Union, suppliers | within & outside
4 | Employee Health and Safety | Shareholders, workers and Trade Union, customer airlines | within & outside
5 | Passenger Health and Safety | Customer Airlines, passengers, shareholders | within & outside
6 | Expansion into new markets and strengthening current market presence/Business development | Shareholders, workers and Trade Union, customer airlines | within
7 | Employment | Shareholders, Workers & Trade Union, customer airlines | within
8 | Customer and passenger privacy | Shareholders, customer airlines, passengers | within & outside
9 | Tourism activity | Shareholders, workers & Trade Union, customer airlines, passengers | external factor
10 | Financial environment in the country where the company is based | Shareholders, workers and Trade Union, customer airlines, passengers, suppliers, State and Regulatory Bodies, Local communities and NGOs, Institutional Bodies, Financial Institutions | external factor
11 | Transparency and Anti-Corruption | Shareholders, customer airlines, suppliers, State & regulatory bodies, Institutional Bodies | within & outside
12 | Business continuity management - BCM (instead of risk management) | Shareholders, workers & Trade Union, customer airlines, State & regulatory bodies, Institutional Bodies | within
13 | Procurement Practices | Shareholders, suppliers | within
14 | Energy & emissions | Local Communities & NGOs | within
15 | Diversity and equal opportunities | Workers & Trade Union, Local Communities and NGOs | within
16 | Dialogue with stakeholders | Shareholders, workers and Trade Union, customer airlines, passengers, suppliers, Local Communities & NGOs, Financial Institutions | within
17 | Training and education | Shareholders, workers & Trade Union, customer airlines | within
18 | Labour-Management relations | Shareholders, workers & Trade Union | within
19 | Development of social actions & volunteerism | Shareholders, workers & Trade Union, Local Communities & NGOs | within & outside
20 | Marketing Communication | Customer airlines, passengers | within
Goldair Handling endeavours to continuously improve its results by enhancing its competitive advantage and adopting sound Corporate Governance practices. The values of Goldair Handling as regards sustainable development with a robust financial structure, transparency and respect towards people and the broader environment in which the Company carries out its activities perennially serve as the basis for addressing the challenges of modern entrepreneurship.
4.1. Financial analysis

Since its incorporation, Goldair Handling has been taking steady steps towards growth and, as a result, has become synonymous with high-level service provision in the ground handling industry, not only in Greece but throughout Europe. Based on its economic performance and robustness, the Company aims at further growth through its extroversion. At the same time, it adheres to its investment plan, ensuring the optimisation of its economic performance through modern cost-cutting methods. In 2017, the Company continued to grow steadily while boosting its investment programme.

4.2. Corporate Governance

Goldair Handling has adopted and applies a corporate governance model that aims at safeguarding the interests of shareholders, remaining fully compliant with the applicable legislation and the Regulatory Framework, as well as incorporating responsible operation practices at the Company.

**ORGANISATIONAL STRUCTURE**

Goldair Handling has developed an appropriate organisational structure which sets specific limits of responsibilities and required competencies per job position. At the same time, Policies and Procedures have been put in place in order to further enhance the Company’s culture and set the necessary grounds for the best possible everyday business operation. As a result, the Company’s Corporate Governance model is characterised by clearly defined roles and competencies of administrative bodies and by transparent and responsible decision-making.

**THE KEY FINANCIAL INFORMATION FOR THE LAST TWO YEARS ARE PRESENTED BELOW:**

<table>
<thead>
<tr>
<th>Key Financial Figures (in euro)</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total income (turnover)</td>
<td>62,495,774</td>
<td>76,729,335</td>
</tr>
<tr>
<td>Equity</td>
<td>2014,826</td>
<td>8,014,826</td>
</tr>
<tr>
<td>Total payments to State bodies (total direct and indirect taxes and contributions paid)</td>
<td>22,880,973</td>
<td>23,647,172</td>
</tr>
<tr>
<td>Total investments and interest payments</td>
<td>3,031,710</td>
<td>4,159,268</td>
</tr>
</tbody>
</table>
**Board of Directors**
- Guidance
- Oversight of activities
- Decision-making

The Board of Directors is the supreme governing body of the Company and is charged with directing and supervising its activities, aiming at achieving its strategic goals. It convenes once per month and is competent for drawing up the strategy and making decisions concerning the operation of the Company. It is briefed by the Management Team on major issues and the performance of key Health and Safety, Environment and Human Resources indicators and by the respective Committees when needed.

The members of the Board of Directors are elected at the General Meeting of the shareholders of the Company. The Board is composed of the following Directors:

1. Stylianos Golemis, Chairman of the Board
2. Kallinikos Kalinko Kallinikos, Executive Vice-President
3. Glykeria Tsernou, Member
4. Alexandros Fourlas, Vice-President
5. Dimitrios Papamichal, Chief Executive Officer
6. Dimitrios Katsilas, Member
7. Garyfallia Pelekanou, Member

The Board of Directors operates as required by law and the Articles of Association of the Company, and is responsible for preventing and/or addressing cases of conflict of interest and for formulating, disseminating and implementing the key values and principles of the Company.

**Management Team**
- Day-to-day work
- Risk Management
- Compliance

The Management Team consists of executives with extensive experience in their field and is charged with organising and supervising the day-to-day operation of the Company. The Management Team is the first level of risk identification and management, and ensures compliance with laws and regulations in every area of activity.

At Goldair Handling, every member of the Management Team is tasked with identifying, prioritising and managing risks related to the activities of the unit they are responsible for and ensuring compliance with the provisions of laws, regulations and the best practices adopted. As a result of all the actions taken at the administrative level and the efforts made by all Goldair Handling employees, no sanctions were imposed in 2017 on the Company for non-compliance with the applicable Environmental Legislation.

Additional information concerning the CVs of the Management Team of Goldair Handling can be found on the Company’s website: www.goldair-handling.gr.

**Internal Audit Unit**
- Audit and advisory services
- Assessment of the efficacy of processes

The Internal Audit unit of Goldair Handling provides independent, objective assurance and consulting services designed to improve and add value to the Company’s procedures and operations.

In this context, the Internal Audit unit aids the Board of Directors in the discharge of its duties, and adopts a systematic, sensible approach to the assessment and improvement of the efficacy of the Company’s risk management, internal audit and compliance processes.
4.3. Risk Management

Recognising the need to record and analyse potential threats that could affect its operations, Goldair Handling has taken actions in order to effectively avoid such threats. The Company places great emphasis on the effective monitoring and management of risks that might arise and threaten the stability and continuity of its operations. The risk management methodology used consists of identifying, recording, monitoring and assessing financial and non-financial risks in all Company activities and facilities.

Detailed data and information on the identification and management of financial risks can be found in the relevant section of the Annual Management Report of the Board of Directors of the Company.

NON-FINANCIAL RISKS

By applying systems under the ISO 9001:2015, ISO 14001:2015 and ISO 22000:2005 Standards, the company carries out a non-financial risk analysis in order to address potential threats. More specifically, the following are implemented:

QUALITY MANAGEMENT

In the framework of its Quality Management System, the Company has developed a process named ‘Process Analysis and Improvement - Risk Analysis / Assessment and Evaluation of Quality-Related Threats and Opportunities’ presenting the manner in which the Company records and analyses potential threats and opportunities for the entire range of its activities, as well as the precautions taken to avoid these threats.

ENVIRONMENTAL MANAGEMENT

In the framework of the Environmental Management System under ISO 14001:2015 it applies, Goldair Handling has developed the process named ‘Actions to address threats and utilise opportunities concerning the Environment’. It conducts an Environmental Impact Assessment for each station of its network, as described in the ‘Identification of Environmental Aspects and Environmental Impact Assessment’ process of the Integrated Management System.

FOOD SAFETY

With respect to Food Safety issues, the Company holds certification under ISO 22000:2005, whereby it can recognise potential threats and take the measures necessary in order to ensure the quality of the services it provides. For this reason, the Company has developed a process named ‘HACCP Study - Hazard Analysis of Critical Control Points’, where risks are identified and assessed and so are critical control points in order to ensure more effective food management.

Additionally, recognising the importance of Safety throughout the range of its activities, Goldair Handling has proceeded, in cooperation with a specialised associate, with recording and analysing the threats arising during the performance of work through the Risk Assessment carried out for the entirety of the Company’s network. Subsequently, based on the analysis that has taken place, the actions necessary to avoid risks are taken and their efficacy is periodically inspected.

4.4. Transparency and Conflict of Interest

The Company has implemented a set of Policies and Procedures that aim to address issues relating to Corporate Governance. In the above context, a Transparency Policy has been put into effect. Through the above mentioned Policy adopted by Goldair Handling, it has been set clear to all stakeholders that there is zero tolerance for any issues relating to corruption, bribery and extortion. In addition, the Company has set rules in order to tackle the issue of potential conflict of interest.

EXTRACT FROM THE ‘TRANSPARENCY POLICY’

Goldair Handling is committed to defending transparency through the way it operates. More specifically, the company is committed to showing zero tolerance to instances of corruption, bribery and extortion in its relations with its clients, suppliers, State and public bodies, and employees. The Company’s commitment is not limited merely to the avoidance of such behaviours, but extends to actively and proactively addressing them through internal audit procedures and corresponding policies.

Enhancing transparency is a prevalent issue in the global business community, as it is integrally linked to the concept of trust between investors, clients, employees and societies in general. The Sustainable Development of our Company is based, among other things, on combating such behaviours in order to be able to ensure that all our behaviours are governed by Ethics and Integrity.

GIFTS - DONATIONS

Company Executives may not offer or accept gifts, as these could be construed as an attempt to influence them or secure preferential treatment.

PROHIBITION OF BRIBERY - CORRUPTION

Company Executives are expressly prohibited from engaging in any act of bribery and corruption. More specifically, they are prohibited from providing or offering any object of value or any other advantage to any individual in exchange for a consideration from that or any other individual. Bribery may be monetary or in kind.

CONFLICT OF INTEREST

Employees are obligated to notify the Management of the Company, in writing and in advance, of any potential conflict of interest they may be aware of between their own private or other interests or those of their family members and the interests of the Company.
5

HEALTH AND SAFETY MANAGEMENT

Goldair Handling has set as a priority to maintain a high-level work environment, which protects the health and safety of employees.
Goldair Handling, recognising the importance of safety in providing high-quality services, ensures a working environment where all Health and Safety rules are upheld to the benefit of all personnel. In this context, the Company strives for continuous improvement of its procedures and through the Safety Policy it implements, its commitments, among others, include:

EXTRACT FROM THE COMPANY’S SAFETY POLICY

- Provide appropriate resources – human and financial – to support the implementation and management of safety
- Ensure that the management of safety is a primary responsibility of all managers and employees
- Clearly define, for all staff, managers and employees alike, their accountabilities and responsibilities for the delivery of the organization’s safety performance and the performance of our SMS
- Establish and operate hazard identification and risk management processes, including a safety reporting system – mandatory and voluntary - in order to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations or activities, to achieve continuous improvement in our safety performance
- Minimise the possibilities of an injury, due to an accident, not only for company employees but for any third parties, e.g. clients
- Ensure that no action will be taken against any employee who discloses a safety concern through the hazard reporting system, unless such disclosure indicates, beyond any reasonable doubt, gross negligence or a deliberate or willful disregard of regulations or procedures – “Just Culture”
- Comply with and, wherever possible, exceed, legislative and regulatory requirements and standards and adopt the best industry practices on safety
- Ensure that all staff are provided with adequate and appropriate aviation safety information and training, are competent in safety matters, and are allocated only tasks commensurate with their skills
- Ensure that the facilities, equipment and services provided by external suppliers or contractors meet the safety performance standards and requirements of our organisation
- Establish and measure our safety performance against realistic safety performance indicators and safety performance targets
- Constantly improve our safety performance through continuous monitoring and measurement, regular review and adjustment of safety objectives and targets, and diligent achievement of these, and
- Preserve our good reputation that might be disturbed by unprofessional employee actions

Goldair Handling also makes a number of investments every year related to the promotion of health and safety across the full spectrum of its operations.

INVESTMENT IN HEALTH AND SAFETY (%)

<table>
<thead>
<tr>
<th>Year</th>
<th>Equipment</th>
<th>Maintenance Logs</th>
<th>Safety-Related Training of Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>20.5%</td>
<td>13.8%</td>
<td>13.8%</td>
</tr>
<tr>
<td>2017</td>
<td>11.1%</td>
<td>8.8%</td>
<td>12.5%</td>
</tr>
</tbody>
</table>

5.1. Equipment safety maintenance

Goldair Handling is committed to developing, implementing, maintaining and constantly improving the procedures related to the safety of the equipment.

EQUIPMENT

The Company makes sure that the transport vehicles, machinery and other equipment for the performance of each task are always adequate and appropriate, meeting the necessary specifications of their manufacturer and the technical characteristics of IATA’s Airport Handling Manual (AHM). It is worth noting that the maintenance of all vehicles and equipment is carried out by the Ground Support Equipment department of Goldair Handling.

MAINTENANCE LOGS

As regards the maintenance logs of the Company’s ground handling vehicles and equipment, a specially designed IT system is used. This system records and monitors the maintenance schedules, including all information related to them (frequency, adequacy and suitability of maintenance, etc.).

SAFETY-RELATED TRAINING OF EMPLOYEES

The Goldair Handling personnel is suitably trained in and informed about not only all matters relating to the job and duties of each employee, but first and foremost, about safety matters. All employees attend training on fire safety, First Aid, Hazardous Materials as well as training on safety on the airport ramp, in accordance with the requirements of the Main Ground Handling Regulation, as well as those of IATA (International Air Transport Association). All Company employees, in line with the Management’s commitment, contribute towards achieving a high level of safety, by establishing and monitoring measurable and realistic safety indicators.

The Company has a risk identification mechanism in place, including the safety report system, with the purpose of eliminating dangerous incidents that may emerge from the services provided and continuously improving the safety system.
5.2. Cargo Terminal Safety

Goldair Handling offers high-quality cargo and mail services to airlines-customers under contracts, and to consumers, through its Cargo Terminals. The Athens Cargo Terminal, with the largest volume of cargo and mail going through it is a well-guarded 6000 m² facility, designed for the quick unloading of any type and size of cargo using state-of-the-art equipment, directly serving both agencies and private costumers.

TRAINING OF CARGO TERMINAL EMPLOYEES

There are 140 employees at the Athens Cargo Terminal, which have been trained according to the Goldair Handling safety programme, as well as the new e-learning course designed especially for the Cargo department. The e-learning course is based on the revised and detailed Cargo Handling Manual for corporate procedures, and has been divided into 3 categories: Import, Export and Warehouse, in order to be adequately linked to operational needs.

The security personnel of the Cargo Terminal, which in 2017 was increased by 20%, is receiving continuous training and is certified by the Civil Aviation Authority in security checks.

INVESTMENTS IN THE SAFETY OF CARGO TERMINAL FACILITIES

A series of structural changes were made in 2017 at the Athens Cargo Terminal at infrastructure level, aiming at improving safety and ergonomics in its main areas. Specifically, the following changes were made:

- Change of light bulbs and addition of light fixtures to achieve 100% LED technology lighting, which is more environmentally friendly, 60% brighter and fully compatible with the Company’s health and safety regulations - its operation is also 20% more economical than the prior equipment’s.
- Purchase of 6 new electric forklifts, of all categories, which are more environmentally friendly, to increase productivity in the storage area and reduce manual labour.
- Installation of new, more environmentally friendly (VRV technology) A/C units in the cargo handling offices, which achieve better performance, create a comfortable working environment and consume less power (A+).
- Reconstruction of the storage area floor, benefiting the smooth operation of the equipment and reducing its wear and tear, while also providing a safer and brighter working environment, without any obstacles (floor damage).
- Extension of truck service ramps by 30% aiming to increase productivity and ergonomics.
- Reinforcement of fire-lighting points for greater safety and faster response to a potential fire.
- Replacement with new digital surveillance system, and widening of the video angles to enhance security.
- Widening of the video angles to enhance security.
- Replacement of the A/C with new, more environmentally friendly units, with higher performance and lower energy consumption (A+), while providing a comfortable working environment.
- Replacement of 50% of half the office A/C with new, more environmentally friendly units, with higher performance and lower energy consumption (A+), while providing a comfortable working environment.
- Change of light bulbs and addition of light fixtures to achieve 100% LED technology lighting, which is more environmentally friendly, 60% brighter and fully compatible with the Company’s health and safety regulations - its operation is also 20% more economical than the prior equipment’s.
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- Extension of truck service ramps by 30% aiming to increase productivity and ergonomics.
- Reinforcement of fire-lighting points for greater safety and faster response to a potential fire.
- Replacement with new digital surveillance system, and widening of the video angles to enhance security.
- The cargo and customer service offices were also designed anew, in a larger space (by 70%). Along the same lines, a new rest and lunch area was created for the employees at the Terminal Station.

The following were implemented at the Thessaloniki and Heraklion, Crete Cargo Terminals:

<table>
<thead>
<tr>
<th>Thessaloniki</th>
<th>Heraklion, Crete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement of the forklift’s internal combustion motor with an electrical one, which is more environmentally friendly and better for the workers’ health (less noise and air pollution).</td>
<td>Renovation of offices aiming to maximise safety, the ergonomics for workers and customers and to increase productivity.</td>
</tr>
<tr>
<td>Renovation of offices aiming to maximise safety, the ergonomics for workers and customers and to increase productivity.</td>
<td>Replacement of the A/C with new, more environmentally friendly units, with higher performance and lower energy consumption (A+), while providing a comfortable working environment.</td>
</tr>
<tr>
<td>Training of personnel in new operational procedures.</td>
<td>Replacement of 50% of half the office A/C with new, more environmentally friendly units, with higher performance and lower energy consumption (A+), while providing a comfortable working environment.</td>
</tr>
<tr>
<td>Training of personnel in new operational procedures.</td>
<td>Installation of new digital surveillance system to improve security.</td>
</tr>
</tbody>
</table>

5.3. Care for Occupational Health and Safety

The company takes care to provide a safe work environment characterised by compliance with the rules on health and safety.

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT (OHSMS) AT GOLDAIR HANDLING

To properly monitor all Health and Safety-related matters, the effective function of the Occupational Health and Safety System, and to ultimately eliminate any kind of incident or accident, the Company has appointed a Health and Safety Director for the airport of Athens, whereas each Airport Director is responsible for the regional airports, in cooperation with the Local Health and Safety Director. In this context, the Company has also established two committees, according to the International Civil Aviation Organization (ICAO) requirements.

SAFETY REVIEW BOARD (SRB)

The Safety Review Board (SRB) concerns all airports where Goldair Handling is operating. It meets in Athens once per month - except for August - under the CEO, with Senior Management executives as its members, who are responsible for Health and Safety management in their area of responsibility. In regional airports, the Board meets once every quarter, and the minutes of the meetings are sent to the Health and Safety Director.
THE RESPONSIBILITIES OF THE SAFETY REVIEW BOARD ARE LISTED BELOW:

- It is responsible for monitoring the proper implementation of the Health and Safety procedures of the Company.
- Reviews and evaluates the results of the Health and Safety indicators.
- Examines the circumstances of any accidents that occur in the workplace.
- Communicates Health and Safety matters requiring special attention to Senior Management.

THE GROUP’S RESPONSIBILITIES INCLUDE:

- It is a source of advice, support and know-how.
- It analyses incidents and takes corrective actions.
- It assists in identifying potential risks at the workplace.
- It submits proposals regarding Health and Safety matters.

GROUND SAFETY ACTION GROUP (GSAG)

The Ground Safety Action Group committee is responsible for the implementation of safety procedures at the Athens Airport and it reports to the Safety Review Board. It meets 2 times per year and is headed by the Station Manager of Athens. All Directors and Supervisors of ramp departments participate in this committee, the Health and Safety Director of the company in Athens coordinates all actions, and minutes are kept.

INCIDENT MANAGEMENT PROCEDURE

The Company follows a specific incident management procedure, since it is highly important to record them, making possible the timely identification of specific points or areas that require improvement. The main steps of the procedure are illustrated below:

1.Drafting of report to the supervisor of the department or the shift manager
2. Thorough investigation of the details of the incident and the report of the Health and Safety Manager
3. Evaluation of incidents and assessment of risk
4. Taking corrective and improvement actions

It should be noted that in the facilities of Goldair Handling at the “El. Venizelos” Athens International Airport, boxes have been installed for the anonymous proposals / suggestions of workers regarding Health and Safety subjects.
5.4. Promotion of a Health and Safety culture

Goldair Handling unfailingly ensures the promotion of not only health itself and the safe working conditions of its employees in all its facilities and spectrum of operations, but also promotion of a safety culture and the exchange of advice and opinions.

CONTINUOUS TRAINING

In this context, the Company provides ongoing training to all employees, in all positions, to keep them up to date and highly trained in handling any difficulty and resolving any problem that may arise.

All employees receive specialisation and job-specific training in the safe use of equipment and personal protective equipment before they take up their duties.

Moreover, the Health and Safety department of the Company regularly issues Safety Bulletins and Ground Safety Alerts, informing employees about the safety measures that must be observed, with the incidents / accidents that occurred, and a description of the safety procedures. Five Safety Bulletins, eight Ground Safety Alerts, three Safety Notices and two Safety News were issued in 2017.

More specifically:

- **Safety Bulletins** are issued on a regular basis, as a reminder of a procedure or to update personnel on new procedures.

- **Ground Safety Alerts** are issued after incidents, in order to keep the online personnel informed in all the airports where the Company operates, disclosing the causes of the incident and reminding the correct incident management procedure.

- **Safety Notices** are issued when employees must be informed about any new safety-related investments (e.g. in equipment).

- **Safety News** is communicated to all of the Company’s personnel and refers to statistical analyses, accidents or incidents that took place abroad, actions or participations of the Safety Department in events and finally, subjects that reinforce the safety and incident reporting culture.

FOD CAMPAIGN

The Health and Safety department of Goldair Handling, in the context of Safety Awareness and Safety Promotion, organises an F.O.D. campaign twice per year in Athens (collection of waste from the airport ramp) and also takes part in the similar campaign organised by the Athens International Airport once per month. The campaign is accompanied by a briefing to employees about the immediate identification and proper collection of foreign objects (such as pieces of plastic, wood, etc.), which may be found on the airplane runways.

Throughout the duration of the campaign, any objects found on the airport ramp are collected in special packaging.

Moreover, campaigns are organised at the Company in relation to:

- Equipment inspection with regard to preventing damage to aircraft.

- Not giving priority to aircraft.

- External inspection of aircraft upon arrival and before take-off, for any damages.

In the context of the systematic training of the employees, an airplane simulator has been installed at the Athens station, used for the training on the operation of lifting equipment and of the ramp workers, in the proper placement of the supplies in the aircraft.

MONITORING HEALTH AND SAFETY INDICATORS

Goldair Handling has established specific Safety Performance Indicators (SPIs) with the purpose of recording and effectively monitoring safety incidents, in order to act preventively to the benefit of the workers and to eliminate any incidents. It records and monitors on a monthly basis any incidents and accidents which may occur in all the facilities where it provides its services, throughout the spectrum of its operations.
Below are presented the airports where any incident occurred to a Goldair Handling employee, followed by the results of the SPIs for 2017.

<table>
<thead>
<tr>
<th>Airport</th>
<th>Men</th>
<th>Women</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athens</td>
<td>39</td>
<td>7</td>
<td>46</td>
</tr>
<tr>
<td>Thessaloniki</td>
<td>5</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Kalamata</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Paros</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Rhodes</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Samos</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Chania</td>
<td>-</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LTIFR Rate</th>
<th>SR Rate</th>
<th>AR Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Number of incidents / manhours) *10^6</td>
<td>(Number of calendar days of absence from work due to accident / manhours) *10^6</td>
<td>Number of calendar days of absence from work due to any inability other than accidents and illness / manhours (%)</td>
</tr>
</tbody>
</table>

Goldair Handling issued in 2017 procedures relating to fatigue at work. “Fatigue Management in ground handling services” in two languages (Greek and English). The specific procedures aim to raise the awareness of workers regarding the causes of fatigue, such as sleep disorders and working in shifts, in order to promptly inform their Supervisor thus promoting safe work. A noise study was also carried out at the Company, at the two baggage sorting areas of the Athens Airport to assess noise levels.

5.5. Participation in Health and Safety conferences and events

Goldair Handling takes part in conferences and events on Health and Safety, presenting the particularities of the airport and ground handling services facilities. With these participations, the Company, represented by its Health and Safety Director, promotes its actions in this area, while also staying up-to-date regarding the developments in its industry. More specifically, in 2017 the Company took part in the following conferences:

- An event organised by GEP, during the National Customer Service Week, in which the Company’s Health and Safety Director participated as a speaker.
- The 6th consecutive “Ground Damage Stakeholders Conference”, in which the Company’s Health and Safety Manager participated yet again.

It should be noted that the Company’s Health and Safety Director participates in the IATA Airside Safety Group as an active member, in order to exchange know-how and study the developments of the industry with the aim of taking strategic decisions related to Health and Safety in the aviation industry on a global level.

5.6. Emergency Response Plan-ERP

Goldair Handling’s Emergency Response Plan is based on international (IATA, ICAO) and national (HCAA, AIA, Fraport) regulations and standards and includes a series of procedures that must be followed immediately by our stations’ ground staff, in case of an incident or accident involving aircraft on ground or en route or any other emergency incident (fire, extreme weather phenomena, bomb threat, etc.). Through the ERP implementation, the Company aims at coordinating all actions mentioned in the manual, on behalf of our customers/airlines. All employees in a position of responsibility in all airports are trained in emergency response plan issues and procedures, so as to be able to handle any case in the most effective manner. Finally, Goldair Handling, in collaboration with the airline companies and other airport organisations, participates in emergency exercises and drills on an annual basis.
Our people are without doubt one of the competitive advantages of Goldair Handling, playing a fundamental role in its success and growth in all areas.
The Company's goal is to build channels of open communication and substantial relationships with its people, always driven by the following principles which our people believe are crucial to our functioning properly:

At Goldair Handling, the work environment reflects the adoption of a business culture of equal opportunities for growth, continuous education and training, open and honest communication, mutual respect and team spirit. Only through the growth of our people can we also evolve.

6.1. The human resources of Goldair Handling

On 31/12/2017, the Company employed 2,144 employees at Athens and Greece's regional airports. Taking into consideration the seasonality of the services Goldair Handling offers – which are directly related to tourism – a total of 3,473 persons were employed by the Company throughout the year, with 1,899 of them permanent and 1,574 seasonal. All of our people receive remuneration at least equal to the minimum wages set out by either the National General Collective Agreement or the Company-level Collective Agreement.
NEW HIRES

With the main operation of Goldair Handling being directly linked to the airlines and the number of flights and passengers it serves, the number of its employees is characterised by seasonality, mainly during the summer months when tourism is at its peak. In this context, the Company creates new jobs on an annual basis, both in Athens and at the regional airports, as the need emerges due to seasonality. In 2017 there were 1,943 new jobs created in all areas of Goldair Handling’s operations.

As regards hires from the local community, Goldair Handling makes sure to fill all positions, including positions of responsibility (station managers) at its regional stations, with employees residing locally, thus supporting the local labour market and economy. Of the total 1,943 recruitment during 2017, 1,205 (62%) were at the regional airports where the Company operates, and 738 (38%) were in the region of Attica, the registered seat of Goldair Handling. Additionally, at 17 of the 25 regional stations where Goldair Handling operates, the station managers come mainly from the local community.

Through its partnerships with Greek educational institutions and schools, Goldair Handling seeks to attract talented young people to do their internships with the Company. It thus gives them the opportunity to become an active part of a real work environment, develop their skills and competences, and acquire valuable knowledge and experience. In 2017, a total of 75 people were employed as interns.

DEPARTURES

As regards departures, of the total 1,438 departures during 2017, 942 (67%) concerned the expiry of contracts at the regional stations due to the seasonality in airport traffic, and 476 contract expiries (33%) concerned the region of Attica.

MATERNITY LEAVE

Goldair Handling views the support of parenthood as a main priority, in full compliance with the laws in force, thus contributing towards improving the work-life balance. In 2017, 36 female employees received maternity leave and 35 (97%) of them returned to work after the end of the leave, whereas 34 (94%) continue to work at the Company even 12 months after they gave birth.
6.2. Training

Goldair Handling believes in training and developing its people with the aim of enhancing their professional competences and personal skills, and enabling them to successfully meet all types of challenges at their workplace. Another key priority for the Company is the continuous improvement of the skills and competences of the employees, by implementing the principles of life-long learning.

Yet, beyond the technical aspects of training, the ultimate goal of continuous education is personal development and adoption of the appropriate behaviours, which contribute to forming a strong corporate culture and improve performance.

In implementation of the provisions of Article 22 of the Main Ground Handling Regulation which relates to the training of the ground handling operators’ personnel, and in full compliance with international standards, employees – depending on their type of work and specialisation, and before being assigned operational duties – attend an initial training programme that includes the following topics, among others:

- Passenger service: Among other things, this topic sets out the practical ways in which high-quality and consistent client/passenger service is implemented.
- Emergency response: The purpose of this topic is to train the personnel in the procedures relating to preparation for the prompt and effective response to emergencies and the methods used in their management.
- Knowledge of hazardous materials/cargo and freight: This topic refers to the procedures followed for safe air transport of hazardous materials.
- Familiarisation with the use of equipment: This concerns the use of all types of ground and non-ground services equipment, and the software interfaces used to serve flights.
- Environmental awareness: The purpose of this topic is to inform about the impact of human activities on the environment and to contribute towards raising awareness.
- First aid seminar: This topic focuses on dealing with common injuries and dysfunctions of the human body.
- Awareness raising on disability and equality: The aim of this topic is to help personnel understand the problems disabled persons face on a daily basis.

Moreover, in the context of enhancing both professional and personal skills, the Company carried out trainings during 2017 on:

- Changes to taxation for legal and natural persons
- Labour Legislation
- Certified training on the standards for preparing Sustainable Development Reports
- Evaluation of Performance and Skills Development
- Communication and Feedback
- Time Management
- Project Management
- Worksheets

During 2017, 1,496 in-house and 78 outsourced seminars were held.

In addition to initial training and in accordance with the above requirements, employees attend recurrent training, when and where necessary, at least once every two years.
Additionally, “On-the-job training” has been established at Goldair Handling, which went into pilot implementation in 2016 in certain stations.

**HOW DOES “ON THE JOB TRAINING” WORK IN PRACTICE?**

It is a practical method of training which is based on the following 3 principles:

- **Train**
- **Cooperate**
- **Provide guidance**

Moreover, several topics relevant to the Company’s scope are covered through the e-learning training system, which successfully supports the training needs of the stations.

New courses related to Security Awareness, Environmental Awareness and with the ALTEA Flight Management were realised during 2017, and the already existing courses related to hazardous materials were updated. Also, for the first time within the year, an e-learning course was offered for the benefit of the Cargo department, which was based on the revised and detailed Cargo Handling Manual corporate procedures. The course has been divided into 3 categories: Import, Export and Warehouse, in order to meet the company’s needs. In addition to the e-learning application, this course may also be taught by an instructor in a class, mainly for the newly-hired employees.

**DETAILED TRAINING DATA**

<table>
<thead>
<tr>
<th>2016 EMPLOYEE HIERARCHICAL LEVEL</th>
<th>Total hours of training</th>
<th>Average hours of training per employee by employee category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Men</td>
<td>Women</td>
</tr>
<tr>
<td>Management</td>
<td>334.00</td>
<td>196.00</td>
</tr>
<tr>
<td>Office employees</td>
<td>14,984.20</td>
<td>30,997.30</td>
</tr>
<tr>
<td>Workers</td>
<td>21,881.20</td>
<td>3,350.00</td>
</tr>
<tr>
<td>Drivers</td>
<td>2,595.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Operators</td>
<td>6,858.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>44,652.40</strong></td>
<td><strong>34,551.30</strong></td>
</tr>
</tbody>
</table>

During 2017, 3,288 employees completed a total of 109,802 training hours.

During 2017, 3,288 employees completed a total of 109,802 training hours.

**6.3. Evaluation and recognition**

The Company aims to be an attractive and responsible employer, attracting people who are the best fit for our culture, who can share our visions and evolve within the Company by taking on positions with increased responsibility.

**EVALUATION**

Aiming at the professional and personal development of all employees, a Growth and Performance Dialogue is carried out annually with our people. The purpose of the Growth and Performance Dialogue is an honest discussion between supervisors and employees, with regard to the areas of improvement either in their skills or behaviour. It also aims at setting out the targets for the next year, which are set jointly with the supervisors, regarding both skills and behaviour.

During the evaluation, meetings are held between the employee and the supervisor of the department or the shift managers responsible for the evaluation. In 2017, 2,072 employees were evaluated, corresponding to 97% of the permanent personnel.

Goldair Handling invests in the growth of its people, and as a rule it covers new job openings with internal transfers of employees, regardless of prior service. Under transparent procedures, anyone interested in the new jobs can submit an application and go through the selection procedure. The selection procedure consists of interviews and evaluations of real case studies.
Once again this year, the Company rewarded employees who provided or contributed to actions related to the behaviours we want to display, on matters of safety, social responsibility as well as excellence in passenger service, thus reinforcing the work culture of Goldair Handling.

More specifically, in 2017, 131 employees of Goldair Handling received a personal thank-you letter signed by the Company’s CEO, on the excellent handling of demanding situations and the soundness of their actions, during the provision of services under special circumstances.

Moreover, awards were given to 14 employees in the following categories:
1. Goldair Handling Values Award - Award to the colleagues who have received the most thank-you letters for practices based on the Company’s values (Immediacy / Adjustment, Consistency, Team spirit, Respect)
2. Customer Service Excellence Award - Award to colleagues who have received the most thank-you letters for excellence in service
3. Social Responsibility Award - Award to colleagues who have contributed to preventing child trafficking at airports
4. Safety Award - Award to colleagues for practices related to occupational health and safety

In the context of the relations of trust and harmonious collaboration with its people, Goldair Handling aims not only to ensure fair and competitive wages, but also to ensure that its people receive additional benefits. The Company offers a set of additional benefits, beyond those required by law, to all employees, regardless of their position. Specifically:

At Goldair Handling we encourage open, two-way, transparent communication between employees and the Company’s Management, as it encourages a culture of trust and mutual respect, and helps to identify those areas in need of further improvement. Moreover, the communication channels used in the Company provide the opportunity to express new ideas and proposals, and even complaints that are promptly resolved. Internal communication channels include:

- Base meetings with the Management Team, twice per month
- Annual events for our people and their children
- Two-year satisfaction survey and recording of ideas
- Intranet
- Daily communication via emails
- Regular communication via SMS. At Goldair Handling, important matters that concern the employees are communicated via text messages that allow, for the prompt information of all colleagues, particularly those not working in offices. As an indication, in 2017, 70 text messages were sent to 43,877 employees.
Goldair Handling recognises and protects the inalienable right of all human beings to work, ensuring that a strong work culture is in place. An environment of respect and dignity is cultivated at the Company, where the equal treatment of all employees, regardless of gender, racial origin, religion or other type of discrimination, is non-negotiable. The Company also opposes child labour and any type of forced labour.

Moreover, the Company applies the Internal Regulation in which all rules, rights and obligations are described in detail the rules, rights and obligations, the operating procedure of Goldair Handling, as well as the overall philosophy governing the relations of the employees with Management.

6.6. Equal opportunities and diversity

Goldair Handling recognises and protects the inalienable right of all human beings to work, ensuring that a strong work culture is in place. An environment of respect and dignity is cultivated at the Company, where the equal treatment of all employees, regardless of gender, racial origin, religion or other type of discrimination, is non-negotiable. The Company also opposes child labour and any type of forced labour.

Moreover, the Company applies the Internal Regulation in which all rules, rights and obligations are described in detail the rules, rights and obligations, the operating procedure of Goldair Handling, as well as the overall philosophy governing the relations of the employees with Management.

There were no incidents of any type of discrimination in 2017 in the Company.

TARGETS FOR 2018

- Creation of 360° evaluation for executives (from Middle towards Senior Management)
- Creation of recruitment center
- Creation of Code of Conduct
- Analysis of employee satisfaction survey that either concerns further improvement of certain areas or preservation of areas that operate more effectively. The results of the survey will serve as the basis for our Strategic planning for 2018 through focus groups, meetings of the Senior Management team with people from all departments and the Company’s regional stations, aiming at the better understanding and optimisation of the areas in need of improvement.
- Strategic replanning of Human Resources, to enhance the growth of our people.
- Strategic replanning of the training department, to enhance the skills of our people.
- Creation of specialised training courses on the various areas of passenger ground handling (VIP, people with disabilities).

EXTRACT FROM THE EMPLOYEE COMPLAINT POLICY

These complaints may relate to behaviours and actions related to:

- **Discrimination** - defined as the different treatment of people arising from prejudice or interest.
- **Harassment** - defined as the behaviour that disturbs or annoys, and is characteristically repeated. This behaviour is perceived as annoying or threatening.
- **Bullying** - defined as an aggressive, purposeful act or behaviour manifested by an individual or group of individuals repeatedly which endures over time. It may concern physical or psychological violence.
- **Injustice** - which is defined as an act characterised by lack of justice or an act opposing justice, in relation to a specific person. The injustice burdens or favours someone unfairly compared to somebody else, and violates the principles of meritocracy or equality.

This policy presents all the ways available to the employees to communicate a complaint. It should be noted that the Company provides the employees with the option to submit their complaint in writing and/or anonymously, if they wish to do so, through the ‘Conference’ electronic platform.

To reinforce the open door policy, twice per week, a member of Human Resources visits all departments at the Athens airport, during specific times, to be able to talk to everybody in person and listen to any concerns or questions they may have. Also, in addition to the aforementioned weekly visit, members of Human Resources visit their colleagues in as many shifts and areas as they can, providing the opportunity to as many employees as possible to talk to them, both in Athens and at the regional airports.

It is worth noting that in 2017 a two-year satisfaction survey of our people was launched, in which they can anonymously express their opinions on the company, their relations with their colleagues and superiors, the means and equipment they are given and the training they receive. Its purpose is to provide a platform for people to express themselves freely, without fear, so we can identify those areas that require improvement.

Moreover, there is an open and two-way dialogue with the Company’s labour union, whenever deemed necessary by either side. During 2017, the Management of Goldair Handling met twice with representatives of the labour union, with the participation of 15 employees. We should note here that the Company completed in 2017 its Employee Complaint Policy, which was announced to the entire personnel during the first months of 2018.
Goldair Handling aims at minimizing its environmental impact through the development of responsible actions. The Company’s environmental responsibility is demonstrated through the programmes it implements with regard to energy and fuel consumption, as well as through recycling programmes and the promotion of “green procurements.”
ENVIROMENTAL POLICY

In the Environmental Policy, which was revised in 2017, there is a brief description of the commitments made by the Company’s Management and the principles according to which it operates. There is also reference to Goldair Handling’s goals concerning actions related to energy conservation, use of natural resources, minimisation of environmental impact related to waste issues, and noise and air pollution. The principles governing the Company’s policy include the following:

- **Taking measures for the protection of the environment, in full compliance with the applicable environmental legislation.**
- **Implementation of an Environmental Management System for the entire range of activities related to the production process.**
- **Development of systems for measurement, evaluation and continuous improvement of environmental performance.**
- **Adoption of regular environmental audits in the internal operations of the Company.**
- **Implementation of life-long learning and awareness schemes for the staff on environmental issues.**

7.1. Environmental policy and environmental incident response procedure

Our objective is not limited to complying with the applicable legislation and regulations, but extends to the adoption of the best practices related to given activities. We apply specific procedures and practices, based on the Principle of Prevention, for the protection of the environment.

ENVIRONMENTAL INCIDENT RESPONSE PROCEDURE

In the context of acknowledging the efforts of Goldair Handling in the effective use of natural resources, as well as in the reduction of its environmental footprint, in December 2017, the Company received the “Environmental Excellence Award” from Athens International Airport.

Goldair Handling recognises the responsibility to contribute to the protection of the environment. Our commitment is not only to fully comply with relative legislation and requirements but also to adopt better practices wherever possible, by taking preventive measures in case of potential risk associated with people, animals and plants’ health or with the environment. The primary method to achieve our commitment is to assess and evaluate our environmental impact and to establish, monitor and review on an annual basis the Company’s objectives and targets.

We take measures, within the frame of our ability, for energy saving, the best possible use of natural resources and for the minimisation of our environmental impact in regard to waste management, noise and air quality by aiming to exploit the opportunities arising from the efficient management of recyclable materials. For this reason, we participate in recycling programmes and, wherever possible, we use recycled materials.

We opt for environmentally friendly supplies from environmentally aware procurers. Our personnel receives relevant training, which includes ecological practices, energy saving, and environmental management and control so as to ensure that they perform their duties in an environmentally responsible way. Furthermore, we promote the collaboration with all competent authorities and any other interested parties in order to contribute to the adoption of measures regarding the continuous improvement of environmental protection.

7.2. Quality and Environment Committee

In order to monitor the course of the environmental plans of the Company and the implementation of the System, a specific Quality and Environment Committee has been established. The Committee is responsible for the periodic review of the Integrated Quality, Environment and Food Safety Management System. It meets up to three times per year in order to evaluate the adequacy and effectiveness of the system. Its composition, depending on the station, is as follows:

- **Athens Airport:** Quality, HACCP & Environment Committee
  - Chief Executive Officer
  - CSO, Quality & Environment Manager
  - Department Managers and Supervisors
  - Athens Station Manager
  - Process Owners

The results of reviews are always communicated to the Board of Directors of the Company through the Chief Executive Officer. Review of the regional stations is performed at two levels. Initially at the local level, whose results are communicated to the Company’s Board of Directors through the review performed at the Athens station.
7.3. Green Team

All of Goldair Handling’s people acknowledge that effective environmental protection stems from collective efforts combined with corporate culture. On the Company’s staff own initiative, the ‘Goldair Handling GREEN TEAM’ has been established which organises and volunteers in public awareness actions throughout the year, offering its work to organisations, institutions and municipal authorities. Through the actions implemented, it mainly aims at the improvement of the natural landscape and the cultivation of ecological consciousness and culture in the local communities in which the Company operates. More information on the actions implemented by “Goldair Handling GREEN TEAM” in 2017 is available in “7. Goldair Handling’s contribution” in the section entitled “Environmental actions” page 98.

7.4. Environmental training and investment

Every year, in the context of the System, programmes which are aimed at both informing the employees and reducing the Company’s environmental footprint are implemented. Similar programmes include:

1. The staff training programme
2. The environmental impact identification and management programme
3. The resource exploitation improvement plan
4. The environmental performance monitoring plan

In addition, the Company organizes Environmental Awareness Seminars, for all employees, at all the stations where Goldair Handling operates. The monitoring of these training courses is compulsory for the newly recruited and for the heads of departments, who are required to repeat this training on an annual basis. The Company also systematically invests in a number of other environmental improvements as outlined below:

7.5. Environmental performance

Goldair Handling systematically monitors and analyses the possible environmental effects that may arise from its business operations. Based on the results of the actions implemented annually, it aims at minimising any negative impact on the environment and saving natural resources. In this framework, reduction of energy consumption and responsible management of waste are the top environmental priorities in all the Company’s operations.

WASTE MANAGEMENT

The increase of the rate of recycling solid waste per type, and hence the reduction of the waste produced constitutes a long-standing objective of Goldair Handling. To this end, the Company ensures that most types of waste are recycled. At the same time, clients adopting the best practices employed by the Company in terms of waste management play an important part in this endeavour.

<table>
<thead>
<tr>
<th>HAZARDOUS MATERIALS QUANTITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td>Used oil and lubricants (lt)</td>
</tr>
<tr>
<td>Oil filters (kg)</td>
</tr>
<tr>
<td>Used workshop batteries (kg)</td>
</tr>
<tr>
<td>Used household-type batteries (kg)</td>
</tr>
<tr>
<td>Toner (kg)</td>
</tr>
<tr>
<td>Tires (kg)</td>
</tr>
<tr>
<td>Fluorescent lamps (kg)</td>
</tr>
</tbody>
</table>

* For the Athens airport, the quantities refer to items collected by the Athens International Airport.
** For the regional airports, the information on management method is not available, as management of the quantities reported is performed by the local authorities.
The Company also manages quantities of metal for the Athens airport and all regional airports. These quantities concern the recycling of supplies, which is performed centrally at the Athens Airport. The quantities in 2016 amounted to 7,630 kg, increasing to 20,598 kg in 2017.

**ENERGY**

Efficient energy usage is a major concern of the Company in its effort to save resources and protect the environment. To this end, there is annual monitoring of energy consumption, and energy performance improvement targets are set. In all its areas of operation, Goldair Handling uses the Public Power Corporation (PPC) power grid to cover the energy consumption of its facilities. In addition, and to a lesser extent, it uses oil, gas and natural gas, as there is no potential for use of energy produced by fuel derived from renewable energy sources.

The energy consumption of the last two-year period, for the Athens and the regional airports, is reported as follows:

**NON-HAZARDOUS MATERIALS QUANTITIES**

<table>
<thead>
<tr>
<th>Type</th>
<th>Athens Airport*</th>
<th>Regional Airports**</th>
<th>Athens Airport*</th>
<th>Regional Airports**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urban waste (kg)</td>
<td>33,536</td>
<td>136,860</td>
<td>Disposal to landfills</td>
<td>-</td>
</tr>
<tr>
<td>Paper (kg)</td>
<td>27,774</td>
<td>16,010</td>
<td>Recycling</td>
<td>52,027</td>
</tr>
<tr>
<td>Plastics (kg)</td>
<td>11,864</td>
<td>17,901</td>
<td>Recycling</td>
<td>940</td>
</tr>
<tr>
<td>Aluminium (kg)</td>
<td>2,155</td>
<td>129</td>
<td>Recycling</td>
<td>151</td>
</tr>
<tr>
<td>Glass (kg)</td>
<td>2,079</td>
<td>2,470</td>
<td>Recycling</td>
<td>11</td>
</tr>
<tr>
<td>Wood (kg)</td>
<td>30,510</td>
<td>59,810</td>
<td>Recycling</td>
<td>-</td>
</tr>
<tr>
<td>Construction material (kg)</td>
<td>14,650</td>
<td>12,540</td>
<td>Recycling</td>
<td>-</td>
</tr>
<tr>
<td>Animal by-products (kg)</td>
<td>1,040</td>
<td>1,525</td>
<td>Recycling</td>
<td>-</td>
</tr>
</tbody>
</table>

* For the Athens Airport, the quantities refer to data collected by the Athens International Airport.
** For the regional airports, the information on management method is not available, as management of the quantities reported is performed by the local authorities.

The energy consumption refers solely to the Athens station. For the calculation and metering of energy consumption, the Company considers the power and fuel providers’ invoices, as well as the readings of energy meters where possible (the meters are subject to the jurisdiction of the state Airport operator).

**EMISSIONS**

Considering that the impact of climate change affects the natural environment, companies are called upon to take initiatives for the monitoring and reduction of air pollutants, which accelerate the impact of climate change. In this context, Goldair Handling makes every effort to reduce emissions from its activities at the airports it manages. At the Athens airport, the Company records the emissions from its annual operations, through the Athens International Airport.
Goldair Handling has developed an integrated corporate social responsibility program, which covers three main axes: support for vulnerable social groups, volunteering of employees and environmental voluntary actions.
Within the framework of Corporate Social Responsibility, Goldair Handling has made it a priority to support socially vulnerable groups in all the regions in which it operates. Through targeted efforts, it implements actions for the protection of the environment, through beach cleaning and recycling programmes, and sponsorships in support of non-profit and other organisations. Through the Green Team campaign, it encourages all employees to take an active part and to adopt an environmentally friendly lifestyle in their workspaces.

The company also supports educational initiatives such as the robotics group of the 19th Junior High School of Thessaloniki, the “19Robogators”. The initiative included supporting the group in its participation in the First Lego League OEC 2017 competition held in Aarhus, Denmark, in which 119 top robotics teams from around the world participated. The Thessaloniki team placed 13th in the competition and is thus among the world’s 15 leading robotics teams.

The integrated framework of the Company’s social contribution is broken down into three separate pillars, as follows:

1. Support of vulnerable social groups
2. Employee volunteerism
3. Environmental actions

8.1. Support of vulnerable social groups

Goldair Handling ensures that vulnerable social groups are supported by contributing practically to charities and non-profit organisations (NPOs). Through targeted actions implemented by the Company in this regard, employees are provided with the opportunity to participate in a variety of social activities as active citizens. More specifically, listed below are the actions implemented by the Company:

**HELLENIC RED CROSS** The company ensured the purchase of a wheelchair and received a thank-you letter for its contribution from the Peristeri Regional Office of the Hellenic Red Cross. At the same time, all companies in the Gd group supported the Hellenic Red Cross homeles shelter.

**PRAKSI** Company employees collected and donated clothing to the Homeless Daycare Centre.

**GIVE HOPE** The company participated in the ‘Give Hope’ programme, in collaboration with TNT, collecting 20 boxes of necessities (food, clothing, etc.).

In addition, Company employees at the regional airport of Kos organised a 5-kilometre walk/run to collect food for the Kos Nursing Home.

**DOCTORS WITHOUT BORDERS** The companies of the Gd group supported the mission of Doctors Without Borders, ensuring access to medical care for thousands of people.

**MAKE A WISH** For the second consecutive year, Goldair Handling supported the Make-a-Wish Foundation (Make-a-Wish Greece) by celebrating World Wish Day on Friday, 28 April. By participating in the Walk for Wishes, the most brilliant stroll through the streets of Athens, the Company sent a message of strength, hope and joy.

**I COLLECT BOTTLE TOPS, I MAKE A CHILD SMILE** Workers at all airports where the Company operates collected approximately 100 kg of bottle tops, thereby contributing to the purchase of a wheelchair.

**THREE MILLION MILLION** 30 Goldair Handling employees put together 250 love packets with necessities and sanitary supplies for our fellow citizens.

**INTERNATIONAL VOLUNTEER DAY**

- **- KINDNESS REVOLUTION**
In collaboration with Ethelon.org, Goldair Handling celebrated International Volunteer Day in Thessaloniki. During the course of International Volunteer Day - Kindness Revolution, 30 Goldair Handling employees put together 250 love packets with necessities and sanitary supplies for our fellow citizens. In addition, they designed greeting cards and attended an interactive workshop held by the civil non-profit organisation ‘Greek Guide Dogs’ on providing safe and effective assistance to the visually impaired.

**CHRISTMAS WITH “THE SMILE OF THE CHILD”**
This Christmas, the Company was hosted at the home of the organisation “The Smile of the Child” in Melissia. With the participation of 40 volunteers/employees of Goldair Handling and the guidance of “The Smile of the Child” staff, the home was decorated for the holidays, traditional Christmas sweets were prepared, and everyone enjoyed their time with the children.

**CONTRIBUTION SQUAD**
In addition, during the course of 2017, the Company supported the OPAP Contribution Squad and its Corporate Social Responsibility Initiative. In this context, the group #GoldairHandlingTeam was created, through which the Company was able to collect the sum of 4,500 euros, actively contributing to the renovation of two Paediatric Hospitals, “Agia Sofia” and “Panagiotis and Aggiaia Kynakou”.

8.2. Employee volunteerism

Goldair Handling implements significant social initiatives with the assistance of employees, having developed a strong culture of volunteerism. The company has created a blood bank, ‘Positive Energy’, to which employees contribute through voluntary donations at Red Cross Hospital. The Company’s blood bank supplies both Goldair Handling employees and their families.

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**GOLDAIR HANDLING #RUNNINGTEAM**
The Goldair Handling #RunningTeam participated for the 3rd consecutive year in the Athens Marathon, held in November, providing practical support through the spirit of sport for the work of important organisations and associations.

**GOLDAIR HANDLING FOOTBALL TEAM**
The Company has a football team that participates in the Corporate Champions League every year. During the 2016 - 2017 season, the Goldair Handling football team, with its excellent performance, was crowned cup winner, also winning the championship.

**VOLUNTEERISM IN KEFALONIA**
Goldair Handling employees at the Kefalonia airport volunteered to paint the 3rd Lyceum of Argostoli.
EVENT FOR THE EMPLOYEES’ CHILDREN
During the Christmas season, the Human Resources department of Goldair Handling organises an event for the children of the Company’s employees. In 2017, the event took place on 16 December and was attended by 137 employees and 118 children. The line-up for the children’s event included a pastry workshop and lots of space for the children, while an entertaining show was organised for the adults.

The children were also photographed with Santa Claus and, at the end of the event, every one of them received wonderful Christmas gifts.

8.3. Environmental actions

The Company has established the “Goldair Handling Green Team,” which is actively involved in recycling programmes and initiatives for the redevelopment and cleaning of public spaces. The Company’s goal is to implement as many environmental actions as possible in the vicinity of the Athens and regional airports.

In 2017, the Company cleaned beaches and green areas at the following airports:

1. ATH (Athens International Airport)
   World Environment Day – visit to the SNFCC

2. JTR (Santorini Airport)
   The initiative pertained to the collection of trash at the fence surrounding the airport

3. EFL (Kefalonia Airport) Park and beach clean-up

4. RHO (Rhodes Airport) Beach clean-up

5. SKU (Skyros Airport)
   Beach clean-up (Pefko)

6. KVA (Kavala Airport)
   Beach clean-up

7. CHQ (Chania Airport)
   Cleaning of the environs of “I. Daskalogiannis” Airport
ABOUT THE REPORT
**REPORT PROFILE**
This publication is the second Report by Goldair Handling, as well as the first one to be drawn up in accordance with the GRI Standards of the international organization Global Reporting Initiative (GRI) at the Core level.

The terms “Company” and “Goldair Handling” refer to “Goldair Ground Services Société Anonyme,” with the distinctive title Goldair Handling S.A. and the English name Goldair Aviation Handling S.A.

The Report covers the period 01.01.2017 - 31.12.2017, and through its publication the company seeks to provide comprehensive information for its stakeholders on how it is operating and developing in today’s environment and how it meets economic, environmental, and social challenges. Moreover, the report includes the policies, strategy, procedures, standing administrative practices, actions, targeting as well as the results achieved by the Company with regard to the Sustainable Development pillars.

Goldair Handling’s Report on Corporate Social Responsibility and Sustainable Development is available through the Company’s official web page (http://www.goldair-handling.gr).

**SCOPE AND LIMITS**
The Report covers a wide range of issues relating to the Company’s economic, environmental, and social performance, without any restrictions in terms of the scope of the Report. The information referred to in this Report pertains to Goldair Handling’s overall operations in Greece, while it includes summarised data related to the operations of its subsidiary in Bulgaria (Goldair Handling Bulgaria). Wherever there are revisions, specific reference is made to the individual sections, tables, or diagrams, and the reasons for revision are specified at the respective points in the text.

**PROJECT TEAM**
In order to cover the breadth of issues related to Sustainable Development issues, the Company has put together a “Sustainable Development Team”. Its members come from all departments of the Company, and their main task is to collect and record all necessary data and information relevant to the Company’s performance with regard to the pillars of Sustainable Development and to make proposals for relevant actions. Goldair Handling’s Sustainable Development Team participated in the creation of the 2017 Corporate Social Responsibility and Sustainable Development Report under the coordination of the Quality and Environment Department, on the basis of strategic planning by the Company’s Committee on Sustainable Development.

**METHODOLOGY**
Goldair Handling’s 2017 Corporate Social Responsibility and Sustainable Development Report has been drawn up in accordance with the 2016 standards of the International Organization “Global Reporting Initiative” (GRI Standards), and the content has been decided upon based on the following principles.

- **Principle of "Materiality"**
- **Principle of "Stakeholder Inclusiveness"**
- **Principle of the "Sustainability Context"**
- **Principle of "Completeness"**

Goldair Handling’s Sustainable Development Team carried out a materiality analysis with the aim of determining the essential issues related to Company activities. The results of this process are presented in section “3. Goldair Handling’s Corporate Social Responsibility” page 36.

**SOURCES OF INFORMATION**
The quantitative data and the relevant information presented in the Report have been collected on the basis of recording procedures applied by the individual Departments of Goldair Handling, as well as from the databases which are maintained within the framework of implementing the related management systems. At points where data are provided which have resulted following processing or which are based on assumptions, the mode or method of calculation is referred to, in accordance with GRI Standards.

**EXTERNAL QUALITY ASSURANCE**
Recognising the importance of external quality assurance with regard to the Report and wishing to stress its commitment to objectivity and reliability, Goldair Handling assigned the external quality assurance of the content of the Report to the independent body KPMG. The conclusions and comments resulting from the external verification procedure are utilised by the Company to improve the quality of the Reports it issues. The independent quality assurance report on the content of Goldair Handling’s 2017 Corporate Social Responsibility and Sustainable Development Report can be found on page 116 of this Report.

**COMMUNICATION WITH REGARD TO THE REPORT**
Your comments and opinion concerning the Company Report are very important and contribute to our effort towards continuous improvement with regard to Sustainable Development and Corporate Social Responsibility issues. To actively contribute to our further development, please send any observations, comments, or the attached contact form to the following address.

Eirini Papoutsi  Chief Sustainability Officer, Quality & Environment Manager, Athens International Airport, Building 24, 1st floor, 19019, Spata. Telephone: 210 354 3850. E-mail: E.papoutsis@goldair-handling.gr

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**INFORMATION ABOUT THE REPORT**
- **Principle of "Materiality"**
- **Principle of "Stakeholder Inclusiveness"**
- **Principle of the "Sustainability Context"**
- **Principle of "Completeness"**
GRI CONTENT INDEX

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--- | --- | --- | --- | ---
GRI 101: Foundation 2016

GRI 102: General Disclosures 2017 ("core" option)

Organization profile

102-1 Name of the organization Goldair Handling, full-name and in English "Goldair Aviation Handling S.A. (Société Anonyme)"

102-2 Activities, brands, products and services

102-3 Location of the headquarters Athens International Airport, Building 24, 1st floor, 19019, Spata

102-4 Location of operations
1.1. The Company at a Glance (p. 10), 1.2. The Goldair Handling Company (p. 12), 1.3. Company History (p. 14), 1.8. The Goldair Handling Bulgaria Ltd subsidiary (p. 21)

102-5 Ownership status and legal form
1.2. The Goldair Handling Company (p. 12), 1.3. Company History (p. 14)

102-6 Markets served

102-7 Scale of the organization
1.1. The Company at a Glance (p. 10), 1.2. The Goldair Handling Company (p. 12), 1.5. Business model and strategic priorities (p. 16)

102-8 Information on employees and other workers
1.8. The Goldair Handling Bulgaria Ltd subsidiary § Investing in our people (p. 22), 6.1. The human resources of Goldair Handling (p. 74) The amount of the organization’s work that is executed by subcontractors is very small and concerns security and cleaning services. The Company monitors and records the relevant data.

102-9 Supply chain
2.5. Trust relationships with suppliers (p. 34)

Strategy

102-10 Significant changes to the organization and its supply chain About the Report (p. 102)
There were no significant changes in the size, structure, ownership or supply chain of the organization during the reporting period.

102-11 Precautionary principle or approach

Ethics and integrity

102-16 Values, principles, standards and norms of behaviour

Governance

102-18 Governance structure
4.2. Corporate Governance (p. 54)
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<td>Key topics and concerns raised</td>
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<td>Contact point for questions regarding the report</td>
<td>Communication regarding the Report (p. 102) <a href="http://www.goldair-handling.gr/en/contact">http://www.goldair-handling.gr/en/contact</a></td>
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**Material Topics**

**Customer service and customer satisfaction (corporate customers and passengers)**

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<td>307-1</td>
<td>Non-compliance with environmental laws and regulations</td>
<td>The Company regularly monitors national and community environmental legislation and complies with all legal and regulatory requirements. No complaints were submitted in 2017 and no fines were imposed regarding environmental matters.</td>
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**Socio-economic and environmental compliance**

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**GRI Standard**

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### Economic Performance

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<td>5.4. Monitoring of Health and Safety Indicators (p. 70) For the calculation of lost days, counting begins from the day after the accident.</td>
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### Passenger Health and Safety

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<td><strong>GRI 416: Customer Health and Safety</strong></td>
<td>416-2 Incidents of non compliance concerning the health and safety impacts of products and services</td>
<td>There was no occurrence of non-compliance with regulations or voluntary codes related to passenger health and safety during the reporting period.</td>
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**Employee Health and Safety**

**Economic Performance**

**Effluents and Waste**

**Health and Safety at work**

**Passenger Health and Safety**

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**Expansion into new markets and strengthening current market presence**

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- 1.2. The Goldair Handling Company (p. 12),
- 1.3. Company History (p. 14)
- 103-2 The Management Approach and its components
- 1.4. Vision, Mission and Values (p. 16),
- 1.5. Business Model and Strategic Priorities (p. 14),
- 3.1. Sustainable Development Policy and Axes (p. 38)
- 103-3 Evaluation of the Management Approach
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Goldair Handling Indicator: Expansion into new markets and strengthening current market presence
- 1.5. Business Model and Strategic Priorities (p. 14)
- § The Company’s strategic priorities (p. 18)

**Employment**

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- § Communication with stakeholders (p. 43), 6.1. The human resources of Goldair Handling (p. 74)

401-1 New employee hires and employee turnover
- 6.1. The human resources of Goldair Handling
- § Data on human resources (p. 74)

401-3 Parental Leave
- 6.1. The human resources of Goldair Handling
- § Maternity Leave (p. 77)

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Customer and passenger privacy
- 3.4. Goldair Handling’s stakeholders (p. 42)
- § Communication with the stakeholders (p. 43), Customer privacy (p. 33)

During 2017, Goldair Handling did not receive any complaints or reports related to the violation of the privacy of its customers or the violation of the privacy of its customers’ passengers.

**Transparency and Anti-Corruption**

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- 103-2 The Management Approach and its components
- 3.3. Goldair Handling’s contribution to the Global Goals for Sustainable Development (p. 41), 4.4. Transparency and Conflict of Interests § Transparency Policy (p. 59)
- 103-3 Evaluation of the Management Approach
- 3.6. Goldair Handling’s stakeholders (p. 42)
- § Communication with the stakeholders (p. 43), 4.4. Transparency and Conflicts of Interest § Transparency Policy (p. 59)

During the reference year, no cases of corruption were recorded/reported.

**Business Continuity – BCM**

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- 4.2. Corporate Governance § Organizational Structure (p. 54), 4.3. Risk Management (p. 58)
- 103-2 The Management Approach and its components
- 4.2. Corporate Governance § Organizational Structure (p. 54), 4.3. Risk Management (p. 58)
- 103-3 Evaluation of the Management Approach
- 3.6. Goldair Handling’s stakeholders (p. 42)
- § Communication with stakeholders (p. 43), 4.3. Risk Management (p. 58)

Goldair Handling Indicator: Business Continuity
- 3.6. Targeting (p. 51)

The Company has set itself the goal of creating an integrated risk management and business continuity system by 2020.
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<tr>
<td>GRI 308: Environmental evaluation of suppliers</td>
<td>308-1 New suppliers that were screened using environmental criteria</td>
<td>Goldair Handling places particular emphasis on the environmental assessment of suppliers and sends the Company’s Environmental Policy to active suppliers along with an environmental self-assessment questionnaire. The questionnaire also reflects the actions and programmes implemented by the Company’s suppliers regarding responsible environmental management, such as energy conservation, proper waste management, recycling of products and packaging, and training of employees in environmental matters.</td>
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<td>GRI 103: Management Approach 2017</td>
<td>302-1 Energy consumption within the organization</td>
<td>7.5. Environmental Performance § Energy (p. 92)It is noted that biofuels, ethanol and hydrogen are not purchased by Goldair Handling. It should also be mentioned that the Company does not produce or sell energy. The mix of electricity generation from the provider, the Public Power Corporation (PPC), for 2017 included 19.89% renewable energy sources. In particular, the fuel mix for the entire country during 2017, as published by PPC, was as follows: Lignite 30.85%, Natural Gas 31.01%, Hydroelectricity 6.51%, RES 19.89%, Interconnections 11.74%</td>
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<td>103-1 Explanation of the Material Topic and its Boundary</td>
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<td>7.5. Environmental performance § Emissions (p. 93)</td>
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<td>305-2 Energy Indirect (Scope 2) GHG emissions</td>
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## Marketing Communication

| GRI 417. Marketing Communication | 417-3 Incidents of non-compliance concerning marketing and communications | 2.4. Responsible Communication § Marketing and communication Policy (p. 34), During 2017, no incidents of non-compliance with communication and marketing regulations and voluntary codes were recorded at the Company |  |  |

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## GRI 402: Training and education

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<td><strong>GRI 417: Marketing Communication</strong></td>
<td>417-3 Incidents of non-compliance concerning marketing and communications</td>
<td>2.4. Responsible Communication § Marketing and communication Policy (p. 34), During 2017, no incidents of non-compliance with communication and marketing regulations and voluntary codes were recorded at the Company</td>
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Independent Limited Assurance Report for Goldair Handling S.A.

The Board of Directors of Goldair Aviation Handling S.A. (hereinafter the “Company” or “Goldair Handling” or “Goldair”) engaged KPMG Consultants S.A. to review selected data included in the Company’s Greek report titled 2017 Corporate Social Responsibility and Sustainable Development Report (hereinafter “the Report”) for the period between 1 January 2017 and 31 December 2017, in order to carry out the suitable processes for the limited assurance of its content.

Our engagement was designed to provide limited assurance in accordance with ISAE 3000 on the following aspects of the Report (hereinafter “scope”):

1. The reliability (on a sample basis) of the ‘General Disclosures’ of the ‘Core’ option of the ‘Standards’ of the Global Reporting Initiative (GRI) marked with the symbol ‘V’ in the ‘GRI Table’ of the Report.

2. The reliability (on a sample basis) of the following ‘Topic Specific Disclosures’ that were selected by the Management of the Company and are marked with the symbol ‘V’ in the ‘GRI Table’ of the Report:
   - Environment - MA and Disclosure GRI 401-3.
   - Society - Training and Education: MA and Disclosure 404-3.

Our work for the above assurance scope concerned the operations and activities of the Company (parent company) in Greece for the entirety of its network within the country. We were not engaged to provide assurance concerning any prior reporting period data and or information presented in the Report. Additionally, the assurance scope did not include the Company’s activities beyond the borders of Greece or information and performance indicators that concern subsidiaries or joint ventures of the Company included in the Report.

The Management of the Company is responsible for the preparation and presentation of the Report on the basis of the Sustainability Reporting Standards issued by the Global Reporting Initiative (GRI), as noted in the Report, and the relevant internal directives, for the information and assertions/declarations contained in the Report, for determining the Company’s objectives with respect to its sustainable development performance and the publication of related reports, including the identification of stakeholders and material issues and, finally, for establishing and maintaining appropriate systems for monitoring and controlling Company performance from which the information reported derives.

Our responsibility is to carry out limited assurance work and express our conclusions based on the processes conducted for the agreed upon scope, as presented above. We conducted our engagement in accordance with the International Standard on Assurance Engagements (ISAE) 3000, which requires that we comply with the appropriate ethical requirements, including independence requirements, and that we plan and perform our engagements in such a manner as to obtain limited assurance on whether selected data of the Report concerning the period between 1 January 2017 and 31 December 2017 are free from material misstatement.

KPMG applies the ISQC1 international standards and accordingly maintains an integrated quality control system including documented policies and procedures regarding compliance with ethical requirements, professional standards and the applicable legal and regulatory requirements. We have complied with the independence and other ethical requirements of the Code of Ethics for Professional Accountants issued by the International Ethics Standards Board for Accountants (IESBA), which is founded on fundamental principles of integrity, objectivity, professional competence, confidentiality and professional behaviour.

A limited assurance engagement on a sustainable development report consists of making inquiries primarily addressed to the persons responsible for the preparation of the information contained in each report and applying analytical and, if deemed necessary, other evidence-gathering procedures. These procedures included:

- Interviews with competent Company executives, on a sample basis, concerning sustainable development policies for the handling of material issues and their implementation within the enterprise.
- Interviews with competent Company executives responsible for providing the information included in the Report, during which we also reviewed, on a sample basis, systems and processes for information management, internal structures for the control and processing of the qualitative and quantitative information contained in the Report, at the Company level.
- Visits to the Company’s headquarters in Athens, where we reviewed, on a sample basis, the procedures for developing and managing the content of the Report, as well as the current corporate governance structure with respect to sustainable development issues.
- Reviewing the information presented in the Report within the foregoing agreed upon assurance scope to corresponding information included in existing sources, on a sample basis, to determine whether the relevant information has been included in the Report.
- Reviewing the information presented in the Report within the foregoing agreed upon assurance scope in order to determine, on a sample basis, whether it is in line with our overall knowledge of and experience obtained with regard to the Company’s sustainable development performance.

Where financial information (text and/or data) within the remit of the certified public accountant-auditor’s scope was utilised within the agreed upon assurance scope, our work was limited to checking the reliability of the transfer of these data from the Company’s audited and published 2017 Financial Statements to the sections of the Report relevant to the scope of our work.

To obtain a thorough understanding of the Company’s financial results and financial position, the 2017 audited financial statements should be consulted. The scope of our work did not include the review/testing of the operating effectiveness of the information systems used to collect and aggregate data included in the Report that concern the foregoing agreed upon assurance scope.

The scope/extent of evidence-gathering procedures performed in a limited assurance engagement is less than that for a reasonable assurance engagement, and therefore a lower level of assurance is provided.

Based on the procedures performed during our review, as described above, nothing has come to our attention that causes us to believe that the ‘General Disclosures’ and the ‘Topic Specific Disclosures’ marked with the symbol ‘V’ in the ‘GRI Table’ of the Report for the period between 1 January 2017 and 31 December 2017 are not accurately stated in all material respects.

This content assurance report was drafted solely for the Company in accordance with the terms of our engagement. Our work has been undertaken so that we might present to the Company the matters referred to in the content assurance report, and for no other purpose. We do not accept or assume responsibility to anyone other than Goldair Aviation Handling S.A. for our work, for this content assurance report, or for the conclusions we have reached.

KPMG Consultants S.A.

Based on the abovementioned, the independent limited assurance report for Goldair Handling S.A. is hereby signed.

George Raounas, Partner
Athens, 10 August 2018

1 International Standard on Assurance Engagements (ISAE) 3000: Assurance Engagements Other than Audits or Reviews of Historical Financial Information, issued by the International Auditing and Assurance Standards Board (IAASB).

2 International Standard on Quality Control (ISQC 1): Quality Control for Firms that Perform Audits and Reviews of Financial Statements and Other Assurance and Related Services Engagements, issued by the International Auditing and Assurance Standards Board.

KPMG applies the ISQC1 international standards and accordingly maintains an integrated quality control system including documented policies and procedures regarding compliance with ethical requirements, professional standards and the applicable legal and regulatory requirements. We have complied with the independence and other ethical requirements of the Code of Ethics for Professional Accountants issued by the International Ethics Standards Board for Accountants (IESBA), which is founded on fundamental principles of integrity, objectivity, professional competence, confidentiality and professional behaviour.

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Feedback Form

For Goldair Handling, honest dialogue with its stakeholders plays a key role in the design and development of Sustainable Development Strategy. As we have made the continuous improvement of our performance in the areas of Sustainable Development and Corporate Social Responsibility a priority, we invite you to voice your opinion and impressions with regard to this Report by completing the questionnaire below. The personal data will be used solely by the competent Department and absolute confidentiality will be respected, as stipulated by the law on privacy.

To which group of Goldair Handling stakeholders do you belong?

- Shareholder
- Supplier
- Employee/trade union member
- Independent contractor
- Client (airline)
- Representative of a financial institution
- Member of local society
- Member of a non-governmental organisation
- Representative of a country/regulatory body
- Client (travelling public)
- Representative or member of an institutional body

Other (Please complete) ______________________________

What is your impression of each individual unit, as well as overall, of Goldair Handling’s 2017 Corporate Social Responsibility and Sustainable Development Report?

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<th>Report units</th>
<th>Excellent</th>
<th>Satisfactory</th>
<th>Needs Improvement</th>
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<td>7. Environmental responsibility</td>
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<td>8. Goldair Handling’s social contribution</td>
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<tr>
<td>General - Overall impression of the Report</td>
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</table>

With regard to Goldair Handling’s 2017 Corporate Social Responsibility and Sustainable Development Report:

How would you rate the balance among the units with regard to their development?

- Excellent
- Good
- Moderate
- Poor

How would you describe the drafting of the text of the Report?

- Excellent
- Good
- Moderate
- Poor

How would you rate the visual presentation of the Report?

- Excellent
- Good
- Moderate
- Poor

Based on this assessment, how would you rate Goldair Handling as a responsible company?

Is there any information or other data pertaining to the Company which you sought but did not find in the Report? Please indicate:

______________________________________________

Describe the major concerns or issues that you may have identified during the course of your cooperation with the Company and you wish to communicate:

______________________________________________

What measures would you recommend that the Company take in order to respond more effectively to your needs and concerns?

______________________________________________

How would you rate the balance among the units with regard to their development?

Please send the completed evaluation form (by post or internet) to the following address:

Eirini Papoutsi, Chief Sustainability Officer, Quality & Environment Manager
Athens International Airport, Building 24, 1st floor, 19019, Spata
Telephone: 210 354 3850. E-mail: E.papoutsi@goldair-handling.gr