



proDERM Institute for Applied Dermatological Research GmbH

Progress Report 2016/2017

Reporting period 01 JUL 2016 - 30 JUN 2017

Statement by the managing director (CEO):

The proDERM Institute for Applied Dermatological Research GmbH remains committed to its continued support and implementation of the 10 principles of the UN Global Compact.

In the past business year, we were able to further expand the area of sustainability and in this way make the employees more familiar with the principles of Global Compact and also the importance of social, ecological, and economical sustainability. We were able to put many of these projects into action, and would like to introduce some of them in this report.

Our third progress report documents our activities during 2016/2017 in the areas of human rights, labour standards, health, environmental protection and corruption, but also those relating to topics such as social sustainability in and outside of proDERM.



Prof. Dr. Klaus-Peter Wilhelm
CEO and Medical Director

Human rights

Principle 1: Companies should support and respect the protection of international human rights within their sphere of influence and

Principle 2: ensure that they are not guilty of contributing to human right violations.

ProDERM ensures the fundamental labour rights and fair employment conditions, as already reported in the last two progress reports. The international code of human rights is of course observed in the interaction with employees and when working with the subjects.

The main points, which were already communicated in the first two progress reports, continue to be the main points that proDERM follows to develop and pursue its employment conditions.

Implemented measures during the reporting period

The proportion of women in the entire workforce (97 employees) was 82% in the reporting period 2016/2017. Currently, 9 of the total of 15 leadership positions are held by a woman.

The proportion of employees 50 years of age and older was 24% during the business year 2016/2017, and the proportion of employees with a migrant background was 10% during the same period.

Once again, no legal cases, judgements, fines or other significant events associated with violating human rights occurred in the reporting period.

Labour standards

Principle 3: Companies should observe freedom of association and effective recognition of the right to collective negotiations and further support

Principle 4: abolishing all forms of forced labour,

Principle 5: abolishing child labour and

Principle 6: abolishing discrimination during hiring and employment.

The large number of measures that were implemented and reported on in the last two progress reports had a positive effect on the staff, and we were able to further expand the measures in the last business year.

Implemented measures

In order to further promote the area of employee health, we were able to organize a presentation on the topic "Get fit by eating!" with support from a health insurance agency. It was received very well and was attended by many employees.

Health tips, which are updated on a regular basis, are posted in the kitchens and somewhat shorten the time of food preparation while achieving an additional learning effect around the topic "health".

We held a stress management seminar and provided the opportunity to regularly participate in exercises on progressive muscle relaxation (PMR) and autogenic training. One staff member was specifically trained for the job and will participate in other training programs.

In the last business year, we joined Kirchdorf e.V. and are providing monetary support for the project. This is a farm operated pro bono where all visitors can look at, pet, and feed 260 animals for free, and experience life in the country. The children's farm is located in a socially disadvantaged district of Hamburg, and thus offers people living in poverty the opportunity of having a wonderful day at no cost. The visitors are given a deeper understanding of nature and environmental development, and different age groups are introduced to working with animals, their living environment, and ecological relationships. In

addition, the children have the chance of escaping city life and developing a personal connection to animals and nature.

At several sites within the company, we have created the option for employees to provide other employees with surplus items (e.g. books) for free, in order to promote a long-term use of everyday objects and counteract a disposable society. It is not necessary to throw away items that still work when they are no longer of personal use. We want to promote second-hand use with these measures.

Planned measures

Starting September 6, we will introduce a "moving lunch break" once a week, which is supported by an employee of a health insurance company. It involves a 20-30 minute-long health training.

The working group "Sustainability, Safety, and Health Processes" evaluates proposals from employees, such as e.g. providing free pedometers, meeting for a run after work, or shared social events, such as visiting the Hamburg Dom [fair].

Free English classes for employees will also be developed further in the future, so that soon there will be two courses with different learning levels that the employees can choose from.

Employees' free participation in external presentations in the Hamburg topic series "Making Progress" was continued and regularly offers employees the chance of voluntarily learning more about interesting topics.

The interaction with the children's farm Kirchdorf will be expanded during the next business year, and proDERM's employees will be made aware of this. A joint visit, e.g. as a company outing, or the possibility of sponsoring animals are in discussion.

Environmental protection

Principle 7: Companies should support a precautionary approach in dealing with environmental problems,

Principle 8: take initiatives to create a higher sense of responsibility for the environment, and

Principle 9: promote the development and use of environmentally friendly technologies.

Implemented measures



1. Muss das Dokument wirklich gedruckt werden?
2. Mehrere Seiten auf ein Blatt oder doppelseitig drucken
3. Dokumente mit der Druckvorschau betrachten
4. Nur benötigte Seiten über „Auswahl/Markierung“ drucken
5. Für interne Zwecke die Schriftgröße verkleinern
6. E-Mails sollten nur in Ausnahmefällen gedruckt werden

- [1. Does the document really have to be printed? 2. Print several pages on one page or duplex
3. View documents in print preview 4. Print only necessary pages via "select/marked"
5. For internal purposes, make font sizes smaller 6. Emails should be printed only in exceptional cases]

We were able to decrease the paper consumption by approximately 13% in the past year. Raising the awareness of the employees as well as warning notes on each monitor and printer contributed to this (see above).

In addition, duplex printing of reports was introduced on a trial basis.

When we switched from towel dispensers to recycling paper, we had to discover that we still have a lot of remaining stock. However, as soon as these are used up, we will only order and use recycling paper.

Waste separation according to different types of wastes ("yellow bin" for recyclable packaging material, paper, residual waste) was implemented throughout the company and in all rentals so that now different waste collection containers are positioned everywhere, and are separately disposed of by the maintenance staff.

Our Urban Gardening Project on the terrace is entering its second year and has meanwhile become a stable component of our sustainability culture. It is often lauded by sponsors, and the employees make active use of it and also incorporate their own ideas.

In the winter time we were able to provide fresh herbs using a hydro-culture system inside the building, which continues to delight our staff.



In the spring, we were able to integrate the herbs we had started ourselves to the outside in our Urban Gardening Project and were thus able to create a system that works well throughout the entire

year. Now it is also easy for us to grow our own herbs from seed instead of using plants that were purchased.



Last business year we switched to locally provided mineral water and at the same time completely discontinued our still water, which we replaced with tap water. The bottles designed for this purpose were received very well by the staff. During production, we were able to work together with a sustainable German company. In addition, when we purchased the bottles, we donated one Euro to Viva con Agua for each bottle.

We provided monetary support for Schenefelder Tafel e.V. in the past year as well.

Furthermore, during the monthly refrigerator clean-up, the foods are no longer directly thrown into the trash can, but offered to all employees to take home for free. On the day before information is sent out by email about the refrigerator cleaning and if possible the employees will be offered to store the food overnight in a different refrigerator or, when there are lower temperatures, on the management terrace.

Planned measures

Duplex printing of reports is still in the test phase and must be observed further.

In the coming business year we will have to discuss if and how we can save more paper. Possible questions in this respect are:

- Is it necessary to maintain a paper archive or would it also be possible to introduce a digital archive in order to save space and paper
- In which areas can a digital signature be introduced, what would it cost, and how high would the time and paper savings be?
- Should study reports be generally sent in digital form and only in paper form on request?
- Can bar codes and visual analogue scales also be used on the tablet instead of on paper?

With regard to waste separation, we will discuss how we can better enforce waste separation in the test rooms in the next business year.

Further up for discussion is whether we want to introduce a day with a voluntary vegetarian meal at proDERM. There are already a number of employees who exclusively or in part maintain a vegetarian or vegan diet. The ideas could be collected e.g. on one day of the week and could possibly also convince other employees.

Energy savings are another very important goal in our plan for the next business year. Different possibilities for saving energy will be implemented, and the motivation of the employees is also supposed to be heightened. In this context, already 60 ceiling lights were replaced with energy-efficient LEDs and this goal will be further expanded. The old air-conditioning units will be replaced by more energy efficient and sustainable models. A large budget has been provided by the management for this purpose. The new models must be time controllable so that the air-conditioning does not run when it is not needed.

We also want to think about a method for the heating system so that the heating is not unnecessarily on when nobody is in the room.

We are taking into account sustainable planning with our new rental, and the internal working group "Sustainability, Safety, and Health" is developing different ideas for this purpose, which are to be implemented together with the architect.

Prevention of corruption

Principle 10: Companies should take action against any kind of corruption, including blackmail and bribery.

In the area of corruption prevention, we are adhering to the main points defined in the progress report 2014/2015. We will refrain from listing them again.

Implemented measures

As in the past, the supervisor will provide new employees with detailed information on proDERM's code of conduct (Ethics Policy) and they are obligated to inform themselves on the topics on corruption and undue advantage, and will support company management in recognizing attempts at corruption.

The tasks, duties, and processes within proDERM are clearly and comprehensively defined in Working Orders and SOPs (standard operating procedures), which are updated on a regular basis. Reviews, improvements, and assessments are achieved by regular customer audits and internal audits. In this way, it can be ensured that regulations, guidelines, as well as laws are known and implemented within the company.

There were no cases of corruption in 2016/2017, as in the years before.

Planned measures

For the next business year we are planning to rework proDERM's code of conduct (Ethics Policy) and to adapt the guidelines listed there.

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