

Guideline on Sustainability and Social Responsibility at d.vinci

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1. Introduction and Foreword

We at d.vinci are convinced that we as a company have an ecological and social responsibility and are not just driven by the pursuit of profit. We should therefore take this responsibility seriously and ask ourselves where we can make things more sustainable and act socially. For us, implementing sustainability and social responsibility is not only an ethical decision, but also a strategic one. With this guideline, we want to provide policies and recommendations for our team, our customers, partners and suppliers in order to integrate our values into our daily work and corporate culture.

We look at the topic of sustainability from different perspectives:

- economic sustainability
- personal development
- ecological sustainability

We have incorporated the SA8000 standards into this guideline.

2. Our Company Values

a. Togetherness

We shape d.vinci together and believe in "Better together. Together better".

b. Trust

We believe in transparency and openness and trust that everyone will do their best.

c. Ease

We are always looking for the best solution that makes life easier for everyone and try things out.
#simplify

d. Proactivity

We support each other across teams and always try to think one step ahead.

e. Naturalness

We treat each other as equals and act in a Hanseatic manner with understatement.

3. Our Sustainability Principles

a. Integrity: transparent and ethical treatment of customers, suppliers and employees

We want to interact with customers and suppliers in the same manner as we do with each other: transparent and honest.

b. Social responsibility

We take responsibility for our software solutions and their impact and cultivate social interaction. Every employee can live out their social commitment through the two d.vinci Impact Days and thus make a social impact.

c. Sustainable responsibility

We try to integrate sustainability into our daily business and communicate this to the outside world. Every employee can live out their ecological commitment through the d.vinci Impact Days. We are also an environmental partner of the City of Hamburg and we purchase 100% green electricity from Green Planet Energy.

d. Diversity & inclusion

We foster an inclusive work culture and are constantly working on developing accessible software and website. We are part of the "Love HR, hate racism" organization.

4. Sustainability

a. Resource efficiency

We use resources efficiently and only draw 100% green electricity for our [pop-interactive](#) data center from renewable sources from Green Planet Energy. Our smart heating thermostats save up to 30% energy.

We offer our employees the opportunity to work remotely. We combine this with a shared desk principle in the office: this means that every employee who wants to work in the office books their workstation online in advance. This way, we will avoid having to expand our office space in future as our workforce grows.

b. Waste reduction

We strive to reduce waste production and provide options for waste separation. Reusable bowls for purchasing lunch are available for our colleagues. In addition, we only use reusable glass bottles and water dispensers in the d.vinci office to avoid waste.

c. Reducing emissions

We minimize greenhouse gas emissions by promoting the employee benefit of JobRad (bicycle leasing at a favorable price), providing a subsidy for the Deutschland-Ticket (flat-rate ticket for regional public transport) and using hybrid or electric company cars. We only use the eco program for our dishwashers.

In addition, we at d.vinci now mainly conduct remote workshops with our customers and have therefore been able to significantly reduce business travel.

Thanks in part to these measures, we are an environmental partner of the City of Hamburg up to and including 2025.

d. Biodiversity

We want to preserve nature and have therefore planted our roof terrace with bee-friendly vegetation and had beehives installed by our landlord.

e. Environmentally friendly office

We choose ecological paper or organic cotton when purchasing advertising materials. Our standard printer setting is black and white and double-sided. We work largely paperless.

f. Longevity

Our aim is to produce software that remains adaptable and usable over the years. We want to create products that generate real long-term benefits and have a long half-life and are therefore sustainable. In our view, this also includes the continuous further development of these products.

Furthermore, in our owner-managed ownership structure, responsibility and ownership are in one hand. Our company development is therefore geared towards the long term.

g. Sustainable recruiting and onboarding

We are convinced that talent must not only be found, but also retained in the long term. To this end, we not only develop an applicant tracking system but also continue to support the process with our onboarding software and our onboarding workshops. Through social and cultural integration, employees should feel part of the team right from the start and remain part of it in the long term.

We support our clients in sustainable recruiting and onboarding processes and live by this philosophy ourselves.

We are currently working on a software solution that already covers the area of “Talent Attraction” in order to ensure a holistic, sustainable talent acquisition process.

5. Social responsibility

a. Working environment

Ensuring a safe, healthy and motivating working environment for all employees.

We provide our employees with ergonomic desks and promote physical health through fitness equipment (e.g. rowing machine or kettlebells) and occupational health consultations. By providing a shower, we encourage cycling to the office and the use of fitness equipment.

b. Continuous professional development

Investment in the professional development of the team: each employee receives a training budget of €600 per year. Everyone can decide for themselves what they use their budget for, as long as it relates to their profession.

c. Local commitment

Through the aforementioned d.vinci Impact Days, all employees can get socially involved on two days a year - their annual leave remains unaffected by this. In addition, we cooperate with an organization that enables both virtual and local engagement.

d. Child labor and forced labor

We reject all forms of child labor. The minimum age for employment is based on the conventions of the International Labor Organization (ILO).

Any form of forced labor is prohibited. We also expect our business partners to treat their employees fairly, which means

- free of sexual harassment
- free of sexual abuse
- without corporal punishment or torture
- without mental or physical coercion
- without verbal abuse as well as without the threat of such treatment

e. Anti-discrimination

No employee of ours and our business partners may be discriminated against, favored or excluded on the basis of gender, age, race, ethnic origin, religion or ideology, disability, sexual identity, daily work, training and/or promotion.

f. Anti-corruption

Corruption is tolerated neither by us nor by our business partners. Both accepting and giving bribes, other payments and inadequate gifts is prohibited.

g. Transparency and communication

We ourselves maintain an open and constructive communication policy towards and with our employees and business partners and expect the same from our business partners. This also includes making employees and business partners aware of the relevant legal provisions, agreements and standards in order to avoid unlawful actions.

To promote a culture of communication, we regularly offer internal workshops on collaboration via our agile coach. We also use external training courses, for example on the topic of non-violent communication.

6. Open communication of our measures and goals

a. Proactive communication of our sustainability and social responsibility goals

We publish our sustainability measures on the d.vinci sustainability website:
<https://www.dvinci.de/en/nachhaltigkeit/>

Internally, we communicate via the Teams channel "d.vinci goes green", talk about news in the weekly company stand-up and in our regular Open d.ay.

b. Encouraging feedback and dialogue

We regularly engage in dialogue with our employees (internal), customers, partners and suppliers (external) and encourage them to provide feedback on our sustainability and social responsibility measures.

7. Continuous Improvement

a. Regular internal information and awareness-raising

We provide information and raise awareness of relevant topics internally via our Teams channel "d.vinci goes green" and our company stand-up. Employees can use the Teams channel to submit ideas and suggestions for improving our commitment and are kept up to date on progress.

We report transparently on all important decisions that affect the company and its employees in terms of sustainability.

b. Sustainability page: „We are currently working on this“

We also publish the measures we intend to work on in the coming months on the d.vinci sustainability page in the "We are currently working on this" section to make it clear that we will continue to focus on this topic in the future.

8. Implementation and Monitoring

a. Responsibility

The "d.vinci goes green" team is responsible for all issues relating to sustainability and social responsibility.

b. Code of Conduct

We have drawn up a d.vinci Code of Conduct to ensure that our values and quality standards are also practiced in our collaboration with our technology partners. This serves as a guideline for trusting, cooperative and responsible collaboration.

c. Review

We carry out annual internal reviews of compliance with this guideline.

9. In Conclusion

As a medium-sized company, we have the flexibility to react quickly to changes and needs and are aware that we have an environmental and social responsibility. This guideline should help us achieve a positive and sustainable impact in the HR tech industry and in our home city of Hamburg.