

2022

2022

# SUSTAINABLE DEVELOPMENT GOALS REPORT



We deliver digital  
innovation for  
**biotech, pharma,**  
and **manufacturing.**

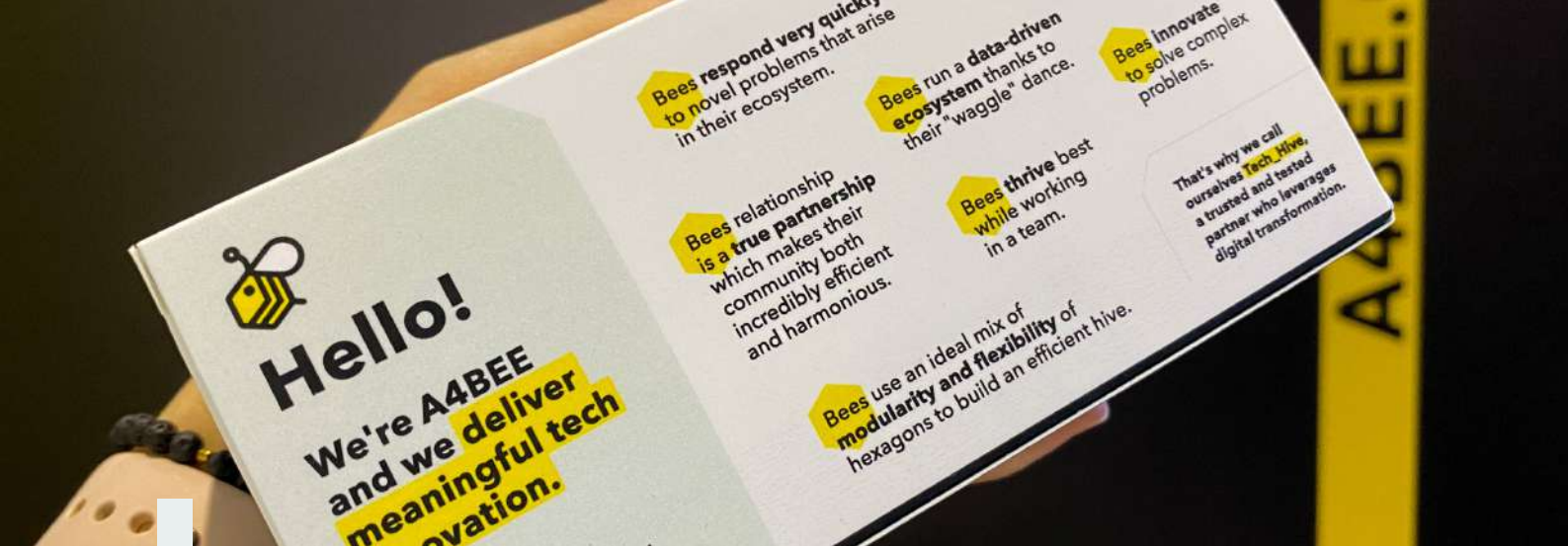
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# **Introduction**



# INTRODUCTION

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In 2022, we celebrated our 4th anniversary. This is a special time for us. We are guided by our company values, in line with today's very topical principles of sustainable development, putting people at the center and treating our planet as a major stakeholder. Our values have allowed us to incorporate the 7 principles of building an "Equal Company" into our corporate strategy.

In 2021, we continued to achieve our goals, and this report is one of the work results. We are pleased to say that - despite difficult external circumstances such as the pandemic - we are achieving the set goals regarding employees or social involvement. Thanks to the mechanisms we have developed and our open approach to change, we respond to current conditions and flexibly adapt how the company operates to the current market context.

Since February 24, we have been following up with concern reports on the situation in Ukraine, where a brutal war caused by Russian aggression is ongoing. Our business model has allowed us to take immediate charitable action. As an expression of our solidarity with the Ukrainian people, we support our Ukrainian employees and the volunteer efforts of all our employees to help Ukraine during this difficult time. In addition, together with many social partners such as Medecins Sans Frontieres and Polish Humanitarian Action - we have donated financial support to the people of Ukraine.

The company's strategy, particularly its CSR strategy, is developed based on our employees' opinions. Among the most important elements of our CSR strategy were sustainable production, employee area, and community involvement.

**According to our mission - "we deliver meaningful innovation while running the sustainable company" in all activities, the highest priority remains the human being - employee, partner, customer - their needs and expectations.**

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# **Message from Our CEO**



# MESSAGE FROM OUR CEO

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Łukasz Paciorkowski  
CEO



Since the beginning, our main goal has been to power up Industry X.0, enabling autonomous manufacturing and on-demand, personalized drug production. We're stretching the limits of what is possible and bringing business and technology together while running a sustainable company.

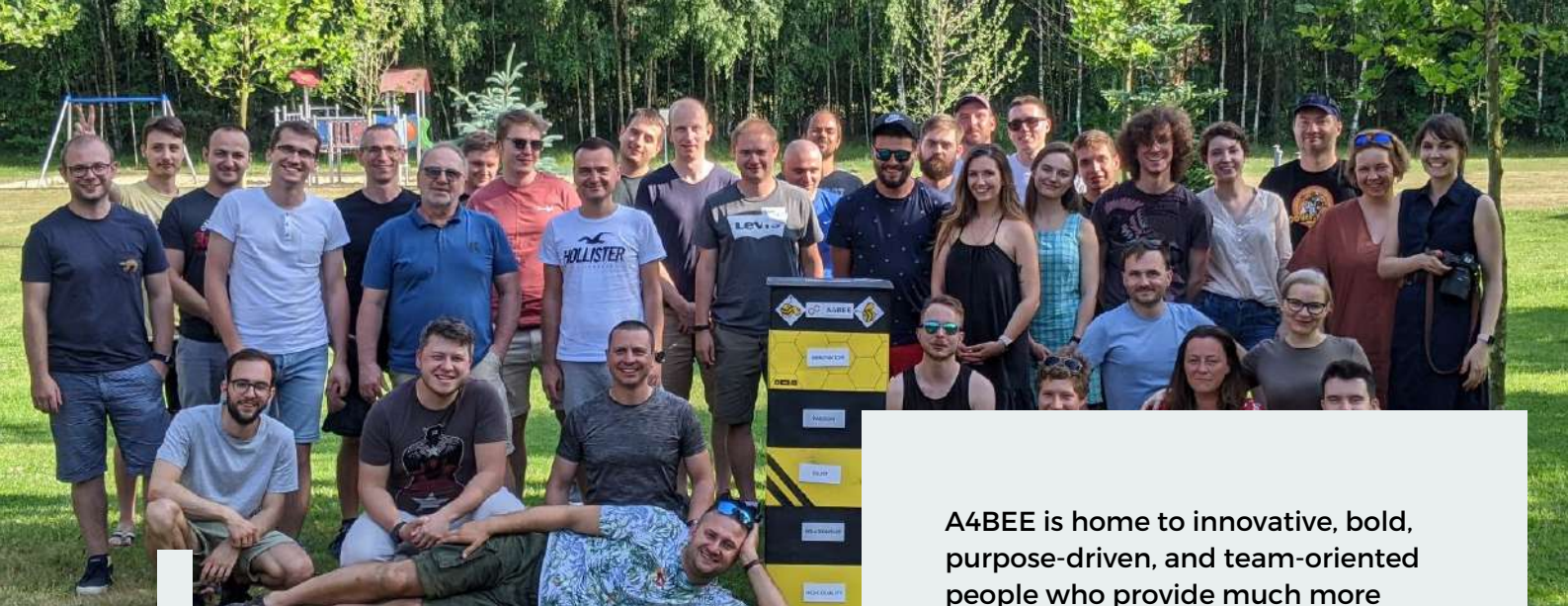
The safety and well-being of our employees are an important part of A4BEE's responsibility. The foundation from which we draw every day is diversity. We thrive on respecting the values on which our organizational culture is based. Evidence of the consistent implementation of this approach is the recognition and numerous awards, including Parent Friendly Organization.

At A4BEE, we believe in cooperation and diversity, which is why we involve our stakeholders: employees, partners, and customers, in the implementation of our CSR strategy. I would like to extend a special thanks to all our employees who make an effort every day to create a culture based on values and a solid ethical foundation.



# About A4BEE





A4BEE is home to innovative, bold, purpose-driven, and team-oriented people who provide much more than just world-class technical skills. That tested and trusted team of more than 100 employees brings together a unique mix of responsibility, humility, and curiosity.

# ABOUT A4BEE

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**A4BEE exists to create a positive impact for individuals, our company, country, clients, communities, and eventually the world by stretching the limits of what is possible and by bringing business and technology together while running a sustainable company.**

Our team brings practical expertise and a broad wealth of experience in addressing industrial challenges. Delivering meaningful solutions is always the end goal when we work with a client. We bring disruptive innovation and strategies to biotech, pharma, life science, and manufacturing clients. Enterprises, SMBs, and startups rely on us as their trusted partner with specialized knowledge, competencies, high-quality services, and communication.

By delivering values of digital solutions, our Clients are able to scale business and shape the future of industry X.0. We're a global technology partner that enables the sustained success of top-tier biotech organizations. The company was established in 2018.



## SOFTWARE ENGINEERING

Cloud Solutions  
Enterprise Applications  
AR/VR Digital Solutions



## R&D LAB

Technology Scouting  
Research and development - PoT, PoC  
Industrial & IoT products



## DIGITAL ADVISORY

Digital Transformation and New Business Models  
Security & Compliance Assessment  
Research Lab & Design Hub

## DIGITAL PRODUCTS

Industrial Marketplace: Data Gateway Platform / Monitoring APP    Remote Diagnostic Device    Smart Devices for Biotech

**Our Business Model is based on the following key aspects**

- Stable financial position
- Long-term partner relationships with customers
- In-house R&D team
- Corporate values as the main driver of activities





# OUR CORE VALUES

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Bold ideas require a strong foundation. Our values drive our culture, shape the way we work with our clients, and bring us toward delivering meaningful innovation.



**Relationship**  
Behind every technology, project, or initiative, there are people. We see them, and we care about them. Always.



**High Quality**  
We do not settle on mediocracy. We always want to be proud of our work.



**Trust**  
We have each other's back. We have our customers back too!



**Innovation**  
We look for the impact in whatever we do. We push the boundaries, improving, accelerating, and making things smarter and better.



**Passion**  
It's not enough to know how to do things. We need to feel that they are worth working on.



**We consider the provisions of the "UN Guiding Principles on Business and Human Rights," the "OESG Guidelines for Multinational Enterprises," the conventions of the International Labor Organization or the "Universal Declaration of Human Rights" as the basic human and labor rights of individuals, which we fulfill.**

In 2021, the A4BEE Ethical Code was defined by employees, which, in terms of contact with Contractors, serves as an anti-corruption policy. The Code was developed jointly with representatives of various employee groups. Newly hired employees familiarize themselves with the document as part of the onboarding process to the company. The Anti-Corruption Policy includes a position on corruption and bribery, conflicts of interest, and an explanation of what behavior is acceptable and what is not.

We do not engage in political activities.

We had a defined anti-mobbing policy in 2018. Each employee receives individual training in this area. The anti-mobbing audit is implemented regulatorily and includes employees who have been with the company for more than 6 months.

The most up-to-date policies and guidelines applicable to the company are available to employees on the so-called company WIKI based on the Confluence environment. It contains policies, processes, and best practices regarding, among other things:

- compliance with business ethics,
- compliance with data protection regulations,
- whistleblowing;
- anti-mobbing policy.



# **Corporate Governance**

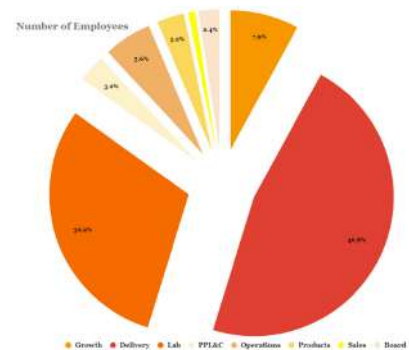


# CORPORATE GOVERNANCE

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Corporate governance is the system through which we make and implement decisions to achieve A4BEE's goals. The responsibilities of individual members of the Board of Directors are based on the Company's Articles of Association and the responsibilities of a member of the Board of Directors.

We employ future-ready and committed directors and managers responsible for the management, operations, and impacts in the area of social and environmental impact management. The tasks entrusted to them are reflected in their areas of responsibility.



### SALES

1. Sales Strategy & Execution
2. Partners Management (sales channel, offering, contracting, legal, risk)
3. Customer Lifecycle Management
4. Deal Management (offering, contracting, legal, risk)

### GROWTH

1. Customers Lead Generation
2. Brand & Employee Advocacy
3. Marketing (incl. WWW, Social, Materials)
4. Market Research & Cust. Profiling
5. Product Pricing Strategies & Calibration

### DELIVERY

1. Staffing & Capacity Planning
2. Project Mgmt & Reporting
3. Team Management
4. Account Management, Upsell & Customers Retention
5. Services Delivery Excellence
6. A4BEE Service Portfolio Management

### R&D LAB

1. IP Creation
2. Assets/Products Pipeline & Prototyping
3. R&D Services Portfolio & Delivery

### PRODUCTS

1. Product Portfolio Management
2. Products Roadmap & Execution
3. Products Commercialization
4. Production Management
5. Cost Management
6. Customer Support

### BOARD

1. Company Strategy Planning & Execution
2. Financing Strategy
3. Org Management
4. Geo Expansion & Legal Entities Management
5. Escalations Management
6. Company Representation
7. Grants & Investors Management

### OPERATIONS

1. Financial Management
2. IT & Security Management
3. Office & Facilities Management
4. Legal & Compliance Management
5. Operational Processes Management & Execution
6. Warehouse Management
7. Vendors Management

### PEOPLE & CULTURE

1. Recruiting & Employer Branding
2. Employee Satisfaction
3. Employee Lifecycle Management
4. Training & Development
5. Compensation Strategy
6. Payroll Management



# CODE OF ETHICS

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A4BEE's Code of Ethics includes:

- Anti-bullying policy
- Whistleblower procedure
- Security policy
- Anti-corruption policy
- Procedure for contracting
- Tax policy
- Supplier verification procedure
- Training policy

The Code of Ethics is periodically reviewed and available to all employees. Being an ethical company also involves compliance with the law. At A4BEE, we operate in compliance with the law and keep abreast of all relevant industry changes and regulations. We adapt our services, policies, and processes to these changes.

New employees become familiar with our Code during the mandatory OnBoarding WelcomeDays training sessions (Anti-Discrimination and Bullying Policy, Whistleblower Procedures, Information Security Policy, Data Protection Policy). Employees are required to comply with the policies.

Compliance with the Code of Ethics is guarded by the company's Board of Directors





# SUPPLIERS MANAGEMENT

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We want to make sure that our suppliers follow policies that are similar to ours. If the total value of contracts with a supplier exceeds PLN 100,000, the supplier is included in an evaluation program, and required to accept the Ten Principles of the UN Global Compact. This allows us to verify their conduct in terms of ethical, social, and environmental terms.

In 2021, 10% of our suppliers were eligible for the evaluation process. A4BEE's supply chain details and supplier characteristics are internal company information.

In accordance with recommendations from the Ministry of Finance, A4BEE has introduced a process for verifying suppliers. Financial documents, company registration documents, and bank accounts are checked to reject unreliable service providers. We have also put in place purchasing policies, controls, and legal procedures aimed at minimizing any unlawful practices, legal violations, corruption and fraud, and other negative consequences of non-compliance within the company.

We have implemented a corporate governance system, risk management, and compliance assurance in all areas of A4BEE's operations. It includes operational standards, prevention of corruption, prevention of conflicts of interest, protection of information and data, prevention of unlawful discrimination, and protection of the company's property and know-how.



# INFORMATION SECURITY

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The following main policies, and procedures are defined to protect data and ensure information safety:

- Information Security Policy
- Data entrustment agreement
- Register of personal data processing processes
- Data Privacy & protection procedure

## Main principles of the policy: Information Security Policy

- The confidentiality of information is maintained, and it is protected from unauthorized access.
- The integrity of processed information is maintained,
- The availability of information for business processes is maintained at the required level.
- Business continuity plans are in place. These plans enable access to information and necessary services whenever they are needed to achieve critical business objectives.
- Information security training is part of a mandatory awareness program for all employees to the extent appropriate to their responsibilities.
- All actual or suspected information security breaches should be reported to the Chief Information Security Officer to coordinate actions for compliance, verify the causes, and develop prevention methods.
- All personal data leaks will be reported to the relevant authorities per applicable data protection regulations.
- A continuous risk management process is put in place, and the results are reviewed at least quarterly by the Board of Directors.
- Compliance with the Information Security Policy is mandatory.
- The Board Members provide support and guidance during the implementation of security objectives.





# INFORMATION SECURITY

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The Company has data protection procedures in place covering:

- protection of personal data processed by the Company;
- protection of confidential data constituting the Company's business secrets (including information obtained from customers);
- security of data stored in the Company's IT systems.

A4BEE's goal in terms of data protection is to minimize the risk of disclosure of such data to unauthorized persons.

Periodic internal audits are run. 4 employees are authorized as internal auditors.

Responsibility for data protection lies with:

- Board of Directors,
- Managers of individual units, in which the data is processed - With regard to the data,
- all employees having access to the data - with regard to these data data.

We maintain full compliance with the provisions of the GDPR.

We closely follow the decisions and guidelines issued by the Data Protection Authority (DPA) and the EDPB (European Data Protection Board), which we analyze and adjust our operations as necessary. One of the most important aspects of security

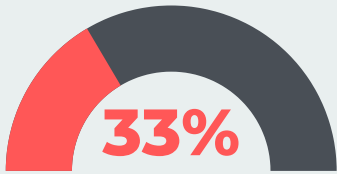
It is the human factor and building awareness among employees. All A4BEE employees receive training on security policies and GDPR as part of the onboarding process.

We organize training for employees on security threats, social engineering, and online privacy using the KnownBeFor platform. We take advantage of various opportunities to educate our employees about security.

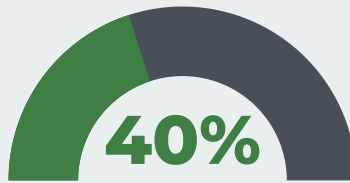


# **Diversity & Inclusion**

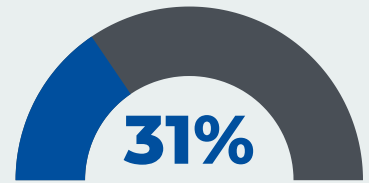
board members are women



management team are women



of all employees are women



# DIVERSITY & INCLUSION

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Despite troubled times, women feel more powerful than ever. Even if they still have difficulties talking about their strengths, they already recognize them and have clear career plans. To fully develop and use their potential, they need to change the labor market self-perception and companies' support to achieve that. Sharing our successes and failures can help others to learn from our experiences. And because we need role models for ourselves, our daughters and sons, and society, we should not be afraid of becoming one of them.

We ran a global survey with 100 women from Poland, Czech, Germany, France, Denmark, Netherlands, Spain, UK, USA, Canada, Brazil, Mexico, India, and Singapore about professional leadership growth. The study brings to light the prejudices and barriers that must undergo a transformation for women to develop their potential fully. We asked many questions. One of the most important was: What is one main issue that needs to be changed so more women can reach their full potential?

## Believe in yourself

35.6% of our respondents said that women need to be more confident, courageous, and self-aware of their strengths. If they change the labor market self-perception, they can achieve everything.



## Gender equity



17.6% of women expressed that we need to teach society that there are no differences between genders in work to break biases and help women grow. Only competence, knowledge, and skills should count at work.

## Partnership at home

11.80% of responders claimed they need partnership in relationships and the appropriate division of household chores between both partners to grow professionally.



## LET HER KNOW!

Does your friend know that she's your role model?



#breakthebias



RÓWNA  FIRMA 2020

## DIVERSITY & INCLUSION

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A4BEE joined the Forbes Women Poland "Equal Company" (Equal Company) program in 2020, and by the end of 2020, we were recognized as a role model for other companies. This is an important step for us that gives us confidence that we can implement our best practices into our business goals.

The Equal Company program is an initiative where the board of companies decides and declares that they would include the following 6 goals into company KPIs and business strategy. So did we. We made a commitment to promote our best practices related to diversity & inclusion too.

The 6 goals of Equal Company program are:







# DIVERSITY & INCLUSION

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We appreciate diversity in many colorful ways every day!

we stand for equality and inclusiveness.

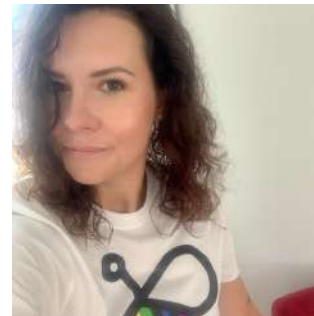
Our work involves developing relationships with people from a wide range of backgrounds and cultures. Working effectively with diversity and promoting equality of opportunity, including everyone involved is therefore an essential part of our work.

Our aim is to mainstream equality, diversity and inclusion. That means taking diversity into account as we develop and deliver processes and functions, considering it as part of policy decisions and building it into the planning of programmes and projects.

Homophobic hate crimes have a devastating impact on society. Change is possible, even when homophobic attitudes exist. We participate every year #PrideParade in Wroclaw and Warsaw to be vocal.



We present at #Prideparade not only to celebrate difference but also to declare an intent. I continue to demand equality & human rights for everyone.



# Learning Organization







# LEARNING ORGANIZATION

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Learning is one of our priorities at work. This is why employees should spend min 8 hours per month on learning. Only this year, on average, employees spent 104 hours on training, including 16 hours on internal Tech\_Hive Academy training.

An integral part of working at A4BEE is the opportunity to develop through courses and training courses, as well as in the course of work performed, learning from colleagues and superiors.

Employees define their development plan and discuss it with the manager and mentor in Q1. Then, progress is monitored over the year during quarterly meetings with the manager.

## Annual Process Timeline



New Experiences



New Skills



Improvements

Self Skills  
Assessment &  
Development  
Planning



Progress  
Review



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Jan Feb Mar Apr May June July Aug Sept Oct Nov



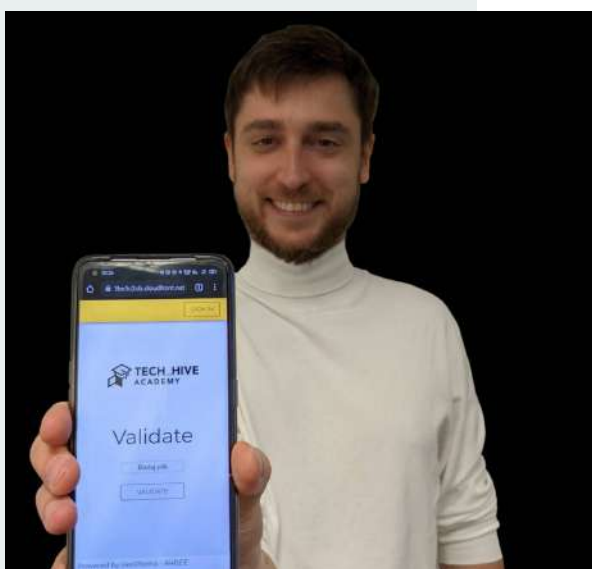
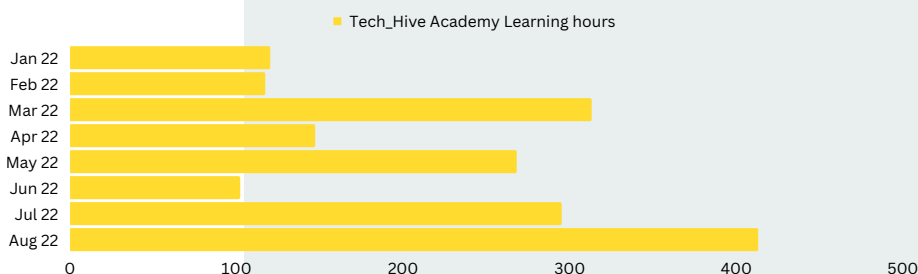
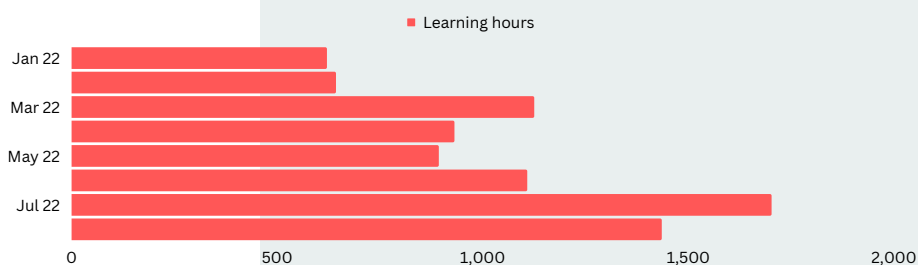


# LEARNING ORGANIZATION

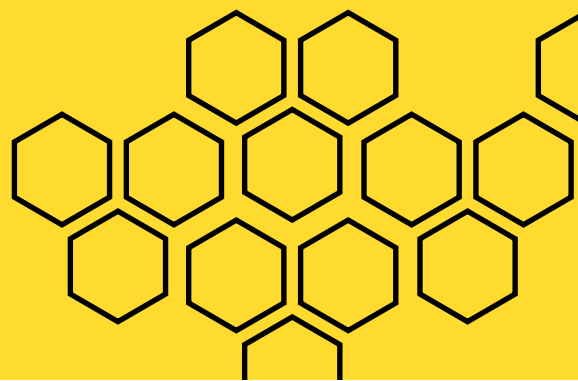
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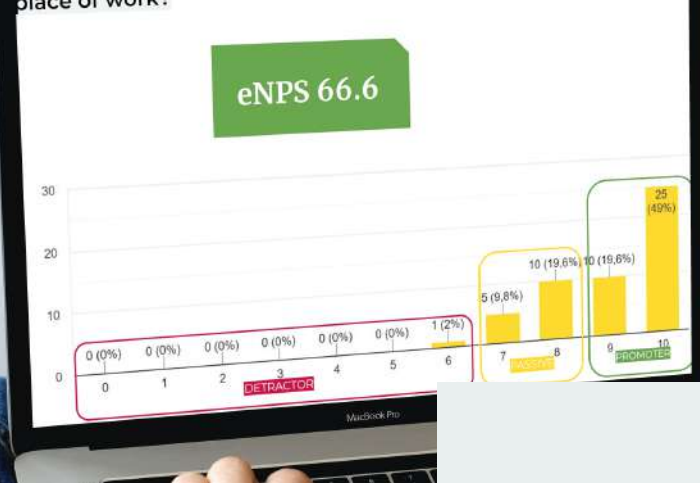
We launched an internal Academy called "Tech\_Hive Academy". Everyone can prepare and organize training for other employees. 30% of employees were engaged in preparation and running workshops for colleagues in 2021.

All our employees have no limited access to Coursera - an online learning platform.



# 7 Engagement





# ENGAGEMENT

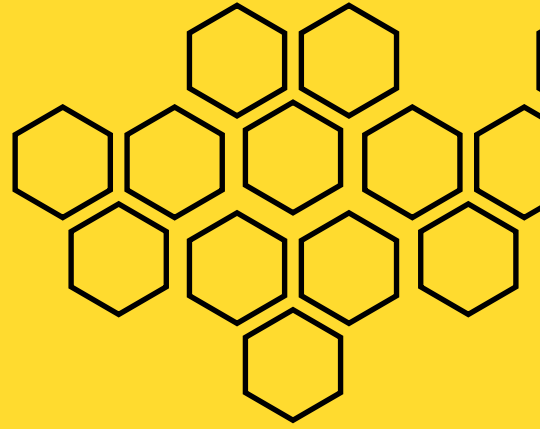
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We ask employees the following questions:

- How likely are you to recommend A4BEE to your friends or colleagues as a place of work?
- Do you feel your opinions are heard and valued by tech\_leads / leaders/managers (more senior bees than you)?
- Do you believe there is an opportunity for 'bee' growth and development in #tech\_hive?
- Do you find your work at #tech\_hive meaningful?
- Have you recently thought about leaving #tech\_hive?
- What do we need to improve to make #tech\_hive a better place to work?

By the end of each quarter, we measure Employees Engagement and Loyalty (a-NPS). The results are shared with all employees.





**CSR 2020+**  
**Starategy**

# CSR 2020+ STRATEGY

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In 2020, A4BEE adopted the CSR2020+ Strategy, which was influenced by both employees and shareholders. The main goal of the strategy is to combine current company social responsibility and sustainability needs with the path set by the company's values and mission. Sustainable development goals have also been incorporated into the company's Business Strategy. This strategy is based on three pillars:



## PEOPLE

We care about everyone who surrounds us; we want every contact with us to be a pleasure. This pillar supports five UN Sustainable Development Goals:



## INNOVATIONS

It has been our pleasure to create new solutions for life science & biotech since 2018. This pillar supports the three UN Sustainable Development Goals:



## ENVIRONMENT

We are part of the world. We care about the environment because our main resources come from nature. This pillar supports three UN Sustainable Development Goals:



- We provide products that allow the efficient production of medicines.
- We conduct activities to promote health and a healthy lifestyle.
- We level the playing field for a healthy and dignified life through donations.
- We actively implement measures to increase business efficiency through technological upgrading and innovation.
- We increase the efficiency of the use of natural resources in production.
- We employ more than 100 people in Poland, providing them with a safe working environment.

- We use natural resources efficiently.
- We develop sustainability practices and their reporting system.
- We promote eco-behavior.
- We create programs to build awareness of climate change and mitigation options.
- We promote the development, transfer, and dissemination of environmentally friendly technologies.
- We cooperate in exchanging knowledge, ideas, and experience in the area of sustainable development.
- We strive to implement activities consistent with policies for sustainable development.







**We care about everyone around us, starting from ourselves, our families, our Clients, people in the communities around us.**

# CSR 2020+ PEOPLE

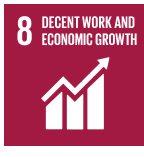
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- The Health and well-being of our employees are a priority for A4BEE. We offer additional 20 days of paid leave for employees in the company in case of any mental health issues or problems.
- All our employees have access to private healthcare providers (Medicover), and it could be extended to family members too
- Each year about 40% of our employees participate in Company's Run (Bieg Firmowy). This year our employees participated together with their partners and family members. Participation costs for everyone were covered by A4BEE.
- We promote healthy habits. There is a treadmill in our offices allowing employees to do active breaks.
- All employees are encouraged to take a 5min per hour break away from a computer (35 min per working day, excluding lunch)
- A4BEE organizes a 2days company retreat twice a year. Each team (circle) is encouraged to organize at least one additional team retreat per year.
- To help rest after 12 months of hard work, the company is closed from Dec 25th to Jan 1st, starting from 2021. This is additional 5 days off for all employees.
- Antigen COVID Tests are available for all employees.
- We run 6 months pilot program for 4days&32hours working week. The results are available publicly.
- There are weekly two 4-hour long slots for deep work and focus time to minimize distraction and fatigue. No phone calls, meetings, or chatting during those slots are recommended



- We cooperate with local universities, running workshops and courses for their students (SGH in Warsaw, Politechnika Wroclawska in Wroclaw).
- We established A4BEE Tech\_Hive Academy, where employees can organize and run training, hands-on workshops, and knowledge-sharing sessions for an internal and external audience. There are 30% of employees engaged in training preparation and running, and almost all employees participated in at least 2 training in Tech\_Hive Academy. All those training are recorded, and materials are available for everyone in the company.
- All employees receive mandatory training on all significant policies during onboarding training.

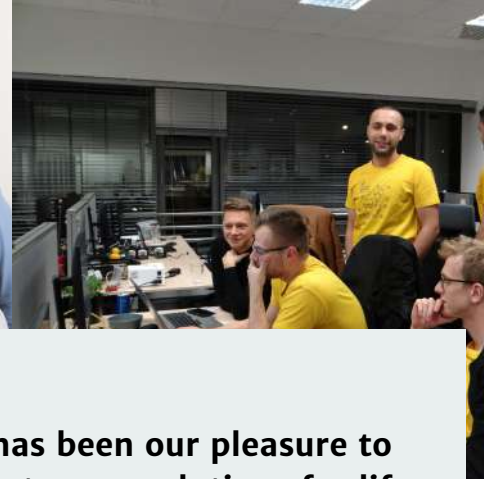


- Our employees get pay raise at least once per year, during the first quarter.
- The company has been profitable since 1st year of its operations. Financial results are shared with all stakeholders every quarter.
- Information about work after hours (called extra hours) is collected, and employees can get additional money or additional time off. The employee decides how they want to reimburse extra hours.
- We partner with the NGO Polish Humanitarian Aid to support them financially and to give our employees the opportunity to volunteer.
- We partner with Student Community from the Wroclaw University of Technology "Robotics in Space Technology Development."
- We partner with "BIG CALL" to develop workshops jointly on Servant Leadership.
- We partner with Vital Voices Foundation to support leadership skills development for women.



- Women are 31% of all employees, 33% of board members, and 40% of the Leadership team.
- The company has signed "Equal Company" by the Forbes program, and KPIs related to gender diversity are part of our strategy.
- We support parents, mothers & fathers the same way, with the same benefits (day off for Mother Day, Father Day; additional 2 weeks of parental paid leave). We are recognized by Parents Friendly Organization.
- At least 30% of our interns for summer internships are women.





It has been our pleasure to create new solutions for life science & biotech since 2018.

# CSR 2020+ INNOVATION

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- The A4BEE Research & Development Lab works on many research topics related to bioprocess manufacturing. The main goal of that is to make drugs manufacturing possible closer to a patient. It would impact the prices of drugs as well, making them cheaper.
- To support the well-being of our employees we implement many culture & organizational innovations, like workaction since 2018, fully remote work possible since 2018, and flexible working hours.



- The A4BEE R&D Lab develops modern prototypes of bioprocess manufacturing modular equipment. The new type of equipment allows pharma manufacturing companies to produce personalized & genetic medicines at much lower costs.
- Our products support zero waste manufacturing by leveraging a zero waste approach.
- One of our products - A remote diagnostic suite case - allows minimizing international travels for manufacturing sites by accessing them fully remotely
- All our products are developed using innovative & emerging technology, such as AI/ML, cloud, AR/VR, IoT.



- The A4BEE develops modern prototypes of bioprocess manufacturing modular equipment. The new type of equipment allows pharma manufacturing companies to produce personalized & genetic medicines at much lower costs.
- Our products support zero waste manufacturing by leveraging a zero waste approach.
- One of our products - A remote diagnostic suite case - allows minimizing international travels for manufacturing sites, by accessing them fully remotely.



- We are a member of PISTOIA ALLIANCE. the mission of the Pistoia Alliance is to drive collaboration and empower organizations to work together for success. The Alliance lowers barriers to R&D innovation by providing a legal framework to enable straightforward and secure pre-competitive collaboration between more than 100 global members.. A4BEE is a member of "Lab of the Future working group.
- We partner with the Wroclaw University of Technology to run joint research on advancing bioprocess manufacturing by data-driven and smart sensors.



**We are part of the world.  
We care about the  
environment because our  
main resources come from  
nature.**

# CSR 2020+ ENVIRONMENT

A4BEE Sp. z o.o. | SDG Report 2022



- We use natural resources such as water efficiently in all our offices. Water usage is monitored, and best practices on how to minimize water usage on a daily basis were developed.
- We use dishwashing machines in our offices to minimize the consumption of water



- We monitor energy consumption in our offices by using smart metering systems
- We buy computer hardware which has low energy consumption certification. We use laptops that are Energy Star category A according to the US Environmental Protection Agency.
- We equip our offices only with AGD equipment with lower energy consumption (A, A+ category)



We equipped our offices with custom-made, cost-effective, smart sensors for:

- air purifying to clean air in our offices on a regular basis;
- trash bin scaling to control and calculate the weight of trash produced;
- smart metering to monitor and control energy consumption;

All those sensors allow us to monitor them remotely.

We celebrate International Bee Day in May, and we've adopted bees virtually through the Greenpeace program.



# **Volunteering & Philanthropy**





# VOLUNTEERING & PHILANTHROPY

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Each year in Q4, we run a survey checking the habits of our employees related to volunteering, philanthropy, and supporting NGOs in general. 86 % of our employees are actively engaged in volunteering.

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We support financially organizations that are focused on

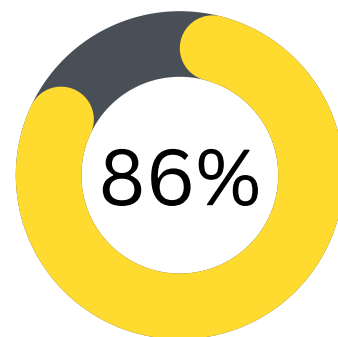
- helping sick children
- helping animals
- helping refugees
- education

Those priorities are defined by our employees.

This year, a group of our employees volunteered to clean a shelter for homeless animals in Wrocław.

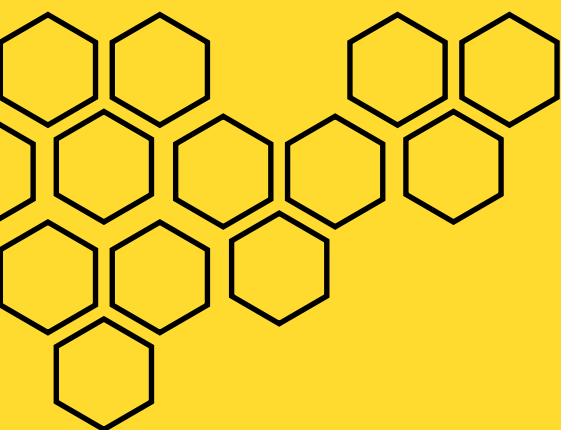
Our employees' time spent helping refugees from Ukraine is counted as working time. As a result, a large group of our employees has joined in helping people from Ukraine since the war began in February 2022.

We have contributed financially to help Ukraine by acting in partnership with Polish Humanitarian Action and Médecins Sans Frontières.





# 10 **Acknowledgment**



# Acknowledgment

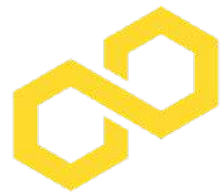
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Below, list down the names of those committed to these projects, such as:

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