



AMADEUS FIRE

RECRUITING SERVICES

Sustainability Report of the Amadeus FiRe Group

www.amadeus-fire.de



We bring people and
companies together.

Temporary staffing · Permanent placement
Interim management · Training

New headquarters of Amadeus FiRe AG
in Frankfurt/Main



We bring people and companies together – ensuring sustainability for everyone



This sustainability report constitutes the non-financial declaration as per Section 315b of the German Commercial Code (HGB) that is also referenced in the management report of the annual report.

Table of contents

Opening statement	2
1. Letter from the CFO – preface	5
2. Amadeus FiRe Group	6
2.1. Sustainability at the Amadeus FiRe Group	6
2.2. Management principles & ethical principles	7
2.3. Social responsibility	8
2.4. Our mission to pursue sustainability arose from our social responsibility	10
2.5. Goals & KPIs for social responsibility	11
3. Aspects of sustainability	12
3.1. The ecological aspects of sustainability	12
3.2. Compliance	14
3.3. Certifications	15
3.4. Feedback through surveys – what others say	16
3.5. “Lifelong learning” employee support programme	18
3.6. Employees & clients	19
3.7. Health programme	20
3.8. Social commitment	21
Locations of the Amadeus FiRe Group	22

Dear reader,

For the Amadeus FiRe Group as a pure personnel service provider without production facilities, there are also important sustainability-related matters that affect our social responsibility in particular. People help people: that is the core of our everyday work. When our business activity helps to maximise the overall benefit of all parties involved, we know that we are in line with the criteria for the sustainability aspects relevant to us. It is therefore important to us to set a good example and show how people can be integrated and retained in the job market in a sustainable way and with equal opportunities and perspectives, without putting the achievement of the Group's financial goals at risk. With the right measures, it is possible to help everyone achieve their personal career goals, be it through our extensive offer of further training opportunities or our range of personnel services. We stand for a high level of appreciation and the fair treatment of all course participants, applicants and employees, and our aim is to help them grow and spark their enthusiasm in a positive, trust-based and productive learning and working atmosphere by having the persons responsible demonstrate a behaviour that is suitable for the respective role.

With our first sustainability report, we want to demonstrate how we handle social responsibility and why a long-term partnership is sustainable for all parties involved. We focus on the topics of satisfaction, compliance, employees, clients and social involvement.

Kind regards,



Robert von Wülfiing
Chief Financial Officer



Robert von Wülfiing,
CFO

2. Amadeus FiRe Group

2.1. Sustainability at the Amadeus FiRe Group

The Amadeus FiRe Group is one of the leading personnel service providers in Germany. For over 30 years, the Amadeus FiRe Group has been the specialised personnel service provider for professional and management staff in the commercial and IT sectors at 19 locations. The Amadeus FiRe Group is a reliable and accepted partner for both its own employees and its clients and works for national and international companies of various sizes across all industries. Our core business includes specialist temporary staffing, personnel placement, interim and project management.

In addition, the Amadeus FiRe Group offers opportunities for further training and education at Steuer-Fachschule Dr. Endriss (Dr Endriss Tax College) and Akademie für Internationale Rechnungslegung (Academy of International Accounting). The Dr Endriss Tax College is Germany's largest training and education institution specialising in taxation, finance, accounting and controlling, and has been operating throughout the country for over 65 years. The Academy of International Accounting is the first and to date the leading provider of further training and education in the area of IAS/IFRS and US GAAP on the German market. TaxMaster is an extra-occupational master's degree course that was developed by the Dr Endriss Tax College in cooperation with Aalen University and intends for participants to take the state examination for tax accountants.

The core competencies of the Amadeus FiRe Group thus include supporting client companies by providing them with personnel within the framework of the provisions of the German Law on Labour Leasing (AÜG), the recruitment and long-term placement of professional and management staff, interim and project management, and teaching the

latest technical knowledge on the topics of taxation, finance, accounting and controlling. The Group provides these services in Germany exclusively.

The Amadeus FiRe Group is a "people's company" and sees itself as a long-term or lifetime partner for its employees and clients. For example, the Amadeus Fire Group provides active support to its employees and applicants throughout their entire professional career to help them achieve their personal career goals. We do this by placing applicants in positions that accurately fit their personal skills and abilities and also by offering technical further education measures. At the same time, the Amadeus FiRe Group is always happy to provide assistance to its client companies as a strategic partner in the event of short-term staff shortages, for the long-term recruitment of professional and management staff and for teaching the latest technical expertise.

The Group sees its purpose in maintaining personal and long-term contact with clients in order to better understand the clients' organisation and needs. This is the only way to ensure that vacancies are filled with suitable, qualified professional and management staff that fit the position accurately and that custom-designed further training opportunities can be developed.

2.2. Management principles & ethical principles

In the interest of a sustainable and clear vision within the Amadeus FiRe Group, we have identified four management principles to ensure that all employees identify with the ideals of the Amadeus FiRe Group.

VALUES

Ensuring the appreciation and fair treatment of all employees by ...

- promoting strengths and developing skills
- treating employees as you would treat yourself
- being reliable, constant and consistent in your manner

DEVELOPMENT & ENTHUSIASM

Ensuring the development and enthusiasm of all employees by ...

- having knowledge of the current development status and jointly creating a personal & individual further development plan
- firmly believing in the value of our service
- taking pleasure in having contact with other people

CULTURE

Ensuring a positive, trust-based and productive working atmosphere by ...

- maintaining open dialogue and direct feedback
- maintaining a common team spirit and having many a good laugh together
- acting in a predictable way and using predictable and transparent procedures

ROLE

Ensuring that the managers responsible act according to their role by ...

- keeping the personal and technical skills for this role up to date and developing and acquiring these skills as needed
- ensuring the transfer of knowledge
- taking responsibility

2.3. Social responsibility

We help a large number of people achieve their personal career goals and develop their individual skills and competencies.

As one of the leading personnel service providers specialised in the commercial and IT sectors with 19 locations throughout Germany, the Amadeus FiRe Group is well aware of its social responsibility. In order to meet this social responsibility in the long term, further corporate guidelines have been defined in addition to the already-existing legal regulations and the guiding principles of the Amadeus FiRe Group.

For example, the Amadeus FiRe Group proactively recruits employees with skills that allow them to be placed in the long term and hires them on unlimited contracts. This is done independently of whether or not there is a suitable request, as the Amadeus FiRe Group considers itself capable of finding suitable positions for such candidates at their client companies at any time. In the course of 2017, the Amadeus FiRe Group hired 2,719 employees (as compared to 2,519 employees in the previous year) as part of temporary employment assignment for employment at a client, thereby opening up career prospects for each and every one of them.

As a specialist in the commercial and IT sectors, we require that all external employees provide proof of corresponding training and experience. The Amadeus FiRe Group attracts its employees with the positive prospects it offers, but also by paying market-driven salaries. The iGZ (Association of German Temporary Employment Agencies) and DGB (Confederation of German Trade Unions) wage agreement for temporary work has formed the initial basis for this since 2003. This means that all external employees receive remuneration that corresponds at least to the collectively

agreed regulations, the regulations in the corresponding sector bonus wage agreement since 2012, or the equal pay regulation recently introduced in the context of the AÜG. However, as market-driven salaries often exceed these minimum requirements, the majority of all external employees receive a bonus above the general pay scale and further financial services upon employment.

Having personal contact with candidates and employees on the one side and interested parties and clients on the other is an important success factor for a lifelong partnership. This is why personal contact and face-to-face conversations are an important element of our everyday work at the Amadeus FiRe Group. In doing so, we always follow the principle of “treat others as you wish to be treated”.

Candidates with extended gaps in their professional career also benefit from having personal contact with us. This affects candidates who wish to return to work after a long illness or a long period of parental leave, for example. In these cases, the Amadeus FiRe Group prepares the candidates concerned through suitable further training offers or facilitates their return to work by placing them in a position that fits them accurately at one of the client companies.

As part of the lifelong partnership, the Amadeus FiRe Group provides all internal employees with the opportunity of following a career path within the organisation. Being aware of its social responsibility, the Amadeus FiRe Group sets a good example by approaching its employees actively. In the context of annual appraisal interviews, it is assessed whether an employee has the potential and the will to take their career further at the company. In addition, the current status of the individual knowledge of each and every employee is determined and aligned with

their individual needs. All employees thus receive appropriate further training and education. The remuneration system within the Amadeus FiRe Group is performance-based, competitive and transparent. This allows each employee to understand their remuneration and also to identify and assess their possibilities for financial development. Internal careers are favoured and receive extensive support. They are a crucial factor when it comes to the sustainable development of the organisation as a whole.

The career of Mr Dennis Gerlitzki, designated Chief Operations Officer (COO) who has been with the Amadeus FiRe Group for almost 15 years now, is a good example of this. Having started as an executive assistant as part of a trainee program, Dennis Gerlitzki furthered his career in various positions over the years and gathered the experience and knowledge that is now at his disposal for his upcoming tasks as a future member of the management board of the Amadeus FiRe Group. Mr Gerlitzki's career is one of the examples that show what the Amadeus FiRe Group means by a lifelong partnership and what it can look like.

In keeping with its social responsibility, the Amadeus FiRe Group has also been training apprentices for many years and does so independently of the current economic situation. In the 2017 financial year, there were 16 apprentices employed on average at the Amadeus FiRe Group.

As regards external employees, our aspiration is to provide them with active support to help them achieve their personal career goals while they are part of the company by placing them in positions that fit them accurately or through subsidised further training provided by the Amadeus FiRe Group. All external employees have the opportunity to offer their opinion and give both positive and

negative feedback in the context of an annual employee survey. Over 85% of the participants regularly state that they are very satisfied with Amadeus FiRe as an employer.

The Amadeus FiRe Group stands for 100% compliance with all relevant regulations. Strict compliance with all relevant legal regulations is ensured through processes, controls, extensive subject knowledge and with the support of an internal revision process, whether the matter in question is related to collective bargaining law, labour law, social security law or the German General Act on Equal Treatment. This also applies to verifying compliance with all corporate guidelines. In order to meet such high requirements in the long term, we also take advantage of further consulting services provided by external specialists, and our internal employees undergo intensive training in the relevant areas.

In the highly regulated fields of temporary employment assignment and interim and project management in particular, our prompt implementation of legal adaptations and the high level of consulting expertise of our employees is an advantage that our clients value greatly and also a distinguishing feature of the Amadeus FiRe Group.

2.4. Our mission to pursue sustainability arose from our social responsibility

The Amadeus FiRe Group helps people to develop in the working world.

The Amadeus FiRe Group sees its mission to pursue sustainability in the maximisation of overall benefit as part of its social responsibility. To us, maximising the overall benefit in the long term means generating a “profit”, preferably for each player involved, in the context of our business activity. The important thing is that the profit is not only of monetary origin, but extends to all social aspects of sustainability and personal satisfaction.

An employee’s successful start at a client company in the context of temporary employment assignment is a good example here. Ideally, we help our candidates and employees to get a position that corresponds to their individual career goals and their skills and competencies, and that fits them accurately. At the same time, the vacancies at the client companies and companies that are interested are filled with a suitable and qualified specialist who fits the position accurately.

This is also in the interest of the common good, as the public sector, which includes the federal government, federal states, communities and social security institutions, is relieved of a burden when an individual is integrated into the job market quickly and for the long term. In addition, the public sector benefits from the money flowing into the social security funds, which, in turn, benefits other people.

Offering other people security and prospects through our internal employees, our offer of personnel services or our extensive further training opportunities is part of this mission. We improve both the personal situation of our candidates and employees as well as the human resources and thus the individual business situation of our client companies. People help people – that is the core of our daily work, and that is how we make a positive difference every day.



2.5. Goals & KPIs for social responsibility

In order to measure its social responsibility, the Amadeus FiRe Group sets itself sustainability goals on the basis of which it can be derived to what extent the Amadeus FiRe

Group meets this responsibility in the context of its business activities.

GOAL 1

The Amadeus FiRe Group strives to obtain an above-average rating on social platforms within the group of competitors.

The goal is measured on the basis of the employer ratings within the group of competitors on the largest social platform (Kununu).

	2017	2016
Overall score	3.88 (1 st place*)	n/a
Score among applicants	4.02 (1 st place*)	n/a
Score among employees	3.75 (1 st place*)	n/a

* Compared with the largest competitors in the operational sector – as of 1 February 2018

GOAL 2

The Amadeus FiRe Group strives to obtain an above-average retention rate in temporary employment assignment within the group of competitors as an expression of the technical and personal quality the external employees can offer our client companies.

The goal is measured on the basis of the retention rate of employees in temporary work at client companies.

	2017	2016
Retention rate of the Amadeus FiRe Group	45%	46%
Retention rate in the temporary work sector	n/a	21%*

* The retention rate for the temporary work sector can be found in the 2017 Lünendonk study

GOAL 3

The Amadeus FiRe Group strives towards a consistently high recommendation rate as an employer and personnel service provider.

The goal is measured on the basis of recommendation rates calculated as part of surveys and from the largest social platform for employer ratings (Kununu).

	2017	2016
Recommendation rate among employees	88.2%	82.5%
Recommendation rate on Kununu	89.0% (2 nd place*)	n/a

* Compared with the largest competitors in the operational sector – as of 1 February 2018

GOAL 4

As regards further education, the Amadeus FiRe Group strives to prepare its participants for IHK (Chamber of Industry and Commerce) examinations in the best possible way and to always train them on current topics in order to remain one of the most important providers of further education in the long term.

The goal is measured on the basis of the number of participants in further training courses.

	2017	2016
Participants in further training courses	15,800	15,000

3. Aspects of sustainability

3.1. The ecological aspects of sustainability

As a pure service provider without production facilities, the Amadeus FiRe Group has rented office space or buildings at 19 locations throughout Germany. In addition, we have leased vehicles for various internal employees and purchased IT equipment for all internal employees. Other than that, there are no further items in the company that are of great ecological relevance.

When renting office space and buildings, the Amadeus FiRe Group always makes sure that they were built or renovated according to the latest standard in order to ensure high energy efficiency and reduce the energy consumption in the long term. Furthermore, it is ensured that every employee has an ergonomic workplace that provides a friendly working environment and is suitable to their age.

Due to the controversial exhaust values of diesel vehicles, the automotive directives have been adapted as of 2018. Until now, it was possible to lease only diesel vehicles at the Amadeus FiRe Group, as they were considered to be more sustainable. Now, petrol-driven vehicles can be leased in addition to diesel vehicles. However, there are currently no plans to offer electric vehicles for leasing, as the necessary infrastructure is not available, and the business activities of the Amadeus FiRe Group could be carried out only with extensive restrictions.

The Amadeus FiRe Group has a central terminal server architecture; as it consumes less power, this modern IT architecture reduces not only the consumption of resources but also energy consumption as a whole.

The Amadeus FiRe Group calculates the GHG emissions it caused every year on the basis of the Greenhouse Gas Protocol, which divides the GHG emissions into three scopes.

Scope 1 comprises all direct GHG emissions that result from a company's own business activity in the narrower sense. This includes heat production and cooling by air conditioning systems in buildings and consumption by the company's vehicle fleet. Scope 2 comprises all indirect GHG emissions that are caused by energy that is generated by and purchased from external sources, such as electricity, steam, district heating and cooling.

In sum, the following values shown below were calculated for the Amadeus FiRe Group for scopes 1 and 2 of the GHG Protocol:

Scope 1+2	Energy consumption (kWh)	Co2- emissions in tonnes	Co2- emissions (g/kWh)	Co2- emissions (t/MWh)	Of which renewable (t/MWh)
Personnel services segment	524,939	175	333	0.33	0.14
Training segment	172,383	79	456	0.46	0.19
Amadeus FiRe Group	697,321	253	363	0.36	0.15
Per capita values	1,560	0.57	0.81	0.0008	0.0003

Finally, scope 3 comprises all remaining indirect GHG emissions that are caused by the company's activity but are beyond the company's control. In addition to rented or leased tangible assets, this also includes the employees' commuter traffic, i.e. the commute to their place of work in non-company vehicles, employees' business trips, as well as waste generated and water consumed at the company.

On the basis of the business activity of the Amadeus FiRe Group, the result for scope 3 is that the GHG emissions caused by the Group's leased fleet represent the most important variable and are thus displayed as follows:

Scope 3 leased fleet	Mileage (km)	CO2- emissions in tonnes	CO2- emissions (g/km)
BMW	876,349	100.15	114.28
Audi	2,413,647	446.06	184.81
Volkswagen	2,215,890	391.12	176.51
Amadeus FiRe Group	5,505,886	937.32	170.24
Per capita values	11,056	1.88	0.34

The Amadeus FiRe Group does not consider it necessary to gather data on further categories of scope 3 at this time. The effort required to gather relevant and valid data is incommensurate with the possible added value or benefit of the data collected.

3.2. Compliance

For the Amadeus FiRe Group as one of the leading personnel service providers in Germany, it is particularly important to set a good example. This is why the Amadeus FiRe Group stands for full compliance, be it in terms of collective bargaining law, labour law, social security law or the German General Act on Equal Treatment. This also applies to the strict observation of corporate guidelines.

The Amadeus FiRe Group firmly believes that it is often not enough to write laws, but that these laws have to be made accessible to the public in an understandable way. This is why every employee of the Amadeus FiRe Group is required to take part in training on the German General Act on Equal Treatment and on data protection. In addition, all sales employees undergo professional training on labour law, e.g. on labour and collective bargaining law along with on false self-employment in interim management, in order to ensure that the contracts comply with the law and to create fair conditions of employment. These central topics play a greater part in the personnel services sector in particular. Setting up complaint management that also accepts anonymous tip-offs helps to solve cases of discrimination and ensures that human rights are respected.

There is a strict anti-corruption directive that explains possible risks of corruption to all employees and helps to prevent violations of the law. In order to penalise violations quickly, the Amadeus FiRe Group has set up a reporting office where employees can submit anonymous tip-offs regarding possible cases of corruption at any time.

The Amadeus FiRe Group is constantly working on optimising processes and structures. The aim is to increase the level of satisfaction of all candidates and employees and

interested parties and clients in the long term. One important main criterion of optimising processes and structures is to maintain and further improve the equal opportunities that have already been established for all candidates and employees.

The introduction of new distribution software in the 2017 financial year was a further step in this direction.

In the highly regulated fields of temporary employment assignment and interim and project management, full compliance and the prompt implementation of legal adaptations is an advantage that our clients value greatly and also a distinguishing feature of the Amadeus FiRe Group. The Amadeus FiRe Group also provides assistance to client companies on the topic of compliance. For example, the Amadeus FiRe Group organises and carries out various specialist events that client companies can attend.

3.3. Certifications

Due to the company's size, for example, the Amadeus FiRe Group functions as a role model. Acting as a role model is not only about observing the law, but about choosing to commit oneself to making the world a better place. The Amadeus FiRe Group has obtained a number of important certifications that show that the Group is dedicated and prepared to commit to doing more than is legally required.

For example, regulations pertaining to collective bargaining law have been in effect for the temporary work sector for around 15 years now, and the Amadeus FiRe Group has been committed to these regulations right from the start in November 2003. In concrete terms, this refers to the sectoral collective bargaining agreement that was concluded between the Association of German Temporary Employment Agencies (iGZ) and the Confederation of German Trade Unions (DGB). In addition to the collectively agreed regulations, it includes a code of ethics that emphasises the attributes of fairness, reliability, respect, trust and respectability, for which the certificate stands.

The fact that our management system was certified according to the DIN EN ISO 9001:2015 standard verifies the Amadeus FiRe Group's high quality standard in all processes and workflows. The purpose of obtaining the certification is to achieve clear structures in a control system in which a continuous improvement process ensures constant further development. This ensures that the employees in the Group are highly focussed on quality, which results in an increased level of client satisfaction.

The energy audit according to DIN EN 16247 that was performed confirms that the Amadeus FiRe Group rents only office spaces and buildings that were built or renovated according to the latest standard. This ensures a high level of energy efficiency and that energy consumption is kept at a low level.

The certificate according to the SMETA-4-PILLAR standard is awarded after a successful audit that checks the 4 pillars of labour standards, safety & health, business ethics and environment. Following an audit performed by Bureau Veritas over several days, the Amadeus FiRe Group received the letter of conformity, which attests to the fact that the Amadeus FiRe Group meets the required standards in all 4 pillars and offers its employees fair conditions of employment.



3.4. Feedback through surveys – what others say

The fact that the Amadeus FiRe Group is one of the leading personnel service providers in Germany today is due to the company’s excellent reputation alone. Such a good reputation can be achieved only if all players or stakeholders in the company’s environment speak highly of the Amadeus FiRe Group. In addition to the driving force, i.e. the internal employees who ultimately put everything that was said into practice and will continue to do so, it is the external employees, the clients and candidates as well as the investors in particular that characterise the Amadeus FiRe Group.

Feedback is the prerequisite for improvement. The more voices that are heard and the more feedback that is obtained, the more successfully all stakeholders can be satisfied through the implementation of suitable measures. This is why the Amadeus FiRe Group conducts surveys among a large number of stakeholders every year. The following section provides a brief overview of the results and a brief analysis.

Every year, all external employees of the Amadeus FiRe Group are asked to take part in an employee survey that was drawn up for them. In 2017, roughly one in four of the average number of 2,242 employees deployed with customers participated in the survey. 86% were at least satisfied with Amadeus FiRe as an employer, and 88% said they would apply to Amadeus FiRe again. 88% of external employees would recommend Amadeus FiRe, and 69% said they had done so at least once. The Amadeus FiRe Group is also concerned with shedding light upon the topic of temporary employment assignment and changing people’s opinion of it for the better. In 2017, the Amadeus FiRe Group achieved this aim among 70% of the employees who took the survey.

The Amadeus FiRe Group is also interested in finding out how clients rate our performance. This is why we survey our clients after they have had employees on a temporary employment assignment. The reports collected in the course of a financial year are evaluated every year. The

surveys show that, on average, 78% are satisfied overall with the employees they received, and 73% of the clients would request that employee again. On average, 86% of the clients were satisfied overall with their contact at the Amadeus FiRe Group.

In the context of the sustainability report, an additional employee survey was conducted among the external employees in 2017, focussing on questions relating to sustainability. These same questions on sustainability were also added to the client survey on performance evaluation after being assigned an employee as part of temporary employment assignment. The results and feedback are displayed in the table below:

Importance of sustainability topics	Percentage of employees who consider the topic to be important	Percentage of clients who consider the topic to be important
Business environment		
- Regional involvement	83%	74%
- Prevention of corruption	98%	84%
Data protection		
- Protection of stored data	97%	93%
Ecological aspects		
- Energy management, climate protection, pollutant emissions	72%	62%
- Responsible treatment of resources and waste	84%	67%

The results of the surveys show that the topics of corruption prevention and protection of data stored at the Amadeus FiRe Group are most important to both employees and clients. The second most important topic for employees and clients is the regional involvement of the Amadeus FiRe Group and its responsible treatment of resources and waste.

The topics that are particularly relevant to the employees and clients are also key aspects of the Amadeus FiRe Group's efforts to act sustainably and meet the highest requirements.

Based on the survey results, the topics of energy management, climate protection and pollutant emissions are less important by comparison. This is presumably due to the fact that the ecological aspects of sustainability do not suggest themselves as prominently in the context of the Amadeus FiRe Group's business activity as a pure service provider that operates only in Germany and has no production facilities. Nevertheless, the Amadeus FiRe Group is aware of its responsibilities in this area, too.

3.5. "Lifelong learning" employee support programme

In addition to the specialised personnel services in the further education segment offered via connections with subsidiary companies Dr Endriss Tax College, the Academy of International Accounting and TaxMaster, the Amadeus FiRe Group also offers personnel development, further education and qualification. This complementary service offer is currently unique in Germany and allows the Amadeus FiRe Group to offer an extensive employee support programme that can be tailored to specific needs.

As part of its "lifelong learning" employee support programme, the Amadeus FiRe Group offers its employees discounts on further training courses. For training courses at the Group's own training institutions of the Dr Endriss Tax College and the Academy of International Accounting,

employees are reimbursed by the Amadeus FiRe Group for at least 50% of the regular course fees. Depending on relevance to business, the Amadeus FiRe Group will pay up to 100% of the costs. Upon consultation and depending on relevance, employees can also be reimbursed for a percentage of the regular course fees for training courses at external training institutions. In addition, every employee has the opportunity to expand or refresh their knowledge on the e-learning platform offered by the Dr Endriss Tax College.

The further training opportunities offered by the Amadeus FiRe Group's subsidiary companies enable each employee to create an individual portfolio of necessary training courses:



3.6. Employees & clients

Being a personnel service provider, the individual is central to the Amadeus FiRe Group's business activity. This is why it is particularly important to keep employee satisfaction at a high level and involve employees in the development of the company.

For example, all employees, both internal and external, can take advantage of many corporate benefits of the Amadeus FiRe Group. The Amadeus FiRe Group offers a wide variety of corporate benefits that concern various areas of life.

A centrally managed feature on the intranet gives every employee the opportunity to contribute their ideas and make suggestions for improvement in order to actively develop and advance the company.

The employee participation committee for company decisions between the employer and the employees is the body that represents the interests of the employees, the Works Council. The employee participation committee for strategic decisions between the capital side and the employee side is the regulatory body, the Supervisory Board, half of which is made up of employee representatives. Both committees offer employees the opportunity to influence the future of the company to a great extent, as they can play a significant part in the decision-making process as well as advise, monitor and control the Management Board.

The long-standing partnership and excellent cooperation between the management board of the Amadeus FiRe Group, its employees at all levels of the organisation and the employee representatives in the employee participation

committees are an important element in the positive development of the entire Group and demonstrate the sustainable effect of good relationships.

On the client side, the Amadeus FiRe Group also strives to build strategic and long-term partnerships with all clients and provides assistance in the event of short-term staff shortages, for the long-term recruitment of professional and management staff and for teaching the latest technical expertise.

Client companies also benefit from the further training opportunities offered by the Amadeus FiRe Group's subsidiary companies, be it seminars, in-house training courses or the e-learning platform. Compiling an individual portfolio of suitable components helps client companies ensure the targeted further education of their employees.

The Amadeus FiRe Group offers the representatives of client companies the opportunity to attend a large number of specialist events, which is likely a unique form of added value. New challenges arising from altered legal framework conditions and the effects on companies are addressed at nationwide labour law conferences, finance and accounting conferences and IT conferences. Experts with both theoretical and practical backgrounds deliver well-prepared and concise explanations of this current information in one day. In addition, client companies are given the opportunity to attend over 200 regional specialist lectures per year free of charge, to get information on current specialist topics such as trends or case law from 90-minute keynote speeches.

3.7. Health programme

In terms of healthcare, the Amadeus FiRe Group offers its employees various options to increase their chances of a healthy life and stay healthy in the long term.

Starting with an introductory occupational safety training session, each employee who joins the company is provided with an extensive overview of possible risks and mistakes that may arise at and during work. All employees are required to complete this training by passing a test.

To ensure occupational safety in the long term, the Amadeus FiRe Group cooperates with ASUMED, an occupational medicine and safety service. Regular workplace inspections also ensure occupational safety in the long term. This allows possible deficiencies to be rectified immediately, and employees receive regular instructions on accident and health risks in the workplace. All employees are also offered a G37 eye exam for PC workstations, and every employee is given advice by ASUMED with regard to occupational safety and accident prevention as well as on how to set up their workplace in an ergonomic way.

Having the right office equipment is the prerequisite for good advice on the ergonomic set-up of the workplace. When renting office space and buildings, the Amadeus FiRe Group always makes sure that each employee is provided with suitable office equipment for an ergonomic workplace that creates a friendly working environment and is suitable to their age.

By partnering with Fitness First, one of the leading fitness and health service providers in Germany, the Amadeus FiRe Group offers every employee the opportunity to get some physical exercise to compensate for their office work.

Each employee who becomes a member receives a subsidised fixed discount on their membership fee. Members benefit from the extensive offer at one of the more than 80 Fitness First gyms throughout Germany.

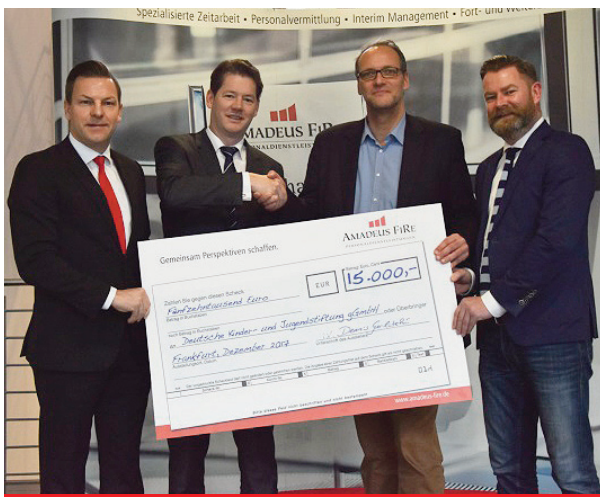
In addition, all employees of the Amadeus FiRe Group have the opportunity to take part in various races every year. Teams are formed at all 19 locations and run distances of between 5 and 7 kilometres, either as a relay team or together as a group. The international J.P. Morgan Corporate Challenge that attracts 60,000 participants to the banking metropolis of Frankfurt is an annual highlight.



3.8. Social commitment

As a personnel service provider with 19 locations throughout Germany, the Amadeus FiRe Group bears responsibility not only in the context of its business activity, but also for the common good in general.

The Amadeus FiRe Group donated EUR 15,000 to the nationwide German Children and Youth Foundation (DKJS) in 2016, and did so again in 2017. The aim of the non-profit organisation is to ensure that all children and adolescents can grow up under optimum circumstances in Germany and that they are identified in terms of their strengths rather than their deficits. In its programmes and projects, the foundation encourages children and adolescents to take their life into their own hands and initiates change processes – at nursery schools and schools, for the transition to working life, in family and youth policies. Nowadays, a solid education is an extremely important requirement when it comes to career prospects; this is why the Amadeus FiRe Group intends to continue supporting projects



that were initiated with the help of the donation from 2016.

The Group's commitment also includes further regional social activities. For example, the Dortmund branch of the Amadeus FiRe Group handed out Advent calendars at Haus Winterkampweg, a home for the handicapped in Dortmund, for a good cause in 2017. It is through campaigns like these that the Amadeus FiRe Group demonstrates that all humans are equal and nobody is left out. It is important to establish a basis that gives everybody the same opportunity to participate in life and make the best of their individual situation. What counts is humanity and how we treat one another.

The Amadeus FiRe Group has been very involved with sports for many years. This is demonstrated not least through its years of acting as the main sponsor of football team FSV Mainz 05 between 2001 and 2004, or as the name sponsor of the Business Cup Rhein-Main in cooperation with sports club Eintracht Frankfurt between 2008 and 2013. The Amadeus FiRe Group was and is the sports sponsor of many regional sports clubs and teams; in this capacity, it helps children, adolescents and adults to pursue their hobby at a low cost. This gives every sports enthusiast the opportunity to join a club independently of their personal and financial situations.

Frankfurt am Main, 16 February 2018

Robert von Wülfiing
Chief Financial Officer



Aachen

Karmeliterstraße 6, 52064 Aachen
 Tel.: 0241 515759-0, Fax: 0241 515759-19
 E-Mail: aachen@amadeus-fire.de

Berlin

Am Kurfürstendamm 21, 10719 Berlin
 Tel.: 030 278954-0, Fax: 030 278954-19
 E-Mail: berlin@amadeus-fire.de

Bielefeld

Am Lenkwerk 7, Oval Office, 33609 Bielefeld
 Tel.: 0521 520174-0, Fax: 0521 520174-9
 E-Mail: bielefeld@amadeus-fire.de

Bonn

Graurheindorfer Straße 149a, 53117 Bonn
 Tel.: 0228 24987-40, Fax: 0228 24987-49
 E-Mail: bonn@amadeus-fire.de

Darmstadt

Birkenweg 14 a, 64295 Darmstadt
 Tel.: 06151 501174-0, Fax: 06151 501174-9
 E-Mail: darmstadt@amadeus-fire.de

Dortmund

Hafenpromenade 1-2, 44263 Dortmund
 Tel.: 0231 496628-0, Fax: 0231 496628-19
 E-Mail: dortmund@amadeus-fire.de

Dusseldorf

Bennigsen-Platz 1, 40474 Dusseldorf
 Tel.: 0211 828934-0, Fax: 0211 828934-49
 E-Mail: duesseldorf@amadeus-fire.de

Essen

Ruhrallee 175, 45136 Essen
 Tel.: 0201 84125-0, Fax: 0201 84125-19
 E-Mail: essen@amadeus-fire.de

Frankfurt

Hanauer Landstraße 160, 60314 Frankfurt/ Main
 Tel.: 069 96876-250, Fax: 069 96876-299
 E-Mail: frankfurt@amadeus-fire.de

Freiburg

Heinrich-von-Stephan-Straße 20, 79100 Freiburg
 Tel.: 0761 388450-0, Fax: 0761 388450-19
 E-Mail: freiburg@amadeus-fire.de

Hamburg

Steindamm 98, 20099 Hamburg
 Tel.: 040 357573-0, Fax: 040 357573-14
 E-Mail: hamburg@amadeus-fire.de

Hanover

Hanomaghof 4 · 30449 Hanover
 Tel.: 0511 807184-0, Fax: 0511 807184-599
 E-Mail: hannover@amadeus-fire.de

Karlsruhe

Gartenstraße 69, 76133 Karlsruhe
 Tel.: 0721 161584-0, Fax: 0721 16158-49
 E-Mail: karlsruhe@amadeus-fire.de

Cologne

Gustav-Heinemann-Ufer 88a, 50968 Cologne
 Tel.: 0221 921368-0, Fax: 0221 921368-19
 E-Mail: koeln@amadeus-fire.de

Mainz

Holzhofstraße 7, 55116 Mainz
 Tel.: 06131 240504-0, Fax: 06131 240504-9
 E-Mail: mainz@amadeus-fire.de

Mannheim

Gottlieb-Daimler-Straße 10, 68165 Mannheim
 Tel.: 0621 150934-0, Fax: 0621 150934-9
 E-Mail: mannheim@amadeus-fire.de

Munich

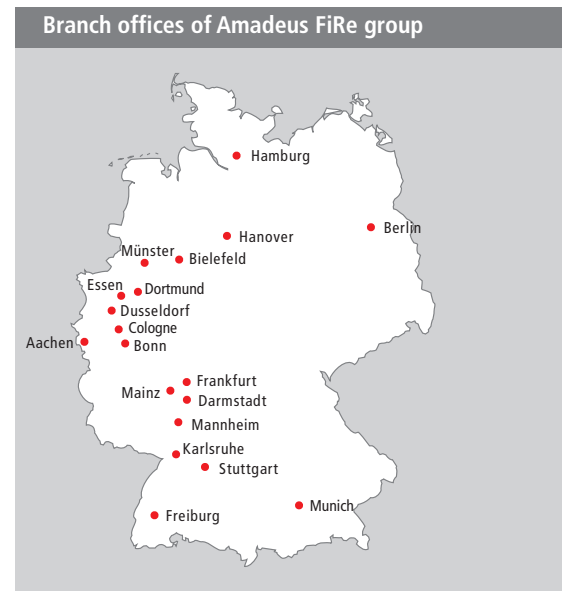
Pfeufferstraße 9, 81373 Munich
 Tel.: 089 212128-0, Fax: 089 212128-15
 E-Mail: muenchen@amadeus-fire.de

Münster

Am Mittelhafen 14, 48155 Münster
 Tel.: 0251 210160-0, Fax: 0251 210160-19
 E-Mail: muenster@amadeus-fire.de

Stuttgart

Kronenstraße 25, 70174 Stuttgart
 Tel.: 0711 162404-0, Fax: 0711 162404-9
 E-Mail: stuttgart@amadeus-fire.de



sustainable for



STEUER-FACHSCHULE
DR. ENDRISS

Führt zum Erfolg. Seit 1950.

Cologne

Lichtstraße 45-49, 50825 Cologne

Schulungszentrum Dusseldorf

Bennigsen-Platz 1, 40474 Dusseldorf

Schulungszentrum Frankfurt

Hanauer Landstraße 160, 60314 Frankfurt

Schulungszentrum Hamburg

Steindamm 98, 20099 Hamburg

Schulungszentrum Hanover

Hanomaghof 4, 30449 Hanover

Schulungszentrum Stuttgart

Kronenstraße 25, 70178 Stuttgart

Free phone number: 0800 775775-00

E-Mail: info@endriss.de



AKADEMIE
FÜR INTERNATIONALE RECHNUNGSLEGUNG

Cologne

Lichtstraße 45-49, 50825 Cologne

Tel.: 0221 93644275, Fax: 0221 936442875

E-Mail: info@internationale-rechnungslegung.de



TaxMaster GmbH

Lichtstraße 45-49, 50825 Cologne

Tel.: 0221 9364420, Fax: 0221 93644233

E-Mail: info@taxmaster.de

everyone

Amadeus FiRe AG
Hanauer Landstraße 160 · 60314 Frankfurt am Main
Tel.: 069 96876-180 · Fax: 069 96876-182
E-Mail: investor-relations@amadeus-fire.de
Internet: www.amadeus-fire.de

Amadeus FiRe group online

www.amadeus-fire.de
www.endriss.de
www.internationale-rechnungslegung.de
www.taxmaster.de

Amadeus FiRe Newsletter

Subscribe to our monthly newsletter for concisely presented information:

- Candidate profiles of professionals and executives currently available in your region
- Invitations to specialist events
- Specialist training offerings
- Examples of current projects

www.amadeus-fire.de/newsletter