



GROWING TOGETHER!

# UNITED NATIONS GLOBAL COMPACT COMMUNICATION ON PROGRESS 2015

WE  
CARE.

[www.girteka.eu](http://www.girteka.eu)

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*We work to help our customers to be more competitive while focusing on excellence in logistics and investing in the development of our employees and technological resources.*

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**Mission of Girteka Logistics**



**WE SUPPORT**

This is our Communication on Progress in implementing the Principles of the United Nations Global Compact.

We welcome feedback on its contents.

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**THINK. ACT. LEAD.**

# CONTENTS

<b>STATEMENT OF CONTINUED SUPPORT</b>	<b>4</b>
<b>ABOUT GIRTEKA LOGISTICS</b>	<b>5</b>
<b>CORPORATE PHILOSOPHY</b>	<b>6</b>
<b>EMPLOYEE SPEAK-UP</b>	<b>8</b>
<b>ANNUAL PROGRESS AND OUTCOMES</b>	<b>10</b>
Human Rights	12
Work Safety Trainings	12
Whistleblower System via Internet	12
Publishing Girteka Logistics Code of Conduct	13
CASE STUDY: Supporting Awareness Project Mission Siberia	13
Improving Working Conditions	14
CASE STUDY: Road Safety Project in Norway	14
CASE STUDY: Drivers Awarded for Excellent Safety Records	15
Measurement and Future Goals	15
Labour	16
Equal Opportunities	16
Employee Handbook	17
Gender Balance in Girteka Logistics	17
CASE STUDY: Girteka Logistics Evaluated as One of the Top Employers in Lithuania	17
Measurement and Future Goals	17
Environment	18
Euro 5 and 6 Emission Class Trucks	18
ISO 14001:2004 Standard	19
Eco-Driving: In-House Drivers Academy	19
Other Environmental Responsibility Activities	19
CASE STUDY: Environmental Clean-Up Campaign DAROM (Let's Do It)	19
Measurement and Future Goals	20
Anti-Corruption	21
Code of Conduct	21
Annual Report	21
CASE STUDY: Advocacy for Anti-Fraud Measures	22
Measurement and Future Goals	22
<b>CSR – at the Highest Level of Management</b>	<b>23</b>

# STATEMENT OF CONTINUED SUPPORT

I am pleased to confirm that Girteka Logistics reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption.

Girteka Logistics has been a member to the United Nations Global Compact since February 2015 and throughout the year we have integrated the Ten Principles into our culture, day-to-day operations and business strategy.

Since our establishment in 1996 we have operated for the benefit of our clients, to maintain quality services and to create secure and meaningful jobs for our employees. Nevertheless, by keeping inherited traditions, we were also those who are working silently, not sharing achievements, ideas and difficulties.

What we have learned along the way is that transparency and accountability can't be a halfway measure. We need to talk about the areas where we excel, not forgetting our challenges and difficulties. We understand that time for change has come.

That's why we've started 2015 with an ambitious 'Quality Year' project and a new outlook. During the year we have made significant changes in how we run our business and approach CSR. All of those efforts were designed to reinforce our commitment to responsible actions.

We consider CSR as a state of mind and pursue to introduce this outlook to our day-to-day processes and corporate culture. In a highly competitive transport and logistics industry, the differences

between companies are based on quality and their commitment to act as a responsible company. That's why our CSR policy contributes to the positive development of Girteka Logistics and our employees.

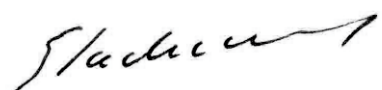
At Girteka Logistics we decided to look at this report from a wider perspective, not only reaffirming our support to the Ten Principles, but as well as listing some of our CSR efforts. As this is our first Communication on Progress, we aim to make the foundation for our future steps and achievements.

We support public accountability and transparency, and therefore commit to share this Communication on Progress with our stakeholders using our website, social media and other public channels.

Once again I would like to reiterate Girteka Logistics continued support for the UN Global Compact, as well as for the Ten Principles. Those Principles are a guideline for all business entities and we use them as we put our efforts on corporate responsibility.

There has never been a better or more exciting time to be part of the Girteka Logistics family. We are changing everyday and doing the right things for the right reasons.

Best Regards,

*Edvardas Liachovičius*  
  
 CEO  
 2016-03-03



# ABOUT GIRTEKA LOGISTICS

**GIRTEKA LOGISTICS IS ONE OF THE LARGEST TRANSPORT AND LOGISTICS COMPANIES IN EUROPE.**

Girteka Logistics is a financially strong and reliable family owned group of companies that during 20 years has grown to more than 7.100 employees, and having clients all over Europe.

Our customers range from local producers to big international companies with major regional distribution centres. Our clients are mainly located in Europe and CIS region where we focus on a long distance full truck loads. Our extensive network of routes caters to our client needs from the occasional or weekly truck to big clients having 1.000 full truck loads per year or more.

On a daily basis Girteka Logistics have employees, trucks and trailers in more than 30 countries ensuring that our clients receive their valuable cargo on time.

Girteka Logistics thrive due to the high skills and dedication shown by our employees every day

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*Girteka Logistics thrive due to the high skills shown by our employees: from the driver spending days away from his family in order to deliver fresh fruits or fish to European families to the warehouse employees working closely with customs inspectors to clear goods.*



throughout our value chain. From the driver spending days away from his family in order to deliver fresh fruits or fish to European families to the warehouse employees working closely with customs inspectors to clear goods, their daily dedication embodies our slogan WE CARE.

Our efforts to create meaningful jobs for our employees were noticed and evaluated. For the second year running Girteka Logistics was named as one of the best employers in Lithuania. We are number 3 among transport companies.

At Girteka Group we are proud to work from Lithuania, which has been ranked 6th out of 43 European countries in the Index of Economic Freedom 2015. The overall score reflects the country's achievements, including freedom from corruption and the guarantee of free movement of goods, capital, services and people.

In 2016 Girteka Logistics celebrates its 20 year anniversary.  
Find out more ➡



Do not miss out our 'News' section, where we share our CSR projects, practices and progress ➡



# CORPORATE

**WE CARE** is both our slogan and main principle, on which we build our business strategy. This principle is enhanced by four core pillars, guiding us in daily processes and helping with all the decisions. These are Services, People, Results and Future.

## SERVICE

Real value for customers

We believe that only by creating valuable services and fulfilling needs of our clients we can create a trusted and steady enterprise.

## PEOPLE

Empowering & secure jobs

We believe that our employees are what make our Company so special. Secure and meaningful jobs are an unquestionable must.

## RESULTS

Keeping promises & goals

We believe that only by achieving goals and maintaining financial stability we can fulfil our commitments to clients, employees and societies.

**WE  
CARE  
about:**

## FUTURE

Environment & sustainable development

We believe that every business enterprise must bring benefits for the society and for the environment in which it acts.



# PHILOSOPHY

From our main principle and core pillars – our mission, vision and values come. We believe in them and promote them throughout the Company.

## MISSION

We work to help our customers to be more competitive while focusing on excellence in logistics and investing in the development of our employees and technological resources.

## VISION

To be a trustworthy enterprise in the fast-changing logistics industry, and to accomplish expectations of our customers, employees, partners and communities.

## VALUES

### THINK

- We pursue to excel in all areas of our business
- We combine best solutions for each and every client
- We plan and achieve best results, but focus on the process as well

### ACT

- We invest in technology and innovative management practices
- We take responsibility and achieve what was promised
- We aim to deliver on time, but safety is priority in planning

### LEAD

- We are flexible and take individual approach to every request
- We help each other to be leaders in our work
- We act responsibly towards environment and communities

# EMPLOYEE SPEAK-UP

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*Last year we managed to lower our environmental footprint by extensive eco-driving trainings, carried out in our in-house Drivers Academy. As well, many new programs were added to the trainings, including cultural learning, helping to deal with our client employees at distribution centres, English language and internationally acknowledged ‘driver rights’. We’ve done a lot, but we know that improvement is a continuous process.*

Darius Visakavicius, Teacher at Drivers Academy, ex-driver at Girteka Logistics

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*This year we conducted our first group-wide employee satisfaction survey. I’m particularly happy, that it revealed a high level of appreciation for the new Girteka Logistics CSR policy. This shows that my colleagues understand the value of being socially responsible and, I believe, are ready to contribute to common goals by their daily work.*

Jelena Vainilaite, HR Development Division Manager

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*LEAN is not about social responsibility, but that is what took my attention throughout the year. By implementing this new thing in garages and service centres we managed to solve many issues we had before. I especially like that each and every employee, no matter the subordination, can express his opinion on how work must be conducted and share ideas.*

Tomas Stankus, Truck Service

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*I would particularly like to highlight the fact that 2015 was a year of change for Girteka Logistics. A year marked by the introduction of our ‘Quality Year 2015’ corporate plan, as well as our new corporate philosophy, which sets our mission, vision and values. I’m proud, that I was able to be part of this process.*

Kristian Kaas Mortensen, Chief Communications Officer



# EMPLOYEE SPEAK-UP

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*My work includes daily communication with our existing and potential clients. And I'm really proud of Girteka Logistics, especially when we are commended for our efforts and implementations we started last year. Our focus on CSR issues helped to reduced risks, prompted cost savings and opened new sales opportunities.*

Vilius Fatenas, Team Leader of Business Development, European Department

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*Sometimes simple things work best. I especially like our "Pie Day" project. Together with colleagues we are baking pies and other sweets, while others taste them and donate money to Mothers' Union, a charity foundation, helping families raising children with cancer. I'm a mother myself, so this project is really important for me.*

Genute Jonutiene, Labelling Specialist, Warehouses

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*I feel that Girteka Logistics is changing for good. This year I really felt more communication and a bit different approach. Many rules got simpler, easier to understand. And, I know it's very simple, but I really like the new Facebook page dedicated for drivers – I really like sharing photos from the road with other colleagues.*

Vadim Luchin, Driver, European Fleet

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*We operate in a far more challenging world today than the one in which Girteka Logistics was created 20 years ago. Nevertheless, our priorities are the same as the very first day – to build reliable services for our customers; to create rewarding and meaningful jobs for our employees; and care about the future by reducing our environmental impact.*

Mindaugas Raila, Chairman

CSR AT THE HEART OF OUR ACTIVITY:  
ANNUAL PROGRESS AND OUTCOMES

This section highlights Girtoka Logistics' 2015 progress towards the UNGC and the Ten Principles in each of the four issues: Human Rights, Labour, Environment, and Anti-Corruption. For each area we discuss our assessments, policy and goals as well as our implementation and measurement outcomes.

As this is the first Communication on Progress for Girtoka Logistics – many of the initiatives and actions are difficult to measure, as they were not implemented before or were not considered as measurable. Nevertheless, we see this Communication as the foundation for our future steps and measurement of achievements.

We are proud, that throughout the year our employees expressed their assent for social commitment. Regardless of whether they work, everyone at Girtoka Logistics takes part in the socially supportive initiatives undertaken by the company. This creates us opportunities to achieve even more in 2016.

# HUMAN RIGHTS

**Principle 1:** Businesses should support and respect the protection of internationally proclaimed human rights and **Principle 2:** make sure that they are not complicit in human rights abuses.

Girteka Logistics is proactive in its commitment to employee safety. Those areas of our business most exposed to safety risks have developed tailor-made awareness information and training resources. Even so, safety must remain our key priority for the future. Whether on the road, our own sites or on those of our clients – Girteka Logistics is committed to continuous improvement.

## Girteka Logistics ensures that:

- Employees are provided with safe, suitable and sanitary work facilities.
- Employees at Girteka Logistics are protected from workplace harassment, including physical, verbal, sexual or psychological harassment, abuse or threats.
- Measures are taken to eliminate ingredients, designs, defects or side-effects that could harm or threaten human life and health during usage or disposal of products as well as while providing services.

Regarding progress in 2015, we would like to draw attention to further areas relating to the UNGC Human Rights principles:

## Work Safety Trainings

It is Girteka Logistics policy and obligation to ensure that our employees work in a safe environment, and that Girteka Logistics activities do not have any adverse impact on any third parties health and safety.

During the last few years Girteka Logistics has implemented several major improvements concerning road safety, environmental and social standards for drivers. Drivers, together with operational management, received special trainings in accident prevention measures and focus on keeping the right speed. This also matches ongoing efforts to reduce environmental impact by keeping eco-driving standards.

Girteka Logistics also worked with drivers to ensure full compliance with EU drive & rest periods, including how to be healthy, eat well and stay energized by exercising during trips.

Additionally, a special digital training and testing system concerning work safety for administration employees was launched on our intranet. This system received positive feedback from employees as it was presented in an innovative and easy to understand way. An internal survey later showed, that employees on average remembered 74% of the training material about work safety, a positive achievement.

## Whistleblower System via Internet

We have further developed our whistleblower system – an effective and anonymous guarantee for everyone of our employees that their voice will be heard if they are witness to or subjected to any abuse of their human rights.

The whistleblower form is accessible online from our website; this makes it fully anonymous and accessible for all level employees as well as other stakeholders.



# HUMAN RIGHTS

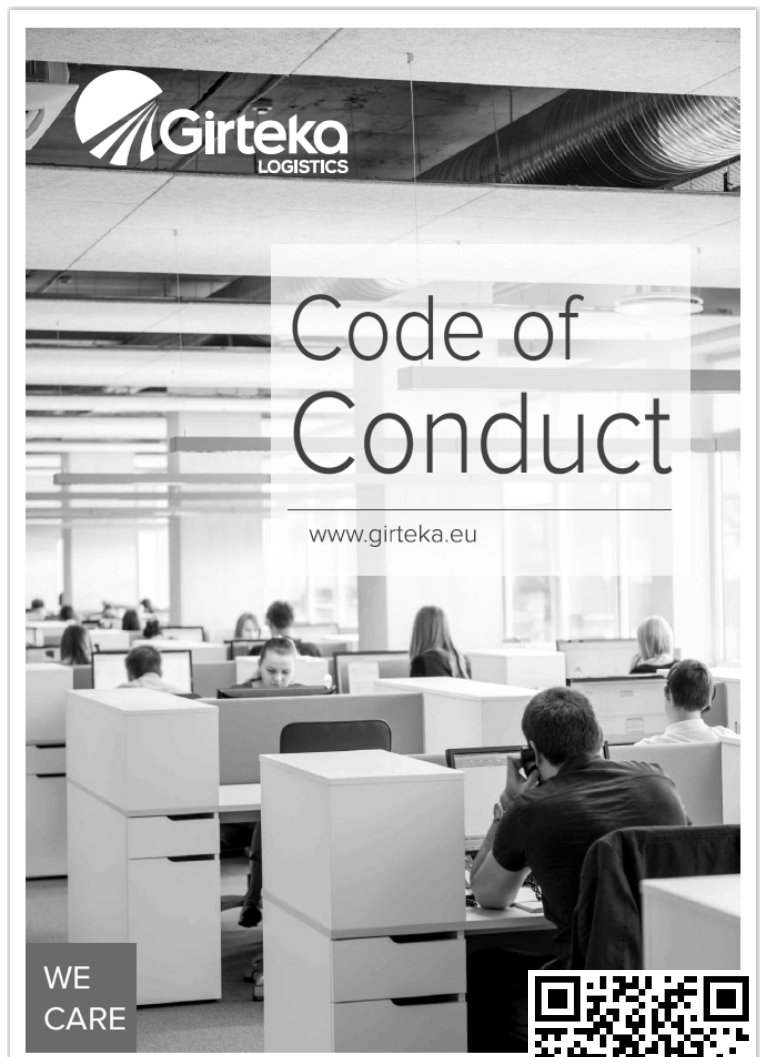
## Publishing Girteka Logistics Code of Conduct

Human rights were always respected within Girteka Logistics, but almost all rules, establishing them, were used internally. That's why at the beginning of 2015 our first formal Code of Conduct was created and published on our website [www.girteka.eu](http://www.girteka.eu). This makes it accessible for all our stakeholders as well as employees.

The principles for responsible business, listed in the new Code of Conduct, are in accordance with UN Global Compact, with other internationally recognized norms of behaviour and company's corporate philosophy, embodied with our slogan WE CARE.

First part of the Code – Quality Management – outlines common goals in terms of customer service and environmental consideration, providing directions for profitable and sustainable growth.

Second part – Standards in Girteka Logistics – states, that Girteka Logistics has established provisions covering human rights, workers' rights, compliance with legislation, the environment and anti-corruption. All of them shall be applied in policies, decisions and activities.



Download copy of Code of Conduct →



## CASE STUDY: Supporting Awareness Project Mission Siberia

Charity and support fund 'Jauniems' is organizing a project to build public awareness called Mission Siberia ([www.misijasibiras.lt](http://www.misijasibiras.lt)). From the start of the project there have already been 12 youth expeditions so far that have rearranged and cleaned over 100 Lithuanian resistance, who was deported during the Soviet occupation, cemeteries in Siberia. Every year members of expeditions are travelling all around Lithuania, meeting schoolchildren and communities, telling about the project and historical impact.

The idea for the project came up in 2005 when a resolution for building patriotism was approved in the Youth Organizations Assembly of Lithuania. This resolution claims that the youth of Lithuania is patriotic, but they perceive it differently than the generations before, therefore the youth does not have the opportunities to show it to the public in traditional ways and means.

# HUMAN RIGHTS

## Improving Working Conditions

During the year, Girteka Logistics have taken a number of initiatives to improve the working conditions for our most valued employees, the drivers. Drivers often have to spend weeks away from their families and homes. We started to improve their working conditions in many ways, as an example, by creating home-bases away from home in the Netherlands, Finland and Sweden.

During the year Girteka Logistics invested in a new regional headquarter in Šiauliai (Lithuania), creating a modern open office, together with service centres, garages and driver rest-stops. This is a home station for more than 1.500 office employees, drivers and maintenance workers.

This new office is created in a rural part of Lithuania where work places and investments are greatly appreciated and contribute to the economic development.



## CASE STUDY: Drivers Awarded for Excellent Safety Records

International Road Transport Union (IRU) awarded its Diploma of Honour to best drivers from 28 countries worldwide for their excellent driving and safety records at the IRU General Assembly. Two drivers of Girteka Logistics – Jurij Versilo and Genadij Lukasevic – received this prestigious award as well.

Each award winner has professionally driven a minimum of one million kilometres during a career of at least 20 years without causing an accident or committing any serious violation of traffic, Customs or administrative regulations.

# HUMAN RIGHTS

## Measurement and Future Goals

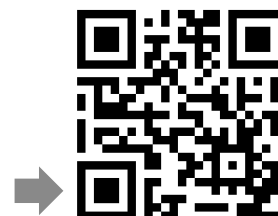
Last year actions to raise awareness among employees on human rights and employee safety were taken. Most of them are listed above. Additionally to them, Girteka Logistics initiated special articles on intranet and various informational posters in warehouses, service centres and driver rest-stops. Nevertheless, we understand that it is an ongoing process and we are determined to continue our efforts.

As it was mentioned before, it is very hard to show our achievements in a measurable way, as Girteka Logistics have never before had such things as Employee Handbook, public official Code of Conduct and etc. We consider that our biggest achievement last year is that company finally has those resources for employees to use.

Our goal for the year 2016 is not only to present those resources for our employees in the most convenient way for them, but to conduct an internal survey on the topic of Human Rights. This will allow us to measure effectiveness of our efforts and seek further development.

Another aim for 2016 is to enhance employee participation in decision making through working groups.

Read more about our road safety project in Norway, in Norwegian language:



Read more about our other social responsibility projects here:



Read more about IRU Diploma of Honour for Girteka Logistics drivers:



## CASE STUDY: Road Safety Project in Norway

Girteka Logistics, together with Norwegian transport company Thermomax, joined a road safety project in Hitra-Frøya (Norway). Aim of this project was to grant school children with light reflectors, to make them more visible on the roads and to avoid accidents. This project was initiated by Trygg Trafikk and local newspaper Hitra-Frøya.

As Bjørn Rønningen, editor of Hitra-Frøya newspaper, said, people walking on the road without reflectors are often seen in the region, especially at night. Statistics show, that in Sor-Trondelag region only 13 percent of inhabitants use reflectors. That is the lowest score in whole Norway.

# LABOUR

**Principle 3:** Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining; **Principle 4:** the elimination of all forms of forced and compulsory labour; **Principle 5:** the effective abolition of child labour; and **Principle 6:** the elimination of discrimination in respect of employment and occupation.

Girteka Logistics respects and values individuality and diversity that every employee brings. We do not tolerate any form of discrimination, and we seek to create a positive as well as open working environment wherever we operate.

## Girteka Logistics ensures that:

- The company does not participate in any form of forced or bonded labour, as well as do not accept child labour.
- Wages comply with minimum national standards.
- Employment-related decisions are based on relevant and objective criteria.
- Employees are granted freedom of association.

Regarding progress in 2015, we would like to draw attention to further areas relating to the UNCG Labour principles:

## Equal Opportunities

Girteka Logistics is an equal opportunity employer that welcomes everyone, regardless of nationality, religion, gender or sexual orientation. We are proud that during a time where Europe faces large youth unemployment and migration, we are able to offer young people from Lithuania and other countries attractive employment and growth opportunities.

Despite being a Lithuanian based company then 15 different nationalities are working together in the team of Girteka Logistics. We employ people from Finland, Ukraine, Russia, Latvia, Chile, Argentina, Denmark, Norway, France and several other countries.

Being an international company we are often a preferred employer for young Lithuanians who has studied abroad and return with new knowledge and language skills.

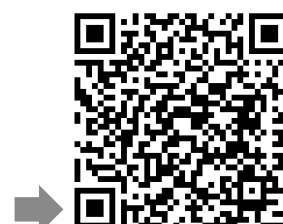
We employ a large amount of drivers from different nations, and as well different genders. We realize

that transport and logistics is historically a male dominated industry, however in recent years we have seen an increase in female drivers. In our headquarters and other office locations we have a much different situation where female employees almost outnumber male employees. We seek to offer employment and promotion only based on skill and experience.

Read more about  
'TOP Employers'  
nomination in 2014:



Read more about  
'TOP Employers'  
nomination in 2015:





# LABOUR

## Employee Handbook

Efficient communication with employees helps them to understand internal culture better and to get acquainted with their rights and other measures taken by the company. That's why last year we've started drafting our first ever Employee Handbook, which will be released in April, 2016 to all Girtaka Logistics employees.

Employee Handbook summarizes employment procedures and policies to all employees in a standardized context. The book as well includes relevant policies and benefits of employment, and how employees should conduct themselves.

One of the most important goals of our new Employee Handbook is to address applicable legal regulations and other internationally acknow-

ledged rules. Procedures for adhering to and reporting violations of anti-discrimination and anti-harassment laws, hour and overtime regulations are covered in Employee Handbook.

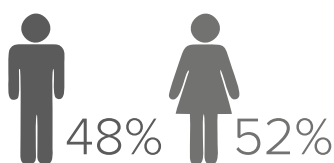
## Measurement and Future Goals

Girtaka Logistics has functional labour unions within the company that each and every employee is free to join. Labour unions are granted independency and collective agreements are signed.

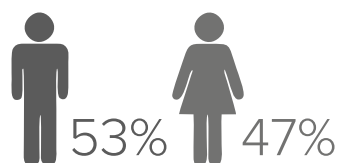
As we have wide scope of employees with different nationalities and cultural background, our aim is to further develop our achievements in cultural, gender and etc diversity.

## Gender Balance in Girtaka Logistics

### COMMERCIAL AND ADMINISTRATIVE DEPARTMENTS



### GROUND-FLOOR EMPLOYEES



### DRIVERS



## CASE STUDY: Girtaka Logistics Evaluated as One of the Top Employers in Lithuania

For the second year running, CV-Online's nationwide survey to find the best employers in Lithuania showed that Girtaka Logistics is among most favourable companies. Girtaka Logistics secured its place as one of 3 best employers in transport industry.

Every year, both employees and job seekers are asked to nominate and vote for the company they think is the best employer, both overall and in 5 industry specific categories: Trade, Finance, IT, Industry and Transport. Survey was carried out between December 2015 and January 2016. 2,616 respondents could vote for one of 15 companies in each category, or suggest another company not specified in the list.

# ENVIRONMENT

**Principle 7:** Businesses should support a precautionary approach to environmental challenges; **Principle 8:** undertake initiatives to promote greater environmental responsibility; and **Principle 9:** encourage the development and diffusion of environmentally friendly technologies.

Measures to minimize adverse impacts on human health and the environment are taken throughout the value chain. This includes minimizing pollution, promoting an efficient and sustainable use of resources, including energy and water, and minimizing greenhouse gas emissions in transport. The local environment at the production site, warehouse or the garage shall not be exploited or degraded.

## Girteka Logistics ensures that:

- Environmental damage is avoided via regular maintenance of supply-chain and environmental protection system (air pollution control, waste, water treatment systems, etc).
- Emergency procedures are created to prevent and address accidents affecting the environment and human health.
- Handling and storage of chemical and other dangerous substances is done in accordance to international requirements and rules (Girteka Logistics holds ADR certificate).

Regarding progress in 2015, we would like to draw attention to further areas relating to the UNGC Environment principles:

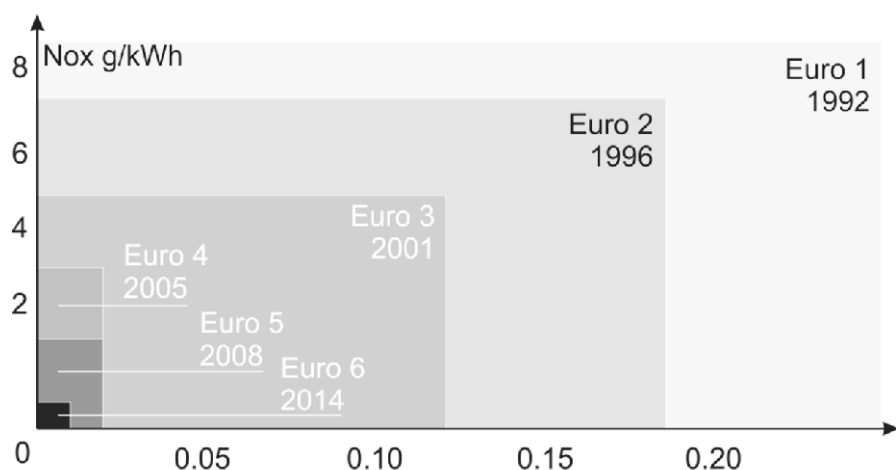
## Euro 5 and 6 Emission Class Trucks

To lower the impact on environment, Girteka Logistics has over 2900 trucks meeting only Euro 5 and Euro 6 emission standard and uses other eco-friendly equipment. Average age of these trucks is 2.5 years. New cooling equipment,

installed in reefer trailers, is reducing fuel consumption by 15%.

Euro 6 class trucks reduce CO<sub>2</sub> emission and helps to protect environment (see table No. 1). Girteka Logistics aims to have full fleet of Euro 6 emission class trucks till 2020.

Table No. 1: Comparison of Euro 6 emission class trucks



## EURO 4 vs. EURO 6:

Particulate matter -50%

Nitrogen oxide -89%

Hydrocarbon -71%

# ENVIRONMENT

## ISO 14001:2004 Standard

In order to ensure that our customers are provided with the highest green services, Girteka Logistics has implemented Environmental management system that meets ISO 14001:2004 standard.

The key goals of the environmental management are:

- To reduce environmental pollution and CO<sub>2</sub> emissions
- To encourage the sorting of waste within the company for recycling and waste disposal
- To involve our partners and employees in the promotion of environmental protection
- To integrate environmental criteria into the procurement of goods and services
- To comply with the requirements of environmental legislation
- To prevent emergencies



## Eco-Driving: In-House Drivers Academy

With the accordance to “safety first” and with the application of eco-driving during the training, we build the fuel-efficient and intelligent style of driving, which is the least harmful to the environment

Eco-driving benefits:

- Fuel consumption and climate protection (reduction of fuel and CO<sub>2</sub> emissions)
- Local environment and health (reduces noise pollution and local air pollution)

Using fleet management system DynaFleet – drivers are checked how their driving manners changed before and after eco-driving trainings.

## Other Environmental Responsibility Activities

**Utilization of waste-paper.** In 2015, approximately 1870 kg of waste-paper were utilized. We saved 33 trees.

**Eco paper.** Girteka Logistics demonstrates its commitment to the environmental sustainability and is using only eco-friendly paper. We use tinted eco-paper which has the EU Eco-Label certificate. This kind of paper is produced by using ECF – Elemental Chlorine Free and fast-growing trees.

**Electronic invoicing.** It is an effective instrument to reduce usage of paper, billing costs and make processing of invoices easier. 47% of all our invoices are issued using Electronic invoicing procedure.

## CASE STUDY: Environmental Clean-Up Campaign DARAM (Let's Do It)

Every year employees join traditional spring clean-up campaign DARAM, during which garbage from forests, roadsides, public areas and parks is collected. Through this action, Girteka Logistics demonstrates its commitment to responsible environmental practices. We believe, that protection of environment benefits us all, and we all share responsibility to ensure that future generations inherit a cleaner and more sustainable society. The global movement, 'Let's Do It World', has been recognized by the United Nations.

# ENVIRONMENT

## Measurement and Future Goals

Girteka Logistics have saved at least 65 tonnes of CO<sub>2</sub> in 2015 by choosing to cross the Channel with Eurotunnel Le Shuttle Freight, something that was recognized by Groupe Eurotunnel with a CO<sub>2</sub> certificate. Additionally to that, stronger focus was put on eco-driving courses for Girteka Logistics drivers in the in-house Drivers Academy.

Our aim for the next year is to further reduce our environmental impact by lowering CO<sub>2</sub> emissions. Girteka Logistics aims till 2020 to have full fleet consisting only of newest Euro 6 emission class trucks. This goal is successfully sought as recently company announced about the purchase of 1000 new Mercedes-Benz Actros Euro 6 engine type trucks. These new trucks will replace older ones

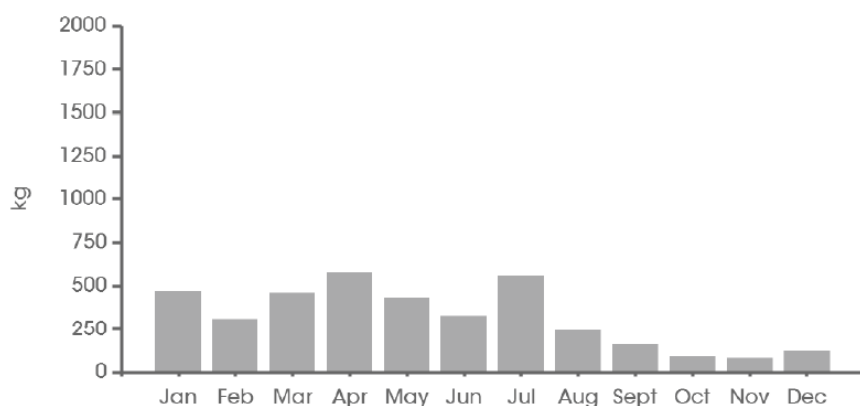
and increase Girteka Logistics fleet.

Girteka Logistics started to use Biodiesel – Rapeseed Methyl Ester (RME) from BIOFUEL Express. Currently Girteka Logistics bought 20.000 litres as a pilot project. Bigger amounts are planned for next year.

In 2015, approximately 1870 kg of waste-paper were utilized. This saved 33 trees.

New role within the Girteka Logistics was established – Eco-Driving Manager. The aim of this role is to monitor driving man-ners and give suggestions for drivers how to improve while on the road. We hope to share results of this new position in our next year's report.

## 2015 CO<sub>2</sub> emissions



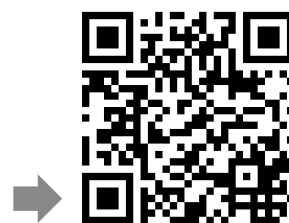
By choosing Eurotunnel Le Shuttle Freight to cross the Channel, GIRTEKA LOGISTICS can be assured of the lowest CO<sub>2</sub> emissions.

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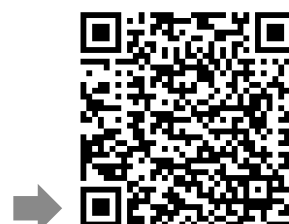
*Measures to minimize adverse impacts on human health and the environment are taken throughout the value chain. This includes minimizing pollution, promoting an efficient and sustainable use of resources, including energy and water, and minimizing greenhouse gas emissions in transport. The local environment at the production site, warehouse or the garage shall not be exploited or degraded.*

Girteka Logistics Code of Conduct

Find out more about Girteka Logistics fleet:



Find out more about our environmental responsibility:





# ANTI-CORRUPTION

**Principle 10:** Businesses should work against corruption in all its forms, including extortion and bribery.

As a transport and logistics industry leader both in Lithuania and Eastern Europe, we understand that Girteka Logistics has to set the highest standards of ethical business. Our employees are expected to familiarize themselves with the ethical business standards and uphold them in their day-to-day work. We might have made some mistakes in the past, but the new outlook of the company is to strictly follow those rules now and in the future.

## Girteka Logistics ensures that:

- Company is not involved in and does not accept corruption when doing business.
- “Anti-corruption” and/or “ethical behaviour” measures are mentioned while agreeing on contacts with business partners.
- Internal procedures are established to support the company’s anti-corruption commitment.

Regarding progress in 2015, we would like to draw attention to further areas relating to the UNCG Anti-Corruption principle:

## Code of Conduct

As it was mentioned before, at the beginning of 2015 our first formal Code of Conduct was created and published. The principles for responsible business, that are in accordance with internationally acknowledge norms, are listed in this document.

The Code of Conduct serves as a guideline for conducting business in an appropriate, responsible and transparent manner consistent with the business ethics. Sustaining the highest standards is essential to retain the trust of the community and business partners.

## Annual Report

In 2015 Girteka Logistics published its first Annual Report for the financial year 2014. This adds to our aim to be more transparent and accountable to all our stakeholders.

Consolidated financial statement summary of UAB “ME Investicija”, the holding company for Girteka Logistics, was as well published together with the Annual Report. Consolidated financial statement summary was audited by EY (formerly Ernst & Young).

Find our Code of Conduct  
in English here:



Find more about our Annual  
Report for the year 2014 here:



Find more about advocacy  
for anti-fraud measures here:



# ANTI-CORRUPTION

## Measurement and Future Goals

One of the biggest aims and challenges for 2015 was to familiarize all Girteka Logistics employees with our new Code of Conduct. Only by knowing what is expected, can we uphold the standards.

To achieve that, in 2015 these steps were made:

- Business ethics was included into new employee training that is mandatory for all new employees at Girteka Logistics.
  - Special trainings were set for all division managers on how to explain Code of Conduct for their employees.
  - Code of Conduct and a broader explanation was published in intranet for all employees, as well as printed copies distributed in different locations.
  - The most important part, two new roles were established within the company – Quality Manager and Vindication Manager. One of their duties is to observe, how rules, set by Code of Conduct, are followed within the company.
- Girteka Logistics seeks to conduct business in a transparent way. That's why a decision to publish a public Annual Report every year was made by the shareholders of the company.

In 2016 we are planning to conduct an internal survey to understand, if employees are acquainted with the new Code of Conduct and what additional information or explanations they need. At the end of the year a revision of Code of Conduct will be made to include parts that might have been missed in the first edition.

Additionally, new internal policies are planned to supplement our Code of Conduct: group gifts and hospitality policy, fraud and theft policy, accounting policies and procedures manual.

Annual Report for the year 2015 will be published and made available online in June (after receiving audited financial figures).

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*Corruption in any form is not accepted, including bribery, extortion, kickbacks and improper private or professional benefits to customers, agents, contractors, suppliers or employees of any such party or government officials.*

Girteka Logistics Code of Conduct

## CASE STUDY: Advocacy for Anti-Fraud Measures

In December 2015 a number of vindication, security and prevention professionals from different business sectors in Lithuania were invited to Girteka Logistics headquarters. Together they shared best practices on how to implement anti-fraud measures within the companies. This seminar was organised together with partners, credit bureau CreditInfo.

This event was the first of this kind in Lithuania to host such industry professionals. As it was evaluated really positively by all participants, more of such events are planned in the future. Sharing expertise on anti-fraud issues helps businesses to keep their measures up to date. Short survey after the event showed, that experts feel, that they lack information on anti-fraud issues in Lithuania and need such gatherings and best-practice sharing among each other.

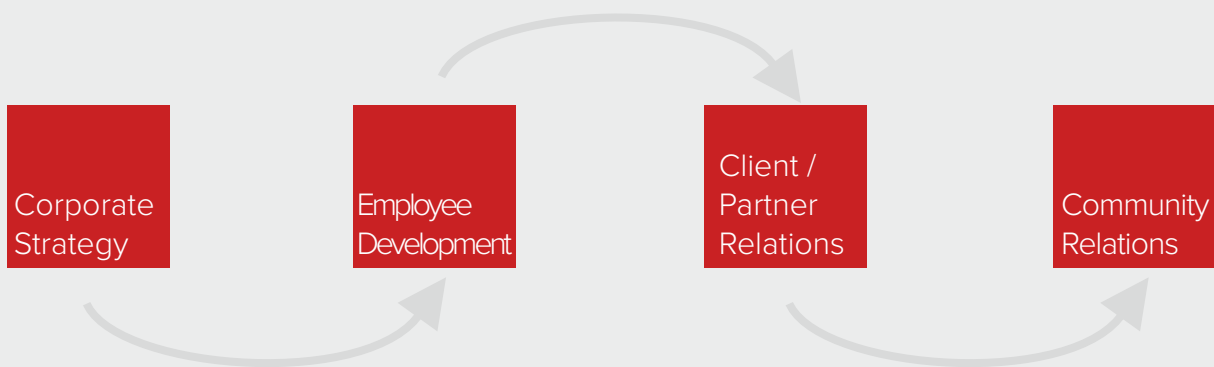
# CSR – at the Highest Level of Management

## Group Management

Overall CSR policies and approach throughout the company



## CSR Approach



## Implementation of CSR Policies

Communication and  
Marketing Division



Human Resources  
Development Division

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*To be trustworthy enterprise in the fast-changing logistics industry, and to accomplish expectations of our customers, employees, partners and communities.*

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**Vision of Girteka Logistics**

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