

# Environmental Social & Governance Report



2022

Sofia, Bulgaria

Table of Contents

**INTRODUCTION**..... 3

**Message from the Managing Partner** ..... 3

**About Our Company**..... 4

**Our Mission Statement**..... 5

**Our ESG approach** ..... 5

**I. ENVIRONMENT** ..... 8

**I.1. Internal Policies facing Deforestation and Water savings issues** ..... 8

**I.2. Internal Policies facing Climate Change issues** ..... 10

**I.3. Internal Policies facing Air Pollution and Greenhouse Gases (CO2 emissions) issues** 10

**I.4. Internal Policies facing Energy Consumption issues**..... 10

**I.5. Internal Policies implementing Waste Management standards** ..... 11

**II. SOCIAL**..... 12

**2.1. Our people**..... 12

**2.2. Policy for Supplier Selection**..... 14

**2.3. Clients**..... 15

**2.4. Participations** ..... 17

**III. GOVERNANCE** ..... 18

**3.1. Corporate governance** ..... 18

**3.2. Ethics and Company’s culture** ..... 19

**3.3. Anti-bribery and tax approach** ..... 19

**SUMMARY** ..... 20

## INTRODUCTION

### Message from the Managing Partner

As the Managing Partner of DRP, I feel honored to share with you the progress we have made towards our ESG goals during year 2022.

We are a responsible and forward-thinking organization, we recognize the importance of ESG factors in creating long-term value for our clients, our team, and our society. We understand that our actions can impact the environment, society, and our governance structure, and we strive to mitigate those impacts while promoting positive change.

Our ESG framework is an integral part of our business strategy, and we have made significant progress in all three areas. We have implemented sustainable practices in our operations, such as reducing paper usage, recycling, and energy-saving measures. We have also invested in our team members' well-being, providing training and development opportunities, and promoting diversity, equity, and inclusion.

Additionally, we have strengthened our governance structure by adopting robust policies and procedures to ensure ethical and transparent business practices. We have also aligned our goals with the United Nations 17 Sustainable Development Goals, and we remain committed to achieving those goals.

We are confident that our efforts will play a pivotal role in building a sustainable future for all thanks to the continued support of our team, peers and clients.

Sincerely,



Anelia Dinova,

Managing Partner at Dinova Rusev and Partners

## About Our Company

Dinova Rusev & Partners (“**DRP**” or the “**Company**”) is a full scope law firm based in Bulgaria offering companies a wide range of legal services. We pride ourselves in providing results orientated and personalized advice of an exceptionally high standard in a time and cost efficient manner.

DRP is founded in May 2005 and until 01 April 2009 the firm operated as member-firm of one of the big four consulting companies. Since 01 April 2009 DRP operates as independent law firm providing full scope legal services to some of the major international investors in Bulgaria.

The DRP partners are accustomed to an international multidisciplinary corporate culture and multi-cultural team/client interaction. They live the high professional standards entrenched in them since the first years of their professional careers, maintain and pass these forward to the younger lawyers in the DRP team.

DRP invests in the development and specialization of its team members, the implementation of its slogan in practice and the establishment and maintenances of long-term trusted client relationships.

DRP’s professional services’ matrix operates on two lines: client service team (point of contact for the client) and specialized expert teams (driven by areas in law). The input from the specialized team on a specific client matter is coordinated and communicated to the client by the client service team.

Our practice areas include:

- Corporate and commercial;
- M&A;
- Banking & Finance, capital markets and listed companies;
- IP & IT;
- Regulatory & Competition;
- R/E and Construction;
- Energy and Environmental;
- Employment & Data Protection;
- Litigation;
- Tax.

## **Our Mission Statement**

*“GOING THE EXTRA MILE”*

We walk the extra mile with corporate clients to help them achieve goals by providing high quality legal advice in a practical manner.

DRP is committed to building long-term, sustainable relationships with the clients. We achieve this by treating each client as an individual entity with their own set of priorities, challenges and objectives.

Our team is well placed to provide the clients with expert, tailored and effective advice.

It is this energetic and enthusiastic approach to service which has gained us a place among the leading law firms in Bulgaria.

In long term perspective one of our primary goals for the next decade is to prepare ourselves and help our clients for the needed changes for sustainable future.

The most effective way for this is for us to be environmentally, socially and governance sustainable. Going the extra mile for us means to go the extra mile for our team and service providers demonstrating sustainable business model as well as going outside the pure legal services and help and guide our clients in the transformation of their businesses in the most sustainable manner possible.

## **Our ESG approach**

*“GOING THE EXTRA MILE being ESG Responsible”*

### **Environmental**

All companies leave some environmental impact. Our core activity, although being a legal services provider, and not a production enterprise, is still an activity that is using electricity at least to run an office, has its impact on the deforestation process by using lots of paper, impacts directly or indirectly on different environmental issues.

During the past ten years we gradually managed to identify the core environmental issues our company is confronted by and to implement mechanisms to mitigate them and reduce the negative environmental impact our activity has.

Taking the responsibility for the environmental impact DRP's operations may have, we are committed to ensure low energy and water consumption, savings and efficiency during company operations and waste management, no hazardous waste – reduce, reuse and recycle from operations.

We achieve this along with others with our laptop replacement policy, recycling equipment, paper shredding program and separate waste collection.

We work together with our team members, service providers and clients to ensure we all are moving in the right sustainable direction.

The Company is working closely with different start-up initiatives, since we understand that innovations bring a long-term positive impact not only on the economy, but the society and the environment as well.

Our Environmental approach could be defined in summary in the sustainability principles we follow:

- gradually improving our environmental impact – we implement routines to ensure climate and environmentally conscious operations; we measure our progress every year
- being together with our team members and clients to achieve sustainability transformation
- transparency, unity & accountability in company's governance

### **Social**

Having one of the most inspiring business woman in Bulgaria as our founder and managing partner marked our social culture and core values since the beginning of our activity. Our top priority is to identify and respect the differences that exist among our people. This is exactly what makes us unique in the Bulgarian market.

50% of our partners are women, we have team members of different ages, race and ethnical origin, and we strongly encourage our team members to develop specialized skills.

It has always been our mission to make a difference as lawyers. We hold high personal and professional ethical standards and principles, and we are always guided by the law and

nothing else. Our relationships with clients and partners are built on trust, respect, shared values, and transparency.

We are well-known as an employer that provides a good package of additional benefits, opportunities for qualification increases, flexibility, and transparency in payment processes, including gender pay equity. For example, we strive to provide a minimum of 20 hours per year of professional or personal development educational programs for our personnel.

Our main asset is our people, and their health and well-being are the only drivers of our development as trusted legal advisors and employer. We do our best to provide flexible working arrangements to our team members, including flexible start and end times for the working day and a remote work allowance, to help them achieve the most important balance between work and personal life. We also invest tremendous time and effort in the personal and professional development of our people. With an effective and transparent process of annual performance reviews, goals setting process, and regular counselor meetings, we prove every day that we are here for our people. We congratulate each achievement, communicate and address personal and professional issues, needs, and goals.

Health and safety are our other top priorities. We work with one of the best occupational medicine service providers in Bulgaria, and we have well-trained personnel responsible for health and safety. We provide a great amount of training and information to our employees concerning their work life. DRP also ensures its team members with an additional healthcare luxury package and annual medical check-ups.

The main key indicator of the success of our social mission is the fact that the average years of experience of our personnel as DRP team members is more than 10 years.

### **Governance**

As trusted legal advisers, our business is based on strict governance rules that ensure a high level of confidentiality, personal data and trade secrets protection, as well as effective KYC and anti-money laundering procedures.

Our corporate and internal relations are always based on our policies against discrimination and sexual harassment, as well as whistleblowing protection and communication channels. We also hold high anti-bribery and anti-corruption standards that correspond to our personal values as lawyers. We not only make these our main mission and internal policies, but we also repeat the essence in our staff handbook and conduct periodic internal trainings on these topics.

Based on these three main pillars, our business has developed, and we have taken the steps outlined within this document to improve our ESG compliance in 2022.

## I. ENVIRONMENT

### I.1. Internal Policies facing Deforestation and Water savings issues

From 2001 to 2021, Bulgaria has lost 9.24kha of tree cover from fires and 126kha from all other drivers of loss<sup>1</sup> which represents approximately 3.3% decrease in tree cover since 2000.

In our business activities we are pro-active in protecting our planet's limited resources being a responsible company considering the environmental impact we have. In 2022 developing our flexible working arrangements policies and practices, we successfully decreased the use of water, paper and electricity with more than 10%.

It is true, our activities require work with a lot of paper. We are still legally obliged to keep paper tracks of significant part of what we are doing for our clients. We are reducing the consumption of paper always when we are allowed to. For that reason we have implemented a number of internal policies and procedures.

Non-Printing Policy and E-Archiving: We changed our policy for archiving e-mail correspondence on paper and implemented new technologies for e-archiving. The non-printing policy is part of Company's Internal Office Manual, a document which is distributed and presented to the team members on their first working day.

Electronic Filing System: Each client has a folder on the Company's server. All work performed for that client must be saved in that specified folder. Any received or sent emails together with any documents attached to them should be exported through Office Outlook and saved properly into the client's correspondence folder as a 'txt' file without printing on hard copies.

No One-Side Printing: Any papers that are not required to be one-sided are printed on both sides.

The Paper We Use: We purchase paper from contractor/s ensuring environmentally sustainable process, which mitigates global warming. It is an environmentally-friendly process where no waste is wasted. It generates renewable energy from wood by-product and draws water from the excess rainwater runoff filled in reservoirs; it creates positive rural community engagement and job opportunities as well.

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<sup>1</sup> Information provided by the online platform <https://www.globalforestwatch.org/>



Recycling Policy: We use service providers for secure shredding for many years. The shredded paper is used by third parties for paper recycling which also helps save the environment. For the last three years we have shredded approximately 695.40 kg amount of paper. Based on the IRP (German initiative for the use of sustainable paper, 2015) from this amount of shredded paper can be produces approx. 621 kg of recycling paper. Our company and team members are strongly motivated by the positive impact on the environment which the recycling policy could make.

The following figures illustrate the environment advantages of the production of recycling paper when compared to the production of fresh fibre paper.

By producing 621 kg of recycling paper instead of fresh fibre paper, the following resources can be saved:

Wood:	1.860,00 kg
Water:	19.682.00 l
Energy:	4.053.00 kWh
CO2:	108,00 kg (during the production)

Our activities require high confidentiality and GDPR further requires destruction of documents containing personal data (prevailing part of our paper waste) and to keep specific documents within statutory terms. Due to this we are able to recycle only limited part of our paper waste but for sure we are doing this diligently. Any other waste that we are producing is diligently managed separately and recycled, if possible.

Recycling policy saves approx. 1.860,00 kg wood for a three year period (see more detailed information in the previous section).

Personnel awareness: What we realize to be of importance is to put efforts to increase the awareness of our team members by training programs and different environment friendly activities. By internal training programs and awareness materials distributed to them in 2022-2023 we aim to strengthen their knowledge on energy and resources conservation in daily operations. Instructions and reminders for the internal Non-Printing E-Archiving Policies are being sent by the Managing Partner and discussed during our regular meetings periodically to ensure that all team members are well informed.

## **I.2. Internal Policies facing Climate Change issues**

Climate initiatives: We invested in the best solutions for digital meetings, including upgrading our office facilities, which reduced the need to travel. During the COVID 19 restrictions, we were forced to implement innovative methods to communicate with people all over the world and we kept them as we recognized the positive impact they have.

In 2019 we moved to a new office building, 100% interior designed with natural materials – wood, stone and glass. We recognize the surrounding area as our responsibility and invest in landscaping and tree planting. Any improvements made during the past three years are made with this consideration.

## **I.3. Internal Policies facing Air Pollution and Greenhouse Gases (CO2 emissions) issues**

DRP does not own company cars and encourage its employees and partners to use public transportation or shared car if needed for official purposes and do not produce any or produce minimal emissions from transportation.

Company's internal recycling policy saved approx. 108,00 kg of CO2 for the last three-year period (see more detailed information in the previous section).

## **I.4. Internal Policies facing Energy Consumption issues**

We are committed to ensure reduction of energy consumption and greenhouse gases emissions during company operations.

In 2019 we moved to a new office building and in the last three years we invested in new energy efficient equipment.

We replaced the old AC equipment and invested in purchasing new more energy efficient ones ensuring cooling system optimization and start using natural non-electricity dependent sources for heating purposes.

**This led to more than 25% savings of energy consumption.**

**Annual Energy Consumption Report:**

For Year 2018:	25134 kWh
For Year 2019:	21135 kWh
For Year 2020:	15436 kWh
For Year 2021:	15785 kWh
For Year 2022:	14666 kWh

Our Recycling policy saves approx. 4.053.00 kWh energy for the last three-year period (see more detailed information in the previous section).

### **I.5. Internal Policies implementing Waste Management standards**

We have implemented separate waste collection system in 2016 and included it in our Office Manual as Internal policy. We ensure good awareness of our team members by resending summary information and/or other relevant information to the team.

In numbers for the period 2021-2022:

Unsorted waste:	67%
Recycled waste:	33%
Hazardous waste:	0%

## II. SOCIAL

### 2.1. Our people

#### Safety and wellbeing

In addition to the minimum health and safety measures required by law, all employees including team members and lawyers are subject to Health Insurance Policy at the expense of DRP. They are entitled to free health services provided by a pre-approved Health Insurance Company as well as reimbursement of medicine expenses.

The Internal Labour Rules and Internal Salary Regulations are part of the corporate documents made available to all employees. These rules specify working hours, remuneration, and social benefits granted to everyone.

During the Covid-19 epidemic, we implemented a home office policy and work in shifts policy, which helped us ensure a safe working space for our people.

All team members are equal in the social benefits provided by the company, such as:

- Additional medical insurance
- Sports activity cards providing various sports, mental health, and relaxation opportunities
- Friday "Lunch with the colleagues" initiative
- Twice-yearly outdoor activities weekends organized and led by professionals
- Work from home policy
- Personal working arrangements upon request of the employee/team member - currently, in 2021-2022, one of our lawyers was working part-time from home as a transition after the end of maternity leave.

#### Career management and training

DRP has a strictly defined recruitment process aimed at developing a team of professionals. This process gives equal opportunities to all candidates while ensuring that the most suitable candidates become members of the legal team. Being transparent in the recruitment process is important for the company as an employer.

In 2022, we achieved our goal of providing all team members with the opportunity to participate in various legal and other technical and management-related trainings. We provided a minimum of 20 hours of education per person in the form of trainings and educational courses. The type and number of skill development trainings per year (not less

than two) depend on the seniority of the respective team member in the organization and their professional interests. Over the past two years, we have significantly expanded our efforts to ensure that all employees have access to proper skill trainings.

Part of the career development process is the Mentor program, which is implemented and in force for all our team members.

Regular assessment (at least once a year) of individual performance is part of the career management process. We conduct an evaluation process to point out the achievements of each team member, their growth, or needs for improvement. The yearly evaluation process aims to ensure transparent and fair management of promotions and layoffs.

**Diversity, discrimination and harassment**

We are committed to preventing discrimination, physical, psychological, and verbal abuse in the work environment by promoting equal treatment of people from different backgrounds.

In 2022, we rolled out a new mandatory internal training program - Internal Awareness Training - to prevent discrimination and/or harassment. The purpose of this training is to create a culture of diversity, equity, and inclusion. Our lawyers are experts in the field, and understanding and addressing these issues are part of their professional expertise. As such, these matters are part of the regular training of their skills and knowledge.

**Average numbers:**

Diversity in the team:	Men: 55%	Women: 45%
Diversity on partner’s level:	Men: 50%	Women: 50%
Diversity on senior management level:	Men: 50%	Women: 50%
Team members up to 29 years:	23%	
Team members from 30 to 50 years:	59%	
Team members over 50 years:	18%	

In 2023 DRP will develop and implement formal whistleblowing policy and procedure where transparency, protection of whistleblowers and highest standards will be ensured.

## 2.2. Policy for Supplier Selection

We are committed to conduct business in a socially responsible, environmentally sustainable, and economically viable manner.

The ESG Policy for supplier selection frameworks the criteria we use to evaluate and select suppliers throughout our activity.

### Environmental Impact

We will give preference to suppliers who demonstrate environmental awareness by:

- Using sustainable materials and minimizing waste in their production processes
- Having environmentally friendly production processes, such as using renewable energy and reducing greenhouse gas emissions
- Having certifications or recognitions for environmental sustainability.

### Social Impact

We will give preference to suppliers who demonstrate social responsibility by:

- Ensuring fair labor practices and treating their workers with respect and dignity
- Respecting human rights and adhering to applicable laws and regulations
- Supporting their local communities through philanthropy, volunteerism, or other means.

### Governance

We will give preference to suppliers who demonstrate strong corporate governance by:

- Maintaining transparent and ethical business practices
- Adhering to applicable laws and regulations, including anti-corruption laws
- Having a strong code of ethics or similar policies that guide their behavior
- Being financially stable and having a good reputation for integrity and accountability.

### Prices

We strive to select suppliers who meet our ESG criteria while also offering competitive pricing. We will work with suppliers to achieve mutually beneficial and sustainable outcomes.

We expect all of our suppliers to meet our ESG standards, and we monitor their performance on a regular basis.

As a law firm, we recognize the significant impact that our supply chain can have on society and the environment. We are committed to doing our part to promote sustainability and responsibility in our operations and supply chain.

## 2.3. Clients

### Long-term and sustainable relations

As a legal services provider to various local and international businesses we help them achieve goals by providing high quality legal advices in a practical manner.

DRP is committed to building long-term, sustainable relationships with its clients. We achieve this by treating them fairly as an individual entity with their own set of priorities, challenges and objectives.

It is of prime importance to us always to communicate with the clients in a transparent manner.

DRP is trusted legal adviser to number of companies using green energy for their operation or producing such. We are strongly supporting and promoting this among our clients.

### Protection of Clients' Data Privacy

Acknowledging the highly digital age we live in, the security and protection of personal data and information have become increasingly crucial. With the extremely rapid development of technology, it has become easier for hackers and cybercriminals to gain unauthorized access to sensitive and confidential data, putting individuals and organizations at risk of privacy violations and data breaches.

In response to these growing concerns, DRP has developed and implemented its **Personal Data and Information Security Protection Measures Policy**, effective as of May 23, 2018, to ensure the highest level of security of the information processed by us.

One of the measures that we implemented is the encryption of sensitive data. All personal data and information stored by us are encrypted, making it unreadable and inaccessible to unauthorized parties. This includes the use of advanced encryption algorithms, ensuring that even if data breaches occur, the information obtained will be of no use to the hackers.

We have also implemented strict access controls to ensure that only authorized personnel can access personal data and information. This includes a role-based access control algorithm, ensuring that only individuals with the necessary permissions can access specific data.

Furthermore, DRP has implemented a comprehensive data retention policy, which outlines the time frames for which personal data and information are retained, after which they are securely destroyed to prevent unauthorized access.

In addition to these measures, we regularly conduct security audits and risk assessments to identify vulnerabilities and potential threats. This helps our company to mitigate the risk of data breaches and privacy violations.

Finally, our GDPR team ensures that all team members receive regular training on personal data and information security. This includes training on how to handle personal data and information in a secure and responsible manner and how to identify and respond to security incidents as well.

### **Measures to inform clients on environmental impacts of projects**

It is always a part of our deliverables to the clients to emphasize how a specific project will affect the environment. As part of our due diligence reports when advising M&A or other transactions is possible environment impact of the project. We have number of projects that had initial negative impact and we helped and guided our clients how to successfully change this.

We use our email signature to remember to the recipients how important is to mind their actions in view of the environment impact by inserting the following statement:

**Please consider our environmental responsibility before printing this e-mail** 

### **Pro-bono work**

In our activities throughout the years, we have consistently invested effort and resources in supporting low- and moderate-income clients as well as various initiatives that have positive effects on the environment and the community.

### **Supporting our clients during the Covid -19 pandemic**

We understand how important it is for our clients to maintain stable relationships with their partners. As a partner to our clients, our Company has implemented various mechanisms to ensure smooth business operations for those who have struggled during the Covid-19 pandemic restrictions. Some of these mechanisms include flexible payment terms and different discounts.



## 2.4. Participations

Dinova Rusev & Partners is a member of the following domestic and international organizations:

- Employment Law Alliance and European Employment Lawyers Association
- Associated European Energy Consultants
- Eureseau international network of lawyers
- ICLA (the International Commercial Law Alliance)
- AIPPI – Bulgarian National Group
- BESCO – Bulgarian Startup Association

As an organization, we recognize the importance of ESG considerations and strive to integrate them into our business practices. Being a member of various international and domestic organizations has been instrumental in shaping our ESG strategy and ensuring that we maintain high standards.

Our membership give us access to valuable resources, networks, and expertise and help us stay up-to-date on the latest developments and best practices in ESG matters. We are able to collaborate with other like-minded organizations which enables us to drive positive change and make a meaningful impact.

Our involvement in these organizations provides us with a platform to share our experiences, achievements, and challenges. This enables us to receive valuable insights which we use to continuously improve our ESG approach.

## III. GOVERNANCE

### 3.1. Corporate governance

At DRP, we believe that responsible corporate governance is essential to create long-term values for our stakeholders and partners, and to achieve our sustainability goals. We are committed to upholding the highest standards of ethical behavior, accountability and transparency.

#### **Transparency in decision-making:**

We are committed to making informed, responsible, and transparent decisions that take into account the interests of all the stakeholders. We ensure that our decision-making processes are fair, objective, and based on accurate and reliable information. We communicate our decisions and their rationale in a timely and clear manner to the team members.

#### **Regular Partners meetings:**

We recognize that our shareholders' involvement play a critical role in our success and we hold monthly shareholders' meetings to discuss key business issues, share information, and seek feedback. We use these meetings to foster collaboration and strengthen our partnerships.

#### **Protocol development:**

We establish clear and comprehensive protocols for our corporate governance practices, including decision-making processes, risk management, internal controls, and stakeholder engagement. These protocols are regularly reviewed and updated to ensure they remain effective and aligned with our ESG goals.

#### **Ethics and compliance:**

DRP maintains the highest standards of ethical behavior, integrity, and compliance with applicable laws and regulations. We have established clear policies and procedures to prevent and detect unethical or illegal behavior, and provide regular training to the team members to ensure they understand and comply with these policies and procedures.

By adhering to our ESG policy for corporate governance, we believe that we can enhance our long-term value creation and contribute to a more sustainable future for all.

### **3.2. Ethics and Company's culture**

At DRP, we believe that ethical behavior and a strong corporate culture are essential to creating long-term value for the stakeholders and to achieving our sustainability goals.

We are committed to creating an environment in which all team members feel comfortable reporting ethics issues or concerns without fear of retaliation. We are in a process of establishing a whistleblowing procedure that will allow them to report any unethical or illegal behavior, including fraud, corruption, or discrimination. We will investigate all reports promptly, and we will take appropriate action to address any issues identified.

Preventing information security breaches is critical to protecting our stakeholders' data and our business reputation. We provide regular training to our employees to raise awareness of the risks associated with information security breaches and to ensure that they understand their role in preventing such breaches. We also provide training on best practices for protecting sensitive data, such as using strong passwords and secure communication channels.

It is of importance to protect our stakeholders' data from unauthorized access or disclosure. We have implemented measures to protect third-party data, including access controls, data encryption, and data backup procedures. We regularly review and update these measures to ensure they remain effective and aligned with our ESG goals.

By adhering to this ESG policy for ethics and company culture, we believe that DRP can strengthen its corporate culture, protect the stakeholders' data, and contribute to a more sustainable future for all of us.

### **3.3. Anti-bribery and tax approach**

Upholding high ethical standards and preventing corruption and bribery are essential to creating long-term value for achieving our sustainability goals and build reputation. DRP is committed to complying with the applicable anti-bribery and tax laws and regulations, and to maintaining transparent and ethical business practices.

We provide regular training to our employees to raise awareness of the risks associated with corruption and bribery, and to ensure that they understand their role in preventing such behavior. We also provide training on best practices for compliance with anti-bribery and tax laws and regulations.

Our specialized team of experts advises on the establishment and implementation of anti-bribery and tax procedures in our organization. They are responsible to keep all team members updated on the latest laws and regulations and they provide regular trainings.

We conduct due diligence on our partners and suppliers to ensure they share our commitment to ethical business practices and compliance with anti-bribery regulations.

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## SUMMARY

The 2022 ESG report provides a comprehensive overview of our current sustainability state, which was established through a thorough materiality assessment.

Through the ESG report, we aim to demonstrate Dinova Rusev and Partners' commitment to sustainability, outline the progress towards achieving our goals, and provide transparency into our ESG practices. We will continue to work with our stakeholders to identify areas where we can have the greatest impact and drive meaningful change towards a more sustainable future.

Our goal is to use our influence and unique position as advisors to drive businesses, organizations, and public entities towards a more sustainable future.

Our Company recognizes that the sustainable transformation requires a collective effort, and our stakeholders serve as key drivers for change.