

2017

# Annual Report 2017



Working better living well!

# Table of Contents

2017 Highlights.....	4
Message from the CEO .....	5
About GEP .....	8
2017 Year in Review .....	11
GEP - Group of Companies.....	15
History, Vision and Values.....	17
Business Model .....	20
Strategy .....	22
Competition.....	25
Business Lines.....	27
Basic OHS Services – Safety.....	27
Basic OHS Services – Health .....	27
Training.....	28
GWO Basic Safety Training .....	28
Studies and Surveys.....	28
Other Services .....	29
Risk Management.....	32
Corporate Governance.....	35
Management and Quality Systems .....	39
Corporate Social Responsibility.....	41
Sustainable Development .....	44
Human Resources.....	46
Plans for 2018 ...and beyond.....	49
Annexes .....	50
Balance Sheet 2017 & 2016 .....	50
Profit & Loss Accounts (Income Statement) 2017 & 2016 .....	51
Notes on the 2017 Financial Statements .....	51
<i>Accounting Policies and Practices</i> .....	51
<i>Notes on the Balance Sheet</i> .....	54
<i>Notes on the Profit &amp; Loss Accounts (Income Statement)</i> .....	54
Abbreviations and Acronyms .....	57

# Table of Figures, Graphs and Tables

Milestones in GEP History (2000-2017) .....	9
Key Financial and Business Figures (2017-2013) .....	11
Turnover and Profit before Tax (2017-2013) .....	12
Turnover and Expenses by Business Line (cumulative by Quarter, 2017) .....	12
Breakdown of Business Lines –Turnover (2017) .....	12
Notes on the Financial Results and Major Accomplishments, by Quarter (2017).....	13
Financial Performance.....	15
Financial and Business Figures of Subsidiaries and Affiliated Companies (2017 & 2016) .....	15
Corporate Values.....	17
Market Analysis and GEP Advantages and Strengths .....	22
Growth Plan – Short and Long-Term Initiatives .....	23
The H&S Market in Greece and GEP share (2015 & 2016) .....	25
Financial Risks.....	32
Operational Risks.....	33
Board of Directors * .....	35
Management Team * .....	35
Organizational Chart .....	36
Taxes and Social Security Contributions (2017 – 2013) .....	41
Taxes and Social Security (2017 – 2013) .....	41
Workforce by Employment Type and Gender .....	46
Workforce by Gender and Age.....	46
Workforce by Gender and Years of Service .....	46
Workforce by Gender and Location of Service .....	46
Workforce by Gender and Educational Level .....	47
Balance Sheet 2017 & 2016 .....	50
Profit & Loss Accounts (Income Statement) 2017 & 2016 .....	51
Fixed Assets Depreciation Rates .....	51
Income by Business Line (2017 & 2016) .....	54
Operating Cost Analysis (2017 & 2016) .....	55
Cost Breakdown (2017-2016).....	55
Breakdown of Expenses (2017 & 2016) .....	56
Profit and Margins (Gross, EBITDA and Net), (2017 & 2016) .....	56

# 2017 Highlights



**1,800  
clients**



**11,200  
facilities**



**310  
employees &  
associates**



**6M euro  
turnover**



**40%  
Market share**



**25% gross  
profit margin**



**debt-free  
company**



**228,500 hours of  
services offered**



# Message from the CEO



It is with great pleasure and honor to present our company's first Annual Report. This report highlights our 2017 achievements and outlines our future plans. It is also an opportunity to thank all our stakeholders for making GEP a successful and competitive company in its sector, for increasing constantly its quality of services and its market share, and for enabling it stay well positioned, towards a promising future.

In the 17 years of its life GEP maintained its leading position as the largest provider of Occupational Health and Safety (OHS) services in Greece. With its wide-ranging network of OHS consultants and dedication to quality, the company has developed in experience and in know-how. Today, GEP is a valuable business partner, covering a workforce of 220,000 persons working in some 1,800 organizations with more than 11,000 facilities in all sectors of the economy, and has provided more than 134,000 hours of Safety Officer and 94,500 hours of Occupational Doctor services, to its clients. Moreover, in 2017:

- We established with several new contracts our leadership and first rating in all industrial sectors and in segments like construction, energy and in complex risk projects (e.g. refineries, steel making, large industrial, infrastructure, etc.). Equally our health programs and the diversified trainings and studies developed, topped in excellency in all cases.
- We reaffirmed the trust of the European Commission to our services for another four years, by the new awarding of a public Tender for the provision of H&S Audits to several EU Delegations in non-EU countries, following the successful completion in 2016 of a similar Contract.
- We put in operation the project on the supportive e-services' (OiRA) in Greece, which we developed on behalf of the EU-OSHA in 2016.
- We organized our Training Center after GEP has been accredited as the one and only provider for Greece, the Balkans and the Eastern Mediterranean, of the Basic Safety Training standard of the Global Wind Organization (GWO).
- We tackled psychosocial risks at the workplace coupling our H&S services with Employee Assistance Programs (EAP). Through our strategic affiliation with Hellas EAP Ltd, we strengthened the anthropocentric character of our support and linked with our clients corporate responsibility programs.

Our adoption of a holistic approach to the OHS management may have significant and long-term effects on the human resources and the economic performance of the organizations. Scientific data supported by many professionals in H&S and by workers and employees as well, indicate that risk factors in the workplace can contribute to health problems which until now, were considered unrelated to work. Moreover, practice proves that the fragmented and partial OHS management has an elevated direct cost to the organization, coupled with productivity losses. Additionally, the constantly updated and deepened OHS regulations by the State, entail that a wide and robust umbrella of services should be provided.

Research shows that enterprises recognizing the benefits and the reciprocity of good practices and applying exemplary OHS and environmental programs, are consistently exceeding benchmarks in their sectors. In a global economy, those lagging behind will compete hard to survive. A holistic approach to OHS management addresses the following key areas: safety, health, well-being of human resources, operational quality and excellence, social commitment, preservation of the environment, and regulatory compliance. In GEP we have embraced this notion, and are now moving towards the future fully equipped, and ready to offer integrated services of the highest quality and added value.

The past year has been a time of action and progress. Our business continued with good financial and marketing results despite the prolonged economic crisis in the country. In the short-term we aimed to strengthen our position in the domestic market, and in the medium-term we are evaluating the perspectives of our international development having assessed that GEP is now well prepared in terms of resources, skills and culture, to compete abroad. We continued also on our Agenda of Change started with the company's relocation to new offices in one of Athens' landmark avenues, to reinforce our potential and impulse for more dynamic expansion, and to implement a series of reorganization projects. Our dual plan, on marketing expansion and on reengineering of our internal processes evolved successfully and the results are already visible. Now our key expectation to make our people more accountable and empowered and the company even more adaptive to market needs is very close.

We shall continue striving to provide more efficient and advanced services, gradually transforming ourselves from a contract-based service provider to a trustful consultant. We deepen our understanding on clients' needs, and we invest in human capital, technology and continuous training. We work on more diversification and enhancement of our services' portfolio, and on the transposition of our international know-how into our business. We also try to interweave corporate responsibility in all our business aspects, as our company culture and practice provides a solid basis for that; the constant updating of our policies pursuant to the sustainability principles is high on our agenda.

During my 12 years in GEP leadership, I had the privilege to lead a company of the highest quality offering to our clients the best scientific and technical solutions, well documented and justified always, and at a competitive cost. Success would not have been realized, if my fellow GEP colleagues had not made it possible through their continuous hard work and profound dedication.

All standing together in GEP we have achieved a lot. The best things are yet to come; for our company, our clients and ourselves, by sharing the same vision and creating shared value to all stakeholders. With our highly competent staff and associates, our adaptive culture and our strong financial position, GEP will continue to be **"the market first, and best choice"**.

Thank you for being part of our success.

Sincerely,

**George Lambrinos**  
**Chief Executive Officer**







# About GEP



Geniki Exypp Prostasia S.A. (GEP) is the leader in the provision of Occupational Health and Safety (OHS) consultancy in Greece, successfully extending its proficient services to other relevant topics as well. The company boasts a wide-ranging **clientele base of almost 1,800 leading organizations** in all sectors of the economy, profiting of its high-quality services.

Strong scientific background and visionary entrepreneurship led the founders of GEP, to start the company in **year 2000** and drive it straight to the top; the scientific character and the leadership of the firm remained its comparative advantages in all the coming years. Nowadays all contemporary advancements in the OHS field are swiftly assimilated into the operations of the company through the active participation of its people to international and domestic forums, congresses and events; all respective global knowledge and the good practice evolving, are suitably transferred to the everyday business. Presently, **310 employees and associates**, highly competent and specialized occupational medicine doctors and safety officers and coordinators, are employed by GEP. Their competences help the business to constantly grow and excel, and guarantee the loyalty and confidence of clients to the services provided.

GEP bases its business on a highly responsive, long-term and comprehensive collaboration with clients and their workforce. By securing the safe and controlled work and operation, and by assisting to the protection of the human and invested capital and the regulatory compliance, the company makes itself a resourceful and quality consultant to every client. Added value is created for all stakeholders through the appropriate and tailored services offered, and the best practices applied.

The central role of the human and the environment has always been predominantly weaved in all services of GEP. The anthropocentric business viewpoint has now emerged across the activities of the company and was welcomed by all its clients and their staff, whilst it remains closely focusing on Safety, Health, Well-being, Quality and the Environment altogether, in line with the **Zero Accidents Campaign Vision**, which the company fully supports.

Clients' staff moreover, by adopting the enriched work culture promoted by GEP, are expected to grow their confidence to their job, resulting in higher commitment, risk reduction, fewer accidents, less absenteeism and delays and increased productivity, in an overall better work environment for all.

It is apparent that the company's role in the economy and the society has become more and more important; its services affect

the well-being of thousands of employers, their staff, third parties in the value chain working with them, and indirectly the members of the families of all.

Being a dedicated actor in social responsibility and sustainable economic development, GEP shall continue offering its innovative solutions and upscale services, improving and widening its overall scope and expanding its perspective to new ventures, to the good service of the economy and the society.

## GEP was appointed as the sole representative of PREVOR in Greece:

PREVOR is an innovator and global leader in the production of a series of special medical products for chemical burns.

Chemical accidents have the highest rate of causing permanent damage to victims and PREVOR series of products offer the best protection against it. The products are now supplied to several major industrial sites, ready to save lives.



#### Milestones in GEP History (2000-2017)

Year	Milestone
<b>2000</b>	Establishment of GEP
<b>2002</b>	Rapid growth begins
<b>2004</b>	Athens 2004 Olympic Games awarding of H&S works
<b>2006</b>	Industrial sector is established in the company
<b>2007</b>	GEP expands and moves to new premises
<b>2008</b>	Establishment of Qualiment Ltd
<b>2009</b>	Establishment of NOVA EXYPP Ltd
<b>2011</b>	Cooperation with the European Commission begins
<b>2013</b>	GEP continuous to grow despite prolonged recession in the country
<b>2015</b>	GEP is awarded PREVOR representation
<b>2015</b>	GEP invests in HELLAS EAP Ltd
<b>2016</b>	Cooperation with EU-OSH Agency begins
<b>2016</b>	Cooperation with all three Consortia, of the major TAP construction project
<b>2016</b>	GEP moves to new landmark headquarters
<b>2017</b>	Renewal of cooperation with the European Commission
<b>2017</b>	GEP turnover exceeds the threshold of € 6,000,000

GEP is an active member to the following bodies and organizations:

1. Employee Assistance Professionals Association, International (EAPA)
2. EAPA, Hellenic Chapter
3. Athens Chamber of Commerce & Industry
4. Association of Chief Executive Officers
5. CEO Clubs International
6. Hellenic Association of Members and Companies for Prevention and Protection
7. Global Sustain Group



# 2017 Year in Review

Since its foundation and mostly over the last five years despite the continuous economic recession, GEP has succeeded to remain profitable, to expand its operations and to increase its turnover without any short- or long-term borrowing. Sales for 2017 amounted to **€ 5,979,279** presenting a strong increase by **24.65%** compared to 2016, continuing the upward trend. Turnover including dividends from subsidiaries and other entities totaled **€ 6,048,861**, as all activities recorded a satisfactory performance.

EBITDA amounted to **€ 650,428** corresponding to a **10.75%** margin. Profit Margin Before Taxes reached to **7.72%**, making GEP highly **profitable** for the **17<sup>th</sup> consecutive year**.

Compared to 2016, Total Assets increased by **5.37%** amounting to **€ 3,219,362** driven mainly by an increase of **78%** of Cash and Cash Equivalents following turnover's strong performance.

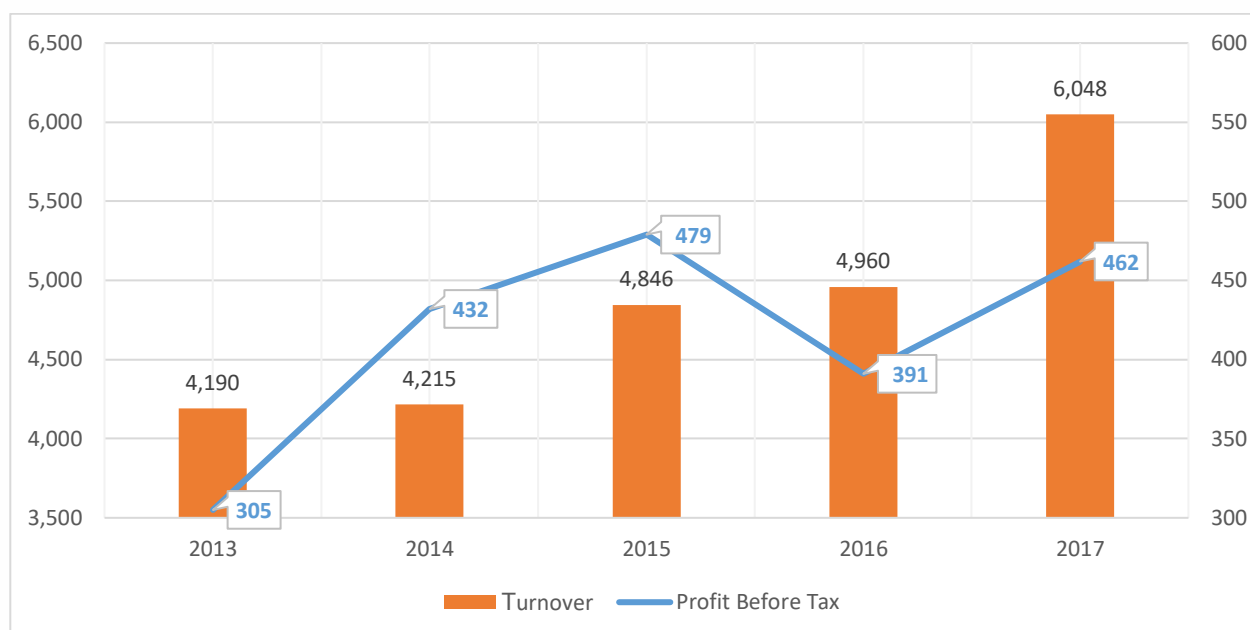
Liquidity remained in satisfactory levels within targets. GEP achieved a high Current Ratio of **4.3** (Current Assets to Liabilities), showing that the firm's working capital is strong to meet all obligations.

In line with shareholders' financial strategy GEP continued to finance its operations using own capital. Thus, the Debt to Equity ratio reached **34.92%**. GEP does not have any financial instrument programs.

## Key Financial and Business Figures (2017-2013)

Key figures (in ,000€)	2017	2016	2015	2014	2013
Consolidated Turnover	6,048	4,960	4,846	4,215	4,190
Sales	<b>5,979</b>	<b>4,797</b>	<b>4,787</b>	<b>3,954</b>	<b>4,060</b>
Gross Profit	1,515	1,015	1,216	801	850
EBITDA	<b>657</b>	<b>433</b>	<b>567</b>	<b>503</b>	<b>333</b>
Profit Before Tax	462	391	479	432	305
Total Assets	3,219	3,055	2,874	2,782	2,724
Total Equity	2,386	2,467	2,276	1,945	1,913
Total Liabilities	833	589	598	837	810
Gross Profit margin %	25.34%	21.16%	25.40%	20.27%	20.92%
EBITDA margin %	10.75%	9.03%	11.84%	12.71%	8.20%
PBT Margin %	7.72%	8.15%	10.00%	10.93%	7.51%
Return on equity %	19.35%	15.84%	21.03%	22.21%	15.94%
Assets / Liabilities	4.3	4.0	4.1	2.8	3.0
Debt / Equity	34.92%	23.86%	26.27%	43.01%	42.35%

### Turnover and Profit before Tax (2017-2013)

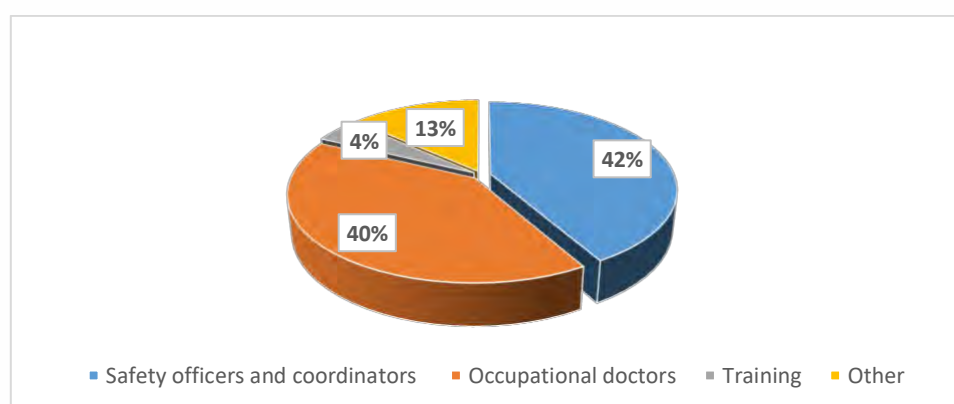


(all numbers in ,000€)

### Turnover and Expenses by Business Line (cumulative by Quarter, 2017)

(figures in ,000€, accrued)	Q1	Q2	Q3	Q4
<b>Turnover by Business Line</b>				
Safety officers and coordinators	518	1,175	1,781	2,522
Occupational doctors	472	1,124	1,758	2,444
Training	127	201	234	271
Other Services	154	315	546	812
<b>Total Turnover</b>	<b>1,271</b>	<b>2,815</b>	<b>4,319</b>	<b>6,049</b>
<b>Expenses</b>				
Salaries	943	2,079	3,275	4,794
Administrative Expenses	118	204	264	324
Other Expenses	71	136	188	275
<b>Total</b>	<b>1,132</b>	<b>2,419</b>	<b>3,727</b>	<b>5,392</b>
<b>EBITDA</b>	<b>139</b>	<b>396</b>	<b>593</b>	<b>657</b>

### Breakdown of Business Lines –Turnover (2017)





### Notes on the Financial Results and Major Accomplishments, by Quarter (2017)

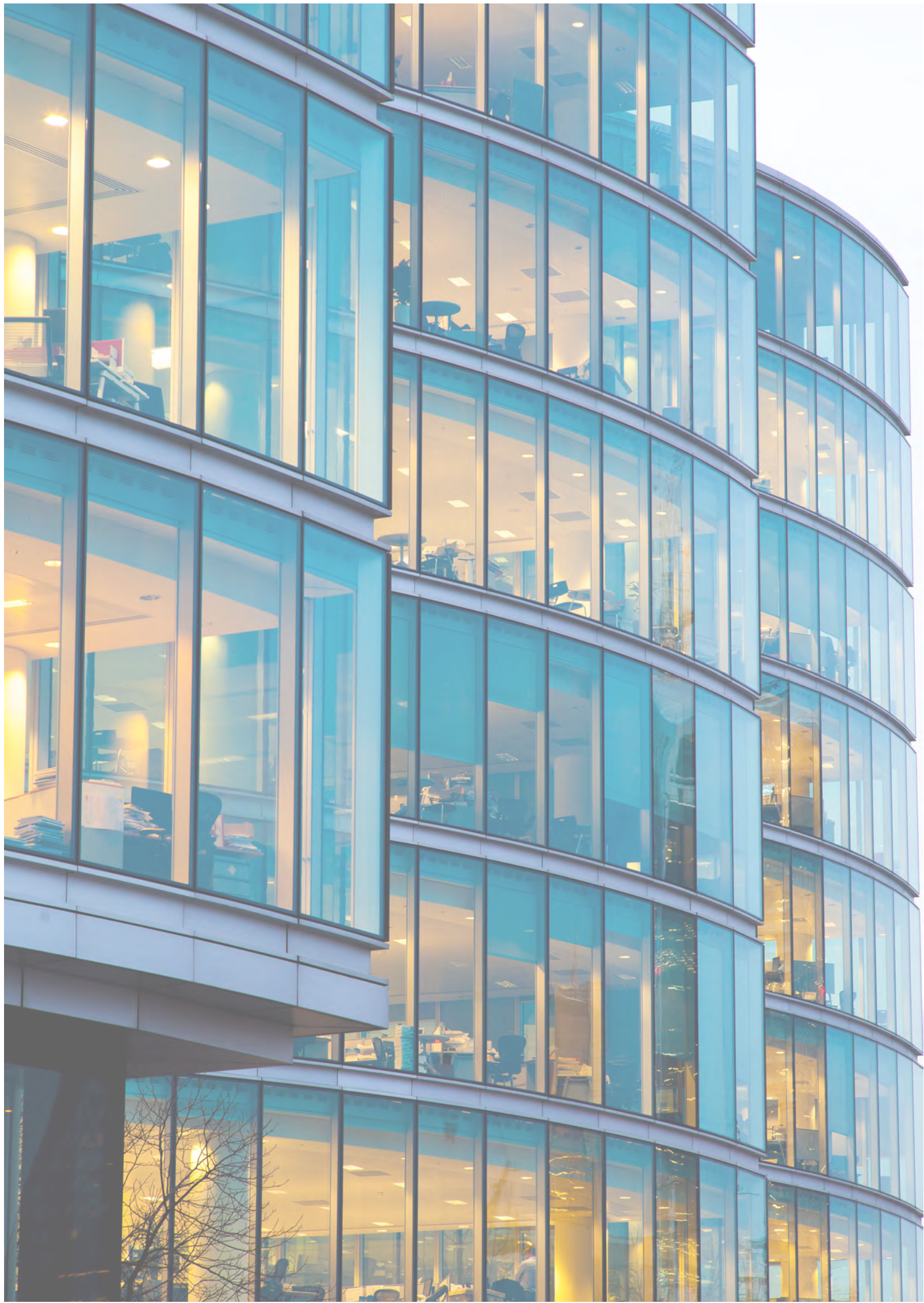
2017	Financial Notes	Achievements
Q1	Turnover reached € <b>1,271,018</b> and Operating Profit to € <b>138,000</b> achieving a <b>10.93%</b> EBITDA margin. The higher margin was due to the high efficiency and positive performance of the safety officer and coordinator services, particularly in concluding important shutdown maintenance projects.	- GEP agreed with Vestas Hellas to provide GWO training courses from January to May in their Vestas Hellas premises, and in other windfarm locations in Greece. - GEP was successfully awarded a project at Stavros Niarxos Foundation to provide specialized First Aid services.
Q2	Total Turnover increased by <b>121%</b> to almost € <b>2,800,000</b> boosting EBITDA margin to <b>14%</b> or € <b>396,000</b> . Results were influenced by the increase of the services of the occupational medicine doctors sector by <b>138%</b> and of the safety officers and coordinators by <b>126%</b> .	- GWO trainings Project at Vestas Hellas was successfully completed.
Q3	Q3 Turnover increase slowed down to 53% compared to Q2 due to summer vacation period. However, EBITDA margin remained on the same levels.	- The Hellenic Petroleum SA shut down project was successfully concluded, supported by the provision of safety services by GEP. - Conclusion of OHS services to the National Center for Emergency Assistance (EKAB) in Greece.
Q4	Turnover for 2017 totaled to € <b>6,048,861.63</b> . EBITDA margin closed at <b>10.75%</b> for the year.	- GEP's Business Plan was approved for the accession to the (ESPA) NSRF 2014-2020 Operation Program for Competitiveness, Entrepreneurship and Innovation.

#### Calendar Events to note in 2017 - Company

- ✓ The Annual Financial Statements for the last fiscal year 2016 are published, (**August**).
- ✓ The Minutes of the Shareholders Annual General Meeting for the approval of Financial Statements for the last fiscal year 2016 are published, (**September**).

#### Calendar Events to note in 2017 - Market

- ✓ **VESTAS**: GEP provided its services to the Agios Georgios island wind farm (first offshore wind turbines farm in Greece); extension was granted to the Safety Officer and Coordinator services.
- ✓ **Alpha Bank, National Bank, Piraeus Bank and Attica Bank** as well as the **Interamerican Insurance SA** company, renewed their cooperation and reaffirmed their confidence to GEP for its global provision of OHS services, all across their networks.
- ✓ **Fraport Greece**, the new managing operator of 14 peripheral airports in Greece, chose GEP as its Strategic Partner in the critical sector of OHS services, for all airports served and for its personnel.
- ✓ **Athens Super Markets (former Marinopoulos SM)** and **Public SA**, the two retail leaders with more than 400 food super markets and 50 technology outlets, trust GEP to provide full OHS services to their stores and staff.
- ✓ **The Stavros Niarxos Foundation** entered in a third-party cooperation with GEP, as the provider of specialized first-aid services to visitors and staff.





# GEP - Group of Companies

GEP has invested in other companies to cover specific market niches in the general context of its services, and to complement the resourcefulness of the **GEP Group**.




**QUALIMENT Ltd** offers a wide range of quality assurance services in the food sector. The company includes in its portfolio of services tools for evaluating the level of compliance to specific food-industry standards and regulations market- or product- targeted, special assistance for adjustments to reach high-end markets, intelligence mystery shopping surveys and audits to third parties on behalf of clients.

**NOVA EXYPP Ltd** is based in the northern city of Kilkis in Macedonia. The company provides a full range of Occupational Health and Safety services, mostly in the region but nation-wide also, with several highly satisfied clients in all sectors of the economy enjoying its quality services.

The affiliated company **HELLAS EAP Ltd** with years of unrivaled market leadership in the field of Employee Assistance Programs (EAP), Behavioral Managed Care and Mental Health Promotion in the Workplace, provides strategic interventions to improve employee wellbeing and productivity at all levels of an organization, to enhance organizational competitiveness and sustainability, and to contribute in creating a psychological healthy and safety corporate culture. Responding to the emerging workplace challenges and needs, Hellas EAP delivers innovative services based on the global and local trends such as Assessment and Management of Psychosocial Risks, Behavioral Risk Management, Disability Management, Stress Audits and Psychometrics, as well as Managing People during Change and Restructuring.

## Financial Performance

### Financial and Business Figures of Subsidiaries and Affiliated Companies (2017 & 2016)

Figures in ,000€	Subsidiaries				Affiliated Companies	
						
	QUALIMENT Ltd		Nova EXYPP Ltd		Hellas EAP Ltd	
	2017	2016	2017	2016	2017	2016
Sales	57	31	134	141	735	613
EBITDA	17	-22	42	22	182	156
EBITDA margin	29.82%	-72.86%	31.34%	15.74%	24.76%	25.36%
GEP share	70%	70%	68%	68%	49%	49%





# History, Vision and Values

The founders of GEP back in year 2000 started the company to offer their professional services, in the then recently systematized in the country, domain of OHS; at the same time, they were instituting the modern concepts of Health and Safety at Work in the local marketplace. In the years to come the company developed quickly outstanding on the top, and pioneering improvements and good practice. The State also, following respective EU Directives, was constantly introducing important H&S requirements, growing the needs and the market. All these years, GEP attracted the best professionals and created the widest network of specialists to provide the most diversified services in the sector; all continued working with the same initial enthusiasm and innovative spirit of the founders and swift responsiveness to clients' needs. GEP managed to become from its first year of operation and to stay since, the market leader. All these merits are the steady and timeless competitive advantages of the company.

**Our Vision is to make the Health and Safety Culture a Pillar of Well-being and Sustainable Growth for every Organization, for every Working Person and for every Human.**

In GEP we consider health, safety and well-being at the workplace as a human right and a social obligation, to achieve prosperity for all in life.

## Corporate Values

“Our Values define who we are as a company and what is our culture as an organization”			
Anthropocentrism	We care for and work closely with all we engage, to leave a positive footprint in all our economic, business and social endeavors.		
Knowledge	Is our power and the driving force behind our success, our problem solving and added value offered.		
Swiftness	Response and flexibility enable the smooth and efficient adaptation to disruptions and changing conditions of the economy and the business environment.		
Communication	Transparency, feedback, collaboration and timeliness are the building blocks of our robust relationships with all stakeholders.		
Consistency	We believe that, by our uncompromising and sensible way we can significantly impact social and economic development, working tirelessly to accomplish our goals.		
“Our Values amalgamate in our Four Factors of Success”			
Leadership	Reliability	Innovation	Extroversion

To fulfill our Vision, we constantly invest in:

- **People, Knowledge and Competence:** We identify and develop talents to grow in our organization. We maintain high standards and constantly update our know-how on all our subjects of work.
- **Quality and Value-adding:** New and harder requirements constantly challenge us. We add value by introducing more technology and new methods, controlling quality of performance and output and valorizing feedback.

- **Steady Relationships:** We study the needs of our clients. Knowledge, Judgement, Trust, Versatility and Timeliness are the key factors in providing our services.
- **Ethical, Sustainable, Responsible and Stable Operation:** Matters relating to morals, health and safety, social responsibility and the environment, are integral values to our operation. Our strong financial position enables a steady and secure cooperation with all stakeholders.





# Business Model

GEP operates under the provisions of the Greek Law 3850/2010 Art 28, on the Codification of laws for the Health and Safety of the working people and the organization of the relevant service providers/companies, pursuant also to the relevant EU Directives and Regulations. The regulatory framework in Greece is strictly monitored by the State Inspectorate of Work, the competent authority for control and supervision of H&S at Work. The business operating environment is mature in terms of new opportunities, given also the deep crisis in the economy; yet there are challenging opportunities for qualitative and innovative services to overturn stagnation, and our company takes advantage of its capacities in respect.

Our business model inspired by our vision and mission is defined by our operating environment under two drivers:

- A. To offer competitive, client-oriented and tailored, efficient and cost-effective services, fully aligned with the normative and the scientific and technical background, and
- B. To stay anthropocentric and to develop sustainably.

**International Expansion:** GEP strategy for expansion put the company's international presence in the middle of its planning. Until now this opportunity was partial, working abroad successfully together with few clients (in Cyprus, Israel, Palestine, Oman and elsewhere) or through implementing EU projects. The experience gained taught us a lot and has prepared us adequately for establishing a permanent presence abroad as a second base, for exporting knowhow and offering a broad range of services, so... "our move is a step away".

**The basis of our operation is knowledge management.** GEP as a consultant of wide perspective and profound capacity, creates, uses, shares and manages knowledge in its anthropocentric philosophy and organization, resourcefully amalgamating the in-depth scientific, technical and legal knowledge with requirements and the many years of expertise of its staff.

We follow a continuous self-check and improvement cycle of the **Plan-Do-Check-Adjust (PDCA) model** for our services, to control the proper content and the achievement and delivery of the expected result. Every section of our company self-checks its pertinent activities and deliverables for efficiency and quality. Combined usefulness and sustainability of results are the important elements of the added value provided to our clients.

We are a fair financial collaborator with our clients. Our revenue is based on the time spent of our staff working devotedly for each one of them, so we link by term contracts. This enables the organized, competent and well performant assignment in a mutually beneficial context, where long-term and trusted relationships are built, risks are minimized, and economies of scale come forward to apply a fair pricing.







# Strategy

## The European Challenge:

GEP exhibits an exquisite result in its participation to European public tenders launched on H&S at work issues. The new awarding by the European External Action Service (EEAS) of the framework project for the continuation and extension of services on OHS Inspections to EU Delegations in non-EU countries followed the termination of the previous similar project and that of EU-OSHA on e-support services in Greece. Another project of the EC for the provision of OHS inspections to EU sites in Brussels and Luxembourg had finished a couple of years ago. GEP is an active player in the field, punctiliously following all respective developments through projects launched.

Focusing to the present and the future GEP is faced with **four fundamental challenges** to identify risks, set targets and develop the appropriate strategy:

1. Managing the continuing general recession in economy,
2. Accommodating the growing legislative and technical demand for H&S responsibility,
3. Meeting clients' ever-lasting pressure for more and improved services, at ever lower prices, and
4. Strengthening its leading position without losing its adaptation to niche markets.

A balanced and steady strategy has thus been improvised, by:

- ✓ Responding aptly to economic changes, through expanding the company perspective to higher profit market niches and by optimizing its services.
- ✓ Improving market position by sustainable financial management and by adopting technology and innovation and the processes' reengineering.
- ✓ Investing in quality performance, staff excellence, and establishing an anthropocentric business character.
- ✓ Increasing clients' awareness on values, standards and regulatory requirements.

We assess continuously our strategy and we use our experience to set realistic goals; we measure our performance to amend any underperforming points. We analyze the market and stay alert on volatility; we invest in knowledge, training, innovation and technology, and we stay ethical and responsible.

## Market Analysis and GEP Advantages and Strengths

Macroeconomic Factors	Microeconomic Factors
Global trends on OSH are positive; GEP as a market leader is benefitting of the work culture spread.	GEP is the most multifaceted and swift service provider in the local market.
Core business becomes tighter and more demanding in quality services; GEP largely prevails with its competent and experienced staff and solutions offered.	Competence, Quality, Productivity, Value for Money make the optimum blend, in which our company excels.
Specialization, Innovation and Technology are progressively changing the business; GEP wins with its diversified and contemporary services and investments made.	GEP is re-profiling itself from an implementer of service contracts to an advanced high-tech advisor and partner for its clients, strengthening more its position.

GEP has launched a series of structural and marketing initiatives to develop in the short and long-term.

#### Growth Plan – Short and Long-Term Initiatives

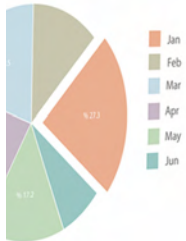
Short-Term	Long-Term
Enhancement of our services portfolio to deal with growing demand for new and strategic services. To invest our know-how gained from our international activities and the integration of contemporary concepts in our operation and services, for continuing with the outmost efficiency and quality-offer.	Expanding our activities internationally by examining closely the markets and vehicles offered to determine the optimal solution possible.
A reorganization program aiming at an optimized configuration of the needed resources to support our market and growth ambitions, the simplification of the organizational structure, and the promotion of decision-making at more levels.	Focusing on leaner but more profitable endeavors.
A processes' reengineering plan for the increase of efficiency and the transformation to an advanced high-tech advisor, moving up in the value chain.	Exploring opportunities in adjacent and complementary business areas.

January



ap dökümü bir sonraki sayfalarda yer almaktadır.  
ları karşılaştırmalı olarak sunulmuştur.  
oranları verilmiştir.  
ağırlıklarını yüzdelere göre göstermektedir.  
rinin artış gösterdiği ürünlerin listesi bir

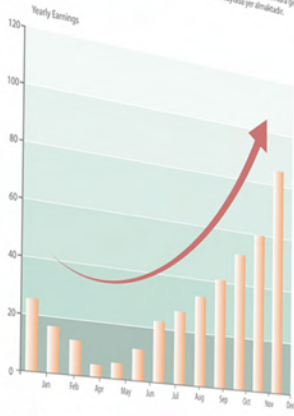
Financial Earnings report



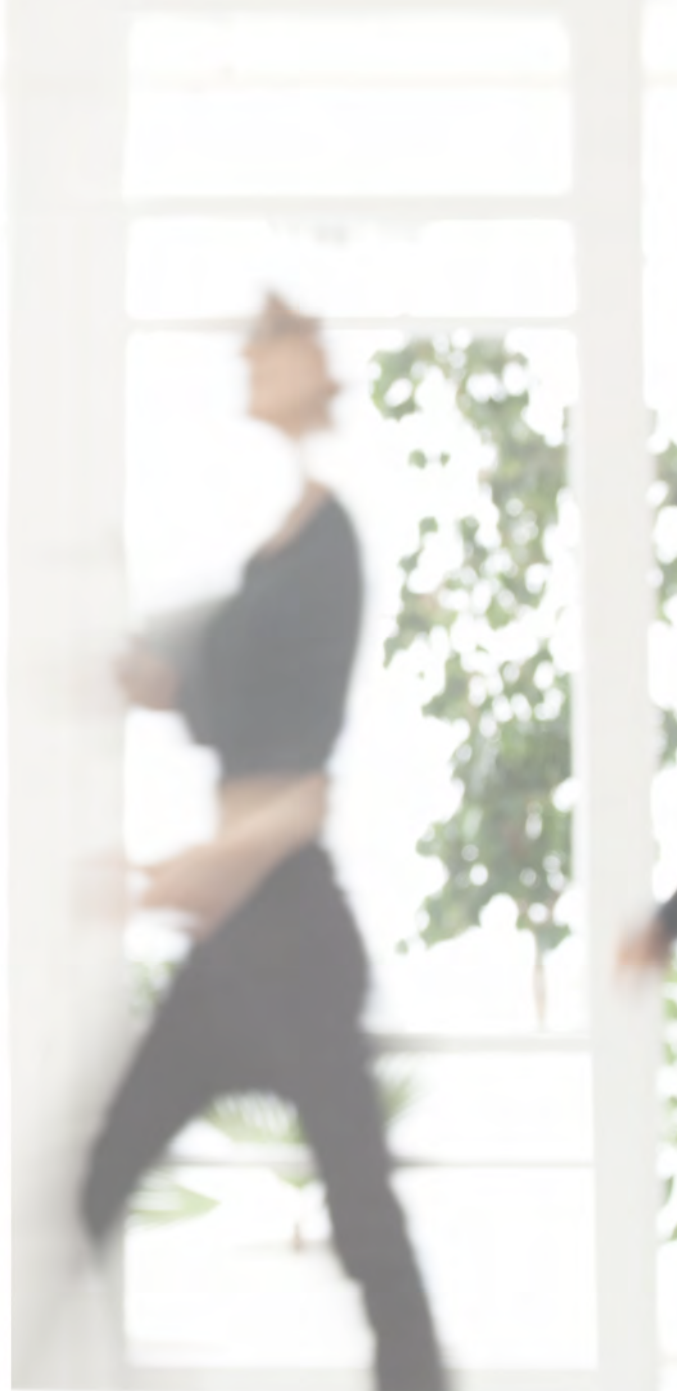
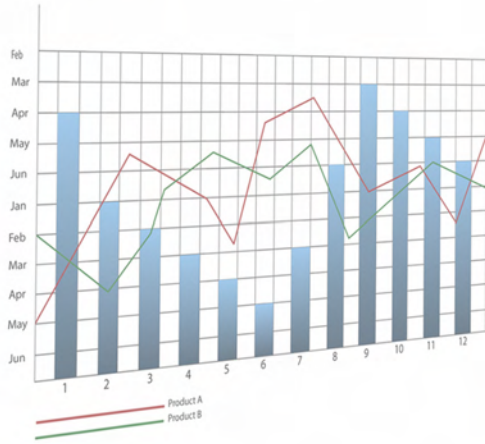
Last 6 Months

Companies must send annual reports to  
shareholders when they hold annual meetings  
to elect directors.

Get a free annual report on the company  
or companies of your interest.



Annual reports are formal financial statements that are published yearly and sent to  
company stockholders and various other interested parties.





# Competition

The market sector is served by a considerable number of companies. Less than eight companies share **90%** of the market. By comparing their published financial figures for 2015 and 2016, GEP alone has achieved **40%** of total sales and **45%** of the EBITDA and Profit, while the two main competitors have achieved just **27%** of total Sales and **20%** of EBITDA and Profit. The tendency of the local market is moderately positive, and companies in the sector are presently seeking alternatives and complementary activities. The third and fourth (ranked by sales) competitors gain most of their income in other sectors of economy, yet they name themselves as providers of OHS consultancy.

**The H&S Market in Greece and GEP share (2015 & 2016)**

	Key figures (in ,000€)	TOTAL MARKET	TOTAL COMPETITION	TOTAL GEP	GEP SHARE
2015	Sales	12,007	7,220	4,787	40%
	EBITDA	1,234	699	567	46%
	Net Profit	716	383	333	46%
	Total Assets	8,722	5,848	2,874	33%
	Total Equity	4,425	2,149	2,276	51%
2016	Sales	12,805	8,009	4,796	37%
	EBITDA	913	507	406	44%
	Net Profit	623	233	390	63%
	Total Assets	8,764	5,709	3,055	35%
	Total Equity	4,617	2,149	2,467	53%



# Business Lines

GEP has built its services with deep knowledge on every subject, and in line with its holistic philosophy: when the workplace -in the broadest sense- has to be checked, all its quantitative and qualitative parameters and all its components, namely the humans as employees, employers and third parties, the material as facilities and machinery, and the contiguous natural and social environment where all co-operate, have to be taken in consideration. Their interactions as well as the changes and flows of the various processes must be identified also, and the capture of all transformations impacted to all those subjects makes the entire business. **In GEP we detect and analyze all associated hazards and we advise on improvements and risk aversion.**

All types of tasks are performed within this context; services offered by the occupational medicine doctors and safety officers, inspections, examinations and analyses, training and studies implemented, general and particular risk assessments drafted, work stress and behavioral problems studied, environmental impact studies prepared, assertion of work quality and excellence established, and several relevant assignments are organized, for the benefit of all stakeholders implicated.

The company offers its services under six major divisions presented below.

## Basic OHS Services – Safety

### **Safety Consulting Services – The Safety Officer and the Safety Coordinator:**

Safety consulting is the inclusive advising on the assurance of the global safety of a site, to protect people, property and the environment from hazards. The Safety Officer services according to Law deal with operational safety and efficiency of facilities and equipment, from their planning and construction up to the maintenance and running. The Safety Coordinator services are similarly mandatory in all construction/technical projects, for the drawing of the accidents' prevention policies and of the H&S plans, in cooperation with the Safety Engineer and the Occupational Doctor.

## Basic OHS Services – Health

**Medical Advisor Services: Occupational Doctor and Medical Assistance Programs:** The Occupational Doctor services according to Law encompass all issues about the health of the staff through periodic (preventive) examination: prescriptions of further examinations, fitness to work, advising on health and safety work procedures, organization of health support and protection programs, and the relevant trainings are the core duties. Occupational doctors keep the medical records and issue the health certificates of the staff.

### **GEP in the Energy Sector:**

The Global Wind Organization (GWO), the International Body setting the standards for the wind-produced Green Energy, has developed a series of trainings for working at heights and related topics. The Basic Safety Training (BST) is competently designed to ensure a worldwide uniform and reliable basic training for wind-energy sector staffs, for their safety and their due performance in wind turbines' installations. GEP is proudly the first and only certified GWO BST Provider of bilingual (GR-EN) trainings in Greece and covering also Cyprus, the Balkans and the Eastern Mediterranean, delivered already to many professionals in the sector.



## Training

**Seminars and Courses:** In GEP's view and within the framework of its holistic Human & Business Development concept, all stakeholders (work staff, executives, management, subcontractors) must participate in trainings offered in a variety of fields (health, safety, wellness, organization, quality, good practice, etc.). OHS and environmental issues and numerous other working aspects are covered, and courses can be tailored also to specific requirements.

**Innovative Methods, e-learning:** Apart from sessions on site or centrally, GEP offers e-learning for remotely training, having greatly invested in a long syllabus of comprehensive subjects; the courses are progressively attracting large numbers of attendants.

**Behavior Based Safety – BBS:** It is a fact that most accidents occur because the daily and usual activities are executed carelessly, in an “at-risk” behavior. GEP brought into play the BBS methodology for organizations, to introduce the systematic engaging, motivating, assisting, reinforcing and sustaining the safe behaviors at work. BBS is a leading indicator of safety performance, related to proactive safety action strategies.

## GWO Basic Safety Training

GEP is proudly the one and only certified provider for the Global Wind Organization of its Basic Safety Training, through bilingual (GR-EN) courses held in Greece, covering also Cyprus, the Balkans as well as the Eastern Mediterranean. A worldwide uniform and reliable syllabus for wind energy sector subjects are covered, been enthusiastically accepted by interested parties. GEP uses its Training Center and the facilities of the Center of Renewable Energy Sources (CRES-KAΠE) for certain parts of the program.

## Studies and Surveys

**Quality Management Systems:** GEP with its vast experience undertakes the analysis, design, development and support and the general consulting on the introduction of Management Systems ISO 9001, 14001, 27001, and for OHSAS 18001, adapted to the needs of each organization. It assists also in the certification procedure by the corresponding Certification Bodies/Agencies.

**Elaboration of Studies and Surveys:** GEP understands OHS-related reporting as the best tool to raise clients' awareness on specific hazards; the company's scientific experts can advise with their reports on fields as:

- a) Occupational Risk Assessment,
- b) Health & Safety Plan and Health & Safety File,
- c) Environmental (Impact) Assessment,
- d) Occupational H&S Organization and Management Systems,
- e) On-site Measurements (chemical, physical/biological factors and parameters, including water analysis),
- f) Underground Construction Project's Safety Planning,
- g) Safety Report SEVESO and Notification,
- h) ATEX –Explosive Atmospheres Studies,
- i) Workplace Safety Signage and Evacuation Diagrams,

- j) Ergonomic Plans,
- k) Work Zones Signage,
- l) Preparation of applications/participation to Tenders, Subsidized Programs and Bids on OHS issues,
- m) International Carriage of Dangerous Goods by Road (ADR) and Rail (RID) Surveys,
- n) Subcontractors' H&S Assessments in Constructions' worksites, and
- o) Clients' updating by a regular bulletin, on OHS Legislation and Regulatory Monitoring.

**Specialized Services:** A broader range of OHS-related services are implemented by GEP specialists as the Issuance of Inspection Protocols, Autopsies, Examinations and Work Accident's Investigations, Development of Manuals and Instructions for Industrial Procedures and Thermography (infrared nondestructive testing (IRNDT) and predictive method of electrical and electromechanical installations). The company offers also its consulting services for all equipment-specific and work-related Certifications by the Competent Bodies.

**Safety Culture Surveys:** GEP developed and implements a special program titled “**Safety Culture Survey & Beyond**”, (SCS&B) for all types of organizations, regarding the evaluation of safety culture within them. This is a key tool for a targeted OHS strategic planning in the organization, by applying the program's holistic, multi-dimensional and life-cycle appraisal methodologies, to evaluate measurable risks and the relative answers and make proposals with reliable solutions.

## Other Services

**Employee Assistance Programs:** GEP cooperates with its affiliated company Hellas EAP Ltd, the leading provider of Employee Assistance Programs (EAP), for the provision of programs of psychological support and anti-stress at work, to organizations and their employees. With its core staff personnel and an affiliate network of over 180 skilled professionals in the behavioral sciences and the workplace dynamics, Hellas EAP provides 24/7 Support, Consultation and Coaching along with awareness raising programs on mental health, well-being workshops and targeted trainings to the organizations' human capital and executives. Scheduled on-site consultations and counseling, direct intervention (mediation and conflict resolution in the workplace), as well as the application of psychometric tools, assessment of psychosocial risks and related surveys, are among the services offered.

### At the edge of technology – A tool for Swift and Apt reporting on inspections:

GEP cooperating with Diastasis IT developer firm, is using their e-platform to support the functions of on-site data collection during H&S inspections and the subsequent reporting. The application tool *MOBIQ* enables GEP safety officers the real time-capture of all required data and the output of a full-fledged analysis. The tool is a mobile business application capable of wireless communication, database storage and data exchange with other applications. Its complete set of statistical reports produces distinct surveys at minimal time, in an error-free, end-to-end solution.

**PREVOR Sales:** The worldwide pioneering medical products of PREVOR company for minimizing impacts caused by chemical burns, are marketed by GEP as the Exclusive Commercial Representative in Greece. Chemical burns, with a negative record of permanent damages caused to victims, are one of worst threats

in chemical industry, and GEP in line with its vision of providing the most comprehensive protection against dangers at work, distributes, installs and monitors the products, ready to save lives.

**Food Safety and Hygiene:** GEP cooperates with its subsidiary QUALIMENT Ltd in the Food sector. Quality audits throughout the whole food chain, development of Food Safety Management Systems according to ISO 22000-HACCP, establishment of the “Integrated Management Systems in Agricultural Production” (Agro & Global Gap Standards) and of the “Protected Designation of Origin and of Products with Geographical Indication” are indicatively the services offered; they are coupled with relative trainings, the provision of full support in food product technology and in the implementation of health and market legislation, as well as by mystery shopping surveys and inspections, according to clients’ interests and targets.

**GEP Health Card:** GEP Card is a *benefit-in-kind* tool for all enterprises providing specific health-related benefits to the employees-users, without investing money and resources. The zero-cost card for holders guarantees a special health care services’ package, in cooperation with one of the medical services’ leaders in Greece. It includes emergencies, diagnostic tests, hospitalization, doctors’ fees, check-ups and many other perks, making it a valuable asset for employers to offer to their employees, as a privileged medical care option.





# Risk Management

Risk management is a key policy in the context of GEP strategic planning. Potential risks and their likelihood and consequences are regularly assessed according to company's policy for minimizing negative impacts through suitable adjustment. The ultimate goal is to develop a high level of risk awareness and a steady basis for the constant evaluation and monitoring of the risks.

Risks in GEP are identified under two groups: Financial Risks and Operational Risks.

Financial Risks	
Type of Risk	Rational, Measures and Mitigation
Business cycle risk	The risk of the economic downturn has generally a significant impact on performance and earnings, especially under the continuous recession in Greece for almost a decade now. GEP exhibits a fairly low sensitivity to economic and business cycle fluctuations, historically acting prudentially and taking proactive measures to guarantee the stability of its operations and the business continuity.
Client credit risk	The risk of clients becoming insolvent or unable to pay is generally high, in hard times; yet GEP mitigates this risk with its large basis of clients in all sectors of economy. No significant bad debt losses exist, as the exposure to accounts receivable is minimal and the company continually monitors overdue receivables.
Interest rate risk	The interest-bearing liabilities of GEP amount to a very narrow figure due to its self-financing policy adopted.
Financing and liquidity risk	By using its internal capital raising through reserves, GEP has almost eliminated this risk.

<b>Operational Risks</b>	
<b>Type of Risk</b>	<b>Rational, Measures and Mitigation</b>
<b>Legal risk and services liability</b>	Legal risk can arise in connection to services offered, concerning issues relating to general public liability according to the specific business statutory regulations and responsibilities. GEP services are covered by professional indemnity (liability) insurance and the company works closely with external lawyers and legal consultants on contextual issues and agreements and follows strict internal policies for any ambiguities might exist on the extent of service provider's responsibilities. GEP monitors strictly all its assignments through quality assurance systems and carefully planned worksheets.
<b>Property damage/disruption of clients</b>	Similar to the above risk, a negative impact exists also as a result of a damage as of a fire, explosion, destruction to property or a human accident in a client's facility. Damages may lead to legal problems as well as client's work disruption, losses, etc. To prevent disputes, GEP services are covered by professional indemnity (liability) insurance to protect the professional advising and service provision. Second level inspection guidelines on a rolling schedule follow the services, to verify that risks are managed in line with the base policy, and services are promptly delivered in line with set and due rules.
<b>Client dependence</b>	The dependence risk on individual major accounts or sector is lower in GEP, because of its large number of clients. Furthermore, diversification of services exists lowering more the overall risk related.
<b>Subcontractors</b>	GEP rests on its subcontractors, occupational doctors and safety officers and coordinators working on its behalf with clients. Their competence and professional capacity highly determines good results and the company's relationship with its clients. The risk of a subcontractor/associate being unable to deliver due services, or of the right quality, could become a company issue. GEP minimizes the risk by its continuous central monitoring of the services provided, the profound training and the detailed guidelines and worksheets followed.
<b>Environmental liability</b>	The risk of environmental damage subsequent to the provision of our OHS services is negligible, arising only in connection to risks already identified above, e.g. a property damage/disruption, etc. GEP's operations do not involve any significant threat of environmental adverse impact.
<b>Corporate Responsibility</b>	The risk to company value and goodwill because of negative events relating to business ethics or areas related to social responsibility is low as GEP is an equal opportunity employer, does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age, and has zero tolerance to any breach in business and general moral issues, including fraud, corruption and bribery.





# Corporate Governance

GEP is a privately-held joint stock company (*Société Anonyme*), incorporated in Greece. The **Annual General Meeting (AGM) of shareholders** is the ultimate decision maker in the company in exercising their ownership and vesting with their powers all its other governance functions. Resolutions at the AGM are passed by simple majority, unless the Greek Companies Act stipulates differently. AGM in GEP is normally held every year during the first semester, to deal with matters relating to strategic direction, dividends and electing and discharging the BoD from liability. Resolutions in every other subject of major importance are passed there, or in Extraordinary General Meetings.

The next level of authority is the **Board of Directors (BoD)**, appointing the Chairman (President), the Managing Director/CEO, its other Officers/Executives, the Auditors of the company and the Committees of the BoD.

Board of Directors *	
Name	Capacity
Dr. Emmanuel Velonakis	President
Mr. George Lambrinos	Vice President & CEO
Mr. Ioannis Nikolaou	Member
Mr. Spyros Primikirios	Member
Mr. George Efthimiou	Member

(\*as of 31/12/2017).

The **CEO/Managing Director** manages the company within the framework authorized by the BoD, in direct consultation with the Board. CEO takes all decisions for the commercial and financial operations in accordance with the guidelines agreed, reports to BoD in regular monthly or by ad-hoc reports, makes forecasts, and provides all special information on performance, activities, plans and achievements.

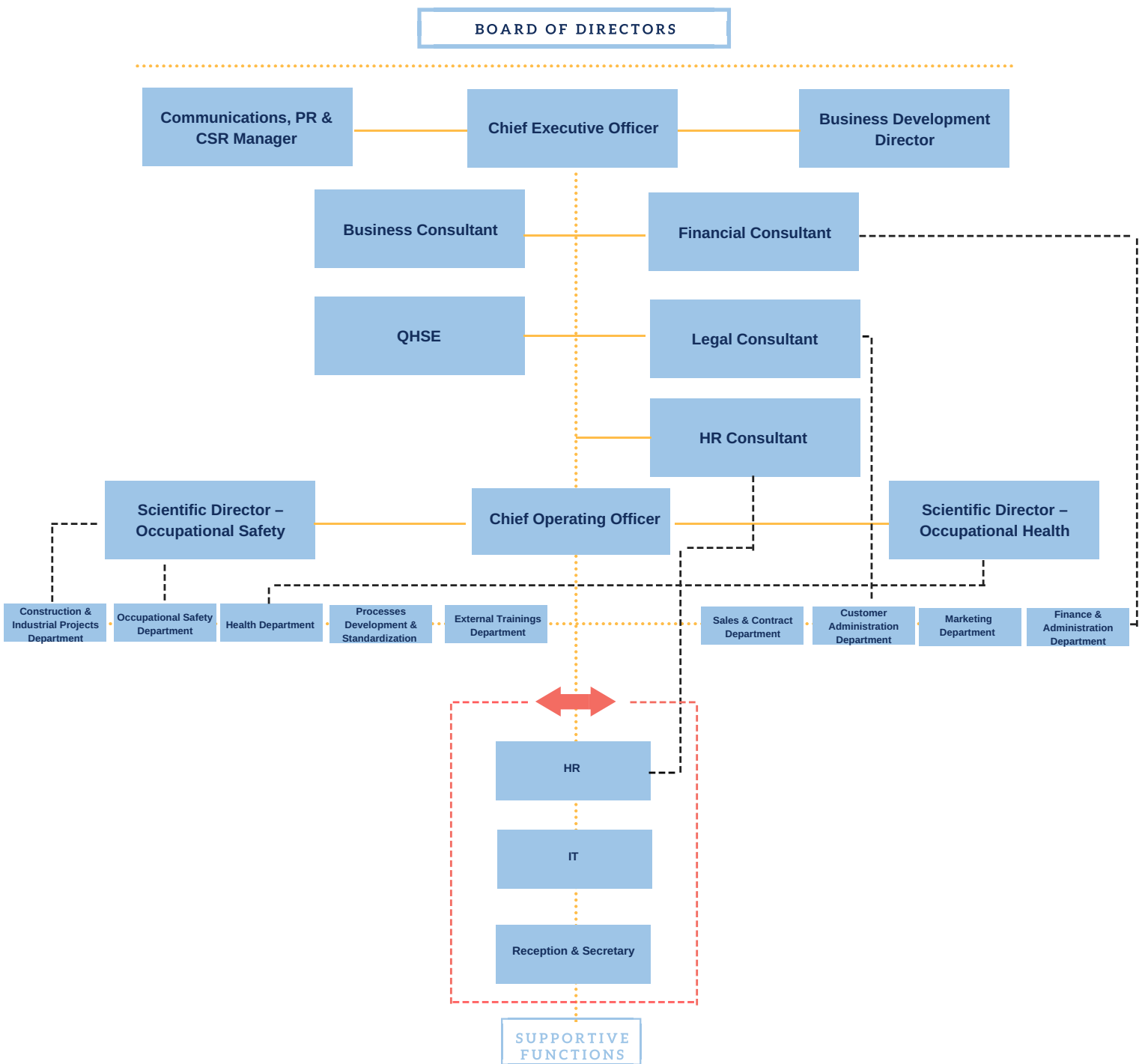
**GEP Management Team** is the responsibility of the CEO who supervises and coordinates all their activities. Each business area is managed by a responsible person with overall accountability for operations and results.

**External Auditors** audit the company's financial reports and accounts and provide information and observations.

Management Team *	
Name	Capacity
George Lambrinos	Chief Executive Officer
Emmanuel Velonakis	Scientific Director - Occupational Health
Spyros Primikirios	Scientific Director - Occupational Safety
George Efthimiou	Business Development Director
George Karadimas	Chief Operating Officer
Eleni Gani	Customer Administration Department, Manager
Andreas Zografos	Finance & Administration Department, Manager
Ioannis Nikolaou	Sales & Contracts Department, Manager
Valia Tsopoki	Occupational Health Department, Scientific Manager
Ioanna Alexiou	Communications, PR & CSR, Manager
Elona Rotani	Construction & Industrial Projects Department, Manager
Nikolaos Zairis	Processes Development & Standardization Department, Manager

(\* as of 31/12/2017).

## Organizational Chart



**Governance Policies:** BoD has established a framework of Policies through which corporate governance and the management of the company are implemented; a number of them are presently under review. The following codifications govern the action and procedures in the company, timely updated after respective proposals to the CEO:

- **Basic Principles Outline**, to define the values for the overall business-doing.
- **Code of Operation**, setting the procedures and the work standards for the employees and associates in representing and working for GEP.
- **Legal and Public Liability Policy**, drawing the basic framework of activities and responsibilities according to State regulatory context.



- **Quality Policy**, describing the quality management principles, procedures and tasks within the company.
- **Risk Management Policy**, on the financial and operational risk management, attentiveness and responding.
- **Environmental Management Policy**, on the company's commitment to environmental laws, regulations, and other policy mechanisms, during the provision of services and its general operation.
- **Corporate Responsibility and H&S Policy**, for company operations, works undertaken and procedures within the company structure.
- **IT Security Policy**, to accomplish the IT security requirements, including Personal Data Protection pursuant also to the EU General Data Protection Regulation (GDPR).

Policies presently under development or reviewing:

- **Financial Policy**, to plan and monitor the company's financial works and related reporting.
- **Marketing and Publicity Policy**, to govern all company actions towards stakeholders.
- **Internal Assessment Policy**, for handling of possible inefficiencies and irregularities within the company.
- **Sustainable Development Policy**, for executing company's growth plan by delivering at the same time on stakeholders' environmental and social expectations.

**Going Digital:** GEP has introduced an innovative collaborative and project management platform, to enable the efficient and real-time follow up of its services and the daily works and projects. BITRIX24 (a cloud digitalization tool) manages the documents workflow and provides a full record of clients' communication and a direct integration of the company services to the most noticeable of the social networks. The platform is expected over time to boost productivity and to reduce production costs, whilst will be making the company easily accessible and friendlier to its clients and to all stakeholders.



# Management and Quality Systems



GEP is certified by **TUV Austria Hellas** according to the international standards **ISO 9001** (Quality Management), **ISO 14001** (Environmental Management) and the **OHSAS 18001** (Occupational Health and Safety).

GEP is presently considering the ISO 26000 Standard for Social Responsibility, to apply the guidance and monitoring needed on the sustainable development efforts made. In the company's plan it is also to examine the adoption of the Social Accountability 8000 International Standard, especially its Performance Indicator Annex, according to the UN and ILO declarations.







# Corporate Social Responsibility

GEP is a socially responsible employer in all aspects. In the financial part and over the last five years GEP has paid in taxes, VAT and social security contribution approximately **€ 8 million** in total, as per the analysis below.

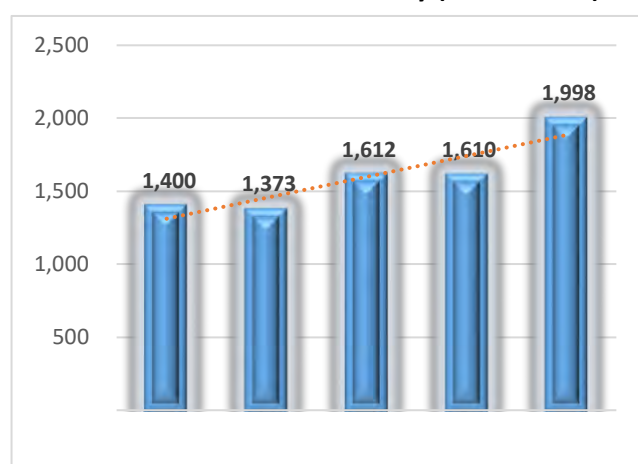
**Taxes and Social Security Contributions (2017 – 2013)**

Year	Withheld Taxes	Value Added Tax	Income Tax	Social Security	Total
<b>2013</b>	572	548	78	202	<b>1,400</b>
<b>2014</b>	556	537	99	181	<b>1,373</b>
<b>2015</b>	652	623	166	171	<b>1,612</b>
<b>2016</b>	686	734	0	190	<b>1,610</b>
<b>2017</b>	701	923	130 (*)	374	<b>1,998</b>
<b>Total</b>	<b>3,167</b>	<b>3,365</b>	<b>473</b>	<b>1,118</b>	<b>8,123</b>

(\*) Projection

(numbers in ,000€)

**Taxes and Social Security (2017 – 2013)**



As for the environment GEP completed during the year its relocation to the quality and contemporary-made new premises, equipped with environment-friendly amenities and technologies regarding the thermal and noise insulation and leading also to high energy saving. The company increased further, its long established and applied paper, batteries and electronic recycling practices.

In respect to the skills and personal development of its employees, the company organized seminars held by the world-famous trainer and

coach **Mr. Patrick Valtin** on various subjects; senior staff trainings were also organized in collaboration with the specialized company **Global Sustain**, on specific topics of Corporate Social Responsibility and Sustainable Development.

As for its social standings, GEP:

- ✓ sponsored the work of the Piraeus Educational Center for Disabled People, to strengthen its objectives and organized a Christmas Bazaar for its financial support.
- ✓ in the context of the European Occupational Health and Safety Week (23-27 October) organized the following free of cost actions, for the interested employees of **all its clients**.
  - First Aid Seminar for Basic Life Support - BLS
  - Visual acuity measurement for office workers
  - Raising awareness on Safe Driving, and
  - Stress Measurement by specialized work psychologists of HELLAS EAP
- ✓ Organized a conference on "Leadership and the Health and Safety Culture – How do they relate?" attended by several Greek and multinational business executives, where answers were provided by the distinguished Professor of the Economics and Business University of Athens Mr. **Dimitrios Bourantas** in a remarkable lecture.
- ✓ Important to note also is the cost-free **GEP Health Card** donated to the staff of any interested client, providing a highly appraised social and economic benefit to all.

GEP is an original advocating player in Social Responsibility in the H&S field; its business core is the advising of others on how to commit on a healthy and safe workplace for all stakeholders. Good business ethics are increasingly important to GEP and are included in its relevant policy and implemented accordingly.

Finally, GEP and its Group of Companies, apply a **life cycle continuous improvement approach** to the design and overall performance of services, processes and people conducts. Responsible operations and application of resource-efficient work methods are in the center of systematic reengineering of the company's processes according also to the ISO standards adopted. All activities are open to clients, associates and employees for suggestions, through dialogue with the company's management.





# Sustainable Development

Sustainable development is one of the two pillars of GEP business model and is integrated in its operations, linking the company's business principles and the daily practice. The company's continuous objective is to promote sustainability issues into all its business aspects, so it encourages its employees' involvement into the appraisal processes and to all assessments, with regard to its accomplishments and challenges.

The overall focus of our sustainability work is presently set out in the **GEP Principles, Code of Conduct and Policies**. Issues may also include professional behavior, improved communication between the company management and employees, a number of business and social events held and improvements to the company's internal operation.

GEP believes that sustainability practice strengthens relationships with all stakeholders: clients, employees, associates, shareholders and more with the society. In the plans of our company is also to introduce a survey to the various stakeholders helping our better understanding of questions which are material to our operation and sustainable development such as health, safety, wages and benefits, social conditions, and personal development opportunities within the company and society.

With regard to sustainable development and the environment the company took the opportunity of its relocation to new modern offices to initiate a long list of improvements to minimize its environmental footprint. Issues such as preference to natural lighting, savings in energy (electricity) and water consumption, actions for savings in consumables, recycling of paper, waste, electronics and batteries, optimization of transportation routes, lower consumption vehicles and environmental awareness actions and seminars for the employees are a first priority in the everyday operation of GEP.









# Human Resources

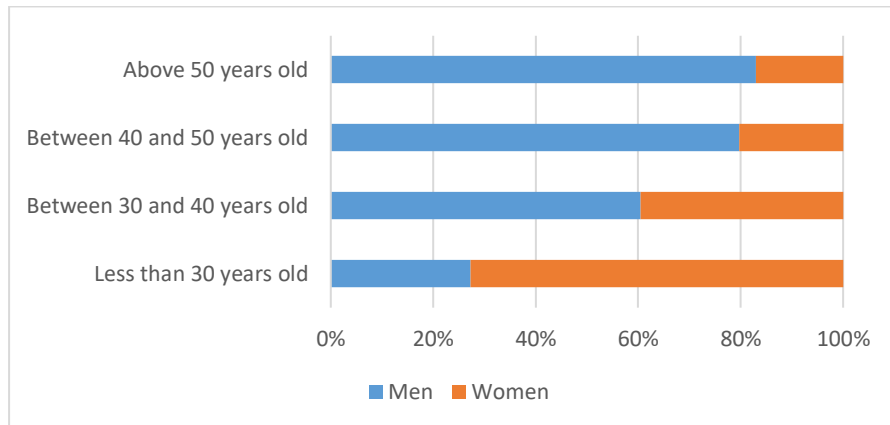
GEP is an asset company in terms of the number of persons employed, more than just an employer contributing with its considerable payments for wages and other social insurance contributions and taxes, presented in this report.

As of the end of 2017, GEP had a total of **310** persons employed, where men accounted to **224** and women to **86** persons. The workforce was employed either directly (permanent contract) or indirectly, the latter term meaning contracted as associate third parties to the company, mostly as safety engineers and occupational doctors and assigned to respective tasks to clients.

**Workforce by Employment Type and Gender**

Employment Type	Men	Women	Total
Permanent Contract	32	27	59
Associates	192	59	251
<b>Total</b>	<b>224</b>	<b>86</b>	<b>310</b>

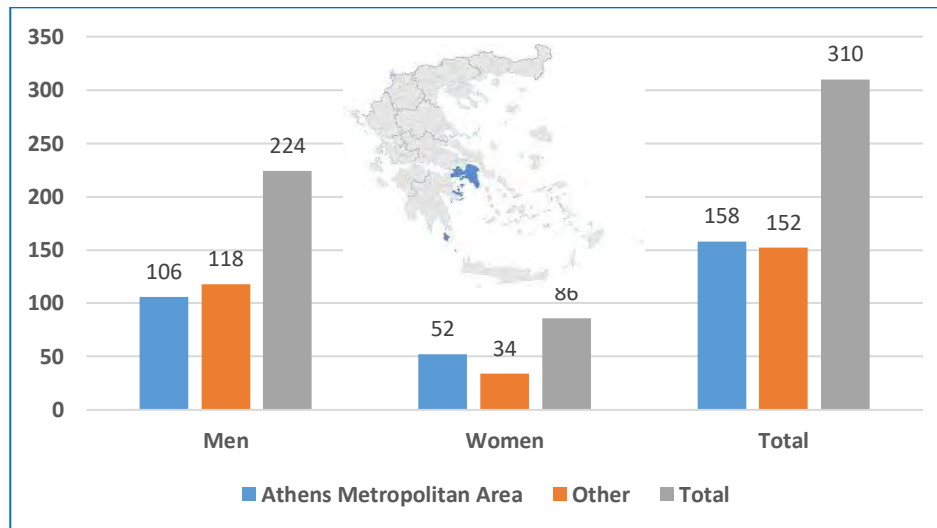
**Workforce by Gender and Age**



**Workforce by Gender and Years of Service**

	Men	Women	Total
Less than 3 years of service	42	29	71
Between 3 and 7 years of service	83	28	111
Between 7 and 10 years of service	51	15	66
More than 10 years of service	48	14	62
<b>Total</b>	<b>224</b>	<b>86</b>	<b>310</b>

**Workforce by Gender and Location of Service**



**Workforce by Gender and Educational Level**

	Men	Women	Total
University	189	75	264
Higher Education	32	7	39
Secondary Education	3	4	7
<b>Total</b>	<b>224</b>	<b>86</b>	<b>310</b>







# Plans for 2018 ... and beyond

**The GEP Training Center:** The company has long ago identified the market need of an inclusive and wide-ranging institution for tutoring and training activities. This Training Center will help in developing the professionals and the labor staff with the necessary, various OHS related skills and disciplines. The Training Center of GEP would also cover an existing gap and request made by several of the recipients of practical training to the service providers, for the provision of specialized trainings under short notice and/or fast-pace, reviving courses on subjects, and would eventually lead to a wider spread of the OHS culture to the workforce. The project is already in full deployment and shall be concluded within 2018.

The **company reorganization** which started in late 2016 was mostly implemented in 2017; yet it will take a part of 2018 for the reengineering of all processes. A great number of the changes proposed were implemented during the year, as are the fully electronic invoicing, the digitization of the archives, the paperless internal communication, the automation of inspections reporting, all for optimizing global output and releasing valuable resources to more productive assignments.

Other services, like a central auditing and control single check point, the completion of a digitized **Customer Relationship Management** and of the electronic monitoring of the workflow, a redesigned website, and few other applications have various degrees of accomplishment to-date.

Regarding **marketing plans for 2018**, the company examines the significant improvement of its training capacity in the local market introducing more chapters, and its further market penetration changing to a more agile approach to the clients. Furthermore, it focuses to its expansion to overseas as a major project where the company acts cautiously, taking into consideration the general status of the domestic economy on one, and the

anticipated prospects on the other.

In a longer perspective GEP has prioritized to double its turnover to € 12 million until 2020-21, as its ultimate financial and marketing goal. This volume is expected to be achieved on one part from the existing sources but also from important new endeavors with old and new clients and the enlargement of services' portfolio especially with services of high added value, as well as by the active participation to projects, tenders and calls, local and international.

On the other hand, and most significantly, a considerable part of the extra turnover is planned to come from business expansion and field operations abroad, by establishing a second base to transpose and apply the company skills and capacity-building to new markets, working on its own and in consortia and partnerships with third parties.

# Annexes

## Balance Sheet 2017 & 2016

	2017	2016
<b>ASSETS</b>		
<b>Noncurrent Assets</b>	<b>687,753.94 €</b>	<b>686,753.30 €</b>
Fixed assets	137,516.09 €	128,464.23 €
Intangible assets	26,794.91 €	33,535.85 €
Investment in participations and joint ventures	471,600.00 €	479,600.00 €
Other noncurrent assets	51,842.94 €	45,153.22 €
<b>Current Assets</b>	<b>2,531,608.18 €</b>	<b>2,244,819.30 €</b>
Inventory	5,949.45 €	0.00 €
Trade receivables	2,078,007.27 €	1,992,790.93 €
Deferred income	19,659.71 €	11,706.73 €
Cash and cash equivalents	427,991.75 €	240,321.64 €
<b>Total Assets</b>	<b>3,219,362.12 €</b>	<b>2,931,572.60 €</b>
<b>EQUITY AND LIABILITIES</b>		
<b>Capital and Reserves</b>	<b>2,376,402.34 €</b>	<b>2,325,041.98 €</b>
Share capital	1,000,150.00 €	1,000,150.00 €
Reserves	109,300.54 €	109,300.54 €
Retained earnings	1,266,951.80 €	1,215,591.44 €
<b>Noncurrent liabilities</b>	<b>9,778.99 €</b>	<b>12,579.45 €</b>
Long-term debt	0.00 €	0.00 €
Government grants	9,778.99 €	12,579.45 €
<b>Current liabilities</b>	<b>833,180.79 €</b>	<b>593,951.17 €</b>
Short-term debt	0.00 €	0.00 €
Trade and other payables	347,405.96 €	284,623.91 €
Income tax	0.00 €	0.00 €
Tax and duties payable	251,399.10 €	176,647.30 €
Insurance and pension fund dues	81,959.87 €	44,884.36 €
Other liabilities	152,415.86 €	87,734.40 €
Accrued expenses	0.00 €	61.20 €
<b>Total equity and liabilities</b>	<b>3,219,362.12 €</b>	<b>2,931,572.60 €</b>

## Profit & Loss Accounts (Income Statement) 2017 & 2016

	2017	2016
<b>Sales (Revenue/Turnover)</b>	<b>5,979,279.68 €</b>	<b>4,796,921.78 €</b>
Cost of sales	4,455,262.27 €	3,774,826.37 €
<b>Gross profit</b>	<b>1,524,017.41 €</b>	<b>1,022,095.41 €</b>
Administration costs	503,886.62 €	326,949.87 €
Selling and marketing costs	433,334.48 €	334,709.66 €
Depreciation	34,739.38 €	26,260.06 €
Provisions for bad debt	14,251.14 €	90,692.62 €
Extraordinary and non-operating expenses	138,864.45€	13,538.92 €
Revenue from participations	69,516.41 €	163,446.71 €
Other Income	4,464.81 €	11,313.78 €
<b>Profit before interest and taxes</b>	<b>472,922.56 €</b>	<b>404,704.76 €</b>
Income taxes	65.54 €	721.89 €
Interest charges and related expenses	11,167.74 €	14,586.76 €
<b>Profit before taxes</b>	<b>461,820.36 €</b>	<b>390,839.89 €</b>

## Notes on the 2017 Financial Statements

The Financial Statements for the year ended 31/12/2017 have been prepared in accordance with the Law 4308/2014 “Greek Accounting Standards” (ELP) and present the financial position and the income statement of the Company on a going concern basis. GEP S.A. is categorized as a small-sized entity according to article 2 of Law 4308/2014, which defines the categorization of entities by size and the type of financial statements each entity should prepare based on its size.

## Accounting Policies and Practices

**Fixed Assets** are initially recognized at acquisition cost, including any expenditure required to bring them to their present location and condition. Fixed assets are measured at historical cost less accumulated depreciation and subsequent impairment whenever there is an indication of permanent impairment. Depreciation on assets is calculated using the straight-line method over their estimated useful life, as shown on the table. Impairment losses are recognized when the recoverable amount of these assets becomes less than their carrying value.

<b>Fixed Assets Depreciation Rates</b>	
<b>Type of Asset</b>	<b>Depreciation Rate</b>
Machinery and Equipment	10%
Transportation Equipment	10%
Computer Hardware	20%

**Intangible assets** are recognized at acquisition cost. An intangible asset with a finite useful life is measured at historical cost less amortization and subsequent impairment whenever there is an indication of permanent impairment. Amortization shall be commenced when the asset is ready for its intended use



and shall be carried out based on the estimated useful economic life. An intangible asset with an indefinite useful life or with a useful life that cannot be reliably estimated shall be measured at historical cost less amortization over a period of 10 years and subsequent impairment whenever there is an indication of permanent impairment.

**Investments in Subsidiaries, Affiliates and Joint Ventures** are recognized at historical cost less amortization and impairment whenever there is an indication of permanent impairment. Dividends arising from this type of investments are recognized as revenue in the income statement when approved by the appropriate body that decides their distribution.

**Other financial assets** (such as loans and financial instruments) are recognized at historical cost less amortization and impairment whenever there is an indication of permanent impairment.

**De-recognition of Assets:** The gain or loss from the de-recognition of fixed, intangible and financial assets is determined as the difference between the net proceed from their removal, if any, and their carrying amount. The gain or loss from the de-recognition of the asset is included in the income statement of the period in which the de-recognition occurs.

**Inventories** (including finished products and work in progress, merchandise, raw materials and biological assets) shall be measured at lower cost between acquisition cost and net realizable value. Cost of inventory is determined using the First-In, First-Out method (FIFO). Losses arising upon measurement at net realizable value when it's lower than acquisition cost, are recognized as impairment loss in the income statement.

**Trade Receivables:** Trade and other receivables shall be measured at historical cost less estimated impairment losses.

**Prepayments and Other Non-Financial Assets:** Prepayments shall initially be recognized at cost. Subsequently they shall be measured at initial cost less any amounts expensed in accordance with the accruals basis and any impairment loss. Any other non-financial asset shall initially be recognized at cost. Subsequently, they shall be measured at the lower of cost and their recoverable amount.

**Provisions** for employee benefits after retirement shall be recognized and measured at their amounts due under existing legislation on the balance sheet date. Any other provisions shall initially be recognized and subsequently measured at the nominal amounts expected to be incurred for settlement.

**Financial Liabilities** shall initially be recognized and subsequently shall be measured at the amount due.

**Government Grants** relating to assets shall be recognized as liabilities in the period in which payment is received or finally approved. Government grants shall be recognized at the amounts received or approved. Subsequent to initial recognition, government grants shall be transferred to the income statement as revenue over the same periods as the book value of the subsidized asset is transferred to the income statement as an expense. Government grants relating to expenses shall be recognized as liabilities in the period in which payment is received or finally approved. Such grants shall be transferred to the income statement as income in the period in which the related expenses are recognized.

**Non-Financial Liabilities** shall be initially recognized and subsequently measured at the nominal amounts expected to be incurred for settlement. Differences arising either on revaluation or settlement of non-

financial liabilities, including provisions, shall be transferred to the income statement as gains or losses for the period.

**Income Tax** shall be recognized as an expense at the income statement. Income tax consists of current tax arising from tax legislation, tax audit differences and surcharges. Revenue arising from the sale of goods shall be recognized when **a)** all substantial risks and rewards of ownership are transferred to the buyer; **b)** the goods are accepted by the buyer, and **c)** the economic benefits associated with the transaction can be measured reliably and will probably flow to the entity. Revenue arising from rendering of services shall be recognized by reference to the stage of completion of the transaction when **a)** the amount of revenue can be measured reliably and **b)** it is probable that economic benefits will flow to the entity. Alternatively, if there is no material impact on the financial statements, revenue arising from rendering of services shall be recognized by reference to the completed contract method. Revenue arising from interest shall be recognized on accrued revenue basis. Revenue arising from dividends or income from the participation in the equity of another entity shall be recognized when approved by the appropriate body that decides their distribution. Revenue arising from royalties shall be recognized in accordance with the contractual terms.

**Expenses** incurred shall be recognized and classified in the income statement on accrued revenue basis.

**Equity** items shall be initially recognized and subsequently measured at the nominal amounts that have been received or paid.

**Foreign Currency Transaction(s)** shall be recorded, on initial recognition in the currency in which the financial statements are presented, by applying to the foreign currency amount the spot exchange rate between the presentation currency and the foreign currency at the date of the transaction. At the end of each reporting period, foreign currency monetary items shall be translated using the closing rate and non-monetary items that are denominated in a foreign currency and measured at historical cost shall be translated using the exchange rate at the date of the transaction. Exchange differences arising on the settlement of monetary items or on translating monetary items at rates different from those at which they were translated on initial recognition during the period or in previous financial statements shall be recognized in profit or loss in the period in which they arise.

**Events after the Reporting Period:** Events that become apparent after the end of the reporting period but before the date on which the financial statements are drawn up shall be recognized in the reporting period, if they provide evidence of conditions that existed at the end of the reporting period and affect the elements of the balance sheet and the income statement. Non-adjusting events should be disclosed if they are of such importance that non-disclosure would affect the ability of users to make proper evaluations and decisions.

**Changes in Accounting Policies and Estimates, and Corrections of Errors** shall be recognized retrospectively. Appropriate adjustments shall be made to **a)** The carrying amounts of assets, liabilities and equity for the cumulative effects concerning the change at the beginning and end of the comparative and reporting periods, and **b)** The income, expenses, profit and loss concerning the effect on the accounting figures of the comparative periods. Changes in accounting estimates shall be recognized in the reporting period in which it is verified that occur and shall affect this period and subsequent periods as appropriate. Such changes are not recognized retrospectively. Errors shall be corrected in the earliest possible accounting period upon discovery.

### *Notes on the Balance Sheet*

**Assets:** Noncurrent assets remained at the same level. Current Assets have been increased by € 200,000 driven by an 78% increase of Cash and Cash Equivalents.

**Liabilities:** GEP's excellent turnover performance for 2017 resulted in a proportional increase not only of Assets in terms of Cash but also of Current Liabilities. In particular, at the end of 2017 there is a significant increase of Current Liabilities amounting € 240,000 concerning Accounts Payable, Taxes and Social Security. Other Liabilities include provisions for write-offs amounting € 84,000.

### *Notes on the Profit & Loss Accounts (Income Statement)*

**Sales:** In 2017, Sales increased by 24.65% compared to 2016, achieving a great performance and breaking the barrier of € 6 million in terms of total Turnover, marking a planned milestone. It is important that the company continued its growth following the upward trend of the last five years despite the problems that exist in the Greek economy. An increase of 30% concerning Occupational Doctor and Safety Engineer services was noted, compared to 2016 translating to a € 620,000 amount. Trainings have increased by € 157,000 mainly because the GWO project at Vestas Hellas. Other services include a large amount of new, specialized services provided mostly to the parts of the Trans Adriatic Pipeline project initiated at the end of 2016.

#### **Income by Business Line (2017 & 2016)**

<b>Line of Business (all numbers in euro)</b>	<b>2017</b>	<b>2016</b>
Safety Engineers	2,522,041.66	2,344,771.57
Occupational Doctor	2,404,986.70	1,954,826.89
Training	270,743.00	113,312.00
Other Services	781,508.32	384,011.32
<b>Sales</b>	<b>5,979,279.68</b>	<b>4,796,921.78</b>
Revenue from Participations (Subsidiaries)	69,516.41	163,446.71
Income from Interest	65.54	721.89
<b>Total Turnover</b>	<b>6,048,861.63</b>	<b>4,961,090.38</b>

**Expenses:** According to the Income Statement, company's operating costs consisting of cost of sales, administration costs and selling and marketing costs have been increased by 22% compared to 2016. Operating costs are necessary for the Company's daily functions and are further analyzed to salaries, administrative expenses and other expenses. Increase in Turnover triggered an increase in salaries, mainly on management costs of central administration as well as on Safety Engineers and Occupational Doctors fees. In Salaries' cost are included travel expenses, essential for the provision of services in dispersed locations.



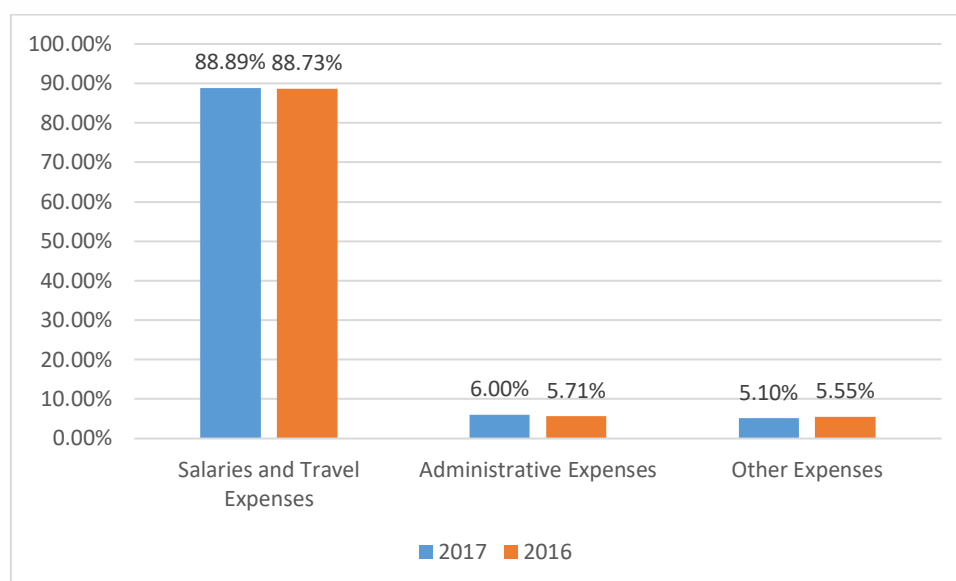
### Operating Cost Analysis (2017 & 2016)

Costs	2017	2016
<b>Salaries and Travel Expenses</b>	<b>4,793,594.40</b>	<b>3,936,480.21</b>
Safety Engineers	1,548,759.57	1,646,949.81
Occupational Doctors	1,578,201.33	1,292,371.37
Management	1,273,080.00	722,898.96
Third Parties	393,553.50	274,260.08
<b>Administrative Expenses</b>	<b>323,701.61</b>	<b>253,141.36</b>
Phone charges	31,724.77	25,567.31
Office rent	61,210.00	41,740.00
Car leasing	26,777.47	27,941.02
Other equipment leasing	7,829.97	6,421.61
Insurance contracts	20,589.02	16,456.00
Maintenance fees	58,197.10	31,696.20
Other admin expenses	117,373.28	103,319.22
<b>Other Expenses</b>	<b>275,187.36</b>	<b>246,063.59</b>
Marketing	73,065.65	51,320.00
Taxes & Duties	63,793.54	44,442.65
Stationery	22,050.91	23,613.24
Other expenses	80,943.94	76,374.34
PREVOR expenses	35,333.32	50,313.36
<b>Total</b>	<b>5,392,483.37</b>	<b>4,436,485.90</b>

### Cost Breakdown (2017-2016)

OPERATING COSTS	2017	2016
Cost of Sales	4,455,262.27	3,774,826.37
Administrative Costs	503,886.62	326,949.87
Sales and Marketing Costs	433,334.48	334,709.66
<b>Total</b>	<b>5,392,483.37</b>	<b>4,436,485.90</b>

### Breakdown of Expenses (2017 & 2016 )



**Profit:** GEP retained its gross profit margin for one more year, at a satisfactory level over **20%**. The cost of sales of GEP consists mainly of Occupational Doctors Safety Engineers salaries, a type of cost that is very challenging to reduce further. EBITDA highlights GEP's excellent operating performance in combination with the increase of total turnover.

### Profit and Margins (Gross, EBITDA and Net), (2017 & 2016)

<i>Key figures (in ,000€)</i>	2017	2016
<b>Gross Profit</b>	<b>1,524</b>	<b>1,015</b>
Gross Profit margin %	25.34%	21.16%
<b>EBITDA</b>	<b>650</b>	<b>433</b>
EBITDA margin %	10.75%	9.03%

# Abbreviations and Acronyms

ADR	Agreement on Dangerous Goods by Road
AGM	Annual General Meeting (of Shareholders)
ATEX	ATmosphères EXplosibles
BBS	Behavior Based Safety
BoD	Board of Directors
BST	Basic Safety Training
CEO	Chief Executive Officer
CRES	Center of Renewable Energy Sources
EAP	Employee Assistance Programs
EEAS	European External Action Service
EBITDA	Earnings Before Interest, Tax, Depreciation and Amortization
EU	European Union
EU-OSHA	European Agency for Safety and Health at Work
FIFO	First-In, First-Out
FY	Fiscal Year
GDPR	General Data Protection Regulation
GWO	Global Wind Organization
H&S	Health & Safety
HACCP	Hazard Analysis and Critical Control Points
ILO	International Labour Organization
IRNDT	InfraRed Non-Destructive Testing
ISO	International Standardization Organization
IT	Information Technology
J/V	Joint Venture
Ltd	Limited
OHS	Occupational Health and Safety
OHSAS	Occupational Health & Safety Series
OiRA	Online interactive Risk Assessment
PDCA	Plan-Do-Check-Adjust
RID	Regulations concerning the International Transport of Dangerous Goods by Rail
SA	Société Anonyme
SCS&B	Safety Culture Survey & Beyond
TAP	Trans Adriatic Pipeline
UN	United Nations
VAT	Value Added Tax

Last data update in this report: May 2018

This report has been prepared with  
the support of Global Sustain





GENIKI EXYPP PROSTASIA (GEP) S.A.  
193-195 Syngrou Ave.  
Nea Smyrni, P.O. 17121, Greece

Tel. +30 210 9405866

Fax. +30 210 9480508

e-mail: [info@exypp.gr](mailto:info@exypp.gr)

