

TRANSITION
TECHNOLOGIES MS



REPORT

2023

Table of Contents

Introduction

- 4 Letter form the President
- 5 About us
- 5 Our Companies
- 17 Business Model
- 21 Technologies in which we specialise
- 34 ESG Strategy

Environmental TTMS Goes Green

- 40 Environmental management
- 41 Sustainable, modern offices
- 42 Sustainable solutions
- 43 Scope 3 greenhouse gas emissions
- 44 Commitment to sustainability and biodiversity

Social Responsibility TTMS for People

- 49 People, management and employment
- 51 Non-corporate environment
- 52 Sports at TTMS
- 53 Comfortable office space
- 54 Diversity at TTMS
- 55 Local employment
- 56 Recruitment, training and development
- 57 Occupational health and safety

Corporate Governance TTMS for Responsible Organization

- 59 Governance structure
- 61 Data security
- 62 Business ethics

About the Report

- 64 General information on the Report
- 65 Stakeholders
- 66 Economic, social and, environmental issues
- 67 Non-financial information
- 71 GRI Index

Introduction

- Letter from the President
- About Us
- Our Companies
- Business Model
- Technologies in which we specialise
- ESG Strategy



Dear Sir or Madam,

[2-11, 2-22, 3-3] I am pleased to present the fourth consecutive ESG report. To summarize the company's full-year activities in the report, I would like to present the goals that our company has set for 2023.

Our key assumption was to sustain the current sales growth rate at the assumed margin.

This posed a challenge in the face of an evident economic slowdown and a much more competitive market.

We were able to meet the goal through increased sales activities, successful investments and necessary cost optimization. The highest growth was achieved by foreign companies of the TTMS Group: TTMS UK and TTMS Nordic.

Our next decision was a **strong support to TTMS Malaysia.**

The company we established in Bengaluru - known as the „Silicon Valley” of India - is a new chapter in terms of TTMS' growth in Asia and the process of building the group's worldwide resources. Ultimately, TTMS India aims to diversify our IT services and give a substantial boost to the group's global growth.

Our employees, as well as Clients and Partners, see that our activities are focused not only on sales performance and geographic expansion, but also on the **implementation of projects related to the company's sustainable development.** After all, we must remember that fast-paced growth requires compliance with ever higher environmental, social, and management standards.

In 2023, we took another step toward bringing our offices in line with our self-imposed sustainability standards. **We moved our headquarters to the Varso Tower office building in Warsaw, whose location, technological and environmentally friendly solutions match TTMS' ambitions.**

Being aware of the need to offset the negative impact of humans on the environment, **we planted 7 000 trees**, playing an important role in absorbing carbon dioxide from the atmosphere. In cooperation with the State Forest administration, we regenerated two turf peat bogs to restore their natural functions and help retain carbon dioxide in the soil. Also, our **HR policy was based on respect for multiculturalism and diversity**, which, given the multinational nature of the team, is extremely important to the company.

In summary, we have completed several projects and activities that have helped to improve our position in the global IT market and offer prospects for growth. Whether it comes to economic, IT or sustainability challenges, they all have given us a strong boost to growth and innovation.

I believe that with the solid foundations of TTMS and the commitment of our team, we are not only prepared for the challenges ahead, but also to take advantage of the new opportunities they bring.

Thank you for your interest in the ESG report of Transition Technologies MS and I hope you enjoy its content.

Yours sincerely,
Sebastian Sokołowski
President of the Management Board
of Transition Technologies MS S.A.

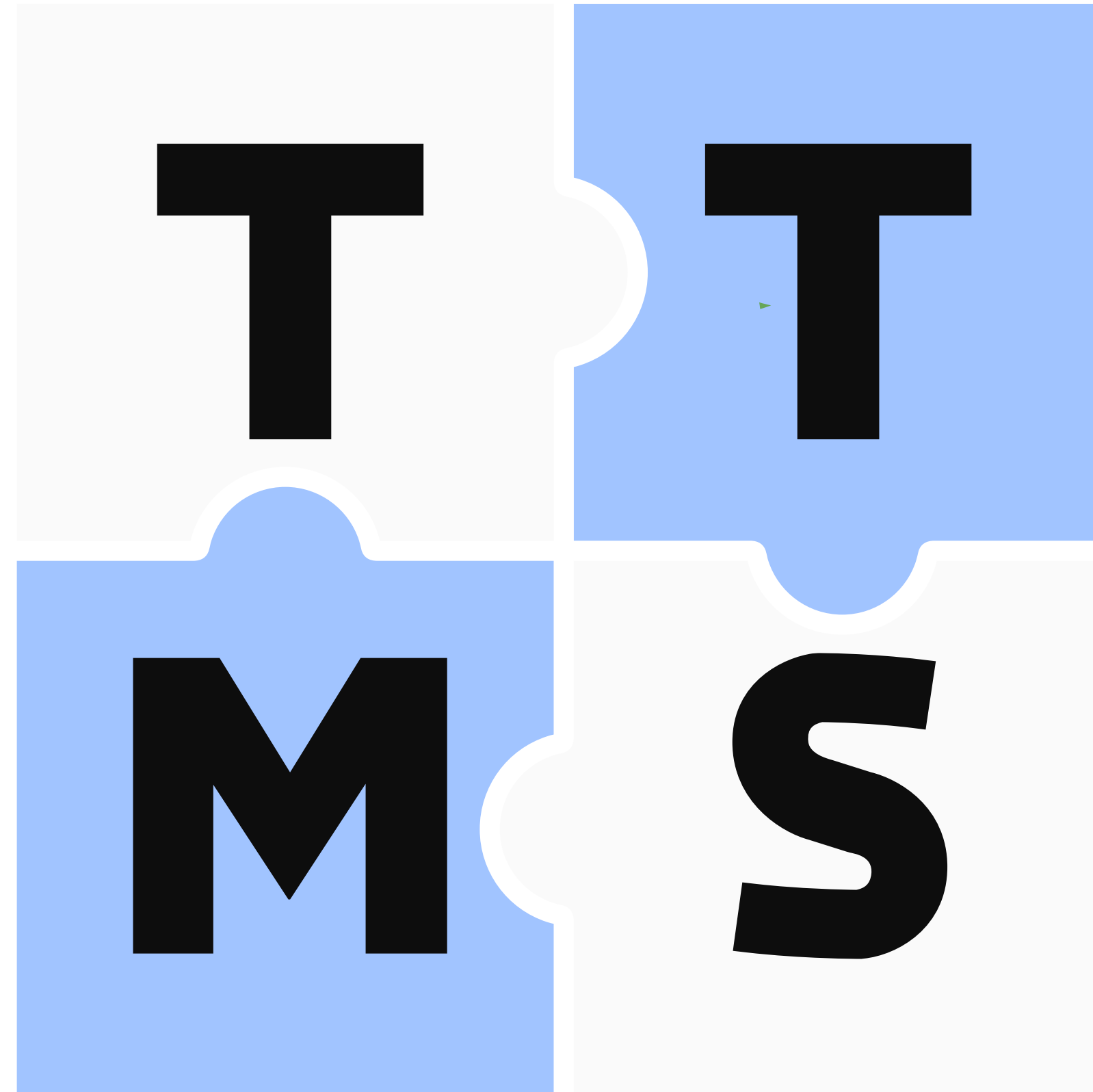


Technology

We utilize modern IT technologies to meet our clients' expectations

Motivation

We are driven to provide our service in the best possible manner and motivate our employees to achieve the best possible results and continuously improve their knowledge and skills.



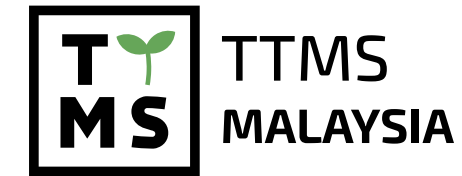
Trust

We build the trust of our Clients on a solid foundation of expertise and professionalism.

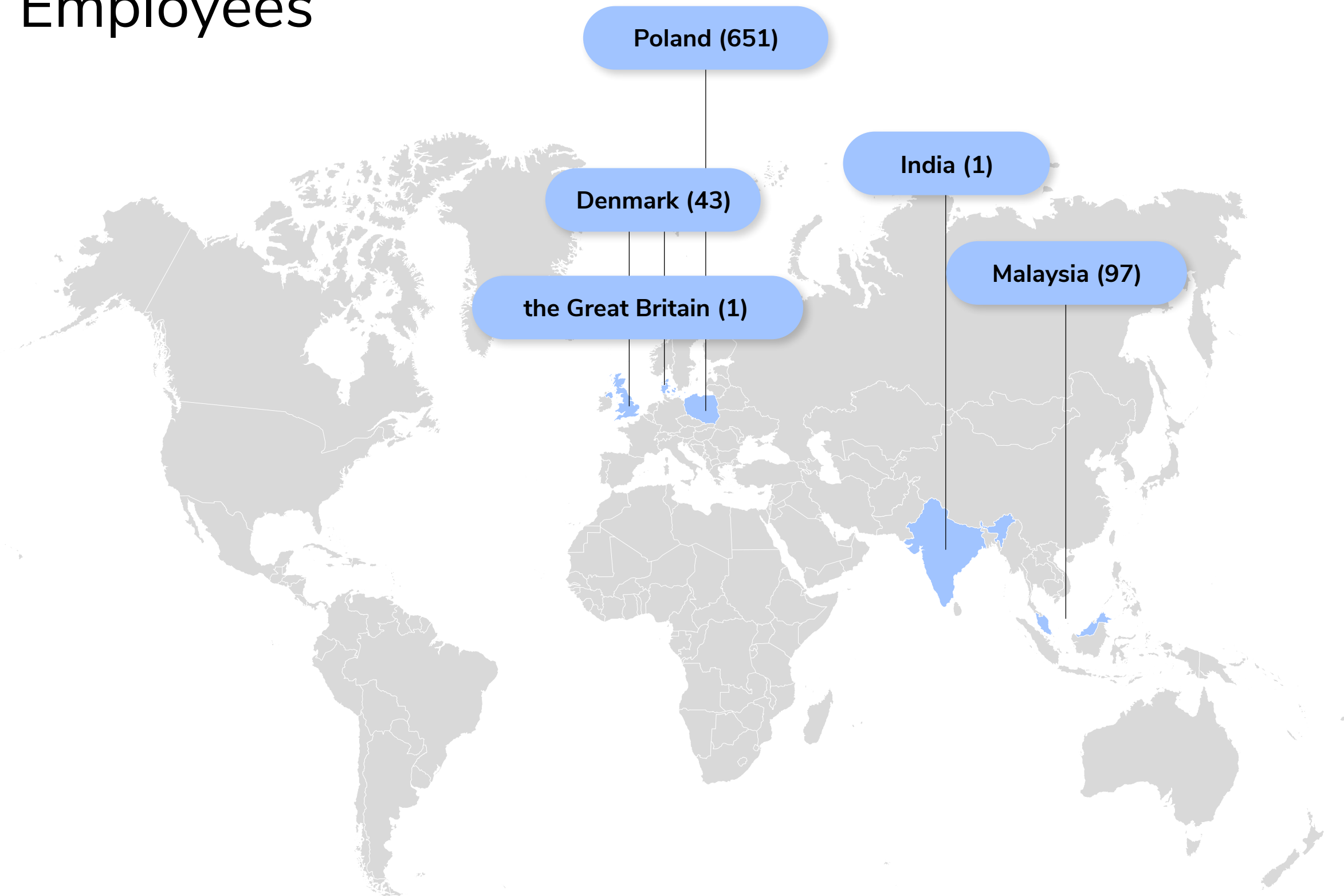
Success

We strive to be successful not only as a company, but also as individuals. We appreciate the individual small successes of our employees.

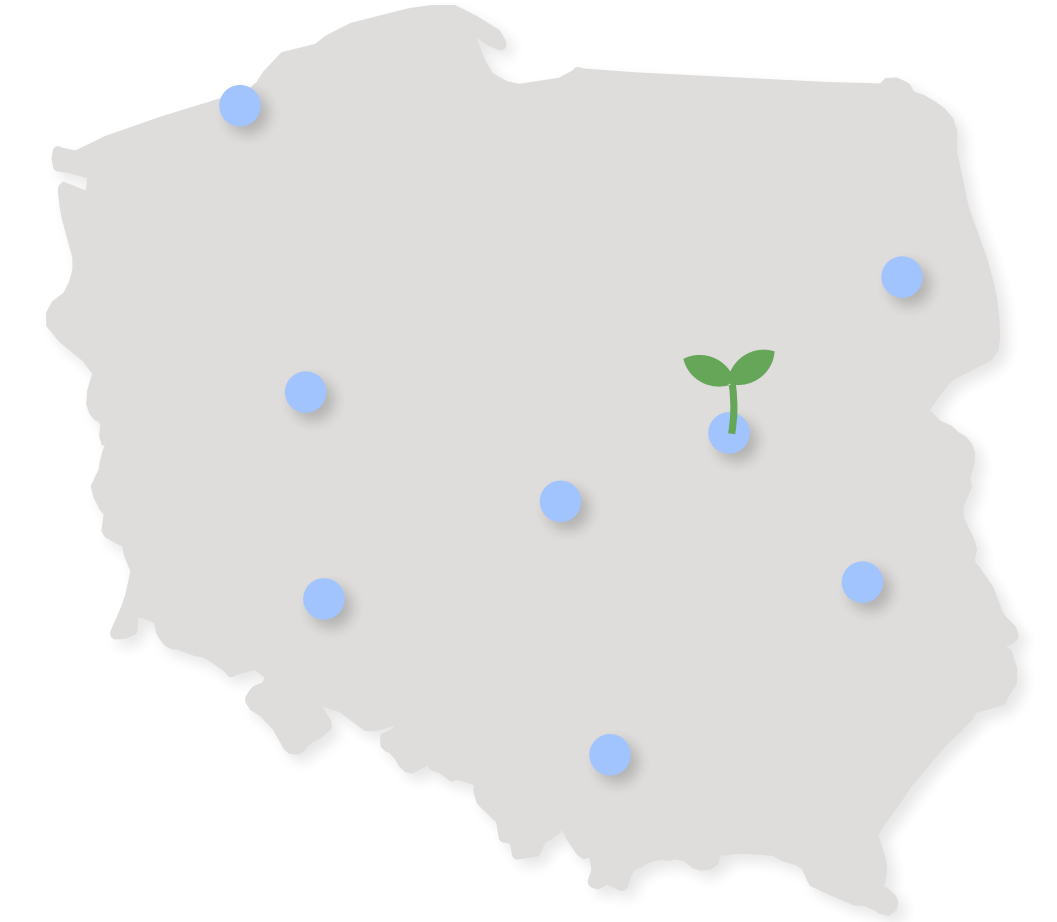
[2-2, 2-6] We are a Polish company with international reach. We have 4 foreign companies. We are planning acquisitions in more countries on other continents, looking to expand our business even further.



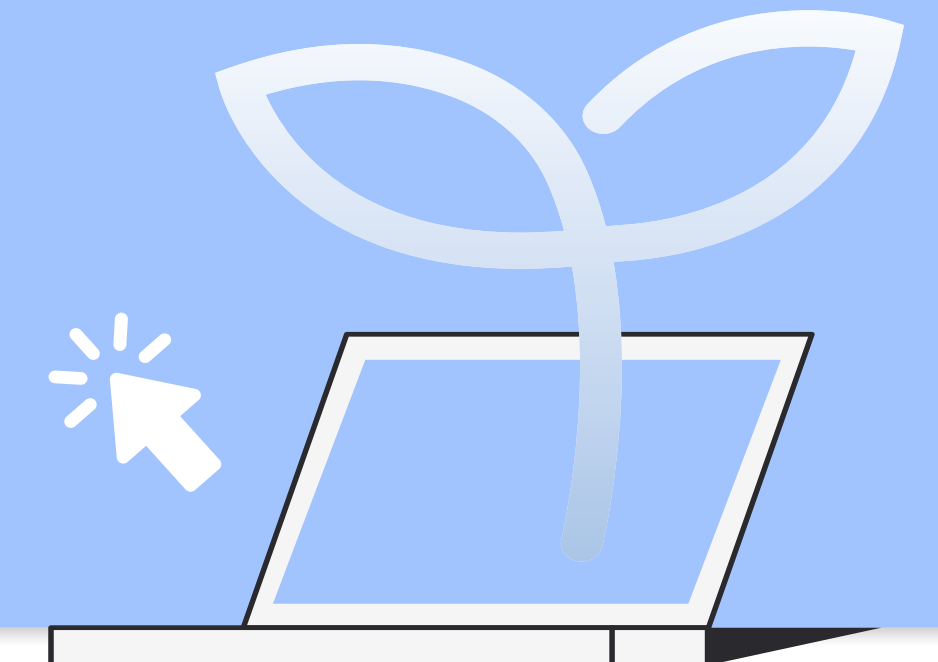
Employees



8 divisions in Poland



November 2023:
domain change to
www.ttms.com!



By acquiring a global domain, we can reach foreign customers and increase visibility in international markets.

[2-6] Our clients are global multinational companies. Following their needs and striving to provide them with comprehensive services from the very beginning, we planned to expand our business internationally. Building a network of contacts, trade agents, opening more offices and acquisitions allows us to offer our services in more regions of the world: in more time zones and cultural areas.

Some of the locations were established at Client's request and with the cooperation of the Clients, complying with strict requirements in terms of security and access control, such as:

Offshore Development Center established in 2016 in Warsaw, providing services for a key client - Roche.

Forbes Diamonds

In 2023 TTMS was once again among the winners of the ranking.



TRANSITION

GRUPA

T E C H N O L O G I E S

As Transition Technologies MS S.A., we are part of the Transition Technologies Capital Group. It has been operating on the Polish market for more than thirty years as one of the largest companies in the IT industry.

Transition Technologies Capital Group offers proprietary IT systems, specializing in the energy, gas, Industry 4.0, and modern pharmaceutical sectors.

The Group is composed of companies that complement each other and together create advanced IT technologies.



History of TTMS

2015

The beginning. Transition Technologies - Managed Services is launched within the TT Capital Group.



2016

We gain pace! **A new company, TT Managed Services Ltd, is established in the UK** as part of TTMS. We open a **Service Centre** in Warsaw for our strategic client



2017

We stretch the wings. We open business in **Palo Alto** in California (USA) and establish **new company in Kuala Lumpur** in Malaysia.



2018

We continue our expansion. We operate in **7 locations in Poland, grow in London and Kuala Lumpur**, and establish new contacts in Silicon Valley.



2019

We keep the pace. We have 7 locations in Poland and **new representatives in USA and Singapore.**



2020

We break records. TTMS opens **new office in Kuala Lumpur** and achieve **record profit** after 5 years of operations.



2021

We complete our first acquisition. Acquiring ConCor, the Danish company, helps us sail into Nordic waters! This is how **TTMS Nordic** was brought to life! We open **another office in Poland**, this time in Poznań.



2022

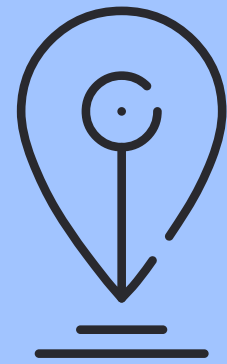
We focus on **sustainable development.** We focus not only on business growth, but also on the community we have built and concern for environmental protection.

→ 2023

We establish another foreign company (TTMS India) and relocate our headquarters in Warsaw. We face the global crisis in the IT industry, despite which we achieve very good results throughout the year.



TTMS in numbers



8 offices in Poland
4 foreign companies



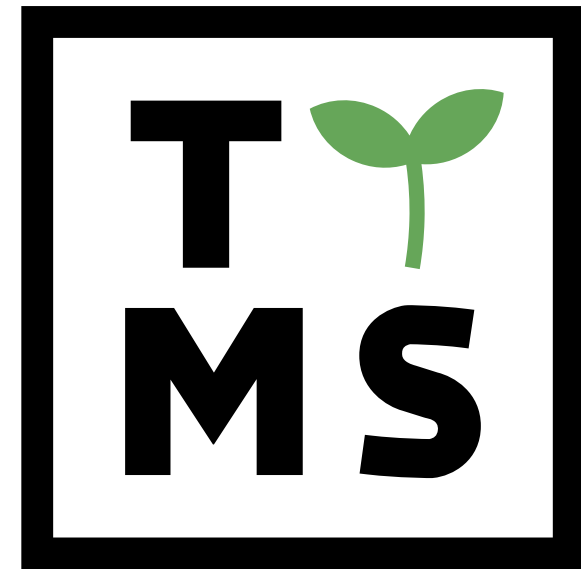
791 employees and associates
240 employees stay with us
for more than 5 years



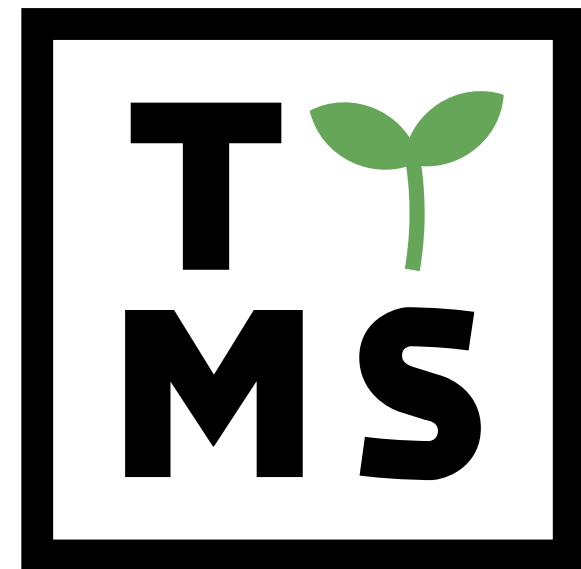
14,07 MILLION PLN: net profit
94,23 MILLION PLN: balance sheet total (including equity of **22.24** MILLION PLN and liabilities **71.98** MILLION PLN)

As many as **240** employees have been with our company for **more than 5 years**. This represents **30%** of the total workforce. We are pleased that employees are willing to stay with us for longer.

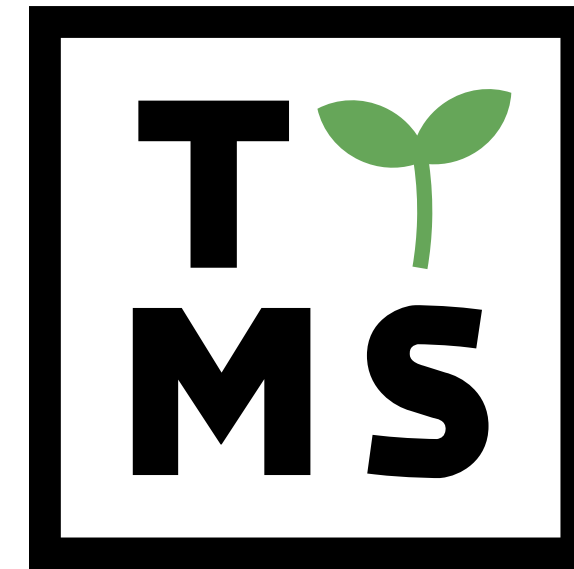
Our companies:



**TTMS
MALAYSIA**



**TTMS
UK**

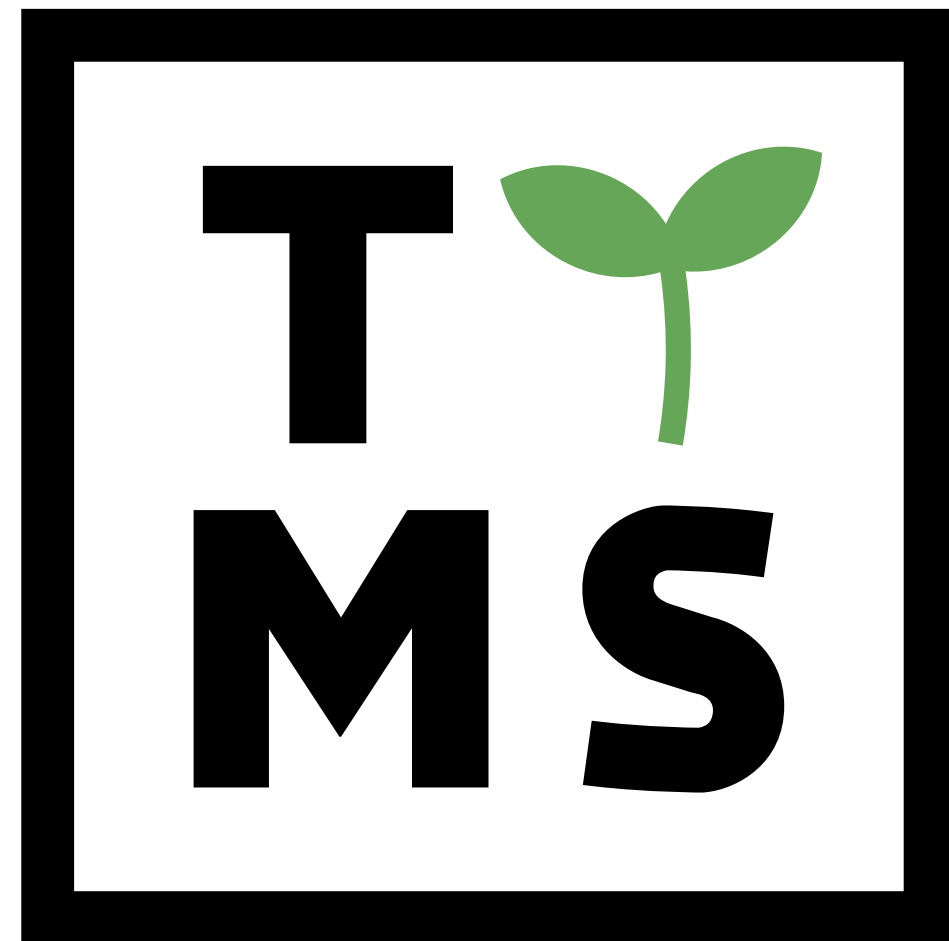


**TTMS
NORDIC**



**TTMS
INDIA**





TTMS MALAYSIA

History of TTMS Malaysia

[2-2, 3-3] TTMS began operations in the Malaysian market in 2015. From the beginning, the main challenge was the time difference, which affected the efficiency of customer service. In response to these difficulties, we established a local company, TTMS Software Sdn Bhd in Kuala Lumpur in 2017. Opening an office in Malaysia not only allowed us to better manage the time difference, but also to develop additional skills, mainly linguistic, which significantly assisted in winning new clients.

Our Malaysian company specialises in areas such as Adobe, Salesforce, E-learning and IT consulting,

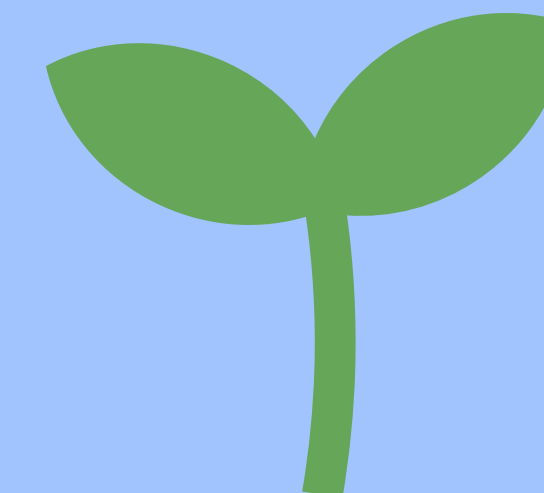
which allows us to provide comprehensive services to our key client, Roche. In the second half of 2023, we relocated to a smaller office, which helped us optimize costs and efficiently use office space.

Benefits at TTMS Malaysia

[401-2] In Malaysia, employees have a limited number of vacation days due to the many religious holidays. In response to this, we offer additional vacation days from the beginning of employment, which increase by another three days after two years. We also invest in the development of our employees by allocating 1% of their annual salaries to a training fund, which gives the opportunity to participate in training tailored to their individual needs and the nature of their work. We also provide the employees with access to private health care including dental and ophthalmic services that go beyond standard benefits.

Ecology at TTMS Malaysia

Although green solutions are not very popular in Malaysian homes and workplaces, waste sorting has already been introduced in our office building. This is an important initial step in raising public awareness of the importance of a green approach in all business operations. Following TTMS' practices, the Malaysian company is preparing to draw up its first ESG report for 2024, which will comply with European standards.



ransition Technologies MS has become a certified training provider for Human Resource Development Corporation (HRDC) in Malaysia!

We are thrilled to share that Transition Technologies MS is now a certified training provider for the Human Resource Development Corporation (HRDC) in Malaysia!

✔ The HRDC, a government agency, plays a crucial role in enhancing the skills of Malaysia's private sector workforce, fostering economic growth and development. Being listed as a certified provider by HRDC is a significant achievement and a testament to our unwavering commitment to excellence in training and development.

What does this mean for TTMS and our partners in Malaysia? 😊

✔ Access to Training Contracts: This certification opens doors to training contracts within the Malaysian commercial sector, allowing businesses to utilize their funds, contributed based on 1% of employee wages, for enhancing employee competencies through our programs.

„TTMS - HRDC provider”

[Read more](#)



#TTMSpeople #TTMSMY #HariRaya2023

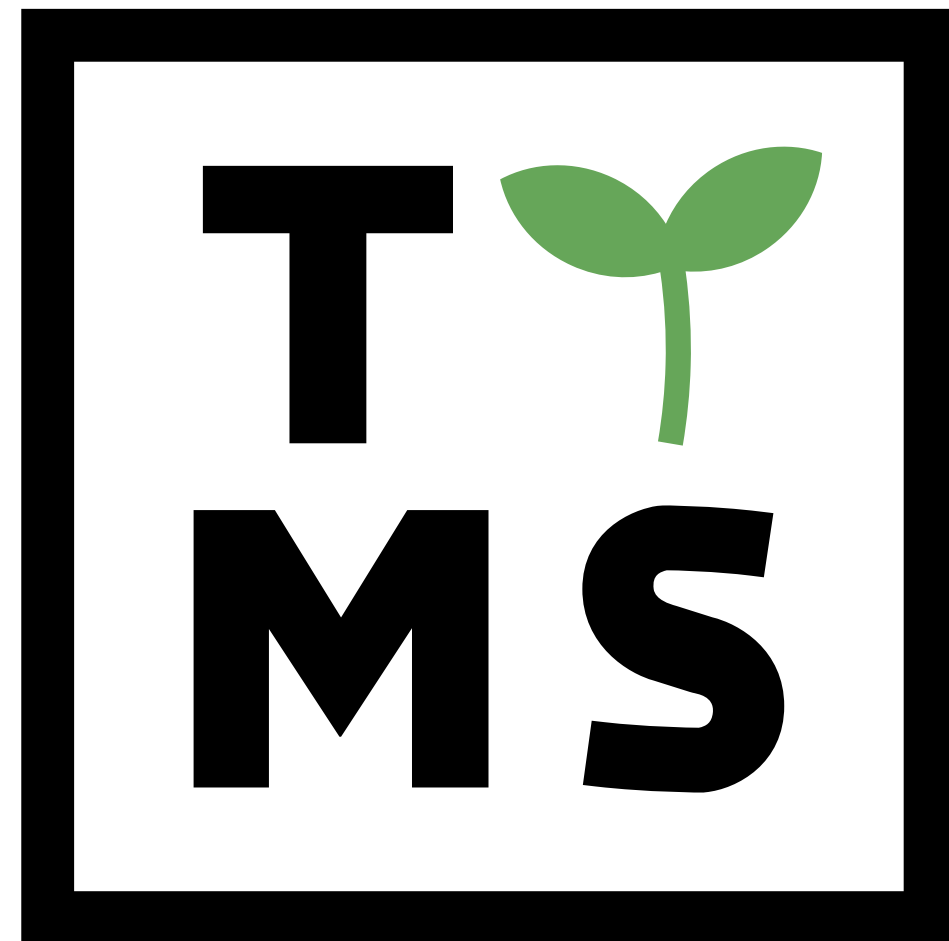


„Hari Raya celebrations”

[Read more](#)



Office Warming Celebration



TTMS NORDIC

History of TTMS Nordic

[2-2, 3-3] Danish company ConCor A/S was founded in 2002. It quickly established itself in the Danish market, focusing its business on selling IT services to medium and large companies. The company's profile fit perfectly with TTMS' acquisition strategy for growth, and the technologies used by ConCor matched key technologies used in our company, so we took success-

ful acquisition actions. In 2021, we purchased a majority stake in ConCor and in 2022 transformed it into TTMS Nordic. Our knowledge of the Danish and Scandinavian markets, as well as our project experience in these areas, allows us to jointly pursue our development plans.

TTMS Nordic personnel attended several major tech events:

Telco X-industry Data Summit in Stockholm	Heart of Service Summit in Stockholm	Retail Days in Stockholm
Salesforce 2023 Service Summit in Stockholm	Salesforce World Tour Essentials in Copenhagen	Adobe Summit in London

In 2023, TTMS Nordic opened a new office in Jutland. This will allow the company to grow even further by strengthening its position in the Scandinavian market, better coordinate its activities, and create new jobs. The Danish company is currently focusing on offering services and implementing projects based on tech solutions such as Adobe, Microsoft and Salesforce.

Ecology at TTMS Nordic

As is the case in our Polish offices, the Danish employees are closely involved in various environmental projects, such as energy saving and waste sorting. In the interest of biodiversity, plants have been planted in front of the office, which are not only pleasing to the eye, but have also created a natural environment for local insects.

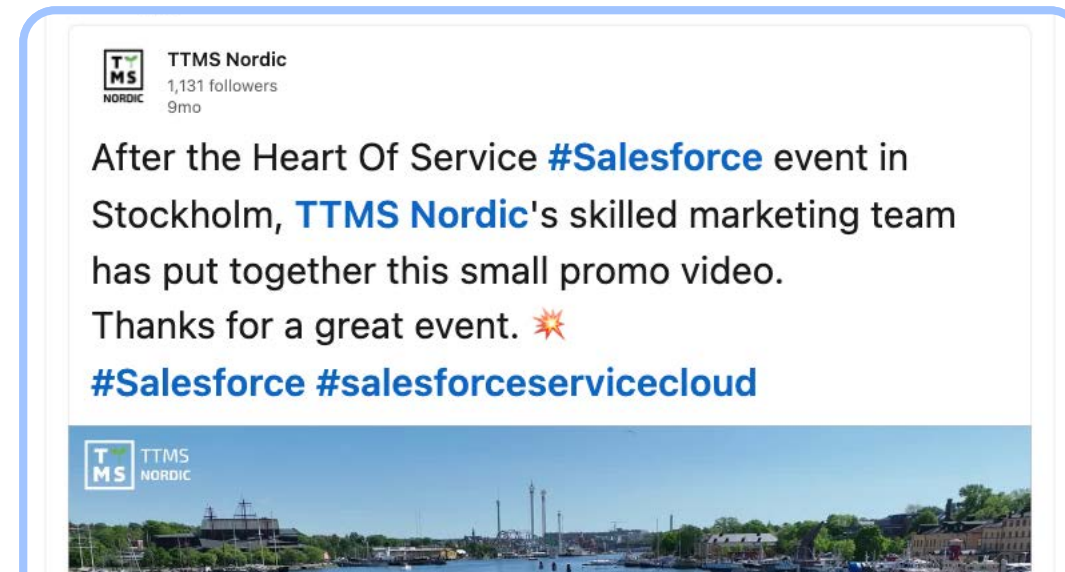


ConCor's first major client was Denmark's **largest communications company**, with which the Danes have cooperated continuously for 20 years, with mutual success.



Salesforce World Tour Essentials

[Read more](#)

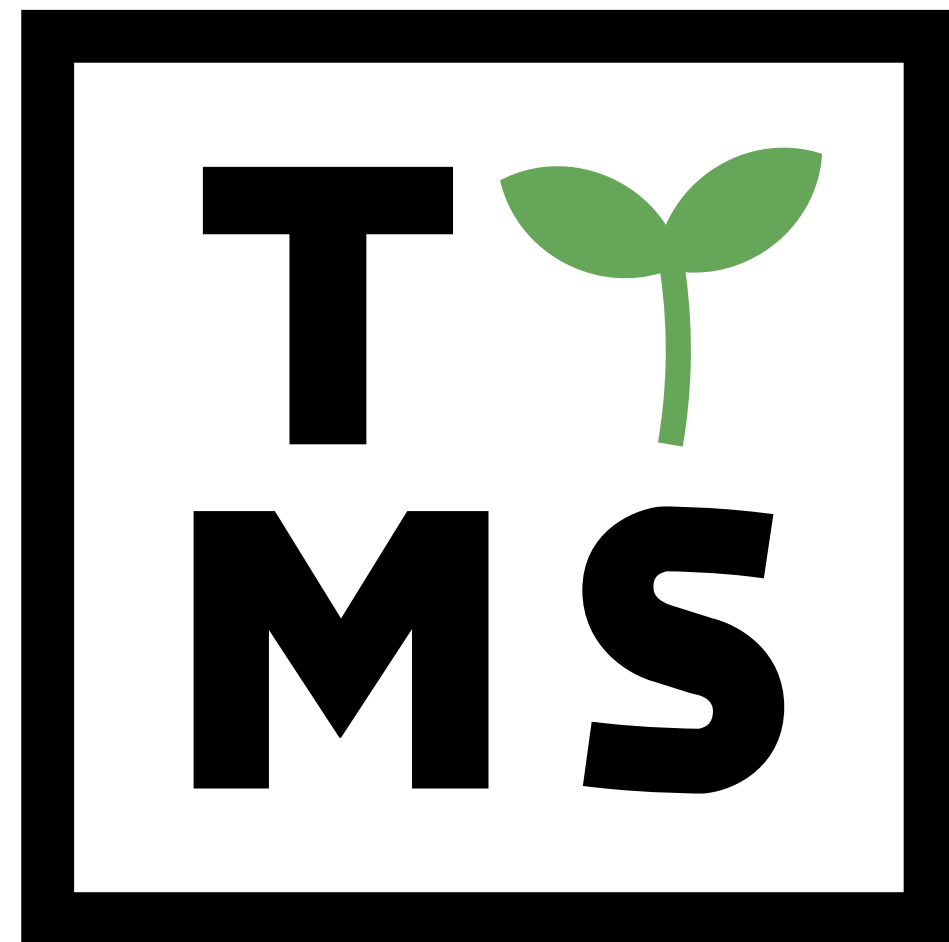


Salesforce Service Cloud

[Read more](#)



TTMS Nordic & TTMS Polska



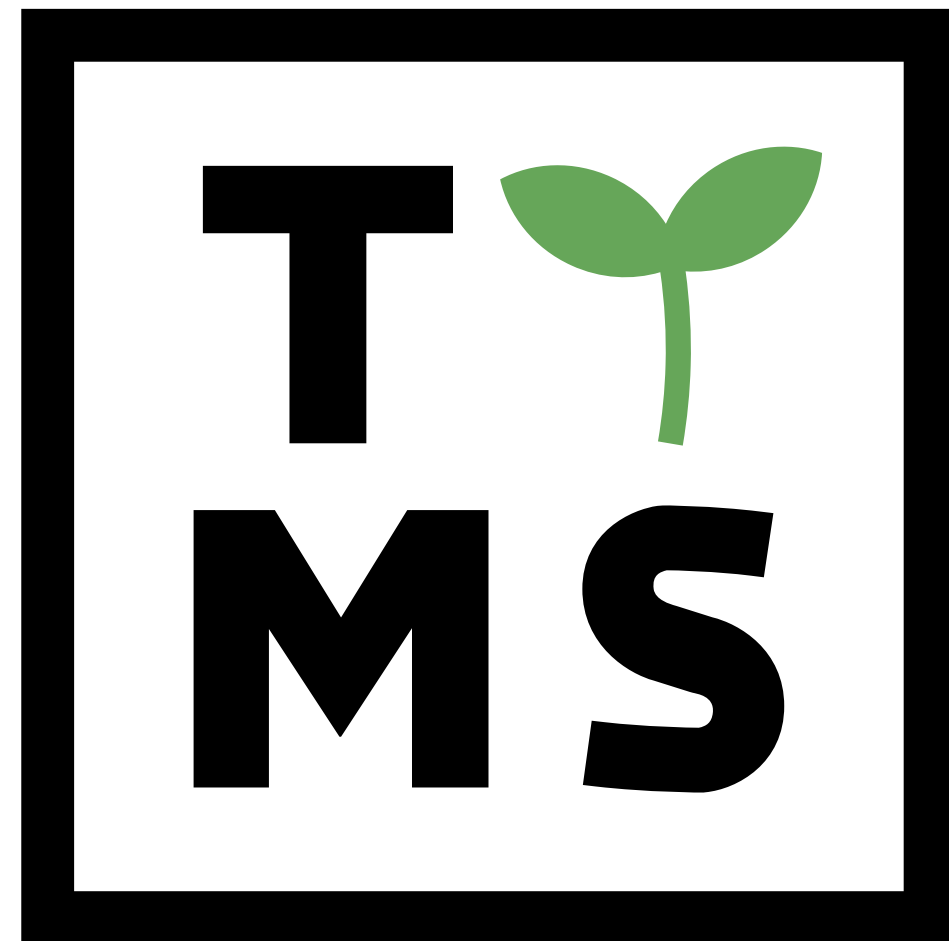
TTMS UK

About TTMS UK

[2-2, 3-3] The company was founded in 2015 with the main goal of providing services in a nearshoring model to clients in the UK, with participation of teams from Poland. It initially operated virtually, without its own office, and is still operated today by an English local service company based in London. Until 2022, the company's growth was slow, implementing selected projects in the IT and Education sectors, relying mainly on teams from Poland.

Since 2023, the company's growth has gained momentum, winning new clients and significantly increasing its turnover. The new clients came from various sectors, including IT, industry, public utilities and power generation. Despite the dynamic growth, the company continued to operate virtually and did not employ local staff.

The company's fast-paced growth continues in 2024, with **the first local hires planned as the next step in the company's development.** There are plans to gradually increase local hiring in the UK and, at some stage of development, launch a local office in London.



TTMS INDIA

History of TTMS India

[2-2, 3-3] In 2023, we expanded our operations with a new company, TTMS Software India Private Limited in Bengaluru, India. This initiative enabled better cooperation with TTMS Malaysia in serving customers in the Asian market. The decision to open a branch in India was based on various factors, including time zone challenges that affected our employees. In the past, we had offered relocation options to Malaysia, but

such opportunities were significantly hindered by the pandemic. By being hired by a local company in India, our staff can take advantage of employment contracts with a full insurance package and other benefits, which was not possible with other types of employment. India offers wide access to IT specialists in various technology fields, which significantly supports our business.

Our new company does not limit its operations to a single tech solution, which means we can hire specialists from a variety of fields, strengthening our position as a global IT services provider.



TTMS India Office

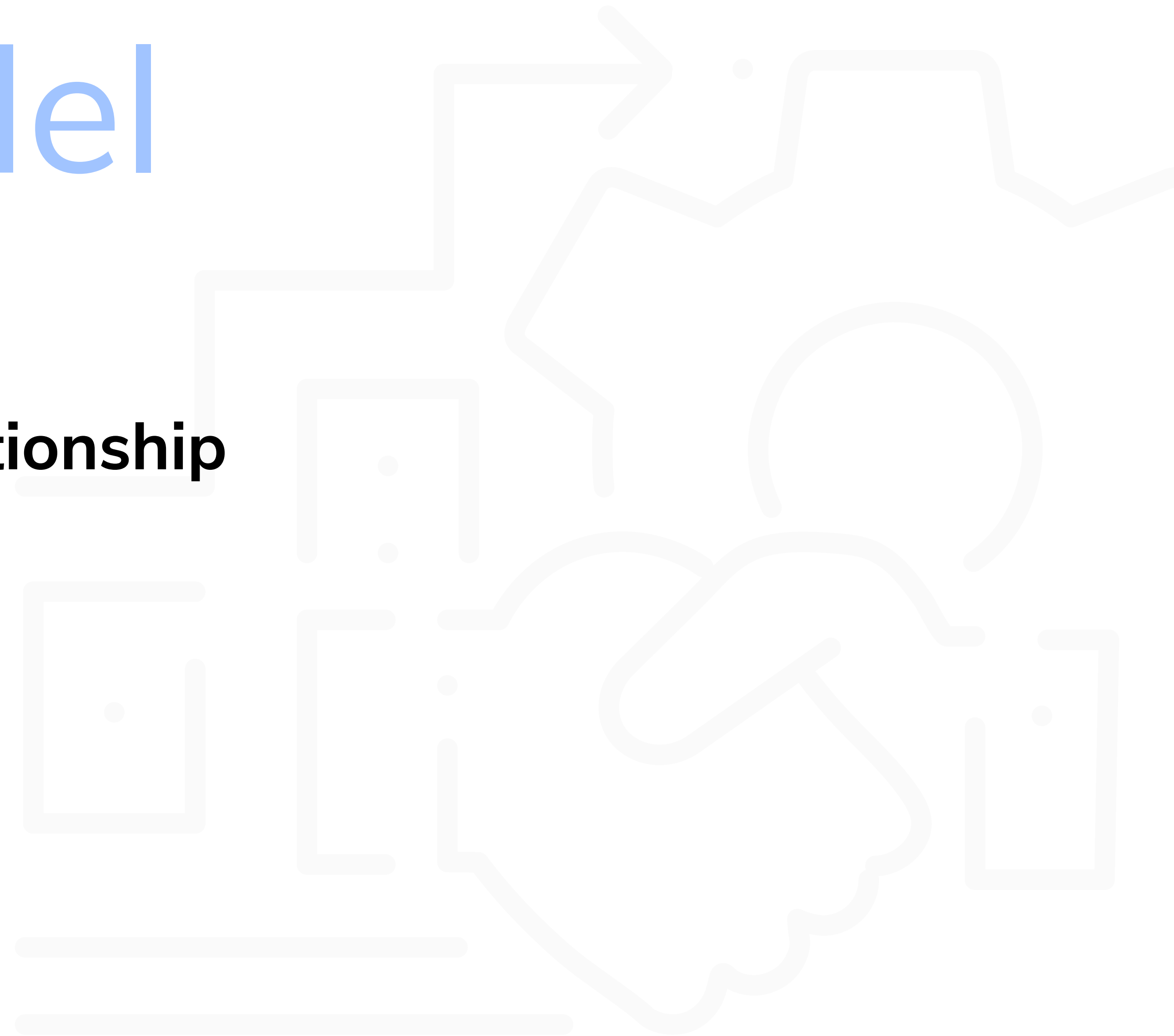
Business Model

Services

Customer Relationship

Economy

Supply Chain



Services

[2-6] We provide services related to:

- IT systems development and maintenance,
- IT systems quality management,
- IT outsourcing.

Our business clients can also avail of the services such as: IT consulting, IT solution audits and training. In particular, we specialise in solutions and areas such as Adobe Experience Manager, Salesforce, Microsoft Azure, Microsoft 365 / Office, E-learning, Power-BI, Defence, Webcon BPS, Snowflake. We have been a partner providing the last two solutions since 2022.

IT systems development and maintenance, IT outsourcing

Although, depending on our clients' needs and expectations, we can provide services in any of the following models, we specialise in managed services for large and medium-sized companies. They are the dominant part of our business and we have based our business model on providing such services.

Managed Services, unlike typical forms of IT staff leasing services (body leasing or team leasing), on one hand requires the provider company to have much greater in-house technological competence, and on the other hand is long-term and offers more attractive margins.

Managed Services is a comprehensive, mature and most advanced type of outsourcing. The expertise and competence that enable us to offer this service build up our competitive standing. We provide clients with a complete team of experts who, due to their competence, cover all the roles required to implement a project or maintain and develop an entire IT system. The team has its own structure, work organization, and designated persons responsible for communication. As a result, it is more effective, aware of business goals, and the outcome of its work more accurately address the client's needs.

The team takes full responsibility for the performance of the scope of requirements,

which means the client does not have to get operationally involved in the team's work. This means financial and organizational savings for the client without the need to hire technical people to supervise the work. The team can better integrate with the client's organizational structure, which results in more effective cooperation with other teams. The managed service formula is more stable and long-lasting, and its benefits for the client increase with time and provide progressive knowledge of the company's structures and specifics.

IT systems quality management

We provide a "four-dimensional" 4Q service that allows our clients to offer the highest

quality products. We prepare and verify CSV products. We develop approaches, standards and procedures for existing and new infrastructure components. We provide documented results and verify that the systems perform according to established parameters and quality requirements.

Software development

In addition to the main business model, we also provide services of a comprehensive software development process. It includes a detailed analysis of the client's needs, implementation of the developed software, its testing and production commissioning, and post-implementation support, maintenance and further development.

Project management

We can implement a project in accordance with basically any recognized project management methodology, such as PMBok, Prince2, Lean, ITIL and Agile. However, we specialise in the latter, i.e. innovative Agile project management methodologies. They are increasingly being used in the implementation of IT projects, replacing traditional, but in our opinion less effective approaches.

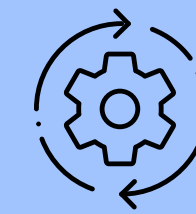
The experts employed by our company not only hold certificates to demonstrate their knowledge and experience in this field, utilizing them in the projects they run, but also act as coaches, helping to effectively implement these methodologies in the teams and organizations of Transition Technologies Group clients.

Agile methodologies

are based on working in short (several week) cycles, with continuous engagement of the client's staff and frequent verification of the work progress.

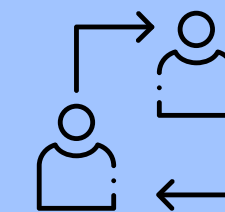
Detailed client requirements are provided, verified and corrected on an ongoing basis, eliminating misunderstandings and preventing time lost for corrections and significant amendments to the solution. A well-structured project in line with Agile best practices **enables the work to be completed within the required timeframe, budget and ex-**

pected scope. These methodologies have long been replacing the traditional waterfall approach to IT project implementation, where the sequence of work is cascading and seemingly intuitive. The process consists of requirements analysis, programming, testing and production launch, with each of these stages being approved by the client. Due to the complexity of the requirements, long lead times of the stages, and imperfect human communication, this approach often leads to misunderstandings, higher costs, untimely deliveries and resulting problems.



Managed Services

We take full responsibility for the implementation and maintenance of IT services and systems. The Client has total control over business assumptions, we take care of the rest. We provide specialists, coordinate their work from project planning to implementation and maintenance.



Body leasing

We provide IT specialists with competencies that meet the Client's expectations. It is the Client who specifies how many specialists are needed and in which technologies they should have expertise. This allows us to quickly supplement the team with ready-to-work experts.



Team leasing

We also offer a model in which we build dedicated project teams. The Client does not waste time on work implementation and organization. The Client can instantly replenish the resources with a team that effectively performs the assigned tasks within tech solutions that are key to the project.



Custom Projects Delivery

We design custom IT projects according to the predefined requirements of the Client who does not have the resources, technology or knowledge in his organization on how to implement the ideas. We turn the Client's ideas into a finished product.



Customer Relationship

[3-3, 417-2, 417-3] Each project, each service offered, even if based on the same tech solutions, is always tailored to the specific needs of a particular business. Our expertise in specific industries allows us better understand the specifics and needs of Clients, many of whom we have cooperated with for years.

When it comes to our services, especially managed services, understanding the specifics of the business, expectations and challenges faced by our Clients is critical. Our teams virtually become an integral part of the Client's teams, which is beneficial for excellent communication, which in turn translates into the success of projects.

Not only have we not recorded incidents involving allegations of untrustworthy service information or improper marketing communications, but **we have maintained long-term relationships with Clients, having done business with many of them since**

our company was established as an independent legal entity. This demonstrates our integrity and the trust in our operations. In addition, our customer relationships are not only continuing, but they are also growing. This is reflected in the opening of an office in Malaysia, which enables us to take an even more comprehensive approach to the needs of our key Client, Roche.

Role in economy

[3-3, 203-2] Our business of providing services by our expert teams at Clients' sites is closely linked to the work of the companies for which we operate. Consequently, our contribution to creating social and environmental value is indisputable.

At the same time, the tech solutions we introduce have a direct impact on improving management efficiency in specific business areas, including ensuring the highest qual-

ity and predictability of processes, such as production or related processes. The importance of these activities is particularly evident in industries such as pharmaceuticals and defence. Just as the social and economic role of the pharmaceutical industry during a pandemic cannot be overstated, neither can the importance of the cyber-security be overstated in the face of cyber-attacks, especially those from Russia before its invasion on Ukraine.

In the context of potential threats, **we are proud of the fact that by becoming a member of NATO's Innovation Hub we are directly involved in solving the problems of the defence sector, which translates into increased security for Poland.**

Supply chain

[2-6, 204-1] Cooperation with TT Group companies is crucial for us, providing flexibility in operations by complementing competence

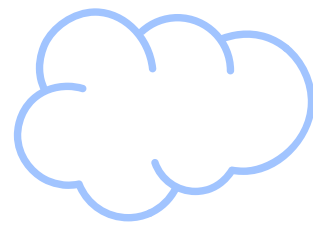
resources. Our projects involve highly qualified experts with whom we establish long-term relationships based on B2B contracts. These experts, although mainly from local markets, can also be hired from abroad for remote services.

In terms of vendors, we cooperate with various entities for complementary functions, such as PR or cleaning services, as well as electricity suppliers, office space landlords, etc. This nature of cooperation results in a preference for local vendors. Accordingly, virtually all products and services are procured within the group or in local markets.

The exceptions are single cases where we use overseas experts and pay license fees to global IT solution providers. However, in general, our procurement policy is mainly based on supporting local vendors and building lasting business relations in the region.

Technologies

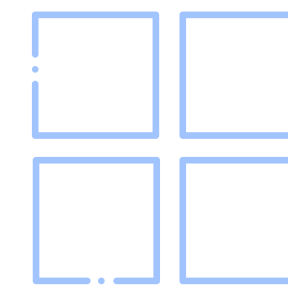
in which we specialise:



Salesforce



Adobe Experience Manager



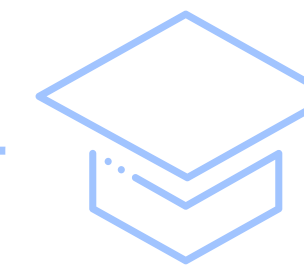
Consulting



Quality Management



Microsoft Azure



E-learning

Salesforce

[2-6] Salesforce, as a global company, has revolutionized the cloud-based solutions, providing a comprehensive range of products. One of them is considered to be the world's best CRM (Customer Relationship Management) solution - a system that helps

businesses effectively manage relationships with clients. Salesforce platforms are tailored to the needs of small, medium and large enterprises, providing support in key areas such as sales processes, marketing and industry-specific business tasks.

At TTMS, the Salesforce team is built up of around **80 professionals, including software developers, consultants, testers, business analysts and project managers**, deployed in Poland and Malaysia. We operate within a greenfield approach model, which means introducing new systems based on the Salesforce platform to companies. In addition, we support companies that already use Salesforce by outsourcing our certified specialists and providing Managed Services, which include system maintenance and development. Our team is constantly developing its skills by obtaining official Salesforce certifications and sharing its knowledge with colleagues.

TTMS has been partnering with Salesforce since 2014, which allows us to continuously develop and customize their software to meet the specific requirements of our Clients.

The Salesforce system combines many links and processes that can be perfectly modelled in a CRM system. It can also be integrated with other systems, which allows clients to use previously implemented tools and expand them with new features of the latest Salesforce solutions. Salesforce systems are fully scalable so new features can

be added as the business grows. They also enable API integration with thousands of tech solutions and applications, such as financial, authorization and ERP systems.



In Q4.2023, Salesforce representatives of TTMS participated in 2 events:



„Time to Maximise Salesforce”
In-house webinar



„Salesforce World Tour Essentials”
Read more



Adobe Experience Manager (AEM)

[2-6] Adobe Experience Manager is the leading CMS (Content Management System) platform for building the largest, most complex, multilingual websites. AEM provides tools to control large amounts of content, and the TTMS team customizes it to the client's requirements accordingly. Adobe Experience Manager is based on simpli-

city yet provides the vast range of features used to create websites. The websites work properly on all devices (the so-called „multi-channel approach”) and can be managed in different languages.

AEM's services are aimed at the largest companies having websites with millions of visitors a day.

The team is complete, i.e. everyone feels that they belong to a team. This is greatly influenced by internal online communication channels, joint initiatives and organized events. Once every 2 weeks, the team organizes what is known as the AEM Knowledge Market - a one-hour lecture led by a volunteering employee, to share knowledge and learn new skills. These meetings are quite popular, usually with around 40 attendants.

The team has also adopted a feedback system - employees receive information about their work from their supervisors and colleagues,

which allows for proper direction of professional development.

Teams of 5 to 20 people are supervised by coordinators who ensure effective group communication. The organization is not uniform - 90% of people works in a managed service model, while individuals work on a **body leasing** basis in inter-company teams.

The Adobe Experience Manager team is made up of people at all professional stages, from juniors to experts, so we create a workplace for employees at all levels.

The Adobe Experience Manager team at TTMS consists of about 100 people, including mainly Architects, Technical Leaders, Developers, Business Analysts or Testers.

Those representing AEM technology participated in 2 events in 2023:

Job fair
in Poznań

Adobe Summit
in London

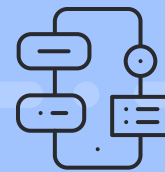
Consulting

[2-6] The Consulting Department, managed by the Cloud Solutions Sales Director, specialises in 5 areas:



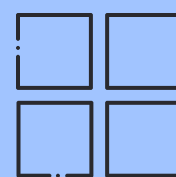
Power BI

preparing reports for business, presenting companies' activities in numbers



Power Apps

fast development of business applications for clients with Microsoft 365 infrastructure



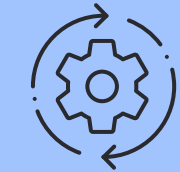
Microsoft license optimization

providing Microsoft 365 and Office 365 subscriptions, consulting on cost optimization of Microsoft license usage



Snowflake

creating cloud-based data warehouses - where large amount of data sources needs to be combined and transformed



Webcon

providing fast and robust process automation

TTMS Power Team brings together nearly 40 professionals with versatile skills, ready to adapt to a variety of projects.

Each area has its own leader, who manages a team of mainly architects, analysts, developers or testers. Consulting services at TTMS are aimed at large and medium-sized companies.

The Microsoft Power BI platform is one of the best Business Intelligence platforms available on the market. It enables the creation of interactive reports that users can access from anywhere and from any device. Power BI provides dynamic development and advanced analytics.

Snowflake enables secure and efficient creation of so-called data warehouses. This solution is used to combine large amount of data sources and their transformation. They

analyse large amounts of data with high efficiency. TTMS has been a Snowflake partner since 2022 and has held Select level since 2023.

Microsoft Power Apps is a fast-growing platform for developing business applications and solutions. It can be used for small, departmental applications as well as Enterprise-level solutions. It integrates well with Power BI, Microsoft CRM and AI (artificial intelligence) solutions.

Webcon is a platform for process-oriented business process automation. It allows to create customized applications with no coding required. TTMS has been a Webcon partner since 2022.

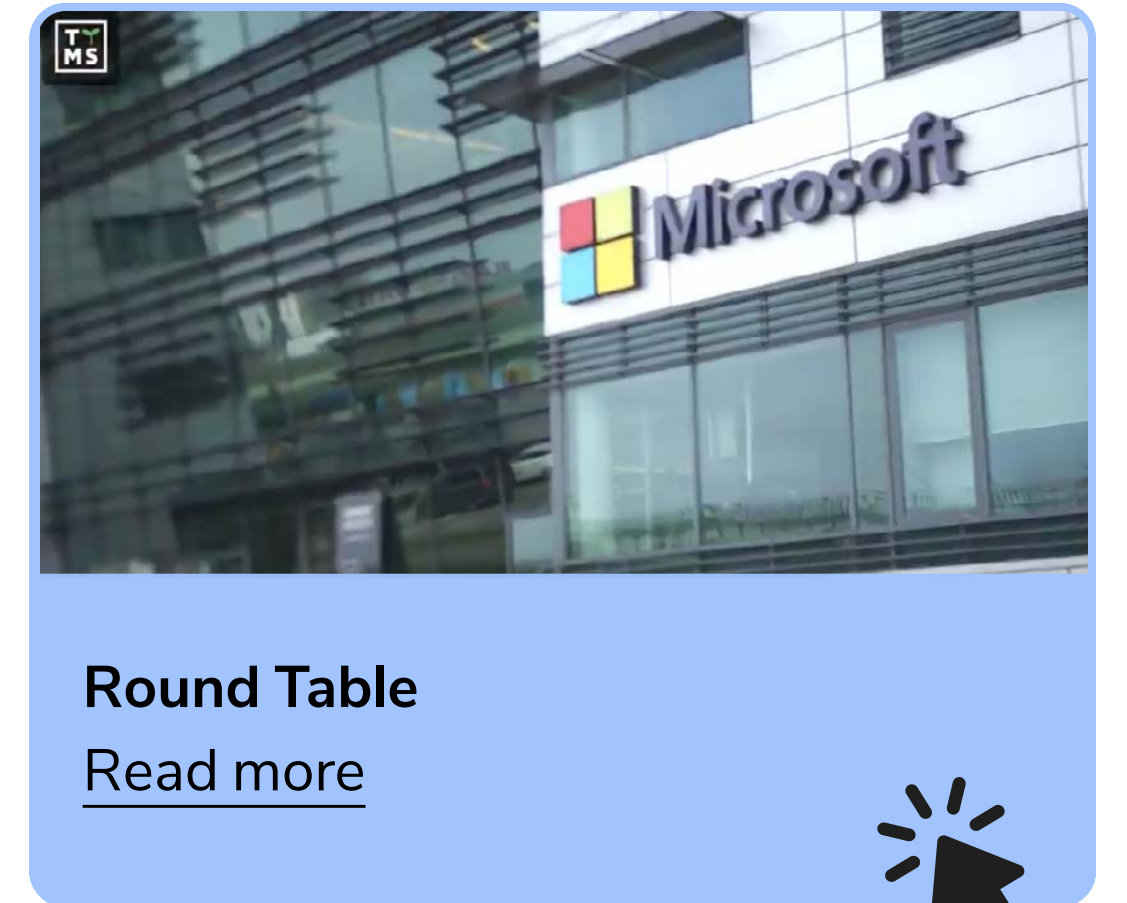
Microsoft
Partner

- Gold Application Integration
- Gold Data Analytics
- Gold Project and Portfolio Management
- Gold Communications
- Gold Application Development
- Gold Cloud Platform
- Gold Windows and Devices



TTMS Power Team organized two **Round Table** events in March and October 2023

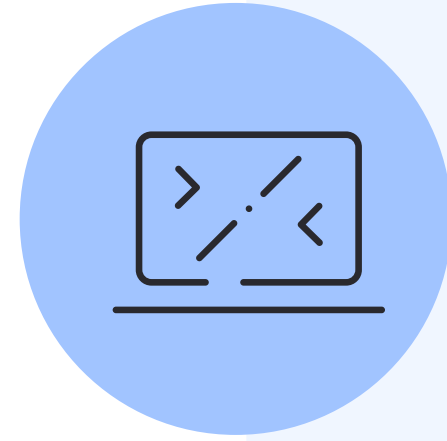
The goal was to gather IT and business people in one place. The October edition focused on AI (artificial intelligence) and its application in the latest projects created by the Consulting Department.



Representatives from the Consulting Department attended **Webcon Day 2023** in Krakow, Poland, where they could listen to and discuss the latest trends related to Webcon.

Quality Management - QUALITY

[2-6] QUALITY at TTMS is a Team of 50 quality and compliance engineers. It has extensive experience working in accordance with GMP (FDA and EU) and ISO requirements. Services are provided in a flexible manner, tailored to the needs of individual clients. We support the following four main areas:



validation of computerised systems for pharmaceutical industry



management systems and audits



information security management



qualification of pharmaceutical processes, facilities and equipment

VALIDATION OF COMPUTERISED SYSTEMS

Comprehensive service based on compliance with EU GMP Annex 11 and US FDA 21 CFR Part 11 requirements complemented by the knowledge and experience of working with GAMP 5.0. We prepare, consult and enforce validation strategies during the conceptual, design, development and testing stages. We also provide compliance support during the operational stage and during migration and decommissioning of computerised systems.

AUDITS

We implement, support, maintain and develop Management Systems in pharmaceutical sector in accordance with GMP, GDP, ISO 13485, ISO 22000 and quality management ISO 9001, 14001, 18001 in pharmaceutical, IT and related industries. In addition, drawing on our long-standing experience and numerous certifications, we can carry out audits for compliance with the above standards, propose improvement measures and provide support in their implementation.

INFORMATION SECURITY MANAGEMENT

Information security is important not only for IT companies, but for all companies that process data. Applying the ISO 27001 standard, based on risk analysis, we identify areas that require security configurations, and verify and monitor their performance. Furthermore, we support the organisation in change management, incident management, audit management and, above all, improvement.

QUALIFICATION OF PHARMACEUTICAL PROCESSES, FACILITIES AND EQUIPMENT

During qualification in accordance with GMP requirements, we analyse processes, facilities and equipment in the context of the requirements of the specifics of the manufacturing process and user requirements. We demonstrate that they have been designed and are operating within the parameters and quality requirements.

In 2023, TTMS Quality representatives attended 2 events:

Symposium of the Pharmaceutical and Cosmetic Industry
Łódź, October 2023

14th World Meeting on Pharmaceutical Industry
Jachranka, November 2023

Participation in both events was aimed at **showcasing quality services and establishing new contacts with potential clients.**

Your Expectations, Our Mission:

“Quality Is Our Daily Business”





Microsoft Azure Cloud

[2-6] Microsoft Azure Cloud is the world's leading cloud-based service provider for building the most complex, high-performance and secure infrastructures for enterprises of all sizes - from the largest global corpora-

tions to small and medium-sized businesses. Microsoft Azure-based solutions leverage both the capabilities of building distributed IT infrastructures and their providers' dedicated services, tools and libraries.

There are just over 20 Microsoft Azure specialists at TTMS, mainly Software Architects, Software Engineers and Quality Assurance Engineers.

They work in teams of three to six people, based on the Agile methodology. Software developers optimise processes by finding the right tech solutions or tools and integrate existing tools.

Our specialists use tools designed by cloud providers or applications for translating the designed solution into computer-understandable code.

Also, modern high complexity systems require the cooperation of several teams, therefore **good communication** between the teams is of the utmost importance. Within the Microsoft Azure platform, it is particularly important to use tools that enable seamless communication both internally and with clients.

In addition to standard messengers, our specialists use a variety of tools designed by cloud solution providers and applications that support the process of translating project requirements into code understandable by computers.

The Microsoft Azure team at TTMS specialises in **IoT (Internet of Things)**, but it also collaborates with clients on other matters.

cloud-based services
optimisation
communication

IoT
systems

In 2023, representatives of the Microsoft Azure team attended **2 conferences**, where they gained new knowledge, exchanged expertise and searched for new solutions.

Also, Microsoft Azure specialists attended the Academic Job Fair held in March 2023 at the Wrocław University of Technology. This resulted in **apprentices joining the Wrocław branch and then becoming the TTMS employees.**



We Are Developers, Berlin, 27-29.07.2023



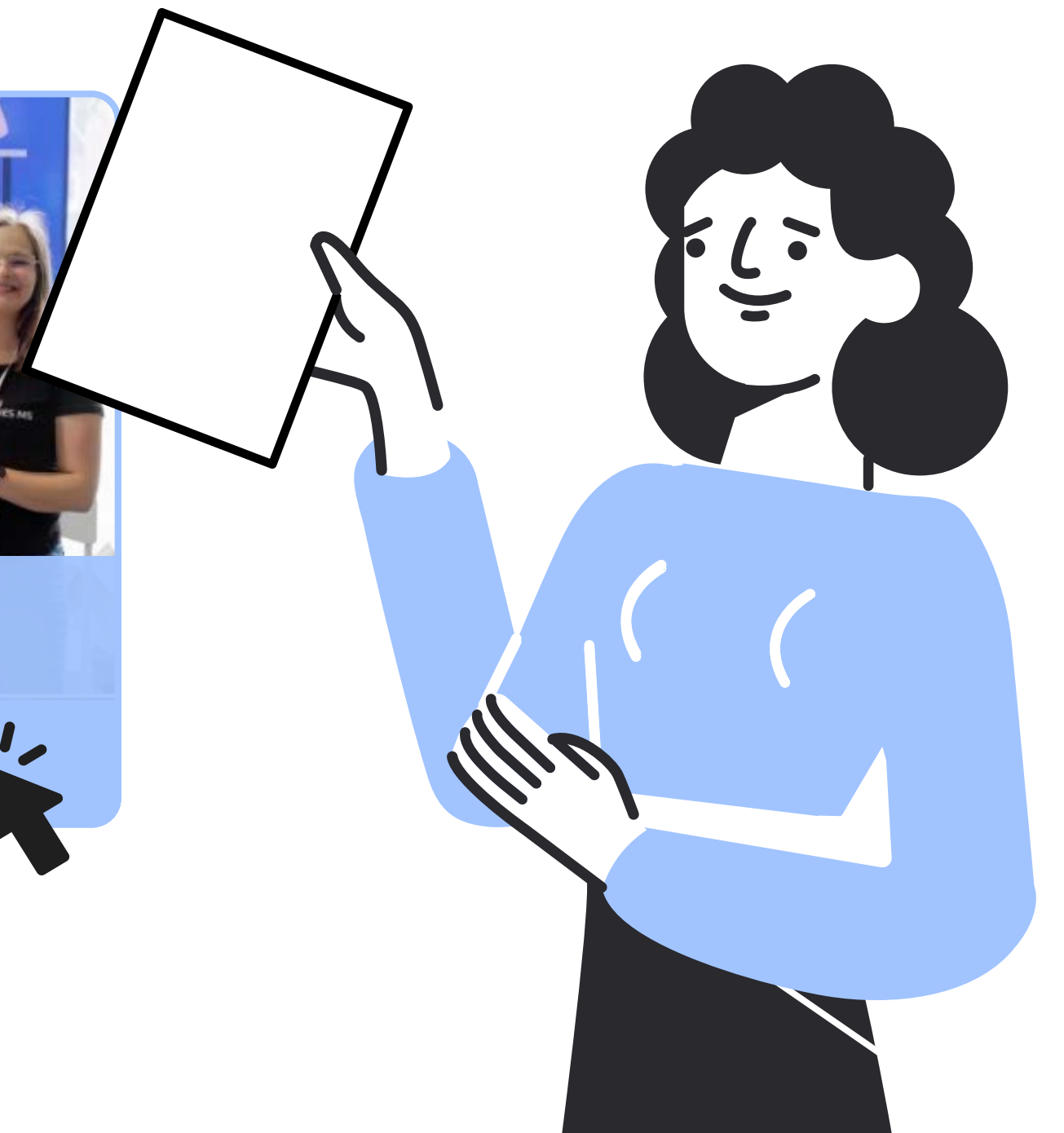
IoT World Congress, Barcelona, 31.01-02.02.2023



Job Fair, Wrocław, March 2023



Job Fair in Wrocław
[Read more](#)



E-learning

[2-6] E-learning is a comprehensive, multi-channel solution for staff online training, automating training processes and optimising training expenditure. It utilizes a variety of innovative means of communication and

engaging users, e.g. gamification, and the use of artificial intelligence (AI).

To increase training accessibility and efficient management, e-learning is deployed on dedicated Learning Management Platforms (LMS).

Within the E-learning team at TTMS, there are mainly two leading roles - E-learning Developer and E-learning Administrator (both at three levels of experience: junior, specialist, senior). Each member of the development team has an additional specialisa-

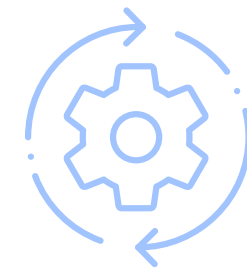
tion, such as graphic designer, instructional designer or animation developer (3D). When a client requests a training course, but is unsure of its form, the team matches the training type and features based on a detailed conversation.

E-learning at TTMS can be divided into two parts:



Development

The team designs training materials in various forms, such as automated and interactive training, videos, animations, video tutorials or training games.



Administration

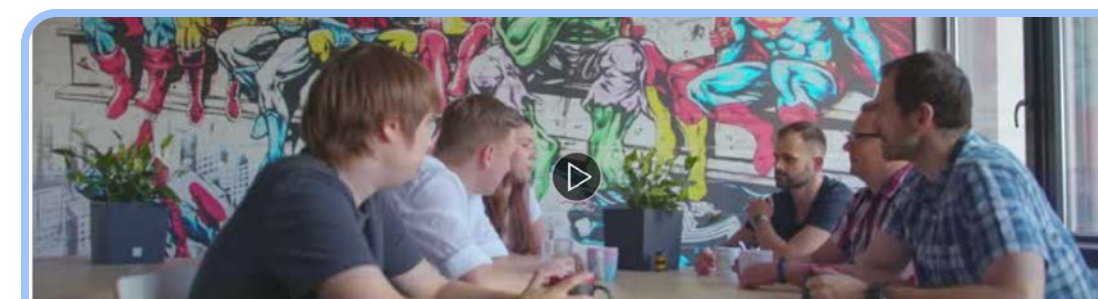
The team supports and manages the content of individual training courses and processes. It also provides support to client's staff, training process and prepares reports.

Both parts are permanent offerings of the E-learning team, so when a client requests the creation of a course, both development and administrative support are provided.

The E-learning team at TTMS is composed of more than 40 people, most of whom are not assigned to specific clients.

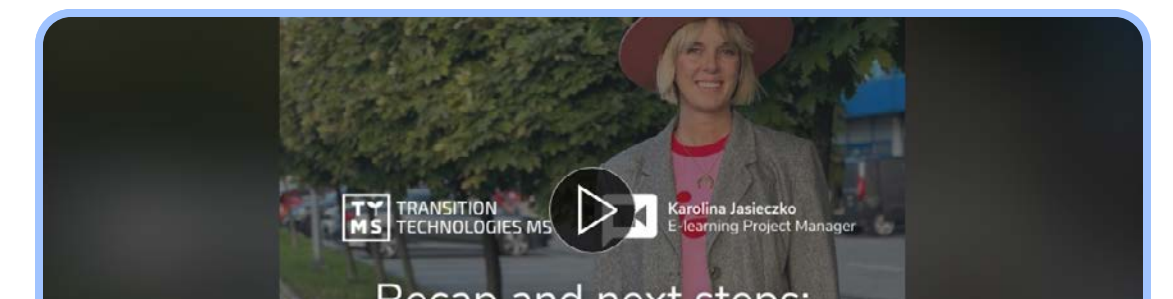
The coordinator ensures proper staff assignment so that there is always room to take on a new project. E-learning services are aimed at companies of any type and size, although the vast majority of clients are global companies

In 2023, representatives of the E-learning team did not participate in external industry-related events but instead focused on a marketing campaign and lead generation to raise awareness of the e-learning concept and the TTMS offer in order to win new clients.



E-learning team

[Read more](#)



„Elevate your L&D Strategies”

[Read more](#)



1 One word to describe your Team?



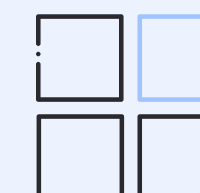
Salesforce

Commitment



Adobe Experience Manager

Community



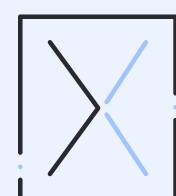
Consulting

Enthusiasts



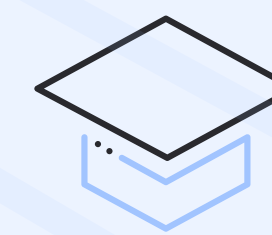
Quality Management

Competences



Microsoft Azure

Effectiveness



E-learning

Experts

2 What makes your Team stand out?



Salesforce

“My Team stands out because it shows a constant desire to develop and learn about new products. Salesforce gives us a large compendium of knowledge to draw on, and specific development paths allow us to gain new skills and certifications that validate these skills. Our employees are keen to take advantage of these opportunities and continue to improve their knowledge.”



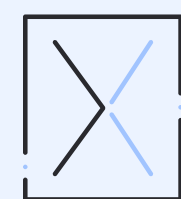
Zarządzanie Jakością

“It stands out for its versatility and competence. We support, design, verify processes in the context of pharmaceutical quality standards, which are widely known to be among the most stringent in the market.”



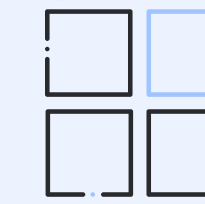
Adobe Experience Manager

“What especially sets us apart is the integrity of provisioning and the tightly knit team - people who like each other and build relations with each other, which translates into good working ambience.”



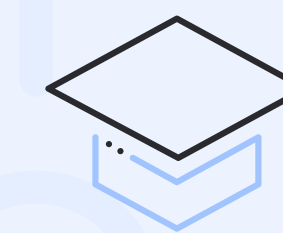
Microsoft Azure

“My Team stands out for “works is complete”, not “just being done”.



Consulting

“We like the technologies we deal with, so we can pass positive vibes on to our Clients. Our team is made up of professionals who pursue perfection (in the good sense of the term) and work out every detail of the project with great commitment.”



E-learning

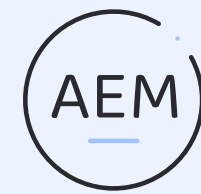
„My Team stands out for its creativity.”

3 Why choose TTMS services?



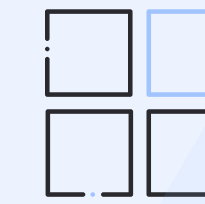
Salesforce

“We talk to clients to understand their business and the processes within their organisation, so that we could map them to the best of our ability. We ensure all the data is easily available to the client and that working with our products is above all smooth and convenient.”



Adobe Experience Manager

“Because we deliver top quality services, we employ good practices and a comprehensive approach. For us, it is not just that something works, it is how it works and whether it is properly done. We are not a random group of people but a close-knit team that renders good quality services based on a firm methodology.”



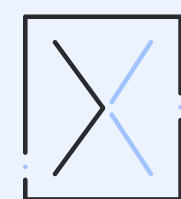
Consulting

“When choosing our Consulting Team, you are assured the work will be done well and without compromising on quality. We provide services in a professional manner, mainly with long-term partnership in mind.”



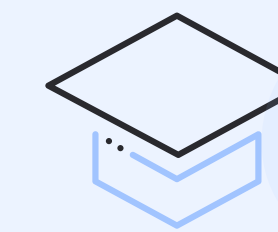
Zarządzanie Jakością

“Our team is made up of 50 people, each with a wealth of knowledge. We have expertise in many domains, so we can quickly and efficiently appoint a specific task to the right professional. Our Team is experienced but continuously developing.”



Microsoft Azure

“Unlike other companies, we just provide the right solutions.”



E-learning

“We are strongly committed to our Clients - for us every Client, even the smallest one, is equally important. Having a large team, we can address all, even the most urgent needs of our Clients. As part of a large IT company, we can offer a wide range of services and their automation.”

ESG Strategy



ESG Strategy

As Transition Technologies MS, we have developed and adopted an ESG strategy until 2025.

It is based on six pillars, which are also our main objectives:

- 1 we want to offer secure digital services of the highest quality
- 2 we want to attract outstanding people and work in a unique, non-corporate environment
- 3 we strive to build diverse teams that respect people of different genders, cultures and religions
- 4 we want to share our success with the world
- 5 we want to be environmentally friendly
- 6 we want to provide the highest management standards

Each of the above combines several minor objectives and actions. Measures and values that should be achieved in the following years are assigned to all objectives. The ESG aspects are managed by the Director of the Management and Administration Office. Our business and non-business operations will help achieve the UN Sustainable Development Goals.

Environmental



Social Responsibility



Corporate Governance



UN Sustainable Development Goals supported by TTMS operations

I. E - Environmental: TTMS Goes Green



Goal 11. Make cities and human settlements inclusive, safe, resilient and sustainable

- we actively contribute to combat urban heat island effects by supporting planting
- we have adopted a business model that indirectly reduces emissions through less commuting
- we optimise our vehicle fleet by gradually switching to zero- and low-emission vehicles to help protect urban air



Goal 13. Take urgent action to combat climate change and its impacts

- we reduce our carbon footprint (by switching to green energy, upgrading our car fleet)
- we get involved in green projects to support carbon capture (by urban planting, forest planting, wetlands restoration)



UN Sustainable Development Goals supported by TTMS operations

II. S - Social Responsibility: TTMS for People



Goal 3. Ensure healthy lives and promote well-being for all at all ages

- we provide private medical care to our employees and associates
- we give the opportunity to benefit from the support of dieticians, psychotherapists and psychologists to tackle obesity or depression



Goal 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all

- we support students at national universities in IT-related fields
- we invest in the development of our employees
- we engage in industry educational projects, including those of our business partners



Goal 5. Achieve gender equality and empower all women and girls

- we say no to any form of discrimination, including discrimination based on gender, skin colour, ethnic or religion, creating a highly diverse team
- we offer equal development opportunities to women and men, people of different ethnics and religions



UN Sustainable Development Goals supported by TTMS operations

III. G - Corporate Governance: TTMS Responsible Organization



Goal 9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation

- by supporting the development of IT applications, we contribute to the development of a reliable and resilient infrastructure (e.g. data security)
- through the IT solutions we implement, we help optimise the processes and effectiveness of companies and public institutions



Goal 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels

- we commit to transparency in our business
- we counter corruption and other unethical behaviour
- we say no to fraud and unethical behaviour
- we have issued a corporate governance statement



Environmental TTMS Goes Green

- Environmental management
- Sustainable and modern offices
- Sustainable solutions
- Scope 3 greenhouse gas emissions
- Commitment to sustainability and biodiversity



Environmental management in accordance with PN-ISO 14001

[3-3] The IT industry, although globally a significant consumer of electricity and having a significant carbon footprint, is not commonly perceived as having a considerable environmental impact. More often, which is also true, it is perceived as innovation, which can contribute to optimising the environmental impact, including carbon footprint, of other sectors. Several IT solu-

tions streamline business processes or the operation of machinery and equipment, resulting in savings for businesses and benefits for the environment. At TTMS, however, we look at all aspects of environmental impact, i.e. by supporting all actions that contribute to developing environmentally beneficial IT solutions,

we carefully strive to reduce our direct impact on the natural environment and the climate.

We have been estimating the size of our Scope 1 and 2 carbon footprints for a number of years, and from 2022 also for the relevant items of Scope 3, so we can actually manage this area. We continuously analyse and improve our processes so that the scale of our impact is not only controlled, but that it is being regularly reduced. We monitor the

consumption of energy carriers, we try to find savings, decarbonise business processes, and compensate the environment for our remaining greenhouse gas emissions. Given the significance of our impact on the environment, we decided to implement an environmental management system in accordance with the PN-ISO 14001 standard.



In 2022, the compliance of our management approach to environmental matters was **confirmed by certification to the PN-ISO 14001 standard**. A surveillance audit carried out in 2023 confirmed compliance with the standard and extended the validity of the certificate.

Our ambition, in line with our strategy, is to operate in an environmentally neutral manner and, in particular, to achieve climate neutrality in the very short term.

We wanted to reduce our carbon footprint by 50% by the end of 2023, and we succeeded! Thanks to environmental measures, our 2023 footprint was reduced by 57%.

Sustainable and modern offices

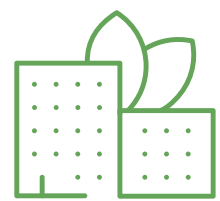
[305-1, 305-2] Our workspace is people-friendly, and its design is intended to help keep mind focused and promote well-being. It is also supposed to be environmentally friendly in the broader sense.

The management of buildings in which we rent our office spaces provide us with relevant certificates to confirm the purchase of clean energy - offices in Białystok, Poznań and Wrocław are powered by green energy.

In Lublin, 10 per cent of the building's electricity demand is covered by PV panels installed on the roof. Even in Malaysia, where reducing the carbon footprint is not yet quite popular, simple energy-saving measures have been implemented in the building, such as the reduction of air conditioning operation outside working hours. Generally, our offices are located in modern office buildings with high sustainability requirements.

The new office in Warsaw, which is also the headquarters of TTMS, is located in Varso Tower. The building holds the following certificates:

- **BREEAM Outstanding** - to confirm the adoption of superstandard environmental and sustainability requirements;
- **Well Core Gold** – – the building was designed with care for the working people, taking into account their comfort and safety;
- **Well Health & Safety** - to confirm the building's safety in case of pandemic or other health threat;
- **Objekt bez Barier [Barrier-Free Facility]** - to confirm architectural accessibility for people with reduced mobility.



Special plants in offices

The people-friendly ambience of our offices means, among other things, lots of daylight and plants. We ensure the air in the offices is clean - we constantly increase the number of specially selected plant species and varieties, choosing those that capture some of the pollution.

Our offices have lots of daylight and plants, and wood prevails as the finishing material. We also strive to use energy-efficient computers and office equipment where possible, and electricity from renewable energy sources (RES).



Varso Tower Office in Warsaw



GOOD ACCESS TO TRANSPORT INFRASTRUCTURE

Our employees most often choose a **hybrid model** combining remote work from home with in-office work. To help those who come to the office, but also in view of the carbon footprint, we strive to choose locations for our offices to be easily accessible by public transportation. This is especially

important in large cities because commuting takes a lot of time, is costly, but also contribute to so-called low emissions that increase not only the amount of carbon dioxide emitted into the atmosphere but also various types of pollutants, including particulate matter, the source of smog.



BICYCLE PARKING FACILITIES

Having in mind that commuting to work by many people involves a significant carbon footprint, in addition to choosing our office locations, we encourage employees to come to the office by bicycle rather than by car. To accommodate comfortable bicycle commuting, proper infrastructure

must be provided. We have ensured that at each of our 8 locations in Poland, **employees can use bicycle parking facilities to safely leave their bikes, change clothes or freshen up.** This is to reduce pollution and take care of the health of employees undertaking physical activity.



VEHICLE FLEET UPGRADE

We are consistently replacing our small fleet of company cars with low- and zero-emission vehicles with alternative engines. We are aware that the production of vehicles has significant carbon footprint, we retire cars and replace them with new ones only after they have depreciated.

We are also aware that the electric vehicles gradually joining our fleet are controversial in terms of their actual carbon footprint. However, we are convinced that the very possibility of reducing so-called low emissions is a benefit worth investing in.



WASTE MANAGEMENT

We provide **bins** in offices for basic waste sorting. **Posters** make employees aware and help them with proper waste sorting. This facilitates raw materials recovery and their return to the economic cycle. An external entity ensures that **used IT equipment, including hard drives, are properly managed in terms of environmental protection and data security.**

The same company handles the collection and disposal of used printer ink cartridges. The management of the buildings where our workspace is located ensures the **collection and proper management of used light sources (luminous tubes, LED lighting).**



Scope 3 greenhouse gas emissions: commuting of employees to work

[305-3, 305-5] Employees' commuting is included in the carbon footprint analysis that is not the company's direct carbon footprint. However, it is related to the company's operations, so the size of the footprint it generates depends on the following factors:

- possibility and time of remote work,
- frequency of coming to the office,
- distance required to reach the office,
- type of transportation used to commute to work.

Our policy

As far as providing IT services is considered, people in many positions can work remotely (from home). This can significantly reduce the total distance travelled per year by employees. Of course, this is not the case for all employees, such as part of those in support functions.

We pay a lot of attention to the choice of office locations to ensure that employees have the best possible commuting conditions from home, both in terms of distance and access to public transportation and bicycle infrastructure. Although, the choice of a particular office is always a compromise, but through direct employee involvement (surveys), we can optimize commuting, which means cost savings for employees, and a lower carbon footprint. We are willing to pay even slightly more for rented office space than to make the apparent savings, which would mean passing the costs on to our employees - this would make a negative impact on their monthly expenses, and on the environment. Our potentially lower carbon footprint is also influenced by promoting bicycle commuting among employees.

Our results

In 2023/2024, we conducted a survey among employees, which formed the basis for estimating the size of the current carbon footprint related to commuting. It shows, among other things, that:

nearly **50%** of respondents, when working remotely, do not come to the office at all on regular basis (9% more than in 2022)

only **11%** of employees are present in the office all week (5% less than in 2022)

12% of those employees who come to the office most often use a zero-emission means of transport (on foot, by bicycle, by scooter)

43% of employees choose public transport (bus, tram, subway or train)

41% of respondents says that still they use private cars when commuting to work

less than 4% of employees split the means of commuting to the office between emission and non-emission, depending on the weather

This choice of transport means that the carbon footprint related to commuting for the average employee is **272.2 kg eCO₂/year**

Commitment to sustainability and biodiversity

[305-5] We launch long-term projects to offset emissions that we cannot avoid. However, we try to look for projects that not only contribute to capturing carbon, but also offer other benefits. That is why we actively support plantings in the cities where our offices are located and we are also involved in protecting peat bogs and wetlands. Plantings allow carbon to be captured, and restoration of peat bogs stops carbon dioxide from escaping from the soil into the atmosphere. The above have benefits far beyond simple carbon absorption. Greenery in cities makes it possible to limit the very adverse urban heat island effects and becomes a tool for adaptation to ongoing climate change. Wetlands, on the other hand, which have been deliberately drained over the years or degraded unintentionally because of human activity, in addition to absorbing carbon dioxide, play an invaluable role in rainwater and thaw water retention, and are in general valuable habitats. They are of a high natural value and their protection is important for preserving biodiversity.



We save peat bogs with State Forest authorities

[Watch video](#)

We selected for the project
Andrzej Majewski
Deputy forester for forest management



Peat bogs restoration

In 2022, we established cooperation with the State Forest authorities, and we received the „Partner for Climate 2022” certificate. At the end of 2023, we completed restoration of peat bogs, so that their respective functions were brought back to life.

Representatives of TTMS visited the Przemków Forest Division to discuss the planned activities with the Forest Supervisor and to personally assess the efforts required to restore the peat bogs. The results of the visit can be found on the video.



Peat bogs restoration

Author: Filip Przyłucki, Przemków Forest Division

[305-5] In 2023, we partnered with Posadzimy.pl and planted 7.000 trees together.

Spring

3500 trees

planted in areas damaged by strong winds and storms

+

Autumn

3500 trees

planted in areas damaged by biotic agents (bark beetles) and in areas that have never been afforested before

In addition to larger-scale actions, we also try to take care of the little things, especially if they concern human habits and behaviour. Changing them, even if it affects a limited number of people, can translate into tangible savings over the years. In 2023, on the company's internal green communication channel, we organized a year-long **environmental competition called ECO CALENDAR**. Any employee could participate by submitting photos for the month's themes related to ecological holidays. Winners won, among other things, spa passes or cine-

ma vouchers, but also the opportunity to appoint charitable institutions for dogs and cats to which TTMS made donations. As a result of the entire competition, the 2024 environmental calendar was produced in electronic form and included 12 winning images. Employees can use it as a complete PDF file and as individual images that could be set as desktop wallpapers on their computers. In addition to the winning images, each month features eco-friendly holidays to remember.

7000

trees planted

0,78 HA

afforested areas

42 TONNES

OF CO₂ CAPTURED ANNUALLY

4690 PERSONS / YEAR

TO BENEFIT FROM OXYGEN PRODUCED BY PLANTED TREES



12 themes
12 awards
69 participants

214 images submitted
54 images submitted in a record month

Small but important actions

In addition to all year-round environmental calendar contest, posts related to various environmental holidays we published in the environmental media channel throughout 2023. These featured not only well-known holidays, such as the First Day of Spring, Cat Day and Dog Day, but also some lesser-known and unusual ones, such as Rest Your Nervous System Day or Zero Plastic Packaging Day. Each post featured a bit of information on the origins of the holiday, and many also included extras such as educational packages for children or informational brochures. Some posts also featured nationwide environmental actions.

In July, an ECO WEEK was held, during which every day for five days we featured different topics, such as transport, cosmetics, clothing, insects or food waste.

Extensive brochures were prepared for each topic, providing employees with compendium of knowledge and even specific advice on how to make own eco-friendly cosmetics or reduce food waste.

Collection of used toys

In November, on Teddy Bear Day (25 November), we organized a collection of used toys in all our offices in Poland. It was a charity and environmental action, which attracted considerable number of employees. The collected toys were sent to the Odzyskaj Środowisko Foundation for sorting. Toys in good condition were donated to charity, and those that should no longer be used for various reasons were recycled.



Collection of toys

Potential bone marrow donors at TTMS

[403-6] In October, in connection with World Marrow Donor Day, we held an online meeting with a representative of the DKMS Foundation. It was aimed at encouraging employees to register as potential bone marrow donors. The Foundation created a special landing page for us to make it easier for our employees to sign up. A total of 5 potential donors registered through our link, which we consider a huge success! During the campaign, many employees informed us that they had already been listed in the database of potential donors, which made us appreciate that there were so many big-hearted and kind people among us, ready to help.

Other environmental issues

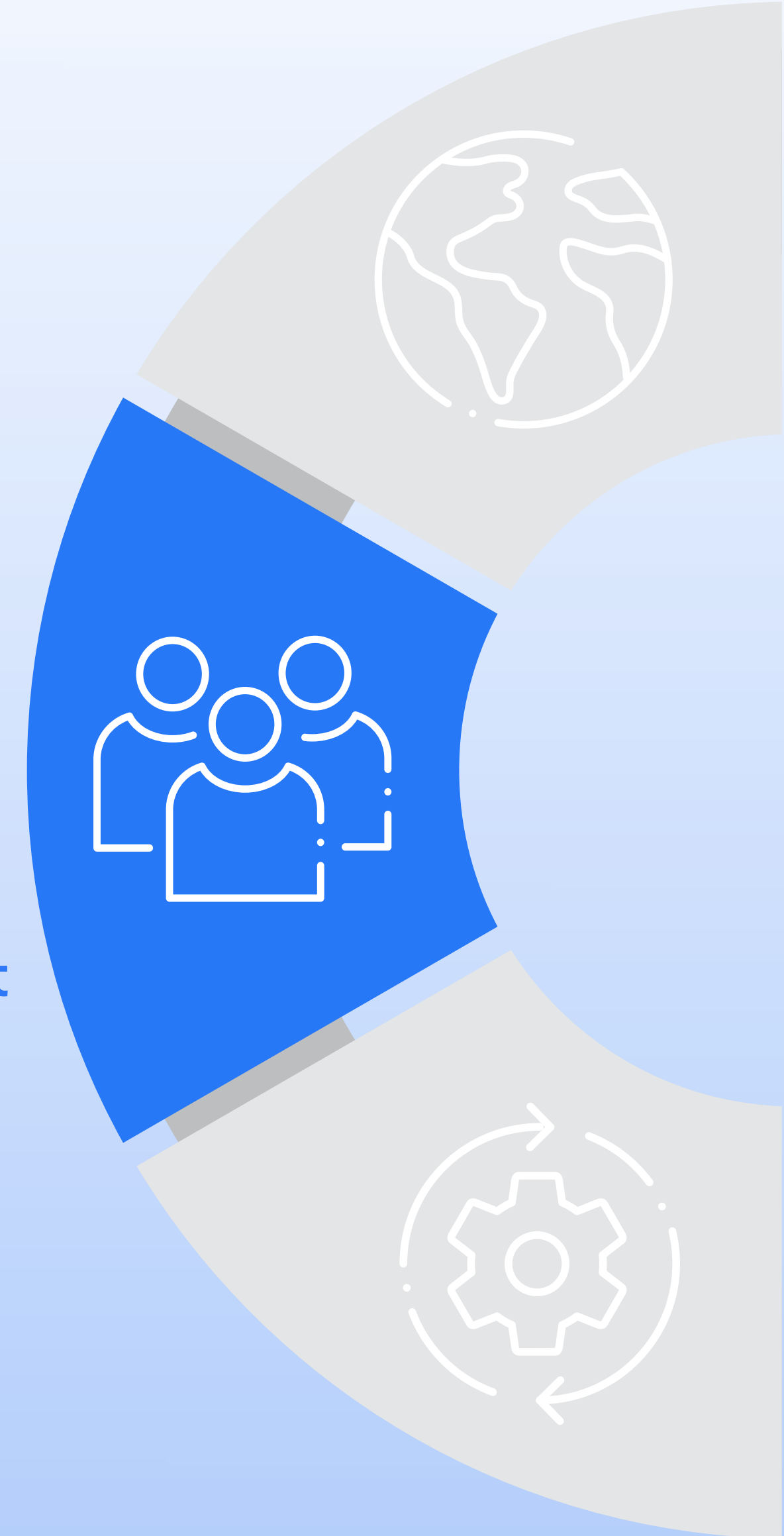
[2-27] Apart from the consumption of electricity, heat, water for domestic purposes at our office and the generation of small amounts of waste, which are sorted, we have no significant direct impact on the environment. Our offices are not located on or in the immediate vicinity of environmentally valuable areas. Our operations do not pose the risk of incidents that could cause environmental damage. In 2023, nor ever before, we have not been subject to administrative proceedings for violations of environmental regulations, nor have penalties been imposed on this account.



Social Responsibility

TTMS for People

- People, management and employment
- Non-corporate environment
- Sports at TTMS
- Comfortable office space
- Diversity at TTMS
- Local employment
- Recruitment, training and development
- Occupational health and safety





People - the foundation of our business

People and their expertise are the foundation of our business model and competitive advantages.

[3-3] Very often, the projects for our Clients require expertise, skills combined with specific languages and technologies, and domain-specific knowledge necessary to design solutions that reflect the needs of specific market segments. That is why we want to attract rare talents and build our success together with them. Attracting, retaining and developing the best specialists is a prerequisite for our further growth.

At the same time, the possibility of losing key employees and the difficulty of finding people with the right competencies on the labour market is a key business risk. However, we are convinced that despite the limited supply of IT employees, who also have the right personal qualities, we manage to successfully counteract the risks related to the existing limitations.

Employment

[3-3] Among the most frequently hired staff are programmers, system architects, testers, project managers, and those involved in direct customer support. Those who specialise in popular tech solutions are most sought for. By providing clients with services of the highest quality, we provide employees with decent and competitive

employment conditions through appropriate remuneration, as well as non-wage compensation. These benefits are available to any person hired under an employment contract, regardless of its length or employment proportion.

Flexibility in HR management

[3-3] When it comes to the quality of IT services and information security we do not compromise on our procedures and adherence to them. Also, in areas such as

HR management, we try to avoid unnecessary formality by offering flexibility and a customized approach. This translates into greater efficiency and better results.

For example, we have not decided to introduce rigid career paths. Our employees are not obliged to pass a certain exam or obtain a certificate after a certain period of time.

We believe that any permanent and stringent model has negative impact on individuality of team members and the diversity of their qualities. A single standard would be inadequate and lead to suboptimal decisions from the point of view of the organization and its competence development.

Of course, we support employees in their development, co-finance special training

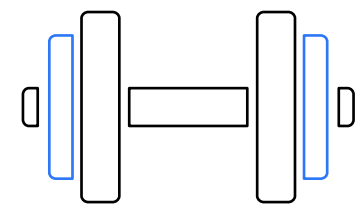
and cover the cost of certification of their skills but this is done voluntarily and at their own pace.

The feeling of being under pressure does not favour well-being, and this is most important in terms of highly qualified specialists. Therefore, we do not put anybody under pressure. We are different, and this is one example of respecting the differences.

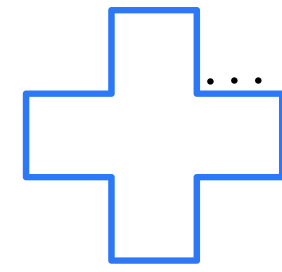
Benefits

We provide Clients with services of the highest quality, and employees with decent and competitive employment conditions through appropriate remuneration, as well

as non-wage compensation. These benefits are available to any person employed under an employment contract, regardless of its length or employment proportion.



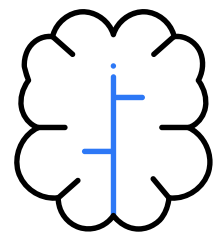
Co-financing of Multisport cards



Possibility to take out private medical insurance



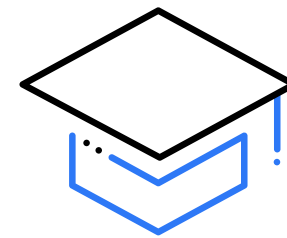
Possibility to take out life insurance



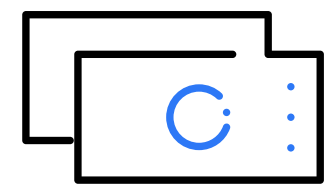
Access to online psychological counselling



Refund for the purchase of glasses



Co-financing of foreign language courses



Benefits from the Company's Employee Benefit Fund

such as holiday subsidies, including children's holidays, nursery and kindergarten subsidies, layettes for babies and primary school first graders, assistance for parents of disabled children



Non-corporate environment

What sets us apart in the market and makes us an employer of choice is our non-corporate nature - lack of the schematic, dehumanized approach to people typical of large organizations. We avoid „pigeonholing” and categorizing people. We try to rule out mechanisms that foster unhealthy competition and the so-called „rat race.” Our ambition is, despite dynamic growth, to maintain as many of the features and friendly atmosphere of the small company from which we have grown. We still have a flat governance structure.

At the beginning of the recruitment process, we look at declared technical skills of candidates, as these are what we see first and are the basis of the evaluation. However, it would not be valuable without knowing the candidate’s personality trait. Of course, this further narrows our choice, but pays off in the future. It helps maintain the special nature of the company, which we care about the most.

This is a huge challenge, especially since it will become more and more difficult to know each other with each new office that we open.

We do our best to make our employees, who work in the structures of Clients’ organizations most of the time, feel like TTMS employees. We go out to restaurants together or on team-building trips. We want and feel to be a team of people who like each other. People, who want to go out somewhere together after work and spend time together.

[404-3] The employee **satisfaction survey**, carried out as an anonymous opinion poll at the beginning of the year, allows employees to comprehensively assess the operations of the company and inform of their expectations or possible pain points and concerns. It is very important to us because it helps us know what employees are happy with and what should be improved. The voice of employees is important to us, so we give serious attention to analysing the results of this survey.

The „Share a Passion” series of meetings continued in 2023.

These are periodic, casual meetings with our employees who want to share their original passions. Presentations are done via our internal communication platform, usually every month. This is a great opportunity to listen to interesting stories, but also to get to know colleagues better and learn something new about them.

Dieta w hipoglikemii / cukrzycy reaktywnej

Co to jest hipoglikemia?

Hipoglikemii rozpoznaje się, kiedy stężenie glukozy we krwi, czyli glikemia, wynosi poniżej 70 mg/dl (3,9 mmol/l). Niedocukrzenie można stwierdzić niezależnie od występowania objawów klinicznych. Ma to duże znaczenie zwłaszcza w sytuacji, gdy dolegliwości narastają bardzo powoli lub pojawiają się dopiero przy wartościach glikemii zagrażających życiu. W przypadku hipoglikemii reaktywnej jest nieco inaczej, ponieważ aby ją rozpoznać, muszą być spełnione trzy warunki:

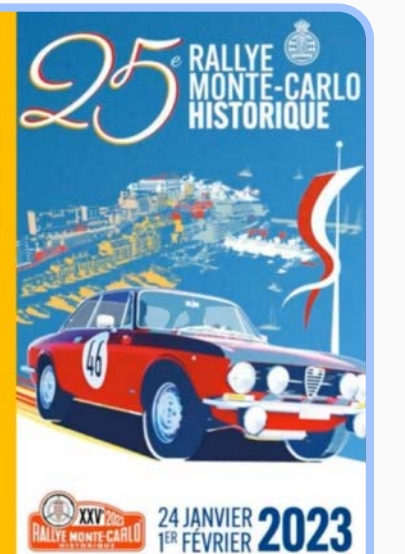
- obniżenie stężenia glukozy we krwi;
- występowanie objawów niedocukrzenia kilka godzin po jedzeniu u osoby, która nie choruje na cukrzycę;

“What should you know about diets?”

[Read more](#)

Agnieszka Bohosiewicz-Gabrowska
Marcin Gabrowski

Porsche 924 Turbo
#216



“Historic Monte-Carlo Rally”

[Read more](#)

Sports at TTMS

[403-6] In late May and early June, another edition of the **TTMS GO!**, an in-house sports challenge in which all TTMS employees could participate, not only from Poland, but also from foreign companies, were organized. Participants competed in teams and individually, „cranking out” as many kilometres as possible in 3 categories: **running, cycling and walking**. In this edition, the **Power BI technology was used for the first time - the collection of results from the sports app was automated**, so the results were updated in real time and statistics could be checked at any time.

TTMS GO

3 categories
running, cycling,
walking

200
teams

112
participants

4 weeks
of competing

18 222
kilometers
covered

2441h
of training

In 2023, in addition to the TTMS GO! challenge, our employees took part in several nationwide sports events:



Runmageddon

a race held in many cities in Poland, consisting of completing a course with numerous obstacles. TTMS representatives took part in races in Poznań, Krakow, Warsaw and Bydgoszcz.



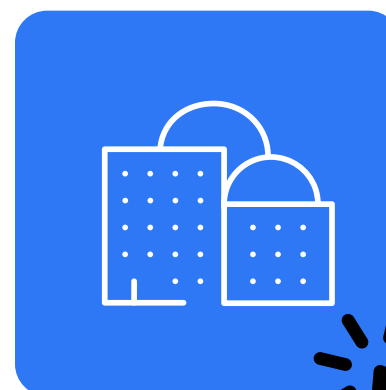
IT Championship in Lublin

charity football tournament for teams from IT companies. Funds raised during the competition were donated to the St. Brother Albert’s Foundation, which supports centres for children and young people run by the Happy Childhood Foundation.



Poland Business Run

charity business run attended by 15 TTMS employees.



“Run Up Varso Tower”

run to the top of the Varso Tower, the tallest building in the European Union, where our headquarters are located. To reach the finish line, participants had to climb 53 floors and 1,382 steps

Comfortable office space

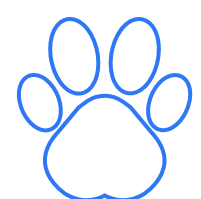
An office is not only an attractively designed interior and equipment, but also an atmosphere and more or less formal practices:



In addition to well-equipped kitchens, where employees can freely use the products provided (coffee, tea, etc.), **sweet days and fruit days**, when employees can treat themselves to sweet rolls or fresh seasonal fruit, have become a tradition.



For those who want to take a break from work and relax, **designated spaces are provided**. Their design may vary depending on the location, but it includes comfortable sofas and pouffes, table football, a table tennis table and video game consoles.



To meet the expectations of employees, we **allow coming to work with pets**, so sometimes a sleeping pooch can be spotted under a desk.

Our aim is to provide a good working environment in the office.

Therefore, if there are grassroots voices that can make the time spent at work more enjoyable, we meet them. Employees have always been asked about the most convenient location of offices or the arrangement of their workspace. They are the ones who participate in its final design.

As a result, our offices and their working ambience are far from those specific to corporate offices. Our aim is to make them friendly and comfortable to work in.

We are supposed to feel good there. Even if our working space looks different from the commonly accepted informal corporate standards, it is a space in which we feel good, it is chosen by us and says a lot about us, our originality and uniqueness. It is more than just fundamental ergonomics at work. It is also the organisation of the space and of the work itself in care of mental hygiene.

Since 2023, people working in Warsaw have been enjoying a new, ergonomic and friendly office spaces. Soon, our branch in Łódź will also have a new workspace.



Varso Office in Warsaw

Diversity at TTMS

[3-3] The international nature of our business means that, as one of the few companies of Polish origin, we actively operate on several continents, and our team is made up of people of different nationalities, ethnics and skin colour, or different cultural backgrounds and religions.

We are an organisation of great diversity - we gather people of different religions - Catholics, Protestants, Muslims, Buddhists, representatives of Hindu religions, as well as non-religious people.

At the same time, we work in an industry where there are still few women, as far as the job market and IT graduates are concerned, among whom ladies are a minor part.

In our opinion it would be difficult to have a friendly atmosphere between people without providing conditions in which no one

would feel „inferior”, let alone humiliated or discriminated whether on grounds of gender or because of different skin colour, nationality, cultural background or religion. For this reason, **we stress the importance of mutual respect and cooperation, while not accepting any chauvinistic behaviour.**

The more multinational our team becomes, the more important the issue of respecting multiculturalism and team diversity will be. We also want to draw on this value and make it our distinguishing feature in the industry. Today, in the Malaysian office, which is the most diverse, we organise small but celebratory events to mark the upcoming religious holidays, which are public holidays in Malaysia. These events are similar in nature to the company Christmas Eve celebrations held in offices in Poland. In Malaysia, we celebrate the New Year twice: on 1 January and 15 January, when the Chinese New Year begins.

We emphasise development and the possibility of an interesting career path for everyone, regardless of gender or origin. People hired today, regardless of their values or country of origin, must have the same opportunities to step up to important roles in our organisation.



Office Warming Party

Local employment

[202-2] In principle, we focus on hiring employees from our home markets, i.e. we first seek employees from Poland to work in the Polish market. However, when we need highly qualified professionals, we are open to cooperation with individuals from other countries, mainly, but not only, from Central Europe. Our team includes experts from countries such as the Czech Republic and Romania, but also Ukrainian and Belarusian citizens living in Poland. Thinking ahead and actively counteracting the risk of a potential labour shortage, we also analyse the potential of non-European markets. Asia is a particularly promising market, especial-

ly due to the satisfactory level of employee competence and their very good command of English, in countries where it is the official language. As in the case of the company in Kuala Lumpur, we decided to rely on Malaysian specialists: as soon as we entered the local market, we appointed a person responsible for recruiting local specialists, and then as they were recruited, to send temporarily employed people from Poland back to our country. Recruiting local employees is crucial not only from a corporate social responsibility perspective, but also pragmatically: cultural fit makes communication with the outside world significantly easier.

For us, responsible management means not only the presence of people of different genders on the boards of companies, but also of different nationalities, with an emphasis on successive stepping up of people from local markets to management roles.



Easter, TTMS Warsaw

Recruitment

Recruitment usually consists of **2-3 stages**, involving a technical person in addition to the recruiter, and in the case of some positions, also a client's representative. We try to carry out the entire process as quickly and efficiently as possible, so as not to delay providing feedback to candidates. Irrespective of the outcome of the recruitment process, i.e. also in a situation where we decide not to hire, we give our best to provide feedback. As a result, we find out from candidates that the recruitment process was friendly and pleasant. What is also important, people who have worked for us in the past and decided to leave often apply for jobs with us again. Our unwritten policy does not exclude returns, especially as those who have taken the risk of changing jobs and lost trust in their new employer will po-

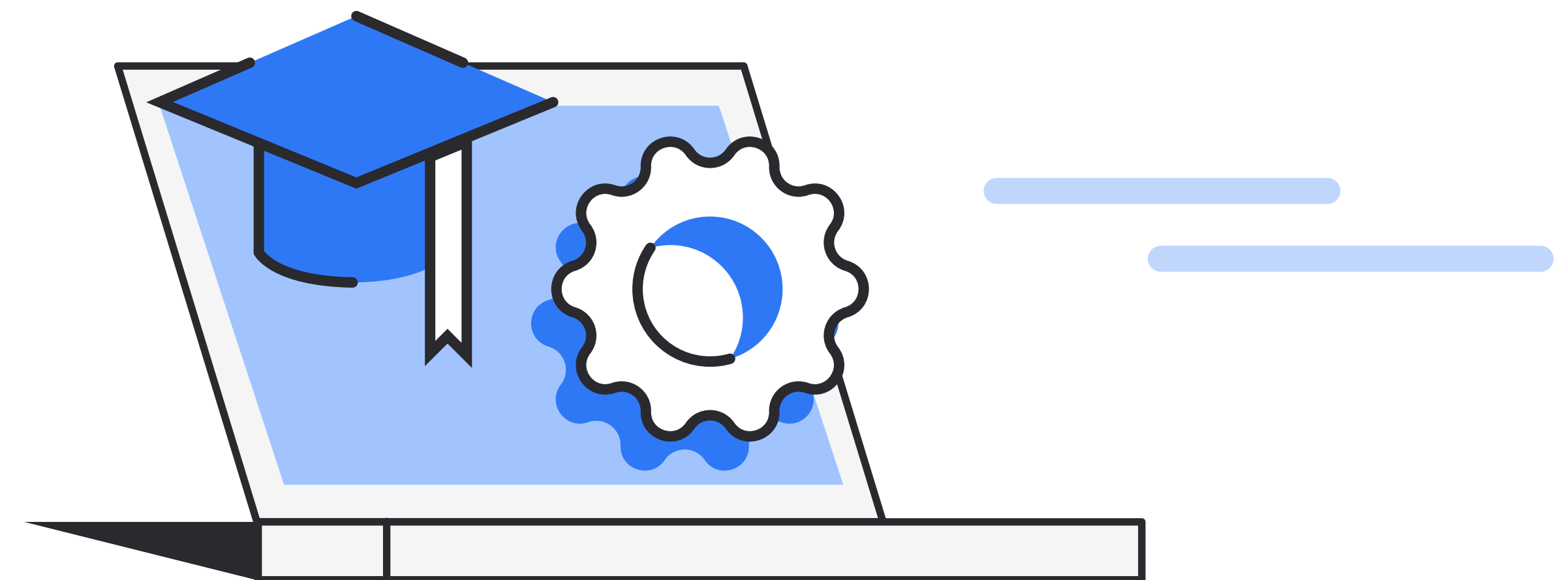
tentially be more loyal employees. Returns are the best proof that people feel comfortable in our team.

When looking for employees and partners, we are flexible and, depending on the preferences of the candidates, we can offer either employment contracts or business-to-business (B2B) partnerships. It should be emphasized, however, that TTMS not only does not put pressure on the professionals to work with us in a B2B relationship, but also offers an employment contract as the preferred form of employment. Nevertheless, given the limited supply of professionals and the fact that some of them prefer to work as freelancers, TTMS does not object to other forms of employment if proposed by a candidate.

Training and development

[3-3] Employees, often those newly hired or even trainees seeing their future at TTMS, have the chance to develop their skills at the in-house TTMS Academies (Quality Academy, AEM Academy, Salesforce Academy). These programmes give them opportunity to acquire sought-after skills and knowledge about technologies that are not part of university curriculum. Such multi-week training is the first step to getting expertise and working in a particular

area, usually at internal projects first and then with external clients. Employees also acquire new skills during external expert training courses. These are mainly technical training courses, often ending with an exam and related to certification. All employees who have discussed the possibility of taking part in a training course with their supervisors receive proper support from the training subject person in completing all required formalities.



Occupational health and safety

[3-3, 403-2, 403-3, 403-5, 403-6, 403-9, 403-10]

Office work does not involve a high risk of standard workplace accidents. The risk of such incidents is low, and although it will never be possible to fully eliminate the risk of, for example, a traffic accident, there has never yet been an incident in our entire history that would qualify as a work-related accident or occupational illness. For us, occupational hygiene is all about ergonomics and organising the workplace in a way that makes it friendly and healthy. On one hand, healthy for the spine or eyes, and on the

other, reducing mental fatigue. Hence, in addition to appropriate furniture, lighting of workspaces or even air quality, we provided space for resting and relaxing, for example by playing video games. We also provide plenty of green space in the offices. We know how important it is to maintain both physical and mental health, which is why we provide employees with access to an online psychological counselling and remind them regularly in internal communications about the need for mental hygiene.

In many of our offices in Poland, we provide the electrically adjustable desks (hotdesk) for working in standing position.

Their adjustable height provides comfortable working conditions. Avoiding spending the entire working day in a sitting position helps to reduce many problems, such as back and neck pain.

As a company with more than 250 employees, we have established health and safety committee, which is an advisory and consultative body.

The committee at TTMS consists of six people - three employee representatives and three employer representatives. Meetings of the committee are held every three months to review the company's health and safety operations.

In November 2023, new occupational health and safety regulations came into force, concerning work at workplaces with computer screens and the co-financing of corrective glasses and contact lenses for employees. Even before the amendment of the regulations, TTMS met the relevant provisions in both respects.

Corporate Governance TTMS for Responsible Organization

- Governance structure
- Data security
- Business ethics



Governance structure

[2-9, 2-11, 2-17, 405-1]

The Management Board, which represents the company and manages its day-to-day affairs, consisted of four people at the end of 2023. Its composition did not change during the year.

Sebastian Sokołowski

President of the Management Board of Transition Technologies MS S.A.

Since the establishment of the Company in 2015. Before, Managing Director of the SSC (Software Solution Center) department, responsible for IT outsourcing in the Transition Technologies Capital Group, with which he has been associated since 2001.

Lena Rożak

Member of the Management Board and Chief Financial Officer of Transition Technologies S.A.

Responsible for shaping and implementing the Company's financial strategy, planning and supervision over costs and co-creation and optimization of processes.

Krzysztof Zapała

Member of the Management Board and Operations Director of Transition Technologies MS S.A.

In the latter role since the beginning of TTMS. Since 2017, closely cooperating with the subsidiary TTMS Software Sdn Bhd in Malaysia, and involved in the development of the business in the Asian market.

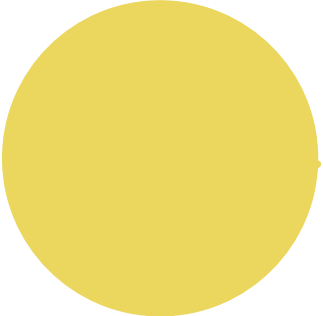
Adam Kaczmarczyk

Member of the Management Board and Operations Director of Transition Technologies MS S.A.

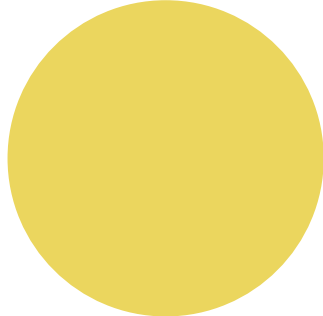
Responsible for operational processes in the Company and the implementation of the international development strategy in the DACH area.



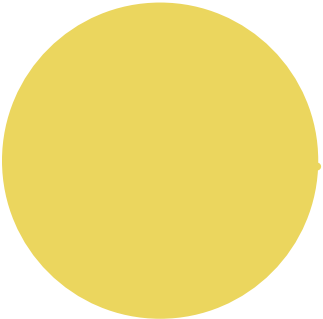
According to the Polish Commercial Companies Law, the most important bodies of Transition Technologies MS S.A. are the Management Board, Supervisory Board and General Meeting of Shareholders. Their operation is defined by the Commercial Companies Code, the company's corporate status and internal regulations. The Supervisory Board, which exercises constant supervision over the company's operations and its proper management, consisted of five persons. Its members at the end of 2023 were:



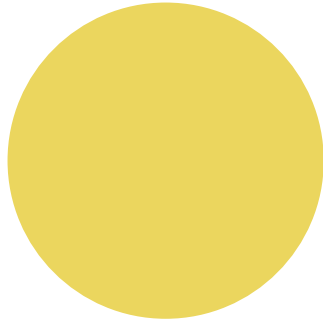
Konrad Świrski
President of the Supervisory Board



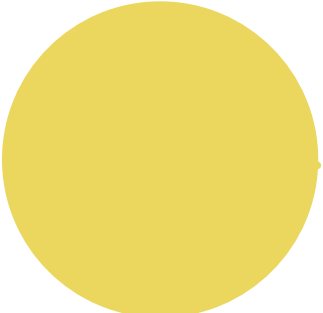
Tomasz Gilarski
Vice-President of the Supervisory Board,
Member of the Audit Committee



Grażyna Sokołowska
Member of the Supervisory Board



Karol Słoma
Member of the Supervisory Board,
Member of the Audit Committee



Konrad Romanowski
Member of the Supervisory Board,
President of the Audit Committee

The company's key directors include the Chief Operating Officer (COO) and Chief Financial Officer (CFO), but also the HR Manager, the Sales Director and the Director of the Management and Administration Office.

The Director of the Management and Administration Office is not only responsible for several sustainability-related aspects, but also coordinates the management of the overall issue.

Data security

[3-3] Above-average information security measures are critical, especially when working with the business sectors for which we provide services.

The governance solutions in this scope form an integrated management system, which consists of solutions specific to the sectors we work with, in addition to the general system:

ISO/IEC 27001 Information Security Management System

Concession of the Ministry of the Interior and Administration defines working standards for software development projects for the police and military sectors, addressing the following standards: ISO 9001, ISO 27001, ISO 20000, ISO 45000

Pharmaceutical Supply Chain Initiative (PSCI) standards set out principles for responsible supply chain management and ethical, labour, health and safety, environmental issues management and related management systems for the pharmaceutical industry.

These solutions guarantee not only the confidentiality of data, but also its integrity, availability, accountability, authenticity, incontestability and reliability. We periodically undergo audits to confirm the high quality of our data security management.

Regardless of the general policies and procedures related to information security management, as specified in the PN-ISO/IEC 27002 management system, due to industry specialisation, we have implemented procedures specific to and expected by certain sectors.

Because we work for companies in the pharmaceutical industry, sometimes referred to as the Bio-Tech-Farm industry (e.g. Roche, Polpharma Biologics), we periodically undergo audits that ensure our accreditation.



[418-1] In 2023, we conducted an internal audit on information security. No incidents were identified that could pose a risk. Instead, one observation was identified with its potential for improvement. The recommendations identified by the auditors were promptly implemented.

Since 2015, our company has had a Code of Conduct in place, precisely defining what behaviours are unequivocally unacceptable. Our aim is to assist employees in resolving various problems. We do not want anyone to be left without support on concerns, especially when it comes to:

Potential conflicts of interest

Discrimination, harassment and mobbing, unjustified favouring

Accepting and giving gifts

Undesirable actions related to addiction

Issues related to so-called insider trading

Apolitical nature of our organisation

In 2023, we added several new issues to the document, which TTMS has always adhered to, but had not been formally addressed before:

- harassment at workplace,
- diversity, equality and inclusion,
- child labour and forced labour,
- substance abuse and other addictions.

In relation to all concerns, we proceed on a case-to-case basis with the utmost care and confidentiality.

With the update of the Code of Conduct in 2023, we have separated the Environmental and Climate Policy from the overall Integrated Management System Policy to further emphasise our commitment to environmental issues. In addition, we have introduced a Human Rights Policy to complement the Code of Conduct.

About the Report

- General information on the Report
- Stakeholders
- Economic, social, and environmental issues
- Non-financial information
- GRI index



General information on the Report

[2-1, 2-2, 2-3, 2-4, 2-5] The presented Report is the fourth non-financial (ESG) report prepared and published by Transition Technologies MS S.A. and its subsidiaries. This year's report included the following companies:

- TTMS Software UK Ltd (United Kingdom),
- TTMS Software Sdn Bhd (Malaysia),
- TTMS Nordic A/S (Denmark)
- TTMS Software India Private Limited (India).

The Report has been prepared with reference to GRI Standards 2021. It covers the year 2023, i.e. the period from 1 January 2023 to 31 December 2023. It has not been subject to external audit.

[3-1, 3-2] The scope of the Report was precisely defined based on the results of a survey carried out to identify key issues that required to be addressed in previous reports. The relevance assessment process was based on the four steps defined in the GRI standards (GRI 3: Material Topics 2021).

An internal analysis of the business model was conducted taking into consideration various aspects of sustainability, such as supply chain issues, IT labour market challenges and geopolitical trends and circumstances that will affect the IT services market. This holistic approach allowed us not only to identify the company's current impact on the environment, but also to better understand and address the long-term challenges resulting from the concerns and expectations of stakeholders that the TTMS Group will face.

Each aspect of responsibility was assessed in terms of its relevance to the organization and its surrounding. In addition, we analysed the magnitude of the impact on stakeholders and the environment (in economic, social and environmental terms), as well as the financial impact on corporate performance, in accordance with the principle of double materiality, which is imposed by the latest EU standard.



Stakeholders

[2-29] As TTMS, we interact with a variety of stakeholders, among which the following groups should be mentioned:

Grupa interesariuszy	Typowe formy kontaktu
<p>Employees (full-time employees, persons cooperating under civil law and B2B contracts, potential employees and associates, interns and students, former employees and associates, employees of subcontractors)</p>	<ul style="list-style-type: none"> • daily informal talks • departmental meetings • satisfaction surveys • team-building trips and events, joint sports or social initiatives
<p>Administration, regulatory, industry organizations (Office of Personal Data Protection (UODO), Office of Competition and Consumer Protection (UOKiK), Office of Electronic Communications (UKE), National Labour Inspectorate (PIP) and respective offices in other countries),</p>	<ul style="list-style-type: none"> • formal meetings with transparency • exchanging correspondence and communication in administrative proceedings • expressing common, agreed opinions and positions of the industry through industry organizations • professional events, speeches (trade fairs, conferences)
<p>Local community and society (legislators and government authorities, community residents in the neighbourhood of company offices, NGOs (e.g., charities), educational institutions and universities, media)</p>	<ul style="list-style-type: none"> • pressroom • social media and website • professional events, speeches (trade fairs, conferences) • direct contacts with universities and NGOs
<p>Market and clients (clients, competitors, hardware and software vendors, other contractors and subcontractors)</p>	<ul style="list-style-type: none"> • direct business meetings and current correspondence • professional events, speeches (trade fairs, conferences) • joint educational initiatives with solution providers
<p>Capital market (strategic shareholders, other shareholders, stock analysts, the Warsaw Stock Exchange, auditors)</p>	<ul style="list-style-type: none"> • publication of reports • General Meeting of Shareholders • direct contacts with representatives of financial institutions
<p>Natural environment (local authorities, State Forest administration, environmental organizations)</p>	<ul style="list-style-type: none"> • pro-environmental projects with local authorities and State Forest administration



Economic, social and environmental issues

[3-1, 3-2] The approach to data collection, supported by individual interviews with representatives of departments, and the approach to the presentation of data facilitated exercising due diligence in terms of the principles of balance, comparability, accuracy, timeliness, transparency and reliability.

During 2023, there were no significant internal changes, including in the adopted business model, that would affect the nature of the social or environmental impact of the organization. A crisis in the IT industry could pose a potential threat to IT operations. Nevertheless, no increased threads have been reported in relation to projects and entities for which services are currently provided. Thus, the areas of responsibility have not changed. The ESG report focuses on the following issues:

Economic, social and environmental issue	GRI Standards	Importance
Security of information, including privacy	GRI 418: Customer Privacy (418-1)	high
Remuneration policy, employment conditions, occupational health and safety	GRI 401: Employment (401-1, 401-2, 401-3) GRI 403: Occupational Health and Safety (403-2, 403-3, 403-5, 403-6, 403-9, 403-10)	high
Role in economy (impact on socio-economic development)	GRI 203: Indirect Economic Impacts (203-2)	high
Development and education	GRI 404: Training and Education (404-1, , 404-3)	high
Ethical marketing communication	GRI 417: Marketing and Labeling (417-2; 417-3)	moderate
Anti-corruption and anti-bribery	GRI 205: Anti-corruption (205-3)	moderate
Vendors and employees from local markets	GRI 202: Market Presence (202-1, 202-2) GRI 204: Procurement Practices (204-1)	moderate
Ethics management		moderate
Usage of fuels and energy	GRI 302: Energy 2016 (302-1)	low
Emissions	GRI 305: Emissions (305-1, 305-2, 305-3, 305-5)	low

[2-7] Year-end employment

	2023			2022		
	Women	Men	Total	Women	Men	Total
For unspecified period	108	100	208	93	89	182
For specified period	52	75	127	71	95	166
Probationary	7	1	8	10	6	16
Replacement	0	0	0	0	0	0
Full-time	153	165	318	164	179	343
Part-time	13	12	25	10	11	21
By age						
below 30	50	56	106	59	65	124
30-50	111	110	221	111	116	227
above 50	6	10	16	5	8	13
By region						
Europe (Poland, UK, Denmark)	147	132	279	147	145	292
Asia (Malaysia)	20	44	64	28	44	72
Total	167	176	343	175	189	364
Cooperation based on civil law contracts, self-employment*	69	379	448	66	382	448

*Including field advisers, etc. (persons on appointment not included)

[2-7] Year-end employment

	2023				2022			
	For unspecified period	For specified period	Probationary	Replacement	For unspecified period	For specified period	Probationary	Replacement
Europe (Poland, UK, Denmark)	164	107	8	0	146	130	16	0
Asia (Malaysia)	44	20	0	0	36	36	0	0
Total	208	127	8	0	182	166	16	182



[102-8] Year-end employment

	2023			2022		
	Women	Men	Total	Women	Men	Total
By age						
below 30	15	13	28	31	33	64
30-50	25	21	46	27	29	56
above 50	1	2	3	1	1	2
By region						
Europe (Poland, UK, Denmark)	31	21	52	49	49	98
Asia (Malaysia)	10	15	25	10	14	24
Total	41	36	77	59	63	122
%	24,6%	20,5%	22,4%	33,7%	33,3%	33,5%

[401-1] Employee departures

	2023			2022		
	Women	Men	Total	Women	Men	Total
By age						
below 30	15	13	28	24	36	60
30-50	31	26	57	42	49	91
above 50	1	1	2	1	1	2
By region						
Europe (Poland, UK, Denmark)	35	30	65	41	62	103
Asia (Malaysia)	12	10	22	26	24	50
Total	47	40	87	67	86	153
%	28,1%	22,7%	25,4%	41,6%	49,4%	45,7%

[401-3] Rates of return to work and job retention after parental leave, by gender

	2023			2022		
	Women	Men	Total	Women	Men	Total
Number of Employees entitled to parental leave and who exercised this entitlement in the year in which their child was born	13	8	21	10	4	14
who did not exercise this entitlement in the year in which their child was born	0	2	2	36	45	81
Number of people with whom the contract was terminated during maternity/paternity leave (contract terminated at the end of its term)	0	0	0	0	0	0

[404-1] Number of training hours per year per Employee by gender and by Employee category (for sample positions)*

	2023			2022		
	Women	Men	Total	Women	Men	Total
Total number of training hours						
IT positions	89	260	349	165	655	820
Non-IT positions	154	67	221	345	25	370
Average number of training hours						
Average number of training hours per employee	6	8,5	7,3	3,04	3,80	3,43

*Excluding Denmark



[405-2] Ratio of average wages of women to men in a given category (for sample positions)

	December 2023	December 2022
Poland		
Junior Programmer	107,45%	106,28%
Quality Team Leader	nd	0%
Analyst	112,30%	119,26%
Validation Specialist	92,68%	94,27%
By age, employees under 30, classified as graphic designers	130,71%	138,89%
By age, employees above 30, classified as graphic designers	94,89%	93,79%
Asia		
Employees classified as application supporter between 30 and 50 years of age	98,02%	96,51%
Employees classified as testers below 30 years of age	134,10%	101,39%
Employees classified as programmers	117,94%	101,76%

[202-1] Ratio of standard entry level wage by gender compared to minimum wage (for sample positions)

	2023			2022		
	Poland	Denmark	Malaysia	Poland	Denmark	Malaysia
Women	189,40%	150%	200%	210%	brak danych	240%
Men	183,40%	150%	233,30%	206%	brak danych	233%





[305-4] Reduction and offset of eCO₂ emissions

	2023	2022
	Amount of CO ₂ [t]	Amount of CO ₂ [t]
Reduction of eCO₂ emissions (avoided emission)		
Scope 2: consumption of RES electricity: purchase of green energy and local production sources (PV panels on office buildings) (calculated as the difference between the baseline scenario in which energy is purchased with the average carbon footprint of energy available in the country (market-based) and the carbon footprint of energy purchased by TTMS (location-based))	28,53	8.56
Scope 3: hybrid work and choosing less carbon-intensive modes of transportation used by employees (calculated as the difference between the carbon footprint of commuting in the baseline scenario, in which everyone commutes daily by car, and the actual carbon footprint)	95.81	78.34
Category 3: mining, production and transport of vehicle fuels (petrol, ON)	28.89	10.22
Total (avoided emission)	124.70	99.01
Offset of eCO₂ emissions		
Purchase of carbon dioxide units (ppm) from State Forest authorities (Forest Carbon Farms Project)	-	[818 JDW]
Own planting of trees and shrubs	0.28	0.2
Planting of 7000 trees	42	-
Total (offset)	42.28	0.2

[305-1, 305-2] eCO₂ emission

	2023	2022
	Amount of CO ₂ [t]	Amount of CO ₂ [t]
Scope 1:		
petrol	6.33	16.52
diesel	13.5	23.19
Total	19.83	39.71
Scope 2:		
Electricity (market-based method)	99.3	136.17
Electricity (location-based method)	70.77	92.49
Scope 1 + 2:		
Total (market-based method)	119.13	175.88
Total (location-based method)	90.6	132.2

eCO₂ emissions - methodology

The calculation of emissions from the combustion of diesel and petrol was based on actual fuel consumption and emission factors according to the UK Government GHG Conversion Factors for Company Reporting. Also, the data was adjusted to base the calculations on factors for fuels with the addition of bio-components.

For emissions from the consumption of purchased electricity, results were presented in two variants. Estimates were based on estimated consumption and emission factors:

- average for Poland, published by the National Centre for Emissions Management (KOBiZE) for the Polish market (market - based method)
- average for a given energy supplier at each location, adjusted for purchases of zero-emission energy and electricity from RES (PV panels) produced at a given location (location - based method).

From 2022 onwards, not only carbon dioxide but also nitrogen oxides are included in the carbon footprint calculation, presenting the data as eCO₂ equivalent.

[302-1] Consumption of fuels and energy*

	UOM	2023	2022
Diesel (ON)	GJ (litre)	269,17 (7779,39)	331,85 (9065,17)
Petrol	GJ (litre)	313 (9046,38)	253,38 (7643,91)
Electricity	GJ (MWh)	445,86 (123,85)	585,47 (162,63)
Including % of energy from renewable energy sources (RES)	% (MWh)	56,12% (69,5)	49,1% (79,84)
Total	GJ	1,028.03	1,170.70

*Europe only

Statement on the use of standard:

Transition Technologies MS SA its subsidiaries reported the following information for 2022 with reference to GRI standards.

Standard	Disclosure	Page
GRI 2: General Disclosures 2021	2-1 Organizational details	64
GRI 2: General Disclosures 2021	2-2 Entities included in the report	6, 11, 13, 15, 16
GRI 2: General Disclosures 2021	2-3 Reporting period, frequency and contact point	71
GRI 2: General Disclosures 2021	204 Restatement of information	64
GRI 2: General Disclosures 2021	2-5 External verification	51
GRI 2: General Disclosures 2021	2-6 Activities, value chain and other business relationships	7, 18, 20, 22, 23, 24, 26, 28, 30
GRI 2: General Disclosures 2021	2-2 Employees	67
GRI 2: General Disclosures 2021	2-9 Governance structure and composition	59
GRI 2: General Disclosures 2021	2-11 Chair of the highest governance body	4
GRI 2: General Disclosures 2021	2-17 Collective knowledge of the highest governance body	59
GRI 2: General Disclosures 2021	2-22 Statement on sustainable development strategy	35
GRI 2: General Disclosures 2021	2-27 Compliance with laws and regulations	47
GRI 2: General Disclosures 2021	2-29 Approach to stakeholder engagement	65
GRI 3: Material Topics 2021	3-1 Process to determine material topics	64, 66
GRI 3: Material Topics 2021	3-2 List of material topics	64, 66
GRI 3: Material Topics 2021	3-3 Management of material topics	20, 40, 49, 54, 56, 57, 61
GRI 202: Market Presence 2016	202-1: Ratios of standard entry level wage by gender compared to local minimum wage	69
GRI 202: Market Presence 2016	202-2: Proportion of senior management hired from the local community	55
GRI 203: Indirect Economic Impacts 2016	203-2: Significant indirect economic impacts	20, 66
GRI 204: Procurement Practices 2016	204-1: Proportion of spending on local suppliers	20
GRI 302: Energy 2016	302-1: Direct and indirect energy consumption by primary energy sources	70
GRI 305: Emissions 2016	305-1: Direct (Scope 1) GHG emissions	41
GRI 305: Emissions 2016	305-2: Indirect (Scope 2) GHG emissions	70, 41
GRI 305: Emissions 2016	305-3: Other (Scope 3) GHG emissions	43
GRI 305: Emissions 2016	305-5: Reduction of GHG emissions.	43, 44, 45

GRI 1 Standard used

GRI 1: Foundation 2023

Standard	Disclosure	Page
GRI 401: Employment 2016	401-1: Total number and rate of new employee hires and turnover by age group, gender and region.	68
GRI 401: Employment 2016	401-2: Benefits provided to full-time employees that are not provided to temporary or part-time employees	11
GRI 401: Employment 2016	401-3: Return to work and retention rates of employees that took parental leave, by gender.	68
GRI 403: Occupational Health and Safety 2018	403-2: Hazard identification, risk assessment, and incident investigation	57
GRI 403: Occupational Health and Safety 2018	403-3: Occupational health services	57
GRI 403: Occupational Health and Safety 2018	403-5: Training on occupational health and safety	57
GRI 403: Occupational Health and Safety 2018	403-6: Promotion of health	47, 52, 57
GRI 403: Occupational Health and Safety 2018	403-9: Work-related injuries	57
GRI 403: Occupational Health and Safety 2018	403-10: Work-related ill health	57
GRI 404: Training and Education 2016	404-1: Average hours of training hours per year per employee	68
GRI 404: Training and Education 2016	404-3: Percentage of employees receiving regular performance and career development reviews	51
GRI 405: Diversity and Equal Opportunity 2016	Diversity of governance bodies and employees	59
GRI 405: Diversity and Equal Opportunity 2016	405-2 Ratio of average wage of women to men in a given category (for sample positions)	69
GRI 417: Marketing and Labeling 2016	417-2: Incidents of non-compliance concerning product and service information and labelling	20
GRI 417: Marketing and Labeling 2016	417-3: Incidents of non-compliance concerning marketing communications	20
GRI 418: Customer Privacy 2016	418-1: Substantiated complaints concerning breaches of customer privacy and losses of customer data	61
<p>[2-3] Please send any questions, feedback or suggestions to:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Małgorzata Szewczyk Director of the Management and Administration Office phone: +48 22 378 45 58 mail: malgorzata.szewczyk@ttms.pl</p> </div> <div style="width: 45%;"> <p>Transition Technologies MS S.A. Chmielna 69 Street 00-800 Warsaw Poland</p> </div> </div>		