

An aerial photograph showing a two-lane asphalt road winding through a dense, lush green forest. The road is dark grey with white lane markings. The surrounding trees are vibrant green, and the overall scene is captured from a high angle, looking down at the road as it curves through the woods.

# **Sustainability Report 2024**



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# Statement by the Executive Board

Sustainability moves us.

With this report, we give you an insight into our economic, ecological and social development in 2024. We show what progress we have made and what goals we have set ourselves for the future. For us, sustainability means more than just key figures: it is an integral part of our corporate culture and shows our responsibility towards society and the environment.

Our values – human, authentic, competent, refreshing and inspiring – form the basis of our cooperation. They shape our daily interactions as well as the exchange with customers and partners.

Along the entire value chain, we are committed to the observance of human rights and international labour

standards. With our commitment to the United Nations Global Compact (UNGC), we emphasize ASAP's maxim to actively contribute to a more inclusive and sustainable economy.

As an engineering partner to the automotive industry and part of the global IT and technology group HCLTech, we take responsibility. Our Code of Conduct combines ethical standards with corporate guidelines. Legal compliance, fairness in everyday business and the conscious use of natural resources are central principles for us – and lived practice.

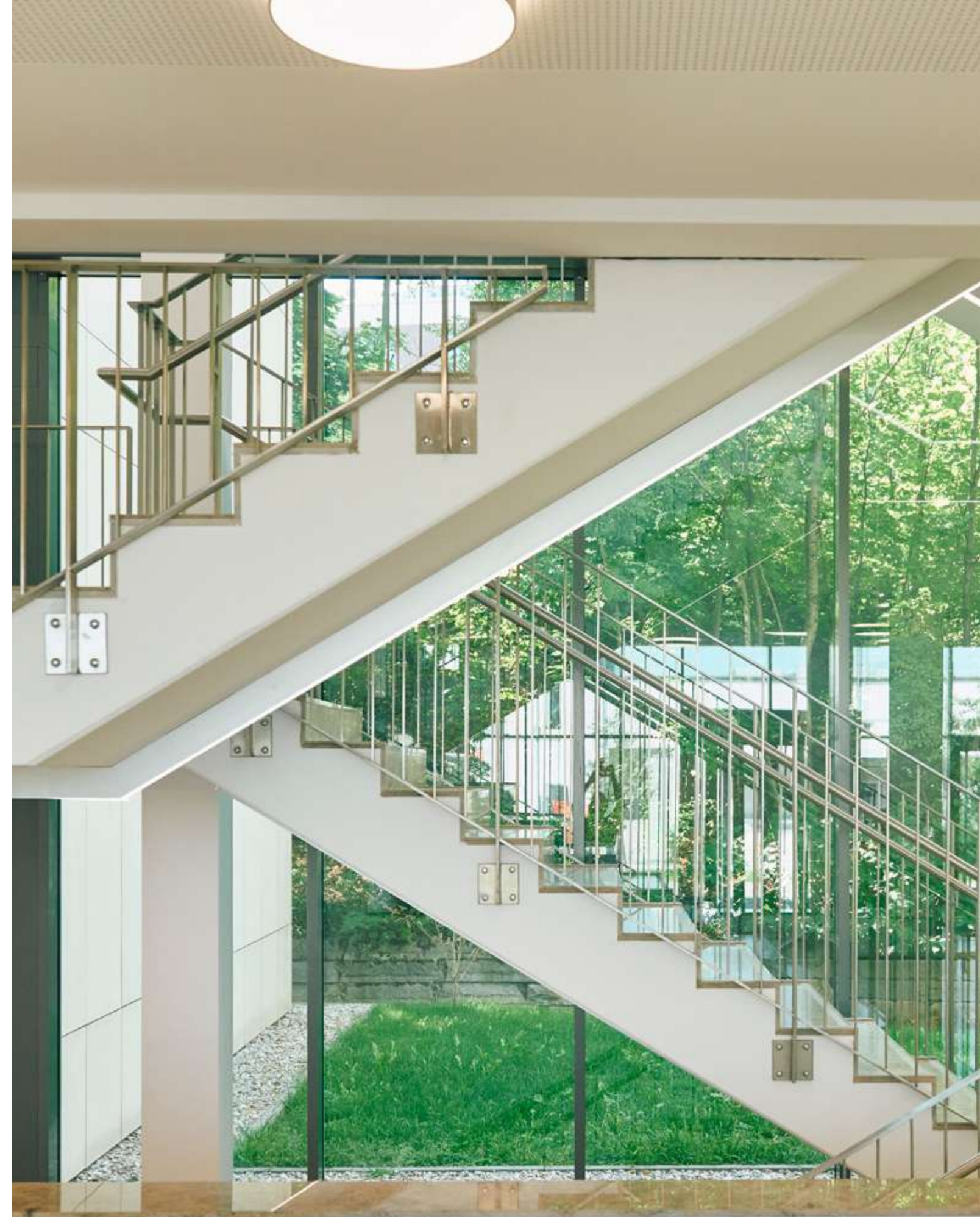
We hope you enjoy reading this year's Sustainability Report.



Frank Petznick  
CEO of the ASAP Group



Robert Morgner  
CFO of the ASAP Group



# ASAP – Ingenuity and Commitment

Sustainability is a high priority for the ASAP Group. Both ecological and social aspects are incorporated into our management systems.

## Our corporate culture

Our values – human, authentic, competent, refreshing and inspiring – are fundamental to our daily interaction. They are reflected by our five success factors – people, customers, quality, future and technology.

Our corporate culture and our success are also significantly influenced by our leadership culture. These six guidelines – goals, responsibility, motivation, community, interaction and communication – provide orientation for all people involved.

We take responsibility to ensure that our services are always provided in a value chain that complies with international standards and recognized principles of business conduct. Our requirements for working conditions, health, safety, the environment and business ethics are set out in the ASAP Supplier Code.

## Alignment with the United Nations Global Compact

As part of our corporate guidelines, we are committed to the principles of the United Nations Global Compact (UNGC) together with all employees. The initiative formulates ten guidelines for responsible action and for the implementation of Sustainable Development Goals for companies. We expect our suppliers to fully accept

these principles and to adhere to them throughout the entire supply chain. The ASAP Supplier Code applies to all suppliers and their sub-suppliers from whom we purchase goods and services directly or indirectly.

## High transparency

With this Sustainability and Corporate Social Responsibility Report, we inform employees, customers, suppliers, service providers, investors, analysts, NGOs, politicians, authorities and the interested public about our economic, ecological, social and societal responsibility.

The report also contains statements on expected developments. Such forward-looking estimates are based on current assumptions and are inherently subject to risks and uncertainties – actual results may vary.

## GRI-compliant reporting

This report was prepared in accordance with the standards of the Global Reporting Initiative (GRI) in order to ensure transparency and comparability for our target groups.

Based on the materiality analysis required by the GRI Standards, we have identified the sustainability issues relevant to ASAP. General figures according to the GRI 2: 2022 standard are included in the chapters. For the assignment to the individual sub-items in accordance with GRI 2: General Disclosures 2022, we refer to the GRI Content Index.

## ASAP in numbers

2007

Foundation

1600

Colleagues

164 Mio.

Euro turnover

7

Awards

50

Nationalities

22,2%

Growth rate



ASAP relies on strong corporate governance as the basis for international success and long-term stability

### Development of sustainable mobility solutions

The ASAP Group is a subsidiary of the global IT and technology group HCLTech and a leading engineering partner to the automotive industry. Together, we cover the entire product life cycle – from embedded functions and system architecture to validation strategies and digital test processes.

Our services are bundled into five areas: Electrics/Electronics, Software, Consulting & Service, Test & Validation and Vehicle Engineering. Together with HCLTech, we are developing sustainable mobility solutions and alternative drive technologies – and thus create the basis for a CO<sub>2</sub>-neutral future.

### Strategic focus

We are continuously developing our strategy and our portfolio of companies. In doing so, we promote Group-wide networking and cooperation with HCLTech and implement supporting measures, especially in the areas of marketing and communication and human resources.

### Acting according to ethical principles

As an engineering company in the automotive industry, we are facing a wide range of opportunities – at the same time, our responsibility to meet the challenges of the industry in a sustainable and innovative way is growing. For this reason, it is more important than ever for ASAP to link entrepreneurial action with ethical principles and to act prudently in all areas.

Strict compliance with legal regulations is a matter of course for us and an integral part of our value system. These principles are anchored in the ASAP Code of Conduct, which is binding to all employees and serves as a guideline for correct behavior.

With our commitment to the UN Global Compact, we commit ourselves to upholding human rights and recognized labour standards, preventing corruption and taking measures to protect the climate and the environment.

### Diverse compliance management

In order to meet the increasing demands, we have created organizational structures that support our employees in behaving in accordance with the rules at all times. The aim is to prevent violations of laws or internal guidelines and thus averting damage to both the company and individual employees.

Our focus is on prevention: Compliance Management prevents possible violations of the rules and is available to advise all employees.

### Whistleblower system in case of violations

We offer all employees and stakeholders the opportunity to report possible violations of the rules anonymously via an electronic whistleblower system. The ASAP Code of Conduct and our Supplier Code of Conduct describe the reporting channels and explain how to deal with reports.

This approach ensures that whistleblowers who act in good faith and with responsibility act full of motivation, do not experience any disadvantages. The system serves not only to detect misconduct, but also to protect whistleblowers.

With these measures, we have fully integrated the standards of the Whistleblower Protection Act (HinSchG) into our regulations.

During the reporting period, ASAP was not involved in any legal disputes arising from anti-competitive conduct or violations of antitrust and monopoly law.

### Certified environmental management system

To ensure environmentally friendly operation, we work with a specialized service provider who regularly reviews all relevant laws and guidelines and makes recommendations for action.

We implement these recommendations as part of our environmental management and review them through regular compliance audits.

Our environmental management system is certified according to the internationally recognized standard DIN EN ISO 14001:2015.

No environmentally relevant violations were detected in the reporting period. Due to our activities and the existing environmental management system, we consider the environmental risks posed by ASAP to be low.

### Responsible corporate governance

In the year under review, there were no significant fines or non-monetary sanctions against ASAP for violations of social or economic laws and regulations.

### Human rights, labor standards and the protection of minorities

For us, it is a matter of course to ensure compliance with human rights and respect for national and inter-



„I have been part of the ASAP Group for over ten years now – and I am still surprised at how diverse and innovative we are. During this time, I worked in different areas: As part of code | Communication & Design, I was responsible for event management and content management for clients, among other things. This has taught me that collaboration across departmental boundaries is the key to success. I am currently involved in the group-wide facility management topics. The areas of energy and environmental management are also included. Here we always find approaches to address these aspects as a support.“

**Andrea Herrmann**  
Assistant Facility Management

national labor standards, both within our own company and in cooperation with business partners and along the supply chain.

With the ASAP Code of Conduct and the ASAP Supplier Code, we commit ourselves to supporting the ten principles of the UN Global Compact and to continuously improving their implementation.

We ensure a non-discriminatory working environment – from recruiting to employment to day-to-day cooperation. The same applies to protection against harassment and to the preservation of freedom of association. The right to collective bargaining is actively recognized.

ASAP strictly rejects child labor and any form of forced labor. We fully respect the right to privacy of our employees and are clearly committed to diversity and equal treatment – regardless of gender, age, sexual orientation, religion, ethnic origin, membership of minorities or indigenous people peoples, disabilities or other personal characteristics.

### **Exchange with stakeholders**

The ASAP Group maintains an open and regular dialogue with its stakeholders. These include, for example, customers, suppliers, employees, investors, analysts, media representatives, as well as associations.

This exchange is a central basis for us, as it helps to compare decisions with different perspectives. We are in close contact with our customers – be it in projects, at conferences or at trade fairs. Suppliers for example communicate directly with our project managers and our purchase department.

Our HR department supports employees and informs them by events, the intranet and regular surveys. The Marketing & Communications department maintains close contact with employees, departments, the management, external stakeholders and media representatives.

We also regularly inform our stakeholders about our corporate strategy via a variety of channels and formats.



# Economical – Quality as a Benchmark and Factor of Success



## Report on the economic performance of the ASAP Group (GRI 201)

We report comprehensively on our economic performance in the Annual Report ( ASAP\_Jahresbericht\_2024.pdf ). As part of the Annual Report, we transparently present all relevant economic factors for the respective reporting year.

Risks associated with climate change and opportunities that affect our business, revenues or expenses are currently not foreseeable.

The ASAP Group mainly provides development services. We produce material goods only to a very small extent. Therefore, we do not need large quantities of raw materials or land, nor do our business activities cause significant environmental impacts in the form of emissions.

The gradual shift towards emission-free mobility continues to open up many opportunities for ASAP.

The need for development of vehicles with alternative drive systems and for new vehicle concepts remains

high. These are areas in which we positioned ourselves early on with comprehensive expertise in electromobility, software development, and connected and automated driving.

ASAP offers its employees a subsidized company pension scheme through direct insurance. This gives the employees the opportunity to make additional provisions for the time after their working life.

We also receive public funding for research and development projects as well as for the training of our employees.

## Anti-corruption and anti-competitive behaviour (GRI 205, 206)

Expertise, performance, customer orientation and quality form the basis of our success. We strictly reject services that are based on illegal or morally questionable practices.

Bribery attempts or payments to influence business decisions are unacceptable to ASAP. We expect all employees and business partners to refrain from any form of corrupt behavior.

The focus is on prevention and education in order to prevent cases of corruption. With our Code of Conduct and our Supplier Code, we reaffirm that we consistently combine business activities with ethical principles.

These policies help prevent incidents of corruption at ASAP and along the entire supply chain. No incidents of corruption were detected at ASAP in the year under review.

## High level of protection of customer data (GRI 418)

As a development service provider, we process our customers' confidential and sensitive data. This includes both personal and order-relevant information. The loss of confidentiality of such data could cause significant damage to our customers' business and have a lasting impact on trust in ASAP.

That is why information security and data protection are our top priority. We have implemented a systematic information security management system and demonstrate our high level in this area through certifications such as ISO/IEC 27001 and regular assessments in accordance with the VDA's TISAX standards.

Depending on the classification of the processed data and the specific requirements of our customers, we provide a correspondingly adapted IT and property infrastructure. Regular training courses sensitize all employees to how to act in certain situations and familiarize them with potential risks to information security.

The effectiveness of our measures is continuously monitored – for example through internal audits.

All certificates of the ASAP Group are available online at <https://www.asap.de/zertifikate-und-akkreditierungen>.

# Ecological – Responsible and Sustainable Action

## Integrated sustainability management

Our society is facing major challenges: climate change and resource scarcity can only be tackled through consistent sustainable development. The ASAP Group is therefore committed to the development of resource-saving, efficient and future-proof mobility systems.

For us, sustainability also includes responsibility towards the environment, employees and business partners. For us, responsible corporate governance means always conducting business in harmony with ecological and social interests.

Our sustainability management is embedded in the integrated management system. Its task is to identify opportunities and risks at an early stage in order to develop and implement suitable strategies and measures. Sustainability topics are regularly presented to the company management in management reviews, to check the achievement of the goals and, if necessary, to take new steps. Within the Executive Board, the CFO is responsible for sustainability.

## Consideration of ecological factors

As a development service provider, the ASAP Group does not operate any major production facilities and does not have large material flows. The greatest environmental impacts therefore result from the use of office space, IT infrastructure, vehicle fleets and travel.

## Responsible energy use

A central goal of our ecological strategy is the efficient use of energy. Since 2023, we have had our efforts regularly certified in accordance with DIN EN ISO 14001 in order to ensure the internal improvement process.

ASAP uses electricity, natural gas, wood pellets and fuels (diesel, gasoline). Heating, refrigeration systems, lighting, machinery and IT technology consume the most resources. Energy efficiency not only reduces costs, but also reduces greenhouse gas emissions.

The normalized total energy consumption per employee amounted to 5.3 MWh in the year under review, a decrease of 3.6% compared with the previous year. The normalized total energy consumption per million in sales was 46.6 MWh – a reduction of 17.39% compared to the previous year.

## Energy-saving measures initiated and implemented in 2024:

- Continuation of the conversion of the company fleet to fully and partially electric drives
- Partial renewal of the server landscape
- Optimization of refrigeration systems with regard to Energy efficiency
- Raising awareness among employees for efficient use of energy

## Planned energy-saving measures for 2025:

- Further conversion of the company fleet to fully and Semi-electric drives
- Continuation of the renewal of the server landscape
- Reduction of land use
- Use of energy-efficient buildings

Electricity consumption was identified as the most important source of CO<sub>2</sub>, accounting for two-thirds of the total energy consumption at all sites. We have responded to this and now obtain almost 100% of our electricity from renewable energy.

For the future, we will focus on heating our buildings using heat pumps and on further electrifying our company fleet in order to further reduce CO<sub>2</sub> emissions.

## CO<sub>2</sub> reduction measures initiated and implemented in 2024:

- Groupwide purchase of electricity from renewable energy sources
- Further conversion of the company fleet to fully and partially electric drives
- Use of buildings with modern heating systems technology
- Improvement of waste separation through education and labelling
- Continuation of digitalization

## Environmental sustainability activities for 2025:

- Further conversion of the company fleet to electric drives
- Reduction of land use
- Use of buildings with modern heating/heat pumps
- Reduction of paper use through digitization measure





# Social – Focus on the people



## HR management as a critical factor for success (GRI 401)

For us as a development service provider, professional human resource management is a decisive success factor. Against this background, we pursue a strategically oriented personnel policy that ensures that we can provide the qualifications and personnel capacities required by our customers at all times –

both for projects and assignments as well as in the context of temporary employment.

## Comprehensive personnel development

The career opportunities at ASAP are as diverse as our employees. As a development partner to the automotive industry, we offer them challenging technological tasks in innovative teams and in a multi-

award-winning work environment. Individual support is an integral part of our corporate culture. Only if we recognize the potential of our employees and provide them with targeted support can we secure ASAP's innovative strength in the long term.

We have designed our personnel development program on this basis. With effective formats for different target groups, we support our employees in their personal and professional development. Central aspects are support in the orientation phase and targeted preparation for management tasks. The focus is on imparting interdisciplinary skills in order to help employees in successfully meeting the increasing demands of the digital and dynamic world of work.

### Talent Program

The Talent Program is aimed at employees with development potential – both on a professional and personal level. During the training phase, we provide them with targeted support, show them further perspectives and promote the development of skills through effective training.

### Career Kit

The Career Kit serves the practical support and further development of talented employees. With tailor-made training courses, we provide help for the individual career path and the development of specific skills.

### Advanced Program

The Advanced Program is aimed at employees with high performance and strong potential who are expected to take on a leadership role within the next two years. They are specifically prepared for their future management tasks.

### Leadership Program

The Leadership Program accompanies executives who have recently joined ASAP or have been promoted to a leadership or project management role. The focus is on the ASAP spirit, our leadership guidelines and the topic of hybrid leadership.

### Experienced managers

The continuous development of experienced managers is a central goal of our personnel development. In the process, corporate interests, individual needs and current trends are reconciled.

### Benefits and voluntary benefits

In addition to a wide range of training and development opportunities, our employees benefit from numerous voluntary benefits. These contribute significantly to sustainable personnel recruitment and retention and are above the average of the industry.

### Workplace and environment

- Ergonomic chairs and modern technology
- Team events, after-work events
- Company parties, e.g. summer party or Christmas party
- Free water dispensers, coffee and fruit
- Bike leasing

### Family and Social Affairs

- Flexible working hours
- Attractive working time models to reconcile family and career
- 30 days of annual leave
- 4-day week
- Sabbatical / Workation

- Preventive advice in difficult situations
- Special leave for family events
- Occupational health management (including integration management, preventive examinations, prevention courses)
- Mental first aiders
- Corporate Fitness

#### Financial Benefits

- Remuneration for overtime in accordance with the company agreement and employment contract
- Project and function bonuses as well as performance-related bonuses
- Monthly tax-free non-cash benefit via the „Ticket Plus City Card“
- Bonus for employee referrals
- Financial support for training and further education measures
- Numerous shopping benefits online and locally (e.g. travel, furniture, clothing)
- Company car regulation for employees from level 3+

#### Insurance and pensions

- Group accident insurance
- Attractive group contracts for occupational disability insurance
- Company pension scheme with employer subsidy
- Supplementary company health and liability insurance

#### Transfer of responsibility

We continuously monitor the labor market and deal intensively with the expectations – especially of career starters and university graduates. Topics such as corporate culture, work organization and non-monetary conditions play an important role in this. Our strategies aim to remain an attractive employer for qualified specialists in the future. This includes the early assumption of responsibility in the context of small projects that specifically promotes the next generation of managers. The key questions are:



„After completing my master’s degree, I started as a software developer at ASAP in the fall of 2021. Two years ago, I took over the position of team coordinator. In this role, I have the opportunity to actively shape and advance issues. For me, the foundation for this was laid by the management and professional support of students in the software. This experience was particularly valuable for me, as it impressively showed me what it means to take responsibility. Another important milestone was my participation in our ‚Career Kit‘ 2024. As part of this, I was able to develop my competencies in a targeted manner and expand my network across divisions, which interdisciplinary exchange in the long term.“

**Sophia Geserer**

Team Coordinator in the Software Division

- How do you live corporate culture in hybrid working?
- What changes does the new world of work require?
- How can we best support all employees on this journey?

#### Essence of our team culture

The ASAP cultural initiative „Better together“ was launched in 2021. In cross-location working groups, colleagues dealt with questions about our corporate culture – and developed solutions together. The focus was on the „WE“ – community and trusting togetherness – and with this on, the core of the ASAP identity.

#### Social commitment

In addition, we are involved in programs to promote young people, gender equality and social issues. In 2024, for example, we supported the following organizations:

- Friends of the Museum of Concrete Art and Design e.V.
- Friends of Soroptimist Ingolstadt e.V.
- RheinMain University of Applied Sciences (Germany Scholarship)
- Initiative Krebskranke Kinder München e.V.
- Movember Foundation e.V.

#### Various awards for ASAP

Whether it's innovation, corporate culture or employer attractiveness: ASAP received several awards in 2024 – as in previous years:

- For the ninth time in a row as a TOP employer, based on a Germany-wide study by the news magazine Focus and the research institute FactField.
- For the eighth time in a row with the TOP 100 Innovation Award, which honors the most innovative companies in the German SME sector.

We were particularly convincing in the categories „Innovation Success“ and „Innovation-Promoting Top Management“. The basis was a scientifically analysis of over 120 criteria by a team of experts.

#### Occupational health and safety with central significance (GRI 403)

##### Occupational health management

The protection and preservation of the health of our employees is a top priority for ASAP.

Our working world is in a state of continuous change. Developments such as the coronavirus pandemic have changed professional requirements and led to new stresses in the working environment.

The aim of our occupational health management is to support managers and employees in creating health-promoting and motivating working conditions. In addition, we promote awareness and competence for one's own health.

Our health management strengthens both the physical and mental fitness of our employees. In addition to ergonomic and safe workplaces, we offer a wide range of health promotion services. These include the G37 occupational health check-up, subsidies for computer workplace glasses as well as digital and face-to-face offers on topics such as resilience, mental health and stress management.

##### Health protection

Our goal is to operate plants and processes in such a way that neither our employees nor our endangering the environment. Occupational health and safety (SGA) is a top priority at ASAP. The aim is to protect employees from work-related hazards and to maintain their health in the long term through preventive measures.

To this end, we have set up an SGA management

system in accordance with ISO 45001, which was certified for the first time in the 2023 financial year. This is how we ensure that we meet our binding obligations. As part of our occupational health management, we also offer a wide range of fitness and health activities – including company fitness as well as participation in company runs and other sporting events.

### Occupational safety

Our employees are trained in the responsible and safe handling of work equipment and equipment as part of annual safety instructions. During inspections and during internal audits, compliance with the conveyed specifications is regularly checked. In addition, we provide clear instructions for handling the raw materials, auxiliary materials and operating materials used in everyday work.

In addition to reviews of business processes related to external standards, we also monitor general working conditions. This is done within the framework of internal audits and occupational health and safety committee (ASA) meetings in cooperation with the occupational safety specialist, the safety officers and the occupational health service.

In 2023, certification according to ISO 45001:2018 (Management Systems for Safety and Health at Work) was successfully achieved for the central function (ASAP Holding GmbH) as well as for the larger companies ASAP Engineering GmbH

Gaimersheim, ASAP Electronics GmbH Gaimersheim and ASAP Engineering GmbH Weyhausen.

### Risk assessments and accident prevention

Risk assessments are carried out at all German sites – taking into account all persons who are potentially present on the site.

The occupational safety specialist and the safety officers support the responsible departments with their expertise. Both also act as neutral contact persons for employees with questions about hazards in their own working environment.

In occupational safety, the responsible management is informed quarterly about the number of reportable accidents. The causes of accidents are also analyzed there and measures for the prevention of future incidents are determined.

In the year under review, the number of reportable accidents per 1,000 employees at ASAP's previously mentioned operations was 3.36 – a decrease of 7.4% compared to the previous year (3.63). This ratio is significantly below the industry average according to the VBG Annual Report 2024 (2024: 11.54 | 2023: 12,04).

### Responsibility for training and further education (GRI 404)

#### Training

Finding well-trained skilled workers on the labor market is becoming increasingly difficult. That is why in-company training is of great importance at ASAP and is an essential building block for our future. In this way, we also take on a special responsibility towards young people.

ASAP is regarded as a first-class training company throughout Germany.

#### Further education

We regularly review our personnel development tools and measures and adapt them to current requirements. In this way, we ensure that our training catalog always remains up-to-date and future-oriented.

### Commitment to employees

Retreat rooms for pregnant and breastfeeding women

At the Ingolstadt and Munich locations, we have set up rooms that offer pregnant and nursing women a protected retreat. In addition, these rooms can be used for first aid purposes if necessary.

Gender-neutral toilet for more inclusion

Since 2025, there has been a unisex toilet at the Munich site. It is open to all employees – regardless of

their gender identity. In this way, we promote respectful cooperation and create non-discriminatory spaces that meet the different needs.

Employee survey „100%YOU“

About every two years, we conduct the Group-wide employee survey 100%YOU. In this way, we give all ASAP employees the opportunity to contribute feedback on various topics. The results are carefully evaluated by the management level and flow directly into measures for the further development of the company. In this way, our employees actively contribute to the future of ASAP.



„I've been with ASAP since it was founded: the corporate culture is shaped by the people at ASAP and you can still feel that in our daily interactions today. Our interaction consists of appreciation, respect and openness. Here, the people behind the task count, each of us brings a certain amount of knowledge and experience to the table. Our team in Lenting is one of the smaller teams at ASAP, and yet we always manage to tackle technically complex or time-critical projects for customers together. I am very proud of that.“

**Michael Meier**  
Team Leader in Electronics

# Imprint

## **Editor**

ASAP Holding GmbH

Sachsstraße 1A | 85080 Gaimersheim

Tel. +49 8458 3389 0 | Fax. +49 8458 3389 199

holding@asap.de

## **Head of Marketing/Corporate Communications**

Ebru Kahraman

## **Editing and conception**

Dr. Maria Bleisch, Sophia Budschewski, Kerstin Hebel

## **Design**

Lukas Otting

## **Photo credits**

ASAP Gruppe

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