



Aerodrom Ljubljana

Sustainability Report

2015





Aerodrom Ljubljana

Sustainability Report

2015

Aerodrom Ljubljana 2015 in Figures

1,464,579

Total number of passengers

1,438,304

Number of passengers in public traffic



18,852

Total cargo (in tons)



10,143

Air cargo (in tons)

Airport Carbon Accreditation

European Green Office

ISO 14001

ISO 9001

Family Friendly Enterprise

32,893

Total number of
aircraft movements

23,212

Number of aircraft
movements in public traffic



Sustainability Reporting

Sustainability Report 2015 is the first report of this kind, which we want to upgrade in the future. It is prepared in line with GRI-4 guidelines. Several different departments of the company were involved in the production of this report. Primož Primožič, environmental expert, is responsible for the implementation of the project.

397

Number of employees
(31 December 2015)

50

flight connections

27

scheduled flight connections

23

charter flight connections

Table of Contents

Address of the Managing Director	4
Basic Information about the Company	5
Business Activity and Future Development of the Company	6
Sustainable Communications	10
Sustainable Employee Relations	12
Sustainable Relations with Passengers, Business Partners and Visitors	16
Sustainable Supplier Relations	19
Sustainable Relation with the Environment	20
Socially Responsible Projects	30
Indicators	34
Individuals Responsible for Reporting	37
Project Groups, Committees and other Company Bodies	38



Address of the Managing Director



Last year the company Aerodrom Ljubljana was significantly marked by a change in its ownership. Fraport AG, a German company and the new owner of Aerodrom Ljubljana, acquired 100% ownership of the company Aerodrom Ljubljana in the first months of 2015. A previous joint-stock company has been transformed into a limited liability company. Within this context, numerous work processes had to be changed, adjusted and optimised.

After a few years of moderate air traffic we could finally enjoy the whole year of rapid growth of passenger traffic. Passengers in public air traffic increased by 10% in 2015 compared to the year before, which led to good business results. For this year and for the forthcoming years moderate growth of passenger traffic and freight transport is expected. The year 2015 was dedicated to focusing on changes in internal organisation of the company. However, the following year will be dedicated to changes with external visibility. We are planning a reconstruction of the passenger terminal, which will improve airport passenger experience and eliminate airport bottlenecks. A project of relocation of the road passing the airport is going to be carried out, and this will enable a spatial development of a business-logistics zone on

the north side of the airport. By all this, the integration process with Fraport Group will continue in the near future.

Our company's development also encourages development of our immediate environment where we operate. The company's business organisation and the level of infrastructure development directly affect the local and a wider environment in economic, social and environmental terms. This can also provide new jobs, and encourages entrepreneurship and development of new infrastructure. Saying all this, we are well aware of the fact that our business activity has also some negative impacts on the environment. Therefore, we do feel strongly committed to give the environment back what it needs and even to improve it by implementing several different activities.

All our endeavours in terms of sustainable development are now systematically collected in one place for the first time. I am really proud of all numerous projects which have produced positive results and have also demonstrated that the company's approach to sustainability is not only on paper, but it is incorporated in day-to-day operations of the company.

We continually strive for good and ethical relations and a positive dialogue among all the stakeholders of the company. It's our aim to protect everyone against noise, to carefully and responsibly manage all the energy resources, and to make efforts for a cleaner and healthier environment. We feel responsibility for the development of social and cultural environment. For this reason, we support social and cultural activities, and also sporting events. We are actively involved in health activities, and are successfully contributing to education and training of our employees. Aerodrom Ljubljana is a great team of individuals and I am also pleased that the new company's owner sees loyal, motivated and high-skilled employees as a key asset and advantage of the company.

On behalf of all employees of the company I promise we will continue with our responsible and sustainable approach, to the benefit of today's and future generations, and we will proudly and honestly report on all that in our annual sustainability reports.

Zmagor Skobir
Managing Director

Basic Information about the Company

Name of the company:

Aerodrom Ljubljana, d.o.o.

Headquarters:

Zg. Brnik 130a, 4210 Brnik – aerodrom.

All company activities take place at the headquarters of the company.

Ownership structure:

Aerodrom Ljubljana is 100% owned by the German company Fraport AG Frankfurt Airport Services Worldwide (Fraport AG).

Company presentation

General activities of the company (core business):

Aerodrom Ljubljana, d.o.o. is the operator of Ljubljana Jože Pučnik Airport. Its core business comprises the following activities:

- Airport management including providing landings and takeoffs of all aircrafts, the use of airport infrastructure and the passenger terminal;
- Provision of ground handling services for aircrafts, passengers and cargo;
- Performance of marketing activities for passenger and cargo traffic;
- Performance of various commercial activities, such as provision of adequate commercial, catering and other services, car parking for passengers and airport visitors, and provision of advertising space and business premises for rent and provision of warehousing and logistics services.

Information on significant changes in the reporting period (2015):

- Aerodrom Ljubljana became the wholly-owned company of Fraport AG on 16 March 2015;
- On 14 April 2015 the previous joint-stock company was transformed into a limited liability company, and consequently a withdrawal of company's shares from the regulated stock market followed on 17 April 2015;
- The supervisory board and the management board of the company were discharged for the business year 2014. The management of the company is now constituted by the sole managing director – Zmago Skobir;
- Appointment of a three-member Investor Committee for a five-year mandate.



Investor Committee (from left to right): vice president dr. Dominique Pierre Prümm, the president Gudrun Telöken and Kai Peter Holger Zobel, all from Fraport AG. Christoph Nanke replaced the president Gudrun Telöken in 2016.

Figure 1: Organisational structure
(valid since 1 November 2015)



* Counselling on technical matters and special projects, corporate communications, legal advice, internal audit, administrative support

Business Activity and Future Development of the Company

Aerodrom Ljubljana operates Ljubljana Jože Pučnik Airport, the main Slovenian international airport, which covers 97% of all air passenger traffic in Slovenia. It is an environmentally and socially responsible company with more than 50-year-old tradition. It has been owned by the German company Fraport AG since 2014. As a significant stakeholder, the company has been involved in a wider chain of logistics services in Alpe-Adria region. The location of the airport is ideal for developing air connections and airline industry activities as it is located at the crossroads of the traffic flows between the Pannonian Basin and the Po Valley, and the corridor from the Middle East to the European Union, running through the Istanbul strait. The number of passengers and the volume of cargo handled at Ljubljana airport are constantly increasing. Positive trends in air traffic are being reflected in improved business results of the company.

Table 1: Analysis of the company's business operations in the period 2013-2015

	2013	2014	2015
Balance sheet total	131,027,281	106,075,424	112,614,155
Investments in fixed assets	87,711,763	91,267,011	89,305,107
Equity	124,785,005	92,781,304	100,110,897
Operating revenues	31,265,191	32,048,626	34,899,065
Net sales revenues	30,986,744	31,827,518	34,816,006
EBITDA	10,651,352	11,183,843	13,100,556
EBIT	6,132,027	6,695,484	9,142,293
Net profit	5,194,384	3,593,911	8,441,597
EBITDA / average fixed assets	0.140	0.139	0.159
EBITDA / operating revenues	0.341	0.349	0.375
Operating expenses / operating revenues (in %)	80.4%	79.1%	73.8%

Access to annual reports is available on www.ajpes.si and www.lju-airport.si.

VALUES

Aviation safety

Aviation safety is a fundamental condition for a long-term viability in the air industry. For this reason, the company will always comply with statutory safety conditions and internationally recognised aviation standards.

Quality of services

The company's business activity is based on service activities. Therefore, a high level of quality services is fundamental to acquiring new air carriers and increasing the range of our services for passengers.

Our service activity is grounded on knowledge and professional staff. All employees should keep their role and importance in mind in order to build the company's reputation by being dedicated to their work.

Sustainable development

In addition to an active role in providing public interest of safe, regular and smooth air traffic, the company always keeps in mind the fact that aviation industry influences broader social consequences. For this reason, the company's operations and development are planned in the manner to support the development of our immediate and a wider environment and not to cause any harmful consequences. Our deliberate and planned attention is paid to the nature and a wider social environment. Our knowledge, time and financial resources are carefully planned and targeted at the local environment and the activities at the national level.

The top management is responsible for the adoption of sustainability strategy and its programme. All employees are engaged in the implementation of the sustainability programme, in accordance with our powers and responsibilities we have.

MISSION

It is our mission to provide efficient and safe operation of Slovenian so-called window of the world and to provide competitive and high quality services for users, care for passengers, a favourable business environment for our partners, and to provide satisfaction of all stakeholders.

VISION

Our vision is to become a competitive gateway to Alpe-Adria region and the first choice of travellers, air carriers and other users of the region, and to contribute to sustainable development and advancement of the company, the country and its citizens.

OUR STRATEGIC POTENTIAL

- The geographical location of the airport, which is a good starting point for flights to Central, Eastern and South-Eastern Europe, and for flight connections with countries in Western Europe;
- Dimensions of the existing runway;
- Price competitiveness of our services;
- Space available for further expansions and development;
- Tourism potential.

TRAFFIC IN FIGURES

During the summer season 2015 passengers could travel to more destinations from the central Slovenian airport than the year before. Nine air carriers (Adria Airways, Turkish Airlines, SWISS, Finnair, Air France, easyJet, Wizz Air, Air Serbia, and Montenegro Airlines) with more than 160 scheduled flights per week provided a direct flight connection to 27 destinations. Along with charter flights passengers could choose among 23 additional tourist destinations during the summer 2015.



Table 2: Air traffic data 2010-2015

Aircraft movements	2010	2011	2012	2013	2014	2015
Total	42,569	39,267	35,019	33,112	31,405	32,893
Public traffic	28,836	27,759	24,485	23,162	22,361	23,212

Passengers	2010	2011	2012	2013	2014	2015
Total	1,388,651	1,369,485	1,198,911	1,321,153	1,338,619	1,464,579
Public traffic	1,382,672	1,359,163	1,168,069	1,267,479	1,307,379	1,438,304

Cargo (loaded and unloaded in tons)	2010	2011	2012	2013	2014	2015
Total cargo	17,310	19,659	17,031	17,777	18,983	18,852
Aircraft	7,489	8,275	8,801	9,255	9,833	10,143

LOOK INTO THE FUTURE

Projected traffic growth

Air traffic in the future is forecast to be moderate, but also stable. It is expected to reach 1.8 million passengers a year by 2020, with average annual growth rate of over 4%. At the same time, changes in the traffic structure are expected in favour of an increased share of foreign air carriers. When forecasting the number of aircraft movements, a trend of an increased size of aircrafts or so-called aircraft capacity, i.e. the number of passenger seats, was taken into consideration due to network optimisation of connections of air carriers. This anticipates average annual growth of 1.5%. Air cargo traffic is expected to grow at the average annual rate of 2.9%.

2.9%

**expected average annual
growth rate of cargo traffic**



Development of airport infrastructure

Development of airport infrastructure is based on Master Plan on Energy Strategy and the existing spatial plans. In recent years the company has heavily invested in modernisation of the essential airport infrastructure. It devoted approximately 25 million Euros to modernising its airport infrastructure in the period 2006-2010. A new part of the terminal was built, the airport apron was enlarged and rebuilt, the runway was reconstructed, and taxiways along the runway were completed and renovated.

Most of the infrastructure can still manage a considerable amount of traffic. However, the existing passenger terminal reaches its capacity ceilings at the time of the highest season. The renovation project of the passenger terminal along with the projected traffic growth will help resolve the most pressing problem of bottlenecks for a couple of years. A partial renovation of current checkpoints of passenger security screening and hand luggage screening will be completed by the summer season 2016. Next year all the mentioned checkpoints will be relocated to a new location. The airport check-in area is also going to be renovated. We are going to provide a better passenger flow from the check-in to the area of duty-free shops and the departure lounge. This area is also going to be partially renovated. The baggage reclaim area is going to be enlarged, the baggage handling system technologically updated, and the departure baggage handling system expanded.

The majority of these works will be completed in 2017.

We expect to start the project of relocating the road passing by the airport in the second half of 2016. The road section in the length of 2.4 km including three roundabouts is partially being financed by Aerodrom Ljubljana (35%), and the rest is being funded by the government and the municipality. The project will be completed by 2018. The new road is a fundamental requirement to develop a business & logistics zone, the so-called Aeropolis, which is planned on the north side of the airport.

Spatial development project

Expansion of the airport is expected on the north side of the runway.

The spatial development of the airport facilities comprises as follows:

- Newly designed and expanded passenger and air cargo terminal facilities;
- Relocation of the main road Kranj-Mengeš in order to provide a necessary piece of land for the development of the airport and accompanying commercial activities and to improve the access to the airport;
- Development of the internal road system and parking areas adjacent to the airport, and
- Extension of energy and public utility infrastructure in compliance with the development needs.



*Business &
Logistics Zone
is planned on
the north side
of the airport.*

Our sustainability challenges and opportunities

European aviation sector significantly contributes to the common social-economic well-being. However, its activity also contributes to increasing climate change and affects the air quality and an increased level of noise in the local environment.

During 1990-2014 the number of flights across Europe rose by 80%, and by 2035 air traffic is projected to continuously grow by a further 35%. The increase in air traffic density also affects the ecological footprint of the industry, which is also rising, although that the aviation development keeps delivering greener technologies. In the future some major steps towards more sustainable energy products will also be taken.

Climate change we are facing today is posing greater risk for the European airline industry, since the currently changing climate is giving rise to increasingly impetuous weather patterns. The sea level is also rising. All these are potential changes in the near future, and all aviation market players will have to face them in the future. Therefore, the European Commission prepared the Aviation Strategy for Europe in December 2015. Europe wishes to keep its leading position in the international aviation market, and it wishes to become a global model for sustainable aviation with its high service standards and ambitious EU standards. However, this cannot be achieved without some major technological changes and upgraded business models which would

contribute to serious sustainable milestones of the aviation sector. It is essential to achieve and keep good cooperation among all stakeholders within the aviation sector: from politicians, regulators, producers, airlines and airport operators, air traffic navigation services to non-governmental organisations and other general public. Our company is aware of its role in an integrated strategy for a sustainable aviation sector. For this reason, our company is, among others, actively participating in Airport Carbon Accreditation, the programme scheme of European airports, which is aiming at carbon neutrality. The outcome of our sustainability endeavours is also reflected in our sustainability report.

80%

more flights during
1990-2014

35%

expected further air traffic
growth by 2035

Our company is aware of its role in an integrated strategy for a sustainable aviation sector. For this reason, our company is, among others, actively participating in Airport Carbon Accreditation, the programme scheme of European airports, which is aiming at carbon neutrality.



Sustainable Communication

We cherish a planned and systematic in-house and external communication. When communicating with public, we pursue the principles of proactive, honest, transparent and non-discriminatory communication style and timely response. Our communication supports our business objectives, and is adjusted to each stakeholder group individually.

Within our communication we pursue the following objectives:

- Enhancing reputation and credibility of the company,
- Raising awareness of the company's identity and benefits,
- Building trust in the company,
- Establishing a direct relationship with our service users, based on a dialogue, and
- Highlighting advantages, positioning of the company as an advanced, well-regulated and development-oriented organisation which intensively monitors trends in the field of aviation, and which cares for the needs and wishes of all users by providing them a comprehensive care.

Security of information

Our top management recognises the significance of information and the secure information system. Secure and reliable information are of key importance for successful company's performance. The aim of protecting information is to prevent or reduce potential consequences of security incidents to a minimum and to ensure smooth and undisturbed business operations of the company. By establishing the information management and security system also a principle of confidentiality, availability and integrity of information is established. The information security management system is built on the basis of recommendations of ISO/IEC 27001 standard.

The matrix of materiality

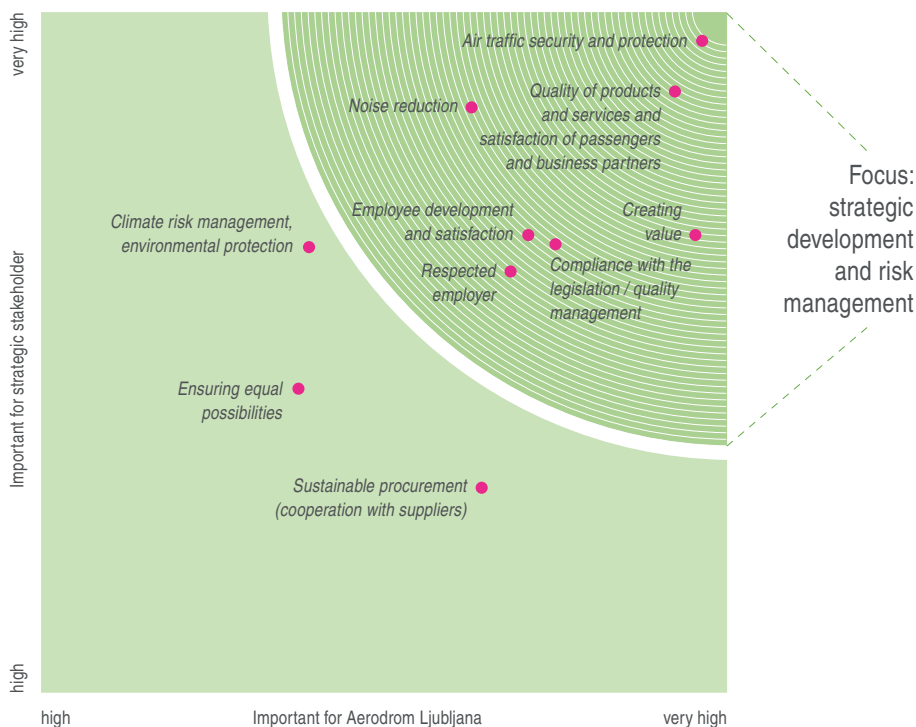
The matrix of materiality is a tool with which the company identifies and manages risks and opportunities in its relation to the strategic public. The key materiality fields in our communication have been determined by GRI (Global Reporting Initiative) guidelines and an interactive dialogue with groups of our key stakeholders.

The matrix of materiality reflects a deeper understanding of the company, in terms of sustainable development, which is not limited only to environmental issues but it also addresses economic and wider social aspects. At the top of our endeavours we put safety and security of air traffic, which is also the highest priority of our strategic stakeholders.

Quality of products and services, and satisfaction of passengers and business partners are at the heart of all our business processes. We wish to create added value with all what we do with fully respect for applicable legislation. Jointly with our strategic stakeholders we constantly ensure increasingly effective protection against noise. We emphasise the importance of personal development and satisfaction of our employees, since highly qualified and highly motivated employees are our key competitive edge.

In 2016 the matrix of materiality will be re-examined and, if necessary, harmonised with sustainability guidelines of the owner Fraport AG.

Figure 2: Matrix of materiality



Creating sustainable relations with strategic stakeholders

Table 3: Strategic stakeholders and communication tools to achieve communication goals

Strategic stakeholder	Goals	Communication tools
Employees	<p>Satisfied and motivated employees</p> <p>Positivity and openness among employees</p> <p>Successful business performance</p>	<ul style="list-style-type: none"> • Daily information on everything in connection with the company and employees over the intranet portal, • Regular meetings and colleges, • Office hours of the management for employees, • Bulletin boards, • Annual social events for employees and their children, • Regular and open dialogue with the trade union and the works council, • Answering employees' questions, expressing employees' opinions and suggestions, • Employees' meetings, • Organisation and co-financing social events.
Passengers, visitors	<p>Giving maximum consideration to passengers' wishes and needs</p> <p>Providing current information on our services and flight information, which allows information flow necessary for mobility of population</p>	<ul style="list-style-type: none"> • Direct attitude of employees towards passengers and visitors, • Website, • Brochures, leaflets and other printed material, • Systematic collection of questions, responding to opinions, suggestions, complaints and words of praise, • Tours around the airport, • Open days at the airport, • Announcements about fresh news and attractive information for passengers and the general public in different media, • Different methods of measuring passengers' satisfaction.
Business partners	<p>Giving maximum consideration to wishes and needs of our business partners</p> <p>Achieving common sustainable goals and enhancing good business relations</p>	<ul style="list-style-type: none"> • Personal communication over the phone, electronic devices and direct communication (in person, individual and group meetings), • Printed material, • Electronic presentations and other forms of presentation and promotional material, • Social networks.
Owners	<p>Achieving business outcomes</p> <p>Fair relations, long-term company's development</p>	<ul style="list-style-type: none"> • Personal communication, • Phone and electronic communication, • Financial and business reporting, • Sustainability reports and other business documents.
State and the EU bodies	<p>Compliance with the statutory competences of state and the EU bodies in accordance with the principles of the rule of law</p>	<ul style="list-style-type: none"> • We are involved in preparation of procedures of sectoral regulations in the phase of public consultation.
Local community	<p>Establishing and retaining good relations, high-quality environment, and developing social environment</p>	<ul style="list-style-type: none"> • Sponsorships and donations for local events, organisations and individuals, • Communication via local media, • Open days at the airport, • Tours around the airport, • Providing practical training, • Responses and activities upon relevant topics and questions posed by the local population (f.e. Noise).
Media	<p>Credible information on company's activities</p> <p>Enhancing the company's reputation and prompt elimination of eventual communication noise</p>	<ul style="list-style-type: none"> • Reports and press releases, • In-depth material and presentations, • Digital communication with media, • Individual and group meetings with journalists in person, • Press conferences and events for journalists (publicity stunts), • Timely and honest answers to all questions, • Checking and analysing all publications in media (press coverage).

Sustainable Employee Relations

There were 397 employees in the company at the end of 2015, and almost two thirds were men. More than 75% of the staff belong to the category aged 31-50. Qualification and motivation of employees are essential for successful long-term performance of the company, since its visibility in the global markets is traditionally built on high service quality, and the quality primarily results from knowledge and professionalism of the staff.

Table 4: Employees according to age and gender

Age	Number of employees	Percentage	Men	Women
up to 20	1	0.25	1	0
21-30	36	9.07	28	8
31-40	155	39.04	111	44
41-50	143	36.02	100	43
51-60	55	13.85	47	8
over 61	7	1.76	5	2
Total	397	100	292	105

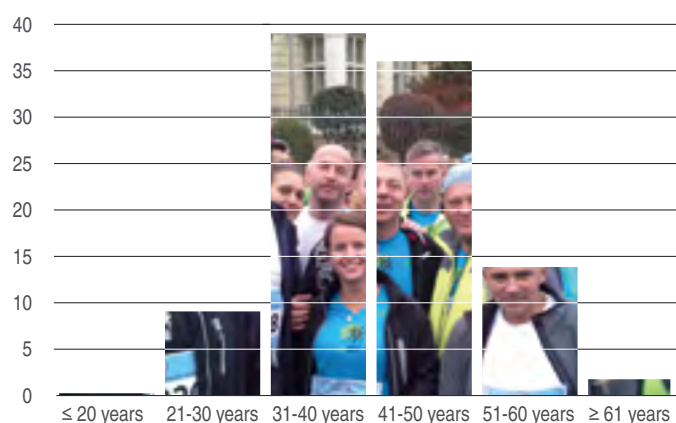
We are educating our employees

Regarding the specifics of our service activity we encourage our employees for in-house and also out-of-house training at various institutions in Slovenia and abroad. Employees have plenty of internal professional forms of training available within the Training School. Within the company's Human Resources & Training department and the Training School there were 7,163 hours of internal training implemented for regular employees, and 1,999 employees participated in those training courses. On average each employee participated in 18 teaching hours per year in 2015, which represents 4.5 times more training hours compared to 2014, when only 13.5 teaching hours on average were implemented per employee. A greater share of such training was dedicated to renewal of licences for airport professional staff, security and occupational health and for fire safety.

Beside internal candidates, the Training School also performed 1,431.5 teaching hours of training for external 508 candidates. Each participant performed 2.8 teaching hours a year on average within their training. Most of the training was performed for the renewal of knowledge in the field of civil aviation security and fire safety. In 2015 employees participated in totally 122 different external trainings and courses. Among all, the most frequent type of training

75%
of employees in the age
category 31-50

Graph 1: Age structure of employees (in %)



is professional vocational training which is tailored for employees doing a particular job and which offers them an upgrade of their professional qualification that is needed for their work. The second most frequent type of training is related to the field of informatics and computer science. 201 employees participated in external training courses and performed totally 4,967 hours. On average 24.7 teaching hours were performed per each participant, and 12.5 hours on average per employee in the company.

Occupational safety and health

By raising awareness of employees at their regular training and by having a consistent control over the use of personal protective equipment we can provide a high level of occupational safety and health.

By taking various different measures we constantly strive to achieve the highest level of occupational safety and health. Consequently, we monitor with due diligence all occupational injuries and potential occupational diseases. It has been estimated that the number of injuries ranges under 10 on average per year. Most of them are minor injuries, f.e. leg or arm injury, backache and other similar injuries. We are pleased that we have not recorded any occupational disease so far.



-CO₂

Mobility plan

Aerodrom Ljubljana has adopted its mobility plan for our employees' business trip, with which we would like to minimise our carbon footprint. In case we cannot avoid going on a business trip, we strive for the most optimised transport mode which causes minimum greenhouse gas emissions:

- **Train:** when there are competitive train connections available between the two places of travelling in comparison with road and flight connections;
- **Vehicles for business purposes:** when a business trip is shorter than 500 km and there are no competitive train connections available, and when company vehicles can be used for several employees on their business trip;
- **Airplane:** when a business trip destination is over 500 km away from the company.



4,967

external training
hours

201

participants of external
training

1,999

participants of in-house
training

7,163

hours of in-house training within Human
Resources & Training and the Training School



Absence from work

The company recorded a total of 38,196 hours of absence from work in 2015; and sick leave accounts for 51% of them.

Table 5: Absence from work in total hours in 2014 and 2015

Cause of absence from work	2014	2015
Sick leave	16,822	19,355
Sick leave over 30 days	2,880	4,744
Occupational injury	1,344	720
Occupational injury over 30 days	764	520
Non-occupational injury over 30 days	120	1,824
Nursing care and escort	1,456	1,973
Maternity leave – the decision issued	9,555	7,312
Disability leave	1,044	1,124
Blood donations	672	624
Total	34,657	38,196

Graph 2: Number of occupational injuries (2009-2015)



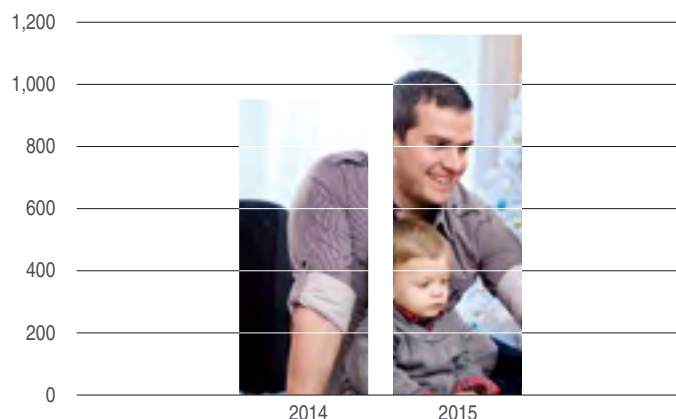
Maternity and paternity leave

Six female employees took maternity leave in 2015, their time span was however different. Fourteen male employees decided for paid paternity leave, and four male employees were on unpaid paternity leave in 2015. Five boys and eight girls were born to our employees in 2015. The company paid out the birth grants in the amount of 150€ for each newborn baby to their employees.

Table 6: Absence from work due to paternity leave of employees in hours in 2014 and 2015

Cause of absence from work	2014	2015
Paternity leave (paid)	952	1,160
Paternity leave (unpaid)	184	176
Total	1,136	1,336

Graph 3: Paid paternity leave in hours in 2014 and 2015



Building partnership relations with employees

The collective bargaining agreement and general acts of the company, which regulate the rights and obligations of the employees, are adopted through collective harmonisation among the management, the trade union and the works council of the company. In this manner we want to provide possibilities of employees to indirectly influence working conditions and the rights and obligations of both sides; the employees and the employer. In compliance with the adopted participation agreement we build equal partnership relations among the management, the trade union and the works council of the company. The collective bargaining agreement applies to all employees of the company, except for the managing director and the procurator. All employees are included in the collective voluntary supplementary pension insurance. We are doing our best to inform all employees about the company's strategy and vision of the company's development, and to keep them informed on all necessary information regarding the company and its relations. We are striving for a high level of information flow, ensuring dialogue and relaxed organisational climate, which is a key to building employees' pride in their relation to the employer, and a key to motivation for work.

Protecting dignity of employees

We create positive working atmosphere and we want for each employee to feel good at their workplace. We reject any maltreatment that would violate the dignity and hurt personality of employees. We have adopted Rules on prevention and elimination of consequences of harassment and ill-treatment at workplace to ensure adequate measures in cases of violation. Professionally qualified representatives help employees in cases of addressing and preventing the issue of 'mobbing' at work.

Non-punitive policy

Achieving a high level of security and safety is our priority when performing our services. Thus, in the light of achieving the highest safety and security standards we ask and also encourage all our employees to report on all safety-related disputed events.

Ensuring equal possibilities

Based on our employment policy and positive attitude to employees we ensure equal possibilities among all employees irrespective of their gender, race, skin colour, age, health status or disability, religious, political and any other belief, membership in the trade union or in the works council, national or social origin, family status, financial state, sexual orientation or any other personal circumstances.

We are employer with reputation

At the employment portal for jobseekers MojeDelo.com, where jobseekers assess companies and their reputation according to various different criteria, Aerodrom Ljubljana has already been three times ranked among the most reputable companies in terms of employment possibilities. We were awarded in 2007 and 2009, and again in 2015 when we were recognised as a successful and stable potential employer of the year.

Code of ethics

In 2013 the company adopted its Code of Ethics which specifies guidelines for ethical and moral conduct of employees and other persons performing their work in the company, or for the company, in their relation to stakeholders, in-house or external, and sound consideration of the company's business etiquette. To perform the Code the so-called Ethics Committee was established in 2014, which is responsible for dealing with applications of ethical misconduct and other irregularities in the company.

We are a family friendly enterprise

High level of employee satisfaction and loyalty result also from company's measures which facilitate harmonisation of employees' professional and private life. We have received the basic Family Friendly Enterprise Certificate on account of all our endeavours in this particular field.



Committee for Improvements

The company's Committee for Improvements has operated since 2014. It has brought to life a systematic introduction of improvements at the level of company's business operations. The committee consists of members from different departments of the company, which additionally contributes to various different suggestions for introduction of new improvements.

Matej Valič Award

Matej Valič, our good colleague and friend, lost his life in a traffic accident in 2011. He, in a unique way, personified Aerodrom Ljubljana through the values of integration, loyalty, commitment, sacrifice and fellowship he reflected at work. In his memory we grant an award for special achievements to an individual or a group of employees each year. In this way we want to keep the memory on Matej, and at the same time to motivate employees to show their sacrifice and commitment to work at the airport.

The Green Team

The so-called Green team has been formed within a company with its mission to perform the promotion of greening the offices and to encourage the implementation of goals determined by the Green Office project (see page 25). The purpose of the Green team is continuously sharing information and educating employees on environmental protection, particularly in connection with 'greening' the office activity. The Green team keep its colleagues posted on endeavours of the company in the field of environmental protection and encourages them to participate. The team particularly addresses each new proposal for actions for further greening activities of offices and their help with implementation of such actions. The goal of the Green team is a constant growth of its informal membership and to support affiliation to green goals among the company's employees.

The main communication messages in 2015 were as follows:

- environmental responsibility is not a trend, but it is an indispensable element in the life of an individual and in the operation of each organisation;
- preservation of the environment is only possible with harmonised functioning of each individual;
- Aerodrom Ljubljana strengthens its responsibility for the environment.

For their greater visibility and sharing their key messages, the members have created their logo: **Act green.**



Sustainable Relations with Passengers, Business Partners and Visitors

9.4%

bigger passenger traffic in
2015 compared to 2014



4.7%

more flight movements
in 2015 compared to 2014

*We are especially
attentive to passengers
with special needs.*



*Providing the highest safety
and security standards is one
of our top priorities. There
were no serious unexpected
events in 2015.*



Electric Vehicle Charging Station in our car park

Since April 2014 Aerodrom Ljubljana car park has provided electric vehicle charging station for our visitors and passengers to charge their electric and hybrid cars during the time of their parking there. The users of the car park have two parking places available for standard charging of their batteries, i.e. from six to eight hours of charging, and also for plug-in electric hybrid vehicles. The company has offered 20% discount on car park tickets for users of the electric vehicle charging stations there. These users can benefit from this discount when paying for their parking at the cash desk in the car park.

Effective management of our business processes help us to meet requirements and requests of our passengers, business partners and visitors and to establish long-term positive relations. Much attention is paid to regular monitoring of the needs and wishes of airport users, and at the same time we wish to surpass their expectations. Satisfaction of the airport users is one of our most important goals, so we regularly measure satisfaction of all our customers and the results obtained are an important starting point to plan our future development.

We provide the highest level of quality standards of our services

We are continuously striving for achieving a high level of quality and thus to provide the airport development in accordance with the requirements of our passengers, air carriers and other business partners.

The company's management and all employees are committed to the quality management system, so we all act in compliance with ISO 9001 management system standard.

With our business partners we are striving to build durable and cooperative relations based on trust. We emphasise our cooperation with air carriers that are our primary contractual partners. Air carriers regularly perform the audits of quality and professional competence of our services. For this reason, the qualitative growth of our airport services and the employee training are essential to our long-term business relations.

We communicate intensively with the stakeholders in the market of tourist products and services. We understand that acting jointly in the market and offering joint tourist products are a fundamental condition for growth of the demand and for expansion to new markets. Having all this in mind, we are actively approaching to integration and the integrated creation of the tourist products and services at the regional and national level. We also cooperate with the stakeholders in the chain of logistics services.

Providing safety and security

The main goal of protecting civil aviation is to provide safety and security of passengers, flight crews, grounding staff, airport visitors, aircrafts and devices necessary for the needs of aviation against any potential unlawful interference in the mid-flight or on the ground. A key document in this particular field is Airport Security Programme. The programme aims at ensuring the achievement of the above mentioned objective by managing human and material resources in combination with standard operating procedures and with other precautions.

In order to provide the highest safety and security standards we regularly adapt to changes occurring in the social, business and legislative environment.

Inspection at the security control point

For all passengers we prepared the animation in 2015 which enabled them a faster preparation for their screening at the security control point. In September 2015 we installed the devices to identify the presence of any explosive substances carried or worn by the passengers in compliance with the EU regulation. We also updated the leaflets at the check-in desks to warn the passengers about certain objects that are not allowed to be brought on board and into the passenger cabin.

We inform about an outbreak of contagious diseases

We regularly inform the passengers about an outbreak of contagious diseases on screens in the passenger terminal by giving them information on disease symptoms and possible preventive measures.

We treat the passengers with special needs in a friendly manner

Passengers with reduced mobility are provided with necessary information in the information points and with signs showing them the way to find the staff who will assist them with all airport formalities and escort them to board their plane.

For persons with reduced mobility our car park enables reserved free parking places which are visibly marked and located in close proximity of the lifts and the exit from the car park.

Providing up-to-date information for passenger

We are especially attentive to clear, correct and visible marking at the airport in order to make our passengers feel well and to keep them posted on the latest information. We have found no inconsistencies in the field of marking so far.

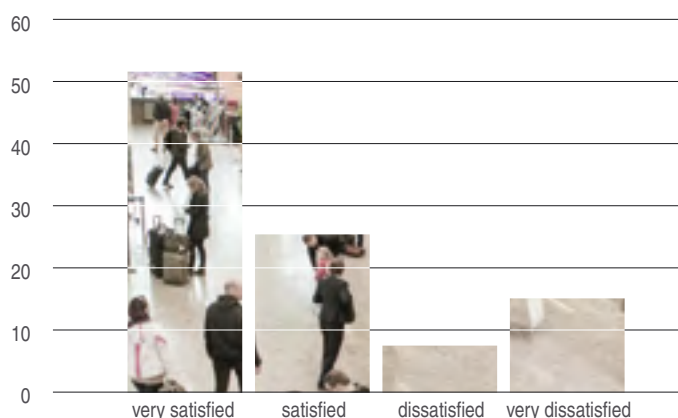
Analysis of complaints and compliments

We appreciate opinions expressed by our passengers related to the quality of airport services. That is why we measure passenger satisfaction regularly by questionnaires and by systematic monitoring passengers' complaints and compliments. 137 complaints and 30 compliments given by passengers, airport visitors, air carriers and other partners were handled in 2015. We accurately analyse all the complaints and compliments, and where possible, we prepare adequate measures. Most complaints were about services related to passengers, in particular about the check-in procedures. There were also some complaints about the security service, security control procedures (liquids, manual inspection of passengers and long waiting queues) and the parking system in front of the passenger terminal. Compliments were mostly related to an excellent organisation of tours around the airport.

Customer satisfaction with the security control

In addition to providing safety and accuracy, the company's mission is also ensuring high quality airport and other commercial services. So, we decided to keep a close eye on passenger satisfaction with our security control. As a measuring method we took a user-friendly device named 'Sophie'. A respondent presses the buttons which indicate four different levels of satisfaction. They can simply and quickly go through questions and express their satisfaction about the service they have received. The advantage of this method is measuring satisfaction directly after a passenger or other customer has been treated in a particular airport service or activity. In the period from 1 January 2015 to 31 December 2015 we recorded 32,559 replies; 16,892 respondents (51.7%) were very satisfied, 8,314 respondents (25.5%) were satisfied, 2,480 respondents (7.6%) were dissatisfied and 4,936 respondents (15.2%) were very dissatisfied.

Graph 4: Passenger satisfaction with the security control in 2015 (in %)



In 2016 we are going to organise workshops for all employees in relation with the provision of services to passengers titled 'Customer care'.

80%

average score of passenger satisfaction with the shop Travel Value & Duty Free Shop

78.3%

average score of passenger satisfaction with the check-in procedures

Mystery shopping

In 2015 we carried out the activity of mystery shopping in the fields of check-in procedures, security control, Travel Value & Duty Free Shop and airport catering services. The areas measured by the mystery shopper for catering were the following: food and beverages served, the process of serving, tidiness of the staff, additional sale, communication among the personnel and some other criteria defined by the mystery shopper. The research was made to check the quality of the operations provided by our catering partners. All nine locations providing catering services at the airport achieved the score between 84% and 96% based on 12 visits of the mystery shopper. These results confirm high quality of catering services at the airport. The owners of the restaurants and cafes who rent the airport place for their catering services were acquainted with the results of the mystery shopping. We analysed the results together and jointly determined some corrective measures to improve the level of customer satisfaction.

The areas measured by the mystery shopper in security control were the following: orderliness of the security control place, kindness, tidiness and attitude of the security staff and some other criteria determined by the mystery shopper. The research was made to check the quality of the operations provided by our partners in the field of security control services. The average score based on 12 visits of the mystery shopper was 69.7%. These results were presented to the partner and we analysed them jointly and determined corrective measures to improve the level of customer satisfaction.

The areas measured by the mystery shopper in Travel Value & Duty Free Shop were the following: orderliness of the shop, product presentation, additional sale, tidiness of the staff, and some other criteria determined by the mystery shopper. The research was made to check the quality of the operations provided by our partner offering commercial services. The average score based on 12 visits of the mystery shopper was 80%. The result was presented to the contractor and we jointly determined corrective measures to improve the level of customer satisfaction there.

The areas measured by the mystery shopper at the check-in desks are the following: orderliness of check-in desks, check-in procedures, tidiness of the staff, communication among the employees, and some other criteria determined by the mystery shopper. The research was made to check the quality of the operations provided by our employees in the field of check-in procedures, and to look for opportunities to make improvement within the check-in procedures. The average score based on 12 visits of the mystery shopper was 78.3%.

To increase the level of passenger satisfaction we are going to organise workshops for all employees in relation to the provision of services to passengers titled 'Customer Care'.

A survey on passenger satisfaction with the airport in general and its catering services

In cooperation with the division of passenger care a survey was conducted among the passengers in the period from 1 February 2015 to 30 June 2015, whereby we wanted to check their satisfaction with the airport in general and with its catering services, and to identify their preferences and wishes. 287 passengers responded to the survey. The survey showed that passengers were most satisfied with the airport staff and their access to necessary information. However, they were a bit less satisfied with orderliness of the airport and diversity of services offered at the airport.

Regarding the catering services, the respondents were satisfied the most with the pace of service and kindness of the staff, and also with cleanliness of the catering facilities at the airport. They were a bit less satisfied with diversity of food and beverages offered to them, the service of healthy food and with the price-quality ratio.

In general, the surveyed passengers expressed their wish for a greater offer of healthy food, and for Slovenian and Mediterranean cuisine. More than half of them wish to have a bakery at the airport.

Transport

Transport of passengers and visitors to and from the airport and to the final destination can have a significant environmental impact. Based on the survey conducted in 2011, 66% of passengers and visitors normally take the car to get to the airport, 17% of them take a taxi, 8% of them use public transportation, i.e. a bus shuttle, 5% of them use rent-a-car service and 4% of them use specially organised bus transport.

The company makes long-term efforts along with the country and other strategic partners to establish such an intermodal transport network to be optimal for passengers, employees and to cause a more favourable ecological footprint.

Sustainable Supplier Relations

Lessees, business partners and contractors are also involved in pursuing our corporate sustainability policy. All new lease contracts include environmental clause, by which a lessee is acquainted with the environmental protection policy of the lessor. That policy is in details specified in General Terms and Conditions of Environmental Protection of the company.

In the future, all elements of sustainable commitments will systematically apply to all levels of relations with our suppliers.

Sustainable Procurement Policy

Supplier relations are regulated among others in our Sustainable Procurement Policy. Thus, when procuring office paper, we have followed the principles of Green public procurement since May 2013. We only procure office paper which is not bleached with chlorine (ECF, PCF, TFC). We procure the office paper that is primarily made of wood and originates from legally cultivated and sustainably managed forests (FSC, PEFC, SCI, etc.) and/or the paper with a recognised environmental symbol (Ecolabel, Blaue Engel, etc.). We procure office paper of A4 format from 100% recycled primary raw material.

Environment-friendly cleaning service

The company cares for its orderly and clean environment. For this reason various different cleaning agents are needed. With our cleaning contractor we have concluded an agreement which specifies the cleaning services by using environmentally friendly cleaning agents (with Eco daisies label). The employees also use ecological cleaning agents on a daily basis.

Sustainable energy

Electrical power, provided by the suppliers, is generated from 100% renewable energy sources.



Green Thread of the Festive December

Green thread of our environmental awareness was interwoven into this year's greeting cards for business partners and in business gifts. Greeting cards and business gifts were made from environmentally friendly materials. Gift packages for business partners also symbolically included a pencil Sprout – the only pencil in the world which is growing, and a pot filled with soil. We hope that such gifts will find their place on window sills in as many companies as possible in order to encourage their employees to continue with the 'greening' of their business premises.

Sustainable Relation with the Environment

We are aware of our environmental impact as the airport operator on account of our airport services. Mostly we affect the local environment and its citizens. Therefore, we are trying with all responsibility to identify, analyse and constantly reduce the level of hazardous environmental impacts. Our Environmental Manual specifies our environmental policy and the system of environmental management. In this way the company performs and maintains the system that covers all the main environmental aspects and their influences, and it also facilitates the creation of adequate environmental objectives and programmes within our company. Aerodrom Ljubljana is one of the European airports which are striving for carbon neutrality, and has obtained Airport Carbon Accreditation certificate, for which the company calculated its carbon footprint. In May 2015 the company received ISO 14001 certificate and that proves that the company has met all the requirements of the standard and it is striving for continuous reduction of hazardous impacts of its services on the environment.



Environmental Policy

As part of our core business and decision-making process we are also committed to the following:

- Taking measures to reduce aviation noise and the noise coming from other sources;
- Reducing carbon dioxide emissions and other greenhouse gas emissions;
- Encouraging efficient energy use, and water and paper consumption;
- Taking measures to prevent pollution;
- Introducing best practices in terms of waste management;
- Preserving biodiversity and natural values;
- Reducing pollution and soil degradation;
- Following guidelines regarding the environment in processes of public procurement;
- Encouraging responsible and adequate conduct in terms of education and training, keeping all employees informed, raising awareness about their professional fields in relation to the environment;
- Providing training for all who can affect the environment significantly;
- Communicating the environmental policy to all business partners and persons

acting for or on behalf of the company, including contractors who perform their work in the location of the company;

- Meeting the conditions and other requirements imposed by the environmental legislation;
- Acquiring other quality standards in the environmental field;
- Providing human and financial resources for the environment management system and its measures;
- Encouraging transparency in communication and dialogue with interested partners and with the general public.

We need to point out that all employees of the company are responsible for preservation and protection of the environment. We also ensure that our business partners are familiar with our environmental policy and will encourage the principles of sound environmental practice.

Strategic environmental objectives

Our strategic objectives are defined in accordance with the basic commitments, key principles and legal and other requirements, and these objectives are also a part of the sustainability strategy.

The central strategic objectives in key environmental fields by 2020 are the following:

ENVIRONMENTAL MANAGEMENT SYSTEM: establishing a documented system of environmental management (ISO 14001).

NOISE PROTECTION: managing noise at such a level that enables the local citizens an improved quality of life.

TRANSITION TO A LOW-CARBON SOCIETY: carbon neutrality (the Airport Carbon Accreditation programme scheme).

WASTE MANAGEMENT: 100% separation of recyclable materials from waste.

WASTE WATER MANAGEMENT: connecting the company's sewage system to the public sewage system (public waste water treatment plant in Domžale).

ENERGY EFFICIENCY: reducing and replacing energy products harmful to the environment (heating oil, gas and diesel fuel, electricity generated by heat power plants) for ecologically more acceptable energy sources (natural gas, renewable energy sources).

RENEWABLE ENERGY SOURCES: an increased share of the renewables (hydropower, geothermal power, solar and wind power, biomass, biogas).

Key principles

Social responsibility: care for environmental issues is incorporated in our business operations, which is reflected in our employee relations, our attitude to the general public and to the environment.

Continual improvement: in the field of environmental management we continuously care for improving the current state. We monitor, analyse and compare all environmental aspects with best practices and best available techniques (BAT).

Preventive control: environmental aspects are integrally incorporated in our initial and further stages of development and investment procedures. This is the way how we search for options to prevent environmental pollution. We also act preventively when performing the existing processes of heat and electricity consumption, consumption of motor fuels and in handling with hazardous waste.

Compliance with legal and other requirements: we are committed to monitor and follow all legislative requirements in the field of environmental management. We additionally monitor and comply with the requirements of the neighbouring municipalities and a wider social environment.

Prevention of environmental pollution and the use of renewable energy

sources: we are committed to encourage energy efficiency, waste selection, reduced consumption of motor fuels and use of renewable energy sources, and reuse of resources and recycling.

Monitoring environmental indicators: all environmental indicators are measured, monitored and analysed. Based on the results we set our goals that will contribute to environmental and economic effects.

Environmental accounting: it is our commitment to set the fundamentals of ecological accounting which comprises the review of financial resources designated for the environment.

Environmentally friendly procurement policy: we are committed to encourage implementing good practices through our procurement policy.

Commitment of the personnel and our business partners: all employees, business partners and external contractors, who participate in processes that have environmental impact, are actively involved in pursue of the environmental policy of the company. To increase the knowledge and environmental culture we perform training programmes, learn from advice and care for adequate communication at all levels of the company.

Open communication to public: we are open to cooperate with the public, and we are jointly looking for acceptable solutions for a further development. Public suggestions and questions are positively accepted and we respond to them in a transparent and efficient way.

Proactive approach: we are oriented in forecasting, creating, searching and evaluating new, alternative ideas and solutions in the environmental field.

Humanising the environment: We have undertaken to organise charity events and activities, which will positively contribute to the environment.

Sustainable functioning: we are committed to sustainable development which is defined as a potential to preserve a good long-term standard that depends on the current state of the natural environment and on responsible use of natural (re)sources.

Measuring and monitoring environmental aspects

Aerodrom Ljubljana measures key indicators of its functioning that could significantly affect the environment. These indicators are stated in the Environmental Objectives, Targets and Programmes Register. All environmental aspects which are to be monitored according to legislative requirements are regularly monitored through official monitoring carried out by adequate authorised institutions. We are obliged to perform monitoring of noise emissions, regular measurements of flue gases coming from boiler rooms and other combustion plants, and occasional monitoring of waste waters. We regularly report to ARSO, Slovenian Environment Agency, on our handling with waste and ozone-depleting substance.

We additionally measure all those environmental aspects which are not statutory. However, their evaluation is important for their economic and environmental effects, such as water consumption, consumption of all energy (re)sources, motor fuel consumption and consumption of hazardous material.



Our core business influences the environment, especially the local population. Therefore, we are aiming to responsibly identify, analyse and constantly reduce our hazardous impacts on the environment.

Noise protection

Aviation operations on the runway are the main source of noise in the airport area. In December 2008 we established a systematic approach to monitoring noise by continuous measurements of noise in immediate surroundings of the airport. Based on the data sent by measurement units into the control centre, sources of noise are being identified and noise burden is determined on a daily and yearly basis. Once a year also the so-called noise map is produced. The connection with the source of radar data is also established which contributes to a much easier and more reliable identification of various sources of noise.

We perform measurements in compliance with the international and national regulations in cooperation with external performers in four most exposed points; in settlements under the landing and takeoff

surfaces. According to these results, air traffic noise as an average monthly indicator has fluctuated below the prescribed limit value of noise in the environment. Two of the measuring points show achieving the level of noise for limit indicator, particularly in the evening summer days, when the level of traffic is bigger. Along with the local authorities we have reached an agreement on limited flights above the settlements during the night. For this reason, noise limit never exceeds at night.

In 2014 a sound level meter was relocated from Lahovče, where measuring results have constantly been below the limit values, to Kranj, since overflying of a certain number of aircrafts is performed in this particular area according to the aircraft departure procedure, which has been in use since 2013.

The environmental permit for noise emissions due to the operations of Ljubljana Jože Pučnik Airport has been extended in 2015 and is valid until 30 November 2020.

Low levels of noise emissions are essential for the quality of life in local settlements. Therefore, we provide the locals with the information on noise measurements to the fullest extent. Beside regular periodical reports we enable them an interactive application on our website where they can monitor average noise indicators of overflying of aircrafts over the settlements in the phase of their landings and takeoffs. Along with the local community Šenčur we are planning, in the near future, to install a natural anti-noise barrier which will additionally reduce the noise burden of the neighbouring settlements.

Figure 3: Noise maps – takeoffs and landings at Ljubljana Jože Pučnik Airport

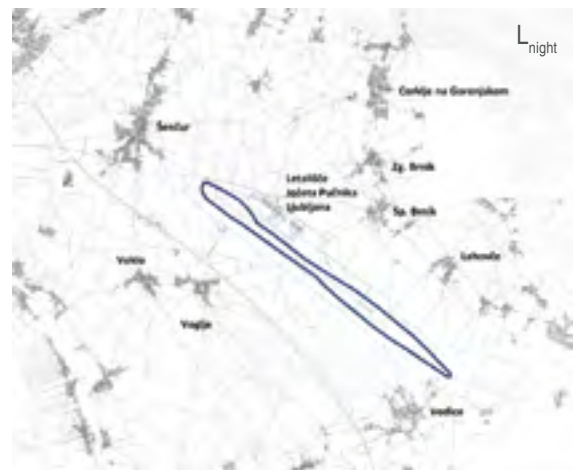
LEGEND:

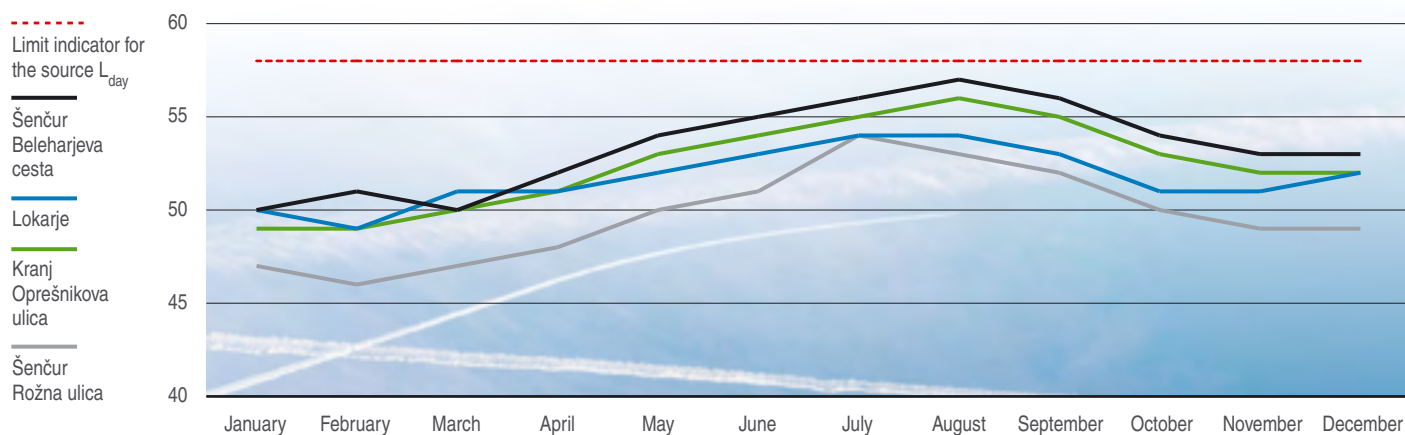
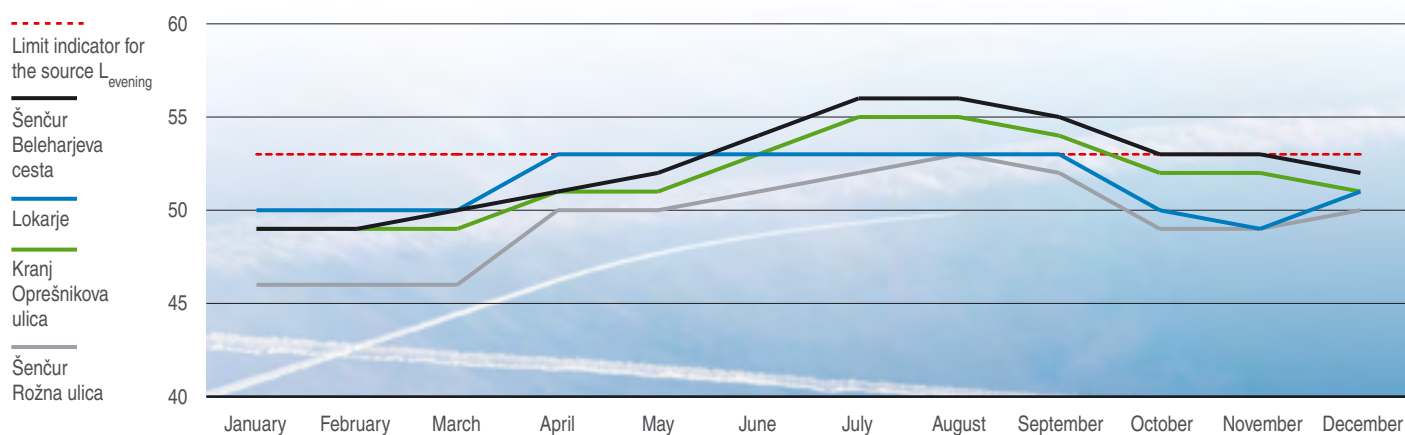
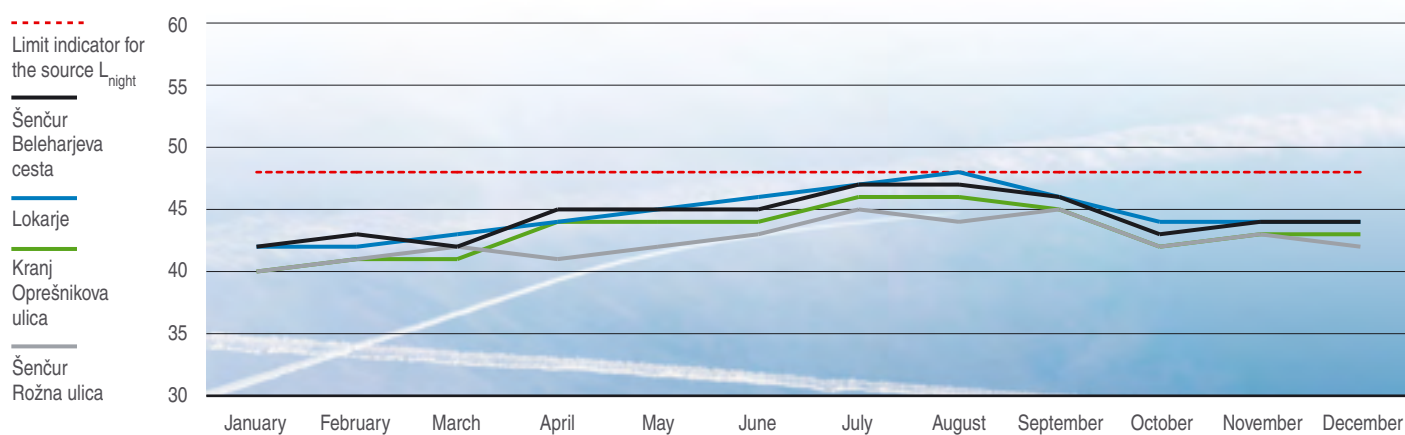
colour of noise classes (isophones)

noise level [dB(A)]	
≤ 48 (L_{night})	
≤ 53 ($L_{evening}$)	
≤ 58 (L_{day})	
≤ 58 (L_{DEN})	



Aviation noise is below the prescribed limit values in the environment.



Graph 5: Fluctuation of average daily values of noise indicators on measuring points / Noise indicator L_{day} for 2015Graph 6: Fluctuations of average evening values of noise indicators on measuring points / Noise indicator for $L_{evening}$ for 2015Graph 7: Fluctuations of average night values of noise indicators on measuring points / Noise indicator for L_{night} for 2015

Energy resources

In order to perform the activities in the airport area we use electricity from the public grid, and drinking water from the public water supply. In 2015 we spent 7,461,493 kWh of electrical power.

In order to reduce the consumption of all energy sources and hazardous emissions into the environment, we switched in the last quarter of 2013 to using natural gas in all airport facilities (except for hangers dealing with aircraft services and the facility no. 38). In this way, we replaced less environmentally friendly energy source, namely heating oil. The consumption of natural gas (NG) added up to 284,840 m³, the consumption of liquefied petroleum gas was (LPG) 3,756 m³, and the consumption of heating oil (HO) was 31,251 litres in 2015.

The central control system ensures optimum heating and indirectly also reduction of the quantity of greenhouse gases. By replacing old cooling devices with the new ones containing environmentally friendly freons we are gradually reducing the amount of greenhouse gas emissions. The company is strategically and operatively striving for responsible use of drinking water.

Airport Carbon Accreditation Certificate

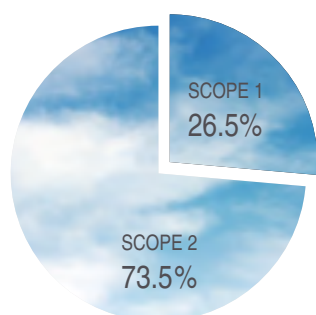
Within the initiative of the Airport Council International Europe (ACI Europe) we are cooperating in the international certification programme scheme Airport Carbon Accreditation which aims at reducing greenhouse gases in the aviation field. In 2013 we calculated our carbon footprint for the first time (for 2012), and successfully passed certifying for the first level of Airport Carbon Accreditation certificate. This certificate was renewed in 2014 and extended to the second level in 2015. Calculation of the company's carbon footprint for 2015 showed that the biggest impact on carbon footprint among individual air emission sources had electricity consumption (73.5%), which is followed by space heating (15%), our vehicle fleet (11.4%) and generators (0.1%).



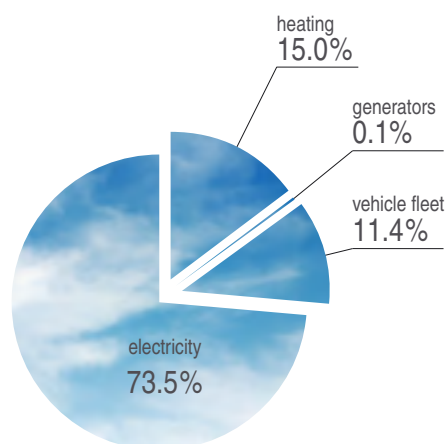
Table 7: Calculation of the company's carbon footprint for Scope 1 and Scope 2 for 2015

Scope / Energy source:	t CO ₂	%
Scope 1	1,147.741	26.5%
Direct emissions (combustion of fuels)		
Consumption of fuel		
Heating – stationary source	649.768	15.0%
HO	83.358	1.9%
LPG	22.175	0.5%
NG	544.235	12.6%
Generators – stationary source	5.028	0.1%
Gas oil	5.028	
Company-owned vehicles – mobile source (including business trips)	492.945	11.4%
Diesel	471.759	10.9%
Gasoline	18.503	0.4%
Kerosene	2.683	0.1%
Scope 2	3,187.559	73.5%
Indirect emissions (consumption of purchased electricity)		
Electricity	3,187.559	73.5%
Scope 1 + Scope 2	4,335.300	100.0%

Graph 8: Share of direct (Scope 1) and indirect (Scope 2) emissions in the carbon footprint calculation



Graph 9: Carbon footprint of individual emission sources (Scope 1 and 2)



Graph 10: Carbon footprint of energy and fuel consumption

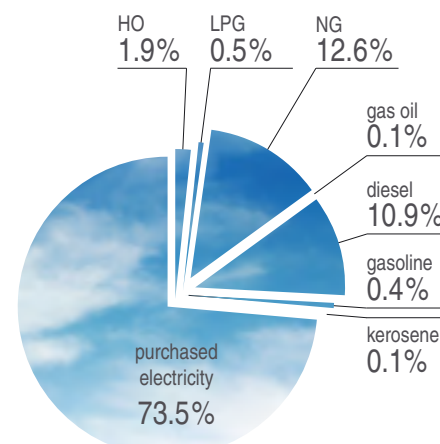


Table 8: Carbon footprint during 2012-2015

Category of data	Year -3 (2012)	Year -2 (2013)	Year -1 (2014)	Average (2012-2014)	Year 0 (2015)	% of reduction of absolute and relative carbon footprint
Carbon footprint (t CO ₂)	4,559.20	4,553.22	4,071.00	4,394.46	4,335.30	
Number of passengers	1,198,911	1,321,153	1,338,619	1,286,228	1,464,579	
Weight of cargo serviced (in tons /100 kg cargo)	170,310	177,770	189,830	179,303	188,520	
Absolute carbon footprint (t CO ₂)	4,559.20	4,553.22	4,071.00	4,394.46	4,335.30	-1.3%
Relative carbon footprint (kg CO ₂ / passenger)	3.80	3.45	3.04	3.42	2.96	-13.4%
Relative carbon footprint (kg CO ₂ /100 kg cargo)	2.68	2.56	2.14	2.45	2.30	-6.2%



European Green Office

Aerodrom Ljubljana upgrades its endeavours for constant reduction of hazardous impacts of its activities on the environment by taking measures of 'greening' its offices, for what the company received the European Green Office certificate in 2013. This certificate was renewed in 2014 and 2015. Within the European Green Office project we were awarded a special prize for the management commitment, namely for systematic management of integrating green office principles in the company's operations.



Protection of ambient air

There are no accurate data on the air quality status for the airport area. The closest measuring station is located in Kranj, which is 7 kilometers away therefore such data are not representative for the airport area. The air quality status is by all means a consequence of road and air traffic emissions, airport activities, heating coming from the airport facilities in the airport area and from a wider local area. The air quality in this area depends primarily on the inflow of polluted air masses coming from the direction of Ljubljana and Kranj. It also depends on weather conditions. In the airport area we use cooling and air-conditioning devices, and heat pumps which contain substances harmful to ozone. We also use devices containing more than 3 kilos of gas intended for cooling, and a certain number of fire extinguishers which contain halons.

Waste water treatment

Aerodrom Ljubljana is the operator of a small waste water treatment plant (TP) with its capacity of 1,900 PE intended to clean:

- Municipal waste waters, whose share is estimated more than 90% of the total waste water volume that occurs in different airport facilities;
- Industrial waste waters occurring in different locations and
- Rain water runoffs from solid surfaces.

TP has an environmental permit valid until 21 October 2019. The plant is intended for treatment of faeces coming from the airport complex and from the aircrafts. In the plant also waste fluids are collected and treated that occur in the process of aircraft deicing, and are mixed with a deicing liquid. This procedure is performed on the main airport apron, and waste waters run off into the underground storage tank, and from there such waters flow into the TP. This waste water passage is under control. In the waste water treatment procedures in the TP sludge occurs and accumulates in the cesspit, which is then collected by a provider of local public services for its further treatment. At the effluent of the TP we ensure the prescribed limit values of BOD₅ (30 mg/l O₂) and COD: (150 mg/l O₂).

There are no watercourses in a wider area of the airport. The brook called River flows west from the location of the TP through the settlements Spodnji Brnik and Lahovče and is more than 2 kilometers distant from the plant. The river Sava flows south from the TP and is more than 4 kilometers away from the plant. Since there are no watercourses in the vicinity of the plant, and the soil texture allows good percolation, the treated waste water from the TP is indirectly discharged into the water bodies through percolation and through an eco-remediation process in the near fields, the same way as the rainwater coming from the airport facilities. The percolation area of treated waste water is neither located on any water protection area nor at the drainage basin of the watercourses allowing bathing. A wider area of the airport is also not located in the area of Natura 2000. Several oil separators or trap containers, which prevent oil from leaking and spill of hazardous liquids (f.e. fuels, waste oil, deicing fluids), are placed in several points of the airport. Oil traps are regularly checked and maintained. In 2014 34 existing oil separators were replaced or adjusted with the instalment of coalescent filters to the standard SIST EN 858-2.

Hazardous substances

Aerodrom Ljubljana has one underground storage tank for heating oil, which has the function of redundancy and is used only in case when the delivery of natural gas has failed. The tank is regularly checked. The cargo warehouse and workshop facilities also collect smaller quantities of hazardous substances or waste.

Waste

The company supports the concept of circular economy, so we are striving for a responsible treatment of waste as raw materials. Our dealing with waste is determined in our Waste Management Plan. Our special attention is put to strict separate waste collection of all kinds. All types of waste are collected and adequately separated within individual services of the company.

To ensure separate waste collection we have established a central eco island and several smaller eco waste collection points.

We pursue the following goals:

- Reducing the amount of mixed municipal waste;
- Increase in the amount of waste that can be reused or recycled;
- Preventing mixing of hazardous and non-hazardous waste;
- Keeping our environment clean for future generations.

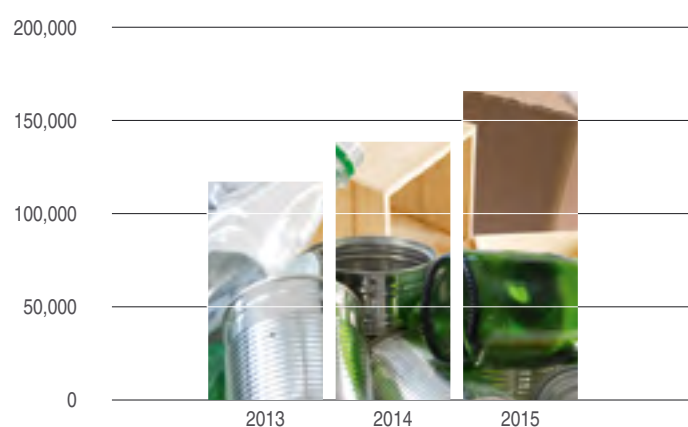
Waste, which is adequately separated according to fractions, is collected by waste collectors, who are authorised by ARSO to perform that kind of activity. A certain amount of aircraft cabin waste (so-called 1. category waste) is destined for incineration.

From Table 9, showing collected data according to fractions, it can be clearly seen that we successfully follow our strategic objectives in this particular field, i.e. to reduce the amount of mixed municipal waste, to increase the amount of collected waste designed for recycling, and to prevent mixing of hazardous and non-hazardous waste. Consistent waste separation has been reflected in the increased amount of collected waste according to fractions. At the same time, the increase in collected waste reflects the dynamics of passenger air traffic at the Ljubljana airport. Bigger traffic directly contributes to a bigger amount of waste occurred and collected. Since we do not wish to expand the company's business operations on account of increasing carbon footprint, we find it logically to put all our effort in reusing or recycling our waste. In this way we want to limit material flows as much as possible. Construction waste within the waste structure that occurs in Ljubljana airport normally account for the biggest portion of all waste. Its share depends on annual construction investments aimed at modernisation of the airport. In the future, the company is planning to constantly invest in the airport infrastructure, and this is the reason why we have to put a lot of effort in construction waste management. In accordance with the European waste management hierarchy, reuse of waste material is our first priority and the process of recycling is our second priority. We cooperate with authorised external contractors in this particular field.

Table 9: Collected waste in 2013-2015 in kg

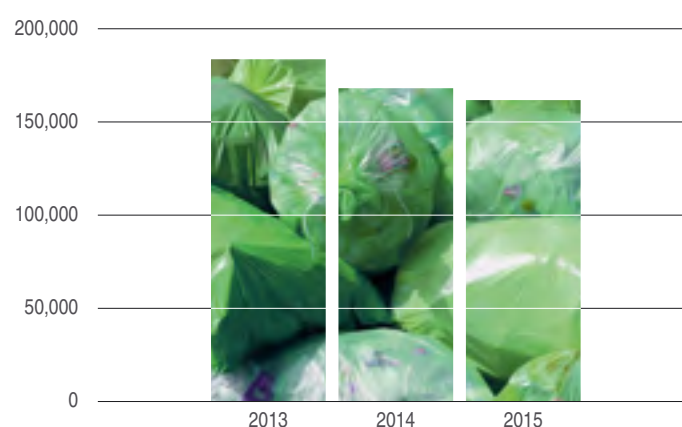
Type of waste	2013	2014	2015
Aircraft waste (1. Category)	6,806	7,690	8,414
Packaging (paper, plastic, glass, metal, wood)	117,170	138,580	165,770
Electrical and electronic scrap	1,420	3,097	1,454
Mixed municipal waste	183,640	168,100	161,720
Biodegradable kitchen waste	3,270	3,744	3,420
Worn tires	2,504	2,898	3,205
Sludge in cesspit	64,890	108,000	159,000
Construction waste	8,421,412	280,720	327,939
Other waste	3,500	2,480	6,656
Total hazardous waste	46,350	6,930	8,868
Total non-hazardous waste	8,751,456	700,689	820,296
Total	8,804,612	715,309	837,578

Graph 11: Collected packaging in 2013-2015 in kg



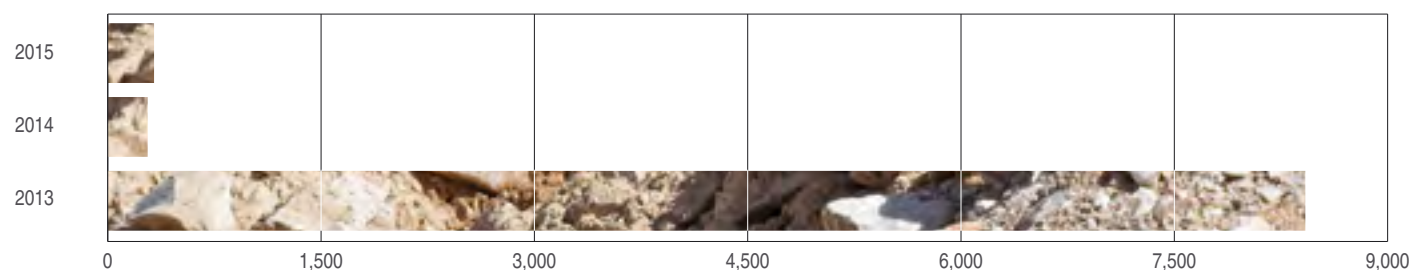
Consistent separate waste collection has reflected in the increase in collected waste according to fractions.

Graph 12: Collected mixed municipal waste in kg



Quantity of mixed municipal waste has systematically been reduced.

Graph 13: Collected construction waste in 2013-2015 in tons



Unexpected environmental events

The company is able to identify eventual situations which could lead to emergency circumstances and accidents in the environment. In this perspective, we have established standby procedures and responses to emergencies. The most significant documents describing the ways of taking measures in cases of extraordinary events are the following:

- Fire Safety Regulations,
- Extracts from Fire Safety Regulations,
- Evacuation Plans,
- Hazardous Liquids Management Plan,
- Water Treatment Plant and Oil Separators Manual.

We are aware of other potential environmental hazards and dangers, which are specified within our risk management system. In 2015 there were no unexpected environmental events.

Spills

There were 46 different spills of hazardous substances in 2015. Such accidents are divided into minor spills up to 5 m² and major spills exceeding 5 m².

41 cases of oil spill last year were only minor spills, the spills of 3 litres of substances on average. There were 5 cases of major spill - 100 litres of hazardous substance on average. All spills were immediately remedied by absorbents and highly efficient cleaning agents and fire-extinguishing medium for decontamination of the environment with mineral oils.

Electromagnetic radiation

The following sources of electromagnetic radiation are located in the airport area: base stations for mobile telephony, air surveillance radar and transformation stations for the electricity supply of the airport area.

Light pollution

In the airport area there are several parking and road traffic areas (internal roads), and in the vicinity there is also a runway which has a light navigation system for a proper airport operation.

Sustainable coexistence with birds

In the airport area it is necessary to monitor the coexistence of certain bird species. We have decided for a new approach of preventing possible aircraft collisions with birds.

We have joined with the Foundation Society of Knowledge and Values of Nature, so we have expanded the addressed problem and its problem solving to a comprehensive treatment of the environment and preservation of biodiversity.

In 2012 we started implementing a long-term ecological study aimed at identifying the status of biological populations and monitoring efficiency of measures taken. The study revealed the fact that the most problematic bird species for aircraft collisions are common buzzard, common kestrel and hooded crow.

We do not eliminate birds by shooting, but we keep searching for and introducing new methods which are based on modern systems of monitoring and recording and so-called soft approaches to redirecting birds, f.e. with interventions into the environment offering them food. In accordance with the recommendations of the above mentioned study we have procured more appropriate technical tools and provided trainings for the employees responsible for monitoring and redirecting or deterring wild animals from the airport area in a safe, efficient and also ethical and legally accepted way.

To additionally draw attention to our activity, by which safety at the airport has been provided in a sustainable manner, without any physical damage to birds or potential cause for air collisions, we have decided, jointly with our partner, to carry out a photo competition with the theme of birds and aircrafts. The best photo results were exhibited in form of 'Save Return' photo exhibition in the passenger terminal of the airport.



Environmental objectives achieved in 2015 and plans for 2016

In compliance with the Environmental Programme we met six targets by implementing numerous programmes in 2015.

Table 10: Key environmental projects in 2015 and 2016

Status	Targets	Programme
	Formalisation and improvement of relations with stakeholders regarding aviation noise emissions	Relocation of the sound level meter to Kranj Quarterly analysis and reporting about noise measurements
	Implementation of connecting the main boiler rooms in order to optimise boiler devices	Implementation of construction and mechanical works of district heating
	Renovation of heating stations in boiler rooms in order to reduce energy consumption	Replacing the existing old pumps with the new ones that provide frequency regulation
	Reconstruction of cooling devices and elimination of hazardous freons	Replacing hazardous freons
	Reduction of the amount of mixed municipal waste by 40% regarding the starting year 2011	Redevelopment of the existing eco island Keeping employees informed about separate waste collection
	Connecting municipal, industrial and rain water waste waters to a public sewage system	Construction of a septic tank to collect waste waters Connecting to the Central waste water treatment plant Domžale-Kamnik
	Implementation of measures for underground storage tanks within the Hazardous Liquids Management Plan	System installation on R1 reservoir in K2 boiler room to ensure preventive protection against leakage and spills of hazardous liquids and removal of the reservoir in K1 with the replacement of reservoir for emergency use (R1)
	Gradual establishment of target monitoring of energy consumption	Installation of calorimeters Purchase of software for target monitoring of energy consumption
	Introduction of energy performance certificate	Order for the production of report on heat losses of the airport facilities
	Reduction of absolute carbon footprint of the company by at least 10% from the starting year 2012	Replacement of energy source for heat energy (natural gas) Keeping employees informed on energy saving
	Establishment of the RWIS system (Runway Weather Information System) which enables reduced amount of the material applied to roads	Purchase, installation and technical acceptance of the RWIS system
	Achieving 80% share of adaptable lamps for outdoor lighting	Replacing unadaptable lights within the maintenance plan
	Taking measures from the action plan for handling wild animals, especially birds	Handling animal habitat, especially birds, in the area around the airport



achieved



in progress

Socially Responsible Projects

We put a lot of effort in our projects and wish that projects and individuals involved in the projects are associatively connected to our core business and to the local environment where we operate. We are constantly looking for projects with a meaning, much deeper than commercial one, having short-term and long-term effects for both sides. We strongly believe that the projects leaving a positive trail are the ones that are created mutually in partnerships.

Sponsorship and donation activities of the company are built on three pillars: sports, arts & culture, and humanitarian activity. In the following, some projects realised and supported in 2015 are presented.

We are faithful to some individuals and events we sponsor in the long-term

In 2015 we kept loyalty to the individuals who we had sponsored or donated for several years. In sports we continued sponsoring Slovenian Nordic ski teams. Due to excellent and exceptional results of Peter Prevc and his team colleagues also our sponsorship was particularly visible. By sponsoring the Olympic Committee of Slovenia we cover all sports disciplines, support the Olympic values and positively influence the recognition of Slovenia and Slovenian sports around the world.

Our sponsoring also supports the central summer cultural event in the capital city - Festival Ljubljana.

We also support some other sporting events, local sports associations and talented athletes and other individuals with funds of a smaller extent.

We are striving to actively cooperate with and support especially our local communities with our socially responsible projects.

We donate humanitarian, cultural and health institutions, associations and neighbouring municipalities and organisations where our employees regularly participate in doing their activities.

Guided tours

Through our guided tours we want to bring the aviation world closer to those who do not travel by plane, or those who want to have a deeper look into the background of it. Most often we cooperate with kindergartens, elementary schools, secondary schools and faculties. We are happy about visits from various associations and other organised groups. We are often visited by various voluntary fire brigades, who are most interested in our airport facilities and equipment of our fire rescue unit. Each year we are visited by more than 4,000 visitors in this way.



Among others, we sponsor Slovenian Nordic ski teams who achieve outstanding results.



Festival 'Entertaining airport'

For the second year in a row we organised a family day at the airport which is characterised as a social-educational event. The festival was attended by a bit more than 700 participants. We invited employees, former employees in retirement, employees of partner's companies operating at the airport, their families and friends. Beside rich, geographical and adventurous animations for children there were some presentations of aviation services and equipment. Representatives of Adria Airways presented the profession of pilot and flight attendant. Also the team of necessary medical assistance prepared a great presentation of their work. Our sponsored celebrities and musicians took care of additional entertainment.

Some short guided tours were organised in the backstage of the airport for all the participants.

Social events for employees

The company is aiming to be a caring and safe employer, what has already been mentioned in previous chapters. We also encourage socialising and building informal relations among employees. Therefore, we encourage various social events. Each year we organise sporting events, traditional New Year's socialising with employees and gift giving to children of our employees with the presence of Grandpa Frost. We always include some 'aerodrome' themes in our programmes, and for venues we also use an airport location (hangers, terminals, etc).

Listening to social distress of employees

We regularly offer solidarity financial help in cases of death of our employees or their family members whom they supported. We listen to social distress of employees, which is reflected by our immediate response to a situation and by offering financial support in cases of elementary accidents, and by providing a couple of days off to employees who were involved in accidents or have helped in such events. We collected participation at the New Year's party organised for employees and distributed that amount among children of our deceased employees.



We encourage socialising and building informal relations.

With books we are promoting Slovenia around the globe

In February, on the Slovenian Cultural day, we started our new project of exchanging books known also as 'book crossing' or in Slovene 'knjigobežnica'. Two places in the passenger terminal have been decorated with two shelves where passengers can find books about Slovenia and other Slovenian literature in Slovene and English. The purpose of this project is spreading the word globally about Slovenia as a very pleasant and beautiful country, and also to encourage reading habits of passengers.

Corporate volunteering

Corporate volunteering is one of modern ways of the social responsibility of the company which brings benefit to all involved. By implementing voluntary works for the benefit or well-being of a wider community, our employees and local companies are actively involved in addressing and solving a specific problem. Within our first action of corporate volunteering eleven employees participated in an action to restore and modernise the playground of the kindergarten Najdihojca in Kranj, which was organised in May 2015. Undoubtedly, we brought smiles on children's faces.

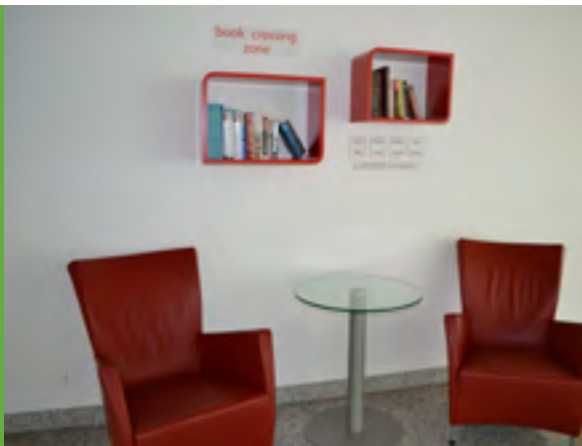
*Employees of Aerodrom Ljubljana
will continue our actions of
corporate volunteering in the future.*

Collecting funds for education of socially deprived children

Along with the Rotary Klub Zgornji Brnik and Rotary Klub Ljubljana-Grad we have been participating in the project 'With knowledge heading for the world', originally 'Z znanjem v svet'. Together, we have placed four collection boxes where passengers or visitors can donate their funds for education of children coming from socially disadvantaged families. In the pre-holiday days in 2015 the Rotary members emptied the collection boxes which were full of coins and banknotes of 71 different currencies. This collection was additionally enlarged by 1,000 Euros donated by our company. So, we were able to donate totally 6,200 Euros to the Slovenian Association of Friends of Youth Ljubljana Moste-Polje, originally Zveza prijateljev mladine Ljubljana Moste – Polje.

Training for guide dogs and their owners

Along with Canis, the association with its mission to train dogs for help and assistance to individuals suffering from physical and sensory impairment, we have organised training for guide dogs and their owners at the airport. The dog owners had the opportunity to get acquainted with the airport procedures and eventual problems which can occur while travelling by plane. Five participants decided for a test flight, went through the security control, walked through to the exit and after the bus transport taking them to the apron they boarded an Adria Airways aircraft.



We are introducing Slovenian cultural and culinary tradition

We wish several times a year to join all the activities in the passenger terminal in the so-called thematic month. In the Easter time we started with the Slovenian month with its purpose to promote Slovenian culinary heritage, and its cultural and natural attractions. The Slovenian month started with craftsmen coming from Center DUO located in Škofja Loka. More than 300 passengers witnessed the manufacturing procedure of domestic arts and crafts. Representatives of the Škofja Loka Passion – a play which represents a Slovenian tourist attraction – also helped raise awareness about the Slovenian rich cultural heritage in the passenger terminal. At the same time, some photos of typical Slovenian dishes, made by a well-known photographer Tomo Jeseničnik, were exhibited in the terminal passenger.

A booth in the passenger terminal presenting handmade crafts by Center Sonček Kranj

Prior to the Easter time and December holidays we organise the so-called Sonček booth in the passenger terminal. Passengers and visitors can find here various pieces of arts and crafts hand made by people suffering from cerebral paralysis. Their works of art are designed for the coming holidays and are intended for passengers, visitors and the employees working at the airport. All the funds earned at the booth are intended for the disabled and the employees of Center Sonček working in their daily care and working centres as a reward for their work. With all the described activities Aerodrom Ljubljana wants to strengthen their cooperation with Center Sonček, which has lasted for several years. Our company occasionally helps the centre with donations, and also our employees support the centre and their activities in many different ways.

Aerodrom Ljubljana Art collection

The central national airport can also be a gallery place suitable for exhibitions of national arts and culture. Since the airport represents the first or the last contact of foreign travellers with our country, we believe this mission is even more important. Art collection of our company is based on three pillars. It represents a significant overview and presentation of the Slovenian modern art, some artists from Gorenjska region, which is also related to the airport, and a major share of our collection presents a collection of 31 artists who have won Prešeren Prize. Their work-of-art represents the most precious, unified and recognisable part of our collection. Thus, it is not a coincidence that we cooperated with Prešeren Prize winners from Kranj when organising two joined exhibitions; the one was the presentation of the architect Ciril Oblak, the designer of the old passenger building in Brnik, and the second one was the exhibition upon the 20th anniversary of the gallery. Our collection was exhibited in a different environment, it created fresh and new relationships, and it won new values.



The central airport of Slovenia is a place to exhibit national arts and culture, and also charity.



Indicators

Table 11: Indicators

GRI G4 Indicators – Table of Contents		Page
GENERAL STANDARD DISCLOSURES		
STRATEGY AND ANALYSIS		
G4-1	Defining the implementation of the company's sustainable development by its management	4, 6, 9, 20, 21, 29
G4-2	Importance of sustainable development for the company, risks and opportunities	9, 20, 21
COMPANY PROFILE		
G4-3	Name of the company	5
G4-4	Company's core business, services	5
G4-5	Headquarters of the company	5
G4-6	Location of the company's operations	5
G4-8	Markets served	6, 7
G4-9	Key data about the company performance, number of employees	2, 3, 6, 7, 16
G4-10	Employees according to their age and gender	12
G4-12	Organisation of the supply chain in conjunction with sustainability principles	19, 20, 21
G4-13	Data on significant changes in the time of reporting	5
G4-15	Mission and vision, Code of ethics, fundamental principles	6, 15, 20, 21
MATERIAL ASPECTS AND BOUNDARIES		
G4-17	Consolidated financial statement	6
G4-19	Material aspects of the sustainability report	10
STAKEHOLDER ENGAGEMENT		
G4-24	Stakeholder groups engaged in the report	11
G4-25	Identification and selection of stakeholder engaged	10, 11
G4-26	Company's approach to stakeholder engagement	10, 11
G4-27	Key topics and concerns raised through stakeholder engagement	11
REPORT PROFILE		
G4-28	Reporting period	3
G4-31	Contacts for report-related questions	3
G4-32	GRI indicators	34

GOVERNANCE

G4-34	Management structure of the company, organisation chart	5
G4-36	Appointment of the person responsible for sustainable development of the company	3, 37
G4-37	Consultation between stakeholders and highest governance body	10, 11, 14

ETHICS AND INTEGRITY

G4-56	Company's values	6
-------	------------------	---

SPECIFIC STANDARD DISCLOSURES

G4-DMA	Disclosures on management approach	10
--------	------------------------------------	----

ECONOMIC INDICATORS

G4-EC1	Analysis of the business performance	6
G4-EC2	Financial implications and other risks and opportunities for the company's activities due to climate change	9
G4-EC3	Pension plan of the company for employees, employee share participating in the pension plan	14
G4-EC8	Significant indirect economic impacts, including the extent of impacts	8, 9

ENVIRONMENTAL INDICATORS

G4-EN3	Energy consumption	24, 25
G4-EN8	Water	24
G4-EN9	Effects on water resources	26
G4-EN12	Significant activities influencing the protection of bio diversity	28
G4-EN15	Air emissions	24, 25, 26
	Protection against noise	22, 23
	Electromagnetic radiation	28
	Light pollution	28
G4-EN22	Waste water management	26
G4-EN23	Waste management	26, 27
G4-EN24	Uncontrolled emissions, environmental damage, remediation, further prevention	28
G4-EN25	Hazardous waste	26, 27
G4-EN27	Permits, certificates	20, 22, 24, 25, 26
G4-EN30	Transport: environmental footprint of transport	13, 19
G4-EN32	Assessment of suppliers in the field of environmental criteria and meeting the criteria	19

SOCIAL INDICATORS		
Employment		
G4-LA1	Employees according to gender and age	12
G4-LA2	Standard additional benefits for employees	14, 15
G4-LA3	Parental leave, other forms of absence	14
Occupational Health and Safety		
G4-LA6	Injuries and diseases	12, 14
Training and Education		
G4-LA9	Training and education of the personnel	12
G4-LA10	Type and scope of training	12, 13
G4-LA11	Human resources management	12, 14, 15
G4-LA12	Equal career opportunities	15
SOCIETY		
G4-SO1	Projects implemented in cooperation with the local community, other socially responsible projects, sponsorships	30-33
G4-SO2	Activities actually or potentially hazardous on the local community	22
SERVICE RESPONSIBILITY		
G4-PR1	Improvements of health and safety standards in services, service quality	16, 17
G4-PR3	Service labelling, additional information for customers	16, 17
G4-PR5	Customer satisfaction	16, 17, 18, 19

Individuals Responsible for Reporting

Individuals participating in preparation of the sustainability report:

Full name	Area of work	Reporting area	E-mail
Primož Primožič	environmental expert	environment (noise, the air, carbon footprint, green office, sustainable procurement, environmental reporting) – a management representative for environment and the authorised representative for the environmental protection according to the Slovenian act ZVO (Environmental Protection Act)	primoz.primozic@lju-airport.si
Ciril Kern	maintenance manager	environment (waste waters – TP, system administrator for waste management, responsible for managing the warehouse of hazardous liquids)	ciril.kern@lju-airport.si
Brigita Zorec	corporate communication manager	corporate (external) communications	brigita.zorec@lju-airport.si
Tina Javor	human resource expert	internal communications	tina.javor@lju-airport.si
Taja Smolič	head of integrated governance system	quality, process and risk management and compliance of operations	taja.smolic@lju-airport.si
Lea Jarc Smole	human resource expert	human resources	lea.jarc.smole@lju-airport.si
Bogdan Novak	human resource analyst	human resources	bogdan.novak@lju-airport.si
Nina Murn	training expert	education and training	nina.murn@lju-airport.si
Alenka Knaflič	training expert	education and training	alenka.knaflic@lju-airport.si
Boris Možek	occupational safety expert	occupational health and safety	boris.mozek@lju-airport.si
Marjana Jančič	reporting specialist	financial reporting	marjana.jancic@lju-airport.si

Contact information of the company:

Aerodrom Ljubljana, d.o.o., Zg. Brnik 130A, 4210 Brnik, Slovenia

T: +386 (0)4 206 10 00

info@lju-airport.si

www.lju-airport.si

Project Groups, Committees and other Company Bodies

GREEN TEAM

Members of the project group:

Primož Primožič, chairman
Tina Javor
Monika Jelačič
Taja Smolič
Boris Možek
Ciril Kern
Peter Pintar
Matej Fajfar
Boštjan Rakovec

COMMITTEE FOR IMPROVEMENTS

Members of the committee for improvements:

Taja Smolič, chairman
Ines Lah
Nina Struna
Teja Bubnič
Biljana Marčeta
Boris Možek
Klemen Bogataj
Matej Arhar
Miha Rajgelj
Robert Bizaj

FAMILY FRIENDLY ENTERPRISE

Members of the project group:

Alenka Pečnik, chairman
Brigita Zorec
Tadeja Strupi
Mojca Lovrenčec
Bogdan Novak
Igor Vertnik
Drago Ilič
Klemen Denša
Damjan Mirošničenko
Nina Struna

ETHICS COMMITTEE

Members of ethics committee:

Jolanda Kovačič
Alenka Pečnik
Denis Talič

SELECTION GROUP FOR MATEJ VALIČ PRIZE

Members of the selection group:

Gojko Setnikar
Elizabeth Troha-Jugovac
Eva Mordej
Brigita Zorec

MOBBING

Authorised persons for registering harassment and mobbing at work:

Tomaž Prezelj
Tadeja Strupi
Lea Jarc Smole
Jana Tišler

Commission to identify circumstances related to alleged harassment or mobbing:

Boštjan Šijanec, Chairman
Špela Uršič
Benjamin Markač

WORKS COUNCIL

Members of works council:

Tadeja Strupi, Chairman
Tomaž Prezelj, Deputy
Damijan Kos
Ervin Pahulje
Miha Rajgelj
Ciril Kern
Ivan Kovač
Jolanda Kovačič
Leon Lederer
Matic Perovic
Petra Romšek

TRADE UNION

Members of the executive committee of the union:

Bogdan Novak, Chairman
Sašo Stemberger, Deputy
Metka Mandelj
Jana Tišler
Eva Mordej
Lili Šefic
Klemen Bogataj
Bogdan Perdan
Aleš Perhavec
Gregor Pucelj
Gregor Potočnik
Dejan Stojanović
Žiga Pitako

List of Figures, Tables and Graphs

Figures	Title	Page
Figure 1:	Organisational structure	5
Figure 2:	Matrix of Materiality	10
Figure 3:	Noise maps – takeoffs and landings at Ljubljana Jože Pučnik Airport	22

Tables	Title	Page
Table 1:	Analysis of the company's business operations in the period 2013-2015	6
Table 2:	Air traffic data 2010-2015	7
Table 3:	Strategic stakeholders and communication tools to achieve communication goals	11
Table 4:	Employees according to their age and gender	12
Table 5:	Absence from work in total hours in 2014 and 2015	14
Table 6:	Absence from work due to paternity leave of employees in hours in 2014 and 2015	14
Table 7:	Calculation of the company's carbon footprint for Scope 1 and Scope 2 for 2015	24
Table 8:	Carbon footprint during 2012-2015	25
Table 9:	Collected waste in 2013-2015 in kg	27
Table 10:	Key environmental projects in 2015 and 2016	29
Table 11:	Indicators	34

Graphs	Title	Page
Graph 1:	Age structure of employees (in %)	12
Graph 2:	Number of occupational injuries (2009-2015)	14
Graph 3:	Paid paternity leave in hours in 2014 and 2015	14
Graph 4:	Passenger satisfaction with the security control in 2015 (in %)	18
Graph 5:	Fluctuation of average daily values of noise indicators on measuring points / Noise indicator L_{day} for 2015	23
Graph 6:	Fluctuations of average evening values of noise indicators on measuring points / Noise indicator for $L_{evening}$ for 2015	23
Graph 7:	Fluctuations of average night values of noise indicators on measuring points / Noise indicator for L_{night} for 2015	23
Graph 8:	Share of direct (Scope 1) and indirect (Scope 2) emissions in the carbon footprint calculation	25
Graph 9:	Carbon footprint of individual emission sources (Scope 1 and 2)	25
Graph 10:	Carbon footprint of energy and fuel consumption	25
Graph 11:	Collected packaging in 2013-2015 in kg	27
Graph 12:	Collected mixed municipal waste in kg	27
Graph 13:	Collected construction waste in 2013-2015 in tons	27



Aerodrom Ljubljana

Sustainability Report 2015

Published by:	Aerodrom Ljubljana, d.o.o.
Content and creative design:	Fit media d.o.o.
Text and editing:	Aerodrom Ljubljana, d.o.o. in Fit media d.o.o.
Translation in english:	Katarina Čander, s.p.
Design:	Metka Vehovar Piano, Fit media d.o.o.
Photos:	Photography author:

Page:	
Jure Porenta	cover, 2-3, 9, 16, 18, 32
Aerodrom Ljubljana archive	cover, 8, 12-13, 15, 16, 19, 28, 30-33
www.shutterstock.com	cover, 9, 13, 14, 21, 27-28
Aleksander Šmid (Zmago Skobir on the photo)	4
Matej Kolaković (Investor Committee on the photo)	5
Miran Rebrec	14
Tina Javor (Silvana Marn on the photo)	15
Tadeja Strupi (Entertaining airport – Family Day)	15, 31
Peter Irman (Matjaž Romšek on the photo)	25
Archive of Slovenian Ski Association (GEPA pictures / Thomas Bachun, Harald Steiner)	30
Budapest Airport - Runway Run 2015 (Boris Možek, Damjana Praprotnik, Damjan Kepic, Robert Rauch, Nina Struna on the photo)	30
CANIS	32
Marko Tušek (Bik, Drago Tršar on the photo)	33

