



**APA, S.A.**  
**2019**  
**Sustainability**  
**Report**  
Summary

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## FOREWORD

The present is the Summary of the thirteenth Sustainability Report published by APA – Administração do Porto de Aveiro, S.A. - Administration of the Port of Aveiro (APA, S.A.). The present document contains information about economic, environmental and social performance related to sustainability, for 2019.

This Report represents the communication between the Port Authority, the Port Community and all the stakeholders involved in the annual sharing of relevant information related to the sustainability of their activity and work. The last Sustainability Report reflects the data from 2018.

The Sustainability Report has been drawn up according to the latest GRI reporting standards (2016 GRI Standards), following the “core” option. The number of indicators examined in the report was selected and calculated taking into consideration their capacity to evaluate the sustainability of the company. The indicators were calculated for the present year and, whenever possible, for the last two years, resulting in a comparative and evolutionary analysis.

This Non-Technical Summary of the 2019 Sustainability Report can be found at [www.portodeaveiro.pt](http://www.portodeaveiro.pt). Comments, suggestions, and additional information should be sent to the following email: [geral@portodeaveiro.pt](mailto:geral@portodeaveiro.pt).

## MESSAGE FROM THE BOARD

The Port of Aveiro Administration has been sharing the work related to their economic, social and environmental responsibilities since 2007, through the annual publication of the Sustainability Report. Over the years, the Port Administration has been promoting sustainable development, through compromise and the development of initiatives which lead to economic benefits for the Port stakeholders, the Shareholder (Portuguese Government) and to the region where the Port of Aveiro is located. The improvement of the Port's environmental performance and its balance with the local environment have always been taken into consideration whilst implementing those initiatives, as have the social development of all workers and the collaboration of the local community.

The Port of Aveiro Administration's commitment to respecting Human Rights and the environment follows the principles of the Sustainable Development Goals (SDGs). In this context, the present Sustainability Report represents the first step towards the integration of the SDGs in measuring the progress of the Port of Aveiro. Economic growth must be, and shall be achieved, whilst respecting human dignity, the right to live, as well as creating opportunities for all and bearing in mind the Planet's limits.

The Sustainability Report contains the principles and commitments adopted by the Port of Aveiro regarding the sustainability of the business, demonstrating the way to ensure it and how to measure the compliance of the sustainable growth.

Due to the global pandemic caused by the SARS-COV-2 virus and the consequent break of the global supply chains in which ports represent a major role, the port activity was highly affected, with significant impacts at economic, social, and environmental levels. These impacts will be quantified in next year's APA, S.A. 2020 Sustainability Report.

The Port of Aveiro Board is grateful for the effort and work carried out by all the port workers, the Port Community and the Stakeholders throughout 2019.

The Board of Directors,



Fátima Lopes Alves  
(CEO)



Isabel Moura Ramos  
(Executive Board Member)



Nuno Marques Pereira  
(Executive Board Member)



Helder do Vale Nogueira  
(Executive Board Member)

## **A COMPANY WITH A PURPOSE**

## MISSION

The Port of Aveiro's mission is to provide competitive access for goods to regional, national and international markets, thus promoting the economic development of the region in which it operates.

## VISION

The Vision of the Port of Aveiro is based on the recognition of the port as a competitive logistics platform in the Atlantic Corridor.

## GOALS

- 01.** Optimise the existing available capacity to reinforce the handling of bulk and general cargo;
- 02.** Attract business for the Logistics and Industrial Activities Zone (ZALI) - space available for the development of logistics and industrial activities;
- 03.** Invest in the improvement of Safety, Environment and Quality (Green and Blue Port);
- 04.** Improve the management of port clients and the development of new businesses (container business, blue economy, among others);
- 05.** Maintain the investment in infrastructure, namely maritime accessibility and the intermodal terminal;
- 06.** Raise the international, national and local reputation of the Porto de Aveiro brand;
- 07.** Technological modernisation of services and infrastructure.

## VALUES

- > Sustainability
- > Innovation
- > Growth

## STRATEGY

With the objective of the Port of Aveiro being recognised as a competitive logistics platform, the defined strategy is based on the overcoming of challenges, thus enabling the economic growth of the port, in terms of promoting available space, developing logistics activities, monitoring clients, as well as current and potential business and investing in critical infrastructure. From a perspective of continuous improvement, the Port of Aveiro is committed to increasing freight traffic, developing new

businesses, seeking to recognise the quality of its service and ensuring greater financial sustainability, never forgetting the contribution of employees and the port community in achieving the defined objectives.

A positive consequence of the outlined strategy is the promotion of local development, increasing the business fabric and, consequently, the level of employment. Thus, in an initial overview, the intention is to achieve the SDGs defined by the United Nations, explained later in this Report.

Based on the SDG cornerstones, specifically the areas of people, prosperity and partnerships, the Port of Aveiro has been contributing to the improvement of the population's living conditions, providing direct employment to 96 employees. The Port of Aveiro is a multifunctional port and plays a major role in serving the various sectors of industry in the Central Region of the country. Accesses by sea, rail and road give it a competitive, efficient and sustainable nature, and provide the Port with a wider reach for companies in the region and vice versa, contributing as a facilitator in the import and export of cargo for the economic development of these companies. The Port of Aveiro has ongoing investments to improve road-rail connectivity and the availability of areas for the establishment of industrial units, with the main objective of increasing the efficiency of logistics services and improving the environmental performance of all its activities.

#### **PORT OF AVEIRO ADMINISTRATION**

APA, S.A. is an exclusively publicly-held company, aimed at the economic operations, conservation and development of the port of Aveiro and is managed by a Board of Directors comprised of a President and three Board Members:

CEO: Dr Maria de Fátima Lopes Alves;

Executive Board Member: Dr Isabel Sofia de Moura Ramos;

Executive Board Member: Dr Helder Jorge do Vale Nogueira; and

Executive Board Member: Dr Nuno Manuel Marques Pereira.

#### **LOCATION**

All Terminals of the Port of Aveiro are located near the cities of Aveiro and Gafanha da Nazaré, in the Centre of Portugal. In contrast with other central Atlantic coastal ports, the Port of Aveiro is not affected by significant urban pressure.

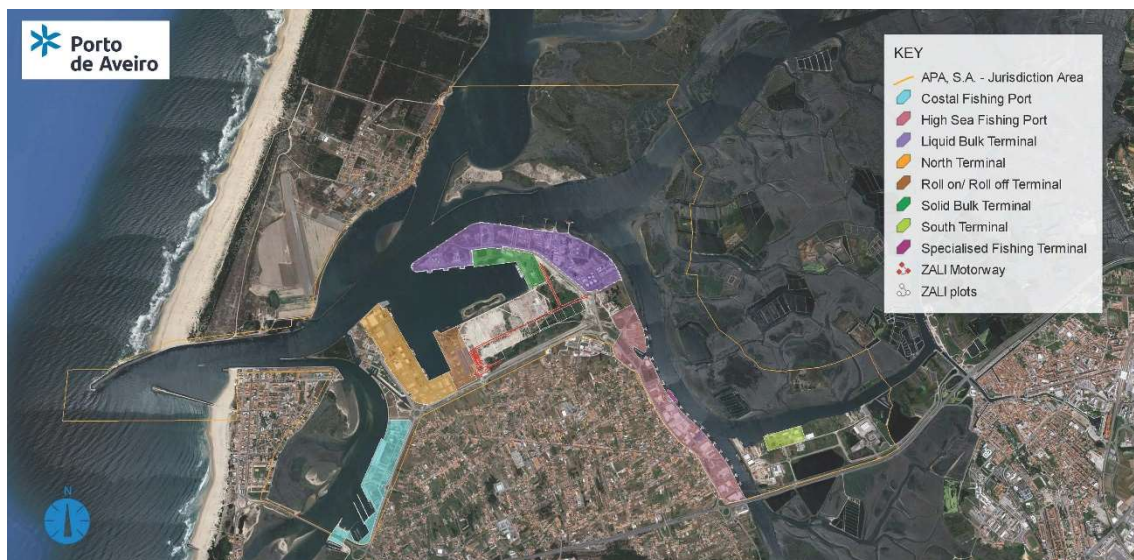
The Port is located in a Special Protection Area - Ria de Aveiro SPA - and, therefore, the Port Authority is concerned with the environmental protection and biodiversity of this area, relative to its activities.





## JURISDICTION AREA

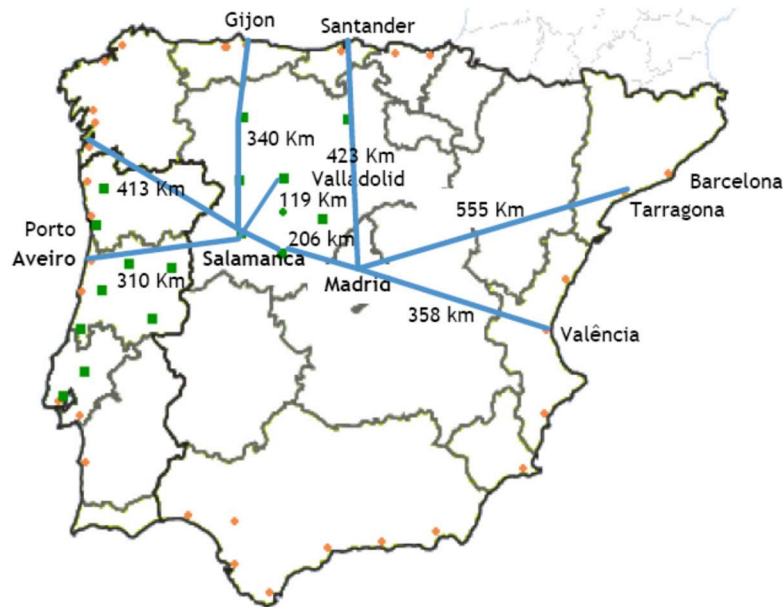
The jurisdiction area of APA, S.A. is shown in the following picture.



## MARKETS

The Port of Aveiro is considered the biggest infrastructure for general cargo handling in the Northern Region of Portugal, from where is it possible to connect to several destinations and valuable markets. The Port is the nearest port infrastructure to the city of Salamanca, in Spain (a distance of 310 km by road), which is a privileged position, not only to the city, but also to the Western Area of Spain, the Spanish province of Castile-Lion. The Port of Aveiro competes directly with the ports on the Northern coast of Spain, the Port of Gijón and the Porto of Santander, which are more than 340 km and 370 km away from Salamanca, respectively.

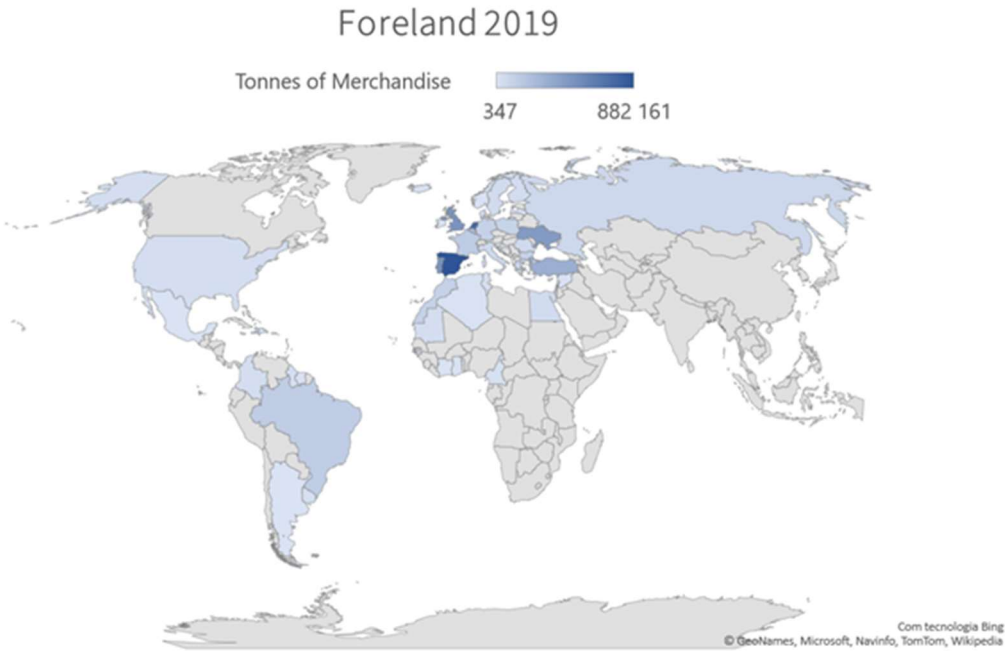
With respect to the distance to Madrid, the closest ports to the city are the port of Barcelona and the port of Valencia, with the Port of Aveiro being located more than 1.5 times farther away than the Port of Valencia. In this case, the Port of Aveiro is in a less privileged situation for attracting traffic destined for this market.



With an annual traffic of approximately **5.5 million tonnes**, Aveiro is a multifunctional port, playing a major role in serving the various sectors of the industry in its current hinterland, such as the ceramic, chemical, metallurgical, wood and its derivatives, agri-food and construction industries.

Goods handled at the Port of Aveiro originate from or are destined for mainly European countries, specifically, around 77% of the total cargo handled. However, the remaining 24% include cargo handled with origin/destination in different continents, such as Africa, Asia and America which represent, respectively, 10%, 8% and 6% of the total cargo handled.

The main countries of origin/destination of cargo handled at the Port of Aveiro are Spain (16%) and the Netherlands (14%), and together they represent 30% of the total movement registered in 2019.



**PORT AREA**



Quay length: 1 120 m  
Number of quays: 10  
Quay depth: -12.00 m (H.Z.)  
Embankment area: 356 000 m<sup>2</sup>  
Covered area: 14 warehouses  
Cargo: general cargo and solid bulk handling, such as cement, clay, metal profiles, agri-food products, pulp, wood pellets.

**North Terminal**



Pier bridge: 6  
Pier bridge depth: -12.00 m (H.Z.) and -8 m (H.Z.)  
Embankment area: 699 560 m<sup>2</sup>  
Cargo: liquid bulk handling, such as chemical products and petrochemical products.

**Liquid Bulk Terminal**



Quay length: 350 m for non-food solid bulk and 400 m for agri-food solid bulk  
Quay depth: -12.00 m (H.Z.)  
Embankment area: 152 200 m<sup>2</sup>  
Cargo: non-food solid bulk and agri-food solid bulk, such as clinker, disodium carbonate, non-metallic minerals, corn.

**Solid Bulk Terminal**



#### **Container and Roll-On / Roll-Off Terminal**

Quay length: 450 m  
 Ro-Ro ramp length: 200 m  
 Quay depth: -12.00 m (H.Z.)  
 Embankment area: 152 000 m<sup>2</sup>  
 Covered area: 6 warehouses.  
 Cargo: agri-food products, wind turbine components.



#### **South Terminal**

Conceded to Socarpor – Sociedade de Cargas Portuárias (Aveiro), S.A. under a public service regime.  
 Quay length: 400 m  
 Number of quays: 4  
 Quay depth: -7.00 m (H.Z.)  
 Embankment area: 61 000 m<sup>2</sup>  
 Cargo: general and bulk cargo, such as metallurgical products, cement, pulp, wood pellets, mineral products.



#### **Logistics and Industrial Activities Zone**

Future quay length: 1 000 m  
 Quay depth: -12.00 m (H.Z.)  
 Embankment area: 73 ha  
 It offers a vast expanse of land with 28 ha, and it is expected that in 2022 its capacity will be increased by another 45 ha.



#### **High Sea Fishing Port**

Dock length: 1 950 m  
 Dock bridges: 17  
 Dock depth: -7.00 m (H.Z.)  
 It has the advantage of being near the fish processing industry cluster in the city.  
 It includes a Specialised Terminal for unloading fish with a length of 160 m.





**Coastal Fishing Port**

Under concession to the company Docapesca - Portos e Lotas, SA. It offers a set of infrastructures dedicated to the unloading, storage, and marketing of fish for local traders.

Integrated in the Coastal Fishing Port is the Shelter Port for Small-scale Fishing Operations with a capacity for 200 boats. It also has 72 small warehouses for storing supplies.



The port area also includes various other areas and facilities, such as the shipyard, licensed or concessioned to private companies, as well as reserved areas for future industrial and logistics activities.

### **ROAD AND RAIL ACCESSIBILITIES**

The Port of Aveiro is served with excellent road and rail accessibilities. The Port is connected to the main cities in the country by the A1, A29, A17 and A25 motorways, as well as to the neighbouring country of Spain. In terms of rail connections, the Port of Aveiro is connected to the national network through an electrified branch, with connection to the Trans-European Transport Network corridor (section of the Atlantic Corridor).



### **MARITIME ACCESSIBILITY**

The port entrance is 1.5 miles from the North Sector terminals and 4.5 miles from the South Sector terminals. Due to the entrance depth and width and the navigability conditions created by tides, the Port of Aveiro is currently able to dock vessels with an average draft of up to 9.75 m and a maximum length of up to 200 m.



## SIZE

The Port of Aveiro is, currently the fifth largest port in the country, after the Port of Sines, the Port of Leixões, the Port of Lisbon and the Port of Setúbal, considering their respective cargo handling capabilities.

By 2019, the cargo handling in the Port was comprised of 46.15% in solid bulk cargo, 27.52% in general cargo and 26.33% in liquid bulk cargo.

In the same year, and with the combined effort of all 96 employees, the company attained a turnover of approximately 14.2 million euros (when compared to 2018, this represents a loss of 285 thousand euros), with a cargo handling of approximately 5.5 million tonnes.

## SUSTAINABLE DEVELOPMENT GOALS AND THE PORT OF AVEIRO

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What are the SDGs? When were they adopted? How many are there? What do they recognise? and How does the Port of Aveiro relate to the SDGs?

The 2030 Agenda for Sustainable Development, adopted by all United Nations Member States in 2015, has 17 Sustainable Development Goals at its core, which are the continuity of the eight Millennium Development Goals (MDGs), unanimously adopted by UN Member States to reduce extreme poverty by 2015. The 17 SDGs, divided between 169 targets, recognise the fifteen-year global priorities and aspirations for 2030, which all countries must work towards, going hand-in-hand with strategies which improve health and education, end poverty and hunger, whilst tackling climate change, with a view to global economic, environmental and social sustainability.

The SDGs are organised in 5 sub-groups related to People, Planet, Prosperity, Peace and Partnerships – known as the 5Ps, as can be seen in the image below.



What could be understood as being the responsibility of each country's government, has evolved into a call to action for all, governments, companies, organisations, associations and individuals alike.

Based on the aforementioned cornerstones of the SDGs, APA, S.A. has been directing its strategy towards a more sustainable management, both at the level of its activities and services provided, as well as at the level of employer, integrating measures which focus on the aforementioned 5Ps, namely:

### People

The respect and well-being of port employees are among the priorities of this Port Administration. It has been proved that satisfied employees with good working conditions contribute to improved progress for the company. Therefore, APA, S.A. does not tolerate lack of respect or any attempt to discriminate against any individual, employee or not, in the port of Aveiro, regardless of their race, gender, sexual orientation, creed, marital status, physical disability, political affiliation or opinions of another nature, ethnic or social origin, birthplace, association with trade unions, or any other



physical, psychological or social characteristics. The guiding principles on ethics and social responsibility are publicly enshrined in the Ethics and Conduct Code.

### **Planet**

The Port of Aveiro operates directly within the marine and coastal ecosystems. Therefore, a major focal point of its performance is minimising the impact port activity has on the environment. As a result, the development of safe activities, with the lowest risk of contamination and destruction of the surrounding environment, shall continue, whilst always respecting the local fauna and flora. In situations of risk or accident, action is taken quickly and safely, in order to minimise the impact on the environment.

It is worth highlighting the contribution this Port Administration has made to the reinforcement of the dune system, through the immersion of sediments dredged directly from the sea during the maintenance of mouth and port channels floors, thus counteracting the effects of coastal erosion.

The impact of port activity on the environment is also tracked by monitoring and/or measuring different descriptors, such as air quality in the area surrounding the port, specifically in the vicinity of the nearest population, the production of liquid waste, normal waste and/or hazardous waste and the collection of drinking water. This monitoring is accompanied by a set of preventive measures to minimise or eliminate the impact of these actions on the environment.

In order to eliminate the impact of disposable plastic on the environment and in compliance with the legal standards in effect, an action plan was established in 2019, which has been contributing to the elimination of disposable plastic used by this Port Administration.

Bearing in mind the principles of circular economy, the monitoring of waste has been a constant. As a result, this Port Administration intends to increase the recovery of by-products resulting from port activities, in order to reduce the amount of waste produced. The change from lighting systems to LED lamps and the implementation of a solar energy generating system have enabled this Port Administration to pave the way to decarbonising the port sector and improving the environmental sustainability of the Port of Aveiro.

### **Prosperity**

The continuous personal development of employees is encouraged. Therefore, the training of port employees in multiple areas is guaranteed. Some of these areas include environmental management, the development of technical skills for the use of technological tools, training in workplace safety and behaviours which should be avoided that may induce health risks.

## Peace

This Port Administration does not adopt or tolerate aggressive behaviour towards anyone with whom it works, either in-house or externally. The guiding principle of APA, S.A.'s activity, publicly enshrined in its Ethics and Conduct Code, is respect for human rights and the active promotion of respect for equal opportunities for all its employees and potential employees. All of its labour practices, policies and procedures are aimed at preventing discrimination and eliminating any form of violence, abuse, exploitation and torture.

## Partnership

The Port of Aveiro is a multifunctional port, playing a major role in serving the various industrial sectors in the Central Region of the country. Therefore, it naturally contributes to the development of the region's economy and companies. The aim of this Port Administration is to maintain a close relationship with the stakeholders of the Port of Aveiro, fulfilling their needs and expectations. The port's growth, as well as that of the companies which work with it, is interconnected with the development of its hinterland. Through maritime, rail and road access, it is possible to connect companies with the world, making the port a facilitator in the import and export of resources and materials essential to the progress of these companies.

APA, S.A. has taken its first steps in integrating the SDGs in its Sustainability Report. In a more general analysis of the Port's activity, there is a group of SDGs with which the activity of the port is more closely related, namely:



Therefore, these will be the SDGs which, as they are associated with the APA, S.A.'s activity, will be the object of analysis in this Sustainability Report.

## ECONOMIC AND STRATEGIC PROGRESS

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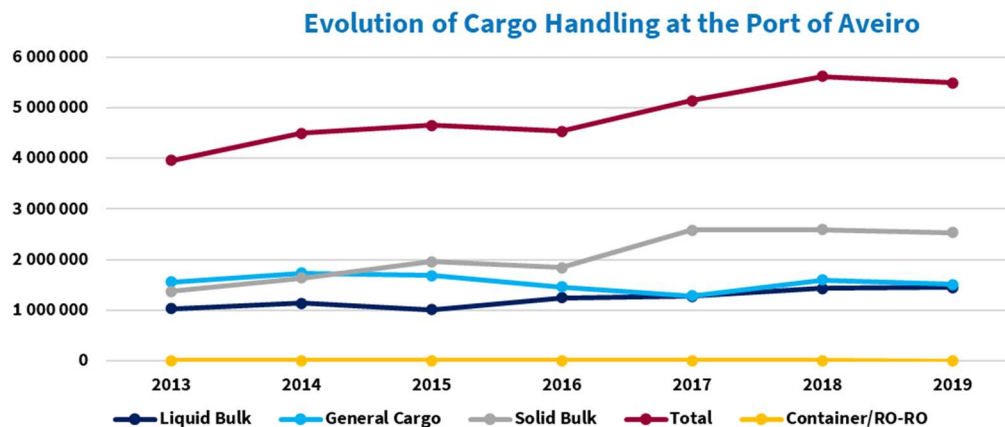
In this chapter: economic sustainability, involvement with the local community, the impact of port investments. We chose to associate these indicators with SDG 8 mainly due to the multiplier effect the investments made by the Port Administration have on the surrounding economic fabric, guaranteeing access, at competitive prices, to external markets, thus enhancing local, regional and national economic growth.

## Economic sustainability



### CARGO HANDLING AT THE PORT

In 2019, the handling of goods in the Port of Aveiro amounted to 5.495 million tonnes, representing a decrease of 2.29%, compared to the previous historical maximum, recorded in 2018, of 5.624 million tonnes, including the noteworthy gradual growth of Bulk Liquids since 2016.



### DIRECT ECONOMIC VALUE GENERATED AND DISTRIBUTED

In 2019, APA, S.A. generated direct economic value in the amount of 14.162 million euros. The economic value distributed fell by 77 thousand euros and the retained economic value by APA, S.A. totalled 6.043 million euros.

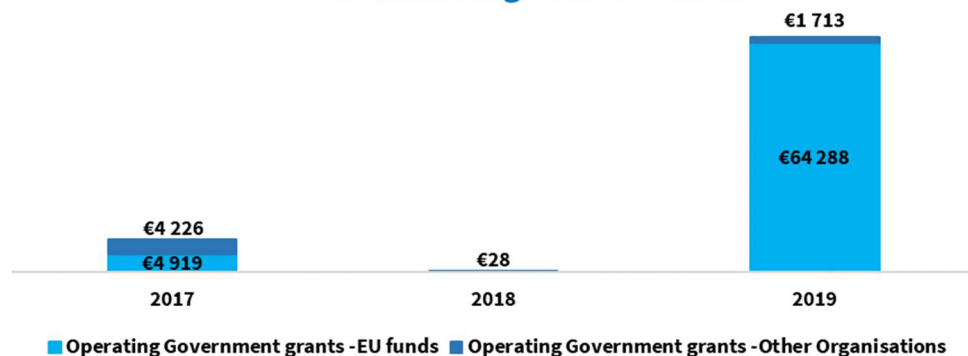
	2017	2018	2019	Var. 19 vs. 18	
				Amount	%
<b>Direct Economic Value Generated</b>	<b>14 091 321</b>	<b>14 451 771</b>	<b>14 161 748</b>	<b>-290 023</b>	<b>-2%</b>
Revenues	14 091 321	14 451 771	14 161 748	-290 023	-2%
<b>Economic Value Distributed</b>	<b>7 982 498</b>	<b>8 195 735</b>	<b>8 119 091</b>	<b>-76 644</b>	<b>-1%</b>
External Supplies and Services	2 583 571	2 902 998	2 653 679	-249 319	-9%
Personnel costs	5 160 248	5 157 553	5 394 302	236 749	5%
Financing Costs	31 133	28 504	26 084	-2 420	0%
Distributed dividends	0	0	0	0	0%
Taxes	173 796	66 990	10 046	-56 945	-85%
Donations	33 750	39 690	34 980	-4 710	-12%
<b>Retained Economic Value</b>	<b>6 108 823</b>	<b>6 256 036</b>	<b>6 042 657</b>	<b>-213 379</b>	<b>-3%</b>

Euros

### FINANCIAL ASSISTANCE RECEIVED FROM THE PORTUGUESE GOVERNMENT

The grants received by APA, S.A. from the Portuguese State in 2019 totalled 65 thousand euros, the majority of which was received to compensate this Port Administration for their participation in European projects, co-financed by community funds. These expenses, given their nature, imply that these amounts received are considered operating subsidies.

### Government grants received



## Involvement with local community



### RATIOS OF STANDARD ENTRY LEVEL WAGE BY GENDER COMPARED TO LOCAL MINIMUM WAGE

For more information, please consult “Report on wage gap between Men and Women” available at [www.portodeaveiro.pt](http://www.portodeaveiro.pt).

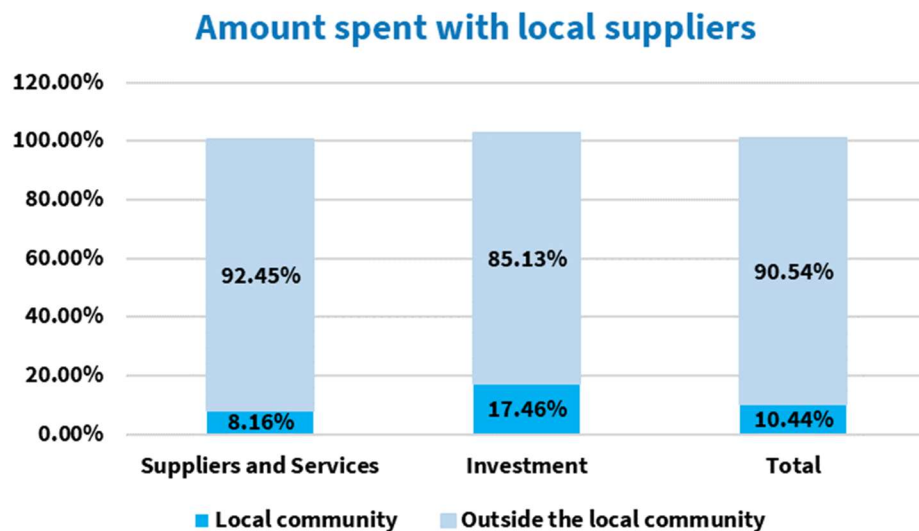
Wage	Gender	
	Men	Women
Local minimum wage	€ 635	€ 635
Local medium wage	1256.3	923.2
APA minimum wage	1225.67	1195.9
<b>Difference to local minimum wage</b>	<b>93%</b>	<b>88%</b>
<b>Difference to local medium wage</b>	<b>-2%</b>	<b>30%</b>

### PROPORTION OF SENIOR MANAGEMENT HIRED FROM THE LOCAL COMMUNITY

	2017	2018	2019
CEO, Executive Board Members and Directors (no.)	8	6	8
CEO, Executive Board Members and Directors from the local community (no.)	4	4	5
<b>Proportion of senior management hired from the local community (%)</b>	<b>50%</b>	<b>67%</b>	<b>63%</b>

### PROPORTION OF SPENDING ON LOCAL SUPPLIERS

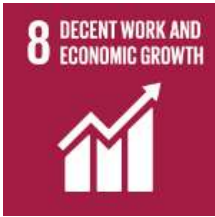
APA, S.A. spent 10.44% of the total recorded in the items of External Supplies and Services and Investments with local suppliers (in Ílhavo and Aveiro). This low rate of expenditure spent on local suppliers is justified by compliance with legal regulations on public procurement.



### PROXIMITY TO THE LOCAL COMMUNITY

APA, SA has maintained its policy of proximity to the surrounding community, as well as its promotion of commercial activity, seeking to reactivate commercial relationships with the hinterland industry, through commercial initiatives and by supporting the initiatives of local partners, of diverse natures: cultural, philanthropic, associative and recreational.

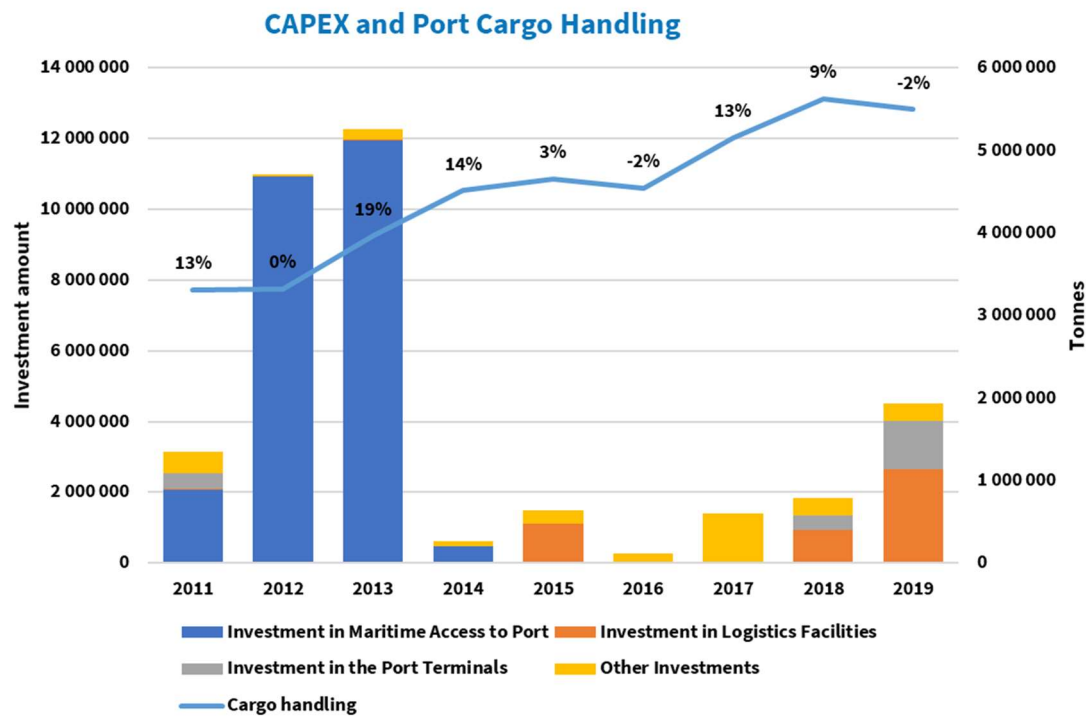
# The impact of our investments



## DEVELOPMENT AND IMPACT OF INVESTMENTS IN INFRASTRUCTURES AND SUPPORTED SERVICES

In 1998, APA, S.A. initiated a series of investments aimed at providing the Port of Aveiro with the necessary infrastructure (terminals, manoeuvring basins, protection jetties, etc.) to adapt its services to the size of the ships docking in the Port of Aveiro. Currently, and as a result of the investments, the port receives ships up to 200 meters in length and 10 meters in draft.

This structural improvement was reflected in the significant increase in the port cargo handling registered at APA, S.A., which presented an average annual growth of 6% in the amount of cargo handled from 2014 to 2019.



## TEAM PROFILE

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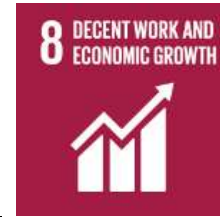


In this chapter: the description of the port employees.

This theme emerges within the scope of SDG 8 in the sense of creating policies which promote decent and dignified jobs, respecting workers' rights.



## Employment



Number of employees working in the port during the period of 2017-2019

	2017		2018		2019	
	Men	Women	Men	Women	Men	Women
No. of employees	71	27	68	26	70	26

Number of employees by age range during the period of 2017-2019

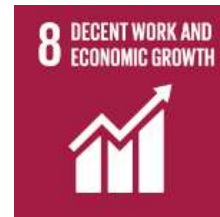
	2017		2018		2019	
	Total		Total		Total	
≤ 24	0	0.00%	0	0.00%	0	0.00%
25-29	1	1.02%	0	0.00%	0	0.00%
30-34	2	2.04%	2	2.13%	2	2.08%
35-39	4	4.08%	2	2.13%	3	3.13%
40-44	6	6.12%	6	6.38%	10	10.41%
45-49	14	14.28%	14	14.89%	11	11.46%
50-54	30	30.61%	23	24.47%	22	22.92%
<b>55-59</b>	<b>33</b>	<b>33.67%</b>	<b>33</b>	<b>35.11%</b>	<b>33</b>	<b>34.37%</b>
60-61	3	3.06%	9	9.57%	11	11.46%
62-64	4	4.08%	5	5.23%	4	4.17%
≥ 65	1	1.02%	0	0.00%	0	0.00%

Number of employees by age range in years

					No. employees
	Total	Men	100.00%	Women	100.00%
≤ 24		0	0.00%	0	0.00%
25-29		0	0.00%	0	0.00%
30-34		1	1.43%	1	3.85%
35-39		2	2.86%	1	3.85%
40-44		4	5.71%	6	23.08%
45-49		9	12.86%	2	7.69%
<b>50-54</b>		<b>16</b>	<b>22.86%</b>	<b>6</b>	<b>23.08%</b>
<b>55-59</b>		<b>27</b>	<b>38.57%</b>	<b>6</b>	<b>23.08%</b>
60-61		7	10.00%	4	15.38%
62-64		4	5.71%	0	0.00%
≥ 65		0	0.00%	0	0.00%

## HEALTH AND WELL-BEING

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In this chapter: occupational health and safety in the port and diversity and equality of opportunities for the employees.

This theme emerges within the scope of SDG 8, since dignified and safe working conditions are ensured for all workers employed by this Port Administration, ensuring economic growth in the port, based on respect for all employees.

At the level of occupational health, medical examinations are carried out, giving employees the possibility of obtaining medical prescriptions and clinical consultations that they deem necessary. The flu vaccine is also provided annually and free of charge.

In Occupational Safety, the focus is on prevention, promoting continuous improvement in the assessment, control and mitigation of risk factors, namely:

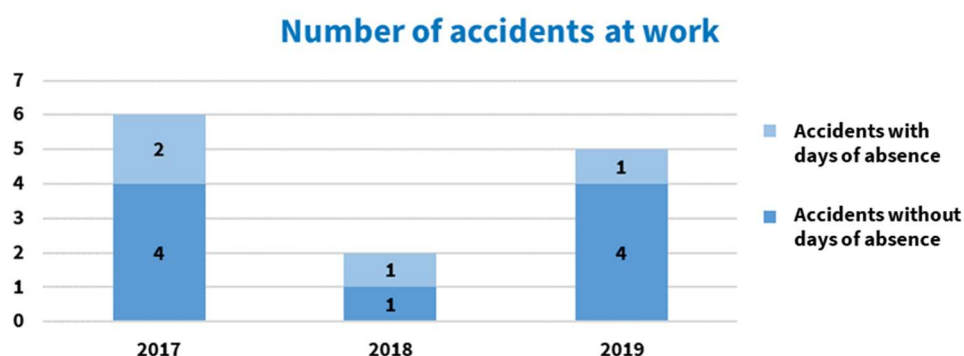
- Identification of the Minimum Personal Protective Equipment (PPE's) to be used during the carrying out of functions;
- Providing training;
- Raising awareness for the adoption of safe behaviours and for the detection of non-conformities.

## Occupational health and safety

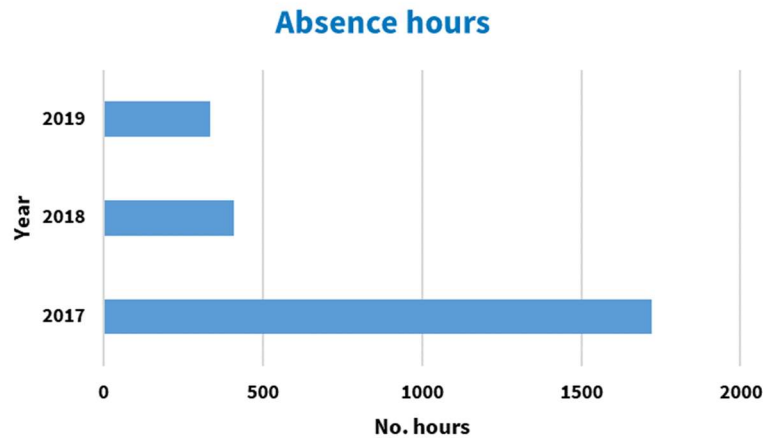


This Administration's intention is to continue investing in the protection of labour rights and to promote safe and protected work environments for all employees, without exceptions. As such, we have implemented an occupational health and safety management system, which ensures that any worker is protected in the event of an accident or incident at work.

The number of work accidents in 2019 increased when compared to the previous year.



The chart below shows the evolution in the number of absence hours caused by a work accident from 2017 to 2019.



It should be noted that the number of absence hours due to work accidents in 2019 decreased when compared to the previous two years.

The only accident which occurred in 2019 which resulted in a leave of absence fell in the category of an absence interval of more than 30 days, as shown in the table below.

Time Interval / Years	2017	2018	2019
1 to 3 days	0	0	0
4 to 30 days	1	0	0
More than 30 days	3	1	1
<b>Total</b>	<b>4</b>	<b>1</b>	<b>1</b>

## ABSENTEE RATE

From the analysis of the table below, there is an increase in the absenteeism rate when compared to the previous year, justified by the increase in the hours of absence.

Indicators	2017	2018	2019
1. Annual Maximum Potential (working hours)	215 041	208 778	211 227
2. Absenteeism (absence hours)	6 100	8 051	8 451
<b>Absenteeism Rate (2:1x100)</b>	<b>2.84%</b>	<b>3.86%</b>	<b>4.00%</b>

The main reasons for absence, which are the cause of absenteeism, are presented in the following table.

Reasons for absence	No. of hours		
	2017	2018	2019
<b>Total</b>	<b>6 100</b>	<b>8 051</b>	<b>8 451</b>
Work Accident	1 723	408	336
Illness	3 432	7 299	8 023
Urgent assistance	0	0	0
Maternity / Paternity	800	277	0
Disciplinary Suspensions	0	0	0
Other Causes	145	67	92

The table below shows the gender-disaggregated reasons for absence, relative to 2019.

Reasons for Absence	No. of hours	
	Men	Women
<b>Total</b>	<b>5 125</b>	<b>3 326</b>
Work Accident	336	0
Illness	4 717	3 306
Urgent assistance	0	0
Maternity / Paternity	0	0
Disciplinary Suspensions	0	0
Other Causes	72	20

## Diversity and equality of opportunities



APA, S.A. does not tolerate any form of discrimination, violence, abuse or exploitation of employees. This Administration condemns any form of child labour and slavery. Human rights are respected and equal opportunities are created for all.

### HUMAN RIGHTS

APA, S.A. has an Ethics Code which discloses the values by which it is governed, among which non-discrimination and equal opportunities are pivotal.

Indeed, APA, S.A. undertakes, publicly and expressly, to promote respect for equal opportunities for all its current and future employees. Principles such as equality between genders, races, religion, physical disability, sexual and political orientation, are fully defended by the organisation.

## CHILD LABOUR

The company's recruitment and selection procedures expressly exclude the possibility of resorting to child labour.

## DIVERSITY AND EQUALITY OF OPPORTUNITIES

From 2018 to 2019, there was an increase in the number of staff, from 94 in 2018, to 96 in 2019, of which 70 are men and 26 are women, which translates into a feminisation rate of 27%.

It is important to highlight that female representation is concentrated in the highest levels of responsibility (managers and senior staff), with 54%.

	2017		2018		No. employees 2019	
	Men	Women	Men	Women	Men	Women
<b>Total</b>	<b>71</b>	<b>27</b>	<b>68</b>	<b>26</b>	<b>70</b>	<b>26</b>
Executives	4	0	2	0	2	2
Senior Management	17	11	17	11	18	12
Middle Management	2	0	2	0	2	0
Intermediary Management	5	2	5	2	5	2
Highly Qualified and Qualified Professionals	36	9	35	9	36	8
Semi-qualified Professionals	6	0	7	0	7	0
Non-qualified Professionals	1	5	0	4	0	2

The average age of the majority of male and female employees is 52 years. Women have an average age of 50 years and men have an average age of 54 years.

	2017		2018		No. Employees 2019	
	Men	Women	Men	Women	Men	Women
<b>Total</b>	<b>71</b>	<b>27</b>	<b>68</b>	<b>26</b>	<b>70</b>	<b>26</b>
Under 30 years	1	0	0	0	0	0
Between 30 and 50 years	19	13	15	11	19	12
Over 50 years	51	14	53	15	51	14

## EDUCATION AND TRAINING

The table below represents the evolution of the training index, calculated according to the workload over the total number of employees by category.

	2017			2018			2019		
	1	2	3	1	2	3	1	2	3
<b>Total</b>	<b>1 439</b>	<b>98</b>	<b>14.68</b>	<b>1 107</b>	<b>94</b>	<b>11.78</b>	<b>1 195</b>	<b>96</b>	<b>12.45</b>
Executives	41	4	10.25	24	2	12.00	197	4	49.25
Senior Management	721.5	28	25.77	803.5	28	28.70	700	30	23.33
Middle Management	91.5	2	45.75	30	2	15.00	38	2	19.00
Intermediary Management	56.5	7	8.07	30	7	4.29	0	7	0.00
Highly Qualified and Qualified Professionals	504.5	45	11.21	216.5	44	4.92	260	44	5.91
Semi-qualified Professionals	2	6	0.33	2.5	7	0.36	0	7	0.00
Non-qualified Professionals	22	6	3.67	0.5	4	0.13	0	2	0.00

- 1 – Total training hours;  
2 – Total number of employees by category; and  
3 – Training index (Hours / Total number of employees by category).

The evolution of the total training hours is characterised as follows:

<b>Indicators</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Total number of training hours	1 439	1 107	1 195
Number of training courses	44	24	40
Number of training participants	223	151	79



# ENVIRONMENTAL MANAGEMENT



In this chapter: description of the marine ecosystem where the port is located, circular economy of the port, carbon neutrality and climate change, air quality monitoring, significant spills, and the existing preventive measures.

One of APA, S.A.’s focuses is the environment and the impact of port activity on ecosystems. It is imperative to promote environmental protection, the conservation of local fauna and flora and the management and minimisation of environmental impacts. APA, S.A. has a set of management tools to minimise the negative impact on the ecosystem.

This Port Administration is focused on the progress and growth of port activity combined with nature, in harmony with land and marine ecosystems, with their recovery and protection, in compliance with the Sustainable Development Goals.

## Marine ecosystems

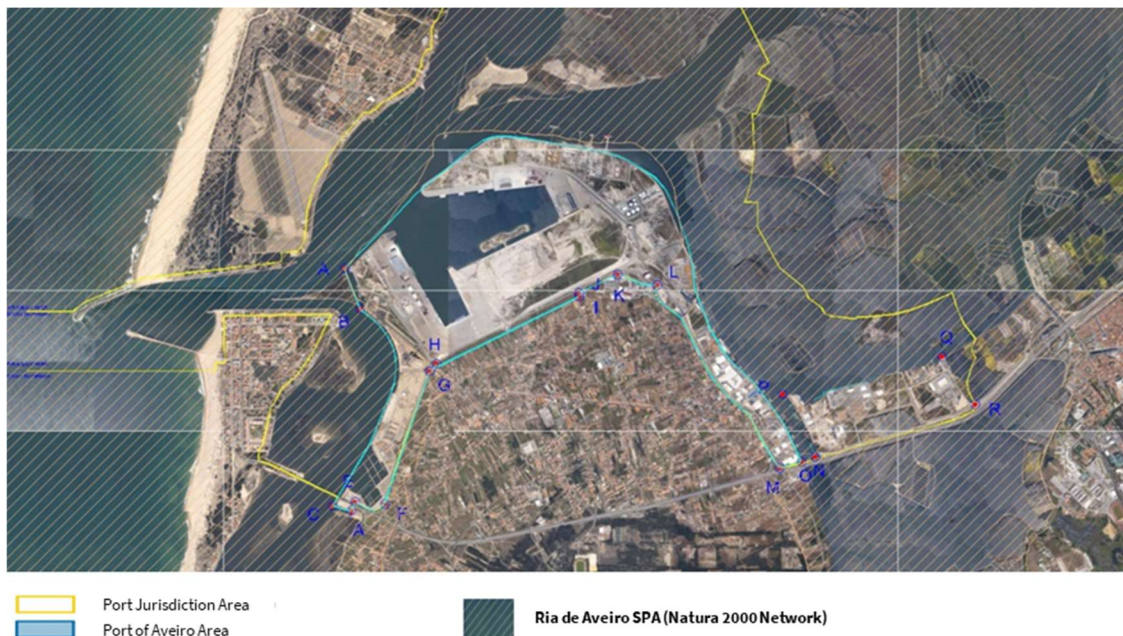


The Port of Aveiro is located within a unique territorial area, called Ria de Aveiro. It is a coastal wetland, with an area of more than 90 km<sup>2</sup> during high tide, where natural areas intersect, including salt marshes and free water areas, with urban and industrial zones.

The Ria de Aveiro is included in the National Ecological Reserve, having been granted in 1999 the status of Special Protection Zone (SPA), under the Birds Directive (Directive 79/409 / EEC), aiming at the protection and conservation of the Ria de Aveiro birdlife.

The APA, S.A.'s jurisdiction area, with approximately 1,700 hectares, covers 778 hectares of wetland area and 922 hectares of land area. Of these, 554 hectares constitute the port area itself. Of the total jurisdiction area, 1,277 hectares are covered by the Ria de Aveiro SPA, with approximately 1,150 hectares being maintained as naturalised area, including the aforementioned wetlands area.

The sensitivity of the environment is one of the factors permanently considered in the development and expansion of the port, as well as in regular port operations.



## **BALLAST WATERS**

Ships are responsible for the introduction of invasive alien species in the aquatic environment, which they carry in ballast waters and on the hull. This phenomenon is considered to be one of the four greatest threats to the oceans. Ballast waters have the potential to contaminate the marine environment due to the invasive alien species which may be present in these waters.

The Port of Aveiro has a set of recommendations for ship ballast operations. These operations must be reduced to what is strictly necessary to ensure the safety of the ship and, whenever permitted by navigation conditions, weather and sea, the ballast must be replaced during voyages between ports, as defined by the OMI.

## **UNDERWATER NOISE**

To assess the good environmental state of the marine environment, Directive 2008/56/EC of the European Parliament and of the Council of 17<sup>th</sup> June, as amended by Commission Directive (EU) 2017/845, referred to as the Marine Strategy Framework Directive (MSFD), establishes eleven descriptors for its qualification. One of the descriptors refers to ways of introducing energy into the marine environment, including underwater noise. This matter of underwater noise resulted in the project, “Joint Action: A stepping-stone for Underwater noise Monitoring in Portuguese waters - jUMP”, in December 2019 and beginning in January 2020. The project was financed by the Blue Fund, of which this Port Administration is a partner. This project aims to collect and disclose information about the noise pollution problem, promoting the discussion of underwater noise. The objective is for jUMP to serve as a support tool in the implementation of the MSFD in Portugal.



## **DREDGING OPERATIONS**

It is worth mentioning that the maintenance of the navigation channel floors, which involves the dredging of the estuary and maritime access floors is necessary. One way to reduce the impacts of dredging is through the use of the dredged material to reinforce the coastline, a process which APA, S.A. has guaranteed by immersing 100% of the dredged materials in the sea.

APA, S.A. carries out regular maintenance dredging in order to guarantee the permanent operation of the port of Aveiro.

The sediments resulting from the different dredging processes have been immersed in the ocean, close to the coast, south of the bar, with the objective of feeding the coastal transit of sands along the coastal zone and, consequently, counteracting or delaying the coastal erosion process occurring in this area of the Atlantic coast.

These sediments are predominantly made up of fine to medium sand, Class 1, so contamination problems are not expected in the immersion sites.

Dredging	Unit	2017	2018	2019
Volume of dredged sediments	10 <sup>3</sup> m <sup>3</sup>	247	351	206
Class 1 through 3 dredged sediments – free from contamination or slightly contaminated	%	100.00	100.00	100.00
Class 4 or 5* Dredged Sediments- contaminated	%	0	0	0
Sediments reintroduced in the receiving environment	%	100.00	100.00	100.00

(\*) Contamination classes defined by Order 1450/2007 of 12<sup>th</sup> November

## Circular Economy



### WASTE

The main rules applicable to the collection and forwarding of waste generated in port areas, including waste from ships, the handling of goods and the administration of spaces are established in the Waste Management Regulation of the Port of Aveiro.

APA, S.A. promotes the reincorporation of materials/on-site construction and demolition waste, as well as the recovery of material which cannot be reincorporated, within the scope of the Prevention and Management Plans for Construction and Demolition Waste which accompanies the work.

Ship waste management is the objective of a Waste Reception and Handling Plan which is permanently available for consultation by interested parties. The Plan is in effect for the 2020-2022 period.

With the objective of safeguarding the marine environment and reducing undue discharges of hazardous or persistent waste into the ocean, in keeping with the SDGs, APA, S.A. promotes the direct monitoring of ships and their representatives, either through mandatory notifications from the ship's Captains or their representatives, both in the collection and forwarding of the waste the ship intends to deliver. In this sense, APA, S.A. has complied with the rules applicable to the collection of Category 1 Animal By-Products, known as "catering waste from means of transport operating internationally", with regard to food waste from ships. It has also promoted the selective collection of different types of waste, both hazardous and non-hazardous.

It should also be noted that the Stowage Companies, being responsible for the management of their own waste, have started to directly collect part of the cargo residues generated in the Port of Aveiro, which, whenever possible, are sent for recovery / recycling, within a circular economy framework.

<b>Ship-generated waste and cargo residues</b>	<b>Unit</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Ships	No.	1 068	1 129	1 051
Ships notifications	No.	1 068	1 120	1 039
Percentage of ships which issue notifications	%	100	99.20	99.90
Ships with waste delivery	No.	987	1 018	922
Ships exempted from waste delivery	No.	4	5	12
Ship-generated waste				
Ship-generated waste notified for delivery	m <sup>3</sup>	797	977	726
Ship-generated waste delivered	m <sup>3</sup>	1 012	1 170	960
Ship-generated waste retained on board	m <sup>3</sup>	3 411	3 937	3 110

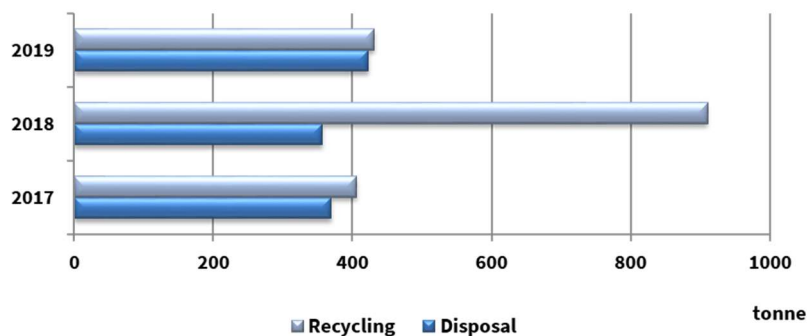
Examples of ships exempted from notifications are fishing vessels and recreational craft authorised to carry no more than 12 passengers.

Depending on their hazardousness or intrinsic characteristics, waste is sent for recycling or treatment/disposal, according to the following table. APA, S.A. guarantees the separation, ensuring its recovery whenever possible.

Waste	Final disposal or treatment	2017	2018	2019
<b>Non-Harmful waste</b> (household and similar waste, including industrial waste)	Landfill	321	292	277
<b>Non-Harmful waste</b> (wood, scrap, plastics, fishing gear, cooking oil, paper, etc.)	Recycling	70	472	194
<b>Harmful waste</b> (Oily waste such as, oily rags, etc., cargo oils, asbestos floor tiles)	Disposal	48	65	146
<b>Harmful waste</b> (E-waste generated on board, light bulbs, printer cartridges, batteries, lubricating oils used on ships, solvent substances, oil filters)	Recycling	336	438	238

Within the scope of the company's social responsibility, APA, S.A. participates in battery collection campaigns promoted by the management company, with proceeds going to the Portuguese Institute of Oncology, and to which the entire port community contributes. It also delivers used printer cartridges to International Medical Assistance (IMA).

### Waste disposal or treatment



In 2018, this Port Administration developed an action plan to fully comply with the obligations relative to the legal prohibition of the use of disposable plastic at APA, SA, to reduce the consumption of paper and to reduce printing consumables (ink cartridges and toners), which it has continued to implement in 2019.

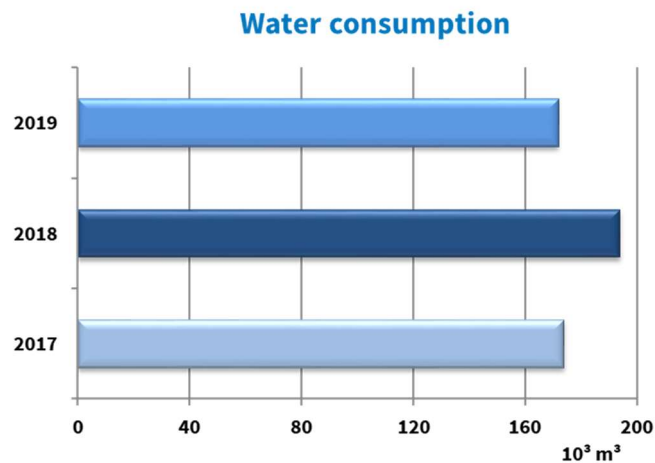
### DRINKING WATER

APA, S.A. supplies water for human consumption to the Port of Aveiro from three different distribution systems.

The water consumption of this Port Administration, associated with the maintenance and cleaning of the port areas, administrative services and also garden irrigation, make up a significant share in the total volume, approximately 18.9%, the remainder being supplied to fixed facilities of third parties and ships.

The water consumption of this Port Administration follows the variation in the volume of cargo handled in the Port.

	2017	2018	2019
Water Consumption	174	194	172



In order to ensure the rational management of this resource, a Water Efficiency Plan was developed in 2014 which included a set of actions to be developed, leading to the reduction of losses and the rationalisation of some of the consumptions, such as garden irrigation and consumption by the administrative buildings, among others. However, most consumption can only be influenced, and not controlled by APA, S.A., given that it is the responsibility of third parties.

To assess port performance at the level of this descriptor, a water footprint for the Port of Aveiro was established, with only water consumption in port areas being accounted for.

	2017	2018	2019
Water consumption in port areas (10³m³)	93	105	78
Water consumption per commercial cargo handled (L/tonne handled)	18	19	14

## WASTEWATER

With regard to wastewater, APA, S.A. has individual and collective wastewater treatment systems. Their management is entrusted to a specialised service provider. The treatment of wastewater generated inside the industrial facilities, storage areas, among others, is guaranteed by each of the occupants/owners of the facilities, in accordance with the legislation in effect.



APA, S.A. does not contribute to the recovery of wastewater, since it is delivered to AdRA - Águas da Aveiro Region, an intermunicipal management entity.

## Carbon neutrality and Climate Change



The port of Aveiro has an incentive for “green” ships, in which the TUP / Ship applicable to tankers transporting crude and or refined petroleum oil, holding the certificate of the Rotterdam Bureau Green Award and which complies with the respective requirements, benefits from a 5% reduction, translated into a “Green Award”. The optimisation of the ships' levels is carried out using the JUL - Single Logistics Window platform, as a platform that covers the entire logistics chain and ensures the efficient exchange of information between all stakeholders.

In the context of climate change, APA, S.A. joined the ECCLIPSE Project- Assessment of Climate Change in Ports in Southwest Europe in October 2019. The ECCLIPSE Project focuses on adapting ports to climate change and, through an impact assessment of changes in ports, aims to create tools and models for early forecasting, awareness, prevention and action strategies adapted to Southwest Europe. The project will last 37 months, with its completion in September 2022.

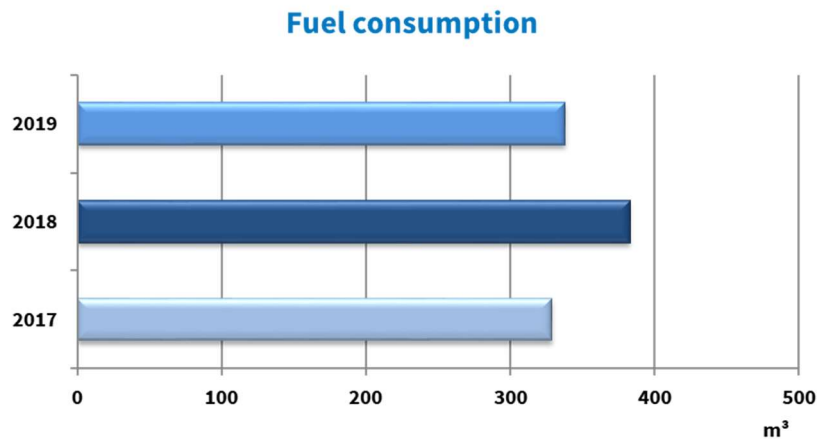


### FUEL AND ENERGY CONSUMPTION

Within the scope of energy from the use of fossil fuels to supply the vehicle fleet and some port equipment, 338 cubic meters of diesel and gasoline were consumed in 2019. Gasoline consumption is residual and represents only about 0.04% of total fuel consumption.

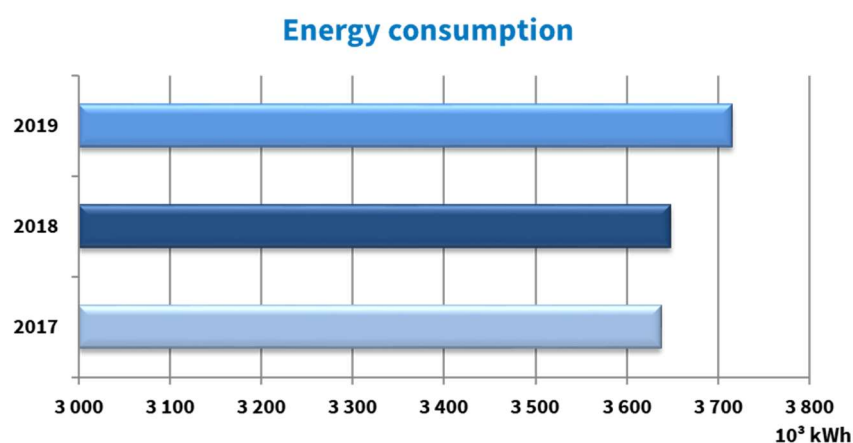


	2017	2018	2019
Fuel Consumption	329	383	338



Electric energy is used in port equipment, embankment lighting, roadway lighting and in the operation of administrative and operational facilities. The supply of energy to third parties by APA, S.A., in low voltage, represented in 2019 about 41% of the approximately 3,715 thousand kWh of electricity received.

	2017	2018	2019
Electric Energy Consumption	3 637	3 648	3 715



Since 2004, multiple actions have been carried out to reduce electricity consumption, such as:

- installation of equipment with LED technology for partial lighting of the port beltway (with a 37% reduction in specific consumption);
- energy inspection and inspection of indoor air quality in buildings;

- installation of equipment to regulate the luminous flow for embankment lighting.
- obtaining energy certificates in 2015 for the APA, S.A.'s administrative buildings which serve the public, together with the assessment of indoor air quality in these buildings.
- conclusion of the energy inspection process for APA, S.A.'s facilities and fleet, in 2018.

Continuing the topic of energy, it is important to note that in 2019, the solar energy generating system for consumption, installed in October 2017, supplied about 42% of the building's total energy needs, with 36.53 MWh produced.

This Port Administration is also attentive to the energy efficiency of its administrative/social buildings, calculating the electricity consumption in administrative / social buildings, by job post. It should be noted that, from 2018 to 2019, there was a 3% reduction in electricity consumption in administrative buildings.

## GREENHOUSE GAS EMISSIONS

Emissions are classified under Direct (Scope 1) GHG emissions, related to fuel consumption, Energy indirect (Scope 2) GHG emissions, which include electricity consumption, and Other indirect (Scope 3) GHG emissions, which is not applicable in the present case.

	2017	2018	2019
			tCO <sub>2</sub> eq.
Direct (Scope 1) GHG emissions	869	1 012	893
Indirect (Scope 2) GHG emissions	761	609	859

The Port Administration is aware of the need to minimise its carbon footprint. In this sense, and given that the emissions (direct and indirect) from the port areas correspond to about 83% of the Total Emissions, the assessment of the greenhouse gas emissions generated in the port areas per tonne of annual cargo handled was carried out. This indicator has enabled APA, S.A. to analyse the evolution of its carbon footprint and act to minimise its emissions.

	2017	2018	2019
			gCO <sub>2</sub> eq./ tonne handled
Total equivalent quantity of CO <sub>2</sub> emissions in port areas per tonne of cargo handled	246	240	319

## Air Quality



In terms of air quality and diffuse emission of particles by the movement of solid bulk in the Port of Aveiro, the continuous monitoring of air quality in Gafanha da Nazaré has been maintained, as well as the analysis of the respective measurement data and the possible contribution of port activity to the results obtained.

In 2019, within the scope of the aforementioned monitoring, 42 exceedances to the daily limit value were recorded for the PM10 parameter (particles with a diameter of less than 10 microns), a value which should not be exceeded more than 35 times in each calendar year. However, these exceedances occurred mainly during the winter months, a period in which the predominant wind direction is the southeast direction, indicating the relevance of emission sources outside the port activity area.

Preventive measures in port operations were also maintained in order to minimise diffuse particulate emissions, including fixed protection structures, such as the example of the windbreak barrier system installed in September 2016 for the handling of petroleum coke.



## Significant spills and the existing preventive measures



Due to the sensitivity of the surrounding area, as mentioned in the sub-chapter of Marine Ecosystems, APA, S.A. pays special attention to issues associated with the risk of hydrocarbon or chemical spills, situations contemplated in the Internal Emergency Plan for the Port of Aveiro.

As for accident prevention and emergency response, this Port Administration has systems for the containment and collection of spills. It also exercises continuous surveillance over the ships in the port in order to guarantee operations in appropriate conditions. APA, S.A. has ensured the operation of all of its pollution control equipment, with no pollution accident in 2019.

For training and practice, several simulations were carried out in close collaboration with the companies which operate in the port of Aveiro.

APA, S.A. also participated in the European exercise, CASCADE'19, in which a simulacrum of a vessel which suffered a leak and spilled hydrocarbons into the Ria was carried out, as a result of its collision with the pier during a mooring manoeuvre.

It should be noted that this Port Administration has been collaborating in several research and development projects with the University of Aveiro and with other renowned institutions in this field, some of which are closely related to the prevention of and response to oil spills.

Likewise, it retains knowledge of floor movements through periodic surveys and ensures, through regular maintenance dredging of the channels and port basins, the necessary conditions of security and operability of the port.

#### **COMPLIANCE WITH ENVIRONMENTAL LAWS AND REGULATIONS**

This Port Administration was not fined nor did it receive any ancillary sanctions related to non-compliance with the environmental legislation applicable in this three-year period.

#### **ENVIRONMENTAL CLAIMS MECHANISMS**

In response to continuous improvement and in an attempt to harmonise operation activities with the well-being of society, APA, S.A. has a claims management system, which channels claims in order to guarantee their best resolution and safeguard all interests involved.

In 2019, the port of Aveiro received four claims:

- 2 on episodes of oil pollution in the Ria de Aveiro, with unknown origin;
- 1 on the risk of vector proliferation due to the existence of stagnant water in a rain ditch;
- 1 on air quality.

Claims regarding matters which are not under the jurisdiction of port management have been forwarded to the competent authorities.

## **INVESTMENT IN ENVIRONMENTAL PROTECTION**

APA, S.A. annually allocates a sum to the organisation's environmental management, namely, to cover expenses with waste management, water quality for human consumption, wastewater management, environmental monitoring, among others, to which the costs with investments in environmental improvement and specific training in this matter are added.

In 2019, this Port Administration spent approximately 201 thousand euros on environmental protection and monitoring. This total amount can be broken down into 81 thousand euros for environmental monitoring, 106 thousand euros for operational actions for environmental mitigation (waste management, drainage and wastewater treatment, among others) and 5 thousand euros for the purchase of equipment to prevent and/or combat pollution, among others.

**GRI CONTENT INDEX**

GRI Ref.	Disclosure	Page	Obs.
<b>GRI 102: General Disclosures</b>			
<b>Organisational profile</b>			
102-1	Name of the organisation	1	
102-2	Activities, brands, products, and services	5-6	
102-3	Location of headquarters	6-7	
102-4	Location of operations		NA
102-5	Ownership and legal form	6	
102-6	Markets served	7-9	
102-7	Scale of the organisation	12	
102-8	Information on employees and other workers	23-24; 29-30	
102-9	Supply chain		NA
102-10	Significant changes to the organisation and its supply chain	1	
102-11	Precautionary Principle or approach		NA
102-12	External initiatives		NA
102-13	Membership of associations		NA
<b>Strategy</b>			
102-14	Statement from senior decision-maker	3	
102-15	Key impacts, risks and opportunities		ND
<b>Ethics and integrity</b>			
102-16	Values, principles, standards and norms of behaviour		Note 2
102-17	Mechanisms for advice and concerns about ethics		Note 2

GRI Ref.	Disclosure	Page	Obs.
<b>Governance</b>			
102-18	Governance structure		ND
102-19	Delegating authority		ND
102-20	Executive-level responsibility for economic, environmental and social topics		ND
102-21	Consulting stakeholders on economic, environmental and social topics		ND
102-22	Composition of the highest governance body and its committees	6	
102-23	Chair of the highest governance body		ND
102-24	Nominating and selecting the highest governance body		ND
102-25	Conflicts of interest		Notes 2 and 3
102-26	Role of highest governance body in establishing purpose, values and strategy		ND
102-27	Collective knowledge of highest governance body		ND
102-28	Evaluating the highest governance body's performance		ND
102-29	Identifying and managing economic, environmental and social impacts		ND
102-30	Effectiveness of risk management processes		ND
102-31	Review of economic, environmental and social topics		ND
102-32	Highest governance body's role in sustainability reporting		ND
102-33	Communicating critical concerns		Note 3



GRI Ref.	Disclosure	Page	Obs.
102-34	Nature and total number of critical concerns		ND
102-35	Remuneration policies		ND
102-36	Process for determining remuneration		ND
102-37	Stakeholders' involvement in remuneration		ND
102-38	Annual total compensation ratio		ND
102-39	Percentage increase in annual total compensation ratio		ND
<b>Stakeholder engagement</b>			
102-40	List of stakeholder groups		ND
102-41	Collective bargaining agreements		ND
102-42	Identifying and selecting stakeholders		ND
102-43	Approach to stakeholder engagement		NA
102-44	Key topics and concerns raised		NA
<b>Reporting practices</b>			
102-45	Entities included in the consolidated financial statements		Note 1
102-46	Defining report content and topic Boundaries	1	
102-47	List of material topics	1	
102-48	Restatements of information	1	
102-49	Changes in reporting	1	
102-50	Reporting period	1	

GRI Ref.	Disclosure	Page	Obs.
102-51	Date of most recent report	1	
102-52	Reporting cycle	1	
102-53	Contact point for questions regarding the report	1	
102-54	Claims of reporting in accordance with the GRI Standards	1; 45-54	
102-55	GRI content index	45-54	
102-56	External assurance		NA
<b>GRI 103: Management Approach</b>			
103-1	Explanation of the material topic and its Boundary	1	
103-2	The management approach and its components	1	
103-3	Evaluation of the management approach		NA
<b>Economic Performance</b>			
<b>GRI 201: Economic Performance</b>			
201-1	Direct economic value generated and distributed	18-19	
201-2	Financial implications and other risks and opportunities due to climate change		ND
201-3	Defined benefit plan obligations and other retirement plans		ND
201-4	Financial assistance received from government	19	
<b>GRI 202: Market Presence</b>			
202-1	Ratios of standard entry level wage by gender compared to local minimum wage	19-20	
202-2	Proportion of senior management hired from the local community	20	

GRI Ref.	Disclosure	Page	Obs.
<b>GRI 203: Indirect Economic Impacts</b>			
203-1	Infrastructure investments and services supported		ND
203-2	Significant indirect economic impacts		ND
<b>GRI 204: Procurement Practices</b>			
204-1	Proportion of spending on local suppliers	20	
<b>GRI 205: Anti-corruption</b>			
205-1	Operations assessed for risks related to corruption		Note 3
205-2	Communication and training on anti-corruption policies and procedures		Note 3
205-3	Confirmed incidents of corruption and actions taken		Note 3
<b>GRI 206: Anti-competitive Behaviour</b>			
206-1	Legal actions for anti-competitive behaviour, anti-trust and monopoly practices		NA
<b>GRI 207: Tax</b>			
207-1	Approach to tax		NA
207-2	Tax governance, control and risk management		NA
207-3	Stakeholder engagement and management of concerns related to tax		NA
207-4	Country-by-country reporting		NA
<b>Environmental Performance</b>			
<b>GRI 301: Materials</b>			
301-1	Materials used by weight or volume		ND
301-2	Recycled input materials used		ND
301-3	Reclaimed products and their packaging materials		ND

GRI Ref.	Disclosure	Page	Obs.
<b>GRI 302: Energy</b>			
302-1	Energy consumption within the organisation	38-40	
302-2	Energy consumption outside the organisation	38-40	
302-3	Energy intensity	38-40	
302-4	Reduction of energy consumption	38-40	
302-5	Reductions in energy requirements of products and services	38-40	
<b>GRI 303: Water and Effluents</b>			
303-1	Interactions with water as a shared resource	36-37	
303-2	Management of water discharge-related impacts		ND
303-3	Water withdrawal	36-37	
303-4	Water discharge	37-38	
303-5	Water consumption	36-37	
<b>GRI 304: Biodiversity</b>			
304-1	Operational sites owned, leased or managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas	32	
304-2	Significant impacts of activities, products and services on biodiversity	33	
304-3	Habitats protected or restored	32	
304-4	IUCN Red List species and national conservation list species with habitats in areas affected by operations	32	
<b>GRI 305: Emissions</b>			
305-1	Direct (Scope 1) GHG emissions	40	
305-2	Energy indirect (Scope 2) GHG emissions	40	
305-3	Other indirect (Scope 3) GHG emissions		ND
305-4	GHG emissions intensity	40	

GRI Ref.	Disclosure	Page	Obs.
305-5	Reduction of GHG emissions	40	
305-6	Emissions of ozone-depleting substances (ODS)		ND
305-7	Nitrogen oxides (NOX), sulphur oxides (SOX) and other significant air emissions		ND
<b>GRI 306: Effluents and Waste</b>			
306-1	Water discharge by quality and destination		Calculated in 303-4
306-2	Waste by type and disposal method	36	
306-3	Significant spills	41-42	
306-4	Transport of hazardous waste		ND
306-5	Water bodies affected by water discharges and/or runoff		Calculated in 303-1
<b>GRI 307: Environmental Compliance</b>			
307-1	Non-compliance with environmental laws and regulations	42	
<b>GRI 308: Supplier Environmental Assessment</b>			
308-1	New suppliers that were screened using environmental criteria		ND
308-2	Negative environmental impacts in the supply chain and actions taken		ND
<b>Social Performance</b>			
<b>GRI 401: Employment</b>			
401-1	New employee hiring and employee turnover		NA
401-2	Benefits provided to full-time employees that are not provided to temporary or part-time employees		NA
401-3	Parental leave		NA
<b>GRI 402: Labour/Management Relations</b>			
402-1	Minimum notice periods regarding operational changes		NA

GRI Ref.	Disclosure	Page	Obs.
<b>GRI 403: Occupational Health and Safety</b>			
403-1	Occupational health and safety management system		NA
403-2	Hazard identification, risk assessment and incident investigation		ND
403-3	Occupational health services	26	
403-4	Worker participation, consultation and communication on occupational health and safety		ND
403-5	Worker training on occupational health and safety		ND
403-6	Promotion of worker health	26	
403-7	Prevention and mitigation of occupational health and safety impacts directly linked by business relationships		ND
403-8	Workers covered by an occupational health and safety management system		ND
403-9	Work-related injuries	26-28	
403-10	Work-related ill health		ND
<b>GRI 404: Training and Education</b>			
404-1	Average hours of training per year per employee	29-30	
404-2	Programmes for upgrading employee skills and transition assistance programmes	29-30	
404-3	Percentage of employees receiving regular performance and career development reviews		NA
<b>GRI 405: Diversity and Equal Opportunity</b>			
405-1	Diversity of governance bodies and employees	29	
405-2	Ratio of basic salary and remuneration of women to men		ND
<b>GRI 406: Non-discrimination</b>			
406-1	Incidents of discrimination and corrective actions taken		Note 2
<b>GRI 407: Freedom of Association and Collective Bargaining</b>			
407-1	Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk		NA

GRI Ref.	Disclosure	Page	Obs.
<b>GRI 408: Child Labour</b>			
408-1	Operations and suppliers at significant risk for incidents of child labour		NA
<b>GRI 409: Forced or Compulsory Labour</b>			
409-1	Operations and suppliers at significant risk for incidents of forced or compulsory labour		NA
<b>GRI 410: Security Practices</b>			
410-1	Security personnel trained in human rights policies or procedures		NA
<b>GRI 411: Rights of Indigenous Peoples</b>			
411-1	Incidents of violations involving rights of indigenous peoples		NA
<b>GRI 412: Human Rights Assessment</b>			
412-1	Operations that have been subject to human rights reviews or impact assessments		NA
412-2	Employee training on human rights policies or procedures		NA
412-3	Significant investment agreements and contracts that include human rights clauses or that underwent human rights screening		NA
<b>GRI 413: Local Communities</b>			
413-1	Operations with local community engagement, impact assessments and development programmes		NA
413-2	Operations with significant actual and potential negative impacts on local communities		NA
<b>GRI 414: Supplier Social Assessment</b>			
414-1	New suppliers that were screened using social criteria		NA
414-2	Negative social impacts in the supply chain and actions taken		NA
<b>GRI 415: Public Policy</b>			
415-1	Political contributions		NA
<b>GRI 416: Customer Health and Safety</b>			
416-1	Assessment of the health and safety impacts of product and service categories		NA

GRI Ref.	Disclosure	Page	Obs.
416-2	Incidents of non-compliance concerning the health and safety impacts of products and services		NA
<b>GRI 417: Marketing and product labelling</b>			
417-1	Requirements for product and service information and labelling		NA
417-2	Incidents of non-compliance concerning product and service information and labelling		NA
417-3	Incidents of non-compliance concerning marketing communications		NA
<b>GRI 418: Customer Privacy</b>			
418-1	Substantiated complaints concerning breaches of customer privacy and losses of customer data		NA
<b>GRI 419: Socioeconomic Compliance</b>			
419-1	Non-compliance with laws and regulations in the social and economic area		NA

## Key:

NA – Not applicable


ND – Not available

## Notes:

1 – This Port Administration holds 100% of the Share Capital of APFF, S.A.;

2 – Please see the Ethics and Conduct Code, available at [www.portodeaveiro.pt](http://www.portodeaveiro.pt);3 – Please see the Corruption Risk and Related Infractions Prevention Plan, available at [www.portodeaveiro.pt](http://www.portodeaveiro.pt).4 – Please see the Report on wage gap between men and women, available at [www.portodeaveiro.pt](http://www.portodeaveiro.pt).

## Level of Application of the GR

	C	C+	B	B+	A	A+
Self-declaration		----	----	----	----	----
Verified by an external entity	----	----	----	----	----	----
Verified by GRI	----	----	----	----	----	----



## **CALCULATION CRITERIA FOR THE INDICATORS**

## Calculation criteria

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### SOCIAL INDICATORS

**Absenteeism Rate** - Corresponds to all absences (except holidays and leave). It is determined by the percentage of the total number of absences, relative to the number of working days in a given period.

**Training index** - Quantifies the number of hours of training (organised courses aimed at acquiring the knowledge and skills required to perform functions specific to a profession or group of professions in any economic activity), by the total number of workers by category.

**Evolution of staff** - Evolution of the number of employees over the last three years.

**Staff by functional category** - Corresponds to the breakdown of staff by functional category.

**Work accidents with sick leave** - Corresponds to the sum of work accidents which resulted in medical leave. Three intervals of medical leave are considered, from 1 to 3 days, from 4 to 30 days and more than 30 days.

**Work accidents without medical leave** - Results from the sum of work accidents which did not result in medical leave or disability.

**Employees by age group** - Evolution of the number of employees by age group during the last three years. Three age groups are considered, less than 30 years, between 30 and 50 and above 50 years of age.

**Reasons for absence** - Identification of the number of absences by reasons which caused the absenteeism, comparing them with the last three years under analysis. Various reasons are considered, such as accidents at work, illness, occupational diseases, disciplinary suspensions, urgent care, maternity / paternity leave and other causes.

## ENVIRONMENTAL INDICATORS

**Energy consumption** - Sum of direct fuel consumption (diesel and gasoline) of APA, S.A. and calculation of indirect consumption, by measuring the energy supplied by the national network.

**Total greenhouse gas (GHG) emissions** - CO<sub>2</sub> equivalent emissions were calculated based on the fuel consumption obtained, based on the rules established in Commission Regulation (EU) No. 601/2012 of 21<sup>st</sup> June, and the National Inventory of Atmospheric Emissions (INERPA) published in 2013. Based on electricity consumption, CO<sub>2</sub> emissions were calculated based on the annual emission factor for electricity generated by IBERDROLA Portugal, in accordance with Directive No. 16/2018 of the Energy Services Regulatory Entity, relative to the labelling of electric energy.

**Water consumption** – This index is calculated based on the measurements from the meters. APA, S.A.'s consumption was estimated by the difference between the total volume and the consumption of third parties.

**Waste** - The quantities of waste were calculated based on the quantities sent out from the Port of Aveiro.

**Spill risk** - This indicator is defined according to the degree of significance of the spills and the effects on the adjacent receiving environment, in accordance with Portuguese legislation.