

SUSTAINABILITY REPORT

eXpand international Consultancy GmbH

2023



CONTENTS

- FOREWORD..... 1**
- OVERVIEW OF FINANCIAL & BUSINESS SITUATION 2**
- WHY WE HAVE CHOSEN TO USE THE SDGs AS A FRAMEWORK..... 3**
 - SDG 3: Ensure healthy lives and promote well-being for all at all ages 3*
 - SDG 4: Ensures inclusive and equitable quality education and promote lifelong learning opportunities for all. 4*
 - SDG 5: Achieve gender equality and empower all women and girls. 4*
 - SDG 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all. 5*
 - SDG 9: Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation. 6*
 - SDG 12: Ensure sustainable consumption and production patterns..... 7*
 - SDG 13: Take urgent action to combat climate change and its impacts 8*
 - SDG 16: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels..... 9*
- IMPLEMENTING SUSTAINABILITY IN PRACTICE ENTERPRISES 11**
 - How do you go about implementing sustainability in a PE?..... 11*
- A ROADMAP FOR SUSTAINABILITY 12**
- CONCLUSION..... 16**
- ANNEX 17**
 - AIM SHEET..... 17*
 - SUSTAINABLE SHOPPING MAP GRAZ..... 19*

FOREWORD

DEAR READER,

in a world, where climate change becomes more and more threatening, social injustice and disparity increase and gender equality is still a utopian dream, we have to take action and contribute our fair share.

Like many other companies we use the internationally recognized framework of Sustainable Development Goals (SDGs) as a basis for our work. We focus on SDGs which emphasize environmental sustainability, health aspects and gender equality.

As a practice enterprise, eXpand international consultancy GmbH, is in a special position to implement sustainability actions. On the one hand, we work virtually and hence, can also implement virtual sustainability actions. But on the other hand, we also work in real-life and have to include sustainability there. In the subsequent sustainability report, we have derived virtual and real-life actions from the chosen SDGs. We have categorized these actions into those that are presently being implemented and those that we plan to implement in the future.

Furthermore, we are in another special position, because as a university practice enterprise and future teachers we have to act as role models. We take this role very seriously and want to inspire more practice enterprises to include sustainability in both their virtual and real-life work. To do so, you will find a *roadmap to success* on how to implement sustainability in a practice enterprise in this sustainability report.

In conclusion, as we navigate the challenges of our world, it is evident that sustainability is not a mere option but an essential path forward. At eXpand international consultancy GmbH, we are committed to taking decisive action and playing our part in addressing the urgent issues of climate change, social injustice, and gender inequality. By adhering to the Sustainable Development Goals (SDGs) and focusing on environmental sustainability, health, and gender equality, we strive to create a positive impact on both virtual and real-life fronts.

Together, let us seize this moment to foster a more resilient, inclusive, and sustainable world for ourselves and future generations. Join us in forging a brighter future through collective action and unwavering commitment to sustainability.

Yours sincerely,



Monitoring and Support Department, summer term 2023



Accounting Department, summer term 2023

“ONLY WHEN THE LAST TREE IS CUT DOWN, THE LAST FISH EATEN, AND THE LAST STREAM POISONED, YOU WILL REALISE THAT YOU CANNOT EAT MONEY.” – Native American Proverb

OVERVIEW OF FINANCIAL & BUSINESS SITUATION

eXpand International Consultancy GmbH is an innovative and English-speaking practice enterprise located at the University of Graz. We offer consultancy services to other practice enterprises worldwide.

Even within our consultancy service program, we emphasize sustainability. For example, we offer sustainability consulting which enables organizations to integrate environmentally conscious practices into their operations. By fostering a deep understanding of sustainable practices and providing practical solutions, we strive to empower businesses to make informed decisions that not only benefit their bottom line but also contribute to the greater good of our planet and society. Our sustainability consulting service exemplifies our dedication to driving meaningful change and fostering a more sustainable future for all.

But working in a sustainable way, does not only include environmental and social sustainability, but also financial sustainability. We recognize that in order for organizations to truly thrive in the long run, they need to strike a balance between profitability and responsible practices.

Over the past years, our turnover has been highly volatile, which also led to losses, but we still managed to stay in business. With extended marketing activities, such as the participation in Online Trading Days, we tried to improve our turnover and gain renownedness on the market.

With the planned merger with *KFUniline* and the accompanying change of the product portfolio we are hoping to meet the market's demand and therefore keep our business profitable in the long run.

WHY WE HAVE CHOSEN TO USE THE SDGs AS A FRAMEWORK

The Sustainable Development Goals (SDGs) are a set of 17 goals adopted by the United Nations in 2015 to promote sustainable development by 2030. We have chosen to use them as a framework because it is an agreement that many countries around the world have signed and accepted. As we are an internationally operating company, we want to gain recognition on the national as well as the international market. Therefore, the SDGs

present excellent objectives for practice enterprise. Another aspect that supported our decision is that the goals include a wide range of important areas for sustainable development. Implementing the SDGs can bring many benefits for eXpand including improved image, new business opportunities, increased employee motivation and fulfillment of the responsibility to create a better world.



SDG 3: Ensure healthy lives and promote well-being for all at all ages

Achieve universal health coverage, including financial risk protection, access to quality essential health-care services and access to safe, effective, quality and affordable essential medicines and vaccines for all.

What we already do and still want to do in our virtual practice enterprise

Our efforts in this field focus on the prevention of physical as well as mental health problems. Last year, our employees participated in a motivational seminar and cooking courses to keep up their spirit and support them in eating healthy. We aim at expanding our efforts in this field, offering at least one course focusing on mental health and one focusing on physical health every term.

Our office space is already partially equipped with ergonomic furniture to minimize unilateral or punctual physical strain. In the future, discarded office equipment will exclusively be replaced with ergonomic furniture.

In order to facilitate a healthy and balanced diet, we plan on supplying our employees with organic tea and organic, fresh fruit. A lack of hydration is known to have negative effects on one's performance and well-being. We hope to encourage our employees to drink enough throughout the day and reach their daily intake of vitamins through healthy snacks.

What we already do in real life

One of our real-life employees is professionally engaged in golfing and has organised an introduction to this sport. Showing our employees new types of sports brings to their attention the multiple ways in which one can stay healthy and find a way to offset stress.



SDG 4: Ensures inclusive and equitable quality education and promote lifelong learning opportunities for all.

By 2030, ensure equal access for all women and men to affordable and quality technical, vocational and tertiary education, including university.

What we already do in our virtual practice enterprise

eXpand invests in the continuous professional development of our staff, giving them access to professional literature and training. This helps ensure that our employees are up to date with the latest research and can constantly improve their skills.

What we already do in real life

In our pedagogical and business meetings, we have created space for reflecting and sharing our goals. We discuss professional literature as well as our role as future teachers and role models for our students. We also openly address mistakes to learn from them and continuously improve our work. By conducting a "World Café," we develop valuable ideas and solutions to improve the quality of our practice enterprise.



SDG 5: Achieve gender equality and empower all women and girls.

End all forms of discrimination against all women and girls everywhere ensure women's full and effective participation and equal opportunities for leadership at all levels of decision-making in political, economic and public life.

What we already do in our virtual practice enterprise

eXpand been governed by a female CEO from its founding date in 2004 on. We support women working in leadership positions and breaking through the glass ceiling. Moreover, 50% of our employees work part time, enabling them to choose a working time

model that is in line with their individual needs.

What we already do in real life

eXpand currently has two male and three female team leaders, making sure to have a balanced gender distribution. Moreover, our management is all female, promoting women in executive positions. We offer an option to share a

team lead, which makes it possible for female and male team leaders to

combine their views and individual strengths in one position.



SDG 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all.

Achieve higher levels of economic productivity through diversification, technological upgrading and innovation, including through a focus on high-value added and labour-intensive sectors.

Promote development-oriented policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation, and encourage the formalization and growth of micro-, small- and medium-sized enterprises, including through access to financial services.

What we already do in our virtual practice enterprise

Through consistent implementation of various measures, we aim towards achieving SDG 8 - decent work and economic growth. In terms of economic growth, we create special offers through the Marketing and Consulting teams to attract new customers and increase sales. We also participate in national and international Online Trading Days to expand our business opportunities and identify growth potential.

We work hard to increase the satisfaction of our employees. In order to strengthen cohesion and cooperation within the team, team workshops are conducted for eXpand's employees. Moreover, salaries are adjusted in line with inflation to ensure a stable financial satisfaction for our employees.

What we already do in real life

We conduct regular employee surveys in collaboration with Learning Point to

obtain continuous feedback. Handover manuals and face-to-face meetings were introduced and are continually revised to ensure a smooth flow of information and reflect current procedures and processes. Furthermore, more flexibility was provided by promoting mobile working with Microsoft Teams, home office and workspaces at the practice enterprise office. An option for a shared team lead has been created, which supports flexible working models and positional rotation.

We also organise social events to strengthen team building and cohesion. The Marketing team plays an important role in this. In addition, we have received information from Learning Point about personality and leadership culture. This helps us get to know each other's working personalities and individual character traits, which makes it easier to communicate effectively.

eXpand is strongly focused on its position as high-quality service provider. Therefore, a Total Quality Management process that defines continuous improvement measures and includes regular updates through

Learning Point has been implemented. Through all these actions, we have managed to promote decent work while achieving economic growth. We are proud to have made our contribution to achieving SDG 8.



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

Develop quality, reliable, sustainable and resilient infrastructure, including regional and transborder infrastructure, to support economic development and human well-being, with a focus on affordable and equitable access for all.

What we already do in our virtual practice enterprise

The upcoming merger of eXpand International Consultancy GmbH and KFUonline Übungsfirma-Weiterbildungs GmbH will be one big step SDG 9 - Industry, Innovation and Infrastructure for us.

The combination of these two companies will allow us to strengthen our position on the practice enterprise market. We strive to improve our services and better meet the demands of the market through offering innovative solutions.

What we already do in real life

This merger will be carried out both in our virtual practice enterprise as well as in real life and will allow us to explore innovative approaches towards the Austrian practice enterprise market. Moreover, it offers an opportunity to rethink our organisational structure, use synergies and develop new ways of working together and sharing our knowledge.

These actions will help us achieve SDG 9 by strengthening the service industry and promoting innovation. We are proud to be able to contribute to sustainable development in this area.



SDG 12: Ensure sustainable consumption and production patterns

By 2030, achieve the sustainable management and efficient use of natural resources.

By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse.

Encourage companies, especially large and transnational companies, to adopt sustainable practices and to integrate sustainability information into their reporting cycle.

By 2030, ensure that people everywhere have the relevant information and awareness for sustainable development and lifestyles in harmony with nature.

What we already do and want to do in our virtual practice enterprise

Our focus in this area is on sustainable procurement practices. We obtain almost all goods and services from local producers, retailers and contractors to reduce emissions caused through freight transport and business travel. The practice enterprise market offers a variety of products, which is why it is sometimes difficult to process all available information to make sustainable choices. In order to support our employees in modelling eXpand's expenses, we want to develop a guideline for sustainable procurement. This document will cover points such as organic products, social responsibility, fair trade and regionality and sum them up in a decision framework. Moreover, a list of sustainable suppliers will be included.

Concerning our own business trips, we avoid travelling where possible. As part of our efforts, we have adapted our

communication system, enabling our employees to make international phone calls via internet instead of using a landline. For those times where it is necessary to meet our clients in person, we want to increase the use of public transport, if a client is not within walking distance. Therefore, we plan on evaluating our possibilities for financing a Styrian-wide ticket for public transport for all our employees. Through this action, we also want to encourage our employees to use public transport for commuting as well as in their spare time.

What we want to do in real life

As a practice enterprise, we do not only participate in weekly meetings, but we also organise events, such as an Info Day for team members to be or visits by schools interested in our practice enterprise work. Our aim is to make it easier for our employees to set up a sustainable catering for these meetings and events. Therefore, we plan on

drawing up a map of Graz where employees can find shops and markets where they can buy local, organic, fair trade or zero waste groceries. The idea

behind this map is to raise employees' awareness for the range and variety of sustainable suppliers nearby.



SDG 13: Take urgent action to combat climate change and its impacts

Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning.

What we already do and want to do in our virtual practice enterprise

Implementing a set of sustainable practices can be a challenging endeavour for companies. eXpand supports companies in their efforts by offering sustainability consulting services. Companies that want to use ecologically friendly working methods will profit from our expertise on aspects such as reducing CO₂ emissions, establishing paperless office, facilitating a sustainable supply chain and taking on corporate social responsibility. However, we want to further eXpand our product programme of sustainable services. In order to generate positive effects on customer satisfaction, companies need to talk about their sustainable practices. Therefore, we want to become one of the pioneers of green marketing & public relations consulting on the Austrian practice enterprise market and help companies in their efforts to become successful sustainable enterprises.

Moreover, by employing eXpand's services, companies can already take a first step towards reducing the severe negative effects of climate change. For

every order received, we donate to an organisation that reforests the Brazilian rainforest. So, one order at eXpand equals one tree that can carry out the much-needed task of absorbing CO₂ from our atmosphere.

Striving towards being a role model and a pioneer in the market comes with great responsibility. We are aware that we need to stay on our toes to stay true to our ambitions. Therefore, we plan on organising regular educational seminars on environmental, social and governance topics for our employees. Through this measure, we aim at supporting actions against climate change on a corporate as well as an individual level.

What we want to do in real life

We want to draw from the knowledge that our employees have gained through their studies and their experiences. We plan on introducing an ethics quickie as part of our business meetings. The idea is to introduce five specific measures – with a focus on creative or unusual ones – for a more sustainable life in a maximum of five minutes. Every one of us can take

actions when it comes to climate change, either individually or together as a group. We want to raise

employees' awareness for their decisions, their impact and the power that they have.



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

Promote the rule of law at the national and international levels and ensure equal access to justice for all.

Develop effective, accountable and transparent institutions at all levels.

Ensure responsive, inclusive, participatory and representative decision-making at all levels.

What we already do and want to do in our virtual practice enterprise

Cybersecurity is a prevailing issue for many companies around the world. We as a company must assume accountability by making sure that we protect sensitive data. A first step towards keeping up with current standards was updating our antivirus software. However, we know that a system is only as resilient as its members. Therefore, we plan on implementing regular mandatory cybersecurity trainings for all employees. Only by broadening our knowledge on this topic can we prevent potential threats for our company in the digital data room.

What we already do in real life

Part of our strategy towards higher data security is hands-on training. All members of eXpand have participated in a mandatory cyber security training and had to test their knowledge as part of everyday work. Moreover, data

security is also crucial when it comes to storing our digital data. eXpand is currently using a combination of two data platforms – a network drive and a Sharepoint via Microsoft Teams. Since these systems are partly run in parallel, we have evaluated their benefits and potential issues. We are currently on our way to a solution that is in line with our data security standards as well as easy to handle for our employees.

We carry out weekly meetings to keep each other up to date on developments in the different departments and processes. This also means that decisions of general interest are not a case of top-down-management. On the contrary, these matters are discussed with all members and put to a vote. In this way, we strive at giving every employee a voice and valuing their opinions on different issues.

Moreover, we do not only have a voice in business matters, but also in political matters. We have encouraged eXpand's employees to attend the election of the ÖH, which is the official representation of university students all

over Austria. It ensures that students are granted their legal students' rights and makes sure that students' opinions are part of the political discourse.

IMPLEMENTING SUSTAINABILITY IN PRACTICE ENTERPRISES

How do you go about implementing sustainability in a PE?

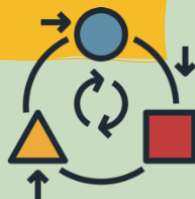
First and foremost, the practice enterprise concept has a lot of advantages compared to traditional teaching methods. One of them is that you fundamentally have total freedom on how you want to model your respective practice enterprise. The sustainability matter is no exception to this. As a teacher, you can implement a sustainable mindset on a meta level in the PE by raising their awareness of the importance of sustainability and teaching them how to make sustainable decisions. You have to make sure that

your students understand how their decisions in the practice firms, and later in real life, have an impact on the environment and society. By integrating sustainability into the practice enterprise, you can encourage students to think critically about the impact of their actions on the environment and society and inspire them to take responsible action. Therefore, one of the biggest questions a teacher should ask himself/herself is how they want to go about the implementation of sustainability.

First, teachers should consider the following two aspects:

ACTUAL OR FICTIONAL?

When implementing sustainability in a practice enterprise, it is important to consider whether the initiatives and actions will be actual and implemented in real life or if they are simply fictional and thus simulated. For example, if the practice enterprise claims to plant trees for every order, it should be clarified whether this is actually done or if it is part of a simulated exercise. Or: do we implement home office or are we just pretending to do so?



TEACHER AND/OR STUDENTS?

The role of the teacher and the level of involvement of students in implementing sustainability measures should be defined. The teacher can take the lead and model sustainable practices, or the students can be given the freedom to explore and implement their own sustainability initiatives. Finding a balance between guidance and student autonomy can be a productive approach.



A ROADMAP FOR SUSTAINABILITY

Here's a compelling roadmap illustrating the implementation of sustainability in practice enterprises.



STEP 1: DEFINE SUSTAINABILITY WITHIN YOUR PE

Sustainability is a broad concept which can range from environmental sustainability through workplace sustainability to mental health sustainability. It is important for a teacher to define what sustainability should be and look like together with their students. This can include teaching students about the principles of sustainable development, such as the triple bottom line (people, planet, profit), and how to apply these principles to PEs. You can also encourage students to consider the life cycle of products, from design to disposal, and how to minimize negative impacts on the environment and society.

STEP 2: DETERMINE THE NEED FOR A FRAMEWORK

Should you be using a framework like the SDGs? That is the big question. We would argue that you should use a framework. However, we still think that it can work to let the students figure it out themselves. A framework that we use ourselves and is popular even amongst big companies are the 17 SDGs that the UN has determined. Frameworks provide a comprehensive structure to guide your sustainability efforts.

STEP 3: CONSIDER HOW TO SET GOALS

Again, it depends on how you as a teacher want to have it. Do you want to implement a tight framework with accordingly tight (numeric) goals? Or do you want to leave more freedom to the students? You could determine clear and measurable sustainability goals that are relevant to your PE. These goals should address areas such as waste reduction, energy efficiency, social responsibility, and ethical business practices.

STEP 4: OPERATIONALIZE SUSTAINABILITY

Develop an action plan to operationalize sustainability. This may involve creating an aims table to track progress, selecting key performance indicators (KPIs) to measure impact, and identifying specific measures in various areas. Prioritize high-impact actions that can make a significant difference.



STEP 5: CONSIDER POTENTIAL CHALLENGES OR PITFALLS?

An example for this could be over- or underdoing it.

Overdoing: The PE should remain a safe space for students to get an introduction to the processes and tasks which usually take place in an enterprise. Therefore, teachers should avoid making sustainability the sole focus.

Underdoing: Greenwashing is already a big topic for many young people/students therefore you should avoid doing exactly that by undermining the importance of sustainability in enterprises.



STEP 6: UTILIZE USEFUL SOURCES AND FRAMEWORKS

You can use SDGs from the UN. Explore various sources for guidance and inspiration on sustainable practices. These may include industry publications, sustainability reports of other organizations (e.g. Sonnentor), case studies, and academic research. Stay updated on current trends and best practices in sustainability.

What are potential frameworks?

Apart from the SDGs, other frameworks like the Global Reporting Initiative (GRI), ISO 14001 (environmental management), and B Corp certification offer valuable guidance for sustainability implementation. Choose a framework that aligns with your PE's goals and values.



STEP 7: DEFINE ROLES AND RESPONSIBILITIES

Clearly define the roles and responsibilities for sustainability implementation. The teacher or instructor can provide guidance, facilitate discussions, and offer expertise. Students can actively participate in the development and execution of sustainability initiatives, taking ownership of specific tasks and projects.





STEP 8: DEVELOPING SUSTAINABILITY MEASURES

Together, students and teachers can explore and develop various sustainability measures that align with the goals and values of the practice enterprise.

Here are some possible examples:

- Making sustainable decisions: Help students make sustainable decisions by teaching them how to act ecologically and socially responsibly. For example, you could show students how to choose products with a lower ecological footprint or how to reduce waste.
- Integrating sustainability into business strategy: Promote the integration of sustainability into the business strategy of practice firms. For example, you could help students select sustainable suppliers and materials or develop sustainable marketing strategies.
- Measuring and presenting success: Measure the success of implementing sustainability in practice firms and present these successes. For example, you could show students how much waste they have reduced or how much CO₂ they have saved.
- Encouraging continuous improvement: Encourage students to become more sustainable continuously by helping them review and improve their processes and products.
- Green Office: Integrate sustainability into the office routine of practice firms. For example, students could save paper by creating and storing digital documents, or they could use recycled paper products.
- Encouraging energy conservation by turning off lights and electronics when not in use.
- Promoting sustainable transportation options, such as carpooling or using public transportation.
- Supporting local and sustainable suppliers for products and services.
- Organizing educational workshops or guest speakers on topics related to sustainability.
- Creating awareness campaigns within the practice enterprise and beyond to promote sustainable practices.
- Establishing partnerships with environmental organizations or initiatives for collaborative projects.
- Incorporating sustainable packaging materials and practices for products



STEP 9: MONITORING AND EVALUATION: ENSURING EFFECTIVENESS OF SUSTAINABILITY INITIATIVES

Monitoring and evaluation play a vital role in successfully implementing sustainability in practice enterprises. Establishing mechanisms to monitor and evaluate the implementation of sustainability initiatives is important. This involves tracking key metrics such as energy consumption, waste reduction, or carbon footprint. Regular assessments enable the determination of the effectiveness of sustainability measures and identification of areas for improvement. By evaluating the results, informed decisions can be made, strategies can be adjusted, and the impact of sustainability efforts can be optimized.

By following this roadmap, teachers can effectively implement sustainability measures in practice enterprises, fostering a culture of responsibility and preparing students for sustainable business practices in the real world.



CONCLUSION

The company has already implemented various measures to achieve the SDGs. In the area of health and well-being (SDG 3), seminars were offered to motivate employees and cooking classes to promote healthy eating. The eXpand plans to expand these efforts by offering regular workshops and seminars on mental and physical health. In the area of education (SDG 4), eXpand invests in the continuous professional development of employees and promotes reflection and exchange on educational goals. In terms of gender equality (SDG 5), the company has already taken steps to support women in leadership positions and has achieved gender balance in its management. The company already sources 100% renewable energy (SDG 7) and strives for sustainable growth and quality work (SDG 8). Measures are being taken to improve the company's infrastructure and innovation capabilities (SDG 9). In the area of sustainable consumption and production (SDG 12), eXpand is working on sustainable procurement practices and aims to implement sustainable procurement guidelines. Finally, eXpand is actively engaged in climate protection (SDG 13) by offering sustainable consulting services and donating a tree for every order to offset CO2 emissions. Regarding rule of law principles and data security (SDG 16), eXpand has already taken steps to improve cybersecurity and will introduce regular mandatory trainings

for all employees. Overall, eXpand shows a strong commitment to the implementation of the SDGs, contributing to sustainable development in various areas.

It is crucial to recognize the importance of integrating sustainability into the educational process and preparing students for responsible decision-making in real-life business settings. It goes beyond simply teaching theoretical concepts; it provides students with a practical understanding of how their decisions and actions impact the environment and society. By integrating sustainability into PEs, we can instill in students a mindset of responsibility and inspire them to become agents of change in the business world. However, implementing sustainability in PEs requires careful consideration. Teachers must define what sustainability means within their PE, set clear goals, develop actionable plans, and address potential challenges. Seeking guidance from reputable sources and frameworks can provide valuable direction. It is essential to clearly define roles and responsibilities, and actively involve both teachers and students in the process.

By incorporating these aspects, PEs can foster a culture of sustainability, empower students to make environmentally and socially responsible choices, and contribute to a more sustainable future.

ANNEX

AIM SHEET

level	aims	measures	indicators	time horizon
virtual	SDG 3: supporting and strengthening employees' physical and mental health	offering free courses on physical health	at least one course on physical health offered per term	<i>each term (completed for the current term)</i>
		offering free courses on mental health	at least one course on mental health offered per term	<i>each term (completed for the current term)</i>
	SDG 3: minimizing unilateral or punctual physical strain through office furniture	replacing discarded furniture with ergonomic furniture	at least 75% of discarded pieces of furniture replaced with ergonomic furniture	<i>June 2024</i>
	SDG 3: facilitating a healthy and balanced diet for employees	supplying a variety of tea to avoid a lack of hydration	buying a sufficient supply of different sorts of tea once per term	<i>each term (completed for the current term)</i>
	SDG 3: facilitating a healthy and balanced diet for employees	supplying organic snacks on a regular basis	monthly purchase of a fruit basket containing fresh, organic fruit	<i>each month (completed for the current term)</i>
	SDG 12: implementing a system of sustainable procurement practices	setting up a guideline and decision framework for sustainable procurement	guideline is available to all real-life employees of eXpand	<i>June 2024</i>
	SDG 12: implementing a system of sustainable procurement practices	setting up a list of approved suppliers	list is available to all real-life employees modelling eXpand's expenses	<i>June 2024</i>

	SDG 12: reducing CO ₂ emissions caused by individual transport	encouraging employees to use public transport instead of individual motorized transport	free Styrian-wide tickets for public transport for all employees	<i>January 2024</i>
	SDG 13: expanding eXpand's portfolio of sustainable consulting services	offering green marketing & public relations consulting	service is part of the official product portfolio	<i>January 2024</i>
	SDG 13: staying up to date on current sustainability developments	organising educational seminars on ESG topics	at least one seminar on ESG topics organised per term	<i>each term (completed for the current term)</i>
	SDG 16: broadening employees' awareness of and knowledge about cybercrime and cybersecurity	organising regular mandatory courses on cybersecurity	one course on cybersecurity organised per term	<i>each term (completed for the current term)</i>
real-life	SDG 13: raising employees' awareness for the impacts of their decisions on sustainability	introducing the ethics quickie, where five specific measures for a sustainable life are introduced in a maximum of five minutes during a business meeting	ethics quickie is presented by a different department/process once per term	<i>January 2024</i>

SUSTAINABLE SHOPPING MAP GRAZ

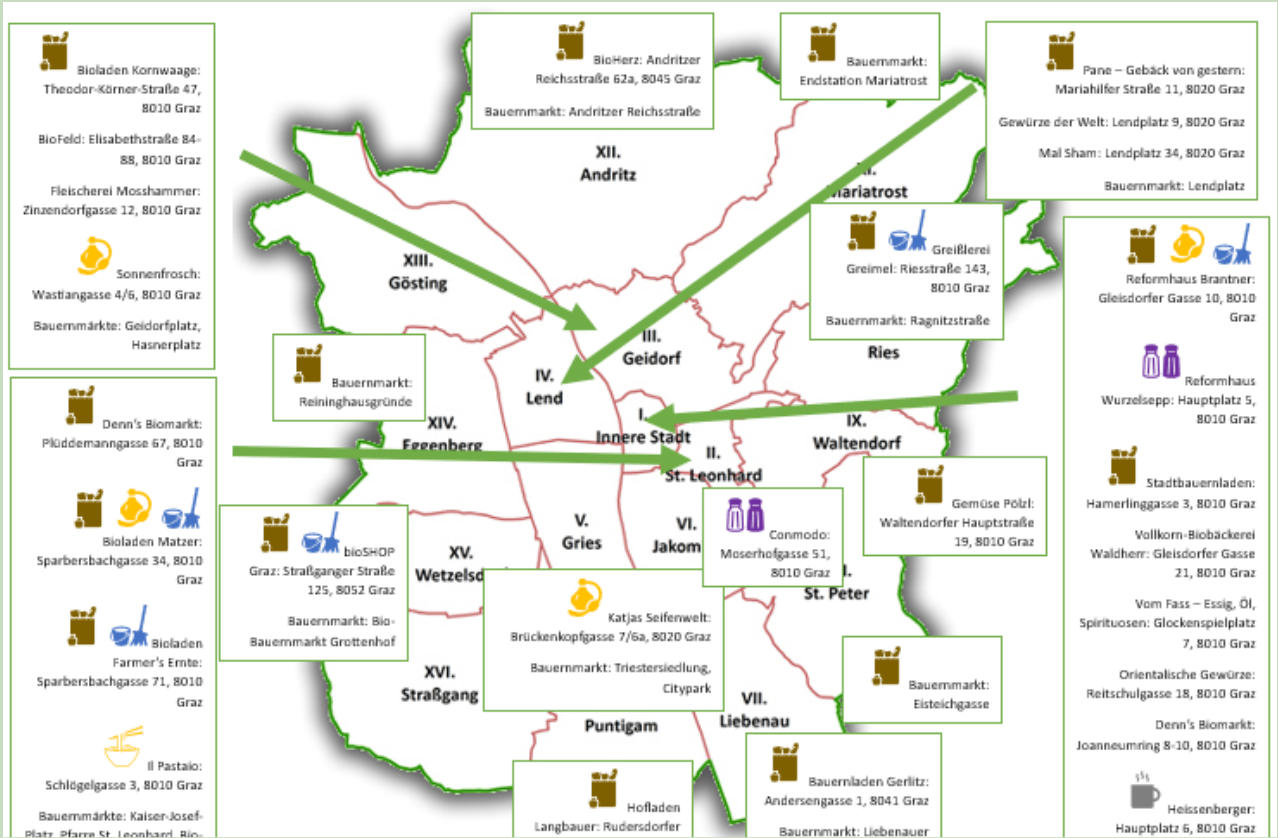


Figure 1: Sustainable Shopping Map

Picture source: City of Graz (2015). URL: https://www.graz.at/cms/bilder/66964/80/0/0/6bfeb15d/GRAZ_BEZIRKE_2.jpg, last visited on 07/06/2023.

This map offers an overview of some of the locations in Graz where you can buy products that are either zero waste, organic, regional or all of the above. The symbols next to the locations indicate what you can find there:



groceries (including, depending on the location: fruit, vegetables, rice, noodles, pulses, cereal, spices, herbs, oils, vinegar, tea, coffee, milk, eggs etc.)



only spices and herbs



only noodles



only tea and coffee



cleaning supplies



cosmetics

Furthermore, many supermarkets and drugstores offer fairtrade products. Some drugstores also have specific containers and bottles by certain brands on offer that can be refilled. If you are looking for second hand fashion, Carla shops, Humana shops or Dogdays of Summer might offer something you like. Chic ethic and Apflbutzn offer fairtrade and organic fashion, respectively.

And if you want to order online, why not try one of these shops?

Biohof Lebenbauer	delivery of organic baskets (Biokisten)	https://nachhaltig-in-graz.at/biokiste-vom-biohof-lebenbauer/
Biogemüsehof Wressnigg	delivery of organic baskets (Biokisten)	https://www.bio-service.at/
Biohof Fink	delivery of organic baskets (Biokisten)	https://www.bio-fink.at/
Biohof Pranger	delivery of organic baskets (Biokisten)	https://www.biohofpranger.at/
markta	online farmers' market	https://www.markta.at/