



2018

COMPANY
REPORT



Contents



29 YEARS OF EXPERIENCE

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+ Leaders

DIRECTOR'S LETTER

WE ARE GD

2018 MILESTONES

BUSINESS DIVISIONS

GOVERNANCE BODIES

OUR VALUES



Director's Letter



My responses are always off the cuff, in an attempt to not waste time, and because I am grateful just for the opportunity to offer a few words. We are a business consultancy firm that is always creating. We have adapted the services we offer, creating a vertical structure and grouping services into divisions, to offer our clients, which now number 5,000, the best solutions.

We are attentive, light-footed and hungry, always ready to reinvent ourselves and to change the model to suit their needs. Let me say, with the special features we offer, with our size and positioning, we must be one of the most important consultancy firms in Spain. I am deeply proud that we have a team of such wonderful, highly prepared professionals - millennials, baby boomers and all generations from X to Z in perfect harmony, who know the value of what they offer and care about what we give back to them.

Finally, let me finish giving praise by saying that, thanks to them, with them and because of them, in the last five years we have seen growth each year in the double digits, to eventually reach

2018 with a turnover of more than 10 million euros, a milestone in our sector. Time and again, somewhat exhaustedly and perhaps raising the concerns of the people listening, I never stop thanking you all for what we have achieved together. We are still in our infancy; we have only just begun and we have to carry on like this - growing, learning and innovating at GD as much as necessary to the benefit of our clients and our team.

I am aware this may not be the typical letter accompanying the company report, but this is how I feel about everything we have all achieved together, and is a reflection of the culture that has made it all possible.

Thank you so much for listening.

Felipe Santiago
Director Gesdocument



We are GD

Gesdocument is more than a consultancy. We are a **market leader** in nationwide specialist consultancy, management and advisory services, championing service quality and fully integrated technology, allowing us to develop our work in a way that offers our clients security and responsiveness.

We strive every day to improve **service quality**, in line with the needs of our clients, offering proximity and optimum service.

Our technology-based approach and innovative working environment lets us guide our clients in their **digital transformation**, generating advanced, in-house tech solutions.

A growing company with good standing. Our excellence and close adherence to our strict code of ethics make us a leader in business advisory for SMEs.



2018 Milestones

ECONOMIC GROWTH

10.3 TOTAL REVENUE 2018

1.4 DE EBITDA

10% GROWTH
ON 2017

REVENUE PER PRACTICE AREA

38%

ACCOUNTING / TAX

20%

COMMERCIAL

28%

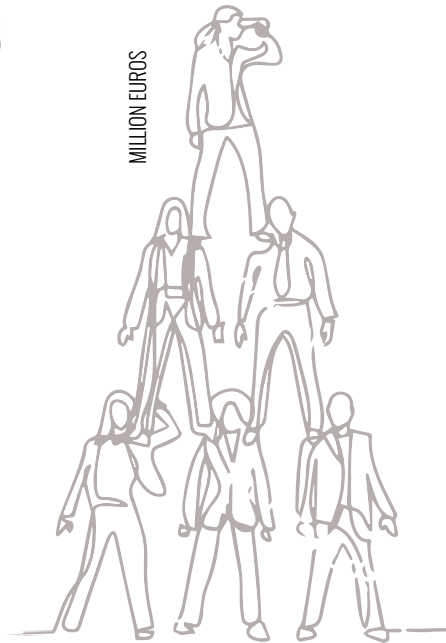
EMPLOYMENT AND HR

9%

FOREIGN
NATIONALS

5%

LEGAL



*We have joined the €10 million club**

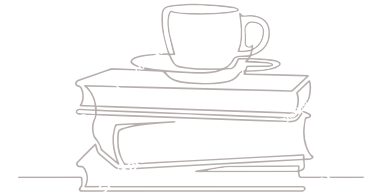
(*) the % of Spanish businesses that turn over more than €10 million

ETHICAL CODE OF CONDUCT AND ANTI-MONEY LAUNDERING POLICY

Professional conduct framework

ADVISORY LEGAL VIEW PRO

LegalTech in corporate management
+ clients

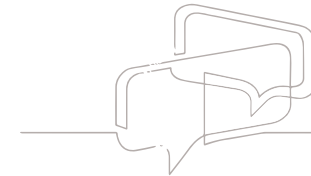
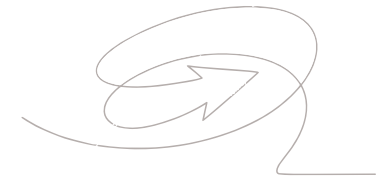


CERTIFICATE AECA

Service quality seal

SERVICE UPDATE GD LEGAL

New dispute and litigation



NEW SERVICE PRO FIRM

Digital firm = savings + efficiency +
paperless

Business divisions

At GD we like to work maximizing our specialism and proximity to the client. As such, our business model is focused on 6 expert divisions in their sector, identifying the variety of our services and tech tools as standalone, but within the same company. We have **6 business divisions**.

Six specialties that reflect the value we offer with an expert focus.

gd ASESORÍA

A one-stop shop for businesses

We advise SMEs in all aspects of their management, offering a unique, differential and highly specialized service, with in-house tech to facilitate our clients' communication and access to information, while ensuring data security.

gd LEGAL

Advice and legal services

We offer legal advice and assistance to SMEs, with a focus on prevention and business performance in employment, commercial, succession and foreign nationals matters, and in particular, disputes, thanks to an expert team of lawyers in each of these matters.

gd GLOBAL MOBILITY

International movement of workers

We help Spanish businesses in the expatriation of their workers across the world, and onboarding foreign professionals in Spain. Our service offers a 360°x2 solution, which means handling each individual relocation and all key elements that affect mobility now and in future.

gd HUMAN CAPITAL

Executive Search & Human Resources Selection

We are the only boutique firm in Spain specializing in executive search. After more than 15 years of offering selection services and continual movement and transformation, we have learned, evolved and specialized in people and HR.

gd GESTIÓN CORPORATIVA MERCANTIL

Corporate management and commercial handling

We aid internal legal departments of large corporations through our "Legal View Pro" solution, which links technology and service, for more efficient corporate management.

gd CONSULTORES

Business consultancy for SMEs

We offer business consultancy services and processes to manage, organize and optimize SMES in compliance and anti-money laundering matters.

gd **ASESORÍA**

A one-stop shop for businesses

gd **LEGAL**

Advice and legal services

gd **GLOBAL
MOBILITY**

International mobility and foreign
nationals

gesd **DOCUMENT**

gd **CONSULTORES**

Business consultancy for SMEs

gd **HUMAN
CAPITAL**

Human resources consultancy

gd **GESTIÓN CORPORATIVA
MERCANTIL**

Corporate management and commercial handling

Governance bodies

Gesdocument y Gestión, S.A.U is a public limited company and a fully owned subsidiary of Cuatrecasas, Gonçalves Pereira S.L.P, reporting to its governance bodies.

Shareholders meeting

Board of directors

General Management of the Organization

Senior Management

Middle Management

Offices	BARCELONA	BILBAO	MADRID	VALENCIA	ZARAGOZA
Practice areas	Tax Accounting Employment Commercial Mobility International Disputes Executive Search & Selection	Tax Accounting Employment Commercial Mobility International	Tax Accounting Employment Commercial Mobility International Disputes Executive Search & Selection	Accounting Employment Commercial Mobility International	Accounting Employment Commercial Mobility International
	Finance	IT	Business Development and Communication	HR	



Our values

GD, a professional services company with 30 years of experience, is a national leader in advising SMEs, foreign companies and investors. We can guide you through developing your business and successfully executing your investment plans.

We offer **specialist advisory** services, fostering close collaborating with our clients as they grow, as **trusted partners**. We connect our know-how and experience with the new challenges that arise, in order to offer tailored, integrated and efficient services.

What makes us different?

Our added value is the tailored, 360° advice that affords our clients all the legal services they could need, on employment, tax, commercial, disputes and international movement of workers.

To do that, we have **6 specialist divisions**, staffed with more than 200 highly qualified staff, to allow us to handle any legal matter that could possibly arise.

- 1. Multidisciplinary and multicultural team.** We advise on planning and optimizing mobility, with a focus on cultural proximity.
- 2. Bespoke service.** Each client is unique, and we offer them personal guidance in their management activities, relocations, etc.
- 3. International network.** Assistance coordinating all the elements that come into play when relocating workers to any country of the world.

Values

EXCELLENCE

Every day we ask ourselves how to improve what we do, reviewing our quality standards, diligence and professionalism to renew our commitment to our clients and build trusting relationships.

INTEGRITY

Aligning our internal activities and services to our values, practices and procedures to secure our objectivity and integrity at all times.

INNOVATION

Awakening our curiosity by opening our eyes to the world, developing the talent of our professionals, acquiring new expertise to build and apply all improvements, all adding up to extra value for our clients

PEOPLE

We are people working with people - that is our reason for existing. That is why we value everyone for who they are, respecting and fostering diversity, basing our relationships on trust and fostering continuous development.

+ International

OUR CLIENTS

SUCCESS STORIES

ETHICS AND TRANSPARENCY

SERVICE QUALITY



Movilidad
internacional de
trabajadores.

Facilitamos la movilidad
internacional de trabajad
con una solución única y



Our clients

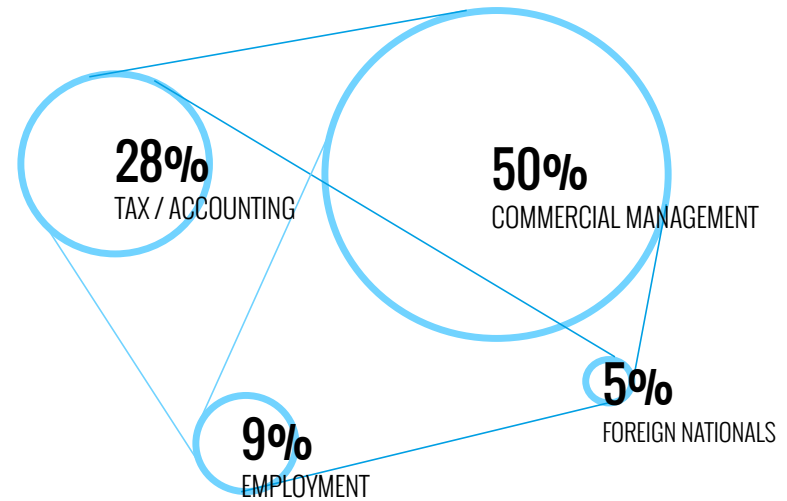
The support and trust of our clients is key to our roadmap. Last year, we had the pleasure of serving **5,000 clients**, a rise of nearly 8% on 2017. Of those, 1,171 were new clients. Those figures show our continuous growth and power to generate new clients and retain our present ones.

Likewise, thanks to our **network of offices** located in key cities (Barcelona, Madrid, Zaragoza, Valencia and Bilbao), we offer coverage nationwide while maintaining proximity and a local presence.

Our client base has grown 8% on 2017.



+ 5,000 CLIENTS



7% international clients.

CLIENT VOLUME

SPAIN	4,654	93%
EUROPE	234	5%
INTERNATIONAL	97	2%

International alliances

Globalization

This would not have been possible without our membership of **LEA Global**, one of the world's leading associations of firms, present in more than 110 countries, which allows us to do business internationally, with the know-how, skills and experience of more than 2,300 partners and 24,000 members.

We are also members of **EuRA**, the body that promotes the benefits or global professional relocation for providers of relocation and associated services.

Further to that association, our GD Global Mobility division attended the Global Immigration Conference in Bangalore, India, together with experts in international mobility from countries such as France, Denmark, Poland and the Netherlands, to discuss the effectiveness of EU directives.

“ To join the LEA was a step we had to take to find the international solution to the foreign investment needs of our clients. ”

Daniel Gil
Head of international clients



GD in the world



Thanks to those alliances, we have managed to break into the Russian and Indian markets.



COUNTRIES BY VOLUME OF CLIENTS

Our main international client is the United Kingdom

UNITED KINGDOM	33
GERMANY	28
UNITES STATES	27
LUXEMBOURG	27
FRANCE	23

Germany
Saudi Arabia
Argentina
Austria
Azerbaijan
Barbados
Belgium
Brazil
Bulgaria
Canada
Chile
Cyprus
Colombia

Denmark
United Arab Emirates
United States of America
Philippines
France
Greece
Hong Kong
Hungary
India
Iran
Ireland
Israel
Italy

Libya
Liechtenstein
Luxembourg
Malta
Mexico
Monaco
Norway
Netherlands
Peru
Portugal
Andorra
United Kingdom
Slovak Republic

Czech Republic
People's Republic of China
Romania
Russia
South Africa
Sweden
Switzerland
Tunisia
Turkey
Uruguay
Venezuela

Success stories

GD Asesoría

Exploring another kind of services

The GD Asesoría division prepared an Agreed Procedures report for a business client, in which we reviewed accounting statements based on the International Standard on Related Services.

It was the first time for it to be done, and the outcome was highly satisfying for the client, to the extent that we have extended the service to other businesses.

The team is now specialized in another kind of services, beyond just accounting, which allows it to capture a new niche in the market that normally is an offshoot of auditing.

“The outcome of this experience is that we can now get involve in expert accounting services that require advanced technical skill, which previously would be provided by audit firms”.

Patricia Rodríguez, Accounting Director, GD Asesoría (Barcelona)

GD Global Mobility

Setting precedent in international relocation

This year, the GD Global Mobility team has won seven administrative cases with huge practical importance, because they lay the foundations for future applications for residency permits for highly qualified professionals by Spanish companies considered to be in strategic sectors. That has been beneficial to businesses that want to make highly qualified hires under the Spanish Entrepreneurs Law 14/2013. Thanks to the appeals that GD Global Mobility made to the Department for Immigration, it has reviewed its criteria for work permit applications, issuing new (favorable) decisions in the interests of our clients.

“These decisions guarantee greater confidence and legal certainty to companies wishing to hire highly qualified professionals using the special rules set out in the Entrepreneurs Act.”

Jordi Roca, Director, GD Global Mobility

GD Legal

Channeling investment and creating synergies

The GD Legal commercial practice has assisted a client with multiple businesses in the US and Latin America to reproduce its business model in Spain. Engaged throughout the process, from the creation and incorporation of the business, through obtaining residency permits and keeping accounts, we made sure that our client could channel all the investments from Spain and Europe into energy projects in America. The project was executed in coordination with GD Global Mobility and GD Asesoría.

“It is vital to be with the client and follow their project with passion. Guiding them and having the resources ready for them to project their expertise and value with peace of mind. It means that the results are no more than a generation of synergies, to the benefit of the whole.”

**Mónica Ramos de la Torre,
Director, GD Legal commercial practice**

Ethics and transparency

Our growth is based on deep-running roots that are sustained by our principles of responsibility and transparency. We have an internal policy framework that focuses on combating fraud and money laundering, identifying the market proposals that could possibly indicate bad practices or infringements.

At Gesdocument we aspire to act always with integrity, independence and impartiality, and from a responsible standpoint to always exceed the expectations of everyone who places their trust in us.

As such, we have a strict code of conduct that is mandatory for all Gesdocument employees.

Internal whistleblowing channel

As of this year, the whistleblowing channel as set out in the GD ethical conduct model is operational: canal.etico@gesdocument.com. The purpose of providing this email address is to be a destination for any query or complaint where a conduct or situation has been observed that could be in breach of GD's Ethical Conduct.

“ Our whistleblowing channel is compliant with the Directive on the protection of whistleblowers. ”

Sira Talamantes
Gesdocument HR Director

Oversight bodies

We also have an Internal Oversight Body (IOB) and a Technical Unit that monitors compliance with anti-money laundering processes, by detecting risks in each of its mandates. We also have the supervision of a representation of the Spanish Executive Service for the Prevention of Money Laundering (SEPBLAC), an independent body of the Bank of Spain, and a continuous internal training plan on prevention.

Internally, the Code of Ethics will be reviewed regularly by the Group's Ethics Committee, and will be updated where necessary.



Service quality

We put the focus on quality and service excellence. We continue to seek out new certifications, both national and international, that document the value of our work, and the deployment of new measures to guarantee controlled access to confidential client data.

Following through with that commitment, this year we received the accreditation as Accounting Experts by the Spanish Association of Business Accounting and Administration (AECA), which recognizes the high skills level of our accounting experts. The award was received by Ana Ortiz, Ana Artaza, Verónica Garlati, Antonio Bueno, Daniel Gil, Laureano Arostegui, Felipe Santiago and Patricia Rodríguez.

“ We are the 6th company nationally to receive that accreditation. Our commitment to quality and service is certified. ”

Antonio Bueno

Director, Accounting, GD Asesoría (Madrid)



ISAE 3402 - Type II

We add this accreditation to the one we received in 2017 for ISAE 3402 - Type II, an international standard that guarantees that our **employment services** has audited processes that offer additional quality oversight.

Oversight of IT programs

To monitor the programs we have acquired, the IT department has established committees for the core accounting and employment applications, to optimize functionality and follow-up potential incidents.



+ Digital

IN-HOUSE TECHNOLOGY

SOLUTIONS AND APPS

ONLINE SERVICES



Innovate

Innovation means driving forward new working models, offering new services and improving both our processes and those of our clients, to offer added value.

To achieve all that, innovation must be considered as an investment. At GD, we encourage the generation of new ideas, the use of new technologies and the deployment of new working practices.

Our commitment to innovation and new technologies in energy efficiencies to offer cutting edge solutions.



BETTER INTERNAL MANAGEMENT

Innovative projects

With that aim, this year we launched various new projects such as GD Business Performance, which uses client billing and professional information based on QlikView to gain a 360° vision of GD and all its areas.

Document Management has been consolidated, project analysis and implementation of improvements to more simply and intuitively upload information to our intranet.

Our CRM has also been improved to better track contact with our clients.

“ We understand that innovation cannot and must not be solely technology, but means applying a new methodology that allows us to be more efficient day in, day out. ”

David Quesada
CIO Gesdocument

In-house technology



“ Legal View Pro has been recognized as specialist Legaltech for corporate management of legal departments, and occupies a prize position in the LegalTech Guide. ”

Sonsoles Garrido

Gesdocument Director of Business Development

INTERNAL LEGAL ADVICE



Legal View PRO

This is LegalTech applied to company management, and is proprietary technology and unique in the market. It allows the in-house legal departments of companies to control and track the commercial and corporate management of their group. This project has been more than six years in the making, and is the culmination of the commercial team and our IT developers.

Large corporations in Spain place their trust in us and Legal View Pro every day, with a high degree of satisfaction.

INTERNAL LEGAL ADVICE

Gold Awards 2018

As part of the company's commitment to innovation, we are present at events and ceremonies that award excellence in the legal sector.

Under the sponsorship of Legal View PRO, and attended by Sonsoles Garrido, Business Development Director, and colleagues from GD Corporate and Commercial management, we attended the Gold Awards 2018, organized by Iberian Lawyers, in which we had the honor of presenting the Gold Award to the best Compliance Team in Spain.

Solutions and apps

BUSINESSES



Firma PRO

This is the new digital firm service that businesses can use to streamline the management of all their employment documents, from any location and device, saving time and resources.

In addition, by having all the documentation in digital format, they we are helping to reduce unnecessary paper wastage and filing space.

*Each year we strive to improve the functionality of our applications. **Firma Pro** offers efficiency, responsiveness and order for all employment documentation.*



BUSINESSES



Laboral PRO

This is the solution that enables our clients to outsource their payroll management with upgraded technology and specialist employment-related advice.

BUSINESSES



RRHH PRO

This proprietary application allows HR departments to centralize their human resources management and related people management. It also offers permanent access and operation of business information through Business Intelligence.

BUSINESSES



Nómina PRO

This is our employee gateway that aims to reduce red tape between the human resources department and the employee, to streamline management. Employees can use this platform to view and download their payroll advice and request vacations and absences, and more.

This year we created a queries unit, as a way to improve service. The application has also been perfected so that HR directors can easily download and view employee payroll, as well as adding a unit to report expenses.

Online services



INDIVIDUALS AND SELF-EMPLOYED



Online Management

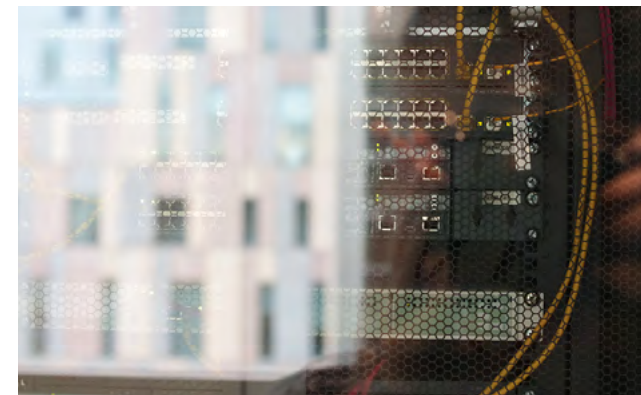
An online store for administrative management and advice, through which we carry out all kind of work for businesses and individuals. We let users to manage their business fully online, from any device.

INDIVIDUALS AND SELF-EMPLOYED



Self-Employed Online

Self-employed focus. A wide variety of packages and processes are available to better manage a business.



+ Team

EXCEPTIONAL PROFESSIONALS

COMMITTED TO YOUNG PEOPLE

BALANCE FOR WELLBEING





Our commitment to talent

At Gesdocument we are committed to the socioeconomic development of our country, by creating stable, quality employment. We are aware that the key to our success lies in people talent, and forming a cohesive team to realize our roadmap.

People are a vital cog in the company machine, because they are the ones on the ground, deploying our policies and making our corporate vision a reality. At year-end 2018, we had a team of 209, representing 7% growth on 2017.

We have grown 7% on 2017.

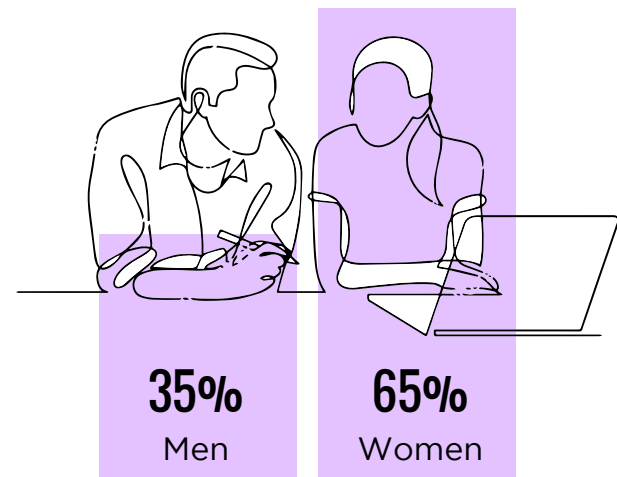
On gender balance, we have once again swung to a female majority team. That is plain to see in our workforce, where women represent 65% and men 35%. That balance follows through all the way to our management roles, where women occupy 13 posts and men 9.

TOTAL EMPLOYEES*

2018	209
2017	195
2016	188

*Including student interns.

TYPE OF EMPLOYEES



Exceptional professionals

Specialism

The majority of our team hold higher degrees, making us exceptionally qualified. Our team come from economic sciences, business and law academic backgrounds, and innovated-linked studies.

These figures show our commitment to talent retention and creating stable employment, reflected in our rates of permanent and temporary hiring.

OUR TEAM

Average age

35

Permanent contract

96%



TRAINING

38%

Graduates in economic sciences, business and company management

29%

Graduates in labor relations

23%

Law graduates

5%

Computer engineers

5%

Others (journalists, public relations, etc.)

GD Legal, best firm for businesses

Our professionalism has been recognized by the business publication and directory Pro Despachos. GD Legal was named “best professional firm offering legal support to businesses, entrepreneurs and senior management by the publication Pro Despachos in 2018”.



People

Diversity

We have a diverse, multidisciplinary team, ready to offer specialist services in their various business divisions, and to lead international, tech-based projects.

From an HR perspective, workforce diversity is considered a strength and a benefit by generating different points of view on a single subject, which enriches and offers a greater variety of solutions. We know the value that our diverse teams offer in terms of gender, age, skills, culture and beliefs.

“ It is proven that diverse teams tend to offer a greater variety of perspectives, which translates into better value for the business, our employees and our clients. ”

Sergio Rodríguez
Talent & Recruitment Director

We speak your language

Diversity of culture of origin not only enriches us but allows us to offer services in multiple languages (English, Chinese, Russian, Portuguese and more), bringing international clients to us and proximity to our clients.



Committed to young people

Our team stands out for its cultural and generational diversity. Many of our team are generation Z (born between the mid-1990s and the mid-2000s). This is a generation characterized by their adaptability and responsiveness to change.

One way of attracting young talent is through interning opportunities, which offers students the opportunity to learn on the job, under the supervision of a mentor and with the support of the team.

In 2018, 53 young people undertook an internship with us, and 30% stayed on as a permanent team member.

Our presence at employment fairs

It is natural that a company such as ours that is constantly growing its team year on year will seek out the best talent. We want to incorporate the new generations into our project. At Gesdocument, we carry out multiple activities throughout the year to keep in constant contact with graduate events with some of the country's leading academic institutions.

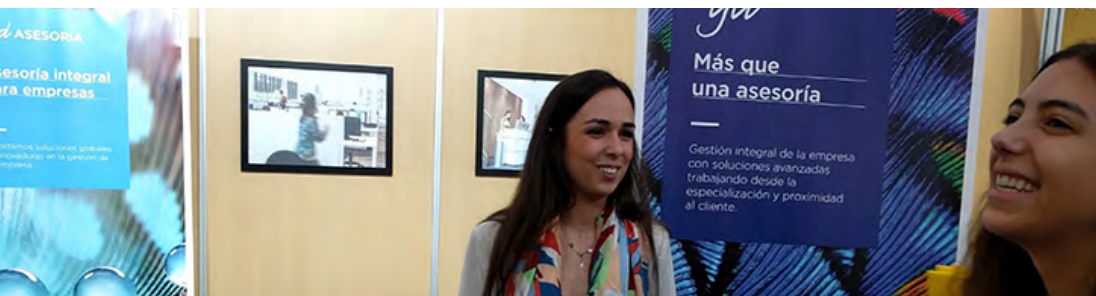
This year, we attended three graduate employment fairs, and informing law students about our company and the services we offer:

- » Graduate fair of the Universidad Autónoma de Madrid.
- » XX Foro Comillas de Empleo.
- » PYX experience CEU de la Universidad San Pablo.

University agreements

We have education collaboration and cooperation agreements in place with leading Spanish universities and schools.

- » University of Barcelona
- » EAE Business School
- » Madrid Complutense University
- » Carlos III University
- » Valencia International University
- » ESERP
- » University of Valencia
- » Universidad Rey Juan Carlos
- » CEU San Pablo
- » Universidad Oberta Catalunya
- » IQS Universidad Ramón Llull
- » FEUZ
- » CEU Abat Oliva
- » Universidad Autónoma de Madrid
- » Blanquera Universidad Ramón Llull
- » University of Malaga
- » University of Zaragoza/ Universa
- » CEF/UDIMA



Training and development

Training our professionals is a key part of keeping their specialist technical knowledge sharp and developing skills, as well as furthering the use of the tools available.

Our commitment to training is profoundly based on technology. We are keen to offer our professionals with stimulating pathways that allow them to learn from anywhere. That is why we offer our employees multiple webinars and online courses.

Course in ethics and anti-money laundering policy

To keep our professionals informed of our compulsory code of ethics, we offer targeted training for new hires, and refresher training yearly.

VIII Accounting & tax conference

The VIII annual event took place in Madrid and Barcelona at the Cuatrecasas headquarters. It aims to inform Gesdocument staff of the most important tax news, and to equip them with the tools they need for the 2017 Corporation Tax calculation.

In 2018, all employees from the Madrid, Zaragoza, Bilbao, Valencia and Barcelona offices undertook training on ethical conduct.



Training and development

II Business development conference

Under the banner “Excellence, Innovation and 360° Management of Clients and Teams”, in Terrassa, Barcelona, the second annual business development conference was held, attended by 45 professionals from all GD divisions and teams.

We perform leadership and skills development activities to bolster the commitment of GD employees to service quality and excellence.

Sonsoles Garrido

Gesdocument Director of Business Development



Incentivizing internal promotion

At GD we believe in **meritocracy**. Year upon year, a high percentage of professionals make lateral or diagonal moves to fulfill their career development.

We have an employee appraisal process in place in which the employee's strengths are identified for their role.

New in 2018 is an assessment of each employee's potential in the business, to study possibilities for promotion and exploiting in-house talent.

Better remuneration

At GD we understand that remuneration must be linked to career development. In addition, as an incentive, remuneration is designed to encourage our employees to commit to the organization and, accordingly, to excel in the service they provide. We are committed to a transparent remuneration scheme. In 2018, 25 professionals saw progression in their roles.

We establish salaries according to the applicable collective agreements in the locations in which we operate (Catalonia, Madrid, Bizkaia, Zaragoza and Valencia). Our commitment to internal development is reflected in our enhanced working and salary conditions of our professionals.

Continuous training

To ensure that our employees are always up to date with the latest legal developments, and thus provide a better service to the client, we have an online knowledge hub on our intranet that is accessible from any device, by entering a password.

Through our Flexible Remuneration Plan we offer subsidized English classes in different percentages for all departments, and an exchange program in the United States for our people to sharpen their language skills.

In 2018, 21% of the team took part in a language course, compared with 12% the previous year, equating to 280 hours per year.

Some of the **education centers** that offer that training include CEF (postgraduate diploma in tax advice), ESADE (people leadership and management of teams), the Universidad Internacional de Cataluña (master's in tax planning and advice), and publisher (advanced courts in Siltra), and more.

TRAINING IN NUMBERS



21%

Training in languages

35%

Outside training

100%

In-house training

Balance for wellbeing

The health and wellbeing of our team is paramount. That is why we are pouring our efforts into creating a “GD experience”, which means that more than just a workplace we want people to feel engaged and happy with our project, creating a healthy and pleasant workplace.

We begin the process with an **onboarding** process in which new hires spend 6 months attached to a mentor, who will help them to get settled and familiar with our values and corporate culture.

To help our new hires get settled in the GD team, they will be assigned a mentor for their first 6 months, to help them to get to know the corporate culture.



GD - the place to build your career

We are committed to policies that develop the individual needs of our professionals and help them to feel a proud sense of belonging to the company. That has a knock-on effect for results and the commitment of the team.

Being a part of our team offers advantages and benefits that only grow with every coming year.

40% of our workforce choose the flexible remuneration plan, which offers childcare, transport and meal payments and medical insurance.



Vacations

We offer 25 vacation days, which are three more than the number given in our collective bargaining agreement.

Flexible hours

Our employees can start their day at any time between 8.30 and 9.30 am. The time they finish depends on the time they start. We work 39 hours a week rather than the 40 hours stated, to allow the company to save up hours.

Remote working

We have improved our teleworking practice, to enable telephone extensions and better connections, to allow our people to work from anywhere, not just the office.

Flexible remuneration

We offer our employees the possibility of choosing flexible remuneration, which is an incentive to retain talent and increase productivity, allowing people to choose how they receive some of their annual salary.

The plan offers payment of childcare, transport costs, meals and health insurance, and more. In 2018, 40% of our employees opted for the plan.

Concerned for your good health

We are committed to a culture of prevention, to secure the safety and continued good health of our professionals.

Our joint occupational risk prevention service offers a series of health services to foster prevention and improve working conditions and the safety of our professionals.

Our Barcelona office has a gym for use by employees.

The services we offer through risk prevention include regular medical check-ups nationwide, and in the Barcelona and Madrid offices, a nutritionist, doctor and physiotherapist. In 2018, 71 employees undertook a medical check-up.



Knowing the importance of sport for good health and a spirit of triumph, a number of our employees took part in the Spartan Race in Madrid.



+ Committed

ASSOCIATIONS AND INSTITUTIONS

SUPPLIERS

ENVIRONMENT



Social commitment

At Gesdocument we have entered into a commitment with society, and we strive year after year to make a positive contribution through charitable initiatives, involving our professionals in activities that encourage work with other organizations.



A charitable smartbox

In 2018, we launched a draw to join a charitable activity driven by GD that principally aims to raise as much money as possible to help charities proposed and chosen by our employees. This year's initiative arranged a draw, selling tickets at 1.50 each to win a Christmas hamper and a Smartbox.

The beneficiary charities were: SJD Pediatric Cancer Center, the Spanish Praeder Willi Association and Payasospital (Fundación Teodora). A total of 633 euros was raised.

GD with sport and young people

Our commitment to sport and young people led us this year to sponsor the football team of the Instituto Superior de Derecho y Economía (ISDE).



Associations and institutions

Associations and institutions

We work with various national and international institutions to contribute to societal progress. We attend conferences and work to share knowledge and create synergies.

Economic and sector associations:



Professional associations:



LEA is one of the largest international associations of consultancy firms. It is present in more than 100 countries.



EuRA is a body that promotes the benefits or global professional relocation for providers of relocation and associated services.



Suppliers

Suppliers are a vital part of Gesdocument. Our supplier relations are based on exacting maximum quality for our services, optimizing resources and mutual respect.

In 2018, 85% of our suppliers were based in Spain, and 15% were international. The main categories of suppliers were technology (11%) and training (7%).

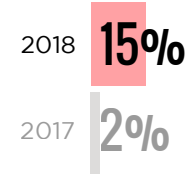


SUPPLIERS

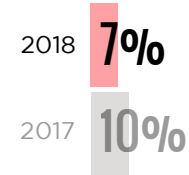
NATIONAL



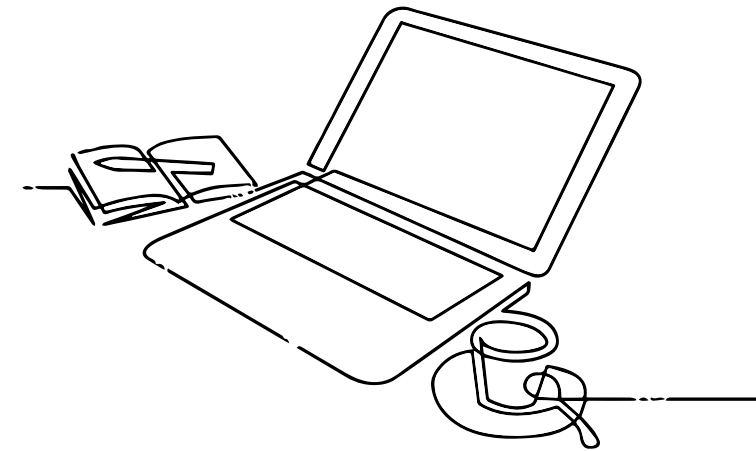
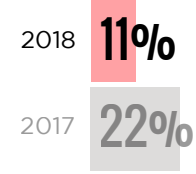
INTERNATIONAL



TRAINING



TECHNOLOGICAL



Environment

At GD we have always had a keen interest in developing and deploying projects to secure processes and sustainability. As such, we have progressively improved our environmental indicators, implementing measures to reduce consumption, improve our energy efficiency and reduce emissions by reducing business travel.

Paperless office

In 2010 we committed to reducing our everyday paper consumption, by adopting a paperless policy. We want to be a fully paperless office, with work based on digital culture. Our printing is double sided by default, and printing uses reduced toner. By 2015, we reduced our paper consumption by 1,100 kg.

New for 2018, we have removed bins from work stations and have provided recycling points in our offices.

That decision was take to improve energy efficiency and to reuse products that have had their first use.

PAPER CONSUMPTION

YEAR	2015	2016	2017	2018	2017/18
Total kilos	4437	4187	3184	3336	-4.8%
Per employee	24	25	18	19	+10%



Green alternative to the coffee machine

As part of the company's environmental commitment to go plastic free in our offices, in 2018 we decided to replace disposable plastic cups at coffee and refreshment points for recycle, biodegradable paper cups.

Our new cups are compliant with regulation DIN13432 and fully biodegrade in an industrial composting plant. At GD we also encourage our employees to use their own china cups.

Parking of e-scooters

Together with bicycle parking at our Barcelona office, this year we have extended the space for parking of private e-scooters.

The purpose of that incentive is to reduce the use of polluting vehicles and encourage a healthy lifestyle.

+ Ambitious

2018 RESULTS



Keeping on track

We close the 2018 financial year by joining the 10 million turnover club, by increasing turnover by 11% on the previous year.

In the business units where we have standalone data, the figures show growth in virtually all GD divisions. In the employment and commercial practices, turnover was up 1.9%, and employment was up 0.2%.

By office, Barcelona continues to contribute more than half of all Gesdocument sales. In 2018, its turnover represented 51.10% of the whole. Madrid was next with 37.57%. The remaining offices, Valencia, Bilbao and Zaragoza, contributed 11.33%.



TURNOVER BY PRACTICE AREA*

Category	2015	2016	2017	2018	Variation 2017/2018
Total sales	7.4	8.4	9.4	10.2	10%
Tax / accounting	3.3	3.6	4	4	1%
Employment	2.6	3.1	3.5	3.9	13%
Commercial	1.5	1.7	1.9	2.3	22%
Ebitda	1	1.1	1.2	1.4	20%

*Figures in millions of euros

TURNOVER BY OFFICE

Category	2018 *	% total
Barcelona	5.2	51%
Madrid	3.8	37%
Bilbao	0.5	5%
Zaragoza	0.3	4%
Valencia	0.2	3%

*Figures in millions of euros

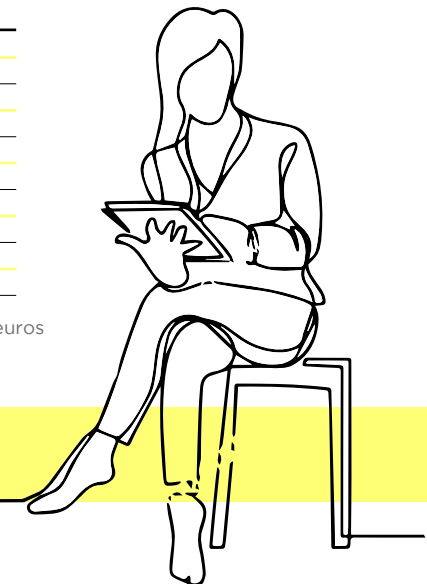
GROWTH OF

10%

ON 2017

10.3

MILLIONS OF €
OF TOTAL REVENUE





Contact

We invite the reader to pass on their opinions, comments and suggestions for improvement for future editions. Please contact:

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Appendices - GRI indicators

GRI	DESCRIPTION OF INDICATOR	SECTION	REASONS FOR OMISSION
BASIC GENERAL CONTENT			
Organization profile			
GRI 102-1	Organization name	We are GD	
GRI 102-2	Activities, brands, products and services	Business divisions, + Digital	
GRI 102-3	Location of headquarters	Contact	
GRI 102-4	Location of operations	Contact	
GRI 102-5	Ownership and legal form	Governance bodies	
GRI 102-6	Markets served	+ International	
GRI 102-7	Organization size	Milestones, + Human	
GRI 102-8	Information on employees and other workers	+ Human	
GRI 102-9	Supply chain	Suppliers	
GRI 102-10	Major changes to the organization and its supply chain	N/A	There have been no major changes to the organization and its supply chain
GRI 102-11	Principle or focus of precaution	N/A	Not applicable
GRI 102-12	External initiatives. List of articles of association, principles and other economic, environmental and corporate documents developed externally, which the organization can subscribe to or support.	Letter from the director, Ethics and transparency, Balance for wellbeing	
GRI 102-13	Membership of associations	Interest groups	
Strategy			
GRI 102-14	Declaration of senior officers responsibly for decision making	Director's letter	
Ethics and integrity			
GRI 102-16	Values, principles, standards and rules of conduct	Our roadmap	
Governance			
GRI 102-18	Governance structure	Governance bodies	
Participation of interest groups			
GRI 102-40	List of interest groups	Interest groups	
GRI 102-41	Collective bargaining agreements	+ Human	



Appendices - GRI indicators

GRI	DESCRIPTION OF INDICATOR	SECTION	REASONS FOR OMISSION
GRI 102-42	Identification and selection of interest groups	+ Committed	
GRI 102-43	Focus for the participation of interest groups	+ Committed	
GRI 102-44	Key issues and concerns mentioned	+ Committed	
Report preparation practices			
GRI 102-45	Entities included in the consolidated financial statements	N/A	Not applicable
GRI 102-46	Definition of the content of reports and coverage of issues	Identification of material aspects based on GD's values and culture	
GRI 102-47	List of material issues	Contents	
GRI 102-48	Restating information	N/A	There have been no major changes to the scope compared with the previous report
GRI 102-49	Changes to preparation of reports	N/A	There have been no major changes to the scope compared with the previous report
GRI 102-50	Reporting period	2018	
GRI 102-51	Date of last report	2017	
GRI 102-52	Report preparation cycle	Annual	
GRI 102-53	Point of contact for questions about the report	Contact	
GRI 102-54	Declaration of preparation of the report in accordance with GRI standards	This report has been prepared in accordance with the option Essential GRI Standards	
GRI 102-55	GRI table of contents	Appendices	
GRI 102-56	External verification	N/A	Not applicable
INDICATORS BY ASPECT			
Economy			
Economic performance			
GRI 201-1	Direct economic value generated and distributed	Milestones, + Ambitious	
Energy			
GRI 302-1	Energy consumption	Environment	



Appendices - GRI indicators

GRI	DESCRIPTION OF INDICATOR	SECTION	REASONS FOR OMISSION
Employment practices and working in dignity			
Employment			
GRI 401-1	New hires and staff rotation	+ Human	
GRI 401-2	Benefits for full-time employees not given to part-time or temporary employees	N/A	There are no differences
Occupational health and safety			
GRI 403-1	Representation of works on formal worker-company committees on health and safety	N/A	Due to the nature of the firm, there is no trade union or such committee. However, there is an Occupational Risk Prevention Policy approved by the firm, which applies to all groups
Skills and education			
GRI 404-1	The average number of hours of training that employees of the organization have received during the reporting period	Commitment to talent	
GRI 404-2	Programs to upskill employees and transition assistance programs	Commitment to talent	
Diversity and equal opportunities			
GRI 405-1	Diversity of governance bodies and employees	+ Human	
Claims mechanisms on employment practices			
GRI 103-2	a. An explanation of how the organization manages the issue.		
	b. A declaration of the purpose of management focus.		
	c. A description of the following, if the management focus includes this component:		
	i. Policies		
	ii. Commitments	Ethics and transparency, Service quality	
	iii. Targets and goals		
	iv. Responsibilities		
	v. Resources		
	vi. Formal complaints and claims mechanisms		
	vii. Specific actions such as processes, projects, programs and initiatives		
Human rights			
No discrimination			
GRI 406-1	Cases of discrimination and corrective actions taken	N/A	No case of discrimination has been described



gd ASESORÍA

gd LEGAL

gd CONSULTORES

gd GLOBAL
MOBILITY

gd HUMAN
CAPITAL

gd GESTIÓN CORPORATIVA
MERCANTIL

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