

*gesd*DOCUMENT

We are united by passion

2017
CORPORATE
REPORT



Index

P R E S E N T A T I O N	3
Letter from the CEO	
W H A T W E D O	5
What we do	
Milestones	
Governing bodies	
Mission, vision and values	
O U R C L I E N T S	1 0
Our clients	
The success of our clients	
Business divisions	
Transparency and good governance	
Service guarantees	
I N N O V A T I O N	1 9
Innovation	
P E O P L E	2 2
People	
Greater flexibility	
More development	
More training	
Attracting talent	
Well-being	
O U R C O N T E X T	3 5
Social commitment	
Society	
Suppliers	
The environment	
P R O G R E S S	4 1
2017 Results	
C O N T A C T	4 3
A P P E N D I C E S	4 4

To prepare this report we followed the G4 (mandatory compliance) guidelines of the Global Reporting Initiative reporting standard.

Presentation

LETTER FROM THE CEO



Letter from the CEO



Felipe Santiago
CEO of Gesdocument

It is with great satisfaction that we present, yet another year, our 2017 corporate report, with the aim of giving you a better insight into our company, giving visibility to our work, allowing you to see who we are, how we advise, how we are trained and how we are progressing. We also want to demonstrate our passion for the pillars that make us a young, focused and ever-growing company. Building it, reinforcing it and adapting it to the continuous transformations demanded of us by a constantly evolving market. It reflects the passion for our clients, for people and for our context. In short, for everything that makes us better people and professionals.

It was a year that, in my opinion, and despite some clouds, concluded a decade marked by the financial crisis. An era that at GD we have managed to weather with prudence, but progressing firmly, thanks to a defined strategy and the joint effort of all. Now we can say without modesty and with pride.

I encourage you to read this report with the same enthusiasm that we have tried to capture in it, an exercise in pragmatism, effort and transparency, explaining what we do and how we do it.

Finally, I would like to give my sincere thanks to all those who trust us and those who make it possible for us to continue moving forward. Thanks to them we are passionate about what we do.

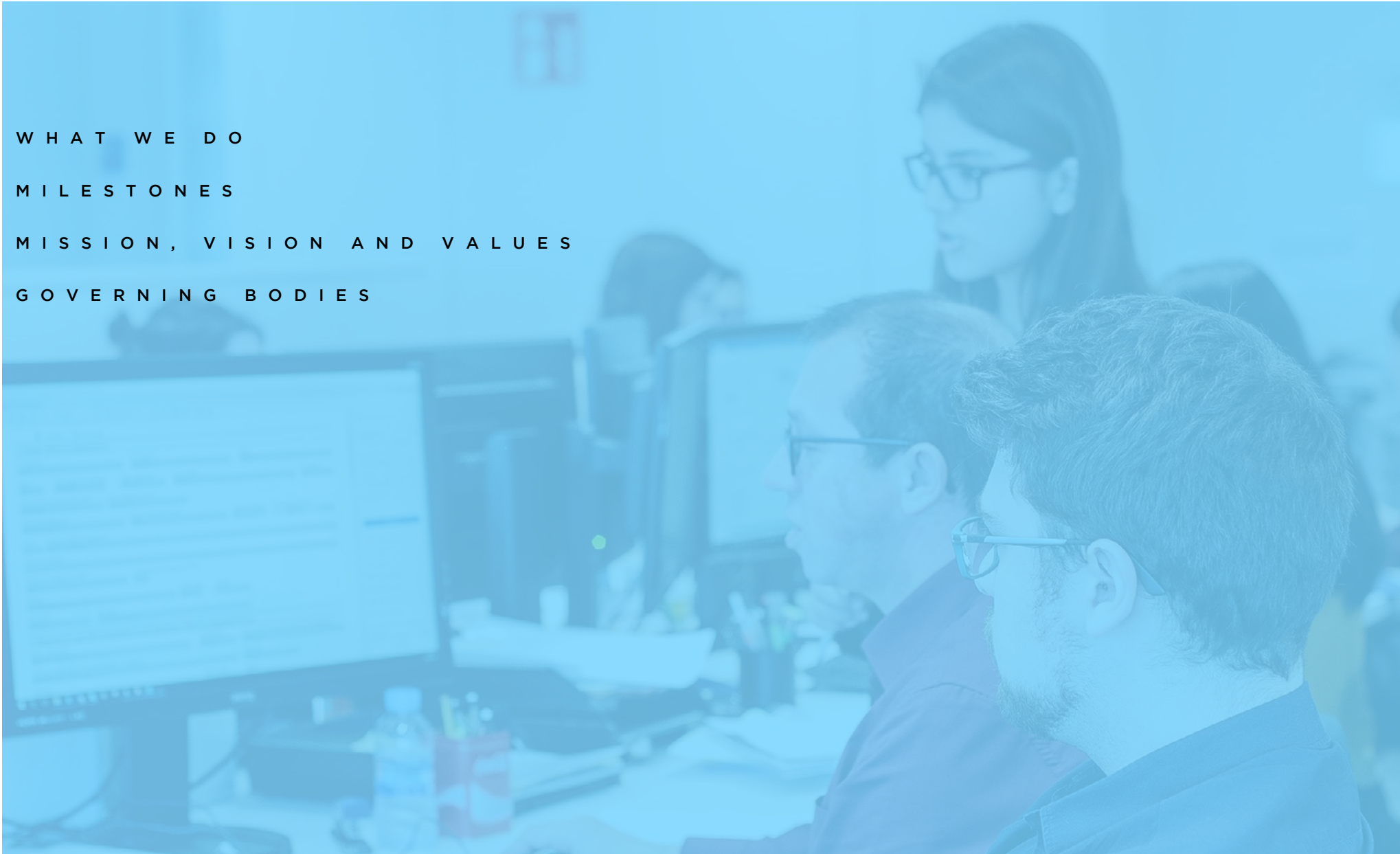
What we do

WHAT WE DO

MILESTONES

MISSION, VISION AND VALUES

GOVERNING BODIES



What we do

Gesdocument, more than a consultancy. We are passionate about what we do, helping companies with legal consultancy and facilitating global business administration so that they can manage their resources efficiently and solve their problems in a simple way.

We strive day after day to improve the quality of our services, adapting them to the needs of our clients with a focus on proximity and service of the highest quality.

Furthermore, our commitment to technological development in the workplace and constantly reinventing ourselves allows us to help our sector to grow through innovation, generating advanced solutions and our own technology.

*Our way of being, of enjoying every day
what we do and of demanding the best,
has allowed us to become the leading
business consultancy firm for SMEs.*



Milestones

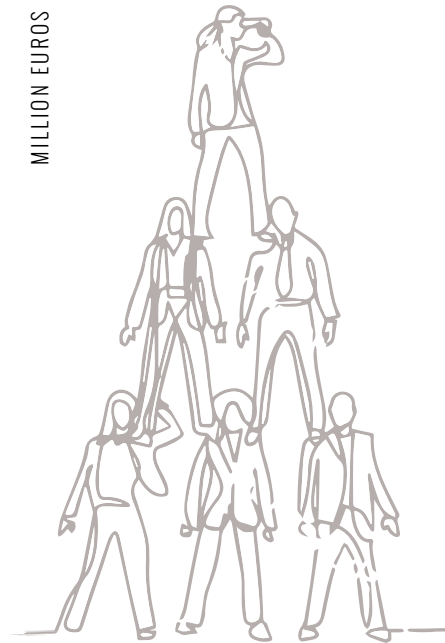
ECONOMIC GROWTH

9.5 TOTAL REVENUE 2017

1.2 EBITDA

12% GROWTH
COMPARED WITH 2016

MILLION EUROS



REVENUE BY PRACTICE AREA

42%

TAX-ACCOUNTING

21%

MERCANTILE

28%

LABOR AND HR

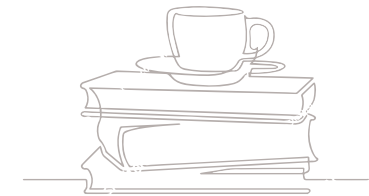
9%

INTERNATIONAL MOBILITY

NEW DEVELOPMENT STRATEGIES

**DEVELOPMENT
GD LEGAL**

Legal advisory services



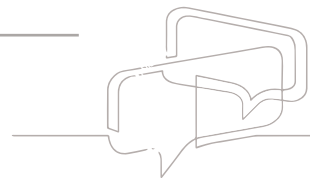
**EXPANSION OF SERVICES
GD GLOBAL MOBILITY**

WorldWide Immigration Services

**LAUNCH
GD MERCANTILE CORPORATE MANAGEMENT**

LPO for internal legal advisory services

TECHNOLOGICAL INNOVATION



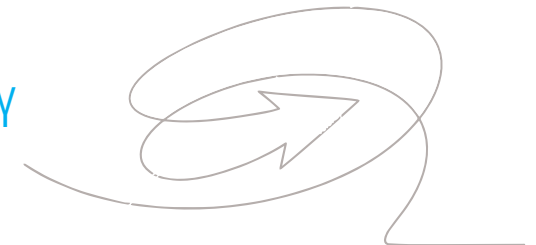
LEGAL VIEW PRO

Platform designed for effective corporate management of internal legal advisory services

NEW MEASURES IN SECURITY AND QUALITY

ISAE CERTIFICATION

International quality assurance and control in labor management services



Governing bodies

Gesdocument y Gestión, S.A.U. is a public limited company that is wholly owned by the Cuatrecasas, Gonçalves Pereira S.L.P group, managed by its governing bodies.

Shareholders' meeting

Board of Directors

General Organizational Management

Management

Lower Management

Offices	BARCELONA	BILBAO	MADRID	VALENCIA	ZARAGOZA
Areas	Tax Accounting Labor Mercantile International Mobility Data protection	Tax Accounting Labor Mercantile International Mobility	Tax Accounting Labor Mercantile International Mobility Data protection	Accounting Labor Mercantile International Mobility	Accounting Labor Mercantile International Mobility
	Finance	IT	Marketing	Business Development	HR



Mission, vision and values

Mission

Offer advisory services bringing our teams to clients, accompanying them in their growth as trusted partners. We provide high-level consultancy and outsourced management solutions that allow our clients to focus their efforts on their business challenges. We connect our knowledge and experiences to emerging new challenges to provide custom integrated and efficient services.

Vision

Position ourselves in the market as the benchmark professional services consultancy firm in Spain, offering excellent, transparent and innovative services and covering all the needs of the company in a single provider, facilitating synergies and simplifying processes.

Values

EXCELLENCE

Ask ourselves each day how to improve what we do, reviewing our standards of quality, diligence and professionalism to renew our commitment with our clients and build trusting relationships.

INTEGRITY

Align our internal and service activities in accordance with our values, practices and procedures to ensure objectivity and truthfulness at all times.

INNOVATION

Activate our curiosity to look at the world, developing the talent of our professionals and acquiring new knowledge to build and apply all the improvements that result in added value for our clients.

PEOPLE

We are people who work for people: that is our *raison d'être*. We work with people, for people. Therefore, we value everyone for what they are, respecting and fostering diversity, basing our relationships on trust and favoring continuous development.



Our clients



OUR CLIENTS

THE SUCCESS OF OUR CLIENTS

BUSINESS DIVISIONS

TRANSPARENCY AND GOOD GOVERNANCE

SERVICE GUARANTEES

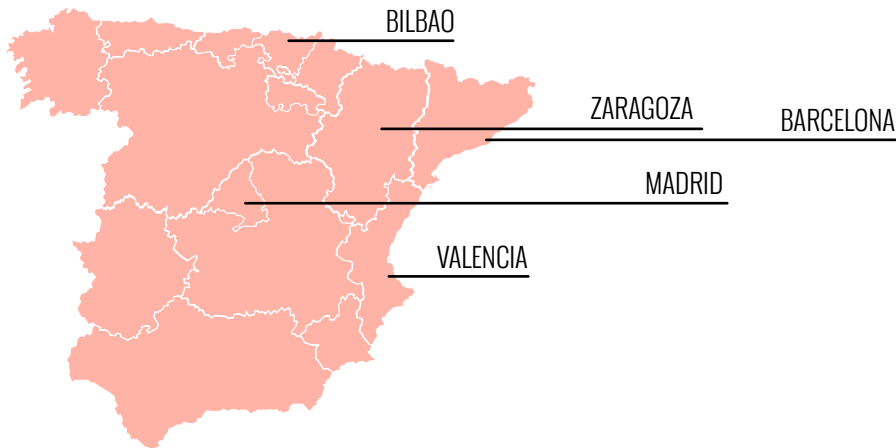
Our clients

The support and trust of clients are key to being able to fulfill our mission and vision. Last year we offered our services to 4,620 clients, 9% more than in 2016. Of that total, 381 were new.

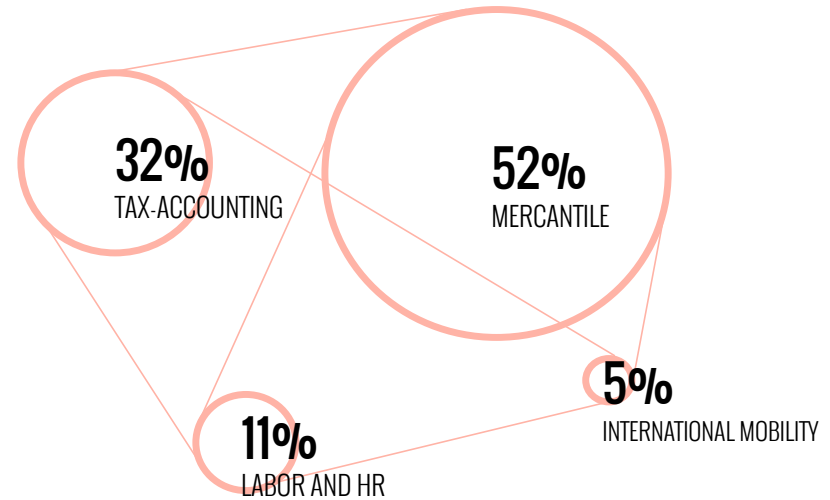
These data show our continuous growth, and our capacity to generate new clients and retain existing ones.

We have increased our client base by 9% compared with 2016.

Likewise, thanks to our strategy we can provide service coverage to the whole of Spain, while maintaining proximity and local presence.



+ 4,500 CLIENTS

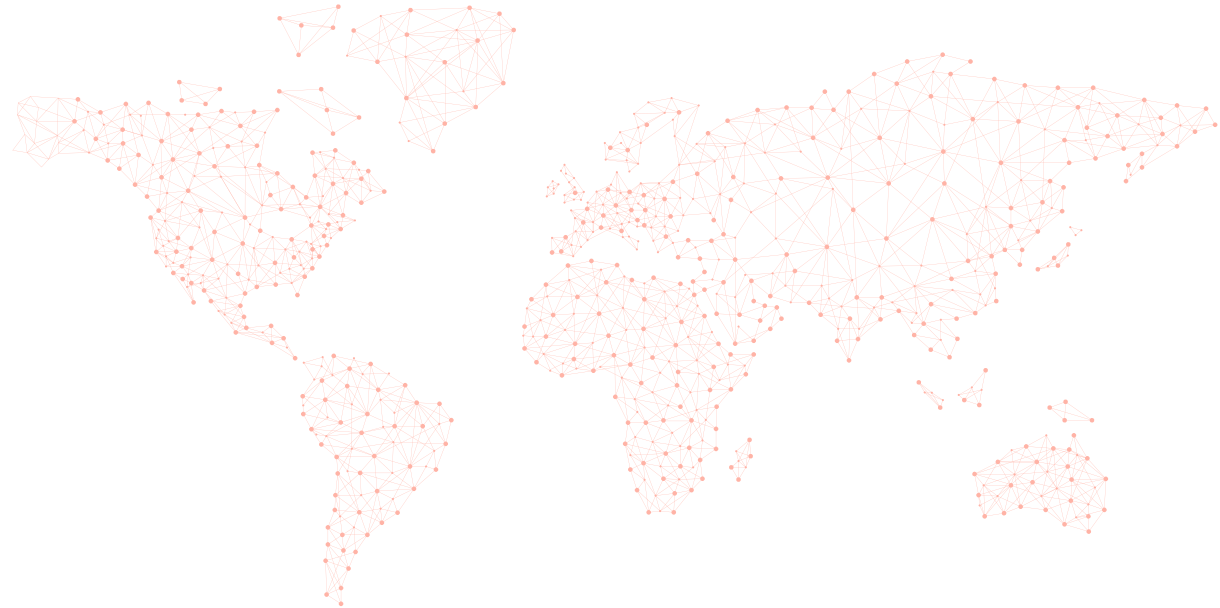


Our clients

Internationalization

Our market is national, but in addition to serving Spanish companies, we also have clients spread over more than 50 countries on five continents; something that reflects the international consolidation of the company and that would not have been possible without our membership of LEA Global, one of the biggest associations of professional offices in the world, present in more than 100 countries, which allows us to operate internationally.

Most of them come from Europe and countries such as the United Kingdom, Germany and France.



6% international clients.

COUNTRIES BY CLIENT VOLUME

UNITED KINGDOM	11%
UNITED STATES	11%
FRANCE	8%
GERMANY	7%
NETHERLANDS	7%

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
Iran
Ireland
Israel
Italy
Lebanon

Liechtenstein
Luxembourg
Malta
Mexico
Monaco
Norway
Netherlands
Peru
Portugal
Andorra
United Kingdom
Slovakia
Czech Republic

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

The success of our clients

International project

From Holland to Spain: Business implementation

In 2017 we helped one of our Dutch clients by helping them establish their company in Spain through our global service. We manage all legal processes in the mercantile field, obtain the corresponding Business Licenses and manage ongoing accounting and labor issues.

Since the employees of the company were Dutch and had to be displaced, we coordinated with the Dutch Social Security and with the respective local advisors in the country to supervise each and every one of the activities that were carried out.

International project

Coordination and management of companies in Latin America

In 2016, we welcomed a project to coordinate and manage the accounting, tax and labor obligations of various Latin American companies. This was a job that allowed us to enter a new market and new projects that until then could only be offered by international companies such as the Big Four.

Well, in 2017 we consolidated this project and expanded it with the addition of two more clients. It is an initiative that we have been able to continue developing thanks to the collaboration of the Leading Edge Alliance (LEA) Global partners in Mexico, Peru and Uruguay, countries that are responsible for managing the different obligations at local level and report the information to our professionals in the international accounting team.

National project

Strategic business consolidation

We analyzed the accounting, financial and fiscal situation of a group of companies whose business line is natural cosmetics and beauty, to offer detailed, real figures of its business. This operation helped lend greater clarity to the figures of the business to facilitate how the company works with a more strategic and more focused vision.

We also supplemented this activity with labor management services and legal advice in the mercantile area, improving the company's legal security and business guarantees.

Business divisions

At Gesdocument we aim to serve increasingly more companies. In an increasingly complex and generalized market, we are committed to facilitating access to our services by operating on the basis of specialization and proximity to the client. Innovation is the key to better adapt to your needs, with the aim of giving meaning to our motto "more than a consultancy". Therefore, we restructured our business divisions, creating brands that identify the variety of our services and technological tools.

*Six specialties that reflect
the value we contribute
from an expert approach.*

gd ASESORÍA

Comprehensive business consultancy

We advise small and medium-sized enterprises in their overall management, offering a unique and differential service with a high degree of specialization and with our own technology.

gd LEGAL

Legal advice and services

We provide legal advice and assistance to SMEs in the areas of labor, tax, trade, technology law and immigration, through a preventive and corporate approach.

gd GLOBAL MOBILITY

International mobility and immigration

We advise our clients on matters of immigration, planning and management of expatriation processes, and management of displaced workers with a global vision in terms of origin and destination.

gd CONSULTORES

Business consulting for SMEs

We offer business consulting services and processes for the management, organization and improvement of SMEs.

gd GESTIÓN CORPORATIVA MERCANTIL

Corporate management and trade processing

We help the internal legal advisory services of large corporations with a global solution that connects technology and service.

gd HUMAN CAPITAL

Human Resources Consulting

Human Resources Consulting specialized in the selection of management positions, business succession processes, generation and retention of talent in organizations.

gd **ASESORÍA**

Comprehensive business consultancy

gd **LEGAL**

Legal advice and services

gd **GLOBAL
MOBILITY**

International mobility and immigration

gesd **DOCUMENT**

gd **CONSULTORES**

Business consulting for SMEs

gd **HUMAN
CAPITAL**

Human Resources Consulting

gd **GESTIÓN CORPORATIVA
MERCANTIL**

Corporate management and trade processing

Business divisions

Online services

INTERNAL LEGAL ADVISORY SERVICES



This tool, which we have developed ourselves and which is unique in the market, allows the internal legal advisors of corporations to control and monitor the corporate management of their group.

COMPANIES



Laboral PRO is a solution that offers our clients outsourced payroll management with the best technology and specialized labor advice.



With this application, developed by us, the Human Resources departments of companies can centralize their HR management and tasks related to their personnel. It also allows permanent access to and use of business information through Business Intelligence.



Nómina PRO is our employee portal through which we reduce bureaucratic tasks between the Human Resources department and employees, improving management. By using this platform, employees can consult and download their payroll, as well as request vacations and other types of leave, among others.

INDIVIDUALS AND THE SELF-EMPLOYED



Online Gestoría is the administrative management and consultancy store where we carry out all kinds of procedures for companies and individuals. We make it easy for users to carry out any formality online, using any device.



Online Autónomos is the specialized brand for self-employed people, making it possible to contract all kinds of management and procedure packages to manage a business.

Transparency and good governance

We understand that our activity must be governed by the principles of responsibility and transparency, complying with the basic principle of fair taxation.

For this reason, we apply corporate policies in matters of corruption, paying special attention to the fight against fraud and money laundering, and identifying market proposals with indications of possible bad practices or offenses in this area, thus proposing honesty and transparency.

In this sense, we have an Internal Control Body (ICB) and a Technical Unit whose objective is to monitor compliance with money laundering prevention procedures, by detecting risks in each of its mandates.

We are also supervised by a representative of the Executive Service for the Prevention of Money Laundering (SEPBLAC), an independent body of the Bank of Spain, and have a plan for ongoing internal training on prevention.

Another element to take into account in this area is our anti-money laundering portal, which allows us to speed up the risk level assessment before starting to work with a new client.

We monitor compliance with money laundering prevention procedures through internal bodies.

Our anti-money laundering portal allows us to assess the level of risk before starting to work with a new client.

“To prevent money laundering transactions which involve delicate and complex prevention and detection work, we consider it essential to have an Internal Control Body, in addition to raising awareness and training our professionals.”

Ana Ortiz
Financial Director



Service guarantees

We guarantee that our services offer quality, added value and control. We continually seek new certifications, both national and international, that prove the value of our work, and we implement new measures that ensure controlled access to confidential client data.

We certify that our services provide an additional guarantee of quality and control.

ISAE 3402 - Type II



In 2017, the Gesdocument labor team obtained ISAE 3402 - Type II certification, an international certificate that guarantees that our labor service has audited processes that provide an additional guarantee of quality and control.

With this accreditation, we provide our clients and their internal auditors with reliability regarding the policy, phases and internal controls of those processes that may affect their financial statements, such as payroll or Social Security.

Security systems

Access to our data systems is protected by a secure password policy that restricts access to only authorized personnel. In addition, external connections are also protected from unauthorized access. We comply with and maintain all the requirements established in the Organic Law on Personal Data Protection.

The security measures we implement in the company include the following:

- » Firewall architecture
- » Intrusion detection systems
- » Anti-spam filters
- » Backups
- » Access control



Innovation

I N N O V A T I O N



Innovation

For us, innovation is something more than technology, it consists in redefining our service using the means at our disposal. Therefore, we understand innovation as a means to offer our clients advanced solutions tailored to each of their needs.

Furthermore, in order to achieve efficiency in our management, it was essential to boost innovation capacity, accelerate decision-making and prepare for the new phenomena to come.

We pursue innovation and new energy efficiency technologies to offer advanced solutions.

NEW WORKING MODELS

Kanban method

In 2017, we decided to implement the Kanban system in our labor area, as well as in accounting and IT at the Barcelona office. It is a visual technique that allows professionals to see the status of projects at a glance and it effectively sets guidelines for work development.

The practice was successfully applied and we increase team member involvement.

NEW TECHNOLOGY AT OUR SERVICE

Extranet

We developed a web portal that allows our clients to upload documentation to the intranet, as well as view files.

Implementation of IP telephony

We have implemented IP Voice in all our offices. In this way, we integrate all our staff into a single telephone directory.

Signing of Documents Online

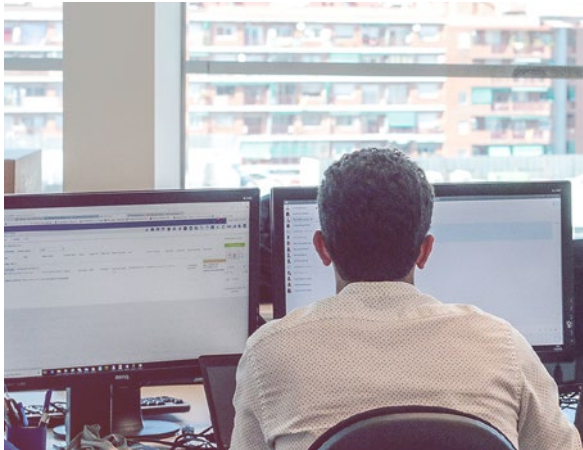
We have developed a web API that allows us to sign documents with a handwritten signature and with legal validity.



“Innovation at Gesdocument aims to offer the best client service, accelerate and optimize our processes and, of course, be competitive in the market.”

David Quesada
CIO of Gesdocument

Innovation



ONGOING DEVELOPMENT OF OUR OWN SOFTWARE

New employee portal - Nómina PRO - and Human Resources portal - RRHHPRO -

We have changed our employee portal - Nómina PRO - and Human Resources portal - RRHHPRO - to a *responsive* version, taking advantage of the opportunity to change our image.

In this way, we have adapted our application to all devices. Therefore, it is now easier to browse on a cell phone and/or tablet.

Legal View PRO

We have given a major boost to our Legal View PRO platform, technology adapted to what the legal advisory services need for their mercantile corporate management.



WE PROMOTE INNOVATION

3rd GD Entrepreneurial Initiative Competition

In 2017, we launched the 3rd Entrepreneurial Initiative Competition to assess and materialize the best ideas of the company's current and former employees.

The initiative not only contributed to innovation and developing new businesses, but also to the strategy for attracting and retaining talent, as well as stimulating entrepreneurial spirit and generating business.

The competition was divided into three different categories to reward the most innovative and

original ideas that could be developed at Gesdocument:

- » Initiative award for the best project. Award for the best project to create a business or market niche.
- » Productivity award. This award went to the two best ideas to increase productivity or reduce company costs.
- » Innovation award. A distinction for the two most original ideas for generating business or a market niche.

Innovation is part of our DNA.

People

PEOPLE

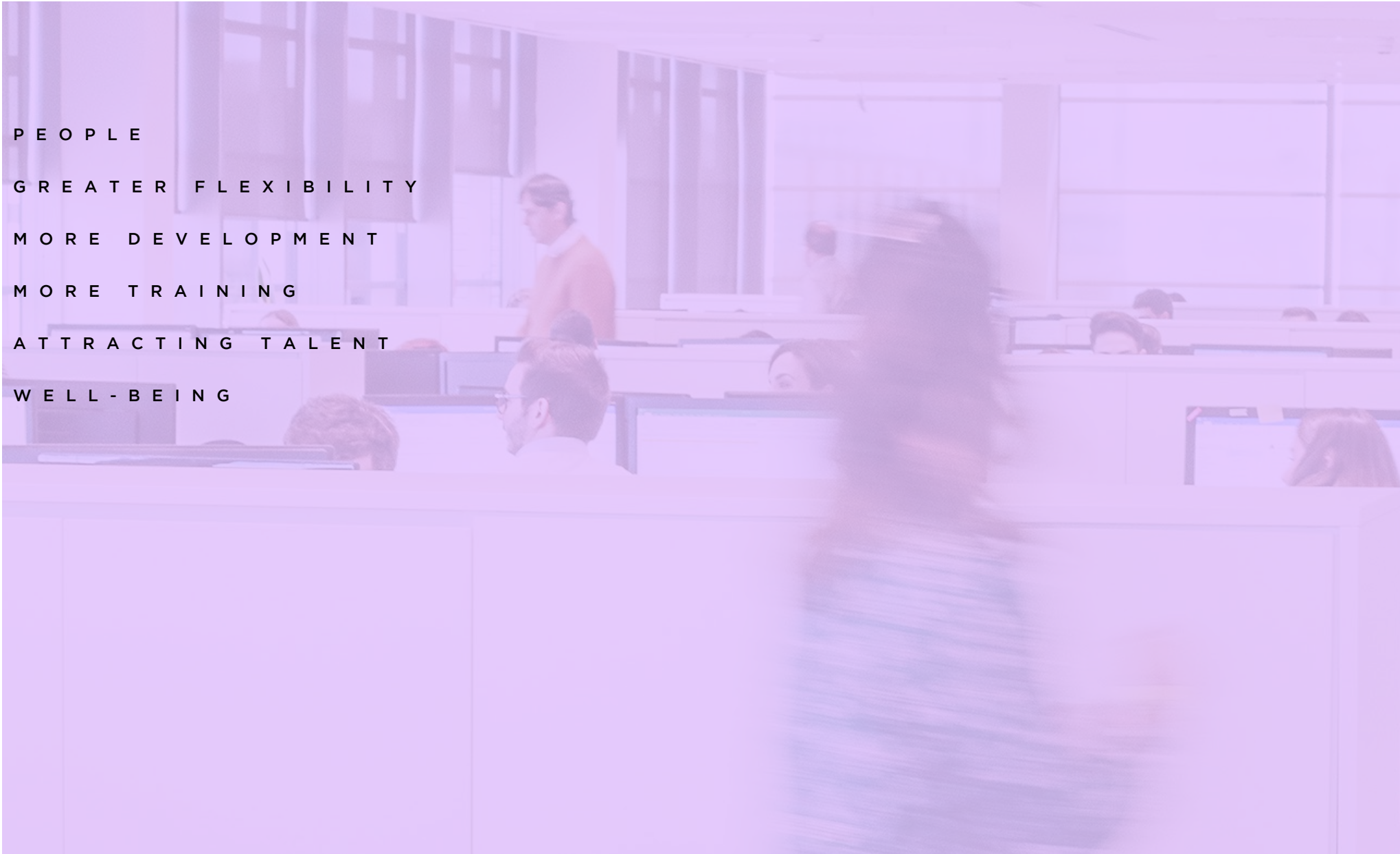
GREATER FLEXIBILITY

MORE DEVELOPMENT

MORE TRAINING

ATTRACTING TALENT

WELL-BEING



We are united by passion



People

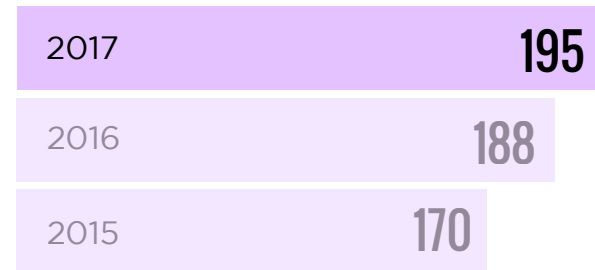
At Gesdocument we are committed to the economic and social development of our country and to the creation of stable and quality employment. Proof of this is that in 2017 we increased our workforce by 6% compared with 2016, reaching the total figure of 195 employees, the highest in our history.

6% more staff compared with 2016.

The 195 Gesdocument employees, at the end of 2017, play a key role in the company as they deploy its value proposition and channel it towards achieving the corporate vision.

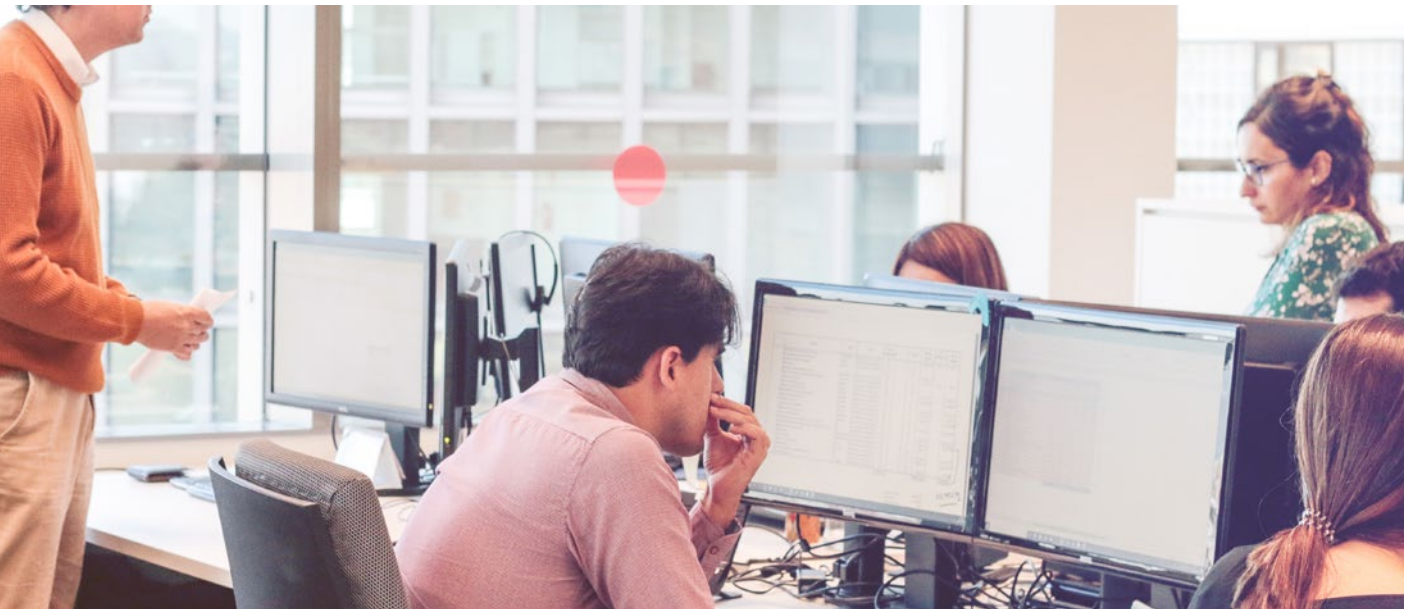
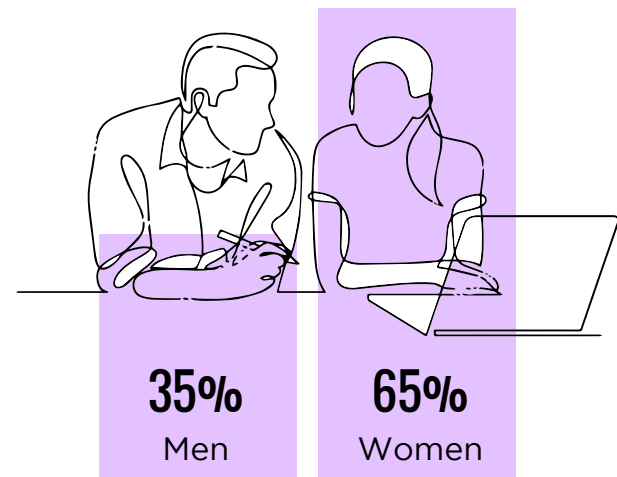
Regarding the distribution of gender, once again women are in the majority. This is evident in the composition of our workforce with women representing a greater percentage than men. This is also reflected in positions of responsibility, where we have 13 women compared with 9 men in these types of positions.

TOTAL EMPLOYEES *



*Includes students on internships.

GENDER OF EMPLOYEES



People

Diversity

Our staff stands out for their generational and cultural diversity. Many of our professionals belong to generations Y and Z (from the 80s and 90s). A generation that stands out for adapting easily and quickly to changes.

In addition, 3% of our professionals are international, from countries such as the United States, the Netherlands and China, among others.

Therefore, together, we can say that we have a multidisciplinary team, capable of offering specialized services in the different business divisions, as well as carrying out technological and international projects.

We have a multidisciplinary team, capable of reinventing itself and offering specialized services in the different business divisions.

“Diversity has become an essential element because it equips us with creativity and effectiveness, which undoubtedly are attributes that give us better access to new market segments.”

Sira Talamantes
HR Director



People

Specialization

Most of our professionals are graduates, which gives our team a high level of qualification. We have profiles linked to economics and administrative sciences or law, as well as others related to innovation. These data are in line with our commitment to talent retention and the creation of stable employment, and are reflected in permanent and temporary contract data.

OUR STAFF

Average age

34 years

Indefinite contract

94%



TEAM EDUCATION

38%

Economics and Business Administration Degrees

29%

Labor Relations Degrees

23%

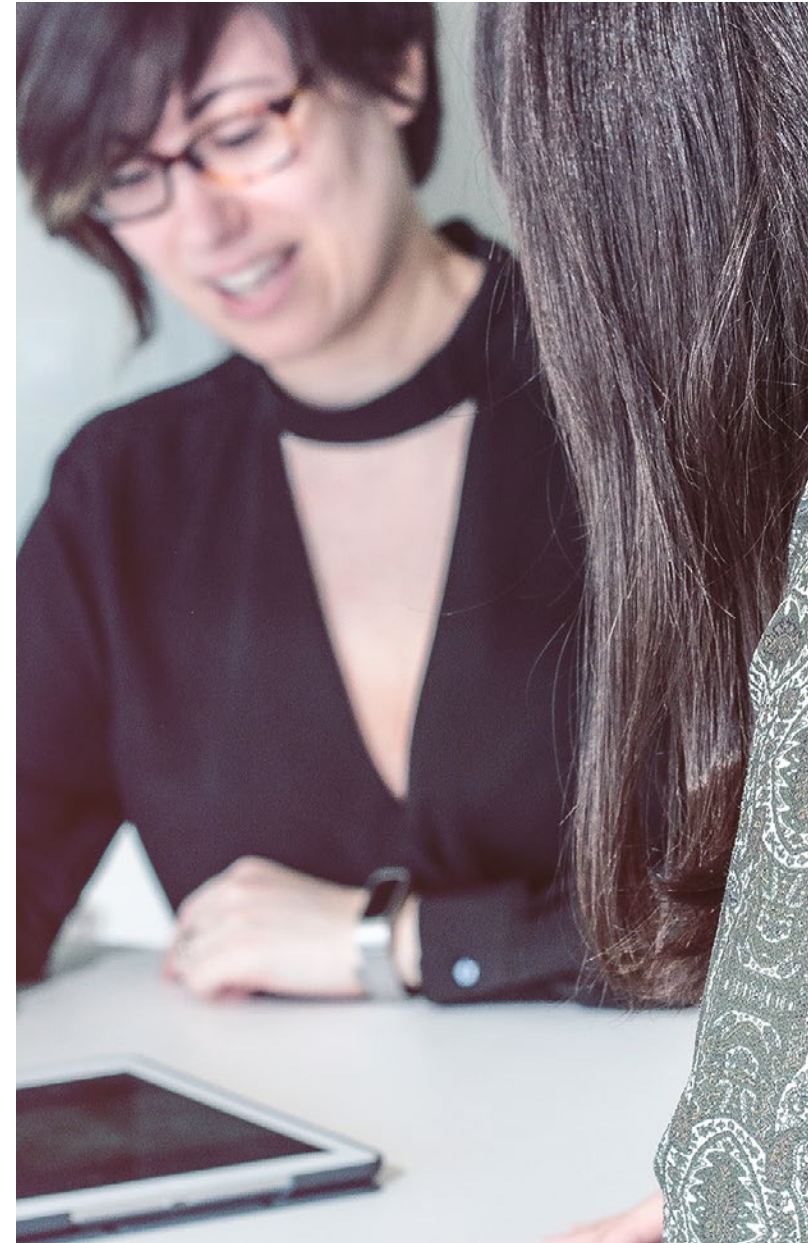
Law Degrees

5%

Computer engineers

5%

Others (journalists, publicists, etc.)



Greater flexibility

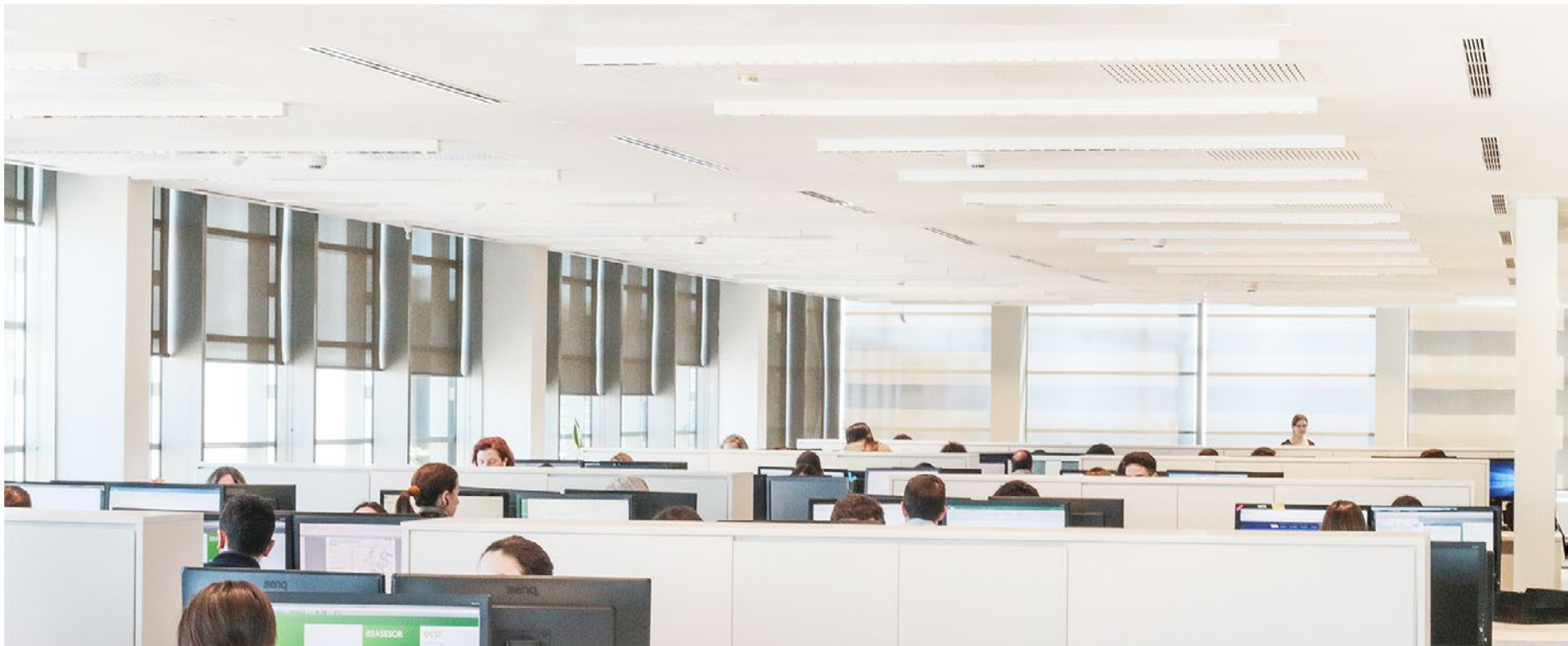
We are committed to policies that allow us to develop individual needs of our professionals and help them create a sense of pride and belonging to the company. This is something that, consequently, has an impact on the team's results and commitment.

A more personal schedule

We offer the possibility of starting the working day between 8:30 and 9:30 hours. Depending on the time employees start work, the time they leave is established accordingly.

New facilities to work from anywhere

We provide our professionals with technological tools to enable them to work from anywhere, with telephone access to the phone from their computer and the corporate network.



More development

Our employees play a key role in the company as they deploy its value proposition and channel it towards achieving the corporate vision.

Therefore, we help them both in their personal development and in their training.

Configuration of new assessment systems

In 2017, we began assessing performance as a way to objectively measure the performance and potential of our professionals. It is a system based on the skills and technical knowledge of each person.

Internal promotions

At Gesdocument we are firmly committed to the internal promotion of our employees and their ability to evolve and develop professionally within the company. For that reason, year after year, a high percentage of professionals change their position at a horizontal or cross-disciplinary level to complete the development of their professional career.

Development tutoring

As part of our Welcome Plan, the figure of the tutor was introduced last year to help new employees to become familiar, before and better, with our company. In this way, we make sure we resolve all doubts that may arise at a structural, organizational and operational level, etc.



More training

In 2017, some of the specialized areas in which we offered training were labor and accounting/tax, with sessions dedicated to consolidated financial statements, the IIS and the succession and subrogation of companies, among others.

The training of our professionals is key to updating their specialized technical knowledge and developing their skills, as well acquiring more in-depth expertise in the use of available tools. Specifically, 15% of our professionals attended some type of external training sessions.

Our commitment to training has also relied on technology. We want to offer our professionals stimulating paths that allow them to train anywhere. For that reason, several of the courses that we have offered to our workers have been through Webinars, a flexible and effective learning management system.

We encourage constant learning through ongoing training.



More training

INTERNAL INITIATIVES

Technical knowledge

- » **7th Accounting-Tax Conference** For the seventh consecutive year, we held the Accounting-Tax Conference to offer our professionals more in-depth knowledge of tax reforms and developments in financial statements, among other matters.
- » **Labor team workshops.** Our labor team took several training sessions on business succession and subrogation and expatriates.
- » **Money laundering.** In 2017 we conducted a course on money laundering to inform our professionals of all the regulatory changes that had taken place in recent months.

Improved use of tools

- » **SILTRA.** Our labor team took specific advanced training on SILTRA and Social Security.
- » **Excel.** In order for our professionals to improve their skills in handling Excel, we conducted a training course by configuring computer equipment according to the knowledge of the members.
- » **Webinar.** During 2017 we gave webinars about the new features and how to improve the use of our internal tools. In this way, our professionals can make the most of their resources.

Skill development

- » **Communication skills course.** To improve oral and written communication with our clients, last year the Gesdocument professionals attended internal courses on advanced communication skills.

Language training

Our plan includes **English classes** subsidized in different percentages for all departments, as well as an exchange program in the United States to improve language skills.

In 2017, 12% of the workforce signed up for the training, taking a total of 654 hours over the course of the year.

More training

EXTERNAL INITIATIVES

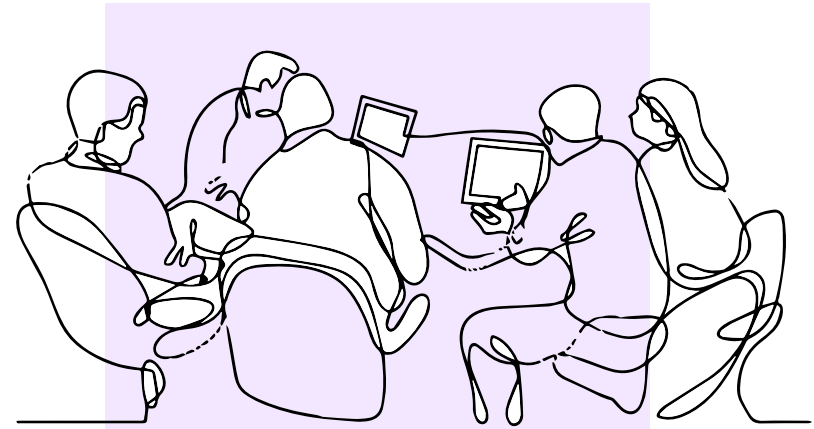
Last year, some of our professionals took training in the tax, labor, technological and legal fields, among others.

- » Centro de Estudios Financieros (CEF, Center for Financial Studies)
- » Universidad Internacional de Cataluña
- » INSA / Business, Marketing & Communication School
- » IE - Instituto de Empresa business school

Communication as an essential factor to increase productivity and generate good results.



DATA TRAINING



100%

of our professionals participated in internal training programs.

15%

of our professionals participated in external training programs.

12%

of our professionals participated in language training programs.

Attracting talent

Our commitment to internal promotion runs in parallel to the continuous search for talent beyond our own walls, something natural in a company that constantly and steadily increases the perimeter of its team year after year.

With this vocation, and that of incorporating members of the new generations into our project, at Gesdocument we carry out numerous activities throughout the year to maintain continuous contact with the graduate open days of some of the main academic institutions in the country.

Employment pages

In 2017, we launched the employment pages to facilitate access to our vacancies, monitoring candidates and helping our company to cover specific work needs.

Fairs

- » EAE Forum: In this virtual event, one of the largest in the sector and worldwide, we offered positions in areas of our organization to alumni and students of EAE Business School. During the seven days of the forum, attendees were able to connect to and access the event from tablets and smartphones 24 hours a day, thanks to the availability of an adapted version.

Universitat de Barcelona students visit

To gain more in-depth insight into the professional opportunities and how organizations attract talent, a group of Labor Relations students from the Universitat de Barcelona came to our offices to learn more about the company.

Students on internships

To supplement students' training, Gesdocument supports universities and educational centers so that students can have their first direct contact with the labor market. In addition to an initial experience for the students, it is an important recruitment resource.

During 2017, 69 students undertook internships with Gesdocument. Of these, a total of 22 joined our staff.

At Gesdocument we have collaboration and educational cooperation agreements with some of the main Spanish universities and chairs.

- » Universidad Autónoma de Barcelona (working with the School of Economics and Business / School of Law).
- » Universidad Rey Juan Carlos
- » Universidad Oberta de Catalunya
- » Universidad Complutense de Madrid
- » Universidad Politècnica de Catalunya
- » Universidad de Girona
- » Universidad de Valencia
- » Universidad Abat Oliva CEU
- » Universidad San Pablo CEU



Attracting talent

At Gesdocument we understand that employee remuneration is geared towards fostering a greater commitment to the organization and, consequently, to providing a service based on excellence.

We are committed to a transparent remuneration system. Hence, we advocate that the remuneration of professionals be equal and in proportion, at all times, to the development of their professional careers. We

establish remuneration based on collective labor agreements applicable in the regions where we operate (Catalonia, Madrid, Vizcaya, Zaragoza and Valencia).

Our commitment to the internal development of the workforce is reflected in the improvement of the working and salary conditions of our professionals. In 2017 we promoted a total of thirteen employees, equivalent to a change of internal position of 7% of the workforce.

SALARY CATEGORIES AT GESDOCUMENT

Category	Average
Assistant	€18,000
Senior	€ 35,500
Manager	€ 55,000
Senior Manager	+ €80,000

We look for the talent of the new generations.

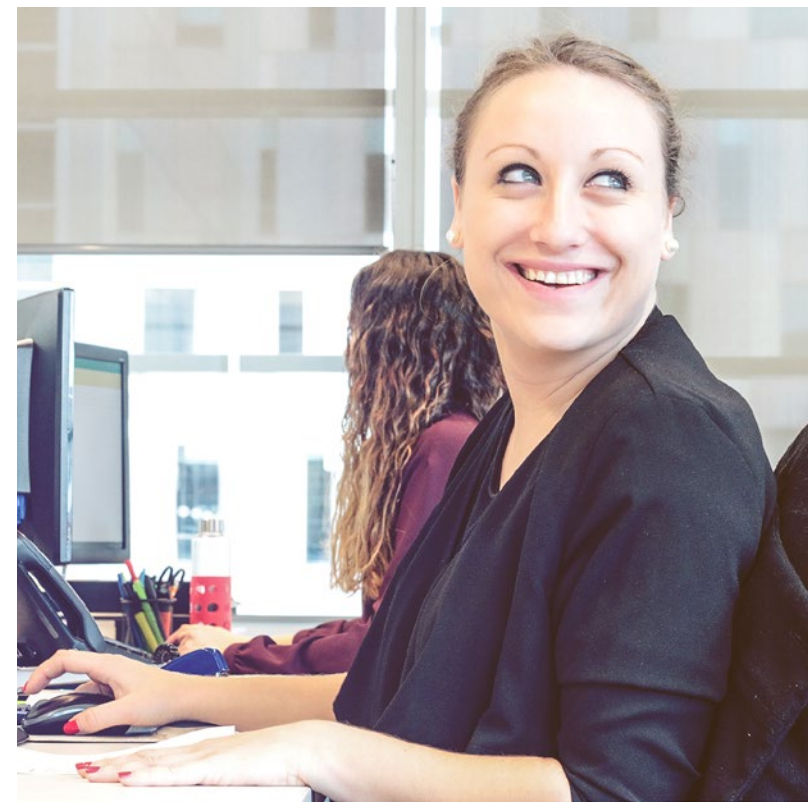
Flexible remuneration

We give our employees the opportunity to benefit from the company's flexible remuneration program, an instrument that provides an incentive to retain talent and increase productivity, and through which they can decide how to receive part of their annual remuneration.

The services included in the program are subsidies for day care, transportation passes, meals and health insurance, among others.

In 2017, 36% of our employees took advantage of this program.

36% of our employees availed of the flexible remuneration program in 2017.



Well-being

Our focus on people leads us to continuously search for improvements, both in the workplace and observing the well-being of our employees. Our joint occupational risk prevention service offers a series of health services that promote prevention and improve the working conditions and safety of professionals.

The services available to us, through risk prevention, include periodic medical examinations at national level and, in the Barcelona and Madrid offices, nutritionist, medical and physical therapy services.

In 2017, a total of 113 employees took their corresponding medical examinations.

We believe in a preventive culture that guarantees the safety and preservation of the health of our professionals.



Our context



S O C I A L C O M M I T M E N T

S O C I E T Y

S U P P L I E R S

T H E E N V I R O N M E N T

Social commitment

At Gesdocument we have signed a commitment to society as a whole and we seek to create value, year after year, with socially responsible initiatives, involving our professionals in activities that foster working with other organizations.

GD with Love

In 2017 we launched our initiative 'GD con amor' (GD with love), an activity in which our professionals had to leave a loving message to their colleagues from the various offices.

But to do so, they first had to sign up to a landing page created especially for the occasion. For each person who signed up, Gesdocument would donate 3 euros to the NGO Sonrisas de Bombay, an organization that fights poverty in the slum communities of Mumbai.

Thanks to the involvement and participation of our professionals in the project, we managed to raise a total of 600 euros.



Donation of computer screens

In 2017 we delivered 27 flat computer screens to Institut Escola Gavà Mar (Barcelona).

This school, like many others, is hampered by restrictions on education subsidies, which means that they can rarely buy new computer equipment. For that reason, we wanted to help them by donating screens for the computer room, as well as for their classes.

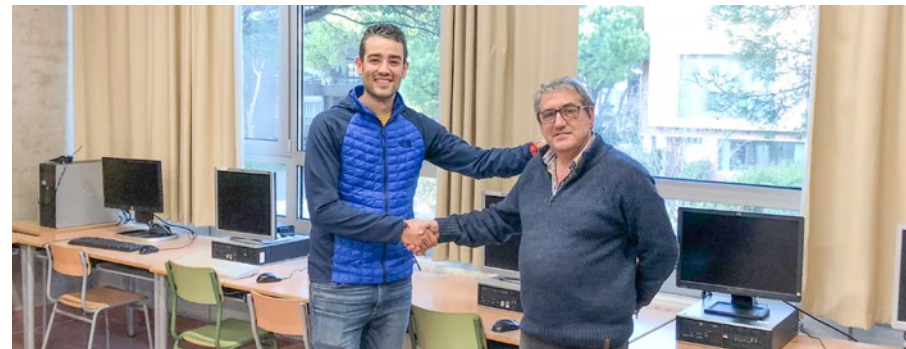
Donations of this type are what allow many schools to modernize their facilities.

Entrepreneurs Classroom of the Prevent Foundation / ESADE

Some of our tax and accounting professionals were speakers at the sessions organized by the Prevent Foundation, in collaboration with ESADE. During the sessions they discussed taxation and entrepreneurship, and offered insight into the main legal aspects and tax and accounting obligations to take into account when carrying on an economic activity.

It is an initiative that helps young people with disabilities to train and promote their projects.

All our efforts have kept our company actively contributing to the sustainable development of society.



Society

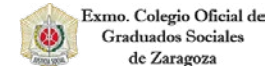
Associations and institutions

We collaborate with different associations and institutions on a national and international scale to contribute to the progress of our society. We attend conferences and give presentations to share knowledge and create synergies.

Economy and Sector Associations:



Professional Associations:



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



EuRA is the worldwide professional industry body for relocation providers and affiliated services.



Society

6th International HR Meeting Fair

In 2017 we participated in the International HR Meeting Fair as a provider of services related to the management of expatriates. It is an event specialized in international mobility and Human Resources management where providers come in search of information to help them internationalize their companies.

Twenty conferences were held during the event, with the participation of Gesdocument, to discuss topics such as the possible impacts of Brexit on Spaniards working in the United Kingdom.

LEA Global

During 2017 we participated in the Annual LEA Global Conferences held in Cyprus and Chicago, as well as in the LEA Global World Conference in Paris.

Professionals from the different areas of our company (Immigration, Tax and Accounting) gave presentations on the effects of Brexit on expatriate Social Security and on the VAT Immediate Information System (IIS). Also on international taxation and Human Resources.

“The LEA conferences provide access to an international forum in which to delve deeply into the changes that occur internationally in the areas in which we operate. In this way, we improve the breadth and depth of the services we offer the client, in collaboration with the international LEA firms and opening new business windows for the firm.”

Jordi Roca
Director of GD Global Mobility



Suppliers

Suppliers are a vital for Gesdocument. The relationships we establish with them are based on achieving the highest quality in our services, as well as optimizing resources and mutual respect.

In 2017, 98% of the suppliers we worked with were Spanish and 2% were international. The main categories were technology (22%) and training (10%).

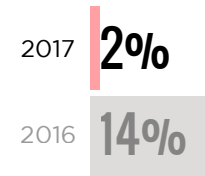


SUPPLIERS

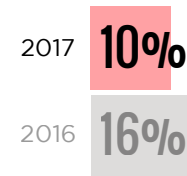
NATIONAL



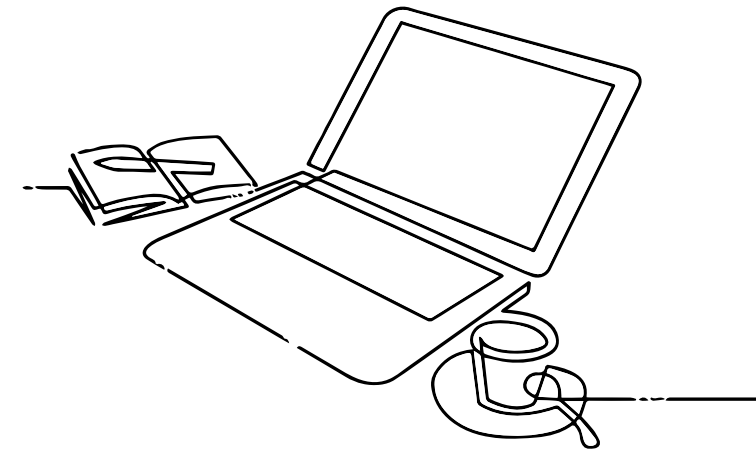
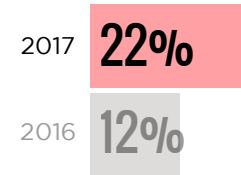
INTERNATIONAL



TRAINING



TECHNOLOGY



The environment

At Gesdocument we have always had a firm interest in the development and implementation of projects designed to guarantee process security and sustainability. Therefore, in 2017 we wanted to continue improving our environmental indicators by implementing measures related to the reduction of our consumption, the improvement of our energy efficiency and the reduction of emissions by reducing the number of trips made.

Reduced paper consumption

Since 2010 we have been firmly committed to paper reduction, through a paperless policy, with the aim of reducing the use of paper in our daily activities. We want to become a paperless office, where our work is based on digital culture. For this reason, we have adopted measures such as double-sided printing and printing with a lower toner load.

Despite the increase in the number of employees, global consumption in kilos of paper fell by 24% and consumption per employee by 28% compared with the previous year.

PAPER CONSUMPTION

Category	2017	2016
Kilos	3184	4187
By employee	18	25

24%

PAPER SAVINGS IN 2017

Recycling

At our company we are still giving continuity to recycling activities. An example of this is selective waste collection of waste and recycling paper and toner. For this purpose, since last year, we have been working with DCD, which is responsible for the destruction of confidential documents, with the guarantee that all the material will be recycled.

Likewise, digital and magnetic media materials are also recycled with certified secure destruction.

Care for the environment and the responsible use of the advantages we offer are intrinsic qualities of our daily management.



Progress



2 0 1 7 R E S U L T S

2017 Results

We closed 2017 with a growth of 12% compared with 2016. This progress is reflected in an increase in turnover of 1,006,000 euros.

In relation to the business units for which we have differentiated data, the figures show an increase in all areas. The tax-accounting and labor areas registered 13% growth in their figures, while the mercantile area grew by 9%.

As regards business volume by office, Barcelona continues to contribute more than half of Gesdocument's total sales. Specifically, in 2017 it contributed 52%. Next comes Madrid with 36%. The rest of the offices, Valencia, Bilbao and Zaragoza, contributed a combined 12%.

BUSINESS VOLUME BY AREA *

Category	2017	2016	2015	2014	Changes in 2017/2016
Total sales	9.4	8.4	7.4	6.7	12%
Tax-Accounting	4	3.6	3.3	3.1	13%
Labor	3.5	3.1	2.6	2.3	13%
Mercantile	1.9	1.7	1.5	1.3	9%
EBITDA	1.2	1.1	1	1	7%

*Figures in millions of euros

BUSINESS VOLUME BY OFFICE

Category	2017 *	% total
Barcelona	4.9	52%
Madrid	3.4	36%
Valencia	0.3	3%
Bilbao	0.6	6%
Zaragoza	0.3	3%



GROWTH OF

12%

COMPARED WITH 2016

9.5

MILLION EUROS OF TOTAL REVENUE



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Appendices – GRI Indicators

GRI 4	DESCRIPTION OF THE INDICATOR	PG.
Organization Profile		
G4-3	Report the name of the organization.	8
G4-4	Report the primary brands, products, and services.	14, 15, 16
G4-5	Report the location of the organization's headquarters.	43 (Barcelona)
G4-6	Report the countries where the organization operates, and names of countries where either the organization has significant operations or that are specifically relevant to the sustainability topics covered in the report.	12
G4-7	Report the nature of ownership and legal form.	8
G4-8	Report the markets served (including geographic breakdown, sectors served, and types of customers and beneficiaries).	11
G4-9	Report the scale of the organization, including:	
	Total number of employees.	24
	Quantity of products or services provided.	15.16
G4-10	Report the total number of employees by employment contract and gender.	24, 26
G4-16	List memberships of associations and national or international advocacy organizations to which the organization belongs.	37
Identified Material Aspects and Boundaries		
G4-18	a. Explain the process for defining the report content and the Aspect Boundaries. b. Explain how the organization has implemented the Reporting Principles for Defining Report Content.	2
Stakeholder Engagement		
G4-24	Provide a list of stakeholder groups engaged by the organization.	37, 38
Report Profile		
G4-28	Reporting period (such as fiscal or calendar year) for information provided.	4 (2017)
G4-31	a. Provide the contact point for questions regarding the report or its contents.	43
G4-33	a. Report the organization's policy and current practice with regard to seeking external assurance for the report. b. Report the scope and basis of any external assurance provided. c. Report the relationship between the organization and the assurance providers. d. Report whether the highest governance body or senior executives are involved in seeking assurance for the organization's sustainability report.	N / A (no external report assurance)
Governance		
G4-38	Report the composition of the highest governance body and its committees.	8



Appendices – GRI Indicators

GRI 4	DESCRIPTION OF THE INDICATOR	PG.
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Indicators by aspects: Environmental

Energy		
G4-EN3	Energy consumption within the organization.	40

Indicators by aspects: Social

Labor practices and decent work

Occupational Health and Safety			34
G4-LA6	Type of injury and rates of injury, occupational diseases, lost days, and absenteeism, and total number of work-related fatalities, by region and by gender.		8 occupational accidents
Training and Education			34
G4-LA10	Programs for skills management and lifelong learning that support the continued employability and assist them in managing career endings.		28 to 31
Equal Remuneration for Men and Women			34
G4-LA13	Ratio of basic salary and remuneration of women and men by employee category, by significant locations and operation.		There are no differences between the basic salary of men and women

Human Rights

Non-discrimination			34
G4-HR3	Total number of incidents of discrimination and corrective actions taken		There have been no cases of discrimination
G4-HR12	Number of grievances about human rights impacts filed, addressed, and resolved through formal grievance mechanisms		There have been no human rights grievances

Society

Anti-corruption			34
G4-SO4	Communication and training on anti-corruption policies and procedures.		17, 18

gd ASESORÍA

gd LEGAL

gd CONSULTORES

gd GLOBAL
MOBILITY

gd HUMAN
CAPITAL

gd GESTIÓN CORPORATIVA
MERCANTIL

gesd DOCUMENT