



**3fs**

# **3fs Sustainability report 2021 and 2022**

## **Biennial Report**

### **Why do we have this document?**

This document is a biennial report of our engagement in sustainability and responsibility towards our employees and their families, IT community, local community, customers, suppliers and subcontractors, external auditors and environment.

### **Who can read it?**

Any stakeholder interested in 3fs.

#### **Disclaimer**

Copies of this document must not be used unless their validity has been verified.

## Changelog

Rev	Date	Author	Reviewer	Description
1	2023-03-15	Katja Korošec	Ajda Marn	Biennial document

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## **3FS Sustainability report for 2021 and 2022**

Full company name: 3fsl, računalniški studio, d.o.o.

Text: Andraž Logar (CEO), Katja Korošec (People Operations), 3fs d.o.o.

Printed copies: 0

Year of issue: 2023

*To minimise paper usage, we have chosen to keep this document solely in digital form.*

*Note on gender-neutral formulation: Throughout this document, all gender-specific terms are to be considered to refer to both the feminine and the masculine form – except when referring to a particular person.*

## 1. Foreword<sup>1</sup>

3fs is an IT company, heavily intertwined with technology and digitalisation, but what connects our employees from the very beginning is something else, something of equal importance: a strong sense of responsibility towards each other and the world around us.

From day one we have always tried our best not only to include but to base our way of thinking, working and influencing on sustainability. Focus was on these key areas: our employees and their families, environment and local community, customers and partners and society in general. This soon became one of our company values that we have since looked for in all of our future hirings and also business relationships.

Being an employee centric service company it is clear what the most important asset is: employees. Giving them an opportunity to work on meaningful projects, create a space where they can work daily with highly skilled professionals and treat them as colleagues first, we provide them with a sustainable life-work balanced environment that decreases frustration and stress.

A lot of our time and energy goes to the **professional community**. We strongly believe that it is our responsibility to share our knowledge, sustainability awareness and benefits with others. These are mostly members of the IT community, young people who are on the path of becoming professionals in our field and the people and organisations in our local environment. One of our priorities has been to share our know-how and support the education process in any way we can. Ambitions are high. We want to change how we give and receive knowledge and leave a mark in the Slovenian educational system.

**Social responsibility** is something that triggers emotional reaction in the whole collective. They are the ones who mostly initiate ideas and projects that leave a mark in the society. Responsibility to society has to be something that every individual feels and the company can only offer a platform, extra time-off, organisational and oftentimes financial support. We have seen again and again that these types of initiatives did not only affect members of our society but also our employees' sense of value and pride and straightened the bond between them.

We are lucky to operate in an industry that is not **environmentally** intensive, but that does not relieve us from paying attention to what we do and how that affects mother nature. Current focus areas are: offices that we use, materials, equipment to what impact our activities have on the carbon footprint and how we promote responsible behaviour.

Last but not least we have always felt equal responsibility to our **customers and partners** in that sense as well - bringing our best work and attitude to the table and learning from whenever we can.

With our constantly-improving-attitude in mind we have written this sustainability report to evaluate what we have done so far and how we can continue improving and leaving a positive dent.

Andraž Logar, CEO at 3fs d.o.o.

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<sup>1</sup> GRI GS 102-14

## 2. Organisational profile

Name of the organization: 3fs računalniški studio d.o.o.<sup>2</sup>

Date of establishment: 18.10.2005

Owners: Andraž Logar, Boštjan Lukša, Martin Glavač and David Kuridža

Legal representative: Andraž Logar, CEO

Location of headquarters: Kranj, Ljubljanska cesta 24d, Slovenia<sup>3</sup>

Location of operations: Kranj (headquarters) and Maribor, Cesta XIV. divizije 20a, Slovenia<sup>4</sup>

Registration number: 2155273000

Standard classification (NACE): J62.010 - Računalniško programiranje

Company email: info@3fs.si

Web page: <https://3fs.cloud/>

Contact person for questions regarding the report: Katja Korošec; [katja.korosec@3fs.si](mailto:katja.korosec@3fs.si)<sup>5</sup>

Reporting cycle: Biennial<sup>6</sup>

Reporting period: Calendar year<sup>7</sup>

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<sup>2</sup> GRI GS 102-1

<sup>3</sup> GRI GS 102-3

<sup>4</sup> GRI GS 102-4

<sup>5</sup> GRI GS 102-53

<sup>6</sup> GRI GS 102-52

<sup>7</sup> GRI GS 102-50

### 3. Scale of the organisation<sup>8</sup>

Indicator	Unit	31.12.2021	31.12.2022
Total number of employees		61	59
Location Kranj		47	42
Location Maribor		14	17
Sales	EUR	3.955.033,46	4.896.627,36
Assets and liabilities	EUR	2.694.978,01	2.405.870,28
Total capitalization	EUR	2.747.787,96	2.727.920,73

### 4. Core values and principles

Our company's core values and principles are documented in our Handbook<sup>9</sup>, which is shared with all employees. These values reflect what is important to us and have helped shape our company culture over the years.

#### 4.1 Our core values

There are three company values that we emphasise a lot:

- **Overdeliver:** We keep our promises, and try to surpass them – moving technology, design and production boundaries further. Always. We do not stop at what is expected of us. Ever.
- **Craftsmanship:** The Kaizen principle of constant improvement is what we expect from ourselves, and our partners have thus come to expect from us. We have high standards and even higher ambitions. However, we acknowledge the importance of keeping both feet on the ground, humble and aware that we are craftsmen of the trade, hoping to become real artists someday.
- **Fit in or move along:** We respect each other, embrace diversity and do not tolerate intolerance. We adopt only positive changes to the company culture. Towards an even more open, more productive, more agile, environment- and people-friendly company.

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<sup>8</sup> GRI GS 102-7

<sup>9</sup> Our Handbook is a guide for employees, providing important information such as the location of common areas like the kitchen and parking, our vacation policies, perks, and career development opportunities.

## 4.2 Principles

There are a lot of principles we try to live by and it seems that many of us share them without having to talk about it a lot.

- We encourage and support **happy family life**, life-work balance, healthy lifestyle, we do lots of sports (together) etc.
- We support people and communities that need help and try to **leave a positive impact** on society.
- We **respect each other**, our time and effort. For example we try not to be late when starting meetings and our events always start on time.
- We are big on **sharing information and knowledge**. We do mentorships, organise knowledge sharings every week, courses, training etc. All because we want our employees to grow and develop in every possible sense.
- We are inclusive and **do not tolerate intolerant people**.
- We most appreciate **listening and understanding** when communicating instead of making statements and assumptions.
- We appreciate mature adult people who are **proactive and responsible**. We admit when we are wrong. We like cooperative people who are reliable yet relaxed, flexible, ambitious and... human.
- We live in a **semi-hierarchical organisation** where people have a sense of humour (not necessarily a good one), are open to help, are emphatic, ask if they don't know something, say thank you (too) many times and use common sense. They make decisions rationally and understand priorities in work and life in general.
- We support a **positive attitude** towards people, their closest ones and community/society in general. We encourage positive actions instead of condoning negative ones.
- We are big on **sustainability** in every area.
- We promote **healthy work attitude** by pushing for quality, modesty (we honour hard work and let the work speak for itself), we promote blameless culture and don't point fingers but focus on trying to improve the system (what caused the problem and how to prevent it next time), we promote culture of consensus, Kaizen (plan-do-check-act), use feedback and not tolerate gossip, instead we value openness and transparency (towards people and content; within the company and out).

## 5. Identification and engagement of stakeholder groups<sup>10</sup>

A high-tech business requires a high level of stakeholder trust, and their trust is vital to our success. With this in mind, we try to think broadly about the needs of different stakeholders and the impact we have on them. We involve them in various ways, with the desire to improve and maintain quality collaboration.

Key stakeholder groups	Communication and ways of engagement	Key topics	Involvement in the preparation of the report
Employees and their families	Use of internal communication tools (email, Slack, BambooHR, gMeet). Creating space (physical and virtual) for employees and families to build relationships.	Healthy work environment with fair treatment, good work-life balance and quality learning opportunities.	No
Interns	Use of internal communication tools (email, Slack, BambooHR, gMeet) and providing mentors and guidance.	Quality learning opportunities, gaining real work experiences, employment opportunities.	No
Local community	Email, phone calls, live and online meetings. Social media and other ways of appearance.	Giving back by supporting the local economy and collaboration with local educational institutions.	No
Customers and partners	Email, phone calls, live and online meetings. Building relationships beyond strictly professional at various occasions.	Maintaining high quality services and level of trust.	No
IT community	Live and online meetups and workshops. Also social events to promote the field.	Knowledge sharing outside of the 3fs community and opportunities for IT people to meet and connect.	No
Suppliers and subcontractors	Email, phone calls and live meetings for ordering needed things and services.	Supplies and services that ensure a better work environment.	No
External auditors	Email, live and online meetings and audits. Annual reporting on compliance with ISO 26001 and ISO 27001 requirements.	Certifications that ensure compliance with ISO 26001 and ISO 27001.	No

<sup>10</sup> GRI GS 102-40



## 5.1 Employees and their families

Our first identified stakeholder group is our employees and their families. We try to identify their interests by giving every employee a chance to participate in an annual survey based on an anonymous questionnaire and by asking them questions within regular 1:1 talks (once per month with their manager) about what we can do better. The interests<sup>11</sup> of this group have been identified as follows:

- fair career development and career opportunities,
- job security,
- opportunities for learning,
- care for a pleasant working environment,
- care for work-life balance,
- care for family-friendly environment

### 5.1.1 Types of employment at 3fs<sup>12</sup>

Our standard employment practice involves offering indefinite employment contracts with a probationary period of six months, which is applicable to all our employees. While the majority of our employees work full-time with a 40-hour workweek, we also have part-time employees who work 20 to 32 hours per week. Part-time work is typically preferred by women who seek greater flexibility to balance their family responsibilities.

We recognize a growing trend towards reduced working hours, and as such, we are committed to accommodating the preferences of our employees for part-time work, to the extent possible.

Types of employment at 3fs:

Indicator	31.12.2021	31.12.2022
Total number of employees with employment contract	61	59
Female full-time employment	12	14
Female part-time employment	2	3
Male full-time employment	47	41
Male part-time employment	0	1

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<sup>11</sup> GRI GS 102-44

<sup>12</sup> GRI GS 102-8

### **5.1.2 New employees and onboarding**

Starting a new job can be tough. That's why we work hard to make our onboarding process as smooth and enjoyable as possible. Since our company has more than 60 people, we know that a well-planned onboarding is crucial to avoid any extra stress for our new colleagues.

On their first day, every employee is warmly greeted by our People Operations team and provided with essential equipment, accounts, installations, and security measures by the IT Operations team. To ensure a smooth start, we create a schedule for the new employee's first week, during which they meet their manager, who explains the project details, work processes, and introduces them to their new colleagues.

The 3fs Handbook is a document that we provide to all new employees to assist them in gaining a better understanding of our organisational culture. It includes essential information such as the location of facilities such as the kitchen and parking, details on vacation policies, and an overview of employee benefits.

Every new employee signs an employment agreement for an indefinite period, with a six-month probationary period. During this time, each is assigned a volunteer mentor whose role is to support them through any challenges they may face and help them integrate into the team and community as quickly as possible.

To establish a clear path for success, new employees work with their mentors to define expectations for the first six months. These expectations are regularly evaluated, providing real-time feedback and opportunities for improvement. To help reduce the stress that can accompany this period, we try to provide feedback at least once a month. This way, employees know where they stand and what they need to do to pass the probationary period.

We understand that working together is a two-way street, and that is why we always ask for feedback from our new hires to learn what we can do better and make necessary improvements.

We are happy to say that the vast majority of our new employees successfully meet the expectations and pass the probationary period without any problem. Over the last five years, only three new hires have not met expectations.

### **5.1.3 Career development**

With understanding that career development can not be the same for every employee and that strategy to make it fair and accessible to every employee isn't set in stone once you as a company decide how to approach it, we take it as an ongoing process that needs our constant attention and improvements.

## Career Ladder

We created a document called Career Ladder for 3fs developers that serves as a guideline when evaluating one's performance. Employees can find the document on Google drive<sup>13</sup> and discuss it with their engineering managers.

## 1:1 and other talks

At 3fs, we regularly hold 1:1 meetings to foster open communication between employees and other managers. These meetings can be formal or informal and take place once a month. We differentiate them based on their purpose and content, such as performance reviews with engineering managers or general check-ins with the CEO. By having regular 1:1s, we maintain transparency and collaboration, address issues in a timely manner, and work towards achieving our goals.

### 5.1.4 Knowledge sharing

We place a high priority on maintaining a strong level of knowledge within our organisation. We understand that this requires a significant investment of time and effort, which is why we prioritise organising various events that provide opportunities for continuous learning.

By organising events and offering ongoing learning opportunities, we are able to foster a culture of continuous improvement and keep our team members up-to-date with the latest trends and industry developments. We believe that this investment in knowledge is essential for both individual and organisational success, and we remain committed to prioritising this area in the future.

These are educational events and company briefs that are a part of our knowledge sharing culture:

#### Knowledge sharing Wednesdays<sup>14</sup>

At 3fs, we place a strong emphasis on knowledge sharing among our employees. To facilitate this, we organise Internal knowledge sharings almost every Wednesday at 3 pm. The primary goal of these presentations is to share different types of knowledge among our team members. While most of the presentations and workshops are technically oriented, we also cover topics related to soft skills, cooking, and art classes.

We encourage everyone to suggest topics for upcoming knowledge sharings, and we occasionally invite outside experts. However, the majority of our presentations are delivered by our own employees, giving everyone a chance to showcase their skills and knowledge.

These knowledge sharing sessions take place at our community space in Kranj/Maribor offices or online and are also live-streamed over Google Meet to our team members working from home. All sessions are recorded, so employees can access previous presentations at their convenience via YouTube.

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<sup>13</sup> We use Google drive to share documents that are accessible to every employee

<sup>14</sup> GRI GS 404-1

Total number of Knowledge sharings Wednesdays in 2021 and 2022:

<b>Knowledge sharing Wednesdays</b>	<b>2021</b>	<b>2022</b>
Total number of knowledge sharings offered to all employees	25	34
Total number of different employees doing presentations	21	29

## Company briefs

About once a month, usually on Thursdays, we hold company briefs, where our CEO informs everyone about what is new, what has changed, what awaits us in the near future and if there are some critical concerns employees should know about.<sup>15</sup> All briefs are recorded and available for viewing at any time to ensure that everyone has access to the information.

## Monthly Newsletter

Starting in 2022, we have implemented a monthly newsletter for all employees, which provides an overview of the previous month's activities and previews upcoming events such as knowledge sharing sessions, meetups, and workshops. The newsletter also includes information about new hires and departures, upcoming charity collections, and other important updates. This initiative aims to improve communication and keep employees informed about the company's activities and upcoming events.

## 3fs Library

We maintain a collection of books, magazines, and e-books for employee use. We have four Kindles loaded with e-books and a bookshelf in both offices.

We make it easy for employees to access these resources by providing an online list of all available books and e-books, along with an online Wishlist sheet where employees can request new books. At the end of 2022, we had over 450 books and 150 e-books available to our employees.

## Communities of Practice (CoP)

A community of practice (CoP) is a group of people who share a common domain of interest or profession. We believe that sharing knowledge and expertise within these communities is crucial for career growth and development.

To this end, we have established CoPs for various groups within our organisation, including backend developers, frontend developers, designers, system engineers, and others. These groups typically meet once a month, although the frequency may vary depending on the group's preferences. During these meetings, members share best practices, discuss topics related to their work, and build a community knowledge base.

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<sup>15</sup> GSR GS 102-33

That means that employees are not only part of a team that works on the same project, but also a part of a community of their practice.

### 5.1.5 Everyday life and wellbeing of 3fs employees

#### Work ethics

Our work ethics have been documented in our Handbook.

- **8 hours a day, 40 hour work week**

We don't like people working overtime. If they have to, then there is something wrong with our planning, or there is something wrong with the efficiency of the employee. Neither is OK.

- **Parental leave**

We encourage parents to take as much time off when they welcome a new baby into their family as they can. Sleepless nights? We get it.

- **Days of vacation**

Minimum vacation for every employee is 26 working days. We insist employees use all of it.

- **Family friendly**

We understand that kids get sick, that they need to be picked up from daycare and that having a family means things are not always (or ever!) predictable. Family first.

#### Working hours

We firmly believe in promoting a healthy work-life balance. Therefore, we do not ask our employees to work during weekends and holidays. Additionally, we offer flexible working hours, allowing teams to establish their own ways for working collaboratively during the day. We understand the importance of maintaining a healthy work schedule, and we only do overtime work in exceptional circumstances, no more than once or twice a year.

We acknowledge that it takes consistent reminders to implement such practices effectively. To this end, we have included our work-life balance practices in our Handbook and regularly encourage our employees to leave the office after 8 hours of work. As most of our employees started working remotely in 2020, we conducted a 7-week research study in March and April that year that involved seven questionnaires for all employees. One significant finding was that some employees found it challenging to disconnect from work after 8 hours. In response, we provided various guidelines and shared articles offering tips and tricks to help our employees establish better work-life balance.

#### Remote work

Remote work has been an integral part of our company's culture for several years. Even before the Covid-19 pandemic and subsequent quarantine measures in 2020, we had an agreement with our employees that allowed them to work from home up to two days per week. When the pandemic hit and we were forced to shift to full-time remote work, we saw this as an opportunity to test how that affected our efficiency and culture. We were delighted to discover that remote work was just as effective than working in the office.

While we continue to discover how this new work arrangement affects our culture, we have decided to offer our employees the flexibility to work from home full-time, part-time, or return to the office, based on what works best for them and their team.

## Health promotion and perks

We prioritise the health and well-being of our employees and offer a variety of perks to help them maintain a healthy work-life balance and physical health. Our employees can participate in yoga or posture exercises once or twice a week, and we encourage them to engage in solo or group sporting activities that we sponsor from 50% to 100%, such as fitness, climbing, swimming, crossfit, running, or hiking. We provide access to a company sauna and shower, and the car wash service can pick up their cars from the company parking lot and return them there after cleaning.

We support socialising during working hours and provide common areas where employees can play pool, board games, read books, or enjoy coffee with colleagues.

Our fully equipped kitchens are stocked with fresh fruits, nuts, and other healthy snacks, and we strive to provide seasonal, locally grown food and avoid processed food as much as possible. We also pay attention to the purchase of equipment and facilities that promote a healthier work environment, such as lighting that prevents migraines, quality chairs and tables that allow standing work, and devices that improve air quality and ventilation. We have over 400 plants in our offices that not only enhance air quality but also create a calming and natural atmosphere.

We have designated relaxation areas in each room to provide a peaceful space for employees when needed. Furthermore, we allow employees to bring their pets to work to brighten their day and the atmosphere in the office.

## Open office “how to” guideline

To maintain an office environment where people can work with as few distractions as possible, we came up with an “Office how to” guideline, that is a part of our Handbook. Through this guideline we ask employees to keep their phone ringtones turned off, to take their phone calls to a separate area such as conference room, to respect others’ privacy, to be cooperative concerning shared environmental conditions (temperature, lightening), to use headphones when listening to music or watching videos, to talk to people directly when they violate these guidelines and to be open to feedback and respond graciously when people tell them they’re being distracting. It turns out that people like it and they are willing to stick to it. We receive virtually no complaints about this.

## Team buildings and events for employees and their families

We place a high value on social events and strive to organise as many as possible. These events may be organised for individual teams or for the entire company. We hold at least two team building events each year for every team, host traditional 3fs picnics for employees and their families, and arrange a few holiday parties for employees and their families. We believe that these events are an excellent opportunity for our employees to connect and build strong relationships.

Total number of social events for employees and employees with their families in 2021 and 2022:

<b>Social events for employees and their families</b>	<b>2021</b>	<b>2022</b>
Team buildings	7	5
3fs picnic for employees and their families	0	1
New Year's party for employees	6	1
New Year's party for employees and their families	0	1

In 2021, there were a total of 7 team building events organised. However, there were no 3fs picnics for employees and their families and no New Year's party for employees and their families, due to Covid-19 restrictions. There were 6 separate New Year's parties for employees, each held as a team dinner due to Covid-19 restrictions instead of one for the whole company.

## Non Discrimination<sup>16</sup>

One of our core values at 3fs is "Fit in or move along," which means that we do not tolerate intolerant behaviour. This value is deeply ingrained in our company culture, and we make it a point to stress it during every interview with potential new employees. We believe that everyone should be treated with respect and dignity, regardless of their cultural background, sexual orientation, religious beliefs, or any other differences.

We are proud supporters of the LGBTQ+ community and strive to create an inclusive work environment where everyone feels welcome. As an English-first company, we promote the inclusion of all employees, both Slovenes and foreigners. Our employees are attentive to this value and have no hesitation in reporting any incidents of intolerance to People Operations or management.

In situations where we have detected impatience or intolerance towards any group in the past, we have addressed it directly with the employee concerned. We take pride in fostering a diverse and inclusive workplace where all our employees can thrive and contribute to the success of our company.

## 5.2 Interns

Our second identified stakeholder group consists of our interns. The identified interests<sup>17</sup> of this group are:

- opportunity for learning in real work environment,
- desire for employment in the future,
- desire for a scholarship

<sup>16</sup> GRI GS 406-1

<sup>17</sup> GRI GS 102-44

We believe that providing young people with opportunities to gain work experience is crucial in helping them determine their career paths. As such, we feel a responsibility to provide these opportunities through our internship program, which primarily takes place during the summer months. Each year, we offer this opportunity to around 4 to 10 individuals, some of whom have gone on to become our permanent employees, while others continue to return each summer while still pursuing their studies.

We take pride in the fact that our internship program has helped many young people gain valuable work experience, and has given them the opportunity to determine if they want to pursue a career in this field. In recognition of the talent and commitment shown by some of our interns, we began awarding scholarships in 2019. These scholarships provide financial assistance to help them complete their education and the opportunity to join us full-time upon graduation.

We are proud of the positive impact our internship program has had on the lives and careers of young people, and we will continue to provide opportunities for them to gain work experience and develop their skills.

Total number of interns in 2021 and 2022:

	2021	2022
Interns without scholarships	2	7
Interns with scholarships	4	3
Total number of interns	6	10

### 5.3 Local community<sup>18</sup>

Local community is our third identified stakeholder group. 3fs is a part of two local communities: Kranj and Maribor. We have been present in Kranj for more than 17 years and in Maribor since 2018. The identified interests<sup>19</sup> of this group are:

- Fostering knowledge sharing and creating opportunities for young people
- Supporting the local economy by selecting products from local producers
- Demonstrating social responsibility by supporting charities and groups in need

We strongly believe that we have a responsibility to support and connect with our local communities in a meaningful way. While donating 1% of our revenue each year is one way we give back, we also recognize that there are other ways we can help.

One of our primary focuses is on education, and we work closely with local schools and faculties to support educational initiatives and provide resources where needed. Our employees also play an active role in giving back to the community, often suggesting what charitable events to participate in.

<sup>18</sup> GRI GS 413-1

<sup>19</sup> GRI GS 102-44



Community engagement and help in 2021 and 2022:

- We held a Company Charity Auction for our employees, with all proceeds going towards supporting one of the safe houses in Maribor.
- We supported the LGBTQ+ community by participating in Pride Parades in Ljubljana and Maribor.
- Instead of big New Year's presents, we supported two humanitarian organizations - Humanitarček and Rdeči noski in 2021 and the Association for Bird Protection - Društvo za opazovanje in proučevanje ptic Slovenije in 2022.
- We collected clothes, toys, and kitchen accessories twice a year and donated them to different organisations for people in need, including homeless people, Varna hiša - a "Safehouse" for abused people, and Red Cross Slovenia.
- We invited employees to donate blood together
- We organised 2 days of daycare for employees' kids at the end of August 2022 in Kranj.
- We organised four workshops for kids, including "Spoznaite g. Edisona" and "Aduino Semafor," at both our Maribor and Kranj offices.
- We supported a number of organizations with donations, including Pod Črto, Dragonsec SI community, Zveza prijateljev mladine Ljubljana-Moste and the Water polo club in Kranj (AVK Triglav Kranj).
- We provided donation and workshop for the Klub Mariborskih študentov in 2021.

## 5.4 Customers and partners

Our fourth identified stakeholder group consists of our customers and partners. The identified interests<sup>20</sup> of this group are:

- high quality services
- high level of trust
- high level of security

We mostly work with customers from Scandinavia (Sweden, Finland...). Working with international customers requires us to go above and beyond in our efforts to understand their work style, values, and what it takes to build trust. Over the past 17 years, we have adopted a number of principles, including the Kaizen principle, as an essential part of our "Craftsmanship" value<sup>21</sup>. Through this approach, we are committed to continuously improving our processes and ensuring that our work meets the highest standards of quality.

Our focus on building trust with our customers has also been a key factor in our success. Many of our biggest customers have been with us from the beginning, and we attribute this to our commitment to delivering

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<sup>20</sup> GRI GS 102-44

<sup>21</sup> Under "Our core values"

exceptional service and exceeding their expectations. We are proud of the relationships we have built with them and are committed to maintaining their trust and loyalty for years to come.

## 5.5 IT community

The IT community is our fifth identified stakeholder group. The identified interests<sup>22</sup> of this group are:

- Meetups and workshops on more demanding IT topics
- Opportunities for different people from IT community to meet and share their knowledge

### Open house (external) events

To engage with the broader IT community, we regularly organise events that are open to people outside of our company. These events include workshops, meetups, and other activities. Additionally, our employees sometimes attend conferences where they deliver lectures on various IT-related topics.

Below is a summary of our organisation's hosted events and our attendance at external conference:

Events	2021	2022
Total number of Open house events in Kranj	0	2
Total number of Open house events in Maribor	0	2
Total number of Kubernetes meetups hosted by 3fs	2	2
Biennale Brumen event (for designers) hosted by 3fs	/	1
OTS conference 2022 (our employees delivered lectures there)	/	1

In 2021, due to Covid-19 restrictions, there were no Open House events held in Kranj or Maribor. However, there were two online Kubernetes meetups hosted by 3fs during the year. In 2022, there were two Open House events in Kranj and two in Maribor. Additionally, 3fs hosted two live Kubernetes meetups and the Biennale Brumen event for designers during the year. At the OTS conference in 2022, our employees delivered lectures.

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<sup>22</sup> GRI GS 102-44

## 5.6 Suppliers and Subcontractors

Our sixth identified stakeholder group consists of our suppliers and subcontractors. The identified interests<sup>23</sup> of this group are:

- fair and timely payment for their supplies or services
- clear communication - honest feedback and chance to improve
- sustainability - an interest in sustainable business practices, including reducing waste and promoting environmentally friendly practices.
- having an interest in maintaining a high level of professionalism

### Our Suppliers and Subcontractors

When referring to suppliers, we typically mean companies, often small ones, that provide us with essential items such as food, tea, coffee, office supplies, and flowers. In contrast, subcontractors refer to the services we outsource, such as law firm, accountant, delivery services and computer and mobile device repairs. Whenever possible, we prioritise sourcing our suppliers and contractors from our local community.

Below are two lists - suppliers and subcontractors we have used in the past two years:

#### Suppliers

	Kranj	Maribor	Kranj and Maribor
Food	- Jezeršek gostinstvo - Pomelaj z.o.o. - Štacuna - Isa kombucha	- Ezl - Hiša kruha - Zadruga Dobrina	- Pečjak - Tuš - Hofer - Spar
Tea/Coffee	Stow coffee	HiKoFi	- Babave - Bunate kava
Gifts			- Pcakes - Svetlana Pradeno s.p. - Tiberius - Bon Bon atelje - Studio Janez - Želod.si
Flowers	Vrtnarstvo Tement	Flora	Kalia
Office equipment	- Mizarstvo Mubi - Redoljub - Mimovrste		- Lesna Vesna - Ikea - Amazon.de

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<sup>23</sup> GRI GS 102-44

## Subcontractors

	Kranj	Maribor	Kranj and Maribor
Office repairs and renovations	Ivan Skoko - slikopleskarstvo	Proslík - slikopleskarstvo	
Cleaning services	Čistilni servis Sonce - Tadej Podpečan s.p.	Čistilni servis Zelenko	
Law firm			luuri.legal
Computers, mobiles and computer accessories			- Aris Jabolko d.o.o. - iStyle d.o.o.
Computer and mobile repairs			- iStyle d.o.o. - Bitcom d.o.o.
Internet service providers	T-2	Telemach	
Office building owners	Iskra	Proslík - slikopleskarstvo	
Delivery service			DPD d.o.o.
Accounting			Plus Minus d.o.o.

Overall, we recognize the critical role that suppliers and subcontractors play in our business success. By addressing their interests and needs, we aim to foster mutually beneficial partnerships that promote sustainability, fairness, and community engagement.

## 5.7 External auditors

Seventh identified stakeholders are external auditors related to ISO 26001 (Social Responsibility) and ISO 27001 (Informational Security). The identified interests<sup>24</sup> of this group are:

- compliance with ISO 26001 and ISO 27001 - verifying that our policies and procedures meet the necessary standards
- risk Management - interest in understanding how we identify and manage risks related to social responsibility and information security
- objectivity - reviewing our practices and processes with critical eye and providing unbiased feedback and recommendations

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<sup>24</sup> GRI GS 102-44

- best practices - providing guidance and recommendations based on their experience with other organisations and help us identify areas for improvement.

## ISO 26001 (Social Responsibility) and Ekvilib Institute

ISO 26001 is a standard developed by the International Organization for Standardization (ISO) that provides guidance on social responsibility. It helps organisations integrate social responsibility into their operations and decision-making processes by providing a framework for identifying and prioritising social responsibility issues, developing policies and procedures, engaging stakeholders, and monitoring and reporting on social responsibility performance.

In addition to implementing ISO 26001 guidelines, we have taken steps to become a certified socially responsible employer. This certification is provided by Ekvilib Institute and verifies our compliance with established social responsibility standards and guidelines. Since our beginnings, we recognized the importance of social responsibility and became a part of the Socially Responsible Employer certification in 2020. This independent evaluation provides additional assurance to our stakeholders that we are committed to ethical and sustainable business practices, and that we prioritise the well-being of our employees, customers, and communities.

## ISO 27001 (Informational Security)

ISO 27001 is a globally recognized standard for information security management systems (ISMS). It provides a framework for managing and protecting sensitive information through the implementation of a systematic approach to information security risk management.

In 2022, we applied for ISO 27001 certification and are currently in the process of obtaining it. SIQ is our chosen external auditor for this certification, and we are committed to meeting the requirements of the standard. We are excited about the potential benefits of achieving ISO 27001 certification, including improved information security and enhanced trust from our customers and partners. We look forward to completing the certification process and being recognized for our commitment to information security best practices.

## 6. Environmental awareness

We have implemented several initiatives to contribute to the preservation of nature and the environment, including waste separation for glass, plastic, paper, organic waste, batteries, medicines, and electrical waste. By recycling these materials, we reduce our environmental impact, recover valuable raw materials, and save energy. We prioritise natural materials for furniture and equipment and use sustainable cleaning products from zero waste stores. Additionally, we have over 400 plants in our offices to improve air quality, reduce stress, and increase concentration. We support local farms and stores by purchasing local products, organic and fair trade food, and utilise a rented Christmas tree that is returned back to nature. We also use ventilation, humidification, and ionisation of air at our offices to reduce discomfort, improve concentration, and minimise dust exposure. Finally, we choose natural, organic, recycled, recyclable, and renewable

materials for our promotional products, gifts and interior textiles, and practise responsible waste management for electronic devices by replacing only worn-out parts before replacing old devices.

But since the energy consumption in our offices has the biggest impact on our carbon footprint, we have designed our digital solutions with efficiency in mind throughout all stages of product lifecycle development. Code efficiency plays a significant role in reducing energy consumption, enabling solutions to run faster with less required electricity. Additionally, we prioritise Co2 neutral cloud solutions to ensure the smallest possible footprint. By prioritising efficiency and utilising eco-friendly alternatives, we aim to reduce our energy consumption and contribute to a sustainable future.

## **7. Reporting practice<sup>25</sup> and external assurance<sup>26</sup>**

For this sustainability report we have used GRI (Global standards).

This is our second sustainability report. We will do this report biennially. Reporting period is the calendar year.

Reporting refers to the company 3fs d.o.o., to both locations - Kranj and Maribor.

Our goal is to report on key topics related to creating a better working environment and conditions for employees and other stakeholders.

We have joined the process of obtaining the certificate “Socially Responsible Employer”<sup>27</sup> and they represent our external assurance.

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<sup>25</sup> GRI GS 102-50, 102-51, 102-52

<sup>26</sup> GRI GS 102-56

<sup>27</sup> <https://certifikatdod.si/>

## 8. GRI content index<sup>28</sup>

GRI-standard	Disclosure	Chapter/page
GRI 101: Foundation 2019		
102-1	Name of the organisation	2./5
102-3	Location of headquarters	2./5
102-4	Location of operations	2./5
102-7	Scale of the organisation	3./6
102-8	Information on employees and other workers	5.1.1/9
102-14	Statement from senior decision-maker	1./4
102-33	Communicating critical concerns	5.1.4/12
102-40	List of stakeholder groups	5./8
102-44	Key topics and concerns raised	5.1/9 5.2/15 5.3/16 5.4/17 5.5/18 5.6/19 5.7/20
102-50	Reporting period	2./5 7./22
102-51	Date of most recent report	7./22
102-52	Reporting cycle	2./5 7./22
102-53	Contact point for questions regarding the report	2./5
102-55	GRI content index	8./20
102-56	External assurance	7./22
404-1	Average hours of training per year per employee	5.1.4/11

<sup>28</sup> GRI GS 102-55

406-1	Incidents of discrimination and corrective actions taken	5.1.5/15
413-1	Operations with local community engagement, impact assessments, and development programs	5.3/16