

TELIA LIETUVA SUSTAINABILITY REPORT 2018

GRI INDICATORS

Telia Lietuva Sustainability Report is prepared along the Core option of the GRI-G4 Guidelines.

STRATEGY AND ANALYSIS

GRI4	Indicators / Aspects	Details / Description
G4-1	Statement from the most senior decision maker of the organization	see Technologies for people – it is us, Telia
G4-2	Key impacts	see Sustainable and responsible activities / How do we ensure a responsible business?

PROFILE

GRI4	Indicators / Aspects	Details / Description
G4-3	Name of reporting organization	Telia Lietuva, AB, see We are Telia Lietuva
G4-4	Primary brands, products and/or services	see We are Telia Lietuva / General Information
G4-5	Location of organization's headquarters	Telia Lietuva head office from 1 April 2019 is located at Saltoniškių str. 7A (before at Lvovo str. 25) in Vilnius, Lithuania
G4-6	Countries, where the organization operates	Lithuania; see We are Telia Lietuva / General Information

G4-7	Nature of ownership and legal form	see Shares and Shareholders
G4-8	Markets served (including geographic breakdown, sectors served and types of customers / beneficiaries)	see Market information
G4-9	Scale of reporting organization	see Telia Lietuva Group / Corporate governance
G4-10	Number of employees	see Employees: safety, health and education
G4-11	Collective bargaining agreements	see Collective agreement
G4-12	Supply chain description	see Responsibility in the market / Requirements for suppliers
G4-13	Significant changes during the reporting period regarding size, structure or ownership	see We are Telia Lietuva
G4-14	Precautionary principle	The precautionary principle is manifested through the implementation of company policies, such as: the Code of Responsible Business, Supplier's Code of Ethics, Environmental Policy. See: Sustainable and responsible activities , Environmental Protection
G4-15	Externally developed economic, environmental, and social charters, principles, or other initiatives to which the organization subscribes or which it endorses	see How do we ensure a responsible business?
G4-16	Membership associations	see Membership in organisations

IDENTIFIED MATERIAL ASPECTS & BOUNDARIES

GRI4	Indicators / Aspects	Details / Description
G4-17	Entities included in financial statements	see Telia Lietuva Group / Subsidiaries and associates of the Company / About the Report
G4-18	Process for defining report boundaries and content	see About the Report
G4-19	Material aspects included in the report	see About the Report
G4-20	Descriptions of material aspect boundaries within the organization	Aspects considered material throughout the organization.
G4-21	Descriptions of material aspect boundaries outside the organization	Aspects considered material for all external stakeholders.
G4-22	Explanation of the effect of any re-statements of information provided in earlier reports, and the reasons for such re-statement	There are no major restatements of information provided in previous reports
G4-23	Significant changes from previous reporting periods in the Scope and Aspect Boundaries.	There are no significant changes from previous periods in scope.

STAKEHOLDER ENGAGEMENT

GRI4	Indicators / Aspects	Details / Description
G4-24	Stakeholder groups	see Stakeholders

G4-25	Basis for identification and selection of stakeholders with whom to engage.	see Stakeholders
G4-26	Approach to stakeholder engagement	see Stakeholders / Sustainable and responsible activities
G4-27	Topics raised during stakeholder engagements	see Stakeholders / Sustainable and responsible activities

REPORT PARAMETERS

GRI4	Indicators / Aspects	Details / Description
G4-28	Reporting period for information provided	2018
G4-29	Date of most recent previous report	2018-04-29
G4-30	Reporting cycle	Annual
G4-31	Contact point for questions regarding the report or its contents	Birutė Eimontaitė, birute.eimontaite@telia.lt
G4-32	GRI Content Index	Prepared along the GRI 4 Indicators
G4-33	Policy regarding report assurance	This Report has not been audited.

GOVERNANCE

GRI4	Indicators / Aspects	Details / Description
G4-34	Governance structure of the organization	see Corporate governance / Annual report – Corporate governance
G4-38	Composition of the board and its committees	see Board / Annual report – Corporate governance
G4-39	Whether the chair of the board is also an executive officer	No, the chairperson of the Board is a non-executive officer. See Board
G4-42	Mechanisms for stakeholders and employees to provide recommendations or direction to the highest governing body	Sustainability is a part of our business strategy approved by the Board. The approved strategy emphasizes transparent and accountable management model based on responsible business leadership.

ETHICS & INTEGRITY

GRI4	Indicators / Aspects	Details / Description
G4-56	Organization's values, principles, standards, and norms of behavior such as codes of conduct and codes of ethics.	see Sustainable and responsible activities
G4-58	Mechanisms for reporting concerns about unethical or unlawful behavior	see Speak up line / Transparency and anti-corruption

ECONOMIC PERFORMANCE INDICATORS

GRI4	Indicators / Aspects	Details / Description
G4-EC1	Economic value	see Value created by Telia Lietuva
G4-EC4	Significant financial assistance received from government	Not have been received
G4-EC7	Infrastructure investments	see Value created by Telia Lietuva / Access to everybody
G4-EC8	Indirect economic impacts	see Sustainable and responsible activities / Investments in society

ENVIRONMENTAL PERFORMANCE INDICATORS

GRI4	Indicators / Aspects	Details / Description
EN3	Direct energy consumption	see Environmental protection
EN5	Energy intensity	see Environmental protection
EN6	Initiatives to provide energy-efficient or renewable energy based products and services, and reductions in energy requirements as a result of these initiatives	see Environmental protection
EN8	Total water withdrawal by source	see Environmental protection
EN15-16	Total direct and indirect greenhouse gas emissions	No data calculated. see Environmental protection

EN19	Initiatives to reduce greenhouse gas emissions	Seeking to reduce an impact on greenhouse gas emissions the company for the couple of years for provision of services uses only renewable sources of energy. see Environmental protection
EN23	Total weight of waste by type and disposal method	see Environmental protection
EN-30	Environmental impacts from product distribution and employee travel	see Environmental protection
EN26	New suppliers screened using environmental criteria	see Responsibility in the market/Requirements for suppliers

LABOR PRACTICES & DECENT WORK

GRI4	Indicators / Aspects	Details / Description
G4-LA2	Benefits provided to full-time employees	see Employees: safety, health and education
G4-LA4	Notice periods regarding operational changes	see Employees: safety, health and education
G4-LA5	Percentage of total workforce represented in formal joint management worker health and safety committees	Employee's Safety and Health Committee is composed of three employer and three union members representatives, see Employees: safety, health and education
G4-LA6	Rates of injury, occupational disease, lost days, absenteeism, and work-related fatalities	In 2018, 5 minor accidents in total were recorded in Group (due to their own negligence). see Employees: safety, health and education
G4-LA8	Health and safety topics covered in agreements with trade unions	Employees' Safety and Health Committee is composed of 3 representatives of the employer and 3 representatives of the members of the Trade

Unions. see [Employees: safety, health and education](#)

G4-LA9 Average hours of training for employees see [Employees: safety, health and education](#)

G4-LA11 Employees receiving performance and career development reviews see [Employees: safety, health and education](#)

G4-LA14 New suppliers that were screened using labor practices criteria All new suppliers are required to sign a Supplier Code of Ethics, which sets ethical work practice requirements.

G4-LA16 Grievances about labor practices In the Company it is recommended to report unethical behaviour via usual channels first, i.e. to share the apprehensions with direct manager or address the divisions of Human Resources, Legal Affairs or Risk Management. In case this way is unacceptable and the case itself is of particular significance and can have serious effect on the company's performance the Transparency Hotline should be used
see [Speak up line](#)

HUMAN RIGHTS INDICATORS

GRI4 **Indicators / Aspects** **Details / Description**

G4-HR1 Investment agreements and contracts that include human rights clauses or underwent screening
On 1 June 2018, 196 employees of the Company were moved to earlier dormant subsidiary (until 30 January 20'18 known as UAB Kompetencijos Ugdymo Centras) and on 1 June 2018 subsidiary was acquired by Telia Company AB, which holds 88.15% of the Company's shares.
see [Consolidated annual report](#)

G4-HR2 Employee training on human rights
In 2016 adopted Code of Responsible Business states that we support a culture that encourages every individual to speak freely – a culture that

safeguards human rights, employee dignity, and health and safety. Annually, all employees take part in electronic anti-corruption training. see [Transparency and anti-corruption](#)

G4-HR3	Incidents of discrimination	There were no discriminatory violations or complaints in 2018.
G4-HR4 / HR5/ HR6	Operations identified as having a significant risk for incidents of child labour, and measures taken to contribute to the elimination of forced or compulsory labour	Suppliers' Code of Ethics requires suppliers to take care of these rights. Code of Responsible Business states that we want to be seen as fair and professional, so we work to the highest standard of business ethics and procurement practices. We expect our suppliers and contractors to meet the same high standards.
G4-HR10	New suppliers screened for human rights	Suppliers Code of Ethics defines the human rights issues as well. The requirements are mandatory to all suppliers. See. Responsibility in the market/Requirements for suppliers
G4-HR12	Grievances about human rights impacts	In the Company it is recommended to report unethical behaviour via usual channels first, i.e. to share the apprehensions with direct manager or address the divisions of Human Resources, Legal or Risk Management. In case this way is unacceptable and the case itself is of particular significance and can have serious effect on the company's performance the Speak up line should be used. In 2018, there were no grievances about human rights impacts.

SOCIETY INDICATOR

GRI4	Indicators / Aspects	Details / Description
G4-SO1	Local community engagement, impact assessments and development programs	In 2018, we signed nine support agreements. Social investments of Telia Lietuva Group amounted to almost EUR 132 thousand (this amount does not include the support for

telecommunication services discounts).
see [Partnerships](#)

G4-SO3 Risks related to corruption

Corruption risk assessment is carried out annually. First of all, corruption and bribery risk is assessed at the national level using sources such as Transparency International indices, World Bank Governance indicators etc. In addition, each year the Company performed operative assessment when assessing the risk of corruption and bribery in the Company's daily activities. see [Transparency and anti-corruption](#)

G4-SO4 Communications and training on anti-corruption

During 2018, all employees participated in e-trainings on anti-corruption. The aim of the trainings was to familiarize employees with anti-corruption policy and rules valid in the company, to give actual examples, which would allow identifying risky situations and discussing appropriate behaviour in those situations. Such trainings have been held each year. see [Transparency and anti-corruption](#)

G4-SO5 Confirmed incidents of corruption

No such incidents recorded.

G4-SO6 Political contributions

The Company does not provide support or other allowances to political organizations and parties. The Company does not engage in the politics of the countries in which we operate, nor do we make political donations. We do not comment on politics or make political statements when representing our company. see [Partnerships](#), [Code of Responsible Business Conduct of Telia Company](#)

SO7 Anti-competitive behavior

No legal actions; we do not engage in these types of activities.

SO8 Fines for non-compliance with laws

In 2018, the Company was not fined or sanctioned for non-compliance the related law requirements.

PRODUCT RESPONSIBILITY INDICATORS

GRI4	Indicators / Aspects	Details / Description
G4-PR2	Total number of incidents of non-compliance with regulations and voluntary codes concerning health and safety impacts of products and services, by type of outcomes	In 2018, there was not such incident in connection with not observing the law in this area.
G4-PR5	Surveys measuring customer satisfaction	The key indicator of the customer experience measurement programme is the recommendation index or Net Promoter Score (NPS).
G4-PR7	Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship	The Company cooperates with advertising self-regulation association Lithuanian Advertising Bureau and adheres to the Code of Advertising Ethics. see Responsibility in the market
G4-PR8	Complaints regarding breaches of customer privacy and losses of customer data	In 2018, 5 complaints regarding violations of customers' data privacy were received and all were settled.
G4-PR9	Fines for non-compliance with laws and regulations concerning products and services	In 2018, the Company received one fine for non-compliance with the law in this area.

TELECOMMUNICATION SECTOR SPECIFIC INDICATORS

GRI4	Indicators / Aspects	Details / Description
IO1	Capital investment in telecommunication network infrastructure broken down	see Consolidated Annual Report (Capital Investments)

IO3 Practices to ensure health and safety of field workers see [Employees: safety, health and education](#)

PA1 Policies and practices to enable the deployment of telecommunications infrastructure and access to services in remote and low population density areas see [Connecting the unconnected](#) / [Fast Internet everywhere and for everyone](#)

PA3 Policies and practices to ensure availability and reliability of telecommunications products and services We operate with different offerings and price levels to make technology widely available and affordable. We take initiatives to promote digital literacy and projects contributed to the sustainable development of local communities. Also, we responsibly take care of IT literacy and online safety. see [Connecting the unconnected](#) / [Child safety on the Internet](#)

PA4 The level of availability of telecommunications products and services in areas where the organization operates We are committed to bridging the digital divide by developing infrastructure and services that are accessible across our markets. see [Market information](#).

PA6 Programs to provide and maintain telecommunication products and services in emergency situations and disaster relief We are professionally prepared to help in rescue work and disaster relief in cases of emergencies and disasters. The Company has crisis management policy, crisis management teams and contingency plans on how to handle emergency situations together with national and local rescue services. Our networks are built and maintained to provide high availability of the services. Main nodes, POP's are duplicated and have redundancy solutions implemented.

10 Initiatives to ensure clarity of charge and tariffs All existing service terms and conditions, contract templates are publicly available at the Company's website

PA11 Initiatives to inform customers about product features and applications that will promote see [Important events of the year](#)

responsible, efficient, cost effective and environmentally preferable use

TA1 Provide examples of the resource efficiency of telecommunication products and services delivered see [Environmental protection](#)

TA2 Provide examples of telecommunications products, services and applications that have the potential to replace physical objects (eg. Travel by videoconferencing) see [Promoting digital innovations](#)

DISCLOSURE ON MANAGEMENT APPROACH G4-DMA

GRI4	Indicators / Aspects	Details / Description
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G4-DMA	Material aspects identification: see Stakeholders . More about how we manage areas relates to the material aspects please see Sustainable and responsible activities .	
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ECONOMIC

GRI4	Indicators / Aspects	Details / Description
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	Material aspects	Economic performance, Indirect economic impacts
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G4-DMA	Management approach	Value created by Telia Lietuva / Market information / Responsibility in the market
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ENVIRONMENT

GRI4	Indicators / Aspects	Details / Description
	Material aspects	Energy efficiency, Resources, Suppliers
G4-DMA	Management approach	Responsibility in the market / Environmental protection

SOCIAL: LABOR PRACTICES AND DECENT WORK

GRI4	Indicators / Aspects	Details / Description
	Material aspects	Non discrimination, freedom of expression, freedom of associations, Forced or compulsory labor
G4-DMA	Management approach	Employees: safety, health and education / Freedom of Expression / Responsibility in the market/Requirements for suppliers

SOCIAL: SOCIETY

GRI4	Indicators / Aspects	Details / Description
	Material aspects	Community, employees, anticorruption, ethical behaviour in the market
G4-DMA	Management approach	Investments in society / Transparency and anti-corruption / Responsibility in the market/Requirements for suppliers

SOCIAL: PRODUCT RESPONSIBILITY

GRI4	Indicators / Aspects	Details / Description
	Material aspects	Marketing communications, Customer privacy, Competitive environment
G4-DMA	Management approach	Responsibility in the market / Child safety on the Internet