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C O R P O R A T E R E P O R T



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Who We Are

LETTER FROM THE DIRECTOR

WHY US?

2019 MILESTONES

BUSINESS DIVISIONS

GOVERNING BODIES



Letter from the Director



Once again we set out our development in this corporate report. We are fully aware of the exercise in transparency and competitive openness that it represents and of which we pride ourselves each year. Through it we want to share what we do, how we do it and who we are.

As a continuation of the previous year, our prime lines of action have been aimed at consolidating the different specialized divisions that, under a common brand, have allowed us to approach specific markets, thereby producing continued and sustainable growth.

We have also furthered our diligence, compliance and transparency obligations in order to guarantee the strength and continuity of our business in all its aspects. The year 2019 has represented for us a period of consolidation of our activity and of positioning in our operating markets. We have managed to maintain our activity and improve on it compared to previous years. As can be seen in this corporate report, we have faced challenges that we have managed to resolve and overcome thanks to our main differential factor;

our great team of professionals. People who make it possible for us to improve year after year. Without them the results shown in our corporate report would not have been possible.

Finally, we wish to thank our clients and the market in general for their trust. We are creating a unique company, with a totally differentiated corporate model, a self-managed and oriented organization that allows us to display the agility and intelligence needed to face the challenges that society, technology and people pose on a daily basis.

Without them as well, these results would not have been possible. Many thanks!

Felipe Santiago
Director of GD



Why Us?

We are your trusted partners.

GD is more than a consultancy. For **30 years** we have been working with a single purpose: to help companies in their daily labor, accounting and commercial management, so that they can dedicate themselves to their business objectives with peace of mind and certainty. But we don't just manage. We offer quality, personalized advice depending on the needs of the company, its size and the sector it belongs to.

In addition, we help coordinate all the aspects involved in the posting of workers to any country in the world, thanks to our network of international alliances.

We come up with advanced solutions.

Our maxim is to continue improving, adapting to technological changes and digital transformation. With this objective, the service we provide is

accompanied by our own technology that allows us to be more efficient, saving time and resources.

We contribute to progress.

We believe that companies are a source of wealth and that they must be properly advised in order to pay the taxes that correspond to them, as well as keeping accounts in accordance with the law for the benefit of society as a whole.

We promote ethical behavior.

We promote ethically responsible behavior. We have a client acceptance protocol to ensure that they comply with anti-money laundering regulations or that they are not in conflict with any of the points included in our ethical code.

Values

EXCELLENCE



Ask ourselves every day how to improve what we do, reviewing our standards of quality, diligence and professionalism; in order to renew our commitment to our clients and build relationships of trust.

INTEGRITY



Align our internal and service actions in accordance with our values, practices and procedures; in order to guarantee 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; in order to build and turn all resulting improvements into added value for our clients.

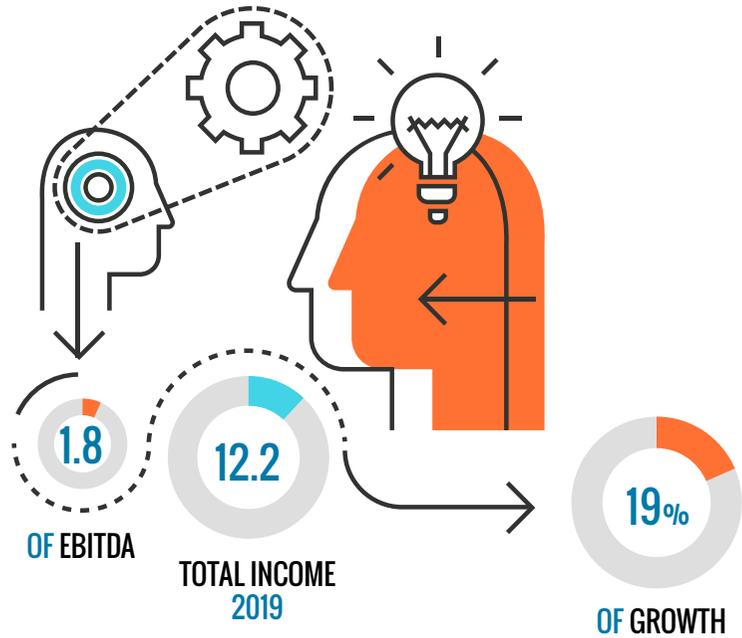
PEOPLE



We are people who work for people; this is our reason for being. Consequently, we value each one for what they are, respecting and promoting diversity, basing our relationships on trust and promoting continuous development.

2019 Milestones

ECONOMIC GROWTH



NEW PLAN PRO SERVICE



INCOME BY AREAS

36% ACCOUNTING - TAX	17% COMMERCIAL	3% HR-CONSULTANCY
25% LABOR	9% IMMIGRATION	10% LEGAL

**30 YEARS
MAKING
HISTORY**

**RANKING:
TOP 5
CONSULTANCIES**

Business Divisions

gd CONSULTORES business consulting

Business consulting services and processes for the management, organization and improvement of SMEs in compliance and money laundering matters.

www.gdconsultores.com

gd LEGAL

legal services/advice

Legal advice and assistance for SMEs in the areas of labor, commercial, inheritance, immigration and procedural law, with the focus on business and prevention.

www.gdlegal.com

gd HUMAN CAPITAL

human resources

Consultancy specialized in the selection of talent and management of the HR function.

www.gdhumancapital.com

gd GLOBAL MOBILITY

international mobility

Advice on aspects of immigration, planning and management of expatriation processes, management of workers posted abroad with a global vision of origin and destination.

www.gdglobalmobility.com

gd ASESORÍA

comprehensive advice

Advice for SMEs concerning comprehensive management, offering a unique and differential service, with a high degree of specialization and its own technology.

www.gdasesoria.com

gd GESTIÓN CORPORATIVA MERCANTIL

corporate management

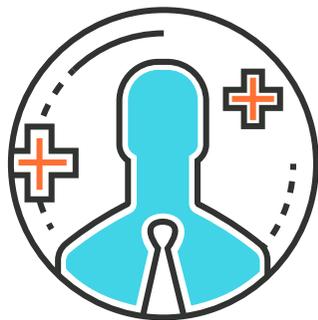
Advice for internal legal departments of large corporations through a global solution that integrates technology with service.

www.gdgestioncorporativa.com



Governing Bodies

Gesdocument y Gestión, S.A.U is a limited company that belongs 100% to the **Cuatrecasas group, Gonçalves Pereira S.L.P**, and is dependent on its governing bodies.



Board of Partners

Board of Directors

General Directorate of Organization

Management

Assistant Management

Offices	BARCELONA	BILBAO	MADRID	VALENCIA	ZARAGOZA
Areas	Tax	Tax	Tax		
	Accounting	Accounting	Accounting	Accounting	Accounting
	Labor	Labor	Labor	Labor	Labor
	Commercial	Commercial	Commercial	Commercial	Commercial
	International Mobility	International Mobility	International Mobility	International Mobility	International Mobility
	Procedural		Procedural		
	Executive Search & Selection		Executive Search & Selection		

Finance

IS

Business Development and Communication

HR



We Innovate

PROMOTING LEGALTECH

INTELLIGENT SOLUTIONS

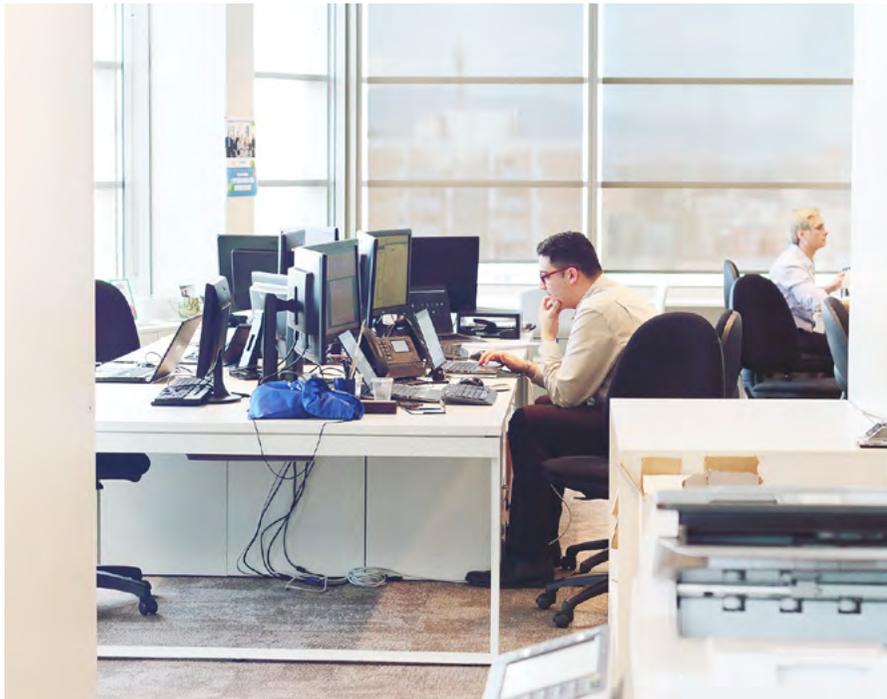
PRO SERVICES



We Innovate

In 2019, the focus has been on how the GD professional works, as well as on exploiting all the information generated and translating it into KPIs that help improve the company. ”

David Quesada
IS Director



With this objective, the year has had an impact on the development of systems that help improve efficiency in:

Controls and Optimizations

In labor, control of social insurance and taxes has been undertaken, as well as records for expenditure. The **ISAE** control system has also been improved. And a unique client database has been established among our systems.

Portals

The corporate extranet has been integrated with **Business intelligence (BI)** documents. An API has also been developed for the exploitation of accounting data and expense records.

Business Intelligence

In the Business Intelligence (BI) area we have created:

- *A new BI document* for Accounting clients.
- *New functionalities* in the company's global BI document in order to have more sources of data exploitation, such as incurred data or day registration.
- *A new document* where we can monitor the general status of requests to the IT department, as well as exploit this data in search of better efficiencies.

Promoting Legaltech

Innovation allows new ways of working to develop, improving processes and generating new ideas in the workplace. But not only that.

Our objective is to provide the best service, for this reason, we conceive technology as a means to offer that “plus” to our clients.

Starting from this premise, for almost a decade we have developed our own technology that is linked to our service. One of our star solutions is “**Legal View PRO**”, legaltech applied to corporate management that allows internal legal departments of large corporations to take control and monitor all the commercial procedures of their group.

Legal Hackers Event Sponsorship

We actively participate in initiatives that disseminate and show the public advances in innovation and technology applied to the legal sector. To this end, last June we sponsored the **EMEA Legal Hackers Summit 2019** event, the largest forum for the legal hack community in Europe.

Member of ELTA

With the aim of being present in debate forums on digital transformation in the legal sector at the European level, in 2019 we became a member of the **ELTA (“European Legal Tech Association”)**, an organization that promotes the study and exchange of ideas on legaltech among professionals in the legal field, helping to create a mindset and culture of innovation and creativity.

This event achieved 3rd place in “Best legal event 2019” and the organizers were awarded with the distinction of “Best organizing entity 2019”.

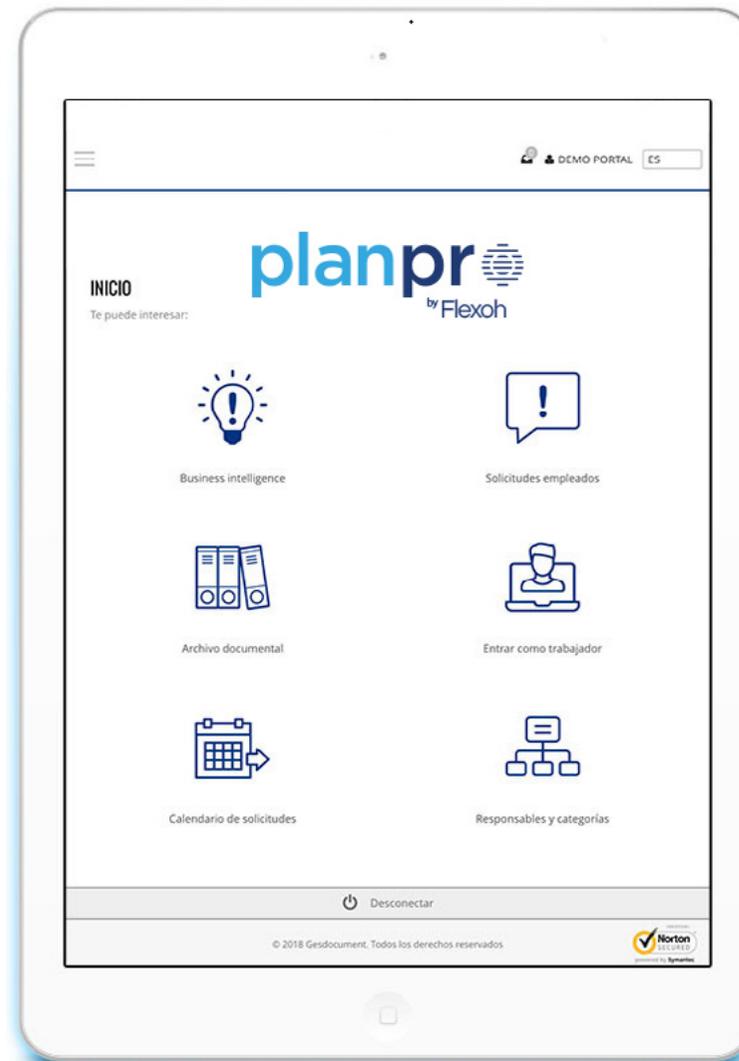


Intelligent Solutions

Launch of Plan PRO

In 2019 we launched the Plan PRO service for our clients, a **flexible remuneration package** that includes childcare, transport cards, restaurant cards, training courses or health insurance integrated with labor management. This service is designed for all clients who are not SMEs.

This service is included in the PRO service pack for HR managers, allowing comprehensive labor management.



PRO Services

COMPANIES



Nómina PRO

With this platform, employees can consult and download their paysheet, as well as make requests for vacations and absences, among other procedures.



Nómina PRO PORTUGAL

This year we have launched the **Nómina PRO** service for clients based in **Portugal**. We have native professionals on our team, experts in payroll management and labor advice.

“We provide tailored solutions for Spanish companies with a presence in Portugal, which meet the demands of our clients at each stage of their growth.” ”

Estefanía Regalado
Business Development



COMPANIES

Laboral PRO

This is the solution that allows our clients to have outsourced payroll management with the best proprietary technology and specialized labor advice.



RRHH PRO

The Human Resources departments of companies can carry out centralized management of HR and employee-related tasks.



Consultas PRO

HR managers can download and view employee payrolls in an agile way, in addition to adding a module to report on expense records.



Firma PRO

Companies can streamline the signing process when managing all labor documents, from any place and device, saving time and resources.



INDIVIDUALS AND THE SELF-EMPLOYED

Online Autónomos



Brand focused towards the self-employed. In it all kinds of packs and procedures can be contracted to undertake the management of a business.

INDIVIDUALS AND THE SELF-EMPLOYED

Online Gestoría



Store for management and administrative advice with which we carry out all kinds of procedures for companies and individuals. Procedures for users are completely online and can be accessed from any device.



Clients

INTERNATIONAL LINKS

QUALITY OF SERVICE

SUCCESSFUL CASES

ETHICS AND TRANSPARENCY



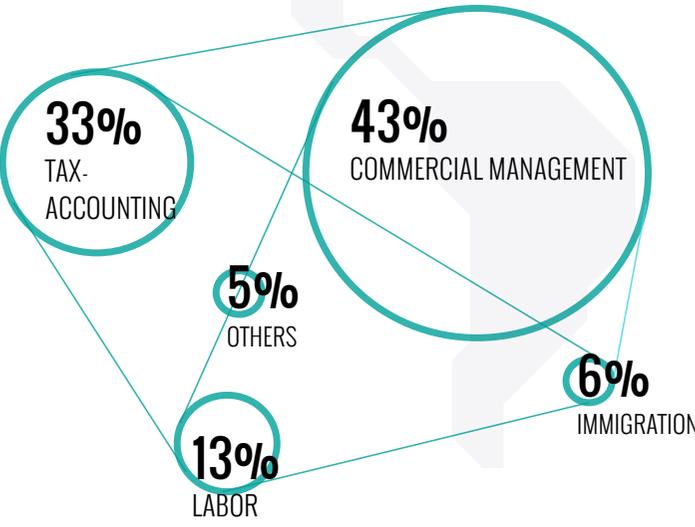
Our Clients

The support and trust of clients are key to being able to follow our roadmap. We place a focus on **excellence and quality of service** that allow the client to delegate the daily management of the business in order to focus on their strategic objectives.

We have committed to **proximity** to offer a better service. We have a network of offices located in the main cities (Barcelona, Madrid, Zaragoza, Valencia and Bilbao) to provide coverage for the entire national territory, while maintaining closeness and a local presence.

Thanks to this vision and the loyalty of our more than 5,000 clients, we have managed to position ourselves in the top 5 consultancies in Spain in 2019 by level of turnover, as shown by the ranking of the legal, consultancy and auditing sector that we launched at the end of the year.

In 2019 we increased the new client base by 4% compared to the previous year.



MORE THAN 5,000 CLIENTS

94% national clients

6% international clients

COUNTRIES BY CUSTOMER VOLUME

Our main international client is the United States

UNITED STATES	40
GERMANY	25
UNITED KINGDOM	24
FRANCE	20
NETHERLANDS	14



International Links

GD, through its GD Global Mobility division, experts in international mobility and immigration, is affiliated with several international associations.

LEA (Leading Edge Alliance)

The second largest international association of companies dedicated to advisory services, with a network of more than 220 companies in more than 100 countries around the world, allowing us to coordinate accounting and tax services for our clients between Spain and any country in the world.

EuRA

International association for companies specializing in relocation and immigration services, with more than 500 affiliates in 95 countries. This allows us to coordinate immigration services for our clients in any country in the world.

Worldwide ERC (Employee Relocation Council)

Made up of 12,000 professionals from international tax and social security services, as well as relocation services, with a presence in more than 40 countries. It allows us to coordinate international mobility of workers for our clients.



GD was extraordinarily active in these organizations during 2019, with a presence at the European and World **LEA** Conferences (**Madrid and Vancouver**), the European **EuRA** Conference (**Munich**) and the **Global Conference of Worldwide ERC in Boston**, events that offered us excellent opportunities to network and take part in debate forums on specialties, as well as being able to share knowledge with other professionals in the sector from all over the world.

In addition, we were the host firm for the **LEA European Conference, which was held in Madrid**. For this event GD turned to the help of the organization, with our members from our different divisions participating in the different **Specialty Groups** (*Tax Accounting for International Tax and VAT, Global Mobility for Expat and International Tax, Labor for Expat, BD for Marketing, IT for IT, and Management for Managing Partners*).

Taking advantage of the fact that the said European **LEA** Conference was being held in our country, we launched our official presentation of **Doing Business in Spain**, a document prepared by our professionals that synthesizes and facilitates the understanding of landing in Spain for international companies.

Likewise, on the occasion of the conference, we prepared some leisure guides for the city, so that attendees felt at home, and we collaborated enthusiastically in the excellent development of sessions and social events.



Quality of Service

With the aim of reinforcing our commitment to excellence and professional rigor towards our clients, on May 9 **we expanded our team of professionals accredited as accounting experts** by the Association of Accounting and Business Administration (AECA). This is the most prestigious accreditation for professionals and firms in our country.

XX AECA International Congress

In September 2019 we attended the **XX AECA International Congress** held in Malaga and supported by our colleague and director of GD Asesoría Madrid, Antonio Bueno.

In addition to certifications in a private capacity, since 2018 GD has been accredited as an accounting expert by AECA, making us the sixth company accredited at the state level, so that we join important companies such as BBVA, Banco Santander and Bankinter, among others; and the third company in the auditing and consulting sector that has this accreditation. ”

Antonio Bueno

Director of Accounting at GD Asesoría



Successful Cases

GD Corporate Commercial Management

Committed to Technology Applied to Service

In 2019 we managed to expand our client portfolio, as well as define the development strategy for **Legal View PRO**, our proprietary technology linked to the service we provide within the GD Corporate Commercial Management division.

To do this, we have multiplied external actions, sponsorships, communication and participation in events in which legaltech has a leading role.

Preaching the virtues and benefits of technology applied to commercial processing and management is an important task. We believe that with this tool we can penetrate a still virgin market and thus accompany many of our clients, mostly **internal legal advisors from large corporations**, in this new stage of digital transformation.

We are aware that technology is a plus in the provision of services and that is why we are committed to tools that allow our clients to have all commercial information under their control and accessible at any time. ”

María Eugenia Villegas
GD Business Development

GD Legal

Helping Companies Register Worked Hours

As a result of the publication of the mandatory registration of time spent in companies, we have advised various clients in the development and application of **internal protocols** that regulate the way and manner of recording worked hours. As such, the implementation of the aforementioned policies has been achieved without disturbance in all these corporations, regardless of the existence of legal representatives of the workers.

Each internal regulation has been adapted to the needs and way of functioning of each client, with its particularities and objectives, which has allowed them to **improve their organization and efficiency** in their own way, while promoting the implementation of work-life balance. All successfully carried out taking advantage of the occasion of a new formal obligation.

I would highlight the satisfaction produced by helping our clients to implement new obligations in the workplace, such as the control of worked hours, in a calm and coordinated manner. ”

Alberto González
Director of Labor at GD Legal

*Coming together is a beginning.
Keeping together is progress.
Working together is success. ”*

Henry Ford



Ethics and Transparency

Integrity is one of the values that guides all our actions to guarantee veracity and objectivity at all times. For this reason, we have a strict **code of ethics** that is mandatory for all people who are part of GD. However, this ethical commitment also affects our clients, who are also subject to compliance with our ethical values and standards..

Client Acceptance Policy and Procedure

In October 2019, the client acceptance policy and procedure was approved (entering into force in 2020) with the aim of establishing a **protocol** each time a client requests GD to provide professional services. The objective is to detect possible criminal activities of money laundering or terrorist financing or practices involving some reputational risk.

This policy is in addition to those already approved in 2018 such as the criminal risk management model, the anti-corruption policy or the harassment prevention code—aimed at configuring an ethical regulatory framework within GD.

Internal Control Body (OCI)

We have an Internal Control Body (OCI) and a Technical Unit whose objective is to monitor compliance with the processes of prevention of money laundering, by detecting risks in each of their mandates. Likewise, we are under the supervision of a representative of the Executive Service for the Prevention of Money Laundering (SEPBLAC), an independent body of the Bank of Spain, and have a continuous internal training plan on prevention.

Internally, the Code of Ethics will be periodically reviewed by the **Ethics Committee** of the group, who will update it if necessary.

Internal Complaint Channel

Since 2018, we have implemented an internal complaint channel in compliance with the European directive commonly known as “whistleblowing”, which in 2021 will oblige companies with more than 50 workers to provide a channel for all possible fraudulent practices or indications of crime.

In 2019, **5 complaints** were received via our internal channel. Of these, two were redirected to the corresponding department as they were inquiries and one of them was dismissed. As for the other two remaining complaints, they were processed by the Ethics Committee who imposed corresponding sanctions.



We are the sum

of our history,
of journeys started,
of relations created.

FROM 3 TO 100

There, at the turn of the century, I started my new professional challenge in a corridor given over by Cuatrecasas on the third floor of 17 Don Ramón de la Cruz, along with two other people dedicated to business management.

My first task was to prepare documentation for an unsatisfied client who left because they did not take care of him enough. I thought to myself: what have I done considering how comfortable I was in the Administration? At that time the invoicing did not even cover my salary. And now we are closing the lease on a 1,500 m² office which more than 100 people will move to, and contributing to the benefit of the company as one more office. The secret? Believe, make others believe in the project, and surround yourself with people better than you who know how to contribute.

► [Antonio Bueno, director of accounting at GD Asesoría \(Madrid\)](#)

THE “Y2K PROBLEM”

When I started as an intern, I spent 3 months printing listings on a matrix printer because it was thought that with the “Y2K problem” systems would crash and we would lose everything in the files. Luckily nothing happened.

► [Jordi Jiménez, GD from 1999 to 2011](#)



FROM CUÉNTAME TO TODAY

I started in July 1995, and this year I will have been in the company for 25 years. Looking back is like watching an episode of *Cuéntame*.

At that time in Gesdocument there were only three departments, Management, Labor and Accounting. We used to occupy a floor and a half of an old building on Calle Balmes in Barcelona, the two floors connected by a spiral staircase that, due to my type of work, I spent all day going up and down. In those days practically nothing was done online, everything was done by fax. A printer was a precious asset!

ANow when we need to print a document we just press print and we can do several jobs together and get up once for all of them, but in those days we had to record onto a floppy disk, those black ones which you don't see anymore, what you wanted to print, go to computer which the printer was connected to and then print. Due to my type of work,

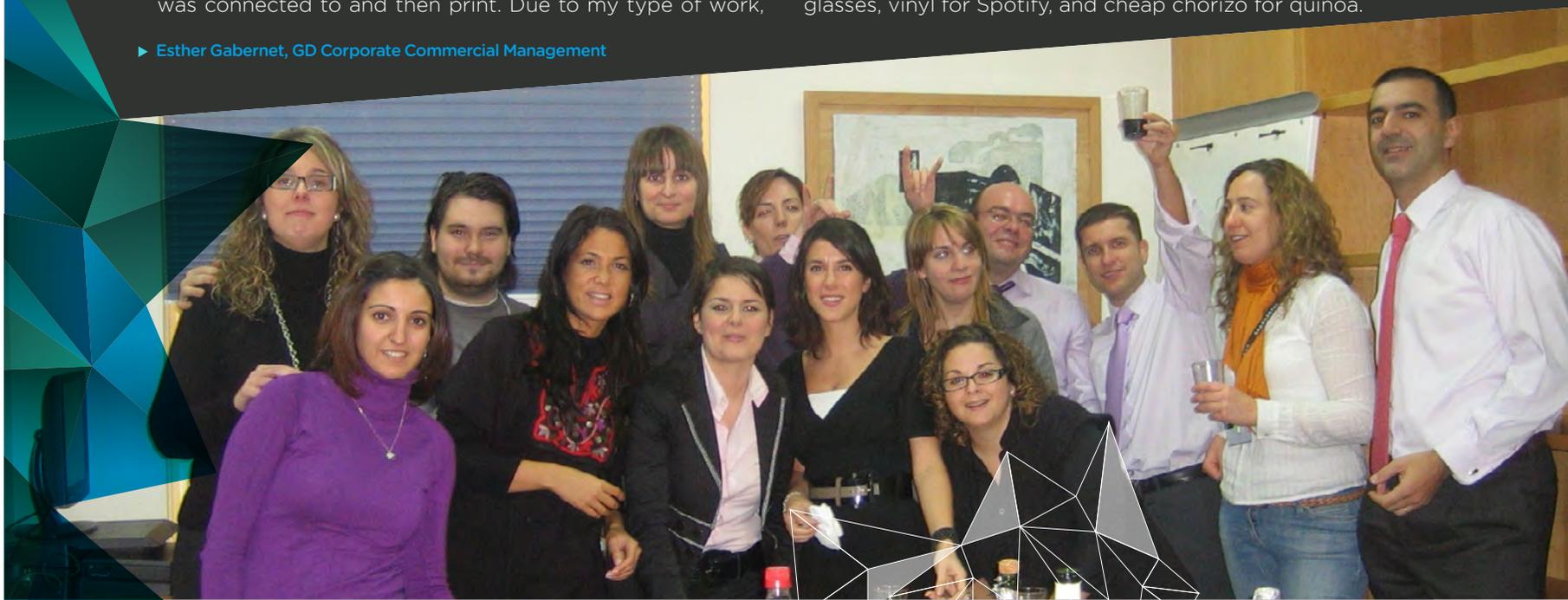
I needed to print a lot of documents, so after a while they connected a printer to my computer. What a luxury!

We couldn't have been more than 30 people in all departments so we all knew each other. Some mornings, we had coffee in the office with the other departments, which allowed us to talk about work outside your own department which was very positive.

The internal organization of the company was also very basic, each department had a person in charge who once a month reported in a meeting to the sole Manager of Gesdocument. We had several attempts at general management, but none came to fruition, although one was not so bad since he married a colleague in accounting.

And then Felipe arrived and, I think, the Gesdocument that we are now began. And following the simile of *Cuéntame*, we have managed to change Duralex glasses for designer glasses, vinyl for Spotify, and cheap chorizo for quinoa.

► **Esther Gabernet, GD Corporate Commercial Management**







WHEN WE SMOKED ON SITE

When I started in 2002 we were using the dual currency calculator (€/peseta); we smoked in the kitchen during working hours, but as soon as normal hours were over, we would take out the ashtrays and smoke at the desk (Now I think about it and it seems awful); instead of wearing headphones, we put music on the speakers, I remember that year in the month of July that I was fed up listening to Diego Torres (“Color esperanza”), and so I shared CDs with another colleague (Josep M^e Orpi) who also liked a different type of music: the Smashing Pumpkins, Radiohead... What great times Gesdocument has given me! And the best thing it gave me is the love of my life, Jordi Jiménez, ;)

► [Patricia Rodríguez, director of tax-accounting GD Asesoría \(Barcelona\)](#)

THAT PIPED MUSIC

When I started, the phone extensions fitted on one sheet that I updated, although I knew them all by heart. The piped music didn't connect properly so we couldn't put music on for the clients; if you left anybody on hold it would deafen them!

► [Mercedes Rovira, Switchboard Barcelona](#)

FROM INTERN IN BARCELONA TO DIRECTOR IN MADRID

Gesdocument has been a part of my life for 17 years. I started my career in the Barcelona office where I was working in the business management department. First as an intern and then after being hired with a very specific task concerning census matters.

An emergency came up in the Madrid office and Menchu, the director of the department, asked me to come for a few weeks to organize the business management department. After several months working from Monday to Friday in Madrid, the director Felipe asked me to be the person in charge of the commercial management department!

Goodness me! I was overcome by an avalanche of feelings, uncertainties and fears!. The truth is it was a complicated decision because I didn't know anyone in Madrid and it was a personal as well as a professional challenge!

But here I still am on this adventure that began in January 2005. And since then, with a lot of work, effort and commitment, the department has been growing year after year. I'm always so grateful to my team and my old colleagues, who are now part of my life, for all those moments we've lived through and those that we still have left to enjoy!

► **Maite Atalaya, director GD Corporate Commercial Management (Madrid)**



A JOKER IN THE OFFICE

We had a co-worker several years ago Javier Bofarull who was brilliant at imitating voices.

One day he called a colleague who was going on a trip to Cuba from the management department with the hands-free, posing as the consul and demanding that she go through a series of medical check-ups and find papers that supposedly were missing the day before her flight.

We spent a good while laughing at the things that Bofarull said to her and how our colleague hurriedly answered him.

On another occasion, he posed as a partner from Cuatrecasas and caught out Jose Luis Nicolau.

► [Amelia Bastián González, GD Corporate Commercial Management](#)





**A different
way of seeing
consulting**



Team

EXTRAORDINARY PROFESSIONALS

OUR COMMITMENT TO YOUNG PEOPLE

TRAINING AND DEVELOPMENT

SOCIAL WELFARE POLICIES





Committed to People

Our success is based on the talent and qualifications of our team of professionals. We have a **new job portal** where all open positions in GD and its divisions appear.

Linked to this improvement in our webpage jobs.gesdocument.com we have launched the project **“Get to Know GD Better”**, in which professionals, through brief interviews, talk about their experience in the company and explain what day-to-day work is like at GD.

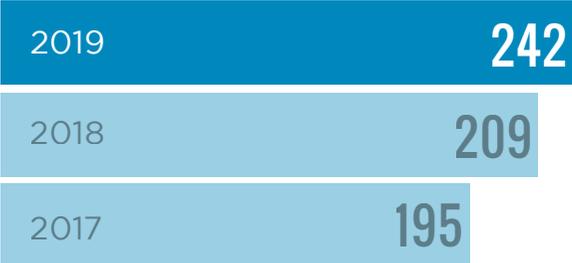
*Total number of employees = 242**

Without student interns there are 214 of us (70 men and 144 women)

We increased the workforce by 7% compared to 2018

There are 9 men to 8 women in management positions

TOTAL NUMBER OF EMPLOYEES *



*Including student interns.

Find a group of people who challenge and inspire you, spend a lot of time with them and they will change your life. ”

Amy Poehler

PROFESSION ACCORDING TO CATEGORY

	Men	Women
Director	1	-
Executive 3	1	-
Executive 1	1	-
Manager 3	-	3
Manager 2	2	2
Manager 1	4	3
Senior 4	4	8
Senior 3	3	6
Senior 2	10	11
Senior 1	14	32
Assistant 3	9	32
Assistant 2	15	37
Assistant 1	5	11

Extraordinary Professionals

Specialization

We owe this path to economic growth and the trust of our clients to our team of professionals. Without them, we would not be celebrating our 30th anniversary today nor would we be the 3rd consultancy in Spain by turnover.

Thanks to their involvement in the project, we are able to achieve objectives and create a healthy and respectful work environment, in line with our corporate philosophy and values.

OUR WORKFORCE

Average age

33 years

Permanent contract Temporary contract

190 / 89% | 24 / 11%

EMPLOYEES BY GENDER

33%

Men

67%

Women

Patricia Rodríguez, Leadership Award

All our professionals are a 10, but we want to especially name Patricia Rodríguez, Director of the tax-accounting area of GD Asesoría (Barcelona) in recognition of her achievements this year. She has received the "Leadership Institute Award 2019 for the best leader" for her positive attitude, her perseverance and all the leadership actions she has carried out throughout the year which have had such a great impact on the organization..



Extraordinary Professionals

Ana Conde Huertas, Ana Díaz Ródenas and Fernando Salvador, Accredited Accounting Experts

One of our milestones this year has been the expansion of the team of professionals accredited as accounting experts by the Association of Accounting and Business Administration (AECA). This is the most prestigious accreditation for professionals and firms in our country.

Congratulations to Ana Conde Huertas, Ana Díaz Ródenas and Fernando Salvador!

Obtaining this recognition, as Ana Ortiz, Ana Artaza, Verónica Garlati, Antonio Bueno, Daniel Gil, Laureano Arostegi, Felipe Santiago and Patricia Rodríguez, did in 2018, allows us to go one step further in identifying professionalism and ability in the GD Asesoría workforce, as well as reinforcing our commitment to quality and professional rigor towards our clients.



Breakfast with GD Legal. How Do We Come Up with an Equality Plan?

Last June, our labor lawyers from the GD Legal division, **Alberto González** and **Helena Blesa**, gave an informative breakfast talk at ISDE Law & Business School Madrid on how to prepare an equality plan, which in 2022 will be mandatory for companies with 50 or more workers.

With these types of actions, we want to promote knowledge of the latest legal developments that have an impact on companies and make it easier for organizations to apply new formal obligations derived from regulatory changes.



Our Commitment to Young People

Our team is made up of 242 workers, of whom 28 are interns.

To attract them and explain our message, we take part throughout the year in various **job fairs** organized at universities, both in Madrid and Barcelona. For example, our GD Human Capital division that connects talent to HR attended the **Spring Talent Forum** organized by the IE Business School in Madrid.

Likewise, we also attended the IV **Speed Networking** Day at the University of Barcelona organized by Professional Careers from the Faculty of Economics and **Employment Forum of the Moncloa Campus** of the CEU San Pablo University, a unique opportunity to seek the best talent.

In 2019, 37% of student interns became an active part of our workforce, reflecting our firm commitment to young talent.



Our Commitment to Young People

Virtual Job Fair

This year we would like to highlight our presence at the **II Virtual Job Fair** organized by **CEF-UDIMA**, an initiative of its Department of Work and Entrepreneurship, whose purpose is to promote job placement by creating a space where attendees can freely and directly access the vacancies of the more than 50 participating companies.



Agreements with Universities

GD has educational collaboration and cooperation agreements with some of the main Spanish universities and professorships.

- » University Rey Juan Carlos in Madrid.
- » University of Barcelona.
- » University Rovira i Virgili.
- » CEF/UDIMA.
- » University Complutense of Madrid.
- » Open University of Catalonia.
- » University of Valencia.
- » ISDE.
- » University of Zaragoza.
- » University Carlos III.
- » CEU San Pablo.
- » EAE Business School
- » International University of Valencia.
- » IQS University Ramon Llull.
- » Business Institute School (FP Dual).
- » ICADE.
- » University of Girona.
- » School of Business and Management (European University Miguel de Cervantes).
- » Catholic University of Ávila.
- » ESADE
- » University Ramon Llull.

Training and Development

The training of our professionals is key to updating their specialized technical knowledge and developing skills, as well as deepening the use of available tools.

Likewise, we are committed to continuous training and updating of professional knowledge. For this reason, we finance external training courses or masters in study centers (CEF, General College of Economists, Lefebvre, Wolters Kluwers, etc.).

Data. 16% took English courses, 100% internal training and 30% took external training.



Word and Excel Courses

This year, to improve our knowledge of these tools for our professional's daily use, specialized Word and Excel courses tailored to people's levels, as well as to their specific needs, were given in all offices, with practical exercises and a final exam to check acquired knowledge.

Ethics Course

In order to reinforce our **ethical commitment** in the provision of our services, once a year we hold new sessions of the **Ethics and Money Laundering Course** for all professionals in the five GD offices, and which are taught by Ana Ortiz, Director of Administration and Sira Talamantes, Director of HR.

New Language Policy

At GD, there are international teams in each of the divisions whose working language with the client is a foreign language. For this reason, and to improve service and refine the foreign languages of our professionals, a new language policy was implemented in 2019 within our Flexible Remuneration Plan.

In addition, a subsidy of 50% of the cost of the **stay abroad** and the return journey, up to a maximum of 5,000 euros, is offered for professionals who wish to increase their level in a certain language in an Anglo-Saxon country, after evaluation and as long as it is part of their development plan.

Inspirational Projects

We want GD not only to be a place of work but a collaborative and participatory space in which professionals can develop and contribute ideas for the benefit of everyone. With this in mind, in 2019 we internally promoted a series of projects.



COMunidad Project

With the aim of informing the professional of the legal developments of their specialty, in 2019 COMunidad was born, an internal knowledge platform accessible through the intranet that serves to channel information among the professionals who make up the 6 divisions and 5 offices of GD.

Storing information is only the first step to wisdom, but sharing it is the next step toward community. ”

Henry Louis Gates

GD Ambassadors Project

In 2019 we launched the “**GD ambassadors**”, project, with which we intend to involve professionals to a greater extent in all corporate actions and events, and dissemination of published content in order to create a feeling of belonging in GD. In addition, we have created a **LinkedIn Guide** to help professionals with their profile on this social network.

Total GD Project

As a result of the **II Business Development Days**, the Total GD pilot project was launched in the Barcelona office in 2019, an initiative that aims to establish effective work processes in each area, allowing it to be more effective by sharing information and knowledge of customers at the level of specialty and transversally in all of GD.

Social Welfare Policies

We are committed to policies that allow our professionals to develop individual needs and that help them create a feeling of pride and belonging to the company.

Something that consequently has an impact on the team's results and commitment. Being part of this team has advantages and social benefits that we extend every year.

Working Remotely

GD makes the use of new technologies available to the professional to work outside the workplace.

Our commitment to technology and security allows 100% of our jobs to be done as telework, as we are all integrated in the same private fully secure company network.

Medical, Physiotherapy and Nutritionist Service

From 12:30 to 14:30, the professionals in GD Madrid and Barcelona have at their disposal a medical consultation for primary care, vaccinations, administration of injectables, interpretation of medical test results, etc.

Also, by appointment and with a cost, we have a nutritionist and physiotherapy service.

Flexible Hours

We are committed to a flexible hours policy that allows our professionals to balance their work life with their personal life and adapt their schedule according to their needs.

From Monday to Thursday work starts from 8:30 a.m. to 9:30 a.m. and ends between 6:00 p.m. and 7:00 p.m.

On Fridays the start is from 8:30 a.m. to 9:30 a.m. and we finish between 1:30 p.m. and 2:30 p.m.

Flexible Remuneration Plan

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

Among the services included in the plan are childcare, transportation cards, meal vouchers, training and health insurance. In 2019, 50% of our employees have used at least one of the services in the plan (107 workers), the most popular service being the transport card. Furthermore, we took advantage of the end of the year to change provider and make improvements to the current Flexible Remuneration Plan.

50% of the workforce used the flexible remuneration plan that includes the payment of childcare, transport cards, food cards or medical insurance.



Health and Sport

We are committed to a preventive culture that guarantees the safety and preservation of the health of our professionals. Through our joint occupational risk prevention service, we have a series of health services that promote prevention and improve the working and safety conditions of professionals.

The services we have, through **risk prevention**, include periodic medical examinations at the national level. In 2019, a total of 89 employees undertook their corresponding medical reviews.

Company Run

One again we took part in the Company Run. This year we took part simultaneously in Barcelona, Madrid and Zaragoza. A total of 10 teams, with 29 colleagues from all divisions, enjoyed this sporting charity event, together with thousands of other runners.



In 2019, a total of 89 employees undertook their corresponding medical reviews.

Teambuilding and Nature

In 2019 the GD Global Mobility team undertook teambuilding days in the heart of nature. The group traveled to Girona, where they hiked between the towns of Ribas de Freser, Queralbs and Vall de Núria. Various activities were organized, including participating in the live Cluedo game "The Last Shot" and hiking the old road from Queralbs to Vall de Núria.

Also, taking advantage of the intensive workday on Fridays, a group of colleagues from GD Madrid organized a fun afternoon on the indoor tracks of Carlos Sainz Karting.





Social Commitment

SOLIDARITY PROJECTS

ENVIRONMENT

SUPPLIERS

ASSOCIATIONS AND INSTITUTIONS



Social Commitment

GD has signed a commitment to society and we seek to create value, year after year, through solidarity initiatives, involving our professionals in activities that promote work with other organizations.

“We Are One” Solidarity Day

In favor of solidarity and sport

Last June we participated in the 7th solidarity day “We Are One” in favor of solidarity and sport, and for the benefit of three major foundations in Barcelona: the AURA Foundation, the Pasqual Maragall Foundation and Hospital Sant Joan de Déu, to raise funds and support the development of their main projects:

- Labor inclusion of people with intellectual disabilities.
- Investigation of serious childhood illnesses.
- Research for the prevention of Alzheimer’s.

Collaboration with the Miranda Foundation

Solidarity Cinema

In 2019 the IX Forum of Applied Innovation of the Miranda Foundation was held under the title “Towards the desired dream: reinforcing life projects” on which we collaborated with Obra Social “La Caixa”. The objective of the Foundation is to share concerns, experiences and innovative practices for the best nursing and care of older people. GD has helped out this project by financing a part of the documentary short dealing with this subject.

Never doubt that a small group of committed people can change the world. ”

Margaret Meade



Solidarity Projects

Real Three Kings Project

This Christmas we propose that no child be left without gifts

With the aim of giving hope to people in a situation of vulnerability and social exclusion, we joined the Real Three Kings project this Christmas. In total, we managed to collect 48 gifts that were given to children in distress.



Collaboration with UNICEF

Christmas cards to purchase maternity kits

In 2019 we collaborated with UNICEF by giving a blue Christmas card to all the team and clients. With each Christmas card sent, solidarity products were purchased that have helped millions of children and mothers around the world. With the Christmas card we purchased **maternity kits** that include HIV tests, tetanus shots, and iron and folic acid supplements.

Likewise, we placed **solidarity exhibits** for UNICEF in the offices of Barcelona and Madrid. Each one contained packs of Christmas cards, different types of notebooks, pens, key chains, reusable bottles, and other products.



Environment

2019 has been a year of environmental awareness thanks to the revolution led by Greta Thunberg. "It is the most important crisis that humanity has ever faced" is how the Swedish activist defined the climate crisis we are facing. For this reason, companies must do their part and promote, within their sphere of action, environmentally friendly policies.

Glass is better than plastic

As part of the sustainable development objective that we started in 2010 with the paperless policy, GD is committed to eliminating single-use plastic in our offices. GD is committed to reducing our plastic contamination and replacing it with more responsible alternatives.

This year we have replaced the water bottles used in all meeting rooms with glass bottles in sizes of 0.5 and 0.8 liters.

USE OF PAPER

YEAR	2015	2016	2017	2018	2019
Total kilos	4437	4187	3184	3336	3067
Per employee	24%	25%	18%	19%	18%

CARBON FOOTPRINT 2018-2019

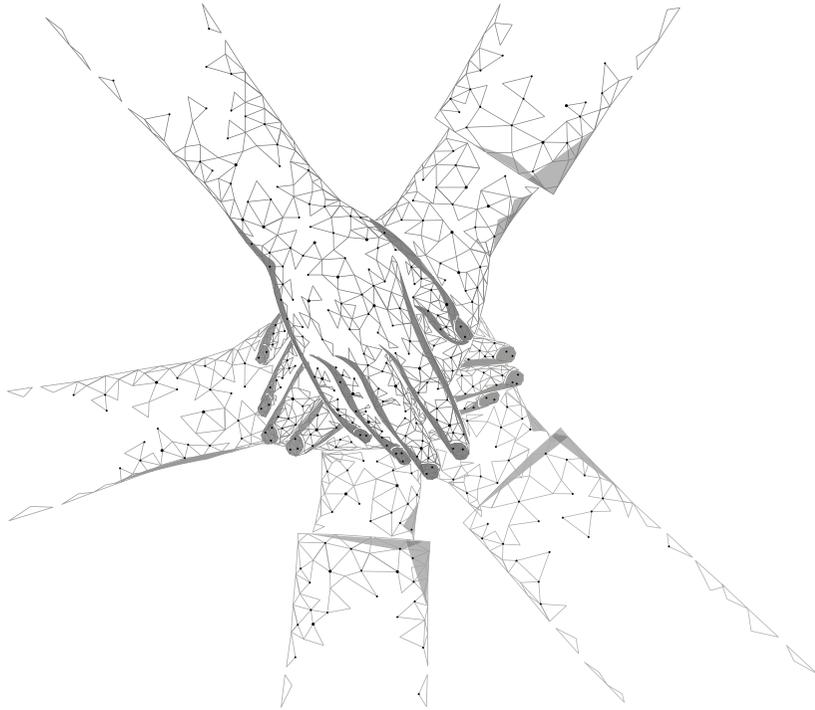
	2018 • Kg/CO ₂	2019 • Kg/CO ₂
Plane	8.0493.227	61.801.792
Train	10.061.653,42	7.725.224
Difference	70.431.573,94	54.076.568



Suppliers

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

In 2019 we worked with more than 300 suppliers. Some 83% were national suppliers and 17% international. The main categories were technology and training.



SUPPLIERS

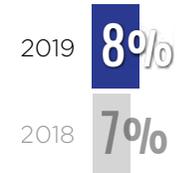
NATIONAL



INTERNATIONAL



TRAINING



TECHNOLOGIES



Associations and Institutions

We collaborate with different associations and institutions at national and international level to contribute to the progress of our society. We attend conferences and give talks to share knowledge and create synergies.

Economic and Sector Associations:



Professional Colleges:



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



Worldwide ERC is a trade group of the relocation services industry. Made up of 12,000 professionals from international tax and social security services, as well as relocation services, with a presence in more than 40 countries.



EuRA is the body that promotes the benefits of professional relocation worldwide for relocation providers and affiliated services of the professional industry.





Roadmap

STAYING THE COURSE



Staying the Course

In fiscal year 2019 we invoiced more than 12M euros, which is 19% more than that invoiced in 2018, when we managed to enter the 10M club. In relation to the business units for which we have differentiated data, the figures show an increase in practically all **GD divisions**, especially the GD Legal division, which doubled its turnover compared to the previous year, going from 4.6% to 10%.

Regarding the **volume of business by offices**, Barcelona continues to make a contribution of approximately half of GD's total sales. Specifically, in 2019 it contributed 49%. Behind comes Madrid with 40%. The other offices, Valencia, Bilbao and Zaragoza, contributed 11% in total.

GROWTH OF

19%

WITH RESPECT TO 2018

12.2

MILLION EUROS

OF TOTAL REVENUE

INVOICING BY AREA

Area/Year	2018	2019	Change	%
Accounting-Tax	4,059,826	4,412,008	352,182	9%
Labor	3,921,059	4,689,382	768,324	20%
Commercial	2,304,368	3,101,652	797,285	35%
TOTAL	10,285,253	12,203,042	1,917,790	19%
Annual Difference	921,189	1,917,790		
% Difference	10%	19%		

INVOICING BY OFFICE

*Figures in millions of €

Office	2017	%	2018	%	2019	%
Barcelona	4,900,125	52%	5,251,386	51%	5,949,151	49%
Bilbao	541,128	6%	533,692	5%	628,618	5%
Madrid	3,365,460	36%	3,867,498	38%	4,913,010	40%
Valencia	273,076	3%	267,729	3%	336,883	3%
Zaragoza	284,274	3%	364,949	3%	375,381	3%
TOTAL	9,364,064	100%	10,285,253	100%	12,203,042	100%



Contact

Barcelona

C/ Roc Boronat 147, 10ª planta
08018 Barcelona
T: 93 270 24 05

Bilbao

C/ Ercilla 17, 3ª planta
48009 Bilbao
T: 94 435 26 44

Madrid

C/ Zurbarán 9, local dcha.
28010 Madrid
T: 91 524 71 50

Valencia

Av. Aragón 30, bajos
46021 Valencia
T: 96 339 11 17

Zaragoza

C/ Joaquín Costa 4, 3ª izq.
50001 Zaragoza
T: 97 622 76 69

We invite the reader to send us their opinions, comments and suggestions for the improvement of future editions. Please contact:

Cristina Palacios Cobos

Director of Communication

cristina.palacios@gesdocument.com

LinkedIn

www.gesdocument.com

www.gesdocument.com

www.gdasesoria.com

www.gdlegal.com

www.gdconsultores.com

www.gdglobalmobility.com

www.gdhumancapital.com

www.gdgestioncorporativa.com



Annexes – GRI Indicators

GRI	INDICATOR DESCRIPTION	SECTION	REASONS FOR OMISSION
GENERAL BASIC CONTENTS			
Profile of the organization			
GRI 102-1	Name of the organization	Gesdocument y Gestión, S.A.U	
GRI 102-2	Activities, brands, products and services	Gesdocument y Gestión, S.A.U	
GRI 102-3	Location of Headquarters	Contact	
GRI 102-4	Location of operations	Contact	
GRI 102-5	Ownership and legal form	Governing Bodies	
GRI 102-6	Markets served	Our Clients	
GRI 102-7	Scale of the organization	Milestones, Committed to People	
GRI 102-8	Information on employees and other workers	Committed to People	
GRI 102-9	Supply chain	Suppliers	
GRI 102-10	Significant changes to the organization and its supply chain	N/A	There have been no significant changes in the organization or in the supply chain
GRI 102-11	Precautionary principle or approach	N/A	Not applicable
GRI 102-12	External initiatives. List of statutes, principles and other externally developed economic, environmental and social documents to which the organization subscribes or which they endorse.	Letter from the Director, Ethics and Transparency, Social Commitment	
GRI 102-13	Membership of associations	Associations and Institutions	
Strategy			
GRI 102-14	Statement from senior decision-maker	Letter from the Director	
Ethics and integrity			
GRI 102-16	Values, principles, standards and norms of behavior	Why Us?	
Governance			
GRI 102-18	Governance structure	Governing Bodies	
Participation of interest groups			
GRI 102-40	List of stakeholder groups	Associations and Institutions	
GRI 102-41	Collective bargaining agreements	Team	



Annexes – GRI Indicators

GRI	INDICATOR DESCRIPTION	SECTION	REASONS FOR OMISSION
GRI 102-42	Identifying and selecting stakeholders	Associations and Institutions	
GRI 102-43	Approach to stakeholder engagement	Associations and Institutions	
GRI 102-44	Key topics and concerns raised	Associations and Institutions	
Reporting practices			
GRI 102-45	Entities included in the consolidated financial statements	N/A	Not applicable
GRI 102-46	Defining report content and topic Boundaries	The identification of material aspects is made based on the values and culture of GD	
GRI 102-47	List of material topics	Contents	
GRI 102-48	Restatements of information	N/A	No se han producido cambios significativos en el alcance respecto a la anterior memoria
GRI 102-49	Changes in reporting	N/A	There have been no significant changes in scope compared to the previous report
GRI 102-50	Reporting period	Fiscal Year 2019	
GRI 102-51	Date of most recent report	Fiscal Year 2018	
GRI 102-52	Reporting cycle	Annual	
GRI 102-53	Contact point for questions regarding the report	Contact	
GRI 102-54	Claims of reporting in accordance with the GRI Standards	This report has been prepared in accordance with the Essence of GRI Standards option	
GRI 102-55	GRI content index	Annexes	
GRI 102-56	External assurance	N/A	Not applicable
INDICATORS BY ASPECT			
Economic performance			
Economic performance			
GRI 201-1	Direct economic value generated and distributed	Milestones, Staying the Course	
Energy			
GRI 302-1	Energy consumption within the organization	Environment	



Annexes – GRI Indicators

GRI	INDICATOR DESCRIPTION	SECTION	REASONS FOR OMISSION
Labor practices and decent work			
Employment			
GRI 401-1	New employee hires and employee turnover	Committed to People	
GRI 401-2	Benefits provided to full-time employees that are not provided to temporary or part-time employees	N/A	There are no differences
Occupational health and safety			
GRI 403-1	Representation of workers on formal worker-company committees on health and safety	N/A	Due to the nature of the firm there is no union and no such committee. However, there is an Occupational Risk Prevention Policy approved by the firm and applied to all groups.
Training and education			
GRI 404-1	Average hours of training per year per employee	Committed to People	
GRI 404-2	Programs for upgrading employee skills and transition assistance programs	Team	
Diversity and equal opportunity			
GRI 405-1	Diversity of governance bodies and employees	Extraordinary Professionals	
Complaint mechanisms on labor practices			
GRI 103-2	a. An explanation of how the organization manages the topic.		
	b. A statement of the purpose of the management approach.		
	c. A description of the following, if the management approach includes that component:		
	i. Policies		
	ii. Commitments	Ethics and Transparency, Quality of Service	
	iii. Goals and targets		
	iv. Responsibilities		
	v. Resources		
	vi. Grievance mechanisms		
	vii. Specific actions, such as processes, projects, programs and initiatives		
Human rights			
Non-discrimination			
GRI 406-1	Incidents of discrimination and corrective actions taken	N/A	There have been no discrimination cases



anniversary and the journey continues...

gd ASESORÍA

gd LEGAL

gd CONSULTORES

gd GLOBAL
MOBILITY

gd HUMAN
CAPITAL

gd GESTIÓN CORPORATIVA
MERCANTIL

