

A place
to **grow**
2022 together

gesdocument



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

Contents



WE ARE	03
Letter from the Director	
Our strengths	
2022 Milestones	
Governing bodies	
PEOPLE	09
Welcome: our onboarding	
More team	
Training and professional career	
Attraction of young talent	
The place to be	
Ethics and transparency	
QUALITY	16
Our clients	
New department of quality and efficiency	
The challenge of automation	
Authentic experts	
Very international	
New horizons	
TECHNOLOGY	24
Conta PRO	
New IT projects	
COMPANY	27
Solidarity projects	
Environment	
Suppliers	
Associates	
MOVING FORWARD	32
CONTACT	34
ANNEXES	35



WE ARE



LETTER FROM THE DIRECTOR
OUR STRENGTHS
2022 MILESTONES
GOVERNING BODIES

Letter from the Director

This corporate report, like its predecessors, aims to undertake an exercise of transparency aimed at all our customers, employees, suppliers and collaborators.

2022 has been a year of significant change. The most prominent, without a doubt, has been the change in shareholder, with Artá Capital acquiring the company from Cuatrecasas in June 2022. This has implied a change in our model of governance, with objectives, technology, organizational setup, business approach and the career plans for our professionals all being redefined. As such, the year 2022 marks a turning point and constitutes the beginning of a very exciting new stage for all of us.

We have a lot to do, as we are at the beginning, but we are already putting a lot of emphasis and energy into preparing Gesdocument for the immediate future, based on three basic pillars: clients, the talent of professionals and technology. In addition, we will guide the business to gain size in a relevant way, both organically and inorganically, through acquisitions of companies that bring together our culture and values, with a boost to commercial activity and through an organizational restructuring that allows us to gain in efficiency, innovation and profitability.

We want to make Gesdocument, the best consultancy and one of the largest in Spain and Portugal, recognizable not only for an excellent quality of service, but also for being the best place to work and, therefore, the best place for attracting talent and developing professionally.

Specifically, we will pivot on the talent of our team to build the best possible future, with the help of our clients and associates. As we must, we have selected from among our professionals those people we consider key to lead our growth and its evolution. All this in a diverse, inclusive environment of equality and respect for sustainability and the environment.

The change envisaged is structured around four business units (talent and mobility, accounting-tax, labor management and corporate business management) and support areas, which will work in an aligned way to achieve strategic objectives and assist clients, giving them the most valuable advice for their business.

Although we are living in a time of great global uncertainty that is changing very quickly (war in Ukraine, high interest rates, runaway inflation, high energy and food prices, etc.), we are very optimistic about the future of Gesdocument. We have the invaluable support and loyalty of our clients, the best professionals, the best technology and the best attitude towards being the company of reference in the market, offering an excellent, agile, faithful and efficient service, backed by more than 30 years of experience dedicated to the most demanding clients.

For the presidency and the new general management of the company, this is undoubtedly a very inspiring challenge, to which we will contribute all our vision, commitment, experience and enthusiasm.

Warmest regards,



Alejandro Martínez

Non-Executive Chairman
of Gesdocument



Jose Luis Rivas

General Manager
of Gesdocument

Letter from the Director



“2022 is a turning point as it marks the beginning of an exciting new stage.”

Jose Luis Rivas



“We want to turn Gesdocument into the best consultancy in the Iberian Peninsula.”

Alejandro Martínez

Our strengths

We are a leading consultancy in our area of action with **nationally established** management and consulting services from 1989, the year in which the company was born, until today, providing wide geographical coverage with our own offices in Barcelona, Bilbao, Madrid, Valencia and Zaragoza and with a unique and advanced technological infrastructure.

We have a **multidisciplinary team** of more than 250 professionals with extensive experience in their areas of activity encompassing business management and who have demonstrated a high level of flexibility and adaptation to continue providing the service remotely with the same guarantees and professionalism as in a physical office.

Our way of working is governed by our **code of ethics** which affects both professionals and our clients, who are also subject to compliance with

our values and principles. Likewise, we believe that our work contributes to **social and economic progress**, since we offer advice to companies, a source of wealth, regarding the taxes that they need to pay, as well as the keeping of accounts and hiring of personnel in accordance with current laws.

Finally, we are committed to providing **quality information**, and to keeping our clients and online community up to date through our digital magazine [GD Empresa](#), which has the most current news in the business world. In addition, we complement our internal communication through guides, webinars and regular publications in the press, blogs and social networks.

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 veracity 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 apply all the improvements that result in added value for our clients.

PEOPLE



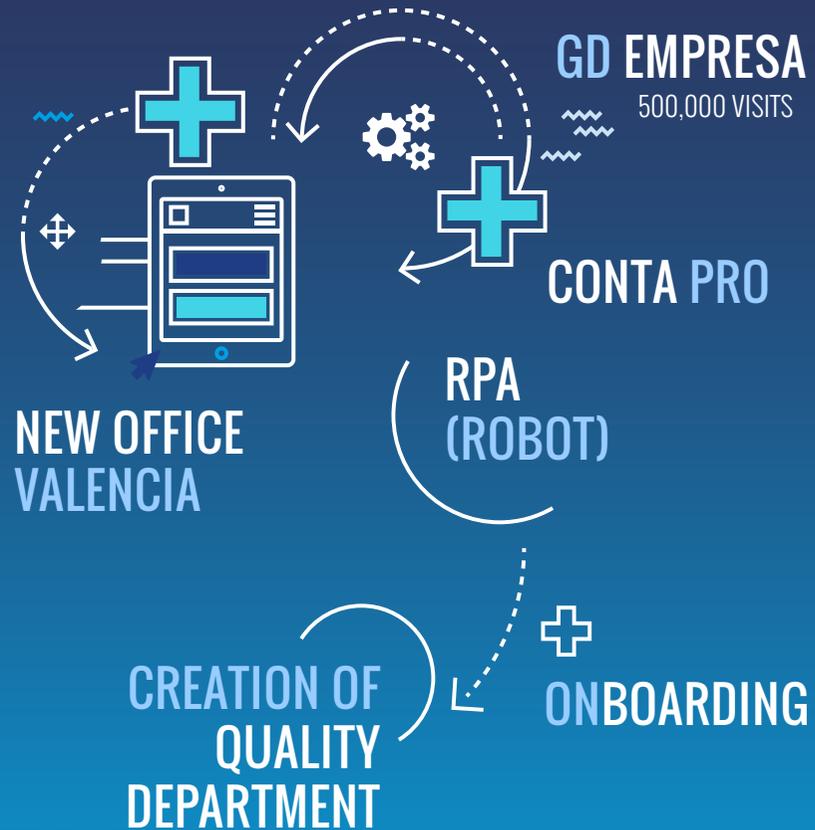
We are people who work for people, that is our *raison d'être*. Therefore, we value each one for what they are, respecting and fostering diversity, basing our relationships on trust and favoring continuous development.

2022 Milestones

INCOME FROM AREAS OF PRACTICE



ECONOMIC GROWTH



Governing bodies

From this year, the new internal organization is based on a change of strategic objective to prepare our growth plan, both organic and inorganic, with the aim of turning Gesdocument in the coming years into the leading consultancy of the Iberian peninsula.

This brings us to the need of having a strategic vision by business units and support areas. The **Business Units (BU)** are Gesdocument divisions organized by professional area, which work in a coordinated way to give the best service to the client.

Accounting BU:

We provide management services and tax accounting advice with a high degree of specialization while making use of our own technology to optimize processes.

Labor BU:

We offer consulting services and specialized labor advice, in addition to payroll management, combining excellence in service with the use of our own technology.

Talent and Mobility BU:

We are experts on international mobility, providing advice on immigration issues, planning and management of expatriation processes, and management of posted workers with a global vision at origin and destination. Also included is GD Human Capital, a boutique specializing in human resources in the Executive Search and Human Capital Management sectors.

Commercial Management BU:

We are specialized in corporate management and commercial processing, providing services to the internal legal assessors of large corporations with a global solution that connects technology to service.

For their part, the support areas are responsible for helping the BU to achieve its strategic objectives. They are part:

- **M&A Corporate Management**
- **IT**
- **People & Culture**





PEOPLE

OUR ONBOARDING
MORE TEAM
TRAINING AND PROFESSIONAL CAREER
ATTRACTING YOUNG TALENT
THE PLACE TO BE
ETHICS AND TRANSPARENCY

Welcome: our onboarding

The **growth plan** in which Gesdocument is engaged cannot be understood without taking into account the people who are part of the organization, who after a stage of learning and adaptation to change become our best ambassadors.

Continuous **onboarding** work has been carried out throughout 2022 to welcome new professionals.

A training process where new documents have been worked on and existing manuals have been adapted using our **GD Avanza** tool as a base of operations.

Both the IT department and the People & Culture department participated in this project, highlighting the importance of **improving the employee experience** in order to avoid new additions feeling alone by using a proactive, planned model, focused on action and with a defined purpose: **to take care of the person.**

New incorporations have a welcome guide available from the first day, where the most important information is collected to expedite their start in the company. The onboarding process retains talent and helps the employee to adapt and integrate with our company in the shortest possible time.



“Saying welcome to someone is the best way to express that you've decided to believe in them.”

Sandra Plaza
People & Culture

More team

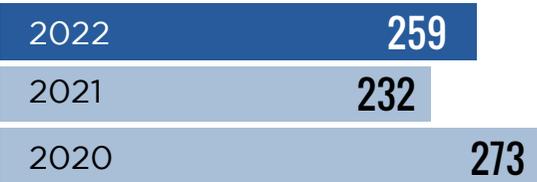
Gesdocument continues to develop its **Equality Plan** in compliance with current labor regulations to strengthen membership of the company based on the same opportunities. In this regard, our staff is made up of a majority of professional women. In addition, 15 of the 22 promotions carried out in 2022 were female, along with **100% of the permanent recruitment** for the entire workforce.

GENDER OF EMPLOYEES



We are a company that complies with the General Disability Law by having **2% of people with disabilities** as part of our total employees. We would also highlight the cultural diversity of our staff, since we have professionals of various nationalities such as Argentina, Venezuela, Brazil, Colombia, China, Romania, Bulgaria, Ukraine or Dominican Republic.

TOTAL NUMBER OF EMPLOYEES*



* This figure includes internships

PROFESSIONAL CATEGORIES

CATEGORY	EMPLOYEES	STAFF
INTERNSHIP STUDENTS	28	11%
ASSISTANTS	64	25%
SPECIALISTS	41	16%
SENIORS	80	30%
TEAM LEADER	22	8%
MANAGERS	10	4%
DIRECTOR	7	3%
STEERING COMMITTEE	7	3%
TOTAL	259	100%

The average age of the staff is 36 years old

93% of promotions have been covered by internal staff in positions of responsibility

Training and professional career

Through annual monitoring, we develop **evaluation policies** with our **GD Evolucion** tool, with which personal and internal promotion objectives are set.

This is added to the attraction of working in a company where the possibilities for **learning and growth** are extensive, with internal training adapted to each business unit, access to legal databases, external training and language policy.

The **GD Avanza** platform is of note at this point, an e-learning training platform for comprehensively and autonomously managing and implementing all corporate training and knowledge processes.



During 2022, a total of 124 professional training sessions were carried out, coming to 1,854 hours of learning



Attracting young talent

To attract students and get our message across to them, we are present throughout the year at various **job fairs** organized at universities, both in Madrid and Barcelona.

Students who benefited from our internships in 2022 mostly came from the following **Universities**: the University of Barcelona (UB), the Universitat Oberta de Catalunya (UOC), the Rey Juan Carlos University (URJC) and the Universidad Carlos III de Madrid (UC3M).

“We are a company that is committed to diversity and talent regardless of capacity, age, sex, origin, or anything else.”

Sergio Rodríguez
People & Culture

In the year 2022 we had a total of **87 students** doing internships, of which 16% have been incorporated into our staff.

In addition, Gesdocument has an **educational cooperation agreement** with the Universidad Internacional de La Rioja (UNIR), which offers official degrees through a 100% online methodology, so that our professionals have a discount on their study programs.

Another purpose developed in 2022 to boost talent attraction is the **“GD Join Us” project or referral program**, which aims to benefit from one of the main recruitment methods that exist: employee referrals.

This program is designed to help locate the best talent, build diversity, find candidates for complicated positions to fill, and decrease the cost of selection and possible rotation.

In short, to **motivate our employees** to refer new talent to Gesdocument.



The place to be

Being part of this team has advantages and social benefits that we are improving every year and that is why we are committed to policies that allow our professionals to develop individual needs and that help them create a feeling of pride and belonging in the company.

To this end, a **new model of Flexiwork has been approved**, a value proposition that responds to ensuring a guarantee in the service, with minimum presence in the office through teleworking and internal equity to favor a balance between professional and personal life.



Moving from 1 day a week and 2 Fridays a month, to **2 days a week** of optional teleworking

Furthermore, we give our employees the opportunity to benefit from the company's **flexible remuneration** program, to which they can allocate up to 30% of their annual gross salary.

Specifically, an average of 85 employees during 2022 have been covered by the Flexible Remuneration Plan, which represents **37% of the workforce**, with the most popular service being the restaurant card.

FLEXIBLE REMUNERATION AGREEMENT

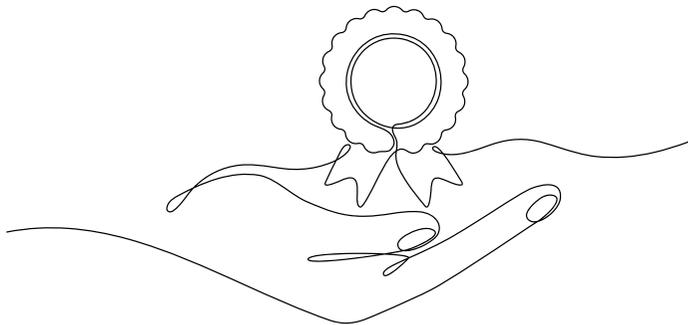
PRODUCTS	No. of agreements	% of total workers
Child Care	6	3%
Health insurance	26	11%
Training	31	14%
Restaurant card	74	32%
Travel card	73	31%
Total Agreements	210	

Ethics and transparency

We encourage ethically responsible behavior given that it is consistent with another value that defines us, integrity. To this end, we have a strict **code of ethics** that is mandatory for all people who are part of Gesdocument, as well as a protocol for accepting clients.

The company is **exemplary and transparent** when complying with regulations on the Prevention of Money Laundering (PML), the General Data Protection Regulation (GDPR) and since 2018 we have had an internal reporting channel, in addition to imparting training sessions to our employees on an annual basis.

In 2022 we passed both the **reviews on PML**, with the issuance of a report that ensures the efficiency of the prevention model, and an **audit of GDPR** that gave satisfactory results.



“Gesdocument's model of ethical conduct makes sense when we internalize ethical principles as our own and apply them in our daily lives”

Montserrat Masferrer
Compliance



QUALITY

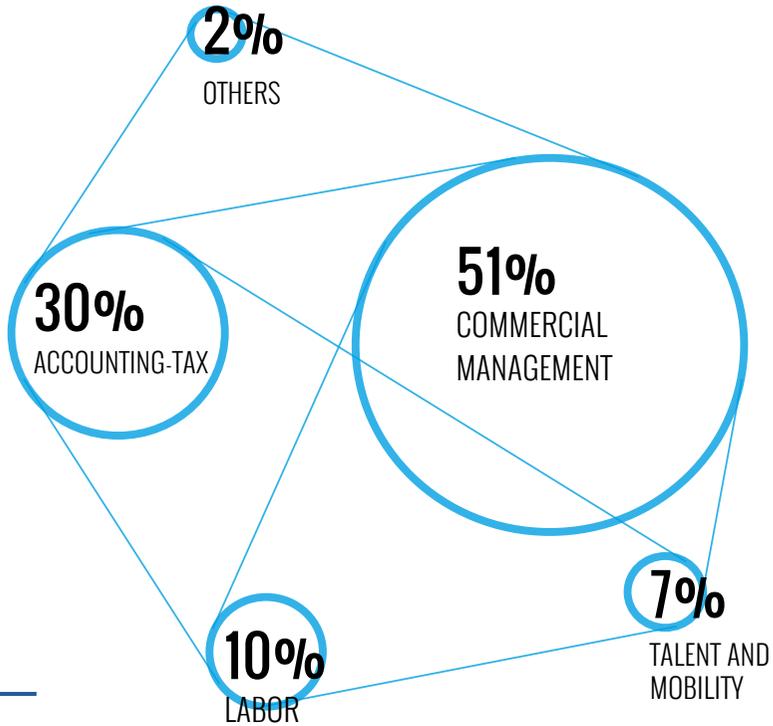
OUR CLIENTS
NEW DEPARTMENT OF QUALITY AND
EFFICIENCY
THE CHALLENGE OF AUTOMATION
AUTHENTIC EXPERTS
VERY INTERNATIONAL
NEW HORIZONS

Our clients

Once again, we want to thank our clients for their **support and trust**. We continue to focus on excellence and quality of service that allow the client to delegate the daily management of the business to us in order to focus on their strategic objectives.

Thanks to this vision and the loyalty of our more than **5,000 clients**, we have continued our activity, even increasing the number of clients, which has been an incentive to continue offering the best service.

In 2022 we increased the new client base by 2% compared to the previous year



COUNTRIES BY CLIENT VOLUME
our main international clients within Europe

EUROPE	414	
GERMANY	69	17%
ENGLAND	65	16%
FRANCE	51	12%
HOLLAND	47	11%
LUXEMBOURG	32	8%
OTHER	150	36%

COUNTRIES BY CLIENT VOLUME
our main international client is the USA

INTERNATIONAL	177	
UNITED STATES	68	38%
MEXICO	8	5%
COLOMBIA	8	5%
ARGENTINA	7	4%
PERU	4	2%
OTHER	82	46%

more than 5,000 CLIENTS

94% domestic clients

6% international clients

New Quality and Efficiency Department

One of the basic pillars on which the organization is based is the quality of the service provided to the client, both from the point of view of personalized advice, and in the wide range of services offered that cover all the needs of a business and speed of response.

Internally, we continue to promote the development of different **technological tools** that allow us to automate processes and be more efficient in management and in the relationship with the client.

In line with this commitment to quality in the service and in the use of internal methodologies that make us more efficient in our daily work, we have created the new **Quality and Efficiency department**, led by Carlota Baselga.

Quality and Efficiency is the union of several areas and projects of the company (Management Control, SOC and Knowledge Management)

and aims to implement **a single way of working**, based on the principles of quality and efficiency.

Our goal is to provide an **environment of collaboration and innovation**, where all business units can develop, implement and evaluate continuous improvement in their ways of working.

The team is made up of professionals with previous experience in different areas of Gesdocument (areas they will maintain a link with), which makes us **a multidisciplinary team** aligned with the values of the company.

This quality also translates into **certifications** as an AECA Accounting Expert both individually and at the company level, as well as the ISAE protocol for improving the quality of internal processes in the labor area, which we gained last year.

“Now that this department has taken shape we can be closer to the professionals everyday and help them to achieve their ideas for improvement.”

Carlota Baselga
Quality and Efficiency



The challenge of being more efficient

The only constant is change, and to be prepared we needed to take a look at our organizational culture.

In Gesdocument we have two pillars for being more efficient: the sustainable efficiency project (SOC) and our Super Users, both combined with the implementation of the latest technology.

SOC

The SOC aims to create a **corporate culture** based on innovation and digital transformation to unify processes and reduce operating time thereby giving us more time in our everyday work.

This project allows us to identify those procedures that do not generate value and that require a lot of time. This is where technology enters as a means to automate these tasks thus enabling us to dedicate ourselves to the more **vital processes of the client**.

Thanks to the perseverance and effort of many of our professionals, several of the points of the SOC have already been developed, both in the area of labor and accounting, where we are committed to implementing it to be able to also give a better service.

“Continuous improvement must be the reason behind ensuring efficient quality processes.”

Diana Marcela
Labor Team

Super Users

In the midst of the pandemic, a **team of experts** was created willing to promote greater use of tools, automation and processes. First in the accounting team and a few months later in the labor area.

Our Super Users aim to introduce continuous improvement in the way their respective departments work, from the premise that **automation** must be everyone's responsibility.

To do this, these experts are available to advise, guide and resolve doubts. Through them, both suggestions and actions can be put forward that may be of help with the daily work.



Accounting, Labor, and Parallel Super Users

Authentic experts

In 2022, we followed up on previous years, by increasing the number of seminars and publications. This focus on **customer service** leads us to carry out a multitude of specialized webinars, either through collaborations with other suppliers (ORH, IHR Providers, etc.) or through our own means, open to the public, with the intention of becoming a point of reference on current regulations.

We publish frequently on **our blogs**, with more than 600 posts in 2022, while also posting on a daily basis on our **social networks**, with as many publications again.

Collaborations with specialist media, sponsorships and events, newsletters, guides, participation in webinars and round tables mean we

are seen as authentic experts in our business areas.

In addition, our digital magazine launched in 2021, **GD Empresa**, now has more than 50,000 monthly visits and exceeds half a million visits annually. The magazine has interviewed entrepreneurs and businesses with innovative projects and continues to report daily on all the news concerning the Spanish business landscape.

Gesdocument was a sponsor of the last year's **AECA Awards for Business Transparency** and was part of the jury. The awards honor companies with the best financial and corporate governance information at a national level.



Very international

Gesdocument is affiliated to several international associations through its **Talent and Mobility Business Unit**, experts in international mobility and immigration.

On the one hand, we have been partners of the **LEA (Leading Edge Alliance)** since 2010, the second largest international association of companies dedicated to advisory services, which allows us to coordinate the accounting and tax services of our clients between Spain and any country in the world.

We are also associated with **EuRA (European Urban Research Association)**, an international association of relocation and immigration

services companies, which allows us to coordinate immigration services for our clients in any country in the world.

In addition, we have enhanced our content collaboration with **IHR Providers**, a knowledge community specializing in HR services at an international level.

During 2022, the unit led by Jordi Roca was present at several international events, which have given rise to a series of alliances with **new partners** (Tolley, Partners Immigration and EU Posted Workers Alliance).



New horizons

Gesdocument has launched an ambitious **growth plan** to consolidate itself in the coming years as the consultancy of reference in the Iberian Peninsula. A change of strategic objective which has only just begun.

The company is in a preparatory phase for the more immediate future. This implies orienting the business to gain size in a relevant way, both organically and inorganically, through **acquisitions of companies** that combine both our culture and our values.

The first office to join us is **Grupo Arketa**, located in Bilbao, a region where we already have our own office. They have more than 50 years of experience in advising companies and the self-employed in the areas of tax-accounting, labor and law, and have a strong commitment to service quality.

This acquisition is the beginning of this new stage of expansion and growth in different regions of Spain.



In this regard, we also highlight the recent change of location of the **Valencia office**. The new headquarters, located in the emblematic Aqua Building, is located opposite the City of Arts and Sciences of Valencia, one of the largest office areas in the Valencian capital.





TECHNOLOGY

SUITE PRO
NEW IT PROJECTS

Technology

Innovation and commitment to technology is a pillar within our company as it is one of our differentiating features and strengths with respect to the competition.

For several years, the objective we have pursued with this is twofold: on the one hand, we want to **gain in efficiency internally**, automating processes and repetitive tasks that do not add value and that consume a lot of time.

On the other hand, we want to **provide more value to the client** by developing tools and platforms for improving communication, sending information and managing their data in order to track their business in detail.

All this is based on **three main challenges**:

“With Conta PRO we want to build a tool with which to optimize communication between professional and client with regards to their financial statements and documentation.”

Francisco Navarro
GD Asesoría

Mobility PRO

Our international mobility service includes the Mobility PRO technology, which allows you to view the status of each file, so that both employees and managers have all status updates of processes in real time for fluid online communication.

Conta PRO

This is a web portal that has been being developed for two years with the aim of facilitating the management of the client in the accounting area.

Conta PRO allows you to extract all your basic accounting information in a fast and usable way, as well as financial analysis using the KPIs available on the portal. Likewise, it also adds value for the internal professional, generating a new communication channel, as well as taking control of the client's obligations.

RPA

In addition, Gesdocument has automated the communication process for contractors through robotic process automation (RPA) baptized this past year as “Fermin”, as well as the automatic uploading of documentation to the HR PRO portal.

New IT projects

Our IT team continues to develop and innovate improvements and processes to exploit data and facilitate reporting for professionals every year. Here are the most important developments of the last year:

Systems

Independence of systems

Gesdocument has had to become technologically independent at the level of systems and communications, while maintaining its security.

This has been an ambitious challenge as the company has had to make a 180-degree shift from a new internal domain to a new Citrix environment, as well as mail migration and a paradigm shift in communications.

BI Area

Preparation of different dashboards and automated reports

The Business Intelligence area has provided new control metrics and dashboards to the People & Culture department, and to the team leaders of the accounting and tax area for the management control of their portfolios, helping them in their daily work, as well as to the finance department for their reporting.

Development

In the area of development, the main focus has been on the optimization of processes in the labor area and improvements in the efficiency of processes found in the SOC, among others.



“Now we must be ambitious and focus on technology, people and our knowledge in order to be the leading company in the sector in the coming years.”

David Quesada
CIO



SOCIETY



SOLIDARITY PROJECTS
ENVIRONMENT
SUPPLIERS
ASSOCIATES

Solidarity projects

In 2022, we renewed our partnerships with projects in favor of the most vulnerable and we have also been involved with the **victims of the war in Ukraine**, providing free advice to apply for asylum to Ukrainian citizens who were in our country. We also collected basic products to deliver to collection points in Madrid and Barcelona.



Solidarity game

At the end of the year, we invited all the staff to take part in a traditional Christmas game, the latest version of “Who’s Who in Solidarity” with the aim of raising funds for one of our client foundations. On this occasion, the beneficiary was the Movember Foundation, aimed at raising awareness on men’s health issues.

Reyes Magos de Verdad

For the fourth consecutive year we renewed our commitment to the Reyes Magos de Verdad Association, and to which we dedicated a special edition of our digital magazine, GD Empresa on January 5, the eve of Reyes, containing an interview with Cristina Goyeaga, coordinator of the project in Madrid.

Thanks to the exceptional participation of our professionals, a total of 28 children and elderly people had Christmas gifts.



Environment

Environmental criteria are gaining more weight in companies and in society in general. There is greater awareness in relation to the use of available resources, the elimination of paper, the use of less polluting energy sources, as well as the progressive reduction of carbon footprints by eliminating unnecessary travel.

In recent years, the adoption by the authorities of measures restricting mobility has drastically reduced the use of planes as a usual means of travel, in favor of the train, metro or tram.

After these years of pandemic that altered our habits of consumption so much, we have returned to more normalized parameters although **we remain below the average before 2020**, proportionally with our workforce.



CARBON FOOTPRINT 2021-22

	2021 • kg/CO ₂	2022 • kg/CO ₂
Plane	1,099	13,871
Rail	1,983	5,889
TOTAL	3,082	19,760

We believe in a sustainable and environmentally-friendly model and, for this reason, year after year, we try to improve our indicators on carbon footprint, and paper and electricity consumption.

PAPER CONSUMPTION

YEAR	2018	2019	2020	2021	2022
Total Kilos	3,336	3,067	842	825	1,249
Kilos per employee	19	18	4	4	5

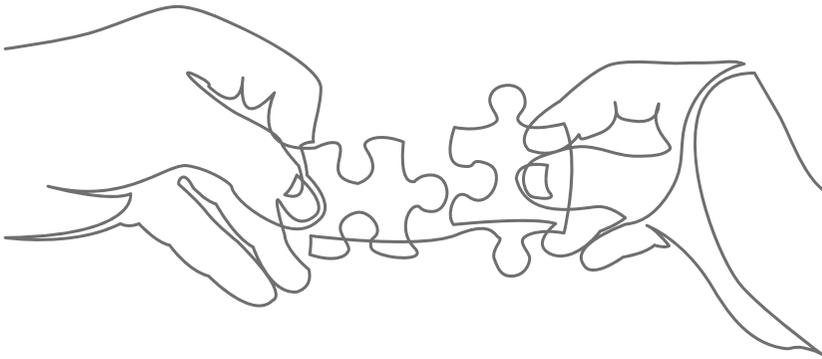
Suppliers

Suppliers are a vital element for Gesdocument.

The relationships we establish with them are based on achieving the highest quality of our services, as well as the optimization of resources and mutual respect.

In 2022 we worked with 130 suppliers, of which 85% were national and 15% international

The main categories were technology (24%) and training (8%)



SUPPLIERS

NATIONAL



INTERNATIONAL



TRAINING



TECHNOLOGY



Associates

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

Economic and Sectoral Associations:



Professional Associations:



International Associates



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



Worldwide ERC is a trade group in 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.





2022

MOVING FORWARD



Moving forward

In the fiscal year of **2022 we invoiced more than 13.8 million euros**, which is 11.8% more than that invoiced in 2021. In relation to the business areas for which we have differentiated data, the figures show an increase in practically all areas, especially that of immigration.

In terms of **turnover by office**, Barcelona was the office that made the greatest contribution last year (45%), surpassing Madrid (43%). The rest of the offices are behind with Bilbao (5%), Valencia (4%), and Zaragoza (4%), contributing 13% in total turnover.

GROWTH OF

11.8%

WITH RESPECT TO 2021

13.8

MILLION € IN TOTAL REVENUE

EBITDA 2.7

BILLING BY AREA

Figures in million €

Area/Exercise	2021*	%	2022	%
Accounting • Tax	5,049,768	37%	5,498,696	40%
Labor	3,625,362	27%	4,051,311	29%
Commercial	2,427,240	18%	2,490,677	18%
Immigration	1,131,470	8%	1,628,475	12%
HR • Consultants	114,968	1%	131,793	1%
TOTAL	12,348,808	100%	13,800,952	100%
Annual Variation	1,023,466		1,452,820	
% Annual Variation	8%		11.8%	

BILLING BY OFFICE

Figures in million €

Office	2021*	%	2022	%
Barcelona	5,411,443	44%	6,184,139	45%
Bilbao	643,950	5%	682,835	5%
Madrid	5,389,081	45%	5,892,570	43%
Valencia	410,963	3%	522,724	4%
Zaragoza	493,371	3%	518,684	4%
TOTAL	12,348,808	100%	13,800,952	100%

* Data expressed without Law, business split in October 2021

Contact

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Tel: 944 352 644

Madrid

C/ Velázquez 64, 4ª planta.
28001 Madrid
Tel: 915 247 150

Valencia

C/ Menorca 19
46023 Valencia
Tel: 963 391 117

Zaragoza

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

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Annexes - Social Responsibility Indicators (GRI)

GRI	DESCRIPTION OF INDICATOR	SECTION	REASONS FOR OMISSION
GENERAL BASIC CONTENTS			
Organizational Profile			
GRI 102-1	Name of the Organization	Gesdocument y Gestión, S.A.U.	
GRI 102-2	Activities, brands, products, and services	Governing Bodies, Quality, Technology	
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	2022 Milestones, More Team	
GRI 102-8	Information on employees and other workers	More Team	
GRI 102-9	Supply chain	Suppliers	
GRI 102-10	Significant changes in the organization and its supply chain	Governing Bodies	
GRI 102-11	Precautionary principle or approach	N/A	N/A
GRI 102-12	External initiatives. List of statutes, principles, and other documents of an economic, environmental, and company nature developed externally and to which the organization subscribes or which they endorse.	Letter from the Director, Ethics and Transparency, Environment, Solidarity Projects.	
GRI 102-13	Membership of associations	Associates	
Strategy			
GRI 102-14	Statement of senior executives responsible for decision-making	Letter from the Director	
Ethics and Integrity			
GRI 102-16	Values, principles, standards, and norms of behavior	Our strengths	
Governance			
GRI 102-18	Governance structure	Governing Bodies	
Participation of interest groups			
GRI 102-40	List of stakeholder groups	Associates	
GRI 102-41	Collective bargaining agreements	Workforce	



Annexes - Social Responsibility Indicators (GRI)

GRI	DESCRIPTION OF INDICATOR	SECTION	REASONS FOR OMISSION
GRI 102-42	Identification and selection of stakeholders	Associates	
GRI 102-43	Approach to stakeholder engagement	Associates	
GRI 102-44	Key issues and concerns raised	Associates	
Reporting practices			
GRI 102-45	Entities included in the consolidated financial statements	N/A	Not applicable
GRI 102-46	Definition of the contents of the reports and the coverage of the subject	The identification of material aspects is carried out based on the values and culture of Gesdocument	
GRI 102-47	List of material topics	Table of Contents	
GRI 102-48	Restatement of information	N/A	There have been no significant changes in the scope compared to the previous report
GRI 102-49	Changes in drafting of reports	N/A	There have been no significant changes in the scope compared to the previous report
GRI 102-50	Period covered by the report	2022	
GRI 102-51	Date of last report	2021	
GRI 102-52	Report drafting cycle	Annual	
GRI 102-53	Contact point for questions regarding the report	Contact	
GRI 102-54	Declaration of preparation of the report in accordance with GRI standards	This report has been prepared in accordance with the Essence of the GRI Standards option	
GRI 102-55	GRI Table of Contents	Annexes	
GRI-102-56	External verification	N/A	Not applicable

INDICATORS BY ASPECT

Economy

Economic Performance

GRI 201-1	Direct economic value generated and distributed	Milestones 2022, Moving Forward
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Energy

GRI 302-1	Energy consumption within the organization	Environment
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Annexes - Social Responsibility Indicators (GRI)

GRI	DESCRIPTION OF INDICATOR	SECTION	REASONS FOR OMISSION
Labor practices and decent work			
Employment			
GRI 401-1	New employee recruitment and staff turnover	More Team	
GRI 401-2	Benefits for full-time employees that are not given to part-time or temporary employees	N/A	There are no differences
Occupational health and safety			
GRI 403-1	Representation of workers on formal worker-company health and safety committees	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	The average hours of training that the organization's employees have had during the reporting period	Training and Professional Career	
GRI 404-2	Programs to improve employee skills and transition assistance schemes	Workforce	
Diversity and equal opportunities			
GRI 405-1	Diversity in governing bodies and employees	More Team	
Complaint mechanisms for labor practices			
GRI 103-2	a. An explanation of how the organization handles the issue.		
	b. A statement of the aim 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	
	iii. Objectives and goals		
	iv. Responsibilities		
	v. Resources		
	vi. Formal complaint and/or claim mechanisms		
	vii. Specific actions, such as processes, projects, programs, and initiatives		
Human Rights			
Non-discrimination			
GRI 406-1	Cases of discrimination and corrective actions taken	N/A	There have been no discrimination cases