

Scope and methodology

This section summarizes our reporting protocols. The full reporting guidelines are available upon request.

HUMAN RESOURCES REPORTING PROTOCOL

REPORTING SCOPE

EADS Group's headcount reporting includes all consolidated companies worldwide. The internationally comparative figures are based on the active workforce, ie, the number of permanent and short-term employees, irrespective of their individual working times. The headcount is calculated according to the consolidation quota of the respective companies.

The scope for HR structure reporting covers about 95% of the Group's consolidated companies. This includes employees working for EADS or its subsidiaries in France, Germany, Spain, Great Britain and internationally. The figures represent 100% of all consolidated companies, irrespective of their individual consolidation quota.

REPORTING TOOLS

The indicators are calculated using a SAP Business Warehouse, which is based on the EADS global SAP payroll, and interfaces to local payrolls worldwide. Precise definitions of each indicator, consistency checks and relevant testing aim to ensure the quality and consistency of reporting. The Business Warehouse is operated by the EADS Group HR Operations department.

DETAILS AND METHODOLOGY

Active workforce

The reported number of employees shows the active workforce available in EADS Group on 31 December 2009. Active workforce is the official key parameter in the Group's reporting. It is defined in the EADS HR Definitions policy which was introduced in 2006. This policy is valid and binding for all full or quota consolidated entities within the EADS Group worldwide. It was approved by the HR Directors and Finance Controlling. Active workforce includes regular employees (unlimited and limited contracts > 3 months duration) as well as seconded/transferred employees (within the Group). Temporary workforce, students, trainees and externals are excluded. Figures are based on available employee data (95%) as described above.

PERCENTAGE OF WOMEN

The calculation of the percentage of women within EADS is based on the number of women included in the active workforce, status 31 December 2009. Figures are based on available employee data (95%) as described above.

PART-TIME QUOTA

This indicator shows the percentage of employees holding a parttime contract on 31 December 2009 in proportion to the active headcount at this time. In 2009 part-time employees numbered 3,739. Figures are based on available employee data (95%) as described above.

PERMANENT/UNLIMITED CONTRACTS

Only limited contracts with a work contract duration more than three months are included in this figure as only those employees are part of the active workforce. Neither Mini-Jobs employees ("Geringfügige Beschäftigung"), who are earning up to € 400 a month, nor the so-called "CIFRE" ("Conventions Industrielles de Formation par la Recherche") belong to the active workforce. Employees whose contracts were transferred during the year from limited to unlimited are counted as permanent. Figures are based on available employee data (95%) as described above.

EMPLOYEE TURNOVER

This indicator is reported regularly within EADS Group. It is defined as the percentage of people who have left the organisation (number of resignations, terminations, retirement etc.) in the proportion to the average active headcount. As the turnover rate is a cumulative figure, all departures in 2009 were taken into account for calculating it. In September 2006, EADS started to track the “employee turnover” within quarterly key performance indicator reports. Reasons for departure are not currently reported, but this is planned for the future (differentiated into internal moves, longterm absences and external departures, with a further split into voluntary/involuntary attrition). Figures are based on available employee data (95%) as described above.

TRAINING HOURS PER EMPLOYEE

This indicator is defined as the number of training hours per year, divided by the average headcount per year (active workforce) of the Division. This indicates the average number of hours that each employee dedicates to training during the year. Until 2008, this figure was collected manually. Since 2009, the EADS Learning Services organisation (ELS) has started to coordinate all training activities within the EADS Group. ELS is the EADS-wide common learning organization that delivers learning transactions and learning expertise. It operates across Divisions and nations, through an international office and national hubs in France, Germany, Spain and UK. A new reporting system for monitoring the training activities was deployed in 2009 by ELS. The figures for the year 2009 are partly provided by ELS; some were collected manually, as not all activities are yet transferred to ELS (remained in Divisions). Further improvement of data quality is expected in the coming years.

ENVIRONMENTAL REPORTING PROTOCOL

REPORTING SCOPE

The data here results from EADS' first worldwide reporting campaign, carried out by our Environmental Network. EADS environmental reporting includes all the Group's consolidated companies. Around 95% of the workforce is based at those sites.

REPORTING TOOLS

Indicators used are derived from Global Reporting Initiative guidelines. Data is collected through an Environmental Management Information System called ENABLON. Precise definitions of each indicator, consistency checks and relevant testing aim to ensure the quality and consistency of reporting. The guidelines supporting the reporting process have been distributed, discussed and explained.

EXTERNAL VERIFICATION

As part of our commitment to providing reliable information on our performance, we have asked KPMG to review the reporting procedures and data for a selection of key environmental performance indicators published in this report: energy and CO₂ indicators. The nature of the work performed and the results of the verification are presented on pages 70 -71.

DETAILS AND METHODOLOGY Energy consumption

The energy consumption of a site is the combination of fossil energy and electricity, expressed in megawatt hours.

1. Fuel consumption from owned/controlled stationary sources;
2. Fuel consumption from mobile sources managed by the site;
3. Electricity purchased and generated for own use.

CO₂ emissions

The CO₂ emissions result from direct (Scope 1) and indirect (Scope 2) emissions according to the definition provided by the GHG protocol. They relate directly to energy consumption by the following formula: CO₂ emissions = Energy consumption x Emission Factor. They were automatically calculated by the reporting tool based on energy consumption and expressed in tCO₂ equivalent.

Total water withdrawal

This indicator is the sum of all water drawn into the boundaries of the reporting site from all sources (including surface, ground, rain and municipal water) for any use throughout the reporting period. It includes water for industrial installations, offices, catering facilities, buildings, etc. It is expressed in m³/year.

Water discharges

This indicator is the sum of water effluents discharged over the course of the reporting period to subsurface waters, surface waters, sewers that lead to rivers, oceans, lakes, wetlands, treatment facilities, and ground water from:

- A defined discharge point (point source discharge)
- Over land in a dispersed or undefined manner (non-point source discharge); or
- Waste water removed from the site via truck.

Note: Discharge of collected rainwater and domestic sewage is not regarded as water discharge.

Waste

The quantity of waste of a site combines hazardous and nonhazardous. This includes all waste regularly created by production processes, and treated internally and externally. The European Directive 2008/98/EC defines waste

and disposal. We realise that the dataset on which the hazardous waste figures are based involves material uncertainties. We continue to focus on improving the quality and comparability of the data. Above all, we will enhance our procedures for internal checks on data reliability and document the results of these checks.

Volatile Organic Compounds (VOC)

All organic compounds which present a vapour pressure higher than 10 Pa at 293.15°K are included in the definition adopted in this reporting for VOC (definition according to Council Directive 1999/13/EC). All exempted solvents according to US regulation (see US EPA at 40CFR PART 51-100) were included here.

The main VOC emissions sources of EADS' activities derive from surface treatment, cleaning, painting and coating operations through use of the following materials:

- Solvents: halogenated (TCE, PER, MC), non-halogenated excluding paints and coatings
- Solvated paints and coatings: primers, wash primers, topcoats and specific coating (for structural and non-structural parts)
- Additional VOC

NO_x and SO_x

NO_x and SO_x are by-products of the combustion of fossil fuels (gas or liquid fuel). These emissions are mainly responsible for acid pollution, which could lead to modifications of ground and water chemical compositions and affect ecosystems. For SO_x, the level of sulphur contained in the used gas, heating oils or fuels can be employed to determine the emission level.

NO_x emissions = Sum of (NO₂ emissions + N₂O emissions) for all burnt energy source

SO_x emissions = Sum of SO_x emissions for all burnt energy source

This excludes mobile sources of NO_x and SO_x such as any transportation mode.