



KNOLL SUSTAINABILITY REPORT 2022



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CEO'S MESSAGE⁽²⁻²²⁾

As a family run global packaging company, protecting our people and planet have always been at the core of Knoll Packaging's mission and strategy. Knoll has made a commitment to measure and demonstrate its progress, as well as continuously identify areas of opportunity for sustainable development. Our entire company is engaged in our strategy for contributing to sustainable development and this remains a key priority for our company.

Over the last few years, our team has used design innovation to take large steps forward to implement our sustainable development strategies, including reduction of our carbon footprint, elimination of plastics and recyclability of our packaging. This is all backed by data and testing, including life cycle analysis and validation of any proposed solutions. New materials, including Ecoform molded pulp, which has a lower carbon footprint during production as compared to plastics, as well as new manufacturing technologies, which allow for recyclability, are part of the milestones achieved so far.

We are always looking towards the future, and new ways to minimize our impact. Each project that our team develops is evaluated with eco-design and sustainable development in mind, so we can continue to set the standard in our industry.

Jeremy Cohen

SUSTAINABILITY DIRECTOR'S MESSAGE

Since we have made our commitment to sustainability and a better world, we continue to embed environmental, social and governance considerations in all aspects of our business. Our sustainability team, reporting to Knoll's executive management group, leads initiatives globally. Our initiatives cover not only our products, but also our employee management, procurement process, stakeholder relationships, and more.

As the leader in our industry, we strive to lead by example in sustainability and in the fight against climate change. To this end, the SBTi has recently approved our near-term science-based emissions reduction target for our scope 1 and 2 emissions. In addition, we also seek to continue our effort to minimize our scope 3 emissions, particularly in category 3.1 purchased goods and services and category 3.9 downstream transportation and distribution.

At Knoll, we believe in the highest level of conduct and are committed to operating in an environmentally, socially, and economically responsible manner. With an ongoing commitment and support from the executive management group and our dedicated colleagues, we shall continue to demonstrate our leadership in sustainability and design innovation.

Wincy Cheng

ABOUT THIS REPORT

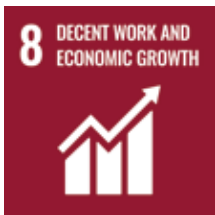
Since 2019, we have disclosed our approach, strategy, and performance through the United Nations Global Compact (UNGC) Communication on Progress. Issues disclosed are structured around the Ten Principles of the UNGC. This report is our first full stand-alone sustainability report to disclose our approach, strategy and performance regarding our material sustainability issues.

1. REPORTING FRAMEWORK

In this report, we disclose our material sustainability progress in accordance with the Global Reporting Initiative Sustainability Reporting Standards (GRI Standards) and aligns with internationally recognized guidelines and frameworks such as the United Nations Sustainable Development Goals (SDGs). Numbers in parantheses displayed throughout this report indicates the relevant GRI standard that is being reported.

We align our approach to sustainability with the global agenda. Knoll Packaging has been actively supporting the United Nations SDGs. In particular, we have identified the following SDGs that are closely relevant to us, Goal 8 – Decent Work and Economic Growth, Goal 9 – Industry, Innovation and Infrastructure, Goal 12 – Responsible Consumption and Production, Goal 14 – Life Below Water, Goal 15 – Life on Land, and Goal 17 – Partnership for the goals. We also support several other SDGs through our operations which are also shared in this report.

This report also presents our response to sustainability topics that bring along both opportunities and challenges to our operations.



2. REPORTING SCOPE (2-2, 2-3)

- The report discloses details on issues identified as material to Knoll covering the period from January 1st to December 31st, 2022
- The scope of this report incorporates data from all our locations where we have operational control – New York (USA), Hong Kong, Paris (France), Dongguan (China), and Bath (UK)
- For the reporting period of this report, our manufacturing facility in the Philippines is in progress, hence, not included in this report. The manufacturing facility will start its reporting in 2023 in a separate report to allow better year-by-year monitoring and comparison.

3. RESTATEMENT OF PREVIOUSLY COMMUNICATED DATA (2-4)

Knoll's CO2 calculation for 2021 has been adjusted based on changes in measurement methodologies and emission factor. Adjusted area:

- Correction of emission factor for refrigerant used in our air conditioning system
- Adjustment to methodology to follow GHG protocol and account for emission for capital goods on the year of acquisition

The adjustments resulted in -7.6% change in scope 1 emission and -0.4% in scope 3 emission. The overall impact on 2021 GHG emission is 0.4%

4. EXTERNAL ASSURANCE (2-5)

Providing accurate and complete information to our stakeholders is one of our core values. Prior to release, this report is reviewed by Pierre Gliganic, independent expert and consultant in sustainability. Main finding from the verification process was that some additional information is needed in the section 305 of the report to fully comply to the mandatory requirements from GRI. Those were added and modified by Knoll after suggestion.

Written third party assurance report is available upon request addressed to ksr@knollpack.com. Additionally, our sustainability team will lead the task to have the information in this sustainability report to be reviewed by our stakeholders following the release.

ABOUT KNOLL PACKAGING

1. INTRODUCTION (2-1, 2-6)

Knoll Printing and Packaging (Knoll), a leader in the deluxe packaging industry, has delivered innovative and creative packaging solutions to luxury global brands since 1984. Knoll provides premium packaging to the world's most prestigious brands, ensuring high quality, creativity, and accountability.

We supply secondary packaging (which is the assembly of cardboard and paper boxes used to protect the small bottles of perfume, cosmetics, or spirits) to luxury brands according to required aesthetic specifications from our customer.

Knoll is a privately owned company headquartered in New York, USA. We operate worldwide and our global presence allows us to source any material and satisfy manufacturing and delivery demands from anywhere in the world.



2. GOVERNANCE (2-9, 2-10, 2-11, 2-12, 2-13, 2-14, 2-17)

The executive management group is responsible for decision-making on and overseeing the management of Knoll's impact on the economy, environment, and people. The group consists of our owners and management representatives from each region we operate in. The executive management group is led by the CEO. We don't have independent board member/independent person in our executive management group.

The group sets a strong tone on sustainability-related issues which is regularly communicated corporate wide. They supervise and work closely with the sustainability team on business model, targets, actions, monitoring and reporting. Additionally, when needs arise, the group will form dedicated cross-department/cross-location teams to manage different initiatives or projects.

The executive management group have tremendous amount of knowledge regarding the industry and Knoll operating locations. Additionally, the group regularly updates their understanding about sustainable development by attending both internal and external trainings or meetings.

3. KNOLL SOCIAL RESPONSIBILITY

In 2018, we launched Knoll Social Responsibility (KSR) initiative as a pledge to protect our people and planet. Based on our materiality analysis and to meet our SDGs, we determined that KSR should encompass not only our own office operations but also extends to our supply chain and customers. Our CEO leads the top management in the development of corporate sustainability strategy and oversees the implementation of KSR.

Our sustainability team is working closely and supported by the executive management group on the implementation of KSR company wide. The team also regularly participates in conferences in relation to the SDGs and other sustainability issues in order to contribute to the global sustainability agenda through the sharing of knowledge and experience. Knoll participated in UN Global Compact starting in 2018 and is actively involved in UN Global Compact initiatives since 2019 which includes participation in the action platforms, recognition as UNGC LEAD company and is one of the Early Adopters for the new communication on progress.



Sustainability milestones

2018

- KSR launch
- Joined the UN Global Compact as participant
- Established the sustainability team

2019

- First materiality assessment
- Ecovadis Silver
- Advanced UNGC Communication on Progress
- Participated in UNGC's Reporting on the SDGs and Decent Work in the Global Supply Chain action platform
- UNGC LEAD

2020

- First GHG emission calculation (Scope 1&2)
- Ecovadis Gold
- Advanced UNGC Communication on Progress
- Participated in UNGC's Reporting on the SDGs and Decent Work in the Global Supply Chain action platform
- UNGC LEAD
- First Product Life Cycle Analysis

2021

- FSC Chain-of-custody certified
- Signatory of Women's Empowerment Principles
- Signatory of UNGC Sustainable Ocean Principles
- Advanced UNGC Communication on Progress
- Participated in UNGC's Decent Work in the Global Supply Chain and Sustainable Ocean Business action platform
- UNGC LEAD
- First submission to CDP (Climate change)

2022

- First calculation of Full GHG Emission (Scope 1,2,3)
- Ecovadis Gold
- UNGC Early adopter of enhanced CoP
- Submission to CDP (Climate Change, Forest, Water)
- Completed Supplier Leadership on Climate Transition (SLoCT) Scope 3 Footprinting Track and Target Setting Course

2023

- Committed to Science-Based Target Initiative
- Ecovadis Gold
- Submission to CDP (Climate Change, Forest, Water)
- First full Sustainability Report in accordance to GRI Standards
- Opening of sustainable manufacturing facility, JB Packaging Corporation

4. POLICY(2-23, 2-24, 2-27)

Knoll is committed to operate in an environmentally, socially, and economically responsible manner. We adhere to *the Ten Principles of the UN Global Compact* by incorporating it into our strategies, policies, and procedure. Our commitments are listed in our corporate policy which is available publicly on our website through this link <https://www.knollpack.com/sustainability/>

Knoll Corporate Policy is reviewed and updated periodically to ensure its appropriateness and compliance with the requirements. The most recent update was made in August 2022. In addition to *the Ten Principles of the UN Global Compact*, the policy also makes references to internationally recognized principles, such as *Universal Declaration of Human Rights* and *International Labor Organization Declaration of Fundamental Principles and Rights at Work*.

The policy is developed by the sustainability team and approved by the executive management group. All employees are required to attend training on the corporate policy to ensure thorough understanding. New recruits are briefed on the corporate policy as part of their induction program. Additionally, the release of updated corporate policy will also be followed by mandatory trainings delivered by the Sustainability Director. In August 2022, the Knoll Corporate Policy was updated, and all employees are required to attend the training. After the training, employees are given the opportunity to review the document again and sign as an acknowledgement that they understand and commit to behave with integrity, according to the spirit of the policy.

Our corporate policy applies to all Knoll's activities and locations. Additionally, same set of requirements are also expected from our supply chain as listed in our Knoll Supplier Code of Conduct. We prioritize suppliers who have embedded sustainable and ethical practices within their organization. We also work with our suppliers to continuously improve their performance to minimize negative impacts and maximize positive impacts.

It is our policy to maintain policies and standards that meet or exceed legal requirements and integrate industry best practices into operations and services. With regards to non-compliance with laws and regulations, there were no significant instances during the reporting period.

5. ETHICS AND INTEGRITY(205-1, 205-2, 205-3, 206-1)

With regards to bribery and corruption, Knoll has a zero-tolerance policy against all form and is committed to fight any unethical practices in the course of conducting our business. In addition to the corporate policy training mentioned, our top management has conducted in person training with our employees to explain these policies, including gratuities, conflict of interest, anti-competitive practices, and how to behave with customers. We have also subscribed to an e-learning platform on ethics and compliance-related topic which all employees have access to. The first course released company-wide

in 2022 is “anti-bribery training” to make sure that everyone is aware of bribery and will take precautionary action to prevent its occurrence.

For the effective reporting of possible violation of ethics in the company, we have established the Knoll Employee Formal Communication Channel which will be described with detail in the following section. In 2022, we have 0 confirmed incidents of corruptions and 0 legal actions pending or completed regarding anti-competitive behavior and violations of anti-trust and monopoly legislation.

Third party due diligence on anti-corruption



In addition to internal awareness training and reporting procedure, we carry out third party due diligence with the intention to minimize risk of corruption from our relationship with our third parties. In June 2022, we have re-evaluated our third-party due diligence process and redefined our due diligence action plan. To identify corruption risk of our third parties, we have conducted research to investigate and record the third parties' relationship with Knoll, country of headquarter and operation, industry, size of workforce, type of organization, and any corruption-related news. All third parties involving business transactions are reviewed including suppliers, customers, and other service and goods provider. Corruption risk of the identified third parties are reviewed to determine which third parties are considered high risk in corruption. When a third party is considered as high-risk, an in-depth due diligence process is required.

Our review process did not identify any third party with significant corruption risk that require us to take a further step. Nevertheless, we have sent out our anti-corruption due diligence questionnaire to our top 6 tier 1 supplier based on annual spending. The questionnaire asked for company details, management structure and corruption prevention measures. The result came back as positive that there is limited corruption risk in these suppliers. As for our customers and other service and good provider, we have conducted secondary research on 9 companies that we identified as our significant third parties also based on transaction volume. The due diligence process is different for this

group as all of them are publicly listed companies with information available online. The research focused on ownership structure, anti-corruption policy and action, and related corruption news, if any. Based on the research findings, corruption risk of this group is also limited. We have conducted the in-depth analysis of corruption risk on our third parties that represent over 80% of Knoll's transaction value.

Data privacy and cybersecurity

Knoll understands the importance of cyber security and data privacy to protect our stakeholders' personal data and operation integrity. We continue to review our data protection measures so that we can proceed with our operations without fear of data leaks or supply disruption through cyberattack.

Our corporate policy specifies the minimum standard on how data should be managed where if local regulation is more stringent, measures must be adjusted to comply with the requirement. This allows us to achieve a high level of data protection for our employees, customers, and suppliers.

To enhance employee's awareness regarding data privacy and cyber security, we regularly offer training courses. Trainings also include simulated attacks such as phishing emails in order to help us identify employees who needs targeted training.

6. COMMUNICATION (2-16, 2-25, 2-26, 2-30, 407-1)

Knoll is committed to promote an environment where employees can openly express their thoughts, emotions, and concerns. Every employee has been empowered and compelled to directly contact the CEO of the company if they have a grievance as the CEO takes a personal interest in the health and welfare of all employees. The *Knoll Employee Formal Communication Channel* has been established to provide employees with a platform to whistle blow and submit grievances when open discussion with their supervisor is not possible or when an employee does not feel comfortable with informal discussion. The channel covers a wide range of issues including, but not limited to:

- Terms and conditions of employment
- Workplace bullying and harassment
- Health and safety issues
- Supervisor behavior
- Adverse changes in employment conditions
- Breach of code of conduct or company policies
- Fraud and malpractice
- Misuse of company resources and sensitive information
- Bribery and corruption
- Breach of legal and regulatory requirements
- Discrimination

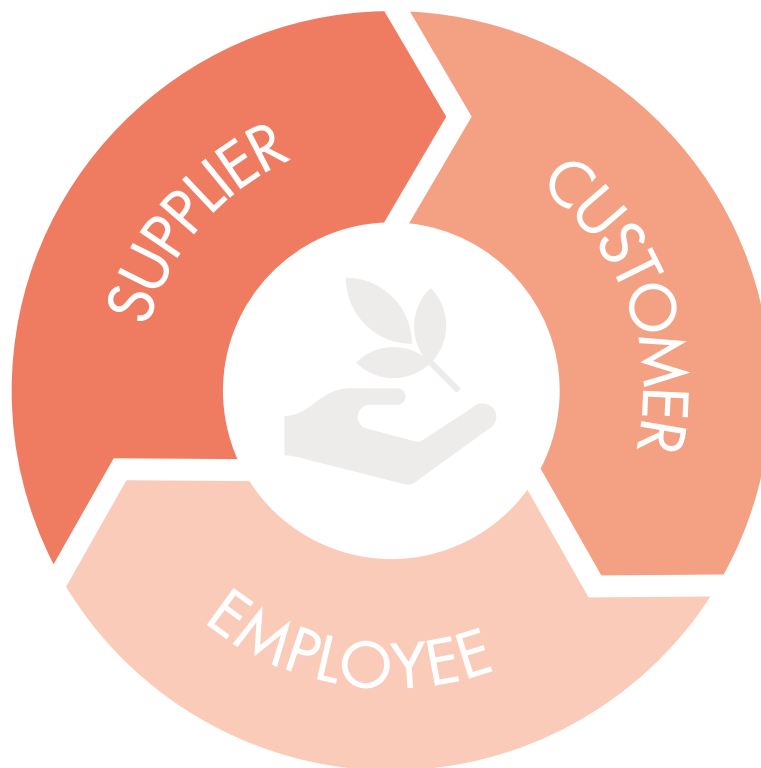
Any submission to the channel will be reviewed and dealt with directly by the CEO and the executive management group with guarantee that anyone raising a genuine grievance or reporting genuinely suspected reportable conduct will be protected. An employee will not be dismissed or discriminated against for using the channel, and career prospects will not be adversely affected. The total number of critical concerns received through the channel or reported directly to the CEO during the reporting period is 0.

Additionally, as specified in our corporate policy, we recognize the rights of employees to freely associate and to exercise freedom of association or collective bargaining. There will be no negative impacts if any employees form or join groups to bargain collectively.

7. STAKEHOLDER ENGAGEMENT (2-29)

Stakeholders are entities or individuals who interact with us and influenced by, have an influence over, or have a vested interest in the company.

We focus our stakeholder engagement effort on our employees, suppliers, and customers as we have identified them as stakeholders which we can collaborate and make the greatest impact. We engage with them on a regular and on-going basis to better understand each other's views and needs, make better-informed business decisions, and identify risks and opportunities.



The table below lists the engagement channel and the key interest of the stakeholder group that we closely engage with:

Stakeholder Groups	Engagement Channels	Key Interest
Employees	<ul style="list-style-type: none"> - CEO Messages - Internal newsletters - Management meetings - Team meetings - Staff surveys - TEAMS – Communication channels - Group discussions - Knoll Employee Formal Communication Channel 	<ul style="list-style-type: none"> - Organizational governance structure and process - Working conditions and social protection - Employee health and safety - Stability of the company
Suppliers	<ul style="list-style-type: none"> - Supplier surveys - Supplier audit - Supplier meetings - Site visits - Tradeshows and conferences 	<ul style="list-style-type: none"> - Fair competition and Anti-corruption - Fair operating practices - Stable demand - On-time payment
Customers	<ul style="list-style-type: none"> - Customer meetings - Tradeshows and conferences - Knoll Website and press releases 	<ul style="list-style-type: none"> - Organizational governance structure and process - Fair competition and Anti-corruption - Avoidance of service/delivery disruption - Product quality and features - Prevention or minimization of negative impacts - Responsible operating and purchasing practices - Customer service, support, and complaint handling - Data protection and privacy

In addition, Knoll also engages with non-governmental organizations (NGOs) to understand and minimize risk over our operations and supply chain. Working with NGOs is insightful as they are able to provide information and guidance on different areas which can be difficult to achieve by ourselves. NGOs that we work with covers both social and environmental topics.

8. MATERIAL TOPICS FOR KNOLL (3-1, 3-2, 3-3)

A materiality assessment was conducted where both internal and external stakeholders are engaged to determine importance of different topics surrounding 7 areas – governance, human rights, labor conditions, environment, fair business practices, consumers, and local communities. We identified the following material topics which we will discuss in this report:

- Critical focus area
 - Consumer: Product offering with eco-social innovations
 - Environment: Prevention of pollutions and nuisances
 - Environment: Protection of biodiversity and ecosystems
 - Fair business practices: Responsible purchasing
 - Labor conditions: Employee policies (labor conditions, health and safety, non-discrimination, training opportunity, social dialogue)

- Major focus area
 - Governance: Partnership or dialogue with stakeholders
 - Environment: Climate change prevention
 - Human rights: Prevention of complicity on human rights
 - Governance: CSR strategy, KPI and continuous improvement
 - Environment: Own operation's energy, water, and waste
 - Consumers: Promote sustainable behavior
 - Fair business practices: Corruption and anti-competition



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ENVIRONMENT

1. OUR TARGETS AND ACHIEVEMENTS

Target	Key Performance Indicator
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Products, Designs, and Innovations



<p>Make all packaging reusable, recyclable* or compostable by 2023</p> <p><i>*As recyclability differs between regions, Knoll supplies USA and Europe validated recyclable materials</i></p>	<p>68% of packaging developed in 2022 is reusable, recyclable or compostable</p>
<p>Understand 100% of raw material consumption information and traceability to tier 2 level by 2022</p>	<p>Achieved in 2022 through the use of our Material Consumption Database and will continue to collect information</p>

Climate



<p>To reduce absolute scope 1 and scope 2 GHG emissions 42% by 2030 from a 2020 base year</p>	<p>33% reduction in absolute scope 1 and 2 GHG emissions in 2022 from 2020 base year</p>
<p>Establish a long-term climate mitigation strategy that includes scope 3 emission by 2025</p>	<p>Scope 3 GHG emission measured since 2021</p>

Operations



<p>At least 50% of energy used in Knoll's operations are renewable by 2025</p>	<p>46% of energy used by Knoll's operations in 2022 are renewable</p>
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2. OUR PRODUCTS, DESIGNS, AND INNOVATIONS

For over 35 years, Knoll has continued to deliver the highest level of innovation, technical expertise, and quality in luxury packaging. The world's most prestigious brands trust us with the highest quality and most difficult technical constructions, printing techniques, first-to-market designs, and sustainable materials.

We consider design innovation to be the most relevant lever to promote environmentally friendly practices. When designing and producing our packaging, we always consider and implement the concept of circular economy. Circular economy promotes the idea of circulating products and materials at their highest value and minimizing the need to extract new resources.

Our approach to designing for the circular economy includes producing recyclable packaging, using recycled material, using renewable material, minimizing material use, designing for reuse, etc.

Since we produce over 400 different items annually, we have consistently presented different options to all our customers to drive and implement change. We commit to continuously set a new standard for luxury sustainable packaging driven by innovation.

In 2020, we have committed to make all packaging reusable, recyclable or compostable by 2023. We made progress since then with percentage of packaging proposed with a reusable, recyclable or compostable option being 58% in 2020 and 68% in 2022. As recyclability differs between regions, we consider a packaging to be recyclable when each component and material are verified to be recyclable in USA and Europe. Additionally, our metric only considers components and materials that is recyclable in the same stream (i.e., mono-material) as separating and sorting has always been one of the recycling challenges that we want to minimize. We continue to work with both our suppliers and customers to push forward for packaging with the mentioned end-of-life features.

Product and material showcase

Knoll Ecoform

Knoll Ecoform is a plant material made from bamboo, wood, and sugarcane fibers, which can be used as an alternative to thermoformed plastic platforms or as 100% pulp packaging solution. The material is biodegradable and recyclable in the paper and board stream. It can also be molded, cut-to-order and color matched.

The material was first introduced to replace plastic platforms that goes into our paper-based packaging. It does not only eliminate plastics from the supply chain but also makes it easier for customer to recycle the packaging as the platform does not need to be separated for recycling. In Q2 of 2022, Knoll Ecoform was implemented with one of our most prestigious customers as a replacement for an existing polystyrene platform. Up to date, this project alone has avoided the use of 78tons of plastic with the use of Knoll Ecoform.



We've extended the use of this sustainable material to produce 100% pulp packaging solutions. Our latest Knoll Ecoform molded pulp innovations have set a new standard for sustainable luxury packaging. Our expertise in the area allows the 100% pulp packaging solutions to achieve the perfect finishes and complex shapes. In 2022, we have developed our original designs for wine and spirits industry and fragrance industry. These original designs are first to the market, and it demonstrates our capability to forming Knoll Ecoform to any shape and size.



In 2022, we also developed 100% molded pulp make-up solutions which includes single-pan and multi-pan compacts and refills. The compact has a smooth luxury feel and finish and is fully customizable, including embossing and stamping or adding FSC-certified paper mask for additional decorations. Plastic compacts are one of the main contributors to the cosmetics industry's plastic packaging problem as it is often not recyclable. Knoll Ecoform pulp make-up compacts can help to minimize this issue as it is recyclable. The most groundbreaking element of the design is a magnet-free closure and removable mirror. Magnet is considered recycling disruptor in different region so having it eliminated from the design will increase the possibility of the product to be recycled in its end of life.



KnollLuxe Premium Board Platform

KnollLuxe premium board platform is a patented (on September 2023) all FSC-certified paper and board luxury packaging solution, which features all finished edges and cavities to hold the product. This innovation can be seamlessly wrapped for decoration. It is also developed to replace the use of plastic in our packaging while maintaining the most upscale appearance

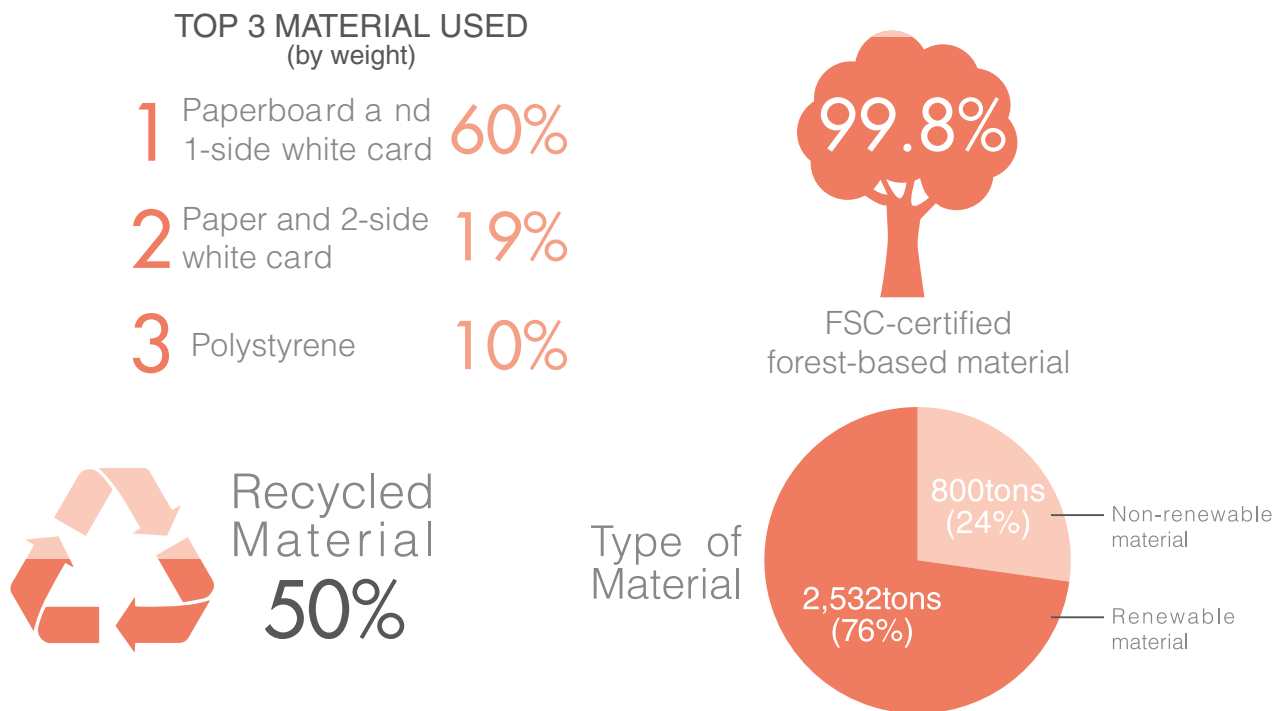


Responsible consumption and production

Knoll recognizes that sustainable consumption and production patterns are critical to minimize the negative impact on the three planetary crises of climate change, biodiversity loss and pollution. Our first step to sustainable consumption and production is to understand materials that we consumed to make our products.

In 2020, our sustainability team started the development of the *Material Consumption Database* with the objective to understand the material used in our product, our annual consumption, and our supply chain beyond tier 1. The database started full implementation in 2021 where we collect and record data for all products shipped.

Data collected for 2022 on material used to make Knoll products (301-1, 301-2)



Through the data collected, we can identify areas of improvement on both product level and supply chain level. For example, 10% of material used to make our product is polystyrene, as we work to eliminate plastic from our product, this will be an area that we will focus on. As for supply chain, through the database, we can identify major supplier that we can potentially collaborate with.

Knoll also presents and promotes recycled material to our customers. We recognize that it is very important to create demand for recycled material so that it can push development of the recycling industry. About 50% of material used to make our products are recycled material. We are looking to increase this percentage as more recycled materials, which maintain our quality standard, become available in the market.

Understanding our impacts

For our sustainable packaging solutions, we conduct analyses on the environmental benefits to fully understand the impacts. This includes life cycle analysis (LCA) to better understand the impact of our packaging as compared to the newly identified eco-design option. In 2022, we have worked extensively with EVEA for the development of ASKOR, a LCA tool that is now updated to better suit our needs and industry. Such tools help to feed enriched dialogue with customers supported by science-based data.

Additionally, we also engaged external organizations to help with recyclability assessments of our materials and components. Working on our recyclability target, we tested our commonly used materials and components to understand its recyclability. When we have identified non-recyclable materials or components, our technical development team and manufacturing team will work to determine the reason and work on solutions.

Product safety

Knoll actively complies with and anticipates applicable laws and regulations to ensure that our products are safe for consumers, the environment, and everyone in the manufacturing and supply chain process. We don't use hazardous materials in our product or production processes. The term hazardous refers to a combination of factors that create a substantial risk or danger of causing injury to persons or damage to property. Our testing laboratory equipment does not require chemicals, hence, there is no relevant hazardous materials. The only material with hazardous risk that are relevant to our product with are inks, glues, and white oil.

Ensuring health and safety of our products is also a priority for Knoll. In 2022, we mandated the use of mineral oil free inks in all our productions. We verify conformance by reviewing Material Safety Data Sheets and Mineral Oil Test reports. This requirement on being mineral oil free adds on to our previous requirement on no Substance of Very High Concern on our product.

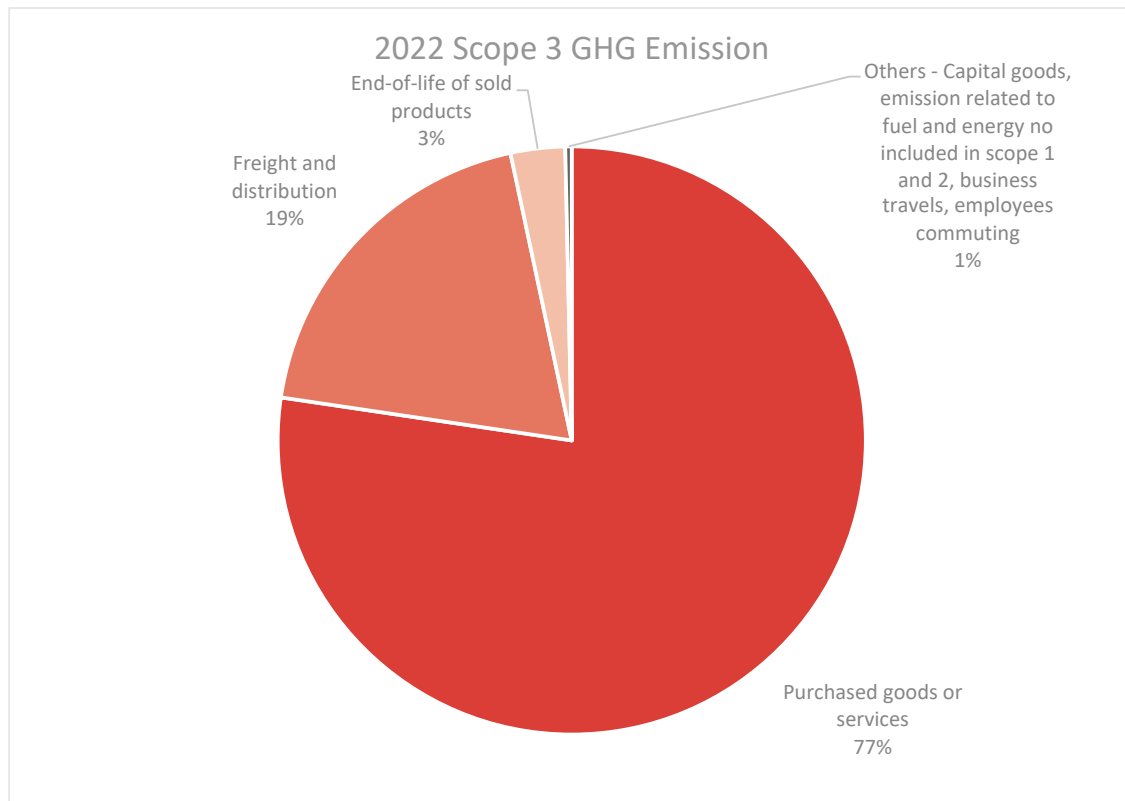
3. CLIMATE CHANGE MITIGATION

Knoll has recently committed to the Science-Based Target Initiative through the Small and Medium-Sized Enterprises (SMEs) target validation route. **Knoll commits to reduce absolute scope 1 and scope 2 GHG emissions 42% by 2030 from a 2020 base year and to reduce scope 3 emissions.** This is a predefined target option, based on SBTi Criteria 5.0, that is modified to reflect the level of decarbonization required to keep global temperature increase to 1.5°C. With this target in place, we are working to establish a long-term climate mitigation plan which will include scope 3 emission.

Our greenhouse gas (ghg) emissions for 2022 (305-1, 305-2, 305-3)

- Scope 1: 43 tCO₂eq
 - Scope 1 covers emissions from sources than Knoll owns or controls directly.
- Scope 2 (location based): 90 tCO₂eq
 - Scope 2 location based are emissions that Knoll causes indirectly and are calculated based on emission factor that reflects the average value of the country where electricity is purchased
- Scope 2 (Market-based): 59 tCO₂eq
 - Scope 2 are emissions that Knoll causes indirectly and calculated based on emission factor that comes from actual energy supplier selected by Knoll (for example: Emission factor listed on energy contract signed by Knoll for supply of electricity from renewables)
- Scope 3: 15271 tCO₂eq
 - o Purchased goods or services: 11810 tCO₂eq
 - o Freight and distribution: 2949 tCO₂eq
 - o End-of-life of sold products: 457 tCO₂eq
 - o Others (capital goods, emissions related to fuel and energy not included in scope 1 and 2, business travels, employees commuting): 54 tCO₂eq

Scope 3 encompasses emissions that are not produced by Knoll itself and are not the result of activities from assets owned or controlled by Knoll, but by those that it's indirectly responsible for up and down Knoll's value chain.

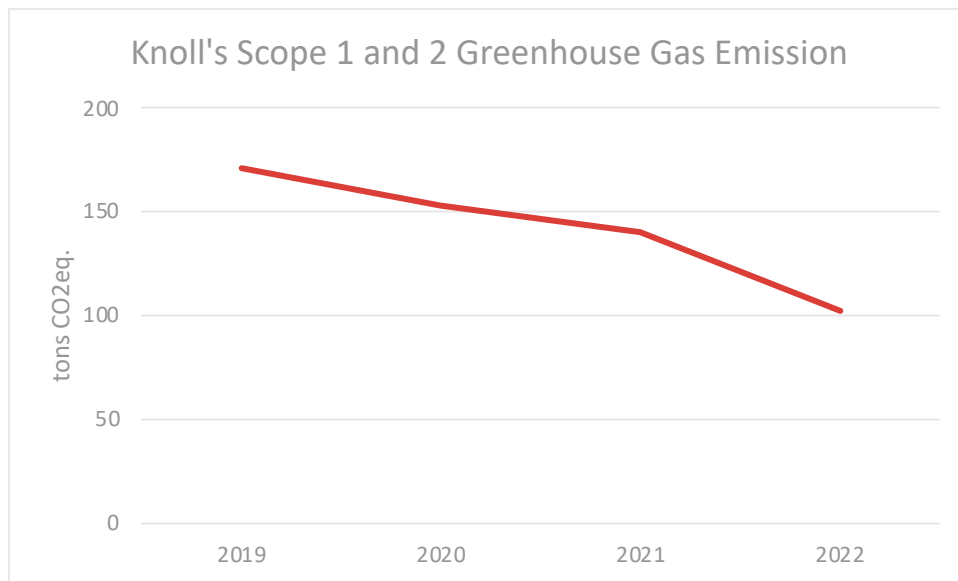


Notes:

- The CO2 equivalent value listed above include all Greenhouse Gases from the Kyoto Protocol (i.e., CO2, CH4, N2O, HFC's and PFC's, SF6 and NF3)
- Global warming potential (GWP) factors are taken from the IPCC's 5th Assessment Report.
- Consolidation approach for emission is operational control
- Base year & method: Since 2019, we have calculated our scope 1 and 2 greenhouse gas emission and scope 3 was calculated since 2021. Our calculation follows the Bilan Carbone® version 8 methods and tools developed by the French Environment and Energy Management Agency (ADEME) and Association Bilan Carbone (ABC). The tool offers a selection of output formats and Knoll have decided to report based on the GHG protocol.
- Freight emission related to airplane contrails are not included in the disclosed numbers.
- Biogenic carbon and land use change emissions are not included in the base inventory.

Carbon footprint reduction progress (303-5)

- 33% reduction in absolute scope 1 and 2 GHG emissions in 2022 from 2020 base year



- 22% reduction in scope 3 GHG emission in 2022 from 2021

Commitment and action plan

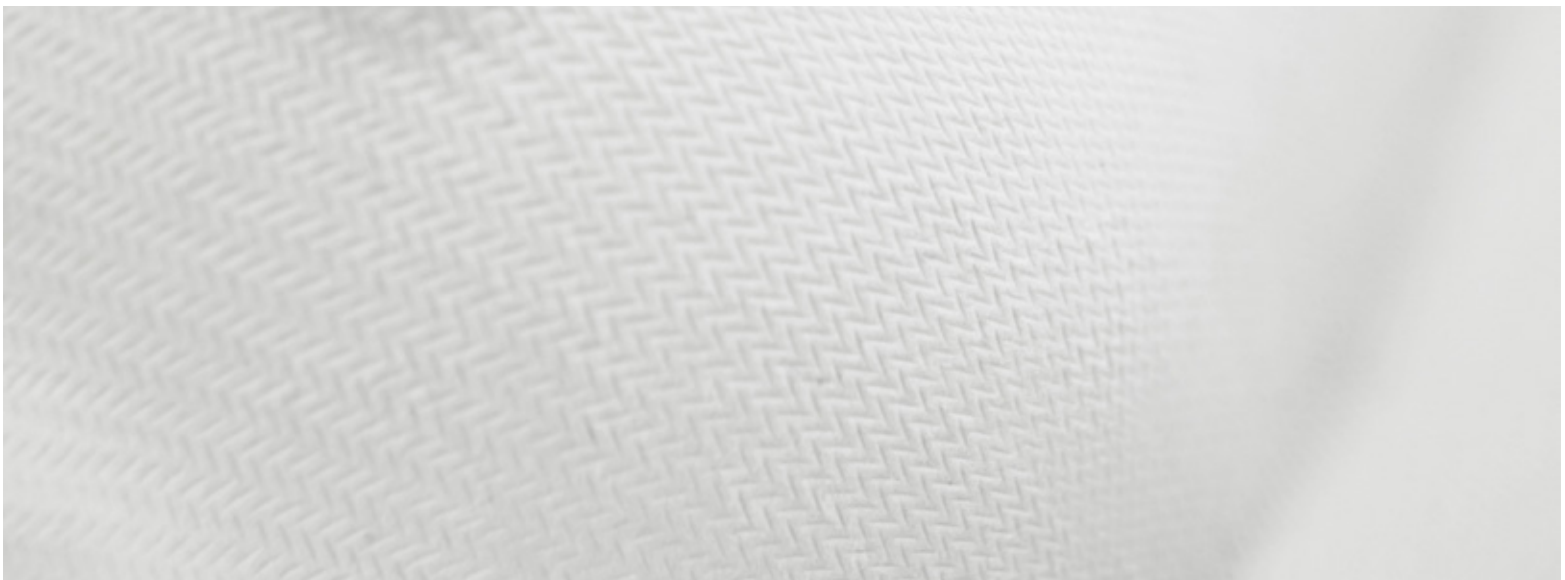
Use of renewable energy

Previously, we have committed to have at least 50% of energy used in Knoll's operations to come from renewable sources by 2025. This will be achieved through the installation of solar panels accompanied by the purchase of renewable energy from credible providers. In 2022, 46% of energy used in

Knoll locations come from renewable sources. 52 photovoltaic solar panels with total peak power of 10.4 kilowatt are installed on the rooftop of our New York office. Power generated by the solar panels are used for the building and any extra generation of energy is sent back to the electricity grid. In addition to the solar panels, our operations in New York, Paris, Bath, and Hong Kong use renewable energy purchased through different agreements available in the region such as renewable energy certificate, renewable energy tariff, etc. In 2022, there is a reduction of 32 tons CO₂eq of greenhouse gas emission relevant to the purchase of renewable energy.

Reducing product emissions

A majority of our scope 3 greenhouse gas emissions comes from our products. This presents an enormous opportunity for Knoll to reduce our greenhouse gas emission. Opportunities includes minimizing the use of material and using alternative materials that require less carbon. One example to minimize the use of material is resizing a product where extra spaces or redundant material are eliminated. The emission attributable to the use of material is reduced, and also emission related to the delivery of the product can be reduced as weight and volume of product is less after the resizing. On the other hand, emission of products can also be reduced by replacing certain material with less carbon intensive material. For instance, Acrylonitrile Butadiene Styrene (ABS) is a commonly used material to product make-up compacts which can be replaced by our newest innovation, Knoll Ecoform make-up compact. Emission factor of one kilogram of ABS plastic is more than one kilogram of Knoll Ecoform. Moreover, from our experience, Knoll Ecoform is generally lighter in weight compared to plastic material of the same design or purpose which as explained above, can translate to less impact from material and shipping. We continue to provide carbon reduction options to our customers to minimize impact of their packaging.



Minimizing the use of air freight

We recognize that a notable portion of our scope 3 GHG emission comes from freight and distribution of our products. Among the two main transport mode that we use for the delivery of our products, air freight has significantly higher CO₂ emission compared to maritime freight. Air freight is the fastest mode of transport which are selected when deliveries of our product need to be expedited. Hence, in order to minimize our freight and distribution impact, we implement production planning to ensure on-time delivery without using air freight.

In 2022, 24% of products by weight are delivered using air freight which is more than 20% reduction compared to 2021. To minimize our impact, we will continue to work to reduce the need for air freight delivery.

Mode of production planning might differ between customers, depending on the information that are available, customer expectation, etc. One of our production planning modes includes identifying highest volume items from a customer and prepare ahead for production. The customer provides a forecasted annual demand which our team analyze to identify order pattern. Based on the forecasted demand, we are able to order material and start producing in advance to be able to shorten delivery lead time. This mode started in 2018 and has delivered promising result on the reduction of air freight when compared to pre-implementation period.

For 2022, there is a greenhouse gas emission reduction of 3386 tons CO₂eq from scheduling efforts in logistics that helped to shift transportation of our packaging to customers from air to boat. However, the reduction of air delivery is also attributable to the world's recovery from Covid-19 as boat availability and supply chain is more stable. Due to Covid-19, demand was unstable from 2021 to early 2022 leading to increased air freight delivery with % of air freight on the high-volume item reaching above 20%. We continue to evaluate our process and demand forecast. Towards the end of 2022, we maintained air freight delivery below 20% of total deliveries for the identified items. It is not possible to distinguish the impact of our production planning and the recovery from Covid-19.

In addition to early production planning, Knoll worked to expand our manufacturing capabilities in Europe and the Philippines. Production and deliveries from these locations will start in 2023. Regionalization allows a continuation of the company's mission to provide our expertise closer to our customer. Being in closer proximities, especially from production in Europe, allows more flexibility for the delivery schedule and transportation mode.



Employee awareness

As Knoll is committed to reduce our emissions, we recognize that the commitment needs to be understood by all employees as it requires effort from everyone within Knoll. The intention of employee engagement is to initiate a bottom-up approach in terms of Knoll's sustainability effort to leverage knowledge and creativity of each employee. Through the years, Knoll has implemented action plans and arranged different events to improve understanding and motivate actions. In 2022, we implemented a corporate-wide sustainability bulletin board where employees can share news or interesting knowledge about climate and sustainability.

Additionally, employees are also encouraged to attend relevant courses and workshops both externally and internally. Externally, we encourage our employees to attend relevant courses from the UN Global Compact. Internally, our sustainability team provides trainings and presentations on many relevant topics. In 2022, our sustainability director has worked to be qualified to deliver Climate Fresk workshop, an interactive activity that teaches the fundamental science behind climate change and empowers you to take action. The sustainability director is also arranging internal sessions for all employees in 2023, so that everyone can better understand the science behind climate change and take climate action to protect the environment.

Carbon storage contribution

Since 2020, we have worked with non-governmental organizations to store carbon outside of our supply chain, for an amount exceeding our scope 1 and 2 emissions. Carbon contribution projects broadly refers to a reduction in GHG emission or an increase in carbon storage that is used to compensate for emissions that occur elsewhere. We have purchased 180 tonnes of carbon storage contribution in 2022 from One Tree Planted. The contribution goes to support Climate Action Reserve with projects on avoided forest conversion. The projects ensures that the forest is not disturbed by human development and aids emission reductions through enhanced sequestration.

Knoll is committed to continue to support projects that reduces GHG emission or increases our carbon sinks. While we also acknowledge that carbon storage contributions should not be the focus of our climate mitigation plan, and that actions to cut emission should always be prioritized over carbon sinks



contributions. The 180 tons CO₂eq mentioned above were not deducted from Knoll's GHG emissions declared in "Climate Awareness" section of this report, in compliance to the GHG protocol.

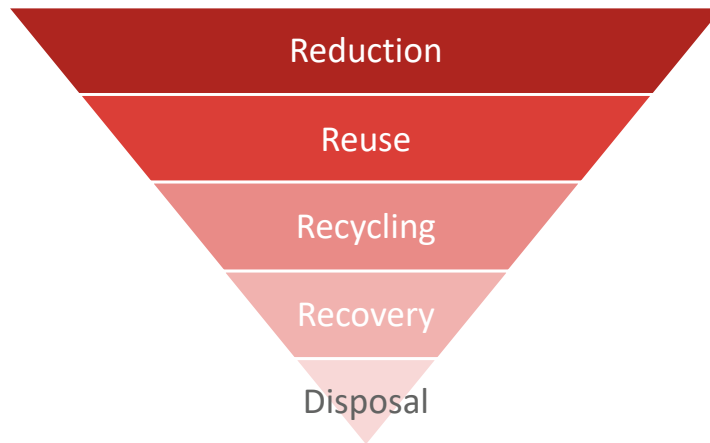
Monitoring and Reporting

We understand the importance of monitoring and reporting as it not only helps to track progress, but also provide a holistic review of opportunities and risks. It plays a critical role to enable adaptation to continuously evolve and improve. We commit to report our progress in sustainability annually which includes our climate mitigation action plan through this report, UN Global Compact Communication on Progress and Carbon Disclosure Project. Knoll started to report to the Carbon Disclosure Project in 2021 and is now also submitting water and forest questionnaire to the platform.

4. OUR OPERATIONS

Waste Management (306-1, 306-2)

Our waste management process follows the waste management hierarchy where the most preferred option will be reduction/prevention and the least preferred option is disposal. Our waste management philosophy extends to our supply chain as we constantly communicate with our suppliers on our expectation on waste minimization and proper treatment of waste.

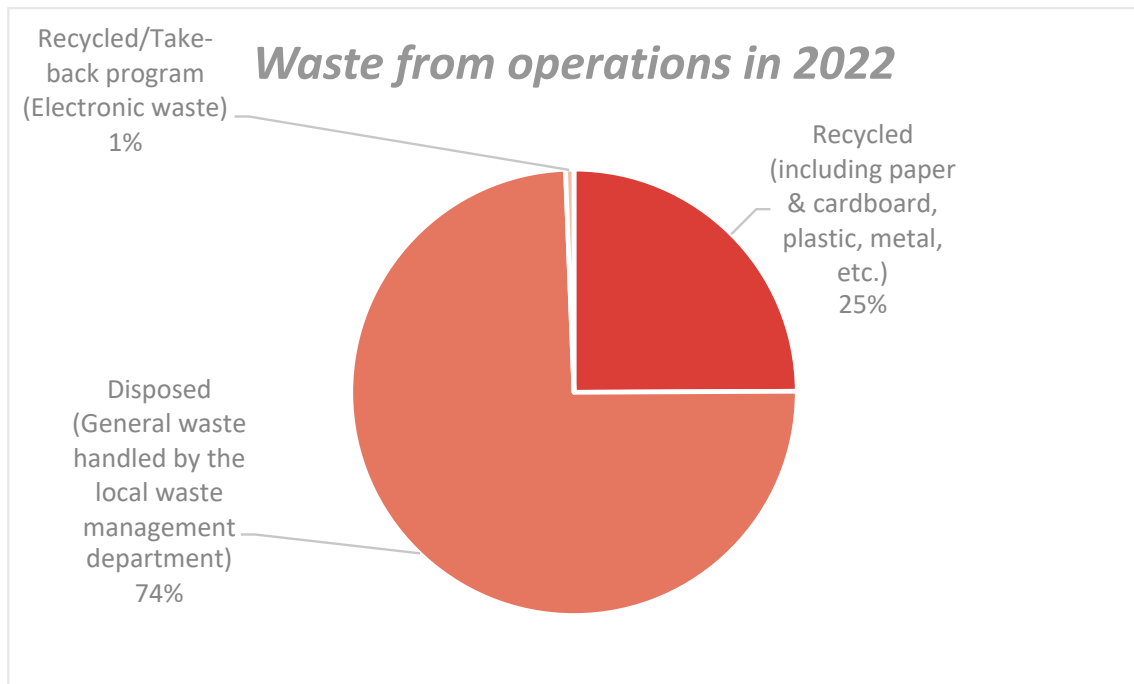


The most significant source of waste relevant to Knoll would be production with potential waste from unused material, defects, obsolete items, etc. which occurs throughout the supply chain. Our team always make sure that we minimize waste of materials through design optimization. For example, our products are mainly paper based where we buy big sheets of paper and board, print, and cut them into the appropriate size and shape for production. The printing and cutting layouts are always carefully planned to maximize material utilization.

Minimizing the generation of waste does not only apply to our production processes but also our day-to-day operations. Each of our locations have tailored measures as waste generated and availability of alternatives or actions are unique to each location. Examples of actions include:

- Minimize: We commit to limit our use of resources, especially disposables. For example, we stopped the purchase of plastic bottled water by using water filter or installing water dispenser, accompanied by encouraging employees to bring their own mug and glasses to work.
- Reuse: We collect and reuse/repurpose some of our waste, such as cardboard boxes, package fillers, water bottle, paper, cans for use in the office. An example is when we receive a package, we always try to reuse the cardboard boxes and package fillers given that it is in suitable condition to perform its protecting function.
- Recycle: We implemented a practice of waste separation in our locations so that recyclables can be sent to the appropriate facilities to be recycled. Recyclables to be collected by each office is determined by the availability and capability of the accessible recycling facilities.

Waste from operations in 2022 (306-3, 306-4, 306-5)



Water and Effluents Management (303-1, 303-2)

Knoll's water risk assessment indicated that our water operational risk is very low. This is based on the fact that our direct water use is minimal as it is mainly for drinking and sanitation purpose, and that we are not operating in

water scarce region. Water used in Knoll locations are sourced from the local water supplies department and discharged to the local water treatment facilities.

Nevertheless, we do operate in the paper-based industry which is dependent on water. Relevant water-intensive activities are carried out outside the boundaries of Knoll that it is critical for us to extend our water stewardship to our suppliers and partners.

(Please refer to our Supplier Code of Conduct for more details on our expectations on water use for our suppliers)

Protection of biodiversity and ecosystems (304-1, 304-2)

“Nature and biodiversity make life possible, provide health and social benefits and drive our economy.”

Directorate-General for Environment of the European Commission

Knoll understands the importance of biodiversity. Our locations are not in or adjacent to protected areas and areas of high biodiversity value outside protected areas. However, we do acknowledge that there is biodiversity risk for the paper and forest product production industry. For the protection of biodiversity and ecosystem, we make sure that we are sourcing from responsible suppliers that understands our commitment and expectations.



LABOR & HUMAN RIGHTS

1. OUR TARGETS AND ACHIEVEMENTS



Target	Key Performance Indicator
Continue to provide equal training and development opportunities to our employees	<p>An average of at least 20 training hours per employee in 2022 (excluding on-site coaching by supervisor)</p> <p>100% employees received performance and career development review at least twice in 2022</p> <p>100% employees trained and signed the Knoll Corporate Policy</p>
Continue to support employees that want to pursue further studies	Funded tertiary education study of 2 Knoll employees in 2022
Continue to empower women and achieve gender equality	50% women in management position

2. EMPLOYMENT AND WORKING CONDITIONS

Work Conditions and Environment (401-1, 401-2, 401-3)

The company takes pride on our family-like work environment where everyone is treated as a member of the Knoll family. Knoll endeavor to be a responsible employer, meeting the expectations of the people that work for us. This means providing everyone with decent work, stable employment, safe and productive work environment, and support to achieve full potential. Knoll complies fully with any local legal requirements with respect to minimum wage and benefits, and in practice, remuneration and benefits for full-time employees often significantly exceed local legal requirement. Our company review pay regularly to ensure that it is competitive and rewards employees for individual and company performance. In addition, all Knoll employees are entitled to parental leave according to the relevant local legislation. For the reporting year, 3 employees took parental leave and all returned to work after the parental leave ended. We take pride of our employee retention rate.

New Employee Hires and Employee Turnover in 2022

Group	New Hires Rate (%)	Turnover Rate (%)
By gender		
Female	19.0	5.2
Male	10.0	6.7
By region		
North America	6.3	6.3
Europe	11.1	0.0
Asia	27.2	9.1

We strive to always provide the best working environment to our employees in order to ensure working productivity and good employee's physical and mental health. Initiatives includes, but not limited to, using ergonomic furniture, and providing seasonal fruits and healthy snacks. Once every three years, we will conduct employee satisfaction survey to identify areas of improvement directly from employee's feedback. Sharing happiness is also another way to boost a friendly working environment in Knoll. We have created a platform called Vitamin H where everyone can share stories and express our joy to other's success. It also provides a way to announce our company's achievement and to express gratitude to everyone's effort.

Additionally, to encourage a healthy work life balance and to accommodate personal needs of employees, Knoll management incorporates flexible working hours a remote work scheduling for employees whenever feasible. When special needs arise, employees can request to their managers for flexible work arrangements.

We have different initiatives, activities and company trips that are arranged with the intention to enhance cohesion and teamwork in Knoll. We encourage employees to occasionally work in other Knoll locations to be able to collaborate in person and also experience the difference in culture of different locations. Moreover, we have the Knoll Gives Back Day, which brings our global teams out of their workplace and into their local community. Each location, including USA, UK, Europe, Hong Kong, and China, volunteered with a local non-profit organization of their choice in activities such as beach and local trail clean-up, volunteering with underserved communities and assist at a local food pantry. This is a great opportunity for our team member to interact with each other outside the work setting.

(For more information regarding Knoll Gives Back Day, please refer to Community Services section)

Occupational Health and Safety (403-1, 403-2, 403-5, 403-6, 403-8, 403-9, 403-10)

Ensuring employee's health and safety is always one of our top priorities in all our operations. Our employees are covered by social benefits that at the minimal met the local requirement. This includes employee's compensation provisions and voluntary medical insurance. Occupational health and safety in Knoll are managed internally by our own employees. Prevention of common workplace hazard are managed following the hazard risk control system. We always seek ways to eliminate workplace hazards, then followed by substitution, engineering controls, raising awareness, and administrative controls. Personal protective equipment is always the last resort to manage hazard risk.

Our operations are classified as low hazard. Nevertheless, our locations review their respective occupational health and safety annually according to local standards and then followed by implementing corrective action if necessary. When there is a change to process or operation mode, a designated person of the location will determine the risk involved and apply the control system to mitigate risk, with the support of the regional manager. All our employees are trained for health and safety in the workplace as a part of their orientation. For the reporting period of this report, there are 0 work-related injury and 0 work-related ill health in Knoll

In Knoll, machines that we use for testing and die-cutting have relatively higher risk when compared to all our other processes. To ensure the safety of the use of such equipment:

- Safety precaution messages and operating produce in local languages are placed either on or around the machine.
- Only trained staffs are allowed to operate
- Areas around the machines are marked with yellow and black tape as a visual warning to make sure that employees stay away from it.
- Machines are regularly inspected and calibrated to ensure that it meets the relevant regulations and standards

On average, our employees spend 8 hours a day in the workplace, therefore, it is important that these long lengths are spent in a clean and comfortable environment. Workplace hygiene is taken very seriously in Knoll as poor hygiene can lead to both physical and mental health problems. Our workplaces are regularly cleaned by external providers, while we also have periodical deep cleaning whenever it is deemed necessary by the employees in the location. Additionally, all employees are exposed to risk associated with sitting for long period. There is health impact relevant to posture and risk of illnesses. For this purpose, we are using ergonomic furniture to promote healthy workplace.

In 2022, some of our locations continue to be affected by Covid-19. We made special arrangements to ensure health and safety of our employees. Arrangements includes adjustment to work schedule, work-from-home arrangement, etc. We also make sure our employees have access to necessary resources to work and stay healthy, including using cloud-based server to save files, delivering pandemic kit to our employees, utilizing online messaging to enable efficient communication, etc.

3. TRAINING, EDUCATION AND DEVELOPMENT

Skills Development Training (404-1, 404-2)

Knoll provide opportunity for employees to engage in skills development training provided by both Knoll employees and external providers. Excluding on-site coaching by supervisor, the average hours of training per employees is above 20 hours in 2022. Examples of training that we provide:

- Internal training to understand business processes and operations of each team in the company
- Internal English courses as English is the main language used inside the company and clear communication between colleagues is critical to our company
- External training courses including leadership training, presentation skills training, audit training, compliance related training, software training, personal development, etc.
- Sustainability-related training are offered to all employees regularly. As sustainability is becoming part of our corporate DNA, we want our employees to fully embrace the idea so that actions and decisions are in-line with the company's mission and commitment.
- Online learning platform with courses available on demand. Topics available through the platform includes compliance, sustainability, etc.

Education

Knoll is committed to “nurture the next generation of talent using our deep experience in design and manufacturing”. As a part of this commitment, Knoll encourages employees to pursue further study on courses that are relevant to their job by providing financial support. This initiative started in 2017 and since then a total of 6 people have benefitted from it.



Image by Ahmad Arcty from Pixabay

Performance Review and Career Development (404-3)

All Knoll employees will have performance review with their supervisor or team manager for at least 2 times per year. The format of assessment is determined by the supervisor, but the following area needs to be covered: feedback from the employee under review, feedback from supervisor and goals for the coming year. Through the review session, the supervisor or manager will get a better understanding of the employee's thoughts and appropriately plan the career path for the employee. The supervisor will then set goals for the employee which will be reviewed in the next assessment date. The review is documented and agreed on between the manager and the employee being reviewed. The document will also be reviewed by top management. The multiple steps of review and discussion allows fair evaluation process to prevent discrimination in each employee's professional development.

4. RESPECTING DIVERSITY AND PROVIDING EQUAL OPPORTUNITY (406-1)

Knoll's Corporate Policy makes it clear that we do not tolerate discrimination in any form. Our CEO has also repeatedly conveyed this message through different channels to all Knoll employees. We put our best effort to provide an equal and harassment-free work environment.

Our commitment to diversity and equality applies throughout our operations including recruitment, promotion, etc. For example, for recruitment, we have compiled a recruitment guideline which emphasizes on the candidate's skill level. All questions suggested by the guideline are targeted to review skill levels so that our managers can focus on evaluating the candidate's job suitability instead of other irrelevant attributes.

With Knoll being a company that operates globally, we recognize that we have a diverse group of employees, and it is critical for everyone to understand that there will be differences in culture and value between our employees from different location. Our employees globally often need to work together, so we regularly arrange training sessions and team building activities to help employees better understand and communicate with each other. We continue to encourage employees to take the opportunity to work in other Knoll locations to allow better collaboration in person and to experience and appreciate difference in culture of our locations. In addition, during 2022, we have rolled out a course on "Equality and Diversity in the Workplace" through an e-learning platform. The course is available in multiple languages and accessible by everyone in the company.

Our Knoll Employee Formal Communication Channel is a platform established to encourage employees to freely voice out their experience, opinion, or thoughts. There is no submission relevant to discrimination in 2022. In addition to this platform, every employee has been empowered and compelled to contact the CEO of our company directly as he takes a personal interest in the

health and welfare of all employees. We have a policy that makes sure everyone is protected for raising genuine grievance/whistleblower. An employee will not be dismissed or discriminated against for reporting to the CEO or through the platform.

Women Empowerment (405-1, 405-2)

In early 2021, we have submitted our application to be a signatory of the Women Empowerment Principles. The application was approved in August 2021, and we are now listed on the WEP's global list of signatories. We have committed to continuously empower women. In 2022, 50% of executive and management personnel in Knoll are women.

We provide a variety of opportunities to all Knoll employees equally, regardless of their gender. Everyone is evaluated based on their performance which affects the basic salary and remuneration. The ratio of the basic salary and remuneration of women to men in Knoll is 1:1.

Employee demographic (2-7, 2-8, 405-1)

Group	% of Women	% of Men
By job levels		
Executive	50	50
Management	50	50
Overall	62	38
By region		
North America	44	56
Europe	80	20
Asia	62	38

Note: There are no significant fluctuations in the number of employees during the reporting period

5. SUPPORTING AND RESPECTING HUMAN RIGHTS

Knoll Corporate Policy reflecting our sustainability commitments was first released in 2019 and recently updated in 2022. Employees have been trained in person by top management on the corporate policy. The policy is very specific about Human Rights obligations from each and every employee, and any human rights violation will lead to immediate dismissal.

Absolute “No” to Child Labor (408-1)

Child labor is a universally recognized human rights abuse. It is defined by International Labour Organization as work that “deprives children of their childhood, their potential and their dignity, and that is harmful to their physical or mental development including by interfering with their education. Specifically, it means types of work that are not permitted for children below the relevant minimum age”.

Child labor is not tolerated in Knoll as we recognize its negative impacts to the future generations. We have previously conducted child labor risk assessment which determines that risk of child labor in Knoll operations is minimal. Nevertheless, we still take proactive actions to prevent the possibility of hiring child labor. As required by our corporate policy, all Knoll employees must be at least 18 years old. We check ID cards of 100% of our employees at the hiring stage to ensure that there is no chance of hiring anyone below 18 years old.

Prevention of forced or compulsory labor (409-1)

Forced and compulsory labor is an issue that affects all world regions, countries, and economic sectors, and includes workers in both formal and informal employment. According to International Labour Organization Convention 29, it is defined as “all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily.”

We have also carried out a risk assessment to identify potential risk of forced labor, and similarly, we have determined that Knoll’s exposure to forced labor is minimal. Yet, Knoll recognizes that forced labor is a potential risk in our value chain, which is often a result of using labor agencies to hire workers. Knoll does not use any labor agency to hire staff in any of our locations globally.

SUSTAINABLE PROCUREMENT

1. OUR TARGETS AND ACHIVEMENTS



Target	Key Performance Indicator
Only use FSC-certified forest-based materials by 2022	99.8% of forest-based material used to make our products in 2022 are FSC-certified
Traceability of our material to at least tier 2 level by 2022	Achieved in 2022 through the use of our Material Consumption Database and will continue to look deeper into our supply chain

2. PROCUREMENT PRACTICES (408-1, 409-1, 204, 308-1, 308-2, 414-1)

We recognize that majority of our impact lies on our supply chain, which is illustrated through our greenhouse gas emission that most are classified as scope 3. Moreover, multiple risk assessments also indicated that there are potential risks relevant to human rights and environmental protection in the supply chain. Knoll is committed build a sustainable supply chain to minimize environmental harm while having positive impact on people and communities.

Our Supplier Code of Conduct on sustainability-related topics was first released in 2019 and subsequently updated in 2022. The Supplier Code of Conduct lists out all our social and environmental expectation to ensure that we are working with partners that share the same values. All our existing suppliers have signed, and all new suppliers will be required to sign the Code of Conduct before any business commences. In addition to signing the Code of Conduct, we also require our tier 1 suppliers to complete a self-assessment checklist in 2022 which was designed to evaluate supplier’s performance based on the Code of Conduct. The content of the submitted checklist is then validated by our quality assurance team during their visit to the supplier sites. In addition to the self-assessment checklist, we have social and environmental audit requirements in place with all our tier 1 suppliers.

Supporting Responsible Forestry

Over 80% of material that we used are forest-based material. Forest-based material are mostly renewable material, however, with the current public consumption trend in the world, it is important to make sure that natural resources are given the appropriate time to replenish. As we consume a significant amount of resources from the forest, we want to make sure that our material comes from responsibly managed forests. We have selected the Forest Stewardship Council (FSC) as the benchmark to sourcing forest-based material.

FSC is an independent, non-governmental, non-profitable organization which aims to promote responsible forestry management as an effort to preserve ecosystems and wildlife. Knoll Packaging uses FSC-certified paper for many years but since 2019, we promoted corporate-wide use of material sourced from responsibly managed forest. In January 2021, we are certified with FSC Chain of Custody and committed to use 100% forest-based FSC-certified materials by 2022.

To work towards this target, we have required our suppliers to use FSC-certified material whenever possible since July 2020. Non-certified material was used in some projects in which the material is not available as FSC-certified, or the non-certified material is still available in our inventory. In 2022, 99.8% of forest-based material used to make our products are FSC-certified.

In addition to requirement on FSC-certified material, we also request our suppliers to provide traceability to the origin of the material which include information on tree species, region of harvest, etc. Such information is all included in our Material Consumption Database. Not only that we are able to review the origin of our material, but also by requesting this data, it conveys to our supplier how serious and committed we are on the sourcing of responsible material.



The mark of
responsible forestry
FSC™ C163354



Image par Joe de Pixabay

COMMUNITY SERVICES

Knoll Gives Back Day

Knoll Gives Back Day brings our teams out of their workplace and into their local community. This is an initiative that we implemented globally where all Knoll locations participated, including UK, Europe, USA, Hong Kong, and China. Each location volunteered with a local non-profit organization of their choice in activities such as cleaning up beaches and local trails, volunteering with underserved communities, and assist at a local food pantry. This is an annual event in Knoll. It aligns with our values and mission to protect our people and planet and continues to raise employee's awareness on social and environmental issues by having them involves in these initiatives.

In Knoll, we encourage everyone to share not only their work achievement but also personal accomplishment and passions. Through sharing amongst employees, the sustainability team noticed that Knoll employees are passionate to give back to the environment and community that they live in. Hence, we started the Knoll Gives Back Day in 2022 as an opportunity for everyone to participate and contribute to the local community.

Each of Knoll locations have full authority to identify and select the local organization that they want to work with. It allows all employees to be involved and while searching for potential organization, it also helps employees to be aware of the issues around them. Additionally, the volunteering activities can serve as a team building activity to boost employee relationship and team morale.

In addition to increased awareness and improved team morale, the initiative positively impacts the local community. For example, our UK office volunteered with Lord's Taverners where they provide innovative, inclusive, and impactful cricket programs to empower young people with disabilities and from disadvantaged communities. The organization work to develop the knowledge, skills, capabilities, and confidence required to overcome the challenges of inequality, raise their aspirations, and reach their potential. Our UK team is involved as coach and mentor to the children that attend the session. With the positive message, we also hope to encourage other businesses to participate in similar volunteering activity to give back to the community.

Knoll Gives Back Day can benefit both the environment and community depending on the activities selected by the employees of each Knoll locations. With the increased awareness of different issues, our employees are also more motivated to be involved in different types of volunteering in their own time.



Supporting Local Charities

Each year, we also support local organizations that align with our values and mission to protect our people and planet. Charities that we supported in 2022 includes:

- **ALODF** – American Living Organ Donor Fund’s primary mission is to help living organ donors overcome the financial burdens associated with organ donation, but also provide assistance in whatever way we can to help donors make informed and safe decisions.
- **Lord’s Taverners** exists to positively impact the lives of young people facing the challenges of inequality. They work across the UK and beyond to provide inclusive and impactful cricket program, empowering young people with disabilities and from disadvantaged communities to develop the knowledge, skills, capabilities, and confidence required to overcome the challenges of inequality, raise their aspirations, and reach their potential.
- **Sea Shepherd France** fights to defend, conserve and protect the ocean. It is an international, non-profit marine conservation organization that engages in direct action campaigns to defend wildlife, and conserve and protect the world’s ocean from illegal exploitation and environmental destruction.
- **童SEN同戲 (Senmily)** provides supporting services to children aged 3-12 with special educational needs and their families to build an inclusive community. Most of them are from low-income families, Comprehensive Society Security Assistance (CSSA) recipients and single-parent families so they enjoy more participation opportunities in diversified activities.

APPENDIX 1. GRI CONTENT INDEX

Statement of use	Knoll Printing & Packaging has reported in accordance with the GRI Standards for the period 1 January 2022 to 31 December 2022
GRI 1 used	GRI 1: Foundation 2021
Applicable GRI Sector Standard(s)	-

Disclosure	Location (Name of section)
GRI 2: General Disclosures 2021	
2-1 Organizational details	About Knoll: Introduction
2-2 Entities included in the organization's sustainability reporting	About this report: Reporting scope
2-3 Reporting period, frequency and contact point	About this report: Reporting scope
2-4 Restatement of information	About this report: Restatement of previously communicated data
2-5 External assurance	About this report: External assurance
2-6 Activities, value chain and other business relationships	About Knoll: Introduction
2-7 Employees	Labor & Human Rights: Employee demographic
2-8 Workers who are not employees	Labor & Human Rights: Employee demographic
2-9 Governance structure and composition	About Knoll: Governance
2-10 Nomination and selection of the highest governance body	About Knoll: Governance
2-11 Chair of the highest governance body	About Knoll: Governance
2-12 Role of the highest governance body in overseeing the management of impacts	About Knoll: Governance
2-13 Delegation of responsibility for managing impacts	About Knoll: Governance

2-14 Role of the highest governance body in sustainability reporting	About Knoll: Governance
2-15 Conflicts of interest	Not applicable
2-16 Communication of critical concerns	About Knoll: Communication
2-17 Collective knowledge of the highest governance body	About Knoll: Governance
2-18 Evaluation of the performance of the highest governance body	Not applicable
2-19 Remuneration policies	Not applicable
2-20 Process to determine remuneration	Not applicable
2-21 Annual total compensation ratio	Not applicable
2-22 Statement on sustainable development strategy	CEO's message
2-23 Policy commitments	About Knoll: Policy
2-24 Embedding policy commitments	About Knoll: Policy
2-25 Processes to remediate negative impacts	About Knoll: Communication
2-26 Mechanisms for seeking advice and raising concerns	About Knoll: Communication
2-27 Compliance with laws and regulations	About Knoll: Policy
2-28 Membership associations	Not applicable
2-29 Approach to stakeholder engagement	About Knoll: Stakeholder engagement
2-30 Collective bargaining agreements	About Knoll: Communication
GRI 3: Material Topics 2021	
3-1 Process to determine material topics	About Knoll: Material Topics for Knoll
3-2 List of material topics	About Knoll: Material Topics for Knoll
3-3 Management of material topics	About Knoll: Material Topics for Knoll
GRI 204: Procurement Practices 2016	
Management Disclosures	Sustainable Procurement: Procurement Practices
204-1 Proportion of spending on local suppliers	Not applicable

GRI 205: Anti-corruption 2016

Management Disclosures	About Knoll: Ethics and Integrity
205-1 Operations assessed for risks related to corruption	About Knoll: Ethics and Integrity
205-2 Communication and training about anti-corruption policies and procedures	About Knoll: Ethics and Integrity
205-3 Confirmed incidents of corruption and actions taken	About Knoll: Ethics and Integrity

GRI 206: Anti-competitive Behavior 2016

Management Disclosures	About Knoll: Ethics and Integrity
206-1 Legal actions for anti-competitive behavior, anti-trust and monopoly practices	About Knoll: Ethics and Integrity

GRI 301: Materials 2016

Management Disclosures	Environment: Our Products, Designs, and Innovations
301-1 Materials used by weight or volume	Environment: Our Products, Designs, and Innovations
301-2 Recycled input materials used	Environment: Our Products, Designs, and Innovations
301-3 Reclaimed products and their packaging materials	Not applicable

GRI 302: Energy 2016

Management disclosures	Environment: Climate Change Mitigation
302-1 Energy consumption within the organization	Environment: Climate Change Mitigation
302-2 Energy consumption outside of the organization	Not applicable
302-3 Energy intensity	Not applicable
302-4 Reduction of energy consumption	Not applicable
302-5 Reductions in energy requirements of products and services	Not applicable

GRI 303: Water and Effluents 2018

Management disclosures	Environment: Our Operations
303-1 Interactions with water as a shared resource	Environment: Our Operations
303-2 Management of water discharge-related impacts	Environment: Our Operations

303-3 Water withdrawal	Not applicable
303-4 Water discharge	Not applicable
303-5 Water consumption	Not applicable
GRI 304: Biodiversity 2016	
Management disclosures	Environment: Our Operations
304-1 Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas	Environment: Our Operations
304-2 Significant impacts of activities, products and services on biodiversity	Environment: Our Operations
304-3 Habitats protected or restored	Not applicable
304-4 IUCN Red List species and national conversation list species with habitats in areas affected by operations	Not applicable
GRI 305: Emissions 2016	
Management disclosures	Environment: Climate Change Mitigation
305-1 Direct (Scope 1) GHG emissions	Environment: Climate Change Mitigation
305-2 Energy indirect (Scope 2) GHG emissions	Environment: Climate Change Mitigation
305-3 Other indirect (Scope 3) GHG emissions	Environment: Climate Change Mitigation
305-4 GHG emissions intensity	Not applicable
305-5 Reduction of GHG emissions	Environment: Climate Change Mitigation
305-6 Emissions of ozone-depleting substances (ODS)	Not applicable
305-7 Nitrogen oxides (NOx), sulfur oxides (SOx), and other significant air emissions	Not applicable
GRI 306: Waste 2020	
Management disclosures	Environment: Our Operations
306-1 Waste generation and significant waste-related impacts	Environment: Our Operations

306-2 Management of significant waste-related impacts	Environment: Our Operations
306-3 Waste generated	Environment: Our Operations
306-4 Waste diverted from disposal	Environment: Our Operations
306-5 Waste directed to disposal	Environment: Our Operations
GRI 308: Supplier Environmental Assessment 2016	
Management disclosures	Sustainable Procurement: Procurement Practices
308-1 New suppliers that were screened using environmental criteria	Sustainable Procurement: Procurement Practices
308-2 Negative environmental impacts in the supply chain and actions taken	Sustainable Procurement: Procurement Practices
Disclosure 401: Employment 2016	
Management disclosures	Labor & Human Rights: Working Conditions
401-1 New employee hires and employee turnover	Labor & Human Rights: Working Conditions
401-2 Benefits provided to full-time employees that are not provided to temporary or part-time employees	Labor & Human Rights: Working Conditions
401-3 Parental Leave	Labor & Human Rights: Working Conditions
GRI 403: Occupational Health and Safety 2018	
Management disclosures	Labor & Human Rights: Working Conditions
403-1 Occupational health and safety management system	Labor & Human Rights: Working Conditions
403-2 Hazard identification, risk assessment, and incident investigation	Labor & Human Rights: Working Conditions
403-3 Occupational health services	Not applicable
403-4 Worker participation, consultation, and communication on occupational health and safety	Labor & Human Rights: Working Conditions
403-5 Worker training on occupational health and safety	Labor & Human Rights: Working Conditions
403-6 Promotion of worker health	Labor & Human Rights: Working Conditions

403-7 Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	Not applicable
403-8 Workers covered by an occupational health and safety management system	Labor & Human Rights: Working Conditions
403-9 Work-related injuries	Labor & Human Rights: Working Conditions
403-10 Work-related ill health	Labor & Human Rights: Working Conditions
GRI 404: Training and Education 2016	
Management disclosures	Labor & Human Rights: Training, Education and Development
404-1 Average hours of training per year per employee	Labor & Human Rights: Training, Education and Development
404-2 Programs for upgrading employee skills and transition assistance programs	Labor & Human Rights: Training, Education and Development
404-3 Percentage of employees receiving regular performance and career development reviews	Labor & Human Rights: Training, Education and Development
GRI 405: Diversity and Equal Opportunity 2016	
Management disclosures	Labor & Human Rights: Respecting Diversity and Providing Equal Opportunity
405-1 Diversity of governance bodies and employees	Labor & Human Rights: Respecting Diversity and Providing Equal Opportunity
405-2 Ratio of basic salary and remuneration of women to men	Labor & Human Rights: Respecting Diversity and Providing Equal Opportunity
GRI 406: Non-discrimination 2016	
Management disclosures	Labor & Human Rights: Respecting Diversity and Providing Equal Opportunity
406-1 Incidents of discrimination and corrective actions taken	Labor & Human Rights: Respecting Diversity and Providing Equal Opportunity
GRI 407: Freedom of Association and Collective Bargaining 2016	
Management disclosures	About Knoll: Communication
407-1 Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk	About Knoll: Communication

GRI 408: Child Labor 2016

Management disclosures	Labor & Human Rights: Supporting and Respecting Human Rights Sustainable Procurement: Procurement Practices
408-1 Operations and suppliers at significant risk for incidents of child labor	Labor & Human Rights: Supporting and Respecting Human Rights Sustainable Procurement: Procurement Practices

GRI 409: Forced or Compulsory Labor 2016

Management disclosures	Labor & Human Rights: Supporting and Respecting Human Rights Sustainable Procurement: Procurement Practices
409-1 Operations and suppliers at significant risk for incidents of forced or compulsory labor	Labor & Human Rights: Supporting and Respecting Human Rights Sustainable Procurement: Procurement Practices

GRI 414: Supplier Social Assessment 2016

Management disclosures	Sustainable Procurement: Procurement Practices
414-1 New suppliers that were screened using social criteria	Sustainable Procurement: Procurement Practices
414-2 Negative social impacts in the supply chain and actions taken	Not applicable