

KNOLL CORPORATE POLICY

Updated on August 11, 2022

1. Sustainable Development Policy

Knoll Printing and Packaging (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 procedures.

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human right abuses.

Principle 3: Businesses should uphold freedom of association and the effective recognition of the right to collective bargaining; and

Principle 4: the elimination of all forms of forced and compulsory labor; and

Principle 5: the effective abolition of child labor; and

Principle 6: the elimination of discrimination in respect to employment and occupation.

Principle 7: Businesses should support a precautionary approach to environmental challenges; and

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies.

Principle 10: Business should work against corruption in all its forms, including extortion and bribery.

2. Environmental Policy

Knoll is committed to minimize negative impacts and maximize positive impacts of our operation to the environment. We will continually identify environmental impacts associated to operations and implement measures to improve environmental performance. It is our policy to maintain environmental policies and standards that meet or exceed legal requirements and integrate industry best practices into operations and services. We commit to:

2.1. Energy & Water

2.1.1. Energy source: Ensure that energy used in our offices and other facilities is sourced sustainably, and renewable energy is used whenever possible in order to minimize greenhouse gas emissions.

2.1.2. Energy consumption: Ensure that energy is used effectively and efficiently. Energy saving measures should be applied whenever practical.

2.1.3. Water source: Ensure that water used by our facilities is sourced sustainably and reused whenever possible.

2.1.4. Water consumption: Ensure that water is used effectively and efficiently.

2.1.5. Water discharge: Ensure that wastewater is treated either internally or in local drainage services department before discharging to a water source in order to minimize the possible adverse consequences on freshwater and marine environments.

2.1.6. Local and Accidental Pollution: Minimize and address our impacts on local environments including emission of greenhouse gases, particulate matter, noise, odor and accidental contamination.

2.2. Air Quality Management

2.2.1. Air Emissions: (if applicable) Knoll should have a system in place to monitor its air emissions and practicable measures must be applied to minimize concentration of air pollutants.

2.2.2. Indoor Air: Knoll must provide sufficient ventilation in indoor spaces. Use of high VOC content materials must be avoided to ensure good indoor air quality.

2.3. Materials, Chemicals & Waste

2.3.1. Materials procurement:

** Materials mentioned below includes raw materials used to make our products and daily necessities used in operation of offices.

2.3.1.1. Ensure that materials are sourced sustainably, at an appropriate amount and used responsibly. Materials with minimal negative environmental impact are preferred.

2.3.1.2. Minimize carbon footprint attributed to material transportation by either sourcing locally or prioritizing sea shipment for import of materials.

2.3.1.3. Prioritize use of recycled materials, provided that these materials are of the requisite quality and that sufficient quantities are available. Knoll shall notify customers whenever use of recycled materials is possible, so that it can be considered.

2.3.1.4. Ensure that no wood products used by Knoll come from controversial sources.

2.3.1.5. Records of material used to produce products sold to Knoll must be collected from suppliers. For Knoll supplied material, final treatment of excess material after production should be decided by Knoll.

2.3.2. Optimizing material usage: Material use must be optimized at all times to minimize waste.

2.3.3. Chemical use: Manage chemical substances possessed by having it clearly labelled, securely stored, and properly handled. Recovery and recycling of chemicals used should be explored whenever possible.

2.3.4. Solid waste: Minimize generation of solid waste in all forms. Reuse and recycling of solid waste should be attempted either inside Knoll's office or outsourced to a trustable third party. Disposal should always be the last option of waste treatment.

2.3.4.1. General Recycling: Employees should make reasonable attempts to sort and recycle any type of waste that is recyclable in their respective region.

2.3.4.2. Electronic waste: Knoll is committed to responsibly manage electronic waste including reducing at source, recycling with a trustable third party and participate in take-back/trade in program.

2.3.4.3. Ink cartridges: Empty ink cartridges from office operations should be recycled with ink suppliers or a trustable third party if such service is available in the region.

2.3.5. Forest-based material: Only FSC-certified forest-based materials should be used for all Knoll products. If material is not available as FSC-certified, Knoll will continue to search for new suppliers or work with current supplier to have the concerned material available in FSC.

2.4. Products

2.4.1. Product design:

2.4.1.1. When developing new projects, all employees should explore and implement eco-friendly designs adhering to the principles of sustainability. Whenever, possible, environmental impacts at all phases of the product's life cycle should be minimized.

2.4.1.2. All printed materials and packaging should be designed as recyclable, reusable or compostable.

2.4.1.3. Present alternative options with less negative environmental impact whenever possible.

2.4.2. Product communication: Any communication regarding features of products must be accurate and handled carefully.

2.4.3. Products delivery:

2.4.3.1. Prioritize sea shipments as the main delivery mode whenever possible.

2.4.3.2. Plan and schedule production earlier to avoid air shipments. If customers' require further reduction of transportation timing, suggest to customer to consider train shipments whenever possible.

2.4.3.3. Encourage customers to place orders earlier to minimize the need for urgent shipment.

2.4.4. Customer Health & Safety: Knoll is committed to provide non-hazardous products to customers. All practicable steps should be taken to ensure the health and safety of our customers.

2.5. Monitoring

Whenever possible, environmental impacts from operations (i.e., energy consumption, water consumption and discharge, solid waste generated) should be regularly monitored and recorded.

2.6. Environmental Awareness

2.6.1. Communication: Knoll's environmental policy, targets, and performance should be regularly communicated to all stakeholders, including employees, suppliers, customers, etc.

2.6.2. Training: Knoll will continue to educate and improve our employees' environmental awareness so that any decision or actions consider the impact on the environment.

3. Labor & Human Rights Policy

3.1. Employee Health & Safety

Knoll is committed to maintaining a healthy and safe work environment and minimizing any adverse health and safety impacts arising from operations. Regular internal training about health and safety will be given to all employees. Occupational health and safety assessments will also be conducted regularly to identify potential health and safety risks on employees. When risk is identified, Knoll will take appropriate action to minimize or eliminate the risk.

3.2. Working Conditions

3.2.1. Working Hours: Knoll must uphold the local legal limit on hours worked, and where no limit is imposed, they must not engage employees for more than 60 hours a week at most, outside of extraordinary circumstances. Employees must receive at least 1 day off each week and must not be required to take work home.

3.2.2. Wages and Social Benefits: Knoll must pay their employees either the legal minimum wage or the prevailing industry wage, whichever is higher, as well as any legally prescribed benefits. Employees must not be subject to financial penalties for poor performance or face illegal deductions for benefit payments.

3.2.3. Flexible Work Arrangements: Knoll management incorporates flexible working hours and remote work scheduling for employees whenever feasible in order to accommodate personal needs of employees and encourage a healthy work life balance.

3.3. Career Management & Training

3.3.1. Training & Development: Knoll commits to provide equal development opportunity and foster a strong committed workforce by investing in training and development of our employees.

3.3.2. Further Studies: Knoll encourages and supports our employees to pursue further studies in related fields.

3.4. Human Rights

Knoll respects and supports internationally recognized human rights, such as the *Universal Declaration of Human Rights* and the *International Labor Organization Declaration of Fundamental Principles and Rights at Work*. Knoll seeks to avoid complicity in human rights abuses of any kind.

3.4.1. Employment Practices

3.4.1.1. Child labor: Knoll must not, for any reasons, employ child labor. All Knoll employees must be aged 18 or above.

3.4.1.2. Forced Labor: Knoll must not use forced or compulsory labor of any kind, be it prison, bonded, indentured or otherwise. Furthermore, mandatory overtime is not permitted, and workers must be allowed to leave their employment after giving reasonable notice. We must never confiscate passports or work permits from employees.

- 3.4.1.3. Human trafficking: Knoll must not participate in any form of human trafficking for any purposes. Forced and irrational working conditions are strongly prohibited.
- 3.4.2. Equal Opportunity, Diversity & Inclusion and Nondiscrimination
 - 3.4.2.1. Diversity and Inclusion: Knoll provides equal opportunities for all employees in recruitment, compensation, access to training, promotion, termination, and retirement. Everyone should be recruited and promoted based on merit. Knoll is committed to creating and encouraging an inclusive and supportive working environment for all Knoll employees regardless of age, gender, sexual orientation, family status, disability, race, nationality, religion or political beliefs.
 - 3.4.2.2. Discrimination & Harassment: Knoll has zero tolerance towards any form of discrimination and harassment. The Knoll Employee Formal Communication Channel is set up for employees to whistleblow and submit grievances. Awareness training programs are also conducted to strengthen employees' knowledge on discrimination and harassment issues.
 - 3.4.2.3. Gender Equality and Women's Empowerment: Knoll is committed to support gender equality by developing high-level corporate leadership and providing equal opportunity for all people in the workplace. Knoll also strives to empower women in the workplace by providing education, training and professional development opportunities.
- 3.4.3. Social Dialogue

Knoll recognizes the rights of employees to freely associate and must comply with all local laws governing the right of employees to select or not to select workplace representatives.
- 3.4.4. External Human Rights Issues

Knoll is committed to put in its best effort to minimize direct and indirect negative human rights impacts of operations on external stakeholders, including but not limited to rights to property/land, rights to self-determination, rights to safety, rights to privacy, etc.
- 3.4.5. Social Sustainability

Social sustainability is about identifying and managing business impacts on people, both positive and negative. In addition to our own operations, Knoll is committed to make contributions to the community outside the workplace through volunteer opportunities, charities, partnerships and local community engagement. Employees are encouraged to work with the management team to engage additional and important organizations to explore our social sustainability opportunities.
- 3.5. Communication

Knoll is committed to build a supportive and pleasant workplace for everyone where employees can openly express thoughts and emotions. Knoll employees should all feel comfortable to voice out their opinion whether it be through individual or casual group meetings with the human resources department or senior management. However, if direct communication is not possible, employees can use the suggestion box or submit grievance/whistleblowing via

Knoll Employee Formal Communication Channel. The channel is created for employees to convey a concern, complaint, allegation or provide any information about occurring or occurred fraud, corruption or any other misconduct. All submissions will be reviewed, investigated and dealt with as quickly as possible by senior management.

4. Ethics Policy

All Knoll employees must adhere to the highest standards of business ethical conduct. We act with integrity and honesty. Any misconduct occurring or has occurred must be reported as timely as possible to top management through the grievance/whistleblowing system.

4.1. Anti-Corruption

All Knoll employees are required to follow all applicable laws, rules, and regulations related to anti-bribery and corruption. As we operate in multiple locations, Knoll employees must adhere to the anti-corruption laws of their own region, as well as other relevant international legislation.

4.2. Improper Payments, Gifts and Entertainment

All Knoll employees may not give or receive gifts or entertainment unless they are not provided as quid pro quo, modest in value (below 50US\$, unless approved by supervisor), infrequent, unsolicited, given on a customary gift giving occasion, reasonable and customary in our business and community.

4.3. Payments to government officials

Knoll strictly prohibits employee from offering any form of advantage or payments to any government official in order to gain business opportunity or any other advantage for Knoll. All requests or offers in this form must be rejected and employees must report to senior management immediately.

4.4. Money Laundering

Knoll strongly opposes all forms of money laundering. All transactions must be compliant with all national and international anti-money laundering laws. All employees should take appropriate measures to prevent money laundering and terrorism financing.

4.5. Choosing Suppliers and Service Providers

The choice of suppliers and service providers for Knoll must be based on performance, quality, and cost. Employees have the responsibility to select the best possible offer without any preferences based upon any form of relationship or with any discrimination.

4.6. Purchasing Goods or Acquiring Services from suppliers for a Private Use

Knoll's employees must not acquire any equivalence advantages granted by the suppliers for private use.

4.7. Anticompetitive and Antitrust Practices

All kind of anticompetitive practices must be avoided, including agreement on prices with competitors, participating in market allocation, collective boycotts or any forms of sensitive information sharing with competitors. Knoll is committed to comply with all competition and antitrust laws.

4.8. Responsible Tax

A responsible approach to taxation is crucial for our continuous operation in different countries. Knoll must comply with all tax legislation in the countries we operate. Knoll will disclose all necessary information to authorities when required and must not make false report deliberately to avoid paying tax.

4.9. Accounting and Reporting

All accounting and reporting must comply with recognized accounting standards and relevant legislations. All transactions from or to suppliers and customers shall only be made against invoices that are issued between Knoll Printing & Packaging and other parties.

4.10. Responsible Information Management

4.10.1. Confidential Information: All Knoll employees must not disclose any confidential information about Knoll and/or our customers directly or indirectly to anyone outside the company and to anyone within the company except to those who need to know or use the information.

4.10.2. Information Protection: Knoll shall develop and maintain measures to protect information from access by unauthorized parties.

4.10.3. Password Security: Unique individual login credentials of any system, servers and websites should not be shared with anyone. Records of this information should also be stored securely.

4.10.4. Knoll's Intellectual Property

For more detail, please refer to the 'Knoll Intellectual Property Agreement'

4.10.4.1. All Knoll employees must take appropriate measures to protect Knoll's Intellectual Property. Unless needed to carry out task, employees should not take photos or reproduce information about our machinery and process.

4.10.4.2. Knoll shall be entitled to sole ownership of any intellectual property rights including but not limited to software programs, hardware specifications and other property rights created, developed and discovered by Knoll employees while in the course of his/her employment with the Company, including all registrations for the same.

4.10.5. Personal Data Privacy

This sets the minimum standard which will guide all Knoll employees when dealing with personal data. If local law is more stringent, measures must be taken to comply with the local requirement.

4.10.5.1. Purpose and manner of collection of: personal data must be collected for a lawful purpose and by fair means.

- 4.10.5.2. Accuracy and duration of retention: data users must ensure that the data held is accurate and up to date. Personal data should not be kept longer than necessary.
- 4.10.5.3. Use of personal data: unless personal data is used with the prescribed consent of the employee, the data must not be used for any other purpose not mentioned during data collection.
- 4.10.5.4. Security of personal data: Knoll will take appropriate security measures to protect personal data against unauthorized or accidental access, processing, erasure or use by unauthorized person.
- 4.10.6. Video Surveillance
 - 4.10.6.1. Closed Circuit Television (CCTV) should only be used where it is necessary for a lawful purpose and that the data collected shall be adequate but not excessive.
 - 4.10.6.2. People should be explicitly informed that they are subject to CCTV surveillance.
 - 4.10.6.3. Positioning of CCTV: should be in a way that will not unnecessarily intrude into the privacy of individuals. No CCTV should be installed in places where people have a reason to expect privacy.
 - 4.10.6.4. Security of collected data: Knoll will ensure appropriate security measures to prevent unauthorized access to the CCTV system including proper access control defining who can access the recorded images and under what circumstances.

5. Sustainable Procurement & Supply Chain Policy

Knoll commits to identify and manage environmental and social impacts within our supply chain. Knoll's expectation on our suppliers is listed out in '*Knoll Supplier Code of Conduct*'. We will prioritize suppliers who have embedded sustainable and ethical practices within their organization. Additionally, we will work with our suppliers to continuously improve their performance to minimize negative and maximize positive environmental and social impacts.

By signing below, I hereby acknowledge that I have completely read this document, and commit to behave with integrity, according to the spirit and the letter of *Knoll Corporate Policy*.

Full Name

Signature

Date