

KNOLL SUPPLIER CODE OF CONDUCT

Dear Valued Supplier,

Knoll Printing & Packaging Inc. (Knoll) is committed to “Extend our excellence and bring the best to the Generation and Generations to come”. Knoll will favour suppliers that integrates social, environmental, and sustainability policies into their business practices. Knoll’s expectation on suppliers are listed as follows:

1. Supplier’s Commitment

- 1.1. Communication: Knoll suppliers must make all reasonable efforts to communicate Knoll’s expectation to workers and must ensure that workers have the opportunity to ask questions.
- 1.2. Legal Compliance: Knoll suppliers are expected to conduct its business in compliance with all applicable laws and regulations in the countries where they do business. Knoll suppliers will need to meet or exceed requirement of applicable environmental and social laws, regulations and corporate standard.
- 1.3. Responsible Information Management
 - 1.3.1. Confidential Information: Knoll suppliers must not disclose any confidential information of Knoll 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.
 - 1.3.2. Information Protection: Knoll suppliers should have reasonable measures to protect information from access by unauthorized parties.
 - 1.3.3. Knoll’s Intellectual Property: Knoll suppliers must take appropriate measures to protect Knoll’s intellectual property. Knoll suppliers’ employees should not take photo or reproduce information about Knoll’s material, machinery or process unless given specific authorization from Knoll to do so.
- 1.4. Subcontracting: Subcontractors of Knoll suppliers must agree to abide by Knoll’s Code of Conduct. All manufacturing facilities, including decorating facilities, may not be changed without notice to and approval by Knoll.

2. Supplier Environmental Practices

- 2.1. Environmental impact: In addition to upholding local environmental laws, Knoll suppliers must strive to continually improve their performance on minimizing negative environmental impact and maximizing positive environmental impact.
- 2.2. Energy & Water
 - 2.2.1. Energy source: Knoll suppliers must ensure that energy used by their facilities is sourced sustainably, and renewable energy is used whenever possible in order to limit greenhouse gas emissions.
 - 2.2.2. Energy consumption: Knoll suppliers must ensure that energy is used effectively and efficiently. Energy saving measures should be applied whenever practical.
 - 2.2.3. Water source: Knoll suppliers must ensure that water used by the facilities is sourced sustainably and reused whenever possible.

- 2.2.4. Water consumption: Knoll suppliers must ensure that water is used effectively and efficiently.
- 2.2.5. Water discharge: Knoll suppliers must ensure that wastewater generated from the operation 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.
- 2.2.6. Local and Accidental Pollution: Knoll suppliers must minimize and address their impacts on local environments including emission of greenhouse gases, particulate matter, noise, odour and accidental contamination.
- 2.3. Air Quality Management
 - 2.3.1. Air Emissions: Knoll suppliers should have a system in place to monitor its emissions and practicable measures must be applied to minimize concentration of air pollutant.
 - 2.3.2. Indoor Air: Knoll suppliers must provide sufficient ventilation in their indoor spaces. Usage of high VOC content materials must be avoided to ensure good indoor air quality.
- 2.4. Materials, Chemicals & Waste
 - 2.4.1. Material procurement: Knoll suppliers must ensure that materials are sourced sustainably, at an appropriate amount and used responsibly. Materials with minimal negative environmental impact are preferred.
 - 2.4.2. Supply chain logistics: Knoll suppliers should choose local suppliers whenever possible to foster local economic growth and to minimize carbon footprint attributed to product transportation. If import of material is needed, sea shipment should be prioritized.
 - 2.4.3. Recycled materials: Usage of recycled materials are preferred, provided that these materials are of the requisite quality and that sufficient quantities are available. Knoll suppliers are encouraged to notify Knoll whenever use of recycled materials is possible, so that it can be considered.
 - 2.4.4. 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 suppliers should continue to search for new substitution or work with suppliers further up the supply chain to have the concerned material available in FSC.
 - 2.4.5. Optimizing material usage: Knoll suppliers must ensure that material use is always optimized to minimize wastage.
 - 2.4.6. Material Consumption Records: Knoll suppliers must record in detail and commit to share with Knoll all information regarding material, supplier and weight of all material used to produce products sold to Knoll.
 - 2.4.7. Knoll Supplied Material: For Knoll Supplied Material, final treatment of excess material after production should be decided by Knoll.
 - 2.4.8. Chemical usage: Chemical substances inside the supplier's facility need to be clearly labelled, securely stored, and properly handled. Recovery and recycling of chemical used should be explored whenever possible.
 - 2.4.9. Solid waste treatment: Knoll suppliers must minimize generation of solid waste in all forms. Reuse and recycling of solid waste should be attempted through the supplier's own facility or outsourced to a trustable third party. Disposal should always be the last option of waste treatment.

- 2.4.9.1. General Recycling: Knoll suppliers should make reasonable attempts to sort and recycle any type of waste that is recyclable in their respective region.
 - 2.4.9.2. Electronic waste: Knoll suppliers should responsibly manage electronic waste including reducing at source, recycling with a trustable third party and participate in take-back/trade in program.
 - 2.4.9.3. Ink cartridges: Empty ink cartridges from supplier's operations should be recycled with ink suppliers or a trustable third party if such service is available in the region.
 - 2.4.9.4. Customer Health & Safety: Knoll suppliers are expected and required to make sure that products supplied are non-hazardous. All practicable steps should be taken to ensure the health and safety of product users.
 - 2.5. Monitoring: Knoll suppliers must regularly monitor and record their environmental impact from operations (i.e., energy consumption, water consumption and discharge, solid waste generated, etc.)
3. Supplier Social Practices
 - 3.1. Ethical Practices: Knoll suppliers and their officers, directors and employees must adhere to the highest standards of business ethical conduct.
 - 3.1.1. Anti-Corruption: All Knoll suppliers are required to follow all applicable laws, rules, and regulations related to anti-bribery and corruption. Knoll suppliers and their employees must adhere to anti-corruption laws of their operating locations, as well as other relevant international legislation.
 - 3.1.2. Improper Payments, Gifts and Entertainment: All Knoll suppliers may not give or receive gifts or entertainment unless they are very modest in value, not given to ask for a favour in return, infrequent, unsolicited, given on a customary gift giving occasion, reasonable and customary in our business and community.
 - 3.1.3. Payments to government officials: Knoll's suppliers must strictly prohibit their employees from offering any form of advantage or payments to any government official in order to gain business opportunity or any other advantage.
 - 3.1.4. Money Laundering: Knoll suppliers must strongly oppose all forms of money laundering. All transactions must be compliant with all national and international anti-money laundering laws. All employees of Knoll suppliers are expected to take appropriate measures to prevent money laundering and terrorism financing.
 - 3.1.5. Choosing Suppliers, Subcontractors and Service Providers: Unless specified by Knoll, suppliers have the responsibility to select the best possible offer (considering performance, quality, and cost) without any preferences based upon any form of relationship or with any discrimination.
 - 3.1.6. Anticompetitive and Antitrust Practices: Knoll suppliers must commit to comply with all competition and antitrust laws. 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.

3.1.7. Responsible Tax: Knoll suppliers must comply with all tax legislation in the countries they operate. Knoll suppliers should disclose all necessary information to authorities when required and must not make false report deliberately to avoid paying tax.

3.2. Employee Working Conditions

3.2.1. Working Hours: Knoll suppliers must uphold the local legal limit on hours worked, and where no limit is imposed, they should not engage workers for more than 60 hours a week, outside of extraordinary circumstances. Workers 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 suppliers must pay their employees either the legal minimum wage or the prevailing industry wage, whichever is higher, as well as any legally prescribed benefits. Workers must not be subject to financial penalties for poor performance or face illegal deductions for benefit payments.

3.2.3. Employee Health and Safety: Knoll suppliers must ensure that their workers perform their work in clean, healthy, and safe environments. Any residential facilities must be similarly maintained. Work areas must be of a standard to prevent accidents and illnesses and to ensure an adequate level of sanitation.

3.2.4. Emergency Preparedness: Knoll suppliers are expected to implement emergency planning and develop response procedures to minimize the impact of emergencies. Appropriate actions to emergency preparedness includes, but not limited to, emergency reporting, evacuation procedures, employee training, appropriate hazard detection equipment, etc.

3.2.5. Manual Labor: Knoll suppliers are required to identify, evaluate, and manage employees' involvement in physically demanding work, including manual or repetitive handling of heavy loads, prolonged standing, and intense lifting work.

3.2.6. Machine Protection Measures: Knoll suppliers are required to assess the safety risk of machineries during operation. Suppliers must provide and properly maintain physical guards, interlocks, and safety barriers within the production area to prevent employee from injury caused by machinery.

3.3. Employment practices

3.3.1. Child labor: Knoll suppliers must not, for any reasons, employ child labor. The term "child" means any person under the greater of the age of 15 (or 15 where the law of the country permits) or the minimum age for employment in the country.

3.3.2. Forced Labor: Knoll suppliers 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.

3.3.3. Human trafficking: Knoll suppliers must not participate in any form of human trafficking for any purposes. Forced and irrational working conditions are strongly prohibited.

- 3.3.4. Diversity and Inclusion: Knoll suppliers must provide 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 suppliers must create and encourage an inclusive and supportive working environment for all employees regardless of age, gender, sexual orientation, family status, disability, race, nationality, religion, or political beliefs.
- 3.4. Freedom of Association: Knoll suppliers must recognize the right 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.
- 3.5. Career Management & Training: Knoll suppliers should foster a strong and committed workforce by investing in training and development of their employees.
- 3.6. Human Rights: Knoll suppliers must respect and support 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 suppliers must seek to avoid complicity in human rights abuses of any kind. Knoll suppliers must treat their employees with respect and dignity. They must not engage in any kind of physical, verbal, psychological or sexual abuse or misconduct.
- 3.7. Discrimination & Harassment: Knoll suppliers must have zero tolerance towards any form of discrimination and harassment.
- 3.8. Gender Equality and Women’s Empowerment: Knoll suppliers are encouraged to support gender equality by developing high-level corporate leadership and providing equal opportunity for all people in the workplace. Knoll suppliers should also strive to empower women in the workplace by providing education, training, and professional development opportunities.
- 3.9. External Human Rights Issues: Knoll suppliers must 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.

Knoll will prioritize suppliers who have embedded sustainable and ethical practice within their organization. Additionally, Knoll will continuously work with suppliers to roll out this Supplier Code of Conduct training and audit.

Knoll appreciates your full support on this important initiative and believes this will help to build a foundation of growth and sustainability for our suppliers.

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

Full Name

Signature

Date