Humanscale

MAKING PROGRESS IN A CHANGING WORLD

Corporate Social Responsibility

2020 ANNUAL REPORT
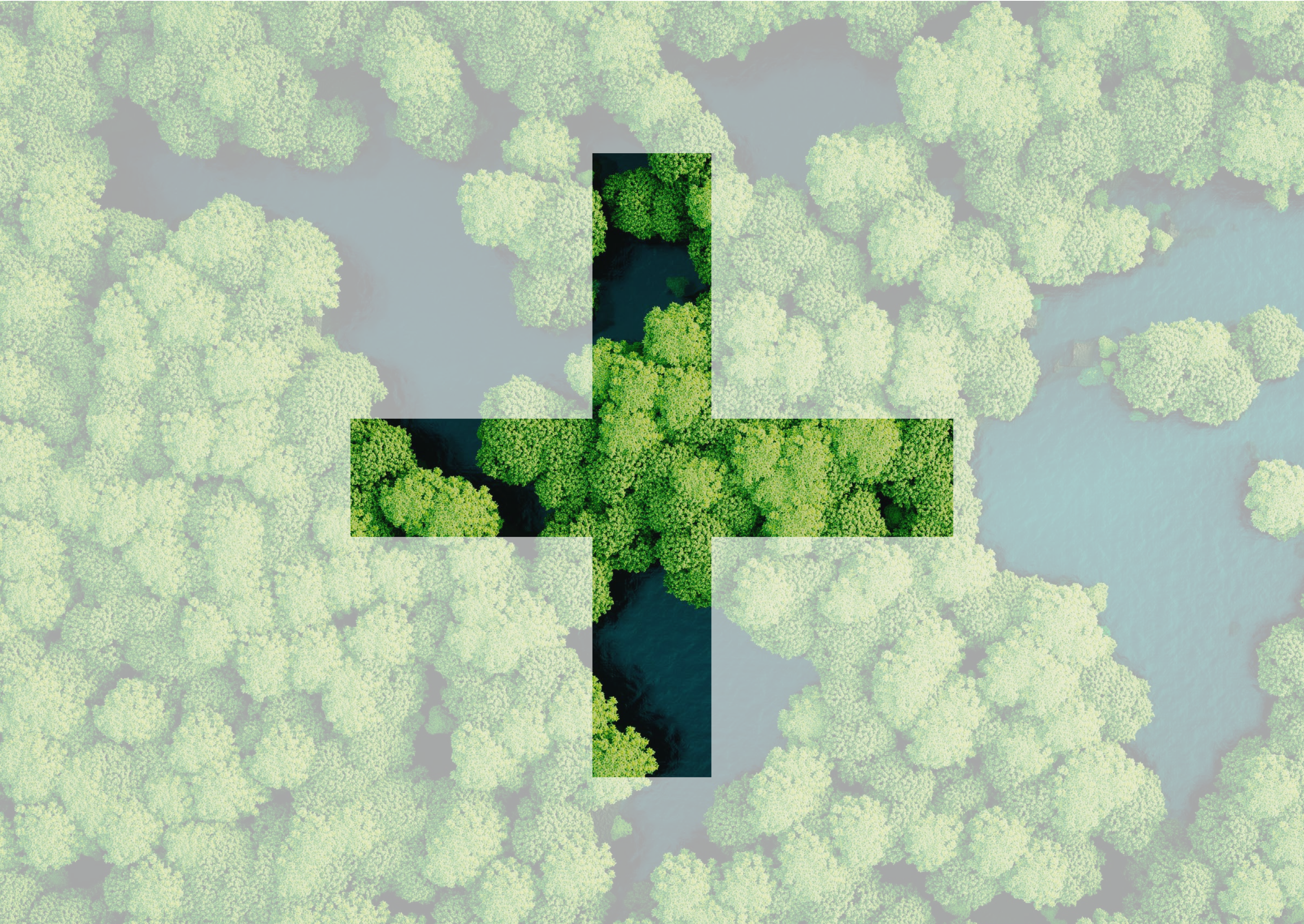
This past year brought many changes and much turmoil. It took a considerable effort to adapt to the rapidly evolving workplace, develop protocols for operating, and work within the "new normal." During this time of urgent change, sustainability remained a high priority throughout our company. New products that support social distancing were developed with a rapid timeline and still met Humanscale's requirements using healthy materials and being recyclable. We saw the culture of sustainability grow within our operations and factories. Everywhere we work, so many individuals contributed to reaching sustainability goals for waste, water and biodiversity. In a time of great change and uncertainty, sustainability and the betterment of people and planet continues to be a fundamental value at Humanscale.

The Humanscale Difference

Sustainable Operations

Going beyond sustainability — making tangible, positive impacts.

WASTE

All of our factories globally now divert over 90% of waste by reducing, recycling and finding innovative uses for material that would otherwise be sent to landfills.

WATER

All of our factories globally use 100% captured rainwater for production and use no chemicals of concern to treat the water.

BIODIVERSITY

All of our factories globally have developed and implemented a landscaping plan to support native wildlife and biodiversity.

> As a leader in sustainability, our hope is that others accelerate their efforts and create a much larger impact than we could alone.

A Message from Our CEO

2020 and the global pandemic brought unprecedented hardship and uncertainty to humankind. It made clear that health is one of life's greatest assets, and it really underscored how interconnected our world is. Every action truly has impact, near and far.

Over the past year, and despite unimaginable adversity, our team continued to provide solutions that bettered the lives of people and the planet. From supplying medical carts to frontline workers to optimizing waste, energy and water across our global factories, I'm humbled that our company stands for a better world, even in the most trying of times.

Today's global crises makes it clear that it's more critical than ever that manufacturers consider how they are contributing to the problem -- and then do something about it. Our, and every company's, decisions have a direct impact on how future generations will live on this planet. Much like the way the tree benefits the world around it, I strongly believe all of us can do our part to create a better world for years to come. Within the next year, we expect to have 60% of our products certified net positive. This will be an enormous step towards becoming self-sustaining and ultimately having a positive contribution to the environment.

Bob King
Humanscale Founder and CEO

LESS BAD IS NOT GOOD ENOUGH

IMAGE: Marita Kavelashvili

Beyond Sustainability

As a global manufacturer, we recognize our impact on the world: from our daily operations to our relationships with employees, vendors, customers and the local and global communities we indirectly touch. We see this as both an exciting opportunity and a serious responsibility. As we hear reports of social and environmental degradation -- the extinction of wildlife and loss of wild spaces, the growing amount of ocean plastic, severe weather events and rising sea levels from climate change, and increasing health impacts as chemicals of concern continue to be used in manufacturing -- we realize that it's no longer sufficient for companies simply to reduce their harmful impacts.

We will be part of the solution and give back more than we use. We will be at the forefront of sustainability initiatives, leading by example through innovation and resource management.

Consider the metaphor of a tree. A tree in a forest grows and expands as much as possible. At the same time, the tree provides shade, oxygen and even fertilizer through its leaves. The tree uses resources to grow, but ultimately gives back more than it takes. If we want to live at peace with the planet, then our factories must be like trees; our companies like a forest.

CREATING A MORE COMFORTABLE PLACE TO WORK WHEREVER THAT MAY BE

@HumanscaleHQ

Who We Are

Humanscale is the premier designer and manufacturer of ergonomic products that improve health and comfort wherever people work. From seating to lighting to technology support, we develop innovative, functional work tools for a better human experience.

All of our products and services exist solely to promote the health and safety of our customers and are assessed during development to confirm their effectiveness. Our products allow people's work to adjust to them, rather than the other way around, and encourage free and spontaneous movement.

Humanscale®

LEADING SUSTAINABLE INNOVATATION

FOUNDED IN

1983

NUMBER OF EMPLOYEES

1166

ACTIVE IN 32 COUNTIRES

SIGNIFICANT OPERATIONS
IN 16 COUNTRIES

48

OFFICES & SHOWROOMS

30

FACTORIES

4

MANUFACTURING
PARTNERS

4

PRODUCTS

Chairs & Stools

Monitor Arms & Integrated Docks

Sit/Stand solutions

Separation Panels

Lighting

Technology tools

Keyboard systems

Footrockers and Mats

Laptop holders

Cable management

Desk accessories

CPU holders

DIVISIONS

Humanscale

Humanscale Healthcare

Humanscale Consulting

I'm always proud of our team, but I'm especially proud of their work in 2020.

A Message from Our CSO

The global pandemic brought enormous uncertainty and rapid change. While each of our departments transitioned to remote working and our factories implemented new protocols, everyone worked harder than ever to keep our company going. Yet our sustainability initiatives remained a top priority. Our teams, especially at our factories, stayed focused and driven to meet our sustainability goals.

Each one of our factories diverted over 90% of their waste from landfill, installed systems to use on site rainwater for 100% of production, and developed a comprehensive plan to use our grounds to support local biodiversity. In spite of all the challenges in 2020, our team maintained the high value we place on sustainability and continued to put this into practice.

Jane Abernethy
Humanscale Chief Sustainability Officer

NET POSITIVE

OUR PRODUCTS

OUR OPERATIONS

HEALTHY
MATERIALS

RESOURCE
DEPLETION
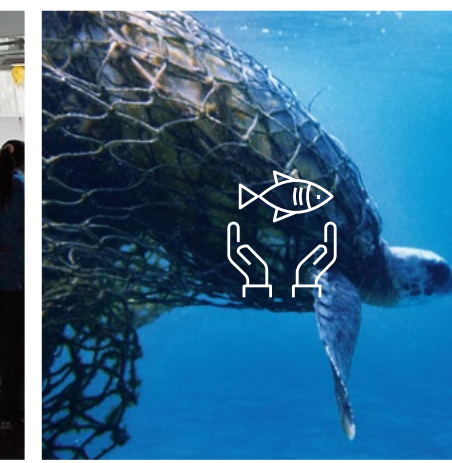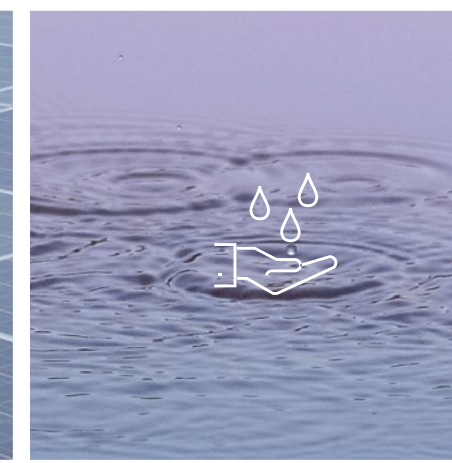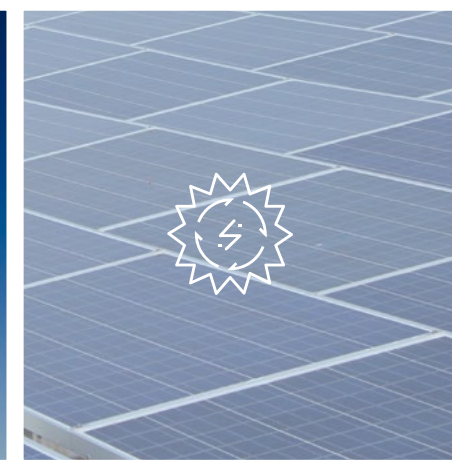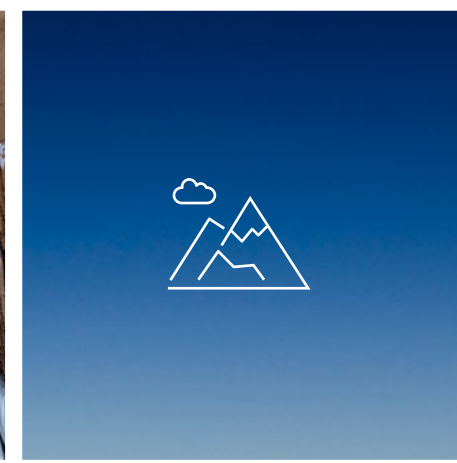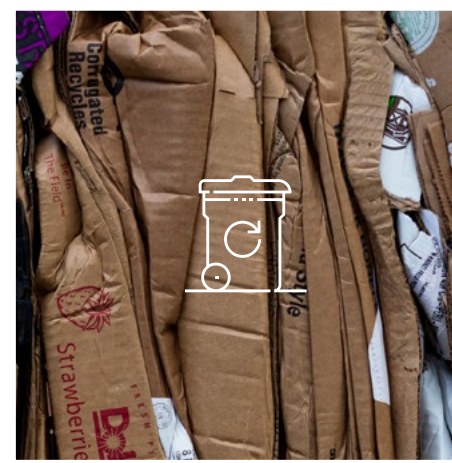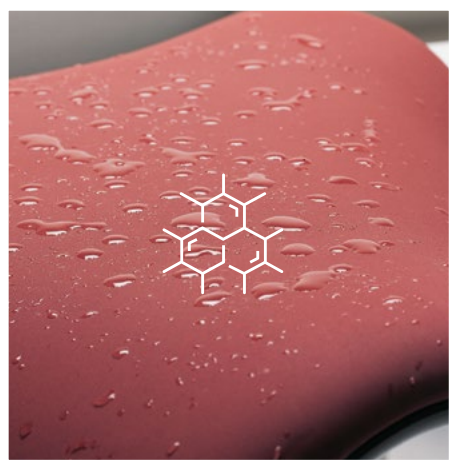
CLIMATE

ENERGY

WATER

SOCIAL
RESPONSIBILITY

WILDLIFE
PRESERVATION

What does this mean for us?

Becoming net positive means considering how our entire operations can have a measurably better impact on the environment. In practice, we evaluate our manufacturing and operational activities to understand our key impacts: energy, water, emissions, resource depletion, wildlife preservation, social responsibility and healthy materials. With each impact, we consider what it would take to go "beyond sustainability" to make a truly positive effect on the world around us.

How do we get there?

Reaching a net positive goal requires a balanced approach in which we continuously examine our influence on both a local and global scale.

For example, minimizing waste water at our facilities reduces the burden on local municipal water treatment systems. On the other hand, developing product Life Cycle Assessments lets us examine water use across our global supply chain. We use the framework of the Living Product Challenge, dialogue from the Net Positive Project, and guidance from the SHINE program at MIT to calculate both our negative and positive impacts using robust methods.

After we identify what net positive may require in each impact category, we set annual goals identifying the specific short term progress and review monthly with our operations and top level executives. We must constantly evaluate our ongoing progress with the goal of doing more good than harm.

And we're just getting started.

DOING MORE GOOD THAN HARM

Each year, we identify the next steps in our journey to be net positive, and then set specific goals for the year.

CLIMATE

We are focused on setting science based targets for our emission reductions and are looking to international standards for 2021.

HEALTHY MATERIALS

In 2020, we achieved our goal of removing 100% of PFAS from our entire product line.

PFAS chemicals are known as "forever chemicals," a family of potentially thousands of synthetic chemicals that are extremely persistent in the environment and in our bodies. A growing body of science has found that there are potential adverse health impacts associated with PFAS exposure, including liver damage, thyroid disease, decreased fertility, high cholesterol, obesity, hormone suppression and cancer.

RESOURCE DEPLETION

We exceeded our goal of reducing inbound cardboard by 93,600 MT (6%).

Our factories diverted over 90% of their waste from landfills.

ENERGY

We reduced our total corporate energy use by 1004,791 MJ.

(4.4% of total corporate energy use).

WATER

All factories installed rainwater capture systems that supply 100% of production water.

SOCIAL RESPONSIBILITY

Our goal was to audit 80% of our suppliers.

We audited 21% before travel was restricted by COVID.

WILDLIFE PRESERVATION

Ocean plastic used in manufacturing decreased by 31% due to challenges in the supply chain.

Despite these challenges, three new supplier partners were established and new products containing ocean plastic were developed.

Key stakeholders from within the company (those who will be either working on or affected by the goals) weigh in to make sure our goals are as aggressive as they can feasibly be and our CEO has the final approval. This keeps all our internal teams aligned, motivated, and inspired as we work to leave the world better off.

Every year, we will create more handprints than footprints.

As we strive to leave the world better off, we need to know exactly how we impact the world.

We calculate our negative impacts using the Life Cycle Assessments to tell us our footprints (carbon footprints, water footprints, energy footprints). The same calculation methods are used to determine the amount of positive change we create in the world, or our handprints.

Positive change we create can be acheived in many creative and innovative ways. We continually work on projects that have a measurable positive impact.

Here are a few examples of projects from 2020.

Sponsorship of Solar Energy Installation

Collins Lake Autism Center

Collins Lake Autism Center is a housing, support, summer camp and services center for people with autism in New Mexico.

"We are fortunate to be the managers of an extraordinary property and we take our stewardship role seriously. Going solar is an important part of assuring future generations will benefit from our efforts."

Glen Carlberg,
Executive Director, Collins Lake Autism Center

Surface Creek Animal Shelter

Surface Creek Animal Shelter is a volunteer-run animal shelter in Colorado.

"Our solar installation provides a clean, dependable source of electrical power. The Shelter is doing its part to reduce its carbon footprint in an effort to address climate change."

Bruce Joss
President, Board of Directors

IMPACT CATEGORIES

ENERGY   773,173 kWh

WATER   349,266 gallons

CLIMATE 293,257 kg CO2e

ENERGY   54,728 kWh

WATER   24,722 gallons

CLIMATE 20,75 kg CO2e

Sponsorship of Solar Energy Installation

CHIP-Paradise Village

CHIP- Paradise Village is an affordable housing organization that assists low-income and rural residents in California who are currently re-building homes devastated by the Camp wildfires.

Project Artaud

One of San Francisco's leading artist communities, Project Artaud houses 3 theaters and 2 dance studios. It's also home to over 70 painters, sculptors, designers, photographers, filmmakers, writers, musicians and performers. They are a member-run, member-supported non-profit organization.

North State Food Bank

North State Food Bank collects and distributes food throughout their service region encompassing Butte, Glenn, Colusa, Plumas, Sierra and Tehama counties in CA. They offer multiple programs to help low income families get the food and nutrition they need each month.

IMPACT CATEGORIES

ENERGY   1,161,137 kWh

WATER   524,521 gallons

CLIMATE 440,408 kg CO2e

ENERGY   2,986,803 kWh

WATER   1,349,231 gallons

CLIMATE 1,132,865 kg CO2e

ENERGY   3,277,569 kWh

WATER   1,480,579 gallons

CLIMATE 1,243,149 kg CO2e

OUR DESIGN PHILOSOPHY

Our guiding principles for good design also lead to the most sustainable products.

FUNCTION

The products we create solve a real need and will continue to do so over time.

SIMPLICITY

By consolidating features and removing unneeded parts, we use less material to make more robust products.

LONGEVITY

Our products are durable and effective, but also have a timeless aesthetic, so people want to use them as long as possible.

BEYOND SUSTAINABILITY

We go beyond reducing our negative impacts by making positive, regenerative ones.

MATERIALS

Every time we manufacture a product, our decision to opt for healthier materials creates impact at scale.

Sustainability is built into the new product development process to ensure we use the most sustainable

materials possible, including healthy materials, biobased, readily recyclable, and we look for ways to manufacture

with materials previously considered waste.

Design For Environment

RESEARCH & DEVELOPMENT

We study users and stakeholders, then set expectations for a product, including sustainability goals.

DESIGN

We generate ideas and create and evaluate prototypes. We choose a concept and conduct a life-cycle assessment.

ENGINEERING

Here is where we prepare for mass production. We refine the parts and components to use minimum material, choose materials, and confirm disassembly, recyclability, and that the product meets sustainability goals. We engage vendors and confirm avoidance of Red List Ingredients.

PRE-PRODUCTION

We finalize material, process, and assembly choices. We evaluate materials for their health and environmental impact through HPD (Health Product Declaration) standards and work with suppliers to source the maximum recycled content available. We choose packaging and transportation methods, and confirm the product meets applicable standards and durability requirements.

MASS PRODUCTION

When the product is released, we publish HPD and Declare labels disclosing all material ingredients to 0.01%. Throughout production, we continue to evaluate the product and process while we record beneficial materials and vendors in a central library so we can use them again.

TOTAL WEIGHT OF MATERIALS USED IN PRODUCTION AND PACKAGING:

MATERIAL	2016	2019	2020
Resources that do not renew in a short period of time, such as metal, known as non-renewable.	13,163,114 kg 100%	15,553,445 kg 83.8%	14,587,333 kg 80.7%
Plentiful natural resources that are quickly replenished in a short period of time, including but not limited to: bamboo, agifiber, wool, cork or soy. Known as renewable.	0 kg	3,015,177 kg 16.2%	2,820,285 kg 19.3%
Material that replaces virgin materials,that are not by-products and non-product outputs produced by the organization, known as recycled.	Data not available	6,093,980 kg 32.8%	4,904,258 kg 33.6%

Our Building Equipment and Material (BEAM) program assists our clients in giving our products another life, and help build a more circular economy. The program aims to divert as much material as possible from landfill by first prioritizing donating material to local not-for-profits, then recycling, then waste-to-energy if necessary.

In 2020, we reclaimed

6,351 kg

(0.044%) of our product and packaging materials, as reported by reclamation partners in our BEAM program.
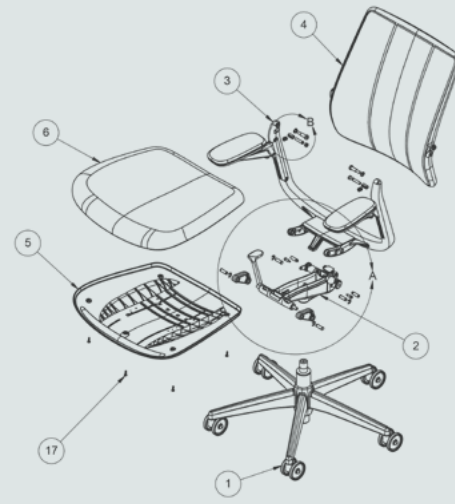
In 2020, we continued to lead the furniture industry in materials transparency.

At Humanscale, we understand that the materials around us can affect our own health and the health of the environment. This is why we concern ourselves with every ingredient in each of the materials we use to make our products (to 100ppm of the product). When we find chemicals of concern, we change our products to eliminate this ingredient. Each change requires a full R&D project to find and validate an alternative material, but we believe it's crucial to use healthy materials.

We also know that transparency labels can have a powerful impact on the building industry. Similar to nutritional labels for food, Health Product Declarations (HPDs) and Declare labels list all the ingredients for products. Stating all the ingredients not only allows customers to make informed purchasing decisions, but also motivates the industry to change.

Of course, materials transparency is only a step toward the larger goal of using all healthy ingredients. Humanscale has been aggressively working to eliminate any red list ingredients from all of our products.

Of the few we had left, we eliminate at least one each year.

100%
of new Humanscale products were launched with an ingredients label*

81%
of our Declare labels had been verified by a third-party auditor

26%
of Declare labels in the entire furniture industry were published by Humanscale, even though we make up less than 4% of the industry by sales volume

2019

Chrome 6 Eliminated

2020

PFAS / PFC / C6 / C8 Chemistry Eliminated

* OEM or "white label" products excluded from product labelling
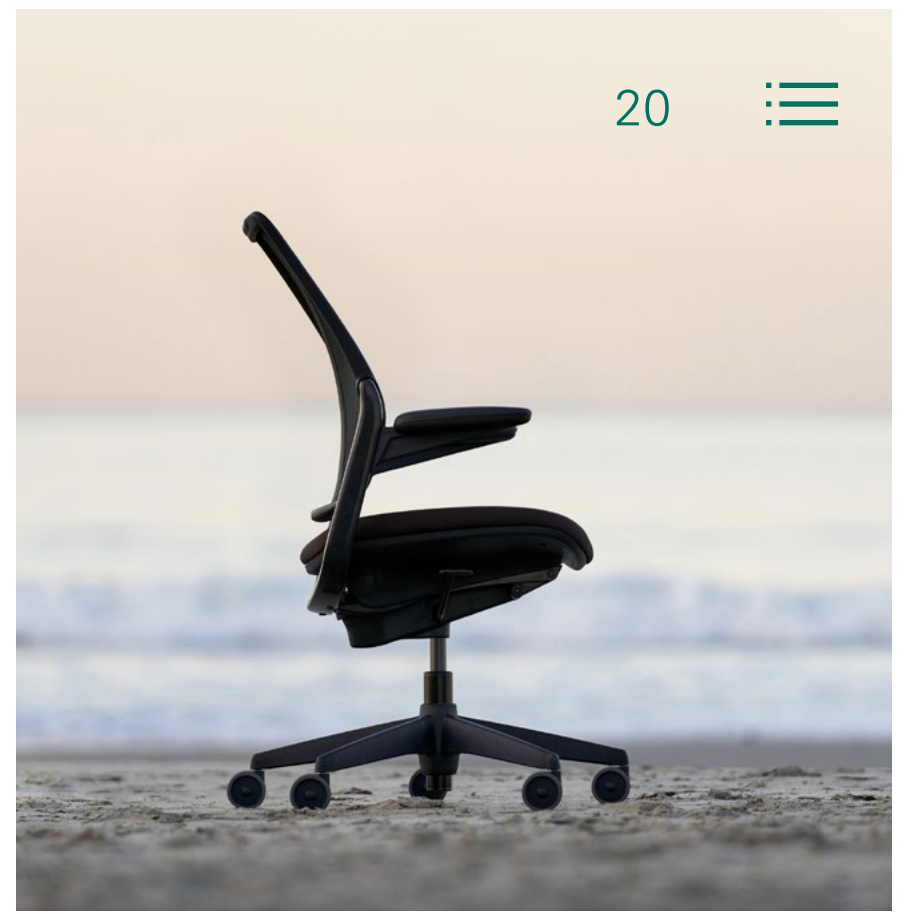
FROM OCEANS TO OFFICE

When Humanscale launched the Smart Ocean chair in 2016, we were excited to show that ocean recovered plastic could be used to manufacture a durable, high-quality product.

It was no small thing to create the most sustainable task chair in the world. But this wasn't the end; we had bigger dreams.

Jackson McMuldren / Ocean Voyages Institute

Additional suppliers:

Our sourcing and sustainability teams worked closely to find those innovative suppliers who could recover and use ocean plastic as the input to recycling. We're now working with four times as many suppliers of ocean plastic.

Additional types of plastic:

We started with Smart Ocean, which uses injection molded nylon for components. This past year, our engineering team tested more kinds of plastic, including polypropylene, polyethylene for textile and new grades of nylon.

Our goal has always been to expand our ocean plastic offerings beyond Smart Ocean to include more products, more suppliers and other types of plastic.

In 2020 we did just that.

Additional products:

Our engineering team tested ocean plastic on two additional product lines, which will soon expand the number of products made with ocean plastic from one to three. We're excited to launch of these products soon.

Imagine if everything you bought and used made the world a better place?

LIVING PRODUCT CHALLENGE SM 2.0

The Living Product Challenge (LPC) is the most rigorous certification of sustainability and a great framework to evaluate products for positive impact. Administered by the International Living Future Institute, the LPC evaluates products across 20 sustainability categories to give a holistic view of the product's impact. It requires manufacturers to go beyond reducing the harm from business as usual and challenges us to actually leave the world better off in a measurable way. A third party auditor verifies all the calculations and activities to make sure the positive impact is real and meaningful.

IMPERATIVES

01. RESPONSIBLE PLACE

02. HABITAT EXCHANGE

03. LIVING ECONOMY SOURCING

04. WATER FOOTPRINT

05. NET POSITIVE WATER

06. ENERGY FOOTPRINT

07. NET POSITIVE ENERGY

08. RED LIST

09. TRANSPARENT MATERIAL HEALTH

10. HUMAN THRIVING

11. RESPONSIBLE INDUSTRY

12. REGENERATIVE MATERIALS

13. NET POSITIVE WASTE

14. NET POSITIVE CARBON

15. ETHICAL SUPPLY CHAIN

16. EQUITABLE INVESTMENT

17. JUST ORGANIZATIONS

18. SOCIAL CO-BENEFITS

19. INSPIRATION + EDUCATION

20. BEAUTY + SPIRIT

LIVING PRODUCTS

At Humanscale, we've been working to manufacture products that leave the world better off each time they're made. It's an ambitious goal, and one that could be hard to measure. Luckily, we like creating metrics and achieving big goals.

Humanscale is the only manufacturer to have achieved the entire LPC (Living Product Challenge) certification (all 20 imperatives).
Two product lines were LPC certified in 2016: Float table and Diffrient Smart chair.

In 2020, we began the expansion of our LPC certification to include 25 products and all factories globally. Travel restrictions and business changes due to COVID prevented the audit from being completed in 2020, but we look forward to expanding the certification in 2021.

IMPACT AROUND THE WORLD

400 SUPPLIERS WORLDWIDE
47 OFFICES AND SHOWROOMS
4 MANUFACTURING FACILITIES
GLOBAL PRESENCE IN 32 COUNTRIES

MANUFACTURING

Dublin, Ireland

Fresno, USA

Nogales, Mexico

Piscataway, USA

Manufacturing sites represent our biggest impact, so we focus a large part of our sustainability program on our facilities.

HEADQUARTERS

New York

Our sales offices and manufacturing facilities reach around the globe and represent the scope of our direct environmental and social impact.

OFFICES/ SHOWROOMS

North America

Atlanta, USA

Boston, USA

Birmingham, USA

Cincinnati, USA

Chicago, USA

Denver, USA

Houston, USA

Kansas City, USA

Los Angeles, USA

Mexico City, Mexico

Minneapolis, USA

Montreal, Canada

New York, USA

Oak Brook, USA

Orange County, USAParsippany, USA

Philadelphia, USA

Red Bank, USA

San Francisco, USA

San Diego, USA

Seattle, USA

Washington, DC, USA

Toronto, Canada

EMEA

Amsterdam, Neatherlands

Nürnberg, Germany

London, United Kingdom

Manchester, United Kingdom

Milan, Italy

Paris, France

Dubai, United Arab Emirates

Asia

Melbourne, Australia

Seoul, Korea

Bangalore, India

Singapore, Singapore

Central, Hong Kong

Beijing, China

DISTRIBUTION PARTNERS

Argentina

Columbia

Czech Republic

India

Indonesia

Israel

Japan

Malaysia

New Zealand

Poland

South Africa

Spain

Switzerland

Thailand

Turkey

Vietnam

New York, NY

Humanscale's corporate headquarters is located on the 15th floor of the iconic, LEED Silver Certified Grace building in New York. The space, which also operates as a working showroom, takes inspiration from nature and is the embodiment of our philosophy toward sustainability — it's close to transit, has ample views of tree-lined Bryant Park, and there's a living green wall in the kitchen (which is stocked with healthy snacks). A departure from our previous three-story headquarters, our new space puts everyone on a single level, with plenty of room for collaboration. The bright, airy space blends office and showroom, so customers can see our products in action and try them out for themselves. The open spaces also allow us to host larger events, like receptions and continuing education sessions — part of our commitment to community outreach.

BUILT/OPENED: 2019
EMPLOYEES: 110
DEPARTMENTS:
PRODUCT DEVELOPMENT,
LEGAL, SALES, MARKETING,
ERGONOMIC CONSULTING

Piscataway, NJ

Our facility in Piscataway produces the largest percentage of our products and, as a result, has been the testing ground for many of our Net Positive initiatives. Our two LPC-certified products, the Diffrient Smart chair and the Float table, are manufactured here, and many of the changes to production we first implemented here have been adopted in other facilities. The facility uses both rainwater capture and solar panels to reduce our impact on the environment and an award-winning enhanced recycling program to track and reduce waste.

BUILT/OPENED: 2003
EMPLOYEES: 407
DEPARTMENTS:
MANUFACTURING, HUMAN
RESOURCES, INFORMATION
TECHNOLOGY, LEGAL, ACCOUNTING

Dublin, Ireland

The Humanscale facility in Dublin supplies our European customers. Here, we assemble our monitor arms and most of our chair lines. Many of our Dublin employees have been with Humanscale for years and have established a tightly-knit community, growing a garden on-site together and celebrating its harvest with an annual barbecue.

BUILT/OPENED: 2000
EMPLOYEES: 101
DEPARTMENTS:
MANUFACTURING,
HUMAN RESOURCES,
ACCOUNTING

Fresno, CA

Our Fresno facility has a smaller, but dedicated team. One-fifth of the employees have been with Humanscale for over ten years. The team has grown together and stays closely connected through regular group lunches and by taking on group initiatives.

BUILT/OPENED: 2013
EMPLOYEES: 35
DEPARTMENTS: MANUFACTURING

Nogales, Mexico

Our Nogales location, which had its first year of production in 2017, focuses mainly on producing components and sub-assemblies for our Fresno and Piscataway facilities, who then make the finished goods.

BUILT/OPENED: 2016
EMPLOYEES: 182
DEPARTMENTS: MANUFACTURING

SPOTLIGHT 2020

ACHIEVING SUSTAINABILITY DURING COVID
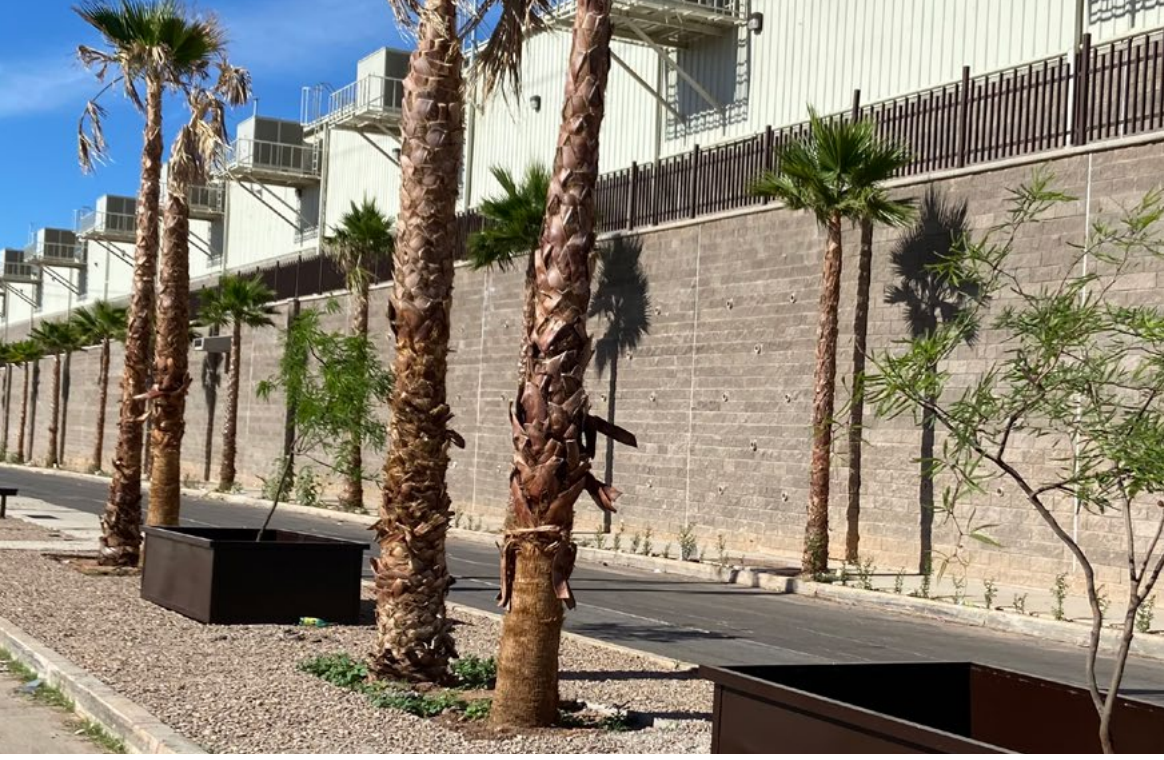
DUBLIN, FRESNO NOGALES & PISCATAWAY

Our factories and operations were challenged by the global pandemic — from delays in the supply chain, to changing requirements for factory work, to new product lines.

Yet, sustainability remained a priority.
While constant change and uncertainty prevented significant investments in infrastructure and equipment, the people working in factories found innovative ways to achieve our sustainability goals. During one of the most challenging years on record, our factories made great strides in sustainability.

WATER

HUMANSCALE NOW USES 100% RAINWATER FOR ALL GLOBAL PRODUCTION.

IMAGE: Peyman Farmani

Water scarcity is becoming more of an issue around the globe with much of the immediate impacts in local communities.

Water is used in our manufacturing processes, and we wanted to minimize the impact on our communities. Our first step was to use water very efficiently, finding ways to reuse it continually, which reduces the amount of water needed. We then installed systems to capture and clean on-site rainwater, without any harmful chemicals, and then use it as the input to production.

FACILITY	WATER USES	ANNUAL PRODUCTION USE	SYSTEM INSTALLED
Piscataway	Cooling During Molding	Approx 2000 Gallons	August 2016
Dublin	Cooling During Molding	Approx 2000 Gallons	February 2020
Nogales	Powder Coating	Approx 182,000 Gallons	January 2021
Fresno	No Water Used For Production	0	N/A

When Humanscale uses nature to supply our manufacturing processes, the city water resource can be directed to the community. If more companies join this type of initiative, we will stop suffering from drought.

Deisy Borbon Project Manager in Nogales, MX

WASTE

OVER 90% OF OUR FACTORIES' WASTE GLOBALLY IS DIVERTED FROM LANDFILLS.

IMAGE: Anna Auza

We need to use resources and materials to manufacture goods. We aim to use this material as sustainably as possible and avoid sending any of it to landfill.

Over the past few years, we've been carefully looking at items that are "waste" to find ways we can reuse them, find others who may be able to use them, find ways to recycle material that's difficult to recycle, and find ways to prevent these items being used in the first place.

Reducing waste requires a significant culture shift. It takes a number of different departments actively working to find solutions. It takes hundreds of employees changing their behavior to sort materials properly. And it's an ongoing project. There are always new employees to educate and new materials to find a use for. We meet to review our progress monthly, and in 2020 each of our factories achieved the goal of diverting over 90% of non-hazardous waste from landfill.

TYPES OF WASTE	FACILITY	WASTE DIVERTED	DIVERSION METHODS
Corrugated cardboard, shipping pallets, stretch wrap, poly bags, scrap metal (steel & aluminum), chemical totes, office paper, bottles, cans	**Piscataway**	91.6%	• Waste prevention by minimizing incoming packaging and optimizing inventory • Increase reuse of materials, like reusing shipping pallets and develping reusable packaging with our suppliers • Recycling by separating materials at their source, educating employees, restricting access to landfill containers and adding more bins with better signage.
	Dublin	90.2%	• Waste prevention by minimizing incoming packaging and optimizing inventory • Increase reuse of materials, like reusing shipping pallets and developing reusable packaging from our suppliers • Recycling by separating materials at their source, educating employees, restricting access to landfill containers and adding more bins with better signage
	Nogales	93.8%	• Found a method for foam recycling • Recycling by separating materials at their source, educating employees, restricting access to landfill containers and adding more bins with better signage
	Fresno	94.7%	• Separation of material for recycling

BIODIVERSITY

WE DEVELOPED LANDSCAPE PLANS TO TRANSFORM THE NATURAL ENVIRONMENT AT OUR FACILITIES INTO NATIVE BIODIVERSITY GARDENS.

The grounds of our Dublin facility include a vegetable garden that the employees use to make gardening fun and healthy.

Humanscale's Biodiversity Plan

Humanscale has a three-year biodiversity plan specific to each of our locations. To ensure our manufacturing locations emulate the functionality of indigenous ecosystems this plan considers biodiversity, density, plant succession, water use and nutrient needs.

Our factories share cohesive biodiversity plans with each other. Operations teams meet monthly to celebrate achievements and align on goals. Our overall goal is that by creating a healthier environment at our factory we give back more than we take in terms of resources. This initiative is just one example of our efforts to achieve a Net Positive Impact.

The immediate plans are to review and assess the health of plants onsite, remove invasive species and replace them with native plants. We repeat that process in order to increase density, biodiversity, and wildlife habitat.

Our plan is to remove potable water irrigation systems and expand rainwater capture to irrigate select garden areas on-site, as needed.
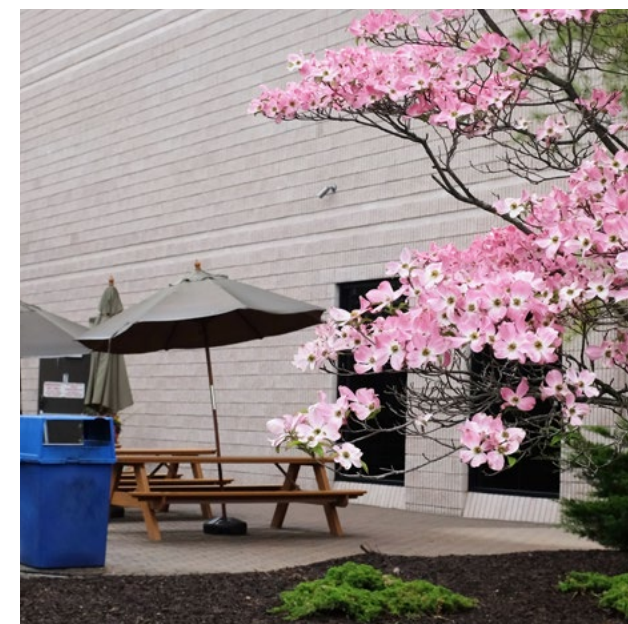
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PERCENT OF ELECTRICITY FROM RENEWABLE SOURCES
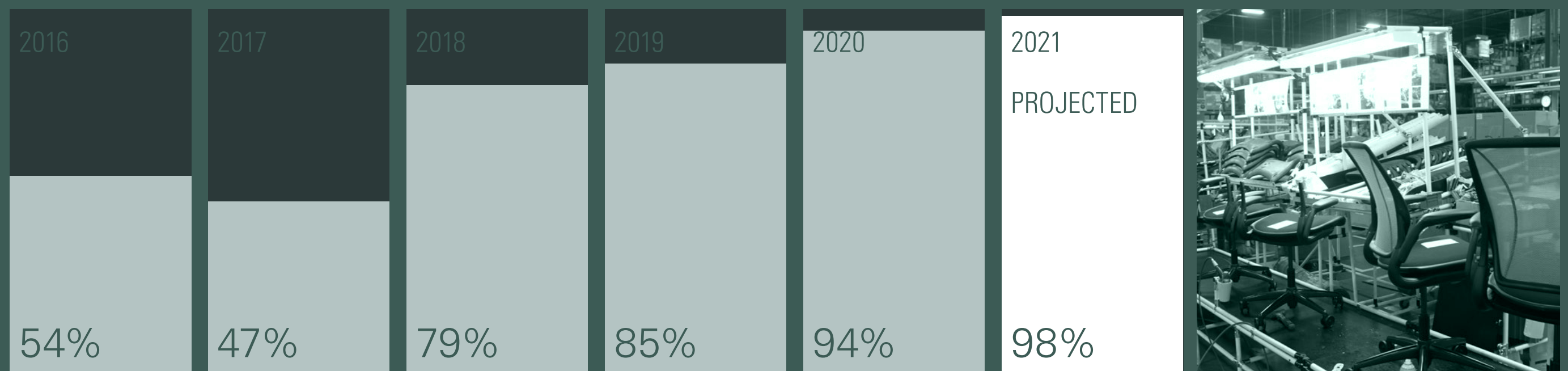
2016	2017	2018	2019	2020	2021 PROJECTED	
54%	47%	79%	85%	94%	98%	

*Humanscale Nogales facility, which does significant manufacturing processing, opened in late 2016.
This caused a significant increase in electricity used, and therefore overall energy used, by the organization.

Energy consumption is a significant contributor to greenhouse gas (GHG) emissions, so we consider measuring and reducing ours a major indicator of our sustainability. We keep careful track of the energy we use during production and look for ways to use less.

Our sustainability team tracks monthly energy use and matches it against our anticipated annual goal. Each year, our executive team reviews our annual total energy use and progress. We continually look for opportunities to reduce our usage.

*Includes offices and showrooms that qualify in accordance with the Financial Control method according to the Greenhouse Gas
Protocol: A Corporate Accounting and Reporting Standard

	DISCLOSURE	UNIT	2016 ORGANIZATION	2019	2020	PISCATAWAY	NOGALES	FRESNO	DUBLIN	OTHERS
302-1 ENERGY CONSUMPTION										
A	Fuel Consumption Non-Renewable Resources	MJ	7,647,159	14,697,913	13,430,683	5,346,386	6,682,892	141,154	1,182,011	78,239
B	Fuel Consumption Renewable Sources	MJ	0	0	0	0	0	0	0	0
	Electricity Non-Renewable Resources	MJ	3,133,588	1,553,173	11,010,952	3,367,538	5,447,196	644,750	1,317,434	234,033
	Electricity Renewable Resources	MJ	3,411,577	8,585,075	11,010,952	3,367,538	5,447,196	644,750	1,317,434	234,033
C-i	Total Electricity Consumption*	MJ	6,545,165	10,138,248	10,138,248	3,549,433	3,818,196	601,460	1,553,173	615,987
D-i	Energy Sold - Electricity	MJ	0	0	0	0	0	0	0	0
E	Total Energy Consumption*	MJ	14,098,309	24,836,162	24,441,635	8,713,924	12,130,088	785,905	2,499,445	312,272
302-3 ENERGY INTENSITY										
A	Energy Intensity Ratio	J/100k$	37,600	47,173	54,846	31,391	221,911	14,198	43,074	701
	Total Energy Normalized To Baseline Year Production	MJ	7,049,155	10,305,461	11,807,553	4,744,119	8,308,280	354,011	1,700,303	150,856
302-4 CHANGE IN ENERGY CONSUMPTION										
	Baseline	MJ	17,843,114	17,843,114	17,843,114	10,857,482	3,306,022	278,501	2,752,457	648,652
A	Absolute	MJ	-3,744,805	6,993,048	6,598,521	-2,143,557	8,824,066	507,404	-253,011	-336,380
A	Absolute	%	28%	39%	37%	-20%	267%	182%	-9%	-52%
	Baseline	J/100k$	67,855	67,855	67,855	71,841	88,448	11,154	55,624	2,467
	Normalized To Production	%	-59.2%	-42%	-34%	-56%	151%	27%	-38%	-77%
A	Intensity	J/100k$	-30,255	-20,095	-13,008	-40,450	133,463	3,044	-12,550	-1,766
A	Intensity	%	-45%	-30%	-19%	-56%	151%	27%	-23%	-72%
C	Baseline Year	2011	2011	2011	2011	2011	2017	2011	2013	2011
Production Normalization Scale Factor			2.05	2	2.07	1.84	1.46	2.22	1.47	2.07

*Humanscale Nogales facility, which does significant manufacturing processing, opened in late 2016.

This caused a significant increase in electricity used, and therefore overall energy used, by the organization.

The Intergovernmental Panel on Climate Change (IPCC)'s fifth report highlights that the damage from Climate Change will affect all life on land and sea, and that it will soon be irreversible. As the urgency to address Climate Change could not be greater, Humanscale will do our part to minimize the impacts.

We begin by reviewing and understanding our own direct contributions from our facilities (Scope 1&2), and our indirect contributions from our supply chain, shipping, and employee activities (Scope 3).

We find the most significant sources of emissions and target improvements for these most impactful areas.

	DISCLOSURE	UNIT	2016	2019	2020	PISCATAWAY	NOGALES	FRESNO	DUBLIN	OTHERS
						ORGANIZATION				
305-1										
A	Gross Scope 1 GHG Emissions	mTCO2e	427	785	705	279	350	6	66	4
D	Base Year		2011	2011	2011	2011	2017	2011	2013	2011
D-ii	Emissions in base year	mTCO2e	459	459	459	338	58	1	62	17
305-2										
A	Location-Based Scope 2 Emissions	mTCO2e	875	1,129	1178	305	690	40	121	20
B	Market-Based Scope 2 Emissions	mTCO2e	391	164	0	0	0	0	0	0
D	Base Year		2011	2011	2011	2011	2017	2011	2013	2011
D-ii	Location Emissions in base year	mTCO2e	1,130	1,130	1,130	544	294	20	211	61
D-ii	Market Emissions in Base Year		755	755	755	464	0	19	211	61
Total Direct Emissions (Scope 1 + Market-Based Scope 2)		mTCO2e	818	949	705					
305-3										
A	Gross Scope 3 GHG Emissions	mTCO2e	Not calculated	224,265	225,722	n/a	n/a	n/a	n/a	n/a
E	Base Year		n/a	n/a	2019	n/a	n/a	n/a	n/a	n/a
E-ii	Emissions in base year	mTCO2e	Not calculated	224,265	224,265	n/a	n/a	n/a	n/a	n/a
305-4										
A	GHG Emissions Intensity* (location based scope 2)	mtCO2e/ 100k $	3	4	4	2	19	1	3	0
A	GHG Emissions Intensity* (market based scope 2)	mtCO2e/ 100k $	2	0	2	1	6	0	1	0
305-5										
A	GHG Reduction									
Absolute	Scope 1 Change	mTCO2e	-32	326	246	-59	292	5	5	-13
Absolute	Scope 2 - Location Change	mTCO2e	-255	119	75	-238	396	17	-90	-11
Absolute	Scope 2 - Market Change	mTCO2e	-364	-591	-755	-464	0	-19	-211	-61
Absolute	Scope 3		Not calculated		1,457	n/a	n/a	n/a	n/a	n/a
Absolute	Scope 1 %	%	7%	71%	54%	-18%	502%	353%	8%	-77%
Absolute	Scope 2 Location %	%	-23%	-11%	-7%	-44%	135%	88%	-43%	-17%
Absolute	Scope 2 Market %	%	-35%	-78%	-100%	-100%	0%	-100%	-100%	-100%
	Production Normalization Scale Factor			2.41	2.07	2.1	1.46	2.22	1.47	2.07
Norm to Baseline	Scope 1 Emissions	mTCO2e	Not calculated	326	341	133	240	3	45	2
Norm to Baseline	Scope 2 - Location emissions	mTCO2e	Not calculated	518	582	146	473	18	83	24
Norm to Baseline	Scope 2 - Market emissions	mTCO2e	Not calculated	68	0	0	0	0	0	0
Norm to Baseline	Scope 1 Change	mTCO2e	Not calculated	-133	-118	-205	181	2	-16	-15
Norm to Baseline	Scope 2 - Location Change	mTCO2e	Not calculated	-611	-548	-398	178	-3	-129	-37
Norm to Baseline	Scope 2 - Market Change	mTCO2e	Not calculated	-687	-755	-464	0	-19	-211	-61
Norm to Baseline	Scope 1 % Change	%	Not calculated	-29%	-26	-61%	312%	104%	-27%	-89%
Norm to Baseline	Scope 2 Location % Change	%	Not calculated	-5%	-49	-73	61%	-15%	-61%	-60%
Norm to Baseline	Scope 2 Market % Change	%	Not calculated	-91%	-100%	-100%	0%	-100%	-100%	-100%

*Includes offices and showrooms that qualify in accordance with the Financial Control method according to the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard

ENERGY

*Humanscale Nogales facility, which does significant manufacturing processing, opened in late 2016. This caused a significant increase in electricity used, and therefore overall energy used, by the organization.

302-1

Includes offices and showrooms that qualify in accordance with the Financial Control method according to the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard. Scope5, a cloud-based monitoring software platform, is used to calculate energy use based on the individual energy sources. All solar energy credits produced by the organization are assumed to be sold, and all electricity is assumed to be grid-supplied.

Conversion factors are provided through Scope5 and come from the EPA and WRI.

302-2

Humanscale does not report energy consumption outside the organization.

302-3 ENERGY INTENSITY

Metric chosen to calculate energy intensity is annual sales volume in USD. Our energy sources are within our organization, and they include: electricity (grid and solar), natural gas, propane,and vehicle fuel (gas and diesel). These vary by location depending on utilities available and specific needs of each facility.

302-5 CHANGE IN ENERGY REQUIREMENTS

Humanscale has had no change in energy requirements in sold products or services.

EMISSIONS

Calculations includes offices and showrooms that qualify in accordance with the Financial Control method according to the Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard

305- 1 AND 305-2 - SCOPE 1 AND SCOPE 2 GHG EMISSIONS

Gases included in calculations: carbon dioxide, methane, and nitrous oxide.

Our emission factors and GWP rates are selected from EPA Hub Tables 1-9 and the WRI Emission Factor Library. Consolidation approach: operational control.

305-3 - SCOPE 3 GHG EMISSIONS

Gases included in calculations: carbon dioxide, methane, and nitrous oxide. Most categories are reported solely in CO_2 eq.

Humanscale does not report biogenic Scope 3 Emissions, as we do not create any.

Humanscale tracked and disclosed indirect emissions that apply to our operations; they include Categories 1,2, 3, 4, 5, 6, 7, 8, 9, 11, 12, and 13.

Our emission factors and GWP rates are selected from EPA Hub Tables 1-9, WRI Emission Factor Library, CBECs Real Estate Emission Factor Libraries, Life Cycle Assessment of Humanscale Products, and standardized cost-based emission factors based on activity type.

Humanscale followed the Greenhouse Gas Protocol Scope 3 Guidance documentation to calculate indirect emissions.

The software "Scope 5" was used as the collection and calculation tool for the emissions.

305-4 - GHG EMISSIONS INTENSITY RATIO

Denominator metric in intensity ratio:
Annual production volume in $.

Scopes 1 & 2 are included in intensity calculations

Gases included in the calculation: carbon dioxide, methane, and nitrous oxide

305-5 - GHG EMISSIONS REDUCED

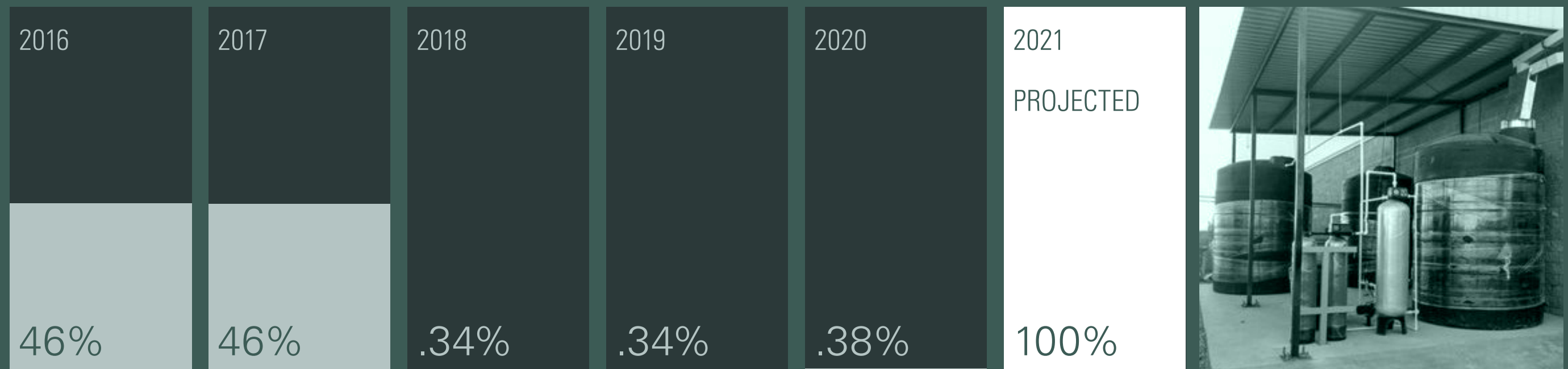Gases included in calculations: carbon dioxide, methane, and nitrous oxide. Positive percentages represent increases and negative percentages represent reductions

Scopes in which reductions took place: Scopes 2, market based.

PERCENT OF PRODUCTION WATER FROM RAINWATER

305–1 iii

2016	2017	2018	2019	2020	2021 PROJECTED
46%	46%	.34%	.34%	.38%	100%

Water is our most critical natural resource, vital to life. Without care and attention, our operations could consume a significant amount of water and impact our local communities. With that in mind, we regularly look for ways to reduce consumption and use natural rain harvesting for 100% of production in all our factories globally.

In most cases, Humanscale's production water is used in a closed loop system and continually reused, with additional water input to the system mainly from evaporative loss. It is not possible to estimate the volume of reuse accurately since there is no internal metering within the system.

All non-production water is used for restrooms and drinking fountains and comes from the local municipality. Since the facilities don't include full kitchens or showers, the water use is minimized, and no water sources are significantly affected by Humanscale's operations. Our long term goal is to significantly reduce our impact on local utilities by reducing water input for non-production uses, and by creating water handprints that reduce water discharge from all facilities. For each of our facilities, we have performed a water assessment and developed a strategy that considers local climate and water challenges.

OPERATIONAL DATA   303 – 1

		2016	2019	2020				
		ORGANIZATION			PISCATAWAY	DUBLIN	FRESNO	NOGALES
303-1 WATER USE								
i	SURFACE	0	0	No surface water was used in the reporting year.				
ii	GROUND	0	0	No surface water was used in the reporting year.				
iii	RAINWATER	7 m3	8 m3	15 m3	8 m3	8 m3	0	0
iv	WASTE	0	0	Humanscale does not withdraw waste water from another organization.				
v	MUNICIPAL	14,325 m3	16,358 m3	14,619 m3	4,806 m3	N/A	3,892 m3	5,921 m3

306-2

PERCENT OF WASTE DIVERTED FROM LANDFILL

2016	2017	2018	2019	2020	2021 PROJECTED
63%	81%	83%	83%	90%	91%
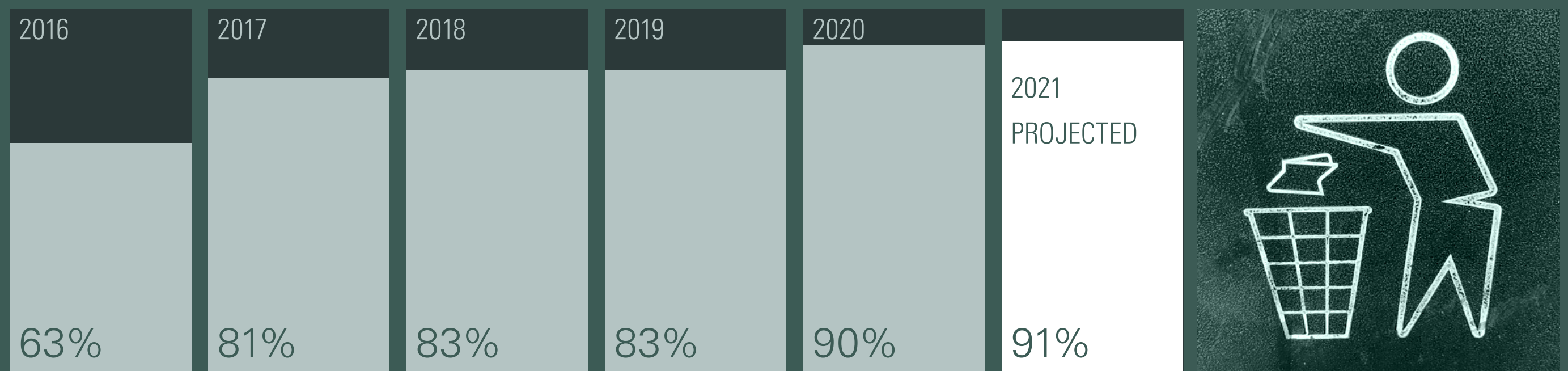
As a manufacturer of goods, we need materials as inputs to production. How well we manage these materials determines the amount of new materials sourced from natural resources. Humanscale views the volume of waste created as a byproduct of its operation to be a physical indicator of our impact on the planet. We aim to reduce waste, reuse material and divert it from landfills. As our methods evolve, we continue to push our own limits, finding new ways to solve waste issues.

We track material waste by type across all our production facilities.

Our waste diversion program is a coordinated effort between several teams. Site managers gather data in order to spot areas for improvement. Our Sustainability team monitors our diversion system and finds ways to improve our rates. Our Operations separates waste and maximizes diversion. Every month, our Operations and Sustainability teams review diversion figures. They discuss current issues and propose ways to correct them, adapting processes as necessary.

This approach has led to a steady increase in diversion rates. We depend on the versatility, ingenuity and collaboration of our incredible teams to realise these new goals each year.

	2016	2019	2020				
	ORGANIZATION			**PISCATAWAY**	**DUBLIN**	**FRESNO**	**NOGALES**
306-2 A HAZARDOUS WASTE							
A							
i	Reuse	0	0	0.00	0	0	0	0
ii	Recycling	12 kg	12 kg	6,403 kg	25 kg	0	0	6,378 kg
iii	Composting	0	0	0.00	0	0	0	0
v	Incineration	0	0	5,044	0	0	0	5,044 kg
vi	Deep Well Injection	0	0	0	0	0	0	0
vii	Landfill	0	0	2,044 kg	0	0	0	2,044 kg
viii	On-Site Storage	0	0	0	0	0	0	0
	Diversion rate*	100%	100%	47%	0	0	0	47%
306-2 B NON-HAZARDOUS WASTE							
B							
i	Reuse	190 mT	1,031 mT	751 mT	496 mT	43 mT	116 mT	67 mT
ii	Recycling	830 mT	1,304 mT	1,250 mT	489 mT	284 mT	106 mT	371 mT
iii	Composting	0	0	0	0	0	0	0
v	Incineration	116 mT	0	0	0	0	0	0
vi	Deep Well Injection	0	0	0	0	0	0	0
vii	Landfill	678 mT	415 mT	220 mT	171 mT	0	16 mT	34 mT
viii	On-Site Storage	0	0	0.00	0	0	0	0
	Diversion rate*	63%	87%	92%	92%	90%	95%	94%

Waste water

Humanscale has planned wastewater discharges from the powder coating system in its Nogales facility, totaling 827.62 m3, discharged to the municipal wastewater treatment system. The discharged water was treated to adjust pH per local regulations. It is tested annually to confirm contents are within approved discharge amounts for particulates matter, biological matter and hazardous ingredients. No water was reused by another organization.

Chemical waste

Humanscale had no chemical spills in 2020.

Our operational activities and locations could have a direct impact on local biodiversity. We evaluate the direct impact of our facilities with a focus on all our factories.

We developed a biodiversity approach specific to the urban areas and associated ecosystems where our offices and showrooms are located.

Even though Humanscale's operational locations are not in or adjacent to protected areas or areas of high biodiversity, we regularly evaluate our direct and indirect impacts. We focus on our grounds and their perimeters, review local endangered species and our manufacturing activities. Because we have not done any mining, new construction, released pollutants, or introduced any invasive species, it is our understanding that impacts from our factories are not significant. However, we see the potential to positively impact local biodiversity.

In 2020, each of our factories developed a 3 year plan to restore local native species.

→ IUCNRedList.org/

OPERATIONAL DATA   304-4

|		2016	2019	2020				
		ORGANIZATION			PISCATAWAY	DUBLIN	FRESNO	NOGALES
304-4 #OF IUCN RED LIST SPECIES								
i	Critically Endangered	0	13	15	7	7	1	0
ii	Endangered	1	47	45	23	12	7	3
iii	Vulnerable	4	123	106	45	39	12	10
iv	Near Threatened	8	102	80	37	25	9	9
v	Least Concern	686	2,785	2,642	982	646	427	587

The significant increase in # of species listed in 2019 is due to the IUCN expanding the territory of evaluation significantly to include a much larger radius surrounding our facilities. A larger geographic territory includes a greater number of species.

→ IUCNRedList.org/

IN PARTNERSHIP WITH THE WORLD WILDLIFE FUND

Humanscale

WWF
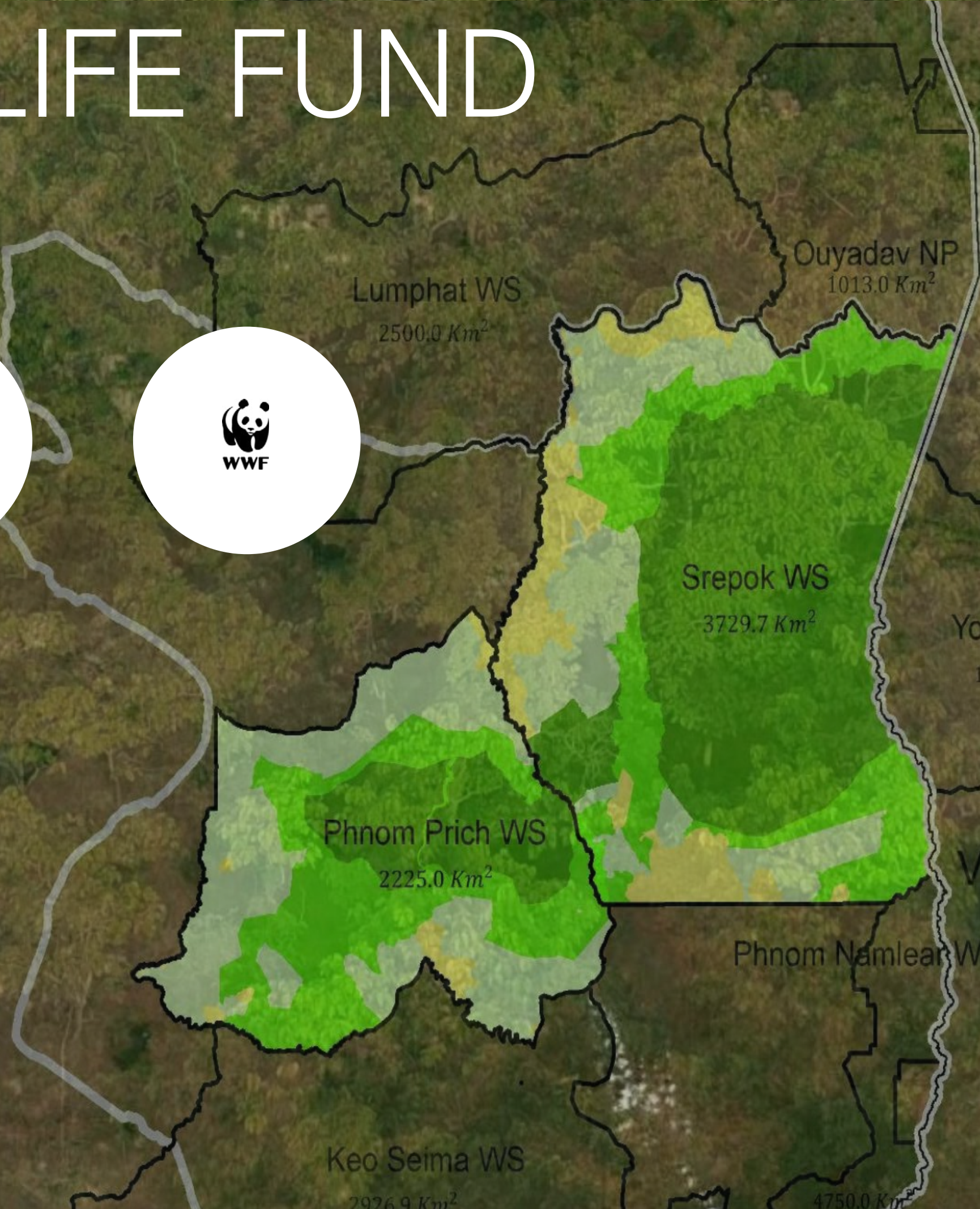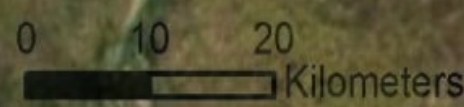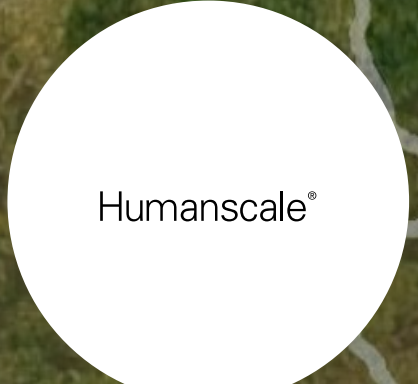
We understand that all natural resources used to manufacture goods have some impact on the environment, so we work to balance our impact through preserving wildlife.

In 2020, we continued our partnership with WWF and the Cambodian government to restore 1.5 million acres of Cambodia's eastern plains - the Phnom Prich and Srepok Wildlife Sanctuaries.

HIGHLIGHTS FROM 2020

Wildlife monitoring

The land was walked multiple times and surveyed to report on the populations of different species. It was determined that populations of banteng, red munjac and wild pig are in decline.

Elephant research

Elephants were successfully tracked and a wealth of data was gathered, including exploration into transboundary movement across the Cambodia-Vietnam border.
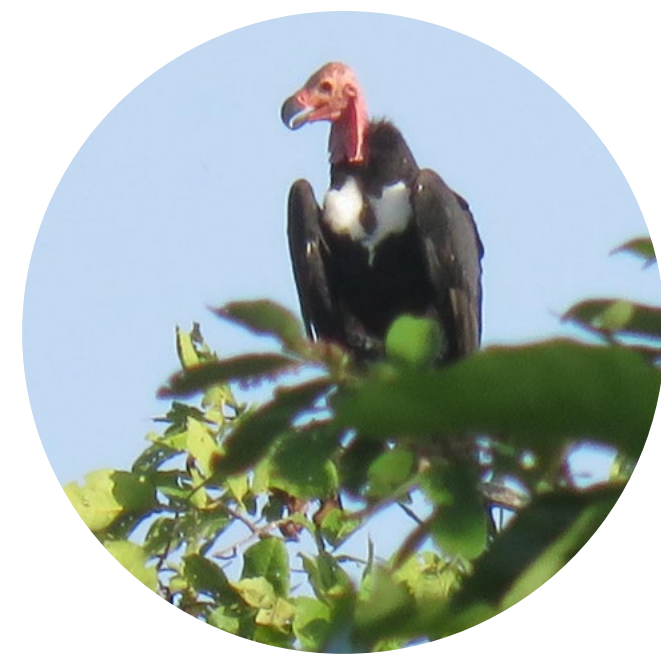
Bird populations

The national white-shouldered ibis census showed a stable trend over the past five years and WWF-Cambodia continues to provide critically endangered red-headed vultures with a safe foodsource.

Protected Area Management

The law enforcement team consisted of the Ministry of Environment's 114 rangers (MEU and border patrol police) and 588 Community Protected Area Patrol Members from 18 CPAs supported by WWF-Cambodia.

Patrols removed 4,762 snares and 4,904M of electrified wire snares, saved 109 wild animals from illegal snaring and illegal poaching, confiscated 542 chainsaws, 507 logging bikes, and 1,631 logs and oversaw the closing of seven sawmills.

Our sustainability program focuses on our largest impacts, many of which are included in the The United Nations Sustainable Development Goals (UN SDGs).

Our initiatives support the following UN SDGs:

The United Nations Sustainable Development Goals are a collection of 17 global goals set by the UN General Assembly in 2015, with a target date of 2030. The 17 goals include 169 targets, which indicate social, economic and environmental progress as well as education, gender equality and technology.

→ un.org/sustainable-development-goals

1   NO POVERTY

2   ZERO HUNGER

3   **GOOD HEALTH AND WELL-BEING**

Our products are developed to use healthy materials and keep people in healthy body postures

4   QUALITY EDUCATION

5   **GENDER EQUALITY**

We strive for gender equality in our workforce and governance

6   **CLEAN WATER AND SANITATION**

Our factories use minimal water for production. Our main factory uses only captured rainwater for production.

7   AFFORDABLE AND CLEAN ENERGY

A system of solar panels provides over 80% of electricity at our main production factory

8   DECENT WORK AND ECONOMIC GROWTH

We make sure the people who work for us and as part of our supply chain work in safe, healthy environments, are paid fairly, and treated with respect.

99   INDUSTRY, INNOVATION AND INFRASTRUCTURE

10   REDUCED INEQUALITY

11   SUSTAINABLE CITIES AND COMMUNITIES

12   RESPONSIBLE CONSUMPTION AND PRODUCTION

We manufacture goods responsibly, with great attention to the environmental impacts of our factories

13   CLIMATE ACTION

As a manufacturer, we operate our factories, ship our goods, and choose our supply chain to have a minimal, or even positive, impact on the environment

14   LIFE BELOW WATER

We're capturing ocean plastic to manufacture new products

15   LIFE ON LAND

Our project with WWF in Cambodia focuses on conservation that also supports the local economy

16   PEACE AND JUSTICE STRONG INSTITUTIONS

17   PARTNERSHIPS TO ACHIEVE THE GOAL

Humanscale is a global company with a global supply chain. Our own manufacturing facilities source many components and some fully assembled products from our first-tier suppliers, who may then source materials from their suppliers (second-tier suppliers to Humanscale). Our supply chain may go up to five tiers deep at times. When we evaluate our suppliers, we look mainly at areas where we can have the most influence, which is most often our first tier, or direct, suppliers.

Though our supply chain is constantly changing, in 2020 the changes were not significant. The number of top suppliers that contribute to 80% of our spend has doubled as we've spread our spend more evenly amongst our existing suppliers. We had an increase in the number and spend with suppliers in Southeast Asia, who now represent almost 10% of total spending. We onboarded over 30 new suppliers globally during 2020, including their social and environmental evaluations.

Most of the impact in manufacturing a product occurs throughout the supply chain, so we choose suppliers who operate according to the environmental and social requirements outlined in our Code of Conduct.

Although our target is to assess over 80% of first tier suppliers through our own on-site auditing process, we did not succeed due to COVID travel restrictions. In 2020, we assessed 6 suppliers, who represent 38% of inventory spend, for environmental and social criteria.

We screened 24% of new suppliers (by inventory spend). None of these suppliers had actual or potential negative environmental or social impacts.

We partner more deeply with key suppliers who provide fully assembled products. These suppliers must pass a third-party audit based on the Business and Institutional Furniture Manufacturer's Association (BIFMA) LEVEL certification framework. Audits take place every 3 years, and no third-party audits of suppliers were completed in 2020.

Wherever possible, we choose local/domestic suppliers, defined as being located within 500 km from our factories. In 2020, 8% of raw materials used in production were from local suppliers.

Child Labor, Forced Labor, Freedom of Association, Human Rights

As a global company, we recognize that our suppliers may operate in areas that are at risk for child labor, forced labor or restriction to freedom of association. Both our supplier Code of Conduct and our supplier agreements expressly forbid any forced labor or child labor and support both freedom of association and human rights. By the end of 2020, 63.8% of suppliers by spending have signed the supplier agreement with Humanscale.

Each year, we evaluate our first tier suppliers for risk of child labor, forced labor or restriction to freedom of association and human rights, based on their location and type of operation. Our on-site audit plan is developed to identify suppliers with greater risk of non-compliance. From our 2020 supplier risk assessment, there was no supplier considered to be at significant risk for incidents of child labor or of young workers exposed to hazardous work, forced labor, or non-compliance with freedom of association.

In an effort to prevent forced labor and child labor, 37.84% of suppliers by spending have been screened for compliance with local laws for child labor and have procedures to meet our Code.

One of the best things about Humanscale is the great people.

Our team members are dedicated, passionate about our work and willing to be innovative.

Our Human Resources (HR) departments manage all employee relations, regardless of location. To make sure we're staying in tune with employee needs globally, we have three HR departments based in the United States, Ireland and China. A Humanscale executive reviews the HR departments each year to ensure effectiveness. Humanscale does not include temporary workers, part-time workers, or consultants in our definition of "employee." The majority of organizational activities are performed by full time employees.

Just.

Organization Name: Humanscale Corporation
Organization Type: Manufacturer
Headquarters: New York, NY
Satellite Facilities: 13 Locations
Number of Employees: 901

Social Justice and Equity Indicators:

Diversity
- Non-Discrimination
- Gender Diversity
- Ethnic Diversity

Worker Benefit
- Worker Happiness
- Employee Benefit
- Continuing Education

Equity
- Full Time Employment
- Pay-Scale Equity
- Union Friendly
- Living Wage
- Gender Pay Equity
- Family Friendly

Local Benefit
- Local Control
- Local Sourcing

Stewardship
- Responsible Investing
- Community Volunteering
- Positive Products
- Charitable Giving
- Animal Welfare
- Transparency

Safety
- Occupational Safety
- Hazardous Chemicals

THE SOCIAL JUSTICE LABEL
HUM-001   EXP. 01/30/2021

Just.

Organization Name: Humanscale Corporation
Organization Type: Manufacturer
Headquarters: Hong Kong, China
Satellite Facilities: 6 Locations
Number of Employees: 59

Social Justice and Equity Indicators:

Diversity
- Non-Discrimination
- Gender Diversity
- Ethnic Diversity

Worker Benefit
- Worker Happiness
- Employee Benefit
- Continuing Education

Equity
- Full Time Employment
- Pay-Scale Equity
- Union Friendly
- Living Wage
- Gender Pay Equity
- Family Friendly

Local Benefit
- Local Control
- Local Sourcing

Stewardship
- Responsible Investing
- Community Volunteering
- Positive Products
- Charitable Giving
- Animal Welfare
- Transparency

Safety
- Occupational Safety
- Hazardous Chemicals

THE SOCIAL JUSTICE LABEL
HUM-002   EXP. 01/30/2021

Just.

Organization Name: Humanscale Corporation
Organization Type: Manufacturer
Headquarters: Dublin, Republic of Ireland
Satellite Facilities: 9 Locations
Number of Employees: 202

Social Justice and Equity Indicators:

Diversity
- Non-Discrimination
- Gender Diversity
- Ethnic Diversity

Worker Benefit
- Worker Happiness
- Employee Benefit
- Continuing Education

Equity
- Full Time Employment
- Pay-Scale Equity
- Union Friendly
- Living Wage
- Gender Pay Equity
- Family Friendly

Local Benefit
- Local Control
- Local Sourcing

Stewardship
- Responsible Investing
- Community Volunteering
- Positive Products
- Charitable Giving
- Animal Welfare
- Transparency

Safety
- Occupational Safety
- Hazardous Chemicals

THE SOCIAL JUSTICE LABEL
HUM-003   EXP. 01/30/2021

Through the International Living Future Institute's JUST program Humanscale shares how well we're doing at creating a better world for people, with a focus on equity for our employees. To provide the clearest view, our global company was divided into geographic regions associated with the three different HR departments. Humanscale's most current labels were published in March 2019, and act as a good tool for communicating progress, as well as areas of future focus for improvement.

OCCUPATIONAL HEALTH AND SAFETY

We make our products in four factories and, by their very nature, factories can be high-risk locations for injury. It's important for us to understand where injuries may occur and ensure we have policies in place to mitigate those risks, as well as provide employees with the proper protective equipment.

Each of our four factories has a Health and Safety Committee in place to ensure all factory employees have an active role in their safety. The committees cover all workers (employees and contractors) and are responsible for safety training, identifying hazards and risks and implementing safety policies, which are created as a result of regular safety assessments. HR reviews injury data quarterly and conducts a large review annually.

Piscataway & Fresno

Piscataway and Fresno follow US government regulations: Occupational Health and Safety Administration (OSHA) requirements. The Facilities & Environmental Health and Safety (EHS) Managers and their teams are tasked to audit the facility and processes on a monthly basis. Root cause and corrective actions are developed from non-conforming items during the monthly audit, if observed. Workers are expected to report hazards to their team lead or supervisor and are encouraged to do so with an incentive program that rewards employees for identifying hazards in the workplace. Workers are expected to remove themselves from unsafe work conditions. If an incident occurs, the accident investigation is led by the involved employee's supervisor. It is reviewed by Facilities & EHS Manager and their team.

Dublin

Dublin has an in-house Health & Safety Management System which follows Ireland's Safety, Health and Welfare at Work Act 2005. The in-house safety committee meets every two weeks. If an incident occurs, the Health & Safety committee plans appropriate action and reviews every month. Workers are expected to report risks to their manager or the Health & Safety Officer. The grievance procedure enables employees who have a problem, concern or grievance about their work, working environment or working relationships to extract themselves and have that problem dealt with formally at the appropriate level in the organization within as short a time as pratical. Through our Accident Reporting Process, the incident is recorded on the Accident & Incident Form with witness statements where necessary. A review of the circumstance and the area in which the incident occurred takes place and from this any necessary measures are implemented.

Nogales

Nogales follows the Mexican government health and safety regulations, NORMA. The EHS coordinator audits the facility areas every day. If unsafe conditions are detected, a corrective action is issued immediately. Every month awards are given to workers who identify a risk or an improvement in the safety system of their work area. Every worker is instructed that if their work area becomes unsafe, their supervisor should be informed and activities in the area suspended. If an incident occurs, immediate action is taken to ensure safety, an investigation is planned, data is collected and analysed and a report is written.

No Humanscale facility is at a high risk for disease.

None of the Humanscale facilities have formal agreements with trade unions that cover health and safety.

INJURY RATES

No high-consequence injuries or fatalities occurred at any of our locations.

Dublin 0 injuries

Piscataway / Fresno:
33 work-related injuries (occupational illness)

Nogales 3 work-related injuries (confusion, cuts and lacerations)

TOTAL INCIDENT RATE

Based on 200,000 hours

Dublin 0

Piscataway / Fresno 9.22

Nogales 1.08

WORK-RELATED ILL-HEALTH

There were no casualties from work-related ill health at any of our locations.

ORGANIZATIONAL DATA

Method used to record and report accident statistics:

Dublin N/A

Piscataway / Fresno OSHA

Nogales ISHIKAWA diagram

We offer a benefits program to our
employees all over the world; the benefits
available vary by region.

EMPLOYEE BENEFITS BY REGION   401-2

North America

- Health Insurance
- Paid Vacation
- Short-Term Disability
- Long-Term Disability Employee Assistance Program
- Life Insurance
- Retirement Provision
- Spousal Reimbursement Program
- Employee Discount
- HSA/FSA Funds

EMEA (Europe, Middle East, Africa)

- Health Insurance
- Paid Vacation
- Year End Bonus/ Performance Bonus / Employee Assistance Program
- Pension
- Worldwide travel insurance
- Employee Discount

Asia

- Health Insurance
- Year End Bonus/ Performance Bonus
- Employee Discount

PARENTAL LEAVE 401-3

	NORTH AMERICA		ASIA		EMEA	
	Female	Male	Female	Male	Female	Male
Employees entitled to parental leave	13	4	30	26	59	113
Employees that took parental leave	13	4	2	0	7	3
Employees that returned to work in the reporting period after parental leave	13	4	2	N/A	7	3
Employees still employed 12 months after their return to work from parental leave	11	4	1	N/A	4	2
Return to work rates of employees that took parental leave	100%	100%	100%	N/A	100%	100%
Retention rates of employees that took parental leave	85%	100%	50%	N/A	57%	67%

NON-DISCRIMINATION 406

We capture and evaluate all incidences of discrimination as they occur and evaluate these events yearly to determine trends and discover better ways to avoid problems in the future. Humanscale has had no incidents of discrimination reported in the past year globally.

HUMAN RIGHTS

Humanscale upholds human rights and international norms of behavior in all global operations and activities. In 2020, we performed the first risk assessment of all 34 of our internal facilities, including factories, offices and showrooms. Facilities were assessed for risk of human rights violations, child labor, forced labor, corruption, and restriction of collective bargaining based on location and type of operation. No risks were identified at our facilities. Although Humanscale does not currently have a human rights training program for employees at this time, we will endeavor to provide training and will track participation data next year.

DIVERSITY IN HUMANSCALE GOVERNANCE

All Humanscale entities globally are governed by a board of directors. Board members are all over 50 years old, 67% identify as female, and none are members of minority groups. Humanscale's executive team provides direction through the many departments internationally.

DIVERSITY IN EXECUTIVE TEAM

Female	6	55%
Male	5	45%
Under 30	0	0%
Age 30- 50	5	45%
Over 50	6	55%
Race Diversity Index*	43%	

ORGANIZATIONAL TOTAL

Female	430	44%
Male	557	56%
Earning ratio (F:M)	0.81:1	
Under 30	136	14%
Age 30- 50	640	65%
Over 50	212	21%
Race Diversity Index*	71%	

*The Diversity Indicator expresses the probability that any two people chosen at random will identify with different racial or ethnic backgrounds.

EMEA does not track race.

Diversity is calculated for locations of significant operations, defined as having 5 or more employees.

DIVERSITY IN EMPLOYEES

	NORTH AMERICA		ASIA		EMEA	
CORPORATE SUPPORT						
Female	132	54%	6	46%	59	63%
Male	111	46%	7	54%	7	38%
Earning ratio (F:M)	0.8 : 1		1.12 : 1		0.59 : 1	
Under 30	38	15%	0	0%	4	10%
Age 30- 50	153	63%	12	92%	100%	68%
Over 50	53	22%	1	8	57%	23%
Race Diversity Index*	69%		0		Does not track race	
INTERN						
Female	5	55%	0		0	
Male	4	45%	0		0	
Earning ratio (F:M)	1.44 : 1		N/A		N/A	
Under 30	9	100%	0	0%	0	10%
Age 30- 50	0		0	92%	0	68%
Over 50	0		0	8	0	23%
Race Diversity Index*	57%		0		Does not track race	
OPERATIONS						
Female	105	39%	14	61%	20	27%
Male	166	61%	9	39%	54	73%
Earning ratio (F:M)	0.78 : 1		0.54 : 1		1.1 : 1	
Under 30	47	17%	0		12	16%
Age 30- 50	133	49%	23	100	44	59%
Over 50	91	34%	0		18	24%
Race Diversity Index*	46%		0		Does not track race	
SALES						
Female	100	42%	9	47%	14	24%
Male	137	58%	10	53%	44	76%
Earning ratio (F:M)	0.94 : 1		0.72 : 1		0.89 : 1	
Under 30	21	9%	1	5%	4	7%
Age 30- 50	187	79%	15	79%	46	79%
Over 50	29	12%	3	16%	8	14%
Race Diversity Index*	41%		33%		Does not track race	

DIVERSITY IN NEW HIRES

NORTH AMERICA

Male: 3 (75%)		Female: 35 (49%)
Under 30	Age 30-50	Over 50
23 (35%)	37 (52%)	11 (16%)

ASIA

Male: 1 (25%)		Female: 3 (75%)
Under 30	Age 30-50	Over 50
0%	4 (100%)	0%

EMEA

Male: 17 (61%)		Female: 11 (39%)
Under 30	Age 30-50	Over 50
6 (27%)	18 (82%)	4 (18%)

ORGANIZATIONAL TOTAL

Male: 3 (75%)		Female: 35 (49%)
Under 30	Age 30-50	Over 50
29 (23%)	59 (47%)	15 (12%)

DIVERSITY IN TURNOVER/TERMINATIONS

NORTH AMERICA

Male: 149 (58%)		Female: 106 (42%)
Under 30	Age 30-50	Over 50
36 (14%)	197 (77%)	22 (9%)

ASIA

Male: 4 (57%))		Female: 3(43%)
Under 30	Age 30-50	Over 50
1 (14%)	5 (71%)	1 (14%)

EMEA

Male: 28 (61%)		Female: 18 (39%)
Under 30	Age 30-50	Over 50
10 (28%)	32 (89%)	4 (11%)

ORGANIZATIONAL TOTAL

Male: 181 (59%)		Female: 127 (41%)
Under 30	Age 30-50	Over 50
47 (15%)	234 (76%)	27 (9%)

"Our company has and always will welcome
and value everyone, but now more than ever,
we need to speak up against racism and the
injustices that we have seen for too long
across our nation. We stand in solidarity with
those protesting these injustices."

Bob King

LOCAL COMMUNITIES 413

We have an impact on the communities in which we operate, and we want those impacts to be as positive as possible. In 2020, when racial injustice came to the forefront of many communities, Humanscale donated directly and matched employee donations to three organizations fighting for equity: Color of Change, Black Artists & Designers Guild, and Campaign Zero.

While we do not currently have a formal community consultation process, we are committed to establishing one in 2022. We continue to engage with stakeholders and create stakeholder maps.

Each year, we conduct an assessment to ensure we are not affecting the community in any negative way and to look for opportunities for community outreach. We had no incidents of violation involving rights of indigenous peoples. Humanscale has no formalized community grievance process, but aims to be a good member of the communities in which we operate.

Accreditation from third-party organizations and memberships in professional associations helps to keep us accountable and focused.

BCPE (Board of Certified Professional Ergonomists)

BCPE sets a rigorous professional standard for practitioners of human factors/ ergonomics (HFE). Humanscale is home to several board-certified ergonomists, who stay actively involved in BCPE and ensure we continue to create healthy workplaces.

FSC® (Forest Stewardship Council)

The Forest Stewardship Council® certifies that products come from responsibly managed forests that provide environmental, social and economic benefits. All our wood tables are certified by the Forest Stewardship Council.

BIFMA (Business and Institutional Furniture Manufacturers Association)

BIFMA is a not-for-profit trade association for business and institutional furniture manufacturers. Staying engaged with our industry trade association helps us advance the conversation about sustainability for our entire industry.

SCS Indoor Air Quality Gold

Created to demonstrate the health and safety of an indoor environment, SCS Indoor Air Quality Gold requires products to meet strict indoor air quality chemical emission limits. Humanscale tests all our major product lines to confirm they do not off-gas and meet SCS IAQ Gold.

CDP (Carbon Disclosure Project)

The Carbon Disclosure Project is the only global system for companies and cities to measure, disclose, manage and share vital environmental information, with the goal of helping them take action to reduce their impacts. Humanscale publicly discloses our greenhouse gas emissions through the CDP every year, and has since 2012.

LEVEL®

Communicating the impacts of furniture products, LEVEL is a multi-attribute sustainability standard and third-party certification program.
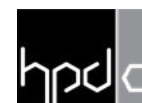
HPDC (Health Product Declaration Collaborative)

This not-for-profit, member organization is committed to the continuous improvement of performance in the building industry, through transparency, openness and innovation in business practices. We take a strong stance on using healthy materials in our own products and supporting the entire industry to push for healthier chemistry. Our Sustainability Officer is a member of the HPDC board of directors.

Living Product Challenge

The Living Product Challenge encourages participating companies to manufacture products using processes powered only by renewable energy and within the water balance of the places they are made.

IFMA – International Facilities Management Association

IFMA is the world's largest and most widely recognized international association for facility management professionals. While Humanscale is not a national member, many Humanscale employees are actively involved in the organization.

ILFI (International Living Future Institute)

This not-for-profit organization is the originator of the Living Building and Living Product Challenges, and aims to facilitate the creation of socially just, culturally rich and ecologically restorative communities.

NextWave Ocean-Bound Plastic Working Group

NextWave intercepts ocean-bound plastics from waterways in priority areas for environmental and social benefit. The group works with scientists, corporations, and others to create an open-source supply chain that reduces ocean-bound plastic and complies with global environmental and social standards. In 2017, Humanscale was a founding member of NextWave.

SHINE (Sustainability and Health Initiative for NetPositive Enterprise)

SHINE is a joint initiative from MIT and Harvard which includes businesses and academics committed to becoming net positive. The project aims to improve the scientific basis by which NetPositive is assessed at all of these levels: products, activities, companies, economic sectors, individuals, and groups of people.

UNGC (United Nations Global Compact)

As a member of the U.N. Global Compact, we align our operations and strategies with the 10 universally accepted principles in the areas of human rights, labor, environment and anti-corruption, including a precautionary approach to environmental challenges. As a member of the U.N. Global Compact, Humanscale has top-level support for their 10 principles and has annually disclosed our progress towards adopting those principles in practice.

USGBC (United States Green Building Council)

The U.S. Green Building Council works with individuals and companies to create healthy, efficient buildings. It is the administrator of LEED credits. As a member of the USGBC, we keep up-to-date with requirements and ensure our products contribute to LEED certification.

WWF (World Wildlife Fund)

The world's leading conservation organization, WWF combines global reach with a foundation in science, and action at every level from local to global, to deliver innovative solutions to both people and nature. Our CEO sits on the WWF board of directors, and Humanscale sponsors a significant wildlife restoration initiative in Cambodia.

Political Campaigns

Humanscale has not historically been involved in political campaigns. We anticipate this position continuing, and would review management approach and evaluation should it change.

In 2019 Humanscale made no political contributions.

Corporate Structure and Governance

Humanscale's executive management and governance is overseen by Founder and CEO, Bob King.

The company is a privately held C-Corporation organized under the laws of the state of New York pursuant to its company bylaws. As a privately owned and managed company, all decisions and evaluations of governance are performed internally after consulting with the relevant business and legal executives. Humanscale maintains an in-house legal department to advise the company on lawful behavior, ethical standards and international norms of behavior.

Humanscale's progress and performance is shared with all stakeholders through this annual Corporate Social Responsibility report.

Governance over Corporate Social Responsibility

Our Chief Sustainability Officer (CSO), in conjunction with the appropriate executives, develops and updates the purpose, value, and mission statements, strategies, policies and goals relating to environmental and social topics, which are then approved by the CEO. Our executive team reviews our progress toward social, environmental and economic goals annually. We also have our progress evaluated every 18 months through a third-party audit required to maintain certifications.

Environmental & Social Compliance

In 2019, Humanscale operations were in full compliance with environmental and social laws and regulations as determined by local and national governments.

There were no incidents of non-compliance, complaints, fines or sanctions.

Customer Service

Humanscale has dedicated sales and customer service teams to provide high-quality customer service, including but not limited to: information on products, shipping and delivery, upgrade and repair, warranty and responsible disposal at the end of life.

Humanscale takes customer complaints very seriously and has an investigative procedure in-place to maximize customer satisfaction and to maintain product quality and confidence in the brand. Humanscale secures and protects confidentiality of customer data.

Remuneration

Humanscale has an internal policy that guides our executive and all employee remuneration. As a privately held company, we understand remuneration ratios are an issue but manage those policies internally. Performance related to environmental topics is not currently a criteria in remuneration of the executive team.

Risk Management

Our CSO is responsible for evaluating and communicating environmental and social impacts, risks and opportunities. Our Chief Financial Officer holds responsibility for economic impacts, risks and opportunities. Stakeholder consultation informs the identification and management of risks and opportunities. Our executive team reviews risks and risk management annually, as part of our goal-setting progress, and our CSO and CEO meet frequently and informally throughout the year to discuss any issues or concerns that may arise. The CSO ensures all material topics are covered in this report; the CEO has final approval.

The data included in this report dates from January 1 – December 31, 2020.

It has not gone through an external assurance process.

Our previous reporting period covered January 1-December 31, 2019; the previous report was published December 2020.

No information has been updated to be restated from previous reports. Some topics, such as our brand statement, products and services offered, and our position on environmental topics do not change significantly each year. They have been reviewed and confirmed, and will be similar to previous years' reports.

Humanscale is not a publicly-traded company, so we do not publish financial statements.

This report does not disclose Humanscale's net sales or total capitalization, though we will include this information in future reports.

Topics Covered

Topics covered were reviewed by representatives of our executive team, our marketing team and through the stakeholder engagement process to ensure that all topics were relevant and complete. Our reporting principle was to include all material topics where Humanscale activities make a significant impact on current social, economic and environmental issues. Evaluating each of the Global Reporting Initiative (GRI) topics for its relevance to Humanscale ensures that key topics aren't overlooked and that relevant topics can be added as our business changes or our stakeholders' concerns evolve. We use this process to ensure our reporting aligns with our corporate sustainability goals, with the GRI's most recent reporting Standards and with industry-leading voluntary sustainability certification programs. All information is to be disclosed as accurately as possible, with any limitations to information included to provide full transparency.

Boundaries

Unless otherwise indicated, the material topics in this report include the manufacturing operations at our four production facilities: Piscataway, Fresno, Dublin and Nogales. We have focused our analysis on production facilities rather than the corporate boundary as these operations consume the most and have the highest potential for impact.

Review process

Our CSO and CEO frequently and informally discuss any concerns or issues that arise. This report has been reviewed by a panel of stakeholders as well as by the CEO, whose final approval was required for its production. Our stakeholders each completed a survey, giving us feedback about our choice of material topics, comprehensiveness of information and ease of understanding. Their feedback helped guide the direction of this report and will inform future reports.

Stakeholder Engagement

Developing Humanscale's sustainability strategy is driven by corporate vision to do more good than harm. We value the input of our employees, customers and all our stakeholders. To ensure that feedback is sought, heard and incorporated, we follow a stakeholder engagement process. To begin, our sustainability team identifies stakeholders that could be affected by or can have an effect on the sustainability of our company, either directly or indirectly. We then solicit feedback, through the channel applicable to that group, on our performance in various sustainability aspects and on our reporting. Here are the results from 2020:

STAKEHOLDER ENGAGEMENT

CHANNELS	TOPICS / CONCERNS	RESPONSE
Executive Management		
• Interviews with each executive	• Climate change, request to strengthen our program • Request to incorporate innovative materials in new products • Suggestion to reduce packaging coming from internal suppliers • Expansion of ocean plastic program	• Science Based Targets to be set in 2021 • Unconventional materials to be evaluated in 2021 • Packaging reduction project included in 2021 operational goals • Two additional products made with ocean plastic to be launched in 2021
Employees		
• Interviews • Surveys • Focus groups	• Suggestions for additional ways of communicating about sustainability • Suggestion to include the following topics in reporting: Market Presence, Labor/Management, Security practices and Customer privacy • Inquiry on the possibility of local volunteering program and local community engagement	• Training program on sustainability initiatives developed for 2021. • Additional topics to be reviewed for inclusion in 2021 CSR report. • SustainabilityAmbassador program will be reviewed in 2021 for feasibility of engagement with the local community
Manufacturing Partners		
• Supplier evaluation process	• No feedback provided	N/A
Customers and Product Users		
• Interviews • Response to sustainability related queries • RFQ / RFP process	• climate impacts • material ingredients • supply chain impacts	• Science Based Targets to be set in 2021 • Product ingredient labels to be 3rd party verified in 2021 • Supplier evaluation process to be expanded in 2021
Local Communities Near Our Facilities		
• During 2020 we were not able to coordinate feedback from local communities.	N/A	N/A

The Global Reporting Initiative (GRI) Standard

The GRI Standard is used as a method for accounting and transparent disclosure of our impact on the environment, economy and society. For more information, please see the content index.

This report used the GRI Sustainability Reporting Standards effective January 1, 2021. This reporting process highlighted areas for continuous improvement and Humanscale shall strive to address omissions in future versions of the report.

This material references the latest GRI Standards per 2016, 2018, and 2020.

204 Procurement Practices

205 Anti-Corruption

301 Materials

302 Energy

303 Water

304 Biodiversity

305 Emissions

306 Effluents and Waste

307 Environmental Compliance

308 Supplier Environmental Assessment

401 Employment

403 Occupational Health and Safety

405 Diversity and Equal Opportunity

406 Non- Discrimination

407 Freedom of Association and
       Collective Bargaining

408 Child Labor

409 Forced or Compulsory Labor

411 Indigenous Peoples

419 Socioeconomic Compliance

412 Human Rights Assessment

413 Local Communities

414 Supplier Social Assessment

416 Customer Health and Safety

417 Marketing and Labeling

419 Socioeconomic Compliance

GRI	SUBJECT / TOPIC	REPORT SECTION	PAGE
GRI 102	**GENERAL DISCLOSURES 2016**		
102-1	Name of the organization	Cover	
102-2	Activities, brands, products, and services	The Humanscale Difference	44,354
102-3	Location of headquarters	Global Presence	24
102-4	Location of operations	Global Presence	24
102-5	Ownership and legal form	Corporate Structure & Governance	60
102-6	Markets served	Global Presence	24
102-7	Scale of the organization	Omission: Confidentiality	61-62
102-8	Information on employees and other workers	Our Team	49-56
102-9	Supply chain	Our Supply Chain	48
102-10	Significant changes to the organization and its supply chain	Our Supply Chain	48
102-11	Precautionary Principle or approach	Beyond Sustainability	5
102-12	External initiatives	Memberships & Associations	58-59
102-13	Membership of associations	Memberships & Associations	58-59
102-14	Statement from senior decision-maker	A Message from our CSO	8
102-15	Key impacts, risks, and opportunities	Beyond Sustainability	5
102-16	Values, principles, standards, and norms of behavior	Corporate Structure & Governance	60
102-17	Mechanisms for advice and concerns about ethics	Corporate Structure & Governance	60
102-18	Governance structure	Corporate Structure & Governance	60
102-19	Delegating authority	Corporate Structure & Governance	60
102-20	Executive-level responsibility for economic, environmental, and social topics	Corporate Structure & Governance	60
102-21	Consulting stakeholders on economic, environmental, and social topics	About this Report	61-62
102-22	Composition of the highest governance body and its committees	Our Team	54
102-23	Chair of the highest governance body	Corporate Structure & Governance	60
102-24	Nominating and selecting the highest governance body	Corporate Structure & Governance	60

GRI	SUBJECT / TOPIC	REPORT SECTION	PAGE
102-25	Conflicts of interest	Corporate Structure & Governance	60
102-26	Role of highest governance body in setting purpose, values, and strategy	Corporate Structure & Governance	60
102-27	Collective knowledge of highest governance body	Corporate Structure & Governance	60
102-28	Evaluating the highest governance body's performance	Corporate Structure & Governance	60
102-29	Identifying and managing economic, environmental, and social impacts	Corporate Structure & Governance	60
102-30	Effectiveness of risk management processes	Corporate Structure & Governance	60
102-31	Review of economic, environmental, and social topics	Corporate Structure & Governance	60
102-32	Highest governance body's role in sustainability reporting	Corporate Structure & Governance	60
102-33	Communicating critical concerns	Corporate Structure & Governance	60
102-34	Nature and total number of critical concerns	Corporate Structure & Governance	60
102-36	Remuneration policies	Corporate Structure & Governance	60
102-36	Process for determining remuneration	Corporate Structure & Governance	60
102-37	Stakeholders' involvement in remuneration	Corporate Structure & Governance	60
102-38	Annual total compensation ratio	Our Team (JUST)	50
102-39	Percentage increase in annual total compensation ratio	Our Team (JUST)	50
102-40	List of stakeholder groups	About this Report	62
102-41	Collective bargaining agreements	Our Team (JUST)	50
102-42	Identifying and selecting stakeholders	About this Report	61
102-43	Approach to stakeholder engagement	About this Report	61
102-44	Key topics and concerns raised	About this Report	62
102-45	Entities included in the consolidated financial statements	Omission: Confidentiality	61
102-46	Defining report content and topic Boundaries	About this Report	61
102-47	List of material topics	About this Report	61
102-48	Restatements of information	About this Report	61
102-49	Changes in reporting	About this Report	61

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102-50	Reporting period	About this Report	61
102-51	Date of most recent report	About this Report	61
102-52	Reporting cycle	About this Report	61
102-53	Contact point for questions regarding the report	Back Cover	
102-54	Claims of reporting in accordance with the GRI Standards	GRI Content Index	63-67
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102-56	External assurance	About this Report	61

GRI 103	MANAGEMENT APPROACH 2016		

GRI 103 disclosures are included within material topics

MATERIAL TOPICS

GRI 204	Procurement Practices 2016		
103-1	Explanation of the material topic and its Boundary	Our Supply Chain	48
103-2	The management approach and its components	Our Supply Chain	48
103-3	Evaluation of the management approach	Our Supply Chain	48
204-1	Proportion of spending on local suppliers	Our Supply Chain	48

GRI 205	ANTI-CORRUPTION 2016		
103-1	Explanation of the material topic and its Boundary	Our Supply Chain, Our Team	48, 54
103-2	The management approach and its components	Our Supply Chain, Our Team	48, 54
103-3	Evaluation of the management approach	Our Supply Chain, Our Team	48, 54
205-1	Operations assessed for risks related to corruption	Our Supply Chain, Our Team	48, 54
205-2	Communication and training about anti-corruption policies and procedures	Omission: Unavailable	54
205-3	Confirmed incidents of corruption and actions taken	Our Supply Chain, Our Team	48, 54

GRI	SUBJECT / TOPIC	REPORT SECTION	PAGE
GRI 301	MATERIALS 2016		
103-1	Explanation of the material topic and its Boundary	Materials	16-18
103-2	The management approach and its components	Materials	16-18
103-3	Evaluation of the management approach	Materials	16-18
301-1	Materials used by weight or volume	Materials	16-18
301-2	Recycled input materials used	Materials	16-18
301-3	Reclaimed products and their packaging materials	Materials	16-18

GRI 302	ENERGY 2016		
103-1	Explanation of the material topic and its Boundary	Energy	34-35
103-2	The management approach and its components	Energy	34-35
103-3	Evaluation of the management approach	Energy	34-35
302-1	Energy consumption within the organization	Energy	34-35
302-2	Energy consumption outside of the organization	Energy	34-35
302-3	Energy intensity	Energy	34-35
302-4	Reduction of energy consumption	Energy	34-35
302-5	Reductions in energy requirements of products and services	Energy	34-35

GRI 303	WATER & EFFLUENTS 2018		
103-1	Explanation of the material topic and its Boundary	Water	39
103-2	The management approach and its components	Water	39
103-3	Evaluation of the management approach	Water	39
303-1	Interactions with water as a shared resource	Achieving Sustainability During COVID, Water	29, 39
303-2	Management of water discharge-related impacts	Waste	41
303-3	Water withdrawal	Water	39
303-4	Water discharge	Waste	41
303-5	Water consumption	Water	39

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GRI 304	**BIODIVERSITY 2016**		
103-1	Explanation of the material topic and its Boundary	Achieving Sustainability During COVID, Biodiversity	33, 42
103-2	The management approach and its components	Achieving Sustainability During COVID, Biodiversity	33, 42
103-3	Evaluation of the management approach	Achieving Sustainability During COVID, Biodiversity	33, 42
304-1	Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas	Biodiversity	42
304-2	Significant impacts of activities, products, and services on biodiversity	Biodiversity	42
304-3	Habitats protected or restored	Achieving Sustainability During COVID, Wildlife Conservation	33, 43-45
304-4	IUCN Red List species and national conservation list species with habitats in areas affected by operations	Biodiversity	42
GRI 305	**EMISSIONS 2016**		
103-1	Explanation of the material topic and its Boundary	Emissions & Climate	36
103-2	The management approach and its components	Emissions & Climate	36
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ISO 26000

ISO 26000 is not a certification program. The document provides guidance on how to develop, evaluate, and communicate a company's social responsibility program. For more information about how our program addresses the recommendations or clauses in the ISO standard, please see content index.

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