

A Calculated Approach **Making a Positive Impact**

CSR 2017



Humanscale Corporation

CORPORATE SOCIAL RESPONSIBILITY

ANNUAL REPORT

JANUARY 1 – DECEMBER 31, 2017



CSR 2017

Founded in 1983, Humanscale pioneered ergonomics and is now the global leader in workplace well-being. From seating to lighting to technology support, we develop innovative, functional work tools for a better human experience. Our products allow people's work to adjust to them, rather than the other way around, and encourage free and spontaneous movement. Sustainability has always been one of our core values.

A few years ago we chose to refocus our efforts to go beyond sustainability – to aim for an overall net positive impact on the earth. This goal has led us to innovate in our operations, help restore biodiversity to a landscape in peril half a world away, and work for stronger sustainability standards in our own industry.

Our successes are powered by the contributions of the people who work here — whether the actions are small or large, the collective effort keeps us moving forward.

CONTENTS

2017

Who we are

Our vision, our philosophy, and what drives us to do better.

How we operate

We're going beyond sustainability — making tangible, positive impacts.

4 MESSAGE FROM OUR CEO

5 MESSAGE FROM OUR
SUSTAINABILITY OFFICER

6 WHO WE ARE

7 ORGANIZATIONAL PROFILE

8-9 AWARDS

10-11 CERTIFICATIONS AND
MEMBERSHIPS

12 ENVIRONMENTAL PRINCIPALS

14 LIVING PRODUCT CHALLENGE

16-19 SUSTAINABILITY CHAMPIONS

20-23 HUMANSCALE + THE WORLD
WILDLIFE FUND

24 DESIGN PHILOSOPHY

25 DESIGN FOR ENVIRONMENT

26 USE OF MATERIALS

27-30 PRODUCT LABELLING

32 ENERGY

33 WATER

34 EMISSIONS

35 BIODIVERSITY

36 WASTE

38-39 PISCATAWAY

40-41 DUBLIN

42 FRESNO

43 NOGALES

45 SUPPLY CHAIN

46 OUR WORKFORCE

48 OUR EMPLOYEES

50 ABOUT THIS REPORT

HIGHLIGHTS



HEALTHY MATERIALS



We have the most Declare labels published in our industry.



ENERGY



Solar energy provided over 80% of electricity for our main factory



LIVING PRODUCTS



Full Living Product Challenge certification



WILDLIFE PROTECTION



We're helping protect 1.5 million acres of wilderness in Cambodia



WATER



Rain water is used for 100% of our production water in North America.



CLIMATE



Reduced greenhouse gas emissions by 64.6% since 2011



AWARDS



Manufacturer Visionary Award awarded by International Living Future Institute



RESOURCE DEPLETION



Piscataway earns New Jersey DEP Recycling Award

MESSAGE FROM OUR CEO

Our unwavering commitment to making the office and the world a healthier place continues to propel us forward and raises the bar for the industry at large.



A lot of companies try to do less harm to the environment in the most convenient and inexpensive way possible. We believe that is not nearly enough.

We believe every organization needs to be self-sustaining, operating on its own water, power, etc. and ultimately make a positive contribution to the environment. This is how nature works and is the only way we can ensure the long-term survival of our planet.

A factory, or a company overall, for that matter, can be like a tree — self-sufficient and positively contributing to the overall environment.

Humanscale has fully embraced this undertaking to create a net positive future, and this report explores how we've continued our work on the challenging, but impactful, path toward making the world better for all living beings.

In addition to furthering our work on material transparency and building the foundation for the expansion of our sustainable manufacturing efforts, we've continued establishing partnerships with sustainability leaders and platforms that are aligned with our mission.

We're also cultivating a culture of sustainability within Humanscale, and encouraging our own employees to be leaders. In this vein, I would like to thank Jane Abernethy and our support teams for helping to chart a new path and set a higher standard for corporate social responsibility worldwide.

Robert King, Humanscale Founder and CEO

MESSAGE FROM OUR SUSTAINABILITY OFFICER

Every year it's exciting to see our program grow.



We're always proud of the progress and accomplishments we're making as an organization, and happy to share our progress in our annual report. Although the report is close to 60 pages long, this is only enough space for a high level summary of our activities. It's not always easy to see the real effort from real people that goes into each success.

The vision to go beyond sustainability and have a net positive impact was set at the highest level, but it has been wholeheartedly embraced throughout the organization. From a product engineer who conscientiously chooses healthy materials, to an office manager who reminds her team members about recycling, to an operations manager who chooses LED lighting. The impact we have as a company is the sum of the impact of our team members. Throughout the report, you'll meet some of the people who have been involved, hear about their contributions, and they'll share their perspectives in their own words.

I hope you'll find their insights inspiring,

Jane Abernethy Sustainability Officer

WHO WE ARE

Creating a more comfortable place to work.

Humanscale is the premier designer and manufacturer of ergonomic products that improve health and comfort in the workplace. Our functional yet minimal designs and ergonomic consultation services help transform traditional offices into active, intelligent workspaces. And we have become a leader in sustainability for our industry, working for more rigorous standards, and incorporating a Net Positive philosophy into every aspect of our business.

#DesignforHumans



Humanscale Design Studio, New York

OUR ORGANIZATION

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

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



							
North America		South America		Europe		Middle East & Africa	
ATLANTA	NEW YORK	BOGOTA	AMSTERDAM	BANGALORE	CAPE TOWN	Manufacturing DUBLIN FRESNO NOGALES PISCATAWAY	
BOSTON	OAK BROOK	BUENOS AIRES	BARCELONA	BEIJING	DUBAI		
BIRMINGHAM	ORANGE COUNTY	CARACAS	DUBLIN	HONG KONG	JOHANNESBURG		
CINCINNATI	PARSIPPANY	GUATEMALA CITY	LONDON	MELBOURNE	TEL AVIV		
CHICAGO	PISCATAWAY	LIMA	MANCHESTER	PETALING JAYA			
DALLAS	PHILADELPHIA	MEXICO CITY	MILAN	SINGAPORE			
DENVER	RED BANK	MONTEVIDEO	PARIS	SHANGHAI			
GRAND RAPIDS	SAN FRANCISCO	PANAMA CITY	NUREMBERG	SYDNEY			
HOUSTON	SAN DIEGO	QUITO	PRAGUE				
KANSAS CITY	SEATTLE	SAN JOSE	STOCKHOLM				
LOS ANGELES	TORONTO	SANTIAGO	WARSAW				
MINNEAPOLIS	WASHINGTON, DC	SÃO PAULO					

AWARDS

We believe that the best designs are based on purpose and function. When design solves a functional problem as simply and elegantly as possible, the resulting form will be honest, timeless and relevant across cultures.

DESIGN

INFINITY LED TASK LIGHT

Red Dot Design Award

Winner
Design Zentrum Nordrhein Westfalen
2017

Best of NeoCon

Silver
Contract Magazine
June, 2017

#MetropolisLikes Awards

Winner
Metropolis
2017

FLOAT TABLE

Top 10 Green Building Products

BuildingGreen
2017

LEADERSHIP

Manufacturer Visionary Award

Winner
International Living Future Institute
Humanscale Corporation
June, 2017

Sustainability Leadership Award

Business Intelligence Group
Humanscale Corporation
2017

Sustainable Innovation Award

Business Intelligence Group
For achieving the Living Product Challenge
2017

Sustainable Champion

Business Intelligence Group
Jane Abernethy, Humanscale's
Sustainability Officer
2017

NJDEP Recycling Award

New Jersey Department of
Environmental Protection and the
Association of New Jersey Recyclers
*For the recycling program at
Humanscale's NJ facility*
2017



Infinity LED Task Light



#METROPOLISlikes



QuickStand Eco

→ Humanscale Awards

CERTIFICATIONS AND MEMBERSHIPS

While our commitment to sustainability is clear, accreditation from third-party organizations and memberships in professional associations helps to keep us accountable and focused.

CERTIFICATIONS



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.



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.



GREENGUARD

Similar to SCS Indoor Air Quality Gold, GREENGUARD certification provides assurance that products designed for use in indoor spaces meet strict chemical emission limits, contributing to the creation of healthier interiors. Humanscale seating is all certified GREENGUARD Gold.



LEED offices/showrooms

Many of our locations are LEED certified, which reflects the best-in-class building strategies and practices that went into creating the space.



level®

Communicating the impacts of furniture products, level is a multi-attribute sustainability standard and third-party certification program.



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.

MEMBERSHIPS AND ASSOCIATIONS



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.



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.



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.



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.



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 – employees hold positions such as chapter president (San Francisco) and board member (Houston).

**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.

**NPP** (Net Positive Project)

NPP includes organizations — including businesses, NGOs, and academics — committed to becoming net positive. The project aims establish itself as the global authority on net positive, creating a standard by which companies can quantify, assess and enhance their positive impact on the world. Humanscale is a founding member of NPP and is actively working to help resolve the technical challenges in defining Net Positive.

**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 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.

CORPORATE GOVERNANCE

Corporate Governance

Humanscale's executive management and governance is overseen by Founder and CEO, Robert King. The company is a privately held S-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. Humanscale's progress and performance is shared with all stakeholders through this annual Corporate Social Responsibility report.

Environmental Compliance

Environmental compliance is important to our operations. Our four factories and worldwide operations, which span several countries with diverse approaches to environmental protection, are subject to local laws and regulations. Periodically, a team of consultants is engaged to review our practices to ensure compliance with the applicable laws and regulations. We are proud to say that there have been no incidences of non-compliance with environmental regulations to date. In addition, we have been able to pursue and maintain certifications that hold our operations to standards that exceed the minimum required by laws and regulations. While we did not conduct a review in 2017, we also had no incidences of non-compliance that year.

Supporting the Right to Organize

We maintain an open-door policy so that team members can discuss any issues or concerns at any time. Regardless of position, we encourage appropriate, open and honest communication among all team members in order to identify and resolve issues. We support our employees' right to self-organize or to join or form a union of their choosing to represent them.

Positively impactful

We know that as we operate, we impact the world. We're aiming to make that impact a positive one.

We took a look at our manufacturing and operational activities to understand our key impacts: energy, water, emissions, resource depletion, wildlife preservation, social responsibility and healthy materials. In each area we consider what it would take to go beyond "sustainability" to making a truly positive impact on the world around us.

If a company can make a positive impact in all of these ways, it will be acting like a tree. Trees aim to grow bigger and expand as much as possible, but as they do this, they're self-sustaining and they replenish the environment. Shade, oxygen, leaves fall to become fertilizer for other plants. Trees do use some resources, but they give back more. If we want to live at peace with the planet, then our factories must be like trees; our companies like a forest.

What does this mean for us?

Becoming Net Positive means manufacturing is part of environmental and social solutions. It means we take a close look at what we make, not just how we make it. It means we consider the resources required to manufacture our products, and find ways to go beyond reducing our consumption to making a positive environmental or social impact in the world.

How do we get there?

Becoming Net Positive requires a commitment to looking at every aspect of our operations and our supply chain. We have conducted Life Cycle Analyses of several Humanscale products, which gave us a baseline for where we were doing well and what we could improve. Achieving Living Product certification for our Float table and Diffrient Smart chair — a landmark achievement in our industry — gave us a tangible example of what being net positive looks like. And we're just getting started.



In 2016, Humanscale became the first manufacturer in any industry to achieve full Living Product Challenge certification for our Float table and Diffrient Smart chair.

As of December 2017, no other manufacturer, in any industry, has yet to meet the full certification.

LIVING PRODUCT CHALLENGE

When Humanscale completed the LPC in 2016, we demonstrated that many of our on-site activities were net positive.

We also took on a commitment to ensure our entire supply chain is net positive for water, energy and emissions within three years. A life-cycle assessment, which calculated the water, energy and carbon footprints of each product, showed us where we needed to improve to complete the Living Product Challenge.

It also showed us the negative impact of our supply chain for each product we manufactured.

Today, we keep a running tally of the LPC products we manufacture and their corresponding footprints.



- LPC Case Study: **Diffrient Smart chair**
- LPC Case Study: **Float table**



Achieving full LPC certification requires meeting a set of 20 imperatives across seven performance categories.

Certified products are audited every two years.

PLACE	01. RESPONSIBLE PLACE & HABITAT 02. HABITAT EXCHANGE
WATER	03. NET POSITIVE WATER
ENERGY	04. NET POSITIVE ENERGY
HEALTH & HAPPINESS	05. NET POSITIVE MATERIAL HEALTH 06. HUMAN THRIVING
MATERIALS	07. RED LIST 08. LIVING ECONOMY SOURCING 09. RESPONSIBLE INDUSTRY 10. NET POSITIVE CLIMATE 11. NET POSITIVE WASTE 12. PRODUCT FIT TO USE 13. USEFUL LIFE DISPOSAL
EQUITY	14. EQUITABLE PRODUCT ACCESS 15. RESPONSIBLE CO-PRODUCTS 16. EQUITABLE INVESTMENT 17. JUST ORGANIZATIONS
BEAUTY	18. POSITIVE HANDPRINTING 19. BEAUTY + SPIRIT 20. INSPIRATION + EDUCATION

The Living Product Challenge (LPC) was established by the International Living Future Institute (ILFI), an organization of leading green building experts and thought leaders who have also created the Living Building Challenge, Declare, JUST and Net Zero Energy Certification.

HANDPRINTING

“Reducing your footprints is a great place to start, but a tragic place to end.”

Greg Norris

Chief Scientist
International Living Future Institute

As hard as we work to reduce our footprints, we know that we can't get rid of them entirely. Every company operating, even every person living, will leave footprints through our daily activities. If we only focus on reduction of footprints, the best we can do is aim for less harm; we'll never be contributing to making the world better off. This is why we've begun to actively pursue handprints.

According to the SHINE program at Harvard, handprints are “the positive impacts we cause, relative to business as usual.” They are intentional activities that create a measurable positive impact in an area such as water, energy, or emissions. Handprints can involve actions like replenishing clean water supplies in at-risk areas, or investing in programs that create positive social change in our communities.

In 2017, we created the first “handprinting” job. We hired an employee specifically to work on creating handprints. He spent most of the year conducting life-cycle assessments of different initiative and activities. We want to make sure a handprint will stand up to audits, can be tracked, and actually makes a difference. Over the course of the year he promoted the concept of handprinting and worked to get more people and companies engaged with the concept. He also developed a program, which will launch in 2018, which aims to ensure the production of the Diffrient Smart chair and the Float table will create handprints larger than their footprint.



Working towards handprinting goals has afforded me opportunities I otherwise may not have had such as working with product designers and LCA experts. Being that handprinting is a fairly new concept, it has been an exciting challenge creating a small pilot program that would work for Humanscale. Exploring the potential impact that our customers can have on the world has revealed some extraordinary possibilities. Seeing how impactful some of those small possibilities can be has been astonishing. One of the best and most entertaining parts about handprinting is the endless creative opportunities.

Alexander Tselepis

Sustainability Coordinator

Sustainability Champions



In 2017, we created a group aimed to grow the sustainability culture at Humanscale. These Sustainability Champions — 10 employees from different offices with varying roles and tenures at the company — run a program called HOME (Help Our Mother Earth).

In its first year, this group has:

- Created a monthly newsletter to share sustainability updates, progress, and tips
- Established a recycling and disposal program in each office, reducing waste and encouraging positive habits
- Created training and informational resources for employees about the Net Positive movement
- Implemented an eco-friendly office-supplies program, ensuring paper, cleaning supplies, utensils and more are purchased from sustainable and fair-trade/certified sources
- Launched a company-wide campaign to involve all employees with a non-profit volunteer program, so we can give back as a team

SPOTLIGHT

Humanscale's corporate initiatives focusing on reducing our carbon footprint and removing hazardous chemicals from our products have truly been exciting. Even more inspiring has been the collective efforts of our Sustainability Champions in encouraging every employee to make small changes and create handprints in their lives to contribute to their overall positive impact to the planet.



Mike Buhmann

National Director
Brokerage for US/Canada

During his 22 years at Humanscale, Mike has seen a lot of changes. He started out in sales, has worked with training and education, became a product manager, and is now the Director of our Real Estate Alliance program. As his career evolved, so did his take on what it means to translate a sustainable mindset into action. Today, he leads our team of Sustainability Champions, helping encourage everyone at Humanscale to examine the way our actions impact the environment.

How does your role as Sustainability Champion merge with your day-to-day role?

It's twofold. Our Sustainability Champions are an internal group. Part of what we do is empower all our employees, who we come into contact with every day, about making more effective choices. I've learned so much about making micro-changes day in and day out. My day-to-day role, and the other element of being a sustainability champion, is facing clients. We're very proud of our environmental message, and ours goes much deeper than the surface. It goes into our design and manufacturing processes, material selection, and then expanding to empowering our employees to make handprints. Our clients are very interested in learning more about what we're doing.

Has working at Humanscale changed your perspective?

I've spent my whole career at Humanscale — I kind of grew up with the organization — and being part of this group has without a doubt changed my perspective. I've learned so much more about how little changes can make a difference when it comes to reducing energy and water waste. I walk around with a little voice in my head reminding me to turn off the water when I'm brushing my preschooler's teeth, turn off the lights when I leave a room or reducing the time I spend watering my lawn. The social media platform we implemented, WeSpire, helps us reach our potential from a

handprinting standpoint through interesting and relevant content, but also through gamification and competition.

We're all inspired to make better choices in practical ways. The campaigns last for a few weeks, so they can sink in over a period of time. That's much more effective than hearing the message once.

Which achievement are you most proud of?

As part of the Sustainability Champions team — one of 10 members — I think we're most proud when we look at the level of involvement among Humanscale far outpaces the level of involvement at other companies with similar programs. We went into this journey not quite sure what was going to come out of it, and when we look at our team's efforts and where we rank with other organizations, that's something we're proud of.

This team is so passionate about their involvement in this program, and just as passionate about making smarter choices as it relates to creating a better world. It's been an honor to be part of a team that includes a variety of different functional areas, and the common thread we all share is making the world a better place.



Bianca Cribbs, Sales Support Coordinator

"I love how accessible this group has made caring about sustainability and the environment for the average person. Often people care about the subject but don't know where to start or feel their efforts won't make a difference. On a personal level, this group has really inspired me to always strive to do better and use less."



Amanda Munsey, Account Executive

"My experience within this growing division of Humanscale reflects an organization that is exciting, full of passion and innovative. It is powerful to continually be a pioneer in our field, as we continue to push the envelope of sustainability. Our clients and partners hear and appreciate our message that we will be at the frontlines of doing what is corporately right, what is ethically right, and leaving the world a better place than we found it."

Wendy Roberts, Regional Support Manager



It was great to be a part of the inaugural team of Sustainability Champions that helped launch the Humanscale WeSpire program. It was inspiring to work on programs that teach our employees how they can do the same thing outside the workplace. I learned a lot about how each individual can have a "net positive" impact by making small changes. I'd love to see the program continue to grow and spread throughout the company to the point where every employee is enrolled and working to help preserve our planet.



Heather Harkins, Unicorn Project Specialist

"This group has given me the opportunity to actually take part in our efforts to become a net positive organization and to help spread the net positive message. I've learned so much, and I'm more closely examining my own personal habits and impact. This is a great team full of people who really care about the planet and who want to integrate passion for the environment into the culture at Humanscale."



Mike Cannon, Account Executive

"Humanscale is well-known throughout the world as being the leader in designing and manufacturing ergonomic worktools that adjust intuitively and look great. Joining the Sustainability Champions team has allowed me to continue to deliver that core message to my clients while also updating them to our pioneering efforts toward sustainable manufacturing practices in the materials we use and processes we undergo in our facilities."



Katie Graves, A&D Representative

"Being a part of the Sustainability Champions team has given me exposure to influential dialogues and goals within the company on a multi-national level. Having the opportunity to help accurately articulate and share these initiatives on a more local level has strengthened internal relationships as well as client and design partner relationships. I'm extremely grateful for this opportunity and could not be more excited to see what else comes from this great team and program in years to come."



Laura Barnes, Account Development Representative

"It's been an honor to be a part of a team of true champions who are passionate about taking sustainability to the next level. Humanscale is setting the precedent for the future of sustainable and net positive manufacturing. Working with this team has been incredibly informative, impactful, and humbling. I look forward to the positive impact we will continue to have within our organization and beyond."



Julie Schettino, A&D Representative

"The sustainability champions team has given me a chance to interact with Humanscale team members across different markets and in different disciplines by working towards a common goal. Together we're highlighting areas of potential growth for sustainable initiatives and community engagement within the Humanscale sales organization. It's been a wonderful experience to engage with this team of diverse, forward thinking individuals."



David Cavanagh, Design Engineer

"As soon as the opportunity came up to actively play a part in Humanscale's sustainability effort, I was delighted to be involved. It makes me proud to be part of a great initiative like this and I hope we can keep making positive strides across all sectors of the company!"

HOME IMPACT DATA

Help Our Mother Earth

As part of the HOME program, Humanscale employees tracked their activity at work and at home, in activities promoted by our Sustainability Champions.

Participation was voluntary.

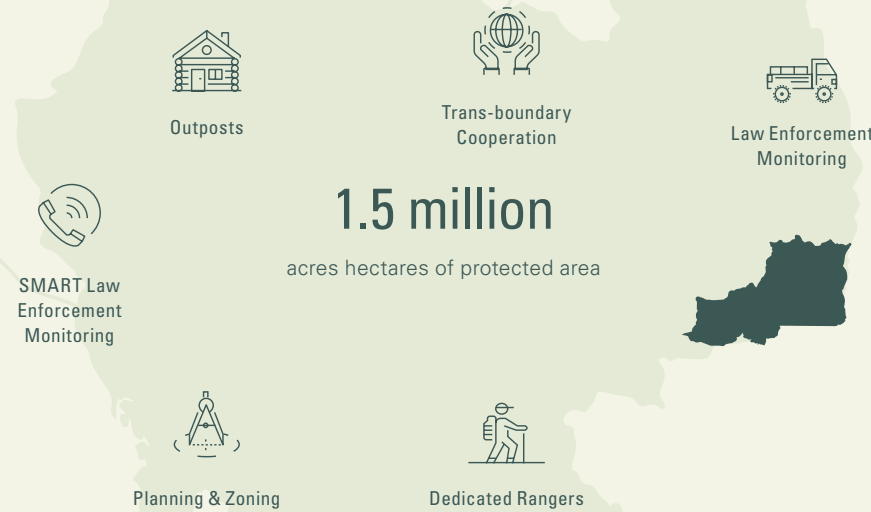
IMPACT CATEGORY	SAVINGS
Emissions (lbs co2 eq)	46,327.13
Energy (kWh)	37,423.14
Fuel (gal)	1,275.2
Trees (recycling equivalent)	9.38
Waste (lbs)	2,871.43
Water (gal)	93,119.88



Protecting **Wildlife & Wild Spaces**



BIODIVERSITY - WWF CAMBODIA



When we began to think about creating handprints instead of footprints, we took a closer look at the impact we could have on biodiversity.

Bob King, our CEO, has long been an advocate of the work done by the **World Wildlife Fund** (WWF), and he saw an opportunity for Humanscale to have a positive impact far from where our operations take place. In 2008, we began to work closely with WWF on a community and wildlife program that aims to restore and protect the Eastern Plains

of Cambodia, an area home to endangered and indigenous species such as sarus cranes, crocodiles, baboons, elephants, leopards, Eld's deer, sun bears, and tigers. We joined the project to help protect wild space, and provided financial and other support to the community rangers who would help protect the area.

The **Phnom Prich Wildlife**

Sanctuary and the **Mondulkiri**

Protected Forest make up a rich ecosystem that spans 1.5 million acres — just one of many around the world profoundly affected by illegal poaching. Wild tigers, in particular, have suffered a population decline thanks to illegal hunting — it is estimated there are as few as 3,890 tigers worldwide (WWF 2016). The community ranger patrols, who now work closely with government patrols, remove snares and work to end wildlife crime in protected areas.

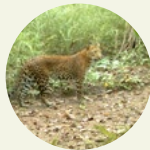
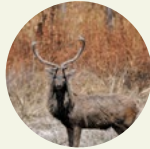
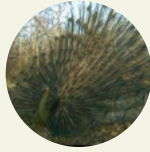
Bringing tigers back to an area is no small task. There are many steps to restoring a landscape, and many challenges to face before that restoration can be complete. In 2017, the project overcame a major hurdle with official support from Cambodia's Prime Minister and the continued advocacy of the country's Minister of Environment. Their support is vital to progress in the area. Keeping the area secure has also presented a challenge — the project is in the

process of adding more patrols to keep poachers at bay.

The contributions of the local community, including the people who work in the area as patrols, are vital to the success of the project. For many, the project has required a shift in the way they view the animals and landscape, as well as the way they earn a living.

Progress in 2017

In 2017, Humanscale helped fund two studies — the first of their kind in the Eastern Plains Landscape — on the globally-endangered Elds deer and green peafowl, as well as environmental DNA (eDNA) surveys. These eDNA surveys allow researchers to determine whether a species is present in a habitat based on DNA (in this case, from scat) they find in the environment. Humanscale also funded leopard surveys, which included a new genetic study and a new, innovative dietary study.



Peafowl

The peafowl study provided the first estimates of population density for calling male peafowl in the area, allowing more accurate future measurement of the population.

Eld's deer

2017 was a very wet year, which meant water was plentiful and animals moved with fewer restrictions. This, coupled with limited DNA samples for sites with signs of Eld's deer, meant there was no way to properly estimate the Eld's deer population. However, the research does provide the first known data on genetic variability and will prove instrumental in future species management plans.

Leopards

A genetic (eDNA) survey of leopard scat and dietary analysis conducted by WildCRU and Panthera working with WWF produced new data on leopard diets in Cambodia, and is the first documented study that demonstrates that leopards feed on banteng. This study adds new and important information to our knowledge about the necessary role of banteng in the landscape.



In spite of all the challenges, this program makes me believe that what we are doing is incredible and we should continue doing it.

Rohit Singh



SPOTLIGHT



Rohit Singh

Law Enforcement Lead

Rohit began his career with WWF over 11 years ago, spending five years doing undercover operations in India. When the role of Law Enforcement Advisor in the Eastern Plains opened up, “it was a perfect match,” he says. “I was looking for something adventurous and exciting.” His on-the-ground understanding of the Eastern Plains landscape of Phnom Prich provides the team of rangers with invaluable support and advice.

Tell us about a typical day.

The typical day can be reviewing documents, discussing anti-poaching challenges and solutions to doing on-ground patrols with rangers. On-ground patrols are the most interesting part for me, but making sure there is financial and technical support available for on-ground patrols is equally important.

What was your biggest challenge within the last year?

The biggest challenge is snaring, the silent and indiscriminate killer in the forest. We have been removing a large number of snares from the forest. For example, last year alone we removed 6000 snares. This is going to be the challenge in coming years, too. We’re working at multiple levels to address this challenge. We’re developing a technology that can help in detecting these snares and also working with local communities to encourage them to contribute to wildlife conservation, not destruction.

What has been your biggest success?

The biggest success in past 12 months is the change in morale of field rangers, WWF field teams and government. We have made everyone part of the tiger reintroduction dream. It is no longer a project it is a dream that we all are working towards. We know there will be challenges but believing in this dream will help us to overcome those challenges.



Function – Simplicity – Longevity

DESIGN FOR ENVIRONMENT PHILOSOPHY

FUNCTION - product solves a real need, and will continue to do so over time.

SIMPLICITY - consolidating features, simplifying the use to remove unneeded parts and pieces and use less material.

LONGEVITY – When design is based on solving a functional problem as simply as possible, the resulting form can be timeless and relevant in any culture, so products look as relevant in 20 years as they do today. We can engineer a product to last a long time, but if we don't make it appealing, then people will replace it as soon as possible.

DESIGN FOR ENVIRONMENT



→ Infinity task light

PROCESS

0 – RESEARCH & DEVELOPMENT

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

1 – DESIGN

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

2 – 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.

3 – PRE-PRODUCTION

We finalize material, process and assembly choices. We evaluate materials for their health and environmental impact through HPD 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.

4 – 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, and record beneficial materials and vendors in a central library so we can use them again.

MATERIAL INGREDIENTS

Design for Environment

Since completing the Living Product Challenge in 2016, we've integrated the LPC criteria into our standard practices. For the past five years, we've had a strong Design for Environment program, which is one way that we apply a precautionary approach to environmental challenges in practice.

At each stage of the development process we examine the product's environmental impact to be sure it meets our sustainability standards before it will be further developed. Incorporating requirements from the LPC has made our existing program even more robust. Every new product we create goes through the Design for Environment process, and the material ingredients of our existing products are continually being evaluated. The effectiveness of our process becomes obvious when we pursue sustainability certification for new products.

MATERIAL USE BY WEIGHT

Designing for longevity presents a challenge in sourcing renewable materials, and facilitating responsible end-of-life disposal. We have not yet identified any renewable materials that can support the stringent durability requirement, but our engineers continue to search for and evaluate options.

By definition, renewable materials are "quickly replenished by ecological cycles or agricultural processes", often biological materials which can grow back. Humanscale products are primarily made of aluminum, steel and engineering plastic due to the durability requirements of designing for longevity, and do not include renewable material.

During the sales process, we actively educate our customers about our responsible "Close the Loop" program with ANEW, but guiding the end of life so many years later is a continual challenge. In 2017, 0.0054% of material by weight was reused or recycled. (Total Humanscale material diverted by ANEW was divided by total material used in production of all products globally; data collected by ANEW). We'll continue to find ways to increase the amount of material we divert through the ANEW program.

SPOTLIGHT



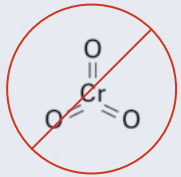
Ross Bergman
Sustainability Engineer

The DFE program at Humanscale has expanded my view on what product development really means. As a former design engineer, I had focused on the raw functionality of our products and ease of manufacture. Adding in the constraints and guidelines from DFE makes our designers and engineers take more into account as they design. It is challenging but very exciting, and it has yielded products that not only make our customers' lives better, but also reduce resource consumption at the same time.

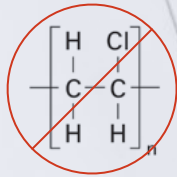
For each new project, the designers, engineers, and I have more options to work with and a more effective workflow. It's great to collaborate with brilliant people and bring a solution to market that wasn't known or feasible even a few years ago, and that through manufacturing, we can concurrently serve human needs and solve global problems.

HEALTHY MATERIALS

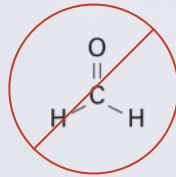
The materials we use to make our products can have far-reaching effects to the health of the environment and the people involved in their manufacture and use.



No Chrome 6



No PVC



No Formaldehyde

TRANSPARENCY

Since 2014, Humanscale has participated in voluntary labeling programs, such as Health Product Declarations (HPD) and Declare labels, as a way to help our customers make informed choices about the products they buy. We believe that products should have ingredient labels — much like food — that clearly disclose what they're made of. Not all labels are created equal, however, and we take pains to create the most thorough and accurate disclosures in the industry.

In 2014, we began implementing the full material transparency requirements in our Design for Environment program. Full material transparency takes a lot of time and effort, as it involves going deep into our supply chain, but the effort is worthwhile. Over 90% of our first-tier suppliers (by spending) have begun working with us to improve material transparency.

Chemicals of Concern

The process of documenting the contents of our products has reinforced our resolve to ensure the well-being of our customers, employees and the planet. We don't make products with chemicals of concern still common in the furniture industry, such as: Formaldehyde, PVC, Chrome 6, PFC stain-resistant coatings, and HFR flame retardants.

QuickStand Eco

DECLARE ID

HSC-0021

LICENSE EXPIRATION

01 JUL 2018



Infinity

DECLARE ID

HSC-0021

LICENSE EXPIRATION

01 JUL 2018



QuickStand Underdesk

DECLARE ID

HSC-0021

LICENSE EXPIRATION

01 JUL 2018



Diffrient Smart

DECLARE ID

HSC-0021

LICENSE EXPIRATION

01 JUL 2018



Declare.

QuickStand® Eco Humanscale

Final Assembly: Nogales, Sonora, Mexico
Life Expectancy: 10 Years
End of Life Options: Take Back Program (ANEW North America), Salvageable/Reusable in its Entirety, Recyclable (80%), Landfill (20%)

Ingredients:

Base Plate/Post Bottom Bracket/Other Components: Steel, Zinc Plate; **Main Post:** Aluminium Alloy 6063; **Keyboard Platform:** Glass Fiber, Calcium Carbonate, Polyester Resin, Polystyrene, Styrene, Pigments (0.10%); **VESA Alignment Tongue:** POM; **VESA Spacer/Washer:** Nylon 6, Glass Fiber; **Spring Quick Release/Spring Plug:** ABS, Colorant (0.04%); **Cover:** ABS, Stabilizer (0.06%), Lubricant (0.06%), Colorant (0.24%); **Spool/Pulley/Quick Release:** POM, Carbon Black; **Base Plate Pad:** Siloxanes and Silicones, di-Me, Me Vinyl, Vinyl Group-Terminated, Amorphous Silica; **Powder Coating:** Acrylonitrile-Methyl-Methacrylate-Vinylidene Chloride Copolymer, Proprietary (0.203%), Titanium Dioxide, Barium Sulfate

1. LBC Temp Exception I10-E4 Proprietary Ingredients <1%

Living Building Challenge Criteria:

HSC-0024 EXP: 01 JUL 2018
VOC Content: N/A VOC Emissions: CDPH Compliant
Declaration Status
☐ LBC Red List Free
☒ LBC Compliant
☐ Declared

MANUFACTURER RESPONSIBLE FOR LABEL ACCURACY
INTERNATIONAL LIVING FUTURE INSTITUTE™ declareproducts.com

In 2017, we launched 4 new products with Declare labels.

57%

In total, we have published **18** Declare labels, including **5** Red-list Free labels and **13** LBC Compliant labels.

CATEGORY	% of products with Declare labels:
TOTAL	57%
Lighting	33%
Sit/Stand Solutions	75%
Monitor Arms / Stocking Stations	67%
Seating	63%

→ [Declare Products](#)



DEFINITIONS QUOTED FROM ILFI:

Red List Free: Red List Free products are 100% disclosed and do not contain any Red List ingredients. They have been shown to meet emissions testing criteria, if applicable, and meet the Materials requirements of the Living Building Challenge.

LBC Compliant: LBC Compliant labels meet the written requirements of the Living Building Challenge, but rely on one or more Exceptions to demonstrate compliance. Labels are, at minimum, 99% disclosed and/or may contain one or more Red List ingredients that fall under an existing, published LBC Exception. They have been shown to meet emissions testing criteria, if applicable, and meet the Materials requirements of the Living Building Challenge.

So far we've published 16 HPDs, which are each LEEDv4 compliant.

CATEGORY	% of products/models with HPDs:
TOTAL	57%
Lighting	17%
Sit/Stand Solutions	75%
Monitor Arms / Stocking Stations	67%
Seating	63%

→ [HPD Public Repository](#)



DEFINITION OF LEED V4 COMPLIANT

Ingredients reported down to at least 0.1% (1000 ppm).
 Role/ function, amount, and health hazards reported for all listed ingredients
 Residuals and impurities were considered with explanation as required in the HPD Open Standard
 The HPD is “complete” as defined by the HPD Open Standard.
 The HPD is published and available to public

PRODUCT LABELING

Since 2016, every product launched has included product labeling that outlines the following:

- Contents, material ingredients of product, recycled content
- Safe use of product, as applicable
- Disassembly instructions (separating components for recycling) and information about recycling as a disposal method
 Labels also include information about ANEW, an organization dedicated to responsible product disposal.
- Other and labeling include: Forest Stewardship Council (FSC), ANSI/BIFMA level® 1 and 2, Greenguard, SCS Indoor Air Quality.

Our involvement in voluntary programs, like Declare and HPD, help ensure we give our customers as full a picture as possible of the makeup of Humanscale products, and allow us to go beyond expectations.

In 2017, we had no incidences of non-compliance in our product marketing and labelling.



Understanding and managing the environmental and health impacts of materials and chemicals have have been, historically, the sole responsibility of government. Final regulation decisions are very often the results of compromise between economic, social and environmental benefits and impacts. While no one can deny the significant benefits that thousands of chemicals bring to our lives, shouldn't we have the right to know what we are exposed to and how they might affect us? This is why I think our material transparency efforts matter. It provides people the right to know, and empowers people with the knowledge to choose.

Green Chemistry will be impossible without transparency and people's demand for it.

Luke Zhou
 Lead Sustainable Materials Specialist

THIRD-PARTY VERIFICATION

Humanscale is pushing the industry for more and better transparency.

Our Sustainability Officer, Jane Abernethy, was elected to the HPD Collaborative Board of Directors in 2017. Humanscale has also contributed to the HPDC Technical Committee and leading the Supplier HPD development that could benefit other manufacturers and their efforts to achieve material transparency in their supply chains.

In 2017, Humanscale was one of the first few manufacturers to participate in the Health Product Declaration Collaborative's (HPDC) third-party verification pilot program. We have long pushed for more stringent requirements in material transparency in manufacturing, and this program is an important step in that direction. We submitted the Diffrient Smart chair for third-party evaluation, which reviewed the process we used to compile the material ingredients for that product's HPD. Diffrient Smart was verified and accepted by the HPDC.

What does third-party verification involve?

During the third-party verification process, a company can have its HPDs evaluated by independent, certified third-party verifiers. These verifiers ensure that the information presented in the disclosure comes from reliable sources and is presented accurately and consistently in all product categories. Verifiers do not determine whether the list of material ingredients is accurate — the company compiling the HPD must do that — but they do ensure documentation is in place to show that the information presented was gathered according to HPDC requirements, and that it's presented in a format consistent with the HPD open standard. Our participation in the HPD verification process continues to put us at the forefront of the industry when it comes to demanding more rigorous standards for material transparency.

OUR OPERATIONS



Two of Humanscale's core design principles, functionality and simplicity, define our operational strategy. Our Global Operations Team prioritizes waste prevention over waste reduction which is good for business and great for the environment. Working closely with our Design Engineering Team and suppliers we have streamlined processes, improved right-first-time quality and increased recyclability of our products, and through our environmental programs we are committed to creating net positive impacts in the communities we serve.

Geraint Phillips

Vice President - Global Operations

When we look at all of our initiatives together, we start to see how our everyday efforts begin to add up. We might think of the individual actions as mundane by themselves — using less, making better choices — but taken together we can see they all move us toward our goals of becoming net positive.

SPOTLIGHT



Sharonda Chavis
Office Manager

Sharonda keeps the facility at Piscataway running smoothly. Her contributions to our sustainability initiatives also manifest in numerous ways. Ordering office supplies from a sustainable source? She knows where to go. Ensuring fleet drivers provide their mileage information to help us track emissions data? Sharonda takes care of that, too. Helping us donate leather remnants to design colleges and high schools? Sharonda helps organize it all. She takes our net positive philosophy to heart in every aspect of her role, whether enforcing a recycling program or finding the most sustainable coffee maker for the kitchen, and her contributions help us all push toward our sustainability goals.

In which ways do you feel you're making the most impact in terms of sustainability?

I think we're making the most impact through enforcement — most of all making sure our message is getting out and that it's dispersed bilingually. We're trying to get our message out to the team members here in a timely and consistent way, via email and signage and through the maintenance team.

Our effort is really ongoing. We like to celebrate successes and big wins, definitely, but that's not the majority of what's happening.

What are your biggest challenges?

Changing the culture for 300 people. Making it easy for them to develop new habits. When you look at recycling, people forget unless you remind them, so it's important to make things easier for them with signage, and putting receptacles in the right places. We need to make things simple, clear, and bilingual, so we use brightly colored signs with pictures that illustrate where people should put things.

What inspired this perspective in your job and everyday life?

I like everything to have a place, like the idea of everyone joining in to help us become more sustainable. It's become a passion of my own, outside of work. I love plants, so when it comes to gardening and having a green thumb, that's one of my passions. I'm always interested in cooperating with any kind of recycling program, and being at Humanscale enforced that.

What are you most proud of?

That's like asking me which of my children is my favorite — I'm not most proud of any one thing in particular. I'm proud of the effort we're all making — each success counts uniquely. There's so much effort that goes into it all.

ENERGY

We're keenly aware that the energy we use affects the environment, both during extraction of energy sources (through drilling or mining) or when we consume energy, resulting in greenhouse gases. Because of this, we keep careful track of the energy we use during production and look for ways to use less.

Energy: Use and Conservation

Our sustainability team tracks monthly energy use and matches it against our anticipated annual goal. If our operations don't meet that annual goal, we examine the cause. Each year, our executive team reviews our annual total energy use and progress. For the purposes of this report, we include data from our four manufacturing facilities.

In 2017, we continued to meet our annual goals.

Our calculations are reviewed by a third party, so we have confidence our approach is working well.

Energy: Beyond Humanscale

Humanscale does not track energy used outside our facilities.

Energy: Requirements for Production

We have made no changes to the energy requirements of products and services.

OPERATIONAL DATA



Solar energy provides over 80% of electricity for our main factory.

ENERGY CONSUMPTION	ORGANIZATION
Fuel consumption non-renewable sources	9,898,002 MJ
Electricity consumed	9,423,291 MJ
Total Energy consumed	17,801,143 MJ
Energy Intensity per unit of production	44.8 J/\$
Absolute Energy change over baseline year	53.4%
Energy Intensity change over baseline year	-47.6%
Absolute Energy change over previous year	20.2%
Energy Intensity change over previous year	13.3%

WATER

Around the world, we’ve all come to realize that water is rapidly becoming a scarce resource. We know that without care and attention, our operations could consume significant amounts of water, so we look for ways to reduce our consumption.

The work we completed in 2016 laid the groundwork for improvements we made in 2017, and we’re proud to say that there has been no significant change in the amount of water we extracted in 2016.

Tracking Our Water Use

Our Sustainability department tracks and reviews the water use for each facility each month. We have also installed individual production water meters for detailed tracking. If water

use in our operations exceeds our anticipated annual goal, the Vice President of Operations is made aware. Each year, our executive team reviews our total water use and the progress we’ve made toward our goals.

OPERATIONAL DATA



Rainwater is used for 100% of production water in North America.

WATER USE (GALLONS)	ORGANIZATION
Surface Water	0
Ground Water	0
Rainwater	1,840
Waste Water	0
Municipal Water	2,160

Gallons used in production in 2017 (estimated): 4,000

EMISSIONS

Greenhouse gases (GHG) and other emissions can have a significant impact on the environment. They cause smog pollution and climate change. Reducing our impact means carefully monitoring and reducing our GHG emissions.

We carefully monitor GHG emissions at each of our four production facilities. We identified the organizational boundary according to the WRI GHG Protocol Corporate Accounting and Reporting Standard. We used the Control approach, using the operational control method, to identify the production locations included in our corporate energy boundary.

Each month, our sustainability department monitors the emissions for each facility. If, for any reason, we're not expected to meet our anticipated annual goal, we alert our Vice-President, Operations.

Each year, our executive team reviews our annual total energy use and examines the progress we've made toward our goals. A third party audits our calculations, so we have confidence in our approach.

We're proud to say we continue to meet our annual goals.

OPERATIONAL DATA



64.6% absolute reduction of greenhouse gas since our 2011 baseline year, including a 3.5% reduction since 2016

EMISSIONS (GHG)

ORGANIZATION

Direct GHG Emissions

601.6 MtCO₂e

Energy Indirect GHG Emissions

776.8 MtCO₂e

Energy Indirect GHG Emissions (RECs)

-484.0 MtCO₂e

Total GHG Emissions Reporting Year

1378.4

Intensity Normalized to Production

0.0000035 MtCO₂e/\$

Absolute Change over Baseline Year (2011)

66.9%

Intensity Change over Baseline Year (2011)

-35.9%

**Ozone-Depleting
Substances**

We don't produce or use ozone-depleting substances in the production of our goods.

Other Air Emissions

We don't have other significant air emissions from production of our goods.

**Volatile Organic Compounds
(VOCs)**

VOCs are organic compounds that easily become vapors or gases. They contain carbon, they contain other elements including hydrogen, oxygen, fluorine, bromine, sulfur or nitrogen. They're released in the burning of fuels (including wood), but they're also found in solvents, glues, paints, and other products. In 2017, we calculated all the VOCs generated by our production facilities.

None of our operations produce significant VOCs.

BIODIVERSITY

Like almost all human activity, our operations have the potential to disturb wildlife and wild space. When we undertook the Living Product Challenge in 2016, we had our operations evaluated against the International Union for the Conservation of Nature (IUCN) Red List Species to ensure we weren't causing harm to any at-risk species (both plant and wildlife) locally. After all, the communities surrounding our facilities are our places where we live, work and play, and keeping them healthy and vibrant helps do the same for all of us.

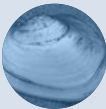
This list includes at-risk species near our Piscataway, NJ facility only.

IUCN DATA



Our evaluation, reviewed by an independent party, revealed that Humanscale's operations are not located on or near any protected areas.

Our facilities do not cause any significant impact to endangered species.



RED LIST SPECIES
Piscataway

Schmoll's Milkvetch
Bog Turtle
Tall Milkvetch, Winged Milkvetch
Gray Milkvetch
Southern Plains Bumblebee
Bird of Paradise, Dwarf Poinciana, S. Texas Rushpea
Spotted Turtle
Wood Turtle
Yellow Lampmussel
Winter Skate
Nuttall's Lotus
Smooth Skate
Scalloped Hammerhead
Devil's Shoestring, Narrowleaf Hoarypea

WASTE

When we manufacture our products, we use the Earth’s limited resources. Knowing this pushes us to carefully choose what we produce, and to waste as little as possible during production.

In 2016, we implemented an enhanced recycling program at our Piscataway facility and began tracking waste by type across all our operations. We approached the challenge of recycling and waste diversion from the bottom-up, consulting production managers, line workers and waste collectors while utilizing design-thinking methodology and user-centered research. Tracking our waste by type revealed areas for improvement and also showed us where we were meeting our goals.

The Piscataway facility serves as the foundation for Humanscale’s greater corporate diversion program.

Waste tracking has since extended to the company’s other three manufacturing facilities in Fresno, CA; Dublin, Ireland; and Nogales, Mexico. As a result, each facility has worked to find new diversion streams in order to pursue the 90% waste diversion target.

Our four facilities have no significant wastewater discharge, generate hazardous waste in amounts well below enforceable standards (and dispose of any hazardous waste according to local, state, and federal laws), have experienced no spills and have not had any significant effect on nearby bodies of water.

OPERATIONAL DATA



NJDEP 2017
Recycling Award
Winner

WASTE DIVERSION	ORGANIZATION
Diverted (tons)	2,003
Reuse Non-Hazardous Waste	1,050,626
Recycling Non-Hazardous Waste	2,588,823
Recovery Non-Hazardous Waste	1,763
Incineration Non-Hazardous Waste	631,637
Landfill Non-Hazardous Waste	952,685
Diversion Rate Non-Hazardous Waste	81%
Change Over Previous Year	18%

Manufacturing facilities — in Piscataway, Dublin, Fresno and Nogales — are key places where we make a day-to-day difference. These are the places where the people of Humanscale manufacture the products that help make workplaces around the world more comfortable, durable, and kinder to the environment.

Our Annual Goals

Reduce normalized energy
by 10%
over baseline year

Reduce normalized GHG
by 12%
over baseline year

Divert 90% of waste
from landfill

Production by Facility

70%
Piscataway

10%
Fresno

6%
Nogales

14%
Dublin

SPOTLIGHT



Jose Santos Villalta, or Santos, as he’s known at Piscataway, has been part of the Humanscale crew for 16 years. His official role is as warehouse supervisor, but he has also been an integral part of our recycling efforts, putting his knowledge of our operations to work to make sure we divert as much waste from the landfill as possible. His dedication helped us reach our goals and has been instrumental in helping us make recycling a part of our culture in every part of the facility.

How did you get involved with recycling and waste diversion?

In managing the material in the warehouse, I also manage the waste that gets removed from the facility. We have a lot of different materials: trash, corrugate, plastic wrap, broken pallets, recycling. We learned that the only way to divert the material was to separate the materials from each other, that’s what we’ve been doing the past year.

How has that changed what you see in the warehouse?

We’ve had a big difference in the warehouse. Before we separated everything, we had the landfill compactor picked up twice a week. Now, that’s being taken once a week. We’ve improved a lot.

What part of the program are you most proud of?

I’m proud that we’ve been able to separate all the materials. We’ve been able to spread the message to everyone in the plant, and we’re more efficient.

How do you feel you can make a difference while working at Humanscale?

I can see we’re making a big difference. Looking at the material we’re recycling now, it’s much better, and we’re doing our part.

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 adopted here have been adopted in our other facilities. The facility uses both rainwater capture and solar panels to reduce our impact on the environment, and uses an enhanced recycling program to track and reduce waste.

Our enhanced recycling program, which grew out of our efforts to track and reduce the waste we created during production, was recognized in 2017 by the New Jersey Department of Environmental Protection, in combination with the Association New Jersey Recyclers. Judges recognized Humanscale as a leader in the business community for the impactful initiatives we introduced at the Piscataway facility.



PISCATAWAY, NJ

BUILT/OPENED
2003

OF EMPLOYEES
349

DEPARTMENTS

Manufacturing,
Human Resources,
Information Technology
Legal, Accounting

BIODIVERSITY

As part of our **Living Product Challenge** certification, we engaged ILFI to identify endangered species in New Jersey, according to the IUCN Red List. We reviewed each IUCN species report to learn about the habitat needed for the species, and the major threat to the species, in order to evaluate if our manufacturing facilities contribute to the threat. It's our understanding that this manufacturing facility does not directly contribute a threat to endangered species.

→ 01 RESPONSIBLE PLACE & HABITAT (PDF)

LOCATION



LAT: 40.559841
LONG: -74.480038

PRODUCT LINES MANUFACTURED



WATER



In 2016 we developed a rainwater-capture system to help reduce the amount of water we use. Thanks to that system, all the water we use in production in North America is sourced from captured rainwater.

Captured rainwater provides 100% of the water Piscataway uses in manufacturing.

ENERGY USE



Fuel Consumption non-renewable sources	7,146,685 MJ
Electricity Consumed	3,714,055 MJ
Total Energy Consumed	10,860,739 MJ
Energy Intensity per unit of production	47.9 J/\$
Absolute Energy change over baseline year	-8.8%
Energy Intensity change over baseline year	-40.6%
Energy Change over previous year	-2%
Normalized Energy change over previous year	-5%

EMISSIONS (GHG)



Direct GHG Emissions	343.7 MtCO2e
Energy Indirect GHG Emissions	-52.5 MtCO2e
Energy Indirect GHG Emissions (RECs)	-443.0 MtCO2e
Total GHG Emissions Reporting Year	291.2
Intensity Normalized to Production	0.0000013 MtCO2e/\$
Absolute Change over Baseline Year (2011)	-64.6%
Intensity Change over Baseline Year (2011)	-76.9%

WASTE

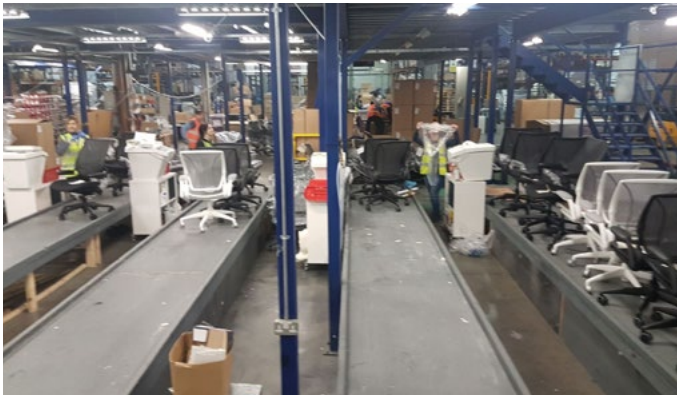


Piscataway diverted 1,420 tons of waste from landfills in 2017.

Reuse	953,976
Recycling	1,432,853
Recovery	0
Incineration	455,610
Landfill	564,240
Diversion rate	83%
Increase from previous year	22%

DUBLIN, IRELAND

In 2017, our facility in Dublin became the home to one feature not often found in manufacturing facilities: a garden. The plot was started by a group of Humanscale employees who wanted to make their workplace more enjoyable and give back to the community. The edible garden, tended by Peter Reddin, yielded potatoes, scallions, lettuce, and beetroot, as well as raspberries, blackberries and gooseberries. Fellow employees are free to help themselves to the bounty, and everyone is welcome to enjoy this little plot of natural beauty.



DUBLIN, IRELAND

BUILT/OPENED
2000

OF EMPLOYEES
117

DEPARTMENTS

Manufacturing
Human Resources
Accounting

BIODIVERSITY



We consider it our responsibility to understand the species living in the environment near our facility, as well as the threats to those species. We compiled a list of the IUCN Red List species living near our Dublin facility.

It's our understanding that our manufacturing facility in Dublin does not directly threaten endangered species.

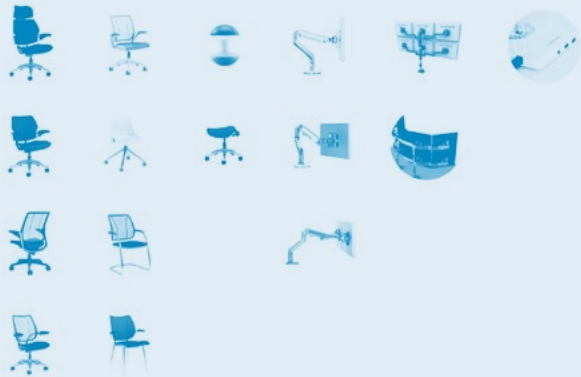
→ 01 RESPONSIBLE PLACE & HABITAT (PDF)

LOCATION



LAT: 53.402814
LONG: -6.286205

PRODUCT LINES MANUFACTURED



WATER



Our facility in Dublin draws its water for production from the municipal water system. However, the water we use for production is not significant — Dublin consumes about 54% of the water we use in production, or 2,160 gallons per year.

ENERGY USE



Fuel Consumption non-renewable sources	1,390,224 MJ
Electricity Consumed	1,703,340 MJ
Total Energy Consumed	3,093,563 MJ
Energy Intensity per unit of production	39.5 J/\$
Absolute Energy change over baseline year	2.5%
Energy Intensity change over baseline year	-35.3%
Energy Change over previous year	15.2%
Normalized Energy change over previous year	11.1%

EMISSIONS (GHG)



Direct GHG Emissions	84.4 MtCO2e
Energy Indirect GHG Emissions	332.0 MtCO2e
Energy Indirect GHG Emissions (RECs)	0.0
Total GHG Emissions Reporting Year	416.4
Intensity Normalized to Production	0.0000053 MtCO2e/\$
Absolute Change over Baseline Year (2011)	8.5%
Intensity Change over Baseline Year (2011)	-31.5%

WASTE



Dublin diverted 236 tons of waste from landfills in 2017.

Reuse	0
Recycling	558,848
Recovery	1,763
Incineration	166,027
Landfill	220,598
Diversion rate	68%
Increase from previous year	5%

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. In 2017, our Fresno team worked together on donations to the local food bank.



BUILT/OPENED
2013

OF EMPLOYEES
25

DEPARTMENTS
Manufacturing

WATER



Our Fresno facility uses no water for production. Its main activities include product assembly, which has no water requirement. The facility does use water for employee restrooms and drinking water, but those amounts are not included in production use.

BIODIVERSITY



It's our understanding that our manufacturing facility in Fresno does not directly threaten endangered species.

ENERGY



Fuel Consumption non-renewable sources	52,529 MJ
Electricity Consumed	684,778 MJ
Total Energy Consumed	737,306 MJ
Energy Intensity per unit of production	13.0 J/\$
Absolute Energy change over baseline year	166.73%
Energy Intensity change over baseline year	-35.75%
Energy Change over previous year	19.56%
Normalized Energy change over previous year	19.73%

LOCATION



LAT: 36.677408
LONG: -119.728648

PRODUCT LINES MANUFACTURED



EMISSIONS (GHG)



Direct GHG Emissions	3.2 MtCO2e
Energy Indirect GHG Emissions	8.2 MtCO2e
Energy Indirect GHG Emissions (RECs)	-41.0 MtCO2e
Total GHG Emissions Reporting Year	11.4
Intensity Normalized to Production	0.0000002 MtCO2e/\$
Absolute Change over Baseline Year (2011)	-36.7%
Intensity Change over Baseline Year (2011)	-68.4%

WASTE



Fresno diverted 154 tons of waste from landfills in 2017.

Reuse	96,650
Recycling	210,597
Recovery	0
Incineration	0
Landfill	79,380
Diversion rate	79%
Increase from previous year	10%

NOGALES, MEXICO

Our facility in Nogales, Mexico had its first year of production in 2017. This location focuses mainly on producing components and sub-assemblies for our Fresno and Piscataway facilities, who then make the finished goods. The number of employees almost doubled over the course of its first year as the facility ramped up production.

BUILT/OPENED
2016

OF EMPLOYEES
101

DEPARTMENTS
Manufacturing

LOCATION



LAT: 31.254107 LONG: -110.962816



WATER



Our Nogales facility uses no water for production. Its main activities include product assembly, which has no water requirement. The facility uses water for employee restrooms and drinking water, but these are not included in production use.

BIODIVERSITY



It's our understanding that our manufacturing facility in Nogales does not directly threaten endangered species.

ENERGY



Fuel Consumption non-renewable sources	1,181,848 MJ
Electricity Consumed	3,321,119 MJ
Total Energy Consumed	4,502,967 MJ
Energy Intensity per unit of production	120.5 J/\$
Absolute Energy change over baseline year	N/A
Energy Intensity change over baseline year	N/A
Energy Change over previous year	N/A
Normalized Energy change over previous year	121%

EMISSIONS (GHG)



Direct GHG Emissions	170.3 MtCO2e
Energy Indirect GHG Emissions	489.0 MtCO2e
Energy Indirect GHG Emissions (RECs)	0.0
Total GHG Emissions Reporting Year	659.4
Intensity Normalized to Production	0.000018 MtCO2e/\$
Absolute Change over Baseline Year (2011)	N/A
Intensity Change over Baseline Year (2011)	N/A

WASTE



Nogales diverted 193 tons of waste from landfills in 2017.

Recycling	386, 525
Recovery	0
Incineration	0
Landfill	88,466
Diversion rate	81%
Increase from previous year	11%

SPOTLIGHT

Our Sustainability Team was able to complete the Living Product Challenge, and that journey has changed our entire perspective on what we're doing as a company from a sustainability standpoint. It really created a much clearer vision of why we're doing what we're doing.



Lynda Dehn

Global Director Contract
and Compliance

Lynda Dehn has spent her time at Humanscale ensuring every space we occupy is as sustainable as possible. The Sustainability Team falls under her purview, but Lynda's own commitment to creating healthy workspaces through design and construction decisions were part of the Humanscale approach before the word "sustainability" became widespread.

You were the driving force behind Humanscale's LEED-certified building. What led you to pursue this certification?

I was working on this project in Philadelphia, about 12 years ago, and at the time I knew nothing about LEED. I was interested in different materials, in reducing off-gassing, reducing water consumption, better lighting, and so on. I challenged the team to use whatever products they could that were green. We couldn't submit it for LEED certification, but we decided to create a case study around it. Once we started the case study we realized we could get LEED certification, so we did. From there I went on to LEED-certify our design studio in New York, and our offices in Philadelphia, New York, Atlanta, Toronto, and San Diego.

What inspired you to pursue this?

I'd always been interested in off-gassing from worksurfaces, the carpets we were laying, or the paint we were using. Twelve years ago there weren't a lot of products on the market, I was just becoming aware of these issues. But I started to think about what would make a workplace healthier for everyone.

What do you consider your biggest accomplishment in the past year?

From a real estate perspective, our building in Philadelphia. I really wanted to find an old

building that was being renovated instead of torn down. I probably spent four months looking for the right space for us as a company that would be repurposing the material instead of sending it to landfill. We were lucky — I found a three-storey brick building that was built in the 1800s. The space was completely gutted. It was a really good example of a real estate company who was passionate about saving this building.

How has working at Humanscale changed your perspective?

Being part of this journey has made me aware of what I'm doing in my own world. Where can I make changes in my own environment? I live in high desert state, and I've spent a lot of time thinking about how I can make my house, which was built in the 1960s, as smart as possible.

At Humanscale, we're really walking the talk. At one point our program for sustainability was how we designed our products and the materials we used, and whether they have value at the end of their life. Those are all good things, but the last few years we've gone much further than that. We have a team of people with unique skill sets to help achieve what we have in a short period of time. We've invested in the right skill sets to make it happen.

Our suppliers are part of the picture.

Humanscale is a global company with operations in several countries. Our supply chain is also global. Our own manufacturing facilities source many components and some fully assembled product from our first tier suppliers, who may then source components or materials from their suppliers (2nd tier suppliers to Humanscale).

Our push to becoming net positive means we need to look at every aspect of our business, including our supply chain. Most of the impact in manufacturing a product occurs throughout the supply chain, so we choose suppliers who operate responsibly. We give preference to suppliers whose principles are similar to ours, and we ask them to commit to upholding these principles by signing a Code of Conduct. We also make a point of choosing local/domestic suppliers whenever possible (we define “local” as “domestic” by country).

While upholding a Code of Conduct can be challenging in practice, we find it offers an opportunity for our suppliers to review, discuss and clarify their understanding of our environmental and social expectations. 82% of our suppliers (by inventory spend) have signed our Code of Conduct. We identified no violations of our Code of Conduct (environmental or social) in our supply chain, but we also felt that a more thorough review could provide deeper insights.

In 2017, Our Supplier Quality team developed a new audit program. Near the end of the year, the audit program was updated to include both environmental and social requirements. Based on audit results, the suppliers are given a weighted average score and we work with them to develop a corrective action plan to improve performance. Starting in 2018, our team will conduct a quarterly audit of our suppliers, examining sourcing, quality, supply chain, logistics, and environmental and social performance.

We have made no changes to our capital structure since our last reporting period.

Our current scope of management and disclosure includes suppliers Humanscale contracts to make Humanscale products on an ongoing basis. It does not include service suppliers or those who supply products to Humanscale in a single instance.

Corruption

We recognize that the risk of corruption is higher in some areas of the world than others, and we guard against it by choosing our suppliers carefully and operating in countries where it is less likely to happen. Our four facilities have been evaluated for risk of corruption, and so far we’ve had no incidences within our own operations.

Ethical Labor Practices

Our Code of Conduct outlines our expectations that suppliers adhere to ethical labor practices, which includes avoiding forced and child labor, ensuring worker safety, and using non-discriminatory hiring practices. While we can never be absolutely certain our vendors are practicing precisely what they claim, their signature on the agreement demonstrates their understanding of our expectations.

Human Rights in Investment Agreements and Contracts

Humanscale’s supplier agreement requires that its suppliers comply with all applicable human rights and labor laws and regulations. For example, Humanscale’s supplier agreements require that suppliers do not use child labor in any form and that suppliers respect the rights of children to be protected from economic exploitation.

OUR WORKFORCE

Working Together to Create a Healthy, Happy Workplace

We have over 1000 employees scattered around the world in our manufacturing facilities, showrooms and offices. Their talent and knowledge allows us to create tools for healthy workplaces around the world. It's not lost on us that they should work in an environment that allows them to be healthy and happy, too.

We see the way we treat our employees and the way we choose vendors as ways to make a positive impact in the world. That positive change starts here, at Humanscale. We embrace diversity in our workforce and have adopted the JUST Program as a guideline for our hiring practices. The program, started by ILFI, challenges organizations to examine their hiring and management practices with a view to addressing social justice. The JUST label addresses 22 specific social and security indicators within six categories: diversity, equity, safety, worker benefit, local benefit, and stewardship. We consider every office with 5 or more employees significant enough to evaluate. In this report, our workforce was broadly grouped into worldwide geographic region. The metrics attached to each category help us evaluate our current practices and determine how we can do better.

Put simply, we want to make life better for people. Everywhere.

Corruption

Humanscale has chosen to set up operations in countries with lower risk of corruption, such as USA and Ireland. We have evaluated the locations of our four production facilities (100% of Humanscale operations) for risk of corruption according to the Worldwide Governance Indicators. Mexico presents a slightly higher risk. So far, we have had no issues with non-compliance at any of our facilities.

Our anti-corruption policy is part of our standard of conduct. We currently have no risk assessment procedure for corruption.

Human Rights and Ethics

Humanscale's internal operations comply with ethics, discrimination, corruption, child and forced labor and human rights per compliance and reporting under the UN Global Compact. However, we have not yet completed the Human Rights Compliance Assessment.

Local Communities

Our operations have an impact on the communities in which we operate — an impact that can be both negative and positive. While we currently have no formal process for engaging with our local communities and are unable to collect data related to the percentage of our operations with local community programs, we are committed to making it a part of our sustainability program.

Just.

Organization Name: Humanscale Corporation
Organization Type: Manufacturer
Headquarters: New York, NY
Satellite Facilities: 17 Locations
Number of Employees: 1014

Social Justice and Equity Indicators:

Diversity

- ☒ ☒ ☒ Non-Discrimination
- ☒ ☐ Gender Diversity
- ☒ ☐ Ethnic Diversity

Equity

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

Safety

- ☒ ☐ Occupational Safety
- ☒ ☐ Hazardous Chemicals

Worker Benefit

- ☒ ☒ ☒ Worker Happiness
- ☒ ☐ Employee Benefit
- ☒ ☐ Continuing Education

Local Benefit

- ☒ ☐ Local Control
- ☒ ☐ Local Sourcing

Stewardship

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

THE SOCIAL JUSTICE LABEL

HUM-001

EXP. 09/10/2018

OUR EMPLOYEES

Employee Benefits

We offer our employees in the USA, where we have the majority of our operations, the following benefits:

- Health Care
- Short-Term Disability
- Long-Term Disability
- Critical Illness/Cancer Insurance
- Accident Insurance
- Whole Life Insurance
- Retirement Provision (401k)
- Parental Leave per the Family and Medical Leave Act (FMLA)
- Tax-Free Commuter Options
- Pet Insurance

Parental Leave

We comply with legal requirements for parental leave based on the location of our offices. We currently do not track parental leave data, but are working to include it in future reports.

Health & Safety

We design tools for healthy workplaces, and we take the healthy and safety of our own employees seriously, too. Our Team Handbook includes a requirement to follow our safety policy. We also recognize that health and safety is an area that can always be improved, so we regularly review our program. This year, our data for lost days and injuries were not tracked to meet GRI requirements, but we are committed to including it in future reports.

Note: data for injury rates and lost days were unavailable.

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.

Part-Time Workers

We have insignificant numbers of part-time workers.

Seasonal Workers

We have no seasonal variation in employment.

Workers who are Not Direct Employees

An insignificant number of our workers are not direct employees.

Discrimination

We have had no reported incidents of workplace-related discrimination in the past year.

Human Rights Training

No data was available for the number of hours or percentage of employees who undergo human rights training.

Employee Satisfaction

Each year we conduct an employee satisfaction survey, as we did in 2017. We use the feedback and findings to directly inform policies, processes, and major decisions.

Customer Health and Safety

Our team of full-time, professionally-trained ergonomists ensures we adhere to the most up-to-date industry guidelines and research throughout the product development process and during on-site evaluations we perform around the globe.

During product development, we ensure we systematically identify and meet health and safety requirements, relying on third-party testing to confirm compliance whenever necessary. Our products are periodically included in academic studies that demonstrate their ergonomic benefit.

There were no incidences of our products not meeting health and safety compliance in 2017.

NORTH AMERICA



EMPLOYEES

Female: **27%** Male: **78%**

NEW HIRES

Female: **132** (49%) Male: **139** (51%)

AGE GROUP

Under 30: **98** (36%)

30-50: **136** (50%)

Over 50: **37** (13%)

TURNOVER

Female: **87** (42%) Male: **122** (58%)

AGE GROUP

Under 30: **61** (29%)

30-50: **110** (53%)

Over 50: **38** (18%)

COMPENSATION RATIO FEMALE TO MALE:

Corporate support: **80%**

Intern: **91%**

Operations: **74%**

Sales: **78%**

EUROPE, MIDDLE EAST & AFRICA



EMPLOYEES

Female: **34%** Male: **66%**

NEW HIRES

Female: **19** (26%) Male: **54** (73%)

AGE GROUP

Under 30: **39** (53%)

30-50: **33** (45%)

Over 50: **1** (1%)

TURNOVER

Female: **19** (29%) Male: **49** (71%)

AGE GROUP

Under 30: **24** (35%)

30-50: **45** (65%)

Over 50: **0** (0%)

COMPENSATION RATIO FEMALE TO MALE:

Corporate support: **80%**

Intern: **91%**

Operations: **74%**

Sales: **78%**

ASIA



EMPLOYEES

Female: **49%** Male: **51%**

NEW HIRES

Female: **9** (64%) Male: **5** (36%)

AGE GROUP

Under 30: **3** (21%)

30-50: **10** (71%)

Over 50: **1** (7%)

TURNOVER

Female: **6** (36%) Male: **9** (64%)

AGE GROUP

Under 30: **2** (13%)

30-50: **12** (80%)

Over 50: **1** (7%)

COMPENSATION RATIO FEMALE TO MALE:

Corporate support: **111%**

Operations: **84%**

Sales: **70%**

ABOUT THIS REPORT

a. About this report

The data included in this report dates from January 1-December 31, 2017. Our previous reporting period covered January 1-December 31, 2016; the previous report was published April 2017.

No information has been directly restated from previous reports, though 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 endeavor to include this information in future reports.

b. Topics covered

Topics covered were reviewed by our representatives of our executive team, our marketing team, and through the stakeholder engagement process to ensure that all topics were relevant, and no relevant topics were missed.

Our reporting principle was to include all material topics where Humanscale activities make a significant impact on current social and environmental issues. All information is to be disclosed to the highest accuracy possible, with any limitations to information included to provide full transparency

c. 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.

d. Review process

Our Sustainability Officer 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 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

e. Stakeholders

Humanscale is a privately-held company, which means our internal management sets our priorities for action and evaluates our performance against our targets.

Our stakeholders include:

- Executive Management
- Employees
- Manufacturing partners and labor force
- Customers and product users
- Local communities near our facilities

We identified our stakeholders based on the potential audience for this report and who may be most directly affected by the information contained within. We undertook stakeholder engagement specifically as part of the reporting process, which we anticipate will happen annually. We also measure employee engagement in social/environmental topics (as well as others) through an annual company-wide survey. We also measure customer engagement on a variety of topics through an annual survey.

This report has been prepared in accordance with the Global Reporting Initiative (GRI) Standards: Comprehensive option. It has not gone through an external assurance process.



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 2016. This reporting process highlighted areas for continuous improvement and Humanscale shall strive to address omissions in future versions of the report.

This material references Global Reporting Initiative (GRI) Standards 2016 for: 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, 412 Human Rights Assessment, 413 Local Communities, 414 Supplier Social Assessment, 416 Customer Health and Safety, 417 Marketing and Labeling.



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.

GRI	DESCRIPTION	PAGE	SECTION
102	GENERAL DISCLOSURES 2016		
	ORGANIZATIONAL PROFILE		
102-1	Name of the organization		COVER
102-2	Activities, brands, products, and services	6	WHO WE ARE
102-3	Location of headquarters	7	OUR ORGANIZATION
102-4	Location of operations	7	OUR ORGANIZATION
102-5	Ownership and legal form	11	CORPORATE GOVERNANCE
102-6	Markets served	7	OUR ORGANIZATION
102-7	Scale of the organization		OMISSION: CONFIDENTIALITY CONSTRAINT
102-8	Information on employees and other workers	48	OUR EMPLOYEES
102-9	Supply chain	45	SUPPLY CHAIN
102-10	Significant changes to the organization and its supply chain	45	SUPPLY CHAIN
102-11	Precautionary Principle or approach	12	ENVIRONMENTAL PRINCIPLES
102-12	External initiatives	10	CERTIFICATIONS AND MEMBERSHIPS
102-13	Membership of associations	10	CERTIFICATIONS AND MEMBERSHIPS
	STRATEGY		
102-14	Statement from senior decision-maker	4	MESSAGE FROM OUR CEO
102-15	Key impacts, risks, and opportunities	12	ENVIRONMENTAL PRINCIPLES
	ETHICS AND INTEGRITY		
102-16	Values, principles, standards, and norms of behavior	49	OUR WORKFORCE
102-17	Mechanisms for advice and concerns about ethics	11	CORPORATE GOVERNANCE
	GOVERNANCE		
102-18	Governance structure	11	CORPORATE GOVERNANCE
102-19	Delegating authority	11	CORPORATE GOVERNANCE
102-20	Executive-level responsibility for economic, environmental, and social topics	5	MESSAGE FROM OUR SUSTAINABILITY OFFICER
102-21	Consulting stakeholders on economic, environmental, and social topics	50	ABOUT THIS REPORT

GRI	DESCRIPTION	PAGE	SECTION
102-22	Composition of the highest governance body and its committees	11	CORPORATE GOVERNANCE
102-23	Chair of the highest governance body	11	CORPORATE GOVERNANCE
102-24	Nominating and selecting the highest governance body	11	CORPORATE GOVERNANCE
102-25	Conflicts of interest	11	CORPORATE GOVERNANCE
102-26	Role of highest governance body in setting purpose, values, and strategy	11	CORPORATE GOVERNANCE
102-27	Collective knowledge of highest governance body	11	CORPORATE GOVERNANCE
102-28	Evaluating the highest governance body's performance	11	CORPORATE GOVERNANCE
102-29	Identifying and managing economic, environmental, and social impacts	50	ABOUT THIS REPORT
102-30	Effectiveness of risk management processes	50	ABOUT THIS REPORT
102-31	Review of economic, environmental, and social topics	50	ABOUT THIS REPORT
102-32	Highest governance body's role in sustainability reporting	50	ABOUT THIS REPORT
102-33	Communicating critical concerns	50	ABOUT THIS REPORT
102-34	Nature and total number of critical concerns	50	ABOUT THIS REPORT
102-36	Remuneration policies	48	OUR EMPLOYEES
102-36	Process for determining remuneration	48	OUR EMPLOYEES
102-37	Stakeholders' involvement in remuneration	48	OUR EMPLOYEES
102-38	Annual total compensation ratio		OMISSION: US DATA ONLY
102-39	Percentage increase in annual total compensation ratio		OMISSION: UNAVAILABLE
	STAKEHOLDER ENGAGEMENT		
102-40	List of stakeholder groups	50	ABOUT THIS REPORT
102-41	Collective bargaining agreements		OMISSION: UNAVAILABLE
102-42	Identifying and selecting stakeholders	50	ABOUT THIS REPORT
102-43	Approach to stakeholder engagement	50	ABOUT THIS REPORT
102-44	Key topics and concerns raised	50	ABOUT THIS REPORT



GRI	DESCRIPTION	PAGE	SECTION
	REPORTING PRACTICE		
102-45	Entities included in the consolidated financial statements		OMISSION: CONFIDENTIALITY CONSTRAINT
102-46	Defining report content and topic boundaries	50	ABOUT THIS REPORT
102-47	List of material topics	51-56	GRI CONTENT INDEX
102-48	Restatements of information	50	ABOUT THIS REPORT
102-49	Changes in reporting	50	ABOUT THIS REPORT
102-50	Reporting period	50	ABOUT THIS REPORT
102-51	Date of most recent report	50	ABOUT THIS REPORT
102-52	Reporting cycle	50	ABOUT THIS REPORT
102-53	Contact point for questions regarding the report		BACK COVER
102-54	Claims of reporting in accordance with the GRI Standards	50	ABOUT THIS REPORT
102-55	GRI content index	51-56	GRI CONTENT INDEX
102-56	External assurance	50	ABOUT THIS REPORT

103

MANAGEMENT APPROACH

[103 disclosures are included within material topics]

MATERIAL TOPICS

204	PROCUREMENT PRACTICES		
103-1	Explanation of the material topic and its Boundary	45	SUPPLY CHAIN
103-2	The management approach and its components	45	SUPPLY CHAIN
103-3	Evaluation of the management approach	45	SUPPLY CHAIN
	TOPIC SPECIFIC DISCLOSURES		
204-1	Proportion of spending on local suppliers	45	SUPPLY CHAIN

GRI	DESCRIPTION	PAGE	SECTION
205	ANTI- CORRUPTION		
103-1	Explanation of the material topic and its Boundary	46	OUR WORKFORCE
103-2	The management approach and its components	46	OUR WORKFORCE
103-3	Evaluation of the management approach	46	OUR WORKFORCE
	TOPIC SPECIFIC DISCLOSURES		
205-1	Operations assessed for risks related to corruption	46	OUR WORKFORCE
205-2	Communication and training about anti-corruption policies and procedures		OMISSION: INFORMATION UNAVAILABLE.
205-3	Confirmed incidents of corruption and actions taken	46	OUR WORKFORCE
301	MATERIALS		
	MANAGEMENT SPECIFIC DISCLOSURES		
103-1	Explanation of the material topic and its boundary	30	USE OF MATERIALS
103-2	The management approach and its components	30	USE OF MATERIALS
103-3	Evaluation of the management approach	30	USE OF MATERIALS
	TOPIC SPECIFIC DISCLOSURES		
301-1	Materials used by weight or volume	30	USE OF MATERIALS
301-2	Recycled input materials used	30	USE OF MATERIALS
301-3	Reclaimed products and their packaging materials	30	USE OF MATERIALS
302	ENERGY		
	MANAGEMENT SPECIFIC DISCLOSURES		
103-1	Explanation of the material topic and its Boundary	32	ENERGY
103-2	The management approach and its components	32	ENERGY
103-3	Evaluation of the management approach	32	ENERGY
	TOPIC SPECIFIC DISCLOSURES		
302-1	Energy consumption within the organization	32	ENERGY
302-2	Energy consumption outside of the organization	32	ENERGY
302-3	Energy intensity	32	ENERGY

GRI CONTENT INDEX



GRI	DESCRIPTION	PAGE	SECTION
302-4	Reduction of energy consumption	32	ENERGY
302-5	Reductions in energy requirements of products and services	32	ENERGY
303	WATER		
	MANAGEMENT SPECIFIC DISCLOSURES		
103-1	Explanation of the material topic and its Boundary	33	WATER
103-2	The management approach and its components	33	WATER
103-3	Evaluation of the management approach	33	WATER
	TOPIC SPECIFIC DISCLOSURES		
303-1	Water withdrawal by source	33	WATER
303-2	Water sources significantly affected by withdrawal of water	33	WATER
303-3	Water recycled and	33	WATER
304	BIODIVERSITY		
	MANAGEMENT SPECIFIC DISCLOSURES		
103-1	Explanation of the material topic and its Boundary	35	BIODIVERSITY
103-2	The management approach and its components	35	BIODIVERSITY
103-3	Evaluation of the management approach	35	BIODIVERSITY
	TOPIC SPECIFIC DISCLOSURES		
304-1	Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas	35	BIODIVERSITY
304-2	Significant impacts of activities, products, and services on biodiversity	35	BIODIVERSITY
304-3	Habitats protected or restored	20-23	BIODIVERSITY - WWF CAMBODIA
304-4	IUCN Red List species and national conservation list species with habitats in areas affected by operations	35	BIODIVERSITY

GRI	DESCRIPTION	PAGE	SECTION
GRI 305	EMISSIONS		
	MANAGEMENT SPECIFIC DISCLOSURES		
103-1	Explanation of the material topic and its Boundary	34	EMISSIONS
103-2	The management approach and its components	34	EMISSIONS
103-3	Evaluation of the management approach	34	EMISSIONS
	TOPIC SPECIFIC DISCLOSURES		
305-1	Direct (Scope 1) GHG emissions	34	EMISSIONS
305-2	Energy indirect (Scope 2) GHG emissions	34	EMISSIONS
305-3	Other indirect (Scope 3) GHG emissions		OMISSION: UNAVAILABLE
305-4	GHG emissions intensity	34	EMISSIONS
305-5	Reduction of GHG emissions	34	EMISSIONS
305-6	Emissions of ozone-depleting substances (ODS)	34	EMISSIONS
305-7	Nitrogen oxides (NOX), sulfur oxides (SOX), and other significant air emissions	34	EMISSIONS
GRI 306	EFFLUENTS AND WASTE		
	MANAGEMENT SPECIFIC DISCLOSURES		
103-1	Explanation of the material topic and its Boundary	36	WASTE
103-2	The management approach and its components	36	WASTE
103-3	Evaluation of the management approach	36	WASTE
	TOPIC SPECIFIC DISCLOSURES		
306-1	Water discharge by quality and destination	36	WASTE
306-2	Waste by type and disposal method	36	WASTE
306-3	Significant spills	36	WASTE
306-4	Transport of hazardous waste	36	WASTE
306-5	Water bodies affected by water discharges and/or runoff	36	WASTE

GRI	DESCRIPTION	PAGE	SECTION
307	ENVIRONMENTAL COMPLIANCE		
	MANAGEMENT SPECIFIC DISCLOSURES		
103-1	Explanation of the material topic and its Boundary	11	CORPORATE GOVERNANCE
103-2	The management approach and its components	11	CORPORATE GOVERNANCE
103-3	Evaluation of the management approach	11	CORPORATE GOVERNANCE
	TOPIC SPECIFIC DISCLOSURES		
307-1	Non-compliance with environmental laws and regulations	11	CORPORATE GOVERNANCE
308	SUPPLIER ENVIRONMENTAL ASSESSMENT		
	MANAGEMENT SPECIFIC DISCLOSURES		
103-1	Explanation of the material topic and its Boundary	45	SUPPLY CHAIN
103-2	The management approach and its components	45	SUPPLY CHAIN
103-3	Evaluation of the management approach	45	SUPPLY CHAIN
	TOPIC SPECIFIC DISCLOSURES		
308-1	New suppliers that were screened using environmental criteria	45	SUPPLY CHAIN
308-2	Negative environmental impacts in the supply chain and actions taken	45	SUPPLY CHAIN
401	EMPLOYMENT		
	MANAGEMENT SPECIFIC DISCLOSURES		
103-1	Explanation of the material topic and its Boundary	46	OUR WORKFORCE
103-2	The management approach and its components	46	OUR WORKFORCE
103-3	Evaluation of the management approach	46	OUR WORKFORCE
	TOPIC SPECIFIC DISCLOSURES		
401-1	New employee hires and employee turnover	48	OUR EMPLOYEES
401-2	Benefits provided to full-time employees that are not provided to temporary or part-time employees		OMISSION: US DATA ONLY
401-3	Parental leave		OMISSION: UNAVAILABLE

GRI	DESCRIPTION	PAGE	SECTION
403	OCCUPATIONAL HEALTH AND SAFETY		
	MANAGEMENT SPECIFIC DISCLOSURES		
103-1	Explanation of the material topic and its Boundary	48	OUR EMPLOYEES
103-2	The management approach and its components	48	OUR EMPLOYEES
103-3	Evaluation of the management approach	48	OUR EMPLOYEES
	TOPIC SPECIFIC DISCLOSURES		
403-1	Workers representation in formal joint management-worker health and safety committees	48	OUR EMPLOYEES
403-2	Types of injury and rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities		OMISSION: INFORMATION UNAVAILABLE.
403-3	Workers with high incidence or high risk of diseases related to their occupation		OMISSION: UNAVAILABLE
403-4	Health and safety topics covered in formal agreements with trade unions		OMISSION: UNAVAILABLE
405	DIVERSITY AND EQUAL OPPORTUNITY		
	MANAGEMENT SPECIFIC DISCLOSURES		
103-1	Explanation of the material topic and its Boundary	46	OUR WORKFORCE
103-2	The management approach and its components	46	OUR WORKFORCE
103-3	Evaluation of the management approach	46	OUR WORKFORCE
	TOPIC SPECIFIC DISCLOSURES		
405-1	Diversity of governance bodies and employees		OMISSION: UNAVAILABLE
405-2	Ratio of basic salary and remuneration of women to men	48	OUR EMPLOYEES
406	NON-DISCRIMINATION		
	MANAGEMENT SPECIFIC DISCLOSURES		
103-1	Explanation of the material topic and its Boundary	46	OUR WORKFORCE
103-2	The management approach and its components	46	OUR WORKFORCE
103-3	Evaluation of the management approach	46	OUR WORKFORCE
	TOPIC SPECIFIC DISCLOSURES		
406-1	Incidents of discrimination and corrective actions taken	48	OUR EMPLOYEES

GRI	DESCRIPTION	PAGE	SECTION
407	FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING		
	MANAGEMENT SPECIFIC DISCLOSURES		
103-1	Explanation of the material topic and its Boundary	45,46	SUPPLY CHAIN, OUR WORKFORCE
103-2	The management approach and its components	45,46	SUPPLY CHAIN, OUR WORKFORCE
103-3	Evaluation of the management approach	45,46	SUPPLY CHAIN, OUR WORKFORCE
	TOPIC SPECIFIC DISCLOSURES		
407-1	Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk	45,46	SUPPLY CHAIN, OUR WORKFORCE
408	CHILD LABOR		
	MANAGEMENT SPECIFIC DISCLOSURES		
103-1	Explanation of the material topic and its Boundary	45,46	SUPPLY CHAIN, OUR WORKFORCE
103-2	The management approach and its components	45,46	SUPPLY CHAIN, OUR WORKFORCE
103-3	Evaluation of the management approach	45,46	SUPPLY CHAIN, OUR WORKFORCE
	TOPIC SPECIFIC DISCLOSURES		
408-1	Operations and suppliers at significant risk for incidents of child labor	45,46	SUPPLY CHAIN, OUR WORKFORCE
409	FORCED OR COMPULSORY LABOR		
	MANAGEMENT SPECIFIC DISCLOSURES		
103-1	Explanation of the material topic and its Boundary	45,46	SUPPLY CHAIN, OUR WORKFORCE
103-2	The management approach and its components	45,46	SUPPLY CHAIN, OUR WORKFORCE
103-3	Evaluation of the management approach	45,46	SUPPLY CHAIN, OUR WORKFORCE
	TOPIC SPECIFIC DISCLOSURES		
409-1	Operations and suppliers at significant risk for incidents of forced or compulsory labor	45,46	SUPPLY CHAIN, OUR WORKFORCE

GRI	DESCRIPTION	PAGE	SECTION
412	HUMAN RIGHT ASSESSMENT		
	MANAGEMENT SPECIFIC DISCLOSURES		
103-1	Explanation of the material topic and its boundary	46	OUR WORKFORCE
103-2	The management approach and its components	46	OUR WORKFORCE
103-3	Evaluation of the management approach	46	OUR WORKFORCE
	TOPIC SPECIFIC DISCLOSURES		
412-1	Operations that have been subject to human rights reviews or impact assessments	46	OUR WORKFORCE
412-2	Employee training on human rights policies or procedures		OMISSION: UNAVAILABLE
412-3	Significant investment agreements and contracts that include human rights clauses or that underwent human rights screening	45	SUPPLY CHAIN
413	LOCAL COMMUNITIES		
	MANAGEMENT SPECIFIC DISCLOSURES		
103-1	Explanation of the material topic and its Boundary	46	OUR WORKFORCE
103-2	The management approach and its components	46	OUR WORKFORCE
103-3	Evaluation of the management approach	46	OUR WORKFORCE
	TOPIC SPECIFIC DISCLOSURES		
413-1	Operations with local community engagement, impact assessments, and development programs		OMISSION: UNAVAILABLE
413-2	Operations with significant actual and potential negative impacts on local communities		OMISSION: UNAVAILABLE
414	SUPPLIER SOCIAL ASSESSMENT		
	MANAGEMENT SPECIFIC DISCLOSURES		
103-1	Explanation of the material topic and its Boundary	45	SUPPLY CHAIN
103-2	The management approach and its components	45	SUPPLY CHAIN
103-3	Evaluation of the management approach	45	SUPPLY CHAIN



GRI	DESCRIPTION	PAGE	SECTION
TOPIC SPECIFIC DISCLOSURES			
414-1	New suppliers that were screened using social criteria	45	SUPPLY CHAIN
414-2	Negative social impacts in the supply chain and actions taken	45	SUPPLY CHAIN
416	CUSTOMER HEALTH AND SAFETY		
103-1	Explanation of the material topic and its Boundary	26	HEALTHY MATERIALS
103-2	The management approach and its components	26	HEALTHY MATERIALS
103-3	Evaluation of the management approach	26	HEALTHY MATERIALS
TOPIC SPECIFIC DISCLOSURES			
416-1	Assessment of the health and safety impacts of product and service categories	26	HEALTHY MATERIALS
416-2	Incidents of non-compliance concerning the health and safety impacts of products and services	48	CUSTOMER HEALTH
417	MARKETING AND LABELING		
103-1	Explanation of the material topic and its Boundary	29	PRODUCT LABELING
103-2	The management approach and its components	29	PRODUCT LABELING
103-3	Evaluation of the management approach	29	PRODUCT LABELING
TOPIC SPECIFIC DISCLOSURES			
417-1	Requirements for product and service information and labeling	29	PRODUCT LABELING
417-2	Incidents of non-compliance concerning product and service information and labeling	29	PRODUCT LABELING
417-3	Incidents of non-compliance concerning marketing communications	29	PRODUCT LABELING



CLAUSE	CORE SUBJECT	PAGE	SECTION
4	PRINCIPLES OF SOCIAL RESPONSIBILITY		
4.1	General		
4.2	Accountability	50	ABOUT THIS REPORT
4.3	Transparency	50	ABOUT THIS REPORT
4.4	Ethical Behavior	46	OUR WORKFORCE
4.5	Respect for stakeholder interests	50	ABOUT THIS REPORT
4.6	Respect for the rule of law	13	CORPORATE GOVERNANCE
4.7	Respect for international norms of behavior	45, 46	SUPPLY CHAIN, OUR WORKFORCE
4.8	Respect for human rights	45, 46	SUPPLY CHAIN, OUR WORKFORCE
5	RECOGNIZING SOCIAL RESPONSIBILITY AND ENGAGING STAKEHOLDERS		
5.1	General		
5.2	Recognizing social responsibility	50	ABOUT THIS REPORT
5.3	Stakeholder identification and engagement	50	ABOUT THIS REPORT
6	GUIDANCE ON SOCIAL RESPONSIBILITY CORE SUBJECTS		
6.1	General		
6.2	Organizational Governance	13, 14	CORPORATE GOVERNANCE, ENVIRONMENTAL PRINCIPLES
6.3	HUMAN RIGHTS		
6.3.1	Overview		
6.3.2	Principles and considerations		
6.3.3	Human rights issue 1: Due diligence	45, 46	SUPPLY CHAIN, OUR WORKFORCE
6.3.4	Human rights issue 2: Human rights risk situations	49	SUPPLY CHAIN
6.3.5	Human rights issue 3: Avoidance of complicity	49	SUPPLY CHAIN
6.3.6	Human rights issue 4: Resolving grievances	11	CORPORATE GOVERNANCE
6.3.7	Human rights issue 5: Discrimination and vulnerable groups	45, 46	SUPPLY CHAIN, OUR WORKFORCE
6.3.8	Human rights issue 6: Civil and political rights	11, 46	CORPORATE GOVERNANCE, OUR WORKFORCE

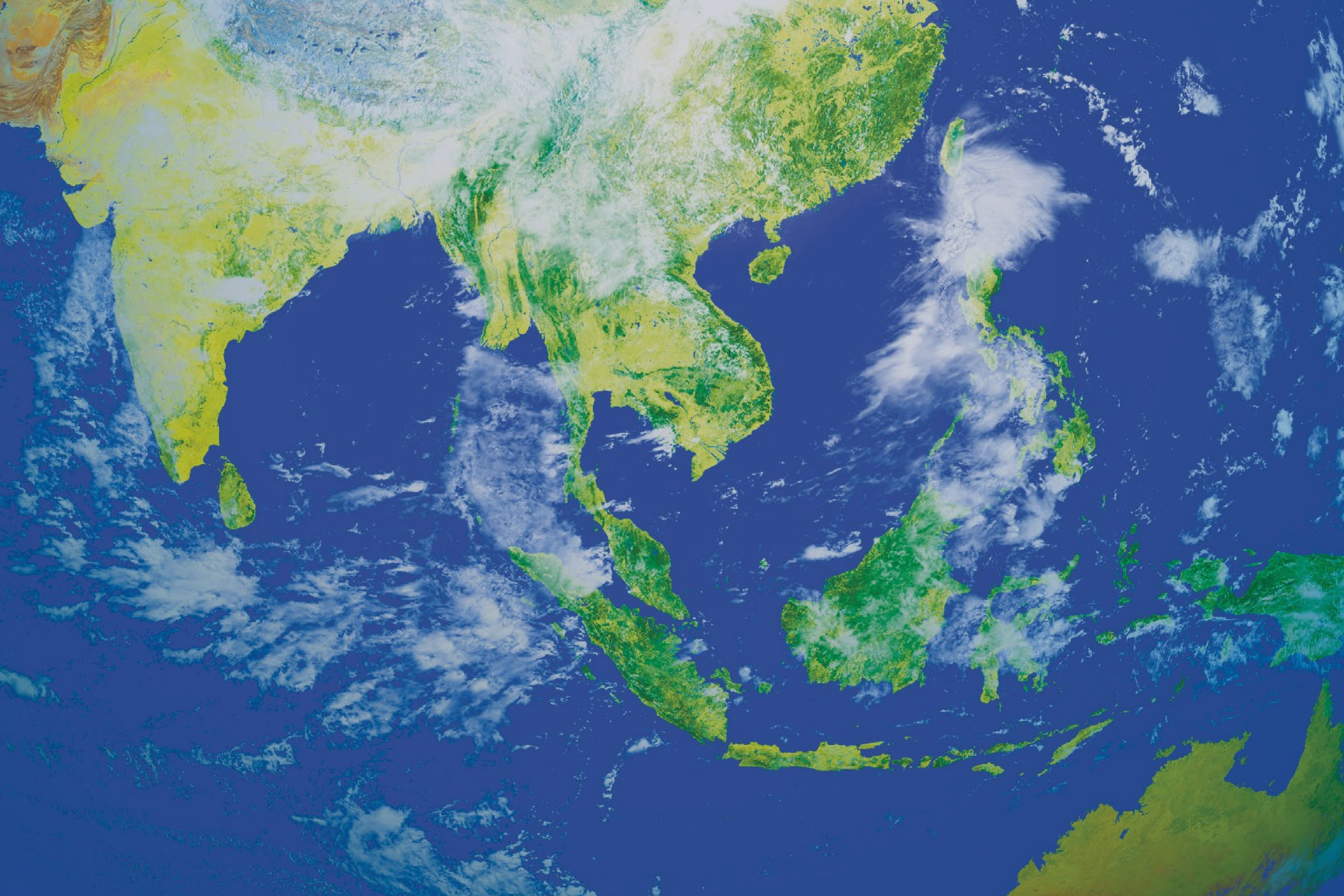
CLAUSE	CORE SUBJECT	PAGE	SECTION
6.3.9	Human rights issue 7: Economic, social and cultural rights	11, 46	CORPORATE GOVERNANCE, OUR WORKFORCE
6.3.10	Human rights issue 8: Fundamental principles and rights at work	11, 46	CORPORATE GOVERNANCE, OUR WORKFORCE
6.4	LABOR PRACTICES		
6.4.1	Overview		
6.4.2	Principles and considerations		
6.4.3	Labor practices issue 1: Employment and employment relationships	46	OUR WORKFORCE
6.4.4	Labor practices issue 2: Conditions of work and social protection	46	OUR WORKFORCE
6.4.5	Labor practices issue 3: Social dialogue	11, 46	CORPORATE GOVERNANCE, OUR WORKFORCE
6.4.6	Labor practices issue 4: Health and safety at work	46, 48	OUR WORKFORCE, OUR EMPLOYEES
6.4.7	Labor practices issue 5: Human development and training in the workplace	46	OUR WORKFORCE
6.5	THE ENVIRONMENT		
6.5.1	Overview		
6.5.2	Principles and Considerations		
6.5.3	Environmental issue 1: Prevention of pollution	11, 36	CORPORATE GOVERNANCE, WASTE
6.5.4	Environmental issue 2: Sustainable resource use	27, 34	USE OF MATERIALS, OUR OPERATIONS
6.5.5	Environmental issue 3: Climate change mitigation and adaptation	34	OUR OPERATIONS
6.5.6	Environmental issue 4: Protection of the environment, biodiversity and restoration of natural habitats	20-23, 37	BIODIVERSITY - WWF CAMBODIA, OUR OPERATIONS
6.6	FAIR OPERATING PRACTICES		
6.6.1	Overview		
6.6.2	Principles and considerations		

CLAUSE	CORE SUBJECT	PAGE	SECTION
6.6.3	Fair operating practices issue 1: Anti-Corruption	46, 48	OUR WORKFORCE, OUR EMPLOYEES
6.6.4	Fair operating practices issue 2: Responsible political involvement	46, 48	OUR WORKFORCE, OUR EMPLOYEES
6.6.5	Fair operating practices issue 3: Fair competition	50	OUR WORKFORCE
6.6.6	Fair operating practices issue 4: Promoting social responsibility in the value chain	49, 50	SUPPLY CHAIN, OUR WORKFORCE
6.6.7	Fair operating practices issue 5: Respect for property rights	13, 50	CORPORATE GOVERNANCE, OUR WORKFORCE
6.7	CONSUMER ISSUES		
6.7.1	Overview		
6.7.2	Principles and considerations		
6.7.3	Consumer issue 1: Fair marketing, factual and unbiased information and fair contractual practices	30, 33	HEALTHY MATERIALS, PRODUCT LABELING
6.7.4	Consumer issue 2: Protecting consumers' health and safety	8, 30	WHO WE ARE, HEALTHY MATERIALS
6.7.5	Consumer issue 3: Sustainable Consumption	27	USE OF MATERIALS
6.7.6	Consumer issue 4: Consumer service, support, and complaint and dispute resolution	27	USE OF MATERIALS
6.7.7	Consumer issue 5: Consumer data protection and privacy		OMISSION: INFORMATION UNAVAILABLE
6.7.8	Consumer issue 6: Access to essential services		OMISSION: NOT APPLICABLE
6.7.9	Consumer issue 7: Education and awareness	27	USE OF MATERIALS
6.8	COMMUNITY INVOLVEMENT AND DEVELOPMENT		
6.8.1	Overview		
6.8.2	Principles and Considerations		
6.8.3	Community involvement and development issue 1: Community involvement	50	OUR WORKFORCE
6.8.4	Community involvement and development issue 2: Education and culture	50	OUR WORKFORCE
6.8.5	Community involvement and development issue 3: Employment creation and skills development	50	OUR WORKFORCE



CLAUSE	CORE SUBJECT	PAGE	SECTION
6.8.6	Community involvement and development issue 4: Technology development and access	8, 50	WHO WE ARE, OUR WORKFORCE
6.8.7	Community involvement and development issue 5: Wealth and income creation	49, 50	SUPPLY CHAIN, OUR WORKFORCE
6.8.8	Community involvement and development issue 6: Health	48	OUR EMPLOYEES
6.8.9	Community involvement and development issue 7: Social investment	46, 48	OUR WORKFORCE, OUR EMPLOYEES
7	GUIDANCE ON INTEGRATING SOCIAL RESPONSIBILITY		
7.1	GENERAL		
7.2	The relationship of an organization’s characteristics to social responsibility	7, 12, 11, 48	OUR ORGANIZATION, ENVIRONMENTAL PRINCIPLES, CORPORATE GOVERNANCE, OUR EMPLOYEES
7.3	UNDERSTANDING THE SOCIAL RESPONSIBILITY OF AN ORGANIZATION		
7.3.1	Due Diligence	12	ENVIRONMENTAL PRINCIPLES
7.3.2	Determining relevance and significance of core subjects and issues to an organization	12	ENVIRONMENTAL PRINCIPLES
7.3.3	An organization’s sphere of influence	12	ENVIRONMENTAL PRINCIPLES
7.3.4	Establishing priorities for addressing issues	12	ENVIRONMENTAL PRINCIPLES
7.4	PRACTICES FOR INTEGRATING SOCIAL RESPONSIBILITY THROUGHOUT AN ORGANIZATION		
7.4.1	Raising awareness and building competency for social responsibility	12, 16, 46	ENVIRONMENTAL PRINCIPLES, SUSTAINABILITY CHAMPIONS, OUR WORKFORCE
7.4.2	Setting the direction of an organization for social responsibility	12	ENVIRONMENTAL PRINCIPLES
7.4.3	Building social responsibility into an organization’s governance, systems, and procedures	12, 16, 46	ENVIRONMENTAL PRINCIPLES, SUSTAINABILITY CHAMPIONS, OUR WORKFORCE

CLAUSE	CORE SUBJECT	PAGE	SECTION
7.5	COMMUNICATION ON SOCIAL RESPONSIBILITY		
7.5.1	The role of communication in social responsibility	12, 14	ENVIRONMENTAL PRINCIPLES, LIVING PRODUCT CHALLENGE
7.5.2	Characteristics of information relating to social responsibility	12, 14	ENVIRONMENTAL PRINCIPLES, LIVING PRODUCT CHALLENGE
7.5.3	Types of communication on social responsibility	50	ABOUT THIS REPORT
7.5.4	Stakeholder dialogue on communication about social responsibility	50	ABOUT THIS REPORT
7.6	ENHANCING CREDIBILITY REGARDING SOCIAL RESPONSIBILITY		
7.6.1	Methods of enhancing credibility	12, 14	ENVIRONMENTAL PRINCIPLES, LIVING PRODUCT CHALLENGE
7.6.2	Enhancing the credibility of reports and claims about social responsibility	50	ABOUT THIS REPORT
7.6.3	Resolving conflicts or disagreements between an organization and its stakeholders	11	CORPORATE GOVERNANCE
7.7	REVIEWING AND IMPROVING AN ORGANIZATIONS ACTIONS AND PRACTICES RELATED TO SOCIAL RESPONSIBILITY		
7.7.1	General		
7.7.2	Monitoring activities on social responsibility	37, 46	OUR OPERATIONS, OUR WORKFORCE
7.7.3	Reviewing an organization’s progress and performance on social responsibility	37, 46	OUR OPERATIONS, OUR WORKFORCE
7.7.4	Enhancing the reliability of data and information collection and management		OMISSION: INFORMATION UNAVAILABLE
7.7.5	Improving performance	37, 46	OUR OPERATIONS, OUR WORKFORCE
7.8	VOLUNTARY INITIATIVES FOR SOCIAL RESPONSIBILITY		
7.8.1	General		
7.8.2	Voluntary nature of participation	10-11	CERTIFICATIONS AND MEMBERSHIPS
7.8.3	Considerations	10-11	CERTIFICATIONS AND MEMBERSHIPS



PUBLISHED BY:



Humanscale Corporation

Grace Building, 1114 Avenue of the Americas, 15th Floor
New York, NY 10036

humanscale.com/about/csr/

REPORT PREPARED BY:

Jane Abernethy
Sustainability Officer

Contact us with your questions about this report at:

betterworld@humanscale.com

© Humanscale Corporation. All rights reserved.

Humanscale and the Humanscale logo are trademarks of Humanscale Corporation, registered in the U.S and other countries.

Other product and company names mentioned herein may be trademarks of their respective companies.

JUNE 2018

Design, Editing and Production: M4RK & Co. Printing: C.J. Graphics Inc.

Printed on Rolland Enviro Print

FSC Certified / 100% Recycled paper