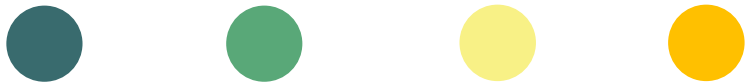
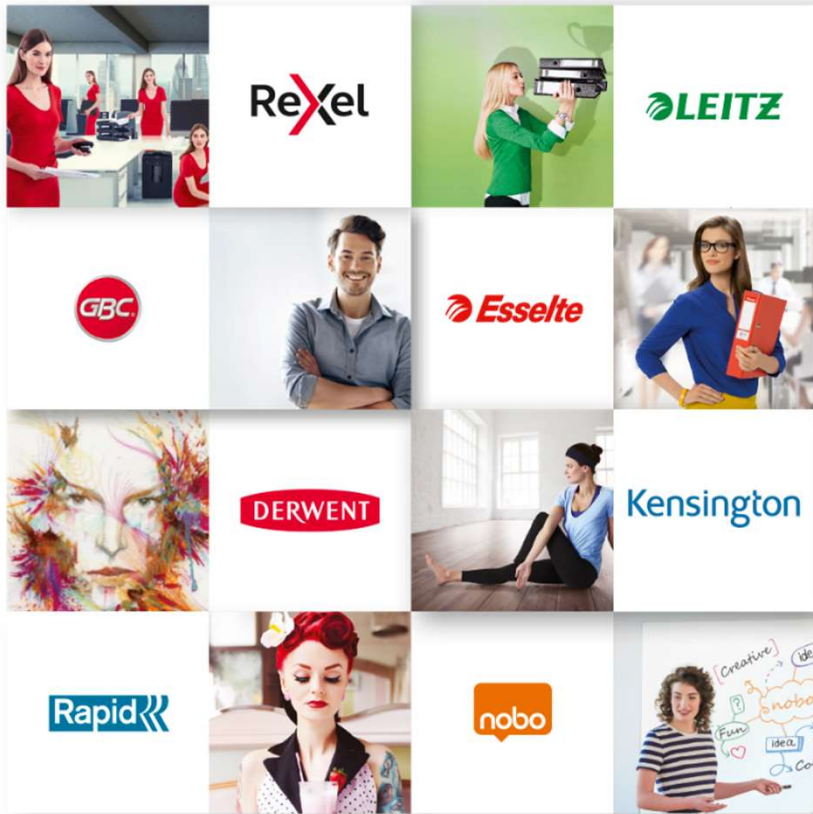


# ACCO BRANDS EMEA SUSTAINABLE DEVELOPMENT 2019





Simplifying and organizing modern work!

That is what we aim to do at ACCO Brands. And our portfolio of well established brands are at the very core of what we do. We aim to provide our end consumers with products which delight and fulfil the necessary tasks. And where they can feel confident, that all efforts are being made to work toward reducing their environmental impact and the impact on the communities and partners with which we work.

This report aims to provide some insight into our company, how we operate and how we work toward reducing those impacts.

**\$2 billion** company listed on NYSE, **\$600 million+** in EMEA

Products sold in more than **100** countries

**21** factories around the world (11 in Europe)

**6 500** employees





*Cezary Monko*  
Executive Vice President and President  
ACCO Brands EMEA

## THE WORLD IS WAKING UP – WE KEEP GOING



Dear Stakeholders,

2019 seems to have been the year when the world started to sit up and pay more attention to some pressing topics that we have been aware of for long enough but which we just didn't apply enough priority to. Thousands of people taking to the streets, especially young people, to remind all of us, governments, businesses, consumers, of the job we must do to ensure that our children and grandchildren can enjoy the same pleasures and comforts which we have today.

We have been working in a focused way on these topics for ten years already, yet still we know we can and must do more. We are always looking for new opportunities and ways to make progress and our targets and metrics help us to focus on the right things.

We are proud of the reduction in emissions and water consumption which we can report on this year and we are sure that we are doing the right things to reduce the waste we produce and recycle, although there are still hurdles to overcome, not least the often missing infrastructure for recycling.

One thing is for sure, at ACCO Brands we will continue to focus, continue to look for ways to improve, continue to do what we can to "Take Care of Tomorrow".

Yours,

Cezary Monko

## STRATEGY & TARGETS 2016 - 2020

### Reducing our Environmental Impact

- We will reduce our scope 1 and 2 CO<sub>2</sub> emissions, at our manufacturing and warehouse sites by 25 percent.
- We aim to further reduce our total water consumption by 15 percent.
- We have the ultimate goal of achieving a Zero Waste Rate in our manufacturing and warehouse facilities.
- All of our sites will be ISO 9001 and ISO 14001 certified.
- We aim to increase our sales of Environmentally Preferable Products.

### Stewardship of Paper & Paper-based Materials

- We are committed to using recycled or responsibly sourced fibers, wherever possible.
- All of our manufacturing plants producing fiber-based products have been FSC® Certified since 2011.
- We aim to use FSC, Blue Angel or EU Eco label certified paper only in our offices.
- We will design our products to minimize the use of packaging.
- In addition, we will source other materials, such as plastic and metal, in environmentally responsible ways.

### Good Working Relationships

- We aim to have a transparent and principled working relationship with all of our stakeholders, from employees and suppliers, to customers and consumers.
- Our principles are based on the international standards set by the UN and the ILO Declaration of Fundamental Principles and Rights.
- We will establish a clear set of policies on health & safety, the environment and supply chain and create a workplace based on high standards and fair-working practices.
- We will maintain a safe and healthy workplace with a target of zero accidents.
- We require our suppliers to fulfil the same standards and monitor this according to a set of specific metrics.

# ACCO BRANDS EMEA COMPANY PROFILE

## KEY PRODUCTS:



Lever Arch Files & Binders



Staplers & Perforators



Computer & Mobile Device Accessories



Pockets, Folders, Indices & Dividers



Storage & Archiving



Binding & Lamination



Hanging Files & Presentation Folders



Paper Pads



Paper Shredders



Letter Trays/ Moulded Products



Ergonomics & Wellbeing



Visual Communication



# ACCO BRANDS EMEA COMPANY PROFILE

## KEY PRODUCTS:



Manual Tackers



Hot Air Guns



Print Finishing Solutions (PFS)



Hammer Tackers



Glue Guns



Xyron Creative Solutions



Electric Tackers & Nailers



Riveting



Fine Art Supplies



Pneumatic Nailers



Cassette Stapling Units  
Printers & Copiers

# ACCO BRANDS EMEA COMPANY PROFILE

## Manufacturing & Distribution

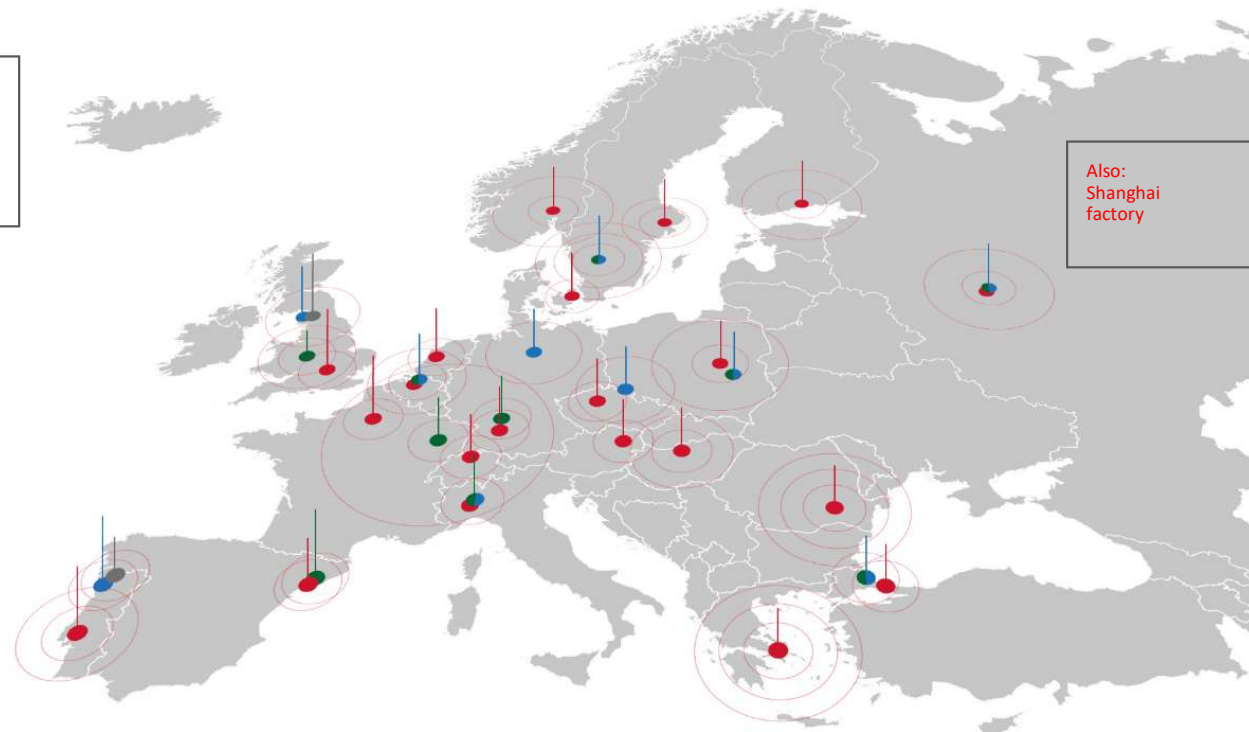
### Eleven Factories:

- Sint Niklaas, Belgium
- Arcos, Portugal
- Lillyhall, U.K.
- Uelzen, Germany
- Gorgonzola, Italy
- Hestra, Sweden
- Lanov, Czech Republic
- Kozenice, Poland
- Hotkovo, Russia
- Cerkezkoy, Turkey
- Shanghai, China

●	Sales Offices
●	Manufacturing
●	Distribution
●	Testing (ES), Museum (UK)

### Five Additional Distribution Centers:

- Halesowen, U.K.
- Barcelona, Spain
- St. Amé, France
- Heilbronn, Germany
- Prague, Czech Republic





## ISO CERTIFICATION

ACCO Brands is committed to maintaining internationally recognized quality and environmental standards across all of our EMEA production facilities. As such, they are all ISO 9001 and 14001 certified. In addition, all warehouses and Sales offices in Europe are also certified to these management systems.



In 2019 we added five additional sites in the UK to the three German ones already certified to ISO 5001 for Energy Management. This included our Lillyhall factory and Halesowen warehouse

# ACCO Brands EMEA: Sustainable Foundations

Working in a lean way is the foundation of all our sustainability efforts. Reducing waste in all areas and keeping processes simple and short, help with many of our objectives. Our ISO 9001 and ISO 14001 certifications provide the framework and tools to help achieve this.



\* ISO 50001 for 8 sites in Germany and the UK only  
ISO 9001 and 14001 for all ACCO Brands EMEA sites

## SUSTAINABILITY STEERING COMMITTEE

We host a quarterly meeting to go over current position and plan future projects and goals.

Attended by:

- Senior Vice President, Operations
- Senior Vice President, Marketing and R&D
- Vice President, Operations, Production
- Vice President, Procurement
- Vice President, Human Resources
- Vice President, Category Management
- Quality Production Europe and FSC Central Office Manager
- Senior Sustainability Manager, Europe



# RESULTS





## WATER

In 2019, we hit our 2020 target for water consumption, despite the addition of three additional sites in 2017. In fact, we saved 3 million litres more than targeted. We saved the same amount of water in 2019 compared to 2018 that more than 38000 EU citizens would consume annually\*!

## EMISSIONS REDUCTION

A big step towards achieving our 2020 target and almost 2 tonnes less CO2 emitted than in 2018, which is the equivalent of taking around 1 150 cars off the road\*\*. With the launch of our first climate neutral product, we also took first steps towards reducing emissions on products.

## HEALTH & SAFETY

We are proud to have achieved the RoSPA award for the 23<sup>rd</sup> year running and of our team who continue to look out for each other to create a safe and pleasant place to work.

• Statistics taken from [www.europarl.europa.eu](http://www.europarl.europa.eu)

\*\* Assuming av. Emissions of 141.9g CO2 / km and av. 12000 km driven / year



# CO<sub>2</sub> EMISSIONS







- Scope 1 (direct)
- Scope 2 (indirect emissions from consumption of purchased electricity, heat or steam)

All European manufacturing facilities were monitored from the start in 2010, except Arcos, Portugal, and Lillyhall, U.K. (added in 2017). Lillyhall (pencil manufacturing) runs a biomass boiler to heat the plant using waste material. This has been classified as carbon neutral by the Carbon Trust and is therefore not included in the results.

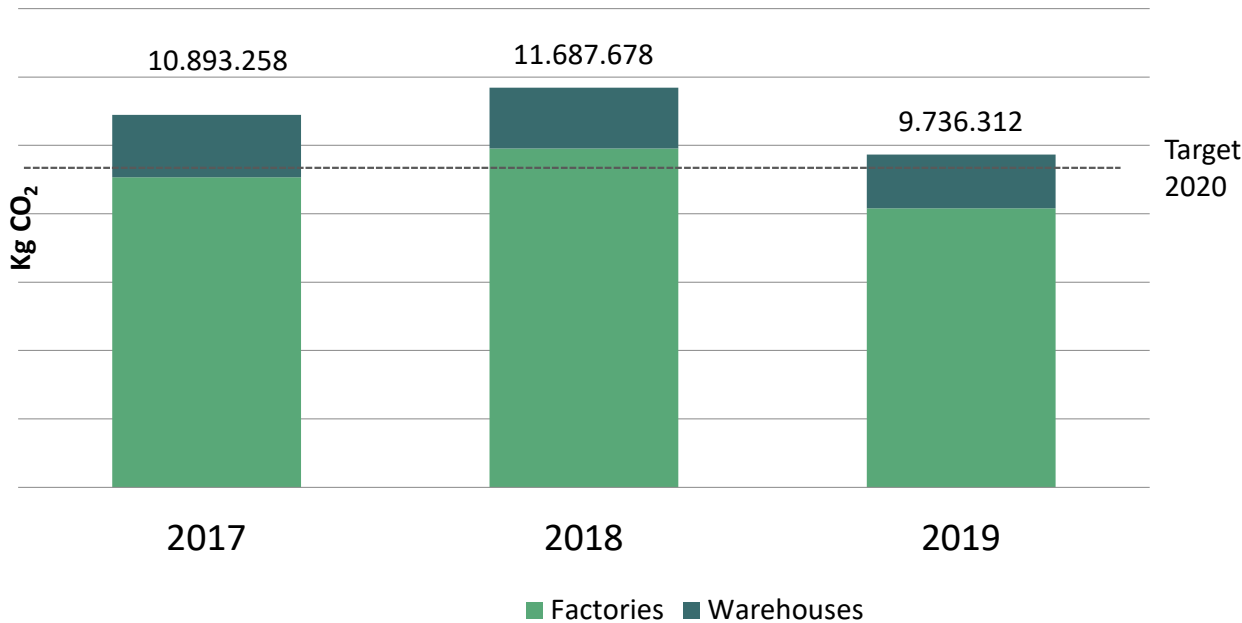
We continue to report the Rapid Shanghai factory as most of the production is for EMEA and it is a key facility for us. The warehouse in Shanghai has been removed.

Warehouses have been included since 2016, except Halesowen added in 2017.

All facilities are listed on Page 8. Sales offices, which are not physically part of one of the listed facilities, are not included, as they are classed as immaterial.

Scope 3 emissions are not included to date (all other indirect emissions such as from raw materials, external logistics, outsourced activities etc.)

## CO<sub>2</sub> EMISSIONS: ACCO BRANDS EMEA FACTORIES and WAREHOUSES



Some small corrections made to 2017 and 2018 figures mean that these are now slightly lower than reported at the time.

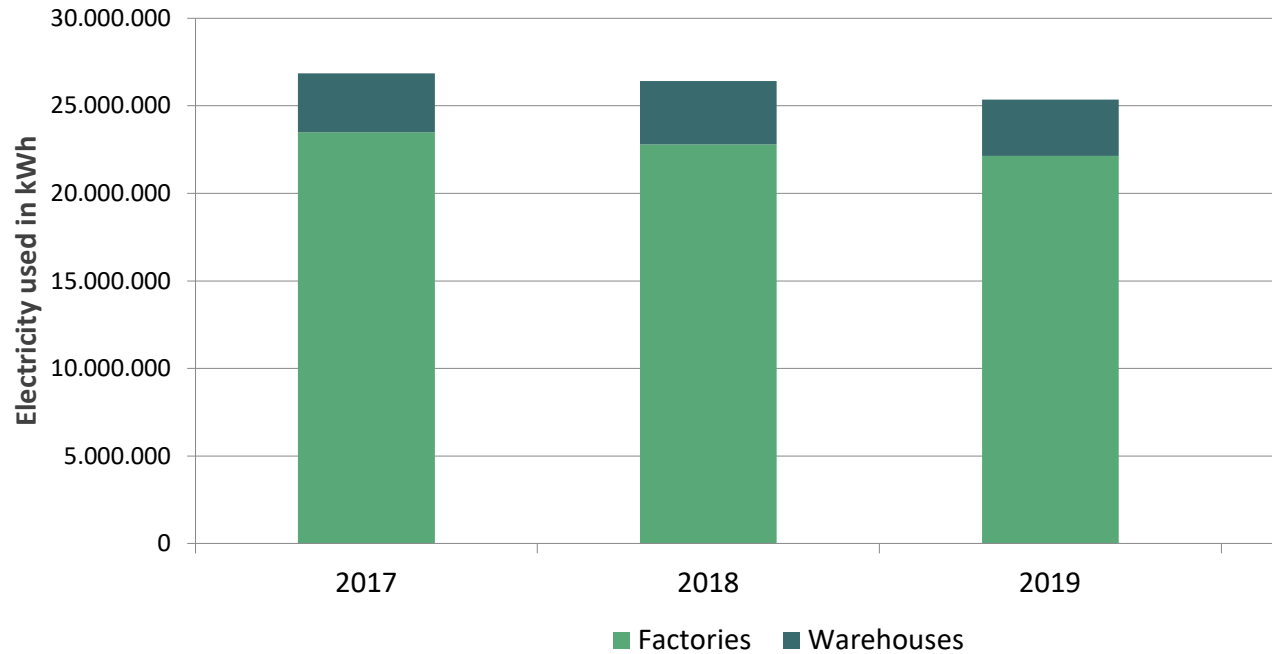
Total CO<sub>2</sub> emissions in 2019 (according to scope on page 15) were 9.7k tonnes, 17.1 percent lower than 2018.

This was a big step towards our 2020 goal of 9.45k tonnes! This resulted from 3 main actions:

1. A carbon offset certificate was purchased for part of the emissions in Poland where it is difficult to purchase lower emission electricity directly. The validity of the certificate was checked and approved by an external body. The factory there also reduced electricity consumption by 5% and gas consumption by 17%
2. New compressors were purchased in Uelzen which will have an even higher impact in 2020
3. We switched both UK sites to zero emission, renewably sourced electricity

The biomass boiler in Lillyhall has been declared carbon-neutral by the Carbon Trust and is therefore excluded from these figures.

## EMISSIONS: ELECTRICITY IN KWH



Total ACCO Brands EMEA electricity consumption (according to the scope on page 15) was 4 percent lower in 2019 than in 2018. Electricity consumption makes up 80 percent of our total CO<sub>2</sub> emissions and is something we have direct influence over.

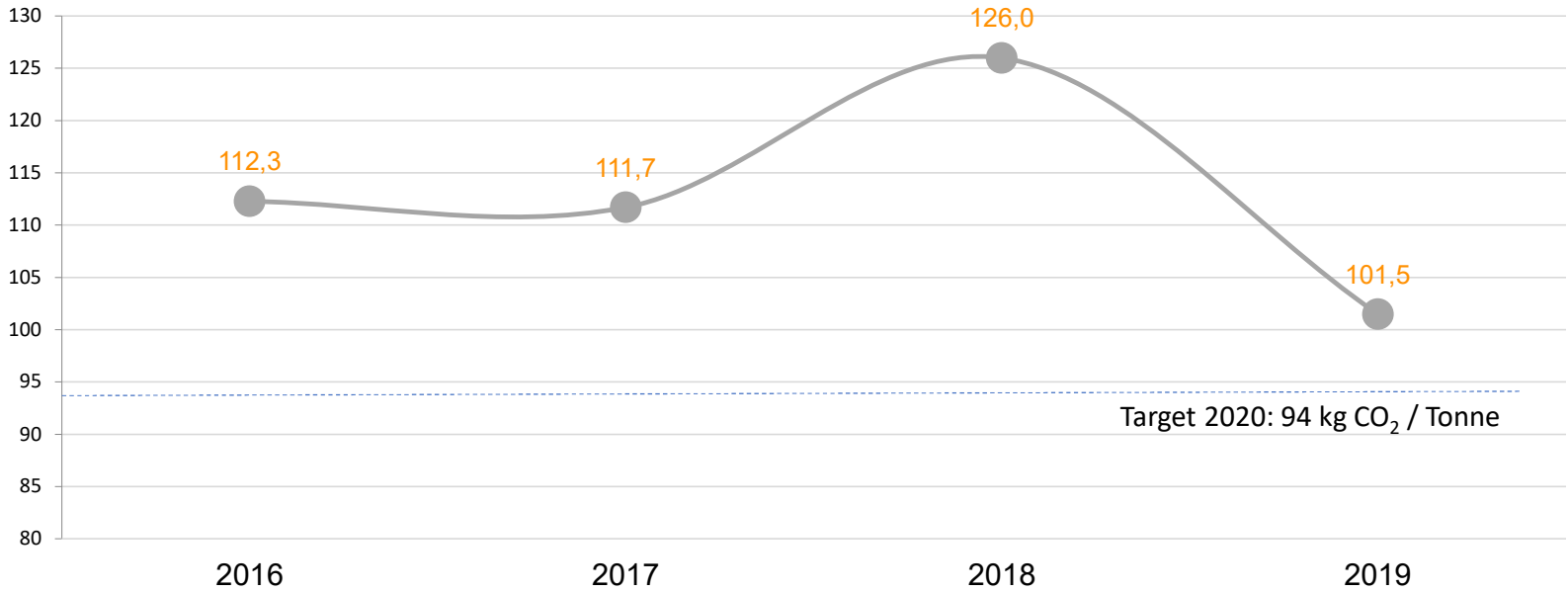
Of 18 sites, 14 reduced their electricity consumption in 2019 and of the 4 which did not, this was due to increased volumes.

We are now seeing the positive effect of the focus and investment of many years on energy reduction. Over time at most sites, the lighting has been replaced by LEDs and investments made to reduce the energy needed for compressed air.

Finding ways to reduce further will become more challenging but we are learning how to look harder for opportunities!

# ACCO BRANDS EMEA MANUFACTURING

## CO<sub>2</sub> Emissions in kg/tonne Production



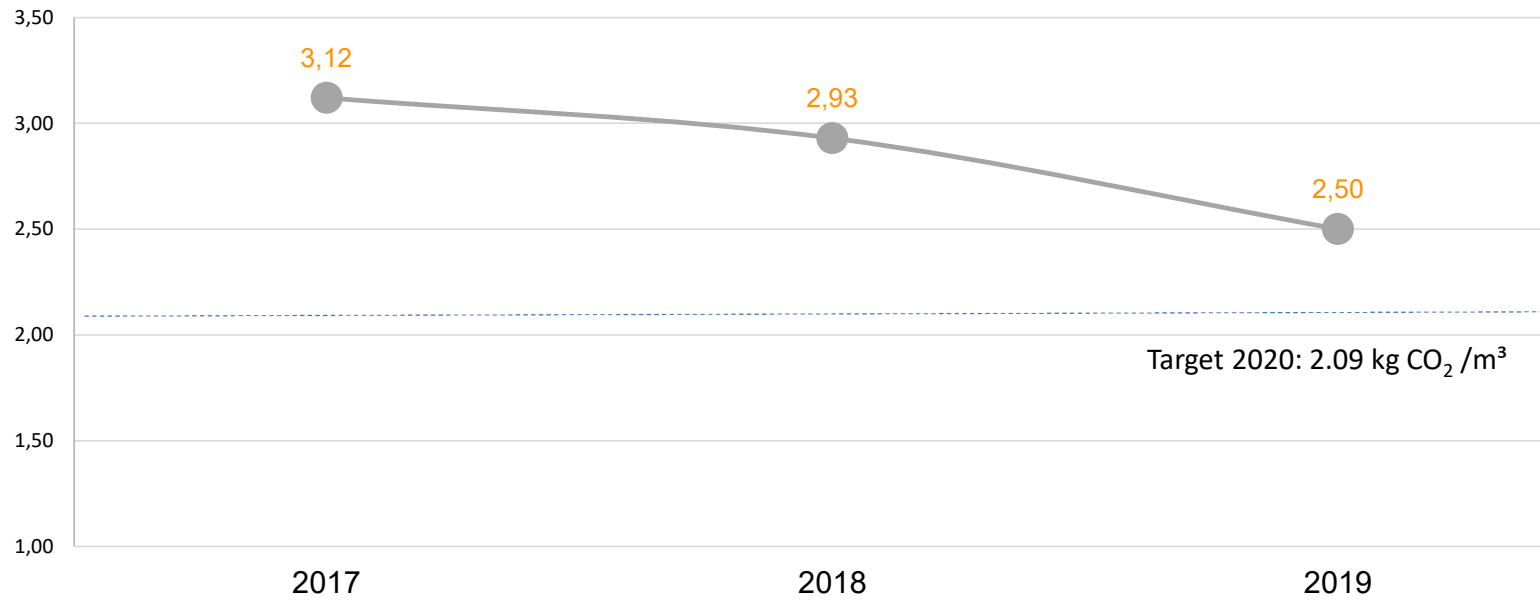
In particular the improvements in our Polish factory and the carbon offset certificate purchased for this site as explained on page 16, as well as the general reduction in electricity consumption and hence also CO<sub>2</sub> already shown on the previous pages, lead in turn to a big drop in CO<sub>2</sub> per tonne produced.

2017 amended to include Lillyhall, U.K., a more energy intensive production unit, which increased the rate in that year from 105.6 kg/tonne to 111.7kg/tonne.



# ACCO BRANDS EMEA WAREHOUSES

## CO<sub>2</sub> Emissions in kg/m<sup>3</sup> shipped



Some corrections to gas and electricity consumption in Halesowen in 2017 & 2018 and volumes shipped in Prague in 2018 mean that the figures for 2017 & 2018 are now slightly lower than reported at the time.

Since 2017, our warehouses have generally been shipping more larger and voluminous goods including business machines, white boards etc. Some of them are also serving more markets and therefore working longer shifts. So partly the energy needed to run the warehouses is higher, on the other hand due to the energy reduction initiatives and also the overall higher volumes shipped, the energy needed to ship one cubic metre is being reduced.

The reduction in CO<sub>2</sub> due to the offset purchase in Poland also has an impact here.



Following the certification of our three sites in Germany in 2016, we are proud that now our five UK sites have also been awarded the ISO 50 001 certification for energy management. This demonstrates our commitment to reducing our environmental impact.

Mark Wilkinson, Regional VP UK & Ireland, says: “As a substantial UK business we recognize the importance of managing our energy use and becoming more efficient with the resources we use. It is important that we reduce our environmental impact and the effect on the communities and partners with whom we work. We have ongoing plans for continual improvement, and excellent people managing these targets in the workplace. ‘Taking care of tomorrow’ remains a key focus at all levels of the organisation. I am very proud of what we have delivered so far.”





# WATER CONSUMPTION





## SCOPE WATER CONSUMPTION

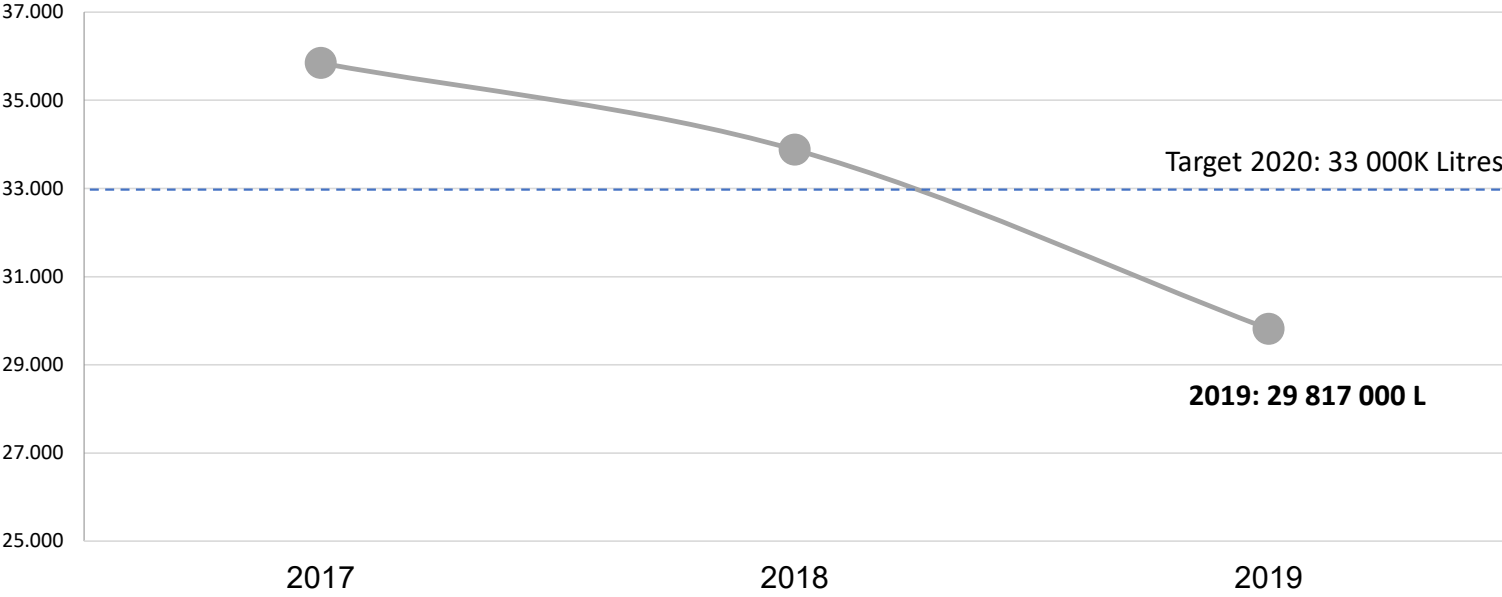
Total water consumption for all ACCO Brands EMEA plants and warehouses.

Data shown covers all ACCO Brands EMEA plants and warehouses plus the Shanghai factory. All facilities are listed on Page 8.

Local Sales offices, which are not physically part of one of the listed facilities, are also not covered but as these are generally small, we can conclude that these would not have a material impact on the result.

# ACCO Brands EMEA Water Consumption

Water consumption in 000 L



In 2019 we achieved our set target for 2020, in fact we over-achieved by almost 10%! And this is after we added a further 3 sites in 2017 without adjusting the targets!

Our production itself is not water intensive, it is mostly used for cleaning machines and personal hygiene. However, we have found places where we could reduce our consumption by changing our behaviour such as watering. We are also becoming more efficient, using less space for the same or higher levels of activity in the plants and warehouses.

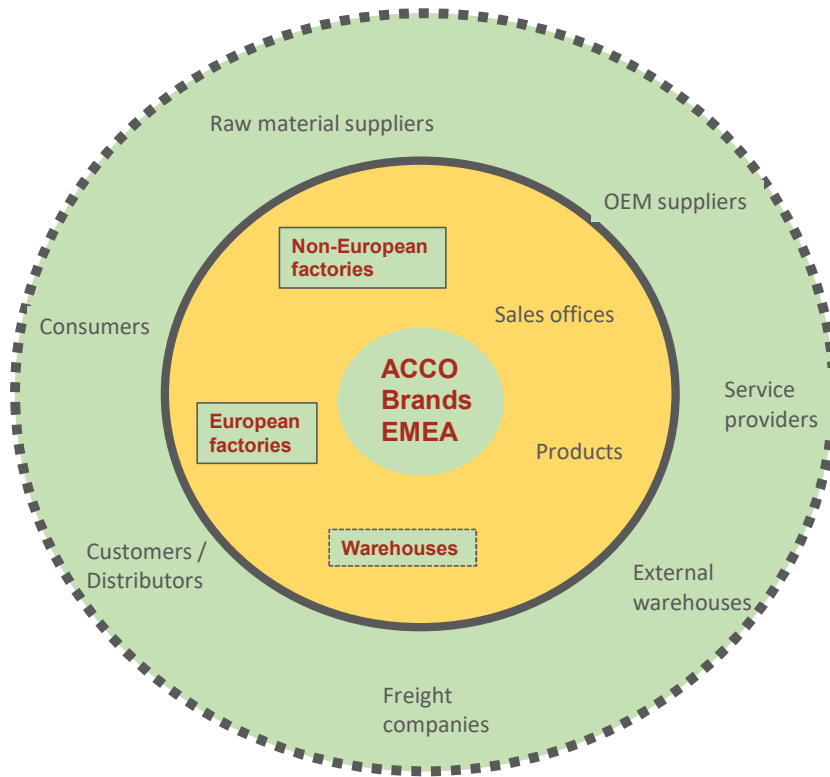
2017 and 2018 refer to ACCO Brands EMEA plus Shanghai. Some small corrections were made to the Lillyhall and Halesowen, U.K., figures for 2017 & 2018 means that the figure shown here is slightly different than reported at the time.





# WASTE REDUCTION & RECYCLING





## SCOPE WASTE MANAGEMENT

Aim: Zero Waste

Zero Waste is generally defined as 98 percent of waste being recycled. “Thermal recycling” (burning) is not counted as recycled and hazardous waste is not included.

Hence, data for all types of waste is collected from all sites. We have some difficulties with recycling companies which do not disclose if waste has been “thermally recycled” but will work further to see if we can gain more knowledge on this.

Data shown covers all ACCO Brands EMEA plants and warehouses plus the Shanghai factory. All facilities are listed on Page 8.

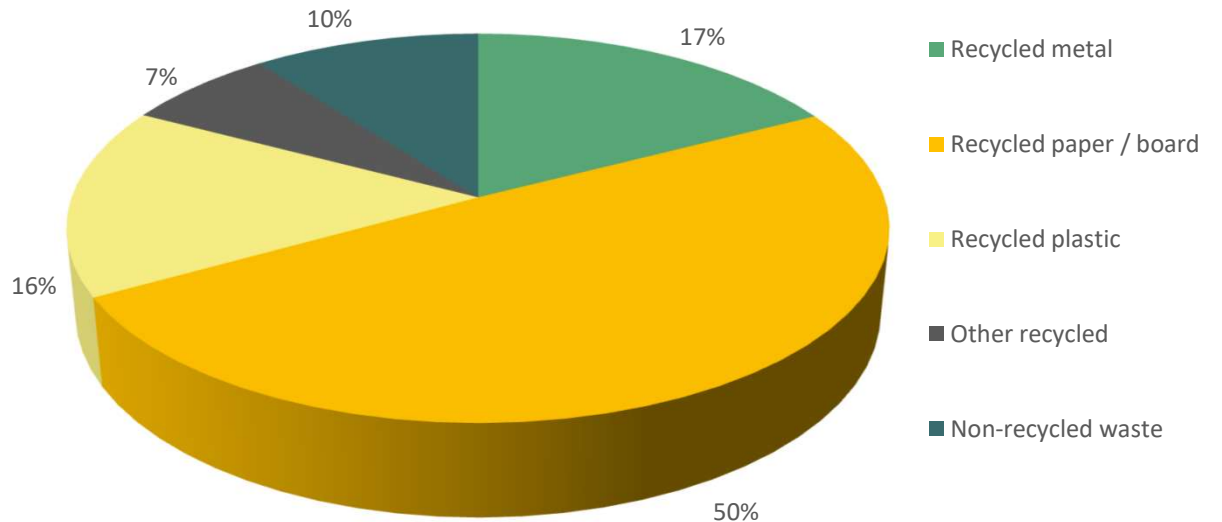
Local Sales offices, which are not physically part of one of the listed facilities, are also not covered, but waste volumes here are far smaller than at the plants and warehouses, meaning we can conclude that these would not have a material impact on the result.

Ninety percent (90%) of all waste (excluding hazardous waste) was recycled in 2019 (Target 98%).

This is a slight decrease compared to 2018 (91%). Some of the difficulties here stem from warehouse consolidation and working with a much more diverse product range than in previous years.

There also seems to be a reduction in capacity for recyclable waste, for example waste paper, from the processors (saturated market) which means that they will not accept as much or all qualities of waste as they did in the past. This is something where some political focus is needed to solve or improve the situation.

Waste in kg 2019

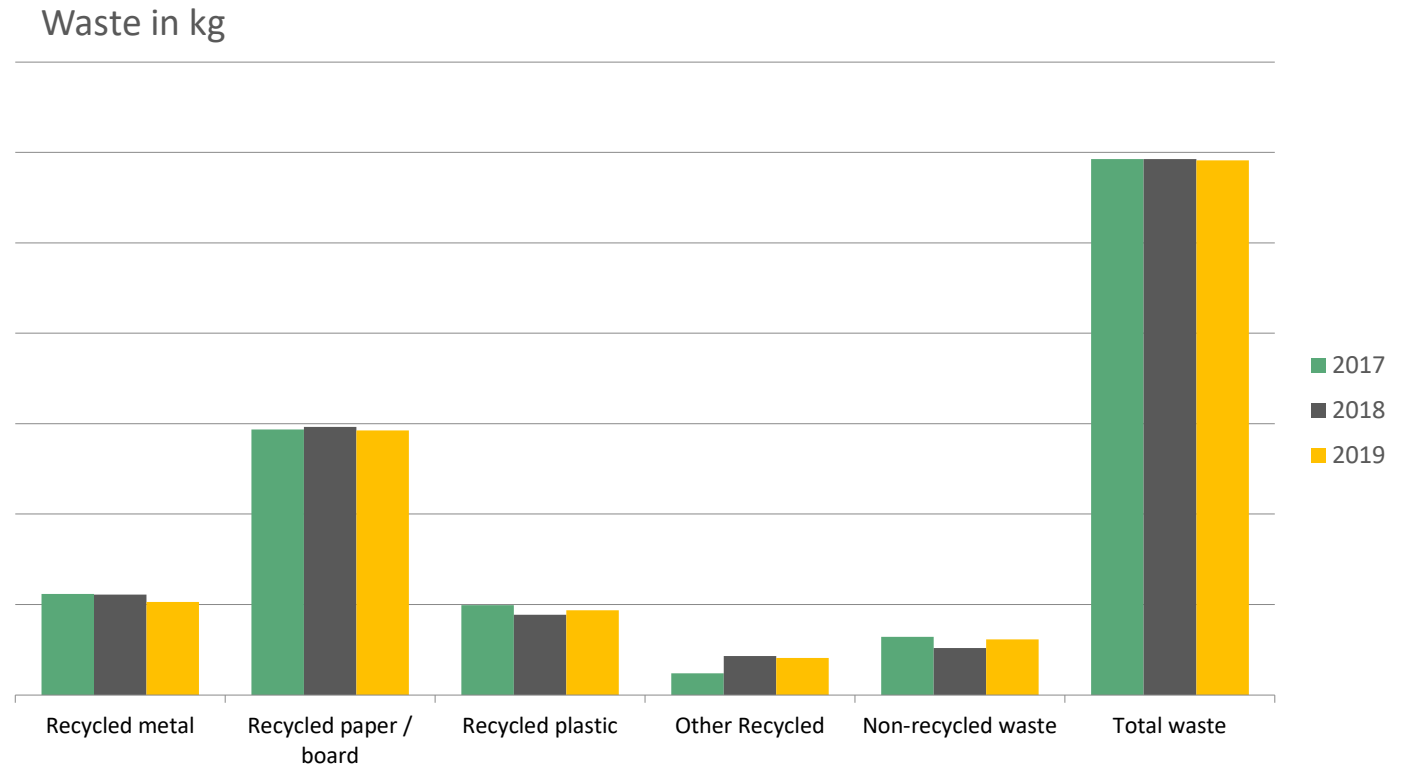




# WASTE REDUCTION & RECYCLING

Total waste was 1% lower in 2019 than in 2018.

As in 2018, the factories achieved a reduction whereby the warehouses stayed on roughly the same level. Taking into account that volumes shipped were higher overall than in the previous years due to the change in the mix of goods, the relative amount of overall waste has been improved and good progress can be monitored in the warehouses which are adjusting to new product ranges and still consolidating & re-organising.



## WASTE KAIZEN IN HEILBRONN WAREHOUSE

**Aim:**  
To reduce the amount of residual waste disposed of and send more waste to recycling

**Actions:**  
A Kaizen project to “deep dive” into the residual waste to analyse what is being disposed of find ways to reduce waste and recycle more.

**Result:**  
Improved signage and collector system for easy and safe recycling  
Recycling system set up for polystyrene  
Improved dismantling of returns to recycle all possible material parts





# PAPER STEWARDSHIP



Forests are the key to climate change and protecting biodiversity and the homes of the indigenous population. This is why the protection of forests and life on land has been declared a “Sustainable Development Goal” by the UN. At ACCO Brands, we understand the importance of protecting these landscapes and have made it a priority to help protect them.





## SUSTAINABLE DEVELOPMENT GOALS



Protecting life on land, forests in particular, has been identified by the UN as one of the 17 Sustainable Development Goals. At ACCO Brands, we are supporting this important goal through our Paper Stewardship strategy and targets. By using recycled and FSC certified fibres, we are working toward SDG Goal 15 targets 15.2 and 15B.

Read on to find out more about how we are working toward these targets.

## ACCO Brands EMEA FSC® Certification

The Forest Stewardship Council (FSC®) is dedicated to the promotion of responsible forest management worldwide. It helps take care of forests and the people and wildlife that call them home.

ACCO Brands EMEA is proud to hold FSC certification for our relevant manufacturing and administrative sites. Our FSC - certified paper and board products are independently audited and help to promote and support the responsible management of forests.

We continue to launch new products with FSC certification, including notebooks, binders and files in the successful WOW range in 2019.

	31.12.2019
FSC-certified factories and warehouses	11
FSC-certified sales offices	16
FSC-certified paper-based raw materials (by weight)*	78.8%
FSC-certified products 31.12.19	1 560



The mark of responsible forestry

## PAPER USAGE IN MANUFACTURING AND SHIPPING

	2017	2018	2019
Percent of paper purchased which is FSC®-certified, or recycled	99.2%	99.5%	99.2%
Paper/Board from non-FSC, virgin Fibres	0.8%	0.5%	0.8%
Paper types in use			
Recycled paper total*	96.4%	96.2%	95.1%
FSC-Certified paper*	80.8%	80.1%	78.8%

- ACCO Brands is committed to the responsible use of paper and paper-based materials in the manufacturing of our products and used for our packaging.
- Our long-term target is to source 100 percent of our paper used in the production of our products from FSC-certified or recycled sources.

\* Paper can be both recycled and FSC-certified.  
2018 not including packaging in Lillyhall, U.K. (Derwent® products), 2017 and before, data for legacy Esselte sites only.





# ENVIRONMENTALLY PREFERABLE PRODUCTS



## PRODUCT PHILOSOPHY

### Quality Lasts:

At ACCO Brands, we firmly believe that the best way to reduce environmental impact, is to provide high quality, long-lasting products. Having to replace broken or worn-out products within a short period of time means the environmental impacts of raw material production, manufacture, transport of materials and finished goods and disposal of the old product are doubled or tripled. A study carried out in 2014\* showed, for example, that a Leitz® stapler or hole punch is in use for approximately 10 years, whereas a lower positioned model is used for only approximately four years. This means that in 10 years the user of a lower-positioned model causes roughly two-and-a-half times the environmental impact than a user of a longer-lasting model, such as a Leitz® stapler or punch.

### Recycled/Environmentally Responsible Materials:

Wherever we can, we use recycled materials. And when that is not possible, we aim to use responsibly sourced material, particularly when it comes to paper and board. We use externally awarded certificates and labels to validate these claims. Around 900 products carry the Blue Angel label for recycled paper (UZ14), cardboard (UZ56) and plastic (UZ30a). Further products hold the FSC® Recycled label, the FSC® Mix label, or the Austrian Environment label.



Reduce Packaging



Re-use before recycle:  
Quality Lasts

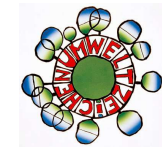


Simple Materials  
Ease recycling

Sustainably Sourced Materials



Recycled Materials



\* Total Cost of Ownership Study carried out for Esselte by Vocatus in 2014

## BRANDED PRODUCTS WITH ENVIRONMENTAL LABELS

In our efforts to analyse sales of products that are environmentally preferable, we currently see no alternative for measurable target than to measure the products which hold an environmental label awarded by a third party, such as Blue Angel or FSC®. Of course, only certain products within a category can gain such a label and not all categories have applicable labels (e.g. computer accessories).

With the merging of two companies in Europe in 2017, some categories were added where it could be possible to gain such labels, but which we did not have before. These are listed below the total. Also, some categories, such as laminating and Viscom, became much larger. As these categories with relatively few labeled products gained weight, the overall proportion of products with labels has gone down, although the level within most of the categories has remained stable.

\* 2017 has been corrected since the publication of the 2017 report to include the extended sales in the categories as explained above, which leads to a lower overall proportion of labeled products sold than in 2016.

Product Categories	2017*	2018	2019
Lever Arch Files & Binders	79%	80%	80%
Indices & Dividers	42%	43%	41%
Pockets & Folders	1%	1%	1%
Document Presentation & Organisation	30%	31%	31%
Archive Boxes & Storing	46%	46%	47%
Suspension Filing	48%	48%	50%
Paper Products (pads, forms and books)	64%	61%	69%
Desktop (Moulded)	0%	0%	0%
Lamination Machines % Suppliers	0%	0%	0%
Visual Communication	2%	2%	2%
General Office Articles	6%	7%	6%
<b>Total</b>	<b>45%</b>	<b>45.5%</b>	<b>45.9%</b>
Binding Machines & Supplies	0%	0%	0%
Shredders	0%	0%	0%
Drawing & Writing Instruments	0%	0%	0%

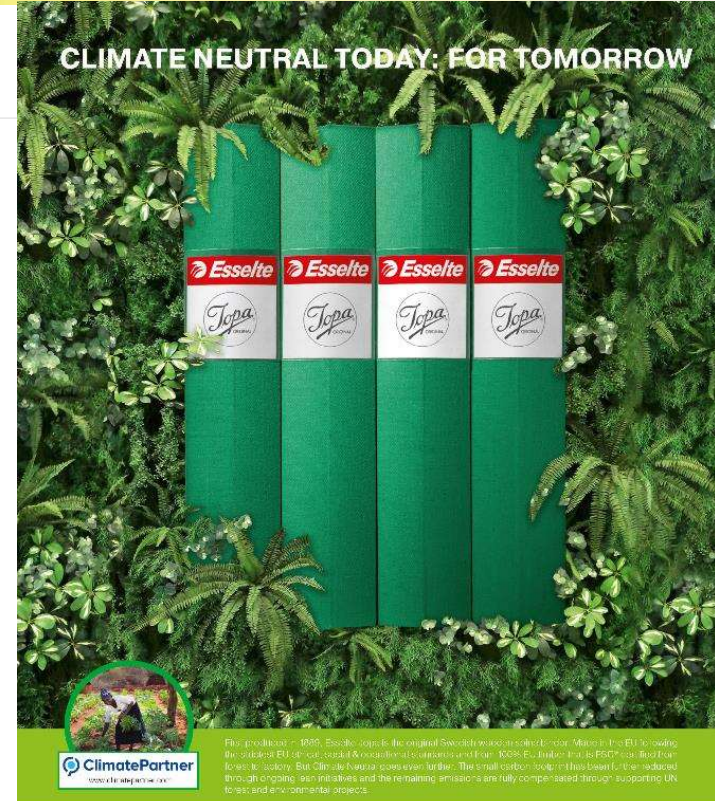
# ENVIRONMENTALLY PREFERABLE PRODUCTS

## FIRST CLIMATE NEUTRAL PRODUCTS LAUNCHED

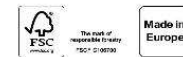
Jopa binders are the original pronged binders with a wooden spine in Sweden. Quality and high environmental credentials have always been a focus for these market leading products. We were the first to add FSC® certification in 2008.

In 2019, we took the next step and made these binders climate neutral. With the support of experts Climate Partner, we calculated the carbon footprint of the products, from creation of the raw materials to delivery to customers. The work we have done to reduce energy consumption, water and waste at our sites which can be clearly seen in this report, helped to reduce that carbon footprint. We invest in a certified project to compensate for the remaining emissions generated through the manufacture of these products.

More details and the certification can be seen on the Climate Partner Tracking Page: <https://fpm.climatepartner.com/tracking/11538-1902-1001/de>



Esselte Jopa is a great example of Swedish ingenuity. 130 years of heritage is now combined with outstanding modern climate credentials. Jopa is the world's first Climate Neutral binder and combines ageless appeal with a new standard, in order to future-proof the planet.

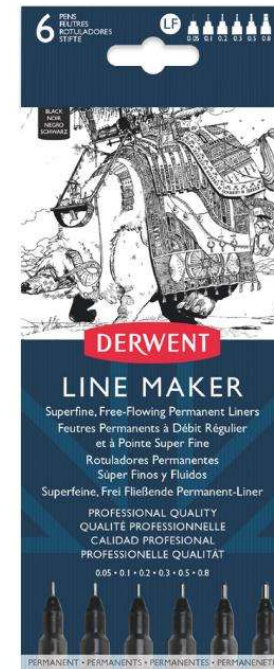




## SWITCH TO CARDBOARD PACKAGING SAVES PLASTIC

We are always on the lookout for packaging improvements and in 2019, an opportunity was seized at Derwent, our fine art brand. Along with a product line update, the packaging for the Fineliners was switched from non-renewable polypropylene plastic to cardboard which can be easily recycled. The switch led to around 750 kg less plastic a year needing to be produced and disposed of after purchase.

We continue to look for opportunities amongst our vast product range where it makes sense to switch away from plastic to cardboard packaging.





# GOOD WORKING RELATIONSHIPS





We can succeed at what we do, when we work together. We rely heavily on the hard work and expertise of our suppliers in order to be able to supply our customers with the high-quality products and service they expect. We can only deliver the quality and innovative designs expected of our brands with the support of our suppliers and a solid supply chain.

Therefore, good relationships with our suppliers are key. We value long-term relationships with a clear understanding of what is required from both sides. We ask all of our suppliers to sign our Supplier Code of Conduct, which covers social and environmental topics and we administer audits where we judge it to be necessary.



## Supply Chain Responsibility

### ACCO Brands-Owned Facilities

- ISO 9001 and 14001 certified
- The ILO Declaration on Fundamental Principles and Rights at Work forms the basis for social standards on every site.
- Follow the ACCO Brands H&S policy and Comprehensive Environmental & Safety Management Plan with regular training
- Sustainability reporting: CO<sub>2</sub>, water, waste, paper and board use.

### Suppliers

- Focus on long-term relationships
- Must comply with REACH and are asked to comply with the ACCO Brands Restricted Substances List
- Suppliers in risk countries must sign Supplier Code of Conduct
- Finished goods suppliers in risk countries are risk segmented and audits covering social and environmental aspects are carried out and followed up on by a third-party service provider where required with close monitoring by the ACCO Brands Vendor Compliance and Sourcing teams.

### Products/Marketing

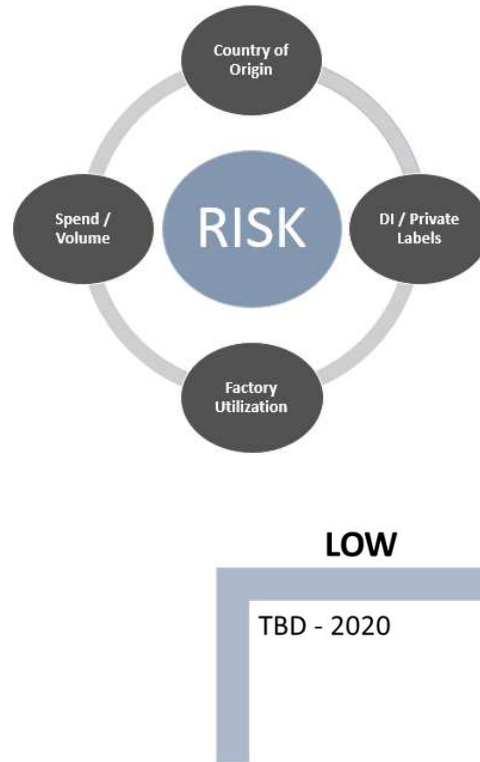
- Comply with REACH, RoHS, WEEE, packaging and all relevant EU regulations
- Environmental labels: FSC<sup>®</sup>, Blue Angel, Nordic Swan, UL Recycled Content, Climate Neutral certifications held for 2,000+ products
- Use FSC<sup>®</sup>-certified/recycled paper and board
- Honest and transparent communication.

## SUPPLY CHAIN MONITORING

We believe that we can only have profitable, long term supplier relationships by working together with our suppliers to ensure that our products are made in safe conditions, under fair working conditions and without damage to the environment.

We have applied a robust segmentation approach to assess how to manage each supplier relationship. Suppliers falling in the high and moderate segments are required to pass an audit. If the pass level is not acceptable, further audits are required.

Additional tools are applied in some cases to deepen the examination, such as a Workers Voice Engagement Survey or a Migrant Workers Assessment. Many eLearning courses are offered. In 2019 more than **900** courses were completed.



- **High Risk:** Suppliers identified as “Priority and moderate” will be required to complete a Full audit assessment, CAP, eLearning lessons and worker voice.
- **Medium Risk:** Suppliers identified as “specialized” medium risk will be required to complete a SAQ and take eLearning lessons.
- **Lower Risk:** Suppliers identified as “minimum” low risk will not be required to complete an audit or SAQ in 2020

## SUPPLY CHAIN MONITORING: RESULTS

	Target	2019 Result	Highlights
In-scope suppliers attested to compliance with the ACCO Brands' Supplier Code of Conduct	100%	85%	Launched updated Code of Conduct campaign with third-party online platform
Percentage of Priority and Moderate level (>\$100K annual spend) supplier factories audited	100%	95%	38 suppliers determined to be in-scope for audits in 2019 using a risk-based supplier selection; 55% audited by our third-party auditors; 45% using other standards (ICTI, WRAP, SMETA, BSCI, SA8000)
Social responsibility audit assessment overall performance	100%	98%	98% of all audit checklist points indicated conformance with applicable standards
Priority issue non-conformance rate	0%	0%	Priority non-conformances are defined as the highest severity of non-conformance
Other non-conformance rate	0%	2%	All other non-conformances



# HEALTH & SAFETY





At ACCO Brands, we are committed to pursuing continuous improvement in Health & Safety within all our locations and attaining our goal of zero accidents and incidents. This is our Mission Zero!

Our Health & Safety management system is laid out in the “Comprehensive Environmental and Safety Management Plan,” which is activated in every ACCO Brands EMEA location.

We strive to achieve a culture where all employees contribute and take ownership for creating and maintaining a safe working environment.



**THINK SAFETY / THINK ENVIRONMENT**

This Health, safety and environment brief is part of a series intended to remind us all of the importance of maintaining a safe and sustainable working environment.

## VEHICLE ACCIDENTS



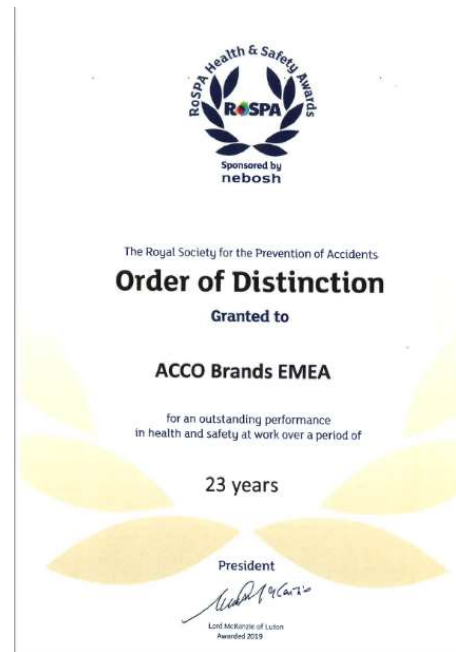
The main causes of collision accidents are:

- Speeding - going too fast
- Driver error – not looking where you are going, being easily distracted
- Competency – driver not competent to drive the vehicle correctly

**Please make sure you are not another accident statistic – DRIVE SAFELY it is your RESPONSIBILITY**

## RoSPA Occupational Health & Safety Award

We are proud to have been awarded the Royal Society for the Prevention of Accidents (RoSPA) gold medal for 23 years running and to hold the RoSPA Order of Distinction. RoSPA is a leading and well-respected Health and Safety organization with the aim of reducing accidents both in the workplace and at home. RoSPA present awards to organizations for their occupational health and safety excellence annually.



## HEALTHY AND SAFE WORK ENVIRONMENT

Total Statutory Reportable Accidents at Factories and Warehouses

Facilities EMEA	2017	2018	2019
Kozienice, Poland	9	3	3
Uelzen, Germany	2	0	0
St. Niklaas, Belgium	2	3	2
Gorgonzola, Italy	0	3	1
Cerkezkoy, Turkey	1	0	0
Lanov, Czech Republic	4	3	3
Hotkovo, Russia	0	0	0
Hestra, Sweden	1	2	1
Arcos, Portugal	0	0	0
Lillyhall, U.K.	0	0	0
Shanghai, China	4	1	1

Warehouses EMEA	2017	2018	2019
Heilbronn, Germany	1	7	7
St. Amé, France	3	3	2
Halesowen, U.K.	0	0	1
Barcelona, Spain	1	0	0
<b>Total Accidents</b>	<b>28</b>	<b>25</b>	<b>21</b>





# RESULTS & OUTLOOK



## ACCO Brands EMEA Sustainability Scorecard 2020: Environmental Impact and Paper

	Target 2020	Target change from 2015	2018 Result	2019 Result	Progress	
<b>Emissions:</b> CO <sub>2</sub> Factories CO <sub>2</sub> Warehouses Total CO <sub>2</sub>	94 kg/Tonne 2.09 kg CO <sub>2</sub> /m <sup>3</sup> 9 450 T CO <sub>2</sub>	-25% -20% -30%	126.0 kg CO <sub>2</sub> /T 2.96 kg CO <sub>2</sub> /m <sup>3</sup> 11 762 T CO <sub>2</sub>	101.5 kg CO <sub>2</sub> /T 2.5 kg CO <sub>2</sub> /m <sup>3</sup> 9 736 T CO <sub>2</sub>	A big step towards out 2020 goal with continued and lasting reduction in electricity consumption.	😊
<b>Water Consumption:</b> All Factories & Warehouses	33 000K Litres	-25%	33 861K Litres	29 817K Litres	Target achieved this year!	😊
Zero Waste	98% of total waste recycled	+21pp	91% of total waste recycled	90% of total waste recycled	Recycling levels are stagnating. Factories are performing well, warehouses struggle with the broad product range	😐
FSC® /recycled paper used in manufacturing	100%	+0.7%	99.5%	99.2%	New product ranges alter the result and need further focus (e.g. Viscom)	😐
Env. Preferable Products Percentage of sales of branded products which have an Eco Label in categories where label is available	54%	+2%	45.5%	45.9%	Few additional products with an Eco Label in 2019. The mix of products we now sell takes us far away from our 54 percent target.	😐

\* Some adjustments have been made since the publication of the 2017 report, please see the appropriate sections for explanations.

## ACCO Brands EMEA Sustainability Scorecard 2020: Good Working Relationships

	Target 2020	2019 Result	Progress	
In scope tier 1 suppliers signed up to the ACCO Brands Code of Conduct	100%	85 percent of non-European OEM suppliers have signed our Code of Conduct.	Although we are close, we are still missing the documentation on a few small suppliers. Our supplier base is continually changing, so we have to work hard to keep up!	☹️
Percentage of Priority and Moderate level (>\$100k annual spend) supplier factories audited*	100%	100 percent	38 suppliers are defined as being in scope as explained on page 42.	😊
Priority issue non conformance rate Other non-conformance rate	0% 0%	0% 2%	Of those suppliers audited, only 2% of audit lines were assessed as non-conforming and improvement plans were agreed on together with the suppliers.	😊
Supply Chain (tier 1) mapped in detail and risk assessed	100%	Finished goods and raw material suppliers for EMEA are known but not fully documented (mapped and risk assessed), although judged overall as low risk. Overseas suppliers have been thoroughly assessed.	This task has been strengthened via the new segmentation approach for the highest risk group of suppliers, non-European OEM. Fulfilling this target completely is currently challenging.	☹️
Zero Accidents	0	25	Further reduction in the number of accidents.	😊

\* Due to the change in corporate strategy for risk assessing and auditing suppliers, these figures are different to previous years and cannot be compared.



## CLOSING THOUGHTS



Working towards Taking Care of Tomorrow is at the heart of what we do at ACCO Brands. We know that it is what consumers expect of our brands and it is what we expect of ourselves. Our focus on continuous improvement and reducing our impacts therefore remain at the core of what we do.



THANK YOU

