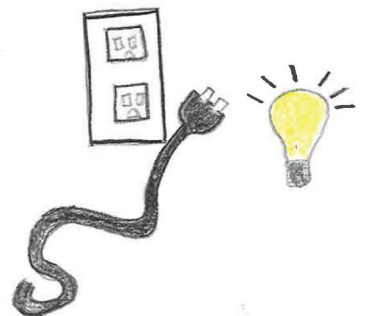


# Knoll

2016

## Environmental Health & Safety Annual Report



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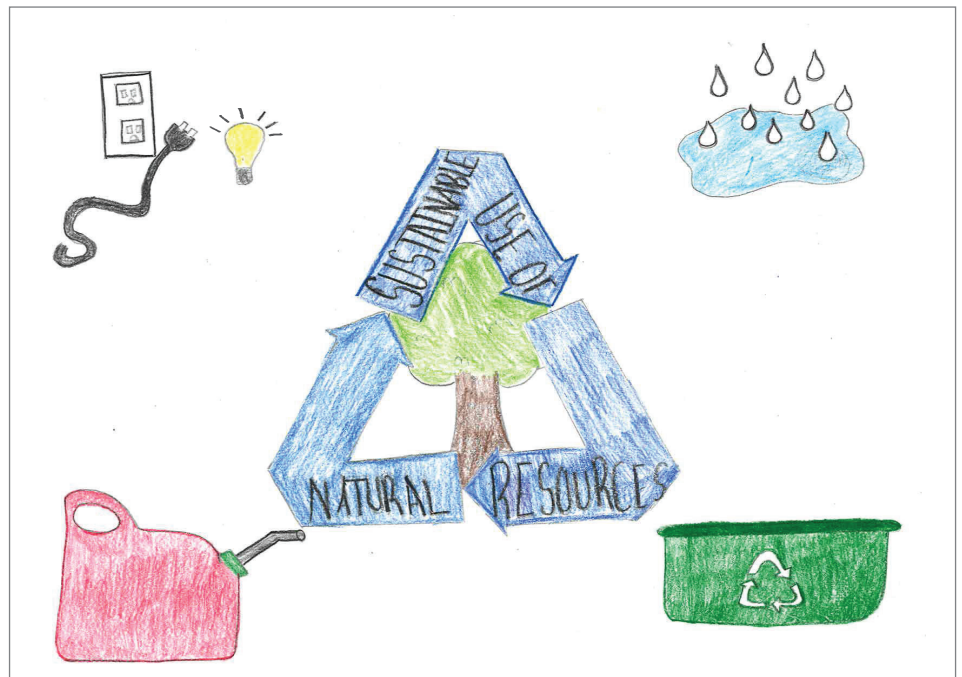
# From the CEO

**When we think about sustainability at Knoll, we are not only framing our own corporate philosophy, but also making decisions that will shape the daily lives of our customers.** We consider environmental, economic and social sustainability in our design and management choices, from what kind of materials are used in our products to the well-being of our associates. At the same time, we are acutely aware of our responsibility to contribute to sustainable —and inspiring — workplaces and homes; environments that promote a better world.

Knoll associates are committed to developing solutions that impact sustainable growth by conserving our natural resources; developing energy-efficient processes; diverting waste generated from operations and products; and protecting the health and safety of our associates and the communities in which we work.

## **We continue to be guided by three key areas of focus:**

- Providing sustainable products and solutions that help our customers achieve the highest level of sustainable performance in the workplace.
- Improving our own environmental footprint by continually reducing greenhouse gas (GHG) emissions, consumption of water, and by diverting waste from landfill disposal.
- Reporting progress toward our goals in a transparent and consistent manner.



Our diverse product portfolio affords our customers the opportunity to improve performance in the built environment. Products that contribute to sustainable development include our GREENGUARD Gold certified products, Generation® and Remix® families of chairs, and our BIFMA level 3™ certified Antenna® Workspaces and Dividends Horizon® open plan and private office products, among many others. We are proud that our partnership with the Forest Stewardship Council (FSC) has resulted in most of the wood we use earning the FSC certified claim.

Knoll associates are motivated to create products that are always beautiful and sustainability designed, and our customers and associates believe in these products. For nearly 80 years, we have been thinking about how people interact with their environments and how these spaces impact what they do. Our stewardship of the environment is a natural extension of this credo.

— Andrew Cogan  
President and Chief Executive Officer

# Highlights from 38 Years of Sustainable Design (1978–2016)

## 1978

We hire a full-time environmental engineer and redesign the wastewater treatment plant at our East Greenville, PA facility, in order to reduce harmful effluents.

## 1984

We set a goal to eliminate VOCs (Volatile Organic Compounds) from all manufacturing operations. Today, Knoll is more than 95% VOC-free.

## 1986

Our Lubin manufacturing facility in East Greenville is completed. This environmentally advanced building, designed for sustainability, earned LEED® Gold in 2004.

## 1988

We work with a consultant to inaugurate emissions testing of office furniture in a protocol that is the precursor of UL GREENGUARD.

## 1993

Our Bulldog® Chair is developed and manufactured using clean technology from start to finish, including returnable and reusable packaging.

## 1996

We are the first major OEM to make panel fabrics from 100% producer-colored polyester fibers that are completely recyclable, use benign pigments, and produce no effluents.

## 1998

We are the first U.S. OEM to receive ISO14000 Standard for Environmental Management Systems certification.

## 2005

Our East Greenville facility is designated OSHA VPP Star Site for the first time.

## 2006–2009

We join The Clinton Global Initiative and, with capital investments of more than \$2 million, increase CO2 reduction beyond the 10% reduction goal.

## 2009

Generation by Knoll® becomes the first product in the contract industry to earn SMaRT® Sustainable Platinum certification.

## 2010

We are the first contract furniture company to earn BIFMA level® 3 in multiple product categories for Knoll Dividends Horizon®, Antenna® Workspaces and Autostrada® systems, Generation by Knoll and MultiGeneration by Knoll® chairs, Calibre® storage, and Reff® wood casegoods.

## 2011

Our Full Circle Program, the first of its type in the industry and developed in partnership with the non-profit ANEW, diverts 326.1 tons of decommissioned furniture, fixtures and equipment from landfill through resale, repurpose, recycling, or the conversion of waste to energy.

## 2012

Our Boston Showroom is awarded LEED® Platinum certification, raising the total number of Knoll's LEED certified facilities to 11.

## 2014

Our East Greenville facility goes landfill-free. Retail and corporate facilities in New York and San Francisco achieve LEED certification, bringing total Knoll LEED certified spaces to 14.

## 2015

Our Grand Rapids operations achieved a landfill diversion rate greater than 98%, joining our East Greenville facility in its pursuit of landfill-free manufacturing.

## 2016

Knoll Toronto achieved a greater than 98% diversion rate, joining the Grand Rapids and East Greenville manufacturing sites in the pursuit of Landfill Free status.

# Introduction

## In 2016, Knoll continued to pursue many facets of sustainability in multiple areas of our business.

The eight principles that guide us allow us to focus on key practices that offer the most comprehensive and promising approach to reducing the environmental footprint of our manufacturing, products, facilities and business operations.

Knoll achieves this through a range of rigorous standards, such as those incorporated into our product Life Cycle Assessments, as well as third-party certifications from recognized organizations including BIFMA level®, UL GreenGuard, and the USGBC's LEED program.

Knoll continues to pursue the goal of zero waste when it comes to Our Facilities and Our Processes. In 2016, we diverted 96% of our waste from landfills.

Knoll also prioritizes a focus on Community. Through various social equity practices, we act responsibly to give back to our associates and the places in which we do business.



## Report Profile

Knoll, Inc. reports our environmental performance on an annual basis. This report provides information on this performance for the calendar year of 2016.

Our 2016 EHS Annual Report follows the 'core' option in accordance with the Global Reporting Initiative Standard. The Core option contains the essential elements of a sustainability report and, provides the background against which we as an organization communicate the impacts of our economic, social, environmental, and governance performance.

Although not currently externally assured, Knoll recognizes the benefits and virtues of having our reports externally validated. We aim to meet all G4 'core' reporting standards for 2017 as well as having our report externally assured.

Should you have any questions regarding our report, please contact our Sustainability Coordinator who is available via email at [sustainability@knoll.com](mailto:sustainability@knoll.com)

# The Principles That Guide Us

## “Knoll 8”

Knoll creates workplaces and homes that inspire, evolve, and endure. The success of this vision is based on a holistic understanding of how people live, work, and interact with their environment. We bring this knowledge to bear on all of our work—from product design and manufacturing techniques to employment practices and service to the community—to support a sustainable world.

**Early on, Knoll articulated the foundational principles that shape our culture and practice of sustainability:**

1. Protection of the Biosphere
2. Sustainable Use of Natural Resources
3. Waste Reduction and Disposal
4. Conservation
5. Risk Reduction
6. Safe Products and Services
7. Environmental Restoration
8. Informing the Public



Guided by these “Knoll 8”, we have developed new processes, analytic tools, and management philosophies to make our business sustainable. We know that transparency and knowledge-sharing

are essential to this goal. To this end, we work with third-party certifiers to approve our practices, and then share those results with the public.

# How We Do It

## Design for the Environment (DfE) — establishes standards

DfE means that Knoll products are imagined, designed, and manufactured with the environment in mind. The program sets criteria for embodied energy and emissions of materials, defines a minimum for recycled content, and mandates low energy consumption and the use of clean technology in manufacturing. When we source new materials, suppliers must provide us with documentation regarding their material sources, chemical constituents, and manufacturing locations. Furthermore, we request details of any post-consumer and post-industrial recycled contents.

## Life Cycle Assessment (LCA) — measures impacts

We use powerful software based tools to evaluate the entire life cycle of a product, from raw materials extraction to what happens at the end of the product's useful life. This holistic vision of environmental impact means that we can adjust designs, materials, or production processes to maximize sustainability. Knoll structures its LCA process in three phases, collecting three large sets of data:

1. **Cradle to Gate**, which includes supply chain inputs, from raw materials extraction to transportation and secondary manufacture of parts purchased by Knoll.

2. **Gate to Gate**, which measures the processes that turn materials and parts into finished products.

3. **Gate to Grave/Cradle**, which looks at what happens to a product at the end of its useful life. Our LCA process also produces transparency: we pass on the findings of our analysis to our customers in the form of an Environmental Product Declaration (EPD), a standardized tool for communicating the environmental performance of a product. The EPD uses a consistent set of indicators to relay information about raw material acquisition, energy use, emissions, and waste generation. EPDs are third-party certified, and they help our customers earn points under the new LEED v4 standard.

## Third-party certification tells our customers that the commitment is serious

### BIFMA level®

The BIFMA level standard is a voluntary product standard developed by the Business and Institutional Furniture Manufacturers Association to support safe, healthy, and sustainable workplaces. Products, organizations, and facilities are scored on sustainability criteria in four areas: materials, energy and atmosphere, human and ecosystem health, and social responsibility.



Certification is awarded at three levels. Knoll was the first manufacturer in the contract furniture industry to achieve the highest certification level 3 for a systems product (Dividends Horizon®), as well as the first company in the industry to earn level 3 certification for products in multiple categories.

The following Knoll Office systems, seating, and storage products are certified at level 3:

### Systems

Antenna® Workspaces	Morrison
AutoStrada®	Reff Profiles™
Currents®	Template®
Dividends Horizon®	Upstart®

### Casegoods and Storage

Calibre®  
Series 2™

### Seating

Chadwick®  
EWC Pro  
Generation by Knoll®  
Life®  
Moment™  
MultiGeneration by Knoll®  
ReGeneration by Knoll®  
Remix®

The following products achieved level 2:

Anchor Storage  
Toboggan

# How We Do It

## Forest Stewardship Council

Knoll offers wood certified by The Forest Stewardship Council® (FSC), the international standard setting organization for defining and measuring a well-managed forest and providing traceability through a chain of custody certification. Knoll FSC certification (FSC® C028824) ensures that Knoll products bearing the FSC mark are manufactured with wood from forests that protect environmental, social and economic values. FSC principles represent the industry's most rigorous standards of forest stewardship. Our FSC Certified Standard Program covers all general office plan open systems, casegoods and tables, with the exception of certain products from the KnollStudio Collection. The standard applies to the core of all Knoll products with laminate and domestic cherry, maple, oak and walnut.



stringent standards to ensure products are acceptable for use in environments such as schools and healthcare facilities. All Knoll Office seating, Template and Calibre storage systems, Antenna and Morrison systems, and wood casegoods are UL GREENGUARD Gold certified.

## WELL

The International WELL Building Institute (IWBI) is a public benefit corporation whose mission is to improve human health and well-being in buildings and communities across the world through its WELL Building Standard (WELL). According to WELL "The way that buildings are designed, constructed and maintained impacts the way we sleep, what we eat, and how we feel. The WELL Building Standard uses innovative, research-backed strategies to advance health, happiness, mindfulness and productivity in our buildings and communities."



- The WELL standard addresses 7 concepts related to health and wellbeing
- Air
- Water
- Nourishment
- Light
- Fitness
- Comfort
- Mind

These values are also important to Knoll and Knoll's products, as such,

the New York showroom is pursuing WELL certification.



## LEED®

LEED® (Leadership in Energy & Environmental Design) is the certification program of the US Green Building Council, recognizing best-in-class building strategies and practices. The latest LEED criteria include a new focus on transparent supply chains for materials and products. Knoll maintains LEED databases for all office products to facilitate LEED certification for our customers' workplaces.

To date, Knoll has fourteen facilities LEED certified. We establish the "Knoll 8" Initiatives in everything we do which lead us to achieve these certifications. All seating is manufactured in East Greenville's Lubin building which runs on 100% green energy.

Knoll LEED Certified Showrooms:

Silver	Gold	Platinum
San Francisco	Atlanta	Toronto
Miami	Dallas	Boston
New York	Chicago	
	Washington, D.C.	
	Phoenix	
	Seattle	
	East Greenville	
	Lubin building	

## UL GREENGUARD

UL GREENGUARD ensures that products meet rigorous chemical emissions standards, helping reduce indoor air pollution. All Knoll North America systems and seating is UL GREENGUARD certified. A select range of Knoll products have received the UL GREENGUARD Gold certification, which imposes even more





# How We Do It

## FULL CIRCLE

We consider our products' environmental

impact long after they leave our hands.

The Knoll Full Circle program, established in 2009, is the first integrated, sustainable, end-of-life program for office furniture, fixtures, and equipment in the industry. Full Circle helps businesses resell, repurpose, and recycle products that have reached the end of their useful life, diverting many hundreds of tons from landfills each year. The program applies to projects of all sizes, includes Knoll and non-Knoll furnishings, and encompasses all furniture, fixtures, and equipment, from desks, chairs, and workstations to carpeting and other materials. Knoll developed Full Circle in partnership with ANEW, a national non-profit foundation dedicated to extending the life cycle of office furniture and equipment in a socially and environmentally responsible way.



## Completed 2016 Full Circle Projects

Project Name	Year	Solution	Total Tons Diverted
Sony Pictures Plaza	2016	Repurpose	387.1
Sony JimmyStewart/Alla Warehouse/Kelly Workstations	2016	Repurpose	113.21
Bank of America, Brigantine NJ	2016	Repurpose	4.24
Bank of America, Long Island	2016	Repurpose	0.76
Bank of America, LeChase	2016	Repurpose	5.7
Bank of America, Pine Island	2016	Repurpose	1.44
Bank of America, Baldwin, NY	2016	Repurpose	0.76
Red Bull Santa, Monica	2016	Repurpose	0.17
Red Bull, Architectural Materials	2016	Repurpose	1.75
Red Bull Carson, Warehouse	2016	Repurpose	29.01
<b>Total Tons Diverted in 2016:</b>			<b>544.14</b>

# Manufacturing Site Highlights

## Muskegon

In 2016 Knoll Muskegon made great strides to enhance the workplace as well to continue supporting the environment. We renovated our Associate break and lunch area and upgraded fire and weather alert systems.

“Improvements to the Muskegon workplace have created very positive energy for our Associates on our ongoing journey of being a safe and environmentally conscious workplace.”

— *Jon Laug*  
Vice President of Manufacturing,  
Knoll Muskegon



## Grand Rapids

Our Grand Rapids manufacturing facility achieved “Landfill Free” status in 2015 and continues to demonstrate our ongoing goal to recycle, reuse or reduce material waste. In addition, we enhanced site safety initiatives, including the installation of guarding on production lines, upgrading roof level fall protection and implementation of the latest electrical safety standards.

“We always say that we want our associates to go home each day in the same shape as they came to work. We put safety first through more than just words but with our actions as well.”

— *Dan Carley*  
Vice President of Manufacturing,  
Knoll Grand Rapids

**At Knoll, supporting the environment and assuring the safety and well-being of our Associates contributes to manufacturing excellence.**

# Manufacturing Site Highlights



## Toronto

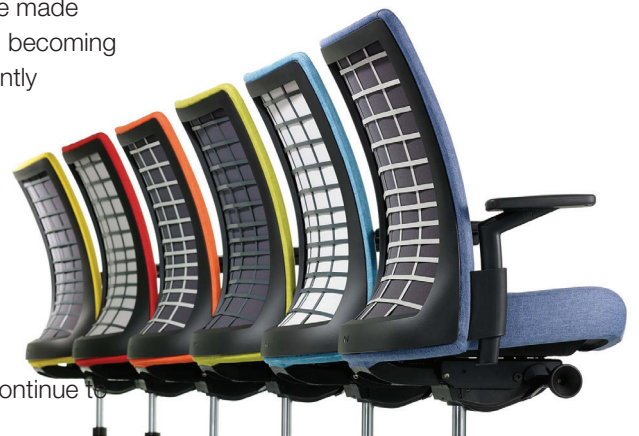
Knoll Toronto is dedicated to annual reductions in greenhouse gases in an effort to become a more environmentally-friendly facility. In 2016, several projects were initiated or completed which led to a reductions in GHG emissions. Knoll Toronto installed a variable speed drive compressor which allows flex of compressor use based on demand load. This system uses less energy while maintaining the required air pressure in the plant. To monitor this load flexing, a master controller was installed; using online visualization software, where system scheduling is optimized easily for each compressor based on production requirements. This system itself will produce more than 1900 tons of carbon emission reductions annually.

“We are proud that Toronto Hydro recognized Knoll Toronto as part of Hydro’s 2016 SaveONEnergy program which awards companies involved in greenhouse gas reduction efforts.”

— Steve Sandre  
Vice President of Manufacturing,  
Knoll Toronto

## East Greenville

With a continuous eye on waste reduction, Knoll East Greenville made tremendous strides not only in becoming landfill free but also in significantly reducing our waste footprint. As an example, we now source raw board dynamically, purchasing different sizes to optimize yield and reduce the waste generated. This project alone reduced more than 500,000 lbs. of wood waste from 2015 to 2016. We also continue to



partner with suppliers to reduce waste, and we have increased the number of returnable totes used with our domestic supply chain.

In addition, we hold a weekly meeting to assess EHS risks and assign actions for continuous improvement. Inventory rack updates, railing additions, ergonomic improvements and other facilities upgrades such as LED lightning retrofit, low flow toilet installation and facility wastewater handling improvements all resulted from this focused effort.

“Becoming world class in manufacturing is a journey that requires a constant focus on improvement, coupled with a cultural foundation that is built upon its people and a commitment to environmental health and safety. We are looking forward to becoming more proactive in our actions which will only continue to strengthen our EHS foundation.”

— Eric Crouthamel  
Vice President of Manufacturing,  
Knoll East Greenville

# Waste Minimization — Our Facilities/Our Processes

**Table I: The Numbers\***

2016 CO2e Emissions		Water Use (m3/MUSD)		Non-Hazardous Solid Waste (mT/MUSD)	
Total	234 mT/MUSD	Total	158	Total	23
improvement over previous year	10%	improvement over previous year	38%	Recycled/Reused or W2E	22
Scope 1 **	16,175 mT			Landfill	1
improvement over previous year	32%			Diversion rate	96%
Scope 2 ***	143,196 mT			improvement over previous year	4%
improvement over previous year	3%				

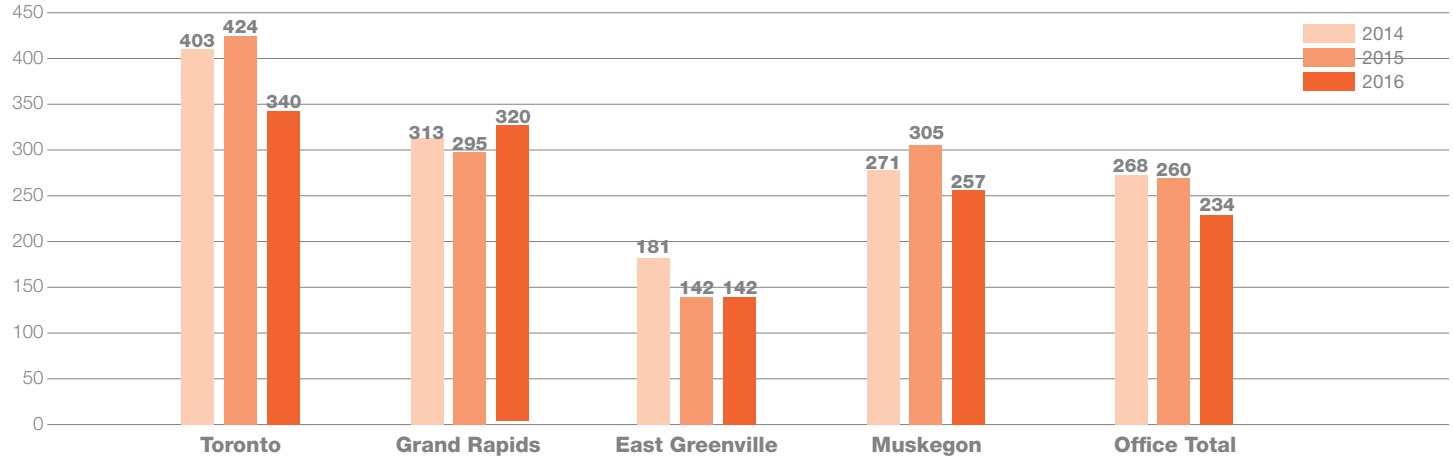
\* These numbers represent the activities of Knoll North American Office facilities. They do not include the activities of KnollStudio, KnollTextiles, Spinneybeck, Edelman, or Holly Hunt, which are separate business units.

\*\* Scope 1: Greenhouse gas emissions resulting from the direct combustion of fuels at Knoll's North American manufacturing facilities.

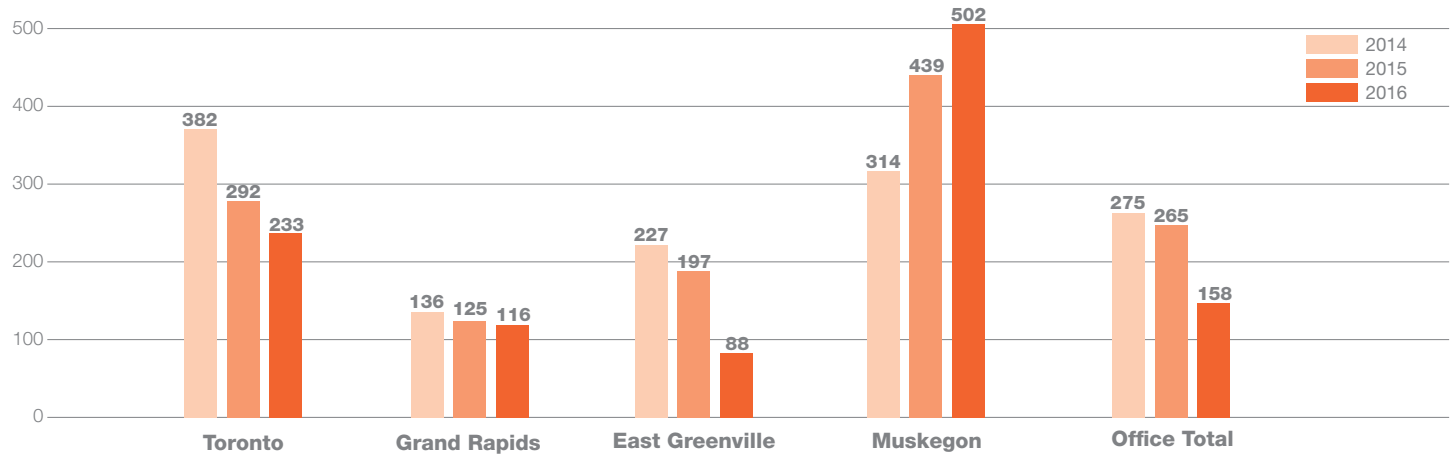
\*\*\* Scope 2: Greenhouse gas emissions from the purchased electricity brought into the organizational boundary of our North American manufacturing facilities.

# Waste Minimization — Our Facilities/Our Processes

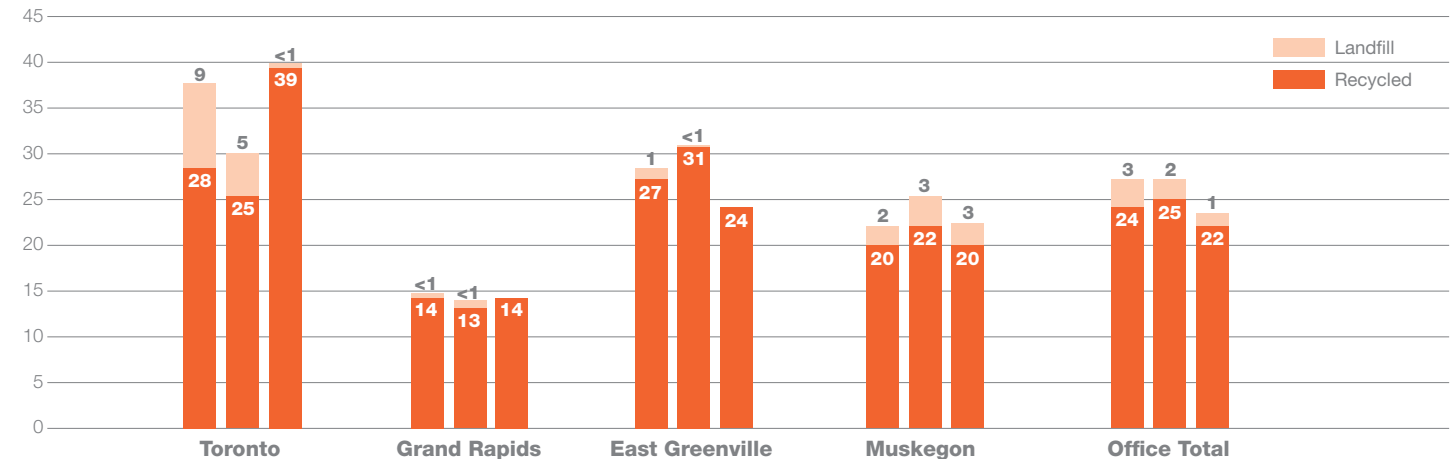
**2014-2016 Greenhouse Gas (GHG) Emissions — Knoll Office Manufacturing mT CO<sub>2</sub>e/MUSD**



**2014-2016 Water Use — Knoll Office Manufacturing m<sup>3</sup>/MUSD**



**2014-2016 Waste Division — Knoll Office Manufacturing mT/MUSD**



# Waste Minimization — Our Facilities/Our Processes

## Conservation

We aim to be a zero-waste organization, and we continue to get closer to accomplishing that goal. In 2016, Knoll facilities diverted 96% of waste from landfills. This means we recycled, reused, or converted to energy:

- 6,580 tons of wood scrap and 4,058 tons of sawdust
- 202 tons of aluminum
- 2,526 tons of steel
- 869.74 tons of corrugated cardboard

We also value sustainability through the design of our own workspaces. Knoll has 13 LEED certified workspaces, including our 350,000 square foot Lubin Manufacturing Facility in East Greenville, Pennsylvania, which is LEED Gold Certified.

Our East Greenville on-site waste water treatment facility has been adapted in order to eliminate any risk of the chemically pre-treated flowing into the local creek. Our non-contact cooling water, from our boilers, is now contained in holding tanks. The holding tanks are pumped out by our local waste vendor and the waste water is transported to a local publicly owned treatment works for safe disposal.

Knoll Toronto moved to cleaner burning fuels for plant heating purposes, reducing their greenhouse gas emissions by 20%.

## Safety

In 2016, Knoll shifted their Safety focus towards risk assessment and risk prioritization. By utilizing leading measures and eliminating risks through a measurable and systematic approach, we have increased our focus on injury and illness prevention. Our leadership driven employee ownership and engagement is key to ensuring this approach is a success. Ensuring a safe and healthful workplace is everyone's responsibility.

Knoll continues to improve upon practices, policies and procedures and strives towards being a World Class leader in Safety. We have set ambitious targets for the organization in 2017 to drive our risk focus and risk reduction activities. With our continued participation in the VPP program in East Greenville, the SGP Safety Group in Toronto, and the various other programs offered in the areas our facilities are located in. We are confident of our drive to success!

## VPP Star

In 2014, our East Greenville location re-certified its "Star" rating under the Occupational Safety and Health Administration's (OSHA) Voluntary Protection Program (VPP). A Star rating is the highest rating a company can obtain in OSHA's premier partnership program. To achieve this rating, our East Greenville site had

to demonstrate a comprehensive safety and health program with strong management leadership, include all employees as active participants, and ensure an injury rate substantially below the average for the industry. The Star rating allows us to join an elite and exclusive group of less than 2,500 companies nationwide that have demonstrated the dedication and commitment to safety.

## Health

Knoll is dedicated to the health and wellness of our associates. In 2016 we had multiple programs in place to help us achieve this goal. A principal motivator, and reference for many associates, is the Virgin Pulse Healthy Living plan. Virgin Pulse is a computerized plan implemented by Knoll's benefits department and is available to all US associates. This plan encourages associates to make healthier decisions in their everyday lives, and offers easy access to information on how and why these decisions are so important. Knoll wants all our associates to appreciate a healthy combination of work/life balance. To that end, we promote meditation, yoga, and mindfulness in our East Greenville facility. Knoll also participates in the American Heart Association's Walk at Lunch Day every year. Knoll's self-guided lunch time walk is 1.5 miles long!

# Waste Minimization — Our Facilities/Our Processes

## SGP Safety Group

Knoll Toronto opts to participate in the SGP Safety Group program. Facilities with similar qualities (i.e. manufacturing) are grouped together for a collective purpose: to learn from each other's experience in implementing injury and illness prevention programs. Those that invest and implement effective health and safety programs can benefit from a WSIB financial incentive. The more firms in the group that succeed in integrating the prevention elements into their businesses, the larger the rebate the collective group receives. This is true team work! A firm's individual experience rating is not affected by its participation in a safety group. Knoll Toronto has participated in this program since 2008 and has been awarded each year by the WSIB.

## The 2017 Advantage Program is designed to:

- Provide firms with the advantage of continuing in the Safety Groups Program to develop and implement a comprehensive audit of their Health and Safety Management System (HSMS).
  - Equip firms with the tools and knowledge to continue annual internal HSMS Audits to improve their safety performance and culture.
  - Support the maintenance of a fully functioning Health & Safety Management System.
  - Allow firms flexibility to select a Health and Safety Management System audit criteria suited to their business needs.
- Incentive programs play an important role in helping to make prevention an integral part of Ontario workplaces.
  - The Workplace Safety and Insurance Board's (WSIB) Safety Groups Program (SGP) is designed to recognize businesses that make the prevention of workplace injuries and illnesses a daily habit by building it into their management systems. It is based on the premise that a well-integrated workplace health and safety program is good for business.

# Social Responsibility

## Santa Claus Girls

Knoll Grand Rapids serves as the location for Santa Claus Girls, a local charity aimed at bringing Santa Claus to children 12 years of age and under, living within the limits of Kent County, who otherwise might not know the joys of Christmas. To this end, each year gifts from major donors are wrapped, packaged by age and gender, and delivered by local volunteers, including Knoll Grand Rapids Associates. In 2016 over 15,000 children were served presents.

## WMEAC

Knoll Grand Rapids is a proud supporter of the West Michigan Environmental Action Council (WMEAC) which is an organization that actively works to implement diversity and inclusion strategies to achieve our mission and vision. Our mission is to inform, engage and nurture an inclusive community acting together to protect natural resources, mitigate climate impacts and build a resilient West Michigan. WMEAC conducts periodic evaluations of progress toward our strategic objective to build an inclusive movement of educated citizens who act together to address 21st century environmental issues, solutions and opportunities.

## Pollution Prevention

Knoll Grand Rapids has been awarded the Michigan Clean Corporate Citizen award each year since 2013. Establishments such as Knoll Grand Rapids have demonstrated environmental stewardship and a strong environmental ethic through their operations in Michigan to be recognized as Clean Corporate Citizens. The C3 program is built on the concept that these Michigan facilities can be relied upon to carry out their environmental protection responsibilities without rigorous oversight, and should enjoy greater permitting flexibility than those that have not demonstrated that level of environmental awareness.

In 2016 Knoll Grand Rapids has been recognized as a Michigan Business Pollution Prevention Partner. Businesses have been instrumental in protecting the environment for decades. Pollution Prevention (P2) resources can help businesses address issues to increase energy efficiency and reduce wastes and toxics. These efforts can not only reduce regulatory compliance costs and toxics, but also reduce operating costs and improve the health of the employees and the community.

## Landfill Free

The U.S. Environmental Protection Agency has stated that energy-from-waste is a “clean, reliable, renewable source of energy” that “produces electricity with less environmental impact than almost any other source of electricity”. Knoll has implemented an environmentally sustainable program with the objective of becoming landfill-free. Knoll East Greenville’s has been certified as a Landfill-Free Enterprise. Residual and municipal waste from Knoll East Greenville is either reused, recycled or processed as a renewable fuel at an energy-from-waste facility. Knoll Toronto and Knoll Grand Rapids meet the criteria for Landfill Free status.



**“At Knoll, we are committed to using processes that protect the environment, producing products that assist our customers in achieving the highest sustainable performance in their workplaces, and having a robust health and safety system that protects our associates and communities where we manufacture.”**

—Joe Coppola, Chief Operating Officer, Knoll Inc



# Social Responsibility

## Knoll Toronto Site Clean-up

In fall of 2016, Knoll Toronto held its first site clean-up, where volunteer associates participated in gathering debris and litter from around the facility. These activities foster awareness and pride within the organization and help keep Knoll facilities clean and green!

## American Heart Association Go Red Campaign

Knoll raised almost \$5000 at our East Greenville location in 2016. Heart attacks are the number one cause of death in women. Contributions were raised through multiple raffles throughout the year. Knoll also participates in the Go Red for Women Campaign Luncheon each year held in Philadelphia.

## United Way

United Way focuses on education, financial stability and health by mobilizing the caring power of communities. A core committee, based in our Muskegon facility, puts together campaigns and themes each year to keep the fun in fundraising. The United Way committee organizes trivia days, raffles, and carnival games that associates can participate in during breaks. In 2016 Knoll raised over \$78,000.

Total Associate contributions .....	\$47,364.75
Knoll matching contributions .....	\$31,289.00
Increase in total campaign dollars .....	\$(23,043.75)
Number of associates who pledge \$500 or more .....	31
Percentage of total dollars = Knoll Contributions .....	40%

## Relay for Life

Relay for Life is an organization that raises money for cancer awareness. Knoll East Greenville has been donating to Relay for Life for 18 years. It is a yearlong event through various bake and hoagie sales. Each year, Knoll sponsors and participates in the Relay for Life overnight event. Our team is made of all associates throughout the organization and they work in harmony side by side to raise awareness and honor those who have been taken away.

This small team raised \$10,500 for Relay for Life in 2016.

Stefanie Barabas	Kathy Powers
Brenda Moser	Lisa Kriebel
Terry Yerger	Marcia Reda
Haley Hahn	Stacy Witwer
Heidi Burgert	Sharon Snell

## Stream Clean-up

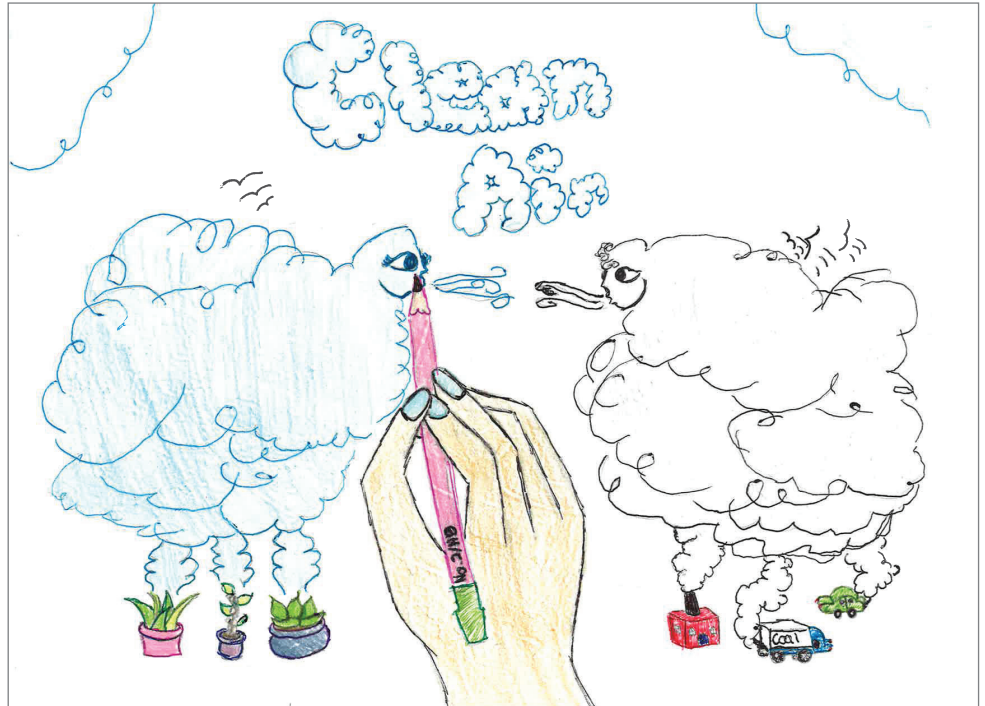
Each year Knoll East Greenville associates volunteer to clean up the Perkiomen Creek, which lies across the street from the Knoll facility. As a staple of East Greenville's landscape, the Perkiomen Creek gives way too many recreational activities as it flows 38 miles into the Schuylkill River. Knoll wants to keep it as beautiful as we can. Annually, a group of Knoll associates lead by Rachel Miley and Jessica Skelton walk a two mile stretch of the river with trash bags in hand, looking for anything that does not belong in the natural environment. Despite the April snow in 2016, we pulled five bags of trash, four bags of recycling, three tires and more large items out of the stream.



# Social Responsibility

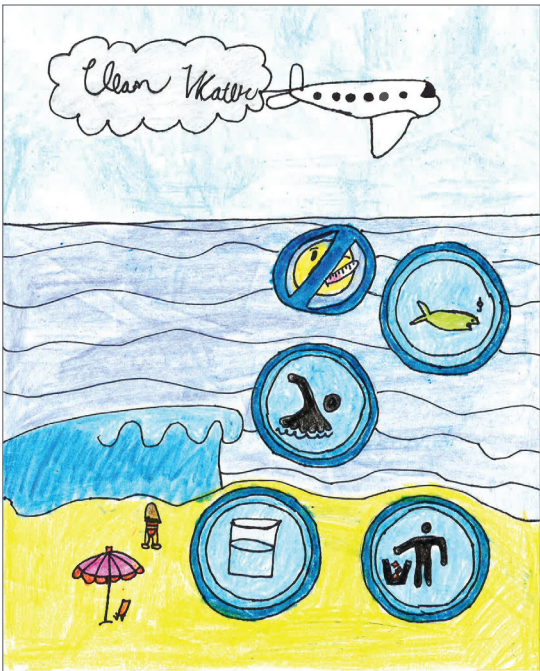
## Art Contest

Upper Perkiomen (PA) Middle School participates in our annual art contest. Throughout the year students learn about different subjects that touch environmental, health, and safety topics. Toward the end of the year, they are challenged to illustrate what they have learned throughout the year. Faculty from Penn State's Art Department judge the students' illustrations to pick a winner of each category, an overall winner, a runner up, and second runner up. You can find a selection of winning illustrations at the end of this report.



# Art Contest Gallery

Selections from the Upper Perkiomen Middle School art contest.



# Disclosures

**Table II: General Standard Disclosures under GRI**

## Strategy and Analysis

<b>G4-1</b>	Statement from CEO	EHS
<b>G4-2</b>	Description of key impacts, risks, and opportunities	EHS

## Organizational Profile

<b>G4-3</b>	Name of organization	EHS
<b>G4-4</b>	Primary brands, products, and services	AR 3-13
<b>G4-5</b>	Location of headquarters	AR Inside back cover
<b>G4-6</b>	Number of countries where the organization operates, and names of countries with major operations	AR 12
<b>G4-7</b>	Nature of ownership and legal form	
<b>G4-8</b>	Markets served	AR 9-10, 12
<b>G4-9</b>	Scale of organization	
<b>G4-10</b>	Employee metrics	
<b>G4-11</b>	Percent of employees covered by collective bargaining	AR 13, 65
<b>G4-12</b>	Organization's supply chain	AR 11
<b>G4-13</b>	Significant changes during reporting period	

## Identified Material Aspects and Boundaries

<b>G4-17</b>	a. List all entities included in the organization's consolidated financial statements or equivalent documents.	AR 112
	b. Report whether any entity included in the organization's consolidated financial statements or equivalent documents is not covered by the report.	EHS

<sup>1</sup> <http://phx.corporate-ir.net/phoenix.zhtml?c=66169&p=irol-reportsannual>

## Report Profile

<b>G4-28</b>	Reporting period	EHS
<b>G4-29</b>	Date of most recent report	EHS
<b>G4-30</b>	Reporting cycle	EHS
<b>G4-31</b>	Contact for questions	EHS
<b>G4-32</b>	Disclosure table	Table II

## Ethics and Integrity

<b>G4-56</b>	Describe the organization's values, principles, standards and norms of behavior such as codes of conduct and codes of ethics.	See "Code of Ethics," available online
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# Disclosures

**Table III: Specific Standard Disclosures**

**Economic**

<b>Aspect: Economic Performance</b>		
<b>G4-EC1</b>	Direct economic value generated and distributed, including revenues, operating costs, employee compensation, etc.	AR 45-91
<b>G4-EC3</b>	Benefit plan obligations	AR 19, 40-41, 55-56, 70-74

**Environmental**

<b>Aspect: Materials</b>		
<b>G4-EN1</b>	Report the total weight or volume of materials that are used to produce and package the organization's primary products and services during the reporting period, by: Non-renewable materials used Renewable materials used	Table I
<b>G4-EN2</b>	Percent materials used that are recycled	Table I
<b>Aspect: Water</b>		
<b>G4-EN8</b>	Total water withdrawal	Table I
<b>Gr-EN10</b>	Percentage and total volume of water recycled and reused	Table I
<b>Aspect: Emissions</b>		
<b>G4-EN15</b>	Direct Greenhouse Gas Emissions (Scope 1)	Table I
<b>G4-EN16</b>	Indirect Greenhouse Gas Emissions (Scope 2)	Table I
<b>Aspect: Effluents and Waste</b>		
<b>G4-EN23</b>	Total weight of waste by type and disposal method	Table I

**Social**

<b>Aspect: Occupational Health and Safety</b>		
<b>G4-LA6</b>	Injury rates	EHS

