## 2019 environmental charter

# teknion

2019 environmental charter

# our vision

IN 2002, AT THE UNITED NATION'S WORLD SUMMIT ON SUSTAINABLE DEVELOPMENT (WSSD), AN AFRICAN ELDER COINED THE PHRASE, "ENOUGH, FOR ALL, FOREVER", AS A SIMPLE AND POWERFUL WAY TO ENCAPSULATE THE UN'S DEFINITION OF SUSTAINABILITY.

The UN defines sustainability as "Development that meets the needs of the present without compromising the ability of future generations to meet their own needs." At Teknion, these words continue to shape our approach as we continue to embed Sustainability into our culture and operations. That means:

• Supporting an entrepreneurial culture that empowers every employee to challenge the status quo and think

of new and better ways to bolster our economic success with social and environment success, as we grow and strengthen our business moving forward

- Shifting our sustainability paradigm from "doing the least harm" to "doing the most good", advancing our legacy of good citizenship on a corporate and individual level along with health and wellness in the built environment
- Collaborating with industry experts and customers to advance sustainability for everyone
- Complying with government regulations, and providing additional accountability and transparency through metrics that track our success and are adjusted accordingly to ensure continuous improvement



"Enough, for all, forever", encapsulates our approach toward Sustainable Development.

# approach + priorities

OUR PRIORITIES AS A MANUFACTURER ARE TO MINIMIZE THE ENVIRONMENTAL IMPACT OF OUR ACTIVITIES, AND TO PROVIDE EDUCATIONAL OUTREACH TO ADVANCE SUSTAINABILITY FOR OUR INDUSTRY.

We focus on those areas in which we have the greatest responsibility and opportunity to make a positive impact. They are also what matter most to our employees, customers and partners, and are influenced by their needs and objectives. As our learning expands, we examine, refine and evolve our approach to advance sustainability for everyone. Toward that end, we focus our efforts in the following areas:

- 1. Material Transparency
- 2. Low-Emitting Products
- 3. Sustainable Forestry
- 4. Holistic Product Standards
- 5. Energy Management

- 6. Carbon Management
- 7. Design for Environment
- 8. Life Cycle Assessment
- 9. Environmental Management System
- 10. Built Environments
- 11. End-of-Life
- 12. Accountability



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## 1. material transparency

To make better decisions around what materials we select to make our products, we want to ensure greater transparency into the composition of the materials we use. This ensures that we are making every effort to avoid materials that negatively impact human health and the environment.

## **Objectives:**

- Provide ingredient declaration for all finished products
- Ensure Design, Manufacturing and Engineering adheres to Red list compliance for both new and legacy materials
- Move from PVC to a preferred alternative for existing edge-bands on all product lines
- Refine protocols and benchmarking for the identification and tracking of chemicals of concern
- Align with green building standards on material transparency and chemical ingredient optimization strategies



## 2. low-emitting products

Low emitting products ensure good indoor air quality for our customers, and for our employees who manufacture the products.

## **Objectives:**

- Continue educational forums with product design teams to ensure consideration and compliance with VOC and Red list ingredient strategies
- Continue to certify new products to meet California Department of Public Health (CDPH) standard in support of WELL, LBC and LEED v4



## 3. sustainable forestry

Responsibly sourced wood for all the types we use (particleboard, MDF, lumber and veneers) in our finished products protects the integrity of our forests, and supports built environment standards for our customers.

## **Objectives:**

• Extend FSC certification for all new and existing products



## 4. holistic product standards

Holistic product certifications measure the impact of our environmental programs on our finished products, helps guide our future efforts and contributes towards built environment standards for our customers.

## **Objectives:**

• Certify new products to BIFMA level 2 and maintain existing product lines certified to level 2

## 5. energy management

As a manufacturer, energy use has a large impact on our overall footprint. Our approach to reducing this footprint is three-fold: to reduce our consumption, to find alternative sources of energy (solar, wind, recapture, etc.), and to support green power offset programs.

## **Objectives:**

- Meet corporate reduction targets for natural gas, propane and electricity use
- Use low wattage lamps, either LED or Fluorescent in all new lighting retrofit programs (manufacturing facilities, showrooms)
- Establish an energy audit protocol for all facilities

## 6. carbon management

Carbon directly tied to energy is one of the main contributors to global warming. We measure the extent of our carbon impact, by capturing the inventory of carbon release from all sources. This includes natural gas, electricity, diesel, propane, wood (heating source), business air travel and movement of freight between facilities and to end customers and showrooms.

## **Objectives:**

- Meet corporate reduction targets for carbon
- Complete Scope 1, 2 & 3 for the 2018 Carbon Disclosure Project (CDP)







## 7. design for environment

Design for the Environment (DfE) principles are integral to building sustainable thinking into our product development process. Our 11 DfE guidelines ensure we approach product design at every stage of its life cycle through a lens of sustainability.

## **Objectives:**

- Refine our DfE process to better integrate and align with the appropriate Design development stages
- Review and refine legacy products to accept alternative materials that support health and environmental well-being where possible.

## 8. life cycle assessment

Life Cycle Assessment (LCA) methodologies help us assess and reduce environmental impact from raw material extraction to end-of-life. Using less energy, less materials and sourcing materials locally where needed benefits our business and the planet.

## **Objectives:**

- Complete LCA database for systems furniture and architectural walls
- Create Environmental Product Declaration (EPD) for products in the LCA database

## 9. environmental management system

Our Environmental Management System (EMS) enables us to audit and manage our major environmental impacts in the manufacturing process. We use this tool to track and reduce our consumption of energy (natural gas, electricity and bio-fuels), water, raw materials, and our creation of waste (hazardous, landfill and diverted) and greenhouse gases.

### **Objectives:**

- Continue to use ISO 14001 as the framework for our EMS
- Use our EMS to set and measure targets for natural gas, propane and electricity, carbon, water, waste, hazardous waste and waste diversion in manufacturing







## 10. built environments

Built environment standards improve our health and wellness in addition to reducing environmental impact. Ensuring our showrooms attain built environment certifications also allows us to better advise our customers on the certification process and share our learnings along the way.

## **Objectives:**

 Attain WELL v1 Gold certification for our New York, Dallas and Los Angeles showrooms and re-certify the Collaboration Hub in Toronto WELL v2 Gold or better

Attain LEED v4 for our Dallas showroom

• Create operational manuals for showrooms

to establish benchmarks, and provide

- training to facilities departments and showroom managers in support of environmental and well-being efforts
- Continue to educate employees, dealers and customers on built environment standards such as LEED, Living Building Challenge and the WELL Building Standard



## 11. end-of-life

To address our product's impact at end-of-life and support our customers' goal of zero waste, we are helping customers Divert their decommissioned furniture from landfill.

## **Objectives:**

- Promote and expand Divert, our sustainable furniture decommissioning program, and create decommissioning opportunities for new and existing customers
- Create benchmarks for Divert by tracking and documenting total diversion rates for all completed Divert Projects
- Monitor and report annual waste diversion rates for our showrooms
- Maximize corporate surplus resources for community service



## 12. accountability

Our Directors of Sustainable Programs (Canada and U.S.) and Senior VP of Global Markets and Sustainability provide oversight and accountability for our sustainability efforts. However, advancing sustainability has always been a cultural imperative within our company, supported at both an individual and corporate level. The challenge moving forward is to find the opportunities, choose the right initiatives, and not just push the narrative, but also the reality of sustainability forward. As we progress, we continue to share our knowledge to raise the bar of performance for the entire industry. The results of our efforts can be found in our Impact Report.



## glossary

### **BIFMA** level

LEVEL is an independent, third-party certification for office furniture and furnishings. Created by BIFMA for furniture manufacturers, LEVEL is a transparent means of evaluating and communicating the environmental and social impacts of furniture products in the built environment.

#### California Department of Public Health (CDPH)

The CDPH Standard Method is one of the most widely used standards to evaluate building and interior products for low chemical emissions.

#### CDP: Carbon Disclosure Project

CDP provides third-party reporting that measures, discloses, manages and shares environmental information to lessen greenhouse gas emissions and further accountability and transparency.

#### DfE: Design for Environment

DfE is an approach to reduce the overall human health and environmental impact of a product by considering the impacts across its life cycle during the design development phase.

#### Divert

Divert is a program developed by Teknion to help companies divert their decommissioned furniture from landfill by providing them with the option to sell, donate, and/or recycle that furniture.

## **EPD: Environmental Product Declaration**

An EPD is a document that communicates information about the environmental impact of a product throughout its entire life cycle.

#### FSC: Forest Stewardship Council

FSC is an international network promoting the responsible management of the world's forests by tracking the chain of custody (CoC) from the forest to the consumer.

## ISO 14001

ISO 14001 is an internationally accepted specification for an Environmental Management System (EMS). Using this system, companies can establish, implement and measure sustainability goals.

#### LBC: Living Building Challenge

LBC is a green building certification program and sustainable design framework developed by the International Living Future Institute (ILFI) to visualize the ideal for the built environment.

### LCA: Life Cycle Assessment

LCA assesses environmental impacts associated with all the stages of a product's life from raw material extraction through materials processing, manufacture, distribution, use, repair and maintenance, and disposal or recycling.

#### Leadership in Energy and Environmental Design: LEED

LEED is a widely used green building rating system and certification program, providing a framework to create healthy, highly efficient and cost-saving green buildings.

## Red List

The red list is developed by the International Living Future Institute (ILFI), and identifies chemicals designated as harmful to living creatures including humans or the environment.

#### VOC: Volatile Organic Compounds

VOCs are organic chemicals responsible for off-gassing, that negatively impacts indoor air quality.

#### WELL

WELL is a performance-based building rating system and certification program that consists of seven key concepts that when adhered to, can positively affect human health.