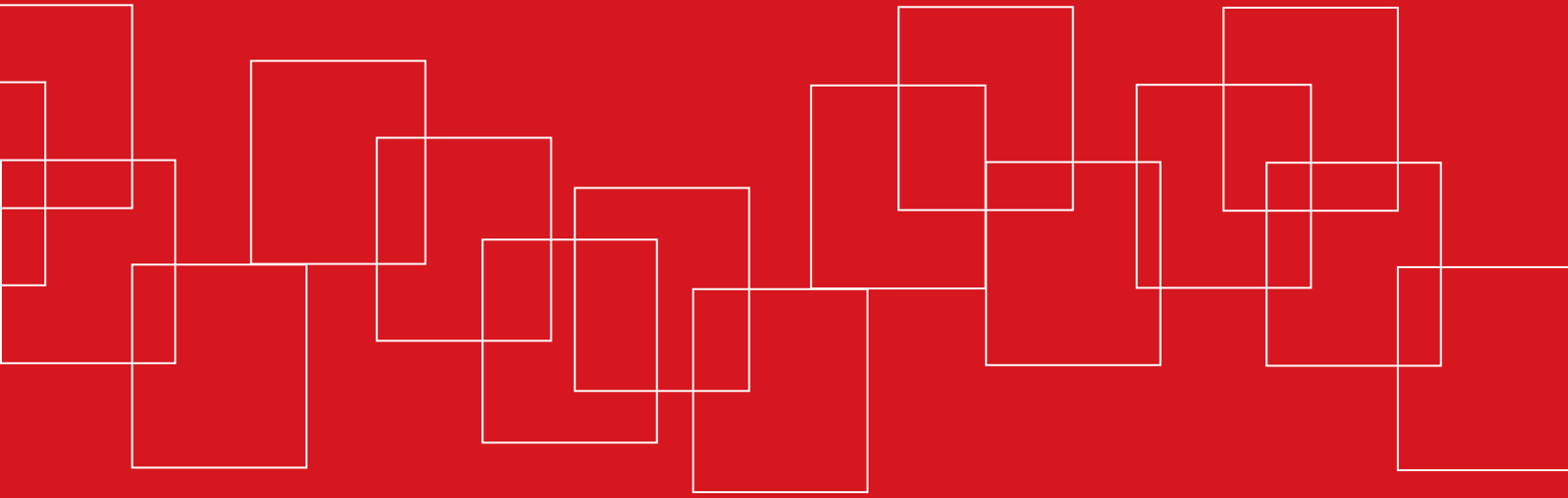


**ESG**  
**REPORT**  
**2021**

Aligning  
Today  
for a  
Better  
Tomorrow





# ALIGNING TODAY FOR A BETTER TOMORROW

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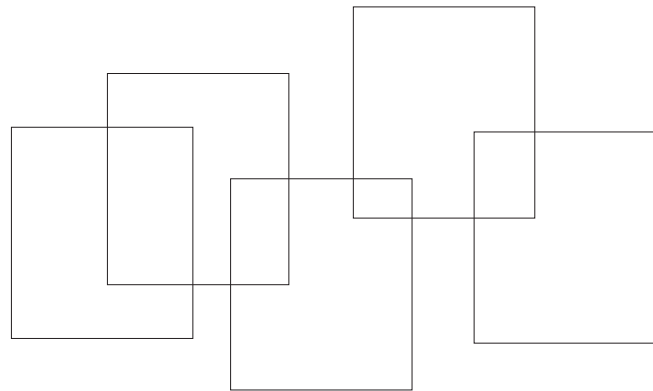
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## About ACCO Brands

ACCO Brands, the **Home of Great Brands** **Built by Great People**, designs, manufactures and markets consumer and end-user products that help people work, learn, play and thrive. Our widely recognized brands include AT-A-GLANCE®, Five Star®, Kensington®, Leitz®, Mead®, PowerA®, Swingline®, Tilibra® and many others. More information about ACCO Brands Corporation (NYSE: ACCO) can be found at [www.accobrand.com](http://www.accobrand.com).



# ACCO BRANDS ESG GOALS

Increase the  
**energy efficiency**  
at our facilities by

**10%**  
by 2025

Increase  
the percentage of  
**Director-level-and-above**  
**female leaders**  
to

**33%**  
globally by 2025

Increase revenue from  
**products certified**  
**to third-party**  
**environmental and**  
**social standards**  
by 10 percentage points  
by 2025

**10pp**





## MESSAGE FROM OUR CHAIRMAN AND CHIEF EXECUTIVE OFFICER

The past few years have seen ACCO Brands make tremendous progress in numerous areas vital to our current and future success. 2021 was a pandemic recovery year, but we delivered a strong financial performance and made substantial progress on our Environmental, Social and Governance (ESG) initiatives. I'm proud to share those achievements with our employees, partners and other stakeholders.

Our 2021 ESG Report highlights progress toward achieving our ESG goals and our focus on driving sustainable, long-term value for investors, customers, employees and communities through our efforts around PLANET, PEOPLE and PRODUCTS. In 2020, we committed to achieving three key goals by 2025, and we believe we are well on the way to meeting these objectives. As an organization, we want to:

1. Develop a more gender-diverse leadership team to reflect our global operations and ensure we tap into the broadest array of talent available
2. Introduce more third-party certified products in support of our growth and sustainability efforts
3. Reduce our energy utilization globally to safeguard our planet and ensure its viability for future generations

These goals cannot be achieved by just a few. They need to be supported by all and be fully embedded into our business strategy and operations, as well as our people strategy and enterprise risk management. Because I believe so deeply in the importance of ESG to our Company, people and the global marketplace, I have asked Tom Tedford, President and Chief Operating Officer for ACCO Brands, to lead the efforts to further integrate our ESG initiatives into our business strategy and operations. Under his leadership, I am confident that ACCO Brands' commitment to environmental, social and governance stewardship will be realized in our plans and daily actions.

As a leader in our industry, we are expected to have a strong voice in addressing the wide-ranging issues of ESG. As a company, we are committed to enhancing our focus, refining our efforts and reaching and even exceeding our ESG objectives.

We invite you to explore in greater detail the meaningful strides ACCO Brands has taken to achieve its goals in the following pages. More importantly, we encourage all our stakeholders to learn about, support and become involved in our plans for 2022 and beyond.

Sincerely,

**Boris Elisman**

Chairman and Chief Executive Officer

# 2021

## ESG Report Highlights

**86%**

Recycled 86% of the non-hazardous waste in our factories and warehouses

**24%**

Reduced scope 1 and scope 2 CO<sub>2</sub> emissions 24% from 2020

**30%**

Increased the percentage of Director-level-and-above females globally to 30%, up from our 2019 baseline of 27%

**98%**

Suppliers audited achieved conformance with applicable standards on 98% of all social responsibility audit check points

**1.3M**

Made approximately \$1.3 million in monetary and in-kind contributions to charitable organizations around the world, representing 1.3% of our 2021 net income

**91%**

Realized a 91% participation rate in our Employee Engagement Survey

**6.1pp**

Increased our revenue from products certified to third-party environmental and social standards by 6.1 percentage points for the same product categories reported in 2019







## MESSAGE FROM OUR PRESIDENT AND CHIEF OPERATING OFFICER

During the past few years, COVID-19 has impacted virtually every facet of the lives of our customers, partners and employees. It has changed the way we work, learn and play. ACCO Brands has always embraced change and used it to advance our business and improve our products and services.

That's why I'm excited and honored that our Chief Executive Officer, Boris Elisman, has asked me to lead our Company on one of our most important journeys – the quest to ensure we deliver sustainable, long-term value for our investors, colleagues, customers and communities through our commitment to environmental, social and governance stewardship.

### Answering the 'Why?'

Many people ask why a company invests in ESG activities. We at ACCO Brands have a simple answer to that question: **to build a sustainable and robust business focused on creating a better tomorrow.**

### Engaging Our Leadership

One of the first steps I took as the leader of our ESG initiatives was to engage our leadership. We created an ESG Steering Committee composed of senior business and functional leaders from across the globe. These individuals are charged with helping us navigate the changing expectations of our customers, employees, investors and consumers, thus ensuring that ESG is an integral part of our business strategy and operations. The ESG Steering Committee is working to reduce the climate impact of our business operations and products, while serving the evolving needs and expectations of our diverse stakeholders. This group is also discussing how we can make our initiatives more impactful, accelerate our progress and ensure that our commitment to ESG is reflected in our daily work.

### Celebrating Our Accomplishments

While we aspire to think bigger and move faster, let us not lose sight of the remarkable things we already have accomplished. In 2021, we made considerable progress toward our 2025 objectives. We have. . .

- Increased the percentage of Director-level-and-above female leaders globally, and especially in North America
- Reduced scope 1 and scope 2 CO<sub>2</sub> emissions by 24% for the second consecutive year
- Increased our revenue from products certified to third-party environmental and social standards by 6.1 percentage points for the same product categories reported in 2019
- Recycled 86% of the non-hazardous waste in our factories and warehouses
- Encouraged and supported our suppliers' efforts so they could achieve a 98% compliance with social responsibility audits

### Reaching Beyond Our Goals

While our work to date is impressive, there is more to accomplish. However, I believe we can meet and exceed expectations. I see it happening today through the commitment and dedication of our entire organization. As you read this report, I hope you will see the value our efforts are bringing to all our stakeholders.

My best to you all,

**Tom Tedford**

President and Chief Operating Officer

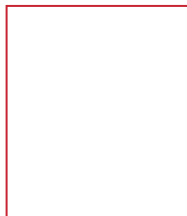


‘Doing ESG right will make our company, brands, employees, consumers, communities and planet more prosperous.’

-- EMEA Senior Vice President of Marketing, Arild Olsen

## What is ESG, and Why Do Organizations Invest in It?

ESG stands for Environmental, Social and Governance. The goal of ESG is to capture the non-financial elements associated with a company’s activities that have an impact on its reputation, risk exposure and long-term viability. Employees, consumers and investors are incorporating ESG elements into their decision-making processes more frequently, making ESG increasingly important from the perspective of hiring, selling or securing capital.





## ESG Stewardship: Our Commitment

ACCO Brands is committed to delivering sustainable, long-term value to our investors and customers and to supporting our employees and their communities through our environmental, social and governance (ESG) stewardship. This commitment is firmly anchored in our corporate values and has been an integral part of our culture for more than 100 years.

Our ESG initiatives, goals and risks are managed by our executive leadership team and overseen by our Board of Directors. Executive leadership for these initiatives is a joint responsibility among our segment presidents and our Chief Operating Officer, Chief People Officer and General Counsel. Our ESG Steering Committee and Diversity and Inclusion Leadership Council provide operational and cross-functional leadership, share best practices and make recommendations on global policies and initiatives. Our progress toward our ESG goals and objectives, including details on individual initiatives, is reviewed by our CEO and executive leadership team at least once a quarter.

At the Board level, our Nominating, Governance and Sustainability Committee oversees management's administration of the Company's corporate social responsibility and environmental sustainability programs and its annual ESG reporting, as well as its corporate governance policies and practices. The Board's Compensation and Human Capital Committee oversees the Company's diversity and inclusion and culture initiatives. These committees receive regular updates on the progress of activities within their purview. Additionally, the Board is updated quarterly on the Company's progress toward our three publicly announced ESG goals and receives an overall update on ESG at least once a year.



### Company Values

We are a winning team that:

- **Acts with integrity**
- **Treats others with respect**
- **Embraces diversity**
- **Encourages creativity**
- **Acts responsibly in our global community**



# Planet

ACCO Brands is committed to reducing the environmental impact of our operations. We strive to reduce our environmental impact across our operations and have greater efficiency in the procurement, use and ultimate disposal of our resources.

## ADDRESSING CLIMATE CHANGE

As global citizens, we are concerned about the negative consequences of climate change and committed to doing our part to reduce greenhouse gas emissions.

Increase the  
**energy efficiency**  
at our facilities by  
**10%**  
by 2025

## Energy Management

Reducing the energy intensity of our operations – the amount of energy used to produce a given level of output or activity – is a cost-effective way to reduce emissions, increase the energy efficiency of our facilities and support our sustainability strategy. Our goal is to increase energy efficiency at our factories and warehouses, as well as in offices with 50+ employees, by 10% from our 2019 baseline by 2025.

New energy management projects initiated in 2021 included auditing to identify and fix compressed air leaks, making changes to some in-line production processes to be more energy efficient, replacing inefficient batteries and battery chargers with more efficient ones and replacing lighting with highly energy-efficient LED lights.

As manufacturing and shipments began returning to pre-COVID-19 levels in 2021, total energy consumption increased from 2020, but only by 4% despite a significant increase in sales. We are still evaluating the most meaningful way to report energy efficiency progress to our goal and continuing to seek ways to reduce our energy use within our sites to meet our 2025 goal.

For location information included in our 2021 energy and emission data, click [here](#).



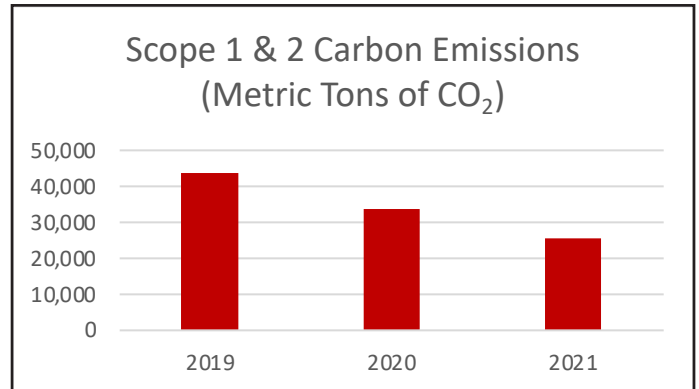
## Site Highlight: Lilyhall

Engineers at our pencil factory in Lilyhall, U.K., completed two projects to improve energy efficiency in 2021. First, they installed heat exchangers on the pencil strips (cores) ovens. Now, instead of the heat from the ovens being exhausted externally, it is fed back into the ovens reducing the amount of natural gas and electricity required to heat them. Second, they added a wood level sensor that created better management of the wood furnace by ensuring it burned only when it contained the optimal level of pencil shavings. Maximizing the efficiency of the wood furnace that heats the facility results in lower usage of natural gas and electricity. Together, these changes lowered total energy consumption at this site by 11.3%.



## Carbon Dioxide Emissions

CO<sub>2</sub> scope 1 and scope 2 emissions from our manufacturing, warehousing and office locations with 50+ employees, were down 24% from 2020 levels – a significant improvement. Much of this reduction is due to a decrease in carbon intensity of energy supplied by our electricity providers versus 2020. Electricity consumption accounts for approximately 75% our emissions. In 2021, 7.1% of our electricity was from renewable sources.



Scope 1 emissions are emissions that come directly from ACCO Brands' manufacturing, warehousing and office locations. Scope 2 emissions are emissions that come from energy we purchase to run our manufacturing, warehousing and office locations.

## ENERGY AND ENVIRONMENTAL MANAGEMENT CERTIFICATION

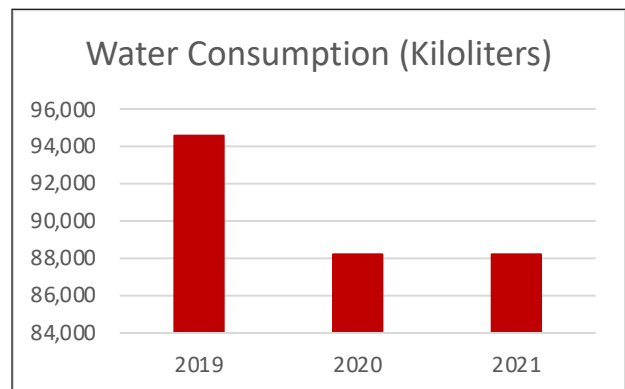
Fourteen percent of our manufacturing, warehousing and office locations with 50+ employees have earned certifications under the ISO 50001 Energy Management standard. ISO 50001 is designed to help an organization improve its energy performance through better use of its energy-intensive assets. Improved energy performance maximizes the use of energy sources and energy-related assets, reducing both cost and consumption.

Fifty-one percent of our factory, warehouse and office sites with 50+ employees have achieved ISO 14001 Environmental Management certification. ISO 14001 provides a systematic framework to reduce environmental impact by integrating management practices with supporting environmental protection, preventing pollution, minimizing waste and reducing energy and materials consumption.



## WATER CONSUMPTION

Our efforts to conserve water at factories and warehouses paid off well in 2021. The amount of water consumed last year was nearly the same as in 2020, even though production and shipping activity increased as demand began returning to pre-COVID-19 levels.



For location information included in our 2021 energy, emission, water and waste data, click [here](#).

- Factories (21)
- Warehouses (15)
- Offices - 50+ Employees (7)



## WASTE REDUCTION

In 2021, 86% of the non-hazardous waste produced by our factories and warehouses was recycled. The recycling rate decreased by 3% over 2020. The reduction was largely attributed to production improvements that reduced the amount of recyclable metal scrap on our paperclip line and clean-up projects that had created a temporary increase in recycling in 2020.



### Site Highlight: Arcos

To reduce waste, our Arcos, Portugal, facility installed new board pasting machines that utilize a rotation system to agitate the glue, preventing it from drying during rest periods. This eliminates daily machine cleaning, wasted glue and disposal of dried glue, which is hazardous and cannot be recycled. These improvements drove a reduction of 13 metric tons of hazardous and non-recycled liquid waste in 2021.





# People

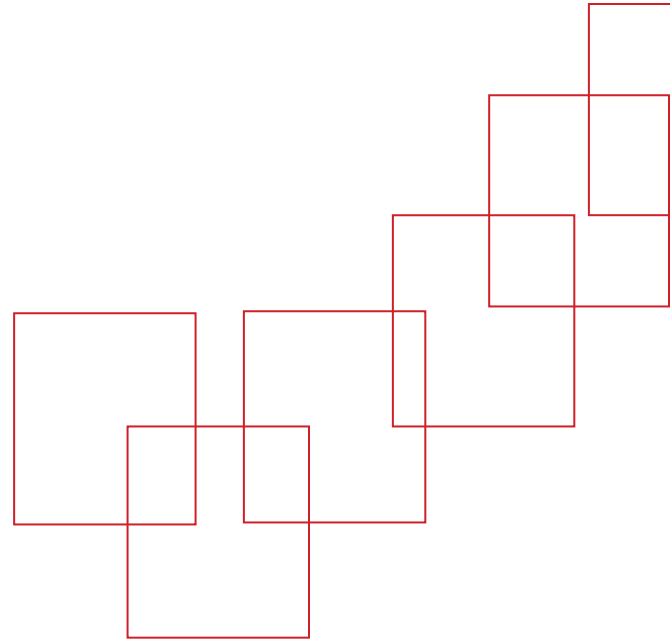
As the **Home of Great Brands Built by Great People**, we believe our employees are the key to our success. In alignment with our Vision, Values and Leadership Promise, we strive to create a great place to work - one that attracts and retains top talent and inspires and enables individuals to grow and succeed. The Company's strategic plan for Human Resources, the ACCO Brands People Plan, is grounded in our mission to enable exceptional individual and organizational performance to deliver business transformation, growth and success. Our focus areas include Culture, Employee Experience, Organizational Capability Building and Talent and Leadership.

## CULTURE AND EMPLOYEE EXPERIENCE

Ours is an innovative, inclusive, consumer-focused culture with a focus on driving profitable sales growth. We are intentional about creating an environment and experiences that foster and sustain a sense of belonging and drive engagement.



Increase the percentage of **Director-level-and-above female leaders** to **33%** globally by 2025

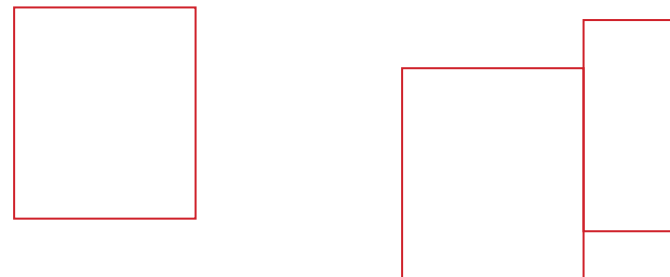


## Diversity and Inclusion

At ACCO Brands, our values include respecting the individual and embracing diversity. We are stronger when we reflect and leverage the rich diversity of the communities in which we work and of the consumers who use our products.

We have purposefully integrated our diversity and inclusion efforts into each dimension of our People Plan as we build the organizational capability to transform and grow our business and create employee experiences that enable all employees to thrive. One of our transformation key measures of success is to achieve gender balance in our workforce, and we have done so in our global office employee population. We also recognize the importance of ensuring that this balance is achieved at all levels of leadership.

By 2025, our goal is to increase the percentage of Director-level-and-above female leaders globally to 33%. We are well on our way— in 2021, we increased the percentage of Director-level-and-above female leaders globally to 30%, up from our 2019 baseline of 27%.





## Employee Experiences That Drive Engagement

An important measure of our employees' experience is our periodic Employee Engagement Survey, which we repeated in 2021. We distributed the survey to our global population – 5,689 employees – and achieved a record-high 91% participation. Overall results were resoundingly positive, with improvements from the prior survey in 83% of the categories covered. Areas with the highest scores were Product Quality and Customer Focus, Respect and Recognition, and Organizational Agility.

## Site Highlight: New Singapore Office

In 2021, ACCO Brands' Singapore employees moved into a new office specifically designed to foster a more collaborative and inclusive workplace. An employee-led team ensured the new space addressed both group and personal needs by incorporating unique and thoughtful design elements. A multi-purpose room with blinds was added to ensure privacy for personal matters, such as calls, meetings, nursing or praying.



## Hybrid Options for Work

Like many companies during the COVID-19 pandemic, ACCO Brands transitioned to a work-from-home environment for most of our office staff, while protecting the health and safety of our onsite manufacturing and distribution personnel. This laid the foundation for the global hybrid working solutions we are offering post-pandemic to most of our professional workforce. Longer term, we expect approximately 60% of our office employees will work from home a couple of days a week. Offering this flexibility makes it easier for our employees to balance the demands of home while maintaining exceptional productivity at work.

## Enhanced Benefits

ACCO Brands routinely reviews its benefit programs to maintain market competitiveness. This year was no exception. We enhanced our maternity benefits in eight countries and increased vacation benefits in both the United States and Canada. Across the world, we have well-being programs to meet employee needs. This year, we added an Employee Assistance Program in Australia and a Wellness Program in our Singapore office.

## BUILDING ORGANIZATIONAL CAPABILITY

ACCO Brands invests in our employees by providing relevant learning and development opportunities closely linked to business strategies. In 2021, we deployed our flagship training programs virtually to ensure we continued to provide leadership development to employees worldwide, most of whom were working remotely due to the pandemic.

### Preparing ‘People Leaders’

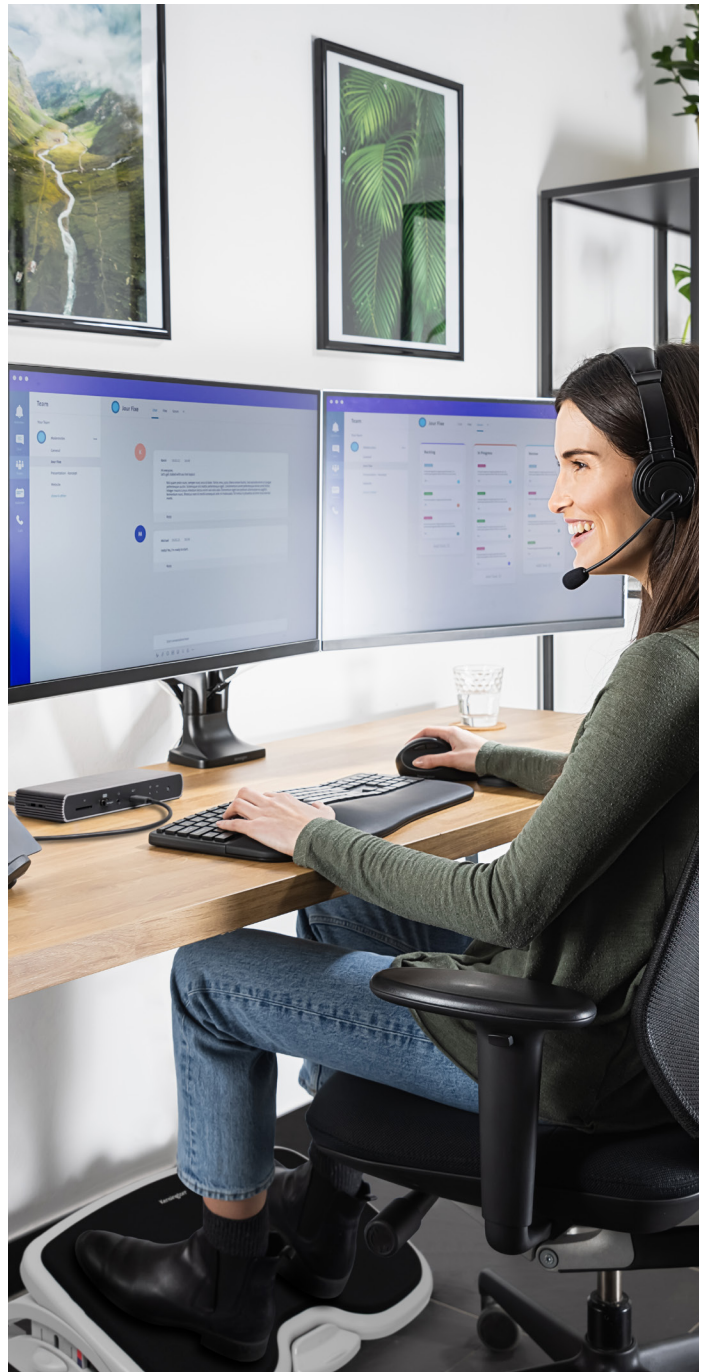
We aim to have effective leaders at all levels. To that end, we foster managers who recognize that practicing “people leadership” is how they best impact the business and their teams. Rather than being solely focused on business outcomes, “people leaders” prioritize leading by example, coaching and developing members of their team, and supporting and motivating their colleagues.

Our current learning and development effort, “Raising the Bar on People Leadership,” includes:

- **Leadership Academy**—People management training for Directors (61% of directors have attended)
- **Leadership Basecamp**—People management training for Managers (34% of managers have attended)

### Additional Talent Development

We invest in our employees by building individual and organizational capabilities that provide relevant learning and development solutions closely linked to business strategies. In 2021, we extended our remote learning and development program to include training in key functional capabilities for professional employees. We internally developed and launched an engaging and impactful Financial Acumen Series for Vice Presidents across the organization. To build the HR leader capability necessary to successfully champion our integrated diversity and inclusion agenda, we curated and launched a Diversity and Inclusion Development Journey series that was completed by 80% of our key Human Resources professionals in all regions. Finally, the digital marketing skills platform launched in 2020 was utilized by approximately 85% of our Marketing professionals globally.





## OCCUPATIONAL HEALTH AND SAFETY

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

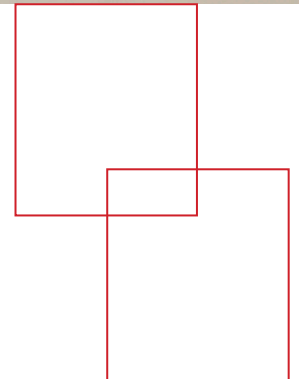
Our goal is to have zero accidents and zero incidents. To that end, we are pursuing continuous improvement in Health and Safety through two important initiatives, “Mission Zero” and “See Something, Say Something.” We have implemented our Comprehensive Environmental and Safety Management Plan (CESMP) as an overall global management system for our manufacturing and distribution locations. Additionally, in response to the pandemic, we developed a remote CESMP audit protocol, which was used during 2021 when we were unable to complete onsite audits. Audit performance provides a measure of the proactive steps each location is taking to ensure the safety of all our employees and prevent injuries. Safety training and education is an integral part and on-going process within our CESMP. Training topics and schedules are reviewed annually and are developed to cover regulatory requirements, facility procedures and employee needs.

### Highlights

In 2021, the National Safety Council’s Operation Perfect Record Award was presented to our Ontario, California; Sidney, New York; Mississauga, Ontario; and Pleasant Prairie, Wisconsin, locations, and the Occupational Excellence Achievement Award was presented to our Booneville, Mississippi, location.



ACCO Brands’ EMEA received the coveted 2021 RoSPA Patrons Award for winning 25 consecutive Gold Medals. The award recognizes an organization’s overall health and safety performance, policies and procedures. The RoSPA competition is one of the most prestigious and widely recognized in the world, with almost 2,000 entries every year.



## SOCIAL RESPONSIBILITY PROGRAM

ACCO Brands is committed to ensuring that its employees and contract workers are treated with respect and dignity, working conditions in our own facilities as well as our global supply chain are safe, and manufacturing processes are environmentally responsible. We have a [Social Responsibility Policy](#) that is guided by the international human rights principles encompassed in the Universal Declaration of Human Rights, the International Labor Organization's Declaration on Fundamental Principles and Rights at Work, and the United Nations' Guiding Principles on Business and Human Rights.

The core of our Social Responsibility Policy is our [Supplier Code of Conduct](#), which establishes our standards and expectations regarding working conditions, safety, security and environmental responsibility. We periodically conduct audits to evaluate our suppliers' compliance to our Supplier Code of Conduct. We also audit our own manufacturing facilities against these same standards. If any failures to conform, or "non-conformances," are identified during the audit, and we require the supplier to create a corrective action plan and monitor the progress until all major non-conformances are resolved. Our compliance experts provide support to suppliers with tailored training and coaching on specific social, environmental and governance issues, capacity building, e-learning and sharing best practices.

All audits are conducted by a specialized third party. Our audit approach is designed to align risk, influence, compliance, corrective action and investment. Worker Sentiment Surveys are a critical part of our audit process. Using automated technology, workers share their views on topics such as grievance mechanisms, work atmosphere, wages and hours, and production efficiency. Their responses offer insight into issues that may not otherwise surface and provide workers' perspectives that help validate the overall assessment of compliance. A Worker Sentiment Survey was completed as part of 95% of ACCO Brands-initiated, third-party supplier audits in 2021. Click [here](#) for details on audit non-conformances.



## SUPPLY CHAIN RESPONSIBILITY

We are committed to responsible sourcing, and we engage, support and collaborate with our suppliers in pursuit of this objective. In 2021:

**100%** of 182 strategic in-scope supplier factory locations were audited

**98%** of all social responsibility checkpoints audited indicated conformance with applicable standards

**93%** of requested suppliers certified compliance with ACCO Brands' Supplier Code of Conduct

**93%** of requested suppliers certified compliance with ACCO Brands' Conflict Minerals Policy

**217+** Suppliers completed 217+ ACCO Brands-provided e-learning lessons on various compliance topics, such as labor, health and safety, security and corrective action plan management



**RETAIL INDUSTRY  
LEADERS ASSOCIATION**

ACCO Brands is a member of the Retail Industry Leaders Association (RILA) which keeps us abreast of industry trends in the areas of social compliance.



# COMMUNITY

## ACCO Brands Charitable Giving and Community Outreach Initiatives

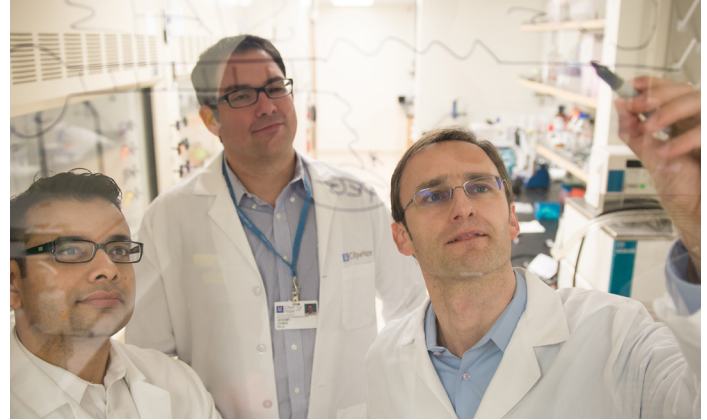


Our employees continued to find safe ways to give back to their local communities in 2021 while following all local COVID-19 health and safety guidelines.

ACCO Brands made approximately \$1.3 million in monetary and in-kind donations to charitable organizations around the world in 2021. In addition to our overall corporate commitment to the City of Hope, our employees and Company supported many local charities through volunteering, strategic partnerships, product donations and financial contributions.

A few examples of our charitable and community outreach initiatives in 2021 include:

- **We donated TruSens™ air purifiers to multiple U.S. schools, improving air quality for students and staff**
- **Employees volunteered to package meals for an organization that delivers food to underprivileged communities in Hong Kong**
- **The Company gave more than 36,000 bottles of Northfork Instant Hand Sanitising Gel to local Australian communities to help control the spread of germs, bacteria and viruses such as COVID-19**

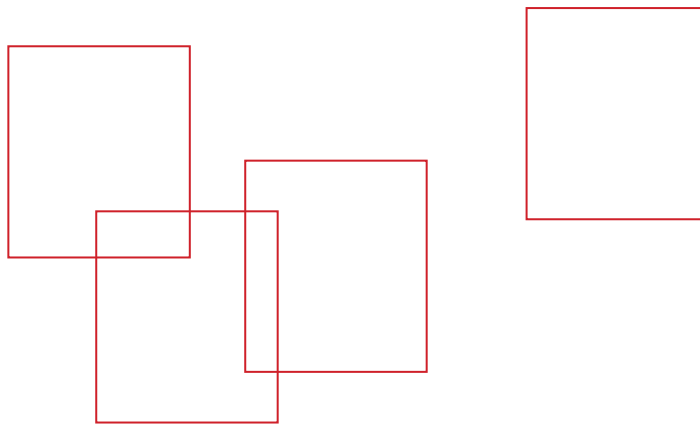


### City of Hope

ACCO Brands has long been a supporter of City of Hope, an independent biomedical research and treatment center for cancer, diabetes and other life-threatening diseases in California. This year, our annual giving campaign in support of City of Hope raised nearly \$860,000 through Company-sponsored efforts in the United States.

### Kids In Need Foundation

Our Company is proud to be a long-time partner of the Kids in Need Foundation (KINF), whose mission is to ensure that every U.S. child is prepared to learn and succeed in the classroom by providing free school supplies to students most in need. In 2021, we supported KINF with \$180,000 in monetary and in-kind donations.





# Products

We distribute products in more than 100 countries and are committed to selling products that are safe, sustainable and high quality. We are committed to reducing the environmental impact of our products.

Increase revenue from  
**products certified  
 to third-party  
 environmental and  
 social standards**  
 by 10 percentage points  
 by 2025

# 10pp

## MEETING ENVIRONMENTAL AND SUSTAINABILITY STANDARDS

Certification to environmental and social sustainability standards is an indicator of a product’s safety, reliability, quality and authenticity. In 2020, we set a global goal to increase our revenue from products certified to third-party environmental and social sustainability standards by 10 percentage points by 2025. Our 2019 gross sales of certified products were 31.9% of our global net sales. In 2021, we realized a 6.1 percentage point increase in certified product sales for the same product categories in our 2019 baseline. This was due primarily to securing certified raw material sources for certain envelopes and paperboard report covers and achieving a PEFC certification for our Lilyhall facility.

We also grew our sales of some existing certified product lines including Leitz® Recycle range, regionally certified shredders, air purifiers and art supplies. When considering our total sales, which includes sales of video gaming accessories under our recently acquired PowerA® brand, revenue from certified products increased by 1.4 percentage points over 2019. We continue to pursue opportunities to add environmental and social sustainability certifications to our products where it makes sense and adds value.

## CERTIFICATIONS

ACCO Brands products are certified by international, regional and country-based organizations. Our certifications include:

Environmentally Responsible Production	Responsible Forestry	Health and Safety	Recycled	Carbon Neutral
Austrian Eco Label	Forest Stewardship Council® (FSC®) FSC-C111069 FSC-C106700 FSC-C003148 FSC-C007274 FSC-C116493	Art and Creative Materials Institute (ACMI) Approved Product	Blue Angel	Carbon Neutral
Good Environmental Choice Australia (GECA)	Programme for the Endorsement of Forest Certification (PEFC) PEFC/21-31-260 PEFC/16-37-2358	Geprüfte Sicherheit	UL Recycled Content	
Nordic Swan	Sustainable Forestry Initiative® (SFI®)	Institut für Gesundheit und Ergonomie (IGR)		
UL Greenguard				

## Product Highlight

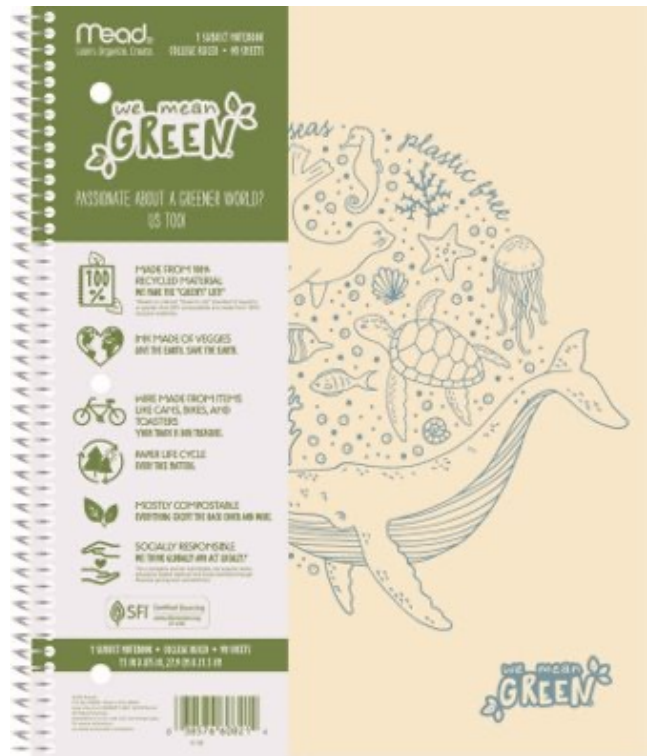
### Mead® We Mean Green™ and Five Star® Recycled

Our first “green” lines for U.S. students and adults, Mead® We Mean Green™ and Five Star® Recycled, were introduced in 2020. Components of the products within these lines are made sustainably and, depending on the product, may include the following:

- Third-party environmental certification
- Recycled content and packaging
- Labels printed with non-toxic vegetable ink
- Compostable

We continue to expand both lines and have gained new market placements during successive U.S. back-to-school seasons, signaling strong customer interest and consumer demand for more sustainable school and planning products.

**For the 2022-2023 selling season, we will deliver nearly 2 million units – an increase of 355% over 2020.**





## PACKAGING

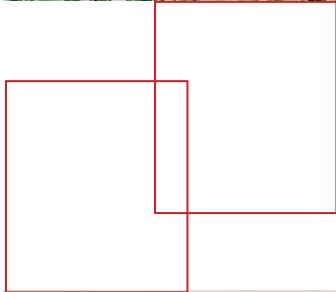
We are dedicated to using consumer-friendly and environmentally responsible packaging and strive to reduce packaging, where possible. A significant amount of our packaging contains recycled content and/or is recyclable. We focus on strategic opportunities to reduce packaging, increase recycled content and consider material substitutions to lower our environmental impact.



### Product Highlight

#### Rapid® Tools

In its ongoing effort to reduce plastic packaging waste, our Rapid® Tools business shifted two additional products to a more sustainable packaging in 2021. FSC®-certified boxes have replaced PET clamshells for all EG Pen Glue guns and are being used instead of plastic bags for some Glue Sticks.



### Progress in Australia

Aligned with Australia's 2025 National Packing Targets, we are committed to making our packaging recyclable, maximizing recycled content and eliminating problematic and unnecessary single-use packaging. In 2021, we transitioned the packaging for several product lines, including the Marbig® Enviro Staplers, Marbig® Suspension Files and Crystalfile® Suspension Files to plastic-free, recyclable packaging made entirely of cardboard and paper. Together, these projects will divert roughly 165 kg of plastics from landfill annually.

We also added the Australasian Packaging Label (ARL) to these products to advise consumers that each separable packaging component is recyclable.

## PRODUCT SAFETY

ACCO Brands aims to provide customers with safe products that meet or exceed their expectations for quality and safety and are designed to comply with all applicable laws, standards and regulations. Our product safety program defines core requirements that include minimum product composition and safety standards, based on human health and environmental safety factors. All electrical products are designed to meet applicable product safety, chemical composition, energy efficiency and electromagnetic compatibility (EMC) requirements and are annually assessed and recertified, when necessary, to ensure compliance to the latest regulatory requirements.

- Our school products are evaluated to ensure they meet all required local child health and safety standards.
- Higher-risk products are subject to a more stringent level of laboratory accreditation requirements, and we often obtain third-party certifications that involve factory inspections.

In addition, all products developed in-house are subject to a hazard-based safety review during the development cycle to ensure that they meet industry safety standards.



## QUALITY MANAGEMENT AND CONTINUOUS IMPROVEMENT

The Company has quality management teams that are responsible for the identification and resolution of product quality issues. ACCO Brands' suppliers and manufacturing locations follow industry-best practices to assure the quality of our products.

Our quality management processes include periodic system and process audits performed either by Company personnel or third parties. During production or before shipment, inspections are performed to confirm that aesthetic, function, packaging and labeling meet our specifications. If a defect is found, the cause is immediately investigated, and corrective action taken.

# Governance



“Governance” – the “G” in ESG – encompasses the rules, policies and procedures that guide a corporation’s actions. Investors look for appropriate governance practices in the same way they examine environmental and social activities. The role and makeup of the board of directors, the corporation’s code of conduct and its adherence to best practices in privacy and data security are among the core elements of corporate governance.

The Company’s Board of Directors has adopted Corporate Governance Principles. Along with the Company’s Restated Certificate of Incorporation and Bylaws, charters of the Board of Directors’ committees, our Code of Conduct and other key policies and practices of the Board of Directors, the Principles provide a corporate governance framework for the Company. ACCO Brands’ Corporate Governance documents are available on our [website](#).

## BOARD DIVERSITY

ACCO Brands’ Board of Directors believe that diversity and inclusion are important considerations in board composition. One-third of our nine director nominees are women, including two who currently chair our Finance and Planning Committee and our Nominating, Governance and Sustainability Committee. In addition, two director nominees have ethnically diverse backgrounds.

## CODE OF CONDUCT

Our [Code of Conduct](#) is an essential guide to the way we conduct business. The collection of policies, practices and procedures that comprise the Code are intended to promote ethical, lawful and transparent behavior in all aspects of business for employees, officers and directors and third-party agents. The Code articulates our values of integrity and respect for others, and our commitment to diversity and responsible behaviors in the communities where we work and live. Above all, it requires that the conduct of everyone associated with ACCO Brands, including our suppliers and other partners, is ethical and lawful, and respects the human rights and dignity of others.

We deliver Company-required learning annually to all employees to ensure understanding of, and compliance with, our Code of Conduct and other important policies. In addition, we encourage the active involvement of its employees, officers and directors in the detection and prevention of misconduct, including the reporting of such activity to the employee’s manager, another manager the employee trusts, the Human Resources department, the Legal and Compliance department or ACCOethics.com, a telephone and internet-based reporting system that can be accessed on a 24-hour basis and offers an option to share concerns anonymously, where permitted by law. The Company does not allow retaliation against employees for reports made in good faith.





## DATA SECURITY AND PRIVACY

Protecting the data and privacy of our employees, customers and others is one of our highest priorities. Our Cybersecurity, Privacy and Risk Management teams work collectively to promote security and privacy throughout the organization based on fundamental principles of safety, accountability, transparency, fairness and individual rights.

### Data Security

Our Audit Committee oversees the Company's cybersecurity program. Its members are briefed regularly by our Senior Vice President and Chief Information Officer and our Vice President, Global Cybersecurity, and is notified of any cybersecurity incident, regardless of the ultimate severity of the situation.

We maintain cybersecurity insurance coverage in an amount appropriate for our risk profile. We also conduct mandatory cybersecurity training for employees twice a year, and all new hires are required to take cybersecurity training within 48 hours of receiving their Company computer.

Periodically, management conducts "phishing" exercises to test the effectiveness of its training programs. Employees who fall prey to the exercise may be required to participate in additional remedial cybersecurity training. Employees also receive monthly newsletters highlighting cybersecurity developments, as well as targeted email messages, as appropriate.

Separately, the executive leadership team conducts a tabletop exercise in cybersecurity regularly with assistance from outside experts. Lessons learned from these activities are incorporated into management's ongoing evaluation of cybersecurity risks and mitigation activities. In 2021, the Board also participated in cybersecurity training facilitated by outside cybersecurity experts, including a mock incident tabletop exercise.

### Highlight: Privacy

In 2021, ACCO Brands focused resources on preparing for the enforcement of the Brazil General Data Protection Law, often called the LGPD based on its Portuguese name, and the People's Republic of China's PRC's Personal Information Protection Law ("PIPL"). Both the LGPD and PIPL closely follow the European Union's seminal privacy law, the General Data Protection Regulation, and continue the trend of enhanced privacy protections for individuals around the world. These statutes align with ACCO Brands' commitment to protecting the personal data of all its employees, customers, consumers and others.

# ACCO BRANDS

## SUSTAINABILITY ACCOUNTING STANDARDS BOARD (SASB)

### REFERENCE TABLE

The Sustainability Accounting Standards Board (SASB) is an independent, private-sector standards-setting organization dedicated to enhancing the efficiency of the capital markets by fostering high-quality disclosure of material sustainability information that meets investor needs. This table references the standards for Multiline and Specialty Retailers & Distributors and Toys & Sporting Goods industries, as defined by SASB's Sustainable Industry Classification System (SICS), with the location of that information in ACCO Brands' 2021 ESG Report or [accobrand.com](https://www.accobrand.com).

Because ACCO Brands is a diversified consumer goods manufacturer, the nature of our business does not fit squarely within one industry as defined by the SICS. We focused on the Consumer Goods sector standards to identify which topics are material to our business and identified five within the Multiline and Specialty Retailers and Distributors and Toys and Sporting Goods industry standards.

Topic	Accounting Metric	Category	Unit of Measure	Code	Data	Reference
Energy Management	Total energy consumed	Quantitative	Gigajoules (GJ)	CG-MR-130a.1	321,935 GJ	ESG 2021: <a href="#">Climate Change, page 8-9</a>
	Percentage grid electricity				84%	
	Percentage renewable				7.1%	
Data Security	Description of approach to identifying and addressing security risks	Discussion and Analysis	N/A	CG-MR-230a.1		<a href="https://www.accobrand.com/compliance-center/data-security-privacy/">https://www.accobrand.com/compliance-center/data-security-privacy/</a>
	(1) Number of data breaches, (2) percentage involving personally identifiable information (PII), (3) number of customers affected	Quantitative	Number, Percentage (%)	CG-MR-230a.2	We will report any material data breaches as required in our periodic reports filed with the SEC.	
Labor Practices	(1) Average hourly wage and (2) percentage of in-store employees earning minimum wage, by region	Quantitative	Reporting currency, Percentage (%)	CG-MR-310a.1	Not applicable as we do not have any in-store employees.	
	(1) Voluntary and (2) involuntary turnover rate for in-store employees	Quantitative	Rate	CG-MR-310a.2	Not applicable as we do not have any in-store employees.	
	Total amount of monetary losses as a result of legal proceedings associated with labor law violations	Quantitative	Reporting currency	CG-MR-310a.3	We will report any losses as a result of legal proceedings as required in our periodic reports filed with the SEC.	
Workforce Diversity & Inclusion	Percentage of gender and racial/ethnic group representation for (1) management and (2) all other employees	Quantitative	Percentage (%)	CG-MR-330a.1	Global Management: Women 36%, Men 64%. All other global employees: Women 42%, Men 58%. Ethnic Minorities in U.S. Management: 20%. Ethnic Minorities all other U.S. employees: 18%.  (Management includes Managers and above. Data as of Dec 31, 2021)	ESG 2021: <a href="#">Diversity and Inclusion, page 12</a>
	Total amount of monetary losses as a result of legal proceedings associated with employment discrimination	Quantitative	Reporting currency	CG-MR-330a.2	We will report any losses as a result of legal proceedings as required in our periodic reports filed with the SEC.	
Product Sourcing, Packaging & Marketing	Revenue from products third-party-certified to environmental and/or social sustainability standards	Quantitative	Reporting currency	CG-MR-410a.1	\$675.9 million (gross USD sales)	ESG 2021: <a href="#">Products Certified to Environmental and Social Sustainability Standards, page 18</a>
	Discussion of processes to assess and manage risks and/or hazards associated with chemicals in products	Discussion and Analysis	N/A	CG-MR-410a.2		<a href="https://www.accobrand.com/compliance-center/chemical-management/">https://www.accobrand.com/compliance-center/chemical-management/</a>
	Discussion of strategies to reduce the environmental impact of packaging	Discussion and Analysis	N/A	CG-MR-410a.3		ACCO Brands is committed to using consumer friendly and environmentally responsible packaging. A significant amount of our packaging contains recycled content and/or is recyclable. ESG 2021: <a href="#">Packaging, page 20</a>
Labor Conditions in the Supply Chain	Number of facilities audited to a social responsibility code of conduct	Quantitative	Number	CG-TS-430a.1	182 facilities	ESG 2021: <a href="#">Social Responsibility Program, page 16</a>
	Direct suppliers' social responsibility audit (1) non-conformance rate and (2) associated corrective action rate for (a) priority non-conformances and (b) other non-conformances	Quantitative	Rate	CG-TS-430a.2	Priority non-conformance rate: 0.3% Priority non-conformance corrective action rate: 100% Other non-conformance rate: 2% Other non-conformance corrective action rate: 90% within 60 – 90 days	ESG 2021: <a href="#">Social Responsibility Program, page 16</a>





## **REFLECTING ON THE PAST, FOCUSING ON THE FUTURE**

In the past few years, we have experienced historic—dare we say epic—changes in our world, communities and businesses. We have survived a pandemic, made measurable strides toward combatting the impact of climate change, increased our commitment to a more equitable workplace for all, and witnessed a transformation in global socio-economic priorities and goals.

The key word is survived. We should all take a step back and recognize what an accomplishment it has been, and the demanding effort – physically, mentally and emotionally – it has taken, to get through the uncertainty of the past few years.

More challenges are surely ahead. However, we now know that by setting ambitious, yet attainable goals, and by focusing on our people, planet, products and conducting our business in an ethical, lawful and transparent way, we can and will achieve continued success.





