



Earth
by Fellowes

2023
Earth Report

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A Letter from the CEO

At Fellowes, we believe that it is our innate responsibility to embrace our core value of 'Care' in all that we do. To us, the *how* is just as important as the *what*, including how we treat people, manage our resources, care for the needs of vulnerable individuals, and act as good stewards of our planet. I grew up hiking, skiing, and spending as much time as possible outside. As a result, anything we can do to preserve the beauty of nature and fascinating ecosystems supporting wildlife is particularly close to my heart.



Two years ago, we replaced our legacy SEED environmental program with a reinvigorated effort called Earth by Fellowes. While SEED represented a strong legacy of environmental practices and improvements to our organization, as a 106-year-old organization, we recognize that it is sometimes important to reset and change gears. This change is symbolic of a fresh organizational energy dedicated to increasing the priority level, focus and creativity we bring to minimize our environmental impact.

In this report, you will see that in addition to our past dedication to effective environmental practices, there is a renewed commitment and expanded vision being implemented across Fellowes. Starting with our resourcing and bandwidth, in 2021 we invested in dedicated leadership and expertise.

We have taken big steps forward in the past few years including the installation of solar arrays at three large facilities in Europe and the U.S., LED lighting projects, the pursuit of WELL certification for the Design and Experience Center in Chicago, and deployed sustainable packaging requirements for all of our products. We have also modified our product development process to include new considerations, a deeper awareness, and new solutions to our designs and manufacturing.

At the same time, we have work to do. With the support of our executive board and global team, we are embracing a learning-first approach, identifying best practices and tapping into our existing spirit of innovation.

It is our generational goal to find new ways to make this world a better place. We appreciate the commitment and contributions of thousands around the world that help enhance this opportunity every single day.

Thank you,

A handwritten signature in black ink that reads "John Fellowes". The signature is written in a cursive style and is positioned above a horizontal line that extends to the left.

John Fellowes
President & CEO, Fellowes Brands

About Fellowes

Fellowes Brands provides WorkLife Solutions for a world with an ever-changing need for innovation.

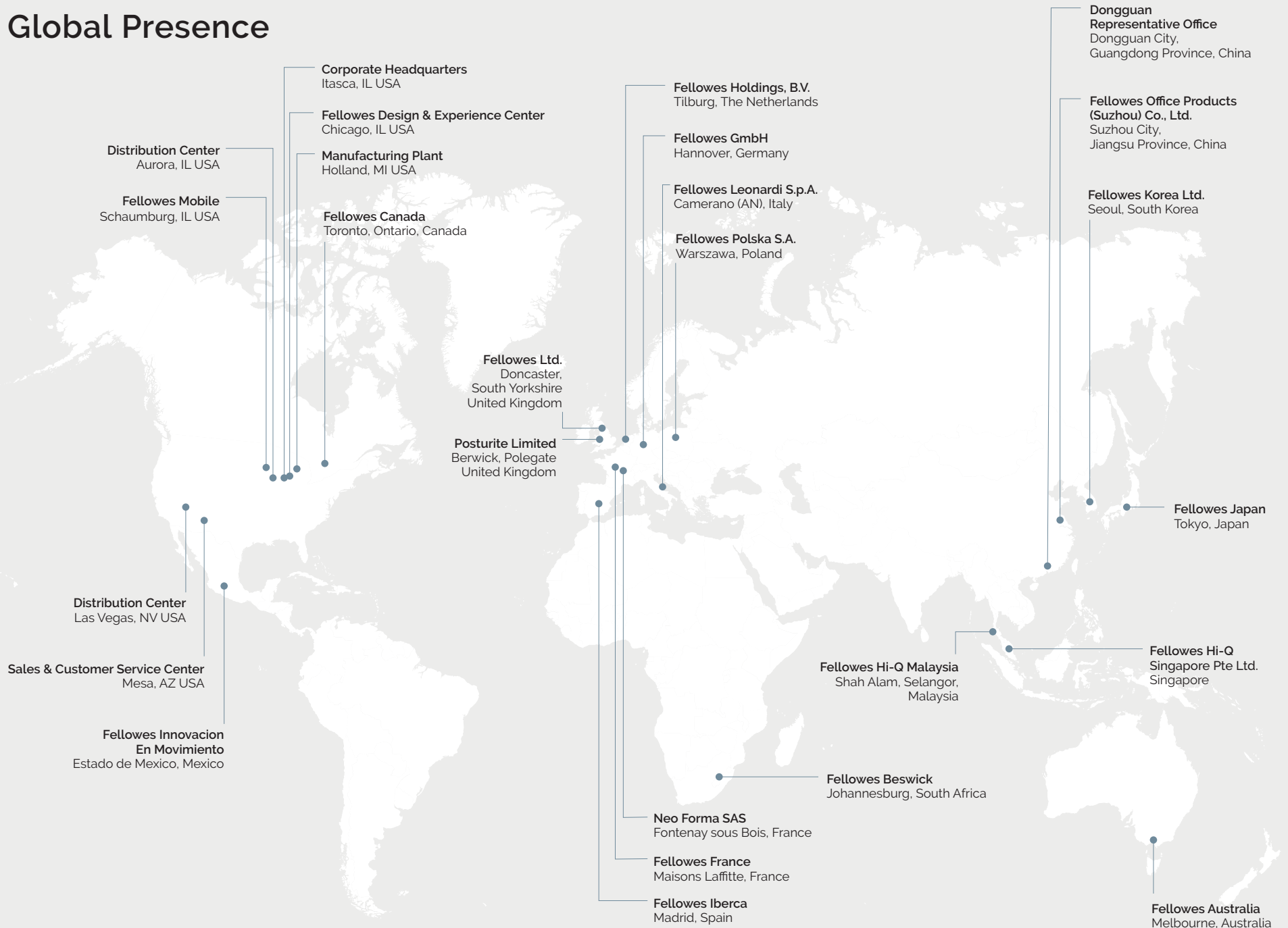
Founded on a culture of continuous improvement, Fellowes Brands strives to deliver best-in-class quality and performance in Furniture, Workspace Accessories, Business Machines, Air Purification, and Record Storage. With a commitment to bring value to the workplace from the corporate office to the home office, Fellowes Brands introduces new ideas that evolve to meet the needs of an ever-changing world.

Considering sustainability, Fellowes is committed to building a better and more sustainable world around us, and we encourage all employees to participate in this venture. We follow ethical business practices and support charitable activities around the world through our GIVE program. This includes opportunities to contribute to a range of fund-raising activities as well as paid time off to volunteer with non-profit organizations that fit our program.

OUR BRANDS

The logo for Fellowes, featuring the word "Fellowes" in a bold, italicized, black sans-serif font.The logo for Bankers Box, featuring the words "BANKERS BOX" in a bold, black, sans-serif font inside a dark blue rounded rectangle. Below the rectangle, the tagline "ORGANISATION MADE EASY™" is written in a smaller, black, sans-serif font.The logo for Posturite, featuring a stylized green spine icon to the left of the word "POSTURITE" in a bold, green, sans-serif font. Below "POSTURITE" is the tagline "Because Health Matters" in a smaller, italicized, green, sans-serif font.The logo for Neoforma, featuring the word "NEO" in a bold, black, sans-serif font above the word "FORMA" in a bold, black, sans-serif font. A blue circle is positioned between the "O" in "NEO" and the "F" in "FORMA".

Global Presence



Energy & Greenhouse Gas Emissions

Through facility optimization and improvements to our production efficiency, Fellowes has reduced energy consumption and greenhouse gas emissions (GHG) from owned and partner facilities.

Specifically, we made strides toward more sustainable manufacturing processes by installing high efficiency lighting and energy saving electronics. These updates will pay dividends over years and are in line with our commitment to building a better and more sustainable world for all.



Solar array at Fellowes global headquarters, Itasca, Illinois, USA.

Energy-minded projects across the globe

All over the world, Fellowes is making an impact and driving forward our sustainability goals. Globally, you can find evidence of making energy-conscious choices in our facility upgrades, new construction, and carbon offsets.

ITASCA, ILLINOIS

Fellowes installed a solar array at its global headquarters in 2019 that produces over 1,100 MWh of electricity, annually.

CAMERANO, ITALY

In addition to the 420 panel solar array in operation at Fellowes Leonardi offering near self-sufficiency of energy use since 2011, in February 2022, installation was completed to add 42 LED lights to the warehouse, reducing energy usage by 37,500 kilowatts annually.

CHICAGO, ILLINOIS

Fellowes is revealing a WELL certified Design and Experience Center within a LEED certified building in Fulton Market, in 2023.

EUROPE

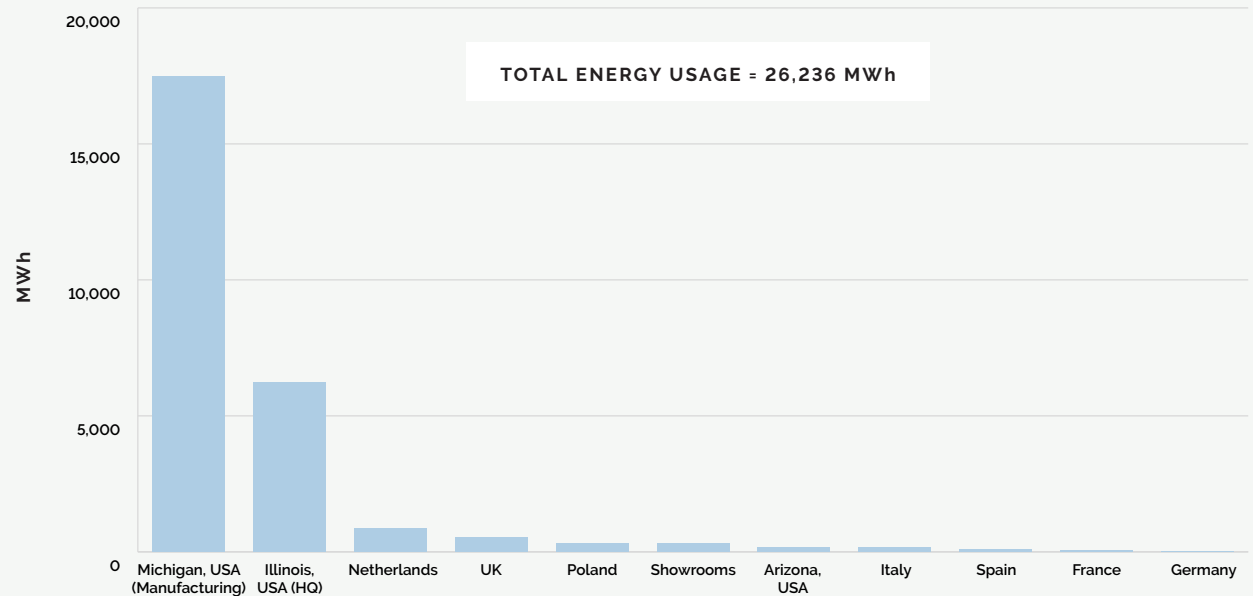
Since January 1, 2021, BANKERS BOX® has been planting 1,000 trees per week to help offset their carbon dioxide emissions.

[Track their progress and impact >](#)

Energy Usage

Optimizing and reducing our energy usage is one of the most impactful and quickest ways that we can reduce our carbon footprint. Through reviewing energy usage, we have identified improvement areas and will continue to take actions on areas that make big impact on our energy.

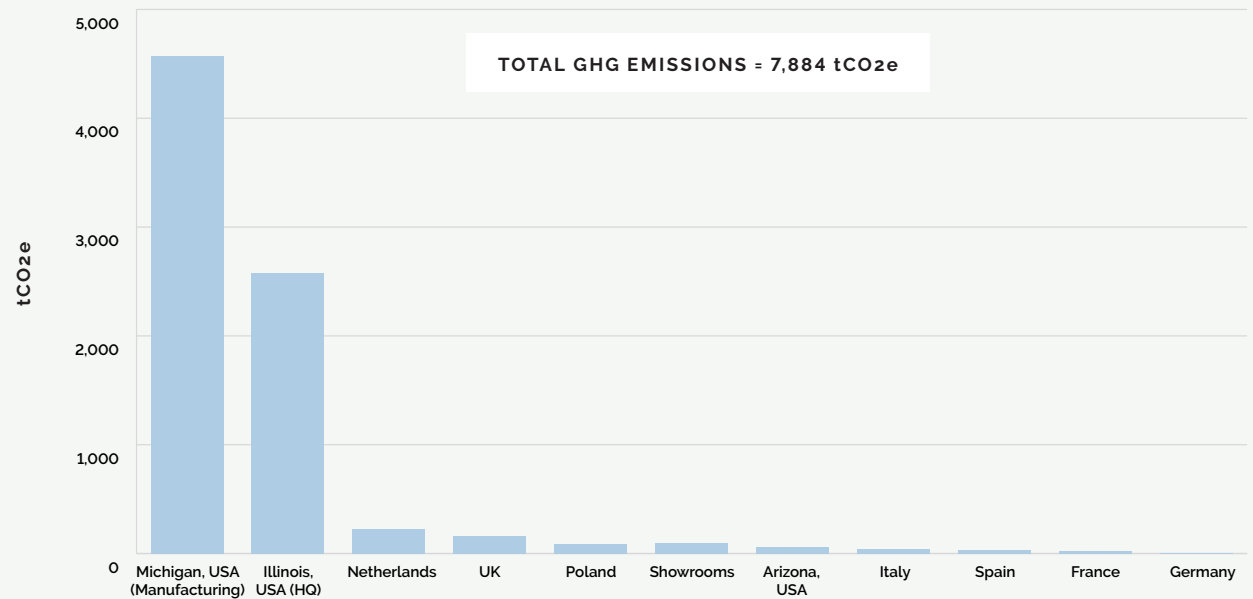
2022 Energy Usage*



GHG Emissions

By making conscious choices about our energy sources and the type and use of equipment, Fellowes is taking steps to reduce our GHG emissions and thus mitigate our contribution to climate change.

2022 GHG Emissions*



* The data presented in these charts represents a large portion of the Fellowes organizational boundary. Fellowes is in the process of collecting and calculating energy usage to represent its entire organizational boundary and is working to include this additional data in future reporting years.

Renewable Energy

At Fellowes, we continue to invest in and prioritize alternative methods of energy, including energy generation through solar panels. In 2022, Fellowes Brands also purchased 4100 MWh in Renewable Energy Certificates (RECs).

In December 2019, a solar array was installed at the Fellowes Global Headquarters in Itasca, Illinois. Year over year, this installation continues to help us reach our energy use goals by supplying renewable energy to power our offices. In 2022, the solar array provided nearly 20% of the total electricity usage at the Fellowes HQ.

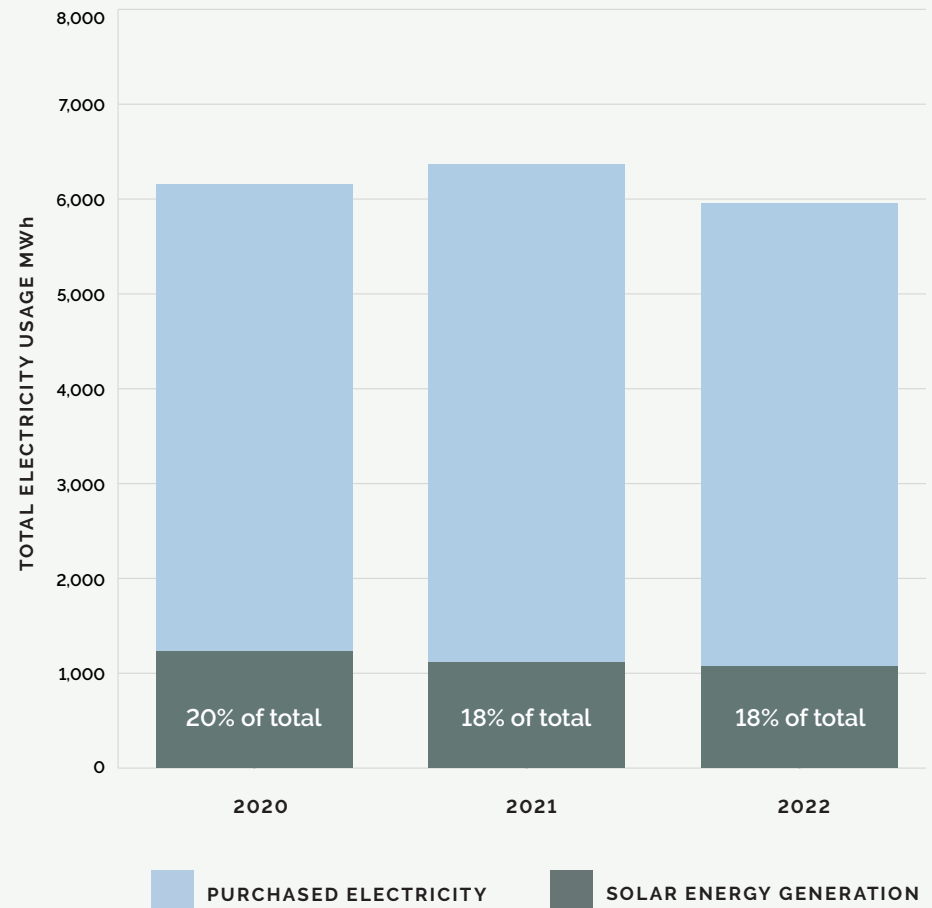
RENEWABLE ENERGY CERTIFICATES (RECS)

RECs are defined by the United States Environmental Protection Agency (EPA) as a market-based instrument that represents the property rights to the environmental, social, and other non-power attributes of renewable electricity generation.

MEGAWATT HOUR (MWh)

1 MWh = enough energy to power 750 homes simultaneously

Itasca HQ Energy Generation vs. Total Electricity Usage



Sustainable Packaging Design

In 2022, we updated and implemented our Sustainability Packaging Requirements, a set of guidelines that ensures our products are packaged with sustainability in mind. We are proactively thinking and innovating around packaging, asking questions and pushing the limits of design thinking.

Our new requirements include a list of banned materials — contents that cannot be recycled, are not made in a sustainable way, or have a negative impact on our environment through their production. In place of these items, we have established a list of acceptable materials that offer the same end benefit to our customer at a fraction of the impact to our environment.

In addition, our new framework also prohibits the presence of toxic substances like mercury, lead, cadmium, and hexavalent chromium in any part of the packaging. It also prohibits the use of mineral oils in both packaging and printing.

Our focus remains on developing creative and innovative packaging solutions that use 100% recyclable materials without the use of plastics, cable ties, or other single-use plastic packaging. In addition to the required changes in materials, our new standards eliminate the need for printed manuals, opting for a digital version available online. This new approach offers not only benefits to the environment, but also to our end users and our company.

Working Toward a Future of 100% Sustainable Packaging

2022

Introduced new Sustainability Packaging Requirements

2024

Eliminate all single-use packaging for European products

2028

Eliminate all single-use packaging for Fellowes Brands worldwide

BANNED MATERIALS

- Compostable/PLA and biodegradable plastics
- Oxy/Oxo degradable plastics
- Polystyrene
- Polyvinyl Chloride (PVC)
- Polyvinylidene Chloride (PVDC)
- Medium-density Fiberboard (MDF)
- Water soluble plastic
- Wax and siliconized paper
- Ridge black plastic
- Expanded / foam/ density modified plastics
- Paper/board laminated on both sides

ACCEPTABLE MATERIALS

- Glass
- Rigid Polyethylene Terephthalate (PET)
- Polyethylene (PE)
- Mono flexible films
- Polypropylene (PP)
- Steel
- Aluminum
- Corrugate
- Paper
- Non-siliconized glassine
- Paper/board with plastic; single side lamination < 10% by weight (including windows)



RISING™ PACKAGING

New monitor arm designed with 100% recyclable packaging

Design for Environment (DfE) Initiatives



As part of ongoing commitments to global environmental regulations, in 2022, Fellowes launched and integrated the Design for Environment (DfE) program into New Product Development processes.

As part of all products going forward, this program prioritizes two certifications:



IAQ is a certification of interior products ensuring low VOC emissions with the most transparent indoor air quality standard for furniture and building materials.



According to BIFMA, manufacturers achieving LEVEL® certification demonstrate that their products, manufacturing facilities and company policies have met stringent third-party sustainability requirements.

In addition to these required certifications, a variety of new products are targeting additional DfE initiatives such as:

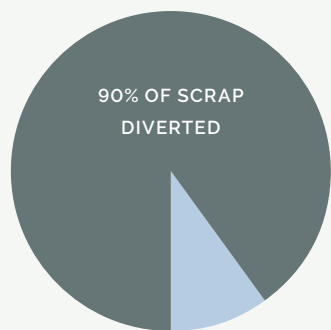
- 100% recyclable packaging
- Products designed for disassembly
- Products that are 100% recyclable

Waste Reduction

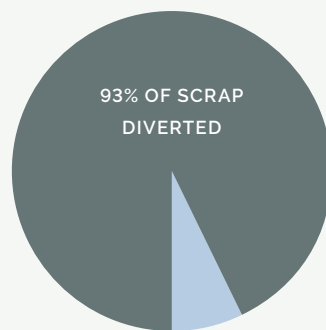
At Fellowes, we believe in being good stewards of our environment, and one of the key ways we do that is carefully managing the materials and waste generated by our operations.

In our headquarters in Itasca, IL, we continue to operate our material separation program. In this program, our team disassembles waste and organizes contents into material classifications for reuse or recycling purposes. The end result of these efforts is that over 90% of the contents from potential waste — about 3,000 pounds a month — is diverted from landfill. Fellowes also has implemented numerous recycling programs for employee waste across its office and manufacturing facilities allowing for materials like paper, plastic, glass, and metals to be managed in environmentally friendly ways.

Percent of Scrap Materials Diverted from Landfill



ITASCA, ILLINOIS, USA
Sales & Service Building



DONCASTER, UK
Office, Manufacturing & Warehouse



Transparency

CDP Reporting

Trendway, now Fellowes, voluntarily participates in CDP, a global project aimed at greater transparency around the GHG emissions of large corporations. Participants must analyze and self-report their carbon footprint with supporting documentation. Taking part maintains our awareness of where we are and where we want to go in our journey towards sustainability. It also adds to the sum of knowledge towards understanding the state of our global environment.

CDP is a not-for-profit charity that runs the global disclosure system for investors, companies, cities, states and regions to manage their environmental impacts.

[Learn more about CDP >](#)



Responsible Sourcing

Fellowes is committed to the highest standards for ethical business practices in our own facilities. With the execution and regular optimization of our Supplier Code of Conduct and supplier audits, we are actively holding our partner facilities to the same standards which meet or exceed all required laws. These processes help to ensure we are choosing supplier partners that are aligned with our values as a company.

Supplier Code of Conduct

The Supplier Code of Conduct is a written document signed by all supply chain partners and suppliers including prime factories, subcontractors, and supplier factories. It sets standards for employment practices including human rights, child labor, health and safety, responsible sourcing of minerals, supply chain transparency, environmental protection, and violation reporting.

Supplier Audits

Our new and improved supplier audit form is a series of rigorous documents and forms reviewing many aspects of a supplier's business practices, from manufacturing procedures to facility security, social accountability, and environmental sustainability. These audits allow us to get a closer look at the suppliers that participate in our supply chain and achieve a deeper level of transparency.



Crowning Moments

We are proud to be recognized for being good stewards of the earth, treating our people well, and abiding by local, regional, and global regulations.

Certifications

Awards

102

BIFMA COMPLIANT
PRODUCTS

62

BIFMA LEVEL 2
CERTIFIED PRODUCTS

2

SCS INDOOR ADVANTAGE
CERTIFIED PRODUCTS

123

SCS INDOOR ADVANTAGE
GOLD CERTIFIED
PRODUCTS



ISO

ISO 14001:2025
CERTIFIED
Fellowes Doncaster

FSC

(FOREST STEWARDSHIP
COUNCIL) CERTIFIED
All Bankers Box
corrugate products

76

FIRA INTERNATIONAL
CERTIFIED PRODUCTS

13

FIRA ERGONOMICS
EXCELLENCE AWARDED
PRODUCTS



Family-Owned for Four Generations



In 1917, Harry Fellowes set in motion a way of doing business that has become our cultural foundation at Fellowes to this very day. We are here to serve, through a humble and helpful spirit. We strive each day to pursue our values of family, innovation, quality and care. Into our fourth generation, our work is driven by a purpose to add value to those we serve.



Established in 2014, GIVE is a purpose-led program dedicated to supporting local and global partners who are addressing humanitarian's greatest social, education and health-based needs.



Formed in 2021, Earth is a renewed commitment to preserve, protect and renew our planet. Grounded in a conviction that we have great responsibility in caretaking our generation's imprint on this world, the Earth framework is integrated into our product development process, packaging design, organizational facilities and policies as well as our daily decision-making.

Fellowes[®]