

Knoll Supplier Guidelines

Knoll, Inc. (KNL) is a publicly traded US corporation, working with commercial, healthcare, education and government organizations worldwide as a designer, manufacturer and supplier of business and residential furnishings.

Our measure for success has always included the welfare of the people designing, building, selling, and purchasing our products. Conducting business honestly, ethically and in compliance with all applicable laws is vital element of our performance. Our customers, shareholders and the communities in which we do business expect and deserve it.

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We view our Knoll Office Suppliers (“Suppliers”) as our strategic partners. We expect from our Suppliers the same level of performance and compliance that we promise our customers, shareholders and communities.

These Guidelines are intended to communicate and share our approach with Knoll Office Suppliers.

Knoll’s Corporate Social Responsibility approach includes the following elements:

- + Pursuing a business model that adds value
- + Focusing on responsible and ethical business practices
- + Reporting transparently
- + Embracing relevant issues and being part of the solution
- + Contributing to communities through philanthropy and employee engagement

Communicating Our Expectations to Our Suppliers

We communicate our expectations to our Suppliers in four key areas:

1. **Fundamental Values:**
 - + Health & Safety
 - + Human Rights
 - + Working Environment
 - + Strategic Partners for the Environment & Community
2. Risk Management
3. Compliance
4. Disclosure

Fundamental Values

Health & Safety

It is our policy to provide a safe and healthy workplace. To that end, we strive to take necessary steps to foster a safe working environment and to prevent workplace accidents and injuries. We expect our Suppliers to do the same for their own employees by,

among other things, implementing appropriate safety protocols and providing appropriate protective equipment.

We also recognize that a safe and healthful workplace can only be accomplished by empowering all employees to take ownership for developing “world class” competencies in executing sound Health & Safety behaviors.

Human Rights

We expect our Suppliers to comply with all applicable laws, rules, and regulations regarding their employment practices. Further, it is our continuing policy to afford equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran’s status, and to comply with applicable laws and regulations.

Employees are expected to be treated fairly based on job performance and other business-related criteria. This encompasses all aspects of the employment relationship, including application and hiring, promotion and transfer, selection for training, compensation, working hours, disciplinary action, termination, retirement, and seniority.

We expect our Suppliers to develop policies and procedures which facilitate the anonymous reporting of complaints by their own employees and representatives and which prohibit any form of retaliation against those who make a good faith complaint.

Working Environment

Knoll expects that its relationships with Suppliers will be based on sound lawful, efficient, and fair practices. Accordingly, we require that our Suppliers certify that they do not utilize child, forced or prison labor or engage in human trafficking. (For more information on compliance with U.S. Forced and Child Labor laws see (<https://www.dol.gov/agencies/ilab>).

California Transparency in Supply Chain Act. The California Transparency in Supply Chain Act requires retailers and manufacturers that do business in California to publicly disclose their efforts to combat human trafficking and forced labor. Knoll’s standard terms and conditions require continued compliance with this Act and our Suppliers may be required to demonstrate compliance by, among other things, providing a breakdown of hours worked by age group.

Strategic Partners for the Environment & Community

Our environmental and sustainability standards inform our product development activities and shape our processes. We are committed to business practices designed to protect the biosphere, conserve natural resources, and reduce waste.

To that end, it is our policy to manufacture well-designed furniture, textiles and accessories in the most environmentally responsible way. The success of our policy is based on a holistic understanding of how people live, work and interact with the environment.



By design, we evaluate the environmental impact of our projects and take a proactive approach to environmental issues at our facilities and in our communities. As our strategic partner, we expect that our Suppliers meet or exceed the environmental requirements of these guidelines.

Knoll Environmental Policy Goals

We expect our Suppliers to:

- + **Sustainable Use of Natural Resources**
Protect and enhance the environment through the prevention of pollution and the preservation of natural resources
- + **Waste Reduction and Protection of the Biosphere** Eliminate or minimize a negative impact resulting from waste, emissions to air, land or water
- + **Risk Reduction**
Manage activities in a manner that meets or exceeds all applicable federal, state, provincial and local environmental regulations and requirements, sustainability practices and other requirements to which Knoll subscribes
- + **Measurable Continuous Improvement**
Establish and maintain leading environmental metrics, objectives, and targets
- + **Associate Engagement and Informing the Public**
Actively engage workers to drive Knoll's environmental values and raise awareness, encourage participation and train employees in environmental matters and develop the skills and abilities necessary to perform all tasks that support these guidelines

Knoll Conflict Mineral Sourcing Policy

Knoll has adopted a Conflict Mineral Sourcing Policy. As part of the policy, Knoll expects that our Suppliers will source Conflict Minerals only from "conflict free" regions and will develop policies and procedures that provide transparency as to the origin of "Conflict Minerals" and support our values.

Legal Wood Verification

Knoll has defined the criteria which shall be used to source compliant applicable wood products for Knoll manufacturing. All wood products must be sourced in compliance with the US Lacey Act and EPA's TSCA Title VI.

Risk Management

Knoll conducts periodic Risk Assessments of our Suppliers based on aggregate spending, product line, industry type, dependencies, location of supplier manufacturing or warehousing.

We expect our Suppliers to have a Risk Management process that will eliminate or mitigate exposure to risk affecting the servicing and manufacturing of Knoll products.

Type of Risks include but not exclusive to, climate change, brand, supply chain, distribution, security and operational risk.

Upon request, Knoll might require Suppliers to provide us with their Risk Response & Business Continuity Plan pertaining to the manufacturing and delivery of our products.

Compliance

We base our relationships with Suppliers on lawful, efficient, and fair practices. We want ethical Suppliers who comply with all applicable laws. We will not knowingly deal with Suppliers engaged in unethical or unlawful practices or who are not supplying quality products and services at competitive prices.

Federal, state and some international laws forbid offering, soliciting or accepting any bribe or kickback, or including the amount of any bribe or kickback in a contract with the federal government. A bribe or kickback means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided for the purpose of improperly obtaining or rewarding favorable treatment in connection with a government contract. Suppliers are expected to comply with the Foreign Corrupt Practices Act and all International laws relating to bribery and corruption.

As Knoll, Inc. is a U.S.-based publicly traded company, Suppliers must comply with all trade restrictions adopted by the U.S. Government, whether they apply to foreign countries, individuals or entities. Further, Suppliers may not directly or indirectly engage in any business which supports terrorist activity or conduct business with any "denied party" under any applicable law, rule or regulation.

We expect our Suppliers to comply and participate in any certifications, regulations and standards that Knoll and our customers require for any Knoll products, components and sub-assemblies.

Disclosure

Knoll Suppliers are chosen through a thorough vetting process. As part of this process, Suppliers are required to provide detailed information regarding employment and labor practices to ensure they are not only in compliance with applicable laws and regulations, but that they also conform to our ethical expectations as explained in this document and our Code of Ethics.

As part of our agreement with Suppliers, we reserve the right to visit Supplier manufacturing facilities or escort a customer to a Supplier to ensure the quality of product being provided as well as the Supplier's adherence to our ethical standards. As part of our agreement with Suppliers, we also reserve the right to audit a Supplier's facilities to ensure adherence to our standards and any requirements described in our contract, code of ethics and these supplier guidelines.

We require Suppliers to immediately report to the Knoll Management any violation of these principles or non-compliance, violation, or serious incident in the business activities of our Supplier. We expect our Supplier to provide the details of the incident, investigation, impact, and corrective action. If appropriate measures are not taken or full disclosure was not made, we may take actions such as suspending or terminating business with Knoll.