

Achieve Create Collaborate Organize

# ACCO Brands ESG 2023

Embracing Our Purpose For a Better Tomorrow





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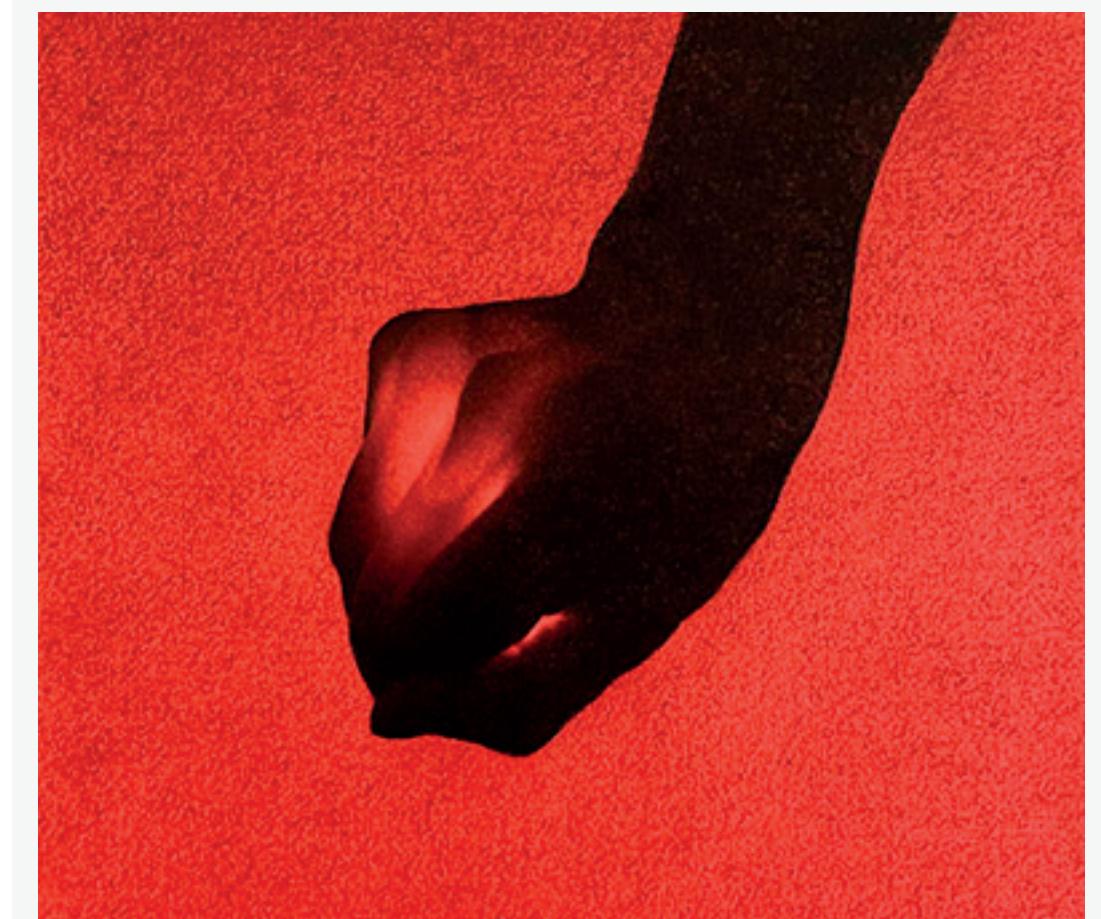
\* Notes pages with Derwent Art Prize Works

### \*We are proud to feature...

one of our most influential "play and create" brands, **Derwent**. Derwent pencils allow people to keep discovering and create art that delights and inspires the imagination.

The bi-annual Derwent Art Prize, created in 2012, is a global art competition and exhibition. This year over 6,000 artworks were entered by 2,324 artists from 77 countries. The event celebrates and rewards contemporary pencil art, where any pencil can be used including the use of colour, water-soluble, pastel, graphite and charcoal mediums.

With permission from the artists, we are pleased to feature some of the shortlisted artworks throughout this report. We are proud to include Derwent in the ACCO Brands family, as play and creativity help people do more, feel good, and inspire others.



Art by: Alexisse Enkonda, "Flashlight 2",  
Shortlister Derwent Art Prize 2024

## ABOUT ACCO BRANDS

From the humble beginnings of the paper clip, and the American Clip Company (ACCO®), we united Wilson Jones® three-ring binders and Swingline® staplers to revolutionize the way people store and organize information. Over time, we expanded our portfolio to include school supplies, office equipment, computer and video game accessories and more. We are in people's lives every day when they work, learn and play and we continue to innovate for a better tomorrow.

Our essential brands are sold in more than 100 countries, and we cater to the diverse needs in homes, offices, schools, and beyond. We are the Home of **Great Brands** Built by **Great People**.

- Our portfolio of well-recognized brands includes AT-A-Glance®, Five Star®, Kensington®, Leitz®, Mead®, PowerA®, Swingline® and many others.
- Our people represent a variety of skills and expertise areas, from creators and product designers to marketers, leaders in manufacturing, logistics, sales and more in locations across the globe.
- We value acting responsibly regarding Our People, Our Planet and Our Products.

Learn more about ACCO Brands Corporation (NYSE: ACCO) at [www.accobrands.com](http://www.accobrands.com).





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We are united by a Purpose: We enable our consumers, employees and shareholders to Achieve, Create, Collaborate, Organize (through) Essential Brands, Innovative Products, Smart Investments and a Winning Team.

## **ACHIEVE:**

We offer an array of products, from Mead® notebooks and Five Star® study app to Kensington® docking stations and keyboards designed to reduce wrist strain, and Leitz® lap top risers that assist you in accomplishing your objectives.

## **CREATE:**

Our Derwent® art materials, Tilibra® stationery, Rapid® glue or nail guns and Xyron® craft supplies inspire you to unleash your creative genius and design your next home project.

## **COLLABORATE:**

We design, manufacture and market items like our Quartet® glass boards line and PowerA® gaming controllers, that foster collaboration among colleagues and friends.

## **ORGANIZE:**

Our AT-A-GLANCE® dated planners remind you what is important and help you stay organized, along with Esselte® storage boxes and Rexel® shredders, enabling you to feel good, clutter free, and do more of what you love.

Whatever ACCO Brands product you choose to use, when you achieve, create, collaborate and organize you feel good, move forward and do more of what you want; together, we create a better tomorrow.

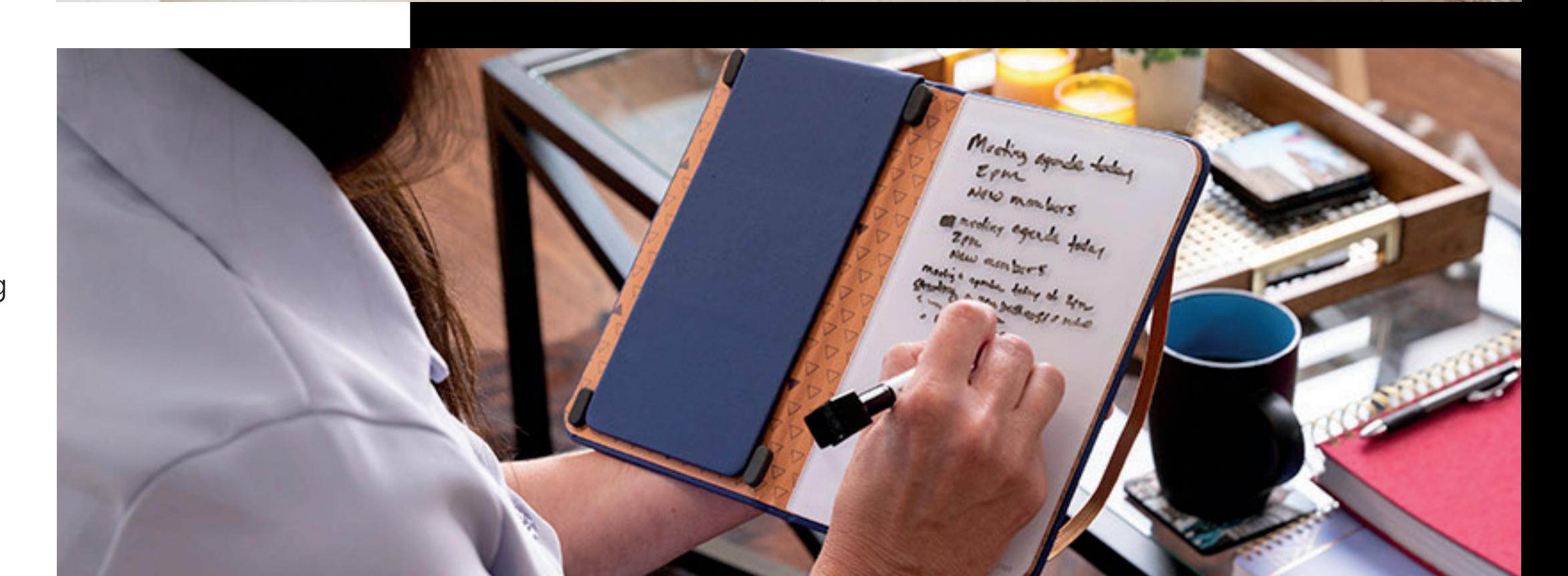




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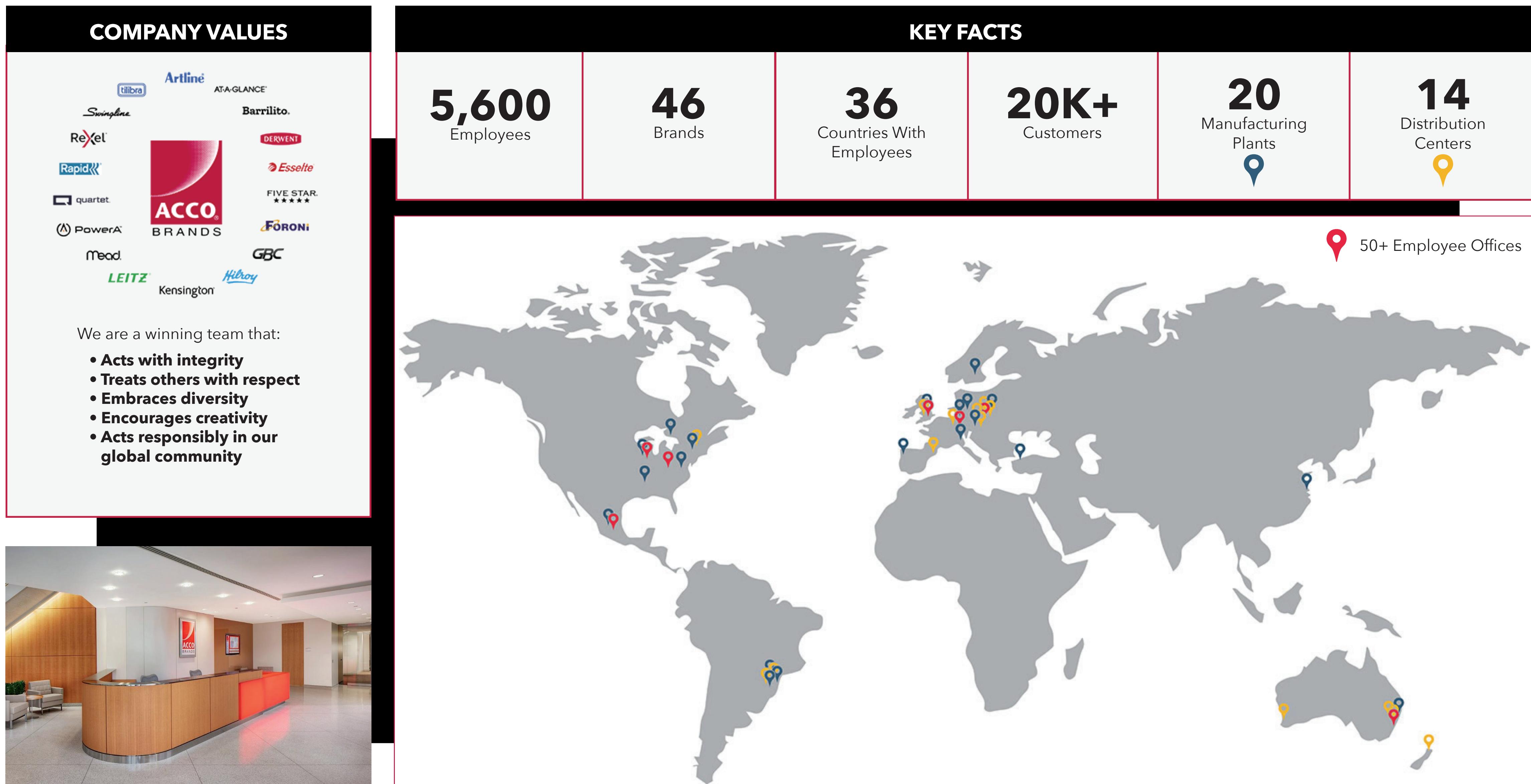




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## OUR BRANDS

### TECH ACCESSORIES

Video Gaming and Computer Accessories



Kensington®

### LEARNING & CREATIVE

Note-taking, Boards, Art Products and Writing



FIVE STAR.  
★★★★★



**Artline®**

### EQUIPMENT

Stapling, Laminating, Tools, Shredding and Wellness



*Swingline*

### ORGANIZATION & STORAGE

Filing and Organization, Storage and Calendars



AT-A-GLANCE®

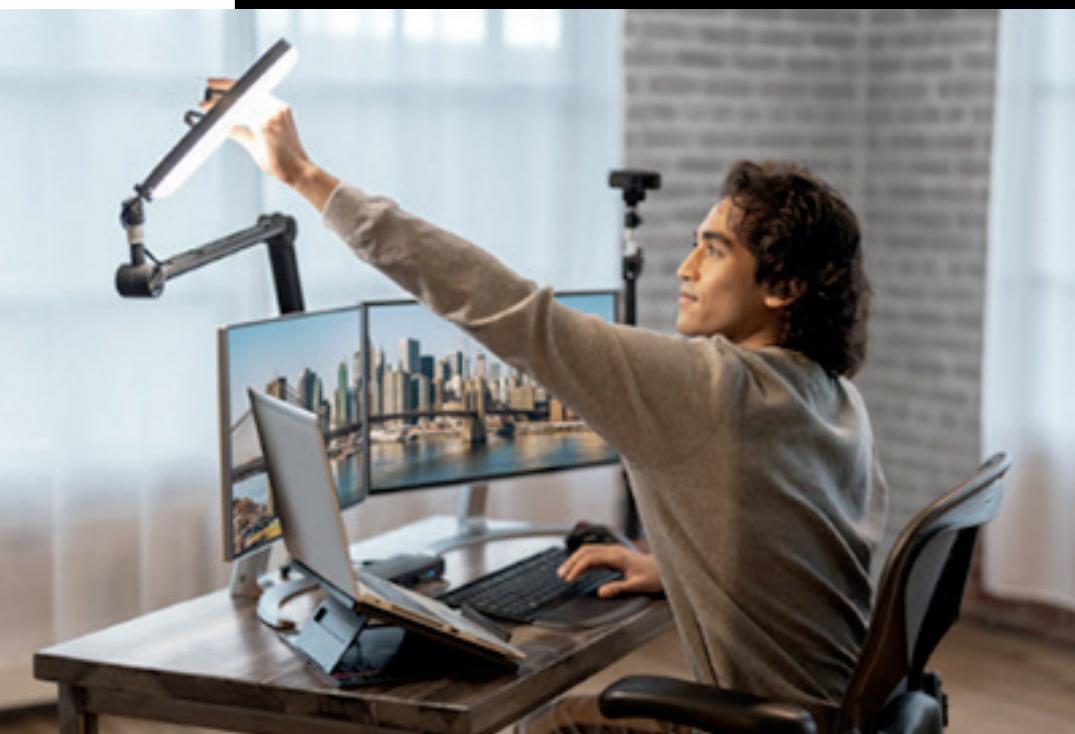




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## MESSAGE FROM OUR PRESIDENT AND CHIEF EXECUTIVE OFFICER



Welcome to ACCO Brand's 2023 ESG Report. In 2022, as President and Chief Operating Officer, I led our ESG efforts to ensure full integration into our operations. Now, as President and Chief Executive Officer, a role I officially stepped into in October of 2023, I remain passionate about delivering on our ESG goals.

"Positioning ACCO Brands for a Better Tomorrow" encapsulates the actions we have taken to strengthen the organization, improve financial performance, build a sustainable future and create value for our stakeholders. In 2023, we introduced initiatives to streamline the organization, consolidate our supply chain, reduce our global footprint and place greater emphasis on bringing innovative new product solutions to market, that help our consumers and end-users Work, Learn, and Play.

In 2023, we also made significant strides toward achieving our three primary 2025 ESG goals among other accomplishments.

- People:** Female representation increased to 33% across our global workforce at the Director-level and-above, reflecting our commitment to increasing diversity in key leadership positions.
- Planet:** We exceeded our 2025 goal of increasing the energy efficiency at our facilities by 10%, reaching almost 17%<sup>1</sup> in 2023, as we benefit from ongoing and new energy reduction projects.

- Products:** We realized an almost 11%<sup>2</sup> increase in certified third-party environmental and social sustainability standards, above our targeted 10% 2025 goal.

Additionally, we identified ways to minimize our environmental impact and reduced scope 1 and scope 2 greenhouse gas (GHG) emissions by 25% in 2023, from 2022 levels.

Importantly, we are committed to supporting our global workforce as we promote leadership through various training programs, their well-being at work both at home and the office and a relentless focus on the safety of our employees. This focus was recognized in 2023 with multiple awards, including being named one of "America's Safest Companies".

As we look to the future, we are excited about the opportunities ahead and are confident in our ability to deliver innovative, new product solutions to our customers and consumers, as well as value to our stakeholders. I also recognize our employees for their continued focus and support of our strategy. We look forward to sharing our continued journey and what we are building at ACCO Brands with you in the coming year.

**Sincerely,**

**Tom Tedford**

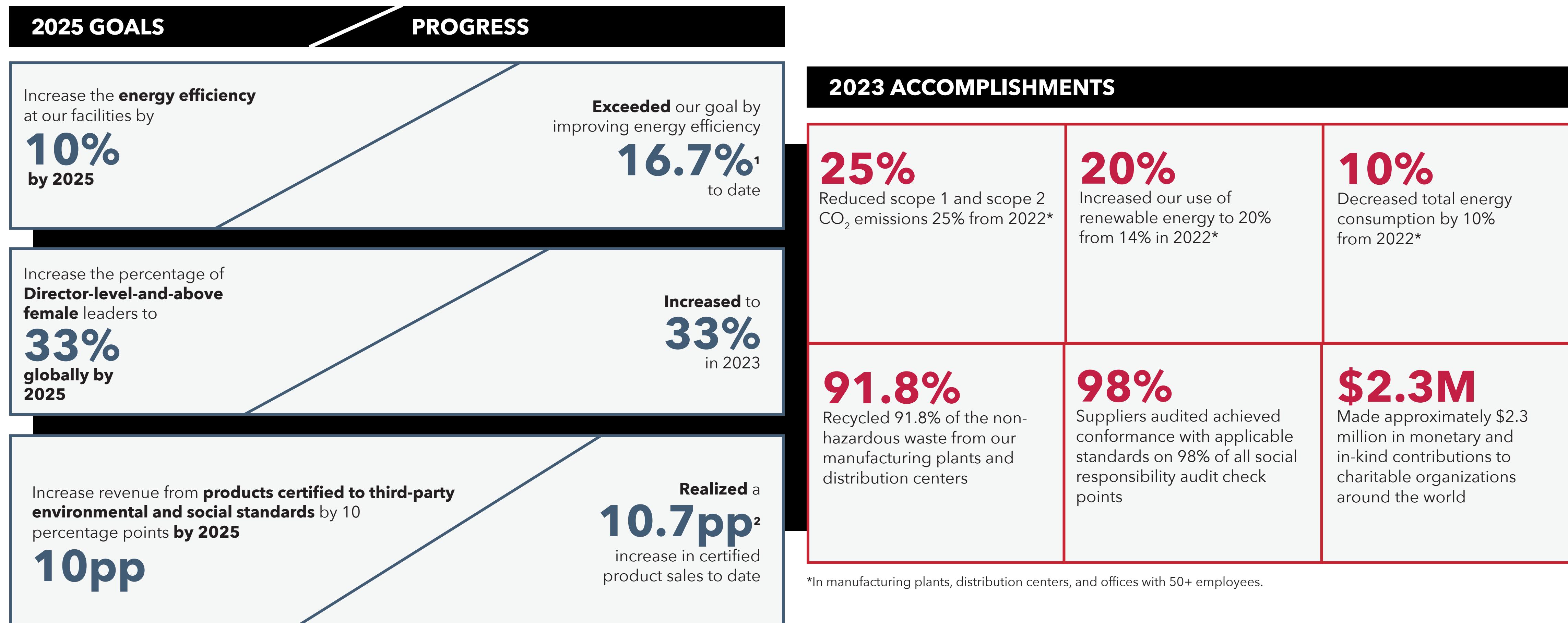
President and Chief Operating Officer

1: See page 24 for details regarding how we calculate our improvement in energy efficiency.

2: See page 29 for details regarding how we calculate our improvement in products certified to environmental and social sustainability standards.



## ESG GOALS AND 2023 ACHIEVEMENTS



1: See page 24 for details regarding how we calculate our improvement in energy efficiency.

2: See page 29 for details regarding how we calculate our improvement in products certified to environmental and social sustainability standards.



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## 2023 AWARDS AND RECOGNITIONS

We work to fulfill our purpose, mission and vision in a way that aligns with our values. While we don't do it for the awards, we are proud that our work is recognized by third parties for levels of excellence. Here are some that we received in 2023:

### KENSINGTON



TB450 and TB550 Pro Fit® Ergo Trackballs

MK7500F QuietType™ Pro Silent Wireless Mechanical Keyboard

H3000 Professional Bluetooth® Headset



### Microsoft Product of the Year Award

BlackBelt™ Rugged Case with Integrated Smart Card Reader (CAC) &amp; HDMI for Surface™ Pro 9 &amp; 10

### QUARTET



### Vertical InvisiaMount 2023 Awards Nominations

NFMT / FacilitiesNet  
Interior Furnishings & Material

### North American Office Products Awards Shortlist

Best Product - Furniture & Design  
Best Product - Core Business Product  
People's Choice Award

### REGIONAL

#### Online Team at ACCO Brands EMEA -

Best Content Experience at Optimizely's 2023 UKI Customer Awards

#### ACCO Brands Australia: Wins 2023 Gold

Partner of the Year for Sales Engagement, Operational Excellence, Social/Sustainable awareness-and Innovation



### SAFETY & ENVIRONMENTAL

- ACCO BRANDS EMEA was awarded the Bronze Medal certification by EcoVadis, the world's largest and most trusted provider of business sustainability ratings



- RoSPA recognized ACCO Brands EMEA with the coveted Patron's Award for 27 consecutive Gold Medals



- EHS Today, the Environmental Safety & Health magazine, named ACCO Brands to its list of the 2023 America's Safest Companies for the third time



- The National Safety Council recognized multiple ACCO Brands' sites in the Americas in 2024 based on 2023 statistics.



### TILIBRA

#### Fernando Pini Award 2023

Diaries and Notebooks

#### Paulista Award for Graphic Excellence Luiz Metzler

Self-adhesive Labels and Tags with special effects and Promotional Notebooks and Diaries

#### Regional Award for Graphic Excellence VINÍCIUS VIOOTTO COUBE

Diaries, General Stationery and School and Promotional Notebooks

#### Theobaldo De Nigris

Printed Diaries and Notebooks

## OUR ESG STRATEGY

### DEDICATED TO ESG STEWARDSHIP

At ACCO Brands, we are committed to deliver sustainable, long-term value to our investors, consumers and customers. We also support our employees and respective communities globally through our environmental, social and governance (ESG) stewardship. This commitment is firmly anchored in our corporate values (see page 3) which have been an integral part of our culture for more than 100 years.

Art by: Bethany Harris, "Low Branches",  
Second Prize Winner for Young Artist award.  
Derwent Art Prize 2024.





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## FOCUSED ON OUR OBJECTIVES

The foundation of our approach to ESG is built around three objectives that affect People, Planet and Products.



### ENABLE EXCEPTIONAL ORGANIZATIONAL PERFORMANCE



#### PEOPLE

Culture and Employee Experience  
Building Organizational Capability  
Diversity & Inclusion  
Employee Health & Safety  
Labor Management  
Community Engagement

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

### REDUCE ENVIRONMENTAL IMPACT OF OPERATIONS



#### PLANET

Environmental Policy and Management Systems  
Climate Change & Energy Use  
Waste Management  
Water Use

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

### DELIVER INNOVATIVE, SAFE AND SUSTAINABLE PRODUCTS



#### PRODUCTS

Supply Chain Management  
Raw Material Sourcing  
Product Certification  
Product Safety, Quality, Testing & Development  
Product Packaging

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

## **GOVERNANCE, MANAGEMENT AND OVERSIGHT**

**ETHICAL, ACTIVE GOVERNANCE  
IS ESSENTIAL TO ALL THAT WE DO.**

It is the framework on which we create the policies that support, guide and protect all stakeholders.





## ACCO BRANDS BOARD OF DIRECTORS

**NOMINATING,  
GOVERNANCE AND  
SUSTAINABILITY  
COMMITTEE**

**COMPENSATION  
AND HUMAN CAPITAL  
COMMITTEE**

**EXECUTIVE LEADERSHIP**

## ESG GOVERNANCE

Oversight responsibility for ACCO Brands' ESG efforts starts with leadership from the Board of Directors. Together, the Nominating, Governance and Sustainability Committee and the Compensation and Human Capital Committee provide leadership for the Company's environmental, social and governance strategies, goals, activities and risks.

- In addition to the annual ESG reporting, the Nominating, Governance and Sustainability Committee oversees the Company's corporate governance policies and practices, including our Code of Conduct and corporate compliance programs and training. The General Council regularly updates the committee on all relevant programs and initiatives. The full Board is updated annually.
- Our Compensation and Human Capital Committee oversees the Company's diversity and inclusion strategies as well as overall Company culture and employee health and safety. The Chief People Officer regularly updates the Committee on the status of the Company's diversity and inclusion and culture initiatives. The full Board gets an annual update.

Our executive management team, and other key leaders throughout the company, are accountable for reaching our goals. In 2019, the Company publicly announced its intention to achieve three ESG goals by 2025 (as seen on page 6).

- 1) Improving the energy efficiency of our facilities
- 2) Increasing the percentage of female leaders globally, and
- 3) Raising the percentage of our revenue generated from products which are certified to third-party environmental and social standards.

Management sends the full Board a quarterly scorecard tracking the Company's progress against these goals as well as an overall update on ESG at least annually.

### COMMITTED TO BUSINESS ETHICS

Our business ethics are the foundation for our ESG strategy, driving our decisions, actions and reporting. At its core, ESG is about ensuring the business acts with integrity and takes responsibility for actions. We will always hold ourselves to the highest ethical standards so that the decisions we make are ethical and lawful and respect the dignity of others.



## CODE OF CONDUCT

Our [Code of Conduct](#) is an essential guide to the way we conduct business. This collection of policies, practices and procedures promotes ethical, lawful and transparent behavior in all aspects of business. 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. The Code requires that the conduct of everyone associated with ACCO Brands – employees, officers, directors and third-party agents, including our suppliers and other partners, – is ethical, lawful and respects the human rights and dignity of others.

To ensure that all employees understand and comply with our Code of Conduct, Anti-Corruption and Anti-Bribery Policy, as well as other important policies, we conduct company-required training on a regular basis. In 2023, 100% of our salaried employees completed online training; 94% of our hourly employees completed facilitator-led sessions at our facilities.

We also encourage employees, officers and directors to actively engage 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, or the Legal and Compliance department. In addition, we have a telephone-and internet-based reporting system [ACCOethics.com](#) that can be accessed on a 24-hour basis and offers an option to share concerns anonymously, where permitted by law. The Company prohibits retaliation against employees for reports made in good faith.

## ENTERPRISE RISK MANAGEMENT PROGRAM (ERM)

Our Board of Directors oversees the Enterprise Risk Management Program (ERM) and works primarily through our Board Committee structure, reflected in the chart below.

Our Management Team takes the lead for enterprise and day-to-day risks associated with running the business. This includes the following: strategic, operational, financial, legal, regulatory, cybersecurity and technology, environmental, social, governance, geopolitical, reputational and emerging risks.

Management updates the Board at least annually, following our established ERM Program and procedures. This process is designed to identify, evaluate, monitor, manage and mitigate major internal and external risks. It also appropriately aligns risk-taking with our efforts to increase stockholder value.

Written presentations regarding high-priority risks are posted to the full Board, and the Board Committees regularly provide updates to the Board with respect to the risk areas for which they are responsible. In addition, Management maintains an enterprise risk dashboard that is refreshed quarterly and distributed to the Board.

### ENTERPRISE RISK OVERSIGHT RESPONSIBILITIES

#### Audit Committee

- Reporting and Financial Controls–Including financial risks associated with the preparation of the Company's financial statements and financial compliance activities (including business process controls and information technology controls and disclosure controls and procedures). Oversees the Company's VicePresident of Internal Audit regarding internal audit engagements and findings
- Cybersecurity, Information System Security and Data Integrity
- Disaster Recovery and Preparedness, and Business Continuity
- Litigation and Claims–Receives regular updates from the Company's General Counsel regarding litigation, claims and regulatory matters

#### Compensation and Human Capital Committee

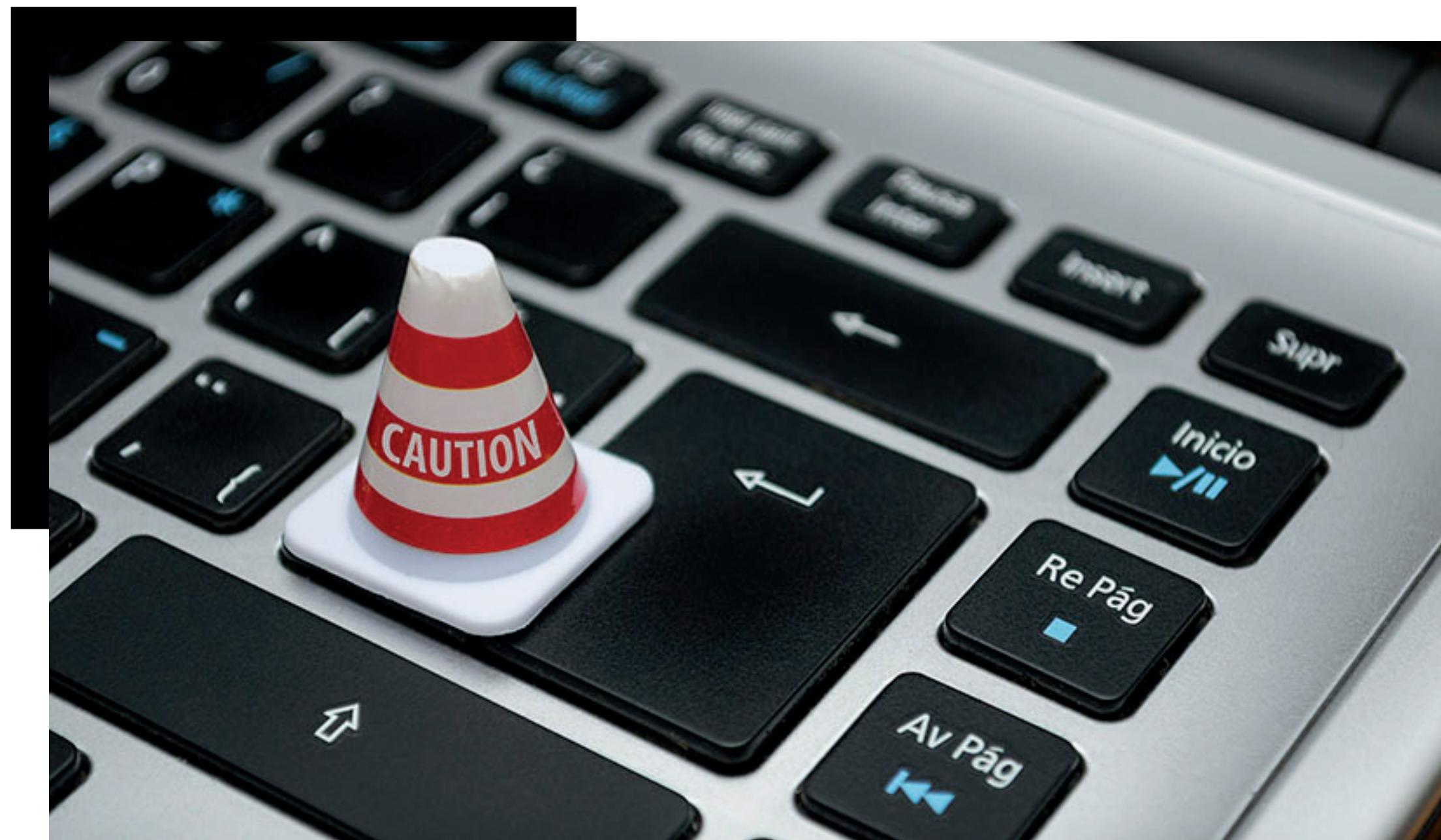
- Executive Compensation–Including ensuring that the structure of our executive compensation programs provides incentives that appropriately reward executives for executing corporate strategy and growing stockholder value and does not encourage excessive risk taking
- Acquisition and Maintenance of Human Capital–Including risks related to the Company's succession planning and management development programs
- Social–Oversees risks related to the Company's social sustainability activities (the "S" in ESG), e.g., pay equity, diversity and inclusion, employee engagement and employee safety, and monitors progress towards the achievement of goals

#### Nominating, Governance and Sustainability Committee

- Environmental, Social and Governance ("ESG")–Together with the Compensation and Human Capital Committee, oversees the Company's environmental, social and governance risks, including the climate-related risks
- Legal, Regulatory and Compliance

#### Finance Planning and Committee

- Capital Structure and Financing–Oversees financial risks with respect to the Company's capital structure, investments, use of derivatives and hedging instruments, currency exposure, retirement plans, financial resiliency, and other business and financing plans and policies
- Macroeconomic Conditions
- Manufacturing and Supply Chain risks, including financial and geopolitical risks



## DATA PRIVACY

ACCO Brands is committed to protecting the data of its employees, customers and consumers, as well as ensuring that it handles that data in a fair and transparent manner. As part of that commitment, we ensure that individuals are aware of how we process personal data and the rights they have regarding their data.

In 2023, we refined our privacy program to keep ahead of new laws in the United States, Switzerland, and other regions. We also continued to incorporate privacy as a topic in our Code of Conduct awareness training. In 2023, 100% of employees with an email address completed privacy training.

With data protection laws across the globe continuing to evolve, we believe that guarding and using personal data appropriately is crucial to protecting our brands and maintaining stakeholders' confidence in our business.

The company is a corporate member of the International Association of Privacy Professionals (IAPP), the world's largest and most comprehensive global information privacy community.

## CYBERSECURITY

We are committed to cybersecurity to both safeguard and protect the confidentiality, integrity and availability of our data. Our cybersecurity risk management is included within our overall enterprise risk management program, found on the previous page of this report.

The Audit Committee oversees cybersecurity risks. The Company's Senior Vice President/Chief Information Officer and Vice President of Global Cybersecurity update the Audit Committee and other management team members on a regular basis.

We have implemented a risk-based cybersecurity program to identify, assess, prioritize and manage risks from cybersecurity threats. This includes the following:

- 1. Technical Safeguards** are in place, from firewalls and intrusion prevention, endpoint detection and response systems to regular monitoring and access controls.
- 2. Security Policy and Requirements** detail the overall risk-based framework and governance for the management and security of our information technology assets.
- 3. Cybersecurity Roadmap and Risk Assessment** provides a framework for prioritizing, managing and auditing our ongoing cybersecurity program. Periodic risk assessments are based on the National Institute of Standards and Technology ("NIST") cybersecurity framework.
- 4. Incident Response and Recovery Planning** specifies the process to identify, classify, document and respond to cybersecurity incidents. This includes escalation protocols to ensure executive leadership involvement and public disclosure reporting if needed.
- 5. Third-Party Risk Management** is a risk-based approach to identify and oversee cybersecurity risks presented by third parties – vendors and service providers, as well as the systems of third parties.
- 6. Monitoring, Testing and Auditing** are done on a regular basis to detect threats within our environment and to measure the effectiveness of our cybersecurity program. As appropriate, the Company engages external parties, including consultants, legal counsel and audit firms to enhance its cybersecurity oversight and assist with incident response.

We also conduct regular, mandatory cybersecurity training for current employees; in 2023, 95% of employees with an email address completed this training. New hires are required to take cybersecurity training. Management also regularly conducts "phishing" exercises to test the effectiveness of our training programs.

# HOME OF **GREAT BRANDS** BUILT BY **GREAT PEOPLE**



## OUR 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 growth and success for a better tomorrow.





## CULTURE AND EMPLOYEE EXPERIENCE

As we continue to progress towards an innovative, inclusive, growth-mindset culture, we are focused on adapting to the new ways consumers work, learn, and play – leading to business growth. To ensure our colleagues are ready, willing, and able to step up to meet the business challenges, we are intentional about creating an environment and experiences that drive engagement and foster and sustain a sense of belonging.

### ALIGNED TOTAL REWARDS

Attracting and retaining top employees in this highly competitive global talent landscape requires more than competitive market compensation. Although we perform robust external benchmarking to ensure our wages, benefits, incentives and other compensation elements are competitive in each individual geographic area, we intentionally structure our offerings to align individual, business and key stakeholder interests. Specifically, we pay for performance, not effort. We link our incentive awards to achieving targeted short- and long-term business outcomes. Individual objectives are developed with a clear line of sight to company goals, making it easy for high achievers to focus on the behaviors and actions that bring personal rewards and deliver stakeholder value.

We also offer programs that support our employees and their families at the various stages of their lives and provide the needed time off so our employees can rest, recharge and focus on their priorities outside of work. In most regions, we offer a wide variety of company-subsidized and voluntary benefit programs, including vacation benefits; medical plans with prescription drug, dental, vision and critical care coverage; life insurance; parental leave; disability insurance; education reimbursement opportunities; and legal planning. In the U.S., we also offer a competitive 6% 401(k) match, adoption benefits and long-term care insurance for employees and their partners.

Notably, we recognize that the work environment matters. Like many companies, ACCO Brands has implemented hybrid working solutions

to provide work-from-home flexibility. Our global management teams have become adept at balancing the organization's need for in-person collaboration time with employees' desire for remote working time to navigate personal obligations. In 2023, we continued to refine our Hybrid Options for Working, with approximately 70% of our global office employees working from home at least a couple of days a week.

### WELL-BEING AROUND THE GLOBE

In many of the countries in which we operate, we offer robust Employee Assistance Program (EAP) counseling and extensive online resources to support mental health and well-being of our employees.

Examples of intentional support:

- United States: Digital engagement platform to encourage healthy habits, with the added potential to reduce healthcare premiums
- United Kingdom: Onsite biometric screenings to monitor health and resilience questionnaires to identify opportunities through EAP for counseling and support
- Greater China: Botanical Garden visits for fresh air and relaxation
- Brazil: Assess workstation design and equipment layout and train employees on ergonomic principles to promote safe, healthy work habits



## HIGHLIGHT

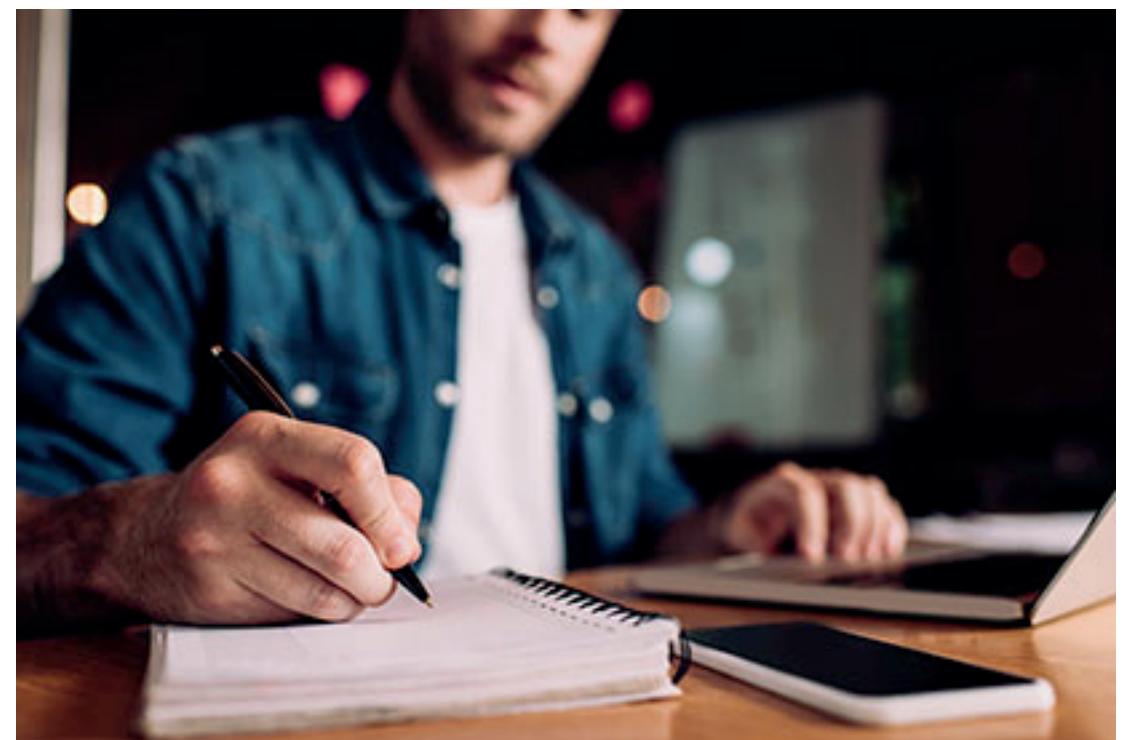
### ACCO Brands Europe Embraces Feeling Good at Work

With focus and intention, the team in Central Europe, has further emphasized the importance of a "change and growth" mindset, and the need to make the work environment even more inspiring and motivational.

Ard-Jen Spijkervet, Vice President - Central Europe explained: "Demands on employees have steadily changed over time, and we are aware that these changes also affect personal well-being." This keen insight launched the starting point for the implementation of the "Feel Good @work and beyond" concept at all locations in Central Europe in 2023 to improve work-life balance and promote well-being amidst extraordinarily challenging times.

Employees responded positively to a number of key initiatives, including externally moderated off-site workshops; redesigned co-working spaces in various office buildings to provide both appreciation and an inspiring atmosphere; and informal community outings to foster a relaxed atmosphere to inspire cross-functional communication.

This initiative goes hand-in-hand with the ultimate mission for ACCO Brands EMEA to be known to our customers and resellers as the company that is understood for "Feel Good @ work, @home, @school, @..." and Beyond.



## BUILDING ORGANIZATIONAL CAPABILITY

At ACCO Brands we invest in our employees by providing relevant learning and development opportunities specifically designed to build capabilities required for meeting our ever-changing business needs.

In 2023, learning events ranged from sessions focused on creating strong, functional teams that facilitate better working relationships, collaboration and outcomes to meetings and workshops that teach our employees to proactively manage change. We also provide programs through a variety of ever-expanding sources to build technical expertise and organizational capabilities.

We believe one of the best ways to build new capabilities is through new experiences. We continue to expand our talent and succession planning activities beyond the most senior leadership roles. By taking full advantage of our global human capital management platform launched in 2022, we have been able to provide talent ratings for 34% of our employees in office-based roles, resulting in roles and experiences needed to grow - a mindset shift away from solely seeking promotional opportunities.

### PREPARING 'PEOPLE LEADERS'

Our aim is to have effective leaders at all levels. To that end, we encourage employees to assess their own ability to lead, recognize their strengths and identify opportunities for growth in their leadership journey. Our people leaders are becoming adept at prioritizing leading by example, coaching and developing members of their teams, and supporting and motivating their colleagues in perfect sync with delivering focused business outcomes.

In 2023 we continued delivering our flagship training programs virtually to provide expanded access to our global employee population. Our two "Raising the Bar on People Leadership" programs include:

- **Leadership Academy**—People management training for Directors (70% of directors have attended)
- **Leadership Basecamp**—People management training for Managers (34% of managers have attended)



*"When it comes to your career," said Hereford, "you get to control the levels of your success - building on what you are good at and taking opportunities to learn more on the job."*

### HIGHLIGHT

#### Career Paths: Lateral Moves Lead to Growth

Pamlia Hereford's career path shows that lateral assignments and developmental experiences can lead to personal growth and career advancement.

Pamlia started in customer service, and eventually raised her hand to be a part of a major enterprise software installation as a business process analyst before she set her sights on working in Human Resources (HR). Without a traditional HR background, she took a chance on an entry level recruiting role at the local manufacturing location, betting that her project experience would provide a strong set of transferable skills.

Her willingness to adopt innovative approaches to attract local top talent caught the attention of the global head of talent management. Hereford's creativity and growth mindset helped her be seen as a potential candidate for a number of key enterprise-level roles.

Pamlia's mentors encouraged her to apply when a global Talent and Culture Specialist role posted. She emerged as the top candidate and leaned into this lateral position with enthusiasm, taking on projects to build new technical skills in HR and volunteering with the Women's Network to hone her leadership and influence skills. Hereford truly established herself as someone willing to adapt, learn, contribute, and grow. When a restructure in the global talent organization unveiled a new senior analyst position, Hereford emerged as the natural internal successor for this promotional position.

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## DIVERSITY & INCLUSION (D&I)

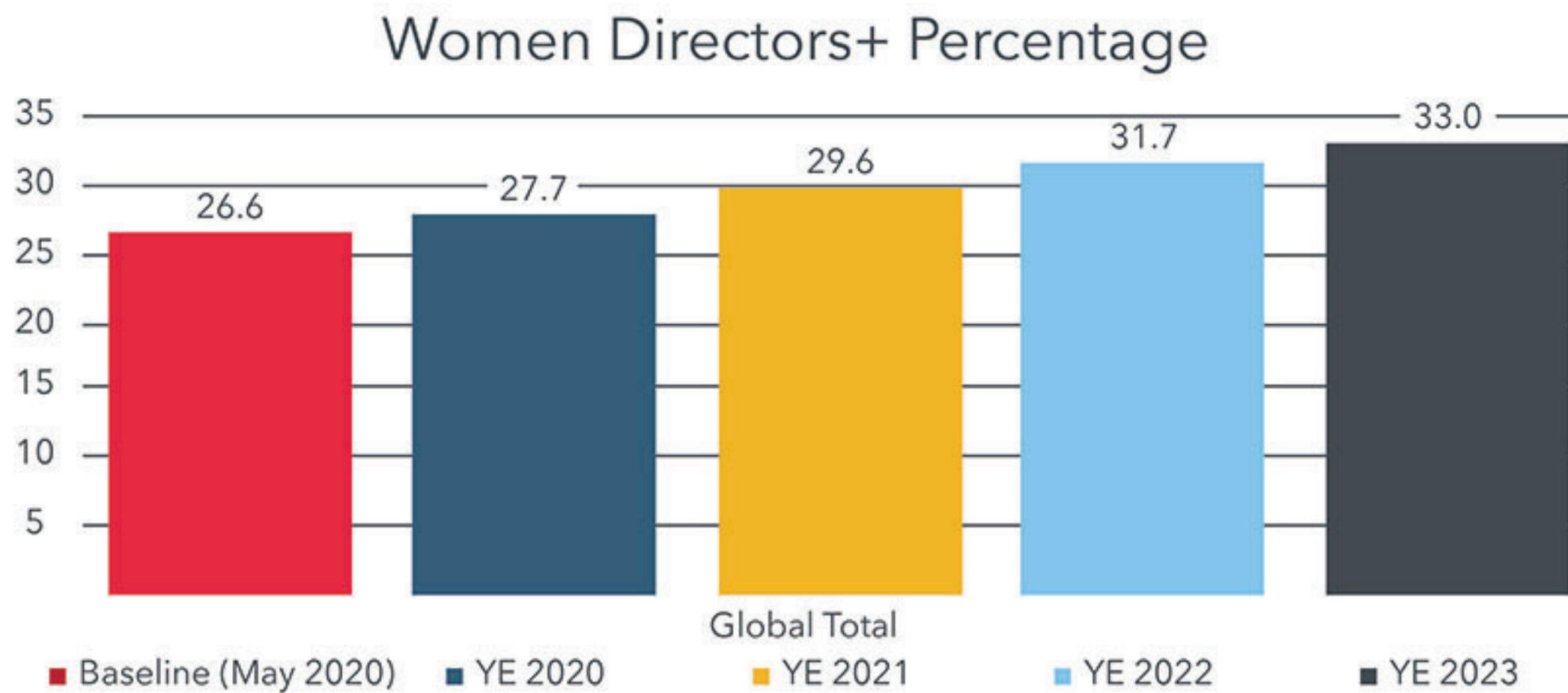
At ACCO Brands, our core values include respecting the individual and embracing diversity. When we are intentional about reflecting the diversity of the communities where we live and work and the consumers who use our products, we ensure we have full access to the talent pool in a highly competitive environment.

We also believe that diversity, in all its forms, leads to more ideas and improved innovation, which is particularly important as a multinational company focused on impacting the daily lives of increasingly diverse consumers around the globe, no matter where they work, how they learn, or when they play.

One of our transformational 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, however the importance of ensuring that this balance is reflected at all levels of leadership. In 2020, we set a bold goal to increase the percentage of Director-level-and-above female leaders globally to 33% by 2025, from a 2019 baseline of 27%.

We continue to make positive strides each year, and in fact met our goal of 33% at the end of 2023!

Due to the organizational changes expected in 2024, we expect a level of variation towards goal achievement. We will monitor progress throughout the year before we set new goals.



## HIGHLIGHT

### Employee Network Supports Professional Growth

In March of 2023, timed with International Women's Day, the company expanded the women's employee network, ACCO Women Partnering for Success (AWPS) to have global reach, creating leadership opportunities for all office-based women. The mission of AWPS, including more than 220 active female leaders across the globe, is to enable women to engage, recharge and grow.

Today, the AWPS network is led by 19 Steering Committee members focused on communities and local chapters in 23 different countries. AWPS is women led, but events are not women exclusive. In Singapore, for example, men are champions and allies during events and D&I awareness training.

More than 1,200 men and women participated in over 35 programs and activities. These events emphasize personal and professional growth through self-empowerment skills, work-life balance strategies, and building camaraderie through giving back to local communities.





## EMPLOYEE HEALTH & SAFETY

We believe in environmental, health and safety excellence at ACCO Brands. As part of our responsibilities to ourselves, one another, our customers and our community, we work daily to maintain the highest level of safety for all our employees.

### A COMMITMENT TO EMPLOYEE HEALTH AND SAFETY

Each of our locations strive to achieve:

- Zero occupational injury/illnesses
- Zero notices of violations/complaint letters
- Full compliance with local regulations and guidelines
- An environment where all employees feel safe

To this end, each location designates a qualified individual responsible for safety, environmental and workers' compensation efforts, and every operation sets annual goals to reduce or eliminate workplace injuries/illnesses.

In addition, health and safety training is required at each manufacturing and distribution facility on an annual basis. Required topics include Lockout (Authorized and Effect), Emergency Evacuation and Shelter-In-Place, Chemical Safety, Permit Required Confined Space, Ergonomics, Bloodborne Pathogens, Hearing Conservation, Personal Protective Equipment, Fall Protection, Electrical Safety and Fire Extinguisher use.

### ACCO BRANDS GLOBAL SAFETY DAY

Each year, we hold a Global Safety Day event to reinforce our overall commitment to safety as a company.

ACCO Brands Global Safety Day is a time to reflect on the company's safety performance and achievements throughout the past year, review our 2023 safety goals and restate our corporate commitment to MISSION ZERO, our global initiative that focuses on achieving ZERO injuries through increased focus, awareness and involvement.





## THE ACCO BRANDS CESMP AUDIT: OUR STRATEGY FOR SAFETY

The best way to ensure worker health and safety is to monitor the work process and find ways to improve it continuously.

ACCO Brands conducts annual Comprehensive Environment Safety Management Plan (CESMP) audits at all major manufacturing and warehousing locations. CESMP audits assess the steps each location takes to prevent injuries and ensure workplace safety, providing vital insights to managers throughout the organization. In 2023, every major operation and warehousing location within the company completed this audit. Most of these audits were conducted by the safety leadership team with assistance from employees from other locations to promote information sharing. The process includes gathering employee input via small-group, personalized reviews organized by shift. In these settings, employees feel empowered to share concerns, needs and ideas. If safety gaps are seen, we immediately develop and implement targeted interventions, processes and/or policies.

## HIGH GOALS AND HIGHER RESULTS

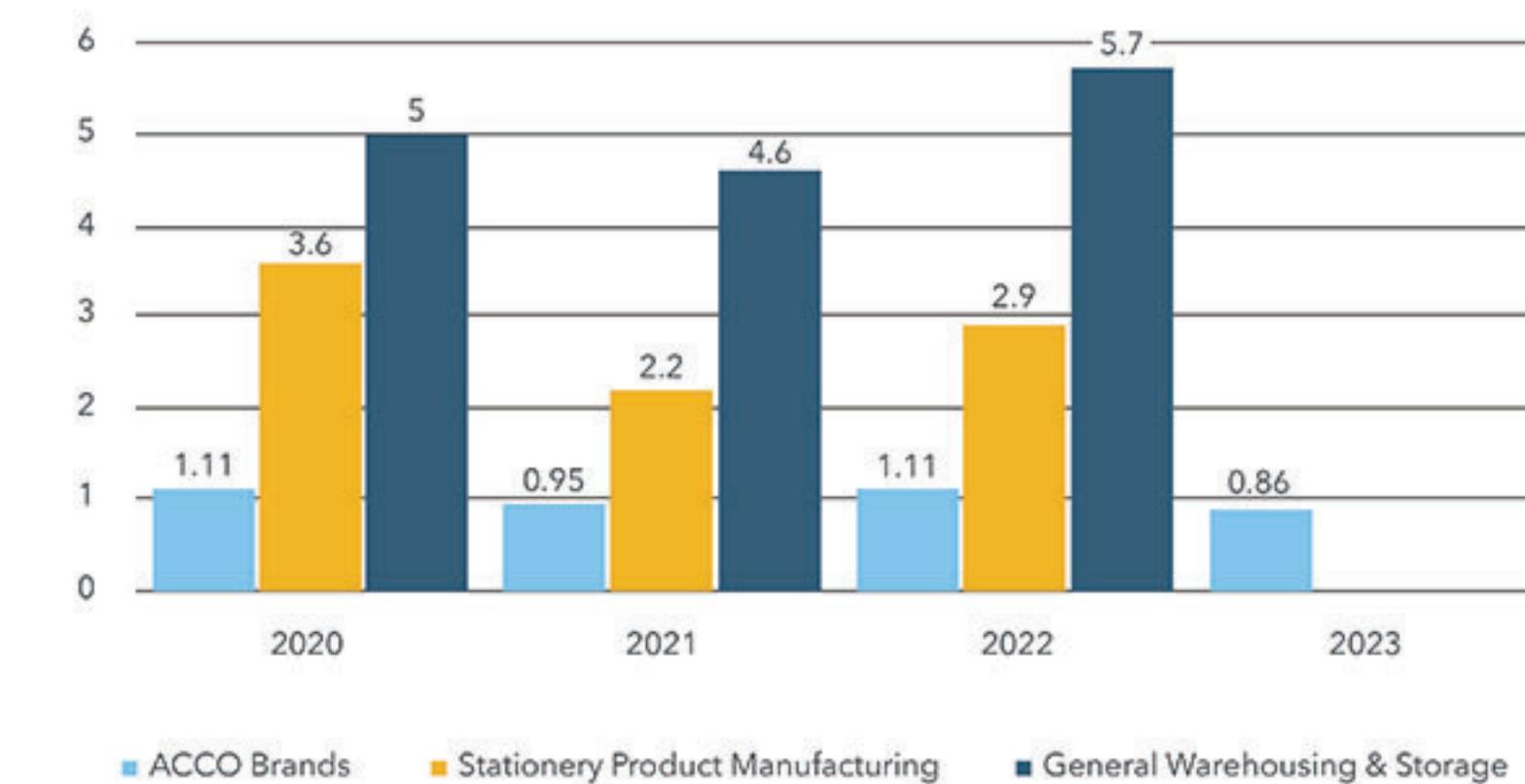
ACCO Brands' Health and Safety program has been highly successful over the past five years, with consistent improvements and measurable reductions in all key accident categories (e.g., lost time) for four of those five years. Like many companies in 2022, some of our operations experienced an increase in accidents during the immediate post-COVID return-to-work phase. While we are proud of our successes, as part of our Mission Zero, our goal is to achieve zero occupational injuries or illnesses, and we continue to strive to meet this goal.

Our Total Case Incident Rate (TCIR) and Days Away from Work Case Rate (DAWC) continues to be well below the industry averages reported by the U.S. Bureau of Labor Statistics (BLS) for the Stationery Manufacturing and General Warehousing and Storage Operations industries.

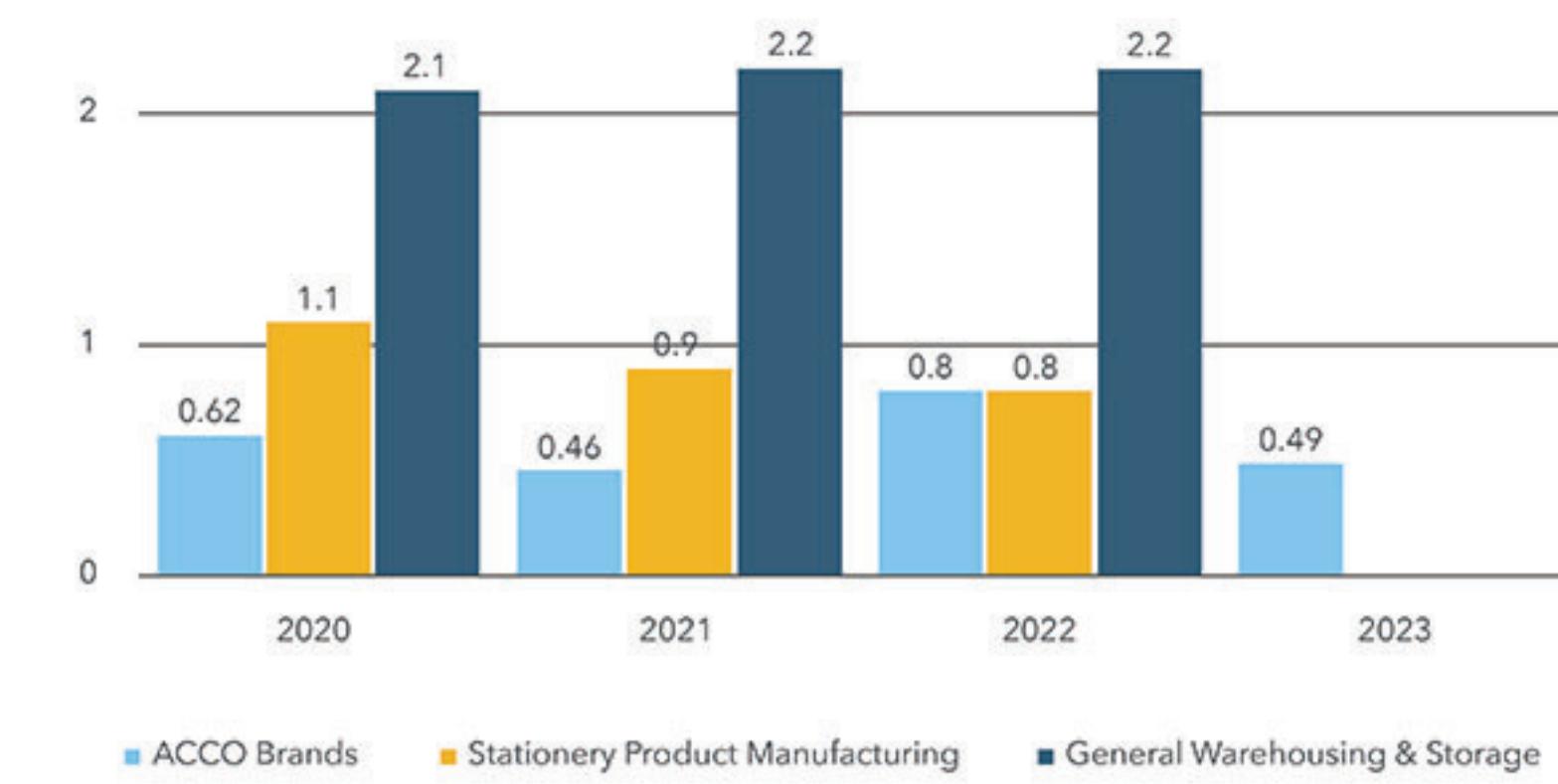
Our commitment translates into success. Highlights of our global program's success include:

- Europe RoSPA Patron's (27 consecutive Golds) Award (The award is presented to organizations sustaining the high standards of the Gold level over consecutive years.)
- In the United States, ACCO Brands was recognized as one of "America's Safest Companies" by *EHS Today* and is one of only three companies to have received this award three times.
- National Safety Council recognitions to multiple ACCO Brands sites in the Americas awarded in 2024 based on 2023 injury statistics.

ACCO Brands TCIR vs BLS TCIR By Industry



ACCO Brands DAWC Rate vs BLS Rate By Industry





## HIGHLIGHT

### Tilibra Embraces Our Values, Leans In and Drives Efficiency

With 20 manufacturing plants and 14 distribution centers, our employees are on the frontline of problem solving and being good stewards of our talent and resources, while also creating a safe workplace with a culture of high performance. The Tilibra team in Bauru-SP Brazil embraced the company value of creativity, worked collaboratively, and engaged distribution center employees to increase efficiencies and eliminate challenges related to a customer need.

The team members applied the principles of Lean Manufacturing, a methodology that focuses on minimizing waste within manufacturing or operations. The idea is to eliminate non value-adding activities and focus on continuous improvement. Employees set a goal to reduce delivery time, in light of specifications that required a repacking process. The way the process was initially planned added time and tasks, extra movement and more corrections throughout the repack.

Employees actively participated in problem solving and Lean process improvement, blending diverse perspectives for better solutions. Team members mapped the work processes, recognized opportunities, reduced measurable time per unit on delivery, eliminated unnecessary movement and cut labelling time in half. The team also enhanced the workstation by implementing Lean's 5S, a five-step methodology - 1) sort, 2) set in order, 3) shine, 4) standardize

and 5) sustain the cycle - that, when followed, creates a more organized and productive workspace.

The main results were:

- Reduction from 1.67 minutes to 1 minute/unit on a key customer's deliveries
- Elimination of unnecessary movement (96.5% of the route)
- 50% reduction in labelling time
- Elimination of problems with the label pressing and sealing machine
- 5S of the workstation

Engaging our manufacturing and distribution center employees in problem solving helps us add value to our customers as a key supplier while enhancing our manufacturing processes.



## LABOR MANAGEMENT

Our manufacturing and distribution sites are the heartbeat of our business. We work collaboratively with our union representatives and employee works councils.

As of December 31, 2023, we had approximately 5,600 full-time and part-time employees worldwide, with approximately 4,200 employees based outside of the U.S. Approximately 500 manufacturing and distribution employees in our North America operating segment are covered by collective bargaining agreements. Outside the U.S., we have government-mandated collective bargaining arrangements in certain countries, particularly in Europe and Brazil. There have been no strikes or material labor disputes at any of our facilities during the past five years.

We have a long history and tradition of communication and collaboration with our workforce, formally through local and centralized works councils and unions. We actively seek participation and input from our employees to improve our processes in the areas of health, safety, ergonomics, energy savings and waste reduction.

Additionally, we further encourage the active participation of our workforce in hundreds of Kaizen improvement workshops across all sites. We make these efforts because we believe that through the active involvement of our employees, more ideas will result in better outcomes and safer work environments. For these reasons and many others, we have employees celebrating significant service milestones at 10, 20, 30 and even 40 years of continuous service. With those years comes a depth of knowledge about our products, processes and our customers that is second to none.

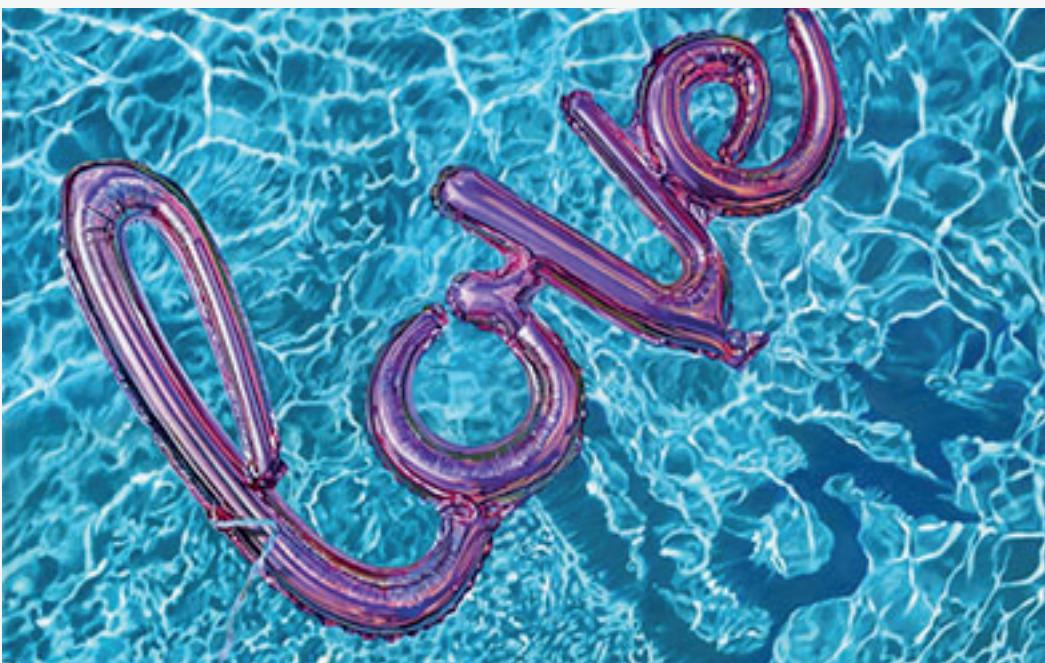




## HIGHLIGHT

### City of Hope

For nearly four decades, ACCO Brands has supported City of Hope, a U.S.-based research hospital dedicated to discovering innovative treatments for cancer, diabetes and other life-threatening diseases. ACCO Brands' former CEO Boris Elisman chaired the nationwide giving campaign in 2023, and ACCO Brands raised the bar. Through employee giving, company sponsored events and other promotions, we raised \$1.8 million to bring innovative research and life-saving treatments to those in need.



Art by: Soomin Remmler, "LOVE", Shortlister Derwent Art Prize 2024.

### Kids In Need Foundation

Supporting the classroom is a core tenant of what we do with our brands that help people Work, Learn and Play. We also are proud to continue our work with the Kids in Need Foundation (KINF), an organization that works to ensure every child in the U.S. is prepared to learn and succeed. Over the past decade, ACCO Brands has contributed more than \$2 million in monetary and in-kind donations.

## COMMUNITY ENGAGEMENT

ACCO Brands is committed to investing in the communities where we live and work by supporting the causes that matter to our employees and consumers.

In 2023, many of our employees around the globe helped to make a difference in their communities by participating in environmental cleanups, collecting non-perishable items for foodbanks and food pantries, providing schools with needed materials, participating in social programs, raising money for medical research, and making improvements to local parks and gathering places.

ACCO Brands contributed approximately \$2.3 million in monetary and in-kind donations to nonprofit organizations including City of Hope (see highlight on the left), in 2023 via direct giving and fundraising efforts with customer and supplier partners. In addition to our overall corporate commitment to City of Hope and Kids in Need Foundation, ACCO Brands and its employees supported many local charities and causes through volunteering, strategic partnerships, product donations and financial contributions.

Our team's commitment to make a difference in 2023 was evident in the number of outreach efforts and charitable giving initiatives they undertake. Here are some examples:

- In the United States, the air quality team donated 600 TruSens™ air purifiers to the communities in East Palestine, Ohio that were affected by air pollution due to train derailment.
- Members of our Women's Network in Spain participated in La Cursa de la Barcelona, a 6k walk/run to raise money for women's breast cancer research through the Spanish Metastatic Breast Cancer Association.
- At our headquarters in Lake Zurich, Illinois, employees donated gifts to the Boys and Girls Club of America, and 45 presents to Fill a Heart 4 Kids over the holidays. Both organizations work with socioeconomically disadvantaged families in their local communities to provide children with resources.
- On World Cleanup Day 2023, an annual global social action program, our team members in France took to the streets of Ville de Rueil-Malmaison and the banks of the Seine River to help collect and sort garbage, led by The World Cleanup Day France Association.
- In the United Kingdom, our Derwent team donated a range of products to the nonprofit Spread a Smile Summer party. Spread a Smile works to bring joy to seriously ill children in hospitals and hospices.



Our employees are proud to engage with Stuff the Bus, a community event to donate school supplies and funds for local school programs so that every child succeeds. This includes the U.S. brands of Mead® and Five Star®.



## OUR PLANET

ACCO Brands is committed to **reducing the environmental impact of our operations** and improving the efficiency in the procurement, use and ultimate disposal of our resources. We are actively focused on maximizing efficient energy usage, reducing emissions, minimizing water consumption and maximizing recycling waste, as these are the areas where we can have the most impact.





## ENVIRONMENTAL POLICY & MANAGEMENT SYSTEMS

As part of our responsibilities to ourselves, one another, our customers and our communities, we are committed to reducing the environmental impact of our operations and complying with all applicable environmental regulations.

Our regional businesses each operate under their own environmental policies and procedures which enable this commitment.

### ENVIRONMENTAL AND ENERGY MANAGEMENT CERTIFICATION

Fifty-four percent of our factory, distribution 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.

Fifteen 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 efficient use of energy sources and energy-related assets, reducing both cost and consumption.



Art by: Polly Townsend, "Ice, Antarctica", Second Prize Winner. Derwent Art Prize 2024.



Art by: Melissa Ling, "Submission", Prize Winner for New Artist award. Derwent Art Prize 2024.



## HIGHLIGHT

### EMEA Works with Local Provider to Add Solar Power Source

Our Uelzen, Germany, site worked with the local city energy provider to install a solar park at our office product manufacturing location.

This includes nearly 1,500 solar panels on a total area of about 3,800 square meters, which produces approximately 700,000 kWh of green electricity annually.

The solar park, installed in 2023, has provided the site with green electricity since January 1, 2024. This arrangement benefits both the factory with green energy to power our site and the town of Uelzen. Excess power goes to the town's power grid, helping the town to reach its goal of providing all private households renewable electricity.



Mario Miklis, Plant Manager

## CLIMATE CHANGE & ENERGY USE

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

### ENERGY EFFICIENCY

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 objectives. Our goal is to increase energy efficiency at our manufacturing plants and distribution centers, as well as in offices with 50+ employees, by 10% from our 2019 baseline by 2025. Since our most significant energy source is electricity, we focus largely on initiatives that reduce our electricity consumption and have begun to explore the use of renewable electricity sources in many countries. For our manufacturing plants, distribution centers and our offices with 50+ employees, our total energy consumption decreased 10% from 2023 levels. In addition, nearly 20% of our electricity was generated from renewable sources, up from 14% in 2022.

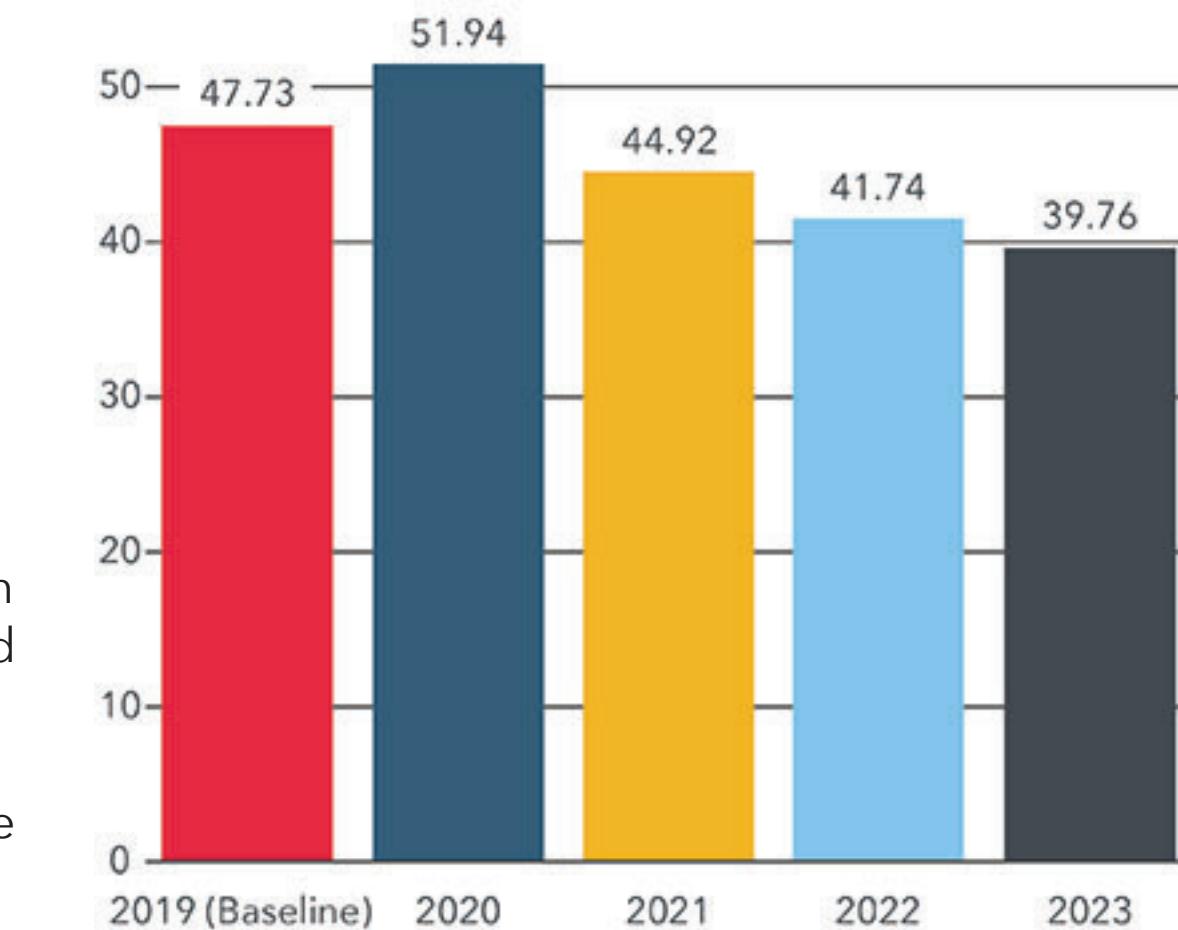
Ongoing as well as new energy reduction projects initiated in 2023 included the following: installing lighting controls for unoccupied areas; replacing lighting with highly energy-efficient LED lights at multiple sites; reducing compressed air usage by reducing leaks in the system and increasing airline size; scheduling start-ups and shutdowns of compressed air systems; and updating equipment and meters to improve efficiency.

We measure our energy efficiency improvement by calculating our total energy used (in MWH) in our manufacturing and distribution facilities and office locations as a percentage of reported net sales in a given year and comparing it against our baseline calculation for the 2019 year. We do not include energy consumed by any third party that manufactures purchased finished goods we resell to our customers and, as a result, our total energy used may vary significantly depending on the mix of products we sell in a given year. Additionally, in order to eliminate any distortion in this calculation from the impact on our net sales of year-to-year fluctuations in foreign currency rates, we adjust our reported net sales for both the 2019 baseline year and the current year to reflect a constant currency exchange rate. Based on this methodology, we realized a 16.7% improvement in energy efficiency in 2023 relative to the 2019 baseline. The index for years 2019-2022 have been slightly adjusted to reflect a site identifying an additional source of fuel not previously reported.

For location information included in our 2023 energy and emission data, [click here](#).



Index (MWH/million USD net sales)





## HIGHLIGHT

### Separation Leads to Better Recycling

As our employees in Booneville, Mississippi, worked through on-going clean-up throughout the facilities, they identified the opportunity to segregate certain higher-value scrap, such as aluminum and stainless steel from being sold along with lower-value types of standard scrap.

A local scrap company provides multiple containers on-site for the aluminum and stainless steel to facilitate easier segregation. The site realized a 150% increase in price for the aluminum recycled materials versus selling it with the mixed standard scrap.

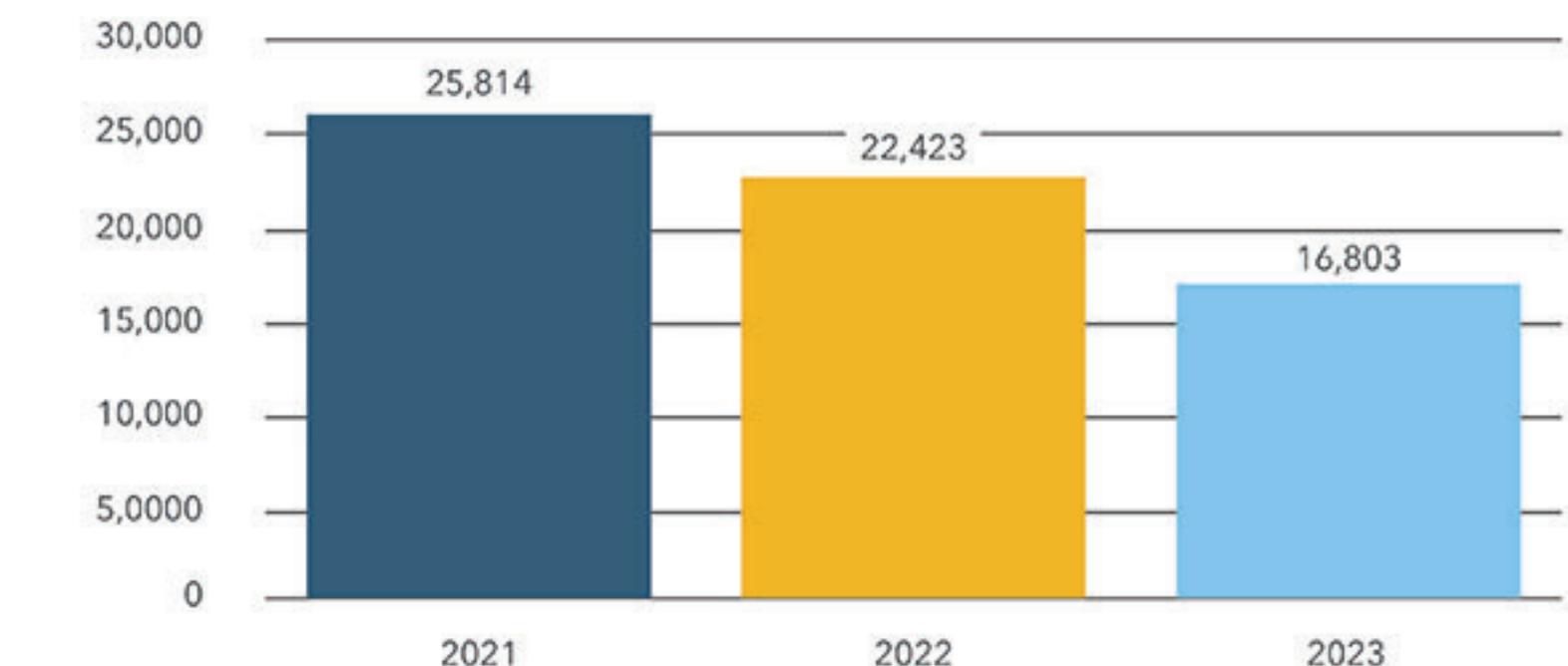


## CARBON DIOXIDE EMISSIONS

CO<sub>2</sub> Scope 1 and Scope 2 emissions from our manufacturing, warehousing and office locations with 50+ employees were down 25% from 2022 levels. This reduction is due to several of our sites purchasing carbon-free electricity to reduce their emissions, changes in some of our operations that resulted in more distribution work and less manufacturing, and less energy consumption overall.

Scope 1 emissions are emissions that come directly from ACCO Brands' manufacturing, warehousing and office locations with 50+ people. Scope 2 emissions are emissions that come from energy we purchase to run our manufacturing, warehousing and office locations.

### Scope 1 & 2 Carbon Emissions (Metric Tons of CO<sub>2</sub>)

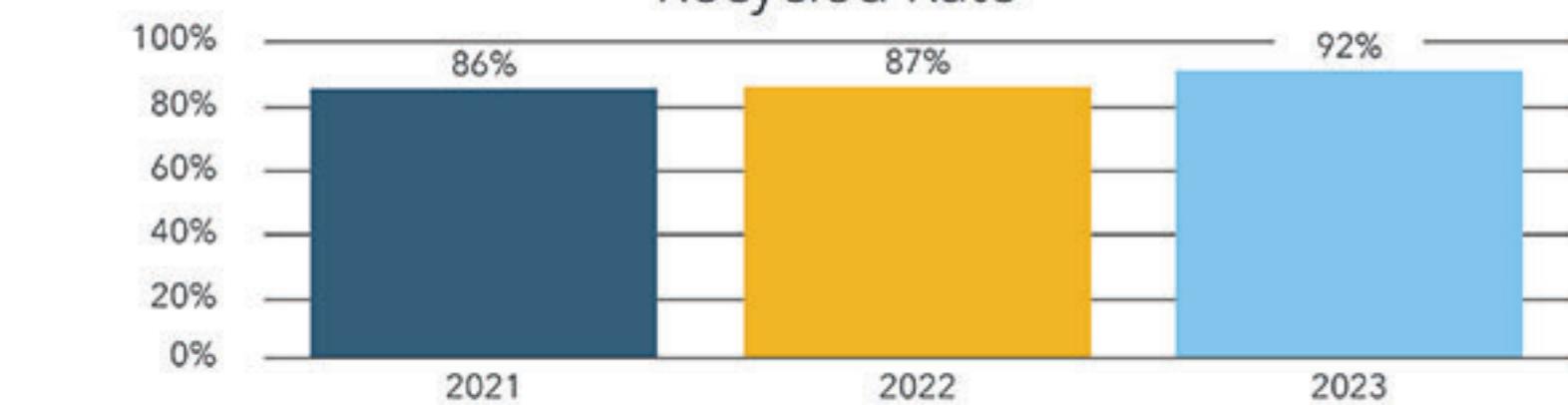


## WASTE MANAGEMENT

In 2023, 92% of the non-hazardous waste produced by our manufacturing plants and distribution centers was recycled.

The recycling rate improved by more than 6% after being steady for the past three years. We continue to look for more ways to increase our recycling efforts with the goal of minimizing our waste to landfill.

### Recycled Rate

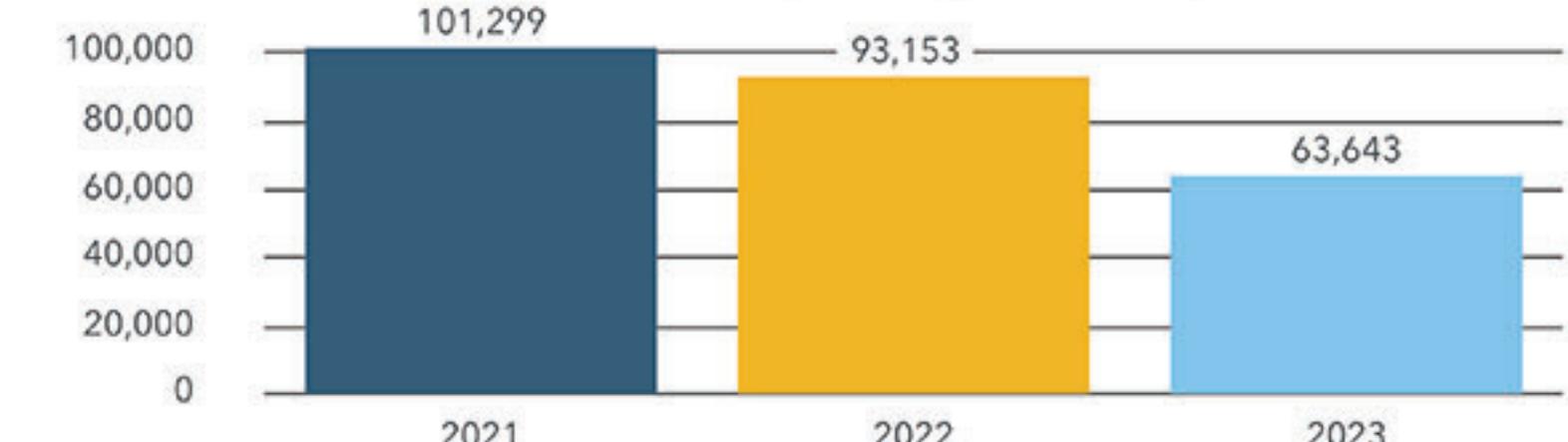


## WATER USE

While our operations are not water-intensive, we aim to manage our water use responsibly and minimize consumption. In 2023, we realized a 32% reduction in water consumption over 2022. This, in part, reflects some of the changes in a few of our sites where they have shifted to greater distribution and less manufacturing.

For location information included in our 2023 water and waste data, [click here](#).

### Water Consumption (Kiloliters)





## OUR PRODUCTS

ACCO Brands distributes products in more than 100 countries, and we are committed to **deliver innovative products that are safe and sustainable.**

We strive to reduce the environmental impact of our products. Our company is actively focused on increasing products certified to environmental and social standards, reducing plastics in our packaging and finding more sustainable packaging solutions, sourcing sustainable and legally harvested paper, and ensuring our suppliers are responsible.





In 2023:		
<b>99.2%</b> of 255 strategic supplier factory locations were audited	<b>119+</b> Suppliers completed a global refresher training on critical and top issues to enhance understanding of ACCO Brands' social and environmental requirements. This resulted in 1,180 additional eLearning lessons - 445 hours of education training.	<b>98%</b> of requested suppliers completed a Human Trafficking survey, which focused on supplier awareness and commitment to prevent modern slavery.
<b>98%</b> of requested suppliers certified compliance with ACCO Brands' Supplier Code of Conduct.		
<b>95%</b> of ACCO Brands-initiated, third-party supplier audits included Worker Sentiment Surveys.	<b>4,100+</b> Workers from 12 countries completed a Workers Sentiment Survey. The survey was developed to effectively capture worker sentiment on key issues related to working conditions and to provide a direct, anonymous channel for feedback that identifies challenges and opportunities to improve workers' experiences.	<b>117+</b> Suppliers completed 486 e-learning lessons on various compliance topics, such as labor, health and safety, security and corrective action plan management.
<b>98%</b> of all social responsibility checkpoints audited indicated conformance with applicable standards.		

## SUPPLY CHAIN MANAGEMENT

We are committed to responsibly sourcing, and we engage, support and collaborate with our suppliers in pursuit of this objective. ACCO Brands is committed to ensuring that our employees and contract workers are treated with respect and dignity, that working conditions in our own facilities as well as our global supply chain are safe, and that manufacturing processes are environmentally responsible.

We currently manufacture approximately 40% of our products in our own facilities located in the countries where we operate, and source the remaining 60% from lower-cost countries, primarily in Asia.

We have a [Social Responsibility Policy](#) 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 conduct annual audits to evaluate our suppliers' compliance with our Supplier Code of Conduct. We have two tiers of supplier audits based on risk and annual financial billing:

- \$100K or more and located in a high risk country: We conduct an annual audit with follow-ups as needed.

- Under \$100K: We require them to complete a supplier audit questionnaire. Pending results, the supplier also may also be subject to an audit.

We also audit our own manufacturing facilities against these same standards. All audits are conducted by a recognized third party that utilizes standard audit criteria based on industry standards.

ACCO Brands works with its third-party audit firm to establish the scope of audits based on segmentation that focuses on risk, influence, corrective actions and workers' sentiments surveys, which are a critical part of our audit process. If any failures to conform, or "non-conformances," are identified during the audit, we require the supplier to create a corrective action plan and monitor the progress until all major non-conformances are resolved. Our regional compliance experts provide local support to our suppliers with tailored training and coaching on specific social, environmental and governance issues, capacity building, e-learning and sharing best practices. [Click here](#) for details on audit non-conformances.

### CONFLICT MINERALS

ACCO Brands is committed to the responsible sourcing of 3TG (tin, tantalum, tungsten and gold), including from the countries covered by the U.S. Conflict Minerals Rule. In addition, ACCO Brands takes its regulatory obligations, including under the U.S. Conflict Minerals Rule, seriously. We have adopted a policy in furtherance of the foregoing and as part of our efforts to encourage our suppliers to respect human rights and source products and components in a socially and environmentally responsible manner. We partner with specialized third-party companies annually to facilitate the collection of required documents to ensure compliance with the policy.



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Art by: Barbara Murray, "Atlantic Swim Team", First Prize Winner for Derwent x ACCO Art Festival 2024.

In addition to the Derwent Art Prize 2024, Derwent hosted a contest for employees to showcase how they creatively see the world using Derwent products. Barbara Murray, Product Development Manager in our United Kingdom office, was the employee contest winner.

## RAW MATERIAL SOURCING

Paper is the single largest raw material we procure for our own manufacturing sites, therefore sourcing paper from timber that is grown sustainably and is harvested legally is extremely important to us. Our locations that manufacture paper and wood-based products hold various third-party certifications. These certifications establish that the paper and/or wood-based materials included in the products are from legally and responsibly managed forests.

**THE FOREST STEWARDSHIP COUNCIL™ (FSC™)** is an international organization whose mission is to promote responsible management of the world's forests. The intent of the FSC system is to shift the market to eliminate habitat destruction, water pollution, displacement of indigenous people and violence against people and wildlife that may sometimes accompany logging. For more information, visit [www.fsc.org](http://www.fsc.org).

**THE SUSTAINABLE FORESTRY INITIATIVE® (SFI)** program is based upon principles that promote sustainable forest management, including measures to protect water quality, biodiversity, wildlife habitat, at-risk species and forests with exceptional conservation value. For more information, visit [www.forests.org](http://www.forests.org).

**THE PROGRAMME FOR THE ENDORSEMENT OF FOREST CERTIFICATION (PEFC)** is an international non-profit, nongovernmental organization dedicated to promoting Sustainable Forest Management (SFM) through independent third-party certification. It works throughout the entire forest supply chain to promote good practices in the forest and to ensure that timber and non-timber forest products are produced with respect for the highest ecological, social and ethical standards. For more information, visit [www.pefc.org](http://www.pefc.org).





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## PRODUCT CERTIFICATION

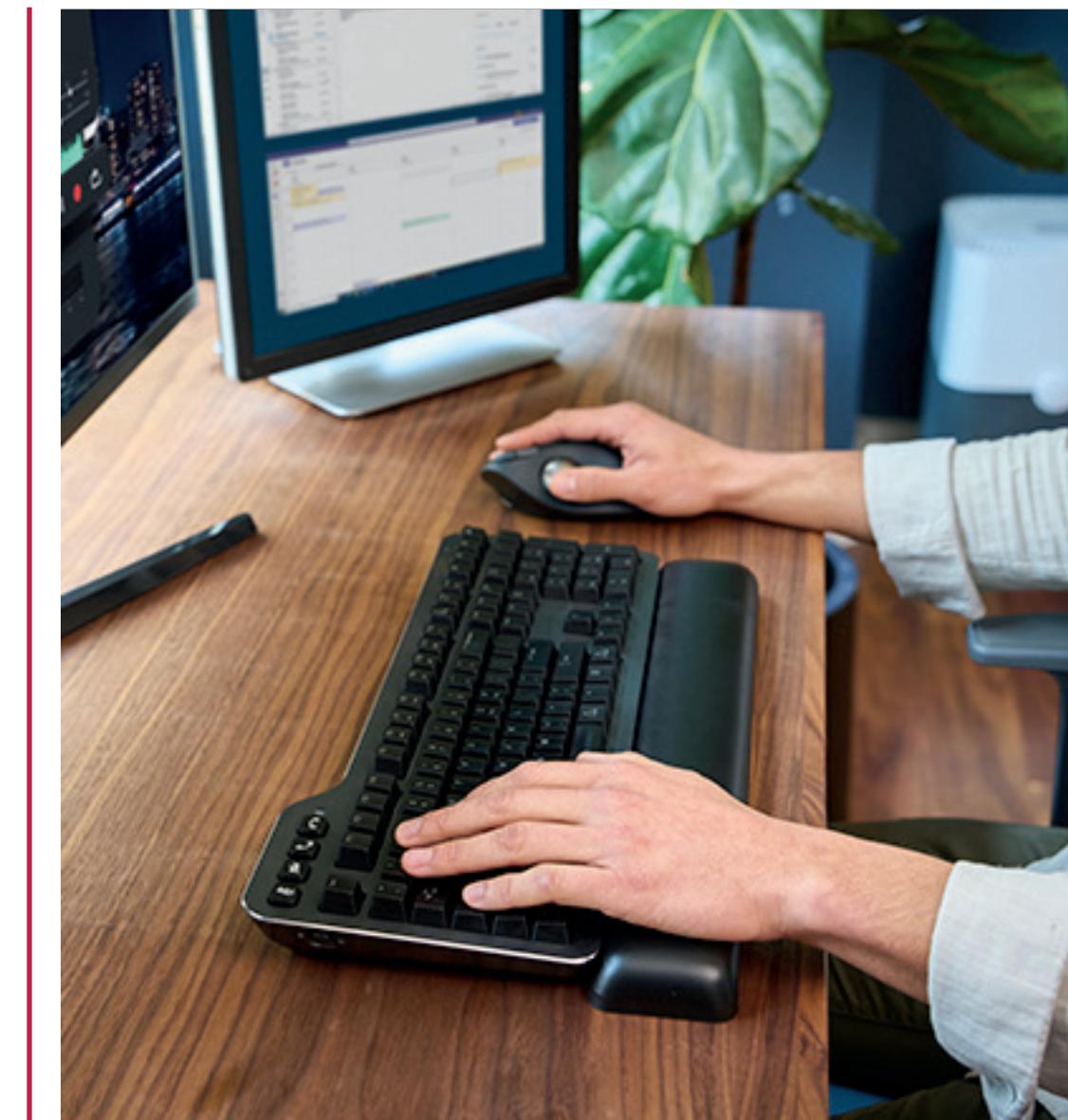
Certification to environmental and social sustainability standards is an indicator of a product's safety, reliability, quality and authenticity. In 2020, we set a goal to increase our revenue by 10 percentage points by 2025 from products that are certified to third-party environmental and social responsibility standards. Similar to how the impact of FX affects our performance measurement for energy efficiency, it also affects our certified product goal. In order to eliminate any distortion in this calculation from the impact on our net sales of year-to-year fluctuations in foreign currency rates, we adjust our reported certified product sales and net sales for both the 2019 baseline year and the current year to reflect a constant currency exchange rate. Our 2019 baseline of gross sales of certified products is 31.8% of global net sales. In 2023, we realized a 10.7 percentage point increase in certified product sales over our 2019 baseline.

We grew our sales of Quartet® Boards and Mead® Planning Products with fiber certifications, increased sales of certified products in Brazil, as well as in our EMEA Ergo range of products. We continue to pursue opportunities to add environmental and social sustainability certifications to our products where it makes sense and adds value.

### CERTIFICATIONS

The ACCO Brands products that are identified as being certified are included if they are certified by international, regional or 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)	SCS Recycled Content	
UL Greenguard		Furniture Industry Research Association (FIRA)		



### HIGHLIGHT

#### Kensington® Launched Its First Two Products With Certified Recycled Content

Kensington® launched the Pro Fit Ergo TB450 and TB550 Trackballs that contain a minimum of 50% post-consumer recycled (PCR) content of the total plastic components, excluding plastics in the printed circuit board (PCB) assembly, rechargeable and dry batteries and charging cables. The recycled content used in these products contains 70% PCR Acrylonitrile Butadiene Styrene (ABS).

The Pro Fit® Ergo TB450 Trackball feels like a computer mouse, with a unique ergonomic design, and Bluetooth® Low Energy (LE) and 2.4GHz wireless connection options for maximum flexibility. The long battery life and precision tracking are supported by a patented ball ejection system for easy cleaning.

The Pro Fit® Ergo TB550 Trackball is designed to improve wrist and forearm alignment and work in tight areas with limited desktop space. Ideal for first-time trackball users, it also includes a long-life rechargeable battery, enhanced 4D scroll wheel, choice of Bluetooth® Low Energy (LE) and 2.4GHz wireless connection and the patented ball ejection system for easy cleaning.



## HIGHLIGHT

### Clasp Redesign Leads to a Better Way

As part of the corrective action process, ACCO Brands takes a team-based approach in evaluating and implementing improvements to products and processes. An example of an implemented improvement is on the clasp of an envelope manufactured at one of our U.S. manufacturing facilities. Team members noticed an inconsistency related to the clasp and attaching to the envelope. This not only affected the quality of the product but also efficiency during manufacturing of the product.

A team, consisting of employees from Manufacturing, Purchasing and Quality, as well as representatives from the supplier of the clasp, investigated and evaluated changes to the design of the clasp. A change to the design resulted in improved product quality and a better, more consistent attachment of the clasp to the envelope. The improvement also enhanced the manufacturing process; downtime decreased by more than 87%.



## PRODUCT SAFETY, QUALITY, TESTING & DEVELOPMENT

### PRODUCT SAFETY

ACCO Brands aims to provide customers with safe products that meet or exceed 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. They also are 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.
- Our line voltage electrical products for the U.S., Canada and EMEA have been tested and certified by an appropriately accredited third party, such as UL or TUV-SUD.
- Higher-risk products, such as lithium battery powered 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, nearly all products developed in-house are subject to Design Failure Mode and Effect Analysis (DFMEA) and Hazard-Based Safety Engineering (HBSE) assessments during the development cycle to identify and appropriately mitigate potential risks before launch.

We monitor internal and external data to identify potential safety incidents with our products. A cross-functional committee, consisting of business managers, product compliance, quality, risk management and legal meets regularly to discuss compliance or product safety risks, incident investigations and corrective actions.

### CHEMICAL AND SAFETY HAZARDS

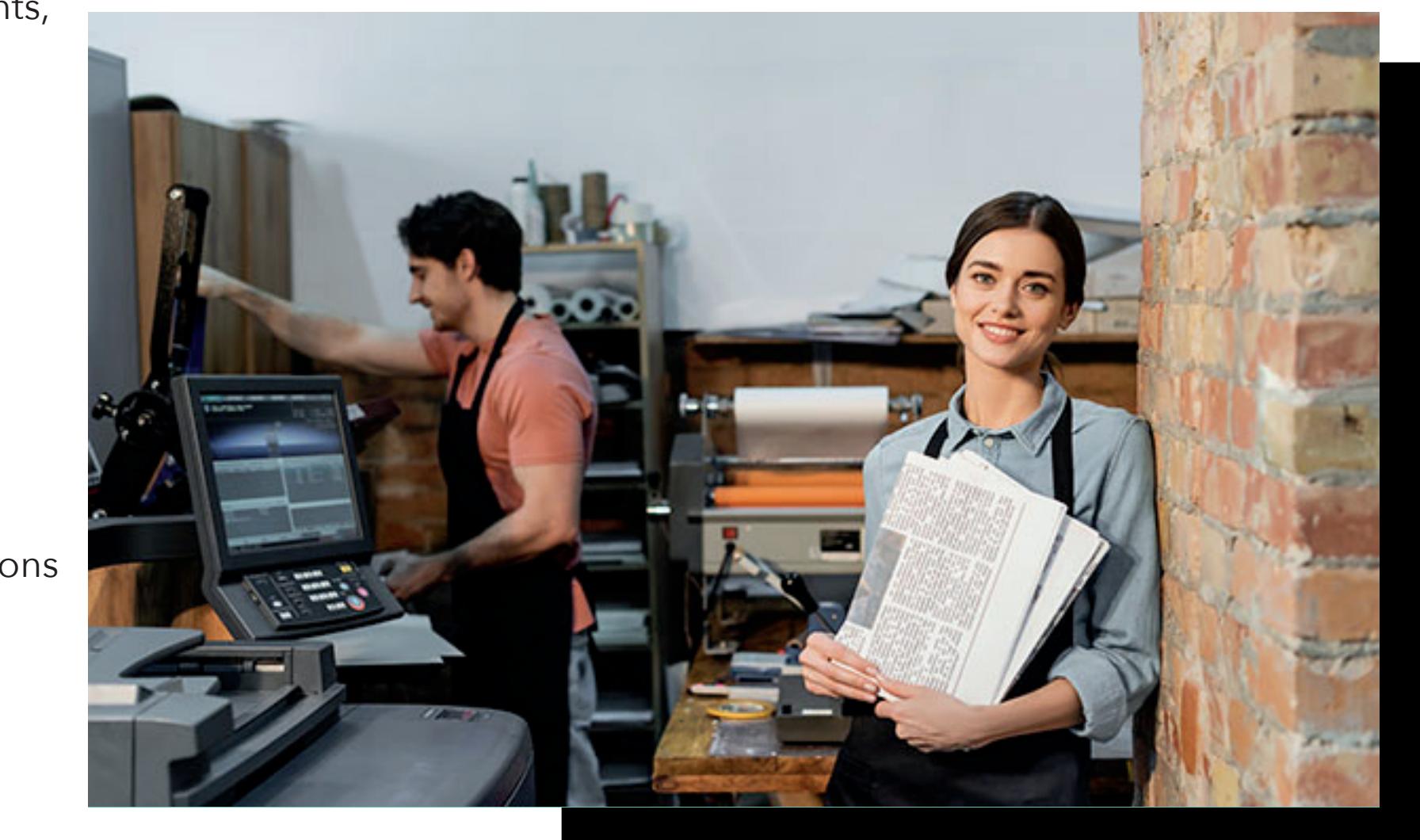
ACCO Brands takes a three-step approach to chemical management.

**Step 1. The publication of the Restricted Substance List (RSL)**, which outlines our expectations regarding chemical compliance. Global chemical regulatory activity is closely monitored through several third-party tools, ensuring that the RSL remains up to date with the changing chemical regulations.

**Step 2. Communicating and monitoring supplier compliance to the RSL.** Our suppliers are notified of any RSL revisions as those revisions occur.

**Step 3. Chemical verification testing program.** For high-risk products, verification testing is performed for key RSL chemical substances, including PFAS (Per- and Polyfluoroalkyl Substances), phthalates and heavy metals. We use accredited third-party laboratories with a global footprint to implement and manage our verification program.

[Click here](#) for more information about Chemical Management.





## HIGHLIGHT

### Australian and New Zealand Flagship Writing Instruments Begin Moving Away From Single-Use Plastic Packaging

Our Australian and New Zealand business is committed to improving the sustainability of product packaging by using packaging that is recyclable, contains recycled content, uses renewable materials and is labelled for recycling where possible.

In 2023, the team worked closely with key partners and manufacturers to update the market leading range of writing instruments and replace plastic based packaging with a complete cardboard hangsell solution.

The team eliminated problematic single-use plastic packaging and ensured the use of recyclable packaging without compromising product quality. Here are some examples:

- Artline® Markers initiated the transition from plastic blister cards and plastic wallets to a 100% cardboard design.
- Columbia® Pencils moved from plastic blister cards and plastic bag packs to a cardboard package.
- Texta® Liquid Chalk Markers shifted from a plastic blister pack to a form-fitted box with reinforced carboard to ensure long term protection while on the shelf.

The team continues to add lines in 2024 and expects to complete the packaging changes by 2025.

All packaging is labelled with the Australasian Recycling Label (ARL) in an effort to encourage consumers to recycle the packaging.

## PRODUCT PACKAGING

We strive to use consumer-friendly and environmentally-responsible packaging where possible. We are focused on strategic opportunities to reduce packaging, increase recycled content and consider material substitutions to lower our environmental impact.



### 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 strive to follow industry-best practices to ensure the quality of our products. As a result, 60% of our factory, distribution and office sites with 50+ employees have achieved ISO 9001 certification.

During production or before shipment, inspections are performed to confirm that the aesthetic, function, packaging and labeling meet our specifications. If a defect is found, the cause is immediately investigated and corrective action taken. Our quality management processes include periodic system and process audits performed either by Company personnel or third parties. Deficiencies found during the audits are addressed through root cause analysis and corrective actions to improve processes. Performance of the quality management system is measured and monitored utilizing key indicators, defect rates and customer satisfaction. When key indicators do not meet our standards, we initiate an investigation and improvement actions are implemented. Design issues are addressed through engineering changes, and process issues are resolved through corrective actions.



## HIGHLIGHT

### PowerA Team Implements Packaging Guidelines for New Development Projects

Our PowerA brand is a global leader in video game accessories. Understanding that some design choices of coatings on packaging materials affect its recyclability, our PowerA Package Design Manager, along with two passionate product developers, decided to create packaging guidelines for new product development to ensure that sustainability is considered when making packaging decisions. They challenged themselves to have more sustainable packaging at a zero to minimal cost impact to the product.

Some of the considerations include:

- Replacing PET coatings with matte varnish on the outer box
- Avoiding window boxes and foil treatments
- Avoiding plastic additives on trays as possible
- Using paper protective layers instead of plastic
- Using an integrated hang tag
- Using paper stickers
- Creating Quick Start Guidelines with a QR code to the full manual online

Many product packaging updates have included one or more improvements in sustainability attributes. The PowerA team hopes to launch their first 100% recyclable package in 2024.

The team plans to continue pursuing sustainable packaging designs and solutions that are affordable and create a similar process for sustainable improvements in products going forward.

## IN SUMMARY

As our 2023 ESG report demonstrates, ACCO Brands remains committed to achieving the goals set forth for our People, Planet and Products and to ensure we are faithful to our company values.

To date, we have reached meaningful milestones. As we embrace our purpose - Achieve, Create, Collaborate and Organize - we also pave the way for greater results and a Better Tomorrow for all stakeholders. We achieve these accomplishments through the efforts of Great People, our employees, who remain focused on the tasks at hand, despite the uncertainty and noise in the marketplace. The creativity, knowledge and dedication of our team members - at every level of our organization - ensures that we continue to do all we can to operate the business and accomplish our ESG goals related to people, the plant and our products.

At ACCO Brands, we look forward to continuing our ESG journey and stakeholders of our progress.



## KEY METRICS

### 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' 2023 ESG Report or [accobrands.com](http://accobrands.com).





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Topic	Accounting Metric	Category	Unit of Measure	Code	Data	Reference	
Energy Management	Total energy consumed	Quantitative	Gigajoules (GJ)	CG-MR-130a.1	273,837 GJ	Climate Change	
	Percentage grid electricity				87%		
	Percentage renewable				19.9%		
Data Security	Description of approach to identifying and addressing security risks	Discussion and Analysis	N/A	CG-MR-230a.1		<a href="https://www.accobrands.com/compliance-center/data-security-privacy/">https://www.accobrands.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 material 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 39%, Men 61% All other global employees: Women 40%, Men 60%  Ethnic Minorities in U.S. Management: 19%. Ethnic Minorities all other U.S. employees: 17%.  (Management includes Managers and above. Data as of Dec. 31, 2023)	Diversity and Inclusion	
	Total amount of monetary losses as a result of legal proceedings associated with employment discrimination	Quantitative	Reporting currency		We will report any material 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	\$812.7 million (gross USD sales @ 2019 actual rate)	<a href="https://www.accobrands.com/compliance-center/environmental-social-sustainability-standards/">Products Certified to Environmental and Social Sustainability Standards,</a>  <a href="https://www.accobrands.com/compliance-center/chemical-management/">https://www.accobrands.com/compliance-center/chemical-management/</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			
	Discussion of strategies to reduce the environmental impact of packaging	Discussion and Analysis	N/A	CG-MR-410a.3			
Labor Conditions in the Supply Chain	Number of facilities audited to a social responsibility code of conduct	Quantitative	Number	CG-TS-430a.1	253 facilities	Social Responsibility Program	
	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: 0.4% Priority non-conformance corrective action rate: 100% Other non-conformance rate: 1.6% Other non-conformance corrective action rate: 92% within 60-90 days	Social Responsibility Program	



Thank you for inviting us into your life when you work, learn and play. Working together, we **Achieve**, **Create**, **Collaborate** and **Organize** so that there is a Better Tomorrow.

