

# Duggal Visual Solutions

## Sustainability Policy

***Duggal Visual Solutions, Inc. (Duggal)*** aims to be a sustainability leader in the print industry. We are passionately committed to the continuous improvement of our sustainability program and are striving to make a major impact under the following umbrellas.

**Environmental Sustainability:** We have a dedicated team mandated to identify ways of streamlining our manufacturing process to reduce waste, non-recyclable material and energy consumption, prevent pollution and improve the use of recyclable/reusable materials within our organization.

**Social & Employee Wellbeing Sustainability:** We are committed to complying with the health, safety and employment regulations that apply to our facilities by implementing and actively promoting safe work practices for our employees. We work to maintain a workplace where all employees are treated equally with dignity and respect.

We are committed to raising the bar for the entire graphics industry to adopt sustainable and responsible practices and reduce the overall collective ecological footprint.

We are also dedicated to aligning our efforts and reporting expectations globally, strategically aligning with both US and Europe standards.

This Sustainability Policy is complemented by our Employee Handbook and the General Standards of Conduct within.

Our sustainability team will continue to educate, communicate and share with employees, vendors, customers, and the community in an effort to meet our goals and encourage sustainable practices throughout our supply chain. We will identify and create yearly continuous improvement projects related to all pillars of sustainability for our facility's sustainability performance and goals.

### **Energy, GHG emissions and water**

Duggal is committed to reducing its overall environmental footprint and reducing the use of natural resources as much as possible. To do so, we aim to reduce our GreenHouse Gases (GHG) emissions to a minimum and to engage our stakeholders, including suppliers, in reducing their respective carbon emissions. We will also ensure that all locations are compliant with regulatory requirements and closely aligned with the requirements of ISO 14001 on environmental management and ISO 50001 on energy management.

**Commitment**

- We will calculate our Scope 1 and Scope 2 emissions in line with the GHG protocol by the end of March 2023, setting a baseline for future emissions reduction targets. Following this, we will set our science-based targets in line with SBTi.
- We will strive to reduce emissions and impacts associated with the transport of our products. We will set up a monitoring system to track all vehicle miles traveled of Duggal's fleet during Quarter 2 of 2023.
- We will ensure our energy and resource consumption is formally monitored by the end of 2023 in order to identify opportunities and risks and select focus areas of improvement, including our electricity and gas consumption.
- We will conduct an initial Scope 3 Carbon Footprint in 2025.
- We will begin compiling the information to calculate our Scope 3 emissions in 2024.
- We will conduct a performance study to expand solar and/or wind power to all facilities.
- We will continuously assess opportunities to reduce our water consumption and ensure all our water consumption is formally monitored by 2024 in order to identify opportunities and risks and select focus areas of improvement.
- We will engage our top 5 key suppliers in collecting our Scope 3 emissions for key products by 2025 and expand this effort to 25% of suppliers by 2027.
- We will align our management systems with the ISO 14001 certification by 2025 in at least one facility.
- We will align our management systems with the ISO 9001 certification by 2025 in at least one facility.

**Material consumption and waste management**

Materials are a crucial aspect at the core of Duggal's operations. We want to be the front-runner in working with environmentally friendly materials, with the use of greener alternatives, supporting innovation and forming partnerships with organizations that can help us in this effort. We also focus on the circularity of our products, emphasizing reduction, reuse and recycling. We drew inspiration from resources such as the Natural Step, Cradle to Cradle and Life Cycle Analysis, which are sustainability frameworks to aid in environmentally friendly product development, printing processes as well as responsible end-of-life management. Products like Green Super Sonic, Green Eclipse, and Green Wallcoverings have allowed us to offer immediate alternatives to their conventional products used as a standard by the rest of the industry.

## **Commitment**

- We will develop a material database in 2023 in order to fully map out the materials used in our final products and identify potentially sustainable alternatives, including recycled and recyclable materials, certified products and more. Based on this, we will set targets regarding material composition.
- We will reduce our landfill contributions by expanding current recycling efforts, with the goal of recycling 80% of our waste streams by the end of 2024 and 90% by 2030.
- We will select one product/service as a circularity case study and evaluate opportunities for that product by 2024. The learnings from this case study will fuel the development of our future circularity efforts.
- Select one product in 2024 for a pilot Life Cycle Assessment (LCA) project.
- We will set up a Circularity Taskforce by 2025 involving members of all relevant departments, from product design to materials sourcing.
- We will conduct a study to expand the use of reusable containers for other products beyond graphic panels.

## **Pollution**

We understand that relying solely on regulations is sometimes not enough if we want to ensure sustainable production. Therefore we are adamant about keeping local and accidental pollution at a minimum and continuously seek ways to keep our production secure and use materials that are not harmful to the environment.

## **Commitment**

- We will continue to have 100% VOC-free printing presses.
- We will continue to regularly (at least once a year) review procedures related to hazardous waste management to decrease the risk of pollution.
- We will ensure yearly training of all our employees for emergency procedures, including spills, leaks and other potential chemical incidents.
- We will conduct two emergency simulations per year to assess the efficacy of our response procedures and the proper training of our employees.
- We will start conducting bi-annual noise audits in 2024.

## **Sustainability advocacy**

Through our efforts, we want to engage others in environmental and social initiatives to foster a positive impact in our community and beyond. We believe that internally, this will cultivate a culture of responsibility and

engagement for these issues, while externally, it will prompt the necessary collective actions needed to achieve a fairer and greener world.

### **Commitment**

- We will conduct annual training on sustainability for all our employees and tailored training for specific positions, including procurement training for buyers and sustainability training for the sales team.
- We will communicate externally on a regular basis by publishing a biannual sustainability newsletter on our website, highlighting initiatives and progress towards our goals.
- In Qtr. 1 of 2023, we will communicate internally through the implementation of a lobby display screen, circulating information weekly related to all pillars of sustainability.
- We will conduct an annual sustainability event to raise awareness of sustainability topics across our value chain and within our industry.
- We will continue to engage in community initiatives, including planting trees. To further our engagement, we commit to planting 10,000 trees annually.
- We will formalize our commitment to support employee contributions to charities and non-profit organizations by creating a corporate matching gifts policy by the end of 2023.

### **Sustainable Procurement**

Duggal strives to lead by example. Sustainable procurement ensures that our products and materials are sourced from businesses that share our vision and are aligned in their commitment. With that said, Duggal is committed to becoming a sustainable leader in the print industry aiming to minimize our environmental impact, and improve our supply chain emphasizing and implementing key social and environmental principles.

### **Commitment**

- We will ensure our wood purchasing is increased to 50% FSC or SFI certified by 2025.
- We will conduct a buyer training annually beginning in 2023 to ensure all purchases are reviewed with a sustainability focus before completing orders.
- We will conduct supplier assessments on environmental and social practices for all vendors. Our top 20 vendors will be surveyed during Q1 of 2023, with all vendors assessed in 2024.
- We will ensure our wide format vendors and suppliers have signed our Supplier Code of Conduct by 2024, and 2025 for all other department vendors.
- We will continue to research sustainable alternatives to materials used in production.

- Conduct a yearly financial audit covering control on compliance with internal procedures beginning in 2024.

## **Health & Safety**

Duggal is committed to providing safe environments in which to work. All locations must be in compliance with Occupational Safety and Health Administration (OSHA), Environment Health and Safety (EHS) regulations, and other regulatory requirements. Safety issues and violations of regulatory requirements will be addressed promptly. In addition to meeting our obligations, Duggal takes proactive initiatives to make safety a top priority. Duggal will establish and maintain programs that will manage safety concerns in all our facilities. We will never ask or expect an associate to perform any task or operate any machinery that is considered unsafe. Associates are charged with the responsibility for maintaining safe practices and conditions in everything they do.

## **Commitment**

- We will identify and monitor applicable EHS regulations and maintain compliance.
- We will ensure that 100% of our applicable employees are trained in health & safety on a yearly basis.
- We will ensure 100% of applicable managers are educated on the adequate use of protective equipment for their teams.
- We will continue to perform daily maintenance checks on all equipment.
- We will reinstall the Health and Safety Committee in 2023 to ensure that there is a centralized and formalized approach to health and safety among the facilities and workstations. This Committee will also act as a representation of the workers to bring forward issues and topics to be discussed with management.
- We will complete a health & safety risk assessment at each of our facilities on an annual basis.
- We will target to maintain minimal incidents of injuries and occupational illness across our operations.
- We will undergo a health & safety third-party audit on a yearly basis.
- We will consider aligning our management systems with the ISO 45001 certification and if we choose to proceed, we will align our management systems with the ISO 45001 certification by 2025 in at least one facility.

## **Labor and Employment**

Duggal believes that all people should be treated with dignity and respect. Any conduct that fails to show appropriate respect to others, including fellow associates, customers, professional customers, vendors and

suppliers, violates our values. The following are examples of unacceptable conduct: insults; threats; intimidation; profanity; ridicule; vulgarity; discrimination; harassment; physical or verbal abuse; sexual explicit humor; conversation or behavior; gossip; slurs or stereotyping; unwelcome sexual advances; unwelcome touching or invasion of personal space; ignoring the rights of others; and insensitivity to the beliefs and customs of others.

Duggal complies with all federal, state, provincial and local employment laws, including regulations on pay rates, overtime, occupational health and safety and equal employment opportunity. As an equal-opportunity employer, Duggal is committed to ensure that associates work in an environment of mutual respect, free of harassment and discrimination. Duggal will not discriminate against any associate or applicant with regard to race, color, gender, sexual

## **Commitment**

### *Working conditions*

- We will identify and monitor applicable Federal, State/Provincial, and/or local employment labor laws and maintain compliance.
- We will ensure that no child or forced labor is used across our operations by conducting yearly due diligence measures.
- We will target to have 0 cases of discrimination and harassment, or any other type of unacceptable conduct.
- We will conduct our first employee satisfaction survey in 2024, following our 2023 managers training.

### *Diversity, Equality and Inclusion*

- As a certified minority-owned company, we encourage both minorities and women to be developed and promoted in the workplace. Management will continue to encourage mobility within different positions in the workplace for women and minority groups.
- We will actively aim to raise awareness among women about the graphics industry to attract more diverse talent and increase our percentage of female staff from our current 27% to 35- 40% in three years through new employment opportunities.
- We will maintain current company-wide workplace diversity. Most of our staff currently comes from minority ethnic and racial groups (57% for 2022).

### *Employee Development*

- We will develop a formalized performance evaluation for all permanent employees by 2023 and ensure eligible employees go through the review on a yearly basis.
- We will organize a benchmarking exercise in 2023 to evaluate salaries to ensure that we are a competitive employer.
- We will formalize an internal development process by 2024 to ensure there is transparency around internal mobility and promotion.

- We will continue to offer training classes each year and mentorship for growth, development and promotion for leadership positions that become available within the company.
- We will conduct employee training of the Internal Code of Conduct in 2023. This training will be held yearly.

### **Applicability and Responsibility**

This policy applies to all Duggal employees, who are expected to familiarize themselves with the contents. Management is responsible for implementing and evaluating the progress of our commitments. To ensure our policy continues to be in line with recent developments, the Chief Executive Office reviews and approves the commitments herein on an annual basis.

The Contact Office is the primary point of contact regarding any information found in this document. If employees have any questions about the policy, they can contact Anna Tiajloff ([anna.tiajloff@duggal.com](mailto:anna.tiajloff@duggal.com)).

### **Sanctions**

If an employee displays behavior that is not compliant with this policy, Duggal reserves the right to corrective and/or disciplinary action that can lead to suspension and termination. Each incident will be treated on a case-by-case basis.

**Michael Duggal**

**Chief Executive Officer**