



SOCIAL RESPONSIBILITY AT DK

At DK we pride ourselves on our high production values, and consider the ethical and environmental impact in all the work we do as a publisher. We have strict guidelines, and our suppliers are audited to internationally recognised standards on a regular basis. DK only uses materials that are from legal, ethical and sustainable sources, and using FSC paper and working with industry-wide bodies ensures we are continually conducting best practice. We champion diversity and accessibility in our workplaces and in our publishing programmes, and support worthy charities and causes through volunteering, fundraising and book donations globally.

OUR BUSINESS

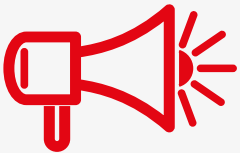
In 2017 we had:



41.6m
books printed.



1,000
colleagues worldwide.



60+
languages we published in.



30
awards for our books and publishing programmes.

DK was founded in London in 1974, and is a leading global trade publisher in the Penguin Random House division of Bertelsmann AG. We publish highly visual, photographic non-fiction for adults and children, as well as content for consumers in over 120 countries and 60+ languages, with offices in the UK, India, US, Germany, China, Canada, Spain and Australia.

DK's aim is to inspire, educate and entertain readers of all ages, and everything DK publishes, whether print or digital, embodies the

unique DK design approach. We bring unrivalled clarity to a wide range of topics with a unique combination of words and pictures, put together to spectacular effect. We have a reputation for innovation in design for both print and digital products.



PEOPLE

- We champion social accessibility, diversity and inclusion in our workplaces and in our publishing programmes globally, and have launched a diversity and inclusion initiative to ensure this is a priority
- We provide a safe working environment for all our staff in every territory
- Up to sixteen selected staff members will have the chance to spend a week in one of our international offices through the DK Exchange Programme
- We foster learning and development by offering workshops and training courses.

Over

5,600

courses available to staff, both instructor-led and online



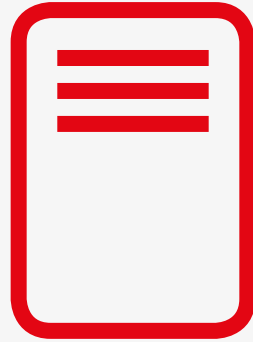
CHARITY

- DK US supports The TODAY Show Toy Drive, taking part for the 23rd year in 2017 and donating over 60,000 books to help underprivileged children
- The team in India continue their work supporting St Jude, who care for families and their children as they undertake treatment for cancer
- We promote literacy through our charitable partnership with BookTrust in the UK, book donations globally, and volunteer reading programmes in the UK and the US
- We make 8,000 working hours available per year for UK employees to participate in company-organised initiatives, or to volunteer with organisations that they personally support
- DK territories across the globe support charities and causes through volunteering and fundraising.

We donated

120,416

books globally to **worthy causes** in 2017



GOVERNANCE

- We published our first Modern Slavery Statement in March 2017, and will continue to actively raise awareness of Modern Slavery and other ethical labour issues to the whole business
- We have a Global Business Continuity Plan which is constantly evolving and under review
- We work with the Group Penguin Random House Business Information Security managers to continue our commitment to improve information security across the whole of DK
- Participation in the Book Chain Project provides us with verifiable assessment of paper and pulp sources, and allows us to measure the global compliance of substrates and materials at chemical substance level.

BOOK CHAIN PROJECT

DK is a founding member and supporter of the **Book Chain Project** and their programmes.

The Book Chain Project has three tools to help publishers better understand their book supply chains:

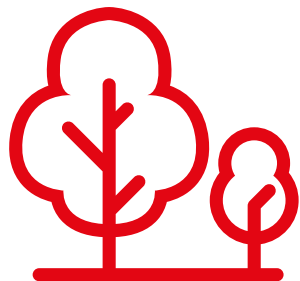
- **PREPS** (Publishers' Database for Responsible Environmental Paper Sourcing) assesses responsible forest sources for hundreds of paper brands, delving into the pulps to identify the tree species and the countries in which those trees were harvested
- **PIPS** (Publishing Industry Product Safety) collects and screens chemicals used in book components – inks, varnishes, glues etc. – and alerts publishers to the safety laws that control their use and importation
- **PRELIMS** (Publishers' Resolution for Ethical Manufacturing Standards) shares publishers' expectations for labour conditions and environmental performance at the manufacturing sites that make books.



SUPPLY CHAIN

THIRD PARTY SUPPLIERS

- In 2017 we rolled out the Penguin Random House Supplier Code of Conduct. All business partners are expected to implement and comply with the code, which sets out mandatory minimum requirements for our business partners in their business relationship with Penguin Random House. It includes stipulations regarding business integrity, human rights, health and safety, and the responsible use of natural resources
- All of our manufacturing suppliers are required to adhere to our Manufacturing Labour Policy, which further sets out our commitment to ensure that all of our products are made without infringement of human rights or local laws
- We became full Ethical Toy Program members in 2017 (www.ethicaltoyprogram.org), providing us with a range of resources that help us to manage ethical risks at the factories we source from, by monitoring and reporting on progress. The Ethical Toy Program leads the industry with far-reaching and specialised audits, a robust ethical certification scheme, capability building and training programs, factory education, as well as peer to peer learning to drive continual improvements
- In addition we support the PRELIMS industry group (www.bookchainproject.com) and have set a target that 100% of our suppliers will be signed up to the PRELIMS code of conduct by 2020
- We assess supply chain risk using internationally recognised risk indices. Higher risk suppliers are required to participate in an annual ethical audit cycle to monitor compliance. We will accept audits from the following frameworks: SMETA (four pillar), ICTI, BSCI.



SUPPLY CHAIN ENVIRONMENT

- We ensure that all of our printers and paper suppliers understand and comply with our paper sourcing policy. We aim to use only Forest Stewardship Council™ (FSC™) certified materials on our products by 2020
- Our parent company Bertelsmann have set a carbon reduction target of 10% by 2020 and 20% by 2025. We are working towards meeting these targets
- We have been awarded a Three Trees WWF ranking for responsible paper purchasing
- We have created a Fibre Testing policy and perform annual testing on a representative selection of the paper and board used in our products
- We support the PREPS industry group (www.bookchainproject.com).

82% of our materials were produced on FSC paper in 2017, and the remaining
18% are from traceable, credible sources

SUPPLY CHAIN PRODUCT SAFETY

- Ensuring product safety is integral to the design, development and manufacture of all DK products. We have a long established and effective Global Compliance Programme in place, which has been developed to ensure conformity with all relevant global regulations
- We comply with the Australian voluntary code for products that contain Button Cell Batteries
- We support the PIPS industry group (www.bookchainproject.com).



A WORLD OF IDEAS:
SEE ALL THERE IS TO KNOW