

The logo for inscape, featuring the word "inscape" in a lowercase, white, sans-serif font.

work for tomorrow

A photograph of a lush green forest with tall, thin trees and a dirt path winding through the undergrowth. The top of the image is partially obscured by a dark blue gradient overlay.

Sustainability Report Index

OCTOBER 2020

The Global Reporting Initiative (GRI) is an organization founded to develop and promote an international framework for sustainability reporting. This framework helps businesses, governments and other organizations understand and communicate the impact of business on critical sustainability issues such as climate change, human rights, corruption and many others. In this document, Inscape publishes all available data and information according to the indicators defined by the GRI standard core.

102-1 Name of the organization

Inscape Inc.

102-2 Activities, brands, products, and services

Inscape is a North American company with operations, offices, dealers and licensed independent sales representatives in Canada and the United States. Our manufacturing facilities are located in Ontario, Canada and New York, USA. Inscape Inc. (Inscape) reports in two business segments. The office furniture segment includes storage, benching, systems and seating solutions. The Inscape walls segment has a manufacturing facility located in upstate New York. The combined manufacturing footprint of these two facilities is approximately 438,000 square feet. Inscape serves its clients through a network of dealers and representatives supported by showrooms across North America. For More details of product refer to Inscape website.

102-3 Location of headquarters

U.S. Headquarters, 221 Lister Avenue, Falconer, NY 14733
Canadian Headquarters, 67 Toll Road, Holland Landing, ON L9N 1H2

102-4 Location of operations

USA and Canada

102-5 Ownership and legal form

Inscape Corporation is a limited company incorporated in Ontario, Canada, with Class B common shares listed on the Toronto Stock Exchange (TMX). The Company's registered office and headquarters is at 67 Toll Road, Holland Landing, Ontario, Canada.

102-6 Markets served

Inscape serves the North American market, specifically the commercial and government sector. For more information, please see our Annual Report at myinscape.com.

102-7 Scale of the organization

For a breakdown of net sales and capitalization, see the 2019 Annual Report at myinscape.com, and the data in this report.

102-8 Information on employees and other workers

For details, please see Attachment 8.

102-9 Supply chain

Inscape's supply chain supports the delivery of goods and services to the manufacturing facilities in Holland Landing and Falconer. Inscape works with various goods and service providers such as steel, fiberboard, paint, glass, electrical component manufacturers, extrusion, casting, tooling and stamping companies and testing and certification bodies.

100% of our expenditures are with suppliers based in North America. Over 60% of suppliers are local and approximately 50 suppliers make up 80% of sellable spending at both manufacturing facilities.

Inscape has the “new supplier approval” process in place. Other than manufacturing and quality assessment of suppliers, Inscape assesses its suppliers’ social and labor performance. Prospective suppliers involved in sourcing initiatives are required to complete a questionnaire that encompasses their rating for health and safety, discrimination policies, employee discipline, compensation packages and child and forced labor policies. The assessment helps Inscape extend its responsible procurement policies into the supply chain. Inscape’s suppliers have responded positively to the questionnaire.

102-10 Significant changes to the organization and its supply chain

There has not been any significant change in the supply chain and source of materials from the previous report.

102-11 Precautionary Principle or approach

Inscape is devoted to continuous improvement of our environmental performance. The company has a high level of ambition regarding Design for Environment (DfE); tests products for safety as per BIFMA, UL and CSA standards; and performs voluntary off-gassing certifications to verify our products’ health and safety performance. For more Information, please refer to the policies section in the Inscape Social Responsibility report on our website at myinscape.com.

LEVEL® BIFMA's sustainability certification program for furniture

BIFMA's e3 Sustainability Standard is a standard developed specifically for the contract furniture industry. It measures a company’s social actions, energy usage, material selection and human and ecosystem health impacts. The certification compliance for this standard is known as LEVEL®, and has become the industry benchmark for how sustainable a product is from multiple perspectives. Inscape Storage, System are certified at LEVEL®3 and Wall products certified at LEVEL®2, with targets to not only maintain but also improve product sustainability criteria.

102-12 External initiatives

Inscape participates in the Carbon Disclosure Project (www.cdproject.net).

102-13 Membership of associations

Inscape participates as a BIFMA committee member. We sponsor various regional IIDA initiatives and our representatives are actively involved in local IIDA committees.

102-14 Statement from senior decision-maker

For details, refer to the Policies section in the Inscape Social Responsibility and Sustainability Report on our website at myinscape.com.

102-15 Key impacts, risks, and opportunities

Some of the key impacts, risks and opportunities that Inscape faces include:

- General economy and market conditions
- Competitive environment
- Raw materials and commodity costs
- U.S. dollar exchange rate
- Access to the U.S. market
- Effectiveness of market representatives

For a more detailed overview, please also see Inscape's 2019 Annual Report available at www.myinscape.com.

102-16 Values, principles, standards, and norms of behavior

Inscape gives all employees a copy of the Employee Handbook upon hire. This includes our values, codes of conduct and relevant principles. Please refer to the policies section in the Inscape Social Responsibility Report on our website at myinscape.com.

Directors contribute to the management of the Company's business through:

- Reviewing of all major strategic initiatives
- Contributing to succession planning and selection of senior executives
- Assessing management's performance against realistic business plans
- Considering the principal risks facing the company and the initiatives being taken to manage these risks
- Safeguarding shareholders' equity interests

102-17 Mechanisms for advice and concerns about ethics

Please refer to the Policies section in the Inscape Social Responsibility and Inscape handbook

102-18 Governance structure

The Board of Directors is responsible for ensuring that the application of the compensation policy is appropriately aligned to support its stated objectives and encourages the right management behaviors, while avoiding excessive risk-taking by executive officers. In light of the limited elements of executive compensation (salary, annual bonus, stock options and PSU), the Board supervises the management of the company's affairs directly and through its committees. The Board appoints the company's senior executives (see chart below) and meets with them regularly to discuss reports on Inscape's affairs. In addition to approving specific corporate actions, the Board reviews and approves reports issued to shareholders, including the annual and interim financial statements, as well as materials prepared for shareholder meetings.

Inscape has a standing Compensation, Corporate Governance and Nominating Committee, which is responsible for periodically reviewing compensation paid to directors and executive officers. This committee is also responsible for reviewing and reporting to the Board on human resource planning. In addition, the Compensation, Corporate Governance and Nominating Committee are responsible for assessing the effectiveness of the Board, the Committees and the contribution of individual directors.

The Strategy Committee assists the Chief Executive Officer in assessing alternative strategies and recommending to the Board the implementation plan of the strategies; monitoring the progress and performance of the implementation plan; and reviewing and assisting the Chief Executive Officer in amending the plan based on new developments. The Committee members include Chairman of the Board, Chief Executive Officer, Chief Financial Officer and two independent directors. For details, please refer to attachment 10.

102-19 Delegating authority

Inscape's organization chart displays the delegation of authorities within the company's structure.

102-40 List of stakeholder groups

Stakeholders that are engaged by the organization include employees, customers, dealers, independent representatives, suppliers and all communities in which we operate. Inscape is committed to integrating the social and environmental aspects of sustainability into our everyday practices, designs and policies.

102-41 Collective bargaining agreements

The percentage of employees covered by collective bargaining agreements for both facilities is 48%.

102-42 Identifying and selecting stakeholders

Inscape welcomes all stakeholders and groups that bring value to our company, communities and industry including customers, dealers, suppliers and other stakeholders.

102-43 Approach to stakeholder engagement

Inscape gathers feedback from our customers through our representatives and dealers. Our partners are regularly surveyed for feedback. Shareholders can provide feedback at the Annual General Meeting, quarterly conference calls and periodic meetings. Email is the main media for engagement of stakeholders on the company’s business approach. Stakeholders engaged by the organization include employees, customers, dealers, independent representatives, suppliers, and all communities in which we operate. Inscape is committed to integrating the social and environmental aspects of sustainability into our everyday practices, designs and policies.

102-44 Key topics and concerns raised

Key topics are reported in the meeting notes and major topics are addressed in the Annual Report.

102-45 Entities included in the consolidated financial statements

Inscape continues on its focused North American operations. The report includes data and information from our facilities in Canada and USA. All entities are listed in Inscape’s financial reports and are available at myinscape.com.

102-46 Defining report content and topic Boundaries

In preparing this report, Inscape followed the guidelines issued by the Global Reporting Initiative.

102-47 List of material topics

Material topics and their impacts to Inscape and impact on decisions of stakeholders

	Topics	Significance to Inscape	Substantive influence on the decisions of stakeholders
Social	Health and Safety	Very High	Medium
	Child Labor, Forced Labor,	High	Medium
	Human Rights, Diversity, Non-Discrimination	High	Medium
	Employee Engagement	Very High	Low
	Supplier Social and Environmental Conduct	Medium	Low
	Community Engagement	Low	Very Low
	Talent Attraction and Retention and Training	Very High	Low
	Amplify Inscape Messages to Stakeholders	High	High
Environmental	Sustainable Material	High	High
	Product Chemistry and Off-Gassing	Very High	High
	Product End of Life Recovery	Low	Low
	Water Efficiency/Consumption	High	Low
	Operational Efficiency and Waste	High	Low
	Energy Efficiency and GHG	Very High	Low
Process and Maintenance Chemicals	High	Low	

	Topics	Significance to Inscope	Substantive influence on the decisions of stakeholders
Economic	Anti-corruption, Data Privacy, Security Risks	Very High	High
	Adverse Economic Conditions	Very High	High
	Consumer Spending	Low	Low
	Global Business Risks	Low	Low
	Commodity Prices	High	High
	Supply Chain Disruptions	Very High	Very High
	Compliance with Government Regulations	Very High	Very High
	Sales Growth	Very High	Low
	Launch of New Products for Customer Needs	Very High	Very High

102-48 Restatements of information

Data is collected for 2019, there is no reuse of Data from 2018. All data is verified and collected internally.

102-49 Changes in reporting

This Report has been prepared in accordance with the GRI Standards: Core Option.

102-50 Reporting period

This information covers calendar year 2019.

102-51 Date of most recent report

October 2019

102-52 Reporting cycle

Annual

102-53 Contact point for questions regarding the report

Mohammad Khodayari, Compliance and Environmental Manager
Atiyeh Ghanbari, Director, Product and Brand Strategy

102-54 Claims of reporting in accordance with the GRI Standards

This Report has been prepared in accordance with the GRI Standards: Core Option.

102-55 GRI content index

This document contains the GRI index.

102-56 External assurance

This report is not externally assured.

201-1 Direct economic value generated and distributed

Please see the 2019 Annual Report at myinscape.com.

201-2 Financial implications and other risks and opportunities due to climate change

The potential fluctuations in raw material and commodity prices, because of climate change, could have a significant impact on the company's cost of sales and operating results. Most of the raw materials and commodities used by the company are not unique to the office furniture industry. As a result, the company may experience rising raw material and commodity costs that cannot be recovered from customers if the office industry is in recession.

201-3 Defined benefit plan obligations and other retirement plans

All full-time employees are covered by Inscape's benefit plan.
All Information is available in the Inscape employee's handbook.

201-4 Financial assistance received from government

Inscape has not received any significant financial assistance from the government.

204-1 Proportion of spending on local suppliers

Over 60% of material supplier, spending was local in 2019. Inscape strives to source material and services from local or regional suppliers and vendors. This not only benefits Inscape by meeting production goals and reducing delivery time and inventory, but also helps to support local vendors and reduce the environmental impact of transportation.

205-1 Operations assessed for risks related to corruption

Inscape operations are assessed for risks related to corruption.

205-2 Communication and training about anti-corruption policies and procedures

Inscape's Conflict of Interest policy and Code of Conduct & Ethics provides the information for our confidential whistleblowing site, EthicsPoint and reviewed annually with employees.

205-3 Confirmed incidents of corruption and actions taken

Zero incidents of corruption reported.

301-1 Materials used by weight or volume

For details, see Product LEED Sheets on the Inscape website.

301-2 Recycled input materials used

For details, see Product LEED Sheets on the Inscape website.

301-3 Reclaimed products and their packaging materials

Inscape products do not contain recovered material.

302-1 Energy consumption within the organization

Details are in Attachments 1 and 2 in this report.

302-2 Energy consumption outside of the organization

Inscape's Logistics department continuously reviews the routing process for its "city truck" which handles daily deliveries and pick-ups in the Greater Toronto Area. The plan is to fully understand locations and the frequency of these events to consolidate the number of deliveries and pick-ups. The primary carrier of inbound and outbound transportation at the HL facility is McArthur Express, a 3rd party logistics company. Inscape's recognition of the benefits of the EPA SmartWay program during this dialog process has encouraged McArthur to join the EPA SmartWay program themselves. McArthur is now a SmartWay partner and uses both its own internal fleet, and contracts with 3rd party carriers, for inbound and outbound transportation services. Inscape has undertaken direct communication with McArthur Express to communicate Inscape's environmental initiatives. Through this process, Inscape was directly responsible for the establishment of a McArthur carrier criteria list,

which communicates McArthur's preference for carriers who are EPA SmartWay certified or who have installed fuel efficiency technologies on their vehicles.

302-3 Energy intensity

Details are in Attachments 1 and 2 in this report.

302-4 Reduction of energy consumption

Details are in Attachments 1 and 2 in this report.

302-5 Reductions in energy requirements of products and services

Inscape is committed to providing energy-efficient products and maintaining a sustainable manufacturing plant. We review and ensure equipment used in the office and factory comply with Natural Resources Canada's Energy Efficiency Criteria.

303-1 Water withdrawal by source

2197 cubic meters of raw water used at Inscape facilities in 2019 that was about 27% lower than 2013-2015 base lines. The reason was mainly termination of painted walls products and increase of glass walls orders.

770 cubic meters were withdrawn from the well in the Holland Landing facility and 1,427 cubic meters from city water in the Falconer facility.

303-2 Water sources significantly affected by withdrawal of water

700 cubic meters of water discharge were hauled away to a local sewer in 2019, which was 4% higher than 2013-2015 base-lines for the Holland Landing facility.

1,427 cubic meters of water discharge went into the local sewer, which was 35% lower than 2013-2015 base-line for the Falconer facility.

303-3 Water recycled and reused

Inscape implemented a process to reuse the rinse water in previous stages of the wash line. Currently all the rinse water is used in previous stages and it has reduced the total water usage from 2000 to about 700 cubic meters annually.

304-1 Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas

The Holland Landing, Ontario building (approx. 200,000 sq.) is adjacent to the Rogers Reservoir Conservation Area Trails and Holland Landing Prairie areas.

304-2 Significant impacts of activities, products, and services on biodiversity

Inscape's facility is located close to the Holland Landing Conservation Area. This conservation area is right next door to Anchor Park in Holland Landing. As a local business, Inscape has minimized its impact on the neighboring environment.

304-3 Habitats protected or restored

Not applicable.

304-4 IUCN Red List species and national conservation list species with habitats in areas affected by operations

Inscape's operation does not impact the local habitat.

305-1 Direct (Scope 1) GHG emissions

Direct Emission 3201 MTCO₂ in 2019.
Details are in Attachments 3 and 4 in this report.

305-2 Energy indirect (Scope 2) GHG emissions

Indirect Emission 316 MTCO₂ in 2019.
Details are in Attachments 3 and 4 in this report.

305-3 Other indirect (Scope 3) GHG emissions

Not measured.

305-4 GHG emissions intensity

Details are in Attachments 3 and 4 in this report.

305-5 Reduction of GHG emissions

Details are in Attachments 3 and 4 in this report.

305-6 Emissions of ozone-depleting substances (ODS)

Inscape has successfully phased out all ozone depleting substances in the manufacture of its products. (Refer to Ozone-depleting Substances Regulations, 1998)

305-7 Nitrogen oxides (NOX), sulfur oxides (SOX), and other significant air emissions

Details are in Attachment 4 in this report.

306-1 Water discharge by quality and destination

Details are in Attachments 5 and 6 in this report water waste hauled away to local.

306-2 Waste by type and disposal method

Total amount of waste reduced by 15% in 2019 compared to 2013-2015 baseline.
Details are in Attachment 7 in this report.

306-3 Significant spills

There were no significant spills in the reporting period.

306-4 Transport of hazardous waste

Inscape HL has reduced hazardous waste by 24% in 2019 compared to 2013-2015 baseline. All hazardous waste is retreated before disposing in landfill.
Details are in Attachments 7 in this report.

306-5 Water bodies affected by water discharges and/or runoff

Inscape does not directly discharge wastewater to any bodies of water. Wastewater is discharged to the municipal waste water treatment systems in the regions our facilities are located. Inscape evaluates and controls the materials used in the manufacturing process to ensure that discharge does not contain substances of concern.

307-1 Non-compliance with environmental laws and regulations

Inscape complies with all environmental laws and regulations. There were no fines in recent periods.

308-1 New suppliers that were screened using environmental criteria

About 81% of Inscape's spending is with suppliers who have been screened.

308-2 Negative environmental impacts in the supply chain and actions taken

There are no negative environmental impacts in the supply chain. See 414-1

401-1 New employee hires and employee turnover

Details are in Attachment 8 in this report.

401-2 Benefits provided to full-time employees that are not provided to temporary or part-time employees

Inscape covers all employees with the exception of summer students and temporary workers.

401-3 Parental leave

For details, refer to the Inscape Employee Handbook.

402-1 Minimum notice periods regarding operational changes

Upon a layoff, the company is to give employees under the Collective Agreement one clear working days' notice.

403-1 Workers representation in formal joint management-worker health and safety committees

There are a total of six employees on the Systems and Filing/Office division's Joint Health and Safety Committee, which represents about 2 percent of the Canadian workforce.

403-2 Types of injury and rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities

During 2019, there were no fatalities or occupational diseases. Inscape Holland landing LTI was 0.3 which is much lower than provincial LTI. Inscape Falconer TRCR rate for was Zero in 2019.

403-3 Workers with high incidence or high risk of diseases related to their occupation

Education, training, counseling, prevention and risk-control programs are in place to assist workforce members, their families or community members regarding serious diseases. Counseling is available to Inscape employees and their families through our Employee Assistance Program so they can discuss issues related to serious illnesses.

403-4 Health and safety topics covered in formal agreements with trade unions

Health and Safety Topics covered by the collective agreement include reimbursement to the employee for safety boots/shoes and prescription safety glasses; and the requirement for the company to make reasonable provisions for the health and safety of its employees during the hours of employment.

404-1 Average hours of training per year per employee

Average training in 2019 was 4 hours per employee. For details please refer to Attachment 9.

404-2 Programs for upgrading employee skills and transition assistance programs

The NRG placement are counseling services that help employees who are let go by the company to find employment.

404-3 Percentage of employees receiving regular performance and career development reviews

All employees receive performance reviews on a yearly basis and any outcomes of this are taken into consideration for training and development for the following year.

405-1 Diversity of governance bodies and employees

Please refer to Attachment 8 for details.

405-2 Ratio of basic salary and remuneration of women to men

Inscope values equal pay for women and men. There is no difference in initial base salary.

406-1 Incidents of discrimination and corrective actions taken

Zero incidents of discrimination have been reported.

407-1 Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk

None

408-1 Operations and suppliers at significant risk for incidents of child labor

None

409-1 Operations and suppliers at significant risk for incidents of forced or compulsory labor

None

411-1 Total number of incidents of violations involving the rights of indigenous people has been reported.

No incidents of violations involving the rights of indigenous people have been reported.

412-1 Operations that have been subject to human rights reviews or impact assessments

None

412-2 Employee training on human rights policies or procedures

Relevant policies are merged in the Inscope Employee Handbook and are discussed at orientation with employees.

412-3 Significant investment agreements and contracts that include human rights clauses or that underwent human rights screening

None

413-1 Operations with local community engagement, impact assessments, and development programs

See sustainability report community outreach.

413-2 Operations with significant actual and potential negative impacts on local communities

See sustainability report community outreach.

414-1 New suppliers that were screened using social criteria

About 80% of Inscope's spending is with suppliers who have been screened.

414-2 Negative social impacts in the supply chain and actions taken

There are no negative human rights impacts in the supply chain. Inscope screens major suppliers, including suppliers who have ties with overseas manufacturing for human rights impacts.

415-1 Political contributions

Inscope has not made any financial or in-kind contributions to any political parties, politicians or related institutions.

416-1 Assessment of the health and safety impacts of product and service categories

All Inscape furniture, filing and significant wall products are being tested and certified as per the BIFMA standards for safety and off-gassing. Also, products have been assessed for chemicals of concern to BIFMA LEVEL®.

For details refer to sustainability report

416-2 Incidents of non-compliance concerning the health and safety impacts of products and services

There were no incidents of non-compliance with regulations and voluntary codes concerning health and safety impacts of products and services in 2019.

417-1 Requirements for product and service information and labeling

Products with electrical components are certified through UL and CSA. Frequent audits by CSA and UL are conducted to ensure the products consistently meet the standard requirement.

417-2 Incidents of non-compliance concerning product and service information and labeling

There were no incidents of non-compliance with regulations and voluntary codes concerning product and service information and labeling in 2019.

417-3 Incidents of non-compliance concerning marketing communications

There were no incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship in 2019.

418-1 Substantiated complaints concerning breaches of customer privacy and losses of customer data

There were no complaints regarding breaches of customer privacy and losses of customer data.

419-1 Non-compliance with laws and regulations in the social and economic area

There were no complaints regarding laws and regulations in social and economic area.

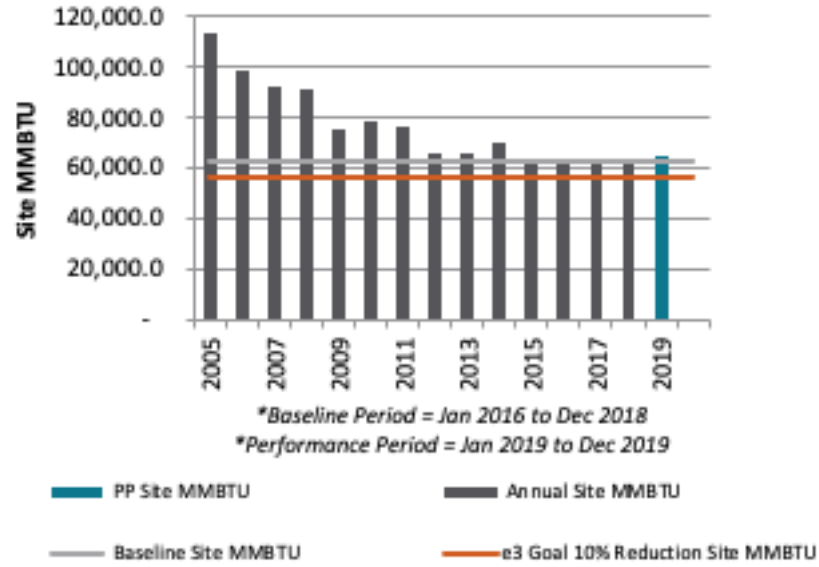
Attachment 1: Direct Energy Consumption by Primary Energy Source

Holland Landing ABSOLUTE Site Energy Assessment								
Energy Type	Year 1	Year 2	Year 3	Baseline Average		Performance Period Average		
	Jan 2016 - Dec 2016	Jan 2017 - Dec 2017	Jan 2018 - Dec 2018	Jan 2016 - Dec 2018		Jan 2019 - Dec 2019		
	Site MMBTU	Site MMBTU	Site MMBTU	Site MMBTU	% TOTAL BASELINE	Site MMBTU	% TOTAL PP	% REDUCTION PP vs BASELINE
Acetylene	1.56	1.56	1.56	1.56	0.00%	1.04	0.00%	33.35%
Diesel	28.23	20.95	20.90	23.36	0.04%	-	0.00%	100.00%
Electricity (Grid Purchased)	16,867	16,286	15,915	16,356	26.06%	14,883.13	23.20%	9.01%
LPG	384	369.26	384	379	0.60%	375.65	0.59%	0.94%
Natural Gas	45,239	45,551	47,250	46,013	73.30%	48,901.41	76.22%	-6.28%
ABSOLUTE Energy Consumption (Site MMBTU)	62,521	62,229	63,572	62,774	100.00%	64,161.24	100.00%	-2.21%

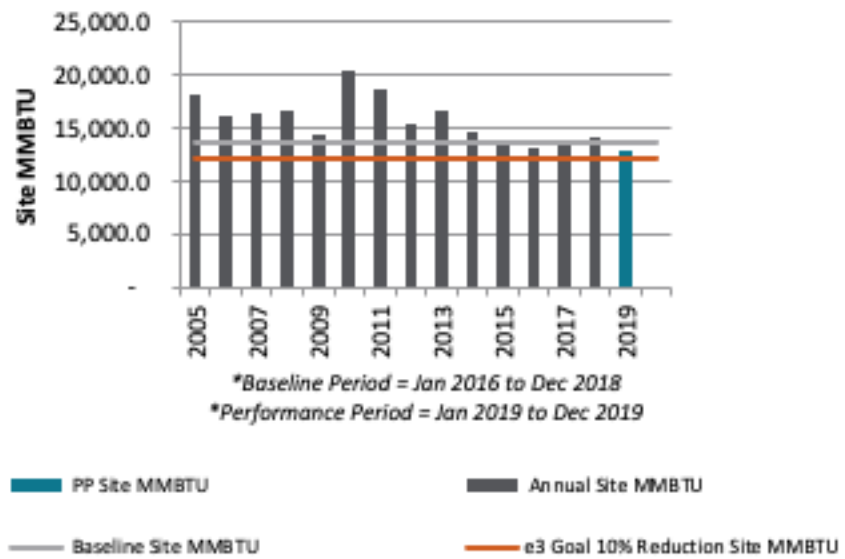
Inscap Walls & DC Rollform (Falconer) ABSOLUTE Site Energy Assessment								
Energy Type	Year 1	Year 2	Year 3	Baseline Average		Performance Period Average		
	Jan 2016 - Dec 2016	Jan 2017 - Dec 2017	Jan 2018 - Dec 2018	Jan 2016 - Dec 2018		Jan 2019 - Dec 2019		
	Site MMBTU	Site MMBTU	Site MMBTU	Site MMBTU	% TOTAL BASELINE	Site MMBTU	% TOTAL PP	% REDUCTION PP vs BASELINE
Acetylene	0.58	0.16	0.74	0.49	0.00%	-	0.00%	100.00%
Diesel	46	23	29	33	0.24%	35	0.27%	-6.68%
Electricity (Grid Purchased)	2638	2505	2517	2553	18.81%	2211	17.02%	13.40%
Gasoline	36	30	39	35	0.26%	15	0.12%	56.74%
LPG	49	50	49	50	0.37%	50	0.38%	-0.37%
Natural Gas	10433	10800	11465	10899	80.32%	10677	82.21%	2.04%
ABSOLUTE Energy Consumption (Site MMBTU)	13203	13408	14099	13570	100.00%	12987	100.00%	4.29%

Attachment 2: Energy Data

Annual Absolute Site Energy Consumption Holland Landing



Annual Absolute Site Energy Consumption Falconer



Attachment 3: GHG Emission Data

Holland Landing ABSOLUTE GHG Inventory - Summary								
GHG Source	Year 1	Year 2	Year 3	Baseline Average		Performance Period Average		
	Jan 2016 - Dec 2016	Jan 2017 - Dec 2017	Jan 2018 - Dec 2018	Jan 2016 - Dec 2018		Jan 2019 - Dec 2019		
	MTCO ₂ e	MTCO ₂ e	MTCO ₂ e	MTCO ₂ e	% TOTAL BASELINE	MTCO ₂ e	% TOTAL PP	% REDUCTION PP vs BASELINE
Scope 1: Direct Emissions								
Stationary Combustion								
Acetylene	0.11	0.11	0.11	0.11	0.00%	0.08	0.00%	30.62%
Natural Gas	2,355.09	2,371.29	2,459.78	2,395.39	88.10%	2,526.81	89.60%	-5.49%
Other	115.11	94.91	89.26	99.76	3.67%	89.26	3.17%	10.52%
Mobile Emissions								
Diesel	2.33	1.73	1.72	1.92	0.07%	-	0.00%	100.00%
LPG	24.88	23.92	24.88	24.56	0.90%	24.10	0.85%	1.87%
Fugitive Emissions								
Refrigerants	2.74	2.88	2.88	2.83	0.10%	2.88	0.10%	-1.56%
Scope II: Optional Emissions								
Indirect Emissions								
Electricity (Grid Purchased)	200.45	193.55	189.13	194.38	7.15%	176.87	6.27%	9.01%
TOTAL Scope I GHG Emissions	2,500.27	2,494.83	2,578.64	2,524.58	92.85%	2,643.13	93.73%	-4.70%
TOTAL Scope II GHG Emissions	200.45	193.55	189.13	194.38	7.15%	176.87	6.27%	9.01%
TOTAL Scope I & II GHG Emissions	2,700.72	2,688.38	2,767.77	2,718.96		2,820.00		-3.72%

Inscope Walls & DC Rollform (Falconer) ABSOLUTE GHG Inventory - Summary								
GHG Source	Year 1	Year 2	Year 3	Baseline Average		Performance Period Average		
	Jan 2016 - Dec 2016	Jan 2017 - Dec 2017	Jan 2018 - Dec 2018	Jan 2016 - Dec 2018		Jan 2019 - Dec 2019		
	MTCO ₂ e	MTCO ₂ e	MTCO ₂ e	MTCO ₂ e	% TOTAL BASELINE	MTCO ₂ e	% TOTAL PP	% REDUCTION PP vs BASELINE
Scope 1: Direct Emissions								
Stationary Combustion								
Acetylene	0.04	0.01	0.05	0.04	0.00%	-	0.00%	100.00%
Natural Gas	554.17	573.62	608.94	578.91	79.92%	567.08	87.23%	2.04%
Mobile Emissions								
Diesel	3.45	1.76	2.21	2.47	0.34%	2.63	0.41%	-6.64%
Gasoline	2.61	2.14	2.77	2.51	0.35%	1.08	0.17%	56.72%
LPG	3.12	3.16	3.12	3.13	0.43%	3.15	0.48%	-0.47%
Fugitive Emissions								
CO2 Shielding Gas	0.30	0.22	0.21	0.24	0.03%	0.18	0.03%	23.88%
Refrigerants	1.27	1.27	1.27	1.27	0.18%	1.27	0.20%	0.00%
Scope II: Optional Emissions								
Indirect Emissions								
Electricity (Grid Purchased)	143.89	136.63	126.93	135.82	18.75%	74.70	11.49%	45.00%
TOTAL Scope I GHG Emissions	564.96	582.19	618.56	588.57	81.25%	575.41	88.51%	2.24%
TOTAL Scope II GHG Emissions	143.89	136.63	126.93	135.82	18.75%	74.70	11.49%	45.00%
TOTAL Scope I & II GHG Emissions	708.86	718.82	745.49	724.39		650.11		10.25%

Attachment 4: GHG N2O

Holland Landing Facility:

GHG Source	Individual GHG Emissions			
	CO ₂ (Kg CO2-e)	CH ₄ (Kg CO2-e)	N ₂ O (Kg CO2-e)	HFC (Kg CO2-e)
Scope 1: Direct Emissions				
Stationary Combustion				
Acetylene	77.37	0.03	0.03	-
Natural Gas	2,512,261.78	1,027.13	13,523.27	-
Other	89,263.02	-	-	-
Mobile Emissions				
Diesel	-	-	-	-
LPG	23,722.48	250.53	130.65	-
Fugitive Emissions				
Refrigerants	-	-	-	2,876.82
Scope II: Optional Emissions				
Indirect Emissions				
Electricity (Grid Purchased)	174,479.89	1,090.50	1,299.88	-
TOTAL Scope I GHG Emissions	2,625,324.65	1,277.69	13,653.96	2,876.82
TOTAL Scope II GHG Emissions	174,479.89	1,090.50	1,299.88	-
TOTAL Scope I & II GHG Emissions	2,799,804.54	2,368.19	14,953.83	2,876.82
% TOTAL (Scope I & II) GHG Contribution	99.284%	0.084%	0.530%	0.102%

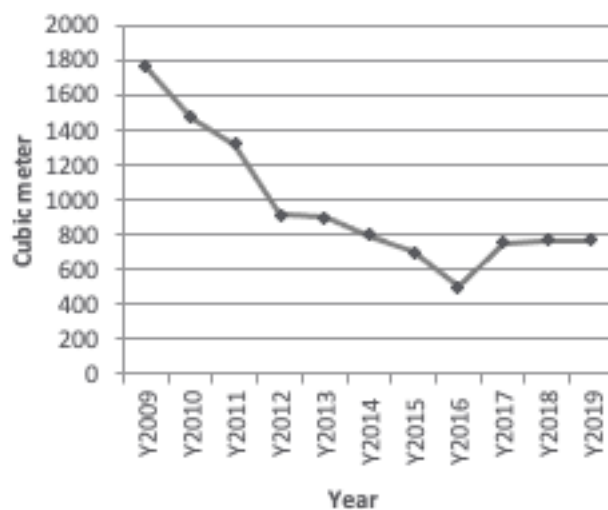
Falconer Facility:

GHG Source	Individual GHG Emissions			
	CO ₂ (Kg CO2-e)	CH ₄ (Kg CO2-e)	N ₂ O (Kg CO2-e)	HFC (Kg CO2-e)
Scope 1: Direct Emissions				
Stationary Combustion				
Acetylene	-	-	-	-
Natural Gas	566,498.06	266.91	318.16	-
Mobile Emissions				
Diesel	2,576.85	4.01	53.52	-
Gasoline	1,060.79	1.65	22.03	-
LPG	3,079.38	4.80	63.96	-
Fugitive Emissions				
CO2 Shielding Gas	184.59	-	-	-
Refrigerants	-	-	-	1,274.18
Scope II: Optional Emissions				
Indirect Emissions				
Electricity (Grid Purchased)	74,393.90	132.27	175.18	-
TOTAL Scope I GHG Emissions	573,399.68	277.38	457.68	1,274.18
TOTAL Scope II GHG Emissions	74,393.90	132.27	175.18	-
TOTAL Scope I & II GHG Emissions	647,793.58	409.64	632.86	1,274.18
% TOTAL (Scope I & II) GHG Contribution	99.644%	0.063%	0.097%	0.196%

Attachment 5: Water Discharges in Facilities

Summary of Raw Water Usage & Discharge of Waste Water			
S. No	Year	Raw Water (m3)	Total Discharge (m3)
1	2006	3667	3332
2	2007	3198	3178
3	2008	2257	1996
4	2009	1763	1599
5	2010	1472	1263
6	2011	1320	1024
7	2012	910	740
8	2013	900	735
9	2014	800	632
10	2015	700	573
11	2016	500	432
12	2017	753	655
13	2018	768	698
14	2019	770	700

HL Process Water



Attachment 6: Water Discharges in Facilities

Summary of Raw Water Usage & Discharge of Waste Water		
Year	Falconer NY- Water Usage (M3)	Discharge to Falconer NY- Sanity
2008	3891	3891
2009	2962	2962
2010	6269	6269
2011	3710	3710
2012	2499	2499
2013	2208	2208
2014	2566	2566
2015	1846	1846
2016	2140	2140
2017	2107	2107
2018	2021	2021
2019	1427	1427

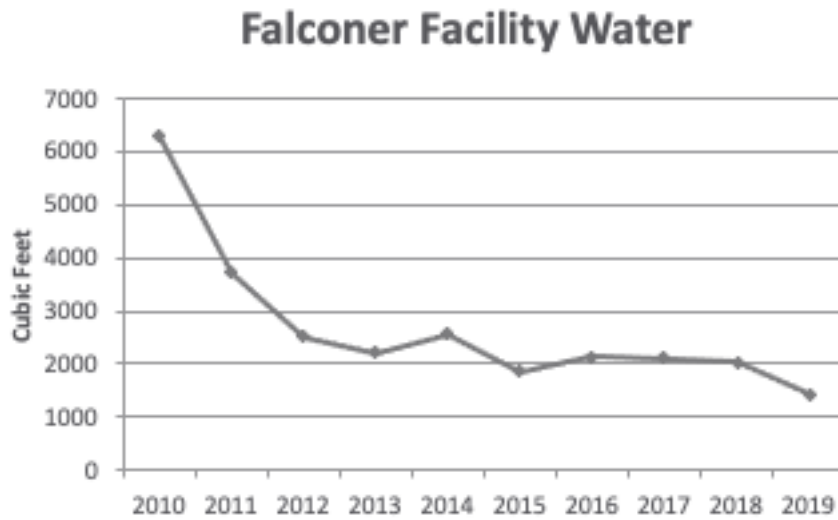


Table 7- Waste and Hazardous Waste

Waste										
Waste MT	2011	2012	2013	2014	2015	2016	2017	2018	2019	Disposal Method
Cardboard	52	48	30	34	24	26	22	21	12	Recycled
Clean Wood	94	69	50	46	31	27	24	16	6	Recycled
MDF	491	441	324	272	225	296	261	222	260	Landfilled
Garbage	81	85	89	81	80	80	79	85	88	Landfilled

Hazardous Waste



Attachment 8: Employee data

Age Group	Total	Total Hired	Total Terminated	Turnover
20-29	18	10	12	66%
30-39	56	14	19	34%
40-49	68	10	14	21%
50-59	122	7	13	11%
60-69	67	0	20	30%
70-79	1	0	2	40%
Male	215	18	48	22%
Female	117	23	32	27%
Full Time	332	41	80	24%
Contract	3	1	4	75%
Temporary	0	0	0	0
Canada	233	22	51	22%
US	99	19	40	40%

Diversity	Percentage
Male	65%
Female	35%

Age	Percentage
20 - 29	5%
30 - 39	17%
40 - 49	20%
50 - 59	37%
60 - 69	20%
70 - 79	0.3%

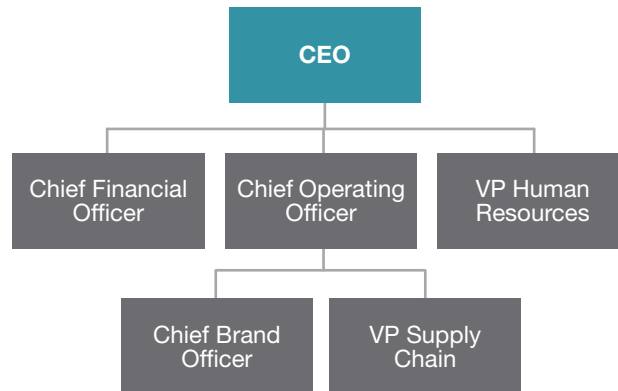
Minority Groups (Canada)	Percentage
Visible Minorities	25%
People with Disabilities	5%
Aboriginals	1.25%

Attachment 9: Union and Training data

	Employee Number	Employee Percent %
All Employees	332	100%
All Union Employees	154	46%
ON Employees	233	70%
ON Union Employees	117	35%
NY Employees	71	21%
NY Union Employees	37	11%

Total Employees at the end of year	325
Male	215
Female	117
Total training hours	1328
Male training hours	860
Female training hours	468
Average training hours per employee	4
Average hours of training - male	4
Average hours of training - female	4

Attachment 10



Systems	Seating
Inscape System	Yonge
Inscape Bench	
Planna	
Arrival	
Storwal	
RockIt	
Adjustable Tables	
Filing and Storages	Walls
Office Specialty	Acme 50
9900	Aria
RockIt	Interval

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