ST-CSR-01 · POLICY

Corporate Responsibility *Policy*

Environment and climate, human and labour rights, health and safety, and business ethics. This policy sets out the commitments of Studiotools towards its employees, customers, suppliers, the communities in which it operates and the environment. It is adopted by the management of the company and published on our website.

Issuing company	Studiotools.io GmbH, Klybeckstrasse 141, 4057 Basel, Switzerland (UID CHE-198.608.326)
Scope	Studiotools.io GmbH and its subsidiary Studiotools Services GmbH, Weil am Rhein, Germany; all employees, freelancers and temporary staff
Version · effective	2.0 · effective from 11 November 2026 (supersedes the Environmental Policy of 1 January 2023)
Approved by	Reto Schnyder, CEO (management – highest governing authority)
Related documents	ST-CSR-02 CSR Implementation Procedures · ST-CSR-03 Supplier Code of Conduct · ST-CSR-04 GHG Inventory Report
Review	Annually by management; next review November 2027

1 Purpose and Scope

Studiotools designs modular furniture and visual collaboration tools for meeting rooms. Production and logistics are carried out by independent, predominantly European contract manufacturers and logistics partners; we operate rented office, showroom and storage premises. We are convinced that durable, repairable and well-designed products are the most effective contribution a furniture company can make to a sustainable economy. This policy applies to all activities of Studiotools.io GmbH and Studiotools Services GmbH and to everyone working for or on behalf of these companies. We expect our suppliers to meet equivalent standards (see Supplier Code of Conduct, ST-CSR-03).

2 Governance and Responsibility

- The **CEO**, as the highest executive authority, approves this policy, holds overall responsibility for environmental, climate, social and ethical matters and provides the resources required for its implementation. Climate- and environment-related issues are therefore overseen directly at management (board) level.
- Implementation is governed by documented procedures (ST-CSR-02) with objectives, measures, responsibilities, deadlines, key performance indicators and a non-conformance procedure.
- Management reviews the policy, objectives and performance at least **annually** and monitors the effectiveness of the measures.
- All employees receive this policy at induction and whenever it is updated, and are expected to act in accordance with it.

3 Environment and Climate

3.1 Legal compliance

We meet or exceed all applicable environmental legislation and regulations in Switzerland, Germany and all countries in which we operate or deliver.

3.2 Protection of the environment and environmental management

We are committed to protecting the environment and to continually improving our environmental performance. We operate a documented environmental management approach based on the principles of ISO 14001 – policy, objectives and targets, action plan, monitoring and annual management review – with the aim of reducing our environmental impact, energy consumption and greenhouse gas emissions and fulfilling our compliance obligations. Due to our size, this management approach is not certified.

3.3 Climate – Net Zero and the Paris Agreement

- We commit to reaching **net zero greenhouse gas emissions across Scopes 1, 2 and 3 by 2050 at the latest**, in line with the goal of the Paris Agreement to limit global warming to 1.5 °C.
- On the way, we aim to reduce absolute Scope 1 and 2 emissions in line with a 1.5 °C pathway (indicatively **−42 % by 2030** compared to the base year 2025), and we measure and reduce our Scope 3 emissions together with our suppliers.
- We maintain an annual greenhouse gas inventory of all direct and indirect emissions (Scope 1, 2 and relevant Scope 3) following the GHG Protocol, and disclose climate information to customers, including UBS, on request.

3.4 Energy

We reduce our energy consumption and improve energy efficiency, collect energy consumption data for all sites and use renewable energy. Since 2024, **100 % of the electricity** at all our metered sites has been sourced from renewable hydropower; any new site will be supplied with renewable electricity. For heating, which is supplied by our landlord, we work towards lower consumption and a renewable heat supply.

3.5 Pollution, emissions and waste

We minimise pollution, emissions and waste in our operations, follow the waste hierarchy (avoid, reduce, reuse, recycle, recover), collect waste separately and maximise recycling. Remaining waste is disposed of properly through licensed waste management services. We record our waste streams (estimated quantities per stream). We use packaging made from recycled cardboard, prefer multipacks and take packaging back with our 2-person delivery service.

3.6 Raw materials, water, single-use items and supplies

We reduce the use of raw materials through lightweight, material-efficient construction and modular product systems. Water is used for sanitary purposes only and is metered. We reduce single-use items and supplies in our offices and in delivery, using reusable transport protection wherever possible.

3.7 Environmentally friendly materials

- Wood components are sourced from suppliers holding **FSC® and/or PEFC Chain-of-Custody certifications**; the wood originates from responsibly managed forests. Studiotools itself does not process wood and therefore does not hold its own certificate. We use European hardwoods such as beech and birch and no tropical timber.
- Wood surfaces are treated exclusively with solvent-free matt lacquers free of volatile organic compounds (VOC-free); wood-based panels meet the E1 formaldehyde emission class.
- Our polyester felt contains 60 % recycled PET – the highest share currently available for this material.

- Metal parts are powder-coated instead of wet-painted; we do not use chrome plating.
- We minimise the use of plastics; where plastics are needed, components are designed for clean separation and recycling.

3.8 Hazardous substances

We minimise and control the use of hazardous substances in our products and operations and comply with the EU REACH Regulation. According to the declarations of our material suppliers, no substances of very high concern (SVHC) above 0.1 % by weight are contained in our products or packaging. Hazardous substances used in our premises (e.g. cleaning agents) are kept with their safety data sheets, stored appropriately and disposed of properly.

3.9 Product life cycle and circular economy

Our products are designed for long service life, without planned obsolescence. Components are screwed or clamped rather than glued wherever technically possible, so that products can be repaired, reconfigured, dismantled and separated by material type at the end of their life. Spare parts are available on request. The modular system allows customers to extend and adapt existing furniture instead of replacing it. We help customers make environmentally sensitive choices by providing information on materials, durability and indicative product carbon footprints.

3.10 Biodiversity and nature

We are committed to reducing potentially adverse impacts on biodiversity and natural capital. We source only legally harvested timber from responsibly managed forests, free from deforestation, and comply with applicable timber regulations. We expect our suppliers to protect ecosystems, water resources and soil, and to avoid operations that harm protected areas.

3.11 Awareness, suppliers and transparency

We raise employees' awareness of environmental topics, require our suppliers and service providers to follow equivalent standards (ST-CSR-03), and keep our climate and environmental information transparent towards customers.

4 Human Rights and Labour Rights

We respect internationally recognised human rights as set out in the Universal Declaration of Human Rights, the UN Guiding Principles on Business and Human Rights and the principles of the UN Global Compact, and we commit to fair employment practices and working conditions on the basis of prevailing laws and the **International Labour Organization (ILO) Core Conventions**. We meet or exceed all applicable human rights and labour legislation. In particular:

- **Freely chosen employment.** We do not use or tolerate any form of forced, prison, bonded, indentured or involuntary labour, human trafficking or other forms of modern slavery. Employees are free to terminate their employment with reasonable notice; we do not retain identity documents or charge recruitment fees.
- **No child labour.** We do not employ anyone below the minimum age defined by the ILO conventions or by national law, whichever is higher. Young workers are protected from hazardous work.
- **Non-discrimination.** We do not discriminate on the basis of age, colour, (dis)ability, ethnicity, race, gender, gender identity, gender expression, marital status, pregnancy/maternity, national origin, sexual orientation, religion or any other characteristic protected by law – in recruitment, pay, promotion, training or termination.
- **Wages, working hours and benefits.** All employees have written employment contracts. Wages, regular and overtime hours and benefits comply with applicable law (including statutory minimum wages) and match prevailing local practices. Working time is recorded as required by law; paid leave complies with legal requirements.
- **Accommodation.** Employees are not required to live in accommodation controlled by the company.

- **Freedom of association.** We respect the right of employees to form and join associations and trade unions of their choice and to bargain collectively.
- **Humane treatment.** Everyone is treated with respect and dignity. We provide a work environment free of harassment (including sexual harassment), intimidation, bullying and any form of abuse.
- **Diversity, inclusion and equal opportunity.** We recruit and develop diverse talent, pay equally for equal work, protect maternity and parental rights and provide accessible, clean and safe workplaces.
- **Privacy.** We protect the personal data of employees, customers and business partners in accordance with the Swiss Data Protection Act and the GDPR.
- **Grievances.** Employees and third parties can raise concerns – confidentially if they wish – with management or directly with the CEO. Concerns are investigated fairly and promptly; no one will suffer any disadvantage for raising a concern in good faith.
- **Communities.** We respect the rights of local communities affected by our activities and those of our supply chain.

5 Health and Safety

- We treat applicable health and safety legislation as a **minimum standard**.
- Management is committed to establishing a **healthy and safe workplace** and to integrating health and safety into all workplace activities – from product design (stability, load limits, safe handling) to storage, delivery and installation.
- We assess the health and safety risks of our workplaces (office, showroom, storage and workshop) and define control measures as required by law.
- Employees receive health and safety instruction at induction and as required, including safe handling of large boards, tools and ladders. Adequate personal protective equipment is provided where required.
- We maintain emergency preparedness (first aid, fire protection, evacuation routes) and brief employees on emergency procedures regularly.
- Accidents, incidents and near misses are reported, investigated and followed by corrective action where needed.
- We support the **physical and mental wellbeing** of our employees through flexible working hours, home-office options where the role permits, ergonomic workstations, regular dialogue on workload and an open, respectful culture.

6 Business Ethics and Anti-Corruption

- We have **zero tolerance for bribery and corruption** in any form, including facilitation payments, and comply with all applicable anti-corruption laws.
- Gifts and hospitality may only be given or accepted if they are modest, occasional and transparent; cash or cash equivalents are never permitted. Gifts beyond a modest value (approx. CHF/EUR 100) require the prior approval of the CEO.
- Conflicts of interest are disclosed and resolved transparently.
- We compete fairly, comply with competition and antitrust law, keep accurate books and records, and comply with applicable sanctions and export control rules.

7 Supply Chain

We work with a long-standing network of predominantly European, often owner-managed manufacturers; more than 99 % of our product volume is sourced from suppliers based in the EU/EFTA. Our expectations regarding environmental performance, human and labour rights, health and safety and anti-corruption are laid down in our **Supplier Code of Conduct (ST-CSR-03)**, which forms part of our purchase orders and which suppliers pass on to their own sub-suppliers. Compliance is monitored on a risk-based approach through certificates and declarations; non-compliance is addressed through corrective action plans.

8 Implementation, Monitoring and Review

This policy is implemented through the CSR Implementation Procedures (ST-CSR-02), which translate each commitment into measurable objectives, measures, responsibilities and deadlines, define how progress is monitored and how non-conformities are corrected. The policy is communicated to all employees, published on our website and reviewed by management annually to ensure its continued suitability and effectiveness.

Place, date
Basel, 11 November 2026

Approved by
Reto Schnyder, CEO
Studiotools.io GmbH · Studiotools Services GmbH