

TAKING CARE OF TOMORROW

# ACCO Brands EMEA

## Sustainable Development Report

2022



## TAKING CARE OF TOMORROW

### Who are we?

Simplifying and organising life at home and at work!

That is what we aim to do at ACCO Brands. And our portfolio of well established brands are at the very core of what we do. We aim to provide consumers with products which delight and fulfil the necessary tasks. And where they can feel confident, that efforts are being made to work towards reducing their environmental impact and the impact on the communities and partners with which we work.

We have set a clear path for our activities, focussing on the most important topics for our company and with have some specific and challenging goals for 2025 and beyond. This report aims to provide some insight into our company, who we are, how we operate, and how we work towards achieving our goals and reducing our impact.

For more detail about our company see the additional information section at the end of this report and [www.accobrand.com](http://www.accobrand.com)





## TAKING CARE OF TOMORROW Company Profile

### ACCO Brands Global:

**\$2 billion** company, listed on NYSE

**21** factories worldwide, **6 100** employees

Products sold in more than **100** countries

### ACCO Brands EMEA:

**\$600+ million** turnover

**10** factories, **2 100** employees



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*Cezary Monko*  
EVP & President ACCO Brands EMEA

## It is good! But it's never enough!

The speed of change in the world did not slow in 2022. After fending off the challenges we had faced from Covid, new political and economic situations arose and took up much our energy and attention. Meanwhile, climate change did not disappear, with floods, fires and new temperature records becoming ever more frequent across the globe. It is a true risk that we get too used to these reports and start to blend them out. The longer term threats and risk of climate change are probably far greater than the short term problems of inflation and impossible to overcome alone. We must all do our part and we must learn to work together to make the biggest impact we can. That is also why I am especially pleased with the start of our Sustainability Champions programme at ACCO Brands EMEA during 2022. Our factories and warehouses have long been working to reduce our emissions, waste and water consumption, we have people at all these operations sites who put their energies and intelligence into the best ways they can find to reduce our impact as far as possible. And now we also have people from our sales and administration offices across Europe, who have volunteered to take on the task to work with their local teams to reduce the impact we have on the planet and the communities around us. I wish them all luck and strength for these activities!

I'm pleased with the progress we made in 2022 towards our zero emissions from electricity goal. We can see the progress on the charts, not only in emissions but also in the reduction in electricity consumption. I'm equally very happy to see the plans in place and initial preparatory work done for our first solar park at our Kozenice factory in Poland.

We are also very proud of the EcoVadis Bronze award which we achieved at the end of 2022! It was the first time we submitted our application to this very thorough review and we are eager to achieve and progress more with this award.

But it is not only here where we are hungry to achieve more. There are further areas where we can improve and do more! For example, more products with recycled plastic content, more sustainable offerings in our non-paper categories, less non-recycled waste! We have clear targets for 2025 and I'm confident that our teams will put all their energies into helping us attain all of them!

Yours

Cezary Monko

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# Key Achievements 2022

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### EcoVadis



We are very proud to be awarded the Bronze medal certification by EcoVadis, the world's largest and most trusted provider of business sustainability ratings.

The EcoVadis assessment takes 4 areas of impact into consideration when viewing a company: environmental impact, labour & human rights, ethics and sustainable sourcing. ACCO Brands first review by EcoVadis involved the completion of a thorough evaluation of all these themes in order to achieve the bronze medal.

The award places ACCO Brands EMEA in the top 50% of all companies rated by the highly reputed EcoVadis system. We scored particularly well on the sustainable procurement element of the assessment, ranking in the top 20% of companies rated by EcoVadis in the manufacture of other articles of paper and paperboard category. EcoVadis recognised the companywide FSC® and PEFC certifications, which monitor the sourcing of wood and paper and the clear reporting on wood fibres used for products and packaging.



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### Highlights 2022

- EcoVadis Bronze award for our sustainability efforts to date
- A 39% reduction in total CO<sub>2</sub> emissions compared to 2021
- 47% reduction in emissions from electricity compared to 2021
- Sustainability Champions programme in place
- 22% of our director level and above leadership positions are women



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### Highlights 2022

- 199 carbon compensated products
- 4628 (+300) products with 3rd party certifications
- 34% of sales made with products with at least one 3rd party certification
- 99.7% of paper & board used for products & packaging recycled, FSC® or PEFC certified
- 80 products containing 30-100% recycled plastic
- 46 products with ergonomic certifications, helping people to work in a healthy way





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# Strategy & Plan

# 2025

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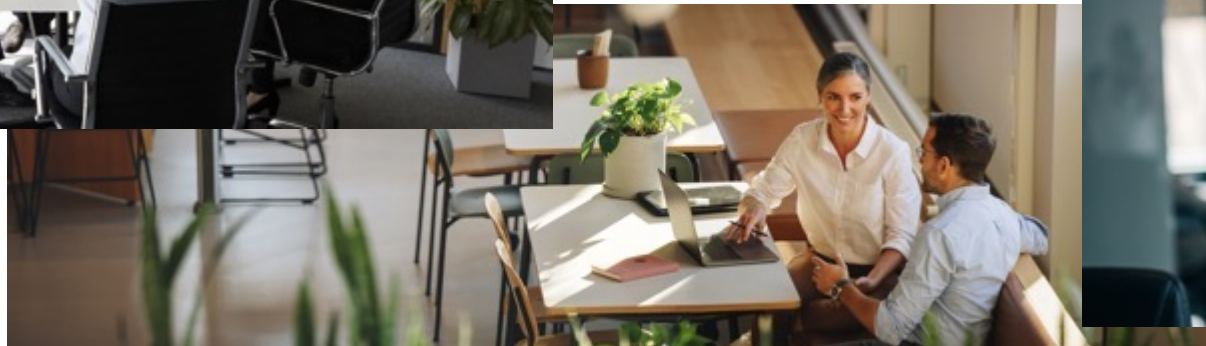
## Stakeholder View

Whilst preparing our new sustainability vision and goals for 2025, we of course took into consideration what our stakeholders believe to be the most important aspects for our company’s sustainability strategy and goals. This ranges from our shareholders, for whom it is very clear that working towards climate change mitigation and supply chain responsibility are a necessity for success in the coming years, to our management, customers and consumers. Looking at all the information we have and feedback we received, we could clearly see three core areas of focus for us moving forward:

- #1: Climate change mitigation  
measuring and reducing our emissions
- #2: Responsible & circular customer solutions – innovating to provide products & services for the future
- #3: Engaged workforce and principled working relationships



Our stakeholders believe that emissions are key for us and as a manufacturer and seller of consumer products, we understand that this is a fundamental element of all we do, from operations to product development and how we work. Taking emissions into consideration will help us make better decisions and to work on the right improvements and this therefore forms the core focus of our sustainability work.





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## ACCO Brands EMEA

### Vision & Strategy for Sustainable Development



#### Reducing our Operational Environmental Impact

We will drive down our use of electricity, fuel and our waste production and deepen our understanding of our indirect emissions with a long term vision of achieving net zero emissions.



#### Reducing our Product Environmental Impact

We are committed to better understanding the emissions caused by our products and packaging and driving down those emissions as far as possible in preparation for net zero emissions.



#### Working Relationships & Social Commitment

We are a diverse and committed workforce where everyone works towards the achievement of our sustainability goals. We aim to have a cooperative and principled working relationship with all of our stakeholders.



# ACCO Brands EMEA Sustainable Development Key Targets 2025



## Reducing our Operational Environmental Impact

- **Zero emissions from electricity** (scope 2) used at our manufacturing and distribution sites
- **15% reduction** in electricity consumption



## Reducing our Product Environmental Impact

- A more **sustainable choice** in every key category we operate in\*
- A minimum of **500 products** containing a minimum of 30% **recycled plastic** (from 50 today)



## Working Relationships & Social Commitment

- For leadership positions on director level and above in EMEA, we aim for a **female share of 25%** by 2025 (from 20%)
- We will coach and involve **all employees** to help us achieve our sustainability goals

\* A more sustainable choice is a product with notable improvements compared to standard products in points listed in the ACCO Brands Product Philosophy

# ACCO Brands EMEA Sustainable Development Targets 2025



## Reducing our Operational Environmental Impact

- We will drive our emissions from electricity consumption (scope 2) to zero at our manufacturing and distribution sites, an overall reduction of total scope 1 and 2 emissions of 75%
- We will reduce our electricity consumption at these sites by 15% (or kWh)
- We aim to further reduce our total water consumption by 15 percent
- We have the ultimate goal of achieving a zero waste rate in our manufacturing and warehouse facilities
- 33% of our company car fleet will be hybrid or electric
- We will measure and improve emissions and other environmental impacts of our sales offices



## Reducing our Product Environmental Impact

- We will offer a more sustainable choice\* in every key product category we operate in
- We will offer a minimum of 500 products with (minimum 30%) recycled plastic content (base is 50)
- We will increase the % of revenue from sales of products certified to 3rd party environmental and social sustainability standards by 10pp (base year 2019)
- We will aim to take the points of our product philosophy into account and design our new products with a reduced CO<sub>2</sub> footprint compared to the previous model where one exists
- We will only use plastic in our packaging where necessary or ecologically worthwhile and where we use it, we aim to use a minimum of 30% recycled material
- We will build our understanding of carbon emissions from our products



## Working Relationships & Social Commitment

- We aim to have a transparent and principled working relationship with all our stakeholders, from employees and suppliers, to customers and consumers
- Our principles are based on the international standards set by the UN and the ILO Declaration of Fundamental Principles and Rights
- We require our suppliers to fulfil the same standards and monitor this according to a set of specific metrics
- We aim for a female share of 25% of leadership positions on director level and above in EMEA by 2025 (from 20%)
- We will maintain a safe and healthy workplace with a target of zero accidents
- We will train all our sites in our sustainable approach and invite them to create a local plan to support the fulfilment of our goals

\* A more sustainable choice is a product with notable improvements compared to standard products in points listed in the ACCO Brands Product Philosophy

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### ACCO Brands EMEA:

### Sustainable Foundations

Working in a lean way is the foundation of all our sustainability efforts. Reducing waste in all areas and keeping processes simple and short, help with many of our objectives. Our ISO 9001 and ISO 14001 certifications provide the framework and tools to help achieve this.



\* ISO 50001 for 8 sites in Germany and the UK only  
ISO 9001 and 14001 for all ACCO Brands EMEA sites + Shanghai



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# Planet

Reducing our Operational  
Environmental Impact



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## Scope Emissions

- Scope 1 (direct)
- Scope 2 (indirect emissions from consumption of purchased electricity, heat or steam)

All European manufacturing facilities were monitored from the start in 2010, except Arcos, Portugal, and Lillyhall, U.K. (added in 2017). Lillyhall (pencil manufacturing) runs a biomass boiler to heat the plant using waste material. This has been classified as carbon neutral by the Carbon Trust and is therefore not included in the results.

We continue to report the Rapid Shanghai factory as most of the production is for EMEA and it is a key facility for us.

Warehouses have been included since 2016, except Halesowen added in 2017.

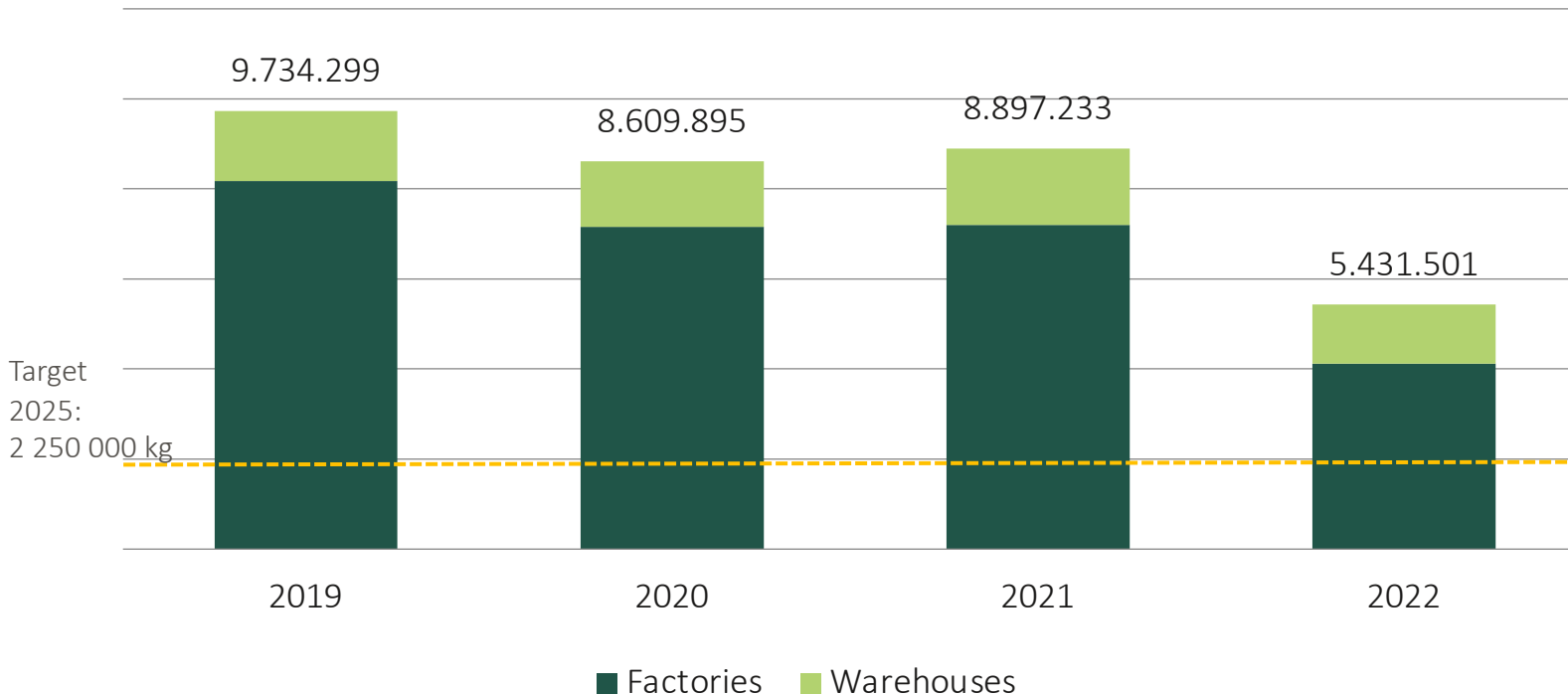
In 2021 we added CO<sub>2</sub> caused by HGV fuel of our owned truck in Halesowen, UK. This added ~126 tonnes CO<sub>2</sub> and is around 1.5% of the total.

All facilities are listed on Page 54. Sales offices, which are not physically part of one of the listed facilities, are not included, as they are classed as immaterial.

Scope 3 emissions are not included to date (all other indirect emissions such as from raw materials, external logistics, outsourced activities etc.)

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### CO<sub>2</sub> Emissions ACCO Brands EMEA: Factories & Warehouses (kg CO<sub>2</sub>)



2021: HGV fuel for truck owned in UK added makes up ~1.5% of the total

2019 – 2021: Corrections made for gas consumption in Gorgonzola, Italy and electricity conversion factor in Sint Niklaas, Belgium. Totals for 2020 and 2021 now slightly higher than reported at the time.



We saw our focus on reducing to zero emissions from electricity (scope 2) start to really pay off with a big drop in overall CO<sub>2</sub> emissions of **39%** compared to the previous year! This resulted from a 47% drop in emissions from electricity and a 19% drop in emissions from gas.

Total CO<sub>2</sub> emissions in 2022 (according to scope on page 16) were 5.432k tonnes, with the overall reduction compared to 2021 of 3 466k tonnes of CO<sub>2</sub>. You would need around 158 000 mature trees to absorb this amount of CO<sub>2</sub> in one year.

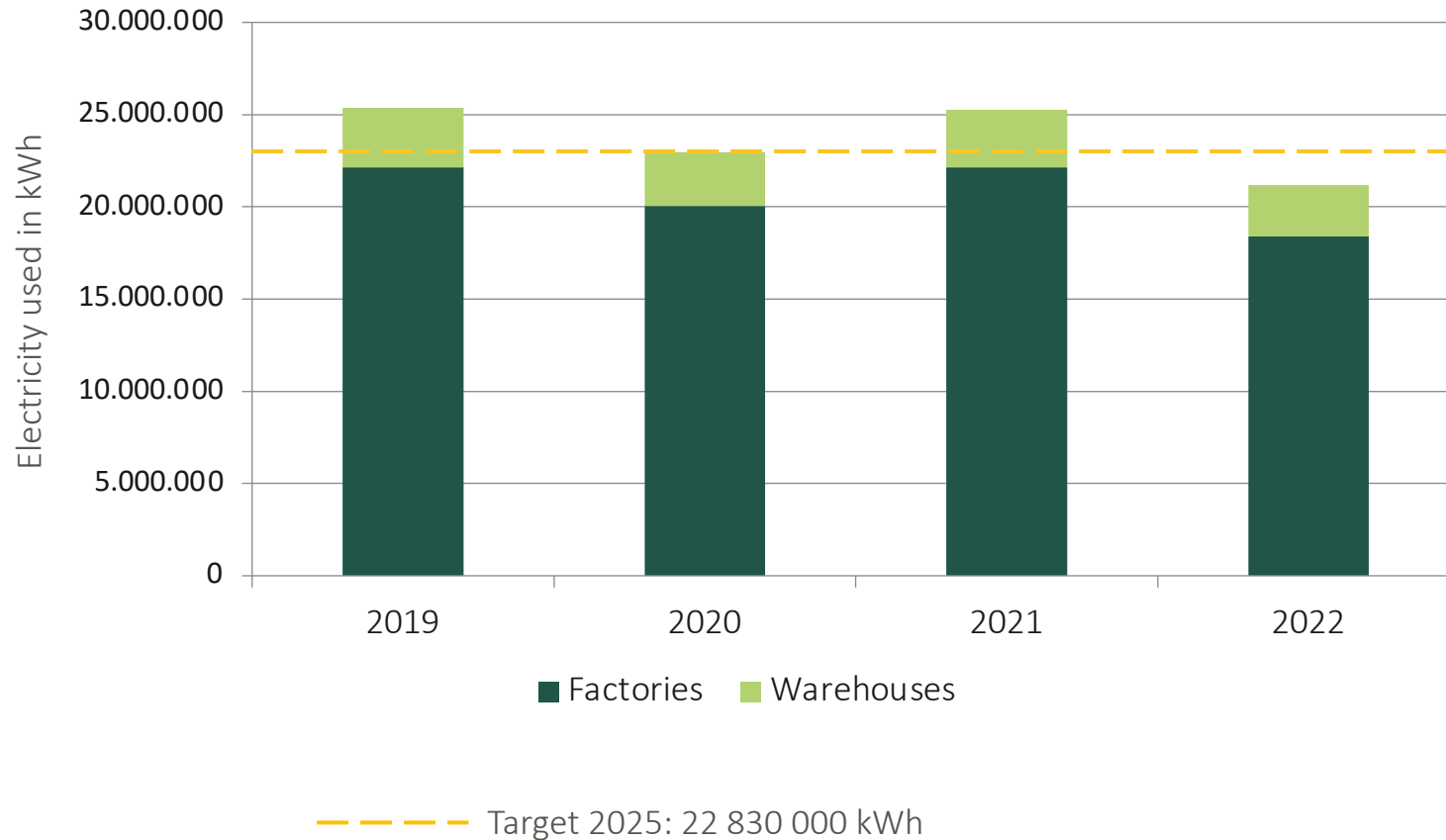
Several further sites have now switched to zero emission electricity. This year, a total of nine out of sixteen sites consumed zero emission electricity. In addition, RECs were bought for our Cerkezkoy, Turkey, site and our largest plant in Kozenice, Poland where the purchased certificates amounted to almost 60% of total electricity consumed there.

The remaining scope 1 emissions (gas, oil, fuel), made up around 25% of our total emissions in 2019 (plus the HGV fuel later), which formed the basis for the 2 250 tonne CO<sub>2</sub> target for 2025.



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### Emissions: Electricity in kWh



Total ACCO Brands EMEA electricity consumption in 2022 (according to the scope on page 16) was **16% lower** than in 2021.

Energy consumption was a big focus in 2022 and we saw the benefits of projects already planned as well as further actions implemented. Almost all lighting is now switched to LEDs but also compressors and drying ovens have been made more efficient.

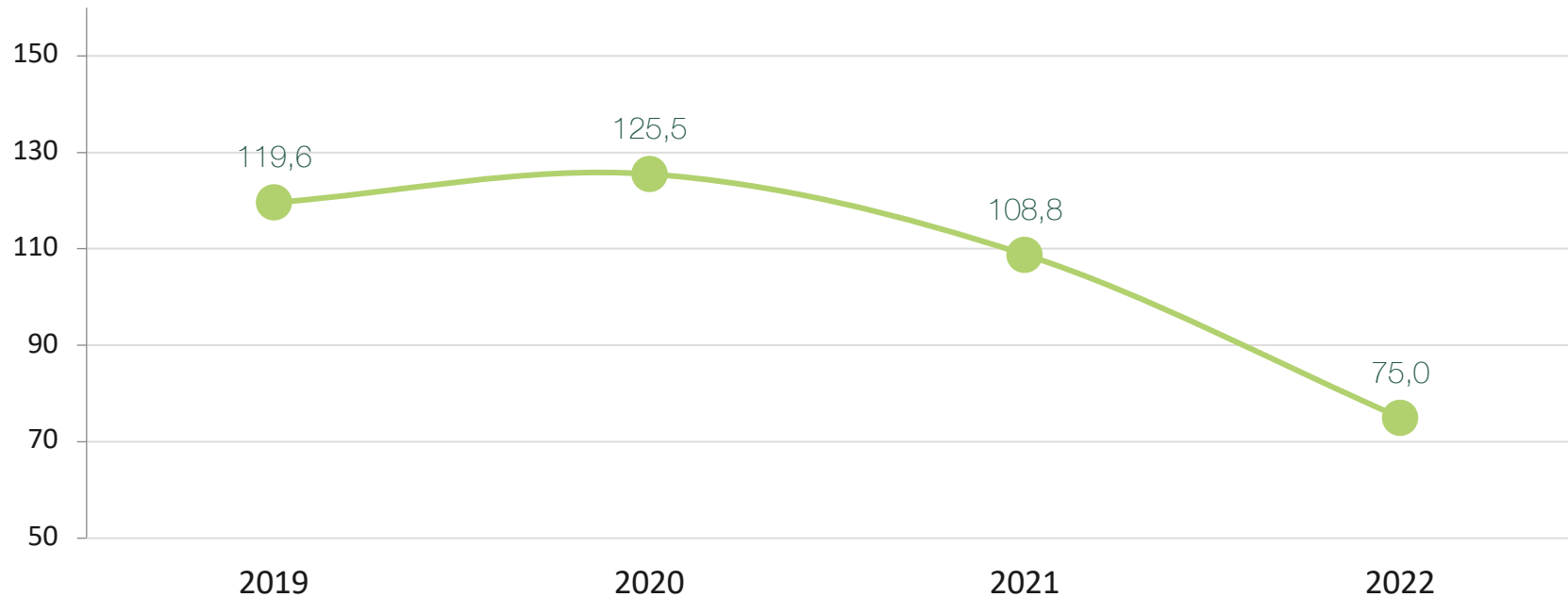
With the further electricity saving projects we have planned, we expect to continue the decrease in consumption of electricity.

Overall 12% of the electricity we bought in 2022 was renewable, 29% including the RECs we bought (a total of 3 400 MWh). Two further sites have a zero conversion rate, buying a mix of renewable and nuclear power and a third site purchased a compensation certificate with an investment in a hydro-electric power plant in India, making a total of 61% zero emission electricity in 2022.

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### ACCO Brands EMEA Manufacturing

CO<sub>2</sub> Emissions in kg/tonne Production



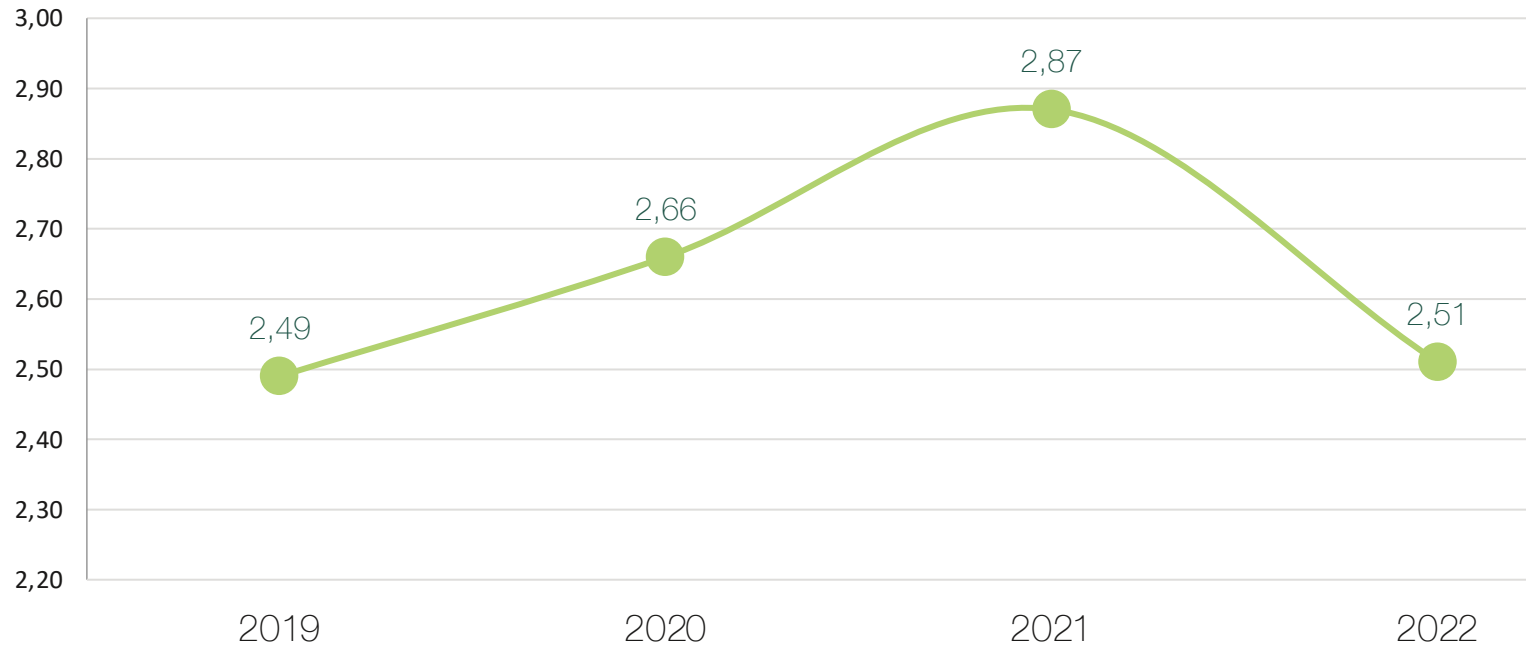
2019 – 2021: Corrections made for gas consumption in Gorgonzola, Italy and the electricity conversion factor in Sint Niklaas, Belgium led to higher results for 2020 and 2021 than reported at the time.

Our overall CO<sub>2</sub> emissions per tonne produced dropped clearly again compared to the pre-pandemic results in 2019. This shows that our low emission strategy is working and that our factories continue to run more and more efficiently as the energy saving projects implemented thus far take effect.

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### ACCO BRANDS EMEA WAREHOUSES

CO<sub>2</sub> Emissions in kg/m<sup>3</sup> shipped



2019 – 2021: Corrections made to the electricity conversion factor in Sint Niklaas, Belgium led to higher reported results for 2020 and 2021 than reported at the time.

As reported in previous years, a much higher proportion of the energy consumption in our warehouses comes from heating, which is more dependent on the harshness of the winter and is more difficult to reduce. However, in 2022, our facilities worked hard to reduce the required heating. Every corner of the buildings was checked for draughts and improvements made. Hyper-fast rolling doors were installed to keep the time the doors are open to the absolute minimum. We also issued our associates with extra warm clothing, allowing us to turn the level of the heating down a little.

The results can be seen here. As we search for overall better ways to heat our facilities, creating lower or no emissions, we have learned that we can still be creative about reducing energy consumption!



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### Energy Saving & Clean Energy

We are constantly working on and appraising ways to save and use cleaner energy. Coming from a LEAN culture, we understand that it is often many small steps which together make the difference and are more quickly achievable than larger scale projects. One example is through using control valves to only draw compressed air from the circuit when the machine is working. A further example can be seen at our Arcos, Portugal site where they insulated some areas of the building, including the cafeteria, themselves, to quickly experience a cooler building in the summer and a warmer one in winter.

Nevertheless, we are of course also investing in more efficient equipment. In the Shanghai, China, plant a new packaging machine raises the temperature only as and when needed; in the Lilyhall, UK, plant a new furnace uses about half the power of the old one; and in Hestra, Sweden, we installed heat pumps with an expected saving of around 60 000 kWh per year. Finally at our Kozienice, Poland, plant, preparations have been made for our first solar park, with the land cleared and the contracts all in place.



New packaging machine  
Shanghai, China



New furnace  
Lilyhall, UK



Land cleared for  
solar park  
Kozienice, Poland

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### Emissions from Company Cars

Currently, we are not measuring our logistics emissions (part of our scope 3 emissions) except in the UK, where we own a truck. We do of course work with our logistics providers to plan journeys and drive efficiently to reduce emissions and are also looking at emissions from business travel. As well as encouraging the use of online meetings and using the train wherever it makes sense and is possible, we are aiming to move our (mostly 3<sup>rd</sup> party owned) company car fleet to electric or hybrid models. Although this is often desired by our associates and encouraged by many governments, the infrastructure and framework are certainly not available in all European countries. Hence, we have set a goal of switching 1/3 of our EMEA company car fleet to electric or hybrid by 2025. In 2022 55 out of 296 cars were electric or hybrid a large jump from the 17 we started with. This is now 19%, with a goal of 33% by 2025. To support the infrastructure issue, we have also started to install electric charging stations at some of our sites, including, for example, Santa Perpetua in Spain.



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## Scope Water Consumption

Total water consumption for all ACCO Brands EMEA plants and warehouses.

Data shown covers all ACCO Brands EMEA plants and warehouses plus the Shanghai factory. All facilities are listed on Page 55.

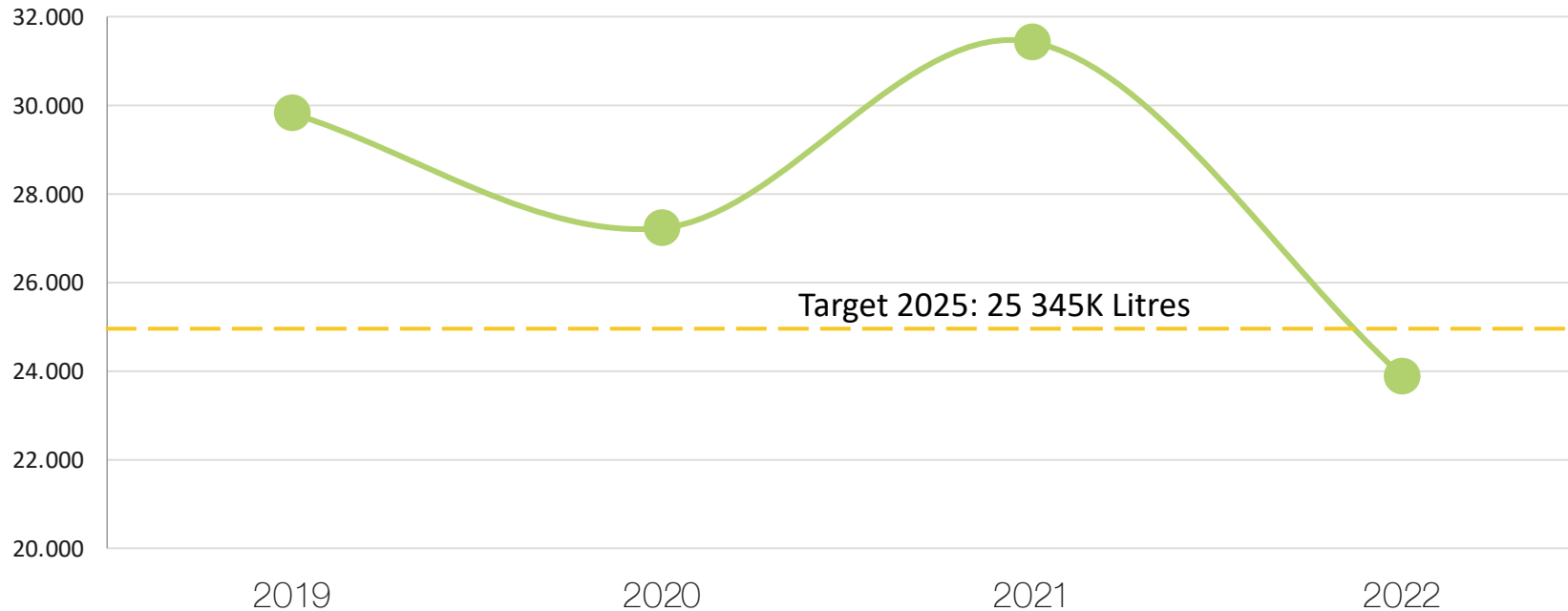
Local sales offices, which are not physically part of one of the listed facilities, are also not covered but as these are generally small, we can conclude that these would not have a material impact on the result.



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### ACCO Brands EMEA Water Consumption

Water consumption in 000 L



Although our processes are not particularly water intensive, as we increasingly feel the impact of changing weather patterns and droughts across Europe, it is clear that even in places where historically water was not scarce, our responsibility to save and preserve water remains high. Hence water consumption has been under continuous observation for us since 2010 and even before then through our ISO 14001 certifications. Our teams monitor and report water consumption levels monthly. In 2022, due to our programmes and having solved the leakages identified in 2021, our water consumption decreased even below the 2025 target level.

We have learned that sometimes there can be unexpected changes in water consumption and so we will continue to carefully monitor and work to reduce and manage our water consumption as far as possible.

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## Scope Waste Management & Recycling

Aim: Zero Waste

Zero Waste is generally defined as 98 percent of waste being recycled. “Thermal recycling” (burning) is not counted as recycled and hazardous waste is not included.

Hence, data for all types of waste is collected from all sites. We have some difficulties with recycling companies which do not disclose if or how much waste has been “thermally recycled” but will work further to see if we can gain more knowledge on this.

Data shown covers all ACCO Brands EMEA plants and warehouses plus the Shanghai factory. All facilities are listed on Page 55.

Local sales offices, which are not physically part of one of the listed facilities, are not covered, but waste volumes here are far smaller than at the plants and warehouses, meaning we can conclude that these would not have a material impact on the result.

We also measure and control hazardous waste, but this only made up 3% of total waste in 2022.

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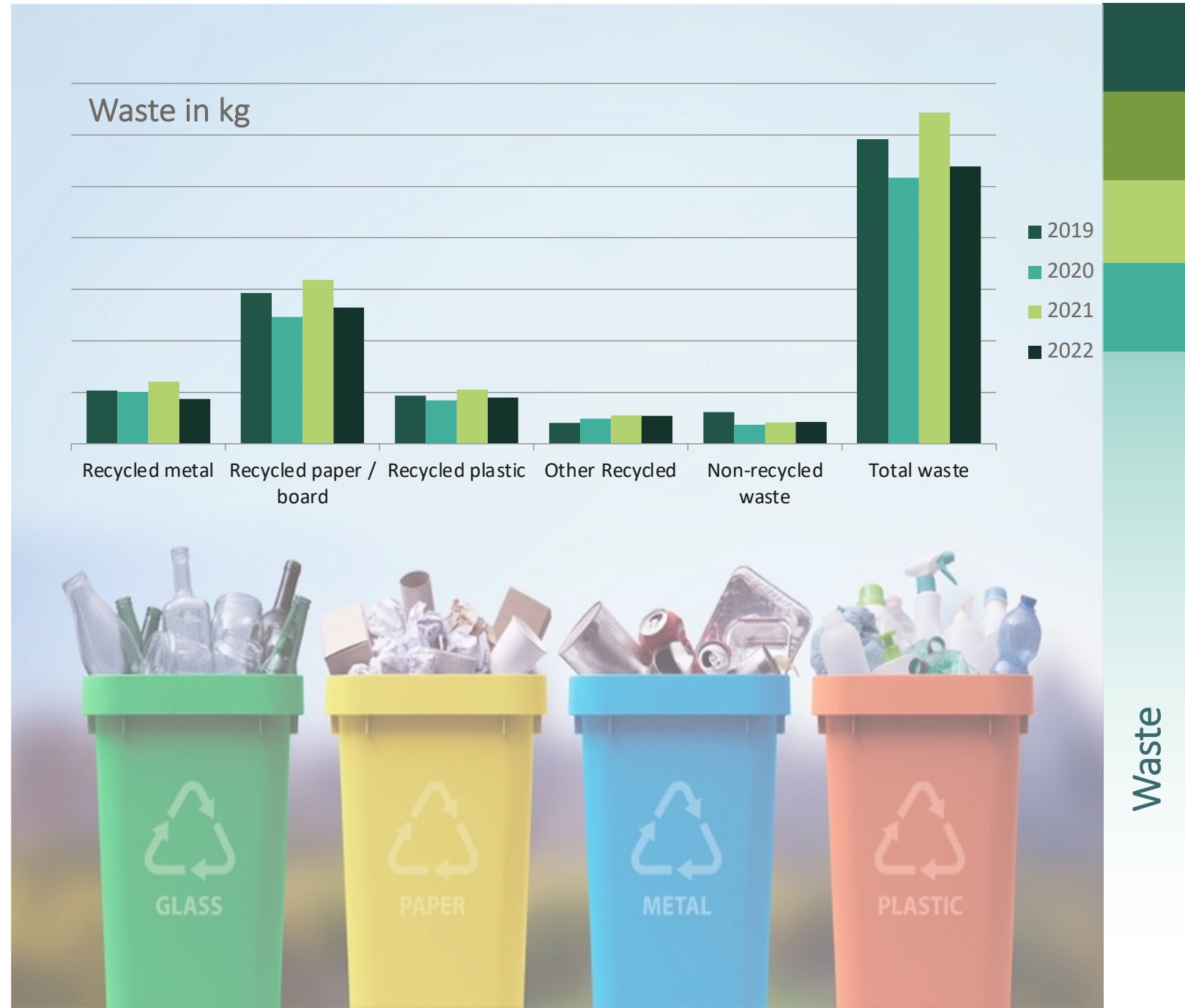
### Waste Reduction & Recycling

**92%** of all waste (excluding hazardous waste) was recycled in 2022, which is a drop of 2pp on 2021 (Target 98%).

At the same time, total waste was reduced by **16%** to 5400 tonnes. This overall waste reduction is of course the holy grail which our Lean philosophy and Kaizen workshops help us to work towards.

We generally have good recycling rates in our factories, where waste can be more easily separated, but it is often difficult to find good solutions for the mixed waste from the warehouses. This year Heilbronn made some progress with donating excess and obsolete stock (see page 27) but this is not always easy and there is still much that can be done.

We also still find that in some countries like Germany, where so much waste is collected and recycled, the service providers can be very selective about what they are willing to collect and recycle.





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### Re-Using Cardboard Waste in our Barcelona Warehouse



The purchase of a cardboard shredding machine in Barcelona enables us to re-use cardboard boxes as packaging material instead of using plastic bubble wrap. This leads to a total of around **400kg less plastic waste!**



## In-Kind Donations to Innatura

Innatura is a non-profit organisation in Cologne, Germany, which operates a platform which puts together manufacturers and retailers which want to donate new products and non-profit organisations. Recipients cover organisations from child and youth welfare facilities to projects for homeless and refugee camps in Syria.

In 2022, ACCO Brands donated over 22000 products to the platform, from staples and ring binders to presentation products and notice-boards. These were for example end-of-line products which had been removed from customer catalogues.

As well as supporting non-profit organisations with these donations, around 10 tonnes of product was “saved” from the waste bin!





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# Products

Reducing our Product  
Environmental Impact





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### ACCO Brands EMEA Sustainable Product Philosophy

Goal: Product Design based on Carbon Footprint Analyses



Our stakeholders have identified a responsible and circular approach to product solutions as a key and material aspect of our sustainability work. The ACCO Brands EMEA Sustainable Product Philosophy covers all the key factors by which we can improve the environmental impact of our products. By following this simple set of guidelines our teams can investigate different ways to improve products and reduce their environmental and carbon footprints.

Quality is a very key aspect of sustainability which is often overlooked. Buying a quality product which lasts longer saves the need of replacing and having to dispose of worn out or broken products. The carbon footprint analyses we have carried out to date show us that it is often the raw materials and / or disposal of the product at the end of life which cause the most impact on the environment. Using products for a longer period of time, means overall a lower raw material consumption and less impact from disposal.

To further extend the life of our products, we also offer spare parts. For example for the newly launched riveting tools RP150 and RP160



The Leitz Recycle range, now available in a set of bright colours. Using recycled materials and a recyclable design lead overall to a lower carbon footprint.



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### A More Sustainable Choice in all Key Categories

A key characteristic of ACCO Brands is the breadth of different product categories we offer. We have challenged our product development teams to come up with a more sustainable choice for **all** key categories. This means that the **products should show notable improvements in the points listed in the ACCO Brands Product Philosophy compared to standard products.**

In some categories we have long had a strong sustainable offering, for example made of recycled or responsibly sourced materials. In other categories, different requirements on materials and functionality and technical feasibility mean that designing for the environment demands a more creative look at product design, often from a different perspective, which we can identify using the carbon footprint analyses we have carried out. We are in the full swing of finding creative ways to make products in those remaining key categories more sustainable, it is a challenging but exciting journey!

Target 2025: A more sustainable choice in all key categories from 10/21 to 21/21

Result 2022: **11/21**



The Esselte Home Storage Boxes launched in 2022 will de-clutter your home while adding style to your shelves. Made from FSC® certified cardboard which is 100% recycled and 100% recyclable, they also offer a more sustainable choice for storage at home or in the office.

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### A Changing Approach to Plastic to Support the Circular Economy



Leitz Recycle wallets and letter trays made of minimum 80% post consumer recycled plastic and awarded with the Blue Angel certification

Recycled plastic can be post- or pre-consumer recycled

Everyone must be well aware of the impact plastic can have on the environment if it is not correctly disposed of. However, plastic has many positive features, also from an environmental perspective. It lasts longer (see comments on the importance of long lasting products on page 29) and if the product or packaging is correctly designed and constructed, it can be recycled into a new, robust raw material. It is therefore important to apply a common-sense and circular approach to plastics: Use them only where needed, make them easy to separate and recycle and use recycled plastics wherever possible. To encourage the use of recycled plastics in products, we have set ourselves a target for 2025, which we are slowly making our way towards. It isn't always easy to find recycled plastics with the required technical properties and with the needed quality and price but with the right focus, we are making progress!

Target 2025: **500** Products with minimum 30% recycled plastic

Result 2022: **80** (+38%)

### Reduced Plastic Packaging

We try to avoid plastic packaging wherever we can. We have learned that extra plastic bags and wraps inside boxes are often not necessary and whenever technically possible (for products which are not too heavy), we can use moulded pulp packaging rather than polystyrene foam.



Our Rapid Tools team have switched the packaging of almost all rivets consumables in early 2022 from plastic clamshell packs to FSC® certified boxes, saving around four tonnes of plastic in the second half of 2022 alone!

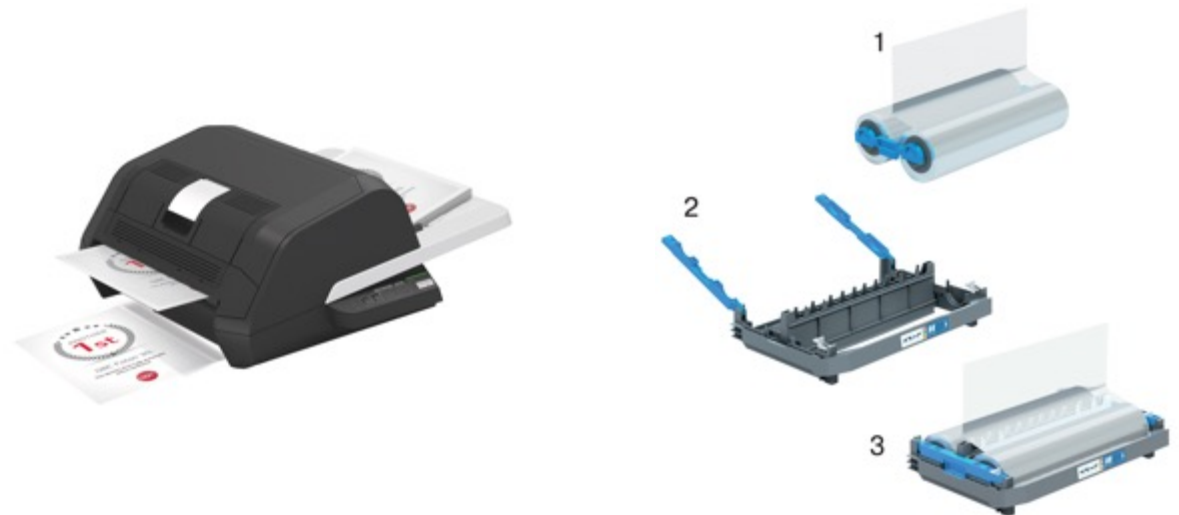
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### GBC Foton 30 Automated Laminator with Refillable Cartridges

The GBC automated laminator saves 98% of your time laminating! You simply load your documents in the Auto Feed tray, press the start button and it automatically laminates. Load, press, done! For perfectly laminated documents every time. In order to preserve resources, a refillable lamination cartridge is now available. Loading and unloading the cartridge into the machine as well as refilling the cartridge with a new roll of laminating film is extremely easy and can be seen on the film linked below.

Using the refill saves **77%** of the plastic (279g per roll) compared to a non-refillable cartridge and the cartridge itself is made of up to 65% post-consumer recycled ABS plastic.

[GBC Foton 30 Automatic Laminator and Refillable Cartridges - Short Range video \(EN\) - YouTube](#)





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### Rapid 18V Range – One Battery, Many Tools!



Battery operated tools provide the power needed for bigger jobs with the freedom provided by cordless operation. The Rapid 18V range comprises of five fastening tools made for today's DIY consumer who has projects and ideas they want to realise. These consumers also have a sharp eye on the environment and this range offers a special angle on that. Rapid is part of the Power For ALL Alliance, a group of, currently eleven, companies which share a battery. One battery and charger can thus be used for multiple tools and products from different companies. And what's more, it's one of the market's lightest batteries from one of the leading battery technologies, Bosch. The batteries are even made in Europe. In this way, the consumer not only saves money, by needing only one battery and charger for many devices, they are helping to save resources and thus help protect the environment.



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### Leitz Ergo – Helping People Keep Healthy whilst Working

The way that we work has changed completely. Very few office workers now work 100% of their time at their office desk, working more and more often at home and on the move as well. But we don't always have the same equipment when working from different places, which can cause bad posture, lack of movement and lead to various health issues. Leitz Ergo is a range of products designed to help you work with a good posture and to keep you moving whilst working. Offering products like sit-stand solutions, laptop risers, wrist rests, cushions or an anti-fatigue mat. Most of the products are certified for ergonomics by the IGR institute for health and ergonomics and certain products are also safety tested by TÜV. The products are almost completely packed without the use of plastic and, of course, designed to be long lasting, for example cushions with removable, washable covers or an extended guarantee.



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# The Derwent Riverlands Collection – A Partnership with the National Trust, UK

The National Trust is a conservation charity in the U.K., committed to protecting and caring for all things nature. The Trust has created the “Riverlands” project to provide awareness surrounding the importance of maintaining the health of England’s rivers. These efforts include helping to slow the flow of water and alleviate flooding, repairing banks, creating new habitats and tackling the rise of invasive non-native species.

One of the key locations of the National Trust’s Riverlands project is the River Derwent in the Lake District, which is a region and national park in Cumbria in northwest England. The Derwent brand is deeply rooted in the Lake District. In fact, the brand name is derived from the river Derwent and Derwent Water; a picturesque lake located next to the original factory in Keswick, where Derwent started making pencils in 1832.

Given this history, Derwent welcomed the opportunity to partner with the National Trust and their Riverlands project to create the Derwent Riverlands Collection. There are five sets of pencils made from PEFC certified material and created especially for art on the move, allowing individuals to explore and capture nature. Ten percent of each product sold (a minimum of £26,000 in 2022 and 2023) from the Derwent and National Trust Riverlands Collection will go to the River Derwent program, part of National Trust’s Riverland’s Project.



## TAKING CARE OF TOMORROW

### Increase sales of Products with a 3<sup>rd</sup> Party Environmental or Health & Safety Label

Of course it is always good to have a product's environmental or health & safety credentials verified by a third party, when an appropriate third party certification is available. We have a long history of third party certifications, the oldest being our first Blue Angel certification for recycled products in 1995. Today the certifications verify claims across the whole ACCO Brands product philosophy. In 2022, we added more products to the climate compensated range and launched more Blue Angel certified products. We now also include a small number of computer accessories awarded with the FIRA ergonomics certification. Our sales mix continues to shift which affects the percentage with a label. The new Power A gaming products don't have any certifications to date as these are generally currently rare in that segment.

Target 2025: Increase 10pp from 29% to 39%

Result 2022: 34%



**4628**

Products with 3<sup>rd</sup> party labels

**934**

Products with PEFC certification



**1658**

Products with FSC® certification



**1375**

Products with GS safety certification



**903**

Products with Blue Angel certification



**255**

Products with other certifications (UL Recycled content, Nordic Swan, IGR Ergonomics, Austrian Ecolabel, FIRA)



**199**

Products with Climate Compensated certification



As of 19.12.2022. Some products have more than one certification!

## TAKING CARE OF TOMORROW

### Paper Usage in Manufacturing and Shipping

	2020	2021	2022
Percent of paper purchased which is FSC® - or PEFC-certified, or recycled	99.1%	99.6%	99.7%
Paper/Board from non-FSC® or PEFC, virgin fibres	0.9%	0.4%	0.3%
<b>Paper types in use</b>			
Recycled paper total*	93.3%	95.8%	97.0%
FSC® or PEFC certified paper / wood*	71.7%	79.6%	79.8%



\* Material can be both recycled and FSC or PEFC certified.

The UN Sustainable Development Goal 15 looks to support Life on Land through the implementation of sustainable forest management. ACCO Brands is committed to the responsible use of paper and paper-based materials used for the manufacturing of our products and packaging. Overall, well over 99% of our paper & board is either recycled, FSC®- or PEFC-certified. Our target is to source 100 percent of our paper / wood used in the production of our products and for our packaging from FSC® or PEFC certified or recycled sources. 11 factories and warehouses are FSC® certified, 1 factory is PEFC certified.



FSC® certified VON Leitz 3 Flap Folder



TAKING CARE OF TOMORROW

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# People

Working Relationships  
& Social Commitment





## TAKING CARE OF TOMORROW

### Our People: The Heartbeat of ACCO Brands



Involved and inspired to do more  
- supported by our Sustainability Champions!

It is the people at ACCO Brands who make everything possible! Our team is highly professional and highly passionate about our company, our products and everything we do! Our teams in the factories and warehouses are working hard every day on producing and delivering quality products, on time, through a dependable and responsible supply chain and with as low an impact to the environment as we can manage.

In 2022, we started on our journey to ensure that not only our operations people are behind our goals and plans but also that everyone working in our offices across Europe are informed, involved and inspired to support our work to Take Care of Tomorrow! We now have Sustainability Champions at most of our sites; people who have volunteered to help to spread the news, get people on board and work to drive down our environmental impact and support our local communities. We created a short film to help explain to all our stakeholders what ACCO Brands EMEA is working towards and what our achievements so far have been. Some locations have already implemented smaller projects like using water stations & bottles instead of plastic bottles, better recycling and switching off lights. But with this dedicated team we know there is much more to come!

In addition, further focus was put on our sustainability work in 2022 when the achievement of our key sustainability goals was added to the strategic measures of our ACCO Incentive Plan.

Watch the ACCO Brands EMEA Sustainability Film [here](#):

## Working Together the Right Way



You can see the full ACCO Brands Code of Conduct [here](#):

Our ACCO Brands Code of Conduct is a comprehensive document to help train and guide all of us in how to act and take decisions in line with our company's policies and ethics. The Code articulates our values of integrity and respect for others and our commitment to diversity and responsible behaviours in the communities where we work and live. Above all, it requires that the conduct of everyone associated with ACCO Brands, including our suppliers and other partners, is ethical, lawful and respects the human rights and dignity of others. We receive annual training on the topics covered in the Code of Conduct. In 2022, 100% of salaried employees and 93% of blue collar employees in EMEA completed the training. Part of the training is to help make people aware that they should be actively involved 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, the Legal and Compliance department or ACCOethics.com, a telephone and internet-based reporting system that can be accessed on a 24-hour basis and offers an option to share concerns anonymously, where permitted by law. Any type of retaliation against employees for reports made in good faith is prohibited.

## TAKING CARE OF TOMORROW

### Looking After Our Team

We want to do all we can to look after this precious team! This of course starts with having a comprehensive and well-functioning Health & Safety programme. We strive to achieve a culture where all employees contribute and take ownership for creating and maintaining a safe working environment. Our ACCO Brands scheme is laid out in the "Comprehensive Environmental and Safety Management Plan," benchmarked to the requirements of ISO 45001 and activated in every ACCO Brands EMEA location.

We are proud that in 2022, ACCO Brands EMEA again earned the Patron's Gold Medal award from RoSPA, the Royal Society for the Prevention of Accidents, an organisation dedicated to accident prevention in the U.K. and around the world. This is the 26th consecutive year.

that ACCO Brands EMEA received such an award, and the Patron's award is the highest achievement award. We did experience more accidents after the Covid period, where less face to face training or audits were possible. We have an improvement plan in place and hope to see a reduction in 2023!





## TAKING CARE OF TOMORROW

### Feeling Good in the Office and at Home!



During the Covid 19 pandemic we all got used to working from home and of course, this still has many advantages, both for business and for individuals. But we have recognised the importance of personal social interaction in our work and for our teams. Often things are easier and more creative when worked on together and we value those kitchen or coffee machine discussions with colleagues from other departments whom we wouldn't otherwise see. In 2022, we therefore worked hard to implement hybrid working solutions to provide the flexibility and opportunity for more focused work in the home office alongside collaboration and co-creation time in the office.



## Creating Work/Life Balance for Labour Employees

ACCO Brands is committed to providing a flexible work environment for all of our employees. In 2022, our distribution sites in Germany implemented a Flexible Work schedule for labour employees. This allows for a flexible start and stop to the workday based on individual needs. Offering this flexibility makes it easier for our employees to balance the demands of home while maintaining exceptional productivity at work. We hope to expand this program to other locations and countries dependent upon local legislation and work agreements.



## TAKING CARE OF TOMORROW

### Diversity & Inclusion



At ACCO Brands, our core values include respecting the individual and embracing diversity. We believe that diversity, in all its forms, leads to more ideas and improved innovation. We are working hard on achieving our goal of 25% of our management group in EMEA being female. In 2022, we reached 22.3%. Initiatives to support this include gender balanced shortlists, improvements to and better communication of maternity pay and leave, gender pay audits, and training on D&I.

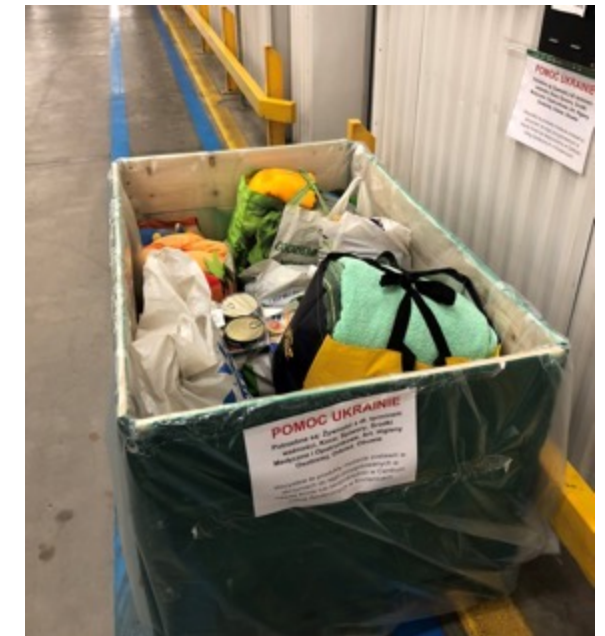


## Humanitarian Efforts to Support People in Ukraine



To assist those affected by the geopolitical unrest in Ukraine, employees across EMEA organized local fundraisers and donated funds benefiting charities supporting people afflicted by the conflict. Additionally, a region-wide campaign was organized by the company, in which countries could nominate charities for employees to donate to, and ACCO Brands EMEA matched all donations. In total more than €60 000 was raised across Europe.

In Poland, employees in Kozenice filled two large containers with blankets, medical supplies, shoes, clothes and hygiene products for fleeing Ukrainians. Additionally, a clothing and food collection was organized in Warsaw where all items were donated to a local charitable organisation. Some employees went on to help fleeing Ukrainians arriving in Warsaw by helping to get the supplies to the people who needed them.



## TAKING CARE OF TOMORROW

### Supply Chain Monitoring

At ACCO Brands EMEA, we have a comprehensive approach to ensuring our whole supply chain is responsibly managed from both a social and an environmental perspective.

ACCO Brands is committed to ensuring that its employees and contract workers are treated with respect and dignity, working conditions in our own facilities as well as our global supply chain are safe, and manufacturing processes are environmentally responsible. We have a Social Responsibility Policy which is 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 ACCO Brands Supplier Workplace and Security Code of Conduct can be see [here](#):



### Conflict Minerals

ACCO Brands is committed to the responsible sourcing of 3TG, including from the covered countries. We 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.

The ACCO Brands Conflict Minerals Policy and Modern Slavery Act Statement can be seen [here](#):



## TAKING CARE OF TOMORROW

### Supply Chain Monitoring

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 audits of our suppliers as well as our own manufacturing facilities according to a risk segmented approach. For any failures to conform, or “non-conformances” which 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 compliance experts provide support to suppliers with tailored training and coaching on specific social, environmental and governance issues, capacity building, e-learning and sharing best practices. All audits are conducted by a specialized third party. Our audit approach is designed to align risk, influence, compliance, corrective action and investment.

Worker Sentiment Surveys are a critical part of our audit process. Using automated technology, workers share their views on topics such as grievance mechanisms, work atmosphere, wages and hours, and production efficiency. Their responses offer insight into issues that may not otherwise surface and provide workers’ perspectives that help validate the overall assessment of compliance. A Worker Sentiment Survey was completed as part of 90% of ACCO Brands-initiated, third-party EMEA supplier audits in 2022.

See details of the supply chain monitoring on page 45



## TAKING CARE OF TOMORROW

### Supply Chain Monitoring: Results ACCO Brands EMEA

	Target	2021 Result	Highlights
In-scope suppliers attested to compliance with the ACCO Brands' Supplier Code of Conduct	100%	95%	Some new suppliers missing
Percentage of Priority and Moderate level (>\$100K annual spend) supplier factories audited	100%	99%	87 EMEA suppliers determined to be in-scope for audits in 2022 using a risk-based supplier selection. We are working with the one as yet unaudited supplier to help them prepare fully for their first audit.
Social responsibility audit assessment overall performance	100%	98%	98% of all audit checklist points indicated conformance with applicable standards
Priority issue non-conformance rate	0%	0%	Priority non-conformances are defined as the highest severity of non-conformance
Other non-conformance rate	0%	2%	All other non-conformances



TAKING CARE OF TOMORROW

# ACCO Brands EMEA

Sustainable Development  
Report 2022

Results Summary





## TAKING CARE OF TOMORROW

### ACCO Brands EMEA Sustainability Scorecard 2022: Operational Environmental Impact



	Target 2025	Improvement versus 2019*	2021 Result	2022 Result	Progress
<b>Emissions:</b> Total CO <sub>2</sub> CO <sub>2</sub> from Electricity MWh electricity	2 250 T CO <sub>2</sub> 0 22 830 MWh	-75% -100% -10%	8 897 T CO <sub>2</sub> ** 6 291 T CO <sub>2</sub> ** 25 266 MWh	5 432 T CO <sub>2</sub> 3 319 T CO <sub>2</sub> 21 167 MWh	Great progress towards our 2025 zero emissions from electricity goal, with a further 47% reduction! Overall, a 39% reduction in emissions.
<b>Water Consumption:</b> All factories & warehouses	25 345K Litres	-15%	31 426K Litres	23 885K Litres	A great result. Further careful monitoring required.
Zero Waste In factories & warehouses	98% of total waste recycled	+5pp	94% of total waste recycled	92% of total waste recycled	As the factories become more efficient and reduce overall waste, the more difficult to recycle warehouse waste becomes a higher proportion of the whole.
33% of our company car fleet hybrid or electric	33%	Change from 2020: 28pp (from 5.6%)	10%	19%	A big jump from just under 6% to 19%. Interest in switching to EVs is high!

\* 2019 taken as base year as the Covid 19 pandemic led to inconsistent results in 2020

\*\* Figures 4-5% higher than was reported in 2021 due to Corrections made for gas consumption in Gorgonzola, Italy and electricity conversion factor in Sint Niklaas, Belgium.

## TAKING CARE OF TOMORROW

### ACCO Brands EMEA Sustainability Scorecard 2022: Product Environmental Impact



	Target 2025	Improvement versus 2020	Result Base Year	2022 Result	Progress
<b>A Sustainable Choice</b> in every key category	21/21 categories	+11 categories	2020: 10	11	The PEFC certification for the Derwent brand was a great step towards a more sustainable choice for our customers!
<b>500 Products</b> Where minimum 30% of plastic is recycled	500 Products	+450	2020: 50	80	Good progress but we are still looking to find more technically feasible and affordable recyclates so we can really build this number!
Increase revenue from sales of 3 <sup>rd</sup> party certified products by 10pp	39%	+10pp	2019: 29%	34%	In total more certified products but with the sales mix switching away from paper-based products, the overall percentage of certified sales is lower
Sustainably sourced /recycled wood fibres used in manufacturing	100%	+0.7%	99.1%	99.7%	After the PEFC certification on our Derwent pencils made in Lilyhall, there are very few uncertified, virgin fibre materials left.

## TAKING CARE OF TOMORROW

### ACCO Brands EMEA Sustainability Scorecard 2022: Working Relationships & Social Commitment



	Target 2025	2022 Result	Progress
25% of leadership team (Director+) being women	25%	22.3%	Programmes have been kicked-off, initial progress has been made.
In scope, tier 1 suppliers signed up to the ACCO Brands Code of Conduct	100%	95% of non-European OEM suppliers have signed our Code of Conduct.	The list of suppliers changes constantly, and the documentation must be kept up to date.
Percentage of Priority and Moderate level (>\$100k annual spend) supplier factories audited	100%	99%	87 suppliers were defined as being in scope in 2022 as explained on page 44.
Priority issue non conformance rate Other non-conformance rate	0% 0%	0% 2%	Of those suppliers audited, only 2% of audit lines were assessed as non-conforming and improvement plans were agreed on together with the suppliers.
Zero Accidents	0	25	A disappointing increase in the number of accidents, probably due to the lack of face-to-face training and audits during Covid. An improvement plan is in place.



## TAKING CARE OF TOMORROW

### Where Next in 2023?

We worked hard in 2022 and made some good progress. But it is never enough and we are never satisfied, we want more! And we will push ourselves to achieve more in 2023! We of course want to get closer to our 2025 goal of zero emissions from electricity. We want to see our first solar park up and running. We want to have more products made with recycled plastic, we want to better understand the carbon footprints of our products. We want to see far fewer accidents in our factories & warehouses and we want to see more ACCO Brands EMEA company cars as electric or hybrid models. We want to support our sustainability champions in rolling out programmes at all our sites across Europe! There is so much to do! Bring on 2023, we are ready!



TAKING CARE OF TOMORROW

# ACCO Brands EMEA

## Sustainable Development Report 2022

### Additional Information



# TAKING CARE OF TOMORROW

## ACCO Brands EMEA Key Products:



Lever arch files & binders



Staplers & Perforators



Paper pads



Paper shredders



Binding & Lamination



Fine Art Products



Hot desking solutions /moulded products



Hanging Files & Presentation folders



Storage & Archiving



# TAKING CARE OF TOMORROW

## ACCO Brands EMEA Key Products:



Workspace  
Ergonomic  
products



Notice boards &  
Easels



Computer  
Accessories and  
Security



Gaming



Home Organisation



Wellbeing



Visual  
Communication  
Products



18V Power Tools



Manual Tools



Glue Guns



Print  
Finishing  
Solutions

## TAKING CARE OF TOMORROW

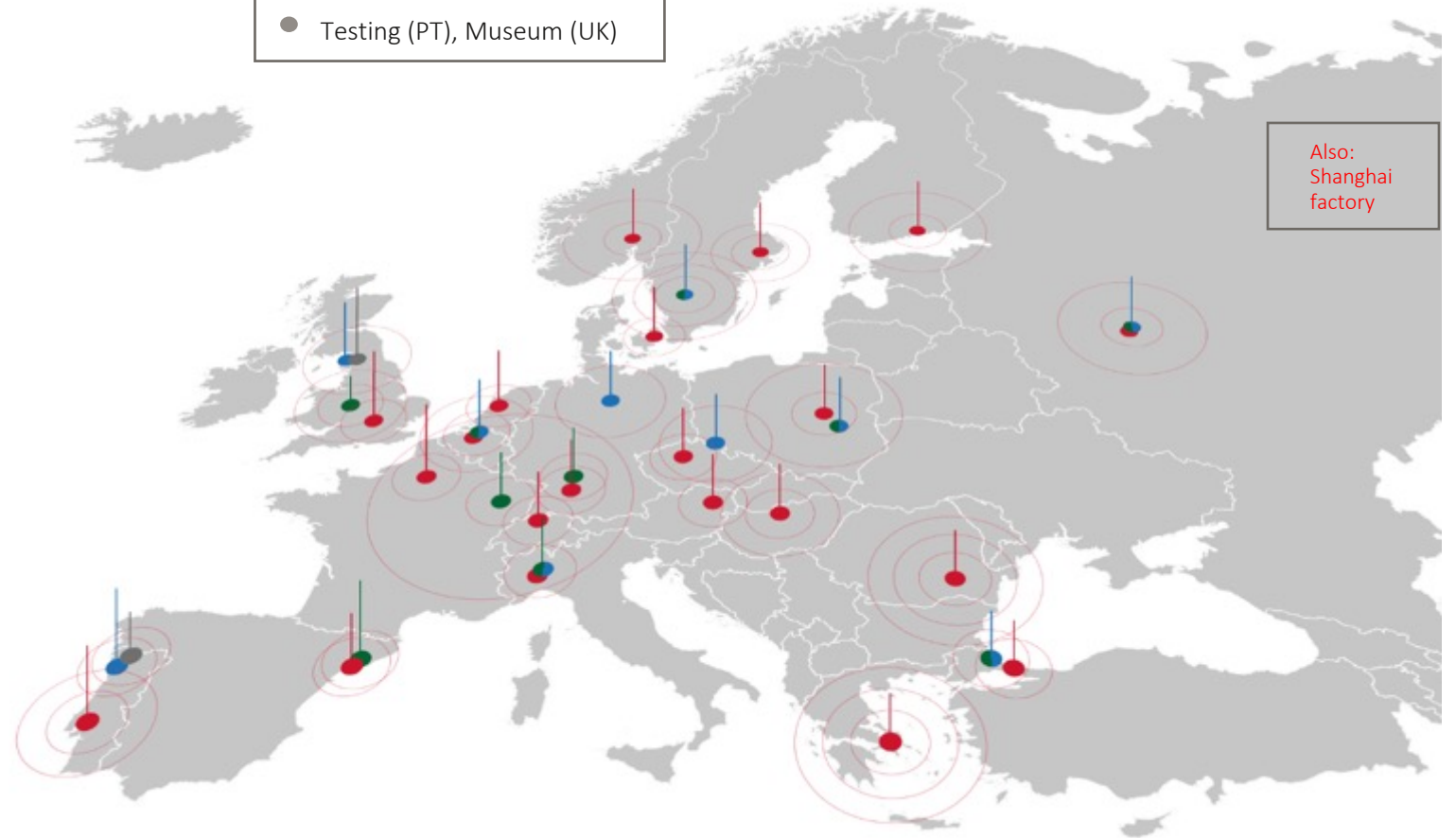
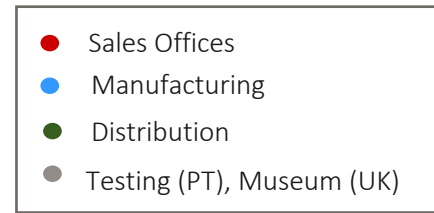
### ACCO Brands EMEA: Manufacturing & Distribution:

Ten EMEA Factories plus Shanghai:

- Sint Niklaas, Belgium
- Arcos, Portugal
- Lillyhall, U.K.
- Uelzen, Germany
- Gorgonzola, Italy
- Hestra, Sweden
- Lanov, Czech Republic
- Kozienice, Poland
- Hotkovo, Russia\*
- Cerkezkoy, Turkey
- Shanghai, China

Five Additional Distribution Centers:

- Halesowen, U.K.
- Barcelona, Spain
- St. Amé, France
- Heilbronn, Germany
- Prague, Czech Republic



## TAKING CARE OF TOMORROW

### ISO Certifications

ACCO Brands is committed to maintaining internationally recognized quality and environmental standards across all of our EMEA production facilities. As such, they are all (plus the Shanghai facility) ISO 9001 and 14001 certified. In addition, all warehouses and Sales offices in Europe are also certified to these management systems.



Eight sites in Germany and the UK are also certified to ISO 50001 for Energy Management.



## TAKING CARE OF TOMORROW

### EMEA Sustainability Steering Committee

We host a quarterly meeting to go over current position and plan future projects and goals attended by:

- Senior Vice President, Operations
- Senior Vice President, Marketing and R&D
- Vice President, Operations, Production
- Vice President, Procurement
- Vice President, Human Resources
- Vice President, Innovation and R&D
- Sustainability Director, Europe

## TAKING CARE OF TOMORROW

### A More Sustainable Choice in Every Key Category

Category	More Sustainable Choice Available	Done
Lever Arch Files & Accessories	Blue Angel certified, recycled, recyclable, CO <sub>2</sub> neutral versions	✓
Indices & Dividers	Blue Angel, recycle, climate neutral	✓
Pockets & Folders	Recycled, climate neutral	✓
Document Presentation & Organisation	Blue Angel certified, recycled, climate neutral	✓
Archive boxes & Storing	Recycled, FSC® certified, recyclable	✓
Suspension filing	Blue Angel certified, recycled, climate neutral	✓
Desktop (Moulded)	Blue Angel certified, recycled, climate neutral	✓
Staplers & Pliers	Recycled, recyclable, climate neutral	✓
Staples & staple cartridges	Boxed versions, staples themselves are always recyclable	✓
Hole punches	Recycled, recyclable, climate neutral	✓

Category	More Sustainable Choice Available	Done
Lamination machines & supplies	Not yet	✗
Shredders	Not yet	✗
Whiteboards	Not yet	✗
Connect IT Docks, Hubs, Cables & Adaptors	Not yet	✗
Control IT Trackball, Mice & Keyboards	Not yet	✗
Ergonomic products	Not yet	✗
Secure IT / Kensington Security	Not yet	✗
Health & Wellness / Air Purifiers	Not yet	✗
Drawing & Writing Instruments	PEFC certified, refillable tins	✓
Stapling guns manual	Not yet	✗
Tools, staples	Boxed versions are available but we aim to switch more blister to boxed versions	✗

## TAKING CARE OF TOMORROW

### Healthy and Safe Work Environment

Total Statutory Reportable Accidents at Factories and Warehouses

Facilities EMEA	2020	2021	2022
Kozienice, Poland	3	3	6
Uelzen, Germany	2	3	7
St. Niklaas, Belgium	0	0	1
Gorgonzola, Italy	1	0	2
Cerkezkoy, Turkey	0	0	0
Lanov, Czech Republic	0	1	2
Hotkovo, Russia	0	0	0
Hestra, Sweden	1	2	2
Arcos, Portugal	0	1	0
Lillyhall, U.K.	0	0	1
Shanghai, China	3	1	0

Warehouses EMEA	2020	2021	2022
Heilbronn, Germany	4	1	3
St. Amé, France	0	1	1
Halesowen, U.K.	0	0	0
Barcelona, Spain	1	2	0
<b>Total Accidents</b>	<b>15</b>	<b>15</b>	<b>25</b>



## TAKING CARE OF TOMORROW

### UN Sustainable Development Goals

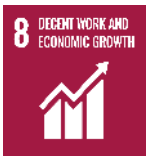
With our actions to lessen our impact on land and air and to improve social conditions in our company and with suppliers, we support some of the United Nations Sustainable Development Goals as listed:



#### 5. Gender Equality

5.5.2 proportion of women in managerial positions

➔ See our goal to increase women in management positions, pages 42 & 49.



#### 8. Decent Work & Economic Growth

8.7 Take immediate and effective measures to eradicate forced labour, end modern slavery and human trafficking and secure the prohibition and elimination of the worst forms of child labour, including recruitment and use of child soldiers, and by 2025 end child labour in all its forms

8.8 Protect labour rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment

➔ See our approach to supply chain responsibility on pages 43-45.



#### 12 Responsible Consumption & Production

12.5. By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse

12.6 Encourage companies, especially large and transnational companies, to adopt sustainable practices and to integrate sustainability information into their reporting cycle

➔ See our actions on waste prevention & recycling, pages 25-27 and this report as a whole as evidence of our adoption of sustainable practices



#### 13 Take urgent action to combat climate change and its impacts

➔ Not specific to a UN target but we aim to reduce our emissions to air and monitor our progress. For our climate neutral products, we invested in projects to reduce emissions in different parts of the world. Our goal to reduce emissions from electricity to zero by 2025 is our significant contribution towards achieving this.



#### 15 Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss

15.2 By 2020, promote the implementation of sustainable management of all types of forests, halt deforestation, restore degraded forests and substantially increase afforestation and reforestation globally

15b Mobilize significant resources from all sources and at all levels to finance sustainable forest management and provide adequate incentives to developing countries to advance such management, including for conservation and reforestation

➔ See our FSC® and PEFC certifications and our efforts to use recycled & responsibly sourced paper & wood on pages 36 & 37.

## TAKING CARE OF TOMORROW

### Climate Compensated Products

The carbon footprints of our climate compensated products have been carefully assessed and measured by Climate Partner with a “Cradle to grave” approach. Here, emissions were taken into account according to the following lifecycle stages: Extraction and pre-processing of raw materials and packaging, production, supply of the product up to the customer’s factory gates, use phase as well as any relevant disposal emissions for the product and its packaging.

Where possible, primary data was used. Where this was not possible, secondary data was gathered from recognised sources. The underlying emission factors are derived from international databases, such as ecoinvent or GEMIS. All greenhouse gases were taken into account for the calculation and are represented in carbon dioxide equivalents (CO<sub>2</sub>e) for improved legibility and comparability. Emissions that could not be directly attributed to the product but were required for production, such as employee commuting or business travel, were also included in the calculation as “general emissions”.

The compensated products are tracked on the listed web pages by brand. These pages show the amounts compensated and the projects supported in more detail.

Carrying out the product carbon footprints for all these products (total 199) has helped us to start to understand the CO<sub>2</sub>e impact of some of our ranges of products and we are building on this to learn more about further product ranges.



Leitz:



Esselte:



Rapid:



Bene:

