

CO₂ POLICY

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1 | Introduction

Flokk B.V. provides products and services (directly or indirectly) to commissioning parties who occasionally use award advantage in their tenders, based on the principles of the CO₂ Performance Ladder. The CO₂ Performance Ladder challenges and stimulates suppliers to map and reduce their own CO₂ emissions. The more attention a company pays to reducing their CO₂ emissions, the higher the chance of receiving fictional advantage in a tender.

The CO₂ Performance Ladder is based on four pillars:

A. Insight

Drawing up an undisputable CO₂ footprint in accordance with the ISO 14064-1 norm to provide insight in the CO₂ emissions of the company.

B. CO₂ reduction

The ambition of the company to reduce the CO₂ emissions.

C. Transparency

The way a company communicates about their CO₂ footprint and reduction measures, both internally and externally.

D. Participation

(in sector and/or value chain initiatives) to reduce CO₂ emissions.

Every pillar of the CO₂ Performance Ladder has five levels, ascending from 1 to 5. A higher level on the ladder will provide a higher award advantage in tenders. The activities are being assessed by an authorised certifying organisation to determine the level on the CO₂ Performance Ladder. To achieve a certain level, actions have to be taken on every pillar of the ladder. In order to do so, steps have to be made on every pillar of the ladder.

This report is a summary of the CO₂ reduction system for Flokk. This contains a description of the organisation, the CO₂ footprint and measures. Also, the set objectives and progress, as well as participation in initiatives will be covered.

2 | Description of the organisation

Flokk BV is a 100% daughter company of Flokk AS. Flokk is a leading office seating manufacturer in Europe and owner of the strong (soft) seating brands: HÅG, RH, RBM, BMA, Giroflex, Malmstolen, Offecct, 9to5 seating and Profim. Flokk provides a wide range of (soft) seating furniture and acoustic solutions. With a shared belief in human-centered and sustainable design, each of our brands has its own unique identity, and their own stories to tell.

Sustainability has always been a part of Flokk's DNA. While it is Flokk's aspiration to produce the most sustainable chairs on the market, we want to ensure that our daily operations at Flokk B.V. are environmentally friendly as well. Emission reduction, saving energy, and working sustainable are part of Flokk B.V.'s culture and are now being strengthened by the CO₂ Performance Ladder. Flokk B.V. wants to reduce the emissions of the daily operations such as the vehicle fleet or electricity consumption but as well go one step further and drive forward circular economy. Our chairs are build to last and it is just natural to push forward refurbishment.

For refurbished office chairs Flokk BV has a partnership with 'Opnieuw' in Buitenpost, the Netherlands. They are experts in the area of circular solutions in working environments. Their vision is based on a desirable change from a linear economy to a circular economy, whereas materials and components can be endlessly reused. Opnieuw proactively buys used Flokk chairs and refurbishes

these chairs with the components that Flokk provides them. This cooperation is used for the award-winning project (as described in the project plan).

2.1 Statement organisation size

The total CO₂ emissions of Flokk B.V. in the year 2020 amount to 229.0 tons of CO₂. Because of the activities of Flokk B.V. falls under 'Services', the left-hand side of the table below should be used. Flokk B.V. therefore falls into the **small** organisation category in terms of CO₂ emissions.

	SERVICES	OPERATIONS/ DELIVERIES
Small organisation	Total CO ₂ emissions amount to a maximum of (\leq) 500 tons per year.	Total CO ₂ emissions from the offices and industrial spaces amount to a maximum of (\leq) 500 tons per year, and the total CO ₂ emissions from all construction sites and production locations are a maximum of (\leq) 2.000 tons per year.
Medium organisation	Total CO ₂ emissions amount to a maximum of (\leq) 2.500 tons per year.	Total CO ₂ emissions from the offices and industrial spaces amount to a maximum of (\leq) 2.500 tons per year, and the total CO ₂ emissions from all construction sites and production locations are a maximum of (\leq) 10.000 tons per year.
Large organisation	Total CO ₂ emissions amount to more than ($>$) 2.500 tons per year.	Total CO ₂ emissions from the offices and industrial spaces amount to more than (\leq) 2.500 tons per year, and the total CO ₂ emissions from all construction sites and production locations are more than (\leq) 10.000 tons per year.

Table 1: Classification of size categories according to the CO₂ Performance Ladder Handbook 3.1

2.2 Tenders with award advantage

A project with an award advantage is a project by an organisation in which the CO₂ Performance Ladder played a role in the tender. It is irrelevant here whether or not the award advantage was decisive in obtaining the contract, or in what way the CO₂ Performance Ladder was requested in the tender.

With this definition in mind, Flokk has one project with award advantage in 2021. This is:

- Circular public tender by the Dutch Ministry of Defence. The tender concerns a contract for: delivery, service, and repair of new and used circular office chairs for the Ministry of Defence (military bases and chambers), including servicing existing office chairs located at the Ministry of Defence locations.

3 | Sustainability responsibility

The first step is to provide insight into the energy consumers of the organisation. Based on this insight, it is possible to look at which aspects can be achieved in the reduction of CO₂ emissions. This insight is reflected in the CO₂ footprint. Periodically (once every 6 months) energy consumption is mapped.

It has been decided to use the CO₂ footprint of 2019 as the reference year. The CO₂ emission has been carried out in accordance with the provisions of this document. The reliability is checked by an internal audit by an independent party.

Based on the CO₂ emissions in this reference year, it is examined which measures and objective(s) can be formulated to reduce CO₂ emissions from this reference year. Every year it is checked whether the chosen reference year is still suitable for the stated objective and/or whether it needs to be adjusted.

The overall reduction target is formulated to 2025. An action plan has been drawn up based on this overall reduction target. This plan lists the measures that will be taken to achieve the objective and which departments are responsible for the realization of the measures. The overview of measures to be taken and responsible departments can be found in the Excel file with CO₂ reducing measures.

3.1 Energy policy and objectives

The overall objective of the energy management system is to achieve continuous improvement of the energy efficiency and reduction of the organisation's CO₂ emissions. In concrete terms, the objective is to emit 80% less CO₂ in scope 1 and 2 in 2025.

3.1.1 Data collection

The starting point of the data collection is a check of the formulated organisational boundary. The project leader of the CO₂ Performance Ladder carries out this check prior to data collection. The table below shows how, when and by whom the data for the CO₂ footprint is inventoried. The collected data is supplied by the responsible departments to the project leader of the CO₂ Performance Ladder.

EMISSION FLOW	UNIT	SOURCE	WHEN
Gas consumption	m ³	Bills	Q1, Q3
Heat supply	GJ	Bills	Q1, Q3
Fuel usage fleet - Diesel - Petrol - Electricity	Litre kWh	Tank cards	Q1, Q3
Electricity	kWh	Bills	Q1, Q3
Air travel	Km	Egencia – Business travel company	Q1, Q3

Table 2: Distribution of responsibilities data collection

4 | Calculated CO₂ emissions

This chapter explains the calculated Green House Gas emissions (GHG emissions for short). The Green House Gas Protocol distinguishes between different scopes based on the origin of the greenhouse gas. This creates a so-called "greenhouse gas inventory" of the organisation that can be quantified and managed. In other words, the CO₂ emissions that are released during our own activities. In the next section, the CO₂ footprint of Flokk is shown.

4.1. Direct and indirect GHG emissions

Flokk's direct and indirect GHG emissions amounted to 229 tons of CO₂ in 2020. Of this, 177.4 tons were caused by direct GHG emissions (scope 1), 41.7 tons of CO₂ by indirect emissions (scope 2) and 9.9 tons of CO₂ by business travel (scope 3).

OVERVIEW CO ₂ EMISSIONS					2020	Full year
TYPE EMISSION FLOW SCOPE 1	AMOUNT	UNIT	EMISSION FACTOR (g CO ₂ per unit)	EMISSION (ton CO ₂)		
Gas consumption	9097	m ³	1,884	17.1		7.48%
Fuel consumption vehicles - diesel	44,831	liter	3,262	146.2		63.87%
Fuel consumption vehicles - petrol	5,033	liter	2,784	14.0		6.12%
TYPE EMISSION FLOW SCOPE 2	AMOUNT	UNIT	EMISSION FACTOR (g CO ₂ per unit)	EMISSION (ton CO ₂)		
Electricity consumption - grey	56,796	kWh	556	31.6		13.79%
Heat supply	281	Gj	35970	10.1		4.42%
TYPE EMISSION FLOW BUSINESS TRAVEL	AMOUNT	UNIT	EMISSION FACTOR (g CO ₂ per unit)	EMISSION (ton CO ₂)		
Air travel <700 km	16,051	km	297	4.8		2.08%
Air travel 700-2500 km	25,615	km	200	5.1		2.24%
Air travel >2500 km	0	km	147	-		0%
TOTAL EMISSIONS SCOPE 1, 2 AND BUSINESS TRAVEL					229	

Table 3: CO₂ emissions (in tons of CO₂)

5 | CO₂ reduction measures

The following is a summary of the reduction measures:

- switch to local green electricity;
- investigate renewable heating;
- investigate cooling agents;
- conversion of regular lighting to LED lighting;
- optimise printer usage (sleep mode, smart printing, remove unnecessary printers);
- optimise presentation screen usage;
- switch to digital marketing;
- promote the usage of public transport;
- raise awareness of employees in multiple matters (e.g., correct ventilation);
- electrification of the whole car fleet;
- reducing transportation of spare parts (weekly compared to on demand);
- introduce new business models for revitalization and reassembly of Flokk chairs.

6 | Objectives

The organisation has set the goal of achieving the following CO₂ reduction in the coming years, measures from the reference year to the year of reassessment.

SCOPE 1 AND 2 OBJECTIVE

Flokk wants to reduce their CO₂ emissions by 80% in 2025 compared to 2019

This would mean a 13% reduction per year in CO₂ emissions.

Further specified for scope 1 and 2, the objectives for Flokk are as follows:

SUB-OBJECTIVES

SCOPE 1	80% reduction by 2025 (100% green car fleet)
SCOPE 2	80% reduction by 2025 (100% renewable electricity)
BUSINESS TRAVEL	30% business travel emission reduction by 2025 (5% down per year)
ELECTRICITY CONSUMPTION	100% renewable electricity by 2025
ALTERNATIVE FUELS	100% green vehicle fleet by 2025 0% fossil fuels for heating by 2025 (natural gas phase-out for heating)

7 | Progress CO₂ reduction

The figure below shows the progress of Flokk's CO₂ emissions.

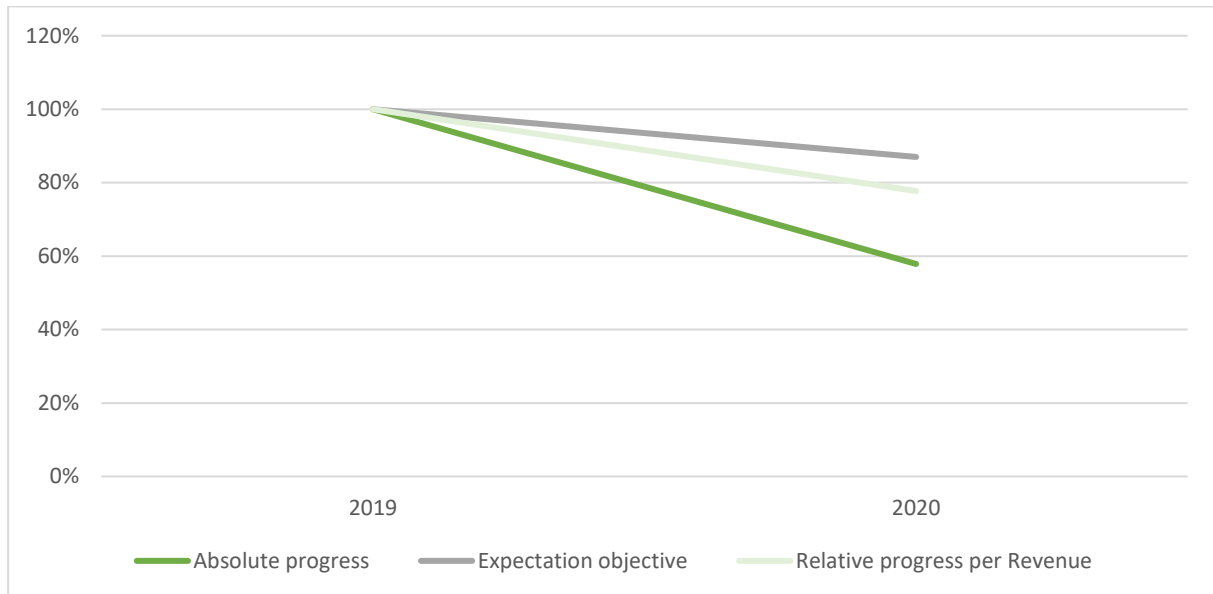
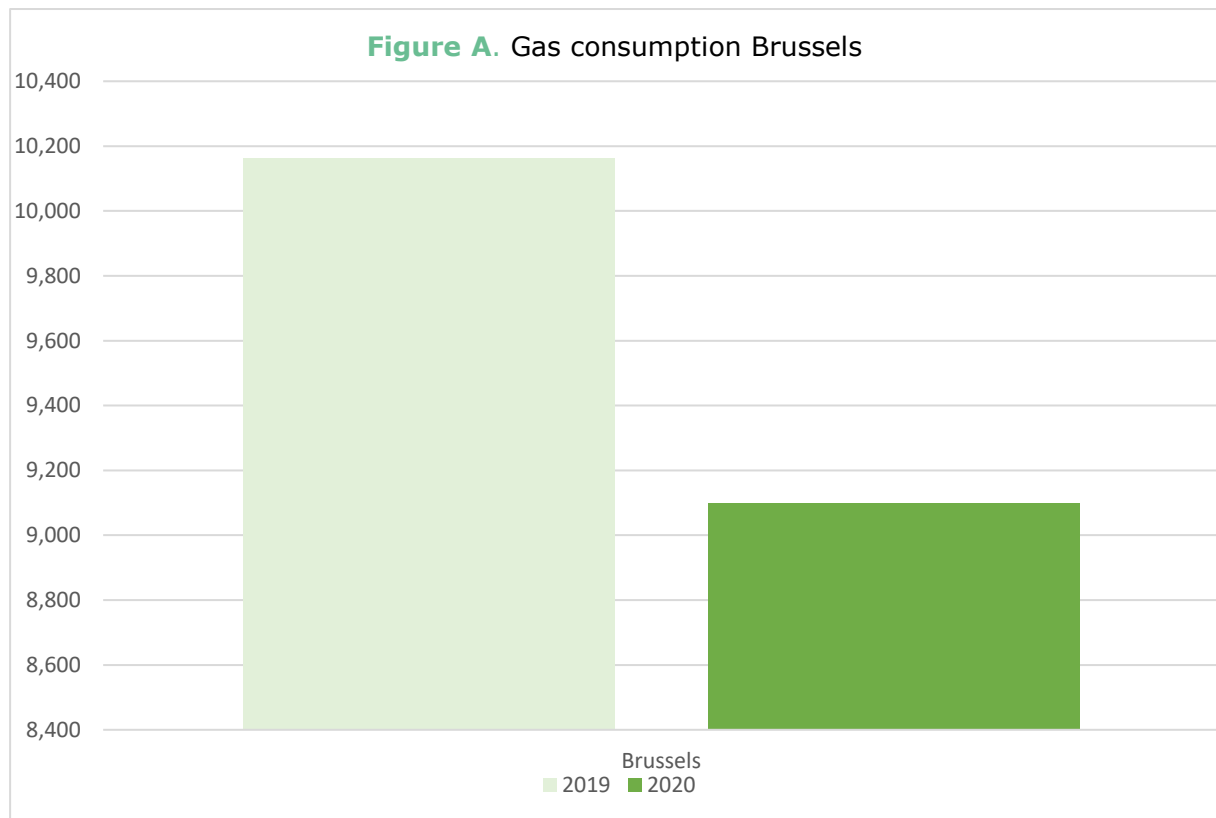


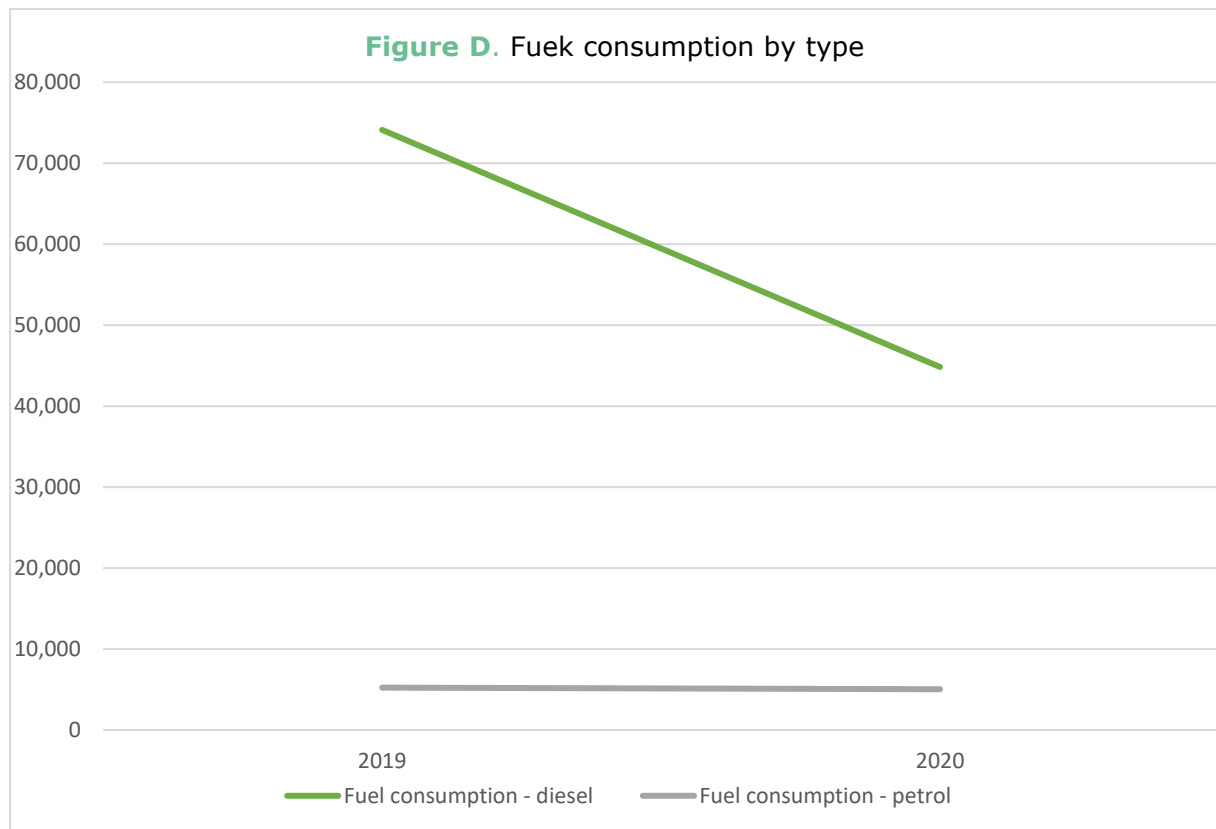
Figure 2 | Progress CO₂ reduction

In addition to the evaluation of the progress of scope 1 and 2 (and business travels) as a whole, the progress per sub-objective has also been worked out. In this way, it is possible to adjust better. Each year, during the evaluation of the reduction plan, the progress in CO₂ reduction will be described below for each sub-objective. This progress is demonstrated on the basis of the collected emission data regarding scope 1 and 2.

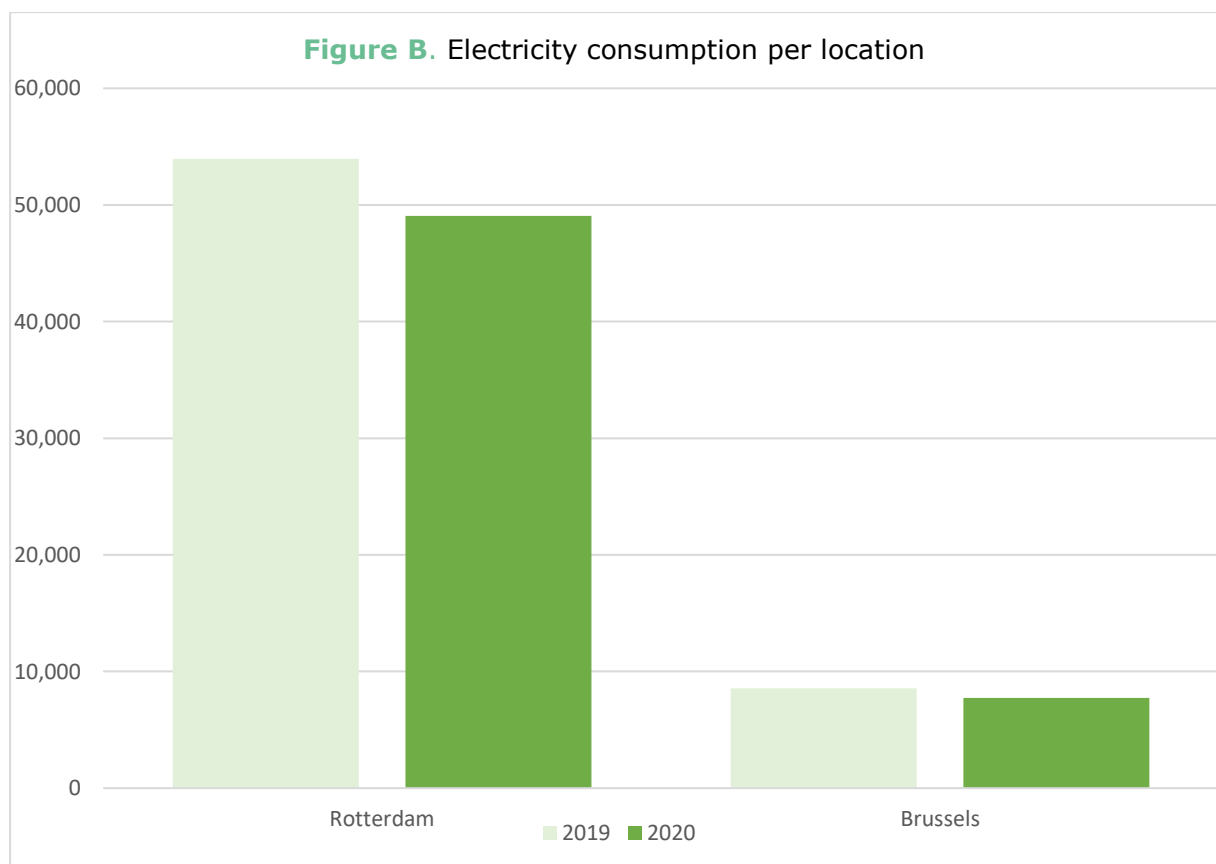
7.1 Progress sub-objective – gas consumption



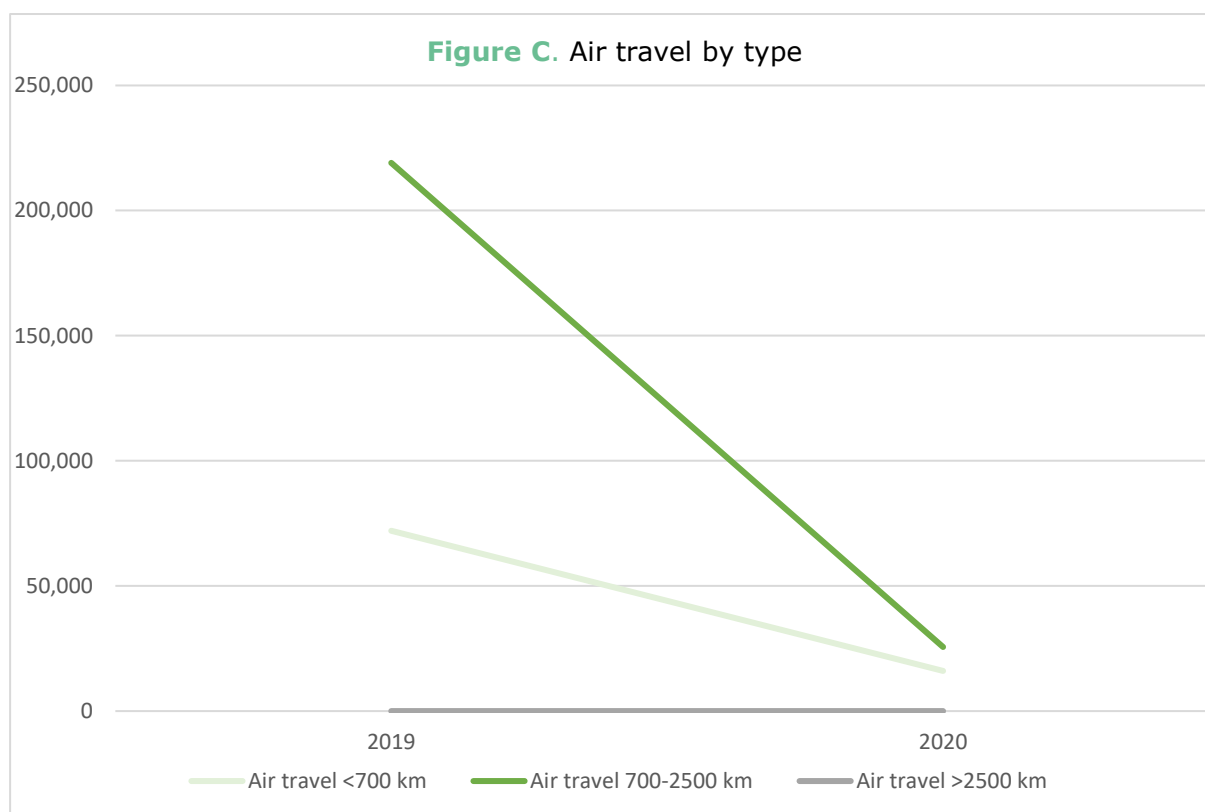
7.2 Progress sub-objective – fuel consumption



7.3 Progress sub-objective – electricity consumption



7.4 Progress sub-objective – business travels



8 | Participation in initiatives

The CO₂ Performance Ladder asks for participation in a sector or chain initiative. In doing so, the organisation must keep itself informed of the initiatives that are taking place within the sector.

8.1 Assessment sector and chain initiatives

To see which sector and chain initiatives could be relevant to Flokk, the website of the SKAO was consulted (https://www.skao.nl/initiatieven_programma). A complete overview of all initiatives and reduction programs can be found here. Any suitable initiatives have been discussed with the project leader and with management. Since Flokk participates in several initiatives, this was only consulted for inspiration.

The CO₂ Ladder Responsible and management evaluate annually whether participation in the initiatives is still considered relevant and current and/or whether other suitable initiatives may be applicable.

8.2 Active participation

The idea behind participating in an initiative is that through interaction with other companies and governments, information can be exchanged and new ideas and developments in the field of CO₂ reduction can be developed in collaboration. For this purpose, the SKAO standard requires active participation, for example through working groups. Reports of meetings and of consultation moments and presentations of the organisation in the working group can serve as proof of active participation to the auditor.

If an initiative in which participants participate is no longer relevant to the organisation at a certain point (when no progress in the initiative or active participation can be demonstrated for half a year or longer) and the participation is terminated, the inventory of the initiatives can be as a source for choosing to participate in another initiative.

8.3 Ongoing initiatives

Flokk participates in a long list of initiatives that can be found on the SKAO website. Two example initiatives are listed.

Initiative 1: Snow plough markers value chain

The organisation initiated and operates as the project lead. Flokk has set up the needed value chain to turn this new material stream of resources astray into valuable products produced from recycled collected & discarded snow plough markers otherwise energy incinerated and/or land filled. The project partners are as follows: Våler Vekst, Aage Vestergaard Larsen A / S, Plast AB Orion, Statens Vegvesen, Veidekke AS.

Initiative 2: Stimulating Circular Standardization

Flokk B.V. is a proactive member of the project group NPR 8313 stimulate Circular Economy, in the category Furniture Initiator, providing guidelines for circular design principles. A budget of 1 500 EUR per year is allocated for this initiative

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