



**TAYLOR™**

# 2021 Social Responsibility Report

Exploring our key metrics, commitments and accomplishments in 2020



# Environmental, Health and Safety Policy

The core purpose of Taylor is to create opportunity and security for our employees. A foundational element of that purpose is ensuring the safety of our employees as well as our customers, vendors and visitors. We are committed to a wellness culture that empowers a continuous journey for our employees and their families to live healthier lives.

- All managers must take an active role in ensuring a safe work environment by being visibly involved in reinforcing safety policies and procedures, providing the resources necessary to ensure safe operations, and incorporating safety as a key element in strategic business planning.
- Our culture requires that safety and hazard prevention be a focus in all that we do. It is an expectation of each employee to report any unsafe working conditions, near misses or injuries. Employees are empowered and expected to stop any unsafe situation and seek a safe solution.
- We expect all managers and supervisors at Taylor companies to take an active role in ensuring wellness is a priority every day. Reinforcing positive wellness behavior is considered a key activity in our business plans.
- We will meet or exceed all applicable regulatory and corporate environmental, health and safety (EHS) requirements and will regularly evaluate our EHS performance by monitoring ongoing results through periodic management reviews. When regulatory requirements do not adequately protect employee health and the environment, we will create our own standards to ensure adequate controls.
- We are committed to operating our business in a sustainable manner and making it easy for our customers and employees to make a positive difference in the environment and our surrounding communities.
- We consider the impact that our decisions and activities have on our employees and our society to ensure that we are adhering to high standards in corporate social responsibility. We promote fair and positive behaviors that are reflected in our shared core values. These values consist of:
  - Respecting the potential and significance of every individual
  - Upholding a passion for our customers and our work
  - Believing there is always a better way
  - Embracing personal as well as shared responsibility and accountability

## Why Social Responsibility Matters

From our headquarters in Minnesota to our locations across North America and around the globe, Taylor is committed to maintaining high standards of social and environmental responsibility, ethical conduct, and continuous improvement.

Given our core purpose of creating opportunity and security for our employees, Taylor proactively seeks to:

- Serve as a responsible manager of natural resources
- Be a good corporate citizen and work actively to improve the communities we call home
- Protect the health and safety of our employees, customers, vendors and visitors

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# Environmental Stewardship

## Concern for the earth is a natural fit with our mission

As good stewards of the environment, Taylor and its family of companies maintain, review and evaluate the effectiveness of our policies for hazardous substances, waste, wastewater, stormwater, air emissions and noise. We pursue process improvements that include, where possible, reduced consumption of energy, water and other natural resources.

Here are some of our environmental stewardship accomplishments in 2020.

- We recycled more than 31,000 tons of waste materials — approximately 78% of our total waste tonnage.
- We recycled 14 tons of electronics.
- More than 4,000 tons of our non-recyclable waste was used to create energy. This effort to divert waste from landfills gives us a diversion-from-landfill rate of over 87%.

Using our 2020 data as a baseline, our 2021 company-wide sustainability goals include increasing our recycling rate to 80% and increasing our diversion rate to 89%.

In 2020, Taylor's partnership with Pratt Industries, a provider of 100% recycled corrugated boxes and displays, had significant environmental effects, including:

- 4,059 cubic yards of waste diverted from landfills
- 1,230 tons of carbon dioxide (CO2) emissions saved
- 4.9 million kilowatt hours of power saved
- 8.6 million gallons of water saved

As our organization grows and changes, we are expanding our sustainability program. Because Taylor provides a broad range of goods and services, this expansion can be challenging, and each of our locations must have its own program based on its product mix and the waste and recycling options in the local area.

## Carbon Footprint/GHG

An important, ongoing green initiative at Taylor has been the implementation of lighting and HVAC projects to make our facilities more energy efficient. We spent nearly \$2.5 million on HVAC and lighting projects in 2020 alone.

We also continue to increase our investment in solar gardens. Taylor has contracts for a subscribed amount of solar that will increase as more solar gardens are energized.



### CULTIVATING SOLAR GARDENS

Always moving forward, Taylor supported the renewable energy movement by subscribing to 4,369 kilowatts of community solar in 2020.



## Responsible Forest Management Practices

Across Taylor's U.S. production network, many facilities have earned certifications from the Forest Stewardship Council® (FSC®) [see license codes to the right\*] and the Sustainable Forestry Initiative® (SFI®). Through the FSC and SFI chain of custody systems, Taylor connects responsible forest management practices and products with our customers.

Sustainably certified papers are alternatives to recycled paper. They provide an opportunity to show commitment to lessening the environmental impact of daily operations without the added costs of post-consumer materials.

In addition, our Radcliff and Monterrey facilities received ISO 14001 certification in 2020 and another in Dayton is expected to be certified in 2021.

These certifications not only help Taylor achieve its environmental stewardship goals but also allow our customers to demonstrate their commitment to environmentally and socially responsible forest management — and to label their products with the appropriate trademarks.

\*The following Taylor companies have FSC certified sites.

**Corporate Graphics Commercial**  
FSC-C008080

**Corporate Graphics International**  
FSC-C018289

**Curtis 1000, Byron**  
FSC-C008939

**Curtis 1000, Florida**  
FSC-C018699

**Curtis 1000, Fridley**  
FSC-C019376

**Curtis 1000, Illinois**  
FSC-C021826

**Heinrich Envelope**  
FSC-C115152

**The Occasions Group, Idaho**  
FSC-C018308

**The Occasions Group, Minnesota**  
FSC-C023650

**Taylor Communications**  
FSC-C002101

**Travel Tags**  
FSC-C007066





## Forest Stewardship Council

The Forest Stewardship Council was created to change the dialogue and practices around sustainable forestry worldwide, setting forth principles, criteria and standards that span economic, social and environmental concerns. FSC certification standards represent the world's strongest system for guiding forest management toward sustainable outcomes.



### HELPING LEAD THE WAY

Fifteen of Taylor's production facilities are certified both by the Sustainable Forestry Initiative (SFI) and the Forestry Stewardship Council (FSC) and another 11 are solely FSC certified. Twenty-six total facilities have one or both certifications.

## Sustainable Forestry Initiative

The Sustainable Forestry Initiative is one of the world's largest forest certification programs and is internationally recognized and accepted. Taylor's relationship with SFI offers the advantage of a steady supply of certified products to meet growing demand. By choosing SFI certified products, companies of all sizes can use their buying power to improve forest management while sending a clear signal that they care about forests.

## SGP Partnership Certification

The Sustainable Green Printing Partnership (SGP) is a nonprofit organization that certifies printing facilities' sustainability best practices, including and beyond regulatory compliance. SGP advocates best practices and innovation among print community stakeholders, aligning the printing industry and its customers in the pursuit of a more accountable and sustainable supply chain.



### LIVING OUR COMMITMENT EVERY DAY

To help ensure that we are good stewards of our environment, communities and employees, our standard audit process includes meetings with, among others, our production, environmental, health and safety, warehouse/materials control, engineering, and supply chain managers.

## Special Focus: Conflict Minerals

Tantalum, tungsten, tin and gold are mined in African countries under some of the most horrific and abusive conditions imaginable: torture, genocide, slave labor and child labor. Because their extraction helps finance conflict in that region, these metals are classified as "conflict minerals."



Yet these troubled minerals are essential to manufacturing. Tantalum is used in capacitors and dental and surgical implants. Tungsten is found in fluorescent and incandescent light bulbs. Most electronic devices contain small amounts of gold, and tin is used in many alloys. Traces of tin are also found in some label adhesives and ink toners.

In an effort to hold U.S. companies accountable for their use of these minerals and their possible contribution to human rights abuses in Africa, in 2010 President Obama signed into law the Dodd-Frank Consumer Protection Act. Starting on May 31, 2014, all publicly traded companies became obligated to tell the U.S. Securities and Exchange Commission (SEC) if their products contain these conflict minerals and where they were obtained.

Taylor is equipped to help our customers investigate and eliminate the use of conflict minerals, ensuring regulatory compliance. Our team has the expertise to thoroughly uncover these often overlooked elements in manufacturing supply chains.



# Commitment to Our Communities

Anyone can serve, because we all have something to give

Taylor is deeply committed to enriching the communities where we live and work. This culture of community involvement includes being good corporate citizens by creating jobs and paying taxes; offering flexibility in workday hours for employees who volunteer in their communities; and supporting nonprofit organizations that rely on volunteer workers and financial support.

Taylor employees are involved in their communities in a variety of ways:

- Supporting local United Way chapters through single donations, volunteerism and payroll deductions
- Volunteering time and skills in schools and educational programs
- Raising money, food and other supplies for people in need
- Organizing and participating in blood drives
- Offering monetary contributions and in-kind support

## Glen A. Taylor Foundation

Named for Taylor’s Chairman and former CEO, the Glen A. Taylor Foundation focuses on supporting education — with special emphasis on early childhood development and students in need — by providing scholarships and other types of assistance.

The foundation also helped fund the Taylor Center, located on the campus of Minnesota State University, Mankato. The facility hosts many sporting events, ceremonies, concerts and lectures.

## How Our Companies and Employees Give Back

The social distancing restrictions of 2020 made it difficult for Taylor employees to engage in many of the large-scale community involvement programs that they initiate each year. However, in keeping with Taylor’s core value of believing “there is always a better way,” a number of Taylor teams still found safe, creative ways to make an impact on the communities that we call home.

### Dallas, TX

Taylor’s Dallas, Texas, label plant orchestrated a food auction, plant sale and individual donation drive to raise \$1,000 for the North Texas Food Bank in time for “Giving Tuesday,” ensuring that our contributions would be matched. The Dallas team also arranged an on-site blood drive and donated enough blood to save up to 30 lives.

### Hutchins, TX

Employees at our Hutchins, Texas, facility used an Amazon.com wishlist to send gifts to children at the Waxahachie Children’s home.



Dallas, TX  
On-site blood drive



### North Mankato, MN

As one of five diamond-level sponsors of EduCare Foundation, Taylor helped fund activities and programs at Mankato Area Public Schools not covered by the normal operating budget, as well as summer reading programs for the North Mankato Taylor Library and Blue Earth County Library.

### Omaha, NE

Our team in Omaha, Nebraska, collected financial donations and used that money to buy backpacks and essential supplies for homeless veterans in the greater Omaha area.

### Shelbyville, IN

Taylor employees at our Shelbyville, Indiana, location held a “15-Can Food Challenge,” inviting each team member to donate at least one food item per week over a period of 15 weeks. The food collected was then distributed to a variety of relief organizations and churches throughout the community.

### York, PA

Workers at our York, Pennsylvania, facility collected three large bags of coats, hats, gloves and scarves for “Coats of Friendship,” a nonprofit child-run organization that has a goal of making the world warmer, one coat at a time. The items collected were distributed locally over Thanksgiving weekend.



Omaha, NE  
Backpacks for homeless veterans



Shelbyville, IN  
15-Can Food Challenge



York, PA  
Coats of Friendship





## Our Response to COVID-19

The COVID-19 crisis made 2020 a year unlike any other, but Taylor’s focus on protecting the health and safety of our employees — and on being a good corporate citizen in the communities we call home — never wavered. In true Taylor spirit, we rose to the challenge and found proactive ways to help mitigate the spread of the virus while supporting those dealing with the economic and social impacts of the pandemic.

### Keeping Our Employees Safe and Encouraged

Taylor developed a highly detailed COVID-19 Preparedness Plan to help ensure a safe and healthy workplace for all employees. The plan document spelled out everything from company guidelines regarding symptom screening procedures and self-isolation measures for employees who tested positive to our social distancing requirements and the optimum HVAC settings to maximize fresh outside air. Plan Coordinators were designated and all managers and supervisors company-wide were trained on how to manage the plan at the facility level.

The company also took a variety of practical measures to ease the impact of the illness on our people and their loved ones:

- Taylor modified its paid time off (PTO) policy to allow an employee to go up to 80 hours “negative” in their PTO bank to cover any time needed for quarantine, recovering from COVID-19 or caring for affected family members.
- An innovative Laptops4Learning program was implemented that matched 110 unused company laptops with Taylor employees to support their children’s remote learning programs.
- Taylor bought and distributed more than 7,000 thermometers to employees who did not have access to one at home, enabling them to check themselves and family members for fever.

“Again, I would like to express my gratitude to Taylor! This was an **awesome program** and I am sure the others who **received a laptop** feel the same way. There are so many parents facing this dilemma and I am glad Taylor resolved to **contribute** to the case.”

**Norma C.**  
Taylor

## Protecting and Supporting the Community

Taylor also sought opportunities to reach out and be a positive force in the community at a time when it was needed most. Four of Taylor’s graphics facilities were converted to the production of face masks in anticipation of shifting needs among our customers. We subsequently donated 5,000 of the newly minted masks to healthcare providers in the Mankato area to help mitigate the ongoing shortage of protective equipment during the early stages of the pandemic. Taylor acted locally in other ways, such as by making a United Way donation during the holiday season in partnership with Darden, one of our long-standing customers.



Laptops4Learning

# Health, Safety and Respect

We exist to create opportunity and security for employees

The Taylor family of companies shares a core set of values that promote respect, accountability, passion for our customers, and always looking for better ways as we do business. That includes our work environment, our expectations for fairness and equality, and the steps we take to maintain a positive workplace overall.

## Labor and Human Rights

Taylor is an Equal Opportunity and Affirmative Action employer that values diversity. All applicants will receive consideration for employment and will not be discriminated against based on race, color, creed, religion, sex, national origin, genetic information, marital status, status with regard to public assistance, disability, age, veteran status, sexual orientation, gender identity or any other legally protected characteristic.

## Opportunity and Equality


We recruit, hire, train and promote people based upon skills, abilities, merit and other appropriate criteria. We administer all employment programs in a manner to avoid improper discrimination. This includes those programs involving compensation, benefits, training and discipline.

## Anti-Discrimination

It is our policy to maintain a working environment free from discrimination based on an individual's age, disability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, sexual orientation, gender identity, union membership or other legally protected class.

## Anti-Harassment

It is our policy to maintain a working environment free from offensive behavior or harassment based on an individual's race, color, creed, religion, sex, age, national origin, disability or other legally protected class.



**LIVING OUR COMMITMENT EVERY DAY**  
As required, we maintain records that demonstrate the broad diversity of our workforce, our adherence to applicable environmental laws and regulations, facility ethical standards, and social and environmental responsibility commitments.



## Reasonable Accommodation

We are committed to the fair and equal employment of people with disabilities. We will make reasonable accommodation for employees with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job, with or without accommodation, and provided that any accommodations made do not impose an undue hardship on the Company.

## Religious Observation

We are committed to the fair and equal employment of people without regard to a person's religious beliefs. We will make reasonable accommodation for employees who wish to observe religious holidays or other practices, provided that any accommodations made do not impose an undue hardship on the Company.

## Relationships with Suppliers

Our suppliers help us provide goods and services that meet customers' needs at prices that keep us competitive in the marketplace. We expect our employees to treat all suppliers and potential suppliers with respect and, at the same time, to exercise skill and good judgment in negotiations to obtain the maximum value for each dollar of expenditure.

## Work Environment

We want our employees' work environment to reflect our dual values of respect and responsibility. Our companies strive to provide a positive work environment that is free of inappropriate conduct by management, co-workers or others with whom our people must interact in the course of their work. Taylor companies also seek to provide safe working conditions, competitive wages and benefits, fairness, and opportunities for each employee's development.



## Employee Health and Safety

### General Standards

We will meet or exceed all applicable regulatory and corporate environmental, health and safety (EHS) requirements. We will regularly evaluate our EHS performance by monitoring ongoing performance results through periodic management reviews. When regulatory requirements do not adequately protect employee health and the environment, we will create our own standards to ensure adequate controls.

### Occupational Health, Safety and Hazard Prevention

Our culture requires that safety and hazard prevention be a focus of all that we do. Each employee is expected to report any unsafe working conditions, near misses or injuries. Employees are empowered and expected to stop any unsafe situation and seek a safe solution. Our locations have safety committees who implement a regular inspection process to identify and correct hazards. If an injury or near miss occurs, we have an internal safety alert process so that any similar hazards are identified and corrected.

### Chemical Hazard Management

We ensure that our activities involving the use of chemical materials are performed in a way to protect employees and the general public from chemical hazards, and to ensure activities are conducted in accordance with federal, state and local environmental regulations.

We continually assess and implement new technologies in our facilities which make our locations safer for employees while having less negative impact on the environment. Technological improvements trend toward less hazardous chemicals that are used in smaller amounts.

### Working Conditions

We maintain guidelines and training policies about the safety hazards of certain jobs, procedures and equipment. Managers take an active role in ensuring a safe work environment by being visibly involved in reinforcing safety policies and procedures, providing the resources necessary to ensure safe operations, and incorporating safety as a key element in strategic business planning.

### Health and Safety Communication

We have a system to communicate health and safety policies, procedures, and related information via employee orientations, meetings, bulletin boards and other means. Site safety contacts and plant managers have access to bi-weekly safety refresher meetings held by corporate safety professionals.

### Employee Health and Safety Leadership

We have safety committees that involve employees in our local decisions related to safety. We have environmental, health and safety managers who are authorized to ensure that our organization meets or exceeds all relevant environmental, health and safety standards and regulations, and best practices.



## Supplier Diversity

Taylor takes great pride in our ability to create economic and business value for our customers and supplier partners. We strategically align our organization with industry-leading suppliers who share our commitment to always finding “a better way” to serve our customers and (where applicable) support our diversity programs. In doing so, we create relationships that are designed to enhance our value to customers while adding strength to our corporation and our supplier partner organizations.

“Our strong dedication to working with a **diverse supplier base** continues to be not only **good for business**, but it also helps **build the communities** where our employees live and work.”

**Jay Parker**  
Chief Supply Chain Officer  
Taylor

In addition to working with diverse suppliers, we also are committed to helping our suppliers grow. For example, Taylor employees are active in the North Central Minority Supplier Development Council (NCMSD) and the Ohio Minority Supplier Development Council (OMSDC).



### LIVING OUR COMMITMENT EVERY DAY

Taylor ensures that staffing agencies with which we do business are kept informed about upcoming social compliance audits, and that their employees complete the same required training (such as anti-harassment training) as our regular employees.





# Learn More

Taylor is one of the largest privately held companies in the United States. We provide a diverse set of customer communication products, services and technologies, enabling businesses to operate efficiently and effectively while building memorable brands. Everything we do begins with identifying the unique priorities and needs of our customers and creating one-of-a-kind solutions.

Visit the website below:

[taylor.com](https://www.taylor.com)

**TAYLOR**<sup>™</sup>

1725 Roe Crest Drive, North Mankato, MN 56003  
800.442.5254 | [taylor.com](https://www.taylor.com)

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