

KOPLUS®

**SOCIAL
RESPONSIBILITY
SUSTAINABILITY
POLICIES
CERTIFICATES**



KOPLUS DECLARATION

KOPLUS BV is a Dutch company

We manufacture environment-friendly workspace furniture

We are responsible towards our planet and its inhabitants

We are committed to a greener and better future

3	ISO9001 Certificate
4	ISO14001 Certificate
5	ISO50001 Certificate
6	GreenTag Certificate
7	GreenGuard Certificate of Compliance
8	Fire Safety Compliance Declaration - Booth
9 - 11	Booth Component Testing Standard & Acoustic Test
12	Health and Safety Statement
13 - 15	Equality Policy
16	Diversity and Inclusion Statement
17	Booth Collection Warranty
18	Sit-Stand Desk and Chair Warranties Anti-
19 - 20	Bribery Letter
21 - 23	Supplier Code of Conduct
24 - 60	Employer's Liability & Cargo Insurance

Certificate

Standard **ISO 9001:2015**

Certificate Registr. No. **01 100 822 096411**

Certificate Holder:



Como Furniture Enterprises Co., Ltd.
No. 16, Lugong Rd., Lugang Township,
Changhua County 505, Taiwan

Scope:

Design, Manufacturing and Sales of Commercial and Office Furniture and Home Table and Chair

Proof has been furnished by means of an audit that the requirements of ISO 9001:2015 are met.

Validity:

The certificate is valid from 2022-02-13 until 2025-01-11.
It remains valid subject to satisfactory surveillance audits.
First certification 2010

2022-02-13

TUV Rheinland Taiwan Ltd.
11F, No. 758, Sec. 4, Bade Rd.,
Taipei 105, Taiwan

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www.tuv.com



Management System
Certification
MS007



TÜVRheinland®
Precisely Right.

Certificate

Standard **ISO 14001:2015**

Certificate Registr. No. **01 104 822 096411**

Certificate Holder:



Como Furniture Enterprises Co., Ltd.
No. 16, Lugong Rd., Lugong Township,
Changhua County 505, Taiwan

Scope:

Design, Manufacturing and Sales of Commercial and Office
Furniture and Home Table and Chair

Proof has been furnished by means of an audit that the
requirements of ISO 14001:2015 are met.

Validity:

The certificate is valid from 2022-02-13 until 2025-01-18.
It remains valid subject to satisfactory surveillance audits.
First certification 2010

2022-02-13


TUV Rheinland Taiwan Ltd.
11F, No. 758, Sec. 4, Bade Rd.,
Taipei 105, Taiwan

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Management System
Certification
MS017



TÜVRheinland®
Precisely Right.

Certificate

Standard **ISO 50001:2018**

Certificate Registr. No. **01 407 096411**

Certificate Holder: **Como Furniture Enterprises Co., Ltd.**
No. 16, Lugong Rd.,
Jhangbin Industrial Park,
Lugang Township,
Changhua County 505
Taiwan, R.O.C.

Scope: Energy management related to Design, Manufacturing and Sales
of Commercial and Office Furniture and Home Table and Chair

Proof has been furnished by means of an audit that the
requirements of ISO 50001:2018 are met.

Validity: The certificate is valid from 2021-01-22 until 2023-03-11.
It remains valid subject to satisfactory surveillance audits.
First certification 2014

2021-01-25



TÜV Rheinland Cert GmbH
Am Grauen Stein · 51105 Köln



This is to Certify that the following Product/s have been found in conformance with the Global GreenTag^{CERT™} Scheme Standard for the Tier and Level noted herein:

JC35TS, JC35TT, JC35TF Height Adjustable Desking

GreenStar® 'Design and As Built v1.3' and 'Interiors v1.3' Rating Tools Credits:
Sustainable Products

WELL v1.0 Features - IWBI

Feature 25: Toxic Material Reduction - part 1; Feature 26: Enhanced Material Safety - part 1, Feature 97: Material Transparency - part 1 (PHD™ available)

WELL v2.0 Features - IWBI

X08: Hazardous Material Reduction - part 1; X10: Volatile Compound Reduction - part 1; X13: Enhanced Material Precaution - part 1; X14: Material Transparency - part 1 (PHD™ available)

LEED® v4.0 and v4.1 Rating Tool Credit:

MR Credit: Building Product Disclosure and Optimisation -Material Ingredients® - Option 1 and 2 (PHD™ available)

Licensed Sites:

Licence No.:

ZJL:DK01:2020:GR

Licence Date:

15th July 2019

Latest Revision Date:

1st June 2021

Valid to:

15th July 2022

GreenTag^{CERT™} Standard:

Standard Version 4.0



David Baggs
Chief Executive Officer
Global GreenTag^{CERT™} Program Director

CERTIFICATE OF COMPLIANCE



KOPLUS

See product list below

UL 2818 - 2013 Standard for Chemical Emissions for Building Materials, Finishes and Furnishings

Products tested in accordance with UL 2821 test method to show compliance to emission limits in UL 2818, Section 7.1.
Furniture and furnishings are tested in accordance with ANSI/BIFMA M7.1-2011 and determined to comply with ANSI/BIFMA X7.1-2011 and ANSI/BIFMA e3-2014e Credit 7.6.1. Panel based workstations are modeled in the open plan environment. Casework systems and individual furniture items are modeled in the private office environment. Seating products are modeled in the seating environment.

UL GREENGUARD Certified Products Listing

Product Name	Certification	Status	Certificate Number	Certification Period	Restrictions
BODYFLEX TASK CHAIR	GREENGUARD Certified	Certified	140378-410	06/26/2019-06/26/2023	
BODYFLEX 4-Legged CHAIR	GREENGUARD Certified	Certified	140379-410	06/26/2019-06/26/2023	
BODYFLEX Cantilever CHAIR	GREENGUARD Certified	Certified	140380-410	06/26/2019-06/26/2023	
SWITCH Cantilever CHAIR	GREENGUARD Certified	Certified	140381-410	06/26/2019-06/26/2023	
SWITCH Nesting Chair(without Armrests)	GREENGUARD Certified	Certified	140382-410	06/26/2019-06/26/2023	
SWITCH Nesting Chair(with Height Armrests)	GREENGUARD Certified	Certified	140383-410	06/26/2019-06/26/2023	
SWITCH 4-Legged CHAIR	GREENGUARD Certified	Certified	140384-410	06/26/2019-06/26/2023	
SWITCH TASK CHAIR	GREENGUARD Certified	Certified	140385-410	06/26/2019-06/26/2023	
SWITCH Drafting CHAIR	GREENGUARD Certified	Certified	140386-410	06/26/2019-06/26/2023	
SYMBIAN Executive Chair	GREENGUARD Certified	Certified	140387-410	06/26/2019-06/26/2023	
SYMBIAN HEADREST	GREENGUARD Certified	Certified	140388-410	06/26/2019-06/26/2023	
TONIQUE Cantilever CHAIR	GREENGUARD Certified	Certified	140389-410	06/26/2019-06/26/2023	
TONIQUE 4-Legged CHAIR	GREENGUARD Certified	Certified	140390-410	06/26/2019-06/26/2023	
TONIQUE TASK CHAIR(with Height Armrests)	GREENGUARD Certified	Certified	140391-410	06/26/2019-06/26/2023	
TONIQUE TASK CHAIR(without Armrests)	GREENGUARD Certified	Certified	140392-410	06/26/2019-06/26/2023	
TONIQUE Drafting CHAIR	GREENGUARD Certified	Certified	140393-410	06/26/2019-06/26/2023	
Solo (Kolo 1)	GREENGUARD Certified	Certified	232992-410	05/24/2021-05/24/2023	
Duo (Kolo 2)	GREENGUARD Certified	Certified	232993-410	05/24/2021-05/24/2023	
Midi (Kolo 1 Plus)	GREENGUARD Certified	Certified	233096-410	05/24/2021-05/24/2023	
Duo Ex (Kolo 2 Add On)	GREENGUARD Certified	Certified	233097-410	05/24/2021-05/24/2023	
Milli Stand	GREENGUARD Certified	Certified	233098-410	05/24/2021-05/24/2023	
Milli Sit	GREENGUARD Certified	Certified	233504-410	05/24/2021-05/24/2023	
Duo ADA (Kolo 2 ADA)	GREENGUARD Certified	Certified	233505-410	05/24/2021-05/24/2023	
Duo+ (Kolo 6)	GREENGUARD Certified	Certified	233506-410	05/24/2021-05/24/2023	
Duo++ (Kolo 8)	GREENGUARD Certified	Certified	233507-410	05/24/2021-05/24/2023	
Milli Group	GREENGUARD Certified	Certified	233508-410	05/24/2021-05/24/2022	
Outio	GREENGUARD Certified	Certified	233509-410	05/24/2021-05/24/2022	

Please refer to current certificates on ul.com/spg for complete compliance information.



UL investigated representative samples of the identified Product(s) to the identified Standard(s) or other requirements in accordance with the agreements and any applicable program service terms in place between UL and the Certificate Holder (collectively "Agreement"). The Certificate Holder is authorized to use the UL Mark for the identified Product(s) manufactured at the production site(s) covered by the UL Test Report, in accordance with the terms of the Agreement. This Certificate is valid for the identified dates unless there is non-compliance with the Agreement.



FSC

CERTIFICATO / CERTIFICATE

ICILA-COC-000063

SI CERTIFICA CHE LA GESTIONE DELLA CATENA DI CUSTODIA ATTUATA DA
WE HEREBY CERTIFY THAT THE MANAGEMENT OF CHAIN OF CUSTODY OPERATED BY

S.A.I.B. S.p.A.

sede legale/registered office: Via Caorsana 5/a - Fraz. Fossadello - 29012 Caorso (PC) - Italia

PRESSO LE SEGUENTI SEDI/SITES INCLUDED IN THE CERTIFICATION

Via Caorsana 5/a - Fraz. Fossadello - 29012 Caorso (PC) - Italia

È CONFORME AGLI STANDARD / IS IN COMPLIANCE WITH THE STANDARDS

FSC-STD-40-004 v3.0 ; FSC-STD-40-007 v2.0

PER LE SEGUENTI LAVORAZIONI E PRODOTTI / FOR THE FOLLOWING PROCESSING AND PRODUCTS

**Acquisto di materiale di recupero pre e post consumo
e di carta melamminica FSC Misto e FSC Legno Controllato.
Produzione di pannelli truciolari grezzi FSC Riciclato e nobilitati FSC Misto.**

***Purchase of pre and post consumer reclaimed material
and melamine paper FSC Mix and FSC Controlled Wood.
Production of raw panels FSC Recycled and
melamine faced particleboard panels FSC Mix.***

La lista completa dei gruppi di prodotti inclusi nell'ambito di applicazione del certificato è disponibile sul database FSC® all'indirizzo <http://info.fsc.org>
The full list of the products groups that are included in the scope of the certificate is available on the database FSC® at the address <http://info.fsc.org>

Questo certificato non costituisce evidenza che un particolare prodotto fornito dal titolare del certificato sia certificato FSC (o FSC Controlled Wood).
I prodotti offerti, spediti o venduti dal titolare del certificato possono essere considerati inclusi nel campo di applicazione del presente certificato solo quando
la prevista dichiarazione FSC è attestata chiaramente sulle fatture e sui documenti di trasporto/ This certificate itself does not constitute evidence that a particular product
supplied by the certificate holder is FSC-certified (or FSC Controlled Wood). Products offered, shipped or sold by the certificate holder can only be considered covered
by the scope of this certificate when the required FSC claim is clearly stated on sales and delivery documents.

I termini di uso e la validità del presente certificato sono definiti nel Regolamento per la concessione e il mantenimento della certificazione della gestione
della CATENA di CUSTODIA secondo gli STANDARD FSC e per il rilascio delle autorizzazioni all'uso del LOGO FSC e subordinati al rispetto dello stesso.
The terms of use and validity of this certificate are defined in Regolamento per la concessione e il mantenimento della certificazione della gestione
della CATENA di CUSTODIA secondo gli STANDARD FSC e per il rilascio delle autorizzazioni all'uso del LOGO FSC and subject to the respect of the same.

Questo certificato rimane di proprietà di CSI SpA. Il certificato e tutte le sue copie, se richiesto da CSI SpA, devono essere restituite o distrutte.
This certificate remains the property of CSI SpA. The certificate and all copies or reproductions of it shall be returned or destroyed on CSI SpA request.

La validità di questo certificato deve essere verificata sul sito <http://info.fsc.org> / The validity of this certificate shall be verified on <http://info.fsc.org>

PRIMA EMISSIONE
FIRST ISSUE
24/06/2004

DATA DI VALIDITA'
EFFECTIVE DATE
24/06/2019

DATA DI SCADENZA
EXPIRING DATE
23/06/2024

Ing. P. Baldazzi

B. U. Sistemi di Gestione / B. U. Management Systems



Viale Lombardia, 20 - 20021 Bollate (MI) - www.csi-spa.com

CSI S.p.A. a socio unico soggetta ad attività di direzione e coordinamento di IMQ Group S.r.l.

REA MI 1466310 R.I/C.F./P.I. 11360160151 Cap. Soc. € 1.040.000



The mark of
responsible forestry

FIRE SAFETY COMPLIANCE DECLARATION

Koplus International Co., Ltd. ("KOPLUS") hereby declares your Booth has been designed to incorporate the highest safety standards and rigidly follows the testing standards in relation to fire requirements and safety stated below:

The Booth Product in simple terms is a piece of furniture; it is a very versatile and safe addition to almost any business in relation to fire safety and should fit seamlessly alongside the fire safety management systems you already have.

The Booth is made out from flame retardant materials and is fitted with electrical residual current circuit breakers (RCCD), these are considered portable appliances. As such they should be serviced as per Portable Appliances Testing Regulations (PAT) as part of your existing maintenance regimes. Best practice is to regularly visually inspect any electrical equipment including cables, plugs, leads and carry out annual PAT testing by a competent person, though not statutory law is often a requirement of your insurers.

KOLO

MILLI

Component	Standard	
	KOLO	MILLI
Ethernet Cord	UL Certified	
Power Cord	PSE Certified	
Power Plug	PSE Certified	
Hinge	BHMA ^α	
Acoustic Foam	ASTM E84-20 ^β	
PET	ASTM E84-20 ^β	EN 13501 ^γ
Fractal Fan	UL Certified	CE Certified

α) Door Locks Hardware Test

β) Flammability Test

γ) Fire classification of construction products and building elements – Part 1: Classification using data from reaction to fire tests.

BOOTH COMPONENT TESTING STANDARD

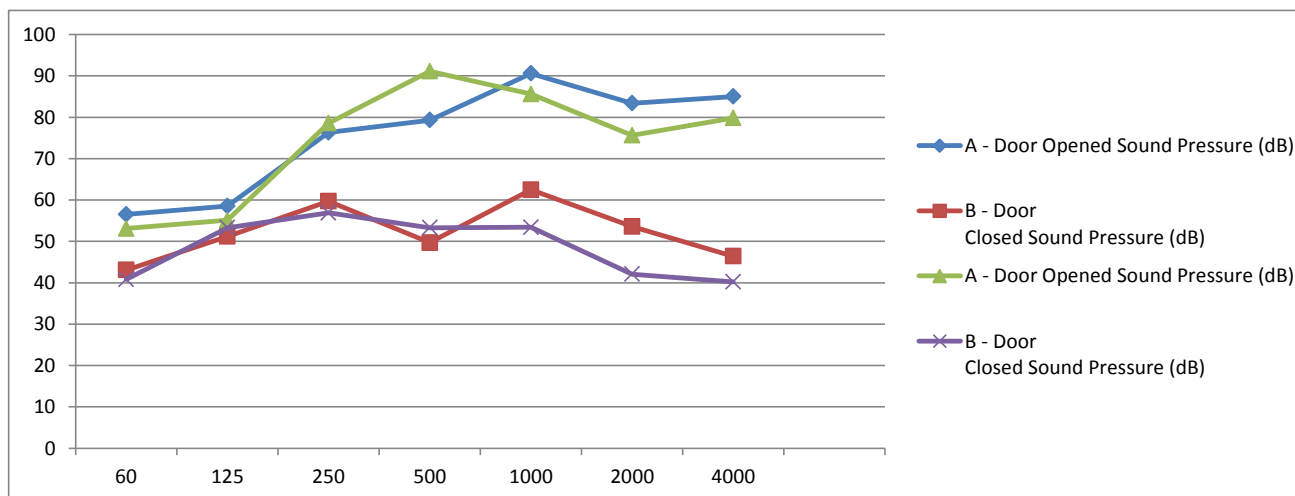
Product	Component	Testing Standard	Remark
Kolo & Milli	Acoustic Foam	ASTM E84-20	Flammability Test
		ISO 16000	Formaldehyde (HCHO)&TVOC Content Test
		CA65	Chemical Substances Content Test
		REACH	Chemical Substances Content Test
		RoHS	Chemical Substances Content Test
Kolo & Milli	PET	ASTM E84-20	Flammability Test
		ISO 16000	Formaldehyde (HCHO)&TVOC Content Test
		EN 13501	Fire classification of construction products and building elements –Part 1: Classification using data from reaction to fire tests.
		OEKO-TEX	Standard 100 - Toxic Substances Test of textiles and accessory materials
Kolo & Milli	Fractal Fan (Venturi Fan)	UL Certified	
		CE Certified	
		RoHS	Chemical Substances Content Test
Kolo & Milli	Calcium Silicate Board	ISO 16000	Formaldehyde (HCHO)&TVOC Content Test
Kolo & Milli	Caster	ASTM B117	Salt Spray Test
Kolo & Milli	Particle Board Table Top	CA65	Chemical Substances Content Test

Sound Insulation Test Report

Report No. : 200101

SKU	SL1010GW01		Product Name	Kolo/Solo/W100/D100/H226		Distance	90 cm		Date : 2020/03/11	
Standard	ISO 717-1		Equipment		Sound Pressure		Declared Sound Insulation Rw		39.1 dB	
Surrounding Sound Pressure	Door Opened	42.3 dB	Door Closed	42 dB			Sound Insulation			
Sound Source	Exterior		Interior				Exterior	Interior		
Conditions	A - Door Opened	B - Door Closed	A - Door Opened	B - Door Closed			A - B	C - D		
Frequency (HZ)	Sound Pressure (dB)	Sound Pressure (dB)	Sound Pressure (dB)	Sound Pressure (dB)			dB	dB		
	60	56.5	43.1	53.1	40.8		13.4	12.3		
	125	58.5	51.2	55.1	53.3		7.3	1.8		
	250	76.3	59.7	78.6	56.9		16.6	21.7		
	500	79.3	49.7	91.1	53.3		29.6	37.8		
	1000	90.6	62.5	85.6	53.4		28.1	32.2		
	2000	83.4	53.6	75.6	42.1		29.8	33.5		
	4000	85	46.4	79.8	40.2		38.6	39.6		
						Rw	23.3	25.6		
						Tested By:				

0.8 t Steel exterior + 6mm PET



Product	Component	Testing Standard	Remark
Kolo & Milli	Adhesive (for PET)	ISO 17226	Formaldehyde (HCHO)&TVOC Content Test
Kolo & Milli	Plywood	1 ISO 16000	Formaldehyde (HCHO)&TVOC Content Test
Kolo & Milli	PVC Edge Banding of Table Top	CA65	Chemical Substances Content Test
Kolo & Milli	Door Hinge	BHMA	Door Locks Hardware Test
Kolo	Ethernet Cord	UL Certified	
Kolo	LED Light	RoHS	Chemical Substances Content Test
Kolo	LOGO Sticker	CA65	Chemical Substances Content Test
Kolo	Wooden Grain Veneer	CA65	Chemical Substances Content Test
Kolo	Power Cord	UL Certified	
		PSE Certified	
Kolo	Power Plug	UL Certified	
		PSE Certified	
Milli	LOGO Sticker	CA65	Chemical Substances Content Test
Milli	Power Charger Bracket	CA65	Chemical Substances Content Test
Milli	Round Power Plug (AC.USB.CAT6)	UL Certified	
Duo ADA/DDA	Dormakaba Auto Door Opener/ED100	UL Certified	
Duo ADA/DDA	Floor	ANSI A326.3-2017	Skid Resistance Test
Duo ADA/DDA	Ink of Remote control	RoHS	Chemical Substances Content Test

Product	Component	Testing Standard	Remark
Duo ADA/DDA Nesting Bench	Bench Foam	Flame Retardent	
		CA65	Chemical Substances Content Test
		TB117	Chemical Substances Content Test
Kolo Sofa	Sofa Foam	REACH	Chemical Substances Content Test
		BS5852:1990	Flammibility Test
		ASTM D3574-2008	Air-Permeability Test
Grace Stool	Stool Fabric	BS 5679	Chemical Substances Content Test
		TB117	Flammibility Test
Grace Stool	Stool Foam	TB117 & Flame Retardent	Flammibility Test
		ASTM-E1252-98	
		REACH	Chemical Substances Content Test
		RoHS	Chemical Substances Content Test

HEALTH AND SAFETY STATEMENT

Our aim is excellence in health and safety and Koplus UK will accomplish this by continually seeking to improve our health and safety management system so that it meets with our vision, values and the expectations of those affected by what we do. We will ensure that our responsibilities for health and safety are clearly allocated, understood, monitored, fulfilled and that legal requirements will be regarded as the minimum standard to be achieved.

Koplus UK recognises that complying with The Health and Safety at Work etc. Act 1974 and pertaining regulation is a legal requirement, not a matter of choice. We will act positively to minimise the incidence of all workplace risks and all activities will be carried out with the highest regard for the health, safety and welfare of our staff, contractors, visitors and the public at large.

We are committed to providing the financial and physical resources necessary to ensure that a high standard of health, safety and welfare is achieved. We will empower our staff by providing high quality information, instruction, training and supervision to enable them to work safely and effectively and to ensure they are competent and confident in the work they carry out.

Koplus UK will carry out and regularly review risk assessments to identify hazards and existing control measures; it will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level. Koplus UK will also ensure that the premises we occupy and the equipment we provide meet with the minimum legal requirement.

We will actively consult with our workforce and nurture an open attitude to health and safety issues, encouraging staff to identify and report hazards and suggest innovative solutions so that we can all contribute to creating and maintaining a safe working environment.

This policy reflects our commitment to ensuring that health and safety at work is paramount to Koplus UK and that effective health and safety actively contributes to our ongoing success. The successful implementation of this policy requires total commitment from all members of staff.

This policy will be reviewed every two years or in the light of legislative or organisational change.

EQUALITY POLICY

POLICY STATEMENT

1. KOPLUS recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Company and its employees to utilise the skills of the total workforce. It is the aim of the Company to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy /maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).
2. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
4. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
5. Our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of the Company's goods and services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, and any other statutory bodies.

OUR COMMITMENT

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness. Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by senior management.
- The policy will be monitored and reviewed regularly.

RESPONSIBILITIES OF MANAGEMENT

7. Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Chief Executive / Business Owner. Directors / Managers will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

- all their staff are aware of the policy and the arrangements, and the reasons for the policy;
- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

8. Head Office will be responsible for monitoring the operation of the policy in respect of employees and job applicants, including periodic departmental audits.

RESPONSIBILITIES OF STAFF

9. Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform their manager if they become aware of any discriminatory practice.

THIRD PARTIES

10. Third-party harassment occurs where a KOPLUS employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. KOPLUS will not tolerate such actions against its staff, and the employee concerned should inform their manager / supervisor at once that this has occurred. The Company will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

RELATED POLICIES AND ARRANGEMENTS

11. All employment policies and arrangements have a bearing on equality of opportunity. The Company policies will be reviewed regularly and any identified discriminatory elements removed.

RIGHTS OF DISABLED PEOPLE

12. The Company attaches particular importance to the needs of disabled people.

13. Under the terms of this policy, managers are required to:

- make reasonable adjustment to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice and guidance from external agencies where appropriate to maintain disabled people in employment);
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

EQUALITY TRAINING

14. A series of regular briefing sessions will be held for staff on equality issues. These will be repeated as necessary. Equality information is also included in induction programmes.
15. Training will be provided for managers on this policy and the associated arrangements. All managers who have an involvement in the recruitment and selection process will receive training.

MONITORING

16. The Company deems it appropriate to state its intention not to discriminate and assumes that this will be translated into practice consistently across the organisation as a whole. Accordingly, a monitoring system will be introduced to measure the effectiveness of the policy and arrangements.
17. The system will involve the routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs, grade and length of service in current grade. Information regarding the number of staff who declare themselves as disabled will also be maintained.
18. There will also be regular assessments to measure the extent to which recruitment to first appointment, internal promotion and access to training/development opportunities affect equal opportunities for all groups.
19. We will maintain information on staff who have been involved in certain key policies: Disciplinary, Grievance and Bullying & Harassment.
20. Where appropriate equality impact assessments will be carried out on the results of monitoring to ascertain the effect of the Company policies and our services / products may have on those who experience them.
21. The information collected for monitoring purposes will be treated as confidential and it will not be used for any other purpose.
22. If monitoring shows that the Company, or areas within it, are not representative, or that sections of our workforce are not progressing properly within the Company, then an action plan will be developed to address these issues. This will include a review of recruitment and selection procedures, Company policies and practices as well as consideration of taking legal Positive Action.

GRIEVANCES/DISCIPLINE

23. Employees have a right to pursue a complaint concerning discrimination or victimisation via the Company Grievance or Harassment Procedures.
24. Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Company Disciplinary Procedure.

REVIEW

25. The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Chief Executive / Business Owner.

DIVERSITY & INCLUSION STATEMENT

Koplus actively embraces Individuals with different cultures, perspectives and experience.

We aim to recruit, develop and retain the most talented people, regardless of their background and make best use of their talents.

At Koplus, we are guided by our values in everything we do and we recognise that being a diverse and inclusive employer helps us fulfil our responsibility to make a difference for employees and customers.

We seek to develop a workplace wherein all employees are treated as individuals, fairly and in a consistent way.

We work within the spirit and the practice of the Equality Act 2010 by promoting a culture of respect and dignity whilst actively challenging discrimination, should it ever arise.

We will remove unnecessary barriers for our employees seeking opportunities through training and development, promotion and career planning.

We will continue to support our leaders, managers and employees to demonstrate the principles of diversity and inclusion in their everyday activities, roles and functions.

BarryDfoley

Barry Foley
Chief Executive Officer
Koplus UK
2022

BOOTH COLLECTION WARRANTY

This warranty governs the following range of Koplus booth collections:

- **Kolo Series - Solo, Midi, Duo**
- **Milli Series - Sit, Stand**

These products are subject to a warranty of 5 (five) years coverage for structural components; 2 (two) years coverage for expendable components (PET, Gas lift, upholstery) and electrical components etc. i.e., on condition that they are used in accordance with the instructions contained in our user manual.

This warranty includes any failure or defect in manufacturing and design, including all expendable components and electrical components.

The booth collections must be assembled and installed by trained professional fitters in accordance with Koplus assembly instruction manual, copies available on request. Any move must also be undertaken by trained professional fitters. This warranty does not provide coverage for lost or destroyed items. Any repair, replacements, and return shipping of broken units that are not covered by the warranty will be at the customer's expense.

In the event of a reported product problem, in the first instance, the supplying dealer must be called to inspect and advise on the issue. Depending on this report, Koplus will replace either the defective part(s) or the entire booth, at its sole discretion.

The above warranty is subject to Koplus Terms and Conditions of Sale, copy available on request, and do affect the buyer's statutory rights.

BarryDfoley

Barry Foley
Chief Executive Officer
Koplus UK
2022

TASK CHAIR WARRANTY

This warranty governs the following Koplus ranges of task chairs

- **Tonique**
- **Symbian**
- **BodyFlex**

These products are subject to a warranty of 7 (seven) years coverage for structural components; 3 (three) years coverage for the gas lift, i.e. on condition that they are used in accordance with the instructions contained in our user manual (aor not more than 40 hours per week).

This warranty includes any failure or defect in manufacturing and design, including all moving parts, motors and ECU.

The chairs must be assembled and installed by competent professional fitters in accordance with Koplus' installation manual, copies available on request.

This warranty does not provide coverage for lost or destroyed items. Any repair, replacements, and return shipping of broken units that are not covered by the warranty will be at the customer's expense.

In the event of a reported product problem, in the first instance, the supplying dealer must be called to inspect and advise on the issue. Depending on this report, Koplus will replace either the defective part(s) or the entire chair, at its sole discretion.

The above warranty is subject to Koplus' Terms and Conditions of Sale, copy available on request, and do affect the buyer's statutory rights.

Barry Foley

Barry Foley
Chief Executive Officer
Koplus UK
2022

SIT-STAND DESK WARRANTY

This warranty governs the following Koplus ranges of electrically height-adjustable sit-stand desks

- **Kin**
- **Hop**
- **Mount**

These products are subject to a warranty of 5 (five) years coverage for structural components; 2 (two) years coverage for motors, control box, and other electrical components, i.e. on condition that they are used in accordance with the instructions contained in our user manual (attached) for not more than 40 hours per week and an average of 50 cycles in that period.

This warranty includes any failure or defect in manufacturing and design, including all moving parts, motors and ECU.

The workstations must be assembled and installed by competent professional fitters in accordance with Koplus' installation manual, copies available on request. Any move must also be undertaken by competent professional fitters. This warranty does not provide coverage for lost or destroyed items. Any repair, replacements, and return shipping of broken units that are not covered by the warranty will be at the customer's expense.

In the event of a reported product problem, in the first instance, the supplying dealer must be called to inspect and advise on the issue. Depending on this report, Koplus will replace either the defective part(s) or the entire workstation, at its sole discretion.

The above warranty is subject to Koplus' Terms and Conditions of Sale, copy available on request, and do affect the buyer's statutory rights.

Barry Foley

Barry Foley
Chief Executive Officer
Koplus UK
2022

LETTER OF COMMITMENT FOR ANTI-BRIBERY COMPLIANCE LAWS

I below stated Supplier / The third party hereby declare that I understand below stated Code and I take into account that all its terms and conditions are for me, as Koplus supplier, binding. Moreover, I confirm that I shall ensure full compliance with below stated Code and there is no conflict of interest in this respect.

Supplier / Third Party Vendor's Name

Address

Supplier No.

ANTI BRIBERY POLICY

Koplus International Enterprises Co., Ltd. (with its subsidiaries, the "KOPLUS") is deeply committed to compliance with all laws and regulations governing its global operations, including the United States Foreign Corrupt Practices Act ("FCPA"), the Foreign Corrupt Practices Act UK Bribery Act 2010 ("UK Bribery Act 2010"), the Organization for Economic Cooperation and Development Convention on Combating Bribery of Foreign Public Officials ("OECD Convention") and all other anti-bribery and anti-corruption laws (collectively "anti-bribery laws").

Accordingly, all KOPLUS employees, agents, representatives, suppliers, distributors, consultants, joint venture partners, and anyone else doing business for KOPLUS or in KOPLUS's name, regardless of nationality or where employed ("KOPLUS agents"), are required to comply fully with FCPA, UK Bribery Act 2010, the OECD Convention and all other applicable anti-bribery laws.

(1) For any „thing of value,“ should be understood, so not limited to, money, gifts, personal favors, meals, entertainment, activities, discounts on products and / or services that are not readily available to the public, jobs for government officials or their relatives, political contributions, payments to third parties, payment of travel expenses, assume or forgive debt, etc.

ANTI BRIBERY POLICY

In compliance with the anti-bribery laws, no KOPLUS agent shall provide or promise to provide, directly or indirectly, any payment or anything else of value (1) to any government official, political party official, political party candidate for political office, any party with whom a commercial relationship is in place, in order to obtain or retain business, to secure business for a party involved with KOPLUS, or to secure an illegal commercial advantage for KOPLUS.

KOPLUS operations often require contact with government authorities while acting in their official role. The former is permissible under antibribery laws; however, to offer or provide undue payment or anything else of value to government officials to obtain or retain business is sanctioned by law and is strictly prohibited by KOPLUS.

Accordingly, any payment that KOPLUS agents provide to government officials must be carefully reviewed in advance of actual payment and shall not be made unless they are clearly permissible and approved by KOPLUS.

Moreover, KOPLUS prohibits the tampering of books and records to inaccurately report the company's financial information and requires compliance with the anti-bribery laws whose purpose is to sanction bribes, illicit payments and fraudulent activities.

KOPLUS therefore prohibits KOPLUS agents from disguising the true nature of payments such that these payments are recorded inaccurately in KOPLUS books and records.

Because KOPLUS operates in many different jurisdictions this Policy is only a snapshot of the requirements applicable to KOPLUS agents in regards to anti-bribery regulations. It is possible that anti-bribery laws applicable for respective countries contain elements that are not mentioned herein that may impose greater requirements than those stipulated above.

KOPLUS agents are responsible under all legislation, especially local legislation that could apply to the. Compliance with these laws is expected from all KOPLUS agents.

By signing this Policy we are recognising that we have understood the terms and conditions established herein, as well as recognising that these terms and conditions are compulsory to us as a KOPLUS agent. Consequently, we confirm that we are in compliance with all the above and that we do not have any conflict of interest in this regard.

Company Name

Name of Authorised Representative / Title

Signature

SUPPLIER CODE OF CONDUCT

I below stated Supplier / The third party hereby declare that I understand below stated Code and I take into account that all its terms and conditions are for me, as Koplus supplier, binding. Moreover, I confirm that I shall ensure full compliance with below stated Code and there is no conflict of interest in this respect.

Supplier / Third Party Vendor's Name

Address

Supplier No.

Koplus International Co., Ltd. ("KOPLUS") is committed to conducting its business in an ethical, legal and socially responsible manner. We expect similar principled conduct from everyone with whom KOPLUS has commercial dealings. Furthermore, KOPLUS strives to continuously improve the sustainability of its operations and products and encourages its suppliers to participate in this effort by adopting sustainable practices in their operations.

The KOPLUS Supplier Code of Conduct (the "Code") sets out the requirements expected of our Suppliers and vendors ("Suppliers") regarding compliance with laws and regulations, corruption and bribery, social and working conditions, child labor, and the outside environment. Our goal is to work with our Suppliers to assure full compliance with these requirements as they, in turn, apply them to their own employees, agents, subcontractors and suppliers with whom they work with in the delivery of goods and services to KOPLUS.

(1) For any „thing of value., should be understood, so not limited to, money, gifts, personal favors, meals, entertainment, activities, discounts on products and / or services that are not readily available to the public, jobs for government officials or their relatives, political contributions, payments to third parties, payment of travel expenses, assume or forgive debt, etc.

COMPLIANCE WITH LAWS REGULATIONS

Suppliers shall comply with all applicable national and international laws and regulations, including the International Labour Organisation (the “ILO”) and the United Nations’ Universal Declaration of Human Rights, industry standards, and all other relevant statutory requirements whichever requirements impose the highest standards of conduct.

SOCIAL AND WORKING CONDITIONS

Suppliers shall recognise and be committed to upholding the human rights of their employees and treat them with dignity and respect as understood by the international community. Our Suppliers shall respect the following standards:

Freely Chosen Employment:

The use of forced, bonded or indentured labor or involuntary prison labor is strictly prohibited. Employment is voluntary.

Child Labor Avoidance:

Suppliers must not, under any circumstances, use child labor as defined by ILO and United Nations Convention and/or national law, whichever is more stringent.

Compensation:

Suppliers have to comply with all applicable laws, regulations and industry standards concerning wages and benefits. Wages and benefits paid for a standard working week shall meet at least legal or industry minimum standards and always be sufficient to meet basic needs of workers and their families. Deductions from wages as a disciplinary measure shall not be permitted; unless authorised by applicable law, deductions from wages shall not be permitted without the express permission of the worker concerned.

Working Hours:

Suppliers shall comply with all applicable laws, regulations and industry standards on working hours. Unless applicable laws, regulations or industry standards are more restrictive, the maximum working hours in a week should not, on a regular basis, exceed 48 hours and the maximum allowable overtime hours in a week should not exceed 12 hours. Overtime should be on a voluntary basis. Employees shall be provided with at least one day off for every 7 day period.

Non-Discrimination:

Suppliers shall strictly adhere to all applicable laws and regulations prohibiting discrimination in hiring and employment on the grounds of race, religion, age, nationality, colour, gender, sexual orientation, physical ability, health condition, political opinion, creed or other basis prohibited by law.

Freedom of Association and Collective Bargaining:

Suppliers have to respect the rights of employees to form and join trade unions and bargain collectively.

Health and Safety:

Suppliers shall provide their employees with a safe and healthy workplace in compliance with all applicable laws, regulations and industry standards. Harassment of any employee is prohibited.

Working Conditions:

Suppliers shall provide their employees with adequate working facilities which, at a minimum, shall ensure reasonable access to potable drinking water and sanitary facilities; fire safety; access to emergency medical care; and adequate lighting and ventilation.

COMMUNICATIONS & IMPLEMENTATION

Suppliers must effectively communicate to all their employees the content of this Code and undertake actions necessary and appropriate to assure its implementation.

ENVIRONMENT

Suppliers recognise that environmental responsibility is integral to producing high quality products. Suppliers shall comply with all applicable environmental laws, regulations and industry standards, such as requirements regarding industrial wastewater treatment and discharge, air emission controls, recycling, chemical and waste management and disposal, environmental permits and environmental reporting. Further, Suppliers shall comply with any additional environmental requirements specific to the products or services being provided to KOPLUS as called for in design and product specifications and contract documents. Suppliers have to implement and maintain effective environmental policies to meet these requirements.

SUPPLIER & SUBCONTRACTOR MANAGEMENT

Suppliers have to establish a documented system to ensure that all of their agents, subcontractors and suppliers comply with the requirements of this Code.

MONITORING / RECORD KEEPING

Suppliers shall maintain documentation appropriate to demonstrate adherence to the Code, both for its own operations as well as those of their agents, subcontractors and suppliers. Suppliers shall provide KOPLUS with access to such documentation and other information demonstrating adherence to this Code upon KOPLUS's request.

INTERNAL ASSESSMENTS AND POTENTIAL IMPACTS ON BUSINESS RELATIONSHIP TO KOPLUS

Suppliers have to conduct regular internal assessments to assure their compliance with the Code. KOPLUS reserves the right to conduct (or have its designee conduct) unannounced inspections of Suppliers and their facilities to verify compliance with the Code. In addition to any other contractual rights of KOPLUS, Suppliers' failure to adhere to the Code may result in KOPLUS ceasing to do business with offending Suppliers. By signing this Code we are recognising that we have understood the terms and conditions established herein, as well as recognising that these terms and conditions are compulsory to us as a KOPLUS supplier. Consequently, we confirm that we are in compliance with all the above and that we do not have any conflict of interest in this regard.

Company Name

Name of Authorised Representative / Title

Signature

Certificate of Employers' Liability Insurance (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by this policy).

1. Policy number 07/SB/28479762/02

2. Name of policy holder FraserGrace Ltd

3. Date of commencement of insurance policy 09/02/2022

4. Date of expiry of insurance policy 09/02/2023

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b); and
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c).
(b) ~~the cover provided under this policy relates to claims in excess of £~~ but not exceeding £

Signed on behalf of **Allianz Insurance Plc**

Authorised insurers



Jonathan Dye
Chief Executive

Notes

- (a) Where the employer is a company to which Regulation 3(2) of the regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Account number: 07/11652

Date printed: 05/01/2022

Schedule Cargo Insurance

Policyholder	The Policyholder is: FraserGrace Ltd for itself and on behalf of subsidiary companies in the United Kingdom.
Address	The Policyholder's address is: 73 Central Street, London EC1V 8UB
Noted Interests	None
Business Description	The Policyholder's business description is: retail of Office chairs and electrically height adjustable desks The cover provided by this insurance only applies to goods or equipment which is stated as subject-matter insured within this Policy.
Applicable Policy Wording	This insurance is subject to the terms of NMU Cargo Wording reference CGMUPRO421B together with the Institute Clauses which constitute part of this insurance.
Policy Reference	The reference applying to this Policy is CG220066247
Period of Insurance	The period of insurance is from: 00:00 09 February 2022 to 24:00 08 February 2023 local time at the Policyholder's address.
Schedule Number	This is Schedule number 001
Effective From	This Schedule is effective from: 00:00 09 February 2022 local time at the Policyholder's address.
Reason for Issue	Renewal
Date of Issue	This Schedule was issued on 10 February 2022



73 Central Street, Clerkenwell, London EC1V 8BU
koplus.co.uk sales@koplus.co.uk 020 7336 7222

Statutory Information

Company Name	Fraser Grace Ltd t/a Koplus
Registered Address	168 Church Road, Hove BN3 2DL
Showroom/Admin Address	73 Goswell Road, Clerkenwell, London EC1V 7EY
Company Registration No.	08693181
Directors	Barry Foley, Fiona Foley
VAT No.	283 9733 58
UTR No.	1499320239
Bank	Barclays, George Street Hove Branch
Bank Account	No. 13374017 Sort code 20 12 80 SWIFT BARCGB22 IBAN GB76 BUKB20128013374017

KOPLUS®



SHOWROOM

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