



**TAYLOR**

# 2022 Social Responsibility Report

Exploring our key metrics, commitments and accomplishments in 2021



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# 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 that 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**





# Environmental Stewardship

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

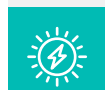
As good stewards of the environment, Taylor and its family of companies maintain, review and evaluate the effectiveness of our policies for hazardous substances, waste, wastewater, stormwater, air emissions and noise. We pursue process improvements that include, where possible, reduced consumption of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

Here are some of our environmental stewardship accomplishments in 2021.

- We recycled more than 32,500 tons of waste materials — approximately 79% of our total waste tonnage.
- We recycled 49 tons of electronics.
- Approximately 3,694 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 nearly 88%.

### Learning Leads to Growth

Taylor set recycling (80%) and diversion rate (89%) goals for the first time in 2021. We knew beforehand these would be “stretch” goals and, unfortunately, neither goal was met due to various issues with materials and the destruction of nonrecyclables for customers due to obsolescence. Learning from our experiences in 2021, we have retained these same goals for 2022.



#### CULTIVATING SOLAR GARDENS

Always moving forward, Taylor supported the renewable energy movement by subscribing to 5,518 kilowatts of community solar in 2021.

In 2021, Taylor continued to emphasize the use of 100% recycled corrugated boxes and displays. This had significant environmental effects, including:

- 4,518 cubic yards of waste diverted from landfills
- 1,369 tons of carbon dioxide (CO2) emissions saved
- 5.4 million kilowatt hours of power saved
- 9.5 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

Taylor’s largest business unit participates annually in the Carbon Disclosure Project (CDP), which involves calculating our carbon footprint and setting reduction goals. One ongoing green initiative has been the implementation of lighting and HVAC projects to make our facilities more energy efficient. We spent nearly \$1.6 million on HVAC and lighting projects in 2021 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.

### 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.

We’re excited to note that, not long after our Radcliff and Monterrey facilities received ISO 14001 certification in 2020, our Dayton facility became 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

**Taylor**  
FSC-C002101

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

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

**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

Fourteen of Taylor's production facilities are certified both by the Sustainable Forestry Initiative® (SFI®) and the Forestry Stewardship Council® (FSC®) and another 12 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. Taylor's facility in Beaverton, Oregon, is SGP certified.



### 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.

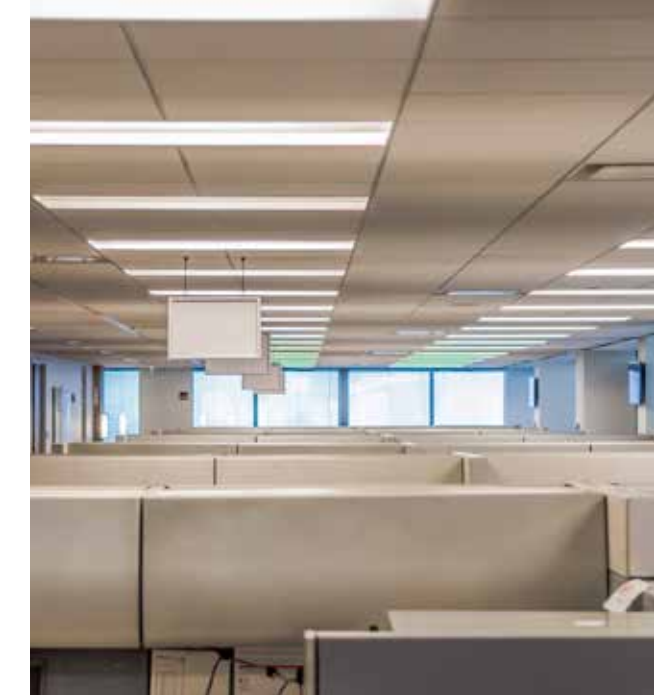
## Special Focus: Conflict Minerals

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.





Dayton, OH | Battle of the Businesses for local Special Olympians

# 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

Social distancing concerns continued to make 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 during 2021 to make an impact on the communities that we call home.

### Dallas, TX

Employees at our Dallas, Texas, label facility arranged a blood drive, something that has become an annual tradition. In a few short hours, Taylor employees donated enough blood to save 21 lives. Later in the year, the Dallas team donated 50 toys to the Texas Baptist Children’s Home, making the holidays brighter for those children.

### Dayton, OH

Due to COVID-19 restrictions, the Dayton-area “Battle of the Businesses” fundraising event for Special Olympics was canceled in 2020. However, Taylor employees were excited to re-engage in 2021 and raised \$2,700 for local Special Olympians, placing #1 overall among the 20 teams participating.

### Monroe, NJ

The Taylor team in Monroe, New Jersey, held a “Gift of Warmth” winter coat drive in partnership with The Passion of Christ Church. A total of 16 new and gently used winter coats were collected to help those at risk in the community to stay warm during the chilly New Jersey winter.

### Shelbyville, IN

The employees at Taylor’s Shelbyville, Indiana, facility raised more than \$5,600 for the local charities supported by the Shelby County United Fund For You – also known as SCUFFY. Organizations benefiting from Taylor’s SCUFFY donation included the local Boys & Girls Club, Senior Services, Meals on Wheels, the Salvation Army and more. Taylor’s Shelbyville team also arranged a “15 Can Food Challenge,” which encouraged each employee to donate at least one food item per week for a period of 15 weeks.

### York, PA

During 2021, Taylor employees at our York, Pennsylvania, facility donated 105 pounds of food to the York County Food Bank. They also hosted a 5th annual Easter Basket Drive for the York Cancer Center, creating Easter baskets and bringing some much-needed cheer to 46 local cancer patients.

Dallas, TX | Blood Drive



Dallas, TX | Holiday Toy Drive



Monroe, NJ | Winter Coat Drive



Shelbyville, IN | 15 Can Food Challenge



# COVID-19 PREPAREDNESS PLAN

Taylor Corporation and Affiliates



## Our Response to COVID-19

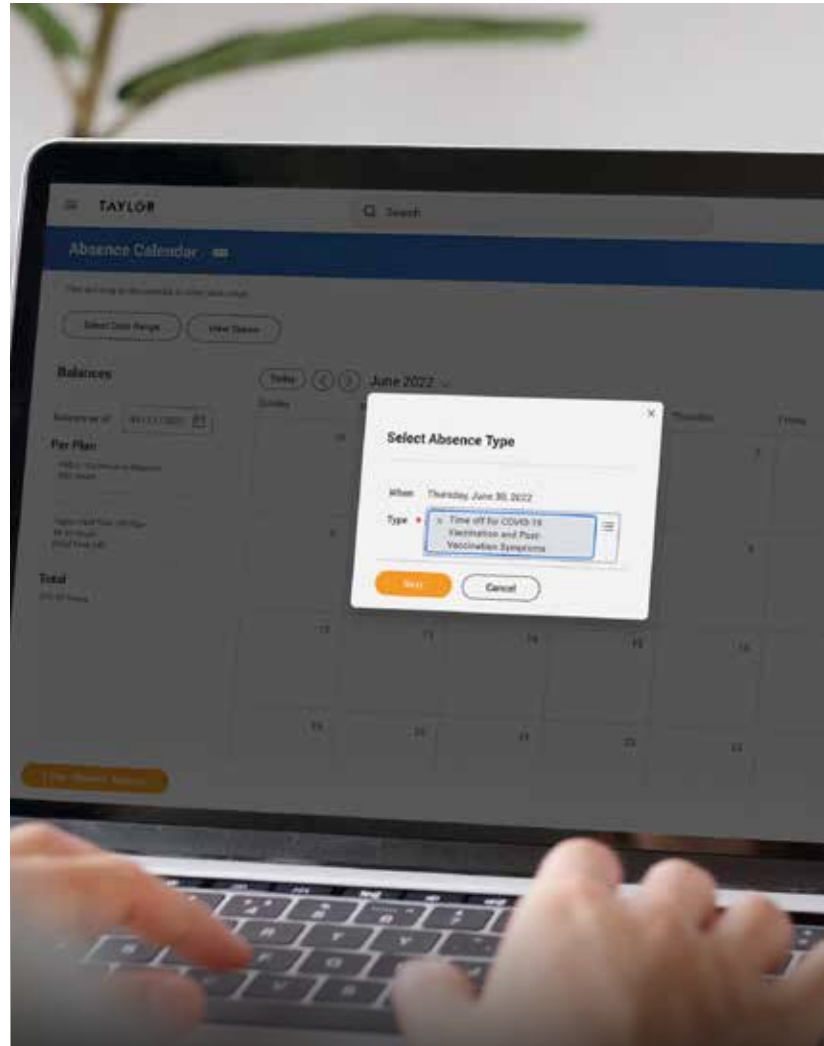
Though the COVID-19 crisis continued during 2021, Taylor’s focus on protecting the health and safety of our employees — and on being a good corporate citizen in the communities we call home — remained strong. In true Taylor spirit, we rose to the challenge and found proactive ways to help mitigate the spread of the virus while supporting those dealing with the economic and social impacts of the pandemic.

### Keeping Our Employees Safe and Encouraged

Taylor modified and retrained employees on a highly detailed COVID-19 Preparedness Plan three times in 2021 as knowledge of COVID-19 developed further. The plan 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. Vaccination was added to the plan during 2021 as well. Plan Coordinators continued to implement corporate guidelines at the facility level and received new information from corporate COVID coordinators on a weekly basis.

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

- Taylor continued 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. In order to encourage vaccination among employees, Taylor also provided additional COVID-19 leave to fully vaccinated employees who needed to miss work due to symptoms, close contact or a positive test.
- Multiple Taylor sites offered on-site COVID-19 vaccination clinics to make it easier for employees and their family members to protect themselves. In Minnesota alone, a partnership with Hy-Vee Pharmacy resulted in multiple vaccine clinics at four different Taylor locations. Initial vaccination series were completed for more than 1,700 employees, family and community members between March and May. Later in 2021, the same locations completed over 900 booster doses.





# 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 and passion for our customers, and we are always looking for better ways to 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.

## 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.



### 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.

## 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 a 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 Corporation

In addition to working with diverse suppliers, we are also 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.





### Leadership DE&I Pledge

Diversity, equity, and inclusion are central to the Taylor mission of creating opportunity and security for our employees. True innovation begins with highly engaged and varied perspectives throughout our workforce. These meaningful interactions directly lead to a more successful Taylor.

A lasting commitment to diversity, equity and inclusion goes beyond the “four walls” of Taylor. It is integral to our partnership with customers, suppliers and the communities we serve. Together, we focus on measurable outcomes like new jobs created, educational access provided and direct assistance granted. Ensuring this alignment raises the bar and the results.

While our journey has a current focus on women and African-Americans, we know that the road to sustainable equality is much wider. Taylor will not waver from its resolve to make a difference for all minority populations in a way that respects and empowers every individual to express their voice and their authentic self.



## Diversity, Equity and Inclusion

Diversity, equity, and inclusion (DE&I) are topics of vital importance to all organizations. At a company like Taylor, DE&I work together to ensure that all employees feel a sense of belonging and value and are able to bring their collective differences and experiences to work each day.

Taylor has developed a company-wide DE&I strategy in the belief that these differences hold the key to Taylor’s ultimate purpose: to provide opportunity and security for all employees. As part of that effort, we have created a Diversity, Equity & Inclusion Pledge as an expression of core beliefs that will shape the company’s decisions – and culture – for many years to come.

In the words of our Founder, Glen Taylor, “We are on a path and the name of the path is ‘goodness.’ The path is much longer and we have miles to go.” The Taylor DE&I Pledge is an important step on that never-ending journey.



**Glen Taylor**  
Chairman, Taylor Corporation



**Charlie Whitaker**  
CEO, Taylor Corporation





# 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

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