

2018

ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT



TABLE OF CONTENTS

A MESSAGE TO OUR SHAREHOLDERS	3	SOCIAL	15
ACCO BRANDS COMPANY PROFILE	4	Elevating Our Culture	16
Locations	5	Employee Development	17
VISION, VALUES AND LEADERSHIP PROMISE	6	Occupational Health and Safety	18
OUR COMMITMENT	7	Community	20
ENVIRONMENTAL	8	Supply Chain Responsibility	22
Environmental Management	9	CORPORATE GOVERNANCE	25
Emissions	10	Governance	26
Energy Management	11	Leadership Structure	27
Water Consumption	12	Board of Directors	28
Waste Reduction	12	Enterprise Risk Management	28
Paper Stewardship	13	Corporate Compliance and Ethics	29
Packaging	14	CLOSING THOUGHTS	30





A MESSAGE TO OUR SHAREHOLDERS



One of ACCO Brands' core values is acting responsibly in our global community. We believe that doing well as a business goes hand-in-hand with being good citizens. This commitment will help us grow consumer loyalty, attract the best employees, and create goodwill and support for our business in locations where we operate. Our initiatives are global in scope and include environmental, social employment, charitable and governance programs that benefit our employees, shareholders, customers and the society at-large.

This ACCO Brands Environmental, Social and Governance Report demonstrates some of the ways in which we have attempted to achieve that commitment.

We believe that acting responsibly in our global community is ultimately an integral part of what makes ACCO Brands the HOME OF **GREAT BRANDS BUILT BY GREAT PEOPLE.**

Sincerely,

Boris Elisman
Chairman, President and Chief Executive Officer



ACCO BRANDS COMPANY PROFILE

ACCO Brands, the HOME OF **GREAT BRANDS** BUILT BY **GREAT PEOPLE**, is one of the world's largest designers, marketers and manufacturers of branded business, consumer and academic products. Our widely recognized brands include Artline[®], AT-A-GLANCE[®], Barrilito[®], Derwent[®], Esselte[®], Five Star[®], Feroni[®], GBC[®], Hilroy[®], Kensington[®], Leitz[®], Mead[®], Quartet[®], Rapid[®], Rexel[®], Swingline[®], Tilibra[®], Wilson Jones[®] and many others. Our products are sold in more than 100 countries around the world.

More information about ACCO Brands can be found at www.accobrand.com.



LOCATIONS



We have Manufacturing, Distribution and Office locations in these countries:

- | | |
|----------------|----------------|
| Australia | Malaysia |
| Austria | Mexico |
| Belgium | Netherlands |
| Brazil | New Zealand |
| Canada | Norway |
| Chile | Poland |
| China | Portugal |
| Czech Republic | Romania |
| Denmark | Russia |
| Finland | Singapore |
| France | Spain |
| Germany | Sweden |
| Greece | Switzerland |
| Hong Kong | Taiwan |
| Hungary | Turkey |
| Italy | United Kingdom |
| Japan | United States |



VISION, VALUES AND LEADERSHIP PROMISE

OUR VISION

Achieve. Create. Collaborate. Organize.

Essential Brands. Innovative Products. Smart Investment. Winning Team.

OUR VALUES

We are a winning team that:

- acts with integrity,
- treats others with respect,
- embraces diversity,
- encourages creativity, and
- acts responsibly in our global community.

LEADERSHIP PROMISE

As management stewards of our talent and resources, we are fully committed to...

- Leading by example, holding ourselves to the highest standards of behavior and performance, taking full accountability for our results.
- Creating a safe workplace with a culture of high performance that rewards achievement, teamwork, honesty and action.
- Advancing the best interests of ACCO Brands and enabling our employees and our company to grow and succeed.

OUR COMMITMENT

ACCO Brands is committed to delivering sustainable, long-term value to our investors, colleagues, customers and communities through environmental, social and governance stewardship.

Our commitment to sustainability is anchored firmly in our corporate values. The balance between environmental protection, social responsibility and governance has been an integral part of our corporate culture for more than 100 years.



ENVIRONMENT

Strive to optimize resource utilization and reduce our environmental impact

- We minimize energy and water usage in our facilities.
- We minimize our waste.
- Where possible, we utilize certified or recycled wood fiber.

SOCIAL

Grow and develop together

- We invest in our employees.
- We foster and promote teamwork, inclusion and diversity.
- We are committed to pursuing continuous improvement in Health & Safety within all our locations and to attain our goal of zero accidents and zero incidents.
- We give back to our communities.
- We are committed to ensuring that workers are treated with respect and dignity, that working conditions in ACCO Brands' supply chain are safe and that manufacturing processes are environmentally responsible.
- Our Product Safety program defines core requirements that include product composition and safety standards based on human health and environmental safety factors.



GOVERNANCE

Act responsibly and with integrity

- We are committed to responsible corporate governance.
- We encourage our employees to speak up if they see, or suspect, something improper.
- We update our compliance programs to reflect changes in our risk profile.

ENVIRONMENTAL



ACCO Brands' commitment to environmental sustainability is a driving force behind our products and processes and reflects a company built on integrity, accountability and stewardship.



ENVIRONMENTAL

ENVIRONMENTAL MANAGEMENT

ISO 14001 ENVIRONMENTAL MANAGEMENT

ISO 14001 is a recognized voluntary environmental management system standard developed by the International Organization for Standardization (ISO). Based on the Plan-Do-Check-Act methodology, it provides a systematic framework for integrating environmental management practices by supporting environmental protection, preventing pollution, minimizing waste and reducing energy and materials consumption.

Thirty-four ACCO Brands facilities have achieved ISO 14001 certification. For a complete list of certified facilities, go to <https://www.accobrand.com/values/environmental-responsibility/environmental-management/>.

ISO 50001 ENERGY MANAGEMENT CERTIFICATION

ISO 50001 is a voluntary international standard which provides an internationally recognized framework to manage and improve energy performance. This certification represents the company's commitment to the efficient use and consumption of its energy resources, with significant reduction of environmental impacts.

The standard addresses the following:

- Energy use and consumption
- Measurement, documentation and reporting of energy use and consumption
- Design and procurement practices for energy-using equipment, systems and processes
- Development of an energy management plan and other factors affecting energy performance that can be monitored and influenced by the organization.

Four ACCO Brands locations have ISO 50001 Energy Management certifications:

- Heilbronn, Germany
- Stuttgart, Germany
- Uelzen, Germany
- Bauru, Brazil

ENVIRONMENTAL EMISSIONS

We aim to minimize energy use in our facilities and lower the related air emissions.

GLOBAL CARBON DIOXIDE EMISSIONS

We have started formally collecting and analyzing energy usage for our manufacturing locations and distribution centers at a global level. Our CO₂ emissions increased by 2.8 percent over 2017. In 2018, these sites generated 38,589 tonnes CO₂. Electricity consumption makes up almost 90 percent of our total CO₂ emissions, so as we had an increase in electricity usage, we expected an increase in emissions. In addition, the mix of power production in Poland has been shifted to utilize more coal causing a higher emission impact. This results in higher impact of CO₂ emissions from our Polish production facility.

Total emissions reported here include Scope 1 and Scope 2 CO₂ emissions for ACCO Brands global manufacturing and warehousing locations. Scope 1 emissions are emissions that come directly from ACCO Brands manufacturing and warehousing locations. Scope 2 emissions are emissions that come from energy we purchase to run our manufacturing and warehousing locations.



SCOPE FOR EMISSIONS, ENERGY, WATER AND WASTE DATA

When evaluating our impact in the areas of emissions, energy, water and waste, we have focused on our manufacturing and distribution locations which have the largest impact are listed below.

MANUFACTURING

Arndell Park, NSW, Australia	Kozienice, Poland
Erskine Park, NSW, Australia*	Arcos, Portugal
Queanbeyan, NSW, Australia*	Hotkovo, Russia
Sint Niklaas, Belgium	Hestra, Sweden
Bauru, Sao Paulo, Brazil	Cerkezkoy, Turkey
Mississauga, Ontario, Canada	Lillyhall, United Kingdom
Shanghai, China	Ontario, California, USA
Lanov, Czech Republic	Booneville, Mississippi, USA
Uelzen, Germany	Ogdensburg, New York, USA
Gorgonzola, Italy	Sidney, New York, USA
Jerma, Mexico	Alexandria, Pennsylvania, USA

DISTRIBUTION

Jandakot, WA, Australia*	Auckland, New Zealand *
Prague, Czech Republic	Barcelona, Spain
St. Amé, France	Halesowen, United Kingdom
Heilbronn, Germany	

* Water usage was not available for these locations.

For this report, the following manufacturing and distribution centers are not included:

- Barrilito Queretaro Distribution Center, Mexico which was acquired in July 2018
- Pleasant Prairie, Wisconsin, USA distribution center, which was closed in early 2018
- Pleasant Prairie, Wisconsin, USA manufacturing was closed in 2018
- Pleasant Prairie, Wisconsin, USA assembly operation was opened in 2018

ENVIRONMENTAL ENERGY MANAGEMENT

We strive to minimize energy usage in our facilities.

We have started formally collecting and analyzing energy usage for our manufacturing locations and distribution centers at a global level – see [page 10](#) for scope details.

Electricity usage increased one percent in these locations from 2017 to 2018. In 2018, these sites consumed 76,237 MWh and in 2017, 75,488 MWh. This increase was largely attributable to additional production and shipments in some locations, as well as, construction activities at one of our distribution centers which was completed in 2018.



ENERGY CONSUMPTION IN BRAZIL WAS REDUCED BY 340,016 KWH/YEAR

Fifty-six percent of the savings was achieved by centralizing and optimizing vacuum pumps as older and smaller pumps were replaced with more efficient equipment.

Thirty-three percent of the savings was achieved by evaluating and substituting motors, pumps and compressors that were identified as oversized or inefficient.

Additional benefits of the project included reducing noise and extra heat generated inside the factory, as well as easier maintenance.

LED LIGHTING MAKES A DIFFERENCE AT FACILITY IN FRANCE

In our St. Amé warehouse in France, we have been progressively switching to LED lighting, replacing each old lamp when it no longer functions. The new LED lighting provides better visibility for the operators and a more pleasant working environment.

In addition, the LED lighting lasts longer and uses less electricity, leading to a lower carbon footprint with savings of approximately 7.5 tonnes CO₂ since we started the replacements in 2017.

100 PERCENT GREEN POWER UTILIZATION IN AUSTRALIA

By purchasing all of its electricity from government accredited renewable energy generators, which produce electricity from sources like wind, solar, water and bioenergy, our cleaning products manufacturing facility in Australia operates with 100 percent GreenPower.



WATER CONSUMPTION

We strive to minimize water consumption.

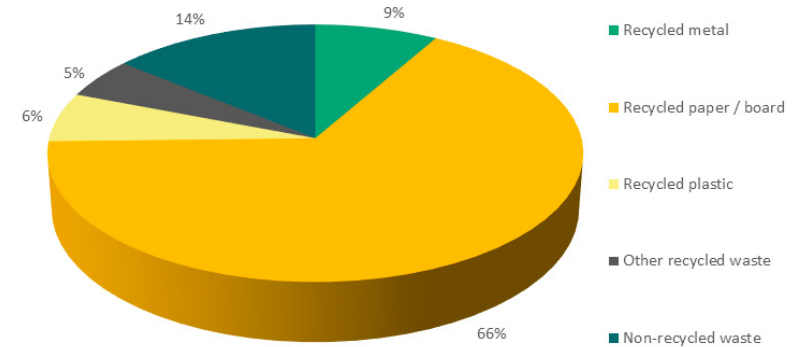
GLOBAL WATER CONSUMPTION

We have started formally collecting and analyzing water usage for our manufacturing locations and distribution centers at a global level – see [page 10](#) for scope details. Our factory and warehousing locations reduced their overall water consumption 6 percent in 2018 from 2017. The reduction was a result of a water reduction project at the Mississauga, Canada, facility and production shifts at other locations.



WASTE REDUCTION

We strive to minimize waste.



In 2018, 86 percent of all waste in our ACCO Brands factories and warehouses (excluding hazardous waste) was recycled. The recycle rate was up slightly from 85 percent in 2017.

ACCO BRAZIL HAS REDUCED SLUDGE WASTE IN ITS FACILITY IN BAURU, BRAZIL, BY NEARLY 70 PERCENT

Waste water is treated at our Bauru, Brazil, facility, which results in a sludge with high moisture content that is heavy and difficult to process. We analyzed the current treatment system, physical, biological and chemical treatment processes and investigated technology that could improve the system.

As a result, we identified and implemented an improved non-toxic chemical treatment process that is significantly more efficient and dries the sludge more effectively.

This new process resulted in 26 fewer tonnes of sludge waste in one year to store, transport and co-process at a third-party facility.

ENVIRONMENTAL

PAPER STEWARDSHIP

We strive to use certified wood fiber and recycled content, where possible.

AT-A-GLANCE® OFFERS RECYCLED PLANNERS

In 2018, AT-A-GLANCE® developed a monthly planner composed of recycled materials available for purchase in 2019. It contains 100 percent post-consumer waste recycled paper—a 50 percent post-consumer waste recycled cover and 90 percent post-consumer waste recycled wire. Not only does AT-A-GLANCE® offer recycled planners, but the brand sells various items, such as desk pads and wall calendars, which have 90 percent post-consumer waste backboards.



ACCO BRANDS' CURRENT CERTIFICATIONS

	FSC™ COC	PEFC™ COC	SFI® COC	SFI® CERTIFIED SOURCING
ACCO BRANDS USA LLC	✓ FSC-C111069		✓ SFI-01359	✓ SFI-01359
ACCO BRANDS CANADA LP	✓ FSC-C111069		✓ SFI-01359	✓ SFI-01359
ACCO BRANDS BRAZIL (Tilibra Produtos de Papelaria Ltda.)	✓ FSC-C003148			
ACCO BRANDS AUSTRALIA PTY LTD.	✓ FSC-C116493	✓ PEFC/21-31-260		
ACCO BRANDS EUROPE LIMITED	✓ FSC-C106700			

ACCO Brands uses a vast amount of paper-based materials to produce its products, so sourcing timber that's grown sustainably and is harvested legally is very important to us. We are proud that our locations using the vast majority of sustainability hold various third-party paper certifications and use recycled content.

In 2018, we sold 325,159,200 units of product that carried a sustainability certification. A ten percent increase over 2017.

Certified products are considered beneficial for the environment since they are made from fibers certified to be from legally and responsibly managed forests.



THE FOREST STEWARDSHIP COUNCIL™ (FSC™) is an international organization whose mission is to promote responsible management of the world's forests. The intent of the FSC system is to shift the market to eliminate habitat destruction, water pollution, displacement of indigenous peoples and violence against people and wildlife that may sometimes accompany logging. For more information, visit <http://www.fsc.org>.



THE SUSTAINABLE FORESTRY INITIATIVE® (SFI) program is based upon principles that promote sustainable forest management, including measures to protect water quality, biodiversity, wildlife habitat, at-risk species and forests with exceptional conservation value. For more information, visit <http://www.sfiprogram.org>.



THE PROGRAMME FOR THE ENDORSEMENT OF FOREST CERTIFICATION (PEFC) is an international non-profit, nongovernmental organization dedicated to promoting Sustainable Forest Management (SFM) through independent third-party certification. They work throughout the entire forest supply chain to promote good practice in the forest and to ensure that timber and non-timber forest products are produced with respect for the highest ecological, social and ethical standards. For more information, visit <http://www.pefc.org>.

ENVIRONMENTAL

PRODUCT HIGHLIGHT

TRUSENS™

In 2018, ACCO Brands was in its final development stages for TruSens™, a brand of air purifiers designed to improve indoor air quality, focusing on the health and wellness of consumers. TruSens™ was commercially launched on April 29, 2019. With ENERGY STAR certification, TruSens™ measures air quality anywhere in a room, improves delivery of purified air throughout an entire room, and prevents recirculation of pollutants and germs by using a filter and an ultra-violet lamp.



ENVIRONMENTAL

PACKAGING

Where possible, we strive to reduce packaging.

AUSTRALIAN PACKAGING COVENANT

The Australian Packaging Covenant Organization (APCO) is a co-regulatory, not-for-profit organization with the aim of reducing the harmful impact of consumer packaging on the Australia environment. The goals are to optimize resource recovery of consumer packaging through the supply chain and prevent the impacts of fugitive packaging on the environment.

Our APCO Annual Report total score for 2018 was 68 percent, an improvement from 61 percent in 2017, maintaining a Performance Level 4 (with 5 as the highest possible score). In 2018, we restructured our Packaging Sustainability Assessment framework to prepare for the new Sustainable Packaging Guidelines and requirement for SKU-based reporting in 2020.

ACCO Brands Australia was one of the companies committed to use of the Australasian Recycling Label (ARL) at its formal launch in 2018. The ARL is an evidence-based system that provides consumers with easy to understand instructions on how to correctly dispose of every part of a product's packaging.



SOCIAL



We are committed to being responsible local and corporate citizens. Our ethical vision extends beyond compliance and builds on a fundamental commitment to integrity, embracing diversity, teamwork, respect and acting as a responsible partner in our global community.



ELEVATING OUR CULTURE

EMPLOYEE ENGAGEMENT SURVEY

As the HOME OF **GREAT BRANDS** BUILT BY **GREAT PEOPLE**, we believe our employees are the key reason for our success. In alignment with our Vision, Values and Leadership Promise, we want to create a work environment that attracts and retains the best talent in the industry and makes ACCO Brands a **GREAT PLACE** to Work.

In 2017, the Employee Engagement Survey was sent to all ACCO Brands employees in North America, Latin America and Asia. An overall response rate of 88 percent was achieved enumerating our perceived strengths and areas of opportunity. The leaders of each region and function held focus groups and developed action plans for their area's top priority items. Because of acquisition integrations, in 2018 we surveyed both Australia/New Zealand and EMEA and have followed a similar process within those regions. Our next bi-annual survey will launch during the summer of 2020.

STRENGTHS (COMPANY OVERALL) FROM 2018

- Our scores exceeded the average industry benchmark and almost reached to the high performing benchmark.
- Employees are proud of and committed to the company's success.
- Employees understand how their work contributes to the company's goals.
- Employees recognize the care and concern the company has for employee well-being.

OPPORTUNITIES (COMPANY OVERALL) FROM 2018

- Provide more consistency in support of coaching and development.
- Provide a clearer understanding of criteria used to evaluate and recognize performance, and ways to develop careers.
- Improve cross-functional collaboration and improve alignment on objectives.
- Facilitate timely communications when changes occur in the business.

As a result of the Employee Engagement Survey, ACCO Brands identified collaboration as an enterprise-wide opportunity area. The company has developed an action plan to improve collaboration throughout the organization.

KORN FERRY EMPLOYEE ENGAGEMENT AWARDS

Korn Ferry, a global organizational consulting firm recognized ACCO Brands as a 2018 Employee Engagement Award winner. Korn Ferry recognizes companies that have high levels of employee engagement and a healthy employment brand.

CRAIN'S CHICAGO BUSINESS AWARD

ACCO Brands' Lake Zurich office was named one of "Chicago's Best Places to Work" in 2018 by *Crain's Chicago Business*. This annual list recognizes companies in Chicago that demonstrate an exceptional commitment to creating an outstanding work environment and culture for their employees.



ELEVATING OUR CULTURE

EMPLOYMENT BRAND



The goal of ACCO Brands' Employment Brand is to elevate our culture as an important differentiator and key pillar of our People and Business strategy.

With an established Employment Brand,

**HOME OF GREAT BRANDS
BUILT BY GREAT PEOPLE,**

we will:

- Lead by example, holding ourselves to the highest standards, as expressed in our Vision, Values and Leadership Promise.
- Invest in our talent by providing leadership experiences that develop business perspectives and relevant knowledge and skills.
- Provide training experiences, such as the Leadership Academy and Basecamp programs, to help us continue to grow talent within the organization.
- Listen to our employees and act on feedback and ideas on what we can do to truly make this a great company.
- Recruit the best diverse talent as a means of providing an inclusive environment that reflects the ideas of the communities in which we do business.

EMPLOYEE DEVELOPMENT

We invest in our employees.

The company's strategic plan for Human Resources, the ACCO Brands' People Plan, includes four areas of focus: Talent, Leadership, Collaboration and a strong HR Foundation. The first priority, a focus on talent, is intended to strengthen the talent pipeline; attract, recruit, engage and develop the best talent available to achieve short- and long-term goals; and become an employer of choice for prospective hires.



In support of our focus on talent, a number of initiatives are being pursued. One important priority, "Raising the Bar" on our managers, supports the company's mission to have effective leaders at all levels.

A three-pronged approach to "Raising the Bar" on manager training includes the development and execution of the following ACCO Brands Leadership Development programs:

Leadership Academy – People Management training for existing managers

Leadership Basecamp – People Management basic training for new managers

On-going Leadership Development – Continuous, targeted capability building for all managers.

OCCUPATIONAL HEALTH AND SAFETY

We strive to provide a healthy and safe place to work.

MISSION ZERO

ACCO Brands is committed to Mission Zero—pursuing continuous improvement in Health and Safety within all of our locations and to attain our goal of zero accidents and zero incidents.

We have implemented our Comprehensive Environmental and Safety Management Plan (CESMP) as an overall management system for all of our manufacturing and distribution locations. Audit performance is a measurement of the proactive steps each location is taking to prevent injuries.

We strive to achieve a culture where all employees contribute and take ownership for creating and maintaining a safe working environment.

The CESMP consists of eight elements:

- Teammate Involvement
- Recordkeeping and Documentation
- Hazard Assessment, Prevention and Control
- Injury and Illness Investigation/ Medical Management
- Training and Education
- Environmental
- Measurement
- Key Achievements



#1 RANKING SAFETY PERFORMANCE AWARDS

Each year we recognize our top performing sites in the area of safety based on their CESMP audit score (50 percent) and the three measured injury rates (50 percent). The rates include Recordable Rate, Day Away From Work Case Rate and Day Away From Work Days Rate.

For the 2018 calendar year, our Booneville, Mississippi, and Lerma, Mexico manufacturing sites were tied for the #1 Ranking award. Both sites met or exceeded our CESMP audit score goal and both achieved a full year with ZERO recordable injuries.



SOCIAL

OCCUPATIONAL HEALTH AND SAFETY



NATIONAL SAFETY COUNCIL OPERATIONAL EXCELLENCE ACHIEVEMENT AWARDS IN 2018

National Safety Council Operational Excellence Achievement Awards were presented to the following U.S. locations for having lost time injury rates that were less than 50 percent of the applicable Bureau of Labor Statistics industry category average in 2018:

- Booneville, Mississippi
- Kettering, Ohio
- Sidney, New York
- San Mateo, California
- Ontario, California
- Pleasant Prairie, Wisconsin

ACCO BRANDS EARNS INDUSTRY LEADER AWARD

ACCO Brands was awarded a 2018 Industry Leader Award from the National Safety Council for excellent safety performance within its industry, based on 2017 calendar year data. The National Safety Council is a nonprofit organization whose mission is to eliminate preventable injuries at work, in homes and communities and on the road through leadership, research, education and advocacy.



ROSPA HEALTH & SAFETY AWARDS

ACCO BRANDS EMEA

In 2018, ACCO Brands EMEA was awarded the RoSPA Order for Distinction for having received 22 consecutive Gold Medal Awards. The RoSPA Awards are open to businesses and organizations of all types and sizes from across the U.K. and overseas. Judges consider entrants' overarching occupational health and safety management systems, including practices such as leadership and workforce involvement.

IF YOU SEE SOMETHING.... SAY SOMETHING

Teams look for areas of potential risk or react to near misses by looking for ways to prevent a re-occurrence of the event.

Our employees are encouraged to always speak up if they see an unsafe condition or witness an unsafe act as part of our See Something, Say Something initiative.

SOCIAL COMMUNITY

*Giving back is more than just good business,
it's the right thing to do.*

We are committed to investing in the communities where we live and work. We highly value fundraising and volunteering our time to support various community organizations and causes – locally and globally.

OVER \$2 MILLION IN CASH AND IN-KIND DONATIONS

In 2018, ACCO Brands donated approximately \$2 million in cash and in-kind contributions to charitable organizations around the world. In addition to our overall corporate commitment to the City of Hope, our employees and our company support many local charities.

SUPPORTING CITY OF HOPE

ACCO Brands and the business products industry have long been strong supporters of City of Hope. The City of Hope is an independent biomedical research and treatment center for cancer, diabetes and other life-threatening diseases. In 2018, ACCO Brands' giving campaign in support of City of Hope raised over \$1.4 million through company-sponsored efforts in the U.S.

Donations help fund research that leads to the development of life-saving medicines and treatments all over the world.



WESTMEAD CHILDREN'S HOSPITAL

ACCO Brands Australia attended the Westmead Children's Hospital Radiothon 2018, where we presented our annual donation of \$15,000. While the Westmead Children's Hospital Radiothon is vital to generate the funds required to maintain an outstanding level of care for Sydney's children, it is also a celebration of the hospital's role in the community at large.

Our donation brought our total contribution to over \$250,000, making ACCO Brands an Official Benefactor of the Hospital.

KIDS IN NEED FOUNDATION

ACCO Brands is proud to be a long-time partner of the Kids In Need Foundation (KINF), whose mission is to ensure that every child is prepared to learn and succeed in the classroom by providing free school supplies nationally to students most in need.

ACCO Brands and businesses alike, helped KINF reach a special milestone of \$1 billion worth of donated school supplies in 2018. To celebrate, ACCO Brands' Five Star®, Mead®, Swingline®, Quartet® and GBC® launched a KINF campaign on Twitter, featuring the hashtag #HowMuch. The hashtag was created to showcase #HowMuch \$1 billion means. ACCO Brands' supported the efforts by sharing #HowMuch the company is doing to help KINF reach its next \$1 billion in donated school supplies.

Additionally, the Kettering, Ohio, office supports KINF affiliate Crayons to Classrooms, an organization that collects and distributes school supplies that are essential to academic success – at no cost to the children's teachers, families or schools.



SOCIAL COMMUNITY

2018 CHARITY OF THE YEAR IN AYLESBURY, UK, WAS THE FLORENCE NIGHTINGALE HOSPICE CHARITY

ACCO Brands' Aylesbury location chose Florence Nightingale Hospice Charity (FNHC) as its charity of the year for the second year in a row. The Florence Nightingale Hospice Charity (FNHC) provides palliative and end-of-life care for those with life-limiting illnesses. The Aylesbury, U.K., office held a variety of events and fundraisers to support the efforts of the charity, including, a donation of Derwent art supplies and a fitness challenge.

MEXICO EMPLOYEES VISIT COMMUNITY

Nutre a un Nino (Nourish a Child), an organization dedicated to helping and supporting children in need, invited ACCO Brands Mexico employees to deliver products they had donated to Acambay, a community near Mexico City. Employees helped to provide care to the community's young children and distributed packages containing school supplies that ACCO Brands Mexico had donated.



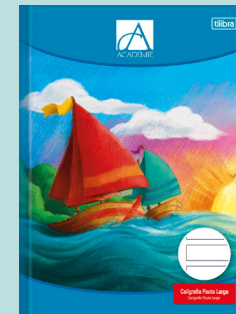
ACCO BRANDS MATCHING GIFTS PROGRAM

The ACCO Brands Matching Gifts Program encourages personal financial and volunteer support to non-profit, tax-exempt groups that are involved in cultural, health and welfare and youth activities. The Matching Gifts Program is made up of three components:

- Matching Gifts
- Grants for Volunteers
- Grants for Volunteer Leaders

The programs are open to U.S.- and Canada-based full-time and part-time employees and their spouses or domestic partners.

TILIBRA LAUNCHES PRODUCTS FOR THOSE WITH SPECIAL NEEDS AND LEARNING DISABILITIES IN BRAZIL



In 2018, Tilibra proudly pioneered the development of Académie notebooks specifically designed for those with special needs and learning disabilities. The four new notebooks have spacing, size, shape and color features designed to improve usability by those with special needs. This allows students to keep their writing uniform when practicing numbers, letters and other symbols.

The goal of this project was to promote inclusion for all students. Because the development of motor skills and learning to write are key moments in children's lives, Tilibra wanted to develop products that would foster the best possible learning environment for those who have difficulty with such tasks.

SOCIAL

SUPPLY CHAIN RESPONSIBILITY

We are committed to responsible sourcing and we engage, support and collaborate with our suppliers in pursuit of this objective.

SOCIAL RESPONSIBILITY PROGRAM

ACCO Brands is committed to ensuring that workers are treated with respect and dignity, that working conditions in ACCO Brands' supply chain are safe and that manufacturing processes are environmentally responsible.

We monitor supplier compliance with our Supplier Code of Conduct through a system of regular supplier audits, which are performed by a third-party audit firm. If non-conformances are identified during the audit, we require the supplier to create a corrective action plan and monitor the progress until all major non-conformances are resolved. We provide support to assist non-compliant suppliers with corrective actions.

ACCO Brands' compliance experts support our suppliers by providing tailor-made training and coaching on specific social, environmental and governance issues, capacity building, e-learning and sharing best practices.

ACCO Brands' commitment to promoting social responsibility throughout its supplier base was demonstrated by hosting a 2018 Supplier Summit in China, where suppliers learned the elements of ACCO Brands' global programs and our Compliance team promoted awareness of new requirements and audit methodology. In person meetings and connections with the supplier base actively engages our suppliers to achieve our goals.

ACCO Brands participates in various trade organizations focused on supply chain responsibility. The company uses industry benchmarking data and information published by the U.S. government to help identify potentially high-risk areas.

ACCO Brands is a member of the Retail Industry Leaders Association (RILA) which enables us to keep abreast of industry trends in the areas of social compliance, human trafficking and trade.



ANTI-SLAVERY AND HUMAN TRAFFICKING

ACCO Brands prohibits human trafficking and slavery. Our employees, contractors, subcontractors, vendors, suppliers and business partners must not engage in any practice that constitutes trafficking in persons or slavery.

Our commitment to human rights is guided by international human rights principles encompassed in the Universal Declaration of Human Rights.

In 2018, in addition to audits, we enhanced our due diligence through increased supplier engagement and reporting, based on Organization for Economic Co-operation and Development (OECD) due diligence guidelines on responsible sourcing.

SOCIAL

SUPPLY CHAIN RESPONSIBILITY

CONFLICT MINERALS

Our commitment to responsible sourcing is demonstrated by our responsible sourcing of minerals and we expect our suppliers to share our commitment. We implement measures in our supply chain to ensure that our products are not directly or indirectly funding violence in the Democratic Republic of the Congo. We fulfill our annual obligations in compliance with the Dodd Frank Act to investigate our supply chain to identify smelters of tin, tantalum, tungsten and gold in our supply chain and we have committed not to purchase raw materials, subassemblies or supplies that support conflict.



PRODUCT SAFETY POLICY

ACCO Brands customers and consumers can be confident that our products are safe when used as intended. We take a risk-based due diligence approach when assessing the consumer safety of our products. Our program defines core requirements that include minimum product composition and safety standards, based on human health and environmental safety factors.

An important step of this assessment process is a product safety and compliance review which is incorporated in our product development process. For our global products developed or engineered in North America and EMEA, we have a four-step engineering gate process for engineered or developed products. This ensures the safety of our products before they go to market. Based on scientific data and regulatory requirements, we either avoid or restrict use of chemicals in our chemical-intensive products so they meet our safety criteria and all applicable legal requirements.

RESTRICTED SUBSTANCES LIST (RSL)

As part of ACCO Brands' commitment to protect consumers, employees and the environment, we have a Restricted Substances List (RSL) to guide production of safe and legally compliant finished products, including packaging, raw materials, components, parts, subassemblies and OEM parts. The RSL outlines requirements regarding the use of chemical substances contained in our products, including regulatory, safety, and customer requirements.

Suppliers are responsible for ensuring that all materials, parts, components, subassemblies, products, labels, packaging, user manuals, chemicals and other items used to manufacture our products are in compliance with limits and other restrictions described or referred to in the RSL.

We monitor supplier compliance with the RSL through a certificate of conformity program. On an annual basis, key suppliers are required to certify that the products they supply to ACCO Brands meet the requirements outlined in the RSL.

SOCIAL

SUPPLY CHAIN RESPONSIBILITY

GECA CERTIFICATION



Approximately 13 percent of our Northfork brand range of cleaning chemicals are Good Environmental Choice Australia (GECA) certified. These cleaning and personal care products are manufactured by our chemical manufacturing facility in Australia.

The Good Environmental Choice Australia Ecolabel certification scheme is Australia's leading environmental certification program. GECA's Ecolabel trade mark indicates the environmental performance of a product has been certified from multi-criteria perspective. Products that carry the Ecolabel trade mark are certified environmentally preferable by GECA. The scheme is internationally recognized and growing in demand and awareness throughout different industries.

Our GECA-certified products meet the program's robust standards, developed in line with ISO 14024 principles. GECA's standards address multiple environmental attributes, such as toxicity, air quality, energy use, recyclability, VOCs, carcinogens, reducing water consumption, protecting waterways, use of sustainable materials and minimizing material usage. They also consider impacts across the entire life cycle of a product or service, from raw material extraction through to use, disposal or breakdown.



ACCO BRANDS' PARTNERSHIP WITH THE SEATTLE LIGHTHOUSE FOR THE BLIND

ACCO Brands has proudly partnered with the Seattle Lighthouse for the Blind for over 10 years. As the largest employer of people who are deaf-blind in the nation, the organization creates and supports jobs for those with visual impairment in collaboration with National Industries for the Blind (NIB). NIB, in conjunction with its network of associated nonprofit agencies, is the nation's largest employer of people who are blind through the sale of Quartet SKILCRAFT® and other products and services provided by the AbilityOne® Program.



CORPORATE GOVERNANCE



Our global family of brands is built upon trust. We believe good corporate governance practices serve the long-term interests of our stockholders. We are committed to managing our corporate affairs in a transparent and objective manner that builds trust with our shareholders and other stakeholders.



CORPORATE GOVERNANCE

GOVERNANCE

The Board of Directors has adopted Corporate Governance Principles which, along with the company's Restated Certificate of Incorporation, as amended, and Bylaws, the charters of the Board of Directors' committees, our Code of Conduct and other key policies and practices of the Board of Directors, provide a framework for the governance of the company. These are available on our website at: <http://ir.accobrand.com/corporate-governance/principles-documents-charters>.

The Board of Directors, under the leadership of its Nominating and Corporate Governance Committee, regularly monitors trends in corporate governance and evaluates the company's governance practices making changes it believes are in the best interests of the company's stockholders.

BOARD OF DIRECTORS AND COMMITTEES

- All directors elected annually
- Lead Independent Director
- Ninety percent of our directors are independent
- Two female directors and two directors with ethnically diverse backgrounds
- Fully independent Audit Committee, Compensation Committee and Corporate Governance and Nominating Committee
- Executive sessions of non-employee directors held at each regularly scheduled quarterly board meeting
- All directors attended over 85 percent of Board and committee meetings held in 2018

STOCKHOLDER INTERESTS

- Majority voting standard for election of directors in uncontested elections
- No rights or "poison pill" plan
- All directors and executive officers have met or are on track to meet stock ownership guidelines
- Hedging, pledging and short sales of company stock are prohibited

COMPENSATION HIGHLIGHTS

- 2018 say-on-pay proposal approved by 97 percent of shareholders
- Eighty-one percent of CEO 2018 target compensation is at-risk based on financial performance measures or stock price appreciation
- No executive employment agreements for U.S.-based executive officers
- Incentive compensation "clawback" policy
- Performance metrics aligned with business strategy and shareholder value creation
- Double-trigger change-in-control provisions in executive severance plan
- Incentive compensation plan and practices include good corporate governance features

LEADERSHIP STRUCTURE

Our leadership structure consists of our Chairman and CEO, our Lead Independent Director and our robust committee structure. The independent composition of our principal Board committees, together with the Lead Independent Director, provides effective independent oversight of our management and our company, while maintaining a single leader for the company, to convey to our customers, business partners, investors and other shareholders strong, unified leadership.



CHAIRMAN AND CEO

Our Chairman and CEO is responsible for the day-to-day management of the company's business affairs and presides at all Board of Directors meetings.

LEAD INDEPENDENT DIRECTOR

We have a Lead Independent Director, who presides at meetings of all non-employee directors in executive session. The Lead Independent Director works closely with our Chairman and CEO in establishing the agenda for each meeting of the Board of Directors and acts as a conduit for contact between our Chairman and CEO and the other directors.

INDEPENDENT COMMITTEE STRUCTURE

Our Audit, Compensation, Executive, Finance and Planning and Nominating and Governance committees, which are comprised entirely of independent directors, provide appropriate oversight and balance to the combined Chairman and CEO role.

BOARD OF DIRECTORS

We recognize the importance of independence and diversity on our Board.

Each currently serving member of the Board of Directors, other than our Chairman and CEO, has been affirmatively determined by the Board of Directors to be independent, as defined in our Corporate Governance Principles and in accordance with NYSE independence requirements.

When considering director qualifications, the Board of Directors and the Nominating and Governance Committee evaluate the entirety of each director's credentials, including factors such as diversity of background, experience, skill, age, race, ethnicity and gender with a view toward having the Board reflect a diverse mix of skills, experiences, backgrounds and opinions. In the past five years, three new independent directors have joined our Board.

Two of our current directors are women and two (including one of the women) are ethnically diverse. Our Audit Committee and Nominating and Governance Committee both have female chairpersons.



ENTERPRISE RISK MANAGEMENT

We strive to continuously improve our compliance programs to reflect changes in our risk profile.

ACCO Brands maintains an Enterprise Risk Management program (ERM), which is designed to identify in a timely manner the material risks we face and communicate necessary information about those risks to senior management and, as appropriate, to the Board of Directors or its relevant committees. Our ERM includes policies and procedures designed to help identify, evaluate, monitor, manage and mitigate the major internal and external risks we are exposed to and to align appropriate risk-taking with our efforts to increase shareholder value.

Our senior management has primary responsibility for managing enterprise risks, as well as the day-to-day risks associated with our business, including strategic, operational, financial, legal, regulatory, technology, environmental, social, geo-political, reputational and emerging risks.

Our Board is responsible for the oversight of our risk management.

- The Board currently oversees our risk management primarily through the Governance Committee. It oversees the ERM policies and procedures established by management and the delegation of specific areas of risk to other Board committees to ensure proper risk oversight.
- Our Board receives regular reports from each Board committee regarding topics discussed at committee meetings, including the areas of risk overseen by each of the committees.
- Our Governance Committee oversees management's administration of the company's corporate social responsibility and environmental sustainability programs, corporate governance policies and practices, including anti-corruption and bribery, and product safety. It periodically reviews the structure of our Board's committees and charters to ensure appropriate oversight of risk.
- Our Audit Committee oversees certain financial risks associated with the preparation of the company's financial statements and our financial compliance activities, including the adequacy of our internal controls over financial reporting, our disclosure controls and procedures and our information technology general controls. The Audit Committee also oversees management actions and controls related to cyber and data security risks, disaster recovery and business continuity.
- Our Finance Committee oversees financial risks with respect to the company's capital structure, investments, use of derivatives and hedging instruments, currency exposure and other business and financing plans and policies.
- Our Compensation Committee structures our executive compensation programs to provide incentives to appropriately reward executives for growing shareholder value without undue risk taking. It reviews, at least annually, the relationship among the company's ERM, corporate strategy and executive compensation and has oversight over the company's succession planning and management development processes.

CORPORATE GOVERNANCE

CORPORATE COMPLIANCE AND ETHICS

We encourage our employees to speak up if they see, or suspect, something improper.

CODE OF CONDUCT

Our Code of Conduct is an essential guide to the way we conduct business.

The collection of policies, practices and procedures that comprise the Code are intended to promote ethical and lawful behavior in all aspects of business for employees, officers and directors. The Code embraces the corporation's values of integrity and respect for others, commitment to diversity and responsible behaviors in, and support for, the communities in which we work and live. Above all, it requires that everyone associated with ACCO Brands, including our suppliers and other partners, conducts himself or herself in an ethical and lawful manner which respects the dignity of others.

The Code of Conduct can be found at: <https://www.accobrand.com/code-of-conduct/>

SPEAKING UP

ACCO Brands encourages the active involvement of its employees, officers and directors in the detection and prevention of misconduct, including the reporting of such activity to the employee's manager, another manager they trust, the Human Resources department, the Legal and Corporate Compliance department or MySafeWorkplace – a telephone and internet-based reporting system. The company does not allow retaliation against employees for reports made in good faith.

ANTI-CORRUPTION AND BRIBERY

Our Anti-Corruption and Bribery compliance program is premised on the idea of continuous improvement, with the ultimate goal of protecting the communities where we do business. As part of these efforts, we have third-party due diligence screening procedures. Third-party due diligence is a key process by which ACCO Brands reviews its business partners to ensure that it is working with companies that share its values and commitment to doing business in an ethical way.

DATA PRIVACY COMMITMENT

ACCO Brands is committed to securely protecting the data of its employees, customers, and consumers, as well as ensuring that it processes that data in a fair and transparent manner in compliance with applicable laws. As part of that commitment, ACCO Brands ensures that individuals are aware of how it processes personal data and the rights they have over their data. With data protection laws across the globe continuing to evolve, ACCO Brands firmly believes that guarding and using data appropriately is crucial to protecting its brands and maintaining shareholders' confidence in its business.

To that end, ACCO Brands has self-certified to the EU-US and Swiss-US Privacy Shield frameworks. By adhering to certain core principles, Privacy Shield certified companies fulfill their pledge to adequately protect personal data received from the European Union and Switzerland. Those core principles also guide ACCO Brands' global approach to privacy.

Consistent with its commitment to privacy, ACCO Brands has become a corporate member of the International Association of Privacy Professionals (IAPP), the world's largest and most comprehensive global information privacy community.





CLOSING THOUGHTS

Acting responsibly in our global community goes beyond doing the minimum of what we are required to do or what we are expected to do. It includes having a positive impact on the environment, as well as protecting and helping the people who work for our company or who live in the places where we do business. It also means that we act in an ethical and conscientious manner in conducting business and managing our company.

We recognize that our actions can have impacts across the globe, and we are committed to ensuring that those impacts are positive ones.

Acting responsibly in our global community is a key part of what makes us the HOME OF **GREAT BRANDS** BUILT BY **GREAT PEOPLE**.

