

# ENVIRONMENTALLY PREFERRED PURCHASING (EPP) POLICY - SUMMARY

KnowBe4 takes environmental responsibility seriously, and is committed to sustainability for the good of our customers, employees, vendors and the planet. Sustainable practices support ecological, human and economic health and vitality. We recognize that our operations have an impact on the environment. KnowBe4 has the goal of operating in a way that meets the needs of the present without compromising the ability of future generations to meet their needs. To that end, we are working towards net zero carbon emissions and zero waste in our operations. Knowbe4 has established an Environmentally Preferred Purchasing (EPP) Policy as one way of protecting the environment, reducing costs and approaching zero waste in our operations.

## THE POLICY CALLS FOR:

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The purchase of durable goods and avoiding single use products and packaging where possible.

Purchasing certified sustainably produced paper and wood products when possible (Forest Stewardship Council, Sustainable Forestry Initiative, and PEFC International's global certification; organic also applicable).

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Ordering a minimum of 30% post-consumer recycled content office/copy paper (preferably 100% recycled).

Ordering a minimum of 20% post consumer recycled content cardboard boxes (including banker boxes) when available(preferably 100% recycled).

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Where possible, choosing used, refurbished, and/or remanufactured goods over new items (an example of this is remanufactured printer cartridges).

Ordering a minimum of 20% post-consumer recycled content janitorial paper products (preferably 100% recycled).

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Purchasing other recycled, environmentally friendly, or sustainably sourced office and kitchen supplies.

Looking for durable goods, and/or goods that are made from recycled, environmentally friendly, or sustainably sourced materials, and are reusable or recyclable for swag/branded gifts.

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Using a corporate account with a supplier that provides a "Special Price List" populated with recycled options with savings of up to 35%.

Purchasing activity is periodically examined to make sure that goods purchased are environmentally preferred products. Suggestions may be provided for more sustainable options, or vendors that provide environmentally preferred products.