

## **Knú, LLC Corporate Sustainability Policy**

Knú LLC is fully entrenched in the full meaning of being a "good steward" of this place we live and work, called Earth. The company is dedicated to sound environmental policies and socially responsible business practices that help preserve the environment and the well-being of our existence not only for those of us that live and enjoy it today, but also for future generations.

### **ENVIRONMENTAL COMMITMENT**

Knú LLC is committed to conducting business in an environmentally responsible manner and in accordance with all regulatory requirements that are applicable to our operations in this regard. The company and its employees will support the development of new technologies and techniques that further this goal. We will strive to reduce, reuse, and recycle manufacturing by-products and employ other creative solutions to conserve resources and prevent pollution. Finally, we will apply our company's core value of continuous improvement to assure we are always searching for more environmentally responsible ways to conduct our business.

#### **Design for Environment**

Knú's efforts to reduce the environmental impact of our products begin during the design and development phase. Whenever a major existing product is changed, or a new one is being developed, we will take into account the environmental impact of materials chosen; including their origin, use in our products, and end-of-life recovery options. We will give preference to renewable, recycled, recyclable and biodegradable materials and will also make design considerations to conserve raw materials, water and energy.

#### **Design for Durability and Upgradeability**

Knú is committed to product designs that facilitate end-of-life reuse and recycling efforts, and more importantly, products that are built to have a long and useful life. Our products are warranted against defects in material and workmanship under normal use and service for the life of the product. Products are manufactured to withstand repeated service, repair and handling. To facilitate maintenance, servicing and reassembly; replaceable components are standard features of the products we manufacture, extending their useful life.

### **Chemical Reduction Policy**

It is our policy to reduce the human and ecosystem health impacts of our products and processes through regular monitoring and evaluation of the chemicals used in our facility and in our products, and by updating our chemical management and hazard communication plans. We will maintain Safety Data Sheets through an electronic filing system and build a chemical inventory to track and manage all chemicals in our facility and ensure their proper end of life management.

### **Energy Policy**

Knú LLC is committed to reducing our energy consumption and greenhouse gas emissions. It is our policy to continuously improve upon and regularly monitor our energy performance; acting in accordance with all regulatory requirements. We will set targets to reduce our energy consumption and greenhouse gas emissions, which will be reviewed at least annually. To hold ourselves accountable, we will be transparent with our stakeholders, reporting our consumption and emission performance metrics to our stakeholders through publicly available, voluntary reporting outlets.

### **No Idling Policy**

Our No-Idle Policy applies to the operation of company owned vehicles and other vehicles on company property. The purpose is to minimize engine idling time at all company owned facilities. Unnecessary idling is bad for the environment and bad for the bottom line. Idling vehicles waste fuel and financial resources.

Employees are required to be familiar with the company's no-idling policy and assist in communicating expectations of the policy with other employees, contractors and site visitors. Violations of the policy should be reported to the department supervisor, the Health, Environmental and Safety Manager or the Shipping and Distribution Manager.

### **Solid Waste Diversion**

Eliminating waste from our operations requires a long-term commitment. Knú LLC honors that commitment; our goal is 100% process waste diversion from disposal. We will continuously work to employ reduction, reuse and recycling strategies to eliminate the amount of solid waste that is sent to landfill as a result of our operations.

## SOCIAL RESPONSIBILITY

### Corporate Ethics

At Knú LLC, our ethical principles set the ground rules for all that we do. The ethical principles we base our success on are as follows:

- **HONESTY:** We will not say things that are false. We will never deliberately mislead. We will be as candid as possible, openly and freely sharing information, as appropriate to the relationship.
- **TRUSTWORTHY:** We will go to great lengths to keep our commitments. We will not make promises that can't be kept and we will not make promises on behalf of the Company unless we have the authority to do so.
- **FAIRNESS:** We will create and follow a process and achieve outcomes that a reasonable person would call just, evenhanded, and non-arbitrary.
- **RESPECT FOR OTHERS:** We will be open and direct in our communications, and receptive to influence. We will honor and value the abilities and contributions of others, embracing the responsibility and accountability for our actions in this regard.
- **INTEGRITY:** We will live up to our ethical principles, even when confronted by personal, professional, and social risks, as well as economic pressures.

The Human Resources Department has overall responsibility for communicating Knú's Corporate Ethics Policy, the policies contained in this document, and those of the company with all employees.

Management ensures that education and training needs are identified, that training is provided to all personnel, and that personnel are qualified based on appropriate education, skills, training, and/or experience.

### Gifts and Entertainment

It is company policy not to offer or accept gifts or entertainment that could cause embarrassment to the Company, could be construed as a bribe or kickback, or are in exchange for preferential treatment in any business dealing. Specific guidance for employees of the company can be found in the company handbook.

### Insider Trading

Knú LLC is a privately held company with no public trading of stock. Some employees of Knú LLC may become aware of information that is not public knowledge on either vendors or customers through the normal course of business with those companies. This information, if obtained, is considered to be the intellectual property of Knú LLC and should not be used by the employee for personal gain. Any violation of this policy will result in disciplinary action up to and including termination of employment and civil or criminal prosecution.

## **Employee Health and Safety Management**

Knú LLC views our employees as our most valuable resource and their safety and well-being is our number one concern. The Company recognizes the importance of employee safety and accident prevention procedures as an essential part of an efficient, productive and quality operation.

All employees and officers of the company are expected to follow all safety and health requirements, whether established by the Company or by federal, state, or local law, and go through mandatory safety training as part of their initial orientation at their time of hire. Each employee also receives training specific to their job duties, with refresher training on a periodic basis.

Safety committees meet regularly to inspect and review any unsafe or potentially unsafe condition(s). However, safety is the responsibility of all employees, at all levels. Employees should not take chances. All unsafe conditions or hazards must be reported immediately to the departmental supervisor or to a member of the safety committee.

Specific guidance for employees can also be found in the company handbook and safety manual.

## **Labor & Human Rights Policy**

Knú LLC is committed to upholding all aspects of Labor and Human Rights, as understood by the international community, which protect workers and prohibit forced, compulsory, and child labor. Through programs such as e-verify, we confirm ages on all employees through governmental records to certify that we are not using any child labor. We are in a “Right to Work” state with a published “Employment at Will” policy outlined in our handbook. This means that each person chooses to work here of their own accord with the right to leave of their own free will at any time.

## **Inclusiveness Policy**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Knú LLC, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, gender, sexual orientation, age, national origin, disability, veteran’s status, or any other protected characteristic as established by law. Workplace inclusion at Knú LLC embraces a cooperative and supportive work environment that recognizes the value of our differences. At Knú LLC, our support of inclusion is a critical component of positioning our company for competitive excellence. This ethic is built upon the values of fairness, mutual respect, understanding and cooperation. All employees can contribute unique perspectives for creative ideas and solutions to sustain Knú LLC's excellent reputation as a provider and employer of choice.

Knú LLC undertakes a third party review of all employment practices on a yearly basis to ascertain our compliance with Equal Employment Opportunity requirements as mandated by federal, state, and local law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. In addition, Knú LLC will not tolerate any discriminatory employment practice or procedure by anyone, including co-workers, supervisors, vendors, and visitors. Any employee who believes they have witnessed or been subjected to discrimination has a duty to report the matter to Knú LLC in accordance with this policy.

### **Community Outreach and Involvement**

Knú LLC participates in a variety of charitable endeavors in the Mississippi Delta area. This participation ranges from financial contributions to donations of Knú LLC products, services, and other resources. We will continue to work with our communities by volunteering our time and talent and by financially supporting education and other worthy causes.



Glenn Lange, President

April 28, 2014