



Input interior's sustainability report 19/20



We're going for it! We aim to be **number one** for sustainability in the industry.

A bold statement? Perhaps. Many of our industry colleagues have lofty ambitions and are doing a great job. But why not stick your neck out?

We have been taking an active approach to social, economic and environmental sustainability for more than 30 years. We know that we always work to a high standard, both locally and globally. By daring to set ourselves an ambitious objective, we are able to push not just ourselves, but the industry as a whole, to deliver an even better performance. Which makes us all winners!

This report sets out Input interior's current approach to sustainability issues. It also looks at what we are planning for the future to achieve our vision of being number one for sustainability in the industry.



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The **2019/20** business year

Input interior serves as a prominent voice that industry organisations, furniture producers and clients listen to. It is therefore our duty to take a long-term, sustainable approach.

Our sustainability work is characterised by respect for laws and regulations, sustainable use of the earth's resources and a responsible supply chain.

Our activities, as well as those of our suppliers and clients, contribute to positive environmental and social development and lead to satisfied employees, partners and end clients, which in turn generates long-term profitability.

- During the 2019/20 business year, Input interior has embarked on an organisation-wide **sustainability initiative** that aims to improve both our internal and external work, with efforts touching on everything from the lunches we serve at internal events to the format for our circular client offering. This initiative concerns all individuals and departments in the organisation and is being promoted by a newly appointed sustainability group.
- During autumn 2019 we acquired **Erla inredningar** in Borlänge, and this was followed in spring 2020 by the acquisition of the Norwegian interior design company **Rom For Flere**, which has around 50 employees split between seven offices. Work then began to transfer knowledge and quality procedures and processes from Input interior's management system, which forms the basis for a number of the group's quality and environmental objectives.
- In spring 2020 **the coronavirus pandemic** arrived – a wholly unpredictable event. One that has left no one unaffected. For Input interior, the pandemic meant internal restrictions and major challenges affecting deliveries and access to our clients; vital aspects when running a high-quality business. This has had a negative impact on the organisation's financial position. Industry issues that have been debated in connection with the pandemic include remote working and the future role of the office.

This is Input interior

1987

When Input interior was established in 1987 our dream was to create an independent interior design company that focused on good design. That dream is now a reality.

Furniture worth billions

Each year Input interior delivers furniture and interior design services worth approx. SEK 3 billion. With large purchase volumes and no unnecessary intermediaries, we offer an efficient and transparent business process.

For the whole of society

With needs-adapted solutions and the greatest possible freedom of choice, we ensure the right functionality in environments that affect people's everyday activities throughout their lives. We primarily work within four business areas: offices and private businesses, hotels and restaurants, schools and educational environments, and hospitals and care facilities.



At our **40** show-rooms throughout the Nordic region, you can view, touch, try out and examine furnishing items from the broadest range on the market.

With thousands of projects completed every year, our 650-strong workforce has acquired unique expertise and experience that we are happy to share.

Unbeatable expertise and **partnerships** make for **successful projects**

Our network of architects, designers and management consultants is the foundation on which countless successful projects are built. When drawings leave the architect's desk, it is our job to prepare an estimate in order to ensure that the concept tallies with the client's requirements and budget. And that the original vision is encapsulated in the end result.



Input interior operates in four countries but has the capability to take on assignments far beyond the Nordic region.

We have a turnover of just over SEK 200 million outside the Nordic region, predominantly in the Baltic countries and the rest of Europe.



A look at **Input interior's** sustainability work

Input interior has a responsibility to contribute to the sustainable development of society, which includes environmental, social and economic sustainability. We control our own activities and organisation, but we also possess the knowledge required to influence and inspire stakeholders in the wider world to make conscious choices – an aspect of our work that is equally important to us.

We have therefore opted to work on a wide range of sustainability issues. You can find out more about our work within three focus areas in the following sections of the report.

- Our business
- Our suppliers and their production
- Our clients and the social voice

Agenda 2030

Our activities involving suppliers and clients from around the world make us an international player. Furthermore, we are convinced that many of the problems that we and others like us are working hard to combat can only be solved if we look beyond our own operational boundaries and national borders.

To ensure that our efforts serve a higher purpose, we have decided to base our tangible objectives on Agenda 2030 and the 17 global sustainable development goals. Input interior's prioritised goals are presented in the next few sections.

Our efforts must help to deliver the sustainable development of society, as well as commercial success. For us, these go hand in hand because we are convinced that:

- a sustainable organisation and a sustainable offering strengthen our brand and establish a competitive advantage.
- a sustainable organisation and a sustainable offering help us to recruit and retain valuable expertise.
- a sustainable organisation is a well-organised and efficient organisation - which means cost savings and a reduced environmental impact.

Our **prioritised** goals

Input interior has a direct/indirect influence on all 17 global goals. However, for efforts to have the greatest impact, they focus on the goals most likely to affect our everyday activities. To find out more about what we are doing to achieve our goals, you can delve deeper into each subject.



Global goals

Many of the problems that we and others like us are working hard to combat can only be solved if we look beyond our own operational boundaries and national borders.

Input interior's

The UN's sustainable development goals:

The UN's targets:

How is Input interior helping?

What are the risks?

Goal 5

Gender equality

Achieve gender equality and empowerment for all women and girls.

5.1

End discrimination against women and girls.

5.5

Ensure women's full participation in leadership and decision-making.

Input interior believes in the equal worth of all individuals. As the employer of 650 people in the Nordic region, we have an opportunity to contribute to a more equal society.

With leadership equality, our organisation is in the ideal position to achieve success.

We are involved with the charitable project Garissa.

Difficulties in the recruitment process because the applications for some positions are heavily male/female-dominated.

Goal 8

Decent working conditions and economic growth

Promote lasting, inclusive and sustainable economic growth, full and productive employment with decent working conditions for all.

8.5

Full employment and decent working conditions with equal pay for all.

8.7

Eradicate forced labour, human trafficking and child labour.

8.8

Protect workers' rights and promote safe and secure work environments for all.

As an employer and a purchaser Input interior can promote safe workplaces, where human rights are respected.

We are working to ensure that price is not the sole award criterion. In the event of unreasonably low price levels, the production chain cannot always maintain good working conditions and long-term social sustainability.

That procuring authorities disregard our calls for other award criteria besides lowest price.

Supplier evaluations may mean that we have to terminate agreements that do not meet our requirements, which has a negative financial impact on our business.

sustainability goals

What tools
do we use?

Goal:

Status:

In depth:

Positive discrimination policy.

Policy on harassment and victimisation.

Work on active measures to combat discrimination.

Salary survey.

Even gender distribution in leadership positions.

Everyone is to be treated as an equal at Input interior, regardless of gender and background.

Leadership positions, with HR responsibility:
22% women
78% men

Input interior's salary survey has not identified any unjustified pay inequalities between men & women.

Job satisfaction:
99% women
95% men

Experienced discrimination:
7% women
5% men

The journey towards a gender-balanced Input interior
(page 18)

Code of conduct and self-assessment form.

Supplier audits and third-party audits.

Work environment policy.

Policy on harassment and victimisation.

Participation before and after procurements with public enterprises.

Suppliers that account for 90% of turnover must undergo a supplier follow-up by 2022 at the latest.

The 50 largest suppliers must undergo a supplier follow-up in 2020.

Attendance rate: 97%

Sense of security: 100%

100% of our external events must include a sustainability element by 2021.

Self-assessment form:
More than 50 of the largest suppliers have undergone a supplier follow-up.

Attendance rate: 97%

Sense of security: 97%

Input interior is developing conceptualised sustainability elements for external events.

Code of conduct and supplier follow-up
(page 28)

A good internal work environment
(page 20)

Input interior's

The UN's sustainable development goals:

The UN's targets:

How is Input interior helping?

What are the risks?

Goal 12

Sustainable consumption and production

Safeguarding sustainable consumption and production patterns.

12.1

Implement the framework for sustainable consumption and production

12.5

Substantially reduce waste generation.

12.7

Promote sustainable public procurement practices.

12.C

Eliminate market distortions that encourage wasteful consumption.

Input interior develops sustainable offerings for circular business models.

Input interior shapes opinion and conducts lobbying, e.g. in the form of referrals to procuring authorities.

Input interior advises and guides suppliers in sustainability matters.

The offerings for circular business models have a commercial focus rather than a sustainable one.

Being unable to convince the client about their role in the process and sustainable offerings being perceived as costly.

Revealing our expertise.

Goal 13

Combat climate change

Take immediate action to combat climate change and its consequences.

13.2

Integrate climate change measures into policies and planning.

Input interior is working to reduce our electricity and fuel consumption and gradually switch to fossil-free fuels.

Input interior shapes opinion on more stringent environmental requirements, e.g. the National Agency for Public Procurement's new requirements specification.

The fact that Input interior is forced to accept the procurer's conditions when we know that there are better options from a sustainability perspective - all to be able to conduct business.

That economic values take precedence over environmental values.

sustainability goals

What tools
do we use?

Goal:

Status:

In depth:

Our circular offering.

Our environmental training – internal and external.

Participation in research projects, reference groups and debates.

Ongoing supplier review.

Launch a tangible circular client offering by 2021.

100% internal implementation of environmental training.

Suppliers who account for 90% of turnover must undergo a follow-up by 2022 at the latest. The 50 largest suppliers must undergo a follow-up in 2020.

Introduce sections on packaging and waste in evaluations by 2021.

Create guidelines for supplier visits by 2021.

Ongoing projects with scheduled launch in Q1-Q2 2021.

Internal implementation of environmental training: 76%

Self-assessment form: More than 50 of our largest suppliers have undergone a supplier follow-up.

Packaging/waste requirements to be produced for evaluations.

Guidelines for supplier visits to be produced.

A sustainable client offering and a strong social voice
(page 31)

Knowledge and training make a real difference
(page 22)

Code of conduct and supplier follow-up
(page 28)

Environmental policy that focuses on electricity and fuel consumption.

Travel and company car policy.

Participation in research projects, reference groups and debates.

Reduce fuel consumption, in relation to turnover, by 10% over five years.

Reduce electricity consumption, in relation to square metres, by 5% over five years.

In 2021 review our fleet of vehicles and the possibility of gradually switching to fossil-free fuels.

Fuel consumption: Reduced, in relation to turnover, by 12% over five years.

Electricity consumption: Reduced, in relation to square metres, by 13% over five years.

Review ongoing. To be reported in 2021.

Streamline transport and logistics operations
(page 24)

Energy-saving measures
(page 25)

Our **business**

A long journey always begins with a first step. To contribute to the global goals and make a difference in the world, we have to begin at home. In other words, at Input interior.

We have 650 employees in Sweden, Denmark, Finland and Norway. The choices and changes we make together can affect social and environmental sustainability goals.

This is what we are doing internally to promote social sustainability and minimise our negative environmental impact.



Goal 5 – Gender equality

Input interior is working to achieve even gender distribution in leadership positions and to ensure that everyone is treated equally regardless of gender or background.

Gender distribution at the company and in leadership positions

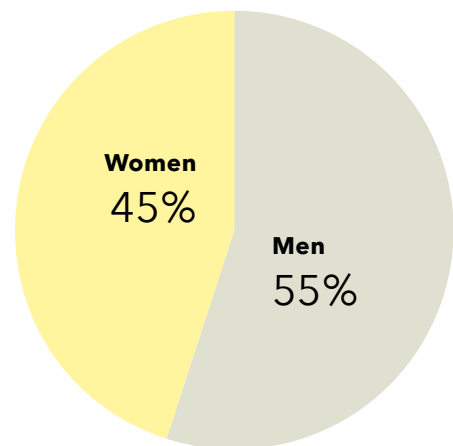
A total of 706 people were employed at Input interior at the time the statistics were compiled. They include permanent employees, part-time employees, temporary employees, hourly temps, contractors and seasonal employees. Of these, 316 were women (45%) and 390 men (55%). As a larger proportion of external male installers were hired during this period, the percentage distribution may be assumed to be slightly more even over time.

In managerial positions, where the criterion is that the role involves HR responsibility, there is still some work to be done, as only 22% of positions are filled by women. Input interior has worked hard on this issue since 2016, when the goal was established. In the two years between 2016 and 2018, the percentage of female managers within the organisation increased from 17% to 30%. The numbers were certainly going in the right direction. So what happened?

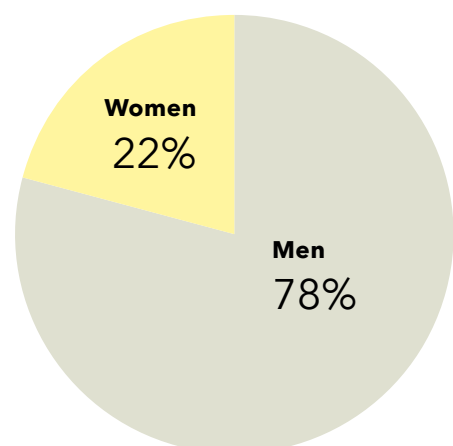
The acquisition of EFG in 2018 resulted in a managerial team that was overwhelmingly male, which affected the percentages. Another reason for the skewed distribution is that the number of installation managers, 22 in all, makes up almost a third of all persons with HR responsibility at Input interior. It is difficult to recruit women for these roles, as the recruitment pool is clearly male-dominated. Given that a lot of managerial positions at Input interior are filled through internal recruitment, even gender distribution within our occupational groups is important if we are to increase the number of female managers.

Work to ensure even gender distribution is continuing. When it comes to recruiting employees, we choose people predominantly based on our skills requirements. If two candidates are level pegging, we will choose the candidate who best supports our goal of gender equality within the organisation.

Gender distribution
at the company



Gender distribution in
leadership positions



Male installers and female-dominated support

We are convinced that a business that reflects the community and the members of that community is in a better position to attract the right skills and expertise. That is why we are endeavouring to ensure even gender distribution in all positions within the organisation.

Two departments that stand out in the statistics are our installation and support departments. Just 3% of the employees in our installation department, which comprises 204 people in total, are women. In support, only 19% of the 155 employees are men.

With that in mind, what action have we taken in the past year to achieve more even gender distribution within the organisation?

In addition to our ongoing active measures against discrimination, where we examine, analyse, take action and follow up on and evaluate risks of discrimination in the business, we have, during the year, worked to eliminate the use of classic male and female attributes in job titles within the recruitment process. An important initiative, as we regard a male/female-dominated recruitment pool for some positions as the greatest obstacle to even gender distribution in our departments. We have also pursued a policy of positive discrimination in favour of the underrepresented gender when two equal candidates are in the running.

Equal pay for equal work

Each year Input interior conducts a salary survey that involves analysing and comparing salaries and benefits for our various occupational groups. If unjustified pay inequalities are identified, they must be rectified immediately. The 2019/20 survey identified no unjustified pay inequalities between men and women.

We are satisfied and treated equally, but have work to do

As an element of our equality work, each year we look at how our employees are feeling, their level of job satisfaction and how they are treated. The majority are pleased with their day-to-day work at Input interior. 99% of women and 95% of men report being satisfied. Excellent figures that we are proud of.

However, the survey also revealed that 7% of women and 5% of men felt discriminated against on at least one occasion, mainly because of their age. We take these figures seriously, but are still pleased that they have come to light. To eliminate discrimination entirely, it is important that individual instances are brought to our attention and can be investigated. That is why we are making every effort to inform employees about our equality policy, which encourages them to report discrimination.

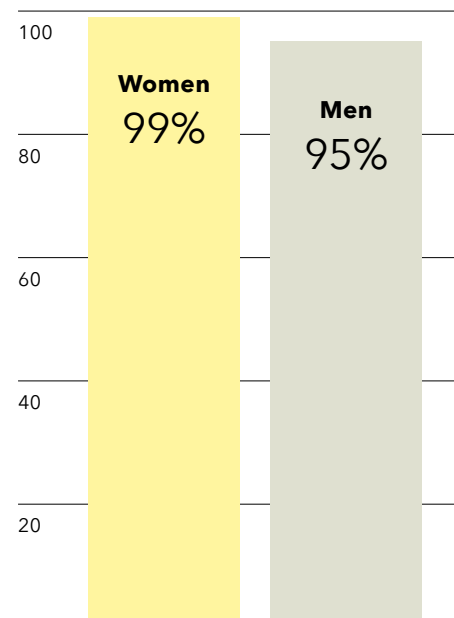
Input interior supports the Garissa Foundation

The 2019 Christmas donation from Input interior and its employees went to **Monica och Carl-Axel Ekmans Stiftelse**, a charitable foundation set up to improve the lives of vulnerable girls in Garissa in Eastern Kenya.

Input interior has for a number of years supported the foundation that runs Dr. Ekman's Girls Home, which provides a home for 117 orphaned girls, as well as a primary and lower-secondary school for over 400 girls.

The organisation also works to combat the cruel traditional practice of female genital mutilation, through education and dissemination of information.

Proportion who are satisfied at work



Goal 8 – Decent working conditions and economic growth

Input interior is working to ensure an attendance rate of 97% and a perceived sense of security among 100% of our employees.

Systematic work environment management

With an attendance rate of approximately 97%, we are on track to achieve our objective and on a par with 2019's attendance rates for Swedish private companies. According to our annual survey, we can also confirm that 97% of our employees feel a sense of security, physically and socially, at work. Our objective is that 100% of employees should perceive the workplace as safe and secure, which is something our systematic work environment management will help to achieve.

Work environment is a collective term for all the factors that affect people as they work, such as lighting, noise and ventilation, but also social factors, such as a good working atmosphere and stimulating tasks. We always endeavour to create a good work environment in order to guarantee and improve the physical and mental health and wellbeing of our employees. We regard the requirements set out in applicable work environment legislation as minimum requirements.

All our employees encounter risks in some form within the business and activities. In warehouses and during installation, there are, for example, ergonomic challenges in the form of heavy lifting, while office work can mean sitting still for long periods. Our systematic work environment management provides the management team with tools for following up on how work environment management is organised, how the company's procedures, instructions and delegation processes are used and documented, as well as whether the expected effects are being achieved.

Over the course of a year, the following activities, among others, are being introduced to ensure a safe and secure work environment: performance appraisals, safety inspections, ergonomics investigations, fire drills and review of first aid training, risk assessment of the work environment, as well as a follow-up on systematic work environment management.

Attendance rate at the company



For the risks that are deemed to be present in our business, we must take action to eliminate, manage or reduce the risk. If action cannot be taken immediately, an action plan is to be drawn up.

When the unpredictable actually happens

During spring 2020 our procedures and processes for a safe and secure work environment were put to the test, as the coronavirus pandemic quickly spread around the world. We immediately determined that it was our responsibility as a stakeholder in the community to help limit the spread of Covid-19. As an employer we also needed to investigate the risk of infection, and assess whether our employees were at risk of exposure to infection while performing their job.

Since the outbreak in spring 2020, Input interior's management team has introduced regular weekly meetings to assess the current situation, the risk of infection and necessary measures. The same team is also responsible for keeping all employees informed about our situation and the restrictions that are in force.

By following each country's recommendations and focusing on measures within three areas – distance, hygiene and screening – we have so far managed to avoid the spread of infection among our 650 employees at 40 offices.

Campaign to reduce the spread of infection

In connection with the coronavirus pandemic, Input interior launched the campaign **En trygg arbetsplats (A safe workplace)**, for which we produced our own guide with tips on how increased hygiene measures, distancing and screening in the workplace could contribute to a safe work environment and the reduced spread of the Covid-19 infection.

The guide also contains valuable advice on working from home in an ergonomic and effective manner. The guide was distributed through our sales teams and on social media.



input
interior

En trygg arbetsplats

Det här är en guide som på ett enkelt sätt tipsar om hur ökade hygieninsatser, distansering och avskärmning på arbetsplatsen kan bidra till en säker arbetsmiljö och minskad smittspridning av Covid-19.

Input Interior

Så skapas en trygg arbetsplats i osäkra tider

De senaste månaderna har inte lämnat någon opåverkad. Covid-19 är först och främst en mänsklig tragedi som utvecklats till en ekonomisk kris. Situationen har påverkat oss alla och delar av vår vardag som vi tagit för givet som umgänge och rörelsefrihet har begränsats.

För många har myndigheternas riktlinjer om social distansering lett till en ökad andel distansarbete. Andra har arbetat under nya förhållanden och riktlinjer på sina arbetsplatser.

Oavsett om er organisation redan arbetar på plats eller just nu planerar att återvända är det viktigt att känna såväl fysisk som psykisk trygghet i den nya arbetsvardagen. Därför vill Input interior bjuda på några tips om hur ni med enkla medel kan skapa en trygg miljö på arbetsplatsen.

Arbetsgivaren ansvarar för **arbetsmiljön**. För att undvika ohälsa och smitta på arbetsplatsen behöver vi:

- utreda smittrisken.
- bedöma risken den utgör för arbetstagarna.
- åtgärda risker / vidta skyddsåtgärder.
- informera medarbetarna och försä dem med eventuell skyddsutrustning om det krävs.

Läs mer om riskbedömning på www.av.se

Input Interior

Goal 12 – Sustainable consumption and production

100% of our employees must complete Input interior's internal environmental training.

Environmental training for all - we're not far off

Fundamental knowledge and understanding of environmental issues associated with our business is a necessity if we are to make our clients understand the importance of investment in sustainable interior design. That is why we have set ourselves the goal of ensuring that all Input interior's employees complete our internal environmental training.

This training provides improved awareness about our activities, our negative impact and our environmental, social and economic responsibilities. The training looks at how we manage waste and use materials, as well as how, in our role as a leading industry player, we can influence our clients, suppliers and partners to make better environmental choices and invest in sustainable interior design.

Hopefully, this will not just provide knowledge but also a sense that each individual at Input interior really can be involved and have an impact – on issues big and small.

With the right conditions we will succeed

The aim is for 100% of our employees to complete the training digitally or by attending a workplace training session. In last year's sustainability report we managed to achieve that aim – with all employees in Sweden having completed the training.

This year the results show that 76% of employees have completed the training. The drop in the figure is on account of our employees in Denmark, Finland and Norway now being included in this initiative. The fact that they have not completed the training is due to the training material not having been available in all languages, as well as an inability to provide the training live due to the restrictions on gatherings and travel bans owing to the coronavirus pandemic. During spring 2021 the relevant material will be made available to Denmark, Finland and Norway.

Input Academy - a training programme with a green angle

An industry experiencing constant change makes high demands of those wanting to be at the forefront and leading development. Old realities must be challenged and new paths trodden.

Our internal training programme, **Input Academy**, has been devised to give every employee the opportunity to progress and to study the latest developments within a number of areas linked to our activities.

Input Academy offers ten or so courses on topics such as the theory of materials and colour theory, ergonomics, design history, intellectual property rights, environmental, social, and economic responsibility, as well as project management and rhetoric.

The courses have been designed by our suppliers and provide our employees with relevant, sought-after and up-to-date knowledge. All the courses touch on the theme of sustainability, either through a given subject or through product and production information.



Goal 13 – Combat climate change

Input interior must reduce its fuel consumption, in relation to turnover, by 10% over five years.

Electricity consumption must be reduced, in relation to square metres, by 5% over five years.

Streamlining transport and logistics operations

Input interior endeavours to ensure that deliveries are as eco-friendly and of as high a standard as possible. By means of efficient transport and smarter choices in terms of fuel, we have succeeded in reducing our CO₂ emissions. In five years we have reduced our fuel consumption, in relation to turnover, by 12%, thereby achieving our goal.

Delivery

The delivery system, *Delivery*, is currently being introduced into our operation. The system will be used by our installation managers to, among other things, work out estimated driving time and mileage automatically during the delivery planning process. Planning is being simplified and the tool is contributing to more efficient and more eco-friendly transport, with fewer part deliveries as a result – something that boosts customer satisfaction and benefits the environment. The system is currently used in Norway and Denmark and will be developed and adapted for our markets in Finland and Sweden too.

Renewable diesel

Input interior's lorries run on renewable diesel that contains 50% renewable raw materials and has been awarded the Nordic Swan Ecolabel. The diesel is made in part from tall oil, which is a residual product from the Swedish forestry industry. HVO (hydrotreated vegetable oil) from tall oil reduces emissions by 89%, which makes it a better environmental choice.

Pilot project for fossil-free fuels

Input interior has agreed with Region Skåne to use **100 procent** fossil-free fuel when transporting any deliveries for this client.

In Skåne, where the right kind of fuel is readily available, this is totally feasible and is seen as a pilot project. Expanding the use of fossil-free fuels to more locations in the Nordic region will enable us to reduce our operation's CO₂ emissions.

"The reduction in greenhouse gas emissions will be between 50 and 90% compared with traditional diesel fuel. Exactly how much of a reduction will depend to a certain extent on what type of waste and raw material is used in producing the fuel. For example, if it's produced from vegetable or animal fats," says Patrik Clavenstam, Quality and Sustainability Manager at Input interior, who continues:

"In parallel with the transition to fossil-free fuel, we are following the development of gas and electric-powered light trucks. At present, vehicle gas is made up of natural gas and biogas. The proportion of biogas in the product is continually evolving and the proportion of renewable content is increasing every year. The development of both vehicles and fuel is progressing rapidly and I see great scope for reducing emissions throughout the group moving forward."

Employee travel

Input interior's policy is to travel in the best, most reasonable and most eco-friendly way. There is always an element of environmental and cost awareness when planning trips. In Stockholm and other large cities, employees are encouraged to use the underground system or other public transport in the first instance when visiting clients. For fairs, activities or training within Sweden, we travel as much as possible on public transport, be it bus or train, or we car-share.

Energy-saving measures

Relatively simple but crucial activities enable us to work towards our goal, and in five years we have reduced our electricity consumption, in relation to square metres, by 13%.

Everyday but important changes to help us reduce electricity use include, for instance, closing warehouse doors as quickly as possible to avoid heat being lost from buildings. Computers, printers and photocopiers are shut down completely, and all lights turned off, when we leave at the end of the day. In recent years we have switched out a number of older lighting systems in favour of new energy-saving LED systems for general lighting.

Green electricity

Input interior is investing in sustainable and clean electricity. Wherever possible we always endeavour to heat our offices and premises using 100% renewable electricity generated by solar power, wind power and hydropower. A climate-smart choice that is free from greenhouse gas emissions.



Implementation of Delivery

The system calculates driving time and mileage automatically, which simplifies and streamlines the planning and delivery process.

Our **suppliers** and their production

Input interior does not have in-house furniture production; instead we can offer our clients an almost unlimited interior design range.

We regard our role as an independent interior design company as a success factor and a competitive advantage that is the core of our commercial offering. However, this means we have to be able to guarantee our suppliers' production conditions, use of materials, chemicals management and subcontractor chain.

Input interior uses a unique database to gather product information on quality and environmental and social sustainability from producers the world over. This information, together with Input interior's code of conduct and follow-up process, provides the tools we need to support our suppliers in adopting a more sustainable approach to business. We draw on our knowledge and experience to be a player who can both guide and compel.



Goal 8 – Decent working conditions and economic growth

Suppliers who account for 90% of our turnover must by 2022 have undergone a full supplier follow-up.

Target for 2020 – the 50 largest suppliers must have completed the supplier follow-up.

The code of conduct

All Input interior's suppliers must have read our code of conduct. This is available on our website and is sent out to all new partners. The code of conduct sets out the minimum requirements that our suppliers must respect and fulfil; both within their own operation and in their supply chain. Consequently, a supplier is obliged to set equivalent requirements for its own subcontractors.

Our code of conduct is based on and is compatible with:

- The UN's universal declaration of human rights.
- The Rio declaration on environment and development.
- The UN's convention against corruption.
- The International Labour Organization's (ILO) eight fundamental conventions on human rights at work.

The code of conduct is an important aspect of Input interior's sustainability work, as it provides the impetus for our supplier follow-ups. A signed code of conduct is the first of two stages in our process to ensure compliance. The signing of the code of conduct signals approval for a more in-depth audit process.

Only a few suppliers refuse to sign the code of conduct for competitive reasons because they do not want to reveal their subcontractor chain. This puts Input interior in a position where we are forced to choose between principles or continued economic development since there is continued demand for products from these suppliers from both the public and private sector. A situation like this demands dialogue and sound relationships to find a solution.

Sustainable relationships

A large part of Input interior's sustainability work involves encouraging our suppliers to adopt a responsible approach to production. We continuously provide information, communicate and set requirements, working alongside our suppliers on everything from choice of subcontractor to design.

A good example is **Svenheim**, which in 2019 certified large parts of its range in accordance with the Nordic Swan Ecolabel and Möbelfakta on our recommendation. Currently around 90-95% of the range that Input interior purchases from Svenheim is certified in accordance with the Nordic Swan Ecolabel.

This brings not only economic gains, as their furniture can be used in more procurements, but more importantly also environmental benefits for society as a whole.

The supplier follow-up

The supplier follow-up is the second stage of our process to ensure compliance with our code of conduct. We ensure compliance with the requirements in our code of conduct in a variety of ways. Therese Olsson, who is a member of Input interior's sustainability group, explains:

"The next step, once we have received a signed code of conduct back from the supplier, is to send out a self-assessment form. The purpose of this is to improve our knowledge of a supplier's approach to sustainability and quality issues, as well as be able to assess the level of compliance with our code of conduct, based on the documents that the supplier submits with the self-assessment form. If we deem it necessary, we also have the option to put follow-up questions to the supplier using a more in-depth self-assessment form."

In the event of deviations

If, during an audit, Input interior identifies any deviations, these are addressed immediately and we request the relevant documentation. If the supplier is still unable to demonstrate compliance with our code of conduct, we take swift action and draw up an action plan to find a solution.

"This year we have sent our code of conduct out to 100 suppliers, 93 of whom have signed it. Of those signatories, 70 suppliers have submitted a completed self-assessment form. We have therefore achieved our target for 2020 of having 50 of our largest suppliers complete the supplier follow-up process. We know that a great deal of work remains if we are to reach our next target. As a result of the coronavirus pandemic and lay-offs in the supply chain, this work is taking longer than expected, which is contributing to a lack of responses from all suppliers," concludes Therese Olsson.

More evaluation methods

In addition to the code of conduct and the self-assessment form, Input interior's supplier follow-up process also involves documented factory visits and third-party audits. Factory visits tend to be conducted for new suppliers, when we need to get a better idea of production, the supply chain and our contacts for matters involving environmental, quality and CSR work. We ask questions based on the self-assessment form. Third-party audits are another tool that we use to ensure that our suppliers are complying with our code of conduct. Since 2017 we have partnered with GoodPoint, which when necessary helps us to audit our suppliers.

Packaging and waste requirements on the way

We at Input interior are making every effort to develop our sustainability work in partnership with our suppliers. During 2021 there are, for example, plans to expand the self-assessment form to include **requirements for packaging and waste**.

The design of existing packaging could, for example, be reviewed and revised to reduce the amount of material and reusable transit blankets could be used to a greater extent. There are numerous possibilities open to us and we see this as doing our bit for the environment, as well as a financially advantageous course of action, both for Input interior and our suppliers.



Therese Olsson is a member of Input interior's sustainability group and deals with supplier follow-up.

Our **clients** and the social voice

Considerate and responsible production and logistics are a prerequisite for the interior design sector being able to minimise its ecological footprint. However, how we consume products is also decisive in enabling us to make a real difference. We therefore want to inspire our clients to shop sustainably. To make conscious, long-term choices. And when needs change – to change and renew responsibly.

With attractive offers and dissemination of knowledge Input interior is looking to achieve sustainable interior design.

Goal 12 – Sustainable consumption and production

Input interior will be launching a tangible client offering for circular ownership in 2021.

The riddle of traceability has been solved

There's no doubt that re-use is a popular, as well as a necessary, solution. If the world is to get back on its feet, we need to make better use of the resources we already have available. Most people would undoubtedly agree. But what approach can we adopt to make re-use a natural part of every interior design project, now and in the future?

At Input interior we are convinced that there is excellent potential for creating a large-scale circular second-hand market for furniture and furnishings, but that to succeed we need to guide the client in making conscious and mindful choices from the outset. Investing in quality furniture that can be repaired and refurbished is vital if products are to have a long life in a circular cycle.

In order to then sell on furnishings on a second-hand market, the seller must know what materials are included in the product and how it has been refurbished or otherwise updated. Certification and eco-labelling do not automatically accompany the furniture in a circular system, which can create problems, especially on the public market where certification and eco-labelling are considered essential. The requirements for the labelling are updated regularly and consequently have a final expiry date. Moreover, if an item of furniture has been refurbished, materials may have been used, such as textiles or varnish, that do not fulfil the eco-labelling criteria. Therefore, traceability is required in the refurbishment process.

The issue of traceability is one of the main reasons why it has historically been tricky to establish a second-hand market for furniture. However, with the help of Input interior's Interior Management System we can use unique ID tagging of furniture to facilitate a broad circular furniture market.



Interior Management System

A unique system with QR and RFID codes that provides direct traceability and serves as an effective tool for inventory and ongoing operation.

digital key to a circular market

The Interior Management System is a digital service that generates synergy effects, opening wide the door to a circular furniture market and simplifying ongoing use, maintenance and inventory.

How long, technically speaking, does an item of furniture last? Surveys show that furniture from Nordic manufacturers can last at least 15 years without being refurbished. However, technical durability is not a common reason for getting rid of furniture. Instead, decisions to replace furniture tend to be the result of changing tastes in colours, designs and trends.*

Storing furniture's identity information

Interior Management System, or IMS for short, is a platform for coordinated use and management. In simple terms, Input interior assigns every item of furniture a unique code that is linked to a database. All practical information about the product, such as its location, when it was manufactured and its design, has been registered in the system and is searchable by scanning the code with a mobile phone. IMS also links to a client-specific support function at Input interior, which facilitates case management direct via mobile.

The labels with the unique tagging can also incorporate RFID, technology that makes it possible to scan all furniture in a room at the same time, thus simplifying and streamlining inventory.

"It's easy to see that this is a simple, efficient and cost-saving service for anyone dealing with the use and management of furniture. However, we have

worked proactively with IMS to enable us to also offer a good solution for clients who want to work on sustainable renewal," explains Marcus Berntson, Key Account Manager at Input interior.

Creating an advanced overview

IMS is playing a part in developing circular furniture flows and a second-hand market for furniture by creating the advanced overview necessary to enable re-use within the framework of office projects involving thousands of products.

"The tagging helps with product traceability and creates possibilities for an extended useful life on the second-hand market. Any type of update that has been implemented during the life of the product is registered. If fabric or components have been replaced, we know what with and how it was done. Storing this information provides quality assurance for offering the product on a second-hand market," says Marcus Berntson.

Marcus Berntson about IMS

Marcus Berntson works as a Key Account Manager at Input interior and has been involved in implementing IMS for several clients to enable coordinated use and management of furniture.

How does it work?

When we come out to install and finalise your interior, we tag the products with unique QR codes that are linked to a database. This makes all information about the product searchable for anyone with access to our system via mobile.

What are the benefits of IMS to me as a client?

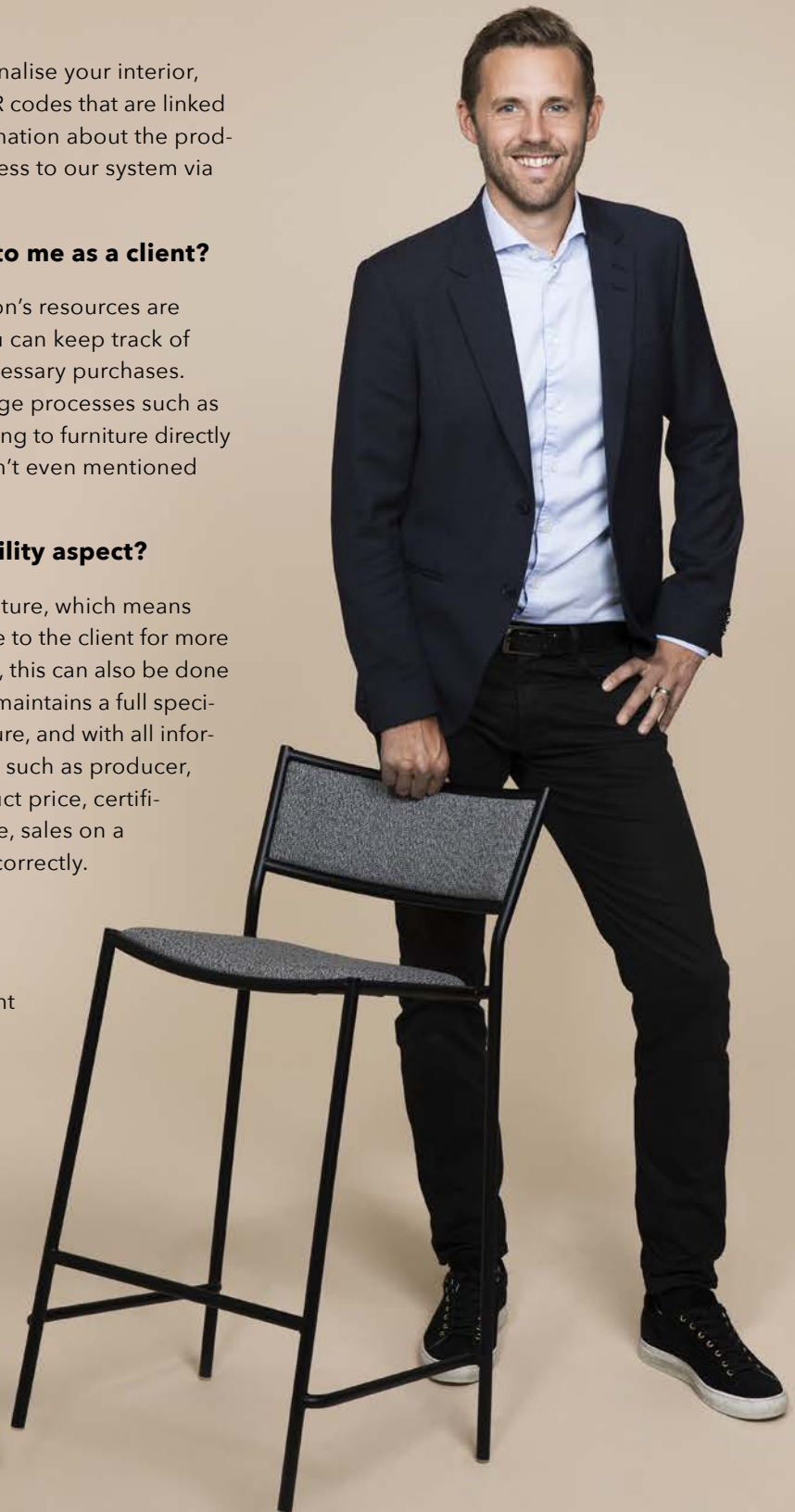
IMS helps to ensure the organisation's resources are managed efficiently. As a client you can keep track of your furniture and avoid any unnecessary purchases. It is also a convenient way to manage processes such as refurbishment and complaints relating to furniture directly via your mobile phone. And I haven't even mentioned the sustainability aspect yet.

So tell us about the sustainability aspect?

IMS simplifies maintenance of furniture, which means that it lasts longer and can be of use to the client for more years. When it comes time to renew, this can also be done in a responsible way. Input interior maintains a full specification for the organisation's furniture, and with all information available for every product, such as producer, design, year of manufacture, product price, certifications and updates to the furniture, sales on a circular market can be conducted correctly.

Who can make use of IMS?

All organisations who want to keep track of their furniture and who want to employ a longterm and sustainable approach.



A **sustainable** offering and work to be done

A number of the prerequisites needed to create an attractive and sustainable offering for our clients are already in place. Processes and procedures, in-house knowledge about conscious and mindful choices, logistics and services for reconditioning and traceability. Moreover, our large network of clients already includes buyers and sellers. So what is it really that is missing?

For several years now Input interior has been working to supply clients with reused furniture and we have implemented a number of successful projects. We haven't, however, been great at publicising this fact. We have a great deal of internal and external work ahead of us. From establishing re-use and circular processes as a natural tool for all sales representatives within our organisation to creating a clear external offering for our clients. These efforts are an important part of our overall sustainability work and must get under way as planned in 2021.



Furniture deserves a long life

As part of our sustainability initiative Input interior has launched a campaign called **Uppdatera mera** (**Update more**).

This involves organising a free consultation at which our sales representatives review the client's scope for reconditioning and updating existing furnishings – work that need not be costly, time-consuming or complicated. Quite the reverse in fact – simple but effective changes enable us to make a big difference for the client and also extend the life of the furniture.



A strong and engaging voice

Input interior is working to inspire our partners and clients to adopt sustainable consumption. Part of this work involves disseminating knowledge to organisations and individuals whose job it is to invest in furniture and furnishings, thus making a big difference.

To succeed in this, we engage in lobbying in a number of different arenas, such as reference groups, debates and projects. One of our primary objectives within this area is to ensure that price is not the sole award criterion in procurements. During the year, Patrik Clavenstam, our Sustainability Manager, has joined a peer review group for the National Agency for Public Procurement's environmental requirements and has also participated in a number of RFIs and audits prior to, during and after major procurements for, among others, City of Gothenburg and Region Skåne.

External training and research projects

For clients and suppliers who wish to develop their own sustainability work or are looking for information about sustainability challenges and solutions within the interior design industry, Input interior is also organising external training.

In autumn 2020 and concluding in spring 2021 Input interior will be participating in the project *Future scenarios for circular furniture flows*, which is being run by RISE*, to develop scenarios for how circular business ecosystems might look. Project participation is a natural step for Input interior, which since 2015 has participated in the Vinnova-funded project *Business Model Innovation for Circular Furniture Flows*, which focused on the benefits of a circular economy. A project involving several stages, to which Input interior contributed knowledge while also receiving valuable input for our organisation's continued sustainability work.





Closing remarks

This report has set out what we at Input interior are doing to contribute to a better business and a better world. As we have said these are efforts that permeate all aspects of our organisation and continue every day. We are far from finished.

We are proud of the goals that we have achieved, of the considerable steps we have taken along the way, and especially of the work that our employees are doing to develop and promote social, environmental and economic sustainability.

Proud but not satisfied. We know that there are opportunities out there to further improve both our own and our suppliers' and clients' activities. We will therefore continue to make improvements, quality-assure the business, train our employees, set requirements for suppliers and convince both partners and clients alike to make sustainable and conscious choices. This is what makes us all winners!



Want to know more about our sustainability work?

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