

2020



Corporate



Social



Responsibility



Report



Commitments to our **environment**,
our **communities**, and our **team**.



A message from our CEO

Monk Office is proud to present the fourth edition of our Corporate Social Responsibility Report (CSR). This biennial publication provides us with an opportunity to disclose our achievements and to share one of our company's core values, to "Love Our Planet". Although 2020 brought its challenges, our Team Members have shown their resilience and unwavering support which has helped us to continue to achieve our ecological goals.

Our Eco Team is celebrating almost 15 years since the formation of their passionate group which is represented by



both Front Line and Senior Leadership Team Members. Their focus is to determine how our operations impact our local and global environment and how we can implement positive changes so that we can continue to practice sustainability.

With our commitment to supporting our communities in a sustainable way, our intention is to lead by example by inspiring others to reduce their carbon footprint and renew their own love for our planet.

We hope that you find the following information as useful and inspiring as we do! Let's all continue to support one another and our communities so we can all enjoy a cleaner future.

Most sincerely,

A handwritten signature in black ink, appearing to read "Caitlin McKenzie".

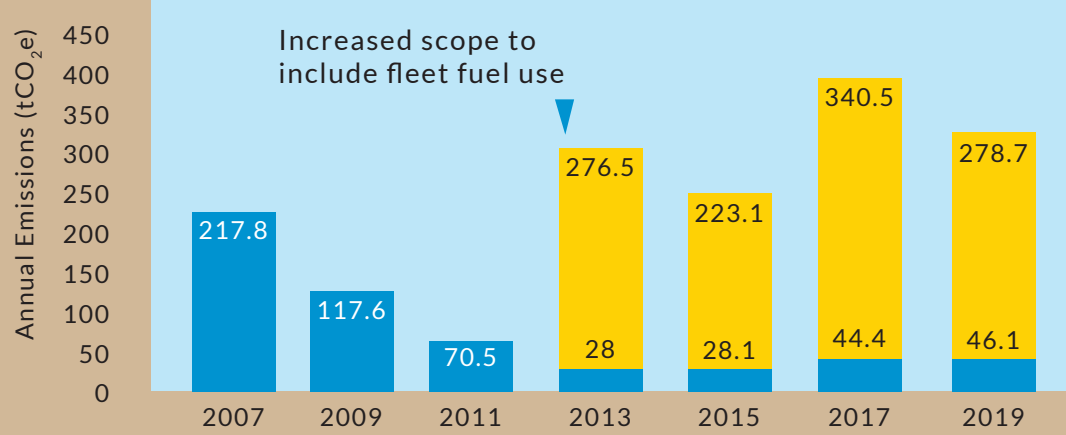
Caitlin McKenzie
President / CEO

MONK'S CORE VALUES

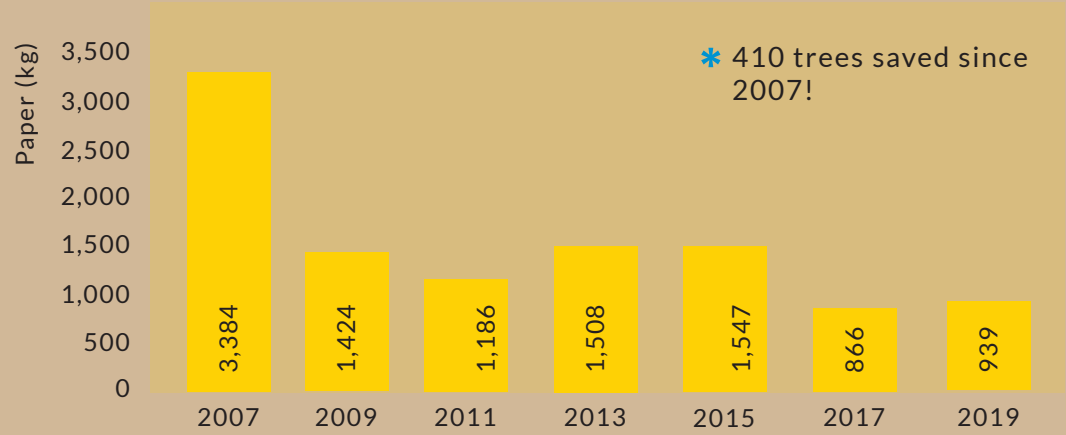
- Create Amazing Customer Experiences
- Thirst to Learn
- Respect the Team
- Make a Difference
- Love Our Planet

Crunching the Numbers

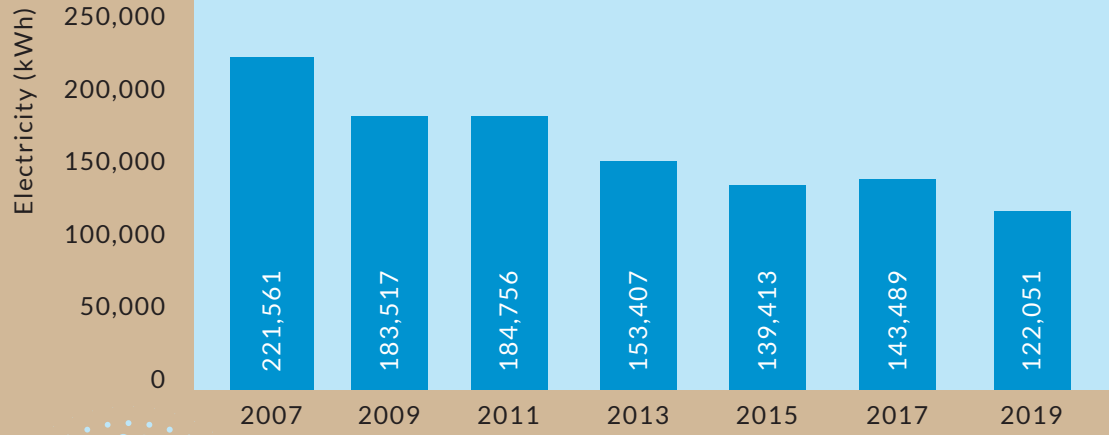
Carbon Footprint



Paper Use



Electricity Use



**Open to read
more about
our progress!**



The GHG Inventory includes all scope 1 & 2 emissions as well as water, paper and waste emissions for scope 3 for the Viewfield distribution centre.

Thank you to Synergy Enterprises for their help and expertise in calculating the figures in this report!

Monk Office in our Communities

Helping organizations from Victoria to Port Hardy

As a local business for 70 years, we know the importance of community. Monk supports organizations that empower entrepreneurship, environmental sustainability, food security and ending homelessness.

Through donations, rebates and sponsorships, we're more than just a supplier to our local schools!

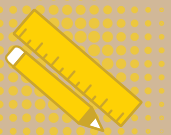


By donating products with lightly damaged packaging, we keep goods out of the landfill while assisting budget-strapped schools.

We're celebrating our 70th anniversary!

Since 1951 we've been your experts in everything related to getting you working your best. Now on our third-generation family CEO, this is a special milestone for us and we're so appreciative of your decades-long support.

Through rebates on eco-friendly purchases, Monk Office has funded **over \$70,000** worth of post-secondary scholarships in environmental studies.



...donated **50+ pallets of school supplies** to date.



From local healthcare to kids sports, we provide assistance to dozens of organizations every year, including these important charities:



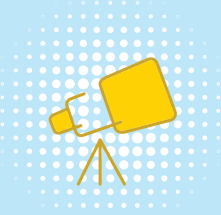
greater victoria coalition to end homelessness
hope has found a home



Proud sponsor of **Pacific Institute of Sport Excellence** since 2007!



Looking forward...



Some of our future goals are transitioning to electric delivery vehicles and reducing all packaging on products. The work is never done, stay tuned to see what we do next!

Supporting Local

With the emergence of COVID-19, Monk saw firsthand the impact to commerce. Helping local small (and micro!) businesses, we launched the Local Creators Collection. Featured in our 9 cross-island stores, we're able to help give these brands the visibility they need to thrive. So far, they include...

- Feisty Suds** soap and bath products
- Burley Brothers** reclaimed wood coasters
- Newfolk and Cabin** greeting card artwork
- Stillhead Distillery** hand sanitizer



Our Consumption



Through internal auditing and environmental assessments we regularly evaluate our progress in key areas, then work on improving further each year!

Since 2007

- Paper use **down 72%**
- Electricity use **down 45%**
- Natural gas **down 15%**



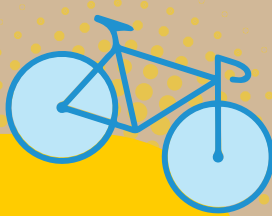
Since 2007, we've reduced our water use by 67%



That's enough to fill 2.3 Olympic pools!

Let's Ride!

As a sponsor and participant of Go By Bike Week, our retail stores were visited by cyclists collecting prizes. Plus, a new bike rack at Monk Head Office means more Esquimalt Team Members are biking to work!



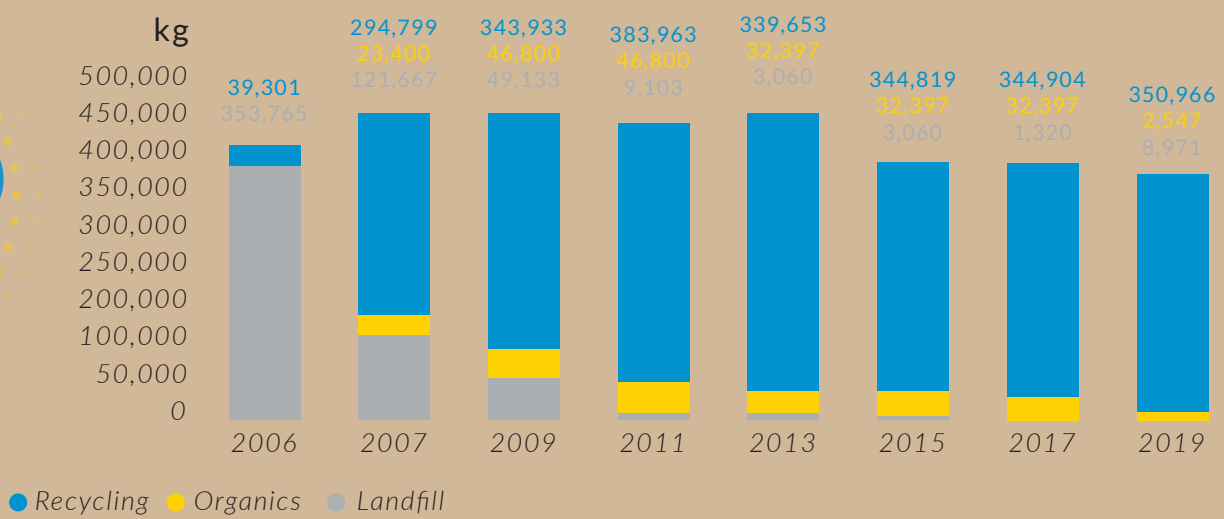
Did you know?



We encourage you to give us back our packaging! Our customers return up to 45,000 cardboard shipping trays every year, which we reuse and recycle, saving the landfill and our planet.

Towards a waste-free workplace

Our waste levels are now close to zero, with over **99% of our waste being composted or recycled**. See the details below!

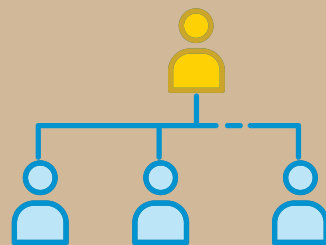


Our Environmental Impact

Let's leave the earth happier and healthier

We believe every generation should inherit a healthier earth than the one before it. To achieve that, we expect more from ourselves than the earth, and give back more than we take with sustainable business practices that minimize our impact on the planet.

Your Office Outfitters™



Since we opened our doors 70 years ago, we have been Vancouver Island's source for business supplies, furniture and technology.

All-in-One Interiors

From the home office to corporate headquarters, Monk's Interior Team will help you design and build a sustainable workspace that fits your needs. Whether it be a quality ergonomic piece that completes your desk-space or a range of pieces from brands like Herman Miller to fill your entire office, Monk has what you're looking for.

Best-in-Class Partnerships

Here at Monk, we focus on bringing superior products to our customers that will exceed your expectations. Working with Herman Miller and Konica Minolta, let us show you how premium technology and quality furnishing can make a difference in your workspace.

Office Supplies

With nine retail locations across Vancouver Island and next day delivery (when possible) from our online store, everything you need to get to work is within reach. Your local resource for all the office supplies you need, all at the right price.

Business Machines

When you need to buy new, upgrade the old or repair what's broken, Monk is here to help.

From selecting and purchasing, to updating and servicing, our island-wide team of business machine specialists are here to take the stress out of printing.



KONICA MINOLTA



HermanMiller
Authorized Dealer

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