

# Social Responsibility Report



# LETTER FROM THE PRESIDENT

Onetwosix Design Inc. (Onetwosix) offers this publicly available Social Accountability Report as a commitment to Corporate Social Responsibility. Onetwosix operations and business associations are in accordance with Canadian Federal Regulations, Provincial Regulations, and Municipal Regulations.

Guided by the BIFMA Program and the Social Accountability 8000 (SA 8000®) Standard, this report addresses the following:

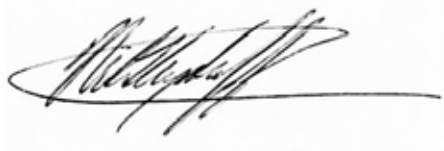
- Defining Corporate Social Responsibility
- Ethical & Transparent Hiring Policies
- Employee Health and Safety Management
- Work Safe Policy: Anti Harassment, Violence, & Bullying
- Company Code of Ethics and Inclusivity
- Labor and Human Rights Management
- Community Outreach and Involvement

We will use our Corporate Social Responsibility Report to publicly share our company goals for social accountability as well as internally to reflect on how we can improve each year. We are at a critical moment in the history of our world. There is so much we can do as a company to create a more inclusive and enjoyable lived experience locally and globally.

One of the most important founding principles of Onetwosix Design is that we believe in the power of critical thinking. Should you see ways to improve this Social Responsibility Report to create a better experience for your colleagues and improve the business, please do not hesitate to bring your ideas forward.

As a group, we at Onetwosix believe that we can positively impact the world together and can elevate the human experience through the work that we do.

My door is always open, even when it's closed.

A handwritten signature in black ink, appearing to read 'Nick Kazakoff', with a long horizontal flourish extending to the right.

Nick Kazakoff, President  
Onetwosix Design Inc.

# ONETWOSIX DESIGN COMPANY OVERVIEW

Onetwosix is an award-winning industrial design and manufacturing company founded in 2015 by Nick Kazakoff and Brendan Gallagher. Our purpose is to design and produce products that elevate the human experience. The work environment at Onetwosix is positive, enjoyable, and fast paced. We are creative problem solvers, aesthetic idealists, and we believe in the power of imagination.

## OUR PURPOSE AND VISION

Purpose: Design that elevates the human experience

Vision: To create positive change to working environments through beautiful product design

## OUR VALUES

**Critical:** We promote critical thinking in all aspects of our business. We chase progress and we are empowered to challenge the status quo, through constant improvement.

**Collaborative:** There is no room for egos. We work as a team to promote our ideals of diversity, equality, and empathy within our company and our communities.

**Creative:** We are creative problem solvers, innovators, and aesthetic idealists. We believe in the power of our imaginations to design products and systems for a better future.

## OUR GOALS

- To create a safe work environment for a diverse staff.
- To become a global leader in office furniture design and manufacturing while uplifting our local design community.
- To maintain our company identity, while continuing to strive for at least 2x growth year over year.
- To be leaders in sustainable business practices in all markets we serve.
- To use Lean principles to constantly improve our processes and efficiency.

## DEFINING CORPORATE SOCIAL RESPONSIBILITY

Corporate Social Responsibility can be defined as the integration of business operations and values, whereby the interests of all stakeholders including investors, customers, employees, and the environment are reflected in the company's policies and actions.

The International SA 8000® Standard is considered to be a multi-stakeholder standard, and the member groups include not only businesses, but also certification bodies, non-governmental organizations, academia and trade unions. Developed in 1997 by the American non-profit organization for human rights "Social Accountability International" (SAI), SA 8000® deals with issues related to human rights in the workplace, including child exploitation, forced labor, discrimination, health and safety of workers, freedom of association, the right to collective bargaining, disciplinary practices, timetables and remuneration. In addition to national laws, its guiding principles are based on the conventions of the International Labor Organization (ILO) and the United Nations Organization (UN), including the Universal Declaration of Human Rights.

## ETHICAL AND TRANSPARENT HIRING POLICES

Onetwosix is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, lived experience, physical and/or mental handicap or financial ability, while remaining alert and sensitive to the issue of fair and equitable treatment for all.

All employment opportunities at Onetwosix are posted for a minimum period of 20 business days. Ads are posted publicly on widely-accessible online job platforms, such as indeed, LinkedIn, or specific professional organization pages. The online platforms can be made accessible to those who require communication support, such as large print, text-to-voice, or brightness/colour adjustment.

Applicants are invited to submit their application, along with a current résumé or portfolio, demonstrating that they meet the minimum criteria for the position being sought. At the closing date, all applications are screened, and candidates meeting the demonstrated requirements and experience that are selected for interview are contacted. If the interview outcome is positive, references will be contacted. Depending on the feedback provided, a position may be offered to the applicant.

Please refer to Onetwosix's Employee Handbook for further hiring policies.

Onetwosix follows the Alberta Employment Standards Code.

## EMPLOYEE HEALTH AND SAFETY MANAGEMENT

Onetwosix is committed to a health and safety program that protects and maintains the health and safety of workers at our work site(s). We are also committed to the protection and maintenance of the health and safety of others (i.e. sub-contractors) who enter onto our property, and the general public.

An important component of committing to a practice is tracking and measuring its effectiveness. Onetwosix tracks health and safety incidents (major and minor) organizationally per year.

The employer, supervisors and workers at every level are responsible and accountable for the company's health and safety performance. Active participation by everyone, every day, in every job is necessary for the health and safety excellence that this company expects. Health and safety excellence includes the promotion and maintenance of the highest degree of physical, psychological, and social well-being of all employees. Our goal is a healthy, injury-free workplace for all. By working together, we can achieve this goal.

Onetwosix follows all Occupational Health and Safety (OHS) Regulations and Codes pertaining to our business. The most up to date copy of the OHS Act, OHS Regulations, and OHS Code for the province of Alberta can be found here: <https://www.alberta.ca/ohs-act-regulation-code.aspx>

Additionally, Onetwosix has created its own extensive Health and Safety Policy, exceeding provincial guidelines.

Accordingly, Onetwosix will ensure:

- The health, safety, and welfare of workers at the work site
- The health, safety, and welfare of other persons at or near the work site who may be affected by hazards originating from the work site
- Workers are aware of their occupational health and safety rights and duties
- Workers are not subjected to or participate in harassment or violence at the work site
- Workers are supervised by a person who is competent and familiar with the Occupational Health and Safety Act, regulations, and Code
- Health and safety concerns are resolved in a timely manner
- Where a prime contractor is required, the prime contractor is advised of all the names of the supervisors who work at the work site
- Supervisors and workers are adequately trained for the protection of health and safety at the work site before:
  - performing a work activity
  - performing a new work activity or process, or using new equipment
  - moving to another area of the work site

The Onetwosix Supervisors and Managers will ensure:

- They are competent to supervise the workers under their supervision
- The workers under their supervision work in accordance with procedures and measures required by the Occupational Health and Safety Act, regulations, and Code
- The workers under their supervision use all hazard controls and properly use or wear the personal protective equipment required by the employer or under the Occupational Health and Safety Act, regulations, or Code
- Workers are not subjected to and do not participate in harassment or violence at the work site
- They take all precautions necessary to protect the health and safety of every worker under their supervision
- They advise every worker under their supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work
- They report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer.

Onetwosix workers will ensure:

- Protect the health and safety of themselves and other people at or near the work site
- Cooperate with their supervisors and employer to protect the health and safety of themselves and others
- Use all devices and wear all personal protective equipment for the worker's protection as required by the employer or the Occupational Health and Safety Act, regulations, or Code. This includes wearing safety glasses at all times, wearing steel toe boots at all times, wearing a respirator when required (including but not limited to sanding or spraying adhesive/finish), and wearing adequate hearing protection when using machinery or equipment. If you are unsure of whether PPE is required for a specific task or not, always air on the side of caution by wearing it and consult your supervisor or management for confirmation.
- Refrain from causing or participating in harassment or violence
- Report concerns about an unsafe or harmful work site act or condition that occurs/exists or has occurred/existed to the employer or supervisor
- Only use tools and equipment that they are trained to do so. This includes the operation of the forklift. In order to operate the forklift, the employee must present a certificate indicating that they have the appropriate training or complete training through Onetwosix.

In addition, the Onetwosix employer, supervisors, managers, and workers will:

- Co-operate with any person exercising a duty imposed by the Occupational Health and Safety Act, regulations, or Code
- Comply with the Occupational Health and Safety Act, regulations and Code and any work site policies, procedures, and codes of practice
- Will ensure that other workers (e.g., contractors, suppliers, or service providers) comply with the Occupational Health and Safety Act, regulations and Code, and work site policies



## EMPLOYEE HEALTH AND SAFETY MANAGEMENT CON'T

Workers at every level must be familiar with the requirements of the Alberta OHS legislation as it relates to their work. Our orientation process ensures that workers are aware of their specific job hazards, introduces them to our safety protocols, and provides them with the training and personal protective equipment required to safely complete their tasks. In addition, they are made aware of their rights and responsibilities under provincial OHS guidelines.

Should a violation, intentional or not, occur in relation to the above, an Incident Report must be completed by the manager of the department where the incident occurred. The manager of the department is expected to consult with the parties involved to complete a thorough report as it relates to the incident. Printed copies for incident report forms can be found in the company resources folder.

Should an injury occur at the workplace, it is mandatory for the individuals involved to report the injury to management. In addition to completing the Incident Report form, management will complete all appropriate paperwork as it relates to all workplace related injuries, and will assist the employee with filing all paperwork for the Workers' Compensation Board (WCB).



## WORK SAFE POLICY: ANTI HARASSMENT, VIOLENCE, & BULLYING

It is the goal of Onetwosix to create a safe and positive work environment for all individuals who work for and work with the company. The following guidelines represent proactive steps to creating a culture and community where team members actively consider the experiences of their colleagues and all people they interact with. Above all, it is a formal acknowledgment of our company commitment to the continual improvement of safety within our organization and throughout our greater community.

Supervisors within Onetwosix are the foundation of our Work Safe Team. All supervisors are expected to create a workspace that is as physically and psychologically safe, anti-oppressive, and accessible as possible, while addressing the concerns of the staff that they manage. The Work Safe Team will be able to assist with mediating conflicts, providing support, and intervening in harmful situations. The Onetwosix Work Safe Team will always prioritize the safety of individuals made to feel unsafe due to their race, gender, sexual orientation, class, ability, age and / or size over the comfort of those acting in harmful ways.

This policy applies to all individuals at Onetwosix as everyone is expected to uphold this policy and to work together to prevent workplace violence and harmful behavior. Harmful behaviour includes, but is not limited to: making racist, classist, transphobic, homophobic, fatphobic, ableist comments; catcalling or sexual harassment; failing to respect the physical/emotional safety of others; cultural appropriation; and being generally disrespectful to others.

In an ideal world all spaces would be safer spaces, and all people would consider others and protect each other's sense of safety. But, despite our best intentions, sometimes we are either unaware of certain issues or have inconsiderate moments. Having clear guidelines encourages mindfulness about these possibilities. Being human means making mistakes. Our culture is one where mistakes are brought to light and addressed in an inclusive, kind, and respectful way.

## WORK SAFE POLICY: ANTI HARASSMENT, VIOLENCE, & BULLYING

The following are our guidelines for the Onetwosix Work Safe Policy:

- Respect others' physical, mental, and emotional boundaries.
- Respect others' identities and backgrounds, including pronouns and names. This includes our company-wide initiative to include personal pronouns in our internal and external work email signatures.
- Do not assume or make judgments on anyone's gender identity, sexual preference, survivor status, health status, economic status, religion, background, beliefs, opinions, etc.
- Respect others' right to privacy in all conversations. Do not push anyone to answer questions they don't want to answer, and do not share anyone's personal stories outside private conversations unless given express permission to do so.
- Be aware that your actions and words may have unintended effects on other people and that their feelings are valid, regardless of your intentions.
- Avoid raising your voice, interrupting, or talking over anyone else.
- Be aware of how much you're participating in conversations — make sure everyone gets a chance to speak.
- Assume positive intent. If someone does or says something that crosses a boundary, gently let them know, but do not assume they intended harm.
- Remember, we are all learning.
- Take care of your own safety and those of your colleagues. If you feel unsafe, please let management know immediately.
- If you witness any abusive or inappropriate behaviour, please inform management immediately.

## WORK SAFE POLICY: ANTI HARASSMENT, VIOLENCE, & BULLYING

Although confidentiality is a key element of our work safe policy, there are exceptions. If a colleague expresses an intention or desire to harm themselves or someone else, you must act. Encourage the person to contact the Canadian Mental Health Association – Edmonton Region. The phone number is 780 482 HELP (4357), with support provided by individuals trained for crisis, distress, and suicide prevention. Support services through the Canadian Mental Health Association – Edmonton Region are available 24 hours / day and 7 days / week through the helpline. For more information, please visit <https://edmonton.cmha.ca/>

The management of Onetwosix is committed to the prevention of workplace violence, harassment, and bullying and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence, harassment, and bullying from all sources internal and external.

Onetwosix, as the employer, will ensure this policy and the supporting program are implemented and maintained. All workers and supervisors will receive appropriate information and instruction on the contents of the policy and program. Our employee handbook outlines the methodical disciplinary procedures we follow in the event of contravention of our Work Safe Policy.

Management pledges to investigate and deal with all incidents and complaints of workplace violence/harassment/bullying in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Conflict occurs in all working environments. To resolve conflict in an expedient, yet fair manner, Onetwosix recommends the following process for conflict or dispute resolution:

- Speak to the person you are having the dispute with. Many times, disputes arise due to misunderstandings and miscommunications.
- If speaking to the individual does not work, speak to Nick Kazakoff, the company's President. They will arrange a meeting between those involved in the dispute, to determine a resolution.
- If at this level, a resolution is unattainable, the parties may be referred to mediation by an outside third party. The resolution of the mediator is binding on both parties of the dispute.
- The owners and management of Onetwosix recognize that the nature of some disputes is private and confidential. In some situations, it may be required that third party arbitration is brought in to investigate a dispute at the outset. Onetwosix reserves the right to provide contact information for any employee involved, either directly or as a witness, to the third-party investigator.

## COMPANY CODE OF ETHICS AND INCLUSIVITY POLICY

Onetwosix has adopted values that will allow us to achieve our growth objectives while also promoting general workplace well-being. These values must be upheld by each and every one at Onetwosix. Behavior that contradicts the company code of ethics will not be tolerated.

Below is the Onetwosix Code of Ethics by which all employees – workers and managers alike – must abide. All employees are encouraged to inform their manager of any conduct that contradicts the Code of Ethics.

It is the responsibility of all staff to:

- Foster cooperation and communication among each other.
- Treat each other in a fair manner, with dignity and respect.
- Promote harmony and teamwork in all relationships.
- Strive for mutual understanding of standards for performance expectations, and communicate routinely to reinforce that understanding.
- Encourage and consider opinions of other employees or members, and invite their participation in decisions that affect their work and their careers.
- Encourage growth and development of employees by helping them achieve their personal goals at the Onetwosix and beyond.
- Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it.
- Administer all policies equitably and fairly, recognizing that jobs are different but each is important; that individual performance should be recognized and measured against predetermined standards; and that each employee has the right to fair treatment.
- Recognize that employees in their personal lives may experience crisis and show compassion and understanding.

At Onetwosix, there is no form of discrimination regarding recruitment, remuneration, access to training, promotions, termination or retirement, based on race, national, territorial or social origins, caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, trade union membership, political opinions, age, or any lived experience that could give rise to discrimination. Onetwosix shall never interfere with employees' rights to follow their own political or religious beliefs, family commitments and responsibilities, sexual orientation, needs related to their national, territorial or social origin, race, disability, gender, trade union membership, etc.

Onetwosix has not received any complaints about workplace treatment, and we endeavour to maintain our record by perpetuating a culture of fair and safe treatment of all employees, as well as clients, contractors, and suppliers.

## LABOUR AND HUMAN RIGHTS MANAGEMENT

Onetwosix is committed to respecting social responsibility and conforms to the Canadian Charter of Rights and Freedoms. The Charter forms part of the Canadian Constitution, the highest law in all of Canada, and protects a number of rights and freedoms including, but not limited to:

- Guarantee of Rights and Freedoms
- Fundamental Freedoms
- Democratic Rights
- Mobility Rights
- Legal Rights
- Equality Rights

Onetwosix, being located in the Province of Alberta, upholds the employment rights required by the Alberta Employment Standards, which covers:

- Holidays / Vacations and Pay
- Hours of Work and Rest
- Overtime Hours and Overtime Pay
- Termination and Termination Pay
- Averaging Arrangements
- Job Protected Leaves
- Payment of Earnings
- Deductions from Earnings
- Group Terminations
- Minimum Wage
- Temporary Layoffs
- Youth Employment Laws

It is also our company mandate to provide fair compensation and reasonable hours of work, consistent with the above mentioned guidelines. These expectations are communicated in writing to each employee at the beginning of employment. Compensation is assessed annually, based on performance, the company's profitability, and cost of living/provincial minimum wage requirements.

Onetwosix does not use, nor does it in any way support, child labour and conducts business under the Alberta Employment Standards Rules Youth Employment Laws. At all the Onetwosix Canadian locations, the youngest employee to date has been aged 22.

There are no forms of forced labour at Onetwosix. All workers have the legal documentation to be employed in Canada, and we have not used any Temporary Foreign Worker Programs, nor do we contract any portion of our manufacturing process outside of our facility. Working overtime is voluntary and is not compulsory. Onetwosix does not retain any documents or money as a deposit to oblige workers. In order to facilitate the application of this, Onetwosix ensures that all workers are fully aware of their rights and duties pursuant to their employment contract.

When carrying out business activities, Onetwosix requires that its employees, collaborators, and suppliers comply with regulatory requirements pertaining to:

- Child Labour
- Forced / Compulsory Labour
- Freedom of Association and Right to Collective Bargaining
- Discrimination
- Disciplinary Practices
- Working Hours
- Remuneration
- Voluntary work
- Health and Safety

Onetwosix has created a Supplier Self Assessment tool which it has provided to its top suppliers (>75% of all suppliers by spend) asking them to confirm that forced or involuntary labor is not used or supported in any form, that employment is voluntary, and that child labor is not used or supported in any form.

## COMMUNITY OUTREACH AND ENGAGEMENT

The owners of Onetwosix, Nick Kazakoff and Brendan Gallagher, are very involved with giving back to their community and beyond. Both being graduates from the University of Alberta and have continued to support their alma mater through hiring students frequently, as well as monthly donations to the Student Design Association at the University as well as offering an annual tour of the Onetwosix facility for students.

Nick Kazakoff currently holds a volunteer position on the Board of M.A.D.E. (Media Architecture Design Edmonton) which is a well-established non-profit in Edmonton that works to build the design community through events and advocacy.

Onetwosix further supports students by providing the Architectural Association of Alberta an accredited training course on Phone Booths to the Architecture & Design community, free of charge, with the intent to promote design education.

Onetwosix took part in a fundraising event for the Bissell Center's "Coldest Night of the Year Walk" on February 25, 2023. The money raised helps to cover an expansive network of programs and resources to help vulnerable Edmontonians find housing, employment, family supports, mental health services, and more. Funds raised will also support our Community Space, which allows individuals to walk out of the cold and gain, not only immediate access to basic needs like food, clothing, shelter and hygiene facilities, but the opportunity to seek life-changing supports to help empower them to move from poverty to prosperity. 76% of employees participated in this event.

Onetwosix are members of the Edmonton Chamber of Commerce, Green Building Council, as well as a member and active contributor to BIFMA, including volunteer time on the committee who is writing the BIFMA PODS standard.

Additionally, the company makes many spontaneous donations, which, in 2022, included the making and donation of Christmas tree decorations for the Edmonton Christmas Market, as well as the donation of plywood to Lowlands Project Space, a community art space, for building materials.

Also in 2022, Onetwosix hosted the Loop Phone Booths Hybrid Workspace Design Competition. The competition was open to all students and recent graduates in any creative field. Students were invited to submit a design concept, based on the theme "the future of the hybrid workspace" for a chance to win prizes for 1st, 2nd, and 3rd place. The designs remained the Intellectual Property of the Students.

In 2024, Onetwosix donated \$1750 for custom fabrication of "Big Build" letter blocks to the Ronald McDonald House. Also in 2024 they donated upholstery fabrication labor for the exhibit *GLAD YOU CLOSER HOME / NEW WHITE WHISKER MARY* at the Mitchell Art Gallery, Edmonton AB. As well as its continuous support of Edmonton Design Week by being a sponsor of the event each year.

Onetwosix is a collaborative organization and actively welcomes partnerships. Onetwosix strives to be empathetic in their approach and towards all people they engage with. By actively promoting diversity, equality, and the power of collaboration Onetwosix is able to be a supportive hub within their local and global communities.