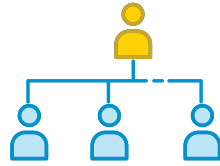


# Your Office Outfitters™



Since we opened our doors 72 years ago, we have been Vancouver Island's source for business supplies, furniture and technology.

## All-in-One Interiors

With access to iconic furniture brands such as MillerKnoll, combined with knowledgeable and local professionals, Monk Office Interiors will help design and build a sustainable and ergonomic workspace that fits your needs. From design and product knowledge to delivery and installation, we have the solutions.

## Commercial Accounts

Monk is made better by our commercial accounts. Free for any size business, with exclusive pricing for everyday buys online, direct phone access to our customer experience team, a dedicated rep, online invoice payments and more! Perfect for companies and professional individuals.

## Retail (Copy/Print Centre + Custom Framing)

With nine retail locations across Vancouver Island, including seven print/copy centres and two custom framing departments, Monk Office, Island Blue Art & Framing, and Monk Office & Art are your local resources for professional and creative supplies and services.

## Office + Art Supplies

With art supplies now available online and in all our stores alongside our office supply assortments, everything you need to get to work or get creative is within reach. We are your local resource for the supplies you need, online or in-store, all at the right price.

## Technology (Business Machines + Managed IT)

When you need to buy new, upgrade the old or repair what's broken, Monk's Island-wide team of business machine specialists are here to help. And with our best-in-class partnerships with brands like EPSON and Konica Minolta, we have access to the world's top machines.

Whether it's prevention, recovery, or anything in between, Monk IT offers a proactive approach to managed IT and cyber security.



**MillerKnoll**  
AUTHORIZED DEALER

Call Us 1.800.735.3433  
Email Us [hello@monk.ca](mailto:hello@monk.ca)  
Shop Us [shop.monk.ca](http://shop.monk.ca)

Monk  
Office

Monk  
Office & Art

Island  
Blue  
art & framing

2022

# 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 5th edition of our biennial Corporate Social Responsibility Report, which showcases our progress towards advancing our sustainability goals and our impact on the communities we serve. Our report highlights our achievements in environmental sustainability, social responsibility, and community engagement. We recognize that our business has an impact on the environment, and we have taken significant measures to minimize it through reducing our carbon footprint.

As a local, family-owned business that has deep roots on Vancouver Island, we are committed to learning and growing not only as a company, but as a community that supports one another. We welcome feedback on our progress and encourage other companies to prioritize sustainability and community impact.

We acknowledge there is still work to be done, and we remain committed to pushing ourselves to do better. We invite you to read our report to learn more about our efforts to promote sustainability and social responsibility in all aspects of our business.

Most sincerely,



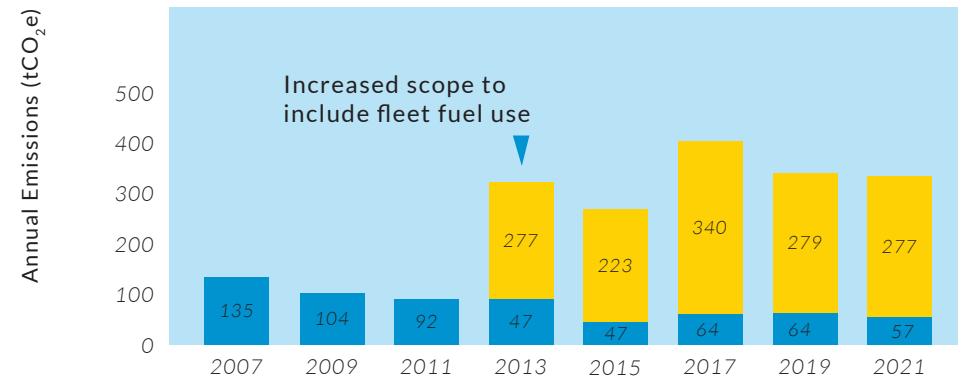
Caitlin McKenzie  
President / CEO



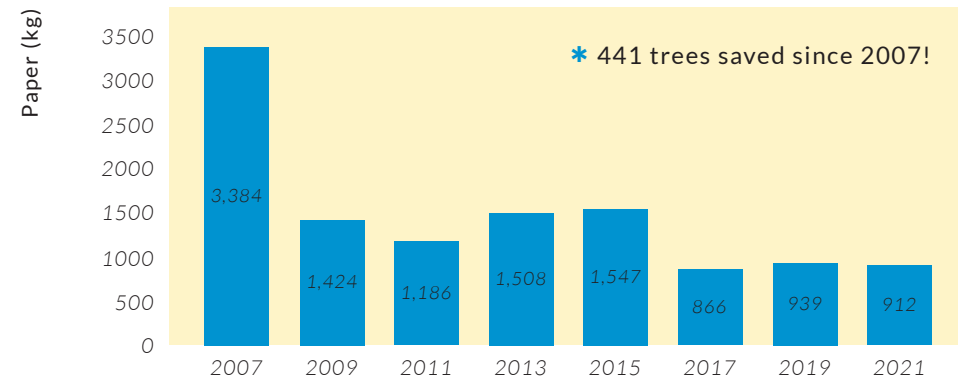
## MONK'S CORE VALUES

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

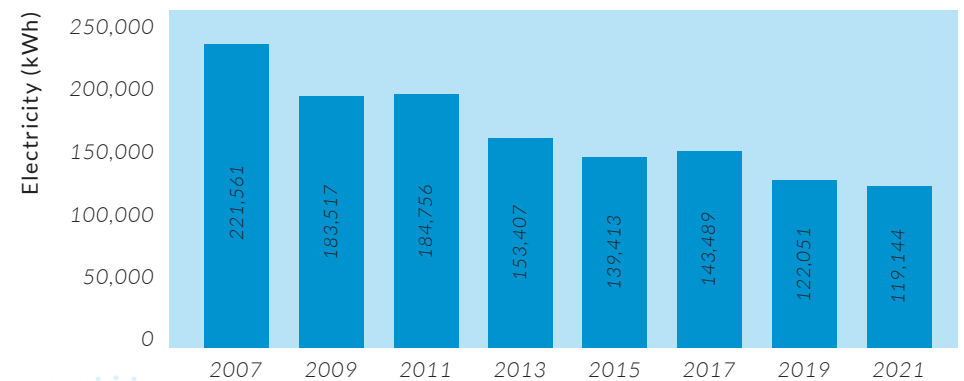
## Carbon Footprint



## Paper Use



## Electricity Use



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

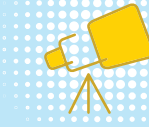


The GHG Inventory includes all scope 1 & 2 emissions as well as water, paper and waste emissions for scope 3 for the Viewfield distribution centre.

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

# Monk Office in our Communities

From the arts to education to athletics, we provide support to dozens of organizations a year. Some of which include:



## Looking forward...

Some of our next 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!

## Helping organizations from Victoria to Port Hardy

As a local business for 72 years, we know the importance of giving back. Since our 2020 report, Monk has **given over \$58,000 to organizations** that support the health & strength of our communities.

## We're celebrating our 72nd year!

Since 1951 we've been your experts in 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 our decades-long community support.

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

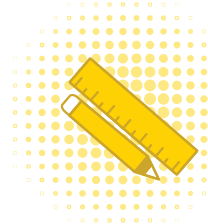


Through rebates on eco-friendly purchases, Monk Office has funded **over \$95,000** worth of post-secondary scholarships in environmental studies.



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

We donated **\$10K of school & art supplies to Ukraine.**



Since 2007, we've reduced our water use by 61%



Monk knows that it takes a strong community and economy to support local businesses. It is important to us to use our success to lift up other local businesses, which is why we showcase local creators at our nine retail stores. Some of these brands include:

- Newfolk & Cabin** greeting card artwork
- Burley Brothers** reclaimed wood coasters
- Vallance Studio** mugs, dishes and accessories
- Village Endgrains** wooden serving boards and cheese boards
- Garden Notebook by Lauren** garden inspired notebooks
- Heritage House** books on western Canada's history & culture



## 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...  
natural gas **down 51%**  
paper use **down 73%**  
electricity use **down 46%**

That's enough to fill 2.7 Olympic pools!



Current sponsor & previous three time winner of the **annual Ecostar Awards.**



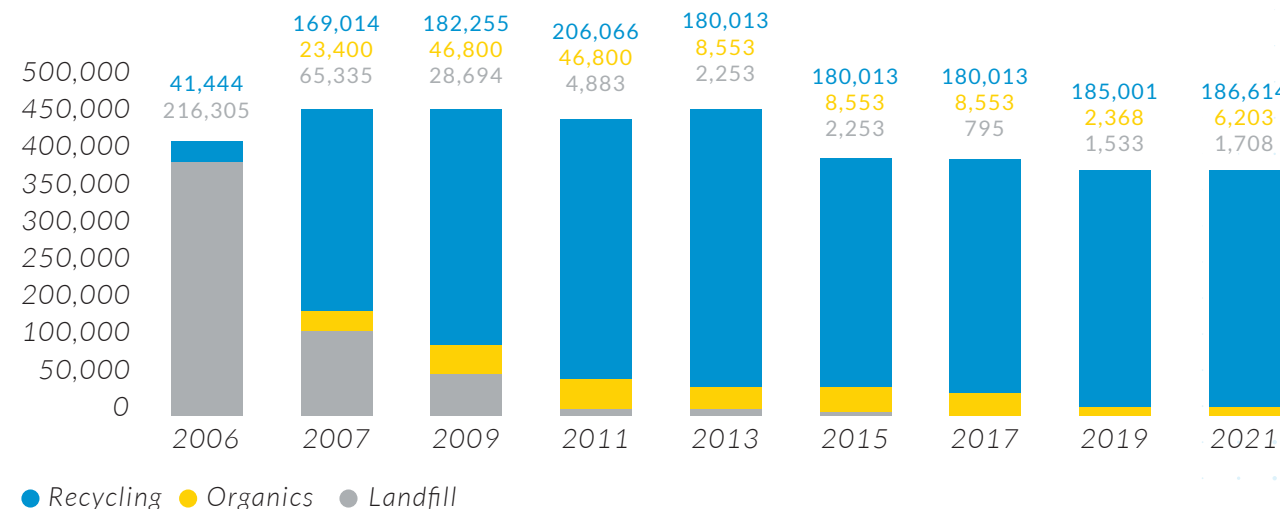
A certified Green & Ocean Friendly business by Vancouver Island Green Business Association.

Out of landfill per week  
cartridges **700**  
electronics **2000lbs**

Since 2012...  
batteries recycled **3,769kg**

## Moving 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 healthier and happier

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.



## 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.