

**TENNANT**<sup>®</sup>  
COMPANY

# 2020 Sustainability Report





# Message from the Tennant CEO and the Chairman of the Board



*Dave Huml assumed the role of President and CEO of Tennant Company in March of 2021, having previously served as Chief Operating Officer and in several other leadership roles. He replaced Chief Executive Officer Chris Killingstad who announced his intention to retire in December of 2020.*

*Steve Sonnenberg assumed the role of Chairman of the Board in March of 2021, having been the lead director since 2016 and a member of the Board of Directors since 2005. He retired from Emerson Electric.*

Leadership transitions should always generate thoughtful conversations, and over the last seven months we've talked a lot about what makes this company special. We've got a long list of reasons, but the one at the top is simple – Tennant's people are proud of this great company, and proud of the culture that we've built. We believe this culture is directly tied to our vision to make the world a cleaner, safer, healthier world – we aspire to make our communities better, and our focus on community translates into a culture of respect and care for our colleagues, our neighbors, and our customers and business partners.

Our culture was reflected in how Tennant employees reacted to the challenges that 2020 presented. We are immensely proud of how this company responded. As the year began, our colleagues in China and the Asia-Pacific region and then in Italy and the rest of Europe were the first to feel the effects as the newly discovered Coronavirus began to spread and grow into a pandemic. As country after country went into lock-down mode, our teams focused on how to support each other and how to serve our customers, especially those working in essential businesses.

*Continued >*

This report will detail many of the extraordinary actions that our teams took to find creative solutions to the challenges they encountered throughout the year – from sourcing and distributing protective equipment for our own staff, to working remotely, to creating new processes for no-contact service for critical cleaning equipment, to pivoting to successfully demonstrating and selling equipment using virtual tools. As the world slowly begins to establish the 'new normal' after the pandemic, we will incorporate our learning from the last year into our ongoing processes. Among other things, some of our new habits will help us progress toward our sustainability goals as we rethink our operating practices regarding activities like business travel, for example.

## Our vision is to make the world a cleaner, safer, healthier place

In his comments in the 2019 Corporate Sustainability Report, Chris Killingstad addressed the ways in which our culture and core values demand that we work for social justice in our communities and examine our own assumptions and practices to ensure that Tennant Company is a welcoming and inclusive workplace for all our employees. In 2020, we began a new Diversity, Equity and Inclusion initiative by working within our own walls to understand our current environment, employee population and processes. We know that this is the beginning of a journey as we learn more about ourselves and begin to intentionally grow in this area. Along with the leadership team and our Board of Directors, we are committed to working toward greater diversity and inclusion within Tennant and adopting new ways of thinking that will allow us to be an even greater force for positive change in our communities.



As we review progress toward our Corporate Sustainability objectives and goals in 2020, we'd like to call attention to some of our highlights:

- Introduced new, innovative solutions for cleaning in these challenging times and **achieved nine sustainability targets** at the launch of new products in 2020.
- Achieved **A- and Leadership level** designation with CDP Climate Change Program for the fourth consecutive year.
- Organized a **low-waste move** of 390 employees' work files and equipment to our new World Headquarters, completing the process we began when we set out to remodel the building while minimizing our landfill impact.
- Initiated and completed an **ambitious fundraising goal** as part of our 150th anniversary celebration, creating virtual and no-contact events to accommodate employees working remotely.
- Began our journey toward greater **diversity, equity and inclusion** at Tennant as we kicked off a major initiative in this fundamentally important area.

In 2019, Tennant Company became a Signatory of the United Nations Global Compact (UNGC). We are committed to continuing our engagement with the compact and embracing the UNGC's Ten Principles in the areas of Human Rights, Labor, Environment and Anti-Corruption. This report is our second annual Communication on Progress, and within these pages we describe the progress we've made toward the Principles in our daily operations, culture, and planning.

Along with the culture we enjoy at Tennant Company, another common theme we've heard from employees is commitment and optimism about our future. We are proud to lead a global team of engaged, passionate, and committed people at this company. Together, we have the opportunity to shape and continue a 150-year legacy of commitment to innovation, to solving customer problems, and to working in and for our communities. We look forward to continuing our journey as we work as a team to achieve our full potential.

Thank you,

David W. Huml,  
President and CEO

Steven A. Sonnenberg,  
Chairman of the Board



# Celebrating 150 Years

As Tennant Company celebrated a remarkable 150 years in business, the opening of the new Tennant Company Global Headquarters in Eden Prairie offered a chance to look back on some of the key events that have shaped our history.

The company began as George H. Tennant set out to operate a small sawmill on the banks of the Mississippi River in Minneapolis. In 1870, the area was growing rapidly, and timber was a significant part of the economy. The fortunes of George Tennant's young company fluctuated with the timber industry in the early years – focusing on planed wood for floors, but also experimenting with other products including grain silos and milk crates.

By the 1930s, deforestation and the Depression had put the company in a precarious position, and its leaders were looking for ways to refocus the company. In what would become a common theme for Tennant, capitalizing on innovation to set the stage for future success, the company licensed a newly invented machine to automate some of the backbreaking work of stripping and refinishing wooden floors. Moving from floor production to floor cleaning created a new opportunity for growth, and the Tennant "Model C" increased the company's fortunes.

Through the '50s and '60s, Tennant's success and scope grew as the company expanded to selling first in Europe and then in Asia. At the start of the 21st century, we have continued to recognize, partner with, and acquire businesses that align with our innovative spirit, expanding our product portfolio and global reach with key acquisitions in Latin America, Europe and Asia.



Along our 150-year journey as a business, Tennant has overcome challenges and broken new ground. Wrapping up a very unusual anniversary year, we also took the opportunity to reflect on a more recent legacy as Chris Killingstad announced his intention to retire in 2021. His long tenure as President and CEO of Tennant Company has been marked by a number of significant achievements. These have contributed to the remarkable legacy of a company that began as a small sawmill on the Mississippi River and now spans the globe:

- 2002: Chris Killingstad joined Tennant Company
- 2005: Succeeded Janet Dolan as President and CEO
- 2007: ISSA Innovation Award for ec-H2O™
- 2008: Acquired Sociedade alfa Ltda in Brazil
- 2015: Launched next-generation ec-H2O NanoClean®
- 2017: Acquired European IPC Group
- 2017: Launched the first-to-perform T7AMR robotic scrubber
- 2018: Announced revenues above \$1B for the first time
- 2019: Completed acquisition of China-based Gaomei Ltd.

Embedded in the company's culture is the ability to identify new challenges and solve new problems for customers. As we prepare to continue a journey of growth and innovation, Tennant's 150th anniversary provided an opportunity to look back at how far we've come as a company, to celebrate the visionary leadership and the dedicated employees who have achieved so much, and to prepare what lies ahead.





# Three Ways Tennant Employees Responded to the Pandemic

On January 29, 2020, Tennant Company sent an email to all employees that began: *“A new virus has caused illnesses in central China and has spread to more than 10 countries worldwide. You may have seen news reports about the actions that the Chinese government is taking to control the spread of the virus within the country, which include travel restrictions and the closure of some cities to outside visitors.”*

As the COVID-19 pandemic spread, businesses around the globe were impacted throughout 2020, and Tennant was no exception. Our business was deemed essential, and our facilities complied with regional restrictions and quickly developed internal resources tasked with deploying detailed safety protocols in manufacturing facilities where employees needed to work together. Other teams managed the many details needed to quickly move global office employees to remote work environments without interrupting day-to-day business or impacting our customers’ experience. Our front-line Sales and Service teams worked diligently to ensure that our customers could continue to operate their machines, or source new Tennant machines, to help keep their facilities clean and safe.

Tennant teams around the globe rose to the challenge, working together to develop creative new programs and processes in response to the pandemic.

Of the many things we learned as we managed a challenging year, three stand out – and they all remind us how important community is to the Tennant culture.

## 1 FOCUS ON OUR COMMUNITIES

Tennant’s core value of stewardship was embodied in actions throughout the year. Team members gave back to their communities in creative and powerful ways. Working together on community-focused projects helped Tennant employees stay connected and energized as many worked from home offices during the year. Community efforts included:

- Donating 1,120 N95 masks to North Memorial Health in Minneapolis, Minnesota.
- Delivering meals and food to vulnerable people in communities surrounding Aguascalientes, Mexico.
- Working with the University of Minnesota to develop one-of-a-kind components for a new emergency resuscitator prototype, which was approved for use and produced by a medical device company.
- Donating equipment to hospitals and train stations in Wuhan, China, to help keep public spaces clean.
- Using our 3D printers to help Stratasys complete their goal of creating 11,000 face shields during the week of March 27, 2020.



Face Shields for Stratasys



Resuscitator Prototype with University of Minnesota

## 2 FIND CREATIVE SOLUTIONS

Where there’s a will, there’s a way. Tennant employees proved this multiple times, especially in the early days of the pandemic, as they found creative methods to solve unusual business problems.

- In March 2020, while many Tennant employees were setting up home offices, our Sales, Service, and Operations teams needed to be working with customers or in Tennant production facilities to build, sell, and service needed equipment for customers. This posed a challenge for the Global Sourcing team. They needed to find the equipment and supplies to help keep our critical front-line employees safe...immediately. Faced with a pandemic-driven shortage of hand sanitizer, Sourcing worked with their strong network to identify sanitizer sources that could deliver to the field within a week, and a bulk source large enough to supply our international manufacturing facility in Uden, The Netherlands. About a week later the team worked to decant and distribute the remaining amount to Tennant facilities and field employees.
- During 2020, Tennant had planned to move from the company’s Golden Valley campus to our new headquarters in Eden Prairie, Minnesota. This meant that the move team had to organize pack-up events for employees to box up their files and work spaces while observing COVID protocols, tour and learn about their new office in Eden Prairie, and later to unpack and organize their desks in the new facility. Not only did the move team accomplish this, they coordinated fall flu shots in conjunction with unpacking activities to manage the number of trips and the flow of people in and out of Tennant buildings. Finally, as Minnesota extended work-from-home mandates for many employees, Tennant organized an opportunity for employees to buy their office chairs from the decommissioned offices in Golden Valley for use in their home offices. All money raised through the effort was donated to PRISM, a local organization serving the homeless in the Twin Cities.
- Globally Tennant Sales teams found ways to connect with customers and even demonstrate machines with a creative use of technology – moving smoothly to an online environment for functions that have traditionally required sales staff to drive to a customer location with a demo machine on a trailer. Service teams showed equal agility, quickly developing a contactless service process that helped facilities with restrictive protocols maintain their essential cleaning equipment without bringing a Tennant service technician into their buildings. Some of these creative solutions have proven so successful that they will likely continue as part of Tennant’s sales and service repertoire after pandemic restrictions lift.



**Some of these creative solutions have proven so successful that they will likely continue as part of Tennant’s sales and service repertoire after pandemic restrictions lift**



## KEEP IN TOUCH WITH COLLEAGUES

As the pandemic up-ended employee routines and altered many of the traditional processes used to accomplish work, Tennant employees found ways to communicate with each other and keep work moving forward without interruption.

- The company's SIOP process (sales, inventory and operations planning), which was undergoing a process improvement exercise in some areas, faced a sudden test as order pipelines and materials and parts supplies changed rapidly due to COVID. This process ensured smooth and consistent communications between sales, operations and supply chain which allowed the teams to be flexible as they adjusted due to volatile market conditions, especially in the second and third quarters.
- Tennant teams mastered video conferencing and found creative ways to meet safely in person – on walking trails or outside on Tennant grounds in some locations. Team celebrations went virtual as well, with department holiday gatherings and award banquets using digital platforms – even the Tennant Leading Edge program, the company's highest employee honors, was celebrated virtually in 2020.
- Tennant used a company social media platform to share news and form special interest groups, and employees used that platform to stay connected. In Spain, Customer Service and Support teams used the platform to share updates related to service calls between shifts when there was no face-to-face transition time to relay information.



Throughout our global company, the pandemic has taught us new lessons about how much we rely on our communities and reminded us how much we appreciate them. Tennant people were creative and energetic in finding ways to work with each other and serve our customers and our neighbors. We also gained fresh appreciation for simple acts of connection that come from walking down a hall to ask a question or solving a problem with a quick hallway conversation.

At Tennant, community has always been an important part of our company culture. In an unprecedented and continuously changing environment, Tennant focused on our communities, found creative solutions to new problems and worked to communicate consistently.

## OUR OPERATIONS STAYED SAFE

During the Pandemic, employees in our manufacturing facilities and warehouses continued to work in our facilities to support essential work. We implemented pandemic playbooks and increased safety precautions at all essential sites to ensure that our employees were aligned in our COVID protocols. Our operations teams responded with activities such as: providing employees with masks, adjusting assembly line methods to accommodate social distancing, and installing thermal cameras in several facilities for efficient health screening.

We are proud of our employees who took responsibility for the safety of themselves and the safety of their teams. Their commitment to safety helped keep our facilities up and running to serve our customers.

**At Tennant,  
community has  
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important part  
of our company  
culture**

It's important to note that it all came down to Tennant employees working together to care for each other and to provide for their customers. The creativity, energy, and care shown by our teams showed in the success of our teams and in Tennant's overall performance during a challenging year.





# In 1870, George H. Tennant founded a small woodworking company on the banks of the Mississippi River in Minnesota.

Making wood floor products evolved into providing wood care, and eventually manufacturing floor cleaning equipment. Today, Tennant Company is known throughout the world for our innovative, high-quality, reliable floor cleaning equipment.

From the beginning, Tennant Company has focused on solving customers' problems by harnessing new ideas. As businesses have recognized their role in taking care of the environment in their communities, Tennant has also developed technologies to clean more sustainably.

Tennant Company is committed to empowering our customers to create a cleaner, safer and healthier world with high-performance solutions that minimize waste, reduce costs, improve safety and further sustainability goals.

YEARS

## OUR BRANDS

Our family of brands help to create healthy, safe and attractive environments for the people and places in our customers' care.



### OUR PRODUCT CATEGORIES

- Scrubbers
- Sweepers
- Sweeper-Scrubbers
- Extractors
- Burnishers & Floor Machines
- Vacuums
- Pressure Washers
- Tools
- Service
- Pre-Owned Machines
- Parts
- Leasing
- Specialty Cleaning Equipment



### OUR MARKETS

- Building Service Contractors
- Manufacturing
- Logistics & Warehouse
- Retail
- Education
- Healthcare
- Aviation & Transport
- Mining
- Automotive
- Government
- Food & Beverage
- Hospitality



### OUR RECOGNITION

Tennant Company receives awards and recognition, which validate the work we are doing to achieve our vision for a cleaner, safer, healthier world.





# Global Footprint

Tennant Company sells products directly in 15 countries and through distributors in more than 100 countries. The company serves customers in these geographies via three geographically aligned business units: The Americas, which consists of North America and Latin America; EMEA, which consists of Europe, the Middle East and Africa; and APAC, which consists of the Asia Pacific region.



EMPLOYEES WORLDWIDE\*  
**4,259**  
\*as of December 31, 2020

EMPLOYEES BY REGION

AMERICAS	EMEA	APAC
<b>2,224</b>	<b>1,608</b>	<b>427</b>



# Our four focus areas: Products, GHG Emissions & Energy, Waste, and People & Communities

Our 2020 report builds on prior years' initiatives and report content. Tennant Company's core business model, governance, policies, practices, customers and stakeholders changed little between 2019 and 2020. However, in the second half of 2020 there were significant changes to our Chinese operations; the legacy Tennant manufacturing operations relocated from Qingpu to Hefei. The facility consolidation provided efficiencies in manufacturing, R&D and sales for the region. The manufacturing and distribution of Gaomei, Rongen, and Tennant brands are now located in Hefei. These facility changes do not change Tennant Company's core business; the facility consolidation resulted in a change in reporting boundary as we move forward into 2021.



Stakeholder concerns and priorities, as well as our material topics and opportunities, have not changed drastically from 2019. However, we are seeing increasing interest for Environmental, Social and Governance (ESG) from investors and customers. The stakeholder assessment workshops held in 2013 helped to identify our material topics which aligned with our ESG frameworks.

We regularly engage and reaffirm our three main material issues: GHG Emissions, Waste, and Water, with our three main Stakeholder groups: Employees, Customers, and Investors. The material topics help to shape our objectives, goals, and metrics for our four focus areas: Products, GHG Emissions & Energy, Waste, and People & Communities. We plan to revisit our Sustainable Enterprise and ESG strategies in the near future, including connecting with our external and internal stakeholders to redefine our material topics and reset our focus areas. We also plan to spend more time understanding the Social aspects of our business so we can better support our employees and communities.

The reporting boundary for 2020 shows moderate changes from 2019 as Gaomei has been incorporated into reporting, expanding our footprint in Asia. The 2020 CSR will be published before our 2020 GHG emissions are confirmed and submitted to CDP's Supply Chain Program. As a result, the GHG emissions data is from the 2019 report. We made the decision to decouple the GHG emissions data from the full Sustainability Report in 2019 so we could publish the report earlier in the year for our stakeholders. The intention is to use this format moving forward; if you have comments or concerns, please contact [SustainabilityReport@tennantco.com](mailto:SustainabilityReport@tennantco.com).

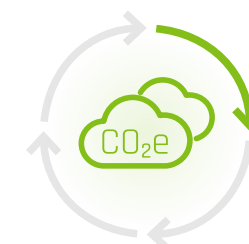
Additional details regarding our Stakeholder Engagement, Materiality Analysis and Reporting Boundary can be found in the Appendix. The Global Reporting Initiative Index, which is used to ensure we are reporting on relevant and material information supporting our sustainability initiatives, can also be found in the Appendix.



**We committed to engaging with our stakeholders on ESG topics**



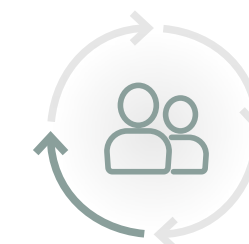
PRODUCTS



GHG EMISSIONS & ENERGY



WASTE



PEOPLE & COMMUNITIES

**CIRCULAR ECONOMY ANNUAL UPDATE**

Since the industrial revolution, our modern economy has depended on the transformation of natural resources into products. Today, fossil fuels and other natural resources are still the driving forces behind economic growth. However, this linear model of “take-make-waste” has an extensive value chain and associated waste streams resulting in environmental impacts. Recently, the concept of the circular economy has emerged to fundamentally shift the way we utilize resources and design our products.

A circular economy is based on the principles of designing out waste and pollution, keeping products and materials in use, and regenerating natural systems. As Tennant Company designs and manufactures products in-house, we have taken these principles into consideration when developing our future products and processes including the design of the T380AMR.

In 2020, we strengthened our involvement with the **Sustainable Growth Coalition** (SGC), a business-led partnership focused on advancing the circular economy through cross-industry collaboration. Their recently launched Toolkit provides case studies which demonstrate the business case for circular systems. One of these case studies features Tennant’s **RECON program** and describes how we have found new value through reconditioning used equipment. The hope for the toolkit is that other companies will realize circularity is not just an academic concept, but can be a highly valuable piece of their strategy. In November 2020, the SGC hosted a webinar to showcase the new toolkit and included panelists from each company to present their case study.



In 2020, we joined a technical working group of the IEC, Technical Committee 61 Working Group 49, which is focused on circular economy and material efficiency of household appliances, such as vacuums. The primary objectives of the group are to:

- Clarify the terminology used in circularity topics, including reuse, repair, refurbish, and recycling;
- Collect and study information and documents on the circular economy, and;
- Ensure actions are taken to preserve basic safety criteria during machine and component life-time extension activities.

The outcome of this working group will help to shape the standards for our industry.



**The IEC (International Electrotechnical Commission) is the world’s leading organization for the preparation and publication of international standards for all electrical, electronic, and related technologies.**





# Tennant Company 2020 Sustainable Enterprise Performance Summary

Tennant has established long-term, quantitative, measurable goals for four focus areas: Products, GHG Emissions & Energy, Waste, and People & Communities.

Objective	Metric	2020	2019	2018	2017	2016	Notes	
Products	Develop Products that offer measurable sustainability targets, in one or more customer use-phase categories.	Number of targets set	1	3	19	4	1	Process implemented Aug 2014
	Number of targets achieved at launch	1	3	19	4	1		
	Conduct cradle-to-grave Life Cycle Assessment (LCA) on internal combustion powered product or a new technology/business model offering.	Complete LCA	-	T300 RECON Complete	T300 RECON	T300 RECON Started	New in 2016	LCA for T300 RECON—CPO & Used versus New
	Develop a methodology and tool to calculate product portfolio impacts for Water and GHG Emissions that meets GHG Protocol Corporate Value Chain (Scope 3) Accounting and Reporting Standard. Develop long-term improvement targets.	Methodology and tool development	●	●	●	●		Started
	Long-term, product portfolio target for GHG emissions (Use of Sold Products—Scope 3, Category 11) set	●	●	●	●		Started	
	Long-term, product portfolio target for water use set	-	-	-	-	-	Will revisit as part of planned strategy update	

Metric	2020	2019	2018	2017	2016	Notes
Scope 1+2 emissions intensity reduced 25% by 2020. Base year is 2012. (Target: 32)	Exceeded 2020 Target in 2019	29 Exceeded 2020 Target	33.6	36.7	40.2	mT CO <sub>2</sub> e per million US\$ revenue. Base year 2012: 42.6
Long-term, science-based targets (SBT) set.	●	●	Approved	●	Started	SBTi approved early 2018
SBT: Reduce absolute Scope 1+2 emissions 25% by 2030 from a 2016 base year. (Target: 24,360mT CO <sub>2</sub> e)	See CDP Submission online	25,855	29,572*	30,427	32,480	mT CO <sub>2</sub> e
Scope 3 (upstream & downstream) LCA complete.	See Value Chain Inventory online	●	●	●	●	Completed annually for reporting year shown and reported to CDP
SBT: Reduce Scope 3 use of sold products emissions 50% per \$USD of equipment revenue by 2030 from a 2016 base year. (Target: 407*)	See CDP Submission online	656	734*	760*	814*	mT CO <sub>2</sub> e per million US\$ equipment revenue
Supply Chain sustainability—all categories assessed, one direct material category selected for pilot engagement.	●	●	●	●	●	
Supply Chain sustainability—program defined and engagement started.	Continued Engagement	Continued Engagement	Continued Engagement	Started	-	

**Objective**

**Waste** Our aspirational waste goal is zero waste to landfill and energy recovery. Due to our scale and materials diversion infrastructure, we recognize zero waste may not be achievable or business practical. Nonetheless, we continuously review our operations and look for waste-reduction opportunities.

Objective	Metric	2020	2019	2018	2017	2016
Corporate Giving	Employee Volunteer Hours	1,910	3,836	2,655	2,058.5	2,234
	Tennant Giving**	\$787,164	\$462,301	\$565,065	\$465,497	\$576,789
Safety Incidents	Operations	2.42	4.48	5.18	6.29	7.28
	NA TSCC***	1.33	1.88	2.69	6.5	4.31
Incident Severity	Operations	1.55	3.58	4.07	3.52	3.85
	NA TSCC***	0.77	1.44	2.07	4.66	1.26
Company Ethics	Number of Issues	19	15	21	18	13
	Percent Closed	95%****	100%	100%	100%	100%
	Average Days Open	132	53	85	65	121

Note: IPC Group not included in data above Products and People & Communities sections.  
 \* Restatement: see details in CDP response  
 \*\* Includes sum of Tennant Foundation Grant disbursements, Employee Gift Matching, Equipment donations and Employee Scholarship Program  
 \*\*\* North American Tennant Sales and Service  
 \*\*\*\* Open issues were submitted in Q4 and not closed by Dec 31, 2020.

# Tennant Company is committed to creating and commercializing breakthrough, sustainable cleaning technologies.

These solutions empower customers to significantly reduce their environmental impact in the product “use phase” and help to create a cleaner, safer, healthier world. With this proven model in place, we will extend innovation toward cradle-to-cradle solutions to realize broader sustainability improvement.



## PRODUCT OBJECTIVES, TARGETS AND PROGRESS

Tennant Company products enable our customers to reduce the environmental impacts of their cleaning process. Reducing the environmental impact during the years they use the equipment, i.e., the “use-phase,” is a key element of our technology and product strategies. Tennant Company’s annual investment of approximately 3% of sales in Research & Development has aided the company’s breakthrough innovations and offerings like robotics, ec-H2O NanoClean®, the Pro-Panel™, IRIS, and Smart-Fill™. This section of the report showcases various products and technologies that were brought to market in 2020.



**Tennant’s annual investment in R&D has aided the company’s breakthrough innovations**

## PRODUCT SUSTAINABILITY TARGETS METRICS

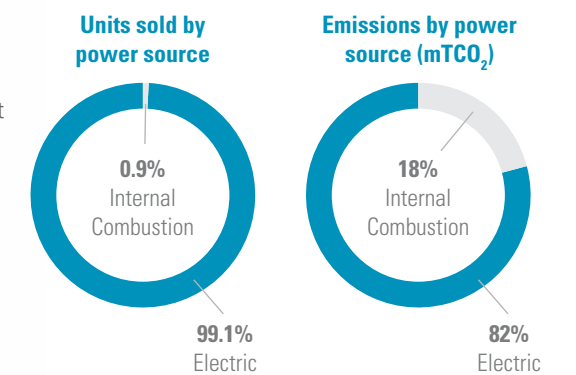
Our engineering and product development teams are committed to holding sustainability strategy and target-setting discussions during the design process of new products. Not all projects end up setting sustainability targets, due to scope constraints, but the consideration is made for each. In 2020, the teams achieved and closed out nine sustainability targets and set one new target. (See Table 1 below). The objective of these efforts is to steadily decrease the environmental impacts of our products.

Table 1

	2020	2019	2018	2017	2016	2015	2014	TOTAL
Number of sustainability targets set	1	3	19	4	1	7	4	39
Number of sustainability targets achieved at Launch	1	3	19	4	1	6	4	38

## POWER SOURCE TRANSITION

Tennant Company’s 2020 sales numbers once again proved that our customers are moving away from internal combustion (IC) equipment and toward cleaner electric power. In terms of units sold, 99.1% were electric and 0.9% were IC. However, this small percentage of IC equipment still has a significant impact on our overall Use of Sold Products emissions, at 18.7%. We will continue to focus on electrification and maintaining engine standards to advance this downward trend, as this will also help us achieve our Science Based Target of reducing emissions from our products by 50%.





# Cleaning Solutions for Challenging Times

The global COVID-19 pandemic brought new challenges to our customers, as optimal cleaning protocols became even more important and scrutinized. Tennant provided customers with detailed advice on properly cleaning and disinfecting floors. For buildings that closed during the year, we helped customers prepare our equipment for long-term storage. At the same time, our product development teams brainstormed ways to further help customers clean their spaces effectively.

## SPRAYING SYSTEM 4-IN-1

IPC developed a modular spraying system which can be retrofitted onto their existing scrubber-dryers to dispense solutions such as disinfectants onto the cleaned floor. The system is also extremely versatile, transforming into a manual trolley or even a backpack sprayer for hard-to-reach areas. Three additional innovative products are detailed here.



## ALL-IN-ONE VACUUM-TO-SPRAY

Our latest vacuum models, the GP 1/27 SPRAY EXT and the GS 2/62 SPRAY EXT, are equipped with a powerful motor and HEPA filter to perform deep cleaning on hard floors and vertical surfaces, such as panels and windows. But deep cleaning requires taking the process a step further, so by switching to the injection mode, the machines can spray any liquid product required for a specific activity, from deodorants to detergents to disinfectants.



## INCOMPARABLE STEAM

The SG-50 steam generator has been designed to ensure high productivity and excellent performance. The steam temperature of 160°C (320°F) provides a deep cleaning for a variety of surfaces, without using chemicals or detergents. What makes this product unique is its ability to hold a stable steam temperature which, combined with special accessories, is able to maximize cleaning performance. Furthermore, its modular design allows the machine to be used alone in very narrow areas or as a part of a more comprehensive cleaning station.



## 100°C HOT PRESSURE WASHER

Heat is a key factor in removing grime and dirt and is also an efficient and sustainable method for reducing bacteria and germs. That's why many of IPC's new solutions include the hot water high pressure washer PW-H100 HTM, a unique high-pressure washer on the market achieving 100°C outlet water temperature.

With its Electronic Temperature Stabilizer Control (ETSC™) technology, the high temperature remains stable in both the high- and low-pressure modes. This maximizes cleaning results, reduces fuel consumption and limits particulate emissions.





# 150 Years of Product Sustainability

**1870**

**George H. Tennant**  
joins the bustling lumber milling industry on St. Anthony Falls in Minneapolis, Minnesota

**1932**

**Model A**  
Tennant's first motorized floor cleaner, a steel wool buffer

**1932**

**Model 36 Electric**  
First battery-operated rider sweeper with dust control

**1980**

**Extended Scrubbing (ES®)**  
Water recycling, introduced on the 432, reduces water and detergent use

**2002**

**FaST®**  
Foam-activated Scrubbing Technology reduces water and detergent use

**2008**

**ec-H2O™**  
Technology electrically converts water into an innovative cleaning solution

**2015**

**ec-H2O NanoClean®**  
Next-generation sustainable cleaning with nanobubble technology

**2018**

**T7AMR**  
Tennant's first autonomous mobile robot improves efficiencies across the board

**1930s**

**Returnable Milk Bottle Crates**  
Back when the circular economy was a societal norm!

**1947**

**Model 36**  
First industrial power sweeper with patented vacuumized dust control

**1963**

**Model 85**  
Versatility means productivity: easily swaps from a sweeper to a scrubber!

**1989**

**Eco-STS 450**  
First of a long line of low-odor, VOC-compliant concrete coating

**2004**

**ReadySpace®**  
Quick-drying carpet cleaning technology uses less water and detergents

**2012**

**Orbio® 5000-Sc**  
On-site generation of sustainable cleaning solutions replace many daily-use cleaning chemicals

**2017**

**Silica Dust Solutions**  
Improving air quality for the construction, general industry, and maritime sectors

**2020**

**150-Year Anniversary**  
Celebrating 150 years and looking forward to continued innovation in sustainable cleaning!

# S16 Ride-On Sweeper

Tennant Company’s product development teams designed the S16 sweeper with sustainability in mind. Benefits include: maximized productivity, emissions reduction, and energy efficiency. Furthermore, this highly versatile machine can clean more spaces, with applications spanning both indoor and outdoor, including on carpeted surfaces. This allows customers to complete more tasks with fewer machines. Optional HEPA filter and side brush dust control systems can be installed for improved air quality and to fulfill requirements outlined by local governing bodies for silica dust environments.



Only available as battery-powered, eliminating exhaust emissions of previous engine models

# T380AMR Robotic Floor Scrubber

It is clear our industry is quickly advancing toward autonomous cleaning technologies and for good reason. The key benefits customers may experience include efficiency gains, resource savings, consistent cleaning results, and additional time realized for high-value tasks.

Equipped with BrainOS® technology, the T380AMR is Tennant’s new, compact robotic scrubber with excellent maneuverability. It navigates narrow spaces and around obstacles for a more precise clean. This makes the T380AMR the perfect machine for supermarkets with many aisles. It was designed to operate quietly for daytime use and with energy efficiency in mind to maximize runtime and throughput.

During the development of the T380AMR, the engineering design team spent a day at one of our RECON facilities to observe the reconditioning process of similar products. They were able to see how design decisions upstream can affect the simple act of replacing a component later in a machine’s life. If all products can be designed to be disassembled and reconditioned, the circular economy will prevail, resulting in better outcomes for our communities, the environment, and our economy.



**“Robotics and technology are important tools for helping us improve in-store experiences and achieve our customer-first values.”**

**– KIM ANDERSON  
SCHNUCKS SUPERMARKETS**



“These new robotic scrubbers will enhance cleaning performance, while giving valuable time back to teammates so they can spend more time doing what is most important: serving our customers,” said Kim Anderson, senior director of store operations support at Schnucks supermarkets.



# CS5 Micro-Scrubber

The IPC and Tennant design teams worked together to release the CS5 micro-scrubber in early 2020. This machine will help our customers move away from the traditional mop and bucket, which often merely pushes dirt around the floor. The CS5 helps the operator increase productivity, reduces slip and fall risk, and improves ergonomics for the operator by placing the strain of motion onto the machine, not the person. The machine uptime is maximized by a lithium-ion battery that can be charged at any time, even during breaks, which is not recommended with traditional lead-acid batteries.

When it comes time to replace the battery, our North American CS5 customers can utilize a convenient recycling program through Call2Recycle. This program includes thousands of drop sites across the US and Canada, typically within electronics and hardware stores. Customers can either call the phone number listed on their battery, or go to [www.call2recycle.org](http://www.call2recycle.org) to find the nearest drop site. The service is free to all customers, and they can rest assured that their lithium-ion battery will be safely and responsibly recycled. More information can be found on the [sustainability](#) page of our website.

### Tennant is now an Industry Steward of Call2Recycle!



1 COLLECTIONS

2 RECORDING AND SORTING

3 PROCESS AND RECOVERY

Drop-Off Battery Program



V-BP-6B / Aspen 6B



V-LWU-13B / Independence



CS5

Call2Recycle High Watt-Hour Lithium-Ion Battery Recycling Program



T1B



# Gaomei Products

## S56 AND S70 SMARTER WALK-BEHIND SCRUBBERS

Gaomei's two new walk-behind scrubbers were designed to provide customers with highly efficient, high-quality cleaning. Equipped with the Smarter Cleaning Management System, the ability to remotely monitor the machines provides valuable insights into the operation and efficiency of multiple systems. An integrated soft-start feature reduces motor wear, thereby extending the life of these components and the time between service calls.



### S56 – SUSTAINABILITY BENEFITS

- Large brush provides 12% higher productivity
- ECO mode run times up to 5 hours
- Ultra-low noise level of 62 dB

### S70 – SUSTAINABILITY BENEFITS

- Dual disk brushes provide a wider scrub path
- ECO mode run times up to 4.5 hours
- Low noise level of 66 dB



**A Smarter Clean,  
A Better World**

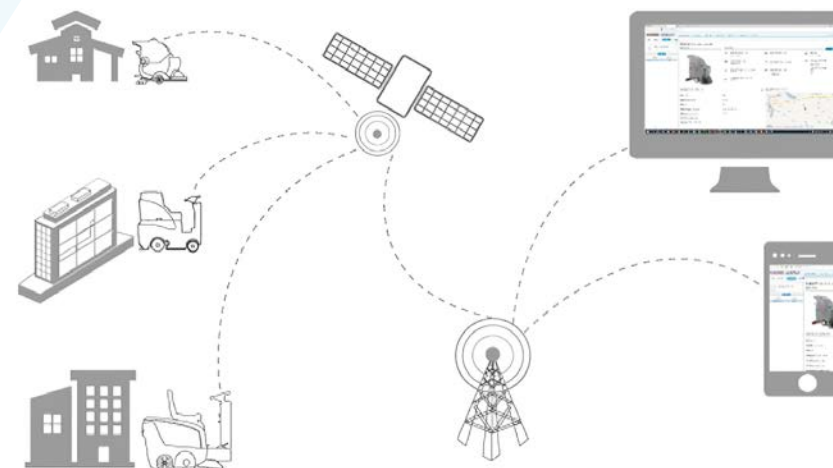
## GAOMEI SMARTER CLEANING MANAGEMENT SYSTEM

The Gaomei Smarter Cleaning Management System collects and analyzes machine data in real time to streamline the cleaning process. The system offers greater efficiencies throughout machine operation, labor, maintenance activities, and fleet management. In addition, failure faults and troubleshooting solutions are instantly pushed to the customer's device to reduce machine downtime and unnecessary waste.



### System Benefits:

- Remote Monitoring
- Efficiency Improvement
- Machine Life Extension
- Labor Savings
- Easy Troubleshooting



### System Features:

- Location
- Cleaning Area Calculation
- Battery Status
- Charging Time
- Consumables Management
- Real-Time Troubleshooting

# IPC Loop ECL – EU Ecolabel Certified

In line with the United Nations 2030 Agenda for Sustainable Development, Tennant Company and IPC constantly strive to design products with low life-cycle environmental impacts. One way a company can prove these efforts is by having certified product labels. The Loop ECL microfiber mop is one of our products which has obtained the EU Ecolabel certification. The EU Ecolabel works in accordance with the ISO standard 14024 and is awarded to products which meet high environmental standards throughout their life cycle.

In addition to life-cycle impacts, Ecolabel criteria also ensure that any product bearing the label is of good quality and high performance. Furthermore, it establishes a focus on consumer health and safety, as the program forbids the use of many substances that are harmful to human health. These labels are just another way that IPC is upholding our big commitment to sustainability.



# Silica Dust Update: Istock Brick Case Study

Istock Brick is the United Kingdom’s leading manufacturer of clay products, with 19 locations spread across the UK. At one of their newly expanded sites in Coalville, Leicestershire, 190 million bricks are manufactured each year. While this results in the benefit of building 28,000 new homes per year, it also increases the potential for respirable crystalline silica to be released at the factory. Istock contacted Tennant to identify solutions to help minimize employee exposure during housekeeping activities such as sweeping. The provided recommendation of the S20 with optional HEPA filter and sidebrush dust control and the T20, with its standard water scrubbing, led Istock to gain the Industry Pledge Award for dust control.



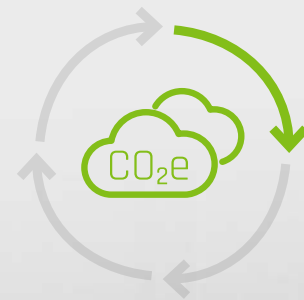
**“Tennant provided us support and helped us identify machines to keep the new factory clean. The Tennant equipment helped us gain the Ceramic Industry Health & Safety Pledge Award for measures to control dust within a factory in December 2018 which is something that we are very proud of and would have not achieved this without the Tennant machines that we have on site.”**

**Michael Caughey, Senior Production Manager, Istock Eclipse**



# At Tennant Company, our goal is to reduce greenhouse gas emissions.

At Tennant Company, our goal is to reduce greenhouse gas (GHG) emissions (direct and indirect) used in our operations and across our value chain. We transparently report carbon emissions to create mutual accountability between Tennant Company and our value chain partners, all in the spirit of creating a cleaner, safer and healthier world.



**We exceeded our target one year early, reducing GHG emissions by 32.1% compared to the 2012 base year**

## GHG EMISSIONS & ENERGY

**GHG Emissions Detail** – To achieve timely CSR publication, we report GHG emissions detail on a one year lag basis. Full 2020 reporting year emissions detail will be published in the 2021 CSR. We make full and timely public disclosure of detailed GHG emissions information on our corporate and investor websites, once the annual CDP Climate Change Program response has been filed. The quantitative emissions information which follows is from reporting year 2019.

**Scope 1 & 2 GHG Emissions (Legacy Tennant Company<sup>1</sup>)** – In 2019, our absolute Scope 1 & 2 GHG emissions decreased by 12.6% year over year. Since 2012 we have reduced absolute GHG emissions by 18%. Over the same time period, Legacy Tennant revenue grew by more than 20%. Of 2019 Legacy Tennant Company market-based emissions, Scope 1 was 22,161 mT (86%) and Scope 2 was 3,694 mT (14%).

**Scope 1 & 2 Target for 2020 Exceeded in 2019 (Legacy Tennant Company<sup>1</sup>)** – Our first GHG emissions target (set in 2014) was a 25% intensity reduction by 2020. The boundary for this target is Legacy Tennant. Progress toward this target accelerated once again in 2019, with a 13.9% intensity reduction. We are very pleased to report we exceeded this target one year early. GHG emissions intensity was 29 mT CO<sub>2</sub>e/\$M in 2019; a reduction of 32.1% compared to the 2012 base year (Table 2). Since this target has been exceeded, we will no longer report on Scope 1 & 2 from an intensity perspective. Future Scope 1 & 2 targets will be absolute reductions.

Table 2

### SCOPE 1 & 2 GHG EMISSIONS – 2020 INTENSITY TARGET

	2020 Target Year	2019	2018	2017	2016	2015	2014	2013	2012 Base Year
Total GHG Emissions (mT CO <sub>2</sub> e) <sup>*</sup>		25,855	29,572	30,427	32,480	33,694	33,925	31,982	31,515
Revenue (\$M) <sup>*</sup>		893	879	829	809	812	822	752	739
GHG Emissions Intensity (mT CO <sub>2</sub> e / Revenue in \$M)	32.0	29.0	33.6	36.7	40.2	41.5	41.3	42.5	42.6
% Intensity Change from 2012 Base Year	-25%	-32.1%	-21.1%	-13.9%	-5.8%	-2.7%	-3.2%	-0.3%	–

<sup>\*</sup>GHG Emissions and Revenue do not include IPC Group or Gaomei acquisitions, which closed April 6, 2017 and January 4, 2019, respectively.

<sup>1</sup> Legacy Tennant Company is defined as Tennant Company before the IPC acquisition on April 6, 2017, and Gaomei Acquisition on January 4, 2019.



**Our science-based target for Scope 1 & 2 GHG emissions is a 25% absolute reduction by 2030.** The boundary for this target is *Legacy*<sup>1</sup> Tennant. Once again, we made solid progress toward this target in 2019, with a cumulative 20.4% absolute reduction achieved vs. 2016 base year (Table 3).

## Our science-based target for Scope 1 & 2 GHG emissions is a 25% absolute reduction by 2030

Table 3  
**SCOPE 1 & 2 GHG EMISSIONS – 2030 SCIENCE-BASED TARGET**

	2030 Target Year	2019	2018	2017	2016 Base Year
Total GHG Emissions (mT CO <sub>2</sub> e) <sup>*</sup>	24,360	25,855	29,572	30,427	32,480
Absolute Change YoY (mT CO <sub>2</sub> e)	–	-3,717	-855	-2,053	–
% Change from 2016 Base Year	-25%	-20.4%	-9.0%	-6.3%	–

<sup>\*</sup>GHG Emissions and Revenue do not include IPC Group or Gaomei acquisitions, which closed April 6, 2017 and January 4, 2019, respectively.

In 2019, Field Sales & Service vehicle use was the source of 55.4% of our Scope 1 & 2 GHG emissions. Compared to base year 2012, fleet emissions are 1,200 mT CO<sub>2</sub>e less – a reduction of more than 7%. While the total number of vehicles and miles driven have increased significantly, our driver behavior and fleet transformation programs continue to provide environmental, safety, and economic benefits.

Distribution centers, manufacturing, and office facilities produced 44.6% of our Scope 1 & 2 GHG emissions for 2019. Facility emissions have decreased 4,461 mT CO<sub>2</sub>e since 2012. The decrease is due to an ambitious portfolio of efficiency projects, along with renewable energy purchases. For a closer look at our emissions-reduction project portfolio and renewable energy progress, see Tables 6 and 7.

**Scope 1 & 2 GHG Emissions (Total Tennant Company<sup>2</sup>)** – The Scope 1 & 2 emissions and targets discussed in the previous paragraphs are for *Legacy*<sup>1</sup> Tennant. As noted, the targets do not include the IPC Group acquisition, which closed April 6, 2017. We brought IPC Group inside our Scope 1 & 2 reporting boundary for 2018, the first full financial year after the acquisition closed. On January 4, 2019, we acquired Gaomei Cleaning Equipment Company, based in Hefei, China. Gaomei emissions are included in *Total* Tennant Company Scope 1 & 2 emissions for 2019. In 2019, our *Total* Tennant Company market-based Scope 1 & 2 GHG emissions were 33,309 mT CO<sub>2</sub>e.

We engaged Trucost (part of S&P Global) to provide assurance for our *Total* Tennant Company 2019 Scope 1 & 2 GHG emissions inventory. Assurance was conducted in accordance with the AA1000AS (2008 with 2018 addendum) standard, Type 2 moderate-level. The Assurance statement can be found on our [Sustainability Website](#).

**Scope 3 GHG Emissions** – For the sixth consecutive year, our Scope 3 GHG emissions were assessed by Trucost. To prepare for setting new and more ambitious science-based targets, we brought both IPC Group and Gaomei inside our Scope 3, Category 11 – Use of Sold Products reporting boundary for 2019. Total Category 11 emissions for 2019 were 579,929 mT CO<sub>2</sub>. IPC Group and Gaomei were also brought inside the 2019 Scope 3 reporting boundary for Category 7 – Employee Commuting.

Total calculated, relevant Tennant Scope 3 emissions in 2019 were 719,878 mT CO<sub>2</sub>e. IPC Group and Gaomei Scope 3 emissions were not calculated for categories beyond 7 and 11 due to data availability. We plan to bring IPC Group and Gaomei inside the reporting boundary for all Scope 3 categories in 2020.



1. *Legacy* Tennant Company is defined as Tennant Company before the IPC acquisition on April 6, 2017, and Gaomei Acquisition on January 4, 2019.  
2. *Total* Tennant Company includes the acquisition of both IPC on April 6, 2017, and Gaomei on January 4, 2019.

**Scope 3, Category 11** – Use of Sold Products remains our highest Scope 3 priority at more than 80% of our calculated 2019 Scope 3 GHG footprint. **Our science-based target for Scope 3, Category 11 is reduce use of sold products emissions 50% per \$USD of equipment revenue by 2030 from a 2016 base year.** We are pleased to report continued good progress toward this target in 2019, with a 19.4% reduction compared to 2016. See Table 4. Note – the Scope 3, Category 11 emissions and target discussed in this paragraph are for *Legacy*<sup>1</sup> Tennant Company and do not include the IPC Group or Gaomei acquisitions.

Table 4  
**SCOPE 3, CATEGORY 11 GHG EMISSIONS – 2030 SCIENCE-BASED TARGET**

	2030 Target Year	2019	2018	2017	2016 Base Year
Total GHG Emissions (mT CO <sub>2</sub> ) <sup>**</sup>	–	322,184	356,464	349,323	371,798
Equipment Revenue (\$M) <sup>1</sup>	–	491	486	460	457
GHG Emissions Intensity (mT CO <sub>2</sub> / Revenue in \$M)	407	656	734	760	814
Intensity Change from 2016 Base Year (%)	-50%	-19.4%	-9.8%	-6.6%	–

<sup>1</sup> GHG Emissions and Equipment Revenue do not include IPC Group or Gaomei acquisitions, which closed April 6, 2017 and January 4, 2019, respectively.  
<sup>\*\*</sup> SBT boundary excludes sold products where Tennant does not have primary design control, at approximately 6% of total Cat 11 emissions.

**REFERENCE DOCUMENTS**

We engaged Trucost to provide assurance for our 2019 Scope 3 Category 11 emissions inventory and prior year emissions. Assurance was conducted in accordance with the AA1000AS (2008 with 2018 addendum) standard, Type 2 moderate-level. Full detail on 2019 Scope 3 emissions can be found within our 2019 CDP Climate Change response and the Trucost *Tennant Company Value Chain Footprint – Financial Year 2019* report. All documents are public and available on our [Sustainability Website](#).

1. Legacy Tennant Company is defined as Tennant Company before the IPC acquisition on April 6, 2017, and Gaomei Acquisition on January 4, 2019.  
2. Total Tennant Company includes the acquisition of both IPC on April 6, 2017, and Gaomei on January 4, 2019.

**CDP CLIMATE CHANGE PROGRAM**

We made our eighth consecutive response under the CDP Climate Change program in 2020. Tennant Company’s 2020 score was “A–” and at “Leadership” level for the fourth consecutive year. Our score progression is shown in Table 5.



Table 5  
**TENNANT COMPANY CDP SCORE PROGRESSION**

	2020	2019	2018	2017	2016 *	2015	2014	2013	
Tennant Company	A–	A–	A–	A–	B	95	80	68	Disclosure Score
						C	C	D	Performance Band
Activity or Industry Group Average **	C	B	D	D	D	60	53	49	Disclosure Score
						D	C	C	Performance Band

\* Scoring methodology changed in 2016. Disclosure and Performance combined in a ladder framework.  
<sup>\*\*</sup> Activity Group changed to Powered Machinery for 2019, was Industrial Machinery. Powered Machinery group includes more companies leading on climate change.

Tennant Company responds to the CDP “Capital Goods” Questionnaire and is part of the “Powered Machinery” Activity Group. We are pleased to be among the 27% of companies that reached “Leadership” level in our Activity Group. We remain fully committed to the energy and GHG emission governance principles advocated by CDP. Our full CDP response and score report are public and available on our [Sustainability Website](#).

**We are pleased to be among the 27% of companies that reached “Leadership” level in our Activity Group**



### EMISSIONS-REDUCTION THROUGH EFFICIENCY

We relentlessly investigate and implement efficiency improvements for our operations and vehicle fleets. Emission-reduction initiatives reduce operating costs as well as produce energy and fuel savings. In 2019, our total Scope 1 & 2 emission-reduction portfolio continued to grow – see Table 6. Total expected and realized emissions reduction from the 2019 project portfolio is 8,632 mT – 6.6% greater than 2018 (8,095 mT). We remain fully committed to efficiency-based emissions reduction.

Table 6  
PROJECT PORTFOLIO – SCOPE 1 & 2 EMISSIONS REDUCTION

	2019	2018	2017	2016	2015	2014	2013	2012
Number of Projects Implemented	18	14	19	16	10	15	9	6
Emissions Reduction Achieved (mT CO <sub>2</sub> e)	4,945	2,008	1,185	1,312	424	661	1,128	710
Number of Projects In-process	6	5	3	2	3	1	0	1
Emissions Reduction Estimate (mT CO <sub>2</sub> e)	2,572	476	234	1,052	58	2	0	38
Number of Projects Planned	9	17	13	13	10	7	0	2
Emissions Reduction Estimate (mT CO <sub>2</sub> e)	1,116	5,611	5,094	3,918	495	425	0	300
<b>Total Number of Projects in Portfolio</b>	<b>33</b>	<b>36</b>	<b>35</b>	<b>31</b>	<b>23</b>	<b>23</b>	<b>9</b>	<b>9</b>
<b>Total Emissions Reduction (mT CO<sub>2</sub>e)</b>	<b>8,632</b>	<b>8,095</b>	<b>6,513</b>	<b>6,282</b>	<b>977</b>	<b>1,088</b>	<b>1,128</b>	<b>1,048</b>

A total of 18 emission-reduction initiatives were completed in 2019, yielding a total carbon emissions reduction of 4,945 mT CO<sub>2</sub>e. The initiatives included: facility upgrades such as LED lighting, electrical service switchgear replacement, and roof replacement; material handling lift truck upgrades; manufacturing equipment upgrades including press brakes, welders, and air compressors; and continued transition of global Sales & Service fleets to higher efficiency vehicles.

One notable 2019 initiative was undertaken by the Tennant France Sales & Service Organization. A GPS/telematics system was installed on fleet vehicles, which allowed the team to gain deeper insight on vehicle fuel use patterns. This information enabled driver behavioral change, leading to improvement in fleet efficiency. Beneficial results include annualized fuel use reduction of more than 75,000 liters, annualized cost savings of more than \$130,000, and the elimination of more than 200 mT of carbon emissions per year. Well done, Team France!

Although we are primarily reporting on 2019 carbon emissions in this report, we want to give readers a peek into the exciting activities of 2020. Some of our emission-reduction initiatives completed include: consolidation of two manufacturing facilities (Qingpu & Hefei) into one, located in Hefei, China; demolition of a large, inefficient facility at the new Corporate Headquarters Campus (Eden Prairie, MN); and a roof replacement, LED lighting upgrade (see photo), and air compressor upgrades (Minneapolis, MN). Full detail on these projects and more will be included in our 2021 CDP Climate Change response and CSR.

**A total of 18 emission-reduction initiatives were completed in 2019, yielding a total carbon emissions reduction of 4,945 mT CO<sub>2</sub>e**



Improved visibility with LED lighting upgrade at Minneapolis, MN, manufacturing facility.



**What is GroenBezorgen? Green Delivery!** – Uden, The Netherlands, has been an important community for Tennant Company for over 50 years. With more than 200 employees at this location, there are many strong, local community connections. When the Purchasing team learned of **GroenBezorgen**, a local bicycle courier service, there was immediate interest in assessing this service as an alternative to traditional delivery. A business partnership was established in mid-2019. GroenBezorgen does both delivery and pick-up of mail and parcels to and from the Uden facility.

GroenBezorgen was founded by Ruud Alofs in 2017 and the business has grown quickly. In 2020, GroenBezorgen’s riders and cargo bikes covered over 100,000 km while eliminating more than 35,000 car/truck stops. Bicycle courier services like GroenBezorgen provide a significant carbon emissions reduction as well as contributing to cleaner, safer, and quieter communities. GroenBezorgen is creating a cleaner, safer, healthier world in their own way!



### EMISSIONS REDUCTION THROUGH ENERGY PURCHASING

In 2020, we again increased our commitment to renewable energy. Renewable Energy Credits (RECs) were purchased to align with electricity consumption at multiple facilities. These include operations in Chicago, IL; Grand Prairie, TX; Louisville, KY; and Minneapolis, MN. In addition, we aligned Guarantees of Origin (GOs) with our largest facilities in Italy and The Netherlands, along with smaller branch offices in various countries. The total renewable purchase represents 21,150 MWh, more than 83% of all electricity consumed across Tennant Company in 2020. These purchases are reflected in our reported market-based emissions. Progress on renewable energy purchasing is shown in Table 7.

Table 7  
**PROGRESS – RENEWABLE ENERGY PURCHASING**

	2020	2019	2018	2017*	2016
Renewable Electricity Purchased (MWh)	21,150	15,160	5,100	2,850	2,000
% Increase Year-Over-Year	40%	197%	79%	43%	–
% of Total Electricity Used	83.4%	53.5%	17.9%	13.2%	9.3%

\* Total Electricity Used for 2017 does not include IPC acquisition which closed April 6, 2017.

In 2020, our long-term Community Solar Garden (CSG) subscriptions in Minnesota produced more than 10,600 MWh. Our subscriptions, along with those of other businesses and homeowners, have led to a significant increase in solar energy capacity in Minnesota. RECs associated with electricity from our subscribed CSGs belong to Xcel Energy Inc., the local electric utility. Renewable energy from CSGs helps to lower Xcel Energy’s Upper Midwest emission factor, which we use when calculating and reporting our market-based carbon emissions.

We remain fully committed to renewable energy purchase-based emissions reduction.

**We remain fully committed to renewable energy purchase-based emissions reduction**



# At Tennant Company we strive to reduce—and eventually eliminate—all forms of waste.

Our aspiration is that all purchased materials provide the highest and best use attainable to our customers and all other stakeholders. This aspiration feeds our broad view of waste to include operational inefficiencies as well as material and resource waste. We define waste as materials that enter our boundary which do not become part of the products we sell.

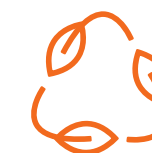


Tennant Company continues to make progress toward becoming a zero-waste enterprise by applying the solid waste hierarchy of Reduce, Reuse, Recycle, along with the proven principles of Lean Manufacturing and Continuous Improvement. Through our stakeholder engagement process in 2013, we determined that waste is a material topic, since all forms of waste have cost implications. As we have continued to engage with our stakeholders, waste and recycling remains a primary area of concern, especially for customers and employees.

In 2014, Tennant set an aspirational goal of zero waste to the landfill or disposal. The Solid Waste Management Hierarchy prioritizes our waste reduction and diversion tactics. Waste sorts at our facilities have identified current state and highlight areas of opportunity. Our actions include: collecting organics at both our corporate headquarters and our Minneapolis, MN, production facility, incorporating additional recycling containers throughout the production facility in Golden Valley, and increasing our diversion of cardboard and stretch wrap at our distribution centers.

We continue to expand and improve our industrial recycling as employees identify waste streams that should be diverted. In 2020, we collected over 3,600 metric tons of industrial recycling material. Our employees regularly identify ways to reuse materials and reduce waste, including reusing incoming dunnage on outbound shipments and working with procurement and engineering to reduce excess packaging or material before components are delivered to our facilities.

**Source Reduction:** Our Waste Reduction efforts go beyond internal operations; we're looking out for our customers as well. Our Distribution Center in Louisville, Kentucky, made process improvement changes to their outbound small parcel process, reducing the size of boxes used without jeopardizing quality part delivery. Shifting from an 8-inch cube box to an 8" x 8" x 6" box resulted in less dunnage and less corrugated waste for our customers to deal with after delivery. It also reduced the space used in UPS trucks and airplanes by 54,400 cubic feet. This is the equivalent of sixteen 53' full trailers of packages.



**In 2014, Tennant set an aspirational goal of zero waste to the landfill or disposal**



### WATER

Water, which we use as efficiently as possible in our operations, is a critical resource. A water materiality assessment of Tennant Company's Minneapolis, MN, campus was completed by Wenck Associates Inc. in 2013. Based on the results, we concluded that water in our operations is not a material aspect for setting goals and sustainability reporting. However, consistent with our core value of stewardship, Tennant Company will:

- Strive to conserve water and eliminate any wasteful water use.
- Maintain the highest possible discharge water quality in all global operations and all communities where we operate.

A recent example of our commitment to water conservation is at our RECON Facility in Limeira, Brazil. In 2020 the team installed a water reuse system, enabling them to clean the water before ultimately discharging it into the water system.



### Tennant RECON Facility in Limeira, Brazil, installed a water reuse system



### RESPONSIBLE CONSTRUCTION

In last year's report, we talked about how we prepared the new headquarters building for construction, by finding new homes for the furniture that came with the building.

This year, we wish to report how the facility was responsibly remodeled, in preparation for Tennant employees to occupy the space. Demolition began in October 2019 and the remodeling was completed in August 2020. Our demolition and construction partners were selected based both on their skills and commitment to sustainability. They helped Tennant make responsible decisions pertaining to design of the floorplan and materials used, by utilizing current green building standards as a guide.

We had a 79% diversion rate from landfill for the construction and remodel of the building we will be occupying. This is better than the national average of 75.8% diversion rate for construction and demolition, according to the Environmental Protection Agency.

We also leveled a smaller, more inefficient, building on the Eden Prairie campus at a 57% diversion rate. With the removal of this building, we are eliminating unnecessary emissions, as we had no intention to occupy this facility in the near future.

Many decisions for the design and construction of the new headquarters were made with sustainability and well-being in mind.

- Offices were placed in the interior of the building, opening access to windows and natural light for all employees. Providing employees with access to natural light and views outside has shown to improve workplace satisfaction, reduce sick days, and improve focus. LED lighting was also installed throughout the facility for increased visibility and energy efficiency.
- Employee health and fitness were top of mind, as we know incorporating movement and physical activity into our daily lives has a range of benefits. The on-site fitness center, convenient central stairway, and standing desks at each workstation, provide employees with opportunities to build physical activity into their day.
- Interior finishes can be a substantial source of exposure to harmful chemicals and waste. For that reason, choices like low VOC paint and no vinyl flooring were made. Our furniture vendor was selected because of their commitment to sustainability and ability to design and manufacture furniture without red-listed chemicals, including formaldehyde.
- To help reduce waste, flooring materials and ceiling tiles with high recycled content were selected for the project.

All of the design decisions were made with the employee in mind, and we look forward to coming together again in our new space.



### Our demolition and construction partners were selected based on their skills and commitment to sustainability





### LOW-WASTE MOVE

For the first time since January 7, 1957, Tennant Company has moved its Headquarters office, relocating to Eden Prairie, MN. As part of the move, the office spaces that employees occupied in Golden Valley, MN, needed to be packed up and cleaned out. With our core value of stewardship in mind, and in conjunction with our aspirational goal to be zero waste to landfill, we successfully conducted a low-waste move. The core move team worked with over 300 employees to divert the items that have been in our old workspaces for 40 years, to be reused, recycled, shredded, or finally landfilled.

We asked employees to evaluate their belongings and supplies at their desk; if they wouldn't need it in the new space, and wouldn't need it at home, we asked them to consider the state the items were in and determine if they could be donated. As a result, we donated thousands of items to our local charity thrift

store, including office décor, party, and breakroom supplies. We also partnered with a local job training nonprofit, Furnish Office and Home, and donated excess office supplies to them.

We also encouraged employees to recycle as much of the paper from their desks and spaces as they could. Our time working remotely during the spring and summer months helped employees to rethink what they really needed, and as a result, they recycled and donated much more than if we had moved without time spent working remotely.

Our employees recycled over eight tons of paper and other comingled recyclable items.

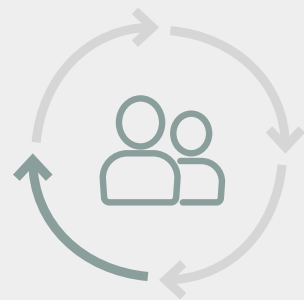
It was a successful, low-waste move. We are looking forward to the future when we can all work together at our new Headquarters.

**Once our spaces were empty, we used that opportunity to re-home some of the office furniture to other Tennant Company locations. Some of the furniture that was located in Golden Valley, MN, found its way to our distribution center in Louisville, KY, where the team is expanding and benefited greatly from the new-to-them furniture.**





# Tennant Company has an unwavering commitment to its employees and to a company culture of unquestionable integrity and community involvement.



Over time, Tennant Company's "community" has expanded from a humble North Minneapolis sawmill to 'as far as the east is from the west.' The company's growth and expansion around the globe give us greater opportunities to focus on People & Communities, Human Rights, Ethics and Safety. Ethics, integrity and responsibility are characteristics core to Tennant Company's DNA. As a Sustainable Enterprise, Tennant Company's People & Community efforts are accountable to:

- **Environment, Facilities and Safety:** Operate our global facilities in a manner that protects the environment and promotes the health and safety of our employees and communities.
- **Human Rights and Company Ethics:** Foster and maintain ethical work environments free of discrimination.
- **Intentional Giving:** Align donations of time, money and property with organizational vision.



## Ethics, integrity and responsibility are characteristics core to Tennant Company's DNA

Tennant Company is an equal opportunity employer. Employment decisions are made on the basis of individual skill, ability, reliability, productivity, and other factors important to performance. We do not discriminate on the basis of race, color, creed, religion, sex, national origin, physical or mental disability, age, veteran status, pregnancy, sexual orientation, genetic information, gender identity, or any other basis protected by state or federal law or local ordinance.





# United Nations Global Compact Commitment


Tennant Company has become an increasingly global company in recent years, continuing to grow our global footprint with our acquisitions of Gaomei and IPC. In 2019 we identified an opportunity to make a commitment to the global community by becoming a signatory of the United Nations Global Compact (UNGC). We have started integrating UNGC principles into the culture and day-to-day operations of our company, and engaging in collaborative projects which advance the broader development goals of the United Nations, including the Sustainable Development Goals.

At the end of 2020 we were selected to join other member companies in the first cohort of the Sustainable Development Goals Ambition Accelerator Program. We look forward to working with other participating companies to learn how to incorporate the SDGs into our future Sustainable Enterprise strategy. This six-month program begins in January 2021, and we plan to share more details about the program and how it has helped Tennant Company in our next Sustainability Report.

The 2020 CSR is our second annual Communication on Progress. This report highlights our practical actions, including progress made on policies, procedures, and activities to implement the UN Global Compact principles in each of the four issue areas: human rights, labor, environment, and anti-corruption. These can be found in the GRI index, pages 86-95.

**At the end of 2020 we were selected to join other member companies in the first cohort of the Sustainable Development Goals Ambition Accelerator Program**

**COMMUNICATION ON PROGRESS**



This is our **Communication on Progress** in implementing the Ten Principles of the **United Nations Global Compact** and supporting broader UN goals.

We welcome feedback on its contents.

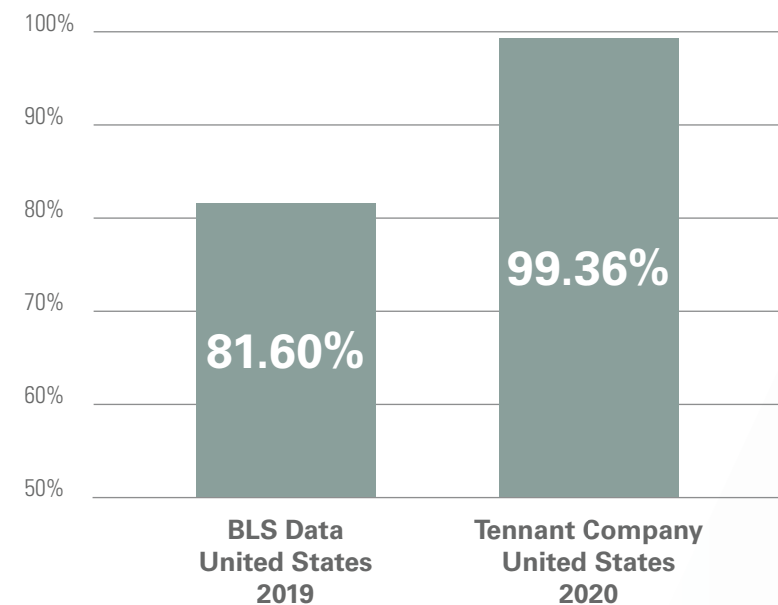
# Gender Equitable Pay at Tennant Company

As one of our Guiding Principles, Tennant Company is committed to building on our legacy as an ethical company. Acting on the commitment to fairness and integrity in all things, in 2020 Tennant Company performed a gender wage gap analysis to evaluate any gender differences in pay. The unadjusted median income for women working full-time in the United States was reported to be 99.36% of their male counterparts. In other words, women at Tennant were making 99.36 cents to every \$1 men earned. To put this figure in context, Tennant's wage gap findings were compared to the national average. According to the national statistics published by Bureau of Labor Statistics (BLS) in 2019, women on average made **81.6%** of the earnings made by men.

The adjusted pay gap at Tennant was found to be **99.89%** after controlling for variables such as title, grade, and work location, which are legitimate and non-discretionary reasons for pay difference. The leftover gap of 0.11% was found to be statistically not significant, suggesting that there is no evidence of a gender pay gap at Tennant Company in the United States.



Figure 1  
**TENNANT COMPANY GENDER PAY GAP, UNITED STATES**



# Custodians are Key Campaign Recognizes School Custodians

The goal of a good marketing program is to strengthen connections that exist between customers and a business they partner with. During the 2019-2020 school year, Tennant Company's North American Marketing team demonstrated just how powerful that can be with a campaign called **Custodians are Key**.

The campaign was designed to recognize and celebrate K-12 school custodians who go above and beyond to make their schools cleaner, safer, and healthier places to learn and work. Schools are a key market for our customers, so this campaign built on the close connection that Tennant Company's vision has with the work that schools do on behalf of their students and families every day.

Throughout the school year, Tennant received 2,065 nominations for over 800 incredible custodians across the United States and Canada. Out of those nominations, 12 finalists were selected by a committee, and from that elite group, Kris Kantor of Hayes Elementary in Lakewood, Ohio, was announced as the winner.

The winning nomination came from Hayes Elementary school health aide Maureen Yantek, who described Kris as fastidious about organization and cleanliness, making his school the best building in the district. In addition, his attention to detail and the creation of his Kids with Kantor woodworking program makes him an excellent custodian and friend to the 300 students at the school.



**Kris Kantor of Hayes Elementary in Lakewood, Ohio** was presented with a \$10,000 check for his school at a surprise celebration. Kris also received a \$5,000 value prize for himself. Kris was selected as one of 12 quarterly finalists, who each won a \$500 gift card, in February 2020.

The announcement of Kantor's award was made at a school assembly at Hayes Elementary, where he was presented with his awards by the school principal and Tennant's local sales representative. He received a prize package from Tennant Company, along with cheers and thanks from the students he works for every day.

For Tennant's Marketing team, the campaign was a success as it demonstrated the company's core values and allowed us to celebrate some of the hard-working women and men who work in schools every day to maintain the spaces where kids can learn, play, and grow.



**"I'm just beyond excited. It's unbelievable. I can't thank Tennant enough."**



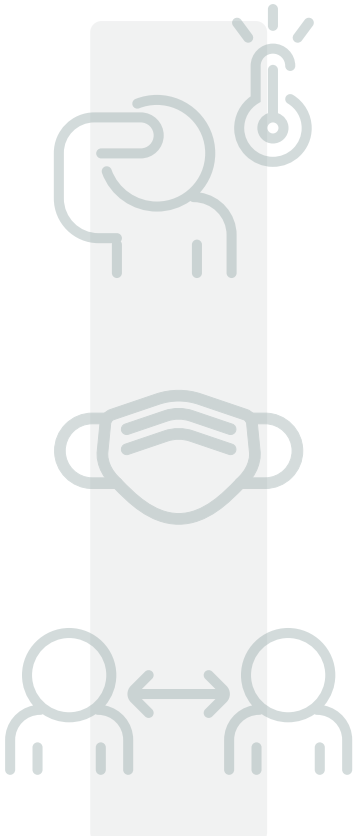
# Safety in 2020 – Beyond Standard Workplace Safety

2020 brought many new challenges to Tennant Company operations. Not only did we focus on keeping our employees safe from potential workplace risks, but we also needed to keep our employees safe from COVID-19. We are extremely proud of our leadership as they took ownership of employee safety and were flexible and innovative on how they could continue to operate in the ever-changing environment that 2020 presented.

## MINNEAPOLIS, MN

Despite the COVID-19 pandemic, it was vital that the Minneapolis, MN, manufacturing plant continue their journey for bettering the presence of a safe working environment. This meant that everyone in the building had a role in safety and each was responsible for proper and timely execution in order to be successful. Whether it was an hourly employee immediately reporting an injury or a supervisor completing an investigation to ensure similar injuries would not happen again, safety was everyone’s responsibility.

In 2020 the team welcomed the challenge of “asking why” to drive to root cause. They realigned on the importance of wearing personal protection equipment properly, and reporting and addressing employee concerns in a timely manner, all while maintaining proper social distance. By reestablishing the basic fundamentals of manufacturing safety, they have successfully dropped recordable injury frequency by over 60%. However, the team is not ready to stop there; 2021 will bring focus on improving working efficiency through eliminating waste and increasing safe working practices.



## CORPORATE FACILITIES

The Corporate Safety and Security team implemented new security and visitor protocols in 2020 in an effort to create a more secure workplace. At our new headquarters, new cameras were installed to enhance the safety measures on-site. An updated Visitor Management System was implemented, enabling Tennant to manage all visitors, contractors, and vendors at the facilities in North America, and simplifying the entrance security and host notification processes.

In response to COVID-19, all visitor access was restricted to business-critical activities only.

The Corporate Safety team, in conjunction with the facility-based safety teams, installed thermal cameras at some of our largest sites in North America to keep our employees safe when they come into the facilities for manufacturing or other business purposes. These new technologies have helped our teams continue to operate in the changing environment.





# 150th Anniversary Wrap-Up



In a Historic Year, Tennant Employees Stepped Up to Celebrate and Share – and Have Some Fun!

## \$150K for 150 Years

2020 was a remarkable year in many ways, and for Tennant Company that included a year-long celebration of our founding in 1870. Notably, employees accepted the anniversary challenge to raise \$150,000 for 150 Years – and in true Tennant style, easily met and beat the goal!

**By the Numbers** The first number is big: **120%**. That’s the total amount Tennant employees raised against our goal of \$150,000 in money, goods, and time volunteered in 2020. People from all over the world participated in events as part of the challenge, despite the need to get creative due to social distancing and physical restrictions related to the global pandemic. The range of activities and the causes supported reflect the many ways that we work in and support our communities:



**Targeted fund drives** supported relief for Australian bushfires and for victims of wildfires in the western United States, raised money to help communities heal after violence during the summer, and gave gifts to make the holidays happier for underprivileged children

**\$180,000**  
Total gifts of cash, goods and volunteer hours exceeded our goal, raising more than \$180,000

**1,700 HOURS**  
As part of that activity, employees reported almost 1,700 hours of community service

**55 EVENTS**  
55 different events and activities took place, including events in Australia, Europe, and North, Central and South America



## Celebrations and Activities

Throughout the year, Tennant Company teams and locations found ways to mark the 150th anniversary, getting creative as needed to accommodate restrictions on gatherings. In Uden, the celebration was doubled, since 2020 also marked the 50th anniversary of the Uden location joining Tennant Company.

October brought a month of virtual activities to recognize the anniversary, allowing all employees around the world to celebrate together. Each week in October had a different theme, encouraging employees to celebrate in different ways. There were chances to win prizes of Applause points, learn more about the company, revisit memories of fun times with colleagues and have some fun.

- ➔ Time Capsule Week
- ➔ Stewardship Week
- ➔ Tennant Trivia Week
- ➔ Mosaic Artwork Week



## Time Capsule Week

We kicked off our month-long anniversary celebration by asking employees to suggest items to include in a Time Capsule that will be sealed until our next milestone anniversary in 2045. More than 120 employees responded with suggestions ranging from historic artifacts to employee memories and predictions for the future to items that tell the headline stories of 2020.

Proving that great minds think alike, most suggestions for the time capsule fell into a few broad themes, including company history, events that shaped our anniversary year, the move to the new Headquarters, stewardship, Tennant technology and information about working at Tennant.



### TIME CAPSULE CONTENTS

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• A Tennant face mask</li> <li>• A list of all current Tennant facilities</li> <li>• A story and pictures of the move to the new Headquarters in Eden Prairie</li> <li>• Information about the Australian bushfire and Tennant employees' response</li> <li>• Details about the \$150,000 for 150</li> </ul> | <ul style="list-style-type: none"> <li>• years challenge</li> <li>• Copy of the current Corporate Sustainability Report</li> <li>• Information about the AMR program</li> <li>• Current pricelist for all equipment</li> <li>• Employee photos from around the world</li> <li>• Tennant Company fact sheet</li> <li>• List of current brands</li> </ul> | <ul style="list-style-type: none"> <li>• Photos from Tennant Kids Days</li> <li>• List of Club 25 members in 2020</li> <li>• Tennant cookbook</li> <li>• A letter from Chris Killingstad to the CEO in 2045</li> <li>• Photos and biographies of the Senior Leadership Team</li> <li>• 150th Anniversary press release</li> <li>• 150th Anniversary video</li> </ul> |
|---|---|--|





## Stewardship Week

As we began our virtual anniversary celebration, we were at 70% of our \$150K for 150 Years target. Employees doubled down on efforts to move the needle closer to our goal.

In Minnesota, employees held a food drive that included the option to donate to a local food bank for the community. That drive provided enough food for almost 2,000 meals, supporting more than 250 local hunger relief organizations. Spain also held a team-wide drive, raising close to 2000 Euros in partnership with Fundacion Adecco to help people struggling with difficulties like the effects of gender violence, long-term unemployment, or disabilities find employment.



## Tennant Trivia Week

The virtual anniversary celebration concluded with an opportunity for employees to discover some obscure facts about Tennant, with a trivia contest.

Congratulations to everyone who aced the trivia challenge!



More than 250 Tennant employees took on the trivia challenge. Impressively, 57 people scored 100% on the quiz.

This group of Tennant experts spanned the globe – submitting their entries from Europe, North and South America, and Asia.





# Mosaic Artwork Week

Employees had a chance to add themselves and their colleagues to a work of art as part of the anniversary celebration. More than 600 photos were submitted to create mosaics of the 150th anniversary logo!

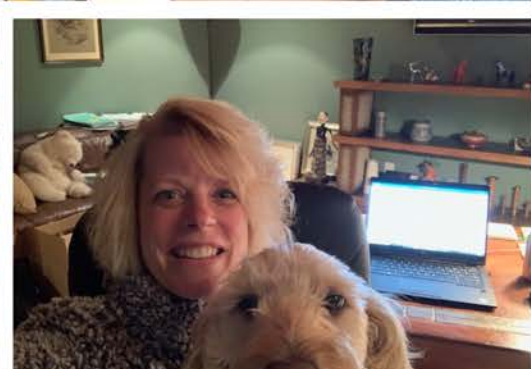
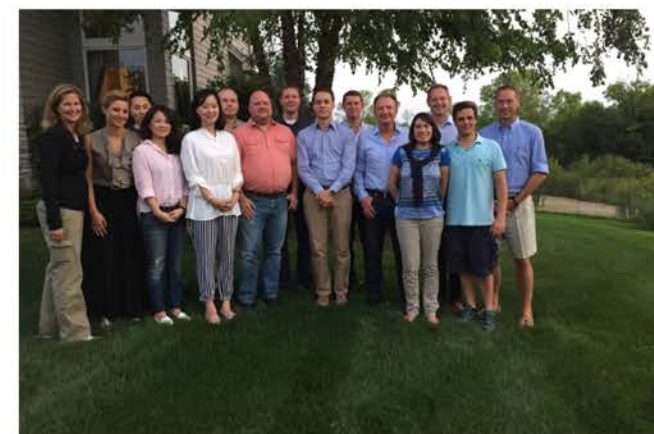


Tennant Company is...the people we work with, laugh with, share accomplishments and learning moments with – in short, our teammates!

The following pages contain some of the photos that were submitted for the mosaics that will be displayed in Tennant Company facilities.















TENNANT FOUNDATION GIVING PRINCIPLES

**Tennant Company's corporate giving is driven by a commitment to creating a cleaner, safer, healthier world in which to live, work and play.**



**GIVING PROGRAMS**

Through corporate-directed giving and the Tennant Foundation, our company proudly supports organizations, programs and individuals who share this value and commitment. Some examples of our giving programs include:

 <b>Tennant Employee Scholarship Program</b>	 <b>Volunteer Matching Program</b>	 <b>Employee Gift Matching Program</b>
 <b>United Way</b>	 <b>Equipment Donations</b>	 <b>Operating Grants</b>

**GIFT MATCHING**

For nearly five decades, the Tennant Foundation Gift Matching Program has provided matching contributions on employee gifts to organizations recognized as nonprofit and tax-exempt by the IRS in the United States.

**VOLUNTEER MATCHING**

The Volunteer Gift Matching Program recognizes the volunteer work of Tennant employees in their respective communities. This innovative program supports 20 and 40 hours or more per year of volunteer hours to a single agency with a \$200 and \$400 gift, respectively, if that agency would otherwise be eligible for Foundation grants. The program encourages and rewards volunteerism in response to the ever-increasing needs of local nonprofit organizations.

**TENNANT FOUNDATION**

**EMPLOYEE GIFT MATCHING**

**UNITED WAY**

**GRANTS**

### GRANT PROGRAM

Tennant Foundation grants are directed to organizations serving local communities where our facilities reside and are typically modest operating grants. When reviewing requests for grants, the Tennant Foundation considers whether this request furthers our commitment to create a cleaner, safer, healthier world in which to live, work and play. Improving the "quality of life" in our community through environmental programs or social services is one perspective in our grant making. Workforce readiness through education, vocational rehabilitation and other similar services is a second category of giving. Finally, contributing to cultural and arts organizations that enable our employees and their families to "play" is an area of giving for the Tennant Foundation.

Tennant Company will consider making in-kind or equipment donations outside of the Foundation when requests are employee-supported, when they help to further our giving mission, and if the recipient organization meets eligibility requirements.

### GRANT PROGRAM APPLICATION PROCESS

Organizations interested in submitting a grant request should complete the Minnesota Common Grant Application Form and explain how their organization's work helps to further Tennant Foundation's mission to create a cleaner, safer, healthier world in which to live, work and play. Only qualified 501(c)(3) organizations with no religious affiliation are eligible to receive a grant. The Foundation does not normally fund capital campaigns or organizations funded by the United Way.

Organizations may apply [online](#). Or send applications to [tennant.foundation@tennantco.com](mailto:tennant.foundation@tennantco.com).



**Our commitment to creating a cleaner, safer, healthier world in which to live, work and play**



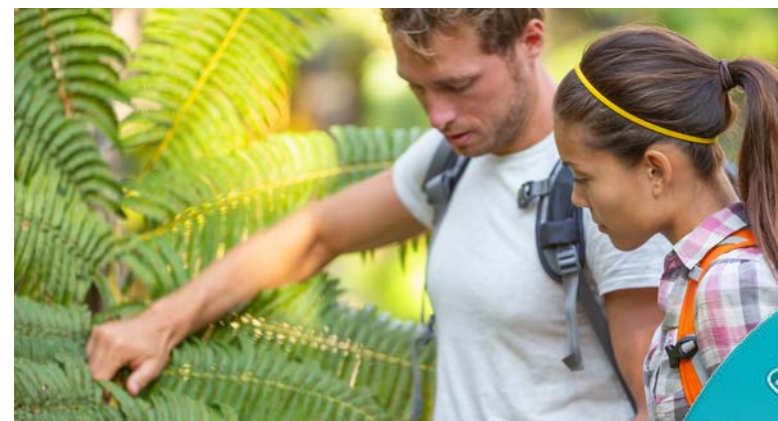
# Tennant Giving Program

### EQUIPMENT DONATIONS

Tennant Company donates Tennant equipment to nonprofit organizations to further our vision of creating a cleaner, safer, healthier world. We consider it an imperative that our company is a steward to the communities in which we do business. Organizations that are non-profit entities, with 501(c)(3) designation and who do not have a religious affiliation, may be eligible for equipment donation. Equipment donations may be granted to any eligible organization in the United States. Consideration will be given to the potential for a donation to adversely impact the business of a Tennant partner or distributor. Therefore, Tennant may consult its partners prior to making a final decision.

### SCHOLARSHIP PROGRAM

In 1980, the Tennant Scholarship Program was implemented for eligible children of regular full-time or part-time Tennant employees. A maximum of 22 new scholarships are available annually, with awards of \$1,500 per year for full-time study. Each scholarship is limited to four consecutive years for those students attending any approved post-high school educational program. Students must requalify for scholarships each year. Scholarships are granted on the basis of educational performance, extracurricular involvement, and potential to succeed in the chosen educational program.



**CORPORATE GIVING**

**SCHOLARSHIPS**

**EQUIPMENT DONATIONS**

**VOLUNTEER PROGRAM**





# Tennant Company Foundation

In addition to matching employee gifts where possible for the \$150K for 150 challenge, the Foundation **donated 47 machines to nonprofit organizations in the United States** – well above their typical annual average number of donated equipment.

The Foundation’s scholarship program was also active in 2020, **awarding 22 new and 43 renewed scholarships** to children of employees around the world for the 2020/2021 academic year.

All told, the Tennant Foundation **funded over \$550,000 in grants and employee matches of time and gifts** to nonprofits in the communities where we live, work and play—an increase of almost \$100,000 over 2019 activity.



**DONATED**  
**47**  
**MACHINES TO NONPROFIT ORGANIZATIONS**



**AWARDING**  
**22 NEW**  
**43 RENEWED**  
**SCHOLARSHIPS**



**\$550,000**  
**IN GRANTS &**  
**EMPLOYEE MATCHES**

The Tennant Company Foundation had an exceptional year of giving.



# 2020 Grants Awarded\*

A Breath of Hope	Houston Humane Society	St. Jude
ALS Association, MN/ND/SD chapter	Hunger Solutions Minnesota	St. Louis Park Emergency Program
Alzheimer's Association	Interfaith Outreach – Plymouth, MN	St. Vincent de Paul Society – OR
American Cancer Society – GA	International Orthodox Christian Charitie	Stages Theatre Company
American Cancer Society – MN	Iowa State University Foundation	Still Kickin
American Red Cross	Jewish Family and Children's Service of Minneapolis	Story Time
Animal Humane Society	Junior Achievement	Strategies to End Homelessness
Banyan Community	Kentucky Humane Society	The Abraham Lincoln Association
Belay Youth Ministry	Kids' Food Basket	The ALS Association – National Chapter
Beyond Blessed Pantry	Lake Street Council	The Bridge Youth Center
Big Lake Community Food Shelf Inc.	LifeSource	The Center for Women and Families
Blanchet House	Lifeworks Services, Inc.	The Food Group
Blessings in a Backpack	Loaves and Fishes	The Leukemia & Lymphoma Society – MN
BLIND, Inc.	Love, Inc.	The Lift Garage
Boomer Esiason Foundation	Manaloni Manishi Foundation	The Minneapolis Foundation
Bridging	Mayo Clinic Foundation	The National Audubon Society
Buffalo Hospital Foundation	Meals On Wheels America	The Salvation Army – National Chapter
Catholic Charities	MEDA	The St. Paul Chamber Orchestra
Centro LA Familia Advocacy Services Inc.	Melanoma Awareness	The Wildcat Sanctuary
Chicago Public Media	Michigan State University	The Works Museum
Children's Cancer Research Fund	Milwaukee Rescue Mission	Toys for Tots
Children's Theatre Company	Minneapolis Institute of Arts	Tree Trust
Code Savvy	Minnesota Opera	Treehouse Inc.
Community Action House	Minnesota Orchestra	Tuff Start Rescue
Community Emergency Service	Minnesota Ovarian Cancer Alliance	Twin Cities Public Television
Community Thread	Minnesota Public Radio	Twin Cities Public Television – Next Avenue
Companion Rabbit Network	Minnesota STEM Partnership	U of M – Marching Band
Compassion International	Minnesota Transportation Museum	UN Refugee Agency
Cookie Cart	Minnesota Zoo Foundation	Union Gospel Mission
Cross	Mission Animal Hospital	United Methodist Higher Education Foundation
Dare to Care Foodbank	Mississippi Park Connection	United Nations Foundation
Down Syndrome of Louisville	MN Assistance Council for Veterans	United Way – Ottawa County, MI
Drake University	MN Children's Museum	United Way – Twin Cities
Dunwoody College of Technology	MN Institute for Talented Youth	United Way of King County
East Side Neighborhood Services	NAACP Empowerment Programs, Inc.	University of Louisville
Every Meal	National MS Society	University of Minnesota
Feed My Starving Children	Nepal Cleft & Burn Center	University of Minnesota Foundation
Feeding America	New Directions Youth Ministry	University of Southern California
First Responders Children's Foundation	Northeastern Minnesotans for Wilderness	University of Tulsa
FOCUS North America	Northern STEM Robotics	Upper Iowa University
Food for the Poor	Northside Achievement Zone	US Green Building Council – MN
Fraser	Oregon Friends of Shelter Animals	USTA/Midwest Tennis & Education Foundation
Friends of the Hopkins Center for the Art	Our Justice	VEAP
Future Roots Project Inc.	Out on a Limb	VIBHA
Global Impact Homes	Outdoor Discover Center	Voices for Racial Justice
Great Minds Learning Center	Pacific Garden Mission	Walker Art Center
Growing Out Of Darkness	People Serving People	Warm Feet Project
Growth & Justice	Pine Tree Apple Classic Fund	Warrior Dog Rescue
Guthrie Theater	PRISM	Washington State University
Habitat for Humanity – Louisville	Project 6 8 Inc.	Women Venture, LLC
Habitat for Humanity – Twin Cities	ProLiteracy	World Vision
Hamline Midway Coalition	PROP	World Wildlife Fund
Harvest of Hands	RAICES	WUWWM Milwaukee Public Radio
High Tech Kids	Science Museum of MN	YMCA of the Greater Twin Cities
HIRED	Second Harvest Heartland	Young Life
Holland Free Health Clinic	Sharing and Caring Hands	YWCA Minneapolis
Home At Last – Minnesota	Southside Harm Reduction Services	YWCA USA
Home Of The Innocents	Special Olympics – MN	
Hope Academy		

\*Includes Foundation Board Grants and Tennant Employee Gift Matching

# 2020 Financial Data Foundation & Giving

FISCAL YEAR ENDED DECEMBER 31, 2020

## TENNANT FOUNDATION

Total Grant Disbursement	\$556,413
Total Number of Grants	393
Total Employee Gift Matching	\$65,603
Administrative Expenses	\$32,500
Expenses as a Percent of Disbursements	5.52%
Grants Paid in 2020	
Social Services (LIVE)	\$207,985
Health & Safety (LIVE)	\$16,316
Environmental (LIVE)	\$153
Cultural & Arts (PLAY)	\$65,075
Education & Workforce (WORK)	\$92,189
Public TV & Radio (WORK)	\$11,695
United Way	\$163,000

<b>Total Foundation Contributions</b>	<b>\$556,413</b>
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## TENNANT GIVING

Tennant Scholarship Program	\$122,610
Equipment & Inventory Donations	\$108,141
Total Giving Contributions	\$230,751

<b>Grand Total</b>	<b>\$787,164</b>
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# Exploring Tennant's focus areas to better inform economic, environmental & social impact.



## Materiality Workshops

During 2013, we conducted six materiality workshops globally. Participants represented key functions at each of our major locations. The first step was to brainstorm Tennant Company's internal and external impacts on the environment, society, and economy. We used a prioritization process, based on the GEMI (Global Environmental Management Initiative) Metrics Navigator™ tool, to prioritize the list of environmental, social, and economic issues and opportunities. This brainstorming and GEMI tool allowed the company to ensure that we are focusing on topics our stakeholders are concerned about, but that are also relevant to our operations.

We identified many issues that were similar or related. Issues were grouped into what are now called our four focus areas. The topics were also mapped onto a matrix to demonstrate each topic's significance of economic, environmental & social impacts and their impact on Tennant Company's stakeholders (Figure 2: Stakeholder Materiality Analysis Matrix).

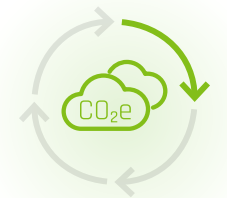
The final phase of establishing objectives, goals, and metrics was completed in 2014. For the goal-setting process, we used several small working groups. Working group members included company leaders who have a key role and impact on achieving results in a given focus area. The working groups established goals for each area that are tracked through our sustainability reporting. These objectives, goals, and metrics can be found in the focus area sections of this report.

In 2020, we reviewed a large number of important issues that were brought to our Sustainable Enterprise team by internal and external stakeholders. Many of the issues aligned with the four focus areas from the 2013-14 exercise. We have taken this information further to identify where the issues impact Tennant's value chain so we can better prioritize future projects. This can be seen in Table 8: Material Topics Value Chain Map.

### Tennant's Four Focus Areas for our Sustainable Enterprise:



PRODUCTS



GHG EMISSIONS/ENERGY



WASTE



PEOPLE & COMMUNITIES

Table 8  
**MATERIAL TOPICS VALUE CHAIN MAP**

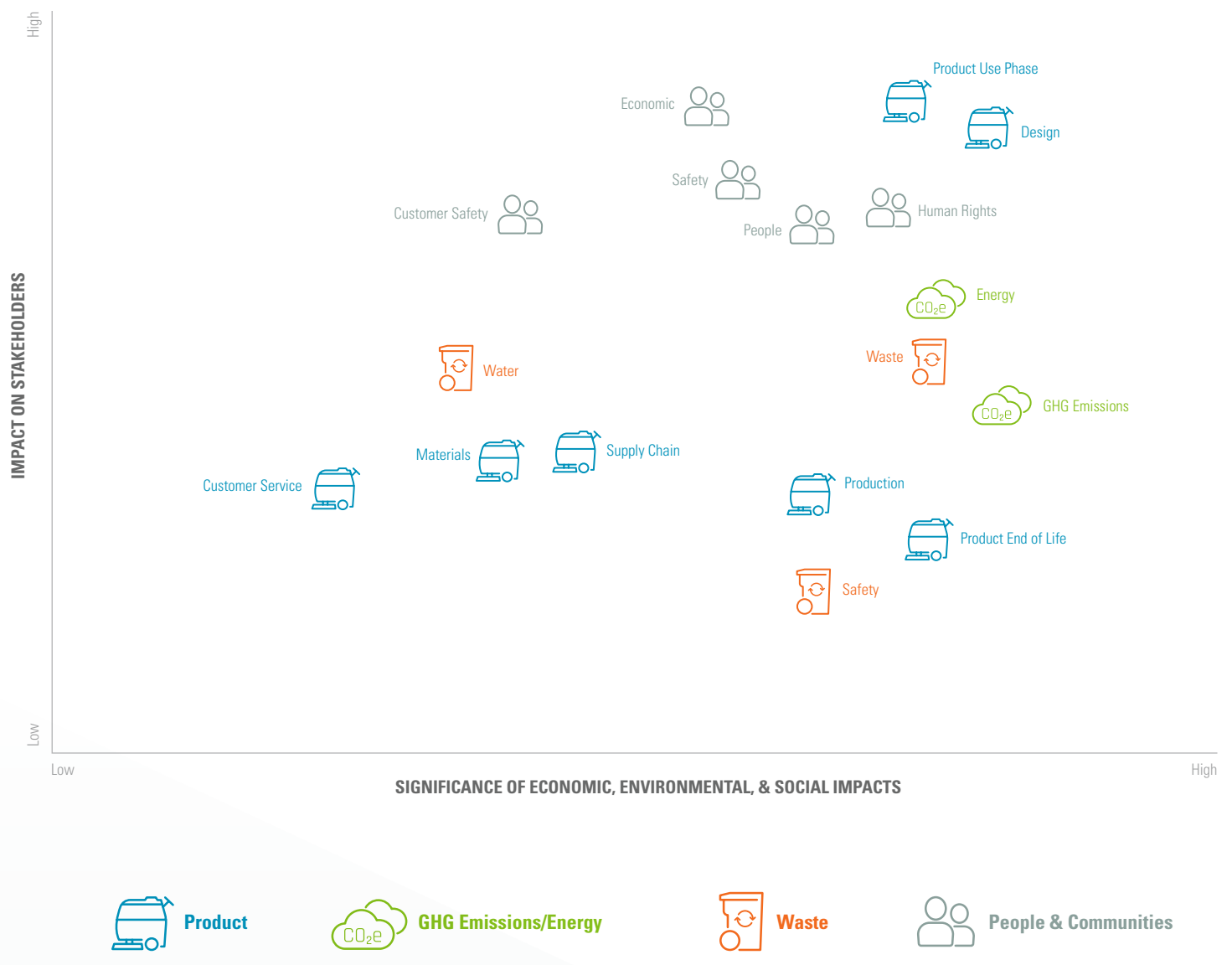
Focus Area	Topic	Product Development	Source of Material	Upstream Supply Chain	Production	Downstream Supply Chain	Use of Products	End of Life
<b>Products</b>								
Customer Service	Management of warranty claims, recalls, and customer issues.	●				●	●	●
Design	CO2 emission reduction & energy efficiency	●		●			●	
	LCA in product design & environmental performance improvement	●	●	●	●		●	●
Materials	Material sourcing of conflict & critical minerals and the associated risks	●	●	●				
	Production risks from supply disruptions of rare earth metal minerals	●	●	●	●			
Product End of Life	Recyclability, reusability, remanufacturing, and hazardous waste disposal	●	●	●				●
Product Use Phase	Product use phase including water consumption	●					●	
	Product use phase including emissions and fuel consumption	●					●	
Production	Management and disposal of toxic substances such as mercury and lead					●		●
Supply Chain	Quality control with supply chain partners		●	●	●			
	Returnable packaging			●	●			
	Direct economic impacts including taxes and tariffs		●	●		●		
	Environmental and social standards strategy in the supply chain includes criteria for raw material sourcing, recyclable and renewable materials		●	●				

Continued >

Focus Area	Topic	Product Development	Source of Material	Upstream Supply Chain	Production	Downstream Supply Chain	Use of Products	End of Life
<b>GHG Emissions/ Energy</b>								
Energy	Energy consumption from production phase				●			
	Energy consumption within supply chain			●		●		
	Fuels & electrical grid - renewables		●	●	●	●	●	
GHG Emissions	Climate change mitigation			●	●	●	●	
	GHG emissions production and products	●		●	●	●	●	
<b>Waste</b>								
Safety	Occupational health risk from e-waste				●	●		●
Waste	End-of-life products reclaiming systems for: reuse, recycling, and recovery of materials	●		●				●
	Waste stream management including process efficiency	●		●	●	●		
Water	Enterprise water use				●			
<b>People &amp; Communities</b>								
Economic	Diversity in governance bodies	●	●	●	●	●		
	Indirect economic impacts		●	●			●	●
	Precautionary principle approaches for business	●	●	●	●	●	●	●
Customer Safety	Product safety including: safe handling of product, product security					●	●	●
Human Rights	Human Rights Focus: discrimination, ethics corruption & bribery, human rights	●	●	●	●	●	●	●
People	Labor practices		●	●	●	●		
	Community involvement	●			●		●	
Safety	Occupational Health and Safety: risks exposure to toxic chemicals, operations, and supply chain		●	●	●	●	●	●



Figure 2  
**STAKEHOLDER MATERIALITY ANALYSIS MATRIX**



## Reporting Boundary

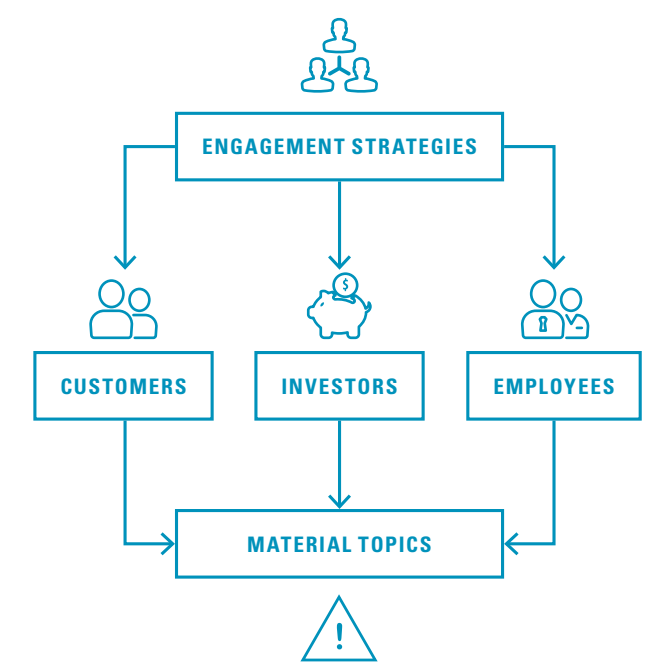
Tennant Company leases, rents, or owns many facilities globally. These facilities, along with the global sales and service fleets, make up the Company's Scope 1 and 2 carbon emissions. Many of these facilities are relatively small and used for sales and/or service offices, parts warehouses, or storage. Based on analysis of the facility ownership/ rental/lease arrangement and utility usage, we have identified 38 facilities as material. These will be included in our reporting boundary for 2020, including IPC and Gaomei facilities. All fleets in countries with direct sales and service presence are within the reporting boundary. The facilities outside the boundary are, in aggregate, less than 1% of our total emissions and energy consumption.

Tennant Company has updated our internal reporting calendar, which means just as with the 2019 report, we will be decoupling the events of 2020 featured in this report from the carbon reporting. This will allow Tennant to publish our annual Corporate Sustainability Report in a timely fashion, creating a more relevant report for our stakeholders.

## Stakeholder Engagement

Tennant Company performed an extensive materiality assessment with our stakeholders in 2013. The outcome helped define the company's current Sustainable Enterprise strategy. Considering our recent acquisitions, Tennant Company anticipates returning to our stakeholders to refresh this materiality assessment in the near term.

We performed a multi-step process in 2013 to identify material topics. We first identified stakeholder groups and key members of each group. We then defined our engagement strategies for each group, with no group being engaged the same way. For some groups we employed proxies where direct dialogue was not practical. We continue to engage with our stakeholders as engagement opportunities arise. Table 9, Stakeholder Engagement Strategy and Tactics, lists each stakeholder group, the strategies and tactics used for engaging them, and their concerns and priorities. Our three primary stakeholder groups are: customers, investors, and employees.



The objective of the stakeholder engagement and materiality exercises was to identify and prioritize stakeholder needs, expectations, and concerns. These were then used to define what Tennant Company should address within our sustainability programs. The material topics determined by this process are covered in the body of this report and in the GRI Index.

For the customer stakeholder group, we directly engaged our global Strategic Accounts sales managers, account managers, and sales support staff to mine customer requests. The top three areas of concern for our customers are (Table 9): greenhouse gas emissions (carbon and energy), waste, and sustainability policies. An emerging area of interest is the social responsibility of our value stream, both up and downstream, including: human rights, labor practices, safety, ethics, and corruption.

Investor engagement occurs through meetings with our investor relations personnel. Investors' primary interests are economic and governance, which are covered in our **SEC filings**. However, in the last 24 months there has been an emerging interest in our environmental stewardship, carbon reporting, and environmental, social, and governance (ESG) performance.

Our final primary stakeholder group is our employees. To gauge their priorities, we conducted a series of regional materiality workshops in 2013. These workshops identified what our employees were concerned about when it came to Tennant Company and the environment. In addition, employees completed an all-employee attitudinal survey in 2015. Based on this employee survey, Tennant refocused our Human Resources priorities to address areas of opportunity for our Sustainable Enterprise strategy, such as communication and collaboration, while continuing to support stewardship, job fit and impact. We use different collaboration platforms to educate and request feedback from employees, as well as formal and informal training on a variety of sustainability topics, including waste, recycling, and the circular economy.

Engagement for Scope 3 supply chain emissions (Categories 1, 4 and 9) come primarily from our partners in the manufacturing, warehousing, and transportation sectors, with manufacturing being the largest. A small number of suppliers account for 20% of our Scope 3, Categories 1, 4 and 9 emissions. The top 25 suppliers account for 53% of raw material spend in 2020. In 2020, Tennant prioritized sourcing categories in which to begin supplier engagement based on the Scope 3 GHG Emissions and Water footprint analysis completed in 2014. This cross-functional effort involved procurement, engineering, and sustainability departments.

Tennant Company's Sustainable Enterprise team has increased collaboration with the **Minnesota Sustainable Growth Coalition** (SGC) over the last few years, culminating in the adoption of three vision statements for Clean Energy, Water, and Materials. The Sustainable Enterprise team has also increased collaboration with the UN Global Compact and has been selected to participate in the Sustainable Development Goals (SDG) Ambition Accelerator Program that will begin in January 2021. We anticipate that this program will help the team prepare for the upcoming Sustainable Enterprise Strategy refresh, with the intent to incorporate the SDGs into our upcoming Sustainable Enterprise goals.

Table 9

**STAKEHOLDER ENGAGEMENT STRATEGIES, TACTICS AND AREAS OF INTEREST**

Stakeholder Group	Engagement Strategy	Engagement Tactic	Major Issues and Concerns
	<i>What strategy will Tennant Company employ to engage stakeholders?</i>	<i>How will Tennant Company implement these strategies?</i>	<i>What are stakeholders most concerned about?</i>
<b>Customers</b>	<ul style="list-style-type: none"> <li>Know customer's concerns and needs</li> <li>Meet their reasonable expectations</li> <li>Respond to customer requests for information</li> </ul>	<ul style="list-style-type: none"> <li>Direct dialogue with customers, where feasible</li> <li>Leverage customer requests for information as proxy for their sustainability priorities</li> <li>Publish performance in CSR and CDP reporting</li> </ul>	<ul style="list-style-type: none"> <li>GHG emissions, energy use, waste, water, packaging, supply chain, end-of-life (EOL), sustainability plans and certifications, sustainability-minded innovations, social responsibility and accompanying policies</li> </ul>
<b>Investors</b>	<ul style="list-style-type: none"> <li>Proactively share sustainability highlights with investors</li> <li>Increase ESG disclosure transparency</li> </ul>	<ul style="list-style-type: none"> <li>Include sustainability performance on investor website</li> <li>Publish performance in CSR and CDP reporting</li> <li>Respond to ESG rating firm requests</li> </ul>	<ul style="list-style-type: none"> <li>Return on investment, security of investment, investment risk reduction</li> </ul>
<b>Employees</b>	<ul style="list-style-type: none"> <li>Listen and understand employee's concerns and needs</li> <li>Meet their reasonable expectations</li> <li>Promote sustainable mindset and actions at work and at home on varying communication channels</li> </ul>	<ul style="list-style-type: none"> <li>Conduct all-employee attitudinal survey at regular intervals</li> <li>Form employee focus groups to address key concerns and issues</li> <li>Refer interested employees to online CSR report</li> <li>Formal and informal training on sustainability focused topics</li> <li>Support employee interest in projects that contribute toward objectives, goals and metrics</li> </ul>	<ul style="list-style-type: none"> <li>Varies by region and includes topics such as: GHG emissions &amp; energy, alternative energy, electric vehicles, waste reduction &amp; recycling, social responsibility</li> </ul>
<b>Value Stream</b>	<ul style="list-style-type: none"> <li>Maintain a secure, reliable, balanced and respectful partnership with suppliers and distribution channel members</li> <li>Responsible Mineral Initiative membership</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate supplier compliance with Tennant Company's supplier guidelines and expectations</li> <li>Annual RMI Audits</li> <li>Meet reasonable needs of distribution channel members and respect their business</li> <li>Regular Supplier Summits</li> </ul>	<ul style="list-style-type: none"> <li>Risk mitigation: supply disruptions due to environmental disasters, pandemics, or social unrest</li> </ul>
<b>Governments</b>	<ul style="list-style-type: none"> <li>Have policies in place to ensure full compliance with regulatory requirements</li> </ul>	<ul style="list-style-type: none"> <li>Monitor regulations, react to changes and new legislation as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Varies by region. Regulatory compliance: conflict minerals, emissions, discharges, hazardous materials, recycling, EOL, safety, labor practices, anticorruption, and ethics</li> </ul>
<b>Communities</b>	<ul style="list-style-type: none"> <li>Have policies and practices in place to ensure Tennant Company is an exemplary corporate resident: locally, nationally, globally</li> </ul>	<ul style="list-style-type: none"> <li>Meet local codes for emissions, discharge, noise, etc.</li> <li>Offer employment opportunities at fair market compensation</li> <li>Give back to communities in which we work, live, and play</li> </ul>	<ul style="list-style-type: none"> <li>Employment, compliance with ordinances, tax revenue</li> </ul>
<b>NGOs (Non-Government Organizations)</b>	<ul style="list-style-type: none"> <li>Partner with those whose mission is aligned with Tennant Company's business objectives</li> <li>Remain open to dialogue from NGO's who are not aligned but may provide other benefits</li> </ul>	<ul style="list-style-type: none"> <li>Support through memberships and sponsorships; participate in meetings, forums and workshops</li> </ul>	<ul style="list-style-type: none"> <li>Support and align with their mission</li> </ul>
<b>Trade Organizations &amp; Partners</b>	<ul style="list-style-type: none"> <li>Maintain membership in organizations that are aligned with Tennant Company's business purpose</li> </ul>	<ul style="list-style-type: none"> <li>Support through memberships and participation in industry work groups, forums and workshops</li> </ul>	<ul style="list-style-type: none"> <li>Support and align with their mission</li> </ul>



# GRI Index

Tennant Company uses the [Global Reporting Initiative \(GRI\) Standards](#) framework to guide the content disclosed in this report and index. The GRI Standards create a common language for organizations – large or small, private or public – to report on their sustainability impacts in a consistent and credible way. This enhances global comparability and enables organizations to be transparent and accountable.

In this index we indicate which disclosures are in accordance to the Core option of the GRI Standards; those disclosures have a blue dot in the Core column.

We also designate which disclosures align with the [United Nations Global Compact\(UNGC\) Principles](#) by denoting the principle number and category: Human Rights, Labor, Environment, and Anti-corruption. As a signatory, we report our Communication on Progress annually, and the notation in the GRI index improves our transparency in reporting.

If a disclosure detail is found in a separate document, that document is linked with the appropriate reference page to locate the content. All other details are included in the Disclosure Statement.

Disclosure Number	Core	UNGC Principle	Disclosure Title	Reference	Disclosure Statement
102-1	●		Name of the organization	Tennant Company Summary	
102-2	●		Activities, brands, products, and services	Tennant Company Summary	We are not prohibited from entering any intended market for any product or service; however, we do not enter all markets due to various strategic or business reasons.
102-3	●		Location of headquarters	Map	Headquarters located at: 10400 Clean Street, Eden Prairie, MN
102-4	●		Location of operations	<a href="#">10-K pg 8</a>	
102-5	●		Ownership and legal form	<a href="#">10-K pg 1</a>	
102-6	●		Markets served	Tennant Company Summary	Geographies, sectors, customers
102-7	●		Scale of the organization	Tennant Company Summary <a href="#">Tennant 10-K, pgs 4, 8</a>	Total number of employees: 4,259
102-8	●	6: Labor	Information on employees and other workers	102-8 Gender-Country 102-8 Age Group Gender 102-8 Age Country Gender	Tennant Company reports employee numbers as Headcount and now FTE. Temporary employees are organized at the team and business level: and therefore, we do not have a complete temporary employee count for the entire enterprise.
102-9	●		Supply chain	Stakeholder Engagement Section	With Tennant Company's complex and broad product line, we have many different direct material supplier groupings like batteries and chargers, castings, engines, motors and drives. We have a number of suppliers in most direct material groups, and many of these suppliers have some facilities in advanced economies like the EU, US, Japan, etc. Sole source creates risk and more diverse sourcing creates complexity, so a strategic supplier approach is required to achieve a good balance. We consider our supply chain partnerships confidential and, in general, chose not to disclose details on specific suppliers.
102-10	●		Significant changes to the organization and its supply chain		In 2020 there were significant changes to our Chinese operations, The legacy Tennant manufacturing operations relocated from Qingpu to Hefei. The manufacturing and distribution of Gaomei, Rongen, and Tennant brands are now co-located there.  No other significant changes to the supply chain occurred in 2020.
102-11	●		Precautionary Principle or approach		For many customers, Tennant Company products are considered capital equipment due to their long product lives. Life cycle assessments (LCA) have proved the use of our equipment contains the highest percentage of environmental impacts. Most Tennant products use energy in the form of electricity or fuel, and all scrubber-dryers use water during the cleaning process. The LCA proved both energy and municipal water use significantly contribute to global warming potential, the primary driver of climate change. Therefore, an internal focus on reducing energy and water use plays a crucial rule during the design of new products. A science-based target was approved by SBTi in 2018 for Scope 3, Category 11 Use of Sold Products; this is a reflection of our focus on the precautionary principle in product design.  Extreme weather events, such as tornadoes, hurricanes, typhoons and flooding, may increase general awareness of climate change as a serious issue. In turn, this increased awareness may drive additional demand for Tennant Company products and solutions that offer customers the ability to reduce carbon emissions. Our focus and speed of the said design efforts will depend on industry trends, as these indicate what our largest stakeholder group, our customers, are requesting.

Disclosure Number	Core	UNGC Principle	Disclosure Title	Reference	Disclosure Statement
102-12	●		External initiatives		Signatory of the United Nations Global Compact. Member of the Responsible Minerals Initiative.  American Association of Cleaning Equipment Manufacturers, International Sanitary Supply Association, Eunited Cleaning-The European Cleaning Machine Association, Cremona Energy Consortium, Environmental Initiative & MN Sustainable Growth Coalition, UN Global Compact, Canada Green Building Council, U.S. Green Building Council, Waste Wise Minnesota, NorthStar Initiative for Sustainable Enterprise, BSCAI, PRSM, SEAC, ABRALIMP, ABIMAQ, Cleaning Industry Research Initiative, CEB/Gartner Human Resources Practice Group, Minnesota Chamber of Commerce, Minnesota Business Partnership, National Association of Corporate Directors, Responsible Minerals Initiative
102-13	●		Membership of associations		
102-14	●		Statement from senior decision-maker	CEO Letter	
102-15			Key impacts, risks, and opportunities	<a href="#">10-K pgs 5-8</a> <a href="#">CDP Response 12-34</a>	See CDP for additional details regarding climate risk and how that is incorporated into ERA.
102-16	●	10: Anti-corruption	Values, principles, standards, and norms of behavior	<a href="#">Business Ethics Guide pgs 4-8</a>	We have an employee handbook, Business Ethics Guide (code of conduct), an ethics hotline policy, an anti-corruption program, an anti-corruption policy (translated into 11 languages), anti-corruption training, third-party due diligence policy, third-party due diligence certification (translated into 11 languages), and nondiscrimination policy which are available to all employees in digital and printed formats.  Certification that employee has read and reviewed the Tennant Company Business Ethics Guide is required upon hire, and each time the guide is updated.  We have internal reporting options, and a third-party administered Ethics Hotline where employees, suppliers, vendors, shareholders, and other stakeholders can report alleged violations. Anonymous reporting is available, where allowed by law.
102-17		10: Anti-corruption	Mechanisms for advice and concerns about ethics	<a href="#">Business Ethics Guide</a>	We have a Business Ethics Guide (code of conduct), an ethics hotline policy, an anti-corruption program, an anti-corruption policy (translated into 11 languages), anti-corruption training, anti-retaliation policy, and nondiscrimination policy which are available to all employees in digital and printed formats.  We have internal reporting options, and a third-party administered Ethics Hotline where employees, suppliers, vendors, shareholders, and other stakeholders can report alleged violations. Anonymous reporting is available, where allowed by law.
102-18	●		Governance structure	<a href="#">Proxy pgs 13-14, 15-19</a> <a href="#">Governance Committee Charter</a>	Tennant Company is governed by our Board of Directors, which has four standing Board Committees: Audit, Compensation, Executive and Governance, Each committee of Tennant Company's Board of Directors has a written charter covering the committee's purpose and responsibilities. The charters and corporate governance principles for Tennant Company's Board Committees are available at <a href="#">investors.tennantco.com</a> More information is available in our Proxy.
102-19			Delegating authority	<a href="#">Proxy pg 14</a>	
102-20			Executive-level responsibility for economic, environmental, and social topics	<a href="#">Proxy pgs 15-17</a>	Economic responsibilities are held by the Audit Committee, Environmental and Social responsibilities roll into the SVP of Human Resources. Environmental, social, and corporate governance oversight responsibilities sit with the Governance Committee.
102-21			Consulting stakeholders on economic, environmental, and social topics		Director of Sustainable Enterprise reports to the CEO who is on the Board of Directors. Sustainable Enterprise team consults with stakeholders and provides information to the highest governance body through the Director of Sustainable Enterprise.

Disclosure Number	Core	UNGC Principle	Disclosure Title	Reference	Disclosure Statement
102-22			Composition of the highest governance body and its committees	<a href="#">Proxy pgs 15-17, 19-21</a>	
102-23			Chair of the highest governance body	<a href="#">Proxy pgs 13-14</a>	Steven A. Sonnenberg is the Chairman of the Board beginning in 2021. In 2020 Mr. Sonnenberg was the lead director.
102-24			Nominating and selecting the highest governance body	<a href="#">Proxy pgs 18-19</a>	
102-25			Conflicts of interest	<a href="#">Proxy pgs 12-13</a>	
102-26			Role of highest governance body in setting purpose, values, and strategy	<a href="#">Proxy pgs 14-15</a>	
102-27			Collective knowledge of highest governance body	<a href="#">Proxy pgs 5-12</a>	In 2020 the Tennant Company approach to Environmental, Social, and Governance (ESG) was introduced to the Governance committee. After further consideration it was incorporated into the Governance Committee Charter as an area of responsibility for the committee moving forward.
102-28			Evaluating the highest governance body's performance	<a href="#">Proxy pgs 17-18</a>	
102-29			Identifying and managing economic, environmental, and social impacts	<a href="#">Proxy pgs 14-15</a>	Economic responsibilities are held by the Audit Committee, Environmental responsibilities roll into the SVP of Human Resources, and Social responsibilities roll into the General Counsel. ESG Topics are now included in the Governance Committee Charter.
102-30			Effectiveness of risk management processes	<a href="#">Proxy pgs 14-15</a> <a href="#">CDP pgs 12-34</a>	
102-31			Review of economic, environmental, and social topics	<a href="#">Proxy pgs 15-17</a>	
102-32			Highest governance body's role in sustainability reporting	<a href="#">Governance Committee Charter</a>	Report is reviewed by members of the Governance Committee, executive management team, and Sustainable Enterprise to ensure material topics are covered. The Sustainability Reporting will go to the full Board of Directors sometimes as well.
102-33			Communicating critical concerns		All interested parties may communicate with the independent members of the Board of Directors by writing to the Chair of the Executive Committee at  ATTN: General Counsel Tennant Company 10400 Clean Street Eden Prairie, MN 55344  All of the communications will be delivered to the General Counsel who will forward communications to the appropriate member(s) of the Board of Directors to address the matter.
102-34			Nature and total number of critical concerns	<a href="#">Sustainable Enterprise Performance Summary</a>	
102-35			Remuneration policies	<a href="#">Proxy pgs 28-39</a>	
102-36			Process for determining remuneration	<a href="#">Proxy pgs 28-51</a>	

Disclosure Number	Core	UNGC Principle	Disclosure Title	Reference	Disclosure Statement
102-37			Stakeholders' involvement in remuneration	<a href="#">Proxy pg 53</a>	
102-38			Annual total compensation ratio	<a href="#">Proxy pg 51</a>	Although we have significant operations outside of the US, we do not report on country-specific pay at this time.
102-39			Percentage increase in annual total compensation ratio	<a href="#">Proxy pg 51</a>	From 2018 to 2019: 3:1 From 2019 to 2020: 2:1 2018 Pay Ratio: 86:1 CEO Pay: \$4,236,191, Average employee: \$49,436 2019 Pay Ratio: 94:1 CEO Pay: \$4,923,183, Average employee: \$52,172 2020 Pay Ratio: 89:1 CEO Pay: \$4,245,227, Average employee: \$47,768
102-40	●		List of stakeholder groups	Stakeholder Engagement	
102-41	●	3: Labor	Collective bargaining agreements		Tennant Company recognizes an individual's rights to collective bargaining. Collective bargaining agreements exist where required per local laws (France, Germany, Spain, and The Netherlands). 19.38% of employees are covered by a Collective Bargaining Agreement. (This dataset does not include Italy, India, or Norway.)
102-42	●		Identifying and selecting stakeholders	Stakeholder Engagement	
102-43	●		Approach to stakeholder engagement	Stakeholder Engagement	
102-44	●		Key topics and concerns raised	Stakeholder Engagement Table	
102-45	●		Entities included in the consolidated financial statements	<a href="#">10-K Exhibit 21</a>	
102-46	●		Defining report content and topic Boundaries		The team works to collect information from our global operations by sending out a call for content to management team, in addition to a brainstorm meeting with report team. The team ensures content aligns with four focus areas.
102-47	●		List of material topics	Materiality	
102-48	●		Restatements of information	<a href="#">CDP Climate Change Response</a>	Carbon Emissions Reporting restatements can be found in the CDP Climate Change Response. One restatement has been made in GRI 401-1 for employee turnover.
102-49	●		Changes in reporting	Reporting Boundary	
102-50	●		Reporting period		Calendar year 2020 (January 1 – December 31).
102-51	●		Date of most recent report		2019 report published in August 2020.
102-52	●		Reporting cycle		Report published on an annual basis.
102-53	●		Contact point for questions regarding the report		Questions and comments pertaining to this report can be directed to: SustainabilityReport@tennantco.com.
102-54	●		Claims of reporting in accordance with the GRI Standards		This report has been prepared in accordance with the GRI Standards: Core option.



Disclosure Number	Core	UNGC Principle	Disclosure Title	Reference	Disclosure Statement
102-55	●		GRI content index		GRI Content Index located at the end of the CSR report.
102-56	●		External assurance	<a href="#">CDP assurance statements</a>	At this time there is no External Assurance of CSR. We do receive external assurance for CDP using the AA1000AS(2008 with 2018 addendum) Type 2 Moderate-level assurance.
103-1			Explanation of the material topic and its Boundary	Materiality Value Chain Map	
103-2			The management approach and its components	Stakeholder Engagement Strategies, Tactics and Areas of Interest	
103-3			Evaluation of the management approach	Stakeholder Engagement Section	
201-1			Direct economic value generated and distributed	<a href="#">10-K pgs 23-55</a>	
201-2			Financial implications and other risks and opportunities due to climate change	<a href="#">CDP Response pgs 20-34</a>	Climate change risks are detailed in the 2019 CDP Response.
201-3			Defined benefit plan obligations and other retirement plans	<a href="#">10-K pgs 44-47</a>	<p>Tennant Company offers benefit plans to employees around the world in compliance with local requirements and with consideration for local markets.</p> <p>In the United States and Canada: Retirement Savings Plan match from the company at 75% on the first 4% of deferrals, or 3% total company match, beginning on employee's hire date. 92% of employees participate in the U.S. plan and 89% participate in the Canada plan. The savings plan offers a profit sharing option which has averaged 2.8% over three years.</p> <p>In Brazil: Retirement plan provides for 100% company match on the first 4% of employee contributions. 75% of employees participate in this plan.</p> <p>In the UK: Retirement plan provides for 100% company match on first 6% of employee contributions.</p> <p>In Germany: Retirement plan provides 2.5% company contribution.</p>
201-4			Financial assistance received from government		<p>Tennant Company received financial assistance from governments in 2020.</p> <p>Tennant received \$725,456 from the Commerce Bureau of Hefei State High-tech Industry Development Zone for the production facility in Hefei for Gaomei.</p> <p>Tennant received COVID-related financial assistance in many of the countries we operate; the programs varied and included tax deferrals and wage subsidies.</p>
202-2		6: Labor	Proportion of senior management hired from the local community		All six members of the senior management team are from the local community.
203-1			Infrastructure investments and services supported	Tennant Company Foundation	
203-2			Significant indirect economic impacts	Tennant Company Foundation	

Disclosure Number	Core	UNGC Principle	Disclosure Title	Reference	Disclosure Statement
204-1			Proportion of spending on local suppliers		24.89% of spend is with local suppliers, globally. Local is defined as based in the state that the Tennant Operations is located in within the United States, and within the country for all other locations. This does not include Brazil or Italy locations.
205-1		10: Anti-corruption	Operations assessed for risks related to corruption		We comply with the provisions of the U.S. Foreign Corrupt Practices Act (FCPA) of 1977, the UK Bribery Act 2010, and other applicable ABAC (anti-bribery, anti-corruption) laws and regulations. Accordingly, our relevant policies prohibit any payments to persons, foreign officials, or foreign political parties for the purpose of obtaining, retaining, or directing business. We train on the FCPA annually and conduct periodic voluntary audits.
205-2		10: Anti-corruption	Communication and training about anti-corruption policies and procedures		We regularly conduct online business ethics training across our employee base and online ABAC training to select job functions and regions. Additionally, on a risk-based approach we conduct supplemental live and web-based business ethics and ABAC training to select employees and third parties.
205-3		10: Anti-corruption	Confirmed incidents of corruption and actions taken		None in 2020.
206-1			Legal actions for anti-competitive behavior, anti-trust, and monopoly practices		None in 2020.
302-1		7: Environment 8: Environment	Energy consumption within the organization	<a href="#">CDP pgs 86-87</a>	
302-2		8: Environment	Energy consumption outside of the organization	<a href="#">CDP pgs 66-73</a>	
302-3		8: Environment	Energy intensity	<a href="#">CDP pgs 42-46</a> & GHG section	
302-4		8: Environment 9: Environment	Reduction of energy consumption	<a href="#">CDP pgs 47-58</a>	
302-5		8: Environment 9: Environment	Reductions in energy requirements of products and services	Product Section	
303-1		7: Environment 8: Environment	Interactions with water as a shared resource	Water statement in Waste Area	<p>Water is used in our paint production areas, testing new tanks in rotomold production areas, and cleaning used equipment at our recon facilities.</p> <p>Based on a 2013 study, compared to our full production process, water is not material, but our customers are concerned about water use in their machines. We have developed different technologies that allow our customers to monitor their water use, and/or use less water to clean their floors.</p>
305-1		7: Environment 8: Environment	Direct (Scope 1) GHG emissions	<a href="#">CDP pg 64</a> & GHG section	
305-2		8: Environment	Energy indirect (Scope 2) GHG emissions	<a href="#">CDP pgs 64-65</a> & GHG section	
305-3		7: Environment 8: Environment	Other indirect (Scope 3) GHG emissions	<a href="#">CDP pgs 66-73</a> & GHG section	
305-4		8: Environment	GHG emissions intensity	<a href="#">CDP pgs 42-46</a> & GHG section	

Disclosure Number	Core	UNGC Principle	Disclosure Title	Reference	Disclosure Statement
305-5		8: Environment 9: Environment	Reduction of GHG emissions	<a href="#">CDP pgs 47-58</a>	
306-4		8: Environment	Waste Diverted from disposal		Estimated Industrial Recycling, including metals, plastics, tires, cardboard, and electronics totaled over 3,600 tons globally.
307-1		8: Environment	Non-compliance with environmental laws and regulations		One violation from a missed reporting deadline resulting in a small fine. This issue was resolved and measures are put in place to ensure this does not occur in the future.
308-1		8: Environment	New suppliers that were screened using environmental criteria		Supplier evaluation tool is under development, with plans to include environmental criteria.
308-2		8: Environment	Negative environmental impacts in the supply chain and actions taken		Tennant Company is not aware of any negative environmental impacts in the supply chain.
401-1		6: Labor	New employee hires and employee turnover		8.91% Global New Hire Rate for 2020 16.88% Global Turnover Rate for 2020 Restatement for 2019: 17.09% Global New Hire Rate for 2019, not 16.84% 16.84% Global Turnover Rate for 2019, not 16.41%  For both 2020 and 2019, these rates do not include Gaomei or IPC employees in non-integrated countries.  Tennant Company values our employees and their families. The company is committed to providing a competitive benefits package as part of a Total Rewards Paradigm (benefits, compensation, well-being and recognition).  Benefits for our different global locations are set up to follow local laws and regulations, as well as to be competitive for the local market. In 2020, our compensation program included salaries, benefits, bonuses, incentives, stock awards, and retirement benefits.  Global employee recognition: Tennant's "Applause" program delivers timely, personalized, and meaningful recognition to employees globally. Individuals can nominate colleagues or teams for a monetary reward to recognize outstanding work or to send a quick "thank you" at any time.  See table 401-2 for the full list of employee benefits. Benefits vary for global locations depending on local rules and regulations.
401-2			Benefits provided to full-time employees that are not provided to temporary or part-time employees	Table 401-2	
401-3		6: Labor	Parental leave	81 employees took parental leave. This value excludes Italy.	Tennant Company designs its parental leave programs to comply with local laws, regulations and to be competitive in the market.  In the US Tennant grants up to 12 weeks of leave as specified by the federal Family and Medical Leave Act (FMLA) for, among other things, a family member's serious health condition and the birth or adoption of a child. In addition to a birth of a child or adoption of a child, Tennant provides an employee with up to 40 hours of pay under Parental Leave if they have been employed for at least 12 months prior. An additional leave of absence for personal reasons may be granted when approved by appropriate management for up to six months. Personal reasons may include education, family issues, etc. Outside of the United States leave varies by country and local law.
402-1		3: Labor	Minimum notice periods regarding operational changes		Tennant Company does not have a defined notice period. Notice period is determined for each event based on business needs.
403-1			Workers representation in formal joint management-worker health and safety committees		Tennant Company has health and safety committees at most of the production facilities globally. The committees include members of plant management and employees from the different departments at the facility.

Disclosure Number	Core	UNGC Principle	Disclosure Title	Reference	Disclosure Statement
403-2		1: Human Rights	Types of injury and rates of injury, occupational diseases, lost days, and absenteeism, and number of work-related fatalities	See Annual Performance Summary page 21	There were zero work-related fatalities in 2020 for Tennant Employees and Contractors.  • Total Recordable Incidents Rate (TIRI): # recordable injuries X 200,000 hours ÷ Actual hours worked  • Days Away, Rest and Transfer (DART) Rate: # of DART cases X 200,000 hours ÷ Actual hours worked  Tennant Company uses the following definitions when reporting near misses, incidents and injuries.  Near miss: Anything considered unsafe. An event where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred. Something you walk away from or past and think to yourself "someone could have been hurt" or "that was close."  Incident: An unplanned, undesired event that results in personal injury requiring only in-house medical attention (i.e., band-aid), property damage or spill.  Injury: An unplanned, undesired event that results in personal injury requiring outside medical attention.
404-1		6: Labor	Average hours of training per year per employee		There are many points throughout the year that our employees complete training, whether that be safety training, ethics training, orientation or machine operation training. There is not currently a central point that manages and monitors enterprise training. Below is a snapshot of a few different training programs:  Global Operations completed at least 9,850 hours of safety training globally.  Globally, employees completed 13,464 hours of training on our e-learning platform, Tennant University.  We had an average of 8.5 hours of training per employee in 2020. We believe this is a low estimate due to our lack of global training tracking.
404-2			Programs for upgrading employee skills and transition assistance programs		Talent Management/Development: Tennant Company utilizes an annual Talent Review process to identify top talent, critical roles, successors, and plan individual development. Individual development plans are used to help employees enhance their skills and prepare them for future opportunities. In addition to the Talent Review, Tennant Company currently offers two leadership development programs designed to help leaders understand the behavioral expectations associated with their level of leadership. HR also deploys an annual Performance Management training for current managers and employees to help them understand their role and responsibilities in the process.  Tuition Reimbursement: All qualified employees are eligible for tuition reimbursement for approved courses. Reimbursement amounts vary based on the number of hours an employee works, the course level (undergraduate/graduate), the grade received, and any other financial assistance received by the employee.  Transition Assistance/Career Management: Tennant Company offers outplacement and career management services through Career Partners International (CPI) for eligible employees. The level of support varies based on the level of the employee.
404-3		6: Labor	Percentage of employees receiving regular performance and career development reviews		All eligible legacy Tennant Company employees received a performance review with the goal of completing the review within one month of the scheduled common review date (April).
405-1		6: Labor	Diversity of governance bodies and employees	405-1 Diversity in Governance Table	
405-2		6: Labor	Ratio of basic salary and remuneration of women to men	Page 55	Ratio calculated for employees working in the United States.



Disclosure Number	Core	UNGC Principle	Disclosure Title	Reference	Disclosure Statement
406-1		1: Human Rights 6: Labor	Incidents of discrimination and corrective actions taken	Sustainable Enterprise Performance Summary page 21	In the ordinary course of business, allegations of discrimination may be received by Tennant Company through supervisors, representatives of Tennant Company's Human Resources organization, Tennant Company's Ethics Hotline or external authorities. The Ethics Hotline number is available globally and complaints may be made anonymously, where allowed by law. All allegations are promptly investigated using internal or external independent investigators. Tennant Company enforces a strict anti-retaliation policy to encourage employees to provide prompt notice of issues and to encourage early resolution. In addition, Tennant Company's Human Resources organization regularly audits internal procedures and responds to requests for information from external authorities, such as state and federal labor and government contracting authorities.
407-1		3: Labor	Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk	<a href="#">Supplier Code of Conduct</a>	In 2020 Tennant Company was not made aware of potential risks to freedom of association or collective bargaining at our operations or our suppliers.
408-1		5: Labor	Operations and suppliers at significant risk for incidents of child labor	<a href="#">Supplier Code of Conduct</a>	It is Tennant Company's policy that it will not employ, nor knowingly engage with suppliers who employ, workers younger than the minimum age prescribed by local law. Notwithstanding, Tennant Company's policy is to not employ, nor knowingly engage with suppliers who employ, workers younger than 15 years of age.
409-1		4: Labor	Operations and suppliers at significant risk for incidents of forced or compulsory labor	<a href="#">Supplier Code of Conduct</a>	Tennant Company does not use, nor does it knowingly engage with suppliers who use forced labor, whether in the form of prison labor, indentured labor, bonded labor, slavery, or otherwise.
412-1		1: Human Rights	Operations that have been subject to human rights reviews or impact assessments		Tennant Company's operations are regularly reviewed to ensure human rights, ethics, and labor practices are aligned with our corporate policies and practice. The Company maintains a global hotline to receive complaints and issues, anonymously, where allowed by law, and enforces a strict anti-retaliation policy to encourage self-regulation.
412-2		1: Human Rights	Employee training on human rights policies or procedures		In May 2020 employees were trained on our code of conduct that included Human Rights topics. Training included information on the reporting function, including the ethics hotline which can accommodate Human Rights concerns. Training launched to all employees globally, except manufacturing employees.
412-3		2: Human Rights	Significant investment agreements and contracts that include human rights clauses or that underwent human rights screening		100% of our suppliers who either sign our form of supply agreement or provide product via PO (subject to our T&Cs) are subject to our Supplier Core Expectations which include human rights.
414-1		2: Human Rights	New suppliers that were screened using social criteria		Supplier evaluation tool is under development. A team is reviewing and updating the screening criteria to align with the supplier code of conduct.
414-2		2: Human Rights	Negative social impacts in the supply chain and actions taken		Tennant Company was not made aware of any negative social impacts in the supply chain in 2020.
415-1		10: Anti-corruption	Political contributions		Aside from our participation in public industry bodies that recommend product safety standards, in which cases our participation is appropriate, public, and fully transparent, Tennant Company does not lobby or participate in public policy development.  We do support Non-Governmental Organizations (NGOs) that work to improve conditions in facilities; e.g., Healthy Schools Campaign, Environmental Initiative, The NorthStar initiative at the University of Minnesota, and Global Environmental Management Initiative. We believe the goals of such organizations are aligned with our vision of creating a cleaner, safer, healthier world.

Disclosure Number	Core	UNGC Principle	Disclosure Title	Reference	Disclosure Statement
416-1			Assessment of the health and safety impacts of product and service categories		Tennant Company actively engages internal and external test and evaluation agencies to review products for health and safety impact and to ensure Tennant Company is compliant with all applicable product regulations. This occurs during new product development, and also during a product's lifecycle as updates are made to meet the changing needs of our customers and stakeholders, and to meet changing regulations in our markets. Through Tennant Company's Quality Assurance process, issues are reviewed regularly. Any issue impacting health or safety related to our products is addressed immediately by various committees that are authorized to implement any necessary changes.
416-2			Incidents of non-compliance concerning the health and safety impacts of products and services		Zero in 2020
417-1			Requirements for product and service information and labeling		Internal ISO processes dictate that Tennant Company identify and comply with applicable product safety regulations which includes labeling. Product safety regulations dictate what information appears on our machine data labels. We also track sourcing information on some components in order to inform customers regarding substance origin and restrictions, including presence of: minerals sourced in conflict areas, REACH substances, latex, animal-based products and recycled content. Lastly, Tennant Company complies with WEEE and RoHS directives in Europe.
417-2			Incidents of non-compliance concerning product and service information and labeling		Zero in 2020
417-3			Incidents of non-compliance concerning marketing communications		Zero in 2020
418-1			Substantiated complaints concerning breaches of customer privacy and losses of customer data		Zero in 2020
419-1			Non-compliance with laws and regulations in the social and economic area		Zero in 2020

# Section 102-8

EMPLOYEES BY COUNTRY & GENDER

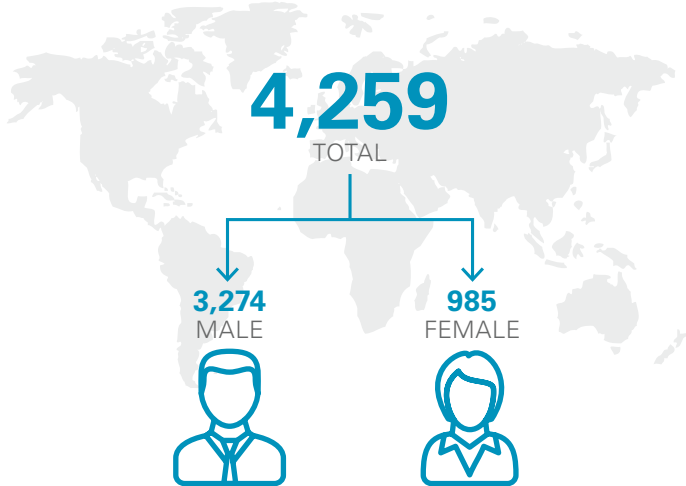
COUNTRY	FEMALE	MALE	GRAND TOTAL
Australia	18	66	84
Belgium	23	28	51
Brazil	40	146	186
Canada	3	67	70
China	120	120	240
France	33	145	178
Germany	9	126	135
India	5	76	81
Italy	233	428	661
Japan	5	10	15
Mexico	24	56	80
Netherlands	38	204	242
New Zealand		3	3
Norway	3	25	28
Portugal	6	16	22
Singapore	2	1	3
Spain	22	99	121
Sweden		1	1
Thailand		1	1
United Kingdom	30	139	169
United States	371	1,517	1,888
<b>GRAND TOTAL</b>	<b>985</b>	<b>3,274</b>	<b>4,259</b>

GENDER BY AGE GROUP

AGE GROUP	FEMALE	MALE	GRAND TOTAL
< 20	1	5	6
20 - 30	115	306	421
31 - 40	266	837	1,103
41 - 50	329	861	1,190
51 - 60	206	957	1,163
> 60	68	308	376
<b>GRAND TOTAL</b>	<b>985</b>	<b>3,274</b>	<b>4,259</b>

AGE & GENDER BY COUNTRY

COUNTRY	FEMALE						MALE						GRAND TOTAL
	< 20	20 - 30	31 - 40	41 - 50	51 - 60	> 60	< 20	20 - 30	31 - 40	41 - 50	51 - 60	> 60	
Australia		2	8	3	4	1		3	22	21	16	4	84
Belgium		2	4	13	4				6	5	13	4	51
Brazil		16	12	6	3	3		29	66	30	20	1	186
Canada					1	2		1	10	19	30	7	70
China	1	26	61	29	3			15	55	36	14		240
France		5	11	12	4	1		14	50	42	34	5	178
Germany			2	3	3	1		7	35	27	52	5	135
India		2	2	1				10	42	18	6		81
Italy		11	48	104	68	2		26	66	166	152	18	661
Japan			1	1	2	1				5	3	2	15
Mexico		3	6	12	3			6	21	14	14	1	80
Netherlands		3	5	13	13	4	1	14	29	44	73	43	242
New Zealand										1	1	1	3
Norway				2	1				5	9	7	4	28
Portugal			1	4	1			1	3	6	6		22
Singapore				1	1					1			3
Spain		2	11	8		1		9	28	46	15	1	121
Sweden											1		1
Thailand										1			1
United Kingdom		7	5	13	3	2	2	12	18	28	52	27	169
United States		36	89	104	92	50	2	159	381	342	448	185	1,888
<b>GRAND TOTAL</b>	<b>1</b>	<b>115</b>	<b>266</b>	<b>329</b>	<b>206</b>	<b>68</b>	<b>5</b>	<b>306</b>	<b>837</b>	<b>861</b>	<b>957</b>	<b>308</b>	<b>4,259</b>





# Table 401-2: Wellness and Well-Being Program



Programs that help our employees live a healthy lifestyle

- Health insurance (individual and family, maternity)
- Dental insurance (individual and family)
- Vision insurance (individual and family)
- Preventive Care (Wellness screenings, annual physical exams, flu shots)
- Virtual Health
- Smoking Cessation
- Tennant covers 100% of the costs for COVID-19 Related:
  - Office Visits
  - ER Visits
  - Urgent Care Visits



Programs that help our employees achieve financial security

- Life insurance
- AD&D
- Disability insurance (including long-term)
- Flexible spending accounts (health care and child care)
- Bonus plans
- Additional Pension Plan for some non-US locations
- 401(k) savings plan (including company matching contribution and profit sharing)
- Health Advocacy
- Long-Term Care Insurance
- Auto & Home Insurance Program
- Health Savings Account
- Transportation – depending on geography



Programs to help employees maintain strong mental well-being

- Employee Assistance Program
- Adoption assistance
- Parental Leave, including childcare and nursing
- Tuition reimbursement
- Dependent scholarship program
- Paid COVID-19 Leave
- Paid sick days
- Paid vacation—including birthday and marriage leave in some countries
- Bereavement leave and condolence money
- Paid jury duty leave
- Paid military leave
- Legal services plan
- Travel assistance program
- Volunteering
- Employee Gift Matching
- Volunteer Gift Matching
- Emotional Well-being response to COVID-19:
  - Extended *Learn to Live* programs to ALL Tennant employees, not just those enrolled in out medical plans
  - Presented *Learn to Live* webinars on “How to build emotional strength and resilience during a crisis” and “Help with Negative Thoughts in Tough Days.”

# Table 202-2: Tennant Company Hiring Process Overview

Hiring Process Phase	Actions
Phase 1 – Approvals	Hiring Managers create requisitions. HR Business Partners approve requisitions. Further approvals may be required by business leaders before a position can be posted.
Phase 2 – Posting and Candidate Generation	All positions are posted internally. If considering external candidates, Talent Acquisition (TA) coordinator will post to the jobs.tennantco.com website along with various external job boards. TA specialists will source and screen candidates. All qualified candidates will be submitted to the hiring manager for review/interview.
Phase 3 – 1st Round Interview	Prior to an in-person interview, an interview prep call will occur with the interview team. The first round of interviews will occur. A debrief meeting will occur to collect feedback and determine next steps.
Phase 4 – 2nd Round Interview	A second round of interviews may occur. Following the second round of interviews, a debrief meeting will occur following the interview to collect feedback and determine next steps.
Phase 5 – Offer & Pre-employment	Once the final candidate is identified, the offer details will be finalized, including necessary approvals. A verbal offer will be extended, followed by the formal offer letter. Upon acceptance, pre-employment checks will be initiated.

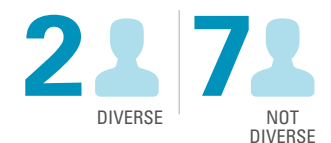
## 405-1: Diversity in Governance

### BOARD OF DIRECTORS AS OF MARCH 17, 2021

GENDER DIVERSITY



RACIAL/ETHNIC DIVERSITY



### US ONLY

US Employees as of 12/31/2020	American Indian/Alaskan Native	Asian	Black or African American	Hispanic or Latino	Native Hawaiian or Other Pacific Island	Two or More Races	White	Not Disclosed	TOTAL	Not Disclosed	Vet Status Protected	Vet Status Not Protected	Vet Status Prefers Not to Answer
Senior Management							6		6			6	
Managers		9	5	9	2	2	193		220		7	208	6
All Others	4	98	100	142	2	20	1,266	30	1,662	30	97	1,454	80



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### ADDRESS

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United States

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### WEB

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