



# **ACCO BRANDS CORPORATION**

## **ANNUAL MEETING OF STOCKHOLDERS MAY 19, 2020**

### **RULES OF CONDUCT**

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To facilitate the orderly conduct of the meeting:

- The meeting will follow the Agenda established for the meeting.
- The Chairman of the meeting shall have the authority necessary to preside over the meeting and may make any and all determinations with respect to the conduct of the meeting and procedures to be followed during the meeting.
- Only our stockholders are permitted to vote and ask questions during the Annual Meeting. You must have held stock as of the close of business on the record date of March 25, 2020, to vote or submit questions during the Annual Meeting. To vote or submit questions, please login as a stockholder by entering the 16-digit control number you received with your proxy materials. If you have voted your shares prior to the start of the Annual Meeting, your vote has been received by the Company's inspector of elections and there is no need to vote those shares during the Annual Meeting, unless you wish to revoke or change your vote.
- Questions about matters to be voted on at the Annual Meeting may be submitted in the field provided in the web portal at or before the time the matters are before the meeting for consideration. We will answer questions received on any matters to be voted on at the meeting before voting is closed.
- Following the formal business portion of the meeting, relevant stockholder questions submitted in the field provided in the web portal during the meeting will be addressed.
- Questions or remarks must be relevant to the meeting, and pertinent to matters before the meeting. The meeting is not to be used as a forum to present comments and questions that are:
  - irrelevant to the business of the Company;
  - related to pending or threatened litigation;
  - derogatory references that are not in good taste;
  - unduly prolonged;
  - substantially repetitious of statements made by other stockholders;
  - or
  - discussions related to personal grievances.
- The use of recording equipment or any other similar equipment is prohibited.