

2023 Corporate Responsibility Report



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Letter from the President

We have come a long way since the launch of 9to5 Seating in 2004, but the key elements of our founding vision remain solid: Always deliver the highest quality seating at an unparalleled value by perfecting every detail from production to service to delivery. At 9to5 Seating, our passion for our business is also at the heart of our environmental practices. This commitment to a healthy planet is part of our manufacturing and business strategy and guides us to make smart choices when it comes to materials and processes.

9to5 Seating offers quality products, backed by one of the best warranties in the industry, strong customer service and aggressive pricing. We are able to control these aspects of our business, due to our unique vertical integration model. By controlling every step of the manufacturing process, we are able to set the pace of our own growth. With the expansion of our factory in Hawthorne, CA, we look forward to more growth and increased production.

During this growth, we will continue to maintain our BIFMA LEVEL Certification for all our products, LEED Gold certification of our Hawthorne, CA facility and strive to expand our efforts in corporate responsibility.



Dara Mir
CEO AND PRESIDENT OF 9TO5 SEATING

About this Report

9to5 Seating reports to the Business and Institutional Furniture Manufacturer’s Association (BIFMA) on sustainability issues along with our continued participation in the Social Responsibility Report.

This report provides a look into areas of interest that most meaningfully demonstrate our goals of social responsibility, along with environmental and economic sustainability.

The issues discussed in this report include social inclusiveness, diversity, employee health and safety, labor and human rights and community commitment. Environmental topics include energy and water consumption, waste management and greenhouse gas reduction.

Our 2023 Corporate Responsibility Report contains Standard Disclosures and Performance Indicators from the GRI G4 Sustainability Reporting Guidelines. Additional information on the G4 Guidelines can be found at www.globalreporting.org.

This GRI Report has been internally reviewed by our Executive and Management Teams and includes information pertaining to 9to5 Seating headquarters and manufacturing facilities located in the USA. Additional information about 9to5 Seating is available on our website: www.9to5seating.com.

Internal Stakeholders

- Owners
- Customers
- Employees
- Lenders/Creditors
- Suppliers

External Stakeholders

- Users of 9to5 Seating
- Government, Trade & Professional Associations (BIFMA, LEED, etc.)
- Community Members
- Potential Customers
- Employees
- Auditors
- Consultants
- Competitors
- Future Generations

Product Responsibility

We are committed to reducing, reusing and recycling the by-products and waste generated during our manufacturing process through our membership in WasteWise. WasteWise is an U.S. Environmental Protection Agency’s program in which organizations track their waste reduction efforts to benefit the environment.

9to5 Seating’s efforts to reduce manufacturing waste include:

- Optimize machinery cycle times to manufacture parts in minimal time increments.
- Evaluate environmental effects before pursuing new products or purchasing equipment to ensure alignment with environmental commitments.
- Select materials that reduce or eliminate toxic and environmentally damaging materials from the manufacturing equation.
- Utilize water-based, environmentally friendly adhesives throughout our manufacturing facilities.

- Use of recycled raw materials in the production urethane components when possible.
- Sort and recycle rejected plastic components via five re-grind machines.
- Employ molded foam production in over 95% of products, greatly reducing scrap urethane.
- Work exclusively with plywood suppliers that participate in forest restoration.
- Collect and recycle all excess fabric, dacron and leather.
- Accurately determined the current carbon footprint through Life Cycle Assessment (LCA).
- Identified hot-spots in energy consumption and associated CO2 emissions.
- Optimized energy efficiency and reduced CO2 and GHG emissions contribution from production processes.
- Identified solutions to neutralize CO2 emissions that cannot be eliminated through energy saving measures.

Who is 9to5

Mission

Founded in 2004, 9to5 Seating specializes in the design and production of ergonomic and aesthetically pleasing office seating to accommodate the rigorous demands of today's office environment. With many years of experience in the manufacturing of office seating, 9to5 Seating differentiates itself from its competitors through its vertical integration. The combination of domestic and foreign assembly and manufacturing, with wholly owned facilities in the United States and China, offers the customer a wide variety of upholstery material only when manufactured in the United States, allowing 9to5 Seating to compete with prices of completely foreign manufactured products.

Unlike many competing companies, the vertical integration of 9to5 Seating paired with the highest quality raw materials and state of the art manufacturing equipment results in 9to5 Seating building with quality rather than checking for quality.

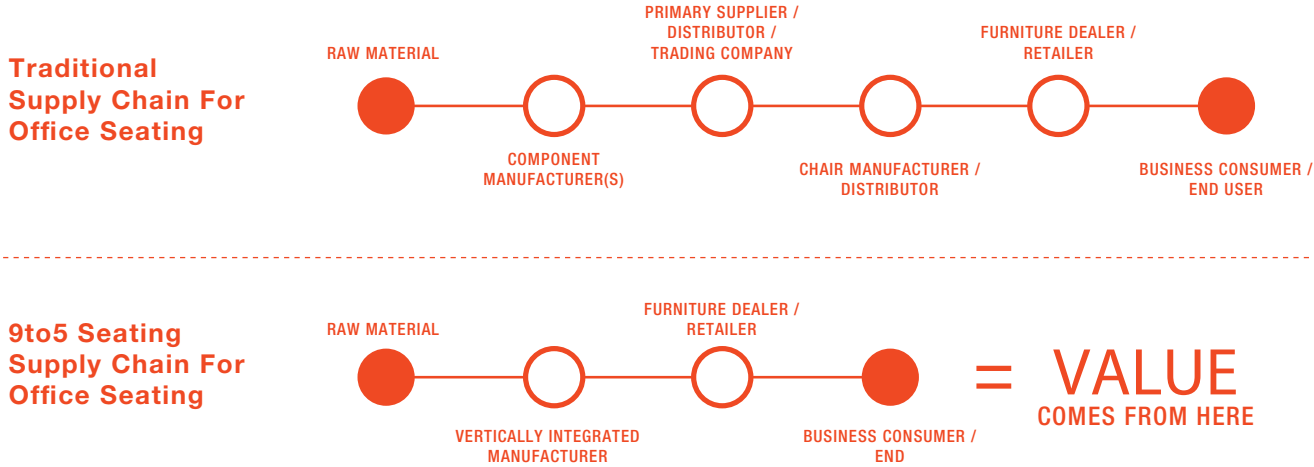
Companies today demand the most for their money and 9to5 Seating is prepared to deliver the highest quality product without sacrificing selection or speed of delivery.

Below are some highlights of the program:

- Lead Time: 5 Business Day Quick Ship and Standard 10 and 15 Day Lead time
- Textiles: Choose from thousands of commercial grade designer textiles from Architex, Arcom, CF Stinson, Designtex, Lindsey & Hall, Maharam, Mayer, and Momentum Textiles
- Leather: Select from a wide range of leather colors including 10 colors in leather/vinyl combinations
- Limited Lifetime Manufacturer's Warranty
- Premium Quality Components
 - Nylon Bases are made from 100% virgin glass reinforced nylon
 - All task, executive, and conference seating incorporate molded foam cushions

Supply Chain Innovation

Due to our vertical integration, 9to5 Seating has achieved efficiencies not found in the operations of other manufacturers. Our investment in facilities capable of producing chair components provides a cost advantage for our company on every chair we produce. Additionally our independence from third-party manufacturers allows 9to5 Seating to better control quality, lead time, and consistency. Traditionally, chair manufacturers have been forced to buy components at prices that support the overhead of the component manufacturer. 9to5 Seating's innovative supply chain has effectively eliminated this unnecessary overhead resulting in the extraordinary value found in our product.



Business Practices

It is an integral part of our corporate philosophy to promote environmental preservation. This ideology drives our endless commitment to a sustainable future.

9to5 Seating incorporates the following practices into our business functions:

- Compact and recycle 100% of inbound carton packaging material, protecting landfills from over 25 tons of cardboard every month!
- Assembled a national network of blanket wrap carriers to allow orders to ship without cartons.
- Produce all outbound cartons from recycled corrugated cardboard.
- Ship with blanket wrap carriers whenever possible to eliminate cardboard debris.
- Use of electric forklifts in lieu of propane or other fuel based vehicles.
- Recycle all paper cans and plastic bottles from daily office activities.
- Dispose of used computer equipment and machine oil through proper channels.
- Return empty photocopier/printer cartridges to our supplier for refilling.
- Utilize paperless systems for internal reporting and production/warehouse management.
- Specify recycled paper for all printed literature pieces.
- Rooftop photo voltaic panel system offsets 5,164,303 pounds of C02 over its lifetime of 25 years, equivalent to the amount of C02 emitted by driving 157,278 cars 50 miles a day for one year.

Locations

- Headquarters:** Hawthorne, CA
- Manufacturing locations:** Hawthorne, CA and Guangzhou, China
- Showroom Locations:**
- Hawthorne, CA
 - San Jose, CA
 - Phoenix, AZ
 - Atlanta, GA
 - Chicago, IL
 - Dallas, TX

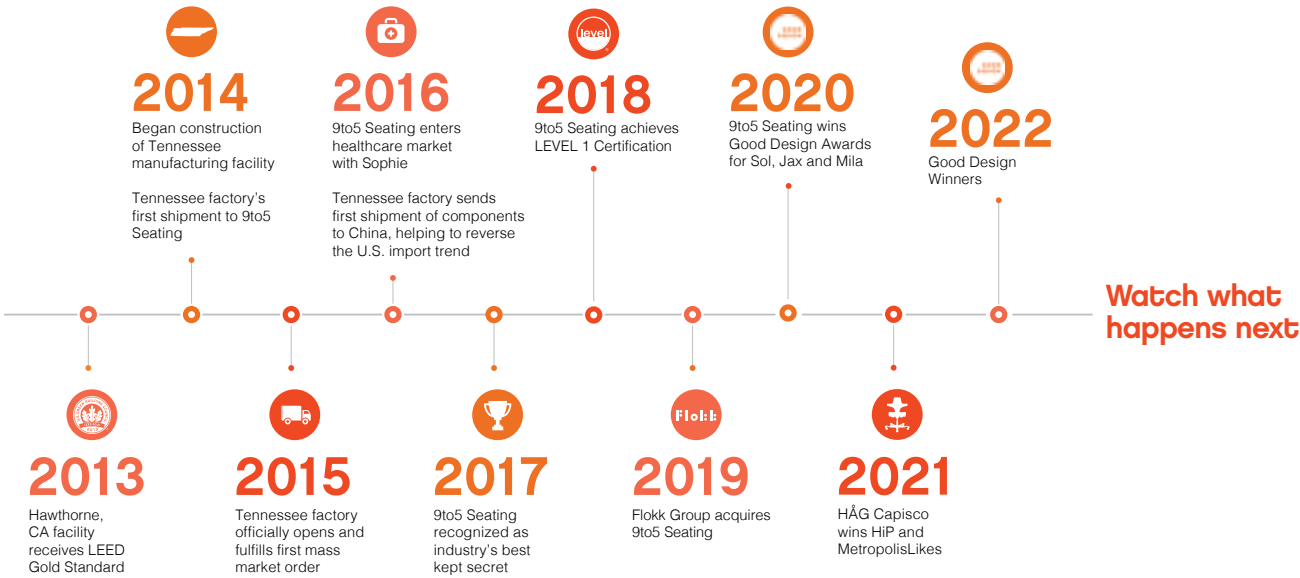
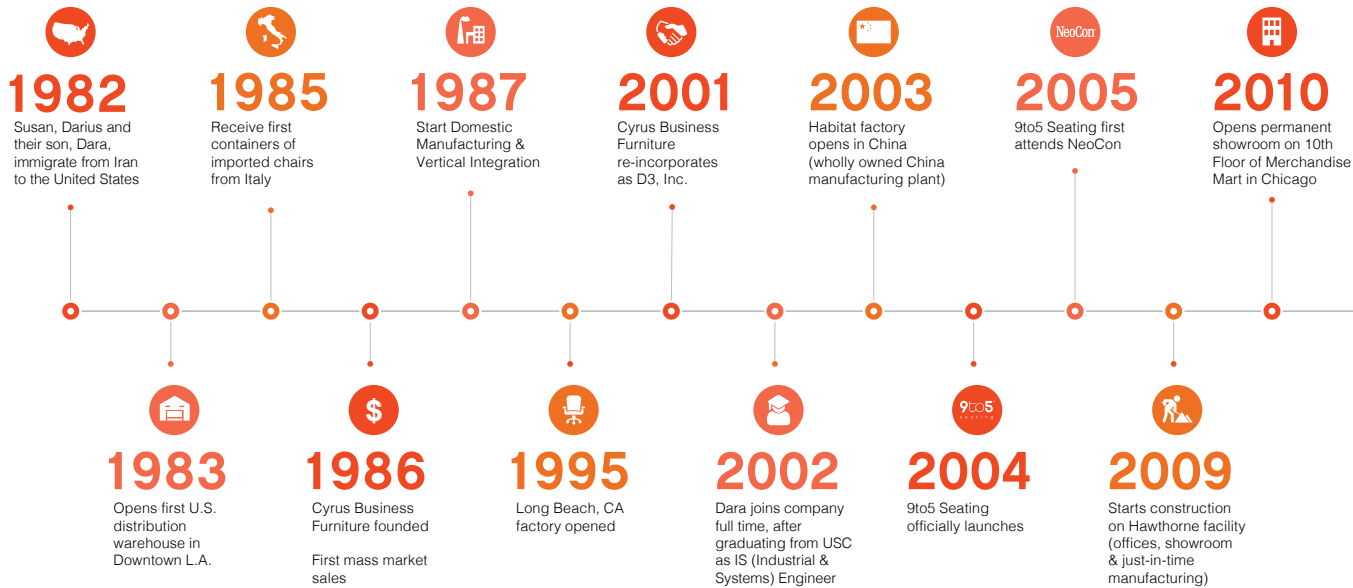
Markets Served

Currently serving all of the United States, and parts of Canada and Mexico

Scale of Organization

- Total number of employees = 141
- Total number of operations = 13
- Quantity of products of services provided = 36 products

Company History



2022 EMPLOYEE EVENTS

We strive to be a contributing member to our local communities. Here is a list of our 2022 community events, of which we were proud to participate:

Keep Children in School Foundation (KCIS)

9to5 Seating donated to this foundation.

Los Angeles Food Bank

9to5 Seating donated to this foundation.

One Tree Planted

is a 501(c)(3) nonprofit that focuses on reforestation around the globe by planting one tree for every dollar donated. With a long-time dedication to sustainability, 9to5 Seating will focus its donation and efforts on reforestation in California, where the company’s headquarters is located and where deadly wildfires have impacted numerous communities in recent years.

Heart of America

9to5 Seating donated over \$6,000 worth of chairs to this organization for communities throughout the USA.

Hawthorne Community Center

9to5 Seating donated \$250 to the Halloween event for the Hawthorne Community Center in Hawthorne, California.

Inclusion

MALE

	WHITE	HISPANIC OR LATINO	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES
EXECUTIVE/SR OFFICIALS & MGRS	6	0	0	0	0	0	0
FIRST/MID OFFICIALS & MGRS	3	2	0	0	2	0	1
PROFESSIONALS	2	0	0	0	2	0	0
TECHNICIANS	1	0	0	0	2	0	0
SALES WORKERS	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	1	11	0	0	2	0	0
CRAFT WORKERS	0	0	0	0	0	0	0
OPERATIVES	0	17	0	0	0	0	0
LABORERS & HELPERS	0	4	0	0	0	0	0
SERVICE WORKERS	0	0	0	0	0	0	0
TOTAL	13	34	0	0	8	0	1
PREVIOUS YEAR TOTAL	12	38	0	0	8	0	1

FEMALE

	WHITE	HISPANIC LATINO	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES
EXECUTIVE/SR OFFICIALS & MGRS	0	0	0	0	0	0	0
FIRST/MID OFFICIALS & MGRS	2	0	0	0	3	0	0
PROFESSIONALS	0	0	0	0	0	0	0
TECHNICIANS	0	0	0	0	0	0	0
SALES WORKERS	2	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	2	8	0	0	4	0	0
CRAFT WORKERS	0	0	0	0	0	0	0
OPERATIVES	0	33	0	0	0	0	0
LABORERS & HELPERS	0	0	0	0	0	0	0
SERVICE WORKERS	0	0	0	0	0	0	0
TOTAL	6	41	0	0	7	0	0
PREVIOUS YEAR TOTAL	7	44	0	0	7	0	0

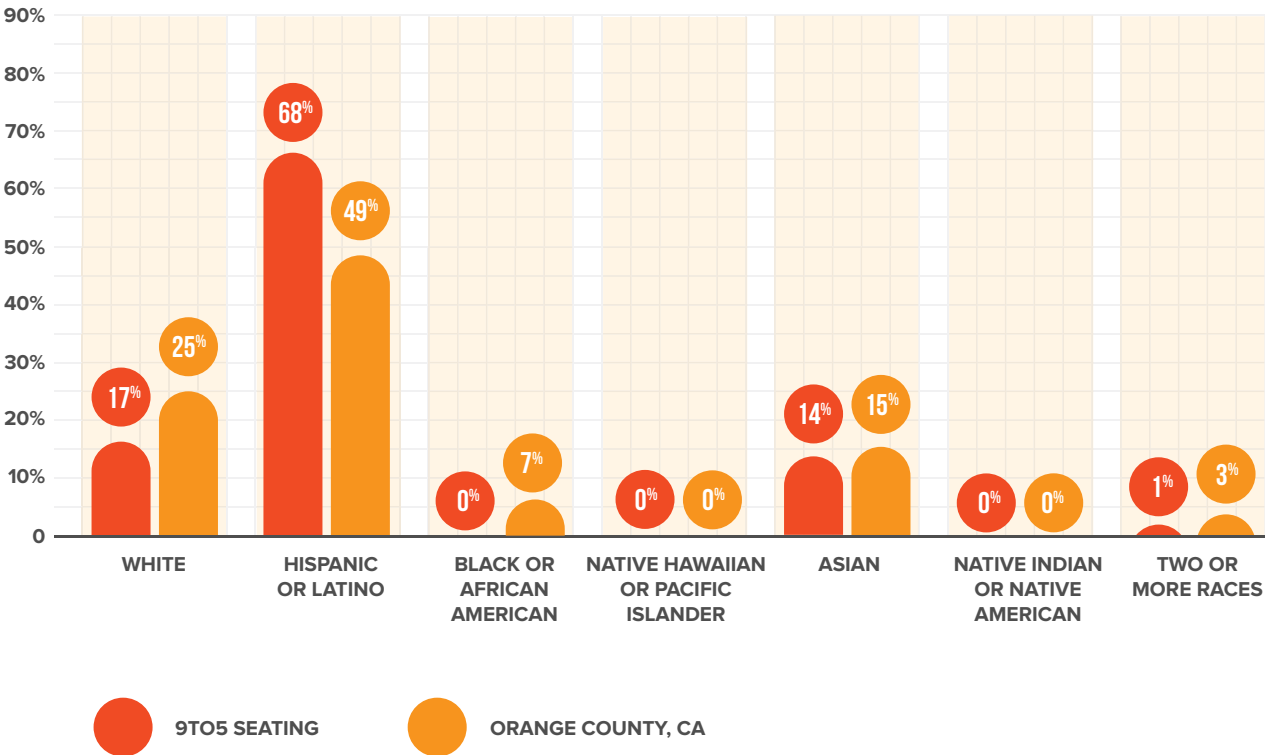
Inclusion

RACE

	WHITE	HISPANIC LATINO	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES
EXECUTIVE/SR OFFICIALS & MGRS	6	0	0	0	0	0	0
FIRST/MID OFFICIALS & MGRS	5	2	0	0	5	0	1
PROFESSIONALS	2	0	0	0	2	0	0
TECHNICIANS	1	0	0	0	2	0	0
SALES WORKERS	2	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	3	19	0	0	6	0	0
CRAFT WORKERS	0	0	0	0	0	0	0
OPERATIVES	0	50	0	0	0	0	0
LABORERS & HELPERS	0	4	0	0	0	0	0
SERVICE WORKERS	0	0	0	0	0	0	0
TOTAL	19	75	0	0	15	0	1
PREVIOUS YEAR TOTAL	17%	68%	0%	0%	14%	0%	1%

	9TO5 SEATING	LOS ANGELES, CA
WHITE	17%	25%
HISPANIC OR LATINO	68%	49%
BLACK OR AFRICAN AMERICAN	0%	7%
NATIVE HAWAIIN OR PACIFIC ISLANDER	0%	0%
ASIAN	14%	15%
AMERICAN INDIAN OR NATIVE AMERICAN	0%	0%
TWO OR MORE RACES	1%	3%

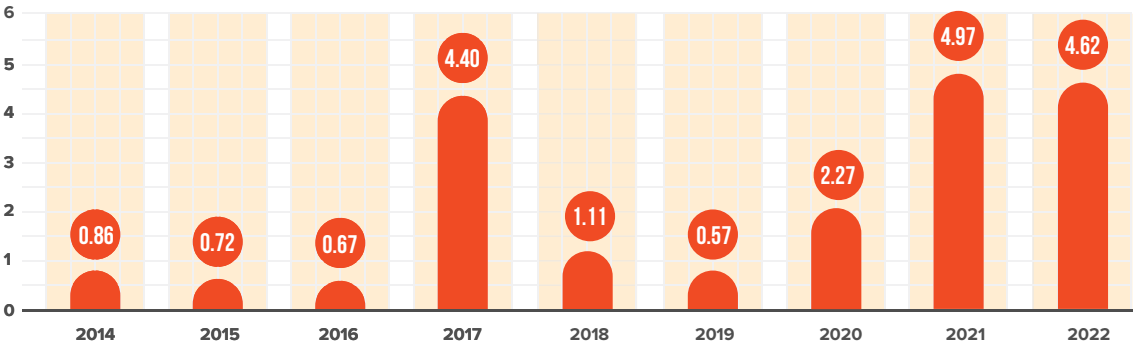
POPULATION COMPARISON - 2022



Health & Safety

INJURY RATE

YEAR	RECORDABLE INJURIES	TOTAL HOURS WORKED	INJURY RATE
2014	1	231897	0.862451864
2015	1	278412	0.718359841
2016	1	298145	0.670814537
2017	7	318240	4.399195576
2018	2	361393	1.1068283
2019	1	351764	0.568563014
2020	3	264135	2.271565677
2021	6	243133	4.935570243
2022	5	216575	4.617338105



2017 Increase in injury has been a result of incorrectly defined safety procedures. With the formation of the safety council and actions taken thus far, there was a significant decrease in incident level from 2017 to 2022.

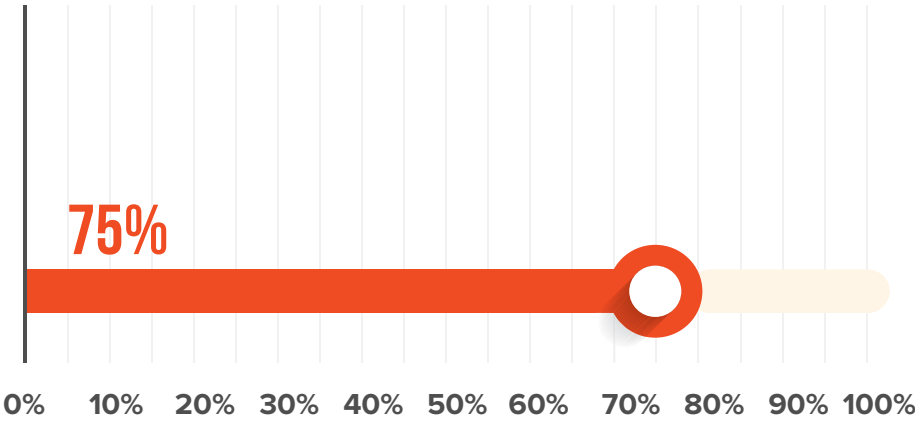
Labor & Human Rights

Provide a description of the company's Workplace Code of Conduct (WCOC), what subjects are included and what you require of your Suppliers

Include the percent of suppliers that have returned signed copies, based on 2022 spend data

Potentially, Include an image of your WCOC

TO WHAT EXTENT DOES YOUR COMPANY MEET THE FOLLOWING INTERNATIONALLY RECOGNIZED SOCIAL RESPONSIBILITY CRITERIA?



INCLUDE THE PERCENT OF SUPPLIERS THAT HAVE RETURNED SIGNED COPIES, BASED ON 2022 SPEND DATA

9to5 Seating Products



Acclaim 2780 Agent 1425 Aria 1860 Bella 1310 Bristol 2360 Cavo 1910



Diddy 2450 Ellie 9360 HÅG Capisco 8106 HÅG Capisco Puls 8010 & 8020 Jax 9236 Jax Side 9254



Logic Plus 1790 Luna 3460 Luna Side 3461 Mila Mesh/Upholstered 3760 Neo Lite 3150 Neo 3160



Strata Lite 1545 Theory 2160 Vault 1460 Vesta 3060 Vox 1090 Zoom 1115 @NCE @146



Clary 1510 Core 2260 Cortina 2900 Cosmo Upholstered/Mesh 3220 & 3250 Cydia Mesh/Upholstered 3300 Dash 1130



Kelley 1060 Kip 1080 Lilly 9111 Lilly Side 9114 Link 1410 Logic 1725



Omnia 2860 Remy 2820 Shuttle 1210 Sol Mesh/Upholstered 3680 Sophie 8111 Strata 1560



@NCE @205 @NCE @216 @NCE @217 @NCE @245 @NCE @305 & @306 @NCE HÅG SoFi @750 & @751

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Commitment to Sustainability

9to5 Seating Commits to Think & Act Green

9to5 Seating is committed to sustainable and environmentally responsible business practices. This global perspective is endorsed and executed throughout every aspect of our corporate culture, and within our warehousing, manufacturing and office facilities. We are proud to demonstrate our commitment by offering GREENGUARD Certified products, participating in the U.S. Environmental Protection Agency’s Waste Wise Program, and have been awarded the prestigious LEED® NC Gold Certification for our factory and corporate headquarters.

Environmental Commitment in Action

9to5 Seating’s corporate headquarters uses a rooftop photovoltaic panel system to generate electricity for the facility. To view how much power we are generating in real-time visit our solar portal at www.9to5seating.com/solar

Over 30 years, the system will offset:

- 6,102,370 lbs of CO2 | a leading cause of global climate change
- 4,192 lbs of NOx | a leading cause of smog
- 1,048 lbs of SO2 | a leading cause of acid rain
- 1,215 lbs of particulates | a leading cause of asthma

6,102,370 lbs of CO2 is equivalent to the amount absorbed by 13 acres of trees over their lifetime

GREENGUARD Certified

Our entire product line earned GREENGUARD and GREENGUARD GOLD Indoor Air Quality Certification issued by the GREENGUARD Environmental Institute. The GREENGUARD Indoor Air Quality Certification Program assures that products designed for use in office environments and other indoor spaces meet strict chemical emissions limits.

- Contribute to healthier interior environments.
- Add points for LEED Certification.
- Offer fabrics made from 100% recycled content. (Fabrics made from recycled content are identified with the symbol in the Grade-In section of this price book pages 14 – 23.)
- Manufactured using plastic, nylon, steel, aluminum and polypropylene components that are 100% recyclable.
- Use suppliers that share an earth-friendly philosophy.
- Certified below chemical emissions limits for TVOC, Formaldehyde, Total Aldehydes, Individual VOCs, 4-phenylcyclohexene.



Environmental Data Sheets for all 9to5 Seating products can be found at our web site www.9to5seating.com. For more information about GREENGUARD programs visit www.greenguard.org.

LEED®

At its core, a green building is a better performing building. It uses fewer resources and offers a better place to work through improved energy and water efficiency, better air quality, and access to natural daylight. We have been awarded the LEED® NC Gold Certification for our newly constructed corporate headquarters and manufacturing facility.

Sustainable aspects of 9to5 Seating’s headquarters building design contributing to LEED Gold Certification include:

- Rooftop photovoltaic panel system generating approximately 90% of electricity required for facility operation.
- Reduction of energy consumption through increased natural day lighting to enable factory to operate during an average day with lights off.
- Use of LED lighting throughout office space for further energy savings.
- Site selection promoting development density and community connectivity.
- Providing alternative transportation including access to public transportation, parking for low emitting and fuel-efficient vehicles.
- Quality control of storm water runoff.
- Decrease in heat island effect.
- Use of water efficient landscaping.
- Reduction of water usage by 40%
- Optimization of energy performance through a 28% improvement over 2011 California Title 24 code.
- Recycling or salvaging 75% of construction waste.
- Use of recycled content and regional building materials.
- Increased ventilation to promote indoor environmental quality.
- Use of low-emitting adhesives, sealants, paints, coatings and flooring systems.

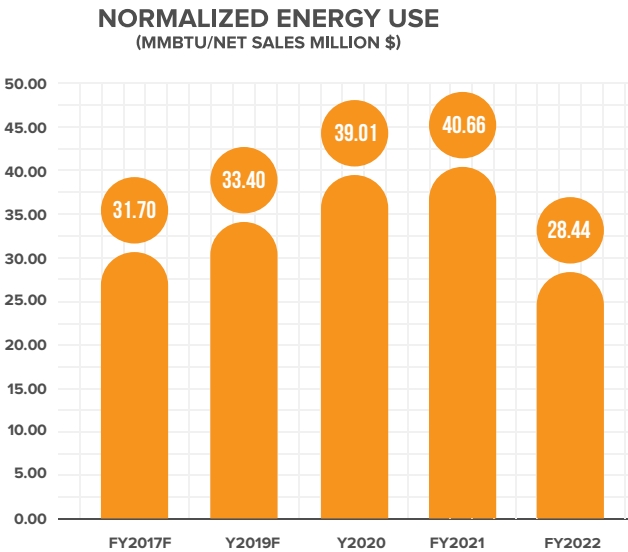
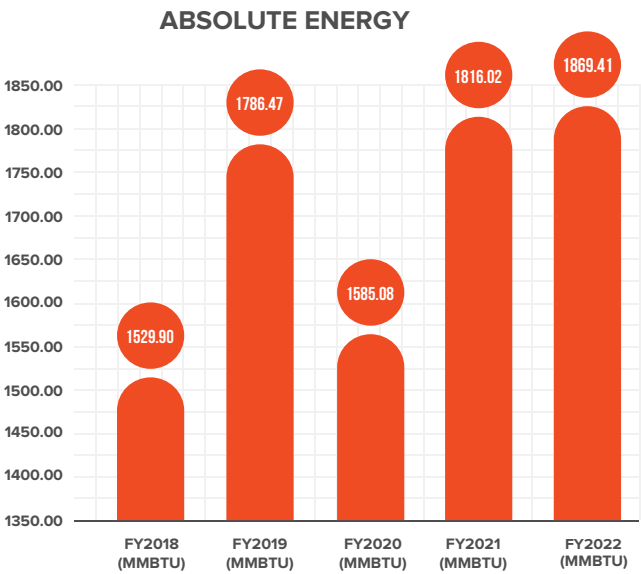
Energy Consumption

ABSOLUTE ENERGY

FY2018 (MMBTU)	1529.90	MMBTU
FY2019 (MMBTU)	1786.47	MMBTU
FY2020 (MMBTU)	1585.08	MMBTU
FY2021 (MMBTU)	1816.02	MMBTU
FY2022 (MMBTU)	1869.41	MMBTU

NORMALIZED ENERGY

FY2017	31.70
FY2019	33.40
FY2020	39.01
FY2021	40.66
FY2022	28.44

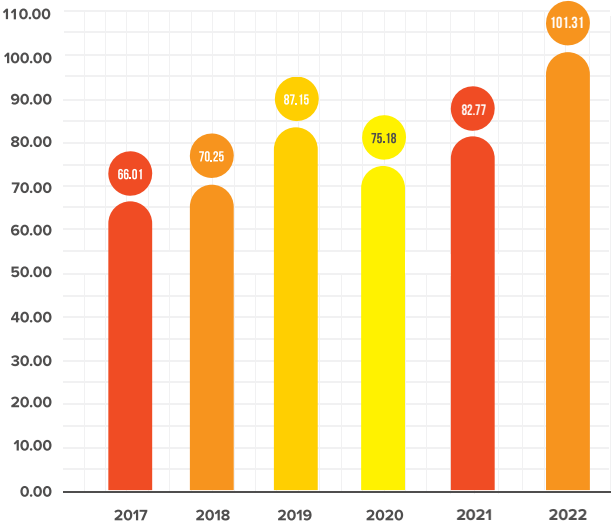


GHG

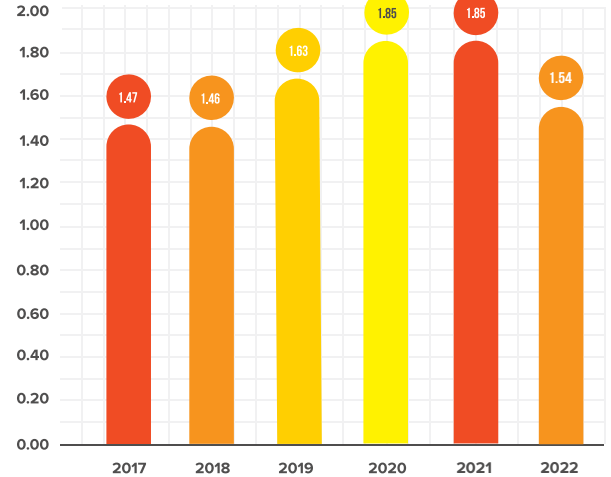
GHG EMISSIONS (tCO2e)

2017	66.01
2018	70.25
2019	87.15
2020	75.18
2021	82.77
2022	101.31

ABSOLUTE GHG EMISSIONS OVER TIME (tCO2e)



NORMALIZED GHG EMISSIONS (tCO2e/NET SALES MILLION \$)



NORMALIZED GHG EMISSIONS (tCO2e/Net Sales Million \$)

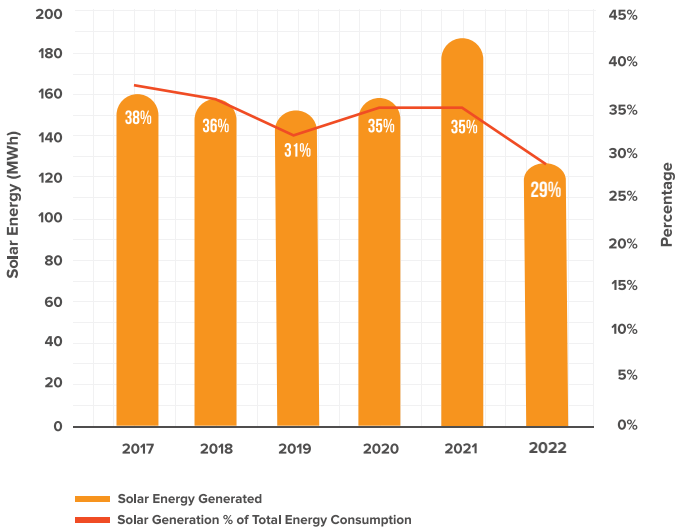
2017	1.47
2018	1.46
2019	1.63
2020	1.85
2021	1.85
2022	1.54

On-Site Solar Energy Generation (MWh)

2017	161.95	38%	*
2018	161.95	36%	*
2019	161.95	31%	*
2020	161.95	35%	
2021	188.45	35%	
2022	129.00	29%	

*Estimated from 2020 Generation

ON-SITE SOLAR ENERGY GENERATION (MWh)



G4 GRI Index

GENERAL STANDARD DISCLOSURES

CATEGORIES	SUBCATEGORIES	ASPECTS	INDICATORS	RESPONSE	PAGE
GENERAL STANDARD DISCLOSURES	Strategy and Analysis		G4-1	Statement from the most senior decision-maker of the organization	Letter from the President
	Organizational Profile		G4-3	Name of the organization	9to5 Seating
			G4-4	Primary brands, products, and services	Our Products
			G4-5	Location of the organization's headquarters	Who we are
			G4-6	Number of countries where the organization operates	Who we are
			G4-7	Nature of ownership and legal form	Who we are
			G4-8	Markets served	Who we are
			G4-9	Scale of the organization	Who we are
	Identified Material Aspects and Boundaries		G4-18	Process for defining the report content and the Aspect Boundaries	About Our Report
			G4-19	Material Aspects identified in the process for defining report content	About Our Report
			G4-23	Significant changes from previous reporting periods in the Scope and Aspect Boundaries	No major changes
	Stakeholder Engagement		G4-24	List of stakeholder groups engaged by the organization	About Our Report
			G4-25	Basis for identification and selection of stakeholders with whom to engage	About Our Report
	Report Profile		G4-28	Reporting period for information provided	About Our Report
			G4-29	Date of most recent previous report, if applicable	No major changes
			G4-30	Reporting cycle	About Our Report
			G4-31	Contact information for questions regarding the report or its contents	
	Ethics and Integrity		G4-56	Organization's values, principles, standards and norms of behavior	Corporate Ethics

CATEGORIES	SUBCATEGORIES	ASPECTS	INDICATORS	RESPONSE	PAGE
ENVIRONMENT	Energy		G4-EN3	Energy consumption within the organization	Energy & Greenhouse Gases (GHGs)
			G4-EN4	Energy consumption outside of the organization	Energy & Greenhouse Gases (GHGs)
			G4-EN5	Energy Intensity	Energy & Greenhouse Gases (GHGs)
			G4-EN6	Reduction of energy consumption	Energy & Greenhouse Gases (GHGs)
	Emissions		G4-EN15	Direct greenhouse gas (GHG) emissions (scope 1)	Energy & Greenhouse Gases (GHGs)
			G4-EN16	Energy indirect greenhouse gas (GHG) emissions (Scope 2)	Energy & Greenhouse Gases (GHGs)
			G4-EN18	Greenhouse gas (GHG) emissions intensity	Energy & Greenhouse Gases (GHGs)
			G4-EN19	Reduction of greenhouse gas (GHG) emissions	Energy & Greenhouse Gases (GHGs)
	Compliance		G4-EN29	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations	None
			G4-EN34	Number of grievances about environmental impacts filed, addressed, and resolved through formal grievance mechanisms	None

CATEGORIES	SUBCATEGORIES	ASPECTS	INDICATORS	RESPONSE	PAGE
SOCIAL	Human Rights	Non-discrimination	G4-HR3	Total number of incidents of discrimination and corrective actions taken	None
		Supplier Human Rights Assessment	G4-HR10	Percentage of new suppliers that were screened using human rights criteria	Labor & Human Rights
	Labor Practices & Decent Work	Occupational Health and Safety	G4-LA6	Total of injury and rates of injury, occupational diseases, lost days, and absenteeism, and total number of work-related fatalities, by region and by gender	Employee Health & Safety
			G4-LA7	Workers with high incidence or high risk of diseases related to their occupation	None
		Diversity and Equal Opportunity	G4-LA12	Composition of governance bodies and breakdown of employees category according to gender, age group, minority group membership, and other indicators of diversity	Inclusiveness
			G4-LA14	Percentage of new suppliers that were screened using labor practices criteria	Labor & Human Rights
	Labor Practices Grievance Mechanisms		G4-LA16	Number of grievances about labor practices filed, addressed, and resolved through formal grievance mechanisms	None

SOCIAL

CATEGORIES	SUBCATEGORIES	ASPECTS	INDICATORS	RESPONSE	PAGE
SOCIAL	Society	Local Communities	G4-SO1	Percentage of operations with implemented local community engagement, impact assessments, and development programs	100%
		Compliance	G4-SO8	Monetary value of significant fines and total number of non-monetary sanctions for noncompliance with laws and regulations	None
		Supplier Assessment for Impacts on Society	G4-SO9	Percentage of new suppliers that were screened using criteria for impacts on society	Labor & Human Rights
	Product Responsibility	Customer Health and Safety	G4-PR1	Percentage of significant product and service categories for which health and safety impacts are assessed for improvement	Design for Environment
		Customer Health and Safety	G4-PR2	Total number of incidents of non-compliance with regulations and voluntary codes concerning health and safety impacts of products and services during their life	None
		Marketing Communications	G4-PR7	Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship by type of outcomes	None
		Compliance	G4-PR9	Monetary value of significant fines for noncompliance with laws and regulations concerning the provision and use of products and services	None



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