



## CORPORATE SUSTAINABILITY POLICY

9to5 Seating is committed to socially and environmentally responsible business practices. It is an integral part of our corporate philosophy to promote environmental preservation and an ideology that drives our endless commitment to a sustainable future. This global perspective is endorsed and executed throughout every aspect of our corporate culture, and within our warehousing, manufacturing and office facilities. To uphold our commitments outlined within, we will ensure that all 9to5 team members are fully aware of our Corporate Sustainability Policy and are committed to helping implement and improve these policies. This includes our effort to review, annually report, and work to continually improve our sustainability performance.

### Environmental Policy

9to5 Seating is committed to operating in an environmentally responsible manner by implementing business practices that prevent pollution; incorporating life-cycle thinking into the design, manufacture, use, and the end-of-life management of our products; and continually monitoring, measuring, and improving upon our environmental performance by establishing relevant objectives and targets identified through engagement with company stakeholders and documented as part of our sustainability management system (SMS). We will, at a minimum, comply with all relevant local, state, and federal environmental regulations, and with other requirements to which we subscribe. Our environmental policy and related goals will be clearly communicated to our employees, suppliers, and customers.

### Design for Durability / Upgradeability

9to5 Seating will design and manufacture products that have a long useful life; can withstand repeated service, repair, and handling; and utilize standardized product parts and components available to facilitate maintenance, servicing, reassembly, and/or replacement if deemed necessary.

### Design for Environment

9to5 Seating will adopt product design processes and strategies that take into account the impact that our products have on the environment from cradle to grave. During the design phase of any new product or existing product undergoing a redesign, 9to5 will, at a minimum, consider incorporating renewable, recycled, recyclable and biodegradable materials; make design considerations to conserve raw materials, water and energy used in the manufacturing process; and address the end of life management and recovery options for the materials that make up our products.

### Chemical Management

9to5 Seating will work to identify, reduce, and/or eliminate chemicals that are known to be hazardous to human and ecosystem health throughout our manufacturing, finishing and assembly operations and in our products. 9to5 Seating will maintain a Hazard Communication program that includes a chemical inventory to identify and track new and existing chemicals that make up our products as well as those used in our facilities. This commitment includes regular evaluation of the current state of our chemical management through our sustainability management system (SMS).

### **Environmentally Preferable Purchasing (EPP)**

9to5 Seating will purchase products that minimize environmental impacts and energy consumption, that include recycled content, and are durable and long-lasting. This policy allows for decision-making leniencies to analyze whether an alternate product would not perform adequately for its intended use or is not available at a reasonable price in a reasonable period of time.

### **Energy**

9to5 Seating is committed to energy conservation which includes reducing our overall energy consumption and associated greenhouse gas emissions. It is our policy to regularly monitor and make efforts to continually improve upon our energy performance; acting in accordance with all current and future local and national legislation that is applicable to our operations in this area. Through our sustainability management system (SMS), we will set objectives and targets directly related to energy conservation. To hold ourselves accountable to our long and short-term goals, we will communicate our performance metrics to our stakeholders, both internally and through publicly available reporting methods.

### **Solid Waste Diversion**

9to5 Seating strives to minimize landfill waste through material efficiency measures, by employing the use of materials composed of recyclable content, and by promoting the reuse or recycling of scrap waste streams. We will continuously work to meet our waste diversion goals by setting objectives and targets and implementing strategies that will, over time, achieve our goal of diverting 100% of manufacturing waste from being sent to the landfill.

### **Transportation**

9to5 Seating has employed an idling reduction policy at its manufacturing facility for its internal and 3rd party fleet vehicles. Attention is given to environmental criteria when selecting 3rd party carriers for inbound and outbound products and materials.

## Social Responsibility & Business Ethics

9to5 Seating is a family-owned and operated business committed to supporting a culture of openness, trust, and integrity and conducting our affairs and activities with the highest standards of ethical conduct and without deception. The Company will conduct its business in a competent, fair, impartial, and efficient manner when dealing with our customers, employees and our manufacturing partners and contribute positively to our communities, in ways that are relevant to their needs. All supervisory and management employees, including all officers and directors of the Company, have a special responsibility to lead according to the standards in this policy in both words and action, while all of us have an obligation to adhere to this policy and encourage others to do the same.

### Confidentiality/Nondisclosure/Use of Trade Secrets

9to5 Seating is a privately held company. As such, there are no requirements to publicly disclose any information regarding our business or financial results. Each employee is responsible for safeguarding confidential information obtained during employment and to prevent revealing or divulging any such information unless it is necessary to perform job duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by a supervisor.

During the term of employment with 9to5 Seating, employees may have access to and become familiar with information of a confidential, proprietary, or secret nature, which is or may be either applicable or related to the present or future business of the Company, its research, development, or the business of its customers. Employees shall not disclose any of the above-mentioned trade secrets, directly or indirectly, or use them in any way, either during the term of their employment or at any time thereafter, except as required in the course of employment with the Company. Any breach of this policy will not be tolerated, and legal action may be taken.

### Receipt of Gifts

As a policy, all employees must avoid situations which impair an employee's ability to exercise good judgment on behalf of the Company, including any situation that could result in an actual or potential conflict of interest. No employee may solicit or accept for personal benefit, directly or indirectly, a gift or gratuity from any customer, vendor, supplier, or other person doing business with 9to5 Seating because doing so may give the appearance of influencing business decisions, transactions or service. All 9to5 employees are asked to discuss expenses paid by such persons for business meals or trips with the Company in advance.

### Community Engagement

9to5 Seating will seek out activities that contribute to the communities in which we operate, in ways that are relevant to community needs. Activities may include volunteerism, donations, sponsorship opportunities, among others. We will make every effort to involve our employees in these decisions and encourage their participation.

### Labor and Human Rights

It is our policy to protect and respect the basic human rights of our employees and associates. All 9to5 Seating personnel are employed on an at-will basis. 9to5 Seating commits to providing decent work hours, wages, and conditions as well as upholding all local, national, and global regulations prohibiting forced, compulsory, and child labor.

## Equal Employment Opportunity

9to5 Seating recognizes the benefits of an inclusive work force and is proud to be an equal opportunity employer that makes employment decisions based on merit. We want to have the best available persons for every job. Company policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

If the Company determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Company will not retaliate against any employee for filing a complaint and will not knowingly permit retaliation by management employees or coworkers.

## Health & Safety

It has always been and will continue to be 9to5 Seating's intent to provide the safest and healthiest possible work environment for all its employees. The most important element in the effort to eliminate or reduce work-related injuries is every employee's commitment to eliminate causes of injury, i.e., hazardous work conditions and practices. We must each be aware of the hazards which can lead to injury and loss and should act to ensure the safety and well-being of all employees.

In compliance with local and national law, and to promote the concept of a safe workplace, 9to5 Seating maintains a Safety Program which is available for review by employees and/or employee representatives. All 9to5 employees are responsible for their own safety, as well as that of others in the workplace. To help the Company maintain a safe workplace, everyone must be safety-conscious at all times. All employees are encouraged to report any unsafe conditions, suggest corrective or preventative measures, and are required to report all work-related injuries or illnesses immediately to their manager or supervisor.



Dara Mir, President & CEO

3/5/21

Date