



The difference is in the details

2018 Corporate Responsibility Report



Table of Contents

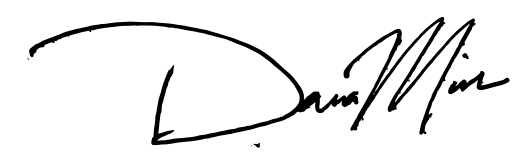
About This Report	4
Product Responsibility	5
Who is 9to5 Seating	6 - 9
Company History	10 - 11
2017 Employee Events	12
Inclusion	13-15
Health and Safety	16
Labor & Human Rights	17
9to5 Seating Products	18 - 19
Commitment to Sustainability	20 - 21
Energy Consumption	22
GHG	23
G4 GRI Index	24-26

Letter from the President

We have come a long way since the launch of 9to5 Seating in 1986, 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 factories in both Hawthorne, CA and Union City, TN 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
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 social responsibility.

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 2018 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.
- 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 Seating

Mission

Founded in 1982, 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 manufacturing, with wholly owned facilities in the United States and China, offers the customer a wide variety of upholstery material, 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. In a major reshoring effort to bring manufacturing jobs back to the United States, 9to5 Seating recently opened its 3rd manufacturing facility in Union City, Tenn. The knowhow and the hard work ethic of the American work force brings the products closer to their point of use in the United States and can rival the competition imported from overseas.

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.

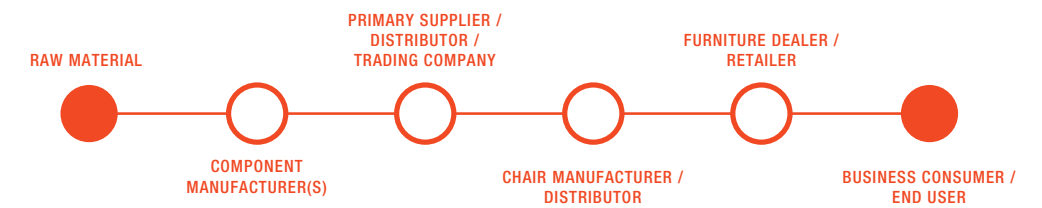
Below are some highlights of the program:

- Lead Time: 5 Business Day Quick Ship and Standard 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
- 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. 9to5 Seating developed a Supplier Code of Conduct that has been distributed to all major suppliers of products and components that make up 9to5 Seating's products. 9to5 Seating asks that the CEO/CFO, or his/her designee, of the supplying company read each description and acknowledge that they agree to comply with the principles outlined in the Code by signing and returning a copy to 9to5 Seating. 9to5 Seating received signed copies of its Supplier Code of Conduct from suppliers comprising 83.1% of 9to5 Seating's spend on direct materials during 2017.

Traditional Supply Chain For Office Seating



9to5 Seating Supply Chain For Office Seating



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 CO2 over its lifetime of 25 years, equivalent to the amount of CO2 emitted by driving 157,278 cars 50 miles a day for one year.

Locations

Headquarters: Hawthorne, CA

Manufacturing locations: Hawthorne, CA, Union City, TN, Guangzhou, China

Showroom Locations:

- Hawthorne, CA
- San Jose, CA
- Phoenix, AZ
- Denver, CO
- Atlanta, GA
- Chicago, IL
- Union City, TN
- Dallas, TX

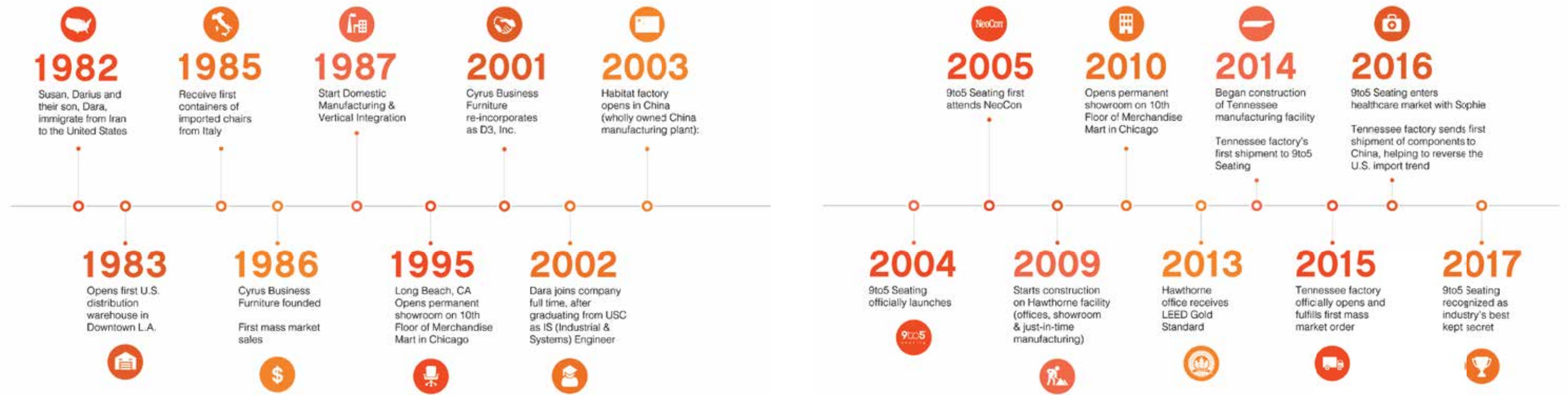
Scale of Organization

- Total number of employees = 160
- Total number of operations = 13
- Quantity of products or services provided = 35 product

Markets Served

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

Company History



2017 EMPLOYEE EVENTS

We strive to be a contributing member to our local communities. Here is a list of our 2017 community events, of which we were proud to participate.

Toys for Tots

is a program run by the United States Marine Corps Reserve which distributes toys to children whose parents cannot afford to buy them gifts for Christmas. The program was founded in 1947 by reservist Major Bill Hendricks.

Furniture Donation to Goodwill

Goodwill is an American nonprofit 501(c)(3) organization that provides job training, employment placement services, and other community-based programs for people who have barriers preventing them from otherwise obtaining a job.

Donation to City of Hope

City of Hope is best known as a cancer treatment center. It has been designated a Comprehensive Cancer Center by the National Cancer Institute. City of Hope has also been ranked one of the nation's Best Cancer Hospitals by U.S. News & World Report for over ten years and is a founding member of the National Comprehensive Cancer Network.

Donation to Norton's Children Hospital

Norton Children's Hospital, formerly Kosair Children's Hospital, is a hospital in Louisville, Kentucky. Established in 1892 as Children's Free Hospital, part of Norton Healthcare. It is nationally ranked among the top 50 children's hospitals in the country.

We look forward to sharing more of how 9to5 Seating is rolling up our sleeves in 2018 and helping our local communities.

Inclusion

MALE

	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	1	1			1		
FIRST/MID OFFICIALS & MGRS		2					
PROFESSIONALS	1	4			1		
TECHNICIANS							
SALES WORKERS							
ADMINISTRATIVE SUPPORT		2					
CRAFT WORKERS							
OPERATIVES		7			1		
LABORERS & HELPERS		4					
SERVICE WORKERS		5					
TOTAL	2	25	0	0	3	0	0

FEMALE

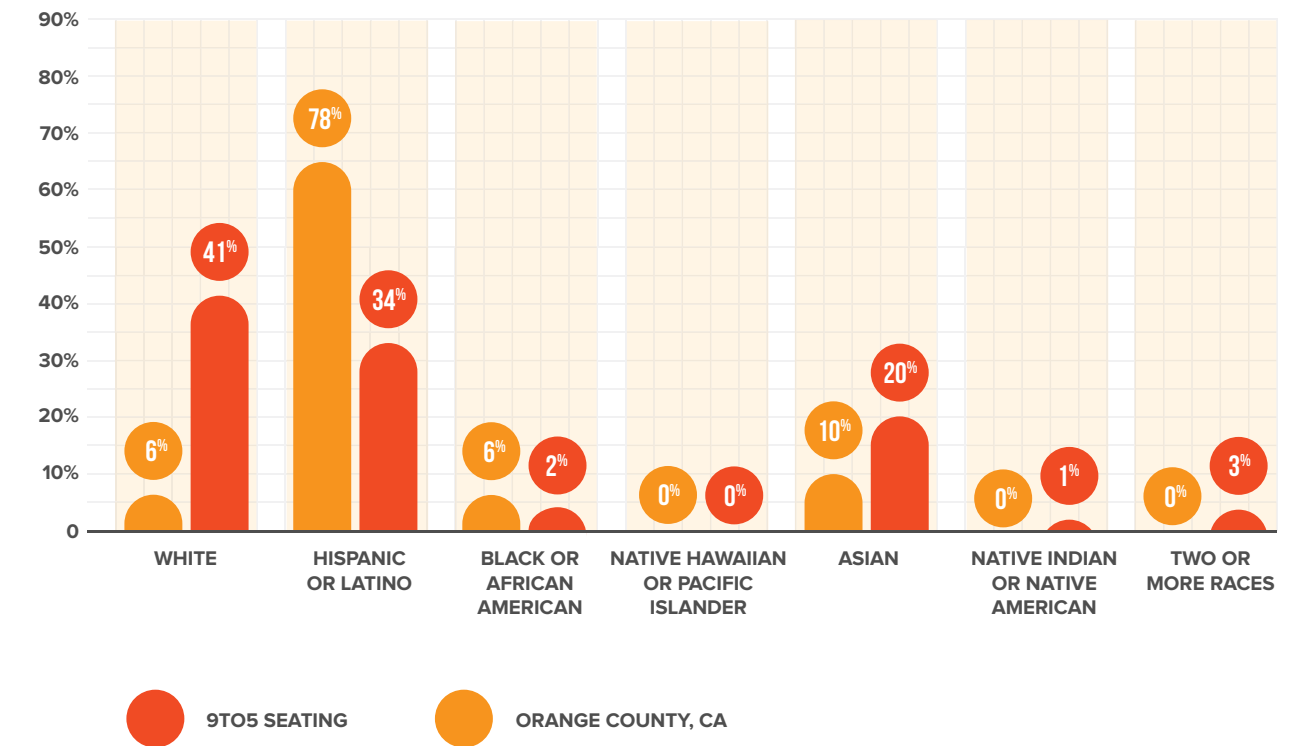
	WHITE	HISPANIC LATINO	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR PACIFIC ISLANDER	ASIAN	AMERICAN INDIAN OR ALASKAN NATIVE	TWO OR MORE RACES
EXECUTIVE/SR OFFICIALS & MGRS					1		
FIRST/MID OFFICIALS & MGRS							
PROFESSIONALS	1	2	1		1		
TECHNICIANS							
SALES WORKERS							
ADMINISTRATIVE SUPPORT		2	2				
CRAFT WORKERS							
OPERATIVES							
LABORERS & HELPERS		6					
SERVICE WORKERS		5					
TOTAL	1	15	3	0	2	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	1	1	0	0	2	0	0
FIRST/MID OFFICIALS & MGRS	0	2	0	0	0	0	0
PROFESSIONALS	2	6	1	0	2	0	0
TECHNICIANS	0	0	0	0	0	0	0
SALES WORKERS	0	0	0	0	0	0	0
ADMINISTRATIVE SUPPORT	0	4	2	0	0	0	0
CRAFT WORKERS	0	0	0	0	0	0	0
OPERATIVES	0	7	0	0	1	0	0
LABORERS & HELPERS	0	10	0	0	0	0	0
SERVICE WORKERS	0	10	0	0	0	0	0
TOTAL	3	40	3	0	5	0	0
	6%	78%	6%	0%	10%	0%	0%

	9TO5 SEATING	ORANGE COUNTY, CA
WHITE	6%	41%
HISPANIC OR LATINO	78%	34%
BLACK OR AFRICAN AMERICAN	6%	2%
NATIVE HAWAIIAN OR PACIFIC ISLANDER	0%	0%
ASIAN	10%	20%
AMERICAN INDIAN OR NATIVE AMERICAN	0%	1%
TWO OR MORE RACES	0%	3%

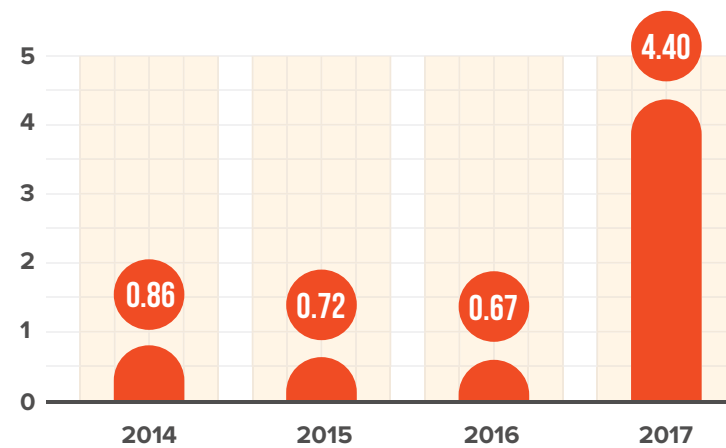
POPULATION COMPARISON - 2017



Health & Safety

INJURY RATE

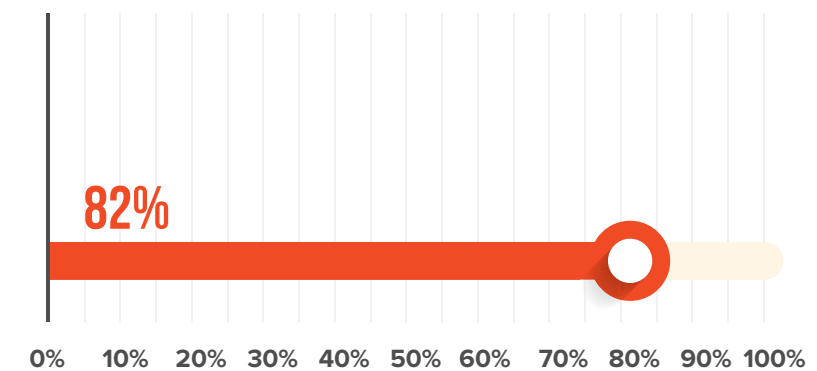
YEAR	RECORDABLE INJURIES	TOTAL HOURS WORKED	INJURY RATE
2014	1	231897	0.862451864
2015	1	278412	0.718359841
2016	1	298145	0.670814537
2017	7	318240	4.399195576



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, it is expected that the incident level will significantly reduce in 2018.

Labor & Human Rights

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



THE PERCENT OF SUPPLIERS THAT HAVE RETURNED SIGNED COPIES, BASED ON 2016 SPEND DATA

9to5 Seating Products



Acclaim
2780



Agent
1425



Aria
1860



Axis
2600



Bella
1310



Bella Mesh
1360



Brio
2060



Bristol
2360



Cayman
2800



Core
2260



Cortina
2900



Cosmo Mesh
3250



Cosmo Upholstered
3220



Cydia Mesh
3300



Cydia Upholstered
3300



Diddy
2450



Indy
1010



Kelley
1060



Lilly
9111



Link
1410



Logic
1725



Logic +
1790



Luna
3460



Mimi
1030



Neo
3160



Shuttle
1210



Shuttle Mesh
1260



Sol
3660



Sophie
8111



Strata
1560



Strata Lite
1545



Theory
2160



Vault
1460



Verta
3060



Zoom
1115



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: http://live.deckmonitoring.com/?id=9_to_5_seating

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 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.

9to5 Seating products:

- Contribute to healthier interior environments.
- Add points for LEED Certification.
- Offer fabrics made from 100% recycled content.
- 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%
- 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

2017 ABSOLUTE ENERGY

FY2016 (MMBTU)	10309.12	MMBTU
FY2017 (MMBTU)	11486.87	MMBTU

2017 NORMALIZED ENERGY

FY2016 (MMBTU)	10309.12	MMBTU
FY2017 (MMBTU)	11486.87	MMBTU

GHG

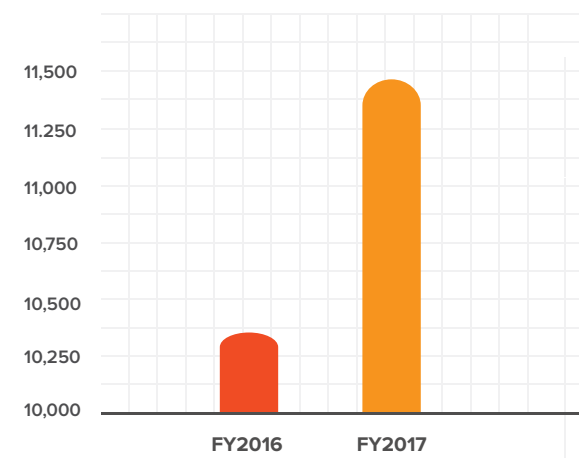
2017 GHG EMISSIONS (tCO2e)

SCOPE I	136.91	tCO2e
SCOPE II	1758.59	tCO2e

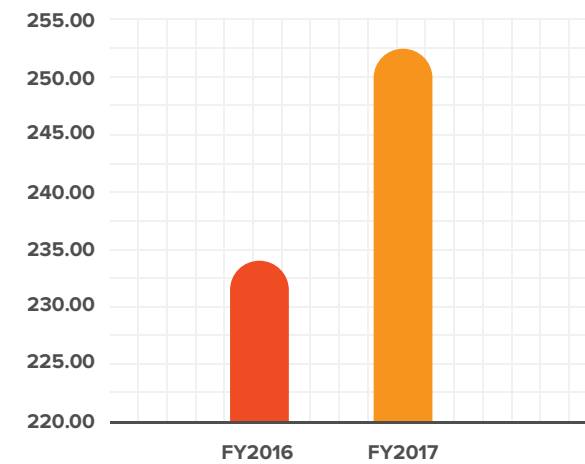
NORMALIZED GHG EMISSIONS

FY2016	37.23	tCO2e/Net Sales Million \$
FY2017	41.79	tCO2e/Net Sales Million \$

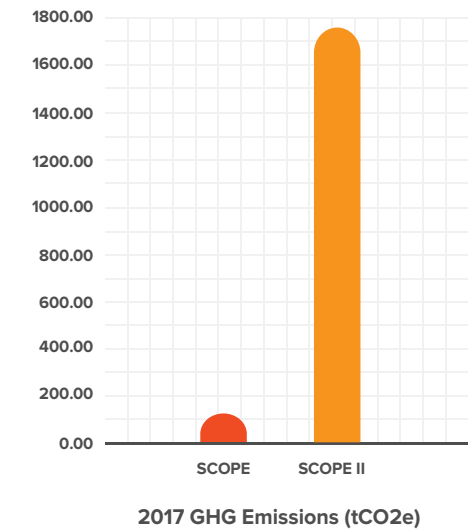
2017 ABSOLUTE ENERGY USE (MMBTU)



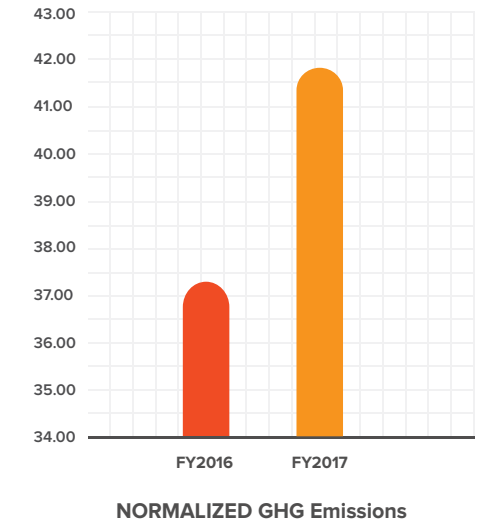
2017 NORMALIZED ENERGY USE (MMBTU/NET SALES MILLION \$)



2017 ABSOLUTE GREENHOUSE GAS EMISSIONS (tCO2e)



NORMALIZED GREENHOUSE GAS EMISSION



S

G4 GRI Index

GENERAL STANDARD DISCLOSURES

CATEGORIES	SUBCATEGORIES	ASPECTS	INDICATORS	RESPONSE	PAGE
	Strategy and Analysis		G4-1 Statement from the most senior decision-maker of the organization	Letter from the President	3
	Organizational Profile		G4-3 Name of the organization	9to5 Seating	
			G4-4 Primary brands, products, and services	Our Products	18-19
			G4-5 Location of the organization's headquarters	Who is 9to5 Seating	6-9
			G4-6 Number of countries where the organization operates	Who is 9to5 Seating	6-9
			G4-7 Nature of ownership and legal form	Who is 9to5 Seating	6-9
			G4-8 Markets served	Who is 9to5 Seating	6-9
			G4-9 Scale of the organization	Who is 9to5 Seating	6-9
	Identified Material Aspects and Boundaries		G4-18 Process for defining the report content and the Aspect Boundaries	About This Report	4
			G4-19 Material Aspects identified in the process for defining report content	About This Report	4
			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 This Report	4
			G4-25 Basis for identification and selection of stakeholders with whom to engage	About This Report	4
	Report Profile		G4-28 Reporting period for information provided	About This Report	4
			G4-29 Date of most recent previous report, if applicable	No major changes	
			G4-30 Reporting cycle	About This Report	4
			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	Who is 9to5 Seating	6-9

CATEGORIES	SUBCATEGORIES	ASPECTS	INDICATORS	RESPONSE	PAGE
		Energy	G4-EN3 Energy consumption within the organization	Energy & Greenhouse Gases (GHGs)	22-23
			G4-EN4 Energy consumption outside of the organization	Energy & Greenhouse Gases (GHGs)	
			G4-EN5 Energy Intensity	Energy & Greenhouse Gases (GHGs)	22-23
			G4-EN6 Reduction of energy consumption	Energy & Greenhouse Gases (GHGs)	22-23
		Emissions	G4-EN15 Direct greenhouse gas (GHG) emissions (scope 1)	Energy & Greenhouse Gases (GHGs)	22-23
			G4-EN16 Energy indirect greenhouse gas (GHG) emissions (Scope 2)	Energy & Greenhouse Gases (GHGs)	22-23
			G4-EN18 Greenhouse gas (GHG) emissions intensity	Energy & Greenhouse Gases (GHGs)	22-23
			G4-EN19 Reduction of greenhouse gas (GHG) emissions	Energy & Greenhouse Gases (GHGs)	22-23
		Compliance	G4-EN29 Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations	None	
		Environmental Grievance Mechanisms	G4-EN34 Number of grievances about environmental impacts filed, addressed, and resolved through formal grievance mechanisms	None	

ENVIRONMENT

CATEGORIES	SUBCATEGORIES	ASPECTS	INDICATORS	RESPONSE	PAGE
	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	17
	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	16
			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	Inclusion	13-15
		Supplier Assessment for Labor Practices	G4-LA14 Percentage of new suppliers that were screened using labor practices criteria	Labor & Human Rights	17
		Labor Practices Grievance Mechanisms	G4-LA16 Number of grievances about labor practices filed, addressed, and resolved through formal grievance mechanisms	None	

SOCIAL

SOCIAL

CATEGORIES	SUBCATEGORIES	ASPECTS	INDICATORS	RESPONSE	PAGE
	Society	Local Communities	G4-SO1 Percentage of operations with implemented local community engagement, impact assessments, and development programs	100%	
			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	17
	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	Product Responsibility	5
		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	



3211 Jack Northrop Ave.
Hawthorne, CA 90250

PHONE

888.925.SEAT

FAX

866.925.SEAT

EMAL

sales@9to5seating.com

9to5seating.com

Follow us: @9to5seating



D3 Family of Brands



For questions regarding this report, please contact:
Mark Mannon, Director of Product and Market Development
310.220.2500



The difference is in the details

