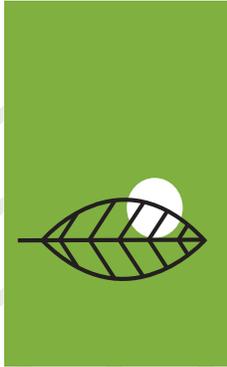




# Corporate Responsibility Report



January 2021



# Contents

About this Report	03
Letter from the President	04
About Us	05
Facility Info Name, location, products, Countries operating in, reporting cycle	
<b>the People of OM Seating</b>	<b>06</b>
HR Policy ( <i>hiring &amp; inclusiveness, employee treatment &amp; anti-harrasment</i> )	06
Diversity and Inclusion Practices ( <i>metrics</i> )	06
Health & Safety Policy	07
Health and Safety Practices ( <i>metrics</i> )	07
Business Practices Policy ( <i>compliance, corporate ethics</i> )	08
Corporate Citizenship Policy	08
Supplier Code of Conduct Adoption ( <i>metrics</i> )	
Community Outreach	
• Wellness & Walk-for-Good Program	09
• Financial Support	09
• Volunteer Support	10
<b>the Planet</b> ( <i>Environmental &amp; Sustainability Policies of OM Seating</i> )	<b>11</b>
Building, Better ( <i>Facilities Policy</i> )	
Custom-Built & Iteratively Greener Headquarters	11
Water, Waste & Recycling Policy	12
Production and Operations Policy	12
Environment & Energy Policy	13
Total and Normalized Energy Consumption ( <i>metrics</i> )	13
Greenhouse Gases ( <i>GHG</i> ) Policy	14
Absolute and Normalized GHG Emissions ( <i>metrics</i> )	14
<b>the Products of OM Seating</b>	<b>15</b>
Product Design Policy ( <i>DfE</i> )	15
Product Durability and Upgradeability Policy ( <i>lifecycle thinking</i> )	15
Chemical Management Policy	16
Available Products ( <i>Visual Index of Products &amp; Categories</i> )	17
Appendix	18
Global Reporting Initiative ( <i>GRI</i> ) Table	18
Supplier Code of Conduct ( <i>sample</i> )	21
Select List of Independent Certifications:	21
- BIFMA Compliant® ( <i>in process</i> )	
- Greenguard® GOLD ( <i>attained</i> )	

# About This Report

## Why Does This Document Matter?

OM Seating was founded by people, for people.

While our daily work is naturally focused on the design and production of the best, most versatile and supportive seating that we can imagine and create, our goals are far wider ranging than “merely a good chair” (though that of course matters, too).

**In actuality, our mission is People.** To enable our employees and extended company family to thrive and find fulfillment and community in our collective endeavor. To activate, enable and support our customers’ comfort, imagination, and productivity.

As a natural extension of this, we also focus on building long-term relationships with our community, dealers, and suppliers because they are each vital to our long term sustainable business strategy. We use this GRI report to communicate our goals and why they are important to our business and our stakeholders, including how we are doing. We use an Energy and Environmental Management (EnEMS) approach to identify relevant aspects and impacts while also tracking our continuous improvement efforts. It is through these combined efforts that we hope to see our values and polices provide long lasting value.

That is one of the main reasons why written policies like this one are important. Taking the time to read, consider, write down, and then re-consider and/or otherwise remind ourselves about our touchstone concepts helps us to stay connected to the reality that our little seating company is also many other things — a corporate citizen, a community participant, a planet co-habitant.

So, contained in this Statement of Values document, you’ll find everything from the beliefs that govern our business practices, to the drivers that guide how we built and daily manage our headquarters and process flow, and then to our practices for building up our people; all within the context of our being responsible to our twin economic and environmental duties.

OM Seating does indeed care about what we can possibly do to make the world a better place. We are dedicated to the idea that we can always improve and thus we will work to allow new ideas to bring us ever-together, towards ever-better iterations of our products and processes. All the while, we will keep ourselves firmly grounded in the needs of our families and people — both today, and into the future.

This is OM Seating’s Annual Social + Environmental + Company Responsibility Report recapping 2020.



## Letter From The President

People First. Always.

Taking the time to inquire about a family member's health. Spending moments of a busy day to thank someone — with specifics — for their passion, dedication, or for even the most simple of contributions.

These are some of the things that encapsulate who we are, as a company of People.

Established in 1986 to develop and produce seating to fit and serve the human body & spirit, OM Seating quickly grew from humble origins on an egg ranch just outside of San Diego, California to becoming a mid-market seating specialist serving a broad range of usage environments and needs. Today, OM Seating has solutions for every place and each need, from worker task, to collaborative and learning spaces, from healing environments to institutional environments, and more. Over time, OM Seating has grown its portfolio to feature thoughtful design, fundamental reliability, and flexible, user-oriented ergonomics and innovative use possibilities.

We fully embrace the concept of pushing further up, and further in to develop ever-better solutions that are durable as well as driven from relevant and value-affording innovations — from features, to adjustability, to process and materiality.

While we variously imagine, explore, and develop product improvements, we have a genuine drive to learn more about emerging materials and new methods — all so we can someday draw from today's learnings in tomorrow's designs. We don't irreverently call ourselves "Learnians" for nothing!

Through ALL of the constant pushing to attain our elusive goal of "better" (and then start afresh for the next project), OM Seating realizes that People are the simple Truth that guides us — pulling us through uncertainties such as those of 2020, pushing us through to new innovations that can better serve a particular need, and overall, binding us into a factory of people that listen to, respond to, and work with one another to bring stories to life.

OM Seating is not a company that simply "chairs"; we are a company that deeply, and thoroughly, Cares.

How can we help you?

With Sincerity,

A handwritten signature in blue ink that reads "Wilson". The signature is fluid and cursive.

Wilson Chow, [wilson@omseating.com](mailto:wilson@omseating.com)  
President, OM Seating

## About Us

### Company Particulars

Date Established:	March 18, 1986
Company Name:	Office Master, Inc. dba OM Seating
Legal Form:	Privately-held Corporation
Primary Location:	1110 South Mildred Avenue Ontario, California 91761
Primary Showroom:	222 W Merchandise Mart Plaza, Suite # 11-106 , Chicago, IL 60654
Countries Operating:	United States of America, Canada, Mexico
Reporting Cycle:	Calendar Year
NAICS Code:	337214; 337127
SIC CODE:	2522
GSA Contract #:	GS-28F-0007W
Federal ID#:	33-0151691
Minority Business Enterprise:	California Public Utilities Commission Certified

# The People It all starts with people

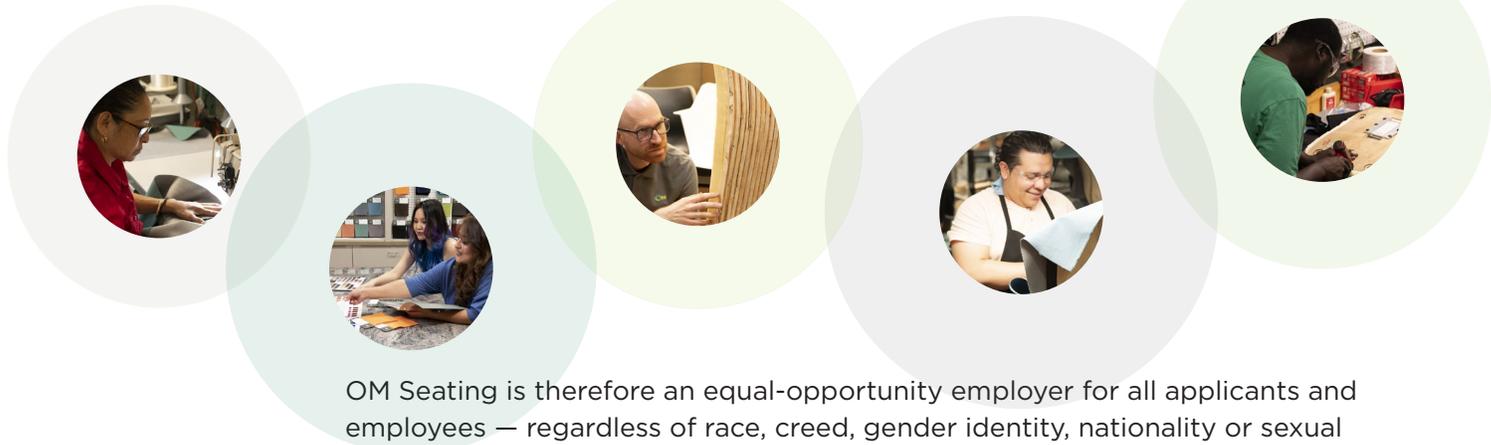
## Perspective.

### People matter, above all else.

How we hire, develop, treat & respect people as humans reflects not only on our company, but also on us as individuals. OM Seating cares about people — not just our people, but, people. As such, we will consistently consider, enact, and pursue policies that reflect this overall, guiding fact; care for people and by extension, for communities.

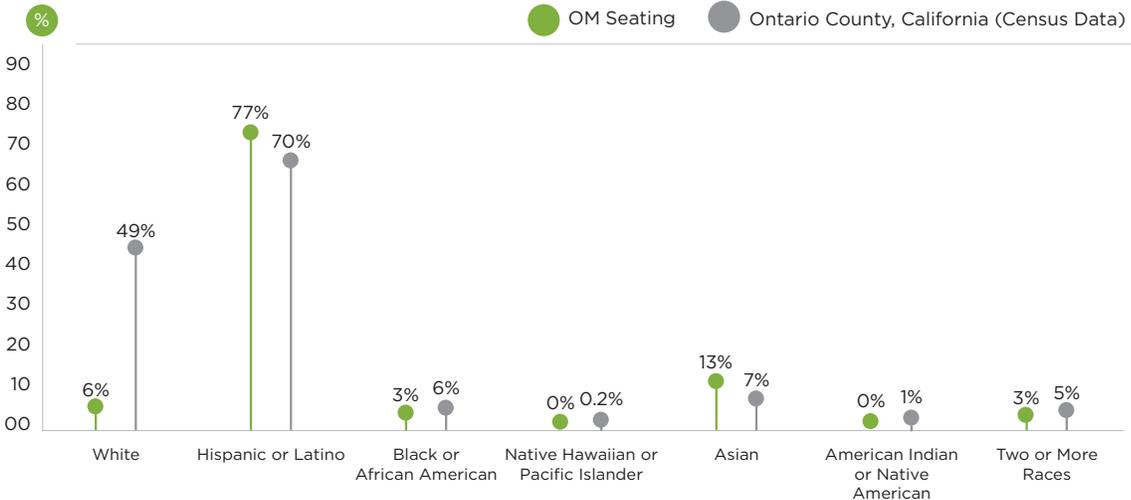
### HR Policy — Hiring & Inclusiveness

We truly believe that innovative ideas flow best from a diverse group of co-collaborators who are equally working for each other’s success. OM Seating is stronger when we can speak and contribute from a plurality of perspectives and experiences.



OM Seating is therefore an equal-opportunity employer for all applicants and employees — regardless of race, creed, gender identity, nationality or sexual orientation — and we believe in hiring to build an inclusive workplace governed by the freedom of association.

### Population Comparison 2020



## HR Policy — Employees & Associates

OM Seating commits to providing employees and associates with decent work hours, wages, and conditions befitting a human-centered company, and we do and will uphold all regulatory requirements related to rejecting forced, compulsory or child labor.

Additionally, we are committed to respecting the basic human rights of our employees as well as remaining in compliance with any and all laws and/or regulations governing our company's behaviors, policies and duties. We also strongly condemn, and work to prevent, all forms of sexual harassment or discrimination — whether through regular employee and manager trainings or through constant vigilance, investigation, guidance and/or discipline as needed.

## Health & Safety Policy

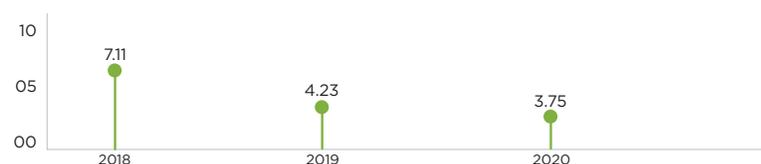
OM Seating believes in ensuring that our employees have a Healthy and Safe workplace that recognizes each indispensable individual's needs, as well as our employees' role in ensuring mutual safety and health.

As such, OM Seating will encourage, develop and seek out more ways each day to protect physical and mental safety and wellness. As some simple examples:

- Health & Safety Programs that encourage virtuous behaviors from Stretching and Workplace Exercise & Physical Health, to Heavily Company-Subsidized Healthcare plans, etc.;
- Multiple worker safety practices and company-supplied safety gear ranging from masks, to plexi-glass partitions and barriers, to safety ear- and eye-wear, weight-belts, cut-proof gloves, to lifting and work tools, procedures and practices;
- Periodic Company Safety Policy reinforcing drills such as for Fire, Earthquake, and/or Active Aggressor safety;
- Health & Safety Programs are regularly managed and made available to all employees.

---

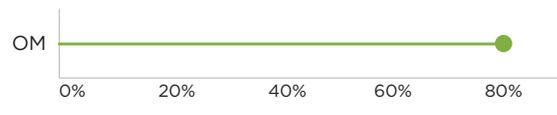
## Injury Rate



## Business Practices Policy

OM Seating conducts our business in ways that respect individual people as well as our overall society. We can and will follow ethical and legal business practices, including but not limited to: engaging in fair hiring practices, rejecting bribery and insider trading (should it ever apply), carefully regulating receipt of gifts and closely adhering to corporate ethics governing virtuous employee and owner/management interactions and actions.

● To what extent does your company meet the following internationally recognized social responsibility criteria?



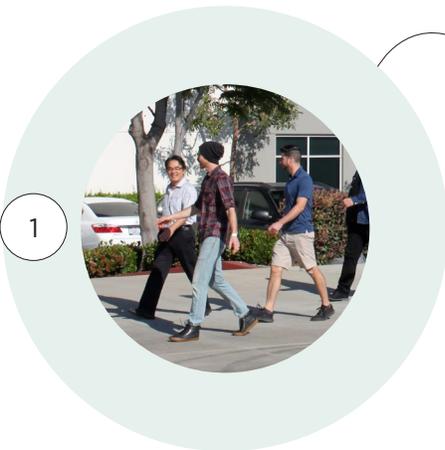
Included is the percentage of suppliers that have returned signed copies, based on 2020 spend data.

## Corporate Citizenship Policy

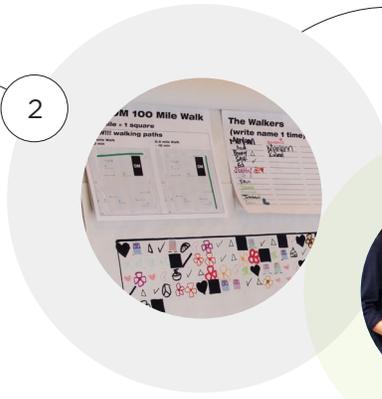
OM Seating believes it has a responsibility to simultaneously be a virtuous company producing human-centered designs, as well as an active world citizen, contributing to the health, success, and well-being of our community, and even communities in need everywhere.

This goes beyond a merely karmic perspective of what future rewards we can expect to reap for today's generosity of time or money. It stems from our ingrained sense of our inherent duty to be compassionate and proactive human beings.

As such, OM Seating is dedicated to regularly finding ways to give back to our community in various meaningful ways throughout each year — whether that is through donations, volunteerism, sponsorship and/or employee participation. Along with this commitment, we also will encourage employees to be responsible citizens by engaging on their own in local events, fundraisers, community programs & conservation efforts. As Examples (in 2020):



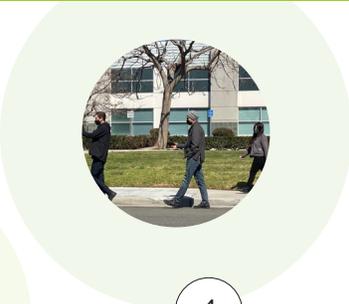
1



2



3



4

1. Pictured are a few employees on a “Walk-for-Good” break in early 2020.

2. The “Walk-for-Good” sign up sheet.

3. Breakfast reward for participants who reached 100 Miles.

4. Another group of socially distanced walkers!

## Wellness & Walk-for-Good Program

OM’s staff envisioned and brought to life a program that combines our company goal of promoting employee health and wellbeing, with our staff’s desire to champion various worthy causes over time.

This motivation led to the staff-led creation of a 100-miles Walk-for-Good Program, whereby a series of half- to full-mile walking routes were set up around the factory’s neighborhood. Each time a staff member takes the time during their break to walk one of these routes, they get to log the effort and distance, and eventually help everyone to attain a full 100-miles of cumulative exercise. In celebration, the company sponsors a special, recognition breakfast for that cycle’s participants.

Just as importantly, though, each participant also has the opportunity to nominate or vote for a charity to receive a cycle-culminating monetary donation from the company. Over time since the addition of this donations element in December 2020, and then again into January 2021, OM Seating has made meaningful donations as the result of the efforts of more than 96% of our office staff working together to nominate and select charities ranging from Hope for Paws in Los Angeles, California to St. Jude Children’s Research Hospital in Memphis, Tennessee. Way to go, OM’ers!

## Financial Support

For the past at least 20+ years, OM Seating has contributed each year to help feed several thousand local homeless people by making Thanksgiving time donations to a variety of local charities, including each of the L.A. Mission and the Union Rescue Mission. In addition, as human tragedies & natural disasters transpire around the world in any given year, OM Seating routinely makes sizeable contributions to relevant charitable organizations in order to try and add our support behind efforts to lessen — or end — human suffering across the world. Over the years, our sympathies and donations have gone to help earthquake, flood, hurricane and tsunami as well as myriad health and other disaster relief efforts.



## Volunteer/Community Outreach

Though 2020 was an exception due to unprecedented in-person interaction limitations and challenges around the world, OM Seating aspires to consistently create programs and opportunities for our staff to directly volunteer their time and efforts in supporting various causes around our community.

In 2020, early on in the then-developing pandemic situation in the United States, we heard constant news regarding persistent shortages of even the most basic of Personal Protective Equipment (PPE) for our frontline workers, including government and healthcare workers, as well as community volunteers and specifically elder care staff.

So when a local leader in the community reached out to OM Seating for help, we were glad to answer the call. OM Seating's years of experience working with fabrics in prepping/cutting/sewing made our Upholstery Design & Processing team a valuable resource for helping the frontline heroes of our local community to obtain no-charge and comfortable facemasks. Our 6 sewing staff, 3 cutters and supervisors, as well as 6 different office/warehouse staff and company executives each directly aided in the coordination, production, handling and distribution of — at final count — 3,000 masks for donation to Arrowhead Regional Hospital, COVIA (Social Services Affordable Housing), City of Hope, Merrill Gardens Elderly Residential Care, and many others.

Pictured on this page are just a few of our dedicated workers helping out during the pandemic, making masks - a final count of - nearly 3000 masks!





## The Planet Where we live, **How we live**

### **Our Environment**

Since People are at the heart of everything that we do, we must strive to be reliable co-stewards of the environment that sustains ... well, everyone. We must actively play our part, and work with our community, our suppliers, and our employees alike in executing our duty to the earth. We are all responsible for each other, and to each other, and only through this recognition can we ensure we are consistent, meaningful and persistent with the efforts we invest.

### **Building, Better (Facilities Policy)**

OM Seating will endeavor to find, sustain, and improve building management and production policies and actions that respect our environment as well as increasingly minimize the use of fossil fuels or non-sustainable actions. Whether in our building materials, production practices, or more, OM Seating will strive to improve year-over-year attainment of these goals.

In our custom-built headquarters located in sunny Southern California, we've deployed a higher proportion of skylights to benefit from naturally abundant sunlight during the summer, thereby decreasing our need to turn on redundant lights. On top of that, we've also installed various layers of interrelated lighting controls (i.e., ambient light sensors, timers and motion detectors), relatively energy saving T5 bulbs, as well as even the simple, and consistent, organization-wide habit of simply turning off lights, appliances and equipment when not in use.

In addition, during construction of our current headquarters, we continuously made energy and material savings choices; for instance, by using LED bulbs in the offices, and then opting for available recycled materials in everything from our doors to our carpet tiles, Corian countertops and more.



### Water, Waste, Recycling Policy

OM Seating will strive for year-over-year reduction of waste generation and water usage by adopting conservation strategies wherever identified. In addition, we will continue to evaluate a paperless order processing system and reduction of, specifically, overall paper consumption by 25% by 2026 over our baseline year of 2020. In terms of other daily practices, we also regularly sort our waste into various types of recycling — metals vs. plastics vs. white or color materials, etc. — and in so doing, we have dramatically decreased our annual landfill waste generation by diverting ~144 tons in 2020 (a pandemic-affected year), and ~214 tons in 2019 from trash collection and into recycling. That's over 350 tons<sup>1</sup> of combined waste diverted from landfills in the past two years!

### Production & Operations Policy

We also strive to adopt environmental approaches in our design and manufacturing processes by acting for the prevention of pollution, the elimination of all forms of waste (especially landfill), and overall, the efficient use of all resources. As such, OM Seating will strive to find opportunities in the conscientious management of our supply chain partners, to reduce (and where possible eliminate), the usage of potentially environmentally harmful processes, materials, and policies affecting energy consumption and GHG emissions.

More about our efforts in these regards can be found later in this report, in our descriptions of Energy & GHG management, as well as details about our Design for Environment procedures.

OM Seating's efforts to reduce water usage and landfill waste needs to be accompanied by an increasing standard of performance, so that we can help to achieve a lasting good. As such, OM Seating will measure and push for improvement in Water usage and Waste generation by setting goals each year, and then reviewing for attainment and opportunities for improvement.

<sup>1</sup>Assuming ~5-6 tons per 40 yard container (source: 40 Yard Dumpster Rental Costs, Dimensions & Capacity | Budget Dumpster)

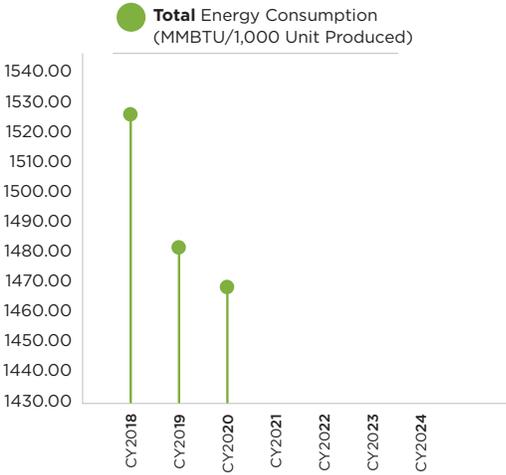
### Environmental & Energy Policy

OM Seating regularly plans for, implements and maintains continuous improvements—from building operations and equipment to product designs and production—that regularly allow us to further reduce our environmental and energy footprint.

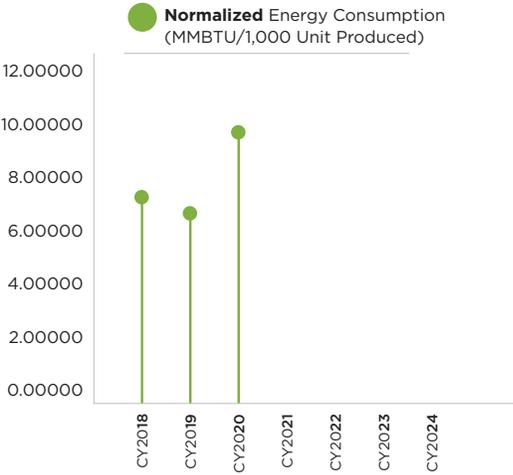
For instance, even when we first constructed our current headquarters to comply with California’s energy conservation building code (i.e., known as Title 24), OM Seating ultimately went above and beyond the standard to exceed it by an average of over 15%.

We then found — and continue to look for — further opportunities for energy savings. We will thus continuously work to improve our environmental and energy footprint, for instance by aiming to reduce normalized energy consumption compared with our 2020 baseline year by 10% by the year 2026. Ultimately, OM Seating must rely on a multi-pronged approach towards energy conservation in order to achieve year-over-year improvements in our energy management metrics<sup>2</sup>.

### Total Energy Consumption



### Normalized Energy Consumption



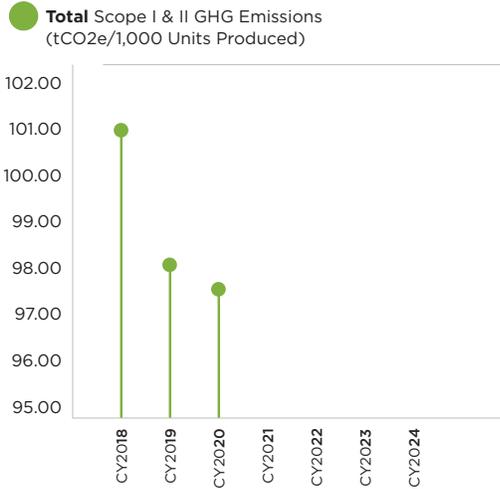
<sup>2</sup>Explanatory Note: In the year 2020, our “Absolute Energy Use” shows a decrease while our “Normalized Energy Consumption” increased due to a COVID-19 related measure that we took to split our factory workforce into two shifts — in spite of pandemic-caused lower production volumes. These measures were taken for the physical distancing and health & safety needs of our workforce, even though they did lead to greater-than-usual energy inefficiency. 2019’s trend over 2018, therefore, better represents the trajectory and results of OM’s energy conservation efforts.

### Greenhouse Gases (GHG) Policy

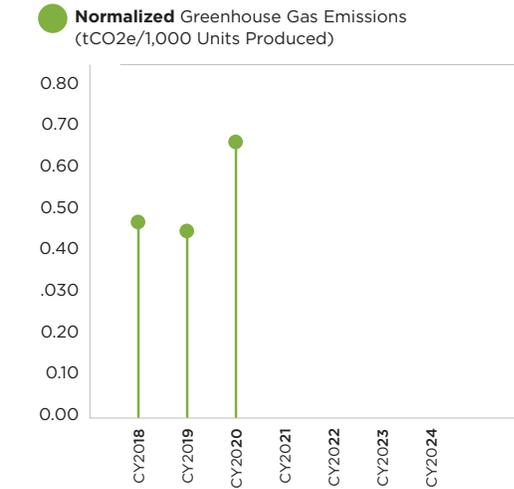
Over the years, OM Seating has shifted to using more electric vehicles and equipment whenever feasible. Reducing our usage of fossil fuels is one critical component in our effort to minimize our generation of GHG, and OM Seating will continue to strive for more opportunities to improve in this regard.

For example, OM Seating long ago opted to use solvent-free, water-based adhesives for our upholstery process. We even chose to use R-410A refrigerants that at the time were amongst the best choices for higher efficiency and relatively better environmental friendliness. Since then, OM Seating has increasingly shifted our retiring equipment and vehicle fleets to be replaced by electric forklifts, pallet jacks, carts.

### Absolute Greenhouse Gas Emissions



### Normalized Green house Gas Emissions



## The Products Making Things, Better.

Even as OM Seating genuinely pushes to find ways to design in an ever more environmentally responsible manner, our products are also designed with maximum value, usability, comfort, and quality in mind.

What this means is that we have built into our process and everyday mindset the need to constantly find and try environmental design opportunities that may even not yet be practicable or practical. But, at the same time we also know not to lose sight of the also virtuous goal of basic quality.

After all, making products that last is in many ways a more reliable long-term way to combat or at least slow the drain of our planet's finite resources until new alternatives can be developed and proven.

### **Product Design Policy (DfE)**

OM Seating's design process must strongly consider myriad details of materials, processes, and material sources during the design stage of new and existing products.

OM Seating does and will give preference to materials, and sources that conserve energy and raw materials. In addition, OM Seating offers products with a high degree of functionality throughout their working life and options for end of life repurpose or recycling.

Wherever feasible the OM Seating Design Group will select product materials that come from renewable, recycled, recyclable, or biodegradable sources. Furthermore, we have an ongoing will within our organization to conceptualize each new design in parallel; so reimagining various components with alternative materiality from current industry standards. We do this because we are always seeking to eschew "rote design and material selections" in favor of new choices, or processes, whose use might finally have a place in our commercial contract applications.

### **Product Durability And Upgradeability Policy**

Our goal is to offer ergonomic workplace products that are high in quality, repairability and durability. OM Seating will therefore strive to design, develop and build seating that use components and material/process selections that emphasize product longevity and strength as well as in-field replace-ability wherever possible.

### **Chemical Management Policy**

As part of our commitment to employee health and safety, and that of our customers, OM Seating is committed to regularly evaluating the chemicals that we use within our production processes and facility to look for opportunities to reduce, replace or eliminate chemicals of concern. As one such effort, by 2026, OM Seating will aim to reduce the usage of chemicals used to clean equipment by 25% by volume.

Furthermore, Only authorized employees may requisition chemical products and any new chemical products will be added to the chemical inventory and tracked as appropriate. All chemicals on the inventory list will have SDS sheets in printed form and will also be archived in digital format for easy retrieval.

OM Seating works at designing and manufacturing more sustainable products through lifecycle thinking with safer material chemistry to improve human and ecosystem health impacts. We work with subcontractors that also value the importance of adopting such approaches.

# The Products Continued

## Available Products

### Work Chairs & Stools



Affirm Cushioned (AF)



Affirm Mesh (AF)



Budget Contract (BC)



Executive Conference (CE)



Classic: Exam Room Stools (CL)



OM5 Active (OM5-AT)



Classic Task (CL)



Classic Lab Stools (CLS)



Discovery Back (DB)



24-7 Intensive Use (IU)



24-7 Heavy Duty Series (IUHD, IUPD)



Ginny Multi-Tasker (GY)



24-7 Maxwell (MXIU, MXPD)



OM5 Series (OM5)



Paramount Value Series (PT)



Paramount (7\_ \_ \_)



Patriot Series (PA)



PC Series (PC)



Truly (TY)



Yes Series (YS)



Workstools (WS)



Werksy (WY2T)

### Guest & Stacking Chairs



Affirm (AF)



Budget Contract (BC)



Paramount value Series (PT)



Patriot Series (PA)



Yes Series (YS)



Ginny (GY)



OM5 Active (OM5- AC,AG,AS)



Stackable Guest (SG)



Stacking Chair (ST)



Werksy (WY2R, 2G)

# Appendix

## 1. Global Reporting Initiative (GRI) Table

### 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	04
Organizational Profile		G4-3	Name of the organization	OM Seating	
		G4-4	Primary brands, products, and services	Our Products	17
		G4-5	Location of the organization's headquarters	Who we are	05
		G4-6	Number of countries where the organization operates	Who we are	05
		G4-7	Nature of ownership and legal form	Who we are	05
		G4-8	Markets served	Letter from the President	04
		G4-9	Scale of the organization	Letter from the President	04
Identified Material Aspects and Boundaries		G4-18	Process for defining the report content and the Aspect Boundaries	About Our Report	03
		G4-19	Material Aspects identified in the process for defining report content	About Our Report	03
		G4-23	Significant changes from previous reporting periods in the Scope and Aspect Boundaries	No change: First time reporting	
Stakeholder Engagement		G4-24	List of stakeholder groups engaged by the organization	About Our Report	03
		G4-25	Basis for identification and selection of stakeholders with whom to engage	About Our Report	03
Report Profile		G4-28	Reporting period for information provided	About Our Report	03
		G4-29	Date of most recent previous report, if applicable	First time reporting	
		G4-30	Reporting cycle	About Our Report	03
		G4-31	Contact information for questions regarding the report or its contents	Queenie Wong, queenie@omseating.com; (909) 392-5678	
Ethics and Integrity		G4-56	Organization's values, principles, standards and norms of behavior	Corporate Ethics	06-10

# Appendix

## 1. Global Reporting Initiative (GRI) Table *(continued)*

### Environment Categories

Subcategories	Aspects	Indicators	Response	Page	
	Energy	G4-EN3	Energy consumption within the organization	Energy & Greenhouse Gases (GHGs)	13-15
		G4-EN4	Energy consumption outside of the organization	None	
		G4-EN5	Energy Intensity	Energy & Greenhouse Gases (GHGs)	13-15
		G4-EN6	Reduction of energy consumption	Energy & Greenhouse Gases (GHGs)	13-15
	Water	G4-EN8	Total water withdrawal by source	Water consumption was 818 CCF (611,906 gal) in 2019 & 315 CCF(235,636 gal) in 2020	12
		G4-EN9	Water sources significantly affected by withdrawal of water	None	0
	Emissions	G4-EN15	Direct greenhouse gas (GHG) emissions (scope 1)	Energy & Greenhouse Gases (GHGs)	14
		G4-EN16	Energy indirect greenhouse gas (GHG) emissions (Scope 2)	Energy & Greenhouse Gases (GHGs)	14
		G4-EN18	Greenhouse gas (GHG) emissions intensity	Energy & Greenhouse Gases (GHGs)	14
		G4-EN19	Reduction of greenhouse gas (GHG) emissions	Energy & Greenhouse Gases (GHGs)	14
	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	

# Appendix

## 1. Global Reporting Initiative (GRI) Table *(continued)*

### Social 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	06-07
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	07
		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	06
	Supplier Assessment for Labor Practices	G4-LA14	Percentage of new suppliers that were screened using labor practices criteria	Business Practices Policy	08
	Labor Practices Grievance Mechanisms	G4-LA16	Number of grievances about labor practices filed, addressed, and resolved through formal grievance mechanisms	None	
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 non-compliance 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	Business Practices Policy	08
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	16
	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 non-compliance with laws and regulations concerning the provision and use of products and services	None	

# Appendix

## 2. Supplier Code of Conduct (sample)

---

### Purpose and Scope

This supplier code of conduct sets forth the business conduct standards to which OM Seating expects its suppliers to adhere. This Code covers suppliers, vendors, contractors, consultants, agents and other providers of goods and services who do, or seek to do, business with OM Seating worldwide. This Code also serves as a means for our suppliers to assess their own operations.

OM Seating expects its suppliers to conduct business responsibly, with integrity, honesty, and transparency and adhere to the following standards:

- Comply with all applicable laws and regulations of the countries of operation
- Provide safe and humane working conditions for all employees
- Respect human rights and prohibit all forms of forced or compulsory labor
- Treat employees fairly and honestly, including with respect to wages, working hours, and benefits
- Encourage a diverse workforce and provide a workplace free from discrimination, harassment, or any other form of abuse
- Respect employees' right to freedom of association, consistent with local laws
- Ensure that child labor is not used in any operations
- Compete fairly for our business and without corruption which includes paying bribes, kickbacks or giving anything of value to secure an improper advantage
- Observe OM Seating's policies regarding gifts and entertainment and conflicts of interest when dealing with OM Seating employees
- Carry out operations with care for the environment and comply with all applicable environmental laws and regulations

# Appendix

## 3. Select List of Independent Certifications:

---

- BIFMA Compliant® (in process)



- Greenguard® GOLD (attained)

