



Corporate Responsibility Report



2024 Full-Year Report
(published: May 2025)

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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 standard 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 policies 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 2024.



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, appearing to read "Wilson", written over a light blue horizontal line.

Wilson Chow, 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.

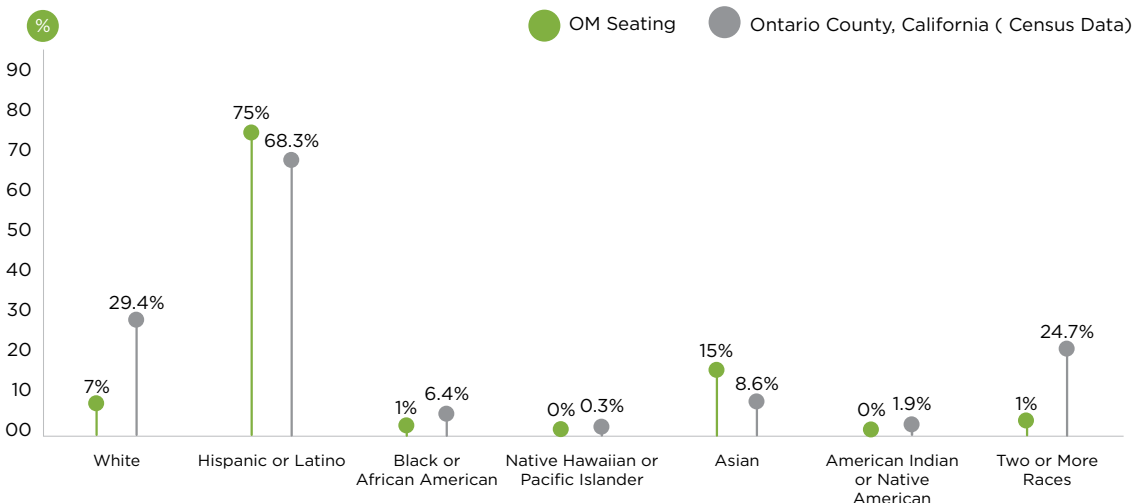
How we hire, develop, treat & respect people as humans reflects not only on our company, but also on us as individuals. OM Seating cares about people — not just our people, but, people. As such, we will consistently consider, enact, and pursue policies that reflect this overall, guiding fact; care for 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 2024



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.

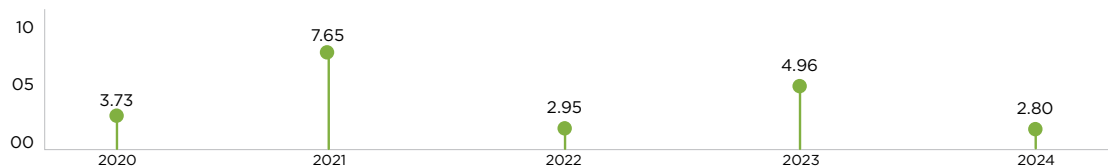
Health & Safety Policy

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.

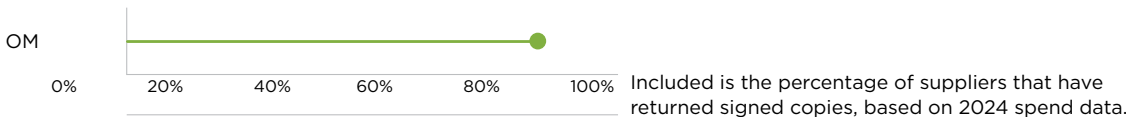
Injury Rate



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?



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 2024):

The People Continued



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

2. The “Walk-for-Good” sign up sheet.

3. Breakfast reward for participants who reached 100 Miles.

4. Another group of socially distanced walkers (in 2021).

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 150-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 150-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 2024, 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, to contributing towards building a school science lab in Kenya. 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 face masks. 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 ~213.92 tons in 2024, ~157.91 tons in 2023, ~212 tons in 2022, ~176 tons in 2021, ~144 tons in 2020, and ~214 tons in 2019 from trash collection into recycling. That's over 1,117 tons¹ of combined waste diverted from landfills in the past six 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.

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

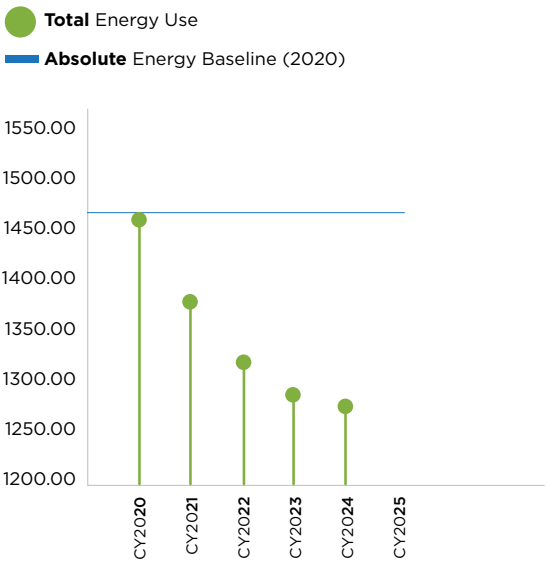
Environmental & Energy Policy

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.

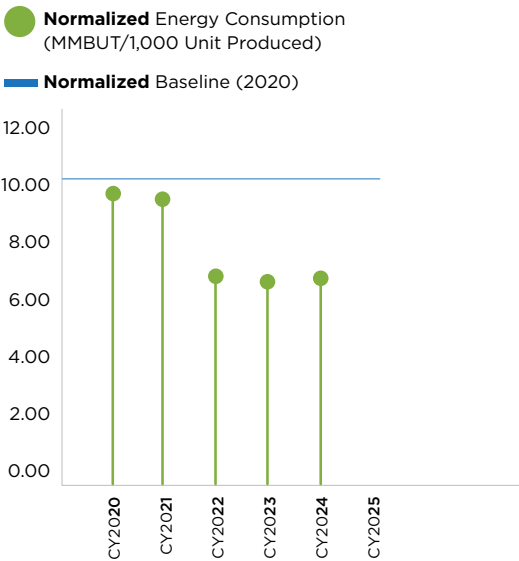
For instance, even when we first constructed our current headquarters to comply with California’s energy conservation building code (i.e., known as Title 24), OM Seating ultimately went above and beyond the standard to exceed it by an average of over 15%.

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 metrics².

Total Energy Consumption



Normalized Energy Consumption



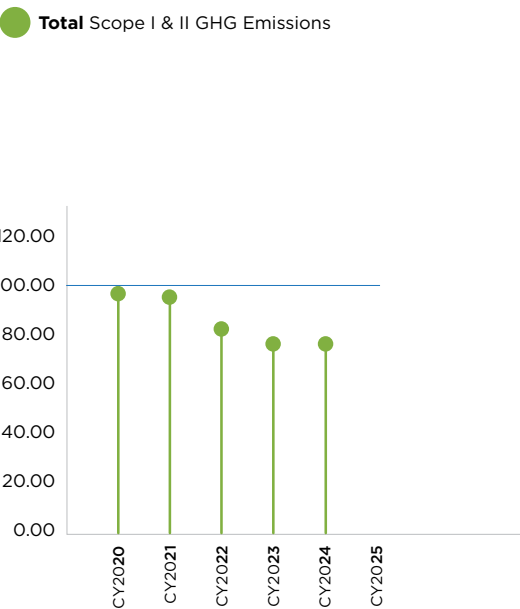
²Explanatory Note: In the year 2020, our “Absolute Energy Use” shows a decrease while our “Normalized Energy Consumption” increased due to a COVID-19 related measure that we took to split our factory workforce into two shifts — in spite of pandemic-caused lower production volumes. These measures were taken for the physical distancing and health & safety needs of our workforce, even though they did lead to greater-than-usual energy inefficiency. 2022’s and 2021’s normalized GHG emissions over 2020, therefore, better represent the trajectory and results of OM’s energy conservation efforts.

Greenhouse Gases (GHG) Policy

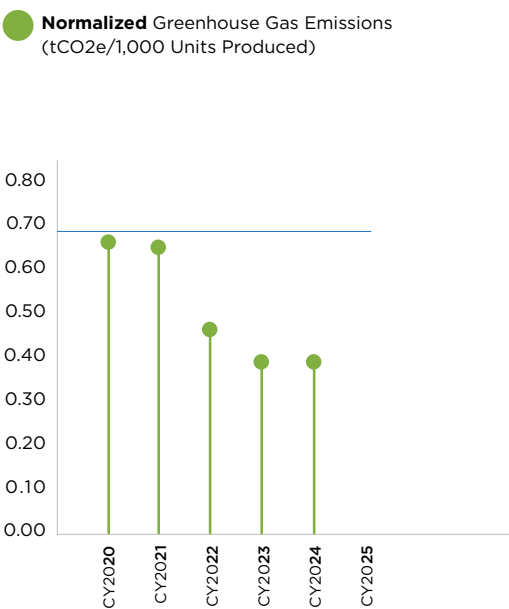
Over the years, OM Seating has shifted to using more electric vehicles and equipment whenever feasible. Reducing our usage of fossil fuels is one critical component in our effort to minimize our generation of GHG, and OM Seating will continue to strive for more opportunities to improve in this regard.

Fore 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

Task, Light
Multi-Taskers,
Conference
& Stools



Affirm Cushioned
(AF)



Affirm Mesh
(AF)



Budget Contract
(BC)



CE2
(CE2, CE2-P)



Classic: Exam
Room Stools (CL)



Classic Task
(CL)



Discovery Back
(DB)



Ginny Multi-Tasker
(GY4-T, GY4-TS)



Lórien®
(LN5, LN5-TS)



Maxwell IU
(MXIU/PD)



OM5®
(OM5)



OM5 Active® Multi-Tasker
(OM5-AT, OM5-ATS)



PAC
(PAC)



PAC Lab Stools
(PAC-LS)



PT Paramount
(PT, 7_ _ _)



PT Intensive Use
24/7 (PTIU)



PT Intensive Use
HD (PTHD/PD)



Plot Twist®
(PLT)



Truly.®
(TY)



WS
(WS)



Werksy® Multi-Tasker
(WY2-T, WY2-TS)



Yes
(YS)

Guest,
Nesting, &
Stacking
Chairs



Affirm
(AF)



Budget Contract
(BC)



Ginny
(GY4-G, GY4-B)



OM5 Active®
(OM5-AC, AG, AN,
AS)



Paramount Value
Series (PT)



PAC
(PAC)



SG
(SG)



ST
(ST)



Tibidi®
(TD2)



Werksy® (WY2-G,
WY2-4S, WY2-R)



Yes
(YS)

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 | 03 |
| Organizational Profile | | G4-3 | Name of the organization | Office Master, Inc. (dba, OM Seating) | |
| | | G4-4 | Primary brands, products, and services | The Products of OM Seating | 16 |
| | | G4-5 | Location of the organization's headquarters | Who we are | 04 |
| | | G4-6 | Number of countries where the organization operates | Who we are | 04 |
| | | G4-7 | Nature of ownership and legal form | Who we are | 04 |
| | | G4-8 | Markets served | Letter from the President | 03 |
| | | G4-9 | Scale of the organization | Letter from the President | 03 |
| Identified Material Aspects and Boundaries | | G4-18 | Process for defining the report content and the Aspect Boundaries | About Our Report | 02 |
| | | G4-19 | Material Aspects identified in the process for defining report content | About Our Report | 02 |
| | | G4-23 | Significant changes from previous reporting periods in the Scope and Aspect Boundaries | No significant changes | |
| Stakeholder Engagement | | G4-24 | List of stakeholder groups engaged by the organization | About Our Report | 02 |
| | | G4-25 | Basis for identification and selection of stakeholders with whom to engage | About Our Report | 02 |
| Report Profile | | G4-28 | Reporting period for information provided | About Our Report | 02 |
| | | G4-29 | Date of most recent previous report, if applicable | First time reporting | |
| | | G4-30 | Reporting cycle | About Our Report | 02 |
| | | G4-31 | Contact information for questions regarding the report or its contents | Queenie Wong, queenie@omseating.com; (909) 392-5678 | |

Appendix

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

Environment Categories

| | | | | | |
|----------------------|------------------------------------|------------|---|--|-------|
| Ethics and Integrity | | G4-S6 | Organization's values, principles, standards and norms of behavior | Corporate Ethics | 07-09 |
| Subcategories | Aspects | Indicators | | Response | Page |
| | Energy | G4-EN3 | Energy consumption within the organization | Energy & Greenhouse Gases (GHGs) | 12-13 |
| | | G4-EN4 | Energy consumption outside of the organization | None | |
| | | G4-EN5 | Energy Intensity | Energy & Greenhouse Gases (GHGs) | 12-13 |
| | | G4-EN6 | Reduction of energy consumption | Energy & Greenhouse Gases (GHGs) | 12-13 |
| | 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 | 11 |
| | | G4-EN9 | Water sources significantly affected by withdrawal of water | None | |
| | Emissions | G4-EN15 | Direct greenhouse gas (GHG) emissions (scope 1) | Energy & Greenhouse Gases (GHGs) | 13 |
| | | G4-EN16 | Energy indirect greenhouse gas (GHG) emissions (Scope 2) | Energy & Greenhouse Gases (GHGs) | 13 |
| | | G4-EN18 | Greenhouse gas (GHG) emissions intensity | Energy & Greenhouse Gases (GHGs) | 13 |
| | | G4-EN19 | Reduction of greenhouse gas (GHG) emissions | Energy & Greenhouse Gases (GHGs) | 13 |
| | 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 | |
| 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 | 05-06 |

Appendix

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

Social Categories

| | | | | | |
|-------------------------------|---|---------|---|---------------------------|----|
| 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 | 06 |
| | | 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 | 05 |
| | Supplier Assessment for Labor Practices | G4-LA14 | Percentage of new suppliers that were screened using labor practices criteria | Business Practices Policy | 07 |
| | Labor Practices Grievance Mechanisms | G4-LA16 | Number of grievances about labor practices filed, addressed, and resolved through formal grievance mechanisms | None | |

Appendix

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

Social Categories

| Subcategories | Aspects | Indicators | | Response | |
|------------------------|--|------------|---|---------------------------|----|
| 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 | Business Practices Policy | 07 |
| 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 | 14 |
| | 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 | |

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

3. Select List of Independent Certifications:

- **BIFMA Compliant®** (attained): OM Seating Furniture Compliance ensures that furniture is designed and tested to meet specific quality and safety criteria, promoting a safe working environment.



- **BIFMA LEVEL 2®** (attained): Level 2 of three tiers, Sustainability Certification that OM Seating products, manufacturing facility, and company met the criteria's of environmental , health, and social impact requirements to receive certification by an independent 3rd party auditor.



- **Greenguard® GOLD** (attained): Meets the highest Environmental Certification where all products are tested for over 10,000 chemicals & VOC emissions providing healthy indoor air that we breathe.



- **Greenhealth APPROVED®** (attained): OM Seating Furniture has been reviewed and meets specific sustainability criteria by Health Care Without Harm and Practice Greenhealth to help Healthcare providers identify safe furniture for their environment.

