

# Environmental Policy

Since Humanscale was founded in 1983, we have launched a number of game-changing products that have set new standards in their categories. Our products have been very well received, which has allowed us to maintain continuous growth, and today we have offices worldwide. As Humanscale expands, we realize how much we can impact the world in which we operate: from our daily operations to our employees, our vendors, our customers and the local and global community. We see this as an exciting opportunity and a serious responsibility. Our Environmental Policy serves as a unifying vision of environmental principles that guides the actions of employees and management.

## **SUSTAINABILITY IN OUR DAILY OPERATIONS**

Humanscale uses sustainable business practices and processes that minimize waste and prevent pollution, conserve energy, minimize our carbon footprint, minimize health and safety risks and dispose of waste safely and responsibly. We take all appropriate steps to ensure that we meet or exceed all applicable environmental laws and regulations. Our approach to sustainability is research based and measurable. As our principles are applied, we monitor the impact of our actions and work toward continual improvement. Environmental issues are taken into consideration across business units in the following ways:

### **DESIGN FOR ENVIRONMENT**

At Humanscale, we believe good design achieves more with less. Performance and sustainability are not mutually exclusive, but rather complementary outcomes of good design. By striving for simpler, more elegant design solutions, we minimize the materials and energy required. Our Design Studio has integrated sustainability in the design process by adopting a “Life Cycle” thinking approach. The Life Cycle approach considers the impact on the environment from the extraction of raw materials, through manufacturing, use and disposal. By using Life Cycle Assessments (LCA) to measure a product’s impact on the environment at regular stages in the design process, we’re able to identify key areas to reduce our impact on the planet.

### **POLLUTION PREVENTION**

We actively work to prevent pollution produced by our facilities and by our customers. As outlined in our Waste Management Policy, Humanscale has a goal to divert 100% of our facility waste from the landfill. This will be achieved by monitoring the sources of waste and their disposal. We then work to reduce the amount of waste produced wherever possible; for example, we choose reusable packaging and shipping materials. We also identify the best possible disposal option, refurbishing product for reuse when we can and recycling the majority of waste from our manufacturing facilities.

Our products are robust enough to last a long time, and we provide upgrades and replacement components so they will last even longer. We stand behind our products with solid warranties. For example, our seating line is covered for 15 years of 24/7 use. Integrating timeless design with use ensures a longer product lifespan. While an alternative product may be replaced several times over the life span of our products, the longer life span of our products greatly reduces their impact on the environment.

Whenever possible, our design team chooses materials that have recycled content and that are readily recyclable, like steel and aluminum. We consider the ease of disassembly of our products to facilitate recycling at the end of the product's life span, further reducing the impact of our manufacturing on the environment.

We extend our efforts for pollution prevention to our customers. If they have products that have been through their useful life, we'll help with disposal in a sustainable manner. We have developed partnerships to facilitate donation, refurbishing and recycling of used product through our Close the Loop program.

## **ENERGY EFFICIENCY**

In keeping with our corporate policy of continuous improvement, we are committed to responsible energy management and practice energy efficiency throughout our organization, including offices, manufacturing facilities and equipment usage. We continually monitor the energy use of our sales offices and our manufacturing facilities, and evaluate improvement against a historical baseline. Humanscale will focus on energy reduction through implementation of energy management projects that minimize the economic burden through the adoption of efficient environmental and financial management strategies while complying with relevant local, state and federal regulations.

## **WATER CONSERVATION**

Water scarcity is increasing a concern globally with impacts that felt regionally. Humanscale aims to understand watersheds local to our factories and near our suppliers, prioritize water conservation in relation to the risk of drought, and create community-based solutions in areas of highest risk.

## **CHEMICAL MANAGEMENT**

We choose our manufacturing processes carefully to minimize chemical use. We actively investigate chemicals and materials used in our facilities so that we can continuously reduce or eliminate hazardous chemical content. Chemicals used throughout our manufacturing facilities, from manufacturing processes, finishing and assembly and even the janitorial cleaners, are assessed and replaced with greener solutions whenever possible. Our Human Resources department has a program to track chemical inventory and communicate safe handling procedures to employees.

## **CONTINUAL IMPROVEMENT**

1. Humanscale will establish a benchmark based on historical data, track current quantities and assess progress regularly to work toward measurable reduction of:

- energy use
- waste
- greenhouse gas emissions

2. We will actively research environmentally friendly materials and technologies, and implement them with a cautionary approach.

3. We will keep our employees and customers informed and educated about environmental challenges.

Our goal is to establish a constructive dialogue regarding environmental issues with all interested parties.

For questions or comments please email [betterworld@humanscale.com](mailto:betterworld@humanscale.com)

## OUR EMPLOYEES

Our culture and core values embody a commitment to treating all team members, contractors and suppliers with dignity and respect, and promote a safe, healthy and supportive work environment. We proactively take measures to ensure that the working environment is safe, that employees are aware of and implementing safety procedures and that proper safety equipment is available. We promote diversity through our fair hiring practices, and we are committed to treating all team members fairly throughout their relationship with us. Humanscale is an Equal Employment Opportunity (EEO) employer and does not discriminate against any team member or applicant for employment because of race, color, religion, ethnic or national origin, gender, sexual preference, age, disability or veteran status. EEO principles are applied to recruitment, hiring, training, promotion and disciplinary practices. Humanscale recognizes that full engagement with diversity and inclusiveness initiatives requires training at all levels. Training is provided to existing and new team members.

## OUR VENDORS

Humanscale operates within an international network of suppliers and vendors. Recognizing our ability to influence these suppliers, we have begun a program to leverage this influence for sourcing sustainable materials, and increasing human rights protection throughout our supply chain. We are systematically reaching out to all our suppliers to inquire on their sustainable practices, their ability to source green material alternatives, such as recycled or bio-based materials and their policies and procedures for employee health and safety, hours worked and working conditions. We then use this information in our purchasing decisions to support environmentally responsible vendors.

## OUR CUSTOMERS

We see the opportunity to help our customers in their environmental efforts. We start with supporting our customer's health and safety through a healthy workplace. Then, by clearly disclosing information about the sustainability of our products, we're able to help our customers make informed choices when they source green products. We benchmark the sustainability of our products using industry-recognized standards, making it easy for customers to compare their options in a meaningful way. We aim to inform our customers on environmental issues in general and in specific initiatives we undertake, to increase overall understanding and awareness. We work closely with our customers during the process of specifying product, through to the end-of-life disposal to support our customers in their efforts toward sustainability.

## LOCAL COMMUNITIES

Humanscale sees the potential to positively impact the communities in which we operate, work and live. Our commitment to our local communities is demonstrated through active support of a variety of causes and community-based organizations. Humanscale will continue supporting community causes pertinent to the communities that it serves. We initiate, support and encourage charitable, in-kind giving and volunteer activities to minority and women's groups, and to groups serving the disabled, elderly and other groups.

**THE GLOBAL COMMUNITY**

As an international organization, with sales and operations in numerous countries worldwide, we understand that our actions have far-reaching effects. We work closely with governmental agencies, trade associations, community groups and others to develop and implement effective environmental laws and regulations.

We enable and support not-for-profit organizations that are dedicated to environmental causes. For example, we are a major contributor to and maintain an active partnership with World Wildlife Fund, the largest conservation organization in the world. Our Founder and CEO, Robert King, has served on the National Council of the World Wildlife Fund (WWF) since 1999. Our art auction and fundraiser, Faces in the Wild, has raised more than \$1 million for WWF and other wildlife organizations. Humanscale is a member of the U.N. Global Compact, an initiative that aligns businesses toward common principles of improving human rights, labor conditions, the environment and anti-corruption.

**TRANSPARENCY**

Humanscale values transparency in our operations. Each year we report on our activities through two annual reports: the UN Global Compact's annual Communication on Progress, and Humanscale's annual Corporate Social Responsibility report.

Humanscale also has a strong commitment to transparency in the materials ingredients used to make our products. We aim to lead the industry forward toward greater transparency overall, and a better understanding of the health impacts of material ingredients. Humanscale is an active participant in the Health Product Declaration Collaborative, and is pressing all our suppliers to participate in full ingredients disclosure. We see disclosure as the first step toward understanding the environmental and health impacts of our chemical ingredients, which will allow reductions in the use of chemicals of concern.