



## **Corporate Sustainability**

AIS is committed to achieving excellence through continuous improvement and teamwork. As an established world-class manufacturer, it is our goal to achieve prominence within the office furniture industry by providing the best value to both our customers and our shareholders. AIS will aggressively pursue our following beliefs:

- AIS will exceed our customers' expectations in all that we do.
- AIS will pursue profitable growth returning value to our shareholders and better opportunities for our employees.
- AIS will deliver a low cost, innovative product on time, every time AIS will continuously improve our product quality as we strive for perfection.
- AIS will utilize the most environmentally friendly manufacturing processes and materials.
- AIS will aggressively eliminate all wastes throughout our operations.
- AIS will train and nurture our employees, our most valuable resource.
- AIS will operate with integrity and will participate in our civic duties.
- AIS will comply with all applicable environmental, health, safety, and inclusiveness laws and regulations

### **1.0 Environmental Sustainability**

AIS is committed to the production of high quality, durable products that conserve resources. We understand that today's actions could be tomorrow's consequences. That's why AIS carries the philosophy of using today's actions to build a cleaner, healthier environment we can all benefit from. At AIS, sustainability is our corporate responsibility – from the environment, our products, our people and our processes, we are committed to developing sustainable business practices while enhancing the value offered to our customers.

#### **Design for Environment**

The opportunity for improving the environmental performance of our products starts on the drawing board. AIS' recognizes the importance of environmentally conscious design and has developed a Design for Environment (DfE) team committed to incorporating sustainable elements into our design process. When developing new products our DfE team considers and strives to improve the following design elements: Renewable Materials, Recycled Materials, Recyclable and Biodegradable Materials, End of Life Management, Water Management and Energy Efficiency.

#### **Design for Durability / Upgradeability**

To provide our customers with the quality they desire, AIS designs and manufactures products to live long and useful lives. This is exemplified by a limited lifetime warranty on all systems furniture to the initial purchaser which is valid for as long as the product is owned by the original Buyer. The warranty which runs from the date of manufacture, covers defects in materials and craftsmanship found during normal usage of the products during the warranty period. Please see our product Lifetime Warranty for more information.



At AIS, we know that it can be difficult to foresee the future needs of your business. That's why our systems are designed to withstand repeated service, repair and handling for whatever the road ahead may bring. Our systems also feature standardized product parts and components, which are available to facilitate maintenance, servicing, and reassembly. Contact our sales department today for your replacement part needs.

### **Energy Conservation**

By reducing our energy consumption and GHG emissions, AIS is making great strides in reducing our impact upon the environment while ensuring our sustainability as an organization. To do so, AIS practices an approach of continuous improvement to reduce our energy and carbon footprint. In fact, AIS has established a goal of zero GHG emissions. Our environmental management system ensures that we are establishing realistic targets and objectives for the future while holding ourselves accountable to these goals.

Still we felt this was not enough. We decided to think outside of the manufacturing walls and investigate ways to reduce our current global greenhouse gas (GHG) footprint by investing in renewable energy solutions and other low or zero GHG emission strategies. We believe this would provide benefits to not only AIS and our customers, but also the industry as a whole by taking a leading position in the right direction. Annually, AIS measures the CO2 emissions produced from our manufacturing operations, and with this data we are able to identify and implement strategies that ensure our energy is produced by renewable sources. To involve our stakeholders on this journey, AIS is committed to publishing our GHG emissions to hold ourselves accountable as we continue to strive towards our zero emissions goal.

### **Energy Efficient Purchasing**

Whenever possible the AIS Purchasing Team will quote and purchase products that are Energy Star rated or have high energy efficiencies.

### **Solid Waste Management**

As a part of the AIS Lean manufacturing philosophy, we analyze our manufacturing streams thoroughly and cut waste from every possible avoidable angle. With every new process or product that is developed our Lean committee continues to review and reduce waste whenever possible. Through these efforts, it is the goal of AIS to achieve 100% landfill diversion of solid waste from our manufacturing operations through our waste reduction efforts, lean manufacturing, recycling and product reuse.

### **Harmful Chemicals**

It is the goal of AIS to assess and manage all chemicals associated with our products, processes, and maintenance operations in a manner that complies with all applicable federal, state, and local environmental regulations. As a good steward of human health and the environment, AIS will also go beyond basic chemical management to develop and implement a program that will address areas such as, but not limited to:

- i) continuous improvement in the identification, reduction, and potential elimination of chemicals of concern

- ii) prevention of pollution through reductions in exposure of workers, customers, and the environment to harmful chemicals
- iii) consideration of the life cycle impacts through our DfE and chemical management plan of our products, manufacturing processes, and maintenance activities
- iv) responsibility to the well-being of our workers, community, and the broader environment

## **2.0 Social Responsibility**

The AIS Vision is fulfilled when our customer, supplier, employee, shareholder, and community value are supported through the successful manufacturing of our products.

### **Corporate Ethics**

AIS follows and goes beyond the guidelines of being an outstanding corporate citizen. All AIS personnel are trained on the ethics of commerce within our business and with regard to any law, regulation, or standard of ethical business conduct that may affect our operations. Our Corporate Ethics Policy is stated in our Employee Handbook, which is conveyed during new hire and regularly scheduled training sessions. The policy is updated as necessary, in order to incorporate any new guiding principles that are applicable to our industry.

### **Insider Trading**

As a privately held company, AIS is not subject to US Securities and Exchange Commission insider trading rules and regulations. However, the use of non-public information acquired through AIS operations is strictly prohibited from use by employees for personal gain; financial or otherwise. This, as well as divulging information that is confidential to AIS, is not tolerated and may be subject to disciplinary action, which may lead to termination of employment or legal suit.

### **Receipt of Gifts**

AIS employees shall not give or accept gifts of value from either vendors or customers in exchange for business creation. Any violation of this policy may be subject to disciplinary action, which may lead to termination of employment.

### **Fair Hiring Practices**

AIS is committed to making certain that all job applicants are treated with dignity and respect, free from any form of judgment. All applicants will be selected for hire on the basis of merit and skill, chosen fairly and objectively. In relation, see AIS' policies on Inclusiveness and Human Rights.

### **Health & Safety**

There is no job so important – nor any service so urgent – that can't we take time to work safely. At AIS, we believe that every person is entitled to a safe and healthy environment in which to work. Our policy is oriented toward affirmative control and minimization of risk to the greatest extent possible. We have a basic responsibility to make the safety of employees our concern because, at AIS, our employees are our most valuable asset. Therefore, safety is everybody's business and is to be given primary importance in every

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aspect of planning and performing all AIS activities so that our employees are protected against industrial injury and illness.

Establishment and maintenance of a safe working atmosphere is the shared responsibility between AIS and its employees at all levels of the organization. To this end, every effort will be made to achieve the goal of accident prevention and health preservation.

Each employee begins their career at AIS with comprehensive Health & Safety Training. The AIS' Health & Safety Team meets regularly to coordinate new hire training, and to keep informed on new processes and regulations that relate to employee health and safety. Regularly, the AIS Health & Safety Team will review and update our policy to incorporate any changes in the laws and regulations that govern our conduct, such as OSHA, as well as internal procedures and requirements.

We expect our employees to do their part in making our program an effective one. All employees are required to immediately report any job-related injury to their direct supervisor or manager so that corrective actions can be implemented that will detect, avoid, or respond to actual and potential threats to the health and safety of AIS' personnel.

- Avoid overloading electrical outlets with too many appliance or machines
- Use flammable items, such as cleaning fluids, with caution
- Walk – don't run
- Use stairs one at a time
- Report your manager if you or a co-worker becomes ill or is injured
- Ask for assistance when lifting heavy objects or moving heavy furniture
- Smoke only in designated smoking areas.
- Keep cabinet doors, file and desk drawers closed when not in use
- Sit firmly and squarely in chair that roll or tilt
- Wear or use appropriate safety equipment as required in your work
- Avoid "horseplay" or practical jokes
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them)
- Use air hoses only for the use intended. Avoid blowing air at yourself or anyone else
- Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats, hearing protectors, etc., in designated areas or when working on operation which requires their use.
- Keep your work area clean and orderly, and the aisles clear
- Stack materials only to safe heights
- Watch out for the safety of fellow employees
- Use the right tool for the job, and use it correctly
- Wear gloves whenever handling castings, scrap, barrels, etc.
- No cell phones on factory floor or in use during work hours
- No headphones are allowed on the factory floor
- Operate motorized equipment only if authorized by your immediate manager. All operators must be licensed by AIS



### **Labor and Human Rights**

AIS is committed to protecting and respecting the fundamental human rights of our workforce and maintaining compliance with all local, national, and global laws and norms concerning the protection of those rights.

AIS provides wages, benefits, and working conditions that compare favorably with those at other companies in our region and industry. All employment at AIS is voluntary and is not forced upon any member of our team, nor do we use or support child labor in any form. To move this beyond our doors, we have committed ourselves to surveying our global supply chain for the purposes of self-assessing their own operations with regard to human rights issues and socially responsible business practices.

### **Inclusiveness**

At AIS, we are advocates for developing a strong, diverse workforce. We promote a culture in which our employees are encouraged to strive for excellence; where their opinions and talents are nurtured. We encourage all employees to bring forward their suggestions and good ideas about how our company can be made a better place to work, our products improved, and our service to customers enhanced. In turn, our Inclusiveness Policy is fulfilled by every member of the AIS team.

It is the policy of Affordable Interior Systems that no employee, applicant for employment, customer, vendor, independent contractor or other individual will be discriminated against based upon their age, race, color, creed, religion, sex, sexual orientation, national origin, disability, Vietnam Era Veteran status, or other protected class or characteristic established under applicable federal, state and local statute or ordinance. All individuals will be treated equally and will not be discriminated against in receiving services, compensation, opportunities for advancement (including promotions and transfers), training or discipline.

Affordable Interior Systems will not condone, permit nor tolerate discrimination as described above against any individual in any manner whatsoever. Persons who engage in such discrimination will be subject to appropriate discipline up to and including termination of his/her employment.

It is the duty of the AIS Human Resources team, along with management leaders and supervisors, to make all AIS employees aware of our Inclusiveness Policy; providing resources, encouraging awareness, training, and education so that every AIS employee understands and respects inclusiveness and diversity in the workplace. AIS will continue to monitor these standards to ensure that our policy aligns with current regulations and standards of conduct. The Human Resources team, management, and direct supervisors are responsible for keeping their employees updated on any changes to the AIS Inclusiveness Policy and to address and remedy any behavior by an employee that does not meet the standards of this policy.

### **Community Outreach**

At AIS, we know that we can count on the community mindedness of the AIS team to appreciate and exhibit an attitude of respect with regard to each other, our stakeholders, and more importantly; to the way we do business.

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AIS, along with employee volunteers, contribute their time and financial contributions to community events and outreach programs throughout the year. Following are just some of our regular recipients and recent examples of how we give back:

- AIS' scrap materials, such as fabric and wood are provided to youth organizations for craft projects.
- AIS annually makes donations to the local police departments, not only in financial form but also by providing space within one of its manufacturing plants as a fitness and boxing training facility.
- AIS contributes on a national level to many registered charities such as:
  - Globe Santa
  - Make-A-Wish
  - American Heart Association
  - Dana Farber Cancer
- AIS will also sponsor employees in their dedicated participation of charities they support.

We know there is value in what we, as a company, and in what our employees, as individuals, can contribute to our community. At AIS, we intend to promote a culture that "gives back" for the longevity of our operation.



Nick Haritos,  
President & CEO  
AIS