

SOCIAL RESPONSIBILITY

2022

AIS
WE'RE ON IT.

A note about GRI

The Global Reporting Initiative (GRI) is an independent, international organization that helps businesses and other organizations take responsibility for their impact to the environment and their communities.

GRI provides businesses with a global, common language to communicate those impacts and the GRI Standards provide the world's most widely used criteria for sustainability reporting.

AIS is committed to doing our part to be environmentally friendly by reducing waste, reusing, and recycling materials whenever possible.

AIS

GRI REPORT: THE BEGINNING

Affordable Interior Systems (AIS) reports to the [Business and Institutional Furniture Manufacturers Association](#) (BIFMA) on sustainability issues along with our continued participation in the Social Responsibility Report.

For the 2022 reporting year, we first looked back on our 2021 report. We then built off of it by looking into new areas of interest that most meaningfully demonstrate our goals of social responsibility and environmental and economic sustainability.

The issues discussed in this report include diversity, equity, and inclusion; employee health and safety; labor and human rights; and community commitment. Environmental topics include energy and water consumption, waste management, and greenhouse gases.

This 2022 Social Responsibility Report contains Standard Disclosures and Performance Indicators from the GRI G4 Sustainability Reporting Guidelines. Additional information on the G4 Guidelines can be found at www.globalreporting.org.

This GRI Report has been internally reviewed by our executive and management teams and includes information pertaining to AIS' headquarters, showrooms, and manufacturing facilities, all located in the USA. Additional information about AIS is available on our website: www.ais-inc.com.



Internal Stakeholders

- Business Partners/Investors
- Customers
- Employees
- Lenders/Creditors
- Owners
- Suppliers

External Stakeholders

- AIS Furniture Users
- Government, Trade, and Professional Associations
- Auditors
- Consultants
- Community Members
- Competitors
- Potential Customers
- Employees

A MESSAGE FROM THE TOP

From the very beginning, AIS has been more inventive and more efficient than our competitors. Over the years, AIS has remained a responsive, agile business that is easy to work with, while also being an industry leader. AIS products are innovative, durable, and versatile – something we take great pride in. We are a company dedicated to evolving and growing internally and in the marketplace. In 2022, our sales increased exponentially and were expected to continue to do so throughout 2023.

When the COVID-19 pandemic hit in March of 2020, AIS implemented a comprehensive policy covering production and office workers with a clear communication plan, protocols, and a recovery team to assist AIS as the pandemic came to an end. Contingency plans were also created for sourcing and purchasing of materials, shipping and delivery of product, and other operations activities that allowed AIS to weather the most serious effects of the pandemic. We have emerged even stronger and leaner as a result.

AIS offers high-quality products, reliable installation and services, a strong dealer network, and competitive pricing. In 2022, reporting year, we increased production while reducing waste. We improved efficiencies as we finalized our facility consolidation and now our factory and office staff are under the same roof.



As one of the largest manufacturers in Central Massachusetts, and a leader in the national office furniture industry, we are committed to our customers, our community, and our employees.

– Nick Haritos, President and CEO

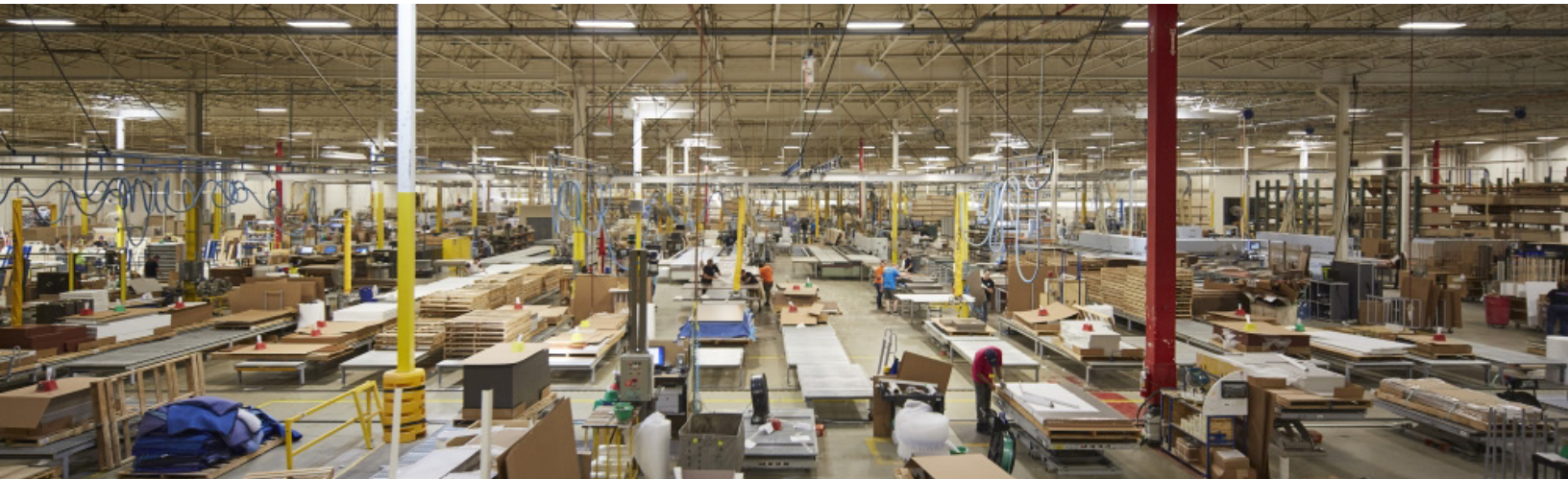
BIFMA LEVEL CERTIFICATION

Since our 2021 report, we have maintained BIFMA e3 LEVEL(R) Certification for most products while increasing some to Level 3. AIS continuously strives to set and meet new goals. We believe our goals are achieved by starting with small ideas and changes that, when implemented across the spectrum of our products, and translated throughout the entire company, have resulted in increased staffing, investments in technology, greater production, and more sustainable operations.

We have also increased our focus on the environment through small, consistent changes and believe that, over time, these incremental adjustments create larger, longer-lasting, and sustainable change from which we can continue to build our brand while supporting sustainability. We strive to become more efficient through our lean manufacturing practices via the Kaizen method, which assists us to drive down our costs and material use and to increase efficiency and safety.

At AIS we are a leader in Lean Manufacturing, striving to eliminate waste from our manufacturing processes – every step of the way.

AIS's Cameron, TX facility, which produces an OEM product for a large private label manufacturer, is operated exclusively for the that purpose and is sold to customers outside of the AIS dealer market. At this time, we have limited data to report, however we will continue to improve reporting metric in the future.



WHO WE ARE

AIS is a rapidly growing commercial office furniture manufacturer, specializing in systems, seating, and casegoods. Now in our 34th year, we boast one of the most impressive [stories of growth](#) and success in the office furniture industry. With new and innovative approaches, we lead the industry in sustainability, lean manufacturing, lead-time, and manufacturing flexibility. AIS employs more than 900 people representing in excess of 32 countries of origin and occupying 588,000 sq. ft. of manufacturing and operating space and growing.

AIS is vibrant, unique, reliable, ingenious, committed to excellence, innovative, caring, creative, and passionate. AIS is our people.

Our consolidated facility, located at 25 Tucker Drive in Leominster, MA, has brought new life and vibrancy to a once shuttered building. The 588,000 square foot, state of the art manufacturing site, consolidated six Massachusetts locations into one central site, increasing efficiencies and lead times.

Known for offering product lines with a multitude of features that appeal to designers and meet the current and future needs of end users, while offering exceptional value, our office systems bring a unique, sophisticated sense of fun and exceptional comfort and efficiency to our users. AIS provides furniture to a wide range of customers from all over the world from Maine to Guam and Puerto Rico to the United Arab Emirates.

Just some of the industries that we are proud to call customers include: global corporations, all levels of government, healthcare providers, higher education, biotech, and non-profit organizations. AIS products are used by start-up companies, centuries-old universities, Fortune 500 firms, and the United States Pentagon.

Everyone at AIS, from our executive team, to the production staff, to our office support personnel, and customer services teams work together to ensure that our customers, large and small, are satisfied with our products and services. At AIS, our “open door” policy provides team member, from any department, with direct access to the executive team for project approvals and suggestions for improvement. In addition to directly speaking to an executive board member, interaction via e-mail and phone, and at conferences and annual meetings, provides opportunities to all staff to discuss the direction of the company. AIS also maintains the following social media channels: Facebook, LinkedIn, Twitter, and Instagram to connect with our stakeholders.



AIS STRUCTURE

LEADERSHIP TEAM

Position	Gender	Race
Chair	Male	White
Vice Chair	Male	White
President and CEO	Male	White
Chief Operating Officer	Male	White
Chief Financial Officer	Male	White
Executive Vice President of Design and Innovation	Male	White
Senior Vice President of Sales	Male	White
Senior Vice President of Sales	Male	White
Vice President of Marketing and Communications	Female	White
Vice President of Product Line Management	Female	White
Vice President of Operations	Male	White
Vice President of Human Resources	Female	White
Vice President of Strategic Resources	Female	White
Director of Design	Male	White
Director of IT	Male	White
Director of Product Information	Male	White

EMPLOYEES

Position	Male	Female
Executive / Senior Officials and Managers	13	6
First / Mid Officials and Managers	44	26
Professionals	17	2
Technicians	5	13
Sales Workers	16	15
Administrative Support	10	31
Craft Workers	28	9
Operative	186	93
Laborers and Helpers	49	8
Service Workers	0	0

PARTIAL LIST OF EMPLOYEE BENEFITS

- Medical Insurance
- Dental Insurance
- Life Insurance
- Employee Bonus Program
- 401K Employer Match
- English as a Second Language Education
- Service Awards: 5, 10, 15, 20+ years
- AIS University
- Tuition Reimbursement

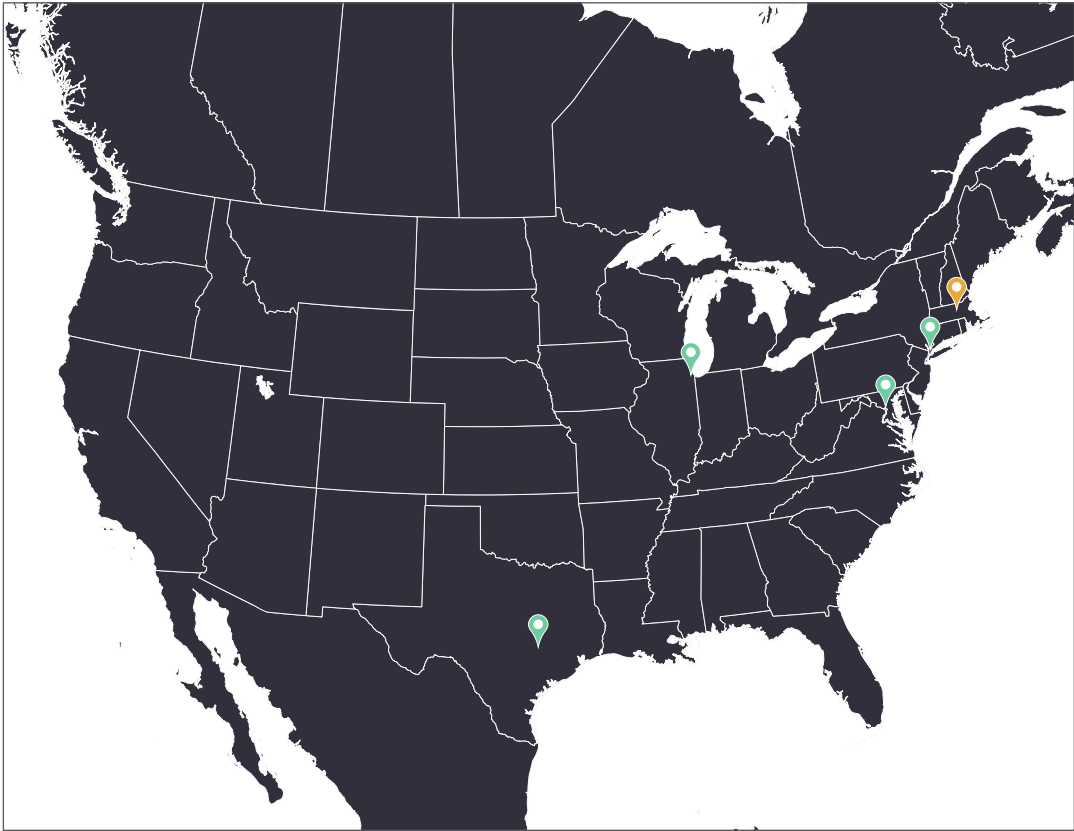


A GLOBAL MANUFACTURER

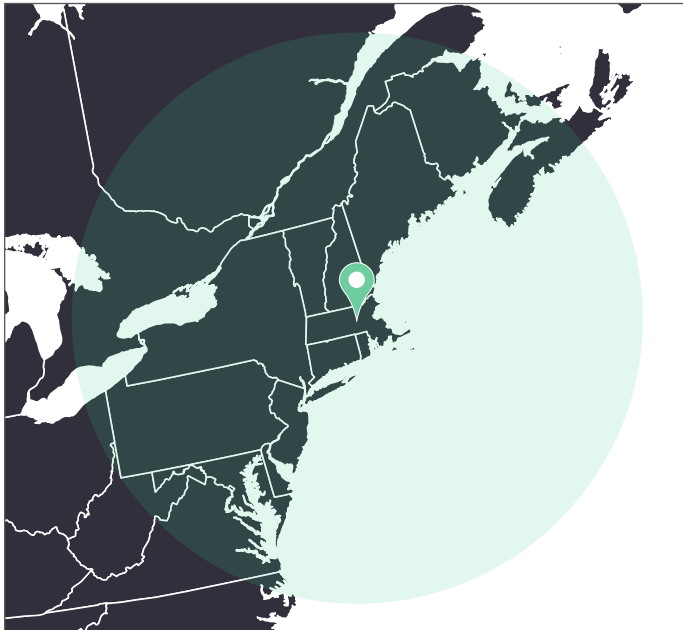
Headquarters:
Leominster, MA

Manufacturing Facilities:
Leominster, MA
Cameron, TX

Showrooms:
Leominster, MA
Chicago, IL
New York, NY
Washington, D.C.



A LOCAL MANUFACTURER



LEED CI - Credit 5.1 - Regional Materials

AIS can assist with this credit for projects within a 500 mile radius of Leominster, MA.

The green circle represents a 500 mile radius around the center point, Leominster, MA, and includes the geographic region eligible for this LEED credit.



AIS HISTORY & MILESTONES

- 1989 Founded
 - 1992 Lean manufacturing facility
 - 1996 MWall and AO2 product launch
 - 2001 Post-9/11 Pentagon refurbish
 - 2002 Matrix product launch
 - 2003 Shingo Prize for Excellence in Lean Manufacturing
 - 2003 Named as Industry Week's Top 25 Manufacturing Plants in North America
 - 2005 AIS launches first seating lines
 - 2007 Divi product launch
 - 2007 First GREENGUARD® certification
 - 2011 Calibrate Casegoods & Storage product launch
 - 2012 BIFMA e3 LEVEL® 2 certification
 - 2013 Best of NeoCon Silver - Oxygen Benching
 - 2014 MassEcon Economic Gold Award
 - 2015 Best of NeoCon Silver - Aloft Height-Adjustable Benching
 - 2017 AIM Sustainability Award
 - 2018 750+ employees and \$200 million in sales (representing MA & TX locations)
 - 2018 Selected Manufacturer of the Year by the State of Massachusetts
 - 2018 Calibrate Conferencing product launch
 - 2018 Day-to-Day Tables product launch
 - 2019 Worcester Business Journal's Manufacturing General Excellence Award
 - 2019 MassHire Central Region Growing and Readyng Our Workforce (GROW) Award
 - 2019 800+ employees and \$220 million in sales (representing MA & TX locations)
 - 2019 - 2023 Boston Business Journal's Corporate Citizenship Award
 - 2020 MassEcon – 2020 Corporate Hero Award
 - 2020 New Product Launch – Calibrate Community®
 - 2020 Sew the Masks program donates 600,000 face coverings nationwide in 31 states
 - 2021 Best of Business, Manufacturing – Inc Magazine
 - 2022 Best of NeoCon, Silver and Innovation Awards
 - 2022 Business Innovation Award (NeoCon)
 - 2022 BIFMA e3 LEVEL® 3 certification
- Ongoing recognition from the Office Furniture Dealers Alliance**
- 2008 OFDA Bronze
 - 2009 OFDA Silver
 - 2010-19 OFDA Manufacturer of the Year



OUR PEOPLE

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

We are advocates for developing a strong and diverse workforce. AIS values and encourages all employees to share their suggestions and ideas about how our company can be improved. This includes how our company can be an even better place to work, improvements to our products, and enhancements to our customer service activities.

The AIS environment nurtures cooperation and collaboration through our use of open workspaces, small and large gathering spaces, and private areas that support intra- and interdepartmental communication and idea sharing. Our technology and employee communications channels also play an important role in connecting the internal AIS community.

AIS COMMUNITY INVESTMENT

At AIS, we count on the community-mindedness of our collective group of stakeholders to foster and display an attitude of respect for each other and most importantly, for the forthright way in which we do business.

We believe strongly in helping the communities and surrounding regions in which we operate. AIS consistently makes the list of most charitable businesses (Boston Business Journal, four years running) and to multiply the impact, we encourage our employees to become involved by donating their time and skills. As another part of the AIS "open door policy," and our way of giving back, we seek employee input on specific programs or charities for which they would like to volunteer or who they suggest could benefit from corporate donations. These programs support thousands of individuals and families and a small portion of our work is highlighted below and on the following pages. And, we're proud to say that these efforts are just the tip of the iceberg as we continue to support the communities of which we are a proud part.



AIS & EMPLOYEES GIVE BACK

COMMITMENT TO CHARITABLE GIVING

AIS has made a commitment to serve the community, surrounding region, and throughout the country by proactively reaching out to various philanthropic and human service organizations to provide financial, in-kind, and the support of volunteers. Through its many efforts, AIS has had a significant impact on the lives of thousands.

AIS has also provided more than \$534,000 in cash, in-kind, and service contributions locally and across the state to organizations and people in need. These include:

- Aging Services of North Central Massachusetts
- ASPIRE! Program (Seven Hills Foundation)
- Beacon of Hope
- Cities of Leominster and Fitchburg
- Community Health Connections Shelter
- Fitchburg Art Museum
- Fitchburg Civic Days
- Leominster Public Schools
- Make-A-Wish, Massachusetts and Rhode Island
- North Star Family Services
- Partners in Literacy
- Rotary Club of Leominster
- Seven Hills Foundation
- Toys for Tots
- United Way of North Central Massachusetts
- Veterans Center, Leominster

A few of these efforts are elaborated upon in the following descriptions.



MAKE-A-WISH FOUNDATION

AIS donated 170 tickets to the Make-A-Wish Foundation for wish recipients and their families to attend the minor league Worcester Red Sox where they also received a special honor from the team.



LEOMINSTER PUBLIC SCHOOLS

AIS donated \$25,000 worth of furniture to the Leominster Public Schools' Life Skills program. Donations to this important program included workstations, chairs, cabinets, and a sensory station.

The program supports students who require additional support and skills training to work toward an independent future.



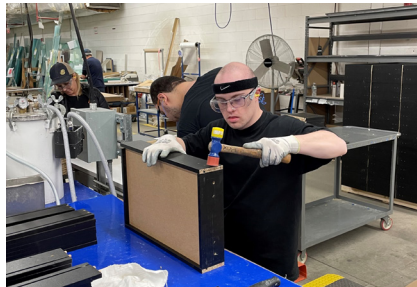
AIS COLLABORATIVES PROGRAM

AIS advocates for developing a strong, diverse workforce and promoting a culture in which our team members are accepted and their talents are nurtured. Mentors work with collaborative members to strengthen their goals, and together make beautiful and functional products.

Teams are provided training and job opportunities to help them build valuable workplace and life skills. AIS employees

teach and engage them in a workplace setting offering tangible and intangible support as they seek a productive and meaningful work experience.

At AIS, these workers learn, grow and contribute to society in meaningful ways as they gain greater independence. Participants work in a variety of roles while earning a fair and competitive wage.



AIS COLLABORATIVE PROGRAM BY THE NUMBERS

- 11 partner organizations
- 85 Individuals
- Ages 17 - 46
- Female / male ratio: 50 / 50
- Average weekly shifts: 109
- Average hours weekly: 275

TOYS FOR TOTS

Over a weeks-long collection in 2022, AIS staffers and the company donated thousands of dollars worth of toys and cash to support more than 20,000 families in need in the region.

In addition a team of ten from various AIS departments volunteered to sort and package toys, books, games, and crafts readying them for distribution to these families.



Additional information about Toys for Tots can be found at: www.toysfortots.org



STAYING POWER

AIS values and celebrates the strength of the organization with diverse ideas and perspectives. Our mission is to provide our 800+ employees, who represent more than 32 different countries, with successful manufacturing careers and opportunities for growth. AIS's diverse workforce is comprised of nearly 40% women making us just about 10% above the national industry average – a fact of which we are very proud.

2022 Hires	2022 Rehires	2022 Terminations
256	0	189



DIVERSITY, EQUITY, INCLUSION & BELONGING

At AIS, we are advocates of developing a strong, diverse workforce. We promote a culture in which our employees are encouraged to strive for excellence and where their opinions and talents are nurtured. At AIS, every individual is treated equally with regard to receiving services, compensation, opportunities for advancement (including promotions and transfers), training, and disciplinary actions.

At AIS, we advocate for developing a strong, diverse workforce. We promote a culture in which our members are encouraged to strive for excellence and where their opinions and talents are nurtured. Every individual is just that, an individual with unique experiences, ideas, contributions, and approaches. Together, our teams create the magic that is AIS.

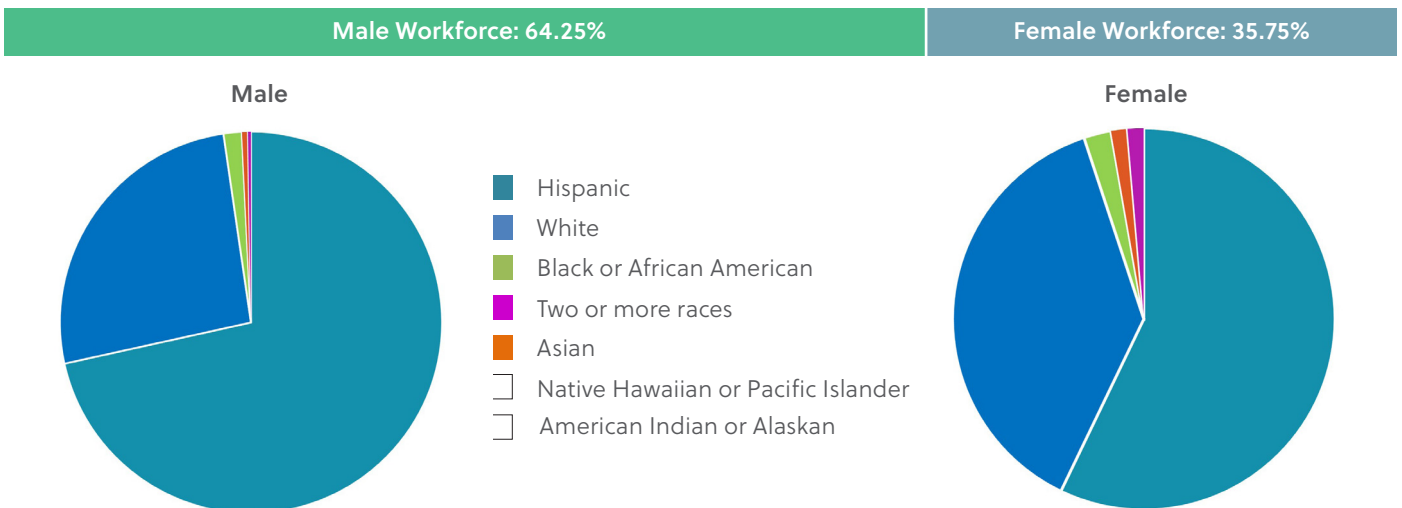
As a lean organization, we wear many hats and fill many gaps, so it's essential that we have empathy for each other. Our can-do spirit and collaborative nature drives our success.

COMMITMENT TO OUR MEMBERS

Our people are what make AIS. They're vibrant, innovative, creative, and caring members, committed to excellence by working together to accomplish goals. Our open-door policy encourages this exchange by ensuring all members of AIS have access to our leadership. To ensure everyone has equal opportunity, AIS:

- Supports English as a second language education
- Provides access to education and training through outside resources
- Offers an internal training program, AIS University, to create pathways for career development and advancement

EMPLOYEE BREAKDOWN BY GENDER AND RACE



DIVERSE SKILLS AND BACKGROUNDS

Because of the wide array of jobs at AIS, we have a large cross-section of skill sets and positions ranging from entry level to seasoned professional. These include machine operators, engineers, accountants, buyers, designers, project managers and many more with diverse areas of expertise. It is this combination of backgrounds and know-how that creates the unique AIS team.

Our culture celebrates our authentic people. We embrace the uniqueness of each person because we know it's the differences, when combined, that sets AIS apart.

COLLABORATIVE PARTNERS PROGRAM

In addition to the more traditional types of diversity such as gender, sexual orientation, and ethnic background, among others, AIS is committed to neurodiversity – the inclusion of people with different types of brain functioning, people who think and process information differently. See page 12 for information about this program.

EMPLOYEE HEALTH & SAFETY MANAGEMENT

At AIS, we believe that every person is entitled to a safe and healthy environment in which to work. We have a basic responsibility for the safety of our employees as a fundamental human right and a vested economic interest in our employees' well-being because they are our most important assets. Safety is everyone's business and is given primary importance in every aspect of planning and performing all activities at AIS. Making this a priority helps to ensure that our employees are protected against industrial injury and illness.

For the protection of our employees, an in-house safety committee and an outside safety consulting firm assist the company with reviewing policies and procedures, staying up-to-date, and maintaining a safety. In 2022, AIS hired a new, highly experienced safety manager who is making our safety protocols even more robust. A safe working environment is a shared responsibility between AIS and its employees – at all levels of the organization. There is no better example of this than the coronavirus pandemic and the often life-altering and tragic consequences of contracting the disease. A robust pandemic policy outlined protocols – including working from home when possible – and specified safe practices expected to be adhered to by all employees.

In 2022, AIS reported 33 injuries including, but not limited to: muscle strains and sprains, cuts, irritation and bruises. There were 522 total days away from and work and 0 cases of occupational diseases and work related fatalities.

We have a Kaizen project, called the 'Before and After', at AIS that we incorporate into every aspect of our company, but one of the main focuses is health and safety. The definition of Kaizen is "a Japanese business philosophy of continuous improvement of working practices, personal efficiency etc. "

LABOR & HUMAN RIGHTS MANAGEMENT

One of the primary goals at AIS is to successfully meet its responsibilities to our employees, both as individuals, and as contributing members of the AIS team. This is accomplished by managing AIS in such a way that makes it clear that our people deserve to, and will, be treated with respect in any and all situations. We believe that this principle has helped to make AIS a successful and growing company for which people want to work. Going forward, we believe that this practice will continue to propel the company and its employees into the future.

If you are energetic, persistent, and a hard worker, you will thrive at AIS, a company that values these traits.



At minimum, AIS pays wages that exceed the local and legal minimum wages at all of our operations even for entry level positions. Our employees are not represented by a labor union. AIS's policy is to provide wages and benefits that compare favorably with those at other companies in our region and industry.

All of our full-time employees receive a benefits package that includes: paid holidays, vacation time, paid leaves (such as bereavement and jury duty), health and dental insurance, retirement (401k) plan, and life insurance. In addition to these standard employee benefits, we provide our employees with opportunities for professional and personal growth and development. This includes training seminars and tuition reimbursement programs. Employee reviews are performed annually for all AIS employees and promotions are based solely on performance and production.

The culture of trust and inclusivity at AIS is driven by our strong set of values that include honoring integrity, embracing learning, and listening to our customers. Our talented teams make countless contributions to our success.

– Nick Haritos, President and CEO

AIS PRODUCTS



SYSTEMS

Matrix and Divi create sophisticated flexible workspaces that withstand the test of time. Matrix offers robust electrical capabilities as a full frame and tile panel system, allowing data and power to run every 8" in height. Divi's universal hinge system keeps installation costs down, without sacrificing design or quality. With Matrix and Divi, users can create the perfect environment, meeting the demands of today's technologically charged workforce. SCS Indoor Air Quality GOLD certified and designed for reuse, these panel systems can construct any configuration including open plan, private offices, reception areas, conference rooms, and more. When coupled with Calibrate components and accessories, work areas become collaborative and modern with a touch of elegance.

DESKING & BENCHING

Calibrate Community offers an alternative solution for the open plan, with greater flexibility and user control for an adaptive environment that optimizes space. Calibrate Community brings the look and feel of the private office to the open plan with architectural design that elevates the workspace. The line supports a wide variety of individual and team spaces, establishes natural boundaries and borders for employee well-being.

Oxygen and Aloft provide an unparalleled aesthetic and functional flexibility for customers that aspire to a modern, open workplace environment. Both products feature a structural spine beam support which accommodates multi-circuit electrical access as well as routing and termination for data cables. Products are complemented by work surface apertures for ease of user access. A rigid steel framework with telescoping rails support work surfaces and storage elements while minimizing the number of parts required to adjust to different field conditions. Aloft's height adjustability allows the user to create a dynamic workspace promoting health and wellness. Oxygen and Aloft are Best of NeoCon winners.

TABLES

The Day-to-Day Table Collection is where practicality meets design — with more than 6,500 possible combinations. The line offers a variety of top shapes, bases, heights, finishes, and edge details so you can mix, match, and create the table you've been looking for but could not find. Integrate height adjustable solutions into your workstations or design a small collaborative space near your team — the options are all yours.

CASEGOODS

This comprehensive line of laminate desking and storage was designed to support a wide range of users and a variety of work environments. With an extensive selection of finishes, hardware options, and styles to choose from, it's easy to create convenient, functional, and beautiful workspaces. Plus, Calibrate integrates with all AIS Systems. Whether creating a private office, collaborative space, or integrating into an open plan, our users appreciate all that the Calibrate Series can do.

SEATING

From private offices to collaborative spaces, AIS has the ideal seating for any type of office environment. A versatile offering that consists of executive, task, multi-purpose, side chairs and stools, the AIS lineup provides the seating solutions that you need at the right price.

COMMITMENT TO SUSTAINABILITY

Our goal is to support a healthy, sustainable and natural environment for present and future generations. We manufacture products with a high recycled content that are Indoor Air Quality Certified and are designed for future reuse.

As part of the AIS Lean manufacturing philosophy, we have analyzed our manufacturing streams thoroughly and cut waste from every possible angle – the way Mother Nature intended. We have substantially reduced our electricity and gas usage, and continue to look for new ways to reduce and even reuse materials.

Because we manufacture products and frequently travel, we have a larger carbon footprint than some other businesses. To mitigate this, AIS reaches out beyond our manufacturing walls to research new ways to offset our impact. Some of these new initiatives include investing in alternative energy solutions and emerging green technologies.

I think in terms of sustainability, the corporate focus to make sure that the products have a life after their use in the office environment is important.

– Bill Stewich, Executive Vice President of Design and Innovation

Through a partnership with ANEW, a company specializing in finding a reuse for furniture at its end of life, this innovative company matches surplus or unwanted furniture with non-profit organizations, public agencies, and underserved communities to avoid landfilling office furniture. ANEW reuses, resells, and re-purposes surplus and used furniture, in any condition, within a 50-mile radius.

By being socially irresponsible, AIS intends to minimize the effects of unwanted and discarded product that may adversely affect future generations. By doing our part, and encouraging others to do theirs, we can have a positive impact on our, and future generation. One of our goals is to create a legacy of preservation, rather than destruction and depletion.

OUR ENVIRONMENT

As a manufacturer, employer and community member, AIS' responsibility for our future extends well beyond the walls of our operations. While the future remains unknown, we are confident that sustainability will surely become increasingly important and that prosperity and progress will only be realized through continuous transformation. AIS recognizes our leadership role in that evolution and continues to be a role model by minimizing our impact and fostering healthy and productive environments.

All AIS products are SCS Indoor Advantage™ Gold certified for air quality, and AIS systems contain at least 40% recycled materials.

Our ongoing transformation efforts include:

- Continuing to develop our environmental management system to identify, assess, manage, and reduce our environmental impact.
- Development of DfE group that gathers its members from every department at AIS to discuss environmental practices while also setting new, yearly goals.
- Continuing the development of durable products that are designed for long and useful lives.
- Continuing to partner with Asset Network for Education Worldwide (ANEW) for the continued use of the take-back program used for AIS office furniture and products.
- Assessment, management, conservation, and offsetting of our energy consumption and greenhouse gas emissions.

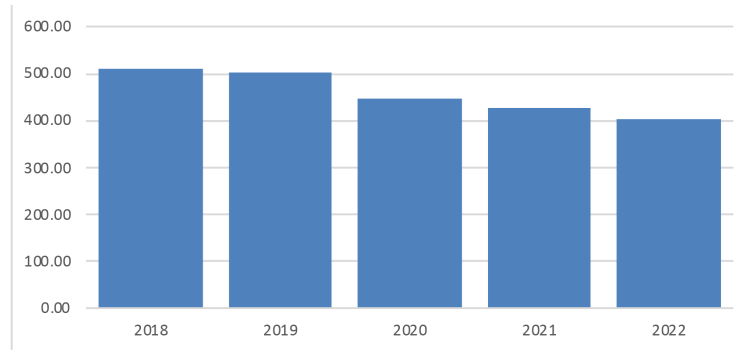


ENERGY CONSUMPTION AND EMISSIONS

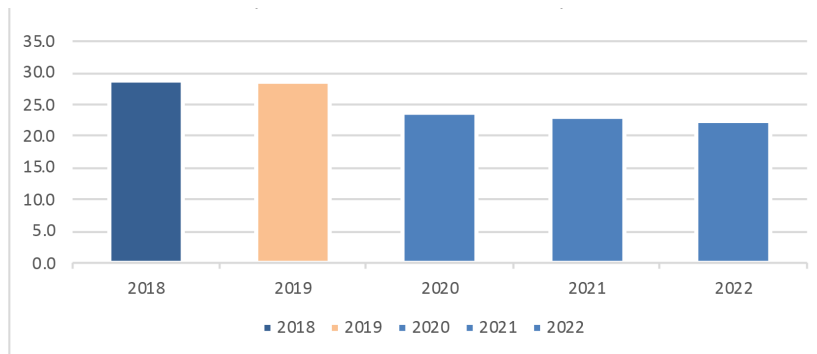
Below you will find our Energy and Greenhouse Gas performance metrics, including the amount of energy consumed and greenhouse gases emitted by AIS as a whole:

AIS

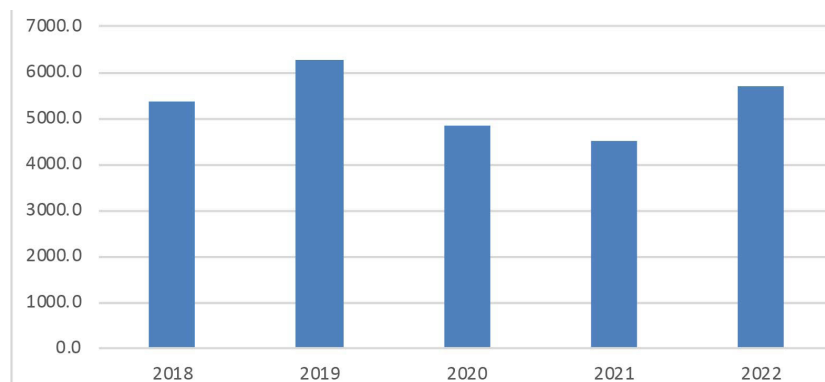
Normalized Energy (MMBTU/Net Million Sales \$)



Normalized GHG Emissions (tCO₂e/Net Sales Million \$)



Absolute GHG Emissions (tCO₂e)



PRODUCT DESIGN: Flexible, Agile, Green

DESIGN FOR ENVIRONMENT

Inherent in our design philosophy is the notion that the greatest opportunities to reduce our environmental impact are during the product design phase. Many of the life cycle impacts will be determined during this stage. Our design for the environment program ensures that the selection of materials, construction methods, manufacturing operations, and product use are carefully considered for their potential impacts on the environment.

DESIGN FOR DURABILITY AND LONGEVITY

At AIS, we design and manufacture products from materials that will stand the test of time. To achieve this, nearly all of AIS' products are designed to be used in multiple configurations. We have reusable and interchangeable components and parts that can be used between many of our systems lines allowing for reconfiguration and redesign of the same furniture over and over aiding in adaptability and product longevity.

PRODUCT END OF LIFE

In the event that any of our products meet the end of their useful life, we provide disassembly instructions, available online, to assist our users to efficiently and effectively break down the product. After disassembly, the user has the option to either recycle or reuse the product. In addition, AIS has partnered with ANEW, a company that disassembles furniture at its location, removes it, then seeks a new life for it.

PRODUCT END OF LIFE

AIS has partnered with ANEW to provide a take-back solution for surplus office furniture and materials. This partnership provides AIS clients with a means to repurpose their furniture, fixtures and architectural materials, diverting the items from landfill. All captured materials are donated to public agencies and charities within a 50 mile radius, benefiting the local communities to which the furniture resided. The used furniture through donations of surplus furniture to charitable organizations, public agencies, and the underserved.

ANEW: A TAKE-BACK SOLUTION FOR OFFICE FURNITURE

ANEW (Asset Network for Education Worldwide, Inc.), a 501 (C)(3) non-profit organization, provides companies with sustainable alternatives for their surplus furniture and other items. Their priority is to match the furniture with non-profits, public agencies, and underserved communities to avoid them ending up in a landfill. This simple practice furthers corporate citizenship, social responsibility, and environmental sustainability. ANEW extends the life cycle of surplus items through reuse, resale, and repurposing; what's left is recycled and considered for energy-from-waste.



ANEW is an international organization and single point resource, coordinating the removal of all surplus, in any condition, from the interior built environment, conducting community outreach to charities and others, then reporting the results and metrics of every project. All captured materials are donated to public agencies and charities within a 50-mile radius, benefiting the local communities to which the furniture resided. ANEW educates through action; transforming surplus into service.

For more information visit: anewfound.org

EDUCATING FOR REDUCING CONSUMPTION

At AIS, we want all of our employees to be active participants in our effort to reduce our CO2 emissions. To achieve this, we educate and inform our team members on a regular basis. A board, posted in a general location at our Leominster, MA headquarters, provides tips and guidance on how to reduce personal emissions. A monthly, AIS employee newsletter regularly shares information about how we can all take simple, small steps to reduce CO2 emissions. Together, we can make a big difference.

KEY PERFORMANCE INDICATORS

You may have heard the phrase, 'a tracked number grows' when referring to sales or savings. The same goes for any goal. By tracking our goals, we are more likely to reach them. Each year, AIS outlines goals, or Key Performance Indicators (KPI's), to keep all of us accountable and conscientious regarding sustainability, safety, and our overall well being.

Our ongoing KPI's are:

- ANNEX B CHEMICALS: Reduce within process lines by 10% by 2025
- SOLID WASTE: Increase recycling by 25% by 2025
- SCRAP WORK SURFACES: Find a reuse
- 100% RENEWABLE ENERGY goal by 2025
- 46% Reduction in ABSOLUTE EMISSIONS BY 2030
- Long-term goal of CARBON NEUTRALITY (NetZero) by 2050



GRI INDEX

GRI	Description	Response	Page
G4-1	State from the most senior decision maker of the organization about the relevance of sustainability to the organization and its strategy.	A Message From The Top	4
G4-3	Name of the organization	Affordable Interior Systems (AIS)	-
G4-4	Primary Brands, products and/or services	AIS Products	16
G4-5	Location of organization's headquarters	Leominster, MA	8
G4-6	Number of countries where the organization operates	AIS operates solely within the boundaries of the United States	8
G4-7	Nature of ownership and legal form	We do business as AIS, under the legal name of Affordable Interior Systems, Inc.	-
G4-8	Markets served	Who is AIS?	6
G4-9	Scale of the reporting organization	AIS Structure and A Global Manufacturer	8
G4-18	Reporting cycle (annual, biennial, etc.)	Annual	-
G4-19	Boundary of the report	GRI Report: The Beginning	3
G4-22	Explanation of the effect of any restatements	The only restatements from the previous report is general overview information.	-
G4-24	List of stakeholder groups engaged by the organization	GRI Report: The Beginning	3
G4-25	Basis for identification and selection of stakeholders with whom to engage	GRI Report: The Beginning	3

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GRI	Description	Response	Page
G4-26	Mechanism for shareholders and employees to provide recommendations of direction	Who is AIS?	6
G4-28	Reporting period (e.g. fiscal/calendar year) for information provided	2022 Calendar Year	-
G4-29	Date of most recent previous report (if any)	2021	-
G4-30	Reporting Cycle (annual, biennial, etc.)	Annual	-
G4-31	Contact point for questions regarding the report or its contents	Amy Transue: Vice President, Strategic Resources: atransue@ais-inc.com	-
G4-34	Governance structure of the organization	Who is AIS?	6
G4-EN3	Direct energy consumption by primary energy source	Energy Consumption	18
G4-EN4	Indirect energy consumption by primary source	Energy Consumption	18
G4-EN16	Total direct and indirect greenhouse gas emissions by weight	Greenhouse Gas (GHG) Emissions	18
G4-EN27	Initiatives to mitigate environmental impacts of products and services and extent of impact mitigation	Commitment to Sustainability	17
G4-EN29	Sanctions for non-compliance with environmental laws and regulations	None	-
G4-EN31	Total environmental protection expenditures and investments by type	Commitment to Sustainability	17
G4-HR2	Training on policies and procedures concerning aspects of human rights	Labor & Human Rights Management	15
G4-HR3	Total number of incidents of discrimination and corrective actions taken	None	-

GRI INDEX

GRI	Description	Response	Page
G4-HR5	Suppliers identified as having significant risk for incidents of child labor and measures taken to contribute to the effective abolition of child labor	AIS surveyed its key direct material suppliers on social responsibility and human rights issues; no issues to report	-
G4-LA1	Total number and rate of new employee hires and employee turnover by age, group, gender and religion	Stay Power	13
G4-LA2	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by significant locations of operation	Labor & Human Rights Management	15
G4-LA3	Return to work and retention rates after parental leave, by gender	100%	-
G4-LA6	Rates of injury, occupational diseases, lost days, absenteeism and work related fatalities	Employee Health & Safety Management	15
G4-LA16	Number of grievances related to human rights filed, addressed and resolved through formal grievance mechanisms	None	-
G4-SO1	Percentage of operations with implemented local community engagement, impact assessments and development	AIS Community Investment	10
G4-PR8	Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data	None	-
G4-PR9	Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services	None	-
G4-EC1	Direct economic value generated and distributed	AIS Community Investment	10
G4-EC2	Financial implications and other risks and opportunities for the organization's activities due to climate change	Commitment to Sustainability	17
G4-EC3	Coverage of the organization's defined benefit plan obligations	AIS does not offer pensions (employee defined benefit plans), but rather defined contribution plans (see G4-LA2)	-
G4-EC5	Range of ratios of standard entry level wage by gender compared to local minimum wage at significant locations of operation	AIS pays entry level wages that exceed the local minimum wage in all areas of its operations without regard to gender or other bias	-
G4-EC8	Understanding and describing significant indirect economic impacts, including the extent of impacts	Words From The Top and Commitment to Sustainability	4, 17

GRI INDEX

GRI	Description	Response	Page
G4-EC9	Policies, practices and proportion of spending on locally-based suppliers at significant locations of operation	As a part of our DfE program, we try to assess the usage of local suppliers for both economic and environmental impacts	-
G4-SO2	Prevention and mitigation measures implemented in operations with significant potential or actual negative impacts on local communities	Commitment to Sustainability	17
G4-SO7	Percentage of employees trained in organization's anti-corruption policies and procedures	100% of AIS employees are trained on corporate policies that can be found in the AIS Employee Handbook; subjects include, but are not limited to, corporate ethics, insider trading and receipt of gifts	-
G4-SO8	Monetary value of significant fines for non-compliance with regulations	None	-
G4-PR1	Life cycle stages in which health and safety impacts of products and services are assessed	AIS' DfE team meets monthly to discuss DfE Policy, Design for Durability, Design for Remanufacturing, Recycled Content, Disassembly Instructions, etc.	-
G4-PR2	Total number of incidents of non-compliance concerning product and service information and labeling	None	-
G4-PR3	Type of products and service information required by procedures and percentage of significant products and services subject to such information requirements	AIS' DfE team meets monthly to discuss DfE Policy, Design for Durability, Design for Remanufacturing, Recycled Content, Disassembly Instructions, etc.	-
G4-PR7	Programs for adherence to laws, standards and voluntary codes related to marketing communications, including advertising, promotion and sponsorship	AIS' DfE team meets monthly to discuss DfE Policy, Design for Durability, Design for Remanufacturing, Recycled Content, Disassembly Instructions, etc.	-

NATIONAL SHOWROOMS

Leominster

AIS Headquarters
25 Tucker Drive
Leominster, MA 01453

New York

AIS New York
257 Park Avenue South
New York, NY 10010

GSA Sales

GSA Contract 47QSMA20D08Q4
FSC Group 71
Part 1 Office Furniture

Chicago

The Merchandise Mart
Suite 1086
Chicago, IL 60654

Washington, D.C.

AIS Washington, D.C.
1501 M Street NW, Suite 230
Washington, DC 20005

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