

# **Social Responsibility**

**2017 Report**

**AIS**

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# GRI Report: The Beginning

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

For the 2017 reporting year, we first looked back on our 2016 report. We then built off of it by looking into new areas of interest that most meaningfully demonstrate our goals of social responsibility along with environmental and economic sustainability.

The issues discussed in this report include social inclusiveness, diversity, employee health and safety, labor and human rights and community commitment. Environmental topics include energy and water consumption, waste management and greenhouse gas reduction.

Our 2017 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](http://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 which are all located in the USA. Additional information about AIS is available on our website: [www.ais-inc.com](http://www.ais-inc.com).

## Internal Stakeholders

Business Partners/Investors  
Customers  
Employees  
Lenders/Creditors  
Owners  
Suppliers

## External Stakeholders

AIS Furniture Users  
Government Trade & Professional Associations  
Auditors  
Consultants  
Community Members  
Competitors  
Potential Customers  
Employees

## Words From the Top

From the very beginning, AIS chose to be inventive and more efficient than our competitors. Over the years, AIS has remained as a small business that's not only flexible and easy to work with, but also able to be a large enough leader in the industry. Our products are innovative, durable and versatile, which is something we pride ourselves on. We are a company that is continuously looking to grow and evolve. In 2017, our sales increased exponentially and continue to do so.

In addition to our increase in sales, we've strived to increase our focus on the environment through small, ongoing changes. We believe that these small day-to-day changes are the way to create larger, longer-lasting changes. We strive to continuously become more efficient through lean manufacturing and use of the Kaizen method, which helps to drives our costs and material use down along with increasing efficiency and safety.

**At AIS we have always been a leader in Lean Manufacturing. We strive to eliminate waste from our manufacturing processes every step of the way- the way Mother Nature Intended.**

prove efficiencies as we finalize our facility consolidation from five buildings into one in the upcoming year.

AIS offers high-quality products, reliable installation and services, a strong dealer network and competitive pricing. For this reporting year, we increased production while reducing waste and earned OFDA's Manufacturer of the Year Award for the ninth year in a row. We continue to im-

Since our 2016 report, we have maintained BIFMA Level Certification 2 for most products. AIS strives to continuously set and meet new goals. We believe any and all of our goals are achieved by starting with small ideas and changes that translate throughout the entire company.

# Who is AIS?

AIS is a rapidly growing commercial office furniture manufacturer, specializing in systems, seating and casegoods. We boast one of the most impressive stories of growth and success in the office furniture industry. We have new and innovative approaches that lead the industry in sustainability, lean manufacturing, lead-time and manufacturing flexibility. AIS employs almost 600 people and occupies nearly 600,000 sq. ft. of manufacturing and operating space.

AIS has a new consolidated facility located on Tucker Drive in Leominster, MA. The 588,000 square foot plant is a state of the art manufacturing site, allowed AIS to consolidate six Massachusetts locations into one, increasing efficiencies and lead times.

**AIS is vibrant, unique, reliable, ingenuity, committed, excellence, innovative, caring, creative, passionate. AIS is our people.**

AIS is known for offering product lines with a multitude of features that not only appeal to designers, but also meet immediate and future needs of end users while offering exceptional value. AIS is not just a local company, but we provide furniture to a wide range of customers all over the world from Maine to Guam and Puerto Rico to the United Arab Emirates.

The industries in which we provide furniture to include, but are not limited to: corporate, government, healthcare, higher education and non-profit organizations. Our products are used in start-up companies and universities, in Fortune 500 firms and the Pentagon.

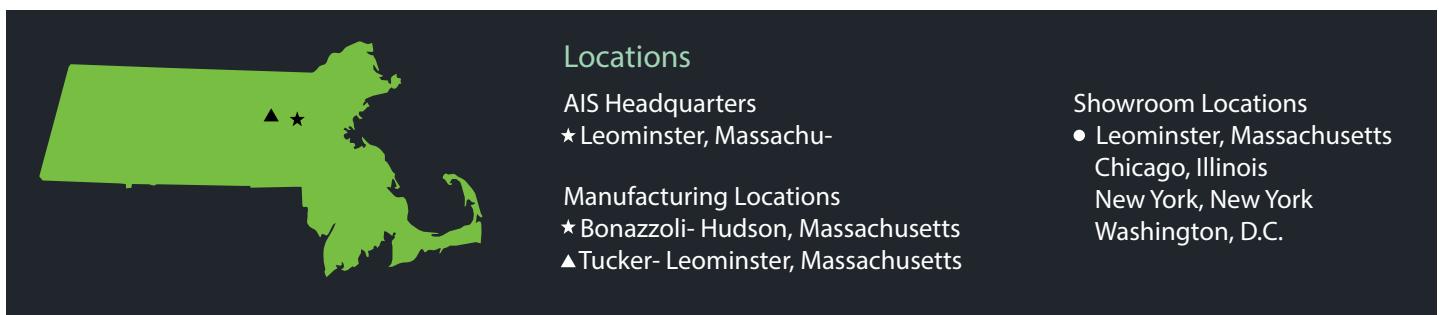
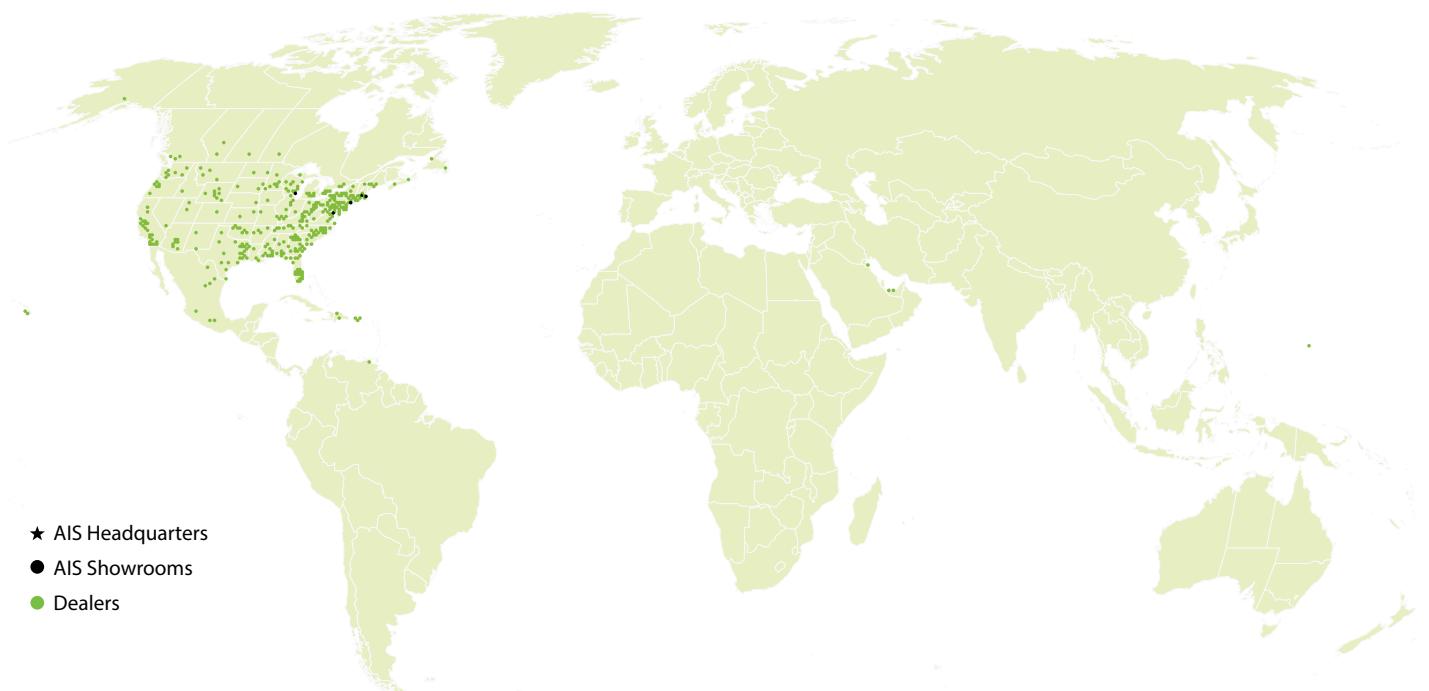
Everyone at AIS, including our executive team, works together to make all of our customers, large and small, exceedingly satisfied with our work, product and our service. At AIS, there's an "Open Door" policy that is widely used where anyone, from any department, can directly contact our executives to suggest recommendations or ask for project approval. In addition to directly speaking to an executive board member, they are also available via e-mail, phone, conferences and at annual board meetings to discuss the direction of the company. AIS also maintains appearances on social media through our corporate Facebook and Twitter accounts to stay in tune with the needs of any stakeholder group.

## AIS Structure

Leadership Team	Gender	Race
Chairman	Male	White
CEO/President	Male	White
Chief Operating Officer	Male	White
Chief Financial Officer	Male	White
Executive Vice President	Male	White
Executive President of Product Development	Male	White
Vice President of Marketing	Female	White
Vice President of Operations	Male	White
Vice President of Strategic Accounts	Female	White
Vice President of Seating	Male	White
Employees	Male	Female
Executive/Senior Officials & Managers	13	8
First/Mid Officials & Managers	34	17
Professionals	12	1
Technicians	11	13
Sales Workers	17	8
Administrative Support	10	36
Craft Workers	21	1
Operative	173	65
Laborers & Helpers	120	38
Service Workers	0	0

We have a family culture around here, that's the driving force. That's driven from our CEO down.

# A Global Manufacturer



## 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

1989

Founded as Affordable Interior Systems, supplier of remanufactured office workstations

1992

Relocated to 80,000 sq. ft. facility in Hudson, MA, quickly becoming one of the largest & most respected re-manufacturers in the U.S.

1996

Management team sold 100% of stock to USOP/ Shift occurs from focusing on remanufacturing to an all new manufacturing model

Introduced new product lines, MWall and AO2

1989 - 1996

1997 - 2003

1999

Management team buys back company from USOP

2001

Quickly aided Pentagon workers after Sept. 11th (2300 workstations)

J.D. Power and Associates selects AIS products for their worldwide headquarters

2002

Introduced Matrix, first AIS branded product

2003

Awarded Shingo Prize for Excellence in  
Lean Manufacturing

Recognized by Industry Week magazine as one of the top  
25 manufacturing plants in North America

2005

Introduced Element mesh seating line

Matrix earned GREENGUARD certification

2007

Introduced Divi segmented & monolithic panel system

Divi, MWall, and AO2 achieve GREENGUARD certification

2008

Recipient of OFDA's Bronze Non-Aligned Manufacturer of the Year award

2009

Recipient of OFDA's Silver Non-Aligned Manufacturer of the Year award

2010

Recipient of OFDA's Gold Non-Aligned Manufacturer of the Year award

2004 - 2010

2011 - 2017

2011

Recipient of OFDA's Gold Non-Aligned Manufacturer of the Year award

Introduced Calibrate benching & desking line

2012

Recipient of OFDA Manufacturer of the year, 3rd consecutive year winning top honor.

All AIS systems products earn BIFMA Level certification

2013

AIS awarded Best of NeoCon, Silver award for its new Oxygen Benching line  
Recipient of OFDA Non-Aligned Manufacturer of the Year

2014

AIS awarded Mass Econ Award  
Recipient of OFDA Non-Aligned Manufacturer of the Year

2015

AIS awarded Best of NeoCon Silver award for its new Aloft height adjustable benching  
Recipient of OFDA Non-Aligned Manufacturer of the Year

2017

AIS completes move of manufacturing facilities and corporate headquarters to Leominster, MA

Recipient of OFDA Non-Aligned Manufacturer of the Year

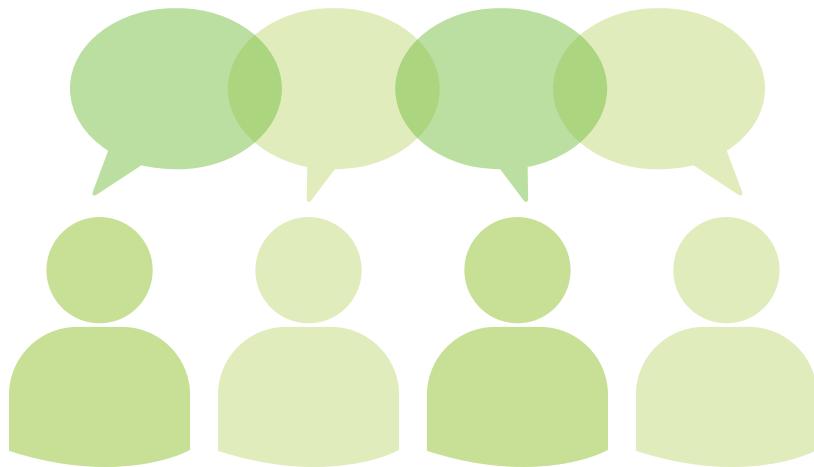
Recipient of AIM Sustainability Report

# Our People

AIS is very committed to protecting and respecting the fundamental human rights of our employees, while also 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 bring forward their suggestions and ideas about how our company can be improved. This includes how our company can be a better place to work, product improvements and how to enhance our customer service.

At AIS we work in a very cooperative environment. We have an open workspace that allows coworker collaboration. This also supports intra-department collaboration along with the ability to easily work and communicate with other departments.



If I had to put it in one word, it's 'passion'. It's the culture that we have that we try and build day in and day out through the entire organization.

## AIS Community Investment

At AIS, we count on the community mindedness of our time to exhibit and display an attitude of respect, with regard to each other, our stakeholders and most importantly, to the way we do business.

We are devoted to helping the surrounding communities in which we operate. To be able to make this happen, it involves the time, skills and help from our employees. At any time, our employees can provide input on programs or charities they would specifically like to volunteer for or donate to. This is just another part of our "open door policy". Some of the work we've done is described below and on the following pages. This is just the tip of the iceberg when it comes to how we make an effort to support and be apart of our communities.

In 2017, AIS donated just over \$90,000 to charities and programs that greatly benefited our local and national communities.

# AIS Employee Events

In 2017, the AIS Boost program, participated in several events to support and raise money for both local and national community outreach programs. The AIS Boost program engages all of AIS employees to participate in various community outreach events during the year.



In September 2017, in response to the unprecedented flooding in Texas and Louisiana, AIS collected cash donations from employees which AIS matched dollar for dollar. The funds were used to purchase goods in high demand within the impacted areas. Supporting documentation is presented below.



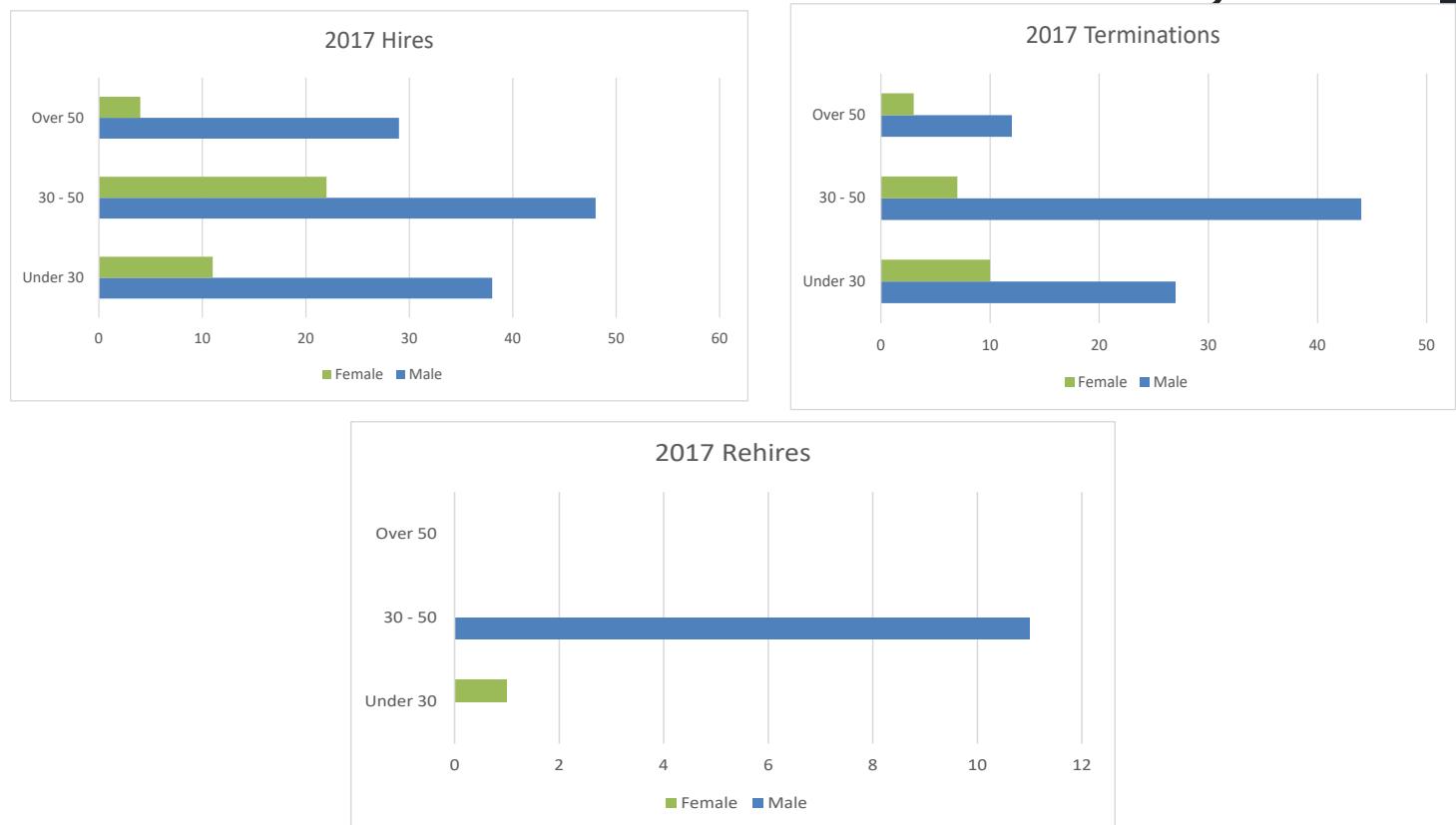
On January 19th, 2017, 14 AIS employees participated in the Meal Packaging Event as part of United Way's Combat Hunger relief campaign. A picture from the event is presented in the supporting documentation attached. The Mission of the United Way is to: Create opportunities for a better life through innovative leadership that improves the human condition by mobilizing the caring power of the community. Further information on United Way can be found at: <http://www.uwncm.org/>



Throughout 2017, 9 AIS employees volunteered their time as mentors at the Pierce Street School and received a Certificate of Appreciation, through the Partnering for Literacy program with United Way. AIS also made 25 ped cushions in a white vinyl and donated 3 to 7 classrooms along with a package of markers for students to decorate and use within the classroom. For more information on the Partnering for Literacy program through the United Way, refer to: <http://www.uwncm.org/why-it-important>



The Semper Fi Fund provides immediate financial assistance and lifetime support to post-9/11 wounded, critically ill and injured members of all branches of the U.S. Armed Forces, and their families, ensuring that they have the resources they need during their recovery and transition back to their communities. For more information on the Semper Fi Fund, refer to: <https://semperfifund.org/>



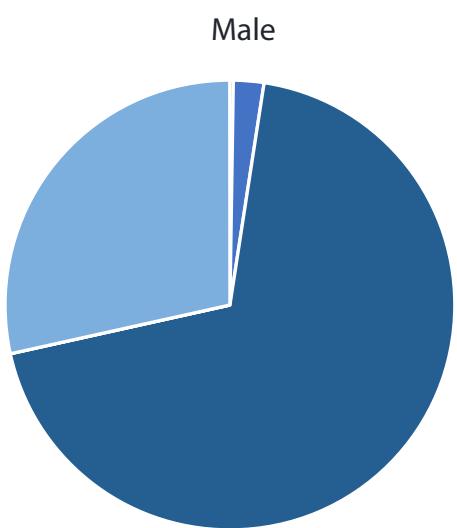
## Inclusiveness & Diversity

At AIS, we're 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 and will not be discriminated against in receiving services, compensation, opportunities for advancement (including promotions and transfers), training or discipline.

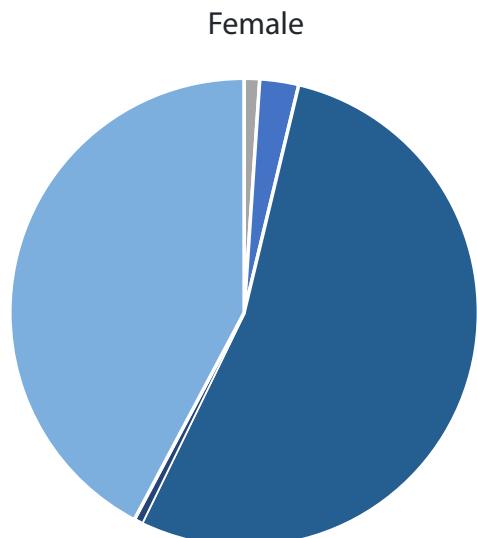
### Employee Breakdown by Gender and Race

Male Workforce: 69%

Female Workforce: 31%



- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Pacific Islander
- Two or More Races
- White



# 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 to make the safety of our employees our concern because our employees are our most valuable assets. Therefore, safety is everyone's business and is given primary importance in every aspect of planning and performing all activities at AIS. This allows for our employees to be protected against industrial injury and illness.

For the protection of our employees, we have an in-house safety committee while also utilizing an outside safety consulting firm. While establishing an initial safe atmosphere is very important, we also continue to maintain and grow the policies and procedures set in place. A safe working environment is a shared responsibility between AIS and its employees at all levels of the organization.

In 2017, we had 20 reported injuries including, but not limited to: muscle strains and sprains, cuts, irritation and bruises. There were 322 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 AIS. This is accomplished by managing AIS in such a way that our people not only deserve, but

they will always be treated with respect in any and all situations. We believe this principle helps to make AIS as successful as it already is and will continue to do so in the future.

**In order to thrive at AIS, you have to really be energetic, persistent and a hard worker.**

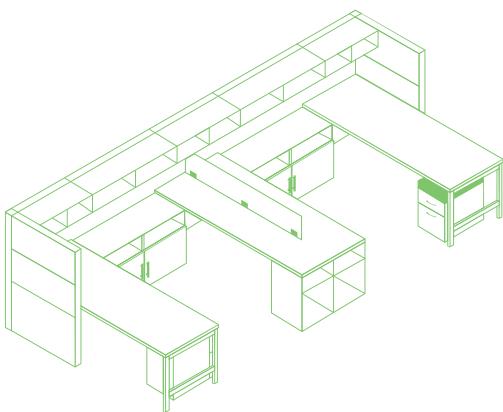
AIS pays, at minimum, entry level wages that exceed the local and legal minimum wages at all of our operations. Our employees are not represented by a labor union; however, AIS's policy is to provide wages and benefits that compare

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 leave and jury duty, health and dental insurance, retirement (401k) plan and life insurance. In addition to these standard employee benefits, we also 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.

They are a really special group that's incredibly dedicated and incredibly hard working and it makes it kind of a joy to come in each day and know that everybody has the same passion and understand the same goal that we're all working towards.

# AIS Products

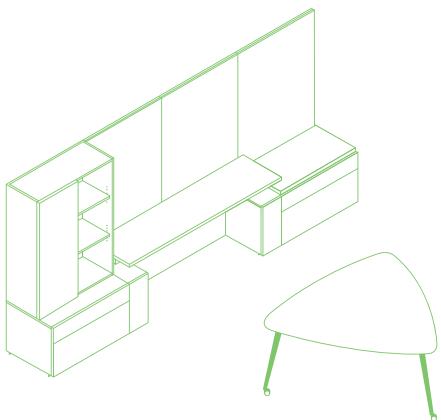
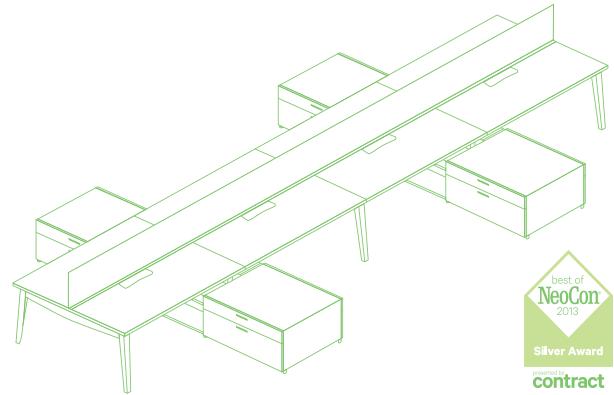


## Systems

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, you 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 twist of elegance.

## Desking & Benching

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



## 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 meaningful and beautiful workspaces. Plus, Calibrate integrates with all of our AIS Systems. Whether creating a private office, collaborative space, or integrating into the open plan, you'll appreciate all 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 re-use.

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. Although we have been able to reduce our electricity and gas usage substantially, we're always looking for new ways to reduce and even reuse these.

We manufacture, travel and produce products, so we regularly have a relatively large carbon footprint. We're always thinking outside of the manufacturing walls and researching new ways to offset our impact. Currently, we're achieving this by 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.

AIS has partnered with a company called ANEW. They specialize in finding a reuse for furniture at its end of life. The amazing and innovative company matches the surplus or unwanted furniture with non-profits, public agencies and under-served communities to avoid land fills. ANEW removes surplus and used furniture in any condition and then reuses, resells and repurposes it within a 50-mile radius.

Our hope is that the effects that future generations may have to endure, due to social irresponsibility, could be avoided if we all join forces and take action to make a positive impact. This would leave behind a legacy of preservation, rather than one of destruction and depletion.

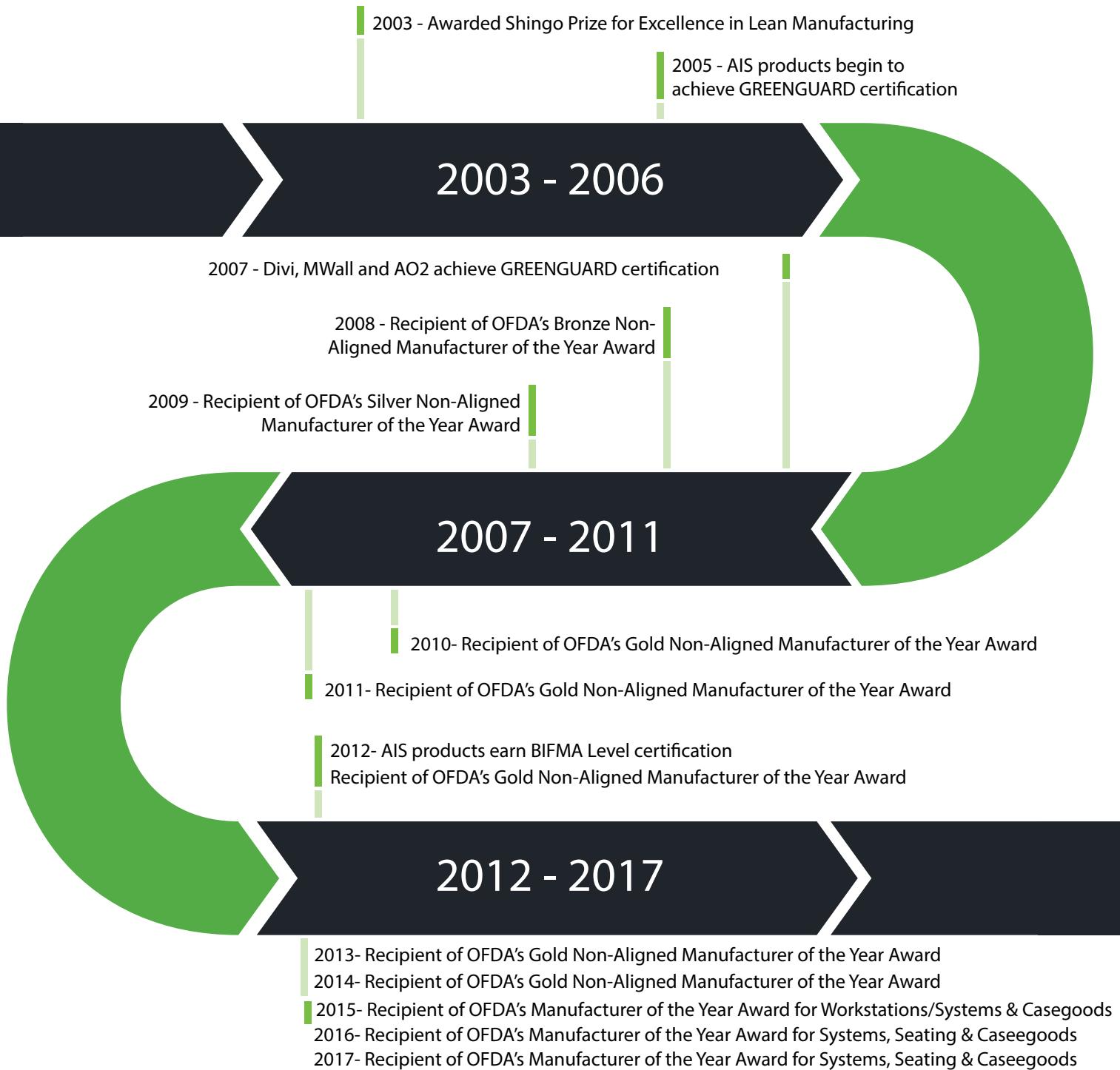
# Our Environment

As a manufacturer, employer and community member, AIS' responsibility for our future extends well beyond the walls of our operations. While the future remains untold, concept of sustainability, prosperity and progress will only be realized through continuous transformation. AIS is taking a leading role in that evolution as we minimize our impacts while fostering healthy and productive environments.

Our transformation includes:

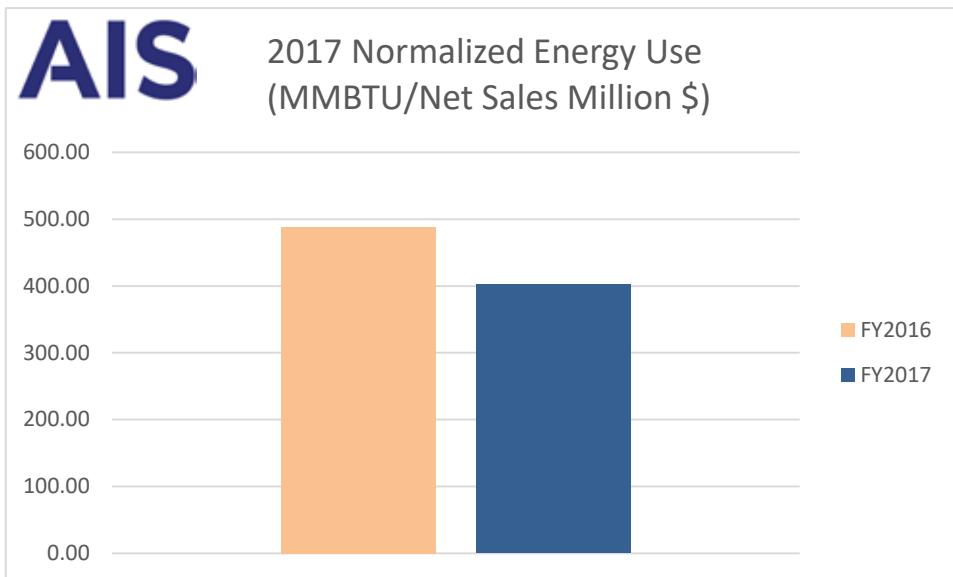
- Continuing to develop our environmental management system to identify, assess, manage and reduce our impacts on the environment.
- Development of DfE group that gathers members from every department at AIS to discuss environmental practices while also creating new goals to meet on a yearly basis.
- Continuing the development of durable products that are designed for long and useful lives
- Partnership 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
- Commitment to shareholder engagement through public reporting of our energy and GHG emissions through the Carbon Disclosure Project and Global Reporting Initiative

# Sustainability Timeline

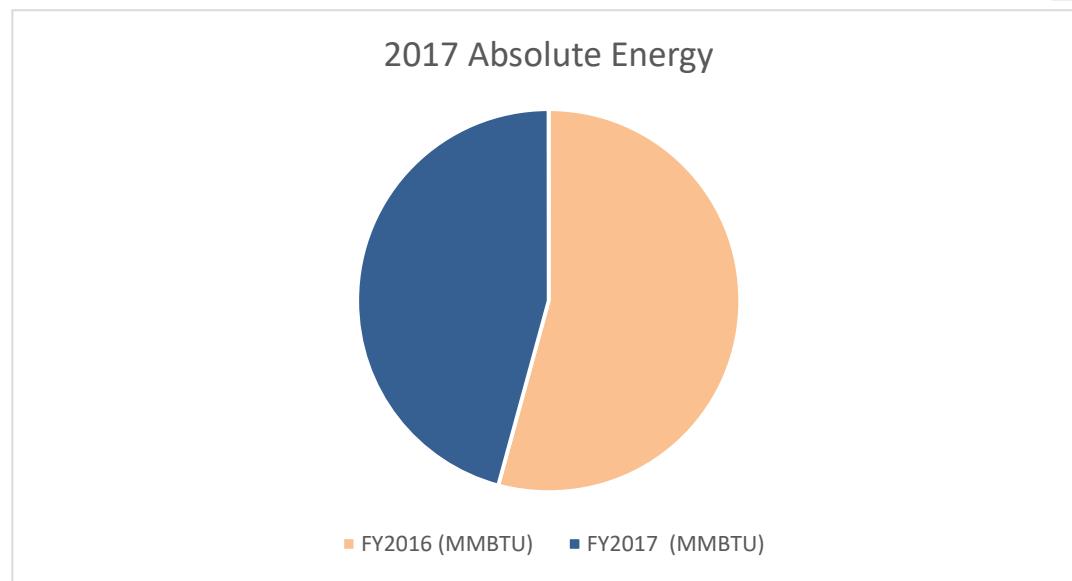


# Energy Consumption

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:



## Emissions



# Design for Durability & Longevity

## Design for Environment

In addition to our design philosophy, is the notion that the greatest opportunities for reductions in environmental impact occur during the design phase. It's during this stage that many of the life cycle impacts will be determined. 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 upon the environment.

## Design for Durability and Longevity

At AIS, we design and manufacture products from materials that will last and stand the test of time. In order to achieve this, nearly all of AIS' products are designed to be used in multiple configurations. We have reusable parts and pieces that can be used between many of our systems lines that help to be able to reconfigure and redesign the same furniture over and over. In addition, this aids in the longevity of the product use.

## Product End of Life

In the event that any of our products meet the end of their useful life, we provide disassembly instructions, which are available online, to assist our users in efficiently and effectively breaking down the product. Once this has been done, the user has the option to either recycle or reuse the product. In addition, we're partnered with a company called ANEW. They have the ability to come to any site where our furniture is located and tear down and take away unwanted furniture. ANEW then seeks a new life for used furniture through donations of surplus. Many of this furniture is then donated to charitable organizations, public agencies and the underserved.

## Product End of Life and ANEW

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.

### Who is ANEW?

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 with the priority of matching it to non-profits, public agencies and underserved communities to avoid landfill. This simple practice furthers corporate citizenship, social responsibility and environmental sustainability. ANEW is doing what's right by extending the life cycle of surplus items through reuse, resale and repurposing; what's left is recycled and considered for energy-from-waste. ANEW is a 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. ANEW educates through action; transforming surplus into service.

For more information visit: [anewfound.org](http://anewfound.org)



# Educating for Reducing Consumption

At AIS, we want all of our employees to be active members in our effort to reduce our CO2 emissions. The only way to do that is to educate and inform everyone on how to do this. We have a board posted in a general location at our Hudson, MA headquarters that give tips and guides on how to reduce their own personal emissions. In addition, there is a monthly newsletter sent out to all AIS employees as to how to reduce CO2 emissions by taking small steps. All it takes is for one person to start a reaction and create a chain.

## Key Performance Indicators

You may have heard of the phrase 'a tracked number grows' when referring to sales or savings; well, the same goes for any goal you'd like to reach. If you start tracking your goals, you're more likely to reach them. AIS outlines a few goals each year, which are called Key Performance Indicators, or KPI's, to help us stay accountable and conscientious of sustainability, safety, and our overall well being.

Our KPI's for 2017 were:

Energy & GHG Emissions improve reductions by 5% over Baseline by 2020

Transportation: Increase Shipping efficiencies through product and packaging consolidation by 5% by 2022

Reduce Annex B chemicals within process lines by 10% by 2025

Solid Waste: Increase solid waste recycling 25% by 2025

# 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.	Words From The Top	1
G4-3	Name of the organization	Affordable Interior Systems (AIS)	-
G4-4	Primary Brands, products and/or services	AIS Products	10
G4-5	Location of organization's headquarters	Leominster, MA	3
G4-6	Number of countries where the organization operates	AIS operates solely within the boundaries of the United States	3
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?	2
G4-9	Scale of the reporting organization	AIS Structure and A Global Manufacturer	2, 3
G4-13	Significant changes during the reporting period regarding size, structure or ownership	The fiscal year has changed to the calendar year	-
G4-18	Reporting cycle (annual, biennial, etc.)	Annual	-
G4-19	Boundary of the report	GRI Report: The Beginning	1
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	1
G4-25	Basis for identification and selection of stakeholders with whom to engage	GRI Report: The Beginning	1

# GRI Index

GRI	Description	Response	Page
G4-26	Mechanism for shareholders and employees to provide recommendations of direction	Who is AIS?	2
G4-28	Reporting period (e.g. fiscal/calendar year) for information provided	2017 Calendar year, which is now the same as AIS' fiscal year	-
G4-29	Date of most recent previous report (if any)	2017	-
G4-30	Reporting Cycle (annual, biennial, etc.)	Annual	-
G4-31	Contact point for questions regarding the report or its contents	Amy Transue: Marketing and Strategic Resources Director atransue@ais-inc.com	-
G4-34	Governance structure of the organization	Who is AIS?	2
G4-EN3	Direct energy consumption by primary energy source	Energy Consumption	13
G4-EN4	Indirect energy consumption by primary source	Energy Consumption	13
G4-EN16	Total direct and indirect greenhouse gas emissions by weight	Greenhouse Gas (GHG) Emissions	13
G4-EN27	Initiatives to mitigate environmental impacts of products and services and extent of impact mitigation	Commitment to Sustainability	11
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	11
G4-HR2	Training on policies and procedures concerning aspects of human rights	Labor & Human Rights Management	9

# 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	8
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	9
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	9
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	6
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	6
G4-EC2	Financial implications and other risks and opportunities for the organization's activities due to climate change	Commitment to Sustainability	11
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	1, 11

# 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	11
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.	-

# AIS

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