

POLICY TITLE: ENVIRONMENTAL POLICY **EFFECTIVE DATE:** 1/1/2007
POLICY #: SOI.SL.1 **REVISION:**
SUBMITTED BY: John Santoianni **REVISION DATE:**
PURPOSE: The purpose of this policy is to define how the company protects the environment.
SCOPE: This policy applies to SitOnIt and all its operating facilities.

1.0 Definitions:

1.1 Environment – The air, water, minerals, organisms, and all other external factors surrounding and affecting a given organism at any time.

2.0 Mission Statement:

2.1 There's only one way to behave in this world: Responsibly. As we constantly improve and streamline our processes, we look for and take every opportunity to reduce, reuse and recycle.

3.0 Policy:

Responsibility – Generally, the operating company head and, specifically, the manager in charge of each facility shall have the responsibility for compliance with local, state, and federal environmental laws and regulations and shall, with the advice and counsel of the Manufacturing Services Department and the Law Department, implement procedures to ensure compliance with this policy. SitOnIt Operations, Engineering, and Materials Departments will provide related input, environmental regulation support, develop audit protocols and conducts audits to assure compliance with this policy.

- 3.1 Meet or exceed applicable federal, state, and local environmental statutes and regulations.
- 3.2 Provide a workplace that promotes the health of our members.
- 3.3 Design facilities and processes, to the extent feasible and cost effective, so as to minimize their environmental impact, consistent with this policy.
- 3.4 Communicate the SitOnIt mission statement and maintain an awareness of the commitment to environmental protection at all levels of the company.
- 3.5 Communicate appropriate environmental information to affected members, customers, contractors, members of the public, regulatory authorities, and emergency response authorities.

3.6 Support and actively participate in governmental and industry process, including research that seek to develop effective, reasonable and balanced environmental statutes and regulations.

3.7 Utilize natural resources wisely and in a manner consistent with the business needs and goals of SitOnIt Seating, its customers, and stakeholders.

3.8 Evaluate environmental issues in all significant acquisition and divestiture transactions and facility decommissionings, consistent with good business practices.

3.9 Hold all responsible members accountable for compliance with this policy and implementing procedures within their areas of responsibility.

3.10 Market products that are environmentally friendly. To ensure SitOnIt will have no negative impact on the environment, the company will engage in the following activities:

- Utilize renewable resource woods which are generated by sustained yield managed forests which ultimately protect the ecosystem
- Purchase various plastic and urethane components that have acceptable levels of recycled material. This ultimately reduces the amount of virgin material necessary to generate the component as well as the associated energy cost.
- Purchase plastic and urethane components constructed using recycled materials. In addition rejected and scrap plastic is returned to the vendor to be "reground" and recycled into new components for different industries.
- Use non-toxic paints virtually free of all volatile organic compounds (VOCs) and ozone depleting substances (ODs).
- Use water-based adhesives in the manufacturing process, eliminating potential harmful emissions during normal use of the product.
- Strive to reduce landfill debris by recycling and using fabric remnants, leather offal, foam scraps, and discarded cardboard packaging.
 - Fabric: Use dedicated KANBAN carts to get material from the supplier to the factory. Excess fabric is sold to local upholstery shops or donated to community organizations.
 - Foam: Use dedicated KANBAN carts to get material from the supplier to the factory. Rejected and scrap foam is returned to the vendor and recycled into carpet padding.
 - Cardboard: recycle or return cardboard to the supplier for re-use.
 - Other materials: Send all non-SOI pallets to a recycler or return to the supplier for re-use; Plastic Barrels used in the adhesive operation are sent to a recycler; All metal is sent to a recycler; Toner cartridges are recycled to supplier.
- Use recycled materials in the daily administrative, promotional, and financial activities that occur as part of the daily operation of our business.
- Cut back on consumption of petroleum fuels by carefully pooling shipments.
- Blanket wrapping whenever possible reduces cartoning and packaging.
- Add Terratex fabrics from Momentum Textiles, made of recycled polyester, to our standard textile offering.
- Continue to omit finishes so that it is possible to recycle these fabrics upon completion of their useful life span.
- Accomplish equipment cooling needs (Rowdy generator) using self contained water tanks and a chilling system. No wastewater is produced in the process.

3.11 Establish and maintain corporate controls to ensure that this policy is being properly implemented and maintained.