



## **Via Seating Corporate Sustainability Policy**

At Via Seating, our mantra is “intentional ergonomic design focused on health and wellness”. Not only do we focus on the health and wellness of our customers, but also that our environment and community. It is our policy to exceed expectations by moving beyond compliance with all applicable environmental, health, and safety regulations and following the principles laid out in our corporate policy.

### **ENVIRONMENT**

#### ***Via Seating Design for Environment Policy***

Our Design for Environment (DfE) program guides Via Seating’s efforts to reduce any negative impacts our products may have on human and ecosystem health. We believe that any negative impact that a product may have over its life cycle can be discovered (and mitigated) during its design phase. Our DfE program assess materials and manufacturing processes early on in the design phase with respect to renewable content, recycled content, recyclable and biodegradable content, end-of-life management, water management, energy efficiency, materials use efficiency, and human and ecosystem health considerations. Although our DfE program is used during the design phase, it takes into consideration the entire life cycle of the product.

#### ***Via Seating Environmental Management System***

Via Seating uses an environmental management system that is run by the environmental management team. This group allows us to use operational control to identify, evaluate, plan, and implement strategies to meet our environmental and energy goals and ensure compliance with applicable laws and regulations. Our team works to set objectives and targets based on our goals and can identify the operations that have the highest likelihood of negatively affecting the environment. To monitor the effectiveness of our actions, tools such as energy inventories and annual reviews are used to gauge our success and to expose areas in need of improvement. One area our environmental management system focusses on is our energy consumption. Via Seating is committed to improving our energy usage and efficiency.

### *Via Seating Energy Policy*

Via Seating is committed to reducing our energy consumption and associated greenhouse gas (GHG) emissions. Through a process of continuous improvement, our environmental management system establishes and manages Via Seating's objectives and targets to achieve our commitments to energy and GHG reductions. To measure our effectiveness, energy inventories are conducted at least once per year. Furthermore, Via Seating is committed to supporting renewable energy generation through the purchase of Renewable Energy Certificates, and voluntarily disclosing its GHG emissions through the CDP Climate Change Report. When new equipment is needed, we make our best effort to find energy efficient replacements.

### *Via Seating Solid Waste Policy*

Via Seating tracks that amount of waste that is generated by our operations. We have set a goal to reduce the amount of solid waste destined for landfill disposal by 100%. In order to meet this goal, we have made improvements to our material efficiency, improved our product end-of-life management to reduce obsolete inventory, and used landfill diversion strategies such as recycling and donating when possible.

### *Via Seating Chemicals Policy*

Via Seating remains compliant with all applicable environmental and health and safety laws and regulations at the local, state, and federal level. Through our DfE program, chemical management program, and chemical impact reduction strategy, we have established an approach to anticipate, manage, and reduce the risk and potential negative life cycle impacts that can affect our employees, customers, community, and environment. Safety data sheets for all chemicals used in the Via Seating facility, whether for production or maintenance, are available in electronic and hardcopy forms. The safety data sheets are used to screen chemicals for potential hazards. Chemicals and other potentially hazardous substances are stored in chemical storage lockers to prevent spillage or other accidents.

Via Seating's chemical impact reduction strategy is used to evaluate chemicals contained by product and materials used during the manufacturing process. The chemicals are identified, screened, and rated based on the estimated quantity used, potential exposure routes, and potential hazards to human and ecological health. Products and materials are then assessed for opportunities for reduction, elimination, or substitution. If an opportunity exists, the product or material is further evaluated through an Alternative Assessment.

Alternative Assessments (AA) used by Via Seating adhere to the frameworks and modules established by the Interstate Chemicals Clearinghouse Alternatives Assessment (AA) Guide V.1.0. The sequential framework is used in the AA along with the Hazard Module, Performance

Evaluation Module, Cost and Availability Module, and Exposure Assessment Module. By conducting an AA, alternatives are identified and evaluated to prevent a “regrettable substitution”, in which a more hazardous product or chemical is chosen to replace the original product or chemical.

An AA was performed on a product used primarily by engineering. The product is primarily composed of a chemical that should be “totally avoided”. Several potential alternatives were identified, but, after completion of the AA, only one was found to be a suitable substitute. Although it is understood that the substitute is not a “perfect” alternative, it is a much better option than the current product.

### ***Via Seating Transportation Policy***

Via Seating recognizes that transporting our products and materials generates greenhouse gases that greatly contributes to the environmental impact of our products. Therefore, Via Seating is committed to reducing these impacts through our idling reduction policy, 3<sup>rd</sup> party carrier selections, and packaging improvements.

At Via Seating, it is our policy that when any vehicle at our facility is at rest for longer than 5 minutes, the engine must be turned off. By limiting idling time, we can reduce idling-related emissions. This policy does not apply to safety emergencies, conformance to manufacturer’s specifications, or during adverse weather conditions.

Many of our 3<sup>rd</sup> party carriers are members of the EPA’s Smartway program. This program helps companies advance sustainability along the supply chain by measuring, benchmarking, and improving freight transportation efficiency.

### ***Via Seating Design for Durability***

Via Seating’s products are built to last. Our well-deserved reputation for exceptionally durable furniture begins with the strength of our construction methods and the durability of our materials. Our products are designed specifically to deliver a long and useful life which can withstand repeated service, repair, and handling. Our products’ modular design also allows for easy repair or part replacement when necessary. But even at the end of its long service life, our products can be taken apart and recycled with commonly used tools and no special training. At least 20% of each of our products is recyclable as we use commonly recycled materials such as steel, aluminum, and polypropylene (Plastic #5). We created disassembly instructions for all of our products that are available on our website. The disassembly instructions include a of the chair and main components, the material content of the components, and component recyclability. Our instructions also have written directions for disassembling the chair and the common tools required to do so. To view our disassembly instructions, visit our Sustainability page under the “Sustainability” tab at <https://viaseating.com/>

## SOCIAL RESPONSIBILITY

As a company, Via Seating believes it is our responsibility to implement programs and practices that support the protection of our environment, our people, and the communities in which we operate. We will strive to provide information regarding the social impact of our operations to our internal and external stakeholders. The Via Seating team embraces the programs we have established and will continuously work to ensure that they are an intrinsic part of our day-to-day operations by providing education and training to our employees.

### *Via Seating Policy on Social Responsibility*

Via Seating is committed to supporting and respecting the protection of our employees' human rights and of those within our global supply chain. To meet this commitment, we provide full and secure, freely chosen employment consistent with fair hiring practices, and the right to just and favorable conditions in the workplace. Via Seating does not use or support child labor or forced labor in any form and we expect the same level of respect for human welfare from our international suppliers.

### *Fair Hiring Practices*

Via Seating is an Equal Opportunity/ Affirmative Action Employer, and we abide by all local, national, and global laws, standards and norms that influence our operations. Via Seating does not discriminate against any member of our organization or applicant for employment. We are committed to ensuring fair and equitable hiring practices and opportunities for growth and development regardless of race, gender, sexual orientation, cultural or national heritage, physical/mental disability, or any other category protected under applicable law.

### *Corporate Ethics*

We conduct our business in a lawful and socially responsible manner and always with honesty, equity, and integrity. We require our employees to follow the highest ethical standards and comply with all local, national, and global laws, standards and norms that affect our operations. We promote ethical conduct within our organization and interactions with others by identifying, adopting, and applying standards of ethical behavior appropriate to our purpose and activities.

### *Receipt of Gifts*

Via Seating requires our employees to avoid a conflict of interest by only basing organizational decisions on legitimate business factors. Our employees must also always maintain a high standard of propriety and professionalism and must avoid placing themselves in a position where their integrity might be called into question. Therefore, Via Seating does not allow employees to accept monies, gifts, hospitalities, or other benefits (in either a personal or professional capacity) so as to avoid the possibility of our employees' integrity being compromised. Any violation of this policy could result in discipline up to, and including, termination.

### *Insider Trading*

Our customers and suppliers entrust us with important information relating to their business. The nature of this relationship requires confidentiality. Any violation of confidentiality seriously injures Via Seating's reputation and ability to conduct business. Therefore, Via Seating officers and employees know they must act in a manner that is in the best interest of the company and must not exploit insider information that has not been publicly disclosed. Failure to do so would compromise our integrity. By ensuring the reliability and fairness of our transactions through responsible political involvement, fair competition, and the absence of corruption, Via Seating can maintain the confidence of its stakeholders, customers, suppliers, and the public markets.

### *Community Outreach and Involvement*

At Via Seating, we place a huge emphasis on supporting our communities. This effort is 100% driven by our extremely caring & compassionate team members at every level of our company. By supporting our communities, we can better engage our stakeholders and anyone else who might be affected by our operations.

### *Via Seating Inclusiveness Statement*

The culture at Via Seating has been built with a great blend of people from all walks of life. We are an Equal Opportunity/ Affirmative Action Employer and abide by all local, national, and global laws, standards, and norms that influence our operations. We also comply with all relevant and applicable provisions of the Americans with Disabilities Act (ADA). Via Seating does not discriminate against any member of our organization or applicant for employment and is committed to ensuring fair and equitable hiring practices and opportunities for growth and development regardless of race, gender, sexual orientation, cultural or national heritage, physical/mental disability, or any other category protected under applicable law.

At Via Seating, we recognize that providing inclusiveness education and training is a valuable strategy that helps build an inclusive environment, which is crucial to attracting and retaining

talent, building employee engagement, and fostering creativity and innovation. Upon hire and throughout their employment, all Via Seating employees are trained to understand and act in accordance with our policy on inclusiveness as well as how to report complaints regarding acts of discrimination or harassment.

### *Via Seating Health & Safety Policy*

We are dedicated to providing our employees with safe and healthy working conditions and support the development and maintenance of programs to detect, avoid, or respond to situations that can result in a workplace injury and illness. Our employees receive appropriate safety data sheets, hazard communication instructions, and emergency preparedness training to ensure they have the information they need to perform specific duties or tasks in a safe manner.

Via Seating continues to comply with all federal, state, and local regulations pertinent to employee health and safety, such as OSHA. Management and the Safety Committee work to ensure standards are met, opportunities for improvement are identified, and that corrective action has been taken whenever deficiencies are identified. Via Seating will maintain safety metrics that are clearly communicated to its employees, such as OSHA rates.

Our Employee Health & Safety Policy is reviewed regularly, revised as necessary, and communicated to every employee as well as other interested parties involved in our operations.