

ENVIRONMENTAL PRACTICES

As a matter of corporate philosophy, Arcadia and Encore are committed to intelligent environmental policies and practices. Standard recycling procedures and ecologically sensible processes have been implemented throughout all aspects of our operations, as well as facilities, and as it relates to new product development and project management. Furthermore, we insist on a similar operational philosophy from our vendor-partners.

In accordance with our ongoing efforts to develop and manufacture products that positively contribute to healthy environments, we have completed testing for Indoor Air Quality certification across several product categories, achieving SCS Indoor Advantage Gold (highest certification available for Indoor Air Quality) for the majority of our products.



With SCS Indoor Advantage Gold certification, we not only meet the criteria of BIFMA M-7.1 and X-7.1 (low-emitting office furniture systems and seating) but also the LEED-Commercial Interiors EQ 4.5 credit for Indoor Air Quality of office furniture.

We will continue to strive towards certification for all our products, in addition to making sustainable improvements in all areas of business. A representative example of other in-force measures we employ to support intelligent environmental policies include:

- Ensure product life-cycle longevity and non-obsolescence via the design, engineering, and manufacturing processes and subsequent product refurbishment and re-use potential.
- Design products, and/or re-engineer existing products, to maximize the use and or re-use of recycled and/or recyclable components and sub-parts.
- Utilize raw materials (such as wood products) only from renewable, sustainable sources.
- Design and implement optimized manufacturing efficiencies so as to reduce scrap waste throughout production sequences.
- Minimize the generation, emission or discharge of waste and harmful or regulated substances and pollutants from manufacturing operations commensurate with current government codes, laws and/or industry regulations.
- Specify, and utilize engineered pre-cut foam, which eliminates virtually all on-site scrap foam waste.
- Increase the use of recyclable materials as appropriate for all general office, marketing, manufacturing, and shipping applications.

- Eliminate use of any non-recyclable packaging materials as well as utilize alternative shipping methods such as blanket wrapped delivery.
- Utilize remnant COM materials previously destined to landfills as interior spring-to-foam barrier cloth on upholstered goods.
- Contract for the external reuse of scrap woodchip materials and sawdust which are recycled and used for the following: soil enhancement in nurseries, MDF particle board manufacturing and fueling co-generation factories which simultaneously generate both electricity and useful heat.
- Contract for the external use of scrap leather cutting remnants.
- Minimize the generation of, recycle, and/or ensure the proper disposal of all office generated waste materials.
- Donate outdated product marketing and collateral materials to college and university design programs for educational purposes.

We engage all our employees in these processes and encourage new ideas at every turn. Together, we remain committed to protecting the environment and will continue to pursue effective means for securing a brighter, and healthier future, for all.