

Environmental Management Policies

Environmental Commitment Policy

Contained within our corporate policies, Neutral Posture defines its commitment in considering all aspect of the effect on our world in its practice of business. Not just because it's the right thing to do for our environment, but because there is also so much opportunity to be fiscally responsible. It is our conscious effort to analyze data, within areas specified below, in order to determine continuous efforts to reduce or recap costs and become more socially responsible at the same time.

- Corporate Initiatives
- Chemical Management
- Energy Use Management
- Solid Waste Management

Management Standards

A fundamental part of Neutral Posture's corporate environment is responsibility! Whether it be a customer, an employee, or third-party partner, all practices are established with the idea(s) of quality and continuity. Neutral Posture has proudly been certified to the International Organization for Standardization since 1999 and believes the regulations set the foundation for our "capacity to endure" philosophy. Below are several examples of how our company incorporates the philosophy into our everyday culture.

- Processes are identified and measured against the Company's Overall Objectives
- Employees are provided with their expectations and how they fit with the corporation
- Managers analyze key process measurements monthly with employees to review areas of concern or opportunities for improvement
- Suppliers are provided with rating guidelines and evaluated bi-annually to understand our commitment to service and how they measure to it
- Training courses are designed specifically for certain groups of people to maximize shared knowledge and potential outcomes – including our nationwide sales force
- Product changes are systematically analyzed with a cross-functional team prior to final changes
- NP product warranty system is designed to satisfy the customer in the most efficient and economical way possible, using replacement components and fully instructional assembly sheets when possible
- Management system is viewed as a long-term strategy created to reach the satisfaction of Third-Party Partners by continually monitoring, measuring and improving products and services based on interested parties

Product & Design Commitment Policy

Neutral Posture's very foundation is in Design! We are known for our design concepts and ideas and have succeeded over the years due to our innovation & creative approach to design. From the very beginning, Neutral Posture has designed a product based on its application in work, longevity and true fit to its use. The original design of our product has been aesthetically enhanced over the years, but the concept of "fit" and "function" has always remained fundamental. Still true to this day, our products are conceptualized based on the ability to put the chair together in the easiest possible manner, to design components with as little waste as possible and to have the ability to interchange parts and pieces to fit any person who may need the chair over its lifetime.

As the design aspect is one of the most fundamental pieces of our company, all design activities are firmly entrenched within the management standards and controlled continuously through a system of customer feedback, quality reviews and opportunities for improvement. As there are many facets to our Product & Design Commitment system, it is necessary to address each area specifically to get a full picture of NP's commitment to design.

Within the distinct areas of responsibility for design – Product Development, Product Modification/Change, and Custom Design – the following elements of design are given full consideration before a design is finalized:

- Design Management
- Product Warranty Management
- End-of-Life Management
- Environmentally-Friendly Product Initiatives
- Material Use Efficiency
- Renewable Materials
- Recyclable & Biodegradable Materials
- Energy Efficiency
- Human & Ecosystem Health Considerations

Each element listed above, used as guidelines for material sourcing and product selection, provides Neutral Posture a roadmap in the general direction to Design for the Environment and to consider the endurance factor of all products. All employees involved in designing and sourcing products are educated and trained in the expectancy to continuously increase efforts and activities within these elements.

Chemical Reduction Strategy

At Neutral Posture, not only is our Chemical Management program a part of our corporate policy, it is a part of our safety program. We believe in the safeguard of our employees prior to the safeguarding of our customers and environment. Although this program cuts across several departments within our company, the main focus of this particular section comes down to the identification of Chemicals of Concern (as identified by BIFMA) categorized by area designated for use (i.e., Product level, Maintenance level, or Manufacturing process level) and the establishment of safe practices for use and disposal.

A goal of reducing the number of harmful chemicals that are used in our production process, maintenance and operations, and engineering will be set. The key components of this strategy are:

1. Replace hazardous chemicals with non-hazardous chemicals whenever possible.
2. Reduce the number of hazardous chemicals housed within our boundaries by properly disposing of expired chemicals and chemicals that are no longer in use.
3. Maintain Safety Data Sheets (SDS) for all chemicals used in the facility.
4. Recognize that hazardous chemicals are a necessity in certain processes and provide ample preventative and emergency training for those in contact with the hazardous chemicals.
5. Begin to implement the use of organic and “green” cleaners for our maintenance and operations processes.

Other considerations for identifying chemicals of concern include the ability to assess for alternate sourcing or evaluation of alternate manufacturing techniques or processes.

The basic structure of our Chemical Management program contains the following areas of responsibility:

Chemical Identification system

Any chemical purchased is accompanied with an MSDS and entered into the Chemical Management system for identifying necessary actions of emergency response, acquisition, use, storage location, determining special disposal instructions and monitoring disposal activities.

All chemicals were analyzed for containment of the chemicals of concern as designated by BIFMA and assigned with total percent of the weight of the chemical of concern. This information is specified within the electronic data system to be used as a tool for alternative sourcing initiatives.

Item Sustainability Form

All product components are assigned an Item Sustainability form to gather information on the environmental impact of the product and to assist in the evaluation of sourcing.

Design for Environment

Within the design & product improvement phases, full consideration of environmental aspects of components and materials of composition are considered when sourcing or designing.

Systems for Chemical Management are established and maintained for all areas of control within our management standards and are continuously analyzed and considered for improvement opportunities.

Chemical System

Notice: Neutral Posture is required to have a Safety Data Sheet (SDS) for all chemicals on site: IE, Nitrogen, WD-40, and 3M 5-Way Spray.

When chemicals are purchased, obtain a SDS from the manufacturer or distributor of the chemical. In cases where the manufacturer or distributor cannot provide a SDS, the order must be canceled.

- If a new manufacturer provides the chemical, they must provide a new SDS.

Send all SDSs to the Safety Coordinator for review. The Safety Coordinator or designated personnel will train employees on proper handling, storage, and necessary safety precautions needed while using the chemical. All storage and disposal should be in accordance with SDS and state law. Chemicals shall not contaminate local water system or environment.

All expired chemicals have been separated and sorted for disposition according to state regulations. Once the selection of the disposal company has been finalized, documentation on proper disposal will be tracked through the system, or documented within historical files for chemicals no longer in use.

The Chemical Management system includes all of the chemicals used throughout the facility and is therefore complete. With the updated processes, activities within the system should be easily monitored and reportable.

Product Waste Management

Solid Waste Management is one area in which our employees are 100% responsible for their efforts and the impact they have on the environment. Therefore, the Solid Waste Management section of our corporate policies is fully incorporated into our management system and continues to be an area of focus on what we can do better. Neutral Posture integrates the practice of solid waste management throughout our company by partnering with environmentally responsible waste companies, researching newest endeavors of recycling & refurbishing and working with suppliers in determining how to manage post-consumer waste. All efforts are measured against benchmarks on an annual basis.

Some of the current programs practiced within the Solid Waste Management program, as relating to our products and production of products, are as follows:

RECYCLING

All plastic bags, paper filler and miscellaneous production aids are researched and taken to appropriate centers or approved agents

POST-CONSUMER EFFORTS

All cardboard boxes, steel/aluminum parts, foam scraps and general product scraps are returned to manufacturer or other approved agent for recycling back into product or new product

LANDFILL DIVERSION

All remaining trash is picked-up by a certified LEED facility for further recycling efforts

For full details on our End-of-Life product and other corporate initiatives (i.e., office waste, etc.), see the individual sections within the Environment Policy.

Employee Health & Safety

Neutral Posture recognizes that effective environmental management is imperative in minimizing the impact on our environment and natural resources. We are committed to the health and safety of our employees and community, and to protecting and respecting the natural environment. We will:

- Operate all facilities in accordance with all applicable laws and regulations.
- Promote effective environmental management and responsibility by our business partners.
- Design products, processes, and facilities that are environmentally sound, prevent pollution, conserves resources and energy, minimize the use of hazardous materials and reduce waste performance.
- Train and educate employees on environmental management and responsibility to improve employee environmental performance.
- Continually improve in environmental performance and in environmental management.
- Conduct operations in a manner that minimizes our consumption of natural resources and manages waste through responsible disposal and the reuse of recycling of materials.

Community Outreach

As an active member of society, Neutral Posture has a responsibility to act as a good corporate citizen. Neutral Posture may provide charitable donations of products, funding or services to non-profit organizations through its Community Outreach policy.

We know we can make the greatest impact on our community by supporting causes that are important to our employees and customers. Neutral Posture encourages employees to support programs that make a positive difference in their community through volunteer efforts. The program's overall objective is to support organizations and projects that provide support or assistance at both a local and national level. All outreach activities should be in line with Neutral Posture's core values of integrity, honesty, and diversity.

Every year, Neutral Posture supports over 100 charitable and community-focused organizations through both financial and product donations. Our objective is to focus our donations and

continuously correlate them with our community outreach policy. You can learn about these activities on our website or through other news releases. Neutral Posture does not donate funds to political parties, causes or campaigns.

Energy Use Management

Within the realm of our Energy & Atmosphere Policy, the Energy Use Management practice begins with yearly analysis in order to search out factors which could reduce or eliminate use of electricity and natural gases. The Energy Use Management system has benchmarks and strategic goals to measure against and is controlled through our NPMS.

The basic fundamentals of the system include considerations of the following:

- Renewable Energy sources
 - Purchased or created
- Consumption measuring tools
 - Used to measure and track sources of electricity for the largest consumers
- Environmentally-friendly equipment updates
 - Keep up-to-date with newest technology and rebate programs
- Capital investments
 - Facility and equipment updates