

**ENVIRONMENTAL PRACTICES**

As a matter of corporate philosophy, Arcadia is committed to intelligent environmental policies and practices. Standard recycling procedures and ecologically sensible policies and practices have been implemented throughout all aspects of our operations/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, Arcadia has completed testing for Indoor Air Quality certification within our lounge and executive seating categories, achieving SCS Indoor Advantage Gold (highest certification available for Indoor Air Quality) and SCS Indoor Advantage certification respectively.



With either SCS Indoor Advantage Gold or SCS Indoor Advantage 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 across all product categories as well as make sustainable improvements in all areas of business. A representative example of other in-force measures Arcadia employs 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.

**ENVIRONMENTAL PRACTICES (CONTINUED)**

- Design products, and/or re-engineer existing 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 ‘optimizer’ 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.



**ENVIRONMENTAL PRACTICES (CONTINUED)**

- Donate outdated product marketing and collateral materials to college and university design programs for educational purposes.

We are committed to being a leader in the practical application of current and future technologies that will protect our environment today, and for future generations to come.