



Office Master Environmental Partnership Policy

Connecting the Dots. . .

...Sometimes, businesses have a tendency to think of themselves as islands of profitgeneration and industry, oftentimes forgetting the importance of our connection to each other, and equally important, to the environment that supports us. Working in partnership with our suppliers, vendors and employees, Office Master, Inc. is determined to connect the dots between the harvesting of natural resources, and the responsible use of those materials in the creation of our office seating.

We realize the importance of protecting our environmental heritage and strive to close the circle of taking from our planet, consuming responsibly, and ultimately, giving something back.

In recognition of our important part in the overall environmental picture, Office Master has developed the following strategies for continually evolving the way we do business, so that we do not forget that protecting *the environment* is our business too:

- Re-use of waste materials from other industries – We take materials that would otherwise be thrown out and close the gap by making use of these waste products further as packaging material. By doing this, Office Master manages to extend the life of these waste products, and in the process also obviate the need to use other environmentally-costly packaging materials, such as bubble wrap and new foam.
- Recyclable Materials – We work with our suppliers to use plastic components that are composed of up to 25% recycled materials in structured plastic parts and up to 40% recycled materials on non-structured parts. Additionally, the Fruit fabric from our Prestige line of fabrics is made from 100% recycled materials and is 100% recyclable as well. In the near term, OM is also set to introduce the option to purchase fabrics from the full line of Momentum 100% recycled fabrics.
- CFC-free Foam Components – Our foam cushions are made from the most advanced European formulas that yield top quality feel without using any harmful chlorofluorocarbons (CFC's) in the process.
- Water-based glues – Office Master is one of the pioneers using environmentally friendly, European formula water-based adhesives for our products. This has been one of our most significant achievements in the past years to drive away from using the more environmentally damaging solvent-based glues of the past, and now have completely phased out that method of production.



- Raw materials shipping in re-usable metal cages – Office Master works in close partnership with its vendors and suppliers to ship much of its raw materials in reusable metal cages, rather than the heavy-duty cardboard or other wood-based materials that are typically used once, then disposed of right afterwards. Through this simple efficiency of shipping the same cages back and forth, Office Master manages to save a lot of resources and trees each year.

- “Green Building” Policy – Working in a “green” environment means that every employee at Office Master takes part in a continual effort to be energy and environment efficient. That means that we do everything from selecting recycled materials for our bathrooms and kitchens and utilizing natural lighting in our warehouse to doing simple things like turning off the lights at night and reusing plastic bags.

- Annual Review of Environmental Initiatives – Every year, OM reviews its past year’s environmental policies and identifies areas of improvement. In this “OM Environmental Responsibility” report card, we measure the impact of our production and consumption, and use that information to improve our environmental policies.

...Living in partnership with our environment means that we must also work in partnership with our suppliers and customers to do what’s right for the environment that we all live in. We at Office Master take this part of our job very seriously; we firmly stand behind our planet and will strive to continue ensuring that our production methods and products continue to reflect our long-standing commitment to environmental quality and conservation.

About Office Master:

Office Master is a Primary Manufacturer of ergonomic office seating based in La Verne California. From Office Master’s beginning in 1986 a commitment was made to consistently innovate, offer the best possible value, and distribute with the shortest manufacturing times possible. This commitment to manufacturing efficiency has allowed Office Master to become a leader in the distribution of mid-market Ergonomic office seating. Office Master Chairs are built to order and ship in 3-4 working days in over 100 stock fabrics. 14 different lines are available for a wide array of uses including Ergonomic, Corporate Standards, Medical, Healthcare, Schools, Production Labs, ESD, Budget, Conference, Stacker, 24-Hr Use, and Big/Tall. Office Master is committed to maintaining long term customers by offering a better value, innovation and excellent customer support.

