



Thank you for the opportunity to provide Office Master Seating to you and your employees.

The information below details specific steps that the Office Master factory has taken to address the concern for environmental issues associated with the production of Office Master Products.

**Re-use of waste materials from other industries** – Office Master takes materials that would otherwise be thrown out and uses these waste products as packaging material. By doing this, Office Master extends the life of these waste products, and in the process also alleviates the need to use other environmentally-costly packaging materials, such as bubble wrap and new foam.

Office Master was recently presented an award from the California Integrated Waste Management Board in recognition of these practices. This award is presented to manufactures and bushiness in California in honor of the organizations ongoing policies and practices associated with internal waste reduction and recycling practices. (See attached for more details)

**Recyclable Materials** – Our suppliers use plastic components that are composed of up to 25% recycled materials in structured plastic parts and up to 40% recycled materials in non-structured parts. Additionally, Office Master, Inc. introduced the option to purchase fabrics from the Momentum Textiles line, in which there are several 100% recycled fabrics, such as the Hue series. This fabric has an exceptional abrasion rating, achieving a durability of 1,000,000 double rubs before noticeable wear. A wear rating of 250,000 double rubs is considered excellent by industry standards. The Chess fabric, a standard from the Decorative-Momentum line, is made from 80% recycled polyester.

**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 (CFCs) in the process.

**Water-based glues** – One of Office Master's more significant contributions to Green concerns came in the early 1990s as a result of management's concerns for employee health. Exposure to traditional manufacturing practices that required the use of environmentally non friendly silicone-based glues in the final production process increased the risk of respiratory illness. Office Master's pioneering efforts to get away from this material not only helped employees but also had an equally important benefit to our environment. Office Master was one of the first manufactures in the country to use this more expensive Scandinavian developed water-based glue in the production of seating. At that time it was not an EPA requirement; Office Master simply believed this was the right thing to do.



**“Home Court” Shipping Program** - Office Master encourages dealers and their clients to use this program because it helps the environment in many ways.

- 1) It provides a cost savings for each chair that is shipped (as well as decreasing labor required to assemble chairs after delivery). This program enables fully assembled chairs to be shipped on a weekly basis from the Office Master factory in La Verne, CA to a distance within a 400 mile radius. The use of local manufactures for furniture within this radius is a major contributor in the reduction of the overall impact on our environment.
- 2) Because the chairs are pre-assembled, they require less cube space in the truck trailer than if they were packed in cartons. Therefore, Office Master is able to ship more chairs per truck load, which uses less fuel per chair to deliver.
- 3) The chairs shipped through this program require minimal packaging materials. “Home Court” chairs are blanket wrapped to protect them from shipping damage. The shipping blankets are re-used multiple times before being discarded. The alternative is to carton chairs in cardboard boxes with Styrofoam packaging material. This method also requires the boxes to be transported on wooden pallets and bound by plastic stretch wrap or plastic banding.

Please note in instances when Office Master is required to ship chairs in cardboard boxes, we have engineered a stackable box that minimizes the required space per chair. It is unique to the industry, fitting together in a jigsaw manner. It only utilizes about 75% of the cube space of the boxes used by competitors to carton a chair of a similar size and shape. This maximizes efficiency of fuel and minimizes material use and emissions.

Office Master has also developed the following strategies for continually evolving the way they do business to minimize environmental impact:

- To add additional recycling value to a chair, an aluminum five star base can be specified instead of the standard “poly” star base. The aluminum base can also increase the chair’s overall useful life span.
- Office Master works in closely 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 only once. Through this simple efficiency of shipping the same cages back and forth, Office Master also saves trees and other resources.
- Office Master has a “Green Building” Policy that requires every employee to participate in a continual effort to be energy and environmentally efficient, such as turning off the lights at night and reusing plastic bags. Office Master Facilities use recycled materials for their bathrooms and kitchens and use natural lighting in their warehouses.
- Every year, Office Master reviews its past year’s environmental policies and identifies areas of improvement. This annual review of environmental initiatives produces a “report card” that measures the impact of production and consumption. Office Master Management uses this information to improve their environmental policies.

Greg Laffen

Office Master Factory Representative

