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# 2024 Social Responsibility Report





## California born and bred

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We're a leading manufacturer of commercial solutions in the U.S. — and #1 in task chairs. From tables and lounge to screens and more, we've been the go-to destination for comprehensive, build-to-order solutions for over 25 years. We combine award-winning design with the fastest lead times around, and our design and planning services can turn product innovation into your space inspiration. We're able to build almost any specification you want, deliver it when you need it, and offer a level of value no one can match. It's all part of our indie California spirit and drive to be the one place you go for all of your spaces.

## Letter from our founder & CEO

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At SitOnIt Seating®, we understand how important it is to get what you want — to have an idea and see it created.

We built a company to help you do just that.

SitOnIt Seating® is the leader in custom affordable build-to-order seating. We offer dozens of models, hundreds of options and thousands of textiles so you can get exactly what you want. Our chairs are made with world-class style for maximum comfort and designed/executed/envisioned by renowned designers and engineers at a price that is much lower than you would expect.

We also know that when you decide what you want, you want it fast. Our innovative build-to-order system means your custom creation ships in 2, 5 or 10 days — a promise unmatched in the industry. Because our products meet the highest industry standards, we stand behind them with a lifetime warranty. That's part of our outstanding customer service experience before, during and after each sale.

We're a California company and have proudly manufactured our products here since 1996. Our state faces monumental environmental challenges, as do other parts of North America: Air pollution, drought and declining space in landfills are among our ongoing challenges.

We have committed ourselves to being part of the solution, not part of the problem.

Our GREENGUARD Gold-certified products protect indoor air from harmful emissions. We use less water now to make a chair than we did five years ago. Material waste including fabric scraps and other components are collected, sorted and given to local recyclers to use in post-consumer products. We've implemented a complete Design For Environment program (DFE) addressing renewable and recyclable materials, end-of-life management, water management and energy efficiency. We have achieved ANSI/BIFMA level® certification, the ultimate recognition of our sustainability efforts.

We'll continue to build what you want, when you want it. Just for you. And we'll continue to build a cleaner California and a better, more sustainable world.

**Paul DeVries**

*Founder & CEO*

## About our report

Thank you for taking the time to read through our Social Responsibility Report.

SitOnIt Seating® are proud to announce our Sustainability Initiative and plan to continue achievement of the Business and Institution Furniture Manufacturing Association (BIFMA) level® certification in several areas covering Materials, Energy & Atmosphere, Human & Ecosystem Health, and Social Responsibility. We will be assessing our products' conformance to the ANSI/BIFMA e3-2019 Standard.

We first received our BIFMA level® certification in 2013. This report is an opportunity for us to continue communicating to our stakeholders our efforts as we move towards becoming a more sustainable business while growing our operations, and continuously improve our sustainability performance.

We have identified our stakeholders to be our owners, employees, dealers, end-customers, suppliers, community, trade organizations, governmental and regulatory agencies, certifying bodies and consultants. Our stakeholder list was developed upon considering all groups who have influence and are impacted by Company decisions.

In years to come, we aim to provide our stakeholders with data and performance indicators that can be monitored over time and that are material to our operations.

This report contains Standard Disclosures and Performance Indicators from the Global Reporting Initiative (GRI) G4 Sustainability Reporting Guidelines. More information about the GRI can be found at [globalreporting.org](http://globalreporting.org). To learn more about BIFMA level® certification, visit [levelcertified.org](http://levelcertified.org).

We hope that you find our disclosures informative. We welcome any comments, feedback or suggestions for improvement that you may have. Please email us at [sitonit@exemplis.com](mailto:sitonit@exemplis.com).

Thanks, again — we appreciate your interest.

## Our products

SitOnIt • Seating®



Focus 2.0



Vectra



Torsa



Amplify



Wit



Focus



Hexy



Novo



Sona



Prava



ReAlign



Sona



Mavic



Ioniq



Lumin



Rio



TR2



Knack



Glove



Non-Stop



Anytime



OnCall



Relay



InFlex



Orbix



Lavo



Sephen

## Our products

SitOnIt • Seating®



Movi



Novo



Amplify



Wit



Focus



TR2



Focus 2.0



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Rio



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RelAlign



Knack



Non-Stop



InFlex



OnCall

## Our products

SitOnIt • Seating®



Ioniq



Mika



Qwiz



Movi



Wit Side



Lumin



Rio



Freelance



Relay



Achieve



OnCall



Anytime



Focus Side



Rowdy



InFlex



Baja



Cora



Sprout



Flyte

## Our products

SitOnIt • Seating®



Gobi



Envoi



Cameo



Aviera Wood



Aviera Metal



Nano



Composium Sharp



Composium Curve



Composium Flair



Paséa



Visit Modular



Kindl



Sable

## Our products

SitOnIt • Seating®



Cube Table Collection



Center



End



Round 90°



Square 90°



Occasional Table Collection



Uni

## Environmental accountability

SitOnIt Seating® are dedicated to sustainability from the fabrics we select, the way we manufacture and how we run our corporate offices. We work hard to minimize the impact of our manufacturing and support a healthy workplace — for our employees and our planet. Our lean manufacturing practice provides the foundation for our sustainability strategy by linking elimination of waste, conservation of resources and responsibly designed products for durability and extended life.

### MATERIALS

From the very beginning, our design and material selection process supports sustainability. Our fabric selection includes a variety of choices that are made of 100% recycled material. We manufacture with 10-20% recycled material. Our products contribute to achieving the LEED-CI Recycled Content Materials and Resources Credit.

### MANUFACTURING

During assembly, our team uses environmentally friendly water-based adhesives. Our precision design and state-of-the-art cutting machines minimize waste during production. And each month, we collect material waste like leather and fabric scraps, plastic drums, cardboard and metal and recycle them at local recycling centers.

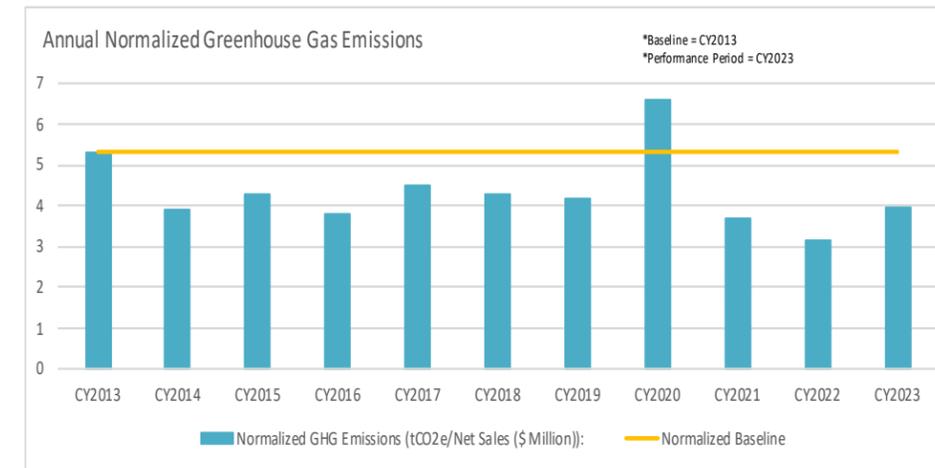
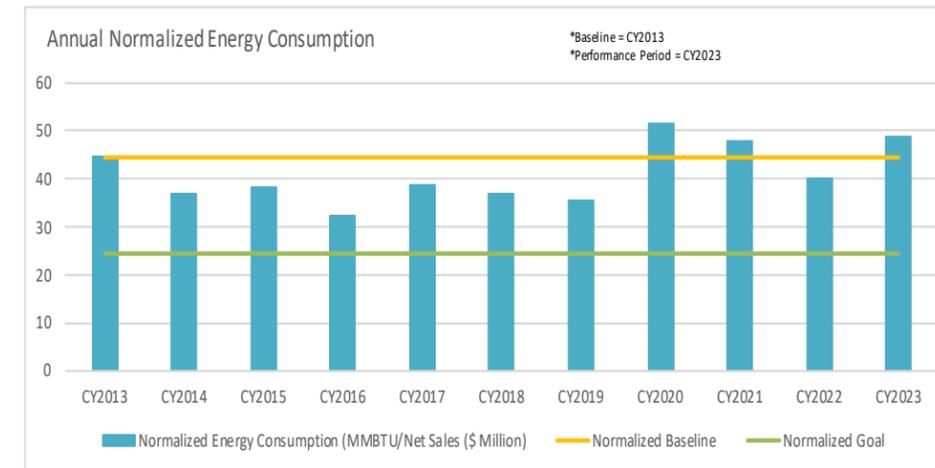
SitOnIt Seating® products have been tested and verified by Underwriter Laboratories, Inc. (UL) and meet the GREENGUARD standards for indoor air quality emissions.

### CORPORATE

We run our business with sustainability in mind. From recycling office equipment and donating reusable seating to local schools, to employees using their own mugs for coffee, many company-wide efforts are made with the environment in mind.

### ENERGY & GREENHOUSE GAS EMISSIONS

We are committed to improving energy conservation and efficiency which includes reducing our overall energy consumption and greenhouse gas emissions. It is our policy to continuously improve upon and regularly monitor our energy performance and to act in accordance with — if not exceed — all current and future local, state and national legislation required of our operations in this area. We will set objectives and targets directly related to energy conservation which will be reviewed at least annually. To hold ourselves accountable to these internal goals, we will be transparent with our performance metrics and report our performance to our stakeholders through publicly available, voluntary reporting outlets.



### DRIVE FOR EFFICIENCY

SitOnIt Seating® have set a 40% reduction goal for normalized energy consumption at our facilities. We hope to reach this target by the year 2030. In order to achieve this, we have begun, and will continue, to implement energy-saving projects to reduce our consumption. See the metrics above we use to track both our energy consumption and greenhouse gas emissions (GHGs).

In addition, SitOnIt Seating® have committed to purchasing Renewable Energy Certificates (RECs) to offset a portion of the energy consumed from our manufacturing operations on an annual basis. For 2023, 167 MWh of Green-e certified RECs were purchased to account for 3% of our electricity consumption. To learn more about RECs, please visit [epa.gov/greenpower/gpmarket/rec.htm](http://epa.gov/greenpower/gpmarket/rec.htm).

### TRANSPORTATION

SitOnIt Seating® are committed to reducing transportation-related emissions through idling reductions, carrier selection and reductions in unnecessary intercompany movement. Attention is given to environmental criteria when selecting third-party carriers for inbound and outbound products and materials.

### SOLID WASTE MANAGEMENT

SitOnIt Seating® have implemented a Zero Waste-to-Landfill goal. We will continuously work to achieve this goal by employing waste reduction and recycling strategies that will, over time, divert all manufacturing waste from our operations to being sent to a landfill.

We are in the early stages of identifying our waste streams and their current method of disposal. We know we have a long way to go and some potentially tough work ahead of us. Therefore, we are giving ourselves an appropriate deadline of 2030 to divert all our waste streams from the landfill.

### ENVIRONMENTAL MANAGEMENT

SitOnIt Seating® are committed to environmental leadership and continue to utilize our lean manufacturing initiatives and principles to lower costs, use less materials and reduce our energy usage.

## Product responsibility

Our dedication to green processes begins with smart manufacturing and continues through every stage of our product's lifecycle. During manufacturing, we maximize material usage and minimize or recycle waste. Our products are GREENGUARD or GREENGUARD Gold certified, protecting your office environment from harmful emissions.

But our commitment to green production doesn't end there...

### DESIGN FOR ENVIRONMENT

Reducing the environmental impacts of our products begins with our new product development process. All new products or major design modifications on existing products go through our Design For Environment process, which seeks to incorporate energy and water efficiency, renewable, recycled, recyclable and biodegradable materials and to account for end-of-life impacts.

### DESIGN FOR DURABILITY / UPGRADEABILITY

SitOnIt Seating® products are engineered to achieve the highest levels of durability and upgradeability. Our products are designed to have a long and useful life and are manufactured to withstand repeated service, repair and handling. To facilitate maintenance, servicing and reassembly, replaceable components are standard features of our products, making them easy to refurbish and upgrade for multiple uses by the original or future users.

### CHEMICAL MANAGEMENT

We are committed to reducing the human and ecosystem health impacts of our products and processes through regularly evaluating our chemical management and hazard communication plans. We will continuously evaluate and monitor the chemicals used in our facility and maintain current Safety Data Sheets through an electronic filing system. Using this process, we will build a chemical inventory system to identify and track all existing chemicals within and leaving our facility, as well as all future purchased chemicals that are not currently in our system.

### PRODUCT TAKE-BACK PROGRAM

SitOnIt Seating® offer the Take-Back Program to minimize product waste and make environmental responsibility easy for our customers. To honor this, we have partnered with the non-profit environmental organization, CSR Eco Solutions, to offer a return program for surplus product — regardless of condition.

Where possible, CSR Eco Solutions matches the used products and materials otherwise destined for landfills with local non-profits and public agencies. The remainder is recycled or considered for energy-from-waste to avoid deposit in a landfill. Visit [www.csr-eco-solutions.com](http://www.csr-eco-solutions.com) to find out more.

We are committed to making this relationship a part of our sales strategy and are proud to recommend CSR Eco Solutions to customers who wish to recycle their furniture for the good of the community and the environment.



## Corporate social responsibility

We have nine core values that we live by daily. These values are:

- Honesty
- Accountability
- Results-Oriented
- Judgment
- Professional & Positive Attitude
- Creative Problem Solving
- Flexibility and Adaptability
- Communication
- Selflessness

Our additional three leadership values are:

- Strategic Thinking and Development
- Build & Manage Effective Teams
- Plan & Align Work

We believe in being a good corporate citizen by constantly looking for ways to reaffirm the beneficial social impact of our operations locally and globally. We are committed to maintaining high principles of social responsibility. We strive to be fair and transparent to our customers, employees and our manufacturing partners — and to benefit the communities in which we operate. We hold our suppliers to these standards as well.

### ETHICS

We understand the importance of credibility and trustworthiness to our success as a business. All officers and employees are expected to conduct their business affairs in accordance with all applicable laws of the United States and to observe the highest standards of business ethics, acting with integrity while considering the impact of their

decisions on our stakeholders.

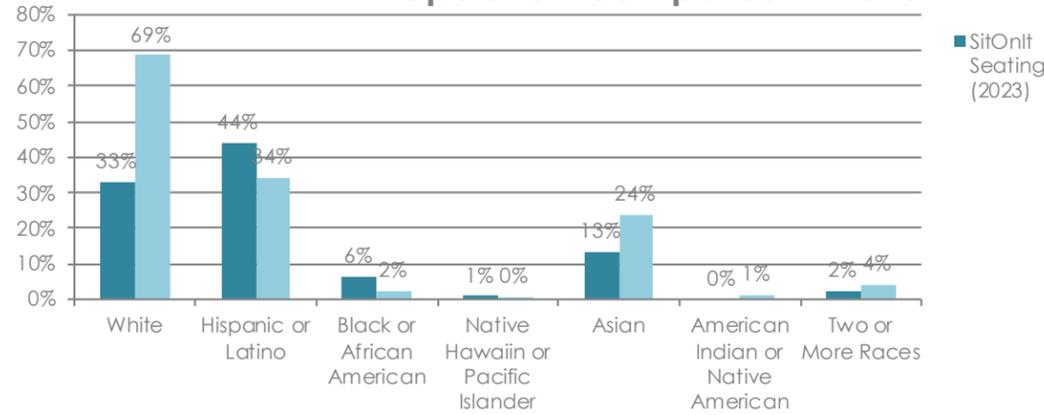
### COMMUNITY INVOLVEMENT

Our goal is to continuously improve environmental performance. We also seek out activities that contribute to the community in which we operate. Activities may include volunteerism, donations, sponsorship opportunities and other community-based programs. We make every effort to involve our employees in these decisions and encourage their participation. Some of our efforts include:

- Scholarships and monetary donations provided to over 200 young athletes
- Toiletry items donated to the women's shelter
- Toys for underprivileged families and children in the Toys for Tots drive
- Taking part in Catering for a Cause with Bracken's Kitchen to end hunger in Orange County



## Population Comparison - 2023



## LABOR AND HUMAN RIGHTS

It is our policy to protect and respect the basic human rights of our employees and associates. We are committed to providing decent work hours, wages and conditions, as well as upholding all local, national and global regulations prohibiting forced, compulsory and child labor.

To meet this end on a global scale, we have developed and distributed our workplace Code of Conduct as a means for our supply partners to assess their own operations for social responsibility criteria — 80% of our partners have signed this Code of Conduct. At Exemplis, we believe that there needs to be a balance between business and society, a balance between maintaining a healthy business and proper respect and concern for people and the environment.

Understanding that our work with suppliers is consistently evolving, our Code of Conduct makes clear the expectations we have of our suppliers and lays out the minimum standards we expect each supplier to meet. Where issues of non-compliance are identified, suppliers shall work to address such issues under a spirit of continuous improvement. Where differences or conflicts in standards arise, the highest standard shall apply. Wherever the law is higher than this Code, the law will prevail.

It is our intent to use these standards as an essential factor in how we approach our sourcing strategies, how we assess supplier performance, and how we decide with which suppliers Exemplis will continue to engage and grow our business. As we evolve our business model in sourcing and manufacturing, we expect to work with suppliers who understand that meeting these minimum standards is a critical starting point from which manufacturing leadership, continuous improvement and self-governance must evolve.

Our Code of Conduct binds our suppliers to specific minimum standards that we believe are essential to meeting these goals, including Business Integrity, Voluntary Work, Prohibiting Child Labor, Non Discrimination or Harassment, Freedom of Association, Working Hours, Subcontracting, Occupational Health and Safety, Minimizing Environmental Impact, Recordkeeping and Transparency, Monitoring and Corrective Action.

## INCLUSIVENESS

We do not discriminate on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability. We are committed to treating all of our employees and associates with dignity and respect, promoting collaboration, teamwork and the active involvement of all employees. We encourage our employees to show trust and respect to all people regardless of their background, race, religion or sexual orientation and have an affirmative action plan that is updated annually with hiring and promotion goals for inclusion.

We encourage our employees to show trust and respect to all people regardless of background, race, religion, gender identity, or sexual orientation and have an Affirmative Action Plan (AAP) that is updated annually with hiring and promotion goals for inclusion. Our management team takes mandatory courses on preventing workplace harassment and effective recruitment training.

Our CEO holds monthly management meetings and periodic company-wide town-hall meetings to communicate strategies and objectives, and field employee questions. All employees are encouraged to communicate with their managers and empowered to make suggestions and voice opinions that impact our business and our people.

## HEALTH & SAFETY

Our employees are our most important asset. We are very mindful of their well-being and have put into place an extensive safety program and hold a wellness fair every year. Exemplis is committed to accident prevention and will do everything possible to protect the health and safety of our employees.

## EMERGENCY PREPAREDNESS

Preparation is key to an effective safety program! We understand that an emergency or disaster can occur without notice. Whether it be an earthquake, fire or managing a critical health situation, staying composed and knowing what to do takes preparation and practice. At Exemplis, we have taken precautionary steps to prepare for, and handle an emergency.

An Emergency Response Team (ERT) was established alongside our facilities manager to ensure we identify and mitigate risks associated with potential emergency scenarios. Twenty ERT members located throughout our facilities are trained in First Aid, Cardiopulmonary Resuscitation (CPR) and use of the Automated External Defibrillator (AED).

- First Aid certified – 20 team members
- CPR certified – 20 team members
- AED certified – 10 team members

Our facilities are outfitted with emergency preparedness kits; at least one AED to assist with basic life support; several fire extinguishers located in strategic areas and evacuation maps. At least once a year, each site performs an emergency evacuation drill to test our warning system; practice evacuation sweeps and continuously train our employees of the evacuation process. Key ERT members hold action reviews after every evacuation, continuously improve our processes and invest in the proper resources to support our emergency preparedness plan.

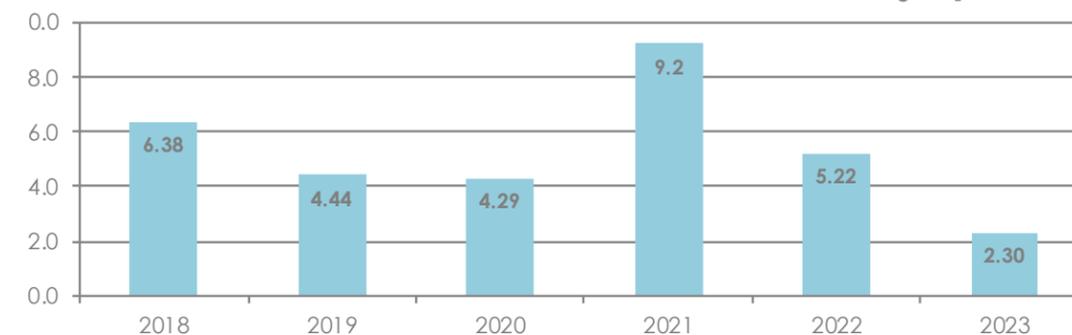


We believe that when you have healthy employees, our company reaps the benefits. We are continuously strengthening our wellness programs, centered on employee education, which drives awareness and encourages healthy lifestyle changes. Our culture of wellness is focused on four areas:

- Physical
- Mental
- Financial
- Social

Elements of our wellness program include providing an annual wellness fair consisting of flu shots and biometric screening; employee assistance programs (EAP); courses on a healthy lifestyle; insurance wellness benefits; healthy tips on our monthly newsletters; sponsoring de-stressing dog visits; and offering company-related sports activities.

## Injury Rate



CATEGORIES	SUBCATEGORIES	ASPECTS	INDICATORS		RESPONSE	PAGES	
GENERAL STANDARD DISCLOSURES	Strategy and Analysis		G4-1	Statement from the most senior decision-maker of the organization	Letter from the President	1	
	Organizational Profile		G4-3	Name of the organization	Exemplis, D.B.A. SitOnIt Seating		
			G4-4	Primary brands, products and services	Our Products	3-5	
			G4-5	Location of the organization's headquarters	Who We Are	back cover	
			G4-6	Number of countries where the organization operates	Who We Are		
			G4-7	Nature of ownership and legal form	Who We Are		
			G4-8	Markets served	Who We Are		
			G4-9	Scale of the organization	Who We Are		
	Identified Material Aspects and Boundaries		G4-18	Process for defining the report content and the Aspect Boundaries	About Our Report	2	
			G4-19	Material Aspects identified in the process for defining report content	About Our Report		
			G4-23	Significant changes from previous reporting periods in the Scope and Aspect Boundaries	No Major Changes		
	Stakeholder Engagement		G4-24	List of stakeholder groups engaged by the organization	About Our Report	2	
			G4-25	Basis for identification and selection of stakeholders with whom to engage	About Our Report		
	Report Profile		G4-28	Reporting period for information provided	About Our Report	2	
			G4-29	Date of most recent previous report, if applicable	No Major Changes		
			G4-30	Reporting cycle	About Our Report	2	
			G4-31	Contact information for questions regarding the report or its contents	For more information about our products and services, please call (888) 274-8664.		
	Ethics and Integrity		G4-56	Organization's values, principles, standards and norms of behavior	Corporate Ethics	6	
	ENVIRONMENT	Energy		G4-EN3	Energy consumption within the organization	Energy & Greenhouse Gases (GHGs)	6
				G4-EN4	Reduction of energy consumption	Energy & Greenhouse Gases (GHGs)	
G4-EN5				Energy intensity	Energy & Greenhouse Gases (GHGs)		
G4-EN6				Reduction of energy consumption	Energy & Greenhouse Gases (GHGs)		
Water			G4-EN9	Water sources significantly affected by withdrawal of water	None		
Emissions			G4-EN15	Direct greenhouse gas (GHG) emissions (scope 1)	Energy & Greenhouse Gases (GHGs)	6	
			G4-EN16	Energy indirect greenhouse gas (GHG) emissions (Scope 2)	Energy & Greenhouse Gases (GHGs)		
			G4-EN18	Greenhouse gas (GHG) emissions intensity	Energy & Greenhouse Gases (GHGs)		
			G4-EN19	Reduction of greenhouse gas (GHG) emissions	Energy & Greenhouse Gases (GHGs)		
Compliance			G4-EN29	Monetary value of significant fines and total number of non monetary sanctions for non compliance with environmental laws and regulations	None		
Environmental Grievance Mechanisms		G4-EN34	Number of grievances about environmental impacts filed, addressed and resolved through formal grievance mechanisms	None			

CATEGORIES	SUBCATEGORIES	ASPECTS	INDICATORS		RESPONSE	PAGES		
SOCIAL	Human Rights	Non discrimination	G4-HR3	Total number of incidents of discrimination and corrective actions taken	None			
		Supplier Human Rights Assessment	G4-HR10	Percentage of new suppliers that were screened using human rights criteria	Labor & Human Rights	10		
	Labor Practices & Decent Work	Occupational Health and Safety		G4-LA6	Total of injury and rates of injury, occupational diseases, lost days and absenteeism and total number of work-related fatalities, by region and by gender	Employee Health & Safety	11	
				G4-LA7	Workers with high incidence or high risk of diseases related to their occupation	None		
		Diversity and Equal Opportunity		G4-LA12	Composition of governance bodies and breakdown of employees categories according to gender, age group, minority group membership and other indicators of diversity	Inclusiveness	10	
		Supplier Assessment for Labor Practices		G4-LA14	Percentage of new suppliers that were screened using labor practices criteria	Labor & Human Rights	10	
	Society		Labor Practices Grievance Mechanisms		G4-LA16	Number of grievances about labor practices filed, addressed and resolved through formal grievance mechanisms	None	
			Local Communities		G4-SO1	Percentage of operations with implemented local community engagement, impact assessments and development programs	100%	
			Compliance		G4-SO8	Monetary value of significant fines and total number of non monetary sanctions for non compliance with laws and regulations	None	
	Product Responsibility		Supplier Assessment for Impacts on Society		G4-SO9	Percentage of new suppliers that were screened using criteria for impacts on society	Labor & Human Rights	10
			Customer Health and Safety		G4-PR1	Percentage of significant product and service categories for which health and safety impacts are assessed for improvement	Design For Environment	8
	Product Responsibility		Customer Health and Safety		G4-PR2	Total number of incidents of non compliance with regulations and voluntary codes concerning health and safety impacts of products and services during their life	None	
			Marketing Communications		G4-PR7	Total number of incidents of non compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion and sponsorship by type of outcomes	None	
			Compliance		G4-PR9	Monetary value of significant fines for non compliance with laws and regulations concerning the provision and use of products and services	None	

Visit our showrooms in California, Chicago and New York:

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Los Angeles, CA 90014

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222 Merchandise Mart Plaza, Suite 1150  
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Cypress, CA 90630

**New York**

261 5th Avenue, Suite 2303  
New York, NY 10016

**San Jose**

60 South Market Street, Suite 1150  
San Jose, CA 95113

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