



2019 SUSTAINABILITY REPORT

ABOUT OUR REPORT

This first Workrite Sustainability Report outlines to our stakeholders the company's plan to grow as a business while becoming a more sustainable operation. Our intent is to continuously improve our sustainability performance each year and report on those improvements annually.

Workrite's stakeholders include employees, owners, dealers, suppliers, local community, trade organizations, governmental & regulatory agencies, certifying bodies and consultants. This group is inclusive of all constituents that impact Workrite decisions and may be impacted by our decisions.

This program is Workrite's first Business and Institutional Furniture Manufacturing Association (BIFMA) LEVEL certification effort for many of our products. LEVEL is the independent, third-party certification for office furniture and furnishings. The ANSI/BIFMA e3 Furniture Sustainability Standard takes into account a company's social actions, energy usage, material selection, and human and ecosystem health impacts. The LEVEL brand identifies that a product has been vetted by an independent third-party certifier and its numeric marking 1, 2, or 3 indicates what threshold of the standard it has achieved. BIFMA's LEVEL Certification Program is referenced in by U.S. General Services Administration (GSA) GSAAAdvantage! and an "EPA Recommended" icon will now identify products that conform to standards, certifications, and ecolabels such as the LEVEL Certification Program that have been recommended by the Environmental Protection Agency.

This is Workrite's 2019 calendar year report. Future reports will provide all company stakeholders with measures and impact statements that reflect progress towards our ongoing goal of continuous improvement.

This report contains Standard Disclosures and Performance Indicators from the GRI G4 Sustainability Reporting Guidelines. For more information about the Global Reporting Initiative (GRI) please visit www.globalreporting.org. For more information about BIFMA LEVEL Certification please visit www.levelcertified.org.

We hope you find our first sustainability report both informative and inspiring. Our goal is simply to do better every day. Your feedback is always welcome. Please email us anytime at customerservice@workriteergo.com.

Thanks for your investment.



ABOUT WORKRITE ERGONOMICS



Who We Are

Workrite Ergonomics is an internationally recognized leader in the design, manufacture and distribution of innovative ergonomic and space optimization products for the workplace. Founded in a garage in Novato, California in 1991, Workrite has set the standard for durable, flexible ergonomic office products including sit

stand desks, keyboard trays, and monitor arms. Our corporate headquarters and primary factory is located in Petaluma, California and we operate a second factory in Toronto, Ontario, Canada. Our parent company, Knap & Voght (KV), is located in Grand Rapids, Michigan.

What We Do

Workrite's designers and engineers incorporate modern design techniques, the latest technologies, and the highest quality specifications in the industry to create products that are functional, durable and sustainable. Times change and so do office environments.

Workrite products can be easily adapted to meet the needs of virtually anyone, in any office environment, making them the smart investment for today's most demanding and dynamic organizations.

Why We Do It

At Workrite, we understand that companies invest in ergonomics programs because they know that happy, healthy workers are more productive. They also understand that today's employees demand that flexibility and sustainability be a part of a company's core values. That's why our products are designed to provide a more comfortable work experience while minimizing their impact on the environment.

Workrite believes in supporting our country and it's workers with the best possible products that support their health and well being. We have a long-standing partnership with the US government in supporting the Government Services Administration (GSA) contract system with uniquely designed ergonomic and space optimization products.

ABOUT WORKRITE ERGONOMICS

Our Vision

Workrite wants every North American employee to be comfortable, physically pain-free and mentally strain-free every day at work.

Our Mission

Workrite designs and offers ergonomic and space optimization products leveraging ergonomic experts, the voice of our customers, and the expertise of our global supplier partners.

Our Values

HONOR COMMITMENTS

Always do what we say we will do

TEAMWORK

Respect and professionalism in the way we work together

EXCELLENCE

Constantly striving to be better in every way

WELLNESS

Work safely, ergonomically and sustainably-minded every day

INTEGRITY

Honest and trustworthy in everything we do

Our Products

SIT STAND DESK BASES

Sentinel



Sierra HX



Fundamentals



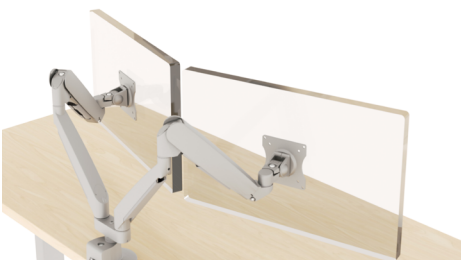
WORKSURFACES



BENCHING SYSTEMS



MONITOR ARMS



KEYBOARD TRAYS



COMPUTER TRAINING DESKS



ENVIRONMENTAL STEWARDSHIP

Workrite Ergonomics is committed to protecting the health and safety of its staff, customers and community; and to protecting the environment by using sustainable business and manufacturing practices. Workrite's commitment starts at the factory from sourcing to manufacturing, following throughout its processes to the delivery of its products.

Workrite's ultimate goal as a manufacturer is to make our best effort to use both recycled and recyclable materials. They are environmentally friendly, flexible, adaptable, reconfigurable, built to last with extensive life cycles, and meet or exceed the ergonomic needs of the modern workforce.

ENVIRONMENTAL POLICY

Workrite is dedicated to environmentally responsible products, processes and practices. We will adhere to all applicable local, state and federal environmental regulations. We will actively work to limit pollution, incorporate life-cycle (cradle-to-grave) philosophy into the

ideation, design, manufacture, use, and the end-of-life management of our products. We will constantly strive towards the continuous improvement of our environmental performance. Our environmental goals, policy and processes will be tracked internally on an ongoing basis.

DESIGN FOR ENVIRONMENT

Workrite is cognizant of the impact that our products have on the environment long-term, and therefor we have developed effective strategies to make our products as sustainable as possible. We use a combination of renewable, recycled, recyclable and biodegradable materials in our products and packaging. We manage end-of-

life products by providing our customers with clear instructions and labeling for deconstruction, disposition and recycling of products when they have reached the end-of-life as defined by those customers. We manage energy consumption through a variety of means including motion sensors and timers.

DURABLE/FLEXIBLE DESIGN & UPGRADEABILITY

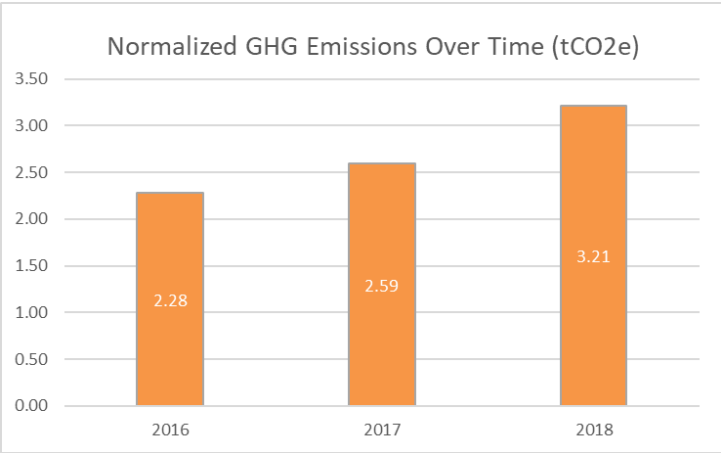
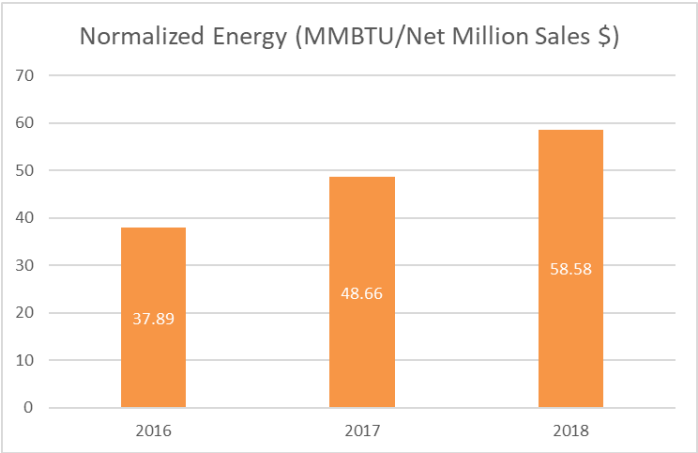
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ENERGY & GREENHOUSE GAS EMISSIONS

With our increased business and factory expansion, our overall energy consumption has increased. However, Workrite strives to reduce our carbon footprint throughout all of our business practices. We are committed to energy conservation, setting aggressive objectives and targets, and reducing greenhouse gas emissions.

Through our Environmental Management System (EMS) we set criteria and goals for energy conservation and usage. We are constantly monitoring and measuring our conduct and developing new ideas and processes to improve our performance. We act in accordance with applicable local, state and federal laws.



TRANSPORTATION

Workrite is committed to the reduction of environmental impacts from transportation. Through careful carrier selection and carrier management we limit excess emissions. We post “no idling” signs on our receiving docks.

We consolidate intercompany shipments to minimize cross-country transport. We actively work with our foreign supplier partners to optimize container loads and minimize air freight.

SOLID WASTE MANAGEMENT

Workrite has set a goal of 100% Landfill Diversion for all of our manufacturing waste from operations. We minimize waste through more efficient operations, actively recycling, and leveraging recycled content products everywhere possible in order to reduce the amount of waste sent to landfills.

We also have substantially moved our marketing programs and tools towards digital to reduce paper consumption with a goal of going 100% digital by 2025.

CHEMICAL MANAGEMENT

Workrite actively reduces or eliminates hazardous chemicals wherever possible throughout our manufacturing facilities in North America. We maintain clear and concise records of chemical inventories to track all chemicals entering and leaving our facilities that could have a negative impact on the health

of our employees and our environment. We consistently create Safety Data Sheets at point of use and digitally manage SDS, making them available to all relevant Workrite managers. We maintain scheduled audits of the current state of our chemical management and hazard communication plans.

WATER MANAGEMENT

We have efficiency initiatives to improve the amount of water used to clean our laminate line glue rollers and to reduce the number of days a week the laminate line is up and running.

GREENGUARD CERTIFIED

GREENGUARD Gold Classic Keyboard Tray
GREENGUARD Gold Essentia Electric Sit Stand Desk
GREENGUARD Gold Essentia Benching System
GREENGUARD Gold Fundamentals EX & LX Sit Stand Desks
GREENGUARD Gold Sierra HX Sit Stand Desk
GREENGUARD Gold Worksurfaces
GREENGUARD Gold UltraThin Keyboard Tray



SOCIAL RESPONSIBILITY

Workrite conducts our business in a way that sustains the well-being of society, our environment, and the economy in which we live and work. We follow ethical and legal business practices including fair hiring practices, corporate ethics, receipt of gifts and insider trading, should

it ever apply. Additionally, Workrite maintains equal employment opportunity for all applicants and employees and our employees take part in training to identify and implement responsible and environmentally-friendly practices.

COMMUNITY

Workrite strives to make the biggest impact possible on our community and the local and global organizations that we support. We make every effort to involve our employees in community relations decisions and encourage their participation in our many programs. Our Workrite Wellness program rewards our employees for their participation in any and all volunteer opportunities that they take advantage of.

Workrite and our employees participate in many volunteer programs including, but not limited to:

American Heart Association Heart Walk



Workrite employees put teams together annually to support the American Heart Association's Heart Walk in Sonoma County. The Heart Walk is the American Heart Association's premier event for raising funds to save lives from this country's No. 1 and No. 5 killers - heart disease and stroke.

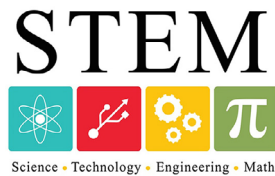
COMMUNITY

Redwood Empire Food Bank Food Drive



Every year prior to Thanksgiving Workrite employees fill the bins with hundreds of pounds of food to support Sonoma County's local foodbank that served 82,000 children, seniors and adults in the last year.

Manufacturing Day STEM Program for Students



Workrite annually coordinates with Sonoma County Economic Development Board www.SonomaEDB.org and welcomes students into our facility for a production operations tour. Our goal is to inspire them, discuss career pathways in manufacturing and describe how all of our various roles at Workrite contribute to manufacturing success.

Toys for Tots with the US Marines



Workrite participates every year in December with the Toys for Tots program run by the United States Marine Corps Reserve which distributes toys to children whose parents cannot afford to buy them gifts for Christmas.

Corporate Blood Drive



On a quarterly basis, Workrite employees step into the Blood Drive Mobile unit in Workrite's parking lot to contribute much needed blood and plasma to support local blood banks.

Mentor Me School Supply Drive



Workrite collects school supplies from employees annually and gives to local students and schools desperately in need of supplies. 1 in 3 children will grow up without a mentor. Parents and teachers see the powerful, positive changes in their students who have mentors, and agree that Mentor Me is delivering on its mission to help children reach their highest potential.

Causegear Global Days of Freedom



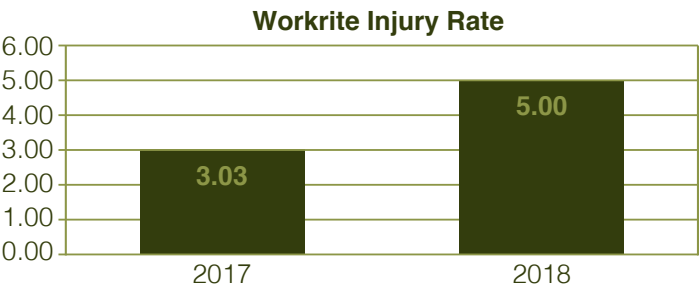
Workrite's partnership with CAUSEGEAR® currently provides 256 days of freedom from slavery, human trafficking and poverty through sustainable jobs. The CAUSEGEAR® model was designed to provide sustainable social reform - addressing the root cause of slavery and human trafficking: poverty and the need for sustainable ethical jobs that empower. Handouts of food, clothing, and water may help today, but don't necessarily change the circumstances for tomorrow. To win the war on poverty, we need address the core issues. For poverty to end, those who make our fashion need to make a livable wage. Every CAUSEGEAR and MADE BY FREE WOMEN purchase supports a day of freedom for your crafter through a sustainable job that provides for a dignified, empowered, and sustainable pathway out of extreme poverty while reducing the risk of being trafficked or enslaved. Every item is made in a factory that meets or exceeds the World Fair trade Organizations (WFTO) standards.

HEALTH & SAFETY

Workrite believes a healthy and safe workplace is essential and that accidents are preventable. We attempt to provide a safe workplace for all employees, providing complete instructions and training covering safe working methods, and to make available special equipment required

to protect employees against hazards and unhealthy conditions. We are committed to compliance with all applicable laws. Workrite maintains a Health & Safety Program that is managed and made available to all employees.

Year	Workrite Recordable Injuries	Total Hours Worked	Injury Rate
2017	5	330408	3.03
2018	8	319968	5.00



LABOR & HUMAN RIGHTS

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

Workrite is dedicated to treating associates fairly; providing competitive wages, benefits, and good working conditions; maintaining a strong communication link between supervisor/manager and associates; and providing an

attractive, challenging, and fun environment in which to work. Workrite is committed to fill open positions in the company with the most capable person available. Individual capability, initiative, willingness and ability to take responsibility coupled with performance – are prime criteria for promotion. Workrite has also implemented a requirement of its suppliers, both domestic and internationally, to sign off on our Supplier Code of Conduct which addresses various human rights issues.

INCLUSION

Workrite is an equal opportunity employer that is dedicated to treating employees fairly; providing competitive wages, benefits, and good working conditions; maintaining a strong communication link between supervisor/manager and employees; and providing an attractive, challenging, and fun environment in which to work. Employment and promotion decisions will be factored by qualifications of an individual and without regard to personal characteristics, including race, color, religion, national origin, sex, sexual orientation, age, veteran status, disability or any other basis protected by federal, state, or local fair employment practice laws. The Workrite Equal Employment Opportunity Policy is an essential part of the company's overall commitment to attract, hire and develop a strong, talented and diverse work force

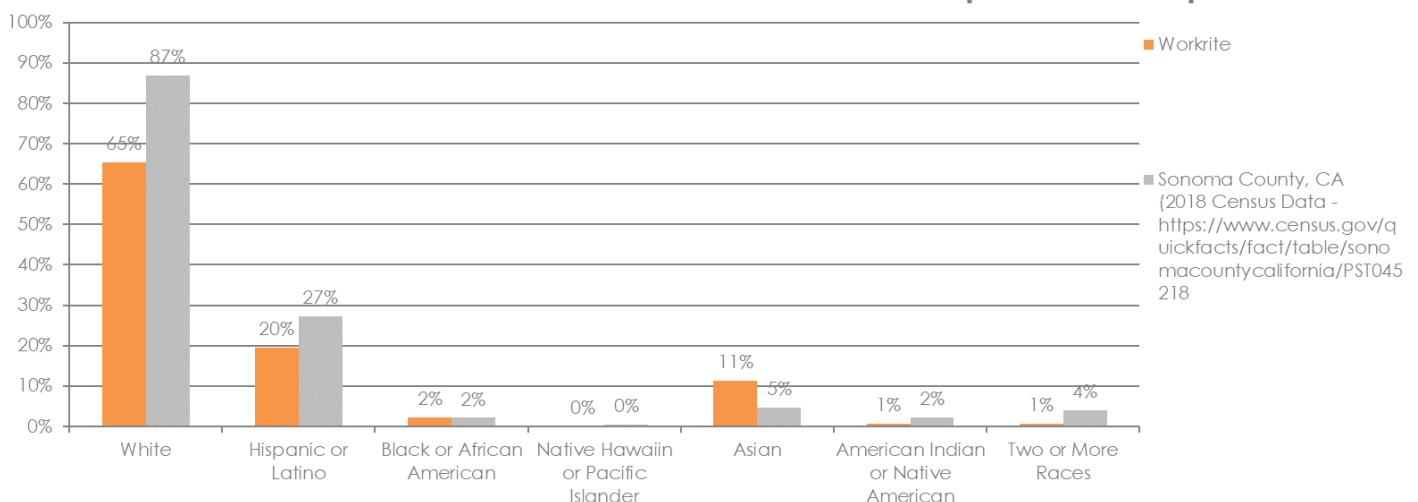
Workrite holds monthly quarterly Town Hall meetings where we discuss current company

progress towards goals, company events as well as celebrate employee birthdays, anniversaries and new employees who recently joined the Workrite family. We hold summer and winter luncheons where all employees get to interact and celebrate successes.

To encourage feedback, Workrite provides a suggestion box in the employee break room, open door policy, newsletter and semi-annual surveys all employees giving them an additional opportunity to provide feedback and ideas. Leadership reviews the top or most concerning issues and creates plans.

Through our Wellness program we work to inspire, create and maintain a workplace and environment that facilitates and encourages healthy lifestyles by our team members in order to support their interpersonal, community, health and financial goals.

Population Comparison - 2018



SUPPLIER CODE OF CONDUCT

Section 19 of Workrite Supplier Agreement

19. Compliance with Labor and Related Laws

Supplier certifies to Workrite that no so-called convict labor, forced labor, indentured labor or child labor will be employed in whole or in any part in any stage of the production or manufacture of any products or any material or component thereof supplied to Workrite. Supplier further certifies that its shipment to Workrite does not involve transshipment of Products for the purpose of mislabeling, evading quota or country of origin restrictions or avoiding compliance with forced labor and/or child labor laws in either the country of origin or in the United States. This Agreement incorporates by reference the following clauses: 41 CFR §60-1.4(a); 41 CFR §60-300.5(a); 41 CFR §60-741.5(a) and 29 CFR Part 471, Appendix A to Subpart A. Supplier must abide by non-segregation regulations at 41 CFR §60-1.8 and any applicable affirmative action obligations as required by 41 CFR §60-1.40(a)(2). Supplier shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination

against qualified protected veterans and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans. Supplier shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities. Supplier acknowledges that failure to comply with the above representations would cause injury to Workrite and agrees to hold harmless and indemnify Workrite for any damages or claims that it may incur as a result of Supplier's failure to comply with this section. Supplier agrees to make its facilities, operation and personnel records accessible to Buyer or its designated agent for periodic verifications of compliance with these terms.

GRI INDEX

GENERAL STANDARD DISCLOSURES

Subcategories		Indicators	Response	Page
Strategy and Analysis	G4-1	Statement from the most senior decision-maker of the organization	Letter from the President	3
Organizational Profile	G4-3	Name of the organization	Workrite Ergonomics	
	G4-4	Primary brands, products, and services	Our Products	5
	G4-5	Location of the organization's headquarters	About Workrite Ergonomics	4
	G4-6	Number of countries where the organization operates	About Workrite Ergonomics	4
	G4-7	Nature of ownership and legal form	About Workrite Ergonomics	4
	G4-8	Markets served	About Workrite Ergonomics	4
	G4-9	Scale of the organization	About Workrite Ergonomics	4
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	2
	G4-23	Significant changes from previous reporting periods in the Scope and Aspect Boundaries	N/A	
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	2
Report Profile	G4-28	Reporting period for information provided	About Our Report	2
	G4-29	Date of most recent previous report, if applicable	N/A	
	G4-30	Reporting cycle	About Our Report	2
	G4-31	Contact information for questions regarding the report or its contents	EGammon@workriteergo.com	
Ethics and Integrity	G4-56	Organization's values, principles, standards and norms of behavior	Social Responsibility	9

GRI INDEX

ENVIRONMENT

Aspects	Indicators		Response	Page
Energy	G4-EN3	Energy consumption within the organization	Energy & Greenhouse Gases (GHGs)	7
	G4-EN4	Energy consumption outside of the organization	Energy & Greenhouse Gases (GHGs)	7
	G4-EN5	Energy Intensity	Energy & Greenhouse Gases (GHGs)	7
	G4-EN6	Reduction of energy consumption	Energy & Greenhouse Gases (GHGs)	7
Water	G4-EN8	Total water withdrawal by source	Water	8
	G4-EN9	Water sources significantly affected by withdrawal of water	None	
Emissions	G4-EN15	Direct greenhouse gas (GHG) emissions (scope 1)	Energy & Greenhouse Gas Emissions (GHGs)	7
	G4-EN16	Energy indirect greenhouse gas (GHG) emissions (Scope 2)	Energy & Greenhouse Gas Emissions (GHGs)	7
	G4-EN18	Greenhouse gas (GHG) emissions intensity	Energy & Greenhouse Gas Emissions (GHGs)	7
	G4-EN19	Reduction of greenhouse gas (GHG) emissions	Energy & Greenhouse Gas Emissions (GHGs)	7
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	

GRI INDEX

SOCIAL

Subcategories	Aspects	Indicators	Response	Page
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 11
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	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 category according to gender, age group, minority group membership, and other indicators of diversity	Inclusion 12
	Supplier Assessment for Labor Practices	G4-LA14	Percentage of new suppliers that were screened using labor practices criteria	Labor & Human Rights 11
	Labor Practices Grievance Mechanisms	G4-LA16	Number of grievances about labor practices filed, addressed, and resolved through formal grievance mechanisms	None
Society	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 noncompliance with laws and regulations	None
	Supplier Assessment for Impacts on Society	G4-SO9	Percentage of new suppliers that were screened using criteria for impacts on society	Labor & Human Rights 11
Product Responsibility	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 6
	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 noncompliance with laws and regulations concerning the provision and use of products and services	None



Workrite
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