



Seating Inc.

Every Seat Has A Story



Corporate Responsibility Report
Year in Review: 2019



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Welcome!

Thank you for looking through Seating Inc's Corporate Responsibility Report (CRR)* in review of the year 2019. Sustainability and Social Responsibility are important not only for our employees and management team, but for our local community, our clients and our world community who need manufacturing companies who build products responsibly. Keep in mind these reports are necessarily a year behind because we have to gather a year's worth of information!



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This report is written in accordance with the Global Reporting Initiative's (GRI) G4 Guidelines.

More information about the GRI can be found at : www.globalreporting.org
To learn more about BIFMA LEVEL® certification, visit: www.levelcertified.org

About Us

Every Seat Has A Story



It starts with genuine, hands on craftsmanship where both style and materials are tested and trusted, right down the production line, all the way to the satisfied customer. And it's been that way for over thirty years. For us, quality isn't just a word, it's the only way, and it never takes a back seat to the bottom line. That's why your seat is safe with us.



Semi-Custom Options

Because we build our chairs from the inside, we can make semi-custom adjustments so your Seating Inc. chairs fit every space and every body. Our chairs come in three standard sizes, and we also have semi-custom options to make our chairs taller, shorter, wider or more narrow.



Seating Inc. is a certified woman owned manufacturer – both nationally certified through WBENC and WOSB, and locally certified in New York State and Massachusetts.



*Our products are BIFMA LEVEL® certified for sustainability and qualify for LEED credits. For more on how LEVEL® relates to LEED, follow this link: http://www.seatinginc.com/wp-content/uploads/Leed_Level_2016.pdf

Our chairs are approved by state contracts in Alabama, Connecticut, Georgia, Mississippi, North Carolina, New Jersey, New York and Wisconsin as well as on GSA, MHEC, and IUCPG contracts.

Want to see more? Check out our video.

[See Video by clicking HERE!](#)

History

Since 1989.

In the late 1980's Judy and Doug Hart brought their young family to the USA from Canada to create a chair manufacturing business in Nunda, New York. Doug had been building chairs from a young age, and his family before him. Judy had been studying accounting and had experience with manufacturing companies. Together they established Seating Inc. and over time a dynamic team was built to support their growing customer base. Seating Inc. currently has 30+ full-time employees, including the production crew and office team. Most of our team has been with us for over 10 years!

Throughout the years Seating Inc. has grown to incorporate more aspects of the manufacturing process within our walls. In 2007 we added the capacity to mold and shape our own inner wood. Soon after, we purchased foam cutting and shaping equipment so that we could fabricate our own foam parts as well. We make every effort to purchase component parts that are sourced in North America, and in spite of increased pressure from overseas competitors, we have remained committed to supporting the local workforce and economy.

The first chair designed for Seating Inc. was the Advent, created in 1989. Since then, the chair lines have expanded to include a wide variety of models and styles that support our clients in Healthcare, Education, Commercial and Government markets.

Historic Facility

The historic building that we operate from has been a prominent feature of Nunda's main road since it was built over a hundred years ago. It boasts 77,000 square feet of usable space and occupies almost a full block of the small town.

For more information on our historical facility, check out some info from the Nunda

Historical Society! [Click HERE to see more about the history of our facility.](#)

Human Rights



Our employees' hard work and dedication builds the strength and lasting nature of our chairs. Most of our team has been with us for over 10 years. There is no better crew, and we take their rights very seriously.



Respect:

You'll find our owners, production crew, and administration team all working together as one unit. Everyone here is important to the process and we are all focused on serving our clients to the best of our ability.



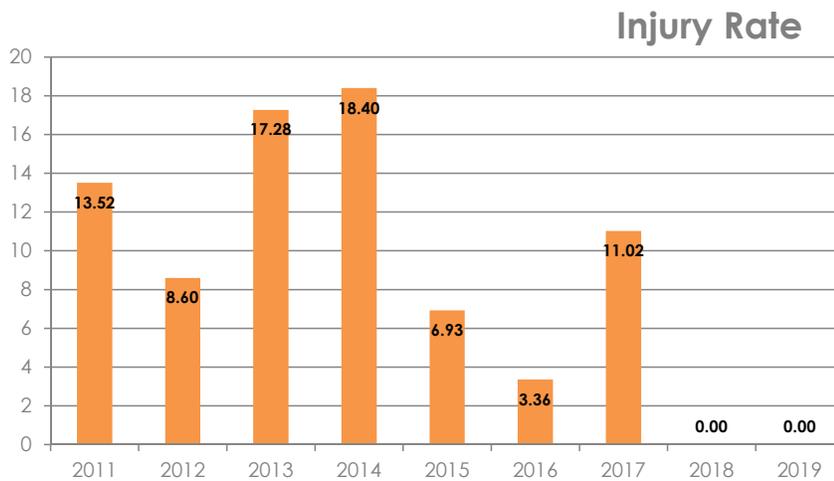
Healthcare:

Seating Inc. provides excellent company paid health, disability and life insurance benefits and profit sharing for all full time employees.

Safety and Wellness

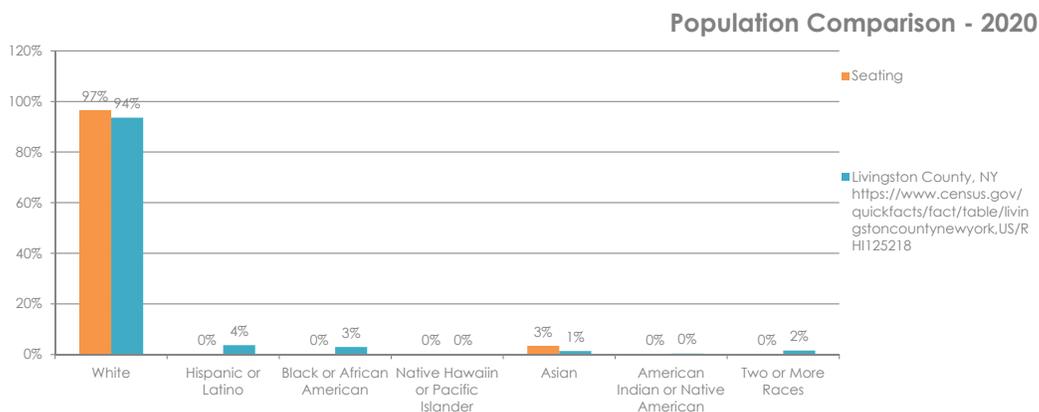
We comply with all health and safety laws and regulations that govern our conduct, and we also have a safety team, regular safety meetings for all staff, and ongoing safety monitoring. Wellness is part of our culture and continues to be a valuable focus for the sustainability and executive teams.

Note in the following graph that we had no recordable injuries in 2018 or 2019.



Inclusion

Employees need to feel comfortable and safe to do their best work, that’s why we feel that fostering an inclusive work environment is in our best interest. At Seating Inc, every employee is valuable to the team. We do what we can to promote an inclusive environment as well as kindness and consideration for each other.



Labor and Culture

Communication and Performance Development

It is important we have open communication with all employees who want to provide recommendation and direction as to how processes can be improved. Communication is open through the management team, in regular production meetings, and 100% of employees also have annual reviews to assess and encourage their development and progress.



Customer Service Culture

We are a team of people who make and deliver chairs. Want to talk about chairs?

...you are on the right track! Contact us! www.seatinginc.com



Products

We manufacture 21 Chair Series.

“What kinds of chairs?”

We build chairs that go into Healthcare, Education, Commercial and Government buildings. Our chairs are known for having extended life cycles in these environments, standing up to the wear and tear with remarkable resilience. This strength comes from our manufacturing process and keeps our clients coming back to us through the years. We build chairs for desks, conference rooms, training rooms, waiting rooms and lobbies, private offices and office stations, guest seating, stacking and nesting seating as well as chairs for collaborative areas.

Following is our chair collection in alphabetical order:

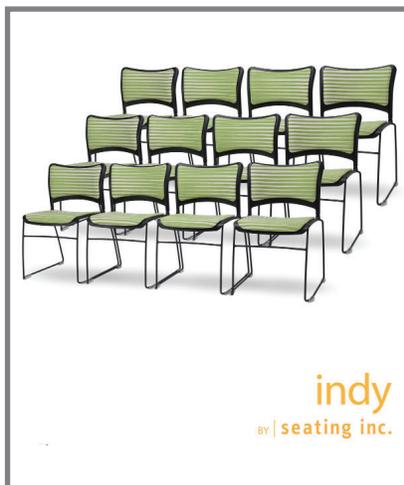
Advent, Cobra, Contour II



EDU², Fit, Grid (and Grid Square)



Health, Indy, Jay



Jay Nest-it, K, Monterey II



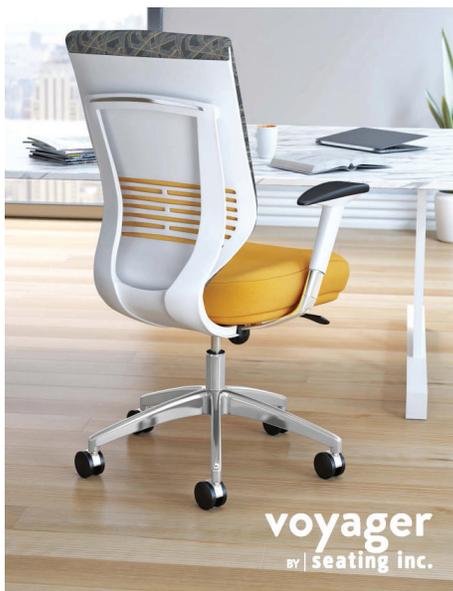
Pearl II, Saddle, Tradition



Collaborative Offering - Dock, Hover, Kudl



New Offerings - Voyager and Zon



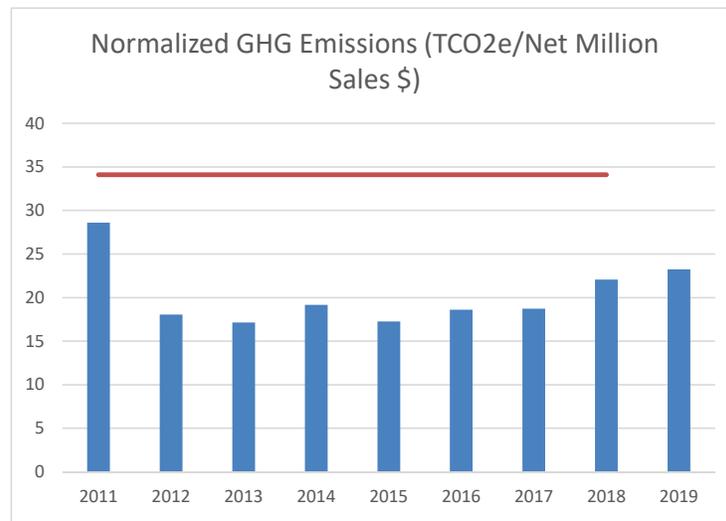
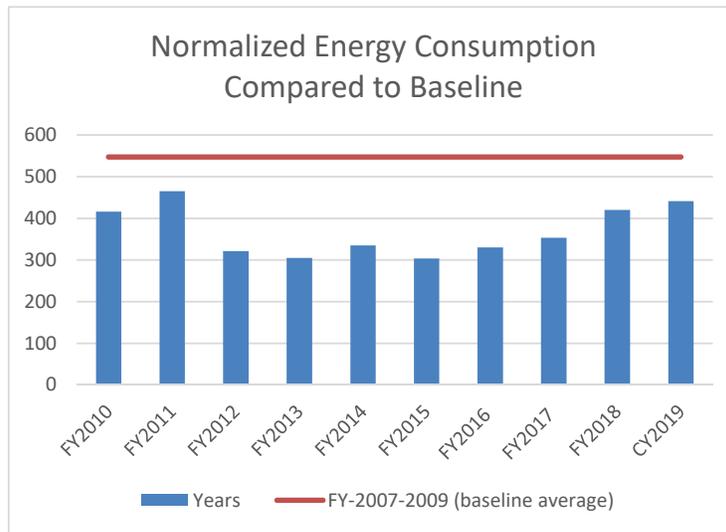


Design for Environment (DFE)

Seating Inc. employs smart, streamlined practices to enhance product sustainability and minimize our impact on the environment. Our thoughtful manufacturing philosophy uses the highest quality materials and components from trusted local sources to limit transportation impacts. Seating Inc. chairs have extended product lifecycles and pass stringent ANSI/BIFMA Furniture Emissions Standards to protect indoor air quality. These practices, among others, are examples of our Design for Environment (DFE) Program, which focuses on incorporating renewable materials, recycled materials, recyclable and biodegradable materials, as well as consideration for end of life management, water management, and energy efficiency. Seating Inc.'s DFE Program is integrated into the initial design phase; considering the life-cycle impacts of each new product.

Energy and GHG

Energy is a necessary resource for our operations but also represents a cost to our business and associated impact to the environment. As such, we strive to ensure that we use our energy resources in the most efficient manner possible and we continue to engage in optimization projects around the facility to reduce our consumption. Please have a look at our energy tables.



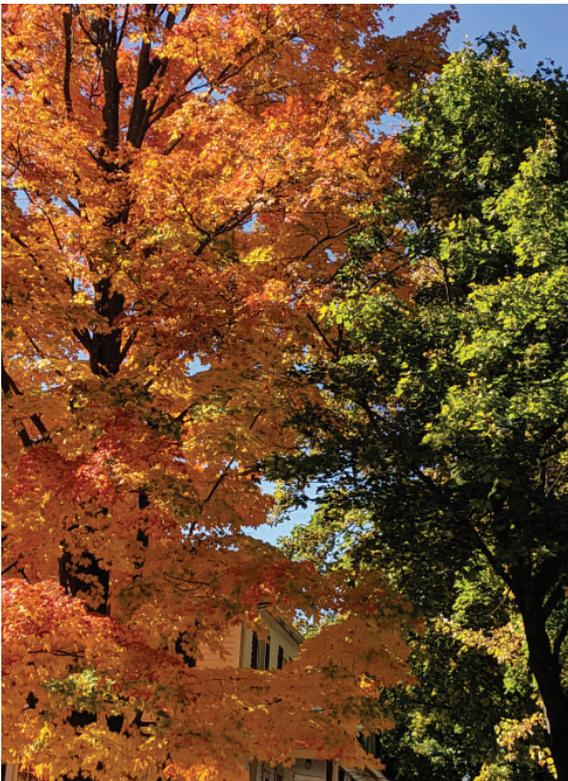
Data from 2019 calendar year

About our Sustainable Management System (SMS)

Maintaining our Sustainable Management System (SMS) requires identifying the most significant environmental and social impacts that could result from our chair manufacturing process, and taking the necessary steps to reduce negative and increase our positive impacts.

In identifying these aspects we consider: Emissions, Design for Environment, material sourcing, extended producer responsibility, innovation and transparency, as well as the social impact on our stakeholders. As conscious corporate citizens we recognize that we have to do all we can to help care for the wellness of our environment and community.

Our intention is to provide data and performance indicators within this report that are comparable with our previous and future reports. In this way, our reports will demonstrate our commitment to sustainability over time.



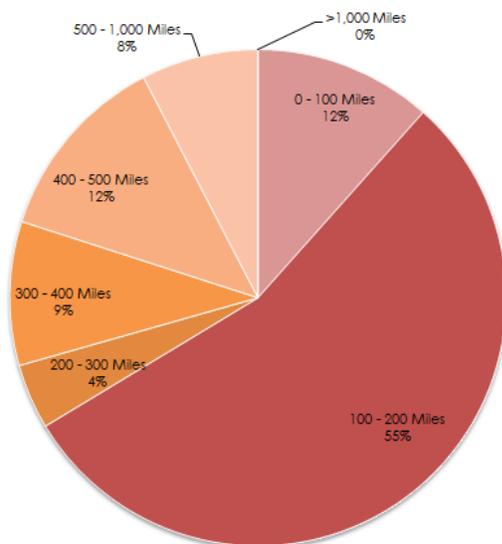
Local Purchasing

Local purchasing has been and continues to be important for us. Here are a few reasons why:

- Support local economy
- Maintain nimble manufacturing capabilities based on proximity to suppliers
- Maintain close supplier relationships
- Cut back on harmful emissions from transportation of goods

Data from
January 1, 2019 - December 31, 2019

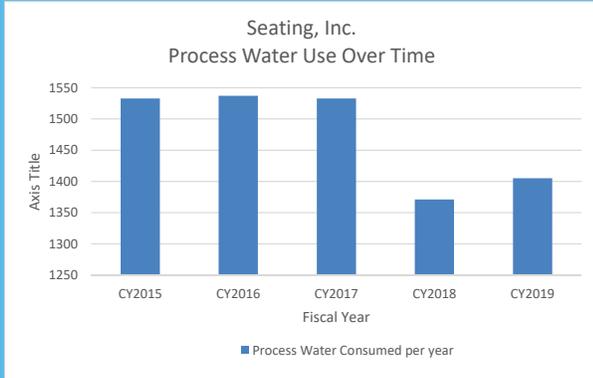
Supplier Location Analysis, Per \$ Spend Direct Materials



Average Distance (mi) to Supplier
(Weighted based upon \$ Spend)

235.10

process water



Water Usage

Water is one of the most valuable resources on Earth. As such, we recognize the importance of monitoring our water usage. Although our water use went up in 2019, it is still a downward trend.

Product Take Back Program



Seating Inc. continues to partner with the ANEW Foundation to provide a take-back solution for surplus office furniture and materials. ANEW is a 501 (c) (3) non-profit organization that exists to provide companies with alternatives for their surplus furniture and other items with the priority of matching it to non-profits, public agencies and underserved communities while avoiding landfill. This partnership provides Seating Inc. customers with a means to repurpose their furniture, fixtures and architectural materials, diverting the items from landfill. All captured materials are donated to benefit the local communities in which the furniture reside.

Community

Seating Inc. is located on the main street of our small town of Nunda, so we know the importance of our work to the community. Our location in a small town also provides local employment option that helps our employees to stay close to home and their children.

We are happy to provide entry level work, as well as skill development training.

We host regular school tours to help children understand the world of manufacturing, and we participate in Manufacturing Days, a national effort to open the doors to manufacturing facilities. We also host tours for university level students in Industrial Design and Interior Design, giving them insight into some of the realities of manufacturing that will help them support sustainable manufacturing as they move forward in their careers.



In 2019 the following organizations were given our support:

YMCA

In September 2019 Seating Inc. donated to YMCA of Greater Rochester. Support benefits the community through YMCA's service to the community through youth development, healthy living and social responsibility programs.

Teresa House

In June 2019 Seating Inc. helped to sponsor the 5th annual Linda Turner Memorial Dice Run in support of Teresa House - an outreach of love for the terminally ill.

Keshequa Drama Club

In 2019, Seating Inc. again made a commitment to supporting the local drama club. This program needs support from local businesses to help run their shows, and we are more than happy to help.

The Arc

In March 2019 Seating Inc. donated support to the 25th annual “friends fore life” golf tournament put on by the Arc of Livingston-Wyoming. The Arc provide services to assist developmentally disabled individuals and their families in Up-state New York.

Nunda Rotary

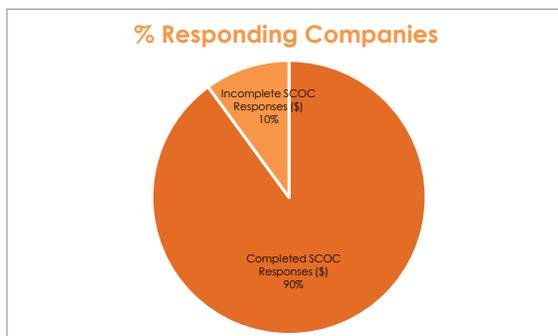
In October 2019 Seating Inc. donated support for the Nunda Rotary Club’s Community Christmas Food Project. This project helps families in need to have food for celebrations during the holiday season.

Additional support was given to the following organizations:

- Allegany County Sheriff
- Nund Interact Valentines Day
- Nunda Lumber Golf Scramble
- Ramon Rocha
- Geneseo Kiwanis

Supplier Risk Assessment - Community at large

Seating Inc.’s suppliers are asked to sign a code of conduct in regards to their own operations for issues related to human rights abuses, health & safety management systems, and other social responsibility related issues.



Seating Inc. analyzed its total direct material spend data for twelve consecutive months, from January 1, 2018 - December 31, 2018. Total spend was calculated as the sum of the dollar amount paid to each supplier for the time frame identified, per records of the Seating Inc. purchasing and accounting departments.

Supplier Code of Conduct

Purpose and Scope

This supplier code of conduct sets forth the business conduct standards to which Seating Inc. expects its suppliers to adhere. This Code covers suppliers, vendors, contractors, consultants, agents and other providers of goods and services who do, or seek to do, business with Seating Inc. worldwide. This Code also serves as a means for our suppliers to assess their own operations.



Seating Inc. expects its suppliers to conduct business responsibly, with integrity, honesty, and transparency and adhere to the following standards:

- Comply with all applicable laws and regulations of the countries of operation
- Provide safe and humane working conditions for all employees
- Respect human rights and prohibit all forms of forced or compulsory labor
- Treat employees fairly and honestly, including with respect to wages, working hours, and benefits
- Encourage a diverse workforce and provide a workplace free from discrimination, harassment, or any other form of abuse
- Respect employees' right to freedom of association and collective bargaining, consistent with local laws
- Ensure that child labor is not used in any operations
- Compete fairly for our business and without corruption which includes paying bribes, kickbacks or giving anything of value to secure an improper advantage
- Observe Seating Inc.'s policies regarding gifts and entertainment and conflicts of interest when dealing with Seating Inc. employees
- Carry out operations with care for the environment and comply with all applicable environmental laws and regulations



A Message From Our CEO

Implementing strategies that will sustain our business into the future and benefit the people in our community is Seating Inc.'s highest priority.

We achieve our goals by doing our very best to provide a healthy workplace for our team, employ clean and efficient methods in our manufacturing process and supply environmentally friendly, third party tested products to customers that connect with our story and support our mission.

As a small company in a huge industry we are proud to be carving out our niche by building long lasting products, made to customer order, and sustainability certified, and by creating good jobs that support real, hardworking people and their families.

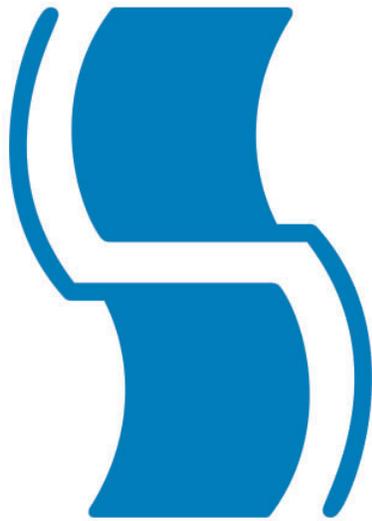
I'd love to hear why sustainable manufacturing is important to you. Feel free to reach out.

Judy Hart
President and CEO, Seating Inc.



Category	Sub-category	Aspect	Code	Description	Response	Page	
General Standard Disclosures	Strategy and Analysis		G4-1	Statement from the most senior decision-maker of the organization	Letter from the President		
			G4-4	Primary brands, products, and services	Our Products		
			G4-5	Location of the organization's headquarters	Who We are		
			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	Market 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 Boundary	About Our Report		
			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 Boundary	None		
	Stakeholder Engagement		G4-24	List of stakeholder groups engaged by the organization	About Our Report		
			G4-25	Barriers 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		
			G4-29	Date of most recent previous report, if applicable	None		
			G4-30	Reporting cycle	About Our Report		
			G4-31	Contact information for questions regarding the report or its contents			
	Ethics and Integrity		G4-56	Organization's values, principles, standards and norms of behavior	Corporate Ethics		
	Environment	Energy		G4-EN3	Energy consumption within the organization	Energy & Greenhouse Gas (GHG)	
				G4-EN4	Energy consumption outside of the organization	Energy & Greenhouse Gas (GHG)	
				G4-EN5	Energy intensity	Energy & Greenhouse Gas (GHG)	
			G4-EN6	Reduction of energy consumption	Energy & Greenhouse Gas (GHG)		
Water			G4-EN8	Total water withdrawal by source	Water		
			G4-EN9	Water sources significantly affected by withdrawal of water	None		
Emissions			G4-EN15	Direct greenhouse gas (GHG) emissions (Scope 1)	Energy & Greenhouse Gas (GHG)		
			G4-EN16	Energy indirect greenhouse gas (GHG) emissions (Scope 2)	Energy & Greenhouse Gas (GHG)		
			G4-EN18	Greenhouse gas (GHG) emissions intensity	Energy & Greenhouse Gas (GHG)		
			G4-EN19	Reduction of greenhouse gas (GHG) emissions	Energy & Greenhouse Gas (GHG)		
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		

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	Labour & Human Rights	
	Labour Practices & Decent Work	Occupational Health and Safety	G4-LA6	Total of injury and rate of injury, occupational diseases, lost days, and absenteeism, and total number of work-related fatalities, by region and by gender	Employee Health & Safety	
			G4-LA7	Workers with high incidence or high risk of disease related to their occupation	None	
		Diversity and Equal Opportunity	G4-LA12	Comparison of governance bodies and breakdown of employee category according to gender, age group, minority group membership, and other indicators of diversity	Inclusiveness	
		Supplier Assessment for Labour Practices	G4-LA14	Percentage of new suppliers that were screened using labour practices criteria	Labour & Human Rights	
		Labour Practices Grievance Mechanisms	G4-LA16	Number of grievances about labour practices filed, addressed, and resolved through formal grievance mechanisms	None	
	Society	Local Communities	G4-S01	Percentage of operations with implemented local community engagement, impact assessments, and development programs	100%	
		Compliance	G4-S08	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations	None	
		Supplier Assessment for Impact on Society	G4-S09	Percentage of new suppliers that were screened using criteria for impact on society	Labour & Human Rights	
	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	
		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 outcome	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	



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inc.**