



Environmental Summary: Filing & Storage

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Product Design

Inscape products are a synergy of beauty and functionality. Our filing and storage options include laterals, pedestals, overhead bins, towers, lockers and bookshelves. Steel makes up almost all of the material used in the manufacturing our products. MDF file fronts and recyclable fabrics can be specified by the customer. Our commitment to quality has been reflected in the durability of our products, as only the highest gauges of steel are used in our manufacturing process.

Supplier Engagement

Our environmental responsibility begins with procurement. Our efforts are channeled towards recycling and reclaiming waste material originating from production. We consciously work with our suppliers to ensure eco-friendly materials are entering our manufacturing facilities.

Air Quality

- Office Specialty products are SCS Indoor Advantage Gold Certified (low emitting products)
- Office Specialty products meet BIFMA X7.1 Standards for indoor air quality
- Our carriers adhere to the Ontario Drive Clean Program and Smart-Way
- Forklift transportation at our facilities run on propane, which is a clean-burning, non-toxic fuel

Sustainable Materials

- Steel components are 100% recyclable and consist of 69% recycled content
- Cushion pedestal wood boards are constructed from recycled wood fibers and polyester lining is made up of 100% post-consumer material
- Adhesives are water-based and emit negligible VOC's (Volatile Organic Compounds)
- Formaldehyde-reduced MDF boards for file fronts consist of 99% pre-consumer materials
- Optional wood finished worksurfaces and file fronts can be FSC® certified
- Cushion pedestal textiles can be ordered with 100% recycled fabrics

Waste Management

- Inscape monitors 100% of waste in manufacturing process.
- Packaging materials consist of 97% recycled content
- Corrugated cardboard is part of a closed loop recycling system
- Waste metal and foil are collected and sent off-site for recycling purposes
- Scrap fabrics are converted into rags for cleaning
- Waste water channels through a recycling tank at an Ontario facility for reuse

Continuous Improvement

- In 2013 a new variable speed drive compressor and a new sequencer were installed that will communicate with all of our compressors to reduce energy consumption.
- In 2014 motion sensors installed throughout the facility
- In 2015 gas meters installed at processes
- In 2016, Inscape reduced the waste water by 33% to the baseline.
- In 2017, the total consumption of energy has declined by over 5% to the baseline.

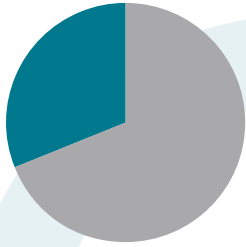
LEED Contributions

- Office Specialty contributes to LEED credits through its sustainable practices:
- Procurement Practice
- SCS Indoor Advantage Gold Certification
- Packaging
- Waste management
- Recycled content & Reusability



4P's – Sustainable Design Loop

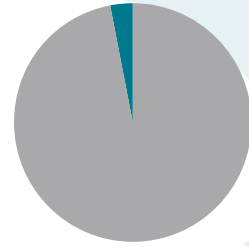
Total of Recycled Content



- Pre & Post Consumer 69%
- New Material 31%

- 100% recyclable steel
- 99% pre-consumer MDF
- Water based adhesives emit negligible VOCs
- Recycled fabrics

Breakdown of Products Materials



- Steel 97%
- Other 3%

- Scrap metal recycled off-site
- Powder paint reclaimed on-site
- Waste water is recycled off-site
- Certain textiles sent as technical & biological nutrients to other manufacturing processes

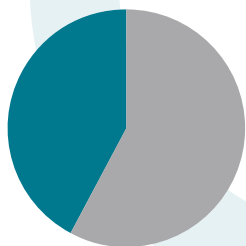
Office Specialty

1. OS Filing & Storage offers custom configurations along with endless finish options, and are designed with durability and the environment in mind
2. OS Filing & Storage contributes to LEED credits through its proactive sustainable practices with respect to its product life cycle
3. All products backed by our limited lifetime warranty
4. Inscape OS is level@3 certified and meets BIFMA X7.1 standards for low-emitting office furniture
5. Inscape OS products are SCS indoor Advantage gold certified
6. Products are assessed for chemical content to level e3 sec 7.5.1 and 7.5. 2.

PRODUCTION

- Notable improvements made to the paint line to conserve energy
- Powder paint emit negligible VOCs
- Chemical free fabrics
- Adhesives emit negligible VOCs

Post-Consumer Material

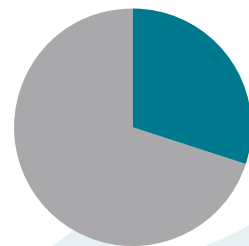


- Pre-Consumer and new material 58%
- Post-Consumer 42%

PACKAGING

- Up to 100% of cardboard made from recycled content
- Honeycomb packaging is biodegradable
- Printing ink is water soluble
- 100% recyclable stretch wrap

Recycled Content of Cardboard



- Pre-Consumer R.C. 30%
- Post-Consumer R.C. 70%