



Company Commitments

Spec's future success demands that we provide the highest quality service to our external and internal customers. This includes product performance that matches or exceeds the best in the marketplace. In addition, we must recognize that we all have a key role in supporting Spec's corporate social responsibilities, which address human rights, impact on the environment, our workplace and our communities.

These requirements can be achieved through actions based on Spec's core values:

- Treat everyone as you want to be treated
- Be environmentally responsible
- Care about your customer
- Lead by example and be accountable
- Lead, follow or get out of the way
- Be open to continuous improvement
- Have a desire to learn
- Share rewards fairly
- Enjoy what you do

Our guiding corporate policy is comprised of commitments to:

- Set and review targets and objectives
- Learn and improve continually
- Document, implement, analyze, correct and communicate our actions
- Meet or exceed local, provincial, state, and federal regulations

In addition to this overall policy, Spec has specific policy commitments:

Social Responsibility

Spec Furniture is committed to observing the highest standards of business ethics and avoid any activities (acceptance of gifts, favors, or insider trading) that might reflect unfavorably on our integrity and that could be adverse to the business interests or good name. We are committed to conduct our business in ways that support the dignity of us all, and that protect human rights locally, nationally and around the world. Spec Furniture is an equal opportunity employer and we will not discriminate or condone discrimination in any of our employment or business practices. We believe that our responsibility goes beyond protecting diversity, to encouraging, educating and valuing our differences and being truly inclusive. We will support our communities through outreach projects and by encouraging our people to be involved.



Health & Safety

We are vitally interested in the health and safety of our employees, contractors, visitors, customers and neighbors. Motivated by this responsibility, Spec Furniture has a health and safety management system compliant with OHSAS 18001. Protection of employees from injury or occupational disease is a major continuing objective and every reasonable effort is made to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

Our supervisors are held accountable for the health and safety of employees under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures. Our employees must receive adequate training in their specific work tasks to protect their health and safety. We expect every employee to protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.

An integral part of our health and safety management system is designing the work environment in a way that avoids compromising the safety or health of our employees. Extensive Job Safety Analysis studies are conducted for each operation and regular workplace inspections are done with a primary focus on preventive measures. When planning operational procedures and systems, Spec Furniture considers occupational health and safety requirements right from the outset.

Goals are implemented and monitored for health and safety performance to ensure continuous improvement. All employees are expected to contribute actively and visibly to these ongoing efforts and to work towards achieving the defined goals on their own initiative wherever possible. Regular information, training, and ongoing education are used to promote employee competence and awareness for safe operations in all areas of the company. Extensive preventive measures are in place to protect our employees from health hazards and we ensure that comprehensive and effective emergency assistance is available for both employees and visitors. Third-party contractors operating on our premises are required to acknowledge and comply with our health and safety policy and procedures.

Quality

Spec Furniture is committed to providing the marketplace with the highest quality seating and tables. We practice rigorous quality control at every stage of production from design to assembly and shipment and have implemented a quality management system compliant with ISO 9001.

We aim to "Do it right the first time" with a focus on continuous improvement. Spec Furniture is committed to providing a positive and productive work environment that fosters a high level of employee engagement and satisfaction.

Performance of our quality system is continually reviewed through monitoring and measurement of company performance indicators and regular management reviews.



Environment & Energy

Spec Furniture is committed to continually reducing our impact on the environment. Motivated by this commitment, we have implemented an environmental management system compliant with ISO 14001. Our ongoing environmental priority is focused on:

- Minimizing waste, recycling and using recycled, renewable and biodegradable materials
- The efficient use of water, energy and transportation
- Minimizing the use of solvents and other harmful materials in our processes
- Protecting the environment in and around our facilities and within our community
- Encouraging our customers and suppliers to operate in environmentally-sensitive ways
- Establishing and monitoring annual environmental goals

Design for the Environment

We have created a Design for the Environment (DFE) process that utilizes the latest sustainability guidelines. It is implemented at the Project Initiation stage of new product development. It addresses the following key areas:

- Materials
- End of life management
- Energy and water management
- Air quality
- Life-cycle assessment
- Long useful life, ability to withstand repeated service, repair, maintenance, and reassembly
- Easy refurbishing, replacement and reuse of components