



About the ESI Sustainability Report

Thank you for taking the time to look through ESI's yearly Sustainability Report. This report is an opportunity for ESI to communicate to company stakeholders ESI's movement towards becoming a more sustainable business while growing operations, and continuously improving sustainability performance.

ESI has identified company stakeholders to be our owners, employees, dealers, end customers, and suppliers. As well as the local community, trade organizations, governmental and regulatory agencies, certifying bodies, and consultants. The list was developed upon considering all groups who have influence over company decisions and those who may be impacted by company decisions.

ESI is proud to continue with our Sustainability Initiative, achieving the Business and Institutional Furniture
Manufacturing Association's (BIFMA) LEVEL® Certification for most of our products in 2020. LEVEL® Certification is awarded based on conformance to a multi-attribute sustainable product standard, also known as the BIFMA e3-2014e Furniture Sustainability Standard. Broadly, conformance to various aspects of the e3 standard requires

analysis of our environmental, health and wellness, and social impacts, which are addressed in this report. Efforts to obtain this certification are audited by a third party certifying body, Scientific Certification Services (SCS).

ESI has written this report for the 2020 calendar year and intends to publish future reports every year. In the years to come, ESI aims to provide company stakeholders with data and performance indicators that can be monitored over time and that are material to day-to-day operations.

This report contains Standard Disclosures and Performance Indicators from the GRI G4 Sustainability Reporting Guidelines. More information about the *Global Reporting Initiative (GRI)* can be found at **www.globalreporting.org**. To learn more about BIFMA LEVEL® Certification, visit **www.levelcertified.org**.

ESI hopes that you find the disclosures informative. Any comments, feedback, or suggestions for improvement are welcomed by emailing us at **customerservice@esiergo.com**.

Thanks again—we appreciate your interest!





Letter from the President

ESI is committed to promoting sustainability through the products we offer and in how we operate as a company. Our goal is to give consideration to people and the planet in all our decision-making.

Our strategy is to implement business practices that incorporate life-cycle analysis into the design, manufacturing, use, and end-of-life management of our products. We always work towards the continuous improvement of our environmental performance and pollution prevention.

In addition to making a positive environmental impact, it is a priority for ESI to have a positive social impact on our community. We partner with organizations at a national level to support our country's wounded veterans. At a local level, we support homeless families and those who are experiencing hardship.

Sustainability initiatives are a top priority for our organization. As an active BIFMA participant, we stay involved in the policy and direction the furniture industry is taking as it relates to sustainability.

We continue to work with our suppliers to collect data that is more commonly being requested in the marketplace, such as the amount of recycled content and the amount of waste generated in the manufacturing process. While we understand attempts to obtain this information are not always fruitful, we will continue to request or require this information until our mission is met.

We are pleased with our performance against our goals and we look forward to improving year-overyear. A challenge for our company in the coming years is to create and follow our tangible goals in product development, while also making design considerations to conserve raw materials and minimize energy waste in the manufacturing process.

Our strategic approach to product development is to design and produce flexible and adaptable products that can be re-purposed over time as the user's needs change – as an alternative to discarding existing product and replacing it with new. Our All-Flex $^{\text{\tiny M}}$ adjustable table is an example of this flexibility that supports sustainability, not only for the facility needs of today, but also for the future.

Respectfully,

Mark Rhoads
President



About FSI

ESI creates superior customer experiences by building relationships through passionate customer service, a commitment to mutual success, and operational excellence resulting in the sales of ergonomic work gear to improve human safety and productivity.

ESI is located in Mesa, Arizona and has been researching and manufacturing ergonomic accessories since 1988. The company was founded on a philosophy that recognizes the important role that well-designed products play in meeting the challenges of providing an effective work environment. ESI has emerged as an industry leader in providing expertise, quality products and effective solutions.

Each product ESI offers is designed to meet specific ergonomic needs and requirements. The company is committed to consulting Ergonomists and risk managers working out in the field in order to provide the most current and useful products for today's users. ESI pays particular attention to improving the working environment for users that may have pre-existing repetitive motion injuries such as Carpel Tunnel Syndrome and Thoracic Outlet Syndrome.

ESI is also GSA certified and has a strong history with GSA customers, including the U.S. Department of Justice, the U.S. Department of Energy, the Pentagon, as well as various VA Medical Hospitals around the country.

Our Vision

ESI offers **movement solutions**, enabling people to adapt comfortably to technology **at work, at home** and **in between**.

Our Mission

ESI is a **customer obsessive** organization that designs, develops and distributes work gear that allow individuals to create highly productive and comfortable environments. Leveraging a foundation of **operational excellence**, **product innovation** and **distribution management**, ESI strives to exceed expectations of our customers, users, team members and stakeholders.

Our Values

Integrity

Customer Obsessive

Team Player

Accountable

Continuous Improvement

Quality Minded

Sense of Urgency

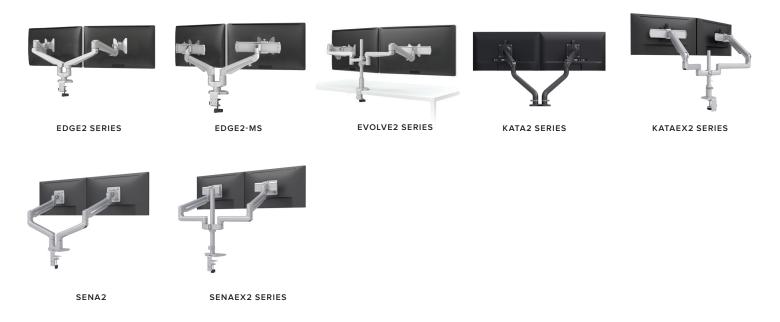
Product offerings

At ESI, we design products for the movers and shakers of this world—work gear that offers movement solutions, enabling people to adapt comfortably to technology at work, at home and in between.

Single



Dual



Triple



Quad





Six









KATAEX6 SERIES

Wall-mounted / Slat-mounted







EDGE-SLAT

Heavy-duty







EDGE-MAX-DUAL



EDGE2MAX

Conversion kits







EVOLVEKIT-1MS2MS



EDGE-MAX-DUAL-KIT



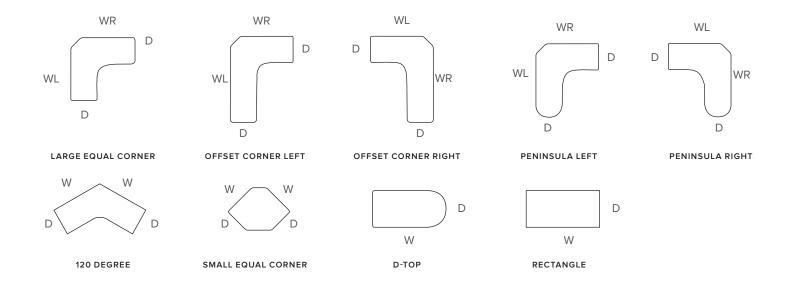
Monitor accessories



Height adjustable table bases



Worksurfaces



7 | esiergo.com | 800.833.3746



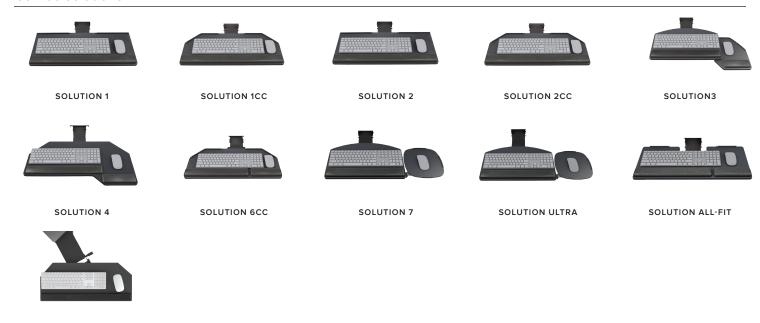
Table base accessories



Lighting



Combo solutions



Keyboard platforms

SOLUTION 90

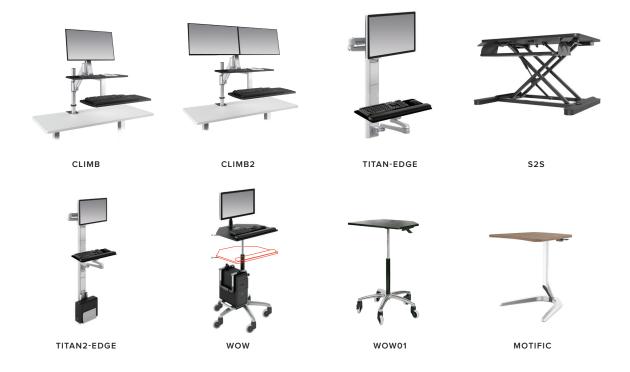


Articulating arms



©2020 Fellowes, Inc. **9** | **esiergo.com** | 800.833.3746

Workstations



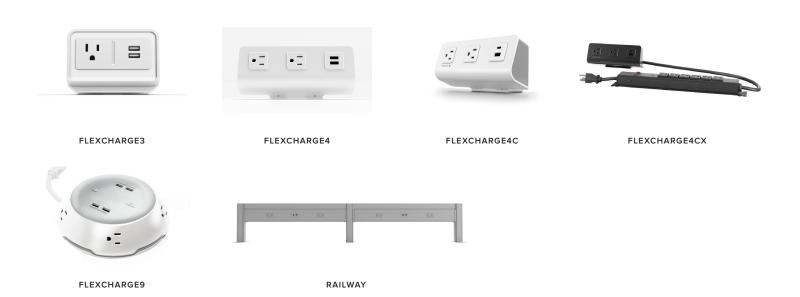
Workstation accessories



CPU holders



Power Solutions



Storage Solutions



MP SERIES

Privacy/Modesty Screens





Environmental Stewardship

ESI is committed to promoting sustainability and being a responsible corporate citizen by giving consideration to people and the planet in all that we do; our goal is to integrate sustainability into all of our decision making. To meet this end, we will ensure that all employees remain fully aware of our Corporate Sustainability Policy and commit to implementing and improving these policies. We employ various measures to review, annually report, and work to continuously improve our sustainability performance.

ENVIRONMENTAL POLICY

ESI is committed to being environmentally responsible — through the products we offer and in how we operate as a company. We will, at a minimum, comply with all relevant local, state and federal environmental regulations. Our goal is to implement business practices that prevent pollution, incorporate life-cycle thinking into the design, manufacture, use, and the end-of-life management of our products, and work toward the continuous improvement of our environmental performance. Our environmental policy and related goals will continue to be clearly communicated to our employees, suppliers, and customers.

DESIGN FOR ENVIRONMENT

ESI takes into account the impact that our products have on the environment and adopt strategies for design that maximize their sustainability. ESI strives to produce products that incorporate renewable, recycled, recyclable and biodegradable materials; make design considerations to conserve raw materials, water and energy used in the manufacturing process; and address the end-of-life management and recovery options for the materials that make up our products.

DESIGN FOR DURABILITY / UPGRADEABILITY

ESI will design and manufacture products that have a long useful life; can withstand repeated service, repair, and handling; and utilize standardized product parts and components available to facilitate maintenance, servicing, reassembly, and/or component replacement if deemed necessary.

SOLID WASTE MANAGEMENT

ESI has implemented a 100% Landfill Diversion goal for all of its manufacturing waste from our operations. We will aim to minimize waste through efficiency measures, promotion of recycling, and employ the use of products with recycled content which will help to reduce the amount of waste sent to landfills. We have continuously worked to meet this end by setting objectives and targets for our waste streams and implement efforts that will, over time, divert all manufacturing waste from our operations from being sent to the landfill. ESI has operated as a paperless organization since 2015 drastically reducing paper usage.



CHEMICAL MANAGEMENT

ESI works to mindfully reduce or eliminate chemicals that are hazardous to human and ecosystem health throughout our manufacturing facilities; from our finishing and assembly operations, to the use of janitorial cleaning products. ESI has built a chemical inventory to identify and track all new and existing chemicals coming into and leaving our facility that could have a negative impact on the health of our employees, as well as the environment outside of our walls. We maintain Safety Data Sheets through an electronic filing system so that chemical information can easily be accessed by all members of our team. This commitment includes regular evaluation of the current state of our chemical management and hazard communication plans.

ENERGY & GREENHOUSE GAS EMISSIONS

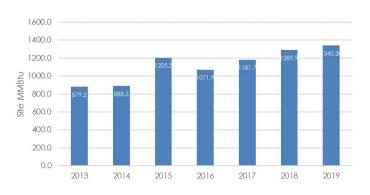
Our goal is to minimize our carbon footprint. ESI is committed to energy conservation which includes reducing our overall energy consumption and greenhouse gas emissions. It is our policy to continuously improve upon and regularly monitor our energy performance; acting in accordance with all current and future local, state, and federal legislation required of our operations in this area. Through our environmental management system (EMS), we set objectives and targets directly related to energy conservation, which are reviewed at least annually.

ESI has set a 5% reduction goal for absolute energy consumption, at our corporate facility in Mesa, Arizona, from a 2013 baseline. We are hopeful we will reach this target by the year 2022. In order to achieve this, we have begun, and will continue, to implement energy savings projects to reduce our energy consumption. See the metrics we use to track both our energy consumption and greenhouse gas emissions (GHGs).

TRANSPORTATION

ESI is committed to reducing transportation related emissions through idling reductions, carrier selection, and reductions in unnecessary inter-company movement. ESI has employed an idling reduction policy at its manufacturing facility for its internal and 3rd party fleet vehicles. Attention is given to environmental criteria when selecting 3rd party carriers for inbound and outbound products and materials.

Annual Absolute Energy Consumption





BULK SHIPMENT PRACTICES

ESI employs a freight management system that requires any order larger than our minimum threshold be shipped in a bulk freight shipment rather than standard ground shipment. This practice helps to reduce fuel consumption as it allows us to ship a smaller number of large orders versus a high volume of small orders. Furthermore, our inventory replenishment system, automatically initiates single bulk purchase orders for stock replenishment when inventory reaches its lowest allowable limit, so that inventory is maintained and small orders are not required. This results in fewer inbound and outbound shipments for our transport partners, saving fuel and related greenhouse gas emissions, and man hours. This practice of bulk purchasing also helps to streamline our manufacturers' processes and reduces the amount of energy and emissions that would be required to fulfill multiple smaller orders.



Social Responsibility

ESI has a strong commitment to maintaining the highest possible standards in all that we do. We act vigilantly to be as fair as possible with our customers, employees, and our manufacturing partners and to benefit the community in which we operate.

We understand the importance of integrity and reliability to our success as a business. All officers and employees of ESI are expected to conduct their business affairs in accordance with all applicable laws of the United States and observe the highest standards of business ethics; acting honorably while considering the impact of our decisions on our stakeholders.

COMMUNITY INVOLVEMENT

It is important to ESI to be able to make the biggest impact possible on our community and the organizations we support, both locally and nationwide. ESI seeks out activities that contribute to the community in which we operate. Activities include volunteerism, donations, and sponsorship opportunities, among others. We make every effort to involve our employees in these decisions and encourage their participation.

ESI supports Save the Family Foundation of Arizona by providing for local families who need support to once again achieve self-sufficiency. ESI employees participate in multiple activities throughout the year such as stuffing backpacks for children, assembling Thanksgiving meals, and sponsoring families around the holidays.

It is important to ESI to be able to make the biggest impact possible on the organizations we support both locally and nationwide. Therefore, any financial donations given by ESI are not used on indirect costs or overhead.

ESI has committed to a minimum of four volunteer efforts and/ or financial contributions occurring within the community in which it operates, annually. During 2019, ESI contributed to the following efforts: Vitalant Blood Drive – ESI hosted 3 on-site blood drives with Vitalant. Vitalant exists to help people realize their life-transforming potential by offering convenient blood donation opportunities and sharing our expertise in transfusion medicine. Founded in 1943, Vitalant is one of the nation's oldest and largest nonprofit transfusion medicine organizations. We comprise a network of nearly a dozen community blood centers, each with its own rich history and legacy.

To learn more about this organization, please visit vitalant.org.

Save the Family Foundation of Arizona –

Save the Family Foundation of Arizona offers a variety of programs designed to empower families to conquer homelessness and achieve life-long independence. Through targeted services, families at Save the Family end the damaging effects of family homelessness by improving their education and employment opportunities, accessing safe, permanent housing, and building family competencies. Today, the foundation offers an array of additional programs for adults, youth, and children, including parenting skills, personal development classes, and support for victims of domestic violence; career development, literacy support, and financial education; dental, vision, and legal services; tutoring, after-school

classes, and camps and activities for youth. During 2019, ESI contributed to Save the Family in the following ways:

- Mother's Day ESI partnered with Save the Family
 Foundation of Arizona to come up with a special
 ESI only donation for the mothers going through
 their program. Save the Family hosts a Mother's Day
 gathering and 30 volunteers from ESI provided gift
 baskets filled with items for the moms to pamper
 themselves with. All ESI employees came together to
 decorate and fill each gift basket.
- Back 2 School The highest population of homeless people in Arizona are school age children. Because of this, 60 volunteers from ESI partnered and provided backpacks to the Save the Family children. ESI employees gathered together to stuff the backpacks full of all of the necessary school supplies for elementary aged children. Save the Family Foundation of Arizona then hosted a back to school bash where they celebrate the children and pass out backpacks to each student.
- Thanksgiving ESI sponsored 50 impoverished families for the Thanksgiving season by assembling food baskets for their holiday meal. Along with standard Thanksgiving meal staples, each basket also included a \$40 grocery gift card for the family to purchase their perishable items.
- Christmas Each year, Save The Family provides
 Christmas wish lists for parents and children of
 homeless or impoverished families. ESI staff
 purchased Christmas Gifts and household items for
 three families of 6 people in 2019. All staff came

together to wrap and prepare the gifts for drop off to the organization a few days prior to Christmas. Along with the gifts, each family also received a \$50 gift certificate to a local grocery store to help purchase their holiday meal.

To learn more about the foundation, please visit savethefamily.org/.

 GIVE Program – ESI partners with our parent company Fellows to support their GIVE program. GIVE is dedicated to building local and global partnerships which address humanity's greatest needs.

The programs' guiding principles align with our strong values as a company and are the hearts of our people. GIVE is committed to supporting initiatives in four key areas: Social Services, World Aid and Development, Education and Medical Research.

We are honored to work as a team in building strong communities, improving lives, and providing a better tomorrow for our world today. Fellowes partners financially with 501(C)3 organizations and projects, which are committed to bringing sustainable improvement to our four key areas of focus.

- Two current projects include a clean water initiative in Mozambique through World Vision, and a vocational school project in Nicaragua through Opportunity International.
- All employees have an opportunity to volunteer for designated community projects



ESI employees stuffing backpacks that were filled with school supplies for Save The Family Foundation



ESI employees preparing Thanksgiving food baskets for adopted families through Save the Family Foundation



ESI employees preparing Mother's Day baskets for Save the Family Foundation



ESI employees wrapping Holiday gifts for Save the Family Foundation



LABOR AND HUMAN RIGHTS

It is company policy to protect and respect the basic human rights of our employees and associates. ESI 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.

ESI 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. Respecting the needs of each team member as an individual, ESI encourages employees to use every opportunity the company affords them to do their best, give their best, and be the best!

ESI works to maintain a dominant market position and continued profitable growth, and 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 advancement.

ESI 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. ESI also assesses the companies it contracts with globally to ensure that decent working conditions are provided and that basic human rights of workers are protected.

INCLUSION

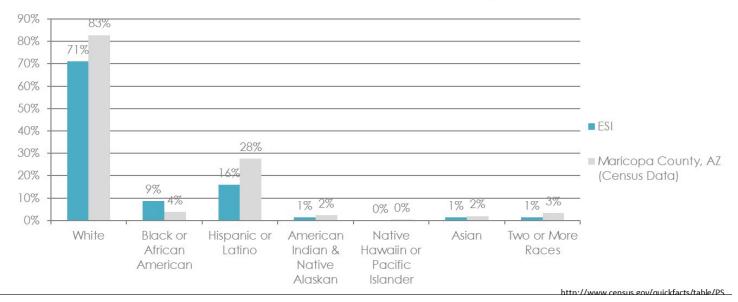
ESI is an equal opportunity employer that is dedicated to treating employees fairly; providing competitive wages, benefits, and good working conditions; maintaining a strong communication link between supervisor/manager and employees; and providing an attractive, challenging, and fun environment in which 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.

An inclusive workplace is important to ESI because it is an essential part of the company's overall commitment to attract, hire and develop strong, talented and diverse work force. ESI holds monthly employee meetings where we discuss current company events and facts as well as celebrate employee birthdays and anniversaries. Every quarter, we hold an employee luncheon where all employees get to interact. To further solicit comments, ESI provides a suggestion box in the employee break room and annually surveys all employees giving them an additional opportunity to provide feedback and ideas.

Upper management, reviews the top or most concerning issues and creates an action plan.

Population Comparison - 2019

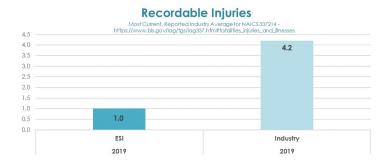


HEALTH & SAFETY

ESI is committed to continually improving our performance through effective safety management. The company complies with all health and safety regulatory requirements to maintain a safe workplace. In fulfilling this commitment, we strive to eliminate any actual or potential safety threats to our employees', and the company's, wellbeing.

ESI has a health and wellness program that helps engage our employees in activities that help to improve overall personal health and knowledge such as health webinars, personal biometric screenings, and CPR trainings. Risk assessments, related to specific job functions, are conducted annually in an effort to identify job hazards and who might be harmed and how. The results of the risk assessments are recorded in writing, and safety procedures adjusted to ensure adequate levels of health, safety, and welfare.

Safety rules are strictly enforced; to ensure their success, management provides information, instruction, training, and supervision that is necessary to ensure that each worker is safe from injury and risks to health. On an annual basis it is mandatory for each employee to participate in online, interactive safety trainings. This policy includes a commitment to consult and co-operate with workers in all matters relating to health and safety management at ESI.





GRI INDEX

CATEGORY: GENERAL STANDARD DISCLOSURES

Sub Categories	Aspects	Indicators		Response	Page
Strategy and Analysis		G4-1	Statement from the most senior decision-maker of the organization	Letter from Our President	3
Organizational Profile		G4-3	Name of the organization	ESI Ergonomic Solutions	
		G4-4	Primary brands, products, and services	Our Products	5 - 11
		G4-5	Location of the organization's headquarters	About Our Company	4
		G4-6	Number of countries where the organization operates	ESI operates out of two facilities; Mesa, AZ and Henderson, NV, USA	
		G4-7	Nature of ownership and legal form	About Our Company	4
		G4-8	Markets served	About Our Company	4
		G4-9	Scale of the organization	About Our Company	4
		G4-11	Percentage of employees covered by collective bargaining agreements	Not applicable for our operations.	
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	None	
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	October, 2019	
		G4-30	Reporting cycle	About Our Report	2
		G4-31	Contact information for questions regarding the report or its contents	Jeff Norris (jnorris@esiergo.com) 1.480.424.6341	
Ethics and Integrity		G4-56	Organization's values, principles, standards and norms of behavior	Our Core Values	4

18 | esiergo.com | 800.833.3746



CATEGORY: ENVIRONMENT

Sub Categories	Aspects		Indicators	Response	Page
	Energy	G4-EN3	Energy consumption within the organization	Energy & Greenhouse Gas Emissions	13
	Emissions	G4-EN15	Direct greenhouse gas (GHG) emissions (scope 1)	Energy & Greenhouse Gas Emissions	13
		G4-EN16	Energy indirect greenhouse gas (GHG) emissions (Scope 2)	Energy & Greenhouse Gas Emissions	13
	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	



CATEGORY: SOCIAL

Sub Categories	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	16
Labor practices & decent work	Occupational Health	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	17
		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	16
	Supplier Assessment for Labor Practices	G4-LA14	Percentage of new suppliers that were screened using labor practices criteria	Labor & Human Rights	16
	Labor Practices Grievance Mechanisms	G4-LA16	Number of grievances about labor practices filed, addressed, and resolved through formal grievance mechanisms	None	

20 | esiergo.com | 800.833.3746

CATEGORY: SOCIAL

Sub Categories	Aspects		Indicators	Response	Page
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	16
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	12
				Chemical Management	13
	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	