


# Sustainability report

2020



imagine a place



“It’s a good  
feeling to give  
back what  
you’ve used.”

Phyllis Menke



# A letter from our CEO



After a year like 2020 I cannot be more proud of this company and how we've navigated through these uncharted waters. Every individual within our organization was confronted with some very difficult challenges and I'm amazed at how we rose to meet those challenges, adapted, and grew. Our people have always been the foundation for our long-term sustainability.

We began 2020 with our greatest quarter in company history. Business was great and planning for future organizational investments were underway. Then, the global pandemic turned the industry on its head. Thankfully, we were well positioned to weather this unexpected storm. Like much of the world we faced facility shutdowns, supply chain disruptions, distributed work models, and much more. However, we managed to push through and come out stronger on the other side.

If there is a silver lining to 2020 it is a bigger appreciation for the health and wellness of all the people that are necessary to keep our organization and our communities thriving. We've always approached our business operations and our long-term sustainability by focusing on people first. Our Customers, our Colleagues, and our Communities are the three pillars of Common Ground, our sustainability program. In difficult times you have to rely on your underlying values. The circumstances of 2020 just reinforced our commitments and developed a heightened sense of their importance.

The following is a detailed report on key topics regarding our sustainability strategies, challenges and impact areas. Despite all of the challenges of 2020, we also have many things to celebrate and reflect upon. We hope this report illustrates our extended efforts to positively impact the areas in which we work and live, as well as the people that we work and live with. I feel we are where we are today because of the relationships and trust we've built over time. The past year tested the resilience of our people, company and those relationships. The best way to combat the uncertainty of the future is to provide clarity around our purpose. We will always move forward with intention and as responsible stewards of nature and community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Hank Menke', with a long horizontal line extending to the right.

Hank Menke  
CEO



## Company overview



**OFS is a privately held, family-owned company celebrating over 80 years of manufacturing exceptional furniture and wood products. We have emerged as a leader in the contract furniture industry by driving the re-engineering of the modern workplace, hospital, classroom and public space with exciting new product platforms that are designed to address today's institutional environments across the globe.**

We design and manufacture furniture solutions that help our clients to be agile and responsive to the changing needs of their associates, patients, students and visitors. Our expertise includes, but is not limited to the following:

- Office furniture for individual and group work spaces
- Conferencing furniture for formal and informal meeting spaces
- Patient centric products to assist in the healing process from admitting spaces to treatment rooms
- Hospitality solutions for cafes, lobbies and private rooms
- Lounge furniture for informal or casual group spaces
- Technology support furniture for individual focused work and group meeting spaces
- Conventional furniture including task seating, desks, side chairs, filing and storage units and accessories

OFS employs approximately 1650 people and is headquartered in Huntingburg, IN with facilities in Highpoint, NC, Leitchfield, KY, Deerfield Beach, FL, and Huntington Beach, CA. We operate as two distinct brands, OFS and Carolina, to better serve our markets. We also operate Styleline Logistics, the largest logistics fleet in the contract furniture industry. We are dedicated to our mission with a culture that supports our core values of Empathy, Simplicity, Teamwork, Accountability, Appreciation and Stewardship.

## Our family of brands



OFS is a family-owned contract furniture manufacturer dedicated to crafting experiences and products that contribute to places where people want to be.

**carolina**  
an OFS company

Carolina is a healthcare furniture manufacturer dedicated to crafting products that support caring environments. We focus on patient, guest and caregiver spaces.

**bryan ashley**  
an OFS company

Bryan Ashley is a leader and innovator of hospitality furnishings and provides the highest quality furniture for the ultimate guest experience.

Excluded from energy usage and emissions information within this report is data on Bryan Ashley operations.

**“We are rooted in people and our roots run deep.”**

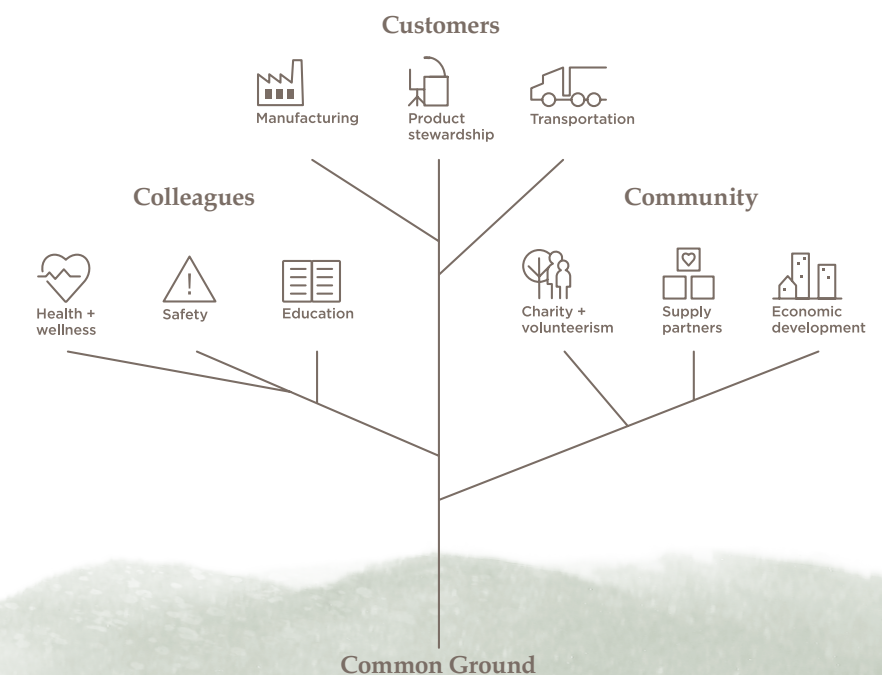
OFS




# Common Ground

In Huntingburg, Indiana generations of discerning minds used their fortitude to nurture a small and ambitious wood products manufacturer into an authentic global enterprise. As OFS grew, we created relationships in other communities across the globe. We shared our purpose and our values which attracted the best and the brightest. The success of OFS is guided by a conviction that long term sustainability originates from its people. Building meaningful relationships by finding common ground is at the very foundation of our company.

Common Ground is structured around our **Customers**, our **Colleagues**, and our **Communities**. By providing proper service to one, we add value to each. Our efforts have resulted in a vibrant and resilient organization.







“What you make  
people feel is  
as important as  
what you make.”

Hank Menke



# Customers

**OFS TREATS EACH CUSTOMER**  
as our only customer, delivering  
solutions designed to meet  
today's needs and anticipate  
tomorrow's. Our ability to craft  
quality products and services  
is what attracts customers to us.  
Our commitment to crafting  
sustainable relationships makes  
them feel good about coming back.



Manufacturing



Product  
stewardship



Transportation



## Quality & craftsmanship

The people of OFS have an inherent sense of pride in our ability to craft quality products, quality relationships and quality service. Anything built with the intention of having the highest quality is ultimately built to be lasting and sustainable.

### Product design & development

OFS collaborates with interior and industrial designers to develop innovative furniture that exceeds the functionality requirements of the user while minimizing the amount of materials required for production. This Design for the Environment approach greatly reduces the amount of material required to produce our furniture products, while also incorporating some of the core principles of green building design.



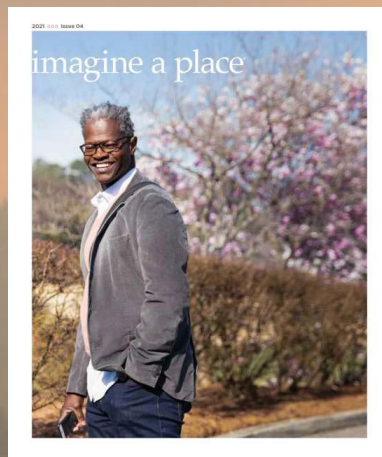
Considering aesthetics, functionality, and environmental performance into each product design we are able to satisfy customer demand while offering products that meet strict 3rd party environmental certifications.

OFS has also initiated research into Chemicals of Concern avoidance within our furniture products. Following both Government and Non-Government Organizations' determinations of hazardous substances, along with the BIFMA e3 Sustainability Standard's Chemicals of Concern listing, we have initiated work with our supply chain partners to identify potential hazards within the composition of our products. It is the intention of OFS to identify these chemicals, report on any inclusion into our products, and work to replace potential hazards with safer alternatives. These efforts have resulted in the development of Health Product Declarations for some of our highest volume products.





# imagine a place®



Imagine a Place is a journal, podcast, and video series that explores the powerful role that place plays in our lives by gathering and sharing authentic voices, insightful perspectives, and visuals of places designed to inspire, support, and connect people.

Imagine a Place reinforces our belief that people and how they design and interact with places can create spaces and ideas that inspire and benefit other people. It explores how we create relationships with each other and with our environments to help make the world a better place.

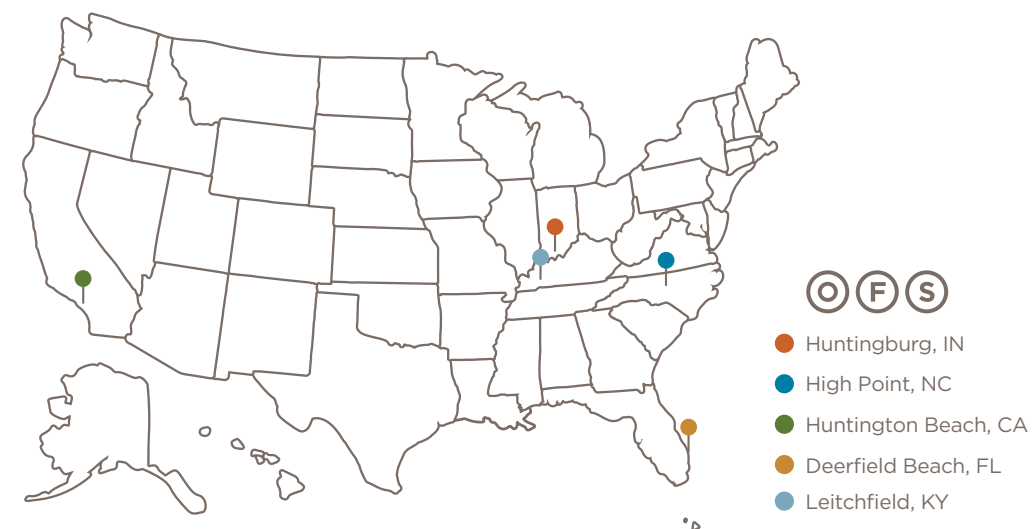
## Product durability

### Test Lab Operations

OFS operates its own in-house testing lab. This test lab is A2LA accredited (Test Certificate No. 3337.01). The accreditation assures our customers that our test equipment is accurate and we are following all required procedures. Having an in house testing lab has many benefits including the ability to quickly test new product developments or different aspects of a given furniture unit. This ensures us that a unit will meet specific requirements before the product design is completely finished. This ability alone can potentially save hundreds of hours of design and engineering time and facilitates new product introductions. All OFS products meet the recently released requirements within the BIFMA Compliant program.

## Manufacturing abilities

In 2020 OFS operated under approximately 1,948,132 sq. ft. of manufacturing space within 17 different manufacturing, warehousing, and transportation facilities. Out of those 17 facilities, 13 are manufacturing facilities. We currently operate 4 as raw materials or supply factories. These 4 plants provide the cut veneer, dimensional lumber and cut core material used in the production of our products. One facility is an intermediate supply plant that receives multiple raw materials from our other supply plants and vendors, conducts veneer/laminate layup and edgebanding operations, machines components and ultimately supplies ready to assemble components to our finished goods facilities. The 9 remaining manufacturing facilities currently operating are finished product plants. Generally, these plants specialize in specific product types or categories due to different requirements for consolidation, material types, machine capabilities, capacity, employee expertise, etc.



While each of our finished goods facilities produces their primary products, they also have the unique ability to produce another plant's primary product when required. This occurs when over capacity of a single plant becomes an issue, expedited lead times are necessary for a customer, maintenance issues arise, we are exploring potential efficiency gains, or a number of other scenarios that would require this action. This flexibility in manufacturing attests to the deep understanding and crafting skills that our employees have for our each of our products. It is also evidence of the innovative management of our operations and the willingness and ability of all associates to adapt in the face of change. This cultivates an atmosphere open to innovation and promotes an entrepreneurial spirit, new ideas and increases the job satisfaction of our hard working employees.



# Conservation of resources

At OFS, we are all part of a culture with a deep respect for the natural world. We understand that our prosperity depends on the health and availability of our resources. Protecting our natural places, facilitating biodiversity and reducing energy, water and material use are essential factors to our continuous growth and sustainability.

## Forestry practices & habitat restoration

OFS founder, Bob Menke, created a culture of environmental consciousness dating back to the 50's, years before most people were concerned about protecting our natural resources. He and his wife Phyllis—inspired by their

love for Audubon Camps, moved by the writings and lectures of Rachel Carson—are widely recognized for their contributions to preserving natural areas and encouraging multi-purpose forestry. Bob was intrinsic in establishing Indiana University's School of Public and Environmental Affairs, and lectured on campus at the first Earth Day in 1970.



Throughout Bob's life his writings on forestry management and wildlife preservation were widely published. He believed we must preserve and learn from natural systems, minimize the impact of chemicals, and consider the potential for human activity to disrupt ecosystems, all at a time when most were scared to speak these thoughts.

Bob and Phyllis' views on land stewardship and restoration continued into the next generations. From stories of Hank recruiting college friends to plant trees on worn out agricultural lands, to donated time and resources for community and industry education on the importance of ecosystem health, we continue to see the fruits of this labor.



- OFS has forest management certifications through the American Tree Farm Program and Forest Stewardship Council® (FSC® C004808) of well over 7,000 acres of family owned forestland. Specific parcels have additionally been enrolled in the Indiana Classified Forest and Wildlands Program.
- In 2010, OFS granted two plots of land to the Hardwood Tree Improvement and Regeneration Center [HTIRC], a collaborative regional research, development and technology transfer effort between industry, university, private, state and federal entities to advance the science of hardwood tree improvement, genomics, physiology, protection and utilization.
- At OFS's Educational Campus, Cool Springs, we continually host local and regional educational activities for groups ranging from grade school field trips, and community groups to industry and government organizations.

### Energy, water & water management

OFS has an established recycling and reuse program. This program was created to divert as much solid waste from landfill disposal as possible, with an ultimate goal of 100% solid waste diversion. Additionally, we track all water and energy usage.

### Lean manufacturing & material efficiencies

Lean manufacturing projects focus on reducing wastes and non-value added activities. Non-value added activities are defined as anything the customer is not willing to pay for. Lean Manufacturing activities can range from improvements to the shop floor flow to promotion of multi-functional associates who support flexibility and can quickly adapt to changing customer demands.

Reductions in waste are quickly realized during our manufacturing processes. Through the use of our optimizing software, we are able to create the best possible yields on a job-to-job basis, while cutting our raw board material. This initial process in the manufacturing of our furniture creates yields of approximately 75% for all cut board material. We also utilize off-fall from our board cutting processes to produce minor parts/components as well as pallets used to transport materials throughout our multiple manufacturing facilities. This DfE approach to our processes creates gained efficiencies and promotes a culture that enables all employees to participate in continuous improvement and waste reduction innovations.

## ONE TREE PLANTED PARTNERSHIP



OFS began our partnership with One Tree Planted in January of 2020 in an effort to help reforest areas throughout the world. This partnership allows us to scale and have much more impact than we could create on our own. One Tree Planted gives us the opportunity to utilize their existing network of tree planting organizations and access to projects across the globe. It also allows us to plant enough trees to offset all of our Scope 1 and Scope 2 Greenhouse Gas emissions. These are emissions from all of our building electricity and natural gas usage as well as Styline transportation fuel usage and all of OFS company owned vehicles.

It is estimated that one tree growing through a lifespan of approximately 60 years will sequester approximately 1 metric ton of carbon dioxide. Our total scope 1 and scope 2 emissions in recent years is generally between 50 - 55 thousand metric tons annually. This is the basis for our goal of planting 60,000 trees per year. This essentially offsets our annual emissions over time. Another benefit of our partnership with One Tree Planted is that each planting is done in areas with active forest management. This helps to ensure that ongoing maintenance and monitoring is conducted and tree survival rates and lost tree replacements are prioritized.

Currently, planting trees is the number one climate change solution. Not only does this activity absorb harmful carbon from the atmosphere, it also helps clean the air we breathe of harmful pollutants, filter the water we drink and provide habitat to over 80% of the world's terrestrial biodiversity. Forests provide jobs to over 1.6 billion people, help prevent soil erosion, and provide key ingredients in 25% of all medicines.

60,000  Planted per year



# Our progress

## Voluntary carbon reporting

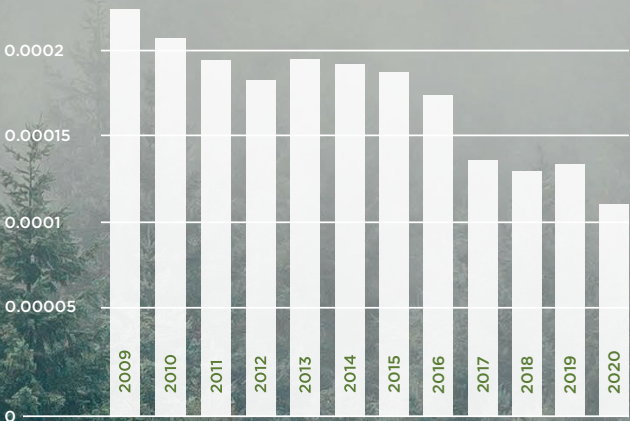
OFS voluntarily reports its Greenhouse Gas emissions through the Carbon Disclosure Project ([www.cdp.net](http://www.cdp.net)). Annually, we inventory our GHG emissions and report to the CDP. This practice increases transparency to our customers, colleagues and communities, and helps us to identify risks, opportunities and areas where we can improve in terms of climate change mitigation.

## Energy

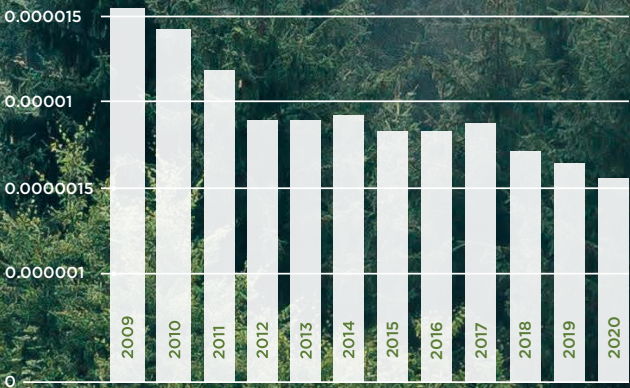
OFS reports electricity, natural gas, bio-fuel, diesel fuel and gasoline usage to the Carbon Disclosure Project. These are our main sources of energy and all are tracked continuously through the shared measurement of metric tons of carbon dioxide equivalent emissions (MTCO2e).

## Workforce development

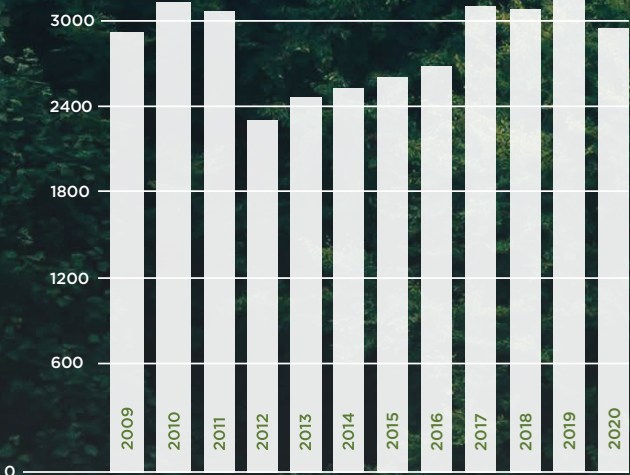
Conservation is not just about material resources. At OFS we understand the importance of conserving human resources as well. Continuing education, investments towards vocational training, internships and on the job training are just a few examples of our commitment to our colleagues and their professional development. If our colleagues are advancing they bring the company and the community with them.



MTCO2e per sales dollar



CCF water per sales dollar per year



CCF water usage per year

Our 2030 goal is to reduce MTCO2e by 50% from our 2016 levels. As of 2020, we are over half way there.

52%  
complete



# Product stewardship

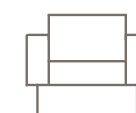
We have learned a lot about our products through multiple studies and supplier conversations regarding all aspects of developmental processes and material components. This constant research has enabled OFS to achieve various environmental certifications and recognition for our stewardship. Continuous and consistent research into our products will give us the ability to produce the most sustainable and healthy products now and well into the future.

## Health Product Declarations



We currently offer twelve Health Product Declarations for higher volume products that represent larger product categories. The creation of these HPDs is only the beginning of our initiative to provide chemical transparency and get a better understanding of what chemicals, and the volume of those chemicals, are within our products. This initial work provided the foundation for our future work with goals of additional HPDs and reductions of potentially harmful chemicals. The Health Product Declaration® (HPD) Open Standard is the most widely used transparency and material health reporting method in the building industry.”

## We currently offer HPDs for:



- Heya Lounge
- Genus Task
- HB Side
- Applause Tables



- Wyre Tables
- Intermix Conference
- Impulse G2/Pulse Workstations
- Staks Workstations



- Bistro Side
- Voyage Side
- Flexxy Guest
- Coact Lounge

To search any of our HPD's, visit the HPD Public Repository here:

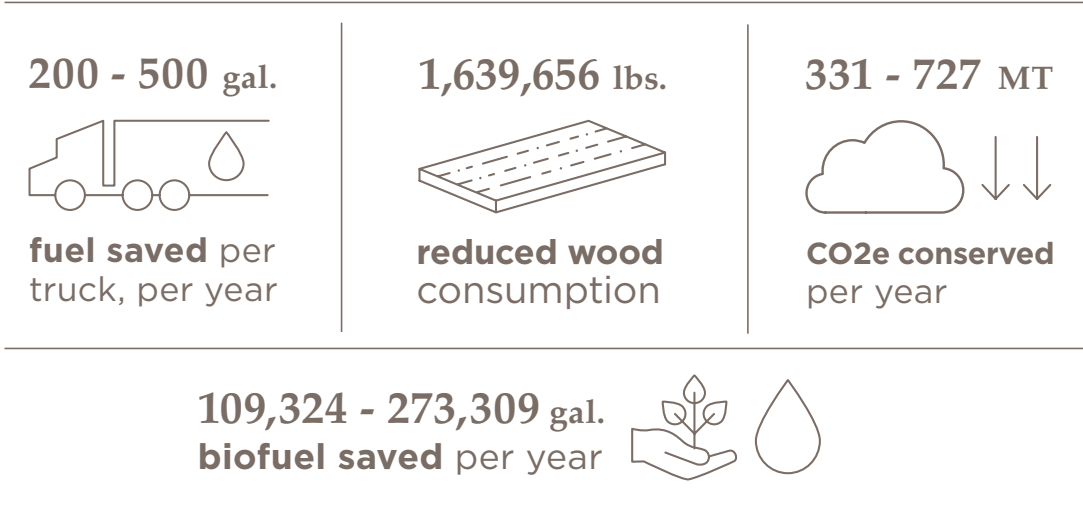
<https://hpdrepository.hpd-collaborative.org/Pages/Results.aspx#k=OFS>



Materials

In 2020 we made a decision to slim up our work surface panel sizes. Historically OFS has used 1.125 inch thick worksurfaces for the majority of our products. We made a slight adjustment and reduced this size to 1 inch. Although the adjustment was slight, the impact is great. Reduced consumption is a major component to any sustainability strategy.

- Reducing 3,000 lbs from a truck could save 200-500 gallons of fuel per year (EPA Smartway statistic)
- Our reduction of weight being transported equates to 109,324 – 273,309 gallons of biofuel per year being saved.
- The change to 1 inch board will save approximately 290,911 – 727,275 kg of CO2e, or 331 – 727 MTCO2e, per year.
- 1,639,656 lbs of reduced wood consumption



The decision was also made to switch to 2mm edge banding from our standardized 3mm. Looking back to 2019 we used 22,333,128 linear inches of 3mm banding at 1.125 inches thick. Using that number as a baseline OFS will consume approximately 75,374 lbs. less plastic (polypropylene) by switching to 1 inch 2mm from 1.125 inch 3mm banding. This is a big step in reducing plastic use and contributing to the issue of micro-plastic buildup in the environment.

Emissions reductions for change in banding:

- 5025-12562 gallons of fuel saved for inbound transport
- 13,371 kg – 33,427 kg CO2 saved in inbound transport



CERTIFICATIONS



Indoor Air Quality

It has been shown that Americans spend approximately 90% of our time indoors and that our indoor air is 2 to 5 times more polluted than the air outside. These statistics alone are enough for OFS to commit to providing the lowest emitting interior furniture products possible.

All of OFS furniture products have achieved SCS Indoor Advantage and SCS Indoor Advantage Gold Certifications. Indoor Advantage Gold certification is SCS Global Services' highest level of indoor air quality performance for furniture. The certification assures that furniture products support a healthy indoor environment by meeting strict chemical emission limits for volatile organic compounds (VOCs). To be certified, products must be tested by independent labs for compliance with the ANSI/BIFMA X7.1, and either ANSI/BIFMA e.3 or CDPH/EHLB Standard Method V1-1 for VOC emissions of concerns. A complete list of certified products and our product certificates can be found on SCS Global Services website: <http://www.scsglobalservices.com/certified-green-products-guide>.



BIFMA LEVEL® certification

The BIFMA e3 Sustainability Standard, which provides the foundation for the LEVEL® certification, is the multi-attribute, sustainability standard and third party certification program for the furniture industry. For more information on the LEVEL® certification program and to view our certifications please visit [levelcertified.org](http://levelcertified.org).



FSC® COC certification

To promote and support our commitment to responsible forest management OFS offers all casegoods and tables as FSC® COC Certified (Forest Stewardship Council®). The FSC Standards represent the world's strongest system for guiding forest management toward sustainable outcomes. [fsc.org](http://fsc.org)

FSC certified products are manufactured with material that comes from managed forests that are traceable from the time the logs are cut to the time the final project is installed and are recorded by way of COC or chain of custody claim on all invoices.

The demand for certified forest products has grown significantly in recent years. OFS's goal to act as a responsible steward of the environment encouraged us to pursue our FSC Chain of Custody (COC) certification back in 2007. This enabled us to procure and process wood fiber based materials that are certified under the most recognized global certification standard for responsibly harvested and/or recovered wood material. This provides our customer (Dealer, A&D community and end-users) the added reassurance that they have purchased furniture that meets the strict requirements of the FSC COC Standard

FSC certification is optional on many, but not all, OFS product lines. Please contact OFS Customer Service for information in regards to which of our product lines are available as FSC certified, and what the necessary procedures are for ordering FSC certified products from OFS. OFS's FSC license code is FSC-C004808.



# MEMBERSHIPS



## USGBC & LEED

OFS is an active member of the U.S. Green Building Council. The USGBC is the nation's foremost coalition of leaders working to transform the way buildings and communities are designed, built and operated, enabling an environmentally and socially responsible, healthy, and prosperous environment that improves the quality of life.

As a member of the USGBC, OFS promotes the development of the LEED green building certification program. We offer products that contribute to LEED Certified projects and have committed to LEED certification of multiple OFS locations throughout the country.



## WELL

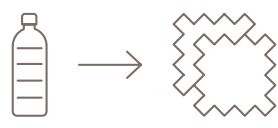
OFS is involved in the International WELL Building Institute (IWBI) membership program as a Cornerstone member. OFS joins like-minded companies from across the globe that are committed to enhancing buildings and communities to help people thrive.

The membership program at IWBI convenes, celebrates and fosters collaboration with companies and organizations who are leading the movement to advance human health in buildings and communities around the world. This dynamic framework allows OFS to tap into IWBI's expansive resources and knowledge and demonstrates OFS's alignment with IWBI's mission.

WELL is focused exclusively on the ways that buildings and communities, and everything in them, can improve our comfort, drive better choices, and generally enhance, not compromise, our health and wellness. IWBI convenes and mobilizes the wellness community through management of the WELL AP credential, the pursuit of applicable research, the development of educational resources, and advocacy for policies that promote health and wellness everywhere.

As part of our continuous efforts to bring materials into our offerings with sustainable attributes, OFS also introduced two new fabrics to the OFS Collection. These two fabrics, Allure and Roam, are produced with Repreve recycled fiber. Repreve transforms recycled bottles to make amazing fiber, used by the world's leading brands. Each yard of Allure fabric contains 31 recycled bottles and each yard of Roam contains 21 recycled bottles. As we expand our proprietary OFS Collection it is our intention to continue offering fabric options produced using Repreve recycled fibers.

Allure fabric: **31 recycled bottles**  
Roam fabric: **21 recycled bottles**



## Material & operational transparency

OFS is committed to the development of product Life Cycle Assessments. Using LCA studies as input into product development, or possible re-development, has given us insight into the best and worst aspects of our furniture products and their impacts on the environment. While we have learned a lot, we realize we have much more to learn. It is the intention of OFS to compile the information we have and create Environmental Product Declarations that we can share with our customers.

We have also initiated conversations with our supply chain to begin researching and compiling information on chemical composition of the materials we source. This data, along with data from our LCA studies will help to develop Health Product Declarations and identify possible opportunities to replace harmful chemicals with safer alternatives. This work has allowed OFS to offer all of its upholstered seating products as Flame Retardant free, and has allowed our products to meet the strict requirements for LEED credit contribution, the Healthier Hospitals Initiative, and many other procurement standards.

## Regulatory compliance & international trade

It is imperative to the long term sustainability of OFS that we closely monitor and communicate with each other the ever changing regulations that can affect our ability to conduct business. To properly comply with the many environmental and international trade laws we must have an acute understanding of the composition and origins of the materials that go into our products as well as the processes we use to produce them. Close communication with our suppliers and tools such as LCA are essential to OFS reducing risks of non-compliance and preparing for future regulatory impacts.



Successfully operating a global business requires an incredible amount of logistics. The sheer number of inbound and outbound deliveries that affect our ability to conduct business requires intense planning and a streamlined management system. The orchestration of a high-performance, and well-tuned logistical system is essential to sustaining satisfied customers, operational optimization and access to new and emerging markets.

#### **EPA SmartWay partnership**

In 2004, Styline Logistics became the first company in Indiana to join the U.S. Environmental Protection Agency's SmartWay Transport Partnership. The partnership is a voluntary program with the U.S. EPA that shows how shippers and carriers can gain economic benefits while mitigating their environmental impact.

To meet the SmartWay challenge to eliminate unnecessary truck engine idling, Styline Logistics employed many different policies, procedures and technologies that included auxiliary power units (APUs), reduced maximum speeds, automatic engine shutdown, automatic tire inflation systems, bio- and low-sulfur diesel fuels and new incentive programs. Since our partnership began in 2004 we have reduced our Carbon Dioxide [CO<sub>2</sub>] emissions by nearly 18,000 metric tons (32%), our particulate matter emissions by 3,000 metric tons (58%) and NO<sub>x</sub> gases by 113 tons (82%).

This is yet another story in the long line of success the partners have achieved to live and prosper in a clean environment, while enjoying and preserving our natural resources.

#### **On time & damage free**

Styline Logistics has always provided quality transportation and logistical services for all the furniture manufacturing divisions of our parent company plus many other furniture shippers. We have years of experience in providing specialized handling for various types of furniture, from high-end office products to delicate home furnishings. This attention to quality and care is available to meet all your furniture delivery needs. To ensure damage-free handling we have well-trained loading teams utilizing hand trucks and special furniture handling equipment plus a fleet of air-ride trailers and experienced company delivery drivers to provide damage-free delivery services to your customers. All of our efforts are reflected in an industry leading 99.987% damage-free delivery performance for our customers.

# Transportation





# Our progress

## Accident free performance

For operations during 2020 Styline Logistics received the Indiana Motor Truck Association's (IMTA) Indiana Local Fleet Safety Award. This was attained by our local fleet driving between 100,001 - 250,000 miles with no accidents. Styline was also awarded the IMTA Over-the-Road Fleet Safety Award for driving 1,000,001 - 2,000,000 miles with no accidents.

## Fuel consumption & CO2 equivalent emissions

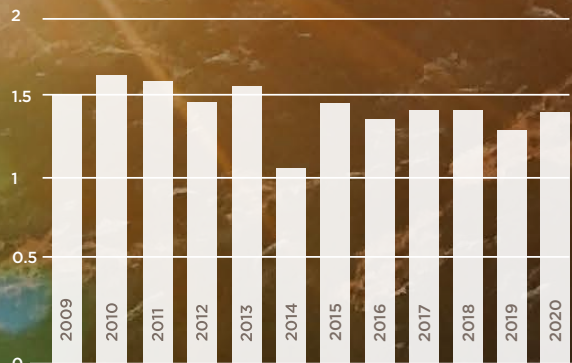
In 2020 Styline Logistics continued its reductions in CO2 emissions. Styline observed a 7.6% reduction in MTCO2e per 1000 transportation miles from 2009 level. We continued to improve our fuel economy as well, realizing a 8.2% increase from our 2009 levels. This was accomplished by the continuation of a number of initiatives. The most prominent being the replacement of older, less efficient, vehicles with newer models and the implementation of a driver performance bonus program that incentivizes our drivers to operate as efficiently as possible. Through our transportation operations we emitted 21,702 MTCO2e in 15,623,385 miles in 2020 and used 2,136,048 gallons of fuel.

7.6%

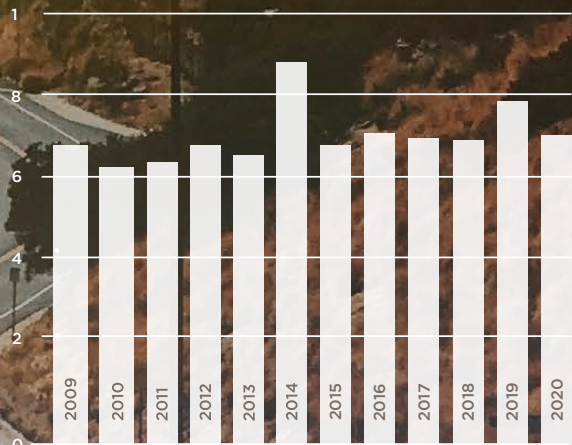
Reduction in MTCO2e emissions since 2009

8.2%

Increase in MPG fuel economy since 2009



MTCO2e per 1000 miles



Miles per gallon



32.7

## Fun fact: Trips to the moon

In 2020 Styline Logistics traveled 15,623,385 miles delivering furniture and back hauling other products. This is equivalent to 627 times around the earth, and almost twice around the earth every day of the year! It is also equivalent to approximately 32.7 round trips to the moon!



# Colleagues

**OFS IS PASSIONATE ABOUT SERVING** our colleagues. We are committed to maintaining a safe working environment for our family of employees. We offer wellness initiatives designed to promote healthy lifestyles along with continuing education and training programs designed to maximize talent and foster personal development.



Health +  
wellness



Safety



Education





## Health & wellness

Offering a state of the art Corporate Fitness Center, a fitness instructor, multiple fitness programs, & healthy lifestyle education to all OFS employees exemplifies the company's commitment to the well-being of its people. Offering these options is an opportunity for OFS to help create healthy habits for its most valuable resource.

### WELLv2 Platinum™ Certification

In July of 2017 OFS set off on a multi-year journey to create a wellness-focused workspace that would benefit all employees that work within

our Corporate office as well as any visitors. We began this project knowing the challenges we would face and the costs that we may have to incur. However, the end goal was something we felt was too important not to pursue. By providing a space that promotes holistic wellbeing we couldn't be happier to positively impact the lives of the employees that allow this company to operate. In December of 2020 we were awarded

WELLv2™ Platinum certification by the International Well Building Institute (IWBI).

Platinum certification is the highest designation a project can receive from the IWBI's Well Building Standard. Our 49,000 square-foot headquarters is the first in Indiana to receive the leading health and wellness certification. At the time we were awarded our certification, we were one of only 12 Platinum spaces in the US overall and one of only six platinum spaces under the more recent WELLv2 standard.



### OFS Headquarters WELL certification facts:

- 11th Platinum space in the U.S.
- 5th WELLv2 Platinum space in the U.S.
- 1st WELL certification out of both WELL versions in Indiana

(As of our certification date)



# OUR JOURNEY TO WELL



**1 RENOVATION PLANNING & DESIGN**  
During phase 1, discussions with architects occurred to provide the vision for our renovation. Floor plan drawings were presented with conceptual furniture and built-in locations.



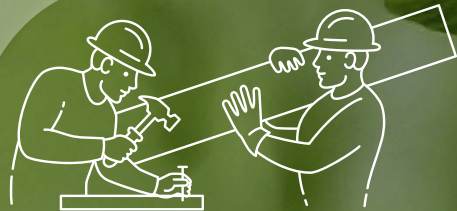
● We also used the Initial Project Assessment tool provided by WELL and determined that our building was a strong candidate for WELL certification. WELL v1 registration occurred in July of 2017.



**2 REVIEW OF WELL BUILDING STANDARD™**  
Phase 2 included a review of the WELL Building Standard™ and the individual features that we felt were achievable. Initial estimates of costs were reviewed and a project certification plan was developed.



**3 DEMOLITION & CONSTRUCTION**  
This phase included construction work, document creation, policy adjustments & food service planning. Sit-to-stand desking, ambient lighting, and a live wall were installed. Our respite room, social hub, & cafe spaces were also completed.



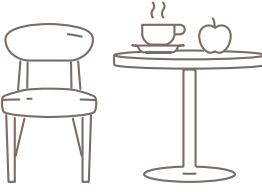
**4 ADJUST & RE-REGISTER TO UPDATED WELL V2 STANDARDS**  
For phase 4, we reviewed the new WELL v2 standards and adjustments were made. Steril Aire UVC Fixtures were also installed in our air handling units to help eliminate microbial growth. We submitted all project information to the International WELL Building Institute™ and Green Business Certification Inc.



● The performance verification process occurred & building testing was conducted.

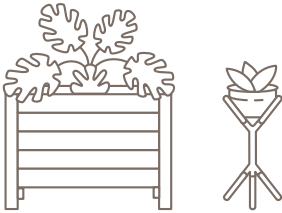
**© F S + WELL**  
In December of 2020, OFS Headquarters became WELL Platinum Certified!

Following renovations in 2018, the OFS corporate office earned the distinction based on ten categories of building performance – air, water, nourishment, light, movement, thermal comfort, sound, materials, mind, and community. Significant features include:



• A social hub where employees can collaborate and socialize in a central location.

- An expansive fitness center with exercise equipment, saunas and a lap pool with adjustable current.
- Top-of-the-line air filtration with microbe and mold control and UVC filters.



- Options for nutritious food and beverages.
- Access to the outdoors.
- Nursing room to support new mothers.

- New furniture that incorporates safe and non-toxic materials with height adjustability and ergonomic features.

WELL is the premier building standard focused on enhancing people’s health and wellness through the buildings where we live, work, and play. Created through years of rigorous research and development working with leading physicians, scientists, and industry professionals, the WELL Building Standard



is a performance-based certification system that marries best practices in design and construction with evidence-based scientific research. This certification was achieved by a vision to always put people first and a lot of hard, meticulous work to get the details right and repeatable.



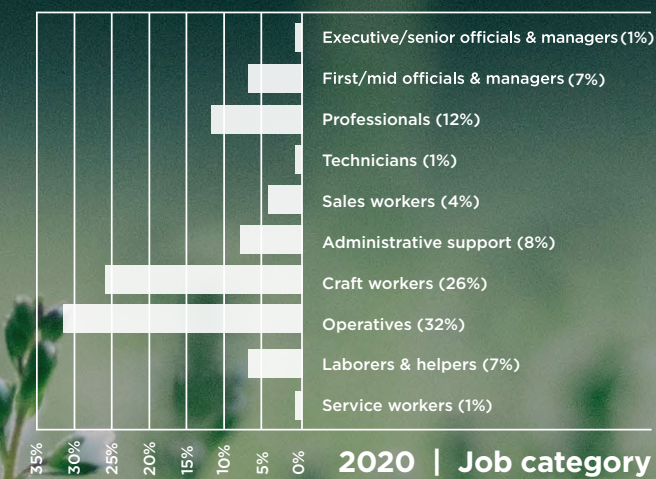
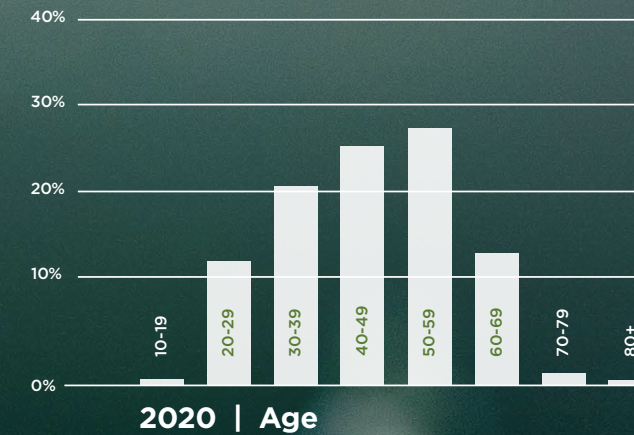
## Employee demographics

### 2020 Race & ethnicity

78.6%	White
11.9%	Hispanic
0.5%	African American
0.7%	American Indian/Alaskan Native
1.0%	Asian
0.1%	Native Hawaiian/Pacific Islander
2.3%	Two or more races or ethnicities

### Safety

Our commitment to keeping our people safe in the workplace is an ongoing investment that helps to secure sustainable and trusting relationships. This is vital to the quality of life of our people and their peace of mind on the job. We believe that safety is necessary for the implementation of sound business principles and business sustainability. Our goal is always to completely eliminate workplace injuries.



Gender | Female

**42%**  
of 2020  
employees

Gender | Male

**58%**  
of 2020  
employees



# Education

Education is essential to personal and organizational growth. It is a necessity in creating clear understanding and communication between colleagues. Aspects that affect the way we conduct business can change rapidly and OFS believes that continuing education for our employees, partners and customers will help to sustain our relationships and our future growth. We promote lifelong learning.

## Education

In 2020, OFS offered a number of different CEU courses for our customers. These included The WELL Building Standard, From Forest to Furniture: Understanding the Role of Wood Based Materials in Sustainable Design, Heart of the Hardwoods: Sustainable building materials through responsible forest management, Designing for Patient-Centered Behavioral Health Design, and others.

At OFS Educational Campus, Cool Springs, we continuously host local and regional educational activities for groups ranging from grade school field trips, and community groups to industry and government organizations.



We feel the best way to educate people about our values, how we operate and the attention to quality that we put into our products is by inviting them to personally experience. We have invested a lot into the “customer” experience. This experience incorporates many different aspects including, informative nature hikes with our forester where he discusses forest management and timber harvesting, manufacturing facility tours that reveal the amount of

human touch received by our products in an ever more automated world, and an always intriguing stop at our Veneer Studio where our experts give a crash course on how to present the beauty hidden within our hardwood trees. Even our corporate office is a learning center; acting as a showroom displaying our latest products and their many applications.

This experience is not just limited to our customers. The corporate “tour” process is also incorporated into on-going training for our employees and interaction with our communities and local schools.



## Equity Steering Committee charter

Equity is the guarantee of fair treatment, access, opportunity, and advancement for all while striving to identify and eliminate any barriers that prevent the full participation of any individual or groups of individuals based on such factors as race, ethnicity, gender identity, sexual orientation, age or physical abilities.

### Mission & purpose

At OFS, we recognize that people and their diversity are our greatest asset and as a result we are committed to promoting policies, procedures and programs that provide equal access and opportunity to all associates while fostering an organizational culture that recognizes and values the diversity and inclusion of every individual.

The purpose of the Equity Steering Committee is to develop and promote strategies, programs and best practices for diversity, equity and inclusion within the realms of racial, social, sexual orientation and gender. The ultimate goal of this committee is to provide for the betterment of OFS, OFS employees, their families and our communities and to build upon the OFS family culture so that everyone is provided with a holistic professional and inclusive experience.

### Structure & membership

The Equity Steering Committee is established with the following terms and considerations:

- One member of senior leadership shall serve on the committee.
- A Chair of the Committee shall be selected by senior leadership.
- The Committee shall consist of a minimum of 7 members and a maximum of 9.
- The Committee shall reflect the desired diversity of OFS and shall consist of a minimum of 60% of members of underrepresented minority populations.
- Each committee member will serve a one-year term with an option for renewal based on contributions and impact.
- Vacancies on the Committee will be filled by a process of nomination and approval by the Committee.

### Responsibilities & scope

The Equity Steering Committee shall be responsible for guiding and supporting progress on equity at OFS and shall perform the following duties.

- Be a thought-partner to foster open and transparent communication with senior leadership, working to promote and make progress on strategic priorities related to equity and inclusion at OFS.
- Promote connections and alignment of needs, priorities and goals of associates, managers and senior leadership across the organization, stressing the importance of his work.
- Be accountable to each other, and to the organization, to carry out the charge our company has given us to realize the vision of the Diversity and Equity Charter and make good on our commitments.
- Review and guide policies and communications to identify and address diversity, equity, and inclusion shortfalls and considerations. Make recommendations for best practices and principles with regard to building an equitable organization.

The Committee shall consist of a minium of

60%



of members of  
underrepresented  
minority populations.

- Be committed to engaging in vigilant self-awareness and promoting open dialogue about inequities and engaging senior leadership and, when warranted, other members of management in discussions regarding identified shortfalls and challenges.
- Set the example of behavior for OFS by treating each other with respect, being welcoming to all, speaking about personal experiences, letting go of judgment and abandoning stereotyping, discrimination and prejudice in all forms.



## Procedures & administration

### Meetings

- The Equity Steering Committee will meet at least quarterly, or as deemed necessary, to meet responsibilities in appropriate time frames.
- In addition to regularly scheduled meetings, the Committee shall communicate regularly in order to maximize impact.
- A majority of the members of the Committee will constitute a quorum for the transaction of business.
- The affirmative vote of a majority of those present shall be necessary for any action by the Committee.
- The Committee will keep minutes and such other records of its meetings as it shall deem appropriate.
- Meeting minutes must be approved by the Committee.
- Members will be mindful and respect the safe space created by the formation and structure of the Committee. The thoughts and ideas of members are theirs to share - confidentiality and trust among the group must be maintained with a consideration on the impact of actions rather than a focus on intentions.

### Sub-committees & advisory councils

- The Committee may form one or more subcommittees as it deems appropriate.
- The Committee may form an Equity Advisory Council consisting of a mix of external members and Committee members as it deems appropriate.
- Non-Committee members seated on an Equity Advisory Council as non-voting members will be determined by a process of nomination and approval by the Committee.

### Reports to senior leadership

- The Committee will report regularly to senior leadership
- Committee meeting minutes will be recorded by a minute taker as designated by the Committee.
- The minute taker will formally present any suggestions for equity shortfalls and resolutions to the senior leadership for approval.

### Charter

At least annually, the Committee will review and reassess the adequacy of this Charter and recommend any proposed changes to senior leadership.

## EQUITY DEFINITIONS

### Diversity

The full range of individual and/or organizational differences and similarities. This range includes the personal dimensions of diversity related to, but not limited to, ethnicity, race, gender identity, sexual orientation, age, and physical ability.

### Equity

Fairness and equal access with regard to the utilization of practices, policies, and systems maintained by OFS. In seeking equity, OFS must identify and resolve any disparities which result in differences with regard to the application of those practices, policies, and systems.

### Inclusion

The process of engaging and leveraging a diverse population across the wide range of dimensions and creating an organizational environment that makes each individual feel welcomed, valued, and respected so that they can contribute as their full selves in achieving the mission of culture at OFS.

“At OFS, we recognize that people and their diversity are our greatest asset.”





# Community

**OFS VIEWS COMMUNITY STEWARDSHIP**  
as both an opportunity and responsibility. We believe deeply in supporting our communities with our time, talents and dollars. We seek partnerships with like-minded suppliers, and advocate for the economic development of our local communities.



Charity +  
volunteerism



Supply  
partners



Economic  
development



# Charitable contributions

OFS, its employees and its founders have given countless charitable contribution dollars to help support local, regional and global community development. Giving back to the communities that support and have given so much to us creates opportunities for better quality of life, optimism and sense of togetherness.

## Mask donations

Due to a shortage of personal protective equipment caused by the Corona virus pandemic, OFS saw an opportunity to lend support to our local hospitals during this challenging time. In early 2020, we were able to deliver over 100,000 level 1 masks to the staff at Memorial Hospital and Health Care Center in Jasper, Indiana, Novant Health in High Point,



NC, WMC Hospital in Valhalla, NY, Children’s National Hospital in Landover, MD, Banner Health in Phoenix, AZ, and Professional Eye Care in Huntingburg, IN.

Ryan Menke, SVP Sales and Marketing, and Molly Prior, Director of Marketing, were able to hand deliver the supply of masks to our local health centers, near the Corporate office, and to give their staff their personal gratitude.

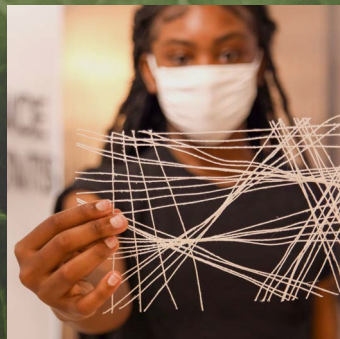
“We want to say thank you to these heroes and warriors,” Menke said. “It is our duty as a part of this community to help these front line workers.” Prior echoed his statement, “This is an opportunity for us to give back to those serving on the front line,” she said.

During this time OFS also began producing hand sanitizer at our facilities. We produced over 150 gallons and which was utilized within our own facilities. A large amount of this sanitizer was also donated to local law enforcement and emergency personnel.

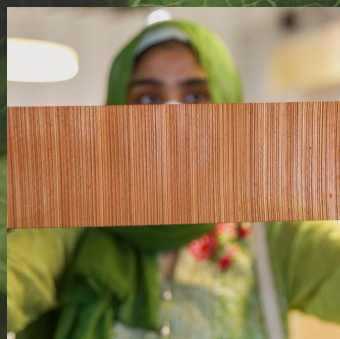




## DESIGN YOUR WORLD



Planning of the Design Your World program began in 2020 with expected launch mid-2021. OFS agreed to be a founding sponsor for the program and to provide marketing resources to help tell the story to a wider audience within the industry. The hope is to bring in more partnerships and increase the program's existence in other cities throughout the US for increasing impact.



The world we design for has many different facets. Yet the lens we design through is myopic when it comes to diversity within the profession. A new program geared toward high school students seeks to widen that lens and explore the possibilities that could exist in the future of the commercial design industry, and the world.



As part of a long-term commitment to expose a diverse community of students and emerging professionals to design through learning and engagement, IIDA in partnership with the non-profit After School Matters® (ASM) have launched a new 6-week, after school program for high school students known as "Design Your World."

In alliance with ASM, presenting sponsor OFS, and supporting sponsors 3form, Mannington Commercial, and Configura, IIDA is producing a design program and framework for future replication and expansion in other cities that will grant educational design opportunities, while tackling diversity in design at the source.



The Design Your World program offers a well-rounded curriculum that covers topics such as material selection, color theory, creating space plans, as well as working with various types of design firms and sectors.

According to IIDA Executive Vice President and CEO Cheryl S. Durst, Hon. FIIDA, "The goal of the program is to demonstrate that design is accessible to all, both as a career and as a necessary component of life."

## Fresh Artists

In 2020 OFS further developed our relationship with Fresh Artists by helping to promote their mission through our networks and marketing channels to help them reach a larger audience. Fresh Artist is a nonprofit organization that serves America's underfunded public schools and children through creative art programming and providing the support of art supplies.

Opportunity can change a life. Exposure to physical and emotional trauma, violent crime, and inadequate schools often translates to a high number of high school students dropping out, which makes upward economic mobility difficult. For a child who grows up in this environment, it's nearly impossible to imagine a place different from their current reality. Fresh Artists realizes the power that exposure to broader opportunities and careers can have on disadvantaged youth and combats this issue with strategic art programming.



Keisha Hudson, director of campaigns at the Justice Collaborative Institute, serves on the Fresh Artists board. "Fresh Artists works with students who typically come from disadvantaged neighborhoods. Many of the students have difficult and stressful lives outside of school," Keisha said. "Rote learning and memorization don't always provide these kids the space they need to breathe. Art, however, gives them that room and time to express themselves, and I truly believe that directly translates into better emotional well-being for these children."

The non-profit serves thousands of underserved children through the support of art supplies and creative art programming. Their unique model of circular philanthropy elevates young artists and their work through corporate installations while also raising funds to purchase art supplies for underfunded schools.

At Fresh Artists, kids become the catalyst for "lateral philanthropy", as the first donors in the process of giving, young artists play an integral role in providing art supplies for teachers and students in their own community.

The act of altruism and living out of empathy is a lesson that Fresh Artists impart to children. They come to understand that by putting their voice out in the world, through their artwork and their actions, it is not only heard, but it's giving people joy and delight. And that feels good. Doing good not only gives us a greater sense of purpose, it also lifts our spirit. When we feel good, we do better.



### Make-A-Wish

Every year OFS employees band together to raise money for Make-A-Wish. This effort has become an organization-wide commitment with multiple fundraising events held throughout the year and is one of our largest group exercises in giving. Since 2003, OFS employees have raised more than \$311,450 for the Make-A-Wish Foundation and granted more than 49 wishes to children, mostly in our local area. For more information on our Make-A-Wish chapter please visit their website at [oki.wish.org](http://oki.wish.org).

### University of Evansville scholarship

In 2014, the creation of two University of Evansville scholarships benefiting Dubois County, Indiana, residents were established. The Phyllis and Robert H. Menke, Sr., Dubois County Endowed Scholarship and the OFS Endowed Scholarship were made possible by a gift of \$2.1 million from the Menke family.

### Furniture Donations

As a furniture manufacturer we find ourselves with many opportunities to donate furniture products to assist certain organizations. Some notable donations have been given to Furniture for Kids, Designs for Dignity and A Kid's Place. In 2020, OFS donated over \$50,345 worth of furniture to various organizations both locally and across the nation.

### Menke Charitable Foundation

Bob and Phyllis Menke established the Menke Charitable Foundation in 1961 to pool family resources as a source of philanthropy focused on economic development and community outreach programs. Over the past five decades the impact of this organization has been felt by generations of community members.

### A Kid's Place

Along with annual monetary donations, OFS donates time and furniture to support A Kid's Place. A Kid's Place is a not for profit organization that exists to provide a safe, developmentally appropriate environment for infant through school age children. Their focus is to provide a stimulating early care and educational experience which promotes each child's social/emotional, physical and cognitive development. Their goal is to support children's desires to be life-long learners. [www.akidsplace-huntingburg.org](http://www.akidsplace-huntingburg.org)

### Huntingburg Event Center

In 2008 the city of Huntingburg completed construction of the Huntingburg Event Center, a 24,000 square foot facility created for the current and future needs of the community. The Event center is utilized for functions including corporate events, trade shows, proms, weddings and any activities that may require a large space in a banquet hall setting. This community center was built through funds raised in and around the community. The fund raising efforts were initiated with donations of over \$1 Million from Bob and Phyllis Menke and OFS. Further donations of time, money and furniture from the Menke family and OFS helped to create the Event Center and an invaluable service to the community. For more information on the Huntingburg Event Center please visit [www.huntingburgeventcenter.org](http://www.huntingburgeventcenter.org).

### Huntingburg Old Town Hall Endowment

In 1992, Phyllis Menke and her mother Marian McMurtrie established the Huntingburg Old Town Endowment. Different from other endowments, this fund didn't focus on awarding scholarships or aiding nonprofits, but recognized the irreplaceable history that was embedded in the building that was Huntingburg's first town hall. Restoring the building using materials from the Old Huntingburg High School, Phyllis and others went to work, refurbishing the building and reinstating the beautiful history it represents. Now, with the annual support of this endowment, the "Old Town Hall" will remain a historical landmark, forever preserving the memories it holds for its community.

### The McMurtrie Preserve

Bob and Phyllis Menke donated the McMurtrie Preserve to the Star Prairie Land Preservation Trust. The 63 acre property is located on the southeast shore of Cedar Lake near Star Prairie, WI. The property contains a diversity of wildlife habitat including wetlands, hardwoods, oak savanna and pine plantations. Preserving tracts of undeveloped land along rivers and lakes is one way to protect water quality and habitat and the Menke family donated the land with these concerns in mind. With the donation they ensure that the property will remain in this natural state forever. The McMurtrie Preserve is available for education programs such as nature walks, photo workshops, science classes and scouting programs. The outdoor activities available are limited only by your imagination. For more information on The McMurtrie Preserve please visit [www.starprairielandtrust.org](http://www.starprairielandtrust.org).





# Volunteerism

One of the most respected ways to serve the community is by sharing time and non-monetary resources. OFS Brands, and its dedicated employees, commit hundreds of hours to the service of their communities. In so doing, loyal relationships are created, goals are exceeded, and appreciation thrives.

## Current Blend

Current Blend, Inc., a nonprofit organization dedicated to creating new business and attracting talent to the region, will be opening the county's first co-working collaborative workspace in May.

Collaborative workspaces are designed to bring entrepreneurs with different skill sets under one roof to promote interaction and business development. Current Blend will feature a beautifully designed space plan with modern, open-concept furniture through a partnership with OFS and the Menke family in Huntingburg, Indiana.

This co-working space is the first step by local business-owners and community leaders to ignite local entrepreneurship and support established businesses. As this group began to formulate their goals and action plans, the historic Parker House building in Huntingburg, purchased by the Menke family for preservation, became available. Cory Menke enthusiastically supported the endeavor by providing access to the Parker House.

## Adopt A Highway

OFS partnered with Indiana Department of Transportation [INDOT] to clean up a portion of State Highway 64 in Southern Indiana.

Our landscape is littered with trash that people throw from their vehicles and this is hiding Indiana's scenic beauty. In joining forces with INDOT, we can significantly help reduce the roadside trash problem. This not only improves the look of our community, but also uncovers some of Indiana's natural heritage.



## Charitable contributions

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Being an advocate for continued economic growth within our communities is a practice that supports the sustainable development of OFS. The growth of our economies and improvements to commerce result in added benefits and improved quality of life for our people and their families.

### Community partnerships

OFS is involved with several economic development organizations in our local community. These include the Dubois County Community Foundation, Dubois Strong, and the Huntingburg Chamber of Commerce.

These organizations are committed to the success of, and provide investment dollars and support to, small startup companies, not-for-profits and expanding businesses. For more information please visit their websites at:

[www.duboisstrong.com](http://www.duboisstrong.com)

[www.huntingburgchamberofcommerce.org](http://www.huntingburgchamberofcommerce.org)

[www.dccommunityfoundation.org](http://www.dccommunityfoundation.org).

### Stellar Grant

In 2014, with help from many volunteers, public figures and community leaders, Huntingburg, IN was designated as a Stellar Community by the State of Indiana. Along with this honor comes a \$10 Million grant to be used for development projects within the city. OFS agreed to donate \$150,000 over the next 5 years to help facilitate project developments. The Menke family and OFS are proud to be part of this successful effort and extremely pleased in knowing that these funds will be available for future infrastructure projects that promote business and community in Huntingburg, IN. [www.stellarindiana.org](http://www.stellarindiana.org)

## Supply partners

At OFS we associate with supply partners that share our values. We view our supply partners as extensions of our organization and it is important that our visions of sustainable growth are well aligned. Our largest supply partners each have their own commitments to their communities and social sustainability.

OFS, along with many of our supply partners, gives to a number of national not-for-profit groups devoted to the betterment of society. These include Habitat for Humanity, United Way, The American Cancer Society, Juvenile Diabetes Research Foundation, Alzheimer's Association, Boy Scouts of America, The Common Thread For the Cure and many more.





“At OFS, we  
are all part of  
a culture with  
a deep respect  
for the natural  
world.”

OFS



2020 Sustainability snapshot

532,561	Pounds of recycled metal, plastic, paper, cardboard, thin film and banding.
1198	Tons of wood waste used as bio-fuel.
\$44,514A	voided landfill costs due to recycling efforts.
2,391	Pounds of E-waste recycled in 2020
97	Metric Tonnes of CO2e reduction based on recycling efforts (excluding wood materials).
7,100	Number of FSC® and America Tree Farm Program certified acres of company owned forestland.
384,910	Metric tonnes of CO2 held within company owned forestland.
7,698	Metric tonnes of CO2 sequestered annually within company owned forestland.
47,314	Metric tonnes of CO2 emitted by all OFS facility operations in 2020 through electricity and natural gas usage.
4.5%	Percentage of total mBtu produced through all facility operations created from renewables.
64.6%	Percentage reduction in gallons of water used per sales dollar from 2008 levels.
26.3%	Percentage reduction in MTCO2e per sales dollar from 2016 levels.
\$472,000	Amount of cash donations given to local, regional and national non-profit organizations.
\$50,345	Value of furniture donations in 2020.
145	Level 2 certified seating products.
80	Level 3 certified casegoods, systems and tables products.
225	Products SCS Indoor Advantage Gold Certified.
14.8%	Reduction in MTCO2e per 1000 Transportation Miles from 2009 levels.
15,623,385	Transportation miles driven in 2020.
8.2%	Increase in miles per gallon from 2009 levels. This equates to 97,612 less gallons of fuel and 1,862,80 more miles travelled.
73.9%	Reduction in our combined company OSHA Rating from 1999 levels.
627	Times around the earth our 2020 transportation miles is equivalent to. Nearly twice every day of the year.
60,000+	Trees planted in 2020.
290,911 - 727,275	Kilograms of CO2e emissions reduced by switching to 1” thick board
75%	Yield for all cut board material.
75,374	Lbs. of polypropylene not consumed by switching to 2mm 1” banding

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OFS creates an annual Sustainability Report with consideration given to the core requirements of the Global Reporting Initiative [GRI] Sustainability Reporting Guidelines version G4. This report includes data from fiscal year Jan. 1, 2020—Dec. 31, 2020. Additional organization information, not found within this report, can be located at [www.ofs.com](http://www.ofs.com).

Questions regarding the content of this report can be directed to:

Jarod Brames  
Sustainability Director  
[jbrames@ofs.com](mailto:jbrames@ofs.com)



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