

# CORPORATE SUSTAINABILITY REPORT

2023

# 01

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## 02

## ABOUT THIS REPORT

The Integra Corporate Sustainability Report outlines to our stakeholders the company's history, current processes, reporting metrics, and plans for a continued sustainable operation. As a nationally certified women-owned small business with under 100 employees, our intent is to continuously monitor and improve our performance and report on those annually as we continue to grow. Integra's stakeholders include: employees, owners, suppliers, dealers, designers, and end-user customers, as well as trade organizations, governmental & regulatory agencies, certifying bodies and consultants.

This report is part of Integra's commitment to the Business + Institutional Furniture Manufacturers Association (BIFMA) – ANSI/BIFMA e3 Furniture Sustainability Standard. This is a comprehensive, multi-attribute standard for sustainability in the office furniture industry. The standard provides direction to manufacturers in the areas of materials, energy and atmosphere, human and ecosystem health, and corporate social responsibility. The third-party certification (called LEVEL) is based on a third-party audit of the corporation, the manufacturing site, and the specific products. Integra Seating's products are LEVEL 1 and can contribute to LEED and WELL projects.

Integra Seating used the following methods for its product grouping approach for LEVEL certification:

- The combination of base product and options with the highest volume of sales or anticipated highest volume for a new product within the product category / subcategories as defined in Annex A. It is not necessary to consider the full range of options available on the representative sample for purposes of the evaluation. Notwithstanding, all products of a family group are expected to meet the intent of the credits.
- Worst-case sample selection as defined in the BIFMA LEVEL Standard (v 2019) – Section 4.

This is Integra's 2023 calendar year report, published in 2024 and annually reported, Chandra Putnam – [cputnam@integraseating.com](mailto:cputnam@integraseating.com). This report contains standard disclosures and performance indicators from the GRI Foundations 2021 Sustainability Reporting Guidelines. For more information about the Global Reporting Initiative (GRI), please visit [www.globalreporting.org](http://www.globalreporting.org). For more information about the BIFMA LEVEL Certification, please visit [www.levelcertified.org](http://www.levelcertified.org).

We hope you find our Corporate Sustainability Report informative. Your feedback is always welcomed, please email us anytime at [info@integraseating.com](mailto:info@integraseating.com).

To all our customers and other stakeholders, thank you for your interest and investment in Integra's products.



## 03



## MESSAGE FROM THE PRESIDENT

Integra's journey started in 1982, when Monroe Putnam designed and received a patent on the furniture construction method that we still use today in many of our furniture designs. That patented construction has selective component replaceability and product strength at the core of the design.

For over forty years, we have incorporated those core design features into all our high performance lounge seating and we have stayed focused on designing and manufacturing the best lounge seating for any commercial environment. Our furniture offers our customers the longest product life cycle with reduced environmental impacts and monetary costs with its superior strength and replaceable components.

We have always searched for and focused on ways to reduce our footprint. One example of this is our shipping method: 96% of our shipments are blanket-wrapped, eliminating the need for thousands of very large one-use cardboard boxes. The blankets are returned to us and re-used many times. Most shipments are decked to allow for 3 tiers of product which is at least a 30% increase of furniture that can go onto one truck, again reducing emissions and fossil fuel usage.

Our dedication to corporate responsibility extends beyond product excellence and environmental impacts, we highly value our employees and understand that their well-being is paramount to our success as a company. We have invested in our employees' professional development, health, and safety, and work to foster a culture of mutual growth and respect.

Looking ahead, we remain dedicated to delivering outstanding lounge seating solutions while prioritizing our number one asset, our employees. Together, we strive to continue to innovate, inspire, and drive positive change in our industry and hopefully beyond.

Sincerely,

A handwritten signature in black ink that reads "Chandra Putnam".

Chandra Putnam  
President  
Integra, Inc.

## 04

## ABOUT US (COMPANY FACTS)

Date Established: 1982

Company Name: Integra, Inc. dba Integra Seating

Legal Form: Privately-held Corporation

Primary Location: 807 Wisconsin Street, Walworth, WI 53184

Primary Showroom: 222 W Merchandise Mart Plaza, Suite #10-140, Chicago, IL 60654

Countries Operating: United States of America

Reporting Cycle: Calendar Year

NAICS Code: 337211; 337127; 337214

SIC Code: 2520; 2521; 2522; 2531

GSA Contract #: GS-27F-033DA

Federal ID #: 39-1680798

Women's Business Enterprise &  
Women-Owned Small Business:

Women's Business Enterprise National Council (WBENC) Certified

## 05

## SUSTAINABILITY POLICY

Integra, Inc is committed to socially and environmentally responsible business practices. For over forty years we have designed and manufactured high performance lounge seating with component-based construction and superior strength for the longest product life possible. To uphold our commitments outlined below, we will ensure that all our team members are aware of our Corporate Sustainability Policy and are committed to assisting in implementing these policies.

### RESPONSIBLE CORPORATE CITIZEN

Integra, Inc. will conduct our business in a way that sustains the well-being of society, our environment, and the economy in which we live and work. We will follow ethical and legal business practices including fair hiring practices, corporate ethics, receipt of gifts and insider trading, should it ever apply. Additionally, Integra, Inc. maintains equal employment opportunity for all applicants and employees and our employees take part in training to identify and implement responsible and environmentally friendly practices.

### PRODUCT DURABILITY AND UPGRADEABILITY

Our goal for over 40 years has always been to offer commercial lounge seating products that are high performance, durable, and offer reparability and replaceability of individual components. We have always considered our product's life cycle in the design and manufacturing of our products and are proudly able to offer a Lifetime Warranty on our products (even in 24/7 use facilities) due to their high quality. Components can be recovered (if fabric) or replaced to ensure the absolute longest product life cycle, least waste, and least amount of raw materials to make new products.

### HEALTH AND SAFETY

We believe a healthy and safe workplace is essential and that accidents are preventable. Integra, Inc. attempts to provide a safe workplace for all employees, to provide complete instructions and training covering safe working methods, and to make available special equipment required to protect employees against hazards and unhealthy conditions. We are committed to compliance with all applicable laws. Integra, Inc. maintains a Health & Safety Program that is managed and made available to all employees.

### LEGISLATION

We are compliant with all local laws and regulations. All our initiatives are carried out in compliance with the laws, regulations, and other Integra, Inc. specific commitments.

### ENVIRONMENTAL AND ENERGY FOOTPRINT

We implement, maintain, and continually improve our practices to reduce our environmental and energy footprint. We adopt environmentally safe approaches in our design and manufacturing processes through acting on the prevention of pollution, the elimination of all forms of waste, and the efficient use of all resources and continual improvement. We will work continuously to improve our environmental and energy footprint by meeting our objectives and targets by implementing strategies that will, over time, allow us to be better stewards of the environment through our management of natural resources, materials, and chemicals.

### SUPPLIER CODE OF CONDUCT

Integra, Inc. works at designing and manufacturing more sustainable products through lifecycle thinking with safer material chemistry to improve human and ecosystem health impacts. We work with suppliers and subcontractors that also value the importance of adopting such approaches. Over 80% of our top 100 vendors by spend for 2023 have returned a signed Workplace Code of Conduct.

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## SUSTAINABILITY POLICY

### DESIGN FOR ENVIRONMENT (DfE)

In conjunction with its high performance and quality product commitments, Integra, Inc. is also committed to a healthy environment and sustainable business practices. Furthermore, Integra, Inc. strongly considers the materials, processes, and material sources during the design stage of new and existing products. Integra follows a Design for Environment program which is dedicated to the reevaluation of materials used through all parts of a product's design, production, usable life and end of life management. We give preference to materials and sources that conserve energy and raw materials and offers products with a high degree of functionality through their working life and options for end of life repurpose or recycling. Wherever feasible the Integra, Inc. design team selects products that come from renewable, recycled, recyclable, or biodegradable sources.

### ZERO WASTE

Integra, Inc. is committed to the reduction of unnecessary solid waste from its facility, specifically from fabrication or assembly of components. Its goal is to continue to minimize non-reusable solid waste from these production streams as much as possible each year. Integra, Inc. will monitor progress through annual data collection and analysis.

### CHEMICAL MANAGEMENT

As part of its commitment to employee health and safety, and that of its customers, Integra, Inc. is committed to regularly evaluate the chemicals that it uses within its production processes and facility to look for opportunities to reduce, replace or eliminate chemicals of concern. Integra, Inc. maintains an inventory of chemicals that it uses to track, properly store and dispose of chemicals of concern. Only authorized employees may requisition chemical products and any new chemical products will be added to the chemical inventory and tracked as appropriate. All chemicals on the inventory list will have SDS sheets posted in digital format online for easy retrieval.

### COMMUNITY ENGAGEMENT

Integra, Inc. values its community and its place within it. To demonstrate this value, Integra, Inc. looks for ways to contribute to the community including donations, volunteerism, sponsorship, or participation. Along with this commitment it encourages its employees to do their part to be responsible citizens of the community, by engaging in local events, fundraisers, community programs and conservation efforts.

### LABOR AND HUMAN RIGHTS

Integra, Inc. is committed to respecting the basic human rights of its employees and associates. Integra, Inc. commits to providing reasonable work hours, wages, and conditions as well as upholding all regulatory requirements related to forced, compulsory or child labor.



Chandra Putnam, President

6/24/2024

Date



## 07

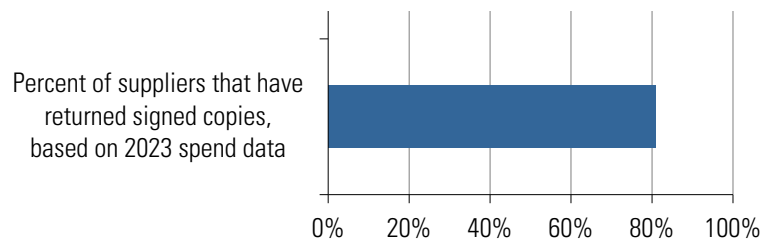
## LABOR & HUMAN RIGHTS: SUPPLIER CODE OF CONDUCT

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

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



### To what extent does our company meet the following internationally recognized social responsibility criteria?



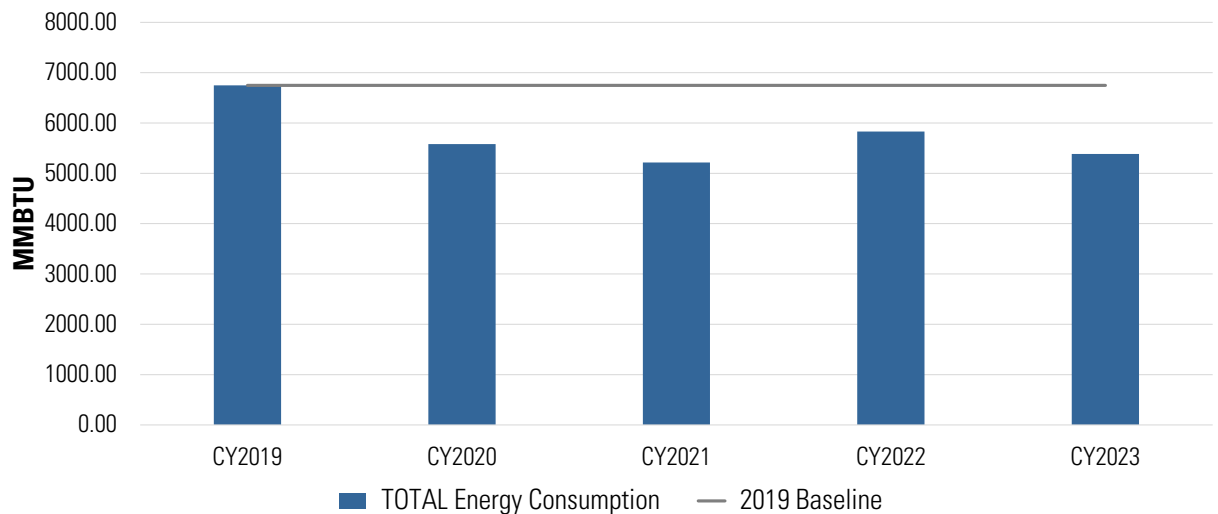


## 08

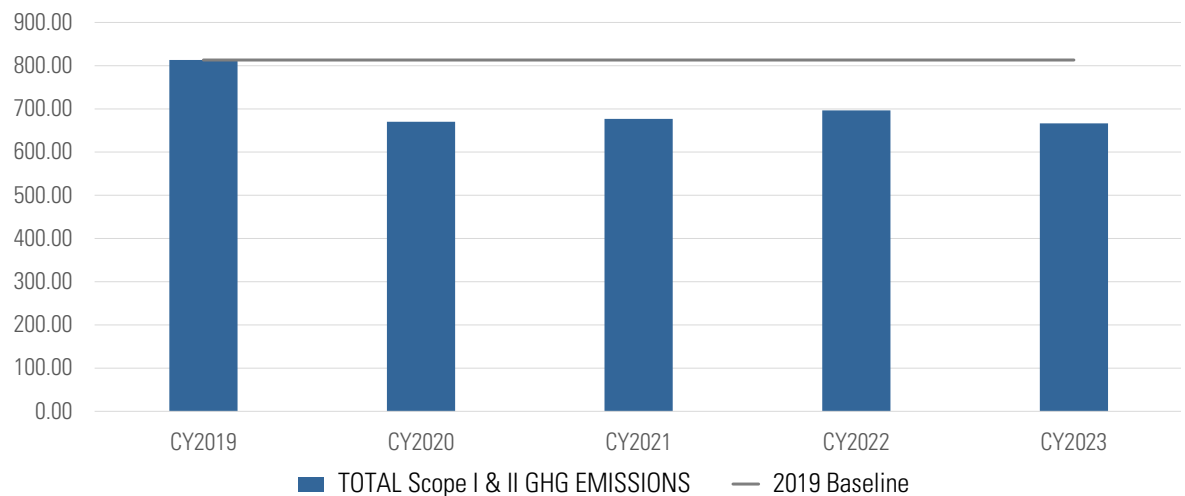
## ENERGY & GREENHOUSE GAS

Integra strives to reduce our carbon footprint throughout all our business practices. We are committed to energy conservation, setting objectives and targets, and reducing greenhouse gas emissions. We monitor and measure our performance. We act in accordance with applicable local, state and federal laws.

### Annual Energy Use



### Annual Greenhouse Gas Emissions



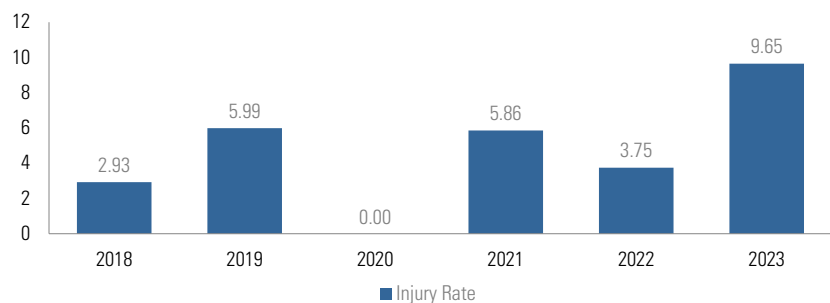
## 09

## TRANSPORTATION, REDUCED PACKAGING WASTE & REUSABLE PACKAGING

In our continued effort to reduce our carbon footprint and waste, we are committed to blanket wrapping nearly all of our shipments which eliminates the need for thousands of very large single-use cardboard boxes. Our blankets are returned on the truck and re-used many times. In addition, we can fit nearly 30% more on a normal shipment, which means less truck emissions and fossil fuels being used. We also have a “No idling” policy at our manufacturing facility for the internal and 3rd party carriers.

## EMPLOYEE HEALTH & SAFETY

We believe a healthy and safe workplace is essential and that accidents are preventable. Integra, Inc. attempts to provide a safe workplace for all employees, to provide complete instructions and training covering safe working methods, and to make available special equipment required to protect employees against hazards and unhealthy conditions. We are committed to compliance with all applicable laws. Integra, Inc. maintains a Health & Safety Program that is managed and made available to all employees.

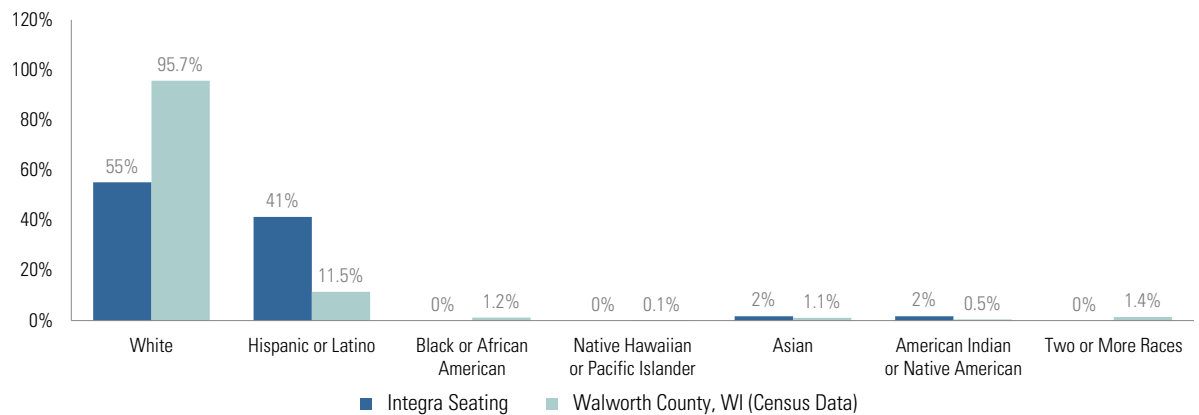


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## INCLUSION

Integra is an equal opportunity employer that is dedicated to treating employees fairly. Company policy prohibits unlawful discrimination based on race, color, gender, religion, age, marital status, or any other basis protected by federal, state, or local fair employment practice laws. The Integra Equal Opportunity Employer Policy is an essential part of the company's overall commitment to attract, hire and develop a strong, talented and diverse work force.

### Population Comparison - 2023





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## COMMUNITY OUTREACH & ENGAGEMENT

Integra, Inc. values its community and its place within it. To demonstrate this value, Integra, Inc. looks for ways to contribute to the community including donations, volunteerism, sponsorship, or participation. Along with this commitment it encourages its employees to do their part to be responsible citizens of the community, by engaging in local events, fundraisers, community programs and conservation efforts. In 2023, here are some of the charities that Integra and our employees donated time, money, or other items to:

- Agape House
- Aurora Healthcare Foundation
- United Way Walworth County
- VIP Services, Inc
- Walworth County Food & Diaper Bank
- Heifer International
- Lakeland Animal Shelter - Employee Donations - Charity Drive



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## GRI INDEX

GRI STANDARD		DISCLOSURE	RESPONSE FOUND IN THIS SECTION	PAGE
GRI 2: General Disclosures 2021	2-1	Organizational details	About Us/Company Facts	4
	2-2	Entities included in organization's sustainability reporting	About this Report	2
	2-3	Reporting period, frequency and contact point	About this Report	2
	2-6	Activities, value chain and other business relationships	Sustainability Policy	5-6
	2-7	Employees	About this Report	2
	2-9	Governance structure and composition	About Us/Company Facts	4
	2-22	Statement on sustainable development strategy	Sustainability Policy	5-6
	2-23	Policy commitments	Sustainability Policy	5-6
	2-27	Compliance with laws and regulations	We are compliant with all local laws and regulations / Sustainability Policy	5-6
	2-29	Approach to stakeholder engagement	Sustainability Policy and Supplier Code of Conduct	6-7
GRI 3: Material Topics 2021	3-1	Process to determine material topics	At this time, we have not formally completed a materiality assessment. However, we do understand the importance of continuously monitoring how our organization can impact the economy, environment and people and will consistently strive to limit any negative impacts we may be responsible for.	-
	3-2	List of material topics	Same as above for GRI 3-1	-
	3-3	Management of material topics	Same as above for GRI 3-1	-
GRI 206: Anti-competitive Behavior 2016	206-1	Legal actions for anti-competitive behavior, anti-trust, and monopoly practices	None	-
GRI 301: Materials 2016	301-1	Materials used by weight or volume	Design for Environment (DfE) in Sustainability Policy	6
	301-2	Recycled input materials used	Design for Environment (DfE) in Sustainability Policy	6
	301-3	Reclaimed products and their packaging materials	Design for Environment (DfE) in Sustainability Policy	6

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## GRI INDEX

GRI STANDARD	DISCLOSURE	RESPONSE FOUND IN THIS SECTION	PAGE
GRI 302: Energy 2016	302-1 Energy consumption within the organization	Energy & Greenhouse Gas	8
	302-2 Energy consumption outside of the organization	Energy & Greenhouse Gas	8
	302-3 Energy intensity	Energy & Greenhouse Gas	8
	302-4 Reduction of energy consumption	Energy & Greenhouse Gas	8
	302-5 Reductions in energy requirements of products and services	Energy & Greenhouse Gas	8
GRI 303: Water and Effluents 2018	303-1 Interactions with water as a shared resource	Integra, Inc. recognizes that water is a scarce natural resource in many parts of the world, and as such, we are always working to enhance the efficiency of our water use across all our activities. We use water for powder coat washing within our facility(s). While we are not actively tracking our usage, we remain in compliance with all water use and discharge regulations in the US.	-
	303-2 Management of water discharge-related impacts	Same as above for GRI 303-1	-
	303-3 Water withdrawal	Same as above for GRI 303-1	-
	303-4 Water discharge	Same as above for GRI 303-1	-
	303-5 Water consumption	Same as above for GRI 303-1	-
GRI 305: Emissions 2016	305-1 Direct (Scope 1) GHG emissions	Energy & Greenhouse Gas	8
	305-2 Energy indirect (Scope 2) GHG emissions	Energy & Greenhouse Gas	8
	305-3 Other indirect (Scope 3) GHG emissions	Energy & Greenhouse Gas	8
	305-4 GHG emissions intensity	Energy & Greenhouse Gas	8
	305-5 Reduction of GHG emissions	Energy & Greenhouse Gas	8
GRI 306: Effluents and Waste 2016	306-3 Significant spills	None	-

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## GRI INDEX

GRI STANDARD	DISCLOSURE	RESPONSE FOUND IN THIS SECTION	PAGE
GRI 306: Waste 2020	306-1 Waste generation and significant waste-related impacts	Integra recognizes that minimizing waste generation is an important aspect of sustainability and managing our global resources. While we do not currently track our waste generation or recycling metrics, we are always looking for ways to improve our manufacturing processes to increase efficiencies and reduce, reuse, and recycle all materials within our facilities	-
	306-2 Management of significant waste-related impacts	Same as above for GRI 306-1	-
	306-3 Waste generated	Same as above for GRI 306-1	-
	306-4 Waste diverted from disposal	Same as above for GRI 306-1	-
	306-5 Waste directed to disposal	Same as above for GRI 306-1	-
GRI 308: Supplier Environmental Assessment 2016	308-1 New suppliers that were screened using environmental criteria	Supplier Code of Conduct	5, 7
GRI 403: Occupational Health and Safety 2018	403-1 Occupational health and safety management system	Employee Health & Safety	5, 9
	403-2 Hazard identification, risk assessment, and incident investigation	Employee Health & Safety	5, 9
	403-3 Occupational health services	Employee Health & Safety	5, 9
	403-4 Worker participation, consultation, and communication on occupational health and safety	Employee Health & Safety	5, 9
	403-5 Worker training on occupational health and safety	Employee Health & Safety	5, 9
	403-6 Promotion of worker health	Employee Health & Safety	5, 9
	403-7 Prevention and mitigation of occupational health and safety impacts directly linked by business relationships	Employee Health & Safety	5, 9
	403-8 Workers covered by an occupational health and safety management system	Employee Health & Safety	5, 9
	403-9 Work-related injuries	Employee Health & Safety	5, 9
	403-10 Work-related ill health	Employee Health & Safety	5, 9
GRI 405: Diversity and Equal Opportunity 2016	405-1 Diversity of governance bodies and employees	Inclusion	10
GRI 406: Non-discrimination 2016	406-1 Incidents of discrimination and corrective actions taken	None	-



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## GRI INDEX

GRI STANDARD	DISCLOSURE	RESPONSE FOUND IN THIS SECTION	PAGE
GRI 407: Freedom of Association and Collective Bargaining 2016	407-1 Operations and suppliers in which the right to freedom of association and collective bargaining may be at risk	Supplier Code of Conduct	5, 7
GRI 408: Child Labor 2016	408-1 Operations and suppliers at significant risk for incidents of child labor	Supplier Code of Conduct	5, 7
GRI 409: Forced or Compulsory Labor 2016	409-1 Operations and suppliers at significant risk for incidents of forced or compulsory labor	Supplier Code of Conduct	5, 7
GRI 413: Local Communities 2016	413-1 Operations with local community engagement, impact assessments, and development programs	Community Outreach	11
GRI 414: Supplier Social Assessment 2016	414-1 New suppliers that were screened using social criteria	Supplier Code of Conduct	5, 7
GRI 416: Customer Health and Safety 2016	416-1 Assessment of the health and safety impacts of product and service categories	ANSI/BIFMA Safety & Performance Testing (X5.4-2020 Public and Lounge Seating). VOC Testing - Intertek Certified Clean Air Gold and Silver	-
	416-2 Incidents of non-compliance concerning the health and safety impacts of products and services	None of our products have had any incidents of non compliance	-
GRI 417: Marketing and Labeling 2016	417-1 Requirements for product and service information and labeling	VOC Testing by Intertek - Certified Clean Air Gold for many products.	-
	417-2 Incidents of non-compliance concerning product and service information and labeling	No issues of non-compliance - product info & labeling	-
	417-3 Incidents of non-compliance concerning marketing communications	No issues of non-compliance - marketing communications	-



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