



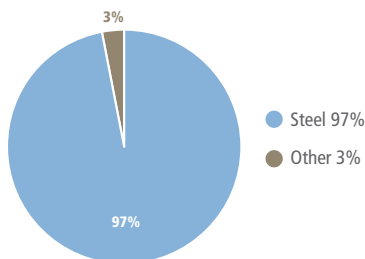
**PRODUCT DESIGN:**

Office Specialty products are a synergy of beauty and functionality. As a pioneer in filing and storage, it was our lateral thinking that guided us towards developing 1 1/2" increments for our case interiors, allowing for multiple internal configurations. This allowed us to realize significant increases in storage space without requiring additional real estate.

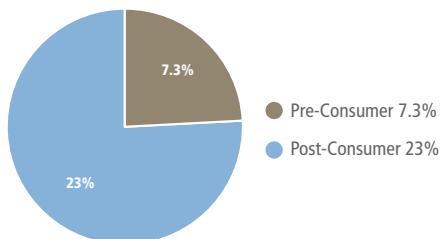
Office Specialty's comprehensive offering includes laterals, pedestals, overhead bins, towers, lockers and bookshelves. Steel makes up almost all of the material used in the manufacturing of filing and storage products. MDF file fronts and recyclable fabrics can be specified by the customer.

Our commitment to quality has been reflected in the durability of our products, as only the highest gauges of steel are used in our manufacturing process. Cases are available in 42 heights and can be ordered in almost any color the customer desires. Products are backed by our limited lifetime warranty in order to guarantee customer satisfaction.

**Material Breakdown**



**Recycled Content**



Office Specialty is **up to 97% recyclable** at the end of its useful life

**SUPPLIER ENGAGEMENT:**

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

**AIR QUALITY:**

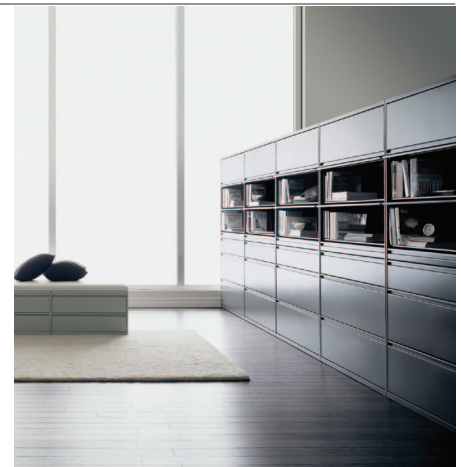
- Office Specialty products are GREENGUARD certified for low emitting products
- Office Specialty products meet BIFMA X7.1 – 2005 standards for indoor air quality
- Our carriers adhere to the Ontario Drive Clean Program emission requirements
- Forklift transportation at our facilities run on propane, which is a clean-burning, non-toxic fuel

**SUSTAINABLE MATERIALS:**

- Steel components are 100% recyclable
- Composite pallets are made exclusively with recycled materials
- Cushion pedestal wood boards are constructed from recycled wood fibers and polyester lining is made up of 100% post-consumer material
- Adhesives are water-based and emit negligible VOC's (Volatile Organic Compounds)
- Formaldehyde reduced MDF boards for file fronts consist of 100% pre-consumer materials
- Optional wood finished worksurfaces and file fronts can be FSC (Forest Stewardship Council) certified
- Eco Intelligence and Terratex fabric offerings include either technical or biological nutrients
- Cushion pedestal textiles can be ordered with 100% recycled fabrics

**WASTE MANAGEMENT**

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



Office Specialty's 10 1/2" drawer heights provide additional filing storage in a smaller footprint.

**CONTINUOUS IMPROVEMENT:**

- In 2007, fluorescent cluster technology for ceiling lighting in our manufacturing facility replaced our 535 existing fixtures. The new lights require less than half the wattage per bulb compared to the original system.
- In 2006, we reduced the operating temperature of our liquid paint line by 20 degrees to conserve energy.
- Total consumption of natural gas has declined 31% since 2004
- Total consumption of hydro has declined 16% since 2004

**LEED CONTRIBUTIONS:**

- Office Specialty can apply to LEED credits through its sustainable practices:
  - Procurement Practice
  - GREENGUARD Certification
  - Cradle to Cradle (C2C) Silver Certified
  - Packaging
  - Waste management
  - Recycled content & Reusability

Please refer to our LEED documents for more information on how Office Specialty can contribute towards achieving LEED credits. Visit [www.inscapesolutions.com](http://www.inscapesolutions.com) to view our LEED documents.