

First Office is committed to meeting the needs of our customers in an environmentally sound and sustainable manner, through continuous improvements in environmental performance in all our activities.



The prevention of pollution and the enhancement of the environment are fundamental concepts of First Office's business. All corporations have a responsibility to conduct their business in a safe and responsible manner, maintaining good-neighbor status in the local community, the state, and the world. It is First Office's goal to act as a responsible steward of the environment and to utilize manufacturing methods which emphasize pollution prevention, activities that include waste minimization, recycling, and the use of alternative, non-hazardous materials.



### Environmental Product Summary

## firstoffice QUEST VENEER

### Design Story

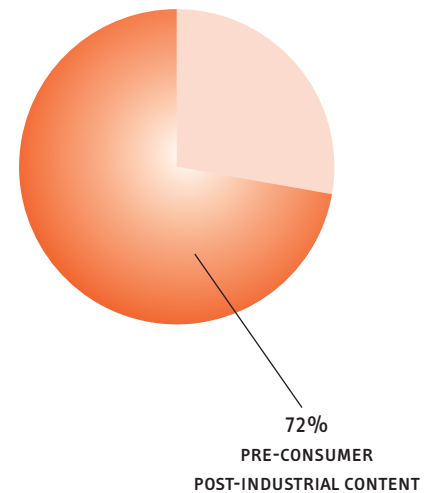
Furniture on a mission, QUEST VENEER surrounds workers with a multitude of office solutions. A comprehensive selection of components can be configured to suit a variety of spaces, featuring the finest select maple, cherry, and walnut veneers with a rich, matte, non-glare finish. Also available in a wide variety of laminate choices.

### Material Content

The QUEST VENEER construction lends to durability over the product's lifespan. QUEST VENEER Private Office configuration is comprised of **72% recycled material**, based on the BIFMA Standard Private Office Freestanding Casegoods Workstation System A2.2.5. The recycled content breakdown is all pre-consumer | post-industrial content.

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- All sub-straight or core material is either particle board or medium density fiberboard, which is 100% recycled material, less the resins utilized in the manufacturing process to form the boards.
- Returnable/Recyclable Packaging - The packaging materials include corrugated cardboard and gray polyethylene foam, both of which are 100% recyclable materials. The corrugated material provided is comprised of a liner between 30-60% recycled and a medium comprised of 100% recycled content.
- Whenever possible, shipments between First Office and its suppliers include the use of pallets and other returnable packaging to minimize waste.



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## Manufacturing Process

- Waste - First Office utilizes all of the scrap wood from its manufacturing processes to supply process heat and indirect heating for five locations on our manufacturing campus. Each day, 100,000 to 150,000 pounds of wood waste is burned twice, leaving very little ash to dispose of and virtually none released into the atmosphere. The use of this scrap wood also eliminates using valuable landfill space.
- Worker Health and Safety - First Office strives to meet or exceed OSHA standards.

## Product Performance

- Ease of assembly through component based products, for cost-efficiency and quick parts replacement.
- Backed up by First Office's 12-year warranty.

## Indoor Air Quality

First Office QUEST VENEER is GREENGUARD™ certified as a low-emitting product that meets current indoor air quality standards.

## Corporate Environmental Policy

For more information on First Office's Corporate Environmental Policy and other environmental efforts, visit the "Environment" section of [www.firstoffice.com](http://www.firstoffice.com), or contact us at [sales@firstoffice.com](mailto:sales@firstoffice.com).

## Supplier Support

At First Office, we are committed to working closely with our suppliers to reduce our collective impact on the environment. We not only encourage our suppliers to minimize their operations' environmental impacts, but require they assist us in decreasing our facilities' negative environmental effects, as well.

## LEED

First Office QUEST VENEER will contribute to LEED credits due to its returnable/reusable packaging, durability, pre-consumer/post-industrial recycled content, and indoor environmental quality. Depending on project location, QUEST VENEER also may contribute to LEED credits for Manufactured Regionally and Extracted and Manufactured Regionally credit.