

# CORPORATE SUSTAINABILITY

2021 REPORT

Based on 2020 Data





A year ago, we learned that a pandemic was going to alter the way we lived our lives. None of us could have imagined the length and toll this would take on our businesses and personal lives. While we know we have a long way to go until things are normal, we are on our way to getting back to a life of meeting together, traveling and getting out in the real world. It has been tough, but our team of dealers, independent reps and Trendway employees have done what we can, to not just survive, but to learn and grow from this experience.

This extends to our continued commitment to sustainability. Earth day reminds us that together we have the power to restore our planet. For over 50 years this has been central to the culture of Trendway. We are continuing that effort through one of our key strategic initiatives of operational excellence. Reduced waste, increased efficiencies, improved safety, energy reductions and more all result when we focus on operational excellence.

We are proud of our teams' efforts to adapt and react to this crisis with a continued commitment to sustainability, the safety of our people and the success of our customers. Several new products were introduced in 2020 that met the unique needs brought on by the pandemic such as Fellowes® AeraMax® Air Purifiers, Acrylic Screens, and new enhancements to Capture®.

As we move into Spring of 2021, we continue to be optimistic about the future. New products continue to be introduced that meet our customers' needs and advance our brand.

From our entire team here at Trendway, we thank you for your resilience, strength, and partnership this last year! We look forward to better days, bigger projects, exciting new opportunities and seeing you in person soon!

A handwritten signature in black ink, appearing to read 'MR', followed by a long, sweeping horizontal line that extends to the right.

Mark Rhoades  
President

# Our Environmental Policy and Approach to Sustainability

Trendway Corporation is committed to promoting sustainable work environments and business practices which balance sound economics, environmental protection, and social responsibility by incorporating the impetus of the Sustainability Guidelines of the Business and Institutional Furniture Manufacturers Association (BIFMA) into our practices.

We will routinely update our practices, and we intend to make consistent, measurable progress toward set goals and will pursue them in all facets of our operations. We are committed to compliance with all applicable local, state and federal regulations.

We will strive to ensure that our key stakeholders are aware of our commitment as we pursue the goal of becoming an increasingly sustainable company. We also commit to reporting our progress in the following key areas:

- Materials use reduction, reuse and recycling
- Energy use reduction and reuse
- Waste reduction, reuse and recycling
- VOC and Greenhouse Gas Emissions reduction

Trendway's Executive Committee is committed to these principles and will make every effort to meet them.

## Our Stakeholders

We have succeeded for over 50 years because we care enough to earn, build and keep relationships of trust as we strive to make things better for our customers, community, dealers, suppliers, our team and our world.

They are all stakeholders in our progress, both fiscally and as we seek to be an increasingly sustainable organization.



1968

TRENDWALL  
A NONCOMBUSTIBLE SYSTEM



## Our Company

Trendway has been creating beautiful spaces and quality products for over 50 years. The company was founded in 1968 to manufacture a new gypsum-based wall panel that offered higher fire resistance and better sound rating than any partitions then available. In 2019, Fellowes Brand, a global leader in business products acquired the company.

Trendway offers a unique combination of quality, service, and unmatched responsiveness. This has set us apart from the beginning, and they are the spirit behind our team Vision and Mission today.

**Our Mission:** Make **speed and ease** the defining experience for our clients. We simplify the process of creating **beautiful spaces** and deliver **on time, every time.**

### Organization

Fellowes Brands, based in Itasca, Illinois is a global leader of broad-based business solutions which help professionals be their best, and feel their best. As a 103 year old, family led business, founded on a culture of continuous improvement, Fellowes strives to deliver best-in-class quality and performance with a commitment to bringing value to the workplace. Fellowes shares the same values Trendway has always adhered to including our approach to sustainability. We are driven to do what is right for our business, our customers, and our planet, now, and for generations to come.

**Fellowes**  
Brands™

FAMILY BUSINESS  
SINCE 1917

## Market Presence

All of Trendway's manufacturing and final assembly takes place at our facility in Holland, Michigan USA. Trendway has sales representation throughout North America and principally serves customers in North America.



All Trendway manufacturing operations are under one roof in Holland, Michigan

## Recent Awards

### Michigan Neighborhood Environmental Partner

Awarded by the State of Michigan Department of Environmental Quality for continued support of community environmental quality.

### Michigan's Best and Brightest Companies to Work For

Only companies that distinguish themselves as having the most innovative and thoughtful human resources approach receive this honor.

### Michigan's Best and Brightest in Sustainability

The National Association for Business Resources named Trendway a winner in their annual "Michigan's Best and Brightest in Sustainability<sup>®</sup>", which celebrates companies that are making their businesses more sustainable, the lives of their employees better and the community locally and globally better as a whole.

### Michigan's Best and Brightest in Wellness

The Best and Brightest in Wellness celebrates companies that are making their businesses healthy, the lives of their employees better and the community a healthier place to live.

### Top Workstation/Systems Manufacturer

*Office Furniture Dealers Alliance (OFDA)* polled hundreds of North American Dealers for their Manufacturers of the Year Survey.

### Readers' Choice Best Products

*Interiors & Sources* polled their readers to find out which products and furnishings were their favorites, and Trendway's Capture<sup>®</sup> System received Honorable Mention.

### Top Systems Manufacturer

*Contract Magazine Brand Report* conducted an unaided survey which recognized Trendway as a top manufacturer for Systems products.



# Continuous Improvement through the Adoption of Kaizen Events

Trendway is committed to operational excellence and we believe adopting principles and practices in pursuit of this goal benefits not only our business but the environment and the health and well-being of our team.

Since 2019, Trendway has been adopting the practice of Kaizen, a Japanese business philosophy that continually improves operations and involves all employees. Over the last year Trendway has initiated and completed dozens of Kaizen events that have resulted in:

- Reduction of waste
- Efficiency in energy usage
- \* Simplifying our work processes
- Improving safety
- Increasing employee satisfaction
- Maximizing production efficiencies



These activities help position us for future growth, improved quality and continuing to lead the industry with our average standard lead time of 2 weeks. Along with introducing Kaizen principals, we continue to operate under a 5S workplace structure. This results in a workplace that is clean, uncluttered, safe, and well organized further reducing waste and optimizing productivity.

## Sustainable Products

Trendway designs and manufactures products that have a long useful life. They can withstand repeated service, repair, and handling. We utilize standardized product parts and components that remain available to facilitate maintenance, servicing and reassembly. Contact us for end of life information including disassembly instructions and material recovery options.

## Design for the Environment

The Design for Environment review is a mandated part of every product introduction process. Each product in development is evaluated for material chemistry, ease of disassembly, recycled/renewable content, recyclability, water management and energy use and efficiency. Maintaining visibility of these factors early in the process helps ensure the most sustainable result.

We have the attitude and policies in place to make sustainability part of every decision process. This helps us continue to find new and better ways to address the reduction of emissions and toxic waste.

## Certifications

In 2016 the US Environmental Protection Agency (EPA) released a set of guidelines that identified the BIFMA LEVEL and SCS Indoor Advantage programs among their recommended certification standards. The GSA has included these recommendations in their own program as “EPA Recommended” choices for sustainable purchasing. See the EPA Guidelines for Environmental Performance Standards and Ecolabels on their website.

In 2019, Trendway successfully completed the BIFMA LEVEL program audit for re-certification. Auditors awarded our sustainability efforts by improving Trendway Systems products from LEVEL 1 to LEVEL 2. This means that all Trendway System and Architectural Wall product lines are now certified at LEVEL 2.

In 2019, Trendway achieved ISO 9001:2015 certification. ISO 9001:2015 is a rigorous international standard that specifies requirements for a quality management system (QMS). This standard helps Trendway demonstrate our ability to consistently provide products and services that meet customer and regulatory requirements.

## BIFMA Compliant

The new BIFMA Compliant registry is an industry-wide list of furniture products that meet the rigorous BIFMA safety and durability standards. Many Trendway products have been certified as BIFMA Compliant.

We are proud to provide our customers with the confidence and peace-of-mind that our furniture is tested against the most meticulous safety and performance standards. We look forward to continually adding products to the BIFMA compliance list as we complete additional testing and introduce new products.

To achieve BIFMA Compliant certification, Trendway worked with an independent ISO accredited test lab.



BIFMA LEVEL Certified  
Certification No. SCS-SCF-03790  
[Get the details](#) in the Sustainability section of Trendway.com



ANSI/BIFMA Certified  
SCS Indoor Advantage<sup>®</sup> Gold  
Registration No. SCS-IAQ-01588  
[Get the details](#) in the Sustainability section of Trendway.com



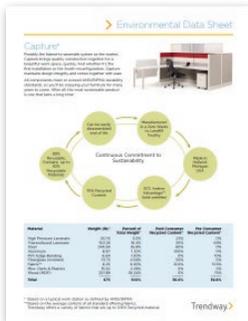
# LEED Points

The U.S. Green Building Council awards Leadership in Energy and Environmental Design (LEED) certification for sustainable buildings and interiors based on a points system. Trendway products can contribute to LEED credit points in several categories:

- Reuse
- Recycled content
- Regional materials
- Rapidly renewable
- Low-emitting materials



Visit the Product, Sustainability or Resources pages at Trendway.com for details on specific products.



## Environmental Data Product Sheets

Detailed information is available for each product line regarding product pre and post consumer recycled content by weight, certifications and potential LEED point contributions.

Find Environmental Data Sheets page on each product page on Trendway.com.

### Associations

Trendway is an active member of:

- US Green Building Council
- American Society of Interior Designers (ASID)
- BIFMA
- West Michigan Sustainable Business Forum
- Michigan Recycling Coalition (MRC)
- Carbon Disclosure Project
- Scientific Certification Systems (SCS)
- EcoVadis



Trendway teams with Natural Capital Partners to further offset our carbon footprint. Currently, we achieve this through purchase of Renewable Energy Credits (REC) through Natural Capital Partners.

These RECs are documented and retired, utilizing the internationally recognized, Verified Carbon Standard (VCS) system.

## Carbon Disclosure Project

Trendway voluntarily participates in the global Carbon Disclosure Initiative (CDP), a project aimed at greater transparency around the greenhouse gas emissions of large corporations.



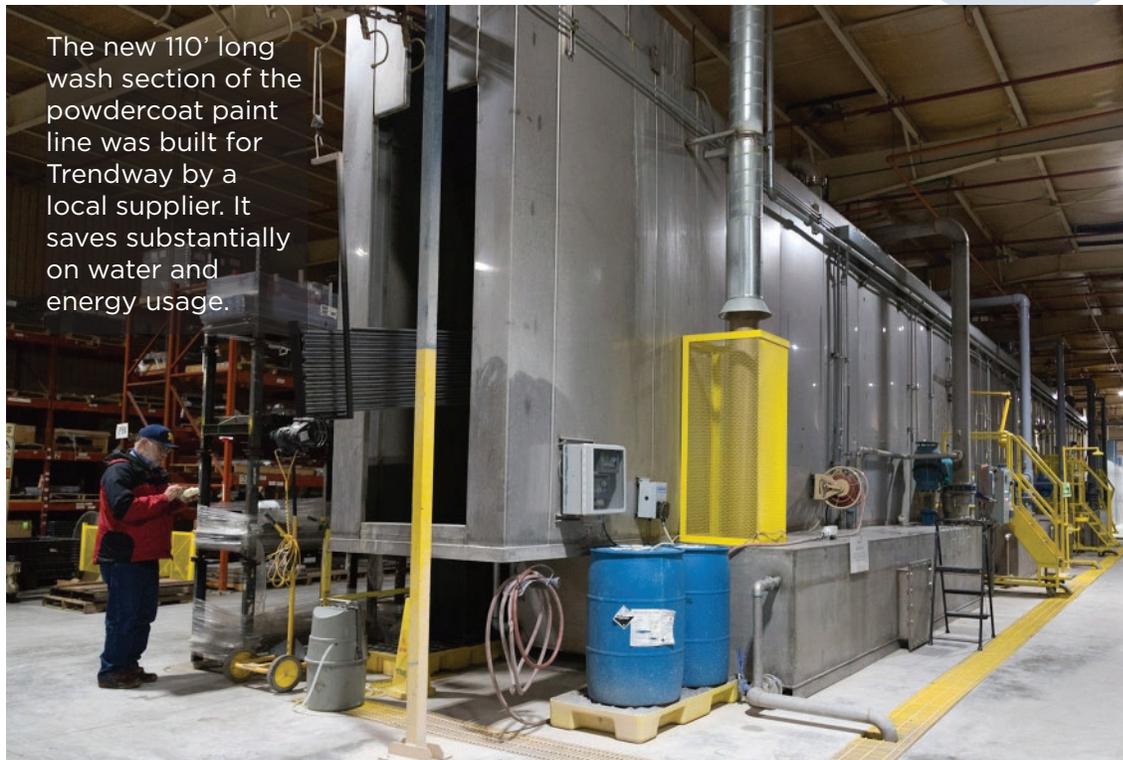
Participants must analyze and self-report their carbon footprint with supporting documentation.

Taking part maintains our awareness of where we are and where we want to go in our journey towards sustainability. It also adds to the sum of knowledge towards understanding the state of our global environment. Learn more about the CDP at [www.cdp.net](http://www.cdp.net).

## Water

Trendway invested in a complete replacement of the Paint Line wash system with a counterflow water recycling system which allows us to reuse water several times. This not only reduces water usage, but also sewerage and the heat energy required to bring cold water up to operating temperatures.

We further updated the pretreatment chemicals in our paint line washer for greater reduction in water and energy use as well as chemical overflow. We now produce higher quality products, with less waste.



The new 110' long wash section of the powdercoat paint line was built for Trendway by a local supplier. It saves substantially on water and energy usage.

# Energy

## 100% Renewable

Trendway is a 100% Renewable Electricity Company. This was done not only through our multiple energy reduction projects, but through the purchase of Renewable Energy Credits (REC) through Natural Capital Partners.



Access to natural light helps offset the need for artificial lighting in our manufacturing facility.

## Reducing Usage

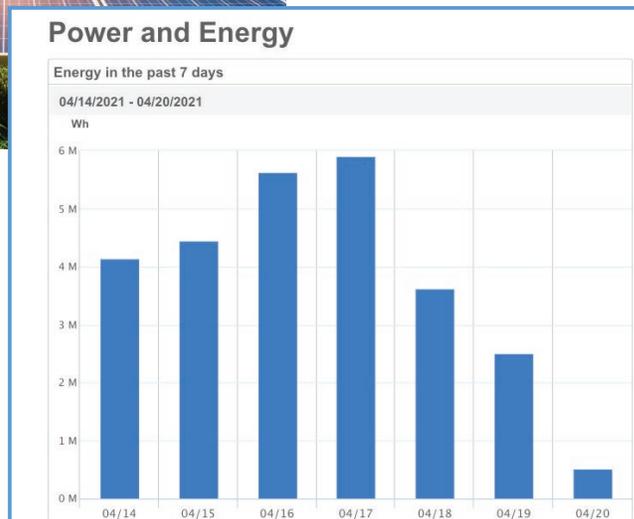
We've invested in converting facility lighting to state-of-art LED technology, which has reduced energy use while providing superior illumination that supports manufacturing quality and enhances employee safety.

Additional equipment upgrades and energy reduction projects continue to reduce our electrical energy usage.



## Fellowes Introduces Solar Panels to Their Itasca Headquarters.

As part of our green initiative, Fellowes has added an energy-saving solar array to their Itasca, Illinois headquarters. This solar array will produce 1,327,060 kilowatt-hours of electricity annually.



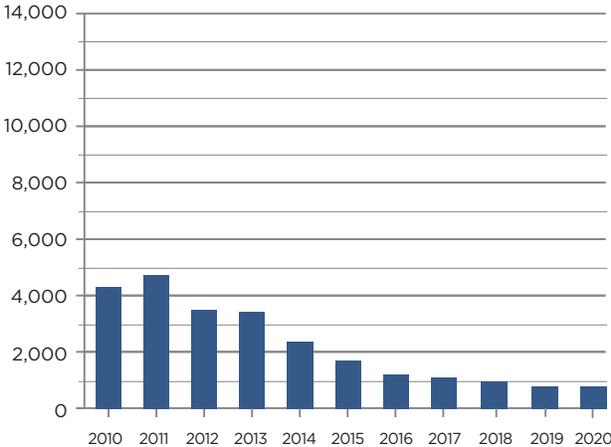
# Emissions and Hazardous Waste

We continually maintain extremely low levels of VOC and HAP emissions. Trendway is designated Very Small Quantity Generator of hazardous waste (VSQG) — the best rating a manufacturer like us can achieve. We continue to review and revise our processes and materials to reduce harmful emissions of every kind.

- For VOCs alone, we've been able to reduce emissions by more than 85% since 2008.
- Our efforts to eliminate hazardous waste through adoption of safer materials have paid off in a reduction of more than 80%.
- New paint wash line chemistry has completely eliminated phosphate in the wash water.
- We converted to all water-based glues for use in our processes, to further reduce our already low VOC emissions.

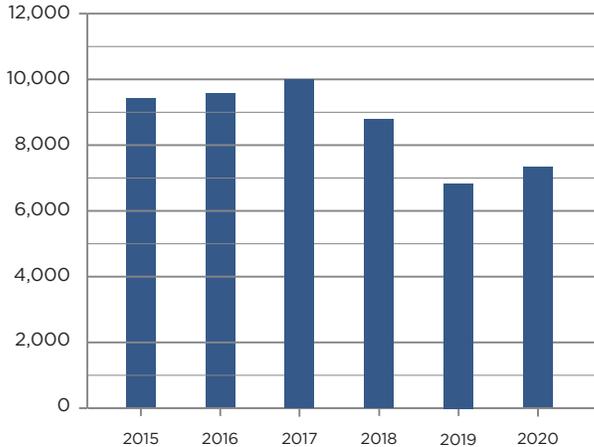
## Total VOC Emissions\*

Pounds per Year

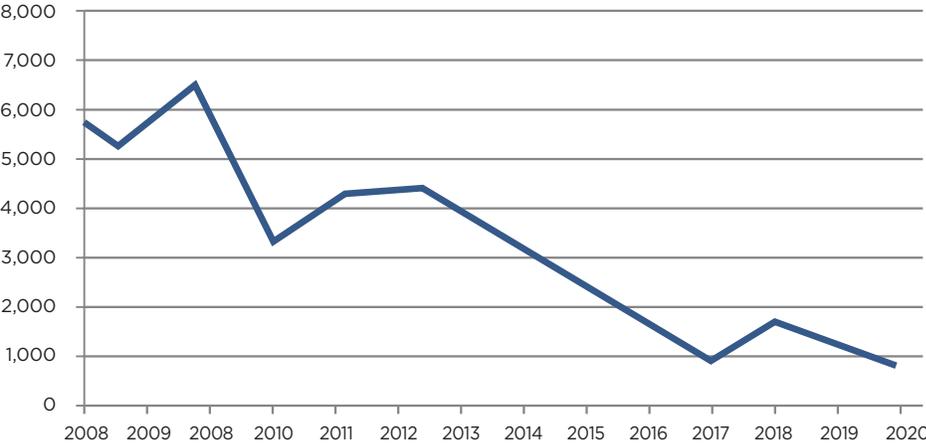


## Company Total GHG Emissions\*

Tons per Year CO<sub>2</sub> Equivalents



\* Total Scope 1, 2 and 3 GHG emissions as defined by the current GRI standard. 2019 emissions estimated.



\* Note that the 2020 total includes a one-time disposal of unused materials from a discontinued coated-foam product line.

## Hazardous Waste Pounds per Year\*

We keep pursuing our goal of reducing or eliminating all sources of hazardous waste in our processes. Conversion to water-based glues was one of the many ways we did it, and allowed us to achieve our designation to VSQG (Very Small Quantity Generator) status from the USEPA.

# Employment and Benefits



**Join the Family...** that’s how we feel about the Trendway team. Trendway believes that a company’s success is rooted in the overall health, safety and financial wellbeing of every team member and their families.

This approach was recently recognized when the National Association for Business Resources named Trendway one of “West Michigan’s Best and Brightest Companies to Work For®”. Only companies that distinguish themselves as having the most innovative and thoughtful human resources approach receive this honor.

We take pride in building beautiful products that create better places for people to work and enjoy. We are committed to delivering them in a better way - with remarkable quality, speed and ease.



## Personal/Career Development/Scholarships

At Trendway, we practice an innovative approach to employee review that focuses forward, identifying each person’s strengths, challenges and aspirations and working pro-actively to help them reach their goals. We seek to support growth and provide the means to achieve it.

An annual Scholarship and Tuition Reimbursement Program is available to assist those who wish to continue their education to support professional growth.



2020 Scholarship recipients (l to r): Jamahl Hogan, Myra Koomen, Aliyah Stanton, Eva Tilton and Sophia Tilton

# Employment and Benefits

## Competitive Wages and Benefits

Fellowes Brands rewards hard work by providing competitive compensation, but that's only the beginning. Total compensation goes beyond what individuals receive in their paycheck and includes many other programs and contributions. Fellowes currently pays in many ways including offering the following programs:

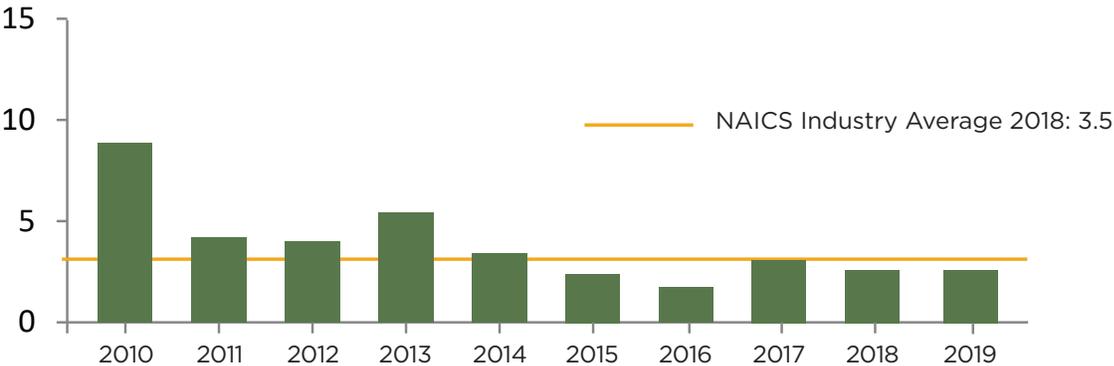
- Employee Assistance Program
- Life Insurance and AD&D
- Short-Term and Long-Term Disability Coverage
- Business Travel Benefits
- Medical, Dental and Vision Insurance
- Legal Assistance Plan
- Flexible Spending Accounts
- 401(k) Retirement Plan
- Tuition Reimbursement Program
- LiveWell Wellness Program
- Competitive paid time off policy
- 9½ company paid Holidays and 1 Birthday floating holiday



# Safety

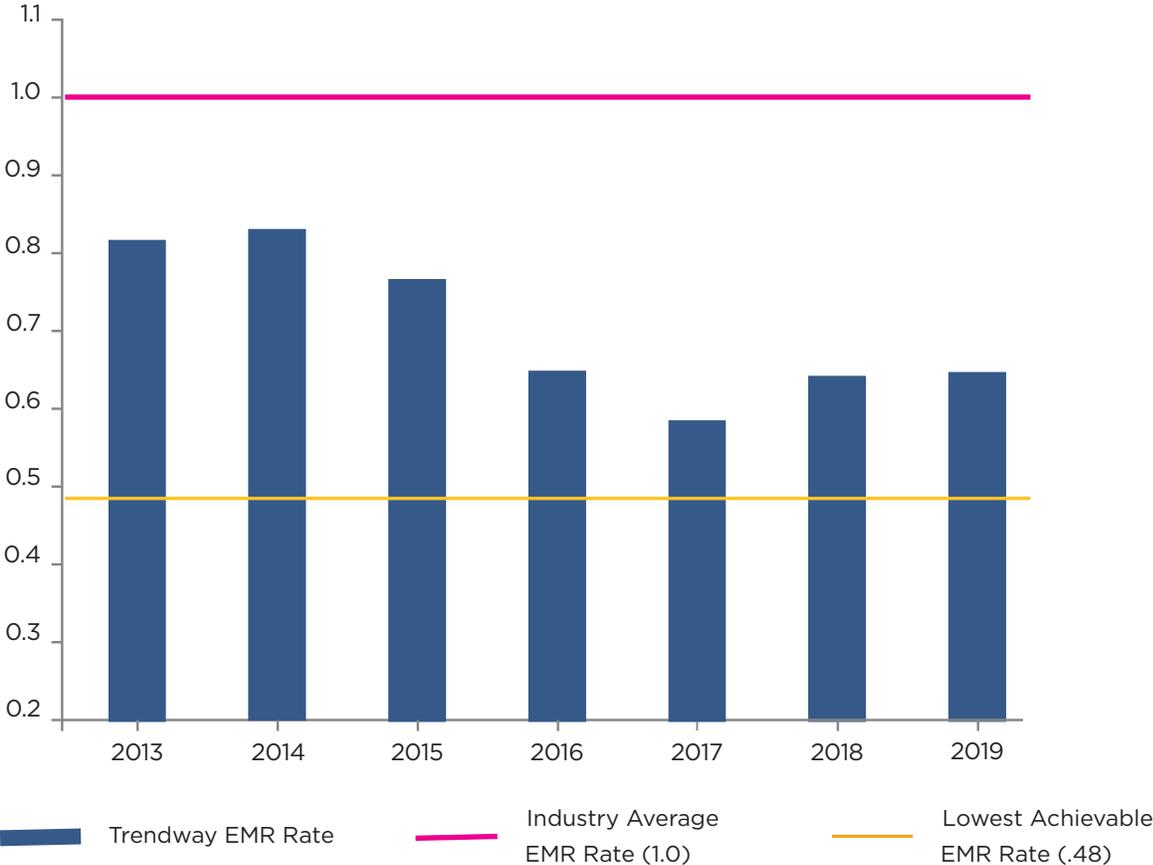
Trendway’s culture of safety strives to improve our incident rate towards our ultimate goal of zero. We are already performing below the current industry average.

## Safety Incident Rate per 100 Employees



## Experience Modification Rate

Experience Modification Rate (EMR) is used by insurance companies to gauge both past cost of injuries and future chances of risk. Trendway’s outstanding EMR is in the top 5th to 10th percentile.



# Giving Back in 2020

In 2020 the pandemic seriously altered our ability to lead and participate in many of the giving activities we annually support. Some, such as the highway clean up and Hope Lodge Dinner with the American Cancer Society had to be cancelled, others went virtual such as our Angel Tree giving to the foster children of Ottawa County. What will continue is our commitment to our community and supporting our teams in giving back and fostering a better place to live for all of us.

## Highway Cleanup

Twice a year Trendway folks don their safety vests to clean up our adopted 3 miles of highway. We've been doing this for over 20 years, with over 1,000 hours of employee time, removing tons of debris.

In recognition, the State of Michigan Department of Environmental Quality recently named Trendway a Michigan Neighborhood Environmental Partner because of our continued support of community environmental quality.



## Hope Lodge Dinner

The American Cancer Society Hope Lodge program provides a free home away from home for cancer patients and their caregivers. This community offers a supportive, homelike environment where guests can share a meal, and Trendway's team members are always willing to help with this worthy cause.





## Angel Tree

For 40 years, Trendway has sponsored the children in Ottawa County Foster Care with our Angel Tree drive. In 2020, 111 of them who faced a bleak holiday received gifts and cheer from the Trendway team. It's a favorite annual project. Gifts are personally chosen for each child based on their own wish list, hand wrapped and delivered in time for the holiday.

## Charity Of Choice

At Trendway we empower our team to fully engage within our communities to not only volunteer with their time, but to give back financially along with Trendway. They do this by nominating their "Charity of Choice" to Trendway's giving committee. Throughout the year, our team gives back an average of 20 charities on a local, national, and global level. We continue to extend our reach in making our communities near and far better places to live and grow. The organizations we give to range from Camp Sunshine, Compassionate Heart Ministries, Project Noah, Harbor Humane Society, 70x7, and the Children Advocacy Center to name a few.





## Diversity Policy

We value and celebrate diversity and believe it is everyone's responsibility to support equal opportunity for employment, development and advancement.

Trendway is an Equal Employment Opportunity Employer. All employment decisions at Trendway including hires, transfers, promotions, compensation, benefits and training are based on business needs, job requirements, and individual qualifications. We do not discriminate in employment on the basis of race, creed, color, national origin, sex, age, religion, disability, marital status, height, weight, veteran status, sexual orientation, gender identity or any other basis protected by law.

## Supplier Code of Conduct

Trendway Corporation is committed to operating its business in a socially, legally, and environmentally responsible manner. To support this commitment, Trendway has developed a list of requirements for its supply base. In order to do business with Trendway, suppliers are expected to, at a minimum, meet the requirements of this Supplier Code of Conduct.

### Laws and Regulations

Suppliers must comply with all applicable laws and regulations of the countries in which they operate.

**Labor Practices** | Suppliers shall provide their workers a safe working environment. This includes, but is not limited to:

- Suppliers shall comply with local minimum age laws.
- Supplier shall not subject workers to harassment, intimidation, or forced labor.
- Supplier shall comply with local minimum wage and overtime laws.
- Supplier shall provide a working environment that meets, at a minimum, local health and safety regulations.
- Supplier shall not discriminate on the basis of gender, race, sex, religion, age or any other basis prohibited by local law.

**Ethical Practices** | Suppliers are expected to operate their business to the highest standards of ethical behavior. Bribery, extortion, kickbacks, and other forms of unfair trade practices will not be tolerated.

**Environmental Practices** | Suppliers shall comply with all applicable environmental laws and regulations. Suppliers are expected to continually evaluate their process and minimize their environmental impact where prudent.

**Customs Compliance** | Suppliers shall comply with all applicable U.S. Custom regulations. Trendway is a Customs-Trade Partnership Against Terrorism (C-TPAT) certified importer and requires that all applicable C-TPAT regulations be followed on international shipments where Trendway is the importer of record.

## About the Report

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Trendway publishes a Corporate Sustainability Report annually, aligned with the GRI Guidelines.

This report is based on year-end data for 2020. The previous report was issued in April 2020, based on year-end data for 2019.

For questions about the report or its contents, contact the Trendway Marketing Department at [Trendwaycommunications@trendway.com](mailto:Trendwaycommunications@trendway.com) or [trendway.com/contact-us/](https://trendway.com/contact-us/)

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Trendway >

**Fellowes**  
[CONTRACT INTERIORS]

HEADQUARTERS | Holland, Michigan | 616.399.3900

CHICAGO | LOS ANGELES | WASHINGTON, DC

Trendway.com | April 2021