

# Sustainability Policy

**Manhattan Stitching shall adopt responsible measures to mitigate negative impacts that the workplace has on the environment and shall comply with all applicable environmental laws. Additional policies and approaches are outlined below, by category.**

## Energy

MSC employees are expected to contribute to energy conservation as much as possible. All equipment (printers, computers, dryers, compressors) is powered down at the end of the day. All lighting are LEDs and are turned off when a room is not in use. Operations are primarily conducted during off peak hours and therefore has a lower impact on the electricity grid and greenhouse gas (GHG) emissions.

## Recycling

We recycle: green recycling bins are placed throughout the facility for proper sorting of cardboard, plastic, metal and paper. MSC does not have a commercial hauling contract due to small size of operations. Employees bring recyclables to a local facility and use the proceeds from recycling redemption for various company and community benefits.

We reduce: MSC employees are encouraged to minimize printing (such as invoices, packing slips and other miscellaneous vendor and order information) when possible. When printing is unavoidable, double-sided printing should be used. Cloud based software and management systems enable paper reduction.

## Water & hazardous waste

To prevent pollution of the local water bodies and environment, MSC manages hazardous waste in water runoff from the screen printing process. MSC maintains an No Exposure Certification (NEC) from the California Water Resources Control Board and pays for hazardous waste to be safely disposed of.

## Indoor Environmental Quality

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# Sustainability Policy (continued)

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## Outreach & Education

A monthly volunteer program is available for employees to participate in sustainability and conservation related opportunities. Annual trainings are held to teach employees proper waste management procedures and how to reduce energy usage.

## Supply Chain

MSC gives priority to vendors that demonstrate environmentally friendly practices in operations and production. MSC assesses each supplier to understand their sustainability practices. All suppliers are asked to attest to Manhattan Stitching Company's Code of Conduct on an annual basis.