



Responsible Business & Sustainability Policy

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Our Commitment

Since 1996, LIT Workshop has partnered with leading global brands to create environments where people connect, collaborate, work, and experience brands.

We recognize that the spaces we help create have an impact beyond the built environment. The way we operate — how we support our people, partner with suppliers, manage resources, and make decisions — matters.

Our commitment is to conduct business responsibly by balancing quality, innovation, operational excellence, environmental responsibility, and respect for people throughout our organization and supply chain.

We believe responsible partnerships create better outcomes — for our clients, our employees, our communities, and the environments we help build.

1. Responsible Business & Ethical Conduct

Trust is the foundation of long-term partnerships.

LIT Workshop is committed to operating with integrity, transparency, and accountability in all business relationships.

Our commitments include:

- Conducting business ethically and responsibly



- Complying with applicable laws and regulations
- Preventing bribery, corruption, fraud, and conflicts of interest
- Maintaining accurate and transparent business practices
- Protecting confidential information and intellectual property
- Building relationships based on trust and mutual accountability

We expect the same commitment from the suppliers and partners who support our work.

2. People, Inclusion & Respect

Our work is built by people, and our responsibility starts with creating a workplace where people are respected, supported, and treated fairly.

LIT Workshop is committed to:

- Equal employment opportunity and fair employment practices
- A workplace free from discrimination, harassment, and retaliation
- Respectful communication and professional conduct
- Fair treatment across recruitment, development, and advancement
- Compliance with applicable employment standards

We believe diverse perspectives, skills, and experiences strengthen our ability to solve complex challenges.

3. Human Rights & Labor Standards

LIT Workshop respects fundamental human rights and responsible labor practices throughout our business and supply chain.

Our commitments include:

- Prohibiting forced labor, bonded labor, modern slavery, and human trafficking
- Prohibiting child labor
- Maintaining safe and voluntary employment practices
- Respecting worker rights under applicable laws



- Supporting fair wages, working hours, and workplace standards

We expect our suppliers to uphold these same principles.

4. Health, Safety & Wellbeing

Creating exceptional environments starts with maintaining a safe and responsible workplace.

LIT Workshop is committed to:

- Providing safe working conditions
- Identifying and managing operational risks
- Maintaining safety procedures and training programs
- Encouraging proactive communication and prevention
- Supporting employee wellbeing

Safety is a shared responsibility embedded in how we operate.

5. Responsible Supply Chain

We understand that our impact extends beyond our own facility.

LIT Workshop works with suppliers who support responsible sourcing, ethical practices, and continuous improvement.

Our supplier expectations include:

- Compliance with applicable laws and regulations
- Ethical business conduct
- Respect for labor and human rights
- Safe working environments
- Responsible sourcing practices
- Environmental awareness

Supplier relationships are managed through documented evaluation and quality processes supported by our ISO 9001-certified management system.



6. Environmental Responsibility

We believe sustainability improves when better decisions are made throughout the lifecycle of a project.

Our approach focuses on reducing inefficiency across design, sourcing, manufacturing, and delivery.

Our commitments include:

- Reducing waste and unnecessary resource consumption
- Improving material efficiency
- Supporting responsible material selection
- Reducing rework through integrated planning
- Partnering with suppliers on sustainable solutions
- Improving operational efficiency over time

By designing inefficiency out of the process, we reduce impact while improving outcomes.

7. Quality, Accountability & Continuous Improvement

Continuous improvement is central to how we work.

LIT Workshop maintains an **ISO 9001-certified Quality Management System** that supports:

- Process consistency
- Risk identification and mitigation
- Supplier management
- Quality assurance
- Corrective action processes
- Operational improvement



Our commitment is to deliver responsibly, consistently, and with accountability from concept through completion.

8. Information Protection & Client Trust

We recognize that clients trust us with sensitive ideas, concepts, and information.

LIT Workshop is committed to:

- Protecting confidential information
- Safeguarding intellectual property
- Managing information responsibly
- Maintaining appropriate access controls

Client trust is fundamental to every partnership.

9. Continuous Improvement & Accountability

Responsible business is an ongoing commitment.

We regularly review opportunities to strengthen our processes, reduce risk, improve environmental performance, and support the evolving expectations of our clients, employees, and partners.

Approved by:
LIT Workshop Leadership Team
Date: 11.15.24