



**Social Responsibility Report**  
2016



## Spec's Social Responsibility Report: 2016

This report covers Spec Furniture's Social Responsibility efforts for the year of 2016. Spec uses the Social Accountability Standard (SA8000), as a guideline. Spec's goals, measurements and achievements that are covered in this document relate to:

1. Employee Health and Safety Management
2. Labour and Human Rights Management
3. Inclusiveness
4. Community Outreach and Involvement
5. Environmental Initiatives

### **1. Employee Health and Safety Management**

Spec is dedicated to achieving and maintaining a safe and healthy workplace for its employees, as well as being committed to the prevention of occupational illness and injury as legislated under the Ontario Occupational Health and Safety Act (OHSA). A comprehensive occupational health & safety program established, supported, maintained and integrated with the company's operational activities assists in achieving both organizational and operational excellence. Safety is an essential and integral part of normal operating practices. The safety of all Spec employees is the responsibility of everyone who works for Spec Furniture.

**OHSAS 18001:** Spec conforms to the requirements of a publicly available external health and safety management system standard. Throughout 2016, Spec's Integrated Management System (IMS) Team has been developing and implementing a more stringent Health & Safety Management System in accordance with OHSAS 18001 (Occupational Health & Safety Assessment Series). Spec continues to be audited annually by an independent third-party (NSF) and maintains its OHSAS 18001 registration.

The goal of adhering to OHSAS 18001 is to improve the health & safety of a company's employees by identifying and reducing hazards. The machines and processes identified as higher risks have been assessed by outside engineers to assist us with identifying future controls, such as guarding, kill-switches, lock-out procedures, training or eliminating the hazard.

**Measuring Health & Safety:** Spec measures and documents incidents as follows:

- Spills
- Near Misses
- First Aid Requests
- Medical Aid Requests
- Lost Time Accidents

Spec's company wide goal is to have zero Medical Aid Requests and Lost Time Accidents, while tracking Near Misses, and First Aid Requests. Here are the results for 2016:

- 8 Near Misses
- 11 First Aid Requests
- 5 Medical Aids
- 4 Lost Time Accidents



## 2. Labour & Human Rights Management

Spec Furniture is an equal opportunity employer. Accordingly, we have established an employment policy which provides that everyone shall be recruited, hired, compensated, trained, assigned, promoted, transferred, demoted, laid off, recalled and terminated without regard to race, colour, religion, sex, ethnic origin, disability, age, marital status, sexual orientation, or any other prohibited grounds under the Ontario Human Rights Code.

For the year of 2016, Spec had zero Human Rights Violations.

## 3. Inclusiveness

Spec believes in inclusiveness – all individuals have a right to be treated with respect in the workplace. We are committed to providing a work environment in which all individuals are treated with respect and dignity and that supports productivity, personal goals, and the self-esteem of all of us.

We will not tolerate or condone discrimination in the workplace on the basis of sex, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, handicap, sexual orientation, record of offences, marital or family status, receipt of public assistance or any other characteristic protected by law.

Spec’s cultural composition in 2016 was as follows:

Male	Male	Male	Male	Male	Female	Female	Female	Female	Female
Black	Hispanic	Indian	Asian	White	Black	Hispanic	Indian	Asian	White
24%	7%	0%	22%	28%	1%	2%	0%	5%	11%

#### 4. Community Outreach

Spec contributes to its community in multiple ways. During 2016, Spec supported many non-profit organizations by donation of money or food. Here are a few examples.

Name	Description	Dates	Location	Employees Participating	Community Impact
Canadian Cancer Society	Non-profit Charity	Feb 5, 2016 Nov 25, 2016	Toronto Office: 55 St Clair Ave W #300, Toronto, ON M4V 2Y7	3	<a href="http://www.cancer.ca">www.cancer.ca</a> In 2015–2016, the Canadian Cancer Society funded \$44 million in leading-edge research supporting more than 350 projects across the country, thanks to our donors. As the largest national charitable funder of cancer research in Canada, we are leading the fight against cancer.
SickKids Foundation	Non-profit Charity	May 13, 2016 September 30, 2016	SickKids Foundation 525 University Ave. 14 <sup>th</sup> Floor Toronto, ON M5G 2L3	2	<a href="http://www.sickkidsfoundation.com">www.sickkidsfoundation.com</a> SickKids Foundation raises funds on behalf of The Hospital for Sick Children. SickKids Foundation is the largest charitable funder of child health research, learning and care in Canada.
Canadian Red Cross	Non-profit Charity	May 20, 2016 May 27, 2016	21 Randolph Ave, Toronto, ON M6P 3X5	50	<a href="http://www.redcross.ca">www.redcross.ca</a> The Canadian Red Cross Society is part of the largest humanitarian network in the world, the International Red Cross and Red Crescent Movement. This network includes the International Committee of the Red Cross (ICRC), the International Federation of Red Cross and Red Crescent Societies (Federation) and 189 National Red Cross and Red Crescent Societies dedicated to improving the situation of the most vulnerable throughout the world.
Evergreen	Non-profit Charity	June 3, 2016 Dec 16, 2016 Dec 30, 2016	Evergreen Brick Works, Suite 300 550 Bayview Ave, Toronto, ON, Canada M4W 3X8	25	<a href="http://www.evergreen.ca">www.evergreen.ca</a> Since 1991, Evergreen, a Canadian charity and international thought leader, has provoked bold action in transforming public landscapes into thriving community spaces with environmental, social and economic benefits.
CP24 Chum Christmas Wish	Non-profit Charity	Dec 30, 2016	1366 Blundell Rd, Mississauga, ON L4Y 1M6	120	<a href="http://www.cp24.com">www.cp24.com</a> The <b>CP24 CHUM Christmas Wish</b> program has become one of the largest distributors of toys to children in need in the Greater Toronto Area. The program also provides financial assistance to hundreds of agencies, ensuring that hundreds of thousands of children across the GTA enjoy a holiday experience



Additionally, Spec donated excess materials to the following schools:

1. Toronto District School Board (fabric)
2. Peel District School Board (fabric)

Spec donated excess fabric to the following local small businesses:

1. Mari Cla Ro
2. Echoes in the Attic

Spec continues its partnership with Sheridan College providing an annual academic award called "Spectacular Excellence". The student with the winning submission is awarded \$3,000 towards his or her tuition as well as being provided with the opportunity for summer work at Spec. The summer work posting has turned into full-time employment for 3 people since the award began in 2013.

## **5. Environmental Initiatives**

### **A number of our Products Are Now level3® Certified**

level® goes far beyond indoor air quality and takes into account how a product is sustainable from multiple perspectives, such as a company's social actions, energy usage, material selection and human and ecosystem impacts. BIFMA International is the recognized leader in developing standards for the North American office and institutional furniture industry.

Spec continues to focus on reducing our impact on the Environment. In 2016, almost 88% of our solid waste was diverted from landfill. This represents almost 433 metric tonnes of material. Based on EPA estimates, this reduced CO2 equivalent emissions vs sending the material to landfill by approximately 475 metric tonnes.