

## BUY U.S. MADE POLICY

**Usacapitol Conducts Business with Great Respect** for the people and organizations that make our country so successful. We purchase a significant volume of raw materials and recognize that one of our most important responsibilities is to support those entities that adhere to the basic values that this country was founded. Consistent with this commitment, we have implemented our company's "Buy U.S. Made Guideline", and also support a "Voluntary Purchasing Plan". We are actively engaged in purchasing U.S. manufactured materials in preference to those of foreign manufacture. At the same time, the Company develops high value products that are '100% Made in USA', thereby contributing to the society for which we live and derive our livelihood.



### Voluntary Purchasing Plan:

In keeping with our Buy U.S. Made Policy, usacapitol has established internal goals to purchase U.S. manufactured materials in preference to those of foreign manufacture, so long as the domestic items are of same or superior quality and are available in sufficient quantity.

### Buy U.S. Made Guideline:

By duly understanding that capitalism and free markets are the cornerstone of our society, we will not espouse economic nationalism and judge people and their products by the group from which they come.

**"We fully recognize that usacapitol products are purchased by government-supported entities with public tax dollars."**

**Todd Mantz, President, Usacapitol**

Our Buy U.S. Made Policy and Voluntary Purchasing Plan should not be perceived as 'Patriotism' or hostility toward foreign people or entities; it is only a manifestation of the simple fact that buying U.S. Made generates U.S. tax dollars, which in turn creates our revenue and livelihood.

Officers will take an initiative in supporting the development and standardization of an industry wide program to promote the purchase of U.S. manufactured raw materials, components, and finished products.

We will take into account all steps in value chains from R&D and product designing to manufacturing, logistics, and marketing in an attempt to incorporate U.S. Made products throughout.

Capitol will specify to suppliers the use of U.S Made products and Raw Materials in outsourced component production.

Usacapitol will set our own voluntary standard for maintaining 100% Made in the USA products with all components to be purchased from U.S. suppliers that manufacture in U.S. factories.

### Current Product Content Information:

100% of usacapitol Products are 'Made in the USA'.

99% of all raw materials are 'Made in the USA'

95% of the raw materials in vendor-supplied components are 'Made in the USA'.



## RECYCLE / REUSE POLICY

### Manufacturing Process:

Capitol works with suppliers to use recyclable and reusable packaging material while protecting product integrity.

80% of incoming shipping material are recycled or reused.

All painted units use environmentally safe powder-coating process including the recycling and reuse of overspray.

Our environmentally safe chroming process uses the latest technologies and materials to ensure the highest quality finish, at little if any cost to the environment.

All machinery and equipment incorporate the latest technologies to reduce the amount of energy used per unit output.

All products are designed to ship using the least amount of packaging materials.

### Products:

All Desk and Legacy™ Series Hard Plastic Components are made with reprocessed maple and birch wood flour. 90% Recycled Content – 0% Performance Impact.

All Millennium™ Series Soft Plastic Components are made with a high grade Polypropylene mixture.

All scrap can and is reprocessed. >5% Recycled Content – 0% Performance Impact.

All Dimension™ and Toddler™ Series Activity Tables are made with particleboard core and matched laminate and backer surfaces. Particleboard - >5% Recycled Content – 0% Performance Impact.

Backer - 100% Recycled Laminate Content – 0% Performance Impact Steel >2% Recycled Steel Content – 0% Performance Impact.

### Cardboard Packaging:

>45% Post Consumer Recycled Fiber Content – 0% Performance Impact.

### Recyclable Material at Product Disposal:

Hard Plastic Components can currently be 100% recycled and used as sandblasting substrate.

Polypropylene Components can currently be 100% recycled.

Metal Frames and Components can currently be 100% recycled.



## ENVIRONMENTAL POLICY

**Usacapitol Conducts Business with Great Respect** and care for the planet. We handle a significant volume of raw materials and recognize that maintaining harmony with our environment is one of our most important responsibilities. Consistent with this commitment, we have implemented our company's "Environmental Action Guideline", and also support a "Voluntary Environmental Plan". We are actively engaged in energy conservation programs, as well as measures that reduce volume and recycle industrial waste from manufacturing facilities. At the same time, the Company develops products with due regard for the environment and thereby contributes to creating societies where sustainable development can be materialized.



### Voluntary Plan:

In keeping with our environmental policy, Usacapitol has established internal goals to voluntarily reduce the amount of energy used per unit output, to lower the volume of landfill waste from operations, and increase recycling activities.

### Environmental Action Guideline:

Recognizing there is a growing concern over global environment as common issue for all mankind, harmony with environment will be given top management priority in the entire company. Officers will take an initiative in establishing a structure to promote environmental protection, enacting measures for environmental stewardship, setting a target for reducing environmental impacts.

By duly understanding needs for solving environmental problems facing the world, we will strive to develop innovative and highly reliable products and processes which will lead us to contributing to societies.

We will take into account all steps in value chains from R&D and product designing to manufacturing, logistics, marketing, and disposal in an attempt to reduce the environmental impacts.

We will constantly monitor and study impacts on our environment as a result of our business activities and seek processes and materials which are superior in environmental safety, energy conservation and resource conservation to reduce overall environmental impact.

We will not only observe regulations set by governments and local authorities, but also set our own voluntary standard, when and where necessary, for maintaining environmental stewardship.

Should an environmental problem arise as a result of our business activities, we will take proper measure to minimize the impact on the environment.

