



100% Diversion of Non-Hazardous Solid Waste

Executive Order 13693: Planning for Federal Sustainability in the Next Decade, established a Government-wide strategy towards sustainability on March 19, 2015. Of the many policy objectives and goals enumerated in this Executive Order, a specific goal was set to promote pollution prevention and to divert at least 50% of non-hazardous solid waste including organics and compostable material from the landfill and to pursue opportunities for net-zero waste or additional diversion.

The Department of Justice (DOJ) incorporated the Executive Order goal in its 2016 Strategic Sustainability Performance Plan. As a result, Goal 7: Pollution Prevention and Waste Reduction (Goal 7) has been implemented to support waste diversion strategies, agency-wide, through source reduction, reuse, and recycling initiatives along with annual tracking, and awareness training. Goal 7 also set a specific goal for Institutions to develop recycling programs capable of diverting at least 50% of non-hazardous solid waste including organics and compostable material and pursue opportunities for net-zero waste or additional diversion from the landfill.

The UNICOR Office Furniture Group, hereinafter referred to as OFG, is not only committed to the target established by the President's Executive Order and DOJ Goal 7, but wishes to achieve an even greater impact in this area. Therefore, it is OFG's goal to divert 100% of non-hazardous solid waste generated by our factories, specifically from fabrication and/or assembly of product components, by FY 2025. Progress toward meeting this goal will be tracked annually through existing data collection procedures that have been created to support the Institution's Environmental Management System. The local Factory Manager, at each OFG factory, will forward the annual data specific to his/her factory to the OFG General Manager. Factories are encouraged to use internal process improvement and lean six sigma tools to maximize material efficiency and devise ways to reuse or recycle non-hazardous waste materials.

Achieving 100% solid waste diversion is a long-range, stretch goal. Nothing implied or stated within this guidance document is intended to impede, or otherwise undermine, efforts at the local level to achieve the DOJ's goal of diverting 50% of non-hazardous solid waste including organic and compostable, annually.

A handwritten signature in black ink, appearing to read 'Dennis Merrion', written over a horizontal line.

Dennis Merrion
UNICOR Office Furniture Group

6-7-17
Date