UNICOR OFFICE FURNITURE GROUP

Guidance Document on Transportation

We are committed to reducing the impact that transportation of goods has on the environment by improving fuel efficiency and decreasing air pollution. To take positive steps in this direction, the following actions will be taken:

- Henceforth, all newly issued procurement documents for supplies and materials will contain a statement that OFG embraces good environmental stewardship and thus encourages our suppliers to use EPA approved SmartWay® Transport freight carriers for all deliveries to our offices and factories.

- Although use of SmartWay® Transport freight carriers will not be mandated in our contracts, the use of such carriers by a company will be considered favorably in cases where two or more respondent companies are equivalent in mandatory criteria.

- Engine idling will not be allowed at our receiving docks. "No Idling" signs will be conspicuously posted near the receiving bays.

- To encourage fuel economy, "Checked Tire Pressure Lately?" signs will be posted near the receiving bays.

- Information on EPA's SmartWay® Transport program and the location of the nearest truck stop will be conspicuously displayed in an area where most drivers will be able to see it. A bulletin board outside the receiver's office is an example of such a location.

- The "no idling" policy applies to all OFG-owned gas vehicles.

- Proper tire pressure will be maintained and documented on all OFG-owned gas vehicles.

- When it comes time to replace an OFG-owned gas vehicle, vehicles powered by alternative means will be strongly considered.

Signed: _____ 3/7/14
Janet E. Conner
General Manager, Office Furniture Group

Date

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