



ENVIRONMENTAL

firstoffice is committed to meeting the needs of our customers in an environmentally sound and sustainable manner, through continuous improvements in environmental performance in all our activities.

The prevention of pollution and the enhancement of the environment are fundamental concepts of First Office' business. All corporations have a responsibility to conduct their business in a safe and responsible manner, maintaining good-neighbor status in the local community, the state and the world. It is First Office' goal to act as a responsible steward of the environment and to utilize manufacturing methods which emphasize pollution prevention, activities that include waste minimization, recycling and the use of alternative, non-hazardous materials.




Our leadership in responsible environmental controls is no fad. Our Chairman of the Board participated in the very first Earth Day celebration. We are firmly committed to the protection of wildlife, soil, air, and water quality. This is seen in our efforts to enhance wildlife habitats, minimize the visual impact of harvesting, and in our reforestation practices. We're well aware that the future of our country's forests is dependent upon their sustainability.



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- Our Chairman of the Board participated in the very first Earth Day celebration. Along with others, he helped convince Indiana University to establish a school of Public and Environmental Affairs as a multi-disciplinary force focusing on environmental problems. He has also received state and national recognition for his efforts and contributions to the preservations of natural areas and the encouragement of multi-purpose forestry.
- Received the Governor's Award for environmental excellence in 2000 and five years continuous improvement in 2005 .
- First Office' company-owned transportation company, Styline Transportation, is presently the only EPA SmartWay certified company in the state of Indiana. SmartWay is one of the EPA's clean-air programs that uses voluntary, rather than regulatory, methods to achieve air-quality benefits. SmartWay's focus is in the Transportation sector, and encompasses products and services associated with fuel consuming engines.
- First Office has been a member of the Indiana Forestry and Woodland Association and practices sound forestry management since 1973. Replanting trees in the forest is a valuable, renewable resource that we practice.
- First Office carton and packaging materials contain at least 35% Post-Consumer Waste. Each ton of recycled corrugated material saves 2.6 cubic yards of space in landfills. First Office also uses a line of packing foam that is 100% biodegradable.
- First Office uses only compliant coatings and thinners. This means that the ratio of HAPs (Hazardous Air Pollutants) to solids must be less than 1 pound HAPs to 1 pound solids. At the present time our finish materials only contain one half pound or less of HAPS per pound of solids. This is well below the maximum allowed.

A close-up photograph of several bright green leaves on a branch, set against a blurred background of more leaves and a clear blue sky. The lighting is bright, highlighting the veins on the leaves.

We grow more trees than we use. The trees we grow generate oxygen, help prevent erosion, beautify the landscape, and provide jobs for people in the community. First Office has even organized efforts to force utility companies to consider the environmental impact of rights-of-way.

First Office has restored thousands of acres of worn-out agricultural land. We have created hundreds of wildlife areas and constructed and stocked dozens of small lakes and ponds. We allow hunting and fishing on a controlled basis and keep records of wildlife harvested.

First Office utilizes all of the scrap wood from it's manufacturing processes to supply process heat and indirect heating for five locations on our manufacturing campus. Each day, 100,000 to 150,000 pounds of wood waste is burned twice, leaving very little ash to dispose of and virtually none released into the atmosphere. The use of this scrap wood also eliminates using valuable landfill space.