



FETZER
ARCHITECTURAL WOODWORK



Corporate Social Responsibility

Policies and Ethics



Mission Statement & Values

Mission Statement

We provide our customers with woodwork of exceptional quality, with reliable service, while achieving profitable growth.

Values

We deliver on time.

We keep our promises.

We discover and fulfill our customers' needs.

We embrace continuous improvement.

We recognize the contribution of every individual at Fetzer, and we promote each other's growth, safety, and security.



Corporate Social Responsibility, Labor & Human Rights

COMMITMENT

Fetzer is committed to achieving high standards as set by our corporate social responsibilities. In particular, we will endeavor to uphold the ethical treatment of our employees and suppliers and strive for continuous improvement in all labor and human rights matters and business practices.

COMPLIANCE

Fetzer will comply with all customer requirements, applicable laws and regulations and will implement programs and procedures to assure compliance. Compliance with Labor and Human Rights (LHR) standards and Corporate Social Responsibility (CSR) will be a main focus in establishing policy, training, documentation, and continuous improvement.

COMMUNICATION

Fetzer will communicate our policy and commitment to social responsibility, labor and human rights and continuous improvement standards to our employees and second tier parties through written communication, training and postings as applicable.

CONTINUOUS IMPROVEMENT

Fetzer employs a Human Resource Director with the authority to manage and oversee all CSR and LHR matters. A cross-functional Human Resource Committee (HR Team) has been appointed and will meet as needed to discuss outlined objectives and targets to assist in meeting all CSR/LHR goals. The HR Director and HR Team will be evaluated annually for performance related to the LHRMS. Systems for compliance will be monitored as required, but at a minimum annually. We will continuously seek opportunities to improve our adherence to these principles and will report progress as necessary.



RISK REDUCTION, PREVENTION, AND ASSESSMENT

Fetzer will seek opportunities, beyond compliance requirements, for reducing risk associated with labor and human rights, and we will establish and meet our own quality standards and customer requirements where appropriate. Fetzer will employ management systems and procedures specifically designed to prevent activities and/or conditions that pose a threat to the ethical treatment of our employees and any labor and human rights issues. Our areas of focus will include: Recruitment (job offer and compensation), Information and Communication to Employees, Freedom of Association and Collective Bargaining, Managing Working Hours, Training and Development, Prevention of Underage Labor, Prevention of Harassment and Abuse, Prevention of Discrimination, Prevention of Involuntary Labor, Disciplinary Practices, Relationships with Private Employment Agencies, Managing Complaint and Grievances and Juvenile Worker Protections. We will research opportunities to minimize risk and protect our employees by actively seeking knowledge on applicable state and federal laws, training our management staff and employees and following our Management Systems guidelines.



Environmental Health & Safety Statement

Fetzer Architectural Woodwork is dedicated to the safety of its employees and environmental protection through:

1. A commitment to the responsible utilization of sustainable forest products and resources.
2. Fostering a culture of safety through comprehensive communication and training.
3. Dedication to complying with all environmental and safety regulations and standards.
4. Striving for continuous improvement in pollution prevention and waste reduction throughout our supply chain.



Environmental Health & Safety Statement

The safety and health of our employees is Fetzer's most important business consideration. No employee will be required to do a job that they consider unsafe. Fetzer will comply with all applicable OSHA workplace safety and health requirements and maintain occupational safety and health standards that equal or exceed the best practices in the industry.

Fetzer will establish a safety committee, consisting of management and labor representatives, whose responsibility will be identifying hazards and unsafe work practices, removing obstacles to accident prevention, and helping evaluate the company's effort to achieve an incident-and injury-free workplace.

Fetzer pledges to do the following:

- Strive to achieve the goal of zero incidents and injuries.
- Provide mechanical and physical safeguards wherever they are necessary.
- Conduct routine safety and health inspections to find and eliminate unsafe working conditions, control health hazards, and comply with all applicable OSHA safety and health requirements.
- Train all employees in safe work practices and procedures.
- Provide employees with necessary personal protective equipment and train them to use and care for it properly.
- Enforce company safety and health rules and require employees to follow the rules as a condition of employment.
- Investigate incidents to determine the cause and prevent similar incidents.

Managers, supervisors, and all other employees share responsibility for a safe and healthful workplace.

- Management is accountable for preventing workplace injuries and illnesses.
- Management will consider all employee suggestions for achieving a safer, healthier workplace.
- Management will stay informed about workplace safety-and-health hazards and regularly review the company's safety and health program.
- Supervisors are responsible for supervising and training workers in safe work practices.
- Supervisors must enforce company rules and ensure that employees follow safe practices during their work.



Environmental Health & Safety Statement

Employees are expected to participate in safety and health program activities. This includes immediately reporting hazards, unsafe work practices, and incidents to Management, the EHS Coordinator, or a safety committee representative. Employees will be responsible for wearing required personal protective equipment and participating in and supporting safety committee activities.