

National **ACCESS** DESIGN

SOCIAL SUSTAINABILITY PLAN



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BACKGROUND

Climate change is no longer just an issue for government agencies and major corporations. The demand for sustainability is reaching deep into the supply chain to effect even the smallest businesses. Many of our clients have already embarked on initiatives to curb their greenhouse gas emissions or reduce their environmental footprints. Our company must be ready to address climate change in a way that supports their efforts.

National Access Design, LLC recognizes that only by becoming sustainable can we continue to grow. The necessity to move to a more sustainable business model has become a critical strategy. Not moving in this direction will have serious repercussions on how clients and potential clients judge our company and value our services in the future. Consequently, we have developed this well-thoughtout planning document that outlines a journey toward sustainability that is long term in focus and ongoing in implementation.

Our Business at a Glance

National Access Design, LLC is a manufacturer of double acting traffic doors, strip doors, freezer blast cell doors, door jambs and industrial curtains. We are a distributor of FRP doors, cold storage doors, dock seals and dock equipment. Materials used to build our products include; ABS and HOPE plastics, aluminum, stainless steel, carbon steel, PVC and 40oz vinyl, polystyrene insulation, cabinet grade plywood, and conveyor belting. We have many pneumatic and hydraulic tools, as well as, welding equipment. We use natural gas during the winter months to heat our building and to keep our glue temperatures warm.

Plan Overview

At National Access Design, LLC, we have a direct impact on the environment through our daily consumption of energy and paper resources. In fact, the biggest energy users operate in office buildings, which have a major impact on the lives of employees and the lives of people in the communities where they are located. These Office buildings account for 19 percent of all commercial energy consumption, more than any other type of commercial building. Heating, cooling and energy for office space are responsible for almost 40% of the nation's carbon dioxide emissions and more than 23% of total electricity usage in the building sector. This is certainly detrimental to the continued growth of the nation's economy.

Energy is a vital component of our operations. However, we recognize that energy efficiency is a critical element to managing climate change. Profit at all cost is no longer the acceptable standard of doing business. The definition of business success is rapidly changing from making money to what a company does to make money. This philosophy is bringing forth a green economy with a new culture and new values.

Perhaps the best definition of sustainable development comes from the World Commission on Environment and Development's Brundtland Report, which defined it as:

“Development that meets the needs of the present without sacrificing the ability of future generations to meet their own needs.”

Plan Overview Continued

National Access Design, LLC is committed to model the principles of sustainability in our office and manufacturing operations and other areas where we can reduce the company's environmental impact. We can achieve real and sustained business value through the adoption of practices that maximize the efficient use of resources and minimize waste.

Now that sustainable development is at the forefront of our consciousness, the challenge is to find the right balance between competing economic, social and environmental goals. In order to sustain our future, we need to perform well in the three key areas that are the principles of sustainable development:

- 3 Key Areas**
- 1 Economic performance - sustaining economic and built capital**
- 2 Social and ethical performance - sustaining social and human capital**
- 3 Environmental performance - sustaining natural capital**

We aim to make a profit, but not at any cost. The economic and social well-being of people is very important to us. Through sustainable activities, we intend to contribute to the health and prosperity of a variety of stakeholders, in an effort to improve the quality of life. We believe people and the planet are equally as important as profit. This plan describes how we will put stakeholders first, extending beyond our employees to include the communities where we operate and even future generations.

The Future We Envision

While we envision ourselves as a sustainable futuristic leader, we also understand the transition it will take to get there. The need to have a vision that reaches beyond environmental responsibility is paramount. It serves to keep us focused on the company we aspire to become and the expectations we have set forth in this document.

We find there are great challenges and an even greater reward in our future as a sustainable company. Our vision statement is an example of where we see ourselves in the long-term:

Our vision is to operate in a sustainable manner that provides for the needs of a diverse community and full engaged workforce, now and for future generations. To achieve this vision requires inspired individuals in every facet of our business making organizational decisions to minimize our impact on the environment, while contributing to the social and economic benefits of our stakeholders, our community and beyond. We envision each employee a champion of sustainability.



Constructive Stakeholder Engagement

Stakeholders provide us with a diverse set of viewpoints on sustainability. This is why we intend to maintain a continuous and open dialogue with a wide variety of people. We see the participation of stakeholders as critical to ensuring that plans and activities not only reflect our own priorities, but involve human capital in our sustainable development strategies.

To this end, an assessment process was used to identify and evaluate a spectrum of stakeholders, taking into account that not everyone will be engaged at the same level of participation. Different stakeholders are entitled to different considerations, and the assessment process allowed us to prioritize them to develop suitable communications and outreach programs. The following stakeholders are considered “high priority” and therefore constant engagement and education is required, as well as consideration for feedback when addressing issues.

These key stakeholders will have the highest level of participation as owners of the company’s sustainability initiatives. They will lead in decisions making, assist in the planning process and are responsible for implementation of the plan. When these stakeholders come together to develop innovative solutions to the issues we face, the results will add value to the company. We consider this group to be our most valuable asset to achieve sustainable growth for all of our stakeholders:

The Bank - Functional -

Owner | Board of Directors - Self-Motivated

Employees - Interactive

Another group of stakeholders will not be involved in decision making, but will have a sense of ownership in our sustainability initiative. They will assist with the implementation process by providing us with their point of view on sustainability. Our aim is to communicate accurate, detailed information about our company’s strategy, vision, mission and management plans, making full use of feedback we receive from this group:

The Community or City of Cincinnati - Information

The Vendors - Consultation

Business Organizations - like WBENC - Support

Our success will depend on maintaining relationships built on trust and mutual respect. We will keep the following stakeholders engaged as important resources for interviews, questionnaires and group discussions, but they will not be directly involved in decision making or implementation of our initiatives. We will listen to their opinions and suggestions, without focusing only on our own ideas and needs. This group of stakeholders includes:

General Contractors

Trade Specialty Contractors

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Our Sustainable Mission

Clients look to us to support their sustainable development; to ensure that our operations are consistent with their supplier requirements. The global marketplace has changed and corporate survival depends on transitioning with this change. This is why our clients will continue to hold us to the highest standards with regard to sustainability.

Businesses and governments around the world are reacting to consumer demands for environmental and social responsibility, as well as sustainability. What the market demands of major corporations, it also expects of small service companies. Thus, our traditional business model has expanded to include a sustainable development mission that reflects our values and philosophy.

In consideration of the common well-being of our employees and the communities where we live and work, we are committed to doing business in a manner that is environmentally and economically just. Key components to achieving this mission are to reduce, recycle and reuse. In keeping with the company's desire to continuously improve, we will strive to promote sustainable actions and responsible decisions in all that we do.

Our Sustainable Development Policy

We have an opportunity to make a positive contribution to a sustainable planet by enacting policies designed so that our business operations do not degrade the environment or cause social harm. We considered the viewpoint of various constituents before developing a company policy. To demonstrate our commitment to become sustainable, the company has adopted the following policy:

To create stakeholder value by considering the social, environmental and economic benefits of sustainable business practices. To deliver this we will:

- Make business decisions that improve our ecological performance and demonstrate our commitment to sustainable development.
- Manage our business profitably to help drive economic growth and prosperity.
- Apply the principles of sustainable thinking to the strategic planning and operation of our business.
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- Monitor how our operations impact the environment and local communities, and strive for continuous improvement.

TOWARD SUSTAINABILITY

National Access Design, LLC believes we can't manage what we can't measure. It was essential to establish baselines from which we can monitor progress, as we move toward becoming a sustainable company. To achieve this goal, we conducted a series of extensive self-audits and impact assessments. To determine relevant content and performance metrics, we used certain indicators outlined in the Global Reporting Initiative (GRI) as a guideline. The GRI provides a framework for corporations and other organizations to report on their social, economic and environmental performance. The three pillars of sustainability were divided into categories and further into indicators. Since this is the standard our clients use for sustainability reporting, it made sense to use the same guidelines.

Our baseline assessments focused on energy consumption, water usage, materials usage, waste management, emissions control, health and safety, and human rights. Results showed both positive and negative trends and provided us with a baseline for setting short- and long-term goals, as well as a guide for ongoing reporting to our stakeholders on an annual basis. Through this effort we were able to identify the following key areas to address:



Environmental

- Energy
- Air Quality
- Toxic Waste

Societal

- Unemployment
- Local Hiring
- Volunteerism

Economical

- Improve Profitably
- Cost Reductions
- Maximize Resources
- Community Investment

What Our Plan Will Accomplish

As a service provider, we understand that every part of our business has a potential impact not only on the environment, but also on our clients' business as well. We must and will ensure that materials utilized in the course of doing business do not contain nor are manufactured with certain "unfriendly" or restricted materials, and that any products we provide as a result of delivering services are

recyclable. Nowadays, climate change is an undisputed fact. The need for our company to implement sustainability practices is a reality of the times.

By engaging in ways that are consistent with our clients' sustainability efforts and helping them improve their environmental performance, we will build value and competitive advantage.

The outcome of our auditing efforts was to set goals that will take the company into the future. But the question we will continue to ask ourselves is how we can achieve the following goals with improved performance, in order to provide the best customer experience at the best value.

Our Environmental Goals

Improve operational efficiency of building(s) in accordance with sustainability standards. Create sustainable offices.

Reduce the amount of materials used in business operations. Improve indoor air quality in all facilities.

Minimize our environmental impact by reducing energy consumption and waste. Manage, minimize and eliminate, wherever possible, the use of hazardous materials.

Our Societal Goals

Partner with our clients, communities and key stakeholders to embrace sustainability. Develop a culture that takes the company beyond environmental compliance to sustainability.

Enhance the well-being of our employees, their families and communities in which we work through sustainability leadership.

Educate and promote sustainability programs throughout the supply chain. Contribute to the well-being of the community. Ensure the health and safety of employees.

Our Economic Goals

Invest funds in the broader community to improve the quality of life. Improve the company's bottom line through increased efficiencies. Invest in the development of people, profits and the planet.

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How We will Achieve Our Goals

As we move forward, an important step in integrating our sustainable policies is to ensure our staff fully understands our commitment to environmental and social responsibility.

Our vision statement provides a direct link between how we currently run our business and the sustainable company we strive to be tomorrow. It helps us to focus on what we can achieve now, while protecting the planet for future generations.

Our mission statement represents who we are as a company. It is the compass we will use, not only to remind us of our values, but to guide us forward at the same time.

Our policy statement is the foundation upon which we will build tomorrow's success. As a sustainable business, we will embrace social responsibility and environmental protection. Our company policy provides the basis for every decision we make as we work toward achieving sustainability.

Together, these elements of vision, mission and values describe who we are, what we intend to do and how we intend to do it.

Once we established a green vision and mission, we developed the following strategies against a triple bottom line of environmental stewardship, social responsibility and economic prosperity. We will strive to operate our facilities and conduct our operations in such a way to protect people, profits and the planet. We will strive to operate our offices and conduct business in such a way to protect people, profits and the planet.

Environmental Action Steps

Utilize green procurement practices with emphasis on recycled content, minimum packaging and materials free of toxics.

Minimize the generation of waste through source reduction, re-use and recycling programs. Conserve electricity by using a variety of energy-reduction techniques.

Promote a "paper saver" campaign to reduce paper consumption by recycling and reusing one-sided paper, editing on screen to avoid printing drafts, reusing envelopes and more.

Use packing materials for shipping that can be recycled, reused or safely discarded.

Create an "in-house library" to recycle magazines, newspapers, books and other reading materials for employees to share, and pass the materials on to community organizations or schools rather than sending them to the landfill.

Societal Action Steps

Encourage a workplace that visibly values and leverages diversity to embrace similarities and differences of people, culture and ideas.

Recognize and reward employees involved in volunteer service and civic engagement.

Provide our employees with safety and environmental information through training and educational programs, so they can make decisions in support of sustainability.

Recognize employees who make outstanding contributions to our sustainability initiative. Donate usable electronic equipment and office furniture to local nonprofits and schools. Promote an inclusive workplace environment that offers equal rights and equal opportunities for everyone.

Position the company as environmentally friendly and an employer of choice for sustainability minded workers. Engage employees in training to apply the principles of sustainability to the work they perform.

Economic Action Steps

Make the company more competitive by reducing operating expenses so you can lower your prices. Build a spirit of stakeholder ownership and high performance within the company by adding a profit sharing based upon recycling program.

Promote from within as a cost-effective way to fill open positions and retain talented employees. Protect company assets and minimize liabilities by preventing workplace injuries through safety education and training programs. Ensure that sustainability initiatives are integrated and connected with traditional accounting measurements. Apply the concept of Triple Bottom Line accounting to view your profitability as having environment and social components in addition to financial.

We believe strategies to reduce environmental and social impacts will give us a stronger position in the marketplace and a distinct competitive advantage. Fully integrating sustainable practices into our business is important for providing best-in-class service and the best customer experience. As we move forward with a sustainable mindset, these strategic action steps will help us to meet challenges, take advantage of opportunities and prosper from a future full of promise.

Systems To Support Our Efforts

We see the situation for what it is: an entirely new green economy in which we must compete in order to survive. We intend to do our part in combating climate change by achieving sustainability through a combination of efficiency improvements to our operations. Organizational competencies (managerial and technical) together with support systems that keep the company moving in the right direction are strategic assets of utmost importance.

Sustainable practices is about changing habits and engaging in processes that create abundance while eliminating waste. We recognize that integrating sustainable strategies into business operations will not be easy. In fact, the biggest challenges we face are transitioning the company to a new cultural orientation and making extensive refinements to systems, practices and procedures over time.

These are not easy tasks for people who have been doing things the same way for so long. It requires operational systems to help each and every employee to participate in responsible decision-making and deliberate acts of conservation.

To achieve success, we have established the following support systems - all of which will contribute to reducing our environmental impact.

The processes we are adopting and the systems we are putting in place will allow us to continuously improve our performance and lower our costs as we work toward a sustainable future.

Environmental Support Systems

- Quarterly Self-Audits
- Waste Minimization Program
- Sustainable Facilities Management
- Responsible Procurement

Societal Support Systems

- Personnel Management
- Company Culture

Economic Support Systems

- Economic Development
- Financial Management
- Charitable Contributions

EVALUATION IS FUNDAMENTAL

As a growing business, we want to be known as a sustainability leader in the marketplace. The development of performance measures will enable us to determine the current state of our business and benchmark progress far into the future. The metrics we used reflect data that can be reported from year to year, such as total energy and paper usage. Not only will we be able to determine success and failure of adapted practices and strategies on an annual basis, but also critically evaluate our chosen course of action and make adjustments where necessary. Value is created whenever benefits exceed costs; and we can effectively measure policies and practices against results.

The grounding framework for our Performance Measurement System stems from the sustainability indicators of the Global Reporting Initiative (GRI) used by our clients. Although the plan was not produced in full accordance with GRI reporting, our Performance Measurement System will guide us to be more efficient in our operations and more strategically aligned to find ways that will improve both our clients' and our own performance.

The metrics are categorized into three groups that form the framework for GRI reporting:

Environmental Performance Indicators

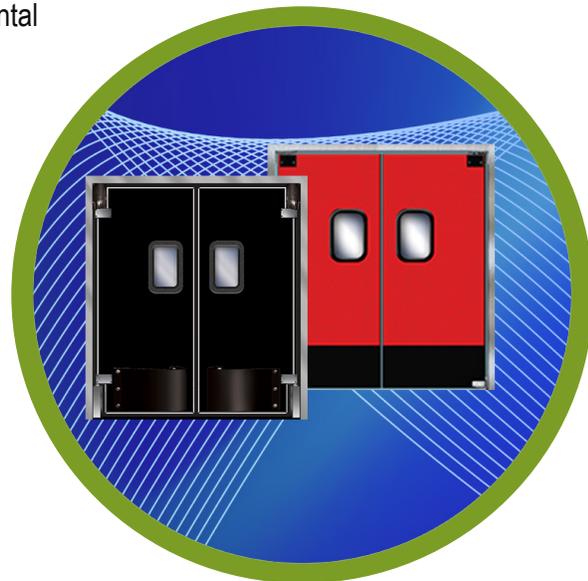
Policy, practices and proportion of spending on locally-based suppliers and diverse suppliers by groups. Coverage of the company's defined benefits plan obligations. Expenditures on "green" purchasing or environmental management costs.

Societal Support Systems

Policy, practices and proportion of spending on locally-based suppliers and diverse suppliers by groups. Coverage of the company's defined benefits plan obligations. Expenditures on "green" purchasing or environmental management costs.

Economic Support Systems

Policy, practices and proportion of spending on locally-based suppliers and diverse suppliers by groups. Coverage of the company's defined benefits plan obligations. Expenditures on "green" purchasing or environmental management costs.



Timelines and Milestones

Projects that introduce a new endeavor but fail to be sustained after the initial thrust can create a sense of frustration among employees. We are committed to embracing environmental, societal and economic responsibility as key source of competitive advantage. Because of this, the company has made a ten year commitment to sustainable development.

We can accomplish many things over the next five years, but our intent is to look far into the future. The lessons learned over the next few years will provide insight into the planning and implementation of improved processes that can ensure long-term sustainability for years to come.

We will quantify our performance by tracking data over time on important benchmarks. The metrics and milestones we have established will serve as a foundation for taking first steps.

What is measured also needs to be monitored and actively managed. Following is a timeline of milestones in our journey toward sustainability.



Timelines and Milestones (change percentages to match short and long-term goals.)

Metrics	Action	1 YR.	2-3 YRS.	4-5 YRS.
Landfill Waste	Reduce environmental impact	10%	15%	25%
Energy Usage	Reduce Consumption	10%	15%	20%
GHG Emissions	Reduce environmental impact	5%	10%	15%
Materials Usage	Recycling and reuse	5%	10%	15%
Indoor Air Pollution	Improve quality of indoor air	on going	on going	on going
Human Rights Improve	Inclusion initiatives	on going	on going	on going
Employ Locally	Increase local recruiting	20%	30%	40%
Career Development	Increase internal promotions	5%	10%	15%
Health and Safety	Improve stakeholder benefits	on going	on going	on going
Community Relations	Stronger links and partnerships	on going	on going	on going
Economic Performance	Increase economic value	10%	15%	20%

CONCLUSION

National Access Design, LLC has been able to differentiate ourselves through strong client relationships. Leveraging sustainability will enable us to be a valued partner. We understand that sustainability constitutes a core value for our clients. That is precisely why we are transitioning our operations to support their sustainability goals.

In order to benefit and profit from sustainable development, it is necessary to report to our stakeholders on what National Access Design, LLC has achieved, and what we plan to achieve over the five years. We place great importance on conducting business with the highest standards, while providing exceptional service to our clients. Reporting our sustainability accomplishments on an annual basis will help to reinforce our competitive position as a valued supplier.

In summary, we view the future as promising and exiting. The growth opportunities as a local supplier that supports the global economy are extraordinary. We will capitalize on these opportunities; running our business in a responsible manner to bring value to our clients, and stewardship to the environment to ensure the needs of future generations are met.

