

### **CHEMICAL MANAGEMENT POLICY**

A copy of the Material Safety Data Sheet (MSDS) for each prospective new product will be attached to the Chemical Product Approval Form and will be reviewed by the committee.

Klem will review the MSDS and confirm that it contains adequate information about the product as specified in OSHA 29 CFR 1910.1200

Klem will evaluate the human and ecosystem health impacts of the product's constituents using information on the MSDS. Personal protective equipment will be used as recommended by the chemical manufacturer to reduce employee exposure to any hazardous chemicals.

Klem can reject products that it considers too hazardous to use. We will refer to the company's Chemical Reduction Strategy (under development) which lists the chemical constituents that Klem intends to reduce or eliminate from its processes. It may also reject products for which inadequate safety information is provided on the MSDS.

Only after review can a new product be brought into the facility.

After the product is approved, its name will be added to the Hazardous Chemical List. A copy of the revised list as well as the new product's MSDS will be placed in MSDS binders in each facility.

We are committed to the prevention of pollution and continuous improvement of these processes. We will also develop an integrated life-cycle analysis into New Product Development.

**Mike Wagner**  
CEO and President

Jasper Group is the parent company of JSI: quality furniture for work and life, and Klem: crafted furniture for life away. Strongly rooted in the heart of the Midwest, generations of our furniture family have been proudly practicing their craft in southern Indiana since 1876.

For more information, visit [klemhospitality.com](http://klemhospitality.com).

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