

# CORPORATE sustainability

### **ENVIRONMENTAL POLICY**

Protecting our planet is becoming more vital than ever. As a manufacturer, our top priority is minimizing our environmental impact of our production. Not only do we strive for quality service, we take the necessary steps to take quality action. Gebesa is committed to implementing and promoting sustainable work environments and business practices.

### Support LEED when applicable

The U.S. Green Building Council awards Leadership in Energy and Environmental Design (LEED) certification for sustainable buildings and interiors based on a points system. Gebesa products and practices contribute to LEED credit points through the following:

- All corrugated cardboard used for shipping is made from 100% recycled, biodegradable and non-toxic material.
- Gebesa offers two shipping options: full trailer shipping or less-than-truckload (LTL) shipping. Full trailer shipping - This shipping option significantly decreases the amount of boxes and packing materials used per shipment. The trailer is carefully loaded, maximizing space while protecting the product. Delivered to the dealer in one shipment, it is ready for unloading with recylable materials.

LTL - This method of shipping uses cardboard boxes and packing material to protect furniture during transit to servicing dealer's warehouse, where it is received and readied for delivery to the job site.

### Cradle to Cradle Certified

Sustainability means action! Our focus on zero waste not only benefits the environment, but our customers too! At Gebesa, we are committed to the proper management and use of natural resources.

### **Greenguard Gold Certified**

Gebesa meets Greenguard standards for production that contributes to safer, healthier air. Gebesa continues to ensure all products and materials used are low-emitting and energy efficient.

# WARRANT AND NON-OBSOLESCENCE POLICY

Gebesa is committed to quality products and quality service. We back our commitment with a comprehensive warranty and non-obsolescence policy.

### Ten-year parts and labor warranty

With limited exceptions, Gebesa products are covered by a ten-year warranty that includes parts and labor. We guarantee repair and replacement at no cost to the dealer as well reimbursement for any warranty service provided.

### Ten-year non-obsolescence commitment

Gebesa is committed to providing consistent product and furniture for the duration of every contract. In the unlikely discontinuation of a product line, Gebesa will provide alternate substitutions that are compatible with the chosen style, functionality and price.





At Gebesa, we believe our business is built one relationship at a time. We may be in the business of furniture, but our stakeholders are our success.

We value the connections among our dealer partners, customers, employees, suppliers, and most importantly, our community. Because of them, we are built to last.



# **ABOUT US**

At the forefront of manufacturing, Gebesa is a 100% Mexican company with a growing international presence.

With superior production and design in the marketplace, we continue to meet the needs of every client, furnish their spaces, and bring their vision to life.

Let us show you who we are and what we can do!



# THIS ONE'S FOR YOU, THE MAKERS.

This one's for you, the makers.

The entrepreneurs. The risk takers. The hard workers. The driving force of our society. Makers of all kinds. The bold spirits who shape our world.

Because you dream big. You dare to create great things where there was nothing before. You envision our future, build our cities, establish our businesses, create our jobs, add value to our lives.

Thanks for being there every morning, leading our steps to a better world. Thanks for spending many of your nights shaping our tomorrow, creating a legacy.

Thanks for your passion and for being there every day, working, changing creating, succeding. Yes, sometimes failing, but always getting back on your feet to start all over again.

You are the essential heroes of our society who transform our world with your vision and actions.

This one's for you, dear makers. Keep it up. We got you.

# **HUMAN RESOURCES**

Production & Design, Marketing & Sales, Accounting & Administration personnel: 186 people. Factory personnel: 484 people

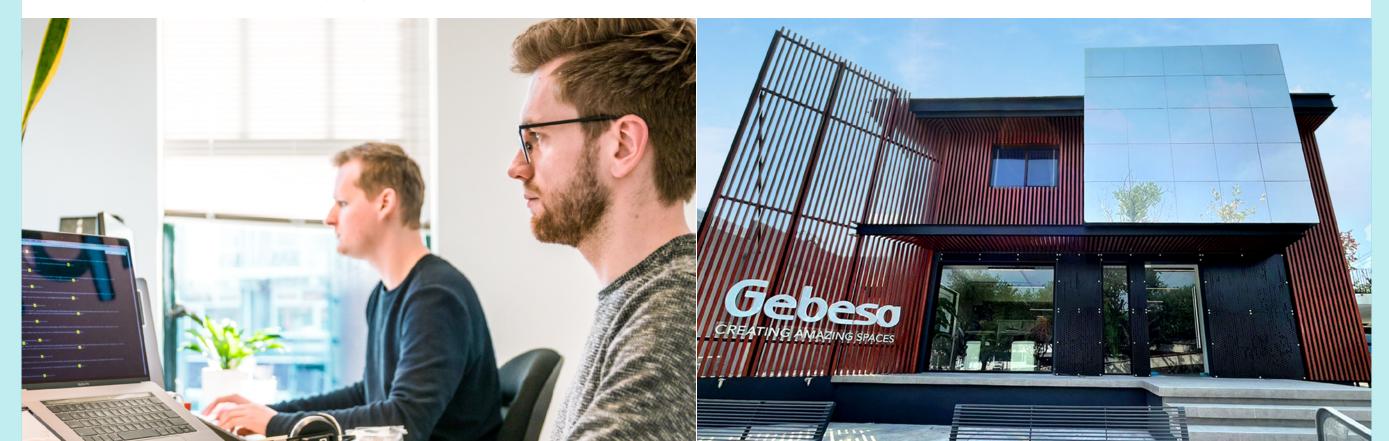
We have a stellar team, equipped with the skills and expertise to build quality products and provide quality service. Gebesa employees continue to add value every day. They invest in us so we invest in them.

# INFRASTRUCTURE

Three locations with five factories:

- Metal furniture factory
- Panel systems factory
- Seating factory
- Laminate factory
- Veneer factory

Total company footprint: 11.4 acres



# **CORE STRENGTHS**



Our quality employees.



Affordability and high-quality furnishings.



Growing brand prestige for more than 45 years.



Best lead times in the market.



State-of-the-art manufacturing practices.



Investments in sophisticated technology.



Reliable exporting partner for more than 25 years.















Subsidiary trucking company.



Competitive cost structure.



Long lasting client relationships.



Stellar, direct in-house customer service team.





# Gebeso x Gaboo

# **SUBSIDIARY TRUCKING COMPANY**

- 39+ commercial trucks
- 3 CV's (5 Ton.)
- 50 Trailers of different footage

# **67 ASSOCIATES**

- Operators
- Mechanics
- Office Personnel

















DOORDASH

**GRAINGER** 



SAMSUNG





































**Forbes** 















Coca:Cola

**Crocs**<sup>®</sup>

Kubota



Gebeso | CREATING AMAZING SPACES around the world



# CORE VALUES

- Integrity
- Passion
- Commitment
- Empathy

# STRATEGIC VALUES

- Design
- Productivity
- Innovation
- Performance
- Flexibility

# EMPLOYMENT AND BENEFITS

Our team is ready for every challenge. From the busy manufacturing floor to the focus of our designers, we rely on our employees to keep us moving forward.

Gebesa empowers employees to build their expertise, share their ideas and embrace their curiosity. We support those who want to further their skill sets and professionalism and provide the means to achieve it.

We know our employees could work anywhere, but they choose us every time. Gebesa offers competitive salaries and benefits. They invest in us, so we invest in them.

# Benefits:

- Paid vacation
- Individual and family health insurance
- Maternity/paternity leave
- Disability
- Retirement
- Childcare
- Bereavement support

# Additional benefits include:

- Professional development
- On-site dining
- Housing fund
- Savings account
- Bonus eligibility
- Free transportation to work

Gebesa values the well-being and mental health of our team. That is why we offer Gebe-Days. This benefit consists of two free days for employees to use outside of their vacation.

# **DIVERSITY POLICY**

Gebesa recognizes the value of diversity in our workforce. We believe that is everyone's responsibility, at all levels, to support equal opportunity for employment, development and advancement.

We remain committed to nurturing an environment that encourages all backgrounds, ideas and contributions.

Gebesa is an Equal Employment Opportunity Employer. We embrace employees' differences in race, age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, religion and sexual orientation.



# CERTIFICATIONS

# WORLD CLASS MANUFACTURING



ISO 9001 is an International Standard that has been adopted by companies of all types and sizes around the world. The standard specifies the requirements for the implementation of a Quality Management System, and includes the best practices for its application, whether internal, for certification, or for contractual purposes. BIFMA is the acronym for Business and Institutional Furniture Manufacturers Association. BIFMA is a non-profit organization that serves as an information resource center and representative for the office furniture industry. Sets standards for the stability, strength and fatigue performance of office furniture, and has gained wide recognition for its rigorous and well-established standards.

GREENGUARD® Certification is provided by UL Environment, an independent industry scientific organization that tests thousands of products for their VOC emission levels. When a product achieves GREENGUARD Certification, it means it has met some of the world's most stringent field-validated, performance-based standards for low chemical emissions.



GOLD



The FSC Certificate (Forest Stewardship Council ) is a forest certification system that began to be created in 1990 in California, can guarantee the consumer that the forest products that have the FSC certificate come from forests in which good practices are ensured when using them according to the minimum levels of good management.





# AWARDS



# 2 TIMES AWARDED: REGION LAGUNERA HACIA LA CALIDAD

Gebesa is a two-time award recipient for leadership and organizational development.



# AMERICAN RECOGNITION OF EFFICIENCY

Gebesa is a recipient of the American Recognition of Efficiency award. It is awarded to companies and industry leaders for sustainable product development.

# MISSION AWARD AT METROCON EXPO & CONFERENCE 2019

Metrocon is an international exhibition and conference focused on design specifications. Every year Metrocon and Pegasus, award the most outstanding projects in the following categories: People's Choice Awards, Instagram Worthy Award, Best of the Best Award, Lean and Green Award and finally, the Mission Award or which we were the recipient. Gebesa was awarded because of the Bridge Home project, first of several new facilities that will provide shelter for 72 people on any given night, opened by Los Angeles' Mayor Eric Garcetti and Councilmember Mitch O'Farrell.

# GRAINGER 2012 BEST NEW SUPPLIER OF THE YEAR

Gebesa was recognized for exceptional performance in 2012 at the Grainger Annual Supplier Conference. Grainger is North America's leading broad line supplier of MRO, products, supplies and solutions, serving businesses, contractors and industries since 1927.

# GRAINGER 2013 PARTNERS IN PERFORMANCE

Grainger's Partners in Performance Award recognizes suppliers who achieve excellence in several categories including responsiveness, information integrity, compliance, quality product, management commitment and order fulfillment.

# GRAINGER 2021 PARTNERS IN PERFORMANCE

Gebesa is a two-time recipient of the Grainger Partners in Performance award.











Tipo de producto	Nombre comercial	Declaración de venta FSC
W12.12	Parte del mueble (Asiento para banco)	FSC 100%
W12.7	Muebles de oficina	FSC Mix x%
W16.4	Perchero y Clavijas (Perchero para recepción)	FSC 100%

eferred by Nature™

Este certificado en sí mismo no constituye evidencia de que un producto suministrado por el titular del certificado sea material FSC® [o FSC Controlled Wood]. Los productos ofrecidos, enviados o vendidos por el titular del certificado solo pueden considerarse cubiertos por el alcance de este certificado cuando la declaración FSC requerida se indica claramente en las facturas y en los documentos de envio. El certificado impreso es propiedad de NEPCon OÜ y deberá ser devuelto ante petición

Fecha de esta versión del certificado: 03-09-2020



#### Anexo A: Alcance del Certificado Cadena de Custodia FSC® NC-COC-005057 de Manufacturas Post-Form, S.A. de C.V.

Date Issued: Product ID#: Test Report #: ©2021 UL BEF2

March 31, 2021 1001000869-3193945 1001000869-3193945

	GREENGUA	RD CERT	<b>IFICATION TEST R</b>	EPORT	
Customer Information	Salmon Boya Guanacevi No	rdo 5. 370 Parq	S.A. de C.V. (Gebesa ue Industrial Lagunero b. C.P. 35078		
Product Description	2-Door 3B ver	ntilated loci	ker		
Test Group	Individual Cas	segoods - C	01		
Category	Furniture Con	nponents			
Test Type	Certification		Year 7		
Test Method		sions From	Certification Program Me Building Materials, Finish		
	Environment	туос	Formaldehyde	Total Aldehydes	CREL/TLV
	Open Plan	~	×	~	×.
GREENGUARD	Private Office	~	1	~	~
- meets criteria; X - over	criteria				
Authorized by	Allyson M. Mc Allyson M. Mc Chemistry Lal	Fry	rector		

#### PHOTOGRAPH OF SAMPLE



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#### **GREENGUARD RESULTS SUMMARY**

Parameter	Accept	IGUARD able IAQ teria	168 Hour Product	Product Compliance for IAQ		
	Open Plan	Private Office	Measurement	Open Plan	Private Office	
TVOC <sup>a</sup> (µg/m²•hr)	≤ 345	≤ 694	< 4	Yes	Yes	
Formaldehyde (µg/m²•hr)	≤ 42.3	≤ 66.7	< 4	Yes	Yes	
Total Aldehydes <sup>b</sup> (µmol/m²•hr)	≤ 2.8	≤ 5.7	< 0.1	Yes	Yes	
4-Phenylcyclohexene (µg/m <sup>2</sup> •hr)	≤ 4.5	≤ 9.0	< 4	Yes	Yes	
Individual VOCs (µg/m²•hr)	all ≤ 1/	10 TLV	c	Yes	Yes	
"TVOC" is the sum of all VOCs measured via T using calibration to a toluene surrogate. "Total Aldehydes" is the sum of all measured through nonanal are analyzed using TD/GC/N aldehydes are quantified to authentic standards. All individual VOCs detected met the criteria of	normal aldehy IS. The rema	/des from form ining aldehyde	naldehyde to nonanal, es are analyzed using	plus benzalde g HPLC/UV m	hyde. Heptana ethodology. A	

#### PROJECT DESCRIPTION

This study was conducted using a UL Environment's GREENGUARD test method following the requirements of GREENGUARD Certification program. The product was monitored for emissions of total volatile organic compounds (TVOC), formaldehyde, target list aldehydes, and other individual volatile organic compounds (VOCs) over a 168 hour exposure period. These emissions were measured and the resultant air concentrations were determined for each of the potential pollutants.

#### Report Outline:

Table 1	Environmental Chamber Study Parameters	
Table 2	Emission Factors and Predicted Air Concentrations	
Table 3	Emission Factors of Identified VOCs	
Table 4	Emission Factor of Target List Aldehydes	
Table 5	Supplemental Emissions Information	
Chain of Custody	Chain of Custody	

Download more information regarding UL's technical references and resources, product evaluation methodologies information, quality control program, and environmental chamber evaluations from our website <u>click here</u> or https://www.ul.com/offerings/greenguard-certification

For RSD, Quality Assurance Report or other quality documents, Request here or contact ULE.

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#### TABLE 1

ENVIRONM	ENTAL CHAMBER	STUDY PARAMETE	RS
Product Description	2-Door 3B ventilated I	ocker	
Product Manufacture Date	January 7, 2021		
Product Collection Date	January 7, 2021		
Product Shipping Date	January 8, 2021		
Date Received	January 12, 2021		
Test Description	by the customer. The controlled environmen prior to loading, the required loading. Th	e package was visually nt immediately followi product was unpacka	nt as packaged and shipped y inspected and stored in a ng sample check-in. Just aged and prepared for the d inside the environmental ed protocol.
Test Period	January 31, 2021 - Fe	bruary 8, 2021	
Area	six-sided area = 2.907	'3 m²	
Environmental Chamber ID and Volume	ICG - 5.96 m <sup>3</sup>		
Product Loading	0.49 m²/m³		
Test Conditions	1.00 ± 0.05 ACH 50% RH ± 5% RH 23.1°C - 23.3°C		
*Accredited Laboratory	Testing Laboratory	Analytical Laboratory	Technical Reporting Location
Locations	ULE - Marietta	ULE - Marietta	ULE - Marietta

The temperature range specification is 23°C ± 1°. The actual temperature range listed above may vary slightly. If the range is outside this specification, data was reviewed to ensure a negative impact did not occur.

	*Accredited Laboratory Locations
Location	Address
ULE - Marietta	UL Environment 2211 Newmarket Parkway, Marietta, GA 30067-9399 USA
ULE - Guangzhou	UL Verification Services (Guangzhou) 1-3F & Room 501, Building 2 (R&D Center A1), No. 25, South Huanshi Avenue, Nansha District, Guangzhou 511458, China
ULE - Cabiate	UL International Italia S.r.I ATTN: IAQ Laboratory Via Europa, 9, I – 22060 – Cabiate (Como), Italia
ULE - Vietnam	UL VS (VIET NAM) CO. LTD., Lot C5, Conurbation 2, Street K1, Cat Lai Industrial Zone, Thanh My Loi Ward, District 2, Ho Chi Minh City, Vietnam
UL - Shimadzu	Shimadzu Techno-Research, Inc. 1, Nishinokyo-Shimoaicho Nakagyo-ku, Kyoto 604-8436 Japan
KCL	Korea Conformity Laboratories #805, I-Valley, 149 Gongdan-ro Gunpo-si, Gyeonggi-do, 15849 Korea
Servaco	Servaco Product Testing N.V. Boertang 200 2400 MOL Belgium

This test is accredited and meets the requirements of ISO/IEC 17025 as verified by ANSI National Accreditation Board. Refer to certificate and scope of accreditation AT-1297.

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Product Description	2-Door 3B ventilated locker	
	SUMMARY OF TVOC EMISSION FA	CTORS
Elapsed Exposure Hour*	Emission Fac	tor (µg/m²•hr)
6		4
24	<	4
48	<	4
72	< 4	< 4†
72**	< 4	< <del>4</del> !
96	<	4
168	< 4	< 4†
168**	< 4	~ 4
SUM	ARY OF FORMALDEHYDE EMISSIO	ON FACTORS
Elapsed Exposure Hour*		tor (µg/m²•hr)
6	<	4
24	<	4
48	<	4
72	< 4	<b>&lt; 4</b> †
72**	< 4	
96	<	4
168	< 4	< 4†
168**	< 4	
SUMM	ARY OF TOTAL ALDEHYDE EMISSI	ON FACTORS
Elapsed Exposure Hour*		or (µmol/m²•hr)
6		0.1
24	<	0.1
48		0.1
72	< 0.1	< 0.1†
72**	< 0.1	\$ 0.17
96	<	0.1
168	< 0.1	< 0.1†
168**	< 0.1	S 0.1

\*Exposure hours are nominal (± 1 hour). \*\*Duplicate analytical measurements. † Mean of duplicate hour points sampled.

### TABLE 2

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#### TABLE 3

Product Desc	ription	2-Door 3B ventilated locker										
		EMISSION FACTORS OF I	DENTIFIE	D INDIV	IDUAL V	OLATILE	ORGAN	ІС СОМР	OUNDS			
CAS						Elapsed	Exposu	re Hour (	µg/m²•hr)	)		
Number		Compound	6	24	48		72		96		168	
			0	24	40	#1	#2**	Mean	90	#1	#2**	Mean
	none											

Indicates NIST/EPA/NIH best library match only based on retention time and mass spectral characteristics.
 \*\*Duplicate measurements at 72 and 168 hours.
 \*Denotes quantified using multipoint authentic standard curve. Other VOCs quantified relative to toluene. Quantifiable level is 0.04 µg based on a standard 18 L air collection volume.

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Product Desc	ription	2-Door 3B ventilated locker										
		EMISSIO	N FACTO	RS OF T	ARGET L	IST ALC	EHYDES					
CAS				_		Elapsed	l Exposu	re Hour (	ug/m²•hr)			
Number		Compound	6	24	48		72		96		168	
Humber			°	24	40	#1	#2**	Mean	90	#1	#2**	Mean
4170-30-3	2-Bute	nal										
75-07-0	Acetal	dehyde										
100-52-7	Benzal	dehyde										
5779-94-2	Benzal	dehyde, 2,5-dimethyl										
529-20-4	Benzal	dehyde, 2-methyl										
620-23-5 /104-87-0	Benzal	dehyde, 3- and/or 4-methyl										
123-72-8	Butana	al		<u> </u>								
590-86-3	Butana	al, 3-methyl										
50-00-0	Forma	dehyde										
66-25-1	Hexan	al										
110-62-3	Pentar	al										
123-38-6	Propar	nal										

Quantifiable level is 0.1 µg is based on a standard 45 L air collection volume. \*\*Duplicate measurements at 72 and 168 hours.

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#### TABLE 4

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#### TABLE 5

#### SUPPLEMENTAL EMISSIONS INFORMATION

The table below represents this product's identified chemical emissions found on certain regulatory lists. This list only provides a statement regarding possible health effects associated with this compound and not the relative risks of exposure. Proper interpretation of the risks associated with exposure to a given regulated compound requires a more detailed evaluation of toxicological activity. Certain purchasing programs may require this information be submitted.

	Product Description	2-Door 3B	ventilated	locker			
			<b>√</b> 0 =	FOUND IN	LISTING (CLA	SS)	
CAS Number	Compound	CAL PROP. 65	NTP	IARC	CAL AIR TOXICS	CREL	TLV
	none						

<sup>†</sup>Denotes quantified using multipoint authentic standard curve

CAL Prop. 65: California Health and Welfare Agency, Proposition 65 Chemicals 2 = known to cause reproductive toxicity

1 = known to cause cancer

NTP: National Toxicology Program

2A = known to be carcinogenic to humans

IARC: International Agency on Research of Cancer

1 = carcinogenic to humans

2A = probably carcinogenic to humans

- 2B = possibly carcinogenic to humans
- California Air Toxics
  - I = Substances identified as Toxic Air Contaminants, known to be emitted in California, with a full set of health values reviewed by the Scientific Review Panel.

2B = reasonably anticipated to be carcinogenic to humans

3 = unclassifiable as to carcinogenicity to humans

4 = probably not carcinogenic to humans

- IIA = Substances identified as Toxic Air Contaminants, known to be emitted in California, with one or more health values under development by the Office of Environmental Health Hazard Assessment for review by the Scientific Review Panel. IIB= Substances NOT identified as Toxic Air Contaminants, known to be emitted in California, with one or more health values under
- development by the Office of Environmental Health Hazard Assessment for review by the Scientific Review Panel. III = Substances known to be emitted in California and are NOMINATED for development of health values or additional health values. IVA = Substance identified as Toxic Air Contaminants, known to be emitted in California and are TO BE EVALUATED for entry into Category III.
- IVBA =Substance NOT identified as Toxic Air Contaminants, known to be emitted in California and are TO BE EVALUATED for entry
- into Category III. V = Substance identified as Toxic Air Contaminants, and NOT KNOWN TO BE EMITTED from stationary source facilities in California based on information from the AB 2588 Air Toxic "Hot Spots" Program and the California Toxic Release Inventory.
- VI = Substances identified as Toxic Air Contaminants, NOT KNOWN TO BE EMITTED from stationary source facilities in California, and are active ingredients in pesticides in California

CREL: California Office of Environmental Health's Hazard Assessment (OEHHA), Chronic Reference Exposure Levels ✓ = Found in Listing

ACGIH TLV American Conference of Governmental Industrial Hygienists Threshold Limit Values for Chemical Substances and Physical Agents. = Found in Listing.

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	INTE	ERI	NAL Use Only	
Project #			1001000869	
Product #			3193945	
Order #			13432050	
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1				GREENGL
	Test Type	$\boxtimes$	Certification Tes	t · Annual/Initia
	lest type		Quarterly Test	· Year Quarter
Sei	rvice Line	$\boxtimes$	GREENGUARD	GREEN
			ividual Casegoo	ods - 01
Product	Category I	Fur	niture	
A	plication		Floor/Ceiling	Panel
Wet Prod	lucts Only		Coverage Rate	
				Product an
Product D	escription	2-0	door 3B ventilat	ed locker
Manuf	facture ID#			
Comp	any Name		anufacturas Pos ebesa)	st Form S.A. de
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Colle	ctor Phone			
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	per Phone		3D	
Shipper	r Signature			
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### CHAIN OF CUSTODY

0	scription			3193945
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				2 of 3
000	firm with UL p	prior to su	hmittipa	product
	est Informati		onning	product
ar j	Ζ			Scope Test
			Profile	Study Test
4RD	GOLD	Other		
S	ubcategory			
		U Work	Surface	Ø Other:
-	Density			Specific Gravity
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n In	Co formation Dat	tact Pho	ail b o y	CEPRESIDEN 077777 7 ardo@gebesa.co
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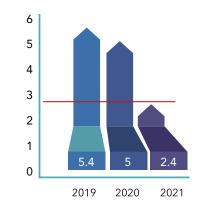
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# SAFETY

# **GIVING BACK TO OUR COMMUNITY**

# **ACCIDENT RATE**

Gebesa prioritizes safe working environments across all five factories. Reducing unsafe exposures and incidents and protecting against injuries is our main goal. Every year, Gebesa focuses efforts and action on safety and works to achieve an accident rate of zero.



- NAICS Industry Average 2020: 2.7

Safety measures and protocols are implemented and required on every manufacturing floor. Every employee must adhere to safety requirements to protect not only themselves, but those around them.

# Gebesa PPE include:

- Safety glasses & goggles
- Masks
- Denim hoods
- Aprons
- Gloves
- Safety boots
- Full-face welders mask

### Gebesa PPE is required in the following areas:

- Power paint
- Laser
- Assembly
- Welding
- Metal
- Panel production
- Seating
- Metal & wood





At Gebesa, we believe in corporate philanthropy and giving back to our community. We share our time, talent and resources to elevate and empower those who needs extra support and care.

We are proud supporters of the following organizations:

### Telet6n Mexico, AC

Donating furniture since 2015.

Teletón México is a non-profit organization that seeks to serve people with disabilities, cancer and autism. They offer comprehensive, quality care and promote inclusion and acceptance.



# Cruz Roja Mexicana IAP

Donating furniture since 2019.

Cruz Roja Mexicana IAP is a humanitarian assistance organization affiliated with the International Federation of Red Cross (IRFC) to help those in Mexico with disaster relief and health services.



### DIF Durango

### Donating since 2021.

DIF Durango provides social assistance services in the State of Durango, creating and setting public health and safety standards for the betterment of families and individuals.





At Gebesa, we believe that respect for others is the foundation of how we work together. Our code of conduct serves as an important resource for employees and our partners as they make day-to-day decisions.

We do not tolerate harassment, violent and offensive behavior and discrimination of any kind.

Leadership, employees, suppliers and partners are held to the same standards under our code as well as protected should they experience any of the aforementioned.

### **Our Principles:**

### **Our Commitment**

- code of conduct.
- experience and violation.
- our code of conduct.
- behavior is understood and practiced companywide.

# **SUPPLIER CODE OF CONDUCT**

• Maintain a safe work environment free of harassment, discrimination and violence for our employees with strict procedures in place for accountability and disciplinary action. • We reject any inappropriate behavior conducted by our partners against our employees.

• Establish and enforce procedures that protect against situations and behaviors that violate our • Create a safe and confidential reporting process for those who come forward about an • Respond with serious and prompt disciplinary action and measures against those who violate • Provide employees with code of conduct training so procedures and appropriate workplace

