

# **Corporate Social Responsibility**

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- Pen Company of America is committed to giving its customers the best in US manufacturing. From exceptional customer service to high quality USA made product, we look to give our customers an exceptional buying experience.
- In an effort to facilitate our customers' purchasing, we provide them access to numerous on-line documents and tools. This allows them to focus on their core business and provide their customers with quick, accurate answers to technical questions.

# Customers

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- Product Safety Information – Writing Instruments Exemption Letter
- Product Testing
- Downloadable images of our product
- Product Color Chart with corresponding PMS Colors
- Supplier Procurement Guidelines

# **Customer – Website Tools**

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- PCA is committed to providing its employees a safe and healthy work environment. Through various training initiatives, we keep safety at the forefront of everyday operations.
- At PCA we understand that employee diversity in our workforce is a key to our success. We show respect for and value each individual's diverse background, experience, styles, approaches and ideas.

# Employees

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- Health and Safety
  - Monthly safety training meetings are provided to all employees to educate them on safety rules, guidelines and best practices.
  - Forklift training and certification is provided to those employees who require access to this equipment.
  - Annual auditory testing is performed to ensure the auditory health of all employees.
  - Reimburse employees for steel-toed work shoes when required by their job description.
  - Provide all employees with the necessary safety glasses and hearing protection when required by their job description.
- Employee Programs –
  - We support employees who wish to participate in state sponsored ESL program.
  - Holiday Feast Program to provide employees with a free turkey or ham to help them celebrate the holidays with their family and friends.
  - Flu Shot Program to help protect our employees.

# Employee - Programs

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- PCA is committed to research and implement creative ways to improve our impact on the environment. From internal initiatives on the employee level to recycling programs in our daily manufacturing, we look to manufacture with a focus on the environment.
- PCA is committed to exploring applications for environmental friendly plastics. These plastics include renewable resource wood pulp from managed forest and recycled materials.

# Environment

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- Employee Programs
  - Internal recycling of paper, plastic bottles, and aluminum cans.
  - Internal policy to turn off computers, printers and lights when not needed.
- Manufacturing Programs
  - Recycle corrugated boxes and gaylord containers.
  - Utilize re-usable plastic bins whenever possible between manufacturing and assembly facilities.
  - Regrind plastic runners and re-introduce them into virgin material at acceptable industry ratios.
  - Utilize writing cartridges with average of 3,000 feet write out to give added longevity to our products.
- Environmentally Friendly Plastics
  - Continued research and testing on environmentally friendly plastics for applications within the manufacturing process.

# Environmental Programs

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- PCA is committed to giving back to the community. Through business relationships and by supporting various organizations, we help strengthen the community through the products we manufacture.

# Community

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- In 2007 PCA received a Supplier Appreciation Award from the National Association for the Employment of People Who Are Blind (NAEPB). This award was given for 40 years of product and service that lead to thousand of jobs for visual impaired and physically challenged employees. This relationship with NAEPB and NIB continues to this day.
- PCA has assisted multiple companies throughout the United States to find creative ways to employ visually impaired and disabled employees. Through the creation of hand tools and automated systems, we have assisted companies in finding productive revenue streams using our product and this amazing group of employees.
- Throughout the years PCA has donated product to various charities and organizations. Through these channels, our product has been distributed to children in disadvantaged communities so that they may have the basic writing tools they need for school.

# Community – Initiatives

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