



Forced Labour in Canadian Supply Chain

Fiscal Year 2024

Summary

Our organization, Contemporary Office Interiors Ltd. ("COI") is committed to upholding ethical standards and ensuring that forced labor and child labor are not present within our operations or supply chains. This annual report highlights our efforts and initiatives in this regard during our Fiscal Year FY 2024, ending March 31, 2024.

Background Information

COI operates as a Canadian Private corporation with headquarters in Calgary. With locations spread throughout some of the major cities in Canada.

COI is a privately-owned Miller Knoll Certified Dealer, DIRTT Certified Construction Partner, Architectural Walls and Commercial Flooring provider.

Our supply chains span across a select few countries, including the United State of America for our Furniture, Canada for our Architectural Walls and China for some of our Flooring products.

Policies and Due Diligence Processes

Our organization will be implementing a set of policies to reduce any risk forced labor and child labor within our supply chain. These policies are reviewed on a regular basis

COI has recently conducted surveys with our key suppliers based on volume of product to understand their commitment to fighting against forced labour and child labour. In addition, COI has at random, selected specific vendors to contact and understand their processes and controls with respect to the aforementioned issue.

Risk Assessment and Management

Through risk assessments, we have identified that certain regions in our supply chains, particularly Flooring may pose a higher risk related to this matter.

To mitigate these risks, we have enhanced supplier monitoring mechanisms, and support/encourage any employee, vendor or customer to come forward should any suppliers to COI be actively engaged in forced labour or child labour. In addition, COI Management conducts on-site tours of manufacturing facilities to gain first hand knowledge of the working conditions/workers at these sites.

Remediation Measures

IF, there were ever an instance(s) of forced labor or child labor within any of our suppliers that were identified through our own internal review or through other public means, COI would take immediate corrective actions, including terminating relationships with non-compliant suppliers, notifying the proper authorities of the instance and work with the Canadian Government for any additional corrective measures.

Impact Mitigation

We collaborate, through encouragement of donating to or volunteering, with local communities and non-profit organizations to develop sustainable livelihood programs aimed at mitigating the economic impact on vulnerable families.

Effectiveness Assessment

COI will regularly review and assess the effectiveness of any new policies and initiatives through internal audits, stakeholder feedback, updates to external processes or best practices and benchmarking against industry standards. Any corrective measures will be actioned and implemented within a reasonable timeframe to ensure we lower any risk around forced labour and child labour.

Public Availability

A copy of this report will be made publicly available on our website <https://coi.bz/>.

Shareholders of COI will receive a copy of this report as part of our commitment to transparency and accountability.

Conclusion

Our organization remains dedicated to the eradication of forced labor and child labor from our operations and supply chains. We recognize the importance of continued vigilance and collaboration in achieving this goal.

Signed: 
Brent Hook, Chief Financial Officer