



4685 MacArthur Court
Suite 100
Newport Beach, CA 92660
949.852.0920

Forced Labour and Child Labour Report for Systems Source, Inc.

This report is made in compliance with Canada's *Fighting Against Forced Labour and Child Labour in Supply Chains Act* (the "**Act**") by Systems Source, Inc. ("**SSI**" or "**we**").

This report has been prepared for the calendar year ended December 31, 2023.

SSI's board of directors, as the principal governing body, approved the report pursuant to section 11(5) of the *Act* on May 28, 2024.

1. Who We Are: Activities and Structures

SSI is one of the largest contract interiors firms in North America. We are a full-service distributor of commercial furniture serving customers across North America. SSI pairs our expert furniture sourcing and procurement with project and program management services to provide end-to-end services.

Headquartered in Newport Beach, California, we also have offices in Los Angeles, San Diego, Seattle, and Portland. We offer quality furniture, demountable wall systems, installation, move and asset management services. We work with over five hundred furniture manufacturers for a range of work settings, industries, and budgets.

SSI is committed to protecting human rights in the workplace and throughout our operations.

2. Our Supply Chains

SSI represents and distributes furniture manufacturers' products. We prioritize responsible and ethical sourcing of sustainable products from the manufacturers we distribute.

As a finished goods distributor, we typically rely on our manufacturers' codes of conduct to ensure compliance with applicable laws. Outside of Canada, the general countries from which we source our products include Italy, Denmark, the UK, Spain, China, and Australia. We understand the inherent risk of forced labour and child labour in complex, global supply chains. SSI thus plans to implement our own, internal Manufacturer Code of Conduct to supplement those of our manufacturers.

3. Risks of Forced Labour and Child Labour in our Supply Chains

SSI is committed to ensuring the safety of our employees and the wellbeing of those involved in our manufacturers' supply chain. The main risk of forced labour or child labour stems from the manufacturers we distribute who procure products and materials outside of North America. We are aware that the risks stem from limited visibility into upstream supply chains and are considering ways in which we may improve our methods to monitor manufacturers' compliance with applicable laws.

(a) Our Policies, Due Diligence Processes, and Training

Though we do not currently have our own internal policies or procedures in place relating to forced labour or child labour in supply chains, we intend to incorporate our values and principles into a Manufacturer Code of Conduct. Internally, SSI has committed to maintaining high standards of human rights and promoting a fair, respectful, and safe workplace. In addition, we maintain close relationships with our manufacturers and in most cases follow their codes of conduct and ethics.

We intend that our Manufacturer Code of Conduct will require manufacturers, and their suppliers and subcontractors, to uphold certain values and principles relating to human rights, labour rights, environmental protections, and anti-corruption. In particular, the Manufacturer Code of Conduct will oblige SSI's manufacturers to comply with all applicable laws, and will prohibit any forms of forced, compulsory, or excessive labour, including child labour, imprisonment, indentured labour, bonded labour, or military labour. SSI intends to maintain a discretionary right to conduct inspections of manufacturers' facilities to confirm compliance with the Manufacturer Code of Conduct.

(b) How We Monitor Ourselves and Our Manufacturers to Assess Effectiveness

Due to our operations and business structure, SSI primarily relies on our manufacturers' policies which often include auditing requirements. As part of our incoming Manufacturer Code of Conduct, we intend to implement mechanisms to determine whether manufacturers have violated the Manufacturer Code of Conduct and appropriate remedies for such instances.



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4. How We Have Addressed Reported Risks or Use of Forced Labour or Child Labour in our Manufacturers' Supply Chains

As of December 31, 2023, SSI has not encountered situations of forced labour or child labour in our manufacturers' supply chains. We therefore have not had to remediate such situations.

5. Attestation

In accordance with the requirements of the Act, and in particular section 11 thereof, I attest that I have reviewed the information contained in the report for the entity or entities listed above. Based on my knowledge, and having exercised reasonable diligence, I attest that the information in the report is true, accurate and complete in all material respects for the purposes of the Act, for the reporting year listed above.

Keith L Anderson

CFO

05-24-2024



I have the authority to bind Systems Source, Inc.