



CFJ
MANUFACTURING

CORPORATE SOCIAL
RESPONSIBILITY PLAN
2021-2025

Our Vision

Be the preferred choice for corporate branded merchandise, industrial uniforms, and employee incentives by creating programs, products and services that are nothing short of spectacular.

Our Mission

CFJ Manufacturing connects brands to people and people to progress, creating socially responsible programs, world class experiences, and inclusive environments with sustainable results.

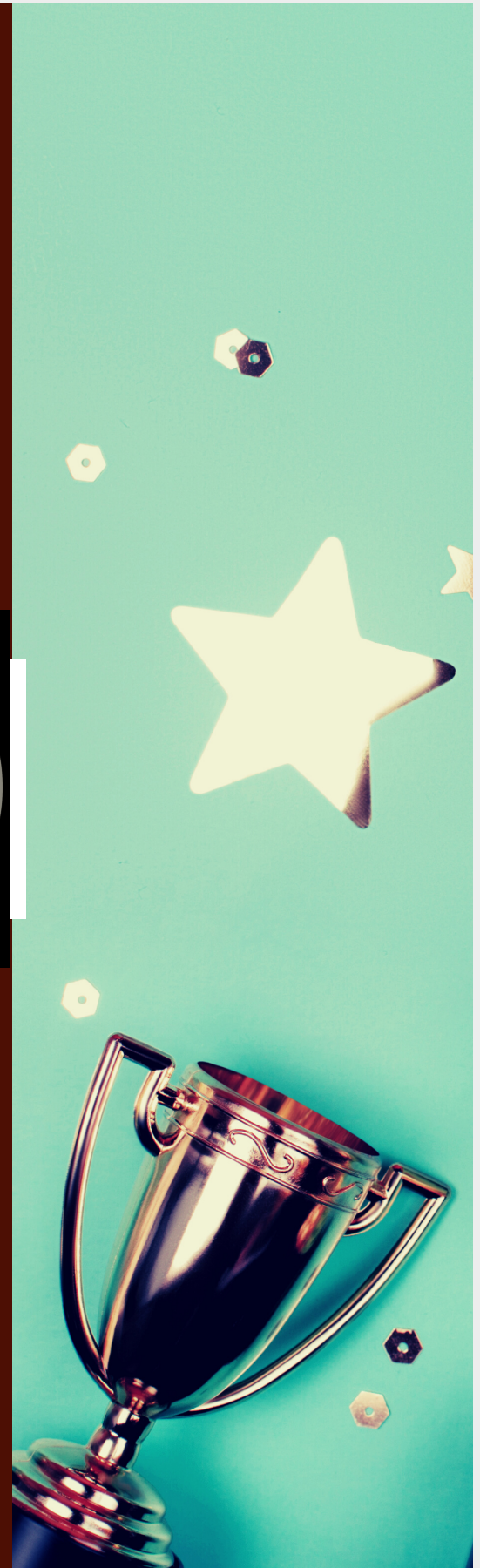
OUR VALUES

Respect Others	We will hire, retain, and cultivate the best employees in an environment that honors and respects diversity, inclusion, culture, and communication
Work with Integrity	We will always consider where our works takes us and how it impacts those around us. We will reach our objectives with honesty and integrity.
Challenge what is possible	We will dream big for ourselves and our clients. We will question why we do things and seek to find ways to be fulfilled professionally and personally.
Seek continuous Improvement	We will continue the quest for improvement by creating and documenting process that improve efficiencies and investing in technology and automation to lessen redundancy.
Make Room for Growth	We will create paths for personal and professional growth within our organization.
Act as Owners	We will be fiscally responsible with the company and the clients' money.
Be Nimble	We will create flexible solutions to meet the clients' needs, going out of our way to deliver a product and experience not found elsewhere in the industries we serve.
Create Meaningful Experiences	For each other and for our clients, we desire to create meaningful experiences in everything we do. To have fun, to support, to be kind, to have passion, and to motivate one another in all that we do.

AWARDS

Best of Fort Worth

WBE of the Year



Our Growth



In 1983, founder Sharon Evans established Collections Fine Jewelry in the heart of Saginaw, Texas. It started as a dream to create exceptional jewelry at a price anyone could afford. The store built a significant customer base and sold items not typical of the average jewelry store. The team took whatever requests from customers and met the need. This dedication led to logo requests in the form of service award jewelry such as plaques, and watches, and eventually into branded merchandise. Today include everything from uniforms to electronics, timepieces, travel gear, personal protective equipment, appliances, and more. In 1993, the company officially expanded into CFJ Manufacturing. The corporate headquarters and warehouse are in Fort Worth, Texas, while our retail jewelry store still runs in Saginaw, Texas. We help clients attract, retain, and motivate their workforce through recognition, uniforms, safety, sales incentives, and traditional service award programs.



Corporate Social Responsibility (CSR) Planning is a key element of our strategy. We believe that an efficient CSR initiative has the power to increase employee engagement. Employees today want to do more than work for a company; they want to work with a company and for a larger purpose.

Employee engagement is defined as the emotional commitment an employee has to the organization and its goals. We all want to feel like we are making a difference. From giving back to communities to volunteering, we strive to help our employees make a positive impact on the world. We believe that a purpose-driven workplace is one where employees have the opportunity to work on what is meaningful to them.

CFJ hopes to accomplish the following by implementing this CSR plan:

- Increase employee engagement
- Improve bottom line financials
- Support local and global communities
- Contribute to the United Nations' Sustainable Development Goals
- Increases investment opportunities
- Presents press opportunities
- Increases customer retention and loyalty
- Improve employer branding

The company's Corporate Social Responsibility (CSR) Plan focuses on these five areas



Business Ethics and Transparency	CFJ is committed to maintaining the highest standards of integrity and corporate governance practices to maintain excellence in its daily operations, and to promote confidence in our governance systems.
Environmental, Health & Safety	CFJ is committed to protecting the health and safety of all individuals affected by our activities. We will provide a safe and healthy working environment and will not compromise the health and safety of any individual. Our goal is to have no accidents and mitigate impacts on the environments by working with our stakeholders, peers, and others to promote responsible environmental practices and continuous improvement.
Employee Relations	CFJ will ensure that employees are treated fairly and with dignity and consideration for their goals and aspirations and that diversity in the workplace is embraced.
Human Rights	CFJ recognized that governments have the primary responsibility to promote and protect human rights. CFJ will work with governments and agencies to support and respect human rights within our sphere of influence.
Community	CFJ stresses collaborative, consultative and partnership approaches in our community investment programs.

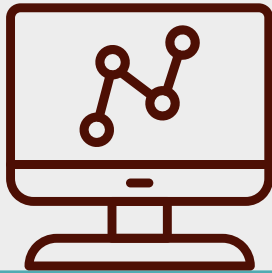
Procedures

Annually the Director of Human Resources will meet with key personal to discuss new goals and initiatives for the coming year. Goals set based on the company vision, mission, value statements and socially related issues that are relevant during the time period.

After meeting with the key personal the HR Director will present the Leadership Team, which is made up of the officers and directors of the company, with a serious of goals that relates to each of these categories. The CSR Plan and the company long-range Sustainability Plan are companion documents that focus on several of the same key issues.

Both CSR and Sustainability goals are presented to all employees at the company annual meeting in February of every year.

It is the responsibility of the Director of HR to report Key Performance Indicators of existing projects each quarter and at the annual meeting. •



Key Performance Indicators (KPIs) to be reported are:

Employee Health & Safety	Training, HeathiestYou Stats, Injury Reporting
Social Dialogue	Diversity Training
Career Management & Training	Training, Employee Stats (new hires, terminations, promotions), One-On-One Stats
Child Labor, Forced Labor and Human Trafficking	Training
Diversity, Discrimination & Harrassment	Training
External Human Rights Issues	Community Service Projects

2021 KPI



Ethics

80% of employees completed Ethics Training

Community Service



Sock and Underwear Drive

Collected 875 pairs of socks and underwear for SaveHaven

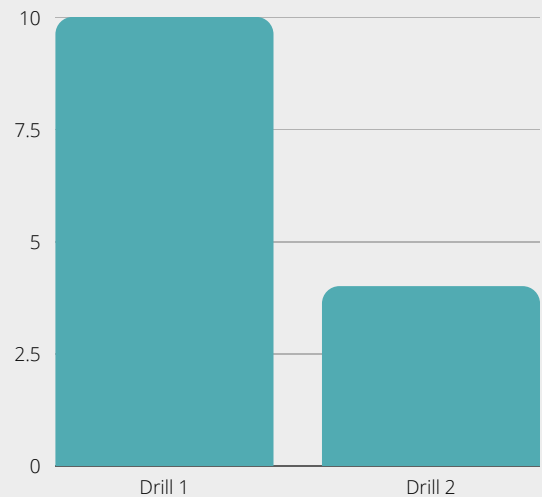


3rd Annual Pink Out Day

Raised over \$1646.00 for Susan G. Komen Foundation

Safety

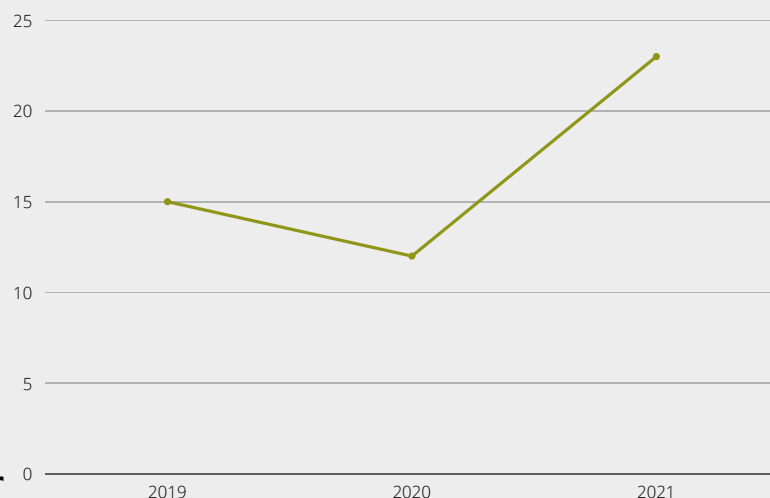
Two Fire Drills were held throughout the year. Employees were timed on evacuation



2 Employee were injured in year giving the company a safety rating of 93% for the year

Health

Vaccinations



Business Ethics and Transparency

CFJ is committed to maintaining the highest standards of integrity and corporate governance practices to maintain excellence in its daily operations, and to promote confidence in our governance systems.

- We will conduct its business in accordance with our company corporate Ethics Policy.
- We recognize the importance of protecting all our human, financial, informational, social, environmental, and reputational assets.
- We are committed to measuring, auditing and publicly reporting performance on its Corporate Social Responsibility and Sustainability plans.

Projects

Action Items	Start Date	Ending Date	Assigned	Reports
Develop a Code of Conduct for the Sales Team Completed: 08/2022	04/01/2022	06/30/2022	Human Resources	<ul style="list-style-type: none">• Create and submit to Executive Team for review• Distribute to Sales Team and Require Signature• Include in Onboarding for all new Sales Team Members
Develop Suppliers Code of Conduct and Supplier Assessment Completed: 01/2023	04/01/2022	06/30/2022	Human Resources	<ul style="list-style-type: none">• Create and submit to Executive Team for review• Distribute to all suppliers, require completed assessment with signature
Develop Investment Policy that includes UN Principles for Responsible Investments	10/01/2022	10/31/2022	Human Resource Controller	<ul style="list-style-type: none">• Create and submit to Executive Team for review and approval• Develop process for investments



Environmental Health & Safety



CFJ is committed to protecting the health and safety of all individuals affected by our activities. We will provide a safe and healthy working environment and will not compromise the health and safety of any individual. Our goal is to have no accidents and mitigate impacts on the environments by working with our stakeholders, peers, and others to promote responsible environmental practices and continuous improvement.

We are committed to environmental protection and stewardship.

- All employees are responsible and accountable for contributing to a safe working environment, for fostering safe working attitudes and operating in an environmentally responsible manner.

We are committed to measuring, auditing and publicly reporting performance on our Corporate Social Responsibility and Sustainability Plans.

CFJ wants its employees to remain mindful of the environment while on and off the job. In the same way that every employee at CFJ responsible for our creative culture, so too do we want every employee to feel responsible for—and contribute to—our environmental purpose.

Projects

Action Items	Start Date	Ending Date	Assigned	Reports
Implement a new Safety Training	01/01/2022	03/31/2022	Human Resources	Report to Executive Team quarterly on progress
Encourage Heart Awareness	Yearly in Feb	Yearly in Feb	Human Resources	
Hold Fire/Tornado/Active Shooter Drills	Quarterly	Quarterly	Emergency Action Team	Report to Executive Team after each drill
Onboard Emergency Action Training	01/01/2022	12/31/2022	Emergency Action Team	Report Training to Executive Team
Healthiest You Training	Yearly	Yearly	HR/Healthiest You	Report to Executive Team Monthly



Environmental Sustainability Plan At-a-Glance

The Environmental Sustainability Plan (ESP) 2021-2025 outlines a roadmap towards best practice in environmental sustainability in the higher education sector. It defines commitments, targets, and activities across nine key focus areas.



The ESP targets the following outcomes by 2025:

Advocacy	Monitor federal and state legislation on sustainability issues
Buildings	Design new building to be energy efficient
Conduct	Promote good conduct and high ethical standards
Energy Efficiency	Reduce energy bill by 5%
Engagement & Integration	Increase employee engagement in sustainability through recycling programs
Hunger and Well-being	Hold a yearly food drive for the area food bank and increase employee knowledge on healthy-lifestyles.
Investments	Establish a Responsible Investment Framework
Learning	Establish an Environmental training program which includes Sustainable Developmental Goal (SDG) education.
Travel & Transport	Increase promotion of carpooling and active commuting by staff by 5%.
Waste & Recycling	Reduce general waste per employee by 10%

Achieving The Global Goals

The United Nations Sustainable Development Goals (SDG) are at the heart of a global agenda aiming to tackle the world's most pressing challenges. CFJ believes our company and our employees can have an important role in helping reach these goals.

Goal	CFJ Focus Areas
Goal 2: Zero Hunger Sufficient and Healthy foods should be made available to everyone.	Hunger and Well-Being
Goal 3: Good Health and well-being Ensure healthy lives and promote well-being for all ages.	Hunger and Well-Being
Goal 5: Gender equality Achieve gender equality and empower all women and girls.	Advocacy
Goal 7: Affordable and Clean Energy Ensure access to affordable, reliable, sustainable, and modern energy for all.	Energy Efficiency
Goal 8: Decent Work and Economic Growth Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.	Investments
Goal 9: Industry, Innovation, and Infrastructure Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation.	Buildings
Goal 12: Responsible Consumption and Production Responsible consumption and production Ensure sustainable consumption and production patterns	Waste & Recycling
Goal 16: Peace, Justice and Strong Institutions Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable, and inclusive institutions at all levels.	Conduct

Advocacy

CFJ feels that advocacy can be a powerful way for companies to effect real change in environmental sustainability.



Commitment:
Support and encourage legislation items that fall within the United Nations SDG

Targets:
Monitor federal, state, and local legislation on sustainability issues supporting legislation that targets items that fall within the SDG.

Activities

Action Items	Beginning Date	Ending Dare	Assigned To	Reports
Monitor federal and state legislation on sustainability issues monthly.	11/01/21	10/31/24	HR/Compliance Officer	Monthly Report to Leadership
Lobby for new policies and regulations by contacting local, state, and federal representatives.	11/01/21	10/31/24	HR/Compliance Officer	Monthly Report to Leadership
Educate employees on new and pending laws and legislation quarterly.	11/01/21	10/31/24	HR/Compliance Officer	Quarterly Email to employees as needed.

Buildings

CFJ understands that the development of a new facility presents an opportunity to provide healthy and regenerative places for our employees to work.

Commitment:

CFJ is committed to embedding environmental sustainability principles and guidelines throughout the planning and operation of our new facility.

Targets:

Design new facility to be energy and eco-friendly.

Activities

Action Items	Beginning Date	Ending Date	Assigned To	Reports
Design and build new building to be energy efficient.	11/01/21	10/31/24	Building Committee	President will report weekly with a quarterly report update to Executive Team



Conduct

CFJ believes that good conduct and high ethical standards are essential to achieving and building fair and responsible business relationships.

Commitment:
CFJ is committed to building internal and external policies that promote ethical behavior, protect privacy and secure data.

Targets:
Develop Ethics, Privacy and Data Security policies for internal and external use.

Activities

Action Items	Beginning Date	Ending Date	Assigned To	Reports
Develop Code of Conduct for Sales Team. Completed 06/2022	04/01/2022	06/30/2022	HR	Distribute to Executive Team and all sales personnel throughout locations. Include policy in Employee Handbook Update.
Review and update supplier Code of Conduct and distribute to all business partners. Completed 01/2023	04/01/2022	06/30/2022	HR Sales Team	Distribute to all suppliers.
Develop Privacy Policy for employees and train all employees on policy.	04/01/2022	06/30/2022	HR	Distribute policy to employees, include in Employee Handbook Update.
Review and update all data security policies and train employees on data security.	04/01/2022	06/30/2022	HR IT	Distribute policy to employees, include in Employee Handbook Update. Conduct security training through Paycom Learning module

Energy Efficiency

CFJ aims to continually improve energy and water efficiency by investing in high-efficiency equipment.

Commitment:
CFJ is committed to continually improve energy efficiency at our locations.

Targets:
Reduce energy bills by 5%.

Activities



Action Items	Beginning Date	Ending Date	Assigned To	Reports
Install energy efficient light bulbs.	07/01/2022	12/31/2023	Director of Warehouse Services	Report to Executive quarterly on progress
Encourage employees to be more energy conscience through quarterly newsletters. Implemented 2022	01/01/2023	Ongoing	HR	Do quarterly sustainability newsletters (emails) start in 2023.
Purchase new energy efficient refrigerators	01/01/2022	06/30/2022	HR	Report to Executive Team once purchased.

Engagement & Intergration

For the ESP to succeed, it will need to be embedded into CFJ's culture. Through employee engagement programs we aim to build a culture of environmental awareness and good practices.

Commitment:
Build employee
environmental
awareness and
good practices.

Targets:
Increase levels of
employee
engagement in
environmental
sustainability.

Activities

Action Items	Beginning Date	Ending Dare	Assigned To	Reports
Complete ESP	11/01/2021	01/31/2022	HR	Distribute ESP to Executive Team during February bi-weekly meeting.
Train all employees on ESP and give quarterly updates	04/01/2022	Ongoing	HR	Report training to Executive Team quarterly.



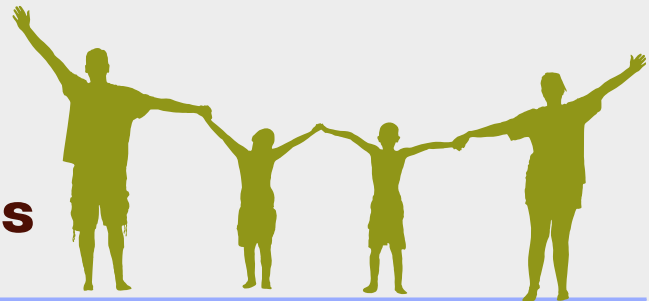
Hunger & Well-Being

CFJ recognizes that a healthy population is essential for economic growth and development.

Commitment:
CFJ is committed to helping our employees, their families, and our committee members by promoting good nutrition, healthy lifestyle choices and physical activity.

Targets:
Hold a food drive for the area food bank, yearly. Increase employee knowledge on health-lifestyles.

Activities



Action Items	Beginning Date	Ending Date	Assigned To	Reports
Hold a canned food drive for the local food bank.	Annually in August	End of August annually	HR Marketing	Weekly status report during drive to all employees
Hold a Healthy Lifestyles Day for employees	06/2022	06/2022	HR	Report to Executive Committee
Hold 4th Annual Pink Out Day - educating employees on breast cancer	Annually in October	Annually in October	HR Marketing	Weekly status report during drive to all employees

Investment

The company believes that the physical and transition risks associated with climate change and the shift to a low carbon economy should be understood and carefully considered when making investment decisions.

Commitment:
Integrate best
practice
environmental, social
and governance
principles within our
investment activities.

Targets:
Establish a
Responsible
Investment
Framework

Activities

Action Items	Beginning Date	Ending Dare	Assigned To	Reports
Develop an Investment Policy that includes the UN Principles for Responsible Investment.	10/01/2022	10/31/2022	HR Controller	Policy will be distributed to Executive Team



Learning

Education is the key to understanding sustainability and the effects it has on our society. CFJ is dedicated to creating employee education programs that promote each SDG.

Targets:
Establish an environmental training program which includes 'SDG thinking'.

Commitment:
Offer online learning through paycom that inspires employees to contribute to the sustainable world.

Activities

Action Items	Beginning Date	Ending Date	Assigned To	Reports
Develop training on sustainability and each of the SDGs.	01/01/2023	12/31/2023	HR	Report quarterly to the Executive Committee about progress.



Travel & Transportation

CFJ strives to find new ways for our employees to travel to and from our facilities that are eco-friendly, time saving and cost saving.

Commitment:
CFJ ensures that
our facilities are
easily accessible
by multiple
transport modes.

Targets:
Increase promotion of
carpooling and active
commuting by staff by
5%. Reduce air travel
emissions by 1%.

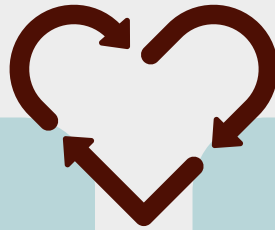
Activities

Action Items	Beginning Date	Ending Date	Assigned To	Reports
Develop an employee incentive program for carpooling or using public transportation.	01/01/2023	12/31/2023	HR	Present plan to executive team and the employees
Establish processes to measure and offset business travel carbon emissions.	01/01/2023	12/31/2023	HR	Present plan to executive team and the employees



Waste & Recycling

CFJ understands that waste is one of the most visible environmental issues. CFJ encourage reusable items over single-use items.



Commitment:
CFJ is committed to waste reduction efforts and the diversion of waste from landfills.

Targets:
Reduce general waste per employee by 10%.

Activities

Action Items	Beginning Date	Ending Date	Assigned To	Reports
Develop a cardboard recycling program for the warehouse	06/01/2021	09/30/2022	Director of Warehouse Services	Present plan to executive team
Reduce the amount of paper that is used monthly by encouraging employees to reduce their printing by 10%.	01/01/2021	ongoing	HR Executive Team	Monitor paper purchasing and report back to Executive monthly

Employee Relations

CFJ will ensure that employees are treated fairly and with dignity and consideration for their goals and aspirations and that diversity in the workplace is embraced.

Ongoing projects include:

- Employee Shout Outs
- Star of the Quarter Awards
- Service Awards
- Employee Discounts
- Intern Program



Projects

Action Items	Start Date	Ending Date	Assigned	Reports
Diversity Training Completed 12/31/2022	04/01/2022	12/31/2022	Human Resources	Report to Executive quarterly on progress
Develop Employee Referral Program Implemented 02/2022	01/01/2022	01/31/2022	Human Resources	Report to Executive Team Quarterly
Employee Events •Chili Cookoff •Employee Appreciation Day •St Patrick's Happy Hour •Cinco DeMayo Celebration •4th of July Picnic •Fall Tailgate Party •Frightfest •Pancake Breakfast Christmas Social	Yearly	Yearly	Human Resource Controller	

Human Rights

CFJ recognized that governments have the primary responsibility to promote and protect human rights. CFJ will work with governments and agencies to support and respect human rights within our sphere of influence.



Projects

Action Items	Start Date	Ending Date	Assigned	Reports
Human Trafficking Training	06/01/2022	08/31/2022	Human Resources	Monthly report to leadership

Community

CFJ stresses collaborative, consultative and partnership approaches in our community investment programs.



Projects

Action Items	Start	Ending Date	Assigned	Reports
Blood Drive	03/09/2022	03/09/2022	HR	Report to Executive Team after event
Hold 4th Annual Pink Out Day - educating employees on breast cancer	Annually in October	Annually in October	HR Marketing	Weekly status report during drive to all employees



Corporate Social Responsibility Policy (#166)

Objective

Our Corporate Social Responsibility (CSR) Policy refers to our responsibility toward people, values, other organizations, and nature. The social responsibility of a business is to give back to the world just as it gives to us. CFJ defines Corporate Social Responsibility as follows:

- Conducting business in a socially responsible and ethical manner.
- Protecting the environment and the safety of people.
- Supporting human rights; and
- Engaging, learning from, respecting, and supporting the communities and cultures with which we work.

Scope

CFJ employees will adopt the Corporate Social Responsibility considerations described in this policy into their day-to-day work activities. The Leadership team will act as role models by incorporating those considerations into decision-making in all business activities.

Procedures

Business Ethics and Transparency

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- We will conduct its business in accordance with our company corporate Ethics Policy.
- We recognize the importance of protecting all our human, financial, informational, social, environmental, and reputational assets.
- We are committed to measuring, auditing and publicly reporting performance on its Corporate Social Responsibility and Sustainability plans.

Environmental Health & Safety

CFJ is committed to protecting the health and safety of all individuals affected by our activities. We will provide a safe and healthy working environment and will not compromise the health and safety of any individual. Our goal is to have no accidents and mitigate impacts on the environments by working with our stakeholders, peers, and others to promote responsible environmental practices and continuous improvement.

- We are committed to environmental protection and stewardship.



- All employees are responsible and accountable for contributing to a safe working environment, for fostering safe working attitudes and operating in an environmentally responsible manner.
- We are committed to measuring, auditing and publicly reporting performance on our Corporate Social Responsibility and Sustainability Plans.

Employee Relations

CFJ will ensure that employees are treated fairly and with dignity and consideration for their goals and aspirations and that diversity in the workplace is embraced.

- We will apply fair labor practices, while respecting the national and local laws.
- We are committed to providing equal opportunity in all aspects of employment and will not engage in or tolerate unlawful workplace conduct, including discrimination, intimidation, or harassment.
- We are committed to furthering the educations of our employees by developing training programs and offering outside training opportunities.
- We are committed to measuring, auditing and publicly reporting performance on our Corporate Social Responsibility and Sustainability Plans.

Human Rights

CFJ recognized that governments have the primary responsibility to promote and protect human rights. CFJ will work with governments and agencies to support and respect human rights within our sphere of influence.

- We will not tolerate⁴ human rights abuses and will not engage or be complicit in any activity that solicits or encourages human rights abuse.
- We will always strive to build trust, deliver mutual advantage, and demonstrated respect for human dignity and rights in all relationships it enters, including respect for cultures, customs and values of individuals and groups.
- We are committed to measuring, auditing and publicly reporting performance on our Corporate Social Responsibility and Sustainability Plans.

Community

CFJ stresses collaborative, consultative and partnership approaches in our community investment programs.

- We will strive to provide volunteer opportunities for our employees on a quarterly basis giving back to the community.
- We are committed to measuring, auditing and publicly reporting performance on our Corporate Social Responsibility and Sustainability Plans.