

Sustainability Journey

February – 2020





INTRODUCTION

At Ruggles Sign we consider our sustainability endeavors as a journey; an always changing, fast moving effort to help create an ecological friendly environment as well as provide an overall sense of joy , happiness, & healthy living for not only our employees, but for our families and local, regional, worldwide, & future communities.

ENVIRONMENTAL

Green facilities & manufacturing practices

Kentucky Environmental Pacesetter Award

In 2014, Ruggles Sign won the Environmental Pacesetter Award for Small Business presented at the Governor's Conference on Energy and the Environment. The award is given annually by the Kentucky Department for Environmental Protection [DEP]. Through this awards program, the department recognizes the efforts and activities of individuals, businesses or organizations that are committed to protecting and improving Kentucky's environment.

"The Kentucky Department for Environmental Protection is dedicated to protecting and enhancing the Commonwealth's environment. Through this awards program, we have an opportunity to recognize some of the environmental leaders in Kentucky and use their achievements as examples to others," said R. Bruce Scott, DEP commissioner. "These awards highlight and honor the strong commitment to environmental stewardship."



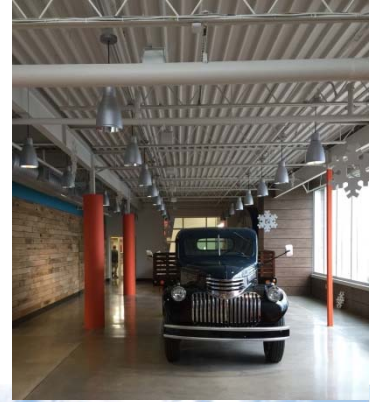
Ruggles Sign outgrew its location in Versailles, Kentucky. Instead of building on vacant land, the owners decided to purchase a Brownfield Site [*“real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant”*] and redevelop it. Ruggles was the first party to purchase a property with existing environmental concerns and redevelop it with the assurance from the Commonwealth of Kentucky that the parties that created the environmental issues will remain responsible for the issues. Because of this decision, Ruggles has made a positive impact on the environment and minimized its carbon footprint by using a previously undesirable property instead of pursuing new construction.

Facility Lighting

The use of natural light & alternating illuminated, light fixtures further conserves energy use throughout the Ruggles Sign facility.

The extensive use of windows and skylights throughout the building allows for the majority of daytime lighting to be provided by the sun.

To save energy, offices and hallways throughout the Ruggles Sign facility are equipped with infrared, occupancy sensor controls/light switches. Occupancy sensors detect indoor activity within a certain area. They provide convenience by turning lights on automatically when someone enters a room, and save energy by turning lights off soon after the last occupant has left the room. Benefit: Saves energy and money; a sensor can reduce a room's energy use by 30% - 60%.



Lighting is staggered in various Ruggles Sign hallways & office areas (every other light is on throughout building where natural lighting exists).



Company Green Space

Green space abounds at Ruggles Sign. The green infrastructure surrounding the manufacturing facility provides an ecological framework for social, economic and environmental health of the surroundings.



Green spaces and their inhabitants are a good indicator of overall ecological health of the ecosystem. This is an important measure in judging the ecological sustainability of a company and community.

Green spaces give a sense of social place, allow people to gain social recognition, enhance feelings of family kinship and solidarity, allow people to teach and lead others, provide opportunity to reflect on personal and social values, promote spiritual growth, and in general allow people to feel free, independent, and more in control than is possible in a more structured home and work environment.



**Ruggles
Sign
Annual
Family
Picnic**



LED Advancements

The Sign Industry itself is going through a Sustainability transition. Incandescent, fluorescent, halogen lamps/bulbs and neon tubes are being replaced by LED lighting.

There are many sign specific advantages to LED lighting over the latter options. The environmental advantages include:

- Incandescent, fluorescent, halogen bulbs and neon tubes contain mercury
 - spilled mercury/phosphor
 - glass breakage
- Incandescent, fluorescent & halogen bulbs emit ultraviolet light
 - sensitivity to ultraviolet light (artificial lighting) causes health problems
- Contaminants cause disposal and recycling issues
 - disposal of mercury & phosphor (government regulated)
 - Ruggles Sign uses Heritage-Crystal Clean for fluorescent lamp disposal
- Frequent turning on & off causes early failures
 - resulting in the use of even more bulbs!



Another key benefit of LED lighting is in low power consumption and durability. On average LED based lighting systems will use at least 10%-20% of the power consumption of their incandescent & fluorescent, counterparts.

The positive environmental aspects of changing from high voltage neon to low voltage LED lighting goes even a step further than the latter. LED lighting use between 5 and 10 times less power than a comparable neon sign and also produces significantly less heat. Neon signs are easily broken, being made of glass, and contain noxious gasses, which leak out; LEDs do not have this problem.

According to the U.S. Department of Energy, widespread use of LED lighting has the greatest potential impact on energy savings in the United States. By 2027, widespread use of LED lighting could save about 348 terawatt hours (compared to no LED use) of electricity: This is the equivalent, annual electrical output of 44 large electric power plants (1000 megawatts each), and a total savings of more than \$30 billion at today's electricity prices. A U.S. Department of Energy study concluded that switching away from incandescent to LED lighting reduces the environmental harm of lighting by 3 to 10 times; and LED lighting is only getting better. According to the study, by 2017, LED bulbs will have half the impact of today's LED bulbs and 70 percent less impact than today's CFLs, which are not expected to change significantly.

LEDs also produce significantly less heat than legacy lighting sources, meaning cooling costs are greatly reduced. This adds up to considerable energy savings. Read more on the US Department of Energy Study at this link: <http://energy.gov/eere/ssl/market-studies>

Ruggles Sign is dedicated to safe, environmentally friendly disposal of spent or broken fluorescent and High Intensity Discharge (HID) bulbs, as well as old or broken neon units. These items contain mercury and/or other chemical compounds, which may be hazardous to the environment as well as individual health.



VOC's and HAP's

While they are applied & even long after they have been applied, many common sign manufacturing items, such as paints and adhesives, often emit **Volatile Organic Compounds (VOC's)** and **Hazardous Air**



Pollutants (HAP's). Reducing the VOC & HAP emissions from these products can have a positive effect on public health. High concentrations of VOC's and HAP's are known to cause health problems, including eye and throat irritation, headaches, and damage to the liver and nervous system. In addition, some VOC's and HAP's are thought to cause cancer. At Ruggles Sign we are working to reduce VOC's and HAP's by using paint brands such as Matthews Automotive Paint (MAP) Ultra Low VOC paint.

MAP Ultra Low VOC paint is a benchmark, high-performance polyurethane paint that limits VOC to less than 50g/L while delivering the color and durability needed. More information on the advantages to Low VOC paint can be found at: <http://www.matthewspaint.com/getmedia/4cd59e8b-c3f5-4897-830c-05da97e5b07b/ultralowvoc-v1.pdf.aspx>

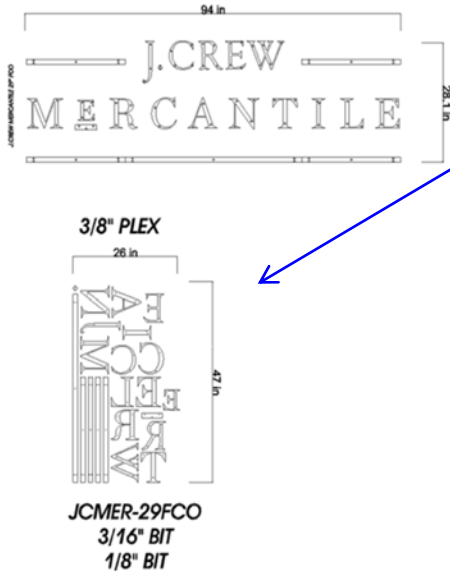
Again, through our partner, Heritage-Crystal Clean, our VOC's and HAP's are disposed of safely & properly. State guidelines allow a maximum of 90 tons of VOC's and 9 tons of HAP's in a rolling 12 month period for Ruggles Sign. We currently run under 4 tons for VOC's and 1 ton for HAP's.



Items measured and monitored monthly:

PM/PM10, VOC, XYLENE, TOLUENE, ETHYLBENZENE, MIBK, ANTIMONY, MEK, METHANOL, HEXAMETHYLENE DIISOCYANATE, GLYCOL ETHER



Recycling

Maximizing use & recycling of plastic, aluminum, brass, steel, and other metals used in our sign manufacturing facility continues to improve.

Nesting every individual piece of any sign or multiple signs insures less waste and, in this case, use of a small, 2-1/3ft x 4ft piece of “scrap” plastic to complete an order for a customer.

Ruggles Sign partners with Wise Recycling & Crown Kornell Corporation for our metal & plastic recycling needs. Each company makes a trip to our facility monthly for pickup.



Wise Recycling on average picks up over 2,000lbs of aluminum each trip (24,000lbs annually!). Crown & Kornell routinely picks up over 15,000lbs of various types of plastics each trip (close to 200,000lbs annually!).

Our Administrative and Project Management Staff strive daily to go paperless in all aspects of administrative functions. Most (if not all) subcontractor and vendor invoices, purchase orders, misc. paperwork come to Ruggles Sign electronically, and are stored electronically as well. Receiving and shipping documents are scanned and stored on our servers for immediate access by all parties involved; reducing the need for multiple copies of many of our daily documents.

Water fountains and company paid, filtered water dispensers installed throughout the facility reduce usage of plastic water bottles.

Other items in our company-wide recycling stream include:

- Alkaline batteries
- Cardboard
- Lunch-time and special event items, such as employees' and visitors' drink cans, metal cans, glass and plastic bottles, boxes and packaging
- Ink and toner cartridges
- Waste paper including old audit records and files, magazines, catalogs, “junk”/unneeded mail materials, including used envelopes.

In addition, our logistics department recycles some wooden pallets and plywood from in-bound shipments whenever possible.

Our efforts truly are company-wide!



Random recycling facts, courtesy of Wise Recycling & Crown Kornell Corp.

- Recycling aluminum creates 97% less water pollution than making new metal from ore
 - One ton of recycled steel saves the energy equivalent of 3.6 barrels of oil
 - Recycling one aluminum can saves enough electricity to run a TV for three hours
 - Around 2000 pounds of oil, the amount of water used by 1 person in 2 months' time and 2 people's energy use for 1 year can be saved by recycling just one ton of plastic wastes
 - It takes up to 500 years to decompose plastic items in landfills
 - Recycling plastic products keeps them out of landfills and allows the plastics to be reused in manufacturing new products.
- Recycling one ton of plastic saves 7.4 cubic yards of landfill space
- Save 1,000–2,000 gallons of gasoline by recycling just one ton of plastics
 - Producing plastic products from recycled plastics saves 66 percent energy



SOCIAL**Corporate responsibility within the community
Employee work environment***Community Involvement*

At Ruggles Sign, we are dedicated to making a positive impact on our local community; named Woodford County Chamber of Commerce “Small Business of the Year” in 1997 and 2014 Woodford County Business Industry of the Year for our service to the community. We continue to put into practice the integrity and excellence that earned us the titles.

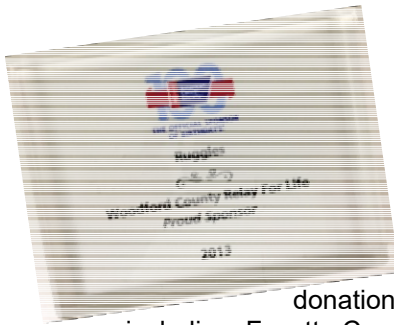
It is not uncommon, 2 – 3 times a year, that a club or class from Woodford County High School comes to Ruggles Sign to meet and to learn more about business & manufacturing. In 2015, Ruggles Sign participated in the nationally recognized “*Manufacturing Day*” event sponsored by NAM (National Association of Manufacturers) and ISA (International Sign Association). The event included interactive lectures, videos, & hands on company tour. The high school students were engaged and excited about our industry. “Manufacturing Day” at Ruggles Sign will continue to grow over the years with invites going out annually to local, statewide, & regional high school & college students. It is our goal to help students across the state & region improve their economic vitality and quality of life; not to mention opening the door for students to be successful and create opportunities for a good paying job.



Ruggles Sign employees make voluntary, payroll deducted contributions to the United Way of the Bluegrass. Our employee group has received a participation award each year consecutively since 1989. With projected 2020 employee pledges at \$29,472, our dedication and support of the United Way continues to grow. Ruggles Sign continuously donates the highest per capita employee contributions to the United Way of Woodford County.



Ruggles Sign hosts quarterly blood drive events for the Kentucky Blood Center. Registering over 30 donors per event, saving over 80 very grateful Kentucky patients each time!



Moreover, we are excited about being in a smaller community and we enjoy the chance to support various community and regional activities. As such, we have provided various volunteer hours & in-kind

donations over the last few years, including: Fayette County and Woodford County Habitat for Humanity, St. Leo Church and School, Woodford County Board of Education, Woodford County Chamber of Commerce, Woodford Christian School, and Woodford County Relay for Life, just to name a few.



Industry Involvement

Ruggles Sign is also a proud, active member of several professional groups and industry specific associations:

Midwest Sign Association (MSA)
World Sign Associates (WSA)
International Sign Association (ISA)



Ruggles Signs hosted the 2015 International Sign Contest, as sponsored by the Signs of the Times Magazine, ST Media Group International, & the International Sign Association, at its expansive, new, 160,000-sq.-ft. facility, which features several pieces of new equipment, a cavernous factory floor and state-of-the-art office and meeting facilities. The shop also features several signs the shop has installed (and since reacquired) throughout Lexington during its 69-year history.

The extremely capable panel of judges for the 2015 International Sign Contest included Josh Duddey, an architect for EOP, a Lexington firm; Greg Richardson, Ruggles Sign Lead Fabricator; Robert Stone, Ruggles Sign Senior Designer; and Carly Cambron, daughter of Ruggles Sign owners Tim and Anna Cambron, who graduated from the University of South Carolina with an art-education degree. Please visit the below link for more information on this event:

<http://sloanled.com/press/coverage/2015/04/SignsOfTheTimes-The2015InternationalSignContest-Apr2015.pdf>



Employee Work Environment

As a family owned business for over 65 years, Ruggles Sign creates an atmosphere of family. The health & well-being of each employee has a direct correlation with not only quantity of work and attendance, but more importantly quality of work and overall employee health.



All employee health insurance premiums are covered 100% by Ruggles Sign with family coverage offered at an additional, competitive rate. With this coverage comes the following benefits:

- Prevention and management programs: well visits, immunizations, routine exams and screenings, Free flu shots
- Members with coronary artery disease, diabetes and high-risk pregnancies receive education on managing their conditions
- Access to 85 percent of doctors and hospitals across the country
- Website access to find doctors or hospitals, request new ID cards, update mailing addresses, check claims status, view benefits, credible health information and receive information on health issues
- Case managers work with members whose conditions are too serious to face alone. Case managers try to help members get the most out of their benefits and facilitate administrative procedures
- Life Assistance Employee Assistance Program (EAP)
Helps all covered employees and their immediate family members to better balance their work and personal lives with access to online tools, in-person behavioral health assistance and live telephonic counseling - 24 hours a day, seven days a week
- Healthy Rewards Program
Offers discounts on a range of health and wellness-related services and products, including discounts on Weight Watchers and smoking cessation programs, chiropractic care, anti-cavity products, power toothbrushes, fitness club memberships, hearing and vision care, massage therapy, acupuncture, pharmacy, vitamins, and more
- Identity Theft Plan
Resolution Services include access to personal case managers who will work with employees and their covered family members to resolve identity theft issues
- Will Prep Services
Online, interactive tools help you and your spouse create a will, financial power of attorney, and other legal documents at no cost to you
- Health & Wellness Toolkit: <http://healthandwellness.anthem.com/>





All employees have access to our onsite work out facility; complete with cardio and weight lifting



equipment along with (2) satellite-enabled, flat screen TV's. Fostering employee health & encouraging daily exercise benefits increases productivity, improves employee morale and decreases absenteeism not mention making the work and life balance as easy as possible.

The greatest asset to Ruggles Sign is our employees; fitness is a key component to taking care of the workforce. The health and productivity of the workforce is an important factor in building a successful, competitive company.



Ruggles Sign is committed to supporting the professional development of our employees. Our training and development efforts focus on helping employees, develop the skills, competencies and behaviors that are expected at Ruggles Sign. Key topics: Leadership, communication, relationship building, team building, conflict management, information technology, business writing, & an extensive Sign Academy curriculum specific to the sign manufacturing & installation industry.



Workplace safety is the most important element of good operational performance on our factory floor. Ruggles Sign has placed an emphasis on workplace safety and continuous improvement in this crucial area because our people are our greatest resource. Occupational Health & Safety is everyone's responsibility. We believe every injury/illness could and should have been prevented.

KEY SAFETY FACTS AT RUGGLES SIGN

- All employee, quarterly Safety Meetings
- Extensive, ready available access to Material Safety Data Sheets for all manufacturing components
- Currently (20) CPR/AED & First Aid Certified employees
- Quarterly company-wide fire drills & fire notification testing
- Safety glasses & all protective gear provided by Ruggles Sign & enforced usage by our management team
- Targeted, group specific safety training is held as needed, such as forklift drivers' training, crane truck safety and respirator use and care
- Scheduled Department of Transportation (DOT) initiative reviews, annual vehicle inspections, and driver training
- Ruggles Sign prides itself as being a drug-free workplace with quarterly, random drug screenings.

Attention All Employees!!!!

MSDS
Safety Meeting
Thursday
November 20th
at 8:40 am
in the
Multi-Purpose Room

A graphic featuring a stack of Material Safety Data Sheets (MSDS) with the text 'Material Safety Data Sheets' and 'MSDS' prominently displayed. Below the sheets are several hazard symbols, including a skull and crossbones, a flame, and a biohazard symbol, along with a diamond-shaped hazard label with red, blue, and yellow sections.

ECONOMIC**Business excellence & high ethical standards**

Ruggles Sign is an integral part of the “Uniquely Woodford” concept and marketing campaign for our local community. Woodford County combines a big city workforce, infrastructure, and accessibility with the quality of life and low costs of a rural setting (making it the ideal place/location for professional services, financial, high tech, and other knowledge worker based firms). Tired of high costs and long commute times? Looking for a better quality of life without giving up the advantages of metro operations? Look for a Uniquely Woodford solution. Our President & Owner, Tim Cambron, is featured in the Uniquely Woodford program & promotional video: <https://www.youtube.com/watch?v=0uiR1x9mX1o>



Along with our dedication to the local, economic community, Ruggles Sign provides good paying jobs for over 100 people in Versailles & surrounding counties. Due to the year-in-year-out, employee driven manufacturing output & high level of customer service, Ruggles Sign remains profitable. With this profitability, comes bi-annual employee bonuses, (1) week paid time off at Christmas, and a company match up to 2.5% of 5% of employee contributions to employees' 401K accounts.



Future Efforts

**Potential Renewable
Energy Source to Power
Ruggles Sign facility**



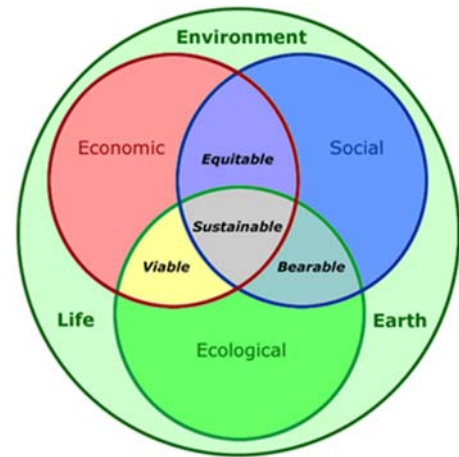
Research and study is well underway to evaluate the feasibility, cost and benefit of converting our entire manufacturing plant and offices to solar power. We have been working closely with local and regional experts for assistance and guidance.

Look for future information releases, as we progress in these efforts.



CONCLUSION

Thank you for taking the time to read about our Sustainability efforts at Ruggles Sign. We are proud of our daily activities, constantly striving for ecological, economic, and social viability, manageability, and equitability. In our world of continuous change it is important for all of us to take effective action, protecting our earth, our environment, and our livelihood.



JOIN US ON OUR JOURNEY TO SUSTAINABILITY!



