



# 2015 Sustainability Report

*by*



# Table of Contents

about this report	3
a few words from Chuck Smith, NGP CEO	4
About NGP	5
Engaging Stakeholders	6
NGP in the Community	7
NGP Workplace	8
NGP Memberships	8
Managing Impact on the Environment	9
Selling products that contribute to environmental performance	11
Sustainability in the Supply Chain	12
Managing our Products End of Life	14
GRI Index	15

# *about this report*

This report is the first biannual sustainability report released by National Guard Products. This report was compiled with feedback from stakeholders representing our local community, raw material suppliers, customers, design professionals, and National Guard Product employees. This report boundary is for all NGP owned companies for the calendar year 2014.

This report meets the requirements of LEED V.4 MRc4 Credit by providing:

## Option 1: Raw Material Source and Extraction Reporting

National Guard Products is providing this report as a third party verified corporate sustainability report that includes the environmental impacts of extraction operations and activities associated with National Guard Products supply chain. This report was created using the Global Reporting Initiative (GRI) Sustainability Reporting framework.

AND

## Option 2: Leadership Extraction Practices

Extended producer responsibility. Products purchased from National Guard Products are eligible to participate in the NGP Extended Producer Responsibility program managed by National Guard Products.

Our GRI Index is located on page 15.

For questions about this report or for additional LEED information, please contact Roger Skold at [rogers@ngp.com](mailto:rogers@ngp.com)



# a few words

It has been 80 years since my father founded the Memphis Window Guard Company in 1935 to help homes and businesses protect themselves from unwelcomed outside elements. In 1960, the Memphis Window Guard Company become National Guard Products and in 1997 we expanded into new facilities with new products, people and processes.

While few things remain the same after 80 years in business, National Guard Products (NGP) remains committed to the company's values influenced by my father in 1935.

#1 PAY ATTENTION TO NEEDS: At NGP we care deeply about our customers, associates, and vendors' needs.

#2 STRAIGHT UP RELATIONSHIPS: At NGP we create loyalty by acting with integrity, honesty, and transparency in everything we do,

#3 UNDERSTAND THE IMPACT: At NGP we preserve our brand identity by understanding how our decisions and actions affect the continued long-term success of the company

#4 GO THE EXTRA MILE: We do whatever it takes.

These values drive our decision making day in and day out. This report represents our first National Guard Products Sustainability Report and I am proud of our company for its continued effort to understand its impacts and take action to ensure the long term success of our company. At the heart of our company is a spirit of conservation, stewardship, and responsibility. Our company was built to help people be more comfortable in their homes and businesses all while being more responsible with natural resources required to heat, cool, and protect their homes.

We thank you for taking the time to read this report and learn more about National Guard Products commitment to sustainability.



Sincerely,

Chuck Smith

*with Chuck Smith*

National Guard Products, Inc is known as a leading manufacturer of weather-stripping, threshold products, lite kits, louvers and glass for commercial wood and steel doors. Founded in 1935 NGP has become an ever advancing industry innovator, manufacturing a complete line of door seals, door thresholds, gasketing, intumescent fire seals, smoke seals, sound seals, door sweeps, door shoes, automatic door bottoms, lite kits, louvers, metal edges, astragals and finger guard products

National Guard Products is a Tennessee Corporation headquartered in Memphis Tennessee and has no subsidiaries or joint ventures. There were no significant changes during 2014 in size, structure or ownership. National Guard Products are sold in USA, Canada, Mexico, MENA (Middle East North Africa) specifically UAE, Saudi Arabia, Qatar, Kuwait, Egypt, Oman, and Philippines, PRC (China), Costa Rica, Nicaragua, and Peru.



National Guard Products in Memphis Tennessee



## *engaging* **STAKEHOLDERS**

We started our reporting process by engaging external stakeholders to learn more about their expectations for NGP's sustainability program and the content of this report. Through one on one discussions and a formal survey, we determined that our stakeholders, made up of employees, suppliers, customers and members of the community felt NGP's most material sustainability issues fell into four categories.

1

Community  
Involvement  
and  
Investment

2

Managing  
Impact on the  
Environment

3

Selling Products  
that contribute  
to environmental  
performance

4

Supply Chain  
Sustainability

These insights from our stakeholders have helped us formalize programs and processes over the past year and has allowed our sustainability program to grow and refocus. The Stakeholder Engagement process will be repeated bi-annually with new stakeholders being selected each period to ensure new perspectives and honest dialogue is being had with stakeholders actively engaged with National Guard Products.

# NGP *in the* COMMUNITY

National Guard Products has been a part of the Memphis community for over 80 years. As a corporate citizen we are responsible for employing over 200 employees, purchasing goods and services from over 80 suppliers, and operating a global business from 160,000 square feet on Raines Road.



23 / 81 Suppliers  
are based in the  
Memphis MSA

Over \$7.5 million  
spent with local  
suppliers in 2014

100% return to  
Work Rate after  
parental leave

200 Employees  
in 2014  
51% Men  
49% Women

2014 Annual  
Turnover <5%

<3 Annual injuries  
or lost days in 2014

NGP Supports Advance Memphis both financially and as a partner. The mission of Advance Memphis is to serve adults in the Cleaborn/Foote community of inner city Memphis by empowering residents to acquire knowledge, resources, and skills to be economically self-sufficient



# NGP WORKPLACE

The Top Workplaces are determined based solely on employee feedback. The employee survey is conducted by Workplace Dynamics LLP, a leading research firm on organizational health and employee engagement. Workplace Dynamics conducts regional Top Workplaces programs with 40 major publishing partners across the United States. Over the past years, more than 5,000 organizations, and 1 in every 88 employees in the U.S. have turned to Workplace Dynamics to better understand what's on the minds of their employees. Through its workplace improvement offerings, Workplace Dynamics provides solutions, training and tools to help clients improve their workplace.



NGP was named by the Memphis Commercial Appeal as a Top Place to Work in 2014.

# NGP MEMBERSHIP

National Guard Products is members in multiple industry associations. These associations are considered key stakeholders for NGP as they help direct and advance the industry's sustainability initiatives.



# *managing impact on the* **ENVIRONMENT**

## **Environmental Programs**

National Guard Products is committed to being a responsible corporate citizen while conducting business with stewardship and conservation in mind. Managing National Guard Products impact on the environment has always been priority but has only recently become a management function. We have been astonished at the value of establishing a data collection process to manage our impact on the environment. Through tracking our electricity, natural gas, waste, water and recycling we have identified major opportunities for improvement.

Additionally, National Guard Products created “The NGP Environmental Statement” in 2014 to serve as company guidelines for our response to environmental management.

## **THE NGP ENVIRONMENTAL STATEMENT**

At NGP, we are committed to providing products and services that are environmentally sound throughout the entire production process and the product life cycle.

Our environmental sustainability policy states:

#1 - We meet or exceed legal requirements and act with integrity, honesty, and transparency in everything we do.

#2 - We develop strategies to reduce consumption of resources, prevent pollution by understanding how our decisions and actions affect the continued long-term success of the company.

#3 - We continuously seek ways to improve the environment and to reduce risks that can cause accidents and pollution and expect the same of our suppliers.

#4 - We engage in open communication of sustainability programs with our stakeholders and adapt to the needs of our customers, associates, suppliers and vendors.

# *managing impact on the* **ENVIRONMENT**

## Goals for 2020

### ENERGY



In 2014, National Guard Products utilized 2,567,100 kWh of electricity at a cost of over \$290,000.

**10% Reduction  
in Electricity**

### NATURAL GAS



In 2014, National Guard Products burned 117,512 CCF of natural gas at a cost of over \$80,000.

**10% Reduction  
in Natural Gas**

### WASTE



In 2014, National Guard Products sent 2,856 yards of waste to the landfill. Landfilled items included recyclables that we intend to recycle over the next year.

**50% Reduction  
in Waste to  
Landfill**

### WATER



In 2014, National Guard Products consumed 3,943,729 gallons of water and discharged the equivalent amount of water at a cost of just over \$8,000.

**10% Reduction  
in Water  
Consumption**

### RECYCLING



In 2014, National Guard Products recycled over 700,000 pounds of mixed metal material for a value of \$150,000.

**10% Increase in  
Recycling**



National Guard Products has completed Type III Product Specific Environmental Product Declarations (EPD) on select products. These EPDs have been third party certified by UL Environment and credibly discloses detailed information regarding product sustainability. Each EPD is based on a lifecycle assessment (LCA) that considers the environmental impacts of each product from cradle to grave. The LCA process allows National Guard Products to better understand its products environmental impact and provides the data needed to make informed decisions about future product development and design.

Additionally, this information meets the requirements of LEED V.4 MRc2 Credit.



*selling products that contribute*  
 to **ENVIRONMENTAL PERFORMANCE**

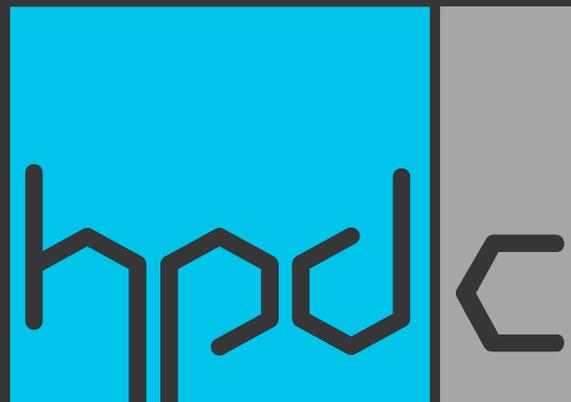


# NGP



National Guard Products has completed Health Product Declarations (HPD) on select products. Health Product Declaration (HPDs) provide a full disclosure of the potential chemicals of concern in products by comparing product ingredients to a wide variety of “hazard” lists published by government authorities and scientific associations. Each HPD discloses detailed information regarding product health risks and hazards. Each HPD is based on a products ingredients list down to 100ppm or .01% and considers the human health risks and hazards of each ingredient. Health Product Declaration information for National Guard Products has also been populated in Google’s Portico tool.

Additionally, this information meets the requirements of LEED V.4 MRc4 Credit.



*selling products that contribute*  
to **ENVIRONMENTAL**  
**PERFORMANCE**

# *sustainability in the* **SUPPLY CHAIN**

In addition to participating in product transparency and certification programs that contribute to environmental performance, NGP also tracks the use of recycled and environmentally preferable products coming from our suppliers. We also are constantly researching opportunities that allow us to purchase more recycled and other environmentally preferable raw materials. When applicable, these findings are communicated to purchasing decision makers for evaluation and purchase.

National Guard Products uses a blend of pre and post consumer recycled materials in a variety of our products. The table below highlights the amount of recycled content in each product category.

	<b>% Post Consumer Recycled Content</b>	<b>% Pre-Consumer Recycled Content</b>
<i>Aluminum Thesholds, Rain Drip Guards</i>	18%	49%
<i>Architectural Bronze Thresholds, Rain Drip Guards</i>	70%	25%
<i>Stainless Steel Thresholds, Rain Drip Guards</i>	25%	3%
<i>Rubber Ramps</i>	0%	0%
<i>Gasketing with Aluminum Retainers</i>	13%	37%
<i>Gasketing with Bronze Retainers</i>	52%	19%
<i>Gasketing with Stainless Steel Retainers</i>	19%	2%
<i>Self-Adhesive Gasketing</i>	0	0%
<i>Finger Guard 2248</i>	13%	37%
<i>Finger Guard 2252</i>	0%	0%
<i>Metal Edge / Astragal sets (Steel)</i>	25%	3%
<i>Lite Kits &amp; Louvers (Steel)</i>	15%	5%
<i>Aluminum Louvers</i>	18%	49%

National Guard Products also works with its suppliers to collaborate on new ideas for products sustainability. A few examples of National Guard Products and supplier collaboration are found on the next page.



Located exactly 1 mile from National Guard Products, Jordan Aluminum Company is a sister company to NGP providing aluminum extrusion capabilities for NGP's thresholds, lite kits, and other products. Jordan Aluminum Company operates a state of the art Anodizing Finishing facility and is known as the premier anodize supplier in Southeast.

As an aluminum supplier to National Guard Products, Jordan Aluminum helps procure aluminum billet with high recycled content. On average, Jordan Aluminum purchases aluminum billet products containing 85% recycled. A survey of the producers that Jordan Aluminum purchases from shows that on average ~60% of the total product content is from post-consumer sources.



Lorient North America has a reputation for designing, manufacturing and supplying some of the highest quality fire, smoke and acoustic containment products available, Lorient continuously works with customers to develop new, leading-edge products, many of which are bespoke solutions. Lorient and NGP partner on the development and sale of door and window gasketing.

Gasketing helps seal the gaps between a door leaf and its frame are necessary for everyday operation and promote both safety and energy efficiency. Good seals on doors and windows help keep the outside elements outside by keeping conditioned air in, and unconditioned air out. Gasketing also helps reduce the area of vulnerability for the passage of oxygen, smoke and flames in a fire situation.



United Plastics Corporation has been a leader in sustainable plastics manufacturing since 1946 and the environment is a top priority at United Plastics Corporation. United Plastics products contain recycled materials and are recyclable at end-of-life. United Plastics engineers use reclaimed plastics from their own manufacturing processes to make some of NGPs products. United Plastics integrates recycled material from other manufacturers, as well. As an alternative to sending the material to landfills, United Plastics transform it into useful products.

United Plastics utilizes over 80,000 pounds of recyclable material each day that would otherwise end up in landfills. All of this helps NGP and United Plastics feel like they are doing their part for the environment when doing business together.

*managing our products*

## END OF LIFE

National Guard Products designs its products to last. However, we also realize that in time our products along with other door and window products reach the end of their useful life.

National Guard Products offers our customers the opportunity to use our Product Reclamation Program called RE-NGP. With this program we facilitate the reclamation of used NGP Products and guarantee that it will not reach a landfill.

Product reclamation is continuing to grow as more and more people realize the importance of diverting this valuable material from landfill for use in new products. As a continuation of our commitment to the environment, National Guard Products RE-NGP program is the first of its kind product reclamation program for the builders hardware industry.

# RE-NGP

Beginning your Re-NGP reclamation program is easy.

Step 1: Call RE-NGP Account Management at 901.546.8105

Step 2: Get a quote within 48-72 hours.

Step 3: We'll facilitate the containers and shipping and provide you with a detailed certificate of recycling.





# GRI Index

GRI Standard Disclosures		Page
1.1	Statement from the most senior decision-maker of the organization	4
2.1	Name of the organization.	5
2.2	Primary brands, products, and/or services.	5
2.3	Operational structure of the organization, including main divisions, operating companies, subsidiaries, and joint ventures.	5
2.4	Location of organization's headquarters.	5
2.5	Number of countries where the organization operates, and names of countries with either major operations or that are specifically relevant to the sustainability issues covered in the report.	5
2.6	Nature of ownership and legal form.	5
2.7	Markets served (including geographic breakdown, sectors served, and types of customers/beneficiaries).	5
2.8	Scale of the reporting organization.	5
2.9	Significant changes during the reporting period regarding size, structure, or ownership.	5
2.10	Awards received in the reporting period.	8
3.1	Reporting period (e.g., fiscal/calendar year) for information provided	3
3.2	Date of most recent previous report (if any).	3
3.3	Reporting cycle (annual, biennial, etc.)	3
3.4	Contact point for questions.	3
3.5	Process for defining report content.	6
3.6	Boundary of the report	3
3.12	Table identifying the location of the Standard Disclosures in the report.	15
4.8	Internally developed statements of mission or values, codes of conduct, and principles relevant to economic, environmental, and social performance and the status of their implementation.	9
4.14	List of stakeholder groups engaged by the organization.	6
4.15	Basis for identification and selection of stakeholders with whom to engage.	6
4.16	Approaches to stakeholder engagement, including frequency of engagement by type and by stakeholder group.	6
4.17	Key topics and concerns that have been raised through stakeholder engagement, and how the organization has responded to those key topics and concerns, including through its reporting.	6

GRI Performance Indicators		Page
EN2	Percentage of materials used that are recycled input materials	12
EN3	Direct energy consumption by primary energy source	10
EN4	Indirect energy consumption by primary energy source	10
EN8	Total water withdrawal by source	10
EN21	Total water discharge by quality and destination	10
EN22	Total weight of waste by type and disposal method	10
LA1	Total workforce by employment type, employment contract, and region, broken down by gender	7
LA2	Total number and rate of new employee hires and employee hires and employee turnover by age group, gender, and region	7
LA7	Rates of injury, occupational disease, lost days, and absenteeism, and number of work related fatalities by region and by gender	7
LA15	Return to work and retention rates after parental leave, by gender	7
EC1	Direct economic value generated and distributed, including revenues, operating costs, employee compensation, donations and other community investments, retained earnings, and payments to capital providers and governments	7
EC6	Policy, practices, and proportion of spending on locally-based supplies at significant locations of operations	7



NATIONAL GUARD

4985 E Raines Rd, Memphis, TN 38118

(800) 647-7874

[www.ngpinc.com](http://www.ngpinc.com)