



CALIFORNIA PRISON INDUSTRY AUTHORITY

# SUSTAINABILITY REPORT —2019—

**CALPIA**



# Sustainability Directive

The California Prison Industry Authority, hereinafter referred to as CALPIA, is committed to implementing State of California and California Department of Corrections and Rehabilitation (CDCR) policies related to managing chemicals, reducing environmental risk and implementing systems to manage environmental impacts.

CALPIA, a state agency, commits to going above and beyond these policies; pursuing sustainable manufacturing practices, environmentally preferable purchasing standards, a zero manufacturing waste to landfill goal, and end-of-life considerations applicable to CALPIA's office furniture products.

CALPIA is committed to the prevention of pollution, continuous improvement, and compliance with applicable regulations and obligations. We fully subscribe to all federal and state environmental regulatory requirements at all CALPIA facilities.

CALPIA complies with State of California and CDCR chemical risk management policies. Chemicals are assessed for human and ecosystem health impacts by the CALPIA facility Health & Safety Coordinator as a standard routine practice at all CALPIA facilities. CALPIA will also take additional steps to identify, reduce, and eliminate chemicals of concern in its office furniture products.

CALPIA incorporates life-cycle thinking into its procedures via our Design for Environment (DFE) Program. The DFE process examines the use of renewable, recycled, recyclable and biodegradable materials in the design of the product; water management and energy efficiency during the manufacture of the product; and product end of life management.

To optimize end-of life management, CALPIA's office furniture products are designed and manufactured to have a long, useful life. Products employ standardized parts and components to enable maintenance, servicing, and reassembly so that they are able to withstand repeated service, repair, and handling. CALPIA supports the State of California's Property Reuse Program which requires that surplus, state-owned office furniture is inventoried and ready for take back and refurbishment for multiple uses, by CALPIA. The State and Federal Property Reuse Program Office facilitates and ensures recycling of used office furniture that is still sound and, therefore, reusable, thus reducing waste sent to landfill and expenditures for new furniture, as well as conservation of raw materials used in the manufacture of CALPIA office furniture.



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# Employee Health & Safety Management



## **SAFETY POLICY**

It is the commitment of California Prison Industry Authority to implement Health & Safety policies and procedures to direct all employees to work safely and prevent injury, to themselves and others. We believe that incidents and injuries are preventable, and that a job is only well done if it is done safely. All employees must take all reasonable steps to prevent accidents and never sacrifice safety for expedience. Our goal is to eliminate hazards that can cause accidents or illness.





+ WELDING AT FOLSOM STATE PRISON

# Labor & Human Rights Management



## CALPIA EMPLOYEES

CALPIA started redesigning its New Employee Orientation to better prepare employees to work within correctional settings safely and effectively. By moving towards the new model of staff safety, CALPIA will be able to better educate civil service staff on working inside correctional institutions. Implementation of this program is targeted for the third quarter of FY 2019-20.

## SUPPLIER CODE OF CONDUCT

CALPIA is committed to working in partnership with our suppliers to follow a code of conduct in the areas of employee labor conditions, health & safety, environmental management, business ethics, and corporate social responsibility. We have updated our policies to simplify communications about CALPIA's values and how they extend to our supply chain partners. The adopted supplier code of conduct explicitly communicates our corporate social responsibility expectations to our suppliers.



### **INMATE WORKFORCE**

CALPIA invests in curriculum for offenders, offering 127 nationally recognized accredited certifications that include dental technology, food handling, laundry, agriculture, welding, metal stamping, industrial safety and health, electrical systems, mechanical systems and maintenance. CALPIA offenders may also earn certificates of proficiency in occupational disciplines. In FY 2017-18, 556 CALPIA participants received a certificate of proficiency and Standards Occupational Code Proficiency certification, and 7,677 participants successfully completed an accredited certification program, a 69% percent increase from FY 2016-17.



**STEPHEN SMITH, A CALPIA SUCCESS STORY**

# Community Outreach & Involvement



## **AVENAL HIGH SCHOOL - POSITIVE IMPACT SCHOLARSHIP**

Each year, the Avenal State Prison Employee Action Committee (EAC) provides financial scholarships to students graduating from Avenal High School, to help contribute to their future success. Interested students are required to submit an application answering a few questions about how they help their community, i.e., what extracurricular activities they are involved in, and what career path they would like to pursue as adults. Students are also required to submit a personal essay. A special committee on the EAC selects finalists; of these finalists, two are selected based on the amount of service the applicants offer to the community and are each awarded a \$500 scholarship.

## **PLUNGE WITH A PURPOSE**

To help Special Olympics, Avenal State Prison (ASP) staff volunteered their time and personal resources for a March 30 Plunge with a Purpose event in Fresno. Special Olympics athletes often visit the prison to promote awareness of the organization. Through generous donations ASP was able to raise \$5,627 and were visited by one of the Special Olympics athletes to promote awareness and to thank staff for their support.

## **FRESNO RESCUE MISSION**

Just as last year, CALPIA donated 105 dozen eggs to the Fresno Rescue Mission. The Fresno Rescue Mission endeavors to glorify God by meeting the spiritual and physical needs of the least, the last and the lost in their community. The Fresno Rescue Mission was founded in 1949 as a non-profit, Christ-centered, evangelical charitable organization with the purpose of meeting the physical and spiritual needs of their area's destitute.

## **HOLIDAY BASKET AUCTION**

Every holiday season, staff at Avenal State Prison organize an auction involving different areas of operation at ASP who donate "baskets" to auction off for the ASP Employee Action Committee to benefit the local community. The Holiday Basket Auction earnings contribute to four scholarships in the amount of \$500 each to two high school seniors, the Positive Impact Scholarship, and two members of the local community who are in need. The Holiday Basket Auction also helps

to provide numerous Holiday Miracles for members in the local community.

## **COALINGA HIGH SCHOOL BAND**

CALPIA has been a proud sponsor to the Coalinga High School Band since 2017. CALPIA has been a supporter of their program which teaches High School students how to play a musical instrument. Music educators feel, and have observed, that student involvement in school music has a positive impact on other areas of their lives. These educators will tell you that musical involvement improves a student's self-discipline, dexterity, coordination, self-esteem, thinking skills, listening skills, creative abilities and personal expression.

## **ANGEL TREE DONATIONS**

Each year, staff at Avenal State Prison and Reef-Sunset Unified School District organize a Christmas gift drive for children of needy families in Avenal and Kettleman City. The gift drive has been a collaborative effort between the Kings County Sheriff's Department, the Kings County Probation Department, Avenal State Prison and Kings County Fire Department's Avenal and Kettleman City fire stations. An angel tree is set up in the Avenal State Prison administration building. Participating staff select paper ornaments with the child's name, age and present desired.

Presents, which include bicycles, dolls, action figures and other toys, are delivered to homes in Avenal and Kettleman City by prison and school district staff dressed in Santa costume, with delivery assistance from Sheriff and fire department personnel. Recipients of gifts are chosen upon referrals of school district teachers and counselors and referrals provided through Kings County Sheriff's and Probation Department personnel.

**ALL STAFF MEETING — CORCORAN STATE PRISON**



**COATS FOR KIDS DRIVE**

Each year, staff at Avenal State Prison organize a coat drive to donate new coats to benefit Coats for Kids and Operation Warm. Founded on similar principles, both organizations have made it their mission to provide new winter coats to children in need. This shared vision of ensuring every child wearing a new winter coat is healthy, able to attend school regularly and has a strong self-esteem is why Coats For Kids Foundation and Operation Warm, Inc. have united with a goal of serving at-risk children throughout the United States.



# Certifications



## LEVEL®

Level® has been created to deliver the most open and transparent means of evaluating and communicating the environmental and social impacts of furniture products in the built environment. It is the third-party certification program for the furniture industry's multi-attribute, sustainability standard.



## INDOOR ADVANTAGE GOLD

Indoor Advantage Gold certification is SCS Global Services' highest level of indoor air quality performance for furniture. The certification assures that furniture products support a healthy indoor environment by meeting strict chemical emission limits for volatile organic compounds (VOCs). To be certified, products must be tested by independent labs for compliance with the ANSI/BIFMA X7.1, and either ANSI/BIFMA e.3 or CDPH/EHLB Standard Method V1-1 for VOC emissions of concerns.



# GRI Index

## I. GENERAL STANDARD DISCLOSURES

### 1. STRATEGY AND ANALYSIS

- G4-1 Statement from the most senior decision-maker of the organization  
*Sustainability Directive in Sustainability Report and on Website*

### 2. ORGANIZATIONAL PROFILE

- G4-3 Name of the organization  
*CALPIA*
- G4-4 Primary brands, products, and services  
*Available on website catalog:  
catalog.calpia.ca.gov/*
- G4-5 Location of the organization's headquarters  
*Folsom, CA*
- G4-6 Number of countries where the organization operates  
*One*
- G4-7 Nature of ownership and legal form  
*CALPIA was created by Chapter 1549, Statutes of 1982 as a semiautonomous state agency to operate California's prison industries in a manner similar to private industry*
- G4-8 Markets served  
*State and federal agencies; city, county and local districts; primarily state of CA*
- G4-9 Scale of the organization  
*7,500 offender work assignments, and operations in over 100 service, manufacturing, and consumable factories at all 35 prisons throughout California*
- G4-11 Percentage of employees covered by collective bargaining agreements  
*CALPIA Furniture does not have any collective bargaining agreements*

### 3. IDENTIFIED MATERIAL ASPECTS AND BOUNDARIES

- G4-18 Process for defining the report content and the Aspect Boundaries  
*Collected content from various departments within CALPIA*
- G4-19 Material Aspects identified in the process for defining report content  
*Health & Safety, Labor & Human Rights, and Community Outreach*
- G4-23 Significant changes from previous reporting periods in the Scope and Aspect Boundaries  
*First Report*

### 4. STAKEHOLDER ENGAGEMENT

- G4-24 List of stakeholder groups engaged by the organization  
*Board Members, Employees, Suppliers, Customers & End Users.*
- G4-25 Basis for identification and selection of stakeholders with whom to engage  
*CALPIA stakeholders are identified as individuals and entities who may directly affect, or be directly affected by the information contained within the sustainability report*

**5. REPORT PROFILE**

- G4-28 Reporting period for information provided  
*2018*
- G4-29 Date of most recent previous report, if applicable  
*N/A*
- G4-30 Reporting cycle  
*Annual*
- G4-31 Contact information for questions regarding the report or its contents  
*ann.stuart@calpia.ca.gov*

**6. ETHICS AND INTEGRITY**

- G4-56 Organization's values, principles, standards and norms of behavior  
*CALPIA is a self-supporting, customer-focused business that reduces recidivism, increases prison safety, and enhances public safety by providing offenders productive work and training opportunities*

**II. ENVIRONMENT****1. ENERGY & EMISSIONS**

- G4-EN3 Energy consumption within the organization
- G4-EN15 Direct greenhouse gas (GHG) emissions (scope 1)
- G4-EN16 Energy indirect greenhouse gas (GHG) emissions (Scope 2)  
*Energy and Total GHG Emissions Available online:  
[www.green.ca.gov/buildings/department/CALPIA#chartanchor](http://www.green.ca.gov/buildings/department/CALPIA#chartanchor)*

**2. COMPLIANCE**

- G4-EN29 Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations  
*During the reporting period, there were no known violations or incidents of non-compliance with environmental laws/regulations for CALPIA Furniture*

**3. ENVIRONMENTAL GRIEVANCE MECHANISMS**

- G4-EN34 Number of grievances about environmental impacts filed, addressed, and resolved through formal grievance mechanisms  
*There were no grievances about environmental impacts for CALPIA Furniture*

**III. SOCIAL****1. HUMAN RIGHTS****Non-discrimination**

- G4-HR3 Total number of incidents of discrimination and corrective actions taken  
*During the reporting period, there were no incidents of discrimination for CALPIA Furniture*

**Supplier Human Rights Assessment**

- G4-HR10 Percentage of new suppliers that were screened using human rights criteria  
*80%*

**Occupational Health and Safety**

- G4-LA6 Total of injury and rates of injury, occupational diseases, lost days, and absenteeism, and total number of work-related fatalities, by region and by gender  
*Our goal is zero accidents & injuries. We report accident & injury data to OSHA. We continually review the information to improve workplace safety*
- G4-LA7 Workers with high incidence or high risk of diseases related to their occupation  
*N/A*

## 2. LABOR PRACTICES & DECENT WORK

### Diversity and Equal Opportunity

G4-LA12 Composition of governance bodies and breakdown of employees category according to gender, age group, minority group membership, and other indicators of diversity

*The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation*

### Supplier Assessment for Labor Practices

G4-LA14 Percentage of new suppliers that were screened using labor practices criteria  
80%

### Labor Practices Grievance Mechanisms

G4-LA16 Number of grievances about labor practices filed, addressed, and resolved through formal grievance mechanisms

*There were no grievances about labor practices for CALPIA Furniture*

## 3. SOCIETY

### Local Communities

G4-SO1 Percentage of operations with implemented local community engagement, impact assessments, and development programs

*CALPIA seeks out activities such as volunteerism and donations to support the communities in which we operate*

### Compliance

G4-SO8 Monetary value of significant fines and total number of non-monetary sanctions for noncompliance with laws and regulations

*During the reporting period, there were no significant fines for non-compliance with CALPIA Furniture*

### Supplier Assessment for Impacts on Society

G4-SO9 Percentage of new suppliers that were screened using criteria for impacts on society  
80%

## 4. PRODUCT RESPONSIBILITY

### Customer Health and Safety

G4-PR1 Percentage of significant product and service categories for which health and safety impacts are assessed for improvement

*In order to constantly improve the health & safety of our products, CALPIA is committed to going above and beyond standard policies; pursuing sustainable manufacturing practices, environmentally preferable purchasing standards, a zero manufacturing waste to landfill goal, and end-of-life considerations applicable to CALPIA's office furniture products*

G4-PR2 Total number of incidents of non-compliance with regulations and voluntary codes concerning health and safety impacts of products and services during their life

*During the reporting period, there were no incidents of non-compliance of Health and Safety regulations and voluntary codes for CALPIA furniture*

**Marketing Communications**

**G4-PR7** Total number of incidents of non-compliance with regulations and voluntary codes concerning marketing communications, including advertising, promotion, and sponsorship by type of outcomes

*There were no known incidents of non-compliance concerning Marketing Communications during the reporting period*

**Compliance**

**G4-PR9** Monetary value of significant fines for noncompliance with laws and regulations concerning the provision and use of products and services

*CALPIA Furniture complies with all laws and regulations concerning the provision and use of CALPIA products and services. There were no significant fines regarding this for CALPIA Furniture*



**CALIFORNIA PRISON INDUSTRY AUTHORITY**

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[calpia.ca.gov](http://calpia.ca.gov)

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