

***Fairness and Respect in the Workplace***

The Company strives to develop a culture where members, customers, suppliers, shareholders and the public experience fairness and respect in their relations with the Company. The Company is also committed to providing a safe work environment for members and visitors.

We will not tolerate discrimination against any individual because of sex, race, age, religion, color, creed, disability, ancestry, national origin, veteran status or other protected status under applicable law.

We will not tolerate work-related harassment, offensive behavior, behavior that is inappropriate for the workplace, violence or threatening behavior.

In order to provide a work environment where members and visitors experience fairness and respect:

1. We will create a work environment where unlawful discrimination, harassment, offensive behavior and violent behavior are not tolerated; and
2. The member will contact Member and Community Relations personnel or the corporate Law Department where experts in this area are available to assist with any questions and concerns.

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**HOW SHOULD I ATTEMPT TO RESOLVE AN ISSUE OF DISCRIMINATION, HARASSMENT, OFFENSIVE BEHAVIOR OR VIOLENT BEHAVIOR?**

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***Report the incident or complaint to any of the following:***

- ***Your supervisor; or***
- ***Member and Community Relations Representative, or***
- ***MySafeWorkplace at 1-800-321-5378 or [www.mysafeworkplace.com](http://www.mysafeworkplace.com).***

***You also have the right to tell the person engaging in the conduct to stop at once, but you need not confront him/her if you are not comfortable doing so.***

### ***Safety, Health & Environmental Protection***

Safety, health, and environmental laws and regulations play an important role in the way the Company conducts its business.

In addition to manufacturing and production, the packaging, marking, handling, storage, transportation, and disposal of raw materials, products and wastes are regulated. Even the marketing of our products may be affected by various environmental laws.

The Company has an active safety and environmental program. Each member's safety is everyone's concern and priority. Learn the rules of the workplace and follow them.

Safety and environmental laws and regulations impose on both individuals and companies severe criminal, civil and administrative penalties when violations occur. Individuals who violate these laws and regulations also risk Company sanctions, including appropriate disciplinary actions, up to and including dismissal.

To promote safety, health and environmental protection, we will:

1. Follow the Company's Member Safety Program and procedures.
2. Ask a supervisor when in doubt concerning safety and environmental obligations and specific safety procedures or environmental permit requirements as well as other legal or Company requirements that may affect our jobs.
3. Follow the Company's Environmental Policy committing us to meet or exceed applicable environmental standards to protect soil, air and water.
4. Strictly adhere to internal policies and correctly complete permit applications. Submit in a timely manner only duly authorized, complete and accurate information in response to applicable safety and environmental law, regulation and permit requirements.
5. Consult the corporate Law Department whenever a question arises about the meaning or application of safety and environmental laws.

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**WHERE CAN I OBTAIN A COPY OF THE COMPANY'S SAFETY AND ENVIRONMENTAL POLICIES?**

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***You can obtain these policies from the environmental site on the Company intranet, your site safety and environmental managers, or your supervisor. Your site safety and environmental managers can provide all information concerning general safety and environmental obligations as well as specific permit requirements.***

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**TO WHOM MAY I REPORT POSSIBLE VIOLATIONS?**

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***Report to your site managers who, in turn, will involve the corporate managers of safety and environmental matters at HNI Corporation.***

### ***Appropriate Use of Communications Equipment***

The Company provides many of us with communications equipment, which we are to use to perform our jobs. Because communications equipment can be used for many other purposes besides conducting business for the Company, the Company has established a policy titled, *Member Conduct Related to Usage of Communications Equipment*. Under the Policy, "Communications Equipment" may include (but is not limited to) telephones, cellular phones, facsimile machines, computers, pagers, personal digital assistants, wireless internet access devices, modems, E-mail access, company-run computer networks and company-provided internet access.

In order to comply with the Policy, we will use Communications Equipment primarily for the Company's business purposes. We may use the Communications Equipment for limited personal use provided that such use:

1. Does not in any way interfere with our job performance.
2. Does not incur additional cost to the Company.
3. Does not interfere with the use of communication systems.
4. Is not related to our business activities outside of the Company.
5. Is not contrary to any law, policy or this booklet.

### **Prohibited Uses**

We will not use company-owned Communications Equipment to access, display or send any material that:

1. Is pornographic, sexually oriented, vulgar, obscene or otherwise offensive to a person of reasonable sensibility.
2. Violates any applicable laws.
3. Is confidential information of the Company or others (unless authorized by the Company to do so as part of our job).

In addition, in order to comply with the Policy, we will not use company-owned Communications Equipment for:

1. Soliciting of any kind, except as expressly permitted by the Company.
2. Posting to message boards and participating in chat groups that are intended to discuss the Company.
3. Using the E-mail system in ways that are disruptive or offensive to others, or in ways that are inconsistent with the professional image of the Company, such as, distributing non-business related E-mails (including chain letters, jokes, etc.) or sending E-mail messages to large groups of members unless there is legitimate business reason for such message.
4. Misrepresenting, obscuring, suppressing or replacing a user's identity on an electronic communication system or constructing an electronic communication so that it appears to be from someone else.

***Appropriate Use of Communications Equipment***

The Company may monitor or audit use of Communications Equipment and any records of such use to determine compliance and may take disciplinary action for any violation, including immediate termination of employment.

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**CAN I USE E-MAIL FOR *PERSONAL* USE?**

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***Personal use of e-mail is discouraged. However, some personal use is permitted if it complies with the Policy.***