

## KEY COMPANY POLICIES

Some of our key policies that cover areas relating to our business integrity are listed below. Read them. Be familiar with their purpose and meaning. Follow them.

When you have read this booklet, sign the form included in this booklet and return it to your Member and Community Relations manager. This will be your personal commitment to support the business integrity of HNI Corporation.

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<b>POLICY</b>	<b>NUMBER</b>
<b>WORKING WITH CUSTOMERS, SUPPLIERS &amp; GOVERNMENT</b>	
<i>Proper Business Practices</i>	01LEG-06-004
<i>Political Activity</i>	01HMR-05-003A
<i>Doing Business with Government Agencies</i>	01LEG-02-004
<b>FAIR COMPETITION</b>	
<i>Antitrust &amp; Trade Regulation Compliance</i>	01LEG-06-001
<i>Obtaining Competitive Information</i>	01LEG-06-003
<b>BEING A GREAT PLACE TO WORK</b>	
<i>Equal Employment Opportunity</i>	01HMR-01-004
<i>Fairness and Respect in the Workplace</i>	01HMR-01-002A
<i>Member Conduct Related to Usage of Communications Equipment</i>	01HMR-05-010
<i>Member Safety Program</i>	01PRO02-01-012
<i>Environmental Policy</i>	01ADM-09-001A
<b>BUSINESS INTEGRITY</b>	
<i>Avoiding Conflicts of Interest</i>	01LEG-06-002
<i>Security Trades by Company Personnel</i>	01LEG-08-001A
<i>Disclosure of Confidential Information to Vendors, Customers or Other Outside Entities</i>	01ADM-02-004
<i>Member Patents and Confidential Information Agreement</i>	01LEG-03-003
<i>Accounting Policies and Procedures</i>	01FIN-01-001A

### ***Waivers***

Consistent with New York Stock Exchange listing requirements, only the Board of Directors or a committee of the Board of Directors may waive a provision of this Integrity Manual for our executive officers or directors, and any waiver will be promptly disclosed to the public. Waivers of this Integrity Manual for any other member may be made only by an appropriate Company officer or business unit head, and then only under special circumstances.

### ***Reporting Illegal or Unethical Behavior***

In order to encourage good faith reports of illegal or unethical behavior (including violations of this Integrity Manual), we do not allow retaliation of any kind by the Company for reports of misconduct by others. It is also our duty to cooperate in internal investigations of alleged misconduct.

We must all work to ensure prompt and consistent action against unethical or illegal behavior. Often times a violation of this Integrity Manual will be easy to recognize and should be promptly reported to a supervisor or, if appropriate, a more senior manager. However, in some situations it is difficult to know right from wrong. Since none of us can anticipate every situation that will arise, it is important that we have a way to approach a new or sensitive question or concern. Here are some questions that can be asked:

**Q** WHAT DO I NEED TO KNOW?

**A** *In order to reach the right solutions, we must be as fully informed as possible.*

**Q** WHAT SPECIFICALLY AM I BEING ASKED TO DO? DOES IT SEEM UNETHICAL OR IMPROPER?

**A** *This will focus the inquiry on the specific action in question, and the available alternatives. Use judgment and common sense; if something seems unethical or improper, it probably is.*

**Q** WHAT IS MY RESPONSIBILITY?

**A** *In most situations, there is shared responsibility. Should colleagues be informed? It may help to get others involved and discuss the issue.*

**Q** HAVE I DISCUSSED THE ISSUE WITH A SUPERVISOR?

**A** *This is the basic guidance for all situations. In many cases, a supervisor will be more knowledgeable about the question and will appreciate being brought into the decision-making process. Remember that it is the supervisor's responsibility to help solve problems.*

*Reporting Illegal or Unethical Behavior*

Q

**SHOULD I SEEK HELP FROM COMPANY MANAGEMENT?**

A

*In the case where it may not be appropriate to discuss an issue with a supervisor, or where you would not be comfortable approaching a supervisor with your question, discuss it with your Member and Community Relations representative. If for some reason you do not believe that your concerns have been appropriately addressed, you should seek advice from our General Counsel or from the MySafeWorkplace at 1-800-321-5378 or by email at [www.mysafeworkplace.com](http://www.mysafeworkplace.com), an anonymous and confidential reporting system. You should also use these procedures to make confidential, anonymous submissions of concerns regarding alleged violations of this Integrity Manual, including concerns with respect to questionable accounting or auditing matters.*