

Proper Business Practices

It is HNI Corporation's policy that its members act in all business situations in an honest and ethical manner. We should strive at all times to be a good corporate citizen and to achieve competitive excellence in a manner consistent with the applicable laws and regulations of any city, state and country in which we conduct business.

Accordingly, when acting as members of HNI Corporation, we will, under all circumstances:

1. Engage only in lawful and ethical behavior in relation to all business activities.
2. Use Company funds for legitimate business purposes, avoiding at all times receiving from or giving to an existing or potential customer or supplier any *personal* benefit, money, favor, or payment.
3. Not offer, authorize or make a payment on behalf of the Company to a political party or candidate.
4. Not offer anything of value to any government official to obtain for the Company any benefit to which the Company is not otherwise entitled.
5. Record all transactions accurately and fully in the Company's books and records.

Q

WHAT IF PROVIDING A "PERSONAL BENEFIT" TO A SUPPLIER OR CUSTOMER REPRESENTATIVE IS THE ONLY WAY I CAN MAKE A SALE FOR THE COMPANY?

A

No sale is worth it to the Company, and no payment or gift exceeding nominal value or lavish entertainment to any individual is permitted. The Company competes based upon quality, delivery and price and expects the same from its suppliers. If in doubt, make sure your actions are part of an authorized marketing program or seek guidance from a manager.

Q

WHAT DOES THE COMPANY CONSIDER "NOMINAL" VALUE?

A

The Company has designated \$25 as a standard for "nominal" gifts. Most items marked with a company's logo are considered to be of nominal value. According to the Internal Revenue Service (IRS) rules, gifts in excess of \$25 may be considered taxable items to the person receiving them, so keep this in mind as well.

Q

IS IT OKAY TO ACCEPT A SMALL "PERSONAL BENEFIT" ³/₄ SUCH AS LUNCH OR SPORT TICKETS ³/₄ FROM SOMEONE WORKING FOR A COMPANY WITH WHICH WE DO BUSINESS?

A

The safest policy is not to accept if you are unsure. Never ask for such a benefit. If a small benefit is offered, accept only if you can reciprocate, and don't accept repeated offers.

Political Activity

It is the policy of this Company to encourage all members to become involved in the political process as private citizens.

The Company does, from time to time, make its position known on proposed legislation and issues of public concern affecting the Company. As a Company, however, we do not support specific political parties or candidates. We make no corporate campaign contributions of any kind.

The Company will:

1. Not contribute to political parties or candidates.
2. Not pay honoraria to public officials, except in rare cases for appropriate purposes approved by the HNI Corporation Law Department.
3. Provide information to members on proposed legislation and public issues that could affect our business, our members and shareholders or the geographic areas in which we operate.
4. Express views directly or through trade associations, industry groups, or other coalitions in support or in opposition to proposed legislation and public issues that may affect the Company.

Q

DOES OUR POLICY MEAN I CANNOT PERSONALLY CONTRIBUTE TO A CANDIDATE'S CAMPAIGN FOR ELECTION?

A

No, it only means you cannot use the Company's money to do so. You, of course, can make a personal donation to any candidate of your choice. The point is that any political affiliation you have is personal and cannot be represented as the Company's affiliation.

Q

MAY I RUN FOR OFFICE?

A

Of course. All members are encouraged to become involved in the political process, either by supporting the candidate of your choice or by running for office. However, remember, if you are elected, you are acting as an individual, and never as a Company spokesperson.

Q

WHAT IF I AM ELECTED AND ASKED TO CONSIDER MATTERS THAT AFFECT THE COMPANY?

A

First check any applicable rules that govern your elected position. Those rules may require that you not participate in those matters. In the absence of any rules, the decision is based on your good judgment as an elected official.