

HNI Corporation
Supplier and Service Provider Code of Conduct

HNI Corporation and its operating companies (collectively and individually, the “Company”) strive to maintain a culture of integrity. This culture depends on treating others with fairness and respect; being open, honest and trustworthy; and following all laws and regulations. The Company requires the same commitment to integrity from its suppliers and service providers (individually and collectively the “Service Provider”). To that end, all supply agreements, purchase orders and acceptances (each an “agreement”) are made subject to the terms of this Service Provider Code of Conduct. Failure by service provider to comply with this Code of Conduct is grounds for immediate termination for cause by the Company of any agreement in effect between the Company and service provider, without liability on the part of the Company.

Service Provider agrees that it will:

1. Not use involuntary or forced labor of any kind, including, without limitation, prison, bonded, and indentured labor.
2. Not use child labor. “Child” means a person younger than the local legal minimum age for employment. In the absence of local law, Service Provider will not employ children under the age of 14.
3. Treat all employees with dignity and respect, and not use or abide corporal punishment, threats of violence or other forms of physical, sexual, psychological or verbal harassment or abuse.
4. Not discriminate in hiring and employment practices, including salary, benefits, advancement, discipline, termination or retirement, on the basis of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, political opinion or disability.
5. Respect the rights of employees to associate, organize and bargain collectively in a lawful and peaceful manner, without penalty.
6. Provide employees with a safe and healthy workplace in compliance with all applicable laws and regulations, ensuring at a minimum, reasonable access to potable water and sanitary facilities, fire safety, and adequate lighting and ventilation. Service Provider will likewise ensure that the same standards of health and safety apply in any housing that it provides for employees.
7. Comply at a minimum with all applicable wage and hour labor laws and regulations governing employee compensation and working hours, including those relating to minimum wages, overtime, maximum hours, piece rates and other elements of compensation, and provide legally mandated benefits.
8. Comply with all applicable laws and regulations, foreign and domestic, including, without limitation, those regulating:
 - 8.1. competition in the pricing, sale and distribution of merchandise;
 - 8.2. restrictive trade practices or boycotts prohibited by the United States or local laws;
 - 8.3. the export/import of products and technical data;
 - 8.4. the ownership of intellectual property;
 - 8.5. government contracts; and
 - 8.6. financial accounting and reporting.
9. Provide goods and services that meet applicable quality and safety standards and specifications.
10. Conduct operations with care for the environment and comply with all applicable environmental laws and regulations.
11. Safeguard all proprietary or confidential information provided by the Company against improper use and disclosure.
12. Ensure that the principles of this Code of Conduct are communicated and adhered to by Service Provider’s employees.
13. Ensure that Service Provider’s subcontractors and Service Providers employed in the provision of goods or services to the Company have entered into a written commitment with Service Provider to comply with the principles of this Code of Conduct.
14. Refrain from offering or providing gifts or entertainment to employees of the Company. Service Provider will ensure that its employees comply with this restriction against offering or providing gifts or entertainment to employees of the Company.
15. Authorize the Company or its designee to confirm Service Provider’s compliance with this Service Provider Code of Conduct through any reasonable means, including: unannounced on site inspections of manufacturing facilities and employer-provided housing; reviews of Service Provider’s books and records relating to employment matters to the extent Company is permitted by law to access such books and records; and private interviews with employees selected by the Company or its designee. Service Provider will maintain at its facilities all documentation that may be needed to demonstrate compliance with this Service Provider Code of Conduct.
16. If Service Provider provides direct materials to be incorporated into HNI products, it shall have a conflict minerals policy and establish reliable systems to assure that the tantalum, tin, tungsten and gold (collectively 3TG) in the goods it supplies to Company (“Goods”) do not directly or indirectly finance or benefit armed groups that are perpetrators of serious human rights abuses in the Democratic Republic of the Congo or an adjoining country. Such Service Providers shall exercise due diligence on the source and chain of custody of 3TG in Goods and make their due diligence measures available to Company upon request. Such Service Providers shall also respond promptly to Company’s requests for information regarding the results of their due diligence, including but not limited to the country of origin or smelters and refiners of 3TG in Goods.
17. Not provide the payment of bribes or kickbacks or allow such payments or kickbacks to be made on its behalf.

Please direct any questions or concerns regarding this Service Provider Code of Conduct to Service Provider’s Company representative at the Company.

Service Provider: _____
By: _____
Print name and title: _____
Date: _____