

# Haworth Supplier Code of Conduct

At Haworth, we strive to always act ethically, lawfully, and with integrity. This commitment includes consideration of human rights for all people involved in creating Haworth products.

As a United Nations Global Compact signatory, Haworth supports the [Ten Principles of the UN Global Compact](#) with respect to human rights, labor rights, environmental protection, and anti-corruption. Further, Haworth's approach to human rights protections and social fairness are guided by the [Eight Fundamental Conventions of the International Labor Organization](#) and the UN [Universal Declaration of Human Rights](#), and the [International Bill of Human Rights](#). Through this Supplier Code of Conduct ("Code"), Haworth ensures that its supply chain also supports these principles.

Haworth expects its suppliers to comply with this Code and to require their suppliers and subcontractors to comply with this Code at all times. This Code may be revised periodically in Haworth's sole discretion. The latest version of our Code can be found on Haworth's website.

We believe that deviations from, or violations of, this Code are unacceptable, and that our clients or suppliers should feel able to raise issues without any fear of retaliation or discrimination. To that end, we provide an [ethics hotline](#) to deal with sensitive ethical issues. A supplier's noncompliance with this Code is cause for immediate termination by Haworth, at Haworth's sole discretion.

## Instructions and Requirements

Haworth's suppliers agree to comply with the following required practices and principles, as they may be amended from time to time by Haworth.

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### **1. DIVERSITY, EQUITY, AND INCLUSION**

Suppliers will value diversity and ensure an inclusive environment. Suppliers will uphold equal employment opportunities and refrain from employment discrimination in any form unless national law expressly provides for selection criteria. Employment discrimination based on gender, race, national origin, religion, age, or sexual orientation is not acceptable.

### **2. WORKER RESPECT AND DIGNITY**

Suppliers will treat workers with respect and dignity. Suppliers will not subject workers to harassment, intimidation, physical or mental abuse, or corporal discipline.

### **3. OPEN COMMUNICATION**

Workers will be allowed to communicate openly with management regarding working conditions without the fear of retribution, retaliation, or intimidation.

### **4. MINIMUM WORKING AGE**

Suppliers shall abide by local minimum working age laws and requirements and not employ child labor. Suppliers should take additional measures to provide adequate protections for workers that are above the legal working age but below age 18.

### **5. FREEDOM OF ASSOCIATION: Right to Form / Join Trade Unions**

Suppliers will recognize and respect the freedom of association, and the effective recognition of the right to collective bargaining. Where the right to freedom of association is hindered or restricted by local laws, suppliers will provide avenues for employees to raise work-related grievances.

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## **6. LABOR COMPENSATION AND REST**

Suppliers will not support or use any forms of forced, compulsory, or excessive labor, including, but not limited to, imprisonment, indentured labor, bonded labor, military labor, child labor, or uses of corporal punishment or other forms of mental or physical coercion as a form of discipline. Workers will be allowed rest, compensation, and other benefits in compliance with all applicable laws. When wage laws do not exist, workers will be compensated to afford a decent standard of living that allows them to meet their essential needs.

## **7. WORKER SAFETY**

Workers will be provided with safe, healthy, and sanitary workplaces that meet or exceed applicable country/regional regulations and protect the workers' health and well-being. Suppliers will implement procedures and safeguards to prevent workplace hazards and work-related accidents and injuries, including, but not limited to, adequate and appropriate personal protective equipment, training related to job-specific tasks and hazards, and preventative maintenance on facility equipment and buildings. A healthy workplace also includes access to clean water, sanitation, and hygiene. Facilities must be constructed according to local laws with regular maintenance to ensure structural integrity, electrical safety, and fire safety.

## **8. EMERGENCY PREPAREDNESS**

Suppliers should identify and minimize the threat of emergencies. Suppliers should minimize the potential for injuries, illness, and environmental incidents by providing adequate egress to Suppliers' facilities, developing emergency response procedures, conducting testing of egress and response plans, and providing necessary medical and environmentally relevant attention to persons at Suppliers' facilities.

## **9. ENVIRONMENTAL COMPLIANCE**

Suppliers will achieve environmental compliance with applicable environmental regulations, including air, water, and land use and disposal regulations. Suppliers should manage their activities, products, and services in an effort to reduce environmental impacts to the environment, including emergency planning, the prevention of pollution, and reduced consumption of natural resources. Suppliers will support Haworth's efforts to reduce greenhouse gas emissions from supply chains by implementing programs for energy and greenhouse gas emission reductions and sourcing renewable energy in their operations. Suppliers of materials sourced from animals must also comply with Haworth's Animal Welfare Policy, provide supporting documentation of their compliance with it. Suppliers shall use best efforts to avoid in the use of raw materials which directly or indirectly finance armed groups or organizations that violate human rights, or threaten biodiversity and protected species (i.e., "conflict materials"). Suppliers must comply with applicable laws and regulations regarding conflict materials. Furthermore, Suppliers must provide Haworth with supporting documentation and certifications regarding its raw materials, upon request.

## **10. BUSINESS ETHICS**

Suppliers will conduct business lawfully and with integrity. Suppliers will not engage in corruption, including extortion and bribery. Suppliers will not offer cash, favors, gifts, or entertainment to Haworth's team members.

## **11. COMPLIANCE WITH LAWS**

Suppliers will comply with all applicable national and local laws and regulations. Where national law and these international human rights standards differ, the supplier must follow the higher standard; where they are in conflict, the supplier must seek to respect internationally recognized human rights to the greatest extent possible. Supplier acknowledges that Haworth may in its discretion conduct inspections of the Supplier's facilities to confirm Supplier's compliance with this Code, however, Haworth has no obligation to conduct such inspections.

## **12. TRADE REGULATION**

Suppliers shall comply with all applicable trade and import regulations including sanctions and embargoes that apply to their activities.

## **13. SUPPLY CHAIN SECURITY – Customs and Trade Partnership Programs**

Suppliers will agree to follow applicable processes and programs which will allow for the efficient and secure flow of imported, exported materials, and information. Suppliers must have proper written security procedures which include but are not limited to business partner security, cybersecurity, transportation security, agricultural security, and people and physical security.

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## 14.CONFLICTS OF INTEREST

A conflict of interest arises when an individual has a private/personal interest which could appear to influence their decisions. Such conflict of interest situations include a relationship by blood or marriage, partnership, business partnership or investment. Suppliers shall disclose any actual or potential conflict of interest with Haworth's employees.

## 15.INTELLECTUAL PROPERTY RIGHTS

Suppliers warrant that all of their products and services do not infringe any intellectual property rights. The Suppliers will indemnify and defend Haworth against any claims against Haworth in respect of any infringement of a third party's intellectual property rights by Suppliers.

## 16.PRIVACY AND INFORMATION SECURITY

Suppliers will protect the privacy of personal information of everyone with whom they do business, including suppliers, customers, and workers.

### ACKNOWLEDGEMENT OF TERMS

Accepted and agreed on behalf of \_\_\_\_\_, a supplier to Haworth. I acknowledge that I am authorized to bind my company to the terms herein.

\_\_\_\_\_

Dated: \_\_\_\_\_

(Signature)

\_\_\_\_\_

\_\_\_\_\_

(Type or Print Name)

(Title)