

Human and Labor Rights Principles

Purpose and Scope

Haworth employees, whom we call members, are of great value and the key to our success. Therefore, Haworth strives to provide a workplace where all our members can fulfil their potential in an open and inspirational working environment. Haworth maintains a strong commitment to high standards that deliver a fair, respectful, and safe workplace for all members across the globe.

The purpose of these principles is to define the labor and human rights standards to which all Haworth members are entitled, irrespective of the country where they work. The principles frame up core labor and human rights standards that apply to our supply chain. Haworth acts in accordance with clearly defined values and standards of conduct that, at a minimum, comply with or go beyond laws and regulations and take internationally recognized principles into account. Where applicable local laws and regulations require higher levels of protection of human and employment rights than those set out within these principles, the local laws and regulations will take precedence.

Our commitment to human rights is further addressed in our other policies, standards, and strategies, including our [company values](#), member code of conduct, standard of legal and ethical conduct, [equal opportunity and affirmative action statement](#), [DEI-B strategy](#), and our [supplier code of conduct](#).

Among others, Haworth respects and applies:

- The United Nations [Guiding Principles on Business and Human Rights](#)
- The Ten Principles of the [United Nations Global Compact](#)
- The United Nation's [Universal Declaration of Human Rights](#)
- The [Sustainable Development Goals](#) of the United Nations
- The International Labour Organization's [Declaration on Fundamental Principles and Rights at Work](#)

Following the UN Guiding Principles on Business and Human Rights, Haworth considers it its corporate responsibility to respect human rights (Pillar II), to ensure access to remedy for victims of human rights abuses (Pillar III) and, moreover, to help support and advance human rights within our sphere of influence.

This document shall be reviewed on an annual basis and updated where necessary to ensure the continuous improvement of working conditions and management of labor risks at Haworth.

Child Labor

Haworth does not tolerate the unlawful hiring of child labor under any circumstances. The minimum age for full-time employment must comply with applicable law. We support the use of legitimate apprenticeship programs that comply with local laws, regulations, and norms. Haworth does not hire people under the age of 18 for positions deemed to be hazardous under the definition provided by the International Labour Organization that could potentially jeopardize personal health or safety. Haworth sites and operations have a procedure in place for verifying the age of members at the time of hire.

Forced Labor and Human Trafficking

Haworth does not tolerate any form of forced labor including bonded labor, indentured labor and slave labor, or human trafficking. Workers must be allowed to move around freely and leave their place of work when their working hours end. All Haworth members shall provide their services on an entirely voluntary basis, and no one shall be forced to remain in employment against their will. Haworth does not hold its members' passports, original identification documents or other valuables unless required to do so by law. Any fees and costs associated with recruitment and employment shall be paid by Haworth. Moreover, Haworth refrains from working with any supplier or contractor associated with forced labor or human trafficking.

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Discrimination and Harassment

Haworth is committed to providing all members with a safe, fair, and respectful work environment that is free from intimidation, threats, hostility, inhumane treatment, violence, and harassment. As an equal opportunity employer, Haworth ensures that consideration for job opportunities is given to all persons without discrimination based on race, color, religion, gender, national or social origin, political or other opinion, language, sexual orientation, age, caste, property, birth, union affiliation, disability, veteran status, or other distinguishing characteristics. This applies to all employment practices including recruitment, employment, training, compensation, and promotion – which shall solely be based on lawful, non-discriminatory criteria. Haworth members shall not suffer any acts of physical, verbal, sexual or psychological harassment, bullying, abuse, or threats in the workplace by either their fellow members or managers.

Diversity, Equity, Inclusion & Belonging

At Haworth, diversity, equity, inclusion, and belonging are ingrained in our values — our commitment to these principles is unwavering. Haworth believes that all people have the right to participate in the labor force to the full extent of their individual desire and capability and independent of individual attributes, e.g., gender, ethnicity, belonging to a minority or vulnerable group. Haworth values diversity and expects all members to support an inclusive environment founded on teamwork and respect, where all members feel comfortable to freely express themselves. We are convinced that bringing together individuals with diverse backgrounds, experiences, skills, and perspectives adds value to our business and helps us to attract, develop, and retain the best talent in the market. Only by striving for a diverse, equitable, and inclusive workplace can we all benefit from the full potential of our fellow members' capabilities, creativity, and talent – and create a sense of belonging for all. Haworth's DEI-B strategy also extends to the designers, dealers, and suppliers we partner with and builds a framework for our holistic and integrated approach to make a meaningful impact in this area.

Freedom of Association

Haworth respects its members' rights to form, join or not join a labor union, or another organization of their choice, and to bargain collectively in support of their mutual interests and according to applicable law without fear of punitive actions such as intimidation, harassment, or termination of employment. Members who act as representatives are neither disadvantaged nor favored in any way. Haworth is committed to an open and constructive dialogue with all members and, where applicable, with their freely chosen representatives. Haworth promotes direct and open, two-way communication between members and management in all locations.

Working Conditions

Haworth complies with applicable laws and industry standards, relating to minimum wages, working hours, overtime, and benefits. Haworth members must not be required to work more than 60 hours a week, including overtime, on a regular basis (or more than the limits on working hours as allowed by local laws and regulations, whichever is lower). Members must be entitled to at least one day off in seven and must be given reasonable breaks and sufficient rest periods. Haworth ensures that all members have the right to sick leave and annual holiday, as well as parental leave for members who must care for a newborn or newly adopted child as provided by national legislation. Members who take such leave must not, as a result, face, or fear dismissal. Haworth compensates its members competitively relative to the industry and local labor markets, and in accordance with terms of applicable collective bargaining agreements. Haworth provides at least the minimum living wage required by applicable laws and regulations and all legally mandated benefits. In addition, members are compensated for overtime hours at no less than the rate required by applicable laws and regulations. Wage deductions as a disciplinary measure are not permitted. For the majority of its members, Haworth provides bonuses on a periodic basis through structured bonus plans; these bonus plans may vary by job role and location. Haworth is committed to continuously developing employee skills and capabilities, and to providing opportunities for career advancement. All members are provided with written and understandable employment documents, including explanations of benefits, code of conduct, and similar policies. In the event of major layoffs, Haworth must, as a minimum, satisfy applicable laws and industry standards.

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Occupational Health & Safety

At Haworth, the well-being and health and safety of our members is deeply embedded in our company values. We believe that every person is entitled to a safe and healthy work environment. We strive to eliminate potential hazards in the workplace and comply with all occupational health and safety regulations, including electrical and fire safety codes, as well as our own minimum standards. Haworth ensures access to clean water and sanitation for all members. Health and safety management practices are integrated into all aspects of our operations, including the provision of appropriate personal protective equipment to all members and visitors, as applicable. Members and visitors are encouraged to raise potential safety concerns, if observed. Members may refuse unsafe working conditions without fear of reprisal or retaliation. In case of emergency, Haworth ensures appropriate emergency plan and response procedures are in place, including emergency reporting, evacuation, worker training and drills, and recovery plans.

Land Use Rights

Haworth respects the legal or customary land-tenure and use rights of indigenous and local communities, as well as their rights to give or withhold their free, prior, and informed consent for operations affecting their land or natural resources, including forest and water. Haworth seeks to work with suppliers who promote this standard.

External Stakeholder Human & Labor Rights

We recognize that we are part of the communities in which we operate. While actions that have negative repercussions on human rights could occur in any business setting, they are most likely to happen among relationships with other parties within Haworth's supply chain.

Haworth is dedicated to ensuring that operations from associated business partners duly respect labor and human rights. In case Haworth engages third-party security forces, they are equally obliged to respect the same labor and human rights. This is reflected in our approach to selecting and retaining suppliers, their adherence to Haworth's global Supplier Code of Conduct, and our screening of potential suppliers. Amongst others, the Haworth Supplier Code of Conduct addresses all material aspects related to labor and human rights that are also mentioned in this policy. We work diligently with our supply chain to increase transparency on our suppliers' sustainability standards and initiate improvement measures. Characterized by a partnership mindset, this approach also includes in-depth supplier screening and auditing tools to foster transparency, assess potential risks, and evaluate compliance.

Raising Awareness, Reporting Issues & Remediation

Haworth has a zero-tolerance approach to any form of human and labor rights violations and encourages all members to raise concerns about any issue or suspicion at the earliest opportunity. In line with Haworth's open-door policy, we strive to create workplaces in which open and honest communications among all members are valued and respected. Haworth ensures this policy is communicated to all members and publicly available for interested stakeholders. All Haworth members are required to complete a comprehensive online training module on Ethics & Code of Conduct at regular intervals. The training module is available in multiple languages and covers relevant labor & human rights aspects.

All Haworth members are expected to raise any ethical concerns or perceived or actual violations of this policy without delay. Failure to do so may lead to disciplinary action, up to and including termination of employment. Concerns may be reported through any of these channels: local management, human resources departments, Haworth's Legal Affairs & Compliance Group, or the Ethics Helpline through [Ethicspoint](#) (available 24/7). The Ethics Helpline is confidential, anonymous, if desired, globally accessible to individuals from both inside and outside our company, available in multiple languages. No reprisal or retaliatory action will be taken against any employee for raising concerns under this policy. Remediation is an integral part of Haworth's responsibility to respect human and labor rights, and we are committed to providing effective grievance mechanisms and access to remedy in situations where we may have inadvertently caused or contributed to adverse human or labor rights impacts. Haworth will investigate, address, and respond to the concerns of members and will take appropriate corrective action in response to any violation.

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