

## **Indiana Furniture Policies on Social Responsibility and Employee Health and Safety**

Indiana Furniture complies with the SA8000 Social Accountability standard, as stated in this policy.

- A. Employee Health and Safety Management – Indiana Furniture has established the SAFETY of our employees as our highest priority. In addition to eliminating any and all health and safety hazards in our facilities, we meet or exceed all local, state and federal health and safety laws, regulations and other requirements; including, but not limited to all OSHA, IDEM and EPA laws.**

**All employees are expected to work in a safe manner, following all Indiana Furniture safety policies and regulations. Any accident or near-miss shall be immediately reported to the department supervisor. Any potential safety hazard shall be reported to the department supervisor, plant superintendent or member of management.**

Rationale: Indiana Furniture’s primary focus is on the safety and health of all of our employees. As safer technologies are available, Indiana Furniture is one of the first to adopt them.

We have established a management Safety Committee comprised of all senior managers; along with plant and department managers. We have established a position of Safety Engineer for coordination of all safety improvements, training and monitoring. Each facility has a Safety Committee, comprised of facility management and shop floor representation.

All accidents are thoroughly investigated and corrective actions implemented immediately. All “near-misses” are likewise investigated and corrective actions put in place to prevent future occurrences.

We set annual goals to reduce accidents based on hours worked, corrective actions implemented and realistic efforts. Safety is the first subject discussed in our weekly safety huddle discussion topics to all employees. All new employees are provided with 1.5 hours of Safety Training as part of their new hire orientation.

Additionally, Indiana Furniture has been recognized by our insurance carriers multiple times over the past several years for safety accomplishments.

Ergonomic consultants reviewed all facilities, work cells, and work practices to recommend better work habits. As a result of those recommendations, we initiated daily stretches and exercises for all employees. Stretches have been designed specifically for each department to alleviate stresses caused by the types of work performed in that department.

We have employed myotherapy (deep tissue massage) therapists to visit each plant regularly to relax stressed muscles and tendons which might otherwise lead to a repetitive motion injury.

We have encouraged Indiana IN-SAFE consultation visits from Indiana Department of Labor and have had several VPP (Voluntary Protection Program) visits as we seek Federal OSHA VPP safety certification or INSHARP for all facilities.

All employees are annually trained on our Safety Policies, OSHA Regulations, EPA and IDEM (Indiana Department of Environmental Protection) regulations as well as HazMat (Hazardous material) regulations and procedures.

B. **Compliance with Safety and Health Regulations**

Indiana Furniture abides by all local and national regulatory agencies, such as OSHA IDEM/EPA, DOT and Worker's Compensation. Indiana Furniture is audited by a third party agency on a regular basis.

C. **Labor and Human Rights** – Indiana Furniture shall protect and respect the rights of human resources at the local, state, national and global levels. We will not allow any forced or involuntary labor or child labor to be used in any form in our processes or those of any of our suppliers. All employees of Indiana Furniture must be at least eighteen (18) years of age as of the first day of employment, and this is validated with appropriate identification at time of hire.

Rationale: Indiana Furniture complies with all local, state and national labor laws and regulations. We monitor all of our suppliers to assure that all labor used in purchased materials, parts or commodities is voluntary and compensated to local wages standards.

It is the fundamental policy of Indiana Furniture to provide equal opportunity to all of its applicants for employment, as well as current employees and to assure there is no discrimination against any person on the basis of race, color, religion, national origin, sex, disability, age or veteran status.

This policy is consistent with the provisions and objectives of the Civil Rights Act of 1964, with implementation accomplished in accordance with the specifics defined in the Indiana Furniture Affirmative Action Program.

Indiana Furniture is committed to maintaining a work environment free from any form of harassment, including but not limited to sexual, ethnic, racial, religious or age. Harassment of any kind is unacceptable and will not be tolerated under any circumstance.

All policies are explained and available to every employee.

A. **Business Ethics** – Indiana Furniture employees will maintain the highest ethical standards in the conduct of company affairs. Each employee will conduct business with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage or gain. Details of this policy are outlined in our Business Ethics Policy.

- B. **Insider Trading** – Indiana Furniture is not currently a publicly traded company.

Additionally, the Federal securities laws prohibit the purchase or sale of securities by persons who are aware of material nonpublic information about a company, as well as the disclosure of material nonpublic information about a company to others who then trade in the company's securities. We have all worked hard over the years to establish our reputation for integrity and ethical conduct, and it is our intent to maintain that reputation.

- C. **Community Outreach and Involvement** – Employees are the heart and soul of Indiana Furniture. Therefore, supporting their communities is part of our corporate culture. The company tops nearly 100 contributions/donations annually to various organizations, both locally and nationally.

Additionally, employees of Indiana Furniture are actively involved in various community organizations, ranging from the local Mentors for Youth chapter to donating pieces of non-perishable food items for the local food bank. Together the company and its employees strive to make a difference in the community.

Indiana Furniture also encourages its employees to participate and contribute their own time, talent or treasure to causes of their choice.