

# Supplier Code of Conduct of Haworth, Inc. and its affiliates

Haworth, Inc. and its affiliates<sup>1</sup> strive to always act ethically, lawfully, and with integrity. This commitment includes consideration of human rights for all people involved in creating products sold by Haworth, Inc. and its affiliates. As a United Nations Global Compact signatory, Haworth, Inc. and its affiliates supports the [Ten Principles of the UN Global Compact](#) with respect to human rights, labor rights, environmental protection, and anti-corruption. Further, approach of Haworth, Inc. and its affiliates 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, Inc. and its affiliates ensure that its supply chain also supports these principles.

Haworth, Inc. and its affiliates expect its suppliers to comply with this Code and to require their suppliers and subcontractors to comply with this Code at all times. If the Supplier fails to comply with any of the relevant requirements at its current state, Haworth, Inc. and its affiliates expect the Supplier to undertake the necessary steps to achieve compliance within appropriate and jointly agreed time frames. This Code may be revised periodically in Haworth, Inc. and its affiliates' sole discretion. The latest version of our Code can be found on websites of Haworth, Inc. and its affiliates.

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 or inaction to undertake the necessary steps to achieve compliance is cause for immediate termination by Haworth, Inc. and its affiliates, at Haworth, Inc. and its affiliates' sole discretion.

## Instructions and Requirements

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

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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 age, gender, sexual orientation; race, disability, veteran status, national or social origin, political or other opinion, religion, union affiliation, or other distinguishing characteristics is not acceptable. This applies to all employment practices including recruitment, employment, training, compensation, and promotion – which shall solely be based on lawful, non-discriminatory criteria.

### 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. In cases where suppliers engage security services, they ensure that said security services are equally obliged to respect labor and human rights.

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<sup>1</sup> [A list of affiliate brands can be found here](#)

# HAWORTH

## **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.

## **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 compliance with all applicable environmental regulations, including air, water, land use and disposal regulations. Suppliers should manage their activities, products, and services in an effort to minimize impacts to the soil, water, and air quality, as well as biodiversity. Suppliers are strongly encouraged to include emergency planning, pollution prevention (including noise), reduced consumption of natural resources and waste generated, and reduced emissions in the environmental activities.

Suppliers must respect 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.

Suppliers shall ensure that wood in products supplied is from legally compliant sources and free of content acquired from illegally deforested/converted areas or areas of indigenous or other protected lands. Suppliers of materials sourced from animals must comply with Haworth, Inc. and its affiliates' Animal Welfare Policy<sup>2</sup> and provide supporting

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<sup>2</sup> [Animal Welfare Policy](#)

# HAWORTH

compliance documentation upon request. Suppliers shall use best efforts to avoid 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 and provide Haworth, Inc. and its affiliates with supporting documentation and certifications related to conflict minerals, upon request.

## **10. CLIMATE PROTECTION**

Haworth, Inc. and its affiliates are committed to achieve net zero emissions by 2050. Therefore, it is important that suppliers have climate protection as a core element of their business strategy. Suppliers shall establish a system to measure and minimize greenhouse gas (GHG) emissions caused by their operations directly (scope 1) or indirectly (scope 2). For companies not falling under the Small Medium Enterprise (SME) definition of SBTi<sup>3</sup>, they shall include in this system emissions caused in their value chains (scope 3).

Suppliers shall set targets to reduce the GHG emissions for scope 1, scope 2 and – for non-SMEs - scope 3 in line with the approach and criteria of the Science-Based Targets initiative ([www.sciencebasedtargets.org](http://www.sciencebasedtargets.org)). Suppliers are strongly encouraged to set targets to reach net-zero value chain GHGs emissions by no later than 2050. Also, suppliers should ensure progress on set targets by implementing reasonable projects to improve energy efficiency, increasing the use of electricity from renewable sources and by engaging their own supply chain. Upon request and, if available, suppliers shall provide Haworth, Inc. and its affiliates with the carbon footprint of their organization and of a representative product(s).

## **11. BUSINESS ETHICS AND ANTITRUST**

Suppliers will conduct business lawfully and with integrity. Suppliers will not violate applicable anti-trust laws, engage in corruption, including extortion and bribery. Suppliers will not offer cash, favors, gifts, or entertainment to Haworth, Inc. and its affiliates' team members. Suppliers shall conduct their business consistent with fair and vigorous competition and in compliance with applicable antitrust laws. Suppliers shall employ fair business practices, including accurate and truthful advertising.

## **12. 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, Inc. and its affiliates may in its discretion conduct inspections of the Supplier's facilities to confirm Supplier's compliance with this Code, however, Haworth, Inc. and its affiliates have no obligation to conduct such inspections.

## **13. ACCURATE RECORDS**

Suppliers must maintain adequate and accurate internal records, including financial records, related to Supplier's contract with Haworth, Inc. and its affiliates. Records should be handled, retained, and disposed of in accordance with all applicable laws and regulations.

## **14. TRADE REGULATION**

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

## **15. 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

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<sup>3</sup> An SME (Small or Medium-sized Enterprise) is defined by SBTi as a non-subsiary, independent company with fewer than 500 employees. This does not include Financial Institutions and Oil & Gas companies.  
Source: [FAQs for SMEs SBTi](#)

# HAWORTH

but are not limited to business partner security, cybersecurity, transportation security, agricultural security, and people and physical security.

## **16.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, Inc. and its affiliates' employees.

## **17.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, Inc. and its affiliates against any claims against Haworth, Inc. and its affiliates in respect of any infringement of a third party's intellectual property rights by Suppliers.

## **18.PRIVACY AND INFORMATION SECURITY**

Suppliers shall protect personal information in compliance with laws, implement strong safeguards like breach notification, access controls, encryption, data minimization, secure disposal, and training. Personal information shall only be used as permitted, and suppliers must prioritize data safety and security. It is the responsibility of suppliers to implement industry best practices for personal data protection, including notifying Haworth within 72 hours of breaches, role-based access controls, encryption of sensitive data at rest and in transit, only collecting necessary data, secure destruction procedures, allowing audits, and training employees with data access. Suppliers are responsible for subcontractors meeting the same standards.

### **ACKNOWLEDGEMENT OF TERMS**

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

\_\_\_\_\_

(Signature)

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

\_\_\_\_\_

(Type or Print Name)

\_\_\_\_\_

(Title)