

HON[®]

**CORPORATE
RESPONSIBILITY**



**INNOVATING TODAY FOR
A BETTER TOMORROW**



Every Day Is An Opportunity

Making every day count is our commitment to customers, members, suppliers and the community — because the impact we make every day effects the outcome of tomorrow. At HON, our actions are guided by our values, which are the foundation of our continued success. Our commitment to make every day count means that not a day goes by that we don't rely upon our values to frame a decision, develop a strategy or guide our direction.

It's not just leadership that makes every day count, all HON employees are members, which gives them ownership and a sense of stewardship. Because we believe it takes a commitment from everyone to make the type of impact that will leave a lasting impression.

LISTENERS/PRODUCERS

Today, sustainable practices in business have become an intrinsic part of overall performance. As these practices evolve, so does the definition of sustainability. We believe sustainability is achieved through an appropriate balance of environmental stewardship, financial stability and community involvement.

HON employs Voice Of The Customer (VOC) research to fully understand customer need. Then, we design and manufacture products with consideration for their environmental impact. HON is committed to incorporating sustainable materials and manufacturing processes into new product designs. Our leadership team is continually challenged to improve every aspect of business through Rapid Continuous Improvement (RCI), which results in corporate-wide efficiencies and a reduction in manufacturing waste.

We work diligently to build a culture that encourages excellence, involvement, ongoing education, diversity and responsibility. We consistently challenge ourselves to do more. At HON making every day count is not a goal or a mission statement, but an everyday action that guides every decision we make.



WALKING THE TALK

Our commitment to environmental stewardship, world-class manufacturing and operational excellence has earned HON the recognition of several publications, as well as numerous design and manufacturing awards in recent years.

- 2013 Industry of the Year award for HON's Cedartown manufacturing facility.
- Fortune magazine's list of America's Most Admired Companies in the furniture industry.
- Forbes magazine's list of the 400 Best Big Companies in America.
- Industry Week magazine's 50 best manufacturing companies and 10 best manufacturing facilities in North America.
- Ethisphere's Ethics Inside certification for ethical practices and compliance processes.
- The Shingo Prize for Excellence in Manufacturing.

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THOUSAND TONS KEPT FROM LANDFILLS ANNUALLY USING COMOLD



EVERY DAY WE GET A LITTLE GREENER

It all started in 1947 when HON began making card files from pieces of scrap metal generated from its contract business. Today, we closely examine every step in the product life cycle to uncover ways to minimize our environmental footprint. This starts with designing and manufacturing products that incorporate recycled content. We have also significantly reduced the amount of packaging and waste involved in the transportation and installation of our products. But it doesn't stop there. We work with suppliers, dealers and customers to continually identify areas for environmental improvement. At HON, environmental stewardship is not a new idea, it's been our philosophy from the start.

COMOLD®

Comold, compression molded seat and back components, made from 97% recovered wood fiber, are used in HON seating products. Using secondary wood material saves over 2,800 trees per year and diverts nearly 4 thousand tons of post-consumer wood waste from landfills.

PLANT BASED POLYOLS

Plant Based Polyols foam — created from soybeans, corn and other plants — is used in many of our most popular seating lines. Plant Based Polyols foam promotes our initiative to be less dependent on fossil fuels.

RECYCLED COUNTERWEIGHT MATERIAL

HON converts waste material, called mill scale from a local steel plant into counterweights, instead of using large amounts of heavy steel plate. This helps minimize the environmental effects of our manufacturing processes and the carbon footprint of our products.

PAINT RECLAMATION

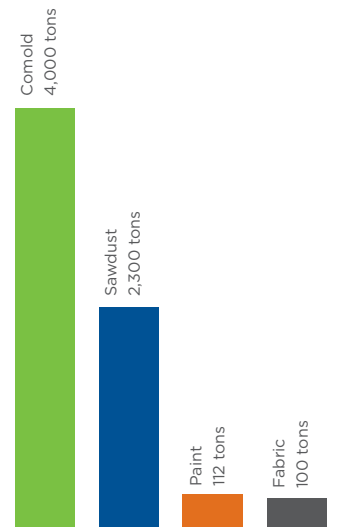
HON manufacturing locations recycle more than 27,000 gallons of wet paint annually.

FABRIC RECYCLING

We recycle bales of fabric scraps — keeping 100 tons of fabric waste from landfills, every year.

PACKAGING INNOVATION

HON's Bulk Packing, Multi-Pack and ComPack options consume fewer raw materials, reduces the carbon footprint for shipping, and greatly decreases overall packaging shipped.



WASTE DIVERTED FROM LANDFILLS ANNUALLY

HON THINKS GREEN

Green is not just our favorite color; it has been our philosophy from the start, and at the core of everything we do. HON is always innovating on behalf of planet Earth. Innovations like Comold divert tons of waste from landfills annually.



75 MORE THAN PERCENT OF HON PRODUCTS ARE LEVEL CERTIFIED

EVERY DAY WE MAKE A SMALLER IMPACT

We take our responsibility to the Earth seriously and are committed to sustainable business practices. Our performance in meeting our environmental goals—related to energy efficiency, greenhouse gas (GHG) emissions, water intake, and waste to landfills demonstrates our commitment to reduce our environmental footprint. We believe that implementing cost-effective, more sustainable solutions is a powerful and ongoing source of business value.

PERCENT OF LEVEL CREDITED PRODUCTS BY CATEGORY



PRODUCT DEVELOPMENT

DESIGNING FOR THE ENVIRONMENT (DfE)

HON product development incorporates DfE processes to ensure that products provide long, reliable service. Materials are chosen to reduce impacts and be recyclable when the product reaches the end of its useful life.

level'

Currently, more than 75% of our products have achieved level certification based on the ANSI/BIFMA e3 Sustainable Furniture Standard.

SCS CERTIFICATION™

Multiple HON product lines have earned SCS Indoor Advantage Certification for low emission. More than 87% of our product is certified through the SCS Indoor Advantage program.

LEED'

HON is proud to be a member of the U.S. Green Building Council (USGBC). Virtually all our products contribute to LEED Interior Design + Construction credits.

MANUFACTURING & DISTRIBUTION

LEAN LEADS TO GREEN

HON manufacturing systems maximize the use of raw materials and ensure efficient use of natural resources to reduce not only our environmental footprint, but yours as well. We are relentless in removing waste in the production process and in everything we do. We choose materials carefully to ensure minimum indoor air emissions and maximize your ability to return materials to the resource stream once they have served their intended purpose.

LEAN FACTORIES

Rigorous conservation and efficiency programs minimize the use of natural resources and reduce greenhouse gas emissions. All of our factories' manufacturing processes and transportation systems have programs in place to reduce energy consumption.

DISTRIBUTION

For years, The HON Company has been working to reduce the amount of packing material delivered to customer sites. Our bulk packing option consumes fewer raw materials and decreases the amount of shipping material our customers must recycle or send to landfills. Reducing cartoning also reduces greenhouse gas emissions by decreasing the number of trucks needed to deliver HON product.



A HISTORY OF FIRSTS

In 2006, HON became the world's first office furniture manufacturer to have products certified by the Indoor Advantage™ program. HON was also among the first manufacturers to receive certification for products under the 2008 level™ certification program, which ensures compliance with the BIFMA e3 Sustainability Standard.



EVERY DAY IS AN OPPORTUNITY TO GIVE BACK

We know that when we do what is right to serve our customers, members and society, we create a business that is sustainable economically, environmentally and socially. For more than 60 years, service and volunteerism have been essential characteristics that sustain the well-being of the communities in which our members live and work. HON members foster a culture of shared responsibility to give back to the communities in which we work and live.

READY TO SERVE

When you choose HON furniture for your organization, you're investing in a company whose members are empowered to serve. HON supports member volunteer efforts and provides charitable contributions so that members can actively participate in the civic, cultural, environmental and governmental affairs of our society. Examples of these efforts include Junior Achievement classroom mentoring programs, fundraising efforts such as Jeans Day and the Bowl-A-Thon, and volunteering for Habitat For Humanity projects.

CITY OF HOPE

Between 2002 and 2012, HON raised more than \$1.5 million for the City of Hope, a global leader in the fight against cancer, diabetes, HIV/AIDS and other life-threatening diseases.

UNITED WAY

Our support of the annual United Way Day of Caring in Muscatine, IA regularly sets participation records. A majority of HON members contribute a portion of their earnings through our United Way campaign.

EMPOWERED TO SERVE

HON members serve on boards of directors or advisory boards for numerous organizations including the United Way, City of Hope, Habitat for Humanity, Big Brothers/Big Sisters and area chambers of commerce.



GIVING BACK

Events like the Muscatine Charity Bass Tournament and City of Hope Golf Outing have raised over \$1.5 million for the City of Hope.



EVERY DAY WE EMBRACE EVERYONE

Working to become an inclusive community is both the right thing to do and a business imperative that directly affects our ability to grow as a company. HON is nationally recognized for dealing fairly and respectfully with customers, suppliers, fellow members, and shareholders. This tradition is tested in each business transaction we carry out. Our culture of collective integrity depends upon treating others with fairness and respect, as well as being open, honest and trustworthy. Because we believe those are the driving forces that produce profit, financial strength, growth products, customer-friendly services, job satisfaction and community responsibility.

At HON, we understand our most valuable asset is our people. That's why we do not have employees, we have members and each member is key to our success. A few of the ways we support our members are through continued training, wellness initiatives and inclusiveness programs.

TRAINING

HON is of the mind set that continual training drives continual improvement. Since continual improvement is central to every HON operation, our corporate and advocacy training programs have been designed to support and enhance each member. The more capable and qualified our members are, the better our company performs. HON not only encourages members to take part in our internal training programs, but also to seek education outside our organization with our Tuition Reimbursement Program.

WELL BEING

Placing members health and safety among our highest priorities is consistent with the HON value of respecting everyone. Most chronic diseases are associated with lifestyle practices. We promote the wellness of our members through medical-care plans and services, and programs to encourage healthier lifestyles and physical, mental, and emotional well-being. We want our members to be healthy and productive for the work they do at HON and in their lives outside of the workplace.

DIVERSITY

Embracing diversity is at the core of our value of respecting everyone. We believe diversity fosters creativity and innovation, and that combination leads to continued business success. Without diverse ideas, we simply cannot lead in a rapidly changing environment.

We partner with advocacy groups, professional societies, community organizations and others to help embrace the needs of the community. Our diversity commitment extends through every facet of our business, from the members we hire, to the supply chain we partner with. We consistently work to further embed diversity within our culture by integrating measures of fairness and equality into every aspect of our business.



COMMITTED TO SAFETY

HON is committed to the highest standards in safety. Our goal is to establish a culture where there is a consistent and ongoing identification and correction of hazards.

EVERY DAY WE GROW

We are always looking to the future, to continually innovate and grow. We listen to our customers, to share in their ideas and challenges, doing what we can to solve them. For more information on HON's commitment to sustainability visit hon.com/sustainability.



HON®

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