

# Haworth Supplier Code of Conduct

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. Through this Supplier Code of Conduct, Haworth ensures that its supply chain also supports these principles.

Haworth expects its suppliers to comply with this Code, as it may be amended from time to time at Haworth's sole discretion, and to require their suppliers and subcontractors to comply with this Code at all times. The latest version of our Code can be found on Haworth's website.

## Instructions and Requirements

Haworth's suppliers will agree to comply with the following required principles or to provide Haworth with a similar written statement.

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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 or intimidation.

### 4. MINIMUM WORKING AGE

All workers shall be of an appropriate age. Suppliers shall comply with local minimum working age laws and requirements and not employ child labor.

### 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.

### 6. LABOR COMPENSATION AND REST

Suppliers will not support or use any forms of forced or compulsory labor. Workers will be allowed rest and compensation in compliance with all applicable rest and wage laws. When wage laws do not exist, workers will be compensated so that they can, at a minimum, meet their basic needs.

### 7. WORKER SAFETY

Workers will be provided with safe, healthy, and sanitary workplaces that meet, at minimum, 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 procedures and safeguards to prevent industry-specific workplace hazards, and work-related accidents and injuries. Supplier will provide workers adequate and appropriate personal protective equipment to protect workers against hazards typically encountered in the scope of work.

# HAWORTH

## 8. 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.

## 9. 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.

## 10. COMPLIANCE WITH LAWS

Suppliers will comply with all applicable national and local laws and regulations. Where this Code requires Supplier to meet a higher standard than set out by law or regulation, Supplier will meet such higher standards. 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.

## 11. TRADE REGULATION

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

## 12. 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.

## 13. 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.

## 14. INTELLECTUAL PROPERTY RIGHTS

Suppliers warrant that all Goods and the Works 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.

## 15. EMERGENCY PREPARADENESS

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.

### 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.

\_\_\_\_\_  
(Signature)

Dated: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Type or Print Name)

\_\_\_\_\_  
(Title)