

# HON

Make your space work®

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## Corporate Responsibility

# Thinking Green.

## We're HON.

Our office furniture is your trusty workplace sidekick. Whether the pressure is on, or the rest of the office is gone, we're right there with you. To help you work smarter, more comfortably and on your terms.

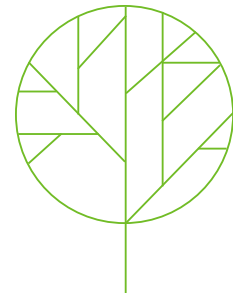
We didn't get to be the most recognized name in office furniture overnight. Since 1944, our members have helped doers like you achieve more everyday victories. The bold idea successfully sold to the tough manager happens in our chairs. The click of our file cabinet drawer signals another project well done. Cleaning off the top of our table, just to get it dirty again.

We believe the right office furniture makes you more productive and successful.



# GREEN

It's 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.



Named in as one of  
**America's Most Responsible Companies**  
by Newsweek Magazine.

Industry Week Magazine's  
**50 Best Manufacturing Companies**

The Shingo Prize for  
**Excellence in Manufacturing.**  
in North America.

Fortune Magazine's list of  
**America's Most Admired Companies**  
in the furniture industry.

Ethisphere's Ethics Inside Certification  
**For Ethical Practices and Compliance Processes.**

Fortune Magazine's list of  
**400 Best Big Companies**  
in America.



## Everyday is an Opportunity

At HON, we take pride in helping our customers create productive environments that leave a lasting impression. But often, the best impressions are the ones never seen. Our greatest impact is our ability to change the business world without changing the environment. By making a commitment to responsible design and manufacturing quality products, we exceed our customers' expectations while being good stewards of the earth. We work diligently to build a culture that encourages excellence, involvement, ongoing education, diversity and responsibility. We continually challenge ourselves to always do more. "HON Thinks Green" is more than a slogan, it's a promise.

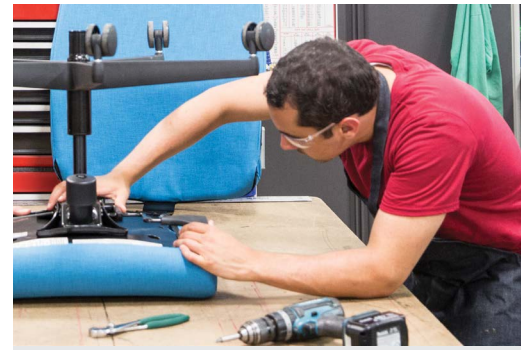
### We Listen and We Learn

HON employs Voice of the Customer (VOC) research to fully understand customer needs. Then, we design and manufacture products with consideration for the 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 efficiency and a reduction in manufacturing waste.

## Every Day We Innovate

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 footprint. This starts with designing and manufacturing products that incorporate recycled content. But it doesn't stop there.

From our Comold seating components to our storage counterweights made of recycled materials, HON is always innovating on behalf of planet Earth.



### Comold

Comold, compression molded seat and back components, made from 100% recovered wood fiber are used extensively in HON seating products. Using secondary wood material saves thousands of trees per year and diverts tons of waste from landfills. Comold exemplifies HON's "Lean Leads to Green" philosophy.

### Recycled Counterweight

HON converts waste material from a local steel plant called mill scale into counterweights, instead of using large amounts of heavy steel plate.

### Paint Reclamation

The HON Company's waste-reduction efforts extend to the paint we use on our products. Our wet paint finishes are applied in a special chamber that continuously collects any excess paint particles. This collected paint is then mixed back in and used on components in our production.

Our Comold seat components use

**100% Recycled Wood Fiber**

Hamilton fabric is made with 62% Post-Consumer Recycled Polyester.

**13 PET bottles** are used in every yard of Hamilton fabric!



### Fabric Recycling

The HON Company minimizes fabric waste by using precise, computer-guided cutting machines. However, some fabric scraps are inevitable. We collect our scrap fabric. We recycle bales of fabric scraps - keeping tons of fabric waste out of landfills every year.

### Packaging Innovations

For years, The HON Company has been working to reduce the amount of packing material delivered to our customer sites. Our Bulk Packing, Multi-Pack and ComPack options consume fewer raw materials, reduce the carbon footprint for shipping, and decrease the amount of shipping material our customers must recycle or send to landfills.

In 2020, we were able to redesign our worksurface packaging and replace Styrofoam-based parts with easily recyclable HDPE and Polypropylene parts. This simple switch has helped us eliminate 320,000lbs of Styrofoam. By 2025, all of our product packaging will be 100% recyclable and be free of Styrofoam.



## Every Day We Strive to 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 carbon emissions, renewable energy, and waste to landfills demonstrates our commitment to reduce our environmental impacts.

### Reducing our carbon emissions

HON is actively working to reduce our carbon emissions generated from our manufacturing, transportation, and our supply chain. Our science-based carbon emission reduction targets are aligned with the Paris Climate Agreement and will help ensure we do our part to fight climate change.

### Renewable Electricity

We joined RE100 and committed to sourcing 100% renewable electricity by 2030, a goal we met in 2020. We have plans in place to continue sourcing renewable electricity for our operations each year.

### Zero Waste to Landfill

We empower our members to constantly seek ways to improve methods and eliminate waste. This drives us to identify the most efficient ways to use materials and resources in production, and then find ways to recycle what can't be used. We are actively pursuing zero waste to landfill at all of our facilities. In 2020, two of our facilities had achieved between 80% and 90% diversion.

### SmartWay Transportation

Our transportation of goods is another opportunity for emissions reductions. In 2020, we became an official EPA SmartWay Shipper Partner and annually, over 95% of our third-party carrier miles are with SmartWay carriers. SmartWay programs help improve freight transportation efficiency through the use of fuel-saving technologies.



## Every Day We Design with Green in Mind

We closely examine every step in the product life cycle to uncover ways to minimize our footprint. We use our Design for the Environment (DfE) process to evaluate environmental impacts throughout the product development process. We strive to choose materials that reduce impacts and create products that will provide long, reliable service. And, we pursue third-party certifications to show our commitment to developing sustainable products.

### Indoor Air Quality

70% of HON's product lines have earned SCS Indoor Advantage Gold certification for low emissions. Links to Indoor Advantage Gold certificates are provided with each product group.

### LEVEL® ANSI/BIFMA e3 Furniture Sustainability Standard

Nearly 60% of HON products have achieved LEVEL certification based on the ANSI/BIFMA e3 Furniture Sustainability Standard. The HON Company has 59 product lines that have achieved LEVEL 2 certification and 39 product lines that have achieved LEVEL 3 certification. LEVEL provides measurable, market-based definitions of progressively more sustainable furniture by establishing criteria that address social and environmental aspects throughout the supply chain. Links to LEVEL certificates are provided with each product group.

### Environmental Product Declarations

Environmental Product Declarations (EPDs) provide an in-depth look at the environmental impacts of a product, including how it impacts natural resources, the environment, and the atmosphere throughout its lifecycle. Select HON products have EPDs.

#### A HISTORY OF FIRSTS

In 2006, HON was among the world's **first office furniture manufacturers** 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 Furniture Sustainability Standard.

## 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.



## 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. We've set a new goal to give 1% of pre-tax profits annually to our communities. 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.

Examples of our efforts include Junior Achievement classroom mentoring programs, fundraising efforts such as The HON Members Relations Fund, Jeans Day and the Bowl-A-Thon, and volunteering for Habitat for Humanity projects.

### City of Hope

Between 2002 and 2020, HON raised just under \$7 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, Iowa 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 just under **\$7 million for City of Hope.**

In 2019, HON presented City of Hope with a check for **\$655,000** - the largest contribution that we have made to 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 mindset 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 this 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 of safety.** Our goal is to establish a culture where there is a consistent and ongoing identification and correction of hazards.



# HON.

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## Every Day We Grow.

At HON, we take our responsibility to the earth seriously. We take advantage of every step in the product life cycle to minimize our environmental footprint. It starts with designing and manufacturing products that incorporate recycled content whenever possible. We have also significantly reduced the amount of packaging and waste involved in the transportation and installation of our products. It doesn't begin and end with us. We work with our suppliers, dealers and our customers to continually identify areas for environmental improvement. At HON, environmental stewardship is not a new idea, it's at the core of everything we do.



Norbert F. Beckey Bridge near HON Headquarters.