

HON

Environmental Responsibility



EVERY DAY WE MAKE A SMALLER IMPACT.

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. Our performance in meeting corporate goals — related to energy efficiency, greenhouse gas (GHG) emissions, water intake, and waste to landfill further demonstrates our commitment to reduce our environmental impact.

GREENER PRACTICES



COMOLD®

Using compression molded seat and back components made from 97% recovered wood fiber saves trees and diverts tons of waste from landfills annually.

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.

PAINT RECLAMATION

HON manufacturing locations recycle more than 11,000 gallons of wet paint annually.

FABRIC RECYCLING

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

RECYCLED MATERIAL

HON converts waste material from a local steel plant into counterweights, instead of using large amounts of heavy steel plate. This helps minimize the carbon footprint of our products.

GREENER PRODUCTS



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 72% of our products have achieved level certification based on the ANSI/BIFMA e3 Sustainable Furniture Standard.

INDOOR ADVANTAGE™ CERTIFICATION

Multiple HON product lines have earned SCS Indoor Advantage Certification for low emission.

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.

HON THINKS GREEN

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.

27

THOUSAND GALLONS
OF RECLAIMED
PAINT USED ANNUALLY

72

PERCENT OF HON
PRODUCTS ARE
LEVEL CERTIFIED



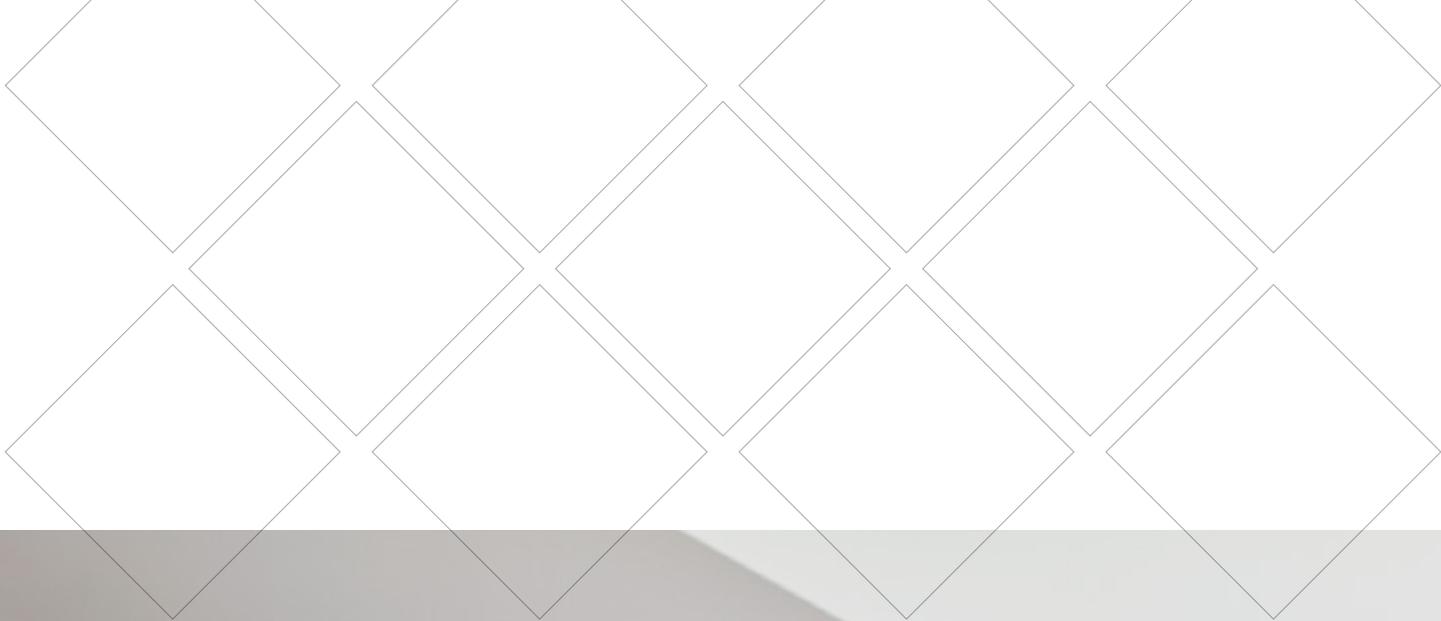
HON The HON Company
200 Oak Street
Muscatine, IA 52761
800.833.3964 | hon.com

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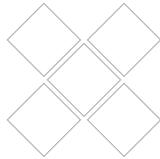
HON

Corporate Responsibility





INSPIRED PRACTICALITY



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.

MADE IN THE USA



BORN IN THE USA. MADE IN THE USA.

At the end of World War II, HON began designing and manufacturing products for the home and office in Muscatine, Iowa, the heartland of America. These practical solutions inspired productivity and helped workers everywhere chase the American dream. Nearly 75 years later, we remain committed to designing, engineering and assembling HON products right here in America. This gives us the chance to oversee every step of a product's life cycle, while also supporting a robust American workforce.

Why should you care about buying American? Besides the obvious benefit of helping workers and companies in our own country thrive, HON customers get confidence. Because we have direct oversight of every stage of product development, we know we're making durable products of the highest quality. This allows us to offer the strongest warranty in the industry, the HON Full Lifetime Warranty. A promise other furniture manufacturers aren't willing to make.



MADE IN THE
USA 

When you buy HON office furniture, you're not just buying inspired, practical solutions – you're buying quality, American-built furniture, backed by a lifetime warranty and a network of dealers.

USA 
DESIGNED, ENGINEERED
& ASSEMBLED IN THE USA

When you buy HON office furniture, you're not just buying inspired, practical solutions – you're buying quality, American designed, engineered and assembled furniture backed by a lifetime warranty and a network of dealers.

(TOP) Our material combinations allow you to express your company's brand and culture.
(BOTTOM) Welder assembles parts at a plant in Muscatine, Iowa.



FROM THE HEARTLAND.

At HON, we've been delivering inspired practicality since 1944, when we began re-purposing the scrap metal generated from our contract furniture business into card files. This evolved into the creation of one of the very first vertical file cabinets, a product HON practically invented and continues to improve upon to this day.



(TOP) The 2- and 4-drawer non-suspension files were introduced in 1952.

(BOTTOM) Kitchen recipe boxes were transformed into card files for the office by painting them green.



EVERY DAY 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.

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.

Fortune Magazine's list of

400 Best Big Companies

in America.

Industry Week Magazine's

50 Best Manufacturing Companies

in North America.

Ethisphere's Ethics Inside Certification

For Ethical Practices and Compliance Processes.

The Shingo Prize for

Excellence in Manufacturing.

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.





EVERY DAY WE INNOVATE

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.

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.



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.

SOY-BASED FOAM

Soy-based foam is increasingly used in many of our most popular chairs. Soy foam promotes reduction in greenhouse gas emissions. The quality and durability of soy foam is comparable to traditional petroleum-based upholstery foams.

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. This helps minimize the environmental effects of our manufacturing processes and the carbon footprint of our products.

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.

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 and turn it over to a company that shreds it for use in "shoddy" - a fibrous material predominantly used in the automotive industry. 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.

Hamilton fabric is 100% polyester with 62% rPET content.
13 recycled bottles
are used in every yard of Hamilton fabric!

Our plants recycled a total of
493,824 pounds
of fabric in 2017.



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.

PRODUCT RESPONSIBILITY

HON product development incorporates Design for the Environment (DfE) processes to ensure that products provide long, reliable service. Materials are chosen to reduce impact and be recyclable when the product reaches the end of its useful life. Links to Disassembly Instructions are provided with each product group.

INDOOR AIR QUALITY

The majority of HON products are certified to the ANSI/BIFMA Furniture Emissions Standard. Links to Indoor Air Quality certificates are provided with each product group.

level® ANSI/BIFMA e3 FURNITURE SUSTAINABILITY STANDARD

More than 90% of HON products have achieved level certification based on the ANSI/BIFMA e3 Sustainable Furniture Standard. The HON Company has 66 product lines that have achieved level 2 certification and 2 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.

U.S. GREEN BUILDING COUNCIL

HON is a Silver Member of the U.S. Green Building Council, committed to a sustainable, prosperous future through LEED, the leading program for green buildings and communities worldwide. LEED, or Leadership in Energy and Environmental Design, is the most widely used green building rating system in the world. Available for virtually all building, community and home project types, LEED provides a framework to create healthy, highly efficient and cost-saving green buildings. LEED certification is a globally recognized symbol of sustainable achievement.



LEAN LEADS TO GREEN

Eliminating Waste in Every Form Lean is doing more with less, minimizing waste in all of its forms and ensuring maximum efficiency in everything we do. Lean provides HON customers with superior value with less complexity from a supplier who understands your needs.



LEAN DESIGN

HON products are designed to work the way you do. Materials are carefully chosen to reduce environmental impacts. The manufacturing methods we use allow our products to be disassembled for recycling when they reach the end of their useful life.

LEAN MANUFACTURING

HON manufacturing systems maximize the use of raw materials and ensure efficient use of natural resources to reduce our environmental footprint and yours. 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 FACILITIES

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 continuously reduce energy consumption.

❖ 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.

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. 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 2017, HON raised more than \$5.2 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.

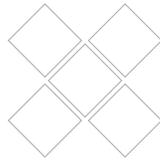


GIVING BACK

Events like the Muscatine Charity Bass Tournament and City of Hope Golf Outing have raised more than **\$5.2 million for City of Hope.**

In 2017, HON presented City of Hope with a check for **\$650,000** - the largest contribution that we have made to City of Hope!

In total, member Jeans Days at HON HQ raised \$13,644 in 2017 for local organizations. This amount was matched by the HNI Charitable Foundation for a total of **\$27,288.**



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.

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.

The HON Company
200 Oak Street, Muscatine, IA 52761
800.833.3964 | hon.com

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