



Social Responsibility Policy

Since 1922, our mission has been to provide a working environment that facilitates equal opportunities for all employees and support to the surrounding communities in which we live.

Jofco also recognizes that integrating sound health and safety management practices into all aspects of business is essential to maintaining high morale and productivity. We are committed to creating safe working conditions and a healthy work environment for all our employees.

We believe that sustainable success can be reached only through people. No other asset in the company is as important as the people that contribute with their work to our culture and our business results.

Jofco finds social responsibility to be an ideology of continuous improvement, which allows us to develop into the next generation of steward. We are committed to continue to produce great furniture, be an ideal place to work, share profits with our shareholders and community, and leave the world a better place.

Labor Relations

Jofco complies with all U.S. federal, state, and local laws regarding labor relations. These laws are posted throughout our facilities and included in our Jofco Employee Handbook. They include but are not limited to the following:

- voluntary labor
- child labor
- compensation
- equal opportunity
- nondiscrimination
- harassment prevention

No forced, bonded or involuntary labor is used in the production of Jofco products or services. Jofco ensures that the overall terms of employment are voluntary and at-will.

No child labor is used in the production of Jofco products or services. All Jofco vendors support this policy and must sign an agreement stating their compliance.

Jofco compensates employees with wages and benefits that meet or exceed the legally required minimums.

It is a fundamental policy of Jofco to provide equal opportunity to all of its applicants for employment, as well as current employees and to assure there is no discrimination against any person on the basis of race, color, religion, national origin, sex, disability, age or veteran status. This obligation extends to all areas of employment including, but not limited to: recruitment and selection, job assignment, compensation and benefits, promotions and transfers, layoffs, dismissals and disciplinary action, daily working conditions, and termination.

This policy is consistent with the provisions and objectives of the Civil Rights Act of 1964, with implementation accomplished in accordance with the specifics defined in the Jofco Affirmative Action Program.

Jofco is firmly committed to maintaining a work environment free from any form of harassment, including but not limited to sexual, ethnic, racial, religious or age harassment or intimidation. Harassment, including sexual harassment, whether verbal, physical, or arising out of the work environment and whether in the office, in the plant, during company sponsored social functions, or



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elsewhere, is unacceptable and will not be tolerated under any circumstances. Such behavior is ethically repugnant and potentially unlawful.

The details of these policies are explained and available to all employees.

Health & Safety

Jofco recognizes that safety is essential. It is important to employee satisfaction, efficient operation, and quality production. In an effort to prevent injuries and provide safe working conditions, Jofco provides equipment to protect our employees against hazards. An environment free of workplace accidents is of the utmost importance to our employees, their families, and Jofco.

To be at the forefront of accident prevention, we implement the Employee Health and Safety Management Process, which meets or exceeds the requirements of the local and national health and safety laws.

Jofco abides by all local and national regulatory agencies, such as OSHA, IDEM/EPA, DOT, Worker's Compensation, Solid Waste Landfill and City of Jasper. Jofco is independently audited by a third party agency on a regular basis.

Jofco has a health and safety policy. The Facilities Manager, along with an employee-led safety team, is responsible for implementing the Employee Health and Safety Management Process. Newly hired Jofco employees receive mandatory safety training during orientation. This training is supplemented by weekly safety meetings.

Jofco also sets internal departmental safety goals that are audited regularly by the employee safety team and management.

Since 2005, Jofco's efforts have resulted in a 72% reduction in injuries that require more than simple first aid.

Business Ethics

Jofco associates will maintain the highest ethical standards in the conduct of Jofco affairs. Intent of this policy is that each associate will conduct Jofco business with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage or gain. The details of this policy are outlined in our Business Ethics and Confidentiality Policy in the Jofco Employee Handbook.

Community Outreach and Involvement

Involvement in community-based initiatives and organizations is a fundamental value to Jofco. We support initiatives both locally and nationally – over one hundred donations and contributions are made each year to civic and public organizations.

Locally, we show our support by participating in community events, donating to local schools and churches, and hosting bi-annual American Red Cross blood drives.

Making our surrounding community a desirable place to live and work is important and Jofco assists by volunteering to clean up city streets. In 2009, Jofco committed to participating in the local Adopt-A-Street program, and is now responsible for maintaining two of Jasper's streets.

Jofco believes that our long-term success depends on our ability to develop the communities where our employees, clients, and shareholders live and work.