

TITLE: Enterprise Sustainability Policy CATEGORY: ADM  
ISSUED BY: Keri Luly–Sustainability Programs Manager NUMBER: 06-ADM-09-001  
APPROVED BY: Jeffery D. Lorenger – President DATE: 01/12/2009

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**Purpose:**

The purpose of this policy is to state Allsteel’s Policy on Enterprise Sustainability.

**Scope and Definition:**

This Policy provides guidance for Allsteel members in the entire organization.

Allsteel’s Enterprise Sustainability Policy guides our members toward sustainability and recognizes that we must all work together to achieve it. The Policy embraces the definition of sustainable development and the “Triple Bottom Line” of “People, Planet and Profit” by:

- Celebrating the culture of Allsteel members working together to improve our lives as part of our community **(People)**
- Motivating members to look beyond regulatory requirements to what it will take to make the world a better place for all of us **(Planet)**
- Recognizing that our company’s fiscal health enables and encourages us to contribute to the economic and social well-being of our community so we all benefit **(Profit)**

**Procedure:**

In pursuit of enterprise sustainability, Allsteel will:

- Help all members understand the impacts that they have on our planet in their work and their personal lives, and encourage them to explore environmentally sound options.
- Be transparent and credible in our communications, internally and externally, and adhere to the Federal Trade Commission Part 260 *Guides for the Use of Environmental Marketing Claims*.
- At a minimum, meet all applicable environmental regulations, but always aspire to achieve more.
- Recognize the value of our members’ contributions and provide them with safe working conditions and opportunities to learn and advance in their work and lives.
- Design our products to have minimal impact on the environment and society in their production and use, and to continuously reduce life cycle impacts using tools such as Design for the Environment (DfE).
- Conserve energy, decrease greenhouse gas emissions, and seek relevant renewable resource options for the future to reduce our carbon footprint.
- Continue to compete ethically and build our fiscal health, allowing us to give back to our customers, our shareholders, our members, our community, and all our other stakeholders.



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- Drive Rapid Continuous Improvement (RCI) to eliminate waste, become as efficient as possible, and make us successful in all we do.

**Responsibility:**

It is the responsibility of company leadership to communicate these guidelines to their direct reports and to adhere to the guidelines set forth in this policy.

It is the responsibility of each member to follow this policy.

**Reason for Change:**

This is a new policy. This policy will evolve as we learn more, accomplish more, and recognize how and where we can further improve.

**Reference Information**

Allsteel adheres to HNI Corporation policies, procedures, and is true to “Our Vision”.

Allsteel uses the definition of sustainable development from the United Nations’ World Commission on Environment and Development 1987 report, *Our Common Future*:

**“Development that meets the needs of the present world without compromising the needs of future generations to meet theirs.”**

The Commission recognized that human activities could not be compartmentalized as they had in the past “within broad areas of concern (environment, economics, social).” The report recognized the vital linkage between humanity’s need for **social equity, environmental quality, and economic development** (later referred to as the triple bottom line). Allsteel uses the terms people, planet, and profit.

HNI Corporation’s Environmental Policy was established in 1978; the current revision is 01ADM-09-001C – Environmental Policy.

Related Policies and Procedures:

01ADM-09-003	Energy Policy
01ADM-09-004	Enterprise Sustainability
01LEG-06-006	Assessing Regulatory Implications of Facility Projects
01PRO02-02-006	Environmental Recordkeeping
01PRO02-02-007A	Chemical Evaluation
01PRO02-02-010	Manufacture for the Environment
01PRO08-01-001	Guidelines for Environmental Marketing Claims



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