

**EQUAL EMPLOYMENT OPPORTUNITY & NON-DISCRIMINATION POLICY**

JSI is committed to a policy of equal employment opportunity for all applicants and employees. Under this policy, applicants and employees shall be treated fairly and equally and employment decisions shall comply with all applicable state and federal employment discrimination laws. In this regard, all employment decisions will be made without regard to race, color, gender, sex, religion, national origin, age, disability, veteran’s status, or (in the case of U.S. citizens or intending citizens) citizenship (“prohibited factors”). In addition, JSI will not tolerate any discriminatory employment practice or procedure by anyone, including coworkers, supervisors, managers, executives, customers and/or vendors. This policy applies to all employment practices and procedures including, but not limited to, recruiting, hiring, compensation, training, promotions, termination and all other terms and conditions of employment. Any employee who believes that they have witnessed or been subjected to discrimination has a duty to report the matter to JSI in accordance with this policy.

**DEFINITION OF DISCRIMINATORY CONDUCT**

Discriminatory conduct is generally defined as conduct which shows disrespect, hostility or aversion to an employee because of an employee’s race, color, gender, sex, religion, national origin, age, disability, veteran’s status or citizenship. Discriminatory conduct involves verbal, visual or physical conduct relating to a prohibited factor which makes an employee feel uncomfortable in the workplace and which interferes with an employee’s ability to work.

For more detailed information concerning what type of conduct constitutes sexual harassment and what an employee should do if they either witness or are subjected to sexual harassment, see the JSI policy statement on sexual harassment.

**COMPUTER AND VOICE-MAIL SYSTEM**

Employees may not use the computer system or voice mail system to create, send or receive any information, which could be defined as discriminatory conduct.



**REPORTING DISCRIMINATORY CONDUCT**

Any employee who believes that they have either witnessed or been subjected to discriminatory conduct shall immediately report the discriminatory conduct to JSI. Employees have a duty to report discriminatory conduct to JSI in order to protect themselves, their colleagues and JSI. In order to ensure that a report of discriminatory conduct is properly recorded, an employee who believes that they have either witnessed or been subjected to discriminatory conduct must report the discriminatory conduct to their supervisor or a member of the Executive Committee. Employees who believe they have either witnessed or been subjected to sexual harassment should report the discriminatory conduct in accordance with the JSI Sexual Harassment policy. All reports of discriminatory conduct shall be investigated. To the extent feasible, the investigation will be conducted in a confidential manner in order to protect the rights of all parties involved. JSI will not tolerate any retaliation against an employee who makes a good faith report of discrimination. If the investigation reveals that the report has merit, corrective action, including disciplinary action, will be taken to remedy the situation. However, it is also important to understand that accusing an employee of discriminatory conduct is a serious matter. Consequently, JSI reserves the right to discipline any employee who intentionally makes a false report of discriminatory conduct. False reports have the potential of causing harm to innocent parties and waste JSI time and resources.

**DISABLED EMPLOYEES**

Any employee who wishes to discuss his or her needs as a disabled employee should contact their supervisor. JSI will provide a reasonable accommodation to an individual with a disability who is otherwise qualified and able to perform the essential functions of the job without threatening the safety and well being of themselves or others. Each situation will be considered on an individual basis.

**CHILD LABOR**

JSI does not engage in or support the use of child labor. (Child is defined as a person under 15 years of age, unless a higher age is stipulated by local law.) Workers under the age of 18 may be employed but in areas subject to mandatory education laws, they may work only outside of school hours. Total school, work, and transportation time for such workers may not exceed a combined total of 10 hours per day, and in no case shall such workers work more than 8 hours a day; and, they may not work during night hours. JSI shall not expose children or young workers to any situations in or outside of the workplace, that are hazardous or unsafe to their physical and mental health.

**FORCED LABOR**

JSI does not use or support the use any form of forced or compulsory labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise. Neither JSI nor any entity supplying labor to JSI shall withhold any part of any personnel's salary, benefits, property, or documents in order to force such personnel to continue working for JSI. Personnel shall have the right to leave the workplace premises after completing the standard workday, and be free to terminate their employment provided that they give reasonable notice to their employer.

**Michael J. Elliott**

Chairman of the Board, CEO

**About JSI:** Founded in 1929, JSI is headquartered in Jasper, Indiana, and has manufacturing facilities throughout Southern Indiana. JSI markets its products through three brands: JSI, furniture for business interiors; Community, furniture for public spaces; and Klem, furniture for hospitality.

For more information, visit [jsifurniture.com](http://jsifurniture.com).

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