

Kimball's Environmental Practice Supplier Assessment *Supplier Self-Assessment*

INSTRUCTIONS

Kimball's supplier environmental standards self-assessment provides our Global Sourcing group an overview on the status of suppliers' environmental requirements management. Suppliers fill out each question on the following page by answering No, Partially, Yes, or Not Relevant from the drop down box. A total score based on the responses is provided at the bottom of the document. The scoring breaks down as following: No (0), Partially (3), Yes (6), Not Relevant (NA).

Supplier Overview

Supplier Name	
Supplier Number / SAP Vendor #	
Plant(s) Supplied	
Address	
Telephone/Fax	
Primary Supplier Contact	
Environmental Manager	
Primary KFG Contact	
Evaluation Date	
Signature	
Email Address	

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Supplier Self-Assessment

A. The Company		
Question	Response	Comments
1. Is there an environmental policy in the company?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Please attach copy</i>
2. Is there a continuous environmental improvement program?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
3. Working for the environment internally		
3.1 Is there an established environmental management system? (EMAS, ISO 14001) <i>If 3rd party certified, skip to 3.8.</i>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Declare your certification date or planned date.</i>
3.2 Is there a documented environmental organization (i.e., authority and responsibility defined)?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
3.3 Is there a continual check on whether legal requirements are met?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
3.4 Have the environmental aspects* of the business been defined (according to ISO 14001 for example)?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Attach list of significant aspects if available.</i>
3.5 Have potential environmental emergency situations been identified and prepared for?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
3.6 Are there any external or internal environmental audits?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
3.7 Have the personnel received training with regard to the issue of the environment?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
3.8 If relevant, are the Kimball environmental requirements required of sub-suppliers?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
B. Products and Services to Kimball		
4. Production and Products		
4.1 Are products delivered to Kimball free from chemicals on the ozone depletion chemical list?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Declare any presence.</i>
4.2 Are production processes free from chemicals on the ozone depletion list?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Declare any presence.</i>
4.3 Are there any plans or activities to improve existing products with regard to environmental impact (considering the whole life cycle)?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Declare any presence.</i>
4.4 Is there a continual check on whether Dangerous Goods Regulations are met?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>

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C. General		
1. Can you provide Life Cycle Inventory data for the products procured?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
2. Are the products and materials supplied to Kimball considered renewable materials?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
3. Can you provide Chain of Custody for purchased components?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
4. Can you provide certification and demonstrate chain of custody and other specify environmental requirement from your suppliers.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
5. Can you provide percent of post-industrial and post-consumer Recycle Content on purchased components?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
6. Can you provide disassembly instruction for purchased assemblies?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
7. Can you provide disassembly instruction for purchased assemblies?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
8. Can you provide hazardous waste data from facilities where procured products are manufactured?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
9. Can you provide air emissions data from facilities where procured products are manufactured?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
10. Can you provide water management data from facilities where procured products are manufactured?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
11. Can you provide the energy used to produce the components supplied to Kimball?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
12. Do you have a Goal to recycle a minimum of 50% of Solid Waste where the procured products are manufactured?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
13. Can you provide the amount of on-site and off-site energy used within the facility?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
14. Can you provide GHG emissions data from the facilities where the procured products are manufactured?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>
15. Can you provide product emissions data (VOCs, HCHO, Total Aldehydes, 4-PC) for materials, components and/or assemblies?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Partly <input type="radio"/> Not Relevant	<i>Comments</i>

Kimball's Environmental Practice Supplier Assessment *Detailed Social Responsibility Assessment*

INSTRUCTIONS

The Detailed Social Responsibility Assessment lays out at a granular level the ethical requirements needed to supply Kimball. In each area of investigation, suppliers are questioned not only on their policies, but on management practices and specific performance. Suppliers able to meet all of these requirements are deemed suitable to serve as suppliers and, if not, are made aware of the specific areas of improvement necessary.

Detailed Issues
 These questions can be issued on request to suppliers prior to the face-to-face meeting.
 The supplier can then review these questions prior to the agreed meeting and come prepared to answer the questions in full.

Forced labor
Workers should enter voluntarily into employment contracts. Employers should not hold or control the identity papers of their workers or a money deposit. No slavery or indentured labor.

Policy

Are you willing to give a contractual guarantee that forced labor is not used in your business operations? Yes
 No

Management

Do you take steps to ensure that your workers enter voluntarily into employment contracts? Yes
 No

Do you have processes to ensure that all workers are legally permitted to work? Yes
 No

Performance

Are all your workers covered either by individual written contracts or a collective agreement? Yes
 No

Can you confirm that no employee is required to deposit identity papers / money with you as a condition of employment? Yes
 No

Are all employees free to leave after serving due notice? Yes
 No

Comments

The Right to collective bargaining
No discrimination against union representatives or members. No obstruction of collective bargaining.

Policy

Do you permit unions to operate and / or provide alternative means of worker representation? Yes
 No

Management

Are you willing to negotiate with a lawfully recognized union? Yes
 No

Are workers given clear information regarding changes to working conditions? Yes
 No

Performance

Are you able to show a history of good employee relations and practice? Yes
 No

Do workers employed on a temporary basis enjoy the same terms and conditions as permanent workers? Yes
 No

Comments

Kimball's Environmental Practice Supplier Assessment *Detailed Social Responsibility Assessment*

Child Labor	
<i>The United Nations and the International Labour Organization consider child labor exploitative with the UN stipulating, in article 32 of the Convention on the Rights of the Child that:</i>	
<i>...States Parties recognize the right of the child to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development</i>	
Policy	
Are you willing to give a contractual guarantee that child labor will not be used in your own operations unless the guidelines stated above are met?	<input type="radio"/> Yes <input type="radio"/> No
Management	
Can you verify the ages of all employees?	<input type="radio"/> Yes <input type="radio"/> No
Performance	
Is the age of the youngest employee above the minimum set by national legislation?	<input type="radio"/> Yes <input type="radio"/> No
Can you confirm that no child under the age of 18 is employed in hazardous conditions and / or at night?	<input type="radio"/> Yes <input type="radio"/> No
Comments	

Health and Safety in the Workplace	
<i>Create a healthy and safe work environment for each employee. Keep all relevant health and safety laws and provide a safe and healthy workplace. Supply the necessary safety equipment and training. Ensure there are appropriate rest periods and suitable facilities.</i>	
Policy	
Can you certify compliance with all relevant health and safety legislation?	<input type="radio"/> Yes <input type="radio"/> No
Management	
Is there a senior manager responsible for health and safety?	<input type="radio"/> Yes <input type="radio"/> No
Is relevant training and safety equipment provided to workers?	<input type="radio"/> Yes <input type="radio"/> No
Are the hazards to which workers are exposed managed appropriately?	<input type="radio"/> Yes <input type="radio"/> No
Do you have employers' liability insurance?	<input type="radio"/> Yes <input type="radio"/> No
Performance	
Do your facilities meet health & safety standards as required by law (US Law or local law?)	<input type="radio"/> Yes <input type="radio"/> No
Comments	

Kimball's Environmental Practice Supplier Assessment *Detailed Social Responsibility Assessment*

Fair Compensation

Ensure that working hours and compensation are reasonable and comparable to those offered by similar companies. Meet local legal minimum standards and comply with local laws. Wages and working hours should be comparable with those of similar companies and in line with normal industry standards. All workers should have a written understanding of their employment contract. All obligations in respect of local social security payments and provisions must be met.

Policy

- | | |
|---|---|
| Is the length of the contractual working week within the legal maximum? | <input type="radio"/> Yes
<input type="radio"/> No |
| Is overtime voluntary? | <input type="radio"/> Yes
<input type="radio"/> No |
| <u>Are workers guaranteed at least one day off in any given 7-day period?</u> | <input type="radio"/> Yes
<input type="radio"/> No |

Management

- | | |
|--|---|
| Are you able to confirm that pay and conditions reflect industry good practice? | <input type="radio"/> Yes
<input type="radio"/> No |
| Do you pay workers regularly and with clear explanations for rates paid? | <input type="radio"/> Yes
<input type="radio"/> No |
| <u>Can you confirm that your business does not make deductions from workers' pay (other than those prescribed by law)?</u> | <input type="radio"/> Yes
<input type="radio"/> No |
| <u>If so, are workers provided with opportunities to raise concerns?</u> | <input type="radio"/> Yes
<input type="radio"/> No |

Performance

- | | |
|--|---|
| Is the hourly rate paid to the lowest paid worker above the national (or regional) minimum wage? | <input type="radio"/> Yes
<input type="radio"/> No |
| Can you show that all social security / healthcare payments required by the local authorities are met? | <input type="radio"/> Yes
<input type="radio"/> No |
| Is provision made for meal breaks? | <input type="radio"/> Yes
<input type="radio"/> No |
| <u>Are women paid the same rates as men?</u> | <input type="radio"/> Yes
<input type="radio"/> No |

Comments

Harassment in the Workplace

Do not tolerate any form of harassment in the workplace. All employees should be treated with respect and dignity and not be subject to persecution or bullying in the workplace.

Policy

- | | |
|--|---|
| Are you willing to give a contractual guarantee that no physical or degrading punishment is used in the workplace? | <input type="radio"/> Yes
<input type="radio"/> No |
|--|---|

Management

- | | |
|--|---|
| Do you provide a confidential means of reporting incidences of harassment? | <input type="radio"/> Yes
<input type="radio"/> No |
| <u>Are you willing to confirm that no disciplinary fines are levied?</u> | <input type="radio"/> Yes
<input type="radio"/> No |
| If you employ <u>armed (security)guards</u> , are measures taken to ensure that they act with due restraint? | <input type="radio"/> Yes
<input type="radio"/> No |

Performance

- | | |
|--|---|
| Can you confirm that reports of harassment have been resolved to the satisfaction of the employee? | <input type="radio"/> Yes
<input type="radio"/> No |
| Can you confirm that women are not subjected to pregnancy tests prior to recruitment? | <input type="radio"/> Yes
<input type="radio"/> No |

Comments

Kimball's Environmental Practice Supplier Assessment *Detailed Social Responsibility Assessment*

Discrimination	
<i>Manage diversity to promote and capitalize on cultural and individual differences to create competitive advantage through new perspectives and local market sensitivity. Provide employees with equal opportunities.</i>	
Policy	
Do you have a policy covering diversity related issues?	<input type="radio"/> Yes <input type="radio"/> No
Do you comply with legislation regarding the employment of women, disabled and other minority groups?	<input type="radio"/> Yes <input type="radio"/> No
Management	
Is provision made for the proper observance of religious festivals and prayer?	<input type="radio"/> Yes <input type="radio"/> No
Do you take steps to ensure fair representation of women and minority groups in management?	<input type="radio"/> Yes <input type="radio"/> No
Performance	
Are women and minority groups fairly represented in the workforce?	<input type="radio"/> Yes <input type="radio"/> No
Comments	