

J A S P E R



Jasper Desk Company, Inc.  
415 East Sixth Street  
Jasper, Indiana 47546

812.482.4132 VOICE  
8123.482.9552 FACSIMILE  
800.365.7664 WATS  
www.jasperdesk.com

## SOCIAL RESPONSIBILITY POLICY

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At Jasper Desk Company, Inc., we have a long standing commitment to performing our business in a socially responsible and ethical manner. We recognize our responsibility to contribute positively to our employees' success and to provide a work environment that is respectful, safe and healthy for all.

### Policy objectives

Our Jasper Desk Company policy is to support the local and national economies along with its residents, by utilizing labor and materials based in the United States and as closely located to Indiana as possible.

Jasper Desk's Core Values are:

- Respect for one another;
- Integrity and fairness in all aspects of our business;
- Giving our customers a high quality product at a fair price;
- Flexibility and Adaptability in responding to our customers' needs;
- Providing our employees a good work environment at a fair wage;
- Giving our stockholders a fair return for their investment;
- To be honest and fair with our suppliers;
- To treat our competitors with respect;
- Support our community;
- Meet our obligations to the state.

Jasper Desk demonstrates these values by:

- Accurately maintaining all documents, records and company information in an accurate manner which ensures regulatory compliance and protects confidentiality and privacy;
- Instituting processes and programs to ensure security, health and safety in the workplace and of the public, and to comply with applicable regulations;
- Recognizing our employees as our most important resource by providing a work environment where employees are appreciated, valued, trained, promoted and given regular feedback;
- Promoting an Open Door Policy giving employees an avenue to help resolve issues of concern, eliminate dissatisfaction and evaluate constructive ideas for improvement;
- Maintaining a healthy, clean and safe environment for all employees as promulgated under the OSHA Act of 1970;
- Providing a workplace that is free from violence or threats of violence by adopting a policy of "zero tolerance;"
- Treating all individuals fairly, in all aspects of employment, without regard to sex, race, creed, color, national origin, age, physical or mental handicap, veteran status or any other legally protected characteristic;
- Employing only United States citizens and individuals who are authorized to work in the United States;

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- Protecting the rights of employees, in both policy and practice. We operate in full compliance with applicable local, state and federal labor laws, including those regarding minimum age, working hours, overtime, wages and benefits.