

# TRINITY

## FURNITURE INCORPORATED

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### **Inclusiveness Policy (4/1/2020)**

Trinity Furniture is committed to fostering, cultivating and preserving a culture of diversity and inclusion.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Trinity Furniture's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of Trinity Furniture have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All new employees are also required to confirm that this policy has been read and agreed to during the hire process as this entire Social Responsibility Policy is given to each new employee.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's inclusiveness policy and initiatives should seek assistance from a supervisor or with HR.

This policy is available at any time for reference for employees that feel a situation might warrant corrective action.

This policy will also be referenced, addressed, and talked about with supervisors on a semiannual basis to review possible violations. For corrective action diversity classes are available online via RCC Community College and this method will be used if need be. HR will monitor situations as well as document and record violations of this policy for future reference.

Diversity metrics are tracked and recorded over time in our social responsibility report yearly.