

# TRINITY

## FURNITURE INCORPORATED

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### **Social Responsibility Policy (4/1/2020)**

#### **Statement**

Individuals are our most important assets. As such, Trinity works to treat each employee in a fair and honest manner. At the heart of its operations, Trinity strives to:

- Treat each employee as an individual. Your rights are respected with courtesy, dignity, and consideration.
- Provide fair wages, good employee benefits, the fullest possible employment and good working conditions.
- Promote on the basis of merit and ability, with preference given to those with greater length of service if all other factors are equal.
- Encourage frank and open discussion of any problems and misunderstandings.

#### **Equal Employment Opportunity**

Trinity Furniture provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, citizenship, age, disability, status as a Vietnam-era or special disabled veteran, or any other protected category in accordance with applicable federal laws. Additionally, Trinity complies with all applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. If you believe that you have been unlawfully harassed or discriminated against, or have witnessed such conduct, you must immediately bring this matter to the attention of your supervisor, the HR Manager and/or Jorge Lagueruela, and provide a full and accurate report of the underlying facts.

#### **Child Labor**

Trinity Furniture does not engage in or support the use of child labor. 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.

Trinity Furniture does not employ anyone under the age of 18 working in manufacturing or in final equipment. If anyone is employed under the age of 18 they will be confined to the office without access to the plant.

### **Forced and Compulsory Labor**

Trinity Furniture does not use or support the use of any form of forced or compulsory labor, whether in the form of prison labor, indentured labor bonded labor, or otherwise.

Neither Trinity Furniture nor any entity supplying labor to Trinity Furniture shall withhold any part of any personnel's salary, benefits, property, or documents in order to force such personnel to continue working for Trinity Furniture.

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.

Neither Trinity Furniture nor any entity supplying labor to Trinity Furniture shall engage in or condone trafficking in human beings.

### **Non-Discrimination/No-Harassment**

Trinity Furniture is committed to maintaining a work environment that is free from discrimination and in which employees at all levels can devote their full attention and best efforts to the job. Harassment and discrimination have no place in the work environment. Trinity does not authorize and will not tolerate any form of harassment or discrimination based on the following factors:

- Race, sex, national origin, color, religion, age, disability, or status in any group protected

by federal, state, or local law.

This policy applies to management and non-management employees alike, and even to nonemployees who harass our employees.

Examples of “harassment” that are covered by this policy include offensive language, jokes, or other verbal, graphic or physical conduct relating to an employee's race, sex, religion, color, national origin, age, disability, or other factor protected by law, which would make the reasonable person experiencing such harassment uncomfortable in the work environment or which could interfere with the person's job performance.

### **Safety and Health**

Trinity Furniture is committed to providing a safe and healthy working environment. In this connection, Trinity makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment. Trinity’s policy is aimed at minimizing the exposure of our employees, customers, and other visitors to our facilities to health and safety risks. To accomplish this objective, all Trinity employees are expected to work diligently to maintain safe and healthy working conditions and to adhere to proper operation practices and procedures designed to prevent injuries and illnesses. All employees are directed to the Written Hazard Communication Policy and the Hearing Conservation Program for a full explanation on the safety and health requirements implemented by the Company.

The following are just examples, and not a full exhaustive list, of the responsibilities of all employees of Trinity regarding safety:

1. Wearing proper protective equipment, including, but not limited to eye, hand, and ear protective wear, as instructed by their supervisors.
2. Exercising maximum care and good judgment at all times to prevent accidents and injuries;
3. Reporting to supervisors and seeking first aid for any and all accidents and injuries, regardless

of how minor;

4. Reporting unsafe conditions, equipment, poor practices to supervisory personnel;
5. Using safety equipment provided by Trinity at all times;
6. Observing conscientiously all safety rules and regulation at all times;
7. Notifying their supervisors, before the beginning of the workday, of any medication they are taking that may cause drowsiness or other side effects that could lead to injury to them and their coworkers or could otherwise affect their ability to perform their job duties.
8. Wearing clothing and shoes appropriate for one's job duties and responsibilities; and avoid wearing loose-fitting clothing, rings or loose jewelry while operating or working in the vicinity of machinery;
9. Refraining from horseplay in the workplace;
10. Avoiding walking or passing under suspended machinery or materials;
11. Utilizing all machinery in accordance with operating instructions and for the purpose for which it was intended (i.e. refraining from transporting individuals on fork trucks).; and
12. Reporting all unsafe conditions to a supervisor.
13. Be aware of and follow all requirements set forth in the Written Hazard Communication Program.
14. Be aware of and follow all requirements forth in the Hearing Conservation Program.

#### **Education for applicable employees in this subject area:**

Trinity Furniture trains all employees on the company Social Responsibility Policy as part of the normal orientation training for all newly hired employees. This information is made public in our new employee handbook. We also require proper use of personal protective equipment and this is monitored/tracked in our quarterly safety meetings.

#### **Corporate Ethics:**

As providers of high-end furniture to government and commercial clients Trinity is committed to

the highest standards of integrity and ethical conduct. The Company will comply with all laws of our rapidly changing industry, the policies governing our relationship with employees, and the laws relating to our status as a supplier of products to the U.S. Government.

### **Inclusiveness:**

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. 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.

### **Gifts & Entertainment:**

Employees are forbidden to accept entertainment, gifts or favors that could influence, or appear to influence, business decisions in favor of any person or organization with which the Company has or is likely to have business dealings. It is important that all relationships with customers, vendors, and other business partners be based on lawful and fair business practices and do not create the appearance of a conflict of interest. Reasonable business entertainment that is in the best interest of the Company is allowed.

### **Insider Trading:**

Trinity Furniture is a privately held company. Insider trading is not applicable.

### **Community Outreach and Involvement**

Trinity Furniture's principals have had extensive involvement with community outreach. In economic development Jorge Lagueruela is currently serving on the Randolph County Community College Board; he is Treasurer and original board member for the soon to be completed YMCA in Archdale and Trinity. He has served as a board member of the Archdale-Trinity Chamber of Commerce and Center City Planning Board for the City of Trinity. He has served for 3 Years as a Planning Board Member for the Jack Frost Soccer Tournament. Principals and staff members are currently serving and have served in numerous local church and conference planning and outreach committees. Trinity Furniture has been and will continue to be a supporter and contributor to local churches and missions overseas.