

JASPER GROUP
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JASPERGROUP.US.COM

19 JULY 2010

EQUAL EMPLOYMENT OPPORTUNITY & NON-DISCRIMINATION POLICY

Policy Statement

Jasper Group 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, Jasper Group will not tolerate any discriminatory employment practice or procedure by anyone, including co workers, 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 Jasper Group 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 Jasper Group's 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.

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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 Jasper Group. Employees have a duty to report discriminatory conduct to Jasper Group in order to protect themselves, their colleagues and Jasper Group.

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 Jasper Group's 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. Jasper Group 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, Jasper Group 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 Jasper Group's time and resources.

Disabled Employees

Any employee who wishes to discuss his or her needs as a disabled employee should contact their supervisor. Jasper Group 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.

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Child and Forced Labor Policy

Child Labor

Jasper Group 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. Jasper Group 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

Jasper Group 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 Jasper Group nor any entity supplying labor to Jasper Group shall withhold any part of any personnel's salary, benefits, property, or documents in order to force such personnel to continue working for Jasper Group. 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 and President

ABOUT JASPER GROUP

Founded in 1929, Jasper Group is headquartered in Jasper, Indiana and has manufacturing facilities throughout Southern Indiana. Jasper Group 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 jaspergroup.us.com

JASPER GROUP BRANDS



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