

Knoll Office Health & Safety Policy Statement

It is the policy of the North American operations of Knoll, Inc. located in East Greenville, PA, Muskegon MI, Grand Rapids MI and Toronto ON Canada ("Knoll") to provide a safe and healthful workplace. To that end, we strive to provide working conditions that are free from all known hazards. At Knoll, we recognize that can only be accomplished by empowering all Associates to take ownership for developing UCLC competencies in executing Health & Safety activities.

To support the development of a safe and healthful workplace, the Environmental, Health & Safety Department (EHS) will be available for staff assistance. Such assistance however, in no way reduces the personal responsibility of Managers, Supervisors and all Knoll Associates.

Included in each Associate's responsibilities is an obligation to perform the following duties:

- + Ensure their personal safety and the safety of their co-workers by working in a safe and healthful manner and complying with all safety rules and procedures
- + Report unsafe incidents or conditions to their immediate Supervisor and/or a safety committee representative
- + Report all injuries promptly to their immediate Supervisor

Included in the Managers' and Supervisors' responsibilities is an obligation to perform the following duties:

Health & Safety First

- + Maintaining Health and Safety, as paramount, and that no task is so important that it shall be performed at the risk of an employee's Health and Safety
- + Commit to the prevention of injuries and ill health, in particular those related to our facilities such as; hazardous energy sources, working at heights, slips and falls, ergonomics and machine guarding
- + Ensure that all employee injuries are promptly treated by qualified Knoll First Responders with transport to a local medical facility, if required, and the incident reported to the EHS Department

Associate Engagement

- + Actively engage all Associates and other relevant stakeholders, to drive all elements required for a safe and healthful workplace
- + Instruct each Associate or temporary worker of the hazards of his or her job and the procedures to follow in order to prevent an injury
- + Promote teamwork and employee involvement through a participative health and safety program
- + Ensure that Associates serving as Safety Committee members receive adequate training and complete management support to perform their specific duties

Measurable Continuous Improvement

- + Set leading objectives and targets and monitor performance to foster a culture of continuous improvement

Risk Reduction

- + Comply with all current federal, state, provincial and local safety regulations, codes and standards
- + Ensure that safety equipment and/or protective devices are provided, are in good working order and are use appropriately
- + Ensure compliance with all Knoll safety policies and procedures, or any other requirements in which the organization subscribes to

It is Knoll's expectation that all contractors, sub-contractors and their workers meet or exceed the safety requirements of this policy.



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