

TREATMENT OF ASSOCIATES

Equal Employment Opportunity

Simmons is committed to complying with all applicable civil rights, human rights and labor laws; to providing equal employment opportunity to employees and job applicants; and to maintaining a workplace free from illegal discrimination, harassment, intimidation and retaliation. This commitment applies in all areas of Human Resources management including:

- recruitment,
- employment,
- promotion,
- reassignment,
- compensation,
- benefits,
- training and development, and
- education for all jobs without regard to any individual's:
 - age,
 - color,
 - marital status,
 - national origin,
 - non-relevant physical or mental handicap,
 - race,
 - religion,
 - sex,
 - sexual preference, or
 - veteran status.

All associates who are involved in the selection and supervision of associates are instructed to consciously and diligently seek to broaden the ethnic spectrum of personnel so that Simmons consists of a diverse and broadly representative group of competent associates. Simmons will act affirmatively to increase the participation of women, minorities, Vietnam-era and disabled veterans and the disabled at all levels and in all segments of the workforce in addition to establishing goals as appropriate.

Simmons will make reasonable accommodations for religious beliefs and practices as provided by law. Simmons is committed to hiring and promoting qualified individuals based on their capabilities to perform the essential functions of the job and to offer reasonable accommodation, if necessary, in compliance with the American With Disabilities Act of 1990.

For additional information see Simmons EEO Policy. Contact Human Resources with questions regarding any aspect of our EEO policy.

Harassment-Free Work Environment

Behavior that is offensive and unwelcome or unreasonably disrupts another person in his or her work is harassment. Discriminatory conduct, jokes, slurs or other remarks that create an offensive or hostile environment undermine the workplace.

This kind of behavior has no place at any location where Simmons conducts business. Similarly, implicit or explicit threats, intimidation and violence are not allowed. All associates are required to complete Sexual Harassment Training annually and sign an acknowledgement that they have received this training.

- Simmons is committed to providing a work environment free of sexual harassment or other unlawful harassment based on
 - age,
 - race,
 - national origin,
 - religion,
 - gender,
 - sexual orientation,
 - disability or
 - any other legally protected category.
- The most common form of harassment is sexual harassment which occurs when a request for a date, a sexual favor, or other verbal or physical conduct of a sexual nature that is unwelcome is made a condition of employment or used as a basis for employment decisions; or an intimidating, offensive, or hostile work environment is created by unwelcome sexual advances, insulting jokes, innuendo, or other offensive verbal or physical behavior of a sexual nature.

An associate who wants to report harassment should promptly report the matter to his or her manager or to Human Resources. Any member who becomes aware of possible sexual or other unlawful harassment should promptly advise the Human Resources Department in a timely and confidential manner. You can also call the [Open Door Line](#). For additional information, see Simmons Sexual Harassment Policy.

All reported incidents will be investigated by Simmons.

Health, Safety and Security of Associates

Simmons is committed to providing a safe and healthful workplace free of recognized hazards. Meeting this commitment is a responsibility shared by Simmons and each of its associates. We can minimize the chances of anyone being hurt on the job by following the law and common-sense practices. Some basic safety procedures include,

- keeping all aisles clean and clear,
- following all safety procedures when operating manufacturing equipment,
- never making safety devices inoperable,
- using safe lifting techniques,
- exercising caution when using paper cutters, scissors, or other sharp instruments,

- knowing the location of fire extinguishers near your work station.

Remember to promptly report all work related accidents and hazardous situations to the local Operations Manager, the Director of HR Safety, Wellness and Workers' Compensation or to the [Open Door Line](#).

Workplace Violence

To preserve associate safety and security, we forbid weapons, (regardless of whether you have a permit), firearms, ammunition, explosives, incendiary devices, and cases/holsters/sheaths for weapons on Company property, in Company vehicles or in the workplace. Additionally, we will not tolerate acts or threats of violence, e.g., threatening language – verbal, written or visual – gestures and behavior. Report threatening behavior or any risk of violent behavior to your supervisor, the local HR Manager, your Operations Manager or the Open Door Line at or in cases of imminent danger, contact 911 or the local police. For additional information, see Simmons Violence in the Workplace Policy.

Drugs and Alcohol in the Workplace

It is Simmons' desire to provide a healthy, drug-free workplace. Associates are required to report to work in an appropriate condition that will allow them to perform their jobs in a satisfactory manner.

No Simmons associate may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while conducting business. The legal use of prescribed drugs is permitted on the job, only if it does not impair an associate's ability to perform the essential functions of the job.

Associates with questions or concerns about substance dependency or abuse are encouraged to use the resources of our employee assistance program. Associates with drug or alcohol problems that have not resulted in termination, may participate in a rehabilitation or treatment program if enrolled in Simmons' health insurance benefit coverage. You may contact the local HR Manager, our (union associates) Associate Assistance Program at 1-800-327-1850, or our (non-union associates) **Optum Care 24** at 1-888-887-4114, for additional information.

Associates reporting to duty or working with drugs present in the body or while affected by alcohol will be handled as a disciplinary matter. Testing may be required as follows:

- When an associate is involved in an accident.
- When the Company has reasonable cause and suspicion.
- When an associate has had a positive test and has been referred for counseling or rehabilitation under this policy.
- When an associate requests a test (if approved by management).

An associate who is considered impaired will be sent home or to a medical facility for testing (by taxi or other safe transportation alternative depending on determination of the observed impairment). An impaired associate should not be allowed to drive. An associate who is considered impaired will be suspended pending the results of the test. If the test results are positive, the associate will be terminated.

Any associate convicted of any criminal drug offense committed on Simmons property or while on Company business must notify the Company of the conviction within five days after the conviction. Simmons must then notify each federal government agency with whom Simmons holds an applicable government contract and advise that the conviction has occurred. Simmons will then take appropriate personnel action against the associate up to and including termination and possible referral for prosecution.

All information concerning medical examinations, drug or alcohol testing results, counseling or rehabilitation of any associate will be treated confidentially. Please see the Simmons Substance Abuse Policy, for additional information.

Question: I have noticed that my supervisor's breath often smells like alcohol and sometimes he seems impaired. I am afraid that if I confront him or tell anyone, it may cause a scene or he may try to get me fired. What should I do?

Answer: A safe, secure work environment is absolutely critical at Simmons. If there is enough evidence to believe a problem may exist, speak up right away with another supervisor, Human Resources or the [Open Door Line](#).

Solicitation

In an effort to assure a productive and harmonious work environment, those not employed by Simmons may not solicit or distribute literature in the work area at any time for any purpose.

Simmons recognizes that associates may have interests in events and organizations outside the workplace. However, associates may not solicit or distribute literature concerning these activities during working time, for example:

- promoting personal interests or groups,
- fund raising,
- selling articles/cookies/cards/etc.,
- events not authorized by Simmons.

The posting of written solicitations on Company bulletin boards is restricted. Also, Simmons communications systems should not be used to solicit for:

- commercial ventures,
- religious or political causes,

- outside organizations, or
- other non-job related solicitations.

Contact Human Resources with any questions you have related to soliciting or messages of interest you wish to communicate to other associates. Please see our Solicitation Policy.

Associate Confidentiality

Simmons respects the confidentiality of our associate's personal information. This means that access to personal records is limited to those who have appropriate authorization and a clear business need for that information. Associates who have access to personal information must adhere to the highest standards of confidentiality regarding their use of personal information.

Never provide personal employee information requested by anyone outside of Simmons without proper authorization.

Simmons' commitment to associate confidentiality is not a license to engage in inappropriate personal activities at work. Company computers, for example, are intended for official use, not for personal or outside business activities. Associate communications transmitted by Simmons systems are not considered private. By using Simmons' equipment, associates consent to have such use monitored by Simmons. Simmons monitors its systems.

Continuing Obligation

Unless you have entered into a non-compete with Simmons, subsequent employment with another company is generally acceptable. However you are never permitted to use Simmons' confidential information for another employer. Confidential information is non-public ideas, strategies and other kinds of business information. This information is also known as proprietary information. Your acceptance of a job that would require you to use Simmons' confidential information would violate your continuing obligation not to use and disclose Simmons' confidential information. Contact the Legal Department with any questions.