

# DIRECTOR COMMUNICATIONS POLICY

## **Purpose**

The purpose of this Policy is to facilitate written communications with the Company's Board of Directors under the following policy pursuant to the Corporate Governance Guidelines.

## **Administration and Oversight**

The policy for screening director communications was approved by the Havertys' Board of Directors. It will be administered by the Office of the Secretary under the guidance of the Board's Nominating, Compensation and Governance Committee.

## **Address**

Stockholders may communicate with any director, committee member or the Board by writing to the following address: Board of Directors, c/o Corporate Secretary, Haverty Furniture companies, Inc. 780 Johnson Ferry Road, Suite 800, Atlanta, GA 30342. Please specify to whom your correspondence should be directed.

## **Collection and Screening**

The Office of the Corporate Secretary will collect all mail sent to the Company in care of the Corporate Secretary and addressed to the board of directors in general, the non-management directors in general, a committee of the board, the chair of a particular committee or a particular individual director.

The Corporate Secretary may filter out and disregard (without providing a copy to the directors or advising them of the communication), or may otherwise handle at his or her discretion, any director communication that is described by one of the following categories:

- Obscene materials
- Unsolicited marketing or advertising material or mass mailings
- Unsolicited newsletters, newspapers, magazines, books and publications
- Surveys and questionnaires
- Resumes and other forms of job inquiries
- Requests for business contacts or referrals
- Material that is threatening or illegal

In addition, the Corporate Secretary may handle in his or her discretion any director communication that can be described as an "ordinary business matter." Such matters include the following:

- Routine questions, complaints and comments that can be appropriately addressed by management
- Routine invoices, bills, account statements and related communications that can be appropriately addressed by management

Mail addressed to the Board, any Board Committee or individual Director, not included in the list above will be recorded in a Director Communications log. The Log will include the name of the submitter, the date of the communication and a brief statement concerning the subject matter of the communications. The Log also will indicate any action taken with respect to the communication. Stockholders who wish to send correspondence, not included in the list above to the Board, any Board Committee or any individual Director and wishes that the correspondence remain confidential to the particular addressee should mark the correspondence as Confidential. Such Confidential Stockholder communication will be recorded in a Director Communications log with the name and date of the communication and forwarded unopened to the addressee.

Mail addressed to an individual Director will be forwarded or delivered to that named director. Mail addressed to "Outside Directors" or "Non-Management Directors" will be forwarded or delivered to the Chairman of the Nominating, Compensation and Governance Committee.

### **Actions Taken by Corporate Secretary**

The Corporate Secretary may immediately investigate and take any action he or she believes is necessary or appropriate in response to any matter raised in any director communication unless such communication from a stockholder is marked Confidential. In the case of confidential stockholder communications, the Corporate Secretary shall take such action, if any, as requested by the director or committee chairman. At least two times a year the Corporate Secretary will report to the Nominating, Compensation and Governance Committee the actions taken since the last report, in response to matters raised by any director communication.

### **Amendments**

This Director Communications Policy may be amended from time to time with the approval of the Board.