

**Document No:** GPL HR 101

**Policy Name:** Equal Employment Opportunity Policy

**Responsible Function/Business Segment:** Human Resources



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**Effective:** 01.04.2022

**Coverage:** Global - All employees

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### **Policy Overview & Objective**

FPS is an equal opportunity employer. In accordance with anti-discrimination laws in all countries in which we conduct business, it is the purpose of this policy to effectuate these principles and mandates. FPS affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or military status, age, disability, genetic information, or any other characteristic protected by applicable law. FPS conforms to the spirit as well as to the letter of all applicable laws and regulations.

The purpose of this policy is to acknowledge that FPS will provide equal employment opportunities and a workplace free of discrimination for all employees.

To the extent this policy does not comply with country law or an applicable labor agreement, the requirements of such law or agreement shall be followed. Questions regarding this policy should be directed to your manager/supervisor, your Regional Human Resources Department or the Responsible Corporate Function or Business Segment.

## The Policy

The policy of **Equal Employment Opportunity (HR 101 – Global)** applies to all aspects of the relationship between FPS and its employees, including, but not limited to:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits
- Application of policies

The policies and principles of equal employment opportunity also globally applies to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with FPS.

Any employee can and should report workplace behavior that he or she feels is not in keeping with the policy of **Equal Employment Opportunity (HR 101 – Global)**. Reporting should be to your supervisor/manager, HR Representative or FPS Ethics Hotline. You may find more information about the FPS Ethics Hotline in the Reference section.

## The Procedure References

Please refer to the **Anti-Harassment and Anti-Discrimination Policy (HR 100 – Global)**.

FPS Ethics Hotline – An option for reporting concerns confidentially and anonymously where permitted by law.

This service is available 24 hours a day, 7 days a week in all FPS Countries.

Web: <https://app.mycompliancereport.com/MCR> (Company access ID is FPSI)

Call:

<b>Belgium:</b> 0800-73-785	<b>Hungary:</b> 06-80-088-016	<b>Ukraine:</b> 0800-801-415
<b>Chile:</b> 800-914-417	<b>Romania:</b> 0800-360-890	<b>US:</b> 888-644-5762
<b>China:</b> 400-120-1832	<b>Spain:</b> 900-876-223	<b>Vietnam:</b> 84 24 4458 2093
<b>France:</b> 805-0805-985-609	<b>Turkey:</b> 0800-621-2435	<b>Netherlands:</b> 0800 0226957
<b>Germany:</b> 0800-1844970	<b>UK:</b> 0800-102-6413	<b>Ireland:</b> 1800 851 763
<b>Mexico:</b> 800 681 6918	<b>India:</b> 000 800 050 3445	<b>Poland:</b> 800 005 189

## Addendum

Adopted: 01.04.2022