

Document No: GPL HR 102

Policy Name: Fair Treatment of Others Policy

Responsible Function/Business Segment: Human Resources



Effective: 01.4.2022

Coverage: Global--All employees

Policy Overview & Objective

Employee relations at FPS are based on the principle that all individuals, regardless of their job title and/or individual characteristics and backgrounds, will be treated with respect and fairness. Everyone at FPS shares the responsibility for adhering to and practicing this principle. FPS expects that every employee will assist in maintaining an environment that is free from inappropriate behaviors.

This policy identifies the expectations of all employees, as well as how any employee can and should report workplace behavior that he or she feels is not in keeping with the policy of **Fair Treatment of Others Policy (HR 102 – Global)**.

This policy identifies the behaviors that are prohibited, including any act that violates the country (federal or local) laws of our locations.

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

This list is not necessarily all-inclusive but provides the most serious offenses against another person that will not be tolerated within FPS. FPS reserves the right to exercise discretion for behaviors that are not listed below:

- Abusive language
- Assault
- Circulation or display of offensive materials
- Damage to company or employee property
- Discrimination based on:
 - o Gender, sexual orientation, race, color, religion, ancestry, national origin, disability status, age, veteran/military status, marital status, gender identity, genetic information or any other characteristic protected by applicable law.
- Insubordination
- Reckless operation of company equipment
- Retaliation
- Threatening, or provoking violence against a person with words, physical actions, or weapons
- Violation of your plant/office work rules

Policy Administration

Each employee is responsible for following this policy.

Each supervisor/manager is responsible for:

- Communicating this policy to his/her work group;
- Promptly engaging Human Resources and/or other appropriate person and jointly evaluating and investigating allegations of behavior not consistent with this policy;
- Ensuring that inappropriate behavior does not occur in his/her location; and
- Ensuring that this policy is administered consistently and fairly.

The Human Resources Representative is responsible for:

- Ensuring that all employees and business partners are aware of this policy;
- Leading or working with appropriate internal investigator to conduct a prompt and thorough investigation of policy violations, working with the location's management; and
- Ensuring that this policy is administered consistently and fairly.

Reporting Inappropriate Behavior

Any employee can and should report workplace behavior that he or she believes does not comply with the policy. Reporting should be to the employee's supervisor/manager, HR Representative or **FPS Ethics Hotline**. You may find more information about the FPS Ethics Hotline in the Reference section. Upon receipt of a complaint, the supervisor/manager will immediately contact the Human Resources Representative for your location. The Human Resources Representative or other appropriate person will lead a prompt and thorough investigation. If the complaint is about the HR Representative, the investigation will be conducted by another Human Resources employee or other appropriate person.

HR 102 | Fair Treatment of Others Policy

FPS takes allegations of inappropriate behavior very seriously. Accordingly:

- Once a report of a possible violation of the policy has been made to the attention of management or Human Resources, the report must be investigated.
- There will be no retaliation against any employee who in good faith reports a possible violation of the policy.
- Employees who make knowingly false or misleading claims or allegations in their report or during the investigation will be subject to disciplinary action.

Investigation Process

- The Human Resources Representative or appropriate person will use interviews to determine the facts of the situation. These interviews will include the reporting employee, the employee(s) alleged to have violated the policy and witnesses (if any). The interviews will be documented.
- Any information reported during the interviews will only be disclosed by the Human Resources Representative or appropriate person on a need-to-know basis in order to investigate and resolve the matter, or as required by law.
- Based on the investigation findings, the Human Resources Representative or appropriate person and senior management of your location will reach a conclusion, and you will be notified of the findings.

Disciplinary Action

Violations of the policy may result in disciplinary action.

The Procedure References

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:

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

Effective: 01.04.2022