

Utilization of External Party Resources Policy Summary

Intent

P&G values and relies on a diverse blend of highly-skilled P&G employees to deliver business excellence. To maintain agility, flexibility and create competitive advantage we utilize external parties to enable the increase/decrease of resources, support functional workforce strategies, and to provide specific services or expertise that can serve as catalysts for results. P&G establishes and maintains clear distinctions between P&G employee relationships and those with External Party Resources. External Party Resources are not used to establish an entry process for employment at P&G or on an ongoing basis to fill or delay filling P&G positions. External Party Resources should perform work or service that are different from the work or service executed by P&G employees and be distinguishable from P&G employees (e.g. uniforms, work areas, badges). Any use of External Party Resources to perform work or services normally performed by P&G employees must be infrequent and short-term. External parties providing any work or services for any P&G organization must be managed through adherence to P&G Policy. P&G does not utilize External Party Resources on an on-going basis to perform the same type of work as P&G employees.

External Party Resources must be utilized in a manner that remains compliant with the spirit and letter of the local labor law, international labor standards, P&G's Human Rights Policy Statement, PVP's and WBCM.

External Party Resource Engagement Categorization

To help ensure legal and policy compliance, P&G categorizes External Party Resource engagements into four different types:

Category I Temporary External Party Resource: Any individual that is employed by an external party and who is temporarily assigned to a P&G location to perform P&G work. The global policy limits the duration of these engagements (tenure limits) to 12 months. However, based on country specific labor laws these durations vary greatly. Please contact your local Purchases contact for duration clarifications in your country.

Category II Ongoing Service External Party Resource: Any individual that performs ongoing services that are different from the work performed by P&G employees and is employed and supervised by an external party.

Category III Specialized External Party Resource-Independent: Any individual that performs services of a specialized nature, different from the work performed by P&G employees, typically on a project basis. The individual is independent (self-employed), is not an employee of a separate external partner such as an agency or firm and the clear majority of the engagement is performed off-site. They also provide services to other companies and are in control of how, when, and where the work or service is performed. Some countries have defined durations (tenure limits) for this engagement type. Please contact your local Purchases contact for duration clarification in your country.

Category IV Specialized External Party Resource-Agency/Firm: Any individual that performs services of a specialized nature, different from the work performed by P&G employees, typically on a project basis. The individual is sourced and assigned through an external partner such as an agency or firm which also provides services to other companies. The engagement may be performed on-site or off-site however, the external resource coordinates how, when, and where the individual performs the work or service. Some countries have defined durations (tenure limits) for this engagement type. Please contact your local Purchases contact for duration clarification in your country.

Administrative Requirements

Any intent to assign a former P&G employee to an External Party Resource engagement, for any Category type (I-IV), must be approved by P&G Leadership before any engagement begins. Please contact your local Purchases contact for worker approvals.

External Party Resource engagements require the contracted Agency/Firm to maintain and report worker assignment data/history. The service level agreement for report request are within 72 hours of any report request. Please contact your local Purchases contact for reporting details and acceptable formats.

The safety and protection of P&G's employees, contractors, and visitors is paramount. P&G's protection of personal data, proprietary information, and assets is also primary concern. As a result, all Corporate Security and privacy/data protection considerations must be observed. Please contact your local Purchases contact for clarification on P&G's security and privacy requirements.