



**Approver:** Tracey Grabowski, CHRO  
**Contact:** Steve McShea, Global Security

**Effective date:** February 2021  
**Scope:** Global

## 1.0 Intent

Procter & Gamble provides a safe and secure environment that is free of any form of violence for our employees, non-P&G workers, visitors, etc. At P&G, "violence" includes threats or acts of violence towards people or property, intimidation of others, or attempts to instill fear in others. Weapons are not allowed in the workplace.

There is nothing more important to P&G than the safety and security of its employees. In support of this principle, threats or acts of violence against employees or any other authorized third party on our premises and/or property will not be tolerated. Violations of this policy will lead to disciplinary action up to and including termination of employment, or removal if an external party, and the involvement of local law enforcement authorities as needed.

## 2.0 Policy Requirements

It is the responsibility of every employee to help identify situations in which workplace violence is occurring or might occur. If you know of or suspect incidents or threats of workplace violence, you must immediately report your concerns. If you believe someone is in immediate danger, contact building security or the local authorities. In turn, all managers must be responsive to reported incidents or concerns expressed by employees regarding the potential for violence to occur. Threatening comments are considered at face value based on the context and circumstances when they were made, regardless of later claims about intent. Employee or third-party comments will not be excused or overlooked because they later claim that the statement was merely a "joke" or "not serious" or that "someone else started it." Threatening comments and behavior—whether expressed in person, online, or in any medium—are treated with utmost seriousness and violate this policy and may violate additional policies such as P&G's Global Policy on Harassment Prevention and Non-Discrimination and/or Policy on Acceptable Use of P&G Technology, among other P&G policies.

Sites/organizations will take affirmative steps to maintain a safe workplace. When managers become aware of a situation where there is a potential for or likelihood of violence, they must immediately involve Global Security and the Employee Relations manager to help manage these situations effectively. Reasonable precautions to eliminate or minimize risks must be taken. In so doing, managers must take action in ways that maintain professionalism and respect for individuals, especially avoiding provocative actions which might escalate an incident rather than defuse it.

This policy prohibits workplace violence that takes place on or off P&G property when the behavior (i) causes an unsafe work environment or (ii) creates fear for personal safety due to violence or threatened violence against an employee, visitor or someone working on P&G's behalf, in carrying out his/her duties as a P&G employee. Any person who threatens to commit or actually engages in a violent action on P&G property must be removed from the premises as quickly as safety permits and must remain off P&G premises pending the outcome of an investigation into the incident.

Violating this P&G Policy may result in disciplinary action, consistent with local laws, up to and including termination. Employees affected by this P&G Policy are expected to read and follow it, directing any questions to the Contact above.

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Once they have been removed from the premises, an investigation will determine what other actions are appropriate.

### **Dangerous Weapons**

Possession and/or use of firearms or other dangerous weapons is strictly prohibited on Company premises, while conducting Company business, or while attending Company sponsored functions, whether or not on Company premises.

\*In U.S. States or Commonwealths that have laws that prohibit employers from preventing workers from storing firearms in their locked vehicles on their employer's premises, the parking lot is considered an exception.

"Dangerous weapons" includes any object or device which is intended to be used or is customarily used to cause serious bodily harm or death.

"Company premises" includes all facilities and grounds owned or leased in which Procter & Gamble or its subsidiaries are located, and all parking areas owned or leased by Procter & Gamble which are used by Procter & Gamble employees and non employees to park vehicles.

"Conducting Company business" includes, but is not limited to, times when the employee may be using a Company provided automobile or when compensated for the use of the employee's personal automobile for Company business.

These dangerous weapons provisions apply unless specifically prohibited by law.

The Employee Relations manager, Global Security and Legal must be consulted on arrangements or procedures at variance with these dangerous weapons provisions. At plant sites, the local plant manager in consultation with the above staff groups must approve any arrangements or procedures at variance with these dangerous weapons provisions.

### **Site/Organization Plans**

Each site/organization, working with global/local security contacts and local law enforcement has plans in place to respond to potential violent situations by taking preventive action through intervention. These plans include appropriate training that specifies resources available to help employees fulfill their responsibilities. Plans are updated by the local security contacts and reviewed by Global Security annually.

### **3.0 Exceptions**

There are no exceptions to this policy

### **4.0 References**

Local Violence Free Workplace Policies

Violating this P&G Policy may result in disciplinary action, consistent with local laws, up to and including termination. Employees affected by this P&G Policy are expected to read and follow it, directing any questions to the Contact above.