



**Approver: Bala Purushothaman, CHRO**

**Effective date: February 2021**

**Contact: Dave Dunoye, Global Security  
Dan Lickteig, Global Employee Relations**

**Updated: March 1, 2024**

**Scope: Global**

## 1.0 Intent

There is nothing more important to Procter & Gamble than the safety and security of its employees. The company is committed to providing a safe and secure environment that is free of any form of violence for our employees, non-P&G workers, visitors, etc.

## 1.1 Policy statement

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.

Possession and/or use of firearms or other deadly weapons is strictly prohibited on Company premises, while conducting Company business, or while attending Company sponsored functions, whether on or off Company premises.

\*In U.S.A, States 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.

## 2.0 Policy Requirements

It is the responsibility of every employee to report acts of violence in the workplace to include suspect incidents or threats of workplace violence.

Immediately report your concerns to either your Manager, HR, or Legal.

Sites/organizations will take affirmative steps to maintain a safe workplace.

When there is a potential for threats or acts of violence in the workplace, the site must immediately involve Global Security and the Human Resource manager.

This policy prohibits threats or acts of violence against employees 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 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.



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## 2.1 Definitions

Deadly weapon means: a firearm, whether loaded or unloaded; or a knife, bludgeon, or other weapon, device, instrument, material, or substance, whether animate or inanimate, that, in the manner it is used or intended to be used, is capable of producing death or serious bodily injury.

"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 nonemployees 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 deadly weapons provisions apply unless specifically prohibited by law.

The Regional Employee Relations Leader, 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.

## 2.2 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

Any Exceptions to this policy must be approved by the Chief, Human Resource Office via the Vice President, Global Security.

## 4.0 References

Local Violence Free Workplace Policies

Worldwide Business Conduct Manual

Incident response Guidelines