



FrieslandCampina 
nourishing by nature

Workplace Respect policy



At FrieslandCampina we believe in Doing DAIRY Right This is about more than what we create – it is also about the people who create it

At FrieslandCampina we want to create a workplace that reflects and values the best in everyone, where people treat each other respectfully and professionally, and where individual differences are appreciated.

This Workplace Respect policy sets out the principles of what we see as treating each other respectfully. It forms an integral part of Compass, our code of conduct. Together with the Diversity, Equity & Inclusion policy and the Human Rights policy, it establishes the foundation for respecting people across our organisation.

This policy applies to all FrieslandCampina employees, temporary employees, contractors and others who are under the supervision or acting on behalf of FrieslandCampina

What are our basic principles?

A respectful workplace is built on the actions of all of us. It implies:

- we care about each other as colleagues and as people; we take care of each other and create an inclusive environment where everyone can thrive.
- we appreciate others' backgrounds, skills and cultures; we respect each other's viewpoints and respecting cultures, opinions or lifestyles that could differ from your own.
- we interact ethically and honestly with each other, even in difficult situations.
- we are aware of our own actions and how they might affect others.
- we are fair in employment decisions; we base these on factors like skills, qualifications, performance and business needs - never on discriminatory grounds.
- we work as one team to ensure our workplace is free from disrespectful or inappropriate behaviors such as bullying, (sexual) harassment and discrimination of any kind;
- we encourage a culture of speaking up and take a clear stand against inappropriate behaviour

Definitions

Below are some forms of behaviour that are not acceptable within FrieslandCampina. It its meant as giving an indication of unacceptable behaviour but is not meant to be exhaustive.

- With '*workplace*' we mean any place where we work for FrieslandCampina or any location where our behaviour can have an impact on our workplace. For example: our offices and production locations, business partner offices, the location of work assignments, work related travel, or locations of work related social activities
- Bullying, harassment and discrimination can also occur outside of a workplace location, after working hours or on social media platforms. If the conduct has workplace impact it may be covered under this policy
- '*Bullying and (sexual) harassment*' is any inappropriate conduct or comments that the person knows, or ought to reasonably know, would cause another person to feel humiliated or intimidated
- With '*discrimination*' implies a person is being treated less favourably because of personal attributes such as age, sex, race, nationality, physical or mental disability, family responsibilities, sexual orientation, social origin and religion etc.

Examples of *harassment* or *bullying* include:

- yelling or screaming
- threats of unjustified discipline, demotion or loss of job;
- intimidating gestures such as slamming doors or throwing objects;
- offensive remarks;
- insinuations, mocking or jokes that result in embarrassment or awkwardness.
- silent treatment or isolating another;
- spreading rumours or gossip;
- displays of offensive signs, images or material;
- persistently criticizing another;
- repeatedly assigning unreasonable duties or tasks

Examples of *sexual harassment* include:

- unwelcome flirtation, sexually suggestive remarks, advances, propositions or gestures;
- unwelcome related invitations or requests, whether indirect or explicit;
- unwelcome questions or discussions about sexual activities or preferences;
- drawing attention to a person's gender;
- unwelcome comments, including compliments, jokes, nicknames on a person's body, attire, gender or sexual orientation
- displays of sexually suggestive material
- unwelcome physical contact such as touching, hugging, patting or pinching of a sexual nature

Failure to comply with this policy may result in disciplinary action including termination of employment.

Addressing inappropriate behaviour

While addressing disrespectful behaviour can feel uncomfortable, we encourage open and constructive dialogues between the people involved. Treating each other with respect means being honest and open enough to let each other know if we have been hurt or offended.

Respect also means that if a person tells us that we have done something that is perceived as offensive, we should respond in a respectful manner and make sure to change our behaviour. That type of respectful dialogue may address many situations, but if you need help resolving a conflict with a colleague you may contact your HRBP.



Speak Up

If addressing your concern with the person involved or your HRBP did not resolve the issue or cannot resolve the issue, please feel free to file a Speak Up report. Our Speak Up procedure gives you guidance on how to report. Any Speak Up report brought forward or investigation conducted will be treated confidentially to the greatest extent possible.

More information

If you have any questions about this policy, please contact your HR manager or the Global Ethics & Compliance team at:
businessconduct@frieslandcampina.com.

Relevant documents

Our Diversity, Equity & Inclusion policy, Human Rights Policy can be found here:
[Workplace respect \(sharepoint.com\)](#)

Information on our Speak Up procedure can be found here: [Speak Up \(sharepoint.com\)](#)

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