

Employee Rights Policy

Promoting a Work Environment
of Confidence and Trust



**Human
Rights**

Improving Lives Through
Respect & Dignity

October 2013

Promoting a Work Environment of Confidence and Trust

At P&G, we work hard to do the right thing. This means upholding our Purpose, Values and Principles – our PVP. Throughout our history of over 170 years, our business has grown and changed but our fundamental values have endured. Our customers, consumers, employees, and business partners know that we do what we say, and we say what we mean. This reputation, built over time and rebuilt every day, is what sets us apart. It is the foundation of our Company.

Consistent with our purpose of providing branded products and services of superior quality and value that improve the lives of the world's consumers, now and for generations to come, we are equally committed to improving the lives of our employees. P&G Brands and P&G People are the foundation of our success. P&G People bring our Values to life as we focus on improving consumers' lives now and for generations to come.

At P&G, we strive to promote a work environment of confidence and trust. An important part of our commitment to our employees is our Employee Rights Policy which upholds our PVPs and respects International Labor Standards. Our Worldwide Business Conduct Manual provides employees with clear guidance on specific situations they may face and directs them where to go when they have questions or concerns. Our employees hold themselves and one another accountable for operating with trust and integrity, for stepping up as leaders and owners of the business and for competing honorably with a passion to win. P&G is committed to creating a work environment that fosters open communication and supports employees in reporting potential violations. Retaliation of any kind is inconsistent with our Values of Integrity and Trust and simply will not be tolerated.



Our Employee Rights Policy

Diversity and Inclusion

We recruit, hire and retain the best talent from around the world, reflecting the markets and consumers we serve. Developing and retaining a diverse workforce provides us with a sustained competitive advantage. We recognize that a diverse mix of backgrounds, skills and experiences drives new ideas, products and services. This maximizes our ability to achieve our goals together.

Non-Discrimination

P&G is committed to providing equal opportunities in employment. This means we treat employees and P&G applicants fairly and never engage in any form of unlawful discrimination. We follow all related laws and in our employment decisions (such as recruiting, hiring, training, salary and promotion) we do not discriminate against individuals on the basis of race, color, gender, age, national origin, religion, sexual orientation, gender identity and expression, marital status, citizenship, disability, veteran status, HIV/AIDS status or any other legally protected factor.

Preventing Harassment

P&G is committed to providing a harassment free environment in which all employees have the opportunity to contribute at their highest potential. "Harassment" is behavior that creates an offensive, intimidating, humiliating, or hostile work environment that unreasonably interferes with another person's work performance. Harassment may be physical or verbal, and may be done in person or by other means (such as harassing notes or emails). Examples of harassing behavior include unwelcome sexual advances or remarks, offensive jokes, and disparaging comments.

Child Labor and Forced Labor

P&G does not use child or forced labor in any of our global facilities. None of us should tolerate any form of unacceptable treatment of workers in our operations or facilities. This means, among other things, that we do not permit exploitation of children, physical punishment or abuse, or involuntary servitude. We fully respect all applicable laws establishing a minimum age for employment in order to support the effective abolition of child labor worldwide. Workers under the age of 18 shall not perform hazardous work.



Wage and Hour Practices

P&G follows all applicable national wage and hour laws, including minimum wage, overtime and maximum hour rules. P&G pays competitive wages. We also provide employees the opportunity to develop their skills and capabilities to enhance their ability to succeed in their career consistent with the needs of the business.

Freedom of Association and Collective Bargaining

P&G respects our employee's right to choose to join or not to join a trade union, or to have recognized employee representation in accordance with local law. Where employees are represented by a legally recognized union or employee representative, we are committed to establishing a constructive dialogue regarding the interests of both the employees and the business. The Company will bargain in good faith with such representatives in accordance with local law.

Health, Safety and Workplace Security

P&G is a recognized leader in providing a safe, healthful, secure and productive work environment. We are committed to maintaining a workplace that is free of violence, harassment, intimidation or other unsafe or disruptive condition due to threats inside or outside of our facility. Each employee has a personal responsibility

to their fellow P&G employees and to the Company to follow all Company safety and security procedures, as well as applicable laws and regulations. Nothing justifies working around or ignoring these safety rules. Additionally, every employee is expected to perform his or her work free from the influence of any substance that could impair job performance, such as alcohol, illegal drugs, controlled substances, or medication that is used in a way that might harm his or her ability to conduct P&G business safely and successfully. P&G does not engage in or tolerate any form of violence. Weapons are not allowed in the workplace, consistent with local law.

Employee Privacy

P&G is committed to promoting a culture of confidence and trust. One way of accomplishing this goal is to properly manage and use the personally-identifiable information that our employees, as well as prospective and former employees, entrust to us. We do not collect, access, use, retain or disclose personally-identifiable information, except for relevant and appropriate business purposes. We do not share this information with anyone, either inside or outside our Company, who does not have a legitimate business need to know it. In addition, we take steps to properly secure such data at all times. We also inform individuals about the personally-identifiable information that is being collected about them and how it will be used.





Touching lives, improving life. **P&G**™