

## Policy on Equal and Inclusive Treatment of Employees

### GSK Corporate POL\_87145 (4.0)

#### Why do we have this Policy?

##### What does this policy cover?

In accordance with our core value of respect for people, we are committed to dealing with every person in an equal and inclusive way.

Our goal is to attract, develop and retain the best employees by treating everyone on an equal and inclusive basis. We have signed up to the Universal Declaration of Human Rights.

We strive to create a working environment that reflects the diversity and characteristics of the communities in which we operate and the customers we serve and which is free of harassment, discrimination and bullying.

##### Why should you read this?

This policy applies to all employees and complementary workers worldwide. It is therefore important you understand your role in ensuring GSK is a company where all employees are treated equally.

Harassment and discrimination will not be permitted and any issues raised will be resolved without fear of reprisal.

#### What do you need to know?

All employees at GSK must ensure an equitable and inclusive culture free of discrimination and encourage respectful and inclusive behaviour.

We must not discriminate over any aspect of someone's employment on the basis of characteristics as described in this policy. We must also provide reasonable support and adjustments for employees with disabilities or chronic health conditions to carry out their job.

As a company we will take prompt action to deal with any inappropriate conduct. It is our intention to use suppliers, contractors and third parties who demonstrate the spirit of this policy.

All employees must:

- Personify the company's values of respect for people, integrity, transparency and patient focus and take personal responsibility for treating everyone they encounter with courtesy, respect and dignity
- Comply with this policy and any applicable legal requirements.

In addition, managers and anyone with managerial responsibilities must:

- Demonstrate equal and inclusive treatment of employees and ensure they show the values and behaviours that create an environment in which others feel respected and included
- Create an environment where employees are engaged in challenging work that matches their talents and increases their skills and where they are recognised for their contributions and achievements.
- Give employees regular, honest and open feedback on performance, with assistance to develop and improve.

Equality means affording all employees equal treatment regardless of actual or perceived race; colour; ethnic or national origin; age; gender; sexual orientation; marriage and civil partnership; gender identity and/or expression; religion or belief; physical ability/ disability and/or chronic health conditions (such as HIV/AIDS status); genetic make-up; or other protected characteristics as relevant in a country.

Being inclusive means valuing everyone for the unique knowledge, perspectives, experiences and style that they bring to the workplace.

We do not tolerate any behaviour that constitutes discrimination or harassment or which demeans fellow workers. This includes but is not limited to: exclusion; intimidation; use of offensive words or actions; inappropriate or unwanted physical contact; inappropriate gossip, jokes or banter whether written or spoken; bullying; and sexual harassment. Any behaviour that is unwelcome, unreasonable or offensive or which negatively affects an individual's dignity at work is not acceptable and will not be tolerated.

## If you have concerns

If you have concerns about how to apply this policy you should bring them to the attention of a manager, supervisor, Human Resources or Global Ethics & Compliance. If you see any violations of this company policy, please report it through the appropriate Speak Up channels.



To find your local Speak Up integrity line number or to report online, please visit: [www.gsk.com/speakup](http://www.gsk.com/speakup)

If you are out of compliance or feel you are unable to comply with the policy please contact your [Ethics & Compliance Business Partner](#)

Definitions of terms in italics in this document can be found in the [GSK Written Standards Glossary](#)

## Administration

<b>Governance Board Approval:</b>	HR RMCB
<b>Governance Approval Date:</b>	30-Oct-2017
<b>Owner:</b>	Jayne Haines, Senior Vice President – Talent, Leadership and Organisation Development
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<b>Legal Approver:</b>	Zack Ward, Vice President – Global Employment Law
<b>History:</b>	This policy supersedes and replaces Policy POL_87145 (3.0) - Equal and Inclusive Treatment of Employees POL-GSK-204
	<b>Changes since last revision</b>
	The main changes are:
	- The wording “protected by local law” has been replaced with “as described in this policy”.
	- This is to remove any ambiguity about the applicability of the policy in jurisdictions when GSK’s position goes further than local law.
<b>Previous Versions:</b>	15-OCT-2013: POL_87145 (3.0) POL-GSK-204 v3 25-FEB-2010: POL_87145 (2.0) POL-GSK-204 v2

See CDMS for Document Effective Date