

Evonik Global Social Policy



Table of Contents

	Page
1. Human Rights, OECD Guidelines	2
2. Compliance with Law	2
3. Freedom of Engagement	2
4. Child Protection	2
5. Equal Opportunity & Diversity	3
6. Treatment of Employees	3
7. Freedom of Association	3
8. Occupational Health and Safety	3
9. Remuneration and Social Benefits	3
10. Working Hours	4
11. Suppliers	4
12. Training and Qualification	4
13. Career and family	4
14. Trustful Cooperation	4
15. Employee Surveys and analyses	5
16. Confidentiality	5
17. Obligation to review	5

Evonik Industries AG
Rellinghauser Straße 1–11
45128 Essen
www.evonik.de

Preamble

Evonik Industries is an international industrial group based in Germany. The success and reputation of our company are based fundamentally on the professionalism and commitment of all employees. The objective of Evonik's human resources and social policies is therefore to provide a work environment that respects the individuality of each employee and promotes initiative from every employee. We therefore undertake to create the conditions necessary for successful, trustful cooperation in which performance is recognized and rights are respected. Each employee should have the opportunity to realize his or her potential. Against this backdrop, we undertake to comply, in the context of the conditions of the operation, with the basic values explained below that were developed based primarily on the following documents:

- ▶ the United Nations Universal Declaration of Human Rights,
- ▶ the OECD¹⁾ Guidelines for Multinational Enterprises and
- ▶ the International Labor Standards of the International Labor Organization.

1) OECD = Organisation for Economic Cooperation and Development

1. Human Rights, OECD Guidelines

We respect and support the Universal Declaration of Human Rights and the OECD Guidelines for Multinational Enterprises and do not tolerate any conduct in violation of these principles.

2. Compliance with Law

We comply with locally applicable laws and regulations.

3. Freedom of Engagement

We are opposed to any use of forced or compulsory labor.

4. Child Protection

We do not permit the use of child labor. Child labor is defined by the stricter of either United Nations regulations or locally applicable laws and regulations.

5. Equal Opportunity & Diversity

We show respect toward all people regardless of culture, gender, nationality and origin.

We require that equality of opportunity and treatment be afforded to every employee regardless of ethnic origin, race, gender, age, disability, religion, nationality, sexual orientation, social background, or political affiliation to the extent based on democratic principles and tolerance vis-à-vis those of other opinions.

6. Treatment of Employees

We require that each employee be treated with dignity and respect in a work environment free from physical, sexual, mental or verbal harassment or other types of abuse.

7. Freedom of Association

We acknowledge the basic right of our employees to form and join trade unions or to consider such steps and to bargain collectively. In the event that the freedom of association and collective bargaining are restricted by law, we are prepared to offer appropriate alternatives to cooperate with our work-force. Employee representatives are not discriminated against, and they are guaranteed access to their members at work. We expect employee representatives to cooperate with us in a trust-based, fair, and constructive manner.

8. Occupational Health and Safety

We offer a safe working environment and proactive occupational health programs. The necessary steps are taken to prevent accidents and adverse health effects as the result of, in connection with, or in the course of work for the company.

9. Remuneration and Social Benefits

We compensate employees and provide benefits and services that meet or exceed the legal or industry minimum standards to provide an appropriate living standard.

10. Working Hours

We observe all applicable national labor laws, regulations and collective agreements concerning working hours. In absence of any local provision stipulating other working hours, we anticipate our employees' routine working hours, over an extended period of time, including overtime, to average no more than 60 hours per week and we aim to provide at least 24 consecutive hours of free time per week. Unless otherwise locally regulated, full time employees are eligible to receive paid annual vacation.

11. Suppliers

We also expect our suppliers to respect the aforementioned principles and to take these into account in their own corporate policies. We will critically examine and, if necessary, terminate the business relationship if evidence points to the fact that these standards are being violated.

12. Training and Qualification

We promote the learning and development of professional skills by our employees at all levels by means of suitable training and professional further education activities. As a multinational corporation, we promote international and cultural exchange among our employees.

13. Career and family

We advocate the balance between career and family life.

14. Trustful Cooperation

We respect different opinions and are committed to fairness and responsible action.

We expect cooperation based on mutual trust and loyalty to the company from our employees. All employees are obligated to observe the principles herein in their individual conduct and every employee has the right to expect the same from other employees.

15. Employee Surveys and analyses

We conduct regular surveys of all employees worldwide with regard to, for example, job satisfaction, communication processes, cooperation with colleagues, the leadership abilities of supervisors, and the implementation of corporate policies. The Employee Survey serves as an analytical tool to identify strengths and weaknesses in the company and helps us to continually improve our human resources and social policies.

16. Confidentiality

We handle all reports of possible violations of these rules confidentially. Neither employees, nor trade union or employee representatives, must fear reprisals if they report such violations. Violations should be reported to the responsible human resources manager on site. If this is not possible, violations can also be reported directly to the Group's compliance officer. We will investigate any evidence of possible violations.

17. Obligation to review

We will monitor the implementation and commit ourselves to review the compliance with this policy on a regular basis.