



# People

I commit to working  
safely and respecting  
the rights of others



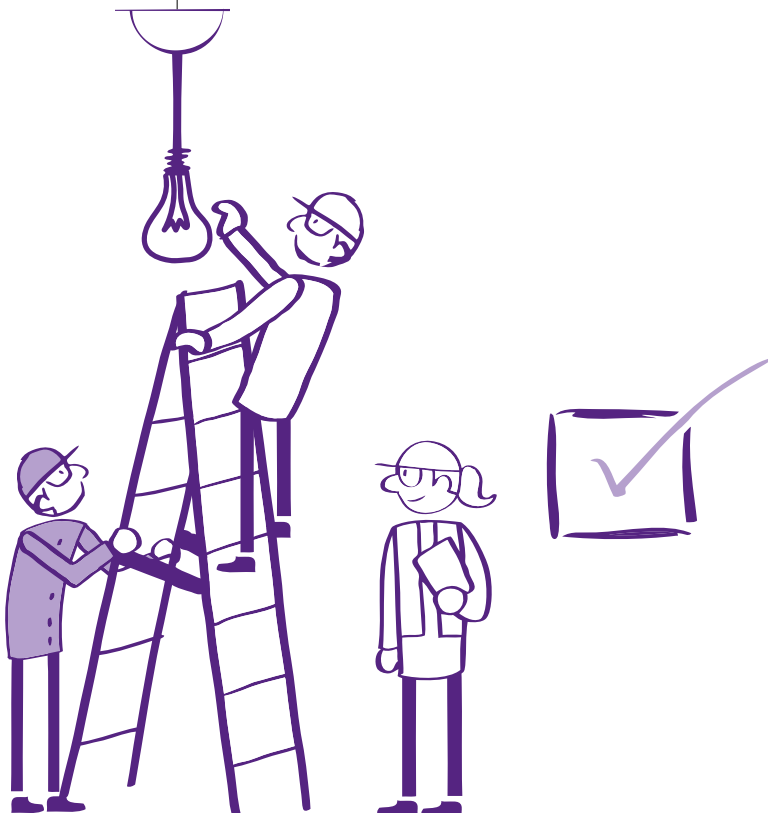
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At Johnson Matthey, health and safety is our priority. This means we are focused on protecting our people and we set high safety standards. By working together we can make sure we all have a safe working environment and achieve and maintain a strong safety culture.

## Safety Principles

All employees must adhere to Johnson Matthey's Safety Principles, which are the things you can expect us to stand by as an employer and also what Johnson Matthey expects from you as an employee:

- All injuries and occupational illnesses are preventable
- Everyone is responsible for preventing injuries and occupational illness
- Working safely is a condition of employment
- The life-saving policies and site safety rules must be followed
- We will promote off-the-job health and safety awareness for our employees.





### As an employee:

- I know and support our Safety Principles and the EH&S Behaviour Standard and act accordingly
- I incorporate safe workplace behaviour every day and proactively look to minimise health and safety risks
- I am mindful of my actions and the actions of others
- I get involved in creating and promoting a safe working environment for everyone
- I **speak up** and challenge any unsafe behaviour or conditions at the time they occur.



### I do not:

- Rush or take shortcuts to get a job done
- Casually dismiss warning signals or ignore unsafe behaviours
- Fail to concentrate on what I am doing
- Assume that everything is safe.

## What would YOU do?



**Q.**

You notice that one of your colleagues appears to be intoxicated whilst at work.

**A.**

This is a safety concern that could be attributed to a number of causes and should immediately be reported to your manager or to the person responsible for site health and safety. If you are a manager you must ensure that the employee leaves the premises and gets home safely before seeking further advice and assistance in understanding the cause of the situation and considering the appropriate course of action.

**Q.**

You are visiting one of our facilities and you observe a condition that appears unsafe to you, however, you are unsure whether this condition is actually unsafe.

**A.**

**Speak up.** Stop, question the activity and bring it to the attention of a manager or to the person responsible for site health and safety. Once aware, managers must make sure the condition is examined and, if necessary, addressed.



### Johnson Matthey's core values relevant to this section:

- Health and Safety is our Priority
- Integrity
- Freedom to Act



### More help and resources

- myJM EHS site
- Site or Divisional EHS Manager
- Group EHS
- Group Operational Excellence



# Working Together

**At Johnson Matthey, we work to achieve our goals by employing, developing and promoting the best people on the basis of personal merit and contribution. We provide equal opportunities in recruitment, employment, training and promotion. We expect all employees to be committed to their own personal growth and challenge ourselves and others to develop to their highest potential.**

We recognise that having an inclusive and respectful environment that values and promotes diversity provides an opportunity for Johnson Matthey and each individual to achieve their full potential. We value the diverse skills, ideas and contributions of our workforce and encourage innovation to drive the company's success.

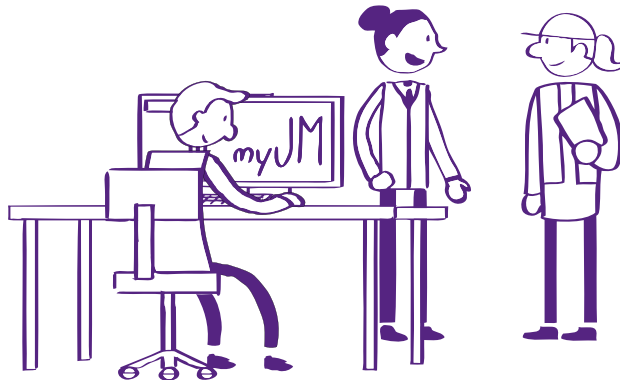
We do not tolerate any form of discriminatory or abusive behaviour such as bullying or harassment and have procedures in place to address such behaviour. We actively seek to create an open and respectful atmosphere where people can thrive.





## As an employee:

- I treat everyone at work fairly and with respect
- I celebrate success, giving credit to all contributors
- I recognise I may have biases I am not aware of and challenge my judgments of people and situations
- I take responsibility for my personal and professional development
- I will **speak up** if I suspect or know of any discriminatory or abusive behaviour.



## Johnson Matthey's core values relevant to this section:

- Integrity
- Ability and Innovation
- Recognition and Development



## More help and resources

- Group Working Together Policy
- Group Equal Opportunities Policy
- Local Human Resources
- myJM Diversity and Inclusion site

## What would YOU do?



**Q.**

You have a vacancy in a remote part of the world where the political situation is unstable. You have received an application from a young woman who is qualified to do the job but you are concerned the territory may be too challenging for her.

**A.**

You should consider the applicant for the role on the basis of merit and ability without regard to her gender or age. Take advice from your local Human Resources department and the Corporate Risk and Assurance team about the working environment and inform the applicant of the challenges the territory presents. Providing there are no safety concerns, it is then for the applicant to decide whether to proceed with the application or not.

**Q.**

One of your colleagues is being verbally abused by your manager but he is concerned to tell anyone about it in case he loses his job.

**A.**

It is unacceptable for anyone to behave in a bullying or intimidating manner, regardless of their position. You should encourage your colleague to **speak up** and report this behaviour to your local Human Resources team. You may feel comfortable in offering your support to your colleague in raising his concern. It is everyone's responsibility to create an inclusive and respectful environment. The company will protect and support you and your colleague in raising such a concern and will not tolerate any form of retaliation.





**We all have a responsibility to collect, use, store and dispose of all personal data with integrity and respect for the privacy of individuals.**

**Personal data** is any information relating to an individual or identifiable person such as a name, date of birth or email address.

The personal data of our employees, customers, suppliers and third parties must always be managed appropriately and in accordance with all data protection laws in the countries in which we operate. Personal data should only be used for Johnson Matthey business purposes and should only be held for the time required to carry out the relevant task.

Data protection laws vary between countries, with some being more restrictive than others. Be aware of the specific data protection laws that are relevant to the data you are managing and ensure that you do not transfer personal data across borders without adequate protection.



#### **As an employee:**

- I recognise when I am dealing with personal data and act accordingly
- I respect the rights of individuals and protect their personal data
- I do not disclose personal data to anyone inside or outside Johnson Matthey unless the disclosure is necessary and in line with the relevant data protection laws
- I will **speak up** and inform my manager if I have any concerns about how personal data is being collected, used or stored.



## What would YOU do?



**Q.**

On your way home one night you leave your laptop on the train. You know that there is personal data on your laptop relating to some potential new recruits.

**A.**

Whilst it is likely that your laptop's security will protect the information on it, you should inform your manager and the Group Legal team immediately as it may be necessary to report the incident externally and/or inform the potential new recruits.

**Q.**

You have been contacted by someone who has asked for the contact details of a former colleague of yours who has recently left Johnson Matthey so that they may wish them well in their new role.

**A.**

You should never provide personal data relating to any individual without their prior permission. You should direct the call to your local Human Resources department or, if you are still in contact with the former employee, you could offer to take a message and pass it on to them directly.



### Johnson Matthey's core values relevant to this section:

- Integrity



### More help and resources

- Corporate Risk and Assurance
- Group Human Resources
- Group Ethics and Compliance
- Group Legal

**We recognise that we are responsible for the impact of our business activities on the people who work for or with us and the people within the communities where we operate. We act on this responsibility by using our influence to promote and protect the human rights of all those we work with and alongside.**

Johnson Matthey supports, and expect all our suppliers to support, the principles defined within the International Labour Organization Core Conventions, the United Nations ('UN') Global Compact and the UN Guiding Principles on Business and Human Rights.

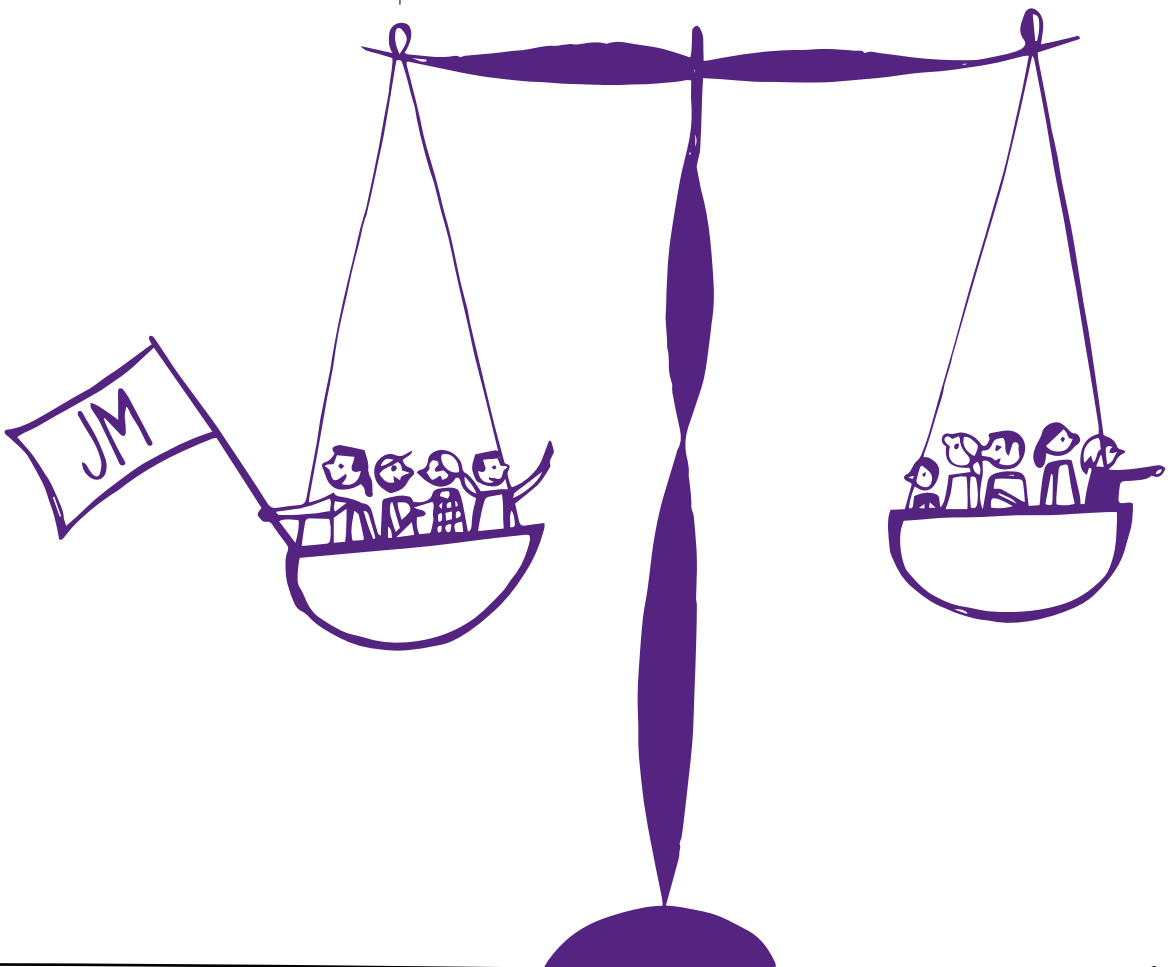
Amongst the principles we support are the following:

- We recognise the skills and contributions of each employee and ensure that they are justly and fairly remunerated
- We promote a healthy balance between employees' working and home life and ensure that working hours and overtime conform to all applicable laws
- We will not employ any person below the age of 16 years old. Those between 16 and 18 years old will only be employed as part of a supervised training programme
- We will not employ anyone against their will or force them to work and we prohibit human trafficking
- We are committed to respecting employees' full and open communication without fear of reprisal, whether through management or other external consultative bodies
- We do not tolerate any form of discrimination due to race, sex, religion, beliefs or any other protected characteristic
- We will work with suppliers to ensure that minerals used by the company come from conflict-free sources.



**As an employee:**

- I consider the wider impact of my actions on others
- I stay informed about the human rights issues affecting the areas in which I work
- I respect the human rights of all those I encounter in the course of my work.



## What would YOU do?



**Q.**

Whilst visiting a supplier onsite you hear rumours that the supplier is using conflict minerals.

**A.**

Johnson Matthey does not condone the use of conflict minerals. You should **speak up** to your manager and Group Sustainability who will look into the matter further.

**Q.**

Your manager has asked you to recruit a new colleague into your team. He has provided you with a job specification but told you that he does not want a woman on his team due to a poor performer in the past.

**A.**

You should speak to your manager and make him aware that this is gender discrimination which is not tolerated at Johnson Matthey. If you feel uncomfortable doing this you should **speak up** and raise it directly with your local Human Resources team who will discuss with your manager the importance of recruiting the best and right people for each role, regardless of gender or any other protected characteristic.



### Johnson Matthey's core values relevant to this section:

- Integrity
- Freedom to Act
- Recognition and Development
- Ability and Innovation



### More help and resources

- myJM Sustainability site
- Group Sustainability
- Local Human Resources
- Group Ethics and Compliance
- Group Legal

# Conflicts of Interest

## We are alert to the dangers of conflicts between the interests of employees and the interests of Johnson Matthey.

Conflicts of interest arise where there is potential for an employee's personal, social, financial or political activities or relationships to interfere with his or her judgment or independence in doing what is best for Johnson Matthey.

Conflicts of interest can raise doubts about the quality of the business decisions made and the integrity of the person making those decisions. Perceptions of a conflict of interest can be just as damaging as an actual conflict of interest. We expect our employees to act with integrity and to avoid any actual conflicts of interest and to either avoid or, with the company's approval, manage any perceived or potential conflicts of interest.

It is important to immediately disclose to your manager or Group Legal any situations that you believe may give rise to an actual, potential or perceived conflict of interest so that an appropriate course of action can be agreed. Often, conflicts of interest can be resolved in a simple and mutually acceptable way when discussed promptly and openly.



### Some common situations that could lead to a conflict of interest are:

- Ownership of, or investment in, a company that has dealings with or is a competitor of Johnson Matthey
- Hiring or supervising family or friends
- Family or friends who work for a customer, supplier or competitor
- Membership of an external board of directors.



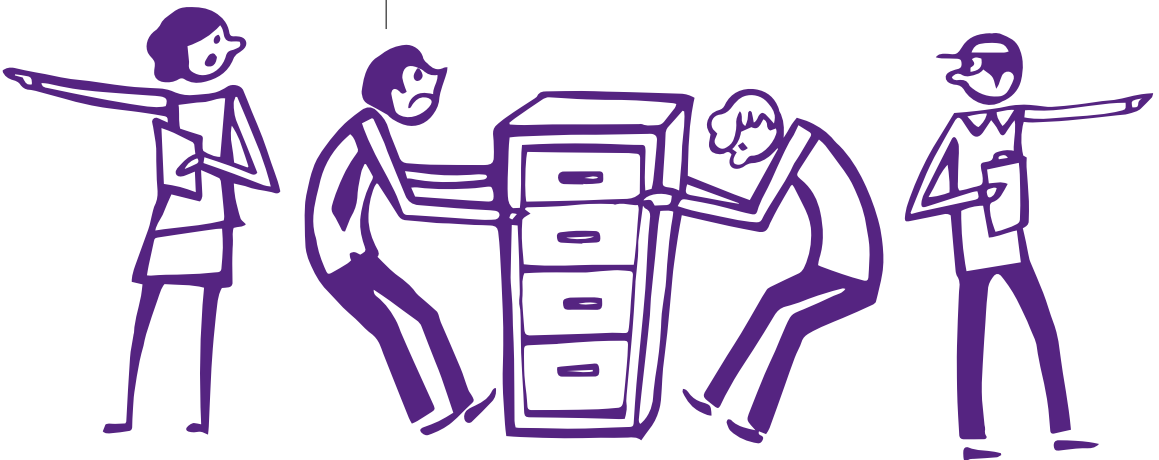


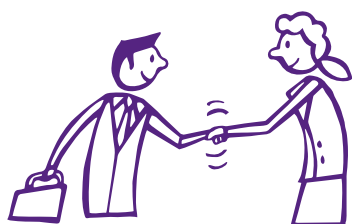
# Conflicts of Interests



## As an employee:

- I avoid situations where my personal interests may conflict with Johnson Matthey's
- I disclose any potential or actual conflict to my manager so it can be addressed and appropriately resolved
- I consult my manager or Group Legal if I am unsure whether a particular situation poses a conflict of interest.





## What would YOU do?

**Q.**

A position has opened up at your site which you think your sister may be interested in; however, you are not sure whether you can put her forward for the role given your relationship.

**A.**

Some of our best hires come from employee referrals. If you feel that your sister is well qualified and would be a good addition to the company you should mention her, as well as your relationship, to your local Human Resources department. You should ensure that you have no involvement in the recruitment process and the position should not be one you directly or indirectly supervise.

**Q.**

You are asked to serve on the board of a non-profit entity that conducts research in a field related to your work at Johnson Matthey. You would like to accept and believe it could be an interesting development opportunity for your career.

**A.**

You should discuss this opportunity openly with your manager. Not only may this position raise a conflict of interest but there may also be competition issues to consider. If a reasonable course of action can be agreed that eliminates the potential for a conflict of interest or competition issues, Johnson Matthey may grant approval for you to accept this board position.



### Johnson Matthey's core values relevant to this section:

- Integrity



### More help and resources

- Group Legal
- Group Ethics and Compliance