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.
How does this apply to me?

- I know and support our Safety Principles and the EHS 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 follow all EHS policies and challenge any policy requirement that seems incapable of being followed.
- I understand the importance of process safety and how this helps prevent significant incidents such as the release of dangerous and toxic chemicals.
- I am not afraid to have a safety conversation with anyone, however senior.

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 and what is happening around me.
- Assume that everything is safe.
- Carry out tasks for which I am not competent.
What would YOU do?

Q Whilst walking up a staircase you see a senior manager coming down the stairs carrying some bulky files in both hands. You notice that he is not holding a handrail because both his hands are full. You realise that, if he tripped, he would be unable to save himself from a painful fall down the stairs because he is not holding a handrail.

A Sometimes people forget even the simplest EHS rules, such as maintaining three point contact on stairs. It’s important to try to help the manager avoid the risk of falling, so the situation needs dealing with straight away. It’s also important that managers set good examples, so politely helping him to do so will reinforce safe behaviour in future and help raise overall standards. You should never be afraid to help more senior employees demonstrate safe behaviour.

Q You have a minor accident at work and call in from home to talk to your boss to tell him you need to take a couple of days off work as required by your GP. Your boss advises that you take personal holidays instead to avoid reporting the accident, which will make departmental statistics look bad.

A Concealing accidents at work is against JM’s EHS policies and may even constitute a criminal offence in some countries. You should insist this accident is recorded and approach your EHS representative if this is not done.

Johnson Matthey’s core values relevant to this section:
- Protecting people and the planet
- Acting with integrity
- Owning what we do

More help and resources
- Group EHS Policy
- Group Life Saving Policies
A positive working environment

We all play an important role in creating a working environment that helps to get the best out of everyone.

As we deliver our strategy to create a cleaner, healthier world, today and for future generations, creating a positive working environment remains critical to our success.

Our policies, processes and procedures form a significant part of the foundations on which we conduct our individual roles, and it is vital that equality, inclusion and integrity underpin these foundations.

We do not tolerate any behaviour that contravenes our values, including any form of discriminatory or abusive behaviour such as bullying or harassment, and have policies in place to address such situations.

To achieve our full potential, our work environment must:

- **Enable** collaboration opportunities inside JM and out.
- **Empower** everyone to ask questions, **Speaking Up** in confidence when there are concerns.
- **Embrace** diverse ideas and points of view.
- **Expect** everyone to take ownership of their personal development and support others in doing the same.
A positive working environment continued

How does this apply to me?

- I actively seek and respect alternative views.
- I take pride in combining contributions with those of others, to achieve the best outcome.
- I ask questions and constructively debate in order to make appropriate, informed decisions and take action.
- I contribute beyond my team, whether within JM or with our customers.
- I take ownership of personal development.
- I look to understand what customers and colleagues value.
- I am inclusive and supportive, treating everyone with dignity and respect.
- I do the right thing, even when it is difficult.
- I recognise I may have biases that I am not aware of and challenge my judgement of people and situations.
- I embrace the JM values and demonstrate the expected behaviours in everything I do.
What would YOU do?

Q In preparing for a performance review with an employee, you become aware of the individual's reluctance to take on board the ideas of colleagues, and particularly those that are not aligned to their own. The employee has achieved some great results for the team but now some members are starting to feel undervalued as a result. What should you do?

A How we do things is just as important as what we do. A performance review should have a balanced focus on the expected ‘behaviours’ as well as the delivery of results. By setting measurable objectives that are both results and behaviour focused you can demonstrate a commitment to JM’s values and a positive working environment. If unsure of how to approach the conversation, or if behaviours continue, you should seek guidance from your line manager or HR, explaining the concerns with specific examples.

Q A colleague is making you feel very uncomfortable by making inappropriate comments through Skype and emails which they consider to be jokes and informal chat but you feel this is not promoting the right inclusive culture in JM. You are worried about raising this as an issue but feel you cannot let this continue as it is affecting how you feel about coming into the workplace. What should you do?

A If you feel unable to speak directly to your colleague about this, seek support from your line manager or HR. If you wish to talk to someone outside of your team/business unit then you can also contact Group Legal or Group Ethics and Compliance for support. Failing this you can contact any GMC member. Harassment and discrimination of any kind is not tolerated in JM.

Johnson Matthey’s core values relevant to this section:
- Acting with integrity
- Working together
- Owning what we do

More help and resources
- Working together Group HR Policy
- Equal Opportunities Group HR Policy
Data protection

We respect and protect the personal data that we handle.

JM needs to collect and use personal data to run its business, and many of us use this data (whether it relates to other employees, customers, suppliers or others) to do our jobs. People need to be able to trust us to respect their privacy and protect their personal data when they are working with us or doing business with us.

Personal data is any information that either on its own or in combination with other data can be used to identify an individual. It can be factual (for example, name, email address, location or date of birth) or an opinion about that person's actions or behaviour in either their work or personal life.

There are laws and regulations in many of the countries in which JM operates which govern the way we handle personal data. We must always comply with local law, but as a minimum we will:

1. Only process personal data when we have a legitimate business reason, or a legal requirement for doing so.
2. Be open and transparent with people about the way we use their personal data.
3. Only use personal data for the purpose for which we collected it; unless we have the individual’s consent to use it for a new purpose, or if we have a legal obligation to do so.
4. Only collect the amount of personal data that we need to conduct our business.
5. Take steps to ensure that any personal data we collect is accurate and kept up to date.
6. Not keep personal data for longer than we need it.
7. Keep personal data secure, and limit the people who can access it.
8. Ensure that any third party we share personal data with will also take appropriate steps to protect it.
9. Respect the rights of the people to whom the data relates.

How does this apply to me?

- I must understand what personal data is.
- I will only use personal data if I need it for my job.
- I will not keep personal data longer than necessary.
- I will keep personal data secure.
- I will only share personal data on a need to know basis.
What would YOU do?

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 not provide this information without the individual’s 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.

Q You are a line manager and realise that instead of sending a team member’s sick note to HR you have sent it to someone else by mistake.

A You should try to recall the message immediately and should contact the person to whom you have sent it telling them it was sent in error and to delete it without opening it. If you are unable to contact them, you should seek advice from the Data Protection team at DPO@matthey.com.

To prevent this being an issue you should avoid sending information of a sensitive nature by email. If you have no other alternative you must password protect the document beforehand and send the password by separate means, not email (e.g. SMS or IM). Always check you have the correct recipient before sending.

Johnson Matthey’s core values relevant to this section:

- Protecting our people and planet
- Acting with integrity
- Owning what we do

More help and resources

- Data Protection Policy
- Information Security Policy
- DPO@matthey.com
- myJM Group Ethics and Compliance site
Respecting human rights is fundamental to our way of business.

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 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. Johnson Matthey complies with applicable laws and regulations regarding working conditions, labour standards, modern slavery, human trafficking, discrimination and harassment.
Amongst the principles we support are:

- 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 and will comply with all laws prohibiting child labour. Those between 16 and 18 years old will only be employed as part of a supervised training programme.
- We will not use enslaved or involuntary labour of any kind 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 gender, marital status, age, race, ethnic origin, sexual orientation, religious beliefs, disability or any other protected characteristic.
- We prohibit all physical and verbal abuse or discipline, sexual or other harassment and any other forms of intimidation.
- We will be a true meritocracy that welcomes all forms of difference and that embraces diversity and promotes equality and inclusion, based on shared values.

How does this apply to me?

- I consider the wider impact of my actions on others.
- I respect the human rights of all those I encounter in the course of my work.
- I am committed to promoting a diverse and inclusive culture at Johnson Matthey.
- I am responsible for raising concerns about modern slavery and other labour related abuses in any part of Johnson Matthey.
What would YOU do?

Q You have an open role on your team. One of the candidates who applied for the role recently got married and has been open about starting a family soon. The training required for the role is expensive and you do not want to spend the money on the training if the individual is going to go out on parental leave in the near future. Do you even have to consider this individual?

A Yes, you must consider the candidate. We hire individuals based on their abilities, not based on their marital or parental status. To determine if the individual is qualified for the role you must fully consider their skills and experience fairly. If you have questions you should contact your local HR team.

Q I heard informally that one of our suppliers is under investigation for child labour violations. They have been a great supplier and I’m not aware of any previous problems. Should I ignore the rumours since we don’t have any real proof?

A No. Johnson Matthey has a duty to respect human rights and this includes not permitting the exploitation of children. You need to let your manager and the procurement team know immediately and they will advise you on next steps in order to ensure our standards are met.

Johnson Matthey’s core values relevant to this section:
- Protecting people and the planet
- Acting with integrity
- Working together
- Owning what we do

More help and resources
- Group and local Human Resources
- HR Policies
- Group Ethics and Compliance
- Group Legal
- Group Sustainability
- JM’s Modern Slavery Statement
- myJM Group Ethics and Compliance site
Conflicts of interest

We are alert to the dangers of conflicts between the interests of employees and the best 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 judgement 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 disclose immediately to your manager, HR, Group Legal or Group Ethics and Compliance 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.

**How does this apply to me?**

- I avoid situations where my personal interests may conflict with Johnson Matthey’s.
- I disclose promptly any potential, perceived or actual conflict to my manager, HR, Group Legal or Group Ethics and Compliance (and will complete a Conflict of Interest Report Form to support my notification) so it can be addressed and appropriately resolved as soon as possible.
- 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 friend 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 friend is well qualified and would be a good addition to the company you should mention her, as well as your relationship, to your local HR team. 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 upon (and is documented in the Conflict of Interest Report Form) 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:
- Acting with integrity
- Owning what we do

More help and resources
- myJM Group Ethics and Compliance site
- Conflicts of Interest Policy
- Conflicts of Interest Guidance
- Group Legal
- Group Ethics and Compliance
- Group or Local HR