



<b>POLICY NAME:</b>	<b><i>MUTUAL RESPECT IN THE WORKPLACE</i></b>
<b>DEPT/GROUP:</b>	<b><i>HUMAN RESOURCES</i></b>
<b>POLICY SCOPE:</b>	<b><i>ALL EMPLOYEES</i></b>
<b>POLICY REGION:</b>	<b><i>GLOBAL</i></b>
<b>EFFECTIVE/REVISED DATE:</b>	<b><i>JULY 1, 2018</i></b>
<b>OWNER:</b>	<b><i>CHIEF HUMAN RESOURCES OFFICER</i></b>

**Short Statement:** This global policy reflects WestRock’s commitment to respect in our workplaces, including discrimination-free, harassment-free and bullying-free workplaces. This policy also reflects our commitment to accessibility and accommodation and provides information on responsibilities, reporting and investigation and discipline of misconduct under this policy.

### **Respect in our Global Workplaces**

Our WestRock Code of Conduct includes our shared value of Respect -- we treat one another with respect and earn the respect of others through our actions. Respect in our workplaces embodies our commitment to diversity, teamwork and collaboration, personal dignity and professionalism, among many others. We each share the responsibility to create workplaces that sustain and nurture respect.

- We treat WestRock colleagues and business partners with dignity and respect.
- We create an environment free from discrimination, harassment and bullying.
- We provide equal opportunity, reasonable accommodation and foster accessibility in our facilities and the work we do.
- We acknowledge one another’s contributions without regard to cultural or physical characteristics or beliefs, and we resolve our differences with respect and professionalism.
- We embrace diversity in our workplace as a valuable asset and source of creativity and innovation.

### **Workplace Free of Discrimination, Harassment and Bullying**

#### ***Discrimination-Free***

At WestRock, we have zero tolerance for discrimination in our global workplaces. Any employment decision or practice that unlawfully discriminates based on any characteristic



protected by applicable law is strictly prohibited. WestRock policy applies to all aspects of employment, including recruitment, hiring, selection for training, transfer, promotion and separation.

The types of characteristics protected by law vary across our global locations. Examples of protected characteristics can include, but are not limited to, race, gender, color, national or ethnic origin, religion, age, sexual orientation and disability. Please consult your region, country, state or local policies for guidance specific to your work location.

### ***Harassment-free and bullying-free***

WestRock is committed to providing workplaces free from harassment and bullying. This includes any work-related conduct that may take place outside of the workplace, such as business trips, business meetings, and business-related social events and, in some circumstances, conduct unrelated to work but which has an impact on the workplace. This policy applies to all WestRock employees and to third parties, such as temporary workers, contractors, vendors, customers and third-party service providers performing work for WestRock or at WestRock locations. Whether conduct is offensive or unwelcome is based on the viewpoint of a reasonable person.

Harassment can be a single event or a pattern of conduct that is based on a characteristic protected by applicable law, the effect of which is to create a work environment that a reasonable person would consider hostile, offensive or intimidating.

Examples of events or conduct that may constitute harassment, singly or in combination, include, but are not limited to, the following:

- Unwanted and inappropriate physical contact or horseplay;
- Offensive or intimidating comments or gestures or insensitive jokes or pranks that undermine the dignity of a person;
- Sending or displaying materials that a reasonable person would find offensive;
- Mocking, mimicking or belittling a person based on a protected characteristic or making derogatory or stereotypical remarks about a protected group; and/or
- Shunning or deliberately excluding someone because of a protected characteristic.

Harassing conduct can come in many forms, such as face-to face interactions, e-mail, documents, message boards, pictures, symbols or objects. People can be harassed, even if they are not the intended target. Petty slights, annoyances and isolated incidents (unless extremely serious) will not rise to the level of harassment.

Sexual harassment is unwelcome verbal or physical conduct of a sexual nature where submission to the conduct is made explicitly or implicitly a term or condition of an employee's employment or when submission to or rejection of such conduct is used as the basis for employment decisions affecting the employee. The conduct must unreasonably interfere



with an employee's work performance or create an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute sexual harassment include, but are not limited to, the following:

- Unwelcome sexual advances or physical contact;
- Continued and unwelcome suggestions (verbally, or through gestures or conduct) for dating, romance, social or sexual activity;
- Sexually suggestive comments, offensive jokes, or lewd or offensive horseplay;
- Pornographic, suggestive or explicit photographs, pictures or drawings that a reasonable person would find offensive; and/or
- Suggestions that sexual favors or submission to sexual activity may affect one's job, performance evaluation, or working conditions.

Sexual harassment is not confined to male-female interactions; it can include conduct between members of the same sex.

Bullying is repeated, unwanted or abusive conduct that a reasonable person would find hostile, offensive and unrelated to WestRock's legitimate business interests. Abusive conduct may include, but is not limited to,

- repeated verbal abuse, such as derogatory remarks, insults and epithets;
- verbal or physical conduct that a reasonable person would find threatening, intimidating or humiliating; and/or
- malicious undermining of a person's work performance.

Legitimate, reasonable and constructive feedback of an employee's performance or behavior or a reasonable instruction given to employees during their employment will not amount to bullying or abusive conduct on its own. A single act generally will not constitute abusive conduct, unless especially severe and egregious.

### **Equality of Opportunity, Accessibility and Accommodation**

WestRock is committed to providing equality of opportunity for applicants and employees. It is WestRock policy that all employees and applicants otherwise eligible for employment will be evaluated on their individual merit and qualifications for the work to be performed. WestRock policy applies to all aspects of employment, including recruitment, hiring, selection for training, transfer, promotion and separation.

WestRock provides reasonable accommodation/adjustments related to a disability and/or other legally protected status where such accommodation/adjustment enables access to our workplace and/or enables individuals to carry out their work duties and the accommodation/adjustment does not pose an undue burden.



The process of identifying an appropriate workplace accommodation/adjustment is fact-based and individualized requiring collaboration and consultation.

Workplace accommodation/adjustment: If you need an accommodation/adjustment in the workplace related to a disability and/or other legally protected status, please complete the *Request for Accommodation or Adjustment Form* attached to this policy to begin the interactive review process with your local HR contact (or designee). Third party contractors or vendors should consult their employer to begin this process.

Hiring process accommodation/adjustment: If you believe you need an accommodation/adjustment related to a disability and/or other legally protected status in the application, recruitment or hiring process, please email [talentacquisition@westrock.com](mailto:talentacquisition@westrock.com).

### **Diversity and Inclusion**

Diverse perspectives encourage different solutions and inclusion encourages ideas. We welcome new ways of thinking and work hard to cultivate an environment where everyone's voice can be heard. Diversity reflects all the ways we are different. Inclusion is fostering an environment in which our co-workers can proudly bring their differences to work every day and it gives them the opportunity to contribute their best. We believe that when we embrace our differences and intentionally include everyone, all our stakeholders – our co-workers, our customers, our suppliers, our investors and the communities where we live and work – have the greatest opportunity to win together to drive superior results and to maximize shareholder value.

### **Freedom of Association**

Where employees are represented by a legally recognized union or works council, we are committed to establishing a constructive dialogue and bargaining in good faith with their freely chosen representatives.

### **Child Labor**

WestRock prohibits the hiring or employment of individuals who are under 18 years of age. To the extent that applicable law is more restrictive, WestRock will comply with local child labor laws.

### **Forced Labor and Human Trafficking**

WestRock prohibits the use of all forms of forced labor, including prison labor, indentured labor, bonded labor, military labor, modern forms of slavery and any form of human trafficking.

### **Work Hours, Wages and Benefits**



WestRock compensates employees competitively relative to the industry and relevant local labor market and in accordance with the terms of applicable collective bargaining agreements. We work to ensure full compliance with applicable wage, work hours, overtime and benefits laws.

### **Responsibilities, Reporting and Investigations**

Creating a workplace founded on respect requires the active participation of every WestRock employee. We must all be familiar with this policy and we must address or report conduct when we believe in good faith that such conduct violates this policy.

If you believe you are being discriminated against, harassed or bullied, you must report that conduct. All reports of discrimination, harassment or bullying will be investigated promptly, and confidentiality will be maintained to the greatest extent possible. If you have concerns for your security or safety related to or arising from discrimination, harassment, bullying or any other circumstance please consult *WestRock's Workplace Violence Policy*.

Supervisors and managers are held to the highest standards of conduct as leaders within our company because of the trust that is placed in them to direct, manage, coach and support WestRock employees. Supervisors and managers who know of or who are made aware of conduct that may violate this policy must immediately report the conduct to Human Resources, Legal or Compliance, as noted below.

Many instances of misconduct or perceived misconduct under this policy can be resolved respectfully and professionally among WestRock employees through communication, such as by expressing discomfort or by explaining that the conduct is hurtful, belittling or disrespectful. If the conduct does not stop or you are uncomfortable with direct communication for any reason, then you must report the conduct in another manner. Our shared goal is to end any conduct that violates this policy.

WestRock has numerous ways to report conduct that may violate this policy:

- Employees are encouraged to work with local management and HR where appropriate to resolve issues.
- Employees may also contact corporate HR representatives, such as their HR Business Partner, HR Vice President or the Chief Human Resources Officer.
- Employees may also report directly to the legal department or to the Chief Compliance Officer.
- Complaints may also be submitted via the WestRock Compliance Line. Look for the compliance line poster at your location or refer to "Resources" on the WestRock intranet for country-specific, toll-free dialing instructions ([click here to view the](#)



compliance line poster). You may also send your concern by email to [complianceline@westrock.com](mailto:complianceline@westrock.com) or by mail to:

WestRock Compliance Line  
Attn: Legal Department  
1000 Abernathy Road NE, Suite 125  
Atlanta, GA 30028 USA

WestRock will investigate and resolve appropriately all reports of misconduct under this policy.

### **Retaliation Free Workplace**

Retaliation for reporting conduct that may violate this policy or for participating in any investigation under this policy is not tolerated. Retaliation includes any material adverse employment action against an employee because the employee has complained in good faith about or resisted misconduct under this policy, including unlawful harassment, discrimination, bullying or retaliation, or because he or she has cooperated in or assisted with an investigation. Retaliation under this policy can include:

- any action taken to materially adversely impact the terms of conditions of an employee's employment, such as reprimand, transfer, increased scrutiny, or making work more difficult;
- threatening, marginalizing or otherwise generating or exhibiting hostility to another employee because of their involvement in reporting or investigating misconduct; or
- any conduct which has the purpose of discouraging employees from resisting or complaining about conduct they believe in good faith is improper.

Engaging in protected activity does not shield an employee from all discipline, including termination, if the action is motivated by non-retaliatory and non-discriminatory reasons that would otherwise result in such consequences.

### **Discipline for Violations**

Failure to abide by this policy may result in discipline up to and including termination of employment. While the laws and customs may vary across our workplaces and geographies, our commitment to respect in our workplace is the same wherever we work. Conduct that does not constitute actionable discrimination, harassment or bullying as those terms are defined by applicable law may still violate this policy and may still result in discipline up to and including termination of employment if the conduct does not comport with WestRock's commitments in this policy.



### **Other Laws and Regulations**

If there is any discrepancy between local labor agreements, works council agreements, local law, regulations, or ordinances, the policy will be interpreted and applied in a manner consistent with those agreements, laws, regulations, or ordinances.

This policy does not create a contract of employment nor it is intended to create any contractual rights or obligations. In those jurisdictions where employment at will is permitted, the terms of this policy will not change or alter the at-will status of any employee's employment with WestRock.

The original language for this policy is English. In the event of any discrepancy between the original language version and any other version, the original language version will govern.