



EFFECTIVE DATE: 01.05.2021

OWNER OF THE POLICY: CHIEF HUMAN RESOURCES OFFICER

CORPORATE DIVERSITY & BELONGING POLICY

VERSION 1

FOR INTERNAL AND EXTERNAL USE

I. PURPOSE

The Diversity & Belonging policy aims to create and maintain a culture of belonging by providing a work environment free from discrimination, where everyone is respected, heard and valued.

At Firmenich, we deeply believe that diversity, and most importantly, a work environment where all our colleagues feel they belong, is essential to our continued success. People are core to the Firmenich values and respect as well as dignity for all are part of our moral compass.

Welcoming our differences to work together across the world is a continuous journey fueled by passion from everyone, everywhere, every day. We will grow successfully if each of us makes diversity and belonging a conscious part of how we conduct our business globally.

II. SCOPE

This Policy applies to all Firmenich employees as well as external staff such as temporary personnel and contractors when they act on behalf of Firmenich, in any affiliate worldwide. It is intended to complement local statutory provisions.

III. POLICY STATEMENTS

Our culture of belonging is good for our People, as it:

- provides equal opportunities for growth,
- allows us to benefit from diversity of thought and perspectives,
- helps us challenge the status quo, and
- increases motivation and wellbeing to be who we really are at work.

Our culture of belonging is respectful, as

- we do not discriminate against any employee or applicant for employment based on gender, age, race, ethnicity, religion, marital status, sexual orientation, gender identity, socio-economic status, physical and cognitive abilities, political beliefs, family structure, or any other characteristic that makes us unique, and
- we comply with all applicable non-discrimination and equal opportunity laws wherever we do business.

Our culture of belonging is good for our Business, it enriches our company and culture by:

- creating a highly productive, diverse and engaged work environment and enhancing our reputation as employer of choice for the best talent,
- deepening customer and market understanding to provide superior products and services to a fast-changing marketplace,
- maximizing innovation opportunities by utilizing many different perspectives, skills, and experience from our employees and stakeholders,
- adapting and responding with agility to a global society fueled by constant change, and
- delivering sustainable growth and value creation.

IV. POLICY REQUIREMENTS

In accordance with our Fundamentals, every Employee and Manager at Firmenich is expected to:

- foster and build a sense of belonging,
- treat all employees with fairness, equality and respect,
- attract, develop and retain talented and diverse people.

Employee responsibilities:

Every employee is responsible for respecting the dignity and diversity of all people and creating a truly inclusive environment that is free from discrimination, harassment, and bullying. All employees are also required to enhance their awareness of potential unconscious bias and how that might hinder our ability to be more inclusive and collaborative with one another.

Manager responsibilities:

Additionally, managers are accountable for specific Diversity & Belonging responsibilities which include but are not limited to:

- ensuring that employment-related decisions are free from discrimination,
- mitigating potential unconscious bias in employment decisions and talent practices (including performance and development, compensation, and hiring),
- providing reasonable support to accommodate qualified individuals with disabilities and individuals with needs related to their religious observance or practices. What constitutes reasonable support depends on the facts and circumstances, as well as local laws and regulations, and is addressed on a case-by-case basis,
- securing an inclusive and safe work environment that supports Diversity & Belonging and behaviors that reinforce our values.

From recruitment and compensation to training and performance management, the standard for an equal opportunity working environment must be followed:

Recruitment: We encourage and facilitate the recruitment of a diverse workforce, representative of the communities in which we work, by using inclusive language, diverse interview panels, diversified sourcing strategies and competency as well as behavioral-based interviewing to advance equitable opportunity.

Compensation: We ensure gender pay equality as part of our comprehensive reward strategy that focuses on performance, financial protection as well as physical, mental and emotional wellbeing. We globally have gender-neutral benefits securing fair treatment and respect for each individual.

Performance Management and Development: We ensure that all employees have equal opportunities for career and professional development by offering functional and leadership development programs, coaching and mentoring as well as significant on-the-job learning.

Awareness: We develop awareness courses on the importance of Diversity and Belonging, to avoid unconscious bias, to challenge stereotypes helping us unlearn and re-learn beliefs, and engage us to become allies embracing the value of diversity.

Firmenich Fundamentals: Compliance with the Firmenich Code of Ethics, including the Firmenich Fundamentals, is essential for initial and continued employment at Firmenich.

Everyone is expected to behave appropriately by:

- treating others with dignity, trust and respect,
- having an awareness of the effects our behavior may have on others,
- working collaboratively to achieve objectives,
- communicating openly and honestly, clearly stating what we mean and what we expect of others,
- giving and receiving constructive feedback as part of normal day-to-day activities, that is evidence based and delivered appropriately,
- starting from the assumption that everyone is working to the best of their abilities, taking account of their current stage of their professional development.

All employees and managers are expected to set an appropriate standard of behavior, to lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives in relation to diversity and belonging. For more guidance and information on potential sanctions, please consult the Code of Ethics.

Discrimination, harassment and bullying

Discrimination, harassment, and bullying is not tolerated by Firmenich. Please find below the definitions and descriptions of inappropriate behaviors.

Discriminatory harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, family structure or any other characteristic protected by statute, or that of their relatives, friends or associates, and that:

- a) has the purpose or effect of creating an intimidating, hostile or offensive work environment,
- b) has the purpose or effect of unreasonably interfering with an individual's work performance, or
- c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes but is not limited to:

- offensive nicknames, insults or negative stereotyping;
- threatening, intimidating, or hostile acts;
- denigrating jokes;
- written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Workplace Bullying includes but is not limited to:

- Verbal, written or electronic bullying: slandering, ridiculing or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; and abusive remarks

- Gesture bullying: non-verbal threatening gestures, glances which can convey threatening messages
- Exclusion: socially or physically excluding or disregarding a person in work-related activities The harassment and bullying may come from a manager, co-worker, or a non-employee who has a business relationship with our company.

Sexual harassment includes, but is not limited to, unwelcome or unwanted sexual advances, requests for sexual favors, as well as other conduct of a sexual nature when:

- The submission to or rejection of such conduct is made a condition of the employee's continued employment, or used as the basis for any employment decisions affecting the employee; or
- The conduct, if unwelcome and severe or pervasive, creates an intimidating, hostile or offensive working environment, or unreasonably interferes with an employee's work environment.
- Examples of what may constitute sexual harassment, besides sexual advances and requests for sexual favors include, but are not limited to:
 - Verbal: suggestive comments; statements or questions about personal sexual matters; insults, threats or jokes about personal or physical traits; or jokes of a sexual nature.
 - Non-verbal: suggestive or insulting noises; obscene gestures; or the use of literature, emails or pictures which are sexually suggestive, revealing, demeaning or pornographic.
 - Physical: touching, pinching, rubbing or massaging the body; coercing sexual relations; or assault.

Any grievance must be escalated:

Employees who feel the commitments outlined in this policy are not followed, who have a question, or wish to discuss a possible violation of this policy should contact their line manager or the Human Resources Business Partner at their site. If they feel unable or uncomfortable doing so, they can raise concerns of a possible misconduct referred to this policy, such as discriminatory harassment, bullying or sexual harassment (see definitions in Appendix), through the Firmenich Hotline www.firmenich.ethicspoint.com.

Retaliation against anyone who, in good faith, seeks advice, raises a concern of misconduct or cooperates in an investigation is strictly prohibited. Anyone found to have retaliated against someone who has raised a concern in good faith will face disciplinary actions.

V. EXCEPTIONS

None.

VI. POLICY MANAGEMENT

The Company reserves the right to change this policy at any time and without notice. In case of questions, please contact the Chief Human Resources Officer.

Policy Change Log:

Version	Date of issue	Effective date	Purpose of change
1	27 04 21	01 05 2021	New Policy release

VII. SUPPORTING DOCUMENTS

This policy should be read in conjunction with the:

- Code of Ethics
- Human Rights Policy
- Corporate People Policy
- The Firmenich Hotline at www.firmenich.ethicspoint.com

VIII. APPENDIX