



## Policy

**Ball Corporation**  
"Proprietary and Confidential"  
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<b>Section:</b>	Human Resources CP-02.026.000	<b>Effective Date:</b>	03/09/2018
<b>Subject:</b>	Respect in the Workplace	<b>Supersedes:</b>	New
<b>Countries:</b>	Global		

**Scope:** This information on respect in the workplace applies to Ball Corporation, its divisions, operations, subsidiaries, or greater than 50 percent owned joint ventures ("Ball") throughout the world as permitted by local jurisdictional requirements.

**Policy:** An integral part of Ball's "Drive for 10" culture is its commitment to respect human rights and have a workplace based on mutual respect. Ball is committed to ensuring that its employees, contractors, and visitors are treated with dignity and respect. This policy is incorporated in our Human Rights Policy.

This policy focuses on how Ball expects employees, contractors, and visitors to its facilities to interact with others while performing work on behalf of Ball whether in or away from Ball facilities.

The policy is organized into four main sections:

- Valuing an inclusive environment focused on Ball's business objectives;
- Fostering mutual respect and human dignity;
- Reporting potential violations of this policy to the proper company representatives in a timely manner; and
- Ensuring that there is no retaliation of any kind as a result of reporting potential violations of this policy or participating in investigations relating to the same.

It is every employee's responsibility to maintain a work environment that engenders mutual respect regardless of an individual's socioeconomic background, family status, beliefs, or other characteristics and attributes unrelated to work performance and the company's mission. If you believe someone is violating Company policy or the law, report it immediately to your manager, Human Resources, or the Hotline.

### **Valuing Inclusion:**

An inclusive environment encourages the exchange of ideas and allows for diverse experience and backgrounds to inform our business strategy. This is a win for Ball, its employees, and customers. As a global company, it is a business imperative to consider different viewpoints in business decisions. Ball values the people with whom we work and their many dimensions of diversity in working to successfully meet company objectives and goals, including: cultural background, race, ethnicity, color, beliefs, gender, age, family status, disability, and work styles.

An inclusive environment also fosters opportunities to employees regardless of socioeconomic background, family status, beliefs, and other characteristics and attributes unrelated to work performance. Innovative ideas and creative solutions are vital to Ball's success. Without an inclusive environment, employees are less likely to share ideas and creative solutions, thereby impeding the company's growth, development, and success.

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**Fostering Mutual Respect & Human Dignity:**

Ball values all employees and the contributions they make in achieving the company's objectives. Ball is committed to ensuring that its work environments are places that encourage and foster mutual respect and human dignity. Employees of Ball are expected to show respect, courtesy, and kindness to others regardless of another's cultural background, race, ethnicity, color, religion, gender, age, family status, disability, or any other similar characteristic unrelated to work performance.

Ball employees are required to focus on an individual's ability to perform the responsibilities of their job, without regard to personal characteristics unrelated to work performance. An integral part of Ball's policy requiring mutual respect and human dignity in the workplace is prohibiting behaviors that undermine these principles. For example, behaviors that demean or belittle another as a result of their race, gender, beliefs, or other personal attributes or characteristics unrelated to work performance will not be tolerated in the workplace. Appropriate behavior must transcend cultural or other differences that are unrelated to the workplace. Other examples of inappropriate conduct that would violate this policy include, but are not limited to, the following behaviors:

- Making discriminatory, demeaning or offensive remarks or jokes about an individual, particularly when it focuses on the individual's race, gender, color, beliefs, national origin, age, disability or other similar categories unrelated to the workplace.
- Refusing to hire or promote qualified candidates on the basis of the candidate's ethnicity, beliefs, or other attributes or characteristics unrelated to the candidate's qualifications for the position.
- Refusing to hire or promote a qualified employee based on an employee's appearance or disabling condition.
- Making jokes and comments of a sexual nature, or soliciting sexual favors in exchange for a benefit (e.g., job promotion, overtime, sales contracts).

Employees, contractors, and customers should communicate with someone who engages in behavior that you find offensive first. If this is not practical, or if you do not feel comfortable doing so, employees, contractors, and customers are encouraged to report the behavior to a human resource representative so that Ball can investigate and take action, if appropriate. If someone talks to you about your own behavior that they find offensive, employees, contractors, and customers should listen respectfully and calmly, try to understand the individual's perspective, and either stop or change the behavior.

**Reporting Potential Violations:**

If you experience, witness, or learn of potential violations of this policy, do not ignore them. If you are comfortable doing so, talk directly with the colleague about his/her inappropriate behavior. If you do not feel comfortable talking with the colleague, report the behavior to a human resource representative or a member of management. There may also be other ways to report the behavior depending on the country in which you work. Please consult your local policies if you have additional questions.

Ball will take precautions to maintain confidentiality, consistent with conducting a fair and thorough investigation and local laws and regulations.

If you are a manager, you have a special duty to create and maintain a team culture of mutual respect and to foster a positive work environment. If you observe or receive a complaint about an employee's

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inappropriate behavior, you must take it seriously and take immediate action. Report the concern to the proper Human Resources representative.

**Prohibiting Retaliation:**

Employees who report concerns or participate in investigations should not experience retaliation of any kind. Retaliation” means an adverse employment action (e.g., demotion, termination, reduced opportunities) taken against an individual because they reported a concern or participated in an investigation. Ball strictly prohibits Retaliation of any kind. Individuals who are found to have retaliated are subject to disciplinary action, up to and including termination.

If you or someone you know believes that they are experiencing Retaliation, you should report it immediately to the proper human resource representative. There may also be other ways to report the behavior depending on the country in which you work. Please consult your local policies if you have additional questions.

Ball conducts investigations to identify and correct problems in our workplaces. Ball's ultimate goal is ensuring respectful and safe work environment for employees, contractors, and the public.

Ball employees found to have engaged in conduct that violates these principles may be subject to employee discipline, up to and including termination of employment.

APPROVED BY: \_\_\_\_\_

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**Associated Documents**

Human Rights–CP-03.012.XXX