



LEGAL – UNILEVER NORTH AMERICA

EQUAL EMPLOYMENT OPPORTUNITY POLICY

LAST REVIEWED: JANUARY 1, 2018

POLICY

Unilever aims to create employment opportunities such that all employees achieve their full potential.

ELIGIBILITY

This continuing policy applies to all Unilever (“Company”) employees (“employees”) and applicants in the U.S.

For company eligibility, please refer to Company Applicability of Policies.

GUIDELINES

It is the policy of Unilever to provide equal employment opportunities to qualified individuals with respect to all terms and conditions of employment and/or advancement in accordance with applicable federal, state and local laws and regulations that prohibit discrimination based on age, color, disability, marital or parental status, national origin, race, religion, sex, sexual orientation, gender identity or expression, veteran status or any other legally protected class in accordance with applicable federal, state and local laws.

The company strives to maintain a work environment that is free from harassment based on age, color, disability, marital or parental status, national origin, race, religion, sex, sexual orientation, gender identity or expression, veteran status or any other protected status in accordance with applicable federal, state and local laws.

This Equal Employment Opportunity Policy applies to all practices, terms and conditions of employment, including but not limited to: recruitment and hiring; position upgrade; promotion; transfer; on-the-job training programs, and other training opportunities; wage and salary administration; employee benefits; layoff or termination; and application of service, seniority, and retirement policies for all employees.

The objectives of this policy are to:

- A. carry out one aspect of the Company’s responsibility as a corporate citizen by providing equal and fair opportunities for employment to all qualified applicants from all segments of the population;
- B. utilize effectively all human resources available to each company location, and maintain a work environment free from harassment based on age, color, disability, marital or parental status, national

origin, race, religion, sex, sexual orientation, gender identity or expression, U.S. Military or veteran status or any other legally protected class under federal, state or local law;

C. make all employment relationship decisions solely on the basis of individual ability and qualifications, subject only to occupational requirements, seniority and retirement policies, applicable union contract commitments, and other appropriate nondiscriminatory criteria;

D. provide and maintain equality of opportunity for self-development and advancement to all qualified employees;

E. assist all employees in utilizing their highest skills, aptitudes, and abilities in their work;

F. work with such community, state and national groups as will help the Company maintain equality of employment opportunities; and,

G. carry out the Company's obligations, to adhere to all applicable local, state and federal laws pertaining to equal employment opportunities and fair employment practices.

IMPLEMENTATION

All company locations are required to create and maintain a climate that will permit the continuing and consistent application of this policy among all categories of employees.

To this end, the Company will continue to engage in the following actions: A.

Employment of Individuals with Disabilities and Protected Veterans:

Individuals with disabilities who apply or employees who believe themselves to be covered by the Rehabilitation Act of 1973, or applicants or employees who believe themselves to be covered by the Vietnam Era Veterans' Readjustment Assistance Act, and who wish to benefit under the Company's Affirmative Action Program, should contact the Human Resources Representative in any given location.

Any information obtained is voluntary, will be kept confidential, and will be used in accordance with these Acts and its regulations. Refusal to provide information will not subject an employee or applicant to any adverse treatment. Employees and applicants are protected from coercion, intimidation, interference, discrimination or retaliation for filing a complaint or assisting in an investigation under the above Acts.

B. Affirmative Action Programs:

Because diversity and equality are critical to our business, Unilever's Affirmative Action Policy is supported by the President of Unilever North America. He has appointed an Equal Opportunity Officer to be responsible for planning and implementing the Company's affirmative action program, as well as, the day-to-day monitoring of affirmative action-related decisions and activities.

Written Affirmative Action Programs, containing specific, positive measures to employ and promote qualified employees of minority status, females, individuals with disabilities, disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, and armed forces service medal veterans, will continue to be developed and implemented in all company locations.

Collaboration with community, state, and national groups will continue to take place to help the Company maintain equality of employment opportunities.

To ensure equal consideration by the Company of qualified individuals in all segments of the community, all sources of manpower (schools, colleges, employment agencies, community training programs, etc.) will continue to be utilized.

The Company will continue to cooperate with individuals or agencies charged with the responsibility of administering applicable laws and regulations in the field of equal employment opportunity and fair employment practices.

RESPONSIBILITY

- A. Every member of Unilever management is responsible for carrying out this policy.
- B. The Senior Vice President of Human Resources is responsible for informing all Department Heads regarding applicable federal laws and regulations pertaining to equal employment opportunity.
- C. Each Company location is responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.
- D. The Human Resources Managers for Unilever in the U.S. have the functional responsibility of assuring compliance with Company policy; developing, coordinating and implementing all programs; and reporting findings and progress.

COMMUNICATION OF POLICY

- A. Copies of this policy will be distributed at time of hire and on a regular basis to all management personnel, supervisors and employees. Policy will also be available to all employees via the Unilever Intranet sites and normal communication vehicles within the business.
- B. Suitable material will be included in Company publications, management conferences, and supervisory training courses.
- C. Periodically, our Equal Employment Opportunity Policy will be reinforced with all organizations and agencies used for personnel recruitment.
- D. All recruitment literature and employment advertising will indicate that the Company is an Equal Opportunity Employer.