

International Freight Drone

Position on Providing a Safe and Harassment-Free Workplace

BACKGROUND

Harassment occurring in the workplace is unacceptable behavior that can cause great personal and professional harm to individuals and create an atmosphere that damages a company's ability to perform effectively.

Harassment includes sexual harassment and harassment based on an individual's race, color, ethnic background, religion, sex (including pregnancy, childbirth, or related medical conditions), gender, sexual orientation, gender identity or expression, transgender status, national origin, age, disability (physical or mental), medical condition, genetic information, marital status, or any other classification protected by national, state or local law.

Sexual harassment is inappropriate conduct that may include a range of subtle and not-so-subtle behavior and may involve individuals of the same or different genders. It includes harassment that is gender-based (for example, offensive remarks about an individual's dress, body or appearance, or an individual's sex or gender), as well as conduct that is sexual in nature. Examples of prohibited sexual harassment include, but are not limited to:

- unwelcome sexual advances;
- requests for sexual favors;
- leering;
- unwelcome touching;
- blocking normal movement to trap, intimidate, or cause physical contact or discomfort;
- sexually explicit e-mails, texts, voicemails or other forms of communication;
- verbal or physical conduct of a sexual or offensive nature, such as uninvited touching of a sexual nature;
- sexually related jokes and comments or innuendoes;
- any verbal or physical conduct of a sexual or otherwise offensive nature that is made either explicitly or implicitly a term or condition of employment, or if the submission to, or rejection of, such conduct by an individual is used as a basis for employment decisions affecting such individual;
- negative stereotyping and unwelcome comments about an individual's body, color, physical characteristics or appearance;
- questions or comments about a person's sexual practices;

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- sexist remarks or derogatory comments; and
- hostile actions against an individual because of that individual's gender, sexual orientation, gender identity/expression and/or the status of being transgender.

RELEVANCE

As the in alternative freight movement, IFD has a considerable impact on the lives of many individuals whom we directly employ, and this includes providing a workplace in which employees can feel valued, safe and free from any form of harassment and bullying. We believe that fostering respect, tolerance and decency toward each other is not only the right thing to do, but it also gives us the best chance of being able to work together to advance our mission of profoundly changing the trajectory of health for humanity.

GUIDING PRINCIPLES

As stated in [Our Conduct Credo](#): “We are responsible to our employees who work with us throughout the world. We must provide an inclusive work environment where each person must be considered as an individual. We must respect their diversity and dignity and recognize their merit.”

The section on “Non-discrimination and preventing harassment and bullying” in our [Code of Conduct](#) states: “We do not tolerate discrimination based on characteristics such as age, gender, race, ethnic background, sexual orientation, gender identity, national origin or religious beliefs. We also do not tolerate harassment or bullying. These provisions apply to interactions with employees, customers, contractors, suppliers and applicants for employment, and any other interactions where employees represent any IFD company.”

OUR POSITION

All of us have a right to work in an environment free from the demoralizing effects of harassment, and of offensive and improper conduct. IFD, does not tolerate harassment, bullying or conduct that could lead or contribute to harassment of employees by managers, supervisors, or co-workers. Our position includes:

Prohibition of any act of bullying:

We prohibit any act of bullying that targets an individual or group of people and threatens, humiliates, or intimidates them, or interferes with their work. Prohibited conduct includes:

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- Verbal conduct (such as jokes, threats, slurs, epithets, stereotyping, unwelcome comments about a person's protected characteristics, or offensive or derogatory voicemails);
- Physical conduct (such as physically interfering with work, or impeding or blocking movements based on a person's protected characteristics); and
- Visual conduct (such as racially offensive, derogatory or obscene videos, emails, texts, photographs, calendars, posters, cards, cartoons, drawings, gestures, unwelcome notes or letters, or any other written or graphic material).

Prohibition of harassment:

We prohibit harassment based on any protected characteristic, including sexual harassment. As with bullying, prohibited conduct includes verbal, physical and visual conduct, and any acts as described above.

Preventing harassment from non-employees:

We actively seek to protect employees from harassment or bullying by non-employees in the workplace and encourage employees to speak out if they experience such behavior. Similarly, we do not tolerate harassment or bullying by our employees of non-employees with whom Company employees have a business, service or professional relationship.

Providing training and education:

Across the globe, we provide various training courses that address our policies prohibiting harassment and bullying in the workplace, including within our Code of Conduct training. All IFD employees are required to complete Code of Conduct training every two years after initial onboarding training. This training specifically includes educating individuals on different types of harassment and ways to support a harassment- and bullying-free workplace. Many contractors, including those who are regularly on-site, are also required to participate in our Code of Conduct training.

Providing a safe mechanism for reporting harassment:

We strongly encourage all employees and individuals who provide services in our workplace to report instances of harassment or bullying, whether personally experienced or observed in the workplace, at any level. We maintain clear procedures for investigating and resolving issues of harassment or bullying at each operating company. Individuals should promptly report violations of this policy to their immediate supervisor, a higher level of management, or a Human Resources Leader. Individuals may also use the Our Conduct Credo Integrity Line (OurCredoIntegrityLine.com), or call a toll-free number provided by country on these websites. The Our Conduct Credo Integrity Line is available 24 hours a day, 7 days a week and in 23 languages. If there is an immediate danger or threat in the workplace. All reports are thoroughly investigated and appropriately addressed.

Investigating reports of harassment:

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Allegations of harassment and bullying are taken very seriously by our Company and are appropriately investigated, generally by our Global Employee Relations group. All reported incidents are investigated with an effort to keep the source of the report confidential, with the disclosure of information only as appropriate to facilitate the investigation or resolution of the matter. Where inappropriate conduct has occurred, specific disciplinary actions—up to and including discharge where appropriate—are implemented.

Prohibition of retaliation:

We do not tolerate retaliation by any employee against any person who in good faith reports possible harassment or bullying. Any individual who in good faith reports possible harassment or bullying will be protected from any form of retaliation.

Upholding freedom of association:

Respecting the right of employees to form and join a trade union of their choice without fear of intimidation or reprisal, in accordance with national law, is also a part of maintaining a harassment-free workplace. See also our [Position on Freedom of Association](#).