

Human Rights Policy

Leadership Message



A Message From Lisa Morden



Kimberly-Clark (K-C) has adopted this Human Rights Policy as part of our commitment to ensuring that employees around the world—including those of our suppliers—are treated with respect and that our workplace and human rights standards are met.

This policy provides guidance on how we promote and support human rights, including equal employment opportunities. In addition, K-C expects our suppliers and business partners to follow the standards in this policy.

If you have questions or concerns regarding this policy or any related matters, please contact me, your Regional Compliance Leader, Human Resources, or Legal.

Thank you,

Lisa Morden

Vice President, Safety & Sustainability

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Revision Date: 07/18/2018

POLICY OWNER AND RESOURCES

Policy Owner: Lisa Morden, Vice President, Safety & Sustainability

Policy Location: [Global Ethics & Compliance Homepage](#)

Resources: [Equal Opportunity Policy, Including Anti-Discrimination, Anti-Harassment, and Anti-Retaliation](#)

K-C HelpLine:
Telephone:
1-844-KCHELP1
1-844-524-3571 (U.S.)

For non-U.S. local or toll-free numbers, see:
www.KCHelpLine.com

E-mail:
KCHelpLine@kcc.com

Web:
www.KCHelpLine.com

This policy is an update to "Human Rights in Employment," Adopted on December 9, 2014

Why It Matters

It is the policy of K-C to promote and support human rights, including equal employment opportunities. K-C is committed to ensuring that employees around the world—including those of our suppliers—are treated with respect and that our workplace and human rights standards are met.

The K-C Way

It is the intent of this policy to:

- Recognize universal human rights on a global basis and encourage the abolition of discriminatory laws and practices;
- Respect our employees' right to freedom of association, including the right to independently decide whether they want collective bargaining through representatives of their own choosing, the right to engage in other protected group activities, and the right to refrain from such activities;
- Prohibit the recruitment and use of child labor and the exploitation of children in any way;
- Prohibit physical and mental abuse of employees as a form of discipline and prohibit the use of all forms of forced labor, including forced prison labor, indentured labor, bonded labor, or slave labor and the human trafficking associated with such abuses;
- Prohibit discrimination and harassment based on race, ethnicity, color, gender, pregnancy, sexual orientation, gender identity, age, religion, creed, national origin, disability, legally protected leave or veteran status, political opinion, and other categories protected by applicable law. For more information, see our [Equal Opportunity Policy, Including Anti-Discrimination, Anti-Harassment, and Anti-Retaliation](#);
- Compensate employees relative to our industry and the local labor market. Operate in full compliance with applicable wage and hour and benefits laws;
- Prohibit the incitement of national, ethnic, racial, or religious hatred by ensuring that hate speech is not endorsed by the company and is not used by employees in the scope of their employment;
- Prohibit retaliation for engaging in legally-protected activity;
- Maintain affirmative action programs, regular training programs, risk assessments, strategic purchasing processes, audits, corrective action programs and other activities, procedures, and controls necessary to ensure compliance with government requirements and corporate standards; and
- Monitor and report our material human rights progress and impact.

What's Expected

Team Leader Responsibilities

Each business unit and functional leader is responsible for ensuring the implementation of this policy. Each business unit and functional leader shall ensure that his or her organization operates in full compliance with all applicable employment laws and regulations.

To accomplish this, all levels of management within each business unit and function must be knowledgeable about employment laws and regulations and conduct employment and employee transactions accordingly.

This policy extends to all aspects of employment and employment practices, including recruitment, hiring, promotion, demotion, transfers, layoffs, recalls, discharges, reorganizations, reductions in force, compensation, benefits, training, education, education assistance, social and recreational programs, and other employee actions.

In addition to the protected categories listed in this policy, other categories protected by applicable law vary by country, such as family leave and veteran status. Please check with your local HR representative or Legal if you have any questions about additional protections where you are located.

Each business unit and function shall ensure that an appropriate procedure exists for reporting claims of sexual harassment, discrimination, and other inappropriate behaviors and that employees are periodically trained on these subjects. For more information, see our [Equal Opportunity Policy, including Anti-Discrimination, Anti-Harassment, and Anti-Retaliation](#).

Upon a complaint by an employee of an alleged violation of any of the applicable employment laws or regulations or this policy, the team leader shall ensure that a prompt and thorough investigation is conducted, with notification to Compliance, Human Resources, and Legal as appropriate.

Each appropriate business unit and function shall develop, and have available for inspection by an authorized governmental authority, affirmative action programs consistent with the policy of the corporation and the requirements of applicable law.

In addition, K-C expects our suppliers and business partners to follow the standards set forth in this policy.

When to Ask a Question or Raise a Concern

Each of us has an obligation to ask questions or raise concerns if we suspect that misconduct has occurred, or if a K-C employee or third party acting on behalf of K-C has violated the K-C Code, K-C policies, or laws. You do not need to be certain that a violation has occurred before speaking up.

How to Ask a Question or Raise a Concern

Generally, your team leader or another business leader will be in the best position to resolve a compliance question or concern.

If you are not able to resolve the question or concern with your team leader or another business leader, or if you do not feel comfortable approaching these leaders, K-C offers several methods for raising questions and concerns. You can speak to one of your business partners in Legal, Global Ethics & Compliance, Global Security, Finance, or Human Resources.

K-C HelpLine

You can also ask a question or raise a concern using the K-C HelpLine. If you contact the K-C HelpLine, please specify who was involved, who might have direct knowledge of the incident, what occurred, when it occurred, and why you think it happened. This type of specific information will allow us to conduct a thorough and fair evaluation. You may contact the K-C HelpLine anonymously (where permitted by law), but we encourage you to provide us with contact information so that we can reach you with any follow-up questions.

The K-C HelpLine is available 24-hours a day, 7-days a week, in native languages where K-C's facilities are located. A professional company that is independent of K-C will take your information and then promptly report it to the Global Ethics & Compliance team for review. You may contact the K-C HelpLine directly by telephone, e-mail, or web:

- Telephone:
 - 1-844-KC-HELP1 or 1-844-524-3571 (United States)
 - For local or toll-free HelpLine numbers in other countries, see www.KCHelpLine.com
- E-mail: KCHelpLine@kcc.com
- Web: www.KCHelpLine.com

We encourage you to ask your questions and raise your concerns directly to K-C so we can take appropriate actions. But, nothing in this policy prevents you from reporting potential violations of law to relevant government authorities.

Our Anti-Retaliation Commitment

K-C does not tolerate retaliation against anyone who raises a concern in good faith or who cooperates in a review. Individuals engaging in this type of retaliatory conduct will be subject to discipline action. If you believe someone has retaliated against you or against someone else, raise a concern immediately. Our anti-retaliation commitment is further described in our [Compliance HelpLine Reporting Policy](#).