Global Mutual Respect Policy

1. Policy Summary

An essential ingredient in every product and service of The Coca-Cola Company is our commitment to respect human rights and workplace rights. In our Company and across our system, we are committed to ensuring that all people are treated with dignity and respect. The foundation of our approach to respecting human rights lies in our Human Rights Statement, Workplace Rights Policy and Supplier Guiding Principles. This policy is incorporated by reference in the Human Rights Statement and Workplace Rights Policy. Therefore all processes and procedures of the Human Rights Statement and Workplace Rights Policy apply to the Global Mutual Respect Policy.

Our Global Mutual Respect Policy aligns with these key documents and focuses on how the Company expects employees to treat each other and everyone they interact with in their work on behalf of the Company, specifically related to:

- Valuing diversity and inclusion;
- Creating an environment free from discrimination and harassment;
- Reporting potential discrimination, harassment or any other type of disrespectful or excessive behavior; and,
- Ensuring that there is no reprisal or retaliation of any kind as a result of reporting and participation in any investigation.

As an employee of The Coca-Cola Company, your cooperation and participation are essential in maintaining an environment that is conducive to productivity, growth and development. It is every employee’s responsibility to maintain a work environment that reflects mutual respect and is free from all discrimination and harassment. If you believe someone is violating Company policy or the law, report it immediately to your manager, Human Resources, Company legal counsel or EthicsLine at www.KOethics.com (see Section 4.4 for details regarding reporting).

2. Policy Purpose

The Coca-Cola Company is committed to respecting human rights, which includes ensuring that all employees and others connected with our business are treated with dignity and respect. The Company’s Global Mutual Respect Policy aligns with our Human Rights Statement, Workplace Rights Policy and Supplier Guiding Principles, and clarifies how the Company expects employees to treat each other and everyone they interact with in their work on behalf of the Company.
3. Policy Applies To / Eligibility

This Policy applies to all employees of TCCC, including all divisions, subsidiaries, affiliates, and legal entities of TCCC, including Company-owned bottling operations.

4.1 Valuing Diversity and Inclusion

Diversity keeps our business strong and successful. As a global company, we need to consider all viewpoints in our business decisions. When we have diverse input into planning and execution, we can offer better products and services to our customers and consumers.

Our Company values the people with whom we work and their many dimensions of diversity, including: culture, ethnicity, color, race, sex, national origin, age, religion, marital status, sexual orientation, gender identity and/or expression, disability, veteran status, education, life experience, opinions, ideas, beliefs and work styles.

Being inclusive means that employees have equal access to information and opportunity. It also means that you should not dismiss someone’s opinion or idea because the person is different from you or because they have a new idea. Innovative ideas and creative solutions are vital to our Company’s success.

To achieve true diversity, and ensure that employees are treated fairly, it is important to avoid stereotypes when making decisions. Assumptions about people’s abilities must be based on factors related to their actual work product, not their race, sex, religion, national origin, or other characteristics unrelated to their performance.

4.2 Creating an Environment Free from Discrimination

The Company values all employees and the contributions they make and has a long-standing commitment to equal opportunity and intolerance of discrimination. We do not tolerate disrespectful behavior, inappropriate remarks, or unfair treatment towards others because of sex, race, ethnicity, color, religion, age, national origin, ancestry, citizenship, sexual orientation, gender identity and/or expression, disability, marital status, veteran status, color, or any other legally cognizable status. Discrimination in the workplace can also be against the law.

Discrimination happens when a person is judged solely on the basis of a personal characteristic, such as race, sex, religion, or national origin, rather than on actual ability or merit.

The following are all examples of discrimination:

- Making inappropriate remarks or jokes about race, sex, color, religion, national origin, age, disability or other protected categories.
• A manager refuses to hire candidates of a specific ethnicity or religion.

• A manager refuses to promote any employee who is not a native of the country.

If someone engages in behavior that you find offensive, we encourage you to discuss it with them first. If this is not practical, or if you do not feel comfortable doing so, please report it. If someone talks to you about your own behavior that they find offensive, please listen respectfully and either stop or change the behavior.

4.3 Creating an Environment Free from Harassment

Harassment is unacceptable in the workplace and in any work-related circumstance outside the workplace, such as during a business trip, business meeting, and business-related social event. These standards apply not only to Company employees, but also to the business partners with whom we work.

Harassment is defined as any single incident or pattern of behavior where the effect, intentional or unintentional, creates a hostile, offensive, or intimidating work environment. Harassing behaviors can include:

• Inappropriate comments that are gender-based, sexual, ethnic in nature, or based on personal characteristics

• Religious insults

• Racial insults

• Threats

• Unwanted touching or sexual advances

• Bullying

• Age-based remarks

• Jokes or epithets

• Comments, emails, voice mails, or written or pictorial material

The term “sexual harassment” refers to any unwelcome conduct directed towards an employee because of his or her gender, which has the purpose or effect of interfering with the employee’s work performance or creating an intimidating, hostile, or offensive work environment. It is not possible to identify every act that constitutes or may constitute sexual harassment; however, examples of sexual harassment include:

• Unwelcome flirtations, advances, or requests for sexual favors

• Sexually suggestive comments or jokes
• Comments regarding sexual behavior or the body of another employee

• Sexual innuendo and other activity, such as whistles

Obscene letters, emails, notes, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature

4.4 Reporting Potential Discrimination, Harassment or any other type of Inappropriate or Excessive Behavior

If you experience, witness, or learn of potential discrimination, harassment or any other type of disrespectful or inappropriate behavior, do not ignore it. 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.

The Company has resources to help you, and will take your concerns seriously. You can report suspected violations of Company policy or the law to any of the following:

• Your manager

• Your Human Resources or Employee Relations representative

• Company legal counsel

• EthicsLine at www.KOethics.com

While it is helpful if you identify yourself when making a report through EthicsLine, you may choose to remain anonymous if you wish.

For Individuals in the European Union: Please note that EthicsLine phone or web services only allow you to report financial, accounting and auditing matters. Should you wish to report issues under the Global Mutual Respect Policy, such reports should be made directly to local Management, Human Resources, Local Ombudspersons or Legal Department.

The Company will take every reasonable precaution to maintain confidentiality, consistent with conducting a fair and thorough investigation.

If you are a manager, you have a special duty to create and maintain a team culture of mutual respect and to foster a respectful and positive work environment. If you observe or receive a complaint about an employee’s inappropriate behavior, you must take it seriously and take immediate action. You must report the concern to Human Resources or Company legal counsel.
4.5 Ensuring that there is no reprisal or retaliation of any kind as a result of reporting and participation in any investigation

Employees who report concerns or participate in investigations should not experience retaliation of any kind.

The term “retaliation” means an adverse employment action taken against an individual because they reported a concern or participated in an investigation. It includes things like work reassignments, lack of promotional opportunities, or even termination of employment. The Company strictly forbids retaliation of any kind and will discipline anyone who is determined to engage in it, up to and including termination.

Other types of negative treatment also can undermine a positive work environment and damage a culture of open communication. This includes making changes in the work environment that begin to exclude an associate or any behaviors or actions that create a hostile work environment for the person that reported a concern.

If you or someone you know is being retaliated against, report it to the Company immediately, using the options outlined in section 4.4. If you are a manager, you have a responsibility to ensure that the Company’s Workplace Rights Policy and Global Mutual Respect Policy, which prohibit reprisal or retaliation of any kind, are understood and followed.

4.6 Taking Corrective Action and Disciplinary Action, when needed

As noted above, you are encouraged to immediately report any potential discrimination, harassment or any other inappropriate or excessive behavior.

Upon receipt of a report of prohibited conduct, the Company will take prompt action, which may include conducting an investigation. The Company will take reasonable measures to respect the confidentiality and privacy of all individuals involved in the investigation; however, the Company cannot guarantee complete confidentiality. The investigative process may require the Company to contact the individual(s) who may have engaged in prohibited conduct as well as witnesses to such conduct.

If the Company concludes that a violation of this policy has occurred, the employee will be subject to disciplinary action, up to and including termination.

Discrimination, harassment, including sexual harassment, derogatory words and jokes, and retaliation will not be tolerated. Such conduct is considered grounds for disciplinary action, up to and including termination.
Key Terms and Definitions

- Associate / Employee: An individual employed by the Company in any of its divisions, subsidiaries, affiliates, and/or legal entities of TCCC, including Company-owned bottling operations.
- The Company: All divisions, subsidiaries, affiliates, and legal entities of TCCC, including Company-owned bottling operations.
- People Manager: An employee whose job duties include making people-management decisions for an organization.

Related Policies, Processes, and Guidelines

Code of Business Conduct
Human Rights Statement
Workplace Rights Policy
Supplier Guiding Principles

Notice of Disclaimer – Right to Vary, Terminate or Amend Policy
The Coca-Cola Company ("the Company," "TCCC") intends to notify associates of changes to its policies and procedures. However, TCCC reserves the right to change, revise, withdraw, or add to its policies, processes, procedures, or guidance at any time, at its sole discretion, with or without notice if necessary, in accordance with applicable law and regulations by providing such notice as may be required by applicable law. If there is any discrepancy between local law, labor agreements, including works council agreements, or custom and the content of this policy, then local law, labor agreements and/or custom will always govern. This policy does not create any contractual rights or obligations, whether express or implied.

Notice of Disclaimer – Contract of Employment
TCCC’s policies and associated processes, procedures, and guidance are not contracts of employment nor are they intended to create contractual rights or obligations for TCCC. The terms of this policy do not create a contract of employment or alter the at-will employment relationship between the Company and Employees in all jurisdictions where employment at-will is permitted. In instances where a contract of employment exists the terms of this policy are not incorporated into an associate’s contract of employment with the Company.
It is important to note that for most policies the original language is English. In the event that the original language is not English, the original language will govern. If there is some discrepancy between the original language version and any other version, then original language version governs.