

Effective Date: November 2, 2020  
Next Review Due: November 2, 2022

# Policy

## Our Employees are our Most Important Asset

We believe in powering the potential of diverse, innovative and inclusive teams that create value for individuals, Albemarle and its stakeholders. The success of Albemarle's business depends on a safe, collaborative, accessible and respectful work environment in which the talent, experience and views of all employees are valued. Our work must be guided by our Core Values of Care, Collaboration, Courage, Curiosity, Humility, Integrity and Transparency. This policy outlines behaviors that are consistent with these values.

This Policy sets out our minimum standards concerning employee engagement, compensation, development and management. This Policy has been developed in accordance with our **Code of Conduct**, local, national, and international laws and standards, such as those set in applicable International Labor Organization (ILO) instruments, as well as our customers' and communities' expectations and requirements. If the local or national law sets different standards from this Policy, we need to follow the higher standard.

This policy is intended to provide guidance to our local and national labor practices. It is not intended to create a contract of employment or other legal obligation between an employee and Albemarle Corporation or any of its subsidiaries'. Nothing in this policy is intended to conflict with any applicable law, regulation or agreement. Where conflict exists, the law, regulation or agreement will prevail. We comply with all labor laws and regulations.

## Who Does This Policy Apply to?

This Policy applies to Albemarle Corporation, all Albemarle-controlled entities and their respective employees, officers and directors. We also expect our business partners (vendors, suppliers, contractors, etc.) to comply with equivalent requirements in **Albemarle's Code of Conduct for Business Partners**.

## We are All Responsible for Respecting Employee Rights

We respect the human rights of our employees and contractors, and treat each other with dignity and respect. To uphold our Core Values it is important that we are all held accountable for our actions. *How we work* is an essential part of performance at Albemarle.

## Workplace Conditions

We believe that diverse, innovative and inclusive teams create value for individuals and our community. We care for the health, safety and well-being of each other, and create a work environment that fosters mutual respect.

### Safety at Work

Working conditions should allow for safe working practices and support the occupational health and well-being of employees, in alignment with the ILO Occupational Health Services Convention, 1985 (No. 161). In accordance with our Code, we have a collective responsibility to:

- Obtain, keep current and comply with all required health and safety permits.
- Follow our health and safety requirements, including our Life Saving Rules, when visiting or working on an Albemarle site.
- Take proactive steps to identify safety concerns and prevent workplace-related fatalities, injuries and illnesses.
- Ensure that all employees go home safe and healthy every day.
- Provide employees with the appropriate safety training and for employees to actively participate in safety trainings.
- Provide employees with safe, secure and clean working conditions, and similar conditions for on-site living quarter.
- Comply with all applicable occupational, health and safety laws and regulations.

Through our **Health, Safety, Security and Environmental Policy**, Albemarle implements programs and processes to achieve greater protection that is appropriate to the needs, size and nature of its operations.

### Workplace Conduct

We treat our colleagues, customers, suppliers and other stakeholders with care, courtesy, dignity, fairness and respects, in moments of agreement as well as disagreement. We consider the impact of our actions on others. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment, humiliation, bullying, retaliation, verbal abuse or other forms of intimidation are strictly prohibited at Albemarle. In accordance with our Code and the ILO Violence and Harassment Convention, 2019 (No. 190):

- We do not display or share offensive, threatening or demeaning materials.
- We do not bring weapons into our workplace.
- We show care and courage by speaking up if we see others being harassed, bullied, intimidated or otherwise made to feel uncomfortable. We do not assume that others have already raised concerns.

## Fair Employment

In accordance with our Core Values and Code, we make employee pay decisions in a fair, equitable and transparent manner, and comply with all applicable laws governing wage and working hour requirements (including compensation, benefits and overtime) and maintain appropriate records.

### **Fair Wages and Benefits**

Wages and benefits are paid for a standard working week that meet the ILO Protection of Wages Convention, 1949 (No. 95) and at a minimum, national legal standards. Albemarle strives to provide workers with remuneration that ensures an adequate living standard and access to basic services for them and their immediate family. Albemarle maintains a **Global Compensation Policy** that emphasizes internal equity and external comparability within the defined markets where we compete for talent.

All workers shall be provided with written and understandable information about their employment conditions with respect to wages before they enter employment, and about changes to their regular wages throughout their employment.

Deductions from wages earned as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express permission of the worker concerned. Suspension without pay is permissible. All disciplinary measures should be documented in compliance with Albemarle policies.

Our wages and benefits are intended to provide our employees access to care in support of their physical and mental health, including medical services, sanitation, adequate food and decent housing, for themselves and their immediate family members.

### **Working Hours**

Employees shall be given reasonable breaks while working and sufficient rest periods between shifts. We prohibit excessive hours of work and support the need to protect workers' health and safety by limiting working hours and providing adequate periods for rest and recuperation, including weekly rest and paid annual leave. We will comply with local and national regulations on working hours but at a minimum will ensure that the following requirements are met:

- Standard working hours, excluding overtime, shall be agreed upon between Albemarle and each employee as part of the employment relationship, and shall not exceed 48 hours on average per week.
- Overtime shall be used responsibly, taking into account the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall be predominantly voluntary, but situations may occur in which overtime needs to be mandated. To avoid employee fatigue we have guidelines in place for consecutive 12-hour, 10-hour and 8-hour shifts, which limits can be found in the Employee Fatigue Management Procedure.

Albemarle provides for breaks for nursing mothers. Albemarle shall grant all employees the right to sick leave and annual holiday, as well as parental leave for employees who have to care for a newborn or newly adopted child, as provided by national legislation. Employees who take such leave shall not face dismissal or threat of dismissal, and shall be able to return to their former employment at the same rate of pay and with the same benefits.

### **Right to Peaceful Assembly, Freedom of Association and Collective Bargaining**

Albemarle respects the right of its employees to be represented in order to pursue their legitimate interests, in compliance with the ILO Freedom of Association and Protection of the Right to Organise

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Convention, 1948 (No. 87) and the ILO Right to Organize and Collective Bargaining Convention, 1949 (No.98).

This right includes the right to form and join or not join trade unions of their own choosing, the right to bargain collectively and the right of internal and/or external employee representatives to be acknowledged as partners in negotiations and consultations subject to local and national laws. Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace. Albemarle complies with all local, national and international works council agreements.

### **Forced Labor**

Albemarle complies with the ILO Forced Labour Convention, 1930 (No. 29) and the ILO Abolition of Forced Labour Convention, 1957 (No. 105). Albemarle has a free, fair and diverse workplace. We prohibit the use of forced labor, human trafficking, involuntary prison labor or any other action that may adversely affect the labor or human rights of workers under Albemarle's Code of Conduct and this Policy. Employees are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice. Employment is based on mutual consent between Albemarle and its employees.

## **Diversity and Inclusion**

We are committed to a culture where our values are clear, all are welcome to collaborate and contribute and our differences are celebrated as a competitive advantage. We seek to fight against discrimination as we continue to advance and promote an inclusive and diverse workplace for all employees with a focus on safety, mutual respect, development and wellbeing. We believe in the power of diversity and inclusion to strengthen Albemarle and its stakeholders.

### **Diversity**

We are responsible for creating an environment that is open and inclusive, and we value diversity of thought, experiences and cultures. We treat our colleagues with care, courtesy, fairness and respect, in moments of agreement as well as disagreement.

### **Non-Discrimination**

We value diversity of thoughts, experiences and cultures. Discrimination of employees or future employees, in any form, is prohibited under Albemarle's Code of Conduct and this Policy, which is aligned with Discrimination (Employment and Occupation) Convention, 1958 (No. 111).

We will provide equal employment opportunities for all applicants and employees without regard to race, color, ancestry, national origin, citizenship, age, physical or mental disability, medical condition (including pregnancy), religion, political affiliation, marital status, gender, sexual orientation, gender identity, genetic information, veteran status or any other status or characteristic protected by applicable law. This applies to all areas of employment. We provide reasonable accommodations to those employees with disabilities to help them perform their job as required by applicable law.

Any distinction in respect of a particular job that is based on the inherent requirements of the job shall be allowed and not be deemed discrimination. We promote our employees based on an individual's skills, qualifications, performance and other factors related to a job's specific needs. We make decisions

on employee pay (in alignment with the ILO Equal Remuneration Convention, 1951 (No. 100), promotion, discipline and termination in a fair and equitable manner.

## Rights of Children and Young Workers

We are committed to ensuring respect for children's rights in our business operations and supply chain, and to implement measures to support children's rights, in accordance with the ILO Minimum Age Convention (No. 138).

### Prohibition of Child Labor under Certain Age

Albemarle follows the ILO Convention 138 which defines the minimum age for admission to employment or work. This age shall not be less than the age of completion of compulsory schooling and in any case not be less than 15 years of age, except in some developing countries where it is 14 years of age. Albemarle prohibits child labor, which means Albemarle does not allow children under the minimum age for admission to employment to be engaged in work that deprives them of their childhood, their potential and their dignity, and that is harmful to their physical and mental development, within its facilities. Furthermore, Albemarle is committed to prohibiting child labor in its supply chain through its **Albemarle's Code of Conduct for Business Partners**.

### No Hazardous Labor under Certain Age for Young Workers

We refrain from hiring workers under the age of 18 for positions that require hazardous work that could jeopardize their health or safety. Furthermore, Albemarle requires from its supply chain that no employees under the age of 18 are in positions that require hazardous work.

### Right to Just and Favorable Work Conditions for Young Workers

We ensure adherence to all applicable laws or industry standards, whichever may be more stringent, relating to wages, working hours, overtime and benefits for young workers.

## Speak Up

Speaking up by raising questions or potential concerns helps Albemarle to improve understanding, engage with stakeholders, prevent harm, manage risk and promptly address issues. You are expected to immediately speak up if they see or suspect activity that may violate our Code, this Policy or applicable law.

You are encouraged to speak with your supervisor or local site leader in the first instance. If you feel uncomfortable speaking to your supervisor, or that your concern is not being properly addressed, you can always speak to your HR Representative, Regional Compliance Manager or a member of the Legal Department. You can also contact the Chief Compliance Officer, Global Ethics & Compliance (via [integrity@albemarle.com](mailto:integrity@albemarle.com)), the General Counsel or the Integrity Helpline.

The Integrity Helpline is operated by an independent company and can be contacted 24 hours a day, 7 days a week, in multiple languages, by phone or online. In the U.S., you can also reach the Helpline via text message. Details of how to contact the Helpline can be found on our website ([www.IntegrityHelpline.Albemarle.com](http://www.IntegrityHelpline.Albemarle.com)).

All reported incidents will be investigated in accordance with Albemarle's **Investigations Policy** and **Procedure**. Albemarle prohibits all forms of retaliation against people who report concerns in good faith.

## Information and Guidance

If you have questions concerning this Policy, please contact Global HR

## Related Policies, Procedures or Other Documents

1. Code of Conduct
2. Code of Conduct for Business Partners
3. Global Compensation Policy
4. Employee Health and Safety Policy
5. Security Policy
6. Employee Fatigue Management Procedure
7. Life Saving Rules
8. Investigation Policy
9. Investigation Procedure