



Gore
GUIDELINES ON SOCIAL RESPONSIBILITY

W. L. Gore & Associates is committed to conducting its business with integrity, both legally and ethically. Gore guidelines on social responsibility (“Guidelines”) are consistent with industry-specific requirements and practices, such as the Fair Labor Association Workplace Code of Conduct, and based on International Labor Organization (ILO) standards, the United Nations (UN) Universal Declaration of Human Rights, the UN Convention on Children’s Rights, the UN Convention on Elimination of All Forms of Discrimination Against Women, the UN Global Compact and the Organization for Economic Cooperation and Development (OECD) Guidelines for Multinational Enterprises.

These guidelines require:

1. **Legal compliance**
Conduct business operations in compliance with applicable national and local laws, rules, regulations, and any other relevant statutory requirements applicable to our business operations, including but not limited to, those which are related to human rights, labor practices, the environment, safety, sanitation codes and building safety codes. Comply with anticorruption, antitrust and other laws that regulate competition and trade in each country or region where business is conducted.
2. **Anti-corruption**
In addition to complying with applicable law, compete for business fairly, ethically and legally. Follow generally accepted international practices to prevent bribery and corruption.
3. **Freely chosen employment**
Offer employment freely, and do not use involuntary labor, forced, indentured, bonded or otherwise. Do not permit forms of slavery or practices similar to slavery, such as the sale and trafficking of children or adults, debt bondage, serfdom, or forced or compulsory labor.
4. **Equal opportunity**
Treat all people with fairness, dignity and respect. Do not discriminate in employment-related decisions (such as recruitment, wage policy, admittance to training programs, promotion or termination) on the basis of race, color, religion, gender, pregnancy, sexual orientation, gender identity or expression, national origin, disability, age, political affiliation or any other characteristic protected by law.
5. **Non-harassment**
Create an environment free of harassment and abuse. Do not tolerate physical abuse, threats of physical abuse, torment, unusual punishment or discipline, sexual harassment or any other harassment.
6. **No exploitation of child labor**
Do not employ children younger than the age for completing their compulsory education, and in any case, not below the age of 15 years. Do not allow children to perform work which, by its nature or the circumstances in which it is carried out, is likely to harm their health, safety or morals. Comply with the local legal regulations on the limitation of young workers’ working conditions.

7. Freedom of association and collective bargaining
Recognize the rights of employees to associate freely regarding collective bargaining. Do not discriminate, harass, intimidate, or retaliate against any person who is exercising their lawful right to associate freely or bargain collectively.
8. Fair wages and benefits
Compensate all employees fairly by providing compensation packages comprising wages and benefits that as a minimum comply with legally mandated minimum standards. Compensate employees for overtime at a rate which meets or exceeds the legal minimum. Where no such legal minimum applies, pay overtime premium rates using either industry benchmark standards or collective agreements, as applicable.
9. Reasonable hours of work
Follow local regulations to schedule work commitments. Do not, on a regularly scheduled basis, exceed the legal limitations on regular and overtime hours.
10. Healthy and safe working conditions
Provide a clean, safe and healthy work environment, reasonably designed to prevent accidents and health injuries that arise out of known hazards in the workplace. Operate facilities in accordance with all applicable, legally mandated standards for workplace health and safety in the countries and communities in which they are located.
11. Fire safety
Maintain proper and adequate fire safety conditions in the workplace.
12. Compliance with environmental standards
Comply with all applicable environmental laws and regulations, including those pertaining to air and water emissions. Obtain required permits, and conduct operations in compliance with those permits.
13. Waste management
Manage all waste streams, and dispose of all waste in accordance with all applicable legal requirements.
14. Chemical management
Comply with all applicable laws and regulations for storing, handling and using chemicals. Obtain required permits for chemicals that are legally restricted.
15. Employee information and training
Inform employees about relevant workplace standards including but not limited to those mentioned in these guidelines. Make relevant standards available to employees, and document appropriate training programs that are provided.

Date, Place: _____

Organization, Name, Function: _____