

# Position on Providing a Discrimination-Free Workplace

## Background

A discrimination-free workplace is one in which employees are attracted, recruited, assigned to work, provided with training and development, promoted and remunerated on the basis of their capabilities. It signals that no distinction, exclusion or preference relating to an individual's employment is made on grounds other than the ability or potential ability of an individual to meet required job needs. Discrimination-free means equal opportunity for all, irrespective of non-work-related personal characteristics. Further, it means actively advancing practices that promote equity by, for example, assuring inclusive selection criteria to more fully reach qualified persons.

Discrimination in any form is harmful to society, individuals, and the conduct of business. By definition, discrimination prevents individuals from realizing their human rights and from fully and productively participating in society and/or business activity. The achievement of a prosperous society depends on all individuals being treated with dignity and respect. The achievement of sustainable business equally depends on individuals attaining employment in a workplace that values them and their unique qualities.

## Relevance

As the largest and most broadly based healthcare company in the world, Johnson & Johnson 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 discrimination. We believe that fostering an open and inclusive work environment, in which we value contributions from individuals of all backgrounds and experiences, is not only the right thing to do, it 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 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 Business 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 the Johnson & Johnson Family of Companies."

We are also guided by the United Nations Guiding Principles on Business and Human Rights and Universal Declaration of Human Rights.

## Our Position

All of us have a right to work in an environment free from the demoralizing effects of discriminatory conduct. This also extends to conduct that takes place off Company premises (including on social media) that could reasonably impact employees or others within our workplace. Our position includes:

**Prohibition of discrimination:** We strictly prohibit discrimination against any employee or applicant for employment based on non-work-related personal characteristics, such as race, color, religion, sex (including pregnancy, childbirth, or related medical conditions, as well as breastfeeding needs), gender, sexual orientation, gender identity or expression, transgender status, national origin, ethnic origin, social origin, family or marital status, age, disability (physical or mental), medical condition, genetic information, veteran's status, or military service.

Our prohibition against discrimination applies to all employment decisions, including but not limited to those involving recruitment, hiring, promotion, training, compensation, benefits, transfer, discipline, demotions, suspensions, discharge, recall from layoff, reemployment, education, tuition assistance, and Company-sponsored social and recreational activities.

**Discrimination-free workplace as a shared responsibility:** Our equal opportunity and affirmative action principles and objectives embody the philosophy of Our Credo. All Johnson & Johnson employees share the responsibility of creating an open, inclusive and welcoming work environment that inspires respect and encourages contributions from individuals of all backgrounds and experiences.

**Providing reasonable accommodation:** Across the globe, we provide reasonable accommodation to qualified individuals with a disability and to individuals with needs related to their religious observance or practices. What constitutes reasonable accommodation depends on individual circumstances and is addressed on a case-by-case basis. In all cases, however, our aim is to create a working environment in which individuals with special or unique needs feel they are being reasonably accommodated with dignity and respect.

**Providing training and education:** Across the globe, we provide various training courses that address our policies prohibiting discrimination in the workplace, including within our Code of Business Conduct training. All Johnson & Johnson employees are required to complete Code of Business Conduct training every two years after initial onboarding training. This training specifically includes educating individuals on different types of discrimination and ways to support a diverse, equitable and inclusive workplace. Many contractors, including contractors who are regularly on-site, are also required to participate in our Code of Business Conduct training.

**Providing a safe mechanism for reporting discrimination:** We strongly encourage all employees and individuals who provide services in our workplace to report instances of discrimination, whether personally experienced or observed in the workplace, at any level. We maintain clear procedures for reporting, investigating and resolving issues of discrimination at each operating company. Individuals should promptly report violations of our anti-discrimination policies to their immediate supervisor, a higher level of management, or a Human Resources Leader.

Individuals may also contact Global Services – Human Resources ([www.jnjgportal.com](http://www.jnjgportal.com)), use the Our Credo Integrity Line ([OurCredoIntegrityLine.com](http://OurCredoIntegrityLine.com)), or call a toll-free number provided by country on these websites.

The Our Credo Integrity Line is available 24 hours a day, 7 days a week and in 23 languages. All reports are appropriately investigated and addressed.

**Investigating reports of discrimination:** Allegations of discrimination are taken very seriously by our Company and are appropriately investigated, generally by our Global Employee Relations group. 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 discrimination. Any individual who, in good faith, reports possible discrimination will be protected from any form of retaliation.

## Application

This position is relevant for all Companies in the Johnson & Johnson Family of Companies, as detailed in our [governance materials](#). See also related documents:

[Policy on Diversity, Equity and Inclusion](#)

[Position on Human Rights](#)

[Position on Providing a Safe and Harassment-Free Workplace](#)

[Position on Resolving Employee Grievances](#)

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