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SCOPE

This policy covers all active full-time and part-time employees, temporaries, contractors, vendors, visitors or customers of the Company.

OBJECTIVE

The Company believes that all employees should be afforded a work place environment that allows them to reach their full potential. The company recognizes that for this result to occur, the work environment must foster trust ad mutual respect. Each employee will be valued and respected as an individual. Our workplace will be free from of discrimination and harassment in any form, including but not limited to sexual harassment.

POLICY / PROCEDURE

The Company forbids discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, pregnancy, veteran status, marital status,citizenship, sexual orientation, as well as any other category protected by federal,state, or local laws. All employees are prohibited from engaging in unlawful discrimination or otherwise violating The Company's equal employment opportunity policy.

The Company also forbids any employee, supervisor, officer, director, vendor, customer or agent of the Company to harass any Company employee or applicant or any other person who provides services to the Company.

Harassment includes any unwelcome or unsolicited verbal, physical, or visual conduct based on protected status which interferes with an employee's job performance or which creates an intimidating, hostile, or offensive working environment. Among the types of unwelcome conduct prohibited by this policy are epithets, slurs, stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals because of their protected status. The Company prohibits that conduct even if it is not sufficiently severe or pervasive to constitute unlawful harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct based on sex. Such conduct is in violation of this policy when:


1. Submission to such conduct becomes and implicit or explicit term or condition of employment, or
2. Submission to or rejection of the conduct is used as a basis for any employment decision, or

3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples:

Some examples of what may be considered harassment, depending on the facts and circumstances, include the following:

1. Verbal harassment, including derogatory or vulgar comments regarding a person's race, color, national origin, ancestry, religion/religious creed, sex, age, sensory, physical or mental disability, medical condition, pregnancy, childbirth, or related medical conditions, marital status, sexual orientation, gender identity, veteran status, or any other protected status of an individual under applicable law.
2. Physical harassment, including hitting, pushing, or other aggressive physical contact, including threats to take such action.
3. Sexual harassment including:
 - a. Offensive sex-oriented verbal kidding, teasing or jokes.
 - b. Repeated unwanted sexual flirtations, advances, or propositions.
 - c. Continued or repeated verbal abuse of a sexual nature.
 - d. Graphic or degrading comments about an individual's appearance or sexual activity.
 - e. Offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons or posters.
 - f. Unwelcome pressure for sexual activity.
 - a. Offensively suggestive or obscene emails, letters, notes or invitations.
 - b. Offensive physical contact such as patting, grabbing, pinching or brushing against another's body.
4. Sexual favoritism in the making of any employment decision. Sexual favoritism can occur whenever a supervisor or manager makes a decision based upon an employee's receptiveness to sexual advances.

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REPORTING PROCEDURE

Any employee who believes that the actions or words of a supervisor or a fellow employee constitute harassment, included but not limited to sexual harassment, has the responsibility to report the matter immediately, before the conduct becomes severe or pervasive, to their manager, another Solvay manager and/or a Human Resources representative. Anonymous reporting of any alleged violation of this policy may be made through the Company's Ethics Helpline at 888-297-6882.

Reports of workplace harassment will be investigated promptly, thoroughly and in as confidential manner as possible. In all cases, the employee is to be advised of the findings and conclusion of the investigation. There will not be any retaliation tolerated for having objected to, reported or threatened to report a good faith complaint.

RESPONSIVE ACTION

Conduct that is inconsistent with the Policy will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as the Company believes is appropriate under the circumstances.

RESPONSIBILITY

All managers and supervisors are directly responsible for maintaining this policy within their respective departments/locations. In directing the work of others, it is also each supervisor's responsibility to take those actions necessary to prevent the occurrence of workplace harassment in his or her span of control.

The appropriate Human Resource manager or a designated, third party impartial will be responsible for the investigation and resolution of all harassment charges.

Supervisors who receive complaints of harassment must notify the Human Resources representative of any complaint of harassment within their facility or organization.

This policy does not create a contract, whether expressed or implied, between the Company and its employee. An employee remains free to terminate his/her employment with the Company at any time for any reason, just as the Company is free to terminate any employee at any time with or without good cause. This is known as employment at will. (Canadian employees and employees working pursuant to a Collective Bargaining Agreement are not subject to the employee-at-will doctrine). This policy cannot be modified orally or in writing except by formal revision authorized by the Vice President of Human Resources, North America.