

Subject: Human Rights

Number: POL 007

Effective Date: January 1, 2019

Supersedes: Policy Letter No. 7

Dated: January 1, 2017

SCOPE

Xerox Corporation and its subsidiaries

SUMMARY

The long-standing corporate values of Xerox Corporation comprehend respect for human rights of all human beings, in addition to our stakeholders including customers, employees, business partners, and the communities where we operate.

We believe that every employee, whether our own or our suppliers', should be treated with respect and dignity; provided a safe workplace free of discrimination, sexual harassment; compensated fairly; and allowed freedom of association and expression. Respect for human rights extends into the communities where our employees work and live, where our brand is represented and visible. We respect laws, labor practices and customs in the countries where we operate, ensuring alignment with our standards and codes of conduct, many of which exceed the requirements of laws and regulations. We strive to be a positive influence in communities, demonstrating that respect for human rights fosters successful businesses and successful people, all of which help to nurture successful economies and develop stronger communities.

The Xerox Code of Conduct embeds our commitment to compliance, ethics, human rights, sustainability, privacy protection and community engagement into our daily operations.

DEFINITIONS

Human Rights - freedoms inherent to all human beings, regardless of race, sex, nationality, ethnicity, language, religion, or any other status. Human rights include the right to life and liberty, freedom from slavery and torture, freedom of opinion and expression and the right to work and education.

Human Rights Impacts- Actions, behaviors or conditions that threaten a person's freedoms including discrimination, violence, not allowing the right to freedom of expression and collective bargaining in workplaces; human trafficking, child and/or forced labor in the supply chain and; and breaches of data that may threaten a person's privacy.

Responsible Business Alliance (RBA) – formerly known as the Electronic Industry Citizenship Coalition (EICC), a nonprofit founded in 2004 by a group of leading companies in the electronics, retail, auto and toy industry that is committed to supporting the rights and wellbeing of workers and communities worldwide affected by the global supply chain.

Responsible Business Alliance (RBA) Code of Conduct on corporate social responsibility includes labor standards based on recognized principles of international labor and human rights.

Xerox Supplier Code of Conduct - Xerox has adopted the RBA Code as its code of conduct for suppliers.

POLICY

Xerox respects the human rights of all stakeholders including customers, employees, communities where we operate and the General Public globally. We are committed to the [Universal Declaration of Human Rights](#), [OECD Guidelines for Multinational Enterprises](#), [UN Guiding Principles on Business and Human Rights](#) and the [International Labor Organization's \(ILO\) Declaration on Fundamental Principles and Rights at Work](#). Xerox will assess its operations and supply chain to identify potential human rights impacts and develop corrective actions to eliminate associated risks or mitigate to the lowest extent possible. Xerox employees, suppliers and business partners are accountable to Xerox codes of conduct intended to align actions and decisions with corporate values as we pursue our mission.

EXCEPTIONS

Note any acceptable deviations or exceptions to this policy

RESPONSIBILITIES

As identified in the policies referenced in the [Xerox Code of Business Conduct](#).

REFERENCES

Policies referenced in the [Xerox Code of Business Conduct](#).

XEROX GLOBAL ETHICS HELPLINE www.xeroxethicshelpline.com or 1-866-979-0001
Ethics & Policies Hub Site: <https://xerox.sharepoint.com/teams/Ethics>