

DAIMLER TRUCK

Fairness in the Workplace

Joint information from the Company, the Group Works Council and the Representative Management Committee



YOU 
MAKE
US **YOU**
MAKE THE
DIFFERENCE

Dear Colleagues,

Equal opportunity and treating each other with fairness and respect are among Daimler Truck's most important core beliefs. We, the Corporate Management, the Group Works Council and the Representative Management Committee are committed to fostering diversity and inclusion and to combating discrimination.

What we expect from you, valued colleagues, is that your behavior contributes to a working atmosphere that is characterized by fair and respectful cooperation.

Nevertheless, conflicts can of course occur during daily social interaction. Triggers may include such things as preconceived opinions, performance and time pressure, competitive thinking or concerns about the future. In this context, objective disputes must not be allowed to become permanent problems. Therefore, let us address conflicts and work together to find solutions that contribute to fair and respectful cooperation.

Your positive attitude toward others is the prerequisite for a corporate culture in which discrimination, sexual harassment and bullying won't stand a chance. This requires openness and your willingness to respect other perspectives.

Our aim in this brochure is to inform you about discrimination, bullying and sexual harassment, to raise awareness and to point out possible consequences of such behavior. Beyond this, you will find contact persons who can help you and who can advise and support you at any time.

As part of our **IMPACTCULTURE**, it is important to us that we also address unpleasant issues. That is why we want to encourage those affected to defend themselves and urge anyone who observes unfair behavior to take it on.

Support us in this important matter and make your contribution to an inclusive corporate culture at Daimler Truck.

#**IMPACTCULTURE**
#**YOUMAKEUS**



Jürgen Hartwig

Member of the Board of Management of Daimler Truck AG, responsible for Human Resources and Labor Director



Michael Brecht

Chair of the Group Works Council



Harald Dorn

Chair of the Group Representative Committee of Senior Managers

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Positioning

Fairness in the workplace

People at Daimler Truck create value. They are passionate about the same topics, are committed to the same goals and orient their actions toward our common purpose: “For all who keep the world moving.” At the same time, however, people are also individually different.

Protection against discrimination is therefore particularly important. Fairness and equal opportunity as well as mutual respect in daily social interaction are among the core beliefs at Daimler Truck. They are the basis for good collaboration.

Daimler Truck understands this to mean that all employees are employed, promoted and further trained without discrimination of any kind, regardless of their nationality or ethnic background, gender or gender identity, their age, physical and mental abilities, religion and worldview, their sexual orientation or social background, according to their competences, skills and achievements.

We all want a corporate culture characterized by fairness, mutual respect and trust. Establishing the framework conditions to create this is the shared task of the Corporate Management, the Group Works Council and Representative Management Committee. However, each and every one of us is called upon to implement this.

Expectations for all employees

The conduct of all employees contributes to a positive working environment.

- » This requires collegial, fair and mutually respectful cooperation.
- » Everyone must be able to trust that their own personality and dignity is respected by others. Therefore, employees are to refrain from any conduct that injures or degrades others.
- » Mutual respect is based on inner conviction and the willingness to deal positively with other people. This also means that potential conflicts in the workplace are openly addressed and, as a result, solutions are sought together.
- » Employees affected by unfair behavior must take action, even if it is difficult at first.

Expectations for all managers

Managers are role models and support fair treatment within their teams in particular through their conduct as leaders.

- » Managers contribute to a working atmosphere that enables an open exchange of ideas through an open, respectful attitude toward their team members. They foster a corporate culture in which it is possible to learn from mistakes because problems and conflicts are openly addressed and dealt with.
- » If managers become aware of events related to discrimination, bullying or sexual harassment, they are obliged to clarify the situation – with the support of appropriate experts. If necessary, managers must take action against those responsible and make it clear that such misconduct will not be tolerated.

As a manager, you are obliged to take action against the perpetrators of unfair conduct.

Discrimination –

What does Daimler Truck mean by discrimination?

Discrimination through language

- » Degrading statements about nationality or ethnic background, gender or gender identity, age, physical and mental abilities, religion and worldview, sexual orientation or social background.
- » Offensive jokes, insults, mockery, threats, humiliation, use of unacceptable language.
- » Subjecting someone to ridicule and belittling them when they defend themselves.

Discrimination through conduct

- » Creating information gaps, making spatial isolation, ignoring a person.
- » Degrading looks or gestures.
- » Treating employees differently without objectively justifiable grounds.
- » Graffiti on walls, distribution of inflammatory writings, putting up degrading images or objects.

Discrimination through violence

- » Threatening and using physical violence.
- » Assignment of unreasonable tasks.

Recommendations and tips on the issue of discrimination

- » Take courage and speak to whomever is perpetrating the misconduct. Demand that they immediately refrain from such behavior.
- » When clearing up the incident, consult a third party if necessary.
- » Make it clear to the perpetrator that you reject the behavior and, if necessary, will make it public.
- » The effect of sexist or racist jokes is difficult to assess. People react individually and differ in their reaction. Some employees feel discriminated against without expressing this to others. Therefore, you should always refrain from making discriminatory jokes in the workplace.
- » In the event of discriminatory behavior, you have the option of contacting various contact points within the company (see pages 9-10).



Bullying –

What does Daimler Truck mean by bullying?

Examples of bullying

- » Derogatory treatment by supervisors and colleagues (e. g., depriving them of tasks, piling on tasks), spatial isolation.
- » Deliberately withholding information necessary for work.
- » Assigning insulting, insoluble or pointless tasks or no tasks at all.
- » Threats and degradation.
- » Continued, mutually reinforcing behaviors that are conducive to hostility, harassment or discrimination.
- » Violation of personal rights of those affected.
- » Inappropriate criticism of work.
- » Disseminating rumors about the affected individual or their family.

Recommendations and tips on the issue of bullying

- » If you feel bullied, it is helpful to record the specific situations accurately in writing. This helps to distinguish more clearly between personal perception and objective occurrences.
- » If you are the person affected, involve a third person in discussions with the persons concerned, if possible. This helps clear up misunderstandings better.
- » As with the issue of discrimination, you have the option of contacting the specified contact points within the company (see pages 9-10). The exact circumstances should be clarified in concrete terms in an initial discussion (time, location, those present, etc.). Documentation of the incidents, specifying the witnesses, is useful in any case.

Bullying

... is regular and deliberate harassment by one or more persons against an individual or group of persons that extends over a longer period of time. The action is generally intended to damage the reputation of the person/group of persons and/or to drive them from their position.

Some situations cannot be resolved by yourself. You can get professional help within the company.



Sexual harassment – What does Daimler Truck mean by sexual harassment?

Examples of sexual harassment

- » Any intentional behavior of a sexual nature that violates the dignity of employees in the workplace.
- » Any lewd remarks, comments or jokes about the person.
- » Unwelcome physical contact.
- » Showing images with sexually explicit content.
- » Suggestions that sexual compliance could bring professional benefits.
- » Other sexual acts, remarks and demands.

All genders and gender identities can experience sexual harassment.

Recommendations and tips on the issue of sexual harassment

- » As an initial reaction, you should try to make it unequivocally clear to the perpetrator that this is misconduct. Often, direct confrontation helps to eliminate any conflict.
- » Employees negate or block out the occurrence of sexual harassment for fear of being seen as a prude, sensitive or with no sense of humor. This attitude is often seen as consent by the perpetrator. Clearly communicate to the person concerned what specifically bothers you about their behavior.
- » Apparently funny or quick-witted responses or crude replies are often seen as consent. However, you should take a stand against this and not justify yourself.
- » As a rule, there is a lack of witnesses who can support you in cases of sexual harassment. Therefore, write down the time, place and nature of the harassment so that you would be able to substantiate a complaint in the long run.



Impacts

Unfair behavior not only leads to disruptions in collaboration but also causes considerable costs.

The impact of unfair conduct

Unfair behavior such as discrimination, bullying or sexual harassment leads to a significant negative impact on the workflow – in the team and in the company. The situation often leads to enormous stress on those affected and their environment. This results in a worsening of the working atmosphere, often in conjunction with higher staff turnover (change of workplace).

Possible impacts also include reduced work performance as well as decreasing motivation and a reduced quality of work, as well as psychosomatic disorders and thus an increase in absenteeism.



Right to be advised and to lodge a complaint

Everyone has the right to defend themselves

If employees are victims of unfair behavior, such as discrimination, bullying or sexual harassment, they should take action, even if it is difficult. Employees have the right to be advised or to lodge a complaint, but they must take the first step themselves. It must be made clear to the perpetrator what the unfair behavior is, and they must be asked to change it (possibly in the presence of witnesses). Complaints and notices will be treated confidentially – upon request.

Your internal contact points

- » Direct manager or next higher manager
- » HR Department
- » Works Council, Representative Body for Severely Disabled Persons, Youth and Apprentice Representative Body
- » Social Counseling
- » Occupational Medicine
- » Senior Managers' Committees
- » Whistleblower system SpeakUp

Complaints and requests for advice shall not result in disadvantages.

You must take the first step yourself.



Points of contact and their role

Managers at Daimler Truck have a special responsibility and are the direct contact person for the employee. As part of their management role, managers prevent unacceptable, unfair behavior by their employees by shaping management culture and cooperation. Through their open-minded attitude in relation to their team members, they are able to create a work environment that makes an open exchange of ideas possible.

Furthermore, they are obliged to prevent any form of discriminatory or harassing behavior. Managers support respect for the personality and dignity of all employees by means of their own behavior.

Managers act as mediators in case of conflicts. If persons affected contact them, managers should therefore take steps to influence the perpetrator and objectively request that they refrain from this misconduct. If this does not have any effect, the manager seeks options for conflict resolution together with the HR Department, Social Counseling or the Works Council or Senior Managers' Committee.

HR Department If employees do not wish to speak to their manager, they can contact their HR Department. It has the task of advising and supporting those affected. In addition, the HR Department, in consultation with the Legal Department and/or the Labor and Social Law Department, may take suitable measures, potentially those under labor law.

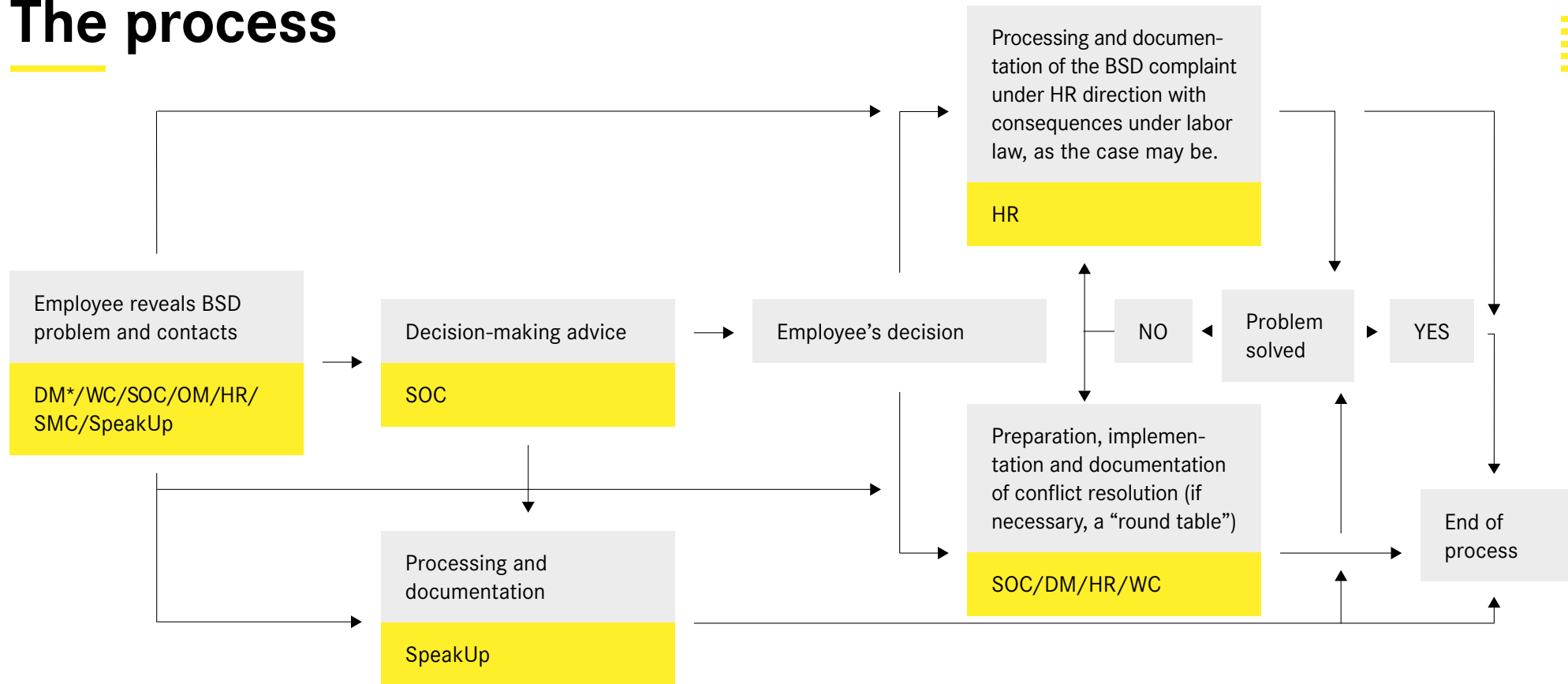
Works Council Employees also have the option to speak to Works Council members at any time. They have the task of advising and supporting those affected. Beyond this, the Works Council can also make contact with other contact points.

Social Counseling and Occupational Medicine In addition, all employees have access to Social Counseling and the Occupational Medicine as a point of contact. The contact persons there are subject to statutory confidentiality and will guarantee anonymity. Together with the employee affected, they analyze the situation, point out solutions and initiate suitable measures together with the person concerned.

Senior Managers' Committees Senior employees and senior managers can find a local point of contact at any time in their local Senior Managers' Committee. As confidential advisers, the representatives support and help with mediation. In addition, they can establish contact with external contact points.

SpeakUp is the main whistleblower system for Daimler Truck. All employees worldwide, as well as external whistleblowers, can report concrete indications of suspected misconduct within the company to SpeakUp. SpeakUp is in charge of high-risk violations for the company and its employees. When investigating misconduct, SpeakUp ensures the utmost confidentiality and attaches the greatest importance to fairness and transparency when dealing with all persons involved. SpeakUp can be reached at speakup@daimlertruck.com. Further information can be found on the SpeakUp Social Intranet page or website.

The process



Abbreviations:

BSD = Bullying, sexual harassment and discrimination
 DM = Direct Manager
 WC = Works Council
 SOC = Social Counseling
 OM = Occupational Medicine
 HR = HR Department
 SMC = Senior Managers' Committee

Note:

Employees have different points of contact to raise an BSD issue. Depending on the case and the employee's decision, there are different options for action. These are represented by the different line courses.

* Please note: Managers have a special responsibility and are obliged to notify the whistleblower system SpeakUp of indications of rule violations involving high risk, in accordance with the currently valid version of the Treatment of Violations Policy A 31 and Group Works Agreement 3. This includes, but is not limited to, serious cases of sexual harassment, discrimination and racism as well as serious violations of physical or psychological integrity.

The process

Decision-making advice

If employees wish to take advantage of confidential advice, for example through Social Counseling, it is first necessary to discuss the circumstances which underlie the unfair conduct. Building on this, the further course of action is determined together with the person affected.

For this purpose, a number of joint discussions can take place among the person affected, the management, the HR Department, the Works Council and Social Counseling, as needed. Should these circumstances, according to this situation analysis, definitely involve unfair behavior such as discrimination, bullying or sexual harassment, documentation that also contains information on potential witnesses would be required in any case.

Furthermore, it should be recommended that the person affected document the specific situations in writing. This helps to distinguish more clearly between personal perception and objective occurrences.

The circumstances are then determined and also documented in separate or joint discussions with the perpetrator. The above-mentioned contact persons sit down together with the person affected as a counseling network in order to jointly find a solution. The counseling network is assembled in consultation with the employee affected.

In the event of proven unfair conduct, the HR Department will manage disciplinary action with regard to the perpetrator.

A competent counseling network will advise you and will help clear up the situation.



Consequences

Employees who treat colleagues unfairly must reckon with actions under labor law.

Consequences of unfair conduct

Discrimination, bullying and sexual harassment are always a breach of obligations under labor law. For this reason, actions will also be taken under labor law in verifiable cases. Graded each time according to the severity of the case, such action could even lead to criminal charges: Possible actions include warnings, reprimands, disciplinary warnings and transfers as well as ordinary or extraordinary dismissals. The participation rights of the Works Council are thereby ensured. Even if it is not possible to determine sufficient evidence of unfair conduct, everything must be attempted to change the situation to such an extent that fair and respectful cooperation is possible again, in agreement with the persons affected or within the framework of management law.



Summary

Fairness in the workplace

For Daimler Truck, the Group Works Council and the Representative Management Committee, the principles of “Fairness in the workplace” mean making the Code of Conduct and work regulations even more concrete. Violations of these principles will not be tolerated; instead, they will be consistently pursued in order to ensure respectful and fair collaboration.

Daimler Truck, the Group Works Council and the Representative Management Committee will encourage and support affected employees in defending

themselves against discrimination, bullying or sexual harassment. Anyone who observes unfair conduct is to be encouraged to help the person affected by pointing out the misconduct to the perpetrator and asking them to refrain from such misconduct.

The contact points mentioned above are also available for all affected employees.

It is often difficult to assess how colleagues will react to a certain behavior (such as jokes). Even if a statement was not meant as such, it can be perceived as

discriminatory or harassing. It is therefore advisable to always refrain from any questionable behavior in the workplace.

Establishing principles and sanctions is certainly helpful, but it is only part of our core belief in equal and fair cooperation within the company.

Turning our corporate culture into reality and putting it into practice is the task of every individual. This is because fair conduct and an open, trusting working atmosphere are the basis for a successful company.



Daimler Truck AG
Fasanenweg 10
70771 Leinfelden-Echterdingen
Germany
www.daimlertruck.com