

RESPONSIBILITY OF EMPLOYEES

RESPONSIBILITIES OF ALL EMPLOYEES

Whether you are a manager, a supervisor, or a non-supervisory employee, you have the responsibility to make this Policy work by taking all of the following actions:

- If you believe you are the target of harassment or retaliation, to the extent you feel comfortable doing so, *tell the person to stop*
- Immediately *report any violation of this Policy* pursuant to the Complaint Procedure (see below)
- Cooperate with any investigation of a harassment complaint, whether brought by yourself or by someone else, by providing factual information to the Company's investigating personnel
- If other employees tell you they find your behavior or conversation unwelcome and ask you to stop, honor their request, even if you feel they are being oversensitive

SPECIAL RESPONSIBILITIES OF MANAGERS AND SUPERVISORS

If you are a manager or supervisor, Ford expects you to:

- Set an example by refraining from any activity of harassment or retaliation
- Discuss this Policy with all employees under your supervision
- Monitor your work area for indications of any type of harassment or retaliation
- Report any incident of harassment or retaliation that you witness or become aware of to the appropriate Human Resources personnel
- Immediately intervene to stop harassment, retaliation, or conduct that could be interpreted as such
- Caution employees who appear to be engaging in such behavior
- Report *all* complaints of harassment or retaliation to the appropriate Human Resources personnel, regardless of your opinion of whether the complaint is well-founded
- After reporting the incident or complaint to Human Resources, cooperate with Human Resources to assure that the problem does not recur or that retaliation does not ensue

COMPLAINT PROCEDURE

Ford Motor Company has implemented a Complaint Procedure designed to encourage any employee (whether regular, part-time, or supplemental), any independent contractor or temporary or agency employee, and any visitor to our workplace, to report any instance of harassment or retaliation that violates this Anti-Harassment Policy.

If you believe you are being harassed or retaliated against in violation of this Policy, or if you observe someone else being subjected to such conduct, *report this conduct immediately to management.*

WHO TO COMPLAIN TO

You may report such a violation to any of the following:

- To your supervisor or manager
- To your local Human Resources Representative

- To the Company harassment hotline, whose number is (888) 735-6650
- To the Corporate Diversity and Personnel Relations Office at Ford World Headquarters, whose number is (313) 322-3751

If you are a member of a collective bargaining unit, you may also file a grievance through the collective bargaining grievance procedure.

HOW COMPLAINTS ARE INVESTIGATED

Once an alleged violation of this Policy is reported to management, Human Resources will begin an investigation, usually within 24 hours. That investigation will be timely and thorough. When it is concluded, the Company will take such action as it deems justified by the facts. See below under "Penalties for Harassment or Retaliation."

CONFIDENTIALITY

All complaints of harassment or retaliation filed through the Company's Complaint Procedure will be handled as confidentially as possible. The fact that a complaint has been filed will be made known only to those persons who need to be made aware of the complaint, such as the employee's supervisor, the alleged wrongdoer, and witnesses who must be interviewed in connection with the investigation. All persons thus contacted by Human Resources will be told not to discuss the complaint or the facts of the case with anyone else, and will be warned that retaliation against the person making the complaint is strictly forbidden.

PENALTIES FOR HARASSMENT OR RETALIATION

If the investigation finds that an employee has engaged in conduct that violates this Policy, penalties will depend on the nature of the offense. Any and all breaches of this Policy are considered serious. Appropriate discipline will be imposed, even for a first offense, ranging from a verbal warning, up to and including discharge.

Supervisors and managers who bear responsibility for allowing violations of this Policy to occur, may also face discipline where:

- Their action or inaction contributed to the development of the environment that led to the offending conduct
- They failed to take appropriate action in response to receiving a complaint or witnessing an episode of harassment or retaliation

In such cases, the manager or supervisor may be subject to disciplinary action, up to and including discharge. Such a finding may also affect the manager/supervisor's present or future assignment, promotability, or compensation.

YOUR RIGHT TO COMPLAIN TO GOVERNMENT AGENCIES

Employees are encouraged to use the above Complaint Procedure to report and resolve their complaints of harassment or retaliation. However, employees may also file a complaint with the appropriate local, state, or federal enforcement agency.

FORD MOTOR COMPANY



CORPORATE ANTI-HARASSMENT POLICY

Ford Motor Company has a policy of *zero tolerance* for:

- Sexual harassment
- Racial or national origin harassment
- Harassment based on sex, race, color, religion, age, national origin, disability, sexual orientation, gender identity or expression or veteran status
- Retaliation against anyone for making a good-faith complaint of such harassment, or for cooperating in Company investigations of such complaints

This Policy protects:

- All Ford employees (regular, part-time, or supplemental)
- All independent contractors, temporary employees and agency employees
- All visitors to the Ford workplace, such as vendors and customers

Such harassment or retaliation violates Ford Motor Company's Policy:

- Regardless of whether it is committed by an employee, customer, vendor, agent, or other third party
- Regardless of the sex, race, or other characteristics of the person responsible
- Regardless of whether the harassment or retaliation violates or does not violate federal, state or local law

Violation of this Policy will result in discipline, up to and including discharge.

ACKNOWLEDGEMENT OF RECEIPT

I have read and understand Ford Motor Company's Anti-Harassment Policy.

Employee Name (please print)

Global ID

Employee Signature

Date

This acknowledgement will be placed in every employee's personnel jacket. Failure or refusal to sign does not relieve any employee of his or her responsibilities under this Policy.

DEFINITION OF HARASSMENT

“Harassment” in this Policy, means conduct of a harassing nature, whether in the workplace or off-site, which has the effect of interfering with someone’s work performance, or which creates an intimidating, hostile, or offensive working environment.

What is acceptable, amusing, or inoffensive to some, may be unwelcome, abusive, or offensive to others.

The following is a list of examples of conduct that Ford considers to be harassment. The list is not intended to be all-inclusive.

SEXUAL HARASSMENT

- Abusive, offensive, or unwelcome sexual conversation, innuendo, jokes, or teasing
- Unwelcome sexual flirtation, advances or propositions
- Explicit demands for sexual favors
- Subtle pressure for sexual activity
- Offensive, insulting, or suggestive gestures, leering, sounds, or comments
- Unwanted physical contact, including touching, petting, kissing, hugging, pinching, or brushing against another person
- Displaying sexually explicit or suggestive messages through graffiti, clothing, cartoons, photographs, or other items
- Using your position to coerce sexual favors through threats or rewards
- Granting promotions or other job favors because of participation in sexual activity
- Continuing to ask someone for dates, or to meet after work, after the person has made it clear that she or he does not want to go
- Graphic sexual comments about a person, whether or not said in that person’s presence
- Comments on a person’s appearance that makes the person feel uncomfortable because of her or his sex
- Sexually oriented entertainment in the workplace, at Company functions, or at social gatherings organized by Ford employees, where attendance consists predominantly of Ford employees and/or others associated with Ford
- Sending sexually graphic material through the Company email system or other electronic devices (e.g., voicemail, text pagers, radios, etc.), or using the Company internet, Company mail, or Company computers, for viewing such material



RACIAL OR NATIONAL ORIGIN HARASSMENT

- Using slurs or derogatory terms based on race, color, national origin, or ethnicity
- Telling jokes or stories that are derogatory toward members of a particular racial or ethnic group, whether or not members of that group are present
- Displaying graffiti or other derogatory or insulting writings, based on race, color, national origin, or ethnicity
- Making degrading comments about a person of a different racial or ethnic group, or about that person’s appearance

HARASSMENT BASED ON SEX, RACE, OR NATIONAL ORIGIN

This category covers harassment motivated by an individual’s sex, race, or national origin, even if the words or conduct do not explicitly refer to the subject of sex, race, or national origin:

- Demeaning or criticizing an individual because of her/his sex, race, or national origin. Example: “You’re just a woman (or man), what do you know.”
- Repeated comments that demean or criticize members of that sex, race, or national origin, even when made outside the hearing of such persons. Example: “Women (or men) are so stupid they can’t get anything right.”
- Sabotaging, damaging, or interfering with the work of anyone because of her or his sex, race, or national origin
- Threatening or intimidating anyone because of her or his sex, race, or national origin, through the use of hostile or threatening words or behavior

HARASSMENT BASED ON RELIGION, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, OR VETERAN STATUS

- Using slurs or derogatory terms about someone’s religion, age, disability, sexual orientation, gender identity or expression, or veteran status
- Telling jokes or stories that are derogatory toward someone’s membership in one of these groups
- Graffiti referring to such groups, or a person in one of these groups
- Degrading comments about an individual in one of these groups, or about his or her appearance
- Demeaning or criticizing an individual because of her/his membership in one of these groups
- Comments that demean or criticize members of one of these groups, even when made outside the hearing of persons of that group
- Sabotaging, damaging, or interfering with the work of anyone because of her or his membership in one of these groups
- Threatening or intimidating anyone because of her or his membership in those groups



PROHIBITION AGAINST RETALIATION

Ford Motor Company prohibits retaliatory actions against an employee who is motivated by the fact that the employee has made a good-faith complaint of harassment or by the fact that the employee has assisted or cooperated in an investigation of a complaint by someone else.

This policy protects any employee who makes a complaint of harassment, honestly believing that her or his complaint is justified, even if the Company should ultimately find that complaint unfounded.

The following are examples of actions that constitute forbidden retaliation if motivated by the employee’s having made a good-faith complaint of harassment or having cooperated in an investigation of such a complaint:

- Discharge, demotion, or other discipline of the employee
- Unfavorable changes in the employee’s work assignment, workload, or other terms of employment
- Talking negatively about that employee to others
- Sabotaging, damaging, or interfering with the employee’s work
- Ostracizing or excluding the employee, or subjecting him or her to hostile treatment, within the work group
- Holding the employee to different standards on the part of supervisors or coworkers
- Other inappropriate conduct or treatment that is hostile, or affects the employee’s workplace, equipment, tools, or personal effects

Retaliation in violation of this Policy is treated equally seriously as harassment, and will result in discipline up to and including discharge.

FORD MOTOR COMPANY CORPORATE ANTI-HARASSMENT POLICY