

Policy title: Global Human Rights Policy

Date effective: January 2018

Global Human Rights Policy

1. Purpose

This policy emphasizes Pitney Bowes' commitment to basic human rights as a core component of the way we do business and how we engage our employees. To this end, Pitney Bowes is committed to support and uphold the provision of basic human rights and to eliminate discriminatory practices. Pitney Bowes respects the inherent dignity of all persons, and seeks to enable all employees to do their best work by embracing and valuing their unique combination of talents, experiences and perspectives. While local law or regulation may necessitate a different interpretation or application of this policy, Pitney Bowes believes that the fundamental values set forth in this policy should serve at a minimum as our global business standards. This policy helps ensure that employees engaged in company business understand their responsibility for upholding human rights and equality in the workplace. Pitney Bowes believes that maintaining an environment that fosters open and direct communication between managers and employees is the most effective way to work together and resolve differences.

2. Scope

The Global Human Rights policy applies to all Pitney Bowes operations worldwide. Pitney Bowes expects any parties who do business on Pitney Bowes' behalf to conduct business in ways that uphold the principles of this policy.

3. Definitions: None

4. Policy Statement

Regardless of the country in which employees work, Pitney Bowes supports (to the full extent permitted by law), conduct that is consistent with the following four core principles of the International Labor Organization (ILO) Declaration on Fundamental Principles and Rights at Work:

- A prohibition against forced or compulsory labor for any employees (i.e., threatening workers with severe deprivations, such as withholding food or land or wages, physical violence or sexual abuse, or imprisoning workers);
- A prohibition against the use of child labor. For purposes of this policy, a "child" is anyone under 16 years of age;
- Employees' rights to engage in free association and to participate in a collective bargaining process should they so freely, individually and independently choose; and
- The promotion, protection and assurance of the full and equal enjoyment of human rights by all persons, including those with disabilities.

Pitney Bowes will not tolerate any behavior or actions that conflict with the principles of this policy.

Compensation

Wages will be paid according to all Pitney Bowes policies and applicable laws. It is prohibited for any employee to instruct or permit any other employee or individual doing work on Pitney Bowes' behalf to work any amount of time for which the employee is deliberately not compensated.

Child Labor Restrictions

When employing anyone under the age of 18, managers must comply with all Pitney Bowes-established and legally required limitations on minimum hiring age, hours and tasks performed by these employees to ensure any work performed does not hamper the child's education, health, safety, and mental or physical development. Pitney Bowes requires employees under the age of 18 to provide a current work permit where legally required.

Prohibition on Discrimination and Harassment

Pitney Bowes employees are required to uphold the elimination of discriminatory practices and harassment in the workplace as outlined in its Equal Employment Opportunity and Harassment-Free Environment Policies.

Freedom of Association, Work Environment and Compensation

Pitney Bowes respects our employees' right to individually decide to join or to refrain from joining any lawful organization. The Company is committed to complying with laws pertaining to freedom of association and to promoting a work environment that fosters communication, productivity, and employee engagement.

Protecting Employee Privacy

Pitney Bowes is committed to providing privacy protection of employee data in accordance with Company policy and applicable laws. Pitney Bowes has safeguards in place to protect personal data from unauthorized access and disclosure, including limiting access to such data only to those employees with a legitimate business purpose.

Promoting Safety, Health and the Environment

Pitney Bowes is committed to providing employees with a safe and healthy work environment.

Expectations of our Suppliers

Our relationships with our business partners, including our suppliers, vendors, consultants, and contract labor, are defined by contracts which are based on lawful and ethical practices. We request that our business partners adopt and enforce standards similar to those in this policy and in our Supplier Code of Conduct.

5. Compliance and Enforcement Responsibilities:

All employees are responsible for supporting human rights in the work environment. It is every employee's responsibility to:

- Understand Pitney Bowes' Global Human Rights Policy concerning basic human rights and uphold the provision of these rights in the workplace
- Contribute to a positive experience at Pitney Bowes, offering inclusion, equity and accessibility to employees and customers
- Treat each other with respect and dignity
- Foster free, direct and open communication among all employees
- Raise awareness of any behaviors or business situations involving Pitney Bowes that may compromise the company's beliefs around the provision of basic human rights.

Employees should immediately report any conduct engaged in or endured by a Pitney Bowes employee, or any individual conducting business on Pitney Bowes' behalf, that is a potential violation of the Global Human Rights Policy. Such a report can be made by contacting the employee's management team, Global Ethics and Business Practices or Human Resources. Employees who violate this policy may be subject to disciplinary action, up to and including immediate termination.

6. Other related or referenced policies and documents

- Pitney Bowes and business unit Human Resources policies
- Pitney Bowes Business Practices Guidelines
- Pitney Bowes Supplier Code of Conduct

7. Appendix: None

8. Approver(s):

- Global Ethics and Business Practices

9. Policy Owner(s):

- Corporate Legal
- Global Ethics and Business Practices
- Human Resources

10. Supersedes: October 1, 2010, January 26, 2016

Revision History

Description of revision	Date Reviewed/Approved
<ul style="list-style-type: none"> • Policy format update only 	1/26/2016
<ul style="list-style-type: none"> • Policy review and format update 	7/2017
<ul style="list-style-type: none"> • Policy review and format update 	11/2017