



Corporate Policy # CP-00017 – Workplace Violence

Effective Date: Sep-12-2011

Last Reviewed: Oct-2021

Objective:

Lenovo is committed to promoting a safe and secure work environment for the benefit of its employees and the achievement of its business objectives. All employees, contractors and guests are expected to refrain from violence, harassment, intimidation or coercion. While these behaviors may not be prevalent at Lenovo, no organization is immune. The purpose of this policy is to address potential workplace violence in company locations in order to prevent the occurrence of violence to the fullest extent possible.

Scope:

This policy applies to all employees, vendors, contractors, consultants and others doing business with Lenovo, whether in a Lenovo facility or at an off-site location. This policy also applies to other persons not affiliated with Lenovo, including but not limited to former employees, former contractors and guests.

Policy:

Lenovo prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion or other threatening behavior towards persons or property is not acceptable. Any such action should be reported to Lenovo Security immediately. Complaints involving workplace violence will be given timely and serious attention. Complaints of sexual harassment are addressed by Lenovo's Code of Conduct and Corporate Policy No. 2, "Commitment to Diversity and Nondiscrimination." Lenovo, at the request of an employee or contractor, or at its own discretion, may deny entry to Lenovo facilities by members of the public, including family members of employees. This policy applies especially where an employee, contractor or guest believes that violence may result from the admittance of certain persons to a Lenovo facility.

Compliance:

Individuals who violate this policy are subject to removal from Lenovo property and may be subject to disciplinary action including termination of employment and referral to law enforcement authorities for criminal prosecution.

Supporting Policies and Standards:

Lenovo Code of Conduct

Corporate Policy #2 - Commitment to Diversity and Nondiscrimination

Approved by the Lenovo Executive Committee