



Interpublic Guidelines on Employee Health & Safety

Interpublic Group of Companies
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At Interpublic, our people are key to our success both as a business and as a thriving workplace community. Interpublic is committed to high standards of occupational health and safety for our employees, and to supporting our employees' broader wellness.

We strive to meet this commitment by upholding Interpublic safety procedures and health policies, complying with applicable laws and regulations on workplace safety and taking initiative to foster a healthy and safe work environment for every employee. At Interpublic, a safe and healthy workplace includes mental health and psychological safety.

These Guidelines summarize Interpublic's existing practices and SP&Ps – including our Code of Conduct, Supplier Code of Conduct, Human Rights Policy, and policies on workplace violence, substance abuse, paid sick leave, harassment and more – as well as relevant international standards such as the WELL Building Standard.

Compliance Across Interpublic Network

The Guidelines apply to all companies in the Interpublic network around the world, including to our employees, contractors and suppliers. Interpublic will take appropriate corrective action in the event of any violation of these Guidelines.

Governance & Oversight

The Interpublic Board of Directors is actively involved in the oversight of our risk management activities, including the company's risk assessment and risk management policies related to strategic and operational risks.

At the management level, occupational health and safety as well as our broader wellness initiatives are managed by Interpublic's Human Resources (HR) department and our Crisis Preparedness team. Interpublic's executive management reviews and endorses the implementation of these Guidelines. Interpublic Corporate manages most facility-based requirements. Individual companies' HR teams have responsibility for initiatives specific to their employees.

The Guidelines will be reviewed periodically and maintained through effective engagement with stakeholders.

Commitments

Interpublic is committed to providing high standards of safety and protection for workers, to continuous improvement of such conditions, and to the broader wellness of our employees. We have a range of initiatives to fulfill this commitment and to meet the long-term health and safety needs of all colleagues in the workplace.

Ensuring Safe Working Conditions: Everyone at Interpublic and all entities providing work on Interpublic's behalf must fully comply with all Interpublic safety procedures, as well as applicable laws and regulations designed to promote workplace safety, and report unsafe working conditions to a manager as soon as possible. Adequate steps shall be taken to minimize the causes of hazards inherent in the working environment.

The company promptly investigates all reported incidents related to occupational health and safety and takes appropriate action based on the results of the investigation and as required by applicable law.

Specifically for Interpublic suppliers, we require employment practices to be conducted in full compliance with all applicable laws and regulations. Suppliers shall, without limitation:

- Provide a safe and healthy work environment and fully comply with all applicable safety and health laws, regulations and practices;
- Take adequate steps to minimize the causes of hazards inherent in the working environment;
- While on an Interpublic-owned, Interpublic-leased or Interpublic-managed property, comply with all rules and regulations concerning the operation of the property and the interaction with other individuals with access to the property, whether Interpublic, its clients, or other suppliers, employees or guests;
- Prohibit the use, possession, distribution and sale of illegal drugs while on Interpublic-owned, Interpublic-leased or Interpublic-managed property; and
- Prohibit physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation.

Preventing Workplace Violence: To promote a safe workplace, we must never tolerate or engage in any form of violence. Violence includes threats, intimidation or attempts to instill fear in others. Physical, verbal or psychological abuse or discipline and the threat of physical abuse, sexual, other harassment and forms of intimidation are prohibited.

Concerns of actual or potential workplace violence must be reported immediately. Options include informing a manager, reporting through the Interpublic Alertline (which can be done anonymously) or working with the employee assistance program (EAP) to address the concern. In case of an immediate danger, contact local authorities.

Interpublic maintains a specific policy on weapons and workplace violence (SP&P 417).

Minimizing Substance Use: As part of our commitment to providing a safe workplace, all Interpublic business should take place free from the influence of any substance that could impair job performance. This includes alcohol, illegal drugs, controlled substances and, in certain instances, prescription medication. In addition, we may not sell, manufacture or distribute illegal drugs or prescribed medication in our workplace. These rules apply to all persons on Interpublic premises at all times. Moderate alcohol consumption at authorized Interpublic events is allowed, but must not impair judgment or ability to perform work duties. All other Interpublic policies apply in those circumstances.

Interpublic maintains a specific policy on substance abuse (SP&P 401).

Ensuring Healthy Buildings: Interpublic supports the creation of spaces that advance the health and well-being of our employees. It is part of our Human Rights Policy to promote conditions through which workers can earn fair wages in safe and healthy workplaces with humane conditions. Air and water quality management is an important part of maintaining a safe work environment.

Protecting Physical Health: As a professional services company, work-related physical health concerns of our employees often relate to ergonomics.

Interpublic's paid sick leave policy allows employees to take time off to manage their health and to access preventive medical care and routine medical appointments. It can also be used for additional reasons, such as:

- A public health emergency causing the closure of school or childcare for the employee's child;
- Seeking assistance related to domestic violence, harassment, sexual assault, sexual abuse or stalking (for the employee or a family member); and
- Isolation, quarantine, or another need to avoid presence in the community.

During business travel, employees may use the Interpublic Hotel Health and Wellness Reference, with resources to inform and optimize their health and wellness.

Promoting Mental Health: Interpublic recognizes that a safe and healthy workplace includes mental health and psychological safety. Interpublic invests in comprehensive mental health benefits for employees and their families, such as free confidential counseling, along with other resources to support wellness for our employees.

Providing Accommodations: Interpublic is committed to providing reasonable accommodations related to various situations that may affect an employee, including a disability, pregnancy, childbirth or related condition, religious belief, or a situation involving domestic violence, sexual violence or stalking, as required by local, state and federal laws. Such accommodations will be granted to allow individuals to perform essential functions of an employee's job.

Support for Employees Facing Domestic Violence: Interpublic employees can utilize paid sick leave to take time off to seek assistance related to domestic violence, harassment, sexual assault, sexual abuse or stalking (for the employee or a family member). Additionally, Interpublic's global employee assistance program, CCA@YourService, provides help on a free 24/7 basis including consultations, referrals and counseling on personal, financial and legal issues, including domestic violence. Access to licensed therapists is available to both employees and their family members.

Processes

The below procedures and systems support our commitments to health, safety and wellness.

Health & Safety Management: Interpublic has obtained a WELL Health-Safety rating for major site locations in North America. This has become the basis for our health and safety management procedures at these sites, and the policies included here.

In Interpublic offices that participate in WELL Health-Safety certification, facility managers are responsible for the following:

- Inspecting facility for specific topics related to moisture and mold management that may have a potential impact on the health of building occupants and reporting issues;

- Informing employees that if they identify as vulnerable, they can confidentially discuss needs related to office emergencies with their HR manager;
- Supporting local first responders in the event of an emergency at an Interpublic site, such as by providing conference rooms for their use;
- Providing employees and visitors with information on Interpublic's emergency procedures;
- Training employees and informing visitors on established emergency procedures;
- Post Interpublic's annual ESG report on the employee intranet to ensure awareness of employee benefits; and
- Providing WELL Health-Safety Guide to employees and reminding them of Interpublic's certification on a quarterly basis.

Participating offices are monitored every six years through the WELL renewal process.

Air & Water Quality: Interpublic conducts periodic internal or external audits on certain properties to substantiate our documentation of air and water quality.

To promote air quality, Interpublic maintains a smoke-free environment. Signs must be posted on all building entrances and at dedicated outdoor spaces to note that smoking is prohibited.

Certain Interpublic sites maintain a log of air filter replacement for all mechanical units. Per the WELL certification for those offices, information contained in the log must include mechanical unit tag, filter type installed, quantity of filters per mechanical unit, the inventory of UVGI equipment installed at mechanical units, inventory of standalone air purification devices, the highest efficiency of media or other particle filters (MERV rating) and the dates that the filters were changed.

For the Interpublic buildings maintaining a log, those with cold water chillers are required to have a water management system (Legionella Management Plan) that includes annually monitoring results, corrective action reports and Legionella samples. Documentation of monitoring results, corrective actions and Legionella sample results as stated in

the Legionella management plan need to be made available to Interpublic to submit annually through the WELL digital platform.

Any employee who discovers a mold, moisture, leak or any water-related issue should directly contact the Interpublic facilities director to address the issue.

Assessing Risk: Interpublic develops a risk assessment for our operations around the world on an annual basis, as part of an enterprise risk management process. The assessment covers health and safety hazards for each Interpublic location, among other types of risk. This assessment results in a risk rating for each Interpublic office and shows the status of their health and safety plans. The results inform the selection of companies to be audited for crisis preparedness compliance. Interpublic also creates country-specific risk assessments and locally tailored action plans to address risks.

Locations where Interpublic operates are rated on a five-point risk scale informed by Crisis24 analysis, which covers crime, security services, terrorism, civil unrest, kidnapping and local geo-political issues.

Crisis Preparedness: Interpublic's global crisis preparedness program covers emergency preparations, incident management and bolstering employee health and safety while ensuring business continuity amid health crises and other events. Interpublic maintains comprehensive policies and procedures for facility-based incident response, medical emergencies, violence and other site-specific incidents.

Each office's incident management team is responsible for communicating with employees, clients and other stakeholders to ensure that health and safety guidelines are followed and that effective incident management procedures are in place and ready for use.

Our Preparedness web platform at <http://www.interpublicpreparedness.com> allows Interpublic colleagues and companies to define responsibilities for safety across the entire organization by sharing experiences and best practices in responding to various incidents. A Location Dashboard planning tool is provided for use by each Interpublic company's incident management team.

Every Interpublic company is required to create and maintain an approved business continuity plan, which must provide for employees to safely continue working as needed during a crisis or natural disaster. Each year, we aim to have documented business continuity plans for all top-tier companies in our global enterprise, using Interpublic's proprietary business continuity planning tool on inside.interpublic.com. We audit approximately 50–60 individual plans per year.

Interpublic's crisis communications systems and tools include:

- **Employee Communications:** Interpublic regularly updates employees through all-staff memos. Communications related to health and safety encourage employees and their families to take advantage of mental health resources, address natural disasters, political conflict or local tragedies, and provide resources for discussing and navigating these events.
- **Interpublic Preparedness:** Interpublic's internal employee website provides employee services and resources to support our crisis preparedness program and workforce notification system. This includes sharing information on topics of interest (e.g. COVID-19), business travel safety, business continuity and incident response planning resources and support.
- **Regroup:** This mass notification vendor enables Interpublic companies to efficiently communicate with and account for employees before, during and after an incident or a significant business disruption.
- **Internal Crisis Contact List:** Informs designated Interpublic employees of newly available crisis and safety resources and tools and changes to existing ones.

Building Safety: If offices close due to a building safety hazard, Interpublic will coordinate with building management to inspect all building systems for proper mechanics, ventilation, water, life safety and other critical functions before employees return to the space. Inspection measures may include HVAC filter replacement and air handler maintenance, water system flushing, point-of-use filter replacement, testing of all life safety systems such as fire strobes and public announcement speakers, and visual inspection of electrical systems.

If a hazard re-occurs, causing a secondary closure, Interpublic will enact all relevant safety, closure procedures, and/or re-entry plans, and will quickly transition employees to a remote setting, where applicable, in order to protect employees from a hazardous exposure. These actions will be carried out in conjunction with all local and federal regulations and guidance, and will follow the relevant safety measures, as described in our standard policies and procedures.

Safety procedures for Interpublic headquarters in New York call for each employee to provide contact information for use in an emergency, and to consider volunteering to serve as a "floor warden" for evacuations and other protective actions. Employees are also asked to indicate whether they would need assistance using stairs or evacuating the building during an emergency. Any Interpublic employee can confidentially discuss their needs in the event of an emergency with their HR manager.

Headquarters issues instructions on how to shelter in place, emergency phone numbers, where to gather outside the building and how to report a medical emergency. For WELL Health & Safety-certified offices, emergency evacuation procedures are available to visitors at front reception desks. When a guest is added to the system, they receive an automatic email with emergency evacuation plans for the site. Each office team must develop site-specific emergency procedures, including evacuation procedures, and share them with employees. The on-boarding process for new hires must include emergency information specific to their office.

Employee Benefits for Physical & Mental Health:

Interpublic provides a range of services to promote employee health and safety. Our employee benefits are designed to offer specific support for the physical and mental health of all employees, including women, LGBTQ+ people, people with disability, people of color and other underrepresented groups.

Information about these resources is provided as part of employee onboarding and periodically thereafter. Details on our benefits also can be found in our annual ESG report.

Training & Awareness

Interpublic understands the importance of training, particularly as it relates to ensuring a safe and healthy workplace. We require all employees to take Code of Conduct and anti-harassment training courses annually, covering topics that include workplace violence and substance use. We provide annual training for managers that includes handling reports and incidents of bullying and harassment.

For emergencies and site-based incidents, each office's incident management team is responsible for providing safety trainings (e.g. first-aid training, CPR/AED training, evacuation drills, fire drills, active-shooter training and floor-warden training). Fire drill trainings include a reminder that employees should reach out to a human resources manager if their vulnerability status has changed (e.g. temporary disability, pregnancy).

Employees are encouraged to participate in a training program to promote individual and family emergency preparedness. Available resources include training in how to make a home sheltering-in-place or evacuation plan, creating emergency kits, supplies and go-bags, and planning communications with family or primary contacts in case of emergency at home.

Interpublic offers informational trainings on topics like stress reduction and sleep disorders. In addition, we seek to train managers in empathy, inclusion, equity and other factors that affect mental health.

Employee Engagement

Employees are invited to provide input on workplace health and safety management as well as broader issues of employee health, safety and wellness through Interpublic's employee resource groups and discussions with their manager or human resource business partner.

Reporting a Concern

Interpublic seeks to engage employees, suppliers, consultants, freelancers and other business partners who share our commitment to the health, safety and wellness of all colleagues. If you believe that any of these entities are not meeting these standards, you are strongly encouraged to report the situation.

Employees are asked to report any suspected health or safety violations immediately. In accordance with Interpublic policy and local laws, you may make a report by contacting our Alertline at 1-800-828-0896 (if you are located in the U.S.) or report concerns through the Alertline portal, [found here](#). The Alertline is a third-party, independently operated hotline available 24/7 in more than 40 languages.

You may make your report anonymously if you choose, and where allowed by local law. Please remember that reporting anonymously may limit Interpublic's ability to investigate your concerns.

All reports will be investigated promptly and thoroughly, and appropriate corrective or disciplinary action will be applied whenever necessary. If requested, you will be expected to participate in an investigation of a report. You may receive follow-up information about the outcome of such an investigation.

There will be no retaliation against anyone who, in good faith, raises a health or safety concern, complains of or opposes unlawful human rights violations, or who participates in any investigation.

For more details on how to report alleged violations related specifically to Harassment and Discrimination, see Interpublic's [Anti-Harassment and Equal Opportunity Policy](#) (SP&P 400).

For more details on Interpublic's grievance and reporting mechanisms and its Non-Retaliation Policy, see Interpublic's [Code of Conduct](#).