



Treatment of Each Other at Work

SCOPE

This policy applies to the employees of Cummins Inc. (“Cummins”) entities worldwide in which Cummins has a controlling ownership interest or management responsibility. This includes subsidiaries, joint ventures, affiliated companies, and distributors. This policy also applies to non-employees, including customers, contractors, suppliers, vendors, temporary or seasonal workers, and students, who visit our facilities or interact in a significant manner with our employees. Unless otherwise specified, references to ‘employees’ throughout this policy include all individuals covered under this scope. If Cummins does not have a controlling ownership interest or management responsibility, Cummins will take reasonable steps to require compliance with this policy and the law. In addition, this policy applies when representing the company, regardless of physical work location and including online activity or internal social media posts.

POLICY

This policy reflects our commitment to upholding our core values and creating the right environment in which all employees and other stakeholders can bring their full and authentic selves to work. Treating each other with dignity and respect is core to who we are as a company and our continued success. Inappropriate conduct in violation of the Treatment of Each Other at Work policy that does not rise to the level of establishing a legal claim can still result in corrective action up to and including termination of employment.

Leaders are expected to model appropriate behavior at all times and take appropriate action in response to all alleged violations of this policy brought to their attention by engaging the Human Resources function as needed for support.

1. Employees must treat each other with dignity and respect.

Each employee must treat others in a way that makes the other employee feel respected. We must treat every employee with dignity and respect – no matter whether the person reports to us, is our manager, a co-worker, customer, contractor or supplier. This means that no one should make statements to others that are embarrassing or humiliating or to which the other person does not feel free to respond. Each employee should have respect for others. This means that each of us must try to understand the different backgrounds and ways of thinking of our coworkers. This spirit is required for Cummins to succeed as a company. Disrespect, when not handled well, can cause misunderstandings and hard feelings that take time and energy away from our work.

Cummins does not allow discrimination based on:

- Race
- Disability
- Religion or belief
- Veteran Status
- [Gender Expression](#)
- Gender
- National Origin
- Union Affiliation
- Citizenship
- Other status protected by applicable law
- Color
- Age
- [Sexual Orientation](#)
- [Gender Identity](#)
- Pregnancy

We are also committed to acting affirmatively to ensure that all individuals covered by this policy are treated with respect and provided with an equal opportunity to succeed. Diversity, equity, and inclusion make us stronger as a company and helps provide a better place to work. Not everyone who works for Cummins has the same background. In fact, our business performance is enhanced by learning from the varied perspectives, backgrounds, and experiences of our colleagues.

Our company stands behind these principles. Therefore, we will not tolerate any intimidation, harassment, discrimination, or lack of respect in any form. We will review and act promptly on any allegations of intimidation, harassment, or discrimination or lack of respect such as:

- Making obscene gestures or comments
- Calling others names or making comments reflecting stereotypes that are demeaning or insulting
- Telling jokes or stories that are hurtful to others
- Displaying cartoons or pictures that offend others
- Using language that is racial or perceived as racial
- Bullying or intimidating others
- Using internal social media in a disrespectful way

We will follow local law if any provision of this policy is contrary to local law.

2. Harassment of any kind is not allowed.

There is no place for harassment in our company. Inappropriate conduct includes behavior that creates an intimidating, hostile degrading, humiliating or offensive environment.

For example, it is unacceptable for an employee to use or post demeaning symbols or words (including epithets and slurs) or engage in activities that may reasonably be perceived as demeaning or showing hostility towards an individual because of the individual's:

- Race
- Disability
- Religion or belief
- Veteran Status
- [Gender Expression](#)
- Gender
- National Origin
- Union Affiliation
- Citizenship
- Other status protected by applicable law
- Color
- Age
- [Sexual Orientation](#)
- [Gender Identity](#)
- Pregnancy

Harassment is unacceptable even if it does not fall within one of these categories. Even a single incident of inappropriate conduct may violate this policy.

We are committed to providing a workplace free of inappropriate conduct of a sexual nature. Sexual harassment is a form of harassment that may include a range of subtle and not so subtle behaviors and may involve individuals of the same gender or different genders. Sexual harassment and the consequences of these behaviors is further defined in the [Preventing Sexual Harassment policy](#).

Cummins will consider the reasonable perception or potential perception of anyone who might witness such conduct as a determinative factor when evaluating whether this policy has been violated.

3. Maintaining Professionalism in Workplace Relationships

All employees are expected to conduct themselves professionally in the workplace, ensuring that personal relationships do not interfere with fair treatment, create favoritism, or negatively impact the work environment. Employees must also remain impartial and avoid any actions that could be perceived as preferential treatment. If a personal relationship has the potential to create workplace concerns, employees are responsible for always maintaining professionalism and must report any actual or potential conflicts of interest to the Human Resources department and their manager. For more specific guidance, employees should refer to the [Conflict of Interest](#) policy.

CONSEQUENCE FOR POLICY VIOLATION

Any employee who engages in any inappropriate behavior that creates an intimidating, hostile, degrading, humiliating, or offensive working environment will be subject to corrective action, up to and including termination, regardless of whether the employee had malicious intent or was merely joking. This no-tolerance policy also applies to conduct from or toward customers, suppliers and contractors.

RAISE QUESTIONS AND REPORT VIOLATIONS OF THIS POLICY

We urge you to bring any questions about this policy or potential violations of this policy to the company's attention, whether you experience the behavior directly or witness such behavior.

- **Your Manager:** If you are comfortable, your direct manager or a member of management in your chain of supervision will be a resource for resolving questions.
- **[Human Resources:](#)** Where discussion with your manager is not feasible or does not resolve the concern, you may also contact a member of Human Resources.

If you are not comfortable taking your concerns to the above resources or your concern isn't addressed by the above, you can report your concern to the Cummins Ethics Help Line at ethics.cummins.com. At this website, you can find information on how to report your concern online or by phone. In addition, this site offers multiple languages with which you can report your concern. You can also simply use the camera on your mobile device to scan the QR code and you will be directed to cumminsmobile.ethicspoint.com to report your concern.



You may report your concerns anonymously where allowed by law. All reports of potential violations will be addressed promptly, and appropriate action will be taken. Employees must fully cooperate in any company investigation into alleged misconduct. Cummins will take any necessary steps to ensure employee safety when a case is reported.

Cummins strictly forbids retaliation against employees who report concerns or cooperate in investigations.

Cummins will not tolerate retaliation against any employee because the employee made a good faith complaint of inappropriate conduct or raised concerns or because the employee cooperated in an investigation. Please contact the appropriate member of management or the Ethics Help Line immediately if you believe you or any other employee has been retaliated against. Refer to the [Employee Non-retaliation Policy](#) for more information.

ASSOCIATED DOCUMENT AND RESOURCE LINKS

Associated Document

[Policy Translations](#)

[Electronic Communication and Social Media Policy CORP-10-01-51-13](#)

[Preventing Sexual Harassment Policy CCP-0039](#)

[Equal Employment Opportunity and Affirmative Action Policy CCP-0007](#)

[Employee Non-Retaliation Policy CCP-0029](#)

[Workplace Violence Prevention Policy CCP-0030](#)

Resources

[Investigation and Right Environment Site](#)

[It's Ok Mental Health and Wellness](#)

[Cummins Response Center](#)

