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TO: ALL US EMPLOYEES AND JOB APPLICANTS

FROM: Maya Martinez-Davis, President, US Pharmaceuticals

SUBJECT: **U.S. EQUAL EMPLOYMENT OPPORTUNITY & POLICY AGAINST DISCRIMINATION**

Each person has the legal right to be treated fairly and work in an environment that is free from harassment and discrimination. GlaxoSmithKline (GSK) reaffirms its commitment to equal employment opportunity (EEO) and non-discrimination for all employees in all job classifications and for prospective employees without regard to race, color, ethnicity, religion, creed, gender (including pregnancy, childbirth or related medical conditions), national origin, immigration status, ancestry, age, marital status, protected veteran status, military service, disability, medical condition, genetic information, sexual orientation, gender identity or expression, or any basis prohibited under federal, state or local law. GSK's equal employment policy covers all areas of employee relations and, in particular, requires non-discriminatory actions and decisions concerning recruitment, hiring, placement, promotions, compensation, benefits, transfers, layoffs, training, education, tuition assistance, and social and recreational programs. In addition, GSK provides reasonable accommodation for qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and state and local law.

GSK takes positive measures to ensure that its workforce is diverse through Affirmative Action measures. GSK has developed and implemented Affirmative Action Plans, including auditing and reporting systems, to ensure GSK has a diverse workforce at all levels of the company and invites any employee or any applicant for employment to review our written Affirmative Action Plans. These plans are available for inspection upon request during normal business hours in Human Resources. Any questions should be directed to Global Employment Law (GEL), who has overall responsibility for implementation of the Affirmative Action Program.

To implement its policy, GSK is committed to making personnel decisions that support its policy of Equal Employment Opportunity and Affirmative Action. In that regard, GSK commits to recruit, hire, train, develop, promote and compensate persons in all job classifications, regardless of race, color, religion, gender, sexual orientation, gender identity or expression, marital status, pregnancy, age, national origin, genetic information, disability, military status or protected veteran status.

GSK will not tolerate discrimination against any employee by any other employee or supervisor for any reason. No employee at GSK is exempt from this policy. Anyone who is acting in a discriminatory fashion or makes a discriminatory decision is acting contrary to

GSK's policy, is not authorized to do so, and is subject to disciplinary action, up to and including termination of employment.

To satisfy its regulatory obligations and support the company's commitment to build and maintain a diverse, inclusive and equitable culture, GSK invites current employees to voluntarily and confidentially self-identify race or ethnicity, gender identity, sexual orientation and veteran and disability status within the company's Human Resources Information System, Workday. GSK also invites applicants to voluntarily self-identify race or ethnicity, gender, and veteran and disability status while completing their application and after an offer of employment has been extended. GSK can make accommodations for current employees and any applicant for employment by contacting the GSK People Services Support Center at 1-877-694-7547.

Equal opportunity can only be achieved through leadership and commitment to our Affirmative Action program. Our Affirmative Action plans cover minorities, women, individuals with disabilities, and protected veterans, and all have been adopted in compliance with applicable laws and regulations. The plans set forth specific affirmative action and equal employment opportunity responsibilities for managers, supervisors, and all employees. All employees are expected to demonstrate commitment to our affirmative action efforts to ensure that equal opportunity is available to all, to encourage diversity within GSK and to demonstrate sensitivity to and respect for others.

GSK is committed to creating a work environment free from all forms of unlawful discrimination and conduct which the company determines is harassing, discriminatory, coercive, or disruptive. The described conduct is illegal when directed against individuals because of their gender, color, race, religion, national origin, ancestry, age, disability, sexual orientation, veteran status, gender identity or expression, or other status that is legally protected. It is GSK's policy that all genuine concerns raised about misconduct, or unlawful conduct, are thoroughly investigated and appropriate action is taken, consistent with the outcome of the investigation. GSK managers, supervisors, and employees must NOT engage in retaliation, retribution, or any form of harassment directed against any employee who has reported, or is considering reporting, a concern. If you believe you have been prohibited from freely raising issues and concerns in the workplace to the appropriate channels, or if you feel that, as a result of raising issues and concerns under this policy or any other GSK policy, you have been retaliated against, you must report the problem to any one of the following resources:

- GSK People Services Support Center (1-877-694-7547)
- Integrity Helpline (1-866-475-3844)
- Any GSK Manager



Maya Martinez-Davis

President, U.S. Pharmaceuticals