# APEX COMPANIES, LLC



# COLGATE PALMOLIVE LIMITED ASSURANCE STATEMENT Review of 2019 Reporting Year

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APEX Project Number: 10020-020035.00

Prepared by:

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# To: The Stakeholders of Colgate Palmolive

#### Introduction and Objectives of Work

Apex Companies, LLC (APEX) has been engaged by Colgate-Palmolive to conduct an independent assurance of select occupational health and safety data to be included in Colgate-Palmolive's Dow Jones Sustainability Index (DJSI) submission and corporate sustainability report. This Assurance Statement applies to the related information included within the scope of work described below.

#### Scope of Work

The scope of our work was limited to assurance over the occupational health and safety data of seven (7) previously selected sites for calendar year 2019 (the 'Selected Information') and is summarized below.

- Number of Hours Worked for Employees, Temporary Employees, and Tenant Employees: 6,104,553
- Number of Lost Time Incidents (Occupational Injuries and Illnesses) for Employees, Temporary Employees, and Tenant Employees: 4
- Number of Lost Work Days (Occupational Injuries and Illnesses) for Employees, Temporary Employees, and Tenant Employees: 150
- Number of Recordable Incidents for Employees, Temporary Employees, and Tenant Employees: 16
- Number of Occupational Fatalities for Employees, Temporary Employees, Tenant Employees, and Third Parties: 0
- All seven sites have an appropriate and robust understanding of underlying reporting systems and processes used to collect, analyze, and review the Health and Safety information reported.

#### **Reporting Criteria**

 The Selected Information needs to be read and understood together with the Colgate-Palmolive's internal reporting procedures that are based on United States Occupational Safety and Health Administration (OSHA) reporting requirements.

#### Limitations and Exclusions

Excluded from the scope of our work is any verification of information relating to:

- Text or other written statements associated with Colgate-Palmolive's submissions or reports
- Activities outside the defined reporting period and boundaries

This limited assurance engagement relies on a risk based selected sample of sustainability data and the associated limitations that this entails. This independent statement should not be relied upon to detect all errors, omissions or misstatements that may exist.

#### Responsibilities

The preparation and presentation of the Selected Information are the sole responsibility of the management of Colgate-Palmolive.

APEX was not involved in the drafting of the Selected Information or of the Reporting Criteria.

Our responsibilities were to:

- Obtain limited assurance about whether the Selected Information has been prepared in accordance with the Reporting Criteria;
- Form an independent conclusion based on the assurance procedures performed and evidence obtained; and
- Report our conclusions to the Directors of Colgate Palmolive.

#### **Assessment Standards**

We performed our work in accordance with APEX standard procedures and guidelines for external Assurance of Sustainability Reports and International Standard on Assurance Engagements (ISAE) 3000 Revised, Assurance Engagements Other than Audits or Reviews of Historical Financial Information (effective for assurance reports dated on or after Dec. 15, 2015), issued by the International Auditing and Assurance Standards Board. A materiality threshold of ±5 percent was set for the assurance process.

#### Summary of Work Performed

As part of our independent verification, our work included:

- 1. Interviews with relevant personnel of Colgate-Palmolive (including individuals at the plant, regional and corporate levels);
- 2. Review of internal and, where appropriate, external documentary evidence produced by Colgate-Palmolive;
- 3. Review of Colgate-Palmolive performance data by conducting site visits or desk-top review of sample source data generated at seven (7) global locations for manufacturing, warehouse and distribution activities. Desk-top data review and interviews were conducted for the following locations: Baddi, India; Hustopece, Czech Republic; Anzio, Italy; Gebze, Turkey; Guatemala City, Guatemala; Imigrantes Warehouse, Brazil; and Greenwood, South Carolina. Due to the global Covid-19 pandemic, there was not a site visit to the Greenwood, South Carolina location as travel has been restricted.
- 4. Review of Colgate-Palmolive information systems for collection, aggregation, analysis and internal verification and review of Health and Safety data.

# Conclusion

Based on our methodology and the activities described above:

- Nothing has come to our attention to indicate that the Selected Information is not fairly stated in all material respects;
- It is our opinion that Colgate Palmolive has established appropriate systems for the collection, aggregation and analysis of quantitative data.

#### Statement of Independence, Integrity and Competence

APEX is an independent professional services company that specializes in quality, health, safety, social and environmental management. Its assurance team has extensive experience in conducting verification over environmental, social, ethical and health and safety information, systems and processes.

APEX operates a certified<sup>1</sup> Quality Management System which complies with the requirements of ISO 9001:2008, and accordingly maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

APEX has implemented and applies a Code of Ethics, which meets the requirements of the International Federation of Inspections Agencies (IFIA)<sup>2</sup>, across the business to ensure that its employees maintain integrity, objectivity, professional competence and due care, confidentiality, professional behavior and high ethical standards in their day-to-day business activities.

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# **Apex Companies, LLC**

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