

Workforce Profile

We act with integrity and honesty

Valvoline believes in treating people with dignity and respect, including those outside the company. We are firmly committed to conducting business throughout the world in accordance with the highest legal and ethical rules and principles. Valvoline's Global Standards of Business Conduct is the cornerstone of this commitment and sets the standards for our actions. It was established as a guide to help employees understand the company's expectations and alert them to potential legal and ethical issues. Employees are encouraged to promptly report any potential violations of our Code of Business Conduct to the Law Department or through our Employee Hotline, which is available 24 hours a day, seven days a week.

Valvoline is committed to maintaining a professional and safe work environment, free from violence, intimidation, discrimination and harassment.

Equal Opportunity

Valvoline is committed to actively creating an environment where each team member is empowered to learn, grow and maximize his or her personal contribution. We conduct business in more than 140 countries, and our employees operate across cultures, functions and languages to solve the technical and logistical challenges created by a worldwide customer base. Valvoline employees differ in age, gender, race, nationality, language, personality, behavior, sexual orientation and religious beliefs. We have varying skills, abilities, education and experience. We believe a diverse workforce is critical to inspiring innovation and succeeding in today's world.

We have an active recruitment program to identify and attract diverse talent. Visit our Careers site to [learn more](#).

Diversity and Inclusion

As a global specialty chemical company, Valvoline does business in more than 100 countries. Our employees operate across cultures, functions, language barriers and time zones to solve the technical and logistical challenges created by a worldwide customer base. Valvoline employees differ in age, gender, race, nationality and language, as well as in personality, behavior, sexual orientation and religious beliefs. They have varying skills and abilities, including education, experience and functional capability. Their diversity reflects the countries and communities where they live and work, as well as the customers and constituencies they serve.

Valvoline is committed to actively creating an environment where each team member feels empowered to learn, grow and maximize his or her personal contribution. By leveraging the similarities and differences that shape each individual, we encourage and promote innovative thinking and drive the kind of sustainable, competitive advantage that will help Valvoline grow and create new value for our stakeholders.

WORKFORCE

To foster a more diverse and inclusive culture, Valvoline is focused on (1) promoting a culture of diversity and inclusion that leverages the talents of all employees, (2) implementing practices that attract, recruit and retain diverse top talent, (3) increasing our number of diverse suppliers/vendors, and (4) partnering with external groups that support or serve diverse populations.

Valvoline supports employee-led networking groups that provide members with a forum to communicate and exchange ideas, build a network of relationships across the company and pursue personal and professional development. Membership in any employee networking group is open to all employees.

Total Workforce by Region

	Male	Female	Grand Total
AU & NZ	2.57%	0.75%	3.32%
China	1.29%	0.69%	1.97%
Europe	1.54%	0.46%	2.00%
India	1.41%	0.40%	1.81%
Latin & South America	0.15%	0.09%	0.24%
MEA	0.22%	0.09%	0.31%
North America	74.24%	14.58%	88.83%
Rest of Asia	0.87%	0.64%	1.51%
Grand Total	82.29%	17.71%	100.00%

Global Headcount

	Count of Pers. No.
AU & NZ	222
China	132
Europe	134
India	121
Latin & South America	16
MEA	21
North America	5,938
Rest of Asia	101
Grand Total	6,685

Full and Part-Time Employment by Gender, Globally

	Full-Time	Part-Time	Grand Total
Male	71.20%	11.08%	82.29%
Female	16.04%	1.68%	17.71%
Grand Total	87.24%	12.76%	100.00%

Breakdown of Employees by Regular or Temporary

	Male	Female	Grand Total
Regular	70.96%	16.28%	87.24%
Temporary	11.32%	1.44%	12.76%
Grand Total	82.29%	17.71%	100.00%

Employee Benefits

Valvoline makes a wide variety of benefits available to all eligible regular full-time and less-than-full-time employees that work 20 or more hours per week. Valvoline’s benefit plans are designed to build on the social security benefits provided in each country and social security systems and as a result vary by country. Valvoline offers the following benefits to employees in most of the countries where it does business:

- Retirement plans—either defined benefit or defined contribution plans
- Medical plans—often including prescription drug coverage and dental
- Life insurance
- Disability protection
- Accident insurance
- Paid vacation, holiday and leave programs
- Business travel accident

Training

Valvoline offers annual voluntary and compulsory regulatory/compliance training programs across the organization. Compulsory courses are assigned based on job role/function. Average training hours per employee by gender and employee category is not currently available globally. Valvoline Instant Oil Change delivers 233 hours of training per year per hourly employee. There is no gender variation. Management receives 12 hours on average.

Human Rights

Valvoline believes in treating people with dignity and respect, including those outside the company. We are firmly committed to conducting business throughout the world in accordance with the highest legal and ethical rules and principles. Valvoline’s Global Standards of Business Conduct is the cornerstone of this commitment and sets the standards for our actions. It was established as a guide to help employees understand the company’s expectations and alert them to potential legal and ethical issues. Employees are encouraged to promptly report any potential violations of our Code of Business Conduct

to the Law Department or through our Employee Hotline, which is available 24 hours a day, seven days a week.

At Valvoline Instant Oil Change, we require one hour and twenty minutes of on-line compliance learning every year for every employee, most of which touches on these issues. Managers receive four hours of training in this category.

Continuing Education

The opportunity to grow and develop skills and abilities, regardless of job role, division, or geographical location is critical to the success of Valvoline as a global organization. Development helps us to engage in our work and become more productive. It is also one way we live our Value of “It all starts with our people.” Great development consists of three key components. The opportunity to:

- Attend formal education (classes)
- Have new experiences (additional responsibilities, stretch assignments, shadowing, etc.)
- Gain new exposure (through feedback, mentoring, and coaching, etc.)

Employees around the world have access to all of these development opportunities. Our Learning Management System (LMS) is one way we help employees learn about our formal education opportunities so they can build job skills, professional skills, and management/leadership skills. These formal education opportunities may be delivered via eLearning, virtual classes, or in-person classes and cover topics from safety, compliance, customer service, sales and product training, as well as management/leadership skills and professional effectiveness.

Valvoline has many partnerships to ensure quality development opportunities. We work with leading universities, research organizations, companies, and industry and professional organizations and may attend seminars and training programs provided by industry trade and professional organizations.

Valvoline also provides tuition assistance for employees globally enrolled in higher education programs directed at improving their job performance or helping them prepare for a future job within our organization.

Employee Rights

Valvoline is committed to maintaining a professional and safe work environment, free from violence, intimidation, discrimination and harassment. Our policy is driven by our respect for the dignity of the individual and our commitment to treating all persons equitably. Valvoline investigates all credible complaints of discrimination brought to the attention of management in an expedient and non-retaliatory manner. Any employee who is found to have engaged in harassment or discrimination according to our policy, or to have misused their positions of authority in this regard are subject to immediate disciplinary measures, up to and including dismissal.

Freedom of Association and Collective Bargaining

Valvoline respects and honors our employees' free choices and complies with all federal and state workplace laws and regulations including those associated with labor organizing activities. Approximately, 2.1 percent of our operations are covered by collective bargaining agreements. At several of our European locations, work councils are established which require employers to provide company information for review and to engage in worker consultation on certain company decisions.

Child Labor

Valvoline abides by child labor laws and does not employ underage workers in its worldwide operations.

Forced and Compulsory Labor

Valvoline does not use forced or compulsory labor in any of its operations.

Notification of Operational Changes

Valvoline keeps its employees well informed of operational changes through a variety of communication channels. We communicate business and functional specific news through the following venues: our corporate intranet site, messages from our leaders, town halls, web casts, on-line forums, newsletters and mailings. Although there is no minimum time frame for notifying employees, Valvoline makes every effort to provide a reasonable amount of notice to all employees when there is a significant change. Valvoline complies with all regulations regarding notice to employees in countries where we operate.
