

## Terms of Use – Employee Portal

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1. **Introduction:** This Terms of Use – Employee Portal provides additional information that is specific to the use of the Ball employee portal and Ball internal communication tools and equipment. The Terms of Use – Employee Portal incorporates the Terms of Use – General. Please be sure to review the Terms of Use – General carefully as it contains important terms and conditions relating to your use of any Ball website as defined therein.

To the extent that the Terms of Use – General and the Terms of Use – Employee Portal conflict, the Terms of Use – Employee Portal supersedes the Terms of Use – General as it applies your use of Ball’s employee portal and internal communication tools.

2. **General Description of the Employee Portal:** The Employee Portal is provided to Ball employees, contingent workers, and other similar individuals for internal communications, news, updates, and resources. It facilitates work-related communications and interactions relevant to Ball operations and environment.

3. **Ball Policies:** Use of the Employee Portal must comply with these Terms of Use – Employee Portal, Ball’s Global Data Privacy Policy, and other Ball policies as further described below. All Ball policies apply to all postings, communications, and interactions on the Employee Portal. The following list includes several, but not all, policies that apply to your use of the Employee Portal. Violation of these policies, or other Ball policies that are not listed here, may result in disciplinary action up to and including termination of employment.

a. Human Resource Policies:

- i. Respect in the Workplace Policy (Global);
- ii. Prohibition of Discrimination, Harassment, and Retaliation (Region specific);
- iii. Employee Conduct & Discipline (Region specific); and
- iv. Employment Related Conflicts of Interest (Global).

b. Information Technology:

- i. Appropriate Use (Global);
- ii. Asset Management (Global);
- iii. Confidentiality (Global); and
- iv. Information Security (Global).

c. Compliance & Regulatory:

- i. Global Data Protection (Global); and
- ii. Workplace Threats and Violence.

d. Corporate Relations:

- i. Public Affairs (Global);
- ii. Public Relations (Global); and
- iii. Social Media Activity (Global).

Ball policies, including those listed above, may be obtained through the Employee Portal or from your human resource representative. If you have questions regarding these policies, please contact your human resource representative.

**Reporting Concerns:** The Employee Portal is a place to collaborate with other Ball employees, contingent workers, and other similar individuals in fulfilling job responsibilities and duties. The Employee Portal is not intended, and should not be used, to raise concerns regarding the work environment. The Portal is not equipped with the tools to address these types of concerns and does not adequately address privacy concerns as required by local laws.

Instead, Ball has established policies and procedures for reporting concerns regarding the workplace. If an employee, contingent worker, or other individual would like to report inappropriate conduct in the workplace, violations of policies, or other similar concerns, please report those concerns through established policies and channels. If you have questions, please consult Ball's Respect in the Workplace policy for general guidance on how to report concerns to the Company. You may also consult with the human resource representative or another member of management.