

## **PARAMOUNT GLOBAL** **NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

Paramount Global (“Paramount”) is committed to a work environment in which all individuals are treated with respect and dignity, regardless of their race, color, ethnicity, national origin, religion, sex, pregnancy, childbirth, and related conditions (including breastfeeding), age, physical disability, mental disability, medical condition, ancestry, alienage, immigration or citizenship status, marital status, familial status, caregiver status, creed, genetic information, height or weight, sexual orientation, military or veteran’s status, gender, gender identity, gender expression, transgender status, status as a victim of domestic violence, sexual violence or stalking, sexual and reproductive health decisions, or any other characteristic protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Paramount expects that all relationships among persons in the workplace and any other work-related environment will be professional and free of bias, prejudice and harassment. Every employee has the right to feel safe when working, including with co-workers, managers, vendors, suppliers, clients, visitors, talent or independent contractors. Paramount does not tolerate any type of harassment, discrimination or retaliation; therefore, any such behavior will lead to disciplinary action, up to and including termination.

### **Equal Employment Opportunity**

It is Paramount’s policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, ethnicity, national origin, religion, sex, pregnancy, childbirth, and related conditions (including breastfeeding), age, physical disability, mental disability, medical condition, ancestry, alienage, immigration or citizenship status, marital status, familial status, caregiver status, creed, genetic information, height or weight, sexual orientation, military or veteran’s status, gender, gender identity, gender expression, transgender status, status as a victim of domestic violence, sexual violence or stalking, sexual and reproductive health decisions, or any other characteristic protected by applicable law. In some jurisdictions such as in New York or California, traits historically associated with race (including hair texture and hairstyle) and religion (including wearing any attire or having facial hair in accordance with one’s religion) are also protected characteristics. Paramount prohibits and will not tolerate any such discrimination or harassment based on any individual’s protected characteristic, perceived protected characteristic, or association with other individuals with such protected characteristics or perceived protected characteristics. Although the Paramount Chief People Officer has the overall responsibility for the implementation of this policy, every individual working at Paramount is expected to assist in the furtherance of this policy.

This means that it is each employee’s responsibility to ensure that all personnel actions and practices are administered in a fair, equal and consistent manner that furthers the principles of equal employment opportunity. All recruiting, hiring, training, promotion, discipline and termination decisions in all job classifications must be based on valid and non-discriminatory criteria without regard to race, color, ethnicity, national origin, religion, sex, pregnancy, childbirth, and related conditions (including breastfeeding), age, physical disability, mental disability, medical condition, ancestry, alienage, immigration or citizenship status, marital status, familial status, caregiver status, creed, genetic information, height or weight, sexual orientation, military or veteran’s status, gender, gender identity, gender expression, transgender status, status as a victim of domestic violence, sexual violence or stalking, sexual and reproductive health decisions, or any other characteristic protected by applicable law.



## Definitions of Harassment

**a. Sexual harassment** constitutes gender-based discrimination and is illegal under federal, state and local laws, as well as a violation of Paramount's policies. Discrimination of any kind, including sexual harassment, may subject Paramount to liability. Harassers also may be individually subject to liability and employees and supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. All employees are required to work in a manner that prevents sexual harassment in the workplace.

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct directed at an individual because of their perceived or actual sex, sexual orientation, gender identity or gender expression, or that is of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual (including, for example, decisions regarding work schedules, project assignments and salary or promotion decisions); or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment, regardless of whether the complaining individual is the intended target of any such harassment. Sexual harassment that occurs when a person in authority tries to trade job benefits for sexual favors is also called "quid pro quo" harassment. Job benefits in this context can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment.

Sexual harassment may include a range of subtle and not so subtle behaviors and can occur between any individuals, regardless of their sex or gender. Sexual harassment is not limited to sexual contact, touching or expressions of a sexually suggestive nature. Sex-based harassment — that is, harassment not involving sexual activity or language (e.g., male supervisor yells only at female employees and not males) — may also constitute discrimination if it is directed at employees because of their sex.

Further, understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex or gender role stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary step in establishing a safe workplace.

Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior.<sup>1</sup> Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression may constitute a violation of Paramount's policy. The intent of the behavior — for example, making a joke — does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts.

The following is a non-exclusive list of some of the types of acts that may be unlawful sexual harassment and are strictly prohibited by this policy:

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<sup>1</sup> The New York State Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics.

- unwelcome or unwanted sexual comments, advances or activity, or propositions, such as requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits (which can include sexual advances or pressure placed on an employee by customers or clients);
- subtle or obvious pressure for unwelcome sexual activities, or repeated requests for dates or romantic gestures (including gift-giving);
- unwelcome or unwanted physical acts, such as touching, pinching, patting, kissing, hugging, grabbing, poking, or intentionally brushing against another employee's body;
- rape, sexual battery, molestation or attempts to commit these assaults, which also may be considered criminal conduct beyond the scope of this policy;<sup>2</sup>
- sexually oriented gestures, words, signs, noises, remarks, jokes, pranks, innuendo, questions or comments about a person's sexuality, sexual experience, or romantic history that create a hostile work environment (including in-person interactions and remarks made over virtual platforms and in messaging apps when employees are working remotely);
- sexually explicit or derogatory statements, sexually discriminatory remarks, or commentary about a person's own or another's sexual prowess or sexual deficiencies which are offensive or objectionable to or cause an individual discomfort or humiliation, or which interfere with the individual's job performance;
- leering, catcalls or other insulting or obscene comments or gestures;
- unwelcome, obscene, derogatory, or demeaning commentary about an individual's body including using innuendo;
- sexual or discriminatory displays or publications anywhere in the workplace (including the virtual or remote workspace), such as displaying or circulating pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic (including through posting on walls at the workplace or that are visible in the background during virtual meetings, e-mail, text message, instant messenger, social media, or other electronic communication);
- hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity or gender expression, such as interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job; sabotaging an individual's work; intimidation; and bullying, yelling and name-calling; intentional misuse of an individual's preferred pronouns; or creating different expectations for individuals based on their perceived identities (such as dress codes that place more emphasis on women's attire or leaving parents/caregivers out of meetings);
- sex stereotyping – i.e., when conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look, such as remarks regarding an employee's gender expression (for example, wearing a garment typically associated with a different gender identity) or asking employees to take on traditionally gendered roles (for example, asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties); or
- other physical, verbal or visual conduct of a sexual nature.

Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual's gender. Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is

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<sup>2</sup> Where the conduct complained of involves rape, sexual battery, molestation or attempts to commit these assaults, physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime, and individuals should contact their local police department.

especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

**b. Harassment on the basis of all protected characteristics** is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, ethnicity, national origin, religion, sex, pregnancy, childbirth, and related conditions (including breastfeeding), age, physical disability, mental disability, medical condition, ancestry, alienage, immigration or citizenship status, marital status, familial status, caregiver status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status, status as a victim of domestic violence, sexual violence or stalking, sexual and reproductive health decisions, or any other characteristic protected by applicable law – including, in some jurisdictions such as in New York or California, traits historically associated with race (including hair texture and hairstyle) and religion (including wearing any attire or having facial hair in accordance with one's religion) – or that of an individual's relatives, friends or associates, and that: (a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; derogatory or denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including, but not limited to, through posting on walls, e-mail, text message, instant messenger, social media, or other electronic communication).

### Individuals and Conduct Covered

This policy applies to and covers all applicants, employees, interns (whether paid or unpaid), contractors, temporary workers, vendors and any other individuals conducting business or providing services at Paramount, regardless of immigration status, and prohibits harassment, discrimination and retaliation whether engaged in by fellow employees, by paid and unpaid interns, by a supervisor or manager or by someone not directly connected to Paramount (e.g., an outside vendor, consultant, client, visitor or customer).

With regard to non-employees, the protections and prohibitions against discrimination and harassment as set forth in this policy apply to non-employees who provide services to Paramount (including contractors, subcontractors, vendors, and consultants) while they are on Paramount premises and/or while engaged in conducting business for or on behalf of Paramount ("covered non-employees"). Covered non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers, as well as persons providing equipment repair, cleaning services, or any other services provided pursuant to a contract with Paramount. Therefore, this policy (i) prohibits discrimination and harassment engaged in by covered non-employees, whether directed at a fellow covered non-employee or an employee or intern of Paramount; and (ii) prohibits discrimination and harassment directed at covered non-employees, whether engaged in by a fellow covered non-employee or by an employee or intern of Paramount.

Conduct prohibited by this policy is unacceptable in the workplace (including on set or other project-related worksites, and when employees are working remotely from home) and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events or parties. Inappropriate conduct can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones or other personal methods of communication. Any individual (including covered non-employees) who engages in such conduct that is in violation of this policy (and which may constitute unlawful workplace harassment) by any means, including, but not limited to, in-person behavior, through the use of computers, e-mail, telephone, or social media or any other means, whether on or off Paramount premises, on work or

personal devices or during non-work hours, will be subject to discipline, up to and including termination.

### **Supervisory Responsibility**

Everyone must work toward preventing discrimination and harassment, but leadership matters. Managers and supervisors are charged with additional responsibilities because of their positions of authority within Paramount to make sure the workplace is free from discrimination and harassment. Managers and supervisors are required to promote a work environment where individuals feel safe and comfortable asking questions or raising concerns about these policies, and to make themselves available to listen to and discuss concerns. As such, managers and supervisors are responsible for any harassment and discrimination that should have been known to them with reasonable care and attention to the workplace for which they are responsible. While these duties are mandatory for managers and supervisors, they also are strongly encouraged for all individuals who are covered by this policy.

Managers and supervisors who receive a complaint or information about suspected discrimination or harassment, observe what may be harassing behavior or for any reason suspect that harassment is occurring, **are required to** report such suspected discrimination or harassment to the Paramount Human Resources Department, the Paramount Employee Relations Department, or to the Paramount Compliance Officers, even where they may believe the conduct is trivial, or where an individual (including the complainant or otherwise) asks that it not be reported. Supervisors and managers should not be passive and wait for an employee to make a complaint of discrimination or harassment. If they observe or otherwise learn of inappropriate behavior, they must act.

Managers and supervisors will be subject to discipline, up to and including termination, for failing to report any allegations or suspicions of harassment or discrimination or otherwise knowingly allowing harassment or discrimination to continue after they know about it. Supervisors and managers will also be subject to discipline or for engaging in any harassing, discriminatory, or retaliatory conduct themselves.

While supervisors and managers have a responsibility to report discrimination and harassment, they must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of discrimination or harassment and questioned about such conduct can be intimidating, uncomfortable and traumatizing for individuals. Supervisors and managers should work with the Paramount Human Resources Department, the Paramount Employee Relations Department, or the Paramount Compliance Officers to ensure as best as possible that the workplace is safe and free from retaliation for them during and after any investigation.

### **Retaliation Is Prohibited**

Paramount policy and federal, state and local law prohibit retaliation against any individual who reports discrimination, harassment or retaliation or participates in an investigation of such reports. For purposes of this policy, **retaliation** includes any action that seeks to or would keep an individual from coming forward to make or support a complaint of discrimination or harassment or that seeks to punish those who have come forward. Such retaliation is unlawful under federal, state, and, where applicable, local law. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats made outside of work hours or disparaging someone on social media could be covered as retaliation under this policy if in response or relation to a complaint of discrimination or harassment. Protected activities with regard to discrimination or harassment include making complaints about discrimination, harassment or retaliation to a manager or supervisor or other person designated to receive complaints; making a report of suspected discrimination, harassment or retaliation even where the individual is not the recipient; assisting another individual complaining of discrimination, harassment or retaliation or encouraging such individual to report discrimination, harassment or retaliation; filing a formal complaint about

discrimination, harassment or retaliation with a government agency or in court; opposing discrimination or harassment, including reporting that another employee has been discriminated against or harassed, by making a verbal or informal complaint to a manager or supervisor or other person designated to receive complaints; or providing information during an investigation of discrimination, harassment or retaliation or providing testimony or cooperating in connection with an internal or external complaint or proceeding involving discrimination, harassment or retaliation under any applicable anti-discrimination law. Retaliation against an individual because that person engaged in protected activity is a serious violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination.

Examples of retaliation in response or relation to a complaint of discrimination or harassment may include, but are not limited to: demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts; publicly releasing personnel files; refusing to provide a reference or providing an unwarranted negative reference; labeling an employee as “difficult” and excluding them from projects to avoid “drama”; undermining an individual’s immigration status; or reducing work responsibilities, passing over for a promotion, or moving an individual’s workspace to a less desirable office location.

Even if the alleged discrimination or harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of discrimination or harassment.

Any individual who believes they have been subject to retaliation should report such conduct pursuant to the Complaint Procedure section set forth in this policy or may seek assistance from other available forums as detailed below.

### **What Retaliation Is Not**

Negative employment actions do not rise to the level of retaliation simply because they occur after an employee engages in protected activity. Individuals continue to be subject to all Paramount policies, job requirements and disciplinary rules regardless of their engaging in protected activity.

### **Complaint Procedure - Reporting an Incident of Harassment, Discrimination or Retaliation**

Paramount strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender’s identity or position. Any harassing conduct, even a single incident, can be reported under this policy. Employees and other covered non-employees should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague terminated over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in conduct violating this policy will depend on the degree of misconduct.<sup>3</sup>

Individuals who believe they have experienced conduct that they believe is contrary to this policy or who have concerns about such matters should report their complaints to their immediate supervisor, their department head, the Paramount Human Resources Department (Human Resources Business Partner or Human Resources Production Partner), the Paramount Employee Relations Department ([EmployeeRelations@paramount.com](mailto:EmployeeRelations@paramount.com)), Paramount Compliance Officers, a lawyer in their Business Unit, Paramount’s General Counsel, or the Paramount Openline at (855) 833-5027 or visit [Openline.Paramount.com](https://Openline.Paramount.com). Paramount has engaged NAVEX Global’s EthicsPoint, an external

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<sup>3</sup> In New York, harassment does not need to be severe or pervasive to be illegal or a violation of Paramount’s policy.



vendor, to receive phone calls or online reports through our Paramount Openline hotline and website.

Individuals should not feel obligated to file a complaint with their immediate supervisor before bringing the matter to the attention of one of the other Paramount-designated resources identified above. Supervisors or managers who receive a complaint of a violation of this policy must promptly report the complaint to the Paramount Human Resources Department, the Paramount Employee Relations Department, or to the Paramount Compliance Officers.

Reports of discrimination or harassment may be made verbally or in writing. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable. Employees, interns and covered non-employees may also seek assistance in other available forums, as explained below in the section on Other Avenues for Relief.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, Paramount strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Anyone, whether personally subjected to harassment, discrimination or retaliation, or a bystander who is a witness to such conduct, is encouraged to promptly report the incident. Paramount will exercise reasonable care to stop alleged harassment, discrimination or retaliation, but can only do so with the cooperation of its employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that the behavior is unwelcome and requesting that it be discontinued. However, advising the offender that their behavior is unwelcome and/or requesting that it be discontinued shall not constitute a complaint under this procedure even if the offender is one of the designated representatives identified above.

### **Bystander Intervention**

Any employee witnessing discrimination or harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to discrimination or harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can document the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not okay; and
5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate (though note that, when confronting harassment, physically assaulting an individual is never an appropriate response).

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing discrimination or harassment in the workplace.

### **The Investigation**

Any reported allegations of harassment, discrimination or retaliation will be investigated fairly, immediately, thoroughly and impartially by the Human Resources Department, the Paramount Employee Relations Department, Paramount's Compliance Department, or another appropriate party in a manner that is fair to all parties, provides all parties appropriate due process and reaches

conclusions based on the evidence collected, as outlined below. This procedure will apply regardless of the manner in which the individual made the complaint.

While the process may vary from case to case, investigations will generally be done in accordance with the following steps: Upon receipt of the complaint, the designated investigator will conduct a prompt review of the allegations. The investigation may include, but is not limited to, individual interviews with the complainant, other parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge, reviewing documents relevant to the investigation and reasonably available or accessible (and appropriate retention of same), documentation of the investigation, and notification to the complainant and the individual(s) about whom the complaint was made of the results of the investigation and corrective actions, as appropriate. All individuals, including managers and supervisors, are required to cooperate with any internal investigation of harassment, discrimination or retaliation. Those receiving claims and leading investigations will handle complaints and questions with appropriate sensitivity toward those participating. Individuals must respond truthfully, promptly and fully to all inquiries made by the designated investigator. Withholding responsive information, providing incomplete information or attempting to mislead or misdirect any investigation (or encouraging or pressuring others to do so) may result in disciplinary action up to and including termination. As part of its investigation, Paramount will review relevant documents (if any), which may include without limitation e-mails and text messages.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with a thorough investigation, appropriate resolution and applicable law.

### **Responsive Action**

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warnings, reprimands, withholding of a promotion or pay increase, prospective reduction of wages, demotion, reassignment, or temporary suspension without pay or termination, as Paramount believes appropriate under the circumstances. If the harassment, discrimination or retaliation is from a third party who is not employed by Paramount, Paramount will take appropriate action to stop the complained-of conduct. In addition, Paramount will also take steps to ensure as best as possible a safe work environment for the employee(s) who experienced the discrimination or harassment.

### **Additional Information About This Policy**

Individuals who have questions or concerns about this policy should talk with their Human Resources Business Partner, Human Resources Production Partner, any member of the Paramount Human Resources Department, any member of the Paramount Employee Relations Department, any lawyer on the Paramount Employment Law team, a lawyer in your Business Unit, or a Paramount Compliance Officer.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and Paramount's policy prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further this policy, not to form the basis of an exception to them.



## Other Avenues for Relief

Discrimination and harassment are not only prohibited by Paramount but are also prohibited by federal, state and local law. Aside from the internal complaint procedure available at Paramount, individuals may also choose to pursue legal remedies with governmental entities as set forth below.

### ***For Employees in New York:***

The provisions of the policy above apply to all employees who work for Paramount in New York. In addition to the internal complaint procedure available at Paramount, Paramount also has a Complaint Form (available from your Human Resources Representative or at [https://murray.paramount.com/murray?page=us\\_policies](https://murray.paramount.com/murray?page=us_policies)) to report complaints of sexual harassment, which individuals may complete if they prefer. Once the individual completes a Complaint Form, it should be submitted to the relevant Human Resources representative, the Paramount Employee Relations Department ([EmployeeRelations@paramount.com](mailto:EmployeeRelations@paramount.com)), a Paramount Compliance Officer, or the Paramount Openline website at [Openline.Paramount.com](http://Openline.Paramount.com). Employees who are reporting sexual harassment on behalf of other employees may also use the Complaint Form and should note that it is on another employee's behalf. Further, individuals in New York may choose to pursue legal remedies with the following governmental entities at any time. Using Paramount's internal complaint procedure does not prohibit employees from filing a complaint with these agencies:

- *U.S. Equal Employment Opportunity Commission (EEOC)* – The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, 42 U.S.C. § 2000e et seq. An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of discrimination or harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination or harassment has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting employees to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated or believes that unlawful discrimination or harassment occurred but does not file a lawsuit. Individuals may obtain relief in mediation, settlement, or conciliation. In addition, federal courts may award remedies if discrimination or harassment is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC. An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. If an individual filed an administrative complaint with DHR, DHR will automatically file the complaint with the EEOC to preserve the right to proceed in federal court.
  - Contact: [www.eeoc.gov](http://www.eeoc.gov) (website), [info@eeoc.gov](mailto:info@eeoc.gov) (e-mail), 1-800-669-4000 (voice), 1-800-669-6820 (TTY)
- *New York State Division of Human Rights (NYSDHR)* – The New York State Human Rights Law (NYSHRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State and protects employees paid or unpaid interns and covered non-employees, regardless of immigration status. A complaint alleging violation of the NYSHRL may be filed either with the New York State Division of Human Rights (DHR) or in New York State Supreme Court. Complaints of sexual harassment may be submitted to DHR at any time within three years of the alleged harassment or within one year for other claims of workplace discrimination and harassment. If an individual did not file at DHR, they can bring a lawsuit directly in state court under the NYSHRL, within three years of the alleged

discrimination. An individual may not file with DHR if they have already filed a NYSHRL complaint in state court. Complaining internally to Paramount does not extend an individual's time to file with DHR or in court. The one or three years is counted from the date of the most recent incident of discrimination or harassment. Individuals do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR. DHR will investigate the complaint and determine whether there is probable cause to believe that discrimination or harassment has occurred. Probable cause cases receive a public hearing before an administrative law judge. If discrimination or harassment is found at the hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the discrimination or harassment, or repair the damage caused by such conduct, including paying monetary damages, punitive damages, attorneys' fees and civil fines.

- Contact: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458 (by mail), (718) 741-8400 (voice), [www.dhr.ny.gov](http://www.dhr.ny.gov) (website). Go to [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint with DHR. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish, as well as a complaint form that can be downloaded, filled out, and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.
- Call the DHR sexual harassment hotline at 1(800) HARASS3 for more information about filing a sexual harassment complaint. This hotline can also provide a referral to a volunteer attorney experienced in sexual harassment matters who can provide limited free assistance and counsel over the phone.
- *New York City Commission on Human Rights (NYCCHR)* – individuals in New York City have one (1) year to file a complaint of discrimination or harassment and three (3) years to file a complaint of gender-based harassment with the NYCCHR. Alternatively, a lawsuit may be brought within three (3) years of the alleged harassment or discrimination, instead of filing a complaint with the NYCCHR. Remedies include injunctive relief as well as monetary damages and civil fines paid to the City of New York.
  - Contact: Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York (by mail); [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml) (website); 311 (voice); 212-306-7450 (voice)

#### ***For Employees in California:***

The provisions of the policy above apply to all employees who work for Paramount in California. Further, in addition to the internal complaint procedure available at Paramount, individuals in California may also raise questions or report potential harassment, discrimination or retaliation to the following governmental agency. Using Paramount's internal complaint procedure does not prohibit employees from filing a complaint with this agency:

- *California Civil Rights Department (CRD)*
  - Contact: [calcivilrights.ca.gov](http://calcivilrights.ca.gov) (website); [contact.center@calcivilrights.ca.gov](mailto:contact.center@calcivilrights.ca.gov) (e-mail); 800-884-1684 (voice); 800-700-2320 (TTY)

#### ***For Employees in Massachusetts:***

The provisions of the policy above apply to all employees who work for Paramount in Massachusetts. Further, in addition to the internal complaint procedure available at Paramount, individuals in Massachusetts may also raise questions or report potential sexual harassment by filing

a formal complaint with the following governmental entities. Using Paramount's internal complaint procedure does not prohibit employees from filing a complaint with these agencies:

- *The United States Equal Employment Opportunity Commission (EEOC)* office in Massachusetts
  - Contact: John F. Kennedy Federal Building, 15 New Sudbury Street, Room 475, Boston, Massachusetts 02203 (by mail); 1-800-669-4000 (voice)
- *The Massachusetts Commission Against Discrimination (MCAD)* – individuals in this state have 300 days to file a complaint.
  - Contact: <https://www.mass.gov/orgs/massachusetts-commission-against-discrimination> (website); [mcad@mass.gov](mailto:mcad@mass.gov) (e-mail); One Ashburton Place, Suite 601, Boston, MA 02108 (Boston Office); 617-994-6000 (Boston voice); State Office Building, 436 Dwight Street, Room 220, Springfield, MA 01103 (Springfield Office); 413-739-2145 (Springfield voice).

#### ***For Employees in Illinois:***

The provisions of the policy above apply to all employees who work for Paramount in Illinois. Further, in addition to the internal complaint procedure available at Paramount, individuals in Illinois may also raise questions or report potential sexual harassment by filing a formal complaint with the following governmental entities. Using Paramount's internal complaint procedure does not prohibit employees from filing a complaint with these agencies:

- *The United States Equal Employment Opportunity Commission (EEOC) office in Illinois*
  - Contact: 230 South Dearborn Street, Suite 1866, Chicago, IL 60604 (by mail); 312-872-9777 (voice); 1-800-669-6820 (TTY); 312-588-1260 (fax)
- *The Illinois Department of Human Rights (IDHR)* – individuals in this state have 180 days from the date the alleged harassment took place to file a complaint.
  - Contact: [www.illinois.gov/dhr](http://www.illinois.gov/dhr) (website); 555 West Monroe Street, Suite 700, Chicago, IL 60661 (Chicago Office); 312-814-6200 (Chicago voice); 866-740-3953 (Chicago TTY); 312-814-1436 (Chicago fax – administration); 312-814-6251 (Chicago fax – charge processing); 524 S. 2<sup>nd</sup> Street, Suite 300, Springfield, IL 62701 (Springfield Office); 217-785-5100 (Springfield voice); 866-740-3953 (Springfield TTY); 217-785-5106 (Springfield fax).

#### ***For individuals in Chicago, Illinois:***

- Sexual harassment and retaliation for reporting sexual harassment are not only prohibited by Paramount but are also illegal under the City of Chicago's Ordinance. Such conduct is also prohibited by federal and state law.
- All Chicago employees are required to participate in a minimum of one hour of sexual harassment prevention training annually. All Chicago employees who supervise or manage employees are required to participate in a minimum of two hours of sexual harassment prevention training annually. In addition, all Chicago employees are required to participate in one hour of bystander training annually.
- Paramount strongly encourages all employees who believe that they have been subjected to discrimination, harassment or retaliation, or who have experienced conduct that they believe is contrary to Paramount's policy, to report the matter to one of the designated individuals listed in the Complaint Procedure section of this policy. Employees should also be aware that legal services available to employees who may be victims of sexual harassment may be obtained from the EEOC ([www.eeoc.gov](http://www.eeoc.gov)), the Illinois Department of

Human Rights ([www2.illinois.gov/dhr](http://www2.illinois.gov/dhr)) and the Chicago Commission on Human Relations ([www.chicago.gov/city/en/depts/cchr.html](http://www.chicago.gov/city/en/depts/cchr.html)).

***For Employees in Maine:***

The provisions of the policy above apply to all employees who work for Paramount in Maine. As set forth above, Paramount prohibits discrimination and harassment of any kind, including sexual harassment. Sexual harassment is a violation of the Maine Human Rights Act of 1964 (Title 5, chapter 337), and Me. Rev. Stat. Ann. tit. 26, § 807, as well as Paramount's policy.

Further, in addition to the internal complaint procedure available at Paramount, individuals in Maine may also raise questions or report potential harassment or discrimination by filing a formal complaint with the following governmental entity. Using Paramount's internal complaint procedure does not prohibit employees from filing a complaint with this agency:

- The Maine Human Rights Commission – individuals in this state have 300 days from the date of alleged discrimination or harassment to file a complaint.
  - Contact: #51 State House Station, Augusta, ME 04333 (by mail); 207-624-6290 (voice); 207-624-8729 (fax); MAINE RELAY 711 (TTY).

***For Employees in Rhode Island:***

The provisions of the policy above apply to all employees who work for Paramount in Rhode Island.

Further, in addition to the internal complaint procedure available at Paramount, individuals in Rhode Island may also raise questions or report potential harassment by filing a formal complaint with the following governmental entities. Using Paramount's internal complaint procedure does not prohibit employees from filing a complaint with these agencies:

- The United States Equal Employment Opportunity Commission (EEOC) office in Massachusetts
  - Contact: John F. Kennedy Federal Building, 15 New Sudbury Street, Room 475, Boston, Massachusetts 02203 (by mail); 1-800-669-4000 (voice)
- The Rhode Island Commission for Human Rights – individuals in this state have one (1) year from the date of alleged harm to file a complaint.
  - Contact: 180 Westminster Street, 3rd Floor, Providence, RI 02903 (by mail); 401-222-2661 (voice); 401-222-2616 (fax).

Individuals in other Paramount work locations may be subject to additional applicable state and local laws.