

STATES COVERED

Maine, New Hampshire, Maryland, Louisiana, Michigan, New York, Massachusetts

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Equal Employment Opportunity Policy

Spectrum Enterprises and Spectrum Seminars (together, "Spectrum") is committed to providing equal employment opportunity to all qualified individuals without regard to age, color, disability, gender identity or expression, genetic condition, military or other uniformed service, national origin, race, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, or any other characteristic protected by applicable federal, state, or local law, including a person's relationship or association with someone with a protected characteristic.

This policy applies to all aspects of employment with us, including recruitment, hiring, rates of pay, promotion, training, termination, benefit plans, and all other forms of compensation, conditions, and privileges of employment for employees and applicants. This policy governs all workplace conduct, both physical and virtual, on our computer systems and network, and at all work-related events or travel. Any employee who violates this policy is subject to discipline, up to and including immediate termination of employment.

If you experience, witness, or otherwise know of conduct that may violate this policy, please report it immediately to your supervisor or the Director of Benefits.

Reasonable Accommodations

Qualified Individuals with Disabilities

Spectrum believes that all persons should have full access to equal employment opportunities. We provide reasonable accommodations that enable qualified employees with disabilities to perform the essential functions of their jobs, so long as such measures are reasonable and do not place an undue hardship on our ordinary business operations, consistent with applicable law. We also provide reasonable accommodations to qualified job applicants with disabilities during the hiring process, consistent with the law.

Women Affected by Pregnancy, Childbirth and Related Conditions

Spectrum will not discriminate against employees because of pregnancy, childbirth, or related conditions, including the need to express milk. We will engage in a timely, good faith, and meaningful exchange with any affected employee who requests a reasonable accommodation. Spectrum will provide a reasonable accommodation unless doing so will impose an undue hardship on our ordinary business operations, consistent with applicable law. While every situation is different, reasonable accommodations may include, for example, more frequent or longer breaks, different or modified equipment or seating, limitations on lifting, temporary transfer to an available less strenuous or hazardous position, job restructuring, assistance with manual labor, and modified work schedules. Spectrum will not require any employee to accept an accommodation they did not request and will not require any employee to take leave if another reasonable accommodation is available.

Religious Observance and Practice

As part of our commitment to equal employment opportunity for all, Spectrum will accommodate requests relating to our employees' religious beliefs or practices unless the requested accommodation would cause undue hardship on our ordinary business operations, consistent with applicable law.

Requesting a Reasonable Accommodation

To request a reasonable accommodation or obtain more information, please contact your supervisor or the Director of Benefits. Spectrum strictly prohibits taking adverse action against any employee or job applicant for requesting an accommodation. If you experience, witness, or otherwise know of conduct that may violate this policy, please report it immediately to your supervisor or the Director of Benefits.

EEO POLICY STATE SUPPLEMENTS

If you work in any of the states listed below, please refer to the state supplement at the link:

Maryland	Maryland Pregnant Workers Fairness Act Notice
New York	New York Reproductive Health Decision Making Supplement
	New York City Lactation Accommodation Supplement
	New York City Gender Discrimination Prevention Supplement

Discrimination & Harassment Free Workplace Policy

This policy applies everywhere **except** in New York. Employees working in New York should refer to our NEW YORK DISCRIMINATION & HARASSMENT FREE WORKPLACE POLICY. [\[Insert hyperlink to NY Policy\]](#)

Spectrum Enterprises (Spectrum) is committed to providing a workplace in which all individuals are treated with dignity and respect, free of discrimination or harassment. This policy is part of our commitment to diversity and inclusion and a workplace free from harassment, disrespect, and divisiveness. Discrimination or harassment based on any *protected characteristic*, and retaliation for engaging in protected activities, is unlawful and violates this policy.

Spectrum strictly prohibits and will not tolerate discrimination or harassment based on any protected characteristic. **Protected characteristics** include a person's actual or perceived age, color, disability, gender identity, genetic condition, military or other uniformed service, national origin, race, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, or any other characteristic protected under federal, state, or local law, including a relationship or association with someone with a protected characteristic.

Scope and Application

This policy applies to *everyone* affecting our workplace, including all hourly and salaried employees, independent contractors, interns, applicants, non-supervisory and supervisory employees, and executives. We also prohibit discrimination and harassment by third parties, such as vendors, clients, and guests. Similarly, this policy applies to *all aspects* of our workplace, including conduct occurring in-person or via phone, email, text, social media, or other formats, while using our computer systems or networks or participating in any work-related activities, meetings, events, or travel.

If you experience discrimination or harassment or are aware of prohibited conduct affecting anyone in our workplace, please promptly report it using the [Reporting Procedure](#), so Spectrum can promptly address the matter.

Please contact the Director of Benefits if you have any questions about what conduct may be considered discrimination, harassment, or retaliation or have any other questions about this policy.

Discrimination Prohibited

Spectrum strictly prohibits and will not tolerate discrimination based on any *protected characteristic*, whether actual or perceived. Prohibited conduct includes any conduct or behavior that could reasonably be interpreted as discrimination based on a person's *protected characteristic*.

Discriminatory actions include, but are not limited to, termination of employment, refusal to hire, denial of training, failure to promote, or discriminating in pay or any other terms, conditions, or privileges of employment based on a person's *protected characteristic*. Encouraging or assisting anyone in taking discriminatory actions is also prohibited.

If you experience, witness, or otherwise know of any conduct you believe may violate this policy, please notify us immediately using the **Reporting Procedure** described below, so we can promptly address the matter.

Harassment Prohibited

Harassment based on a *protected characteristic* is a form of unlawful discrimination and is prohibited by this policy. Harassment prohibited by this policy includes any conduct that denigrates or shows hostility or aversion toward another because of a *protected characteristic*, and that has the purpose or effect of creating an intimidating, hostile, or offensive work environment, unreasonably or substantially interfering with another's work performance, or otherwise adversely affecting another's employment opportunities.

Sexual Harassment Explained

Harassment based on sex, including gender identity or expression and sexual orientation, is a form of unlawful discrimination and is prohibited by this policy. Sexual harassment can occur between any individuals, regardless of their sex and regardless of their relative position as a superior, subordinate, co-worker, or anyone else in the workplace, including independent contractors, contract workers, vendors, clients, customers, or visitors.

Sexual harassment includes any unwelcome sexual advance, requests for sexual favors, or other conduct of a sexual nature, when (a) the conduct is explicitly or implicitly made a term or condition of employment; (b) submission to or rejection of the conduct is used as the basis for employment decisions affecting a person's employment; or (c) the conduct has the purpose or effect of unreasonably or substantially interfering with the person's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment also includes non-sexual conduct, including offensive remarks about a person's gender or sex stereotyping, such as criticisms of another's personality traits simply because they may not conform to ideas or perceptions of how a particular sex should act or look.

Examples of Prohibited Harassment

Any conduct that shows hostility toward or disrespect of a person based on a *protected characteristic* or that includes any subtle or obvious pressure to accept unwelcome sexual activities constitutes prohibited harassment. Calls, texts, emails, and social media usage can constitute workplace harassment, even if they occur away from work premises using personal devices during non-work hours when such conduct affects the workplace.

While it is not possible to list every type of prohibited form of harassment based on *protected characteristics*, the following are examples:

- **Verbal** harassment includes comments about a person's sex, gender identity or expression, sexual history or experiences, and unwelcome sexual advances. It also includes insulting or degrading jokes, stories, or remarks, slurs, and epithets.
- **Physical** harassment includes inappropriate or unwelcome stroking, kissing, hugging, or similar touching of another person's body. It includes intimidation, interfering with, destroying, or damaging another's work tools or equipment, or attempted or actual sexual or other physical assault.
- **Visual** harassment includes leering, making sexual gestures, inappropriate adult-themed gifts, or displaying sexually suggestive materials. It also includes posting or displaying derogatory posters, cartoons, drawings, texts, or images.
- **Online** harassment includes unwelcome sexual advances or sexting (sexually suggestive messages) and stalking or threats via online media. It also includes posting messages, memes, images, and other content derogatory towards a *protected characteristic* on Facebook, Instagram, Snapchat, TikTok, Twitter, or any other social media platforms, when such conduct affects the workplace.

If you experience, witness, or otherwise know of any conduct you believe may violate this policy, please let us know immediately using the [Reporting Procedure](#) described below, so we can promptly address the matter.

Retaliation Prohibited

Spectrum strictly prohibits retaliation for engaging in *protected activities*. Retaliation includes any action that could discourage a person from coming forward to make or support a potential policy violation report. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of retaliatory acts outside the workplace or work hours are also prohibited. While unlawful retaliation includes adverse actions, such as discharge, discipline, or denial of any employment benefit, any conduct that would reasonably discourage an employee from engaging in *protected activities* constitutes prohibited retaliation under this policy.

Protected activities include the following:

- reporting or providing information about a potential policy violation
- encouraging or assisting another person in reporting a potential policy violation
- cooperating or participating in any internal investigation of a potential policy violation
- filing a complaint or encouraging or assisting another person in filing a complaint with any government agency or court
- cooperating in an investigation of any kind, including testifying or assisting in an investigation or legal proceeding involving under federal, state, or local law
- otherwise opposing unlawful discrimination, harassment, or retaliation

If you experience, witness, or otherwise know of any conduct you believe may be retaliation, please let us know immediately using the [Reporting Procedure](#) described below, so we can promptly address the matter.

Reporting Discrimination, Harassment, or Retaliation

If you experience, witness, or otherwise know of conduct that may violate this policy, please report it immediately to your supervisor, the Director of Benefits, the President, or the Vice-President.

Spectrum is committed to preventing discrimination, harassment, and retaliation in all aspects of our work. We strongly encourage you to promptly report any conduct you believe may violate this policy to ensure we know of a potential policy violation and can respond appropriately. No adverse action will be taken against an employee for reporting a potential violation of this policy or assisting in investigating a possible violation. Spectrum strictly [prohibits retaliation](#) against anyone who reports a suspected violation of this policy. Please report any suspected retaliation or intimidation immediately to your supervisor or the Director of Benefits.

Supervisor and Manager Reporting Responsibilities

All supervisors and managers must immediately notify the Director of Benefits of any report or complaint of a potential policy violation, or any conduct they become aware of that may violate this policy. If the report or complaint involves the Director of Benefits, the supervisor or manager must notify the President or the Vice-President. Failure to notify the appropriate official as required by this policy will result in discipline, up to and including termination of employment.

Investigation and Resolution

Spectrum will promptly investigate all complaints and any information known about a possible policy violation. We will conduct the investigation thoroughly, impartially, and in a timely manner that provides all parties with appropriate due process and reaches reasonable conclusions based on the information obtained. We may put reasonable interim measures in place during an

investigation if we determine that such measures are necessary to prevent further potential violations of this policy.

Confidentiality

We will maintain the confidentiality of persons involved to the extent possible and consistent with Spectrum's duty to investigate and take appropriate action. Information will only be disclosed on a need-to-know basis.

Employee Responsibilities

All employees must cooperate with an internal investigation. Deliberately providing false information, failing to cooperate, or attempting to conceal prohibited conduct is a violation of this policy and will result in discipline, up to and including termination of employment. Spectrum strictly [prohibits retaliation](#) against anyone for cooperating or participating in an investigation of a potential policy violation.

Corrective Measures

If an investigation confirms a policy violation, Spectrum will take prompt and appropriate corrective action to prevent further policy violations. Corrective actions may include disciplinary action, up to and including termination. If a customer, vendor, or other third party with whom Spectrum does business engages in unlawful harassment, discrimination, or retaliation, we will take appropriate corrective action with respect to the third party.

More Information

If you have questions about this policy or need additional information on employment discrimination, including sexual or other forms of harassment, please contact the Director of Benefits.

DISCRIMINATION & HARASSMENT FREE WORKPLACE POLICY STATE SUPPLEMENTS

If you work in any of the states listed below, please refer to the state supplement at the link:

If you work in: **Please see:**

Massachusetts [Massachusetts Sexual Harassment Prevention Policy Supplement](#)

New York **This policy does not apply to you.** Please see our [NEW YORK DISCRIMINATION & HARASSMENT FREE WORKPLACE POLICY](#).

Sexual Harassment Violates the Massachusetts Fair Employment Practices Law

This information applies to those who work for Spectrum in Massachusetts. All terms and conditions of our Discrimination & Harassment Free Workplace policy apply to Massachusetts employees, as supplemented by the information provided below.

Sexual Harassment violates Massachusetts Law and Spectrum Policy

The Massachusetts Fair Employment Practices Law and Spectrum policy prohibit sex discrimination in the workplace. Sexual harassment is a form of sex discrimination and is both unlawful and strictly prohibited by Spectrum policy.

Massachusetts law also makes it unlawful to retaliate against an employee for filing a sexual harassment complaint or cooperating in an investigation relating to a sexual harassment complaint. Such retaliation is strictly prohibited by Spectrum policy.

Reporting a Violation

Spectrum encourages you to report promptly any conduct that may violate this policy. If you experience, witness, or otherwise know of conduct that may violate our policies, report it immediately to your supervisor or **[Insert specific Name, Address, and Telephone number of at least one person]**.

However, nothing precludes any person from contacting or filing a formal grievance with the United States Equal Employment Opportunity Commission, which can be contacted at www.eeoc.gov/field-office/boston/location; or the Massachusetts Commission Against Discrimination, which can be contacted at www.mass.gov/orgs/massachusetts-commission-against-discrimination.

Maryland Pregnant Workers Fairness Act Notice

(Equal Opportunity Policy Supplement)

This information applies to all employees who work in Maryland. All terms and conditions of our Equal Employment Opportunity policy apply to Maryland employees, as supplemented by the information provided below.

It is strictly against Spectrum policy and the Maryland Pregnant Workers Fairness Act to discriminate against an employee in discrimination in relation to an employee's pregnancy, childbirth, and related medical conditions.

As required by the Act and our Equal Employment Opportunity Policy, Spectrum will engage in a timely, good faith, and meaningful exchange with any employee with limitations related to pregnancy, childbirth, or related medical conditions who requests a reasonable accommodation. While every situation is different, reasonable accommodations may include but are not limited to changing job duties, changing work hours, relocation, providing mechanical or electrical aids, transfers to less strenuous or less hazardous positions, or providing leave.

Under the Maryland Pregnant Workers Fairness Act law, disabilities caused or contributed to by pregnancy or childbirth are temporary disabilities for all job-related purposes. will treat such conditions as temporary disabilities under any applicable health or temporary insurance or sick leave plan, as well as for purposes of accrual of seniority and other benefits and privileges, reinstatement, and payment.

Requesting a Reasonable Accommodation

To request a reasonable accommodation or obtain more information, please contact your supervisor or the Director of Benefits. Spectrum strictly prohibits taking adverse action against any employee or job applicant for requesting an accommodation.

If you experience, witness, or otherwise know of conduct that may violate this policy, please report it immediately to your supervisor or the Director of Benefits.

New York Reproductive Health Decision Making Notice (Equal Opportunity Policy Supplement)

This information applies to those who work for Spectrum in New York. All terms and conditions of our Equal Employment Opportunity policy apply to New York employees, as supplemented by the information provided below.

Consistent with New York labor law, Spectrum will not engage in and strictly prohibits any employee from taking any of the following actions:

- accessing personal information regarding an employee's or their dependent's reproductive health decision making (which includes but is not limited to, the decision to use or access a particular drug, device, or medical service) without the employee's prior informed affirmative written consent;
- requiring an employee to sign a waiver or other document which purports to deny an employee the right to make their own reproductive health care decisions; or
- taking any discriminatory or *retaliatory* personnel action against an employee with respect to compensation, terms, conditions, or other privileges of employment based on the employee's or dependent's reproductive health decision making.

Retaliation or retaliatory personnel action means discharging, suspending, demoting, or otherwise penalizing an employee for (a) making or threatening to make a complaint to an employer, co-worker, or a public body, that these rights have been violated; (b) causing a proceeding under or related to these rights to be instituted; or (c) providing information to, or testifying before, any public body conducting an investigation, hearing, or inquiry into any a violation of these rights by the employer.

If you experience, witness, or otherwise know of conduct that may violate this policy, please report it immediately to your supervisor or the Director of Benefits.

An employee may bring a civil action in any court of competent jurisdiction against an employer alleged to have violated the provisions of the law. If a violation is found, the court may (a) award damages, including, but not limited to, back pay, benefits, and reasonable attorneys' fees and costs incurred to a prevailing plaintiff; (b) afford injunctive relief; order reinstatement; and/or (c) award liquidated damages equal to one hundred percent of the award for damages unless an employer proves a good faith basis to believe that its actions complied with the law. Any act of retaliation for an employee exercising any rights granted under the law can result in separate civil penalties.

New York City Lactation Accommodation

(Equal Opportunity Policy Supplement)

This information applies to those who work for Spectrum in New York. All terms and conditions of our Equal Employment Opportunity policy apply to New York employees, as supplemented by the information provided below.

Consistent with the New York City Human Rights Law, Spectrum will accommodate an employee's need to express breast milk at work, including by providing reasonable break time, a *lactation room*, and a refrigerator suitable for breast milk storage in reasonable proximity to the employee's work area, unless doing so would post an undue hardship. If providing such a room would impose an undue hardship, Spectrum will engage in a cooperative dialogue with the employee to discuss reasonable alternatives in an attempt to accommodate their needs.

Lactation room means a sanitary place, other than a restroom, that can be used to express breast milk shielded from view and free from intrusion and that includes, at minimum, an electrical outlet, a chair, a surface on which to place a breast pump and other personal items, and nearby access to running water.

To request a lactation room or other reasonable accommodation to express milk at work, or to discuss concerns or questions about this notice, contact your supervisor or the Director of Benefits. Spectrum will respond to a request for a lactation room within a reasonable amount of time not to exceed five business days.

If two (2) or more employees need to use a *lactation room*, Spectrum will discuss various options with the affected employees to determine what arrangement addresses each employee's needs such that each employee has a reasonable amount of time to pump. Options may include: finding an alternative clean space free from intrusion; sharing the space among multiple users; or creating a schedule for use.

Consistent with New York law, Spectrum will not engage in and strictly prohibits any employee from taking any discriminatory or retaliatory personnel action against an employee with respect to compensation, terms, conditions, or other privileges of employment based on the employee's request for a lactation accommodation. If you experience, witness, or otherwise know of conduct that may violate this policy, please report it immediately to your supervisor or the Director of Benefits.

New York City Gender Discrimination Prevention (Equal Opportunity Policy Supplement)

This information applies to those who work for Spectrum in New York. All terms and conditions of our Equal Employment Opportunity policy apply to New York employees, as supplemented by the information provided below.

Consistent with New York City's Human Rights Law, Spectrum prohibits discrimination or harassment on a person's *gender* and *gender expression* in all aspects of the workplace. *Gender* includes a person's actual or perceived sex, gender identity. *Gender expression* includes a person's actual or perceived gender-related self-image, appearance, behavior, expression, or other gender-related characteristic regardless of the sex assigned to that person at birth.

It is strictly against Spectrum policy and a violation of New York City law to:

- intentionally or repeatedly refuse to refer to a person by their self-identified name and pronouns, regardless of assigned sex, appearance, whether they have identification in that name;¹
- prohibit any person from accessing single-sex workplace facilities consistent with their *gender* or *gender expression*, or require any person to use a single-occupancy bathroom because they are transgender or gender non-conforming;
- apply a grooming, dress, or appearance standard that imposes different requirements for people based on gender;
- fail to treat a request for reasonable accommodation for gender transition (including medical leave) in a fair and non-discriminatory manner.
- otherwise discriminate, harass, or retaliate against any employee on the basis of their *gender* and *gender expression*, or because an employee sought reasonable accommodations.

If you experience, witness, or otherwise know of conduct that may violate this policy, please report it immediately to your supervisor or the Director of Benefits.

¹ Employees may indicate their self-identified name and/or gender pronouns through Spectrum's HRIS system or by contacting the Director of Benefits.

DISCRIMINATION & HARASSMENT FREE WORKPLACE NEW YORK POLICY

New York Discrimination & Harassment Free Workplace Policy

This policy applies to those who work for Spectrum in New York. If you do not work in New York, please refer to our general [Discrimination & Harassment Free Workplace policy](#).

Spectrum is committed to providing a workplace in which all individuals are treated with dignity and respect, free of discrimination or harassment. This policy is part of our commitment to diversity and inclusion and a workplace free from harassment, disrespect, and divisiveness. Discrimination or harassment based on any *protected characteristic*, and retaliation for engaging in protected activities, is unlawful and violates this policy.

Spectrum strictly prohibits and will not tolerate discrimination or harassment based on any protected characteristic. *Protected characteristic* includes a person's actual or perceived age, color, creed, disability, familial status, gender identity or expression, genetic information, marital status, military or other uniformed service, national origin, race, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, status as a victim of domestic violence, or any other characteristic protected under federal, state, or local law, including a relationship or association with someone with a *protected characteristic*.

Scope and Application

This policy applies to *everyone* affecting our workplace, including all hourly and salaried employees, executives, applicants, paid and unpaid interns, contractors and other persons conducting business with Spectrum. We also prohibit discrimination and harassment by third parties, such as vendors, clients, and guests. New York law protects employees, paid and unpaid interns, and non-employees, including independent contractors and those employed by companies contracted to provide services in the workplace.

Similarly, this policy applies to *all aspects* of our workplace, including conduct occurring in-person or via phone, email, text, social media, or other formats, while using our computer systems or networks or participating in any work-related activities, meetings, events, or travel. Any employee who violates this policy – and any supervisor or manager who knowingly allows conduct that violates this policy to continue – will be subject to discipline, up to and including termination of employment. Spectrum will also take corrective action with respect to conduct by third parties that violate this policy.

If you experience discrimination or harassment or are aware of prohibited conduct affecting anyone in our workplace, please promptly report it using the [Reporting Procedure](#) described below so Spectrum can promptly address the matter. Additionally, please speak with the

Director of Benefits if you have any questions about what conduct may be considered discrimination, harassment, or retaliation or have any other questions about this policy.

Discrimination Prohibited

Spectrum strictly prohibits and will not tolerate unlawful discrimination based on any *protected characteristic*. Additionally, any conduct or behavior that could reasonably be interpreted as discrimination based on a person's *protected characteristic* is prohibited by this policy.

Discriminatory actions include, but are not limited to, termination of employment, refusal to hire, denial of training, failure to promote, or discriminating in pay or any other terms, conditions, or privileges of employment based on a person's *protected characteristic*. Encouraging or assisting anyone in taking discriminatory actions is also prohibited.

If you experience, witness, or otherwise know of any conduct you believe may violate this policy, please notify us immediately using the [Reporting Procedure](#) described below, so we can promptly address the matter.

Harassment Prohibited

Harassment based on a *protected characteristic* is a form of unlawful discrimination and is prohibited by this policy. Harassment prohibited by this policy includes any conduct that denigrates or shows hostility or aversion toward another because of a *protected characteristic*, and that has the purpose or effect of creating an intimidating, hostile, or offensive work environment, unreasonably interfering with another's work performance, or otherwise adversely affecting another's employment opportunities.

Sexual Harassment Explained

Sexual harassment is harassment based on sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, or the status of being transgender. Sexual harassment is a form of employee misconduct prohibited by this policy and New York law, and any individuals engaging in such misconduct, as well as any supervisory personnel who knowingly allows such conduct to continue, will be penalized for such misconduct. Harassers may be subject to legal liability under New York law. Additionally, unlawful sexual harassment may subject the employer to liability for harm to targets of sexual harassment.

Sexual harassment can occur between any individuals, regardless of their sex or gender and regardless of their relative position as a superior, subordinate, co-worker, or anyone else in the workplace, including independent contractors, contract workers, vendors, clients, customers, or visitors. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors and those employed by companies contracted to provide

services in the workplace. Harassers can be a superior, a subordinate, a co-worker, or anyone in the workplace, including an independent contractor, contract worker, vendor, client, customer, or visitor.

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer-sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

Sexual harassment violates this policy and New York law when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. Sexual harassment includes unwelcome conduct that is either of a sexual nature or directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation, or physical violence, which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment, or any other terms, conditions, or privileges of employment. This is also called "*quid pro quo*" harassment.

Examples of Prohibited Harassment

Any conduct that shows hostility toward or disrespect of a person based on a *protected characteristic* or that includes any subtle or obvious pressure to accept unwelcome sexual activities constitutes prohibited harassment. Calls, texts, emails, and social media usage can constitute workplace harassment, even if they occur away from work premises using personal devices during non-work hours when such conduct affects the workplace.

While it is not possible to list every type of prohibited form of harassment based on a *protected characteristic*, the following are examples:

- **Physical** harassment includes inappropriate or unwelcome stroking, kissing, hugging, or similar touching of another person's body. It includes intimidation, interfering with, destroying, or damaging another's work tools or equipment, or attempted or actual sexual or other physical assault.
- **Verbal** harassment includes comments about a person's sex, gender identity or expression, sexual history or experiences, requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits or detriments, or subtle or obvious pressure for unwelcome sexual activities. It also includes insulting or degrading jokes, stories, or remarks, slurs, and epithets.
- **Visual** harassment includes leering, making sexual gestures, inappropriate adult-themed gifts, or displaying sexually suggestive materials. It also includes posting or displaying derogatory posters, cartoons, drawings, texts, or images. This includes such sexual displays or other derogatory displays on workplace computers or cell phones and sharing such displays while in the workplace.
- **Online** harassment includes unwelcome sexual advances or sexting (sexually suggestive messages) and stalking or threats via online media. It also includes posting messages, memes, images, and other content derogatory towards a *protected characteristic* on Facebook, Instagram, Snapchat, TikTok, Twitter, or any other social media platforms, when such conduct affects the workplace.

If you experience, witness, or otherwise know of any conduct you believe may violate this policy, please let us know immediately using the Reporting Procedure described below, so we can promptly address the matter.

Retaliation Prohibited

Spectrum strictly prohibits retaliation for engaging in *protected activities*. Retaliation that violates both New York law and Spectrum policy includes any action that could discourage a person from coming forward to make or support a potential policy violation report. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of retaliatory acts outside the workplace or work hours are also prohibited. While unlawful retaliation includes adverse actions, such as discharge, discipline, or denial of any employment benefit, any conduct that would reasonably discourage an employee from engaging in *protected activities* constitutes prohibited retaliation under this policy.

Protected activities include the following:

- reporting or providing information about a potential policy violation
- encouraging or assisting another person in reporting a potential policy violation
- cooperating or participating in any internal investigation of a potential policy violation
- filing a complaint or encouraging or assisting another person in filing a complaint with any government agency or court
- cooperating in an investigation of any kind, including testifying or assisting in an investigation or legal proceeding involving under federal, state, or local law
- otherwise opposing unlawful discrimination, harassment, or retaliation

If you experience, witness, or otherwise know of any conduct you believe may be retaliation, please let us know immediately using the Reporting Procedure described below, so we can promptly address the matter.

Reporting Discrimination, Harassment, or Retaliation

If you experience, witness, or otherwise know of conduct that may violate this policy, please report it immediately to your supervisor or the Director of Benefits.

Spectrum is committed to preventing discrimination, harassment, and retaliation in all aspects of our work. We strongly encourage you to promptly report any conduct you believe may violate this policy to ensure we know of a potential policy violation and can respond appropriately. No adverse action will be taken against an employee for reporting a potential violation of this policy or assisting in investigating a possible violation. Spectrum strictly prohibits retaliation against anyone who reports a suspected violation of this policy. Please report any suspected retaliation or intimidation immediately to your supervisor or the Director of Benefits.

Written complaints, which are *not* required, can be submitted internally using the form provided at the end of this policy.

Supervisor and Manager Reporting Responsibilities

All supervisors and managers must immediately notify the Director of Benefits of any report or complaint of a potential policy violation, or any conduct they become aware of that may violate this policy. If the report or complaint involves the Director of Benefits, the supervisor or manager must notify the President or the Vice-President. Failure to notify the appropriate official as required by this policy will result in discipline, up to and including termination of employment.

Investigation and Resolution

Spectrum will promptly investigate all complaints and any information known about a possible policy violation. We will conduct the investigation thoroughly, impartially, and in a timely manner that provides all parties with appropriate due process and reaches reasonable conclusions based on the information obtained. Spectrum may put reasonable interim measures in place during an investigation if we determine that such measures are necessary to prevent further potential violations of this policy.

While the process may vary from case to case, investigations will generally proceed as follows: Upon receipt of a complaint, Spectrum will conduct a prompt review of the allegations. Spectrum will request and review all relevant documents, and all parties involved will be interviewed, including any relevant witnesses. Spectrum will document the investigation, including, for example, documents reviewed, persons interviewed, conclusions reached and bases for such conclusions, and any corrective actions taken. The person who made the complaint and the individual(s) about whom the complaint was made will be promptly notified of the final determination.

Confidentiality

We will maintain the confidentiality of persons involved, as well as documents and other information obtained during the course of the investigation, to the extent possible and consistent with Spectrum's duty to investigate and take appropriate action. Information will only be disclosed on a need-to-know basis.

Employee Responsibilities

All employees must cooperate with an internal investigation. Deliberately providing false information, failing to cooperate, or attempting to conceal prohibited conduct is a violation of this policy and will result in discipline, up to and including termination of employment. Spectrum strictly [prohibits retaliation](#) against anyone for cooperating or participating in an investigation of a potential policy violation.

Corrective Measures

If an investigation confirms a policy violation, Spectrum will take prompt and appropriate corrective action to prevent further policy violations. Corrective actions may include disciplinary action, up to and including termination. If a customer, vendor, or another third party with whom Spectrum does business engages in unlawful harassment, discrimination, or retaliation, we will take appropriate corrective action, which may include termination of the engagement or contract.

More Information

If you have questions about this policy or need additional information on employment discrimination, including sexual or other forms of harassment, please speak with the Director of Benefits.

Legal Protections and External Remedies

Discrimination and harassment, including sexual harassment, are prohibited by Spectrum and unlawful under state, federal, and, where applicable, local law. Aside from the [internal complaint process](#) at Spectrum, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

New York State Human Rights Law

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns, and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within *three years* of the harassment. If a person did not file at DHR, they could sue directly in state court under the HRL, within *three years* of the alleged sexual harassment. A person may not file with DHR if they have already filed an HRL complaint in state court. You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR. Complaining internally to Spectrum does not extend your time to file with DHR or in court. The three years are counted from the date of the most recent incident of harassment.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov. Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized, and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

The Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal antidiscrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). A person can file a complaint with the EEOC anytime within *300 days* from the 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 has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court. The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination 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. Contact the EEOC by calling 1-800-669- 4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov. If a person files an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. Employees should contact the county, city or town in which they live to find out what local laws exist. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. You can contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

New York Harassment Complaint Form

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged sexual harassment incidents.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to your supervisor or the Director of Benefits.² You will not be retaliated against for filing a complaint. If you are more comfortable reporting verbally or in another manner, you can speak directly with your supervisor or the Director of Benefits.

COMPLAINANT INFORMATION

Your Name:

**Work
...**

Work Phone:

Work Email:

Job Title:

**Preferred Communication
Method:**

☐

Email

☐

Phone

☐

In person

☐

Other:

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

² You can also find the New York State, Division of Human Rights' model complaint form [online](#).

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Job Title:

Work Phone:

Work Address:

Relationship to you:

☐

Supervisor

☐

Subordinate

☐

Coworker

☐

Other:

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Please list the date(s) that the sexual harassment occurred:

Is the sexual harassment continuing?

☐

Yes

☐

No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents?

☐

Yes

☐

No

If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Complainant Signature

Date