

PROMOTING A HARASSMENT-FREE WORKPLACE

HOW WE DO THE RIGHT THING

We are committed to providing a work environment free of offensive or unlawful harassment.

✓ WHY IT MATTERS

At Viacom, we feel strongly that every employee should be treated with dignity and respect, regardless of their race, color, ethnicity, national origin, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, age, marital status, disability, veteran status, citizenship status or any other personal characteristic protected by applicable law.

We should never be subjected to harassment (sexual or otherwise), whether in the office or in any other work-related settings, including meetings, trips and social events. Harassment includes verbal, physical and visual conduct that creates an intimidating, abusive, offensive or hostile working environment which interferes with work performance. Every employee has the right to feel safe when working with co-workers, including managers, vendors, suppliers, clients, visitors or independent contractors.

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gender, gender identity, gender expression, age, marital status, disability, veteran status, citizenship status or any other personal characteristic protected by applicable law. We have zero tolerance for a hostile work environment.



WHAT IT LOOKS LIKE IN OUR DAY-TO-DAY WORK

- Being familiar with and adhering to Viacom's Policy Against Harassment and this Statement's guidance on **Valuing Diversity & Inclusion**
- Never making inappropriate statements concerning a person's race, religious creed, color, sexual orientation, national origin, ancestry, physical or mental disability, age, sex, gender, gender expression, gender identity, military and veteran status, marital status or other legally protected personal characteristic, or inappropriate statements of a sexual nature, such as comments about an individual's body or appearance or intrusive personal questions or comments

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🔍 EXAMPLES OF HARASSMENT

- Making degrading and disparaging comments, jokes or slurs related to race, color, age, gender, gender expression, sexual orientation and other categories protected by the laws that apply to us
- Displaying or storing written or graphic material that ridicules, insults or shows hostility toward a group or individual
- Distributing or storing pornographic, obscene or sexually suggestive content
- Asking for dates, or making unwelcome sexual advances, when it is clear — or becomes clear — that the overture is unwelcome
- Making unwelcome sexual requests while insinuating that access to or denial of job benefits is dependent upon compliance with the request
- Making inappropriate or threatening physical conduct, such as unwelcome touching or impeding or blocking another person's movements

PROMOTING A HARASSMENT-FREE WORKPLACE (CONT.)

👁️ WHAT IT LOOKS LIKE IN OUR DAY-TO-DAY WORK (CONT.)

- Conducting ourselves appropriately and remaining conscientious of how our actions and comments might be perceived or misunderstood by others
- Refusing to engage in any conduct of an overtly sexual nature, whether welcome or unwelcome
- Never displaying items, transmitting content or engaging in conduct that is sexually offensive, explicit or likely to offend our diverse workplace (for example, creating or sharing suggestive or offensive jokes, cartoons, letters, notes or invitations, whether by email, voicemail or other means)
- Adhering to Viacom's guidance on harassment whenever utilizing social media
- Reporting instances of harassment to a manager or someone from your Human Resources, Legal or Compliance Department; and refusing to retaliate after an unwanted overture or inappropriate conduct is rejected, or in response to the reporting of such conduct



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DATING IN THE WORKPLACE

Q: Can I ask a co-worker out on a date?

A: Yes, but if your advances are refused, you should not continue to ask. We encourage professional relationships among all employees. We also recognize that on occasion, romantic relationships may develop between colleagues. When this happens, colleagues should carefully think through and aim to minimize any impact in the work environment.

DATING WITHIN MANAGER/ SUBORDINATE RELATIONSHIPS

Q: Is it acceptable under Viacom policy to be romantically dating someone if they are my direct superior/subordinate?

A: Viacom understands that consenting intimate relationships may develop between a manager and a subordinate, and that legal rights and obligations around disclosure of such relationships differ by country. However, in order to minimize and manage the complications that can arise from such relationships, for both the parties involved and their co-workers, we require the more senior person to promptly disclose this information to Human Resources.

FREQUENTLY ASKED HARASSMENT QUESTIONS:

Q: Do I violate the policy if I make a comment (and I honestly meant no harm by it), but another employee is offended?

A: Yes. The way harassment law is interpreted, it doesn't matter if you intended to offend. What matters is whether the other employee interprets your comment as objectionable or a form of harassment. This is why it's important to always remain conscientious of how our actions and comments might be perceived or misunderstood by others. If you think something could be interpreted as offensive, don't do it.

Q: A colleague in my department sometimes tells jokes that make me uncomfortable. Other colleagues are sometimes amused, so I wonder if I'm being over-sensitive. Is there anything I can do?

A: Viacom is committed to providing a harassment-free workplace. If your co-worker's comments make you uncomfortable, talk to your manager (if he or she is not involved) or use one of the other [Employee Reporting Procedures](#).