

EXHIBIT G

Paramount Global's Non-Discrimination and Anti-Harassment Policy

Guidelines for you.

**VIACOMCBS
POLICY GUIDE**

VIACOMCBS

ViacomCBS Policy Guide

This Policy Guide works in concert with the Business Conduct Statement (BCS) and contains additional ViacomCBS policies, procedures and programs not addressed by the Business Conduct Statement (BCS) for staff employees.

How This Policy Guide and the BCS Work Together:

ViacomCBS's BCS is our Code of Conduct. It sets out standards, which define what is expected of everyone working for, on behalf of, or otherwise affiliated with ViacomCBS – both in terms of high ethical standards and compliance with all applicable laws. All employees are required to have read, be familiar with and certify willingness to comply with the BCS. However, no single guide can address all the issues and expectations that arise in the workplace.

This Policy Guide contains additional guidelines that may not be covered in the BCS, but that are relevant to the day-to-day expectations of ViacomCBS employees in the workplace (such as dress code, office hours, dating relationships, etc.).

This Policy Guide supersedes the policies, procedures and programs covered by earlier policy manuals or guides that were previously applicable to you. Previously issued policies pertaining to subjects not specifically covered in this Policy Guide will remain in effect until further notice. As an employee of ViacomCBS, you are expected to review and comply with the provisions of this document as well as any other policies promulgated by ViacomCBS, including but not limited to the ViacomCBS BCS.

From time to time, policies may be revised, deleted or new policies may be adopted with or without notice to you. Any changes to existing policies or any new policies will be posted in the most current version of the Policy Guide available on the ViacomCBS Intranet. Please refer to the ViacomCBS Total Rewards Portal for confirmation on any policy. You should always consult with Human Resources if you need guidance or information on a particular policy or program. Violation of these policies may result in discipline up to and including termination. This Policy Guide does not constitute a contract and nothing herein changes the at-will status of employees. Any written agreement or contract between an employee and ViacomCBS that alters these policies must be signed by the appropriate division management and approved by the ViacomCBS Chief People Officer or General Counsel.

The policies contained in this Policy Guide apply to all ViacomCBS Corporation full-time staff employees, exempt and non-exempt. Except as set forth below, such policies also apply to employees covered under an applicable collective bargaining agreement, unless otherwise specified in that collective bargaining agreement, or a talent contract or a valid personal services agreement. Policies for Holidays, Personal Days, Vacation, and Sick Leave do not apply to employees covered by a collective bargaining agreement unless the collective bargaining agreement expressly provides for participation in such policies. In the event that ViacomCBS offers any additional paid or unpaid time off to employees beyond the policies contained in this Policy Guide, such additional time off will not apply to employees covered by a collective bargaining agreement unless expressly provided by ViacomCBS.

SPEAKING UP AND NON-RETALIATION POLICY

ViacomCBS's Speaking Up & Non-Retaliation Policy can be found in the BCS. We expect all members of our community to speak up, ask questions and escalate concerns when employees observe behavior that seems to violate our policies. All individuals who believe they have experienced an incident of harassment, discrimination or retaliation or any other inappropriate or questionable behavior that they believe is contrary to ViacomCBS's business practices or policies are expected to report their complaints promptly.

ViacomCBS's complaint procedures are set forth on page 8 herein as well as in the Reporting Concerns section of the BCS.

ViacomCBS absolutely prohibits retaliation against anyone for raising or helping to address an integrity concern in good faith. Retaliation is unacceptable, and any form of retaliation in violation of this policy can result in disciplinary action, up to and including discharge.

What's Inside

General Employment Policies

Non-Discrimination and Anti-Harassment Policy.....	6
Anti-Bullying Policy.....	11
Requesting an Accommodation.....	11
Open Door Policy.....	12
Workplace Safety.....	13
Workplace Surveillance.....	13
Workplace Violence.....	13
Drug Use and Alcoholism.....	14
Electronic Information Security Policies.....	15
Confidential Information.....	16
Access to Personnel Files.....	16
Reference Checks on Former Employees.....	16
Political Activity.....	17
Conflicts of Interest.....	17
Participation in Company Programming.....	18
Gambling.....	18

Your Workplace (Expectations)

Office Hours and Punctuality.....	19
Time Records.....	19
Flexible Workplace.....	19
Dress Code.....	19
Personal Property.....	20
Company Access to Company Equipment.....	20
Tobacco-Free Workplace Policy.....	20
Firearms Policy.....	21
Legal Advice.....	21
Employee Loans.....	21
Lactation Support Program.....	21
Cellular Phone Safety Issues.....	22
Publicity Release.....	22
Solicitations.....	23
Use of ViacomCBS Documents.....	23
Use of ViacomCBS Stationery.....	23
Use of ViacomCBS Logos.....	23

What's Inside *continued*

Your Job (Hiring, Promotion, Transfers, Termination)

Age Eligibility for Employment	24
Background Check	24
Immigration Reform and Control Act	24
Job Openings	25
Supervisory Relationships Involving Relatives.....	25
Rehiring of Retirees.....	25
Rehiring of Employees.....	25
Re-employment During a Severance Pay Period	25
Service Date Definitions	26
Per Diem Employment.....	26
Introductory Period for Full-Time Staff Employees.....	27
Discipline and Termination.....	27

Time Away From Work

Holidays.....	29
Personal Days.....	29
Volunteer Time Off (VTO).....	30
Vacation & Time Off Policies.....	30
Medical or Other Unscheduled Absences	32
Paid Safe and Sick Time.....	32
Temporary Schedule Changes	37
Bone Marrow/Organ Donor Paid Time Off Policy.....	37
Workers Compensation	38
Short Term Disability Program.....	38
Job Reinstatement Rights for Disability Leaves.....	40
Family and Medical Leave.....	41
Military Service.....	50
Parental Leave of Absence	53
Parental and Caregiving Leave of Absence	54
Personal Leave of Absence	55
Jury Duty.....	55
Bereavement Leave (Death in Family).....	56
Death Benefit Payment.....	56

What's Inside *continued*

Your Compensation and Benefits

ViacomCBS Total Rewards Portal and Benefits Center.....	57
Compensation Approvals.....	57
Merit Increases	57
Base Hours and Overtime Payments to Non-Exempt Personnel	57
Meal Periods and Rest Periods.....	57
Overtime Worked in Another Department	58
Compensatory Time Off for Exempt Personnel.....	58
"On Call" Hours	59
Proper Payment of Wages	59
Tuition Reimbursement Program.....	60
Adoption Assistance Program.....	60
Surrogacy Benefit.....	60

General Employment Policies

This section of the ViacomCBS Policy Guide contains policies on a wide range of general employment matters.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

ViacomCBS 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, 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. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, ViacomCBS 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 with co-workers, including managers, vendors, suppliers, clients, visitors, talent or independent contractors. ViacomCBS 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 the policy of ViacomCBS to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status, sexual and reproductive health decisions, or any other characteristic protected by 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. ViacomCBS prohibits and will not tolerate any such discrimination or harassment. Although the ViacomCBS Chief People Officer has the overall responsibility for the implementation of this policy, every individual working at ViacomCBS 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, national origin, religion, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status, sexual and reproductive health decisions, or any other characteristic protected by law.

Definitions of Harassment

a. **Sexual harassment** constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (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; 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 may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or activity or requests for sexual favors; sexual jokes and innuendoes; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering,

General Employment Policies *continued*

catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through posting on walls, e-mail, text message, instant messenger, social media, or other electronic communication); other physical, verbal or visual conduct of a sexual nature; and conditioning employment opportunities (for example, hiring, promotion, or continued employment) on sexual favors. *Sex-based harassment* – that is, conduct not involving sexual activity or language (e.g., male manager yells only at female employees and not males) – or sex stereotyping (meaning that an individual’s conduct or personality traits are considered inappropriate simply because they may not conform to other people’s ideas and perceptions about how individuals of either sex should act or look) – may also constitute discrimination or harassment if the conduct is directed at an individual *because of that person’s sex*.

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, national origin, religion, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran’s status, gender, gender identity, gender expression, transgender status, sexual and reproductive health decisions, or any other characteristic protected by 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; 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

These policies apply to and cover all applicants, employees, interns (whether paid or unpaid), contractors, temporary workers, vendors and any other individuals conducting business or providing services at ViacomCBS, regardless of immigration status, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to ViacomCBS (e.g., an outside vendor, consultant, or customer).

With regard to non-employees, the protections and prohibitions against discrimination and harassment in this policy apply to non-employees who provide services to ViacomCBS (including contractors, subcontractors, vendors, and consultants) while they are on ViacomCBS premises and/or while engaged in conducting business for or on behalf of ViacomCBS (“covered non-employees”). Covered non-employees include persons commonly referred to as “gig” workers and temporary workers, as well as persons providing equipment repair, cleaning services, or any other services provided pursuant to a contract with ViacomCBS. 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 ViacomCBS; 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 ViacomCBS.

Conduct prohibited by these policies is unacceptable in the workplace (including on set or other project-related worksites) and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events. Any individual who engages in such 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 work or personal devices or during non-work hours, will be subject to discipline up to and including termination.

General Employment Policies *continued*

Supervisory Responsibility

Managers and supervisors are charged with additional responsibilities because of their positions of authority within ViacomCBS. 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 are required to report any complaint of harassment or discrimination they receive or any harassment or discrimination they observe, without exception. If a manager or supervisor receives a report of harassment or discrimination, or is otherwise aware of such conduct, they are required to promptly report it to the ViacomCBS Human Resources Department or to the ViacomCBS 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.

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, otherwise knowingly allowing harassment or discrimination to continue, or for engaging in any harassing, discriminatory, or retaliatory conduct themselves.

Retaliation Is Prohibited

ViacomCBS policy and federal, state and local law prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation is defined as an adverse action taken against an individual because that person engaged in protected activity. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation. Protected activities with regard to discrimination or harassment include making complaints about discrimination or harassment to a manager or supervisor or other person designated to receive complaints; making a report of

suspected discrimination or harassment even where the individual is not the recipient; assisting another individual complaining of discrimination or harassment; filing a formal complaint about discrimination or harassment with a government agency; opposing discrimination or harassment; or providing information during an investigation of discrimination or harassment or providing testimony in connection with a complaint of discrimination or harassment. Retaliation is a serious violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action up to and including termination.

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 ViacomCBS policies, job requirements and disciplinary rules regardless of their engaging in protected activity. This policy regarding retaliation is not intended to protect persons making intentionally false charges of discrimination or harassment.

Complaint Procedure

Reporting an Incident of Harassment, Discrimination or Retaliation

ViacomCBS strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to ViacomCBS's policy or who have concerns about such matters should report their complaints to their immediate supervisor, their department head, any senior manager of the business unit, the ViacomCBS Human Resources Department (Human Resources Business Partner or Human Resources Production Partner), the ViacomCBS Chief People Officer, ViacomCBS Compliance Officers, a lawyer in their Business Unit, ViacomCBS' General Counsel, or the ViacomCBS Openline at (855) 833-5027 or visit Openline.ViacomCBS.com. The Company has engaged NAVEX Global's EthicsPoint, an external vendor, to receive phone calls or online reports through our ViacomCBS 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 ViacomCBS-designated resources identified above.

General Employment Policies *continued*

Supervisors or managers who receive a complaint of a violation of this policy must promptly report the complaint to the ViacomCBS Human Resources Department or to the ViacomCBS Compliance Officers.

ViacomCBS also has a Complaint Form (available from your Human Resources representative or at totalrewards.viacomcbs.com) to report incidents of sexual harassment that individuals may complete if they prefer. Once the individual completes a Complaint Form, it should be submitted to the relevant Human Resources representative, a ViacomCBS Compliance Officer or the ViacomCBS Openline website at Openline.ViacomCBS.com.

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, ViacomCBS 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. ViacomCBS will make every effort to stop alleged harassment, discrimination or retaliation, but can only do so with the cooperation of individuals working at ViacomCBS.

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.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated fairly, promptly, thoroughly and impartially by the Human Resources Department, the ViacomCBS Employee Relations Team, ViacomCBS's Compliance Department, or another appropriate party in a manner that provides all parties appropriate due process and reaches conclusions based on the evidence collected. This procedure will apply regardless of the manner in which the individual made the complaint. 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. All individuals, including managers and supervisors, are required to cooperate with any internal investigation of harassment, discrimination or retaliation. 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, ViacomCBS will review relevant documents (if any), which may include without limitation e-mails and text messages.

Each investigation will be tracked for reasonable progress and documented in writing, which will include documents or information reviewed, individuals interviewed, any relevant prior incidents, and how the complaint is resolved. Each complainant will be notified following the completion of the investigation and will be advised of the results of the investigation, whether corrective action was taken and the right to file a complaint externally. Individuals about whom a complaint was made will be notified as well. ViacomCBS will endeavor to complete the investigation as soon as possible, and will notify the complainant if it is unable to do so.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with a thorough investigation, appropriate corrective action 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, temporary suspension without pay or termination, as ViacomCBS believes appropriate under the circumstances.

General Employment Policies *continued*

Additional Information About These Policies

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

These policies 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 the policies of ViacomCBS 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 these policies, not to form the basis of an exception to them.

Other Avenues for Relief

Aside from the internal complaint procedure available at ViacomCBS, individuals may also choose to pursue legal remedies with the following governmental entity:

- U.S. Equal Employment Opportunity Commission (EEOC) – employees have, depending upon jurisdiction, up to 300 days from the date of any harassment or discrimination to file a complaint with the EEOC. The EEOC does not award relief, but may take other action including pursuing cases in the federal courts, which may award remedies if unlawful behavior is found to have occurred.
 - Contact: www.eeoc.gov (website), info@eeoc.gov (e-mail), 800-669-4000 (voice)

Individuals in New York may choose to pursue legal remedies with the following governmental entities:

- New York State Division of Human Rights (NYS DHR) – individuals in New York State have one (1) year from the date of any discrimination or harassment, and three (3) years from the date of any sexual harassment, to file a complaint with the NYSDHR. To file a complaint, individuals do not need an attorney. Alternatively, a lawsuit may be brought within three (3) years of the alleged harassment or

discrimination, instead of filing a complaint with the NYSDHR. Remedies include injunctive relief as well as monetary damages, attorney's fees, and civil fines.

- Contact: www.dhr.ny.gov, 718-741-8400
- 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: www.nyc.gov/humanrights, 311, 212-306-7450
 - Report allegations of discrimination, harassment or retaliation directly to the New York State Attorney General's Office, you may call (212) 416-8250 or fill out an online complaint form, which may be found at <https://formsnym.ag.ny.gov/OAGOnlineSubmissionForm/faces/OAGCRBHome>, and then emailed to Civil.Rights@ag.ny.gov or faxed to (212) 416-6030 or mailed to Office of the Attorney General, The Capitol, Albany, NY 12224-0341

Individuals in California may also raise questions or report potential harassment, discrimination or retaliation to the following governmental agency:

- California Department of Fair Employment and Housing (DFEH).
 - Contact: 2218 Kausen Drive, Suite 100, Elk Grove, CA 95758 (by mail); www.dfeh.ca.gov (website); contact.center@dfeh.ca.gov (e-mail); 800-884-1684 (voice); 800-700-2320 (TTY)

Individuals in Massachusetts may also raise questions or report potential sexual harassment by filing a formal complaint with the following governmental entity:

- 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>

General Employment Policies *continued*

Individuals in other ViacomCBS work locations may be subject to additional applicable state and local laws. Where the conduct complained of involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime, and individuals should contact their local police department.

ANTI-BULLYING POLICY

ViacomCBS believes in an environment that is free from workplace bullying and abusive conduct, regardless of whether the person is in a protected category. Bullying or abusive conduct is conduct with malice that a reasonable person would find hostile or offensive. Examples of what constitutes abusive or bullying conduct include repeated use of insults, derogatory remarks and epithets; threatening, intimidating or humiliating verbal or physical conduct; and the gratuitous sabotage of a person's work performance. It does not include a single act unless it is especially severe and egregious, but ViacomCBS strongly discourages such behavior at any time.

If you experience any behavior of this nature, please report it immediately to your manager or local Human Resources representative, or utilize any of the reporting procedures set forth in this Policy Guide or the Business Conduct Statement. ViacomCBS will promptly and thoroughly investigate any allegations of misconduct. ViacomCBS prohibits retaliation against any individual who makes a good-faith report or cooperates in an investigation of a suspected violation of this policy.

REQUESTING AN ACCOMMODATION

ViacomCBS is committed to a work environment in which all individuals are treated with respect and dignity. It is ViacomCBS's policy to ensure compliance with all federal, state, and local equal employment opportunity laws in all hiring and employment practices. ViacomCBS prohibits discrimination with respect to hiring, promotion, compensation, benefits, training, discharge and all other aspects of the employment relationship against employees or applicants with disabilities, sincerely-held religious beliefs and other characteristics as protected by applicable law.

ViacomCBS works to provide employees and applicants who request a reasonable accommodation for characteristics protected under applicable law, where such accommodations do not cause an undue hardship to ViacomCBS.

Requesting an Accommodation

If an employee or applicant needs to request a reasonable accommodation so that they may perform the essential functions of the job they hold or seek, they should call **Unum at 1-866-891-7934**. Employees and applicants should be prepared to discuss the reason why the accommodation is being requested (for example, for religious needs or due to a disability); the nature, extent and expected duration of the accommodation; and how the requested accommodation would allow the employee or applicant to perform the essential functions of the job and why such functions could not be performed in the absence of an accommodation. While ViacomCBS is not required under law to grant employees or applicants their preferred or requested accommodation, ViacomCBS will consider all accommodations that are reasonable and do not create an undue hardship upon ViacomCBS.

In cases involving a disability, ViacomCBS reserves the right to request medical documentation and other medical guidance to support the accommodation request. In other cases, ViacomCBS reserves the right to request relevant documentation in support of the accommodation request.

Once the interactive process is complete, and ViacomCBS has had an opportunity to evaluate the employee or applicant's request, ViacomCBS will inform the employee or applicant whether an accommodation will be provided.

Information regarding requests for accommodations will be kept confidential and shared with others only if there is a legitimate business reason for doing so.

Employees may initiate a request for an accommodation by calling **Unum at 1-866-891-7934**.

No Retaliation; Complaint Procedure

ViacomCBS prohibits discrimination or retaliation against employees or applicants who request an accommodation for a disability, a sincerely-held religious belief or other protected characteristic.